

**DISTRICT OF 100 MILE HOUSE – REGULAR COUNCIL AGENDA**  
**- MEETING HELD IN MUNICIPAL COUNCIL CHAMBERS -**

**September 12,  
2023  
6:30 PM**



<b>A.</b>	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor to call the regular meeting to order at 6:30 PM.</p> <p>Acknowledgement that this meeting is being held on Secwepemculecw.</p> <p><b>BE IT RESOLVED THAT</b>, pursuant to Section 92 of the <i>Community Charter</i>, that this meeting of Council be closed to the public under Section 90 (1)(a)(e) of the Community Charter.</p> <p>Regular meeting to be called back to order at 7:00 PM.</p>
<b>B.</b>	<b><u>APPROVAL OF AGENDA:</u></b>
	<p><b>B1</b></p> <p><b>BE IT RESOLVED THAT</b> the September 12<sup>th</sup>, 2023 Regular Council agenda <u>be approved</u>.</p>
<b>C.</b>	<b><u>INTRODUCTION OF LATE ITEMS AND FROM COMMITTEE OF THE WHOLE:</u></b>
<b>D.</b>	<b><u>DELEGATIONS:</u></b>
<b>Enbridge</b>	<p><b>D1</b></p> <p>Emma Shea, Sr. Advisor, Community &amp; Indigenous Engagement  Aaron Mannella, Sr. Advisor, Community &amp; Indigenous Engagement</p> <p>Representatives from Enbridge's Community and Indigenous Engagement team will present an update to Council on Enbridge's BC operations and an introduction of the Sunrise Expansion Program.</p>
<b>CMHA PACT Team Presentation</b>	<p><b>D2</b></p> <p>Ebony Rosam, Sarah Potts and Susann Colins to present on their work to promote the Peer Assisted Care Team (PACT). PACT is a mobile civilian response to a mental health crisis, providing an alternative to police response.</p>

<b>DRAFT Heat Plan</b>	<b>D3</b>  Urban Matters will present to Council the Draft Heat Plan prepared for the District of 100 Mile House.
<b>E.</b>	<b><u>MINUTES:</u></b>
<b>Regular Council – August 8th, 2023</b>	<b>E1</b>  <b>BE IT RESOLVED THAT</b> the minutes of the Regular Council meeting of August 8 <sup>th</sup> 2023 <u>be adopted</u> .
<b>Special Council – August 14th, 2023</b>	<b>E2</b>  <b>BE IT RESOLVED THAT</b> the minutes of the Special Council meeting of August 14 <sup>th</sup> 2023 <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>City of Quesnel Request for Support</b>	<b>H1</b>  <b>BE IT RESOLVED THAT</b> the Quesnel Highway 97 North-South Interconnector Project Request for Support <u>be received</u> ; and further;  <b>BE IT RESOLVED THAT</b> The District of 100 Mile House supports the Quesnel Highway 97 North-South Interconnector Project and requests the Province proceed without delay to the Functional Design phase of the project.
<b>Commissionaires Report August 2023</b>	<b>H2</b>  <b>BE IT RESOLVED THAT</b> the By-Law Officer report for the period of August 1 <sup>st</sup> to August 31 <sup>st</sup> , 2023 <u>be received</u> .
<b>Fire Chief Appointment</b>	<b>H3</b>  <b>BE IT RESOLVED THAT</b> the Council of the District of 100 Mile House appoint David Bissat to the position of Fire Chief for the District of 100 Mile House, effective October 1 <sup>st</sup> , 2023.

<b>2023 Santa Claus Parade -Street Closure</b>	<p><b>H4</b></p> <p><b>BE IT RESOLVED THAT</b> the District of 100 Mile House Council authorize the closure of Birch Ave from First Street to Fifth Street on November 18<sup>th</sup>, 2023 between the hours of 3:00 PM and 5:00 PM to accommodate the 2023 Santa Claus Parade; and further</p> <p><b>BE IT RESOLVED THAT</b> the proponents be directed to coordinate all activities with the District Community Services Operations Supervisor.</p>
<b>I.</b>	<p><b><u>STAFF REPORTS:</u></b></p>
<b>Property Tax Collection Report</b>	<p><b>I1</b></p> <p><b>BE IT RESOLVED THAT</b> the 2023 Property Tax Collection report <u>be received</u>.</p>
<b>Audit Services RFP</b>	<p><b>I2</b></p> <p><b>BE IT RESOLVED THAT</b> the Annual External Audit Services report be received; and further;</p> <p><b>BE IT RESOLVED THAT</b> the Council of the District of 100 Mile House award the Annual External Audit Services contract to BDO Canada LLP for a five (5) year term, for the total tendered amount of \$263,092 plus applicable taxes</p>
<b>Development Variance Permit – 185 Cedar Ave</b>	<p><b>I3</b></p> <p><b>BE IT RESOLVED THAT</b> Council of the District of 100 Mile House authorize staff to proceed with advertising and notification of adjoining property owners, of Council's intent to consider issuance of a Development Variance Permit to Sidney and Carley Goldschmidt for the property located at 185 Cedar Avenue, and legally described as Lot 11, Plan 8066, DL 31, Lillooet District to vary Zoning Bylaw No. 1290, 2016, s. 8.5.6 b) from the requirement for a 1.5 metre interior side setback to only 1.0 metre on the southerly interior side setback, and to vary s. 8.5.7 b) from a maximum height of 5.0 metres for an accessory building to 6.1 metres, in substantial accordance with the application as submitted on Aug. 9, 2023.</p>

<b>J.</b>	<b><u>BYLAWS:</u></b>
<b>Tax Exemption Bylaw #1408</b>	<b>J1</b>  <b>BE IT RESOLVED THAT</b> the Tax Exemption Bylaw Amendment 1408-2023 be read a first, second, and third time this 12 <sup>th</sup> day of September 2023.
<b>Business Licence Bylaw #1407</b>	<b>J2</b>  <b>BE IT RESOLVED THAT</b> the District of 100 Mile House Business License Bylaw No. 1407, 2023 be read a first, second and third time this 12 <sup>th</sup> day of September, 2023.
<b>K.</b>	<b><u>VOUCHERS</u></b>
<b>Paid Vouchers (August) #28717 to #28823 &amp; EFTs</b>	<b>K1</b>  <b>BE IT RESOLVED THAT</b> the paid manual vouchers # 28717 to # 28823 and EFT's totaling <b>\$484,344.01</b> <u>be received</u> .
<b>L.</b>	<b><u>OTHER BUSINESS:</u></b>
<b>M.</b>	<b><u>QUESTION PERIOD:</u></b>
<b>N.</b>	<b><u>ADJOURNMENT</u></b>  <b>BE IT RESOLVED THAT</b> this September 12 <sup>th</sup> , 2023 meeting of Council be adjourned:                      Time:



# Enbridge regional update

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District of 100 Mile House

September 12, 2023

# Land acknowledgement



*Our projects and operations span Treaty and Tribal lands, the National Métis Homeland, unceded lands and the traditional territories of Indigenous Nations, Tribes, Governments and Groups (Indigenous groups)<sup>1</sup> across North America.*

<sup>1</sup>In this IRAP we are using the term "Indigenous groups" when referring to Indigenous nations, governments or groups in Canada and/or Native American Tribes and Tribal associations in the United States. We have the utmost respect for the unique rights and individual names of Indigenous groups across Turtle Island. This collective term is used solely for the purpose of the readability of the IRAP.

# Natural gas transmission in British Columbia



- Westcoast Energy Inc., an Enbridge company, (Enbridge) owns and operates the major natural gas transmission system in British Columbia (BC), referred to as the Westcoast (or BC Pipeline) system.
- The Westcoast system spans over 2,900 kilometers from near Fort Nelson in northeast BC and from Gordondale near the Alberta-BC border, south to the Canada-U.S. border at Huntingdon/Sumas.
- The gas transported by the Westcoast system is used to heat homes, businesses, hospitals and schools. This gas is also used for electric power generation and is a staple in a number of industrial and manufacturing processes that produce hundreds of products that improve our lives.



We help connect people with the energy they need to live their lives

# Economic impacts to BC (2022)



- Jobs

- Enbridge's workforce included **206** BC-based permanent and temporary employees, and provisioned contractors, at year's end.
- Enbridge paid more than **\$20.3 million** in total wages to BC-based permanent and temporary employees.

- Tax and Economic Benefits

- Enbridge paid **\$67.2 million** in property tax across BC for energy projects, pipelines and related facilities, such as compressor stations.
- Enbridge's capital expenditures on items such as pipe steel, equipment purchases and replacement, system integrity-related investments, and capital leases, totaled **\$341.7 million**.

Enbridge is committed to supporting and strengthening the communities near our pipelines and facilities

# Economic impacts to BC (2022)



- Tax amounts
  - \$632,775.12 paid to the District of 100 Mile House in the 2022 tax season.
- This revenue can be used for schools, infrastructure (roads and bridges), health and wellness, recreation, transportation and other services that help strengthen the fabric of the community.



Enbridge is committed to supporting and strengthening the communities near our pipelines and facilities

# Environment, Social and Governance (ESG) Progress Dashboard



At Enbridge, we believe that we play a key role in bridging to a cleaner energy future and this focus drives our strategy.

We are hard at work finding and applying new technologies to reduce our own emissions while also building new energy business platforms for the future.

Find out more: [Enbridge 2022 Sustainability Report](#)



# Goats on the Right-of-Way

**Goats on the go: A new breed of pipeline patrols**



The Goat Browsing Project is part of Enbridge's Integrated Vegetation Management Program, incorporating both traditional and biological methods using herbivores.

This multi-year project aims to gain deeper insights into managing invasive species effectively by conducting research in the locations where the goats are eating. While the goats feed their way down a pipeline corridor, Enbridge researchers and environmental specialists observe and record the progress and efficacy of this approach.

# Sunrise Expansion Program

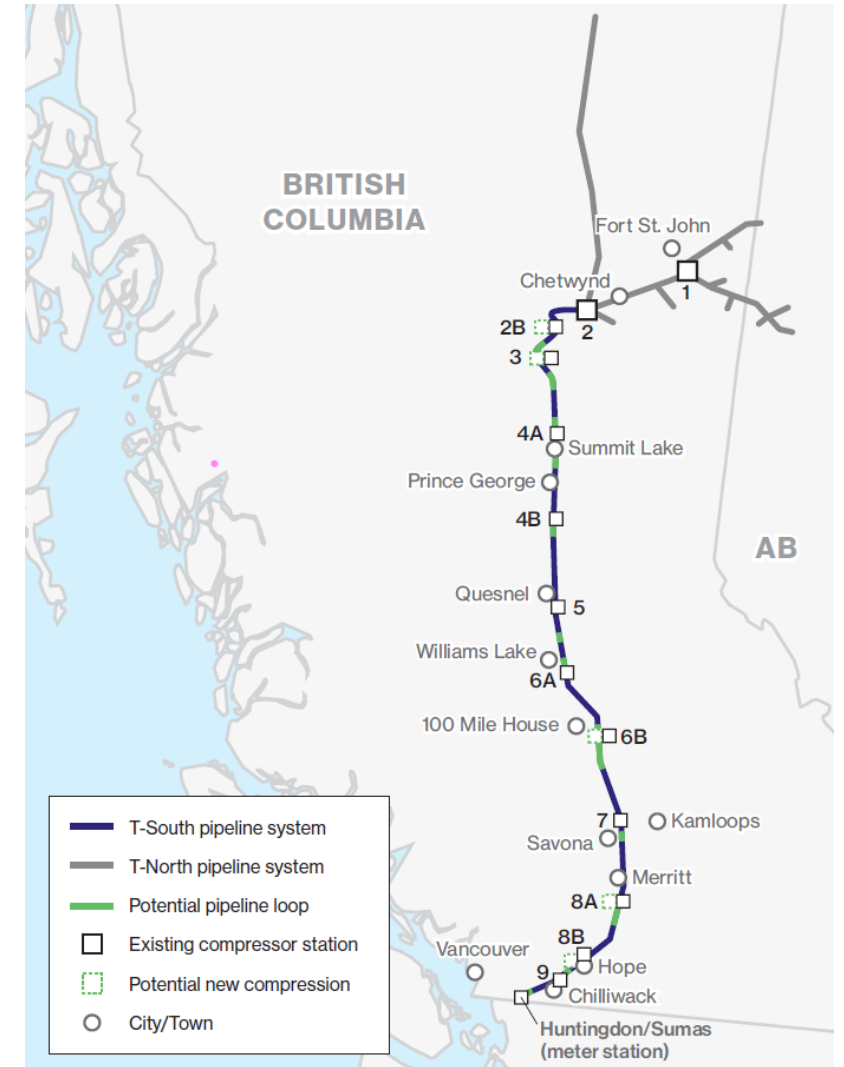
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# Sunrise Expansion Program






- Sunrise Expansion Program (the Project) is a proposed expansion of the southern portion of the Westcoast BC Pipeline system known as “T-South.”
- The Project is being driven by the demand for increased natural gas capacity to serve BC and the Pacific Northwest.
- Includes the addition of 42” diameter pipeline looping and additional compression to provide approximately 300 million cubic feet per day of additional natural gas transportation service.
- In the early design phase: studies are underway to determine the specific configuration, location and timing of any new Project components.
- A regulatory application to the Canada Energy Regulator is expected for mid-2024.
- The targeted in-service date is late 2028.



# Project Components\*

*\* Project design is under development and configuration of the Project facilities, including looping and compressor additions and modifications, are subject to change.*

Pipeline looping	Compression	Power transmission
		
What is it?		
The addition of segments of pipeline that are connected to the existing pipeline system in order to increase the capacity.	Natural gas is highly pressurized as it travels through a pipeline by using compressor stations to move the gas from one point to the next.	Powering new compressor stations units with electricity would significantly decrease greenhouse gas (GHG) emissions at these sites. In order to electrify the new compressor units, new powerline infrastructure would need to be constructed.
Where?		
Potentially 190 kilometres of 42-inch diameter pipeline to be added to the existing system that will largely be built in adjoining (contiguous) multiple looped segments.	Potential additional compression at four existing compressor stations: <ul style="list-style-type: none"><li>• CS-2B (Azouzetta Lake)</li><li>• CS-3 (McLeod Lake)</li><li>• CS-6B (93 Mile)</li><li>• CS-8A (Kingsvale)</li></ul> Evaluating new compression between CS-8B and CS-9.	Powerline routing decisions are under development and will require environmental field studies and engagement with Indigenous groups and local stakeholders. Powerlines would be constructed near the compressor stations that will have new electric compressor units.

# Pipeline Looping

- To increase the capacity of the existing natural gas system, pipeline looping, along with additional compression, is being proposed.
- In all cases, the 42" loop will connect via above ground crossovers (pictured) to both the existing 30" and 36" pipeline.
- Some of these proposed connections will be within an existing compressor station site, while others will be stationed along the existing pipeline corridor.



# Investigative field studies



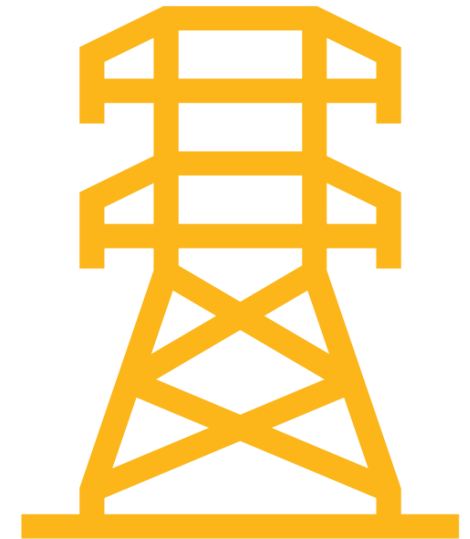
- To support the development of an Environmental and Socio-Economic Assessment for the Project, Enbridge will be conducting numerous studies to determine potential impacts the Project may have.
- Enbridge began investigative environmental field studies on select pipeline corridors in May 2023.
- Geotechnical studies are planned to begin later this year.
- This work will determine any environmental or geotechnical considerations that may need to be factored into the planning and design of the Project.
- Field work will include studies of fish and fish habitats, early and late season vegetation surveys, soil, watercourses, wetlands and wildlife, as well as traditional land use studies and archaeological work.





# Electric compression

- Enbridge is currently evaluating the development of electric-drive compressor stations for this Project.
- The plan under evaluation is to build the powerline infrastructure required in various locations to tie into compressor stations and be able to electrify new compression.
- Powerline infrastructure routing decisions will require environmental field studies which begin in August 2023, aligned with the existing field work program underway.
- The scope currently evaluates over 90% of the transmission powerline right-of-way (ROW) in existing/pre-disturbed ROW and only 6km of new ROW.
- By powering compressor stations with electricity, we will be able to significantly decrease our GHG emissions at these sites.
- A new electric drive compressor unit at CS6B near 93 mile is proposed, which will result in the need for new powerline transmission.



# Socio-Economic and Gender-Based+ Analysis (GBA+)



Enbridge is seeking to obtain any additional baseline information that can support our ability to address and mitigate:

- Direct and indirect socio-economic effects.
- Effects to subgroups of the population including differential impacts to gender, sex, culture, and identity considerations.

We are seeking information related to any **key social issues in the community right now** (health, social and cultural well-being, employment and economy, etc.)

- Suggestions for mitigation that Enbridge might be able to implement to reduce negative social issues, as well as any support Enbridge can offer to increase the positive social impacts in the community.

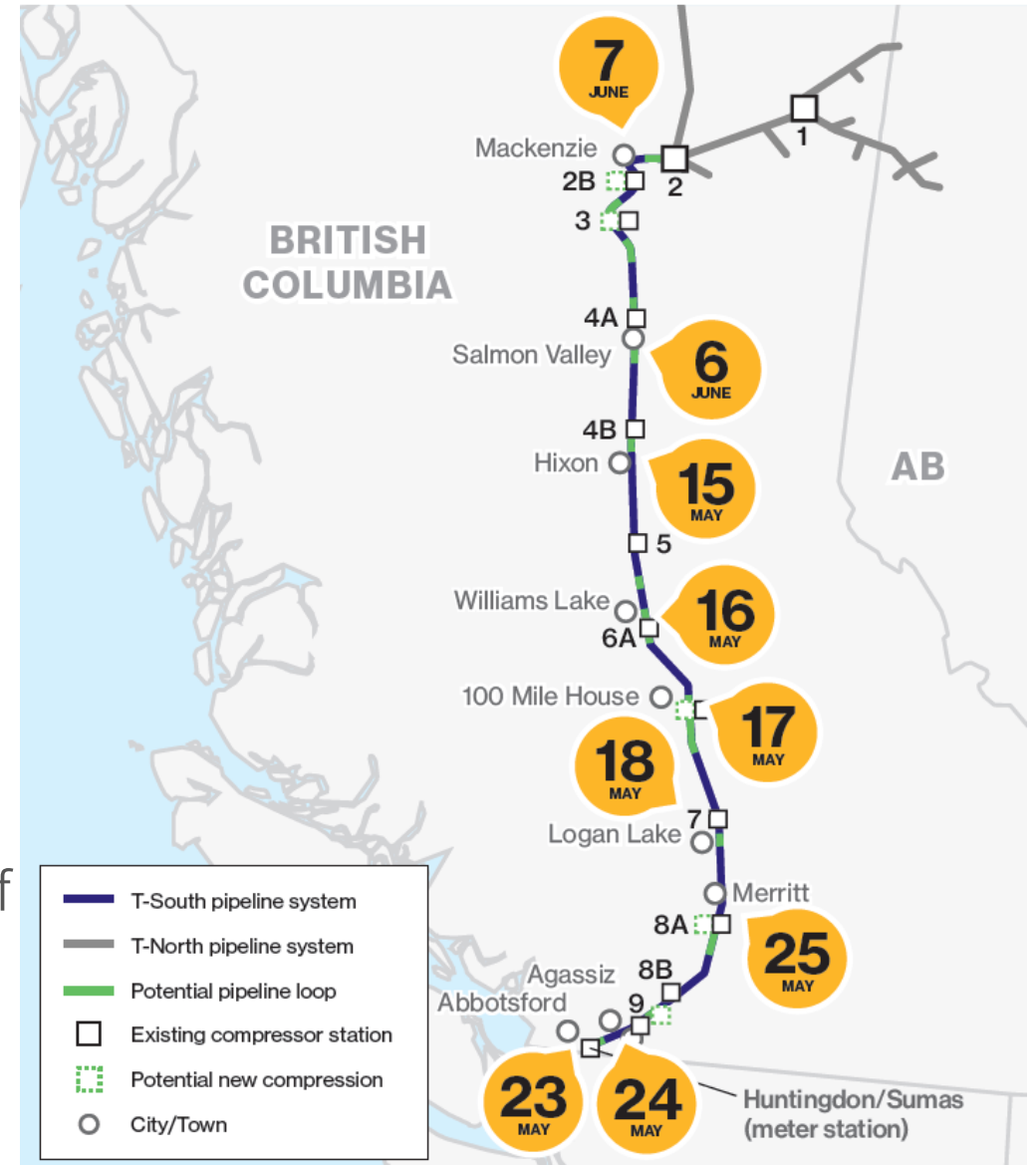


More  
information

Visit our virtual open house: [www.sunrise-program.com](http://www.sunrise-program.com) and complete our [Socio-economic assessment questionnaire](#)

# Local Engagement

- Enbridge hosted a series of spring Open Houses throughout BC along the proposed Project route, with the intent to:
  - Share information about the Project and answer questions.
  - Provide updates and plans for engagement, environmental field studies, employment or contracting opportunities and other Project details.
  - Obtain input and document questions, concerns and interests.
  - Enbridge held an Open House in the District of 100 Mile House on May 17th. Approx. 23 people attended.



# Operations and Maintenance

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# Pipeline Integrity Program 2023

- Since the fall of 2018, Enbridge has completed a comprehensive integrity program of our natural gas pipeline system in BC as part of an improved approach to pipeline safety
- During pipeline inspections, high-resolution inline inspection tools are used to inspect the BC Pipeline system to monitor the interior and exterior of our pipes
- When data from these inspections indicate a change, or detect an anomaly that requires a closer look, we undertake a maintenance dig to physically examine the integrity of the pipe segment and determine if a repair or other action is needed



# Engagement at UBCM

September 20

*You're invited!*

Join us at an unforgettable event that celebrates the essence of the West Coast at **Enbridge's Taste of B.C. Reception** during the 2023 Union of British Columbia Municipalities (UBCM) convention.

Featuring special musical guest and Juno Award winner, Murray Porter!

September 20, 2023

6:00 – 8:30 p.m.

6:45 p.m. – Murray Porter performance

**Pan Pacific Hotel**  
999 Canada Pl., Vancouver (Cypress Room)

We look forward to raising a toast to good food, good music and good company.



September 21

## Enbridge in B.C. Update and conversation

We hope you can join us for an update on Enbridge activities in B.C. while at UBCM, offering us the chance to engage with you and deepen our understanding of your community's priorities. This meeting is geared towards fostering conversations and facilitating the exchange of questions, thoughts and ideas. Pre-banquet snacks and beverages will be served.

### Agenda:

4:30 p.m. | Networking—snacks and beverages available

5 p.m. | Enbridge in B.C. update and presentation

5:30-6:00 p.m. | Q&A and conversation

This event is by invite only.  
Please RSVP by September 14 to [BCProjects@enbridge.com](mailto:BCProjects@enbridge.com) with subject line Sept 21 B.C. update.

**Fairmont Pacific Rim,**  
1038 Canada Place Way  
(Emerald Room)

September 21, 2023  
4:30 – 6:00 p.m.

RSVP is required for attendance  
by September 14 to  
[BCProjects@enbridge.com](mailto:BCProjects@enbridge.com).

# Safety 24/7/365



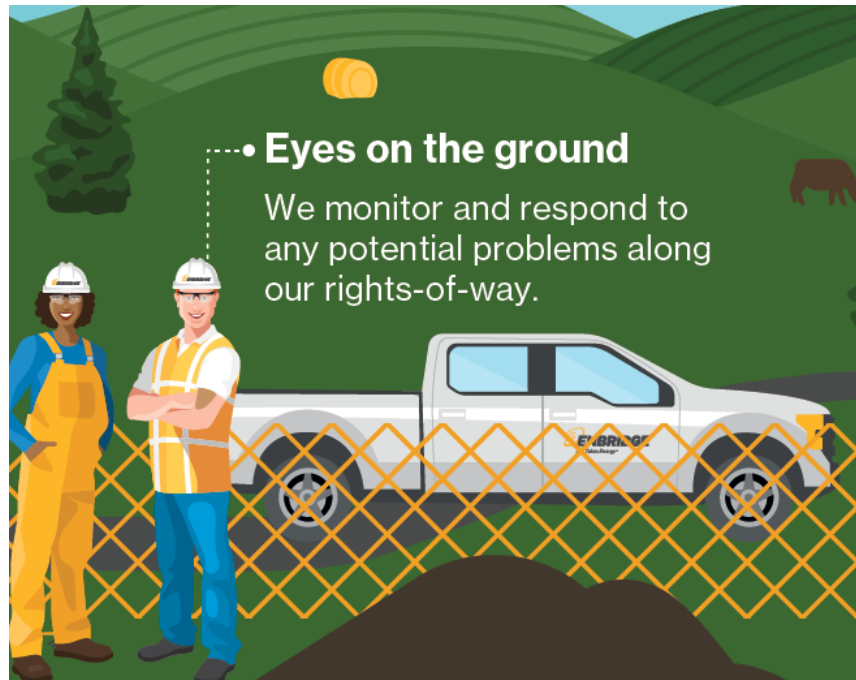
## • Eyes in the sky

We regularly survey all 27,500 km of our pipeline rights-of-way, including the 2,953 km of our BC Pipeline natural gas transmission system. We also use satellite imagery to help identify, monitor and address any instances of incremental slope movement.



## Prevention practices

- Aerial patrols
- Public awareness programs and emergency preparedness
- Community engagement



## • Eyes on the ground

We monitor and respond to any potential problems along our rights-of-way.

## • Talking to our neighbours

We regularly communicate with neighbours and customers about how to stay safe around our pipelines and facilities.



# Contact us



Have an idea or a suggestion? Get in touch with us anytime!

Emma Shea, Sr. Advisor, Community and Indigenous Engagement  
[Rikki.Beaudet1@enbridge.com](mailto:Rikki.Beaudet1@enbridge.com)

Aaron Mannella, Sr. Advisor, Community and Indigenous Engagement  
[Aaron.Mannella@enbridge.com](mailto:Aaron.Mannella@enbridge.com) (Operations)

Toll Free: 1-833-267-0333

General inquiries: [BCProjects@enbridge.com](mailto:BCProjects@enbridge.com)

Virtual Open House: [www.Sunrise-Program.com](http://www.Sunrise-Program.com)

# Q&A

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# Heat Alert Response Plan District of 100 Mile House



Prepared for:



DISTRICT OF  
**100 Mile House**

Prepared by:

urban  
**matters**

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# Executive Summary

## Context & Purpose

A rapidly changing climate is resulting in more frequent and intense heat events in BC and the Cariboo region. These intense heat events are projected to increase significantly, increasing the risk of heat-related illness and death. The Cariboo region, including 100 Mile House (100 Mile), has already experienced extreme heat events in 2021, with significant economic and social costs.

In response to the unprecedented heat events in 2021, this Heat Response Plan has been developed to provide guidance to the community during extreme heat events. The Plan considers the unique rural challenges and vulnerabilities faced by 100 Mile and incorporates best practices for heat response. It was collaboratively developed with input from various stakeholders and draws insights from neighbouring communities' Heat Response Plans.

The Plan aims to protect residents by minimizing the negative impacts of extreme heat, providing clear guidance to stakeholders, and by fostering transparency and trust. Although primarily meant to guide municipal government, the Plan is also intended to be accessible to residents who want to learn more about heat response in 100 Mile.

### **The objectives of the Heat Response Plan for 100 Mile include:**

- Providing tools for educating the community on heat risks and mitigation strategies
- Identifying and supporting heat-vulnerable populations and developing a strategy for providing targeted support
- Providing a step-by-step guide for responding to extreme heat events
- Establishing criteria and triggers for heat events
- Implementing an evaluation and improvement strategy

## Extreme Heat Response

To effectively respond to extreme heat events, response strategies must consider the vulnerability of specific groups to heat and any associated health impacts. Heat-vulnerable groups, such as older adults, infants, pregnant women, those with underlying health conditions, low-income individuals, and those with poor housing, are generally at higher risk of heat-related illness and death. Targeted interventions and support systems are essential to prevent heat-related deaths among these populations. Exposure to extreme heat directly leads to heat-related illnesses, cardiovascular and respiratory risks, and adverse effects on maternal, fetal, and child health. Indirect impacts include sleep loss, accidents, violence, mental health issues, and increased health care resource utilization. Factors like duration of hot days, seasonal timing, community adaptation, and response capacity affect heat impacts.

To mitigate heat-related harms, the Plan focuses on the following:

- Reducing exposure to heat stress
- Building community capacity
- Increasing the availability and awareness of cool spaces
- Developing and enhancing engagement and communications channels
- Addressing the needs of heat-vulnerable populations
- Integrating heat response planning with existing emergency response planning

Ongoing collaboration between the District of 100 Mile and community stakeholders through the establishment of an Extreme Heat Response Committee is foundational to the heat response strategy within this Plan. Through these collaborations, the District and stakeholders can effectively share resources and connect with heat-vulnerable groups. For a full list of recommended community partners, see **Stakeholder and Community Engagement**.

All stakeholders involved in heat planning and implementation will fulfill specific roles (see **Stakeholder and Community Engagement**) and responsibilities. Specific stakeholder responsibilities will need to be further defined during the pre-season preparedness activities using the **Stakeholder Responsibility Form**. During this time, District staff responsibilities should be reviewed as well (see **District of 100 Mile House Staff Responsibility Overview**)

Within this Plan, a comprehensive communications plan ensures residents are aware of heat risks and provides them with information and resources. Key communications messages are tailored based on the severity of the heat event, with pre-season education, heat advisory reminders, and urgent messaging during heat warnings and emergencies. The full communications can be found in **Communications Plan**.

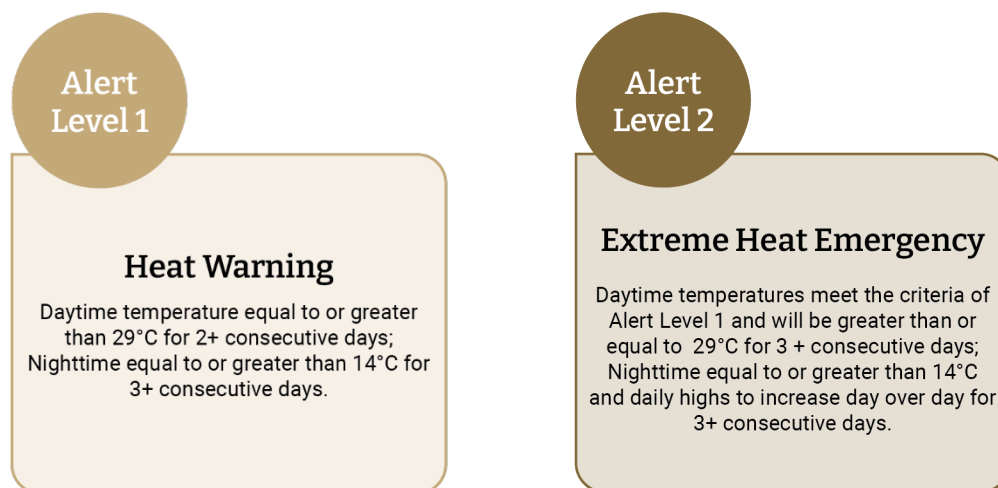
**The Heat Alert Response System (HARS)** warns residents of dangerous heat conditions and mobilizes stakeholders to implement the Plan. This System follows the BC Heat Alert Response System framework<sup>1</sup> and involves pre-season preparedness, Heat Warning Alerts (Alert 1), and Extreme Heat Emergency Alerts (Alert 1).

As a part of pre-season preparedness, the Extreme Heat Response Committee will be convened in the spring to prepare for the upcoming heat season. During this time, the committee will discuss responsibilities, communications, community engagement, and evaluation. For the full list of specific activities and actions for local government and community stakeholders, refer to **Stakeholder Roles**.

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<sup>1</sup> Province of BC, Provincial Heat Alerting Response System (HARS) (bccdc.ca)

During pre-season preparedness activities, the Extreme Heat Response Committee will evaluate the response to the previous year's heat season, ensuring alignment with local priorities and the intended reduction in heat-related harm. These evaluations will help inform the development of long-term strategies to enhance the community's response to extreme heat events.



Extreme heat alert types in 100 Mile have been established based on Environment and Climate Change Canada (ECCC) criteria for the Cariboo Region. There are two alert levels: Alert Level 1 signifies a Heat Warning, and Alert Level 2 indicates the community is entering an Extreme Heat Emergency. Both alerts come with specific criteria that trigger the alert.

When either of these alerts have been triggered, there will be specific activities and actions that are to be implemented by the District and community partners. For a detailed description of activities and actions associated with pre-season preparedness activities and extreme heat alerts, refer to the **Heat Alert Response System**.

## Long-Term Strategies

Although responses within this Plan have been developed in reaction to rising occurrences of extreme heat and the expectation that these extreme heat events will continue, this Plan also highlights some important long-term strategies related to adapting to a hotter 100 Mile House. Recommended long-term strategies include:



Developing climate change adaptation strategies for 100 Mile.



Updating municipal emergency protocols to address the challenges posed by extreme heat events.



Planting trees and increasing canopy coverage.



Initiating changes to the built environment to reduce heat (e.g., urban greening, reflective surfaces).



Setting up systems for people to self-register to receive updates on response measures and heat alerts.



Cultivating social connectedness across the community.

## About the Plan

As a rural community in British Columbia's Cariboo Regional District, 100 Mile House (100 Mile) faces unique challenges and vulnerabilities when temperatures rise. This comprehensive Heat Response Plan aims to mitigate the health risks associated with extreme heat and provide guidance on how to effectively respond and support one another during these challenging times.

The development of this Plan and heat response planning in general is a direct response to the extreme heat events that occurred during the 2021 BC heat domes. These unprecedented heatwaves brought record-breaking temperatures and had severe impacts on public health, infrastructure, and the environment. 619 people in BC died directly from heat during this time,<sup>2</sup> and 84 of these deaths occurred within the Interior Health Region.<sup>3</sup> In light of these events, the Heat Alert Response Plan has been developed to address the urgent need for an organized and comprehensive approach to mitigate the health risks associated with extreme heat in British Columbia.<sup>4</sup>

## Purpose

The primary purpose of this Heat Response Plan is to:

- Present a tailor-made approach to protecting residents within the District of 100 Mile House in the face of extreme heat,
- To minimize the negative effects of high temperatures and heat events during summer months,
- Provide stakeholders<sup>5</sup> within the District clear direction on how to implement both targeted and dispersed heat response strategies that support the protection of public health, and particularly for those heat-vulnerable residents,
- Foster transparency and build trust with 100 Mile residents by sharing information about the heat response approach, and to
- Empower individuals to take appropriate actions to protect themselves and their communities.

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<sup>2</sup> The case for adapting to extreme heat: Costs of the 2021 B.C heat wave ([climateinstitute.ca](https://climateinstitute.ca))

<sup>3</sup> Extreme Heat Death Review Panel Report ([gov.bc.ca](https://gov.bc.ca))

<sup>4</sup> Ibid.

<sup>5</sup> Stakeholders refer to all those involved in 100 Mile heat response planning, including local and regional government, community partners, and health authorities.

## Objectives

The objectives presented below collectively aim to safeguard the community's well-being, reduce heat-related health risks, and enhance the community of 100 Mile's resilience in the face of high temperatures and heat events.

- **Education on health risks and mitigation strategies.** Educate community members about the health risks associated with extreme heat and provide information on preventive measures.
- **Identify heat-vulnerable populations and mitigation opportunities.** Identify the groups within 100 Mile who are most susceptible to heat-related harms and provide targeted strategies and resources to address their specific needs and vulnerabilities.
- **Provide a step-by-step guide for responding to extreme heat events.** Present a comprehensive heat alert response plan that outlines specific actions and responsibilities related to planning, implementation, and communication for various stakeholders before, during, and after heat events.
- **Identify heat event criteria.** Defining the criteria and thresholds that determine when a heat event is occurring in the community and the level of risk and response associated with each threshold.
- **Establish a strategy for evaluation and improvement.** Present mechanisms for ongoing evaluation of the Heat Response Plan's effectiveness, including monitoring the implementation of the plan, tracking health outcomes during heat events, gathering feedback from stakeholders, and identifying areas for improvement.

## How the Plan was Developed

This Plan was developed using contemporary best practices for heat response but is designed to be flexible to future iterations which may include updated information such as changing community dynamics, continuously evolving heat-related research, climate projections, and health data.

This Plan was also developed collaboratively, involving the expertise and input of various stakeholders to ensure its effectiveness and relevance to the specific needs of 100 Mile. Created in tandem with the Williams Lake and Quesnel Heat Response Plans, this Plan, while tailor made for the 100 Mile, takes learnings from these other two Cariboo communities as well.

### The process followed to inform the Heat Response Plan included three phases:

#### **Phase 1: Stakeholder Engagement and Background Review**

This phase involved convening local stakeholders, gathering data, and research on best practices to build an understanding of the current risks, vulnerabilities, and approaches to heat response planning.

#### **Phase 2: Community Engagement**

Phase 2 involved engaging with the 100 Mile community to identify key stakeholders, assess the community's vulnerability to extreme heat, and to build an understanding of the local risks and assets to consider when planning for extreme heat events. Engagement activities conducted to inform this plan involved:

- Seeking community feedback regarding experiences during the 2021-2022 extreme heat events,
- Gathering input to understand the state of current assets, vulnerabilities, and risks to support planning for future extreme heat events,
- Identifying the best communication approaches and tactics in each community for the various populations, and
- Identifying priorities and next steps to prepare for extreme heat events in 100 Mile.

#### **Phase 3: Development of the Heat Response Plan**

This phase involved reviewing all community engagement results, best practices, and reference documents, and drafting and finalizing the Heat Alert Response Plan with support from community stakeholders.

## Best Practices

This Plan relies heavily on local context and community input and considers the unique characteristics and challenges faced by 100 Mile. However, to ensure this plan is comprehensive, community input has been complemented with best practices and expert guidance, reflecting both the local context and broader knowledge sources. Sources of best practice used to inform this plan include:

- Guidance, resources, and best practices for emergency management and heat response planning from government agencies including the Ministry of Health, Emergency Management BC, Interior Health, Health Canada, First Nations Health Authority (FNHA), ECCC, and the BC Centre for Disease Control (BCCDC).
- Consultation with experts in the fields of public health, emergency management, and climate adaptation. Interior Health was also involved in the engagement process and provided expert guidance, shared experiences, and offered recommendations based on their expertise and knowledge of best practices.

Several key resources were used to inform this plan, including:

- *The BC Provincial Heat Alert and Response System (BC HARS)*, prepared by BC Ministry of Health, Environment and Climate Change Canada, and the BC Centre for Disease Control,
- *Heat Alert & Response Planning for Interior BC Communities: A Toolkit*, prepared by the Interior Health Authority,
- *Heat Alert and Response Systems to Protect Health: Best Practices Guidebook*, prepared by Health Canada, and
- *BC Municipal Heat Response Planning in British Columbia, Canada*, prepared by the BC Centre for Disease Control

## How to Use the Plan

This plan has been developed for all residents of the District of 100 Mile. While this Plan primarily acts as a guide for the District and their community partners with a role in implementing the Plan, it is also meant to be accessible to residents who wish to know more about 100 Mile Heat Response.

This Plan provides basic educational information on health risks (see **What are the Health Impacts?**) and mitigation strategies (see **Mitigating Impacts**) and guides the reader to further sources for those seeking more in-depth knowledge (see **Additional Resources**)

This Plan also recommends response strategies for extreme heat events and outlines the roles of stakeholders (see **Stakeholder Roles**) as well as key communications messages to relay to the community (see **Communications Plan**). However, there is recognition that in a small community such as 100 Mile, response strategies are highly contingent on community capacity.

**The Heat Alert Response System** defines what a heat event is, what thresholds need to be met to trigger certain alert types. This section also provides direction to community partners with a role in implementing the response Plan, emphasizing what activities should be done, when they should be done, and who should do them.

This Plan will be used differently depending on who is using it. Local government agencies, emergency services, and community service providers will all play a crucial role in coordinating and implementing the Heat Response Plan and will need to be highly familiar with all aspects of this Plan. These groups will need to collaborate on ensuring the Plan is up to date, activate the Plan, and communicate heat alerts to the community, coordinate resources, and provide support to other stakeholders as needed.

This Plan can also be made available to 100 Mile residents as it is recommended that residents become familiar with the Heat Response Plan and understand the recommended actions to take during heat events.



## About Extreme Heat

The health impacts of extreme heat are an immediate concern as climate change currently contributes to more frequent and intense heat events in BC and in the Cariboo. By the 2050s, average annual temperatures in the Cariboo are expected to increase between 2.1°C and 4.1°C from the 1961 - 1990 baseline.<sup>6</sup> The frequency, duration, and severity of extreme heat events in BC are projected to increase as average annual temperatures continue to rise.<sup>7</sup> Extreme heat events for the Interior Health Region are predicted to occur every 3-10 years by 2050.<sup>8</sup> Projections to 2080 are even more extreme. Heat related mortality will likely be higher than cold-related mortality.

In the near future, average summer temperatures for 100 Mile are projected to increase by 4.4 °C, a 31% increase in from the recent past (see **Table 1**). The number of very hot days and the number of heat waves are also projected to increase in the near future. The number of very hot days are projected to increase by 430% and the number of heat waves may increase by 414% from the recent past. With an increase in the number of heat waves, it is also expected that the length of heat waves will increase by 3.8 days. The overall hot season is projected to lengthen from 23.1 days in recent past, to 78.6 days in the near future – a 240% increase.

**Table 1. 100 Mile Temperature Change Projections, 1976 - 2080.**

	Recent Past: (1976-2005)	Immediate Future (2021-2050)	Near Future (2051-2080)
<b>Average (Mean) Summer Temperature (°C)</b>	14.0	16.2	18.4
<b>Number of very hot days &gt;30°C</b>	5.2	13.6	27.6
<b>Number of Heat Waves</b>	0.7	2.0	3.6
<b>Average Length of Heat Waves (# days)</b>	2.3	4.4	6.1
<b>Hot Season: The number of days from the first day of the year with temperature max ≥ 30 °C to the last day with temperature max ≥ 30 °C.</b>	23.1	51.1	78.6

*\*Projections are based on "High Carbon Scenarios" utilizing the RCP8.5 emissions scenario<sup>9</sup>.*

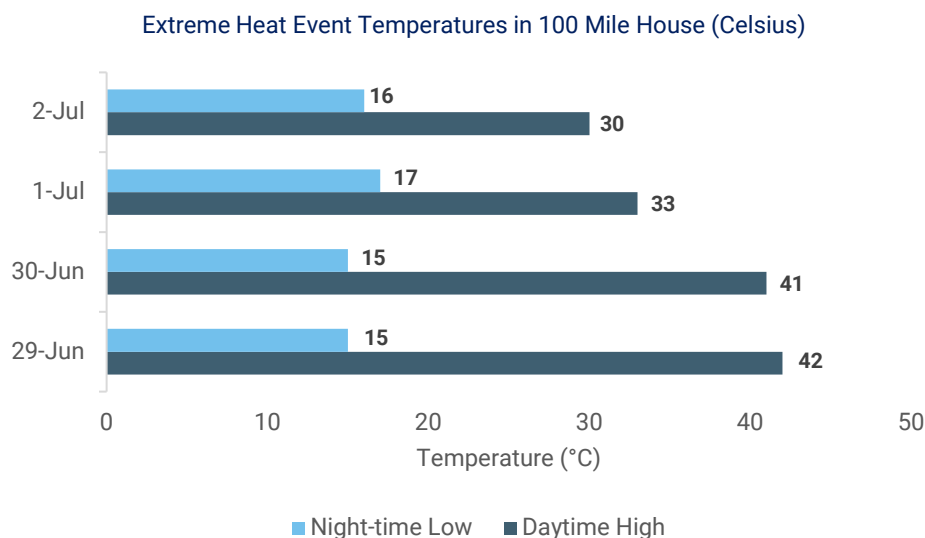
<sup>6</sup> Pacific Climate Impacts Consortium Plan2Adapt ([pacificclimate.org](http://pacificclimate.org)); Climate data viewer ([canada.ca](http://canada.ca))

<sup>7</sup> Heat Alert & Response Planning for Interior BC Communities: A Toolkit, July 2020 ([interiorhealth.ca](http://interiorhealth.ca))

<sup>8</sup> Ibid.

<sup>9</sup> Pacific Climate Impacts Consortium Plan2Adapt ([pacificclimate.org](http://pacificclimate.org))

During the summers of 2021 and 2022 there were two extreme heat events. Temperatures reached as high as 42°C in 2021 and the extreme heat event lasted for four days (see **Figure 1** below).<sup>10</sup> According to a 2023 report developed by the Canadian Climate Institute, the 2021 heat wave is purported to be the among the costliest disasters in the history of BC when accounting for both the economic and social costs.<sup>11</sup>



**Figure 1. Extreme Heat Event Temperatures in 100 Mile - 2021**

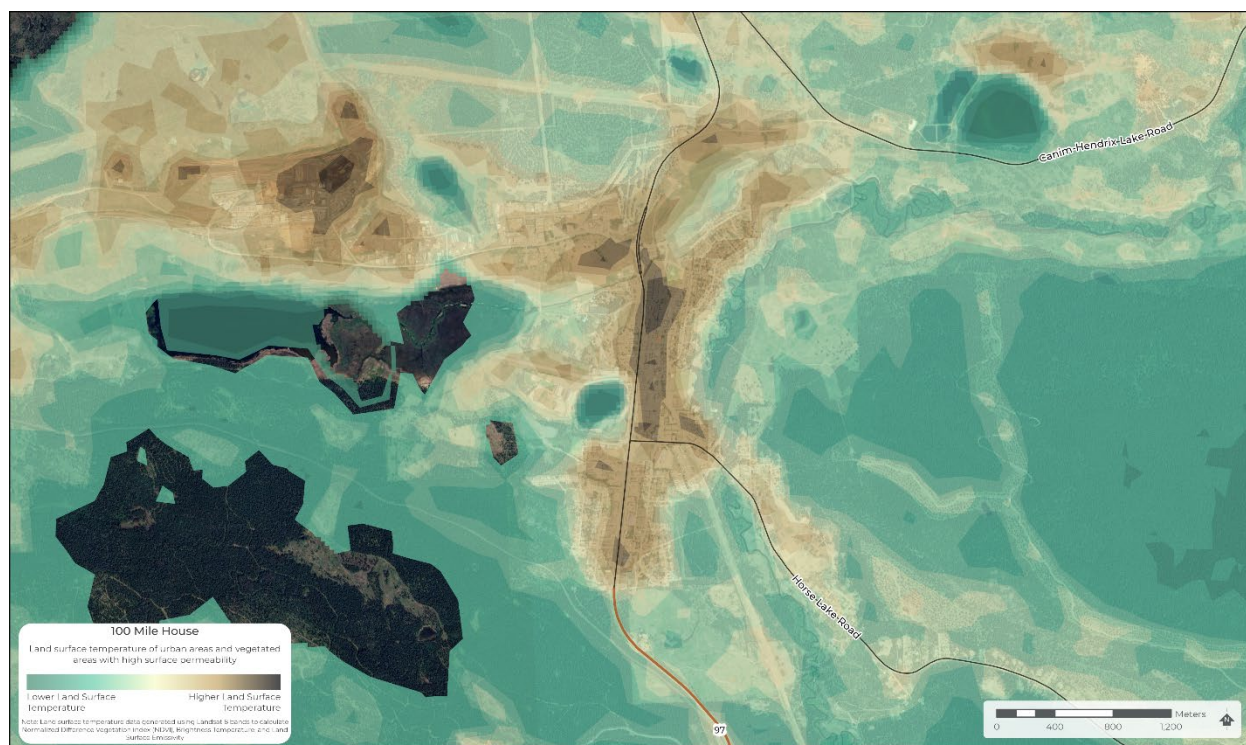
Within 100 Mile and the surrounding area there is great variability in how extreme temperatures can be and what their impact can be. Factors which influence the impact of heat include housing, tree canopy, proximity to services which offer a reprieve from heat, socioeconomic factors such as income, and ability to seek out areas of higher elevation which are generally cooler.

A key indicator of heat impacts is the presence of urban heat islands which are the result of factors such as design and materials used in the built environment. Areas with urban heat island impacts experience higher temperatures and can be up to 15 degrees Celsius higher than what a vegetated area with high surface permeability would see. Typically, areas with urban heat island impacts have a higher proportion of paved areas, low permeability (so that heat cannot escape at night), dark surfaces such as roofing materials, higher vehicle traffic, and low tree canopy.

<sup>10</sup> Daily Data Report for June 2021 - Climate - Environment and Climate Change Canada ([weather.gc.ca](https://weather.gc.ca))

<sup>11</sup> The case for adapting to extreme heat: Costs of the 2021 B.C heat wave ([climateinstitute.ca](https://climateinstitute.ca))

In a recently released report developed by the Canadian Climate Institute, researchers examined the social and economic costs of the 2021 heat wave in BC. Researchers examined the impact of urban greening on urban spaces in the Lower Mainland – a highly urbanized area greatly impacted by the effects of urban heat islands. This research showed that a drastic increase in urban greening (including tree canopy cover, green roofs, and light-reflecting surfaces) could decrease heat-related mortalities in the Lower Mainland by 12%. Further, this report found that long-term urban greening actions have the potential to be more effective than mechanical cooling in reducing mortality and hospitalizations.<sup>12</sup> Spatial data showing urban heat island areas for 100 Mile are depicted in **Figure 2** below. Within the map those areas within 100 Mile that are made up of a large share of paved surfaces and few trees are shown to be hotter than areas with more trees and fewer paved surfaces, as depicted by the brown and beige shades.



**Figure 2. Heat Map for 100 Mile House**

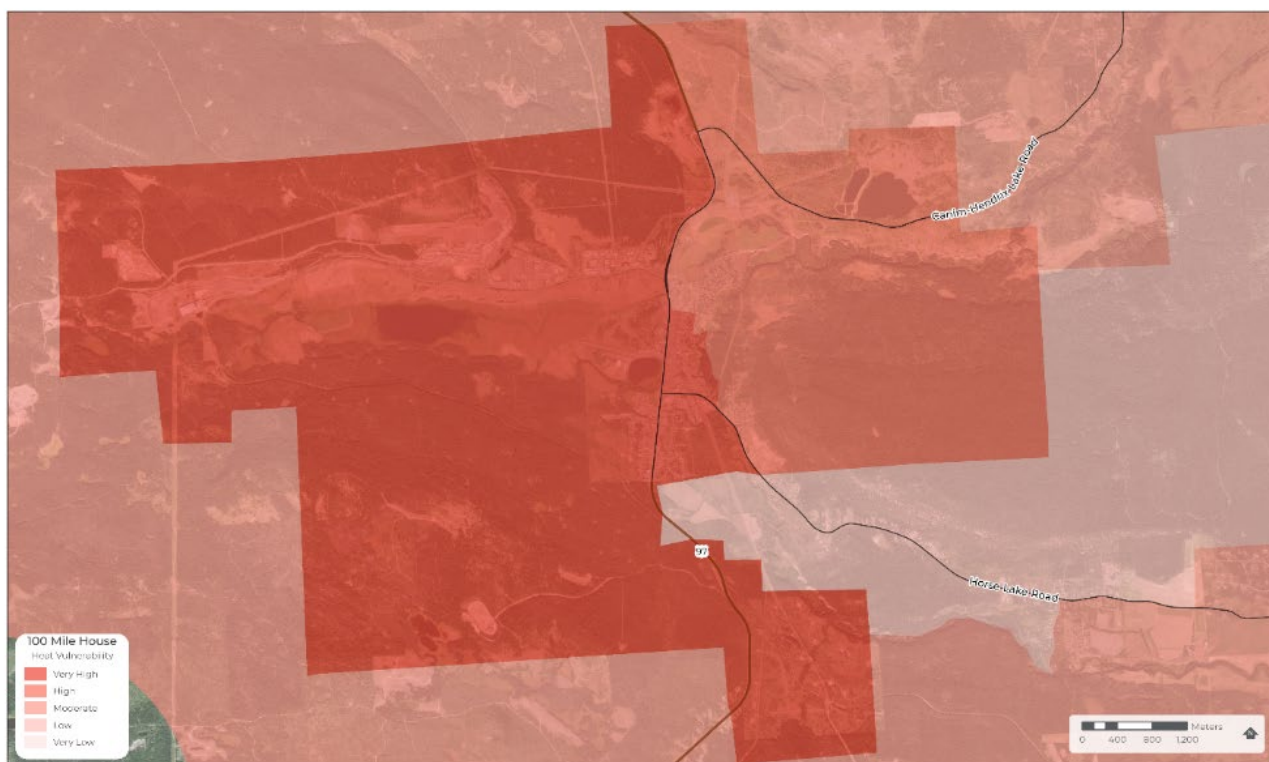
Detailed, reliable mapping is available from Interior Health, who have developed an interactive spatial tool that uses a community health and climate change data model developed by UBC researchers to highlight climate and health vulnerability.<sup>13</sup> Mapping vulnerability in this case involves using well-established factors that make up a community's susceptibility to climate-related hazards. Factors include sensitivity, adaptive capacity, and exposure to climate-related hazards. Sensitivity is related to the physiological health characteristics that make someone sensitive to heat (e.g., age, pre-existing health conditions, or pregnancy). Adaptive capacity refers to the resiliency of an individual or community to adapt to climate change as determined by the social determinants of health (e.g., income, social status, housing conditions, education, literacy, etc.). Lastly, exposure refers to the likelihood of an extreme heat event to occur and is based on the number of degree days greater than 18 degrees Celsius. Using the Interior Health spatial data, mapping in **Figure 3** shows the level of heat vulnerability for the 100 Mile area. Areas represented in darkest red show very high heat vulnerability.

<sup>12</sup> The case for adapting to extreme heat: Costs of the 2021 B.C. heat wave (climateinstitute.ca)

<sup>13</sup> Interior Health, Cariboo Vulnerability Map (arcgis.com) ; Interior Health, Climate Resiliency & Planning (interiorhealth.ca)

The areas of 100 Mile marked with very high heat vulnerability roughly include everything within the District of 100 Mile boundary that is west of Horse Lake Road, Dogwood Avenue, a small section of land between Cedar Avenue and Bridge Creek, and the portion of Cariboo Highway north of First Street. The map shows, there are both urban and rural areas that have very high vulnerability, but that with the exception of a few subdivisions, almost all the urban built environment is marked by very high vulnerability.

The remaining portion of 100 Mile is still considered to have high heat vulnerability (as depicted by the lighter red color). Therefore, 100 Mile would benefit from heat response planning and implementation as well as the implementation of long-term response and adaptation strategies (see **Long Term Strategies**).



**Figure 3. Heat Vulnerability for 100 Mile House**

## Who is Most Heat-Vulnerable?

Extreme Heat is the leading cause of weather-related mortality in Canada<sup>14</sup>. There are several variables that impact health effects during heat events, including the number of days it is hot, when in the season the event occurs, how accustomed people of the area are to heat, and the ability of the community to respond.

