

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

**August 8, 2023
7:00 PM**



<p>A.</p>	<p><u>CALL TO ORDER</u></p> <p>Mayor to call the regular meeting to order at 7:00 PM.</p> <p>Acknowledgement that this meeting is being held on Secwepemculecw.</p>
<p>B.</p>	<p><u>APPROVAL OF AGENDA:</u></p>
	<p>B1</p> <p>BE IT RESOLVED THAT the August 8, 2023 Regular Council agenda <u>be approved.</u></p>
<p>C.</p>	<p><u>INTRODUCTION OF LATE ITEMS AND FROM COMMITTEE OF THE WHOLE:</u></p>
<p>D.</p>	<p><u>DELEGATIONS:</u></p>
<p>CMHA PACT Team Presentation</p>	<p>D1</p> <p>Ebony Rosam, Sarah Potts and Susann Colins to present on their work to promote 100 Mile House as a location to be one of the 4 communities that get selected to be funded to have a Peer Assisted Care Team (PACT). PACT is a mobile civilian response to a mental health crisis, providing an alternative to police response.</p>
<p>E.</p>	<p><u>MINUTES:</u></p>
<p>Regular Council – July 11, 2023</p>	<p>E1</p> <p>BE IT RESOLVED THAT the minutes of the Regular Council meeting of July 11th 2023 <u>be adopted.</u></p>
<p>COW – July 11, 2023</p>	<p>E2</p> <p>BE IT RESOLVED THAT the minutes of the Committee of the Whole Council meeting of July 11th 2023 <u>be adopted.</u></p>

<p>Public Hearing – July 11, 2023</p>	<p>E3 BE IT RESOLVED THAT the minutes of the Public Hearing held July 11th 2023 <u>be received</u>.</p>
<p>Special Regular Council – July 12, 2023</p>	<p>E4 BE IT RESOLVED THAT the minutes of the special regular Council meeting of July 12th, 2023 <u>be adopted</u>.</p>
<p>F.</p>	<p><u>UNFINISHED BUSINESS:</u></p>
<p>G.</p>	<p><u>MAYOR’S REPORT:</u></p>
<p>H.</p>	<p><u>CORRESPONDENCE:</u></p>
<p>Commissionaires Report July 2023</p>	<p>H1 BE IT RESOLVED THAT the By-Law Officer report for the period of July 1st to July 31st, 2023 <u>be received</u>.</p>
<p>Surrey Police Transition</p>	<p>H2 BE IT RESOLVED THAT the letter from Mayor Brenda Locke <u>be received</u>.</p>
<p>I.</p>	<p><u>STAFF REPORTS:</u></p>
<p>Active Transportation Network Plan</p>	<p>I1 BE IT RESOLVED THAT the Active Transportation Network Plan <u>be received</u>.</p>
<p>Administration Policy & Procedures</p>	<p>I2 BE IT RESOLVED THAT the Administration Policy & Procedures Council Report <u>be received</u>; and further; BE IT RESOLVED THAT the “Administration Policy & Procedures” <u>be approved</u> as presented.</p>
<p>Exempt Staff Policy</p>	<p>I3 BE IT RESOLVED THAT the Exempt Staff Policy Council Report <u>be received</u>; and further; BE IT RESOLVED THAT the “Exempt Staff Policy” <u>be approved</u> as presented.</p>

<p>Personnel Policy & Procedures</p>	<p>I4</p> <p>BE IT RESOLVED THAT the Personnel Policy & procedures Council Report <u>be received</u>; and further;</p> <p>BE IT RESOLVED THAT the “Personnel Policy & Procedures” <u>be approved</u> as presented.</p>
<p>LGCAP Reporting</p>	<p>I5</p> <p>BE IT RESOLVED THAT the Local Government Climate Action Program report <u>be received</u>.</p>
<p>2024 Drag Race Event Request</p>	<p>I6</p> <p>BE IT RESOLVED THAT the 2024 Drag Race Event Request report <u>be received</u>; and further;</p> <p>BE IT RESOLVED THAT the Council of the District of 100 Mile House <u>approve</u> the closure of the 100 Mile House Airport on June 29th, 2024 for the purpose of a Drag Race event.</p>
<p>Community Tourism Planning Program</p>	<p>I7</p> <p>BE IT RESOLVED THAT the memo dated July 19th on the Community Tourism Planning Program <u>be received</u>.</p> <p><i>“Further action at the direction of Council”</i></p>
<p>Fire Chief Update</p>	<p>I8</p> <p>Verbal update from Chief Hollander on 100 Mile Fire-Rescue.</p>
<p>J.</p>	<p><u>BYLAWS</u></p>
<p>OCP Amendment Bylaw No. 1404-2023 Exeter Truck Route – 101 Mile area</p>	<p>J1</p> <p>BE IT RESOLVED THAT Official Community Plan Amendment Bylaw No. 1404, 2023 <u>be adopted</u> this 8th day of August 2023</p>

<p>Zoning Amendment Bylaw No. 1405-2023 Exeter Truck Route – 101 Mile area</p>	<p>J2</p> <p>BE IT RESOLVED THAT Zoning Amendment Bylaw No. 1405, 2023 <u>be adopted</u> this 8th day of August 2023.</p>
<p>K.</p>	<p><u>VOUCHERS:</u></p>
<p>Paid Vouchers (June) #28623 to 28716 & EFTs</p>	<p>K1</p> <p>BE IT RESOLVED THAT the paid manual vouchers #28623 to #28716 and EFT's totaling \$ 3,080,566.34 <u>be received</u>.</p>
<p>L.</p>	<p><u>OTHER BUSINESS:</u></p>
<p>M.</p>	<p><u>QUESTION PERIOD:</u></p>
<p>N.</p>	<p><u>ADJOURNMENT</u></p> <p>BE IT RESOLVED THAT this August 8th, 2023 meeting of Council be adjourned: Time:</p>

Hi there Roy,

I hope all is well with you.

I want to let you know that we are working on getting 100 Mile House to be one of the 4 communities that get selected to be funded to have a Peer Assisted Care Team (PACT). PACT is a mobile civilian response to a mental health crisis, providing an alternative to police response. Here is a link with more information about PACT: <https://cmha.bc.ca/peer-assisted-care-teams/>

There were also recently announcements about the current 3 communities selected to have a PACT Team (Prince George, Kamloops and the Comox Valley).

The next round for the next 4 communities won't be announced until the winter, but we have already started on the prework involved that will hopefully get our community selected as one of the 4.

I understand that one of the things that would be helpful in this process is for our local government to pass a motion of support in principle, that they would be supportive of a PACT team coming to 100 Mile House and the South Cariboo if it was selected to receive the funding for this.

I spoke with a person from PACT, and they said they would be happy to provide an info session to council if they wanted one.

What led up to us deciding to pursue this was an initial meeting we held recently with key people that do emergency and or frontline response, for the purpose of gathering information about what they were seeing with regard to the impact of climate change on the mental health of the people of the South Cariboo. We had been thinking that we would like to pursue funding that would allow us to provide support to people whose mental health is negatively impacted by climate change, and that information gathered at this meeting could provide helpful data/information toward that end. At that meeting we heard very clearly from our local fire chief, RCMP, and others, about inordinate amount of time they are spending with people in a mental health crisis, how it takes away from the work they are trained to do, that they are not the right people to be doing this as it is not what they are trained to do, and how much they want/need a mental health professional to do that work instead of them, or with them.

This prompted a light bulb moment for me; I was aware of the PACT team project, as one of the BC CMHA branches created the pilot program, which has been very successful, improving outcomes for people in a mental health crisis, and freeing up the RCMP to focus on the work they are trained to do/meant to do. Once the province saw how much positive impact this pilot project had made, they agreed to provide funding to bring a PACT team to more communities in BC. So, I decided to see if this was still happening and found out that while one round of expansion has just been decided upon, that there will be another one coming up.

I learned that the process is to recommend a community, which I have already done, but it certainly won't hurt if others also recommend our community. Here is the link to recommend a community: <https://cmha.bc.ca/recommend-your-community/>. When I filled it out, I put down 100 Mile House and the South Cariboo as the "community" (because they want the community to be more than 5000 people), then they do some research, which includes reaching out to local RCMP, local government, and other key responders to gauge interest, readiness, need, etc., for having a PACT team in their community. After they have gathered all pertinent information about the communities, it gets

forwarded to the panel that selects the communities, and the selected communities are announced. Then an RFP will go out, and local organizations that provide mental health services in that community can apply for funding for a PACT team.

We would apply for that funding if our community is selected.

To summarize (sorry for the longwindedness of this email), I provided you with information about PACT, and am asking if council would like to have an info session about PACT. And if the council feels favourably about this program, I am asking if they would pass a motion of support in principle of a PACT team coming to 100 Mile and the South Cariboo, if our community was selected. I can find out what the wording could look like if that would be of help.

Let me know if you have any questions, and thanks for your time.

Susann Collins, BSW, RSW
Executive Director
Canadian Mental Health Association
South Cariboo Branch

Please note that I work Monday to Thursday

Tel: 250-395-4883

Fax: 250-395-1183

susann.collins@cmhasouthcariboo.org





DISTRICT OF 100 MILE HOUSE

MEETING HELD IN DISTRICT COUNCIL CHAMBERS

Tuesday, July 11th, 2023, AT 7:00 PM

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

STAFF:	CAO	Tammy Boulanger
	Dir. of Ec. Dev and Planning	Joanne Doddridge
	Dir. Of Community Services	Todd Conway
	Deputy CAO	Roy Scott

MEDIA: (1)
 OTHERS: (1)

A	<p><u>CALL TO ORDER</u></p> <p>Mayor Pinkney called the meeting to order at 7:00 PM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Secwepemculecw lands.</p>
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B	<u>APPROVAL OF AGENDA</u>
	<p>B1</p> <p>Res: 106/23 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the July 11th, 2023, Regular Council agenda be approved.</p> <p style="text-align: center;">CARRIED.</p>
C	<u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE</u>
	<p>Staff Report, Item I5 has been added to the agenda as a late item.</p>
D	<u>DELEGATIONS</u>
	<p>No Delegations</p>
E	<u>MINUTES</u>
<p>Regular Council – June 13th 2023</p>	<p>E1</p> <p>Res: 107/23 Moved By: Councillor Guimond Seconded By: Councillor Barnett</p> <p>BE IT RESOLVED THAT the minutes of the Regular Council meeting of June 13, 2023, <u>be adopted</u>.</p> <p style="text-align: center;">CARRIED.</p>
	<u>UNFINISHED BUSINESS</u>
	<p>No unfinished business.</p>



G	<u>MAYOR'S REPORT</u>
	<p>Mayor Pinkney mentioned that she has recently attended multiple events that include:</p> <ul style="list-style-type: none">• The celebration of National Aboriginal Day at the Cpelmétkwe Ranch (Bridge Creek Ranch)• PSO Graduation Ceremonies• Canada Day event at the 108 Mile Heritage site• CRD Board on the Road meetings• Launch of the new speedboard that is currently collecting traffic data• Restorative Justice training• Meeting with Interior Health representatives on Heat events and how to stay cool <p>Mayor Pinkney noted that the District of 100 Mile House was recently approved for Northern Development Initiative Truck grant funding to assist with ongoing wayfinding projects.</p> <p>Councillor Barnett noted all of the local events recently attended were a success including the Canada Day celebrations, concert in the park, and Lone Butte Rocks. She also attended the restorative justice training. Councillor Barnett announced that the 100 Mile Historical society has secured the 153 Mile heritage building and all items will be relocated to the heritage site. She hopes to see everyone at the upcoming Hot July Nights.</p> <p>Councillor Guimond noted that the concert in the park and the ball tournament was a big success and thank you to everyone that helped make the event possible and all of the attendees.</p> <p>Councillor Fossum noted that the District of 100 Mile is currently advertising for interested parties to submit an application to be part of the Accessibility Committee,</p> <p>Councillor Mingo has recently been on the road and celebrated Canada Day in the Kootenays.</p>



H	<u>CORRESPONDENCE</u>
<p>Commissionaires Report June 2023</p>	<p>H1 Res: 108/23 Moved By: Councillor Mingo Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the By-Law Officer report for the period of June 1st to 30th, 2023 <u>be received</u>.</p> <p style="text-align: center;">CARRIED.</p>
I.	<u>STAFF REPORTS</u>
<p>Rainbow Crosswalk</p>	<p>I1 Res: 109/23 Moved By: Councillor Mingo Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the memo from administration dated June 22nd, 2023 regarding rainbow crosswalk installation <u>be received</u>; and further</p> <p>BE IT RESOLVED THAT staff be directed to provide a letter to the Pride Committee notifying them Council will not be budgeting for the installation of the crosswalk; thanking the committee for their vision and encourage future initiatives..</p> <p style="text-align: center;">CARRIED.</p>
<p>Shop Local Campaign – Love 100 Mile House Transition</p>	<p>I2 Res: 110/23 Moved By: Councillor Mingo Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT the memo from Administration dated June 19th, 2023 regarding the Love 100 Mile House Transition <u>be received</u>, and further;</p> <p>BE IT RESOLVED THAT Council approve option one (1); disengage from the Love 100 Mile House platform and not create a new shop local campaign.</p> <p style="text-align: center;">CARRIED.</p>



<p>Community Hall – Coffee with Council Summary</p>	<p>I3</p> <p>Res: 111/23 Moved By: Councillor Guimond Seconded By: Councillor Barnett</p> <p>BE IT RESOLVED THAT the memo from Administration dated June 27th, 2023 regarding the Community Hall Coffee with Council <u>be received</u>, and further;</p> <p>BE IT RESOLVED THAT the community hall design discussion be brought forward to the next Council meeting.</p> <p>CARRIED.</p>
<p>Council Code of Conduct</p>	<p>I4</p> <p>Res: 112/23 Moved By: Councillor Mingo Seconded By: Councillor Barnett</p> <p>BE IT RESOLVED THAT the report from Administration dated July 6th, 2023 regarding the Council Code of Conduct Policy <u>be received</u>, and further;</p> <p>BE IT RESOLVED THAT Council approve the Council of Conduct Policy #3.4 as presented.</p> <p>CARRIED.</p>
<p>CMHC - Housing Accelerator Fund</p>	<p>I5</p> <p>Res: 113/23 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT Council endorse the staff recommendation to submit an application to the CMHC Housing Accelerator Fund for the purpose of expanding the District Sewages Collection System (Hwy 97/Exeter Lift Station) to accommodate new residential development west of Hwy 97.</p> <p>CARRIED.</p>



J	<u>BYLAWS</u>
OCP Amendment Bylaw No. 1404-2023 Exeter Truck Route – 101 Mile area	J1 Res: 114/23 Moved By: Councillor Mingo Seconded By: Councillor Guimond BE IT RESOLVED THAT Official Community Plan Amendment Bylaw No. 1404, 2023 be read a third time this 11th day of July, 2023 CARRIED.
Zoning Amendment Bylaw No. 1405-2023 Exeter Truck Route – 101 Mile Area	J2 Res: 115/23 Moved By: Councillor Barnett Seconded By: Councillor Guimond BE IT RESOLVED THAT Zoning Amendment Bylaw No. 1405, 2023 be read a third time this 11th day of July, 2023. CARRIED.
Council Remuneration & Expenses Bylaw 1406-2023	J3 Res: 116/23 Moved By: Councillor Barnett Seconded By: Councillor Mingo BE IT RESOLVED THAT the “District of 100 Mile House Council Remuneration & Expenses By-Law 1406-2023” be adopted this 11th day of July 2023. CARRIED.



K	<u>GENERAL VOUCHERS</u>
<p>Paid Vouchers (June) #28514 to #28622 & EFTs #4192 to #4218</p>	<p>K1</p> <p>Res: 117/23 Moved By: Councillor Mingo Seconded By: Councillor Barnett</p> <p>BE IT RESOLVED THAT the paid manual vouchers #28514 to #28622 and EFT's #4192 to #4218 totaling \$360,823.62 <u>be received</u>.</p> <p style="text-align: center;">CARRIED.</p>
M	<u>QUESTION PERIOD:</u>
N	<p><u>ADJOURNMENT</u></p> <p>Res: 118/23 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT this July 11th, 2023 meeting of Council be adjourned: Time: 8:25 PM</p> <p style="text-align: center;">CARRIED.</p>
	<p>I hereby certify these minutes to be correct.</p> <p>_____</p> <p>Mayor</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">Corporate Officer</p>





DISTRICT OF 100 MILE HOUSE

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

TUESDAY, July 11th, 2023, AT 6:15 PM

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

STAFF: CAO
 Dir. of Com. Services
 Dir. Ec-Dev/Planning
 Deputy CAO
 Tammy Boulanger
 Todd Conway
 Joanne Doddridge
 Roy Scott

OTHERS: (4)
 MEDIA: (1)

	<p><u>CALL TO ORDER</u></p> <p>Mayor Pinkney called the Committee of the Whole meeting to order at 6:15 PM</p>
A	<p><u>APPROVAL OF AGENDA</u></p>
	<p>A1</p> <p>Res: 11/23 Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p>BE IT RESOLVED THAT the July 11th, 2023, Committee of the Whole agenda <u>be approved</u>.</p> <p style="text-align: right;">CARRIED.</p>

B	<u>INTRODUCTION OF LATE ITEMS</u>
C	<u>DELEGATIONS</u>
D	<u>UNFINISHED BUSINESS</u>
E	<u>CORRESPONDENCE</u>
F	<u>STAFF REPORTS</u>
G	<u>BYLAWS</u>
Recess/ Reconvene	The Committee of the Whole meeting was recessed at 6:30 pm The Committee of the Whole meeting reconvened at 6:45 pm
Business Licence Bylaw	G1 Res: 12/23 Moved By: Councillor Barnett Seconded By: Councillor Mingo BE IT RESOLVED THAT staff be directed to prepare a Business Bylaw Amendment increasing fees and fines associated with Mobile Vendors and the mandatory provision of proof of liability insurance. CARRIED.
H	<u>OTHER BUSINESS</u>
I	<u>QUESTION PERIOD</u>

J	<p><u>ADJOURNMENT</u></p> <p>Res: 13/23 Moved By: Councillor Fossum Seconded By: Councillor Guimond</p> <p>BE IT RESOLVED THAT this Committee of the Whole meeting for July 11th, 2023, be adjourned at 7:00 PM.</p> <p style="text-align: right;">CARRIED.</p>
<p>I hereby certify these minutes to be correct.</p> <p>_____ Mayor</p> <p style="text-align: right;">_____ Corporate Officer</p>	

**DISTRICT OF 100 MILE HOUSE
REPORT OF THE PUBLIC HEARING
OF THE MUNICIPAL COUNCIL HELD IN COUNCIL CHAMBERS
TUESDAY July 11th, 2023 AT 6:30 PM**

<u>PRESENT:</u>	Chair	Maureen Pinkney
	Councillor	Donna Barnett
	Councillor	Ralph Fossum
	Councillor	Jenni Guimond
	Councillor	Dave Mingo
<u>STAFF:</u>	CAO	Tammy Boulanger
	Deputy CAO	Roy Scott
	Dir. Ec-Dev/Planning	Joanne Doddridge
	Dir. Community Services	Todd Conway
<u>OTHERS:</u>	(4)	
<u>MEDIA:</u>	(1)	

Chair Pinkney called the Public Hearing to order at 6:30 p.m.

Chair Pinkney acknowledged that this meeting is being held on the Traditional Territory of the Secwepemc People.

Chair Pinkney stated that the purpose of the Public Hearing is to receive public input regarding Official Community Plan Amendment Bylaw No. 1404-2023 and Zoning Amendment Bylaw No. 1405-2023.

Corporate Officer outlined the process for receiving public comment to the proposed Bylaws.

Official Community Plan Amendment Bylaw No. 1404-2023

Official Community Plan Amendment Bylaw No. 1404-2023 proposes the following amendment(s):

- a. Amend Schedule B: Land Use District Wide and Main Community Inset to change the designation of Lot A, Plan KAP89661, Except Plans EPP68819 and EPP86721, DLs 33, 625, 4175 and 4179, Lillooet District, located on Exeter Truck Route at the 101 Mile from Industrial to **Medium Density Residential**.
- b. Amend Schedule G: Development Permit Areas to remove Lot A, Plan KAP89661, Except Plans EPP68819 and EPP86721, DLs 33, 625, 4175 and 4179, Lillooet District, located on Exeter Truck Route at the 101 Mile from the Highway 97 Corridor Development Permit Area.

Zoning Amendment Bylaw No. 1405-2023

Zoning Amendment Bylaw No. 1405-2023 proposes the following amendment(s):

- (1) That District of 100 Mile House Zoning Bylaw No. 1290, 2016 is hereby amended for Lot A, Plan KAP89661, Except Plans EPP68819 and EPP86721, DLs 33, 625, 4175 and 4179, Lillooet District,

located on Exeter Truck Route at the 101 Mile to be rezoned from Light Industrial Zone (I-1) to **Residential Mobile Home Park Zone (R-6)**;

- (2) That consequential map changes be made to Schedule 2 Zoning Bylaw Map District Wide and Main Community Inset.

Director of Planning reported no written submission were received.

There were no members of the public wanting to speak.

Public Hearing remained open for public comment until 6:45 PM. No additional people attended. Without further public input forthcoming, this Public Hearing for the OCP Amendment Bylaw 1404-2023 and Zoning Amendment Bylaw No. 1405-2023 was adjourned at 6:45 PM

I hereby certify this report to be correct:

Chair

Corporate Officer



DISTRICT OF 100 MILE HOUSE

MEETING HELD IN DISTRICT COUNCIL CHAMBERS

Wednesday, July 12th, 2023, AT 11:00 AM

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

STAFF:	CAO	Tammy Boulanger
	Dir. of Community Services	Todd Conway
	Deputy CAO	Roy Scott

Others: None

A	<p><u>CALL TO ORDER</u></p> <p>Mayor Pinkney called the meeting to order at 11:00 AM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Secwepemculecw.</p> <p>Res: 119/23 Moved By: Councillor Mingo Seconded By: Councillor Barnett</p> <p>BE IT RESOLVED THAT, pursuant to Section 92 of the <i>Community Charter</i>, that this meeting of Council be closed to the public under Section 90 (1)(e) of the <i>Community Charter</i>.</p> <p style="text-align: center;">CARRIED.</p>
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B	<u>APPROVAL OF AGENDA</u>
	B1 Res: 120/23 Moved By: Councillor Barnett Seconded By: Councillor Guimond BE IT RESOLVED THAT the July 12th, 2023, Special Regular Council agenda be approved. CARRIED.
C	<u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE</u>
D	<u>DELEGATIONS</u>
E	<u>MINUTES</u>
F	<u>UNFINISHED BUSINESS</u>
G	<u>MAYOR'S REPORT</u>
H	<u>CORRESPONDENCE</u>
I	<u>STAFF REPORTS</u>
J	<u>BYLAWS</u>
K	<u>GENERAL VOUCHERS</u>
L	<u>OTHER BUSINESS:</u>
M	<u>QUESTION PERIOD:</u>



July 12, 2023

N	<u>ADJOURNMENT</u> Res: 121/23 Moved By: Councillor Mingo Seconded By: Councillor Guimond BE IT RESOLVED THAT this July 12th, 2023, Meeting of Council be adjourned: Time: 12:40 PM CARRIED.
	I hereby certify these minutes to be correct. _____ Mayor _____ Corporate Officer





Monthly Progress Report

District of 100 Mile House – Bylaw Enforcement Site 545 July 1st to July 31st 2023

In July there were 5 Requests for Service:

- Complaint about neighbour not cutting the grass. This lot was vacant for several months. New owners have moved in and will deal with the grass.
- Complaint a large black dog running off the property and chasing people when they are riding past the residence. Several times bylaw has looked for the dog but did not see any problems. Will monitor.
- Complaint of abandoned vehicles on Sollows Cres. One vehicle has been moved and the other will be towed August 1st. If it is still there.
- Complaint of commercial trucks blocking the alley way behind Ace Hardware and the post office. Spoke with owner of Ace Hardware and will monitor the situation.
- Complaint of chickens on Spruce Ave. Spoke to residents and they will get rid of the chickens.

Other issues dealt with in July:

- Spoke with three dog owners who did not have their dogs on leash. All dogs were put on a leash.
- Spoke with four property owners about watering after hours. All apologized and stopped watering. No problems with any of them since.
- Spoke with two food truck vendors who need a business licence and approval from Interior Health. Told they have to shut down until proper approval is given.
- One vehicle parked in a No Parking Zone. Vehicle removed by owner.
- Broken tree in back of property leaning on the power line. Tree removed.

Marianne Lawrence
Employee No.92080
Commissionaires B.C.

CITY OF SURREY

OFFICE OF THE MAYOR

July 4, 2023

Mayor and Council
100 Mile House (District)
385 Birch Avenue, Unit 1
100 Mile House, BC VoK 2E0

By email: district@100milehouse.com

Dear Mayor and Council,

It is important for local governments to know the impact of the Surrey Police Transition on your city, town or regional district, should it go ahead.

As you may know, Surrey Council voted to keep the RCMP as the police of jurisdiction (POJ). We communicated our decision to the Solicitor General (SG) who, continued to “recommend” that the city stay with the transition to the Surrey Police Service (SPS), but asked that the City choose between two options,

- 1) To continue the transition to the SPS with no evaluation of the SPS model.
- 2) To stay with the RCMP as the POJ with conditions.

The Premier, the SG and the Ministry’s report recognize that it is the role of municipalities to choose their policing model. The SGs’ authority under the Act is a safety net if the “adequate and effective” policing standard is not met. It does not grant the SG the authority to impose hundreds of millions of dollars’ worth of costs into the municipal budget on a political whim.

I am writing to you today for two reasons.

Firstly, is to express my deep concern for the statements made by the provincial government and the Solicitor General suggesting that should Surrey remain with the RCMP would create a public safety crisis; this is not truthful.

In fact, the ministry’s own report states *“It is not based on a failure by police to deliver adequate and effective policing nor a failure in public safety. Quite the opposite is true, front-line officers in the SPS and the RCMP are working hard to serve those who reside in and visit Surrey”*. It went on to say *“This Director’s Report is not a comparative assessment of the two police models. It is also not intended to provide a comprehensive assessment of the impacts of continuing with the current police transition to the SPS.”*

This interference should have significant concern to local government if the SG establishes a precedent of indiscriminately imposing massive costs onto municipal government with no rationale other than vaguely referencing public safety concerns.



BRENDA LOCKE
MAYOR

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Adequate and effective policing is in place in our city and our province, and for the Premier and the Solicitor General to infer there is a public safety crisis is not supported by data.

The central fear articulated by the premier and SG is the sudden dissolution of the SPS may lead to a walk out. The SPS Board has provided assurances that the SPS officers will remain on duty. Because the SPS Board reports to the province (not the city), they will take its instructions from the Ministry of the Solicitor General and Public Safety. One simple mandate letter from the province would remove the only concern for this public safety threat.

On the other hand, approving the SPS would create massive pressure on policing in the province, which would not exist if we remained with the RCMP. The only police training facility in the province, the JIBC, was past its capacity to meet the needs of municipal policing in BC even before the SPS was established. It is also important to recognize that police officer training at the JIBC has been under scrutiny. In order to properly address the police training needs in British Columbia would require expanding the JIBC. To date, the provincial budget has not addressed this expensive and time-consuming need. Waiting years for the JIBC training to fill the SPS cadet requirement will not only cost Surrey millions in time delays, but it will also impact other municipal police forces who cannot get seats at the JIBC.

Therefore, the only other route to full capacity for the SPS is hiring experienced police officers from your communities as they have done to date.

If the SG were to impose the SPS on Surrey, I would strongly recommend you communicate directly to the SG that you expect him to impose the same "public safety" restrictions on the SPS hiring from LMD communities as he has placed on the RCMP.

Secondly, and perhaps more important to local governments, is the financial and human resource impact that continuing with the Surrey Police Transition will have on every city, town, transit police and regional district in the province.

The SG's plan to move forward with the SPS will cost you financially if you are currently an RCMP jurisdiction. As RCMP divisional administrative costs are shared costs among all RCMP jurisdictions, so far it is estimated that because of the size of the Surrey detachment, your policing costs will increase by up to 7%.

If you are served by a municipal police force, it is important to know that the provincially appointed Surrey Police Board signed the richest collective agreement in Canada. This agreement will likely impact all future municipal police board negotiations.

The Surrey RCMP requires approx. 170 officers to return to full complement. Over 80 SPS officers have expressed interest in making this move according to the Officer in Charge. Further, the RCMP has stated that they can and will accommodate the human resource needs, not only to Surrey, but throughout the region, with the new recruiting and experienced officer programs.

In contrast, the Surrey Police Service (SPS) requires over 400 additional officers beyond those hired to date, to get to full strength. Although the province recognized the scope of the Surrey police transition from the beginning, they did not increase the funding to the Justice Institute of British Columbia (JIBC) in order to accommodate the officer training needed. The reality is that, just as the SPS has done to date, the vast majority of the SPS hires will come by recruiting from the RCMP, TransLink and other municipal forces throughout the province.



In closing,

My concern is the duplicity of the provincial government on this matter. The Ministry report and SG explicitly stated that we had two choices - to remain with the RCMP or the SPS - and conditions to meet with either option.

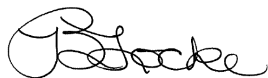
Based on the facts we examined, we chose the RCMP - with a more significant majority of council than we had originally - and we have committed to meeting the binding conditions.

The SGs' response is to move the goalposts and claim the need to review the plan and potentially overturn the council decision. I have offered to work with the province to ensure the requirements are met, and the province refuses to acknowledge the offer.

As local government leaders, we need to stand up for our authority under the Police Act. Like with your municipality, Surrey Council knows our community best. We cannot allow a "manufactured crisis" to drive a significant and costly public safety decision that will impact generations to come.

Please do not hesitate to contact me if you have any questions, I look forward to hearing from you.

Sincerely,



Brenda Locke
Mayor



Active Transportation Network Plan

2023



100 Mile House

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Referenced Reports

District of 100 Mile House, Works and Services Bylaw – Bylaw 1257, July 2014

District of 100 Mile House, Subdivision Application and Development Guide, April 2014

District of 100 Mile House, Official Community Plan – Bylaw 1288, March 2016

British Columbia Active Transportation Design Guide, 2019

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Centennial Park, 100 Mile House



Executive Summary

The District of 100 Mile House (District) was successful in its grant application to the B.C. Active Transportation Network Planning Grant and received funding to complete an *Active Transportation Network Plan* (ATNP) in 2021.

The purpose of the *Active Transportation Network Plan* is to provide the District with a strategic plan to develop and enhance the active transportation network within the District of 100 Mile House. This funding and support for active transportation is a part of the BC Government's CleanBC plan to promote active transportation as an option for citizens and help reduce greenhouse gas emissions. Through these initiatives, the BC Government aims to double the percentage of trips taken by active transportation by 2030.

The District strives to be forward thinking in Active Transportation to benefit the health and well being of the community and Active Transportation is a priority. The ATNP for the District has been undertaken following the BC Active Transportation Design Guidelines and industry best practice. The creation of the plan was guided by following five (5) guiding principles: **Safety, Connectivity, Accessibility, Comfort, and Equity.**

This plan expands and supplements the existing strategic planning documents within the District and provides guidance and recommendations in respect to proactively developing and enhancing the active transportation network in the community.



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Appendix A – Pedestrian Counts

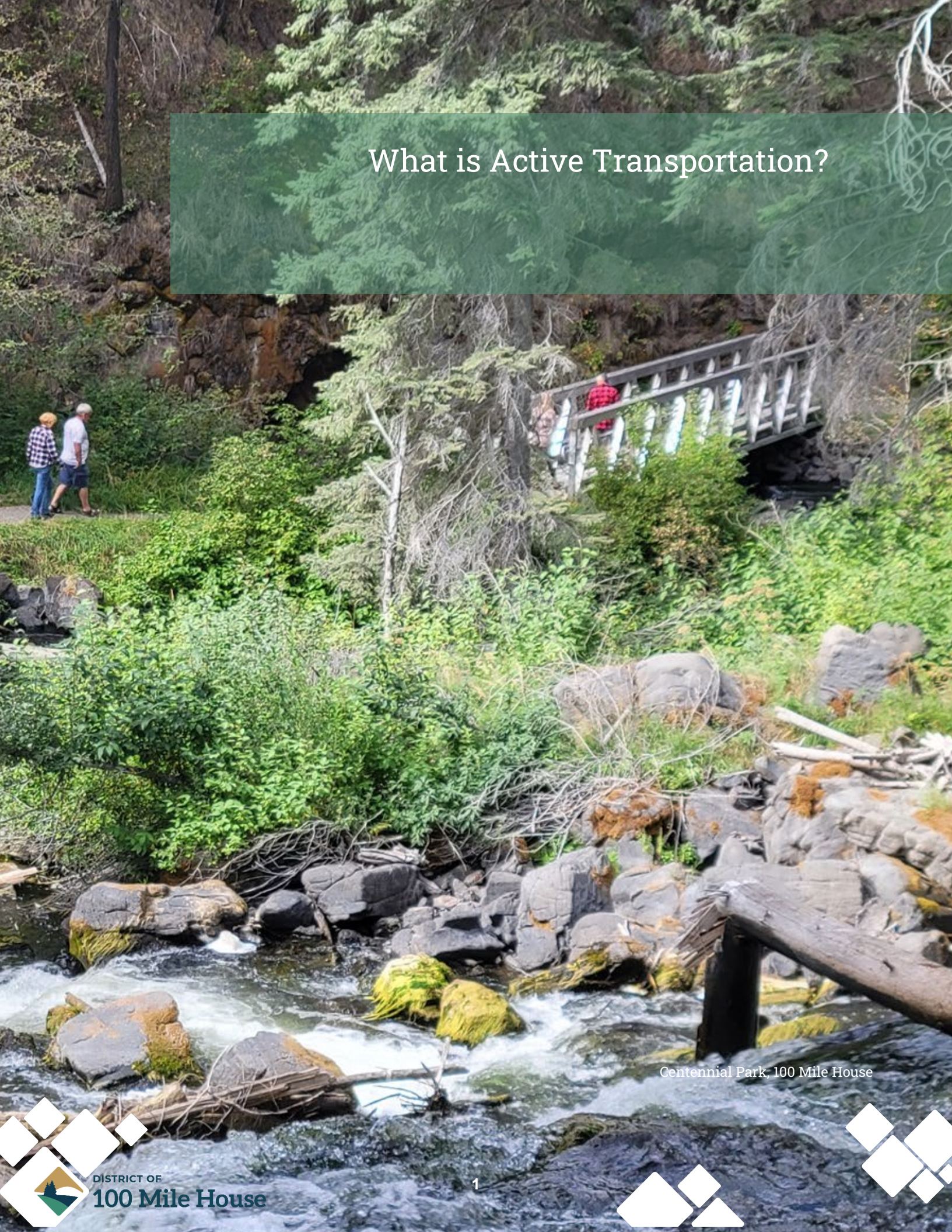


Territorial Acknowledgement

The District of 100 Mile House is located within the Southern Cariboo region of British Columbia on the Fraser Plateau between the Coastal and Rocky Mountain ranges, which is the traditional, ancestral and unceded territories of the Secwépemc people.



What is Active Transportation?



Centennial Park, 100 Mile House



1.0 What is Active Transportation?

Active Transportation includes human powered forms for transporting people and goods to work, school and community activities. It can take many forms and is continually evolving as new technologies emerge.

Active Transportation includes, but is not limited to walking, cycling, use of mobility devices, horseback riding, rolling (skateboarding/inline skating) snow shoeing, cross country skiing, and water-based modes such as kayaking or paddle boarding.



Active transportation also includes modes of transportation including micro-mobility travelling with the help of a devices like:

- Mobility Aids
- Electric Bikes (e-bikes)
- Electric Kick Scooters (e-scooters)



1.1 Why Active Transportation?

By investing in active transportation, such as pedestrian and cycling infrastructure, and supplemental modes such as public transit, the District is able to create opportunities for residents and visitors to be more physically active in their daily routines.

Active Transportation networks create dynamic and connected communities that can provide a higher quality of life, increased property values and provide a cost-effective way to address societal challenges such as traffic congestion, public health, and air quality.

The creation of an *Active Transportation Network Plan* provides multiple benefits to the community:

Community Health and Safety Benefits

When transportation networks are designed to prioritize active transportation, mobility is encouraged for all residents. As a result, a community can see improved health outcomes including improved physical and mental well-being as well as greater opportunities for social connections.

Equity / Accessibility / Mobility Benefits

Improvements to the active transportation network improve equity in the community.

A transportation network that prioritizes motor vehicles serves residents who are of driving age, can afford, and choose to operate vehicles. There are no age requirements or significant costs to use active transportation and when vehicles are prioritized, a disconnected active transportation network will lead to lower use of the facilities and lack of interaction within the community.

Environmental Benefits

By reducing the dependency on motorized forms of transportation and providing safe and accessible active transportation options, residents of the District of 100 Mile House are reducing their greenhouse gas emissions.

Economic Benefits

When mobility is encouraged within the community through active transportation, residents are provided with more opportunities to connect and interact with other community members and businesses. This provides opportunities to support local business and the local economy.



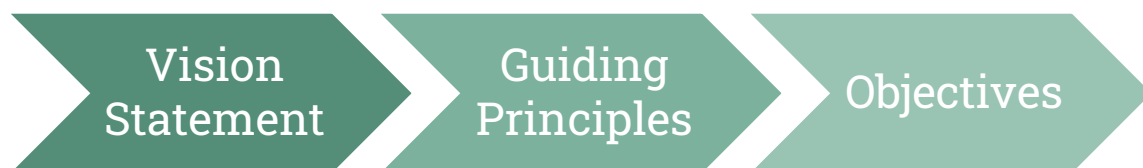
1.2 What is an Active Transportation Network Plan?

An *Active Transportation Network Plan (ATNP)* provides insight into the status and vision of the active transportation network within the community. A successful ATNP is based on local context, characteristics and challenges and needs to address community specific challenges.



The plan outlines the existing conditions of the community, identifies gaps and deficiencies, outlines priorities and provides recommendations to help develop and enhance the active transportation network. The plan facilitates the infrastructure improvement decisions within the community as a strategic planning document, as well as address community programs and policies that aid and enhance the active transportation network. Also, this guiding document is a key document when trying to secure funding for transportation projects from other levels of government.

The plan has been developed using the following process:



1.3 Vision Statement

To align with the Council adopted *Official Community Plan – Bylaw 1288, March 2016* (OCP), the District of 100 Mile House developed the ATNP vision statement at the initiation of the planning process and has guided the development of the plan to provide:

“An active transportation network that is well connected to neighborhoods and amenities, that is safe and comfortable for use by residents of all ages and abilities and that is consistent with the vision and goals of the Official Community Plan.”



The District of 100 Mile House OCP is a key foundational policy document and bylaw that outlines various objectives and policies for the District’s transportation network.

Objectives

As outlined in the OCP, the primary District objectives surrounding the transportation network are as follows:

Transportation and Transit

- ❖ **13.4.16.** Ensure the Transportation system emphasizes the creation of a safe, supportive environment for pedestrians, bicycles and vehicles.
- ❖ **13.4.17.** Continue to support active transportation and the implementation of the Trails Linkage Plan to minimize automobile dependency and encourage alternative modes of travel through the community as a means to help the District meet its greenhouse gas emission reduction target.
- ❖ **13.4.18.** Increase the proportion of residents walking and cycling to work to 20% as measured by the 2016 Statistics Canada census.
- ❖ **13.4.19.** Support public and private transit options in cooperation with BC Transit and the Cariboo Regional District to permit the safe, efficient travel of local residents within the District and to other centres in the South Cariboo, subject to financial feasibility.



Pedestrian Environment

- ❖ **13.4.24.** Continue to develop an integrated trail network for both recreation and transportation purposes.

Health and Social

- ❖ **14.3.3.** Support Active Health within the community, by implementing policies linked with active health components, such as active transportation planning and trail connectivity.

Policies

To successfully achieve these objectives, the District of 100 Mile House has outlined the following policies in the OCP:

Transportation and Transit

- ❖ **13.5.26.** Collaborate with the Cariboo Regional District to support new initiatives that will aid in the reduction of greenhouse gas emissions, such as electrical vehicle charging stations and car sharing programs.
- ❖ **13.5.27.** Support educational and promotional efforts about active transportation and transit options for traveling through the community to residents.
- ❖ **13.5.28.** Develop active transportation facilities through trails development and incorporating efficient alternative transportation into new subdivision.
- ❖ **13.5.29.** Continue to monitor conditions and liaise with BC Transit regarding future improvements to the transit service in 100 Mile House.
- ❖ **13.5.30.** Encourage innovative passenger transportation options (including ridesharing services) that do not present a financial burden to the District.
- ❖ **13.5.31.** Explore the feasibility of a “truck-share” co-op program to reduce the number of larger pick-up vehicles that are used for general day-to-day use with other interested stakeholders.

Pedestrian Experience

- ❖ **13.5.38.** Create a safe, linked, comfortable system of pedestrian sidewalks and trails. Sidewalks and trails (may be permeable) and should be accessible for persons of all abilities.
- ❖ **13.5.39.** Continue to introduce benches, railings, weather coverings into the pedestrian environment in order to make the pedestrian experience safer and more comfortable.



Health and Social

- ❖ 14.4.9. Prioritize a safe, comfortable pedestrian experience.
- ❖ 14.4.10. Encourage other forms of active transportation by creating a safe environment through appropriate environmental design and community policing initiatives.

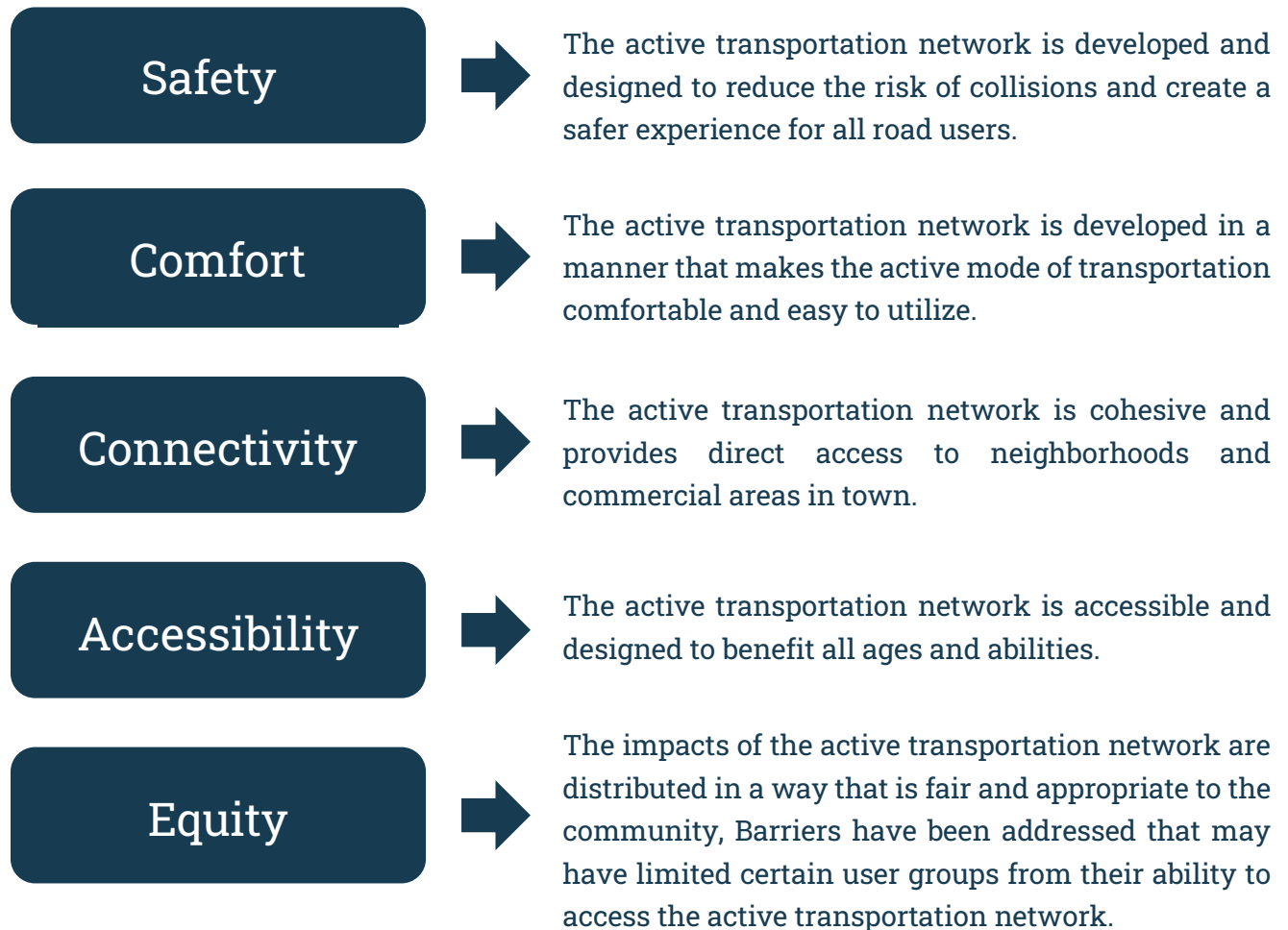
Cycling Experience

While the OCP does not exclusively speak to the '*Cycling Experience*', it is understood that the same objectives and policies as outlined for the '*Pedestrian Environment / Experience*' apply to all forms of active transportation within the community.



