

February 8, 2023

100 MILE DEVELOPMENT CORPORATION - AGENDA



**MEETING TO BE HELD IN THE MUNICIPAL COUNCIL CHAMBERS
WEDNESDAY, FEBRUARY 8th, AT 12:30 PM**

	<u>CALL TO ORDER</u> The Chair to call the Board meeting to order. Acknowledgement that this meeting is being held on the Traditional Territory of the Secwepemc People.
A.	<u>APPROVAL OF AGENDA:</u>
	A1 BE IT RESOLVED THAT the February 8 th , 2023 100 Mile Development Corporation Board agenda <u>be approved</u> .
B.	<u>INTRODUCTION OF LATE ITEMS</u>
C.	<u>DELEGATIONS</u>
D.	<u>MINUTES:</u>
December 13 2022	D1 BE IT RESOLVED THAT the minutes of the Board meeting held December 13 th , 2022, <u>be adopted</u> .
E.	<u>UNFINISHED BUSINESS:</u>
F.	<u>CORRESPONDENCE</u>

G.	<u>STAFF REPORTS:</u>
2023 100 Mile Development Corporation Financial Plan	<p>G1</p> <p>BE IT RESOLVED THAT the memo from Administration dated February 1st, 2023 regarding the 100 Mile Development Corporation Financial Plan be received, and further;</p> <p>BE IT RESOLVED THAT the 100 Mile Development Corporation 2023 Financial Plan be approved.</p>
Purchasing Policy Amendment	<p>G2</p> <p>BE IT RESOLVED THAT the Board of the 100 Mile Development Corporation approves the amendments to the Purchasing Policy as described in the Administration memo dated February 3, 2023.</p>
H.	<u>VOUCHERS</u>
Paid Vouchers & EFT's – December 2022	<p>H1</p> <p>BE IT RESOLVED THAT the paid manual vouchers #8867 to #8879 and EFT's totaling \$ 33,931.85 <u>be received</u>.</p>
Paid Vouchers & EFT's – January 2023	<p>H2</p> <p>BE IT RESOLVED THAT the paid manual vouchers #8880 to #8891 and EFT's totaling \$ 15,230.70 <u>be received</u>.</p>
I.	<u>OTHER BUSINESS:</u>
J	<u>QUESTION PERIOD:</u>
K	<p><u>ADJOURNMENT</u></p> <p>BE IT RESOLVED THAT the February 8th,2023, 100 Mile Development Corporation meeting now adjourn: Time:</p>



MEETING HELD IN THE MUNICIPAL COUNCIL CHAMBERS

PRESENT: Chair
Directors

Maureen Pinkney
Donna Barnett
Ralph Fossum
Jenni Guimond
Dave Mingo

STAFF: D/Corp Officer
Dir. Of Finance
Dir. Of Com. Services

Sheena Elias
Tammy Boulanger
Todd Conway

	<p><u>CALL TO ORDER</u></p> <p>Chair Pinkney called the meeting to order at 5:45 PM</p> <p>Chair Pinkney acknowledged that this meeting is being held on the Traditional Territory of the Secwepemc People.</p>
A	<p><u>APPROVAL OF AGENDA</u></p>
	<p>A1</p> <p>Res: 31/22 Moved By: Director Fossum Seconded By: Director Mingo</p> <p>BE IT RESOLVED THAT the December 13th, 2022, 100 Mile Development Corporation Board agenda <u>be approved</u>.</p> <p style="text-align: center;">CARRIED</p>
B	<p><u>INTRODUCTION OF LATE ITEMS</u></p> <p>No Late items</p>
C	<p><u>DELEGATIONS</u></p> <p>No Delegations</p>

D	<u>MINUTES</u>
Sept 6 2022	<p>D1</p> <p>Res: 32/22 Moved By: Director Barnett Seconded By: Director Guimond</p> <p>BE IT RESOLVED THAT the minutes of the Board meeting held September 6th, 2022, <u>be adopted</u>.</p> <p>CARRIED.</p>
F	<u>CORRESPONDENCE</u>
G	<u>STAFF REPORTS</u>
Consent to act as Directors and Resignations	<p>G1</p> <p>Res: 33/22 Moved By: Director Mingo Seconded By: Director Barnett</p> <p>WHEREAS:</p> <ul style="list-style-type: none"> A. The Company having received the resignations in writing of Christopher Pettman and Patrick Campsall as directors of the Company, and B. The Company having received the consents in writing of Jenni Guimond and Donna Barnett to act as directors of the Company in Christopher and Patrick's place and stead; <p>RESOLVED THAT:</p> <ul style="list-style-type: none"> 1. The number of directors of the Company remain at Five (5). 2. Jenni Guimond and Donna Barnett be appointed directors of the Company. 3. The following persons hold office of directors until the next annual reference date of the Company, or until such persons cease to hold office if sooner: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> Maureen Pinkney Ralph Fossum Donna Barnett </div> <div> David Mingo Jenni Guimond </div> </div> <p>CARRIED.</p>

<p>Appointment of Officers</p>	<p>G2</p> <p>Res: 34/22 Moved By: Director Guimond Seconded By: Director Barnett</p> <p>BE IT RESOLVED THAT the Board of the 100 Mile Development Corporation appoints Director Maureen Pinkney as President and Director Dave Mingo as Secretary.</p> <p>CARRIED.</p>								
<p>Appointment of Acting Chairs</p>	<p>G3</p> <p>Res: 35/22 Moved By: Director Fossum Seconded By: Director Guimond</p> <p>BE IT RESOLVED THAT the Board of the 100 Mile Development Corporation appoints the Directors as Acting Chair of the Corporation meetings as follows:</p> <table border="0"> <tr> <td>Nov 8, 2022- Nov 30, 2023</td> <td>Director Dave Mingo</td> </tr> <tr> <td>Dec 2023 – Nov 30, 2024</td> <td>Director Ralph Fossum</td> </tr> <tr> <td>Dec 2024 – Nov 30, 2025</td> <td>Director Donna Barnett</td> </tr> <tr> <td>Dec 2025 – Nov 30, 2026</td> <td>Director Jenni Guimond</td> </tr> </table> <p>CARRIED.</p>	Nov 8, 2022- Nov 30, 2023	Director Dave Mingo	Dec 2023 – Nov 30, 2024	Director Ralph Fossum	Dec 2024 – Nov 30, 2025	Director Donna Barnett	Dec 2025 – Nov 30, 2026	Director Jenni Guimond
Nov 8, 2022- Nov 30, 2023	Director Dave Mingo								
Dec 2023 – Nov 30, 2024	Director Ralph Fossum								
Dec 2024 – Nov 30, 2025	Director Donna Barnett								
Dec 2025 – Nov 30, 2026	Director Jenni Guimond								
<p>Bank Signing Authorities</p>	<p>G4</p> <p>Res: 36/22 Moved By: Director Barnett Seconded By: Director Mingo</p> <p>BE IT RESOLVED THAT the signing authorities for the 100 Mile Development Corporation for the term of November 2022, through to November 30th, 2026, to be:</p> <p>One (1) of any of the following Directors: Director Maureen Pinkney or Director Dave Mingo or Director Ralph Fossum; and</p> <p>One (1) of any of the following staff members: CAO Roy Scott or Director of Finance Tammy Boulanger or D/Director of Corporate Administration Sheena Elias.</p> <p>CARRIED.</p>								