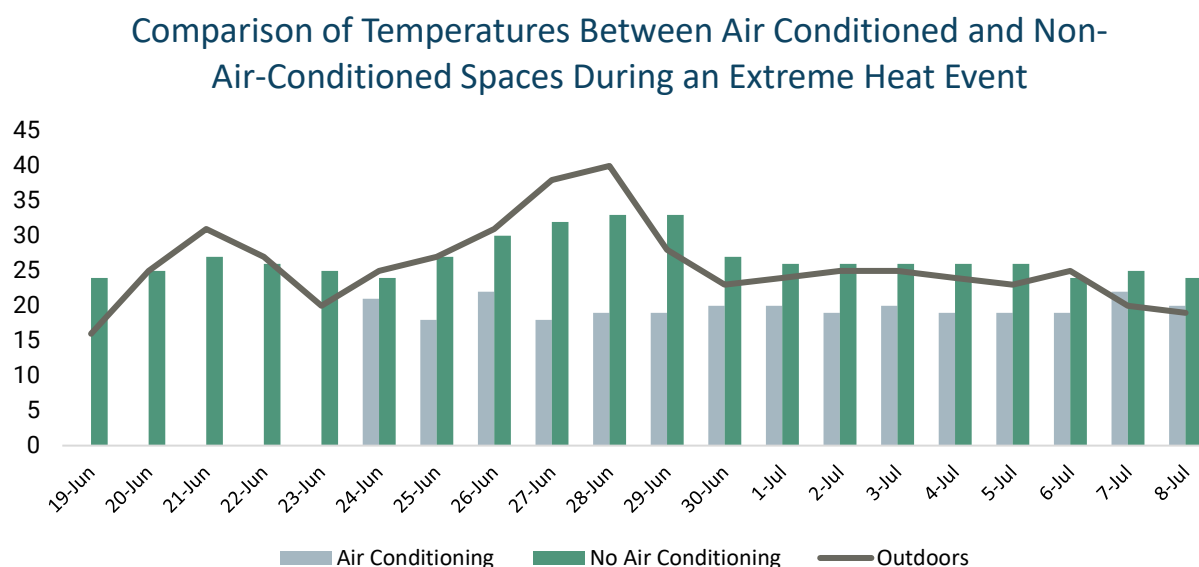
Mortality from heat is primarily because of indoor heat. In the 2021 heat dome, 98% of deaths occurred indoors<sup>15</sup>. More than half of those were people who lived alone.

<sup>14</sup> Extreme Heat and Human Mortality: A Review of Heat-Related Deaths in BC in Summer 2021. Report of the Chief Coroner of BC. Extreme Heat Death Review Panel Report (gov.bc.ca)

<sup>15</sup> Ibid.

Indoor temperatures are affected by several variables, including building design and construction, orientation (eg., south facing), structure (including ventilation, height, materials). In multi-story buildings, particularly those that are older with poor insulation, top floors can be considerably hotter than lower floors as heat infiltrates upward from lower floors as well as radiating through roofs.

**Figure 4** shows the difference the use of air conditioning makes in a space.<sup>16</sup> As outdoor temperatures rise in a heat event, indoor air-conditioned spaces maintain a stable temperature below outdoor temperature. Throughout a 24-hour period, non-air-conditioned spaces tend to rise and peak alongside outdoor temperatures (often reaching temperatures several degrees higher than outdoors). Indoor temperatures for spaces without air-conditioning will remain high after outdoor temperatures have decreased.



**Figure 4. Comparison of temperature differences between air conditioned and non-air-conditioned spaces in an extreme heat event**

While everyone is susceptible to the risks associated with extreme heat, certain groups are more vulnerable to heat than others<sup>17</sup>, including:

- Older adults
- Infants and young children
- Pregnant women
- Individuals with underlying health conditions
- Individuals with substance use disorders
- Individuals with mental health disorders
- Those socially isolated
- Individuals with low income
- People in poor quality housing
- People living outdoors
- Individuals with low income

<sup>16</sup> Ibid.

<sup>17</sup> Heat Alert & Response Planning for Interior BC Communities: A Toolkit, July 2020 (interiorhealth.ca)

Heat-related deaths are preventable. Since some populations are more vulnerable to the health impacts of extreme heat events, targeted interventions and support systems are needed to address their specific vulnerabilities and ensure their well-being during extreme heat events.

## What are the Health Impacts?

According to Interior Health, exposure to extreme heat can result in both direct and indirect impacts to health.<sup>18</sup>

**The direct health impacts of extreme heat include:**

- Heat-related illnesses such as dehydration, heat cramps, and heat stroke
- Accelerated death from heat from cardiovascular disease (e.g., heart attacks), respiratory disease (e.g., asthma attacks), or other chronic diseases (e.g., renal)
- Impacts to maternal, fetal, and child health, for example: sudden infant death syndrome, early delivery, or gestational diabetes

**The indirect impacts of extreme heat include:**

- Sleep loss, accidents, and violence
- Mental health impacts such as an increase in suicide, and an increase in admissions to hospital for mental health disorders
- Increased utilization of health care resources and services (e.g., emergency department visits, ambulance calls, telehealth calls, and visits to primary care practitioners).

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<sup>18</sup> Ibid.

## Mitigating Impacts

This Heat Response Plan is intended to contribute to improving health outcomes by implementing measures aimed at mitigating the negative health impacts associated with extreme heat. Some key areas where the District and community partners can make a significant impact include:

- As the municipal government is responsible for emergency management and response, the District can work with other organizations in the region to develop comprehensive emergency preparedness plans that incorporate and align with this and other local government Heat Response Plans.
- Encouraging community members to be proactive in preparing for heat. This includes learning about the health impacts of high heat<sup>19</sup>, adapting their homes to be less susceptible to heat<sup>20</sup>, making emergency plans for extreme heat events, and checking in on friends, family and neighbours who may be heat-vulnerable. Resources to support individual community members preparedness are included in **Additional Resources**.
- The District, community partners, and local health service providers can collaborate to facilitate the sharing of information, coordination of resources, and development of interventions targeting heat-vulnerable populations to improve health outcomes during heatwaves. An example is supporting the creation of 'DIY Cool Kits' for those who are heat vulnerable.<sup>21</sup>
- The District and Interior Health can collaboratively communicate publicly about Heat Warnings and key public health messaging related to the prevention of heat-related illness. These efforts can focus on heat-related illness prevention, the importance of staying hydrated, recognizing heat-related symptoms, and the availability of cooling spaces or resources during extreme heat events. Resources can be found in **Additional Resources**.

By actively engaging in these areas, the District of 100 Mile and community partners can play a vital role in improving health outcomes, promoting resilience, and ensuring the well-being of residents during extreme heat events.

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<sup>19</sup> National Collaborating Centre for Environmental Health, Health checks during extreme heat events (ncceh.ca)

<sup>20</sup> Apartment condo heat protection (intactcentreclimateadaptation.ca); Home heat protection (intactcentreclimateadaptation.ca)

<sup>21</sup> Cool kit: Build your own instructions (vancouver.ca)



## Response Strategies

Heat response strategies developed for this Plan take a contextual approach unique to 100 Mile. The approach developed for this Plan is based on the suggestions and recommendations gathered during stakeholder engagement and is guided by the Interior Health Heat Alert & Response Planning Toolkit.<sup>22</sup> In the Toolkit, Interior Health suggests that when approaching heat response strategies for rural communities, the following considerations should be made:

### REDUCE EXPOSURE TO HEAT STRESS

While risk of exposure to heat stress varies by community, the number of extreme heat days are expected to increase for 100 Mile, as was noted in **Table 1**. In the 2050s in the Cariboo region, it is projected that there will be 2.5 times the number of warm summer days, and 6.5 times the number of extremely hot days.<sup>23</sup> As noted previously, 100 Mile House specifically, is very vulnerable to the hazards of extreme heat and heat response actions should reflect the severity of risk.

### BUILD COMMUNITY CAPACITY

100 Mile is a small community with limited municipal staff and social service providers. Stakeholders noted that there has historically been limited preparedness and response to extreme heat events. The ability to collaborate and scale response efforts depends on improving communication between the District and service providers. Therefore, community partners and District staff will need to partner, sharing in the responsibilities of implementing this Heat Response Plan.

### INCREASE THE AVAILABILITY OF COOL SPACES

It is essential that residents have a place to cool off. Local stakeholders have suggested that stand alone cooling centres have not been effective in Quesnel since many community members who are most vulnerable to heat are unable to access these centres due to transportation or mobility challenges. Past cooling centres went mostly unused.

Due to the dispersed nature of 100 Mile, much of the population lacks suitable access to these cooling centres. While it may be beneficial to have a cooling centre available to all those who wish to access them, response actions within this Plan are scaled to meet the needs of the immediate residents of 100 Mile. Actions within this Plan encourage the District to collaborate with stakeholders during pre-season preparedness activities to come up with appropriate official cooling centre(s).

Preparedness activities also encourage additional cooling centre options and alternatives to cooling centres, such as numerous, easy to access cooling spaces with activities, for example promoting the retail stores and restaurants as possible cooling spaces. Extending the hours of available cool spaces into the evening would also help to maximize the benefit derived from these spaces, as the hottest part of the day is often later in the day, and residences often maintain heat longer into the nighttime hours. For more information, see **Wise Practices for Operating a Cooling Centre**.

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<sup>22</sup> Heat Alert & Response Planning for Interior BC Communities: A Toolkit, July 2020 ([interiorhealth.ca](http://interiorhealth.ca))

<sup>23</sup> Climate Change Adaptation Program, Regional Adaptation Strategies Update: Cariboo ([bcclimatechangeadaptation.ca](http://bcclimatechangeadaptation.ca))

## DEVELOP AND ENHANCE ENGAGEMENT AND COMMUNICATION CHANNELS

Guidelines for developing a clear **Communications Plan** are provided within this Plan. These guidelines outline roles and responsibilities of community, provide clear messaging to relay to residents, and outline communication approaches for both before and during an extreme heat event. Effective collaboration between community organizations will be essential in ensuring the community, and particularly those who are most heat-vulnerable, are made aware of heat advisories or warnings, and of resources, information, and facilities that will support the mitigation of heat related health impacts.

## CONSIDER HEAT-VULNERABLE POPULATIONS

While it is essential that all residents are made aware of heat advisories and heat warnings and be provided with information and resources for how to stay safe in extreme heat situations, there are certain populations more heat-vulnerable than others. This Plan shows how a targeted response, which benefits from community service provider relationships with heat-vulnerable residents, can be employed to respond to harder to reach populations.

## ADDRESS COMPETING PRIORITIES AND INTEGRATE WITH EXISTING EMERGENCY RESPONSE PLANNING

This Plan has been developed with the consideration that the impacts of climate change contribute to numerous other risks in the Cariboo Region (e.g., fire risk, decreased air quality due to wildfire smoke), and that managing multiple risks will require an integrated approach to emergency management and response. Solutions for mitigating health risks associated with extreme heat need to consider that extreme heat will likely be paired with poor air quality in future events, making those living in homes that are poorly ventilated or without climate control functionality, more heat-vulnerable. Due to the multiple challenges faced by 100 Mile and the Cariboo Region, this Plan takes an integrated approach to heat response planning, and as such this Plan works in alignment with the following plans, policies, and strategies:

- The Local Emergency Management Plan
- Cariboo Climate Change Adaptation Program<sup>24</sup>
- The Cariboo Regional District Emergency and Protective Services<sup>25</sup>
- The 100 Mile Emergency Support Services<sup>26</sup>

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<sup>24</sup> Climate Change Adaptation Program, Regional Adaptation Strategies Update: Cariboo ([bcclimatechangeadaptation.ca](http://bcclimatechangeadaptation.ca))

<sup>25</sup> Emergency and Protective Services, Cariboo Regional District ([cariboord.ca](http://cariboord.ca))

<sup>26</sup> District of 100 Mile House, Emergency Support Services ([100milehouse.com](http://100milehouse.com))

## Stakeholder and Community Engagement

The District of 100 Mile has limited capacity to directly reach all heat-vulnerable populations in the event of a heatwave. Therefore, it is of paramount importance for the District to establish connections and collaborate with various stakeholders for the purpose of resource, space, and knowledge sharing.

The District of 100 Mile has led the development of this Heat Response Plan to ensure the well-being and safety of its residents during extreme heat events. With the growing frequency and intensity of heatwaves, the District recognizes the need for proactive measures. The endeavor of implementing this Plan requires interdepartmental adoption and participation of the Plan throughout various municipal departments. An overview of the District's local government organizational framework which can be referenced when discussing the various departments and roles within the municipality (see **Local Government Organizational Chart**).

To ensure effective heat response planning for heat-vulnerable populations, it is crucial that community partners play a role in heat response planning and implementation. Establishing an Extreme Heat Response Committee will support collaboration and coordination of the response. The **Extreme Heat Response Committee Terms of Reference** template can support in establishing this committee.

Community partners may include service provider organizations such as those providing homecare services, poverty and literacy agencies, homelessness services, tourism centers, active living organizations, faith-based organizations, and governmental agencies. Approaches to determining the responsibilities of local organizations are subject to change as organizations evolve. Therefore, a stakeholder responsibility form (see **Stakeholder Responsibilities**) should be filled out yearly to determine the organizations involved, respective responsibilities, and ensure there is adequate coverage for all at-risk populations.

Participants in engagement sessions recommended that the following service provider organizations be involved in ensuring heat-vulnerable individuals are reached. The community partners listed below should be engaged and mobilized to link information and resources to the more intensely impacted groups.

- Cariboo Family Enrichment Centre
- BC Housing
- Better At Home
- Canadian Mental Health Association (CMHA)
- Creekside Seniors Activity Centre
- Emergency Support Services (ESS)
- First Nations Health Authority
- Interior Health
- District of 100 Mile – Fire Rescue
- Lions Club
- Rotary Club
- The Royal Canadian Legion
- Cariboo Regional District - Emergency Preparedness
- United Way
- Stemete7uw'i Friendship Centre
- 100 Mile House Food Bank Society
- Cariboo-Chilcotin Partners for Literacy
- South Cariboo Mental Health Association
- Cedar Crest Society for Community Living
- Emergency Preparedness Committee for Wildfire
- Canadian Mental Health Association
- Ministry and Faith-Based Groups
- RCMP
- Transportation (BC Transit, HandyDart)
- Pharmacists
- Physicians and Primary Care Providers
- Work BC

## Stakeholder Roles

Key stakeholder groups have been identified in **Table 2** below, along with the role they will play in heat response planning and implementation. The roles listed below follow the recommendations made within the Interior Health Heat Alert Response Toolkit.<sup>27</sup> In addition to the roles listed below, specific responsibilities will need to be established collaboratively among stakeholders using the **Stakeholder Responsibilities** form.

**Table 2. 100 Mile Heat Response Plan Stakeholder Roles**

STAKEHOLDER GROUP	ROLES
<b>Municipal</b>	<b>The District of 100 Mile:</b> <ul style="list-style-type: none"> <li>• Convene and engage local partners in heat planning.</li> <li>• Ensure extreme heat is considered and integrated into existing emergency response plans.</li> <li>• Receive early warnings of heat or extreme heat from ECCC, through EMCR, and relay these to the community through communications.</li> <li>• Support communication about heat alerts and actions to mitigate heat risk via municipal websites, social media, and any other communication channels deemed appropriate.</li> <li>• Educate and engage municipal staff in developing and implementing heat response strategies.</li> <li>• Evaluate and update Heat Response Plans to ensure they stay relevant.</li> </ul>
<b>Regional</b>	<b>Interior Health:</b> <ul style="list-style-type: none"> <li>• Collaborate with Health Canada to develop communication tools such as guides, infographics, and communications templates.</li> <li>• Support the development of community heat preparedness and response plans.</li> <li>• Participate in regional briefing calls with local governments and First Nations to provide public health advice.</li> <li>• Communicate publicly about Heat Warnings and key public health messaging related to the prevention of heat-related illness.</li> <li>• Provide and review public health messaging for community heat response communications.</li> <li>• Support the engagement of Interior Health staff in heat response planning and implementation internally.</li> <li>• Monitor clients and patients who are vulnerable to heat-related illness.</li> <li>• Provide available and appropriate public health surveillance data from previous heat events to partners to inform decision-making.</li> </ul> <b>The Cariboo Regional District (CRD):</b> <ul style="list-style-type: none"> <li>• Supports and coordinates with Cariboo municipalities.</li> </ul>

<sup>27</sup> Heat Alert & Response Planning for Southern Interior B.C. Communities: A Toolkit, June 2020 (interiorhealth.ca)

<b>Provincial</b>	<p><b>B.C. HEAT Coordinating Committee:</b></p> <ul style="list-style-type: none"> <li>• Establish recommended actions, standardized language and key messaging that can be used in preparation for, and during an extreme heat event.</li> <li>• Created the B.C. Heat Alert and Response System in collaboration with key partners at the Ministry of Emergency Management and Climate Readiness (EMCR), ECCC, BCCDC, and health authorities to be used as a reference point for partners and local authorities to build out their heat plans.</li> </ul> <p><b>Ministry of Emergency Management and Climate Readiness (EMCR):</b></p> <ul style="list-style-type: none"> <li>• Communicate heat alert information to local governments prior to public notifications of heat events, to allow for preparation and activation of local Heat Alert Response Systems.</li> <li>• Developed a funding policy in relation to the Emergency Program Act which supports local authorities / First Nations in accessing funds during Heat Warnings/extreme heat emergencies.</li> <li>• Developed an engagement plan for partners and the public on provincial extreme heat-related activity and support to date.</li> </ul> <p><b>BC Ministry of Health</b></p> <ul style="list-style-type: none"> <li>• Develops communications tools such as guides, infographics, and communications templates.</li> </ul> <p><b>First Nations Health Authority (FNHA)</b></p> <ul style="list-style-type: none"> <li>• Collaborate with communities to assess health risks.</li> <li>• Providing guidance and support for heat response planning.</li> <li>• Offer resources and tools for addressing health impacts.</li> <li>• Coordinate with stakeholders for an integrated approach.</li> <li>• Support culturally appropriate messaging and education.</li> <li>• Advocate for community resilience and traditional knowledge.</li> <li>• Monitor health outcomes and addressing emerging issues.</li> </ul>
<b>Federal</b>	<p><b>Environment and Climate Change Canada (ECCC)</b></p> <ul style="list-style-type: none"> <li>• Communicates with Interior Health and can also notify local government and First Nation communities if requested, a few days prior to a heat event.</li> <li>• Works with the BCCDC and health authorities to develop heat alert triggers for regions across B.C.</li> </ul> <p><b>Health Canada</b></p> <ul style="list-style-type: none"> <li>• Work closely with the Meteorological Service of Canada in monitoring the weather and developing Heat Warnings that underpin a successful heat response.</li> <li>• Produce educational, communications and promotional material on heat risks and adaptive behaviours that can be accessed online and sent to communities by request.</li> </ul>
<b>Community Partners</b>	<ul style="list-style-type: none"> <li>• Organizations such as: homecare services, poverty and literacy agencies, Aboriginal Friendship Centres, Indigenous organizations and services, homelessness services, tourism centres, and active living and faith-based organizations provide, are encouraged to implement actions that mitigate the impact of extreme heat on any heat-vulnerable populations (e.g., seniors, homeless, etc.) they may serve.</li> </ul>

In addition to the District's role as an organization, there are also specific responsibilities of key staff who play a role in emergency planning and response. These staff roles align with those in the 100 Mile Local Emergency Plan and the guidelines in the BC Provincial Heat Alert and Response System<sup>28</sup> (see **District Staff Responsibility Overview**)

<sup>28</sup> BC Provincial Heat Alerting Response System (BC Hars): 2023 (bccdc.ca)

## Communications and Awareness

Developing an effective response to extreme heat for 100 Mile involves developing a plan for communications to ensure all residents are aware of heat risks and have the information, resources, and services needed to mitigate any heat-related health impacts. This Plan uses a comprehensive approach that coordinates communication between the stakeholders before an extreme heat event and during an extreme heat event and is intended to support both a targeted and dispersed response to extreme heat events. All communications content includes key messaging based on evidence-based best practices created by governmental health authorities and agencies.

### **Communications Approach**

Key stakeholders, who may include those listed in the **Stakeholder and Community Engagement** section, should begin planning for the upcoming heat season and upon receiving notice of an upcoming heat event. When planning for the upcoming heat season the District will disseminate educational materials to all residents through District communications channels (e.g., website, social media, media releases, and any other platforms deemed appropriate). For the full communications package, including key messages content and resources, see the **Communications Plan**.

The District will also convene the Extreme Heat Response Committee to prepare for the upcoming season. Collaboratively, the District and community partners will discuss responsibilities for heat response. The District will support community partners in ensuring communications for targeted groups have been disseminated to these groups. The District will work with Interior Health and community partners to tailor the communications messaging for both dispersed and targeted response.

As a part of pre-season preparedness planning, the District will identify and appoint an internal department, office, or entity to be the communications point-of-contact for the public. All staff working at this point-of-contact will be given an orientation on the Heat Alert Response Plan and will be briefed with information to support responses to heat-related calls. The BC Ministry of Health, ECCC, and the BCCDC recommend key communications messages be delivered to the public based on the type of heat event being experienced.<sup>29</sup> The **Communications Plan** includes a communications protocol and strategy which outlines what messages should be delivered to the public and when they should be delivered.

During the pre-season, it is important to create awareness and educate the public about the potential risks associated with extreme heat. Key messages should include information about heat-related illnesses, the importance of staying hydrated, seeking cool environments, availability of community resources, and being mindful of heat-vulnerable individuals in the community. As heat events progress and become more severe, the messaging will be adapted accordingly. Heat advisories will focus on reminding individuals to take necessary precautions, such as reducing outdoor activities during peak heat hours, staying hydrated, and monitoring the well-being of family members, neighbors, and friends. In the event of a Heat Warning, or Extreme Heat Emergency, the messaging will intensify, emphasizing the critical nature of the situation and urging residents to take immediate action. This may include seeking shelter in air-conditioned spaces, utilizing community cooling spaces, and contacting emergency services if needed.

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<sup>29</sup> Ibid.



# Heat Alert Response System

The Heat Alert Response System developed in this Plan are intended to warn residents of imminent dangerous heat conditions. This System puts in place mechanisms and tools for mobilizing stakeholders to implement the Plan.

Following the BC Heat Alert Response System framework<sup>30</sup>, the District of 100 Mile's Heat Response Plan will be initiated by a heat alert trigger. The Plan outlines the actions that the District and community partners will take to mitigate heat-related risks during a heat warning or in the event of escalation to an Extreme Heat Emergency, through the following steps:

1. ECCC and the BCCDC issue an alert based on a heat-health analysis and specific weather conditions for 100 Mile House. Before issuing a public-facing warning, ECCC may send an internal 'Weather Notification' to its health and emergency management partner distribution list when forecasts warrant elevated likelihood of a heat event.
2. ECCC issues public warnings and alerts through the ECCC weather alerts page and the WeatherCAN app.
3. The District of 100 Mile Emergency Services activate their Heat Response Plan in response to the Heat Alert. The Emergency Operations Centre (EOC) Director determines if a level 1 EOC should be activated. If Emergency Support Services (ESS) response is needed, a request is submitted to EMBC by the Emergency Program Coordinator, who is responsible for liaising with external agencies.

## Pre-season Preparedness Activities

Pre-season preparedness activities should commence in early spring and should involve communications mailouts from the District to residents and stakeholders. The Emergency Program Coordinator should then convene the Extreme Heat Response Committee to prepare for the upcoming heat season. Stakeholders on the committee will convene to discuss responsibilities, communications, targeted and dispersed community engagement approaches, and evaluation methods. Activities and actions that local government and community partners will be responsible for are outlined below. These activities and actions have been specifically developed in collaboration with community partners for the 100 Mile context.

### DISTRICT OF 100 MILE

- Convene Extreme Heat Response Committee to review the Response Plan and clarify communications protocols and roles and responsibilities of stakeholders.
- Engage with community partners and encourage them to follow the heat response implementation steps recommended within this Plan.
- Review communications strategy for pre-season protocols and implement community awareness strategy.
- Update websites and social media and issue public service announcements, media/ press releases and radio broadcasts to include key heat risk and response communications messages.
- Include key heat risk and response communications messages in the following areas:
  - District of 100 Mile website
  - District of 100 Mile subscription service where residents may sign up for notices
  - Social media
  - Media release
  - Posters distributed to stakeholders

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<sup>30</sup> BC Provincial Heat Alerting Response System (BC Hars): 2023 (bccdc.ca)

- Utilize media releases and online information booklets during Emergency Preparedness Week to educate the public about emergency preparedness, including extreme heat events.
- Review communications strategy for pre-season protocols and implement community awareness strategy.
- Work with community partners to update the list of the community partners best positioned to support those most at-risk during heat events.
- Prepare frontline staff (e.g., District staff intercepting public concerns and questions) with information to respond to calls from the public during a heat event.
- Where requested, support community partners as they prepare to provide targeted outreach to heat-vulnerable residents, using the District email notice subscription to distribute information to community partners for them to then distribute to their clients.
- Encourage community partners to identify locations of heat-vulnerable populations, including key apartment buildings, trailer parks, and other heat-vulnerable locations, and develop community caring/check in programs in these communities.
- Encourage community partners to establish an opt-in list for wellness checks that can be leveraged during extreme heat events.
- Educate any District frontline staff in District-operated cooling centres so that they can provide information to public users of the cooling centres during heat alert activation.
- Notify staff of heat risks and protective activities. Link to Work Safe BCs recommendations for reducing worker heat stress.<sup>31</sup>
- Contact municipal departments to ensure appropriate preparations are made for extreme heat events (e.g., check emergency response equipment such as fans, generators, and back-up communications capabilities to ensure these are available during an Alert 1 and 2).
- Place orders for water bottles, fans, or other supplies if applicable.
- Work with community partners to identify and promote cool spaces additional to the designated cooling centres, such as retail stores, restaurants, parks, or entertainment or recreation venues.

## COMMUNITY PARTNERS

- Participate in Extreme Heat Response Committee to review Response Plan, clarify communications protocols and commit to roles and responsibilities for each organization.
- Update websites and social media to include a link to the District's informational material. Encourage clients to sign up for the District's subscription service. Print out physical copies of heat risk and response informational materials (e.g., posters provided by the District).
- Work with the District to update the list of the community partners best positioned to support those most at-risk during heat events.
- Ensure staff and volunteers have training in heat risk and orientation to the Heat Alert Response Plan.
- Prepare to provide targeted outreach to heat-vulnerable residents, distributing information to heat-vulnerable clients.
- Facilitate heat response workshops to introduce clients to different ways to stay cool during heat waves.
- Establish an opt-in list for wellness checks that can be leveraged during extreme heat events.
- Educate frontline staff so that they can provide information and support to clients during Heat Alert Activation.
- Notify staff of heat risks and protective activities. Link to Work Safe BCs recommendations for reducing worker heat stress.
- Ensure residents of long-term care facilities have access to air conditioning (i.e., in common rooms)
- Place orders for water bottles, fans, and AC units, if applicable.
- Coordinate with the District where relevant to promote cool spaces additional to designated cooling centres, such as community partner facilities or property.

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<sup>31</sup> Heat stress, WorkSafeBC ([worksafebc.com](https://www.worksafebc.com))

## RECOMMENDED ADDITIONAL ACTIONS

In addition to the activities and actions above suggested by stakeholders, there are some additional actions presented by the BCCDC which are considered best practice in public health. These include:<sup>32</sup>

- Facilitating mock scenario plans and communications implementation.
- Conducting background data analysis of public health data from previous heat events (e.g., number of mortalities and related ambulance calls) to establish a baseline for monitoring.
- Holding a pre-season technical briefing with the local media.
- Ensuring appropriate staff are familiar with the heat alert response strategy and are signed up for heat alerts.
- Considering any additional staff or staff hours which may need to be added during a heat event.
- Ensuring alignment between all communications and responses.

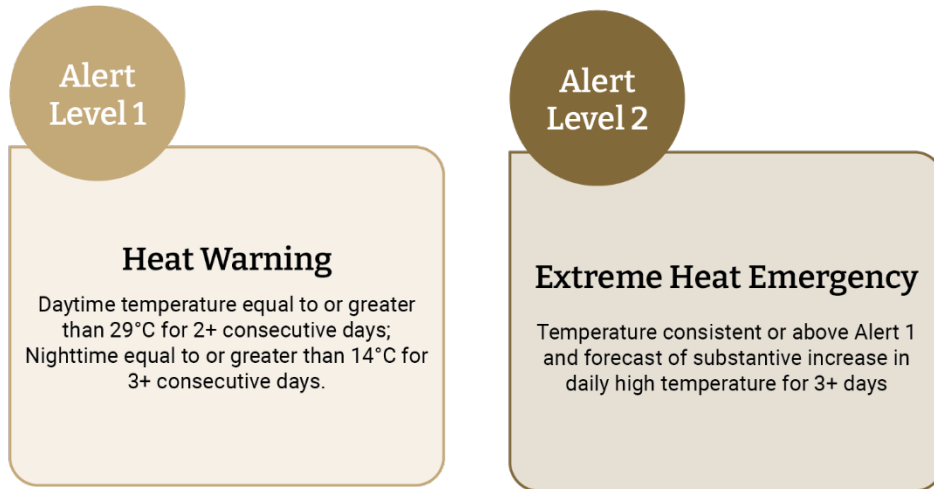
*Please note that this list is not comprehensive but is intended to fill in some of the gaps left in the stakeholder recommended actions and are not assigned to any particular agency*

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<sup>32</sup> BC Provincial Heat Alerting Response System (BC Hars): 2023 (bccdc.ca)

## Alert Types

Alert types have been determined using thresholds recommended by Environment and Climate Change Canada (ECCC) criteria for the Cariboo Region.<sup>33</sup> 100 Mile has two alert types. Alert Level 1 indicates a *Heat Warning*, and Alert Level 2 indicates that the community is entering an *Extreme Heat Emergency*.



Weather conditions can be monitored using Public Weather Alerts for Canada or by using the [WeatherCAN](#) app.

### *Alert Level 1 - Heat Warning*

- Daytime temperatures are forecasted to be  $\geq 29^{\circ}\text{C}$  for two or more consecutive days and nighttime temperatures are  $\geq 14^{\circ}\text{C}$ .

### *Alert Level 2 - Extreme Heat Emergency*

- Daytime temperatures meet the criteria of Alert Level 1 and will be  $\geq 29^{\circ}\text{C}$  for 3 + consecutive days and nighttime temperatures are  $\geq 14^{\circ}\text{C}$ . and daily highs are forecasted to substantively increase day over day for three or more consecutive days.

## Response Activities by Alert Type

### Heat Alert 1 – Heat Warning

#### *Trigger*

- ECCC has forecasted daytime temperatures are  $\geq 29^{\circ}\text{C}$  for two or more consecutive days and nighttime temperatures are  $\geq 14^{\circ}\text{C}$ .

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<sup>33</sup> Government of Canada, Criteria for public weather alerts (canada.ca)

### *Alert Activation*

- Alert Activated by ECCC and notice relayed through the WeatherCAN mobile app and on ECCC Weather Alerts webpage.<sup>34</sup>
- The Emergency Program Coordinator will respond to the notice by activating the HARS and relaying the alert to stakeholders.

### *Stakeholders Alerted*

- All stakeholders on the District of 100 Mile Extreme Heat Response Committee heat alert contact list.
- Public advisory using the Heat Alert Level 1 Communications Protocol - **Heat Warning Key Messages Content**

### *Response Actions*

During a Heat Alert 1 – Heat Warning in 100 Mile, the following response actions and responsibilities will be undertaken:

#### **The District of 100 Mile**

- The Emergency Program Coordinator will activate the HARS and send notifications to all email subscribers and to all HARS participating community partners. Distribute informational materials to stakeholders (e.g., posters).
- Activate Level 1 Communications Protocol – Extreme Heat Emergency Key Messages utilizing the following distribution methods:
  - District of 100 Mile website
  - District of 100 Mile's subscription service
  - Social media
- Notify frontline staff of the alert and ensure they are prepared to intercept calls from the public.
- Mobilize staff to open and operate cooling centres.
- Remind District staff of risks and protective activities.
- Open District cooling centres and extend the centre hours where applicable.

#### **Community Partners**

- Update websites and social media to include a link to the District's informational material. Print out physical copies of heat risk and response informational materials to distribute to clients (e.g., posters provided by the District).
- Activate all wellness checks, neighbourhood watch programs, and delivery services to provide targeted outreach to heat-vulnerable clients.
- Extend hours of air-conditioned facilities and places where people are likely to seek heat relief.
- Inform clients where they can find cool spaces and places with water.
- Mobilize staff/volunteers to assist with monitoring and responding to people who are more at risk and/or suffering from heat-related illness.
- Encourage clients to reach out to friends, family, neighbours who are heat-vulnerable individuals who may not be connected to any services and may be socially isolated.
- Remind staff of risks and protective activities. Remind staff of risks and protective activities.

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<sup>34</sup> Please note that before a public Heat Warning is issued, the ECCC may send a 'Weather Notification' email to health authorities and emergency management partners if the risk is warranted.

## Heat Alert 2 – Extreme Heat Emergency

### *Trigger*

- Daytime temperatures of  $\geq 29^{\circ}\text{C}$  and forecast indicates substantive increase in temperature for three or more consecutive days with nighttime temperatures are  $\geq 14^{\circ}\text{C}$ .

### *Alert Activation*

- Alert Activated by ECCC and relayed by EMCR to the District of 100 Mile Emergency Program Coordinator.<sup>35</sup>
- The Emergency Program Coordinator will activate this HARS and relay the Alert to stakeholders.

### *Stakeholders Alerted*

- All stakeholders on the District of 100 Mile Extreme Heat Response Committee heat alert contact list.
- Public advisory using the Heat Alert Level 2 Communications Protocol – **Extreme Heat Emergency Key Messages**.

### *Response Actions*

During an Extreme Heat Emergency, the District has the option of activating their Emergency Operations Centre (EOC). Even a partial activation can support access to resources to monitor phone lines, support wellness checks, activate volunteer response, and provide supplies such as water. The EOC Director will be responsible for activating the EOC if deemed necessary.

During a Heat Alert 2 – Extreme Heat Emergency in 100 Mile, the following response actions and responsibilities will be undertaken:

#### The District of 100 Mile

- The Emergency Program Coordinator will activate the HARS Level 2 response and the Emergency Operations Centre (EOC) if required to access additional resources.
- Send e-mail notifications to all HARS participating community partners who can post notices within their premises, and on their online platforms.
- Activate Level 2 Communications Protocol – **Extreme Heat Emergency Key Messages** utilizing the following distribution methods:
  - District of 100 Mile website
  - District of 100 Mile's subscription service
  - Social media
  - Media releases
- Contact venues that are cooling spaces to notify them that the District is entering an Extreme Heat Emergency and that the facilities should remain open to residents.
- Support District staff to ensure they have the proper resources and information to continue in their roles.
- Remind staff of risk and protective activities. Offer alternative working hours outside of peak heat hours.
- Continue extending the open hours of all municipal cooling spaces if applicable.

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<sup>35</sup> Please note that before a public Extreme Heat Emergency is issued, the ECCC may send a 'Weather Notification' email to health authorities and emergency management partners if the risk is warranted.



## **Community Partners**

- Update websites and social media to include a link to the District's informational material. Print out physical copies of heat risk and response informational materials to distribute to clients (e.g., posters provided by the District).
- Continue conducting wellness checks, neighbourhood watch programs, and delivery services to provide targeted outreach to heat-vulnerable clients.
- Continue offering extended hours at air-conditioned facilities and places where people are likely to seek heat relief.
- Inform clients where they can find cooling spaces and places with water.
- Continue supporting staff/volunteers to assist with monitoring and responding to people who are more at risk and/or suffering from heat-related illness and to assist at cooling spaces.
- Continue encouraging clients to reach out to friends, family, neighbours who are heat-vulnerable individuals who are may not connected to any services and may be socially isolated.
- Remind staff of risks and protective activities.
- Anticipate an increase in ambulance calls and visits to the emergency department due to heat-related illnesses. Ensure that healthcare providers and emergency responders are prepared to handle the surge in demand and provide appropriate care to individuals affected by the extreme heat.

## **Deactivation**

The 100 Mile HARS will be deactivated when the previous day's temperature is below the Heat Alert 1 threshold, and future predicted temperatures are also expected to be below the Heat Alert 1 threshold. Rescind the alert by all communication means that were used previously to alert the public of Heat Warning 1 or 2.

## **Seasonal Evaluation**

The Extreme Heat Response Committee will convene and conduct a debrief following a heat season. At this debrief Committee members will assess the post-heat season activities and identify any areas where the approach can be improved. The District and community partners will work to evaluate whether the actions implemented were timely, appropriate, effective, and whether they met local priorities and reduced heat related harm.

How comprehensive evaluation activities are will be dependent on stakeholder capacity and resources. The following evaluation activities are recommended but may vary based on stakeholder capacity and resources:

- Mapping the community to see where the high-risk community areas are in relation to heat-vulnerable people
- Determining what factors positively mitigate the impact of extreme heat events
- Analysis of real-time health surveillance
- Identification of improvement opportunities

# Long-term Strategies

The following strategies are recommended long-term strategies or actions involving initiatives that require planning, coordination, and potential infrastructure modifications, which typically have a longer-term impact in mitigating the effects of extreme heat. These actions aim to enhance resilience, improve infrastructure, and promote sustainable practices to address heat-related challenges over an extended period of time. These strategies include:

- **Developing climate change adaptation strategies for 100 Mile:** This involves conducting a comprehensive assessment of the potential impacts of climate change on 100 Mile, including projections for increased temperatures and heatwaves. Based on the assessment, adaptation strategies can be developed to address the specific vulnerabilities and risks associated with extreme heat. These strategies may include measures such as enhancing green infrastructure and improving building design and insulation.
- **Updating municipal emergency protocols:** This action entails reviewing and revising existing emergency protocols to ensure they effectively address the challenges posed by extreme heat events. It may involve incorporating specific procedures and guidelines for heatwave emergencies, establishing communication channels, defining roles and responsibilities, and coordinating resources and support services. Regular training and drills can also be conducted to ensure the effective implementation of updated emergency protocols.
- **Encourage residents to incorporate 'heat smart' strategies in homes:** There are several strategies that individuals can undertake to increase heat protection in homes and apartments. Increasing shade, improving insulation, and installing blinds can help keep heat out of residences. Resources for incorporating heat protection are included in **Additional Resources**.
- **Planting trees and increasing canopy coverage:** Increasing the number of trees and expanding canopy coverage is an effective strategy to mitigate the urban heat island effect and provide natural shade. Planting trees in parks, streets, and public spaces helps to reduce surface temperatures, provide cooling shade, and improve air quality. This action contributes to enhancing the overall comfort and livability of the District while offering ecological and environmental benefits.
- **Initiate changes to the built environment to reduce heat:** This action involves implementing modifications to the built environment to reduce heat absorption and mitigate heat-related issues. Examples include using high albedo surfaces (materials with high reflectivity) for buildings and pavements to minimize heat absorption and reduce surface temperatures. The installation of green roofs, cool roofs, and the implementation of urban design strategies that prioritize shading and natural ventilation also fall under this initiative.
- **Setting up systems for people to self-register to receive updates on response measures and heat alerts:** Establishing a registration system allows individuals to voluntarily sign up to receive timely updates on heat response measures, including the availability of cooling spaces, heat advisories, and other relevant information. These updates can be sent through various communication channels such as telephone, email, or text messages, ensuring that residents are informed and can take necessary precautions to protect themselves during extreme heat events.
- **Cultivating social connectedness across the community:** Resource and prioritize programs and initiatives that foster a sense of community and interconnectedness among community members.

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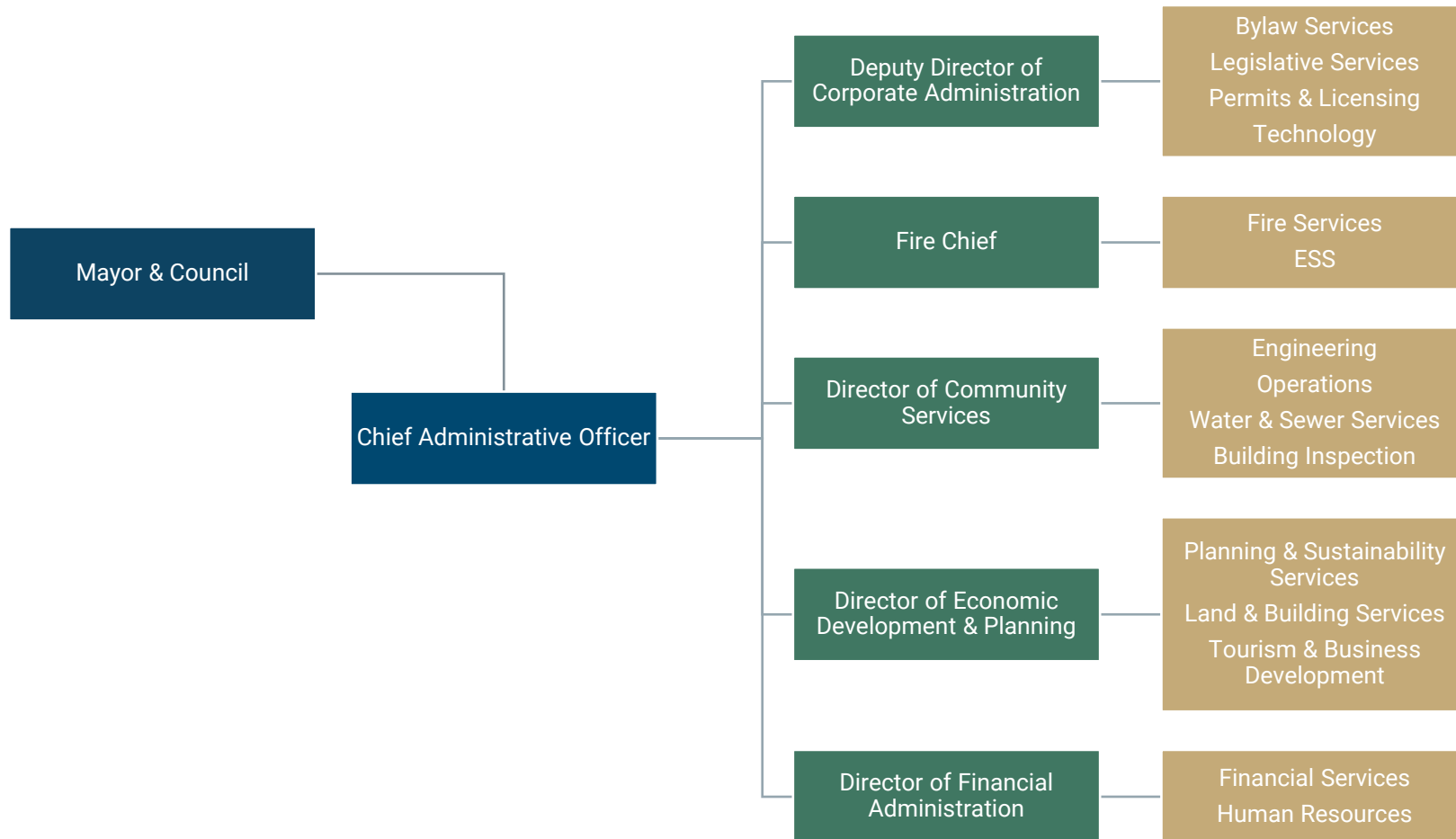
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# Appendices



## Appendix A - Local Government Organizational Chart





## Appendix B - Extreme Heat Response Committee Terms of Reference

### ***Mandate:***

To coordinate community response to heat events and extreme heat emergencies

### **Membership:**

- District of 100 Mile House
  - Administration
  - Emergency Program Coordinator
  - Emergency Support Services
- Community Stakeholders
  - Interior Health
  - First Nations Health Authority
  - Community social organizations serving heat-vulnerable populations

### ***Responsibilities:***

- Convene the Committee prior to the heat season to:
  - Update the stakeholder contact list and ensure all community partners are subscribed to the District's email notification service
  - Review the HARS and communications systems and materials
  - Complete stakeholder responsibility form for the upcoming heat season
  - Update and prepare staff and volunteers for response
- Convene the Committee following the heat season (post-activation) to:
  - Evaluate heat response activities
  - Update the HARS

## Appendix C - Stakeholder Responsibilities

### District of 100 Mile House Heat Response Plan – Community Partner Responsibility Form

AT RISK POPULATION	ORGANIZATION	RESPONSE				
		Distribute information	Wellness Checks	Distribute water	Provide a cooling space	Other
Older adults						
Infants and young children, pregnant women						

<b>Individuals with underlying health conditions, including limited mobility</b>						
<b>Individuals with substance use disorders and/or mental health disorders</b>						
<b>Individuals with cognitive challenges</b>						
<b>People who are socially isolated/live alone</b>						

<b>Individuals with low income</b>						
<b>People in poor quality housing</b>						
<b>People living outdoors</b>						
<b>Other Populations at risk</b>						

## Appendix D - District of 100 Mile House Staff Responsibility Overview

POSITION	FUNCTION OVERVIEW	RESPONSIBILITIES
<b>CAO/ EOC Director</b>	<ul style="list-style-type: none"> <li>Oversees Emergency Operations and Planning</li> <li>Responsible for EOC activation when applicable (refer to the District of 100 Mile Local Emergency Management Plan)</li> <li>Determines whether additional funding is necessary</li> </ul>	<p><b>Pre-Season</b></p> <ul style="list-style-type: none"> <li>Liaises with the Emergency Program Coordinator and advises when appropriate on the HARS planning, evaluation, and updates</li> </ul> <p><b>Heat Alert 1</b></p> <ul style="list-style-type: none"> <li>Liaises with the Emergency Program Coordinator and advises when appropriate on the HARS planning, evaluation, and updates</li> </ul> <p><b>Heat Alert 2</b></p> <ul style="list-style-type: none"> <li>Liaises with the Emergency Program Coordinator and advises when appropriate on the HARS planning, evaluation, and updates</li> <li>Activate EOC when applicable</li> <li>Liaising with the ESS Director upon EOC activation</li> </ul>
<b>Emergency Program Coordinator</b>	<ul style="list-style-type: none"> <li>Role also includes acting as Deputy EOC Director and Liaison Officer</li> <li>Determines EOC location</li> </ul>	<p><b>Pre-Season</b></p> <ul style="list-style-type: none"> <li>Liaises with external agencies and stakeholders</li> <li>HARS planning, evaluation, and updates</li> </ul> <p><b>Heat Alert 1</b></p> <ul style="list-style-type: none"> <li>HARS activation and implementation oversight</li> <li>Liaises with external agencies and stakeholders</li> <li>May activate the EOC as Deputy EOC Director</li> </ul> <p><b>Heat Alert 2</b></p> <ul style="list-style-type: none"> <li>HARS activation and implementation oversight</li> <li>Liaises with external agencies and stakeholders</li> <li>May activate the EOC as Deputy EOC Director</li> </ul>
<b>ESS Director</b>	<ul style="list-style-type: none"> <li>Responsible for ESS functions and team deployment</li> <li>Oversees emergency social services which may include food, lodging,</li> </ul>	<p><b>Heat Alert 2</b></p> <ul style="list-style-type: none"> <li>Activates the ESS team upon direction from the EOC Director or Emergency Program Coordinator</li> </ul>

	<p>clothing, emotional support, information about the crisis and family reunification. There may also be special services like first aid, child minding, pet care and transportation.</p> <ul style="list-style-type: none"> <li>Provides the EOC with resources and information when applicable</li> </ul>	
<b><i>[Insert additional staff positions]</i></b>	<ul style="list-style-type: none"> <li>[Insert additional staff functions]</li> </ul>	<p><b>Pre-Season</b></p> <ul style="list-style-type: none"> <li><i>[Insert additional staff responsibilities]</i></li> </ul> <p><b>Heat Alert 1</b></p> <ul style="list-style-type: none"> <li><i>[Insert additional staff responsibilities]</i></li> </ul> <p><b>Heat Alert 2</b></p> <ul style="list-style-type: none"> <li><i>[Insert additional staff responsibilities]</i></li> </ul>
<b><i>[Insert additional staff positions]</i></b>	<ul style="list-style-type: none"> <li>[Insert additional staff functions]</li> </ul>	<p><b>Pre-Season</b></p> <ul style="list-style-type: none"> <li>[Insert additional staff responsibilities]</li> </ul> <p><b>Heat Alert 1</b></p> <ul style="list-style-type: none"> <li>[Insert additional staff responsibilities]</li> </ul> <p><b>Heat Alert 2</b></p> <ul style="list-style-type: none"> <li>[Insert additional staff responsibilities]</li> </ul>



## Appendix E – Notification Process and Protocol Template

### Pre-Season Heat Planning

#### *Notification Process*



*Protocol Template: Pre-Season*

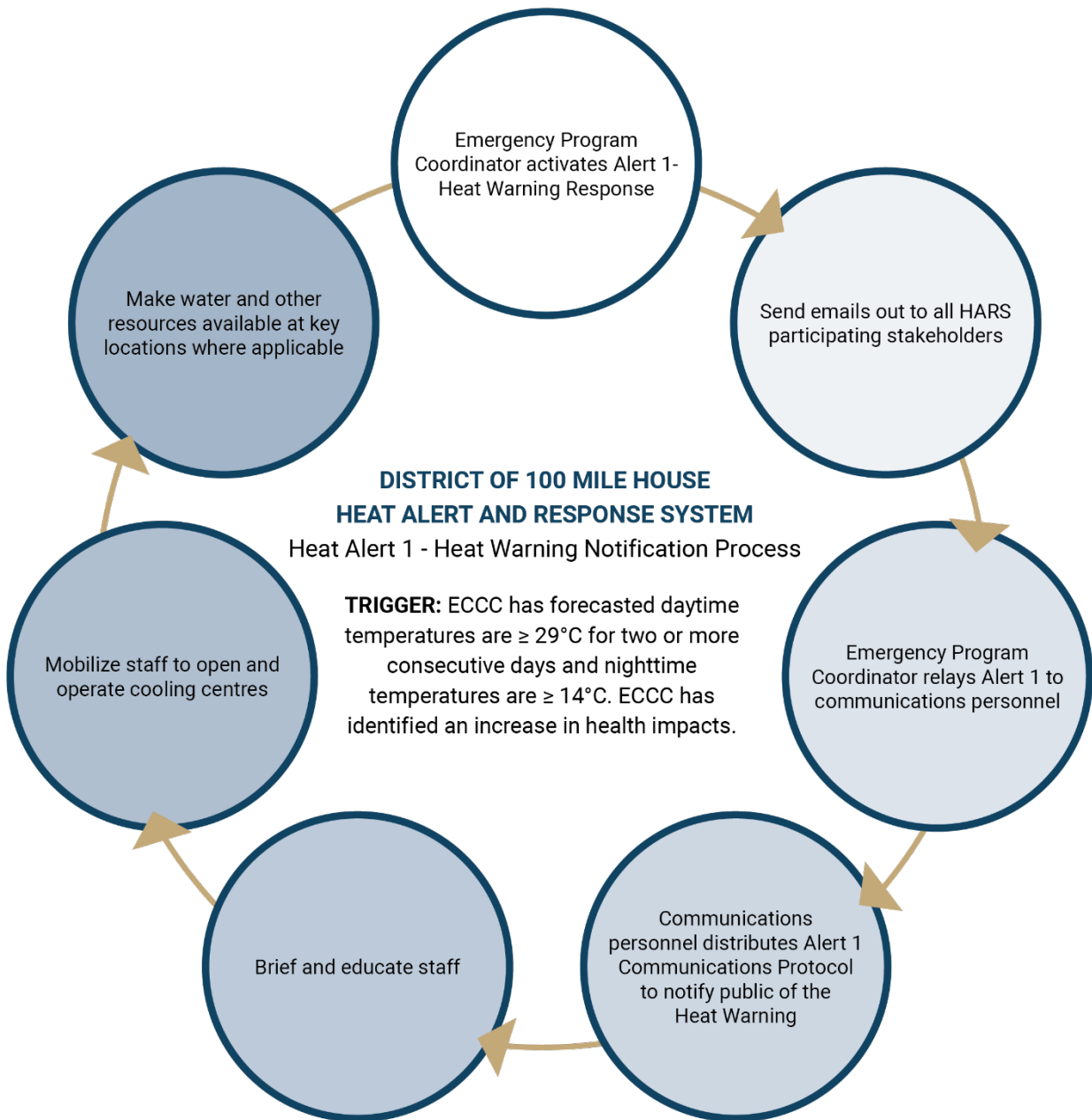
PRE-SEASON HEAT PLANNING		PROTOCOL #1
<b>TRIGGERS:</b> Annually in early spring		
Tasks	Responsible	
<input type="checkbox"/> Emails sent out to all HARS participating stakeholders	Emergency Program Coordinator, Communications Personnel	
<input type="checkbox"/> Convene the Extreme Heat Response Committee		
<input type="checkbox"/> Information and notification materials for Alert Levels 1 and 2 have been prepared, updated, and shared with stakeholders		
<input type="checkbox"/> Locations of cooling centres have been confirmed		
<input type="checkbox"/> District staff have been briefed and educated		
<input type="checkbox"/> Public has been notified of the beginning of the heat season through a public awareness campaign <div style="margin-left: 20px;"> <input type="checkbox"/> Notices sent out via subscription service  <input type="checkbox"/> City website updated  <input type="checkbox"/> Social media posts issued  <input type="checkbox"/> Media release distributed           </div>		
<input type="checkbox"/> Necessary supplies (e.g., water, fans) are ordered or on hand, if applicable		

**Key Contacts:**

Name	Organization	Role	Email
Tammy Boulanger	District of 100 Mile	CAO/ EOC Director	TBoulanger@100milehouse.com
Roger Hollander	District of 100 Mile	Fire Chief/ Emergency Program Coordinator/ Deputy EOC Director/ Liaison Officer	RHollander@100milehouse.com
Liz Jones	District of 100 Mile	ESS Director	100mile.district.ess@gmail.com

## Heat Alert 1 – Heat Warning

### *Notification Process*



*Protocol Template: Heat Warning*

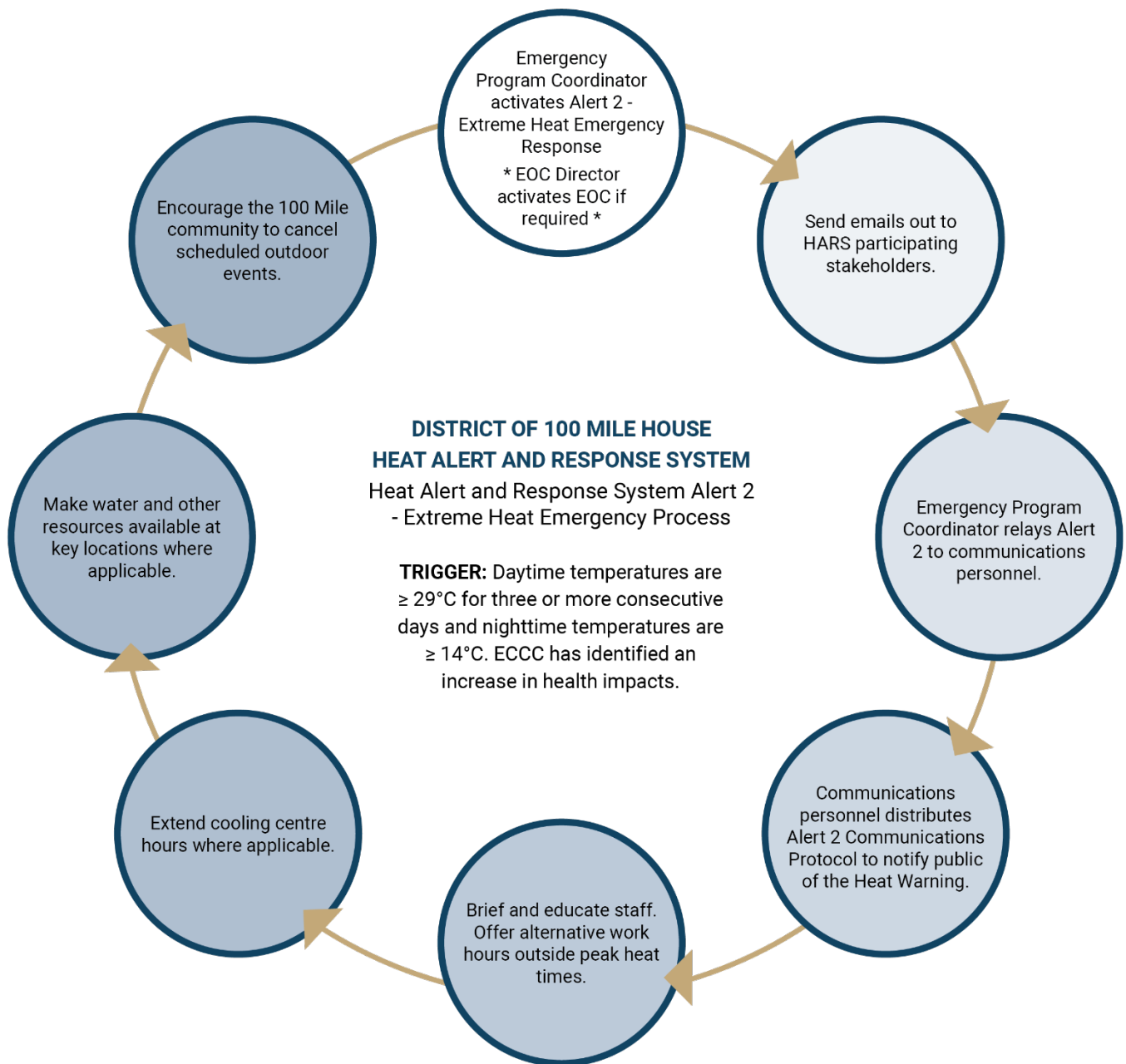
ALERT 1 – HEAT WARNING		PROTOCOL #2
<b>TRIGGERS:</b> ECCC has forecasted daytime temperatures are $\geq 29^{\circ}\text{C}$ for two or more consecutive days and nighttime temperatures are $\geq 14^{\circ}\text{C}$ . ECCC has identified an increase in health impacts.		
Tasks	Responsible	
<input type="checkbox"/> HARS activated	Emergency Program Coordinator	
<input type="checkbox"/> Emails sent out to all HARS participating stakeholders including Alert 1 informational materials	Emergency Program Coordinator, Communications Personnel	
<input type="checkbox"/> Public has been notified of the Heat Warning using the Communication Plan through the following methods: <div style="margin-left: 20px;"> <input type="checkbox"/> Notices sent out via subscription service  <input type="checkbox"/> City website updated  <input type="checkbox"/> Social media posts issued  <input type="checkbox"/> Media release distributed </div>		
<input type="checkbox"/> Cooling Centre(s) are staffed and supported		
<input type="checkbox"/> District residents have been advised of the availability of cool spaces and places access to water and other resources		
<input type="checkbox"/> Necessary supplies (e.g., water, fans) are being distributed if applicable		
<input type="checkbox"/> Crew talk held with Public Works and Parks District workers		
<input type="checkbox"/> When the heat alert is deactivated: <div style="margin-left: 20px;"> <ul style="list-style-type: none"> <li>Update website and social media, and send notice to subscribers</li> <li>Close cooling spaces and return hours to pre-heat event schedule</li> </ul> </div>		

**Key Contacts:**

Name	Organization	Role	Email
<b>Tammy Boulanger</b>	District of 100 Mile	CAO/ EOC Director	TBoulanger@100milehouse.com
<b>Roger Hollander</b>	District of 100 Mile	Fire Chief/ Emergency Program Coordinator/ Deputy EOC Director/ Liaison Officer	RHollander@100milehouse.com
<b>Liz Jones</b>	District of 100 Mile	ESS Director	100mile.district.ess@gmail.com

## Heat Alert 2 Extreme Heat Emergency

### *Notification Templates Process*



*Protocol Template: Extreme Heat Emergency*

ALERT 2– EXTREME HEAT EMERGENCY		PROTOCOL #3
<b>TRIGGERS:</b> ECCC has forecasted daytime temperatures are $\geq 29^{\circ}\text{C}$ for three or more consecutive days and nighttime temperatures are $\geq 14^{\circ}\text{C}$ . ECCC has identified an increase in health impacts.		
Tasks	Responsible	
<input type="checkbox"/> HARS activated	Emergency Program Coordinator	
<input type="checkbox"/> Activate EOC if required if appropriate	EOC Director	
<input type="checkbox"/> Emails sent out to all HARS participating stakeholders including Alert 2 informational materials	Emergency Program Coordinator	
<input type="checkbox"/> Public has been notified of the Heat Warning using the Communication Plan through the following methods: <div style="margin-left: 40px;"> <input type="checkbox"/> Notices sent out via subscription service  <input type="checkbox"/> City website updated  <input type="checkbox"/> Social media posts issued  <input type="checkbox"/> Media release </div>		
<input type="checkbox"/> Cooling Centre hours have been extended where applicable		
<input type="checkbox"/> Cooling Centre(s) are staffed and supported		
<input type="checkbox"/> District residents have been advised of the availability of cool spaces and places access to water and other resources		
<input type="checkbox"/> Necessary supplies (e.g., water, fans) are being distributed where applicable		
<input type="checkbox"/> Crew talk held with Public Works and Parks District workers		
<input type="checkbox"/> When Heat Warning is deactivated: <div style="margin-left: 40px;"> <input type="checkbox"/> Update website and social media, and send notice to subscribers  <input type="checkbox"/> Close cooling spaces and return hours to pre-heat event schedule </div>		

**Key Contacts:**

Name	Organization	Role	Email
<b>Tammy Boulanger</b>	District of 100 Mile	CAO/ EOC Director	TBoulanger@100milehouse.com
<b>Roger Hollander</b>	District of 100 Mile	Fire Chief/ Emergency Program Coordinator/ Deputy EOC Director/ Liaison Officer	RHollander@100milehouse.com
<b>Liz Jones</b>	District of 100 Mile	ESS Director	100mile.district.ess@gmail.com

## Appendix F – Wise Practices for Operating a Cooling Centre During Extreme Heat

### *Introduction*

Cooling centres are used to mitigate the risks of heat-related illnesses during extreme heat events. To ensure their effectiveness, it is crucial to address barriers to access and provide enhanced services for heat-vulnerable populations. Operating a cooling centre during extreme heat requires thoughtful planning, addressing barriers to access, and providing tailored services for heat-vulnerable populations.

