



DISTRICT OF 100 MILE HOUSE

AGENDA FOR THE REGULAR MEETING OF THE MUNICIPAL COUNCIL TO BE HELD IN MUNICIPAL COUNCIL CHAMBERS Tuesday, April 22nd, 2025 at 5:30 PM

A.	<u>CALL TO ORDER</u>
	Mayor to call the regular meeting to order at 5:30 PM. Acknowledgement that this meeting is being held on Tsqescencúlecw.
B.	<u>APPROVAL OF AGENDA:</u>
	B1 BE IT RESOLVED THAT the April 22 nd , 2025 Regular Council agenda <u>be approved</u> .
C.	<u>INTRODUCTION OF LATE ITEMS AND FROM COMMITTEE OF THE WHOLE:</u>
D.	<u>DELEGATIONS / PUBLIC HEARING:</u>
E.	<u>MINUTES:</u>
COW – April 8th, 2025	E1 BE IT RESOLVED THAT the minutes of the Committee of the Whole meeting of April 8 th , 2025 <u>be adopted</u> .
Regular – April 8th, 2025	E2 BE IT RESOLVED THAT the minutes of the Regular Council meeting of April 8 th , 2025 <u>be adopted</u> .

F.	<u>UNFINISHED BUSINESS:</u>
G.	<u>MAYOR'S REPORT:</u>
H.	<u>CORRESPONDENCE:</u>
I.	<u>STAFF REPORTS:</u>
Asset Disposal – Pickleball Nets & Posts	I1 BE IT RESOLVED THAT the Council of the District of 100 Mile House approve a donation of the pickleball posts and nets portion of asset PG-021 at an original value of \$7,645.05 to the South Cariboo Pickleball Association.
Public Input for Capacity Increase	I2 BE IT RESOLVED THAT Council of the District of 100 Mile House elects to conduct the public input process for a Liquor and Cannabis Licensing application from Cask & Cleaver Brewing to increase their seating capacity.
2025 CRD Tax Levy and Contributions	I3 BE IT RESOLVED THAT the Council Report from the Director of Finance dated April 17 th , 2025 regarding the Cariboo Regional District 2025 Tax Levy <u>be received</u>
J.	<u>BYLAWS:</u>
2025 Financial Plan Bylaw No. 1448, 2025	J1 BE IT RESOLVED THAT the District of 100 Mile House 2025 Financial Plan Bylaw No. 1448, 2025 be adopted this 22 nd day of April 2025.
2025 Tax Rate Bylaw No. 1449, 2025	J2 BE IT RESOLVED THAT the memo from Administration regarding Tax Rates Bylaw 1449-2025 be received; and further BE IT RESOLVED THAT Tax Rates Bylaw No. 1449, 2025 be read a first, second and third time this 22 nd day of April 2025.
K.	<u>VOUCHERS</u>

Paid Vouchers (April 4th – 17th, 2025) #30613 – #30644 & EFTs	K1 BE IT RESOLVED THAT the paid manual vouchers #30613 to #30644 and EFT's totaling \$198,404.13 <u>be received</u> .
L.	<u>OTHER BUSINESS:</u>
M.	<u>QUESTION PERIOD:</u> Call for questions from the public for items relevant to the agenda.
	<u>IN CAMERA SESSION:</u>
In Camera	BE IT RESOLVED THAT , pursuant to Section 92 of the <i>Community Charter</i> , this meeting of the Council be closed to the public under Section 90 (1)(g) of the Community Charter. Regular meeting called back to order at:
N.	<u>ADJOURNMENT:</u> BE IT RESOLVED THAT this April 22 nd , 2025, meeting of Council be adjourned: Time:



E1

DISTRICT OF 100 MILE HOUSE

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

Tuesday April 8th, 2025, AT 4:00 PM

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

STAFF: CAO Tammy Boulanger
Dir. Of Com. Services Todd Conway
Dir. of Finance Sheena Elias

OTHERS: (3) MEDIA: (1)

	<p><u>CALL TO ORDER</u></p> <p>Mayor Pinkney called the Committee of the Whole meeting to order at 4:00 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: 13/25 Moved By: Councillor Barnett Seconded By: Councillor Norgren</p> <p>BE IT RESOLVED THAT the April 8th, 2025 Committee of the Whole agenda <u>be approved</u>.</p> <p>CARRIED.</p>

B	<u>INTRODUCTION OF LATE ITEMS</u>
C	<u>DELEGATIONS</u>
D	<u>UNFINISHED BUSINESS</u>
E	<u>CORRESPONDENCE</u>
Community Wind Phone	<p>E1</p> <p>Res: 14/25 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the request to reconsider the terms to the proposal for a community wind phone installation from Cariboo-Chilcotin Funeral Service Ltd. <u>be received.</u></p> <p style="text-align: center;">CARRIED.</p> <hr/> <p>Council continued to have considerable concerns over vandalism in requested locations and affirmed their previous choice of the 100 Mile House scattering gardens and monthly monitoring frequency.</p> <p>Additionally, Council recommended contacting the 108 greenbelt association to consider a installation in this area.</p>
Better at Home Walking Group	<p>E2</p> <p>Res: 15/25 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the correspondence from Better at Home South Cariboo requesting supplemented use of the community hall <u>be received.</u></p> <p style="text-align: center;">CARRIED.</p> <hr/> <p>Council directed staff to write a letter to the Better at Home work informing them of the grants for assistance program and to work with them to gauge community interest and affordability. Council wished to discuss further.</p>

<p>Pickleball Equipment Donation</p>	<p>E3</p> <p>Res: 16/25 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the donation of pickleball equipment request from the South Cariboo Pickleball Association <u>be received</u>; and further</p> <p>BE IT RESOLVED THAT the request be approved and brought to the next regularly scheduled Council meeting to ratify the asset disposal.</p> <p style="text-align: right;">In Favour 4 / Opposed 1 CARRIED.</p>
<p>F</p>	<p><u>STAFF REPORTS</u></p>
<p>Utility Fee Amendments</p>	<p>F1</p> <p>Director of Finance S. Elias reviewed current concerns on utility rates, equity, and fairness.</p> <p>The original bylaw categories are outdated and imbalanced. Residential, commercial, and metered rates should all be reviewed and modified to distribute the fees equitably.</p> <p>Council agreed with concerns and directed staff to proceed with creating a single residential rate for all types of residential use and to amend commercial and metered rates for fairness and full cost recovery of operating the utility systems.</p>
<p>60th Birthday Celebration</p>	<p>Council discussed the District of 100 Mile House turning 60 and concurred to the following:</p> <ul style="list-style-type: none"> ➤ Celebrate at the family fun day in the park on July 5th, 2025 ➤ Create a commemorative magnet as a free promotional item. ➤ Give away cookies or some type of treat as part of the celebration.

G	<u>BYLAWS</u>
H	<u>OTHER BUSINESS</u>
I	<u>QUESTION PERIOD</u>
J	<u>ADJOURNMENT</u> Res: 17/25 Moved By: Councillor Mingo Seconded By: Councillor Barnett BE IT RESOLVED THAT this Committee of the Whole meeting for April 8 th , 2025 be adjourned at 4:55 PM CARRIED
I hereby certify these minutes to be correct.	
<hr/> Mayor	<hr/> Corporate Officer

**E2**

DISTRICT OF 100 MILE HOUSE

MEETING HELD IN DISTRICT COUNCIL CHAMBERS

Tuesday, April 8th, 2025, AT 5:30 PM

PRESENT:	Mayor Councillor Councillor Councillor Councillor	Maureen Pinkney Donna Barnett Jenni Guimond David Mingo Marty Norgren
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STAFF:	CAO Dir. of Community Services Dir. of Finance	Tammy Boulanger Todd Conway Sheena Elias
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Other:	(2)	Media: (1)
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A	<u>CALL TO ORDER</u> Mayor Pinkney called the meeting to order at 5:40 PM Mayor Pinkney acknowledged that this meeting is being held on Tsq̓escencúlecw.
B	<u>APPROVAL OF AGENDA</u> B1 Res: 85/25 Moved By: Councillor Barnett Seconded By: Councillor Norgren BE IT RESOLVED THAT the April 8 th , 2025, Regular Council agenda <u>be approved.</u> <div style="text-align: right;">CARRIED</div>
C	<u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE:</u>