Authorized Signatories	<p>G5</p> <p>Res: 37/22 Moved By: Director Barnett Seconded By: Director Fossum</p> <p>BE IT RESOLVED THAT the authorized signatories for the 100 Mile Development Corporation be:</p> <p>One (1) of any of the following: Director Maureen Pinkney or CAO Roy Scott or Director of Finance Tammy Boulanger.</p> <p>CARRIED.</p>
H	<u>VOUCHERS</u>
Paid Vouchers & EFT's – September 2022	<p>H1</p> <p>Res: 38/22 Moved By: Director Fossum Seconded By: Director Mingo</p> <p>BE IT RESOLVED THAT the paid manual vouchers #8833 to #8843 and EFT's totaling \$ 1,022,800.23 <u>be received</u>.</p> <p>CARRIED.</p>
Paid Vouchers & EFT's – October 2022	<p>H2</p> <p>Res: 39/22 Moved By: Director Mingo Seconded By: Director Guimond</p> <p>BE IT RESOLVED THAT the paid manual vouchers #8844 to #8855 and EFT's totaling \$ 26,676.71 <u>be received</u>.</p> <p>CARRIED.</p>

<p>Paid Vouchers & EFT's – November 2022</p>	<p>H3</p> <p>Res: 40/22 Moved By: Director Guimond Seconded By: Director Mingo</p> <p>BE IT RESOLVED THAT the paid manual vouchers #8856 to #8866 and EFT's totaling \$ 14,414.96 <u>be received</u>.</p> <p>CARRIED.</p>
<p>I</p>	<p><u>OTHER BUSINESS</u></p>
<p>J</p>	<p><u>QUESTION PERIOD</u></p>
<p>K</p>	<p><u>ADJOURNMENT</u></p>
	<p>K1</p> <p>Res: 41/22 Moved By: Director Barnett Seconded By: Director Guimond</p> <p>BE IT RESOLVED THAT the December 13th, 2022, 100 Mile Development Corporation meeting now adjourn: Time: 5:50 PM</p> <p>CARRIED.</p>
<p>I hereby certify these minutes to be correct.</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="203 1291 597 1325"> <p>_____ President</p> </div> <div data-bbox="911 1291 1198 1325"> <p>_____ Secretary</p> </div> </div>	



100 MILE DEVELOPMENT CORPORATION

MEMO

Date: February 1st, 2023
To: Mayor & Council
From: Administration / Finance
Subject: 2023 100 Mile Development Corporation Financial Plan

Attached is the 2023 Financial Plan for the 100 Mile Development Corporation.


The cumulative effect adjustments are somewhat minor in nature. Inflationary items were employee benefits, utilities, and insurance.

We are confident the Visitor Centre will continue to see an increase in visitors and with the Martin Exeter Hall improvements completed we anticipate an increase in revenue.

The net result of adjustment is an increase in the revenue offset required from the District to balance the operating budget.

BE IT RESOLVED THAT the memo from Administration dated February 1st, 2023 regarding the 100 Mile Development Corporation Financial Plan be received, and further;

BE IT RESOLVED THAT the "100 Mile Development Corporation 2023 Financial Plan be approved."


T. Boulanger, DOF


R. Scott, CAO

2023 Dev Corp DRAFT Budget

REVENUES

*2022 Actuals are not finalized/audited

	Account No.	2023 Budget FINAL	2022 Budget	2022 ACTUAL	2021 Budget	2021 ACTUAL	2020 Budget	2020 ACTUAL	2019 Actual	2018 Actual	2017 Actual
Admin/Economic Development											
Grant Funding	9743900	- 50,000	- 50,000	- 50,000	- 50,000	- 50,000	- 60,000	- 50,000	- 94,863	- 61,883	- 44,324
District Funding	9744000	- 93,000	- 81,945	- 35,343	- 89,570	- 71,901	- 104,125	- 35,912	-	-	-
Interest Income	9750200	- 500	- 500	- 17,570	- 500	- 9,932	- 500	- 8,967	- 15,156	- 3,256	- 6,645
Transfer from Own Funds	9780000	-	-	-	-	-	-	-	-	-	-
		- 143,500	- 132,445	- 102,913	- 140,070	- 131,833	-\$ 164,625	-\$ 94,879	-\$ 110,019	-\$ 65,139	-\$ 50,969
Marketing Program											
Transfer from Prior Year											
SCCMP Tier Buy-In	9741100	- 12,000	- 15,000	- 10,612	- 18,000	- 5,798	- 18,000	- 15,125	- 16,876	- 18,149	- 18,165
Advertising - Visitor Guide	9741500	-	-	-	-	- 1,322	-	-	-	-	- 48
Corporate Sponsorship	9743200	-	-	-	-	-	-	-	-	-	-
CCCTA Membership Discount	9743300	-	-	-	-	-	-	-	-	-	-
Misc Revenue	9750400	-	-	-	-	-	-	-	-	-	-
Local Government Funding	9743500	- 15,000	- 15,000	- 15,000	- 17,000	- 15,000	- 17,000	- 15,000	- 17,000	- 15,000	- 17,000
District Funding	9744100	- 25,000	- 25,000	- 25,000	- 25,000	- 25,000	- 25,000	- 25,000	- 25,000	- 25,000	- 25,000
		- 52,000	- 55,000	- 50,612	- 60,000	- 47,120	-\$ 60,000	-\$ 55,125	-\$ 58,876	-\$ 58,149	-\$ 60,213
Visitor Info Center											
Merchandising	9741200	- 15,000	- 15,000	- 14,283	- 17,000	- 7,599	- 5,000	- 6,037	- 22,106	- 17,232	- 14,066
Food & Snacks	9741300	- 1,500	- 1,500	- 1,676	- 1,500	- 129	- 500	- 560	- 1,784	- 2,104	- 1,556
Postage	9741400	- 500	- 500	- 489	- 500	- 51	- 50	- 6	- 1,101	- 823	- 1,128
Post Cards/Books/Maps	9741900	- 8,000	- 8,000	- 8,044	- 8,000	- 4,596	- 2,000	- 3,140	- 9,585	- 8,073	- 7,495
Cash Over/Short	9742000	-	-	- 141	-	- 3	-	- 1	- 3	- 32	- 82
Wage Subsidy	9743000	- 5,000	- 9,000	- 4,385	- 9,000	- 7,246	- 9,000	- 8,176	- 19,650	- 6,781	- 8,719
Grant Funding	9743100	- 49,750	- 49,750	- 49,750	- 49,750	- 49,750	- 49,750	- 50,750	- 49,750	- 49,750	- 49,750
Donations & Misc Income	9750000	-	-	- 157	-	- 73	-	- 248	- 463	- 357	- 5,049
Commissions	9750100	-	-	- 16	-	-	-	-	-	-	-
US Exchange	9750300	-	-	-	-	-	-	-	-	-	-
Transfer From Surplus - VIC											
		- 79,750	- 83,750	- 78,660	- 85,750	- 69,447	-\$ 66,300	-\$ 68,918	-\$ 104,435	-\$ 85,088	-\$ 87,845