This summary combines wise practices for operating cooling centres with strategies for the needs of various populations, including managing challenging behaviors. There are several considerations when establishing a cooling centre, including location selection, accessibility, multi-functionality, services and facilities, communication, safety, and staffing.

### **Location Selection**

Choose accessible locations for cooling centres to ensure broader community reach. Consider heat risk vulnerability maps and select sites that are easy to access by walking or public transportation.

Prioritize buildings without physical or mental barriers. Address transportation barriers by offering safe and reliable transportation options or vouchers for heat-vulnerable populations. Opt for existing public buildings, such as libraries, community or recreation centers, non-profit organizations, and faith institutions, to enhance social activity and foster a sense of belonging.

Having a variety of smaller, pre-existing cooling centres also reduces the burden on staff at any given location and can help reduce tension between different cooling centre user groups by providing need specific activities.

### **Accessibility**

Ensure cooling centre buildings accommodate people with disabilities or reduced mobility. Reduce cost barriers by providing free or subsidized access. Consider pet-friendly policies or alternative arrangements to alleviate concerns of leaving pets behind.

### **Multi-functionality**

Utilize a variety of facilities that cater to diverse populations and provide activities or services aimed at heat-vulnerable groups. Capitalize on existing places where people are familiar and engaged, such as libraries, community centers, and non-profit organizations. Using places where there are existing things to do, or services aimed at heat-vulnerable populations increases the likelihood that heat-vulnerable people will feel comfortable remaining in the space rather than requiring that people go somewhere that is inconvenient in order to access cool spaces.

### **Services and Facilities**

Ensure cooling centres are equipped with reliable and efficient air conditioning systems, accessible drinking water, and recreational water options. Have health provisions such as medical supplies, and trained staff to identify and respond to signs of heat illness.

Consider extending operating hours, including public swimming pools, beaches, parks, and large cooled buildings to cater to diverse schedules. If possible, consider providing overnight accommodations during prolonged extreme heat events.



## Communication

Promote cooling centre locations and services through pre-event advertising and clear signage. Address self-perceptions of vulnerability by raising awareness of heat-related risks for various populations. Develop outreach materials in multiple languages, considering cultural and language preferences of the local community. Collaborate with transportation providers, non-profit organizations, health authorities, and other stakeholders to enhance communication and reach.

**Pre-event advertising:** Promote cooling center locations and services in advance of extreme heat events.

**Clear signage:** Develop recognizable signs that indicate the location of cooling centers.

**Develop educational campaigns:** Raise awareness of heat-related risks for a variety of populations and the importance of utilizing cooling centers before extreme heat events. Many people do not visit cooling centres because they do not perceive themselves as being at risk from extreme heat.

**Collaboration and partnerships:** Engage with various partners to support the successful implementation of cooling center operations. This could include transportation providers, non-profit organizations, school boards, health authorities, religious institutions, and other relevant stakeholders to ensure comprehensive support for heat-vulnerable populations.

## Safety

Avoid overcrowding by selecting larger spaces and allowing for physical distancing. In a single space, allow for areas of congregation, including room dividers so that the space is not overcrowded and can accommodate diverse populations.

Establish partnerships with Indigenous organizations to open culturally safe spaces. Consider offering more than one cool space in the community to accommodate a variety of population needs.

Provide hand hygiene supplies, practice increased cleaning and disinfection, and ensure proper ventilation. Train staff and volunteers in first aid, infection control, and de-escalation techniques.

COVID-19 continues to be present in our communities. Health Canada (2020) suggest the following measures to reduce the risk of COVID-19 in cooling centre facilities:

- Avoid overcrowding by understanding the capacity limits of your space to allow for physical distancing. Opening more locations and selecting larger spaces can help to give everyone enough space to feel comfortable.
- Have access to hand hygiene and cough etiquette supplies like hand sanitizer and paper towel.
- Practice increased cleaning and disinfection.
- Ensure facilities have properly operating and maintained ventilation.
- Follow the latest public health guidelines which may recommend screening for symptoms, physical distancing, using masks, or one-way circulation.

## Staffing

Ensure clear points of contact, task assignments, and training for volunteers and staff. Train them in recognizing signs of heat illness, conflict management, and cultural safety. Schedule breaks and provide a cool space for staff to decompress.

Consider involving community navigators or outreach staff to connect individuals with community services and culturally appropriate resources.

## Appendix G- Communications Plan

### **Key Messages Content**

#### ***Pre-Heat Advisory Key Messages***

- The Pre-Heat Notification marks the beginning of the heat season and residents should be prepared for extreme heat events.
- The Heat Warning means that temperatures are hot enough to be a moderate risk to the public.
- The Extreme Heat Emergency notification means that temperatures are dangerously high and risk to public health is very high.

Having a plan for Heat Warnings and Extreme Heat Emergencies is crucial. Please refer to the [Prepared BC emergency guides and resources](#) for detailed information on this topic.

#### ***Heat Warning Key Messages***

- Be prepared. Ensure you have supplies needed to stay hydrated and keep cool.
- Know the signs of heat exhaustion and dehydration.
- Heat stroke is a medical emergency, so call 911 immediately. While waiting for help, try to move the person to a cooler place if possible and apply cold water to large areas of their skin.
- Pay close attention to infants and children during extreme heat events. Check in on people you know who are at increased risk.
- Plan strategies for keeping your home cooler by shading windows and opening windows and doors after sun down to allow cool air to enter your home.

#### ***Extreme Heat Emergency Key Messages***

- Please be aware that indoor environments without effective air conditioning can become dangerously hot as temperatures continue to rise in the coming days.
- Regularly monitor indoor temperatures, both for yourself and for those you are checking on. Sustained exposure to temperatures between 26°C and 31°C can be dangerous.
- Be aware that the top floors of buildings and rooms with windows facing west and south are likely to be particularly hot.
- Check District of 100 Mile website ([www.100milehouse.com](http://www.100milehouse.com)) or social media for locations of cool spaces in the community you can access.
- For employers with workers working in hot conditions, modify hours of operation if feasible.
- Check in on others multiple times a day, especially in the evening, to ensure their well-being during the extreme heat.

## Communications Calendar

April	May	June	July	Aug	Sep
Commence Pre-Season Extreme Heat Response Planning					
	Heat Education				
		HARS Activation (when required)			
			Extreme Heat Education		

	News Release	City Website	Social Media	Email Blast
Pre-season heat education	√	√	√	√
HARS Alert 1 Activation		√	√	√
HARS Alert 2 Activation	√	√	√	√
Extreme Heat Education		√	√	√

# Extreme Heat Risk Communications Package



Heat Season Content

District of 100 Mile

September 2023



## **It's Time to Start Preparing for the Heat Season: Stay Safe in Extreme Heat**

DISTRICT OF 100 MILE

(CONTACT INFORMATION)

### **Pre-Heat Notification - The Heat Season Begins**

As the heat season approaches, it is important to be prepared for extreme heat events. The Pre-Heat Notification marks the beginning of the heat season and serves as a reminder to residents to take necessary precautions. Here's what you need to know:

- Be aware that temperatures will be rising, and extreme heat events can occur.
- Stay informed about weather forecasts and heat advisories issued by the District of 100 Mile by signing up for Everbridge Alert (insert contact information) where you will receive up to date notifications of heat warnings and emergencies.
- Take steps to protect yourself and your loved ones from the impacts of extreme heat.
- If you or someone you know needs extra support during heat events, opt in to have someone check on you or your loved one during heat warning and emergencies.

### **Alert 1 – Heat Warning – Moderate Risk**

When a Heat Warning is issued, it means that temperatures have reached a level that poses a moderate risk to the public. Here's what you need to know:

- Take extra precautions to stay safe in the heat. Indoor temperatures over 26°C can cause increased risk for susceptible people.
- Stay hydrated by drinking plenty of water and avoid excessive outdoor activities during the hottest parts of the day.
- Seek shade or cool indoor spaces and use fans or air conditioning to keep cool.
- Check on heat-vulnerable individuals, such as elderly neighbours or those with pre-existing conditions.
- Follow the guidelines provided by the District of 100 Mile and be prepared to take necessary actions.

### **Alert 2 – Extreme Heat Emergency – Very High Risk**

An Extreme Heat Emergency notification means that temperatures have reached dangerously high levels, and the risk to public health is very high. Here's what you need to know:

- Take immediate action to protect yourself and others. Risk of heat related illness increases significantly when indoor temperatures are over 31°C.
- Seek air-conditioned, cool spaces.
- Check on neighbours, family, and friends, especially those who may be more susceptible to heat-related illnesses.
- Follow the instructions and guidance provided by the District of 100 Mile and emergency authorities.

## **Have a Plan: Heat Warnings and Extreme Heat Emergencies**

Here are some important steps to consider:

- Stay informed by regularly checking weather updates and heat advisories from the District of 100 Mile. Monitor the temperature inside your home.
- Create an emergency kit including essential items such as water, non-perishable food, medication, and a first aid kit.
- Develop a communication plan with your friends and family to stay connected during emergencies.
- Stay cool and hydrated. Identify cools spaces in the community and have a plan to keep yourself and others hydrated.
- Follow the guidelines and resources provided by [Prepared BC emergency guides and resources.](#)

Stay Calm and Stay Cool!

# Stay calm. Stay cool.



## Prepare for extreme heat season.

Take the following steps to help you prepare for an extreme heat event.

1. Identify loved ones who will need extra care and support during a heatwave.

This includes:

- Seniors aged 65 years or older
  - People who live alone
  - People with pre-existing health conditions such as diabetes, heart disease or respiratory disease
  - People with mental illness such as schizophrenia, depression, or anxiety
  - People with substance use disorders
  - People who are marginally housed
  - People who work in hot environments
  - People who are pregnant
  - Infants and young children
  - People with limited mobility
2. Check you have enough supplies. Useful items include:

- Bottled water
  - Medications
  - First-aid kit
  - Infant formula and diapers
  - Pet food
  - Batteries
  - Digital thermometer to track indoor temperatures
  - Fans or air-conditioning units (check they are in good condition)
  - Window covers
3. Know where to go if your home gets too hot. This can include libraries, retail stores, restaurants, parks, or entertainment or recreation venues. In 100 Mile, the following cooling spaces will be made available from (open time – close time) when a heat alert is issued:

- [Insert cooling space venue]
  - [Insert cooling space venue]
  - [Insert cooling space venue]

Follow trusted sources to get up-to-date information about heat alerts in 100 Mile.

[Add URL or QR codes to social media pages linking to Environment Canada and the District’s subscription service]



# Stay calm. Stay cool.



## Prepare for Extreme Heat Season

Did you know? B.C. has two levels of heat alerts: heat warnings and extreme heat emergencies. Stay informed by signing up for the District of 100 Mile’s subscription service. You will receive up-to-date notifications of heat alerts.

### Heat Warning

A Heat Warning means that temperatures have reached a level that poses a moderate risk to the public.

#### Take the following steps:

- Stay hydrated and avoid excessive outdoor activities. Use fans or air conditioning to keep cool.
- Check on heat-vulnerable individuals. This includes seniors, individuals with pre-existing health conditions or mental health disorders, people who are pregnant or live alone, as well as infants and young children.
- Be prepared to take additional necessary actions.

### Extreme Heat Emergency

An Extreme Heat Emergency notification means that temperatures have reached dangerously high levels. The risk to public health is very high. Take immediate action to protect yourself and others.

#### What you need to know:

- Monitor indoor temperatures and avoid sustained exposure to temperatures above 26°C.
- If you have no means to cool your home, relocate to another cooler location, such as libraries, shopping malls, movie theatres, and cooling centres.
- If you are caring for a vulnerable individual, prioritize moving them to a cooler location.

In the meantime, prepare or re-visit your household emergency plan so you know what to do when a heat alert is issued. This includes:

- ✓ Check you have enough supply of water, medications, and food.
- ✓ Check that your fans or air-conditioning units are in good working condition.
- ✓ Identify where you will relocate if your home gets too hot.
- ✓ Follow trusted sources to get up-to-date information about heat alerts in 100 Mile.
- ✓ *[Add URL or QR codes to social media pages linking to Environment Canada and the District’s subscription service]*

## Before an Extreme Heat Event

Graphic	Twitter	Facebook	Instagram
<b>An infographic that outlines three key steps:</b> <ol style="list-style-type: none"> <li>1. Identify heat-vulnerable household members.</li> <li>2. Check your supplies.</li> <li>3. Know where to go.</li> </ol>	Stay calm, stay cool. Prepare for extreme heat season by making a household plan on what to do during a heatwave. Learn more: XXX. #BCHeat	Stay calm, stay cool. Follow these steps to prepare for extreme heat season. Learn more: XXX.	Stay calm, stay cool. Follow these steps to prepare for extreme heat season.  <i>[Use carousel graphics]</i>
Heatwaves are the leading weather-related cause of death in Canada.	During the extreme heat event of 2021, there were 619 heat-related deaths in B.C. between June 25 and July 1. <sup>36</sup>  Keep your household safe by having an emergency plan that covers what to do during extreme heat. Learn more: XXX. #BCHeat	During the extreme heat event of 2021, there were 619 heat-related deaths in B.C. between June 25 and July 1.  Keep your household safe by having an emergency plan that covers what to do during extreme heat. Learn more: XXX.	During the extreme heat event of 2021, there were 619 heat-related deaths in B.C. between June 25 and July 1.  Keep your household safe by having an emergency plan that covers what to do during extreme heat. Learn more: XXX.
Working together for a heat-safe community	Let's work together to stay safe and beat the heat during extreme weather events this summer!  Remember to check on your neighbours and loved ones, especially the elderly, those with limited mobility, people who are pregnant, and your little ones. Learn more: XXX. #BCHeat	Let's work together to stay safe and beat the heat during extreme weather events this summer!  Remember to check on your neighbours, friends, and older family members, especially those who are chronically ill, to make sure that they are cool and hydrated. Learn more: XXX.	Let's work together to stay safe and beat the heat during extreme weather events this summer.  If you live alone, find an extreme heat buddy. This is someone who can check on you when it gets hot, and who you can also reach out to for help. <sup>37</sup> Tag your extreme heat buddy below!

<sup>36</sup> The case for adapting to extreme heat: Costs of the 2021 B.C heat wave (climateinstitute.ca)

<sup>37</sup> Government of British Columbia, "Prepared BC: Extreme Heat Preparedness Guide," 2022, [https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/preparedbc-guides/preparedbc\\_extreme\\_heat\\_guide.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/preparedbc-guides/preparedbc_extreme_heat_guide.pdf).

Understanding heat alerts	<p>Did you know? There are two types of heat alerts in BC: heat warnings and extreme heat emergencies. These heat alerts come from @environmentca.</p> <p>Check for heat alerts on weather.gc.ca.</p>	<p>Did you know? There are two types of heat alerts in BC: heat warnings and extreme heat emergencies. These heat alerts come from Environment and Climate Change Canada.</p> <p>Check for heat alerts on weather.gc.ca.</p>	<p>Did you know? There are two types of heat alerts in BC: heat warnings and extreme heat emergencies. These heat alerts come from @canenvironment.</p> <p>Check for heat alerts on weather.gc.ca.</p>
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### During an Extreme Heat Event

Graphic	Twitter	Facebook	Instagram
<b>Heat alert for the District of 100 Mile House</b>	<p>🚨 A Heat Warning has been issued for the District of 100 Mile. Residents are advised to stay hydrated, check on heat-vulnerable family and friends, and monitor for signs of heat stroke.</p> <p>Learn to recognize and treat heat-related illnesses: <a href="http://www.preparedbc.ca/extremeheat">www.preparedbc.ca/extremeheat</a> #BCHeat</p>	<p>🚨 A Heat Warning has been issued for the District of 100 Mile. Residents are advised to stay hydrated, check on heat-vulnerable family and friends, and monitor for signs of heat stroke.</p> <p>Learn to recognize and treat heat-related illnesses: <a href="http://www.preparedbc.ca/extremeheat">www.preparedbc.ca/extremeheat</a> #BCHeat</p>	<p>🚨 It's getting hot in here! A Heat Warning has been issued for the District of 100 Mile.</p> <p>Residents are advised to stay hydrated, check on heat-vulnerable family and friends, and monitor for signs of heat illness. This includes: headaches, cramps, and heavy sweating.</p>
<b>Staying cool at home</b>	<p>DYK? Indoor temperatures typically peak around 9 p.m. For a comfortable sleep tonight, reconfigure the coolest location in your home so you can sleep there. Remember to check that the outside temperature is cooler than inside before opening windows and doors.</p> <p>More tips: <a href="#">[link]</a></p>	<p>Did you know? Indoor temperatures typically peak around 9 p.m. Follow these tips for a comfortable sleep tonight:</p> <ul style="list-style-type: none"> <li>✓ Reconfigure the coolest location in your home so you can sleep there.</li> <li>✓ Check that the outside temperature is cooler than inside before opening windows and doors.</li> <li>✓ Take a cool shower or bath and sleep in light, loose clothing.</li> </ul> <p>More tips: <a href="#">[link]</a></p>	<p>Did you know? Indoor temperatures typically peak around 9 p.m. Follow these tips for a comfortable sleep tonight:</p> <ul style="list-style-type: none"> <li>✓ Reconfigure the coolest location in your home so you can sleep there.</li> <li>✓ Check that the outside temperature is cooler than inside before opening windows and doors.</li> <li>✓ Take a cool shower or bath and sleep in light, loose clothing.</li> </ul>

<b>Working together for a heat-safe community</b>	During an extreme heat event, health risks are greatest for older adults, infants and young children, people with chronic illnesses, and those who are pregnant. Check in on your neighbours and loved ones, and let's work together to stay safe in this heat! [link]	During an extreme heat event, health risks are greatest for older adults, infants and young children, people with chronic illnesses, and those who are pregnant.  This is your reminder to check in on your neighbours and loved ones to make sure they are staying safe and cool. Let's work together to stay safe in this heat! [link]	During an extreme heat event, health risks are greatest for older adults, infants and young children, people with chronic illnesses, and those who are pregnant.  This is your reminder to check in on your neighbours and loved ones to make sure they are staying safe and cool.  If you live alone, find an extreme heat buddy. This is someone who can check on you when it gets hot, and who you can also reach out to for help. <sup>38</sup> Let's work together to stay safe in this heat!
<b>Heatwave temperature check</b>	Indoor temperatures over 26°C can be dangerous. Check the temperature inside and try to get to somewhere cool for a few hours or find ways to cool down by taking a cool shower or bath.	Indoor temperatures over 26°C can be dangerous. Check the temperature inside and try to get to somewhere cool for a few hours or find ways to cool down by taking a cool shower or bath, or wearing a shirt or towel soaked in cool water.  Make a DIY cool kit: [insert link]	Indoor temperatures over 26°C can be dangerous. Check the temperature inside and try to get to somewhere cool for a few hours or find ways to cool down by taking a cool shower or bath.  Make a DIY cool kit: [insert link]
<b>Heatwave health check</b>	If you take regular medications, drugs, or have a health condition, ask your doctor or pharmacist whether it increases your health risk in the heat and follow their recommendations. Know the signs and symptoms of heat-related illness: [link]	If you take regular medications, drugs, or have a health condition, ask your doctor or pharmacist whether it increases your health risk in the heat and follow their recommendations.	Know the signs and symptoms of heat-related illness so you can identify problems early on. Headaches, muscle cramps, extreme thirst, and dark urine are signals you need to hydrate and cool down immediately.

<sup>38</sup> Province of British Columbia, Prepared BC: Household Preparedness Guide (gov.bc.ca)

		Know the signs and symptoms of heat-related illness so you can identify problems early on: <a href="#">[link]</a>	If you take regular medications, drugs, or have a health condition, ask your doctor or pharmacist whether it increases your health risk in the heat and follow their recommendations.
<b>Heatwave health check</b>	If someone is experiencing severe headache, confusion, loss of thirst, nausea/vomiting, these are signs of dangerous heat-related illness. This is a medical emergency. Take immediate action to cool them down and call 911. <a href="#">[link]</a>	<p>If someone is experiencing severe headache, confusion, loss of thirst, nausea/vomiting, these are signs of dangerous heat-related illness. This is a medical emergency. Call 911 and take immediate action to cool them down.</p> <p><b>This can look like:</b></p> <ul style="list-style-type: none"> <li>- Moving them to a cooler location</li> <li>- Placing them in front of a fan and spraying them with cool water</li> <li>- Applying ice packs or cool wet towels on the neck, armpits and groin</li> </ul> <p>More tips: <a href="#">[link]</a></p>	<p>Do you know what to do if someone is experiencing a heat illness? Symptoms such as severe headache, confusion, loss of thirst, and nausea/vomiting due to heat are considered a medical emergency. If you notice these symptoms, call 911 and take immediate action to cool them down.</p> <p><b>This can look like:</b></p> <ul style="list-style-type: none"> <li>- Moving them to a cooler location</li> <li>- Placing them in front of a fan and spraying them with cool water</li> <li>- Applying ice packs or cool wet towels on the neck, armpits and groin</li> </ul>

## Stay calm. Stay cool.

### Resources for Extreme Heat Events in 100 Mile House

The District of 100 Mile House is committed to making sure everyone in our community stays healthy and cool during extreme heat events. This page contains information and resources on how to prepare for extreme heat season as well as what to do when a heat alert is issued.

**There are currently no heat warnings or emergencies in effect for 100 Mile House.**

Last updated: June 6, 2023 12:00 Pacific

### Before an Extreme Heat Event

It's important to have an emergency plan that covers what to do during extreme heat. Follow these steps to create a plan for your household.

**1. Identify loved ones who will need extra care and support during a heatwave.**

**This includes:**

Seniors aged 65 years or older	People with mental illness such as schizophrenia, depression, or anxiety	People who work in hot environments
People who live alone		
People with pre-existing health conditions such as diabetes, heart disease or respiratory disease	People with substance use disorders	People who are pregnant
	People who are marginally housed	Infants and young children
		People with limited mobility

**2. Check you have enough supplies.** Useful items include:

Bottled water	Pet food	Fans or air-conditioning units (check they are in good condition)
Medications	Batteries	
First-aid kit	Digital thermometer to track indoor temperatures	Window covers
Infant formula and diapers		

**3. Know where to go** if your home gets too hot. This can include libraries, shopping malls, and cooling centres. Ideally, choose a location where you will enjoy spending time, as it can take a long time to cool off after getting overheated. Consider whether you will have access to water or if you should bring some with you to stay hydrated. Make sure to write down your preferred locations in your emergency plan.

The following cooling spaces are being made available from (open time – close time) at the following locations:

- *[Insert cooling space locations here]*



## **Types of Heat Alerts**

B.C. has two levels of heat alerts: heat warnings and extreme heat emergencies.

### **Heat Warning**

A Heat Warning means that temperatures have reached a level that poses a moderate risk to the public.

Take the following steps:

- Stay hydrated and avoid excessive outdoor activities. Use fans or air conditioning to keep cool.
- Check on heat-vulnerable individuals. This includes seniors, individuals with pre-existing health conditions or mental health disorders, people who are pregnant or live alone, as well as infants and young children.
- Be prepared to take additional necessary actions.

### **Extreme Heat Emergency**

An Extreme Heat Emergency notification means that temperatures have reached dangerously high levels. The risk to public health is very high. Take immediate action to protect yourself and others.

What you need to know:

- Monitor indoor temperatures and avoid sustained exposure to temperatures above 26°C.
- If you have no means to cool your home, relocate to another cooler location, such as libraries, shopping malls, movie theatres, and cooling centres.
- If you are caring for a heat-vulnerable individual, prioritize moving them to a cooler location.

Stay informed by signing up for the District of 100 Mile's subscription service. You will receive up-to-date notifications of heat alerts via email.

### What to do during an Extreme Heat Event

A Heat Alert will be issued by the District of 100 Mile when high temperatures are expected for two or more consecutive days. To protect yourself during extreme heat events, take the following steps:

- Check on family members, neighbours, and friends who are vulnerable to heat and make sure they are comfortable and safe.
- Stay hydrated by drinking plenty of water. Avoid caffeine, alcohol, and drinks that are high in sugar.
- Slow down! Avoid outdoor activities during the hottest hours of the day. Plan activity before 10 a.m. or after 4 p.m.<sup>39</sup>
- If you need to be outdoors, wear lightweight, loose-fitting clothing. And don't forget your sunscreen! Sunburn decreases the body's ability to cool.
- Keep windows, blinds, or curtains closed during the day to prevent excessive heat from entering homes.
- If you have access to air conditioning, turn it on to maintain a comfortable environment. It is not necessary to set it to the highest level; even a moderate setting can help ensure your safety.

### Did you know?

- Indoor temperatures typically peak around 9 p.m. This means indoor environments may be most hazardous during the overnight period. Check that the outside temperature is cooler than inside before opening windows and doors.
- Sustained exposure to temperatures between 26°C and 31°C may pose a risk to the most susceptible individuals. Sustained exposure to temperatures above 31°C should be avoided whenever possible. Use thermometers to monitor indoor temperatures.
- Fans alone cannot effectively lower core body temperature, especially for older adults. Additional measures may be necessary to stay cool and safe.

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<sup>39</sup> Province of British Columbia, Tips to stay safe, cool during extreme heat wave ([gov.bc.ca](http://gov.bc.ca))

## Types of Heat Illnesses

Overheating can pose a serious threat to your health. It is essential to take appropriate measures to stay cool and avoid prolonged exposure to extreme heat.

There are two types of heat illnesses: heat exhaustion and heat stroke. Each requires a different set of actions. Look for the following symptoms.

### Heat Exhaustion

- Heavy sweating
- Headache
- Muscle cramps
- Feeling unwell
- Extreme thirst
- Dark urine

#### What to do:

Seek a cooler environment, drink plenty of water, take a cool shower, and get some rest.

### Heat Stroke

- High body temperature
- Confusion
- Dizziness, or fainting
- Flushed skin
- Dry skin, no sweating
- Nausea or vomiting

#### What to do:

Call 911 immediately. A heat stroke is a medical emergency. While waiting for help, move the person to a cooler place if possible and place ice packs or cool wet towels on the neck, armpits and groin.

**Headline:** Stay calm, stay cool: Prepare for the summer sizzle

**Subhead:** Let's work together to support each other during extreme heat season

Summer is here! While this means lots of outdoor fun and activities, it also requires extra care and caution around sun safety and heat events. 100 Mile residents are reminded to stay vigilant, take necessary precautions, and work together to ensure the safety of all residents during the scorching days ahead.

Extreme heat events can pose serious health risks, especially to heat-vulnerable individuals such as the elderly, young children, and those with chronic illnesses. Remember to check on family members, neighbours, and friends who are vulnerable to heat to make sure they are comfortable and safe. People who are pregnant, those with limited mobility, or individuals who live alone are also at high risk of health impacts related to heat.

Once you have identified loved ones that need extra care and support, make sure you prepare or re-visit your emergency plan for heat events. Gather your household members, review the plan, and check you have enough supplies. Useful items include:

Bottled water	Pet food	Fans or air-conditioning units
Medications	Batteries	(check they are in good condition)
First-aid kit	Digital thermometer to track indoor temperatures	Window covers
Infant formula and diapers		

Next, make sure to identify trusted sources of information to ensure you can stay up to date on local weather forecasts and heat alerts.

*List here*

The District of 100 Mile is working with community partners to actively prepare for extreme heat events. This includes identifying cool spaces, which will provide a safe place for those to cool down, hydrate, and connect with support services.

*[add quote here by District official]*

By working together and staying prepared, 100 Mile residents can beat the heat and enjoy a safe summer season. Remember, a small act of kindness or a simple check-in on a neighbour can make a significant difference in someone's well-being during extreme heat events.

For more information on heat safety tips and resources, visit the District's website ([www.100milehouse.com](http://www.100milehouse.com)) or **XXX**. Stay calm, stay cool, and let's support one another through this summer's heat wave season!

## EMAIL TO COMMUNITY PARTNERS

**Email Subject:** Heat Warning issued – ACTION NEEDED

Dear Community Partners,

A heat alert has been issued for the District of 100 Mile. This is a reminder to review your heat response plans and take necessary precautions to protect the health and safety of our community.

As of [date and time], Environment Canada is forecasting that we are expecting an extended period of extreme heat until [date and time].

Here are some important actions to take:

1. Share educational information: Distribute heat safety information through your communication channels (e.g., social media, newsletters, etc.) Emphasize the importance of staying hydrated, checking in on heat-vulnerable individuals, and recognizing the signs of heat-related illnesses.
2. Activate organizational heat response plans
3. Promote trusted sources of information: Encourage residents to sign up for Everbridge Alert. This will ensure that they will receive up-to-date notifications of heat alerts. The District will also post updates on its official website ([www.100milehouse.com](http://www.100milehouse.com)) and social media channels.
4. *Add other key steps outlined in the Heat Response Plan*

Please feel free to reach out if you have any questions, need assistance, or require further information. Your collaboration and support are deeply appreciated. Let's act swiftly and prioritize the safety of our residents during this heat alert.

*[Add contact info here]*

# Stay calm. Stay cool.

## What to do when a Heat Alert is issued

The District of 100 Mile House is committed to ensuring the health and well-being of our community members during periods of elevated temperatures. Please be aware that with the current and potentially upcoming weather conditions there will be an increased risk of extreme heat-related illnesses.

High temperatures can have severe impacts, especially on heat-vulnerable individuals. This includes:

- Seniors aged 65 years or older
- People living alone
- Those with pre-existing health conditions such as diabetes, heart disease, or respiratory disease
- Individuals with mental illnesses such as schizophrenia, depression, or anxiety
- People with substance use disorders
- Individuals with limited mobility
- Those who are marginally housed
- People working in hot environments
- Pregnant individuals
- Infants and young children

To protect you and your loved one during extreme heat events, take the following steps:

- Check on family members, neighbours, and friends who are vulnerable to heat and make sure they are comfortable and safe.
- Stay hydrated by drinking plenty of water. Avoid caffeine, alcohol, and drinks that are high in sugar.
- Slow down! Avoid outdoor activities during the hottest hours of the day. Plan activity before 10 a.m. or after 4 p.m.<sup>40</sup>
- If you have access to air conditioning, turn it on to maintain a comfortable environment. It is not necessary to set it to the highest level; even a moderate setting can help ensure your safety.

## Stay Informed

The District of 100 Mile is working closely with our community partners, emergency management agencies, and health authorities to monitor the situation and take appropriate actions. Updates and guidance will be provided as needed.

For further information and additional resources on staying safe during extreme heat events, sign up for the District subscription service, and visit [www.100milehouse.com](http://www.100milehouse.com), or the Interior Health Extreme Heat Website at [www.interiorhealth.ca](http://www.interiorhealth.ca).

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<sup>40</sup> <https://news.gov.bc.ca/releases/2021PSSG0043-001226>

[DATE]

### **Heat Warning in effect for 100 Mile**

Environment and Climate Change Canada is issuing a Heat Warning for 100 Mile in response to predicted sustained high temperatures. Environment Canada is forecasting that 100 Mile will experience an extended period of extreme heat from [date and time] until [date and time].

#### **What is Heat Warning?**

B.C. has two levels of heat alerts: heat warnings and extreme heat emergencies.

- A Heat Warning is issued when daytime temperatures are expected to be at least 29°C for two or more consecutive days and nighttime temperatures being at least 14°C during this time. This poses a moderate risk to the public.
- An Extreme Heat Emergency notification means that temperatures have reached dangerously high levels. The risk to public health is very high. Immediate action must be taken to protect yourself and others.

#### **What residents need to know:**

- Check on family members, neighbours, and friends who are vulnerable to heat and make sure they are comfortable and safe. Pay close attention to seniors aged 65 years or older, individuals who are pregnant, infants and young children, people with pre-existing health conditions, and those who have limited mobility.
- Prepare your household. Check you have enough supplies of bottled water, medications, food, and first-aid items. If you have access to air conditioning, turn it on to maintain a comfortable environment. It is not necessary to set it to the highest level; even a moderate setting can help ensure your safety.
- If your home gets too hot, relocate to a cooler location. This can include libraries, shopping malls, and movie theatres. The following cooling spaces are being made available from (open time – close time) at the following locations:

[Insert cooling centre locations]

- Stay informed by signing up for the District of 100 Mile's subscription service. Subscribers will receive up to date information about emergencies in 100 Mile.

The District of 100 Mile is working closely with its community partners, emergency management agencies, and health authorities to monitor the situation and take appropriate actions. If/when indicated by Environment and Climate Change Canada, the Heat Warning may escalate to an Extreme Heat Emergency. In such cases, it is crucial to be prepared. Updates and guidance will be provided as needed.

###

Media contact:

**Name**

Title

Organization

Email

Phone number



## Appendix H – Additional Resources

- The BC Provincial Heat Alert and Response System (BC HARS), prepared by BC Ministry of Health, Environment and Climate Change Canada, and the BC Centre for Disease Control,
- Heat Alert & Response Planning for Interior BC Communities: A Toolkit, prepared by the Interior Health Authority,
- Heat Alert and Response Systems to Protect Health: Best Practices Guidebook, prepared by Health Canada, and
- BC Municipal Heat Response Planning in British Columbia, Canada, prepared by the BC Centre for Disease Control
- Extreme Heat Webpage, prepared and presented by Interior Health
- [Heat-check-in-support-framework.pdf \(vch.ca\)](#) A resource for non-governmental organizations to guide health check ins with heat-vulnerable populations.



# Health checks during extreme heat events

A guide for doing in-person or remote health checks

Extreme heat events can lead to dangerous indoor temperatures in homes without functioning air conditioning. Health checks are used to assess how people at high risk of heat-related illness are doing during extreme events. In-person health checks are best, but a remote health check is better than no health check.



## Rapid risk assessment checklist

This guide has five pages with important information for doing health checks during extreme heat events.

### PAGE 1

Rapid risk assessment checklist

### PAGE 2

Recognizing and responding to heat-related illness

### PAGE 3

In-person health checks

### PAGE 4

Remote health checks

### PAGE 5

Measuring body and room temperature

To assess whether someone is at risk, check all the personal factors that apply on the following list. **The more boxes checked, the higher the potential risk.**

<input type="checkbox"/>	<b>Older adult (60 years+)</b>	The body's ability to cool itself is impaired as people age.
<input type="checkbox"/>	<b>Mental illness or cognitive impairment</b>	Conditions such as schizophrenia, depression, anxiety, and dementia can reduce awareness of heat-related risks.
<input type="checkbox"/>	<b>Chronic disease</b>	Chronic diseases such as diabetes, heart disease, respiratory disease, and cancer can limit the body's ability to cool.
<input type="checkbox"/>	<b>Living alone or socially isolated</b>	People who live alone or do not have strong social connections are at higher risk because they have fewer people looking out for them.
<input type="checkbox"/>	<b>Substance dependency or use</b>	The ability to sense and respond to heat can be affected by use of drugs or alcohol, especially for those who are dependent.
<input type="checkbox"/>	<b>Impaired or decreased mobility</b>	People with impaired or reduced mobility might be less able to take protective measures during extreme heat events.
<input type="checkbox"/>	<b>Medication use</b>	Some prescription medications for common conditions can cause dehydration and affect the body's ability to cool itself.
<input type="checkbox"/>	<b>Poor physical fitness</b>	People who are not engaged in regular physical activity are less able to keep cool in the heat.





## Recognizing and responding to heat-related illness

**Heat-related illness occurs when the body overheats.** It is caused by prolonged exposure to high temperatures, and can be made worse by high humidity. The signs and symptoms of heat-related illness can range from mild to severe and can progress rapidly. **If you are unsure, treat it like a life-threatening emergency and start cooling measures.**

### Severe heat-related illness

**Severe heat-related illness is a life-threatening emergency.** Act immediately to get help and start emergency cooling measures.

#### Signs and symptoms

Any of the following can be signs of **severe** heat-related illness:

- Fainting or loss of consciousness
- Unusual confusion or disorientation
- Severe nausea and vomiting
- Difficulty speaking
- Unusual coordination problems
- Hot, flushed skin or very pale skin
- Not sweating
- Rapid breathing and faint, rapid heart rate
- Body temperature  $>39^{\circ}\text{C}$  ( $102^{\circ}\text{F}$ )
- Very low, dark urine output

#### Emergency measures

**If someone is experiencing severe heat-related illness, take all the following actions:**

- Call 911 immediately
- Stay with the individual until emergency services arrive
- Move to a cooler area, if possible
- Remove excess clothing
- Have the individual rest comfortably flat on their back facing up or in a semi-upright position and offer water
- Apply cool, wet towels or ice packs around the body, especially to the neck, armpits, and groin, until emergency services arrive

### Moderate heat-related illness

Moderate heat-related illness can rapidly become severe heat-related illness. Immediate cooling is important to prevent progression.

#### Signs and symptoms

Any of the following can be signs of **moderate** heat-related illness:

- Nausea
- Light-headedness
- Weakness
- Extreme fatigue, malaise
- Very thirsty or dry mouth
- Difficulty swallowing
- Heat rash, unusual swelling, or cramps
- Rapid heart rate
- Body temperature  $>38^{\circ}\text{C}$  ( $100^{\circ}\text{F}$ )
- Reduced, dark urine output

#### Immediate measures for mild to moderate heat-related illness

**If someone is experiencing mild to moderate heat-related illness, take as many of the following cooling actions as possible:**

- Relocate individual to a cooler area
- Remove excess clothing and provide low-level fanning
- Activate air conditioning or open windows in different areas to create a cross-breeze
- Keep the individual resting comfortably flat on their back facing up or in a semi-upright position.
- Encourage sitting upright and drinking water
- Apply cool, wet towels or ice packs around the body, especially to the neck, armpits, and groin
- Call 911 if symptoms persist or get worse

### Mild heat-related illness

Mild heat-related illness can rapidly become severe heat-related illness. Immediate cooling is important to prevent progression.

#### Signs and symptoms

Any of the following can be signs of **mild** heat-related illness:

- Feeling unwell
- Dizziness
- Headache
- Irritability
- Fatigue
- Thirst
- Skin feels very warm and sweaty
- Increase in resting heart rate
- Reduced urine output





## In-person health checks



Before doing a health check, read page ② on **Recognizing and responding to heat-related illness**

### What you should have for an IN-PERSON HEALTH CHECK

- ☐ This 5-page document, either printed or digital
- ☐ Fully charged cell phone for emergency calls
- ☐ Information about others to contact if the individual is at risk
- ☐ Ear or mouth thermometer for taking body temperature
- ☐ Environmental thermometer for taking room temperature
- ☐ Wash cloths or towels for soaking in cool water
- ☐ Spray bottle
- ☐ Bottled water
- ☐ Ice packs and extra ziplock bags

### Guidance for in-person health checks

- ▶ Do health checks at least twice daily, because heat-related illness can come on fast. Do one check during the evening hours when it is hottest indoors.
- ▶ When you enter the home, make sure the person is not in immediate distress and can communicate with you. **If someone is in immediate distress or cannot communicate with you, follow emergency measures** (page ②).
- ▶ Assess the situation with your own senses. Does the individual look or seem unwell? Does the environment feel hot? **If someone seems unwell and the environment is hot, take immediate measures to start cooling** (page ②) and alert others to the situation. Ask the individual for emergency contacts if you do not have this information.
- ▶ If you see no immediate risk, consider the rapid risk assessment checklist (page ①). If you do not know the individual well, ask them some questions to help with your risk assessment.
- ▶ Ask the individual about whether they have had any signs and symptoms of heat-related illness (page ②) since their last health check.
- ▶ If possible, use personal and environmental thermometers to help you understand the situation. See table on page ⑤ for information on measuring temperatures and cooling strategies.
- ▶ If you feel that the situation could become risky, alert others. Ask the individual for emergency contacts if you do not have this information.
- ▶ If you feel confident that the situation is safe, let the individual know when to expect the next health check, if possible.



## Remote health checks



### In-person health checks are best

It is much more difficult to assess how someone is coping with extreme heat during a health check by phone or digital media. However, remote health checks are better than no health checks. **If you cannot get through to the individual for a remote health check, take action.** Call someone who can help to arrange an in-person health check, such as a relative, a neighbour, a friend, or 911.



Before doing a health check, read page **2** on **Recognizing and responding to heat-related illness**

### What you should have for a REMOTE HEALTH CHECK

- ☐ This 5-page document, either printed or digital
- ☐ Residential address of the individual in case you need to call 911
- ☐ Information about others to contact if the individual is at risk
- ☐ Some personal information about the individual such as age and general health

### Guidance for remote health checks

- ▶ Do health checks at least twice daily, because heat-related illness can come on fast. Do one check during the evening hours when it is hottest indoors.
- ▶ Start by asking the individual simple questions about themselves and their general wellbeing. Listen carefully to how they respond, considering the signs and symptoms of heat-related illness (page **2**).
- ▶ Ask the individual about the general temperature of their home. If they have a thermostat or thermometer, ask them to tell you the current temperature. See table on page **5** for information on indoor temperatures.
- ▶ Ask about how much water or other fluids they have been drinking. Recommend that the individual drink water regularly through all hours of the day.
- ▶ Ask about how they have been sleeping in the heat and what they have been doing to stay cool overnight.
- ▶ Make suggestions for keeping themselves and their home cool. See table on page **5** for information on cooling strategies.
- ▶ If you feel that the situation could become risky, alert others. Ask the individual for emergency contacts if you do not have this information.
- ▶ If you feel confident that the situation is safe, let the individual know when to expect the next health check, if possible.





## Measuring body and room temperature

If you can get information on body temperature or room temperature, it may help you to assess the situation during health checks. Use the following tables to guide you.

### Body temperature



- A normal body temperature is 36.5-37.0°C (97.7-98.6°F).
- A resting body temperature over 38°C (100.4°F) may indicate moderate heat-related illness.
- A resting body temperature over 39°C (102.2°F) requires immediate emergency attention.

### Indoor temperature



- Indoor temperatures of 26°C (78.8°F) and below are usually safe.
- Risk of heat-related illness starts to increase at indoor temperatures over 26°C (78.8°F) for susceptible people.
- Risk of heat-related illness increases significantly at sustained indoor temperatures over 31°C (87.8°F) for susceptible people (page 1).

### Reducing body temperature

- ☐ Take off extra layers of clothing to expose as much skin as possible.
- ☐ Have access to cool drinking water and drink regularly, even when not feeling thirsty.
- ☐ Prepare damp towels in a plastic bag and put them in the fridge to apply on the body regularly.
- ☐ Take cool showers or baths or sit with feet in cool water.
- ☐ Fill a spray bottle with cool water for misting.
- ☐ Limit physical activity and exposure to the outdoors during the hottest hours.

### Reducing indoor temperatures

- ☐ Turn on an air conditioner, if available.
- ☐ Turn on fans if the room temperature is below 35°C.
- ☐ Move to a cooler space within the home, if safe to do so.
- ☐ Draw curtains, shades, or shutters to help block direct sunlight.
- ☐ Cover windows with a blanket or cardboard if there are no curtains or shades.
- ☐ Close windows during the heat of the day to trap cooler air indoors.
- ☐ Open windows overnight or whenever there is a cool breeze, keeping safety in mind.
- ☐ Turn off heat-generating devices such as appliances, electronics, lights, etc.



# COOL KIT

Cool down on hot days with these tips and tools.



## Thermometer

- Monitor indoor temperatures for yourself and those you are checking on
- It may be unsafe for some people at greater risk of heat illness to spend extended time in temperatures 26°C to 31°C
- Spending more than a brief period in temperatures over 31°C should be avoided for people who are at greater risk of heat illness



## Small Tote

- Take a cool shower, bath, or sponge bath to cool off. Cool water helps evaporate heat from the body
- If you do not have access to a bath, fill the cool kit tote with cool water and soak parts of your body in it or give yourself a sponge bath



## Towel

- Wet the towel and apply it to your skin
- You can also wear a wet shirt or other garment



## Gel Compress

- Place the gel compress in the freezer
- Once chilled, wrap a piece of cloth around the compress and apply it to the sides of your neck, armpits or groin area
- Keep one in the freezer and rotate



## Water Bottle

- Drink plenty of water to stay hydrated, before you feel thirsty



## Spray Bottle

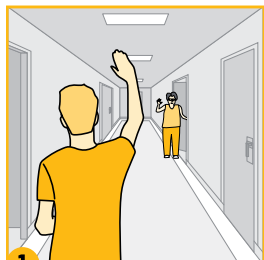
- In addition to wearing a wet shirt or towel, fill the spray bottle with cool water and mist your skin
- Apply a lot of water and often

For more information and updates, visit:  
[vch.ca/heat](https://vch.ca/heat) or [vancouver.ca/hot-weather](https://vancouver.ca/hot-weather)  
(translations available).

# THREE STEPS TO COST-EFFECTIVE APARTMENT AND CONDO HEAT PROTECTION

## Step 1: Plan ahead to keep cool

Do-it-yourself, \$0



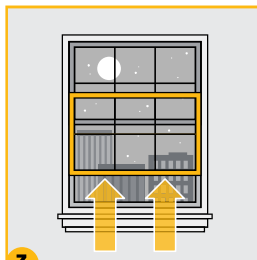
1

Help vulnerable neighbours, family, friends prepare and arrange to check on them during heat events.



2

Sign up for heat alerts on your phone (e.g., [WeatherCan](#)).



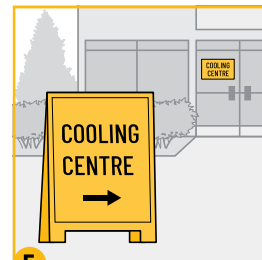
3

Learn how to best use windows and doors to naturally ventilate your unit, particularly at night.



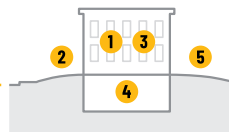
4

Choose energy efficient lights and appliances that produce less "waste" heat.



5

Arrange to work or sleep in a cooler place (e.g., shared cooling space).



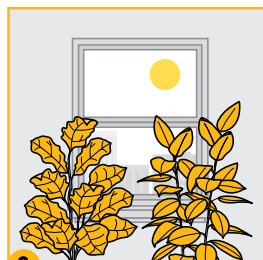
## Step 2: Complete simple upgrades

Do-it-yourself, for under \$250



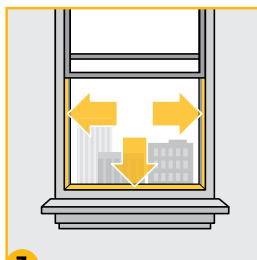
1

Green your balcony or deck with potted, hanging and climbing plants.\*



2

Place tall plants with large leaves near light-facing windows.



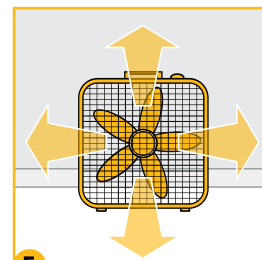
3

Improve unit insulation and air tightness (e.g., draft strips).



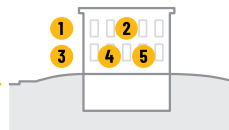
4

Install blinds, heat-resistant curtains, or films on windows.



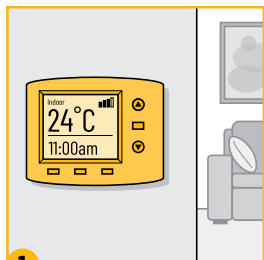
5

Use portable or ceiling fans that increase air circulation.



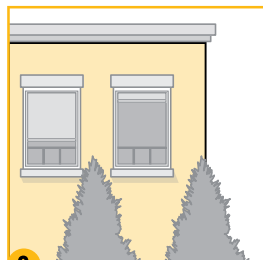
## Step 3: Complete more complex upgrades

With building managers, for over \$250



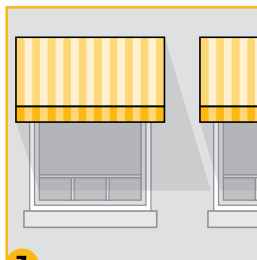
1

Install temperature and humidity monitors or controls.



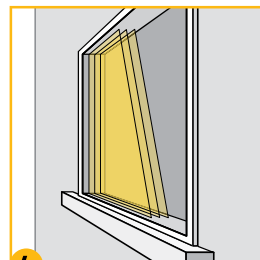
2

Paint unit walls with white paint or light colours.



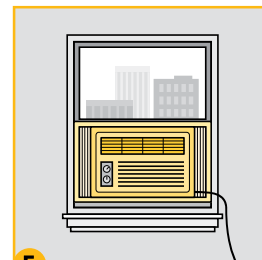
3

Shade windows with outdoor shutters and awnings.



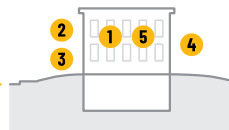
4

Install windows and doors with low Solar Heat Gain Coefficients, that let less heat in.



5

Install and maintain a heat pump or air conditioning unit.



\* In places at risk of wildfire, the use of green infrastructure must be considered alongside [FireSmart™](#) guidance.



Scan the code or click the link for additional resources at [www.intactcentre.ca](http://www.intactcentre.ca)



# THREE STEPS TO COST-EFFECTIVE HOME HEAT PROTECTION

## Step 1: Plan ahead to keep cool

Do-it-yourself, \$0



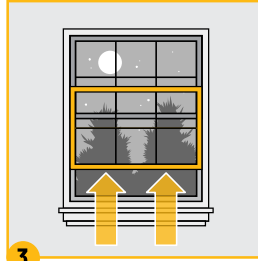
1

Help vulnerable neighbours, family, friends prepare and arrange to check on them during heat events.



2

Sign up for heat alerts on your phone (e.g., [WeatherCan](#)).



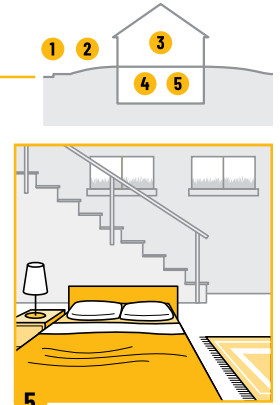
3

Learn how to best use windows and doors to naturally ventilate your home, particularly at night.



4

Choose energy efficient lights and appliances that produce less "waste" heat.



5

Temporarily arrange to work or sleep in cooler rooms (e.g. basement).

## Step 2: Complete simple upgrades

Do-it-yourself, for under \$250



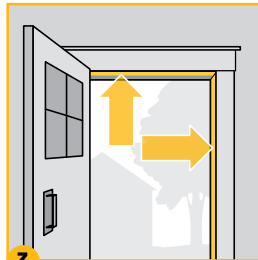
1

Plant and maintain shade trees, especially along south, east and west facing walls.\*



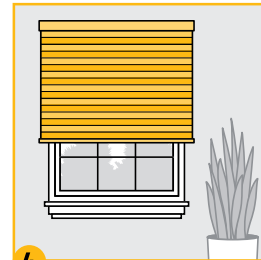
2

Grow plants climbing up your walls, and on decks and balconies.\*



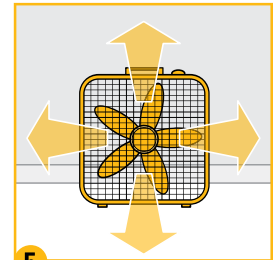
3

Improve home insulation and air tightness (e.g., draft strips).