D	<u>DELEGATIONS / PUBLIC HEARINGS:</u>
Court of Revision	<p>D1</p> <p>Res: 86/25 Moved By: Councillor Mingo Seconded By: Councillor Barnett</p> <p>BE IT RESOLVED THAT the frontage tax rolls for Water and Sewer be confirmed.</p> <p style="text-align: center;">CARRIED</p> <p>S.Elias noted that two (2) questions were received, but no appeals to the roll were made.</p>
Financial Plan Public Presentation	<p>D2</p> <p>Director of Finance S. Elias presented an overview and PowerPoint presentation of the 2025 – 2029 District of 100 Mile House Financial Plan.</p> <p>Some of the main points included:</p> <ul style="list-style-type: none"> - Funding sources and limitations - District revenues and the 5% increase to property tax mill rates. - The historical change of property tax distribution between the variety of classes and dependency on major industry. - Expense distribution. - The pressures to provide consistent levels of service with the increase in inflationary costs. - The completion of any remaining debt. - Capital projects for 2025 – 2029. - Heavy reliance on reserves and grant funding applications to complete projects on the horizon. - Encouragement to the community to engage, be informed and provide feedback. <p>There were no questions received from members of the public or District Council.</p>
E	<u>MINUTES</u>

COW – February 11th, 2025	<p>E1</p> <p>Res: 87/25 Moved By: Councillor Mingo Seconded By: Councillor Barnett</p> <p>BE IT RESOLVED THAT the minutes of the Committee of the Whole meeting of February 11th, 2025 <u>be adopted</u>.</p> <p>CARRIED</p>
COW – March 11th, 2025	<p>E2</p> <p>Res: 88/25 Moved By: Councillor Guimond Seconded By: Councillor Norgren</p> <p>BE IT RESOLVED THAT the minutes of the Committee of the Whole meeting of March 11th, 2025 <u>be adopted</u>.</p> <p>CARRIED</p>
Regular – March 25th, 2025	<p>E3</p> <p>Res: 89/25 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the minutes of the Regular meeting of March 25th, 2025 <u>be adopted</u>.</p> <p>CARRIED</p>
F	<u>UNFINISHED BUSINESS:</u>
G	<u>MAYORS REPORT:</u>
	<p><u>MAYORS REPORT:</u></p> <p>Mayor Pinkney noted the following:</p> <ul style="list-style-type: none"> ➤ Attended COFI – The Council of Forest Industries conference in Prince George. Sharing ideas, hopes and dreams of the future of the forest industry in BC.

	<ul style="list-style-type: none"> ➤ Attended Shriners dinner, figure skating gala events and both groups did an amazing job! ➤ Heavy Metal Rocks is gearing up and a great opportunity for youth to be exposed to operating heavy equipment. <p>Councillor Mingo noted the following:</p> <ul style="list-style-type: none"> ➤ Wranglers put up a gallant effort but unfortunately did not win the final game. They are starting training camp and preparing for their next season. ➤ The Figure Skating Club is absolutely phenomenal, congratulations to them for hosting a successful event. <p>Councillor Guimond noted the following:</p> <ul style="list-style-type: none"> ➤ Shriners dinner was excellent, sad that it will be the last year of this fundraising event that takes a substantial amount of work to coordinate. <p>Councillor Barnett noted the following:</p> <ul style="list-style-type: none"> ➤ What's Hoppening! Hop on down to Community Hall this weekend for family event. ➤ Wranglers hockey 50/50 was the biggest pay out of the year. ➤ Honoured to be the auctioneer at the final Shriners dinner ➤ May 24th a seniors fraud seminar will be held at the Williams Lake & District Credit Union ➤ July 5th – Family Fun Day in the park and duck race – Get your ducks! ➤ Baseball and Soccer are starting and kids are out and about in the community – reminder to drivers to slow down! ➤ Handicap parking is a growing need, would like to see a few more spaces identified.
H	<u>CORRESPONDENCE:</u>

FYI Correspondence	<p>H1</p> <p>Res: 90/25 Moved By: Councillor Mingo Seconded By: Councillor Norgren</p> <p>BE IT RESOLVED THAT the For Information Correspondence List dated April 3rd, 2025 <u>be received</u></p> <p>CARRIED</p>
I	<u>STAFF REPORTS:</u>
J	<u>BYLAWS:</u>
Business License Amendment Bylaw No. 1446, 2025	<p>J1</p> <p>Res: 91/25 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the District of 100 Mile House Business License Amendment Bylaw No. 1446, 2025 be adopted this 8th day of April, 2025.</p> <p>CARRIED</p>
Fees & Charges Amendment Bylaw No. 1447, 2025	<p>J2</p> <p>Res: 92/25 Moved By: Councillor Mingo Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the District of 100 Mile House Fees & Charges Amendment Bylaw No. 1447, 2025 be adopted this 8th day of April 2025.</p> <p>CARRIED</p>

Financial Plan Bylaw No. 1448, 2025	<p>J3</p> <p>Res: 93/25 Moved By: Councillor Barnett Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the District of 100 Mile House Financial Plan Bylaw No. 1448, 2025 be given a first, second and third reading this 8th day of April 2025.</p> <p style="text-align: center;">CARRIED</p>
K	<p><u>GENERAL VOUCHERS:</u></p>
Paid Vouchers (March 20th – April 3rd, 2025) #30587 – #30612 & EFTs	<p>K1</p> <p>Res: 94/25 Moved By: Councillor Guimond Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the paid manual vouchers #30587 to #30612 and EFT's totaling \$288,547.35 <u>be received</u>.</p> <p style="text-align: center;">CARRIED</p>
L	<p><u>OTHER BUSINESS:</u></p>
BC Transit – Free Ride to Vote – April 28th, 2025	<p>L1</p> <p>Res: 95/25 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT all transit fees are waived on April 28th, 2025 to provide free transportation to the federal voting poles.</p> <p style="text-align: center;">CARRIED</p>
M	<p><u>QUESTION PERIOD:</u> No questions from the gallery.</p>

In Camera	<p><u>IN CAMERA SESSION:</u></p> <p>Res: 96/25 Moved By: Councillor Barnett Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT, pursuant to Section 92 of the <i>Community Charter</i>, this meeting of the Council be closed to the public under Section 90 (1)(g) of the Community Charter.</p> <p style="text-align: center;">CARRIED</p> <p>Motion to go into in camera at: 6:20 PM Regular meeting called back to order at: 7:00 PM</p>
N	<p><u>ADJOURNMENT:</u></p> <p>Res: 97/25 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT this April 8th, 2025 meeting of Council be adjourned: 7:00 PM</p> <p style="text-align: center;">CARRIED</p>
	<p>I hereby certify these minutes to be correct.</p> <p>_____ Mayor</p> <p>_____ Corporate Officer</p>



**District of
100 MILE HOUSE**

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

Regular Council – April 22, 2025

REPORT DATE: April 14, 2025
TITLE: Asset Disposal – Pickleball Nets and Posts
PREPARED BY: S. Elias, Director of Finance

PURPOSE:

The purpose of this Council report is to seek Council approval to donate Pickleball posts and nets to the South Cariboo Pickleball Association.

RECOMMENDATION:

BE IT RESOLVED THAT the Council of the District of 100 Mile House approve a donation of the Pickleball Posts and Nets portion of asset PG-021 at an original value of \$7645.05 to the South Cariboo Pickleball Association.

BACKGROUND INFORMATION / DISCUSSION:

At the April 8th Committee of the Whole meeting a letter was received by Council from the South Cariboo Pickleball Association requesting the donation of surplus pickleball nets and posts.

