



DISTRICT OF 100 MILE HOUSE

**AGENDA FOR THE REGULAR MEETING OF THE MUNICIPAL COUNCIL
TO BE HELD IN MUNICIPAL COUNCIL CHAMBERS
Tuesday, Jun 11th at 5:00 PM**

At the conclusion of today's meeting the Freedom of Municipality will be presented to Ralph Fossum for his dedicated service to the District of 100 Mile House.

A.	<u>CALL TO ORDER</u>
	<p>Mayor to call the regular meeting to order at 5:00 PM.</p> <p>Acknowledgement that this meeting is being held on Tsq'escencú'ecw.</p>
B.	<u>APPROVAL OF AGENDA:</u>
	<p>B1</p> <p>BE IT RESOLVED THAT the June 11th, 2024 Regular Council agenda <u>be approved</u>.</p>
	<p>Council to report on activities for the year ended December 31st, 2023 and invite input from the general public pertaining to the content of the 2023 Annual Report</p> <hr/> <p>BE IT RESOLVED THAT the 2023 Annual Report be approved.</p>
C.	<u>INTRODUCTION OF LATE ITEMS AND FROM COMMITTEE OF THE WHOLE:</u>

D.	<u>DELEGATIONS / PUBLIC HEARING:</u>
Ministry of Agriculture	D1 Greg Bartle, Land Use Planner and Nicole Pressey, Regional Agrologist will present to Council information on BC Land Use Planning for Agriculture and pressures on BC's farmland.
E.	<u>MINUTES:</u>
Regular Council – May 28th, 2024	E1 BE IT RESOLVED THAT the minutes of the Regular Council meeting of May 28 th , 2024 <u>be adopted as amended.</u>
Committee of the Whole – May 28th, 2024	E2 BE IT RESOLVED THAT the minutes of the Committee of the Whole meeting of May 28 th , 2024 <u>be adopted</u>
F.	<u>UNFINISHED BUSINESS:</u>
G.	<u>MAYOR'S REPORT:</u>
H.	<u>CORRESPONDENCE:</u>
Re/Max – Music in the Park	H1 BE IT RESOLVED THAT the correspondence from Re/Max requesting sponsorship for music in the park <u>be received</u> ; <i>“Further direction at the discretion of Council”</i>
Hot July Nights – Request for support	H2 BE IT RESOLVED THAT the correspondence from Hot July Nights Car & Bike Show requesting support to offset parking lot fees <u>be received</u> ; <i>“Further direction at the discretion of Council”</i>

BC DragIT Challenge – Request for support	<p>H3</p> <p>BE IT RESOLVED THAT the correspondence from BC DragIT requesting support to offset facility rental fees <u>be received</u>.</p> <p><i>Further direction at the discretion of Council</i></p>
Commissionaires Report – May 2024	<p>H4</p> <p>BE IT RESOLVED THAT the Bylaw reports for the period May 1st to 31st <u>be received</u></p>
For Information Correspondence	<p>H5</p> <p>BE IT RESOLVED THAT the For Information Correspondence List dated June 6th, 2024 <u>be received</u>.</p>
I.	<u>STAFF REPORTS:</u>
2023 SOFI Report	<p>I1</p> <p>BE IT RESOLVED THAT the Council Report dated May 24th, 2024 from the Director of Finance regarding the Statement of Financial Information <u>be received</u>; and further</p> <p>BE IT RESOLVED THAT the Statement of Financial Information of the fiscal year ending 2023 be approved and authorized for signature</p>
BC Transit Operating Agreement	<p>I2</p> <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House hereby authorizes Administration to execute the Annual Operating Agreement between the District and BC Transit.</p>

<p>Airport Master Plan</p>	<p>I3</p> <p>BE IT RESOLVED THAT the Council Report dated June 3rd, 2024 from the Director of Finance regarding the Airport Master Plan RFP award <u>be received</u>; and further</p> <p>BE IT RESOLVED THAT the RFP to supply the District of 100 Mile House with the development of an Airport Master Plan be awarded to HM Aero Aviation Consulting for the stipulated price of \$34,880 plus applicable taxes.</p>
<p>LGCAP Reporting</p>	<p>I4</p> <p>BE IT RESOLVED THAT the Council Report dated June 4th, 2024 from the Director Economic Development & Planning regarding climate actions reporting <u>be received</u>; and further</p> <p>BE IT RESOLVED THAT the Local Government Climate Action Program report <u>be received</u></p>
<p>Charge North Update</p>	<p>I5</p> <p>BE IT RESOLVED THAT the staff report titled Charge North Level 2 Charging Stations Update dated June 4th, 2024 <u>be received</u>;</p>
<p>Community Hall Commercial Kitchen Design award</p>	<p>I6</p> <p>BE IT RESOLVED THAT the Council Report dated June 5th, 2024 from the Director of Economic Development & Planning regarding the Community Hall design <u>be received</u>; and further</p> <p>BE IT RESOLVED THAT Council authorizes the waiver of the Policy and Procedures Purchasing Policy 4.12 requiring a Formal Competitive Process for purchases over \$30,000; and further</p> <p>BE IT RESOLVED THAT the commercial kitchen design incubator project (Community Hall Design) be direct awarded to Bluegreen Architecture Inc. and associated consultant for the estimated price of \$82,240 plus applicable taxes.</p>

<p>Development Variance Permit</p>	<p>I7</p> <p>BE IT RESOLVED THAT the Council Report dated June 3rd, 2024 from the Director of Economic Development & Planning regarding the Development Variance Permit for #8 – 105 Forest Ridge Road <u>be received</u>; and further</p> <p>BE IT RESOLVED THAT Council of the District of 100 Mile House authorize staff to proceed with the notification process, including notification of adjoining property owners, of Council's intent to consider issuance of a Development Variance Permit to Macon Construction Ltd. for the property located at #8-105 Forest Ridge Road, and legally described as Strata Lot 8, Plan EPS9628, DL 2138, Lillooet District to vary Zoning Bylaw No. 1290, 2016, s. 8.6.6 a) from the requirement for a 1.5 metre interior side setback to only 0.659 metre on the south westerly interior side setback for the principal dwelling only, in substantial accordance with the application as submitted on May 30th, 2024.</p>
<p>J.</p>	<p><u>BYLAWS:</u></p>
<p>Development Works Bylaw</p>	<p>J1</p> <p>BE IT RESOLVED THAT the Development Works Bylaw 1426, 2024 <u>be read</u> a first, second and third time this 11th day of June, 2024.</p>
<p>K.</p>	<p><u>VOUCHERS</u></p>
<p>Paid Vouchers (May 16th – June 6th, 2024) #29631 –29744 & EFTs</p>	<p>K1</p> <p>BE IT RESOLVED THAT the paid manual vouchers #29631 to #29744 and EFT's totaling \$866,190.79 <u>be received</u>.</p>
<p>L.</p>	<p><u>OTHER BUSINESS:</u></p>
<p>M.</p>	<p><u>QUESTION PERIOD:</u></p>
<p>N.</p>	<p><u>ADJOURNMENT :</u></p> <p>BE IT RESOLVED THAT this June 11th, meeting of Council be adjourned: Time:</p>

B.C. Land Use Planning for Agriculture

Local Government Elected Officials Presentation

June 11, 2024 – 100 Mile House

D1



Ministry of
Agriculture
and Food

Today's Presentation

- Why Agriculture?
- Pressure on B.C.'s Farmland
(6 big points)
- Tools in the Toolbox
- Key Messages
- Key Actions
- Discussion/Questions



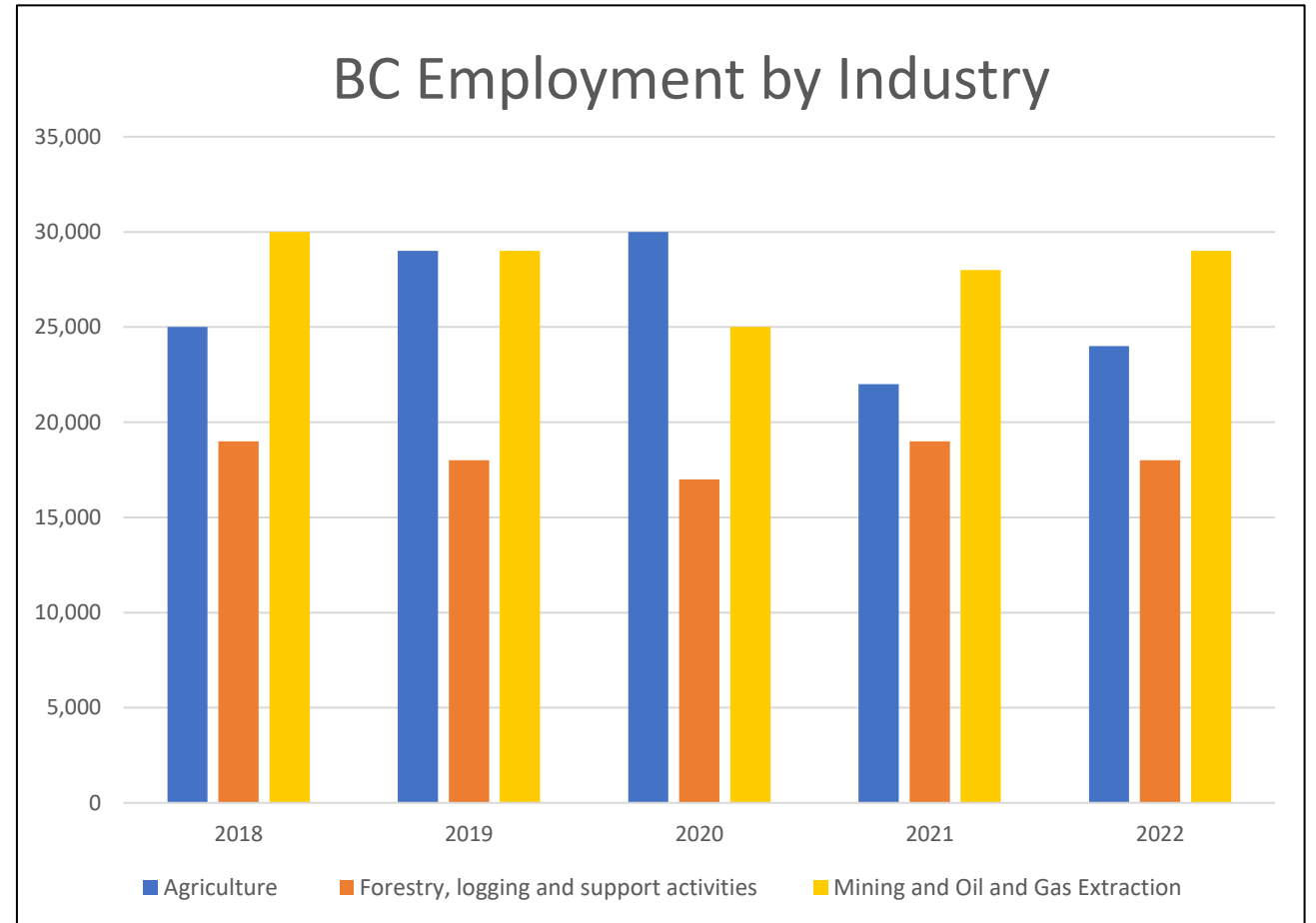
Why Agriculture?

- Agriculture = significant contributor to BC's economy and the sector is growing;
 - *BC Farm Cash Receipts increased from \$4.03B in 2020 to \$4.5B in 2023.*
- Agriculture supports B.C. jobs and family businesses;
 - *In 2022, 24,000 people were employed in primary agriculture across BC.*
- Food security is more important than ever, especially in our climate crisis;
 - *The UN reports that the global food crisis is only getting worse due to many factors*



Supporting Agriculture in Your Community

- The agriculture industry holds its own, and it's stable.
- In comparison to other major sectors, it can also be surprising.
- *This sector is happening in your community. How can we support it more?*



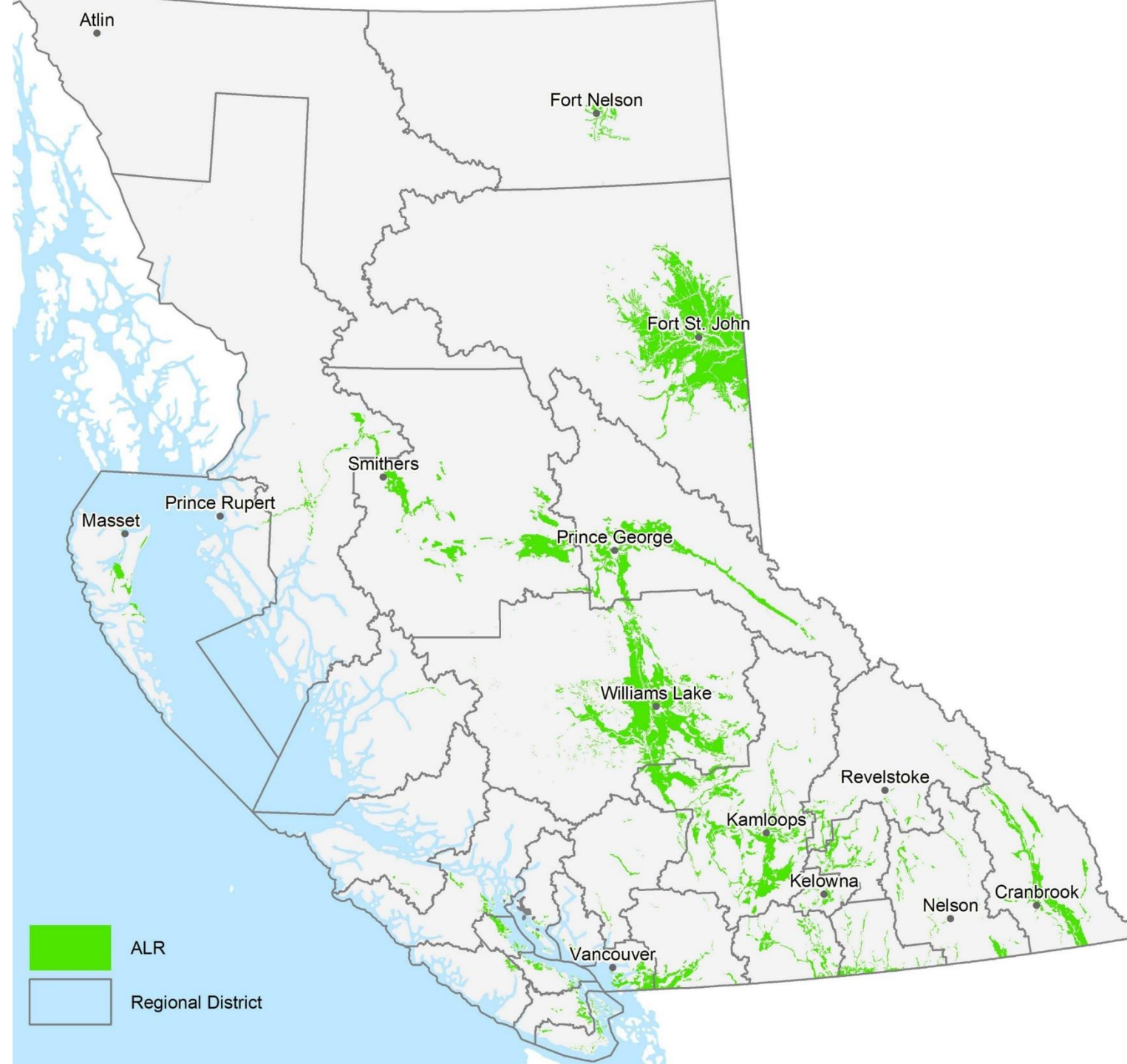


Pressures on the ALR and Farming

- Arable land in B.C. is very limited and under great pressure
- Some pressures facing the ALR and farming industry include:
 - Limited land;
 - Cost of ALR land;
 - Urbanization;
 - Housing;
 - Demographics;
 - Lack of industrial land.

Pressure 1: Limited Land

- B.C.'s agriculture land base includes:
- The Agricultural Land Reserve (ALR)
 - *~5 percent of B.C.'s land base;*
 - *a mix of agricultural capability;*
 - *~54 percent crown land;*
 - *~7 percent not available for farming.*
- Remaining 95% does not have the same regulatory protections – although there is some non-ALR farmland.



An aerial photograph of a rural landscape. On the left, there is a large field of bright yellow rapeseed. A road runs vertically through the center, lined with a dense row of green trees. To the right of the road, there are green agricultural fields with visible furrows and tracks. The sky is not visible, and the overall scene is brightly lit, suggesting a sunny day.

Pressure 2: Cost of Agricultural Land

- Cost of farmland in B.C. continues to rise*;
- Increased by 8.0% in 2022 (18.1% increase in 2021 and an 8.0% increase in 2020);
- Agricultural land values are the highest in Canada;
- South Coast = \$139,000/acre;
- Ontario ranges from \$4k – \$28k ;
- Largest increase in Kootenays = 33.6% growth;
- Cariboo-Chilcotin= 13.9% growth 2023;
- Increased demand and limited supply.



Pressure 3: Urbanization

- B.C.'s population is growing;
- Urban infrastructure follows as more people move to the province;
- 3 areas have been identified as significant “high-growth” regions:
 - Lower Mainland
 - Okanagan Valley
 - Southern Vancouver Island
- This is also where 80% of B.C.'s total Farm Receipts are generated.



Pressure 4: Housing Demands

- Everyone knows...high prices that keep going higher;
- Both to purchase a home and rentals;
- B.C. = most unaffordable province for housing;
- Not just a Lower Mainland problem anymore;
- More people looking at ALR to solve housing crisis.



Pressure 4: Housing Demands

- It's called the Agricultural Land RESERVE;
- ALR is not the solution to B.C.'s housing crisis;
- ALR is not the solution to local government planning on housing;
- More people living in the ALR = more headaches:
 - Increased traffic;
 - Limited water supply;
 - People unfamiliar with farming = more complaints;
 - More strain on infrastructure.

Pressure 5: Demographics

- Average age of farmers in Canada keeps increasing:
 - 1996 = 48.4 (B.C. = 49.8)
 - 2006 = 52.0 (B.C. = 53.6)
 - 2021 = 56.0 (B.C. = 57.8)
- Fewer young people in B.C. getting into farming:
 - 2011 = 2,400 under 35
 - 2021 = 1,210 under 35
- BC = highest proportion of female farmers in Canada





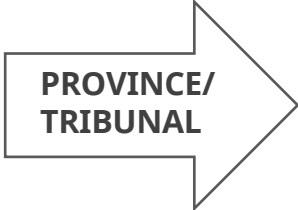
Pressure 6: Lack of Industrial Land

- Critical shortage of industrial land in Metro Vancouver;
- Recent pricing has jumped 17.5% in 2021 to \$7.1 million/acre!
- Redeveloping industrial land is:
 - Incredibly profitable for developers
 - Generates tons of new taxes for local governments;
- Industrial lands offer opportunities.

Tools in the Toolbox

How local governments can help B.C. agriculture through land use planning

FRAMEWORK



**MIN. OF MUNICIPAL
AFFAIRS**



**MIN. OF AGRICULTURE
AND FOOD**

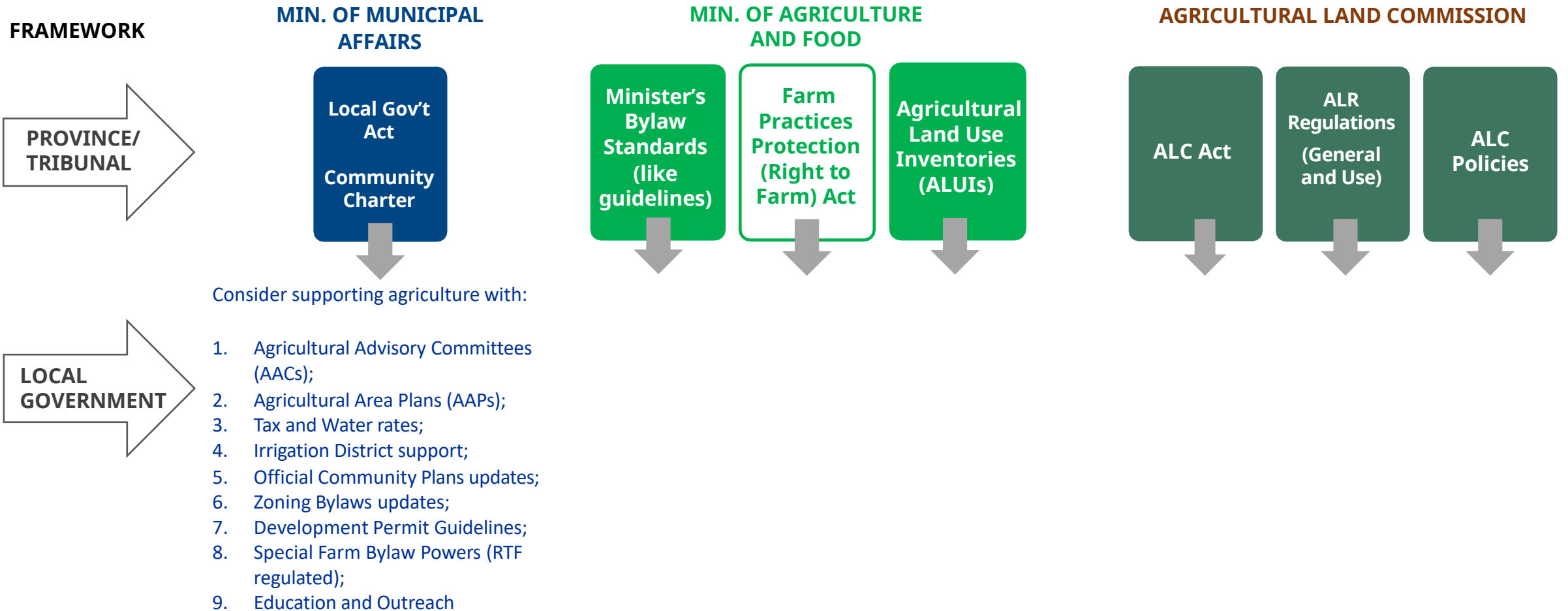


AGRICULTURAL LAND COMMISSION



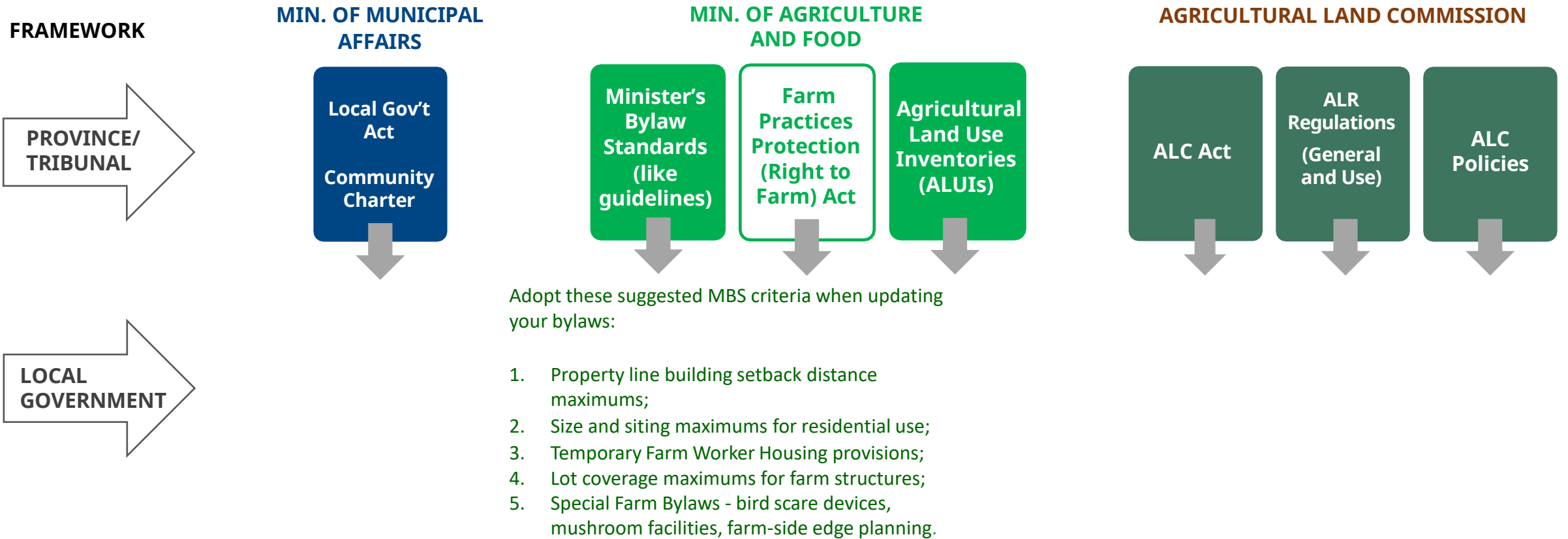
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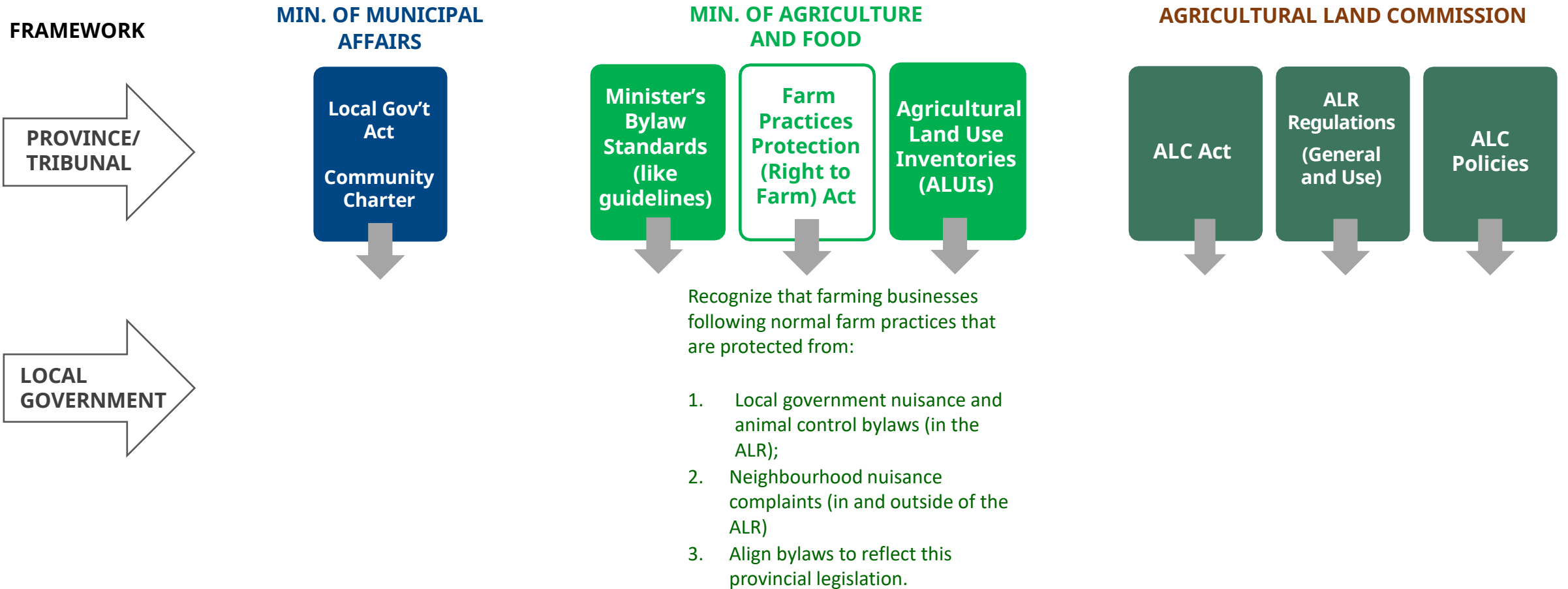
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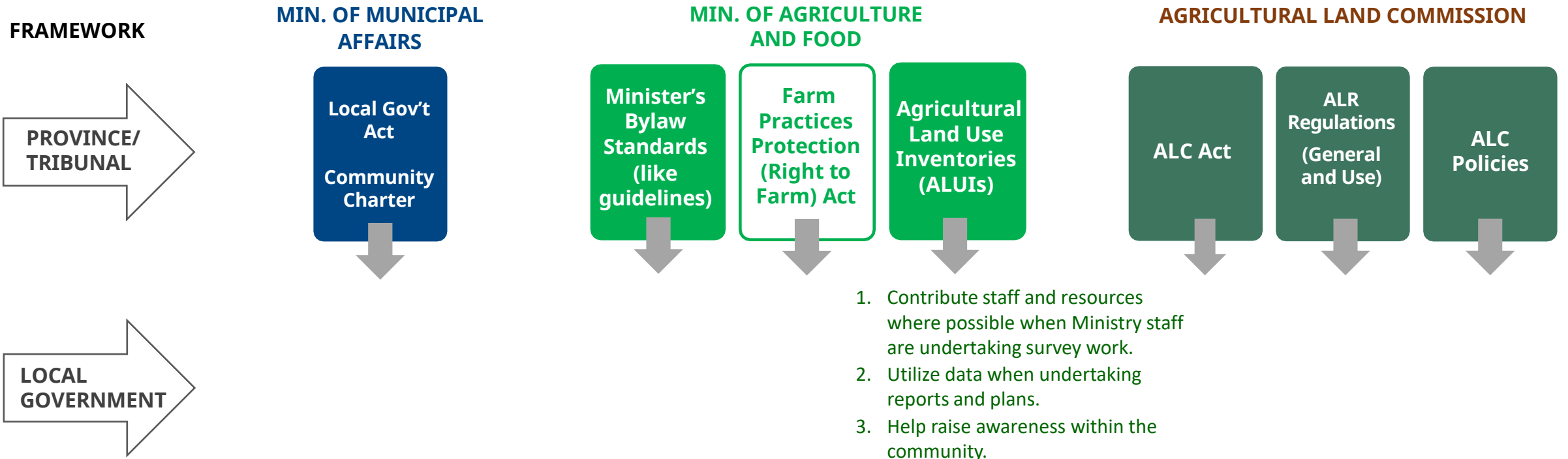
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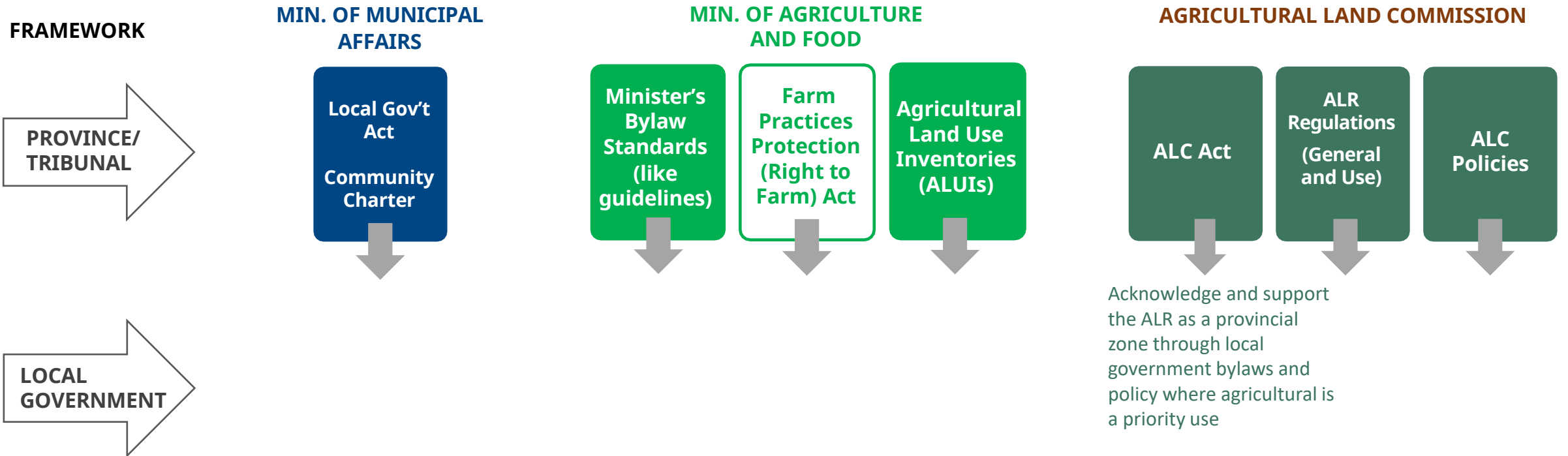
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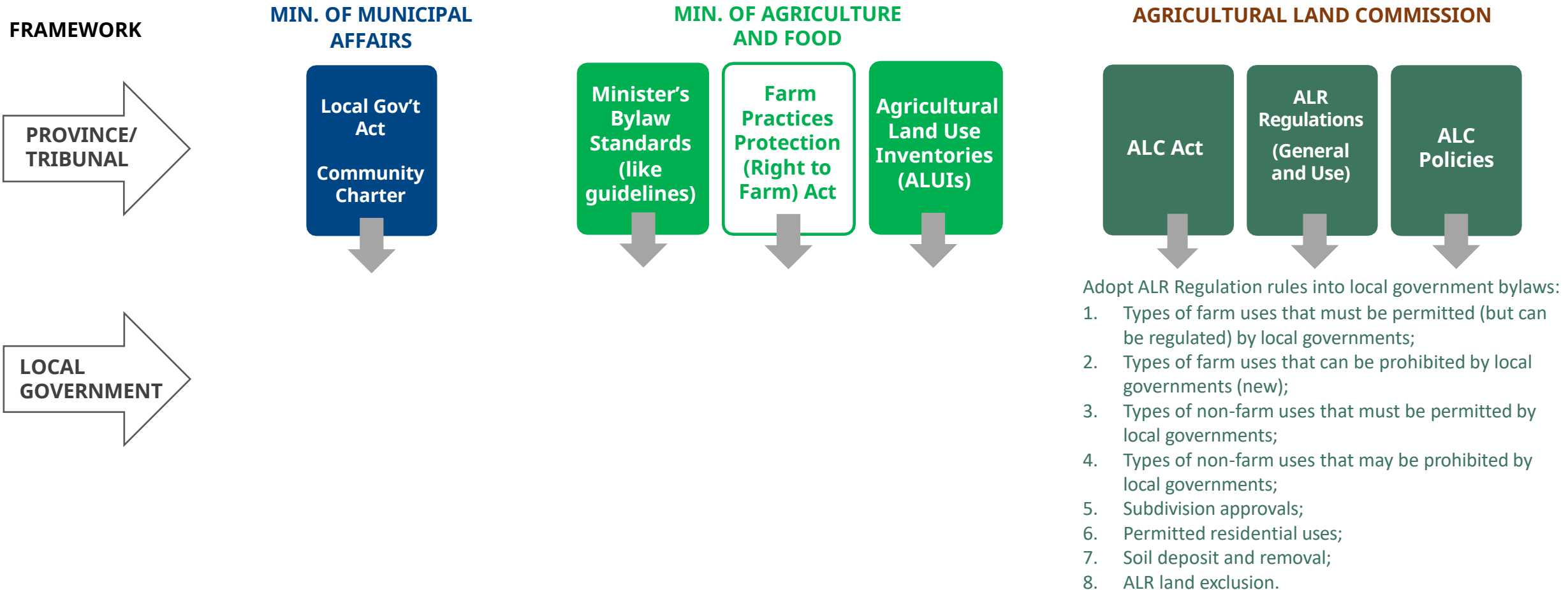
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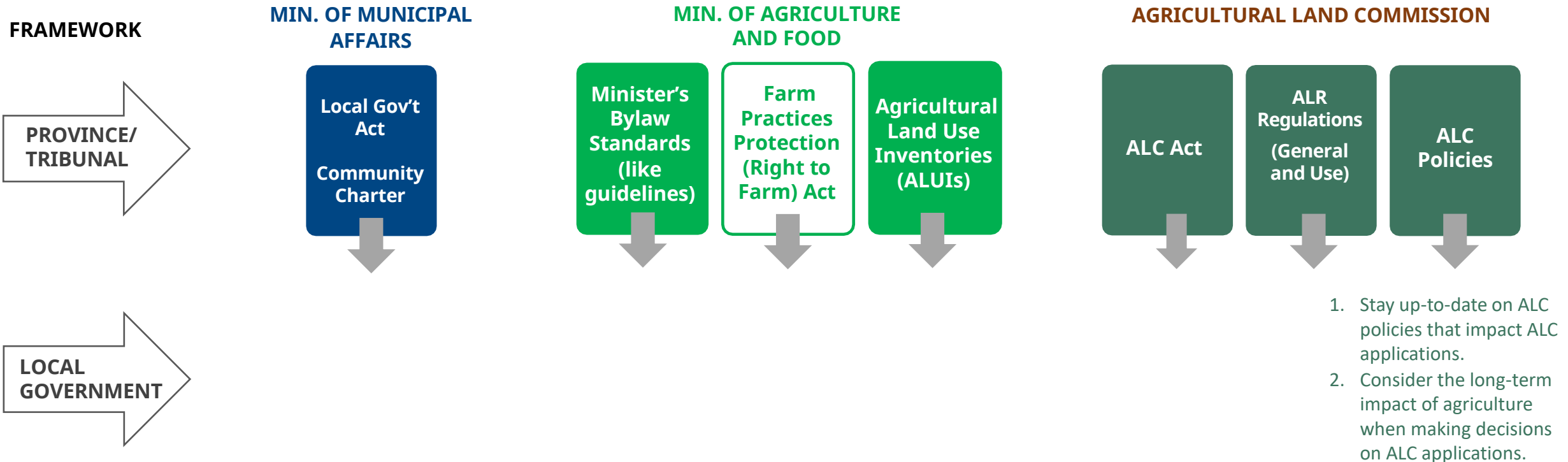
Tools in the Toolbox

How local governments can help B.C. agriculture through land use planning



Tools in the Toolbox

How local governments can help B.C. agriculture through land use planning





Key Messages

- Competing demands for limited agricultural land are growing;
- Challenges for farmers are growing;
- Ensuring greater food security requires having the land base available to support the sector;
- Protecting this provincial asset requires a provincial – and local government - effort.
- Local government elected officials can and do make a difference to support farmland, farmers and B.C.'s agricultural sectors.