2023 Dev Corp DRAFT Budget

REVENUES

	Account No.	2023 Budget FINAL	2022 Budget	2022 ACTUAL	2021 Budget	2021 ACTUAL	2020 Budget	2020 ACTUAL	2019 Actual	2018 Actual	2017 Actual
Lodge Martin Exeter Complex											
District Funding-Fee for Service				-				-			
Rental Income	9771400	- 30,000	- 30,000	- 4,500	- 30,000	- 2,108	- 10,500	- 10,230	- 31,540	- 31,238	- 33,387
South Cariboo Culture & Rec. Contr.	9771500	- 60,000	- 60,000	- 60,000	- 60,000	- 60,000	- 60,000	- 60,300	- 59,187	- 55,000	- 55,000
Other Income	9771500	-	-	-	-	-	-	-	- 31,421	-	- 2,919
Socan Society	9771700	- 50	- 50	-	- 50	-	- 50	- 63	- 95	-	-
Transfer from Surplus - Lodge MEH	9771800	-	-	-	-	-	-	-	-	-	-
		- 90,050	- 90,050	- 64,500	- 90,050	- 62,108	-\$ 70,550	-\$ 70,593	-\$ 122,243	-\$ 86,238	-\$ 91,306
	Account No.	2023 Budget FINAL	2022 Budget	2022 ACTUAL	2021 Budget	2021 ACTUAL	2020 Budget	2020 ACTUAL	2019 Actual	2018 Actual	2017 Actual
Community Forest											
Logging Contract Revenue	9742500	-	- 350,000	- 612,056	- 1,500,000	- 1,212,294	- 1,000,000	- 1,785,437	- 813,306	-\$ 264,787	- 330,336
Other Income	9750500	-	-	-	-	-	-	-	-	\$ -	-
Other Funding - Community Forest	9772000	- 31,075	-	- 115,419	- 200,000	- 523,185	- 335,000	- 491,615	- 167,127	\$ -	-
Transfer from Surplus		-	-	-	-	-	-	-	-	-	-
TOTAL CF REVENUE		- 31,075	- 350,000	- 727,476	- 1,700,000	- 1,735,479	-\$ 1,335,000	-\$ 2,277,052	-\$ 980,433	-\$ 264,787	-\$ 330,336
TOTAL REVENUE		- 396,375	- 711,245	- 1,024,161	- 2,075,870	- 2,045,987	-\$ 1,696,475	-\$ 2,566,567	-\$ 1,376,005	-\$ 559,400	-\$ 620,669

2023 Dev Corp DRAFT Budget

EXPENDITURES

Admin/Economic Development

	Account No.	2023 Budget FINAL	2022 Budget	2022 ACTUAL	2021 Budget	2021 ACTUAL	2020 Budget	2020 ACTUAL	2019 Actual	2018 Actual	2017 Actual
Membership Fees	9951028	150	150	151	150	225	150	331	148	145	145
Audit Services	9951029	8,450	8,005	7,478	7,270	7,633	7,255	7,283	7,109	6,990	6,835
Legal Services	9951031	500	500	1,412	500	306	500	302	247	861	247
Contract Services	9951035	-	-	-	-	-	-	-	-	-	-
Bad Debts	9951039	-	-	-	-	3,812	-	-	-	-	-
All Risk Insurance	9951037	-	-	-	-	-	2,000	2,503	2,002	2,618	1,385
Public Reception	9951048	250	250	-	250	-	250	-	-	107	-
Misc Expenditures	9951069	-	-	-	-	-	-	-	-	-	-
Rent	9951072	17,985	17,985	17,985	17,985	17,985	17,985	17,985	17,985	17,985	17,985
Grant In Aid	9951073	-	-	-	-	-	-	-	-	-	-
Bank Charges & Interst	9951077	1,500	1,500	1,393	1,500	1,525	1,500	1,143	1,523	1,294	1,508
Gain/Loss on Disposal of Asset	9951084	-	-	-	-	-	-	-	-	-	2,427
Depreciation	9951087	250	2,500	250	2,500	230	2,500	306	408	548	1,869
Salaries	9951201	-	-	-	-	-	-	-	-	-	-
Wages	9951203	-	-	-	-	-	-	-	-	-	-
Wages - Part Time	9951205	-	-	-	-	-	-	-	-	-	-
Employee Benefits	9951206	-	-	-	-	-	-	-	-	-	-
Public Reception	9951248	-	-	-	-	-	-	-	-	-	-
Contract Services	9951235	-	-	-	-	-	-	-	-	-	-
Office Supplies	9951261	-	-	-	-	-	-	-	-	-	-
Transfer to Reserve	9951284	-	-	-	-	-	-	-	-	-	-
		29,085	30,890	28,669	30,155	31,716	\$ 32,140	\$ 29,853	\$ 29,422	\$ 30,549	\$ 32,401

2023 Dev Corp DRAFT Budget

EXPENDITURES

Marketing											
	Account No.	2023 Budget FINAL	2022 Budget	2022 ACTUAL	2021 Budget	2021 ACTUAL	2020 Budget	2020 ACTUAL	2019 Actual	2018 Actual	2017 Actual
Salaries (30% of VIC Manager)	9971001	14,285	14,005	14,003	13,730	13,728	13,730	13,728	10,387	11,897	11,856
Wages (30% of Councillor)	9971003	11,140	10,920	3,945	10,920	2,037	10,920	9,299	14,319	7,887	9,467
Wages - Part Time	9971005	1,120	1,035	692	1,035	803	995	686	1,026	576	877
Employee Benefits	9971006	3,505	5,040	2,796	4,895	2,202	4,530	4,467	3,836	3,682	5,514
Trade Shows/Fam Tours	9971021	5,000	5,000	4,405	5,000	261	5,000	2,432	1,427	3,367	7,161
Postage	9971022	1,000	1,000	1,149	1,000	434	1,000	541	1,217	1,076	871
Telephone	9971024	1,000	1,000	-	1,000	811	1,000	894	819	776	480
Print, Advertising & Publications	9971026	25,000	14,000	23,262	27,000	5,079	27,000	25,387	26,792	26,396	19,108
Website & Visitor Guide	9971035	-	-	-	-	40	10,000	10,000	-	1,236	12,328
Transfer to Reserves	9971084	-	-	-	-	-	-	-	-	-	-
		62,050	52,000	50,250	64,580	25,395	\$ 74,175	\$ 67,434	\$ 59,823	\$ 56,893	\$ 67,662