1.4 Guiding Principles

The *Active Transportation Network Plan* utilized the following 'Guiding Principles', developed from the high level OCP objectives and policies, with insight from the *BC Active Transportation Design Guide (2020)*, and industry-wide best practice, to guide and provide the foundation for future transportation projects.



Community Background

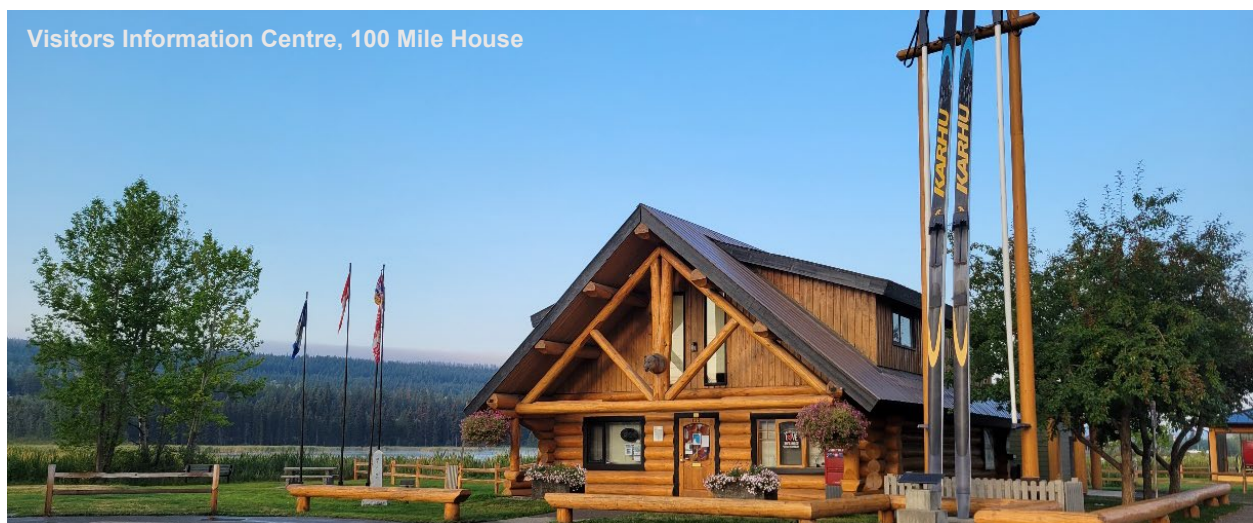
Aerial Photo, 100 Mile House



2.0 Community Background

In 1912, William Cecil, the 5th Marquis of Exeter, purchased Bridge Creek House and the 12,000 acres of ranch land in the surrounding area. From the 1940's to 1950's, an abundance of timber drew sawmill owners to the area and forestry continues to be a large employer in the region today.

The District of 100 Mile House was incorporated in 1964 and has since become an active and recreational community that is a major service center within the South Cariboo. The community boasts many commercial, institutional, and recreational resources that are accessed by the surrounding communities.



Active Transportation Context

The District is a developed rural core which is bisected by BC Highway 97, a major route through the Interior and is also a start / end point for both Horse Lake Road and Canim-Hendrix Road which service additional rural populations such as Forest Grove, Ruth Lake, and Sheridan Lake. The town centre is compact and short distances between residential areas and service centers lend to its walkability. The District has made various improvements to their active transportation network in recent years to better connect residential areas to the town core.

The District is small and well oriented to have a developed and integrated active transportation network and further improvements can be made to improve walkability and ensure a safe experience for all user groups.





2.1 Community Profile

General Information

The District of 100 Mile House has a population of approximately 2000 but serves as the service center for many outlying rural communities within the Cariboo Regional District (CRD). The regional population that utilizes the District as their service center is approximately 14,000 and is temporarily increased further by summer tourism in the surrounding areas.

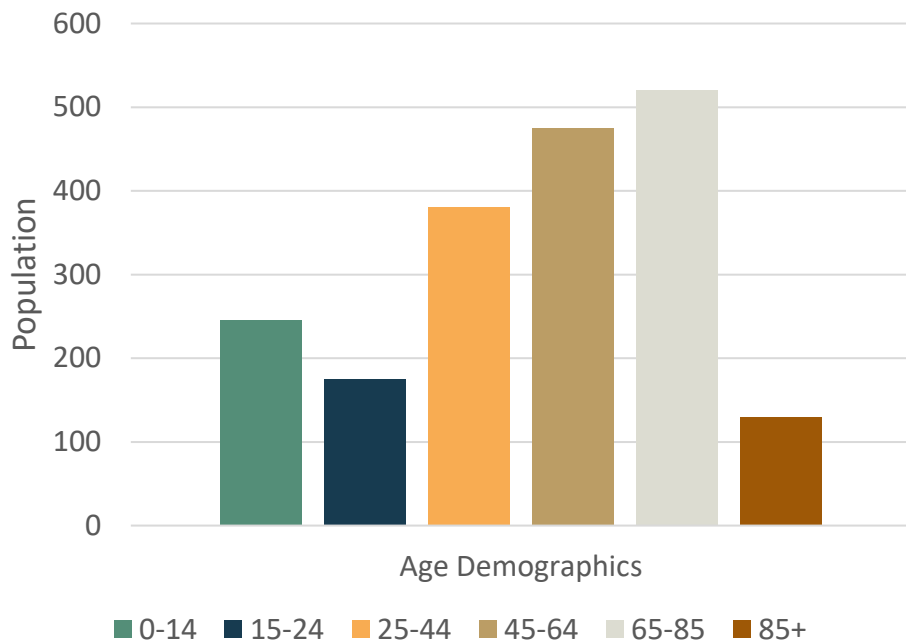


Demographics

The Statistics Canada 2021 census recorded 1,928 people residing in the District of 100 Mile House, this is a 0.5% increase from the recorded population of 1,918 in 2016.

The current age demographic of the District of 100 Mile House is older than the BC average, with 33% of the population aged 65 or older. Approximately 60% of the population is older than the provincial average of 43, with the median age of the population being approximately 55 years old. The fastest growing demographic segment in 100 Mile House is the 85+ cohort. This is expected to continue as the large group of 65-84 ages.

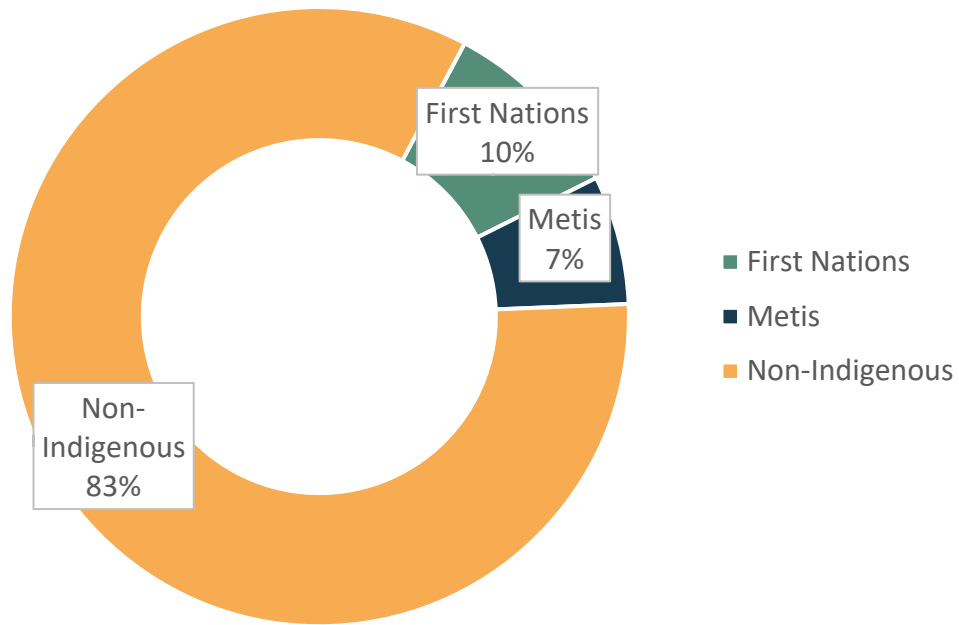
Age Demographics (Statistics Canada, 2021 Census)



This age demographic of the community outlines a diverse community with equally diverse age groups. Given that the District's population is aging, it is important that active transportation infrastructure is accessible, equitable and safe for all ages and abilities.

Approximately 17% of the District's population is of aboriginal identity according to Stats Canada 2021 Longform Census (25% sample data). The District of 100 Mile House is located within the Traditional Territory of the Secwepemc and is located most closely to the Canim Lake Band (Tsq'escenemc).

Indigenous Population (Statistics Canada, 2021 Census*)



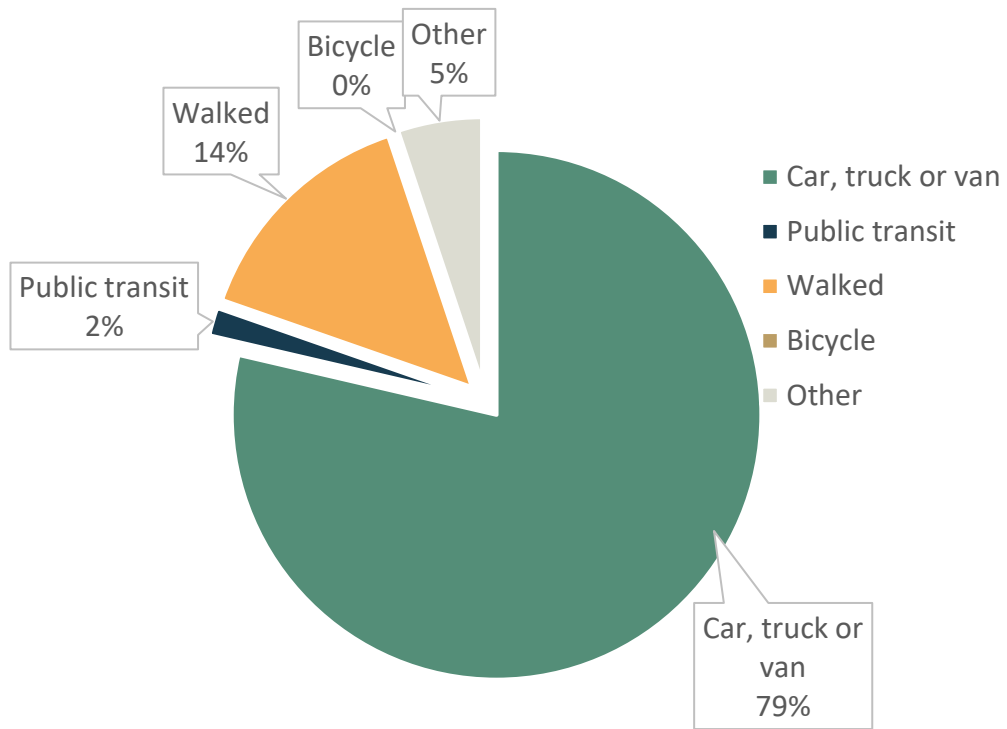
*25% Sample Data



Transportation Network Commuter Allocation

As outlined by the Statistics Canada (2021) census, the majority of the population commutes by automobile (93% as drivers / 7% as passengers) and approximately 15% of the population commute by walking.

Main Mode of Commuting (Stats Canada, 2021 Census*)

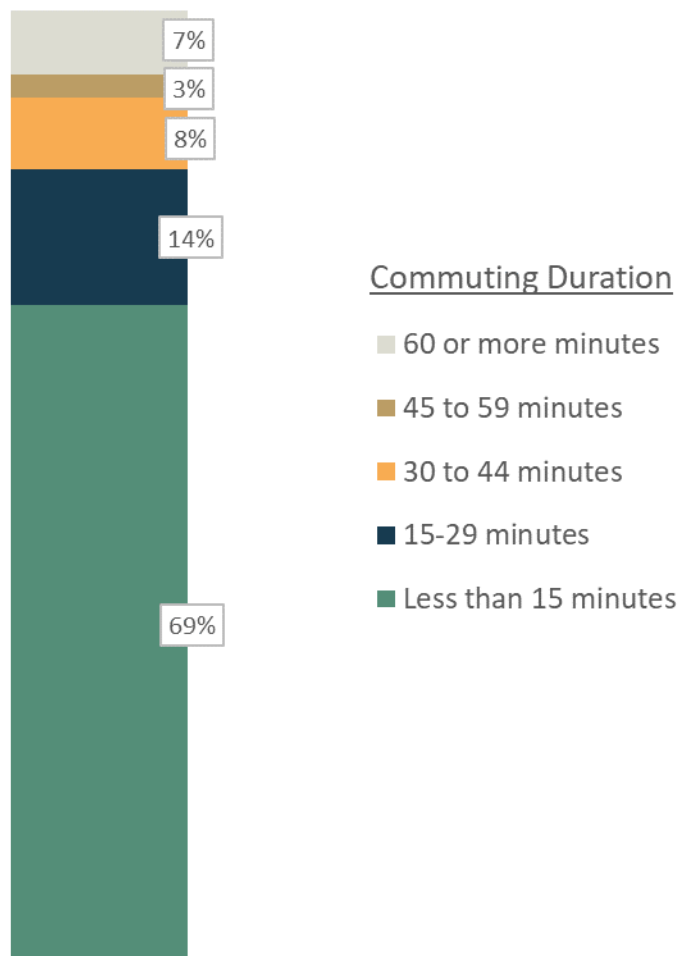


*25% Sample Data



The majority of trips taken by residents of the District of 100 Mile House stay within the community, approximately 88% of total trips, while 7% of trips remain in the regional area (CRD), and 5% of trips remain in the province of BC. Due to most trips remaining in the District of 100 Mile House boundaries, the majority of trips undertaken by residents are less than 15 minutes (approximately 70%).

Commuting Duration
(Stats Canada, 2021 Census*)



Planning and Policy Context

Bridge Creek Waterfall, 100 Mile House



3.0 Planning and Policy Context

To better understand the District and Regional context with respect to active transportation, the applicable local and regional strategic planning documents were reviewed. The key findings are outlined below along with recommendations for improving active transportation within the community and the region.

Community Strategic Guiding Documents

Official Community Plan (2016) – Bylaw No. 1288

An *Official Community Plan* (OCP) is a document which, when adopted by Council, provides a community vision, and a set of objectives and policies to guide the orderly growth and development of the District of 100 Mile House, particularly around the form and character of future land use. The OCP anticipates changes in the community and determines how best to manage or influence these changes in the interest of the residents of 100 Mile House. Through the OCP, community qualities can be maintained while accommodating growth and the need for appropriate public services, and facilities can be anticipated and provided.

The OCP supports active transportation infrastructure development to encourage alternate modes of travel for work and recreation, to promote a healthier community and to work towards meeting the District greenhouse gas emission reduction targets.

Works and Services Bylaw (2014) – Bylaw No. 1257

The *Works and Services Bylaw* defines the road classifications, levels of service, design criteria and design specifications for public and private development or construction within the community. The bylaw includes a provision for ‘Highways’ which describes all surface amenities to be included as it relates to the public right of way.

With respect to active transportation infrastructure, the bylaw outlines sidewalk requirements for specific road classifications (i.e. one side vs both sides, sidewalk width, etc.) but does not include information about requirements for additional active transportation infrastructure. The requirement for sidewalk installation in a subdivision is determined based on the road classification and at the discretion of the Approving Officer.

Developing the design criteria, standard details and specifications in the *Works and Services Bylaw* regarding active transportation infrastructure, will better allow the District to develop active transportation facilities.



Subdivision Application and Development Guide (2014)

The *Subdivision Application and Development Guide* sets out guidelines for developers wishing to subdivide lands within the District of 100 Mile House. This document sets the requirements for the services to be included in developments, including active transportation infrastructure.

The Approving Officer may require active transportation infrastructure as part of a development application based on the *Works and Services Bylaw*. If / when active transportation infrastructure is not present, the developer may request deferral of the construction of facilities and pay a non-refundable deposit to the District for the estimated construction costs of the amenity, which will be deposited into the District Sidewalk Reserve Account for council allocation of future active transportation facilities construction.

Developing the ATNP will allow Development Approving Officers to have a clear understanding of the active transportation network and what facilities need to be provided in order to meet the goals and objectives of the plan, as well as the associated cost and benefits.

Trails Linkage Plan (2009)

The *Trails Linkage Plan* was developed by the District of 100 Mile House in collaboration with Cariboo Geographic Systems in 2009. The plan catalogued the existing active transportation in the area and identified areas for future improvement.

The *Trails Linkage Plan* was:

“formulated to identify a unified network of existing and proposed trails providing a comprehensive trail system throughout the Municipality of 100 Mile House. By involving local user groups, through community input and by discussions with individual landowners, the plan has addressed all present and future needs within the community in a manner which will allow the implementation of the plan over time for the benefit of residents, businesses, and visitors to 100 Mile House.”

Wayfinding Strategy (2023)

The District of 100 Mile House is currently working on a *Wayfinding Strategy* to aid in directing road users into and within the community. The *Wayfinding Strategy* includes an audit of existing wayfinding signage and a recommendation for an updated signage strategy to better highlight local assets and facilities to visitors to the community.

The draft strategy focuses primarily on tourism traffic and the intent is to encourage travellers on the highway to access local services and facilities. Though the focus is on guiding vehicle traffic,



it is important that the active transportation network provides connections and is included as part of the strategy to provide direction for visitors once they have stopped within the community.

Regional District Plans

South Cariboo Area (SCA) Official Community Plan (2018) – Bylaw 5171

The Cariboo Regional District (CRD) operates under legislation of the Province of British Columbia. The Local Government Act (LGA) outlines the tools available to local governments for planning and regulating land uses through the creation of an Official Community Plan (OCP). The OCP provides a statement of objectives and policies of the CRD to guide decisions on planning and land use management in the OCP Area.

It is important to note that the jurisdiction of the CRD is limited in many areas where responsibility rests with the Provincial Government. It is appropriate for these areas to be addressed in an Official Community Plan, but it must be remembered that the role of CRD is necessarily limited.

Like the District of 100 Mile House OCP, the SCA OCP supports active transportation infrastructure development by ensuring the transportation network is safe and suitable for all users and encouraging alternative modes of transportation where feasible. The SCA OCP also encourages transportation options that reduce single occupant automobile trips and supports planning to develop an integrated trail network for both recreational and transportation purposes.



Public Engagement



Centennial Park, 100 Mile House



4.0 Public Engagement



Community engagement occurred at two (2) key points during the plan development. The engagement sessions were undertaken in ways that allowed the project team to hear from as many residents as possible.

The purpose of the first community engagement was to help identify existing gaps and issues with the active transportation network in the District of 100 Mile House. A second community engagement was undertaken to focus on the draft ATNP and allow the public to review and submit feedback regarding the proposed network priorities, projects and schedule of improvements.

4.1 What Was Done

The District of 100 Mile House, in collaboration with TRUE Consulting, hosted a public engagement information session in June of 2022. Due to the limited attendance by residents at the in-person engagement session, an online survey was created to gather additional information from those unavailable to attend. The online survey was left open through the fall (July 2022 to Sept 2022) for residents to provide feedback.

A second public information session was hosted in March of 2023 to present the draft ATNP to the public. Due to the low attendance of the first public engagement session, an alternative approach was utilized. The first engagement required residents to come to the project team which did not provide a significant interest. For the second engagement session, an approach was chosen, with feedback from the District, to take engagement to the residents through an online survey / questionnaire.

The online survey / questionnaire was left open through the spring of 2023 for residents to provide feedback on the findings, evaluation, prioritization, and implementation of the District ATNP.

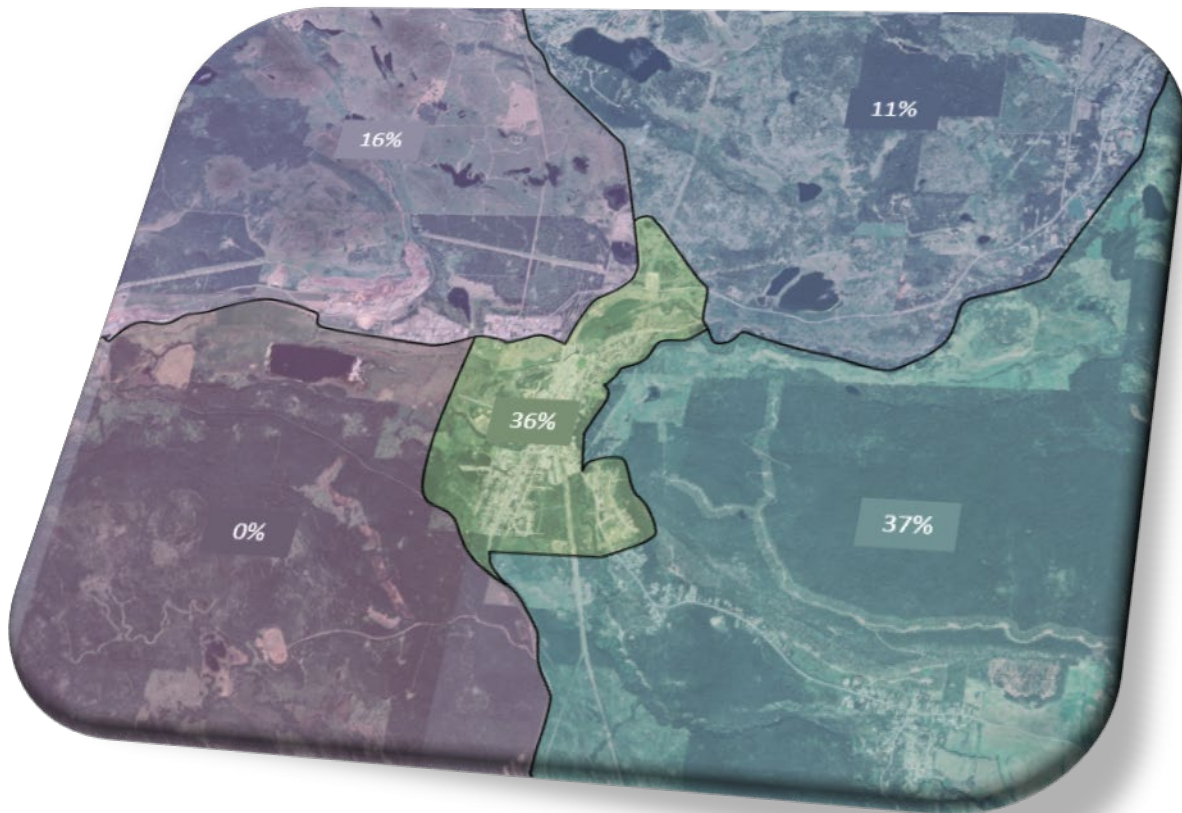


4.2 What We Heard

Public Engagement Session 1

Most residents who participated in the initial community engagement live outside of the municipal boundary adjacent to the Blackstock Neighborhood (36%) while approximately 35% of respondents lived within the municipality. The majority of respondents indicated that their primary form of transportation is driving which aligns with the locations where they reside.

Residence Locations, (Public Engagement Session 1)



With respect to the conditions of the existing active transportation infrastructure within the District, respondent feedback largely included safety concerns, requests for development of additional active transportation infrastructure and better network connectivity throughout the District.



The responses from residents appear to indicate that people are not using forms of active transportation primarily because the facilities are not yet available or have not been fully developed in the areas of the District where they reside.

Of the five Guiding Principles presented to respondents, it was indicated that **Safety** and **Connectivity** are the most important principles for the development of the ATNP.

More detailed feedback regarding the pedestrian, cycling and general active transportation network is included below.

Pedestrian Network Feedback

The largest barriers to walking or rolling in the District of 100 Mile House were identified in the following order of priority:

1. Lack of sidewalks and connectivity between sidewalks
2. Safety (surrounding concerns about speed of motor vehicles)
3. Accessibility
4. Travel distances
5. Lack of safe crossings along BC Highway 97



Respondents identified the following desired improvements to the pedestrian network in the following order of priority:

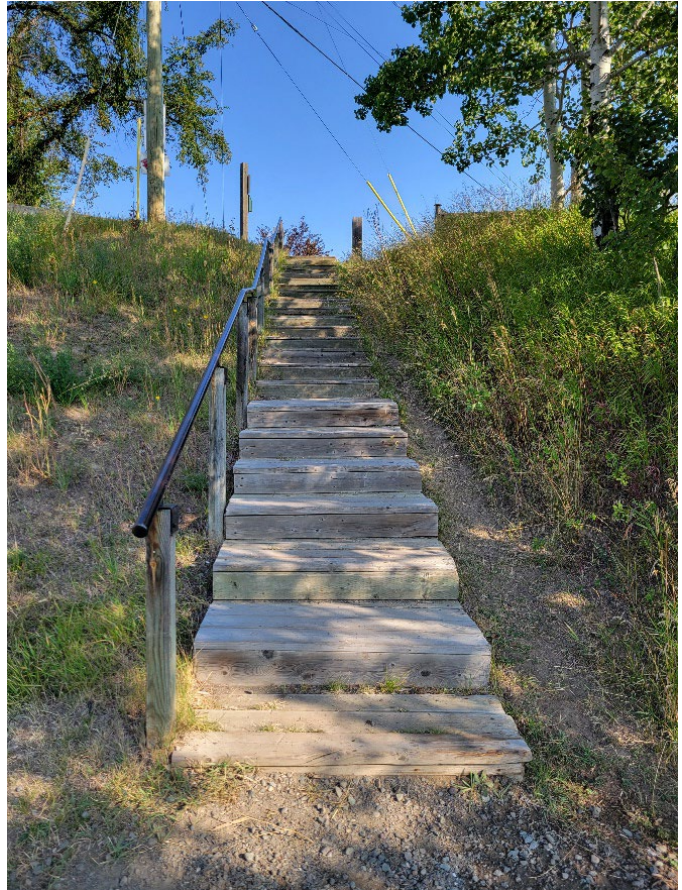
- ❖ Construction of more sidewalks and pathways
- ❖ Improve accessibility for people using mobility aids or rolling.
- ❖ Fill in gaps in the network between the neighborhoods and the downtown core, and
- ❖ Motor vehicle speed reductions

"It would be nice to have a place to walk in the winter that is safe for people with mobility issues."

Comment from Online Survey



Marsh Trail – Poor asphalt condition may be difficult for some users.



Stairs and steep graded roads accessing Centennial park may provide an accessibility issue.



Cycling Network Feedback

The largest barriers to traveling by bicycle in the District of 100 Mile House were identified in the following order of priority:

1. Lack of bike lanes or usable shoulder on local roads
2. No cycling infrastructure on Highway
3. Safety concerns about motor vehicle traffic speeds

Respondents identified the following desired improvements to the cycling network in the following order of priority:

1. Construction of cycling lanes or paths
2. Improved connectivity to neighborhoods
3. A separated bike route along the Highway 97 corridor
4. Highway crossing at 99 Mile/South end of town



Existing paved shoulder bicycle lane on Horse Lake Road. A separated, protected bike lane along Horse Lake Road was one of the most desired improvements identified in community engagement.



Active Transportation Network Feedback

Respondents identified the following desired locations for improvements to the active transportation network in the following order of priority:

1. Horse Lake Road
2. Birch Ave and First Ave
3. Highway 97 and First Ave
4. Highway 97 and Wrangler Way
5. Exeter Road



Horse Lake Road Bridge, 100 Mile House



Public Engagement Session 2

The second public engagement session was completed to determine the community's interest in the goals and plans identified by the active transportation plan. Due to lower than ideal turnout at the initial session, an engagement strategy of online only survey was selected for the second session.

Residents were asked to participate on the District's social media page, websites and a QR code was provided on utility billing for direct access to the online survey.

There was very high turnout to participate in the second session and generally the community is supportive of the goals and high-level plans of the ATNP.

Participant Feedback

Eighty-six percent (86%) of residents indicated that they would like to use active transportation more frequently. Additionally, fifty percent (50%) of respondents indicated that increased connectivity in the network would make it more likely for them to utilize active transportation infrastructure.

Residents were more neutral regarding establishing a community cycling network; approximately forty three percent (43%) of respondents indicated that this is something they would like to see in the future. Because the District of 100 Mile House does not currently have any cycling infrastructure established within the road network, it is difficult to gauge interest.

The proposed infrastructure mapping was provided to survey participants with a call for general feedback. Overall support for the project was positive, and people are generally supportive of more infrastructure and improved safety. The proposed Horse Lake Road multi-use path was easily the project that garnered the most support, and participants were enthusiastic about the plan.

Though not a part of this plan, there is a lot of interest in creating better linkages to outlying communities and improving the public transit service available.



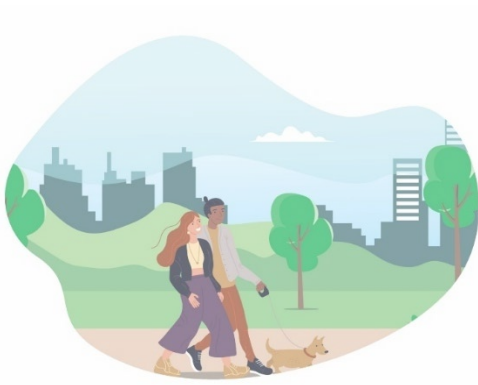
Active Transportation Plan Development



5.0 Active Transportation Plan Development

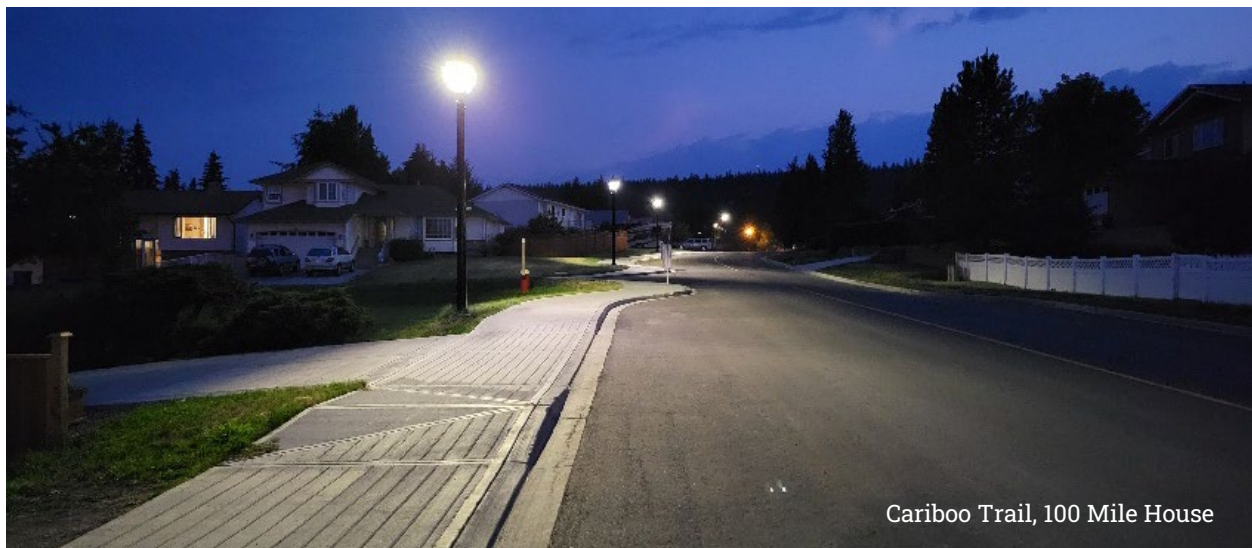
5.1 Objectives and Concepts

To facilitate the development of the plan, specific objectives and concepts were created to provide actionable ideas and direction to the vision of the ATNP.



General Objectives

1. Create an active transportation network that is accessible to all ages and abilities.
2. Engage with BC MoTI to improve crossings along BC Hwy 97 and improve active transportation infrastructure within the highway corridor.
3. Work to decrease the number of collisions involving pedestrians and cyclists by increasing awareness of pedestrians and cyclists.
4. Encourage other forms of active transportation by creating a safe environment through appropriate environmental design and community policing initiatives.
5. Update strategic guiding documents to ensure that active transportation infrastructure is prioritized.

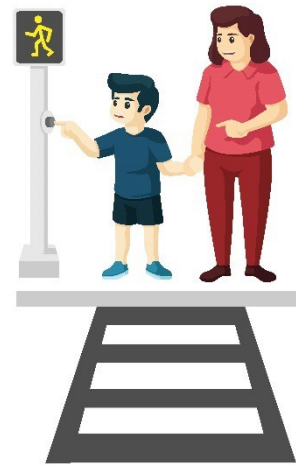


Cariboo Trail, 100 Mile House



Pedestrian Network Objectives

1. Increase the number and frequency of residents who walk as a form of transportation.
2. Create a cohesive network that connects residential areas to the downtown core.
3. Provide safe and accessible pedestrian crossings throughout the community.



Cycling Network Objectives

1. Increase the number and frequency of residents who cycle as a form of transportation.
2. Connect neighborhoods with commuters to downtown core and industry lands through painted bike lanes, separated facilities, signage and multi-use paths
3. Provide safe and accessible cyclist crossings throughout key routes in the community.
4. Improve cycling access to trails from the community core (99 Mile, Centennial Park)



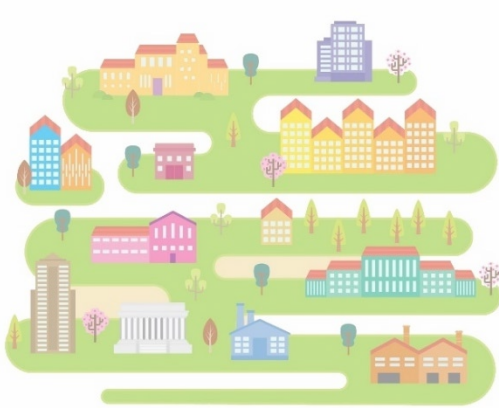
Trail Network Objectives

1. Develop a continuous integrated trail network for both recreation and transportation purposes.
2. Formalize unofficial trails that make up the existing trail network.



5.2 Existing Infrastructure Facilities

The existing active transportation infrastructure within the District of 100 Mile House was separated into three (3) categories:



Pedestrian Infrastructure: Sidewalks
Pedestrian Shoulders

Cycling Infrastructure: Bike Lanes
Multi-Use Paths
Shared Roads

Trails Infrastructure: Public Trails
Private Trails
Cross Country Trails

This information was reviewed, inventoried, and mapped to better understand the gaps and deficiencies within the transportation network.

Please refer to the following Figures for additional detail regarding the existing Pedestrian, Cycling and Trails infrastructure within the District of 100 Mile House.

In addition to the existing infrastructure facilities, a series of pedestrian counts were also completed to better understand pedestrian routes within the District and identify the key pedestrian crossings along transportation corridors throughout the community. The count locations are outlined in the map located in Appendix A. The counts provide additional insight into the network and facilitate the evaluation of potential opportunities for future upgrades. Please refer to Appendix A for the detailed pedestrian counts.



Existing Pedestrian Facilities

As outlined in Figure 5-1, the District's existing pedestrian facilities are primarily concentrated in and around the downtown / commercial core.

The District has been working towards expanding the pedestrian network from the downtown / commercial core to the residential neighborhoods and has completed various sidewalk projects in recent years.

The residential areas surrounding Spruce Ave in the southwest and N Birch Ave / Evergreen Ave in the northeast are currently not connected to the pedestrian network and are gateways to other recreational areas such as the soccer fields and 99 Mile Trail system.

Small spot gaps exist within the existing infrastructure and residents rely on BC MoTI infrastructure to cross Highway 97, which bisects the community from north to south.

The existing infrastructure consists of sidewalks typically between 1.5m-2.0m wide, with all new infrastructure required to be 2.0m wide as per the District of 100 Mile House *Works and Services Bylaw #1257*.

Existing Cycling Facilities

As outlined in Figure 5-1, the District does not contain cycling specific infrastructure at this time, outside of the small sections of multi-use path or paved open shoulder located along Horse Lake Road and the existing marsh trail system surrounding the pond located adjacent the South Cariboo Information Center.

To commute by bicycle within the community, cyclists utilize the travel lane with vehicle traffic, the open shoulder if available, or ride on the sidewalk



Existing Trail Facilities

As outlined in Figure 5-1, the District of 100 Mile House contains a very diverse trail network within the community core, located on both public and private lands.

In addition to centrally located trails there is also an extensive cycling and cross country trail system located outside of the municipal boundary in the 99 Mile Recreation area and at 108 Mile.

Centennial Park

Centennial Park can be accessed from the park entrance at Dogwood Avenue and Evergreen Crescent and a small, unmarked trail by the Horse Lake Road Bridge. The driveway access on Cedar Avenue to the parking lot is not well identified and does not include a safe, accessible pathway for active transportation users.

Marsh Trail

The Marsh Trail is a paved trail that circles the Ducks Unlimited Pond located west of BC MoTI Hwy near the South Cariboo Information Center. This trail is heavily used for recreation by many residents and is frequented by high school students walking to and from school to access amenities in town. As the trail ties into Wrangler Way, it transitions from a multi-use path to a paved shoulder.











100 Mile House

EXISTING NETWORK

LEGEND

-  Municipal Boundary
-  Parks
-  Existing Roadway
-  Existing Sidewalk
-  Existing Asphalt Shoulder
-  Existing Multi-Use Path
-  Existing Trail Network

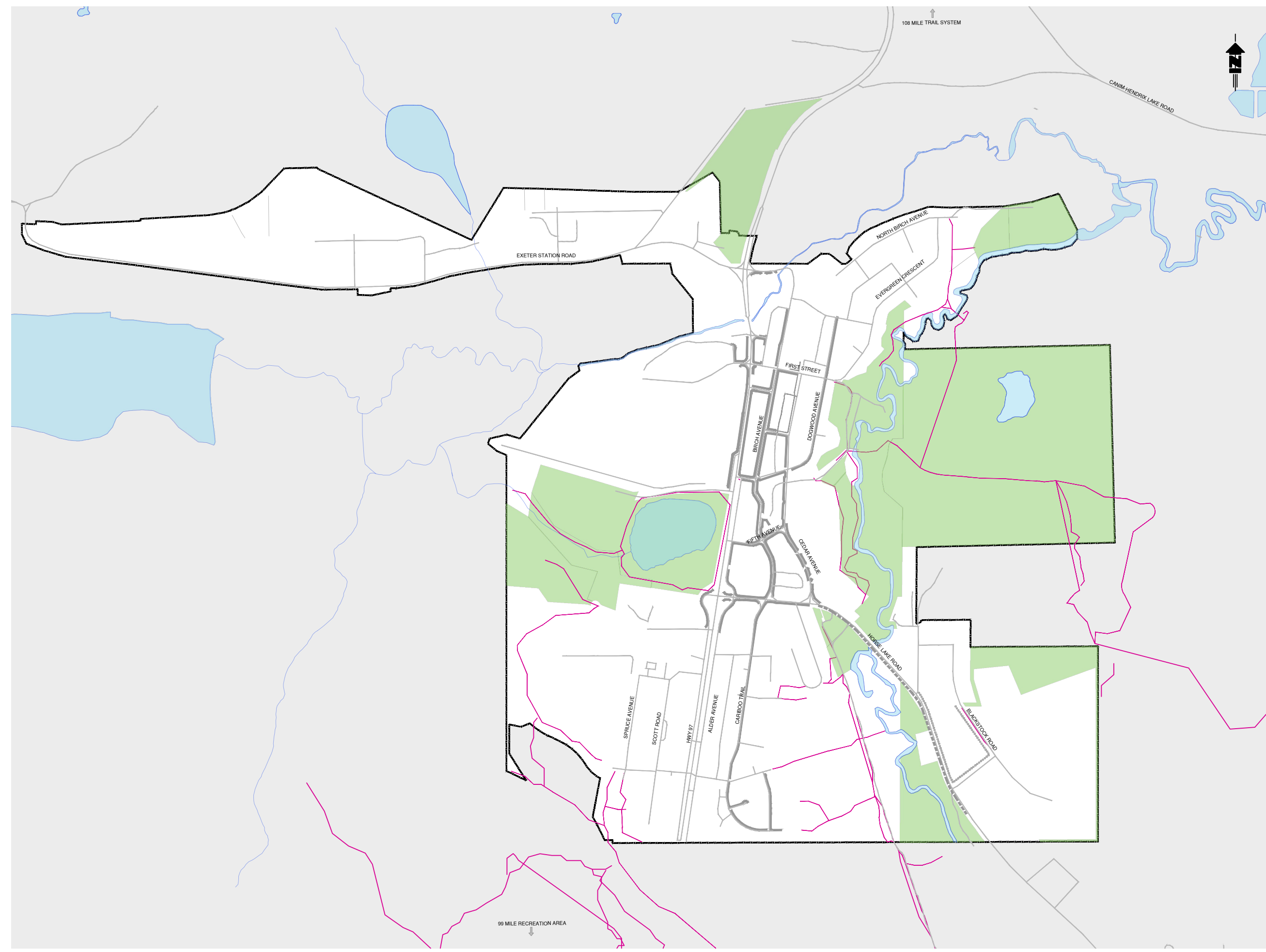


Figure 5-1

SCALE: 0 250 METRES



5.3 ICBC Incidents and Statistics

A review of ICBC and Police report data was completed to identify possible problem areas within the District that may affect the creation or routing of the active transportation network. The data is comprised of reports from 2014-2020 and indicates many incidents occurring on the Highway.

The map in Figure 5-2 represents traffic incidents that involved a pedestrian or cyclist. A large portion of the incidents occur on highway 97 at intersections including the following:

- ❖ Highway 97 and 1st Street
- ❖ Highway 97 and 4th Street
- ❖ Horse Lake Road and Birch Avenue/Cariboo Trail

These intersections, in addition to others, were selected as locations for the completion of pedestrian counts to both account for volume of traffic and observe pedestrian and vehicle movement through the intersections in real time.





100 Mile House

TRAFFIC INCIDENTS

LEGEND

- Municipal Boundary
- Parks
- Existing Roadway
- Existing Asphalt Shoulder
- Existing Multi-Use Path
- Existing Trail Network
- Pedestrian/Cycling Incident
- Accident Locations (2014-2020, ICBC and TAC)

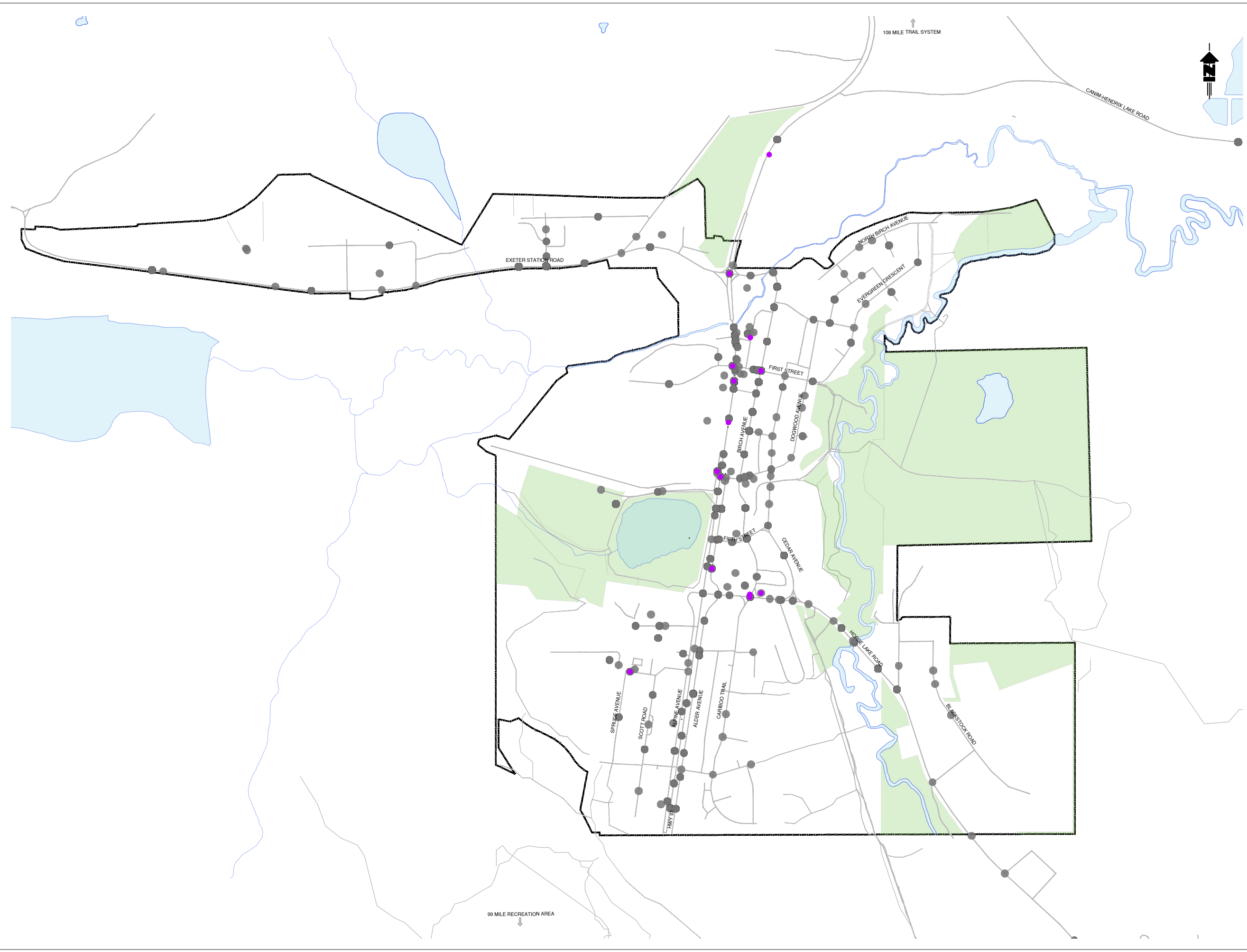


Figure 5-2

SCALE:

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Network Analysis and Deficiencies



Bridge Creek, 100 Mile House



6.0 Network Analysis and Deficiencies

6.1 Gap Analysis Classification

From the review of the existing conditions, the inventory data was analyzed ('Gap Analysis') to assess the ability of the network to meet the needs of all network users. This analysis identified the following types of gaps in the network:

1. Spot Gaps: Specific locations with missing infrastructure
2. Connection Gaps: Missing connection between routes / different land uses
3. Lineal Gaps: Missing links / barriers along a connected route
4. Corridor Gaps: Missing connections between routes / land uses that span a longer distance along a desired active transportation path
5. System Gaps: Larger areas (i.e. neighborhoods) where no active transportation infrastructure is present



6.2 Identified Network Gaps

As outlined in Figure 6-1 – Network Gap Analysis, the District of 100 Mile House faces challenges and barriers within all facets of their active transportation infrastructure. The findings of the gap analysis are summarized below:

Pedestrian Network

As shown in Figure 5-1 – Existing Pedestrian Network, the District of 100 Mile House has constructed pedestrian infrastructure primarily within the downtown core area of the community. This provides increased walkability in the downtown core, but pedestrians face the following barriers, as identified by the gap analysis, when traveling outside of the established walkable areas:

- ❖ Lack of connectivity (System and Corridor gaps) throughout the community
 - Evergreen Crescent / North Birch Avenues
 - Exeter Station Road
- ❖ Spot gaps located within key parts of the community.
- ❖ Crossing control at key intersections / road crossings

Cycling Network

As shown in Figure 5-1 – Existing Cycling Network, the District of 100 Mile House does not contain dedicated cycling facilities (outside of MUP infrastructure) within the community. The large barriers facing the District's cycling community, as identified by the gap analysis, are:

- ❖ Inadequate cycling facilities that do not meet the needs of all ages and abilities
- ❖ Lack of connectivity (System and Corridor gaps) throughout the community
- ❖ No delineation or guidance for cyclists at intersections / road crossings

Trails Network

As identified in the gap analysis, the District of 100 Mile House trails network is extensive but faces barriers such as:

- ❖ Trail networks run through private land in areas of trespass (i.e. trail network from soccer fields to Centennial Park)
- ❖ Connections from trailheads to existing urban active transportation facilities.