Key Actions

- Help B.C. farmers succeed by reducing their burdens within your control;
- Help create stronger buffers between farmland and other uses. Good fences really do make good neighbours;
- Coordinate with your local governments neighbours to enact bylaws impacting agriculture that are consistent, fair and easy to understand;
- Recognize non-farm uses are having a cumulative affect on the ALR.

Questions?

- **Gregory Bartle, Land Use Planner**
Land Use and Geospatial Unit
 - Gregory.Bartle@gov.bc.ca
- **Jeff Weightman, A/Director**
Land Use and Geospatial Unit
 - Jeffrey.Weightman@gov.bc.ca
- **Nicole Pressey – Regional Agrologist (Quesnel)**
Agriculture Development Unit (North)
 - Nicole.Pressey@gov.bc.ca



Ministry of
Agriculture
and Food



E1

DISTRICT OF 100 MILE HOUSE

MEETING HELD IN DISTRICT COUNCIL CHAMBERS

Tuesday, May 28th, 2024, AT 5:00 PM

PRESENT:	Mayor Councillor Councillor Councillor	Maureen Pinkney Donna Barnett Jenni Guimond Dave Mingo
STAFF:	CAO Dir. of Com. Services Dir. of Planning & Ec. Dev.	Tammy Boulanger Todd Conway Joanne Doddridge
Other:	(0)	
Media:	(1)	

A	<p><u>CALL TO ORDER</u></p> <p>Mayor Pinkney called the meeting to order at 5:00 PM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Tsq̓escencú̓lecw .</p>
B	<p><u>APPROVAL OF AGENDA</u></p>
	<p>B1</p> <p>Res: 100/24 Moved By: Councillor Guimond Seconded By: Councillor Barnett</p> <p>BE IT RESOLVED THAT the May 28th, 2024, Regular Council agenda <u>be approved</u>.</p> <p style="text-align: center;">CARRIED</p>

C	<u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE:</u>
D	<u>DELEGATIONS / PUBLIC HEARINGS:</u>
E	<u>MINUTES</u>
Regular Council – April 9th, 2024	<p>E1</p> <p>Res: 101/24 Moved By: Councillor Mingo Seconded By: Councillor Barnett</p> <p>BE IT RESOLVED THAT the minutes of the Regular Council meeting of April 9th, 2024, <u>be adopted.</u></p> <p style="text-align: center;">CARRIED.</p>
Committee of the Whole – April 23rd, 2024	<p>E2</p> <p>Res: 102/24 Moved By: Councillor Mingo Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the minutes of the Committee of the Whole meeting of April 23rd, 2024, <u>be adopted.</u></p> <p style="text-align: center;">CARRIED.</p>
Regular Council – April 23rd, 2024	<p>E3</p> <p>Res: 103/24 Moved By: Councillor Barnett Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the minutes of the Regular Council meeting of April 23rd, 2024, <u>be adopted.</u></p> <p style="text-align: center;">CARRIED.</p>

<p>Regular Council – April 25th, 2024</p>	<p>E4</p> <p>Res: 104/24 Moved By: Councillor Guimond Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the minutes of the Regular Council meeting of April 25th, 2024, <u>be adopted.</u></p> <p style="text-align: center;">CARRIED.</p>
<p>Accessibility Committee – March 13th, 2024</p>	<p>E5</p> <p>Res: 105/24 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the minutes of the Accessibility Committee meeting of March 13th, 2024, <u>be received.</u></p> <p style="text-align: center;">CARRIED.</p>
<p>F</p>	<p><u>UNFINISHED BUSINESS:</u></p>
<p>G</p>	<p><u>MAYORS REPORT:</u></p> <p>Mayor Pinkney has been extremely engaged with community business since the last regular council meeting. CBC has conducted interviews on the District of 100 Mile House Tourism plan and rising costs of infrastructure works.</p> <p>Mayor Pinkney has recently attended BCEDA in Penticton where Economic Development topics included updates on the PNP program, Pacifican funding, FESBC funding and BC Job Funds. Hot topics included trends in tourism, competing for tourism, who is travelling and why. Key note speakers were inspirational and there were many takeaways, if any tourism operator in the area is interested in talking about tourism please reach out to the Mayor.</p> <p>Mayor Pinkney also attended the NCLGA in Smithers where speakers shared stories of success and encouraged collaboration. While out of town Mayor Pinkney</p>

	<p>regretfully missed attending Carter's project launch , heavy metal rocks, Vaisakhi and the women's fair.</p> <p>Councillor Mingo invited all to attend the Lone Butte Fish & Wildlife National Range Day on Saturday and the 100 Mile Farm Expo on Sunday.</p> <p>Councillor Guimond attended and participated in the TRU open house and women's fair, they were at full capacity and were successful events. Councillor Guimond also attended the Carter's project launch, and it was great seeing the community come out to support the family and learn about air quality. A sixteen team ball tournament is being organized whereas all proceeds will be donated to the Carter's project.</p> <p>Councillor Barnett also attended the women's fair, TRU open house and Carter's project launch, all fantastic events. Councillor Barnett attended the Vaisakhi celebration and the BCRHN engagement session.</p> <p>Councillor Barnett will be serving up burgers from the Wrangler Wagon this upcoming weekend. It will be full of family fun with the Duck Race and family fun day in Centennial Park and 100 Mile Farm Expo at the Agriplex. Hope all can attend. A big thank you to staff for having the Chuck Shaw-MacLaren memorial plaque installed at the Sani-Station, looks wonderful.</p>
<p>H</p>	<p><u>CORRESPONDENCE:</u></p>
<p>2024 PSO Grad Parade Street Closure</p>	<p>H1</p> <p>Res: 106/24 Moved By: Councillor Guimond Seconded By: Councillor Barnett</p> <p>BE IT RESOLVED THAT the memo from Administration dated May 16th 2024, regarding the PSO Graduation Parade Route be received; and further;</p> <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House approve the PSO graduation parade route through the downtown core of 100 Mile House into</p>

	<p>Centennial Park on Saturday, June 15th, 2024, between 2:00 pm and 3:00 pm, and further;</p> <p>BE IT RESOLVED THAT the PSO Grad Committee be directed to work closely with District of 100 Mile House Community Services Dept to coordinate the event.</p> <p style="text-align: center;">CARRIED.</p>
<p>Infrastructure Planning Grant Application – Council Support</p>	<p>H2</p> <p>Res: 107/24 Moved By: Councillor Mingo Seconded By: Councillor Barnett</p> <p>BE IT RESOLVED THAT the Council Report dated May 15th, 2024 from the Director of Economic Development & Planning regarding the endorsement of the infrastructure planning grant submission be received; and further</p> <p>BE IT RESOLVED THAT Council of the District of 100 Mile House supports the submission of an infrastructure planning grant application for the Centennial Park Washroom Design Project</p> <p style="text-align: center;">CARRIED.</p>
<p>Request for financial support – Hillbilly Choir Band Retreat</p>	<p>H3</p> <p>Res: 108/24 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the correspondence from representative of the Hillbilly Choir Band Treat requesting financial support <u>be received</u>; and further</p> <p>BE IT RESOLVED THAT the organizer be informed of the Grants for Assistance application process for future events.</p> <p style="text-align: center;">CARRIED.</p>

<p>Request for letter of support – Cariboo Brain Injury Association</p>	<p>H4</p> <p>Res: 109/24 Moved By: Councillor Mingo Seconded By: Councillor Barnett</p> <p>BE IT RESOLVED THAT the correspondence from the Cariboo Brain Injury Association requesting a letter of support <u>be received</u>; and further</p> <p>BE IT RESOLVED THAT the District of 100 Mile House provide a letter of support and certificate of appreciation as requested.</p> <p style="text-align: center;">CARRIED</p>
<p>For Information Correspondence</p>	<p>H5</p> <p>Res: 110/24 Moved By: Councillor Mingo Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the For Information Correspondence List dated May 28th, 2024, <u>be received</u>.</p> <p style="text-align: center;">CARRIED</p>
<p>I</p>	<p><u>STAFF REPORTS:</u></p>
<p>Community Services Fleet Upgrades / Terrain & Front Mowers</p>	<p>I1</p> <p>Res: 111/24 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the Council Report dated May 21st, 2024 from the Director of Finance regarding the RFQ for the supply of two commercial mowers be received; and further</p> <p>BE IT RESOLVED THAT the RFQ to supply the District of 100 Mile House with a new Commercial Terrain Mower be awarded to Prairie Coast Equipment for the stated price of \$123,562 plus applicable taxes; and further</p>

	<p>BE IT RESOLVED THAT the RFQ supply to supply the District of 100 Mile House with a new Commercial Front Mower be awarded to Prairie Coast Equipment for the stated price of \$64,126 plus applicable taxes.</p> <p style="text-align: center;">CARRIED</p>
<p>2023 Annual Report</p>	<p>I2</p> <p>Res: 112/24 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the 2023 Annual Report <u>be received</u> and made available for public inspection.</p> <p style="text-align: center;">CARRIED</p>
<p>J</p>	<p><u>BYLAWS:</u></p>
<p>Zoning Amendment Bylaw No. 1421, 2024</p>	<p>J1</p> <p>Res: 113/24 Moved By: Councillor Barnett Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the Zoning Amendment Bylaw No. 1421, 2024 <u>be adopted</u> this 28th day of May, 2024.</p> <p style="text-align: center;">CARRIED</p>
<p>K</p>	<p><u>GENERAL VOUCHERS:</u></p>
<p>Paid Vouchers (April 16th – May 15th, 2024 #29589 to #29630 & EFTs</p>	<p>K1</p> <p>Res: 114/24 Moved By: Councillor Barnett Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the paid manual vouchers #29589 to #29630 and EFT's totaling \$396,709.62. <u>be received</u>.</p> <p style="text-align: center;">CARRIED.</p>

<p>L</p>	<p><u>OTHER BUSINESS:</u></p>
<p>CAO Verbal Update – Valley Room Project & Airport Maintenance</p>	<p>T. Boulanger provided Council with updated figures on the valley room demolition project. The original project budget was \$425,000. The addition of minor carpentry work required to the backside of the Lodge to preserve the exterior will bring the total project value to approximately \$ 434,00. Final invoices are still to be received.</p> <p>The 100 Mile House Airport is in need of line painting and crack sealing. Airport management Donahue Airfield Services has provided a quote of \$16,500. to complete the works. The work would be completed after the scheduled drag races in late June. The Director of Community Services is also working with the fencing contractor to complete the pedestrian walkway. The current budget for the 100 Mile House airport does not include these items and staff is requesting Council support move forward with the work and increase the airport maintenance line item in the amount of \$20,000. This will formally be ratified within a budget amendment this fall.</p> <p>Res: 115/24 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the airport maintenance budget be increased by \$20,000. to accommodate infrastructure maintenance.</p> <p style="text-align: center;">CARRIED</p>
<p>M</p>	<p><u>QUESTION PERIOD:</u></p>

<p>N</p>	<p><u>ADJOURNMENT:</u></p> <p>Res: 116/24 Moved By: Councillor Mingo Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT this May 28th, 2024 meeting of Council be adjourned: 5:40 PM</p> <p style="text-align: center;">CARRIED.</p>
	<p>I hereby certify these minutes to be correct.</p> <p>_____</p> <p>Mayor Corporate Officer</p>



E2

DISTRICT OF 100 MILE HOUSE

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING OF THE
MUNICIPAL COUNCIL HELD IN DISTRICT COUNCIL CHAMBERS**

Tuesday May 28th, 2024, AT 5:30 PM

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

STAFF: CAO Tammy Boulanger
Dir. Of Com. Services Todd Conway
Dir. of Ec. Dev. & Planning Joanne Doddridge

OTHERS: (0) MEDIA: (1)

	<p><u>CALL TO ORDER</u></p> <p>Mayor Pinkney called the Committee of the Whole meeting to order at 5:40 PM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Tsqescencúlecw.</p>
A	<p><u>APPROVAL OF AGENDA</u></p>
	<p>A1</p> <p>Res: 14/24 Moved By: Councillor Guimond Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the May 28th, 2024 Committee of the Whole agenda <u>be approved</u>.</p> <p align="right">CARRIED.</p>

B	<u>INTRODUCTION OF LATE ITEMS</u>
C	<u>DELEGATIONS</u>
D	<u>UNFINISHED BUSINESS</u>
E	<u>CORRESPONDENCE</u>
F	<u>STAFF REPORTS</u>
Mobile Home Parks Bylaw Amendments	<p>F1</p> <p>Res: 15/24 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the Council Report from the Director of Economic Development and Planning regarding the Mobile Home Parks Bylaw <u>be received</u>; and further</p> <p>BE IT RESOLVED THAT staff be directed to make the necessary amendments to the Zoning Bylaw, the Fees & Charges Bylaw, and the Municipal Ticket Information Bylaw; and further</p> <p>BE IT RESOLVED THAT staff return all associated amendments to a subsequent Council meeting</p> <p style="text-align: center;">CARRIED</p> <hr/> <p>Council expressed concerns and requested some modifications, these items include:</p> <ul style="list-style-type: none"> - Section 1.08 <u>Penalty</u> and the specifics over the violations that the penalty may be applicable to. - Servicing – and underground utility options - Removing section (e) Retail Store from 9.3.3 Accessory Permitted uses from the Zoning Bylaw (R-6 Zone). - Communal storage was recommended <u>not</u> to be mandatory - Clarity on storage of boats and other items on property - Section 8 (6) should be under the discretion of the mobile home park internal rules and regulations <p>Staff will implement recommended changes to draft Bylaw and bring back the revised version for a subsequent Council meeting.</p>

Zoning**F2****Res: 16/24**

Moved By: Councillor Barnett

Seconded By: Councillor Mingo

BE IT RESOLVED THAT the Council Report from the Director of Economic Development and Planning regarding Zoning Issues be received;

CARRIED

Director of Planning & Economic Development J. Doddridge reviewed some of the current Zoning Bylaw concerns. Definitions are broad, can be open to interpretation and be problematic.

Mayor Pinkney stressed that 100 Mile House is open for business and the highway corridor is our first impression. The highway is a gateway into the community, and it is also important to encourage people to visit the downtown area.

Council agreed that for highway frontage assembly, trade contractor and health should be removed, office should be defined and businesses should be highway, tourism orientated.

Council agreed that shipping containers should not be permitted within residential areas, visible in commercial areas and the District should be enforcing this as per the Bylaw.

Council agreed that definitions need modification and some uses should be eliminated. Council directed staff to complete housekeeping items.

Council does not want to permit backyard chickens at this time and believes that should be a permitted rural or agricultural use.

Council discussed paved driveways, the struggle for homeowners to adhere to requirements. Council is satisfied with the requirements for residents to have a well-drained solid surface that does not contribute to mud and debris being tracked onto municipal roads.

G	<u>BYLAWS</u>
H	<u>OTHER BUSINESS</u>
I	<u>QUESTION PERIOD</u>
J	<p><u>ADJOURNMENT</u></p> <p>Res: 17/24 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT this Committee of the Whole meeting for May 28th, 2024 be adjourned at 6:45 PM.</p> <p style="text-align: right;">CARRIED.</p>
I hereby certify these minutes to be correct.	
_____ Mayor	_____ Corporate Officer



Independently Owned and Operated

Dear District of 100 Mile House,

We are pleased to inform you that our annual Music in the Park event, sponsored by RE/MAX 100, is hoping to return this summer, and we would be delighted to have your continued support as a sponsor.

Our event will take place every Friday from July through August at Centennial Park. Thanks to your previous sponsorship, Music in the Park has become a much-anticipated tradition, attracting numerous attendees each week for evenings filled with live music and community spirit.

We are seeking sponsorship to help cover the costs of bands, equipment, and insurance, ensuring that the event maintains its high standards and appeal. Your past contributions have been instrumental in our success, and we hope you will consider supporting us again this year.

Here are a few key benefits of partnering with us:

1. **Sustaining a Community Tradition:** Music in the Park is a cherished event in our community. Your sponsorship helps keep this tradition alive, bringing joy and entertainment to local families and visitors.
2. **Enhanced Visibility:** As a continued sponsor, you will receive prominent exposure through various promotional materials, signage at the park, and acknowledgments during the performances, enhancing your brand visibility and reputation within the community.
3. **Positive Community Impact:** By supporting local events like Music in the Park, you demonstrate your commitment to fostering a vibrant and engaged community, which can have long-lasting positive effects on your brand's image.

We would be honored to have your support again this year. Please feel free to contact Stacey Ounpuu directly at 250-395-3422 or via email at admin@remax100.ca or Brad Marsh at 250-309-8998 to discuss this opportunity further or to confirm your sponsorship.

Thank you for considering this request. We greatly appreciate your past support and look forward to the possibility of partnering with you again to make Music in the Park 2024 a memorable experience for all.

Best regards,

Brad Marsh

A handwritten signature in cursive script that reads "Brad Marsh".

Owner
RE/MAX 100

100 MILE HOUSE OFFICE

811 Alder Avenue
Telephone: 250-395-3422
Toll Free: 1-800-731-2344
Fax: 250-395-3420
admin@remax100.ca

MAILING ADDRESS

Box 128
100 Mile House, BC Canada
V0K 2E0



June 4, 2024

To Whom it May Concern,

I have recently received information that the Hot July Nights Car & Bike Show Association is required to pay a parking fee for using the Parking Lot at the S Cariboo Recreation Centre of \$472.00.

We are appreciative of the support from both the District of 100 Mile House and the Cariboo Regional District over the years, however are a bit perplexed on why this fee is being charged.

We are asking for use of the parking lot for a total of 8 hours at maximum covering late afternoon on July 19 and the morning of July 20, 2024.

The purpose of this show is to support the District, local business and enhance tourism. There is no profit to any of the executive and for that matter minimal to no expenses incurred by are volunteers are requested. We do this strictly to bring in business to our community and promote tourism. By asking us to pay this extraordinary fee will only force us to go out to local business and attempt to cover the cost by donation or additional advertising defeating the purpose of the show.

Due to the fact that the Hot July Nights Car and Bike Show is 100% not for profit, no paid staff, we are requesting the rental this year to be waived and/or that a grant be increased to cover the amount.

We appreciate your consideration and support.

Sincerely,

Jane Mahovlich

Jane Mahovlich
on behalf of the Hot July Nights Car & Bike Show Executive
250 593 4161
604 209 4512
7526 Burgess Rd
Lone Butte, BC
V0K 1X3

Subject: Request for support

From: BC DragiT Challenge <info@bcdragit.ca>
Sent: Wednesday, May 29, 2024 7:53 AM
To: Tammy Boulanger <TBoulanger@100milehouse.com>
Subject: Fwd: View your recent transaction with Canlan Sports

BC DragiT Challenge kindly requests for the charge/ fee for the use of the arena/washrooms at the South Cariboo Recreation Centre to be funded by the District of 100 Mile House through a grants for assistance contribution. This event is for the community of 100 Mile House and promotes tourism and the local economy. BC DragiT Challenge event is scheduled for June 23, 2024 at the 100 Mile House Airport.

Thank you

Mark & Dianne Bouttier MBT Holdings Ltd/

----- Forwarded message -----

From: Canlan Sports <dash@dashplatform.com>
Date: Thu, Nov 16, 2023 at 10:52 AM
Subject: View your recent transaction with Canlan Sports
To: <bcdragit@gmail.com>



INVOICE SUMMARY

Hi **MBT Holdings Ltd.** , this is a summary of your invoice.

Invoice #:	<u>422148</u>
Invoiced:	\$262.50
Dryfloor - Tier 1 (1)	\$250.00
GST (SALES) (1)	\$12.50
Adjustments:	\$0.00
Paid:	\$262.50



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

Period: May 1st to May 24, 2024

In May there were 2 Requests for Service:

- Complaint from neighbour about an unkept yard. Letter has been sent out to owner requesting he address the situation.
- Complaint about neighbours dogs possibly jumping the fence to attack two small dogs. Owner of small dogs has reinforced the fence. The neighbour with the aggressive dogs is moving very soon.

Other issues dealt with in May

- Motel owner is having problems with a resident that has numerous animals in her room. Suggested he contact Interior Health.
- Resident was watering her lawn during the day. Spoke to her about the water restrictions. She was unable to find any information on the District site. She now has the information she needs.
- Contacted apartment owner requesting garbage bin be emptied and debris around the dumpster be cleaned up
- Resident complained about cats coming in his yard. Informed him as of this time we do not have a bylaw pertaining to the problem. Suggested he keep a hose close by and spray the cats with water.
- Delivered letters from the District office regarding businesses that do not have a business licence and requesting mailing addresses from two owners so tax information can be mailed to them.

Marianne Lawrence
Employee No.92080
Commissionaires B.C.

File# 4000 / D7

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

Period: May 24th to May 31st, 2024

In May there were two (2) Requests for Service:

- Spoke with a gentleman who may have been living out of his vehicle and leaving his Dog in the vehicle for extended times.
- Was asked to inspect if an unhoused camp was being set up. At Exeter Valley Trails
- Served a Notice to a caretaker of a derelict property

Other issues dealt with in May

- Delivery of mail for missing address.
- Spoke with multiple businesses about Signage Bylaw 1121
- Checked on dumpsters at a known address for overflowing
- Check of derelict property

Vincent Reynolds
Commissionaires B.C

H5



DISTRICT OF 100 MILE HOUSE

**FOR INFORMATION CORRESPONDENCE
June 6th, 2024 Regular Council Meeting**

1. Heavy Metal Rocks – Thank you for support.
2. Correspondence from Interior Health – Heat & Health information.
3. Correspondence from Enbridge – Sunrise Expansion Program.
4. Correspondence from Regional District of Nanaimo – Legislative Reform.



Thank you for supporting the
2024 Heavy Metal Rocks program!





May 29, 2024

Dear Community Leaders,

As we look towards summer 2024 with the potential of extreme heat and wildfires, Interior Health (IH) would like to share information and resources that can protect people living in the IH region. Extreme heat and wildfire smoke can cause serious health outcomes in people of all ages. Collaborative planning and action by communities helps to minimize negative health impacts.

Heat and Health

Climate science projects that summer in the IH region will become hotter, with longer and more frequent heat events. Heat is the leading weather-related cause of death in Canada; even a few days of [extreme heat](#) can lead to severe illness and death. While everyone is impacted by [extreme heat](#), certain groups are at higher risk including older adults, people with mental health conditions, and children.

During the 2021 heat dome in BC, [98% of deaths occurred indoors](#). Heat trapped indoors raises temperatures even after the sun goes down. Without air conditioners or adequate ventilation, indoor critical temperatures of over 31°C can make our homes dangerous, especially during consecutive days of heat. For people who are at higher risk of heat-related health impacts, the risk increases at indoor temperatures over 26°C.

Preparing for Extreme Heat

[Preparation](#) can save lives during extreme heat- [BC Provincial Heat Alert and Response System \(BC HARS\): 2024](#) describes criteria that Environment and Climate Change Canada (ECCC) use to issue a [Heat Warning or an Extreme Heat Emergency](#). Additionally, many [municipalities are developing their own heat response plans](#). Preparing for extreme heat by developing systems and plans can save lives.

Actions community leaders can take:

- Develop a community [preparedness and response plan for extreme heat](#)
- Prepare community heat messages using trusted information from the [British Columbia Centre for Disease Control \(BCCDC\)](#) and/or [Interior Health](#), and amplify heat warnings as appropriate
- Promote and encourage [neighbourhood check-ins](#) during heat events, especially for the elderly and those more socially isolated
- Extend the operating hours of indoor cooling spaces (e.g., libraries, community centres) and publicize their locations/hours through a variety of communication sources. For rural communities, consider using a local school, meeting hall or other gathering places (including shaded outdoor areas) as a temporary cooling space
- Extend operating hours and promote availability of outdoor public amenities like drinking water, spray parks, and shaded/covered areas

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tšilhqot'in Nations where we live, learn, collaborate and work together.

- Coordinate with local organizations to provide low-to-no cost access to indoor spaces (e.g., swimming pools, play centres)
- Consider establishing overnight cooling centres to support vulnerable populations
- Promote [BC Hydro's Energy Conservation Assistance Program](#) to support vulnerable individuals; income qualified customers can [apply](#) to receive a portable air conditioner installed by a qualified professional
- Add all cooling centre/space locations to the [Community Response Locations Portal](#); this is a centralized database that is shared publicly through [Emergency Maps BC](#)

Wildfire Smoke and Health

[Wildfire smoke](#) impacts everyone's health. When exposed to wildfire smoke, people may experience health symptoms such as irritation of the nose and throat, cough, and shortness of breath. Those at higher risk for more severe health impacts include people with respiratory or heart conditions, seniors, pregnant women and their unborn babies, as well as infants and young children. Reducing both short and long-term exposure to wildfire smoke is key to lessen related health impacts. There is substantial concern that prolonged or recurrent exposure to high levels of wildfire smoke causes long-term health impacts like lung cancer or dementia. Research to evaluate this question continues.

Preparing for Wildfire Smoke and Poor Air Quality

As summers get hotter, [wildfire activity](#) due to climate change is predicted to increase. While heat is often more localized, [wildfire smoke](#) can blow in from other provinces and other countries; poor air quality can persist for days and be unpredictable. Preparing for wildfire smoke and poor air quality by developing systems and plans can save lives.

Actions community leaders can take:

- Pay regular attention to local [air quality advisories](#) and [subscribe](#) to and publicly share [Smoky Skies Bulletins](#)
- Communicate [messaging and actions](#) for the public to take to reduce wildfire smoke exposure based on the [Air Quality Health Index \(AQHI\)](#); for communities that do not have AQHI data, this [map](#) displays hourly average of fine particulate matter (PM_{2.5}) from provincial monitoring network, PurpleAir and AQ Egg sensors
- During wildfire events, air quality conditions may vary within hours. Stay up to date and download the [AQHI Canada app](#) and set up notifications for alerts in your community; encourage residents to download the app
- Coordinate [cleaner air](#) spaces that are publicly accessible (e.g. libraries, shopping malls, community centres, etc.) and publicize their locations/hours through a variety of communication sources
- Contact public space operators to encourage and support them in planning and improving their HVAC systems during the summer. The filters that can provide adequate protection from wildfire smoke are [MERV 13 or higher and HEPA filtration](#)

Interior Health would like to recognize and acknowledge the traditional, ancestral, and unceded territories of the Dākelh Dené, Ktunaxa, Nlaka'pamux, Secwépemc, St'át'imc, Syilx, and Tšilhqot'in Nations where we live, learn, collaborate and work together.

- Encourage employers in your community to follow WorkSafe BC guidance to protect workers from [heat](#) and [smoke](#) related health outcomes
- While there is currently no formal provincial guideline in place, consider [re-scheduling or cancelling outdoor public events](#) to reduce time spent outside when the AQHI is high (7+) or very high (10+)
- Promote ways for residents to create cleaner air spaces including:
 - Upgrading [HVAC or furnace filters and utilize portable air cleaners](#)
 - Improving home central heating and cooling system by choosing a filter with a minimum [MERV 13](#) or as high a rating as your system can accommodate
 - [Portable air cleaners](#) and filters can be claimed as a [medical expense](#) with a prescription by those with chronic respiratory or immune illnesses
 - Encourage community members to [create their own air cleaner](#) for less than \$100
 - Support communities to hold [BC Lung DIY Air Cleaner Workshops](#): a community-based initiative that teaches community members how to build simple devices that improve indoor air quality. [Home-made box air fan filters](#) are proven to clean air space
 - Consider [well fitted respirators](#) where cleaner spaces may be difficult to access
- For communities without an air quality monitoring station nearby, consider contacting [Ministry of Environment and Climate Change Strategy](#). They will work with communities as their capacity allows to find the best solution for air monitoring needs including low-cost air sensors such as [Purple Air](#).

Actions Interior Health will take:

- Support the development of community heat and wildfire smoke preparedness and response plans
- Share heat and wildfire smoke warnings and broadcast public health messages about the prevention of heat and smoke-related illness
- Provide public health messages to share through community heat and wildfire smoke response communications
- Develop and implement IH organizational heat and air quality response plans
- Monitor IH clients and patients who are vulnerable to heat and smoke-related illness
- Provide (where applicable) public health surveillance data from previous heat and smoke events to inform decision making
- Participate in regional briefing calls with local governments and First Nations to provide public health advice
- Support municipal staff in accessing resources to facilitate DIY Air Cleaner workshops
- Refer vulnerable IH clients to BC Hydro for free portable air conditioners

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Funding Opportunities for Heat and Smoke Planning

- [Local Government Climate Action Program \(LGCAP\) | BC Ministry of Environment and Climate Change Strategy](#) | Eligibility includes initiatives that result in resilience to future climate conditions including preparing risk assessments
- [Disaster Risk Reduction-Climate Adaptation | Union of BC Municipalities](#) | Funding stream to reduce risks from disasters due to natural hazards and climate related risks including extreme temperature risk mapping, assessment, planning
- [Community Climate Funding | gov.bc.ca](#) | An all-in-one guide of funding opportunities for climate action projects in your community

Of Special Note

- If there is extreme heat during an air quality advisory, people should prioritize cooling down. Heat is typically more dangerous than short-term exposure to poor air quality
- While fans can help you feel more comfortable, they do not lower body temperature when outdoor and/or indoor temperatures are over 35°C. At that point, fans simply blow hot air over the skin and can cause increased body temperature. When outdoor air temperatures are cooler than indoor air temperatures, use fans in windows to blow cooler air from outside into a room
- Preparing for heat, and managing the health risks of extreme heat, must center on those who are socially isolated and living with lower socio-economic status

Interior Health is committed to working with community partners in all sectors to protect the health of the population. For more information on heat, wildfire and smoke health impacts and examples of community action, refer to IH's [2023 Medical Health Officer Report on Climate Change, Health and Well-being](#).

The IH Healthy Communities Program and Office of the Medical Health Officers are available to support community planning related to heat and wildfire smoke. Your assigned [Healthy Communities team member](#) can be contacted at healthycommunities@interiorhealth.ca.

Sincerely,



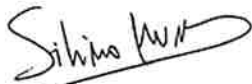
Dr. Martin Lavoie
Chief Medical Health Officer



Dr. Andy Delli Pizzi
Medical Health Officer



Dr. Jonathan Malo
Medical Health Officer



Dr. Silvina Mema
Deputy Chief Medical Health Officer



Dr. Sue Pollock
Medical Health Officer



Dr. Sanaz Vaseghi
Medical Health Officer

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RECEIVED

Westcoast Energy Inc.
200, 425 – 1st Street SW
Calgary, Alberta T2P 3L8

JUN - 5 2024

May 31, 2024

DISTRICT OF 100 MILE HOUSE
BRITISH COLUMBIA

VIA XPRESSPOST

Dear Recipient

Re: Westcoast Energy Inc. – Sunrise Expansion Program – CER Application Filing

Westcoast Energy Inc. (Westcoast), an Enbridge company, would like to provide you with an update regarding the proposed Sunrise Expansion Program (Project).

Westcoast filed its application for the Project with the Canada Energy Regulator (CER) on May 30, 2024. The application, which includes information on the Project need, engineering details, potential environmental and socio-economic effects, land matters, Indigenous and stakeholder engagement, and other Project information, can be found at the following links:

- apps.cer-rec.gc.ca/REGDOCS/Item/View/4457533 (Part 1 of 3)
- apps.cer-rec.gc.ca/REGDOCS/Item/View/4457544 (Part 2 of 3)
- apps.cer-rec.gc.ca/REGDOCS/Item/View/4458003 (Part 3 of 3)

Should you have any outstanding Project-related concerns, you may reach out to the CER's Process Advisor for the Project by e-mail at sunrise.help@cer-rec.gc.ca or toll free: 1-800-899-1265.

We are also attaching additional supporting documents to provide further information on the Project, including actions we're taking to ensure responsible Project execution and protection of people and the environment. Also included in the attached material is a postcard with a link to a short informational video explaining the next steps in the regulatory review process for the Project. For ease of reference, all this information can be found on our website: www.enbridge.com/sunrise.