As per the provisions of the District's Policy & Procedures Manual, Section 4.5 "Disposal of Assets (Equipment & Vehicles)"

"Surplus or obsolete assets over \$500, which have been identified in the Tangible Capital Asset inventory, shall not be disposed of except by way of auction or at Councils discretion"

The Pickle ball posts and nets were purchased for use in Centennial Park when there was a plan to convert the Tennis Courts into Pickleball Courts. A change in direction of the project led to the posts and nets not being used and remaining in storage.



OPTIONS: N/A

BUDGETARY IMPACT: N/A

LEGISLATIVE CONSIDERATIONS (Applicable Policies and/or Bylaws):

District of 100 Mile House Policy 4.5 Disposal of Assets (Equipment & Vehicles)

ATTACHMENTS:

District of 100 Mile House Policy 4.5 Disposal of Assets (Equipment & Vehicles)

Request letter from South Cariboo Pickleball Association

Purchase invoice from Tomko Sports Systems

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

Date: April 14/25

Reviewed By: T. Boulanger
T. Boulanger, CAO

Date: Apr. 15.25



DISTRICT OF 100 MILE HOUSE

Policy & Procedures Manual

4.5 DISPOSAL OF ASSETS (Equipment & Vehicles)

PURPOSE

To provide a process for the disposal of vehicles and equipment.

GENERAL

Assets are not to be destroyed or otherwise disposed of without advising the CAO or his/her designate and obtaining the required permission.

Surplus or obsolete assets over \$500, which have been identified in the Tangible Capital Asset inventory, shall not be disposed of except by way of auction or at Councils discretion.

PROCEDURE

- a) A disposal of inventory list is to be compiled by the Director of the department who is wishing to dispose of the asset, or his/her designate, along with a memo to Council requesting permission to dispose of.
- b) Upon Council's approval, the Director of the department, or his/her designate, shall place an advertisement for ***"Sale of Surplus Equipment"*** in the local newspaper.
- c) The submissions shall be opened on the closing date and time identified in the advertisement, documented and signed by the Director of the department and the Director of Financial Administration.
- d) Letters to the purchasers shall be prepared and mailed by the Director of the department, or his/her designate. A copy of the letter is given to the Director of Financial Administration.
- e) Payments are received by the municipal office and proof of payment is given to the purchaser, who can then pick up the item purchased at the appropriate department. A copy of the receipt is given to the Director of Financial Administration.
- f) Once all items have been purchased and paid for, all documentation kept by the department shall be given to the Director of Financial Administration for filing.



Tomko Sports Systems Inc.
165 - 6660 Graybar Road
Richmond, B.C. V6W 1H9

INVOICE

Invoice No.: 18653
Date: 04/14/2023
Ship Date:
Page: 1
Re: Order No. 9987

Sold to:

District of 100 Mile House
PO Box 340
100 Mile House, BC V0K 2E0

Ship to:

District of 100 Mile House
#2 - 385 Horse Lake Rd
100 Mile House, BC V0K 2E0
Attn: Todd Conway & Tammy Boulanger

Business No.:

Item No.	Unit	Quantity	Description	Tax	Unit Price	Amount
TP-PREMPB	Pair	6	Premier 3" Round Pickleball Posts - BLACK	GP	756.30	4,537.80
TN-GS24	Pair	6	Steel Ground Sleeves - 3" OD Round	GP	95.00	570.00
TN-ANCHOR	Each	6	Center Tie-Down Anchor	GP	25.00	150.00
TN-QKSET	Each	6	Velcro Center Strap	GP	25.00	150.00
TP-HDPN	Each	6	HD Outdoor Pickleball Net - 21'9" x 32"	GP	235.00	1,410.00
FR-GEN	Each	1	Shipping	G	350.00	350.00
Subtotal:						7,167.80
G - GST @ 5%						358.39
GP - GST @ 5% & PST @ 7%						477.25
GST						
PST						
Tomko Sports Systems Inc. GST: #877443564						
Tomko Sports Systems Inc. PST: #1007-5286						
Shipped By: Tracking Number:					Total Amount	8,003.44
Terms: Net 30. Due 05/14/2023.					Amount Paid	0.00
Comment: Not all items eligible for return. Some items may be subject to a restocking fee.					Amount Owng	8,003.44
Sold By:						

- GST
= 7645.05

To: District of 100 Mile House, Mayor and Council

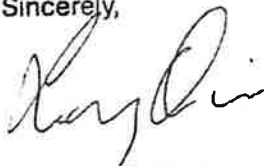
Date: April 3, 2025

Re: Request for the donation of pickleball posts, sleeves, and associated equipment to the South Cariboo Pickleball Association

The South Cariboo Pickleball Association (SCPA) has learned that the District of 100 Mile House has a set of pickleball posts, sleeves, nets, and associated equipment for 6 courts that it may not be planning to use. The SCPA has just received word from NDIT that our funding request for building pickleball courts has been decreased dramatically (~\$145,000 down to \$50,000). We believe that we can still build a reduced size venue this year with the remaining funds, if we can get some additional grants and donations. One donation that would help greatly with our project regards the pickleball equipment mentioned above. To that end, we are requesting that the 6 sets of pickleball post/nets and associated equipment owned by the District be donated to the SCPA to be used in building our new venue.

The SCPA is a non-profit organization that is open to all residents and this donation will facilitate the construction of a pickleball venue that will be used by players from all over the South Cariboo. Increasing the number of sports that the areas residents can access will ultimately make the South Cariboo more attractive to people contemplating moving to this community.

Sincerely,



Larry Davis, Chairperson

South Cariboo Pickleball Association



**District of
100 MILE HOUSE**

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

**Regular Council Meeting
April 22, 2025**

REPORT DATE: April 14, 2025

TITLE: Public Input for Capacity Increase – Cask & Cleaver Brewing

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

PURPOSE: To request a Council decision on whether to conduct the public input process or opt-out of providing comments to the Liquor and Cannabis Licensing Branch.

RECOMMENDATION:

Recommended Resolution

BE IT RESOLVED THAT Council of the District of 100 Mile House elects to conduct the public input process for a Liquor and Cannabis Licensing application from Cask & Cleaver Brewing to increase their seating capacity.

BACKGROUND INFORMATION / DISCUSSION:

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

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

According to the LCRB and the District's Liquor Licensing Policy / Procedure, Council must choose whether to provide comments (by resolution) or "opt out", in which case



LCRB will conduct the public input process instead of Council. Public input can be collected by receiving written comments and holding a Public Hearing. **Council is asked whether they wish to collect public input and provide comments on the application, or whether they wish to “opt out”.**

Should Council be in favour of gathering public input, the following timeline is in order:

April 25, 2025 - Notification of property owners within a 60m radius of the establishment

April 25, 2025 - Post Public Hearing notification on District website

May 1, 2025 - Public Hearing notification sent to website subscribers

May 6, 2025 - Public Hearing

May 6, 2025 - Consider application, public input, and all factors which must be taken into account

Note: the timeline listed above follows the District’s Public Notice Bylaw No. 1420, 2024. This differs from the District’s Policy & Procedures Manual for Liquor Licence amendments, which has not yet been updated to reflect the new Public Notice process.