100 Mile House

GAP ANALYSIS

LEGEND

- Municipal Boundary
- Parks
- Existing Roadway
- Existing Sidewalk
- Existing Asphalt Shoulder
- Existing Multi-Use Path
- Existing Trail Network
- System Gap
- Corridor Gap
- Spot Gap
- Infrastructure Gap

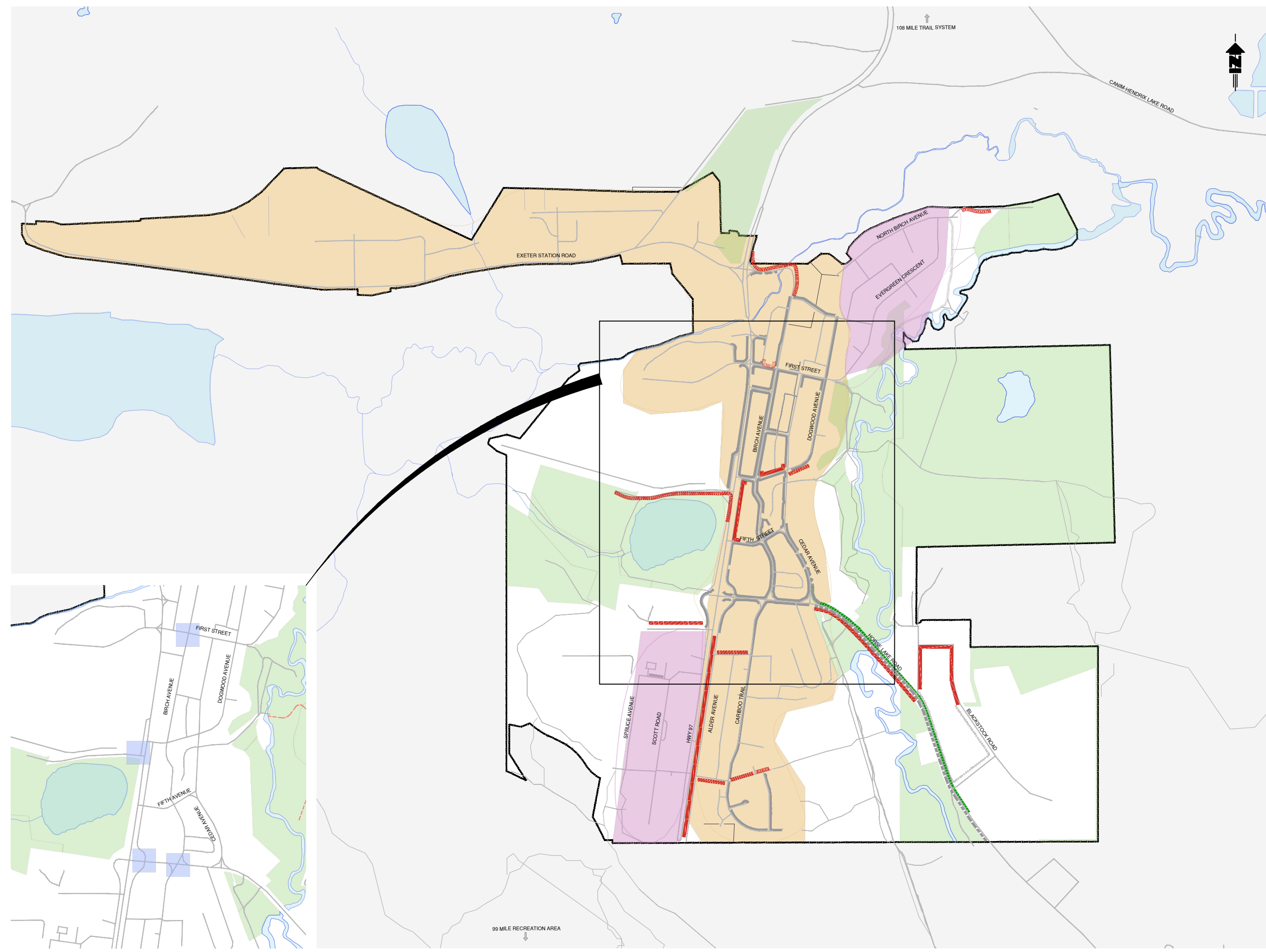


Figure 6-1

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Active Transportation Recommendations



7.0 Active Transportation Recommendations

7.1 Active Transportation Network Classifications

To develop the Active Transportation network within the District of 100 Mile House, it is important to utilize industry best practices and ensure the facilities are built to recognized standards while maintaining both the character and feel of the community.

As described previously, the District acts as a developed rural core for the Cariboo Regional District (CRD) consisting of both an established urban center and many outlying rural areas. To maintain the character and feel, this ATNP recognizes that both urban and rural infrastructure facilities, as well as safety specific features, need to be developed to provide the more valuable cross section of infrastructure throughout the community.

The infrastructure facility types presented as part of this ATNP for both the urban and rural standards were developed using the following guiding documents:

- ❖ District of 100 Mile House – Bylaw No. 1257 – Works and Services Bylaw (2014)
- ❖ TAC* – Geometric Design Guidelines for Canadian Roads – 2017 Edition
- ❖ TAC – Canadian Guide to Traffic Calming – Feb 2018 Edition
- ❖ TAC – Pedestrian Crossing Control Guide – Third Edition
- ❖ BC Active Transportation Design Guide – 2019 Edition

* Transportation Association of Canada (TAC)



Urban	Rural	Safety
Sidewalk Separated Sidewalk Shared Use (Multi Use) Path Protected (Buffered) Bike Lane Advisory Bike Lane	Pedestrian Pathway Pedestrian (Paved) Shoulder Shared Use (Multi Use) Path	Painted Crossing RRFB Controlled Crossing Special OF Crossing Pedestrian Signal Traffic Calming Facilities



7.2 Facilities Recommendations

Urban Facilities Recommendations

Sidewalk – Concrete



Sidewalks are the foundation of the pedestrian network in urban / developed rural core contexts and provide a dedicated space within the right of way that facilitates movement, access, and connectivity. They serve as public spaces and play a key role in active communities by providing a safe and accessible area that add to the social and economic value of the community.

Sidewalks are recommended on all types of urban roads, ideally on both sides of the road to enhance connectivity, accessibility and reduce conflict points caused by road crossings.

Separated Sidewalk – Concrete

Separated sidewalks should be considered on all arterial / collector roads, where possible, or in areas with higher pedestrian activity such as schools or healthcare facilities.

Future sidewalks in the District of 100 Mile House should be constructed to a 2.0 m width with accessible ramps at intersections / network connections. Where feasible lighting that covers the sidewalk and additionally the entire roadway should be included.



Shared Use (Multi Use) Path – Paved



Shared Use (Multi Use) Pathways (Paved) are typically off-street pathways that are physically separated from traffic by a boulevard or landscaping. These pathways accommodate bi-directional travel for all users and can be constructed in a variety of contexts.

Shared Use Pathways are recommended in urban settings where there is space free of obstructions / conflicts such as:

- ❖ Parallel to adjacent roadway or highway
- ❖ Outside of the roadway clear zone
- ❖ Limited number of crossings / conflicts
- ❖ Pathway continuity can be provided
- ❖ Suitable network connections at each end

Future paved shared use pathways in the District of 100 Mile House should be constructed to a 3.0m minimum width.

Buffered Bike Lane

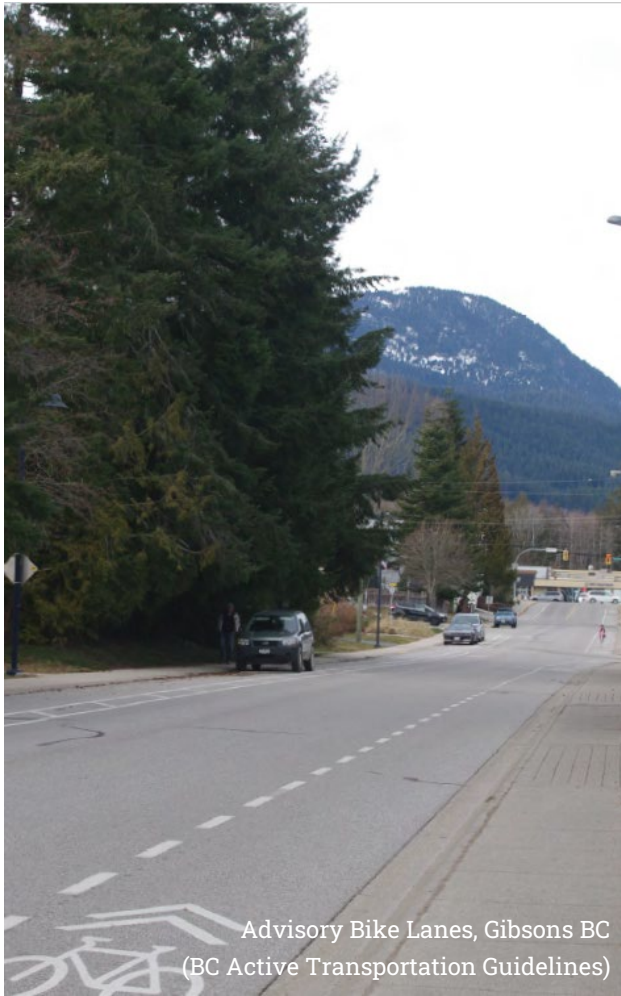
Buffered Bike Lanes are a portion of the roadway dedicated to single direction cyclist traffic. The buffered area provides greater definition of road space use and discourages vehicles from encroaching on the bike lanes.

Delineators can be utilized in higher conflict areas such as intersections / network connections to better define the cyclist space. If additional space is available, the painted buffer can be upgraded to a protected treatment.

Future Buffered Bike Lanes in the District of 100 Mile House should be constructed with a 0.6m minimum wide buffer zone and 1.8m minimum wide bike lane.



Advisory Bike Lanes



Advisory Bike Lanes are single direction bike priority areas within a shared street environment. Cyclists have priority within the dedicated lanes, but motorists may enter the lane to pass oncoming motor vehicles. Advisory lanes are not considered an all ages or abilities facility type.

These lanes are appropriate for narrow, low volume roads where there is insufficient space to add a dedicated buffered bike lane, and the speed limit is less than 40km/h.

The lanes are delineated by “sharrow” markings (bike with chevrons) and a dashed paint line to inform road users they are in a shared mobility corridor.

Advisory Bike Lanes in the District of 100 Mile House should be constructed to a 1.8m minimum width. If parking is present on street, a 0.6m minimum width buffer zone is required between the bike lane and parking lane.



Rural Facilities Recommendations

Pedestrian Pathway (Trail) – Unpaved



Pedestrian Pathways (Trails) provide the most protected and pleasant experience for active transportation users as they are given dedicated space separated from motor vehicle traffic.

These pathways are typically placed outside the roadway clear zone, and generally consist of unpaved surfaces. These pathways may not be accessible by all users due to the nature of the environment (i.e. gravel surface) and are intended to be used by people walking or using mobility devices.

Pedestrian Pathways (Trails) in the District of 100 Mile House should be constructed to a 2.4m minimum width.

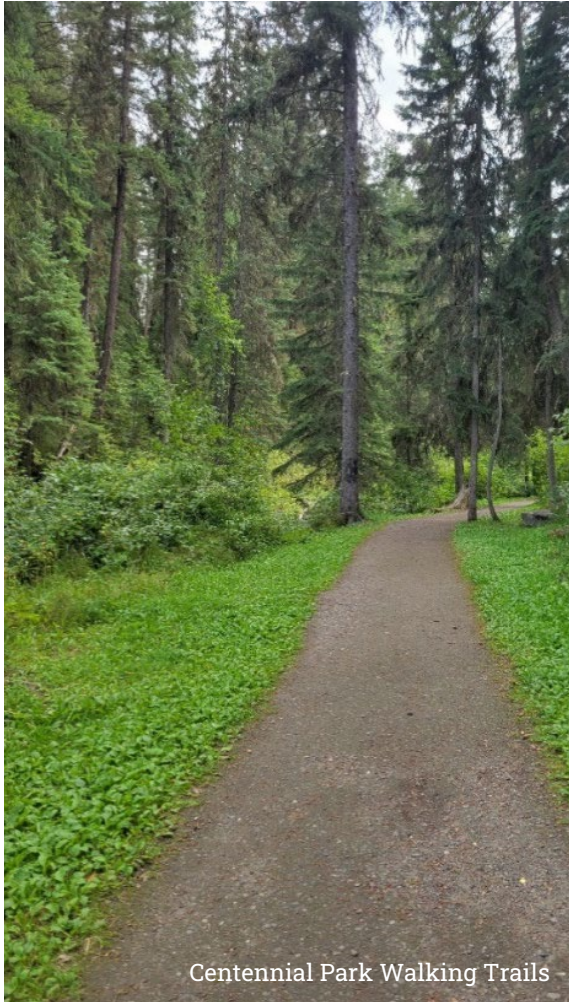
Paved Shoulder (Bicycle Lane / Pedestrian Lane)

Walkable (Rideable) shoulders are paved spaces on the side of the roadway, delineated from motor vehicle traffic by a white paint line. Paved shoulders are not a dedicated active transportation facility for one particular user group and may be considered in rural areas with lower speed limits.

Paved Shoulders in the District of 100 Mile House should be constructed to a 1.5 m minimum width.



Shared Use (Multi Use) Path – Unpaved



Shared Use (Multi Use) Pathways (Unpaved) are typically off-street pathways that are physically separated from traffic by a boulevard or landscaping. These pathways accommodate bi-directional travel for all users and can be constructed in a variety of contexts.

Shared Use Pathways are recommended in rural settings where there is space free of obstructions / conflicts such as:

- ❖ Parallel to adjacent roadway or highway
- ❖ Rail corridors
- ❖ Utility corridors
- ❖ Greenway corridors

Unpaved shared use pathways may be inaccessible to certain user types and can be difficult to navigate for people using mobility devices, bicycles, inline skates or skateboards.

Future unpaved shared use pathways in the District of 100 Mile House should be constructed to a 3.0m minimum width.



Safety Facilities Recommendations

Road Crossing Upgrades



RRFB Example

Designated road crossings are typically installed along transportation routes that correspond to the desired travel path of active transportation users. These crossings accommodate all variations of active transportation users and can be constructed in a variety of different configurations. Enhanced crossing facilities come in varying levels of treatments:

- ❖ Painted Ground Marking / Signage
- ❖ RRFB (Rectangular Rapid Flashing Beacons)
- ❖ Overhead Flashing Lights
- ❖ Pedestrian Signal (Flashing Green Light)

Existing and future active transportation crossing locations in the District of 100 Mile House should be evaluated and upgraded in line with TAC Pedestrian Crossing Control Guide.

Traffic Calming Facilities

Traffic calming facilities are typically measures that are put in place, alone or in various combinations, to restore or configure streets to provide mobility and access for all users through increasing sight lines, reducing vehicle speeds and decreasing traffic volumes.

With respect to Active Transportation in the District of 100 Mile House, four (4) of the main types of traffic calming treatments are recommended.

- ❖ Curb Extensions
- ❖ Raised Crosswalks
- ❖ Median Islands
- ❖ Lane Width Reductions



Curb Extension Example



Raised Crosswalk Example



7.3 Proposed Active Transportation Network

The proposed active transportation network was developed through reviewing existing network infrastructure facilities and deficiencies, evaluating and incorporating public feedback, and in correspondence with the relevant District of 100 Mile House guiding documentation.

As shown in Figure 7-1 – Proposed Active Transportation Network, the network has been developed through incorporating different facilities outlined in Section 7.2.

The proposed active transportation network was developed to:

- ❖ Fill in gaps between existing facilities in the downtown core.
- ❖ Proposes new connections to provide access to neighborhoods and areas without active transportation infrastructure.
- ❖ Recommends new facilities to incorporate both cycling and walking throughout the community through combined network integration.

The goal of the proposed active transportation network is to make all forms of active transportation throughout the community safe, comfortable, and desirable.
















100 Mile House

PROPOSED NETWORK

LEGEND

-  Municipal Boundary
-  Parks
-  Existing Roadway
-  Existing Sidewalk
-  Existing Asphalt Shoulder
-  Existing Multi-Use Path
-  Existing Trail Network
-  Proposed Sidewalk
-  Proposed Cycling Network
-  Proposed Multi-Use Path
-  Proposed Trail Upgrades

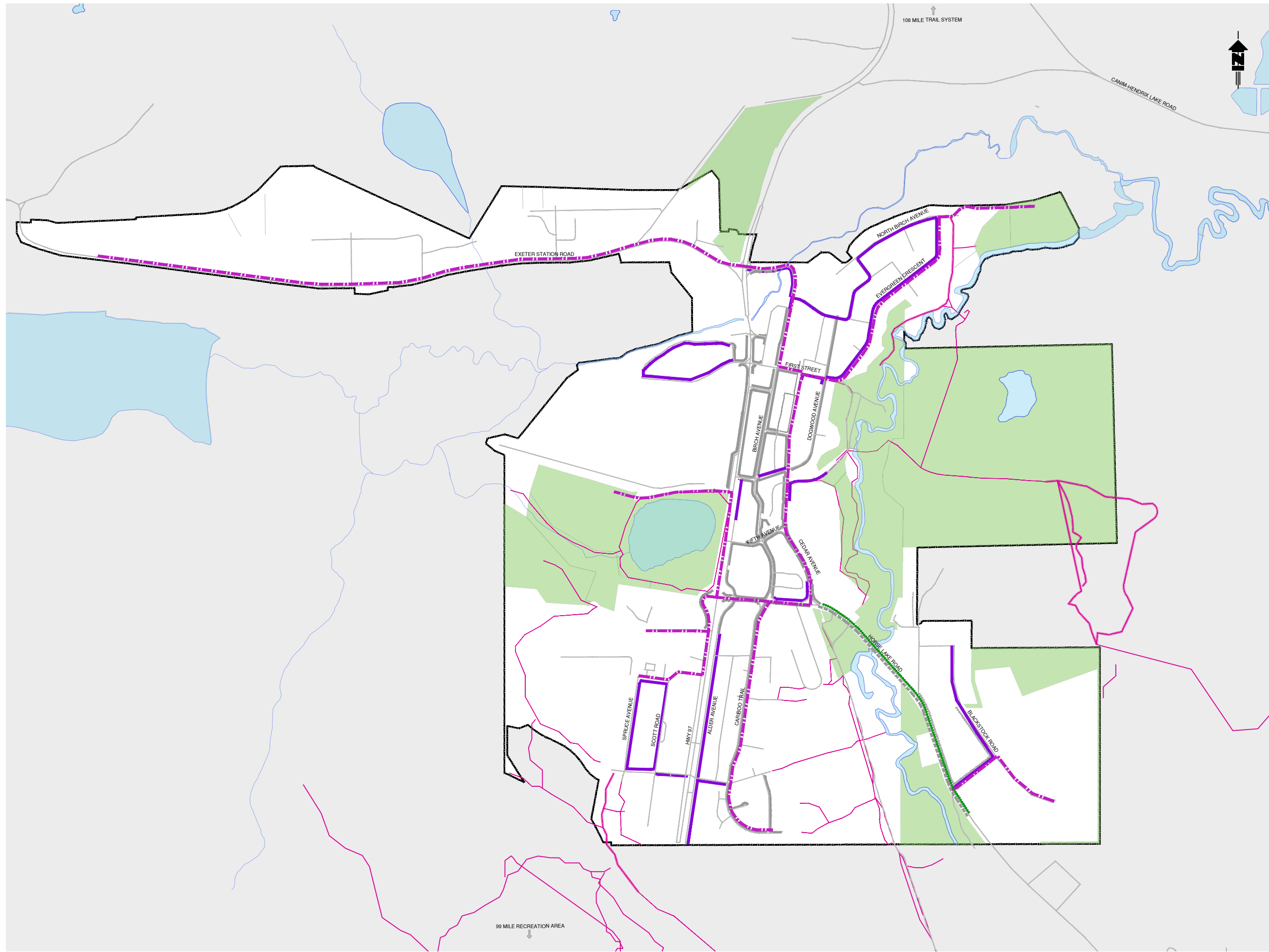
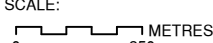


Figure 7-1

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Priority of Facilities Installation

To determine the priority of the infrastructure facilities and when they should be implemented into the network, several factors were considered:

1. Location of Existing Facilities
2. Safety Enhancements (as outlined by public feedback)
3. Connectivity Enhancement (as outlined by public feedback)
4. Implementation Feasibility / Complexity
5. Cost of Installation

From these criteria, the projects have been designated as low, medium, or high priority depending on the need of the network. Figure 7-2 outlines the proposed active transportation network priorities.

It is understood that the timing of design and construction for each project will vary depending on the following factors: overall community resources, inclusion of ATNP works with other capital projects such as utilities infrastructure upgrades, development opportunities, grant funding opportunities and response to public requests.
















100 Mile House

PRIORITY MAP

LEGEND

-  Municipal Boundary
-  Parks
-  Existing Roadway
-  Existing Trail Network
-  Low Priority
-  Medium Priority
-  High Priority
-  Proposed Sidewalk
-  Proposed Cycling Network
-  Proposed Trail Upgrades
-  Proposed Multi-Use Path

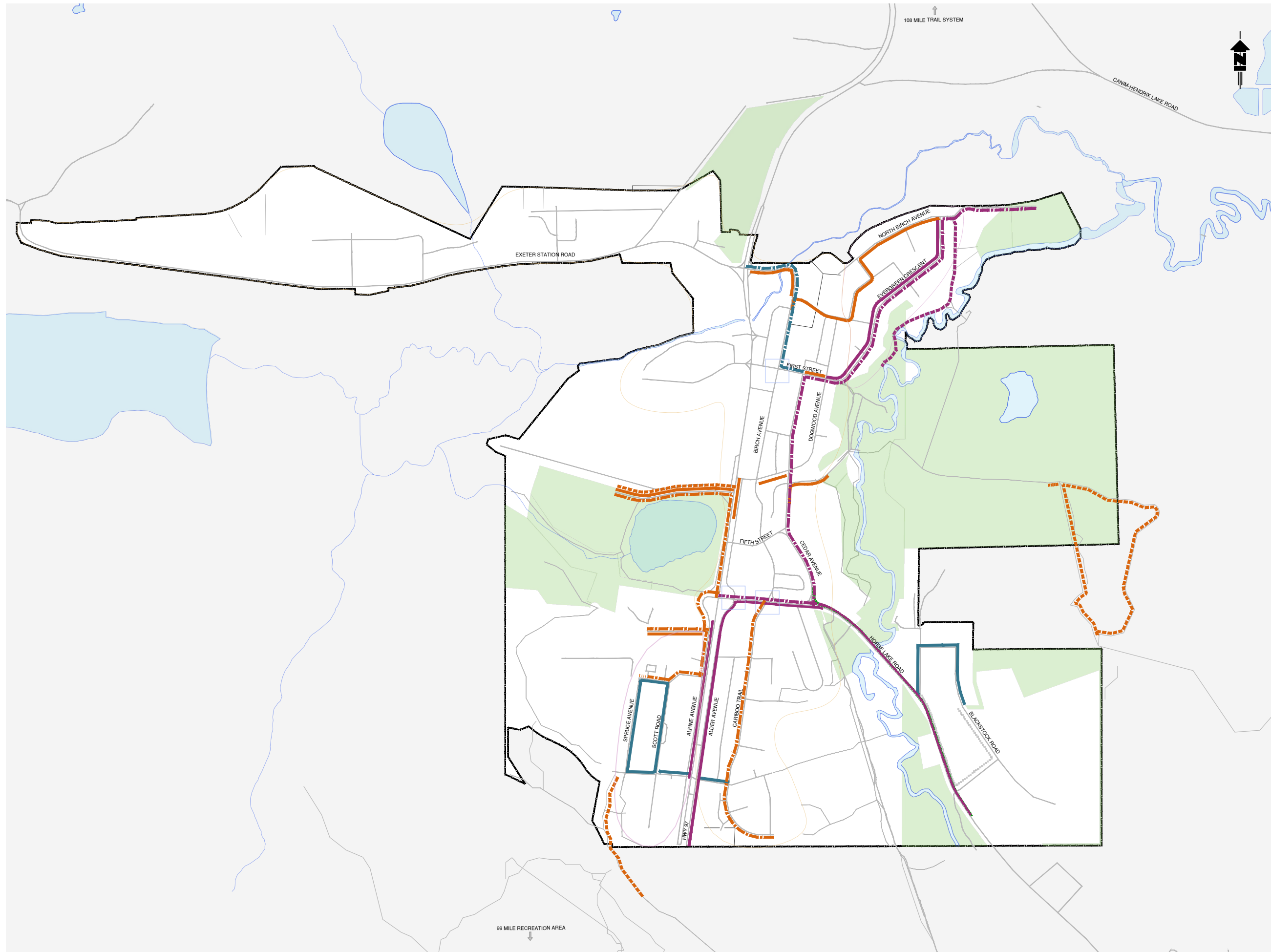
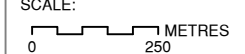


Figure 7-2

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8.0 Implementation Plan

Plan Outline

The *Active Transportation Network Plan* identifies and provides scope for a variety of projects and actions for implementation by the District of 100 Mile House. The District is a small community and, in the past, has relied heavily on proactive planning and grant application opportunities to continue improving their infrastructure. The plan implementation must be undertaken strategically to achieve the District's goals and vision as outlined in guiding documents such as the Official Community Plan, Capital Plan and the Public Works and Services Bylaw.

Also, as development opportunities arise, the projects identified as part of the ATNP should be considered during development review processes and during future capital projects.

Capital Costs

For the purposes of the *Active Transportation Network Plan*, conceptual cost estimates (Class D) have been completed for the recommended pedestrian, cycling and other active transportation related projects as outlined.

The conceptual cost estimates have been created using historical and local pricing from previous work completed within the District of 100 Mile House. The cost estimates are not intended to be used in short term capital planning, but as order of magnitude cost to allow for funding discussions and project inclusion in capital planning.

The cost estimates do not include any contingency for property acquisition or right-of-way requirements and a contingency has been included to account for engineering and project management costs and a construction contingency.



Cost Estimates (Class D +/- 50%)

Project Name	Priority	Estimated Schedule	Estimated Cost (Class D +/- 50% Contingency)
Planning Programs			
Hwy 97 Corridor Active Transportation Planning	Medium	10 years	\$75,000.00
Access Management Strategy	High	5 years	\$50,000.00
Pedestrian Crossing Improvement Program	High	5 years	\$50,000.00
Infrastructure – Intersection Improvements			
Birch Street and 1st Ave Intersection Improvements	High	5 years	\$100,000.00
Horse Lake Road and Cariboo Trail Intersection Improvements	High	5 years	\$100,000.00
Horse Lake Road and Birch Ave Intersection Improvement	High	5 years	\$100,000.00
Highway 97 and Wrangler Way Intersection Improvements	Medium	10 years	\$100,000.00
Infrastructure – Road Paint and Signage			
Exeter Road - Painted Shoulder	Low	15+ years	\$60,000.00
Canim-Hendrix Lake Road - Painted Shoulder	Low	15+ years	\$60,000.00
Cycling Network Pavement Markings and Signage	High	5 years	\$125,000.00
Infrastructure – Sidewalks, Pathways etc.			
NW Sidewalk - Phase 1 - Spruce and 9th	Low	15+ years	\$2,092,000.00
NW Sidewalk - Phase 2 - Scott and 8th	Low	15+ years	\$2,462,000.00
NE Sidewalk - Phase 1 - Evergreen Cres - Dogwood to N. Birch	High	5 years	\$1,630,000.00
NE Sidewalk - Phase 2 - North Birch to Aspen	Medium	10 years	\$1,565,000.00
Alder Avenue Sidewalk - South End to Burghley	High	5 years	\$2,696,000.00
Alpine Ave Sidewalk	Medium	10 years	\$1,824,000.00
Alder Avenue Spot Gaps	Medium	10 years	\$750,000.00
Horse Lake Road Multi-Use Path	High	5 years	\$2,432,000.00
Infrastructure - Trail Upgrades			
Centennial Park - Soccer Field Trail Connection	Low	15+ years	\$150,000.00
Centennial Park/Old Ski Hill Trails	Low	15+ years	\$200,000.00
Soccer Field Pathway	Low	15+ years	\$200,000.00
99 Mile Trail Connection	Low	15+ years	\$150,000.00
Centennial Park Access Upgrades	Low	15+ years	\$150,000.00



Cost Estimates (Class D +/- 50%) - Continued

Potential Future Partnership Projects			
108 Mile Active Transportation Connection	Low	15+ years	To be determined
Highway 97 Corridor Active Transportation Improvements	Low	15+ years	To be determined



9.0 Policy Updates and Program Recommendations

In conjunction with the physical infrastructure projects recommended within this ATNP, it is important to reinforce the development of the active transportation network through additional education, enforcement, and encouragement. Supporting capital investments through strategic and targeted policies and supplementary programs will better help the District in achieving its goal to provide a connected and safe active transportation network that is able to be used by residents of all ages and abilities.

To support the ATNP, the following policy updates and recommendations have been developed with the hopes of facilitating and encouraging the use of active transportation within the District of 100 Mile House.

Policy Updates

Micro Mobility / Electric Vehicles Shared Use Policy

Due to a variety of factors such as increased affordability, increased battery life and ability to travel longer distances, a wide range of electric vehicles can be found on the market for active users. Due to the rising popularity of these types of micro-mobility and electric vehicles, the District is recommended to review and clarify which types of vehicles may utilize the active transportation network within the community.



Recommendation:

Bylaws and policies should be revised or created to allow for specific micro-mobility and electric vehicles (E-Bikes) to utilize the active transportation network within the District of 100 Mile House.



Access Management Policy / Guideline

The access arrangements to individual land uses surrounding a road corridor have a significant influence on the mobility / functionality and the safety of the corridor. Due to the inclusion and prioritization of active transportation infrastructure within the District of 100 Mile House, the type and degree of access control related to each road classification and corridor should be reviewed to ensure the safety of all transportation network users. Access management should include a review and guideline that provide a safe access density, configuration, and integration into the transportation network to reduce conflict and protect vulnerable network users.

Recommendation:

Bylaws and policies should be revised or created to outline the expectations surrounding access management in relation to active transportation corridors.

District of 100 Mile House Active Transportation Signage and Wayfinding Policy

To facilitate and promote the usage of the Active Transportation network, it is important to establish a descriptive signage and wayfinding strategy that standardizes community signage / wayfinding. A predictable and easy to understand system will allow active transportation users the freedom to explore the community.

Recommendation:

The District of 100 Mile House create an Active Transportation Signage and Wayfinding Policy to outline the form, character, location and implementation of wayfinding signage for the active transportation network within the community.



Program Recommendations

Pedestrian Crossing Improvement Program

To facilitate and promote health and active living and provide an accessible and safe active transportation network, it is important to provide safe road crossings at key locations throughout the active transportation network. Ensuring that the pedestrian crossings within the District meet the TAC Pedestrian Control Crossing Guidelines is an important part of providing an accessible and safe network.

Recommendation:

The District of 100 Mile House undertake a Pedestrian Crossing Improvement Program to evaluate the existing and future crossings within the community utilizing the TAC guidelines. This strategy would outline the need for establishing crossing control at key locations, identify the type of control device required and provide an implementation plan and funding requirements to complete strategy.



Community Encouragement / Social Programs

To encourage increased utilisation of active transportation infrastructure, a variety of community-based programs and incentives can be promoted at different times of year. Programs such as Bike to Work Week and Safer School Zones are examples of community initiatives that can be implemented at different times of the year.



APPENDIX A

Pedestrian Counts





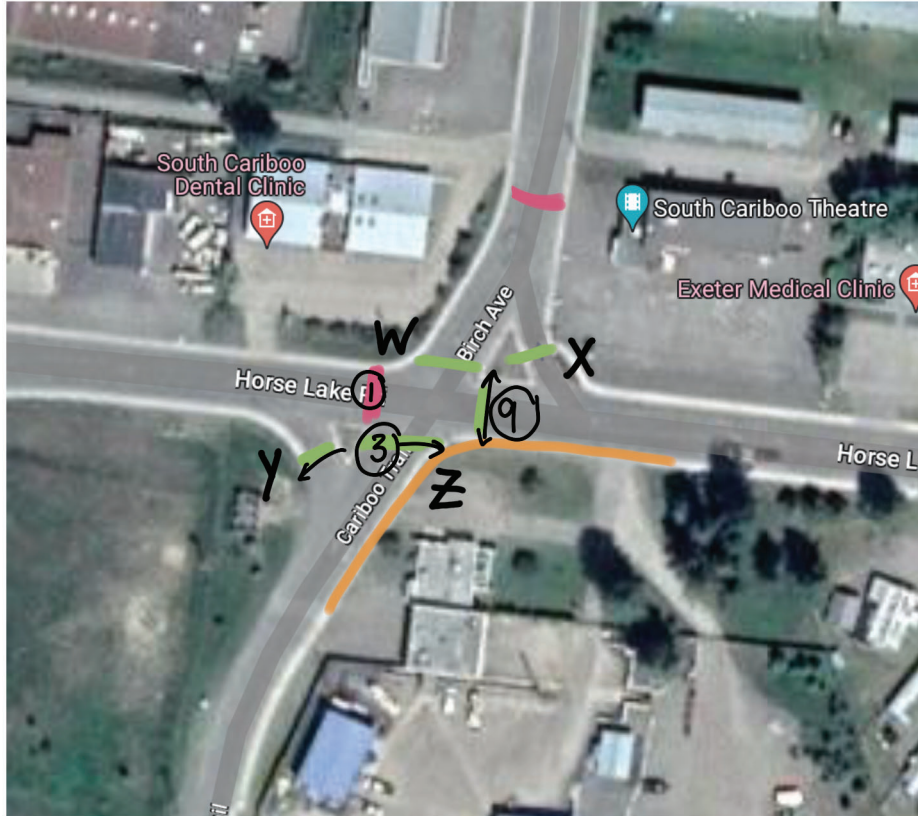
PEDESTRIAN COUNT SURVEY SHEET

LOCATION:	Horse Lake Road and Birch	E= Child (1-18 years)
DATE:	September 22, 2022	A= Adult (18-65 years)
TIME:	Morning	S= Senior (65+ years)
COMPLETED BY:	JDV	




TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
7:09 AM	1	E	Z	X		
7:33 AM	1	S	W	Y		B
7:43 AM	1	A	Z	Y		
8:10 AM	1	A	Z	X		
8:17 AM	1	S	X	Z		
8:19 AM	1	S	Z	X		
8:20 AM	1	E	Z	X		
8:56 AM	2	A	Z	Y		
8:58 AM	2	S	Z	X		
9:01 AM	1	S	X	Z		
9:02 AM	1	S	Z	X		

Horse Lake Rd and Birch Ave.

7-9am



Notes:
- 1 bike.

-  crosswalk
-  J-walk.
-  sidewalk

13 people
7 seniors
4 adults
2 children



PEDESTRIAN COUNT SURVEY SHEET

LOCATION:	Horse Lake Road and Birch	E= Child (1-18 years)
DATE:	September 14, 2022	A= Adult (18-65 years)
TIME:	1-3:30	S= Senior (65+ years)
COMPLETED BY:	SE	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
1:05 PM	1	E	Z	X		S
1:19 PM	1	A	W	T		S
1:29 PM	2	S	Z	X	Did not use ped lights	
1:34 PM	2	A	X	Z		
1:34 PM	2	E	X	Z		
1:36 PM	1	A	Z	X	Used ped lights but they didn't work	
1:40 PM	1	S	X	W		
1:44 PM	2	A	Z	X		
1:44 PM	1	E	Z	X		
1:44 PM	2	A	X	W		
1:44 PM	1	E	X	W		
2:10 PM	1	A	C	B		
2:27 PM	1	S	Z	S		
2:43 PM	1	A	X	Z		
2:45 PM	1	E	Y	Z		
2:45 PM	2	S	Z	X		
3:08 PM	1	A	W	X		
3:15 PM	1	E	W	X	3 cars passed before allowing pedestrian to cross	
3:15 PM	1	A	Z	X		
3:22 PM	2	E	W	X		
3:26 PM	2	E	W	X		




Horse Lake Rd and Birch Ave.

1:00 - 3:30



Notes:

— pedestrian controlled crossing of Horse Lake Rd doesn't really work.

-  crosswalk
-  j-walk.
-  sidewalk

29 people
6 seniors
12 adults
11 children



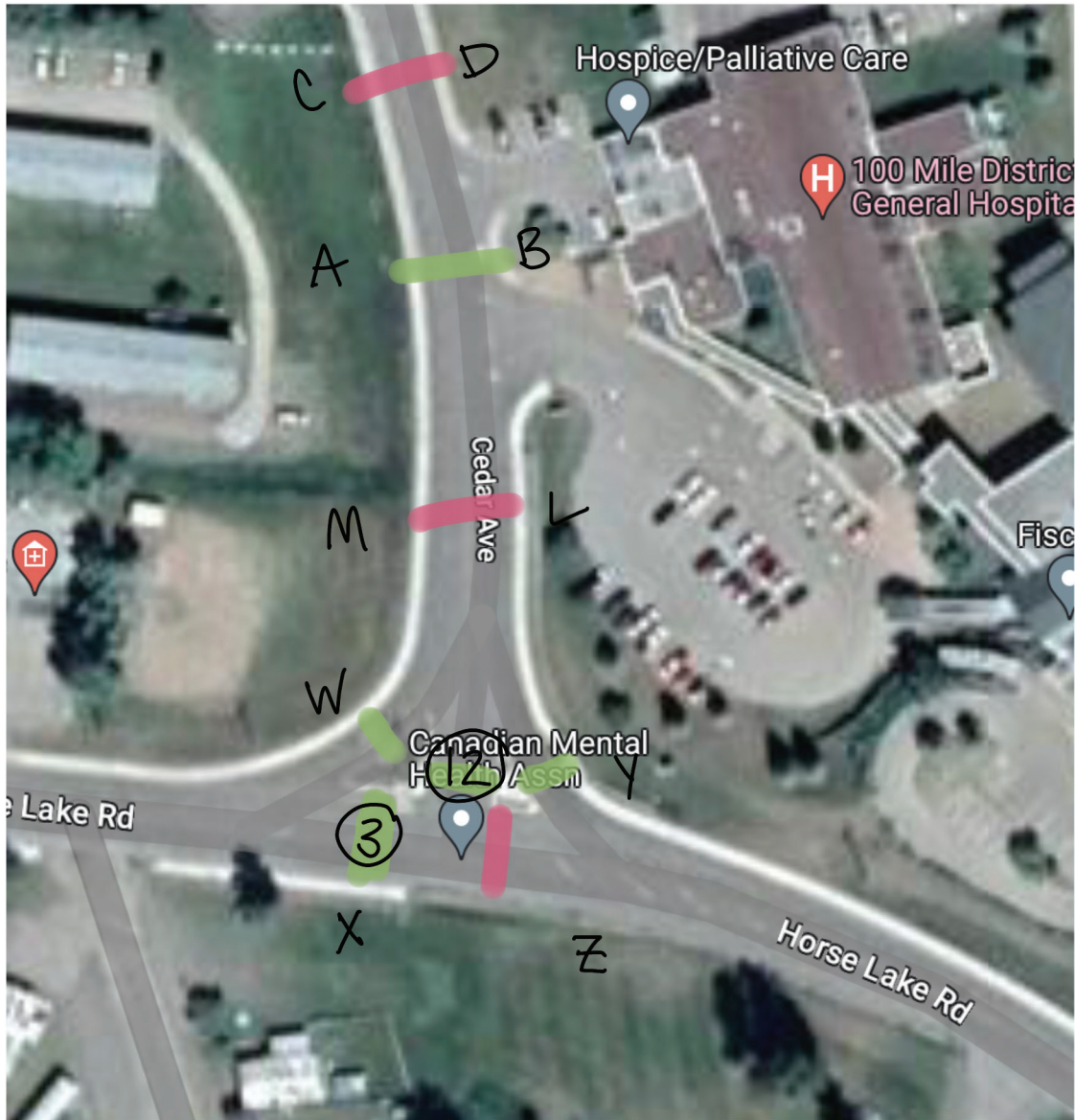
PEDESTRIAN COUNT SURVEY SHEET



LOCATION:	Horse Lake Road and Cedar	E= Child (1-18 years)
DATE:	September 14, 2022	A= Adult (18-65 years)
TIME:	1:30-3:30	S= Senior (65+ years)
COMPLETED BY:	SE	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
1:30 PM	2	S	W	Y		
1:38 PM	2	S	Y	W		
1:46 PM	1	A	Y	W		
2:12 PM	1	S	X	W	Approx 10 cars passed befo	
2:14 PM	1	S	W	Y		
2:24 PM	1	A	W	Y		
2:56 PM	1	S	W	Y		
3:06 PM	1	A	W	X		
3:12 PM	1	A	W	Y		
3:14 PM	1	A	Y	W		
3:14 PM	1	A	W	X		
3:16 PM	1	E	W	Y		
3:25 PM	1	E	W	Y		

Horse Lake Road and Cedar Ave

1:30 to 3:30



 crosswalk
 j-walk.

15 people

6 adults
2 children
7 seniors

Notes:
pedestrian
waited at
H Lake crossing
for \approx 10 cars.