We're excited to be able to share all the work that has been done to date, and to continue through the regulatory process. Thank you for engaging with us and for providing critical feedback into the Project design so far.

In addition, please let us know if you have any questions or you would like to meet with a Westcoast representative to review any of the information provided or the application itself. We encourage you to contact us at the information provided below or phone us toll free at 1-833-267-2220.

Yours Sincerely,

C. Hale

On behalf of Zeke Reimers
Lands Coordinator
403-478-9861
Zeke.Reimers@Enbridge.com

Attachments:
Sunrise Expansion Program factsheet
Responsible Project execution brochure (Environment and Socio-economic Assessment)
Postcard containing a QR code, video and website links, and other additional resources

In case of an emergency, please contact Enbridge's 24-hour emergency number: 1-800-663-9931



Protecting people and the environment

Our commitment to responsible natural gas pipeline construction and operation

At Enbridge, ensuring the safety of both people and the environment is our top priority. From planning, to building and operating a pipeline project, we are committed to minimizing impacts on the surrounding environment and communities. At the same time, we prioritize providing economic opportunities and benefits to local and Indigenous communities during all phases of a project and into its ongoing operation.

The Project: Sunrise Expansion Program

Westcoast Energy Inc. (Westcoast), an Enbridge company, is proposing the Sunrise Expansion Program (Project), which is an expansion of the southern section of the Westcoast system. The Project is needed to meet market demand for natural gas.

For nearly 70 years, the Westcoast system has been transporting natural gas for markets throughout British Columbia (BC), Alberta, and the U.S. Pacific Northwest. This natural gas is used to heat homes, hospitals, businesses, and schools. It is also used as a fuel for electric power generation and is a staple in many industrial and manufacturing processes that produce hundreds of products that improve our lives.

The Project consists of installing pipeline loops along the existing Westcoast system and additional compressor units at existing compressor stations. Some of the compressor units will be powered by electricity which will require installation of overhead powerlines.

Westcoast requires approval from the Canada Energy Regulator (CER) for the Project. If approved, construction may start as early as Q2 2026, with planned in-service by Q4 2028.

Planning the Project

In early 2023, Westcoast began engaging with potentially affected Indigenous groups, landowners and other stakeholders to understand their interests in the Project and to incorporate local knowledge and feedback into Project planning.

Stakeholder and Indigenous engagement

The Project is made stronger through active and ongoing feedback from stakeholders and Indigenous groups. From participation in field work studies, to attending open houses and hundreds of individual meetings – local input into the Project has been incorporated every step of the way. Since early 2023, highlights of Westcoast's engagement program include:

500+

meetings and presentations with Indigenous groups

900+

meetings with landowners

60+

meetings and presentations with municipal and regional district representatives

9

public open houses

50+

community sponsorships and events

2,000+

visitors to the Project's virtual open house

40,000+

views on the Project webpage

Understanding Project effects: Environmental and Socio-economic Assessment

Westcoast has conducted an extensive Environmental and Socio-economic Assessment (ESA) for the Project, completing thousands of hours of investigative field studies and surveys to assess potential effects on the environment and local communities. The results from these studies are being used to develop mitigation plans to mitigate effects on the environment and surrounding communities. These are all detailed in the ESA, submitted with the Project application to the CER.

\$10.7 million

in Indigenous business spend on the Project as of April 1, 2024 through various scopes of work required for the ESA.

Westcoast has collaborated with environmental experts, Indigenous groups, landowners and other stakeholders to consider potential effects. In 2023 alone, Westcoast spent a total of 75,000 hours conducting environmental and cultural surveys, with over half of the fieldwork hours completed by Indigenous partners.

The ESA is comprised of thousands of pages of technical reports that describe Westcoast's studies and findings for various topics on the environment, as well as the social, cultural and economic well-being of potentially affected communities and Indigenous groups. These topics are listed below:

Environment

- Landscape and weather
- Soil and soil productivity
- Vegetation
- Water quality and quantity
- Fish and fish habitat
- Wetland function
- Wildlife and wildlife habitat
- Species at risk
- Air quality
- Greenhouse gas (GHG) emissions
- Noise

Socio-economic

- Human occupancy
- Heritage resources
- Traditional land and resource use
- Indigenous rights
- Social and cultural well-being
- Human health
- Navigation
- Infrastructure and services
- Jobs and economy

The following summarizes some of the key studies completed and underway and describes measures that have been proposed to mitigate potential effects of the Project.



Wildlife and wildlife habitat

The environmental crews documented various wildlife populations, including snails, frogs, lizards, birds, beavers, bears, and caribou. The ESA also considered the activities associated with Project construction and operation that may interact with wildlife and wildlife habitat. Wildlife protection strategies for each wildlife group have been outlined to help protect their populations, habitats and movements, which include measures like adjusting work areas to avoid impacts to

wildlife habitat and planning construction outside of critical timing periods for wildlife species. Worksite restoration activities will also be undertaken following construction to return work areas to their original state.

2,700+

biophysical field surveys completed in 2023.



Vegetation, wetlands and watercourses

Field studies have been conducted to assess the potential effects of the Project on vegetation, wetland health and function, and water quality and quantity. This includes the incorporation of traditional ecological knowledge and an assessment of the potential effects of the Project on key cultural species and areas of importance identified by Indigenous groups. Where potential effects have been noted, mitigation plans have been developed to avoid or minimize impacts. For instance, Westcoast proposes to install berms or gates at strategic access points to help prevent access to culturally

important vegetation areas. Plant and timber salvage and reclamation plans will also be developed before construction. Westcoast has also proposed measures to minimize risks of infestation of invasive species and forest pests.

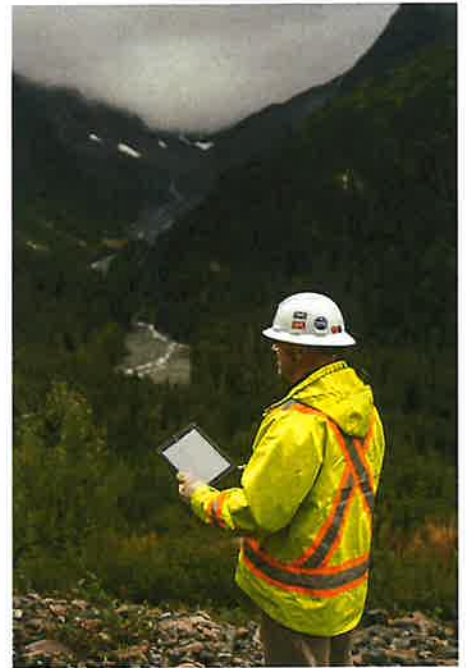
Westcoast has also designed the Project to minimize the number of wetland and watercourse crossings. Westcoast will implement established and proven mitigation measures, and construction best practices during construction and operation to avoid or reduce the potential effects on water quality and quantity.



Fish and fish habitat

Field studies have been undertaken to understand fish species encountered by the Project and assess the potential effects of the Project on fish and fish habitat. Field studies have been focused on the potential changes to fish habitat, riparian habitat, fish mortality, fish passage and changes in movement of aquatic organisms.

Where potential effects have been noted, mitigation measures have been developed to eliminate or reduce the potential effects. This includes measures such as planning construction around sensitive life-cycle periods, implementing erosion and sediment control measures during construction, and implementing water quality monitoring programs during construction activities.



Air quality and GHG emissions

The ESA includes an assessment of the potential effects of the Project on air quality and GHG emissions both during construction and during operation of the Project. Three of the four additional compressor units proposed to be installed for this Project will be powered by electricity. With these electric additions, the Project will prevent a total of 360,000 tonnes of carbon dioxide equivalent emissions per year that otherwise would have been generated if gas-driven units were selected. That is equivalent to removing over 100,000 cars off the road each year.

The project will prevent
360,000 tonnes
of carbon dioxide equivalent
emissions per year.

That's equivalent to
100,000
cars off the road each year.



Lands and soils

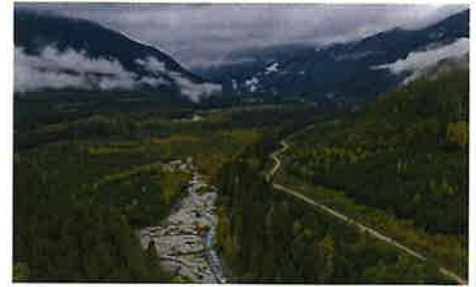
Construction activities such as vegetation clearing and soil handling for trenching and excavating have the potential to affect soil productivity and as a result impact land use and ecosystem function. Environmental studies have been undertaken to assess the potential effects of the Project on soil quality, quantity and productivity during construction and operations. Where potential effects have been noted, mitigation plans have been developed to protect soils. These include measures to avoid compaction during construction, and to prevent wind and water erosion.



Traditional land and resource use

Westcoast is working with dozens of Indigenous groups to support community-led Indigenous knowledge studies, including traditional land and resource use and cultural heritage assessments to inform the design of this Project. Westcoast also implemented a training program and employed local Indigenous participants for the field studies as team

members of environmental crews, cultural guardians and wildlife watch specialists. Local knowledge on the ground during these studies supported Westcoast's understanding of Indigenous interests, views and values to minimize potential Project effects on Indigenous rights. This work is ongoing and will continually be integrated into the Project.



Jobs and economy

The Project is estimated to add to Canada's GDP by \$3.3 billion and BC's GDP by over \$2.5 billion over a 35-year period. In the same time period, the Project will also generate federal and provincial tax revenues amounting to nearly \$700 million, and municipal property tax revenues in BC amounting to over \$8 million. These tax revenues can be used to build roads, hospitals and schools and other local community infrastructure

and service improvements. During the peak construction period, over 2,500 workers are expected to be employed, with construction expected to last approximately 18 months starting as early as Q2 2026. To minimize potential effects and increase local benefits to communities during construction, Westcoast is collaborating with local governments, regulatory authorities, landowners as well as Indigenous groups to create socio-

economic plans, tailored to meet the needs and requests of affected areas. This includes managing available local services and infrastructure such as healthcare, water and food access. All workers will also undergo workplace health and safety training, cultural awareness training, and training relating to human rights protection and human trafficking prevention awareness.

\$3.3 billion
added to Canada's GDP
over a 35-year period.

\$8 million
added to BC's economy through
municipal property tax revenues
which can be used to pay for
hospitals, roads and schools.

2,500 workers
expected to be employed
during peak construction.

Contact us

Email

BCprojects@enbridge.com

Phone

1-833-267-2220 (toll-free)

Mail

Enbridge Inc.
3985 22 Ave
Prince George, BC V2N 1B7

For more information
on the Project, visit
enbridge.com/sunrise
or scan the QR code:



Sunrise Expansion Program

Westcoast Energy Inc. (Westcoast), an Enbridge company, filed its application for the expansion of the southern portion of the Westcoast or BC Pipeline system. Known as the Sunrise Expansion Program (Project), this Project is needed to meet market demand for natural gas. This natural gas is used to heat homes, hospitals, businesses, and schools. It is also used as a fuel for electric power generation and is a staple in many industrial and manufacturing processes that produce hundreds of products that improve our lives.

For more information, please visit enbridge.com/sunrise or scan the QR code.

The Project website also has:

- A copy of the Project application
- A short video explaining the next steps following the application filing
- The link of the virtual open house: sunrise-program.com



For any questions, please contact us:

BCprojects@enbridge.com
1-833-267-2220 (toll free)

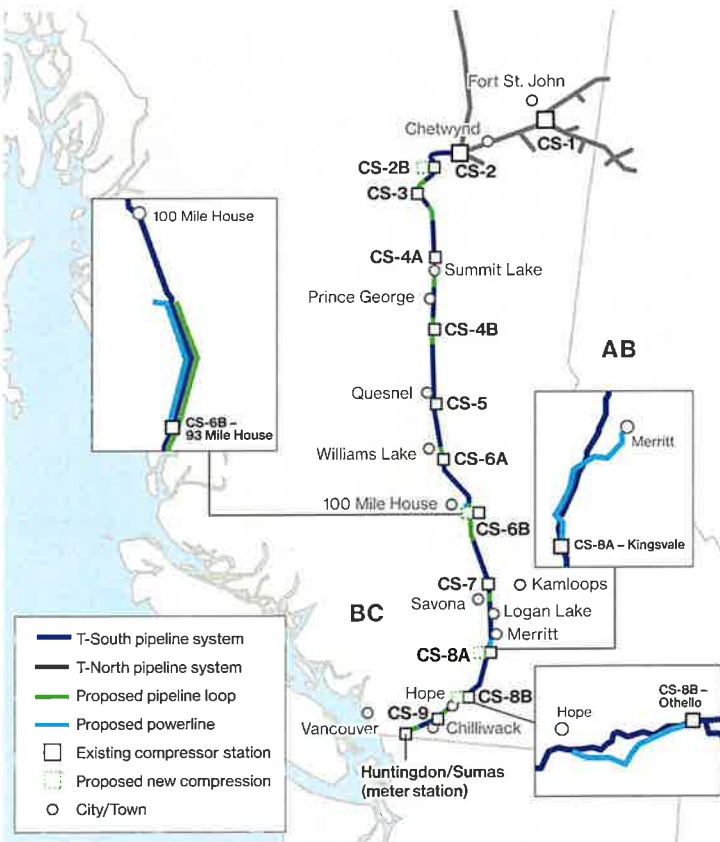
Enbridge Inc., 3985 22 Ave, Prince George, BC V2N 1B7





> Image above: existing compressor station 5 – “Australian” – near Quesnel, BC

Westcoast Energy Inc. (Westcoast), an Enbridge company, owns and operates a natural gas transmission system in British Columbia (BC) that transports processed natural gas for markets throughout BC, Alberta and the Pacific Northwest. This gas is ultimately used to heat homes, businesses, hospitals and schools. It is also used as a fuel 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.



Map is for illustrative purposes only and not to scale. Project design is under development and configuration of pipeline loops, compressor units, additional compressor station modifications, and powerlines are subject to change.

Project overview

Westcoast is proposing the Sunrise Expansion Program (Project), an expansion of the southern portion of its BC Pipeline system known as T-South. The Project is being proposed based on demand for additional natural gas transportation capacity. It will provide up to 300 million cubic feet per day (MMcf/d) of natural gas on the T-South system. The targeted in-service date is late 2028.

The proposed Project currently includes the installation of pipeline loops and additional compression at select existing compressor station sites. Westcoast is planning to use electric-driven compressor units, which would require new powerline infrastructure.

Pipeline loops

In order to increase transportation capacity, pipeline loops will be added along Westcoast’s existing right-of-way (ROW). The additional loop segments will run parallel and connect to the existing pipeline system.

A total of approximately 137 km of 42-inch pipeline looping in various segments along the system is currently anticipated.

Preliminary Project timelines

- Environmental studies began: Q2 2023
- Geotechnical studies began: Q4 2023
- Regulatory application submission (CER): Q2 2024
- Construction: Q2 2026 – Q4 2028
- In-service: Q4 2028

Project timelines are subject to change.

Compressors and infrastructure upgrades

In addition to pipeline looping, additional compression and upgrades will be required. Over extended distances, friction and elevation differences reduce the pressure within the pipelines and slow the flow of gas – compressor stations give the gas a needed “boost”, helping it get from one point to the next.

Westcoast plans to install new compressors at existing compressor stations located at Azouzetta Lake (CS-2B), 93 Mile (CS-6B), Kingsvale (CS-8A), and Othello (CS-8B).

To reduce environmental impacts, Westcoast is proposing the use of electric-driven compressor units for some of the compression required for the Project. If electric-driven compressor units are used, the Project will prevent about 360,000 tonnes of carbon dioxide equivalent (CO₂e) emissions per year. That is equivalent to removing 100,000 cars off the road in a year. The electric-driven compressor unit would substantially cut greenhouse gas (GHG) emissions that would be produced with a natural gas drive. Electric drives are also known for their quieter operation compared to natural gas drives.

To power the new electric-driven compressor units and ensure reliable operations, up to approximately 34 km of new electric transmission powerlines may be required. These overhead powerlines will largely follow existing linear infrastructure such as roads or ROWs to minimize environmental and local community impacts.

Regulatory

Westcoast filed an application for the Project with the Canada Energy Regulator in Q2 2024. Environmental, geotechnical and socio-economic studies were conducted to support the application. We are engaging with Indigenous groups, landowners, and other stakeholders to ensure they are updated with the regulatory processes.

Indigenous and community engagement

Since 2023, Westcoast has been engaging with potentially affected Indigenous groups, landowners, and other stakeholders. By gaining a deep understanding of their interests and how they may be affected by the Project at an early stage, we have incorporated local knowledge and feedback into the Project planning.

Westcoast is dedicated to creating economic opportunities for Indigenous groups and local communities. This ranges from training and employment opportunities to procuring goods and services from Indigenous businesses through a proactive supply chain process. These opportunities are provided from the early investigative studies through construction and into long-term operations.



Investigative field studies

To support Project routing and design, Westcoast is conducting investigative geotechnical and environmental studies. In 2023, we spent a total of 75,000 hours performing environmental and cultural surveys, with over half of the fieldwork hours completed by Indigenous partners. These studies will help identify any environmental or geotechnical factors that should be considered in designing the Project and in developing mitigation.

Environmental studies include surveys of fish and fish habitats, wildlife, vegetation, soil, watercourses, wetlands, air quality and archaeology assessments. Geotechnical studies aim to understand geological conditions beneath the surface for optimal pipeline routing design.

Environmental performance commitment

Enbridge's environmental, social and governance (ESG) goals represent the next stage of our evolution as an ESG leader to ensure we're positioned to grow sustainably for decades to come. Specifically on the environment, our goal is to achieve net-zero GHG emissions from our business by 2050 and a 35% reduction in the intensity of GHG emissions from our operations by 2030. Our emissions reduction targets include future projects we might develop, and anything we do will be assessed against our emissions reduction commitments. The installation of electric-driven compressors in this Project help Enbridge meet these goals.

To find out more about how we plan to meet these goals, please visit enbridge.com/esggoals.



Contact us

Virtual Open House
sunrise-program.com



Email
BCprojects@enbridge.com

Phone
1-833-267-2220 (toll-free)

Mail
Enbridge Inc.
3985 22 Ave
Prince George, BC V2N 1B7



January 19, 2024

Re: Legislative Reform Initiative Update

Dear Local Government Colleagues:

On September 21, 2023, the Regional District of Nanaimo (RDN), Alberni-Clayoquot Regional District, Fraser Valley Regional District (City of Chilliwack), and Don Lidstone, K.C., hosted an interactive, discussion-based panel session (Legislative Reform Initiative) focused on reform of the *Local Government Act (LGA)* at the UBCM Annual Convention in Vancouver. While the lack of powers for regional districts in the *Act* was a major spark for this initiative, the session was intended for both municipal and regional district officials because many aspects of municipal operations are contained in the *LGA* and municipal issues with the *Act* have been the subject of numerous UBCM resolutions over the years. Similar workshops have been held previously at the Association of Vancouver Island and Coastal Communities' Annual Conventions in 2022 and 2023. Approximately 80-85 people attended the September 2023 UBCM session, indicating a broad interest in this evolving topic.

Concerns about the dated *Local Government Act* have been widespread for some time among local governments. Although the Ministry of Municipal Affairs has made significant incremental changes in the legislation over time, without a comprehensive modernization of the *LGA* regional districts are left without sufficient tools or authority to meet expanding responsibilities or to legislate in key areas in comparison with municipalities. Moreover, the evolving social, political, and economic environments that both municipalities and regional districts operate within, such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance, should be reflected in updated and modernized legislation. A key component of our discussions is that any additional powers or tools granted to local government are opt-in so that local governments can choose to implement tools based on what is best for their area.

The goals of the September 2023 UBCM interactive panel session were:

- to provide context and background about the Legislative Reform Initiative
- to discuss whether to proceed with the Legislative Reform Initiative
- to discuss options for the best path forward to steer the process

Prior to the session, the Ministry of Municipal Affairs provided some background information and several questions to consider during the group's discussion. This material was useful and very much appreciated.

The RDN committed to sending UBCM members a "What We Heard" document summarizing discussion at the session and next steps. We are attaching that document to this letter for your information, as well as the material provided by the Ministry of Municipal Affairs that was considered as part of the September 2023 panel discussion at UBCM. In addition, we are attaching the slide deck presented at the UBCM session.

We encourage other local governments to participate in this important initiative. As indicated in the "What We Heard" document, the RDN is currently following up with UBCM on the possibility of requesting that the UBCM Executive form a working group on this topic. Having letters of support from local governments across the province would be helpful in demonstrating interest. Should you wish to send a letter of support, have any questions, or wish to share examples of legislative challenges stemming from the *Local Government Act*, please contact RDN Chief Administrative Officer Douglas Holmes at dholmes@rdn.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Vanessa Craig". The signature is written in a cursive, flowing style.

Vanessa Craig
Chair, Regional District of Nanaimo

Encl.

Re: Legislative Reform Initiative

I am writing to you on behalf of [regional district or municipality Board/Council] regarding the proposed reform of the *Local Government Act* (LGA), a topic that was considered in a panel discussion at the 2023 Union of BC Municipalities (UBCM) Annual Convention. I understand that the Regional District of Nanaimo is exploring the potential formation of a working group through the UBCM. This letter serves to express our support and encouragement for this.

A comprehensive review and reform of the *Local Government Act* has long been needed. Although the Ministry of Municipal Affairs has made significant incremental changes to the legislation, more substantial modernization of the LGA is required to provide municipalities and regional districts with sufficient tools and/or authority to meet their expanding responsibilities and challenges. In addition, the social, political, and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance. These changes should be reflected in modernized legislation.

[Regional district or municipality] supports the Regional District of Nanaimo's request that the UBCM Executive form a working group to steer this important initiative. We are eager to see this initiative continue momentum and support the creation of a process to organize and enable broad and inclusive consultation to work toward a modernized legislative scheme.

TO: RDN Board of Directors

DATE: March 22, 2024

FROM: Elizabeth J. Hughes, Manager, Strategy and
Intergovernmental Services

SUBJECT: Update on Legislative Reform Initiative

Background

The Legislative Reform Initiative began in 2021, led by the RDN, and envisions mobilizing a collective intergovernmental effort to update and modernize the *Local Government Act*.

Concerns with the dated *Local Government Act* include restrictions on taxation and revenue sources, complexities in establishing services, and the lack of provisions in comparison with Section 8 of the *Community Charter* which gives municipalities powers to regulate, prohibit, and impose requirements by bylaw without provincial approval or establishing bylaws. Regional districts are limited in their legislative authority in several areas such as business licensing authority (which the province is now addressing as part of its efforts around short-term rental housing), subdivision approval, regulation of fireworks discharge, parking enforcement, tree management, and taxation and funding models. Social, political, and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in governance. These realities should be reflected in a modernized legislative framework.

Actions Taken

Since 2021, discussions of the Legislative Reform Initiative have been held with three Ministers of Municipal Affairs. The RDN has hosted or co-hosted 8 panel sessions or presentations about this initiative at AVICC, UBCM, and several Chair/CAO Forums, including an upcoming session at the Regional District Chair/CAO Forum on March 26, 2024. Chair Vanessa Craig and CAO Douglas Holmes have been invited to present an update on the initiative at the Electoral Area Directors Forum at AVICC on April 12, 2024.

Most recently, at the panel session on legislative reform at UBCM in September 2023, co-hosted by the RDN, Fraser Valley Regional District (City of Chilliwack), Alberni-Clayoquot Regional District, and Don Lidstone, K.C., session attendees expressed support for asking UBCM to lead the initiative and establish a working group to steer the process. The proposed working group would include representatives from municipalities, regional districts, First Nations, UBCM, and ministerial staff, and would conduct research and policy work to develop a framework for reviewing and modernizing the *Local Government Act*.

Following the September 2023 UBCM panel session, the RDN drafted a "What We Heard" document (attached) and circulated it to UBCM members, summarizing the session discussion and next steps, and requesting letters of support for a UBCM working group on comprehensive legislative reform and modernization.

Current Status

Letters of support are being received from regional districts and municipalities and are being provided to directors in weekly Board correspondence. While UBCM has not come to a decision about including the legislative reform initiative in its work plan, UBCM leadership has held several discussions about the initiative and is gathering further information. This is long term project will likely take several years to unfold and come to fruition.

Background and Discussion Questions

The Ministry of Municipal Affairs (MUNI) is committed to listening to local governments about their evolving needs and how the existing legislated framework accommodates new responsibilities and challenges. Much of the legislative agenda sponsored by MUNI in recent years has responded to critical local government needs uncovered as a result of the pandemic and in response to UBCM resolutions. The development of legislative change is a lengthy, complex, and resource intensive process. Therefore, it must be rooted in and supported by a clear gap in existing tools and authorities to fix an identified problem that the current legislation or other tools don't resolve. The mere desire for regional district (RD) legislation alone needs to be tested against a real need, with a clear path on policy development for the province to consider.

Government Priorities

The province has been clear in its priorities and focus on pressing issues of affordability and housing supply – allocating significant resources from both the Ministry of Housing and MUNI to initiatives in this space. That scarce allocation is determined by elected decision makers. The priority on affordability and housing supply also presents an opportunity and recognizes that issues of housing availability and affordability are not just urban issues – and that there is a role for regional approaches to support this work that may require new thinking of how RDs are better able to participate in solutions that will have direct implications for RD regulatory authorities.

In addition, MUNI along with other agencies and ministries, are working on other initiatives that have a direct impact on RD authorities, these include:

- The local government financial review working group, made up of staff from the province and UBCM, where work has been underway to review the local government finance system in B.C., analyzing the recommendations in the 2021 UBCM report, and discussing matters of mutual interest;
- Inclusive regional governance to explore First Nations' interests on RD boards (explore issues such as geographic implications/boundaries of the current RD system and alignment with First Nation territories, election mechanics, and service provision);
- Consideration of business licensing and enforcement authorities for RDs, as previously requested by RDs.

Discussion questions – Are there specific RD challenges and legislative concerns that align with the current provincial priorities? What are the clearly defined problem statements/lack of authority for RDs not already accommodated for?

Other Approaches and Tools

In the past, RD officials have expressed a range of concerns such as lack of regulatory authority – in some cases the authorities in question may exist or it may be facilitated through regulation (recent examples include fireworks and source separation regulations). Other identified concerns relate to some of the fundamental foundations of RD structures and principles – such as the principle that cost-recovery for services being matched with the beneficiaries of the service, or the unique ability of RDs to balance rural and urban interests. Any changes contemplated need to be evidence-based and targeted

and not be change for “a nice to have” versus a particular business or governance need for which a policy rationale exists and no other tools exist.

Discussion questions – given the inherent flexibility in the RD system, are there other tools or approaches that may address challenges that could support RDs in the absence of legislative changes?

Process for further engagement

Given the key and pressing priorities that the province is currently engaged on (e.g., housing and homelessness, climate change and emergency planning, health, and the opioid crisis) there are practical considerations about how the local government system (including municipalities and RDs) will partner and collaborate with the province to address these issues. MUNI remains committed to understanding the broad views and perspectives of local government officials (both regional and municipal) across BC on the issues facing their regions and communities including the need for legislative change. We will take under consideration the results of this session.

Discussion questions – Have inclusive, broad meaningful conversations about RD outcomes and authorities occurred across all RDs? And have those been shared with MUNI? How will RDs organize themselves to ensure that all voices will be heard?



**District of
100 MILE HOUSE**

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

Regular – June 11th, 2024

REPORT DATE: May 24th, 2024

TITLE: Financial Information Act/Statement of Financial Information

PREPARED BY: S.Elias, Director of Finance

PURPOSE:

The purpose of this Council report is to provide the 2023 Statement of Financial Information report for approval.

RECOMMENDATION:

Recommended Resolution

BE IT RESOLVED THAT the Statement of Financial Information of the fiscal year ending 2023 be approved and authorized for signature.

BACKGROUND INFORMATION / DISCUSSION:

In reference to the above, Section 9(2) of BC Reg. 371/93 states that the Statement of Financial Information (financial statements and all accompanying schedules) must be approved by Council and the Chief Financial Officer.

Accompanied by the financial statements previously presented to Council, please find attached the remaining required documents for your approval.

OPTIONS: N/A

BUDGETARY IMPACT: N/A

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

ATTACHMENTS: 2023 Statement of Financial Information Report

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

Date: May 24/24

Reviewed By: T. Boulanger
T. Boulanger, CAO

Date: May 24.24



DISTRICT OF

100 Mile House

**STATEMENT OF FINANCIAL
INFORMATION**

2023

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2023 Statements of Financial Information Report Background

What is the 'Statements of Financial Information' Report (SOFI) report?

The SOFI report is a regulatory requirement for all British Columbian municipalities, submitted by June 30 each year to the Ministry of Community, Sport and Cultural Development. The purpose of the SOFI is to report the financial statements and disbursements for employee remuneration, goods and services. Financial Information Act (FIA) regulations require that the SOFI is available for public examination for 3 years once released. The SOFI includes the municipality's audited financial statements and schedules regarding remuneration paid to the Mayor and Council, a listing of the municipal employees and their positions who have remuneration over the threshold amount of \$75,000, amounts paid to suppliers of goods and/or services to which the municipality paid a total of exceeding \$25,000 including GST and any other taxes during the year. The schedules are prepared for the provincial government and are prepared according to the FIA regulations. It should be noted that SOFI schedules are not the District of 100 Mile House financial statements. Amounts appearing in the SOFI report are based on when payments were made rather than the accrual basis normally used for financial statement presentation.

How to interpret the financial information:

Staff remuneration

The remuneration amounts disclosed in the SOFI report incorporate several inclusions: any form of salary, wages and taxable benefits. Depending on the year, in addition to regular pay, total remuneration may include overtime pay, statutory holiday pay, payments of accrued vacation, sick and banked overtime, and retroactive pay rate changes. With each of these variables changing from year to year, the remuneration amounts will fluctuate annually.

Staff expenses

The figures under expenses include employee costs such as: mileage to meetings, event registration fees, and professional accreditation. The FIA specifically states that expenses "...are not limited to expenses that are generally perceived as perquisites or bestowing personal benefit and may include expenditures required for employees to perform their job functions".

Supplier payments

For goods or services purchased by the organization, the SOFI report includes a summary of payments made to outside organizations which total more than \$25,000 for the reporting year.

Statement of Financial Information Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, Subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the **Financial Information Act**.

Sheena Elias
Director of Financial Administration

Maureen Pinkney
Mayor, District of 100 Mile House

**Management's Responsibility
For Financial Reporting**

The preparation of information in these financial Statements is the responsibility of management. The consolidated financial statements have been prepared in accordance with accounting principles generally accepted for British Columbia municipalities and are outlined under "Significant Accounting Policies" in the notes to the financial statements.

Management maintains a system of internal accounting controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded and reported properly. Management also maintains a program of proper business compliance.

BDO Canada LLP, the District's independent auditors, have audited the accompanying financial statements. Their report accompanies this statement.

Sheena Elias
Director of Financial Administration

Statement of Financial Information | 2023

Schedule of Remuneration and Expenses - 2023

Elected Officials

Name	Position	Remuneration	Travel & Conferences	Total
Maureen Pinkney	Mayor	\$ 22,990.00	\$ 11,639.14	\$ 34,629.14
Donna Barnett	Councillor	9,735.00		9,735.00
Jenni Guimond	Councillor	11,085.00	3,664.35	14,749.35
Ralph Fossum	Councillor	10,782.00	4,699.05	15,481.05
Dave Mingo	Councillor	10,935.00	4,682.59	15,617.59
		<u>\$ 65,527.00</u>	<u>\$ 24,685.13</u>	<u>\$ 90,212.13</u>

Employees earning more than \$75,000 per year

	Position	Base Salary	Travel & Conferences	Total
Bissat, David	Fire Chief	\$ 83,264.28	\$ 2,035.93	\$ 85,300.21
Boulanger, Tammy	Chief Administrative Officer	133,446.37	10,048.13	143,494.50
Conway, Todd	Director of Community Services	147,434.85	-	147,434.85
Doddridge, Joanne	Director of Planning & Ec. Dec.	96,276.84	2,821.49	99,098.33
Donnelly, Paul	Water & Sewer Operator	90,337.24	2,108.74	92,445.98
Elias, Sheena	Director of Finance	89,244.65	2,111.47	91,356.12
Hollander, Roger	Fire Chief	107,921.58	2,482.13	110,403.71
Todd, Barry	Water & Sewer Operator	86,027.30	3,393.90	89,421.20
			-	-
		<u>\$ 750,688.83</u>	<u>\$ 22,965.86</u>	<u>\$ 773,654.69</u>

Employees earning less than \$75,000 per year

Consolidated total of other employees with remuneration less than \$75,000	\$ 917,289.18	\$ 45,704.68	\$ 962,993.86
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Total Remuneration	<u>\$ 1,733,505.01</u>	<u>\$ 93,355.67</u>	<u>\$ 1,826,860.68</u>
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Explanation of Variance

The variance between the remuneration schedule and the salaries and benefits reported in the consolidated financial statements of the District are attributable to a number of factors including: the remuneration schedules are based on actual payments made in the year (including payouts of vacation, Emergency Operations Centre overtime paid by the Province of BC, overtime banks, personal needs time bonuses, retirement allowances and taxable benefits) whereas the financial statement figure is determined on an accrual basis.

