



**DISTRICT OF 100 MILE HOUSE**

**AGENDA FOR THE REGULAR MEETING OF THE MUNICIPAL COUNCIL  
TO BE HELD IN MUNICIPAL COUNCIL CHAMBERS  
Tuesday, April 9<sup>th</sup>, 2024 at 5:00 PM**

<b>A.</b>	<b><u>CALL TO ORDER</u></b>
	<p>Mayor to call the regular meeting to order at 5:00 PM.</p> <p>Acknowledgement that this meeting is being held on Tsqescencúłecw.</p>
<b>B.</b>	<b><u>APPROVAL OF AGENDA:</u></b>
	<p><b>B1</b></p> <p><b>BE IT RESOLVED THAT</b> the April 9<sup>th</sup>, 2024 Regular Council agenda <u>be approved.</u></p>
<b>C.</b>	<b><u>INTRODUCTION OF LATE ITEMS AND FROM COMMITTEE OF THE WHOLE:</u></b>
<b>D.</b>	<b><u>DELEGATIONS / PUBLIC HEARING:</u></b>
<b>100 Mile Youth Initiative</b>	<p><b>D1</b></p> <p>Delegation - Maria Reti, representing the 100 Mile Youth Initiative.</p>

<b>Court of Revision</b>	<p><b>D2</b></p> <p>Director of Finance S. Elias to review the Court of Revision.</p> <p>The purpose of the Court of Revision is to confirm the following:  I02 – Sewer Frontage Tax  I03 – Water Frontage Tax  I15 – Blackstock Specified Area Sewer Parcel Tax</p> <p><b>BE IT RESOLVED</b> that the frontage tax rolls for Water, Sewer and Blackstock Specified Area Sewer Parcel Tax be confirmed.</p>
<b>Financial Plan Presentation</b>	<p><b>D3</b></p> <p>Pursuant to the Community Charter s. 166 Council must undertake a process of public consultation with respect to its five (5) year financial plan.</p> <p>Director of Finance S. Elias shall present an overview of the 2024-2028 District of 100 Mile House Financial Plan.</p>
<b>E.</b>	<b><u>MINUTES:</u></b>
<b>Committee of the Whole – March 26<sup>th</sup>, 2024</b>	<p><b>E1</b></p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Committee of Whole meeting of March 26<sup>th</sup>, 2024 <u>be adopted</u>.</p>
<b>Regular Council – March 26<sup>th</sup>, 2024</b>	<p><b>E2</b></p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Regular Council meeting of March 26<sup>th</sup>, 2024 <u>be adopted</u>.</p>
<b>F.</b>	<b><u>UNFINISHED BUSINESS:</u></b>
<b>G.</b>	<b><u>MAYOR’S REPORT:</u></b>
<b>H.</b>	<b><u>CORRESPONDENCE:</u></b>

<b>Commissionaires Report March 2024</b>	<p><b>H1</b></p> <p><b>BE IT RESOLVED THAT</b> the Bylaw report for the period of March 1<sup>st</sup> to 31<sup>st</sup>, 2024 <u>be received</u>.</p>
<b>100 Mile &amp; District Outriders</b>	<p><b>H2</b></p> <p><b>BE IT RESOLVED THAT</b> the correspondence dated March 31<sup>st</sup>, 2024, from the 100 Mile &amp; District Outriders requesting a letter of support for a NDIT grant application <u>be received</u>;</p> <p style="text-align: center;"><b><i>Further action at the discretion of Council</i></b></p>
<b>100 Mile House Community Band</b>	<p><b>H3</b></p> <p><b>BE IT RESOLVED THAT</b> the correspondence dated March 18<sup>th</sup>, 2024 from the 100 Mile House Community Band requesting a contribution of \$500. <u>be received</u>;</p> <p style="text-align: center;"><b><i>Further action at the direction of Council</i></b></p>
<b>100 Mile Pride Society Road Closure Request</b>	<p><b>H4</b></p> <p><b>BE IT RESOLVED THAT</b> the correspondence dated April 2<sup>nd</sup>, 2024 from the 100 Mile Pride Society requesting a parade route road closure on July 27<sup>th</sup>, 2024 from the hours of 9:30 am to 11:30 am <u>be received</u>;</p> <p style="text-align: center;"><b><i>Further action at the direction of Council</i></b></p>
<b>For Information Correspondence</b>	<p><b>H5</b></p> <p><b>BE IT RESOLVED THAT</b> the For Information Correspondence List dated April 4<sup>th</sup>, 2024 be received.</p>
<b>I.</b>	<b><u>STAFF REPORTS:</u></b>
<b>Freedom of the Municipality – Councillor Ralph Fossum</b>	<p><b>I1</b></p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration dated March 28<sup>th</sup>, 2024, regarding the Freedom of the Municipality honors be received; and further</p>