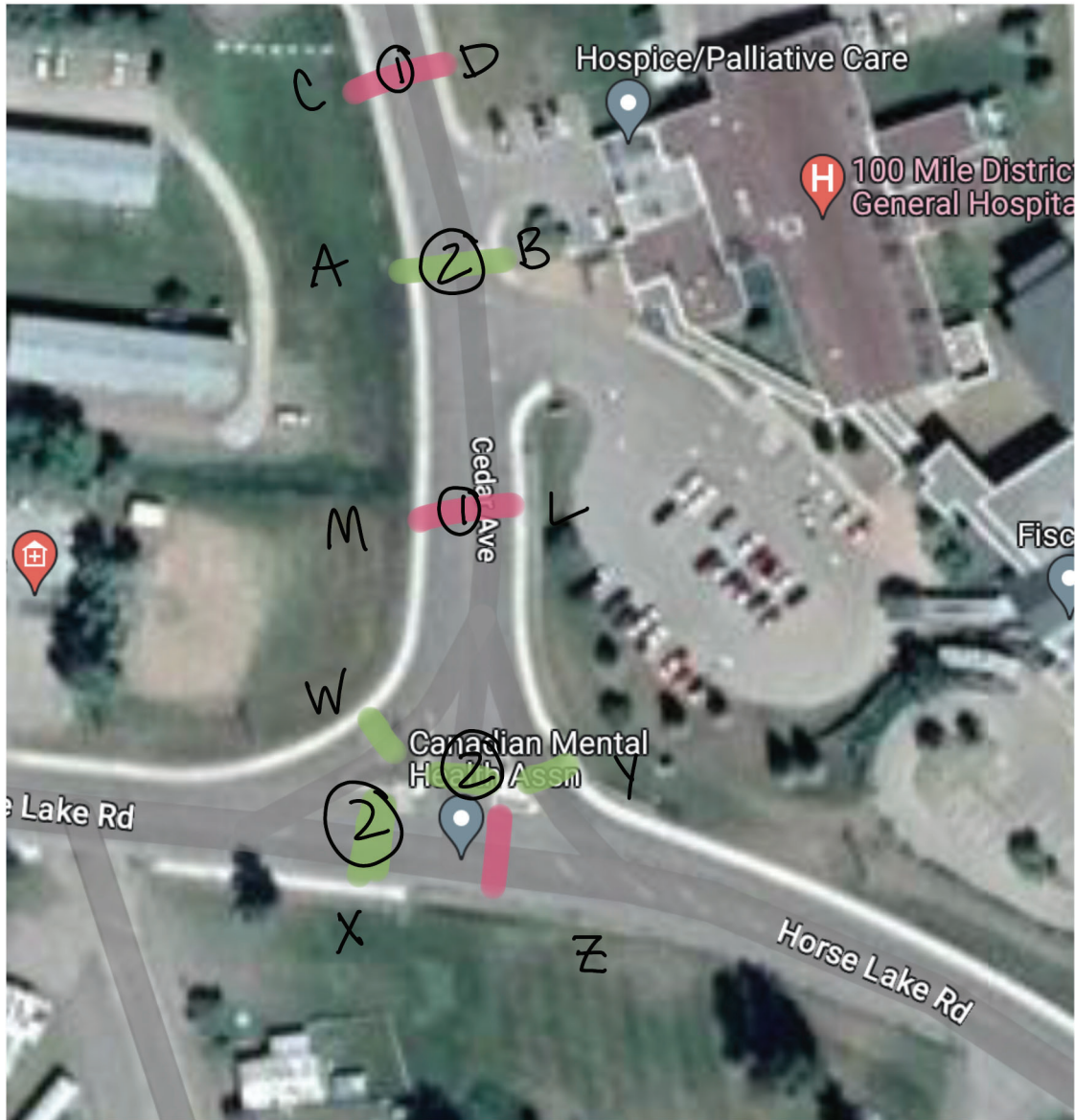


PEDESTRIAN COUNT SURVEY SHEET

LOCATION:	Horse Lake Road and Cedar	E= Child (1-18 years)
DATE:	September 14, 2022	A= Adult (18-65 years)
TIME:	4-6PM	S= Senior (65+ years)
COMPLETED BY:	SE	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
4:24 PM	1	S	W	X		B
4:27 PM	1	A	D	C		
4:33 PM	1	S	Y	W		
4:45 PM	1	A	A	F		
4:45 PM	1	A	C	A		
4:57 PM	1	A	Y	W		
5:09 PM	1	S	M	L		
5:20 PM	1	A	W	X		
5:37 PM	1	A	A	B		

Horse Lake Road and Cedar Ave 4-6pm



— crosswalk
— j-walk.

9 people

 6 adults
 children
 3 seniors

Notes:



PEDESTRIAN COUNT SURVEY SHEET

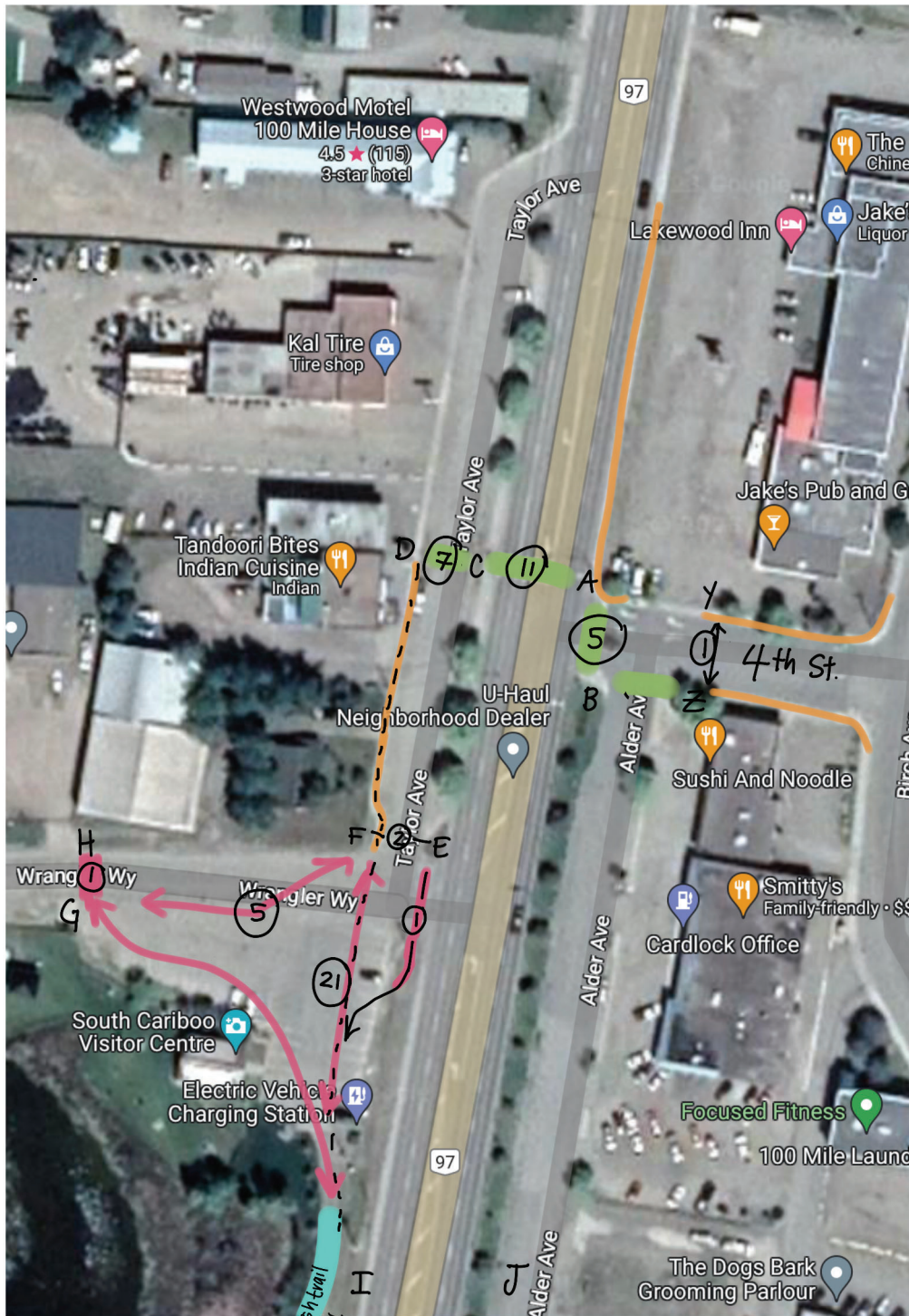
LOCATION:	Hwy 97 and 4th/Wrangler	E= Child (1-18 years)
DATE:	September 15, 2022	A= Adult (18-65 years)
TIME:	7-9	S= Senior (65+ years)
COMPLETED BY:	SE	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
7:33 AM	1	A	F	I		
7:33 AM	1	E	F	I		
7:58 AM	1	S	Z	Y		
8:01 AM	1	E	F	I		
8:03 AM	3	E	F	I		
8:05 AM	1	S	F	G		
8:08 AM	1	S	G	F		
8:08 AM	1	A	G	H		
8:09 AM	1	S	C	A		
8:10 AM	1	S	A	B		B
8:17 AM	1	S	D	C		B
8:22 AM	1	S	F	I		
8:26 AM	1	A	G	E		
8:27 AM	1	A	C	A		
8:29 AM	2	E	I	F		B
8:29 AM	1	E	F	I		
8:33 AM	1	A	A	D		
8:33 AM	1	A	F	G		
8:36 AM	1	A	I	F		
8:43 AM	1	S	D	C		
8:46 AM	1	A	I	E		
8:47 AM	2	E	I	F		
8:47 AM	1	A	C	A		
8:49 AM	2	E	I	F		
8:53 AM	1	S	A	C		
8:54 AM	1	S	E	F		
8:54 AM	1	S	F	G		
8:54 AM	2	A	D	C		
8:55 AM	2	A	C	A		
8:55 AM	1	E	I	F		
8:55 AM	2	A	A	B		
8:55 AM	2	E	I	F		
9:01 AM	1	S	I	F		
9:03 AM	1	A	I	E		

LOCATION:	Hwy 97 and 4th/Wrangler	E= Child (1-18 years)
DATE:	September 15, 2022	A= Adult (18-65 years)
TIME:	7-9	S= Senior (65+ years)
COMPLETED BY:	SE	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
9:07 AM	2	A	A	C		
9:07 AM	2	E	I	F		

Hwy 97 & 4th/Wrangler 7-9 am



47 people
 17 children
 18 adults
 12 senior.

- crosswalk
- trail
- j-walk.
- sidewalk



PEDESTRIAN COUNT SURVEY SHEET

LOCATION:	Hwy 97 and 4th/Wrangler	E= Child (1-18 years)
DATE:	September 15, 2022	A= Adult (18-65 years)
TIME:	12:15 - 1:15	S= Senior (65+ years)
COMPLETED BY:	SE	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
12:14 PM	5	E	A	C		
12:14 PM	6	E	F	I		
12:15 PM	3	E	C	D		
12:18 PM	3	E	F	I		
12:18 PM	4	E	A	D		
12:19 PM	4	E	F	I		
12:20 PM	3	E	F	I		
12:21 PM	2	E	F	I		
12:21 PM	1	E	F	I		B
12:24 PM	1	E	I	F		
12:25 PM	3	E	F	I		
12:26 PM	2	E	F	I		
12:33 PM	1	A	C	D		
12:34 PM	1	A	C	D		
12:34 PM	1	E	D	A		
12:34 PM	1	A	D	C		
12:36 PM	4	E	A	D		
12:37 PM	2	E	E	I		
12:37 PM	2	E	F	I		
12:39 PM	3	E	I	F		
12:47 PM	1	E	E	I		
12:54 PM	1	A	C	A		
12:56 PM	1	A	Y	Z		
1:06 PM	2	A	A	D		
1:08 PM	1	S	G	H		
1:08 PM	4	A	C	D		

Hwy 97 & 4th/Wrangler

12:15 to 1:15



62 people

50 children

11 adults

1 senior.

to high school

-  crosswalk
-  trail
-  j-walk.
-  sidewalk



PEDESTRIAN COUNT SURVEY SHEET

LOCATION:	Hwy 97 and 4th/Wrangler	E= Child (1-18 years)
DATE:	September 20, 2022	A= Adult (18-65 years)
TIME:	1:30 TO 3:30	S= Senior (65+ years)
COMPLETED BY:	JDV	

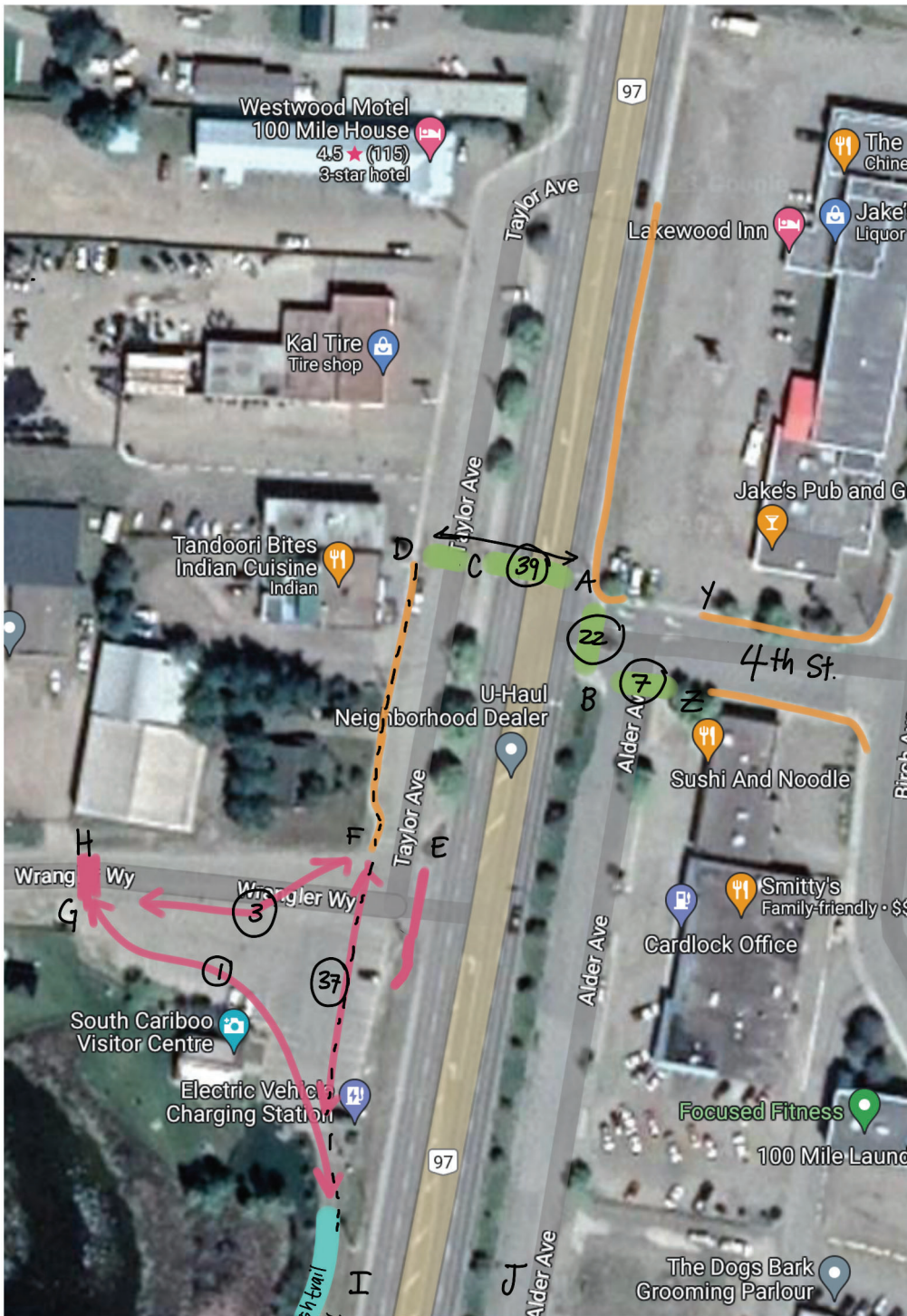
TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
1:33 PM	1	A	I	D		
1:33 PM	2	S	D	I		
1:36 PM	1	E	I	D		
1:38 PM	1	A	B	D		
1:40 PM	2	S	A	G		
1:43 PM	1	A	B	A		
1:44 PM	2	E	D	I		
1:45 PM	1	E	B	D		
1:48 PM	1	A	I	D		
1:49 PM	1	S	D	A		
1:49 PM	1	E	D	B		
1:51 PM	2	E	B	D		
1:56 PM	2	A	A	B		
2:00 PM	1	A	A	D		
2:00 PM	2	E	B	D		
2:00 PM	1	S	A	D		
2:06 PM	1	S	A	I		
2:08 PM	2	S	D	Z		
2:08 PM	2	E	I	D		
2:19 PM	1	S	G	I		
2:21 PM	1	A	D	B		
2:25 PM	1	E	D	A		
2:27 PM	1	E	D	I		
2:27 PM	1	A	G	A		
2:30 PM	1	A	D	I		
2:31 PM	1	A	A	I		
2:31 PM	1	E	A	I		
2:33 PM	1	E	A	D		
2:35 PM	3	A	D	I		
2:36 PM	2	S	Z	D		
2:37 PM	1	S	Z	D		
2:40 PM	1	E	A	D		
2:53 PM	1	A	I	D		
2:57 PM	1	A	B	A		

LOCATION:	Hwy 97 and 4th/Wrangler	E= Child (1-18 years)
DATE:	September 20, 2022	A= Adult (18-65 years)
TIME:	1:30 TO 3:30	S= Senior (65+ years)
COMPLETED BY:	JDV	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
2:59 PM	4	E	D	I		
3:00 PM	1	A	A	D		
3:04 PM	2	E	D	I		
3:04 PM	1	E	D	A		
3:04 PM	2	S	I	A		
3:06 PM	1	A	B	D		
3:08 PM	2	S	A	D		
3:09 PM	1	A	B	A		
3:10 PM	1	A	D	A		
3:17 PM	1	A	I	A		
3:18 PM	1	A	D	I		
3:20 PM	1	A	I	D		
3:21 PM	1	E	B	D		
3:21 PM	1	A	A	D		
3:24 PM	3	E	I	D		
3:26 PM	2	E	I	D		
3:28 PM	2	E	I	D		
3:30 PM	2	A	Z	D		
3:30 PM	1	E	I	A		

Hwy 97 & 4th/Wrangler

1:30 to 3:30.



people
32 children
26 adults
17 senior.

-  crosswalk
-  trail
-  j-walk.
-  sidewalk



PEDESTRIAN COUNT SURVEY SHEET

LOCATION:	Hwy 97 and 4th/Wrangler	E= Child (1-18 years)
DATE:	September 20, 2022	A= Adult (18-65 years)
TIME:	3:30 - 5:30	S= Senior (65+ years)
COMPLETED BY:	JDV	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
3:32 PM	3	A	D	Z		
3:34 PM	2	E	Z	D		
3:37 PM	1	A	D	A		
3:37 PM	3	E	Z	D		
3:38 PM	1	E	B	A		
3:39 PM	2	A	B	I		
3:40 PM	1	E	I	D		
3:44 PM	1	E	I	B		
3:44 PM	2	E	I	D		
3:46 PM	1	A	A	D		
3:48 PM	1	A	A	B		
3:52 PM	1	A	D	G		
3:53 PM	1	E	A	G		
3:53 PM	1	S	A	D		
3:55 PM	1	S	A	D		
4:01 PM	1	A	D	A		
4:01 PM	2	A	B	G		
4:01 PM	1	A	G	D		
4:03 PM	3	E	Z	D		
4:05 PM	1	A	B	D		
4:12 PM	1	A	A	D		
4:17 PM	1	E	B	A		
4:22 PM	1	A	I	A		
4:28 PM	1	A	D	Z		
4:29 PM	1	A	A	I		
4:31 PM	2	A	A	B		
4:34 PM	1	A	D	A		
4:36 PM	1	E	A	D		
4:41 PM	2	A	D	Z		
4:48 PM	1	A	A	D		
4:48 PM	2	S	D	A		
4:55 PM	1	E	A	D		
4:55 PM	1	A	I	D		
4:57 PM	1	E	D	A		

LOCATION:	Hwy 97 and 4th/Wrangler	E= Child (1-18 years)
DATE:	September 20, 2022	A= Adult (18-65 years)
TIME:	3:30 - 5:30	S= Senior (65+ years)
COMPLETED BY:	JDV	

4:57 PM	1	A	D	B		
5:00 PM	1	A	A	D		
5:00 PM	1	A	D	B		
5:02 PM	1	A	B	G		
5:08 PM	1	A	Z	D		

Hwy 97 & 4th/Wrangler

3:30 to 5:30



52 people
18 children
30 adults
4 senior.

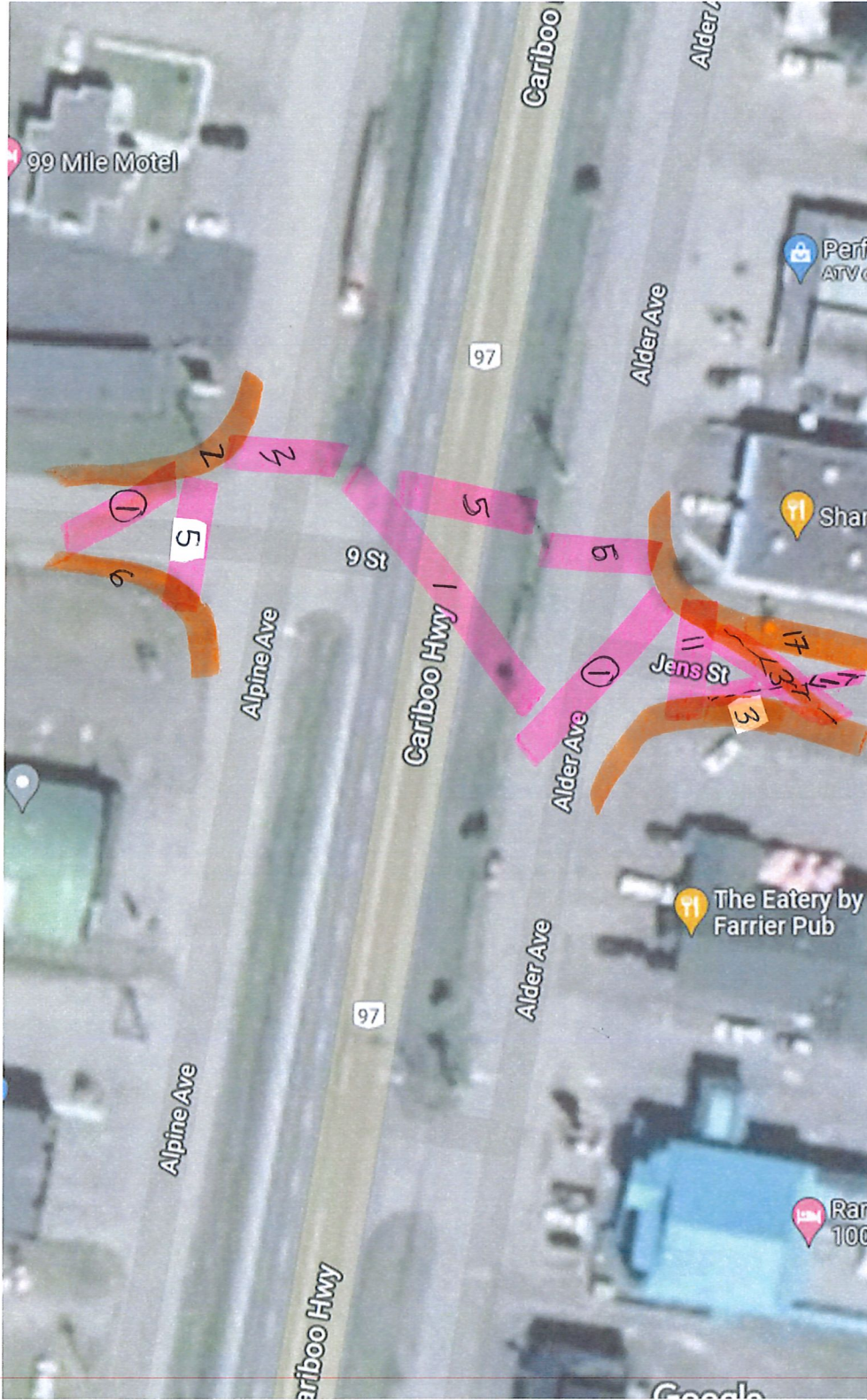
-  crosswalk
-  trail
-  j-walk.
-  sidewalk



PEDESTRIAN COUNT SURVEY SHEET

LOCATION:	Hwy 97 and 9th/Jens	E= Child (1-18 years)
DATE:	September 22, 2022	A= Adult (18-65 years)
TIME:	11:00-1:00	S= Senior (65+ years)
COMPLETED BY:	JDV	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
11:12 AM	1	S	J	G		
11:14 AM	2	A	K	J		
11:20 AM	1	A	G	H		B
11:21 AM	1	S	A	B		B
11:23 AM	1	A	A	D		
11:28 AM	1	A	A	C		
11:32 AM	1	S	B	E		B
11:33 AM	2	A	C	A		
11:35 AM	1	A	K	A		
11:36 AM	1	S	G	E		
11:37 AM	1	S	E	G		
11:40 AM	2	A	C	A		
11:41 AM	1	A	A	K		
12:20 PM	2	S	L	B		
12:23 PM	1	S	G	I		
12:25 PM	2	S	H	G		
12:26 PM	1	S	H	K		
12:32 PM	1	A	A	K		
12:35 PM	1	A	K	A		
12:37 PM	1	S	I	G		
12:39 PM	1	A	A	K		
12:40 PM	1	S	J	H		
12:40 PM	1	A	J	H		
12:43 PM	1	S	L	B		
12:45 PM	1	S	A	K		
12:47 PM	3	A	A	B		
12:51 PM	1	S	H	J		
12:51 PM	1	A	H	J		



9th/Jens/Hwy 97
 11-1:00

Note -
 19 adults
 16 seniors.



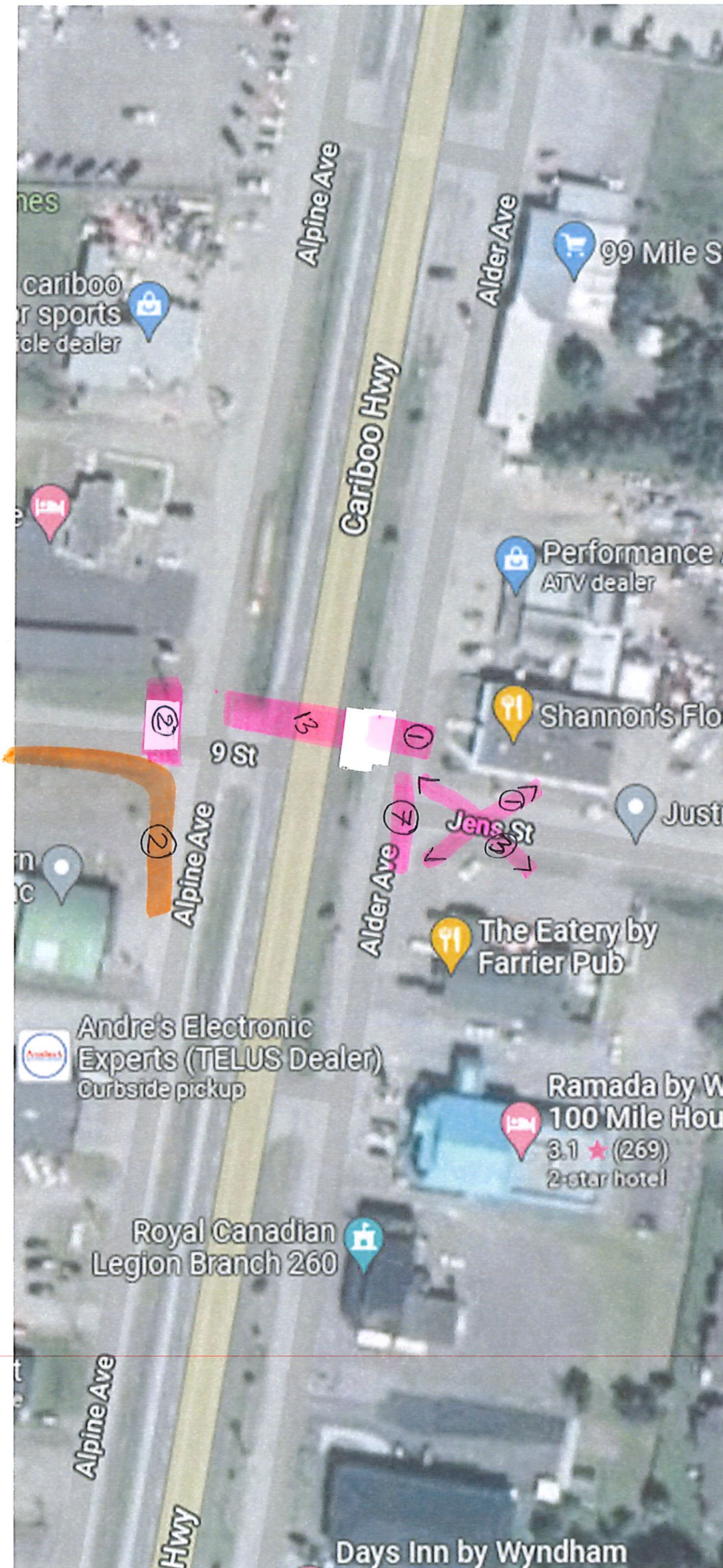
PEDESTRIAN COUNT SURVEY SHEET

LOCATION:	Hwy 97 and 9th/Jens	E= Child (1-18 years)
DATE:	September 22, 2022	A= Adult (18-65 years)
TIME:	3:00 to 5:00	S= Senior (65+ years)
COMPLETED BY:	JDV	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
3:08 PM	1	S	A	K		
3:11 PM	1	A	A	B		
3:19 PM	1	A	A	B		
3:27 PM	2	E	A	K		
3:36 PM	1	E	A	K		
3:37 PM	1	A	C	A		
3:38 PM	1	A	A	B		
3:38 PM	1	S	B	A		
3:43 PM	1	A	A	J		
3:43 PM	1	E	A	B		
3:45 PM	1	A	A	G		
3:48 PM	1	E	G	H		
3:51 PM	2	E	K	A		
3:51 PM	1	A	K	A		
4:08 PM	2	E	J	H		B
4:11 PM	2	E	A	K		
4:11 PM	1	A	A	K		
4:19 PM	1	A	L	A		
4:22 PM	2	S	B	A		
4:26 PM	1	A	A	L		
4:30 PM	1	A	A	K		
4:44 PM	1	A	B	K		
4:55 PM	1	A	L	A		

9th/Jens/Hwy 97

3:00-5:00



Notes

13 Adults
11 Highschool
4 seniors



PEDESTRIAN COUNT SURVEY SHEET

LOCATION:	Hwy 97 and Birch	E= Child (1-18 years)
DATE:	September 20, 2022	A= Adult (18-65 years)
TIME:	7-9 AM	S= Senior (65+ years)
COMPLETED BY:	JDV	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
7:28 AM	1	A	A	K		
7:29 AM	1	A	K	J		
8:30 AM	1	A	E	E		

Hwy 97 & Birch Ave/Exeter

7-9am



Notes:

3 adults.



PEDESTRIAN COUNT SURVEY SHEET

LOCATION:	Hwy 97 and Birch	E= Child (1-18 years)
DATE:	September 15, 2022	A= Adult (18-65 years)
TIME:	11:00 - 1:00	S= Senior (65+ years)
COMPLETED BY:	SE	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
11:12 AM	1	S	K	J		
11:31 AM	1	A	A	C		

Hwy 97 & Birch Ave/Exeter

11:00 - 1:00



Notes:

1 adult

1 senior.



PEDESTRIAN COUNT SURVEY SHEET

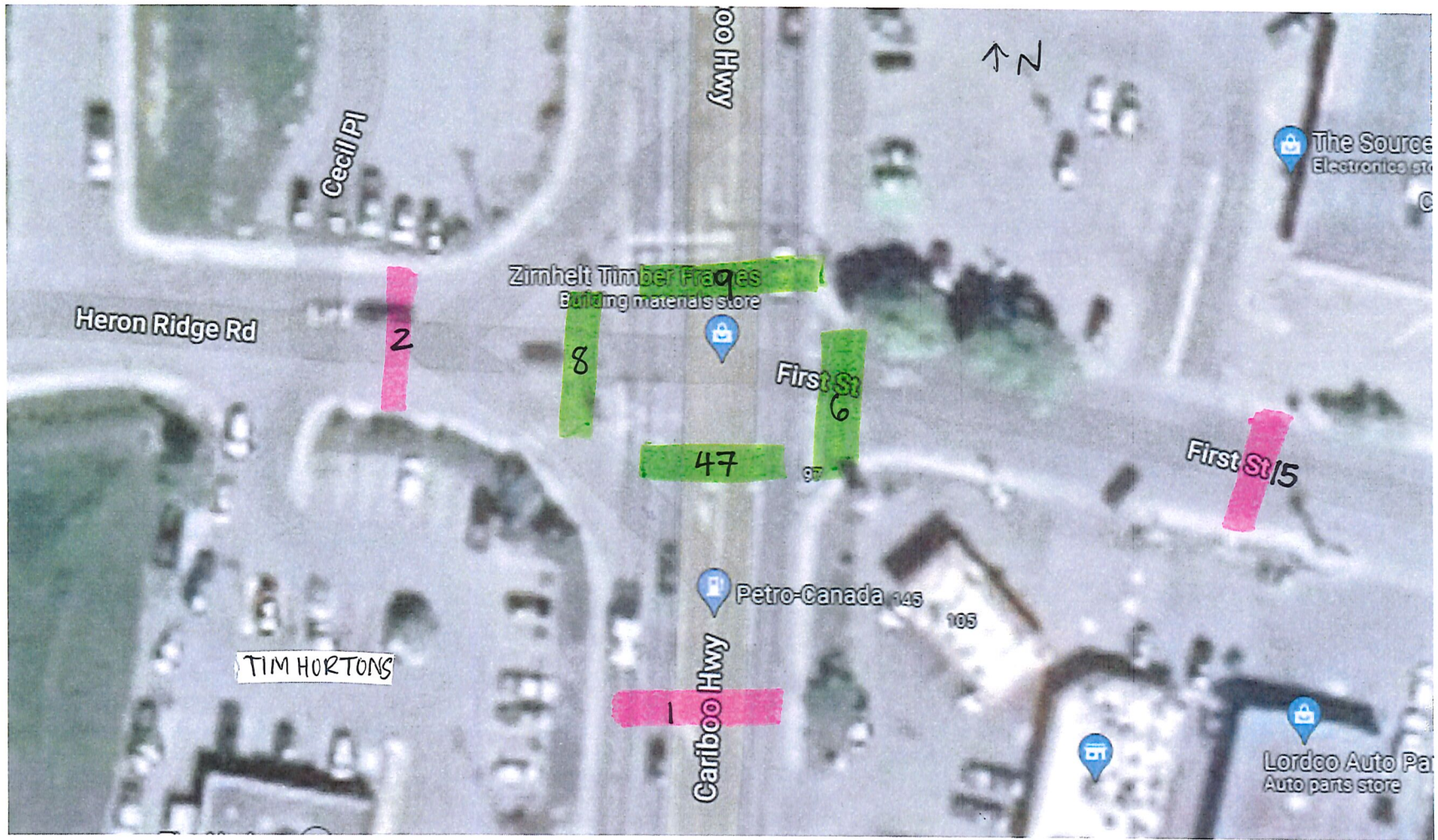
LOCATION:	Hwy 97 and 1st	E= Child (1-18 years)
DATE:	September 14, 2022	A= Adult (18-65 years)
TIME:	9:30 to 11:30	S= Senior (65+ years)
COMPLETED BY:	SE	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
9:25 AM	1	S	Y	W		
9:33 AM	2	E	Z	X		
9:33 AM	2	E	X	W		
9:34 AM	1	S	Y	Z		
9:47 AM	1	A	Y	Z		
9:48 AM	5	E	Y	W		
9:50 AM	1	S	Y	W		
9:50 AM	2	E	Y	W		
9:52 AM	6	E	Y	W		
9:53 AM	1	A	F	E		
9:57 AM	1	A	D	C		
9:58 AM	1	S	Y	W		
9:58 AM	1	S	B	A		
10:02 AM	1	S	A	B		
10:04 AM	1	A	Y	Z		
10:10 AM	1	S	B	A		
10:13 AM	1	E	B	A		
10:14 AM	1	S	A	B		
10:15 AM	1	S	Y	W		
10:15 AM	1	A	F	E		
10:20 AM	2	A	B	A		
10:21 AM	3	A	Y	W		
10:26 AM	1	A	X	W		
10:27 AM	1	A	B	A		
10:28 AM	1	A	X	W		
10:29 AM	1	A	Y	W		
10:32 AM	1	A	Y	W		
10:40 AM	1	E	A	B		
10:42 AM	1	S	B	A		
10:46 AM	2	E	W	Y		
10:47 AM	2	E	A	B		
10:49 AM	1	S	A	B		
10:49 AM	1	S	W	Y		
10:55 AM	2	E	Y	W		

LOCATION:	Hwy 97 and 1st	E= Child (1-18 years)
DATE:	September 14, 2022	A= Adult (18-65 years)
TIME:	9:30 to 11:30	S= Senior (65+ years)
COMPLETED BY:	SE	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
11:01 AM	4	E	Z	X		
11:01 AM	4	E	X	W		
11:04 AM	1	E	Y	W		
11:05 AM	2	E	W	Y		
11:08 AM	1	E	B	A		
11:08 AM	2	S	W	Y		
11:09 AM	1	S	Y	Z		
11:11 AM	1	A	W	Y		
11:11 AM	4	S	W	Y		
11:11 AM	1	E	A	B		
11:13 AM	1	A	Z	Y		
11:14 AM	1	A	Y	W		
11:15 AM	1	S	Y	Z		
11:15 AM	1	S	W	Y		
11:18 AM	3	E	Y	W		
11:18 AM	3	E	Z	X		
11:19 AM	3	E	Y	W		
11:19 AM	2	E	Y	W		

First and Hwy 97
9:30-11:30 - ^{late} morning



First and Hwy 97

Crosswalk

j-walk

* truck traffic runs
red light on Hwy
- definitely over
speed limit (50)
* hwy s/walk in poor
condition.

Notes:

18 Adults

21 Seniors.

49 children - hschool students



PEDESTRIAN COUNT SURVEY SHEET

LOCATION:	Hwy 97 and 1st	E= Child (1-18 years)
DATE:	September 28, 2022	A= Adult (18-65 years)
TIME:	Afternoon	S= Senior (65+ years)
COMPLETED BY:	JDV	

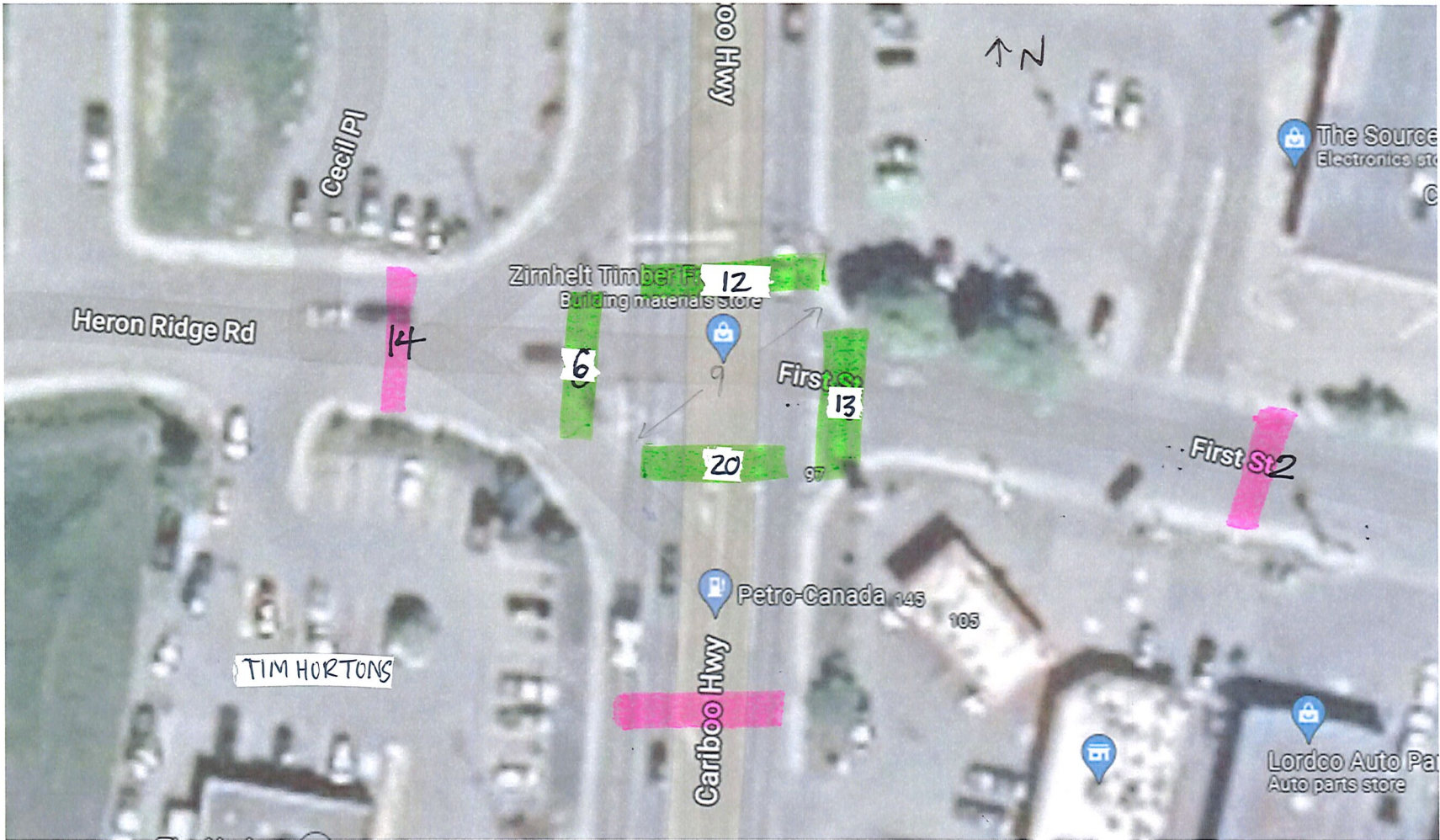
TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
11:32 AM	1	S	W	Z		
11:34 AM	1	A	X	W		
11:41 AM	1	S	W	Y		
11:44 AM	1	S	Z	W		
11:45 AM	1	A	A	B		
11:48 AM	1	A	W	Y		
11:48 AM	1	A	Y	W		
11:52 AM	1	A	E	F		
11:52 AM	1	S	E	F		
11:55 AM	1	A	Z	W		
11:55 AM	1	S	W	X		
11:55 AM	2	E	W	Y		
11:55 AM	3	E	Y	Z		
11:58 AM	1	E	W	Z		
11:58 AM	2	A	E	F		
12:00 PM	1	E	W	Y		
12:01 PM	1	A	A	B		
12:02 PM	1	E	Y	W		
12:02 PM	1	E	Z	Y		
12:06 PM	1	A	F	E		
12:06 PM	1	S	Z	W		
12:06 PM	2	S	W	Y		
12:08 PM	2	S	F	E		
12:10 PM	1	A	W	Y		
12:12 PM	1	S	X	Y		
12:13 PM	1	A	F	E		B
12:19 PM	1	S	W	Z		
12:27 PM	1	A	Y	W		
12:28 PM	1	S	X	Z		
12:28 PM	1	A	X	Z		
12:29 PM	1	S	Z	W		
12:29 PM	1	A	E	F		
12:29 PM	1	A	X	Z		
12:34 PM	1	A	Z	Y		

LOCATION:	Hwy 97 and 1st	E= Child (1-18 years)
DATE:	September 28, 2022	A= Adult (18-65 years)
TIME:	Afternoon	S= Senior (65+ years)
COMPLETED BY:	JDV	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
12:34 PM	1	E	Y	W		
12:34 PM	1	S	W	Z		
12:45 PM	1	A	W	Y		
12:53 PM	1	A	W	Y		
1:03 PM	1	A	F	E		
1:03 PM	1	S	Z	X		
1:05 PM	1	A	F	E		
1:05 PM	1	A	X	Z		
1:11 PM	1	A	E	F		
1:12 PM	1	E	F	E		
1:13 PM	1	A	H	G		
1:15 PM	1	S	Z	X		
1:15 PM	1	A	Z	X		
1:15 PM	1	A	F	E		
1:17 PM	1	E	W	Y		
1:18 PM	2	S	Y	Z		
1:19 PM	1	S	W	Z		

First and Hwy 97.
11:30 - 1:30 afternoon

First and Hwy 97



Crosswalk

j-walk

Notes:

26 Adults

12 children

20 seniors



PEDESTRIAN COUNT SURVEY SHEET

LOCATION:	Hwy 97 and Horse Lake Road	E= Child (1-18 years)
DATE:	September 28, 2022	A= Adult (18-65 years)
TIME:	Morning	S= Senior (65+ years)
COMPLETED BY:	JDV	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
7:29 AM	2	E	Y	Z		
7:38 AM	1	A	U	W		B
7:45 AM	1	A	W	X		
7:47 AM	1	E	Y	Z		
7:57 AM	1	E	Y	Z		
8:01 AM	1	E	Y	Z		
8:10 AM	1	E	Y	Z		
8:17 AM	3	E	Y	Z		
8:20 AM	1	E	U	W		
8:20 AM	1	E	W	X		
8:21 AM	2	E	Y	Z		
8:22 AM	1	E	Y	Z		
8:24 AM	2	E	Z	Y		
8:25 AM	1	E	Y	Z		
8:30 AM	3	E	Z	Y		B
8:30 AM	4	E	Z	Y		
8:31 AM	1	E	Y	Z		
8:35 AM	1	E	Y	Z		
8:35 AM	2	E	X	W		
8:35 AM	1	A	Y	Z		
8:37 AM	3	E	X	W		
8:39 AM	3	E	Z	Y		
8:39 AM	3	E	Y	Z		B
8:40 AM	1	A	V	X		
8:40 AM	1	A	X	W		
8:41 AM	6	E	Y	Z		
8:41 AM	5	E	X	W		
8:42 AM	1	E	X	Z		B
8:45 AM	3	E	Y	Z		
8:46 AM	3	E	Y	Z		
8:47 AM	2	E	Y	Z		
8:48 AM	1	E	Y	Z		
8:50 AM	3	E	Y	Z		
8:53 AM	1	A	X	W		

LOCATION:	Hwy 97 and Horse Lake Road	E= Child (1-18 years)
DATE:	September 28, 2022	A= Adult (18-65 years)
TIME:	Morning	S= Senior (65+ years)
COMPLETED BY:	JDV	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
8:55 AM	5	E	Y	Z		
9:05 AM	1	A	U	W		
9:05 AM	1	S	U	W		
9:07 AM	1	A	W	X		

Horse Lake Road and Hwy 97 7-9



-  crosswalk
-  underpass
-  j-walk.
-  sidewalk

Notes:

66/88 - Children
(high school students)



PEDESTRIAN COUNT SURVEY SHEET

LOCATION:	Hwy 97 and Horse Lake Road	E= Child (1-18 years)
DATE:	May 25, 2022	A= Adult (18-65 years)
TIME:	2:00 TO 4:00	S= Senior (65+ years)
COMPLETED BY:	SE	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
1:57 PM	2	E	Y	Z		
1:58 PM	3	E	Z	Y		
2:00 PM	2	A	Y	Z		
2:03 PM	1	E	Y	Z		
2:05 PM	1	S	W	X		
2:18 PM	1	E	W	X		
2:25 PM	1	A	Y	Z		
2:40 PM	1	E	Y	Z		
2:52 PM	2	A	Z	Y		
2:54 PM	1	A	X	W		
2:54 PM	1	A	W	X		
3:00 PM	2	E	Z	Y		
3:05 PM	1	S	W	X		
3:08 PM	1	S	Y	Z		
3:08 PM	2	E	Z	Y		
3:10 PM	4	E	Y	Z		
3:12 PM	1	E	Z	Y		
3:13 PM	3	E	Y	Z		
3:15 PM	2	E	Y	Z		
3:18 PM	3	E	X	W		
3:19 PM	11	E	Z	Y		
3:20 PM	1	E	X	W		
3:21 PM	5	E	Z	Y		
3:24 PM	4	E	Z	Y		
3:28 PM	5	E	X	W		
3:28 PM	4	E	Z	Y		
3:29 PM	2	E	W	U		
3:31 PM	1	E	Y	Z		
3:31 PM	2	E	Z	Y		
3:34 PM	2	E	Z	Y		
3:37 PM	4	E	Z	Y		
3:41 PM	1	A	Y	Z		
3:53 PM	1	S	Z	Y		
3:57 PM	2	E	X	W		

Horse Lake Road and Hwy 97 2-4pm



-  crosswalk
-  underpass
-  j-walk.
-  sidewalk

Notes:

68/80 - Children
(high school students)



PEDESTRIAN COUNT SURVEY SHEET

LOCATION:	Hwy 97 and Horse Lake Road	E= Child (1-18 years)
DATE:	September 28, 2022	A= Adult (18-65 years)
TIME:	3:00 TO 5:00	S= Senior (65+ years)
COMPLETED BY:	JDV	


TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
3:00 PM	1	A	W	U		
3:01 PM	1	E	Y	Z		
3:03 PM	1	E	X	W		
3:04 PM	2	E	Y	Z		
3:04 PM	1	E	Y	Z		
3:07 PM	1	E	Z	Y		
3:08 PM	1	E	Y	Z		
3:08 PM	2	E	Y	Z		
3:12 PM	2	E	Z	Y		
3:13 PM	1	E	X	W		
3:16 PM	2	E	Y	Z		
3:16 PM	1	E	Z	Y		
3:19 PM	5	E	Z	Y		
3:20 PM	1	E	Z	Y		
3:20 PM	1	E	Z	Y		B
3:21 PM	4	E	Z	Y		
3:22 PM	8	E	Z	Y		
3:22 PM	2	E	Z	Y		
3:23 PM	8	E	Z	Y		
3:23 PM	1	E	X	W		
3:24 PM	2	E	X	W		
3:25 PM	4	E	Z	X		
3:26 PM	3	E	Z	Y		
3:26 PM	1	E	X	W		
3:27 PM	2	E	Z	Y		
3:27 PM	1	E	X	W		
3:27 PM	1	E	W	U		
3:28 PM	3	E	Z	Y		
3:29 PM	1	E	Y	Z		B
3:30 PM	1	E	Y	U		
3:31 PM	3	E	Z	Y		
3:32 PM	1	E	Z	Y		
3:33 PM	1	A	W	U		
3:34 PM	1	E	X	W		

LOCATION:	Hwy 97 and Horse Lake Road	E= Child (1-18 years)
DATE:	September 28, 2022	A= Adult (18-65 years)
TIME:	3:00 TO 5:00	S= Senior (65+ years)
COMPLETED BY:	JDV	

TIME	No. (#)	CLASS	FROM*	TO*	NOTES	Bike/Scooter or Wheelchair (B/S/W)
		(E / A / S)	(Origin)	(Destination)		
3:34 PM	1	E	W	U		
3:35 PM	1	E	X	W		
3:35 PM	1	E	W	U		
3:36 PM	1	E	Y	Z		
3:36 PM	2	E	X	W		
3:36 PM	1	E	W	U		
3:38 PM	1	E	Y	Z		
3:38 PM	2	E	X	W		
3:40 PM	1	A	Y	Z		
3:45 PM	1	E	Y	Z		
3:50 PM	1	E	Y	Z		
3:54 PM	1	E	Z	Y		
4:00 PM	1	A	Z	Y		
4:02 PM	1	E	Y	Z		
4:02 PM	1	A	Y	Z		
4:02 PM	1	A	Z	Y		
4:10 PM	1	A	Z	Y		
4:11 PM	1	A	U	W		
4:12 PM	1	A	W	U		
4:19 PM	1	E	X	W		
4:19 PM	1	A	X	W		
4:20 PM	4	E	Z	Y		B
4:25 PM	2	E	Y	Z		
4:26 PM	1	E	Z	Y		
4:30 PM	1	E	Y	Z		B
4:34 PM	1	A	Y	Z		
4:35 PM	1	A	Z	Y		
4:35 PM	1	A	U	W		
4:38 PM	1	E	X	W		
4:39 PM	1	A	U	W		
4:41 PM	1	A	W	U		
4:57 PM	1	E	W	X		
4:57 PM	1	E	W	U		

Horse Lake Road and Hwy 97 3-5 pm



-  crosswalk
-  underpass
-  j-walk.
-  sidewalk

Notes:

95/110 - Children
(high school students)



**District of
100 MILE HOUSE**

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

Regular Council – August 8, 2023

TITLE: Administration Policy & Procedures

PREPARED BY: Administration

PURPOSE: To seek Council approval of amended “Administration Policy & Procedures”

BE IT RESOLVED THAT the “Administration Policy & Procedures” be approved as presented.