4

Install blinds, heat-resistant curtains, or films on windows.



5

Use portable or ceiling fans that increase air circulation.

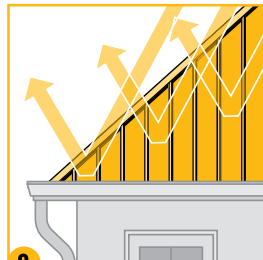
## Step 3: Complete more complex upgrades

Work with a contractor, for over \$250



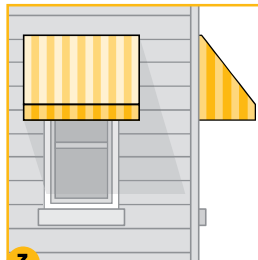
1

Convert paved areas to vegetation which absorbs less heat and more water.\*



2

Install a green (vegetated) or reflective roof.\*



3

Shade windows with outdoor shutters and awnings.



4

Install windows and doors that have a low Solar Heat Gain Coefficient (let less heat in).



5

Install and maintain a heat pump or air conditioning unit.

\* Seek local advice on appropriate native species, and, in places at risk of wildfire, consider [FireSmart™](#) guidance.



Scan the code or click the link for additional resources at [www.intactcentre.ca](http://www.intactcentre.ca)

## Appendix I – Community Engagement Report

### Engagement activities conducted to inform this Plan involved:

- Gathering input to understand the state of current vulnerabilities and risks to support planning for future extreme heat events,
- Seeking community feedback regarding experiences during the 2021-2022 extreme heat events,
- Identifying the best communication approaches and tactics in each community for the various populations, and
- Identifying priorities and next steps to prepare for extreme heat events in region.

The engagement process completed to inform this Plan included active involvement of municipal staff and community partners, and was informed by an advisory committee made up of municipal staff from 100 Mile House, Williams Lake, and Quesnel. This committee's collective knowledge, insights, and collaboration greatly contributed to the development of a robust Heat Response Plan for 100 Mile House.

Stakeholders engaged to inform the development and implementation of this Plan include:

### Representatives from the District of 100 Mile

- Emergency Social Services (ESS) Director
- Director of Economic Development & Planning/ Economic Development Officer (EDO)
- Deputy Corporate Officer/ Emergency Operations Centre Logistics
- Fire Rescue

### Representatives from Key Service Providers/ Community Partners

- CMHA
- Better At Home
- Cariboo Family Enrichment Centre
- Stemetewuwi Friendship Centre
- Cedar Crest Society for Community Living

### Health Authority Staff (Interior Health)

- Health Communities Facilities
- Mental Health and Substance Use
- Home Health Manager (Williams Lake)
- Manager of Clinical Operations
- Director of Clinical Operations
- Healthy Communities Facilitator

**Community and stakeholder engagement processes involved the following:**

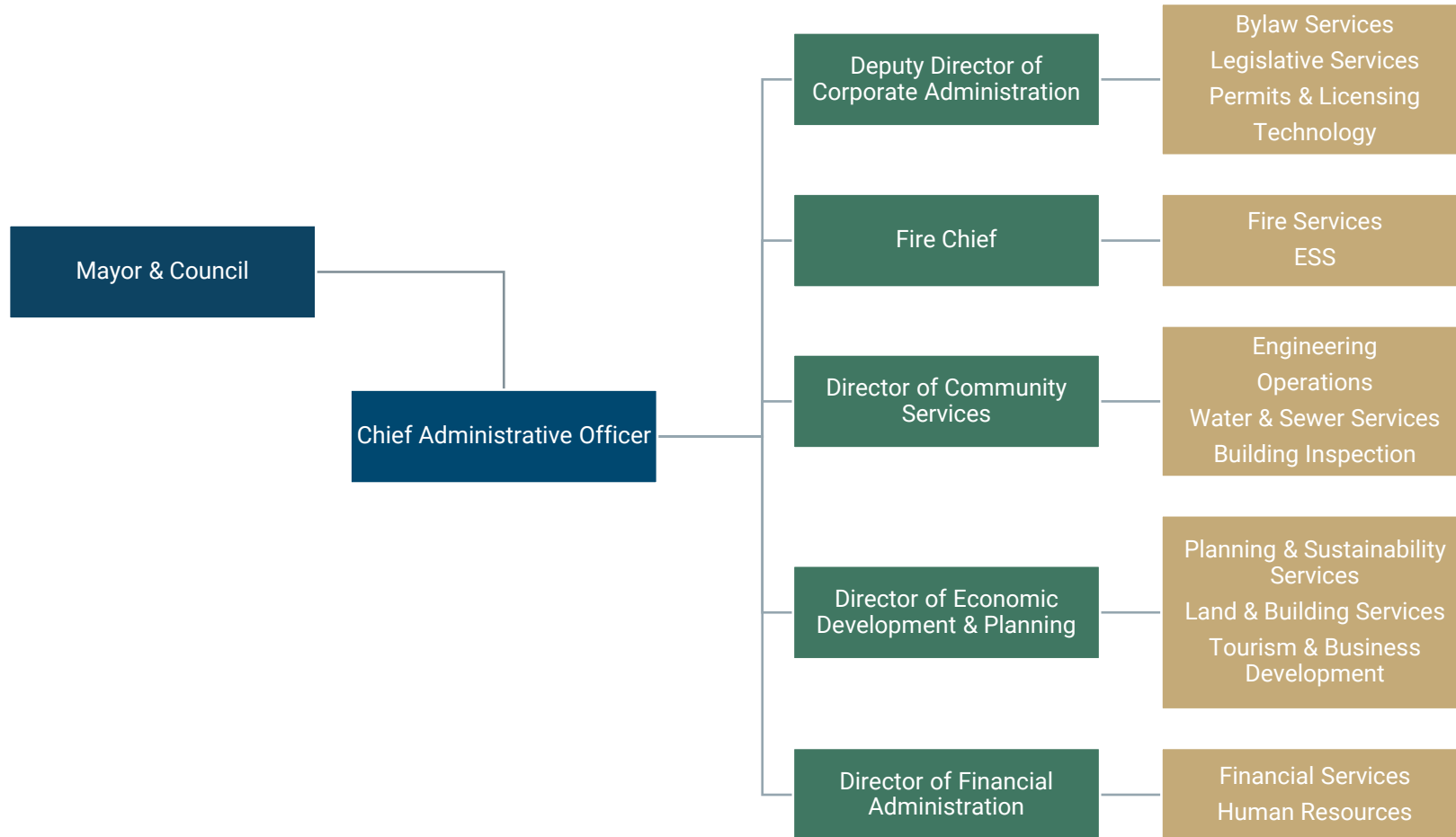
- The Project Advisory Committee mentioned above was established, comprised of municipal staff from neighbouring Cariboo communities, to support the development of Heat Response Plans in the three Cariboo communities. The committee met regularly to provide valuable input, share expertise, and collaborate on the development of the Heat Response Plans.
- An Extreme Heat Impacts and Considerations workshop was successfully conducted with representatives from municipal government, health authorities, and community partner organizations.
- Local stakeholders, including community service provider organizations, healthcare providers, were identified and engaged throughout the planning process. They were provided with comprehensive information and education materials on heat risks, mitigation strategies, and the ongoing heat response planning efforts. This ensured broad awareness and involvement in the development of the Heat Response Plan.
- Interviews and focus groups were conducted with key community stakeholders, such as municipal officials, emergency services personnel, health care professionals, and individuals serving clients who are amongst a heat-vulnerable population. Their valuable perspectives, insights, and experiences related to heat events and their impacts were gathered. These inputs were instrumental in understanding local needs, challenges, and strategies to enhance the effectiveness of the Heat Response Plan.
- The community participated in a vulnerability and asset mapping process. Collaborative workshops and online platforms allowed community members and stakeholders to identify heat-vulnerable areas and populations in the Cariboo communities. Additionally, available community resources and assets that could be mobilized during heat events were mapped. This mapping exercise informed the prioritization of interventions and the effective allocation of resources.
- Stakeholder workshops were conducted to develop and refine a community alert protocol for heat events. Representatives from emergency services, healthcare providers, local government, community organizations, and other relevant stakeholders actively participated. Through collaborative discussions, the workshops resulted in the development of a communication and response plan. This system enables timely notifications and provides guidance to the community during extreme heat events.

# Appendices





## Appendix A - Local Government Organizational Chart



## Appendix B - Extreme Heat Response Committee Terms of Reference

### ***Mandate:***

To coordinate community response to heat events and extreme heat emergencies

### ***Membership:***

- District of 100 Mile House
  - Administration
  - Emergency Program Coordinator
  - Emergency Support Services
- Community Stakeholders
  - Interior Health
  - First Nations Health Authority
  - Community social organizations serving heat-vulnerable populations

### ***Responsibilities:***

- Convene the Committee prior to the heat season to:
  - Update the stakeholder contact list and ensure all community partners are subscribed to the District's email notification service
  - Review the HARS and communications systems and materials
  - Complete stakeholder responsibility form for the upcoming heat season
  - Update and prepare staff and volunteers for response
- Convene the Committee following the heat season (post-activation) to:
  - Evaluate heat response activities
  - Update the HARS

## Appendix C - Stakeholder Responsibilities

## District of 100 Mile House Heat Response Plan – Community Partner Responsibility Form

[illegible]

[illegible]



[illegible]

## Appendix D - District of 100 Mile House Staff Responsibility Overview

POSITION	FUNCTION OVERVIEW	RESPONSIBILITIES
<b>CAO/ EOC Director</b>	<ul style="list-style-type: none"> <li>Oversees Emergency Operations and Planning</li> <li>Responsible for EOC activation when applicable (refer to the District of 100 Mile Local Emergency Management Plan)</li> <li>Determines whether additional funding is necessary</li> </ul>	<p><b>Pre-Season</b></p> <ul style="list-style-type: none"> <li>Liaises with the Emergency Program Coordinator and advises when appropriate on the HARS planning, evaluation, and updates</li> </ul> <p><b>Heat Alert 1</b></p> <ul style="list-style-type: none"> <li>Liaises with the Emergency Program Coordinator and advises when appropriate on the HARS planning, evaluation, and updates</li> </ul> <p><b>Heat Alert 2</b></p> <ul style="list-style-type: none"> <li>Liaises with the Emergency Program Coordinator and advises when appropriate on the HARS planning, evaluation, and updates</li> <li>Activate EOC when applicable</li> <li>Liaising with the ESS Director upon EOC activation</li> </ul>
<b>Emergency Program Coordinator</b>	<ul style="list-style-type: none"> <li>Role also includes acting as Deputy EOC Director and Liaison Officer</li> <li>Determines EOC location</li> </ul>	<p><b>Pre-Season</b></p> <ul style="list-style-type: none"> <li>Liaises with external agencies and stakeholders</li> <li>HARS planning, evaluation, and updates</li> </ul> <p><b>Heat Alert 1</b></p> <ul style="list-style-type: none"> <li>HARS activation and implementation oversight</li> <li>Liaises with external agencies and stakeholders</li> <li>May activate the EOC as Deputy EOC Director</li> </ul> <p><b>Heat Alert 2</b></p> <ul style="list-style-type: none"> <li>HARS activation and implementation oversight</li> <li>Liaises with external agencies and stakeholders</li> <li>May activate the EOC as Deputy EOC Director</li> </ul>
<b>ESS Director</b>	<ul style="list-style-type: none"> <li>Responsible for ESS functions and team deployment</li> <li>Oversees emergency social services which may include food, lodging,</li> </ul>	<p><b>Heat Alert 2</b></p> <ul style="list-style-type: none"> <li>Activates the ESS team upon direction from the EOC Director or Emergency Program Coordinator</li> </ul>

	<p>clothing, emotional support, information about the crisis and family reunification. There may also be special services like first aid, child minding, pet care and transportation.</p> <ul style="list-style-type: none"> <li>Provides the EOC with resources and information when applicable</li> </ul>	
<b><i>[Insert additional staff positions]</i></b>	<ul style="list-style-type: none"> <li>[Insert additional staff functions]</li> </ul>	<p><b>Pre-Season</b></p> <ul style="list-style-type: none"> <li><i>[Insert additional staff responsibilities]</i></li> </ul> <p><b>Heat Alert 1</b></p> <ul style="list-style-type: none"> <li><i>[Insert additional staff responsibilities]</i></li> </ul> <p><b>Heat Alert 2</b></p> <ul style="list-style-type: none"> <li><i>[Insert additional staff responsibilities]</i></li> </ul>
<b><i>[Insert additional staff positions]</i></b>	<ul style="list-style-type: none"> <li>[Insert additional staff functions]</li> </ul>	<p><b>Pre-Season</b></p> <ul style="list-style-type: none"> <li>[Insert additional staff responsibilities]</li> </ul> <p><b>Heat Alert 1</b></p> <ul style="list-style-type: none"> <li>[Insert additional staff responsibilities]</li> </ul> <p><b>Heat Alert 2</b></p> <ul style="list-style-type: none"> <li>[Insert additional staff responsibilities]</li> </ul>

## Appendix E – Notification Process and Protocol Template

### Pre-Season Heat Planning

#### *Notification Process*



**Protocol Template: Pre-Season**

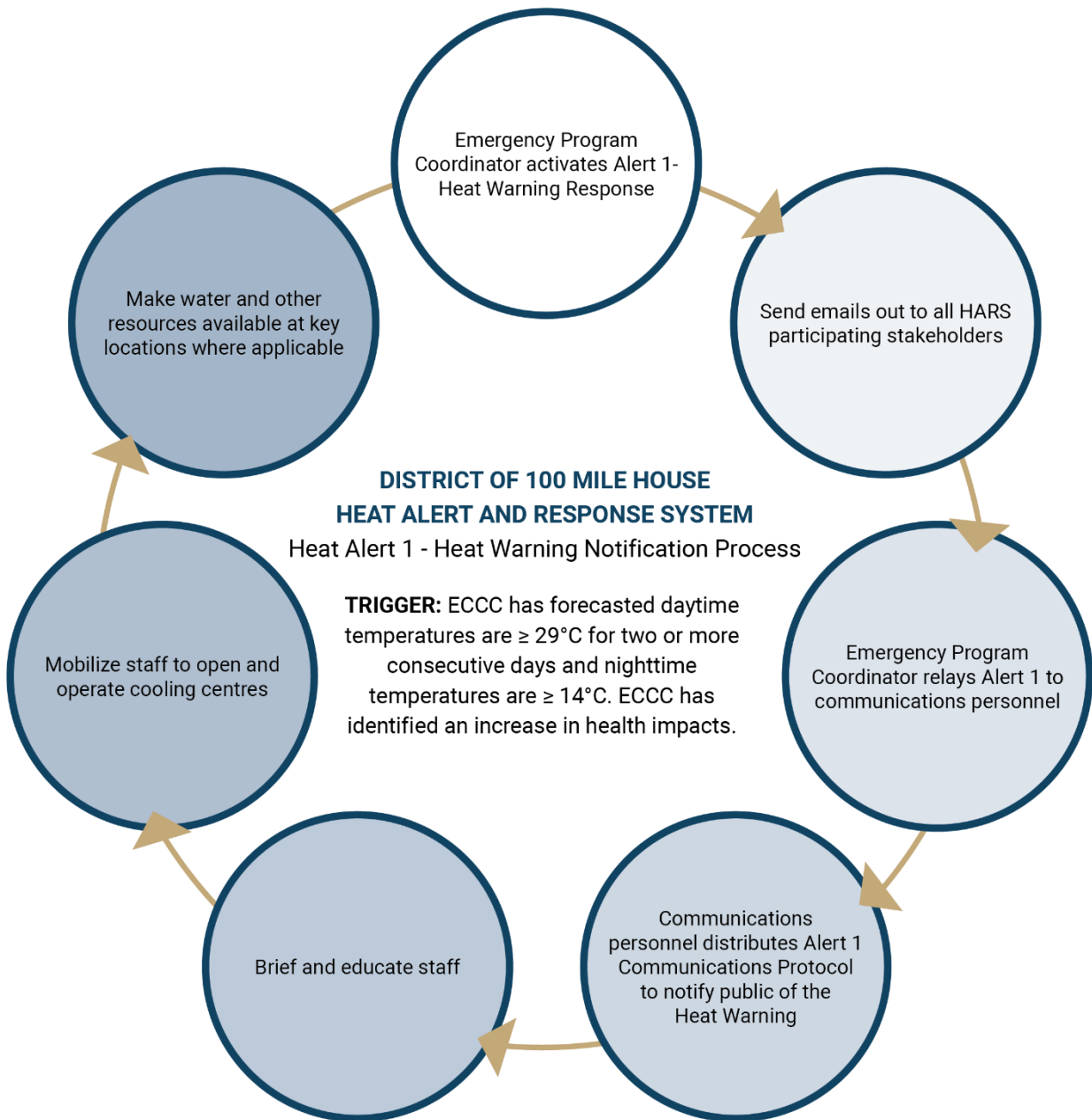
PRE-SEASON HEAT PLANNING		PROTOCOL #1
<b>TRIGGERS:</b> Annually in early spring		
Tasks	Responsible	
<input type="checkbox"/> Emails sent out to all HARS participating stakeholders	Emergency Program Coordinator, Communications Personnel	
<input type="checkbox"/> Convene the Extreme Heat Response Committee		
<input type="checkbox"/> Information and notification materials for Alert Levels 1 and 2 have been prepared, updated, and shared with stakeholders		
<input type="checkbox"/> Locations of cooling centres have been confirmed		
<input type="checkbox"/> District staff have been briefed and educated		
<input type="checkbox"/> Public has been notified of the beginning of the heat season through a public awareness campaign <div style="margin-left: 20px;"> <input type="checkbox"/> Notices sent out via subscription service  <input type="checkbox"/> City website updated  <input type="checkbox"/> Social media posts issued  <input type="checkbox"/> Media release distributed           </div>		
<input type="checkbox"/> Necessary supplies (e.g., water, fans) are ordered or on hand, if applicable		

**Key Contacts:**

Name	Organization	Role	Email
Tammy Boulanger	District of 100 Mile	CAO/ EOC Director	TBoulanger@100milehouse.com
Roger Hollander	District of 100 Mile	Fire Chief/ Emergency Program Coordinator/ Deputy EOC Director/ Liaison Officer	RHollander@100milehouse.com
Liz Jones	District of 100 Mile	ESS Director	100mile.district.ess@gmail.com

## Heat Alert 1 – Heat Warning

### *Notification Process*



**Protocol Template: Heat Warning**

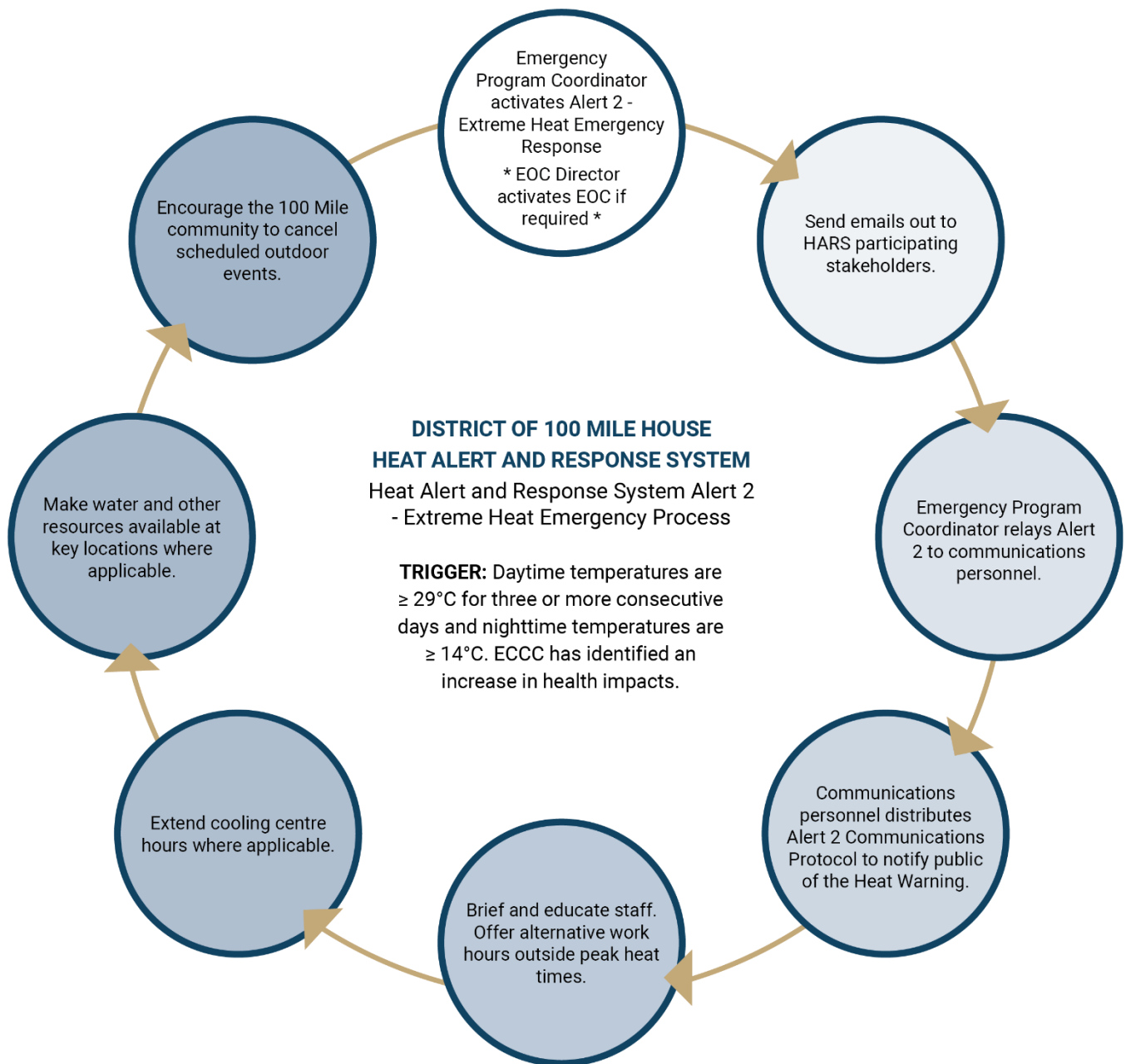
ALERT 1 – HEAT WARNING		PROTOCOL #2
<b>TRIGGERS:</b> ECCC has forecasted daytime temperatures are $\geq 29^{\circ}\text{C}$ for two or more consecutive days and nighttime temperatures are $\geq 14^{\circ}\text{C}$ . ECCC has identified an increase in health impacts.		
Tasks	Responsible	
<input type="checkbox"/> HARS activated	Emergency Program Coordinator	
<input type="checkbox"/> Emails sent out to all HARS participating stakeholders including Alert 1 informational materials	Emergency Program Coordinator, Communications Personnel	
<input type="checkbox"/> Public has been notified of the Heat Warning using the Communication Plan through the following methods: <div style="margin-left: 20px;"> <input type="checkbox"/> Notices sent out via subscription service  <input type="checkbox"/> City website updated  <input type="checkbox"/> Social media posts issued  <input type="checkbox"/> Media release distributed </div>		
<input type="checkbox"/> Cooling Centre(s) are staffed and supported		
<input type="checkbox"/> District residents have been advised of the availability of cool spaces and places access to water and other resources		
<input type="checkbox"/> Necessary supplies (e.g., water, fans) are being distributed if applicable		
<input type="checkbox"/> Crew talk held with Public Works and Parks District workers		
<input type="checkbox"/> When the heat alert is deactivated: <div style="margin-left: 20px;"> <input type="checkbox"/> Update website and social media, and send notice to subscribers  <input type="checkbox"/> Close cooling spaces and return hours to pre-heat event schedule </div>		

**Key Contacts:**

Name	Organization	Role	Email
<b>Tammy Boulanger</b>	District of 100 Mile	CAO/ EOC Director	TBoulanger@100milehouse.com
<b>Roger Hollander</b>	District of 100 Mile	Fire Chief/ Emergency Program Coordinator/ Deputy EOC Director/ Liaison Officer	RHollander@100milehouse.com
<b>Liz Jones</b>	District of 100 Mile	ESS Director	100mile.district.ess@gmail.com

## Heat Alert 2 Extreme Heat Emergency

### *Notification Templates Process*





**Protocol Template: Extreme Heat Emergency**

ALERT 2– EXTREME HEAT EMERGENCY		PROTOCOL #3
<b>TRIGGERS:</b> ECCC has forecasted daytime temperatures are $\geq 29^{\circ}\text{C}$ for three or more consecutive days and nighttime temperatures are $\geq 14^{\circ}\text{C}$ . ECCC has identified an increase in health impacts.		
Tasks	Responsible	
<input type="checkbox"/> HARS activated	Emergency Program Coordinator	
<input type="checkbox"/> Activate EOC if required if appropriate	EOC Director	
<input type="checkbox"/> Emails sent out to all HARS participating stakeholders including Alert 2 informational materials	Emergency Program Coordinator	
<input type="checkbox"/> Public has been notified of the Heat Warning using the Communication Plan through the following methods: <div style="margin-left: 20px;"> <input type="checkbox"/> Notices sent out via subscription service  <input type="checkbox"/> City website updated  <input type="checkbox"/> Social media posts issued  <input type="checkbox"/> Media release </div>		
<input type="checkbox"/> Cooling Centre hours have been extended where applicable		
<input type="checkbox"/> Cooling Centre(s) are staffed and supported		
<input type="checkbox"/> District residents have been advised of the availability of cool spaces and places access to water and other resources		
<input type="checkbox"/> Necessary supplies (e.g., water, fans) are being distributed where applicable		
<input type="checkbox"/> Crew talk held with Public Works and Parks District workers		
<input type="checkbox"/> When Heat Warning is deactivated: <div style="margin-left: 20px;"> <input type="checkbox"/> Update website and social media, and send notice to subscribers  <input type="checkbox"/> Close cooling spaces and return hours to pre-heat event schedule </div>		

**Key Contacts:**

Name	Organization	Role	Email
<b>Tammy Boulanger</b>	District of 100 Mile	CAO/ EOC Director	TBoulanger@100milehouse.com
<b>Roger Hollander</b>	District of 100 Mile	Fire Chief/ Emergency Program Coordinator/ Deputy EOC Director/ Liaison Officer	RHollander@100milehouse.com
<b>Liz Jones</b>	District of 100 Mile	ESS Director	100mile.district.ess@gmail.com

## Appendix F – Wise Practices for Operating a Cooling Centre During Extreme Heat

### ***Introduction***

Cooling centres are used to mitigate the risks of heat-related illnesses during extreme heat events. To ensure their effectiveness, it is crucial to address barriers to access and provide enhanced services for heat-vulnerable populations. Operating a cooling centre during extreme heat requires thoughtful planning, addressing barriers to access, and providing tailored services for heat-vulnerable populations.

This summary combines wise practices for operating cooling centres with strategies for the needs of various populations, including managing challenging behaviors. There are several considerations when establishing a cooling centre, including location selection, accessibility, multi-functionality, services and facilities, communication, safety, and staffing.

### **Location Selection**

Choose accessible locations for cooling centres to ensure broader community reach. Consider heat risk vulnerability maps and select sites that are easy to access by walking or public transportation.

Prioritize buildings without physical or mental barriers. Address transportation barriers by offering safe and reliable transportation options or vouchers for heat-vulnerable populations. Opt for existing public buildings, such as libraries, community or recreation centers, non-profit organizations, and faith institutions, to enhance social activity and foster a sense of belonging.

Having a variety of smaller, pre-existing cooling centres also reduces the burden on staff at any given location and can help reduce tension between different cooling centre user groups by providing need specific activities.

### **Accessibility**

Ensure cooling centre buildings accommodate people with disabilities or reduced mobility. Reduce cost barriers by providing free or subsidized access. Consider pet-friendly policies or alternative arrangements to alleviate concerns of leaving pets behind.

### **Multi-functionality**

Utilize a variety of facilities that cater to diverse populations and provide activities or services aimed at heat-vulnerable groups. Capitalize on existing places where people are familiar and engaged, such as libraries, community centers, and non-profit organizations. Using places where there are existing things to do, or services aimed at heat-vulnerable populations increases the likelihood that heat-vulnerable people will feel comfortable remaining in the space rather than requiring that people go somewhere that is inconvenient in order to access cool spaces.

### **Services and Facilities**

Ensure cooling centres are equipped with reliable and efficient air conditioning systems, accessible drinking water, and recreational water options. Have health provisions such as medical supplies, and trained staff to identify and respond to signs of heat illness.

Consider extending operating hours, including public swimming pools, beaches, parks, and large cooled buildings to cater to diverse schedules. If possible, consider providing overnight accommodations during prolonged extreme heat events.

## Communication

Promote cooling centre locations and services through pre-event advertising and clear signage. Address self-perceptions of vulnerability by raising awareness of heat-related risks for various populations. Develop outreach materials in multiple languages, considering cultural and language preferences of the local community. Collaborate with transportation providers, non-profit organizations, health authorities, and other stakeholders to enhance communication and reach.

**Pre-event advertising:** Promote cooling center locations and services in advance of extreme heat events.

**Clear signage:** Develop recognizable signs that indicate the location of cooling centers.

**Develop educational campaigns:** Raise awareness of heat-related risks for a variety of populations and the importance of utilizing cooling centers before extreme heat events. Many people do not visit cooling centres because they do not perceive themselves as being at risk from extreme heat.

**Collaboration and partnerships:** Engage with various partners to support the successful implementation of cooling center operations. This could include transportation providers, non-profit organizations, school boards, health authorities, religious institutions, and other relevant stakeholders to ensure comprehensive support for heat-vulnerable populations.

## Safety

Avoid overcrowding by selecting larger spaces and allowing for physical distancing. In a single space, allow for areas of congregation, including room dividers so that the space is not overcrowded and can accommodate diverse populations.

Establish partnerships with Indigenous organizations to open culturally safe spaces. Consider offering more than one cool space in the community to accommodate a variety of population needs.

Provide hand hygiene supplies, practice increased cleaning and disinfection, and ensure proper ventilation. Train staff and volunteers in first aid, infection control, and de-escalation techniques.

COVID-19 continues to be present in our communities. Health Canada (2020) suggest the following measures to reduce the risk of COVID-19 in cooling centre facilities:

- Avoid overcrowding by understanding the capacity limits of your space to allow for physical distancing. Opening more locations and selecting larger spaces can help to give everyone enough space to feel comfortable.
- Have access to hand hygiene and cough etiquette supplies like hand sanitizer and paper towel.
- Practice increased cleaning and disinfection.
- Ensure facilities have properly operating and maintained ventilation.
- Follow the latest public health guidelines which may recommend screening for symptoms, physical distancing, using masks, or one-way circulation.

## Staffing

Ensure clear points of contact, task assignments, and training for volunteers and staff. Train them in recognizing signs of heat illness, conflict management, and cultural safety. Schedule breaks and provide a cool space for staff to decompress.

Consider involving community navigators or outreach staff to connect individuals with community services and culturally appropriate resources.

## Appendix G- Communications Plan

### **Key Messages Content**

#### ***Pre-Heat Advisory Key Messages***

- The Pre-Heat Notification marks the beginning of the heat season and residents should be prepared for extreme heat events.
- The Heat Warning means that temperatures are hot enough to be a moderate risk to the public.
- The Extreme Heat Emergency notification means that temperatures are dangerously high and risk to public health is very high.

Having a plan for Heat Warnings and Extreme Heat Emergencies is crucial. Please refer to the [Prepared BC emergency guides and resources](#) for detailed information on this topic.

#### ***Heat Warning Key Messages***

- Be prepared. Ensure you have supplies needed to stay hydrated and keep cool.
- Know the signs of heat exhaustion and dehydration.
- Heat stroke is a medical emergency, so call 911 immediately. While waiting for help, try to move the person to a cooler place if possible and apply cold water to large areas of their skin.
- Pay close attention to infants and children during extreme heat events. Check in on people you know who are at increased risk.
- Plan strategies for keeping your home cooler by shading windows and opening windows and doors after sun down to allow cool air to enter your home.

#### ***Extreme Heat Emergency Key Messages***

- Please be aware that indoor environments without effective air conditioning can become dangerously hot as temperatures continue to rise in the coming days.
- Regularly monitor indoor temperatures, both for yourself and for those you are checking on. Sustained exposure to temperatures between 26°C and 31°C can be dangerous.
- Be aware that the top floors of buildings and rooms with windows facing west and south are likely to be particularly hot.
- Check District of 100 Mile website ([www.100milehouse.com](http://www.100milehouse.com)) or social media for locations of cool spaces in the community you can access.
- For employers with workers working in hot conditions, modify hours of operation if feasible.
- Check in on others multiple times a day, especially in the evening, to ensure their well-being during the extreme heat.

## Communications Calendar

April	May	June	July	Aug	Sep
Commence Pre-Season Extreme Heat Response Planning					
	Heat Education				
		HARS Activation (when required)			
			Extreme Heat Education		

	News Release	City Website	Social Media	Email Blast
Pre-season heat education	√	√	√	√
HARS Alert 1 Activation		√	√	√
HARS Alert 2 Activation	√	√	√	√
Extreme Heat Education		√	√	√

# Extreme Heat Risk Communications Package



Heat Season Content

District of 100 Mile

September 2023



## **It's Time to Start Preparing for the Heat Season: Stay Safe in Extreme Heat**

DISTRICT OF 100 MILE

(CONTACT INFORMATION)

### **Pre-Heat Notification - The Heat Season Begins**

As the heat season approaches, it is important to be prepared for extreme heat events. The Pre-Heat Notification marks the beginning of the heat season and serves as a reminder to residents to take necessary precautions. Here's what you need to know:

- Be aware that temperatures will be rising, and extreme heat events can occur.
- Stay informed about weather forecasts and heat advisories issued by the District of 100 Mile by signing up for Everbridge Alert (insert contact information) where you will receive up to date notifications of heat warnings and emergencies.
- Take steps to protect yourself and your loved ones from the impacts of extreme heat.
- If you or someone you know needs extra support during heat events, opt in to have someone check on you or your loved one during heat warning and emergencies.

### **Alert 1 – Heat Warning – Moderate Risk**

When a Heat Warning is issued, it means that temperatures have reached a level that poses a moderate risk to the public. Here's what you need to know:

- Take extra precautions to stay safe in the heat. Indoor temperatures over 26°C can cause increased risk for susceptible people.
- Stay hydrated by drinking plenty of water and avoid excessive outdoor activities during the hottest parts of the day.
- Seek shade or cool indoor spaces and use fans or air conditioning to keep cool.
- Check on heat-vulnerable individuals, such as elderly neighbours or those with pre-existing conditions.
- Follow the guidelines provided by the District of 100 Mile and be prepared to take necessary actions.

### **Alert 2 – Extreme Heat Emergency – Very High Risk**

An Extreme Heat Emergency notification means that temperatures have reached dangerously high levels, and the risk to public health is very high. Here's what you need to know:

- Take immediate action to protect yourself and others. Risk of heat related illness increases significantly when indoor temperatures are over 31°C.
- Seek air-conditioned, cool spaces.
- Check on neighbours, family, and friends, especially those who may be more susceptible to heat-related illnesses.
- Follow the instructions and guidance provided by the District of 100 Mile and emergency authorities.

## **Have a Plan: Heat Warnings and Extreme Heat Emergencies**

Here are some important steps to consider:

- Stay informed by regularly checking weather updates and heat advisories from the District of 100 Mile. Monitor the temperature inside your home.
- Create an emergency kit including essential items such as water, non-perishable food, medication, and a first aid kit.
- Develop a communication plan with your friends and family to stay connected during emergencies.
- Stay cool and hydrated. Identify cools spaces in the community and have a plan to keep yourself and others hydrated.
- Follow the guidelines and resources provided by [Prepared BC emergency guides and resources.](#)

Stay Calm and Stay Cool!



# Stay calm. Stay cool.



## Prepare for extreme heat season.

Take the following steps to help you prepare for an extreme heat event.

1. Identify loved ones who will need extra care and support during a heatwave.

This includes:

- Seniors aged 65 years or older
- People who live alone
- People with pre-existing health conditions such as diabetes, heart disease or respiratory disease
- People with mental illness such as schizophrenia, depression, or anxiety
- People with substance use disorders
- People who are marginally housed
- People who work in hot environments
- People who are pregnant
- Infants and young children
- People with limited mobility

2. Check you have enough supplies. Useful items include:

- Bottled water
- Medications
- First-aid kit
- Infant formula and diapers
- Pet food
- Batteries
- Digital thermometer to track indoor temperatures
- Fans or air-conditioning units (check they are in good condition)
- Window covers

3. Know where to go if your home gets too hot. This can include libraries, retail stores, restaurants, parks, or entertainment or recreation venues. In 100 Mile, the following cooling spaces will be made available from (open time – close time) when a heat alert is issued:

- [Insert cooling space venue]
- [Insert cooling space venue]
- [Insert cooling space venue]

Follow trusted sources to get up-to-date information about heat alerts in 100 Mile.

[Add URL or QR codes to social media pages linking to Environment Canada and the District’s subscription service]

# Stay calm. Stay cool.



## Prepare for Extreme Heat Season

Did you know? B.C. has two levels of heat alerts: heat warnings and extreme heat emergencies. Stay informed by signing up for the District of 100 Mile’s subscription service. You will receive up-to-date notifications of heat alerts.

### Heat Warning

A Heat Warning means that temperatures have reached a level that poses a moderate risk to the public.

#### Take the following steps:

- Stay hydrated and avoid excessive outdoor activities. Use fans or air conditioning to keep cool.
- Check on heat-vulnerable individuals. This includes seniors, individuals with pre-existing health conditions or mental health disorders, people who are pregnant or live alone, as well as infants and young children.
- Be prepared to take additional necessary actions.

### Extreme Heat Emergency

An Extreme Heat Emergency notification means that temperatures have reached dangerously high levels. The risk to public health is very high. Take immediate action to protect yourself and others.

#### What you need to know:

- Monitor indoor temperatures and avoid sustained exposure to temperatures above 26°C.
- If you have no means to cool your home, relocate to another cooler location, such as libraries, shopping malls, movie theatres, and cooling centres.
- If you are caring for a vulnerable individual, prioritize moving them to a cooler location.

In the meantime, prepare or re-visit your household emergency plan so you know what to do when a heat alert is issued. This includes:

- ✓ Check you have enough supply of water, medications, and food.
- ✓ Check that your fans or air-conditioning units are in good working condition.
- ✓ Identify where you will relocate if your home gets too hot.
- ✓ Follow trusted sources to get up-to-date information about heat alerts in 100 Mile.
- ✓ *[Add URL or QR codes to social media pages linking to Environment Canada and the District’s subscription service]*

## Before an Extreme Heat Event

Graphic	Twitter	Facebook	Instagram
<b>An infographic that outlines three key steps:</b> <ol style="list-style-type: none"> <li>1. Identify heat-vulnerable household members.</li> <li>2. Check your supplies.</li> <li>3. Know where to go.</li> </ol>	Stay calm, stay cool. Prepare for extreme heat season by making a household plan on what to do during a heatwave. Learn more: XXX. #BCHeat	Stay calm, stay cool. Follow these steps to prepare for extreme heat season. Learn more: XXX.	Stay calm, stay cool. Follow these steps to prepare for extreme heat season.  <i>[Use carousel graphics]</i>
Heatwaves are the leading weather-related cause of death in Canada.	During the extreme heat event of 2021, there were 619 heat-related deaths in B.C. between June 25 and July 1. <sup>1</sup>  Keep your household safe by having an emergency plan that covers what to do during extreme heat. Learn more: XXX. #BCHeat	During the extreme heat event of 2021, there were 619 heat-related deaths in B.C. between June 25 and July 1.  Keep your household safe by having an emergency plan that covers what to do during extreme heat. Learn more: XXX.	During the extreme heat event of 2021, there were 619 heat-related deaths in B.C. between June 25 and July 1.  Keep your household safe by having an emergency plan that covers what to do during extreme heat. Learn more: XXX.
Working together for a heat-safe community	Let's work together to stay safe and beat the heat during extreme weather events this summer!  Remember to check on your neighbours and loved ones, especially the elderly, those with limited mobility, people who are pregnant, and your little ones. Learn more: XXX. #BCHeat	Let's work together to stay safe and beat the heat during extreme weather events this summer!  Remember to check on your neighbours, friends, and older family members, especially those who are chronically ill, to make sure that they are cool and hydrated. Learn more: XXX.	Let's work together to stay safe and beat the heat during extreme weather events this summer.  If you live alone, find an extreme heat buddy. This is someone who can check on you when it gets hot, and who you can also reach out to for help. <sup>2</sup> Tag your extreme heat buddy below!

<sup>1</sup> The case for adapting to extreme heat: Costs of the 2021 B.C. heat wave (climateinstitute.ca)

<sup>2</sup> Government of British Columbia, "Prepared BC: Extreme Heat Preparedness Guide," 2022, [https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/preparedbc-guides/preparedbc\\_extreme\\_heat\\_guide.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/preparedbc/preparedbc-guides/preparedbc_extreme_heat_guide.pdf).

Understanding heat alerts	<p>Did you know? There are two types of heat alerts in BC: heat warnings and extreme heat emergencies. These heat alerts come from @environmentca.</p> <p>Check for heat alerts on weather.gc.ca.</p>	<p>Did you know? There are two types of heat alerts in BC: heat warnings and extreme heat emergencies. These heat alerts come from Environment and Climate Change Canada.</p> <p>Check for heat alerts on weather.gc.ca.</p>	<p>Did you know? There are two types of heat alerts in BC: heat warnings and extreme heat emergencies. These heat alerts come from @canenvironment.</p> <p>Check for heat alerts on weather.gc.ca.</p>
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### During an Extreme Heat Event

Graphic	Twitter	Facebook	Instagram
<b>Heat alert for the District of 100 Mile House</b>	<p>📢 A Heat Warning has been issued for the District of 100 Mile. Residents are advised to stay hydrated, check on heat-vulnerable family and friends, and monitor for signs of heat stroke.</p> <p>Learn to recognize and treat heat-related illnesses: <a href="http://www.preparedbc.ca/extremeheat">www.preparedbc.ca/extremeheat</a> #BCHeat</p>	<p>📢 A Heat Warning has been issued for the District of 100 Mile. Residents are advised to stay hydrated, check on heat-vulnerable family and friends, and monitor for signs of heat stroke.</p> <p>Learn to recognize and treat heat-related illnesses: <a href="http://www.preparedbc.ca/extremeheat">www.preparedbc.ca/extremeheat</a> #BCHeat</p>	<p>📢 It's getting hot in here! A Heat Warning has been issued for the District of 100 Mile.</p> <p>Residents are advised to stay hydrated, check on heat-vulnerable family and friends, and monitor for signs of heat illness. This includes: headaches, cramps, and heavy sweating.</p>
<b>Staying cool at home</b>	<p>DYK? Indoor temperatures typically peak around 9 p.m. For a comfortable sleep tonight, reconfigure the coolest location in your home so you can sleep there. Remember to check that the outside temperature is cooler than inside before opening windows and doors.</p> <p>More tips: <a href="#">[link]</a></p>	<p>Did you know? Indoor temperatures typically peak around 9 p.m. Follow these tips for a comfortable sleep tonight:</p> <ul style="list-style-type: none"> <li>✓ Reconfigure the coolest location in your home so you can sleep there.</li> <li>✓ Check that the outside temperature is cooler than inside before opening windows and doors.</li> <li>✓ Take a cool shower or bath and sleep in light, loose clothing.</li> </ul> <p>More tips: <a href="#">[link]</a></p>	<p>Did you know? Indoor temperatures typically peak around 9 p.m. Follow these tips for a comfortable sleep tonight:</p> <ul style="list-style-type: none"> <li>✓ Reconfigure the coolest location in your home so you can sleep there.</li> <li>✓ Check that the outside temperature is cooler than inside before opening windows and doors.</li> <li>✓ Take a cool shower or bath and sleep in light, loose clothing.</li> </ul>

<b>Working together for a heat-safe community</b>	During an extreme heat event, health risks are greatest for older adults, infants and young children, people with chronic illnesses, and those who are pregnant. Check in on your neighbours and loved ones, and let's work together to stay safe in this heat! [link]	During an extreme heat event, health risks are greatest for older adults, infants and young children, people with chronic illnesses, and those who are pregnant.  This is your reminder to check in on your neighbours and loved ones to make sure they are staying safe and cool. Let's work together to stay safe in this heat! [link]	During an extreme heat event, health risks are greatest for older adults, infants and young children, people with chronic illnesses, and those who are pregnant.  This is your reminder to check in on your neighbours and loved ones to make sure they are staying safe and cool.  If you live alone, find an extreme heat buddy. This is someone who can check on you when it gets hot, and who you can also reach out to for help. <sup>3</sup> Let's work together to stay safe in this heat!
<b>Heatwave temperature check</b>	Indoor temperatures over 26°C can be dangerous. Check the temperature inside and try to get to somewhere cool for a few hours or find ways to cool down by taking a cool shower or bath.	Indoor temperatures over 26°C can be dangerous. Check the temperature inside and try to get to somewhere cool for a few hours or find ways to cool down by taking a cool shower or bath, or wearing a shirt or towel soaked in cool water.  Make a DIY cool kit: [insert link]	Indoor temperatures over 26°C can be dangerous. Check the temperature inside and try to get to somewhere cool for a few hours or find ways to cool down by taking a cool shower or bath.  Make a DIY cool kit: [insert link]
<b>Heatwave health check</b>	If you take regular medications, drugs, or have a health condition, ask your doctor or pharmacist whether it increases your health risk in the heat and follow their recommendations. Know the signs and symptoms of heat-related illness: [link]	If you take regular medications, drugs, or have a health condition, ask your doctor or pharmacist whether it increases your health risk in the heat and follow their recommendations.	Know the signs and symptoms of heat-related illness so you can identify problems early on. Headaches, muscle cramps, extreme thirst, and dark urine are signals you need to hydrate and cool down immediately.

<sup>3</sup> Province of British Columbia, Prepared BC: Household Preparedness Guide (gov.bc.ca)

		Know the signs and symptoms of heat-related illness so you can identify problems early on: <a href="#">[link]</a>	If you take regular medications, drugs, or have a health condition, ask your doctor or pharmacist whether it increases your health risk in the heat and follow their recommendations.
<b>Heatwave health check</b>	If someone is experiencing severe headache, confusion, loss of thirst, nausea/vomiting, these are signs of dangerous heat-related illness. This is a medical emergency. Take immediate action to cool them down and call 911. <a href="#">[link]</a>	<p>If someone is experiencing severe headache, confusion, loss of thirst, nausea/vomiting, these are signs of dangerous heat-related illness. This is a medical emergency. Call 911 and take immediate action to cool them down.</p> <p><b>This can look like:</b></p> <ul style="list-style-type: none"> <li>- Moving them to a cooler location</li> <li>- Placing them in front of a fan and spraying them with cool water</li> <li>- Applying ice packs or cool wet towels on the neck, armpits and groin</li> </ul> <p>More tips: <a href="#">[link]</a></p>	<p>Do you know what to do if someone is experiencing a heat illness? Symptoms such as severe headache, confusion, loss of thirst, and nausea/vomiting due to heat are considered a medical emergency. If you notice these symptoms, call 911 and take immediate action to cool them down.</p> <p><b>This can look like:</b></p> <ul style="list-style-type: none"> <li>- Moving them to a cooler location</li> <li>- Placing them in front of a fan and spraying them with cool water</li> <li>- Applying ice packs or cool wet towels on the neck, armpits and groin</li> </ul>

## Stay calm. Stay cool.

### Resources for Extreme Heat Events in 100 Mile House

The District of 100 Mile House is committed to making sure everyone in our community stays healthy and cool during extreme heat events. This page contains information and resources on how to prepare for extreme heat season as well as what to do when a heat alert is issued.

**There are currently no heat warnings or emergencies in effect for 100 Mile House.**

Last updated: June 6, 2023 12:00 Pacific

### Before an Extreme Heat Event

It's important to have an emergency plan that covers what to do during extreme heat. Follow these steps to create a plan for your household.

**1. Identify loved ones who will need extra care and support during a heatwave.**

**This includes:**

Seniors aged 65 years or older	People with mental illness such as schizophrenia, depression, or anxiety	People who work in hot environments
People who live alone		People who are pregnant
People with pre-existing health conditions such as diabetes, heart disease or respiratory disease	People with substance use disorders	Infants and young children
	People who are marginally housed	People with limited mobility

**2. Check you have enough supplies.** Useful items include:

Bottled water	Pet food	Fans or air-conditioning units (check they are in good condition)
Medications	Batteries	Window covers
First-aid kit	Digital thermometer to track indoor temperatures	
Infant formula and diapers		

**3. Know where to go** if your home gets too hot. This can include libraries, shopping malls, and cooling centres. Ideally, choose a location where you will enjoy spending time, as it can take a long time to cool off after getting overheated. Consider whether you will have access to water or if you should bring some with you to stay hydrated. Make sure to write down your preferred locations in your emergency plan.

The following cooling spaces are being made available from (open time – close time) at the following locations:

- *[Insert cooling space locations here]*



## **Types of Heat Alerts**

B.C. has two levels of heat alerts: heat warnings and extreme heat emergencies.

### **Heat Warning**

A Heat Warning means that temperatures have reached a level that poses a moderate risk to the public.

Take the following steps:

- Stay hydrated and avoid excessive outdoor activities. Use fans or air conditioning to keep cool.
- Check on heat-vulnerable individuals. This includes seniors, individuals with pre-existing health conditions or mental health disorders, people who are pregnant or live alone, as well as infants and young children.
- Be prepared to take additional necessary actions.

### **Extreme Heat Emergency**

An Extreme Heat Emergency notification means that temperatures have reached dangerously high levels. The risk to public health is very high. Take immediate action to protect yourself and others.

What you need to know:

- Monitor indoor temperatures and avoid sustained exposure to temperatures above 26°C.
- If you have no means to cool your home, relocate to another cooler location, such as libraries, shopping malls, movie theatres, and cooling centres.
- If you are caring for a heat-vulnerable individual, prioritize moving them to a cooler location.

Stay informed by signing up for the District of 100 Mile's subscription service. You will receive up-to-date notifications of heat alerts via email.

### What to do during an Extreme Heat Event

A Heat Alert will be issued by the District of 100 Mile when high temperatures are expected for two or more consecutive days. To protect yourself during extreme heat events, take the following steps:

- Check on family members, neighbours, and friends who are vulnerable to heat and make sure they are comfortable and safe.
- Stay hydrated by drinking plenty of water. Avoid caffeine, alcohol, and drinks that are high in sugar.
- Slow down! Avoid outdoor activities during the hottest hours of the day. Plan activity before 10 a.m. or after 4 p.m.<sup>4</sup>
- If you need to be outdoors, wear lightweight, loose-fitting clothing. And don't forget your sunscreen! Sunburn decreases the body's ability to cool.
- Keep windows, blinds, or curtains closed during the day to prevent excessive heat from entering homes.
- If you have access to air conditioning, turn it on to maintain a comfortable environment. It is not necessary to set it to the highest level; even a moderate setting can help ensure your safety.

### Did you know?

- Indoor temperatures typically peak around 9 p.m. This means indoor environments may be most hazardous during the overnight period. Check that the outside temperature is cooler than inside before opening windows and doors.
- Sustained exposure to temperatures between 26°C and 31°C may pose a risk to the most susceptible individuals. Sustained exposure to temperatures above 31°C should be avoided whenever possible. Use thermometers to monitor indoor temperatures.
- Fans alone cannot effectively lower core body temperature, especially for older adults. Additional measures may be necessary to stay cool and safe.

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<sup>4</sup> Province of British Columbia, Tips to stay safe, cool during extreme heat wave ([gov.bc.ca](http://gov.bc.ca))

## Types of Heat Illnesses

Overheating can pose a serious threat to your health. It is essential to take appropriate measures to stay cool and avoid prolonged exposure to extreme heat.

There are two types of heat illnesses: heat exhaustion and heat stroke. Each requires a different set of actions. Look for the following symptoms.

### Heat Exhaustion

- Heavy sweating
- Headache
- Muscle cramps
- Feeling unwell
- Extreme thirst
- Dark urine

#### What to do:

Seek a cooler environment, drink plenty of water, take a cool shower, and get some rest.

### Heat Stroke

- High body temperature
- Confusion
- Dizziness, or fainting
- Flushed skin
- Dry skin, no sweating
- Nausea or vomiting

#### What to do:

Call 911 immediately. A heat stroke is a medical emergency. While waiting for help, move the person to a cooler place if possible and place ice packs or cool wet towels on the neck, armpits and groin.

**Headline:** Stay calm, stay cool: Prepare for the summer sizzle

**Subhead:** Let's work together to support each other during extreme heat season

Summer is here! While this means lots of outdoor fun and activities, it also requires extra care and caution around sun safety and heat events. 100 Mile residents are reminded to stay vigilant, take necessary precautions, and work together to ensure the safety of all residents during the scorching days ahead.

Extreme heat events can pose serious health risks, especially to heat-vulnerable individuals such as the elderly, young children, and those with chronic illnesses. Remember to check on family members, neighbours, and friends who are vulnerable to heat to make sure they are comfortable and safe. People who are pregnant, those with limited mobility, or individuals who live alone are also at high risk of health impacts related to heat.

Once you have identified loved ones that need extra care and support, make sure you prepare or re-visit your emergency plan for heat events. Gather your household members, review the plan, and check you have enough supplies. Useful items include:

Bottled water	Pet food	Fans or air-conditioning units (check they are in good condition)
Medications	Batteries	Window covers
First-aid kit	Digital thermometer to track indoor temperatures	
Infant formula and diapers		

Next, make sure to identify trusted sources of information to ensure you can stay up to date on local weather forecasts and heat alerts.

*List here*

The District of 100 Mile is working with community partners to actively prepare for extreme heat events. This includes identifying cool spaces, which will provide a safe place for those to cool down, hydrate, and connect with support services.

*[add quote here by District official]*

By working together and staying prepared, 100 Mile residents can beat the heat and enjoy a safe summer season. Remember, a small act of kindness or a simple check-in on a neighbour can make a significant difference in someone's well-being during extreme heat events.

For more information on heat safety tips and resources, visit the District's website ([www.100milehouse.com](http://www.100milehouse.com)) or **XXX**. Stay calm, stay cool, and let's support one another through this summer's heat wave season!

## EMAIL TO COMMUNITY PARTNERS

**Email Subject:** Heat Warning issued – ACTION NEEDED

Dear Community Partners,

A heat alert has been issued for the District of 100 Mile. This is a reminder to review your heat response plans and take necessary precautions to protect the health and safety of our community.

As of [date and time], Environment Canada is forecasting that we are expecting an extended period of extreme heat until [date and time].

Here are some important actions to take:

1. Share educational information: Distribute heat safety information through your communication channels (e.g., social media, newsletters, etc.) Emphasize the importance of staying hydrated, checking in on heat-vulnerable individuals, and recognizing the signs of heat-related illnesses.
2. Activate organizational heat response plans
3. Promote trusted sources of information: Encourage residents to sign up for Everbridge Alert. This will ensure that they will receive up-to-date notifications of heat alerts. The District will also post updates on its official website ([www.100milehouse.com](http://www.100milehouse.com)) and social media channels.
4. *Add other key steps outlined in the Heat Response Plan*

Please feel free to reach out if you have any questions, need assistance, or require further information. Your collaboration and support are deeply appreciated. Let's act swiftly and prioritize the safety of our residents during this heat alert.

*[Add contact info here]*

# Stay calm. Stay cool.

## What to do when a Heat Alert is issued

The District of 100 Mile House is committed to ensuring the health and well-being of our community members during periods of elevated temperatures. Please be aware that with the current and potentially upcoming weather conditions there will be an increased risk of extreme heat-related illnesses.

High temperatures can have severe impacts, especially on heat-vulnerable individuals. This includes:

- Seniors aged 65 years or older
- People living alone
- Those with pre-existing health conditions such as diabetes, heart disease, or respiratory disease
- Individuals with mental illnesses such as schizophrenia, depression, or anxiety
- People with substance use disorders
- Individuals with limited mobility
- Those who are marginally housed
- People working in hot environments
- Pregnant individuals
- Infants and young children

To protect you and your loved one during extreme heat events, take the following steps:

- Check on family members, neighbours, and friends who are vulnerable to heat and make sure they are comfortable and safe.
- Stay hydrated by drinking plenty of water. Avoid caffeine, alcohol, and drinks that are high in sugar.
- Slow down! Avoid outdoor activities during the hottest hours of the day. Plan activity before 10 a.m. or after 4 p.m.<sup>5</sup>
- If you have access to air conditioning, turn it on to maintain a comfortable environment. It is not necessary to set it to the highest level; even a moderate setting can help ensure your safety.