Statement of Financial Information | 2023

STATEMENT OF SUPPLIERS OF GOODS AND SERVICES (GREATER THAN \$25,000)

Name	Amount	Services
1067701 BC LTD	\$ 46,180.00	Deposit Refund
100 MILE DEVELOPMENT CORPORATION	89,278.30	Fee For Service
AARDVARK PAVEMENT MARKING	53,891.90	Contract Services - Line Painting
BC ASSESSMENT AUTHORITY	34,273.58	Annual Tax Levy
BC HYDRO & POWER AUTHORITY	163,361.76	Utility Charges
BC TRANSIT	260,924.23	Bus transportation contract
BREE CONTRACTING LTD	748,235.11	Capital Projects
BROGAN FIRE AND SAFETY	25,709.76	Fire Dept Supplies
CAMEO PLUMBING LTD	41,040.26	Contract Services - Building Repairs
CARIBOO REGIONAL DISTRICT	1,200,216.42	Annual Tax Levy/Debenture Debt Pmts
CANADA LIFE	106,834.85	Benefits
COMMISSIONAIRES BRITISH COLUMBIA	29,467.15	Bylaw Services
CARWEN CUSTOM BUILDERS LTD	33,105.19	Contract Services - Snow Removal
ENVIRONMENTAL 360 SOLUTIONS CENTRAL	88,789.65	Garbage Collection
EMPLOYER HEALTH TAX	31,467.79	Payroll Tax
FRASER BASIN COUNCIL SOCIETY	134,768.37	Contract Services - Flood Hazard Mapping
FOUR RIVERS CO-OPERATIVE	109,763.72	Fleet Fuel
GARTH'S ELECTRIC CO LTD - INC NO. 248102	126,947.87	Contracted Electrical Services
ICBC	30,659.00	Vehicle Insurance
LAMBOURNE ENVIRONMENTAL LTD	65,010.89	Capital - WWTP Upgrades
MAINLINE ROOFING CO LTD	88,590.60	Capital - Office Roof
MANACORP PROPERTIES LTD.	27,500.00	Deposit Refund
METRO MOTORS LTD	286,666.24	Capital - Utility Tuck & Duty Truck
MINISTER OF FINANCE	894,031.28	School & Police annual tax levy / Misc
MUNICIPAL INSURANCE ASSOCIATION OF BRITISH	135,716.00	Insurance
NORTHERN COMPUTER	65,136.31	Contract Services - IT
PENSION CORPORATION	212,946.68	Employee Benefits / Pension
PETERS BROS CONSTRUCTION LTD	176,059.45	Capital - Paving
PMT CHARTERED PROFESSIONAL ACCOUNTANTS	25,258.80	Contract Services - Annual Audit
RECEIVER GENERAL OF CANADA	482,824.29	Employee/Employer Payroll Expense
RITE-WAY FENCING INC.	34,845.63	Capital - Tennis/Basketball Courts
ROCKY MOUNTAIN PHOENIX	27,668.06	Capital- turnout gear /misc
ROYAL BANK VISA	95,261.69	Various purchases
SCOTT ROY	102,764.10	Contract Services - Deputy CAO
SMITTY'S JANITORIAL SERVICES (1993)	29,442.00	Contract Services - Janitorial
TASCO SUPPLIES LTD	25,030.08	Supplies
TERRA ARCHAEOLOGY	39,817.48	Capital - Bridge Archaeology
TOMKO SPORT SYSTEMS INC.	58,234.71	Capital - Tennis/Basketball Courts
TRUE CONSULTING GROUP	306,851.67	Engineering services
UNITED CONCRETE & GRAVEL LTD	60,551.68	Winter Sand / Concrete / Gravel
WASP MANUFACTURING LTD	53,360.16	Capital - SPU Trailer
W.C. ELECTRIC LTD	50,807.06	Contract Services - Building Repairs
WEST COAST MACHINERY INC.	139,888.00	Capital - Gardener Truck
WORKERS' COMPENSATION BOARD	48,906.65	Workers Compensation
Payments to Vendors over \$25,000	<u>6,888,084.42</u>	
Payments to Vendors under \$25,000	<u>1,197,858.19</u>	
TOTAL PAYMENTS MADE	\$ 8,085,942.61	

**Schedule of Guarantee and Indemnity Agreements
Statement of Severance Agreements**

Schedule of Guarantee and Indemnity Agreements

“This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation”

Statement of Severance Agreements

“There were no severance agreements made between the District of 100 Mile House and its non-unionized employees during the fiscal year 2023.”

Financial Information Act
Financial Information Regulation (FIR), Schedule 1

Statement of Financial Information (SOFI)
Index to FIR Schedule 1 and the Checklist

Page 1: Corporation Information

Ministry Information

General: Section One

- 1(1)(a) Statement of assets and liabilities
- 1(1)(b) Operational statement
- 1(1)(c) Schedule of debts
- 1(1)(d) Schedule of guarantee and indemnity agreements
- 1(1)(e) Schedule of employee remuneration and expenses
- 1(1)(f) Schedule of suppliers of goods and services
- 1(2) [Explanatory information for reference]
- 1(3) Statements prepared on a consolidated basis or for each fund
- 1(4) & (5) Notes to the statements and schedules in section 1(1)

Page 2: Statement of Assets & Liabilities: Section Two

- 2 Balance sheet
- Changes in equity and surplus or deficit

Operational Statement: Section Three

- 3(1) Statement of Income / Statement of Revenue and Expenditures
- Statement of Changes in Financial Position
- 3(2) & (3) Omission of Statement of Changes in Financial Position, with explanation
- 3(4) Requirement for community colleges, school districts and municipalities

Statement of Debts: Section Four

- 4(1)(a) & 4(2) List and detail the schedule of long-term debts
- 4(1)(b) Identify debts covered by sinking funds / reserves
- 4(3) & (4) Omission of schedule, with explanation

Page 3: Schedule of Guarantee and Indemnity Agreements: Section Five

- 5(1) List agreements under the Guarantees and Indemnities Regulation
- 5(2) State the entities and amounts involved
- 5(3) & (4) Omission of schedule, with explanation

Page 3 & 4: Schedule of Remuneration and Expenses: Section Six

- 6(1) [Definitions for reference]
- 6(2)(a) List remuneration / expenses for each elected official, member of board, Cabinet appointees
- 6(2)(b) List each employee with remuneration exceeding \$75,000, plus expenses
- 6(2)(c) Consolidated total for all employees with remuneration of \$75,000 or less
- 6(2)(d) Reconcile difference in total remuneration above with operational statement
- 6(3) Exclude personal information other than as required

Page 3 & 4: Schedule of Remuneration and Expenses: Section Six (continued)

- 6(4) & (5) [Explanatory information for reference]
- 6(6) Report employer portion of EI and CPP as a supplier payment
- 6(7)(a) & (b) Statement of severance agreements
- 6(8) Explain an omission of statement of severance agreements
- 6(9) [Statement of severance agreements to minister – not required unless requested]

Page 4: Schedule of Suppliers of Goods or Services: Section Seven

- 7(1)(a) List suppliers receiving payments exceeding \$25,000
- 7(1)(b) Consolidated total of all payments of \$25,000 or less
- 7(1)(c) Reconcile difference in total above with operational statement
- 7(2)(a) [Explanatory information for reference]
- 7(2)(b) Statement of payments of grants or contributions
- 7(2)(c) [Explanatory information for reference]

Page 5: Inactive Corporations: Section Eight

- 8(1) Ministry to report for inactive corporations
- 8(2)(a) Contents of report – statements and schedules under section 1(1) to extent possible
- 8(2)(b) Contents of report – operational status of corporation

Approval of Financial Information: Section Nine

- 9(1) Approval of SOFI for corporations (other than municipalities)
- 9(2) Approval of SOFI for municipalities
- 9(3) Management report
- 9(4) Management report must explain roles and responsibilities
- 9(5) Signature approval is for all contents of the SOFI

Access to the Financial Information: Section Ten

- 10(1) to (3) [Explanatory information for reference]

Financial Information Regulation, Schedule 1

Checklist – Statement of Financial Information (SOFI)

For the Corporation:

Corporate Name: District of 100 Mile House Contact Name: Sheena Elias
 Fiscal Year End: December 31, 2023 Phone Number: (250) 395-2434
 Date Submitted: June 12, 2024 E-mail: selias@100milehouse.com

For the Ministry:

Ministry Name: _____ Reviewer: _____
 Date Received: _____ Deficiencies: Yes No
 Date Reviewed: _____ Deficiencies Addressed: Yes No
 Approved (SFO): _____ Further Action Taken: _____

Distribution: Legislative Library Ministry Retention

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
General					
1 (1) (a)	Statement of assets and liabilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Financial Statements
1 (1) (b)	Operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Financial Statements
1 (1) (c)	Schedule of debts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Financial Statements
1 (1) (d)	Schedule of guarantee and indemnity agreements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (e)	Schedule of employee remuneration and expenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (1) (f)	Schedule of suppliers of goods and services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1 (3)	Statements prepared on a consolidated basis or for each fund, as appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Financial Statements
1 (4) 1 (5)	Notes to the financial statements for the statements and schedules listed above	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Financial Statements

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
Statement of Assets & Liabilities					
2	<ul style="list-style-type: none"> • A balance sheet prepared in accordance with GAAP or stated accounting principles / policies, and • Show changes in equity and surplus or deficit due to operations 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Financial Statements
Operational Statement					
3 (1)	<p>Prepared in accordance with GAAP or stated accounting principles / policies and consists of:</p> <ul style="list-style-type: none"> • a Statement of Income or Statement of Revenue and Expenditures, and • a Statement of Changes in Financial Position 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Financial Statements
3 (2) 3 (3)	<ul style="list-style-type: none"> • The Statement of Changes in Financial Position may be omitted if it provides no additional information • The omission must be explained in the notes 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Financial Statements
3 (4)	Community colleges, school districts, and municipalities must prepare a Statement of Changes in Financial Position for the Capital Fund	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Financial Statements
Schedule of Debts					
4 (1) (a) 4 (2)	List each long-term debt (secured by debentures, mortgages, bonds, etc.), stating the amount outstanding, the interest rate, and the maturity date	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Financial Statements
4 (1) (b)	Identify debts covered by sinking funds or reserves and amounts in these accounts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Financial Statements
4 (3) 4 (4)	<ul style="list-style-type: none"> • The schedule may be omitted if addressed under section 2 or 5 and it provides no additional information • The omission must be explained in a note to the schedule 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See Financial Statements

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
Schedule of Guarantee and Indemnity Agreements					
5 (1)	List financial agreements that required government approval prior to being given (see Guarantees and Indemnities Regulation in FIA Guidance Package)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5 (2)	State the entities involved, and the specific amount involved if known	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5 (3) 5 (4)	<ul style="list-style-type: none"> • The schedule may be omitted if addressed under section 2 or 4 and it provides no additional information • The omission must be explained in a note to the schedule 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Schedule of Remuneration and Expenses (See Guidance Package for suggested format)					
6 (2) (a)	List separately, by name and position, the total remuneration and the total expenses for each elected official, member of the board of directors, and employee appointed by Cabinet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (2) (b)	List alphabetically each employee whose total remuneration exceeds \$75,000 and the total expenses for each [excluding the persons listed under 6 (2) (a)]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (2) (c)	Include a consolidated total for employees whose remuneration is \$75,000 or less [excluding the persons listed under 6 (2) (a)]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (2) (d)	Reconcile or explain any difference between total remuneration in this schedule and related information in the operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (3)	Exclude personal information other than name, position, function or remuneration and expenses of employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
Schedule of Remuneration and Expenses (See Guidance Package for suggested format)					
6 (6)	Report the employer portion of EI and CPP as a supplier payment to the Receiver General for Canada rather than as employee remuneration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (7) (a) 6 (7) (b)	Include a statement of severance agreements providing: <ul style="list-style-type: none"> • the number of severance agreements under which payment commenced in the fiscal year being reported on for non-union employees, and • the range of equivalent months' compensation for them (see Guidance Package for suggested format)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 (8)	Provide the reason for omitting a statement of severance agreements in a note to the schedule of remuneration and expenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule of Suppliers of Goods or Services (See Guidance Package for suggested format)					
7 (1) (a)	List in alphabetical order all suppliers of goods and services who received aggregate payments exceeding \$25,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 (1) (b)	Include a consolidated total of all payments to suppliers who received \$25,000 or less	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 (1) (c)	Reconcile or explain any difference between the consolidated total and related figures in the operational statement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 (2) (b)	Include a statement of payments for the purposes of grants or contributions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
Inactive Corporations					
8 (1)	The ministry reports for the corporation if the corporation is not operating to the extent required to produce a SOFI	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8 (2) (a)	The ministry's report contains the statements and schedules required under section 1 (1), to the extent possible	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8 (2) (b)	The ministry's report contains a statement of the operational status of the corporation (see Guidance Package regarding what to include)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Approval of Financial Information					
9 (1)	Corporations other than municipalities – the SOFI is signed as approved by the board of directors or the governing body (see Guidance Package for example)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9 (2)	Municipalities – the SOFI is approved by its council and by the officer assigned responsibility for financial administration (see Guidance Package for example)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 (3)	A management report is included, signed by the head and chief financial officer, or by the municipal officer assigned responsibility for financial administration (see examples in annual report at http://www.gov.bc.ca/cas/popt/)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 (4)	The management report explains the roles and responsibilities of the board of directors or governing body, audit committee, management, and the auditors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 (5)	Signature approvals required in section 9 are for each of the statements and schedules of financial information, not just the financial statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



DISTRICT OF 100 MILE HOUSE

M E M O

Date: May 5th, 2024
To: Mayor & Council
From: T. Boulanger, Administration
Subject: BC Transit Annual Operating Agreement Renewal

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

The District works in partnership with BC Transit, Cariboo Regional District and Interior Health to fund transit services in and around the District of 100 Mile House. The Annual Operating Agreement is renewed on an annual basis, terms have not been amended and the fares are unchanged. The net budgeted cost to the District for 2024 is \$74,345.

Recommendation:

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


T. Boulanger, CAO



March 19, 2024

BY EMAIL: tboulanger@100milehouse.com

Tammy Boulanger
Chief Administrative Officer
District of 100 Mile House
385 South Birch Street
100 Mile House, BC V0K 2E0

Dear Tammy Boulanger,

Re: FY2025 Annual Operating Agreement - District of 100 Mile House

As we provide you with your 2024-2025 Annual Operating Agreement (AOA), we want to take the opportunity to update you on changes reflected in your agreement and highlight key pieces of information for your consideration.

In recent years, our primary objective has been to provide public transit services that meet the needs of the travelling public throughout BC, and we were pleased to announce our full recovery to pre-pandemic ridership levels in fall 2023 for conventional transit. In addition to the ongoing provision of essential transit services and supporting economic recovery in your community, we can now look to the future of transit service delivery and the transformative changes on the horizon. This includes a focus on supporting transit-oriented development and associated transit-supportive infrastructure, introducing new and innovative service types, and leveraging new technological innovations to enhance the customer experience.

To support this effort, the Provincial operating grant for BC Transit in 2024-25 will allow many of our local government partners to expand service levels to meet increased demand. BC Transit is making significant progress on innovative projects that will enhance the efficiency and effectiveness of our transit service, including the implementation of our Umo electronic fare collection system and our new technology-driven on demand service model in the Kelowna Regional Transit system. There is also significant work underway as we prepare to integrate new battery electric buses into our fleet. Investments being made through our capital infrastructure program in new and upgraded transit passenger exchanges, operating facilities and transit priority infrastructure will further support BC Transit in the delivery of service across the province. All of this work will be guided by a refreshed strategic plan in 2024 that will reflect the changes to our operating environment since our previous plan was published in 2020.

The language contained in the Annual Operating Agreement is regularly reviewed and updated to reflect any material changes to our funding model or other special circumstances. You will note a minor change in your 2024-2025 agreement under *Local Contributions and Reserves*

that reflects a change to our Provincial Operating Contribution Agreement. The change allows the budgeted costs for BC Transit Management Services that appear in the Annual Operating Agreement budget to be the cap for each system, and that each local government partner will pay either the lower amount of actual or budgeted costs.

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

As required by the Provincial Operating Contribution Agreement, all AOAs must be signed and returned to BC Transit no later than June 30, 2024.

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

Sincerely,



Lindsay Taylor
Manager, Government Relations

Enclosed: FY2025 Annual Operating Agreement - District of 100 Mile House

ANNUAL OPERATING AGREEMENT

between

District of 100 Mile House

and

British Columbia Transit

Effective
April 1, 2024

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ANNUAL OPERATING AGREEMENT

April 1, 2024 – March 31, 2025

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

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

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

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

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

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

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

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

SECTION 1: DEFINITIONS

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

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

SECTION 2: INCORPORATION OF SCHEDULES

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

SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

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

SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2024, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2025, except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
 - i. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
 - ii. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

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

SECTION 6: SETTLEMENT OF DISPUTES

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

SECTION 7: MISCELLANEOUS PROVISIONS

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

- e) BC Transit acknowledges receipt of a copy of the Community Transit Partnership Agreement between the Municipality and the (the "Partner") effective April 1, 2024. BC Transit hereby provides written consent for the Municipality to enter into the Community Transit Partnership Agreement provided, however, that:
- i. In the event the Partner provides one year's notice of its intention to terminate the Community Transit Partnership Agreement, the Municipality will immediately notify the Authority in writing of such termination;
 - ii. In the event the Partner provides the Municipality with a payment in lieu of providing notice of termination pursuant to Section 4 of the Community Transit Partnership Agreement, the Municipality will immediately forward to BC Transit the full amount of such payment, without set-off whatsoever; and,
 - iii. In the event the Partner provides the Municipality with payment in accordance with the subsection above, and the Municipality fails or neglects to forward such payment to the Authority, the Authority shall have the right to include such amount in its monthly invoice to the Municipality for immediate payment by the Municipality.

SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

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

Eligible Operating Expenses

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

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

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

Lease Fees

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

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

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

Reserve Funds

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

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

SECTION 9: SAFE RESTART CONTRIBUTION

Under the Safe Restart Program, the federal and provincial governments provided joint, non-recurring contributions to transit systems in British Columbia (the "Safe Restart Contribution") in 2020/21 and 2021/22.

The Authority applied the Safe Restart Contributions as follows:

- a) As an allocation towards the Municipality's share of eligible operating expenses in the fiscal year of the contribution;
- b) After applying the allocation of Safe Restart Contribution, any excess contributions received from the Municipality were deferred to the Local Transit Fund;

- c) The Authority will apply the remaining Local Transit Fund balance to reduce 2022/23 and future municipal invoices at the discretion of the Municipality as agreed to under an Annual Operating Agreement or amendments as required.

It is expected that by receiving the Safe Restart contribution, the Municipality will work with the Authority to maintain targeted essential transit service levels by not reducing transit service below existing planned service levels and maintain affordability by limiting annual fare increases to an average of 2.3% from April 1, 2020 through March 31, 2025.

SECTION 10: GOVERNING LAW

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

SECTION 11: COUNTERPARTS

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

SECTION 12: NOTICES AND COMMUNICATIONS

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

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

and to the Municipality at:

District of 100 Mile House
385 South Birch Street
100 Mile House, BC V0K 2E0

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.
IN WITNESS WHEREOF, the parties have hereunto set their hand this _____ day of _____, 2024.

100 Mile House

British Columbia Transit

Vice President, Strategy and Public Affairs

Vice President, Finance and Chief Financial Officer

SCHEDULE A: TARIFF AND FARES

Fare Zones:

- Zone 1: travel within the Corporate Boundaries of 100 Mile House.
- Zone 2: travel within specified areas of the Cariboo Regional District between 100 Mile House and 103 Mile and 108 Mile.
- Zone 3: travel within specified areas of the Cariboo Regional District to/from Lac La Hache.

Fares:

Conventional Transit Service:

Effective as of September 1, 2021

a) Single Cash Fares:	<u>One Zone</u>	<u>Two Zone</u>
i) Adult	\$1.50	\$2.00
ii) Senior/Student *	\$1.25	\$1.75
iv) Child 12 years and under	Free	Free
v) Accessible Transit Attendant	Free	Free
b) Tickets: (Book of 10)	<u>One Zone</u>	<u>Two Zone</u>
i) Adult	\$13.50	\$18.00
ii) Senior/Student*	\$11.25	\$15.75
c) Monthly Bus Pass		<u>All Zones</u>
i) Adult		\$35.00
ii) Senior/Student*		\$28.00

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

- d) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program. NOT valid on Health Connection service.
- e) CNIB Pass available from the local office of the CNIB.
- f) BC Transit Employee Bus Pass

handyDART & Rural Service:

a)	<u>One Zone</u>	<u>Two Zone</u>	<u>Three Zone</u>
Adult	\$1.75	\$2.25	\$2.75
Senior/Student	\$1.75	\$2.25	\$2.50
Companion accompanying registered user	\$1.75	\$2.25	\$2.75/\$2.50
Attendant required for travel	Free	Free	Free
Child 12 and under	Free	Free	Free

Health Connection:

All passengers, one-way travel to/from Williams Lake	\$5.00
Child 12 and under	Free

SCHEDULE B: SERVICE SPECIFICATIONS

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

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

The Annual Service Level for 100 Mile House Transit Service shall be **3,300** Service Hours.

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

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

SCHEDULE C: BUDGET

100 MILE HOUSE PARA TRANSIT

	OFFICIAL AOA 2024/25
TOTAL REVENUE	24,308
TOTAL OPERATING COSTS	376,847
TOTAL COSTS (including Local Government Share of Lease Fees)	429,560
NET LOCAL GOVERNMENT SHARE OF COSTS	278,394

100 MILE HOUSE PARA TRANSIT

		OFFICIAL AOA 2024/25
TRANSIT REVENUE		
FAREBOX - CASH		7,638
TICKETS & PASSES		1,679
YOUTH 12 & UNDER		495
BC BUS PASS REVENUE MSS PASSES		8,496
MISCELLANEOUS OTHER REVENUE		6,000
TOTAL REVENUE		\$24,308
EXPENDITURES		
FIXED COSTS		82,366
VARIABLE HOURLY COSTS - SCHEDULED		76,452
VARIABLE HOURLY COSTS - EXTRA		47,404
FUEL DIRECT		44,951
TIRES		6,641
VEHICLE MAINTENANCE		56,920
ICBC INSURANCE		6,779
EXCESS INSURANCE		4,977
INFORMATION SYSTEMS		16,201
TOTAL DIRECT OPERATING COSTS		\$342,690
TRAINING		762
MARKETING		900
MUNICIPAL ADMIN EXPENSE		4,566
BCT MANAGEMENT SERVICES		27,929
TOTAL OPERATING COSTS		\$376,847
LEASE FEES - BUILDINGS		229
LEASE FEES - VEHICLES		51,079
LEASE FEES - EQUIPMENT		1,405
LEASE FEES (LOCAL SHARE)		\$52,713
TOTAL COSTS		\$429,560
STATISTICS		
HOURS		3,233
RIDERSHIP		9,887
FUNDING		
TOTAL OPERATING COSTS		\$376,847
FLEX FUNDING		144,751
TOTAL SHAREABLE OPERATING COSTS		\$232,096
LOCAL SHARE OPERATING COSTS		\$109,805
LOCAL SHARE FLEX FUNDING		144,751
LOCAL SHARE LEASE FEES		52,713
Less: REVENUE		24,308
Less: MUNICIPAL ADMINISTRATION		4,566
NET MUNICIPAL SHARE OF COSTS		\$278,394
PROVINCIAL SHARE OF OPERATING COSTS		\$122,291



**District of
100 MILE HOUSE**

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

Regular Council – June 12th, 2024

REPORT DATE: June 3rd, 2024
TITLE: RFP# 2024-010 – Airport Master Plan
PREPARED BY: S. Elias, Director of Finance

PURPOSE:

The purpose of this Council report is to provide information on the RFQ submissions received for the Airport Master Plan and award the project.

RECOMMENDATION:

Recommended Resolution

BE IT RESOLVED THAT the RFP to supply the District of 100 Mile House with the development of an Airport Master Plan be awarded to HM Aero Aviation Consulting for the stipulated price of \$34,880 plus applicable taxes.

BACKGROUND INFORMATION / DISCUSSION:

The District of 100 Mile House issued an RFP to develop a master plan for the 100 Mile House municipal airport.

The closing date for proposals was May 17, 2024 and five (5) companies responded to the RFP.

The submissions received were found to follow the criteria outlined in the RFP package and are from qualified contractors. The budget available for this project was \$35,000. It is 100% grant funded. All quotes fell within this funding threshold.

CAO, Director of Economic Development & Planning, Director of Finance and Airport Manager reviewed the submissions. The RFP package provided an opportunity for proponents to propose a workplan and approach to meet our needs, with direct experience considered a strong preference and examples of similar work requested.



Proposals were evaluated based on the following criteria:

- Experience & Qualifications
- Approach & Engagement
- Schedule & Workplan
- References
- Price

The submissions received were as follows:

PROPONENT	PROPOSED COST (before taxes)	SCORE/RANK
HM Aero Aviation Consulting	\$ 34,880	374
Operations Economics Inc.	\$ 34,342	314
Explorer Solutions	\$ 34,950	292
W.S. Nicholls Western Construction ltd.	\$ 30,515	272
WSP Canada Inc.	\$ 31,200	260

OPTIONS: N/A

BUDGETARY IMPACT: BC Air Access grant funding of \$35,000 will fully fund the project.

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

ATTACHMENTS:

RFP Package

Proponent submissions (5)

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

Date: June 3/24

Reviewed By: T. Boulanger
T. Boulanger, CAO

Date: June 6.24



DISTRICT OF 100 MILE HOUSE

**Request for Proposal
RFP 2024 -010
100 Mile House Airport Master Plan**

Responses are to be submitted on or before **2:00 p.m. local time, May 17th, 2024** to the attention of:

Tammy Boulanger, CAO
Municipal Office
#1-385 Birch Avenue
100 Mile House, BC V0K 2E0
Phone: (250) 395-2434
Email: tboulanger@100milehouse.com

Submission Details

- a) Two (2) copies of the responses are to be in sealed envelopes or packages marked with the Respondent's Name, Title and marked 100 Mile House Airport Master Plan 2024-010. proposals can be e-mailed to the District representative.
- b) The District reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.
- c) The District reserves the right to reject any of all proposals and to accept the proposal deemed most favourable to the interest of the District.
- d) The District will not entertain any claims for costs related to the preparation and/or presentation of the proposals.
- e) The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

“PROPOSALS WILL NOT BE OPENED IN PUBLIC”

Queries should be submitted in writing to:

District of 100 Mile House
Attention: Tammy Boulanger, CAO
#1-385 Birch Avenue, Box 340
100 Mile House, BC V0K 2E0
Fax: (250) 395-3625
E-Mail: tboulanger@100milehouse.com

1. INTRODUCTION

Purpose

The District of 100 Mile House is requesting submission of Proposals from qualified contractors or consultants for the development of a masterplan for the 100 Mile House municipal airport.

Background

The District of 100 Mile House municipal airport, also known as “CAV3” in the Transport Canada Register is a small welcoming stop for visiting pilots and residents. It has a small runway of 2,200 feet and is home to multiple small private hangars and the 100 Mile House Flying Club.

It is conveniently located down-town, close to shops, restaurants, walking trails and hotels. The civic address is 140 Wrangler Way. It is 15.425 acres and is bordered by municipal, regional and first nations governments, and public, commercial and residential properties.

The airport was acquired by the municipality in 1979 and has not had publicly available fuel since 1993. All of the hangars on site are privately owned and operated, the lands are leased by the municipality to the hangar owners and annual hangar fees are collected. In 2019 the District of 100 Mile House purchased the adjacent 7.512 acres for possible future development.

The purpose of the masterplan is to identify essential infrastructure improvements, explore marketing opportunities, and future growth or development on adjacent lands. Leveraging the uniqueness of the downtown location, but also recognizing the challenges it imposes.

2. SCOPE OF WORK

The masterplan should be practical and logical with a 20 year outlook. It should provide the District with a clear overall plan of improvement and a foundation for future infrastructure funding opportunities. There should be an executive summary, clear actionable recommendations, and an implementation strategy. The proposal must clearly demonstrate the proponents approach and schedule.

The consultant will be responsible for the project initiation and stakeholder engagement, assessment of the current airport assets, capital requirements and development plan, delivery of final plan in electronic format and presentation to District Council.

3. PROPOSAL REQUIRMENTS

Only complete submissions will be accepted. Partial submissions will not be considered. Submissions may be revised by written amendment, delivered to the location set out for delivery of submissions, before the Closing Date.

Should the proponent consider additional services and materials appropriate, it should be recommended in their proposal. The Proponent is to cost these additional items separately.

The proposal must include estimated hours and timeframe involved and a letter of introduction, including name and address of Respondent and details of potential partnerships and business agreements contemplated for the project.

4. EVALUATION AND SELECTION CRITERIA

The Request for Proposal is used to select a Proponent, who will have demonstrated a capability to commence and complete the work described within the time frame specified and according to the following criteria, provided that this list is not exhaustive, or set out in any particular order of priority.

Proposals shall be evaluated to determine the best value offered to the District using the following criteria:

- The Respondent's business and technical reputation and capabilities and the experience of its personnel.
- The Respondent's strategy to deliver the Project on or ahead of schedule, and experience and reputation in delivering similar projects on or ahead of schedule.
- The Respondent's ability and past experience meeting a tight time frame.
- Methodology and approach (understanding of service objectives and outcomes).
- The Respondent's approach to stakeholder engagement
- Resources and pricing structure (staff, equipment).
- The Respondent's financial capability to undertake the Project.
- Proposal is clear and logical and shows value for the money to the District and demonstrates capabilities that make his/her services uniquely qualified to provide the requested services including any innovative approaches successfully used with other clients.

Evaluation Criteria	Points
Experience & Qualifications	20
Approach & Engagement	30
Schedule & Workplan	20
References	15
Price	15
TOTAL	100

5. **NEGOTIATION DELAY**

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the District may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a contract with any of the Proponents.

6. FIRM PRICING

Proposals must be firm for at least 60 days after the closing date. Prices will be firm for the entire Contract period. The approved budget for the master plan project is \$35,000.

7. CURRENCY AND TAXES

Prices quoted are to be

- a) in Canadian dollars;
- b) inclusive of duty, where applicable;
- c) FOB destination, delivery charges included where applicable, and
- d) Goods and Services Tax and Provincial Sales Tax to be itemized separately.

8. CLARIFICATION OF THIS REQUEST FOR PROPOSAL

This is a request for proposal only and will not give rise to a Contract "A" (bid contract). The District is free to negotiate with any of the proponents and that as a result of the negotiation process, the District is not required to treat all proponents equally. This request for proposal process is NOT a tendering process. No legal relations are intended to arise from the RFP process. The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

If a Proponent has any questions about the contents of the RFP, or about any matters relating to it the question must be directed in writing, and not orally, to the District's Representative at the contact address set out below, before May 3rd, 2024. The District's Representative will answer all questions in writing, and will provide a copy of all questions and their answers to each of the Proponents no later than May 10th, 2024. E-mail responses will be accepted.

The RFP process forms complex legal obligations. Any information obtained from any source other than the District Representative is not official and should not be relied upon. Any uncertainty regarding the process, therefore, must be referred to the District Representative.

9. DISTRICT REPRESENTATIVE

The District's Representative on this project is Tammy Boulanger, and all inquiries related to this "Request for Proposal" are to be directed to:

Tammy Boulanger, CAO
District of 100 Mile House
#1-385 Birch Avenue, Box 340
100 Mile House, BC V0K 2E0
Fax: (250) 395-3625
E-Mail: tboulanger@100milehouse.com

10. NOTICE TO PROPONENTS

a. Liability

The proponents shall ensure that the District, its officers, employees and committee members, are save harmless from any liability whatsoever arising out of the proponent's performance or non-performance of the term of this Proposal.

b. Proponent Responsibilities in Submitting Proposals

Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither the District not its officials, employees, committee members, or Proponents (including the District's representative" are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its proposal to the District, each Proponent represents and warrants to the District that the information in its proposal is accurate and complete. This RFP does not impose on the District any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the District is expressly permitted or required by this RFP to "act reasonably" the District is entitled to act in its sole, absolute and unfettered discretion.

c. Confidentiality and Freedom of Information of Proposals

All submissions submitted to the District become the property of the District, and the information in Submissions will be disclosed as necessary to carry out the RFP process or as required by law, including the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the District, subject

to the specific exceptions in the right set out in the Act. The District will receive all proposals submitted in response to this RFP in confidence, including for the purposes of s.21 of that Act. In light of the right of access to information created by that Act, the District does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act. Any information the proponent considers 'personal information' because of its proprietary nature should be marked as "confidential" and will be subject to appropriate consideration as defined by the Act.

Proponents are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the District.

11. WAIVER AND ALLOCATIONS OF RISK

The District accepts no responsibility or liability for the accuracy or completeness of this RFP (including any schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the District (including through the District's Representative or any other individual) and no representation or warranty, either express or implied, is made or given by the District with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any proponent or any other person on this RFP or any such information as is described in this paragraph is solely that of each Proponent. Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal to the District is deemed to have released the District from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expenses, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its proposal.

12. CLOSING DATE OF PROPOSALS

The closing date for proposals will be 2:00 p.m. on May 17th, 2024. All proposals must be clearly marked with the name and address of the Proponent and the "Request for Proposal" title. Proponents are responsible

for ensuring that courier delivery occurs within the deadline. Late proposals will not be accepted and will be returned to the Proponent unopened.

RECEIPT CONFIRMATION FORM

RFP – 2024-010 / 100 Mile House Airport Master Plan
REQUEST FOR PROPOSAL

To receive any further information about this Request for Proposal please return
this form immediately to:

Tammy Boulanger, CAO
District of 100 Mile House
#1-385 Birch Avenue
100 Mile House, B.C. V0K 2E0
fax: (250) 395-3625

COMPANY:

STREET ADDRESS:

CITY: _____

POSTAL CODE:

MAILING ADDRESS IF DIFFERENT:

FAX NUMBER: () _____ PHONE NUMBER: ()

CONTACT PERSON:

E-MAIL ADDRESS:

Signature: _____ Title: _____



**District of
100 MILE HOUSE**

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

**Regular Council Meeting
June 4, 2024**

REPORT DATE: June 4, 2024
TITLE: Local Government Climate Action Program (LGCAP)
PREPARED BY: J. Doddridge, Director of Economic Development & Planning

PURPOSE: To provide information

RECOMMENDATION:

Recommended Resolution

BE IT RESOLVED THAT the Local Government Climate Action Program report be received.

BACKGROUND INFORMATION / DISCUSSION:

Attached is the District's report of Climate Actions completed in 2023, which was submitted to the Province on June 4, 2024. We are required to submit the report showing how the funding was used and post the report publicly (District website).

In 2023, all our climate action spending was on LED lighting upgrades to: street lights, Fire Hall, Community Services, exterior / outbuildings, and the Visitor Centre.

No action from Council is required at this time.

OPTIONS: N/A

BUDGETARY IMPACT: N/A as LGCAP funding was used for the upgrades.

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



ATTACHMENTS:

LGCAP 2024 Report

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

Date: June 4/24

Reviewed By: T. Boulanger
T. Boulanger, CAO

Date: June 4/24

LGCAP 2024

The Survey

Question 1 a): How many staff in full time equivalents (FTEs) are dedicated to working specifically on climate action?*

If a staff member is a climate action coordinator and works 100% on climate-related issues, add 1.0.

0.25

Question 1 b): How many staff in full time equivalents (FTEs) are dedicated to working on climate action in other departments such as transportation or engineering?*

For example: Can include staff in engineering, emergency management, transportation, waste management, etc. related to climate work but whose primary role is not working on climate action.

If a staff member works approximately 25% (please estimate) on climate-related issues, add 0.25. Working on climate-related issues does not need to be written into the staff member's job description to be counted here.

0.10

Question 2 a): Does your local government or Nation have a community-wide climate action plan or other guiding document(s)? *

Yes

No

Please select the type of plan(s) from the list.*

In the textbox, indicate the date the plan was adopted/approved in format YYYY-MM. If you don't remember the month, you can enter "01" for January.

Integrated climate plan (addressing mitigation, adaptation and/or energy use)

Integrated climate plan (addressing mitigation and adaptation)

Integrated climate plan (addressing mitigation and energy)

Integrated climate plan (addressing adaptation and energy)

Standalone mitigation plan

Standalone adaptation plan

Standalone energy-related plan

Don't know

Please include a link to the document or webpage if available.