BACKGROUND INFORMATION:

The Administration Policy & Procedures was written and approved by Council in January, 2018 which was to be reviewed every three (3) years. Staff has prepared an amended Administration Policy & Procedures for Councils consideration. Changes made within the policy are as follows:

- 1) **Recruitment & Selection** – wording in Identifying Vacancy
- 2) **Hiring of a Family Member** – no discrimination in the Districts employment practices for family and personal relationships – new wording on hiring fairness
- 3) **Progressive Discipline Procedure** – added reference to Personnel Policy & Section C of Union Contract

ALTERNATIVE:

That Council not approve the amended Administration Policy & Procedures and further, that Council direct staff to make additional edits to the amended policy.

BUDGETARY IMPACT: nil

POLICY IMPLICATION: Amend existing Administration Policy & Procedures

ATTACHMENTS: Administration Policy & Procedures



DISTRICT OF

100 Mile House

ADMINISTRATION

Policy & Procedures

Approved by: Council

Date:



DISTRICT OF 100 MILE HOUSE
Administration Policy & Procedures

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DISTRICT OF 100 MILE HOUSE Administration Policy & Procedures

1) COUNCIL INFORMATION – NEW EMPLOYEES

Upon the appointment of a new employee, the Department Head is to advise the CAO of the name and date of hire of the employee. The CAO will, as soon as possible thereafter, forward this information to Council.

2) RECRUITMENT & SELECTION

The District of 100 Mile House seeks to hire and retain the best qualified employees in order to be successful in its present and future operations.

Identifying Vacancy

~~The annual budget determines the staffing levels. For departments requiring personnel in addition to their regular staff, information regarding budget implications must be included for approval by the CAO.~~

The CAO shall monitor the staffing levels of each department and require Directors to justify filling vacancies before authorizing the commencement of recruiting.

Significant changes to employees status arising from departmental reorganization or increases/decreases to staffing levels that are intended to be of a long term nature, shall be approved by the CAO prior to implementation. The Director shall provide a full and detailed report to the CAO outlining all of the changes to staffing levels being proposed.

Posting and Advertising

1. New or vacant positions will be advertised in the standard format. **(Attachment A)** Internal postings will be posted as per the collective agreement. All employment opportunities will be advertised in the local newspaper, the District of 100 Mile House website or the most current



DISTRICT OF 100 MILE HOUSE Administration Policy & Procedures

- electronic format available. Civic Info may also be used in conjunction with the above for all full time employment opportunities only.
2. The hiring department will receive and assess all applications in order to determine which candidates will be interviewed.
 3. The hiring department will assess all applications in order to ascertain and ensure acceptability of applicants, are qualified for employment by the District and are meeting the terms and conditions of the collective agreement or applicable District policy.

The assessment of candidates will be based upon the following criteria:

- a. Candidate status – internal or external
- b. Seniority of Candidate (if internal)
- c. Candidate qualifications, experience and skill sets as they relate to identified criteria for the position being filled.
- d. Candidate compatibility with organizational culture.

Testing

Tests which determine abilities fundamental to the performance of the job may be part of the selection process. All employment tests administered will be validated and related to the specific job duties and functions. Tests shall be administered fairly and consistently within each work area that utilizes tests as part of the recruitment process and will comply with the Human Rights Code and other statutory provisions.

Conducting Interviews

1. The hiring department, in consultation with the CAO, or his/her designate, will review position requirements and prepare questions for an interview questionnaire. When developing the questionnaire, the hiring department will take into consideration:
 - a) the current job description
 - b) special requirements for the job



DISTRICT OF 100 MILE HOUSE Administration Policy & Procedures

- c) statutory provisions
- 2. All interviews will be conducted by an interview panel consisting of a minimum of two persons, the direct supervisor and Director of the department or another representative designated by the CAO.
- 3. The format of all interviews will be similar, in order that each candidate be given fair treatment, and to facilitate the decision making process. Each interviewer may record information that is communicated during the interview and will rate the candidates accordingly. The results of the individual ratings will be reviewed by the hiring department for use in the selection process.

Reference Checking

- 1. The hiring department will contact references for all external candidates being interviewed for the position. This will be performed via telephone, using a standard reference checking form. **(Attachment B)** A minimum of two reference checks will be made on each external candidate, preferably the candidate's direct supervisor from previous/current employment.
- 2. For internal candidates, the hiring department will review their personnel file, including the most recent performance appraisal, as well as comments of previous supervisors within the municipality.

Selection Process

The hiring department Director will make a determination of the best-qualified candidate based upon a review of the job duties and requirements compared to the following information:

- a) Candidate's written application, including resume
- b) Candidate's qualifications, experience, skills and abilities
- c) Interview results, including interview performance and communication skills
- d) Test results if conducted.
- e) Reference checks.



DISTRICT OF 100 MILE HOUSE Administration Policy & Procedures

Notice to Candidates

1. The successful candidate will be advised first in person or by telephone by the hiring department of the offer of employment, followed up with a written confirmation of the award using the standard hiring letter. **(Attachment C)**
2. Unsuccessful external applicants who were interviewed will be advised in writing by the hiring department. **(Attachment D)**
3. Unsuccessful internal applicants for the position will be advised of the name of the successful applicant and the reason for the award. (ie: most senior qualified applicant for position)
4. All documents will be submitted to the Director of Finance.

Hiring of a Family Member

~~The CAO in consultation with the Department Director may approve the hiring of a family member to a staff person or member of Council already employed by the District provided the CAO is satisfied that:~~

- ~~a) The recruitment process has not been influenced.~~
- ~~b) No opportunity for favoritism exists or will exist in the future.~~
- ~~c) That no staff member directly supervises another family member.~~

The District of 100 Mile House will not discriminate in its employment practices on the basis that a person is in a Family or Personal Relationship with another individual employed by the District. Individuals involved in a Family or Personal Relationship with a District employee are eligible for employment with the District of 100 Mile House provided that:

- a) Individuals are not employed in circumstances where a real or perceived conflict of interest exists;



DISTRICT OF 100 MILE HOUSE Administration Policy & Procedures

- b) District employees do not directly or indirectly influence the selection or hiring process in which their relative or a personal relationship exists with a candidate;
- c) The hiring process is open, equitable, fair and transparent. Candidates are selected in accordance with the District hiring related policies and collective agreement. Hiring fairness will be ensured through the following measures:
 - + Applications for employment will be made through regular District processes,
 - + Candidates will possess the required qualifications for the position, and;
 - + Candidates will be considered on the basis of merit.
 - +

3) NEW EMPLOYEE ORIENTATION

All new permanent employees, Management and Union, will be provided with a brief orientation to the District of 100 Mile House conducted by the Department Director of the new hire. An “Employee Orientation Checklist” (**Attachment E**) will be completed and submitted to the Director of Finance to be placed in the personnel file.

New employees will receive an information packet containing:

- + Benefit information,
- + Relevant job description,
- + Copy of the Collective Agreement or Municipal Officers Bylaw, and
- + Any other necessary documentation to be completed by the employee.

Each department will be responsible for ensuring that new employees are advised of:

- + Details regarding the job,
- + The person to whom the new employee will be responsible, will work with or, as appropriate, will supervise, and
- + Departmental policy.



DISTRICT OF 100 MILE HOUSE Administration Policy & Procedures

4) EMPLOYEE FILES

The objective of this policy is to ensure that personnel files including specific information are created and maintained for all employees. Further, the personnel file shall be available for viewing by the employee or by a union representative, if written permission is provided by the employee. This policy applies to all employees of the District of 100 Mile House, unionized or exempt.

Personnel File: a file regarding an employee's employment with the District including, but not limited to, documents regarding the following topics:

- + Personal information such as contact information and birthdate
- + Payroll documentation
- + Recruitment and placement information including transfers, promotions and resignations.
- + Wage rate, seniority information and job classification
- + Benefit Information and Workers Compensation documents
- + Performance reviews and appraisals
- + Disciplinary letters and information, documented verbal warnings
- + Letters from the employee to the District
- + Training
- + Request for Leave
- + Letters of expectation

District Files: a file kept by a manager or supervisor regarding an employee. This file may include documents relating to:

- + Anecdotal notes of discussion held with employees including, but not limited to, oral warnings given to employees
- + Copies of other official documents deemed necessary by the Manager.



DISTRICT OF 100 MILE HOUSE Administration Policy & Procedures

Procedure

A Personnel File shall be created and maintained by Administration for each employee that is hired by the District.

The District will make all reasonable efforts to keep the Personnel File current.

The Personnel File shall be kept in the Director of Financial Administration office. It is considered confidential information. An employee may view his or her file by making a request to the Administration office. An appointment to view a file must be made in advance, and will be on the employee's own time, i.e. lunch or coffee break or off duty hours.

Copies of any requested documents shall be made by the Director of Financial Administration.

A union representative may only view an employee's file when express written consent by the employee is given to Administration.

Exempt District manager and supervisors may maintain District Files and Grievance Files accessible only by exempt District managers and other exempt staff, as assigned. The District Files are intended to assist the manager or supervisor remember certain events, in the event that the manager or supervisor's memory is called upon, including, but not limited to, in a third party hearing.



DISTRICT OF 100 MILE HOUSE
Administration Policy & Procedures

5) **PROBATIONARY PERIOD PROCEDURE**

Upon the receipt of the "Employment Offer" letter, the ~~Accounting Clerk II~~ **Finance Clerk** will be responsible for the tracking of the probationary periods as stipulated in the offer of employment letter, in the following manner:

- ✚ Two weeks prior to the probationary period end date, notification will be given to the Director who is responsible for the supervision of the employee that the probationary end date is approaching.
- ✚ A letter stipulating the probationary period end date and possible wage increase, will be provided to the Director for signature and returned before the next payroll week. Alternatively, the Director will provide a letter recommending the dismissal of the employee or the extension of the probationary period.
- ✚ Copies of this letter will be distributed as follows:
 - Employee – Original letter
 - Director of Finance – to be put in the employee file
 - I.U.O.E. Local 959
 - Shop Steward
 - Payroll – for processing

The ~~Accounting Clerk II~~ **Finance Clerk** will be responsible for reporting all wage adjustments to the applicable Group Benefit Agencies.



DISTRICT OF 100 MILE HOUSE Administration Policy & Procedures

6) PROGRESSIVE DISCIPLINE PROCEDURE

Below is an outline to be followed when addressing disciplinary action with Union Employees. The District CAO is to be kept informed of all such actions, and for serious infractions, prior discussion with the CAO is preferred. It is recognized and understood that there are times when prior discussion with the CAO is not possible. In these cases, Department Directors have the authority to make decisions regarding discipline measures that are appropriate for the situation, and will so inform the CAO of the actions taken at the earliest possibility.

Disciplinary measures, **as set out in the "Personnel Policy" as well as Section C of the Union Contract**, can take the form of:

- ✚ Oral Warning/Reprimand
- ✚ Written Reprimand
- ✚ Suspensions
- ✚ Dismissal

1. The CAO is made aware of Oral Warnings and Reprimands through the submission of the Workplace Harrassment/Harassing Behaviour Report. **(Attachment F)**
2. Written reprimands are reviewed with the CAO prior to giving to the employee.
3. Disciplinary letters to employees are to be prepared by exempt management staff only, with copies to the employee's personnel file, the local Shop Steward, Union Local 959 and the CAO.
4. Suspensions must be discussed with the CAO. It is recognized that Directors have the authority to implement immediate suspensions if the situation warrants.
5. Dismissals must be discussed with the CAO and authorized by the CAO.



DISTRICT OF 100 MILE HOUSE
Administration Policy & Procedures

7) **PAY ADVANCE**

Pay advances, under normal circumstances, will not be given.

In cases of exceptional, extenuating circumstances, the situation should be discussed in confidence with the CAO for his/her consideration and determination.

8) **LAY-OFF**

A lay-off is not to be considered a termination except pursuant to the provisions of the "Employment Standards Act".

Holiday pay and employee benefits shall not be paid while on lay-off.

Terminology: Lay Off, Terminations Resignations

- a) The words "laid -off" or "lay-off" should be used only with respect to the temporary cessation of employment of persons who are regular members of the Municipality's work force. The words should never be used with respect to casual or seasonal employees.
- b) The word "terminated" should be used where the services of the employee are no longer required.
- c) Where an employee is terminated for "just cause" the word "discharged" should be used.
- d) Where an employee leaves of his/her own accord, the term "resigned" should be used.

Note: In every case where a former employee applies for employment insurance, the Municipality is required to state the reasons why the person left the Municipality's employ. It is, therefore, imperative that the proper terminology be used.



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Administration Policy & Procedures

9) SEVERANCE PAY

The District recognizes that termination may be necessary should a salaried staff employee not fulfill the requirements of the position and/or their objectives are incompatible with the District.

Severance pay will apply to all regular full-time employees terminated for any reason other than retirement or for just cause.

Severance pay shall be based on the following years of service:

0 - 5 years	As set out in the BC Employment Standards Act
6 - 10 years	1 wk. pay for each completed year of service (10wks max)
11-15 years	2 wks. pay for each completed year of service (30wks max)
16-20 years	2.6 wks. pay for each completed year of service (12mths max)
21 or more years	3 wks. pay for each completed year of service (18mths max)

Severance pay shall be based on the current rate of pay for the position in which the employee was regularly employed.

10) MOONLIGHTING

Moonlighting is allowed only with written approval of the CAO. Moonlighting shall not be permitted:

- a) Where a conflict of interest with official duties on behalf of the Municipality could be construed.
- b) Where it impairs an employee's efficiency in the performance of his/her Municipal duties.
- c) Where it reflects negatively upon the Municipality.



DISTRICT OF 100 MILE HOUSE
Administration Policy & Procedures

Attachment "A"





**District of 100 Mile House
JOB POSTING**

<Name of Position>

The District of 100 Mile House invites applications for the position of "**<name of position>**". This is a **<union/exempt>** position subject to the terms and conditions of the current collective agreement between the District and International Union of Operating Engineers, Local 959. **(for union positions only)**

As an integral member of the **<Name of Department>** team and reporting to the **<Supervisor Name>**, you will be responsible for **<brief description of job>**

Minimum Qualifications include:

-  **<Essential Qualifications>**
-  **<Experience>**
-  **<Specific Skills>**
-  **<Special Requirements>**

Full details are available on the Districts website at www.100milehouse.com.

Please submit resumes no later than **<date>** to: **<Name and position of Director>**, District of 100 Mile House, Box 340, 385 Birch Avenue, 100 Mile House, BC V0K 2E0 or email to **<email address of Director responsible>**

The District of 100 Mile House thanks all who apply. Only those selected for an interview will be contacted.

Date Posted:

Posting Expires:



DISTRICT OF 100 MILE HOUSE
Administration Policy & Procedures

(Updated: April 29/19)

Attachment "B"

TELEPHONE REFERENCES

Reference checking involves checking critical information learned during the interview and on the job application to ensure the applicant's information is accurate.

Use the following guide to ensure that you have collected all the necessary information about the applicant during a telephone reference check.

Name of Applicant: _____

Person contacted: _____

Company: _____

Phone: _____

What were the dates of his employment with you?

What was his salary at the time of leaving your employment?

What did you think of his work?



DISTRICT OF 100 MILE HOUSE
Administration Policy & Procedures

How would you describe his work performance in comparison with other employees?

What job progress did he make?

Would you re-employ this person?

What are his strong points? Limitations?

How did he get along with other people?



DISTRICT OF 100 MILE HOUSE
Administration Policy & Procedures

Could you comment on his:

Attendance: _____

Dependability: _____

Ability to take on responsibility: _____

Potential for advancement: _____

Degree of supervision needed: _____

Overall work attitude: _____

Is there anything else of significance we should know?

References checked by: _____

Date: _____



DISTRICT OF 100 MILE HOUSE
Administration Policy & Procedures

Attachment "C"

<Date>

<Name>

<Address>

<Address>

Dear <Mr./Mrs./Ms.> <Name>

Re: Employment Offer

The District of 100 Mile House is pleased to make you the following job offer and trust it will meet with your approval.

The position we are offering is that of **<Name of Position>** as described in the International Union of Operating Engineers, Local 959 Collective Agreement. Rate of pay will be **<Amount>** as set out in Schedule "A" (or "B") of the collective agreement

Upon successful completion of the probationary period, employee benefits will be applicable as outlined in the Union Contract. Your working hours will be **<Days of Week>**, **<Hours of work>** starting **<Date>**, reporting to the **<Where>** at that time.

Please sign the enclosed copy of this letter and return it to me by **<Date>** to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Sincerely

<Name>

<Position>



DISTRICT OF 100 MILE HOUSE
Administration Policy & Procedures

Attachment "D"

<Date>

<Name>

<Address>

<Address>

Dear **<Ms.Mrs.Mr.><Name>**:

Re: Job Posting " <Name of Position>"

Thank you for your interest in the above mentioned position with the District of 100 Mile House. We have completed the interview process and wish to advise you that we have awarded this position to another candidate.

We wish you all the best in your future endeavors.

Sincerely,

<Director's Name>

<Director's Position>



DISTRICT OF 100 MILE HOUSE
Administration Policy & Procedures

Attachment "E"

EMPLOYEE ORIENTATION CHECKLIST



DISTRICT OF 100 MILE HOUSE
Administration Policy & Procedures

ATTACHEMENT "F"

**WORK PLACE
HARASSMENT/HARASSING BEHAVIOUR REPORT**

HARASSING BEHAVIOUR is any improper conduct by an individual that is directed at and offensive to another person or persons in the workplace, and that the individual knew or ought reasonably to have known would cause offence or harm. It comprises any objectionable act, comment or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat. It also includes harassment within the meaning of the *Canadian Human Rights Act*. The *Canadian Human Rights Act* provides every person in the workplace the right to freedom from harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability and pardoned conviction. These are referred to as prohibited grounds.

WEEK OF:	
DEPARTMENT:	REFERENCE #:
POLICY TITLE:	
INCIDENT REPORTING DATE:	
DISTRICT REPRESENTATIVE:	
I.U.O.E. LOCAL 959 REPRESENTATIVE:	
AFFECTED PERSONNEL:	
INCIDENT ISSUE IF KNOWN:	
WAS AND AT WHAT LEVEL WAS INCIDENT RESOLVED:	

Signed: _____

Date: _____



**District of
100 MILE HOUSE**

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

Regular Council – August 8, 2023

TITLE: Exempt Staff Policy

PREPARED BY: Administration

PURPOSE: To seek Council approval of amended “Exempt Staff Policy”

BE IT RESOLVED THAT the “Exempt Staff Policy” be approved as presented.

BACKGROUND INFORMATION:

The Exempt Policy was written and approved by Council in July of 2016 which was to be reviewed every three (3) years. Staff has prepared an amended Exempt Staff Policy for Councils consideration. Changes made within the policy are as follows:

- 1) **Hours of Work** – to reflect what was in the Personnel Policy. Deleted from the Personnel Policy.
- 2) **Excess Hours of Work** – to define payment of wages for working overtime during an emergency.
- 3) **Annual Vacation** – simplify wording
- 4) **Administration Compensation** – to define “Market” wages
- 6) **Flex Time** – delete #4 in general guidelines and add to Personnel Policy
- 7) **Interview Moving Expenses** – inclusion of receipt requirement

ALTERNATIVE:

That Council not approve the amended Exempt Staff Policy and further, that Council direct staff to make additional edits to the amended policy.

BUDGETARY IMPACT: nil

POLICY IMPLICATION: Amend existing Exempt Staff Policy

ATTACHMENTS: Exempt Staff Policy



DISTRICT OF

100 Mile House

EXEMPT EMPLOYEES

Personnel Policy

Approved by: Council

Date:



DISTRICT OF 100 MILE HOUSE
Exempt Employees Personnel Policy

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DISTRICT OF 100 MILE HOUSE Exempt Employees Personnel Policy

GENERAL STATEMENT

The District of 100 Mile House will provide benefits for salaried staff (exempt employees) as outlined in this policy and will review the benefit package at least every three (3) years.

The Exempt Employees Personnel Policy in conjunction with the Personnel Policy will provide exempt employees with information on the employment practices and conditions at the District of 100 Mile House municipality.

1) HOURS OF WORK

Normal hours of work for each exempt position is a maximum of 40 hours per week, ~~as set out in the Personnel Policy.~~ **Monday to Friday.**

A fifteen (15) minute rest period is provided for each one-half (1/2) day worked.

2) EXCESS HOURS OF WORK

It is understood that managers regularly work outside of normal working hours and attend additional meetings as required to assist the District and Council. It is expected that managers will attend Council meetings when requested to do so by the CAO. The District recognizes this contribution and will compensate each manager up to 5 days per year in recognition of this contribution and in lieu of overtime, to be taken as follows:

- ✚ The 5 days are to be scheduled throughout the year;
- ✚ The 5 days cannot be carried over to the following year;
- ✚ The 5 days will be written off if not used in the current year.

- ✚ Banking of any overtime is not permitted



DISTRICT OF 100 MILE HOUSE Exempt Employees Personnel Policy

Exempt staff working overtime during an emergency as determined by the CAO, either in Emergency Operations Centre or in the field, shall be paid in the same manner applicable to non-exempt staff under the terms and conditions as provided for in the collective agreement between the District of 100 Mile House and the International Union of Operating Engineers (IUOE) Local 959.

3) ANNUAL VACATION

- a) ~~All regular Full-time salaried employees will be granted~~ **eligible to the following vacations as follows entitlement:**

1 st & 2 nd calendar year	15 days entitlement
3 rd & 4 th calendar year	15 days entitlement
5 th calendar year	20 days entitlement

For each year of service thereafter, employees shall receive an additional day's vacation with pay to a maximum of thirty-five (35) days per annum.

- b) ~~"Calendar Year" shall be a continuous~~ **The annual vacation period and entitlement is based on a full calendar year of** ~~from~~ January 1st to December 31st, inclusive.

- c) ~~In the hiring year (1st calendar year) regular salaried employees shall be entitled to fifteen (15) vacation days, prorated at 1.25 days per month earned.~~

~~If the employee is hired between the 1st and 20th of the month, 1.25 days will be earned. If the employee is hired between 21st to the end of the month, 0 days will be earned.~~

Vacation days are credited to the employee at the beginning of the year, or in the case of new employees, a prorated amount upon hiring.



DISTRICT OF 100 MILE HOUSE
Exempt Employees Personnel Policy

- d) Employees who leave the employ of the District during a calendar year will only be credited with vacation entitlement that has accrued up to the date they terminate employment with the District.
- e) Employees will not earn vacation entitlement while on Short Term or Long Term disability benefits in excess of forty (40) working days.
- f) New employees to the District are not entitled to take vacation days earned during the probationary period, or the first six months of employment.
- g) Current employees who move into new positions shall discuss the scheduling of their earned vacation time with their Director at time of hiring.
- h) Vacation requests shall be submitted to the CAO no later than March 1st of each year. Preference in choice of individual employee's vacation dates shall be determined by seniority or service. Despite seniority, when booking vacation requests for major holiday events such as Christmas, Deputies and Directors are expected to take turns having this time off.
- i) Individual vacation entitlements may vary, as negotiated at time of hire between the District and the employee.
- j) The CAO may authorize a carry over of no more than 10 days, otherwise vacations are to be taken or paid out in the current calendar year.



DISTRICT OF 100 MILE HOUSE Exempt Employees Personnel Policy

4) ADMINISTRATION COMPENSATION

Purpose

To ensure that the District of 100 Mile House is able to attract and retain qualified and competent management employees, the District will ensure that the management compensation schemes for salaried staff are competitive, fair and equitable.

General Guidelines

The District will develop a competitive salary scale for all salaried positions that recognize education, training, skill and experience and level of responsibility.

Exempt staff compensation will be maintained at the 50% percentile (median) of the market as attached to this policy as Schedule "A". Market will consist of municipalities with a population of 0 – 10,000. The salary scale will be reviewed every (3) three years to ensure the scale is comparable and competitive with other communities.

No position will exceed a 5% increase in salary over a 3 year review.

Hiring Rates

New Employees will normally be hired at the minimum rate of the position's salary range. Any exceptions to this must have prior approval of the CAO or designate.

Increments

Employees with satisfactory performance in a position will be eligible for an increment on the anniversary of their appointment; subject to any provisions agreed to the at time of hire.



DISTRICT OF 100 MILE HOUSE
Exempt Employees Personnel Policy

**DISTRICT OF 100 MILE HOUSE
SALARIED STAFF COMPENSATION
SCHEDULE "A"**

Position	85% of Market	90% of Market	95% of Market	100% of Market	105% of Market
Chief Administrative Officer (CAO)	121,037	128,157	135,277	142,397	149,517
Director of Community Service	91,152	96,514	101,876	107,238	112,600
Director of Financial Administration	97,032	102,740	108,447	114,155	119,863
Fire Chief	84,055	88,999	93,944	98,888	103,832
Deputy Fire Chief	73,968	78,319	82,670	87,021	91,373
Director of Economic Development/Planning	82,424	87,272	92,121	96,969	101,817
Operations Supervisor	69,755	73,859	77,962	82,065	86,168
Deputy Director of Corporate Administration	65,686	69,550	73,414	77,278	81,142

Updated: May 26, 2023



DISTRICT OF 100 MILE HOUSE
Exempt Employees Personnel Policy

5) **COUNCIL/STAFF INTERACTION**

Policy

To give all members of Council prior knowledge of items, provide the same information to all Council members, and to build a municipal leadership team.

General Guidelines

To establish a reporting relationship between elected officials and staff with respect to the flow of information by:

- a) Ensuring that all requests for staff reports that require research and written material are given to the CAO to address. The CAO will discuss the requested information with the member of Council and then the Department Director. The CAO will then advise the member of Council of the date the report will be provided.
- b) All Council correspondence is to be given to the office of the CAO for preparation, and the Council member shall be advised as to the date and time correspondence is expected to be ready.
- c) All correspondence from elected officials shall be vetted by the CAO prior to leaving the municipal office. The CAO shall review the correspondence and comment on whether the subject matter therein places the District in a position that is outside of the powers enumerated by bylaw or Council resolution. If the CAO believes the wording or contents should be amended, he/she will advise the writer of the concerns.
- d) No Council member shall schedule a meeting with a staff member without first consulting the CAO.
- e) No Council member shall discuss "In Camera" matters, labour or personnel matters with any member of the Union staff without prior approval of the Council.



DISTRICT OF 100 MILE HOUSE Exempt Employees Personnel Policy

6) FLEX TIME

Purpose

The District of 100 Mile House recognizes the special demands it places upon its exempt employees. In recognition of the flexibility demanded from these employees, the District supports a flexible work arrangement which employees may elect to participate in.

This policy applies to all non-union employees only.

Specific Objectives

- a) Attract and retain top quality employees by offering an incentive which has no cost impact to the District.
- b) Reduce levels of stress for senior managers/directors.
- c) Improve the balance between work and personal life.
- d) Enable excluded employees to schedule personal appointments more easily.

General Guidelines

1. Employees who elect to participate in the flexible work arrangement will work a **minimum** of 8.9 hours per day if their normal work day is 8 hours.
2. An employee may earn one day off every two weeks. These days are to be regularly scheduled, approved by the CAO and may not be accumulated.
3. The employee will remain on the same schedule whilst participating in the program.
4. ~~In the event that the employee has to work or attend a training program on a scheduled day off an alternative date should be scheduled in agreement with the CAO.~~ (added to training & development in personnel policy)
5. Employees wishing to participate in the flexible working arrangement must sign a form indicating their intention. (Attachment "A")



DISTRICT OF 100 MILE HOUSE Exempt Employees Personnel Policy

6. The District may terminate this flexible working arrangement at any time, after one month's notification to the employee.
7. An employee may terminate their flexible work arrangement at any time, after notifying the District in writing of the date of termination for the arrangement.

7) **INTERVIEW & MOVING EXPENSES**

Purpose

To establish a policy to assist prospective salaried staff with their interview costs and relocation costs.

General Guidelines

For the purpose of this policy, "**Senior Staff**" will include the Corporate Officer/CAO and Directors (Department Heads). "**Other Management Staff**" will include Deputy Directors and the Operations Supervisor of Community Services.

Interviews:

Individuals interviewed for any Salaried Staff position will be reimbursed for expenses **incurred for the purpose of attending the interview**, as set out in the current Staff Travel Expense Form.

The candidate will be informed to retain and submit all related interview expense receipts after the completion of their interview(s).

On receipt of interview expenses, they will be checked to ensure that the expenses are eligible for reimbursement and a voucher request form will be completed and forward to the Director of Finance for payment.



DISTRICT OF 100 MILE HOUSE
Exempt Employees Personnel Policy

Relocation Assistance

Eligible moving costs shall include:

- Transportation charges
- Packing charges
- Unpacking charges
- Packing material

Corporate Officer/CAO Position:

- Payment for moving expenses will be covered for the lowest of three (3) quotations, to a maximum of \$7,500.00, upon receipt of invoice(s). Subject to the provisions within a negotiated employment contract agreed upon by Council.
- Mileage for up to two (2) personal vehicles, set at the rate as established on the current Staff Travel Expense Form.
- Accommodations at a moderately priced hotel/motel as a temporary accommodation while waiting for possession of a home for no more than ten- (10) days.

Senior Staff:

- Payment for moving expenses will be covered for the lowest of three (3) quotations, to a maximum of \$5,000.00, upon receipt of invoice(s)
- Mileage for up to two (2) personal vehicles, set at the rate as established on the current Staff Travel Expense Form

Other Management Staff:

- Payment for moving expenses will be covered for the lowest of three (3) quotations, to a maximum of \$3,000.00, upon receipt of invoice(s)



DISTRICT OF 100 MILE HOUSE Exempt Employees Personnel Policy

Reimbursement of Travel Expenses:

Should any of the Salaried Staff terminate their employment with the District of 100 Mile House, they will be required to reimburse moving expenses as follows:

- Prior to six (6) months employment, the employee will be required to reimburse 100% of the moving expenses paid out
- Prior to one (1) years employment, the employee will be required to reimburse 75% of the moving expenses paid out
- Prior to two (2) years employment, the employee will be required to reimburse 50% of the moving expenses paid out

8) LEAVES OF ABSENCE [\(Attachment "B"\)](#)

a) Sick Leave

Sick leave is accumulated at the rate of 1 day per month to a maximum of ten (10) days per calendar year. Time off for attendance to appointments for medical or dentist purposes will be deducted from the employee's sick leave entitlement. The leave may be used as compensation for the five-day waiting period for weekly indemnity benefits.

b) Family Leave

An employee is entitled up to 5 days of family leave during each employment year to meet responsibilities related to:

- i) The care, health or education of a child in the employee's care, or
- ii) The care or health of any other member of the employee's immediate family.

An employee is entitled to use a maximum of three (3) sick days per year as paid family leave. Any other family leave days shall be unpaid.



DISTRICT OF 100 MILE HOUSE Exempt Employees Personnel Policy

c) Bereavement Leave

Paid Bereavement leave will be granted to all salaried staff upon the death of immediate family members.

Bereavement leave with pay, to a maximum of 3 days per occurrence within the Province of British Columbia and 5 days outside of the Province of British Columbia, will be available to regular full-time exempt employees only.

The CAO may approve additional time off upon request with such leave, or a portion thereof, to be paid leave. The CAO will report such bereavement leave requests to Council.

Up to 4 hours at the discretion of the CAO may be granted to employees to facilitate attendance at funeral services.

Bereavement leave shall not be available to employees on paid Leave of Absence, or to employees on unpaid leave in excess of 5 days.

Immediate family is defined as: Wife, husband, common-law spouse, child, brother, sister, parent, grandparents, mother-in-law, father-in-law, son-in-law and daughter-in-law.

d) Maternity/Paternity Leave

Leave will be provided in accordance with the Employment Standards Act.

e) Jury and/or Court Leave

An employee, who is subpoenaed for jury duty or as a witness, shall continue to receive regular pay. The employee shall turn over to the employer any monies received from the Crown for the days normally scheduled to work, provided that this does not exceed the regular pay rate.

f) Leave With or Without Pay

Leave of absence may be granted to salaried employees, with or without pay, for personal or other legitimate reasons.



DISTRICT OF 100 MILE HOUSE Exempt Employees Personnel Policy

1. Requests for Leave of Absence must be submitted in written form to the employee's supervisor.
2. Leave of Absence for salaried employees will always be "without pay" unless this time has been previously authorized. Deductions to a salaried employees pay can only be made with the approval and authorization of the CAO.
 - (a) Directors of each department may approve a Leave of Absence for their employees up to three (3) working days, without prior notification to the CAO.
 - (b) Requests for Leave of Absence in excess of three (3) working days must be submitted to the CAO for approval.
3. Leave of absence will not be granted to salaried employees seeking to work at other employment.
4. Working for other than the District of 100 Mile House while on leave of absence may lead to termination.

9) **PROBATIONARY PERIOD**

Purpose

To establish probationary periods for all regular full-time salaried employees.

General Guidelines

1. The probationary period for all salaried positions of the Municipality shall be six (6) months unless otherwise stipulated by Council.
2. Due to extenuating circumstances the probationary period may be extended. The employee will sign confirmation of extension and circumstances thereof.



DISTRICT OF 100 MILE HOUSE
Exempt Employees Personnel Policy

3. The District may decline to continue the Employee's employment without notice to the Employee before the expiry of the Probationary Term.
4. The Employer or the Employee may terminate the Contract Agreement without cause upon giving the other thirty (30) days notice of the termination, unless otherwise stipulated in the Contract Agreement.



DISTRICT OF 100 MILE HOUSE
Exempt Employees Personnel Policy

ATTACHMENT "A"
FLEXIBLE TIME AGREEMENT

1. The flextime agreement will allow current exempt employees to work up to 2 additional hours extra each day, to be used at a later date as time off. Flex time will accumulate in increments of 15 minutes.
2. Employees may work up to 10 hours a day (8 hours regular time from 8:00 a.m. until 4:30 p.m. and up to 2 hours flex time). The flex time worked may occur between the hours of 6:00 AM and 6:00 PM
3. The above arrangements shall be approved on an individual basis by the CAO, and in approving flexible hours and flex days off, the number one priority will be adequate coverage to maintain good service to our customers.
4. Flex time may be banked to a maximum of 16 hours. No time can be added to the flex time bank after the maximum cap is reached. Employees shall record flextime gained or taken on their regular timesheet.
5. Staff must work the full hours of their regular shift before flex time may be banked on any particular day, not a combination of regular hours and vacation time/sick time, etc.
6. An employee can only withdraw hours from the Flex Time Bank as time off, not as a paid benefit.
7. Subject to adequate coverage being maintained, approval of flex time requests will be reviewed as they are submitted.
8. Time off must be requested in writing to the CAO at least 3 days in advance. Requests with lesser notice may be considered at the discretion of the CAO.
9. Participation is not compulsory.
10. This agreement may be revoked by either party providing 30 days written notice to the other party of its intention to do so.

Signed this _____ day of _____, 20____



DISTRICT OF 100 MILE HOUSE
Exempt Employees Personnel Policy

ATTACHED "B"
Employee Leave Request

Employee Name: _____

All leave of absence are unpaid except for those identified otherwise in the Exempt Staff Personnel Policy. Granting of unpaid leave of absence is at the discretion of the District, unless otherwise stated in the Exempt Staff Personnel Policy.

Time Off In Lieu of Overtime:

Available banked days/hrs _____

Number of days/hrs requested _____ Start Date: _____ End Date: _____

Annual Vacation:

Available days/hrs _____

Number of days/hrs requested _____ Start Date: _____ End Date: _____

Sick Leave/Bereavement:

Available days/hrs _____

Number of days/hrs requested _____ Start Date: _____ End Date: _____

Leave of Absence/Family Responsibility Leave Without Pay:

Number of Days Requested _____ Start Date: _____ End Date: _____

Date Submitted

Employee Signature

Supervisor/Director

CAO



**District of
100 MILE HOUSE**

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

Regular Council –August 8, 2023

TITLE: Personnel Policy & Procedures

PREPARED BY: Administration

PURPOSE: To seek Council approval of amended “Personnel Policy & Procedures”

BE IT RESOLVED THAT the “Personnel Policy & Procedures” be approved as presented.

BACKGROUND INFORMATION:

The Personnel Policy & Procedure was written and approved by Council in January, 2014. Staff has prepared an amended Personnel Policy & Procedures for Councils consideration. Changes made within the policy are as follows:

- 1) **Hours of Work** – changed to refer to the Exempt Staff Policy
- 2) **Personnel Record Changes** – changed contact position
- 3) **Statutory Holidays** – included “National Day of Truth & Reconciliation
- 4) **Employee Benefits** – removed Medical Services Plan of BC, changed employee election to continue benefits to current benefit plan criteria, added waiver of enrolment to Municipal Pension Plan
- 6) **Christmas Closure** – simplified guidelines for “Voluntary Leave Without Pay”
- 7) **Conflict of Interest** – complete re-write to today’s standards
- 8) **E-Mail & Internet Use** – added verbiage for Council procedures
- 9) **Infractions Warranting Progressive Discipline** – expanded infractions and added grouping according to level of infraction
- 10) **Recognition of Employees** -changed wording in presentation of long term service awards
- 11) **Smoking and E-Cigarette Free Workplace** – complete re-write to today’s standards
- 12) **Social Media** – new
- 13) **Substance Abuse/Misuse** – complete re-write to today's standards
- 14) **Guidelines for Staff Travel Reimbursement** – new addition to existing policy
- 15) **Vehicle Use** – added violation clause in drivers responsibilities, add new section “Take Home Emergency Vehicles
- 16) **Whistleblower** – new wording for reporting process



17) **Workplace Harassment** – new wording for “Scope”, added more behaviour definitions and sexual harassment definitions, added “workplace” definition, and added new sections Unsubstantiated Complaints, No reprisal or Retaliation, and Vexatious Allegations and Complaints.

18) **Working From Home** - new

ALTERNATIVE:

That Council not approve the amended Personnel Policy & Procedure and further, that Council direct staff to make additional edits to the amended policy.

BUDGETARY IMPACT: nil

POLICY IMPLICATION: Amend existing Personnel Policy & Procedures

ATTACHMENTS: Personnel Policy & Procedures



DISTRICT OF

100 Mile House

PERSONNEL

Policy & Procedures

Approved by: Council

Date:



DISTRICT OF 100 MILE HOUSE Personnel Policy & Procedures



PURPOSE

The purpose of this Personnel Policy is to provide employees with information on the general employment practices and conditions at the District of 100 Mile House municipality (the "Municipality").

The Personnel Policy is a living document and the Municipality (the employer) reserves the right to amend, modify or discontinue any of the information contained in this policy.

GENERAL STATEMENT

The District of 100 Mile House recognizes that both the employee and the Municipality have rights and responsibilities, and that management and staff must work together to create a positive work environment. Open communication is encouraged.

When a new employee is hired, that employee shall be given a copy of this Personnel Policy so that the employee is familiar with the conditions of employment.



DISTRICT OF 100 MILE HOUSE
Personnel Policy & Procedures

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DISTRICT OF 100 MILE HOUSE Personnel Policy & Procedures

01) DEFINITIONS & APPLICATIONS

Definitions are necessary to establish the types of positions and staff required by the District. Application principles are established to ensure consistency and the proper application of the policies.