2023 Dev Corp DRAFT Budget

EXPENDITURES

Visitor Info Center

	Account No.	2023 Budget FINAL	2022 Budget	2022 ACTUAL	2021 Budget	2021 ACTUAL	2020 Budget	2020 ACTUAL	2019 Actual	2018 Actual	2017 Actual
Clothing/Souvenirs	9841200	9,350	9,350	7,382	9,350	2,515	9,350	3,453	14,653	5,074	612
Food & Snacks	9841300	800	800	1,307	800	208	800	185	1,562	1,534	612
Postage	9841400	1,900	1,900	419	1,900	75	1,900	505	3,369	10	2,851
Post Cards/Books/Maps	9841900	6,000	6,000	5,303	6,000	2,668	6,000	2,633	5,078	4,094	3,964
Salaries (40% of VIC Manager)	9961001	19,045	18,670	20,824	18,305	19,536	18,305	18,304	13,850	18,164	15,808
Wages (65% of VIC Councillor)	9961003	24,135	23,660	8,561	23,660	4,413	23,660	22,421	33,401	17,707	22,090
Wages - Over Time	9961004	1,000	1,000	-	1,000	-	1,000	-	-	-	-
Wages - Part Time	9961005	21,320	19,635	15,234	19,635	15,452	18,860	13,154	20,666	16,856	16,633
Employee Benefits	9961006	8,375	11,245	6,517	11,005	6,567	10,285	9,243	10,018	9,518	10,018
Travel	9961021	2,000	2,000	-	2,000	-	2,000	174	952	762	1,143
Postage	9961022	1,100	1,100	1,702	1,100	650	1,100	769	1,487	1,316	1,533
Freight	9961023	-	150	-	150	-	150	-	-	-	-
Telephone	9961024	2,500	2,500	1,965	2,500	2,081	3,000	2,299	1,988	1,809	2,456
Alarm System	9961025	500	450	484	450	462	450	491	418	447	446
Advertising	9961026	5,000	5,000	1,278	5,000	1,819	5,000	7,813	3,232	3,174	6,464
Training	9961033	1,000	1,000	600	1,000	634	1,000	552	416	-	405
Contract Services	9961035	9,500	9,300	9,470	8,000	9,074	8,000	8,652	8,245	8,250	8,450
Insurance	9961036	3,550	3,550	3,523	2,500	3,383	-	-	-	-	-
Building Repairs & Maintenance	9961041	15,000	15,000	5,936	20,000	23,152	7,500	14,128	8,551	13,320	6,643
Public Reception	9961048	300	300	86	300	-	300	75	55	110	-
Office Supplies	9961061	4,000	4,000	6,780	4,000	5,397	4,000	6,692	6,132	5,817	5,150
Janitorial Supplies	9961062	500	500	702	500	8	500	1,079	280	-	-
Water	9961063	325	235	308	310	293	295	279	277	267	254
Heat	9961064	1,350	1,350	1,498	1,000	1,287	1,000	802	1,255	861	918
Hydro	9961065	2,800	2,800	1,634	2,800	2,082	2,800	1,548	2,566	3,028	2,713
Garbage Collection	9961066	-	1,100	-	1,100	925	1,100	974	1,110	1,110	1,057
Sewer	9961067	460	560	436	440	535	415	395	391	377	359
Supplies & Banners	9961069	5,000	5,000	866	10,500	11,775	6,400	445	715	352	258
		146,810	148,155	102,813	155,305	114,991	\$ 135,170	\$ 117,064	\$ 140,665	\$ 117,958	\$ 119,885

First 5 line items
represent Cost of Goods
Sold at VIC.

2023 Dev Corp DRAFT Budget

EXPENDITURES

Lodge / MEH Complex

	Account No.	2023 Budget FINAL	2022 Budget	2022 ACTUAL	2021 Budget	2021 ACTUAL	2020 Budget	2020 ACTUAL	2019 Actual	2018 Actual	2017 Actual
Salaries (30% of VIC Manager)	9971301	14,285	14,005	14,003	13,730	13,728	13,730	13,728	10,387	11,502	11,856
Wages (5% of VIC Councillor)	9971303	1,855	1,820	655	1,820	339	1,820	1,389	-	-	-
Wages - Part Time	9971305	-	-	-	-	-	-	-	-	-	-
Fringe Benefits	9971306	2,605	3,100	2,199	2,990	2,037	2,765	2,712	2,238	2,148	2,849
Postage	9971322	300	300	-	300	-	300	-	-	8	137
Telephone	9971324	2,200	1,250	2,190	1,250	1,390	1,250	1,382	1,136	1,058	1,251
Alarm System	9971325	2,000	2,000	1,712	2,000	1,121	2,000	1,079	1,410	1,690	1,127
Contract Services	9971335	24,000	24,000	37,999	24,000	43,122	24,000	35,952	29,201	23,842	26,785
SOCAN	9971335	50	50	-	50	-	50	-	-	-	-
Insurance - All Risk	9971337	22,960	22,960	21,107	19,500	21,876	19,000	19,122	13,982	10,877	10,474
Building Repairs & Mtnce	9971341	25,000	25,000	8,833	25,000	28,362	20,000	14,722	63,953	15,196	27,607
Equipment & Supplies	9971341	-	-	-	-	-	-	-	-	-	-
Office Supplies	9971361	500	500	-	500	-	500	-	1,012	166	-
Janitorial Supplies	9971362	1,500	1,500	-	1,500	-	1,500	388	2,100	1,632	2,193
Water	9971363	790	1,250	738	1,295	1,186	1,230	1,225	1,167	1,111	797
Heat	9971364	17,750	16,850	17,725	16,500	16,033	16,500	13,884	13,214	13,210	14,922
Hydro	9971365	10,000	13,600	6,632	13,600	8,011	13,600	7,949	13,348	13,592	13,580
Garbage	9971366	520	520	460	520	398	520	2,437	602	602	517
Sewer	9971367	740	1,195	702	975	1,139	925	923	879	837	1,058
Groceries & Supplies	9971369	300	300	-	300	39	300	227	-	121	64
		127,355	130,200	114,953	125,830	138,782	\$ 119,990	\$ 117,118	\$ 154,629	\$ 97,592	\$ 115,217

2023 Dev Corp DRAFT Budget

EXPENDITURES

Community Forest

	Account No.	2023 Budget FINAL	2022 Budget	2022 ACTUAL	2021 Budget	2021 ACTUAL	2020 Budget	2020 ACTUAL	2019 Actual	2018 Actual	2017 Actual
Wages (Comm Forest Manager)	9971503	-	22,400	-	22,400	13,495	22,400	10,782	-	-	-
Benefits (Comm Forest Manager)	9971506	-	7,625	-	6,810	10,357	5,900	5,056	-	-	-
Travel	9971521	-	3,500	-	3,500	-	3,500	-	-	1,371	600
Advertising	9971526	-	1,000	163	1,000	817	1,000	280	1,334	1,003	-
Memberships	9971528	-	4,000	-	4,000	-	4,000	-	1,782	3,698	9,851
Contract Services	9971535	24,075	45,350	51,648	45,350	505,371	500,000	597,888	221,828	215,447	37,125
Contributions to Community Org	9971546	-	-	2,000	-	-	-	-	30,000	2,500	500
Office Supplies	9971561	-	1,800	-	1,800	-	1,800	1,233	-	-	-
Transfer to Surplus/Dividend Paid	9971584	-	257,325	1,000,000	1,608,140	-	789,400	1,000,000	500,000	-	250,000
Licences & Permits	9971598	7,000	7,000	8,325	7,000	8,325	7,000	8,325	694	6,274	6,845
TOTAL CF EXPENSES		31,075	350,000	1,062,135	1,700,000	538,365	\$ 1,335,000	\$ 1,623,564	\$ 755,638	\$ 230,293	\$ 304,921
TOTAL EXPENDITURES		\$ 396,375	\$ 711,245	\$ 1,358,821	\$ 2,075,870	\$ 849,249	\$ 1,696,475	\$ 1,955,034	\$ 1,140,177	\$ 533,285	\$ 640,086
		\$ -	\$ -	\$ 334,660	\$ -	\$ 1,196,738	\$ -	\$ 611,533	\$ 235,827	\$ 26,115	\$ 19,417

**100 Mile Development Corporation****M E M O**

Date: February 3, 2023
To: Board of Directors
From: Administration
Subject: Purchasing Policy Amendment

Administration has reviewed the purchasing policy and have made the following changes:

- Modified Purchase Order section to indicate a minimum dollar value of \$2,500. whereas purchase orders must be issued.
- Removed the "standing purchase order" section.
- Issuance of cheques updated to read "Invoices are processed and paid Bi-monthly.