## Stay Informed

The District of 100 Mile is working closely with our community partners, emergency management agencies, and health authorities to monitor the situation and take appropriate actions. Updates and guidance will be provided as needed.

For further information and additional resources on staying safe during extreme heat events, sign up for the District subscription service, and visit [www.100milehouse.com](http://www.100milehouse.com), or the Interior Health Extreme Heat Website at [www.interiorhealth.ca](http://www.interiorhealth.ca).

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<sup>5</sup> <https://news.gov.bc.ca/releases/2021PSSG0043-001226>

[DATE]

### **Heat Warning in effect for 100 Mile**

Environment and Climate Change Canada is issuing a Heat Warning for 100 Mile in response to predicted sustained high temperatures. Environment Canada is forecasting that 100 Mile will experience an extended period of extreme heat from [date and time] until [date and time].

#### **What is Heat Warning?**

B.C. has two levels of heat alerts: heat warnings and extreme heat emergencies.

- A Heat Warning is issued when daytime temperatures are expected to be at least 29°C for two or more consecutive days and nighttime temperatures being at least 14°C during this time. This poses a moderate risk to the public.
- An Extreme Heat Emergency notification means that temperatures have reached dangerously high levels. The risk to public health is very high. Immediate action must be taken to protect yourself and others.

#### **What residents need to know:**

- Check on family members, neighbours, and friends who are vulnerable to heat and make sure they are comfortable and safe. Pay close attention to seniors aged 65 years or older, individuals who are pregnant, infants and young children, people with pre-existing health conditions, and those who have limited mobility.
- Prepare your household. Check you have enough supplies of bottled water, medications, food, and first-aid items. If you have access to air conditioning, turn it on to maintain a comfortable environment. It is not necessary to set it to the highest level; even a moderate setting can help ensure your safety.
- If your home gets too hot, relocate to a cooler location. This can include libraries, shopping malls, and movie theatres. The following cooling spaces are being made available from (open time – close time) at the following locations:

[Insert cooling centre locations]

- Stay informed by signing up for the District of 100 Mile's subscription service. Subscribers will receive up to date information about emergencies in 100 Mile.

The District of 100 Mile is working closely with its community partners, emergency management agencies, and health authorities to monitor the situation and take appropriate actions. If/when indicated by Environment and Climate Change Canada, the Heat Warning may escalate to an Extreme Heat Emergency. In such cases, it is crucial to be prepared. Updates and guidance will be provided as needed.

###

Media contact:

**Name**

Title

Organization

Email

Phone number

## Appendix H – Additional Resources

- The BC Provincial Heat Alert and Response System (BC HARS), prepared by BC Ministry of Health, Environment and Climate Change Canada, and the BC Centre for Disease Control,
- Heat Alert & Response Planning for Interior BC Communities: A Toolkit, prepared by the Interior Health Authority,
- Heat Alert and Response Systems to Protect Health: Best Practices Guidebook, prepared by Health Canada, and
- BC Municipal Heat Response Planning in British Columbia, Canada, prepared by the BC Centre for Disease Control
- Extreme Heat Webpage, prepared and presented by Interior Health
- [Heat-check-in-support-framework.pdf \(vch.ca\)](#) A resource for non-governmental organizations to guide health check ins with heat-vulnerable populations.



## Appendix I – Community Engagement Report

### Engagement activities conducted to inform this Plan involved:

- Gathering input to understand the state of current vulnerabilities and risks to support planning for future extreme heat events,
- Seeking community feedback regarding experiences during the 2021-2022 extreme heat events,
- Identifying the best communication approaches and tactics in each community for the various populations, and
- Identifying priorities and next steps to prepare for extreme heat events in region.

The engagement process completed to inform this Plan included active involvement of municipal staff and community partners, and was informed by an advisory committee made up of municipal staff from 100 Mile House, Williams Lake, and Quesnel. This committee's collective knowledge, insights, and collaboration greatly contributed to the development of a robust Heat Response Plan for 100 Mile House.

Stakeholders engaged to inform the development and implementation of this Plan include:

### Representatives from the District of 100 Mile

- Emergency Social Services (ESS) Director
- Director of Economic Development & Planning/ Economic Development Officer (EDO)
- Deputy Corporate Officer/ Emergency Operations Centre Logistics
- Fire Rescue

### Representatives from Key Service Providers/ Community Partners

- CMHA
- Better At Home
- Cariboo Family Enrichment Centre
- Stemete7uw'i Friendship Centre
- Cedar Crest Society for Community Living

### Health Authority Staff (Interior Health)

- Health Communities Facilities
- Mental Health and Substance Use
- Home Health Manager (Williams Lake)
- Manager of Clinical Operations
- Director of Clinical Operations
- Healthy Communities Facilitator

**Community and stakeholder engagement processes involved the following:**

- The Project Advisory Committee mentioned above was established, comprised of municipal staff from neighbouring Cariboo communities, to support the development of Heat Response Plans in the three Cariboo communities. The committee met regularly to provide valuable input, share expertise, and collaborate on the development of the Heat Response Plans.
- An Extreme Heat Impacts and Considerations workshop was successfully conducted with representatives from municipal government, health authorities, and community partner organizations.
- Local stakeholders, including community service provider organizations, healthcare providers, were identified and engaged throughout the planning process. They were provided with comprehensive information and education materials on heat risks, mitigation strategies, and the ongoing heat response planning efforts. This ensured broad awareness and involvement in the development of the Heat Response Plan.
- Interviews and focus groups were conducted with key community stakeholders, such as municipal officials, emergency services personnel, health care professionals, and individuals serving clients who are amongst a heat-vulnerable population. Their valuable perspectives, insights, and experiences related to heat events and their impacts were gathered. These inputs were instrumental in understanding local needs, challenges, and strategies to enhance the effectiveness of the Heat Response Plan.
- The community participated in a vulnerability and asset mapping process. Collaborative workshops and online platforms allowed community members and stakeholders to identify heat-vulnerable areas and populations in the Cariboo communities. Additionally, available community resources and assets that could be mobilized during heat events were mapped. This mapping exercise informed the prioritization of interventions and the effective allocation of resources.
- Stakeholder workshops were conducted to develop and refine a community alert protocol for heat events. Representatives from emergency services, healthcare providers, local government, community organizations, and other relevant stakeholders actively participated. Through collaborative discussions, the workshops resulted in the development of a communication and response plan. This system enables timely notifications and provides guidance to the community during extreme heat events.



**DISTRICT OF 100 MILE HOUSE**

**MEETING HELD IN DISTRICT COUNCIL CHAMBERS**

**Tuesday, August 8<sup>th</sup>, 2023, AT 7:00 PM**

PRESENT:	Mayor	Maureen Pinkney
	Councillor	Donna Barnett
	Councillor	Ralph Fossum
	Councillor	Jenni Guimond
	Councillor	David Mingo
STAFF:	CAO	Tammy Boulanger
	Dir. of Ec. Dev and Planning	Joanne Doddridge
	Dir. Of Community Services	Todd Conway
	Deputy CAO	Roy Scott
	Fire Chief	Roger Hollander
MEDIA:	( 1 )	
OTHERS:	( 1 )	

<b>A</b>	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor Pinkney called the meeting to order at 7:00 PM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Secwepemculecw lands.</p>
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<b>B</b>	<b><u>APPROVAL OF AGENDA</u></b>
	<p><b>B1</b></p> <p><b>Res: 122/23</b>  Moved By: Councillor Fossum  Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the August 8<sup>th</sup>, 2023, Regular Council agenda be approved.</p> <p>CARRIED.</p>
<b>C</b>	<b><u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE</u></b>
<b>D</b>	<p><b><u>DELEGATIONS</u></b></p> <p>The delegation scheduled has been moved to the September 12<sup>th</sup>, 2023 regular meeting.</p>
<b>E</b>	<b><u>MINUTES</u></b>
<b>Regular Council – July 11<sup>th</sup> 2023</b>	<p><b>E1</b></p> <p><b>Res: 123/23</b>  Moved By: Councillor Barnett  Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the minutes of the Regular Council meeting of July 11<sup>th</sup>, 2023, <u>be adopted</u>.</p> <p>CARRIED.</p>
<b>COW – July 11<sup>th</sup> 2023</b>	<p><b>E2</b></p> <p><b>Res: 124/23</b>  Moved By: Councillor Guimond  Seconded By: Councillor Fossum</p> <p>BE IT RESOLVED THAT the minutes of the Committee of the Whole meeting of July 11<sup>th</sup>, 2023, <u>be adopted</u>.</p> <p>CARRIED.</p>



<p><b>Public Hearing – July 11<sup>th</sup> 2023</b></p>	<p><b>E3</b></p> <p><b>Res: 125/23</b>  Moved By: Councillor Barnett  Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the minutes of the Public Hearing held July 11<sup>th</sup>, 2023, <u>be adopted</u>.</p> <p>CARRIED.</p>
<p><b>Special Regular Council – July 12<sup>th</sup> 2023</b></p>	<p><b>E4</b></p> <p><b>Res: 126/23</b>  Moved By: Councillor Fossum  Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the minutes of the Special Regular Council meeting of July 12<sup>th</sup>, 2023, <u>be adopted</u>.</p> <p>CARRIED.</p>
<p><b>F.</b></p>	<p><b><u>UNFINISHED BUSINESS:</u></b></p>
<p><b>G.</b></p>	<p><b><u>MAYOR'S REPORT:</u></b></p> <p>Mayor Pinkney was pleased to share the new 100 Mile House Event Planning Guide.</p> <p>Councillor Mingo noted the Parks Alive music in the park has been a success. The Wranglers are celebrating their 10<sup>th</sup> anniversary and the Junior A team first games of the season will be Sept. 8<sup>th</sup> &amp; 9<sup>th</sup>.</p> <p>Councillor Guimond attended the service for Carter Vigh and was grateful for the community support shown to the family.</p> <p>Councillor Fossum encouraged residents to attend one of the many events occurring in 100 Mile House.</p> <p>Councillor Barnett attended the service for Chris O'Connor, former Mayor of Lytton and pioneer in many fields. Barnett also attended the annual fun fly day hosted by the 100 Mile Model Flyers and noted the display was amazing.</p>



H	<u><b>CORRESPONDENCE</b></u>
<b>Commissionaires Report July 2023</b>	<p><b>H1</b></p> <p><b>Res: 127/23</b>  Moved By: Councillor Mingo  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the By-Law Officer report for the period of July 1<sup>st</sup> to 31<sup>st</sup>, 2023 <u>be received</u>.</p> <p>CARRIED.</p>
<b>Surrey Police Transition</b>	<p><b>H2</b></p> <p><b>Res: 128/23</b>  Moved By: Councillor Fossum  Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the letter from Mayor Brenda Locke <u>be received</u>.</p> <p>CARRIED.</p>
<b>I.</b>	<u><b>STAFF REPORTS:</b></u>
<b>Active Transportation Network Plan</b>	<p><b>I1</b></p> <p><b>Res: 129/23</b>  Moved By: Councillor Mingo  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the Active Transportation Network Plan <u>be received</u>.</p> <p>CARRIED.</p>



<b>Administration Policy &amp; Procedures</b>	<p><b>I2</b></p> <p><b>Res: 130/23</b> Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the Administration Policy &amp; Procedures Council Report <u>be received</u>; and further;</p> <p><b>BE IT RESOLVED THAT</b> the “Administration Policy &amp; Procedures” <u>be approved</u> as presented.</p> <p>CARRIED.</p>
<b>Exempt Staff Policy</b>	<p><b>I3</b></p> <p><b>Res: 131/23</b> Moved By: Councillor Fossum Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the Exempt Staff Policy Council Report <u>be received</u>; and further;</p> <p><b>BE IT RESOLVED THAT</b> the “Exempt Staff Policy” <u>be approved</u> as presented.</p> <p>CARRIED.</p>
<b>Personnel Policy &amp; Procedures</b>	<p><b>I4</b></p> <p><b>Res: 132/23</b> Moved By: Councillor Fossum Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the Personnel Policy &amp; procedures Council Report <u>be received</u>; and further;</p> <p><b>BE IT RESOLVED THAT</b> the “Personnel Policy &amp; Procedures” <u>be approved</u> as presented.</p> <p>CARRIED.</p>



<p><b>LGCAP Reporting</b></p>	<p><b>I5</b></p> <p><b>Res: 133/23</b>  Moved By: Councillor Mingo  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the Local Government Climate Action Program report <u>be received</u>.</p> <p>CARRIED.</p>
<p><b>2024 Drag Race Event</b></p>	<p><b>I6</b></p> <p><b>Res: 134/23</b>  Moved By: Councillor Mingo  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the 2024 Drag Race Event Request report <u>be received</u>; and further;</p> <p><b>BE IT RESOLVED THAT</b> the Council of the District of 100 Mile House <u>approve</u> the closure of the 100 Mile House Airport on June 23<sup>rd</sup>, 2024 for the purpose of a Drag Race event.</p> <p>CARRIED.</p> <hr/> <p>Council noted that parking on Wrangler Way is not permitted and for future events parking must be closely monitored.</p>
<p><b>Community Tourism Planning Program</b></p>	<p><b>I7</b></p> <p><b>Res: 135/23</b>  Moved By: Councillor Mingo  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the memo dated July 19<sup>th</sup> on the Community Tourism Planning Program <u>be received</u>; and further</p> <p><b>BE IT RESOLVED THAT</b> the Council of the District of 100 Mile House approve the participation in the Community Tourism Planning Program.</p> <p>CARRIED.</p>





<p><b>Fire Chief Roger Hollander – 100 Mile House Fire-Rescue update</b></p>	<p><b>I8</b></p> <p>Fire Chief Roger Hollander shared numerous department successes with Council. Key items include:</p> <p>There have been 300 calls to date; with 25 Paid-On Call members and 2 full-time members staffing is challenging.</p> <p>High levels of training standards are maintained through the NFPA standards and Justice Institute.</p> <p>New fire apparatus is still under construction with delivery scheduled for spring 2024.</p>
<p><b>J</b></p>	<p><b><u>BYLAWS</u></b></p>
<p><b>OCP Amendment Bylaw No. 1404-2023 Exeter Truck Route – 101 Mile area</b></p>	<p><b>J1</b></p> <p><b>Res: 136/23</b>  Moved By: Councillor Mingo  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> Official Community Plan Amendment Bylaw No. 1404, 2023 be adopted this 8th day of August, 2023</p> <p style="text-align: center;">CARRIED.</p>
<p><b>Zoning Amendment Bylaw No. 1405-2023 Exeter Truck Route – 101 Mile Area</b></p>	<p><b>J2</b></p> <p><b>Res: 137/23</b>  Moved By: Councillor Barnett  Seconded By: Councillor Fossum</p> <p><b>BE IT RESOLVED THAT</b> Zoning Amendment Bylaw No. 1405, 2023 be adopted this 8th day of August, 2023.</p> <p style="text-align: center;">CARRIED.</p>



<b>K</b>	<b><u>GENERAL VOUCHERS</u></b>
<b>Paid Vouchers (July) #28623 to #28716 &amp; EFTs #4230 to #4249</b>	<p><b>K1</b></p> <p><b>Res: 138/23</b>  Moved By: Councillor Mingo  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the paid manual vouchers #28623 to #28716 and EFT's #4230 to #4249 totaling <b>\$3,080,566.34</b> <u>be received</u>.</p> <p style="text-align: center;">CARRIED.</p>
<b>M</b>	<b><u>QUESTION PERIOD:</u></b>
<b>N</b>	<p><b><u>ADJOURNMENT</u></b></p> <p><b>Res: 139/23</b>  Moved By: Councillor Mingo  Seconded By: Councillor Fossum</p> <p><b>BE IT RESOLVED THAT</b> this August 8<sup>th</sup>, 2023 meeting of Council be adjourned: Time: 8:20 PM</p> <p style="text-align: center;">CARRIED.</p>
	<p>I hereby certify these minutes to be correct.</p> <p>_____  Mayor</p> <p>_____  Corporate Officer</p>





**DISTRICT OF 100 MILE HOUSE**

**MEETING HELD IN DISTRICT COUNCIL CHAMBERS**

**Thursday, August 14<sup>th</sup>, 2023, AT 2:00 PM**

PRESENT: Mayor  
Councillor  
Councillor  
Councillor  
Councillor  
Maureen Pinkney  
Donna Barnett  
Ralph Fossum  
Jenni Guimond  
Dave Mingo

STAFF: CAO  
Fire Chief  
Dir. of Com. Services  
Tammy Boulanger  
Roger Hollander  
Todd Conway

<b>A</b>	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor Pinkney called the meeting to order at 2:35 PM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Secwepemculecw.</p> <p><b>Res:140/23</b> Moved By: Councillor Mingo Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b>, pursuant to Section 92 of the <i>Community Charter</i>, that this meeting of Council be closed to the public under Section 90 (1)(c) of the <i>Community Charter</i>.</p> <p>CARRIED.</p>
----------	--

<b>B</b>	<b><u>APPROVAL OF AGENDA</u></b>
	<b>B1</b>  <b>Res: 141/23</b> Moved By: Councillor Fossum Seconded By: Councillor Barnett  BE IT RESOLVED THAT the August 14 <sup>th</sup> , 2023, Special Regular Council agenda be approved.  CARRIED.
<b>C</b>	<b><u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE</u></b>
<b>D</b>	<b><u>DELEGATIONS</u></b>
<b>E</b>	<b><u>MINUTES</u></b>
	<b><u>UNFINISHED BUSINESS</u></b>
<b>H</b>	<b><u>CORRESPONDENCE</u></b>
<b>I</b>	<b><u>STAFF REPORTS</u></b>
<b>J</b>	<b><u>BYLAWS</u></b>
<b>K</b>	<b><u>GENERAL VOUCHERS</u></b>
<b>L</b>	<b><u>OTHER BUSINESS:</u></b>
<b>M</b>	<b><u>QUESTION PERIOD:</u></b>



<b>N</b>	<b><u>ADJOURNMENT</u></b>  <b>Res: 142/23</b> Moved By: Councillor Barnett Seconded By: Councillor Mingo  BE IT RESOLVED THAT this August 14 <sup>th</sup> , 2023 meeting of Council be adjourned: Time: 4:00 PM  CARRIED.
	I hereby certify these minutes to be correct.  _____ Mayor  _____ Corporate Officer



August 8, 2023

Via email

Communities & Stakeholders

**Re: Quesnel Highway 97 North-South Interconnector Project  
REQUEST FOR SUPPORT**

---

During the July 18, 2023, Quesnel City Council Meeting, Council reviewed and discussed the status and next steps of the Quesnel Highway 97 North-South Interconnector Project ("Interconnector"). This project has been on hold by the Province due to other local and provincial road priorities which took precedence over the Interconnector.

The Interconnector is a bypass type project which will provide significant benefits to the Region and anyone travelling or shipping goods either North or South on Highway 97 through Quesnel. The Regional and Provincial benefits are outlined in the background section below. The goal of Quesnel City Council is to get this project back into the Provincial capital project queue, as it has already undergone the feasibility phases and the business case analysis.



Quesnel City Council requests that you pass a resolution in support of the **Quesnel Highway 97 North-South Interconnector Project** or, prepare a letter of support for same. Please forward the resolution or letter to the City of Quesnel for collation and delivery to the Province, care of: [llong@quesnel.ca](mailto:llong@quesnel.ca) and [bjohnson@quesnel.ca](mailto:bjohnson@quesnel.ca) (SAMPLE RESOLUTION attached for reference).

---

#### **BACKGROUND INFORMATION**

**The key regional and provincial benefits of the interconnector are as follows:**

- Travel time improvements through Quesnel. The traffic bottlenecks in downtown Quesnel would be bypassed.
- Improved uptime for the bridge and rail overhead.

Mayor Ron Paull

Councillors Scott Elliott, Martin Runge, Debra McKelvie, Mitch Vik, Laurey-Anne Roodenburg, Tony Goulet



- There are no traffic detours for large trucks around these bridges, so the traffic backs up very quickly in the event of a temporary bridge shutdown.
  - The lack of alternative routes, combined with the age and deterioration of the infrastructure make this a high-risk section of Highway 97.
- The two main pieces of infrastructure are the Quesnel River Bridge and the Rail Overhead, both are very old and are close to the end of their life cycles.
  - The current plan by the Ministry of Transportation and Infrastructure (MOTI) is to rehabilitate these structures to extend their life.
  - The re-build of the Quesnel River Bridge and Rail Overhead is estimated to take 2 years to complete, with single-lane alternating traffic required for an estimated 10 month minimum of that time.
- The plan for the Interconnector completely rethinks the traffic flows in downtown Quesnel.
  - The new Quesnel River Crossing and Rail Overpass would be realigned.
  - The old infrastructure would be left in place until the new infrastructure is ready for use, significantly reducing downtime due to construction.
- Most heavy truck traffic will be gone from downtown Quesnel, reducing downtown traffic congestion, and improving safety outcomes, seven traffic lights would be bypassed.
  - Pedestrian/Vehicular interactions would be minimized.
- Improvement in safety due to dangerous goods and other heavy traffic being moved away from downtown and the hospital.

### **Project Scope**

- The project encompasses a 3.7 km section of Highway 97 through the downtown of Quesnel, including:
  - Replacement of the existing two-lane bridge over the Quesnel River to a four-lane structure
  - Replacement of the existing two-lane B.C. Rail overhead to a four-lane structure
  - Addition of a dedicated pathway for use by pedestrians and cyclists over the structures.



- Addition of a four-lane Interconnector to bypass the Quesnel downtown core.

Council appreciates your support for this important project, benefiting the Regional and Provincial traffic that uses Highway 97 through Quesnel.

Best Regards,

Mayor Ron Paull  
City of Quesnel

Enclosure(s):

- SAMPLE Resolution

cc: Minister of Transportation & Infrastructure, Rob Fleming  
Union of B.C. Municipalities  
North Central Local Government Association  
Northern Health Authority  
Industry & Stakeholders  
City of Quesnel, City Manager, Byron Johnson





## Sample Resolution:

### Quesnel Highway 97 North-South Interconnector Project

**WHEREAS** Highway 97 is a very significant provincial highway that is critical to the continued economic prosperity of Northern and Central BC and all British Columbia;

**AND WHEREAS** Highway 97 is at a considerable and growing risk level for extended delays due to aged-out highway infrastructure in Quesnel, and unacceptable construction delays in the future based on the current plans by the Ministry of Transportation and Infrastructure:

**THEREFORE, BE IT RESOLVED THAT** <The City of ?> or <The Community of ?> or <The business/stakeholder name> supports the Quesnel Highway 97 North-South Interconnector Project and requests the Province proceed without delay to the Functional Design phase of the project. .

**Monthly Progress Report**

**District of 100 Mile House – Bylaw Enforcement Site 545**  
**August 1<sup>st</sup> to August 31<sup>st</sup> 2023**

**In August there were 3 Requests for Service:**

- Tall grass – very tall grass at vacant house. Neighbor concerned about fire. Contacted owner and grass was cut.
- Abandoned vehicle – towed old pickup and old camper on Sollows Cres for almost a year, not insured.
- Barking dog on Burleigh Cres – talked to owner

**Other issues dealt with in August:**

- No parking zone – 2, talked to drivers and vehicles were moved
- 2 Hour parking – 3, left district warnings
- Checked fish & chip food truck at Home Hardware – they had Interior Health inspection
- Dog off leash in town – talked to owners and dog put on leash

**Business licence – lady selling used kids clothes – told her she needs a business licence**

**Hand-delivered a letter for the office and got mailing address**

**Harold Underhill  
Employee No.3258  
Commissionaires B.C.**



## DISTRICT OF 100 MILE HOUSE

### M E M O

---

**Date:** September 5<sup>th</sup>, 2023

**To:** Mayor & Council

**From:** Administration

**Subject:** Fire Chief Appointment

---

As per recent notification to Council; Fire Chief Roger Hollander resigned as Fire Chief for the District of 100 Mile House.

Deputy Chief David Bissat has been a long-standing member of 100 Mile House Fire-Rescue and continues to excel as a team player. David has a good working relationship with all members of the current District management team, paid-on-call members and residents. Administration has observed his level of respect for others and recommends his appointment as the Fire Chief for the District of 100 Mile House.

An offer of employment was prepared and accepted; Mr. Bissat will spend the next couple weeks with the outgoing Chief; prior to taking full responsibility of the department September 15th, 2023.

#### **Recommendation:**

**BE IT RESOLVED THAT the Council of the District of 100 Mile House appoint David Bissat to the position of Fire Chief for the District of 100 Mile House; effective September 15th, 2023.**

---

T.Boulanger  
CAO

---

Roy Scott  
Deputy CAO

Confidential



## **DISTRICT OF 100 MILE HOUSE**

### **M E M O**

---

**Date:** September 7<sup>th</sup>, 2023  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** Temporary Street Closure – 2023 Santa Parade

---

The Chamber of Commerce, in organizing the 2023 Santa Claus Parade have requested temporary closure of Birch Avenue between First St. and Fifth St. between the hours of 3:00 PM and 5:00 PM for purposes of conducting the Christmas parade on November 18<sup>th</sup>, 2023.

This is an annual event/request. Street closures must be approved/supported by the municipality.

District staff will assist where and as required.

#### **RECOMMENDATION:**

**BE IT RESOLVED THAT** the District of 100 Mile House Council authorize the closure of Birch Ave from First Street to Fifth Street on November 18<sup>th</sup>, 2023 2019 between the hours of 3:00 PM and 5:00 PM to accommodate the 2023 Santa Claus Parade; and further

**BE IT RESOLVED THAT** the proponents be directed to coordinate all activities with the District Community Services Operations Supervisor.

T. Boulanger, CAO



Box 2312,  
100 Mile House, B.C. V0K 2E0  
(250) 395-6124  
manager@southcariboochamber.org  
[www.southcariboochamber.org](http://www.southcariboochamber.org)

*Providing a united voice for business and working to enhance the economic prosperity of the South Cariboo Community.*

---

August 30, 2023

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

Dear Mayor & Council,

On behalf of the South Cariboo Chamber of Commerce I am requesting permission Of the District of 100 Mile House for closure of Birch Avenue from 1<sup>st</sup> Avenue to 5<sup>th</sup> Avenue for the purpose of the Annual Santa Clause Parade Saturday November 18<sup>th</sup> from 3m to 5pm. The parade will be at approximately 4pm. Closure at 3pm will Give the owners of vechicles time to remove them from the street parking.

The parade has been moved from Friday evening to Saturday.

Should you have any questions please contact myself anytime.

Yours truly

A handwritten signature in dark ink, appearing to read "Donna Barnett", with the word "President" written below it in a cursive script.

Donna Barnett  
President South Cariboo  
Chamber of Commerce

RECEIVED

AUG 30 2023

DISTRICT OF 100 MILE HOUSE  
BRITISH COLUMBIA



**District of  
100 MILE HOUSE**

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

**Regular Council – Sept. 12, 2023**

**TITLE:** 2023 Property Tax Collection Report

**PREPARED BY:** Administration

**PURPOSE:** To provide Council with the tax collections values for 2023.

**BE IT RESOLVED THAT the 2023 Property Tax Collection report be received.**

**BACKGROUND INFORMATION:**

The data below represents the 2023 tax levy and collections as of **July 4<sup>th</sup>, 2023**. Levies represent all municipal, education and any other third-party collections the District is mandated to levy. Penalties of \$56,229.91. were applied to the current outstanding amount as of July 4<sup>th</sup>, 2023.

	<b>Current (2023)</b>	<b>Arrears (2022)</b>	<b>Delinquent (2021)</b>	<b>Total</b>
<b>Levied &amp; O/S</b>	<b>\$ 5,292,815.51</b>	<b>\$ 95,296.41</b>	<b>\$ 24,550.35</b>	<b>\$ 5,412,662.27</b>
<b>Collected</b>	<b>\$ 4,674,297.95</b>	<b>\$ 19,335.59</b>	<b>\$ 2,029.05</b>	<b>\$ 4,695,662.59</b>
<b>O/S at July 4/23 (Penalty Included)</b>	<b>\$ 618,517.56</b>	<b>\$ 75,960.82</b>	<b>\$ 22,521.30</b>	<b>\$ 716,999.68</b>
<b>Total Collection</b>	<b>89%</b>			

There was a total of 489 homeowner grants claimed to date (42% regular & 58% senior/additional). Current year collections by the penalty date (89%) is lower than 2022 by approximately 8%.

**ALTERNATIVE:** n/a

**BUDGETARY IMPACT:** n/a

**POLICY IMPLICATION:** n/a

**ATTACHMENTS:** n/a



**District of  
100 MILE HOUSE**

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

**Regular Council – Sept. 12/2023**

**TITLE:** Annual External Audit Services

**PREPARED BY:** Administration

**PURPOSE:** Award Annual External Audit Services Contract

**BE IT RESOLVED THAT the Council of the District of 100 Mile House award the Annual External Audit Services contract to BDO Canada LLP for a five-(5) year term for the total tendered amount of \$263,092. plus applicable taxes.**

**BACKGROUND INFORMATION:**

District Administration issued an RFP for external audit services for the fiscal years ending December 31<sup>st</sup> 2023 through December 31<sup>st</sup> 2027 (Five Year Term).

One (1) RFP package was returned on behalf of BDO Canada LLP by the closing date of Friday, August 18<sup>th</sup>, 2023 at 2:00 PM. The RFP submission was opened and reviewed by Director of Finance S. Elias and CAO T. Boulanger on Monday August 21<sup>st</sup>, 2023.


The submission received was found to follow the criteria outlined in the RFP package and is from a highly qualified firm and included pricing for both the District of 100 Mile House and the 100 Mile Development Corporation.

Audit Services	2023	2024	2025	2026	2027
District of 100 Mile House	\$ 30,000	\$ 31,500	\$ 33,075	\$ 34,725	\$ 36,460
100 Mile Development Corporation	\$ 14,500	\$ 15,225	\$ 15,985	\$ 16,785	\$ 17,625

**BUDGETARY IMPACT:** The budget is impacted by an approximate 16% increase and an additional amount relating to PS3280 Asset Retirement Obligation will also be added once the dollar value is determined.

**POLICY IMPLICATION:** n/a





# District of 100 Mile House

Proposal for annual external audit services (2023-2027)

RFP # 2023-007

Closing: August 18, 2023 by 2pm Pacific

To:

District of 100 Mile House  
1-385 Birch Avenue, Box 340  
100 Mile House, BC V0K 2E0

Sheena Elias  
Director of Financial Administration  
[selias@100milehouse.com](mailto:selias@100milehouse.com)

From:

BDO Canada LLP  
275 Lansdowne Street, Suite 300  
Kamloops, BC V2C 6J3

Mario Piroddi, CPA, CA, CISA  
Partner  
[mpiroddi@bdo.ca](mailto:mpiroddi@bdo.ca)







August 15, 2023

District of 100 Mile House  
1-385 Birch Avenue, Box 340  
100 Mile House, BC V0K 2E0  
Attention: Sheena Elias, Director of Financial Administration  
Re: Proposal for annual external audit services (2023-2027)

Dear Ms. Elias,

We are pleased to submit our proposal to provide audit services to the District of 100 Mile House ("the District"). In this cover letter, we confirm the following:

Our understanding of the work

We understand the RFP is for independent audit services for the financial statements of the District of 100 Mile House and the 100 Mile Development Corporation. We understand the term of the engagement is for 5 years starting with fiscal ending December 31, 2023. BDO is the sole provider of the services and no other firm or sub-contractors will be used to perform the work.

Authorized contact

Mario Piroddi is an authorized representative of BDO Canada LLP.

Minimum requirements

We confirm that BDO meets the minimum qualifications and experience as outlined on page 4 of the RFP, item 6.

Additional information about our firm, our team, and our experience and qualifications are in our proposal response. Should you have any questions about our submission, we look forward to an opportunity to speak with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Mario Piroddi", with a stylized flourish at the end.

Mario Piroddi, CPA, CA, CISA  
Partner through a corporation  
BDO Canada LLP  
Chartered Professional Accountants  
T: 250-434-4062  
E: mpiroddi@bdo.ca

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# List of abbreviations

Term / Abbreviation	Description
The District	District of 100 Mile House
The Development Corporation	100 Mile Development Corporation
BDO	BDO Canada LLP
CAATs	Computer Assisted Auditing Techniques
CAS	Canadian Auditing Standards
CISA	Certified Information System Auditor
CPA	Chartered Professional Accountant
CPA Canada	Chartered Professional Accountants of Canada
CRA	Canada Revenue Agency
GAAP	Generally Accepted Accounting Principles
GST	Goods and Services Tax
HST	Harmonized Sales Tax
IS	Information Systems
IT	Information Technology
ITGC	Information Technology General Controls
MUSH	Municipalities, Universities, Schools, Health
OAG	Office of the Auditor General
P3 / PPP	Public Private Partnerships
PSAB	Public Sector Accounting Board
PSAS	Public Sector Accounting Standards
PST	Provincial Sales Tax
RFP	Request for Proposal



# Executive summary

## Why we are a good fit with the District of 100 Mile House



### Industry and technical expertise

- The public sector is a key part of our business. We have dedicated professionals and technical experts who focus on the unique needs of public sector organizations.
- We understand the organizational structure, governance, and operational environment that public sector clients work within.
- We invest in the training and professional development of our professionals with annual requirements for Public Sector Reporting Standards.
- We have the capabilities to assist you with PSAS needs such as the implementation of the ARO standard.
- We offer no-charge professional development opportunities for our clients so they can stay current with PSAS reporting and other accounting matters.



### Focus on BC communities

- BDO is a proud partner of the Government Finance Officers Association of BC (GFOA). Through our involvement as contributors and advocates, we are in-tuned with matters relating to local governments in BC.
- BDO provides assurance and advisory services to numerous local governments in BC including municipalities, regional districts, hospital districts, and Indigenous communities.
- We have offices throughout BC, from large regional city centres to smaller, rural communities. We understand that BC wouldn't be BC without the unique mix of small towns with big hearts.



### Tailored client service

- One of our key differentiators is Partner time and attention, resulting in proactive advice and a quicker resolution of any issues that may arise. Our services teams are structured with fewer layers so you get seamless service and access to the right specialists.
- Your service team is further supplemented by our national network of resources to address specific needs you may have.
- We will hold open and frequent communications with you. Regular check-ins throughout the engagement enables a smooth and efficient delivery of services.



A photograph of a wooden chair and a small table on a patio. The table holds a bouquet of pink flowers and a white cup of coffee. In the background, there is a blue lake and distant mountains. A diagonal white line runs across the image from the top left to the bottom right.

# **Company profile and contact**

# Firm stats

## Canada and BC

- 5th largest firm in the world, with global revenues of US\$12.8B and consistent year over year growth.
- Founded in 1921, BDO Canada LLP has been in business for 100+ years.
- With offices in 164 countries around the world, BDO Canada frequently collaborates with our member firms around the world to provide seamless service to clients with a global footprint.

### BDO CANADA

REVENUE

**CAD\$871**  
MILLION

16%  
Growth



**100+**  
offices



From **one** dream  
to a **century**  
of excellence



**484**  
PARTNERS  
HEADCOUNT



**4,800+**  
PERSONNEL  
HEADCOUNT

### BDO IN BC



2 major centres: BC  
Interior and Greater  
Vancouver Area

**62**



PARTNERS  
HEADCOUNT

**634**



PERSONNEL  
HEADCOUNT

**11**

offices

Serve our clients  
through a  
**COLLABORATIVE**  
**APPROACH**



We will primarily use  
resources from our  
BDO Kamloops office to  
serve you.

# Key contact and serving office

Mario Piroddi will be your key contact. He will ensure that the services we provide to you meet our, and your, expectations for quality. Mario is based in the BDO Kamloops office and he has many audit clients who are satisfied with his approach to local and out of town audit approach. Our clients gain access to expertise with the added benefit of no travel expenses. BDO Canada LLP is a limited liability partnership and Mario is an authorized representative of BDO Canada LLP.



## Lead Engagement Partner

**Mario Piroddi**

**CPA, CA, CISA**

**T: 250-434-4062**

**E: mpiroddi@bdo.ca**



## BDO Canada LLP - Kamloops

275 Lansdowne Street, Suite 300

Kamloops, BC V2C 6J3

**Phone 250-372-9505**

**Fax 250-374-6323**

BDO offices	# of staff at time of submission
Cranbrook	35
Kamloops	33
Kelowna	98
Langley	45
Penticton	8
Prince George	13
Revelstoke	9
Salmon Arm	37
Vancouver	35
Vernon	30
Victoria	2
Whistler	23



A photograph of a wooden chair and table outdoors. On the table is a cup of coffee and a bouquet of pink flowers. In the background, there is a lake and mountains. A diagonal white line runs across the image from the top left to the bottom right.

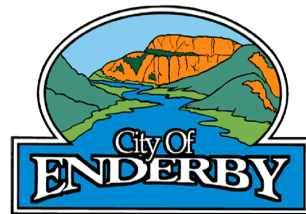
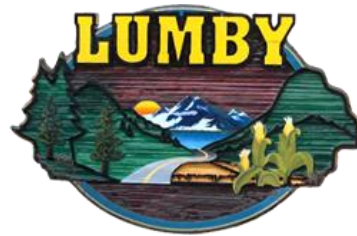
# **Experience with municipal audits**



# Experience with municipal audits

Below is a selected list of our current audit clients in BC.

## Firm experience



## Engagement team experience



# Public sector experience



## 1,100+

Public sector clients in Canada



Subsectors: Government, Education, Health

## Dedicated Professionals

- ▶ Professionals from assurance, accounting, tax, and business advisory service lines that specialize in public sector
- ▶ Share industry trends and best practices
- ▶ Thought leadership publications and events

### Industry experience

BDO provides services to over 1,100 public sector clients including municipalities, regional districts, Provincial and Federal governments, education, health, and Indigenous organizations.

We provide a full range of services to public sector clients and below is a sample of the types of projects we have delivered:

- Year-end audits
- Advising on indirect tax matters
- Advising on internal control issues
- Special reporting on compliance with internal financial policies
- Corporate governance
- Enterprise risk management
- Cybersecurity audits and assessments

### PSAS expertise

BDO has representation on the Accounting Standards Board so we are aware of upcoming changes to the standards. When there are changes in reporting standards, we will work with you to implement them or to put in place an early adoption plan. We will draw on our experiences with the standards setting process and with other public sector entities to ensure efficiency and accuracy in applying the changes.

Your lead engagement partner Mario Piroddi is active within the public sector. He contributes to the development of the sector through speaking engagements, training sessions, and producing industry articles. Mario is a member of the GFOA External Relations Committee. He is also a faculty member with the GFOA and instructs at the Boot Camp program on an annual basis.

We have assisted clients with their PSAS requirements including government transfers, leases, contaminated sites, and asset retirement obligations.

### Knowledge of IT systems used by local governments

Through our extensive client experience, we have worked with and tested data from various systems including MAIS, CaseWare, CityWide, JDEdwards, PerfectMind, SAP, Tempest, Vadim, and WorkDay.

Mario is currently working with our National Public Sector Leader, Franca Petrocelli, in facilitating roundtable discussions with clients who use Vadim and representatives from Central Square/Vadim.

We treat all client records and data carefully. Client information is only available to those working on the engagement, and only to the extent necessary to fulfill their responsibilities. We do not share client information for research or other purposes with anyone inside or outside of the firm.

A serene outdoor scene featuring a wooden chair with vertical slats in the foreground. To the left, a small round table holds a bouquet of pink flowers and a white cup on a saucer. In the background, a calm lake reflects the sky, with distant hills visible under a soft, hazy light. A diagonal white line cuts across the image from the top left to the bottom right.

# **Audit staffing**

# BDO service team

Mario Piroddi will be your main point of contact for senior management and Council. He will provide leadership for the audit team and ensure the services we provide meet your expectations. Your engagement team has worked together on numerous audits and can get started with the work smoothly and quickly. Your service team has complementary strengths and talents including:

- Audit experience with relevant public sector organizations including municipalities, regional districts, Crown corporations, and Indigenous organizations.
- Experience with the Community Charter.
- An in-depth understanding of public sector accounting and reporting requirements, in particular in relation to local government accounting.
- Interpersonal skills and experience working in council / committee environments for public bodies.



## Lead Engagement Partner



**Mario Piroddi**  
CPA, CA, CISA

## Audit Manager



**Kelsey Walder**  
CPA

## Indirect Tax Partner



**Darren Taylor**  
CPA, CA



# Senior team bios

## Lead Engagement Partner



**Mario Piroddi**

CPA, CA, CISA

T: 250-434-4062

E: mpiroddi@bdo.ca

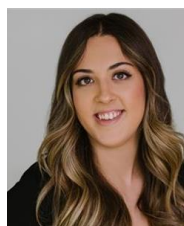
Mario has over 20 years of experience in general accounting, audit, and information systems audits. Mario is the leader for the Local Government group in BC and is involved with the audit training of professional staff. He has lectured on topics such as audit methodology and financial statement analysis.

He is also active with BDO's national office in providing commentary on implementation of data analytics to audit approaches, assurance methodology changes, and responses to exposure drafts issued by the Public Sector Accounting Board.

### Professional affiliations

- Auditor General of BC Auditor Working Group, Member
- GFOA of BC, External Relations Committee and Faculty Member
- Canadian Homebuilders' Association - Central Interior, Treasurer

## Audit Manager



**Kelsey Walder**

CPA

T: 250-372-9505

E: kwalder@bdo.ca

Kelsey is based in BDO's Kamloops office and will be the manager for the audit engagement and will be the main point of contact for your finance team during fieldwork. She will be responsible for planning, scheduling, and delivering the work. She will also perform the initial review of the financial statements.

Kelsey has 6 years of public accounting experience and specializes in audits of local governments and not-for-profit organizations.

### Education and professional designations

- Chartered Professional Accountant (CPA)
- Bachelor of Business Administration with major in Accounting, Thompson Rivers University

## Indirect Tax Partner



**Darren Taylor**

CPA, CA

T: 604-443-4725

E: dtaylor@bdo.ca

Darren is a tax partner who has been in public practice since 1998. He provides income tax, transfer pricing, and sales tax services to clients in a broad range of industries, with a specific focus on the public sector and not-for-profit sector. He helps clients understand how sales and indirect tax impacts their organization and works with them to manage tax risk. His tax experience includes:

- GST, PST, HST advisory and consulting
- Property transfer tax
- Carbon tax
- Sales tax audit defence strategies
- Sales tax refunds/payment recovery
- Business structuring and re-organizations

Darren has presented extensively to industry and professional associations including the CICA Spring Commodity Tax Symposium and the Canadian Tax Foundation Annual Conference.

# Relevant experience for your team leaders

Below is a selection of public sector experience for your lead engagement partner and your audit manager.

Audit client	BDO client since	Mario Piroddi	Kelsey Walder
City of Kamloops	2001	✓	✓
City of Merritt	2014	✓	✓
District of Elkford	2003	✓	✓
District of Invermere	2007	✓	✓
District of Lake Country	2019	✓	✓
District of Summerland	2019	✓	✓
City of Cranbrook	Pre-2000	✓	
City of Kimberley	2003	✓	
Village of Lytton	2020	✓	✓
Village of Cache Creek	2018	✓	
Village of Clinton	2010	✓	
Village of Radium Hot Springs	2007	✓	✓
Thompson-Nicola Regional District	2022	✓	✓
School District No. 58 (Nicola -Similkameen)	2018	✓	✓
School District No. 73 (Kamloops-Thompson)	2005	✓	✓
School District No. 74 (Gold Trail)	2018	✓	✓

A serene outdoor scene featuring a wooden chair with vertical slats in the foreground. To the left, a small round table holds a bouquet of pink flowers and a white cup on a saucer. In the background, a calm lake reflects the sky, with distant hills visible under a clear blue sky. A diagonal white line divides the image from the top left to the bottom right.

# Audit implementation

# Understanding of work

We understand RFP is for annual financial statement audit services for a 5-year term starting with the fiscal year ending December 31, 2023. We understand the auditor will:

- Perform the audit in accordance with generally accepted auditing standards for the District of 100 Mile House and the 100 Mile Development Corporation.
- Issue an independent auditor's report for the District's and the Corporation's financial statements.
- Issue a management letter to the District Council advising of weaknesses to internal controls, or other areas of concern identified during the audits, if any.
- Present the audit findings report to the Council.
- Attend meetings as requested or as necessary, to plan and to close out the audits.
- Communicate to the District any changes in reporting requirements or auditing standards.
- Respond to and discuss with the District on any accounting, auditing, tax, and other issues arising throughout the year.
- Prepare the financial statements.





# Commitment and availability to perform the work

## Ability to perform the work

We confirm that BDO has the knowledge, skills, and experience to perform the work and to meet your deliverables. We have the necessary staff and back-up staff to perform the work.

We make significant investments in the latest technology, software, and tools to maximize efficiency of our work processes. And finally, we invest in our people by ensuring they have the necessary training and knowledge to perform the work effectively and with a high degree of quality and service for our clients.

Should it be necessary to bring in additional experts, we can draw upon our extensive pool of public sector and not-for-profit professionals within BC and across Canada. Our offices work in tandem with each other, collaborating and sharing information to bring the best solutions to our clients.

## Development of staff for public sector audits

All members of the firm with professional designations must complete at least 120 hours of professional development within a 3-year period, with a minimum of 24 hours each year. Our professional development coordinator ensures that each staff member is meeting these requirements.

As a firm, we make significant investments in the training and development of our people through our mandatory professional development, coaching programs, and externally offered courses and programs.

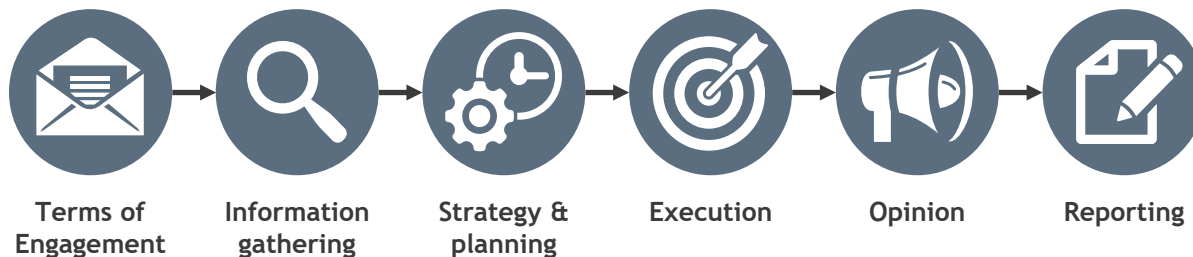
## Approach to gain an understanding of the District's systems and processes

Because of our strong public sector experience, we have a solid understanding of the relevant deadlines and general operational environment you work within. For any significant changes to the organization or the internal controls, we will invest the time and the effort to understand the importance and relevance to the audit.

Our approach includes:

- Engaging with your key stakeholders early to gain an understanding of what is important to your community.
- Holding an early kickoff meeting with key senior staff and members of Council/Board if requested. The purpose of the meeting would be to understand your challenges and successes, which will allow us to develop a customized strategy in approaching the audit.
- Communicating with you throughout the year and throughout the audit. These frequent touch points and interactions help us to deliver a quality audit. You can pick up the phone and call us at any time. Early and frequent communications often reduce issues at the year-end audit.
- Collaborating with you to solve problems while providing a healthy dose of skepticism.
- Holding a debrief session with you at the conclusion of each audit to gain your feedback on the process. We will use your feedback to inform our audit approach for the subsequent years.

# Audit approach



## Highlights of our approach:

- Communicate year-round.
- Quick resolution to accounting issues.
- Commitment to exceptional client service.
- Quick turnaround on phone calls and emails.
- Complimentary training and support.

## High quality, risk focused audit

All BDO member firms employ a proprietary global methodology that enables our teams to conduct a high quality, risk-based audit with maximum efficiency and minimal disruption to your operations and people. While all financial statement audits are required to comply with applicable auditing standards, audit firms use different methodologies to meet those standards, and the methodology used can have a significant effect on the quality and efficiency of service provided.

A thorough understanding and assessment of the risks of material misstatements, whether due to fraud or error in the financial statements, is fundamental to performing an efficient and effective audit and is key to our approach. In determining higher risk audit areas, we consider various matters such as complexity, subjectivity, estimations, inherent and control risks and the likelihood and potential magnitude of misstatements. Our risk assessment process is led by partners and managers, with input from other team members and your organization.

## Senior leadership for the audit

Our partners and managers are involved in every step of the audit, so you always have access to key members on your team. Our teams are structured to give you access to decisionmakers which means timely responses and swift resolution of technical issues or questions.

## Coordinated approach

- We emphasize close coordination with management to gain a meaningful understanding of management's own risk assessments and procedures in place. A risk-based audit approach combined with a well coordinated team will be the catalyst for an efficient audit process.
- We will assess and test controls, as applicable.
- We gather sufficient information on the market and key business and audit risks to inform our audit procedures. We strive to conduct the audit in the most efficient manner and within the agreed time frame and budget. Information gathering will also include a "prepared by client" list with agreed timetable for provision of information.
- We promote clear and timely communication of issues to avoid last minute surprises and to enable smooth and timely reporting.
- Given our extensive experience with public sector organizations, we can provide efficient audit services following best practices in accordance with PSAS.

## What the District of 100 Mile House gains

Our approach is tailored specifically for public sector organizations and focuses on higher risk audit areas. We use experienced staff who understand working within a public sector environment and complex areas are assigned to more senior staff. All this means you will get a smooth and efficient audit with no surprises.

# Audit approach

## Engagement preparation and interim audit procedures

### Engagement preparation

We will plan our audits in conjunction with you, ensuring they are tailored to your needs and focus on your key risks. We will provide you with constructive feedback and industry insight.

The main stages of our planning and strategy phase are outlined below and include our approach in gaining an understanding of your organizational structure and systems.

### Information gathering

We will consult with management on a regular basis to keep current with your operational and organizational matters, so together we can make an effective risk assessment. In addition, our team stays current with economic and reporting issues which may affect your organization and we will incorporate this knowledge in our risk assessment and planning.

### Planning visit

We will meet with management to perform detailed planning procedures including:

- A preliminary analytical review to gain an understanding of your results to develop our expectations and plan the final audit procedures.
- A review of the controls environment.
- Identification of issues that are likely to arise during the audit and in the financial statements. These will be discussed with you immediately and, if possible, resolved in advance of the year-end.
- Agreement of the format of the year-end financial statements with you before the final audit visit.
- Provide you with our samples for detail testing to allow sufficient time for your team to prepare information ahead of the audit.
- Provide our “prepared by client” information request list allowing your team to plan the delivery of audit information.

### Interim audit procedures

#### *Review of the controls environment*

We will document and understand your processes to identify the key internal controls.

We will aim to test those controls that are important from an audit perspective and also those that will help us to deliver an efficient audit.

We will report any significant control weaknesses identified during the audit and highlight any potential areas to improve efficiencies in your processes.

#### *Scope and materiality*

We will determine a materiality level based on our professional judgment in the context of our knowledge of your organization, including a consideration of factors such as industry developments, financial stability and reporting requirements for the financial statements.

Our materiality level will assist in establishing the scope of the audit engagement and audit tests to be performed, as well as evaluating the effect of known and likely misstatements in the financial statements.

We will agree and document the scope, objectives, timetable and organization of the audit work with management.

### Deliverables

The output of this phase will include an audit planning report highlighting our proposed audit materiality and scope, as well as the key risks identified. This report will be provided in advance of the year-end and discussed with those charged with governance at the annual planning meeting.

# Audit approach

## Substantive execution, evaluation, and reporting

### **Substantive execution**

The team will perform the detailed audit procedures on-site during this phase. We have highlighted here the key aspects of what you can expect from our team.

### ***Communication and coordination***

Your audit manager will supervise and coordinate the on-site team, the progress of the work, and make sure any issues are appropriately resolved or escalated. We will update you about our progress and any issues in regular calls and meetings, ensuring you stay informed at every stage of the audit process.

### ***Reviews***

Partner and manager reviews are a key part of our process and help to ensure the quality of our audit. Your partner and manager will perform their reviews on a timely basis to avoid any last minute information requests and ensure early resolution of any issues raised.

### ***Resolution of critical issues***

Should an issue arise, we will discuss this with you immediately so that there are no last minute surprises. We will work with you to reach a pragmatic and workable solution and aim to resolve all issues arising ahead of our clearance meetings.

### ***Responsibility for decisions***

Your lead partner has ultimate responsibility for all key decisions regarding the financial statement audit and will approve the independent auditor's reports. Unlike some firms, you will receive significant input from the partner which means you get access to the right expertise and knowledge throughout the audit process.

### **Management letter**

We expect to be in regular contact with management throughout the year and during the audit. Our management letter at the end of the audit should therefore contain no surprises, but summarize the key issues for management. We will discuss with you how you would like this report presented, as different clients prefer different styles.

This report provides details of weaknesses in processes and internal controls identified during our audit. We will discuss its contents with management in advance of issuing the formal letter to ensure that the points are clear.

### **Clearance meeting**

We will have an annual audit closing meeting with management to report and discuss the audit findings and resolve any outstanding issues. We will also share the intended content of the documents, to the extent appropriate, before they are formally issued for management to provide comment.

### **Reporting to Mayor and Council**

We recognize the importance of providing timely, open, and relevant feedback. We expect to report on:

- Key areas of judgment around the material areas of the financial statements.
- Quality of the year-end close process.
- Our review of the systems and controls in the form of a management letter.
- Recommendations on areas that could be improved.
- Any other matters that you specifically request.

# Audit plan - District of 100 Mile House

## Areas of emphasis or risk

Below is the anticipated audit work plan based on our experience with municipalities and initial analysis of the prior year's financial statements. Each year, we will revise and update our audit plan to reflect significant changes within the organization.