Definitions

CAO – is the Chief Administrative Officer of the District.

Officers – are personnel designated by bylaw who carry out the responsibilities defined by the Community Charter. These officers are the C.A.O., the Director of Financial Administration and Corporate Officer.

Management Staff – are personnel referred to as Directors

Temporary Staff – are personnel hired for a limited time for a specific function that are remunerated as a regular employee.

Exempt Staff – All non-union permanent staff shall be classified as “Exempt Staff”.

Union Staff – Positions covered by a collective agreement of a union recognized by the District.

Application

The Personnel Policy applies to all staff employed by the District except where a Collective Agreement, a contract, Fire Department Personnel Policy or the Exempt Staff Personnel Policy specifically outlines a contrary guideline.



DISTRICT OF 100 MILE HOUSE Personnel Policy & Procedures

02) HOURS OF WORK/OVERTIME/BANKED TIME

Hours of work will vary to accommodate the diverse service commitments of the District. Hours of work set the normal work times and establish the guidelines for overtime.

Exempt Staff

- ~~1. The full-time hours of work for the CAO, Directors and Supervisors is eight (8) hours per day, forty (40) hours per week, Monday to Friday which includes a one (1) hour unpaid lunch break.~~ Hours of work and overtime for exempt staff will be followed as set out in the Exempt Employees Personnel Policy.
- ~~2. A fifteen (15) minute rest period is provided for each one-half (1/2) day worked.~~

Union Staff

- Hours of work/Overtime/Banked Time will be followed as set out in the collective agreement.
- Overtime is all hours worked which exceed the regular daily hours of work. All overtime must be authorized by the Supervisor prior to working overtime.
- No requests for leave without pay will be considered until all banked time and vacation time have been taken.

03) ATTENDANCE

Regular and punctual attendance is expected of all employees. You must notify your supervisor as soon as possible of any unscheduled absence.

04) PAY PERIODS

Employees will be paid on a bi-weekly basis (26 pay periods per year). Wages will be paid through direct deposit.



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05) TIME REPORTING

Employees are required to fill out time sheets and submit them to their supervisors no later than 9:30 a.m. the Monday prior to payday.

06) PERSONNEL RECORD CHANGES

An employee who has changed address, name, number of dependents, etc., shall contact the ~~Payroll and Benefits Officer~~ **Director of Finance** with the information so the personnel records may be maintained accurately.

07) NO DISCRIMINATION

The policy of the Municipality is to abide by all Federal and Provincial enactments governing discrimination.

08) STATUTORY HOLIDAYS

All regular full-time employees of the District of 100 Mile House are eligible for days off for the following statutory holidays as defined by the Province of British Columbia or the Government of Canada.

The following statutory holidays will be observed.

New Years Day

Good Friday

Victoria Day

BC Day

National Day for Truth & Reconciliation

Remembrance Day

Boxing Day

Family Day

Easter Monday

Canada Day

Labour Day

Thanksgiving Day

Christmas Day

and any other day declared or proclaimed as a Statutory Holiday by the Province of British Columbia or the Government of Canada or the District Council.



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If a Statutory Holiday falls on a non-working day, Council of the District of 100 Mile House may declare that the working day immediately preceding the holiday or the working day immediately following shall be observed in lieu of the said holiday.

09) VACATIONS

Vacations are provided to ensure staff productivity and health is maintained at a maximum.

1. All vacations are to be scheduled no later than March 1st of each year.
2. For all unscheduled vacation entitlement, all employees are required to submit a vacation request form to their direct supervisor at least five working days before the requested holiday is to commence. The approval of vacation time is at the discretion of the supervisor.
3. No requests for time off without pay will be given until vacation time has been taken.

Entitlement

Exempt staff should refer to the Exempt Staff Personnel Policy. Union staff should refer to the collective agreement.

10) EMPLOYEE BENEFITS & PENSION PLAN

Health & Welfare Benefits

The following Health and Welfare benefits will be provided to regular full time employees, with the District of 100 Mile House paying 100% of the premiums. Coverage begins the day following 90 days of employment.

- i. ~~Medical Services Plan of BC~~
- i. Basic Group Life Insurance
- ii. Accidental Death and Dismemberment



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- iii. Weekly Indemnity
- iv. Long Term Disability
- v. Extended Health Care
- vi. Dental

Upon retirement, employees who have been with the District of 100 Mile House for more than 10 years may elect to continue coverage, at their own expense, up to the termination age of the current plan. This coverage will not include disability and travel coverage.

a) ~~Medical Services Plan of BC~~

~~Coverage begins the beginning of the month following 90 days of employment. Participation in the plan is voluntary.~~

a) **Basic Group Life Insurance, Accidental Death and Dismemberment, Weekly Indemnity, Long Term Disability, Extended Health Care, Dental**

Plan information is available in the employees handbook provided by the benefit provider for the District of 100 Mile House.

b) **LTD: Employee Benefits Continuation**

Life insurance, accidental death, dependent life insurance, weekly indemnity and long term disability premiums are waived while an employee is on Long Term Disability.

While an employee is on LTD, premiums for Extended Health **and** Dental ~~and Medical Services Plan~~ will be paid for as follows:

Under 5 years of employment

The District will pay the premiums up to six (6) months from the date of acceptance on LTD at which time benefits will be terminated by the District unless the employee elects to continue and pay for the benefits.



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5 to 10 years of employment

The District will pay the premiums up to twelve (12) months from the date of acceptance on LTD at which time benefits will be terminated by the District unless the employee elects to continue and pay for the benefits.

10 to 20 years of employment

The District will pay the premiums up to eighteen (18) months from the date of acceptance on LTD at which time benefits will be terminated by the District unless the employee elects to continue and pay for the benefits.

20 to 25 years of employment

The District will pay the premiums up to twenty-four (24) months from the date of acceptance on LTD at which time benefits will be terminated by the District unless the employee elects to continue and pay for the benefits.

Employee Election to Continue

All employees may elect to continue the benefits and to reimburse the District on a monthly basis until the age of sixty-five (65). **termination age of the current employee benefit plan.**

c) Municipal Pension Plan

Participation in the BC Municipal Pension Plan is mandatory for all regular, full time employees. Rates are set by the BC Pension Plan. **An employee who chooses not to enrol in the Municipal Pension Plan must sign a waiver, which will be kept on file.**

The District of 100 Mile house will provide ~~medical~~, dental and extended health coverage for the first month of an employee's retirement if so requested by the employee. This bridging policy will remain in effect until the BC Pension Corporation changes its policy of not covering employees during their first month of retirement.

d) Worker's Compensation

If you are injured on the job and cannot perform all or any of your duties, you may be covered under Worker's Compensation. The amount you will receive and the length of time the benefit will be paid depends on your salary and the degree of your injuries. If



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you are injured on the job, first seek medical attention if required and let your supervisor know as soon as possible.

e) Leaves of Absence

Exempt staff should refer to the Exempt Staff Personnel Policy. Union staff should refer to the collective agreement.

f) Memberships

The District promotes the membership of staff in work-related organizations that provide staff with a means to enhance their knowledge and professionalism or may be required to carry out their responsibilities within the District.

Memberships in work-related organizations that provide a benefit to the District may be approved by the applicant's Director. The membership fee of an approved application will be paid by the District within budgetary limits.

The fee to hold a professional membership that is required by legislation or required to maintain a position will be paid by the District.

g) Employee & Family Assistance Program

There are times in all our lives when personal and emotional problems may affect our ability to handle home and work responsibilities. The pressures of everyday life sometimes challenge our ability to balance the competing demands on our personal, family and work lives.

The Lifeworks Employee Assistance Program (LEAP) ~~is a service provided by a Canadian company called Ceridian Canada Ltd. And~~ is designed to help you and your dependents manage work and personal life to lead a healthier, happier and more productive life.

~~The Ceridian Services can provide~~ You and your dependents **are provided** with support, advice and information on a wide range of every day issues including:

- Parenting & child care
- Education



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- Older adults
- Midlife & retirement
- Disability
- Financial
- Legal
- Everyday issues
- Work
- Managing people
- Health
- Emotional well-being
- Grief & loss
- Addiction & recovery

Contact your supervisor if you require further information regarding this benefit.

11) BRIBERY

Any employee who is offered a bribe shall immediately notify their direct supervisor and/or CAO in writing of the circumstances of such bribe and shall not have further dealings with that particular matter until instructed by their direct supervisor and/or CAO in writing.

12) CELL PHONE USAGE

The District of 100 Mile House provides cellular phones to selected Council and staff so they may safely, effectively and efficiently perform their job duties. Staff may use it for any aspect of their day-to-day duties where immediate communication is required or desired.

General Guidelines

Cellular phones are a tool to assist the employee with their job functions and are to be used for District business only.

Employees are not to use a cell phone when operating a District owned vehicle or piece of equipment. Before initiating or responding to a call, employees **MUST** pull the District vehicle or equipment off to the side of the road so that it is not in motion until the call is completed.



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BYOD Option

Employees who are required to carry a cellular device for District business may already possess a personal device. In recognition of the impracticability of carrying two devices, a bring your own device option is available (BYOD).

Staff using the BYOD will be reimbursed by the District to cover some of the costs of their device. The reimbursement amount considers District cellular use and wear and tear on the hardware while being used for District business. Any loss or damage reimbursement will be at the discretion of the CAO.

Reimbursement amount: **\$ 50.00 per month**

Disciplinary

Any employee who continually or intentionally misuses a cellular phone will be subject to the District's Progressive Disciplinary Policy.

Definitions

"**Day to day duties**" is defined as any job-related task that an employee has been requested to perform as part of the position's regular activities.

Procedure

It will be the responsibility of the Department Director to decide which staff require a cellular device and eligible for reimbursement as provided for in this policy.

The Mayor for the District of 100 Mile House shall be eligible automatically for a reimbursement of \$50.00 per month.

Upon authorization from the CAO, employees will be reimbursed for their personal cell phone up to a maximum of \$50.00 per month, for conducting District business.

Reimbursement will be made end of June for the period of January 1st to June 30th, and the end of December for the period of July 1st to December 31st.



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Staff using a personal cellular device for work purposes will submit a copy of their cellular phone bill to their Department Director in June and December of each year.

13) CHRISTMAS CLOSURE

The District of 100 Mile House municipal office will close and Municipal operations will cease as of noon on the last working day before Christmas and the last working day before the New Year.

The municipal office will remain closed during the Christmas season until the first working day in the New Year. Employees may take vacation, accumulated time off, banked time or leave without pay during this closure. Community Services operations will remain open during the Christmas season.

Notice of the office closure shall be placed in the local paper and posted on the District's website, [Facebook page](#) and notice board one week prior to scheduled closure(s).

Voluntary Leave Without Pay

Introduction

All Municipal Office employees are entitled to take ~~up to a maximum of~~ five days voluntary leave without pay (VLWOP), each fiscal year

All municipal office employees are entitled to take voluntary leave without pay (VLWOP) during the Christmas season office closure, each fiscal year.

Application

These guidelines and procedures apply to all employees, except casual employees hired for less than four months and relief employees.



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Definitions

“Non-continuous operations” are those areas of the District where the Employer is able to shut down its operations and take ~~five days~~ VLWOP over the Christmas and New Year season; on days set by the Employer.

“Continuous operations” for the purpose of the VLWOP mean functions or operations that have to remain open during the shutdown period due to operational requirements. Employees are considered in continuous operations when the Employer is unable to shut down its operations; however there may be non-continuous positions in these operations as well. This normally applies to the Community Services Dept where employees must respond to seasonal road maintenance requirements or any other function deemed necessary by the Employer.

Guidelines

1. The ~~five days~~ VLWOP **days** will be taken by non-continuous employees on days set by the Employer (District operations shut down period).
2. The ~~five days~~ VLWOP **days** must be taken in the fiscal year the deduction was taken. The ~~five days~~ VLWOP **days** cannot be carried over from one fiscal year to the next fiscal year.
3. ~~Employees will have 2% (?) deducted from their bi-weekly pay cheque. This amount will be used to annualize the cost of the five days VLWOP on employees' pay and will only be paid to employees over the period of leave.~~

Employees will have the annualized cost of the VLWOP days deducted from their bi-weekly pay cheque calculated as follows: 8hrs/day x # of days to be taken = # of hrs/year X rate of pay divided by 26 pay periods.

(8hrs x 3 days = 24 hrs x \$25.00 = \$600.00 divided by 26 = \$23.08/pay period)

4. ~~VLWOP is calculated monthly for continuous employees. An employee is entitled to 2/5 (.42) of a day for every month that the employee works. 12 months X .42 = 5 days~~
5. ~~All employees in indeterminate continuous positions are subject to the following provisions:~~



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4. If an employee is hired part way through the fiscal year, the employee's ~~five days~~ VLWOP **days** will be prorated accordingly;
5. ~~The employee will schedule the five VLWOP days at a time mutually agreeable to the Employer and employee in the respective fiscal year (employee should use VLWOP days prior to using annual leave in a fiscal year);~~
6. If the employee terminates before taking the five days VLWOP **days**, the employee will be reimbursed the 2% (?) deduction for the five days or portion thereof;
7. ~~If the employee terminates before the end of the fiscal year and has taken some or all of the five days MLWOP, any amount of the un-earned VLWOP days taken by the employee will be recovered.~~
6. ~~All employees in casual employment under four months are subject to the following provisions:~~
 - ~~(a) The employee will not have a 2% (?) deduction from pay;~~
 - ~~(b) The employee is not entitled to the five days VLWOP, and~~
 - ~~(c) If an employee is working in a non-continuous operation, he/she is not scheduled to work during the shutdown.~~
7. The five days VLWOP **days** are considered days of rest for overtime purposes. Employees who are non-continuous should not be required to work during the five days VLWOP **days**. If employees are required to work, they will be entitled to overtime as per overtime provisions in the collective agreement.

Procedures

The supervisor will advise an employee whether he/she is in a continuous or non-continuous operation position.



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14) COMPUTER PURCHASE PROGRAM

The District of 100 Mile House recognizes that it is in the interests of the municipality that its employees become conversant with computers and computer software. The District recognizes that employees who own computers are more likely to improve their computer skills. The District encourages employees to take an active role in their own development and will assist employees wishing to purchase computers and computer related accessories.

Procedures

1. The employee selects the computer equipment for purchase.
2. The employee obtains a firm quote from the vendor of the total price at which the vendor will sell the equipment to the employee on the delivery of a purchase order to the vendor by the municipality.
3. The employee delivers the quotes to the municipality.
4. The municipality will advance a maximum of \$4,000, including all applicable taxes and other charges, towards the purchase of computer equipment. Any additional funds required are to be paid by the employee prior to the municipality issuing a purchase order.
5. The municipality and the employee whose proposed purchases have been approved, execute a financing agreement that acknowledge any contributions received from the employees.
6. The municipality will issue a purchase order to the vendor.
7. The employee pays for the equipment through payroll deductions. Bi-weekly installments for a period calculated of not more than 26 pay periods.
8. All financing agreements shall require full payment of any balance outstanding upon termination of the employee's employment for any reason, and shall authorize the municipality to recover such outstanding balance by payroll deduction and/or by set off against any severance payment or other amount owed by the municipality to the employee.
9. Notwithstanding the foregoing, the municipality may establish a maximum number of interested employees that are permitted to benefit under this computer acquisition program.
10. If this computer acquisition loan is deemed to be a taxable benefit under the rules of Revenue Canada, the respective employees must be responsible for this potential liability.



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15) CONFLICT OF INTEREST

No employee shall use his or her position, the information he acquires in the course of his or her duties, or relationship with the Council, to obtain or attempt to obtain on behalf of the employee or any other person, any special advantage or consideration not held, enjoyed, or offered to the general public.

The purpose of this policy is two-fold:

1. To assure the public that they will receive from the Council and all employees of the District of 100 Mile House fair and impartial treatment, without fear of favouritism, discrimination, or bad faith; and
2. To assure the Council that the reports and recommendations put before them by its employees are not biased with a view to securing any special advantage, but are based on purely impartial judgments.

To implement the above the following shall be adhered to:

1. A verbal declaration shall be made by any employee present at a Council meeting on any matter within their sphere of employment about to be discussed by Council in which he has a direct or indirect pecuniary or special interest, and such declaration shall be recorded in the minutes.
2. The foregoing shall also apply at Committee or Sub-committee meetings.
3. Each employee shall make a verbal or written declaration to his/her Department Head when, in the course of these duties, he/she is involved in any matter in which he has a direct or indirect pecuniary or special interest.
4. The Department Head shall forward a memorandum regarding a verbal declaration made under section #2013.15(3) of this policy, or the written declaration received under section #2013.15(3) of this policy, to the CAO for placement on the employee's personnel file.



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- ~~5. Department Heads shall be held responsible for ensuring that the staff or employees within their departments conform to the principles of this policy.~~
- ~~6. The CAO may, if he deems it necessary, report disclosures made pursuant to section #2013.15(3) of this policy to the Council.~~
- ~~7. Employees are invited to discuss, in confidence, contemplated investments with the CAO or Council to determine if a potential conflict of interest may exist.~~
- ~~8. Employees shall immediately report possible or actual conflicts of interest to their supervisor or the CAO. Early and complete disclosure is the only proper way of handling a potential conflict of interest.~~
- ~~9. Employees shall advise their supervisor of every property transaction they propose to enter into in the Municipality except those concerning a principal residence.~~
- ~~10. Employees shall declare direct or indirect personal interest they have in any proposed rezoning or subdivision except those common at large, or as an owner of a principal residence.~~

Employees are expected to perform their duties on behalf of the District faithfully, diligently, honestly and to the best of their abilities. Every employee owes a duty of loyalty and fidelity to the District. Employees must never place themselves in a position where their self-interest may conflict with this duty. Employees must avoid engaging in activities where personal interest actually or potentially conflict with the interest of the District.

Definitions

In this Conflict of Interest policy:

“Conflict of interest” means a situation where an employee has a private or personal interest sufficient to influence or to appear to influence the objective performance of his or her duties as an employee of the District, and includes a direct or indirect Conflict of interest;

“Employee” means an individual employed by the District, including paid on call firefighters, those on contract and in a volunteer capacity, but not including elected officials;



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“Indirect Conflict of Interest” means a situation where a potential pecuniary or non-pecuniary benefit or avoidance of loss is experienced by a person or corporation related to the employee;

“Political Activity” includes, but is not limited to, being a candidate for elected office, campaigning for a candidate for elected office, fundraising for an election campaign, or promoting a political party or cause; and

“Relative” means a person’s husband, wife, children, wards, parents, brothers and sisters, (including foster or step) parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, grandparents, grandchildren, guardians, domestic partner or common law spouse.

Responsibilities

Employees shall immediately and fully disclose in writing or verbally to their Manager if they are in a Conflict or Interest of potential conflict of interest.

The Chief Administrative Officer (CAO) is responsible to address any breaches of this policy in consultation with Managers, and make determinations regarding consequences for breaches, and report them to Council when such breaches may detrimentally affect the District. The CAO is responsible to report his/her own direct, indirect actual or potential conflict of interest to Council in accordance with this policy.

Managers are required to advise the CAO of their own direct, indirect actual or potential Conflict of Interest and report any breach of this policy.

Violation of Policy and Consequences

Violation of this policy, including failure to disclose a Conflict of Interest, may result in disciplinary and/or remedial action.

Recognizing Conflicts of Interest

The following is not an exhaustive list, but rather provides examples of Conflict of Interest situations:



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a) Receiving Meals, Refreshments, Entertainment or Gifts

An employee may accept customary business hospitality, such as meals, refreshment, entertainment or gifts with full knowledge of his or her Manager, provided that:

- It is a normal exchange of hospitality;
- It is a token exchanged as part of protocol;
- It is a normal presentation made to the person for participating in public functions;
- It is not lavish or extravagant under the circumstances, and
- It is infrequent.

It is the personal responsibility of each employee to ensure that the acceptance of such meals, refreshments, entertainment or gifts is proper and could not reasonably be construed in any way as an attempt by the offering party to secure favourable treatment.

b) Commissions, Reward or Benefit

An employee shall not accept or offer or agree to accept a commission, reward, advantage or benefit of any kind from any person dealing with the District, either on his or her own behalf or through a relative or other person, for his or her own benefit.

An employee may not make a personal bid on the purchase of District property or goods, except when these are also offered to the general public.

c) Financial Interest

An employee who has financial interest in a District contract, sale or other business transaction or has relatives, friends or business associates with such interest, is required to declare the relationship in writing to his or her Manager, and shall not represent or advise the District in such transactions.



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d) Preferential Treatment

An employee shall not give or appear to give preferential treatment to any relatives, friends or business associates or to anyone else that would advance the employee's personal interests.

e) Confidential Information

An employee shall not use confidential or privileged information of the District to advance his or her personal interest or the interest of others. Access to confidential information should be on a "need to know" basis.

f) Post Employment Conflict of Interest

An employee shall not act, after he or she leaves the employe of the District, in such a manner as to take improper advantage of their previous office. Actions negatively impacting the District as a result of information gained during an employees former employment with the District may be pursued to the full extent of the law.

Political Activity

An employee shall not run for election or be nominated to run for office in the District without first taking a leave of absence without pay as required by Section 67 of the *Local Government Act*.

An employee shall not actively campaign for election funds for a candidate for elected office with the District.

Harm to Business or Reputation

Employees must refrain from engaging in conduct that could adversely affect the District's business or reputation. Such conduct may include but is not limited to:

- Publicly criticizing the District, its Manager or its employees;
- Engaging in criminal conduct or other conduct that could harm the District's business or reputation.
-



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Disclosure, Review and Evaluation

Upon disclosure of a conflict of interest by an employee, the District will take appropriate steps to protect against any actual or potential conflict of interest, which may include:

- Requiring the employee to refrain from involvement in any dealings or decisions made by the District regarding its dealing with the person, business or enterprise give rise to the conflict; or
- Requiring the employee to dispose of his or her interest in such business or enterprise if he/she wishes to remain in the District's employ.

16) CONSUMPTION OF ALCOHOL ON MUNICIPAL PREMISES

1. The District of 100 Mile House wishes to ensure that the workplace is a safe environment for all employees, visitors and the public. The consumption of alcohol during working hours (including while being on call) is contrary to a safe workplace and is strictly forbidden.
2. The District discourages abuse and encourages responsibility on the part of those who wish to consume alcohol. The District is committed to promoting the health and well-being of the District's employees and residents. All employees have an obligation to make responsible decisions concerning alcohol. The District does not condone any social function that has, as a purpose or focus, the over-consumption of alcohol.
3. This policy applies to all employees of the District participating in any way in the serving or consumption of alcohol. Employees of the District include full-time staff, part-time staff and paid on-call firefighters. Each employee of the District is responsible for his/her own conduct. Nothing in this policy or its procedures is to be taken as creating or imposing any liability at law or in equity upon the District for violation of this policy by any employee of the District.
4. Those who serve and those who consume alcohol on District premises and at Municipal functions must act in a responsible manner, with due regard to the safety of all concerned. The person organizing the function should be aware that based upon recent court decisions, he/she as well as the District could be held vicariously liable for injury or



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death caused by over-consumption of alcohol at such a function. The organizer must minimize the risk of such liability by understanding and following this policy and by exercising due diligence. In addition, those who serve and those who consume alcohol on District premises and at Municipal functions must comply with all legal requirements, all requirements of this policy, and any requirements established by the administrative head of unit having authority of the space within which the function is to be held.

5. Council or employees of the District who wishes to organize a function at which alcohol may be served or consumed on District premises, must obtain a *Special Occasion License* in accordance with the *Liquor Control and Licensing Act*. That person shall be named as the licensee and shall be personally responsible for compliance with the terms of the *Special Occasion License* and all other alcohol-related matters related to the function, including the conduct of visitors and guests. The District's involvement shall be limited to the granting of permission to hold a licensed function on its premises. The serving or consumption of alcohol at unlicensed functions on District premises is illegal, and can lead to serious consequences.
6. Employees are not permitted, under any circumstances, to operate a District or 100 Mile House vehicle, or a personal vehicle for District of 100 Mile House business, when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any District of 100 Mile House vehicle at any time or operate any personal vehicle while on District of 100 Mile House business after consuming alcohol that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment or intoxication

17) DRIVERS LICENSE

This policy covers all employees whose position, as set out in their appropriate job descriptions, requires them to possess a valid B.C. Driver's Licence for the purpose of driving District of 100 Mile House vehicles and equipment.

General Guidelines

Every employee required to possess a valid BC Driver's License shall produce an "abstract" of their driving record to their supervisor. This abstract must be updated annually by all employees by no later than March 1 of the year.



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Once the supervisor has reviewed the driver's licence abstract, it shall be forwarded to the Financial Administration Department for inclusion in the employee's personnel file.

If an employee fails to provide a driver's licence abstract which confirms that he/she holds the relevant valid B.C. driver's licences, within the time period noted above, that employee may be subject to layoff, leave of absence, suspension or termination from his/her position.

Any employee who has had his/her driving privileges suspended must notify his/her supervisor before their next scheduled shift.

If an employee has had his/her driving privileges suspended, that employee may be subject to a demotion, to a position not requiring a drivers license, layoff, suspension or termination if no such position is available.

Any employee found to be operating a motor vehicle illegally will be subject to disciplinary procedures including dismissal.

18) E-MAIL AND INTERNET USE

The District of 100 Mile House seeks to promote a high level of responsible behavior in connection with the use of Internet and e-mail and has formulated this policy to accomplish the following goals:

- (a) to protect the reputation and resources of the District, its customers, and the Internet/e-mail communities at large, from irresponsible or illegal activities;
- (b) to ensure privacy, security and reliability of the District's network and systems;
- (c) to establish guidelines for the acceptable use of the District's network;
- (d) to define generally those actions which are considered abusive and prohibited.

Policy

The District's Internet and e-mail systems are provided for use by authorized employees to conduct business on behalf of the District. Brief and occasional personal use of the internet and e-mail systems is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to the District.

The District owns the rights to all data and files in any computer, network, or other information systems used in the District. The District reserves the right to monitor computer and e-mail usage, both as it occurs and in the form of account histories and their content. The District has the right to inspect any and all files stored in any areas of the network or on any types of computer storage media in order to assure compliance with this policy, all



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reasonable requests from law enforcement, regulatory agencies and FOI requests for information on individual usage.

The District has the right, but not the obligation, to monitor users of the system and may do so at any time. Employees must be aware that the electronic mail messages sent and received using District equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by District authorized personnel at all times.

All users of the District's Internet and e-mail resources must adhere to the terms of this policy. A copy of this policy shall be provided to each user and each user is required to sign an acknowledgement of receipt. The form shown in Attachment A to this policy is used for this purpose.

Responsibility

- 1) Users of District's Internet and e-mail systems are strictly prohibited from creating, transmitting, distributing, forwarding, downloading and/or storing anything which:
 - ❖ infringes any copyright, trademark, trade secret, or other intellectual property right;
 - ❖ is obscene, immoral, unethical or pornographic;
 - ❖ is libelous, defamatory, hateful, or constitutes a threat or abuse;
 - ❖ encourages conduct that would constitute a criminal offense or give rise to liability;
 - ❖ harasses the receiver, whether through language, frequency, or size of messages;
 - ❖ is considered e-mail junk, spam or chain e-mail;
 - ❖ forges or misleads the sender's identity;
 - ❖ divulges private and/or confidential information related to District's business, its clients and/or its employees.
- 2) It is recommended that using all capital letters, shorthand, idioms, unfamiliar acronyms, and slang be avoided when using electronic mail. These types of messages are difficult to read.
- 3) Users of District's Internet and e-mail systems must protect themselves and the District from entering into unintended legal obligations and contracts. This includes downloading from the Internet unauthorized programs and/or software.
- 4) Users of District's Internet and e-mail systems are required to take appropriate steps to ensure the security of the system by adhering to all District security measures, including using and safeguarding all necessary passwords.



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- 5) Passwords on individual computers and for employee access to software programs are to be changed on an annual basis and provided to the CAO or his/her designate.
- 6) Users are individually liable for any and all damages incurred as a result of violating District security policy, copyright, and licensing agreements.

Procedures

- 1) Internet and e-mail use may be monitored from time to time, without notice, to evaluate customer services and to determine how the system is being used. Employees should not expect privacy when using e-mail or Internet resources.
- 2) When necessary, due to vacations and other absences, the District may request access to an employee's e-mail and Internet accounts in order to properly continue work. Employees are required to provide this access upon request.
- 3) Downloading of any programs, software or data from the Internet or e-mail directly to a user's computer terminal is prohibited unless advance written authorization is obtained from the CAO or his/her designate. Such material must first be screened through the District's computer security systems including virus scans.
- 4) Upon the termination of any e-mail or Internet user, the user's immediate supervisor shall immediately notify the CAO or his/her designate of the name(s) of the user(s) terminated. The CAO or his/her designate is required to immediately deactivate the user's password(s) and the user's access to any electronic systems.
- 5) Electronic correspondence sent or received by a Councillor of the District of 100 Mile House shall be copied to all of Council as well as the CAO and/or their delegate.
- 6) Electronic communication from any member of Council to staff is to be copied to the CAO or their delegate.
- 7) Electronic communication from any member of staff to any member of Council is to be copied to the CAO or their delegate.

Violation of Policy and Disciplinary Measures

Access to the District's Internet and e-mail system is not a right, but a revocable privilege. Users found in breach of this policy will be subject to disciplinary actions up to and including discharge for cause.



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ATTACHMENT "A"
E-Mail/Internet Policy Acknowledgement and Agreement

By signing this document I, _____
(Employee Name)

1. Acknowledge receipt of the District's policy concerning e-mail and Internet use regarding permitted and prohibited uses of the e-mail and Internet systems.
2. Acknowledge and understand that violation of this policy may lead to disciplinary sanctions, up to and including termination for cause.
3. Confirm that I have read and understand the terms of this policy and agree to abide by the terms of this policy.
4. Understand and agree that e-mails and attachments as well as my Internet use are not private and confidential and may be monitored or searched by the District any time it deems fit in its sole discretion.
5. Understand and agree that any e-mails, attachments and Internet use may be archived by the District and may be subject to disclosure and discovery in case of litigation or other legal processes.
6. Understand and agree that the usage of e-mail and/or Internet systems will be limited to District business.
7. Confirm that I will not download information from the Internet site unless solely for District purposes.³
8. Confirm that I will respect the District's obligations with respect to software licensing and copyright.

Employees Signature

Date



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19) POLITICAL ACTIVITY

The strength of our Municipal service is the integrity of all its employees. You can do much to maintain the letter and the spirit of the public service and thus ensure the people of 100 Mile House the finest possible service. As a Canadian citizen, an employee has the right to belong to a political party, to sign petitions, to attend political meetings, to express your opinions, publicly and privately, and to vote.

A Municipal employee is disqualified from being nominated, elected or hold office as Mayor, Councillor or Regional District Director. You may not conduct any political activity during working hours or in Municipal uniform because the Municipal administration must be and be perceived to be apolitical.

20) PROGRESSIVE DISCIPLINE

Preamble

It is the policy of the District of 100 Mile House to promote and ensure appropriate conduct among staff and facilitate the fair and consistent treatment of all employees.

Objectives

The objectives of this policy include:

- a. To provide a productive and safe workplace;
- b. To encourage positive employee/employer relations by providing for the fair and consistent treatment of staff throughout the District;
- c. To encourage the proper conduct of District employees;
- d. To ensure that all District employees are aware of their obligations and the consequences of disregarding those obligations;
- e. To ensure that employee misconduct is dealt with in an appropriate manner correct unsatisfactory performance or conduct; and



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- f. To maintain necessary records of violations and disciplinary actions administered with regard to all employees.

Procedure

Disciplinary Action

District employees are expected to conform to reasonable standards of job performance and personal and professional conduct. Failure or refusal to meet those standards shall constitute just and reasonable cause for disciplinary action.

The District of 100 Mile House has a duty to investigate, and either substantiate or exonerate an allegation of perceived or actual misconduct or inappropriate behaviour. In the event that an investigation substantiates that an employee is involved in an incident or incidents of misconduct or inappropriate behaviour, then a process of progressive discipline shall be implemented.

There will be a variation of disciplinary action dependent upon the severity, intent and frequency of the misconduct or inappropriate behaviour. Disciplinary action shall be in accordance with the current Collective Agreement, District policy or procedure, as well as local, Provincial or Federal laws and regulations. The length of employment and the employee's record and position in relation to the violation must also be taken in to account.

Levels of Progressive Discipline

Progressive discipline is a process that aims to advise an employee of misconduct or inappropriate behaviour and to correct or alleviate misconduct or inappropriate behaviour within a reasonable period of time.

A process of progressive discipline shall only be implemented when misconduct or inappropriate behaviour has been identified, investigated and substantiated, and shall be implemented in accordance with the procedures of this policy. In any application of this policy, all employees shall be treated with dignity and respect and the onus of responsibility is on the District of 100 Mile House to prove just and reasonable cause and to act with due process.

The following steps outline progressive discipline or can be discipline stages on their own, subject to circumstances of the infraction.



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a. Stage One Oral Warning

When the District has identified, investigated and substantiated misconduct or inappropriate behaviour, the Director will notify the employee in advance of the purpose of the meeting so that the employee has the option of having his or her union representative present.

At the meeting the Director describes the problem or issue, and the expectations to be met by the employee. The Director clearly states the serious nature of the issue, noting that further action will be taken if the problem or issue is not resolved.

Within five working days of the meeting, a letter signed by the Director describing the oral warning is given to the employee, a copy placed in the employee's personnel file and a copy provided to the union.

Within ten working days of the meeting, the employee has the right to append to his or her personnel file with a written response, or a dissenting view.

b. Stage Two Written Warning

If the oral warning at Stage One has not resulted in the expected changes, or in the event that the issue or problem is serious enough, the Director calls for a formal meeting with the employee. The Director will notify the employee in advance of the purpose of the meeting so that the employee has the option of having his or her union representative present.

At the meeting the Director reviews the misconduct or inappropriate behaviour with the employee and provides an opportunity for the employee to clarify or add information to the discussion. The Director gives a written letter of warning to the employee that documents the problem or issue, efforts made to date to resolve it, the expectations to be met by the employment. The letter also establishes a time frame and identifies that if the conduct or behaviour are not corrected that further action will be taken which could include the employee's suspension and/or termination of employment with the District.

The Director signs the written letter of warning. The employee is asked to sign a copy of the written letter of warning to acknowledge receipt of the letter, which shall be placed in the employee's personnel file. Within five working days of the meeting, a copy of the letter shall be provided to the union.

Within ten working days of the meeting, the employee has the right to append to his or her personnel file with a written response, or a dissenting view.



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c. Stage Three Suspension

Suspension is disciplinary action that forms an imposed absence from work for a specified period of time, normally without pay. Suspension of employment must be consistent with provisions of the current Collective Agreement.

If the written warning at Stage Two has not resulted in the expected changes, or in the event that the issue or problem is serious enough, the Director or the CAO will call for a formal meeting with the employee. The Director or CAO will notify the employee in advance of the purpose of the meeting so that the employee has the option of having his or her union representative present.

At the meeting the Director and/or the CAO gives a written letter of suspension to the employee. The letter describes the conditions of the suspension and restates the contents of the written warning in addition to any new relevant information. The letter states the reasons for the action, and identifies the length of time the employee is suspended, as well as the date and time for return to work. The letter describes the expected standards of conduct, and identifies that further action will be taken, which could include further suspension and/or termination from the District, if the conduct or behaviour are not corrected within a specified time frame.

The Director or the CAO signs the written letter of suspension. The employee is asked to sign a copy of the letter to acknowledge receipt of the letter, which shall be placed in the employee's personnel file. Within five working days of the meeting, a copy of the letter shall be provided to the union.

Within ten working days of the meeting, the employee has the right to append to his or her personnel file with a written response, or a dissenting view.

d. Stage Four Termination Of Employment

Termination is an involuntary ending of employment, which may be imposed for misconduct or inappropriate behaviour after a process of progressive discipline has failed. In some cases, termination may be imposed for gross misconduct, and in such cases, the termination may occur in the absence of a process of progressive discipline.

If the written letter of suspension at Stage Three has not resulted in the expected changes, the Director or the CAO calls for a formal meeting with the employee. The Director or CAO will notify the employee in advance of the purpose of the meeting so that the employee has the option of having his or her union representative present.



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At the meeting the Director and/or the CAO informs the employee that his or her employment with the District has been terminated. A written letter of termination, which has been signed by the Director and/or the CAO, is given to the employee documenting this decision, and a copy of the letter is placed in the employee's personnel file. Within five working days of the meeting a copy of the letter shall be provided to the union.

Records of Workplace Standards

Records of any corrective action taken shall be added to the employee's personnel file and will be reviewed after two years. If the employee has maintained a record of good conduct for that two-year period, all accounts of minor infractions (i.e., those incidents that did not proceed beyond Stage One) and corrective action shall be removed from the employee's file. The employee shall be informed that their record has been cleared. If any additional corrective action was required during this period, all records of this action shall remain on the employee's file until they complete the necessary two-year period of good conduct. Accounts of corrective action for major infractions shall be retained on the personnel file as a permanent record.

Corrective Action Records Maintenance

The following points shall be emphasized with respect to records detailing corrective action:

- The records describing the incident, misconduct or inappropriate behaviour shall be as complete and as detailed as possible;
- The records must be dated and signed by the Director and/or the CAO and, where appropriate, by the employee affected;
- The records shall state the action taken by the Director and/or the CAO to address the situation;
- The incident, misconduct or inappropriate behaviour, as well as the effects or potential effects of the incident, misconduct or inappropriate behaviour, shall be recorded;
- Those factors which were considered relevant to the degree of action taken must be specified; and
- Any verbal discussion or reprimands given previously must be indicated, as well as specific dates and other relevant material.



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Infractions Warranting Progressive Discipline

Every situation requires careful consideration to identify extenuating circumstances. For example:

- Time interval between offenses;
- Length and quality of past service;
- Emotional stress from other sources;
- Other aggravating factors;
- Allowances for temperament.

The following lists typical infractions grouped roughly according to level of severity, includes examples, but is not limited to infractions, which may warrant progressive discipline, up to and including dismissal:

Group One

First Offense

Second Offense

Third Offense

Fourth Offense

Verbal Warning

Written Warning

Suspension

Termination

- Absence from duty without prior permission from the employee's supervisor, the Director or the CAO;
- Unauthorized leaving of the working area at any time without permission from the employee's supervisor, the Director or the CAO;
- Tardiness;
- Undesirable conduct;
- Failure to commence work at the beginning of the work period, and/or leaving prior to the end of the work period;
- Stopping work or making preparations to leave work without specific prior authorization before any official break in work or before the specified quitting time (i.e. washing up or changing clothes before the official quitting time);
- Creating or contributing to unsanitary or unsafe conditions in the workplace;
- Failure to immediately report any personal injury or equipment damage to the employee's supervisor, the Director or the CAO;
- Neglect of work
- Unsatisfactory work and/or failure to maintain required standards of performance;



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Group Two

First Offense	Written Warning
Second or Third Offense	Suspension
Fourth Offense	Termination or long term suspension

- Neglect or carelessness in following safety or Departmental rules, or disregard of common safety practices;
- Sleeping on the job;
- Being in possession of, or using, alcohol or non-prescription drugs at work;
- Use of abusive or threatening language towards other employees or members of the public;
- Soliciting/canvassing of other employees, without permission, during working hours;
- Failure to report an accident in which the employee was involved;
- Unauthorized use of Municipal property to do private work;
- Threatening or intimidating employees or supervising authority at any time;
- Making or publishing of false, misleading or malicious statements concerning any employee, supervising authority, the Municipality or its operation.

Group Three

First Offense	Suspension or Termination
---------------	---------------------------

- Wanton or wilful neglect in the performance of assigned duties, or while caring for, using, or in custody of Municipal property;
- Abuse or deliberate destruction of Municipal property;
- Altering another's or one's own record without authority;
- Wilfully giving false information or withholding information called for in making application for employment;
- Making false claims or misrepresentations in an attempt to obtain sickness or accident benefits;
- Attacking or fighting with another employee;
- Use of confidential Municipal information for private gain;
- Unauthorized removal from the Municipality of information such as drawings, blueprints, lists, Municipal records, or confidential information of any nature, or unauthorized release of any such information;
- Dishonest conduct: e.g. theft, pilfering, snooping through property or other employees or property of the Municipality. Making false statements to secure an excused absence or to justify an absence or tardiness; making or accusing to be made inaccurate or false reports concerning any absence from work; making or joining in a false statement to influence any official action by the Municipality, or make a false statement concerning



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any matter pertaining to work or to employment. (The foregoing are examples only and do not limit the definition of the term "dishonest");

- Insubordination;
- Refusal to perform work as assigned, except as authorized under Safety Regulations.

Right To Appeal

An employee who is a member of a union has the right to grieve disciplinary action in conjunction with his or her union as set out in the current Collective Agreement.

Policy Review

This Policy may be amended or supplemented in whole or in part from time to time in order to meet the requirements of the workplace, and/or to be used in conjunction with other policies of the District of 100 Mile House.

21) RECOGNITION OF EMPLOYEES

Long Term Service Awards

The District wishes to recognize individuals for their value, contributions and achievement as a long term employee and to promote camaraderie among the staff of the District of 100 Mile House.

Regular full-time employees shall be presented with long term service recognition gifts with the approximate values noted after completing 5 years of service, and at each succeeding 5 years:

5 years of service	Gift Value	\$ 50
10 years of service	Gift Value	\$ 100
15 years of service	Gift Value	\$ 150
20 years of service	Gift Value	\$ 200
25 years of service	Gift Value	\$ 250
30 years of service	Gift Value	\$ 300
35 years of service	Gift Value	\$ 350



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Long term service awards shall be presented to employees at the annual Christmas dinner in **December** of each year. ~~Awards presented at the annual Christmas dinner shall be based on the length of service of the employee as of December 31st of the preceding year. Employees being honored at the dinner and their spouses, shall have their dinner expenses paid.~~ **Awards presented in December shall be based on the length of service of the employee as of December 31st of the preceding year.**

~~Entitlement dates for all awards will be determined by the CAO and all arrangements for obtaining and presenting the awards will be made by the Deputy Director of Corporate Administration.~~ **The award may be in the form of a gift, cheque or gift certificate as determined by the CAO. Awards shall be accompanied by the appropriate certificate.**

Employee Farewell Get Together and Leaving Gift

The District of 100 Mile House wishes to recognize the services of employees that leave the District of 100 Mile House employ.

Recognition of Retiring Employees

Retiring employees shall be presented with a gift valued up to \$20.00 per year of service. This gift shall be presented by the Mayor at an event scheduled to recognize the employee's retirement.

Retiring employees and spouses shall be invited to the recognition banquet following their retirement, with the District paying the cost of the retiree and spouse.

Recognition of Employees Leaving the District of 100 Mile House after three years of service

Employees leaving the District of 100 Mile House shall be presented with a gift valued up to \$20.0 per year of service.

The District will provide for a farewell get-together whenever a full-time employee leaves the employ of the District of 100 Mile House. The farewell get-together may be arranged at the earliest convenient date just prior to or just after the date of termination. The department that employs the person leaving will organize the farewell get-together and shall use their own discretion as to who shall be invited. The department organizing the farewell get-together will be responsible for the clean-up.



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22) SMOKING AND E-CIGARETTE FREE WORKPLACE ~~DURING WORKING HOURS~~

~~To outline a policy for smoking during working hours-~~ The District aims to protect the health of its employees by banning the use of certain substances to reduce staff's exposure to hazardous second-hand smoke emission and e-substances and to create a professional presentation to the general public.

General Guidelines

The District of 100 Mile House requires employees to at all times comply with the *BC Tobacco and Vapour Products Control Act*, as amended, and the *Cannabis Control and Licensing Act* and associated Regulations. These laws specify where smoking tobacco and cannabis, and the use of vapour products and electronic cigarettes are banned, and include requirements that came into force in October 2018 when cannabis was legalized in Canada. The District requires that employees at all times abide by any and all laws in force that govern smoking and the use of vapour products.

The policy prohibits all persons from smoking tobacco or cannabis, or using vapour products at or in all District work sites including:

- Any District-owned or leased building, structure, or any other District worksite that is fully or substantially enclosed;
- All municipal parks, playgrounds, playing fields, public squares;
- Outdoor areas that are within seven (7) meters of doorways, open windows or ventilation air intakes of District owned or leased buildings, enclosed structures
- Municipal vehicles and equipment.

Staff is also prohibited from consuming any form of cannabis in any vehicle used for work, whether stationary or in motion.

~~Municipal employees are provided with 2 coffee breaks and a lunch break.~~ Municipal employees are **NOT** permitted to smoke while engaged in work. **Employees are allowed to smoke tobacco or vape non-cannabis containing vapour products in their personal vehicle**



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provided this does not expose another employee to the non-cannabis containing vapour products. Smoking is only permitted during an employee's break.

~~Municipal employees are NOT permitted to smoke in any municipal vehicle.~~

~~Municipal employees are required to follow the *Tobacco Control Act and Regulations* as set out in the provincial legislation.~~

Definitions

"Cannabis" means:

- a) any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not, other than one of the following part of the plant: a non-viable seed of a cannabis plant; a mature stalk, without any leaf, flower, seed or branch, of such a plant; fibre derived from a stalk referred to in items; or the root or any part of the root of such a plant;
- b) any substance or mixture of substances that contains or has on it any part of such a plant; and
- c) any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

"E-cigarette" means the following:

- a) a product or device, whether or not it resembles a cigarette, containing an electronic or battery-powered heating element capable of vapourizing an e-substance for inhalation or release into the air;
- b) a prescribed product or device similar in nature or use to a product or device described in paragraph (a).