All references to purchase amounts have been updated within the policy. These policy amendments are recommended to update the payment process and reflect rising cost related to purchasing operational items.

Should the Board agree with the above, the following resolution would be in order:

"BE IT RESOLVED THAT the Board of the 100 Mile Development Corporation approves the amendments to the Purchasing Policy as described in the Administration memo dated February 3, 2023."



Tammy Boulanger, DOF

Roy Scott, CAO

3.5 PURCHASING POLICY

PURPOSE

The 100 Mile Development Corporation is committed to obtaining the best possible value on all purchases, through an open, fair, equitable and competitive opportunity for meeting Corporate objectives. This policy and procedure will confirm authorizations and approval limits for purchasing goods and service.

GENERAL STATEMENT

Goods, Services, Equipment and Materials purchased on behalf of the Corporation will be selected on the basis of what is determined to be in the best interest of the Corporation. While the price of the services, products or materials is important the following will be used to help determine what is in the best interest of the Corporation:

- Quality of Workmanship and/or product
- Dependability of Service
- Standardization with other Corporate equipment
- Timely delivery of service, produce or materials
- Maintenance costs associated with the product of material
- Parts and Service availability
- Suitability for the intended use
- Ease of operation
- Resale value

PURCHASING AUTHORITY

The following limitations apply as to the signing of Purchases and approval for purchases of goods and services:

Purchases	Authority
Up to \$ 500	Designated Staff Members
Up to \$ 5,000	Visitor Services Manager
Up to \$25,000	Director of Economic Development co-signed by Director of Finance
Up to \$50,000	CAO & Director of Finance

Directors or the designated employee making the purchase are to ensure that funds are included in the current year's budget and the expenditure amount is the same or lower than the budgeted amount. The Board of Directors shall approve all purchases which are not included in the budget or which exceed the budgeted amount.

PURCHASING METHODS

Where goods and services to be purchased are contained in the current budget approved by the Board, the general practice to be followed shall be:

- a) Purchases up to \$5,000 utilize the **Limited Value Purchase** method
- b) Purchases between \$5,000 and \$10,000 utilize the **Competitive Quotations** method
- c) Purchases over \$10,000 utilize **Public Tender Process** method (Tenders, RFP's and RFQ's)

When situations arise that require a determination to be made with regards to the method of purchasing to be used, the Director of Financial Administration in consultation with the appropriate Director will make the final decision.

GROUP PURCHASING

The Corporation will participate in group purchasing when it meets the Corporation's best value selection criteria and where it is in the Corporations best interest to do so. Group purchasing is still restricted by the purchasing limits contained herein.

LAND ACQUISITIONS

Land acquisitions are not covered by this purchasing policy and shall be conducted by the Administrator or Designate and the Board of Directors.

PREFERENCE TO LOCAL SUPPLIERS

No percentage differences or dollar preferences will be given to purchasing locally. This would represent a direct grant to local suppliers; however, full consideration will be given to potential future costs or savings that may be experienced by using a local supplier.

EMERGENCY PURCHASES

There may be times that the direct acquisition of goods and services is required to maintain public health and safety. If the emergency occurs during normal working hours, the Department Head may issue a purchase order verbally without following the normal procedures. If an emergency occurs during non-working hours, the goods and services should

be obtained by the department as required. Under both circumstances, the proper documentation and account codes should be prepared as soon as possible after the emergency.

LIMITED VALUE PURCHASE – PURCHASES UP TO \$5,000

1) Direct Acquisition

Goods or services that have an estimated cost of up to but not exceeding \$2,000 may be purchased directly from a local supplier by the appropriate Department or by an employee who has authorization to expend funds.

2) Telephone Quotations

For goods or services with an estimated cost between \$2,000 and \$5,000 the department head is responsible for ensuring that at least three (3) verbal quotations have been received and documented.

PROCEDURE

The following procedures will be used to acquire goods, services or materials from a supplier.

Each Director is responsible for purchases charged against his/her area of responsibility, and has the authority to delegate to their staff for the acquisition of goods, services, equipment and materials according to the purchasing authority limitations.

Directors or the designated employee making the purchase are to ensure that funds are included in the current year budget.. The purchase of goods and/or services for which no budget is available is prohibited.

1) Petty Cash

When the direct acquisition of goods or service is required and the value does not exceed \$50, petty cash may be issued to the supplier with whom the Corporation does not have a regular charge account, or reimbursed to an authorized employee.

Petty cash will be issued by the Finance Department who will ensure all appropriate control functions for transactions are met. Receipts must be provided for all petty cash functions and shall include account coding and signatures.

2) Corporate Purchasing Card (CPC)

The Corporation may from time to time as it sees fit use CPC's, Supplier charge cards or Credit Cards during the course of its operations, the use of which is restricted to the following guidelines:

- a) The CPC must be used only by the person whose name appears on the card, or has authorized signing approval.
 - b) The CPC must be used only for official Corporate procurement and be within the limitations established for the card and for which budget provisions have been made.
 - c) Upon request from the appropriate Director or Deputy, the Cardholder must return the CPC to the Director or Deputy who shall forward it to the Director of Financial Administration if required.
 - d) The Cardholder, upon transfer from a department or termination of employment, must return the CPC to the appropriate Director for immediate cancellation. Action must be taken to ensure that all outstanding transaction slips have been verified and passed to the appropriate Director or Deputy.
 - e) Each time the CPC is used:
 - i. Ensure that an adequate description and quantity of the goods/services purchased with the CPC is entered either on the transaction slip, cash register tape, or on a separate paper attached to the transaction slip, and that the taxes are shown as a separate amount.
 - ii. Clearly mark each transaction slip with account number or code to which the purchase is to be debited.
 - iii. All transaction slips are to be promptly forwarded to the appropriate Director or Deputy and then to the Accounts Payable Clerk within 5 business days.
 - f) CPC transactions shall not be split to stay within the limits for individual transactions.
 - g) Back orders shall not be accepted.
- 3) Purchase Orders (PO)
- Purchase orders ~~are to~~ must be used for all purchases over \$2,500., ~~where the Limited Value and Competitive Quotations methods of purchase are used~~ except when the acquisition of goods and/or services ~~is made by petty cash or if goods and/ or services~~ are identified under "PO's not required" from the list below. ~~A standing PO may be used for the regular purchase of goods or services.~~

- Copies of Purchase Orders are to be distributed immediately as follows:
 - i. White Copy – Supplier, if requested
 - ii. Yellow Copy – Accounts Payable with packing slip, if applicable
- Purchase orders are issued at the time the commitment is made to the supplier. Purchase Orders are required even if the invoice is received at the time of purchasing the goods or services. Invoices must be approved and forwarded to Accounts Payable immediately. All invoices for payment require proper authorizations before cheques are issued.
- Purchase Orders must clearly specify supplier name, account codes, unit prices, and product or service descriptions.
- Where telephone quotations are required, they are to be documented on the last copy of the Purchase Order or as an attachment.
- The Accounts Payable Clerk will match the invoice to the purchase order and put the documents in the appropriate department folder. Each department will review and sign the original invoice then return the folder to the Accounts Payable Clerk.
- Departments who purchase products that are controlled by WHMIS (Workplace Hazardous Material Information System) must obtain the MSDS (Material Safety Data Sheet) and then forward to the appropriate Director or Deputy. Material Safety Data Sheets are to then be appropriately filed for future evaluations.