If not, please select one or more options from the list.*

No, but we are currently undertaking one and it will be completed in the next two years.

No, we are not intending to undertake one due to lack of financial capacity.

No, we are not intending to undertake one due to lack of expertise or technical capacity.

Question 2 b): Does your local government or Nation have a corporate climate action plan or other guiding document(s)? *

Yes

No

Please select the type of plan(s) from the list.*

In the textbox, indicate the date the plan was adopted/approved in format YYYY-MM. If you don't remember the month, you can enter "01" for January.

- Integrated climate plan (addressing mitigation, adaptation and/or energy use)
- Integrated climate plan (addressing mitigation and adaptation)
- Integrated climate plan (addressing mitigation and energy)
- Integrated climate plan (addressing adaptation and energy)
- Standalone mitigation plan
- Standalone adaptation plan
- Standalone energy-related plan
2013-02
- Don't know

Please include a link to the document or webpage if available.

If not, please select one or more options from the list.*

- No, but we are currently undertaking one and it will be completed in the next two years.
- No, we are not intending to undertake one due to lack of financial capacity.
- No, we are not intending to undertake one due to lack of expertise or technical capacity.

Question 3: Has your local government or Nation declared a climate emergency?*

- Yes
- No

Question 4: Please select up to 3 challenges impeding the advancement of climate action in your community.*

- Lack of jurisdiction.
- Lack of staff capacity or expertise.
- Lack of financial resources.
- Lack of data or information.
- Lack of provincial or federal government support or collaboration.
- Competing priorities.
- Other.

Optional: Is local political support a challenge your local government faces that is impeding climate action?

- Yes
- No

Question 5: For the 2023 calendar year, has your local government or Nation measured and reported associated traditional services GHG emissions?*

- Yes
- No
- No, but for a past year. (Please enter most recent year completed: YYYY)

If your local government or Nation measured 2023 traditional services GHG emissions, please report the GHG emissions from services delivered directly by your local government (in tonnes of carbon dioxide equivalent) from scope 1 and 2 sources.*

If your local government or Nation measured 2023 traditional services GHG emissions, please report the GHG emissions from contracted services (in tonnes of carbon dioxide equivalent) from scope 1 and scope 2 sources.*

If your local government or Nation measured 2023 traditional services GHG emissions, please report the total GHG emissions from both directly delivered and contracted services (in tonnes of carbon dioxide equivalent) from scope 1 and scope 2 sources.*
This would be the sum of the two questions above.

If your local government or Nation measured 2023 traditional services GHG emissions, please report what protocol you used to measure emissions.*

Optional: Please indicate how many tonnes of CO2e are associated with facilities.

Optional: Please indicate how many tonnes of CO2e are associated with mobile sources.

Please provide the link to the public report if available.
Optional

If not, please select all that apply.*

- No, due to lack of staff and technical capacity.
- No, due to lack of financial resources.
- No, due to lack of awareness regarding which GHG accounting tools are available.
- No, traditional services emissions are measured but not reported.
- Measurement is in-progress.
- Traditional services inventory is not developed annually. nbsp;

Optional: Please provide any further comments you wish to share on traditional services emissions measurement and reporting here (e.g. system or approach used to measure traditional services emissions).

Question 6: For the 2023 calendar year, have community-wide GHG emissions been measured for your local government or Nation?*

- Yes
- In-progress
- No

Please report your community-wide transportation sector emissions in tonnes of CO2e for 2023.*

Please report your community-wide buildings sector emissions in tonnes of CO2e for 2023.*

Please report your community-wide solid waste sector emissions in tonnes of CO2e for 2023.*

If your local government or Nation measured your community-wide emissions, please report the protocol(s) you used to measure emissions.*

- Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories (GPC).
- GCoM Common Reporting Framework (CRF).
- 2006 IPCC Guidelines for National Greenhouse Gas Inventories.
- U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (ICLEI USA).
- Regional specific methodology (CEEI).
- Jurisdiction specific methodology.

Other.

If your local government or Nation is measuring community-wide emissions, please report the protocol(s) being used to measure emissions.*

- Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories (GPC).
- GCoM Common Reporting Framework (CRF).
- 2006 IPCC Guidelines for National Greenhouse Gas Inventories.
- U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (ICLEI USA).
- Regional specific methodology (CEEI).
- Jurisdiction specific methodology.
- Other.

If not, please select all that apply from the list.*

- No, community GHG emissions were not reported because the 2023 Provincial Community Energy and Emissions Inventory data has not been released.
- No, we do not measure and report community-wide emissions data due to lack of financial capacity.
- No, we do not measure and report community-wide emissions data due to lack of staff and technical capacity.
- No, we do not measure and report community-wide emissions annually. (Please indicate most recent year completed: YYYY)

If not, has your community or Nation measured and reported community-wide emissions in the past?*

- Yes
- No

When was the last year your community or Nation reported its community-wide emissions and what is the interval for reporting (ex. 2022, every 5 years)?*

Please report your community-wide transportation sector emissions in tonnes of CO2e for the most recent year available.*

Please report your community-wide buildings sector emissions in tonnes of CO2e for the most recent year available.*

Please report your community-wide solid waste sector emissions in tonnes of CO2e for the most recent year available.*

If your local government or Nation measured your community-wide emissions, please report the protocol(s) you used to measure emissions.*

- Global Protocol for Community-Scale Greenhouse Gas Emissions Inventories (GPC).
- GCoM Common Reporting Framework (CRF).
- 2006 IPCC Guidelines for National Greenhouse Gas Inventories.
- U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (ICLEI USA).
- Regional specific methodology (CEEI).
- Jurisdiction specific methodology.
- Other.

When was the last year your community or Nation reported its community-wide emissions and what is the interval for reporting (ex. 2022, every 5 years)?*

Please report your community-wide transportation sector emissions in tonnes of CO2e for the most recent year available.*

Please report your community-wide buildings sector emissions in tonnes of CO2e for the most recent year available.*

Please report your community-wide solid waste sector emissions in tonnes of CO2e for the most recent year available.*

For the 2023 calendar year, did your community use raw data from the Community Energy and Emissions Inventory initiative to calculate community-wide emissions?*

- Yes
- No
- Not sure

Question 7: Currently, the Province's legislated GHG emission reduction targets are 40% by 2030, 60% by 2040 and 80% by 2050, relative to 2007. Please state your local government or Nation's target(s).*

Please enter "0" if no targets or baseline are established for the years given in the table.

	Reduction Percentage (format: e.g., 40)	Baseline Year (format: e.g., 2007)
2030	0	
2040	0	
2050	0	

If your local government or Nation's targets don't conform to the target years noted above, please enter them here.

Format e.g.: target 2035 50% baseline 2010, target 2060 70% baseline 2010, ...

Question 8: Does your local government or Nation have net-zero or carbon-neutral emissions target(s)?*

Please select all that apply.

- Yes: Community-wide net-zero target (Net-zero refers to a jurisdiction or organization achieving a balance between greenhouse gas emissions produced and removed from the atmosphere (e.g. planting trees or using carbon capture technologies))
- Yes: Corporate carbon neutrality (Carbon neutral refers to an organization reducing emissions as much as practicable and then offsetting the remainder by purchasing offsets or other similar mechanisms)
- Yes: Corporate net-zero target (Net-zero refers to a jurisdiction or organization achieving a balance between greenhouse gas emissions produced and removed from the atmosphere (e.g. planting trees or using carbon capture technologies))
- No

Question 9: Please select up to three supporting indicators that would be most valuable to your local government or Nation to advance climate action (these indicators were previously reported through the Community Energy and Emissions Inventory initiative).*

- Housing type: Private dwellings by structural type
- Floor area: Average floor area by building category and era
- Residential density: Population and dwelling units per "net" land area
- Commute by mode: Employed labour force by mode of commute
- Greenspace: Land area that is parks and protected greenspace
- Walk score: Proximity to services
- Proximity to transit: Persons, dwelling units and employment within walking distance of a "quality" transit stop/line
- Other

Having a 3rd party collect the supporting indicators like those previously reported through the Community Energy & Emissions Inventory Initiative would be helpful.

Optional: Please provide any further comments you wish to share on community-wide emissions measurement and reporting here.

Question 10: Please indicate all climate initiatives your local government or Nation had in-progress, ongoing or completed in the 2023 calendar year related to the buildings sector. This should not be limited to what your LGCAP funding supported.*

- Corporate

- Community
- Not applicable

Corporate buildings policies, programs and actions.*

- Highest efficiency standards for new space and water heating equipment.
- BC Energy Step Code adoption (Step 3 or higher).
- Zero Carbon Step Code adoption.
- Efficiency upgrades/retrofits.
- Requirement to use mass timber in buildings construction.
- Requirement to measure embodied carbon.
- Other.

Please enter the step for part 3 buildings (Energy Step Code).

Optional

Please enter the step for part 9 buildings (Energy Step Code).

Optional

Please enter the step for part 3 buildings (Zero Carbon Step Code).

Optional

Please enter the step for part 9 buildings (Zero Carbon Step Code).

Optional

Community-wide buildings policies, programs and actions.*

- Topping up Provincial energy efficiency incentive programs.
- Highest efficiency standards for new space and water heating equipment.
- BC Energy Step Code adoption (Step 3 or higher).
- Zero Carbon Step Code adoption.
- Requirement to use mass timber in buildings construction.
- Requirement to measure embodied carbon.
- Other.

Please enter the step for part 3 buildings (Energy Step Code).

Optional

Please enter the step for part 9 buildings (Energy Step Code).

Optional

Please enter the step for part 3 buildings (Zero Carbon Step Code).

Optional

Please enter the step for part 9 buildings (Zero Carbon Step Code).

Optional

Please enter the step for part 3 buildings (Zero Carbon Step Code).

Optional

Please enter the step for part 9 buildings (Zero Carbon Step Code).

Optional

Please highlight a community project(s) that was in-progress, ongoing or completed in the 2023 calendar year related to buildings. Please enter NA if your community reported no buildings initiatives ongoing, completed or in-progress for 2023.*

We completed LED lighting upgrades to several of our municipal buildings.

Question 11: Please indicate all climate initiatives your local government or Nation had in-progress, ongoing or completed in the 2023 calendar year related to the transportation sector. This should not be limited to what your LGCAP funding supported.*

- Corporate
- Community
- Not applicable

Corporate transportation policies, programs and actions.*

- Programs to increase high-occupancy (2 or more people) vehicle trips (i.e. carpooling).
- Established personal (passenger) transportation target goals, and measures to reach them, in annual reports – may include target goals for vehicle kilometre reduction, mode share for active transportation and zero-emission vehicles.
- Established commercial transportation target goals, and measures to reach them, in annual reports – may include target goals for vehicle kilometre reduction, mode share for energy efficient commercial transportation and zero-emission vehicles.
- Implemented zero-emission vehicle first procurement policy for all local government on and off-road vehicles purchases.
- Implemented a zero-emission vehicle preference or requirement for contracted work from a service provider.
- Active transportation infrastructure investments.
- Active transportation education and encouragement programs.
- Expanded micromobility access, bylaws and/or infrastructure (e.g. introduced or expanded bike/e-bike/e-scooter sharing programs, built new bike/scooter lanes, updated bylaws for use of bikes/scooters).
- Installation of secure bike parking (i.e. bike valet).
- Electric vehicle charging studies/planning.
- Electric vehicle charging infrastructure investments.
- Required new and/or existing gasoline and card lock fuel stations to include zero-emission vehicle infrastructure development.
- Not applicable.
- Other.
Street lighting LED upgrades

Community-wide transportation policies, programs and actions.*

- Programs to increase high-occupancy (2 or more people) vehicle trips (i.e. carpooling).
- Improving or expanding public transportation.
- Mode shift targets for passenger and/or commercial transportation (shifting from private vehicles to sustainable modes like walking, cycling and public transit) in Official Community Plan, Regional Growth Strategy or other guiding documents.
- Established personal (passenger) transportation target goals, and measures to reach them, in annual reports – may include target goals for vehicle kilometre reduction, mode share for active transportation and zero-emission vehicles.
- Established commercial transportation target goals, and measures to reach them, in annual reports – may include target goals for vehicle kilometre reduction, mode share for energy efficient commercial transportation and zero-emission vehicles.
- Bylaws updated to prioritize energy efficient transportation hierarchy (i.e. pedestrians first).
- Revising existing bylaws or implementing new ones to support active transportation.
- Active transportation planning.

- Active transportation infrastructure investments.
- Active transportation education and encouragement programs.
- Expanded micromobility access, bylaws and/or infrastructure (e.g. introduced or expanded bike/e-bike/e-scooter sharing programs, built new bike/scooter lanes, updated bylaws for use of bikes/scooters).
- Bylaws that reduce or eliminate off street parking requirements.
- Implement pedestrian plazas, car-free streets (temporary or permanent) or limited-access automobile streets.
- Installation of public secure bike parking (i.e. bike valet).
- Neighbourhood or community-wide speed limit reductions.
- Electric vehicle charging studies/planning.
- Mandatory EV infrastructure in new construction.
- Established electric vehicle charging ready bylaws.
- Electric vehicle charging infrastructure investments.
- Streamlined hydrogen fueling station permitting process.
- Required new and/or existing gasoline and card lock fuel stations to include zero-emission vehicle infrastructure development.
- Required green roads certification for any new or significantly modified existing roads.
- Not applicable.
- Other.

Please highlight a community project(s) that was in-progress or completed in the 2023 calendar year related to transportation. Please enter NA if your community reported no transportation initiatives ongoing, completed or in-progress for 2023.*

We continued to work with Charge North for identifying suitable locations for installation of 2 Level 2 EV Charging Stations in town.

Question 12: Please indicate all climate initiatives your local government or Nation had in-progress, ongoing or completed in the 2023 calendar year related to community-wide and corporate action. This should not be limited to what your LGCAP funding supported.*

- Corporate
- Community
- Not applicable

Corporate climate policies, programs and actions*

- Circular economy or zero waste strategy.
- Sustainable procurement policy.
- Renewable energy investments (e.g. district energy, waste heat recovery, biomass).
- Green/blue carbon sequestration.
- Compliance carbon offset projects.
- Voluntary carbon offset projects.
- Not applicable.
- Other.

Community-wide climate policies, programs and actions.*

- Complete, compact communities
- Organics diversion
- Circular economy or zero waste strategy
- Renewable energy investments (e.g. district energy, waste heat recovery, biomass)
- Green/blue carbon sequestration
- Not applicable

Other

Complete, Compact Communities - Please select all that apply.*

See Complete Communities Guide and Program for supports advancing identified community goals through the creation of more complete, compact and energy efficient communities.

- Rezoning
- Smaller lots
- Density bonuses
- Secondary suites and laneway homes
- Infill development
- Urban containment boundaries
- Official Community Plans
- Regional Growth Strategies
- Community Development Plans

Please highlight a community project(s) that was in-progress, ongoing or completed in the 2023 calendar year related to community-wide or corporate action. Please enter NA if your community reported no community-wide or corporate initiatives ongoing, completed or in-progress for 2023.*

NA

Question 13: Please indicate all initiatives your local government or Nation had completed, ongoing or in-progress in the 2023 calendar year to adapt to and build resilience to climate impacts. This should not be limited to what your LGCAP funding supported.*

- Corporate
- Community
- Not applicable

Corporate resilience and adaptation policies, programs and actions.*

- Undertaking or completing a risk assessment at the asset or project level.
- Undertaking or completing a Hazard Risk Vulnerability Analysis (HRVA) at the asset or project level.
- Addressing current and future climate risks through plans, adaptation measure implementation, programs, service delivery, asset management and/or other functions.
- Collaboration with other communities on resilience planning/initiatives.
- Monitoring climate risks or impacts (floods, wildfire, etc.).
- Providing training (adaptation and mitigation skills).
- Creation of policy/procedures to affect change (climate considerations into decision-making processes).
- Creating data systems to support climate action.
- Utilizing natural assets/nature-based solutions.
- Developing emergency/hazard response plans.
- Not applicable.
- Other.

Community-wide resilience and adaptation policies, programs and actions.*

- Undertaking or completing a risk assessment at the community level.
- Undertaking or completing a Hazard Risk Vulnerability Analysis (HRVA) at the community level.
- Addressing current and future climate risks through plans, adaptation measure implementation, programs, service delivery, asset management and/or other functions.
- Collaboration with other communities on resilience planning/initiatives.
- Hydroclimatological data collection.

- Monitoring climate risks or impacts (floods, wildfire, etc.).
- Public engagement on climate risks and actions.
- Providing training (adaptation and mitigation skills).
- Creation of policy/procedures to affect change (climate considerations into decision-making processes).
- Creating data systems to support climate action.
- Utilizing natural assets/nature-based solutions.
- Developing emergency/hazard response plans.
- Not applicable.
- Other.

Please highlight one or more climate adaptation project(s) that were completed, ongoing or in-progress in the 2023 calendar year to reduce risk and increase resilience. Please enter NA if your community reported no community-wide or corporate initiatives ongoing, completed or in-progress for 2023.*

Please note that highlights for resilience actions may be shared with the Ministry of Emergency Management and Climate Readiness (EMCR) for them to use on ClimateReadyBC as part of their work on sharing info on climate resilience in BC. EMCR may follow up for more details if needed.

NA

Question 14 a): Has a climate risk and vulnerability or similar assessment been undertaken for your local government or Nation?*

Please select all that apply. In the textbox, please provide the link to the public assessment if available.

- Yes at the community level
- Yes at the asset or project level
- No

If not, please select one or more options from the list.*

- No, but we are currently undertaking one and it will be complete in the next two years.
- No, we are not intending to undertake due to lack of financial capacity.
- No, we are not intending to undertake due to lack of staff and technical capacity.
- No, we are waiting for direction from the Provincial Government before undertaking an assessment.

Question 14 b): Are you integrating climate risk into asset management, budgeting and climate action plans?*

- Yes, in asset management
- Yes, in budgeting
- Yes, in climate action plans
- No

Question 15: What are the most significant climate hazards and impacts faced by your jurisdiction and what is the timeframe of their expected impact on your community? *

For each selection, please indicate if the timeframe of their expected impact is short, medium, long or not sure. (short [current/by 2025]; medium [2026-2050]; long [beyond 2050])

- Extreme heat and heat stress
medium
- Extreme cold, snow and ice
- Water shortages
- Wildfire
medium
- Wildfire smoke

- Overland flooding
- Coastal flooding, storm surge events and/or other coastal hazards
- Wind, rain, and other storm events
- Ecological impacts (examples of ecological impacts include biodiversity loss and erosion)
- Cultural impacts (examples of cultural impacts include threats to identities, languages, and livelihoods)
- Human health impacts
- Power outages
- Not applicable/no hazards
- Not sure
- Other

Question 16: What information do you need to know to be able to plan effectively for the future of your community, with respect to the hazards and impacts identified in Question 15? Please select one or more of what you consider the most valuable types of information for planning.*

- Local knowledge
- Localized climate modelling and projected scenarios
- Assessment of potential community impacts
- Assessment of community vulnerabilities
- Risk assessment of hazards
- Mapping of climate change impacts and hazards
- Demographic information
- Projected development
- Adaptation planning information
- Technical expertise to implement solutions
- Community/stakeholder engagement and support
- Information on partnership opportunities
- Examples of actions taken by other communities
- Not sure
- Other

Optional: What resilience indicators are of most value to your local government or Nation?

Question 17: Based on the hazards and impacts you indicated as most significant in Question 15, which groups are most vulnerable to the impacts of those climate hazards and impacts?*

- Low-income households
- Indigenous Peoples
- Racialized communities
- Newcomers to Canada (immigrants and refugees)
- People experiencing homelessness
- Seniors

- Women and girls
- Persons with disabilities
- LGBTQIA2S+: Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex, Asexual, Two-Spirit, and additional sexual orientations and gender identities
- People living alone/isolated
- Not sure
- Other

Question 18: Of the hazards and impacts identified in Question 15, please specify the associated adaptation measures completed or in-progress in the 2023 calendar year, if any.*

If entering a hazard under "Other", please also write the hazard in the "Adaption measure" textbox.

Hazard

Hazard	Adaptation measure
Extreme heat and heat stress	<i>consideration of extreme heat events in early emergency planning</i>
Extreme cold, snow and ice	
Water shortages	
Wildfire	<i>preparedness</i>
Wildfire smoke	
Overland flooding	
Coastal flooding, storm surge events and/or other coastal hazards	
Wind, rain, and other storm events	
Ecological impacts	
Human health impacts	
Cultural impacts	
Power outages	
Other	

Question 19: How does your local government or Nation ensure equitable access to and distribution of climate action opportunities and benefits?*

Please select all that apply.

- By collecting and analyzing disaggregated and/or spatial data on the impacts of climate policy and change.
- By engaging with equity seeking groups/frontline communities most impacted by climate policy and change.
- By designing and implementing climate actions that remove barriers to participation in planning and programs faced by equity seeking groups/frontline communities most impacted by climate change.
- There are no specific measures in place to ensure equitable access to and distribution of opportunities and benefits.
- Not sure how to integrate equity into our climate action work.
- Not sure if equity is being integrated into our climate action work.

Optional: Please highlight a climate initiative completed or in-progress in the 2023 calendar year that promotes equity and inclusion.

Question 20: What did/will your local government or Nation spend its LGCAP funding on for year two of the Program (2023)? Please select all that apply and indicate the total dollar value associated with each initiative.

For LGCAP 2023 funding, District of 100 Mile House received 57082. Please ensure the amount(s) entered for Question 20 equal this amount in total.*

- Corporate
- Community
- Funds on hold

Corporate Initiatives

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25).

If selecting "Other", please write both the item and the amount of funding in the textbox.

- Staffing
- Energy study
- Climate study
- Traditional services emissions reporting
- Asset management
- Climate finance planning
- Leveraging funds from other sources/ grant stacking
- Buildings initiatives
- Transportation initiatives
- Community-wide initiatives
- Resilience and adaptation initiatives
- Other
reserves for spending in 2024

Corporate buildings policies, programs and actions.*

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25).

If selecting "Other", please write both the item and the amount of funding in the textbox.

- Highest efficiency standards for new space and water heating equipment.
- BC Energy Step Code adoption (Step 3 or higher).
- Zero Carbon Step Code adoption.
- Efficiency upgrades/retrofits
47163.89
- Requirement to use mass timber in buildings construction.
- Requirement to measure embodied carbon.
- Other.

Corporate transportation policies, programs and actions.*

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25).

If selecting "Other", please write both the item and the amount of funding in the textbox.

- Programs to increase high-occupancy (2 or more people) vehicle trips (i.e. carpooling).
- Established personal (passenger) transportation target goals, and measures to reach them, in annual reports – may include target goals for vehicle kilometre reduction, mode share for active transportation and zero-emission vehicles.
- Established commercial transportation target goals, and measures to reach them, in annual reports – may include target goals for vehicle kilometre reduction, mode share for energy efficient commercial transportation and zero-emission vehicles.

- Implemented zero-emission vehicle first procurement policy for all local government on and off-road vehicles purchases.
- Implemented a zero-emission vehicle preference or requirement for contracted work from a service provider.
- Active transportation infrastructure investments.
- Active transportation education and encouragement programs.
- Expanded micromobility access, bylaws and/or infrastructure (e.g. introduced or expanded bike/e-bike/e-scooter sharing programs, built new bike/scooter lanes, updated bylaws for use of bikes/scooters).
- Installation of secure bike parking (i.e. bike valet).
- Electric vehicle charging studies/planning.
- Electric vehicle charging infrastructure investments.
- Required new and/or existing gasoline and card lock fuel stations to include zero-emission vehicle infrastructure development.
- Other.
7891.03

Corporate climate policies, programs and actions*

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25).

If selecting "Other", please write both the item and the amount of funding in the textbox.

- Circular economy or zero waste strategy.
- Sustainable procurement policy.
- Renewable energy investments (e.g. district energy, waste heat recovery, biomass).
- Green/blue carbon sequestration.
- Compliance carbon offset projects.
- Voluntary carbon offset projects.
- Other.

Corporate resilience and adaptation policies, programs and actions.*

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25).

If selecting "Other", please write both the item and the amount of funding in the textbox.

- Undertaking or completing a risk assessment at the asset or project level.
- Undertaking or completing a Hazard Risk Vulnerability Analysis (HRVA) at the asset or project level.
- Addressing current and future climate risks through plans, adaptation measure implementation, programs, service delivery, asset management and/or other functions.
- Collaboration with other communities on resilience planning/initiatives.
- Monitoring climate risks or impacts (floods, wildfire, etc.).

- Providing training (adaptation and mitigation skills).
- Creation of policy/procedures to affect change (climate considerations into decision-making processes).
- Creating data systems to support climate action.
- Utilizing natural assets/nature-based solutions.
- Developing emergency/hazard response plans.
- Other.

Community Initiatives

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25).

If selecting "Other", please write both the item and the amount of funding in the textbox.

- Climate engagement
- Climate study
- Energy study
- Asset management
- Buildings initiatives
- Transportation initiatives
- Community-wide initiatives
- Resilience and adaptation initiatives
- Topping up programs/incentives
- Other

Community-wide buildings policies, programs and actions.*

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25).

If selecting "Other", please write both the item and the amount of funding in the textbox.

- Topping up Provincial energy efficiency incentive programs.
- Highest efficiency standards for new space and water heating equipment.
- BC Energy Step Code adoption (Step 3 or higher).
- Zero Carbon Step Code adoption.
- Requirement to use mass timber in buildings construction.
- Requirement to measure embodied carbon.
- Other.

Community-wide transportation policies, programs and actions.*

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25).

If selecting "Other", please write both the item and the amount of funding in the textbox.

- Programs to increase high-occupancy (2 or more people) vehicle trips (i.e. carpooling).
- Improving or expanding public transportation.
- Mode shift targets for passenger and/or commercial transportation (shifting from private vehicles to sustainable modes like walking, cycling and public transit) in Official Community Plan, Regional Growth Strategy or other guiding documents.
- Established personal (passenger) transportation target goals, and measures to reach them, in annual reports – may include target goals for vehicle kilometre reduction, mode share for active transportation and zero-emission vehicles.
- Established commercial transportation target goals, and measures to reach them, in annual reports – may include target goals for vehicle kilometre reduction, mode share for energy efficient commercial transportation and zero-emission vehicles.
- Bylaws updated to prioritize energy efficient transportation hierarchy (i.e. pedestrians first).
- Revising existing bylaws or implementing new ones to support active transportation.
- Active transportation planning.
- Active transportation infrastructure investments.
- Active transportation education and encouragement programs.
- Expanded micromobility access, bylaws and/or infrastructure (e.g. introduced or expanded bike/e-bike/e-scooter sharing programs, built new bike/scooter lanes, updated bylaws for use of bikes/scooters).
- Bylaws that reduce or eliminate off street parking requirements.
- Implement pedestrian plazas, car-free streets (temporary or permanent) or limited-access automobile streets.
- Installation of public secure bike parking (i.e. bike valet).
- Neighbourhood or community-wide speed limit reductions.
- Electric vehicle charging studies/planning.
- Mandatory EV infrastructure in new construction.
- Established electric vehicle charging ready bylaws.
- Electric vehicle charging infrastructure investments.
- Streamlined hydrogen fueling station permitting process.
- Required new and/or existing gasoline and card lock fuel stations to include zero-emission vehicle infrastructure development.
- Required green roads certification for any new or significantly modified existing roads.
- Other.

Community-wide climate policies, programs and actions.*

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25).

If selecting "Other", please write both the item and the amount of funding in the textbox.

- Complete, compact communities
- Organics diversion
- Circular economy or zero waste strategy
- Renewable energy investments (e.g. district energy, waste heat recovery, biomass)
- Green/blue carbon sequestration
- Other

Complete, compact communities.*

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25).

If selecting "Other", please write both the item and the amount of funding in the textbox.

- Rezoning
- Smaller lots
- Density bonuses
- Secondary suites and laneway homes
- Infill development
- Urban containment boundaries
- Official Community Plans
- Regional Growth Strategies
- Community Development Plans
- Other

Community-wide resilience and adaptation policies, programs and actions.*

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25).

If selecting "Other", please write both the item and the amount of funding in the textbox.

- Undertaking or completing a risk assessment at the community level.
- Undertaking or completing a Hazard Risk Vulnerability Analysis (HRVA) at the community level.
- Addressing current and future climate risks through plans, adaptation measure implementation, programs, service delivery, asset management and/or other functions.
- Collaboration with other communities on resilience planning/initiatives.
- Hydroclimatological data collection.

- Monitoring climate risks or impacts (floods, wildfire, etc.).
- Public engagement on climate risks and actions.
- Creation of policy/procedures to affect change (climate considerations into decision-making processes).
- Creating data systems to support climate action.
- Utilizing natural assets/nature-based solutions.
- Developing emergency/hazard response plans.
- Other.

Funds on hold - How will funds be allocated?

- Please indicate the project(s) funds have been allocated to.
street and building lighting upgrades
- No decision has been made.

Renewable Energy - What is the installed capacity (MW)?

Renewable Energy - What is the installed capacity (MW)?

Please highlight the initiative(s) your local government or Nation's LGCAP year two funding will support. *

Improve energy efficiency in municipal buildings - ie: upgrade LED lighting in firehall, community services, exterior outbuildings, Visitor Centre

Question 21 a): How much additional funding for climate action were you able to invest by leveraging your LGCAP funds? This could include matching grants as well as private investment.*

Format: no dollar sign and up to two decimal places

0

Question 21 b): Please list the funding programs leveraged and associated funders (i.e. Investing in Canada Infrastructure Program, Canada/Province).*

Please enter "NA" if no funds were leveraged.

NA

Question 22: What is your internal decision criteria for spending LGCAP dollars?*

Projects are designed and quoted by the Community Services Department, generally discussed during budget planning and large projects are then brought to Council for approval.

Question 23: Does your local government or Nation use a formal framework to apply a climate lens on infrastructure planning and decision-making?*

This could include the Provincial preliminary GHG assessment guidance, the Federal climate lens guidance, or another climate lens framework.

- Yes
- No

Question 24: What is the value in the Program's continuity for your community?

Optional

The program provides much needed funds to continue our climate mitigation efforts, which would not otherwise be possible.

Please note on posting the survey publicly:

- All information from required questions must be included.
- Optional questions and responses can be omitted. The Province will use the information for internal purposes only.
- When posting the survey publicly, the design / format of the form can be changed.

Attested by (first name, last name)*

Sheena Elias

Professional title*

Director of Finance

Local government or Modern Treaty Nation*

District of 100 Mile House

Date*

2024-06-04

Attestor signature*

Please note: We did hear feedback to allow for file upload e-signatures and have looked into this. Unfortunately, uploaded files do not appear on the final report.

If you require a redo for the digitally-drawn signature, please click the trash can. If that doesn't work, please submit your survey then contact us at LGCAP@gov.bc.ca.

A large, handwritten signature in black ink that reads "S. Elias". The signature is written in a cursive style with a large initial "S" and a period.

2024-06-04 10:32:00 Pacific Daylight Time



**District of
100 MILE HOUSE**

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

**Regular Council Meeting
June 11, 2024**

REPORT DATE: June 4, 2024
TITLE: Charge North Level 2 Charging Stations Update
PREPARED BY: J. Doddridge, Director of Economic Development & Planning

PURPOSE: To provide information

RECOMMENDATION:

Recommended Resolution

BE IT RESOLVED THAT the staff report titled Charge North Level 2 Charging Stations Update dated June 4, 2024 be received.

BACKGROUND INFORMATION / DISCUSSION:

In 2019, the District began working with the Community Energy Association to place two Level 2 Charging Stations in 100 Mile House. Attached are a Mar. 12, 2019 Staff Report and a copy of the resolution authorizing participation in the program, funding and location referral to staff.

Although it's been a lengthy process, and a suitable municipal-owned site could not be found, staff have now identified an appropriate privately-owned location for the chargers.

The Cariboo Mall property owner has agreed to siting the chargers on their property and a Licence of Occupation agreement has been executed.

OPTIONS: N/A



BUDGETARY IMPACT: The Charge North program covers the cost of the chargers and installation, with the District's portion being \$5,000 per charger. This was paid for as per the Council resolution and there is no further cost to the District.

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

ATTACHMENTS:

March 12, 2019 Staff Report and Resolution
Charge North Overview

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

Date: June 5/24

Reviewed By: T. Boulanger
T. Boulanger, CAO

Date: June 5/24



H3

DISTRICT OF 100 MILE HOUSE

MEMO

Date: March 12, 2019
To: Mayor & Council
From: Administration
Subject: Charge North EV Charging Stations

Attached is an email, received today, in the above captioned regard.

Due to the time sensitivity this item is being brought forward as a late item at the March 12th 2019 regular Council meeting in order to meet the March 18th 2019 deadline for receipt of community support for the project.

The District has been working for some time to identify funding streams to support the installation of charging stations in the District. The above captioned initiative is for Level 2 charging stations. It is our intent to install two-(2) of these units at the VIC.

The District is also pursuing opportunities for the quick charge stations; which are of a significantly greater cost.

The District has written to the Ministry of Transportation and Municipal Affairs to request that planned installations of the quick charge stations be allocated within the District of 100 Mile House. Staff has also reached out to BC Hydro to express interest in the quick charge stations should another opportunity arise.

Recommendation:

BE IT RESOLVED that the District of 100 Mile House participate in the Charge North EV Network project and associated Clean BC Communities Fund application with the North Coast Regional District as the lead applicant; and further

BE IT RESOLVED THAT the District of 100 Mile House dedicate funding up to \$10,000 from General Operations Surplus to fund the cost of two-(2) Level 2 public electric vehicle charging stations at District-owned sites within the community; and that the location of the charging stations be referred to staff.

Roy Scott, CAO

Charge North EV Charging Stations	<p>H3</p> <p>Res: 42/19 Moved by: Councillor Pinkney Seconded by: Councillor Pettman</p> <p>BE IT RESOLVED that the District of 100 Mile House participate in the Charge North EV Network project and associated Clean BC Communities Fund application with the North Coast Regional District as the lead applicant; and further</p> <p>BE IT RESOLVED THAT the District of 100 Mile House dedicate funding up to \$10,000 from General Operations Surplus to fund the cost of two-(2) Level 2 public electric vehicle charging stations at District-owned sites within the community; and that the location of the charging stations be referred to staff.</p> <p>CARRIED</p>
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From: March 12, 2019 Regular Council Meeting minutes



Charge North Project

BUILDING THE NETWORK

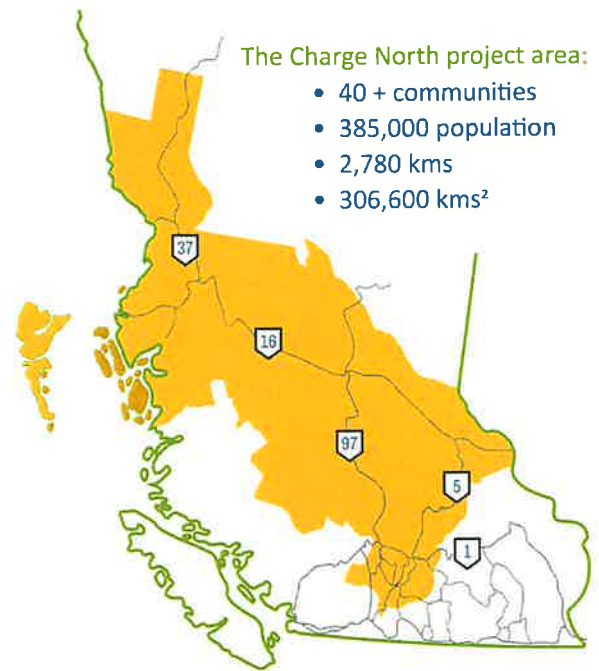
Charge North is working with BC Hydro and the BC Ministry of Transportation and Infrastructure to develop a charging network that supports reliable EV travel over almost 2,800 km of highway, with approximately 120 Level 2 stations and 30 Direct Current Fast Charging (DCFC) stations. Both Level 2 and DCFC stations are necessary to create a robust rural EV network. DCFC stations are critical to longer distance travel, getting people safely and reliably to and around central and northern BC - while Level 2 stations can direct how and where visitors spend their time and money while in a community.

