



# DISTRICT OF 100 MILE HOUSE



Annual Report for the Period January 1, 2016 to December 31, 2016

*Handcrafted Log Home Capital of North America*

## *Table of Contents*

History of 100 Mile House .....	3
Message from the Mayor .....	4
2016 Municipal Council .....	5
Organizational Structure .....	10
Municipal Services & Operations .....	11

### **Statistical Information**

Schedule “A” - Tax Collection .....	21
Revenue Source .....	22
Expenditure Distribution .....	23
Salaries/Wages Costs .....	24
Schedule “B” - Permissive Tax Exemptions .....	25
Schedule “C” - Development Cost Charges .....	27
Schedule “D” - Consolidated Financial Statements .....	28

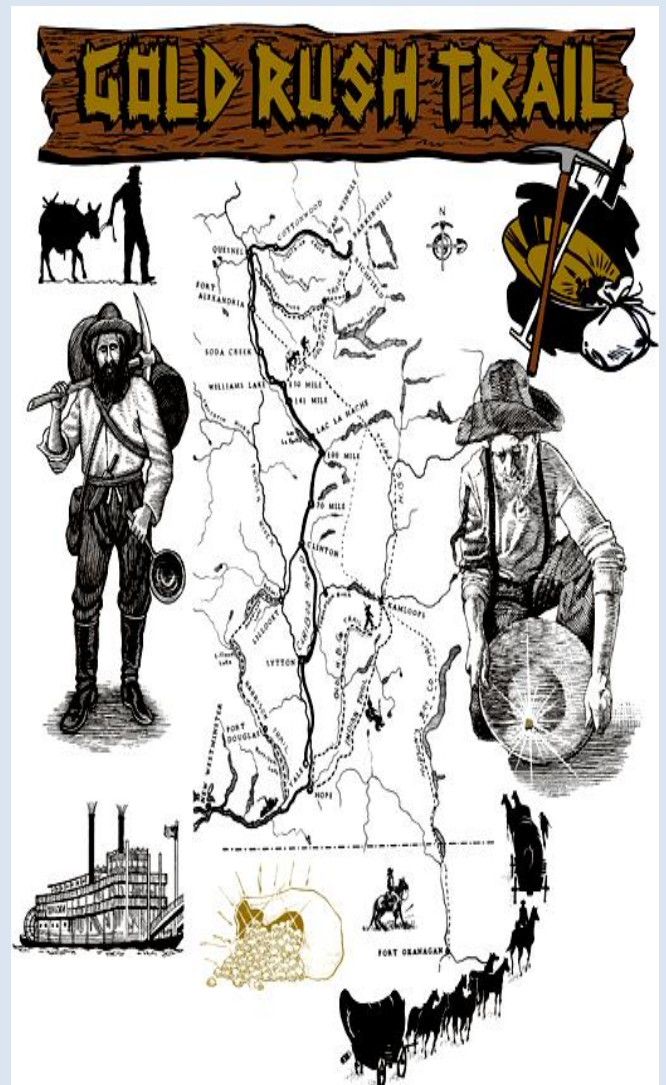
## *The History of 100 Mile House*

The South Cariboo historic roots go to the fur trading days before the gold strike. By 1860, thousands of gold seekers thronged to the Cariboo to seek the precious metal. Between 1862 and 1870, over 100,000 people travelled to Cariboo Wagon Road from Lillooet, aiming their way north into Cariboo country.

Throughout this gold fever, certain roadhouses, because of their favourable locations along the Cariboo Wagon Road from Lillooet to Soda Creek, grew to be supply points for the gold seekers and the surrounding district, 100 Mile House, South Cariboo's dominant community, was originally one of these stopping points along the gold rush trail. 100 Mile House was so named because it was located 100 Miles from Lillooet (Mile 0) of the Cariboo Wagon Road. As the gold rush subsided, ranchers began to settle the surrounding area.

The District of 100 Mile House is worldly recognized as the *"Handcrafted Log Home Capital of North America"* and has a population of approximately 1900. 100 Mile House is the commercial hub of the South Cariboo and the main service centre for many outlying communities. The service area has a population roughly ten times the size of the District. It includes the communities of Lac La Hache, Forest Grove, Lone Butte, Horse Lake, Bridge Lake, 70 Mile House, Canim Lake and 108 Mile Ranch, and is the largest residential centre between Kamloops and Williams Lake.

100 Mile House is a thriving community with an economy based in forestry, ranching, log home building and tourism. Tourism experiences significant growth each year as travelers from around the world come to 100 Mile House as it is well known for its outdoor recreational activities and friendly atmosphere.



## *A Message from the Mayor*



### *An Open Letter to the Citizens of the District of 100 Mile House from Mayor Mitch Campsall*

On behalf of Council, I am pleased to present the 2016 report of the District of 100 Mile House.

#### Highlights from 2016

- Submission & Approval of grant application for new Alpine Water Loop (\$1,850,000)
- Completed Fleet/Equipment Upgrades (\$100,000+/-)
- Contributed almost \$2M to Capital Reserves in 2016
- Minor Capital project CN Crossing Upgrade; Sidewalks, Marsh Fountain; (\$200,000)
- New Water Plant & Service Improvements - design, contract awards (\$6,500,000)
- Community Forest Operations contributed \$1,500,000 + in revenues thus reducing tax payer cost of community infrastructure improvements
- Moved to a VOIP communications system reducing annual operating costs by \$25,000+/-

Subsequent to its re-election in 2014; Council met in April 2015 to establish its “road map” for the 2015-2018 term of office.