"E-substance" means a solid, liquid or gas

- a) that, on being heated, produces a vapour for use in an e-cigarette, regardless of whether the solid, liquid or gas contains nicotine, and
- b) that is not a controlled substance within the meaning of the *Controlled Drugs and Substances Act* (Canada).



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“Tobacco” means tobacco leaves or products produced from tobacco in any form or for any use.

“Vapour product” means the following:

- a) an e-cigarette;
- b) an e-substance;
- c) a cartridge for or a component of an e-cigarette.

“workplace” means any place in which a person performs services in return for compensation and includes any places that are used in conjunction with the workplace such as a bathroom, meeting room or building or structure used for taking breaks.

23) SOCIAL MEDIA

The District of 100 Mile House recognizes the importance of social media as an additional communication tool for the purpose of sharing information and encouraging dialogue with the public. Engaging in social media should follow the same principles and guidelines as engaging in traditional forms of communication - by using sound judgement and common sense.

Employees and Council Members representing the District of 100 Mile House whether in a personal or professional capacity, have a duty to protect the interests, reputation and relationships of the District.

The Social Media policy establishes and governs the principles expected of all employees and Council members when engaging in Social Media publication and commentary on behalf of the District of 100 Mile House.

Purpose

This policy is intended to:

- ensure effective online communication while adhering to legal requirements, particularly Freedom of Information and Protection of Privacy Legislation;



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- ensure that the employees and Council Members understand their responsibilities to the District and their colleagues;
- protect the privacy, confidentiality, interest and reputation of employees, officials and the District;
- protect the District's confidential business information;
- ensure a respectful workplace free from harassment and discrimination; and
- establish a standard for professional and respectful online communication.

Definitions

"CAO" means Chief Administrative Officer of the District of 100 Mile House

"Council" includes Mayor and Council members of the District of 100 Mile House

"District" means the District of 100 Mile House

"Employees" means the employees of the District of 100 Mile House

"Media" includes media sources outside of the District of 100 Mile House Social Media sites such as newspapers, radio, television and other social media sites that are not populated by the District

"Personal Information" means information about an identifiable individual. Personal information includes, among other things, an individual's name, email address or username if it includes the individual's name, a portion of their name, or is a pseudonym that is attributable to an identifiable individual by using readily available information; contact information, home address or email; appearance and image; educational and employment history; and personal opinions

"Post" means online content, including comments, links, documents and images, including but not limited to photographs, graphics, video and emoticons

"Social Media" means internet and mobile-based tools used for sharing and discussing information, including but not limited to Facebook, Twitter and YouTube. Social Media describes the convergence of telecommunications, computing and social interaction to allow people to interact and share their opinions, photographs, videos and links to material from a wide variety of sources. The broad definition of Social Media currently includes message boards, blogs, video posting sites, photo posting sites, social networks, forums and online customer chat sites.



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Social Media Account Management

- a) District Social Media will be populated regularly by the Corporate Administrator and/or designate.
- b) Employees and Council members must obtain authorization from the CAO prior to engaging in work-related Social Media on behalf of the District.
- c) The Corporate Administrator and/or designate will be responsible for maintaining a list of all social networking application domain names in use, the names of all employee administrators of these accounts, as well as the associated user identifications and passwords.
- d) The CAO and the Deputy Corporate Administrator will maintain the Social Media sites, including the look and feel of pages, review each posting for spelling or grammatical mistakes and for policy and legal issues.
- e) Social media identities, logon ID's and usernames may not use the District's name without prior approval from the CAO.
- f) Employee profiles on social media sites must be consistent with employee profiles on the District's website or other District publications. Profile information may be obtained from Corporate Administration and/or designate.
- g) Official District photographs must be used for profile photographs, District photographs can be obtained from the Corporate Administrator and/or designate.

Availability

The District updates and monitors social media accounts during regular office hours. As customer service is a priority, every attempt will be made to respond to all inquiries via Social media in a timely manner during office hours, however, the usual ways of contacting the District for official correspondence is encouraged. The District assumes no responsibility for lack of service due to site related downtime or issues.



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Posting Guidelines

a) Social Media sites will be used for:

- Announcements, such as community or public events organized by the District or partner agencies/organization;
- Links to information or media releases relating to programs and initiatives of the District;
- Photo or video galleries of community events or gatherings;
- Information on volunteer opportunities and programs from partner agencies/organizations of the District;
- Links to career postings for employment at the District; and
- Public safety information from the RCMP, Fire Department or Emergency Operations personnel as approved by the CAO.

b) Social Media will not be used for:

- Hosting of conversations relating to issues that will be dealt with through public hearings or other official consultations. These processes are subject to specific legislative processes and have statutory conditions and obligations.
- Platforms for campaigning during local, provincial or national elections or referendums. Postings by elected officials, prospective or declared candidates or their supporters will be removed immediately for the period of 60 days prior to the relevant election.

c) Employees shall be cautious of posting or disclosing their personal details when engaging in Social Media.

d) All content associated with the District shall be consistent with District business and with the District's values and professional standards. No information which in good faith and good conscience, ought not to be disclosed, will be posted on District Social Media sites.

e) Any information communicated that is later found to be in error will be removed or corrected and publicly communicated as soon as possible.

f) Misrepresentations made by, or in, the Media about the District may be addressed, but only by using facts and with respect.



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- g) Employees will take time to edit, spell check and have the CAO review Social Media messages before posting.
- h) Messages will be simple, engaging and link the reader to further information on the District's website.
- i) Quotes from other sources will be attributed to the original author/source, and when possible, a link provided to the original author/source rather than reproducing the work.

Employee Conduct

- a) Employees representing the District via Social Media are expected to conduct themselves at all times as a representative of the District and in accordance with District Policy and individual and collective contractual obligations.
- b) Employees engaging in Social Media on behalf of the District are required to identify themselves as an employee of the District.
- c) District employees shall not publish or comment via Social Media in any way during work hours, using work facilities unless specifically authorized to do so. Social Media may be used only as a business practice and not for personal reasons during business hours. Access to personal Social Media sites during work hours is unnecessary and an inappropriate use of company property and time.
- d) Employees in Management positions with the District shall conduct themselves in accordance with this policy when using Social Media for personal use as their position with the District would be well known within the community.
- e) Employees must be aware that participation in Social Media on behalf of the District results in comment being permanently available and open to being re-published in other media. Engaging in Social Media on behalf of the District may attract media interest to individuals. Employees should proceed with care whether participating as a District representative or in a personal capacity.

Council Conduct

Official District Social Media sites will not be used to promote opinions or political accord. Council is accountable to the public and should abide by their legal responsibilities, avoiding conflict of interest and respecting confidentiality, as laid out in the Community Charter.



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Ethical Conduct

When engaging in Social Media:

- Citizen protection and respect are paramount;
- Every effort will be made to keep interactions factual and accurate;
- Transparency and openness will be strived for in Social Media interactions.

Content, comments or links containing any of the following will not be allowed on District Social Media sites.

- Comments not topically related to the particular site or blog article;
- Slanderous or defamatory remarks, obscene language or sexual content;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- Promotion of commercial services or products other than significant District sponsors, affiliations, or business partnerships;
- Promotion of political candidates or of political ideas of individual elected officials;
- Promotion of illegal activity;
- Information that may compromise the safety or security of the public or public systems;
- Content that violates non-disclosure agreements or legal ownership interest of any other party
- Identifying remarks, citations or references of District citizens, partners or suppliers without prior approval;
- Slanderous or embarrassing comments of the District, District customers, or District employees;
- Promotion or personal views or beliefs unless they represent or are consistent with the District's views and are done in accordance with District policies.

Records

All District Social Media sites shall adhere to applicable provincial, federal and local laws, regulations and policies including Information Technology and Records Management bylaws and policies and all other applicable District policies.



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The Freedom of Information & Protection of Privacy Act applies to Social Media content and therefore content must be able to be managed, stored and retrieved to comply with the act.

Copyright Laws

Laws governing copyright and fair use or fair dealing of copyrighted material owned by others must be adhered to, including District of 100 Mile House copyrights and brands.

Enforcement

- a) This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, email and the internet of the District.
- b) Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.
- c) Use of the District-provided internet email and Social Media is a privilege. Unauthorized use will result in the loss of access for the user and, depending on the seriousness of the infraction, may result in disciplinary action as deemed appropriate.
- d) The District reserves the right to restrict or remove any content from District Social Media sites that is deemed in violation of this policy or any applicable law.

24) SUBSTANCE ABUSE/MISUSE

~~The District of 100 Mile House does not condone any substance abuse or misuse that affects the performance of duties, the safety of any operation or adversely affects the image of the District.~~

- ~~1. A substance is defined as any drug which when taken changes the way the user's body or mind functions. Substance abuse is defined as the over use or improper use of a~~



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~~substance. Substance misuse is defined as the use of a substance at an inappropriate time or place. Possession of an illegal substance, whether used or not, is defined as misuse.~~

- ~~2. A staff member who feels they have a substance abuse/misuse problem should discuss the problem with a management staff member with the intent of seeking help without fear of reprisal. Management will listen objectively to the problem, discuss options and ensure there is follow-up to the meeting and a course of treatment. Sick leave credits or Weekly Indemnity may be utilized for the prescribed course of treatment. All discussions will be held in strictest confidence.~~
- ~~3. Any suspected substance abuse/misuse will be reported without fear of reprisal to any management staff who will investigate and either confirm or dismiss the report. All actions will be in strictest confidence. If confirmed, the Manager will meet with the staff member, discuss options and ensure there is follow-up.~~
- ~~4. It is the responsibility of staff to ensure that prescribed medication side effects do not interfere with their assigned duties. They are responsible to notify their Supervisor of any side effects of prescribed medication.~~
- ~~5. Any staff member whose performance, safe work practices or interaction with the public is adversely affected by being under the influence of alcohol or drugs will be relieved of duty and sent home for the day. The circumstances will be reviewed the following working day with the appropriate Manager.~~
- ~~6. All attempts will be made to take action to assist staff in correcting any abuse/misuse problem. However, failure by the staff member to respond to assistance will result in discipline.~~

The District of 100 Mile House is committed to ensuring the health, safety and well-being of its employees and the safety of the public. Employees are expected to perform their work duties safely, competently and efficiently, without any limitations arising from substance use or the after-effects of substance use that risks their health or safety or that of any other



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person. This policy is designed to promote cooperation among all employees to prevent and address substance use and substance use disorder in the workplace.

Reporting fit for work and remaining fit for work at all times is a fundamental requirement of employment. The following procedures provide guidance and direction in responding to alcohol and substance use issues in the workplace.

Definitions

“Alcohol” is any alcoholic beverage including, but not limited to, beers, wines or liquors.

“Drug or Substance” is anything (other than alcohol) that affects a person’s physical or mental capacity or functioning, or is capable of altering the mood, perception, pain level or judgment of the individual consuming it, and includes but is not limited prescription medications.

“Fit for Work” is when an individual is in a physical, mental, and emotional state which enables the employee to perform the essential tasks of his or her work assignment in a manner which does not threaten the safety or health of oneself, co-workers, property, or the public at large.

“Safety Sensitive Position” is defined as a position in which an employee enters into situations, engages in processes, or uses equipment where error could result in serious harm to the employee, their co-workers, the general public, or the environment.

Employee Responsibilities

- Reporting fit for work and remaining fit for work at all times during working hours or while engaged in District of 100 Mile House business.
- When attending a training event/seminar or when otherwise appearing at an event as a representative or ambassador for the District, ensuring they are not impaired.
- Abstaining from the use or consumption of any substance prior to or during working hours, including during paid or unpaid breaks that could impair their ability to safely and efficiently perform their duties.



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- Informing their supervisor immediately if they are unable to safely and efficiently perform their duties due to the consumption of alcohol, drug or substance.
- Refraining from the possession, distribution, sale, offer for sale of illegal drugs, or manufacture of alcohol, drugs, or substance during working hours, whether on or off of District premises.
- Assuming responsibility for their substance dependency and seeking professional assistance, including following any recommended treatment and relapse prevention programs following treatment.
- Intervening; if and as appropriate, to encourage a co-worker to access treatment before alcohol, drugs, or substance use impacts performance or the safety of the individual or co-workers.
- Co-operating with any investigation into a violation of this policy.
- Reporting in confidence to their Supervisor or Director of any impaired driving charge or conviction prior to or immediately upon returning to work for those who are expected to operate District vehicles/equipment.
- Exercising due diligence and immediately notifying their Supervisor or Director of any individual co-worker in an unfit condition on District premises, or engaged in District business, such that they may endanger themselves, others, or the environment.

Supervisors/Managers Responsibilities

- Not knowingly permitting a person to remain at any workplace while the person's ability to work is affected by alcohol, a drug or other substance so as to endanger the person or anyone else.
- Understanding their role and the procedures related to alcohol, drugs, or substance use in the workplace and informing their staff of the policy and Part 4.20 WSBC Guidelines, so that they are applied in a consistent manner.
- Taking appropriate action to ensure no individual remains in an unfit condition during their working hours whether on or off of District premises such that they may endanger



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themselves, others, or the environment. Arrangements for safe transportation to their residence or a medical facility may also be necessary.

- Discussing with the Chief Administrative Officer (CAO) any potential need to utilize the services of specialists in the addiction medicine/treatment for employees within their area of operations.
- Intervening as appropriate to encourage a co-worker to access treatment before alcohol, drugs, or substance use impacts performance or the safety of the individual or co-workers.
- Co-operate with any investigation into a violation of this policy.

Impairment by Alcohol, Drug or Other Substance

Employees are responsible for their consumption or use of any alcohol, drugs, or substance preceding a work shift and must allow sufficient time for any alcohol, drugs, or substance consumed to be fully metabolized, and for the impairing effects of those substances to have fully resolved. Employees are expected to arrive to work fit for work and be able to perform their duties safely and to standard by being unimpaired. Employees must remain fit for work at all times during working hours. The District strictly prohibits employees from consuming or using alcohol, drugs, or substance whether on or off duty in circumstances, or at a time, such that the employee could become impaired during their working hours.

Employees, who are impaired for any reason, must disclose their impairment to their supervisor or manager, prior to commencing work. Where the employee becomes impaired during working hours, they must not return to work or must immediately cease working, and must disclose the fact they are impaired to their manager. The manager will need to contact the CAO to discuss the situation.

Voluntary Self-Referral

The District recognizes that alcohol and drug dependencies are treatable conditions and that early intervention greatly improves the probability of long-term recovery. Employees who suspect that they have a substance abuse problem are encouraged to seek assistance and to obtain appropriate treatment promptly before personal health, job performance or family life is compromised. Continuing and supportive aftercare has also been shown to



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contribute positively toward the maintenance of sobriety and the return to productive work of a person recovering from addiction.

Where an employee has or suspects they may have an addiction or substance dependency, and where the dependency does not render them unable to do so, they are required to notify their manager.

Under the Voluntary Self-Referral, where an employee discloses an addiction or substance dependency, the employee is given an opportunity to undergo treatment/rehabilitation as a means of managing the dependency. The completion of any prescribed treatment program via voluntary self-referral is fully the responsibility of the employee.

Self-referral and treatment after the launching of an investigation into job performance issues will not stop the investigation and/or remedial action from proceeding.

Any prescribed treatment/rehabilitation is the responsibility of the employee and shall be paid for in full by the employee. In such cases where it involves a unionized employee, the District will offer the option of involving the respective Union.

Confidentiality

Documentation of alcohol, drugs, or substance referral/treatment/follow-up conducted under this policy shall be done in confidence and based on a need-to-know basis. Medical updates and correspondence will be kept in a separate disability folder.

Incident Investigation and Remedial Action

When there are reasonable grounds to believe the actions, appearance or conduct of an employee while on duty are indicative of the use of or being under the influence of alcohol, drugs, or substance, the Supervisor and/or Manager must immediately remove that employee from the workplace. Where reasonably practicable, documentation of the observed actions and behaviours should be made in writing as soon as possible after the incident. The Manager must report the incident to the CAO immediately. Documentation of an incident should, to the extent reasonably possible, include notes concerning some or all of the following:



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- direct observation of the use of or possession of alcohol or illegal substance;
- time and location where the incident or behaviour occurred;
- witnesses, if any, to the behaviour or incident;
- work being performed by the employee at the time of the incident or behaviour;
- observed signs of alcohol or drug use impairment;
- patterns of erratic or abnormal behaviour;
- changes in the physical appearance, behaviour, speech patterns of the employee;
- evidence of unsafe work practices, equipment or property damage, observations of coworkers and/or bystanders including members of the public;
- information provided by a reliable, credible source;
- admission of use of alcohol or illegal substances by the employee.

Employees suspected of being under the influence of alcohol or substance use must not be permitted to remain at work, regardless of whether or not they occupy a “safety sensitive” position. Any determination concerning whether or not an employee is to be sent home will be made on a case-by-case basis by the Manager and/or Director of the operational area within which the employee works or is assigned.

Accommodation

Where an employee is required to use medication (including but not limited to medical cannabis) pursuant to a valid prescription and in accordance with a physician’s directions, at a time, whether on or off of District premises, that could cause them to be impaired during working hours they are required to adhere to the following:

- the employee must notify their manager, prior to using medication during working hours that could cause them to be impaired, and prior to attending work impaired, to determine whether their use of that medication can be accommodated.



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25) **TRAINING AND DEVELOPMENT**

General Statement

The District of 100 Mile House recognizes the importance of attracting and maintaining highly trained, qualified employees in order to provide service excellence. The District encourages employees to take an active role in their own development and personal growth, and will endeavor to allocate funds in the annual budget for the purposes of ongoing staff development.

All staff development requests are subject to budget availability and approval of such requests shall be at the discretion of the District.

Procedures

A. Short Term Courses, Seminars and Conferences

Development needs includes training that is required by the Employer or is beneficial to the employee in his/her current position, or supported by the Employer for another position within the District.

In order to receive reimbursement of expenses incurred by the employee while on the short term course, seminar or conference, an employee must obtain the written approval of his/her Department Director prior to attendance by completing Appendix A "**Staff Training and Development Application**".

Applications must be accompanied by a statement of estimated costs including:

- Registration fees
- Transportation costs, if applicable
- Accommodation costs, if applicable
- Meals and incidental expenses, if applicable

The Department Director will review all such applications and if considered to be in the interests of the District, and providing sufficient funds are available, may approve the course for payment.



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B. On-going Program of Study

The District of 100 Mile House may reimburse up to 100% of tuition fees and text books for courses offered by an accredited post secondary institute or an acceptable equivalent provided that the employee obtains approval from the CAO prior to commencement of the course of studies. Requests for program approval shall be made, where possible, at least six (6) months in advance of the anticipated start date of the course. Requests for financial support must be submitted to at the time of request.

The CAO will review all such applications to determine the suitability of the course and, if approved, to outline the extent of the District's support.

Evidence of successful completion of the program of studies must be submitted to the District and will be retained in the employee's personnel file.

In the event the employee leaves the employ of the District prior to completing two years of service, following completion of a course leading to a specific designation, the employee will be required to reimburse the District a portion of those agreed upon costs, up to and including registration fees, course materials and travel costs.

<u>Length of Service</u>	<u>Reimbursement</u>
0 to 6 months	100%
6 months < 1 year	50%
> 1 year < 2 years	25%

If an employee commences a Program of Study but does not complete the Program as approved by the employer, the following provisions may apply depending on the circumstances of non-completion:

- (a) Employees who complete less than $\frac{1}{4}$ of the Program of Study shall be required to reimburse the District 75% of all costs agreed to be paid by the District up to and including registration fees, course materials and travel costs.
- (b) Employees who complete more than $\frac{1}{4}$ but less than $\frac{1}{2}$ of the Program of Study shall be required to reimburse the District 50% of all costs agreed to be paid by the District up to and including registration fees, course materials and travel costs.
- (c) Employees who complete more than $\frac{1}{2}$ but less than $\frac{3}{4}$ of the Program of Study shall be required to reimburse the District 25% of all costs agreed to be paid by the District up to and including registration fees, course materials and travel costs.



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Training/Development Reimbursements

- ~~1. Registration and tuition fees for approved short term courses, seminars and conferences and programs of study will be paid by the District in advance.~~
- ~~2. Registration and if required, hotel accommodations shall be arranged and approved by the appropriate Department Director.~~
- ~~3. Upon completion of the short term course, seminar, conference or program of study, the employee shall complete an "Employee Statement for Training and Development Travel Expenses" form in its entirety and submit to his/her Department Director for authorization of payment. All original receipts must be attached. The Department Director shall authorize and code the document, then submit to the Finance Department for payment.~~
- ~~4. Employees are responsible for any and all costs associated with having a spouse (or other person) accompany them while on authorized municipal business.~~

Guidelines for Staff Travel Reimbursements

Registration

Registration and tuition fees for approved short term courses, seminars and conferences and programs of study will be paid by the District.

Registration and tuition fees shall be arranged and approved by the appropriate Department Director.

Accommodation

Government rates are to be requested when booking accommodation, and at single occupancy rates. If a spouse is accompanying the employee, travel is at own expense, and the employee may only claim the single room rate.

Employees may choose to stay at a conference hotel or at a nearby, more economical hotel. Inquire about government rates before requesting the conference rate, as it may be less expensive.

Non-commercial accommodation may not be claimed.



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Hotel accommodations shall be arranged and approved by the appropriate Department Director.

Meal Allowances and Per Diem Rates

Employees are entitled to meal allowances and per diem rate pursuant to the Council Expense Reimbursement Policy.

Incidental allowance (i.e. telephone calls, photocopying/fax charges, cleaning or repair of clothing, etc.) for each day of travel shall be paid pursuant to the Council Expense Reimbursement Policy.

Travel

Actual air fare at economy rate, substantiated by receipts will be paid. If travel is by car, equivalent air fare or mileage may be claimed, whichever is lesser. Mileage rate is pursuant to the Council Expense Reimbursement Policy.

Actual transportation costs, including fares, rents, fees and charges for airport limousine, bus, taxi, ferry, rental car, tolls, parking, and other reasonable transportation expenses substantiated by receipts, will also be reimbursed.

Reimbursement

Upon completion of the short term course, seminar, conference or program of study, the employee shall complete an ***“Employee Statement for Training and Development Travel Expenses”*** form in its entirety and submit to his/her Department Director for authorization of payment. All original receipts must be attached. The Department Director shall authorize and code the document, then submit to the Finance Department for payment.



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DISTRICT OF 100 MILE HOUSE
STAFF TRAINING & DEVELOPMENT APPLICATION
Short Term Course, Seminar, Conference and Program of Study

Employee Name: _____ Position: _____

Course/Seminar/Conference/Program of Study (attach brochure)

Location: _____ Dates: _____

Estimated Expenses:

Registration/Tuition Fees	\$ _____
Course Materials	\$ _____
Accommodations	\$ _____
Transportation	\$ _____ (mileage@ \$____/km)
	\$ _____ (air fare/ferry/taxi/bus)
Meals @ \$ 71.80/day x _____/days (Breakfast \$15 Lunch \$15.50 Dinner \$41.30)	\$ _____
Incidentals @ \$17.30/day x _____/days	\$ _____

Employee Signature: _____ Date: _____

Approval:

Director Signature: _____ Date: _____

CAO Signature (if required): _____ Date: _____



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26) VEHICLE USE

The District of 100 Mile House recognizes that the cost to operate District vehicles and equipment (District vehicles), and the liability associated with their use, are borne directly by the District taxpayers who expect to see them used appropriately, and in a legal and safe manner.

Driver Responsibilities:

1. District vehicles may only be driven by employees of the District.
2. Drivers must have an appropriate and valid driver's license for the type of vehicle being driven.
3. Drivers must notify their Supervisor of any medical or other reasons that may limit their ability to drive or if their driver's license ceases to be valid.
4. Operation of a District owned vehicle is prohibited were the person in care and control of the vehicle has used any substance that may **legally** impair the operator or may have an effect on the safe operation of the vehicle. **Violation of this clause will result in immediate and severe disciplinary action, possibly including dismissal.**
5. Drivers must operate the vehicles in accordance with the Motor Vehicle Act, WorkSafe BC, and District policies.
6. Parking tickets, traffic violations, and related assessments shall be the responsibility of the Driver involved.
7. All incidents involving District vehicles must be immediately reported to the Department Head. An incident report shall be promptly submitted to the CAO with copies to the Department Head and the Director of Finance.
8. Drivers must ensure that District vehicles left unattended are parked legally, locked, and not left with the motor running.
9. Vehicles are to be washed when required and the inside kept neat and clean.



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Vehicle Use:

- a) District vehicles are to be used for District approved business only.
- b) Department Heads may approve use of District vehicles, outside of regular hours of operation, in instances where the Department Head deems it is necessary for operational efficiencies or business requirements.
- c) Non-routine use of a District vehicle, such as a spouse accompanying a staff member to a conference, must be pre-approved by the Department Head and the Director of Finance must be notified to ensure proper insurance coverage is in place.
- d) Smoking is prohibited in all District vehicles.
- e) Staff whose duties necessitate use of a District vehicle may stop for minor convenience purposes.
- f) A spouse or child may not be a passenger in a District vehicle while the staff member is going to or coming from work, unless approved by the Department Head and the passenger is dropped off as soon as possible.
- g) Staff may not use their personal vehicle for District business if there is a District vehicle available, unless approved by the Department Head.

Take Home Emergency Vehicles

By assigning take-home emergency response vehicles to specified staff, the District assures appropriate response for incidents occurring outside of normal operating hours. This flexible and cost-effective take-home vehicle program is used to support the limited number of staff who provide such emergency services. A take-home vehicle serves as a limited benefit to those who accept the increase level of responsibility inherent to the position they occupy; however that benefit is balanced with the responsibility to be continuously on call and available to serve District business.



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The following criteria must be met to enable the staff person to be part of the program:

- a) The staff person is in a public safety position.
- b) The staff person is subject to frequent after-hours emergency call back or other unscheduled work, and such unscheduled work involves the first response to a real or present threat to life or property requiring an immediate response.
- c) Such call back arrangements are to locations other than the normal work station.
- d) A special vehicle with tools or equipment is required to perform after-hours assignment.
- e) Unacceptable delays in the response would result from the return to the normal work station to retrieve the needed equipment.

Take-home vehicles are not permitted to be taken outside the boundaries of the District without a specific fire, emergency or business purpose.

Take-home vehicles are intended for District of 100 Mile House related emergency response, business and commuting only.

The transporting of passengers may be acceptable provided there is a legitimate service, health and safety reason for doing so.

Whenever a staff member is in a take-home vehicle and becomes aware of a call for service, or witnesses a situation to which an immediate response may save lives or property and is within the District of 100 Mile House, that staff person shall respond to the incident.

Take-home vehicles must be returned to the Community Service/Fire Hall when a staff person is not using the vehicle because of vacation, leave of absence, sickness or otherwise absent from the District of 100 Mile House.



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27) WHISTLE BLOWER

Purpose

- To create and maintain a work environment with high standards of business and personal ethics.
- To inform all employees of their responsibilities and opportunities to report conduct that falls below acceptable ethical standards.
- To prevent retaliation against employees who report unacceptable conduct.
- To enable employees to raise serious concerns within the District rather than seeking resolution outside the District.

Policy

The District of 100 Mile House requires employees to conduct their duties with integrity, impartiality and equality of service. The District is committed to creating and maintaining a work environment where high standards of business and personal ethics are observed.

The District believes that employees must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations. All employees must report fraudulent or dishonest conduct in accordance with this Policy.

Definitions

“Baseless Allegation” means an allegation of fraudulent or dishonest conduct made in bad faith or with reckless disregard for truth or falsity;

“Fraudulent or Dishonest Conduct” means a deliberate act or failure to act with the intention of obtaining an unauthorized benefit or some other improper purpose. Examples of fraudulent or dishonest conduct include, but are not limited to:

- (a) forging documents;
- (b) unauthorized alteration or manipulation of computer files;
- (c) fraudulent financial reporting;
- (d) misappropriation or misuse of the District’s resources, such as funds, supplies, materials, equipment, tools, vehicles, or other assets;
- (e) misappropriation or misuse of the District’s facilities;



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- (f) authorizing or receiving compensation for goods not received or services not performed;
- (g) authorizing or receiving compensation for hours not worked; and
- (h) unauthorized release of in camera or confidential information.

“Informant” means an employee who reports an allegation of fraudulent or dishonest conduct;

“Retaliation” includes, but is not limited to, threats of physical harm, harassment, punitive work assignments, negative impacts on salary or wages, and job loss.

Reporting Process

An employee who knows or suspects that another employee or Council member has engaged, or plans to engage, in fraudulent or dishonest conduct, must immediately report this information as follows:

- if the matter involves a colleague, the employee must report the information to the employee’s direct supervisor;
- if the matter involves a supervisor, the employee must report the information to the employee’s department director;
- if the matter involves a department director, the employee must report the information to the CAO;
- if the matter involves the CAO, the employee must report the information to the Mayor;
- if the matter involves the Mayor or another member of Council, the employee must report the information to the CAO

~~Department Directors and managers must advise the CAO of any suspected or reported allegations of fraudulent or dishonest conduct.~~ **If an employee is not comfortable reporting his or her concern as set out above, the employee may approach any supervisor, Director or Council member to report the concerns. That supervisor, Director or Council member must then report the matter to the CAO. Department Directors and supervisors must advise the CAO of any suspected or reported allegations of fraudulent or dishonest conduct. If the concern involves an allegation of fraud or theft, the Director of Financial Services must also**



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be advised of the matter. The Director of Financial Services will determine whether the matter must be reported to the District's auditors.

All allegations will be investigated in an impartial and timely manner. The CAO has the authority to investigate the allegation or to designate an appropriate internal or external investigator to conduct the investigation. The investigator will interview the informant and may take any other steps he or she thinks necessary to make a fair determination of whether fraudulent or dishonest conduct has occurred or may occur.

Where the investigation reveals that an employee or member of Council has engaged in, or planned to engage in, fraudulent or dishonest conduct, the following forms of corrective or preventative action, without limitation, may be recommended:

- (a) education and training for the person whose conduct is found to be fraudulent or dishonest;
- (b) review and modification of District policies, procedures and practices, if necessary, to ensure they better address or prevent future fraudulent or dishonest conduct;
- (c) notification of Council, the District's auditors and appropriate law enforcement authorities or other oversight bodies;
- (d) disciplinary action, up to and including dismissal.

In all cases, corrective or preventative action will be appropriate to the situation. When determining appropriate action, the following factors, without limitation, may be considered:

- (a) the nature and seriousness of the fraudulent or dishonest conduct;
- (b) whether the fraudulent or dishonest conduct was a single or repeated act;
- (c) the duties and responsibilities of the District to report fraudulent and dishonest conduct to other people or agencies;
- (d) the personnel record of the employee whose conduct is found to be fraudulent or dishonest.



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No Retaliation

An informant who, in good faith, reports suspected fraudulent or dishonest conduct will not suffer harassment, retaliation or adverse employment consequences.

District employees and members of Council must not retaliate against an informant. Informants who believe they have been retaliated against may file a written complaint with the CAO. If the employee believes the retaliation involves the CAO or a member of Council, the individual may file a written complaint with the Mayor. A proven complaint of retaliation will result in an investigation, and may result in disciplinary action, up to and including dismissal, against the individual engaging in retaliation.

This protection does not interfere with the rights and responsibilities of supervisors and Directors, and the CAO to take action, including disciplinary action, in the usual scope of their duties.

Baseless Allegations

The District recognizes that not every complaint will reveal fraudulent or dishonest conduct. Determining whether a particular incident is fraudulent or dishonest will require a full investigation to obtain relevant facts and background information that may not be available to an informant. Informants must be careful to avoid making baseless allegations of fraudulent or dishonest conduct. Baseless allegations can have serious, negative effects on innocent parties. If, after investigating an allegation, the CAO or a designated investigator determines it is a baseless allegation, disciplinary action may be taken against the informant.

Confidentiality

The District will use best efforts to protect the confidentiality of informants and protect informants from retaliation by other employees and Council members. However, it cannot guarantee confidentiality, and there is no such thing as an “unofficial” or “off the record” report. The District will keep the informant’s identity confidential unless:

- the person agrees to be identified;
- identification is necessary to allow the District or law enforcement officials to investigate or respond effectively to the allegation;
- identification is required by law; or



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- the person accused of fraudulent or dishonest conduct is entitled to the information to ensure fairness in investigations and disciplinary proceedings.

In order to encourage employees to report concerns under this policy, the District will investigate anonymous complaints. However, it must be recognized that the District will be limited in its ability to thoroughly investigate complaints made on this basis.

Council/Employee Review

All members of Council and each municipal employee will review this policy upon commencement of work and on a yearly basis (January of each year) and sign that they have read and understood the policy.

Council/Employee: _____

Date and sign below that you have read and understood the ***Whistle Blower Policy***.

YEAR	DATE SIGNED	COUNCIL/EMPLOYEE SIGNATURE
2023		
2024		
2025		
2026		
2027		
2028		
2029		
2030		
2031		
2032		
2033		
2034		
2035		
2036		
2037		
2038		
2039		
2040		



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28) WORK PLACE HARASSMENT

Policy

This policy recognizes that individuals have the right to be treated with respect in the workplace. The Municipality will not, and employees should not, condone behavior in the workplace that is unacceptable and likely to undermine work relationships or productivity, as our continued growth and success is a reflection of everything we do.

The District is committed to a respectful workplace, free from discrimination, harassment and sexual harassment. The District considers workplace discrimination, harassment and sexual harassment as having serious effects on the work environment, which can lead to adverse job-related consequences for affected persons and for the District itself. The District will not tolerate behavior which may undermine the respect, dignity, self-esteem or productivity of any person(s).

Scope

~~This policy applies to all persons employed by the Municipality, which includes elected officials and volunteers.~~ The scope of this policy extends to all employees, contractors, volunteers (paid or unpaid) and elected officials and prohibits any forms of bullying, harassing or discriminatory conduct or communication (verbal, non-verbal, electronic, or written etc.) whether while on-duty or off-duty, while performing work for the District and/or attending work-related functions or meetings whether or not the function, meeting or conduct occurs at or on District facilities, property and worksites.

Definitions

“Discrimination” refers to unfair, differential treatment of an individual or group of individuals that is prohibited by law as defined within the *BC Human Rights Code*. It may be intentional or unintentional and often stems from prejudice and/or stereotypes. Discrimination can result in one individual or group having an advantage over another. It can cause an individual or group to be excluded from activities, in which they have the right to be included.



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“Harassment” refers to any behavior that tends to disrupt civility and cooperation in the workplace and interferes with efficient and effective work flow, including, with limitation, any inappropriate behavior in the form of repeated and hostile or unwanted actions, verbal comments, actions or gestures, that could negatively impact the dignity or psychological or physical integrity of an employee or other individual, or that otherwise tends to result in a harmful work environment for the employees. A single serious incident of such behavior may also constitute disruptive behavior.

Such behavior may include but is not limited to:

- a) abuse of authority where a staff member uses authority in an unreasonable manner;
- b) non-constructive criticism addressed in such a way as to intimidate, undermine confidence, or imply incompetence;
- c) spreading malicious rumors or intentionally conveying false information about another individual;
- d) breaching the confidentiality of another employee;
- e) refusal to cooperate with other staff members and employees;
- f) bullying or shouting at an employee;
- g) using abusive language and/or intimidate behavior;
- h) threats of violence, retribution, litigation or financial harm; and
- i) verbal or physical assaults directed at other employees,
- j) practical jokes which cause or which should reasonably be known to cause awkwardness or embarrassment, endanger a person’s safety, well-being or negatively affect performance;
- k) unjustified, persistent and/or excessive criticizing of another person or their work;
- l) vandalizing belongings/work equipment;
- m) cyber-bullying harassment, intimidation, discrimination;
- n) rude, belittling, sarcastic or slanderous comments or malicious gossip;
- o) physical assault; or
- p) sexual harassment or discrimination as defined below

“Sexual Harassment” refers to unwelcome conduct that is sexual in nature which tends to result in a damaging effect on the work environment or lead to adverse job-related consequences for the victim of the harassment. The term of “sexual harassment” is not meant to apply to social relationships between employees based on mutual consent.



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Individuals' conduct and comments should reflect mutual respect as normal standards of conduct for the workplace.

Examples of Sexual Harassment include, but are not limited to:

- a) A person in authority asking an employee for sexual favours in return for being hired or receiving promotions or other employment benefits;
- b) Unwelcome remarks, questions, jokes, innuendo of a sexual nature including sexist comments or sexual invitations;
- c) Leering, staring or making sexual gestures;
- d) Unwanted physical contact such as touching, patting, pinching or hugging;
- e) Verbal abuse, intimidation or threats of a sexual nature;
- f) Sexual advances with actual or implied work-related consequences.
- g) Inquiries or comments about a person's sex life or sexual preference;
- h) **Displaying sending or sharing sexually inappropriate images or videos, such as of pornography or other sexual materials,** or suggestive letters, note, photos, videos, text messages or e-mails with co-workers;
- i) Offensive pictures, graffiti, cartoons or sayings; or
- j) **Making sexual comments about appearance, clothing, body parts, personal life.**

"Workplace" includes any location where an employee or elected official carries out their jobs duties, attends an event directly related to their employment or provision of services including training, meetings, social, or other purpose, and which has the potential for affecting the workplace or the health and safety of others in the workplace.

Confidentiality

The Freedom of Information and Protection of Privacy Act governs rights to privacy and access to information with respect to complaints under this Policy. The investigation of complaints will be conducted with discretion and inappropriate breaches of confidentiality may be subject to discipline. To protect the interests of the parties involved, every reasonable effort will be made to maintain confidentiality throughout the process. Information relating to the complaint will only be disclosed to the extent necessary to carry out these procedures. Individuals consulted will be cautioned not to discuss the issue or disclose that a complaint has been made and is being investigated. All parties will be given the opportunity to present evidence in support of their positions and to defend themselves against allegations of misconduct under this Policy.



DISTRICT OF 100 MILE HOUSE Personnel Policy & Procedures

Complaint Procedure

All reports of discrimination, sexual harassment, and disruptive and disrespectful conduct will be taken seriously. Employees should report any behavior which they believe constitutes a violation of this policy.

Complainants are encouraged to make known to the alleged harasser(s) directly that their conduct is unwelcome and that it should cease immediately. If this is not successful in stopping the behavior or if the complainant is uncomfortable doing this, then he/she may proceed with the following steps:

Step 1 - Informal Complaint

Where a complaint (either verbal or written) is made, it can be directed to the Unionized Shop Steward, Unionized Relief Foreman, immediate supervisor or manager. The Director will attempt to resolve the matter in consultation with the complainant, Unionized Shop Steward, Unionized Relief Foreman, immediate supervisor or manager. If it cannot be resolved, the complaint should be formalized. The complaint shall remain confidential as well as the complainant's identity.

Step 2 - Formal Complaint

The complaint should be in writing to the CAO of the municipality and be signed by the complainant. The complaint may be on a form provided by the local government or in another written form and must state the nature of the complaint **including dates, times and witnesses to the alleged conduct** and the name, address and telephone number of the complainant.

Processing of Formal Complaints

a) Acknowledgement

The complaint is first reviewed by the Director of the Department who will acknowledge in writing to the complainant receipt of the complaint and will describe to the complainant the various review stages and the appeal process.



DISTRICT OF 100 MILE HOUSE Personnel Policy & Procedures

b) Referral/Review

The complaint is then referred to the individual(s) or committee whose decision precipitated the complaint and the immediate supervisor of the person(s) for review. The immediate supervisor is required to invite the complainant to discuss the concerns. Upon completion of the review, the results may be conveyed in writing to the complainant, including reasons for the decision, as well as any legal, legislative, or policy restriction which may have affected the decision. The results should also be copied to the International Union of Operating Engineers Shop Steward and the CAO. Review by CAO

Where the complaint has not been resolved by the previous steps, the complaint will be reviewed by the CAO who will invite the complainant and staff or committee to discuss the concerns. Upon completion of this review, the results will be conveyed in writing by the CAO to the complainant, including the reasons for the decision, as well as any legal, legislative or policy restrictions, which may have affected the decision. The complainant should be advised at this time that if they are not satisfied with the results, an appeal can be made.

Record Keeping

An administrative review file should be established and maintained for all informal and formal complaints received. The file should contain a copy of formal complaint and notes summarizing any meetings held to attempt to informally resolve the complaint.

Appeals

In the event the complainant is not satisfied with the efforts of the CAO to address the complaint, the complainant may file a further complaint with the Council or Board, which must be in writing, and the local government authority must conduct a review "in camera."

Local Authority Review

When conducting a review, the Council must give reasonable and timely notice to all persons, including the CAO and the complainant, who might be affected by the review process. All supporting information shall be provided to the local government authority.



DISTRICT OF 100 MILE HOUSE Personnel Policy & Procedures

There may be circumstances where a complainant would prefer to make only a written submission.

The complainant and CAO shall appear before the Council. However, if the complainant is not comfortable appearing in a formal setting, at the request of the complainant, discussions may be held informally, possibly before an Administrative committee of the Council.

The decision of Council in respect of the review should be made reasonably promptly in all circumstances.

The decision shall be confirmed in writing, outlining the reasons for the decision and noting any legislative, bylaw or policy restrictions affecting the decision. This decision will also be copied to the staff member and the supervisor.

Unsubstantiated Complaints

The District recognizes that not every incident complained of will constitute bullying, discrimination or harassment. Determining whether a particular action or incident occurred and/or constitutes harassment or discrimination will depend on an evaluation of all the facts, circumstances and applicable legal principles.

If it is determined that a complaint is substantiated, a record of the incident(s) and outcome(s), including any corrective action taken, will be kept in the Respondent's personnel file. If there is insufficient evidence to support the complainant's allegations, they will submit that finding.

There will be no record of the complaint on the complainant's or respondent's file and there will be no penalty to anyone concerning the incident. A finding of no evidence is a simple reflection of an absence of evidence to support the claim and nothing more.

No Reprisal or Retaliation

Any individual covered by this Policy who is found to have engaged in any reprisal or retaliation in violation of this Policy will be subject to appropriate disciplinary action, which action may include the termination of employment for just cause or sanction by Council (when applicable).



DISTRICT OF 100 MILE HOUSE Personnel Policy & Procedures

Vexatious Allegations and Complaints

Any individual covered by this policy who makes an allegation or complaint under this policy that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate disciplinary action, which action may include the termination of employment for just cause or sanction by Council (when applicable).

29) WORKING FROM HOME

The District of 100 Mile House recognizes the importance of encouraging employee retention and allowing for a more flexible lifestyle. As well, the working from home arrangement can also support the District of 100 Mile House in functioning effectively,

Work from home (WFH) arrangements are intended for the mutual benefit of the Employer and the Employee, and as such the District is expecting fair representation of work performance, hours of work, staff availability, etc. While the District is committed to evaluating and implementing requests that allow Employees to work from home where it is operationally feasible, it is recognized that not all requests may be supported, or that all job roles may be conducive for a work from home arrangement.

This policy is not intended to replace or supersede any normal requirements of any applicable agreement with regards to hours of work.

Scope

The District of 100 Mile House is providing the Administrative authority for Department Directors to occasionally work from home under certain conditions where operationally feasible. Sometimes it can also be necessary to work from home temporarily while dealing with health concerns, childcare arrangements, or other issues that may unexpectedly arise in daily life.

General

Approvals will be evaluated on a case by case basis by the Chief Administrative Officer (CAO).



DISTRICT OF 100 MILE HOUSE Personnel Policy & Procedures

The Employee will be available and will undertake Employer directed work consistent with their regular designated work schedule or during periods agreed to by the Employer

Detailed performance goals, objectives and expectations will be agreed to by the Employee and the CAO, for all WFH arrangements and may be modified from time to time as necessary. Appendix "A"

Employees are expected to confirm up-to-date contact information and are expected to respond to phone calls, email and other communication as is normal workplace practice.

In the event there is not enough work that can be done from home to fulfill a regular work schedule, Employees who have been approved to work from home will be eligible to use personal time (vacation, banked Time Off in Lieu or unpaid leave) to top up hours.

Additional time and/or overtime must be pre-approved by the CAO before it is worked by the Employee.

The Employee is expected to attend meetings by alternative means using the technology available to them. The District may require in-person meetings as may be deemed required.

Working from home arrangements are being provided as an Administrative practice, and may be modified, extended or stopped at any time. Operational requirements may necessitate WFH opportunities being rotated amongst staff.

Reporting and Safety

While working from home Employees must check-in with the CAO or their immediate Supervisor, immediately prior to the start of your workday and the end of your workday.

Employees shall check-out with the CAO for any period of time they need to leave the home, for example on a personal matter, and check-in upon returning.

The Employee is responsible for ensuring that the home office meets the normal workplace occupational health and safety requirements and WorkSafe BC requirements.

Employees working from home, for the periods of time actually worked, are covered for injuries arising out of and in the course of performing their job duties in their homes. Appendix "A" is to be completed each week that the employee is working from home.

There must be a relationship between employment expectations and the time and place an accident occurs.

Each case is judged on its own merits using the same general criteria that are applied to any workplace injury.