Most of the local economic benefits to communities will be the result of Level 2 stations: the 'stop and shop' stations. While they are a slower charge, they open a community up as a destination. EV owners generally charge at home, but when on vacation use charging stations while they recreate, eat, and shop. Level 2 stations will hold visitors for up to 4-6 hours in a location, facilitating economic and tourism benefits. They provide important back up to DCFC stations and ensure all types of EVs have access to public charging. DCFC's provide on-the-go charging for an 80% charge in approximately 30-40 minutes, depending on the type of EV. They are quick stops on main routes and essential to traveling the long distances between communities in central and northern BC.

This initiative will help to move the entire region from the current status of low electric vehicle uptake and limited charging station connectivity, to comprehensive network that will make EV ownership feasible and advantageous. Strategically locating Level 2 and DCFC stations and supporting a public awareness campaign to highlight the benefits of EV ownership in rural areas are key to accelerating EV adoption in the Charge North region.

PROJECT HISTORY

Across Canada, electric vehicle infrastructure installation and EV adoption efforts have been heavily focused within urban centres. Yet, it is the rural regions of Canada that have the highest transportation related greenhouse gas emissions, and the fewest options with respect to active transportation, public transit and compact development as a means to reduce vehicle kilometers traveled, associated greenhouse gas emissions and high energy costs. Transportation greenhouse gas emissions are consistently higher in communities in the north.



Presented with this unique opportunity to work together to address regional greenhouse gas transportation emissions, six regional governments began to explore locally relevant solutions.

In 2018, the six regional districts leveraged funding with a grant from the Federation of Canadian Municipalities and undertook a planning and feasibility study. After early research and modelling, it became clear that supporting the transition toward clean energy vehicles, and emphasizing innovation and collaboration, could help meet greenhouse gas reduction targets while bolstering local economies. The project moved quickly from planning to installation with the first set of DCFC stations installed at four provincial rest areas and a fifth in 70 Mile House in the Cariboo region that year.

Since 2019, BC Hydro and the BC Ministry of Transportation and Infrastructure have continued to install DCFCs along Highways 5, 97 and 16. Charge North is leading the planning and installation of Level 2 stations, working closely with local governments and First Nations. Once Level 2 station funding is confirmed, the installation will roll out over the next 2+ years. During the first phase of Level 2 station deployment, anticipated to start in 2020, Charge North will support 25 local governments and First Nations to install 55 Level 2 stations, some in each of the six regional districts.

Charge North builds upon lessons learned from both [Accelerate Kootenays](#) and [Peaks to Prairies](#) EV projects, both community-driven approaches to electrifying rural areas, but takes into account the unique context of central and northern BC to ensure maximum benefits for residents, communities and drivers.

Charge North also complements the Province of BC's CleanBC Plan, launched in December 2018, which will require 100% of vehicles sold in BC to be zero-emission by 2040.

PROJECT UPDATES

In 2022, Foreseason was selected as the qualified contractor to lead the design, supply and installation of the EV Charging Network. In summer 2022, Foreseason will be completing site visits to finalize site designs. Installation of the EV Network is anticipated to begin in late summer 2022.

PROGRAM PARTNERS

Charge North is facilitated by the [Community Energy Association](#) on behalf of an Advisory Committee made up of representatives from regional districts in central and northern BC and the Northern BC Tourism Association. The project is a collaboration between six regional districts - [North Coast](#), [Kitimat-Stikine](#), [Bulkley-Nechako](#), [Fraser-Fort George](#), [Cariboo](#), and [Thompson-Nicola](#) and the many communities of the Charge North region.



Regional District of
Kitimat-Stikine



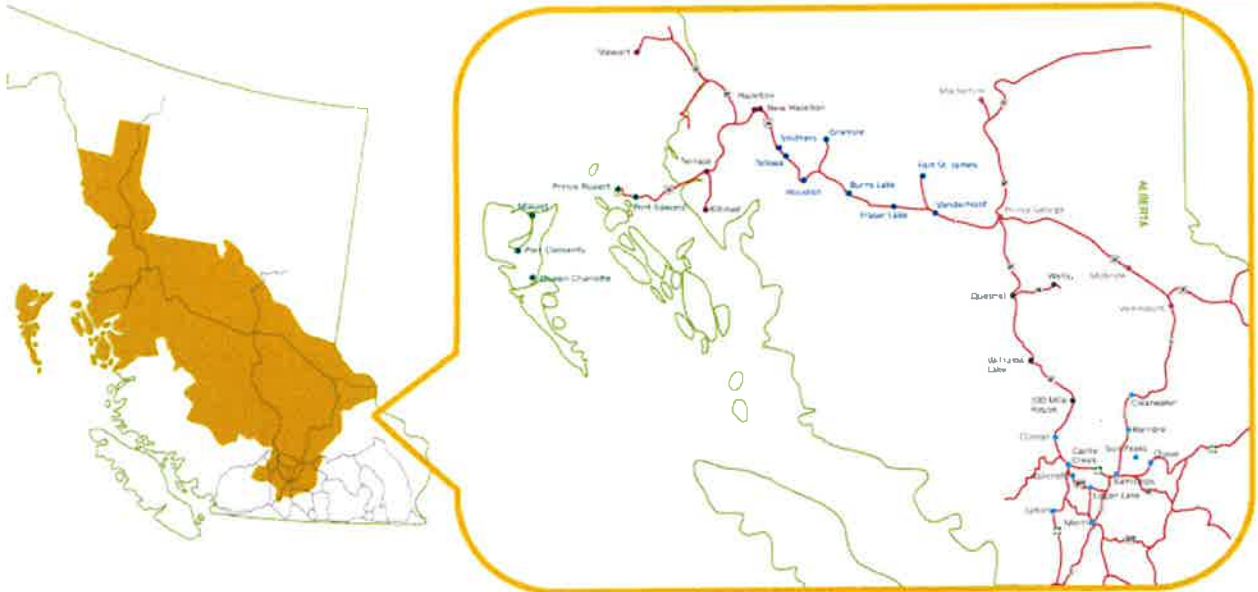
FUNDING PARTNERS

The initiative is proudly supported by funding partners who share the clean transportation vision: Northern Development Initiatives Trust, the Province of BC and the Federation of Canadian Municipalities.

BC Hydro and the BC Ministry of Transportation and Infrastructure are contributing significantly to the development of the overall Charge North

network, leading the way on DCFC station installation along Highways 5, 97 and 16.

[VISIT THE CHARGE NORTH PROJECT WEBSITE!](#)



120  **"Level 2"**
 stop n' shop
 slow & steady,
 explore the town

+ **30**

 **"DCFC"**
 stop n' go
 quick & powerful,
 get on your way!





**District of
100 MILE HOUSE**

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

**Regular Council Meeting
June 11, 2024**

REPORT DATE: June 5, 2024
TITLE: Commercial Kitchen Design Incubator Project (Community Hall Design)
PREPARED BY: J. Doddridge, Director of Economic Development & Planning

PURPOSE: To request Council approval to waive the Purchasing Policy and direct award the Commercial Kitchen Design Incubator Project (Community Hall Design).

RECOMMENDATION:

Recommended Resolution

BE IT RESOLVED THAT Council authorizes the waiver of the Policy and Procedures Purchasing Policy 4.12 requiring a Formal Competitive Process for purchases over \$30,000;

AND FURTHER BE IT RESOLVED THAT the Commercial Kitchen Design Incubator Project (Community Hall Design) be direct awarded to Bluegreen Architecture Inc. and associated consultants for the estimated price of \$82,240 plus applicable taxes.

BACKGROUND INFORMATION / DISCUSSION:

The District was successful in securing Rural Economic Diversification and Infrastructure Program (REDIP) grant funding to complete the Commercial Kitchen Design Incubator Project (Community Hall Design). Grant funding up to \$132,063 was approved.

Given their extensive knowledge about the project, and the previous work already completed by Bluegreen Architecture during the preliminary design process, staff considers this vendor to have a unique understanding and familiarity with the project. Should it be awarded to another vendor, additional expense would likely be incurred while



they familiarize themselves with the local circumstances and various aspects of the project.

For these reasons, staff approached Bluegreen Architecture to gauge their interest in providing the professional services to deliver full schematic design of the Community Hall upgrades, to Building Permit ready standards.

Bluegreen Architecture indicated their interest and provided an updated Scope of Work complete with quoted fees for all associated professionals.

The fees are as follows:

CONSULTANT	PROPOSED COST (before taxes)
Bluegreen Architecture	\$ 41,800
Structural – ROV	\$ 12,600
Mechanical – Rocky Point	\$ 8,500
Electrical – Exceed Electrical	\$13,340
Commercial Kitchen Designer (est)	\$ 6,000
TOTAL Architectural Fee	\$82,240

Staff anticipates the strong likelihood of upward cost adjustments necessary as the project progresses.

OPTIONS: N/A

BUDGETARY IMPACT: The REDIP grant will fully fund the project.

LEGISLATIVE CONSIDERATIONS (Applicable Policies and/or Bylaws):

Purchasing Policy waived.

ATTACHMENTS: Bluegreen Architecture Proposal and associated professional proposals

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

Date: June 6/24

Reviewed By: T. Boulanger
T. Boulanger, CAO

Date: June 6.24.

Prepared by:



Kelowna
#100 – 1353 Ellis Street
Kelowna, BC V1Y 1Z9
236.420.3550

Kamloops
#2 – 436 Lorne Street
Kamloops, BC V2C 1W3
250.374.1112



Prepared for:

**100 MILE HOUSE COMMUNITY HALL UPGRADES
265 BIRCH AVE, 100 MILE HOUSE BC**

Kelowna, BC
May 24, 2024



May 24, 2024

Dear Mr. Todd Conway,

Re: 100 Mile House Community Center – Upgrade & Addition

Thank you for considering Bluegreen Architecture Inc. for your upcoming project. We appreciate the opportunity to work together and look forward to a successful, collaborative relationship.

Bluegreen Architecture has been providing programming, design, consultation, construction documentation and construction administration services for over 40 years. We have a strong sustainable design history, including delivery of The Outback in Vernon, Abbott House in Kelowna, Spirit Square in Kamloops, The Beach Club at McKinley Beach, as well as several other built projects and projects presently under construction. We have included some examples of similar work in the following pages, and for additional photos of our past projects, please refer to our website at www.bluegreenarchitecture.com.

Bluegreen Architecture has extensive experience collaborating with project owners and user groups, to create healthy, sustainable and desirable environments and we welcome the opportunity to be a part of a successful, collaborative and rewarding project.

At Bluegreen Architecture, our commitment to collaboration allows our design team to develop and deliver a project in which the goals are well-defined, resulting in an end-product that addresses those goals efficiently, creatively and cost-effectively. We're guided by four principles that shape our approach: Innovation, Sustainability, Commitment and Community.

Sincerely,

Kevin Ryan Architect AIBC, AAA, OAA, MA (Hons), DA, LEED AP
Principal, Bluegreen Architecture Inc.

Kelowna
#100 – 1353 Ellis Street
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250-374-1112

bluegreenarchitecture.com

PROJECT UNDERSTANDING



Project Objectives

It is our understanding that the District of 100 Mile House is looking to proceed with the addition and renovation to the existing building located at 265 Birch Ave. The initial design concept developed in 2021 has been approved. BGA has been notified that the presented Phase 1 option C has been approved by the client, this will be the design direction moving forward for the renovation scope. The intent is to keep the approved plan as the design direction moving forward, however there will need to be some initial review and investigation to update the project scope to the new 2024 BC Building Code now in place. Below is a summary outlining the scope of work.

Phase One design concept has been completed. The design options provided were developed with on site investigation completed by BGA, mechanical and electrical consultants. The options were reviewed by City Council. The final concept that was approved by the client was Option C (attached next page). The overall design layout allowed for a small addition at the south entry of the building to create a vestibule/lobby and larger bathroom configuration. The scope of the renovation is outlined in Phase 2 below. Please refer to fee summary for outline of items provided.

Proposed Project Scope: Phase 2

The existing base building (approx.. 7240 sq. ft) is proposed to have a 500 sq. ft addition that will house a new lobby/vestibule and additional space for the reconfigured washrooms. The overall layout will see the new commercial kitchen move to the south side of the building (where the existing washrooms are currently located). The washrooms will move to the west end where the commercial kitchen previously existed, with another additional 160 sq. ft added to the washrooms. The balance of the 500 sq. ft addition will allow for a new formal entry/vestibule at the west end of the building. The new entry will allow for universal access into the building with a ramp at the exterior entry.

For the balance of the space, part of the existing storage area (north end) will become the new coat check area (adjacent to the entry). Existing storage will remain behind the stage area. Mechanical will also remain at this location. New storage will also be incorporated into the north east corner behind the kitchen, along with a janitorial room. The bar/beverage area will remain in place at the same location (north east corner) but the interior space will be modified to allow for more storage and function. The two exit doors along the east wall will remain in place. The second floor will remain for mechanical access and servicing only (not occupied space).

Scope of Work for the new addition:

- New commercial kitchen and fixtures selection. A kitchen consultant will be required to be retained by the client (CRS or other). A budget fee has been provided for this consultant.
- Update to existing site access (sidewalk, ramp to main entry, front courtyard)
- New formal entry and vestibule to space w/ adjacent coat check area

Scope of Work for Interior Renovation of existing space:

- Re-design of the existing bar area and new fixtures. (commercial kitchen consultant)
- Complete a code compliance review of the current space based on use and occupancy
- Review approved plan in conformance to the new 2024 BC Building code (previous design was 2018 BCBC)
- Coordination with mechanical/electrical consultants to ensure existing building meets building code
- Provide interior specifications/finishes for the updated areas
- Update conference hall (flooring, wall and ceiling treatment)
- Updates to existing mechanical and electrical to tie into new construction.

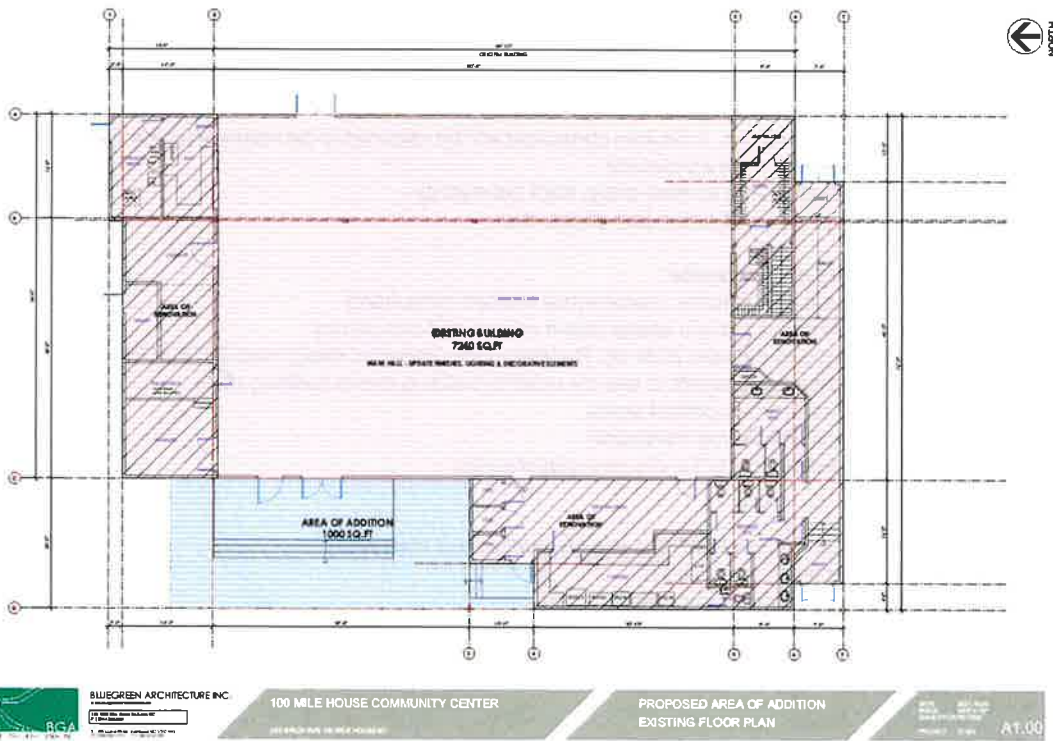
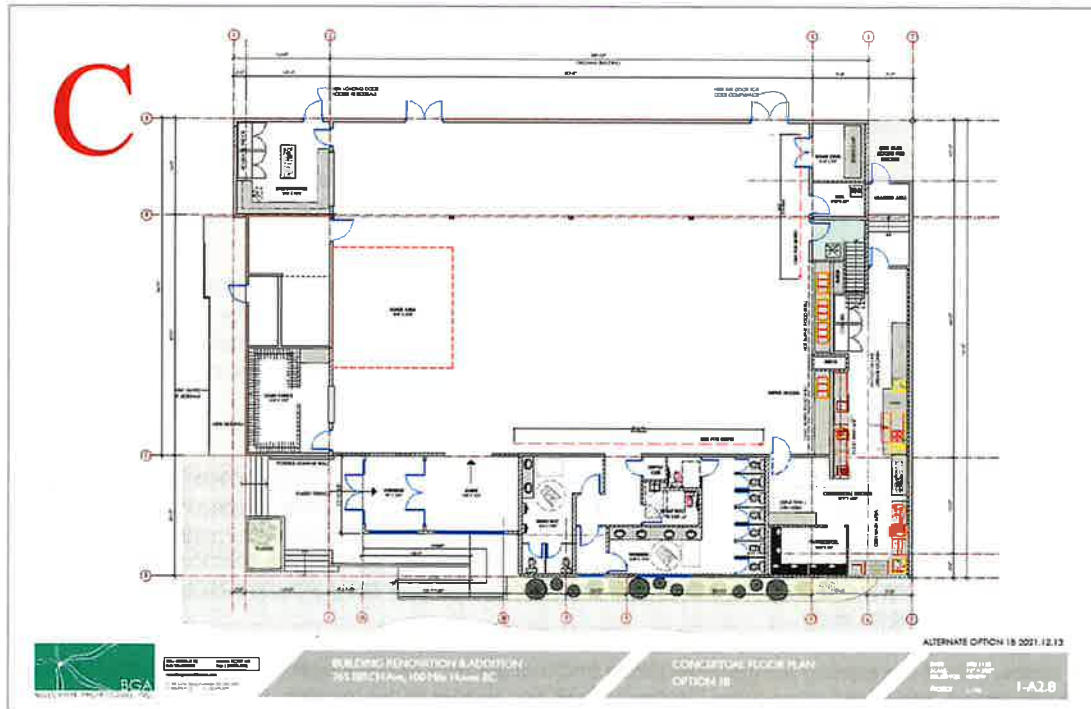
Scope of Work for existing exterior:

- Retro-fit of existing building envelope to comply w/ new energy compliance standards
- Selection of new exterior siding and finish applications
- Selection of new exterior commercial windows and doors
- New roof and insulation to comply w/ new energy compliance standards
- Possible adjustment to roof line to comply with new addition

INITIALS



SITE IMAGES



SITE IMAGES



SCOPE OF WORK



In order to fulfill our professional obligations, the following is a general description of the required scope of work as Outlined in the AIBC Standard Form of Contract. For a complete description, and a list of the Client's responsibilities, please refer to the following:

- Appendix A – Scope of Service for outline of the project's scope of work.
- Appendix B – Client's Responsibilities

Schematic Design

With the completion of Phase 1 in 2021, the Schematic Design will be a limited scope as the overall design layout has been confirmed. BGA and consultants will need to assess the intended design as it relates to the new BC Building code 2024. The new 2024 Building Code saw large changes to universal accessible design which may impact the washroom configurations and access to the front entry vestibule. The overall layout will need to be reviewed and a code review will need to be updated.

Schematic Design Scope:

- Code compliance review
- Update drawings as required (pending any changes per code 2024)
- Confirm if any alternate solutions are required for code conformance
- Verify any changes to the proposed scope as presented to the City of 100 Mile

- Prior to commencement, a schedule of deliverables will be agreed with the Client and dates identified for the issue of documents and application of permits.

- Coordination w/ consultants on needed changes
- BGA will require the client to provide a legal survey for the site

- Client will need to engage w/ a commercial kitchen consultant to review the programme.
- BGA will complete preliminary space planning but final fixtures and dimensions will be required from Kitchen Consultant.

- Client will directly engage all consultants required for the completion of the drawings and documents for this phase. This may include (but not limited to) the following: Mechanical, Electrical, Structural and Kitchen Consultant. Proposals have been provided by the initial design team and a recommended structural consultant.

- Review any changes to program moving forward

- Review changes with client to receive approval.

Items Provided:

- Design Plan Concepts
- Code review comments

Proposed Site Review / Visits:

- One site review w/ consultants to review project scope overall and confirm site conditions/concerns.

INITIALS



SCOPE OF WORK



Design Development

- Complete code compliance review for new and existing space.
 - Review schematic design documents for compliance with applicable codes and regulations.
 - Coordination w/ client approved kitchen designer (discuss phasing options for fixtures)
 - Coordination w/ consultants
 - Implement any changes to the design based on review and comments
 - Meetings with client to review options presented and any alternative solutions
 - Review & amend as required.
 - Discuss products for interior finishes (floor, wall, ceiling)
 - Client to engage Commercial Kitchen consultant (CRS recommended)
-
- Work closely with the Client to further develop the design in accordance with the approved schematic design in order to complete the standard scope of services as outlined by the AIBC Standard Form of Contract for this Phase.

Items Provided:

- Progress Design Drawings (develop site plan and floor plans)
- Code review summary

INITIALS



SCOPE OF WORK



Building Permit

- Further Develop Interior plans, Reflected Ceiling Plans, Elevations.
- Review with client any need for additional consultants and assist client to establish contractual relationships as required.
- Begin interior drawings/elevations
- Coordinate drawings with consultants mechanical, electrical and structure.
- Coordinate w/ client's awarded Commercial Kitchen consultant
- Submit design development package to the client.
- Obtain approval from the Client for Design Development documentation.

Further to the above noted Appendices A and B, please note the following:

- The Client may choose to engage a cost consultant (Quantity Surveyor) prior to proceeding to the next phase to evaluate probable costs.
- Substantial changes required as a result of Client changes after approval, unanticipated AHJ requirements, (i.e., zoning changes, City Engineering requirements, etc.) or other considerations beyond the Architect's control will be completed on an hourly basis or by agreed fixed additional fee. Approval for additional work required to be received in writing prior to work proceeding.

Items Provided:

- Building Permit Application Drawing set
 - Site Plan, Assemblies, Window/door schedule, Demolition Plan, Construction Plan, Roof Plan, Sections. Code Analysis.
- Interior Design Drawings:
 - Finishes Plan, Interior Elevations, Reflected Ceiling Plan, room finish schedule.

Items not provided in scope:

Coordination not included in scope;

- Approval & coordination with Interior Health (commercial kitchen application). Drawings will be provided for client's Interior Health consultant as requested. Staffing, kitchen procedures and proposed use will be provided by client.
- Revised renders to the exterior. Changes to render will be billed hourly if requested by client.

INITIALS



SCOPE OF WORK



Constructions Documents

- Upon Client approval of the Design Development drawings, prepare and complete all documents and drawings as outlined in the standard scope of services as per the AIBC Standard Form of Contract for this Phase.
- Client will directly engage all additional required consultants required for the completion of the drawings and documents (consultant list to be verified)
- Integrate and coordinate all consultants' work. (Structural, Mechanical, Electrical, Energy Advisor/Energy Modeler, Geotechnical). Additional consultants may be required to be engaged. This may include but is not limited to: Code Consultant, Envelope Consultant
- Revise drawings as directed, including coordination of all consultants' input.

Further to the above-noted Appendices A and B, please note the following:

- The Client may choose to engage a cost consultant (Quantity Surveyor) prior to proceeding to the next phase to evaluate probable costs.
- This fee does not include a full specification. If required, Bluegreen can provide an additional fee to complete this scope of service.
- This fee includes issuing one set of the following:
 - Issued for Building Permit
 - Issued for Construction
- Additional issued sets of documents required by the Client will be billed on an hourly basis.
- Interior design services for interior finishing includes; Floor, wall, ceiling finishes/treatments.

Items Provided:

- IFC Drawing set
 - Site Plan, Assemblies, Window/door schedule, Demolition Plan, Construction Plan, Roof Plan, Sections. Code Analysis.
- Interior Design Drawings:
 - Finishes Plan, Interior Elevations (washrooms), Reflected Ceiling Plan, room finish schedule.

Items not provided in scope:

- Book specifications for material finish and applications. This can be provided as an additional fee completed by a Specification Consultant. Approx.. Fee \$3500.00

INITIALS



SCOPE OF WORK



Construction Procurement (Tender Administration, Bidding & Negotiation)

- This has not been included in contract. Administration of the Tender (outside of scope and will be billed in addition if required). It has been assumed that the Administration of Tender will be completed by the District of 100 Mile House.

Further to the above noted Appendices A and B, please note the following:

- All services in this phase will be billed hourly
- The scope of this phase will be clarified based on the confirmed project delivery method

Construction Administration

Refer to the standard scope of work to complete the Construction Administration (CA) phase of the project, as outlined by AIBC Doc 6C to fulfill our role as Architect and CRP for the project.

- This phase generally involves providing support services to the contractor, monitoring the design intent and quality of works as constructed and reporting process to the Principal and project control group.
- Obtain and review the contractor's construction schedule
- Review of any shop drawings. Review all contemplated changes and change directives with respect to design and scope in consultation with client
- Process RFI, SI as required
- Coordinate and complete Building permit Close Out documentation

Further to the above noted Appendices A and B, please note the following:

- This administration of this phase of the work will be billed hourly
- We will attend site meetings as determined by Client/contractor in order to provide required level of service for this phase.
- The number and frequency of site reviews are substantially dependent on the contractor's capabilities, trades organization, quality of trades' work and Client determined phased occupancies.
- We have calculated approx.. 4 site reviews as noted in the project fees, Additional site reviews may be able to be completed w/ photos and video from GC.

Proposed Site Reviews:

1) Foundation, 2) Framing, 3) Finishing/Fire Stopping 4) Final Occupancy

Additional site reviews can be provided and billed as per Fee Schedule.

INITIALS



FEE SUMMARY



Architectural Fee by Phase	Fee
Schematic Design / Project Start Up	\$3,000.00
Site Review (project start up)	\$1400.00
Development Permit	\$4,000.00
Construction Documents BP	\$12,800.00
IFC	\$15,000.00
Construction Administration	Hourly
Site Inspections. Estimated as a maximum of 4 required site reviews at the noted fee below.	\$5,600.00
Site Inspection fee (travel and time) per visit: \$1,400.00	
TOTAL ARCHITECTURAL FEE –	\$41,800.00

Consultant Fees Provided	Fee
Architectural Fee	\$41,800.00
Structure - ROV	\$12,600.00
Mechanical – Rocky Point	\$8,500.00
Electrical – Exceed Electrical Engineering	\$13,340.00
Commercial Kitchen Designer (estimated fee only)	\$6,000.00
TOTAL ARCHITECTURAL FEE –	\$82,240.00

INITIALS

ADMINISTRATION OF THE SCHEDULE & FEES



Additional Architectural services (i.e., services not included in the basic services (refer to Appendix A) would be charged by the hour at the **Current Fee Schedule**.

Work may start upon the receipt of a retainer in the total amount listed below. This retainer will be credited at completion of the project.

Retainer, amount due prior to start of work:

- **\$4,000**

Retainer, amount due at the start of BP Phase

- **\$4,000**

If at any stage the work must be terminated, work would be invoiced on a time charge basis (see above) only for the time spent during that stage. Direct expenses associated with the work, such as permits, printing, photocopying, travel and the payment of consultant's fees will be noted on monthly invoices as disbursements and will be charged plus 10%. Unpaid accounts shall bear interest at 10% per annum 30 days after the date that the invoice for fees and reimbursable expenses have been rendered by the Architect. Invoicing occurs at month end based on a percentage of work complete. Payment is due fifteen days from receipt of invoice.

This proposal remains current for 60 days from the date of submission. (located on Page 1). Taxes will be charged as per Government regulations.

Current Fee Schedule

Principal Architect	\$260 per hour
Senior Project Architect	\$225 per hour
Intern Architect - Intermediate	\$195 per hour
Interior Designer	\$165 per hour
Technical Staff - Senior	\$155 per hour
Technical Staff - Intermediate 2	\$150 per hour
Technical Staff - Intermediate 1	\$145 per hour
Technical Staff - Junior	\$135 per hour
Administrator	\$110 per hour
Construction Administration	Hourly

Fee Schedule

Note: hourly rates are subject to revision on an annual basis from the date of acceptance of this proposal.

INITIALS

ACCEPTANCE OF PROPOSAL



Upon acceptance of this proposal, a standard AIBC Document 6C – Client/Architect Agreement based on the particulars of this proposal, will form the operating contract.

* Upon receipt of a retainer in the amount listed in Schedule and Fees is required to commence work – see amount due on the previous page. This retainer will be credited at completion of the project.

Extra Services

Bluegreen Architecture Inc may provide additional services resulting from significant changes to the scope of work, legislation changes, or changes resulting from alternate interpretations by the authority having jurisdiction. Additional work may be provided at the hourly rate, with the owner's direction and approval. Further reference to Basic services and Additional services can be found in Appendix A.

We look forward to the opportunity to collaborate with you on this project. If you have any questions or require further clarification on any items, please contact me at your convenience.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kevin Ryan".

Kevin Ryan Architect AIBC, AAA, OAA, MA (Hons), DA, LEED AP
Principal, Bluegreen Architecture Inc.

Accepted by:

Signature

Print Name

Date

Company Name

Billing & Contact Information

INITIALS



RELEVANT PROJECTS



The Cove
West Kelowna, BC

Team Members: Kevin Ryan (BGA) // David Eaton (Coast Architectural Group)

Construction: *Constructed*



Arbutus Shore (Brentwood Bay)
Saanich Inlet, BC

Team Members: Kevin Ryan (BGA) // David Eaton (Coast Architectural Group)

Construction: *Preliminary Design Only*



Ministry of Forest & Range
Kamloops, BC

Team Members: Kevin Ryan (BGA) //

Construction: *2012*

RELEVANT PROJECTS



Canadian Mental Health Buildings // Salmon Arm, BC

This CMHA / BC Housing project provides much needed housing in the community, with two buildings of affordable rental housing and a third building providing supportive housing complete with on-site meal services. The contemporary building design and open spaces on site complement the existing medium density residential neighbourhood. The selection of wood tones at the entry and dining areas help to provide a sense of warmth and welcome. BGA designed both the architecture and the interior design for all three buildings.



RELEVANT PROJECTS



Skwlax / Little Shuswap Lake Band Sun Peaks Cultural Display

The Skwlax / Little Shuswap Lake Band are in the process of creating a cultural display centre in Sun Peaks. BGA worked in collaboration with The Band to collect ideas from various participants and user groups and gathered them into the final concept and construction drawing set.



RELEVANT PROJECTS



The Kamloops United Church Redevelopment

Kamloops, BC, 2016. The Kamloops United Church Redevelopment is a large-scale mixed-use project. The project is divided into two stages, with the first involving an addition to the existing sanctuary and renovation to its lower floor. This stage has expanded the church facilities to include a fellowship hall that can open to the existing sanctuary to expand its capacity, a commercial grade community kitchen, a Sunday school, a preschool, a youth lounge, and meeting rooms for special interest groups. The second stage included office and administration space, thrift store, commercial space, underground parking and residential suites above. The amenities for the residents include a roof terrace, an amenity room and storage space for scooters and bicycles.



APPENDIX A

SCOPE OF SERVICE

KELOWNA

#100 – 1353 Ellis Street
Kelowna, BC V1Y 1Z9
236.420.3550

KAMLOOPS

#2 – 436 Lorne Street
Kamloops, BC V2C 1W3
250.374.1112

SCOPE OF SERVICE



SCHEMATIC DESIGN PHASE

Basic Services:

- Client-Supplied Data Coordination
- Collect and Analyze Site Data
- Review Land-use Regulations
- Identify Urban Design Issues
- Site Utilization Studies
- Identify Rezoning, Development Permit, OCP Issues
- Identify Regulatory Framework
- Integrate Client Supplied Data (e.g. Survey, Geotech etc.)
- Review Site Characteristics
- Review Alternate Design Approaches
- Architectural Schematic Design
- Schematic Design Coordination
- Drawings & Documents
- Client Consultation
- Agency Consultation
- Building Code Review
- Coordination of Normal Consultants ((e.g. Structural, Mechanical, Electrical, On-Site Civil, Landscape)

Additional Services – Billed Hourly:

- Review Contracts or Methods of Project Delivery
- Financial Feasibility Study
- Statement of Probable Construction Costs
- Obtain Consultants Proposals
- Interior Design Concepts
- Special Studies; e.g. Future Facilities, Environmental Impact
- Special Submissions or Promotional Presentations
- Models or Perspectives
- Project Management
- Program and Budget Evaluation
- Value Analysis
- Building Envelope Professional Services
- Coordination of Special Consultants (e.g. Geotechnical, Environmental, Traffic, etc.)