Council’s strategic objectives will be based on four-(4) distinct pillars:

- Debt Retirement & Long Term Financial Stability
- Infrastructure & Mobile Equipment (upgrade, replacement, maintenance)
- Staff Development/Succession Planning
- Economic Development

## 2016 *Municipal Council*

Council is a legislative body that represents the citizens of 100 Mile House, elected to provide leadership and establish policies and priorities for the District of 100 Mile House municipal government. Council reviews and establishes budget levels for civic operations and capital expenditures.

It is the Mayor's duty to chair meetings of Council, hold ex-officio membership in all Council Committees and all bodies to which Council has the right to appoint members. Council meets the second and fourth Tuesday of each month.

Council and Committee meetings are open to the public. Agendas are available at the Municipal Hall or on the District's website [www.100milehouse.com](http://www.100milehouse.com). In-Camera meetings are held as per section 90 of the *Community Charter* where necessary.



Left to right: Councilor Dave Mingo, Councilor Ralph Fossum, Mayor Mitch Campsall, Councilor Spence Henderson, Councilor Bill Hadden.

## 2016 *Municipal Council*



### *Mayor Mitch Campsall*

Mayor Campsall was re-elected in November 2014 for his third term of office. Prior to serving as Mayor, Mitch served as a Councilor for 11 years. He also served as a Director on NDI for 6 years and has served as the District director on the Cariboo Beetle Action Committee.

Mitch has been a resident and business owner in 100 Mile House for over 30 years and spends as much time as possible with his family, wife Heather, 3 daughters and 3 grandchildren. He is also involved and supports many aspects of our community. He spent many years on the Board of the 100 Mile House Lions Club and has participated and supported many other charities and organizations in our community.

Mitch is a past member of the 100 Mile House Fire Department and past President of the South Cariboo Fire Fighters Association. When on Council, Mitch held the position of Chair of the Public Works Committee (now known as Community Services) for 10 years, was a member of the South Cariboo Recreation Commission for 6 years and Chair for Community Schools for 5 years.

Mitch believes in putting the interests of the citizens of 100 Mile House first and he will continue to work hard on economic stability and development. Mitch's door is always open to the public and community and looks forward to hearing all ideas and exploring community ideas.

### *Committees*

- ❖ Cariboo Regional District (Director)
- ❖ Administration Committee
- ❖ Cariboo-Chilcotin Beetle Action Coalition
- ❖ Economic Development Committee
- ❖ Emergency Executive Committee
- ❖ Forest Advisory Committee
- ❖ And other community boards as invited.

## 2016 Municipal Council

### *Councilor Dave Mingo*

Councilor Mingo was also re-elected in November 2014 and is passionate about our community and feels this is a wonderful place to call home.

Born and raised in Mission BC, Dave arrived in the 100 Mile House area in 1994 with wife Kerri. An avid outdoorsman, Dave enjoys fishing, hunting and motorcycling. He is currently President of the 100 Mile Fly Fishers, and an active member/director of the Lone Butte Fish and Wildlife Association and Director at large for the 100 Mile Wranglers. Dave is a Realtor with RE/MAX 100.

### Committees

- ❖ A/Mayor January/May/September
- ❖ Budget Committee
- ❖ Administration/Operations Liaison
- ❖ Cariboo Regional District Board
- ❖ Treaty Advisory Committee
- ❖ Community Forest Management Committee
- ❖ 100 Mile & District Safety Committee

### *Councilor Ralph Fossum*

Ralph Fossum has lived in the 100 Mile House area for over 35 years. Ralph was previously on 100 Mile Council for three terms in the 1990's. Ralph is an active member of the Rotary Club, a Director of the South Cariboo Health Foundation, and part of the South Cariboo Community Concerts. Since retiring from his career as a notary public and property manager, Ralph has been active with tutoring and community events. Ralph loves duplicate bridge and the great outdoors!

### Committees

- ❖ A/Mayor March/July/November
- ❖ Budget Committee
- ❖ Chamber of Commerce Representative
- ❖ Collective Bargaining
- ❖ Age Friendly Society of the South Cariboo
- ❖ South Cariboo Community Planning Council

## *2016 Municipal Council*

### *Councilor Spence Henderson*

Spence has lived in the 100 Mile area since 1977 and served 2 previous terms on District Council. He worked for Cariboo Radio (CKBX) for almost 24 years. Spence went back to school to become a Counselor and he plans to open his own practice in the South Cariboo.

Spence is the club captain of the 108 golf club , a referee for minor and old timer's hockey and goes to the Cariboo Christian Life Fellowship Church.

Spence has loved the area for a long time and plans on spending most of his time here with his new wife, Deb.