DISTRICT OF 100 MILE HOUSE Personnel Policy & Procedures

Family Responsibilities

Regular dependent care arrangements should be in place to allow the Employee to work in a distraction-free environment. A safe, dedicated space or room where the Employee is not distracted and is able to concentrate and ensure business calls will not be disrupted (e.g. children, pets and loud noises).

Working from home is highly beneficial to meeting the District's responsibilities, however it is not to be used as a substitute for dependent/elder care where work responsibilities will not be otherwise fully and safely performed.

Equipment

The Employee will provide suitable furniture and technology necessary to work at home. The District is not responsible for loss, damage or costs associated with the provision of home use equipment.

On a case-by-case basis, as it may be available and not otherwise required for office use, technology may be provided as available and suitable.

The use of the District's equipment, software, data and/or supplies is limited to purposes relating to the District's business. Appropriate office supplies may be provided by the District and should be discussed in advance of removal with the CAO.

All District policies regarding the retention of records, acceptable use, freedom of information, and related issues applies to the home environment.

Technical Support

An Employee working at home will have access to the same District IT services as any other Employee when using District systems.

If an Employee is using their own equipment, they can seek initial support through the District's IT services but if the issue cannot be resolved or the equipment cannot be maintained for the purposes of working from home, the employee must return to the workplace.



DISTRICT OF 100 MILE HOUSE Personnel Policy & Procedures

Policies and Other Related

All District policies and procedures continue to apply in WFH arrangements.

Work information and/or work property remains the property of the District. Any work product produced offsite remains the property of the District. Confidential information must continue to be treated in a secure manner. No copies of the District's information will be retained on personal computers or as hard copies. All other privacy and confidentiality expectations of the District must continue to be maintained at all times.

In the event of operational emergency or other circumstance as required, the District reserves and retains the right to recall staff to the workplace as required.

DRAFT



DISTRICT OF 100 MILE HOUSE
Personnel Policy & Procedures

Working from Home
Appendix "A"

We will do our best to accommodate working from home when meaningful work can be completed away from our work environment. Working from home arrangements may be modified, extended or stopped at any time.

Daily check-ins are required via phone, text, e-mail or other

Employee Information		
Name		
Position		
Department		
Date		
Normal Hours of work per week		
Workplace Location		
Address and City		
Phone number		
Cell number		
Skype		
Hours of Work		
	Start Time	Finish Time
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		



DISTRICT OF 100 MILE HOUSE
Personnel Policy & Procedures

CAO and Employee have agreed to the following: (eg.: listing performance goals/measures, objectives, phone meeting schedule, etc.). Please attach a list of key work or projects to be completed if available.

Performance goals/measures/objectives	
Check-in frequency	

All employment contract provisions apply. Employee confirms they agree to any related policies, guidelines. Productivity will continue to be evaluated for this arrangement to continue. If objectives are not met the working from home arrangement will no longer be accommodated and employees will be required to utilize their banked or vacation accrual time until they can return to work in their usual role and workspace.

As part of our responsibilities around privacy and our computer use policies please note:

- Work documents must not be saved or transferred to personal home computers.
- You should not use your personal email for work related duties
- Do not forward your work email to your personal email
- You can access your work email remotely by following instructions provided by IT

	Name	Signature	Date
Employee			
Director			
CAO			



DISTRICT OF 100 MILE HOUSE

M E M O

Date: July 11, 2023
To: Mayor & Council
From: Administration
Subject: Local Government Climate Action Program

Attached is the District’s report of Climate Actions completed in 2022, which was submitted to the Province on July 10, 2023.

We are required to submit a report showing how the funding was used and post it publicly (District website).

In 2022, all our climate action spending was on LED lighting upgrades at the Fire Hall, Public Works yard and street lighting.

Note Question 7 – we are required to indicate our targets on GHG emission reduction. The provincial targets are mirrored in the District’s report.

No further action from Council is required at this time.



 J. Doddridge, Director Ec Dev / Planning



 Tammy Boulanger, CAO

Confirmation number: 019C15B0

Submitted date: 2023-07-10 06:35:02 Pacific Daylight Time

LGCAP Year 2 Survey

Introduction

Reaching [net-zero emissions](#) and adapting to a changing climate will require a whole-of-society approach. The new Local Government Climate Action Program (the Program or LGCAP) aims to catalyze the efficient flow of financial resources, data and knowledge between Modern Treaty Nations, local governments, and the Provincial Government to allow for cost effective, impactful, locally implemented climate action. For more information about the Program you can refer to the [website](#) and [Program Guide](#).

What is climate action?

For the purposes of this program, a climate initiative or action is one that reduces greenhouse gas (GHG) emissions and/or strengthens resilience to the impacts of climate change (adaptation). This includes (but is not limited to): climate-related hazards; integrating climate change measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate change mitigation and adaptation, and impact reduction and early warning systems.

Information collected will:

- Highlight local government and Indigenous climate leadership;
- Profile action by including local government and Modern Treaty Nation emissions, resilience and climate action performance data in the annual [Climate Change Accountability Report](#);
- Help inform policy development and monitor progress on achieving provincial and local climate objectives; and
- Support provincial efforts to better collaborate with and support communities to advance climate action.

The survey was informed by:

- Feedback from local governments, Modern Treaty Nations and ministerial partners;
- National and international GHG reporting protocols; and
- The [CDP](#) (global disclosure system).

Instructions

**Please do not provide any personal information (e.g. email, phone number) in the survey.*

Survey: Word Version

A survey template (i.e. a Word version) is available on the [Local Government Climate Action Program webpage](#). The template can be used to gather information from staff across departments. Then simply cut and paste into the online version where you'll be submitting the survey.

Survey: Online Version

SimpleSurvey allows multiple users to access your survey, though two people **cannot** enter information at the same time.

- For other users to contribute to your survey, simply share the unique link with your team members.
- Users must select "Save and continue later" when they are done updating the survey but not ready to submit.

Required fields are indicated with a red asterisk (*). You will not be able to submit the survey and attestation form without completing these fields.

- Some fields have formatting considerations (i.e. numbers only). You will not be able to submit the survey and attestation form until all required fields are completed properly. The red text error message will indicate what is needed.

Attestation Form

The attestation form is filled in after survey questions are completed. It is the second page of the SimpleSurvey submission.

- The attestation form is where the Chief Financial Officer, or equivalent position, attest to the following:
 - That Local Government Climate Action Program funding has been, or will be, allocated to climate action.
 - That Local Government Climate Action Program funds held in reserve will be spent by March 31, 2025.
 - That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2023.

Requirements

1. Reporting

1. Report on **at least one** project linked to objectives from the [CleanBC Roadmap to 2030](#) and/or [Climate Preparedness and Adaptation Strategy](#). If your community reports one initiative related to one sector (e.g. buildings) you have satisfied this requirement.
 2. Attest that funds will be allocated to climate initiatives before submitting your survey.
 3. For communities with populations of 15,000+, measuring and reporting local government or Nation's corporate emissions is required.
- Optional open-ended questions asking for one or more initiatives related to climate action may be highlighted in the LGCAP Year 2 Summary Report or other Program materials to acknowledge innovative local climate solutions.

2. Deadline to submit the survey & attestation form

- The deadline for submitting your survey and attestation form is 4 PM PDT on July 31, 2023.

3. Posting the survey & attestation form publicly

- The design / format of the form **can** be changed however all information from required questions must be included.
- Optional questions and answers can be omitted.
- The deadline to post the survey and attestation form publicly is September 30, 2023.

Download a copy for your records!

Once submitted, you can **download a copy of the completed survey** and attestation form (PDF, Excel, and Word options). If you close this window before the download link appears, please reach out for a copy of your submission.

Support

If the survey is accidentally submitted, a submitted survey needs to be revised, or if you have any questions, please reach out to us at LGCAP@gov.bc.ca. We will be happy to provide assistance.

Thank you!
The LGCAP Team

The Survey

Climate Action Planning

Climate Action Plans are strategic roadmaps that identify how an organization will reduce their greenhouse gas (GHG) emissions (mitigation), increase their resilience to the impacts of climate change (adaptation), or a combination of both.

To answer the following questions, consider staff that contribute to activities that reduce greenhouse gas (GHG) emissions and/or strengthen resilience and the ability to adapt to climate-induced impacts. This includes (but is not limited to): climate-related hazards; integrating climate change measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate change mitigation and adaptation, and impact reduction and early warning systems.

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

For example: Can include staff in engineering, emergency management, sustainability, transportation, waste management, etc. If a staff member is a climate action coordinator and works 100% on climate-related issues, add 1.0. If a staff member works approximately 25% (please estimate) on climate-related issues, add 0.25. Working on climate-related issues does not need to be written into the staff member's job description to be counted here.

0.25

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

Yes

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

Standalone energy-related plan

Please indicate the date the plan was adopted/approved.

If you don't remember the month, you can enter "01" for January.

2013-02

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

No

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

Lack of jurisdiction.

Lack of staff capacity or expertise.

Lack of data or information.

Corporate Greenhouse Gas Emissions

Measuring corporate emissions is a Program requirement for all communities with a 2020 population of 15,000 and above ([see population statistics here](#)). Corporate GHG emissions are those produced by the delivery of local government or Modern Treaty Nation “traditional services” including:

- Fire protection,
- Solid waste management,
- Recreational / cultural services,
- Road and traffic operations,
- Water and wastewater management, and
- Local government administration.

Please see the following resources for guidance:

- [Scope Summary Document](#),
- [Corporate Inventory Reporting Tool](#),
- [Becoming Carbon Neutral Guidebook](#) (Scope),
- [Carbon Neutral Workbook](#) (Scope),
- [Contracted Services Emissions Guidance](#),
- [Contracted Emissions Calculator](#),
- [2022 BC Best Practices Methodology for Quantifying GHG Emissions](#), and
- [Emission Factors Catalogue](#).

Question 5: For the 2022 calendar year, has your local government or Nation measured and reported associated corporate GHG emissions?

Yes

If your local government or Nation measured 2022 corporate GHG emissions, please report the number of corporate GHG emissions from services delivered directly by your local government (in tonnes of carbon dioxide equivalent).

If your local government or Nation measured 2022 corporate GHG emissions, please report the number of corporate GHG emissions from contracted services (in tonnes of carbon dioxide equivalent).

0

If your local government or Nation measured 2022 corporate GHG emissions, please report the total number of corporate GHG emissions from both directly delivered and contracted services (in tonnes of carbon dioxide equivalent).

This would be the sum of the two questions above.

298.19

Community-Wide Greenhouse Gas Emissions

B.C. Climate Action Charter signatories have committed to measuring and reporting their community-wide GHG emissions generated from all GHG sources (anthropogenic) within their community boundary.

The Community Energy and Emissions Inventory (CEEI) initiative provides a provincial framework for tracking and reporting energy and GHG emissions at a community-wide scale. It is published with a two-year lag, however, raw data can be requested by local governments that wish to measure and report their community-wide emissions for the buildings and solid waste sectors ahead of publication.

The Climate Action Secretariat (CAS) is aware that some local governments are developing their own community-wide GHG emissions inventories (separate from the provincial CEEI) . A better understanding of community-wide emissions measurement across B.C. will help CAS as we upgrade CEEI.

Question 6: For the 2022 calendar year, have community-wide GHG emissions been measured for your local government or Nation?

No

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

No, community GHG emissions were not reported because the 2022 Provincial Community Energy and Emissions Inventory data has not been released.

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

Yes

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

unknown

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

2030

Reduction (format: e.g., 40%)
40%

2040

Reduction (format: e.g., 40%)
60%

2050

Reduction (format: e.g., 40%)
80%

If your local government or Nation's targets don't conform to the target years noted above, please enter them here. Format e.g.: target 2035 50% baseline 2010, target 2060 70% baseline 2010, ...

The last year we formally set targets was 20% by 2020.

Question 8: The Province has also committed to introducing a target of net-zero emissions by 2050. Does your local government or Nation have a net-zero or carbon-neutral emissions target?

No

Question 9: If data was provided by the Province, which three supporting indicators would be most valuable to your local government or Nation to advance climate action?

Floor area: Average floor area by building category and era

Greenspace: Land area that is parks and protected greenspace

Walk score: Proximity to services

Provincial Policy Alignment - Mitigation

The CleanBC Roadmap to 2030 is B.C's plan to meet provincial emissions reduction targets to be 40% below 2007 levels for 2030 and set on course to reach net-zero emissions by 2050.

One requirement of this Program is that you must **report on a minimum of one project** linked to objectives from the [CleanBC Roadmap to 2030](#) and/or [Climate Preparedness and Adaptation Strategy](#) (CPAS). For questions 10-13, if your community reports one initiative related to one sector (e.g. buildings) you have satisfied this requirement. That said, please select all that apply.

Question 10: Please indicate all climate initiatives your local government or Nation had in-progress or completed in the 2022 calendar year related to the buildings sector.

The buildings and communities sectoral target for the province is 59% to 64% emissions reductions by 2030.

Efficiency upgrades to public buildings

Question 11: Please indicate all climate initiatives your local government or Nation had in-progress or completed in the 2022 calendar year related to the transportation sector. The transportation sectoral target for the province is 27% to 32% emissions reductions by 2030.

Active transportation planning
Active transportation infrastructure investments
Electric vehicle charging studies/planning

Question 12: Please indicate all climate initiatives your local government or Nation had in-progress or completed in the 2022 calendar year related to community-wide action.

Other
participation in Solid Waste Management Planning Committee

Provincial Policy Alignment - Resilience and Adaptation

The goal of climate adaptation is to reduce risk and vulnerability associated with climate change impacts. To manage climate impacts, local governments and Nations are integrating adaptation principles into decisions and everyday activities. One requirement of this program is to report on projects linked to one or more objectives from the CleanBC Roadmap and/or the CPAS.

One requirement of this Program is that you must report on **at least one or more** project(s) linked to one or more objectives from the [CleanBC Roadmap to 2030](#) and/or [Climate Preparedness and Adaptation Strategy](#) (CPAS) in Questions 10-13. If your community reports one initiative related to one sector you have satisfied this requirement, but please select all that apply for Questions 10-13.

Question 13: Please indicate all initiatives your local government or Nation completed or had in-progress in the 2022 calendar year to adapt to and build resilience to climate impacts.

Collaboration with other communities on resilience planning/initiatives
Developing emergency/hazard response plans

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

No

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

No, we are not intending to undertake due to lack of staff and technical capacity.

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

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

Extreme heat and heat stress
medium
Wildfire
medium

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

Other

Examples of successful actions taken by other similar sized communities

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

Low-income households

People experiencing homelessness

Seniors

Question 18: Of the hazards identified in Question 15, please specify the associated adaptation measures completed or in-progress in the 2022 calendar year, if any.

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

Extreme heat and heat stress

Adaptation measure

Assessing risk and planning agency responsibility

Wildfire

Adaptation measure

Preparedness

Equity

Taking an equity-informed approach to climate action is about enhancing climate resilience for everyone in B.C., regardless of where and how they live and requires a just approach that integrates equity considerations into climate planning and adaptation responses.

Question 19: How does your community ensure equitable access to and distribution of climate action opportunities and benefits?

Please select all that apply.

There are no specific measures in place to ensure equitable access to and distribution of opportunities and benefits.

LGCAP Year 1 Funding

The Program must be able to demonstrate the impact this funding has on greenhouse gas emissions reductions and resilience and adaptation in B.C. To substantiate the Program, we must develop a baseline understanding of where local governments and Nations are at with respect to climate action and track progress over time.

Please do your best to specify how much of your LGCAP funds was invested for each initiative undertaken without double counting.

Question 20: What did/will your local government or Nation spend its LGCAP funding on for year one of the Program (2022)? Please select all that apply and indicate the total dollar value associated with each initiative (including funding from all sources).

Textbox format: no dollar sign and up to two decimal points (i.e. 2500 or 657.25). If selecting "Other", please write both the item and the amount of funding in the textbox.

Buildings initiatives
45517.49

Put in reserve for future project
11564.51

Buildings - Please select from the list.

Efficiency upgrades to public buildings

Reserve funding - How will funds be allocated?

No decision has been made.

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

Format: no dollar sign and up to two decimal places

0

Question 22: Please estimate the total investment in climate mitigation your local government or Nation made in 2022, including from sources beyond your LGCAP funds. For guidance, this includes (but is not limited to): integrating climate change mitigation (i.e. GHG reduction) measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, and increasing human and institutional capacity with respect to climate change mitigation.

Format: no dollar sign and up to two decimals If no estimate is possible, please provide 0 as an answer.

0

Question 24: Please estimate the total investment in climate adaptation and resilience your local government or Nation made in 2022, including from sources beyond your LGCAP funds. For guidance, this includes all actions that strengthen resilience and the ability to adapt to climate-induced impacts. Examples include (but are not limited to): addressing climate-related hazards; integrating adaptation measures into policies, strategies and planning; improving education, raising awareness of climate change causes and solutions, increasing human and institutional capacity with respect to climate adaptation, and impact reduction and early warning systems.

Format: no dollar sign and two decimal places If no estimate is possible, please provide 0 as an answer.

0

Question 25: Does your community or Nation use a formal framework to apply a climate lens on infrastructure planning and decision-making?

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

No

Question 26: What is the value in the Program's continuity for your community?

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

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

Local Government Climate Action Program Attestation Form

Instructions for the Attestor (CFO or equivalent staff person):

Complete and sign this form by filling in the fields below.

I, the Chief Financial Officer, or equivalent position, attest to the following:

1. That Local Government Climate Action Program funding has been, or will be, allocated to climate action.
2. That Local Government Climate Action Program funds held in reserve will be spent by March 31, 2025.
3. That a completed and signed version of this form and survey contents will be publicly posted by September 30, 2023.

Attested by (first name, last name)

Tammy Boulanger

Professional title

Director of Financial Administration

Local government or Modern Treaty Nation

District of 100 Mile House

Date

2023-07-10

Attestor signature

Signature captured

A handwritten signature in black ink, appearing to read "Jonathan". The signature is written in a cursive style with a large initial "J" and a long, sweeping tail.



**District of
100 MILE HOUSE**

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

Regular Council –August 8, 2023

TITLE: 2024 Drag Race Event Request

PREPARED BY: Administration

PURPOSE: To seek Council approval to close municipal airport for the 2024 Drag Race event

BE IT RESOLVED THAT the Council of the District of 100 Mile House, approve the closure of the 100 Mile House Airport on June 29th, 2024 for the purpose of a Drag Race event.

BACKGROUND INFORMATION:

A request was received on July 6th, 2023 from Mark & Dianne Boutilier to use the 100 Mile House Airport site & apron to hold the second annual Drag Race event on June 29th, 2024.

Event details are similar to the recent 2023 event; airport closure for the one day race event, insurance will be purchased, first aid will be on site with an estimate of 75-100 cars in attendance. Event organizers were very pleased with the turn-out and the positive feedback they received. One complaint was received from a hangar owner and they worked with them to mitigate.

100 Mile Fire-Rescue has concerns over emergency access and the use of Wrangler Way. Wrangler Way was used for parking despite no parking signs posted; both sides of the road were full and this prevented any fire truck access to the overall arena area. It was suggested to have parking attendants and clearly visible “Absolutely No Parking” signs be displayed.

Community Services had only minor issues with this years event that could easily be addressed.

ALTERNATIVE:

That Council receives the request; and not approve the closure of the airport.

BUDGETARY IMPACT: nil

POLICY IMPLICATION: N/A

ATTACHMENTS: N/A

Subject:

FW: Council and District admin

From: Dianne Boutilier <bcdragit@gmail.com>

Sent: Thursday, July 6, 2023 9:24 AM

Subject: Council and District admin

Good Morning, Request for Drag Race event June 2024

Please consider this letter a request of free use of 100 Mile House Airport site & apron to place a NOTAM on site for time listed in this letter. This letter of intent to the Council of 100 Mile House requesting full use of Airport.

Information regarding our proposed drag race event at the 100 mile airstrip...

- * Event date... June 29th 20240600 - 1900 (date & times tentative) 1 day race event
- * Location 100 mile airstrip
- * Insurance is purchased thru Motorsports ins. /Stoneridge Speciality Insurance, the policy will list MBT Holdings Ltd & township of 100 Mile House (same as the policy for 2023) (the standard insurance company for racing events)
- * First aid will be onsite during all event times, as per our insurance policy
- * Select volunteers will be assigned to work on security/ parking & spectators safety while viewing the races on Airport property.
- * All race safety measures (for volunteers, staff, racers & spectators) will be taken as laid out in NHRA rules & our insurance policy
- * estimated # of race cars, 75-100 (will know # closer to date)
- * our plan is to use the rec centre lot for parking as well for spectators viewing area
- * All event needs, such as porta potties & concessions will be arranged by BC DragiT Challenge Team / MBT Holdings Ltd
- * Concessions... I will seek out non-profit groups... local sports/ minor sports teams, school fundraiser groups... (2023 Wranglers Burger wagon & 108 Community Hall fundraisers)
- * 50/50 raffle ...will be done by a non-profit group (2023 Hospice)

Our Team & the Participants of 2023 were thrilled with the great turnout of spectators here at 100 Mile.

If any more information is needed, our contact info is below.

As you see we are already planning for the 2024 event and would like to add 100 Mile House to our list of drag race locations as soon as possible.

If our attendance is required at a Council Meeting please let us know.

Thank you.

Sincerely,

Mark & Dianne Boutilier
MBT Holdings Ltd
contact us @ 778-241-6609
fb page...BC Dragit Challenge
bcdragit@gmail.com



Subject:

FW: BC DragiT Challenge @100 Airport

From: Mark boutillier <marksbog66@gmail.com>

Sent: Tuesday, July 4, 2023 10:21 AM

To: Sheena Elias <SElias@100milehouse.com>; Todd Conway <tconway@100milehouse.com>

Subject: BC DragiT Challenge @100 Airport

Good Morning,

We wanted to touch base with the District office & Council regarding the drag racing at the 100 Mile House Airport...

Starting with some typical comments from the Racers..

"could not believe the turn out of locals to watch the races"... "great location"... "vendors had great food"... "a little disappointed with 99Motel that gave away 3 racers rooms, but Mark & Dianne made room for us"... "what fun, we had a blast!!" Just some of the many comments from Racers & their Co-pilots.

We did have a member of Bree Contracting & some locals to help set up the early morning of the event. All in all the event was very well received and the participants are hoping we go to the same towns next year. We had some local business advertisements to help support the huge cost it took to put on the races here in 100 Mile House. There were mandatory checkpoints at some local sponsor's businesses as well as some discounted spots for Racers we had organized ahead of time. Also a Racers discount at select Hotels/motels.

We had a great bunch of participants and they are all looking forward to 2024.

We did have one complaint regarding the use of a company's porta potty (beside the company hanger) but with the information that has come to us the complaint was unfounded. The company owner called us after the 100 Mile House race location race day...saying he had their porta potty pumped out 2 days before the event and now the potty is full. Also he has 40 workers coming in soon & demanded that we have it pumped out immediately. We had no idea there was a porta potty on sight other than the 6 arranged (placement location on grass side in front of last set of hangers) and the arena washrooms we also paid for the use of. As we do not want anything negative to hang over this great event. We called Patterson Septic to pump out this 'full porta potty'. Pattersons then notified us that this potty was not recently used, as it had a hard crust on it and the worker had to add water to it just to empty it. This porta potty clearly was not used during our event. We were going to ask for an invoice proving the porta potty was pumped out 2 days before the event.(not having this info from Pattersons til after the pump) we did what we thought was right by having the porta potty pumped out @ a cost of \$63.00. We had already paid over \$1000. to have enough toilets for all the spectators on the Rec centre side and Airport side of the event. We did what we thought was right.....

Thanks to all the Council and District staff for the support towards our event in our town of 100 Mile House. We are hoping 100 Mile House will be a location of our DragiT event in 2024 as well as the other townships.

Sincerely, Dianne & Mark Boutillier



DISTRICT OF 100 MILE HOUSE

M E M O

Date: July 19, 2023

To: Mayor & Council

From: Administration

Subject: Community Tourism Planning Program

The District of 100 Mile House Economic Development Strategy identified tourism as a sector for future regional growth potential in a community survey. Over the past few years, the District has been highly successful accessing grant funding to complete a large variety of tourism projects.

Now there is a new opportunity to work with Destination BC to create a long-term tourism plan, under their Community Tourism Planning Program. A program overview is attached. The District fits the program audience profile and there are clear benefits to participating. The District's role would be affordable and manageable from a staffing perspective.

One of the recommendations in the District's Economic Development Strategy: 2021 and Beyond is to build and strengthen cohesive and coordinated tourism partnerships. This program is a good opportunity to build those partnerships and end up with a tourism plan that could facilitate greater visitor attraction and the associated economic benefits to the community.

Is Council in favour of proceeding with participation in this program?

Council direction is requested.


 J. Doddridge, Director Ec Dev / Planning


 Tammy Boulanger, CAO

Community Tourism Planning Program

Destination British Columbia, with support from PacifiCan, is offering Community Tourism Planning assistance to foster vibrant and resilient communities across the province.

Program Overview

The Community Tourism Planning program is designed to assist BC communities in developing a long-term tourism plan. The program connects communities with an experienced facilitator, contracted through Destination BC, who will guide them through a collaborative planning process. By involving a diverse range of partners in each community, the process encourages the creation of a shared vision for tourism. Additionally, by leveraging each community's inherent strengths, the program facilitates the identification of initiatives that can attract visitors and provide social, cultural, and economic benefits to the community.

Program Audience

- Communities in BC, ideally ones that currently don't have a community tourism plan or have one that is outdated.
- Preference will be given to smaller communities that might not have the financial capacity available to undertake such a process.

Benefits of Participating

- **Community Tourism Plan:** Creation of a comprehensive community tourism plan that serves as a roadmap for your community and tourism partners. The plan will outline clear objectives and deliverables, providing a framework for collective success.
- **Collaboration:** Engage a broad cross-section of community partners, including businesses, Destination Management Organizations, municipal government, Indigenous communities, and local groups, to establish a shared vision, goals, address barriers, and identify tourism opportunities.
- **Sustainable Economic Development:** Effective tourism planning can drive increased economic activity, while also prioritizing the preservation and enhancement of local resources and fostering community pride.

Timeline of the Program

This program is scheduled to be completed by March 31, 2024.

Community Commitment

Communities will play a crucial role in championing the planning process as well as the implementation of the plan, determining the partner engagement list and encouraging local participation. Additionally, communities will be responsible for providing meeting space and covering any associated costs for in-person engagement sessions, such as room rental, audio-visual equipment, and food and beverage. We kindly request that participating community members invest their time, thoughts, and perspectives by attending planning session(s) and providing input into the tourism plan.

For more information, please contact:

Seppe Mommaerts
Manager, Destination Development
Destination BC
Seppe.Mommaerts@destinationbc.ca

Heather Boyd
Project Lead (contract)
Destination BC
Heather.Boyd@destinationbc.ca

Supported by:



Pacific Economic
Development Canada

Développement économique
Canada pour le Pacifique

Canada

DISTRICT OF 100 MILE HOUSE

Bylaw No. 1404

A bylaw to amend the District of 100 Mile House Official Community Plan
Bylaw No. 1288-2016

This bylaw may be cited for all purposes as ***“Official Community Plan Amendment Bylaw No. 1404, 2023.”***

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

- (1) That District of 100 Mile House Official Community Plan Bylaw No. 1288, 2016 is hereby amended as follows:
 - a. Amend Schedule B: Land Use District Wide and Main Community Inset to change the designation of Lot A, Plan KAP89661, Except Plans EPP68819 and EPP86721, DLs 33, 625, 4175 and 4179, Lillooet District, located on Exeter Truck Route at the 101 Mile from Industrial to **Medium Density Residential**.
 - b. Amend Schedule G: Development Permit Areas to remove Lot A, Plan KAP89661, Except Plans EPP68819 and EPP86721, DLs 33, 625, 4175 and 4179, Lillooet District, located on Exeter Truck Route at the 101 Mile from the Highway 97 Corridor Development Permit Area.

READ A FIRST AND SECOND TIME this _____ day of _____, 2023.

ADVERTISEMENTS in the paper _____, 2023.

PUBLIC HEARING HELD this _____ day of _____, 2023.

READ A THIRD TIME this _____ day of _____, 2023.

RECEIVED MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL

this _____ day of _____, 2023. _____
Ministry of Transportation and Infrastructure

ADOPTED this _____ day of _____, 2023.

Mayor

Corporate Officer

DISTRICT OF 100 MILE HOUSE

Bylaw No. 1405

A bylaw to amend the District of 100 Mile House Zoning Bylaw No. 1290, 2016

This bylaw may be cited for all purposes as **“Zoning Amendment Bylaw No. 1405, 2023”**.

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

- (1) That District of 100 Mile House Zoning Bylaw No. 1290, 2016 is hereby amended for Lot A, Plan KAP89661, Except Plans EPP68819 and EPP86721, DLs 33, 625, 4175 and 4179, Lillooet District, located on Exeter Truck Route at the 101 Mile to be rezoned from Light Industrial Zone (I-1) to **Residential Mobile Home Park Zone (R-6)**;
- (2) That consequential map changes be made to Schedule 2 Zoning Bylaw Map District Wide and Main Community Inset.

READ A FIRST AND SECOND TIME this _____ day of _____, 2023.

ADVERTISED _____, 2023.

PUBLIC HEARING held this _____ day of _____, 2023.

READ A THIRD TIME this _____ day of _____, 2023.

RECEIVED MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE APPROVAL

this _____ day of _____, 2023. _____
Ministry of Transportation and Infrastructure

ADOPTED this _____ day of _____, 2023.

Mayor

Corporate Officer

DISTRICT OF 100 MILE HOUSE
Cheque Register-Summary-Bank



AP5090

Page : 1

Date : Aug 04, 2023

Time : 11:33 am

Supplier : 079850 To ZZ9950
Pay Date : 01-Jul-2023 To 31-Jul-2023
Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Seq : Cheque No. **Status :** All
Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
28547	16-Jun-2023	LESC50	LES CARTES SPORTIVES DE LA CAPITALE IN	Cancelled	238	C	-435.00
28582	30-Jun-2023	DONE50	DONEX Pharmacy & Department Store (2001) LT	Cancelled	211	C	-58.20
28623	14-Jul-2023	1MFI50	100 MILE FIREMEN'S SOCIETY	Issued	211	C	1,200.00
28624	14-Jul-2023	ACEC50	ACE COURIER SERVICES	Issued	211	C	257.42
28625	14-Jul-2023	BLAK50	BLACK PRESS GROUP LTD	Issued	211	C	1,392.06
28626	14-Jul-2023	BOUD50	BOUTILIER, MARK JON AND BOUTILIER, DIAN	Issued	211	C	825.75
28627	14-Jul-2023	CAND50	CANADIAN NATIONAL	Issued	211	C	7,836.00
28628	14-Jul-2023	CARCM50	CARIBOO COUNTRY MARINE LTD	Issued	211	C	104.14
28629	14-Jul-2023	CARN50	CARO ANALYTICAL SERVICES	Issued	211	C	675.16
28630	14-Jul-2023	CENC50	CENTRIX CONTROL SOLUTIONS LP	Issued	211	C	13,356.18
28631	14-Jul-2023	CENT50	CENTRAL CARIBOO DISPOSAL SERVICES LTI	Issued	211	C	6,860.52
28632	14-Jul-2023	CENU50	CENTURY HARDWARE LTD	Issued	211	C	76.97
28633	14-Jul-2023	CIBM50	CIBC MORTGAGES INC	Issued	211	C	2,236.30
28634	14-Jul-2023	CINT50	CINTAS CANADA LIMITED	Issued	211	C	609.65
28635	14-Jul-2023	CITN50	CITY OF NANAIMO	Issued	211	C	105.00
28636	14-Jul-2023	CLEN50	CLEANWAY SUPPLY INC	Issued	211	C	44.61
28637	14-Jul-2023	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	211	C	1,210.86
28638	14-Jul-2023	DHLE50	LOOMIS EXPRESS	Issued	211	C	187.01
28639	14-Jul-2023	DONA50	DONAHUE AIRFIELD SERVICES	Issued	211	C	1,561.88
28640	14-Jul-2023	EDED50	EDGE, DAVE	Issued	211	C	250.00
28641	14-Jul-2023	ENVI50	ENVIRONMENTAL OPERATORS CERTIFICATIC	Issued	211	C	525.00
28642	14-Jul-2023	EXEV50	EXETER VALLEY TRUCK & CAR WASH	Issued	211	C	11.55
28643	14-Jul-2023	FERN50	FERNO CANADA EMS INC	Issued	211	C	1,066.31
28644	14-Jul-2023	FIPR50	FIRE PRO	Issued	211	C	1,260.00
28645	14-Jul-2023	FIVE50	5 STAR SERVICES AND PRODUCTS INC.	Issued	211	C	1,348.73
28646	14-Jul-2023	FULT50	FULTON & COMPANY	Issued	211	C	1,449.28
28647	14-Jul-2023	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	211	C	4,960.84
28648	14-Jul-2023	GOLT50	GOLD TRAIL RECYCLING LTD	Issued	211	C	60.10
28649	14-Jul-2023	GUIR50	GUIMOND, RYAN MICHAEL	Issued	211	C	770.00
28650	14-Jul-2023	INNO50	INNOV8 DIGITAL SOLUTIONS	Issued	211	C	438.00
28651	14-Jul-2023	INTU50	INTERNATIONAL UNION OF OPERATING ENGI	Issued	211	C	460.34
28652	14-Jul-2023	LONE50	LONE BUTTE SUPPLY LTD	Issued	211	C	397.39
28653	14-Jul-2023	NORM50	NORTHERN COMPUTER	Issued	211	C	2,544.11
28654	14-Jul-2023	PERF50	PERFORMANCE ALL TERRAIN & RENTALS LTI	Issued	211	C	60.37
28655	14-Jul-2023	PINM50	PINKNEY, MAUREEN	Issued	211	C	300.00
28656	14-Jul-2023	PSOD50	PSO GRAD COMMITTEE	Issued	211	C	150.00
28657	14-Jul-2023	PURO50	PUROLATOR INC	Issued	211	C	96.71
28658	14-Jul-2023	REMAX50	REMAX100	Issued	211	C	3,000.00
28659	14-Jul-2023	ROCY50	ROCKY MOUNTAIN PHOENIX	Issued	211	C	504.00
28660	14-Jul-2023	SCMO50	SOUTH CARIBOO MOTOR SPORTS LTD	Issued	211	C	29.69
28661	14-Jul-2023	TASC50	TASCO SUPPLIES LTD	Issued	211	C	1,029.46
28662	14-Jul-2023	TSUN50	TSUNAMI SOLUTIONS LTD.	Issued	211	C	69.72
28663	14-Jul-2023	WILO50	WILLIAM LOVE	Issued	211	C	1,291.50
28664	20-Jul-2023	BREE50	BREE CONTRACTING LTD	Issued	238	C	527,769.40
28665	31-Jul-2023	1MTC50	100 MILE TRAFFIC CONTROL	Issued	242	C	2,861.11
28666	31-Jul-2023	ACEC50	ACE COURIER SERVICES	Issued	242	C	94.09
28667	31-Jul-2023	BCOE50	BC ONE CALL	Issued	242	C	267.54
28668	31-Jul-2023	BCTR50	BC TRANSIT	Issued	242	C	20,976.11
28669	31-Jul-2023	BEA50	THE BEACON DESIGN COLLECTIVE INC.	Issued	242	C	2,589.30
28670	31-Jul-2023	BRAN50	BRANDT TRACTOR LTD	Issued	242	C	1,156.77
28671	31-Jul-2023	BRID50	BRIDGE LAKE TOWING	Issued	242	C	1,155.00
28672	31-Jul-2023	BROG50	BROGAN FIRE AND SAFETY	Issued	242	C	857.63
28673	31-Jul-2023	BURG50	BURGESS PLUMBING HEATING & ELECTRICA	Issued	242	C	72.11
28674	31-Jul-2023	CARN50	CARO ANALYTICAL SERVICES	Issued	242	C	725.05
28675	31-Jul-2023	CENC50	CENTRIX CONTROL SOLUTIONS LP	Issued	242	C	6,336.74
28676	31-Jul-2023	CENU50	CENTURY HARDWARE LTD	Issued	242	C	81.85

DISTRICT OF 100 MILE HOUSE
Cheque Register-Summary-Bank



AP5090

Page : 2

Date : Aug 04, 2023

Time : 11:33 am

Supplier : 079850 To ZZ9950
Pay Date : 01-Jul-2023 To 31-Jul-2023
Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Seq : Cheque No. **Status :** All
Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
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28677	31-Jul-2023	CINT50	CINTAS CANADA LIMITED	Issued	242	C	546.29
28678	31-Jul-2023	CLEA50	CLEARTECH INDUSTRIES INC	Issued	242	C	1,156.13
28679	31-Jul-2023	CLEN50	CLEANWAY SUPPLY INC	Issued	242	C	16.20
28680	31-Jul-2023	COMI50	COMMISSIONAIRES BRITISH COLUMBIA	Issued	242	C	1,059.50
28681	31-Jul-2023	DHLE50	LOOMIS EXPRESS	Issued	242	C	187.01
28682	31-Jul-2023	DWBF50	DWB CONSULTING SERVICES LTD	Issued	242	C	3,272.85
28683	31-Jul-2023	HOTJ50	HOT JULY NIGHTS	Issued	242	C	435.00
28684	31-Jul-2023	HUBF50	HUB FIRE ENGINES & EQUIPMENT LTD	Issued	242	C	3,425.19
28685	31-Jul-2023	INLA50	INLAND KENWORTH PARTNERSHIP	Issued	242	C	1,072.48
28686	31-Jul-2023	INNO50	INNOV8 DIGITAL SOLUTIONS	Issued	242	C	37.18
28687	31-Jul-2023	INTU50	INTERNATIONAL UNION OF OPERATING ENGI	Issued	242	C	544.06
28688	31-Jul-2023	KALT50	KAL TIRE	Issued	242	C	1,879.36
28689	31-Jul-2023	LESC50	LES CARTES SPORTIVES DE LA CAPITALE INI	Issued	242	C	200.00
28690	31-Jul-2023	LONE50	LONE BUTTE SUPPLY LTD	Issued	242	C	274.27
28691	31-Jul-2023	LORD50	LORDCO AUTO PARTS LTD	Issued	242	C	7.86
28692	31-Jul-2023	MCCA50	MCCAUSLAND, BRITTANY	Issued	242	C	1,000.00
28693	31-Jul-2023	MINI50	MINISTER OF FINANCE	Issued	242	C	214.85
28694	31-Jul-2023	NAPA50	NAPA AUTO PARTS - 100 MILE HOUSE	Issued	242	C	935.31
28695	31-Jul-2023	NORM50	NORTHERN COMPUTER	Issued	242	C	1,771.51
28696	31-Jul-2023	PATE50	PATERSON SEPTIC SERVICE	Issued	242	C	1,026.38
28697	31-Jul-2023	PAUS50	PAULSEN, SUSAN	Issued	242	C	110.84
28698	31-Jul-2023	PERF50	PERFORMANCE ALL TERRAIN & RENTALS LTI	Issued	242	C	102.55
28699	31-Jul-2023	PETR50	PETERS BROS CONSTRUCTION LTD	Issued	242	C	173,769.73
28700	31-Jul-2023	REGE50	REGENCY CHRYSLER	Issued	242	C	91.84
28701	31-Jul-2023	RIDG50	RIGID TRUCK & TRAILER LTD	Issued	242	C	644.50
28702	31-Jul-2023	ROCY50	ROCKY MOUNTAIN PHOENIX	Issued	242	C	1,182.16
28703	31-Jul-2023	ROLL50	ROLLINS MACHINERY	Issued	242	C	147.26
28704	31-Jul-2023	SMIT50	SMITTY'S JANITORIAL SERVICES (1993)	Issued	242	C	2,352.00
28705	31-Jul-2023	SPEL50	SPELQWEQS DEVELOPMENT LP	Issued	242	C	2,718.77
28706	31-Jul-2023	TASC50	TASCO SUPPLIES LTD	Issued	242	C	1,091.40
28707	31-Jul-2023	TOMK50	TOMKO SPORT SYSTEMS INC.	Issued	242	C	6,661.90
28708	31-Jul-2023	TRUE50	TRUE CONSULTING GROUP	Issued	242	C	49,482.31
28709	31-Jul-2023	VIMA50	VIMAR EQUIPMENT LTD	Issued	242	C	490.31
28710	31-Jul-2023	WCEL50	W.C. ELECTRIC LTD	Issued	242	C	289.28
28711	31-Jul-2023	WESR50	WESTERRA EQUIPMENT LP	Issued	242	C	146.23
28712	31-Jul-2023	WILL50	WILLIAMS LAKE WATER FACTORY	Issued	242	C	106.25
28713	31-Jul-2023	WILO50	WILLIAM LOVE	Issued	242	C	1,743.00
28714	31-Jul-2023	WORN50	WORK n PLAY CLOTHING COMPANY	Issued	242	C	194.58
28715	31-Jul-2023	WURT50	WURTH CANADA LTD	Issued	242	C	823.28
28716	31-Jul-2023	XMAU50	XM AUTO LTD	Issued	242	C	229.91
04219-0001	10-Jul-2023	SHAW50	SHAW CABLE	Issued	209	E	190.40
04220-0001	10-Jul-2023	SHAW50	SHAW CABLE	Issued	210	E	100.75
04221-0001	07-Jul-2023	CARE50	CARIBOO REGIONAL DISTRICT	Issued	212	E	490,950.00
04222-0001	07-Jul-2023	CARE50	CARIBOO REGIONAL DISTRICT	Issued	213	E	693,052.00
04223-0001	01-Jul-2023	CLIF50	CANADA LIFE	Issued	214	E	7,835.43
04224-0001	10-Jul-2023	FRCO50	FOUR RIVERS CO-OPERATIVE	Issued	215	E	6,402.44
04225-0001	10-Jul-2023	BCHY50	BC HYDRO & POWER AUTHORITY	Issued	216	E	106.07
04226-0001	10-Jul-2023	RECE50	RECEIVER GENERAL OF CANADA	Issued	217	E	13,443.18
04227-0001	10-Jul-2023	RECE50	RECEIVER GENERAL OF CANADA	Issued	218	E	8,635.32
04228-0001	10-Jul-2023	PENS50	PENSION CORPORATION	Issued	219	E	7,505.13
04229-0001	10-Jul-2023	ROYL50	ROYAL BANK VISA	Issued	220	E	4,363.61
04230-0001	10-Jul-2023	ROYL50	ROYAL BANK VISA	Issued	221	E	1,504.26
04231-0001	13-Jul-2023	TELU50	TELUS COMMUNICATIONS COMPANY	Issued	222	E	17.01
04232-0001	13-Jul-2023	FORT50	FORTIS BC - NATURAL GAS	Issued	223	E	357.88
04233-0001	13-Jul-2023	FORT50	FORTIS BC - NATURAL GAS	Issued	224	E	31.23

DISTRICT OF 100 MILE HOUSE
Cheque Register-Summary-Bank



AP5090

Page : 3

Date : Aug 04, 2023

Time : 11:33 am

Supplier : 079850 To ZZ9950
Pay Date : 01-Jul-2023 To 31-Jul-2023
Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

Seq : Cheque No. **Status :** All
Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount	
Bank : 4 ROYAL BANK - CURRENT ACCOUNT								
04234-0001	14-Jul-2023	MINI50	MINISTER OF FINANCE	Issued	225	E	879,718.07	
04235-0001	13-Jul-2023	BCHY50	BC HYDRO & POWER AUTHORITY	Issued	226	E	13,791.60	
04236-0001	07-Jul-2023	ROYL50	ROYAL BANK VISA	Issued	227	E	2,238.48	
04237-0001	19-Jul-2023	SHAW50	SHAW CABLE	Issued	228	E	395.14	
04238-0001	19-Jul-2023	GRAY50	TELUS CUSTOM SECURITY SYSTEMS	Issued	229	E	193.99	
04239-0001	20-Jul-2023	CAPL50	CAPILANO UNIVERSITY	Issued	230	E	1,213.34	
04240-0001	20-Jul-2023	PITW50	PITNEYWORKS	Issued	231	E	55.15	
04241-0001	21-Jul-2023	PENS50	PENSION CORPORATION	Issued	232	E	8,026.25	
04242-0001	21-Jul-2023	RECE50	RECEIVER GENERAL OF CANADA	Issued	233	E	14,477.58	
04243-0001	21-Jul-2023	RECE50	RECEIVER GENERAL OF CANADA	Issued	234	E	2,120.23	
04244-0001	21-Jul-2023	TELM50	TELUS MOBILITY CELLULAR INC	Issued	235	E	653.71	
04245-0001	21-Jul-2023	CAPL50	CAPILANO UNIVERSITY	Issued	236	E	1,213.34	
04246-0001	28-Jul-2023	BCAS50	BC ASSESSMENT AUTHORITY	Issued	237	E	34,273.58	
04247-0001	24-Jul-2023	SHAW50	SHAW CABLE	Issued	239	E	305.54	
04248-0001	24-Jul-2023	SHAW50	SHAW CABLE	Issued	240	E	254.19	
04249-0001	27-Jul-2023	VANH50	VAN HOUTTE COFFEE SERVICES INC	Issued	241	E	639.80	
Total Computer Paid :		886,501.64	Total EFT PAP :		2,194,064.70	Total Paid :		3,080,566.34
Total Manually Paid :		0.00	Total EFT File :		0.00			

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

Capital \$ 751,021.44