Backorders

- Backorders should be avoided, when possible, by issuing a separate Purchase Order for the item(s) which are unavailable at that time.
- When this is not practical, the yellow copy of the Purchase Order shall remain with the issuing department until all items have been received, at which time it can be attached to the final packing slip and forwarded to the Accounts Payable Clerk for processing.
- When submitting partial orders for payment, a photocopy of the Purchase Order shall be attached to the invoice and forwarded to the Accounts Payable Clerk for processing. It shall be clearly indicated on the invoice that the items represent only a portion of the original order.

PO's NOT REQUIRED FOR THE FOLLOWING

PROFESSIONAL AND TRAINING ACTIVITIES

- Training / Workshops and Education
- Conference / Convention / Seminar Fees
- Magazines/Subscriptions/Periodicals
- Meeting Expenses
- Memberships
- Hotel accommodation
- Vehicle mileage Allowance
- Meal Allowances
- Employee Cash Advances
- Miscellaneous Travel Expense (e.g. Airport Fees)

EMPLOYER GENERAL EXPENSES

- All Utility Expenses
- Debt Payments
- Grants to Agencies
- Licenses & Insurance
- Group Benefits (i.e.: Medical, dental etc.)
- Payment of Damages
- Payroll Deduction Remittances
- Petty Cash Replenishments

ISSUANCE OF CHEQUES

- Invoices are processed and paid Bi-monthly.
- ~~Manual cheques are to be issued once a week.~~
- ~~Monthly vendor cheques are to be issued as close as possible to the last week of each month in which they are due.~~
- ~~Council cheques are to be issued according to Board meeting dates~~

COMPETITIVE QUOTATIONS – PURCHASES BETWEEN \$5,000 AND \$10,000

1) Written Quotations

For goods and services that have an estimated cost of between \$5,000 and \$10,000 the department head is required to ensure that a minimum of three (3) written quotes are received, where sufficient number of suppliers are readily available.

2) Single Sources and/or Brand Specific

Where a situation arises that only one firm can supply the goods or service, and the value does not exceed \$10,000, the Administrator or designate is authorized to approve the purchase. Dollar values that exceed \$10,000 must receive approval of the Board.

In an effort to provide for a fair and equitable competition and to achieve the Corporation's goal of receiving best value, these situations should be avoided.

PUBLIC TENDERING PROCESS – PURCHASES OVER \$10,000

When the method of purchasing to be used is by way of Invitation to Tender, Request For Quotation (RFQ) or Request For Proposal (RFP) for any purchase over \$10,000, the following will be used to acquire the goods, services or materials from the appropriate supplier.

Agreement of Internal Trade (AIT) – Compliance with the AIT is mandatory for all goods and services contracts in excess of \$100,000 and all construction contracts in excess of \$250,000.

Invitation to Tender – Is used in response to competitive bidding. The invitation to tender describes in significant detail (the specifications) what it seeks to have provided.

Request for Proposal – Is used when there are limited specifications to work with, or when the Corporation is searching the marketplace for new or innovative ideas and has made a decision not to use specifications.

Expression of Interest – Is used to survey the marketplace for firms who are interested in an opportunity to be short listed to receive a tender or request for proposal from the Corporation.

Request for Quotations – Is used to invite suppliers into a bidding process to bid on specific products or services.

GOODS AND SERVICES REQUIRING PUBLIC TENDERING

- All projects in excess of \$10,000
- Capital construction programs exceeding \$10,000
- Capital equipment purchase exceeding \$10,000
- Acquisition of goods and services for professional or technical support estimated to exceed \$10,000 or two years in duration
- Operating expenditures exceeding \$10,000

For the purposes of ensuring efficiency and effectiveness, the following exceptions to the normal tendering process are authorized and the normal tendering procedures “Do Not Apply” when:

- 1) Services and/or supplies are provided by utility companies on a monopoly basis.
- 2) Cooperative purchasing agreements made with other agencies or level of government.
- 3) Due to emergency, a situation exists which could adversely affect the life, health or safety of citizens. The Administrator shall have the authority to bypass normal procedures in the event of disaster or emergency. Where an item is only available from a single supplier, the Administrator is authorized to take whatever action is necessary to secure the most beneficial contract for the Corporation.
- 4) The Board of Directors and/or Management have determined that the best method to proceed with a capital project is by way of Request for Quotation (RFQ) or Request for Proposal (RFP).
- 5) The Board of Directors, by Resolution, authorized a direct purchase in circumstances they consider “appropriate”.
- 6) All computer software shall be excluded.
- 7) Should a dispute occur as to an item/project’s classification, the Director of Financial Administration will make the final decision.

INVITATION TO TENDER, REQUEST FOR PROPOSALS (RFP’s) or REQUEST FOR QUOTATIONS (RFQ’s)

- 1) The appropriate Director (or his/her delegate), will prepare the tender documents along with the necessary drawings, specifications and tender notice and submit to the Director of Financial Administration (or his/her delegate) for review prior to being released. Tenders may be solicited by the Corporation by means of “selective invitations to particular suppliers” or “public advertising”.

- 2) The Director of Financial Administration, in consultation with the Administrator and if applicable, member(s) of staff experienced in the specific matter, are authorized to have professional or technical services prepare and implement all works necessary for tendering, implementation and completion of programs considered appropriate.
- 3) It shall be the appropriate Director's responsibility to ensure the specifications satisfy the department's objectives/requirements. Brand products or equivalent may be specified as long as prospective proponents have an equal opportunity to provide the product.
- 4) The appropriate Director will be responsible for ensuring that the tender notices appear at least twice in the appropriate media. Advertising of tender calls shall be made in the local newspaper or other appropriate Provincial or Municipal newspapers or electronic mail formats. The Director will also post "Notice of Tender" on the BC Bid website <http://www.bcbid.ca> . Compliance with the AIT to carry out procurements is mandatory for all Goods & Service Contracts in excess of \$100,000 and all Construction Contracts in excess of \$250,000. Contracts of lesser amounts are encouraged to be posted as well.
- 5) All tenders close at 2:00 p.m. local time, on the specified date and the tender notice will contain the date tenders are to close and that they are to be submitted to the contact person named in the tender document at 100 Mile Development Corporation, Box 340, 385 Birch Avenue, 100 Mile House, BC V0K 2E0 or the office of the Corporation's Representative. The time and date the tenders were received shall be recorded.
- 6) The appropriate Director will provide tender packages along with the "*Distribution List*" to the Municipal office staff for distribution when required.
- 7) Proponents tenders are to be placed in sealed envelopes, containing the firm's name and address and identified "*Tender: (Project Name)*". Proponents shall complete and submit all required documents as stated in the tender documents.
- 8) Unless otherwise stated in the tender documents, advise proponents that submissions will be opened following the deadline for closing of tenders, at the Corporation Offices or other location as appropriate.
- 9) All questions must be received in written format (fax or email) to the contact person names in the tender document. No verbal answers are to be given. All answers are to be written as "Addendum" and forwarded to all those proponents listed in the RFP distribution list that have submitted their "Receipt of Confirmation Form" and posted on

the Corporation's website. No more questions will be accepted 48 hours prior to the tender closing date.