### *Committees*

- ❖ A/Mayor April/August/December
- ❖ Budget Committee
- ❖ Chamber of Commerce Representative
- ❖ Community Forest Management Committee
- ❖ Education Committee
- ❖ 100 Mile & District Safety Committee
- ❖ Woodlot

## *2016 Municipal Council*

### *Councilor Bill Hadden*

Councilor Hadden was re-elected in November 2014 for a third term and looks forward to continuing to serve the residents of 100 Mile House.

Bill and his wife of 30 years, Maureen, live in the 100 Mile House area and have 3 grown daughters and three beautiful grandchildren. The Hadden family live on a farm and Bill is also employed in the forest industry.

### *Committees*

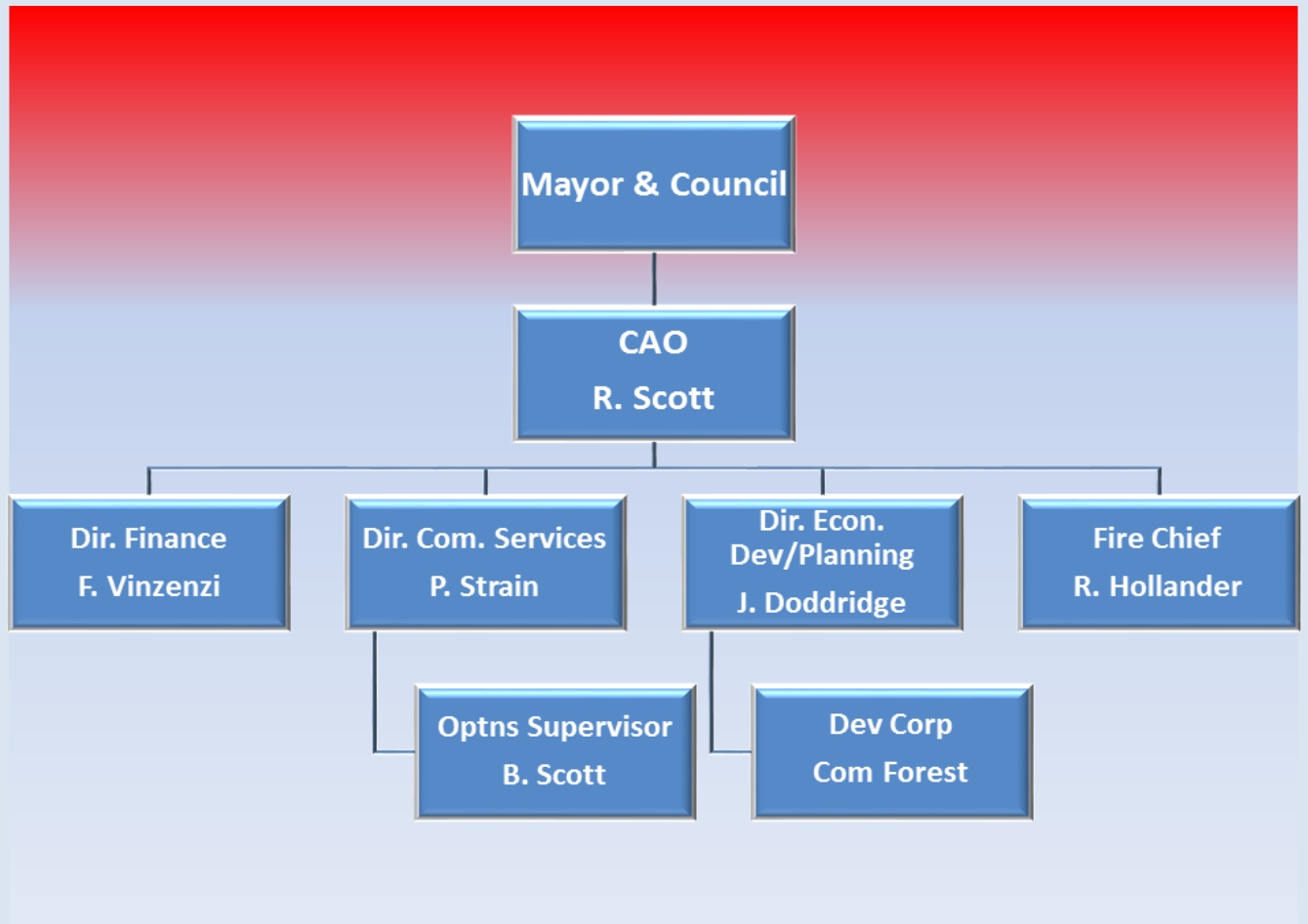
- ❖ A/Mayor February/June/October
- ❖ Budget Committee
- ❖ Community Forest Management Committee
- ❖ Woodlot
- ❖ Martin Exeter Hall Upgrade Committee



### *Statement of Council Disqualification For Period Ending December 31, 2016*

There were no Councilors disqualified in 2016.

## *Organizational Structure*



## *Municipal Services & Operations*



In accordance with Section 98 of the *Community Charter*, an Annual Municipal Report must be prepared and made available to the public before June 30<sup>th</sup> each year. The report provides information on the District's financial position and results of operations.

### *Administration/Corporate Services*

The Administration Department provides administrative support to Council, with the Chief Administrative Officer acting as liaison between the Mayor, members of Council, District staff and the community.