SCOPE OF SERVICE



DESIGN DEVELOPMENT PHASE

Basic Services:

- Client-Supplied Data Coordination
- Architectural Design Development
- Design Development Coordination
- Drawings & Documents
- Rezoning Submission *
- Design Panel Submission *
- Prepare Urban Context Material
- Prepare Exterior Materials and Colour Board
- Client Consultation
- Agency Consultation
- Building Code Review
- Development Permit Submission
- Coordinate Normal Consultants (e.g. Structural, Mechanical, Electrical, On-Site Civil, Landscape)

* One Cycle of the Process

Additional Services – Billed Hourly:

- Re Submissions or Extraordinary Revisions to Obtain Regulatory Approvals
- Statement of Probable Construction Costs
- Budget Review/Evaluation
- Certified Professional Service
- Building Code Equivalency Research
- Interior Design Development
- Special Studies Reports; e.g. Planning Tenant or Rental Spaces
- Promotional Presentations
- Models or Perspectives
- Project Management
- Value Analysis
- Building Envelope Professional
- Coordination of Special Consultants (e.g. Traffic, Environmental, Acoustical)

SCOPE OF SERVICE



CONSTRUCTION DOCUMENTS PHASE

Basic Services:

- Client-Supplied Data Coordination
- Prepare Architectural Working Drawings for Building Permit Submission
- Prepare Door, Window, Finish Schedules
- Research Materials and Prepare Specifications
- Document Checking and Coordination
- Client Consultation
- Agency Consultation
- Building Code Review
- Letters of Assurance
- Coordinating Registered Professional Role
- Assist with Building Permit Filing
- Coordination of Normal Consultants (e.g. Structural, Mechanical, Electrical, On-Site Civil, Landscape)

Additional Services – Billed Hourly:

- Statement of Probable Construction Costs
- Preparation of Project Budget
- Certified Professional Service
- Interior Construction Documents
- Interior Elevations
- Detailed Millwork Design
- Reflected Ceiling Plans
- Review of Form of Contract
- Alternate Bid Details & Special Bid Documents
- Project Management
- Area Analysis
- Project Lease Plans
- Tenant Layout Drawings
- Multiple Contracts Management
- Phased Construction Management
- Building Envelope Professional Services
- Coordination of Special Consultants (e.g. Traffic, Environmental, Building Envelope Professional, Surveyor, Geotechnical)

SCOPE OF SERVICE



BIDDING OR NEGOTIATING PHASE

Basic Services:

No Tender Services are Included in Basic

Additional Services – Billed Hourly:

- Client-Supplied Data Coordination
- Coordinate Issue of Bid Documents
- Coordinate/Issue Addenda
- Bid Evaluation
- Evaluate Bidders Alternates
- Client Consultation
- Prepare Contracts
- Separate Bids or Negotiated Bids
- Services Related to Bidders' Proposals
- Respond to Bidders Inquiries
- Project Management
- Prepare Prequalification Criteria
- Pre-qualify Contractors
- Services as a Building Envelope Professional
- Coordination of Consultants

SCOPE OF SERVICE



CONSTRUCTION CONTRACT ADMINISTRATION PHASE

Basic Services:

- Field Reviews to Ascertain Conformance with Construction Documents and Applicable Codes
- Respond to Client's, Contractor's and AHJ's Inquiries and Change Requests
- Interpretation of Contract Documents
- Shop Drawing/Product Data/Sample Review
- Site Instructions
- Client Consultation
- Letters of Assurance
- Coordinating Registered Professional Role
- Building Code Deficiency Assessment for Occupancy Permit*
- Services for Building Commissioning as Defined in BCBC 98
- Agency Consultation

*One Assessment Report

Additional Services – Billed Hourly:

- Administration of the Contract
- Progress Report Evaluation
- Substantial Performance Certificate(s) and Associated Deficiency Assessment
- Administration of Lien Holdback
- Certificates for Payment
- Interpretation of Contracts
- Interior Construction Inspection/Field Review
- Full-Time Project Representative
- Issue Change Orders or Change Directives
- Review of Warrantees
- Administration of Separate Contracts
- Project Management
- Promotional Material

SCOPE OF SERVICE



CONSTRUCTION CONTRACT ADMINISTRATION PHASE

Additional Services – Billed Hourly:

Continuing...

- Record (As-Built) Drawings
- Certification re: Financing
- Alternate Dispute Resolution Services
- Certified Professional Service
- Multiple Contracts Management
- Phased Construction Management o Phased Construction Management
- Building Envelope Professional Services o Building Envelope Professional Services
- Payment certifier role for subcontracts (Lien legislation) o Payment Certifier Role for Subcontracts (Lien Legislation)
- Maintain Record of Revisions to Construction Documents
- Preparation of As-Built Drawings
- Coordination of Special Consultants (e.g. Traffic, Environmental, Building Code Equivalencies, Surveyor, Geotechnical)

APPENDIX B

CLIENT'S RESPONSIBILITIES

Kelowna
#100 – 1353 Ellis Street
Kelowna, BC V1Y 1Z9
236.420.3550

Kamloops
#2 – 436 Lorne Street
Kamloops, BC V2C 1W3
250.374.1112

bluegreenarchitecture.com



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

ARCHITECTURE CENTRE
SUITE 100 - 440 CAMBIE STREET
VANCOUVER, BC, CANADA V6B 2N5
604/683-8588
604/683-8568 FAX

Toll FREE IN BC 1/800/667-0753
1/800/661-2955 FAX
E-MAIL aibc@aibc.ca
INTERNET <http://www.aibc.ca>



SCHEDULE OF *CLIENT'S* RESPONSIBILITIES

Note: All terms which are defined and which are used throughout this document appear in italicized text beginning with a CAPITAL letter.

This schedule must be affixed to the AIBC *Standard Form of Contract for Consultant Services* Standard Document 6C, 2007 as required under its A11, *Client Responsibilities*. The responsibilities listed herein are further to the responsibilities listed in General Condition GC.2.

The *Client Responsibilities* listed by phase on pages 4 - 6 below, and highlighted in the same manner as this sentence, apply to the traditional five phases of a Project that are delivered under a typical "design-bid-build" method of Project delivery.

For other methods of construction procurement and *Project* delivery, select or customize as applicable.

Project 100 MILE HOUSE COMMUNITY CENTER RENOVATION & ADDITION

(Insert name and description of Project to which the schedule applies)

1. INFORMATION TO BE SUPPLIED BY THE *CLIENT*

The *Client* shall furnish the information, surveys, reports and services as set out below, the accuracy and completeness of which the *Consultant* shall be entitled to rely upon and such contracts for the provision of information, surveys reports and services, whether arranged by the *Client* or the *Consultant*, shall be considered direct contracts with *Client* unless explicitly provided otherwise:

1. Functional Program

The *Client* shall furnish full information regarding the *Project's* requirements, the *Client's* objectives, constraints, schedules and criteria, including:

- Spatial and functional requirements and relationships;
- Flexibility and expandability requirements;
- Special equipment and systems;
- Site requirements

2. Site Information

The Client shall furnish information, surveys, reports and services as set out below, including:

- Legal Site Location including Municipal Address and Legal Description
- Topographic and Legal Survey describing physical characteristics, legal limitations and utility locations for the *Project* site, and a written legal description of the site and adjoining properties as necessary showing the following survey and legal information, as applicable: grades and lines of streets, alleys, pavements and adjoining property and structures, adjacent drainage; rights of way; restrictions; easements; encroachments; zoning; deed restrictions; boundaries and contours of the site; locations, dimensions and data pertaining to existing buildings, other improvements and trees; and information concerning utility services, both public and private, above and below grade, including inverts and depths;
- Geotechnical, Subsurface Investigation and Soils Reports which include but are not limited to test borings, test pits, determination
- Utility Information
- Covenants and Restrictions on Property
- Environmental Audit
- *Toxic or Hazardous Materials Report:*
Consists of a list of and evaluation of *Toxic or Hazardous Materials* present at the *Place of the Work*, ground corrosion and resistivity tests, including necessary operations for anticipating subsoil conditions, air and water pollution tests, tests for toxic and hazardous substances and materials, with reports and appropriate professional recommendations;
- Municipal Information.

3. Services and Reports from Specialist Consultants

- Appropriate professional recommendations of specialist consultants when required by the *Consultant* including:
- Structural, mechanical, chemical and other laboratory and environmental tests, inspections, laboratory and field tests and reports as required by the *Managing Consultant*, the *Consultants*, the authorities having jurisdiction or the Contract Documents;
- Inspection & Testing Services

4. Additional Information, including: (insert/select items as applicable)

Proposed *Project* milestone dates (subject to adjustment based on external factors beyond the control of the *Consultant* such as municipal approvals, market conditions etc. as applicable to the *Project*).



2. PAYMENT

Further to A11, A14-A19, and A20, as applicable, of the Contract Form, the *Client* shall pay the *Consultant* as follows: (insert additional payment terms as applicable)

3. CONSULTANTS

Further to A13, the *Client* shall engage *Consultants* as follows: (insert additional *Consultant* information as applicable)

- All legal, accounting and insurance counselling services as may be necessary at any time for the *Project*, including such auditing services as the *Client* may require to verify the *Contractor's* applications for payment or to ascertain how or for what purpose the *Contractor* uses the monies paid by or on behalf of the *Client*.

The *Client* Responsibilities listed by phase below, apply to the traditional five phases of *Project* that is delivered under a typical “design-bid-build” method of *Project* delivery, the intention of which is the creation of a building, under expectations consistent with industry standard construction contracts.

***Consultants* and *Clients* are strongly advised to seek legal and insurance advice and information from the provincial/territorial/architectural/engineering association before considering any reduction of or revision to the scope of *Client* responsibilities listed in this document, and highlighted in the same manner as this paragraph.**

APPENDIX C

FIRM & KEY PERSONNEL

Kelowna
#100 – 1353 Ellis Street
Kelowna, BC V1Y 1Z9
236.420.3550

Kamloops
#2 – 436 Lorne Street
Kamloops, BC V2C 1W3
250.374.1112

bluegreenarchitecture.com

FIRM INTRODUCTION

Operating since 1983, with expansions to Kamloops in 2000 and expanding in 2007 with a Kelowna studio, the capabilities that Bluegreen offer make for an inspiring and innovative collaboration. BGA has established a fundamental role with the community through thoughtful innovation and practical application of sustainability within project planning and building design.

Over the past 40 years, Bluegreen Architecture has contributed to some of Kelowna and Kamloops's most influential buildings, including Abbott House in Kelowna, The Outback in Vernon, and Spirit Square in Kamloops. With studios in both Kamloops and Kelowna, we're invested in the region, it's development and its people.

Currently BGA consists of four AIBC Registered Architects, two experienced Interior Designers, and a growing supporting staff of 20. Both studios together offer extensive experience in providing successful and creative Architectural solutions for commercial, institutional, residential and community focused projects; a committed team of professionals who each share a personal responsibility to the needs and desires of each Client, combined with a deep respect for the site and environment. We thrive on a solutions-based design attitude which enables project delivery through expediency, positive engagement and creative resolutions; resulting in a product that addresses the requirements of creativity, efficiency and cost-effectiveness.

Our design philosophy at BGA follows four principles: Sustainability, Innovation, Commitment and Community. Our studios offer leading-edge knowledge in the green building movement, and we are consistently working to keep ahead of current sustainable trends. Sustainability is fully integrated in our design and philosophy, translating from our program to the built form.

KEY BGA PERSONNEL

Principal // Kevin Ryan

Architect. AIBC, AAA, OAA - MA(Hons) - DA - LEED AP

Kevin graduated with an Honors Masters Degree and Diploma of Architecture with distinction from Edinburgh University 1978, and 1979. After forming a private practice in Vancouver in 1983, Kevin moved offices to the Interior and has been reflecting the firm's holistic approach to sustainable design initiatives in Kamloops and Kelowna since 2000. Kevin adheres to a belief that all the resources of the site and building process are to be valued in a sustainable manner with the building occupants sheltered in a healthy and inspirational environment. Kevin is a registered Architect through the Alberta Association of Architects (AAA) and the Ontario Association of Architects (OAA).

Associate Principal // Wendy Rempel

Architect AIBC, M.Arch., B.Arch.

Wendy received both a Masters and Bachelors of Architecture from Montana State University (2011 and 1990 respectively). Since 1990, she has contributed to the work of three Vancouver firms which focused on commercial, mixed-use, industrial and hospitality commissions, designing an award-winning tilt-up concrete warehouse/office facility for SunLife Assurance. Since joining Bluegreen in 2006, she has continued her focus on multi-unit commercial and industrial buildings, winning a design award for the Gienow Showroom/Office/Warehouse facility in 2011. While completing other commercial commissions, she also works on vehicle dealerships, offices, multi-unit residential and mixed-use developments. Wendy's strength and experience lie in design, both exterior and interior, and thrives on project coordination from initial Client discussions to management of consultants and Construction Administration.

Senior Interior Designer // Rosalyn Rossol

BID Interior Design

Rosalyn is a graduate of Kwantlen University College where she achieved her Bachelor of Applied Design in Interior Design. She began her career in Vancouver over 25 years ago as a junior interior designer working with a large-scale developer, focused on several multi-family projects. Since returning to Kelowna and joining the BGA team 17 years ago, Rosalyn has expanded her portfolio to include commercial, government, retail, daycare and industrial projects to her resume. Some of her past clients include, Canada Post Corporation and CBC Studios. Rosalyn values being part of a multi-talented team of individuals with BGA and is inspired for future learning and professional growth.



ENGINEERING CONSULTANTS

STRUCTURAL/ BUILDING SCIENCE

301- 1820 AMBROSI RD, KELOWNA, BC V1Y 4R9

265 Birch Ave, 100 Mile House (Community Center) - Structural

Project #: 11111 (Date sent: May 14, 2024)

ROV OFFICES: KELOWNA BC

To:

Rosalyn Rossol
BlueGreen Architecture
rossol@bluegreenarch.com
236.420.3550
100 - 1353 Ellis St
Kelowna, BC V1Y 1Z9
Canada

Prepared by:

Kaelynn D'Amico
ROV Consulting Inc
kaelynn@rovconsulting.ca
250-860-0412





About Us



Building Excellence from the Heart of the Okanagan

About Us:

Founded in 1997, ROV Consulting Inc. stands as a premier Structural Engineering and Energy Consulting firm nestled in the picturesque landscapes of Kelowna, BC. For over two decades, we have been the driving force behind numerous successful projects, shaping the skyline and enhancing the structural integrity of the Okanagan Valley.

Our Okanagan Expertise:

ROV Consulting Inc. takes pride in its deep roots within the Okanagan region. Our extensive experience in serving the unique needs of this community has made us a go-to partner for projects ranging from residential masterpieces to commercial landmarks. We understand the intricacies of the local landscape, weather challenges, and seismic considerations, allowing us to tailor our engineering solutions to the specific demands of the Okanagan.

Versatile Engineering Services:

Our commitment to excellence extends across a wide spectrum of services. From residential structures to commercial complexes, institutional buildings to industrial facilities, we bring a wealth of expertise to every project. We specialize not only in structural engineering but also offer cutting-edge solutions in performance-based building energy analysis, and superior energy-saving design.



Client-Centric Philosophy:

At the core of our success is a client-centric approach. We pride ourselves on our ability to adapt to the dynamic needs of our clients. Whether it's a visionary idea from a client or a practical solution from a contractor, we welcome collaboration and incorporate diverse perspectives into our structural plans. Our flexibility has become a hallmark of ROV Consulting Inc., earning the trust and satisfaction of our clients.

Quality Assurance in Engineering:

We set industry benchmarks by upholding a stringent level of quality control in all our services. Our team of competent and experienced Professional Engineers ensures that each project meets and exceeds the highest standards. To further guarantee accuracy and reliability, all drawings and projects undergo thorough independent reviews by a secondary Professional Engineer.

Our Exceptional Team:

ROV Consulting Inc. thrives on a dynamic team of Professional Engineers, Energy Advisors, Structural Technologists, and dedicated support staff. We blend innovation and precision to redefine structural design and building science. With expertise honed through experience and cutting-edge technology, our team ensures excellence in every project. We collaborate seamlessly to shape the future of structural engineering at ROV Consulting Inc.

Shaping the Future:

As we envision the future, ROV Consulting Inc. remains dedicated to shaping the structural landscape of the Okanagan. We aspire to continue being the trusted partner for those who seek excellence in engineering, innovation in design, and a commitment to sustainable, resilient structures.

Join us in building a future where every structure stands as a testament to the expertise and dedication of ROV Consulting Inc. in the heart of the Okanagan.

Contact us today to begin your journey toward structural excellence.

Mahdi Yazdinezhad P.Eng. (Principal): mahdi@rovconsulting.ca **Phone:** 250-860-0412

Website: <https://rovconsulting.ca/>

Instagram: [@rovengineeringconsultants](https://www.instagram.com/rovengineeringconsultants) **LinkedIn:** [https://www.linkedin.com/company/rov-consulting-inc./](https://www.linkedin.com/company/rov-consulting-inc/)



Quote

Project Description

Dear Rosalyn,

Following our analysis of the Conceptual drawings dated **2021.11.02**, we understand the scope of the project as follows:

- Renovation and addition to the existing community building



What ROV

- Proven expertise in structural engineering and building science.
- Local experience in the Okanagan region, ensuring familiarity with local regulations and challenges.
- Commitment to delivering high-quality, sustainable, and energy-efficient designs.

Selecting ROV for your construction needs is a decision grounded in several compelling factors. One of the primary reasons is ROV's proficiency in structural engineering in different material such as steel, concrete, wood and understanding of building science, ensuring that your project benefits from a wealth of knowledge and experience in these crucial areas.

At the core of ROV's values lies in creation of high-quality structures that not only meet but exceed industry standards.

Emphasizing sustainability, ROV integrates environmentally conscious practices into its designs, reflecting a dedication to minimizing ecological impact.

We genuinely appreciate the opportunity to contribute to the success of your project. Please do not hesitate to contact us should you have any questions or require further clarification.

We look forward to the possibility of working together on this exciting project.

Team Members and Relevant Experience

Mahdi Yazdinezhad M.A.Sc. P.Eng; *Structural Engineer, Principal*

Mahdi is the Principal Engineer at ROV Consulting. He has more than 20 years of experience in structural design and construction. He has been the lead structural engineer for many Multifamily residential using concrete, steel and timber framing. Mahdi's clients include both private and public sectors in low-rise and high-rise developments such as apartments hospitals, firehalls.

Trevor Judd P.Eng; *Structural Engineer*

Trevor has over 14 years of structural engineering experience working with ROV Consulting. He specializes in wood, steel, concrete and masonry construction with experience in timber connection design and actively works as a truss engineer. He has experience engineering light wood frame apartments on concrete parkades, townhouse developments, small commercial building and architecturally designed custom homes.



Proposed Fee

Please accept the following fee schedule for this project.

Name	Quantity	Price	Tax	Total	Total with tax
Initial Site Review	1	\$1,500	5%	\$1,500	\$1,575
Structural Engineering for renovation and addition to the existing community hall building	1	\$5,500	5%	\$5,500	\$5,775
Field Reviews - This is an estimate of the number of field reviews required for this project. Depending on the complexity of the project there can be additional field reviews.	4	\$1,200	5%	\$4,800	\$5,040
Schedule CB	1	\$200	5%	\$200	\$210
Total				\$12,000	\$12,600

Construction Phase

- Field reviews are required prior to any concrete pour or before covering framing elements
- We anticipate a minimum of (4) field reviews; the price of the field review includes travel time and disbursement. Beyond 1hr onsite + travel time, would be billed hourly
- Field reviews booked within 24hours of the request time will be charged at 2x the rate
- Picture reviews are billed hourly
- In-Office Construction Administration (Shop Drawing Submittal Reviews & Construction Coordination)
- We have allowed for (2) shop drawing reviews (anything over the allowed limit will be charged hourly) for each of the following suppliers:
 - Engineered wood roof trusses and Wood I-joist floor system(s)
 - Structural steel

Communications

- We understand that questions and clarifications of the engineering plans may be required during construction. We have allowed for a maximum of 6 hours of communications time.
- Additional communications time would be billed hourly on a bi-weekly basis



This Quote Does Not Account For

- Meeting allowances during construction (site, online or otherwise)
- Architectural component coverage (ie: cladding, etc.
- Construction engineering (ie: shoring, lifting, WorkSafe BC Requirements, etc.:)
- Connection engineering for steel, precast or timbers trusses (when applicable)
- Component engineering for elements including, but not limited to, stairs, elevator, glazing, guards, etc.:
- ROV does not provide project management for the build and only provides documents as requested

Requirements

In order to provide the best service, we require the following documents prior to commencing work:

- Architectural Revit and/or CAD files including site plans
- Initial Site Visit
- Geotechnical report

Schedule

Engineering will commence upon receipt of the signed quote, retainer, and necessary supporting documents. The work can be completed within 3 to 4 weeks (subject to potential adjustments based on the workflow at the time of quote approval). If a specific timeline is required, kindly engage in a discussion with ROV Consulting Inc.



Invoicing & Payment

Payment of Fees. ROV shall invoice Client monthly for the services according to the basic compensation stated in the proposal, and client shall pay the charges. Payment is due upon receipt of ROV's invoice, and shall be made without retention, holdback, or offset. If payment is not received by ROV within thirty (30) days of the invoice date, ROV shall have the right to charge, and client shall pay, interest on the unpaid amount, calculated from the due date of the invoice, at an annual rate of 12%. ROV may suspend services if payment is not received by ROV within sixty (60) days of the invoice date. Final schedules will not be released until the project balance is paid in full.

ROV requires a 25% retainer to be paid up front prior to any Engineering or Drafting work done and the balance due and payable when drawings are picked up prior to building permit.

Additional Hourly Services

Work outside the scope of this contract or changes to the reference documents will be billed according to this fee schedule.

Engineering - Senior Engineer	\$250/Hr
Engineering - Intermediate Engineer	\$175./Hr
Engineering - E.I.T.	\$130/Hr
Drafting	\$110/Hr
Junior Drafter	\$90/Hr
Printing, Courier & Disbursements	At Cost

Quality Assurance

ROV Consulting Inc. follows a high level of quality control for structural engineering services that are carried out by competent and experienced Professional Engineers. Drawings and projects are reviewed by a secondary Professional Engineer.



Terms of Service

GENERAL

ROV Consulting (ROV) shall render the Services as specified in the proceeding Quote, to the Client for this Project in accordance with the following Terms of Engagement. ROV may, at its discretion and at any stage, engage sub consultants to perform all or any part of the Services.

COMPENSATION

Charges for the Services rendered will be made in accordance with ROV's Schedule of Fees and Disbursements in effect from time to time as the Services are rendered. All Charges will be payable in Canadian Dollars. Invoices will be due and payable by the Client within sixty (60) days of the date of the invoice without hold back. Interest on overdue accounts is 2% interest per month on overdue accounts past 60 days.

REPRESENTATIVES

Each party shall designate a representative who is authorized to act on behalf of that party and receive notices under this Agreement.

TERMINATION

Either party may terminate this engagement without cause upon thirty (30) days' notice in writing. On termination by either party under this paragraph, the Client shall forthwith pay ROV its Charges for the Services performed, including all expenses and other charges incurred by ROV for this Project.

If either party breaches this engagement, the non-defaulting party may terminate this engagement after giving seven (7) days' notice to remedy the breach. On termination by ROV under this paragraph, the Client shall forthwith pay to ROV its Charges for the Services performed to the date of termination, including all fees and charges for this Project.

In case of dispute between the contractor and the owner of the property, ROV will reserve the right to share all documents including final drawings and occupancy schedules with the owner.

The contractor/builder acknowledges that the drawings and any documents provided by ROV belong to ROV and ownership does not transfer to the contractor/builder and can be provided to the homeowner/client directly without further notice of consent at the event that contractor/builder is no longer involved on the project.

ENVIRONMENTAL

ROV's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. ROV will co-operate with the Client's environmental consultant during the field work phase of the investigation.

PROFESSIONAL RESPONSIBILITY

In performing the Services, ROV will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices and procedures normally provided in the performance of the Services contemplated in this engagement at the time when and the location in which the Services were performed.



LIMITATION OF LIABILITY

ROV shall not be responsible for:

- (a) the failure of a contractor, retained by the Client, to perform the work required in the Project in accordance with the applicable contract documents;
- (b) the design of or defects in equipment supplied or provided by the Client for incorporation into the Project;
- (c) any cross-contamination resulting from subsurface investigations;
- (d) any damage to subsurface structures and utilities;
- (e) any Project decisions made by the Client if the decisions were made without the advice of ROV or contrary to or inconsistent with ROV's advice;
- (f) any consequential loss, injury or damages suffered by the Client, including but not limited to loss of use, earnings and business interruption;
- (g) the unauthorized distribution of any confidential document or engineering prepared by or on behalf of ROV for the exclusive use of the Client.

The total amount of all claims the Client may have against ROV under this engagement, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited to two million dollars (\$2,000,000). Only if specifically agreed to in writing by ROV would this be revised to the amount of any professional liability insurance ROV may have available at the time such claims are made. In the event that ROV is not carrying professional liability insurance at the time of a claim, the total amount payable would be \$0 under either circumstance.

No claim may be brought against ROV in contract or tort more than two (2) years after the Services were completed or terminated under this engagement.

THIRD PARTY LIABILITY

This engineering was prepared by ROV for the account of the Client. The material in it reflects the judgment and opinion of ROV in light of the information available to it at the time of preparation. Any use which a third party makes of this engineering, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. ROV accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this engineering. This engineering may not be used or relied upon by any other person unless that person is specifically named by us as a beneficiary of the Engineering. The Client agrees to maintain the confidentiality of the Engineering and reasonably protect the engineering from distribution to any other person.



DOCUMENTS

All of the documents prepared by ROV or on behalf of ROV in connection with the Project are instruments of service for the execution of the Project. ROV retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used on any other project without the prior written agreement of ROV.

ROV reserves the right to retract project drawings and schedules should the client fail to apply for permit or commence construction within one year. Additional costs apply should ROV need to re-issue drawings and schedules.

ROV reserves the right to take photographs during and after completion of project construction to advertise on social media, websites, magazines, and award ceremonies.

ROV would like to be involved in any awards that the client enters the project into.

FIELD SERVICES

Where applicable, field services recommended for the Project are the minimum necessary, in the sole discretion of ROV, to observe whether the work of a contractor retained by the Client is being carried out in general conformity with the intent of the Services. Any reduction in the level of service recommended will result in ROV providing qualified certification for the work and possibly not issuing the Schedule C-B.

DISPUTE RESOLUTION

If requested in writing by either the Client or ROV, the Client and ROV shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. If a dispute cannot be settled within a period of thirty (30) calendar days with the mediator, the dispute shall be referred to and finally resolved by arbitration BC International Commercial Arbitration Centre (1-877-684-2821) or by an arbitrator by agreement of the parties or by reference to a judge of the BC Provincial Court.

CONFIRMATION OF PROFESSIONAL LIABILITY INSURANCE

As required by by-laws of the Association of Professional Engineers and Geoscientists of British Columbia, it is required that our firm advises whether or not Professional Liability Insurance is held. It is also required that a space for you to acknowledge this information be provided.

Accordingly, this notice serves to advise you that ROV carries professional liability insurance. If you wish to acknowledge receipt of this information, please sign and return a copy of this form.

ACCEPTANCE OF PROPOSAL

If you wish to acknowledge receipt of this contract, please sign and return a copy of this form.

Client Signature:

Date:



EXCEED
ELECTRICAL ENGINEERING

**PROFESSIONAL
ENGINEERING SERVICES
PROPOSAL**

COMMUNITY HALL TENANT IMPROVEMENTS

DISTRICT OF 100 MILE HOUSE



District of 100 Mile House

OVERVIEW

Exceed Electrical Engineering Ltd. (“Exceed”) is pleased to support the District of 100 Mile House in the electrical detailed design of the Community Hall Improvements at 265 Birch Ave, 100 Mile House, BC.

OBJECTIVE

INITIAL SITE VISIT

- Field review to assess condition of existing electrical service entrance, fire alarm system, and electrical fixtures and appliances.

DETAILED DESIGN

- Prepare detailed design drawings including site plan, single line diagram, lighting layout, and electrical distribution layout.
- Drawing submissions to include Issued for Building Permit, Tender, and Construction.
- Prepare construction specifications package.

CONSTRUCTION SERVICES

- Review shop drawings.
- Respond to Contractor RFIs, general questions.
- Perform field reviews during construction.
- Prepare record drawings.

FEE PROPOSAL

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 30 days from the date of this proposal.

Electrical Engineering Services	Quantity	Price	Comment
Initial Site Visit	1	\$1,240	Fixed Fee
Detailed Design	1	\$8,900	Fixed Fee
Construction Services	1	\$3,200	Fixed Fee
Total Electrical Engineering Services		\$13,340	
TOTAL		\$13,340	

CONCLUSION

We look forward to working with the District of 100 Mile House on the Community Hall Improvements.

If you have any questions on this proposal, feel free to contact me at your convenience by email at the address below. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

Thank you for your consideration,



Joshua Laye, P. Eng.

Project Engineer

C: 250-819-6282

E: josh@exceedeng.com

ACCEPTANCE

Per:

the District of 100 Mile House

Per:

Exceed Electrical Engineering Ltd.

Authorized Signatory Name

Authorized Signatory Name

Signature

Date

Signature

Date

Purchase Order Number (if required)

ADDITIONAL INFORMATION REQUIRED

Please provide the following details for accounting purposes:

Name:

Title:

Email:

Phone #:

TERMS & CONDITIONS

Exceed Electrical Engineering Ltd. (Exceed) standard terms and conditions shall apply to this work. Invoicing will be monthly and payment is due immediately. The rates and pricing in this proposal are valid for 30 days.

These are the terms and conditions under which Exceed will provide services to you.

Warranty

Exceed warrants that its engineering and field services specified in the contract shall reflect the normal and accepted practice within the industry for such work. All parts, components, and software supplied in the course of such work shall carry the specific warranty related to it or extended to Exceed by its supplier.

Exceed shall not be responsible for the acts or omissions of your employees, contractors, subcontractors or agents. Exceed shall not be liable for any loss, injury, or damage to persons or property caused in whole or in part by the negligence or fault of you or your employees, contractors, agents, or their employees.

This constitutes the only warranty of Exceed and no other warranty or condition, statutory or otherwise, shall be implied and in no event shall the total liability of Exceed surpass the total amount paid for work under this contract.

Force Majeure

Exceed shall not be responsible or liable for any loss, damage, detention or delay caused by war, invasion, insurrection, riot, the order of any civil or military authority, or by fire, flood, weather or other acts of the elements, breakdown, lockouts, strikes or labour disputes, or, without limitation of the foregoing, any other cause beyond the reasonable control of Exceed.

Limitation of Liability

Notwithstanding any other provision in this contract or any applicable statutory provisions, the cumulative liability of Exceed to you for all claims relating to the work and any services rendered hereunder whether by Exceed's employees, consultants, or agents, in contract, tort, or otherwise, shall not exceed the unit price of the defective work or of the work subject to late completion, paid by you to Exceed within the prior year for the work. In no event shall either party be liable to the other for any special, indirect, or consequential damages, even if such party has been advised of the possibility of such potential loss or damage. The foregoing limitation of liability and exclusion of certain damages shall apply regardless of the success or effectiveness of other remedies.

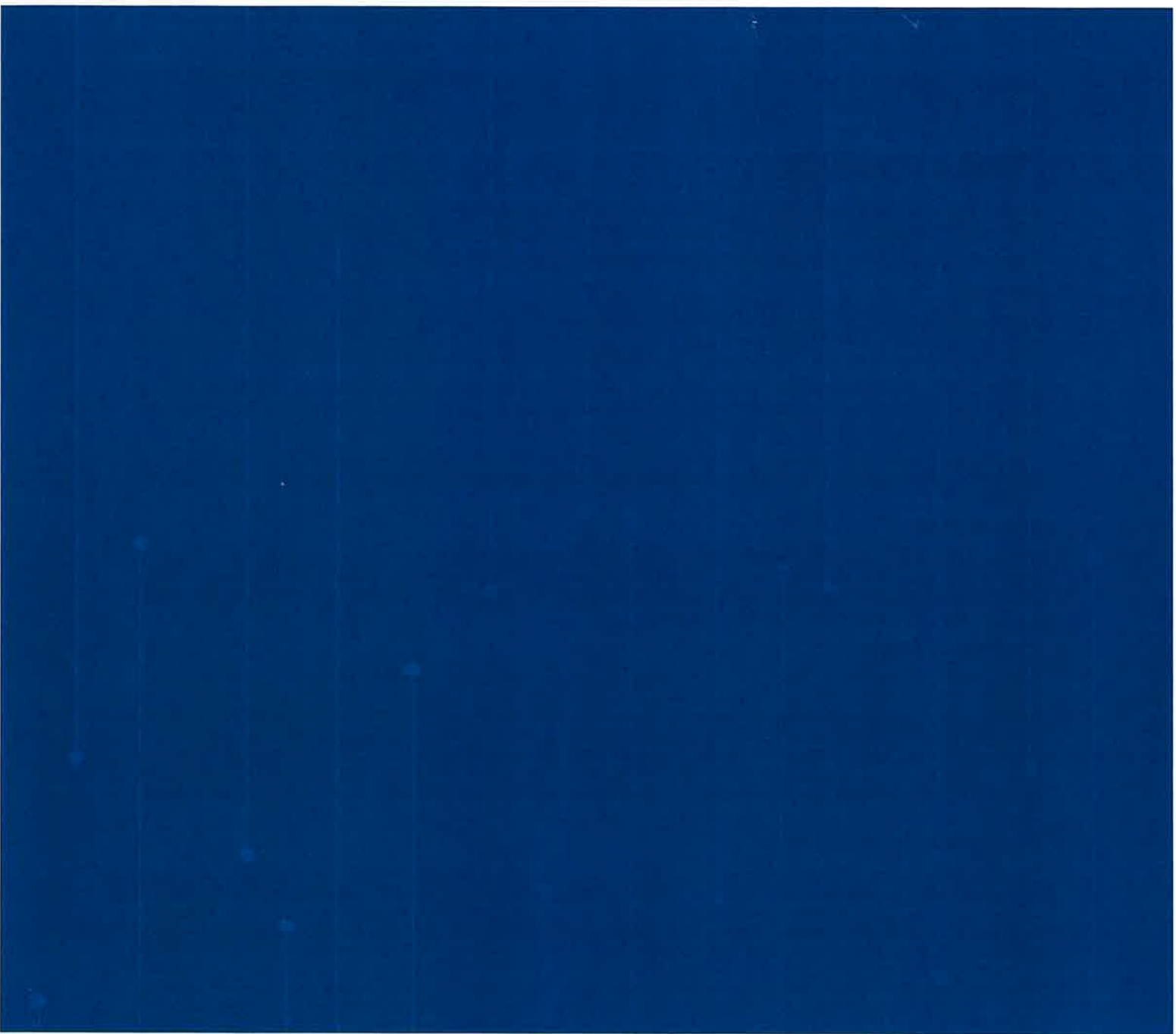
Ownership and Use of Documents

All documents, including drawings, plans, models, designs, specifications, reports, photographs, computer software, surveys, calculations and other data, including computer print-outs (the "Documents") used in connection with the work, and prepared by or on behalf of Exceed, are instruments of service for the execution of the work and as such are the property of Exceed, whether the work is executed or not, and Exceed reserves the copyright therein and in the work executed therefrom, and they are not to be used on any other work without the prior written agreement and remuneration of Exceed. You are entitled to a copy of the Documents for record and maintenance purposes, but only in connection with the work. In the event that the Documents are used by you for purposes other than in connection with the work, or if the said documents and models have been amended, altered or revised in any manner whatsoever without receiving Exceed's prior written consent, Exceed does not warrant the fitness of same for any use, and you agree to indemnify, hold harmless and defend Exceed from and against all claims, demands, losses, damages, liability and costs (including costs between solicitor and own client) associated with any such use.