OPTIONS: Opt-out or conduct public input process

BUDGETARY IMPACT: N/A

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

ATTACHMENTS:

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

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

Date: Apr. 15/25

Reviewed By: T. Boulanger
T. Boulanger, CAO

Date: Apr. 15.25



April 9th, 2025

Re: Letter of Intent – Capacity Increase and Structural Changes

Dear City Council Members,

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

Our proposal includes the following key changes:

- **Capacity Increase:**

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

- **Patio Addition:**

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

- **Additional Bathroom Facility:**

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

- **Commitment to Responsible Service:**

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



www.caskandcleaver.com



778-482-5180





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

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

Sincerely,


Neale Ward
Owner/Director
Cask & Cleaver Brewery Ltd.



www.caskandcleaver.com



778-482-5180





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

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

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

ESTABLISHMENT DETAILS

Establishment Name

Cask & Cleaver Brewery (306732)

MANUFACTURER LOCATION ADDRESS

The establishment is currently located at the following address:

Address

175 Cariboo Highway 97

City

100 MILE HOUSE

Province

British Columbia

Postal Code

V0K2E0

Country

Canada

Parcel Identifier (PID)

008-485-232

LOCAL GOVERNMENT/INDIGENOUS NATION AND POLICE JURISDICTION

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

Local Government/Indigenous Nation

100 Mile House

Selected Local Government/Indigenous Nation

Name: 100 Mile House

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

Police Jurisdiction

One Hundred Mile House RCMP

Chat with us

Feedback

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

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

Floor Plan

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

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

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

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

Plans must show all service areas and the following details:

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

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

[Floor Plan 1.pdf \(api/file/b182e347-07d3-ec11-b832-005056836bf0/download-file/application/Floor Plan 1.pdf?serverRelativeUrl=%2Fadoxio_application%2F052951_B182E34707D3EC118832005056836BF0%2FFloor%20Plan_1.pdf&documentType=Floorkb Plan\)](#) 4596

[Floor Plan 2.pdf \(api/file/b182e347-07d3-ec11-b832-005056836bf0/download-file/application/Floor Plan 2.pdf?serverRelativeUrl=%2Fadoxio_application%2F052951_B182E34707D3EC118832005056836BF0%2FFloor%20Plan_2.pdf&documentType=Floorkb Plan\)](#) 12536

[Floor Plan AIP Job 052951.pdf \(api/file/b182e347-07d3-ec11-b832-005056836bf0/download-file/application/Floor Plan AIP Job 052951.pdf?serverRelativeUrl=%2Fadoxio_application%2F052951_B182E34707D3EC118832005056836BF0%2FFloor%20Plan_AIP_Job%20052951.pdf&documentType=Floorkb Plan\)](#) 14154

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

Total occupant load *

SERVICE AREAS

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

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

Total Requested Capacity:**OUTSIDE AREAS**

Proposed capacity of Outdoor Special Event Area(s):

Total Requested Capacity:

**Alert**

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

Site Plan

Provide a scaled site plan of your property.

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

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

Site Plan_1.pdf (api/file/b182e347-07d3-ec11-b832-005056836bf0/download-file/application/Site Plan_1.pdf?serverRelativeUrl=%2Fadoxio_application%2F052951_B182E34707D3EC11B8320050568368F0%2F5ite%20Plan_1.pdf&documentType=Sitekb Plan) 832

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

MANUFACTURER TIED HOUSE EXEMPTION

☐ The application will tied house exemption.

APPLICATION CONTACT DETAILS

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

First Name *

Neale

Last Name *

Ward

Title/Position

Owner/Operator

Phone Number (main) *

[REDACTED]

Email *

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

Aegir@caskandcleaver.com

DECLARATIONS

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

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

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

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

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

LOCAL GOVERNMENT/INDIGENOUS NATION CONFIRMATION OF RECEIPT OF APPLICATION

LG/IN

100 Mile House

Name of Official

Joanne Doddridge

Title/Position

Director of Economic Development & Planning

Phone

(250) 395-2434

Email

jdoddridge@100milehouse.com

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

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

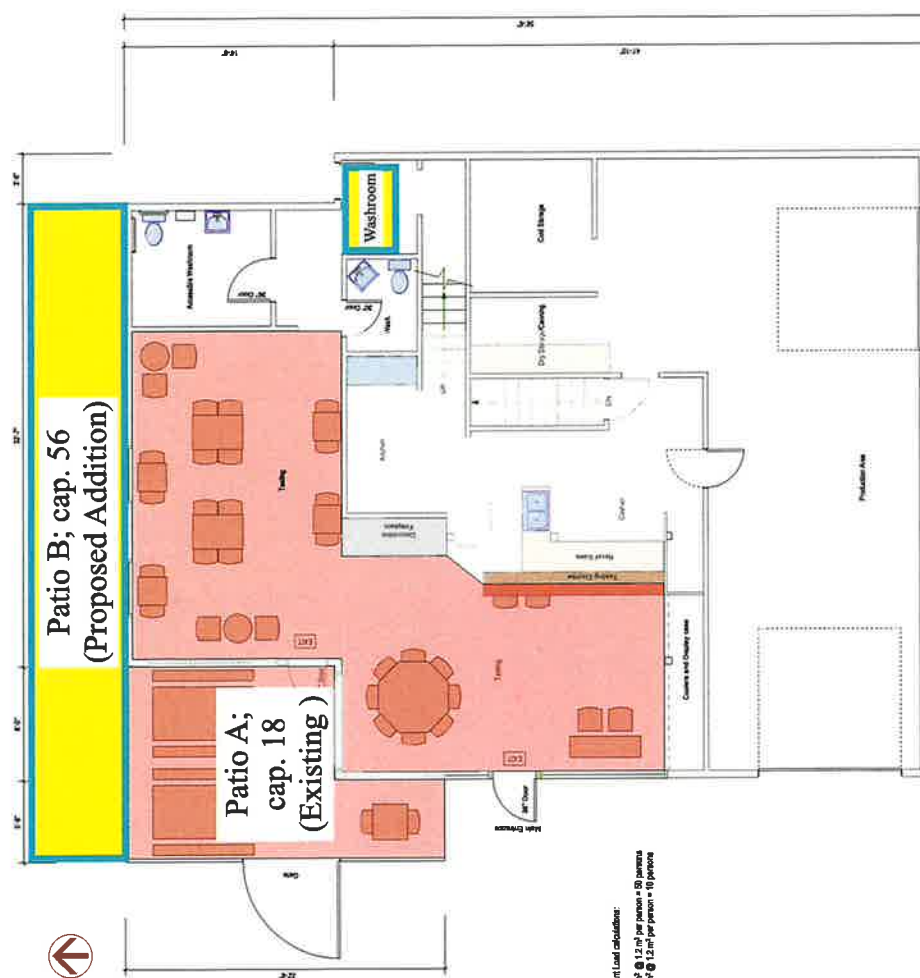
TO UPLOAD DOCUMENTS, DRAG FILES HERE OR [BROWSE](#).

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

MAX FILE SIZE: 25MB.

[Council Resolution.pdf \(api/file/b182e347-07d3-ec11-b832-005056836bf0/download-file/application/Council Resolution.pdf?serverRelativeUrl=%2Fadoxio_application%2F052951_B182E34707D3EC11B832005056836BF0%2FLOGIN%20Resolution_Council%20Resolution.pdf&documentType=LGINkbResolution\)](#)

79



Domained Area Occupant Load calculations:

Floor Plan
Scale: 1/8" = 1'-0"

NOTE:
Flare plan has been grounded from international product
in the U.S. All components that it has worked on are

A2.0



Project
Super Lanes Awarded for
Calk & Clover
 ITS Carbon Highway #7, 100 Mills House, BC

Floor Plan

Scale	Au Nyland
Date	2022.08.22
Quartz	AM / DQM
Checked	
Drawing No.	