Transaction Stream	Compliance and Substantive Procedures
Cash and cash equivalents; MFA deposits	<ul style="list-style-type: none"> <li>Standard audit procedures involving review of bank reconciliations and cut-off procedures.</li> <li>Confirmation of accounts with third party financial institutions and Municipal Finance Authority.</li> </ul>
Accounts receivable	<ul style="list-style-type: none"> <li>Review reasonability of property tax receivables and management's assessments of the collectability of significant amounts. Review known assessment appeals for material amounts and assess likelihood of success.</li> <li>Review general receivables for significant/unusual amounts; confirm a selections of amounts and consider collectability and appropriateness of any allowances.</li> <li>Review applicability of criteria under PSAS for classification. Consider appropriateness of valuation.</li> <li>Confirm loan receivable amount and consider collectability/valuation.</li> </ul>
Tangible capital assets	<ul style="list-style-type: none"> <li>Obtain an understanding and test controls over the capital asset procurement process including budgeting and project review.</li> <li>Agree a sample of additions and disposals recorded during the year to supporting documentation, ensuring amounts are appropriately recorded.</li> <li>Review of procurement and tendering and adherence to overall process.</li> <li>Perform predictive analytical procedures over amortization expense to ensure accuracy.</li> <li>Review actual additions to budgeted amounts and discuss variances with management.</li> <li>Perform discussions with management over potential impairment of assets.</li> </ul>
Subsidiary entities	<ul style="list-style-type: none"> <li>Review the accounting policy used to account for subsidiary entities.</li> <li>Consider the need for specific audit procedures to be performed over balances and operating results.</li> </ul>

# Audit plan - District of 100 Mile House

## Areas of emphasis or risk

Transaction Stream	Compliance and Substantive Procedures
Accounts payable and accrued liabilities	<ul style="list-style-type: none"> <li>• Obtain a listing of accounts payable, reconcile to the general ledger, and review for unusual items.</li> <li>• Perform a search for unrecorded liabilities by reviewing the cheque register after year-end and unpaid invoices received as at the fieldwork date.</li> <li>• Review construction holdbacks for completeness in relation to on-going capital projects.</li> <li>• Obtain a listing of the accrued payroll liabilities, including benefit liabilities, and assess the completeness and reasonableness of the accruals and appropriateness of any actuarial assumptions and calculations, if applicable.</li> <li>• Review the calculation and completeness of the accrued vacation pay liability.</li> <li>• Review the listings of other accrued liabilities and assess provisions for unusual amounts.</li> <li>• Review the GST processes and perform an overall GST reasonableness test.</li> </ul>
Deferred/restricted revenue	<ul style="list-style-type: none"> <li>• Review significant deferred amounts for appropriateness.</li> <li>• Review significant funding and other agreements to ensure amounts appropriately deferred.</li> <li>• Review Council meeting minutes to ensure significant new revenue sources are appropriately accounted for.</li> <li>• Obtain revenue confirmations from significant funders, including amounts to be deferred.</li> <li>• Review spending of funds to ensure revenue recognition is appropriate.</li> <li>• Obtain listing of building/development permits issued in the year and compare permits issued to DCCs collected, and ensure DCCs collected are in accordance with the bylaws.</li> <li>• For DCCs spent, ensure that the related capital project is in accordance with the allowable projects per bylaw.</li> </ul>
Asset retirement obligations	<ul style="list-style-type: none"> <li>• Review amounts recorded in relation to specialists reports, internal calculations and estimates of costs to be incurred.</li> <li>• Review any other asset retirement obligations recorded for completeness, assumptions and calculations under PS3280.</li> <li>• Consider completeness of disclosures.</li> </ul>

# Audit plan - District of 100 Mile House

## Areas of emphasis or risk

Transaction Stream	Compliance and Substantive Procedures
Loans payable and Debenture debt	<ul style="list-style-type: none"> <li>Obtain confirmation of outstanding balances directly from MFA and other lenders.</li> <li>Ensure appropriate disclosure over sinking fund balances, payment terms and future payments in notes to the financial statements.</li> <li>Review new loan agreements entered during the year, if any.</li> </ul>
Commitments	<ul style="list-style-type: none"> <li>Discuss with management and obtain a listing of commitments and assess for completeness.</li> <li>Review all new significant contracts signed during the year.</li> <li>Review disclosures for completeness.</li> </ul>
Contractual rights	<ul style="list-style-type: none"> <li>Discuss with management and obtain a listing of future revenue contracts and assess for existence and accuracy.</li> <li>Review all new significant revenue contracts signed during the year.</li> <li>Review disclosures for completeness.</li> </ul>
Revenues - taxation	<ul style="list-style-type: none"> <li>Agree mill rates and budgeted taxation amounts to Council bylaws.</li> <li>Assess the reasonableness of amounts recorded based on mill rates and assessed property values.</li> </ul>
Revenues - sales of services	<ul style="list-style-type: none"> <li>Perform substantive analytical procedures, including trend analytics over revenues year over year compared to population growth and rate changes.</li> <li>Review revenue recording controls.</li> <li>Perform cut-off testing for existence and completeness.</li> </ul>
Revenues - government transfers	<ul style="list-style-type: none"> <li>Obtain third party confirmations and/or communications supporting amounts recorded.</li> <li>Review funding agreements to ensure revenue deferred or recognized as appropriate.</li> <li>Examine significant grant and other contribution agreements entered during the year to ensure appropriate accounting treatment and disclosure.</li> </ul>

# Audit plan - District of 100 Mile House

## Areas of emphasis or risk

Transaction Stream	Compliance and Substantive Procedures
General and departmental expenses	<ul style="list-style-type: none"> <li>• Test controls in the purchase and cash disbursement processes.</li> <li>• Analyze current year to prior year variances and gather corroborative evidence.</li> <li>• Using data analytics, we may perform automated procedures to review for unusual items and trends.</li> <li>• Agree a sample of expenses to supporting documentation to ensure accuracy and existence.</li> </ul>
Salaries and benefits; expenditures and accruals; employee future benefits	<ul style="list-style-type: none"> <li>• Review processes and controls over payroll expenses.</li> <li>• Perform substantive testing, including predictive analytical review, and agreement to source documentation over payroll and benefits expense.</li> <li>• Detailed attention to benefit accruals to ensure population is complete and appropriately accrued.</li> <li>• Assess the allocation of salaries and benefits to projects to ensure appropriate and consistently applied to operating segments.</li> <li>• Rely on actuarial assessment over employee future benefits; review actuarial assumptions and employee data used in calculations. We will communicate directly with your actuaries as part of our reliance on their work.</li> </ul> <p>Using data analytics, we may perform automated procedures including:</p> <ul style="list-style-type: none"> <li>• Summarize data by employee to ensure no employee is paid more than the standard number of periods in a year without appropriate rationale.</li> <li>• Rank gross pay per period and review for large or unusual balances.</li> <li>• Rank total payroll for the year by staff and review for large or unusual balances.</li> </ul>



# Audit plan - 100 Mile Development Corporation

## Areas of emphasis or risk

Below is the anticipated audit work plan based on our experience with municipalities and initial analysis of the prior year's financial statements. Each year, we will revise and update our audit plan to reflect significant changes within the organization.

Transaction Stream	Compliance and Substantive Procedures
Cash and cash equivalents	<ul style="list-style-type: none"> <li>Standard audit procedures involving review of bank reconciliations and cut-off procedures.</li> <li>Confirmation of accounts with third party financial institutions.</li> </ul>
Accounts receivable	<ul style="list-style-type: none"> <li>Review general receivables for significant/unusual amounts; confirm a selections of amounts and consider collectability and appropriateness of any allowances.</li> <li>Consider appropriateness of valuation.</li> <li>Confirm amounts receivable with related parties.</li> </ul>
Prepaid expenses	<ul style="list-style-type: none"> <li>Obtain a listing of prepaid expenses at year-end, and agree to supporting documentation.</li> <li>Recalculate amounts accrued as prepaid.</li> </ul>
Accounts payable and accrued liabilities	<ul style="list-style-type: none"> <li>Obtain a listing of accounts payable, reconcile to the general ledger, and review for unusual items.</li> <li>Perform a search for unrecorded liabilities by reviewing the cheque register after year-end and unpaid invoices received as at the fieldwork date.</li> <li>Obtain a listing of the accrued payroll liabilities, including benefit liabilities, and assess the completeness and reasonableness of the accruals and appropriateness of any actuarial assumptions and calculations, if applicable.</li> <li>Review the calculation and completeness of the accrued vacation pay liability.</li> <li>Review the listings of other accrued liabilities and assess provisions for unusual amounts.</li> <li>Review the GST processes and perform an overall GST reasonableness test.</li> </ul>

# Audit plan - 100 Mile Development Corporation

## Areas of emphasis or risk

Below is the anticipated audit work plan based on our experience with municipalities and initial analysis of the prior year's financial statements. Each year, we will revise and update our audit plan to reflect significant changes within the organization.

Transaction Stream	Compliance and Substantive Procedures
Revenue	<ul style="list-style-type: none"> <li>• Confirm Community Forest revenues with the sawmills.</li> <li>• Review funding agreements to ensure revenue deferred or recognized as appropriate. Examine significant grant and other contribution agreements entered during the year to ensure appropriate accounting treatment and disclosure.</li> <li>• Perform substantive analytical procedures on other revenues and sales, including trend analytics over revenues year over year compared to area growth and rate changes.</li> <li>• Review revenue recording controls.</li> </ul>
Expenses	<ul style="list-style-type: none"> <li>• Test controls in the purchase and cash disbursement processes.</li> <li>• Analyze current year to prior year variances and gather corroborative evidence.</li> <li>• Using data analytics, we may perform automated procedures to review for unusual items and trends.</li> <li>• Agree a sample of expenses to supporting documentation to ensure accuracy and existence.</li> <li>• Review processes and controls over payroll expenses.</li> <li>• Perform substantive testing, including predictive analytical review, and agreement to source documentation over payroll and benefits expense.</li> </ul>
Commitments	<ul style="list-style-type: none"> <li>• Discuss with management and obtain a listing of commitments and assess for completeness.</li> <li>• Review all new significant contracts signed during the year.</li> <li>• Review disclosures for completeness.</li> </ul>

# Audit plan

## Other year-end audit work applicable to both entities

In addition to the itemized procedures for each financial statement item as stated above, our year-end audit work will also include the following:

- Financial statement level review of inventories; vouch as necessary.
  - Review of financial statements and working with management to draft the necessary note disclosures to ensure compliance with PSAS/IFRS.
  - Review all related party transactions.
  - Reviewing the minutes of the Council/Board from the beginning of the fiscal year to the draft financial statement approval date.
  - Obtain legal letters from legal counsel to determine status of on-going litigation. Confirm any likely settlements with the Municipal Insurance Association.
  - Perform a review of subsequent events which includes:
    - Review of financial reports prepared by management after year-end to the audit report date.
    - Inquiry with management as to whether there have been any material transactions between the year-end and the audit report date.
    - Review of related party transactions after the year-end.
  - Review the draft annual report containing the audited financial statements before they are publicly published.
-

# Audit plan

## Future audit requirements for new PSAS Standards

Standard	Approach
PS 3280 - Asset retirement obligations (ARO)  Effective for the 2023 fiscal year	<ul style="list-style-type: none"> <li>For 2023 (year of adoption), gain an understanding of management's process over the review of existing asset inventories and the criteria used in determining whether an ARO exists.</li> <li>Review the estimated liability on adoption.</li> <li>Review the assumptions for future costs and discount rates.</li> <li>On-going, annually update our understanding of management's process for identifying new ARO's and consider completeness of new liabilities recorded in relation to asset acquisitions or construction.</li> </ul>
PS3400 - Revenue  Effective for the 2024 fiscal year	<ul style="list-style-type: none"> <li>In advance of year of adoption, obtain from management an understanding of the various revenue stream and an assessment of how they are categorized under the new standard.</li> <li>Obtain from management an assessment of the potential impact on revenue recognition of the new standard on the specific revenue streams.</li> <li>Obtain from management an assessment of method of implementation (i.e. prospective v. retrospective).</li> </ul>
PS 3160 - Public private partnerships (P3)  Effective for the 2024 fiscal year onwards	<ul style="list-style-type: none"> <li>In advance of year of adoption, consider the impact of management's assessment of accounting for existing P3 agreements, if any.</li> <li>On-going, review any new agreements as they arise to confirm management's determination of classification in accordance with PS 3160.</li> <li>If applicable, confirm accuracy of management's calculations, accounting entries and disclosures.</li> </ul>

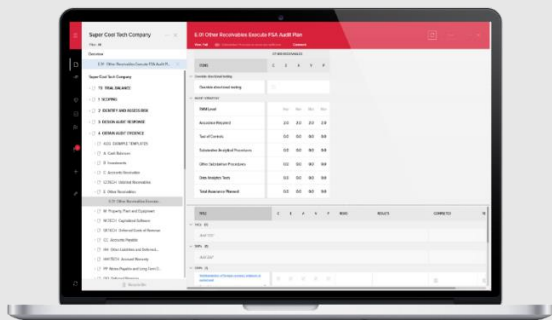
# Use of audit software and tools

Below we briefly describe the audit tools and software we will use to perform your audit.



## APT Next Gen

- Developed in partnership with Microsoft, APT enables engagement teams to consistently execute efficient and effective audits in applying our global audit methodology, while looking for trends and patterns. The mined data facilitates insight on key performance indicators which both informs BDO's processes and supports client business decisions.
- Ensuring strict adherence to global standards and regulations, APT Next Gen drives streamlined processes and insights for our auditors, allowing them to deliver top quality audits and add value.



## DataSnippet

- With DataSnippet we can quickly compare large volumes of information to the details of supporting documents, allowing us to efficiently expand our sample sizes. We incorporate information generated from such tools into the subjective assessments within our audit approach, using them to assess risk, gather audit evidence, and provide greater insights.



### 3x efficiency gain

Repetitive audit tasks in the financial statement procedures are performed 3x faster with intelligent automation.



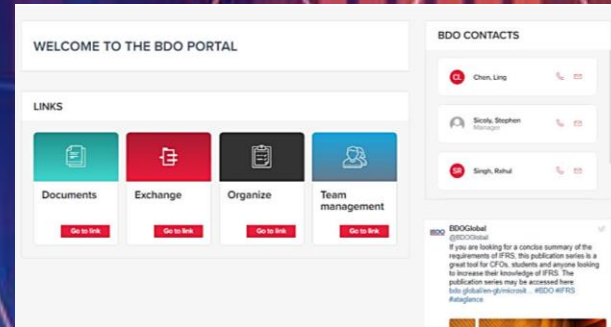
### Improved quality

Efficiency gains through automation allow for even more focus time on audit risk areas, which leads to an overall higher audit quality.

# BDO Global Portal

## Digital collaboration hub

The BDO Global Portal is our collaborative digital hub. It enables us to share information in real time, providing a secure, cloud-based experience. It reduces manual processes by centralizing audit documents and information in one place and team members can easily see the progress of work in real time. Click on image to watch the demo video.



### SECURE DOCUMENT SHARING

A secure collaboration hub with features like multi-factor authentication, DocuSign, Data storage encryption, secure document exchange, and audit logging.



### ENHANCED CLIENT COLLABORATION

Real time collaboration space for BDO and its clients, including project, task, team management, and workflow tools such as electronic signatures.



### ONE PLATFORM, CUSTOMER AT THE CENTRE

Customer-centric solution, giving access to a range of modern tools and apps across service lines and industries.



### NOTIFICATIONS

Set the interval for when and which notifications you want to receive.



### 24/7 ACCESS TO BDO SERVICES

Anytime access to BDO services, modern tools, apps, and insights tailored to your industry and business.



### SEAMLESS & INTEGRATED EXPERIENCE

Open platform with integrated local applications and languages. Together with Exchange, it creates a seamless and tailored experience.

### WHAT OUR CLIENTS SAY ABOUT THE BDO PORTAL:

*"Our controllers and CFOs are happy about everything being visible in one place."*

*"The portal is far better than others we have used - including from the Big Four."*

*"The portal is secure, modern, and user-friendly."*

# Delivery of services

## On-site, remote, hybrid

We have the capabilities and resources to perform the audit remotely, on-site, or a hybrid model that incorporates both. We have received many positive comments from our clients on the ease and convenience of these options. We understand that your current auditor has been delivering in a hybrid environment, and we can continue to deliver services in this manner for you.



### Remote

Perform the audit completely off-site.

Leverage technologies to transfer documents, review working papers, and hold discussions with your team.



### Hybrid

Leverage technology to conduct a significant portion of the audit virtually and only send a reduced team for key audit areas where it is more efficient to perform the procedures in-person.



### On-site

Traditional approach to performing an audit.

We will return to your office to conduct the audit as you have experienced in the past.



# Service timeline

The timeline below is based on our experience with municipalities and local governments. This schedule is flexible and we will work with you based on your requirements and level of readiness. Each year we will update our schedule to reflect significant changes at your organization.

Date	Activities, Milestones, Deliverables
Upon appointment as auditor	Engagement preparation and planning: <ul style="list-style-type: none"> <li>• Meet with management to discuss and agree upon:               <ul style="list-style-type: none"> <li>• Schedule for completion/audit of the financial statements.</li> <li>• List of necessary schedules, working papers, analyses, and other information to be prepared by management.</li> <li>• Determine audit elements and processes.</li> </ul> </li> </ul>
November	Interim audit fieldwork: <ul style="list-style-type: none"> <li>• Assess areas of risk and significance.</li> <li>• Understand and evaluate control environment and test controls relevant to the audit.</li> <li>• Perform interim substantive testing procedures.</li> </ul>
December/January	Audit plan and schedule presentation, including discussion of timetable for audit and other planning and preparation matters.
February	Completion of year-end audit work: <ul style="list-style-type: none"> <li>• Perform year-end audit testing and analytical procedures.</li> <li>• Evaluate results and findings.</li> <li>• Accumulate judgments and differences.</li> </ul> Completion of draft financial statements together with Audit Findings Report and Management Letter.  Hold clearance meeting with management and discuss draft audit report, Audit Findings Report, and Management Letter.
March	Evaluation and reporting: <ul style="list-style-type: none"> <li>• Discuss final draft financial statements, Audit Findings Report, and Management Letter.</li> </ul>
March/April	Approval and Issuance of Audit Report.
May	Debrief with management.



# Anticipated assistance from the District

Below is a summary of the expected assistance from the District. Unless there are significant changes to the finance staff or to the financial systems, our requirements will not differ significantly from what you are used to.





The District staff will:	The District management will:
<ul style="list-style-type: none"> <li>• Provide IT documentation as requested.</li> <li>• Provide information for notes and schedules.</li> <li>• Prepare year-end working papers and lead sheets reconciled to financial statement balances.</li> <li>• Prepare accounting schedules and reconciliations.</li> <li>• Locate documentation to support transactions selected for testing. If necessary due to remote work requirements, scan documents (except for items to be delivered to the audit team while in-field), and post to portal. If in-person, provide hard copies to the audit team.</li> <li>• Working papers and analysis of selected revenue and expense accounts.</li> <li>• Type confirmation letters and other related correspondence and follow up on non-responses.</li> <li>• Provide budget and trend variance analyses as requested.</li> <li>• Provide other reasonable assistance as required by BDO.</li> </ul>	<ul style="list-style-type: none"> <li>• Adhere to the mutually agreed upon timelines.</li> <li>• Inform BDO of any significant issues as soon as possible, including information relating to allegations of actual fraud or suspected fraud.</li> <li>• Discuss significant issues with BDO and prepare the briefing note including the background, research, conclusion, and supporting documentation for our review.</li> <li>• Advise BDO of any advisory projects that could affect the audit.</li> </ul>

Below are the estimated hours we anticipate from your staff during the audit.

Approximate Hours				
	Audit Planning	Interim Audit	Year-end Audit	Final Wrap-up and Delivery
CAO	1 hour	1 hour	1 hour	1 hour
Director of Financial Administration	1 hour	1 to 2 hours per day	2 to 3 hours per day	3 to 6 hours
Other finance staff	1 hour	1 to 2 hours per day	2 to 3 hours per day	1 to 2 hours

# Transition process

We understand changing auditors may result in some level of disruption, however, if done properly, transitioning auditors can be a painless and positive experience. We have transitioned numerous clients, both small and large, from their previous auditors with minimal disruptions because we tailor our approach to you. Our partners are involved in every step of the audit from planning to completion. We will invest the time to understand your working preferences, and we will work with you to ensure a smooth transition process with minimal disruptions to your team. Below is an overview of the transition timeline:

Transition element	Timeline
 <b>Communication with the predecessor auditor</b> In accordance with professional standards, we are required to send a courtesy letter to the predecessor auditor.	<b>Immediately after appointment</b>
 <b>Review of the working papers of the predecessor auditor</b> This should be performed shortly after we are appointed as the auditors. This allows us to better understand the organization, including all issues discussed.	<b>Upon response to our courtesy letter from the predecessor auditor</b>
 <b>Meeting with management</b> This meeting will allow us to meet key staff, lay the groundwork for a solid working relationship, and build the audit schedule.	<b>As soon as possible</b>
 <b>Launch of the audit process</b> Request and gather information and documentation on systems. Collaborate with management to get the information required for the audit.	<b>As agreed upon in the timeline</b>

A photograph of a peaceful outdoor setting. In the foreground, a wooden chair with vertical slats is positioned on a paved surface. To its left, a small round table holds a bouquet of pink flowers and a white cup on a saucer. In the background, a calm lake reflects the sky, with distant hills visible under a clear blue sky. A diagonal white line cuts across the image from the top left to the bottom right.

**Other services**

## Additional services



### PSAS advisory

The financial reporting landscape is becoming increasingly complex. Standard setters regularly consider the changing business landscape, the complexity of transactions, and respond with revisions to, or complete re-writes of accounting standards to accommodate the new environment.

Our financial reporting specialists are on top of all the changes before they happen because they are involved in the process. Our partners are members of the Accounting Standards Board, PSAB Discussion Group, various advisory committees, and industry groups. Our professionals are ready to help you navigate the implementation of these new standards.

Each year, we publish a summary of new and pending changes for PSAS standards. Click to visit our [PSAS Knowledge Centre](#) and download the [2022 PSAS Update](#).

We include in the appendix a copy of our PS3280 ARO publication.



### GST/PST advisory

Inadequate or inappropriate management of indirect tax can put organizations at risk for exposure to CRA queries and potentially result in over payment of taxes. Darren Taylor, Partner and Head of Indirect Tax, can work with you to assess your current practices and to provide you with additional certainty. We have assisted several public sector organizations sort through the complexity of applying PST, GST, and other taxes to their circumstances. Examples of the type of work we have delivered include:

- Review of the transaction streams for proper tax classification to maximize rebates.
- Ensure all operations are properly classified to minimize exposure to indirect tax.
- Review filings whereby the recoverable amount is restricted based on the taxable revenues.
- Review filings for ineligible expenses.



### General tax advice

While corporate taxes is not traditionally something you think about in the public sector, we are seeing more and more times where local governments need this advice. Our tax professionals work closely with clients and remain accessible and responsive. We help our clients with tax planning and structuring to minimize risk and to maximize value by positioning appropriately for future growth and corporate changes. We have provided advice on the following areas:

- How to handle donations for large contributions from a charitable receipting perspective.
- Structuring acquisitions of real property or services from for-profit businesses.
- Discussions and advice surrounding GST and PST.

# Value added services at no-charge to you



## Keeping you informed of changes in accounting standards

We will use a combination of formal and informal methods to communicate with you regarding expected changes to financial reporting, accounting, or legislation that would influence your financial statements. We do not charge extra for such communications.

BDO has memberships and representations on various committees and organizations that provide oversight and leadership on financial reporting, including:

- Chartered Professional Accountants of BC
- Public Sector Accounting Board
- Government Finance Officers Association

Your lead engagement partner Mario Piroddi is active within the local government sector and understands the unique challenges you face.



## BDO and GFOA

BDO is a proud partner and Gold Sponsor of the Government Finance Officers Association of BC and we have hosted many sessions for sharing best practices and financial knowledge. We are proud to say that several of BDO's municipal clients have received the GFOA award for excellence in financial reporting.

Mario Piroddi is a member of the GFOA working group for the Asset Retirement Obligations. He is also a faculty member with the GFOA and instructs at the Boot Camp program on an annual basis.



## Professional development for finance team

Through our Continuing Professional Development (CPD) sessions for clients, we offer complimentary training on new accounting, reporting, tax, and other relevant business issues. Certain sessions qualify to meet the professional development requirements for your accounting staff so that they can maintain their professional development requirements.

A wide variety of sessions are available throughout the year. We offer our sessions at various times of the day and through various formats, ranging from in-person to webinars, to maximize flexibility for our clients.

# Examples of non-audit services for local governments



## ERP needs assessment and GST recovery

City of Kamloops

Team members: Mario Piroddi and BDO Consulting

The City has been a BDO client since 2001. In that time, we provided financial audit services and assisted with various advisory projects including:

- GST recovery engagement to ensure best practices.
- Assisted the City with shortlisting providers for accounting software. Also assisted with system conversion to ensure accurate financial mapping.



Canada's Tournament Capital



## Information technology controls review

City of Dawson Creek

Team members: Mario Piroddi and BDO Risk Advisory

The City engaged BDO's Risk Advisory team to perform an independent assessment of its IT controls to identify areas for improvement. The objective of the review was to assess the design and operating effectiveness of IT controls against industry leading best practices, and identify risk implications associated with the City's IT environment including:

- IT related business processes.
- New and on-going IT initiatives.
- Key data or information flows.
- Supporting risk management processes encompassing IT governance, policies, and procedures.

BDO leveraged industry leading IT control frameworks to assess the design and operating effectiveness of IT controls. The audit was successfully completed on time and on budget.



# Spotlight on specialty services

Below are some speciality services that may be of interest to the District. We would be pleased to connect you with the appropriate service line leader should you require additional information or wish to explore other service opportunities.



## ARO advisory

For many public sector organizations, 2023 is the adoption year for the implementation of the new Public Sector Accounting Standard PS 3280 Asset Retirement Obligations.

Our PSAS technical specialists are available to help you with planning, scoping, and implementation of the new standard. We will draw upon our extensive public sector experience from across Canada to bring you best practices to ensure a smooth process.

Visit our [ARO resource centre](#) for more information.

Brian Szabo

Partner and BC Public  
Sector Leader



## Risk advisory

Risk management helps you predict the unpredictable and prepare your business for any scenario. By implementing risk management measures that are integrated throughout your organization, we help you adopt proactive strategies that foster a culture of risk awareness.

We specifically focus on the risks that can impede the achievement of your overall vision, mission, and strategy. In each of our engagements, we are responsive, attentive, and tailor solutions specifically to your organization's needs.

John Asher

Partner and West  
Region Leader



## Cybersecurity

BDO's cybersecurity consultants help organizations protect their valuable digital assets against theft and misuse. Our cybersecurity team consists of dedicated professionals who bring deep experience to every client relationship.

Guided by the ISO 27002 standard, our professionals work with clients to cover their needs—from improving their readiness, to planning the response for any potential breach, to supporting technical recovery, and forensic activities in case of potential litigation.

Rocco Galletto

Partner and National  
Leader





# Range of services offered by BDO

BDO provides a full suite of assurance, accounting, tax, and advisory services to clients. This means you do not have to shop around to get access to knowledgeable and experienced professionals. Prior to accepting any non-audit engagements with you, we will evaluate any risks to our auditor independence.

## Assurance and Accounting

- Accounting Advisory Services
- Business Transition Services
- CFO Services
- Cloud Accounting Services
- Corporate Payroll Services
- Financial Reporting
- Public Company Services
- Sustainability Services
- Third Party Assurance



## Tax

- Canadian Tax
- Expatriate Tax
- Immigration Services
- Indirect Tax
- International Tax
- Legal Services
- Private Wealth
- SR&ED & Government Incentives
- Tax Controversy and Dispute Resolution
- Transaction Tax
- Transfer Pricing
- U.S. Tax



## Advisory

- Business Restructuring & Turnaround Services
- Commercial Insurance Loss Accounting
- Cybersecurity
- Digital Advisory
- Financial Risk Management
- Forensic Disputes & Investigations
- Indigenous Consulting
- Litigation Support
- M&A and Capital Markets
- Operations
- People & Change
- Personal Injury Loss Accounting
- Procurement
- Risk Advisory
- Sustainability Services
- Technology
- Valuations & Modelling
- Strategy, Value Creation & Analytics
- Wealth Advisory





A photograph of a wooden chair and a small table on a patio. The table holds a bouquet of pink flowers and a white cup of coffee. In the background, there is a blue lake and distant mountains. A large, light-colored diagonal overlay covers the left side of the image.

# **Fee proposal**

# Estimated hours

Our total estimated hours are based on our experience with similar sized organizations and our understanding of the entities at the time of submission. Assuming relative stability at the District, we do not anticipate the total hours to differ significantly for subsequent audits. Each year, at the conclusion of the audit, we will hold a debrief session with you. As part of the debrief session, we will review effort hours to understand where efficiencies can be gained or maximized.

District of 100 Mile House	Interim audit/planning	Year-end audit	Total
Partner	4	16	20
Manager	8	25	33
Senior Accountant	35	80	115
Intermediate and Junior Accountants	10	40	50
Other services - Indirect Tax review	1	2	3
<b>Total</b>	<b>58</b>	<b>163</b>	<b>221</b>

100 Mile Development Corporation	Interim audit/planning	Year-end audit	Total
Partner	2	10	12
Manager	6	16	22
Senior Accountant	16	35	51
Intermediate and Junior Accountants	4	20	24
Other services - Indirect Tax review	1	1	2
<b>Total</b>	<b>29</b>	<b>82</b>	<b>111</b>

# Proposed fees

Our pricing approach is based on fairness and transparency. We have put together a fee that we believe fairly represents the investment to perform the scope of work. Should you have questions about our proposed fees, we welcome the opportunity to speak with you and we will work with you to find the right balance of service and value. The below fees include annual inflationary increases assumed to be 5%. Annual increases will be linked to actual inflation.

	2023	2024	2025	2026	2027
District of 100 Mile House: Audit and financial statement preparation	30,000	31,500	33,075	34,725	36,460
100 Mile Development Corporation: Audit and financial statement preparation	14,500	15,225	15,985	16,785	17,625
Technology and administrative fee	3,115	3,271	3,434	3,606	3,786
Total	47,615	49,996	52,494	55,116	57,871



# Fee assumptions and notes

## Fee assumptions

- The District will disclose all significant transactions and contracts to BDO and will provide a concise summary of those transactions prior to the year-end work.
- There will be no significant changes in internal controls that would prevent us from relying on internal controls when performing audit procedures.
- There are no significant changes to accounting or assurance standards except as noted below relating to Asset Retirement Obligations.
- There will be minimal audit adjustments recorded following BDO's receipt of the leadsheets, general ledger, and trial balance.
- The District's staff will be available during the audit fieldwork to assist with audit requests.
- There will be no significant system or staff changes during the year.
- There are no major deficiencies encountered with the information systems.
- The District will adhere to the mutually agreed upon timetable and provide all requested documents on or before the dates communicated.
- BDO will receive timely responses and full cooperation from the District.
- Our fee quote incorporates our understanding of the District's current level and scope of recurring operations. Additional fees may apply where there are significant changes in operations.
- Our fee for 2023 does not include time required to audit the implementation of PS3280 Asset Retirement Obligations. As management progresses through the implementation of this standard we will be in a better position to estimate scope and provide a fee estimate for this work.

## Rates and procedures for technical questions

We do not charge for ad-hoc advice and support provided in the course of our work with you. Such support would include the discussion of accounting and reporting matters during the audit.

Should these discussions give rise to a specific project, we will agree to a budget with you in advance. Any additional charges for work outside the scope of the currently detailed engagement will be based on the hourly rates at the time of the proposed project.

## Travel expenses and related disbursements

Our fee proposal is based on the assumption of a hybrid audit approach. This means a mix of remote and on-site audit procedures for efficiency of work. Should there be a need for our audit staff to be at the District's premises during fieldwork, we will provide an estimate of the travel expenses at the time of the request.

## Schedule of billing dates

Our typical invoicing schedule for audit engagements is as follows:

- 25% during the interim audit
- 70% during the year-end audit
- 5% upon finalization of the deliverables

Should the District prefer a different schedule, we would be pleased to accommodate your preferences.

## Billing rates for additional services

You may require additional professional services outside of the scope of the audit engagement. Fees for additional services are, by their nature, difficult to estimate. Our approach is to sit down with you before each special assignment, map out the assignment in terms of what needs to be done, identify the approach, determine the timing, and provide an estimate of the fee.

We strive to ensure the work is appropriately planned to get the best value for money. When estimating fees for such work, we will use BDO's current hourly rates at the time of the estimate. Additional discounts are available based on timing of work and other factors.

While we will provide overall fee estimates prior to commencing any new work or special projects, our standard hourly rates at the time of submission are as follows:

Staff Assigned	Hourly rate (\$)
Partners	525
Senior Managers	360
Managers	265
Senior Accountants	180
Intermediate Accountants	140
Junior Accountants	120





A photograph of a wooden chair and a small table on a patio. The table holds a bouquet of pink flowers and a white cup of tea. In the background, there is a lake and mountains. A diagonal white line runs across the image from the top left to the bottom right.

# References

# Client references

## Reference # 1



Canada's Tournament Capital

### City of Kamloops

Name: Lewis Hill  
Title: Manager, Corporate Services

P: 250-828-3659  
E: lhill@kamloops.ca

Relevance: Municipal audit. BDO client since 2001.

Team members: Mario Piroddi, Lead Partner.  
Kelsey Walder, Manager.

## Reference # 2



### City of Merritt

Name: Sheila Thiessen  
Title: Director of Finance (retired)

P: 250-674-1591  
E: thiessensheila@outlook.com

Relevance: Municipal audit. BDO client since 2014.

Team members: Mario Piroddi, Lead Partner,  
Kelsey Walder, Manager.

## Reference # 3



### District of Elkford

Name: Marilyn Rookes  
Title: Director of Financial Services

P: 250-865-4007  
E: mrookes@elkford.ca

Relevance: Municipal audit. BDO client since 2018.

Team members: Mario Piroddi, Lead Partner.  
Kelsey Walder, Audit Manager.





A photograph of a wooden chair and a table on a patio. The table has a bouquet of pink flowers and a white cup of coffee. The background shows a lake and mountains. A diagonal white line runs across the image from the top left to the bottom right.

# **RFP Appendix B**




## PROPOSAL SUBMISSION FORM

Reference: RFP – Annual External Audit Services

In order to be entitled to consideration, a person authorized to sign on behalf of the Firm, and to bind the Proponent to statements made in response to this Request for Proposal, must complete and sign **(Appendix B)** Proposal Submission Form.

The enclosed Proposal is submitted in response to the above-referenced Request for Proposal, including any addenda. Through submission of this Proposal we agree to all of the terms and conditions of the Request for Proposal and agree that any inconsistent provisions in our Proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposal document and have conducted such other investigations as were prudent and reasonable in preparing the Proposal. We agree to be bound by statements and representations made in our Proposal.

I/We hereby offer to provide the noted services to the District of 100 Mile House upon the terms and conditions set out and/or referred to herein, and including any addenda acknowledge as received. In submitted a Proposal, the Firm acknowledges and agrees that it has read, understood and agreed to all terms and conditions described in this Request for Proposal document.

Legal Name of Proponent (and doing business as name, if applicable). (Print or type)	BDO Canada LLP
Name of Authorized Representative (Print or type)	Mario Piroddi
Title:	Partner
Telephone:	250-434-4062
Fax:	250-374-6323
E-Mail:	mpiroddi@bdo.ca
Signature of Authorized Representative:	
Date:	August 15, 2023

A serene outdoor scene featuring a wooden chair and a small table. The table holds a bouquet of pink flowers and a white cup of tea. In the background, a calm lake reflects the sky, with rolling green hills and mountains under a clear blue sky. The scene is bathed in soft, natural light, creating a peaceful atmosphere.

## **Appendix: BDO publication on PSAS 3280 ARO**

## ASSURANCE AND ACCOUNTING

# ASSET RETIREMENT OBLIGATIONS (ARO): A PRACTICAL APPROACH TO SECTION PS 3280

Section PS 3280, Asset Retirement Obligations, was issued by the Public Sector Accounting Standards Board (PSAB or the “Board”) August 2018. It is effective for fiscal years beginning on or after April 1, 2022 which means March 31, 2023 and December 31, 2023 will be the first year ends impacted. Section PS 3280 applies to all public sector entities following Public Sector Accounting Standards (PSAS). The standard provides guidance on how to account for and report a liability for asset retirement obligations (AROs). This publication will walk through a practical approach to applying Section PS 3280 including: how to determine whether an item is within the scope of this standard; the criteria that need to be met to recognize an asset retirement obligation; how to measure such an obligation; the impact of this standard on landfill liabilities; and the different options available to entities on transition.

### Three Step Approach

The three steps in this approach are as follows:

Step 1: Identification	Identify items that are within the scope of Section PS 3280
Step 2: Recognition	For each item in scope, determine if it meets the recognition criteria in paragraph PS 3280.09
Step 3: Measurement	For each item that meets the recognition criteria, determine an appropriate estimate of the asset retirement obligation

Let's look at each step in more detail.

### Step 1: Identify Items that are within the Scope of Section PS 3280

Step 1 is the most important step, since if it is skipped there is the potential for a lot of unnecessary work to be completed on items that are not actually within the scope of Section PS 3280. To know what is in scope, we first need to understand what is meant by the term asset retirement obligation. Section PS 3280 defines an **asset retirement obligation** as a *legal obligation associated with the retirement of a tangible capital asset*. It is important to note that the standard only applies to legal obligations, including obligations created by promissory estoppel.

### What Types of Tangible Capital Assets could be Impacted?

Tangible capital assets that could be impacted include those that are **controlled** by the public sector entity (including leased assets), assets that are currently **in productive use**, as well as, assets **no longer in productive use**. Examples of some costs related to tangible capital assets that would be in and out of the scope of the standard include:

Costs in Scope	Costs out of Scope
Solid waste landfill closure and post closure liabilities	Routine replacement / maintenance
Removal of asbestos	Improper use of a tangible capital asset
Retirement of X-ray machines	Remediation of contaminated sites related to unexpected events
	Waste and by-products produced by tangible capital assets, such as radioactive waste from use of a nuclear facility
	Preparing a tangible capital asset for an alternative use
	Selling or disposal

### AROs Related to Landfills are Included

As noted above, obligations related to landfills will be within the scope of Section PS 3280. In the past, these obligations have been accounted for in accordance with Section PS 3270, Solid Waste Landfill Closure and Post-closure Liability. However, once Section PS 3280 becomes effective, Section PS 3270 will be removed from the PSAS Handbook and all asset retirement obligations related to landfills will be accounted for under Section PS 3280. We will discuss the impact this will have on landfill obligations later in this publication.

### What is an ARO vs. a Contaminated Site?

From the examples above, you may be wondering how to differentiate between items that would be accounted for under Section PS 3280 vs. Section PS 3260, Liability for Contaminated Sites. Determining which standard to apply requires professional judgment, but there are three main distinguishing factors to keep in mind: the cause of the retirement or remediation obligation, the type of obligation and the extent of contamination.

	ARO Section PS 3280 Applies	Contaminated Sites Section PS 3260 Applies
Cause of retirement or remediation obligation	Arises from the <b>acquisition, construction, development and normal use</b> of an asset. Does <b>not</b> need to be associated with contamination	Arises from an <b>unexpected event</b> or <b>improper use</b> and contamination must exist.
Type of obligation	Restricted to <b>legal</b> obligations related to tangible capital assets <b>controlled</b> by the entity.	All liabilities, including those arising from both <b>direct</b> responsibility and <b>assumed</b> responsibility.
Extent of contamination	<b>Does not</b> need to exceed an environmental standard.	<b>Must</b> exceed an environmental standard.

In addition, refer to the flow chart in Appendix A for a series of questions to consider in determining which liability standard applies for a given situation.

### The Right Team

In order to identify potential asset retirement obligations, it is important to put together a team of knowledgeable people from different areas of the organization including finance, public works, asset management, engineering, legal, etc., as well as, any external experts needed. In this first step, the team's goal is to put together a complete list of all potential asset retirement obligations, as well as a list of all key laws and regulations that could impact the organization's assets. While creating this list the team should keep in mind, the most important items to identify are those that could result in a material misstatement to the financial statements.

The team should consider the following as they compile the list of potential items that fall within the scope of PS 3280:

- ☐ Are there any known assets that require retirement or remediation?
- ☐ Does the entity control any landfills?
- ☐ Does the entity control any buildings or structures that contain asbestos?
- ☐ Are there any assets (including leased assets) with known contracts, agreements or legislation requiring clean up or retirement?
- ☐ Are there any assets not in productive use that require clean up or retirement?
- ☐ Has any new legislation come into effect that would require the retirement of any assets?
- ☐ Are there any other items not yet included on the list where asset retirement obligations may exist?

Once all the items that fall within the scope of PS 3280 have been identified, it is time to move onto the next step to determine if each item meets the criteria for recognition.

### Step 2: For Each Item in Scope, Determine if it Meets the Recognition Criteria in Paragraph PS 3280.09

Paragraph PS 3280.09 outlines the criteria for recognition and explains that a liability for asset retirement would be recognized when **all** of the following are met at the financial reporting date:

- ▶ 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.

Let's look at a few of these in more detail.

### Legal Obligations

As previously discussed, Section PS 3280 only applies to legal obligations. A legal obligation establishes a clear duty or responsibility to another party. Legal obligations can result from agreements or contracts, a government's own legislation or that of another government, or a promise conveyed to a third party that imposes a reasonable expectation of performance upon the promisor under the doctrine of promissory estoppel.

### Past Transaction or Event

The existence of an agreement, legislation or any other legally enforceable obligation by itself is not what creates the liability. Instead, the obligating event is the acquisition, construction, development or subsequent use of the tangible capital asset, combined with an agreement, legislation or other legally enforceable obligation requiring remediation of the tangible capital asset. For example when an X-ray machine is purchased by a hospital, the event that creates the asset retirement obligation is the acquisition of the machine. There are also obligations that result from an assets normal use; these are normally predictable and unavoidable, such as a landfill. The obligation to close the landfill site under environmental regulations occurs when the landfill is put into use.

#### FAQs

**Question:** When is an asset retirement obligation for the clean up of asbestos recognized?

**Answer:** When an entity acquires a building that contains asbestos, existing regulations across all jurisdictions in Canada require the entity to handle and dispose of it in a prescribed manner when the building undergoes renovations or is demolished. Although timing of the removal of the asbestos is conditional on the building undergoing renovations or being demolished, existing regulations create a legally enforceable obligation for the entity to remove and dispose of the asbestos. As a result, paragraph PS 3280.18 has made it very clear that **the obligating event occurs when the entity acquires the building**. The ability to defer settlement does not relieve the entity of the obligation, since the asbestos will eventually need to be removed and disposed of because the tangible capital asset containing the asbestos has a finite life. Even if the tangible capital asset containing asbestos were sold, the price would reflect the obligation to retire it.

**Question:** When is an asset retirement obligation recognized when new legislation imposes an obligation for an existing asset that did not previously require retirement?

**Answer:** When the change in circumstance occurs (i.e. the new legislation is effective), at that point the asset retirement obligation arises. The obligation is not recorded as a prior period adjustment, since the change results from a current period event.

### Uncertainty

Uncertainty about the timing of settlement of an asset retirement obligation does not remove the obligation from the scope of Section PS 3280. Instead, it would affect the measurement of the liability.

In determining whether the recognition criteria are met for each item identified in Step 2, the team should consider:

- ☐ Have all laws, legislation, regulations and any potential promises under promissory estoppel, that the entity must comply with been identified?
- ☐ Is the entity legally responsible for retiring the asset?
- ☐ Have all past transactions or events that give rise to an asset retirement obligation been identified?
- ☐ Is there uncertainty that an asset retirement obligation exists?
  - ▶ What needs to be decided for this uncertainty to be realized?
  - ▶ Have legal counsel or other relevant experts been consulted?
- ☐ Are there any situations where the entity is unable to come up with a reasonable estimate of the amount of the liability? If so, what is the reason why this amount cannot be estimated?



## Recognition of the Liability and Allocation of Related Asset Retirement Costs

Once the above recognition criteria have been met, a public sector entity will recognize a liability (credit side of the entry) measured in accordance with the requirements set out in Step 3 below. When the related tangible capital asset is in productive use and not yet fully amortized, the entity will add a corresponding amount (debit side of the entry) to the cost of the asset. The public sector entity will then expense the asset retirement costs in a rational and systematic manner over the remaining useful life of the tangible capital asset.

What happens if the related tangible capital asset is already fully amortized, is no longer in productive use, or was never recognized? Let's take a look at the following frequently asked questions to find out.

### FAQs

**Question:** How are asset retirement costs related to a tangible capital asset that is still in productive use, but already fully amortized (e.g. a fully amortized building containing asbestos) recognized?

**Answer:** Although the tangible capital asset is fully amortized, its historical cost basis still exists. As a result, the asset retirement costs would be added to the asset's existing cost base and expensed over the revised estimate of the asset's remaining useful life.

**Question:** How are asset retirement costs related to a tangible capital asset that is no longer in productive use (e.g. new legislation comes into effect requiring disposal of the asset in a prescribed manner) recognized?

**Answer:** When an asset has been removed from productive use, there is no longer any period of future benefit associated with the asset retirement costs. As a result, the asset retirement costs would be expensed immediately.

**Question:** How are asset retirement costs relate to an unrecognized asset (e.g. such as for an asset that was expensed when purchased) accounted for?

**Answer:** In this case, there is no cost basis to which the asset retirement costs can be attached and asset retirement costs are not a separate asset by themselves, since there is no separate economic benefits resulting from them. As a result, the asset retirement costs would be expensed immediately.

## Step 3: For Each Item that Meets the Recognition Criteria, Determine an Appropriate Estimate of the Asset Retirement Obligation

### Initial Measurement

Under Section PS 3280, the estimate of the liability should include costs **directly attributable** to asset retirement activities. Such costs would include:

- ▶ Amounts spent on post-retirement operation or maintenance and monitoring that are an integral part of the retirement of the asset; and
- ▶ Costs of tangible capital assets acquired as part of asset retirement activities to the extent the assets have no alternative use. For example, if an entity purchased a backhoe to assist with the retirement of a landfill and the backhoe had no alternative use to the entity, then its cost would be included in the asset retirement obligation for the landfill.

When measuring a liability for an asset retirement obligation, it should result in the **best estimate** of the amount required by the entity to retire the tangible capital asset at the financial statement date. Professional judgment, previous experience, third party quotes and the use of experts may be needed in determining the best estimate.

### FAQ

**Question:** Should the liability estimated be based on the effect of legislation that is not yet effective?

**Answer:** No, the effect of new legislation is not taken into consideration in estimating a liability until it has been enacted, regardless of its the effective date. Similarly, the liability should be based on the requirements of existing agreements, legally enforceable obligations and technology that is expected to be used to retire the asset as of the financial statement date.

Section PS 3280 does not include prescriptive guidance on the appropriate technique to use to measure the liability. As a result, professional judgment will be required to determine the technique that is most appropriate in the circumstances. When the cash flows required to settle the liability will occur over future periods, a present value technique is often the best method to use in estimating the liability. A key input into the present value technique is the discount rate. The discount rate used should consider any risks specific to the liability. Both the discount rate and any assumptions used should be internally consistent.

## FAQ

**Question:** Can a recovery be netted against the liability for an asset retirement obligation?

**Answer:** A recovery related to an asset retirement obligations may result when a public sector entity is able to recover asset retirement costs from a third party. However, a recovery **cannot** be netted against the liability. Instead, a recovery must be recorded as a separate asset when the criteria for recognition are met.

Additionally, when Section PS 3280 was issued, an amendment was also made to Section PS 3260 (which previously required recoveries to be netted against the liability for contaminated sites), **prohibiting** the netting of recoveries, to ensure the guidance in both Sections was consistent. This amendment will impact public sector entities who previously recognized recoveries under Section PS 3260 by netting them against the liability for contaminated sites.

## Subsequent Measurement

The carrying amount of the liability must be reassessed at each financial reporting date. This includes taking into account new information and the appropriateness of the discount rate and other assumptions used. Period to period changes in the liability are accounted for differently depending on how they came about and the state of the asset being retired as outlined below:

Changes Resulting from:	Tangible Capital Asset in Productive Use	Tangible Capital Asset No Longer in Productive Use
Revisions to either the: – Timing; – Amount of original estimate of undiscounted cash flows; or – Discount rate	Added to cost of the related tangible capital asset and subsequently amortized in a rational and systematic manner	Expensed in period incurred
Passage of time	Accounted for as an accretion expense	Expensed in period incurred

The liability for an asset retirement obligation must continue to be recognized until it is settled or otherwise extinguished.

In Step 3, the team's goal is to ensure that the estimate for the asset retirement obligation is reasonable. In doing so, the team should consider:

- ☐ Was the information used in estimating the liability available at the financial statement date?
- ☐ Are the costs included in the estimated liability directly attributable to the retirement of the asset?
- ☐ Have all directly attributable costs been considered (e.g. an asset purchased to facilitate the retirement activities that has no alternative use)?
- ☐ Was an appropriate measurement technique used to estimate the liability?
- ☐ Has the consistency of information across similar asset retirement obligations been evaluated?
- ☐ Has an appropriate expert been used? If not, is an expert needed?
- ☐ Have any expected recoveries been recorded separate from the liability?

## Impact of Section PS 3280 on Landfills

As previously discussed, once Section PS 3280 comes into effect, all landfills will need to be accounted for under this standard. The Board decided landfills should be included within Section PS 3280 as they are asset retirement obligations and the Board believes all asset retirement obligations should be accounted for consistently. The following table provides an overview of the main differences entities will experience in the accounting for landfills under Section PS 3280 compared to previous Section PS 3270:

	Section PS 3280 – AROs	Section PS 3270 - Landfills
<b>Liability</b>	Recognized when obligation incurred = earlier recognition	Recognized incrementally as landfill used = later recognition
<b>Total Liability Overall</b>	Generally the same	
<b>Assets</b>	Asset retirement costs capitalized	N/A
<b>Net Debt</b>	Earlier increase in net debt	Later increase in net debt
<b>Total Expenses</b>	Generally the same	
<b>Annual Expenses</b>	Difference in annual expenses are due to differences in methodology used	

The sample statement of financial position below illustrates some of these differences:

**Statement of Financial Position—comparison**

As at March 31 2x23	ARO standard	PS 3270
<b>Financial assets</b>		
Cash and cash equivalents	\$ 600,000	\$ 600,000
Taxes receivable	165,000	165,000
Portfolio investments	495,000	495,000
	1,260,000	1,260,000
<b>Liabilities</b>		
Accounts payable	300,000	300,000
Long-term debt	2,000,000	2,000,000
Asset retirement obligation—landfill	<b>295,532</b>	<b>29,451</b>
	2,595,532	2,329,451
<b>Net financial debt</b>	<b>(1,335,532)</b>	<b>(1,069,451)</b>
<b>Non-financial assets</b>		
Tangible capital assets	<b>10,258,233</b>	<b>10,000,000</b>
Prepaid expenses	15,000	15,000
	10,273,233	10,015,000
<b>Accumulated surplus (deficit)</b>	<b>\$8,937,701</b>	<b>\$8,945,549</b>

## Disclosure

At this point in the process, the asset retirement obligation will be recognized and presented in the financial statements. To assist financial statement users in understanding the obligation, certain information would be disclosed in the notes including: a description of the liability and related tangible capital asset; the amortization method used; the basis for the estimate of the liability; a reconciliation of the beginning and ending liability balances; and any estimated recoveries. In the rare case where an entity is not be able to make a reasonable estimate of the liability this fact and the reasons why must be disclosed.



## Transition

As previously discussed, Section PS 3280 comes into effect for fiscal years beginning on or after April 1, 2022, with earlier adoption permitted. To make transitioning to the new standard easier, three transitional options are provided: prospective application, retrospective application with restatement and modified retrospective application with restatement. The table below provides a high level comparison of these options:

	Prospective Application	Retrospective Application with Restatement	Modified Retrospective Application with Restatement
Impact on Comparative Figures	Not restated	Restated	Restated
Date Liability Measured	Measured as of the date the legal obligation was incurred	Measured as of the date the legal obligation was incurred	Measured as of the date the legal obligation was incurred
Date of Discount Rate and Assumptions Used	Discount rate and assumptions used are those as of the date the legal obligation was incurred	Discount rate and assumptions used are those as of the date the legal obligation was incurred	Discount rate and assumptions used are those as of the first date of the current period (i.e. April 1, 2022)
Impact on Opening Comparative Figures (April 1, 2021)	No impact	Recorded as an adjustment to opening accumulated surplus	Recorded as an adjustment to opening accumulated surplus
Impact on Opening April 1, 2022 Figures	Asset retirement liability and related asset retirement costs initially recognized	Rolled forward from restated comparative figures	Rolled forward from restated comparative figures

The transitional option chosen must be applied consistently to all of an entity's asset retirement obligations.

## FAQ

**Question:** Which transitional option is the best?

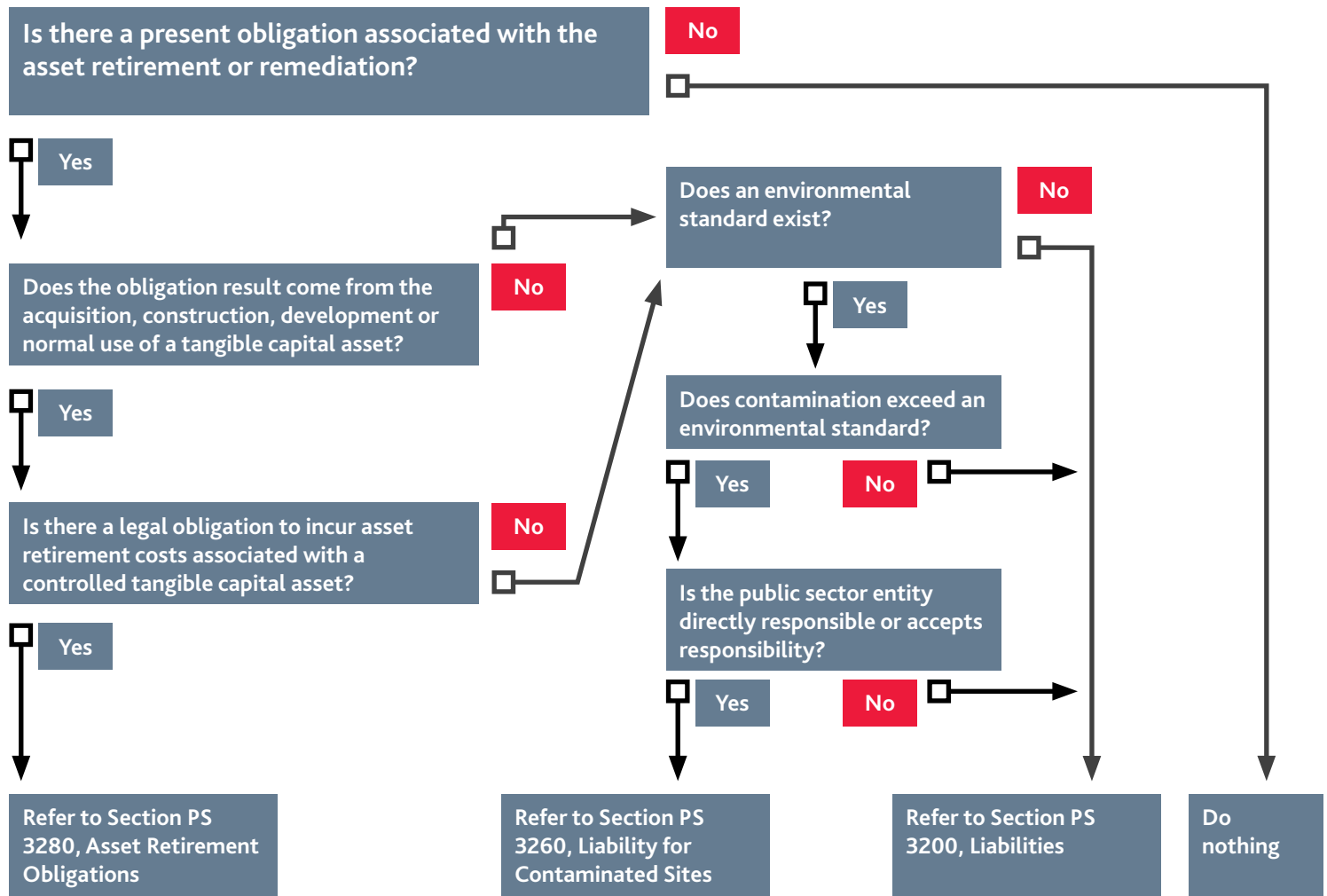
**Answer:** No one option is the best. Each entity would need to consider the information it is able to gather in regards to discount rates and assumptions, as well as, the importance of comparability to financial statement users in determining which option to choose. One point to note is that the modified retrospective method allows an entity to use information and assumptions as at the beginning of the year the entity adopts Section PS 3280, instead of having to go back and determine this information as of the date the liability was incurred. As a result, this option may be more practical to apply than full retrospective restatement. Refer to Appendix C for an example of each of the transitional options.

## Conclusion

Applying Section PS 3280 can seem overwhelming at first, but by assembling the right team and following the steps in this publication, the standard can be applied in an efficient manner. If you have questions about how this standard affects your entity contact your BDO advisor today.

## Appendix A—Determine which Section Applies

The following flowchart can be used to help determine which standard an entity should look to for guidance in accounting for an obligation.



## Appendix B—Three Step Approach Checklist

The following checklist outlines items to consider at each step in the process of applying Section PS 3280.

### Step 1: Identify Items that are within the Scope of Section PS 3280

- ☐ Are there any known assets that require retirement or remediation?
- ☐ Does the entity control any landfills?
- ☐ Does the entity control any buildings or structures that contain asbestos?
- ☐ Are there any assets (including leased assets) with known contracts, agreements or legislation requiring clean up or retirement?
- ☐ Are there any assets not in productive use that require clean up or retirement?
- ☐ Has any new legislation come into effect that would require the retirement of any assets?
- ☐ Are there any other items not yet included on the list where asset retirement obligations may exist?