The *Chief Administrative Office (CAO)* is appointed by and reports directly to Council. As the leader of the senior management team, the CAO sets the overall strategic direction for short and long term administrative goals. Duties include the overall management of the operations of the municipality; ensuring that the policies, programs and other directions of Council are implemented; and advising and informing Council on the operation and affairs of the municipality.

*Financial Administration* performs statutory functions in accordance with the *Local Government Act* and the *Community Charter*. Other responsibilities involve financial planning and budget development; financial management, reporting and accounting services; payroll; purchasing; coordination of day to day contract administration for unionized workforce; information services including both hardware and software; insurance and risk management services.

*Corporate Administration* is responsible for providing effective administrative support services to the Mayor and Council to ensure that the statutory requirements of the *Community Charter* and *Local Government Act* are met, and other relevant statutes, for the administration of Council policy, bylaws and procedures.

## *Municipal Services & Operations*

### 2016/17 Administration/Corporate Services

### Objectives and Progress Measures

Objective	Strategies	Measures
Budget for future equipment replacement and capital projects	Build fiscal capacity for future equipment and capital projects to limit incurred debt and negative impact to rate payers as these projects come on line	Ongoing priority; contributions to reserves.
Build more capacity within Administrative staff.	Encourage & support staff training by development of individual professional development plans.	Ongoing progress in this area; staff uptake to training has been excellent
To be debt free within five years.	Commit a portion of annual operating surpluses (when available) to debt retirement.	100% of funding now identified and set aside for retirement of Hwy 97 Debenture (2019)
Transition Plan for Senior Management	Review retirement plans of senior management staff and identify transition options for Council.	Ongoing Dir of Finance Trainee - assume responsibility in 2018  CAO position plan proposed and approved by Council

## *Municipal Services & Operations*

### *Planning & Development*

Planning & Development Services key function areas are:

*Long range planning and sustainability* - Coordination of updates and amendments to the Official Community Plan. Development and implementation of strategies and policies related to climate change adaptation and mitigation, recreation, transportation and trail network planning.

*Land use planning and development applications* - Review of development proposals and processing of applications for development permit, development variance permit, sign permit applications and amendments to the Zoning Bylaws.

*Subdivision applications* - As Approving Officer, management of subdivision review process involving fee-simple, bare land strata or strata conversion applications and the administration of subdivision related agreements such as statutory right-of-ways, covenants and servicing agreements.

*Economic Development* - The 100 Mile Development Corporation (a subsidiary of the District) serves to promote economic development activity throughout the region. Functions include the operation of the Visitor Information Centre, South Cariboo Marketing Program and the operation of the Lodge/Martin Exeter Hall complex.



## 2016 Planning & Development Objectives & Measures

Objective	Strategies	Measures	Progress
Host South Cariboo Economic Forum	<ul style="list-style-type: none"> <li>- Coordinate Forum logistics</li> <li>- Liaise with consultant</li> <li>- Identify stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>- Host SC Economic Forum</li> <li>- Follow up report</li> <li>- Implement recommendations</li> </ul>	Completed
Update Economic Development Strategy	<ul style="list-style-type: none"> <li>- Determine facilitation model (in-house or consultant based)</li> <li>- Source additional funding if required</li> </ul>	-Prepare Economic Development Strategy	In an effort to avoid duplication, waited for Cariboo Strong initiative to get underway
Host Business Walks	<ul style="list-style-type: none"> <li>- Work with Ec Dev agencies to plan the Business Walks</li> </ul>	<ul style="list-style-type: none"> <li>- First “Business Walks” undertaken in fall of 2016</li> <li>- well received by business community</li> </ul>	Completed
Demonstration Forest Trail Plan Implementation	<ul style="list-style-type: none"> <li>- Tender Project</li> <li>- Undertake all project work</li> </ul>	<ul style="list-style-type: none"> <li>- Project work completed</li> <li>- Grand re-opening scheduled for spring 2017</li> </ul>	Completed
Complete DCC By-Law Review	Revised By-Law to Council	Ongoing expect adoption in early 2017	Awaiting Ministerial approval

## 2017 Planning & Development Objectives & Measures

Objective	Strategies	Measures
Update Economic Development Strategy	-Identify steps to work toward updated ED strategy	-Steps identified and presented to Council -first steps undertaken 2017
Cariboo Strong Support	-Advisory Group role - Provide support for initiatives	- participate in Action Group meetings - participate on Advisory Group
Host 2 <sup>nd</sup> Annual Business Walks	-Mirror the process from 2016	-Undertake fall 2017 -prepare summary report
55+ Housing Report	-Liaise with Age Friendly to provide oversight for compilation of data & production of report	-make available the completed report to developers, investors
Update Sign Bylaw	-Work with other staff to draft bylaw -Hold public input session	-New sign bylaw adopted by end of 2017
99 Mile Recreation Area Master Plan	-Identify funding -Issue RFP -Coordinate stakeholders -Project management	-Completed Plan presented to Council by end of 2017
Rogue Bike Park Plan – Centennial Park	-Issue RFP -Project management	-Completed Plan presented to Council by end of 2017



99 Mile Trails Project

## *Municipal Services & Operations*

### *Fire Department*

100 Mile House Fire Rescue has been providing service to 100 Mile House and area since 1956 and is made up of 28 Paid-on-Call members and a career Fire Chief.