Your payment of Exceed's fee pursuant to this agreement shall be condition precedent to your right to the use of the Documents for all purposes in connection with the work or under this agreement.

Overdue Payment

You agree to pay to Exceed interest at the rate of one percent (1%) per month. Interest accumulates from the date of Exceed's invoice. When Exceed receives payment toward an invoice on or before the payment due date, the accumulated interest is waived. Notwithstanding the agreed terms of payment for services (i.e. net 30 days), interest invoices are due upon receipt.



EXCEED
ELECTRICAL ENGINEERING



**District of
100 MILE HOUSE**

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

**Regular Council Meeting
June 11, 2024**

REPORT DATE: June 3, 2024
TITLE: Development Variance Permit – 8-105 Forest Ridge Rd
PREPARED BY: J. Doddridge, Director of Economic Development & Planning

PURPOSE: To present Council with a Development Variance Permit (DVP) application and request a decision to move forward with the notification process.

RECOMMENDATION:

Recommended Resolution

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

BACKGROUND INFORMATION / DISCUSSION:

Attached is a Development Variance Permit (DVP) application from Macon Construction Ltd. for the property located at 8 – 105 Forest Ridge Rd, legally described as Strata Lot 8, Plan EPS9628, DL 2138, Lillooet District.

The property is zoned Residential Small Lot Zone (R-3) and is presently vacant land.



The application requests Council's consideration to vary the south westerly interior side setback [s. 8.6.6 a] for a principal building under *Zoning Bylaw 1290, 2016*, which specifies:

s. 8.6.6 a) Minimum Setbacks

*The principal dwelling must be 4 metres from a front parcel line or bareland strata lot line; 6 metres from a rear parcel line or bareland strata lot line; **1.5 metres from the interior side parcel line or bareland strata lot line**; 3.0 metres from an exterior side parcel line or bareland strata lot line; and 0 metres to the interior side parcel line or strata lot line where one unit of the duplex is located on each parcel or strata lot.*

The applicant has been advised that despite the proposed site plan layout provided in the application, should the DVP be approved, any encroachment into the new side setback for the roof overhang and gutters shall not exceed 0.6m, as regulated in *Zoning Bylaw 1290 under section 4.9.1 a)*.

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.
- Fire Department – The fire department has no issues with this DVP referral.
- BC Hydro – The variance does not cause a concern for BC Hydro.
- Telus – The referral response focused exclusively on the Telus intake process.
- FortisBC has no issue with this proposal.

Finally, the following process and timeline are in order:

Council Resolution authorizing DVP to proceed	June 11, 2024
Notification to adjoining property owners	June 28, 2024
Post to District Website & send to subscribers	June 28, 2024
Post at the District's posting place	June 28, 2024
Council consideration of issuing a DVP	July 9, 2024

OPTIONS: Should Council elect not to proceed with the notification process, the application stops immediately, and the applicant will be entitled to a partial refund.


BUDGETARY IMPACT: N/A



LEGISLATIVE CONSIDERATIONS (Applicable Policies and/or Bylaws):
Zoning Bylaw 1290, 2016

ATTACHMENTS:

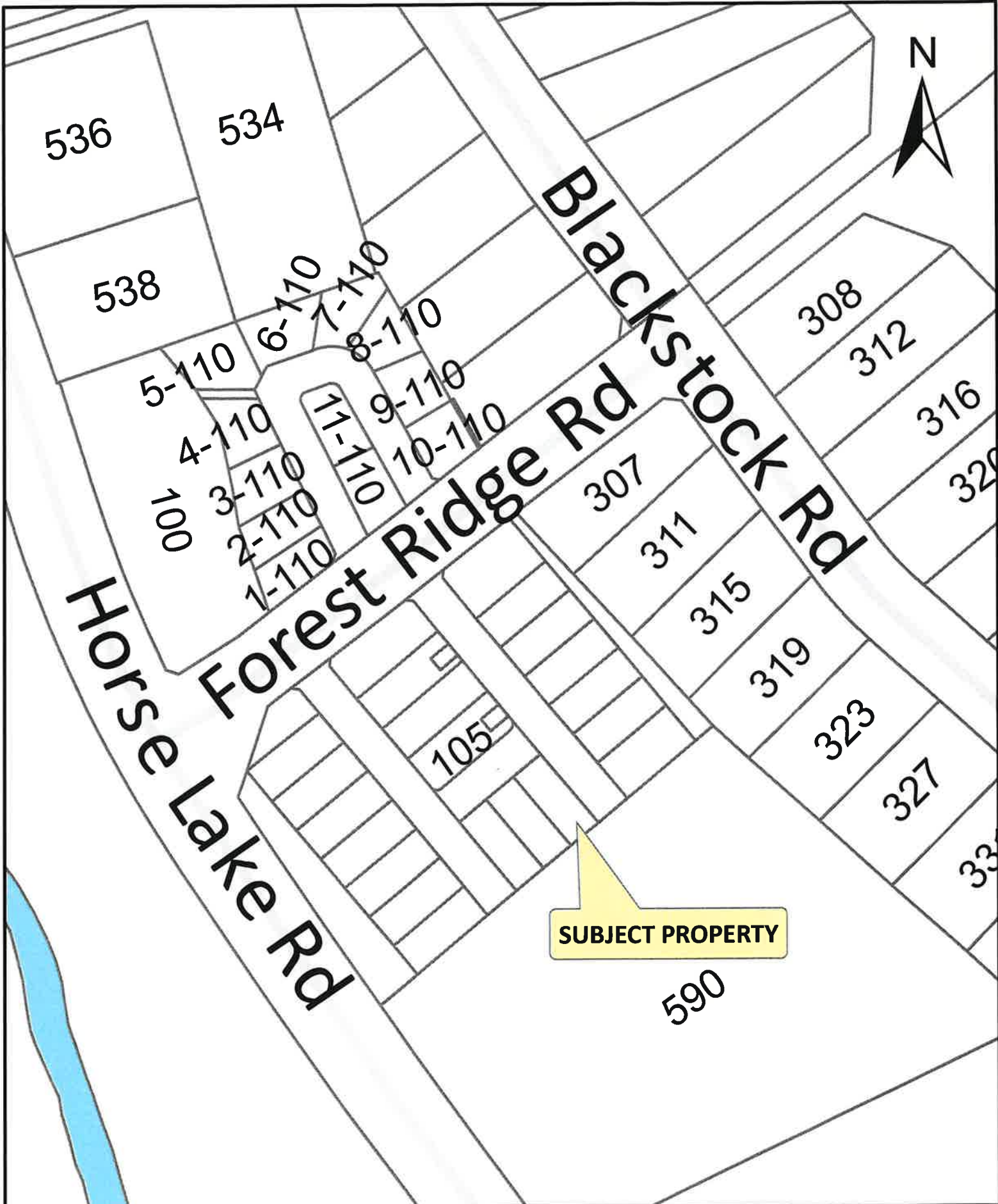
DVP application
Subject property map

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

Date: June 4/24

Reviewed By: 
T. Boulanger, CAO

Date: June 6.24



100 Mile House

— Cariboo Hwy 97

SUBJECT PROPERTY

0 10 20 40 Meters

Date: May 2024

RECEIVED



District of 100 Mile House MAY 30 2024

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

DISTRICT OF 100 MILE HOUSE
BRITISH COLUMBIA

LAND USE APPLICATION

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

Official Community Plan
Zoning Amendment
Board of Variance

Development Permit
Development Variance Permit

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

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

APPLICATION TYPE	
Check appropriate box(s)	
<input type="checkbox"/> Development Permit	Fee \$ _____
<input checked="" type="checkbox"/> Development Variance Permit	Fee \$ <u>400.00</u>
<input type="checkbox"/> Zoning Bylaw Amendment	Fee \$ _____
<input type="checkbox"/> Official Community Plan Bylaw Amendment	Fee \$ _____
<input type="checkbox"/> Joint Zoning and Official Community Plan Bylaw Amendment	Fee \$ _____
<input type="checkbox"/> Board of Variance	Fee \$ _____
Total Fee \$ _____	

PROPERTY INFORMATION

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

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

Size of Property(s): 365 m² BC Assessment Roll No.: _____

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

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

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

INFORMATION FORM

APPLICANT/AGENT	OWNER(S)
Name: <u>Macon Construction Ltd</u>	Name: <u>KELOWA HOLDINGS Ltd.</u>
Mailing Address: <u>6473 Okanagan</u> <u>Landing Rd. Vernon BC</u>	Mailing Address: <u>P.O. Box 309</u> <u>245 CEDAR. AVE 100 MH.</u>
Postal Code: <u>V1H 1M5</u>	Postal Code: <u>V0K 2E0</u>
Phone Numbers: (Bus): <u>250-302-1777</u>	Phone Numbers: (Bus): <u>250 906 9395</u>
(Home): _____	(Home): <u>-</u>
(Fax): _____	(Fax): <u>-</u>
E-mail: <u>steve@maconconstruction.ca</u>	E-mail: <u>znewton@kelowaholdings.ca</u>

NOTICE OF COLLECTION OF PERSONAL INFORMATION

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

OWNER AUTHORIZATION

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

_____ to act as applicant/agent regarding this application.

Owner Signature:  _____ Date: May 29/2024

(Attach additional pages if necessary)

DECLARATION

I have attached the required documentation as noted on the Application Submission Checklist, along with the required application fee and hereby agree to submit further information deemed necessary for processing this application.

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

I confirm that the information contained herein is correct to the best of my knowledge and belief.

I understand **this application, including any plans submitted, is public information.**

I authorize reproduction of any plans/reports for the purposes of application processing and reporting.

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

I agree to allow the agents of the District of 100 Mile House to enter onto the subject property to inspect the land and buildings.

Applicant Signature: 

Date: May 29/2024

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

See Attached

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

See Attached

SERVICES CURRENTLY EXISTING OR READILY AVAILABLE TO THE PROPERTY

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

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

PROPOSED WATER SUPPLY METHOD

PROPOSED SEWAGE DISPOSAL METHOD

APPROXIMATE COMMENCEMENT DATE OF PROPOSED PROJECT

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

MAPS AND DRAWINGS

The following maps and drawings must accompany the application:

1. A dimensional Sketch Plan drawn to scale showing the parcel(s) and the location of existing buildings, structures and uses.

Minimum size required: 11 x 17 (ledger size)

2. A dimensional Site Plan drawn to scale showing the proposed use, buildings and structures, elevations, highway access etc.

Minimum size required: 11 x 17 (ledger size)

3. A Contour Map (Plan) drawn to scale with contour interval of up to no more than 10 metres, if warranted by the topographic condition (of the subject site).

Required: Yes _____ No _____

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

Description of Proposed Development Variance

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

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

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

BASE LAND STRATA PLAN OF LOT A, DISTRICT LOT 2138, ELLEGGOT DISTRICT, PLAN EPP112456

STRATA PLAN EPS9868



1:1000
DATE: 2023-10-20
DRAWN BY: [Name]
CHECKED BY: [Name]
APPROVED BY: [Name]

Table with 2 columns: Description, Quantity. Lists various materials and their amounts for the strata plan.

NOTES:
1. THE STRATA PLAN IS TO BE CONSIDERED AS A PART OF THE STRATA PLAN.
2. THE STRATA PLAN IS TO BE CONSIDERED AS A PART OF THE STRATA PLAN.
3. THE STRATA PLAN IS TO BE CONSIDERED AS A PART OF THE STRATA PLAN.

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TABLE OF ROAD BOUNDARIES

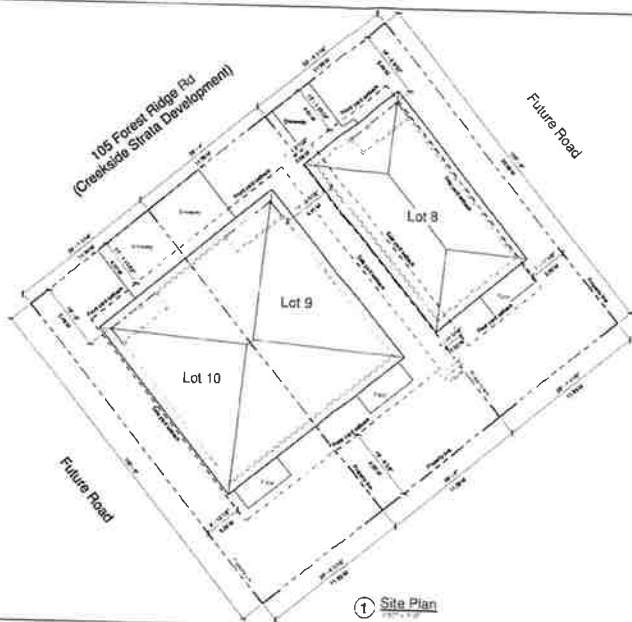
ROAD	BOUNDARY
Forest Ridge Road	...
Hulse Lake Road	...
Blackstone Road	...

TABLE OF COMMON PROPERTY

COMMON PROPERTY	BOUNDARY
...	...

TABLE OF COMMON PROPERTY (continued)

COMMON PROPERTY	BOUNDARY
...	...



Drawing Index	
Drawing Number	Drawing Name
1	Cover Page and Site Plan
2	Front Left Perspective
3	Rear Right Perspective

Legal Address
 30m x 6.6m Lot 21M
 1 Block (Sub of Site Plan 2/19/20)

Zoning
 R3 Residential Single Lot Zone
 1.5m Side yard setback
 4.0m Front yard setback
 6.0m Rear yard setback
 10.0m Max height
 30% Coverage

1 Site Plan

General Notes

- All work to be completed with the correct material to standards or the Building Code of Councils. Current material and quality to used and all work building code and project or other specific provisions.
- All work shall be performed in all respects to good building practice.
- Written dimensions to be obtained. Do not scale from the drawings.
- Site**
 - Existing site to be verified to accurate plans by architect.
 - Foundation to be based on geotechnical engineer's analysis and recommendations.
 - All measurements, grades and levels to be checked on site, accurate and consistent throughout.
- Excavation and Foundations**
 - All dimensions to be in millimetres unless otherwise stated.
 - All excavations to be completed according to requirements to be obtained to the relevant code and standards.
 - All underpinning and foundations to be provided by the manufacturer of the concrete.
 - All structural foundations to be provided with concrete and reinforcement to be provided.
 - All structural foundations to be provided with concrete and reinforcement to be provided.
 - All concrete to have a minimum compressive strength of 20MPa at 28 days. On the hard hat to be provided and test specimens to be provided.
 - Any steel work with reinforcement shown are to be provided by the manufacturer.
 - Reinforcement drawings on steel work to be supplied by the manufacturer.
 - All steel work to be provided with concrete and reinforcement to be provided.
 - Reinforcement drawings on steel work to be supplied by the manufacturer.
 - All steel work to be provided with concrete and reinforcement to be provided.
 - Reinforcement drawings on steel work to be supplied by the manufacturer.
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 - Reinforcement drawings on steel work to be supplied by the manufacturer.
- Finishing to be installed in all changes in horizontal surface finishes and level of finished surfaces. Caution to be taken to ensure all surface levels are correct.**

- General Performance**
 - All new construction must conform to the 2015 AS/NZS 1530 structural performance standard and the current New Zealand Building Code.
- Planning, Electrical and Mechanical Services**
 - All buildings to be designed and installed in accordance with current planning codes and by a registered architect.
 - Current reports and documents will support all drawings, plans, specifications, quantities, etc., with the exception of final making, etc.
 - All work to be completed by the owner.
 - Plans and specifications to be provided to the engineer, architect or qualified tradesperson.
 - Electrical system to be designed and installed by a qualified electrician.
- Local Rules and Development Requirements**
 - All construction will be subject to local rules and requirements. These include zoning, resource management, fire, etc.
 - Any changes required to these drawings should be requested to the architect.
 - Permitted materials shall be installed where required by local authorities having jurisdiction and to their approval.

Proposed Development for Steve Mahon



2 Front Left Perspective



3 Rear Right Perspective

Master Designer makes every effort to provide complete and accurate specifications. However, the designer is not responsible for errors or omissions which may affect construction. It is the responsibility of all trades and sub-trades to check and verify all dimensions and details before commencing with the work of the construction. Should any discrepancies be found on these plans please advise Master Designer and the necessary corrections can be made.

MEYER ENGINEERS
 200-100 Tait Drive
 Cullinstown, Waikato
 3101 2776
 0800 544 447
 info@meyerengineers.co.nz

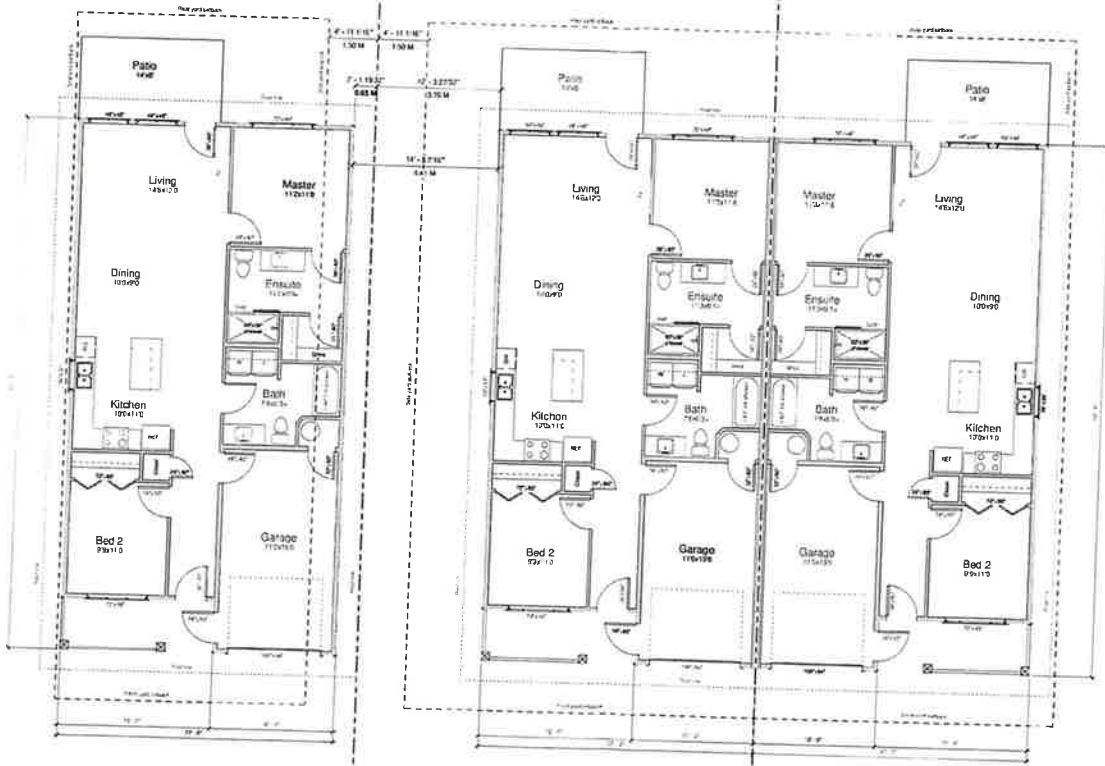
Cover Page and Site Plan

Client Name	Steve Mahon
Date	May 10, 2024
Project Name	Residential
Scale	1:100
Sheet No.	1

For Variance v1.2

DATE: 10/05/2024

MEYER ARCHITECTURE
 6218 Todd Drive
 Columbia, SC 29206
 803.733.4478
 meyer@meyerarch.com
 www.meyerarch.com



1 Main Floor Plan
 1/24/20



Main Floor Plan

Project Name	1/24/20
Client	MEYER ARCHITECTURE
Scale	1/8" = 1'-0"
Author	MEYER ARCHITECTURE
Check	MEYER ARCHITECTURE
Plot	MEYER ARCHITECTURE

MEYER ARCHITECTURE
 6218 Todd Drive
 Columbia, SC 29206
 803.733.4478
 meyer@meyerarch.com
 www.meyerarch.com

For Variance v1.2



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

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

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

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

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

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

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

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

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

ADOPTED this _____ day of _____, 2024.

Mayor

Corporate Officer

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

TO THE COUNCIL OF THE DISTRICT OF 100 MILE HOUSE:

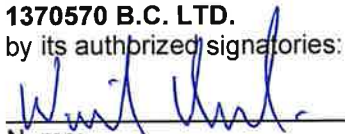
WE, THE UNDERSIGNED owners of parcels of land, which parcels of land will be specifically charged to pay for the costs hereinafter described, do HEREBY PETITION the District of 100 Mile House (the "District") under subsections 570(4)(c) and 570(5) of the *Local Government Act*, R.S.B.C. 2016, Chapter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

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

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


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

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


Name: _____

Name:

KHOTAN HOLDINGS LTD.
by its authorized signatories:


Name: _____

Name:

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

DISTRICT OF 100 MILE HOUSE

Cheque Register-Summary-Bank



AP5090

Page : 1

Date : Jun 06, 2024

Time

K1

Supplier : 079850 To ZZ9950
 Pay Date : 16-May-2024 To 06-Jun-2024
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
29631	17-May-2024	1MDE50	100 MILE DEVELOPMENT CORPORATION	Issued	186	C	120.00
29632	17-May-2024	1MLA50	100 MILE LAUNDROMAT	Issued	186	C	52.50
29633	17-May-2024	1MSN50	100 MILE SNOWMOBILE CLUB	Issued	186	C	10.00
29634	17-May-2024	1MTC50	100 MILE TRAFFIC CONTROL	Issued	186	C	1,273.77
29635	17-May-2024	ABCC50	ABC WEblink	Issued	186	C	52.50
29636	17-May-2024	ACEC50	ACE COURIER SERVICES	Issued	186	C	180.89
29637	17-May-2024	BARD50	BARNETT, DONNA	Issued	186	C	266.00
29638	17-May-2024	BLAK50	BLACK PRESS GROUP LTD	Issued	186	C	2,204.51
29639	17-May-2024	BOWC50	BOWETT, CHARLES A	Issued	186	C	335.00
29640	17-May-2024	BREE50	BREE CONTRACTING LTD	Issued	186	C	146,058.35
29641	17-May-2024	BRID50	BRIDGE LAKE TOWING	Issued	186	C	157.50
29642	17-May-2024	CAME50	CAMEO PLUMBING LTD	Issued	186	C	21,929.83
29643	17-May-2024	CAN250	CANADIAN 2 FOR 1 PIZZA	Issued	186	C	156.00
29644	17-May-2024	CARN50	CARO ANALYTICAL SERVICES	Issued	186	C	848.93
29645	17-May-2024	CENC50	CENTRIX CONTROL SOLUTIONS LP	Issued	186	C	275.50
29646	17-May-2024	CENU50	CENTURY HARDWARE LTD	Issued	186	C	157.84
29647	17-May-2024	CINT50	CINTAS CANADA LIMITED	Issued	186	C	607.11
29648	17-May-2024	CITN50	CITY OF NANAIMO	Issued	186	C	315.00
29649	17-May-2024	COLK50	COLEOPY, KATHY	Issued	186	C	282.80
29650	17-May-2024	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	186	C	1,260.84
29651	17-May-2024	CONW50	CONWAY, TODD M	Issued	186	C	153.74
29652	17-May-2024	DHLE50	LOOMIS EXPRESS	Issued	186	C	267.58
29653	17-May-2024	DICJ50	DICKERSON, JOSH	Issued	186	C	2,227.40
29654	17-May-2024	DODJ50	DODDRIDGE, JOANNE	Issued	186	C	1,225.50
29655	17-May-2024	DONA50	DONAHUE AIRFIELD SERVICES	Issued	186	C	1,050.00
29656	17-May-2024	E36050	ENVIRONMENTAL 360 SOLUTIONS CENTRAL	Issued	186	C	7,570.56
29657	17-May-2024	EMCO50	EMCO CORPORATION	Issued	186	C	73.70
29658	17-May-2024	EXCO50	PACIFIC BENDING INC	Issued	186	C	749.04
29659	17-May-2024	EXEC50	EXETER COUNTRY TIRE	Issued	186	C	276.26
29660	17-May-2024	EXEE50	EXCEED ELECTRICAL ENGINEERING	Issued	186	C	8,766.03
29661	17-May-2024	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	186	C	6,278.24
29662	17-May-2024	GOLT50	GOLD TRAIL RECYCLING LTD	Issued	186	C	185.29
29663	17-May-2024	GUIR50	GUIMOND, RYAN MICHAEL	Issued	186	C	443.20
29664	17-May-2024	INLA50	INLAND KENWORTH PARTNERSHIP	Issued	186	C	280.71
29665	17-May-2024	INNO50	INNOV8 DIGITAL SOLUTIONS	Issued	186	C	969.08
29666	17-May-2024	INTO50	INTERIOR LOCKSMITH	Issued	186	C	151.18
29667	17-May-2024	INTU50	INTERNATIONAL UNION OF OPERATING ENG	Issued	186	C	699.82
29668	17-May-2024	JONE50	JONES, LIZ	Issued	186	C	299.60
29669	17-May-2024	JONL50	JONES, RICK	Issued	186	C	299.60
29670	17-May-2024	LEGU50	LEGUERRIER CONSTRUCTION LTD	Issued	186	C	500.00
29671	17-May-2024	MINK50	MINGO, KERRI	Issued	186	C	221.20
29672	17-May-2024	MOBJ50	MOBBS, JESSICA	Issued	186	C	443.20
29673	17-May-2024	MORR50	MORRISON, ROB	Issued	186	C	600.00
29674	17-May-2024	MTSM50	MTS MAINTENANCE TRAINING SYSTEMS INC	Issued	186	C	928.20
29675	17-May-2024	NAPA50	NAPA AUTO PARTS - 100 MILE HOUSE	Issued	186	C	2,190.96
29676	17-May-2024	NORM50	NORTHERN COMPUTER	Issued	186	C	3,443.41
29677	17-May-2024	PRAR50	PRAIRIECOAST EQUIPMENT	Issued	186	C	532.76
29678	17-May-2024	ROTA50	ROTARY CLUB OF 100 MILE HOUSE	Issued	186	C	360.00
29679	17-May-2024	RUTB50	RUTHERFORD, BRENT	Issued	186	C	217.00
29680	17-May-2024	SAVE50	SAVE ON FOODS	Issued	186	C	83.12
29681	17-May-2024	SCMO50	SOUTH CARIBOO MOTOR SPORTS LTD	Issued	186	C	152.30
29682	17-May-2024	SHAS50	SHAWS ENTERPRISES LTD	Issued	186	C	82.95
29683	17-May-2024	SHRI50	BIG COUNTRY SHRINE CLUB	Issued	186	C	435.00
29684	17-May-2024	SITK50	SITKA LOG HOMES INC	Issued	186	C	21,000.00

Cheque Register-Summary-Bank



Supplier : 079850 To ZZ9950
 Pay Date : 16-May-2024 To 06-Jun-2024
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 10C

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
Bank : 4 ROYAL BANK - CURRENT ACCOUNT							
29685	17-May-2024	SMIT50	SMITTY'S JANITORIAL SERVICES (1993)	Issued	186	C	1,050.00
29686	17-May-2024	SOUE50	SOUTH CARIBOO EXCAVATING	Issued	186	C	488.25
29687	17-May-2024	SUNR50	SUNRISE FORD SALES LTD	Issued	186	C	36.27
29688	17-May-2024	SUTT50	SUTTON SPECIAL RISK INC	Issued	186	C	667.00
29689	17-May-2024	TASC50	TASCO SUPPLIES LTD	Issued	186	C	468.70
29690	17-May-2024	TERR50	TERRALINK CANADA	Issued	186	C	4,201.38
29691	17-May-2024	TIMH50	TIM HORTON'S	Issued	186	C	34.43
29692	17-May-2024	TRUE50	TRUE CONSULTING GROUP	Issued	186	C	16,398.44
29693	17-May-2024	TSUN50	TSUNAMI SOLUTIONS LTD.	Issued	186	C	37.80
29694	17-May-2024	ULIN50	ULINE CANADA CORPORATION	Issued	186	C	2,853.79
29695	17-May-2024	WCEL50	W.C. ELECTRIC LTD	Issued	186	C	223.13
29696	17-May-2024	WESK50	WESTKEY GRAPHICS LTD.	Issued	186	C	1,670.28
29697	17-May-2024	WESW50	WESTERN WATER ASSOCIATES LTD	Issued	186	C	1,050.00
29698	17-May-2024	WILO50	WILLIAM LOVE	Issued	186	C	1,737.75
29699	17-May-2024	WOOM50	WOOD, MALCOLM	Issued	186	C	282.80
29700	17-May-2024	WILO50	WILLIAM LOVE	Issued	187	C	698.25
29701	30-May-2024	098750	0987659 BC LTD	Issued	195	C	235.00
29702	30-May-2024	ACEC50	ACE COURIER SERVICES	Issued	195	C	165.41
29703	30-May-2024	BCLU50	BC LUNG FOUNDATION	Issued	195	C	235.00
29704	30-May-2024	BCTR50	BC TRANSIT	Issued	195	C	22,054.50
29705	30-May-2024	BISB50	BISSAT, BRAD	Issued	195	C	15.00
29706	30-May-2024	BISD50	BISSAT, DAVID	Issued	195	C	590.50
29707	30-May-2024	BURG50	BURGESS PLUMBING HEATING & ELECTRIC/	Issued	195	C	237.01
29708	30-May-2024	CAME50	CAMEO PLUMBING LTD	Issued	195	C	268.30
29709	30-May-2024	CARN50	CARO ANALYTICAL SERVICES	Issued	195	C	594.83
29710	30-May-2024	CENU50	CENTURY HARDWARE LTD	Issued	195	C	166.73
29711	30-May-2024	CINT50	CINTAS CANADA LIMITED	Issued	195	C	632.40
29712	30-May-2024	CITN50	CITY OF NANAIMO	Issued	195	C	105.00
29713	30-May-2024	CLEA50	CLEARTECH INDUSTRIES INC	Issued	195	C	444.74
29714	30-May-2024	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	195	C	1,260.84
29715	30-May-2024	CREW50	CREWSAFE BC WILDLIFE SERVICES LTD	Issued	195	C	435.00
29716	30-May-2024	CUST50	CUSTOM HOSE AND FITTINGS LTD	Issued	195	C	50.40
29717	30-May-2024	DHLE50	LOOMIS EXPRESS	Issued	195	C	206.37
29718	30-May-2024	DONE50	DONEX Pharmacy & Department Store (2001) L	Issued	195	C	115.54
29719	30-May-2024	EMCO50	EMCO CORPORATION	Issued	195	C	3,519.61
29720	30-May-2024	EXEE50	EXCEED ELECTRICAL ENGINEERING	Issued	195	C	2,732.34
29721	30-May-2024	FRCO50	FOUR RIVERS CO-OPERATIVE	Issued	195	C	443.95
29722	30-May-2024	FULT50	FULTON & COMPANY	Issued	195	C	584.64
29723	30-May-2024	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	195	C	3,399.41
29724	30-May-2024	HLCF50	HORSE LAKE CHRISTIAN FELLOWSHIP	Issued	195	C	235.00
29725	30-May-2024	INLA50	INLAND KENWORTH PARTNERSHIP	Issued	195	C	198.94
29726	30-May-2024	INTU50	INTERNATIONAL UNION OF OPERATING ENG	Issued	195	C	1,257.00
29727	30-May-2024	JAYC50	JAYCO PLUMBING	Issued	195	C	585.27
29728	30-May-2024	JUST50	JUSTICE INSTITUTE OF BC	Issued	195	C	804.38
29729	30-May-2024	MDA50	1277284 BC LTD - DBA MDA FABRICATION	Issued	195	C	2,240.00
29730	30-May-2024	NORM50	NORTHERN COMPUTER	Issued	195	C	1,994.39
29731	30-May-2024	PATE50	PATERSON SEPTIC SERVICE	Issued	195	C	336.00
29732	30-May-2024	PINM50	PINKNEY, MAUREEN	Issued	195	C	2,195.80
29733	30-May-2024	PRAR50	PRAIRIECOAST EQUIPMENT	Issued	195	C	661.83
29734	30-May-2024	PRFS50	PROVINCIAL FIRE AND SAFETY TRAINING LT	Issued	195	C	2,257.50
29735	30-May-2024	PROF50	PROFIRE EMERGENCY EQUIPMENT INC	Issued	195	C	1,092.71
29736	30-May-2024	SAVE50	SAVE ON FOODS	Issued	195	C	56.97
29737	30-May-2024	SCHO50	SCHOOL DISTRICT NO. 27	Issued	195	C	200.00

Cheque Register-Summary-Bank



AP5090

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Date : Jun 06, 2024

Time : 6:55 am

Supplier : 079850 To ZZ9950
 Pay Date : 16-May-2024 To 06-Jun-2024
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
Bank : 4 ROYAL BANK - CURRENT ACCOUNT							
29738	30-May-2024	SHAS50	SHAWS ENTERPRISES LTD	Issued	195	C	179.30
29739	30-May-2024	SMIT50	SMITTY'S JANITORIAL SERVICES (1993)	Issued	195	C	2,388.75
29740	30-May-2024	TRUE50	TRUE CONSULTING GROUP	Issued	195	C	43,194.82
29741	30-May-2024	WFML70	WEST FRASER MILLS LTD	Issued	195	C	660.00
29742	30-May-2024	WILO50	WILLIAM LOVE	Issued	195	C	1,149.75
29743	30-May-2024	WURT50	WURTH CANADA LTD	Issued	195	C	732.76
29744	03-Jun-2024	HUBF50	HUB FIRE ENGINES & EQUIPMENT LTD	Issued	196	C	445,193.28
04544-0001	16-May-2024	GRAY50	ADT SECURITY SERVICES CANADA INC	Issued	180	E	193.99
04548-0001	17-May-2024	POST50	POSTAGE BY PHONE	Issued	184	E	123.00
00000-0001	27-May-2024	PENS50	PENSION CORPORATION	Issued	188	E	8,850.60
00000-0002	31-May-2024	RECE50	RECEIVER GENERAL OF CANADA	Issued	189	E	16,779.63
00000-0003	31-May-2024	RECE50	RECEIVER GENERAL OF CANADA	Issued	190	E	4,339.18
00000-0004	28-May-2024	TELM50	TELUS MOBILITY CELLULAR INC	Issued	191	E	686.89
00000-0005	28-May-2024	BCHY50	BC HYDRO & POWER AUTHORITY	Issued	192	E	16,951.03
00000-0006	31-May-2024	SHAW50	SHAW CABLE	Issued	193	E	254.19
00000-0007	31-May-2024	SHAW50	SHAW CABLE	Issued	194	E	305.54
Total Computer Paid :		817,706.74	Total EFT PAP :		48,484.05	Total Paid : 866,190.79	
Total Manually Paid :		0.00	Total EFT File :		0.00		

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

CAPITAL: \$702,540.75