### Step 2: For Each Item in Scope, Determine if it Meets the Recognition Criteria in Paragraph PS 3280.09

- ☐ Have all laws, legislation, regulations and any potential promises under promissory estoppel, that the entity must comply with been identified?
- ☐ Is the entity legally responsible for retiring the asset?
- ☐ Have all past transactions or events that give rise to an asset retirement obligation been identified?
- ☐ Is there uncertainty that an asset retirement obligation exists?
  - ▶ What needs to be decided for this uncertainty to be realized?
  - ▶ Have legal counsel or other relevant experts been consulted?
- ☐ Are there any situations where the entity is unable to come up with a reasonable estimate of the amount of the liability? If so, what is the reason why this amount cannot be estimated?

### Step 3: For Each Item that Meets the Recognition Criteria, Determine an Appropriate Estimate of the Asset Retirement Obligation

- ☐ Was the information used in estimating the liability available at the financial statement date?
- ☐ Are the costs included in the estimated liability directly attributable to the retirement of the asset?
- ☐ Have all directly attributable costs been considered (e.g. an asset purchased to facilitate the retirement activities that has no alternative use)?
- ☐ Was an appropriate measurement technique used to estimate the liability?
- ☐ Has the consistency of information across similar asset retirement obligations been evaluated?
- ☐ Has an appropriate expert been used? If not, is an expert needed?
- ☐ Have any expected recoveries been recorded separate from the liability?

## Appendix C—Transitional Options Examples

The following fact pattern will be used to illustrate the journal entries required based on the transitional method chosen by the public sector entity.

**Scenario:** Public Sector Entity A previously did not recognize any asset retirement obligations. In preparing to adopt Section PS 3280, which became effective April 1, 2022, the entity has determined that it has one asset retirement obligation. The entity is preparing its March 31, 2023 financial statements. The main assumptions related to the asset retirement obligation are as follows:

- ▶ The tangible capital asset to which the asset retirement obligation relates was acquired April 1, 2005, and is estimated to have a 20 year useful life
- ▶ The entity incurred 100 percent of the asset retirement obligation upon acquisition of the tangible capital asset (April 1, 2005)
- ▶ The entity uses straight-line amortization
- ▶ At April 1, 2022, the undiscounted expected cash flows that will be required to satisfy the asset retirement obligation on March 31, 2025 are \$250,000
- ▶ On April 1, 2005 the discount rate was 5%
- ▶ On April 1, 2022 the discount rate is 3%
- ▶ The discount rate held consistent at 5% until the change on April 1, 2022 to 3%.

### Prospective Application:

Recall that under prospective application, comparatives are not restated, the liability is measured as of the date it was incurred (April 1, 2005) and the discount rate and assumptions used are those as of the date the obligation was incurred. However, when a present value technique is used, Section PS 3280 requires an entity to reassess the appropriateness of the discount rate at each reporting period, and since the discount rate has changed to 3% as of April 1, 2022, that would be the discount rate used when calculating the asset retirement liability.

In addition to the original facts provided above, it has been determined that the present value of the asset retirement liability at April 1, 2022 using a 3% discount rate is \$228,785. Therefore, the journal entry to record the liability and the associated asset retirement costs on this date would be:

Dr. Tangible Capital Asset	228,785	
Cr. Asset Retirement Obligation		\$228,785

Then at the year end date of March 31, 2023 the entity would need to record the accretion of the liability for the year, which has been determined to be \$6,864 and the amortization for the 2023 year, which is \$76,262 ( $\$228,785 / 3$  years). The journal entry would be:

Dr. Amortization Expense	76,262	
Dr. Accretion Expense	6,864	
Cr. Accumulated Amortization		76,262
Cr. Asset Retirement Obligation		6,864

Note that the annual amortization expense is higher under this method than it will be under the other methods, since there is no adjustment made to opening accumulated amortization.

### Retrospective Application:

Recall that under full retrospective application, comparatives are restated, an adjustment is made to opening accumulated surplus, the liability is measured as of the date it was incurred (April 1, 2005) and the discount rate and assumptions used are those as of the date the obligation was incurred.

In addition to the original facts provided, it has been determined that:

- ▶ The present value of the asset retirement liability (and the related asset retirement costs) at April 1, 2005 using a 5% discount rate was \$94,222
- ▶ The present value of the asset retirement liability at April 1, 2021 using a 5% discount rate is \$205,676
- ▶ The present value of the asset retirement liability at April 1, 2022 using a 3% discount rate is \$228,785

Therefore, the journal entry to record the asset retirement obligation on April 1, 2021 would be:

Dr. Tangible Capital Asset	94,222	
Dr. Opening Accumulated Surplus	186,832	
Cr. Asset Retirement Obligation		205,676
Cr. Accumulated Amortization ( $\$94,222 / 20 \text{ years} \times 16 \text{ years}$ )		75,378

Then at the year end date of March 31, 2022 the entity would need to record the accretion of the liability for the 2022 year, which has been determined to be \$10,284 and the amortization expense for the year, which is \$4,711 ( $\$94,222 / 20 \text{ years}$ ). The journal entry would be:

Dr. Amortization Expense	4,711	
Dr. Accretion Expense	10,284	
Cr. Accumulated Amortization		4,711
Cr. Asset Retirement Obligation		10,284

Then for the March 31, 2023 year end the entity would first need to adjust the liability and the asset retirement costs for the change in the discount rate to 3%, since when a present value technique is used an entity is required to reassess the value of the discount rate at each reporting period:

Dr. Tangible Capital Asset	12,826	
Cr. Asset Retirement Obligation ( $\$228,785 - (\$205,676 + \$10,284)$ )		12,826

Then the entity would need to record the accretion of the liability for the 2023 year, which has been determined to be \$6,864, and the amortization expense for the year, which is \$8,986 ( $(\$94,222 - 75,378 - 4,711 + 12,826) / 3 \text{ years}$ ). The journal entry would be:

Dr. Amortization Expense	8,986	
Dr. Accretion Expense	6,864	
Cr. Accumulated Amortization		8,986
Cr. Asset Retirement Obligation		6,864

### Modified Retrospective Application:

Recall that under modified retrospective application, comparatives are restated, an adjustment is made to opening accumulated surplus, and the liability is measured as of the date it was incurred (April 1, 2005). However, the discount rate and assumptions used are those as of the beginning of the fiscal year Section PS 3820 is first applied (April 1, 2022) (i.e. the discount rate of 3% is used).

In addition to the original facts provided, it has been determined that:

- ▶ The present value of the asset retirement liability (and the related asset retirement costs) at April 1, 2005 using a 3% discount rate was \$138,419
- ▶ The present value of the asset retirement liability at April 1, 2021 using a 3% discount rate is \$222,122

Therefore, the journal entry to record the asset retirement obligation on April 1, 2021 would be:

Dr. Tangible Capital Asset	138,419	
Dr. Opening Accumulated Surplus	194,438	
Cr. Asset Retirement Obligation		222,122
Cr. Accumulated Amortization ( $\$138,419 / 20 \text{ years} \times 16 \text{ years}$ )		110,735

Then at the year end date of March 31, 2022 the entity would need to record the accretion of the liability for the 2022 year, which has been determined to be \$6,664 and the amortization expense for the year, which is \$6,921 ( $\$138,419 / 20 \text{ years}$ ). The journal entry would be:

Dr. Amortization Expense	6,921	
Dr. Accretion Expense	6,664	
Cr. Accumulated Amortization		6,921
Cr. Asset Retirement Obligation		6,664

Then the entity would need to record the accretion of the liability for the 2023 year, which has been determined to be \$6,864 and the amortization expense for the year. The journal entry would be:

Dr. Amortization Expense	6,921	
Dr. Accretion Expense	6,864	
Cr. Accumulated Amortization		6,921
Cr. Asset Retirement Obligation		6,864

### Comparison of Impact of the Three Transitional Methods:

The following table provides a side-by-side comparison of the impact of the initial journal entry to record the asset retirement obligation under each of the three transitional methods, as well as, a comparison of the balances of the asset and liability at March 31, 2023.

	Prospective Application	Retrospective Application with Restatement	Modified Retrospective Application with Restatement
<b>Initial Journal Entry</b>			
	<b>April 1, 2022</b>	<b>April 1, 2021</b>	<b>April 1, 2021</b>
<b>Tangible Capital Asset (net book value)</b>	228,785	18,844	27,684
<b>Asset Retirement Obligation</b>	(228,785)	(205,676)	(222,122)
<b>Opening Accumulated Surplus Impact</b>	-	186,832	138,419
<b>Balances as of March 31, 2023</b>			
<b>Tangible Capital Asset (net book value)</b>	152,523	17,973	13,842
<b>Asset Retirement Obligation</b>	(235,650)	(235,650)	(235,650)

The above comparison illustrates that the asset retirement obligation ends up at the same amount at March 31, 2023 under each of the three methods. However, there are significant differences in the net book value of the tangible capital asset. This is because under prospective application, the tangible capital asset is initially recorded at the same value as the related liability so there is no impact on opening accumulate surplus or accumulated amortization. As a result, the net book value of the tangible capital asset is significantly higher than under the other two methods. This also results in a significantly higher annual amortization expense over the asset's remaining three year useful life under the prospective method (approximately \$76,000) than under the retrospective methods (approximately \$7,000). Refer to the journal entries for each method above for a detailed breakdown.

The information in this publication is current as of July 31, 2020.

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## DISTRICT OF 100 MILE HOUSE

### M E M O

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Date: Aug. 28, 2023

To: Mayor & Council

From: Planning

Subject: Development Variance Permit  
Sidney and Carley Goldschmidt  
Lot 11, Plan 8066, DL 31, Lillooet District  
185 Cedar Ave.

---

Please find attached a Development Variance Permit (DVP) application from Sidney and Carley Goldschmidt for the property located at 185 Cedar Ave, legally described as Lot 11, Plan 8066, DL 31, Lillooet District.

The property is zoned R-2 Residential Duplex Zone, and the current use of the property is a single family home with a garage that is slated for demolition.

The DVP application requests Council's consideration to vary the interior side setback [s. 8.5.6 b] and the maximum height [s. 8.5.7 b] for an accessory building under *Zoning Bylaw 1290, 2016*, which specifies:

*s. 8.5.6 b) Minimum Setbacks*

*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.*

*s. 8.5.7 b) Maximum Height*

*5 metres for accessory buildings and structures.*

The applicant wishes to construct a garage and is requesting the following variances:

- a) To decrease the southerly interior side setback from 1.5 m to 1.0 m
- b) To increase the maximum height from 5 m to 6.1 m.



The application has been referred to affected agencies and municipal departments. To date, the following comments have been returned with no objection in principle:

- Community Services & Building Inspection – No objections subject to approved Building Permit;
- Fire Department – The fire department does not have any concerns or objections with the proposed increase in height of the outbuilding. However, with the reduction of setbacks often comes the higher risk of fire spreading to other exposures (buildings, homes, fences, etc.);
- Ministry of Transportation & Infrastructure – The Ministry has no objection to the proposed variance application.

Should Council be in favour of the application as presented, the following resolution would be in order:

BE IT RESOLVED THAT Council of the District of 100 Mile House authorize staff to proceed with advertising and notification of adjoining property owners, of Council's intent to consider issuance of a Development Variance Permit to Sidney and Carley Goldschmidt for the property located at 185 Cedar Avenue, and legally described as Lot 11, Plan 8066, DL 31, Lillooet District to vary Zoning Bylaw No. 1290, 2016, s. 8.5.6 b) from the requirement for a 1.5 metre interior side setback to only 1.0 metre on the southerly interior side setback, and to vary s. 8.5.7 b) from a maximum height of 5.0 metres for an accessory building to 6.1 metres, in substantial accordance with the application as submitted on Aug. 9, 2023.

The following process and timeline are in order:

Council Resolution authorizing DVP to proceed	Sept. 12, 2023
Notification to adjoining property owners	Sept. 25, 2023
Posted to District Website	Sept. 25, 2023
Newspaper advertisement	Sept. 28, 2023
Council consideration of issuing a DVP	Oct. 10, 2023

  
J. Doddridge, Dir. Ec Dev/ Planning

  
Tammy Boulanger, CAO



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

RECEIVED

Reference to Land Use Application Procedure and Fees Bylaw No. 1258-9 2023

Official Community Plan  
Zoning Amendment  
Board of Variance

Development Permit  
Development Variance Permit  
DISTRICT OF 100 MILE HOUSE  
BRITISH COLUMBIA

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

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

### APPLICATION TYPE

Check appropriate box(s)

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

### PROPERTY INFORMATION

Legal Description of Property(s): PID 001-782-193 LOT 11, PLAN KAP8066, DISTRICT LOT 31, LILLOOET LAND DISTRICT  
Civic Address of Property(s): 185 Cedar Ave  
Size of Property(s): 8276 Sq Ft BC Assessment Roll No.: 24-557-00036.000  
Current Zoning: Residential Duplex (R-2) Current OCP Designation: Commercial Central Business District  
Proposed Zoning: N/A Proposed OCP Designation: N/A

### FOR OFFICE USE ONLY

Application Fee Paid: \$ 400.00 Receipt Number: 97657  
Received by: [Signature] Date: Aug. 9, 2023

# INFORMATION FORM

APPLICANT/AGENT	OWNER(S)
Name: _____	Name: <u>Sidney and Carley Goldschmidt</u>
Mailing Address: _____	Mailing Address: <u>Po Box</u>
Postal Code: _____	Postal Code: <u>VOK 2E0</u>
Phone Numbers: (Bus): _____	Phone Numbers: (Bus): _____
(Home): _____	(Home): _____
(Fax): _____	(Fax): _____
E-mail: _____	E-mail: _____

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 \_\_\_\_\_ 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 any plans/reports for the purposes of application processing and reporting.

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

Date: Aug 9, 2023

I/We Sidney Goldschmidt agree to allow the agents of the District of 100 Mile House to enter onto the subject property to inspect the land and buildings.  
(Applicant's Name)

**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)**

Residential Duplex Zone R-2.

Single detached dwelling

**DESCRIPTION OF PROPOSED DEVELOPMENT/USE/BYLAW CHANGE:**

(use separate sheet if necessary)

To build a garage / workshop in the back yard.

Change Bylaw 8.5.6 (b) (Minimum Setbacks interior side parcel line) 1.5 metres, decrease up to 1.0 metre

Change Bylaw 8.5.7 (b) (Maximum Hight for Accessory Building) 5 metres, increase up to 6.1 metres

*I would prefer the above requested variants, however if not approved, please consider a different amount that would be accepted.*

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 type="checkbox"/>	<input type="checkbox"/>
Water Supply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hydro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School Bus Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

### Proposed Water Supply Method

Town supply via existing house.

### Proposed Sewage Disposal Method

Town service via existing house.

### Approximate Commencement Date of Proposed Project

Oct 15th

### Reasons in Support of Application

Reasons and comments in support of the application (use separate sheet if necessary)

-Extra hight to create more wall storage, and to install a tall enough garage door to accomodate my truck and camper.

Also, our property is at a lower elevation compared to the nighbouring side and rear lots with a retaining wall bordering the side and rear propertys. I belive a varience in hight would be suitable to increase and would not be incrouching or look out of place.

-Reduced side set back to accomodate maneuvering a vehicle into the garage door as the position of the existing house on the lot blocks accsess to the garage. If the garage could be moved over closer to the side, even a bit, a sharp turn could be reduced.

**Maps and Drawings:**

The following maps and drawings must accompany the application:

1. A dimensional Sketch Plan drawn to scale showing the parcel(s) or part of the parcel(s) and the location of existing buildings, structures and uses.

Minimum size required: 11 x 17 (ledger size)

2. A dimensional Site Plan drawn to scale showing the proposed use, buildings and structures, elevations, highway access etc.

Minimum size required: 11 x 17 (ledger size)

3. A Contour Map (Plan) drawn to scale with contour interval of up to no more than 10 metres, if warranted by the topographic condition (of the subject site).

Required: Yes ☐ No ☒

**FOR OFFICE USE ONLY**

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

## Attachment to Development Variance permit for 185 Cedar Ave.

### Reasons in support of application.

The existing house is 17 feet (5.18 M) from driveway grade to top of gable. I will be grading the back yard to match the grade of the house. I estimate lowering the grade in the back yard only 1.5 feet. In my estimation the top of the garage will be 3 feet (0.91 M) above the house. Be advised that I may not need to use the entire requested height variant.

The roof of the garage will be orientated to match the house with matching shingles and color. I believe this will unify the appearance and not compromise curb appeal as opposed to orienting the gable end towards the front.

Most of the garage will be hidden behind the existing house.

I have discussed my plans with my neighbors to the left, right and rear, and they do not see a problem with the height or set back requests.

RECEIVED

AUG 10 2023

DISTRICT OF 100 MILE HOUSE  
BRITISH COLUMBIA





Cariboo Hwy 97



First St

SUBJECT PROPERTY

Cedar Ave

Dogwood Ave

Birch Ave

Bridge Creek Pl



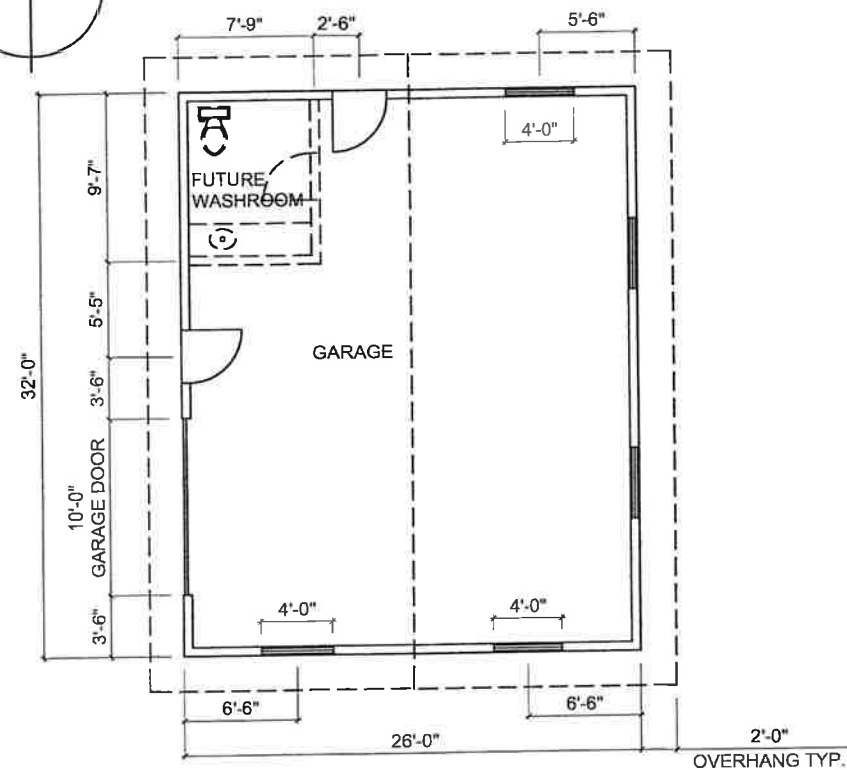
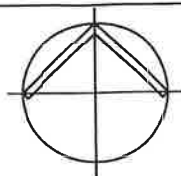
100 Mile House

Cariboo Hwy 97

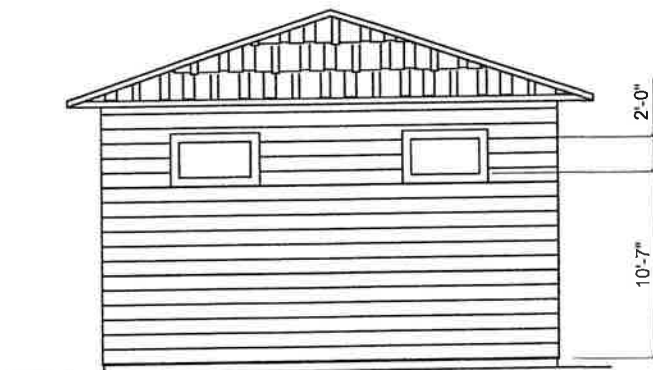
SUBJECT PROPERTY

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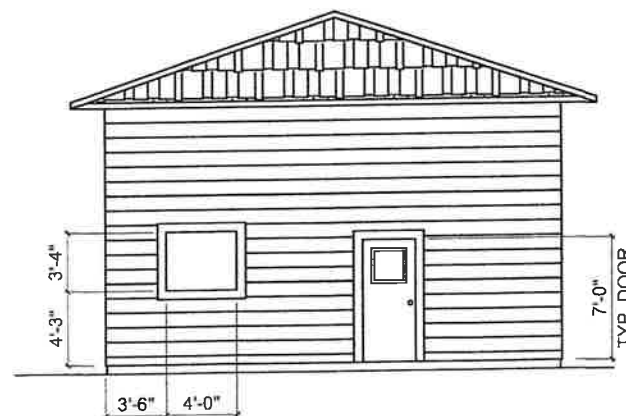
Date: August 2023



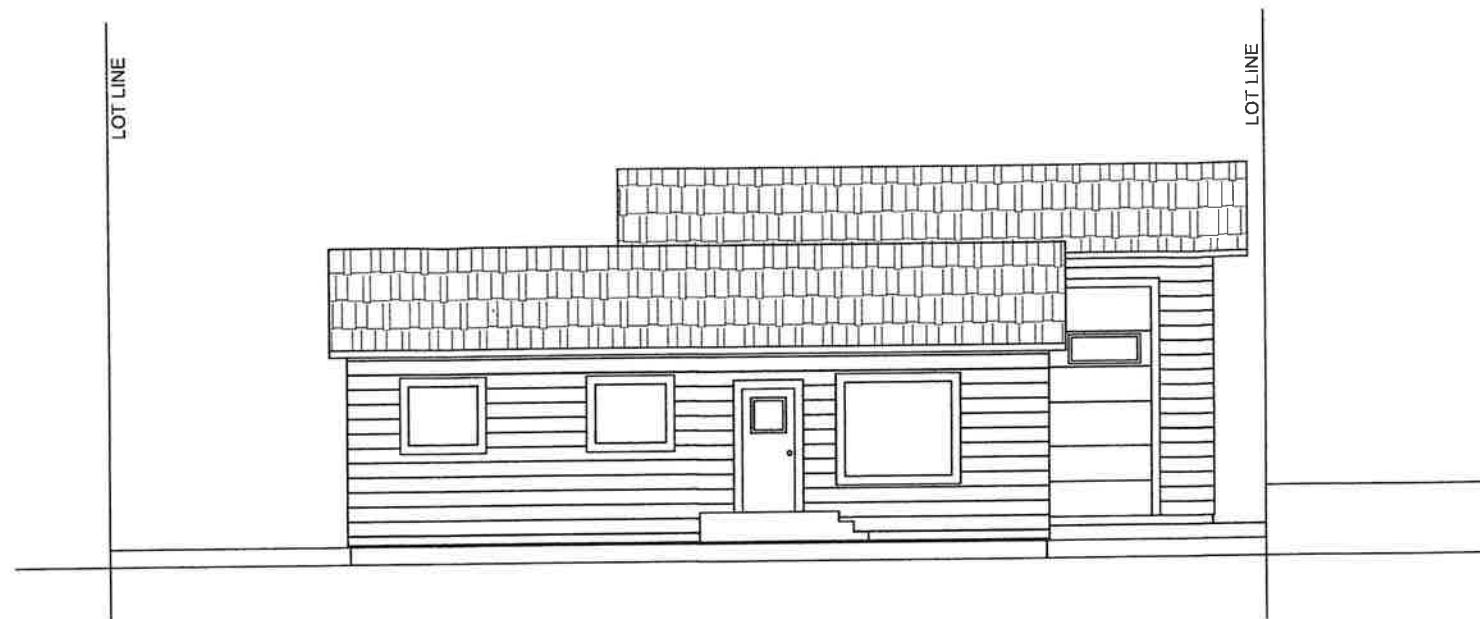
FLOOR PLAN - GARAGE  
SCALE: 1/8" = 1'-0"



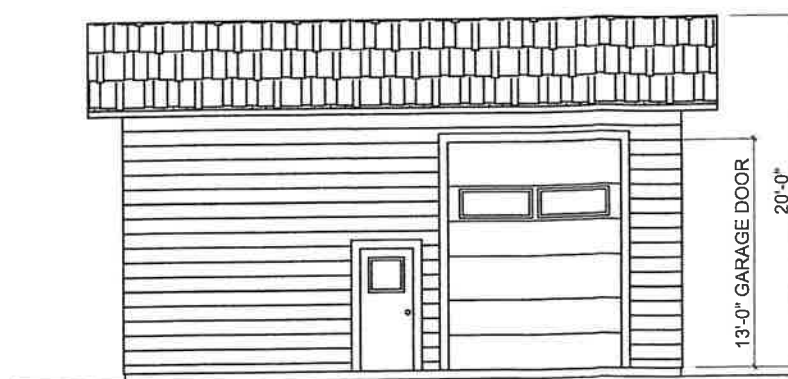
ELEVATION - LOOKING NORTH  
SCALE: 1/8" = 1'-0"



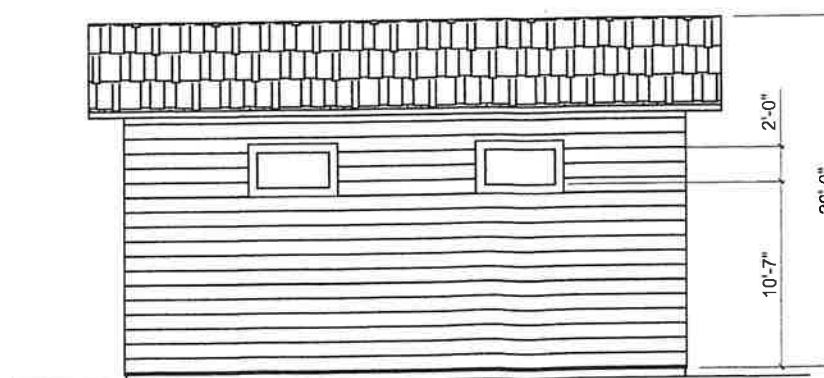
ELEVATION - LOOKING SOUTH  
SCALE: 1/8" = 1'-0"



ELEVATION - STREET VIEW  
SCALE: 1/8" = 1'-0"



ELEVATION - LOOKING EAST  
SCALE: 1/8" = 1'-0"



ELEVATION - LOOKING WEST  
SCALE: 1/8" = 1'-0"

GENERAL NOTES

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE CANADIAN NATIONAL BUILDING CODE (CNBC) AND THE BRITISH COLUMBIA BUILDING CODE (BCBC).

2. THE GARAGE SHALL BE CONSTRUCTED OF MASONRY OR CONCRETE BLOCK.

3. THE GARAGE SHALL BE FINISHED WITH A MINIMUM OF 1/2" GYPSUM BOARD.

4. THE GARAGE SHALL BE VENTILATED BY MEANS OF A MECHANICAL EXHAUST FAN.

5. THE GARAGE SHALL BE EQUIPPED WITH A FIRE EXTINGUISHER.

6. THE GARAGE SHALL BE EQUIPPED WITH A CARBON MONOXIDE DETECTOR.

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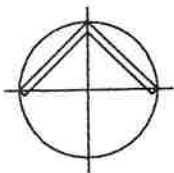
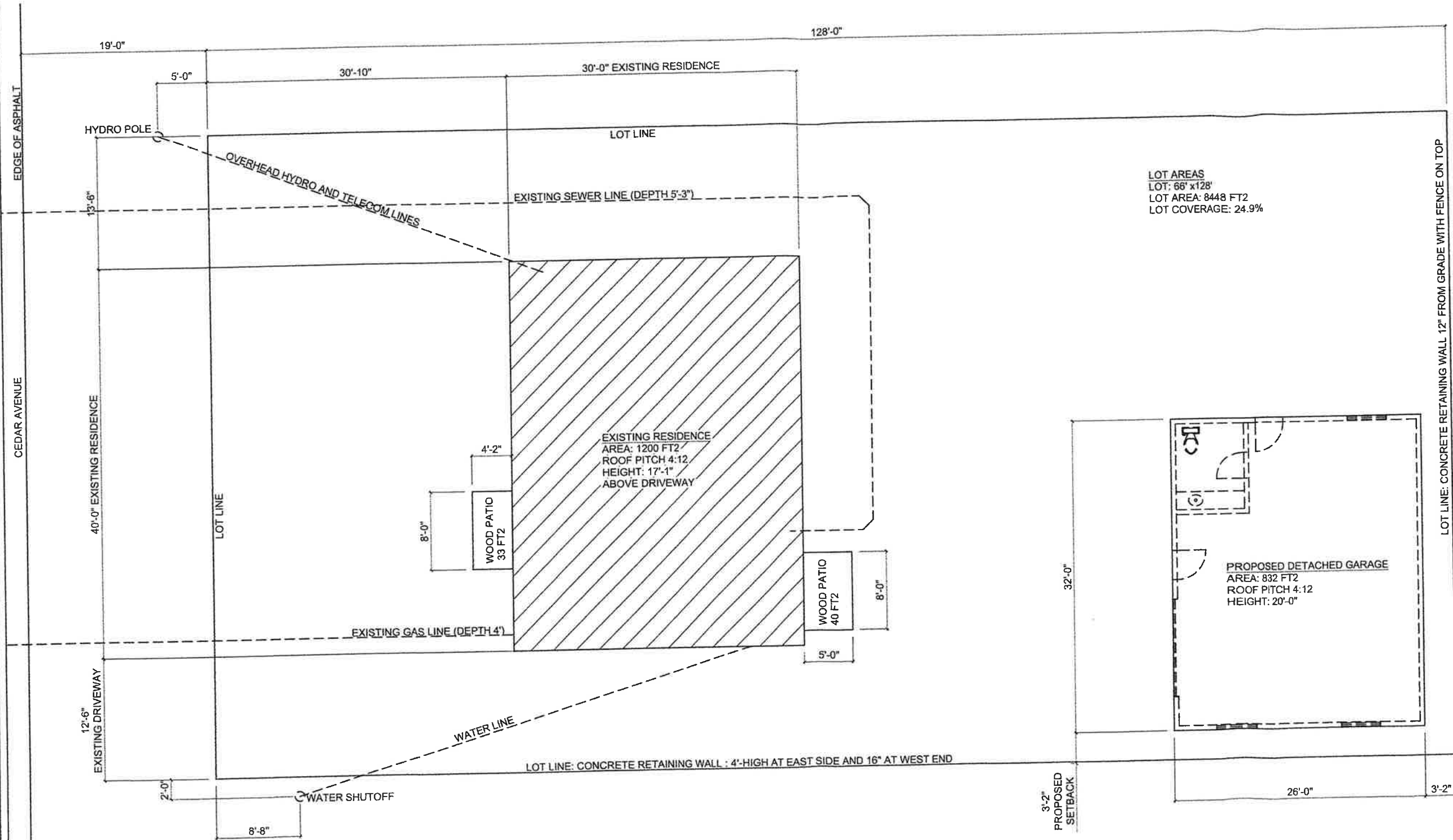
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SITE PLAN  
SCALE: 1/8" = 1'-0"

LEGAL DESCRIPTION  
LOT 11, PLAN KAP8066, DISTRICTS 31, LILLOOET LAND DISTRICT  
PID: 001-782-193  
CIVIC ADDRESS: 185 CEDAR AVENUE, 100 MILE HOUSE, B.C.

LOT AREAS  
LOT: 66' x 128'  
LOT AREA: 8448 FT<sup>2</sup>  
LOT COVERAGE: 24.9%

NO.	REVISION	DATE
1	ISSUED FOR PERMIT	2024-08-01
2	REVISIONS	
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PROJECT NAME & ADDRESS  
100 DISCHMITT - RESIDENCE  
185 CEDAR AVENUE  
100 MILE HOUSE, B.C.

CHANGING FILE  
DETACHED GARAGE ADDITION  
SITE PLAN

DATE  
2024-08-01  
DRAWN  
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CHECKED  
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**District of  
100 MILE HOUSE**

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

**Regular Council – Sept. 12, 2023**

---

**TITLE:** Tax Exemption Bylaw Amendment 1408 - 2023

**PREPARED BY:** Administration

**PURPOSE:** To amend Tax Exemption Bylaw 1354-2019

<p><b>BE IT RESOLVED THAT Tax Exemption Bylaw Amendment 1408-2023 be read a first, second, and third time this 12<sup>th</sup> day of September 2023.</b></p>
---

**BACKGROUND INFORMATION:**

Tax Exemption Bylaw 1354-2019 requires amendments as follows:

- Section 1(d)
  - Name change from Bethal Chapel Society to Hillside Community Church of 100 Mile.
- Section 4(a, b)
  - The District now owns 250 and 265 Cedar Avenue (100 Mile Community Hall) which are automatically exempt as District owned property. These properties will be deleted from the Tax Exemption Bylaw.

**ALTERNATIVE:** n/a

**BUDGETARY IMPACT:** n/a

**POLICY IMPLICATION:** n/a

**ATTACHMENTS:** *Tax Exemption Bylaw Amendment 1408- 2023*  
*Tax Exemption Bylaw 1354-2019*



## **DISTRICT OF 100 MILE HOUSE**

### **Bylaw No. 1354**

**A bylaw to provide tax exemption in accordance with Section 220 and Section 224 of the  
*Community Charter* for a five year term.**

---

WHEREAS Division 6, Section 220 of the Community Charter exempts from taxation certain buildings and the lands on which the buildings stand;

AND WHEREAS Division 7, Section 224 the Community Charter provides that the Municipal Council may by bylaw, exempt from taxation certain lands and improvements and the lands surrounding certain buildings;

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

- 1) That the following properties are hereby exempted from taxation, provided that such properties are used for the purpose of public worship as set out in section 220(1)(h) and section 224(2)(f) of the Community Charter:
  - a) Lot 16, Plan KAP12075, District Lot 31, Lillooet Land District,  
Civic Address: 49 Dogwood Avenue  
Owner: Trustees of the 100 Mile House Pastoral Charge  
**Folio 557-00140.000**
  - b) Lot 1, Plan KAP18910, District Lot 32, Lillooet Land District,  
Civic Address: 566 Birch Avenue  
Owner: Evangelical Free Church of America  
**Folio 557-00295.240**
  - c) Lot 1, Plan EPP17183 District Lot 32, Lillooet Land District & DL 2136  
Civic Address: 440 Horse Lake Road  
Owner: Christ the King Evangelical Lutheran Church  
**Folio 557-00600.072**
  - d) Lot B, Plan KAP89661, District Lot 33& 4175, Lillooet Land District,  
Civic Address: 550 Exeter Truck Route  
Owner: Bethel Chapel Society  
**Folio 557-40029.550**
  - e) Lot 13, Plan KAP11931, District Lot 2138, Lillooet Land District  
Civic Address: 106 Blackstock Road  
Owner: Fraser Basin Property Society  
**Folio 557-41051.065**
  - f) Lot 1, Plan 15598, District Lot 2142, Lillooet Land District,  
Civic Address: 146 Blackstock Road  
Owner: 100 Mile House Sikh Society  
**Folio 557-41053.025**

- 2) That the following properties are hereby exempted from taxation, provided that such properties are used for the purposes of a hospital as set out in section 220(1)(j) and 224(2)(h) of the Community Charter:
  - a) Lot A, Plan KAP14958, District Lot 32, Lillooet Land District, except Plan H8042 & KAP56903  
Civic Address: 555 Cedar Avenue  
Owner: Interior Health Authority  
**Folio 557-00277.000**
  - b) Lot 1, Plan KAP61939, District Lot 32, Lillooet Land District.  
Civic Address: Horse Lake Road  
Owner: Interior Health Authority  
**Folio 557-00600.180**
- 3) That the following properties are hereby exempted from taxation, provided that such properties are used for the purposes of a charitable, philanthropic or other not for profit activities and are used for a purpose that is directly related to the purposes of the corporation as set out in section 224(2)(a) of the Community Charter:
  - a) Lot 4, Plan KAP8751, District Lot 32, Lillooet Land District  
Civic Address: 410 Cedar Avenue  
Owner: Cedar Crest Society for Community Living  
**Folio 557-00254.500**
  - b) Parcel A, Plan KAP18594, District Lot 4847, Lillooet Land District.  
Civic Address: 811 Spruce Avenue  
Owner: Cedar Crest Society for Community Living  
**Folio 557-00656.000**
  - c) Lot 11, Plan KAP8930, District Lot 31, Lillooet Land District  
Civic Address: 345 Cedar Avenue  
Owner: Cedar Crest Society for Community Living  
**Folio 557-00081.000**
  - d) Lot B, Plan KAP25848, District Lot 32, Lillooet Land District except Plan KAP81196 and DL2139  
Civic Address: 155 Wrangler Way  
Owner: The Nature Trust of B.C.  
**Folio 557-00295.263**
  - e) Lot 8, Plan KAP8751, District Lot 32, Lillooet Land District  
Specifically that portion of the building as outlined on Schedule "A" attached to and forming part of this bylaw.  
Civic Address: 215 Fourth Street  
Owner: Roberta & Ronald Bazan  
Lessee: Canadian Red Cross  
**Folio 557 00258.000**

- 4) That the following properties are hereby exempted from taxation, provided that such properties are used for the purposes of a public park or recreation ground or for public athletic or recreational use as set out in section 224(2)(i) of the Community Charter:
- a) Lot 17, Plan KAP8066, District Lot 31, Lillooet Land District,  
Civic Address: 250 Cedar Avenue  
Owner: 100 Mile House Community Club  
**Folio 557-00042.000**
  - b) Lot B, Plan KAP21383, District Lot 31, Lillooet Land District  
Civic Address: 265 Birch Avenue  
Owner: 100 Mile House Community Club  
**Folio 557-00066.500**
  - c) District Lot 1999, Lillooet Land District, Covering that PCL or Tract of Land in the Vicinity of for Community Recreational Purposes, Lease/Permit/Licence #705384  
Civic Address: 500 Ainsworth Road  
Owner: 100 Mile Nordic Ski Society  
**Folio 557-00249.004**
  - d) Lot 1, Plan KAP48360, District Lot 32, Lillooet Land District  
Civic Address: 501 Cedar Avenue  
Owner: Cariboo Elders Building and Recreation Society  
**Folio 557-00295.560**
  - e) District Lot 1999, Lillooet Land District,  
Civic Address: 900 Ainsworth Road  
Owner: 100 Mile House Snowmobile Club 1987  
**Folio 557-40981.620**
- 5) That the following properties are hereby exempted from taxation, provided that such property is used or occupied by a religious organization, as tenant or licensee, for the propose of public worship as set out in section 224(2)(g) of the Community Charter:
- a) Lot 1 Plan KAP87068, District Lot 31, Lillooet Land District  
Specifically the building known as the Chapel and the corresponding portions of land as outlined in Schedule “B”, attached to and forming part of this bylaw.  
Civic Address: 98 Cecil Place  
Owner: District of 100 Mile House  
Lessee: Emissaries of Divine Light, British Columbia  
**Folio # 557-00175.253**
- 6) That the land and improvements described above shall be exempt from taxation, imposed under Section 197(1)(a) of the *Community Charter*, for the years 2020, 2021, 2022, 2023 and 2024.
- 7) That “Tax Exemption Bylaw No. 1269, 2014 is hereby repealed in its entirety and all amendments thereto.

8) That this Bylaw may be cited as the ***“Tax Exemption Bylaw No. 1354-2019.***

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READ A FIRST, SECOND AND THIRD TIME this    10th  day of September, 2019.

ADVERTISED this        19th                  day of September, 2019.

ADVERTISED this        26th                  day of September, 2019..

ADOPTED this        8<sup>th</sup>                  day of October, 2019.

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Mayor

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Corporate Administrator



# DISTRICT OF 100 MILE HOUSE

## Bylaw No. 1408

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Being a Bylaw to amend the District of 100 Mile Tax Exemption Bylaw No. 1354-2019

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This bylaw may be cited for all purposes as “**District of 100 Mile House Tax Exemption Amendment Bylaw No. 1408-2023.**”

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

- 1) That the District of 100 Mile House Tax Exemption Bylaw No. 1354-2019 is hereby amended as follows:
  - (a) Section 1(d) Owner name be amended to read “Hillside Community Church of 100 Mile”
  - (b) Section 4(a) Be deleted.
  - (c) Section 4(b) Be deleted.

READ A FIRST, SECOND AND THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Administrator



**District of  
100 MILE HOUSE**

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

**Regular Council – Sept. 12/2023**

**TITLE:** District of 100 Mile House Business License Bylaw No. 1407, 2023

**PREPARED BY:** Administration

**PURPOSE:** To seek Councils approval of the revised District of 100 Mile House Business License Bylaw.

***"BE IT RESOLVED THAT the District of 100 Mile House Business License Bylaw No. 1407, 2023 be read a first, second and third time this 12<sup>th</sup> day of September, 2023."***

**BACKGROUND INFORMATION:**

The current District of 100 Mile House Business License Bylaw No.1252, has been in effect since 2013. During this time, staff has noted that some housekeeping changes are required along with changes to identify today's business license requirements.

Changes are as follows:

**Section 6 – "No Warranty or Representation"** was deleted and replaced with "Compliance with Other Approval Agencies

Added to ensure businesses comply with all other agency requirements pertaining to the issuance of a business license.

**Section 7.2 – Authority of Business License Inspector**

Expanded on the clause for the Business License Inspector to have the right to grant/refuse a business license.

**Section 8.– License Requirements – Exemptions 8.2(f)**

The intent of this bullet was to clarify whether or not the trucks that were coming into the District to deliver their merchandise and then leave. (ie: Cisco, Freshco, etc.) required a business license. There was confusion surrounding the wording of "manufacturers & processors". Staff has agreed it would be simpler to remove this bullet altogether. We do have manufacturers and production businesses in town and believe they should require a business license.



## **License Fees 8.12 & Transfer 8.13/8.14**

Removed all references to actual dollar values for business licenses and changed wording to refer to the Fees & Charges Bylaw.

## **Section 10 – Specific Business Regulations**

Deleted Adult Services – Escort Services, Body Rub Parlour

This classification has never been used in the last 10-15 years and the Zoning Bylaw does not allow this type of business anywhere within the District.

### **Carnivals & Circuses –10.1**

Defined insurance requirements

### **Taxi, Shuttles and Limousine – 10.2 & 10.3**

changed to “Transportation Services”– simplified wording

### **Arcades, Amusement Establishments and Billiard/Pool Halls –**

Deleted this classification-has not been used in the last 10-15 years.

### **Mobile/Street Vendor 10.12 – 10.19**

Simplified wording

Added provision for personal identification/insurance and display of business license requirements.

### **Canvasser (Door to Door Sales)**

Deleted - Over the years, residents have complained about having someone canvassing in the area as well as canvassers have said the requirements are too onerous and probably would not canvass in the District.

### **Gambling/Gaming Establishments**

Deleted – this classification has not been used in the last 10-15 years.

### **Rentals & Lodging –**

Rates are noted in the Fees & Charges Bylaw.

### **Buskers**

Deleted – this classification has not been used in the last 10 years.



### **Farmers Market 10.27 & 10.28**

Added license requirements clarification as well as proof of insurance.

### **Special Events – 10.31**

Added Multi-Vendor events requirements.

### **Schedule “A” Definitions**

Deleted Body Rub Parlor/Buskers/Canvasser/Escort Services/Gambling & Gaming Establishment

### **ALTERNATIVE:**

That Council not approve the amended Business License Bylaw and further, that Council direct staff to make additional edits to the bylaw.

**BUDGETARY IMPACT:** n/a

**POLICY IMPLICATION:** n/a

### **ATTACHMENTS:**

**Business License Bylaw No. 1407, 2023**

**Business License Bylaw No. 1252, 2013**

DISTRICT OF 100 MILE HOUSE  
BUSINESS LICENSE BYLAW NO.1407, 2023

A bylaw to provide for licensing and regulation of businesses

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WHEREAS pursuant to the Community Charter, Council may, by bylaw, regulate matters in relation to business.

NOW THEREFORE Council for the District of 100 Mile House, in open meeting assembled, hereby enacts as follows:

**1. TITLE**

This Bylaw may be cited for all purposes as “***Business License Bylaw No.1407, 2023.***”

**2. REPEAL**

The “District of 100 Mile House Business License Bylaw No.1252, 2013,” and all amendments therefore are hereby repealed.

**3. SEVERABILITY**

If any portion of this bylaw is found invalid by a court of competent jurisdiction, it shall be severed and the severance shall not affect the validity of the remainder of the bylaw.

**4. INTERPRETATION**

Except as otherwise defined in **Schedule A** to this Bylaw, words and phrases herein are to be construed in accordance with their meanings under the *Community Charter* and the *Interpretation Act*, as the context and circumstances require. A reference to a statute refers to a statute of the Province of British Columbia unless otherwise indicated, and a reference to any enactment refers to that enactment as it may be amended or replaced from time to time. Headings are for conveniences only and must not be construed as defining or in any way limited the scope or intent of this Bylaw. If any part of this Bylaw is held as being invalid by a court of competent jurisdiction, the invalid parts is severed and the remainder is deemed to have been enacted without the invalid part.

## **5. APPLICATION**

This Bylaw applies to all business activity in or from premises within the District, except in relation to activity carried on:

- (a) by the government of Canada or its agents, corporations or persons acting for or on behalf of the Federal government;
- (b) by the Province of British Columbia or its agents, corporations or persons acting for or on behalf of the Province;
- (c) by the District or another local government or by an agent, corporation, or person acting for or on behalf of the District or other local government;
- (d) by a person on an Indian Reserve, by an Indian Band within the meaning of the *Indian Act* (Canada), or by an Indian Band organization composed exclusively of Indian Bands or other person employed to act for or on behalf of the Indian Band.

## **6. COMPLIANCE WITH OTHER APPROVAL AGENCIES**

- 6.1** If a business is subject to any requirements, approvals, or restrictions of the federal, provincial, or local government, the applicant must meet all requirements, acquire such approvals, and adhere to such restrictions prior to submitting an application.
- 6.2** The District's issuance of a license is not a representation by the District to the licensee or any person that the business complies with legislation, or other enactments, that apply to that business. As such, if the District issues a license to a licensee, it is their responsibility for ensuring that their business complies with all applicable legislation and enactments.

## **7. AUTHORITY OF BUSINESS LICENSE INSPECTOR**

- 7.1** The following officers of the District of 100 Mile House are designated as "License Inspectors" for the purpose of issuing business licenses and/or administering and enforcing the provisions of this bylaw:
  - (i) CAO or Deputy
  - (ii) Corporate Officer or Deputy

**7.2** The Business License Inspector may, in accordance with this Bylaw:

- (a) issue a license when he or she is satisfied that the applicant has complied with the requirements of the regulations governing building, zoning, fire, health, sanitation and business;
- (b) shall have the authority to grant or refuse a business license in any specific case, provided that a business license shall not be unreasonably refused and, in the case of refusal, upon request, the Business License Inspector will provide written reasons for refusal.

## **8. LICENCE REQUIREMENTS**

**8.1** A person must not operate a business within the District except in accordance with this Bylaw and, unless exempted in this Bylaw, in accordance with a valid and current license issued by the License Inspector for that business.

### **Exemptions**

**8.2** A license is not required for the following activities:

- (a) a performance, concert, exhibition or entertainment the entire proceeds of which, above actual expenses, are devoted to a charitable purpose.
- (b) a performance, concert, exhibition, entertainment or concession that is held in a licensed theatre or other licensed place.
- (c) a business of letting or renting rooms if not more than 2 rooms are available for letting or renting.
- (d) commercial travelers offering for sale or selling merchandise to merchants for resale by them in the ordinary course of their business.
- (e) owners or operators of retail businesses who only deliver commodities sold by them in the ordinary course of business and pick up commodities being returned or exchanged..
- (f) persons practicing a profession governed by a special Act, unless they regularly and generally carry on business in the municipality.
- (g) Non-profit organizations are not required to obtain a business license but will be required to register with the District.

### **Applications and Information**

- 8.3** Every person applying for a license or a transfer of license shall complete the District Business License Application form. Applications may be signed by the owner or his duly authorized representative.
- 8.4** Any person making an application for a license shall give true and correct details for the business that the license is being applied for, on the application form supplied by the District. Any false declaration or concealment of material facts shall be deemed an infraction of this Bylaw and shall be liable to the penalties set forth in Section 11.4.
- 8.5** For the purpose of this Bylaw, where a business is carried on, in or from more than one premises, the business carried on, in or from each premises shall be deemed a separate and distinct business.
- 8.6** Where more than one business with separate and/or different owners is carried on, in or from a single premise, each separate business requires a business license.
- 8.7** Where more than one business is operated by one owner in or from a single premise, a business license shall be required for the principal business only.
- 8.8** Off-premises sales are permitted where an existing business is carried on from a fixed premise in the District and the business wishes to independently carry on for a temporary period of time from a commercial premise or on municipal property, as per Section 10.25.

#### **Term of License and Renewal**

- 8.9** A license shall be valid for the year in which it is obtained unless it has been cancelled.
- 8.10** In order to continue to operate a business beyond the term of its license, a licensee must renew the license by paying the applicable license fee. For every license renewal the fee must be paid before January 31<sup>st</sup> of each and every year that the business activity continues.
- 8.11** License fees that remain unpaid after January 31<sup>st</sup> will be treated as a new application and the appropriate fees shall apply.

#### **License Fees**



- 8.12** A license is not valid until the required license fee payment, as described in the Fees & Charges Bylaw, has been received.

### **Transfers**

- 8.13** Where a business has transferred ownership, upon sale, a Transfer of License Application must be approved by the License Inspector and the appropriate fees described in the Fees & Charges Bylaw paid.
- 8.14** Where a business has transferred location, a Transfer of License Application must be approved by the License Inspector and the appropriate fees described in the Fees & Charges Bylaw paid.
- 8.15** Where only the name of the business has changed (ownership and location remains the same) the fees described in the Fees & Charges Bylaw apply.

### **Display of License**

- 8.16** The license holder or person in charge of the premises wherein the business is practiced, shall at all times keep the Business License prominently displayed in the sales or reception area of the premises to which the public has access, or in an area designated by the License Inspector.
- 8.17** Upon the termination of the business operations by the license holder, the license holder shall notify the License Inspector that the license is no longer required and shall surrender the license to the License Inspector.

## **9. GENERAL REGULATIONS**

### **Inspections**

- 9.1** Without limiting Section 7.2, the License Inspector or a Bylaw Enforcement Officer may, at reasonable times and in a reasonable manner, enter on or into a property, building, structure, or other premises where business is or appears to be carried on to inspect and determine whether all restrictions, conditions and requirements under this Bylaw or another applicable enactment are being met.

### **Terms and Conditions by License Inspector**

- 9.2** The License Inspector may impose terms and conditions that must be met for obtaining, continuing to hold, or renewing a license for the purpose of addressing any concern or obstacle to the reasonable operation of the business, including issues of safety, health, nuisance, crime prevention or reduction, security of persons or property, and otherwise for compliance with this Bylaw or other applicable enactments.

### **Suspension or Cancellation of License**

- 9.3** A business license may be suspended or cancelled for reasonable cause. Without limiting subsection 9.3, any of the following circumstances may constitute reasonable cause:

- (a) the holder fails to comply with a term or condition of the license;
- (b) the holder is convicted of an offence indictable in Canada;
- (c) the holder is convicted of an offence under an Act or municipal bylaw in respect of the business for which the holder is license or with respect to the premises named in the license;
- (d) the holder is deemed, under this Act or the *Offence Act*, to have pleaded guilty to an offence referred to in section 9.3(c).
- (e) the holder has ceased to comply with a bylaw or has otherwise ceased to meet the lawful requirements to carry on the business for which the holder is licensed or with respect to the premises named in the license;
- (f) in the opinion of the Council, the holder has engaged in misconduct that warrants the suspension or cancellation of the license, if the misconduct is:
  - i. in respect of the business
  - ii. in or with respect to the premises named in the license, or
  - iii. in respect of that business or another business, or in or with respect to the premises of that business or other business, carried on by the holder inside or outside the municipality.

- 9.4** The suspension of a license by the License Inspector shall be made by notice in writing signed by the License Inspector and served on the person holding such license or delivered to the holder of such license by registered mail to the address given by the Licensee on the application for license.

- 9.5** Any person whose license has been suspended under section 9.3 may appeal to the District Council, and upon appeal, the Council may confirm or may set aside the suspension on such terms as Council may think fit.
- 9.6** The License Inspector is authorized to grant a license if, in his or her opinion he or she is satisfied that the applicant has complied with the requirements of the bylaws of the District regulating building, zoning, health, sanitation and business. In cases where the License Inspector is not satisfied that the applicant has complied with the requirements of the aforementioned bylaws, the License Inspector may refuse to grant a license.
- 9.7** Notwithstanding anything contained in this bylaw, District Council may, on the affirmative vote of at least two-thirds (2/3) of its members, refuse in any particular case to grant the request of an applicant for new or renewed Business License; however, the granting or renewal of a license must not be unreasonably refused.

## **10. SPECIFIC BUSINESS REGULATIONS**

### **Carnivals and Circuses**

- 10.1** No Business License shall be issued for a *Carnival* or *Circus* until the applicant provides to the District of 100 Mile House, proof satisfactory to the License Inspector of a commercial general liability insurance that:
- (a) has limits of not less than \$5,000,000 per occurrence;
  - (b) includes the District named as additional insured;
  - (c) the licensee shall hold the District harmless against claims, actions for injury, property damage, loss or death arising out of or resulting from the operation of a business;
  - (d) contains a cross-liability clause;
  - (e) provides that the insurer will give the District at least 30 days prior written notice of cancellation of, or material alteration to, the policy.

### **Transportation Service**

- 10.2** Every business carrying the license for a taxi/shuttle/limousine must provide the District of 100 Mile House with a valid copy of a British Columbia Drivers License.

- 10.3** No business shall operate or permit to operate, in the District of 100 Mile House, a commercial passenger vehicle unless licensed under the provisions of the British Columbia Passenger Transportation Act.

**Second-Hand Dealers and Pawnbrokers**

- 10.4** Every Second-Hand Dealer and Pawnbroker shall keep a register and shall clearly record in that register the following information on each item at the time the item is received:
- (a) a reference number unique to the item;
  - (b) the make, model, serial number and description of the item;
  - (c) the amount paid for the item;
  - (d) the time and date of receipt of the item;
  - (e) the full name, residential or business address and full description of the person from whom such articles, goods or things were purchased or received, along with the number and expiration date from one of the following picture identifications: a passport, a driver's license, or a British Columbia Identification (BC ID) card;
  - (f) the full signature of the person from whom the articles, goods or things were purchased or received; and
  - (g) the make, model and Provincial License Plate of the motor vehicle used by the person from whom such articles, goods, or things were purchased or received, for the purpose of delivering the articles, goods or things.
- 10.5** The register shall be the permanent record and the operator responsible shall ensure that it is not destroyed, defaced or mutilated. No entry which has been made shall be erased or obliterated. The register shall be open to inspection by members of the RCMP Detachment and by the District Bylaw Enforcement Officer at all times during business hours.
- 10.6** Every operator shall forthwith upon demand being made by any member of the RCMP Detachment provide, during business hours any and every article requested which has been received or acquired by the business.
- 10.7** No operator shall alter, sell, exchange or otherwise dispose of any item which has been received or acquired by the business within seven (7) days of receipt or acquisition.
- 10.8** No operator shall allow any item to be removed from the premises within seven (7) days of the date of receipt or acquisition, unless such item is removed by a member of the RCMP Detachment.

- 10.9** Every operator under this category, or their employee or agent, shall on the Saturday of each and every business week, compile and sign a true and accurate report of all articles received or acquired during such business week. Such report shall be delivered, in the form required by the License Inspector, to the Non-Commissioned Officer of the 100 Mile House RCMP Detachment by 10:00 a.m. of the 1<sup>st</sup> business day of the following week.
- 10.10** Every operator under this category shall ensure that his premises are maintained in an orderly and safe condition, and shall ensure that no part of the premises are unsightly.
- 10.11** This section of the bylaw does not apply to operators of second-hand art and book shops, second-hand clothing stores and not for profit thrift stores.

**Mobile/Street Vendor**

- 10.12** Every business carrying a license for mobile/street vendor shall only operate on private property with written permission of the owner/tenant, a copy of which is to be kept on file at the District, and upon approval of Council, any municipal owned designated property.
- 10.13** Every person who sells from a vehicle shall provide registration for the vehicle and provide valid Personal Identification.
- 10.14** Every business shall obtain five million (\$5,000,000) liability insurance inclusive of limits covering bodily injury, death and property damage including the loss of use of such property, showing the District of 100 Mile House as a coinsured party and a copy of which is to be kept on file at the District.
- 10.15** Every mobile/street vendor who sells any commodity by its weight, shall have available and use a weigh scale capable of accurately weighing any such commodity.
- 10.16** A Health Permit is required for the selling/preparing/serving of food or beverages.
- 10.17** Must always display business license within the motorized or non-motorized vehicle/cart.
- 10.18** Every mobile/street vendor shall ensure that the business does not obstruct the free movement of pedestrians and traffic, as applicable.