Over the years, 100 Mile House Fire-Rescue has evolved from not only fire suppression, but now also includes rescue services, medical aid, and public education. The department also operates the Emergency Services Training Centre providing training opportunities to the entire region. Over the last 5 years the department has responded to an average of 280 incidents per year ranging from grass fires, motor vehicle incidents, medical aid, structure fires, gas leaks and false alarms.

The department actively participates in numerous community organizations such as Safe Ride Home, P.A.R.T.Y. Program (Preventing Alcohol and Risk Related Trauma in Youth), Grad Ceremonies, Muscular Dystrophy Boot Drive, School Tours, etc.

### *2016 Highlights*

- Deputy Chief hired to full time position. Responsibility for training and equipment management.
- 2016 was the Fire Departments busiest year on record with 365 incident responses.
- Additional Firefighters obtained their National Fire Protection Association (NFPA) 1001 certification
- Three members obtained NFPA Fire Officer 1 certification



## 2016 Fire Department Objectives and Progress Measures

Objectives	Strategies	Measures
Training	Transitioning the department to meet the new "Playbook" Standards	Council establish level of service - incomplete  Dept. plan training to meet service levels - Ongoing
Fire Prevention	Complete the fire inspection frequency policy	Ongoing – challenging due to the high volume of properties.
Administration	Amend Fire Service Bylaw	Ongoing
Personnel	Increase staffing	D/Chief hired June 2016

## 2017 Department Objectives and Progress Measures

Objectives	Strategies	Measures
Training	Transitioning the department to meet the new "Playbook" Standards	Council establish level of service  Dept. plan training to meet service levels - Ongoing
Fire Prevention	Complete the fire inspection frequency policy	Completion of policy
Administration	Amend Fire Service Bylaw	Goal is completion in 2017
Personnel	Annual Recruitment of new members	Maximize paid on call staffing

## *Municipal Services & Operations*

### *Community Services*



Community Services is responsible for the operation and maintenance of water utility, sanitary sewer utility, roads, drainage, parks, cemetery, airport, fleet and building maintenance falls within the Community Service Department.

The District is excited to move forward with a major capital project to replace its water treatment facilities. The project will see the District move to an aquifer for its long term water source. The project will improve both capacity and quality of water for the community. Design and construction will begin in 2016.

## *Municipal Services & Operations*

### 2016 Community Services Objectives and Progress Measures

Objectives	Strategies	Measures
Long Term Water Quality Improvement Plan	Implement Phase 1 of project	Land acquired for project and wells developed and proved out.  Design and tendering ongoing.
Continue Sidewalk Implementation Plan	Sidewalk construction – Horse Lake Road from Cedar to Birch Ave.	Completed
Horse Lake Bridge Upgrade	Identify funding to support replacement of Horse Lake Bridge within five-(5) years  Implement short term structural upgrades 2016/2017	Funding applications submitted early 2017. Awaiting decision.  New decking was installed on bridge in the fall of 2016.
Alpine water main loop is proposed to facilitate adequate fire flow to the 99 Mile area.	Grant application to the Building Canada Fund to be submitted. Project is dependent on obtaining the grant funds.	Grant application was resubmitted and approval received early 2017.



Bridge Creek Water Falls – Centennial Park

## 2017 Community Services Objectives and Progress Measures

Objectives	Strategies	Measures
Long Term Water Quality Improvement Plan	Design, tender and construction of new water plant and distribution system.	Project completion with commissioning of new water plant
Continue Sidewalk Implementation Plan	Design and tender N side Horse Lake Road from Cedar to Birch  Install lighting on Marsh Trail	Complete sidewalk construction.  Installation of lighting.
Horse Lake Bridge Upgrade	Identify funding to support replacement of Horse Lake Bridge within five-(5) years	Identification of funding, design and tender preparation for construction in 2018
Alpine water main loop is proposed to facilitate adequate fire flow to the 99 Mile area.	Submission of grant application – approved. District contribution identified. Design and tender.	Completion of Alpine water main loop.
Fleet Upgrades	Replace Ford L8000 and one pick up in 2017	Tender and acquisition of equipment.