Cariboo Hwy 97

106'

35'

11 Parking Spaces

3 Parking Spaces

114'

3 Parallel Parking Spaces

3 Parking Spaces

23'

Patio B; cap. 56
(Proposed Addition)

Patio A;
cap. 18
(Existing)

125'

62'

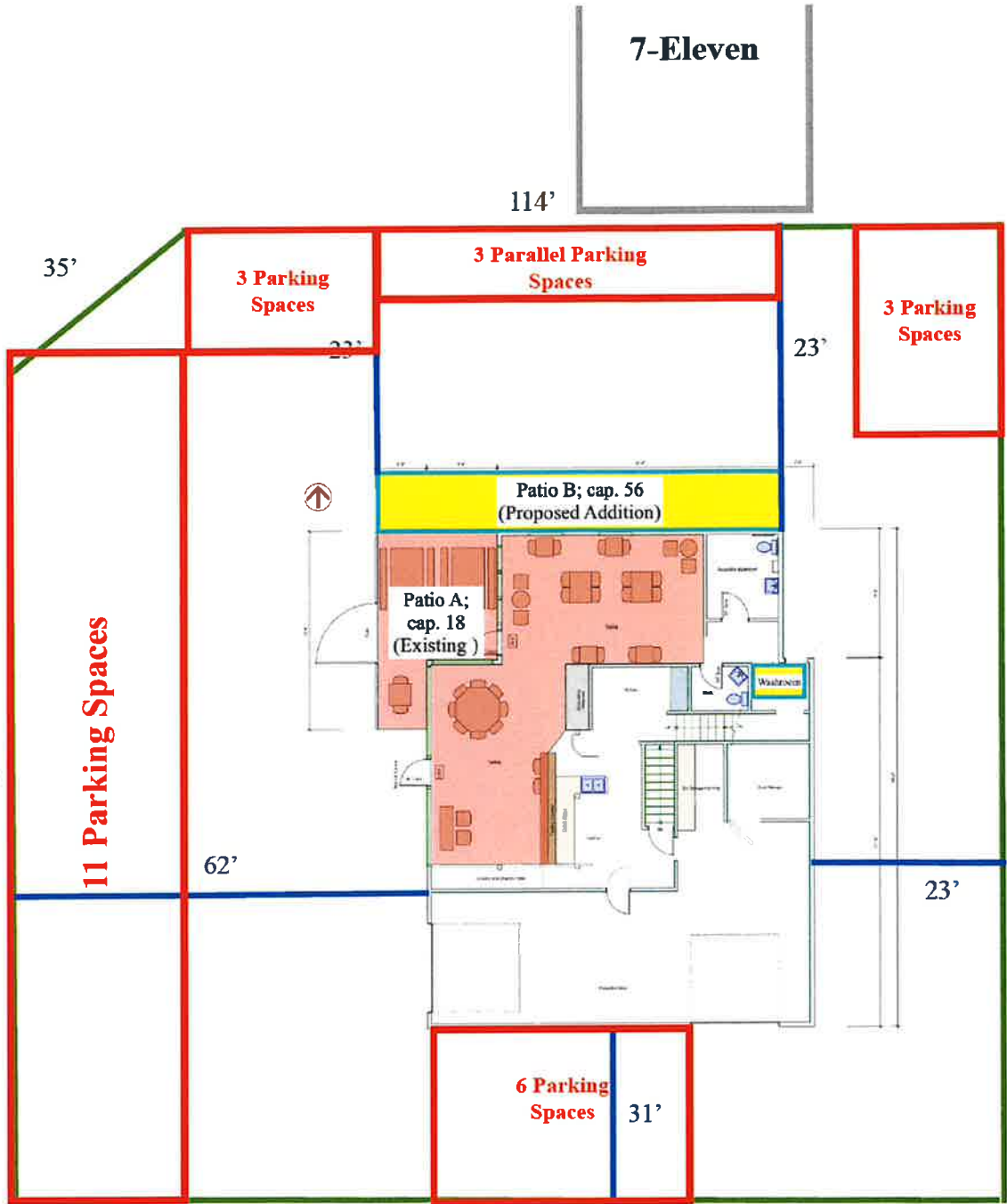
23'

6 Parking Spaces

31'

2nd Avenue

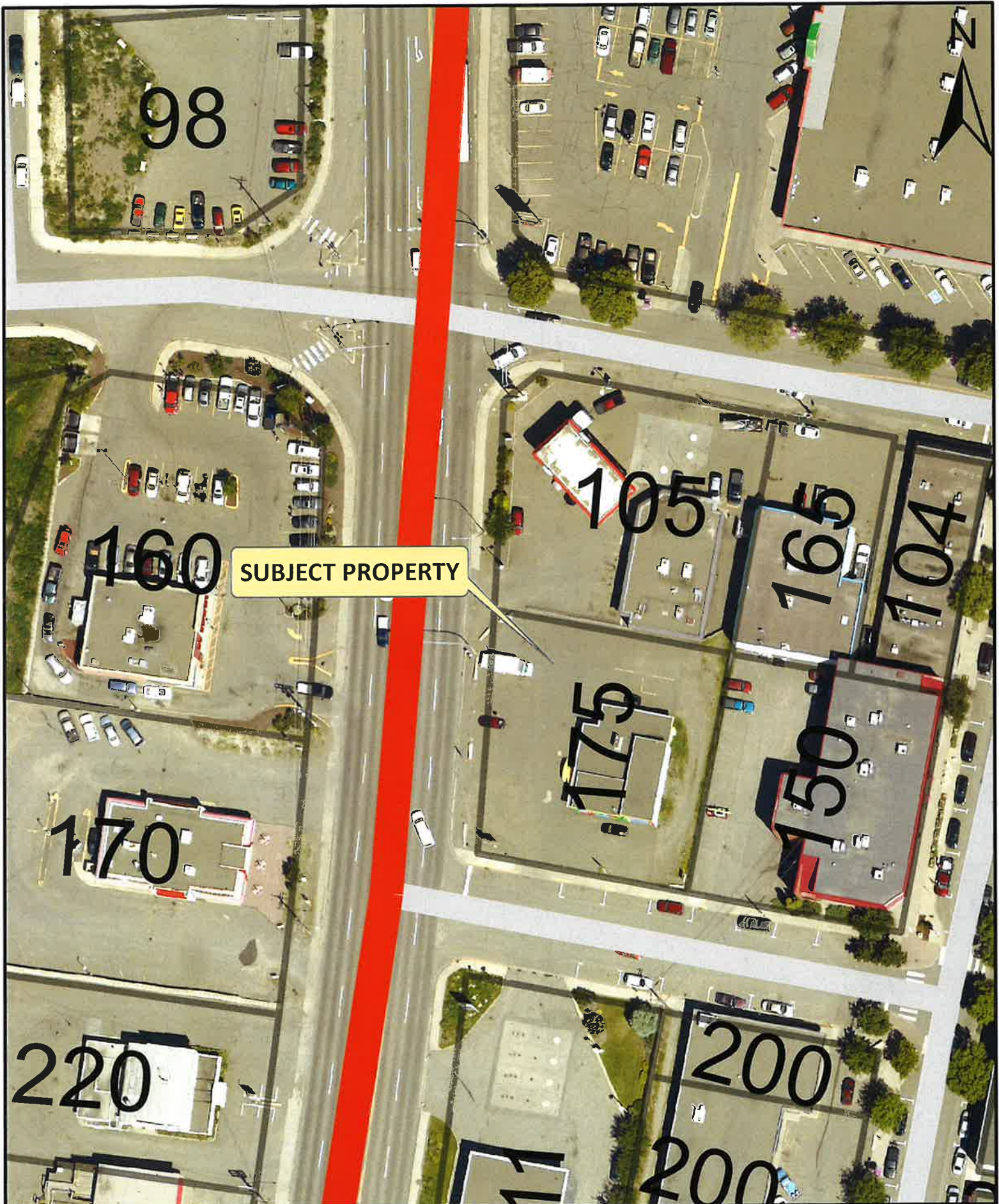
7-Eleven



No.	Reference	Date
1	1st Submission	04/16/21

DATE:	April 16, 2025
SCALE:	NTS
DRAWN BY:	ED
CHECKED BY:	NW

P1



100 Mile House

175 Cariboo Hwy 97

0 5 10 20 Meters

Date: April 2025



**District of
100 MILE HOUSE**

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

Regular: Apr 22, 2025

REPORT DATE: April 17, 2025
TITLE: 2025 CRD Tax Levy and Contributions
PREPARED BY: S.Elias – Finance

PURPOSE:

The purpose of this report is to provide Council with information requested at the April 8th, 2025, Regular meeting on the CRD Tax Levy and contributions for 2025.

RECOMMENDATION:

This report is for information purposes only.

BACKGROUND INFORMATION:

During recent budget conversations Council has inquired about receiving further detail on the Cariboo Regional District (CRD) and Cariboo Chilcotin Regional Hospital District taxes that the District collects and remits to the CRD. Information was also requested on the current service and contribution agreements with the CRD.