- 10.19** Every mobile/street vendor shall ensure that any and all litter, refuse or garbage generated by the business be disposed of appropriately, and that the space is maintained and left in a safe, clean and sanitary condition.

**Off-Premises Sales**

- 10.20** Off-premises sales are permitted subject to the conditions outlined in the bylaw.
- 10.21** Off-premises sales are permitted only in areas designated and zoned commercial in the Zoning Bylaw.
- 10.22** Off-premises sales are restricted to a maximum of three (3) days per event.
- 10.23** If the off-premises sales are held on privately-owned property, written permission of the property owner and tenant or such other person duly authorized to give such permission should be obtained and a copy shall be provided to the District of 100 Mile House prior to the event.
- 10.24** Where an existing business is carried on from a fixed premise in the District and the business wishes to independently carry on for a temporary period of time from a commercial premise or on municipal property, the fees described in the Fees & Charges Bylaw will apply:
- 10.25** A business may only operate on municipal property with written approval from the District of 100 Mile House. Any person or business, seeking a license to conduct business on municipal property, must obtain liability insurance in the amount of Five Million Dollars ( \$5,000,000.00) for personal injury, death and property damage, as well as (if applicable), vehicle insurance. The liability insurance must contain a clause indemnifying the District from liability in the event of injury or damage being done to any person or property as a result of any activity of the business, and contain a clause that the insurance cannot be terminated without a thirty day notification of such to the District of 100 Mile House. Proof of such insurance must be submitted to the satisfaction of the Director of Financial Administration or License Inspector prior to the granting of a license.
- 10.26** Applications that are refused by the License Inspector will be forwarded to Council for reconsideration if written request is received in the Municipal Office within ten (10) days of refusal of the license.

### **Farmer's Market**

- 10.27** Every Farmers' Market applicant must obtain a license that shall cover ALL the vendors participating in the market inclusive of mobile concessions and prior to allowing the sale of any goods, be able to provide evidence that all vendors intending to sell food products have complied with any conditions, restrictions or requirements of the District and the Medical Health Officer.
- 10.28** Every Farmers' Market must not operate on District lands or premises until the Farmers' Market applicant has obtained permission from Council and has provided a certificate of insurance that includes vendors' product liability, in a form and on terms acceptable to the District naming the District as an additional insured.
- 10.29** Each location is deemed to be a separate market and a license will be required for each market location.

### **Special Events**

- 10.30** A business entity must complete the "*Business License Application for Special Events*" to obtain a valid business license for the location where a special event is to be held or conducted, except in the case where the location is occupied by a not-for-profit entity which is not required to hold a business license for the location.
- 10.31** At multi-vendor events,
- (a) The primary organization for the event is required to attain a business license;
  - (b) A business license is not required if the organizer is a not-for profit entity which continuously and legally occupies the location, whether or not they are required to hold a valid business license for that location;
  - (c) Vendors are not required to attain a business license, however it is the responsibility of the primary organization to ensure that each vendor has attained appropriate health inspections, liability insurance, etc.
- 10.32** The License Inspector may waive the license fee for a special event where the organizer is a not-for-profit organization and the purpose of the event is to raise funds for charitable purposes.

## **Cannabis Retail Store License Regulations**

- 10.33** A requirement of this bylaw pertaining to Cannabis Retail Stores does not abrogate the applicant of any other requirements contained herein that are generally applicable to all businesses.
- 10.34** A business license for Cannabis Retail Store is required whether the Cannabis store operates for profit or not for profit basis.
- 10.35** A business license will only be issued once an “approval in principle” is received from the Province and the District has provided a favorable resolution to the LCRB. The business license will be issued on the condition that the LCRB provides final approval.
- 10.36** The *Cannabis Control and Licensing Act* defines regulations and terms and conditions that relate to owners and operators of non-medical cannabis retail stores in B.C. and it is the responsibility of the licensee to be aware of and to operate in compliance with these rules.
- 10.37** Licensees are also responsible for knowing and complying with any Federal, Local Government and/or Indigenous Nation laws, bylaws and requirements.
- 10.38** A Cannabis Retail Store must not:
- (a) advertise or promote the use of cannabis to a person under the age of 19;
  - (b) allow a person to smoke, vape, consume or otherwise ingest Cannabis or products containing Cannabis on the premises;
  - (c) display signage that is in contravention of Provincial and Federal legislation and the District’s Sign Regulation Bylaw including all amendments and replacements thereto;
  - (d) place any sandwich board signs outside the premises;
  - (e) operate the cannabis retail store between the hours of 9 pm and 9 am daily
- 10.39** A Cannabis Retail Store must:
- (a) use the front door for public access to the retail storefront;
  - (b) install video surveillance cameras that monitor all entrances and exits and the interior of the business premises at all times;
  - (c) install a security and fire alarm system;



- (d) not allow Cannabis to remain on the premises when the business is not open to the public, unless the Cannabis is securely stored on the premises in a locked cannabis storage room & display cases.
- (e) ensure that no odour is detectible from public property, neighboring properties, or other premises within the same building;
- (f) not use the premise to carry on business other than the Cannabis Retail Store;
- (g) ensure that windows on street frontage of the premises are not blocked by translucent or opaque material, artwork, posters, shelving, display cases or similar elements;
- (h) ensure the cannabis and cannabis accessories are not visible from outside the store.

**10.40** A Cannabis Retail Store must promptly bring to the attention of the License Inspector:

- (a) the name of any new on-site manager, officer, director or shareholder of the licensee;
- (b) any criminal charge brought against the licensee or an on-site manager, officer, director or shareholder of the licensee.

**10.41** A Cannabis Retail Store must promptly provide the License Inspector a current police information check for any now on-site manager, officer, director or shareholder of the licensee.

**10.42** Any person making application for a Cannabis Retail Store license shall at the time of making such application,, in addition to the general requirements under this Bylaw, must;

- (a) hold a valid license issued by the Province to sell cannabis and be in compliance with all conditions and requirements of said license;
- (b) provide any other documents required by the License Inspector.

### **Cannabis Production**

**10.43** The *Cannabis Act* defines regulations and terms and conditions that relate to cannabis production in Canada and it is the responsibility of the licensee to be aware of and to operate in compliance with these rules.

**10.44** Licensees are also responsible for knowing and complying with any Provincial, Local Government and/or Indigenous Nation laws, bylaws and requirements.

**10.45** A license holder for a business which is Cannabis Production must do the following:

- (a) install and maintain an air-filtration system on the premises that prevents odour from seeping outside the facility and prevents odour from being detected beyond the property where the facility is located.

## **11. ENFORCEMENT, CONTRAVENTION AND PENALTY**

### **Enforcement**

**11.1** This Bylaw may be enforced by a Bylaw Enforcement Officer or a person duly appointed as the License Inspector and may be enforced:

- (a) by means of a ticket issued under the MTI Bylaw No.1340, 2019
- (b) by way of proceeding brought under the *Offence Act*

### **Contravention**

**11.2** Any person who fails to comply with the regulations within this Bylaw, or who violates any provision of this bylaw, is guilty of an offence.

**11.3** Where the offence is a continuing one, each day that the offence continues shall constitute a separate offence.

### **Penalty**

**11.4** Upon being convicted of an offence under this Bylaw, a person shall be liable:

- (a) if issued a ticket, to pay a fine imposed under the MTI Bylaw No.1340, 2019
- (b) if a proceeding is brought under the *Offence Act*, to pay the fine imposed and any further amounts that may be ordered by the court under the *Community Charter* or the *Offence Act*.

READ A FIRST, SECOND AND this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Mayor

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

## **SCHEDULE "A"**

### **DEFINITIONS**

In this Bylaw:

<b>Amusement Machines</b>	means machines or surfaces on which mechanical, electrical, automatic or computerized games or contests are placed for amusement or entertainment, and for which a coin or token is required or a fee is charged for use. Without restricting the generality of the foregoing, Amusement Machines include video machines, pinball machines, pool and billiard tables;
<b>Cannabis</b>	means cannabis as defined in the <i>Controlled Drugs and Substances Act</i> or <i>Cannabis Act</i> , and includes any products containing cannabis.
<b>Cannabis production</b>	means the premises where cannabis and cannabis derivatives (whether medical or non-medical) are lawfully cultivated, propagated, harvested, researched, tested, produced, store, manufactures, prepared, packaged, distributed, destroyed, transported, shipped, or delivered, but does not include retail cannabis sales or the cultivation of cannabis by an individual for personal use and consumption.
<b>Cannabis retail sales</b>	means the sale of cannabis or cannabis accessories as lawfully permitted and authorized under the Provincial Cannabis Control and Licensing Act to retail consumers for consumption off site.
<b>Carnival</b>	means a business having any mechanical riding device, games of chance or skill, midways or similar attractions;
<b>Circus</b>	means the exhibiting of a public circus menagerie, hippodrome, horse show or pony show;
<b>Farmers Market</b>	means persons carrying on a business in an outdoor or enclosed market, made up multiple vendors, for the sale of farm and garden produce and handicrafts produced by full-time residents of the area;

<b>Mobile/Street Vendor</b>	means the business of selling or offering for sale goods or services primarily from a motor vehicle, trailer, cart or other mobile device;
<b>MTI Bylaw</b>	means the District of 100 Mile House Municipal Ticket Information Bylaw No.1340, 2019, and as amended from time to time or superceded;
<b>Pawnbroker</b>	means every person who carries on the business of taking goods or chattels in pawn, whether or not the provisions of the <i>Pawnbrokers Act</i> apply to him;
<b>Personal Photo Identification</b>	<p>means any of the following that is current and valid and includes a photograph of the person it identifies:</p> <ul style="list-style-type: none"><li>(a) a driver's license issued by a Canadian province or territory;</li><li>(b) a provincial identity card;</li><li>(c) a passport issued by the government of Canada or another state recognized by the government of Canada;</li><li>(d) a certificate of Canadian citizenship or landed immigrant status issued by the government of Canada; or</li><li>(e) a certificate of Indian status issued by the government of Canada;</li></ul>
<b>Second-Hand Dealer</b>	means and includes every person who is in the business of purchasing, receiving, taking on consignment, holding, offering for sale or trade, selling, exchanging or otherwise dealing with used or second-hand property of any kind whatsoever;
<b>Special Events</b>	means a business type involving short term or temporary events, performances, concerts, exhibitions, entertainment or concession which includes but is not limited to retail sale, auction, Trade show, flea market or craft fair.
<b>Trade Show</b>	means a type of Special Event involving organizing a group of more than five (5) merchants to gather in one location or building to offer or promote sales, such as the sale of goods, wares, merchandise, services, products or concepts.

# DISTRICT OF 100 MILE HOUSE BUSINESS LICENSE BYLAW NO. 1252, 2013

A bylaw to authorize the issuance of business licenses and business regulations for the collection of such business fees.

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WHEREAS the Community Charter authorizes Council to regulate in relation to business, to prohibit any activity or thing until a business license has been granted, to provide for the granting, refusal, suspension and cancellation of license and to establish time periods, terms and conditions of a license.

NOW THEREFORE Council for the District of 100 Mile House, in open meeting assembled, hereby enacts as follows:

## **SECTION 1. INTRODUCTION**

### **Citation**

- 1.1 This Bylaw may be cited for all purposes as *"Business License Bylaw No. 1252, 2013."*

### **Repeal and Transition**

- 1.2 The *"District of 100 Mile House Business License Bylaw No. 850, 2000,"* and all amendments therefore are repealed.
- 1.3 Any business license issued under the former Bylaw that has not expired on the date that this Bylaw comes into force and effect are deemed to have been issued under this Bylaw, and expire on December 31, 2013 or such earlier date as may be specified in the license.

### **Interpretation**

- 1.4 Except as otherwise defined in Schedule A to this Bylaw, words and phrases herein are to be construed in accordance with their meanings under the *Community Charter* and the *Interpretation Act*, as the context and circumstances require. A reference to a statute refers to a statute of the Province of British Columbia unless otherwise indicated, and a reference to any enactment refers to that enactment as it may be amended or replaced from time to time. Headings are for conveniences only and must not be construed as defining or in any way limited the scope or intent of this Bylaw. If any part of this Bylaw is held as being invalid by a court of competent jurisdiction, the invalid parts is severed and the remainder is deemed to have been enacted without the invalid part.

## **Application**

- 1.5 This Bylaw applies to all business activity in or from premises within the District, except in relation to activity carried on:
- (a) by the government of Canada or its agents, corporations or persons acting for or on behalf of the Federal government;
  - (b) by the Province of British Columbia or its agents, corporations or persons acting for or on behalf of the Province;
  - (c) by the District or another local government or by an agent, corporation, or person acting for or on behalf of the District or other local government;
  - (d) by a person on an Indian Reserve, by an Indian Band within the meaning of the *Indian Act* (Canada), or by an Indian Band organization composed exclusively of Indian Bands or other person employed to act for or on behalf of the Indian Band.

## **No Warranty or Representation**

- 1.6 The issuance, renewal or continuation of a license, or of terms or conditions imposed by the District in relation to a license, is not and must not be construed as a guarantee, warranty, assurance or other representation by the District or the License Inspector that the owner, operator or business complies with this Bylaw or other applicable laws, enactments, or occupational, trade or professional standards. Responsibility for meeting all legal requirements and standards, and for carrying on business in a reasonable and safe manner, rests entirely with the licensee, owner, operator or other person engaged in or responsible for the business activity.

## **SECTION 2. AUTHORITY OF LICENSE INSPECTOR**

- 2.1 The following officers of the District of 100 Mile House are designated as “License Inspectors” for the purpose of issuing business licenses and/or administering and enforcing the provisions of this bylaw:
- (i) CAO or Deputy
  - (ii) Corporate Officer or Deputy

2.2 The License Inspector may, in accordance with this Bylaw:

- (a) issue a license when he or she is satisfied that the applicant has complied with the requirements of the regulations governing building, zoning, fire, health, sanitation and business;
- (b) refuse, suspend or cancel a business license for reasonable cause.

### **SECTION 3. LICENSE REQUIREMENTS**

#### **Restriction**

3.1 A person must not operate a business within the District except in accordance with this Bylaw and, unless exempted in this Bylaw, in accordance with a valid and current license issued by the License Inspector for that business.

#### **Exemptions**

3.2 A license is not required for the following activities:

- (a) a performance, concert, exhibition or entertainment the entire proceeds of which, above actual expenses, are devoted to a charitable purpose.
- (b) a performance, concert, exhibition, entertainment or concession that is held in a licensed theatre or other licensed place.
- (c) a business of letting or renting rooms if not more than 2 rooms are available for letting or renting.
- (d) commercial travelers offering for sale or selling merchandise to merchants for resale by them in the ordinary course of their business.
- (e) owners or operators of retail businesses who only deliver commodities sold by them in the ordinary course of business and pick up commodities being returned or exchanged.
- (f) wholesalers, manufacturers, or processors who are only in the business of offering for sale or selling their own merchandise and delivering it in their own vehicles to merchants for resale by them in the ordinary course of their businesses.
- (g) persons practicing a profession governed by a special Act, unless they regularly and generally carry on business in the municipality.



- (h) Non-profit organizations are not required to obtain a business license but will be required to register with the District.

### **Applications and Information**

- 3.3 Every person applying for a license or a transfer of license shall complete the District Business License Application form. Applications may be signed by the owner or his duly authorized representative.
- 3.4 Any person making an application for a license shall give true and correct details for the business that the license is being applied for, on the application form supplied by the District. Any false declaration or concealment of material facts shall be deemed an infraction of this Bylaw and shall be liable to the penalties set forth in Section 6.3.
- 3.5 For the purpose of this Bylaw, where a business is carried on, in or from more than one premises, the business carried on, in or from each premises shall be deemed a separate and distinct business.
- 3.6 Where more than one business with separate and/or different owners is carried on, in or from a single premise, each separate business requires a business license.
- 3.7 Where more than one business is operated by one owner in or from a single premise, a business license shall be required for the principal business only.
- 3.8 Off-premises sales are permitted where an existing business is carried on from a fixed premise in the District and the business wishes to independently carry on for a temporary period of time from a commercial premise or on municipal property, as per section 5.47.

### **Term of License and Renewal**

- 3.9 A license shall be valid for the year in which it is obtained unless it has been cancelled.
- 3.10 In order to continue to operate a business beyond the term of its license, a licensee must renew the license by paying the applicable license fee. For every license renewal the fee must be paid before January 31<sup>st</sup> of each and every year that the business activity continues.
- 3.11 License fees that remain unpaid after January 31<sup>st</sup> will be treated as a new application and the appropriate fees shall apply.

### License Fees

- 3.12 Except where otherwise stated, in any section of this bylaw, the fees payable for a new Business License for the first calendar year of the application will be **One Hundred and Twenty Dollars (\$120.00)**, which fee will be reduced to **Eighty Dollars (\$80.00)** in the second and subsequent calendar years. The full fee is to be paid at the time the initial application is submitted to the License Inspector; 50% shall be returned to the applicant if such application is rejected.
- 3.13 The fees payable for a Business License for the first calendar year of the application will be **Eighty Dollars (\$80.00)**, where a person submits an application and commences business after July 31<sup>st</sup> of the given calendar year. The full fee is to be paid at the time the initial application is submitted to the License Inspector; 50% shall be returned to the applicant if such application is rejected.

### Transfers

- 3.14 Where a business has transferred ownership, upon sale, a Transfer of License Application must be approved by the License Inspector and the appropriate fees paid.
- 3.15 Where a business has transferred location, a Transfer of License Application must be approved by the License Inspector and the appropriate fees paid.
- 3.16 **The Business License Transfer Fee shall be \$ 35.00.**
- 3.17 Where only the name of the business has changed (ownership and location remains the same) the fee shall be **\$ 10.00.**

### Display of License

- 3.18 The license holder or person in charge of the premises wherein the business is practiced, shall at all times keep the Business License prominently displayed in the sales or reception area of the premises to which the public has access, or in an area designated by the License Inspector.
- 3.19 Upon the termination of the business operations by the license holder, the license holder shall notify the License Inspector that the license is no longer required and shall surrender the license to the License Inspector.

## **SECTION 4. GENERAL REGULATIONS**

### **Inspections**

- 4.1 Without limiting section 2.2, the License Inspector or a Bylaw Enforcement Officer may, at reasonable times and in a reasonable manner, enter on or into a property, building, structure, or other premises where business is or appears to be carried on to inspect and determine whether all restrictions, conditions and requirements under this Bylaw or another applicable enactment are being met.

### **Terms and Conditions by License Inspector**

- 4.2 The License Inspector may impose terms and conditions that must be met for obtaining, continuing to hold, or renewing a license for the purpose of addressing any concern or obstacle to the reasonable operation of the business, including issues of safety, health, nuisance, crime prevention or reduction, security of persons or property, and otherwise for compliance with this Bylaw or other applicable enactments.

### **Suspension or Cancellation of License**

- 4.3 A business license may be suspended or cancelled for reasonable cause. Without limiting subsection 4.3, any of the following circumstances may constitute reasonable cause:
- (a) the holder fails to comply with a term or condition of the license;
  - (b) the holder is convicted of an offence indictable in Canada;
  - (c) the holder is convicted of an offence under an Act or municipal bylaw in respect of the business for which the holder is license or with respect to the premises named in the license;
  - (d) the holder is deemed, under this Act or the *Offence Act*, to have pleaded guilty to an offence referred to in section 4.3(c).
  - (e) the holder has ceased to comply with a bylaw or has otherwise ceased to meet the lawful requirements to carry on the business for which the holder is licensed or with respect to the premises named in the license;
  - (f) in the opinion of the Council, the holder has engaged in misconduct that warrants the suspension or cancellation of the license, if the misconduct is:
    - i. in respect of the business
    - ii. in or with respect to the premises named in the license, or

- iii. in respect of that business or another business, or in or with respect to the premises of that business or other business, carried on by the holder inside or outside the municipality.
- 4.4 The suspension of a license by the License Inspector shall be made by notice in writing signed by the License Inspector and served on the person holding such license or delivered to the holder of such license by registered mail to the address given by the Licensee on the application for license.
- 4.5 Any person whose license has been suspended under section 4.3 may appeal to the District Council, and upon appeal, the Council may confirm or may set aside the suspension on such terms as Council may think fit.
- 4.6 The License Inspector is authorized to grant a license if, in his or her opinion he or she is satisfied that the applicant has complied with the requirements of the bylaws of the District regulating building, zoning, health, sanitation and business. In cases where the License Inspector is not satisfied that the applicant has complied with the requirements of the aforementioned bylaws, the License Inspector may refuse to grant a license.
- 4.7 Notwithstanding anything contained in this bylaw, District Council may, on the affirmative vote of at least two-thirds (2/3) of its members, refuse in any particular case to grant the request of an applicant for new or renewed Business License; however, the granting or renewal of a license must not be unreasonably refused.

## **SECTION 5. SPECIFIC BUSINESS REGULATIONS**

### **Adult Services – Escort Service; Body Rub Parlor**

- 5.1 Every person carrying on the business of or operating an *Escort Service* or *Body Rub Parlor* shall:
  - (a) supply the License Inspector, at the time of application, with the name, age, birth date, and address of every person proposed to be employed or engaged as a shareholder in the said business;
  - (b) supply the License Inspector, at the time of application with an official passport, photograph of every person proposed to be employed or engaged as a shareholder in the said business, with the date that the photograph was taken and the name and address of the photographer stamped on the back;
  - (c) notify the License Inspector within forty-eight (48) hours of any change in the personnel employed, or the shareholders engaged, in the said business;

- (d) maintain to the satisfaction of the License Inspector a written record of every request to provide a service or furnish an escort, giving the name and address of the person requesting the service together with the name of the person recommended to provide the service;
  - (e) ensure that all persons employed by or engaged in the said business are bonded in accordance with the *Bonding Act* prior to commencing any work on behalf of said business;
  - (f) ensure that any person employed by or engaged in such business wears, while providing a service, a distinguishable and clearly visible name tag that includes the name of the business and the name of the employee; and
  - (g) not operate the said business between the hours of 8:00 p.m. and 8:00 a.m. of the following day.
- 5.2 The premises of a *Body Rub Parlor* must meet the requirements of the *Health Act* of British Columbia with respect to personal service establishments.
- 5.3 Any person, while operating or employed in a *Body Rub Parlor* must be clothed in clean, washable, non-transparent, outer garments that cover the body between the neck and the knee.
- 5.4 **The Business License fee for an Escort Service and a Body Rub Parlor shall be One Thousand Dollars (\$ 1,000.00).**
- 5.5 The provisions of this section do not apply to licensed and certified massage and physical therapists who are certified under the appropriate Provincial and/or Federal legislation.

### **Carnivals and Circuses**

- 5.6 No Business License shall be issued for a *Carnival* or *Circus* until the applicant has deposited with the License Inspector a policy of comprehensive liability insurance which should be in the amount of Five Million Dollars (\$ 5,000,000.00) to cover bodily injury, death and property damage, including the loss of use of such property. Such policy of insurance shall name the District of 100 Mile House as an additional insured and state that it applies to each insured in the same manner and to the same extent as if a separate policy has been issued to each.
- 5.7 **The Business License fee for a Carnival or Circus shall be One Hundred and Seventy Five Dollars (\$ 175.00) per day.**

### **Taxis, Shuttles and Limousine**

- 5.8 A Business License for a *Taxi, Shuttle* or *Limousine* company shall be issued by the District on the basis of one license for the company. At the time of application, the applicant shall supply the License Inspector with details of the company's Motor Carrier Authority (unless only operating within District limits) and current liability insurance.
- 5.9 At the time of application, the applicant shall provide the License Inspector with the details of each vehicle's registration. Once a license has been issued, the license holder shall inform the License Inspector of any changes in the number and/or types of vehicles being used, and shall provide the specific vehicles' registration details.
- 5.10 Every vehicle operating under a licensed *Taxi* company shall have:
- (a) an illuminated sign that states the Company's name and/or the word "Taxi" and that complies with the requirements of the *Motor Vehicle Act*;
  - (b) lettering, on both sides of the vehicle, that is at least five (5) centimeters high, that states the company's name and that includes the word "Taxi"; and
  - (c) clear, fully-transparent windows that are free of stickers, signs and other items which may impair the view from the outside into the vehicle.
- 5.11 Every vehicle operating under a licensed *Taxi, Shuttle* or *Limousine* company shall have a clean interior and be in good repair.

### **Arcades, Amusement Establishments and Billiard/Pool Halls**

- 5.12 *Arcades, Amusement Establishments* and *Billiard/Pool Halls* are identified as such if amusement machines are installed on the premises.
- 5.13 Slot machines, gaming tables and other equipment which are licensed by the Provincial Government are not considered *Amusement Machines* in this bylaw.
- 5.14 This section of the bylaw does not apply to businesses which have Amusement Machines on their premises if the Amusement Machines are incidental to the principal use of the premises.
- 5.15 No operator of an *Arcade, Amusement Establishment* or *Billiard/Pool Hall* shall allow any person under the apparent age of sixteen (16) years to enter or be in said business after 9:00 p.m. on any day, except when such person is accompanied by his parent or a responsible adult.

- 5.16 No operator of an *Arcade, Amusement Establishment* or *Billiard/Pool Hall* shall operate said business between the hours of 12:00 a.m. and 10:00 a.m. Monday through Saturday, and between the hours of 9:00 p.m. and 11:00 a.m. on Sundays.
- 5.17 The interior of every *Arcade, Amusement Establishment* and *Billiard/Pool Hall* shall be fully visible from the windowed exterior of the premises, unobstructed by paint, murals, drapes, dark lighting or tinted glass.
- 5.18 No alcohol shall be allowed on the premises of an *Arcade, Amusement Establishment* or *Billiard/Pool Hall* unless permitted by the Provincial Liquor Control and Licensing Branch.

### **Second-Hand Dealers and Pawnbrokers**

- 5.19 Every Second-Hand Dealer and Pawnbroker shall keep a register and shall clearly record in that register the following information on each item at the time the item is received:
- (a) a reference number unique to the item;
  - (b) the make, model, serial number and description of the item;
  - (c) the amount paid for the item;
  - (d) the time and date of receipt of the item;
  - (e) the full name, residential or business address and full description of the person from whom such articles, goods or things were purchased or received, along with the number and expiration date from one of the following picture identifications: a passport, a driver's license, or a British Columbia Identification (BC ID) card;
  - (f) the full signature of the person from whom the articles, goods or things were purchased or received; and
  - (g) the make, model and Provincial License Plate of the motor vehicle used by the person from whom such articles, goods, or things were purchased or received, for the purpose of delivering the articles, goods or things.
- 5.20 The register shall be the permanent record and the operator responsible shall ensure that it is not destroyed, defaced or mutilated. No entry which has been made shall be erased or obliterated. The register shall be open to inspection by members of the RCMP Detachment and by the District Bylaw Enforcement Officer at all times during business hours.

- 5.21 Every operator shall forthwith upon demand being made by any member of the RCMP Detachment provide, during business hours any and every article requested which has been received or acquired by the business.
- 5.22 No operator shall alter, sell, exchange or otherwise dispose of any item which has been received or acquired by the business within seven (7) days of receipt or acquisition.
- 5.23 No operator shall allow any item to be removed from the premises within seven (7) days of the date of receipt or acquisition, unless such item is removed by a member of the RCMP Detachment.
- 5.24 Every operator under this category, or their employee or agent, shall on the Saturday of each and every business week, compile and sign a true and accurate report of all articles received or acquired during such business week. Such report shall be delivered, in the form required by the License Inspector, to the Non-Commissioned Officer of the 100 Mile House RCMP Detachment by 10:00 a.m. of the 1<sup>st</sup> business day of the following week.
- 5.25 Every operator under this category shall ensure that his premises are maintained in an orderly and safe condition, and shall ensure that no part of the premises are unsightly.
- 5.26 This section of the bylaw does not apply to operators of second-hand art and book shops, second-hand clothing stores and not for profit thrift stores.

#### **Mobile/Street Vendor**

- 5.27 A mobile/street vendor shall park his vehicle, portable stand, cart or other conveyance only on privately-owned property for which he has obtained written permission of the property owner and tenant or such other persons duly authorized to give such permission. Such conveyance shall have his name and address marked in a conspicuous manner on both sides.
- 5.28 Every mobile/street vendor who sells any commodity by its weight, shall have available and use a weigh scale capable of accurately weighing any such commodity.
- 5.29 A Health Permit is required for the selling of perishable foods (ie: foods containing meat, poultry or dairy products).
- 5.30 Every mobile/street vendor shall ensure that the business does not obstruct the free movement of pedestrians and traffic, as applicable.
- 5.31 Every mobile/street vendor shall ensure that any and all litter, refuse or garbage generated by the business be disposed of appropriately, and that the space is maintained and left in a safe, clean and sanitary condition.



- 5.32 **The Business License fee for a Mobile/Street Vendor shall be Two Hundred Dollars (\$200.00).**

**Canvasser (Door to Door Sales)**

- 5.33 Every person who engages in canvassing for profit must apply for a separate Business License.
- 5.34 Prior to each canvassing exercise, the operator or agent of the business must provide the following details to the License Inspector:
- (a) a list and description of the products or services being sold;
  - (b) the time period for the canvassing exercise;
  - (c) the target area;
  - (d) a list of all individuals involved in canvassing
- 5.35 All individuals engaged in canvassing must have personal photo identification, complete with the name of the business and a contact telephone number, affixed to their persons in a plainly visible place.
- 5.36 No operator or employee of a business engaged in for-profit canvassing shall visit any residence between the hours of 8:00 p.m. to 8:00 a.m. for the purpose of selling products or services of any kind, unless a previous appointment has been made for a visit.
- 5.37 **The Business License fee for Canvassers shall be Two Hundred Dollars (\$ 200.00).**

**Gambling/Gaming Establishments**

- 5.38 **The Business License fee for Gambling/Gaming Establishments shall be One Thousand Dollars (\$ 1,000.00).**

**Rentals & Lodging**

- 5.39 For any person offering for rent or lease of lodging, where more than 2 rooms are available for letting or renting.

Apartment Houses	\$ 5.00 per unit
Boarding/Rooming Houses	\$ 2.00 per unit
Motel-Motor Hotel	\$ 5.00 per unit
Hotel	\$ 2.00 per room
Hotel-Coffee House, Dining Room, Banquet Room, Beer Parlor, Liquor Lounge	\$ 50.00 each

**5.40 Minimum Business License Fee for Rentals & Lodging shall be Eighty Dollars (\$ 80.00).**

5.41 The above noted rates will apply to new or existing Business Licenses. License fees that remain unpaid after January 31<sup>st</sup> of any given year, will be cancelled and a new license will be charged out at the appropriate rates, as calculated above, plus 50%.

**Off-Premises Sales**

5.42 Off-premises sales are permitted subject to the conditions outlined in the bylaw.

5.43 Off-premises sales are permitted only in areas zoned, C-2, C-3, C-4 and C-7.

5.44 Off-premises sales are restricted to a maximum of three (3) days per event.

5.45 If the off-premises sales are held on privately-owned property, written permission of the property owner and tenant or such other person duly authorized to give such permission should be obtained and a copy shall be provided to the District of 100 Mile House prior to the event.

5.46 Where an existing business is carried on from a fixed premise in the District and the business wishes to independently carry on for a temporary period of time from a commercial premise or on municipal property, the following fee will apply:

**\$ 100.00 per event**

5.47 A business may only operate on municipal property with written approval from the District of 100 Mile House. Any person or business, seeking a license to conduct business on municipal property, must obtain liability insurance in the amount of Five Million Dollars ( \$5,000,000.00) for personal injury, death and property damage, as well as (if applicable), vehicle insurance. The liability insurance must contain a clause indemnifying the District from liability in the event of injury or damage being done to any person or property as a result of any activity of the business, and contain a clause that the insurance cannot be terminated without a thirty day notification of such to the District of 100 Mile House. Proof of such insurance must be submitted to the satisfaction of the Director of Financial Administration or License Inspector prior to the granting of a license.

- 5.48 Applications that are refused by the License Inspector will be forwarded to Council for reconsideration if written request is received in the Municipal Office within ten (10) days of refusal of the license.

### **Buskers**

- 5.49 All Buskers require a Busking Business License each year to perform. A *Busking Business License Application Form* must be completed and authorized by the License Inspector.

- 5.50 The Busking Business License fee shall be as follows:

<b>(a) Seasonal License (May 1<sup>st</sup> to September 30<sup>th</sup>)</b>	<b>\$ 15.00</b>
<b>(b) Temporary License (for a maximum of 3 days)</b>	<b>\$ 3.00/day</b>

- 5.51 Busking Business Licenses are not transferrable and must be displayed by the performer at all times while performing. Performing without a Busking Business License will be subject to a **\$100.00** fine.

- 5.52 Busking is only permitted in areas zoned: C-1, C-2, C-3, C-4, C-5, C-7, P-1 and P-4.

- 5.53 All Buskers must follow the Buskers Code of Conduct:

- (a) Entertainers will not perform so close to another performer as to interfere with the other's performance.
- (b) Entertainers must locate themselves and their audience where they are not obstructing the flow of pedestrian traffic or any business entrance.
- (c) Entertainers will respect the right of businesses to operate without undue disturbance and will conduct themselves accordingly.
- (d) Performers must be of good conduct and character while performing.

- 5.54 Performers shall not occupy any one location for more than two hours at a time in any six-hour time period.

- 5.55 Busking is only permitted between the hours of 9:00 a.m. and 8:00 p.m.

- 5.56 Performers must abide by all municipal bylaws and all Federal and Provincial statutes and regulations while performing.

- 5.57 Amplification of performances, the use of drums (other than hand drums), recorded or broadcast music is not permitted.

- 5.58 Performers are permitted to encourage donations by way of displaying a hat, can, musical case, or any similar type of container, however they may not sell material or other merchandise.
- 5.59 Buskers may perform on privately-owned property for which they have obtained written permission of the property owner and tenant or such other persons duly authorized to give such permission. Such conveyance shall have his name and address of the property owner and tenant marked on the written permission.
- 5.60 The District's Bylaw Enforcement Officer, or any person directed under the authority of the License Inspector, may
- (a) issue a ticket for a fine;
  - (b) request Buskers to obtain a license;
  - (c) request Buskers to conform with the regulations of Busking as set out in the Business License Bylaw.

#### **Farmer's Market**

- 5.61 **The Business License fee for a Farmer's Market shall be Eighty Dollars (\$ 80.00).**
- 5.62 Each location is deemed to be a separate market and a license will be required for each market location.

#### **Special Events**

- 5.63 A business entity must complete the "*Business License Application for Special Events*" to obtain a valid business license for the location where a special event is to be held or conducted, except in the case where the location is occupied by a not-for-profit entity which is not required to hold a business license for the location.
- 5.64 A business license for each user, occupier, or vendor is not required if the organizer of the special event holds a valid business license for that location, or if the organizer is a not-for profit entity which continuously and legally occupies the location, whether or not they are required to hold a valid business license for that location.
- 5.65 The License Inspector may waive the license fee for a special event where the organizer is a not-for-profit organization and the purpose of the event is to raise funds for charitable purposes.
- 5.66 **The Business License fee for Special Events shall be One Hundred Dollars (\$ 100.00) per event.**

## SECTION 6. ENFORCEMENT, CONTRAVENTION AND PENALTY

### Enforcement

6.1 This Bylaw may be enforced by a Bylaw Enforcement Officer or a person duly appointed as the License Inspector and may be enforced:

- (a) by means of a ticket issued under the MTI Bylaw No. 1195, 2010.
- (b) by way of proceeding brought under the *Offence Act*

### Contravention

6.2 Any person who fails to comply with the regulations within this Bylaw, or who violates any provision of this bylaw, is guilty of an offence.

6.3 Where the offence is a continuing one, each day that the offence continues shall constitute a separate offence.

### Penalty

6.3 Upon being convicted of an offence under this Bylaw, a person shall be liable:

- (a) if issued a ticket, to pay a fine imposed under the MTI Bylaw No. 1195, 2010.
- (b) if a proceeding is brought under the *Offence Act*, to pay the fine imposed and any further amounts that may be ordered by the court under the *Community Charter* or the *Offence Act*.

READ A FIRST, SECOND AND this 21<sup>ST</sup> day of May, 2013.

READ A THIRD TIME this 24<sup>th</sup> day of September, 2013.

ADOPTED this 8<sup>th</sup> day of October 2013.

Mayor

Corporate Officer

## **SCHEDULE "A"**

### **DEFINITIONS**

In this Bylaw:

<b>Amusement Machines</b>	means machines or surfaces on which mechanical, electrical, automatic or computerized games or contests are placed for amusement or entertainment, and for which a coin or token is required or a fee is charged for use. Without restricting the generality of the foregoing, Amusement Machines include video machines, pinball machines, pool and billiard tables;
<b>Body Rub Parlor</b>	means any premises where a body rub is performed, offered or solicited, and includes a referral agency which accepts requests to provide a person to perform a body rub at a location chosen by the person requesting the service;
<b>Buskers</b>	means any person who provides any form of entertainment in the public realm, regardless of whether payment is solicited, offered or accepted;
<b>Canvasser (Door to Door Sales)</b>	means a person personally selling, soliciting or canvassing for the sale of books, magazines, or periodicals, whether of an educational nature or not, or the sale of any goods, wares or merchandise, contracts for repairs, renovations or other work or like nature, either on his own behalf or as an agent for another, from door to door within the District of 100 Mile House;
<b>Carnival</b>	means a business having any mechanical riding device, games of chance or skill, midways or similar attractions;
<b>Circus</b>	means the exhibiting of a public circus menagerie, hippodrome, horse show or pony show;
<b>Escort Service</b>	means any person carrying on the business of providing or furnishing escorts or partners for social occasions;
<b>Farmers Market</b>	means persons carrying on a business in an outdoor or enclosed market, made up multiple vendors, for the sale of farm and

	garden produce and handicrafts produced by full-time residents of the area;
<b>Gambling/Gaming Establishment</b>	means any business that is licensed by the Province to operate slot machines and/or gaming tables;
<b>Mobile/Street Vendor</b>	means the business of selling or offering for sale goods or services primarily from a motor vehicle, trailer, cart or other mobile device;
<b>MTI Bylaw</b>	means the District of 100 Mile House Municipal Ticket Information Bylaw No. 1195, 2010, and as amended from time to time or superceded;
<b>Pawnbroker</b>	means every person who carries on the business of taking goods or chattels in pawn, whether or not the provisions of the <i>Pawnbrokers Act</i> apply to him;
<b>Personal Photo Identification</b>	<p>means any of the following that is current and valid and includes a photograph of the person it identifies:</p> <ul style="list-style-type: none"><li>(a) a driver's license issued by a Canadian province or territory;</li><li>(b) a provincial identity card;</li><li>(c) a passport issued by the government of Canada or another state recognized by the government of Canada;</li><li>(d) a certificate of Canadian citizenship or landed immigrant status issued by the government of Canada; or</li><li>(e) a certificate of Indian status issued by the government of Canada;</li></ul>
<b>Second-Hand Dealer</b>	means and includes every person who is in the business of purchasing, receiving, taking on consignment, holding, offering for sale or trade, selling, exchanging or otherwise dealing with used or second-hand property of any kind whatsoever;
<b>Special Events</b>	means a business type involving short term or temporary events, performances, concerts, exhibitions, entertainment or concession which includes but is not limited to retail sale, auction, Trade show, flea market or craft fair.
<b>Trade Show</b>	means a type of Special Event involving organizing a group of more than five (5) merchants to gather in one location or building

to offer or promote sales, such as the sale of goods, wares, merchandise, services, products or concepts.



# DISTRICT OF 100 MILE HOUSE

## Cheque Register-Summary-Bank



AP5090

Page : 1

Date : Sep 07, 2023

Time : 2:46 pm

**Supplier :** 079850 To ZZ9950  
**Pay Date :** 01-Aug-2023 To 31-Aug-2023  
**Bank :** 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

**Seq :** Cheque No. **Status :** All  
**Medium :** M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
28717	17-Aug-2023	1MBI50	INTEGRA TIRE AND AUTO CENTER	Issued	254	C	29.22
28718	17-Aug-2023	1MTC50	100 MILE TRAFFIC CONTROL	Issued	254	C	895.86
28719	17-Aug-2023	ACEC50	ACE COURIER SERVICES	Issued	254	C	501.23
28720	17-Aug-2023	AONP50	AON PARIZEAU INC- T57048C	Issued	254	C	3,297.00
28721	17-Aug-2023	ASSO50	ASSOCIATED FIRE SAFETY	Issued	254	C	4,453.40
28722	17-Aug-2023	BERR50	BERGBAUER, RENEE	Issued	254	C	1,000.00
28723	17-Aug-2023	BRAN50	BRANDT TRACTOR LTD	Issued	254	C	394.46
28724	17-Aug-2023	BREE50	BREE CONTRACTING LTD	Issued	254	C	58,177.31
28725	17-Aug-2023	BROG50	BROGAN FIRE AND SAFETY	Issued	254	C	7,486.14
28726	17-Aug-2023	CAME50	CAMEO PLUMBING LTD	Issued	254	C	15,514.94
28727	17-Aug-2023	CARN50	CARO ANALYTICAL SERVICES	Issued	254	C	436.81
28728	17-Aug-2023	CENT50	CENTRAL CARIBOO DISPOSAL SERVICES LTI	Issued	254	C	7,459.44
28729	17-Aug-2023	CENU50	CENTURY HARDWARE LTD	Issued	254	C	115.98
28730	17-Aug-2023	CERI50	CERTIFIED ENSEMBLE SERVICES	Issued	254	C	176.40
28731	17-Aug-2023	CIBM50	CIBC MORTGAGES INC	Issued	254	C	1,045.00
28732	17-Aug-2023	CINT50	CINTAS CANADA LIMITED	Issued	254	C	633.91
28733	17-Aug-2023	CITN50	CITY OF NANAIMO	Issued	254	C	105.00
28734	17-Aug-2023	CLEA50	CLEARTECH INDUSTRIES INC	Issued	254	C	1,139.15
28735	17-Aug-2023	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	254	C	1,997.93
28736	17-Aug-2023	CORI50	ICONIX WATERWORKS	Issued	254	C	7,389.09
28737	17-Aug-2023	DEMC50	DEREK MCNIECE PROMOTIONS	Issued	254	C	929.60
28738	17-Aug-2023	DHLE50	LOOMIS EXPRESS	Issued	254	C	270.57
28739	17-Aug-2023	DONA50	DONAHUE AIRFIELD SERVICES	Issued	254	C	1,050.00
28740	17-Aug-2023	EMCO50	EMCO CORPORATION	Issued	254	C	7,227.09
28741	17-Aug-2023	FIPR50	FIRE PRO	Issued	254	C	315.00
28742	17-Aug-2023	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	254	C	44,937.04
28743	17-Aug-2023	GOLT50	GOLD TRAIL RECYCLING LTD	Issued	254	C	92.43
28744	17-Aug-2023	GRIN50	GRINYER BUSINESS EQUIPMENT LTD	Issued	254	C	90.97
28745	17-Aug-2023	HARR50	HARRIS, RYAN	Issued	254	C	32.00
28746	17-Aug-2023	HUBF50	HUB FIRE ENGINES & EQUIPMENT LTD	Issued	254	C	421.95
28747	17-Aug-2023	INLA50	INLAND KENWORTH PARTNERSHIP	Issued	254	C	611.67
28748	17-Aug-2023	INNO50	INNOV8 DIGITAL SOLUTIONS	Issued	254	C	431.02
28749	17-Aug-2023	INTO50	INTERIOR LOCKSMITH	Issued	254	C	40.32
28750	17-Aug-2023	INTU50	INTERNATIONAL UNION OF OPERATING ENGI	Issued	254	C	1,070.88
28751	17-Aug-2023	JUST50	JUSTICE INSTITUTE OF BC	Issued	254	C	496.67
28752	17-Aug-2023	LEAV50	LEA, VALERIE	Issued	254	C	517.00
28753	17-Aug-2023	LEXI50	LEXISNEXIS CANADA INC	Issued	254	C	805.30
28754	17-Aug-2023	LGMA50	LOCAL GOVERNMENT MANAGEMENT ASSOC	Issued	254	C	3,412.50
28755	17-Aug-2023	LORD50	LORDCO AUTO PARTS LTD	Issued	254	C	18.59
28756	17-Aug-2023	MORR50	MORRISON, ROB	Issued	254	C	1,310.00
28757	17-Aug-2023	NAPA50	NAPA AUTO PARTS - 100 MILE HOUSE	Issued	254	C	1,894.04
28758	17-Aug-2023	NEYC50	NEY CONSTRUCTION LTD	Issued	254	C	500.00
28759	17-Aug-2023	NORM50	NORTHERN COMPUTER	Issued	254	C	2,544.11
28760	17-Aug-2023	PADS50	PADDA, SANDY	Issued	254	C	32.00
28761	17-Aug-2023	PAPY50	PAPYRUS PRINTING	Issued	254	C	719.04
28762	17-Aug-2023	PATE50	PATERSON SEPTIC SERVICE	Issued	254	C	315.00
28763	17-Aug-2023	PERS50	PERFECT SOLUTIONS LTD	Issued	254	C	2,237.05
28764	17-Aug-2023	PURO50	PUROLATOR INC	Issued	254	C	177.65
28765	17-Aug-2023	RATC50	RATCHET CONTRACTING	Issued	254	C	313.60
28766	17-Aug-2023	REGE50	REGENCY CHRYSLER	Issued	254	C	535.36
28767	17-Aug-2023	SAMD50	SAMPSON, DANIEL	Issued	254	C	435.00
28768	17-Aug-2023	SAVE50	SAVE ON FOODS	Issued	254	C	158.76
28769	17-Aug-2023	SPES50	SPEERS, DELANEY	Issued	254	C	32.00
28770	17-Aug-2023	TASC50	TASCO SUPPLIES LTD	Issued	254	C	722.29
28771	17-Aug-2023	TSUN50	TSUNAMI SOLUTIONS LTD.	Issued	254	C	52.08
28772	17-Aug-2023	UNIT50	UNITED CONCRETE & GRAVEL LTD	Issued	254	C	51,620.80

# DISTRICT OF 100 MILE HOUSE

## Cheque Register-Summary-Bank



AP5090

Page : 2

Date : Sep 07, 2023

Time : 2:46 pm

**Supplier :** 079850 To ZZ9950  
**Pay Date :** 01-Aug-2023 To 31-Aug-2023  
**Bank :** 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

**Seq :** Cheque No. **Status :** All  
**Medium :** M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>Bank : 4 ROYAL BANK - CURRENT ACCOUNT</b>							
28773	17-Aug-2023	WCEL50	W.C. ELECTRIC LTD	Issued	254	C	10,205.07
28774	17-Aug-2023	WESR50	WESTERRA EQUIPMENT LP	Issued	254	C	216.39
28775	17-Aug-2023	WILL50	WILLIAMS LAKE WATER FACTORY	Issued	254	C	75.00
28776	17-Aug-2023	WILO50	WILLIAM LOVE	Issued	254	C	1,656.38
28777	17-Aug-2023	WORN50	WORK n PLAY CLOTHING COMPANY	Issued	254	C	83.99
28778	31-Aug-2023	AARD50	AARDVARK PAVEMENT MARKING SERVICES I	Issued	265	C	272.16
28779	31-Aug-2023	ACEC50	ACE COURIER SERVICES	Issued	265	C	108.18
28780	31-Aug-2023	ACKL50	ACKLANDS - GRAINGER INC	Issued	265	C	1,072.23
28781	31-Aug-2023	ASSO50	ASSOCIATED FIRE SAFETY	Issued	265	C	1,210.32
28782	31-Aug-2023	BCTR50	BC TRANSIT	Issued	265	C	23,100.56
28783	31-Aug-2023	BEHR50	BEHREND'S BRONZE INC	Issued	265	C	2,321.06
28784	31-Aug-2023	BICS50	BIG COUNTRY STORAGE TERMINALS LTD	Issued	265	C	105.00
28785	31-Aug-2023	BLAK50	BLACK PRESS GROUP LTD	Issued	265	C	1,008.37
28786	31-Aug-2023	BOBS50	COUNTRY TIRE SERVICE	Issued	265	C	840.41
28787	31-Aug-2023	BROG50	BROGAN FIRE AND SAFETY	Issued	265	C	1,076.67
28788	31-Aug-2023	BURG50	BURGESS PLUMBING HEATING & ELECTRICA	Issued	265	C	114.65
28789	31-Aug-2023	CAME50	CAMEO PLUMBING LTD	Issued	265	C	120.36
28790	31-Aug-2023	CARN50	CARO ANALYTICAL SERVICES	Issued	265	C	785.33
28791	31-Aug-2023	CENT50	CENTRAL CARIBOO DISPOSAL SERVICES LTI	Issued	265	C	555.98
28792	31-Aug-2023	CINT50	CINTAS CANADA LIMITED	Issued	265	C	927.66
28793	31-Aug-2023	CITN50	CITY OF NANAIMO	Issued	265	C	315.00
28794	31-Aug-2023	CLEN50	CLEANWAY SUPPLY INC	Issued	265	C	577.29
28795	31-Aug-2023	DHLE50	LOOMIS EXPRESS	Issued	265	C	185.00
28796	31-Aug-2023	DONA50	DONAHUE AIRFIELD SERVICES	Issued	265	C	262.50
28797	31-Aug-2023	EXCO50	PACIFIC BENDING INC	Issued	265	C	105.00
28798	31-Aug-2023	FRES50	FRESHCO #8943 / 1225288 BC LTD	Issued	265	C	1,063.08
28799	31-Aug-2023	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	265	C	954.67
28800	31-Aug-2023	INTU50	INTERNATIONAL UNION OF OPERATING ENGI	Issued	265	C	626.35
28801	31-Aug-2023	KEAC50	KEAM, CHRIS	Issued	265	C	126.00
28802	31-Aug-2023	MINI50	MINISTER OF FINANCE	Issued	265	C	200.00
28803	31-Aug-2023	MORR50	MORRISON, ROB	Issued	265	C	850.00
28804	31-Aug-2023	MTSM50	MTS MAINTENANCE TRAINING SYSTEMS INC	Issued	265	C	324.45
28805	31-Aug-2023	NAPA50	NAPA AUTO PARTS - 100 MILE HOUSE	Issued	265	C	5,032.75
28806	31-Aug-2023	NORM50	NORTHERN COMPUTER	Issued	265	C	4,200.17
28807	31-Aug-2023	PATE50	PATERSON SEPTIC SERVICE	Issued	265	C	724.50
28808	31-Aug-2023	PERF50	PERFORMANCE ALL TERRAIN & RENTALS LTI	Issued	265	C	145.60
28809	31-Aug-2023	PRAR50	PRAIRIECOAST EQUIPMENT	Issued	265	C	496.06
28810	31-Aug-2023	PURO50	PUROLATOR INC	Issued	265	C	53.74
28811	31-Aug-2023	RATC50	RATCHET CONTRACTING	Issued	265	C	156.80
28812	31-Aug-2023	RITE50	RITE-WAY FENCING INC.	Issued	265	C	31,389.21
28813	31-Aug-2023	ROCY50	ROCKY MOUNTAIN PHOENIX	Issued	265	C	1,932.00
28814	31-Aug-2023	SCHI50	SCHICKWORKS SIGNS & STITCHES	Issued	265	C	5,003.69
28815	31-Aug-2023	SHAS50	SHAW'S ENTERPRISES LTD	Issued	265	C	528.86
28816	31-Aug-2023	SMIT50	SMITTY'S JANITORIAL SERVICES (1993)	Issued	265	C	2,394.00
28817	31-Aug-2023	TASC50	TASCO SUPPLIES LTD	Issued	265	C	455.97
28818	31-Aug-2023	TEAB50	TERRA ABRASIVES	Issued	265	C	5,663.00
28819	31-Aug-2023	TRUE50	TRUE CONSULTING GROUP	Issued	265	C	26,493.09
28820	31-Aug-2023	ULIN50	ULINE CANADA CORPORATION	Issued	265	C	1,777.97
28821	31-Aug-2023	WILO50	WILLIAM LOVE	Issued	265	C	1,317.75
28822	31-Aug-2023	WURT50	WURTH CANADA LTD	Issued	265	C	508.80
28823	31-Aug-2023	SUSW50	SHUSWAP NATION TRIBAL COUNCIL	Issued	266	C	100.00
04250-0001	08-Aug-2023	PENS50	PENSION CORPORATION	Issued	244	E	7,920.26
04251-0001	07-Aug-2023	RECE50	RECEIVER GENERAL OF CANADA	Issued	245	E	16,251.21
04252-0001	07-Aug-2023	RECE50	RECEIVER GENERAL OF CANADA	Issued	246	E	1,649.30
04253-0001	01-Aug-2023	MUNF50	MUNICIPAL FINANCE AUTHORITY OF BC	Issued	247	E	135.48

## Cheque Register-Summary-Bank



AP5090

Page : 3

Date : Sep 07, 2023

Time : 2:46 pm

Supplier : 079850 To ZZ9950  
 Pay Date : 01-Aug-2023 To 31-Aug-2023  
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>Bank : 4 ROYAL BANK - CURRENT ACCOUNT</b>							
04254-0001	04-Aug-2023	FRCO50	FOUR RIVERS CO-OPERATIVE	Issued	248	E	7,368.08
04255-0001	04-Aug-2023	SHAW50	SHAW CABLE	Issued	249	E	302.40
04256-0001	04-Aug-2023	SHAW50	SHAW CABLE	Issued	250	E	100.75
04257-0001	04-Aug-2023	SHAW50	SHAW CABLE	Issued	251	E	190.40
04258-0001	01-Aug-2023	CLIF50	CANADA LIFE	Issued	252	E	8,380.93
04259-0001	10-Aug-2023	FORT50	FORTIS BC - NATURAL GAS	Issued	253	E	30.19
04260-0001	17-Aug-2023	SHAW50	SHAW CABLE	Issued	255	E	395.14
04261-0001	17-Aug-2023	FORT50	FORTIS BC - NATURAL GAS	Issued	256	E	342.23
04262-0001	17-Aug-2023	BCHD50	BC HYDRO	Issued	257	E	14,626.73
04263-0001	04-Aug-2023	ROYL50	ROYAL BANK VISA	Issued	258	E	5,227.20
04264-0001	04-Aug-2023	ROYL50	ROYAL BANK VISA	Issued	259	E	678.44
04265-0001	04-Aug-2023	ROYL50	ROYAL BANK VISA	Issued	260	E	5,141.87
04266-0001	04-Aug-2023	ROYL50	ROYAL BANK VISA	Issued	261	E	1,372.44
04267-0001	18-Aug-2023	PENS50	PENSION CORPORATION	Issued	262	E	7,846.28
04268-0001	18-Aug-2023	RECE50	RECEIVER GENERAL OF CANADA	Issued	263	E	1,764.84
04269-0001	18-Aug-2023	RECE50	RECEIVER GENERAL OF CANADA	Issued	264	E	12,663.81
04270-0001	29-Aug-2023	SHAW50	SHAW CABLE	Issued	267	E	305.54
04271-0001	24-Aug-2023	SCOO50	SCOTT, ROY	Issued	268	E	11,865.00
04272-0001	29-Aug-2023	SHAW50	SHAW CABLE	Issued	269	E	254.19
04273-0001	29-Aug-2023	BCLA50	BC LAND TITLE & SURVEY	Issued	270	E	250.00
04274-0001	29-Aug-2023	GRAY50	ADT SECURITY SERVICES CANADA INC	Issued	271	E	193.99
04275-0001	29-Aug-2023	TELM50	TELUS MOBILITY CELLULAR INC	Issued	272	E	650.59
<b>Total Computer Paid :</b>		<b>378,436.72</b>	<b>Total EFT PAP :</b>	<b>105,907.29</b>	<b>Total Paid :</b>		<b>484,344.01</b>
<b>Total Manually Paid :</b>		<b>0.00</b>	<b>Total EFT File :</b>	<b>0.00</b>			

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