10) All tenders received after the deadline shall be returned unopened, to the proponent.

11) Proponents for all tendered projects shall be required to include a Bid Deposit in the form of a bid bond, certified cheque or Irrevocable Letter of Credit payable to the 100 Mile Development Corporation. (RFP's & RFQ's excluded).

SECURITY

With respect to security for contracts with the Corporation beyond the tendering stage, the following requirements shall be met:

➤ For projects under \$ 15,000

10% bid deposit which shall be held as performance security until substantial completion

Statutory 10% holdback

20% deficiency holdback

➤ For projects over \$ 15,000

10% bid deposit

50% Material and Labor Bond

50% Performance Bond or Irrevocable Letter of Credit

Statutory 10% holdback

20% deficiency holdback

The security deposited by the unsuccessful proponent shall be returned to them upon execution of the Contract with the successful proponent. The successful proponent's tender deposit shall be returned upon receipt by the Owner of the Certificates of Insurance, the executed Contract and the Performance Security. For contracts under \$15,000 the bid deposit may be held as the performance security.

Refund Time Frame:

a) Projects under \$15,000 within three (3) months of completion

- b) Projects over \$15,000 at the Director of Financial Administration's and the appropriate Director of Department's discretion. Minimum six (6) month period; maximum twelve (12) month period

When required, a maintenance security shall be posted for a period of one year after substantial completion.

Bid Bonds and Letters of Credit will be returned to unsuccessful bidders upon execution of contract. Certified cheques will be deposited and cheques in an equal amount will be re-issued to unsuccessful bidders.

IN THE EVENT OF A WITHDRAWAL BY THE SUCCESSFUL BIDDER, THE BID BOND MAY BE FORFEITED.

OPENING OF TENDERS

- 1) Tenders are opened at the specified time by the appropriate Director along with the Director of Financial Administration (or his/her delegate) or the Corporations Representative.
- 2) The "Tender Submission Sheet" is completed and signed by both persons attending the opening as specified above.
- 3) The appropriate Director along with the Director of Financial Administration will analyze each bid and then provide a staff report to the Board.

AWARD OF TENDERS

- 1) All public tenders exceeding \$10,000 will be awarded by Resolution of the Board upon receiving a Staff Report from the appropriate Director and the Director of Financial Administration.
- 2) Tenders will be awarded to the best overall tender, recognizing that the lowest price is important, but other elements of value, including quality, future maintenance costs, ability to deliver at required times and service and customer relations constitute total cost to the Corporation.
- 3) Upon notification of award, the Director of Financial Administration will advise all firms that submitted a tender, the name of the successful bidder and the amount of the bid.

- 4) The Director of Financial Administration will prepare the "Notice of Award" letter, contract and the "Notice to Proceed" letter and will notify the appropriate Director when completed.

WITHDRAWAL OF BIDS (including RFP's & RFQ's)

- 1) Any or all proponents may withdraw their bids prior to the tender opening time. All withdrawal requests shall be made in writing on the Corporate letterhead, with an authorized signatory. Facsimile letters of withdrawal will be accepted if all conditions are met and the facsimile is legible.
- 2) Where the proponent requests permission to withdraw his bid because of a miscalculation of extending unit prices through clerical error, and upon submission of such evidence, no penalty shall be charged.
- 3) Where the proponent requests permission to withdraw his bid due to an error in business judgment, or when it becomes reasonable to assume questionable bidding tactics have been employed, evidenced by a large disparity between prices offered, the matter may be referred by the Administrator to the Corporations Solicitors for recommended action.

CONTINGENCY AND CHANGE ORDERS

- 1) The Corporation recognizes that capital construction projects may require, from time to time, the overall contract to expend monies in the Contingency Section of the contract, or require the construction contract to be altered through a change order.
- 2) Capital construction projects will only be altered through the use of a change order/contingency requirement from, duly executed by both parties in triplicate. A copy of the change form will be provided to the contractor, consulting engineer (if applicable) and the Corporation.
- 3) Contingency funds within capital construction projects may be agreed upon by the appropriate Director, or designate, the consulting engineer and the project's contractor. At no time should the draw upon the contingency funds exceed the amount provided in the contract award. Should contingency funds be required, greater than that provided in the contract, a Staff Report will be prepared for the Boards consideration noting a revised budget.

- 4) Capital construction projects may require additional works to be undertaken during the course of a project. Should a construction project require additional works, the following Corporate authorizations will be required **prior** to the issuance of a project change form.
- a) \$ 0 to \$ 5,000 but not to exceed 10% of the total project costs and is within budgeted contingency dollar value, will require the authorization of the appropriate Director and Director of Financial Administration.
 - b) \$ 5,000 - \$ 10,000 but not to exceed 15% of the total project costs and is within budgeted contingency dollar value, will require the authorization of the Director of Financial Administration and Administrator.
 - c) \$ 10,000 and over, or exceeding 15% of the total project costs and is within budgeted contingency dollar value, will require a Staff Report to be present to the Board for its authorization.
 - d) All additional work that exceeds the budgeted value will require a Staff Report to be presented to the Board for its authorization.

PROHIBITIONS

The following activities are prohibited:

- 1) The division of contracts to avoid using the tools and practices as described in the Purchasing Policy.
- 2) Purchases by the Corporation of any goods or services for personal use by or on behalf of any member of the Board, appointed officers, employees of the Corporation or their immediate families.
- 3) The release of a Supplier's written or oral information. This practice is unethical and may be illegal as well as damaging to the Corporation's competitive position. Requests of this nature are to be managed through the Director of Financial Administration.

4. INSURANCE

4.1 COVERAGE

It is the Board's policy that there be the following coverage in effect:

Non-owned liability; general liability; errors and omissions; property insurance; Workers' Compensation voluntary compensation for volunteer workers; group insurance for life, extended health, dental, disability and salary continuation; professional liability insurance for professional employees such as engineers; special types of insurance available for local governments such as environmental impairment liability, employee dishonesty, money and securities coverage, extra expense, boiler machinery and bridge and tunnel insurance.

A loss prevention program may be implemented including:

- ❖ attendance of employees and board members at loss prevention seminars;
- ❖ other educational seminars for employees whose activities could give rise to claims;
- ❖ safety meetings;

A system should be implemented for reviewing contracts and any form of security under any contract to ensure adequate coverage.

4.2 LIABILITY – DAMAGE CLAIMS

All claims for damage are to be submitted to the Director of Financial Administration who will take appropriate action as per the Municipality's liability insurance.