2016/2017 Exeter Water Project

## Statistical Information

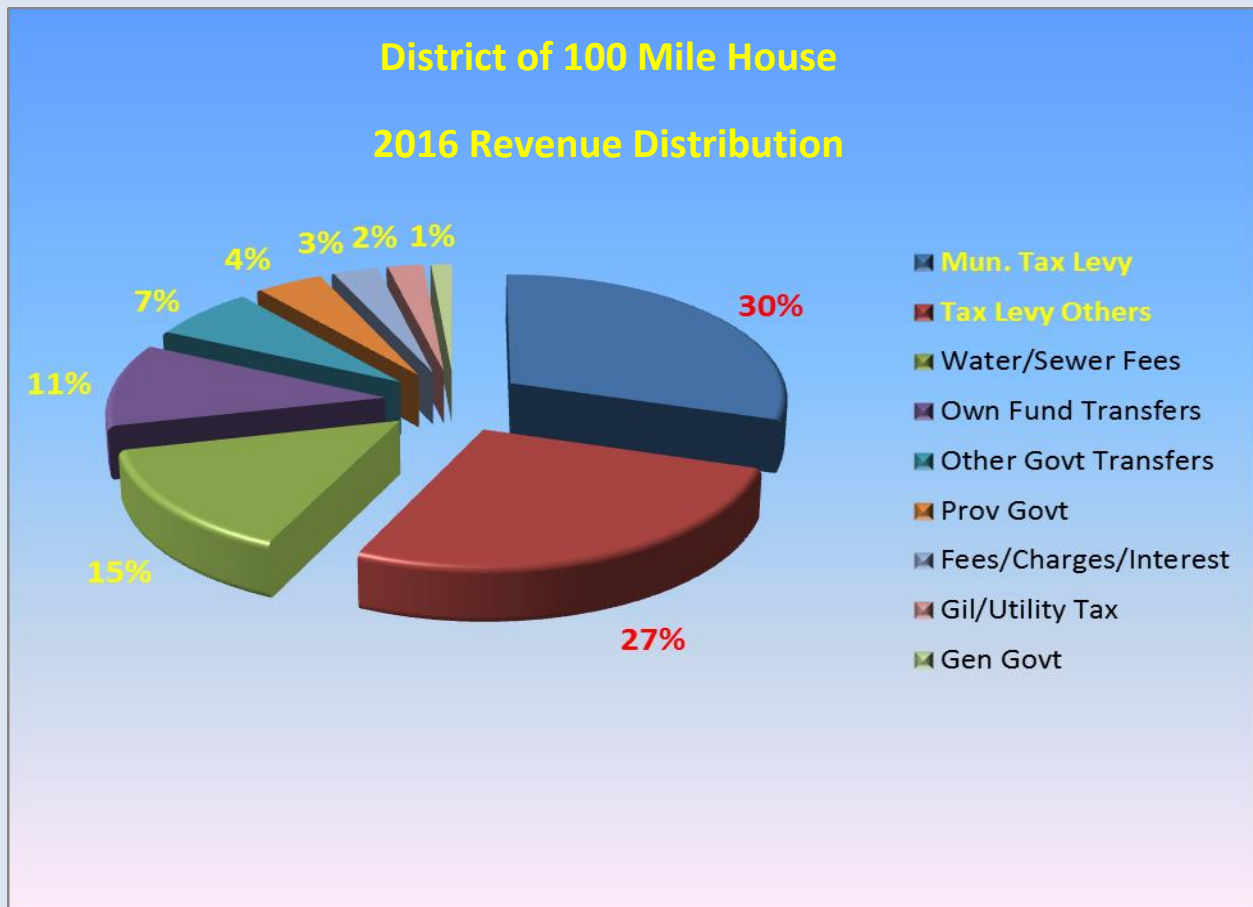
### SCHEDULE "A"

#### Tax Collection - Revenues/Expenditures



Although rates have changed over the years; actual revenue from taxation has remained fairly static in recent years. Council and staff have worked hard to reduce overall operating costs; thereby maintaining minimal increases to the annual "revenue from taxation" requirement. Inflation between 2011 and 2016 increased 7.62% whereas District revenue from taxation was actually reduced over that same period by a factor of 1.2%