DISCUSSION / ANALYSIS:

2025 Cariboo Regional District Tax Levy:

For 2025 the total tax requisition is \$867,684 compared to \$825,506 in 2024. The following chart will show the last 5 years of requisition.



Service	2021	2022	2023	2024	2025
SC Solid Waste & Solid Waste Management	274,645	259,526	258,575	273,990	288,571
South Cariboo Recreation	215,783	193,184	195,925	235,595	243,165
Library Network	103,728	99,609	102,484	104,845	109,161
Admin / Governance	44,683	56,294	58,875	69,515	81,171
911 Emergency Service	26,307	25,262	25,865	26,334	27,285
South Cariboo Airport	54,606	48,648	48,392	112,328	115,352
South Cariboo Search & Rescue	3,314	2,952	2,936	2,900	2,979
TOTAL	\$723,066	\$685,475	\$692,052	\$825,507	\$867,684

2025 Cariboo Chilcotin Regional Hospital District Tax Levy:

For 2025 the total tax requisition is \$536,602 compared to \$504,274 in 2024. The following chart will show the last 5 years of requisition.

	2021	2022	2023	2024	2025
Cariboo Chilcotin Regional Hospital District	361,657	397,912	490,950	504,274	536,602

Contribution and Service Agreements:

District Agreements	2025 Value	Contact Expiry
Fire Protection	270,245	Under Review
Emergency Support Services	5,000	Dec 31 2025
Ballfields	15,000	Dec 31 2025
Sani Station	2,500	Up for Renewal
Soccer	61,000	Dec 31 2025
Cemetery	5,000	Up for Renewal
Highway Rescue	35,000	Dec 31 2027



100 Mile Development Corporation Agreements	2025 Value	Contact Expiry
Martin Exeter Hall	60,000	Dec 31 2026
Visitor Information Centre	31,000	Dec 31 2025
South Cariboo Marketing Program	15,000	Dec 31 2027

As contracts come up for renewal staff will review contract values and terms.

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

Date: April 17/25

Reviewed By: T. Boulanger
T. Boulanger, CAO

Date: Apr. 17/25



**Cariboo Regional
District
2025
Tax Requisition**

CARIBOO REGIONAL DISTRICT
2024 Tax Requisition - Municipalities

Area Type Municipality
Tax Method General Tax Levy

Sum of Requisition

Tax Contribution Area	Service Name	Service #	ApportBasis	Total
557 - 100 Mile House	9-1-1 Emergency Telephone Systems	1380	Hospital	27,285
	Administrative Services	1003	Hospital	66,496
	CRD Governance	1024	Hospital	14,675
	Feasibility Study	1004	Hospital	
	Library Network	1660	Hospital	109,161
	Rural Refuse	1008	Hospital	287,968
	Solid Waste Management	1009	Hospital	603
	South Cariboo Recreation	1546	General	243,165
	South Cariboo Regional Airport	1113	Hospital	115,352
	South Cariboo Search & Rescue	1378	Hospital	2,979
557 - 100 Mile House Total				867,684
470 - Quesnel	9-1-1 Emergency Telephone Systems	1380	Hospital	95,865
	Administrative Services	1003	Hospital	196,076
	CRD Governance	1024	Hospital	51,525
	Feasibility Study	1004	Hospital	
	Library Network	1660	Hospital	383,502
	North Cariboo Recreation	1554	Hospital	3,065,952
	Red Bluff Sewer System	1775	Hospital	
	Solid Waste Management	1009	Hospital	2,117
	Red Bluff - Gook Road Extension	1776	Hospital	36,533
470 - Quesnel Total				3,831,570
391 - Wells	9-1-1 Emergency Telephone Systems	1380	Hospital	1,488
	Administrative Services	1003	Hospital	18,893
	CRD Governance	1024	Hospital	800
	Feasibility Study	1004	Hospital	
	Invasive Plant Management	1010	Hospital	785
	Library Network	1660	Hospital	5,951
	Rural Refuse	1008	General	15,701
	Solid Waste Management	1009	Hospital	33
391 - Wells Total				43,651
492 - Williams Lake	9-1-1 Emergency Telephone Systems	1380	Hospital	104,091
	Administrative Services	1003	Hospital	212,700
	Arts and Culture	1665	Hospital	104,239
	Central Cariboo Recreation	1553	Hospital	2,342,690
	Central Cariboo Search and Rescue	1375	Hospital	127,520
	CRD Governance	1024	Hospital	55,969
	Feasibility Study	1004	Hospital	
	Invasive Plant Management	1010	Hospital	54,918
	Library Network	1660	Hospital	416,426
	Solid Waste Management	1009	Hospital	2,300
492 - Williams Lake Total				3,420,854
Grand Total				8,163,758

Ad Velorem 26,250,162
Parcel Tax 926,810

Total Requisition 35,340,731

Total By Service 35,340,731

Difference



Cariboo Chilcotin
Regional Hospital District

Cariboo-Chilcotin Regional Hospital District

2025

Tax Requisition

CARIBOO-CHILCOTIN REGIONAL HOSPITAL DISTRICT

2025 Annual Requisition

	2025 Revised Assessment	2025 Revised Converted Assessment	2025 Tax Rate per \$100k	2025 Requisition	2024 Adjust for Final Assessment	2025 Adjusted Requisition	2024 Final Conv Assessment	2025 Requisition adjusted for Final Conv Assessment	2024 Revised Conv Assessment	2024 Requisition adjusted for Revised Conv Assessment
City of Quesnel	1,755,343,209	247,709,945	\$75.02	1,858,333	26,359.16	1,884,692	237,736,887	1,788,798	233,930,862	1,762,439
City of Williams lake	2,013,334,194	272,208,008		2,042,119	7,325.60	2,049,444	252,313,363	1,898,476	250,740,251	1,891,150
District of 100 Mile House	466,594,489	71,723,101		538,070	(1,468.39)	536,602	66,824,443	502,806	66,877,118	504,274
District of Wells	33,056,000	3,911,754		29,346	(72.46)	29,274	3,756,313	28,264	3,756,313	28,336
	4,268,327,892	595,552,808		4,467,868	32,143.90	4,500,012	560,631,006	4,218,343	555,304,544	4,186,199
Williams Lake RURAL	8,283,036,143	945,187,720		7,090,847	(24,737.71)	7,066,109	902,616,214	6,791,534	903,620,208	6,816,272
Quesnel RURAL	2,729,189,083	384,933,238		2,887,789	(6,659.78)	2,881,129	351,221,821	2,642,690	351,314,114	2,649,350
Ashcroft RURAL	166,982,192	17,350,306		130,163	(746.40)	129,416	16,274,866	122,457	16,361,636	123,203
	11,179,207,418	1,347,471,264		10,108,799	(32,143.90)	10,076,555	1,270,112,900	9,556,681	1,271,295,958	9,588,825
	15,447,535,310	1,943,024,072		14,576,667	0.00	14,576,667	1,830,743,906	13,775,024	1,826,600,502	13,775,024

BASIS OF APPORTIONMENT HOSPITAL ASSESSMENT

January 24th, 2024

**Cariboo Chilcotin Regional Hospital District
2025 - 2029 Five Year Financial Plan
Bylaw 226, 2025**

Schedule A

CARIBOO-CHILCOTIN REGIONAL HOSPITAL DISTRICT
2025 - 2029 Five Year Financial Plan