Property damage claims directly involving an employee are to be submitted to the employee's immediate Supervisor as soon as possible. The Supervisor, upon being notified of the claim, is to launch an immediate investigation of the matter and submit his findings in writing to the Director of Financial Administration through the Department Director involved.

Property damage claims not directly involving an employee are to be investigated by the applicable Department Director who will submit his findings to the Director of Financial Administration for appropriate disposition of the matter.

The claimant is to be advised, in writing, of the decision of the Corporation. If the matter is to be referred to the Corporations insurers for adjustment, the claimant is to be so advised.

NOTE: All damage claim reports are to copied to the Chief Administrative Officer (CAO) and Corporate Solicitors for their information.

100 MILE DEVELOPMENT CORPORATION

Cheque Register-Summary-Bank



AP5090

Page : 1

Date : Jan 04, 2023

Time : 12:52 pm

Supplier : 100E20 To ZZ0820

Pay Date : 01-Dec-2022 To 31-Dec-2022

Bank : 099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Seq : Cheque No. Status

Medium : M=Manual C=Computer E=E T-PA

H1

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
8867	15-Dec-2022	1MPA20	100 MILE PERFORMING ARTS SOCIETY	Issued	131	C	235.00
8868	15-Dec-2022	ABCC20	ABC WEB LINK	Issued	131	C	41.95
8869	15-Dec-2022	CENC20	CENTRAL CARIBOO DISPOSAL SERVICES LT	Issued	131	C	58.70
8870	15-Dec-2022	DIST20	DISTRICT OF 100 MILE HOUSE	Issued	131	C	1,576.40
8871	15-Dec-2022	DWBC20	DWB CONSULTING SERVICES	Issued	131	C	10,330.55
8872	15-Dec-2022	MINI20	MINISTER OF FINANCE	Issued	131	C	8,325.00
8873	15-Dec-2022	WEBB20	NICK H.M WEISER BARRISTER & SOLICITOR	Issued	131	C	1,863.20
8874	15-Dec-2022	WILA20	WILLIAM LOVE	Issued	131	C	1,510.69
8875	23-Dec-2022	DIST20	DISTRICT OF 100 MILE HOUSE	Issued	133	C	2,063.81
8876	23-Dec-2022	SMIT20	SMITTY'S JANITORIAL SERVICES (1993)	Issued	133	C	813.75
8877	23-Dec-2022	WILA20	WILLIAM LOVE	Issued	133	C	615.56
8878	30-Dec-2022	100F20	BLACK PRESS MEDIA	Issued	134	C	225.78
8879	30-Dec-2022	CENT20	CENTURY HARDWARE LTD	Issued	134	C	38.41
01484-0001	15-Dec-2022	ROYB20	ROYAL BANK VISA	Issued	126	E	419.59
01485-0001	15-Dec-2022	FORT20	FORTIS BC	Issued	127	E	3,271.84
01486-0001	15-Dec-2022	GRAY20	TELUS CUSTOM SECURITY SYSTEMS	Issued	128	E	137.39
01487-0001	01-Dec-2022	CLIF20	CANADA LIFE	Issued	129	E	359.64
01488-0001	15-Dec-2022	SHAW20	SHAW CABLE	Issued	130	E	75.26
01489-0001	30-Dec-2022	RECG20	RECEIVER GENERAL FOR CANADA	Issued	132	E	1,969.33

Total Computer Paid : 27,698.80

Total EFT PAP : 6,233.05

Total Paid : 33,931.85

Total Manually Paid : 0.00

Total EFT File : 0.00

19 Total No. Of Cheque(s) ...

Cheque Register-Summary-Bank



AP5090

Page : 1

Date : Feb 03, 2023

Time : 10:00 am

Supplier : 100E20 To ZZ0820

Pay Date : 01-Jan-2023 To 31-Jan-2023

Bank : 099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Seq : Cheque No.

Status :

Medium : M=Manual C=Computer E=EFT-PAP

H2

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
8880	13-Jan-2023	100F20	BLACK PRESS MEDIA	Issued	13	C	6.20
8881	13-Jan-2023	CENC20	CENTRAL CARIBOO DISPOSAL SERVICES LT	Issued	13	C	43.20
8882	13-Jan-2023	CHEK20	CHECKMATE FIRE PREVENTION INC	Issued	13	C	290.98
8883	13-Jan-2023	DIST20	DISTRICT OF 100 MILE HOUSE	Issued	13	C	271.91
8884	13-Jan-2023	DWBC20	DWB CONSULTING SERVICES	Issued	13	C	905.63
8885	13-Jan-2023	INNO20	INNOV8 DIGITAL SOLUTIONS	Issued	13	C	8.80
8886	13-Jan-2023	MAST20	MASTER PROMOTIONS LTD	Issued	13	C	770.00
8887	13-Jan-2023	WILA20	WILLIAM LOVE	Issued	13	C	761.25
8888	30-Jan-2023	FEST20	FESTIVAL OF THE ARTS	Issued	19	C	235.00
8889	30-Jan-2023	JAYP20	JAYCO PLUMBING LTD	Issued	19	C	1,416.32
8890	30-Jan-2023	SMIT20	SMITTY'S JANITORIAL SERVICES (1993)	Issued	19	C	813.75
8891	30-Jan-2023	WILA20	WILLIAM LOVE	Issued	19	C	1,358.44
01483-0001	01-Jan-2023	SHAW20	SHAW CABLE	Issued	2	E	72.80
01490-0001	04-Jan-2023	MINI20	MINISTER OF FINANCE	Issued	3	E	105.48
01491-0001	02-Jan-2023	CLIF20	CANADA LIFE	Issued	4	E	360.98
01492-0001	15-Jan-2023	SHAW20	SHAW CABLE	Issued	5	E	120.91
01493-0001	15-Jan-2023	SHAW20	SHAW CABLE	Issued	6	E	72.80
01494-0001	15-Jan-2023	SHAW20	SHAW CABLE	Issued	7	E	172.37
01495-0001	06-Jan-2023	ROYB20	ROYAL BANK VISA	Issued	8	E	23.78
01496-0001	13-Jan-2023	BCHY20	BC HYDRO & POWER AUTHORITY	Issued	9	E	392.28
01497-0001	13-Jan-2023	BCHY20	BC HYDRO & POWER AUTHORITY	Issued	10	E	1,284.98
01498-0001	09-Jan-2023	WORK20	WORKERS' COMPENSATION BOARD	Issued	11	E	112.84
01499-0001	13-Jan-2023	FORT20	FORTIS BC	Issued	12	E	4,105.21
01500-0001	20-Jan-2023	RECG20	RECEIVER GENERAL FOR CANADA	Issued	14	E	1,018.86
01501-0001	20-Jan-2023	SHAW20	SHAW CABLE	Issued	15	E	75.26
01502-0001	19-Jan-2023	GRAY20	TELUS CUSTOM SECURITY SYSTEMS	Issued	16	E	137.39
01503-0001	31-Jan-2023	SHAW20	SHAW CABLE	Issued	17	E	120.91
01504-0001	31-Jan-2023	SHAW20	SHAW CABLE	Issued	18	E	172.37

Total Computer Paid : 6,881.48

Total EFT PAP : 8,349.22

Total Paid : 15,230.70

Total Manually Paid : 0.00

Total EFT File : 0.00

28 Total No. Of Cheque(s) ...