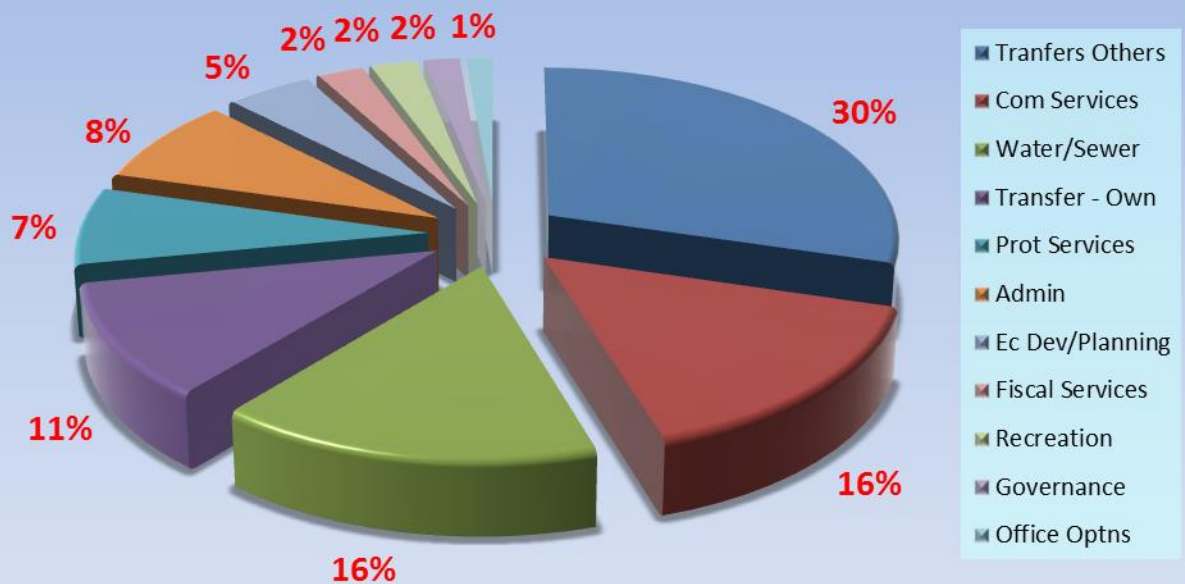
## Statistical Information



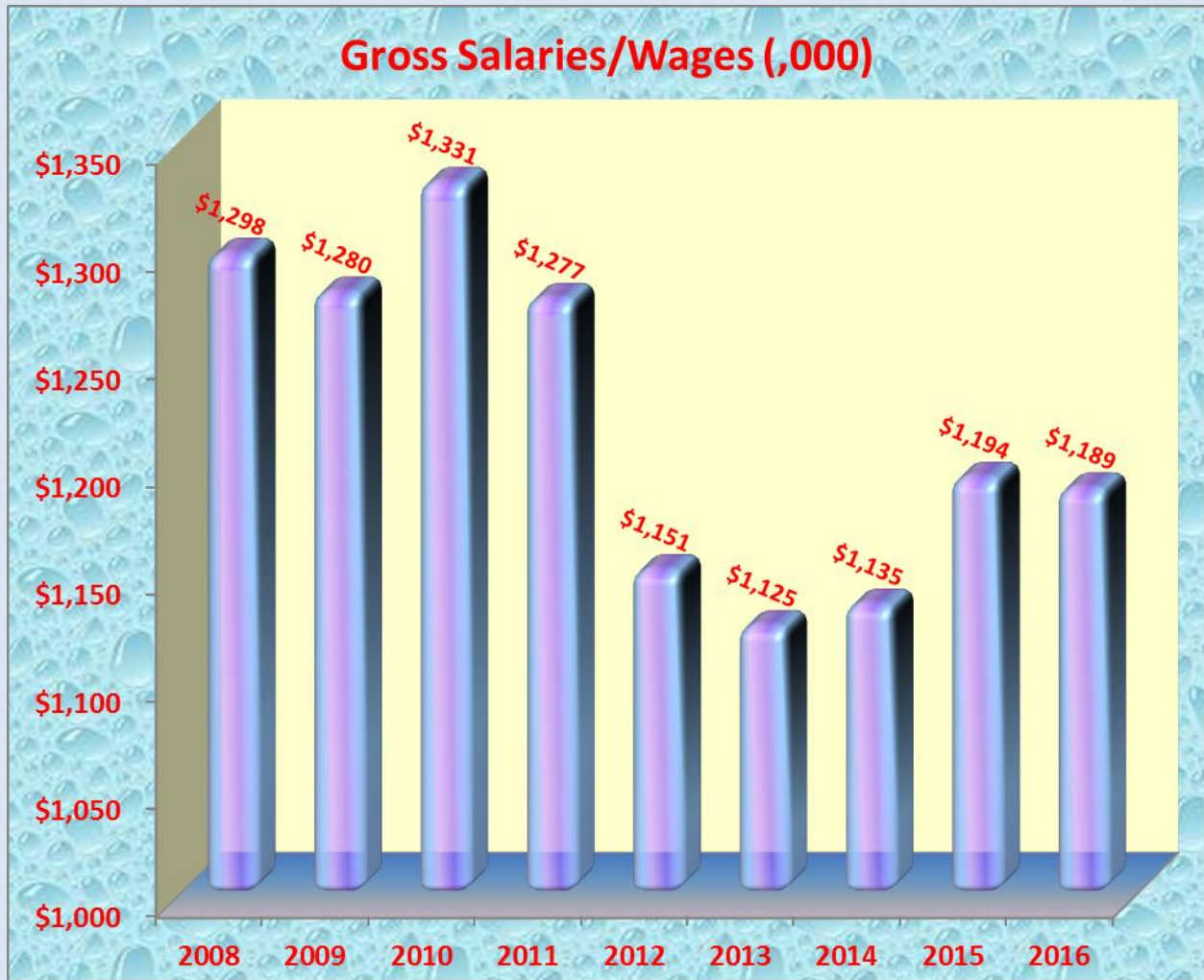
45% of total municipal revenues are derived from direct taxation and user fees. 27% of total revenue is collected on behalf of other governments or agencies (CRD, Police, BC Assessment, etc.)

## Statistical Information

### District of 100 Mile House 2016 Operations Expenditure Distribution



## Statistical Information



Over the past two terms, Council has held the line on wage/benefit expenditures. Capacity building, training & development of staff have created efficiencies and greater overall productivity for the District. Council will continue its strong fiscal stewardship and support management practices to continue improving services to our residents.

We are proud of our workforce. They are a dedicated group of men, women and students that often go above and beyond the normal requirements of the District.

## *Statistical Information*

### *Schedule "B"*

#### *Permissive Tax Exemptions*

A permissive tax exemption (PTE) is an exemption from the payment of municipal tax which is granted by Council to help support organizations that provide services that are deemed to contribute to the well-being of the community. In accordance to the *Community Charter*, the following is a listing of organizations granted a permissive tax exemption in 2016, along with the amount of municipal taxes that would have been imposed on the property if it were not considered exempt.