	Actual 2024	Budget 2025	Budget 2026	Budget 2027	Budget 2028	Budget 2029
REVENUES						
Tax Requisition-Rural	9,588,825	10,106,034	10,308,155	10,514,318	10,724,605	10,939,097
<i>Completed Roll Assessment (Conv)</i>		1,347,471,264	1,347,471,264	1,347,471,264	1,347,471,264	1,347,471,264
<i>SRate / \$100 000 Residential Assess</i>		75.00	75.00	75.00	75.00	75.00
Tax Requisition-Municipalities	4,157,863	4,470,632	4,560,045	4,651,246	4,744,271	4,839,156
<i>Completed Roll Assessment (Conv)</i>		1,440,161,249	1,440,161,249	1,440,161,249	1,440,161,249	1,440,161,249
<i>SRate / \$100 000 Residential Assess</i>		75.00	75.00	75.00	75.00	75.00
Total Annual Requisition	13,746,688	14,576,667	14,868,200	15,165,564	15,468,875	15,778,253
Grants in Lieu of Taxes	10,024	9,000	9,000	9,000	9,000	9,000
Interest	3,484,280	2,886,361	2,446,745	1,904,939	1,903,774	2,127,986
Debt Proceeds	*	*	*	*	*	*
Transfer from Reserve	6,884,600	16,581,560	9,134,767	*	*	*
GRAND TOTAL REVENUE	24,125,592	34,033,588	26,458,713	17,139,503	17,381,650	17,915,239
EXPENDITURES						
Administration Expenditures	90,155	90,000	90,000	90,000	90,000	90,000
Liability Insurance	2,500	2,500	2,500	2,500	2,500	2,500
Recruitment & Retention	262,414	350,000	350,000	350,000	350,000	350,000
Foundation Partnerships	171,309	100,000	100,000	100,000	100,000	100,000
RHD Financing Consultation		10,000				
South Cariboo Landing/Office Complex		687,500	2,062,500			
SubTotal	526,379	1,240,000	2,605,000	542,500	542,500	542,500
Capital Projects						
Northern Health:						
Dunrovin Nurse Call System		296,400				
GRB Breaker Upgrade		248,400				
GRB Building Automation		0	167,040			
GRB Nurse Call System		0		457,920		
GRB South Wing Ventilation Upgrade				1,105,440		
GRB Ultrasound Replacement		88,000				
GRB OR Anesthetic Machines x 2		120,000				
BGRB SPD Washer Replacement			100,000			
NH Lab Digital Hematopathology - Cellavision				29,526		
Bylaws in Progress	1,522,329	0			1,425,000	1,425,000
Other 2025 Equipment/Projects < \$100,000		266,727	271,377	277,509	33,488	*
Inerior Health:						
Cariboo Memorial	*	28,874,202	21,503,448	7,041,553	7,282,938	*
2025 Funding Request						
CMH Hospital HVAC Upgrades		140,000				
CMH Physiological Monitoring System		234,800				
CMH AMSCO 400 Medium Sterilizer		195,500				
Williams Lake Community Healthcare Consolidation		1,139,600	*			
CMH Washroom Renovation for Accessibility		150,200				
Williams Lake Urgent and Primary Care		245,700				
Digital Health & Projects < \$100,000		282,200				
Bylaws in Progress	22,090,843		1,300,000	1,300,000	1,500,000	1,500,000
Equipment - Projects	23,613,172	32,281,729	23,341,865	10,211,948	10,241,426	2,925,000
Minor Capital Equipment (Global Grants)	512,420	512,420	512,420	512,420	512,420	512,420
SubTotal	24,125,592	34,034,149	26,459,285	11,266,868	11,296,346	3,979,920
Transfer to Reserve (Long Term Capital Plan)	0	0	0	-5,872,635	-6,085,304	-13,935,319
Surplus	\$0	\$0	-5/2	5,872,635	6,085,304	13,935,319
GRAND TOTAL EXPENDITURES	24,651,970	34,034,149	26,458,713	5,394,233	5,211,042	(9,955,399)
Capital Reserves, Beginning	\$80,411,926	\$73,527,326	\$56,965,766	\$47,830,999	\$53,703,634	\$59,788,938
Transfers in	\$0	\$0	\$0	\$5,872,635	\$6,085,304	\$13,935,319
Transfers Out	-6,884,600	-16,581,560	-9,134,767	0	0	0
Capital Reserves, Ending	\$73,527,326	\$56,965,766	\$47,830,999	\$53,703,634	\$59,788,938	\$73,724,256

DISTRICT OF 100 MILE HOUSE
Bylaw No. 1448, 2025

A bylaw to adopt the 2025 to 2029 Financial Plan.

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

TITLE

1. This bylaw may be cited for all purposes as "**District of 100 Mile House 2025 Financial Plan Bylaw No. 1448, 2025**".

ENACTMENT

2. THAT, the Five-Year Financial Plan hereto annexed and marked as Schedule "A" and Schedule "B" is hereby approved and authorized and shall be in full force and effect from January 1, 2025 until amended, repealed or replaced.

READ A FIRST, SECOND AND THIRD TIME this 8th day of April, 2025

ADOPTED this 22nd day of April, 2025

Mayor

Corporate Officer

DISTRICT OF 100 MILE HOUSE
2025 Financial Plan Bylaw No. 1448, 2025
Schedule "A"

REVENUES	2025	2026	2027	2028	2029
Taxes & Grants In Lieu	\$ 3,468,390	\$ 3,541,730	\$ 3,616,915	\$ 3,694,000	\$ 3,773,040
Utility Rates	1,184,250	1,243,235	1,305,170	1,370,195	1,438,475
Sales of Services	297,310	301,941	306,786	311,863	317,182
Government Grants	1,926,705	1,266,570	1,267,160	1,267,755	1,268,355
Contributions & DCC	4,090	4,090	4,090	4,090	4,090
Other Revenue	409,070	331,440	331,440	331,440	331,440
Transfer from Reserves	173,500	43,500	43,500	43,500	43,500
Transfer from Other	1,800,420	1,758,425	1,744,495	1,676,710	1,567,890
	\$ 9,263,735	\$ 8,490,931	\$ 8,619,556	\$ 8,699,553	\$ 8,743,972

EXPENDITURES					
General Government	\$ 1,415,775	\$ 1,147,730	\$ 1,160,460	\$ 1,183,850	\$ 1,207,910
Protective Services	863,105	835,830	844,915	854,235	863,820
Transportation Services	1,695,890	1,699,120	1,722,095	1,750,985	\$ 1,781,980
Environmental & Public Health	146,185	142,500	145,235	148,010	150,020
Recreation & Culture	195,125	196,435	199,125	201,875	204,715
Utility Operations	1,230,455	1,003,731	1,019,401	1,046,463	1,062,682
Development & Planning	699,500	474,401	481,660	488,195	493,954
Interest & Bank Charges	14,200	14,200	14,200	14,200	14,200
Principal Debt Payment	-	-	-	-	-
Amortization	1,800,420	1,758,425	1,744,495	1,676,710	1,567,890
Transfer to Capital Reserve	402,225	503,205	562,654	614,462	681,058
Transfer to Equipment Reserve	214,900	214,900	214,900	214,900	214,900
Transfer to Other Reserves	585,955	500,455	510,416	505,668	500,843
	\$ 9,263,735	\$ 8,490,931	\$ 8,619,556	\$ 8,699,553	\$ 8,743,972

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-------------	-------------	-------------	-------------	-------------	-------------

CAPITAL	2025	2026	2027	2028	2029
Capital Expenditure	12,637,225	6,272,000	14,268,000	6,561,000	1,519,000
Transfer from Operating Surplus	7,940	-	-	-	-
Transfer from Reserves	8,134,910	3,372,000	1,268,000	1,561,000	1,519,000
Grant Funding	3,094,375	2,900,000	13,000,000	5,000,000	-
Developer Contributions	1,400,000	-	-	-	-
	\$ -	\$ -	\$ -	\$ -	\$ -

DISTRICT OF 100 MILE HOUSE
2025 Financial Plan Bylaw No. 1448, 2025
Schedule "B"

STATEMENT OF OBJECTIVES & POLICIES

In accordance with the Sec 165 (3.1) of the *Community Charter*, the Council of the District of 100 Mile House must set out objectives and policies of the municipality in relation to the following:

- a) The proportion of total revenue that is proposed to come from each of the funding sources;
- b) The distribution of property taxes among the property classes; and
- c) The use of permissive tax exemptions.