<b>Organization</b>	<b>Property Value</b>	<b>Property Class</b>	<b>Exemption Amount</b>
100 Mile United Church	\$ 93,600	8	\$ 352
Evangelical Free Church	177,100	8	666
Christ the King Lutheran	70,400	8	265
Bethal Chapel Society	1,973,700	8	7,422
Bethal Chapel Society	25,744	6	261
Fraser Basin Property Society	132,400	8	498
100 Mile Sikh Society	128,100	8	482
Cedar Crest Society	166,600	8	627
Nature Trust of BC	157,600	6	1,597
Cedar Crest Society	567,700	1	1,743
SC Agri-Culture Enterprise Society	7,200	6	73
Canadian Red Cross	24,416	6	247
100 Mile House Community Club	49,900	6	506
	244,800	6	2,480
100 Mile House Nordic Ski Society	58,200	8	219
Cariboo Elders Building & Rec Society	305,000	6	3,090
100 Mile House Snowmobile Club	93,500	8	352
	105,900	6	1,073
Emissaries of Divine Light	6,100	8	23
Board of Ed SD 27	108,963	6	1,104
<b>TOTAL</b>	<b>\$ 4,496,923</b>		<b>\$ 24,052</b>

## Statistical Information

### Schedule "C" Development Cost Charges

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

As in the previous several years, commercial development activity in 2016 took place in areas which are not subject to DCCs, while one small residential subdivision incurred DCC charges in 2016.

The DCC Bylaw was under review in 2016 and a draft bylaw prepared. A new DCC Bylaw is anticipated in 2017, which may provide for a different method of capturing DCCs in future.

The following provides some information about DCC collections and expenditures from 2016 for each of the infrastructure types:

	<u>Sewer</u>	<u>Water</u>	<u>Drainage</u>	<u>Roads</u>	<u>Total</u>
<b>Opening Balances</b>	\$ 121,612	\$ 179,845	\$ 11,068	\$ 13,917	\$ 326,442
<b>Collections</b>	774	1,752	108	156	2,790
<b>Interest</b>	831	1,295	1,127	1,200	4,453
<b>Expenditure</b>	--	--	--	--	--
	<b>\$ 123,217</b>	<b>\$ 182,892</b>	<b>\$ 12,303</b>	<b>\$ 15,273</b>	<b>\$ 333,685</b>
<b>Waivers &amp; Reductions</b>	\$ -	\$ -	\$ -	\$ -	\$ -

**Note:**

Collections are reported net of Waivers & Reductions.

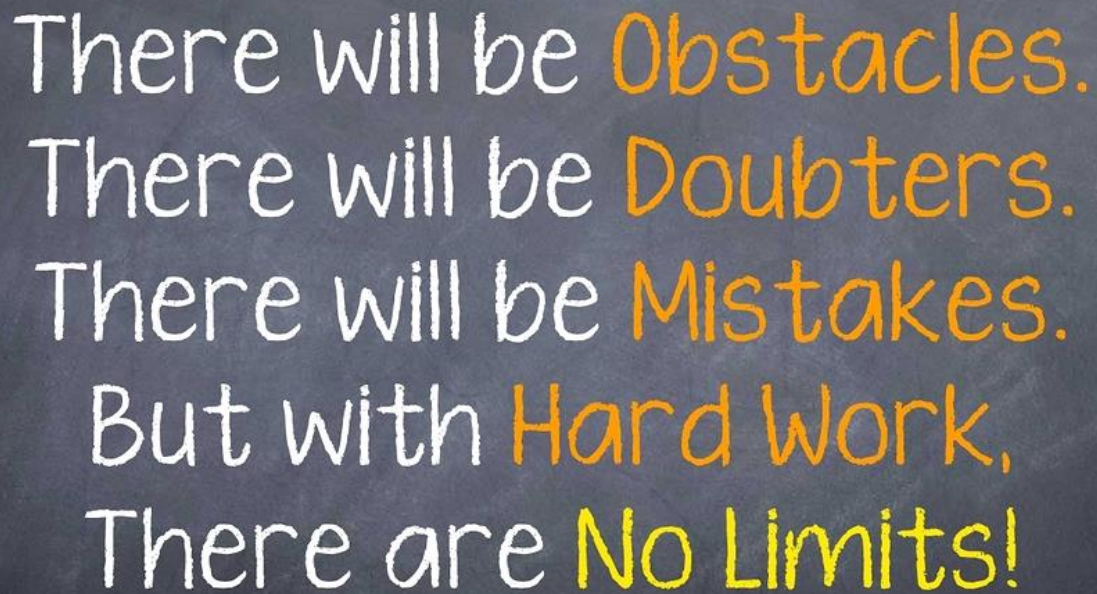
In some instances a developer will undertake work that would otherwise be done by the Municipality and funded by DCC's. When this occurs, the amount of DCC's related to those works may be forgiven. The amounts forgiven are reported as Waivers & Reductions.

## *Financial Statements*

*Schedule "D"*

*Consolidated Financial Statements*

*ATTACHED*



There will be Obstacles.  
There will be Doubters.  
There will be Mistakes.  
But with Hard Work,  
There are No Limits!