FUNDING SOURCES

The table below shows the proportion of total revenue to be raised from each funding source in 2025. Property taxes, which provide a stable and consistent source of funding, are the primary revenue source for the District, while Government grants and transfers from other and reserves, (which will fluctuate year to year) are second highest for planned funding sources.

Revenue Distribution	% of Total Revenue	Dollar Value
Property & Parcel Taxes	37.4%	\$ 3,468,390
Government Grants	20.8%	1,926,705
Transfers from Other	19.4%	1,800,420
Utility User Fees	12.8%	1,184,250
Other Revenue	7.7%	710,470
Transfer from Own Reserves	1.9%	173,500
	100%	\$ 9,263,735

Objectives

- To adequately maintain core municipal services exclusive of alternative local government funding programs.
- That the cost of living increases reduce the net worth of municipal taxation dollars.
- To review user fees and charges on an ongoing basis.

DISTRICT OF 100 MILE HOUSE
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Schedule "B"

Policies

- Utility user fees have been established and if needed, will be adjusted to ensure that these funds are self-liquidating.
 - Other revenues including franchise fees will be considered as general revenue in the financial plan and any restrictions placed on these revenues will be determined annually.
 - The District will ensure that all government transfers are used in accordance with the terms and conditions attached to the funding and that all reporting requirements are met. Unconditional government transfers will be considered as general revenue in the financial plan. The District will continue to apply for grant funding to support projects and initiatives.
 - The District will initiate partnerships and other measures that will diversify revenues in order to provide services and opportunities to the community that may have not otherwise been possible.
-

DISTRICT OF 100 MILE HOUSE
2025 Financial Plan Bylaw No. 1448, 2025
Schedule "B"

DISTRIBUTION OF PROPERTY TAXES

The projected distribution of property tax values included in the financial plan among the property classes for 2025 is as follows:

Assessment Class	% of Total Collection	Collection Dollar Value
Class 1 - Residential	27%	825,480
Class 2 - Utilities	21%	634,726
Class 4 - Major Industry	16%	472,785
Class 5 - Light Industry	1%	43,859
Class 6 - Business	35%	1,059,531
Class 8 - Recreation & Non-Profit	0.04%	1,355
Class 9 - Farm	0.05%	1,499
	100%	\$ 3,039,235

Objectives

- To have stable taxation rates and that Council give consideration to cost of living increase for all classes.
- To have user fees that cover the cost of the service and reduce the burden on the entire tax base.
- Continue to encourage economic development initiatives designed to attract more investment in the community to expand the tax base.

Policy

- It is the policy of Council to approve Municipal property tax rates annually by considering changes in the assessment base, inflationary factors and economic conditions and costs of providing ongoing and new District services.

DISTRICT OF 100 MILE HOUSE
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Schedule "B"

PERMISSIVE TAX EXEMPTIONS

Objectives

- To exempt certain parcels of land in the District of 100 Mile House from taxation as provided by Section 220 and 224 of the Community Charter, Chapter 26.

Policy

- To continue to provide permissive exemptions to include religious institutions, not for profit societies and service organizations that the District feels are a benefit to the community. Historically these exemptions have been granted at 100% of taxes payable.
-

DISTRICT OF 100 MILE HOUSE
2025 Financial Plan Bylaw No. 1448, 2025
Schedule “B”

SURPLUS AND RESERVES

It is in the best interest of the District of 100 Mile House to maintain healthy and functional surplus accounts and reserve funds in order to ensure long term financial sustainability.

Objectives

- Capital funding provided through the annual process will be adequate to maintain the District's capital assets and infrastructure and provide for the replenishment of capital assets.
- Establish and maintain reserves to provide stability to municipal operations and ensure the District can meet both current fiscal requirements and future obligations.
- Strive to increase the sum of the balances of the reserve funds and unappropriated surplus accounts.

Policies

- To establish a target of operational surplus in the General Fund in the amount of twenty percent (20%), of the total revenues to a maximum of \$500,000, in a given fiscal year. Any accumulated surplus which exceeds this amount shall be allocated to capital reserves.
 - To establish a target of operational surplus in each of the Sewer and Water funds in the amount of twenty percent (20%) of the total revenues from sales of sewer and water services in a given fiscal year and any accumulated surplus which exceeds these amounts shall be allocated to the Utility Infrastructure Reserve Fund.
 - To increase the following reserves annually from revenues in accordance with the annual approved budget:
 - Municipal Infrastructure Reserve Fund
 - Mobile Equipment Replacement Reserve Fund
 - Emergency Equipment Replacement Reserve Fund
 - Computer System Reserve Fund
-

DISTRICT OF 100 MILE HOUSE
2025 Financial Plan Bylaw No. 1448, 2025
Schedule "B"

DEBT MANAGEMENT

Proceeds from borrowing will be used within the guidelines of the bylaw established to borrow the funds. The maximum amount of accumulated borrowings will be in accordance with the regulations outlined in the Community Charter.

Objectives

- Maintain the long-term debt servicing liability at a manageable level.

Policies

- Limit the creation of long-term debt to the financing of large infrastructure and economic development projects.
- Minimize debt costs by seeking out and applying for provincial and federal government grants whenever possible.

The objectives and policies as stated above are broad in nature to assist Council in their decision-making process. Rate capping and ratio limitations on property tax were intentionally excluded so as not to restrict Council's ability to make future decisions.



**District of
100 MILE HOUSE**

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

Regular: Apr 22, 2025

REPORT DATE: April 14, 2025
TITLE: Tax Rates Bylaw 1449-2025
PREPARED BY: S.Elias – Director of Finance

PURPOSE:

The purpose of this report is to seek Council's approval of Tax Rates Bylaw 1449-2025.

RECOMMENDATION:

Recommended Resolution

BE IT RESOLVED THAT the memo from Administration regarding Tax Rates Bylaw 1449-2025 be received, and

BE IT RESOLVED THAT Tax Rates Bylaw 1449-2025 be read a first, second and third time this 22nd day of April 2025.

BACKGROUND INFORMATION:

As per the provisions of Community Charter S.197 (1) the municipality is required to adopt a property tax bylaw after the approval of the five-(5) Year Financial Plan and prior to May 15th each year.

Subsequent to a public presentation, the 2025 – 2029 Financial Plan was given three readings on April 8th and scheduled for adoption April 22nd, 2025.



DISCUSSION / ANALYSIS:

With receipt of the revised roll from BC Assessment, the District has established final property tax rates as per "Tax Rates Bylaw 1449-2025".

In preparation of the 2025-2029 Financial Plan Council directed staff to proceed with a 5% rate increase for the municipal tax rate for 2025.

This 5% rate increase will result in a \$291,000 increase in municipal tax collection. The increase in collection will better position the District against increasing costs and inflation while allowing the District to continue preparing for capital projects in the future.

The average residential assessment increased to 375,125 in 2025 from 362,529 in 2024 and the average business assessment increased to \$467,345 in 2025 from 433,148 in 2024. It is important to note there are many different values of assessment in residential and business these are only averages. The average residential property will see a \$80 increase in municipal taxation while the average business property will see a \$452 increase to municipal taxation.

Taxes are due July 2nd, 2025. As per legislation, a 10% penalty will be applied to any outstanding taxes past the due date.

ALTERNATIVES:

1. That the Bylaw be read a first, second and third time.
2. That Council direct staff to make edits to the bylaw.

BUDGETARY IMPACT: N/A

POLICY IMPLICATION: N/A

ATTACHMENTS:

District of 100 Mile House Tax Rate Bylaw No. 1449-2025

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

Date: April 14/25

Reviewed By: T. Boulanger
T. Boulanger, CAO

Date: Apr. 15.25

DISTRICT OF 100 MILE HOUSE

Bylaw No. 1449

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

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

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

READ A FIRST, SECOND AND THIRD TIME this

ADOPTED this

Mayor

Corporate Officer

DISTRICT OF 100 MILE HOUSE

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

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