	<p><b>BE IT RESOLVED THAT</b> the honor of the Freedom of the Municipality be bestowed upon Ralph Fossum in recognition of his record which evokes the highest degree of admiration; and further</p> <p><b>BE IT RESOLVED THAT</b> the celebration of Freedom of the Municipality for Ralph Fossum be conducted at a future regular meeting of Council.</p>
<b>Parks Facilities Attendant RFQ</b>	<p><b>I2</b></p> <p><b>BE IT RESOLVED THAT</b> the Council of the District of 100 Mile House award the Parks Facilities Attendant contract to South Cariboo Property Management for a one (1) year term for the total quoted amount of \$50./day plus applicable taxes.</p>
<b>Columbaria RFQ</b>	<p><b>I3</b></p> <p><b>BE IT RESOLVED THAT</b> the Council of the District of 100 Mile House award the supply and install of two columbaria in the 100 Mile Cemetery to Sunset Memorial &amp; Stone Ltd. for the total quoted amount of \$54,252. plus applicable taxes.</p>
<b>By-Election – Appointment of Election Officials</b>	<p><b>I4</b></p> <p><b>BE IT RESOLVED THAT</b> the pursuant to Section 58 (1) and (2) of the Local Government Act, Sheena Elias be appointed Chief Election Officer, effective immediately, for conducting the 2024 By-Election, with power to appoint other election officials as required for the administration and conduct of the 2024 by-Election; and further</p> <p><b>BE IT RESOLVED THAT</b> Andria Frisby be appointed Deputy Chief Election Officer for the 2024 By-Election.</p>
<b>J.</b>	<b><u>BYLAWS:</u></b>
<b>Fees &amp; Charges Amendment Bylaw No. 1418</b>	<p><b>J1</b></p> <p><b>BE IT RESOLVED THAT</b> the Fees &amp; Charges Amendment Bylaw 1418, 2024 be adopted this 9<sup>th</sup> day of April 2024.</p>

<b>Public Notice Bylaw No. 1420</b>	<b>J2</b> <b>BE IT RESOLVED THAT</b> the Public Notice Bylaw No. 1420, 2024 be adopted this 9 <sup>th</sup> day of April 2024.
<b>Financial Plan Bylaw No. 1422</b>	<b>J3</b> <b>BE IT RESOLVED THAT</b> the Financial Plan Bylaw No. 1422, 2024 be read a first, second and third time this 9 <sup>th</sup> day of April 2024.
<b>K.</b>	<u><b>VOUCHERS</b></u>
<b>Paid Vouchers (March 16-31<sup>st</sup>, 2024 ) #29490 to #29528 &amp; EFTs</b>	<b>K1</b> <b>BE IT RESOLVED THAT</b> the paid manual vouchers #29490 to #29528 and EFT's totaling <b>\$129,900</b> <u>be received.</u>
<b>L.</b>	<u><b>OTHER BUSINESS:</b></u>
<b>M.</b>	<u><b>QUESTION PERIOD:</b></u>
<b>N.</b>	<u><b>ADJOURNMENT :</b></u>  <b>BE IT RESOLVED THAT</b> this April 9 <sup>th</sup> , meeting of Council be adjourned: Time:



**DISTRICT OF 100 MILE HOUSE**

**TO BE HELD IN DISTRICT COUNCIL CHAMBERS**

**TUESDAY, April 9<sup>th</sup>, 2024 AT 5:00 P.M.**

**The purpose of the Court of Revision is to confirm the following:**

- **I02 – Sewer Frontage Tax**
- **I03 – Water Frontage Tax**
- **I15 – Blackstock Specified Area Sewer Parcel Tax**

**DISTRICT OF 100 MILE HOUSE**

**COURT OF REVISION**

We hereby certify that the Court of Revision for the Sewer Frontage Tax, Water Frontage Tax, Blackstock Specified Area Sewer Parcel Tax, Assessment Roll is correct as of April 9<sup>th</sup>, 2024.

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Mayor M. Pinkney

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Councillor D. Barnett

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Councillor J. Guimond

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Councillor D. Mingo

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Clerk



**REPORT DATE:** April 4<sup>th</sup>, 2024  
**TITLE:** Court of Revision Summary  
**PREPARED BY:** S.Elias, Director of Finance

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**PURPOSE:**

The purpose of this Council report is to provide the 2024 frontage tax rolls for Water, Sewer and Blackstock Specified Area Sewer Parcel for confirmation.

**RECOMMENDATION:**

Recommended Resolution

**BE IT RESOLVED THAT** the frontage tax rolls for Water, Sewer, and Blackstock Specified Area Sewer Parcel Tax be confirmed.

**BACKGROUND INFORMATION / DISCUSSION:**

During the course of 2023 the following property changes occurred resulting in frontage changes:

- Lot A, Plan EPP112456, DL 2138, was subdivided into twenty-one (21) lots. This resulted in an increase of 315.00 meters of water and sewer taxable frontage increasing water collection by \$1,645.98 and \$1,708.77 in sewer.

Letters informing the property owners of the new water and sewer frontage charges were mailed on March 12<sup>th</sup>, 2024 giving the opportunity to submit any complaints in writing before April 4<sup>th</sup>, 2024.

The annual debt and interest payment associated with Blackstock Sewer Specified Frontage remains at \$9,204.36, no changes are required to the previous rate of \$278.92 per parcel.





No written complaints or appeals against the said rolls have been received to date.

**OPTIONS:** N/A

**BUDGETARY IMPACT:** N/A

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

**ATTACHMENTS:** Frontage Tax Property listings circulated.

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

**Date:** Apr 4/24

**Reviewed By:** T. Boulanger  
T. Boulanger, CAO

**Date:** Apr. 4/24



**District of  
100 MILE HOUSE**

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

**Regular: Apr.9.2024**

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**REPORT DATE:** April 2, 2024  
**TITLE:** Financial Plan Bylaw 1422-2024  
**PREPARED BY:** S.Elias – Director of Finance

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**PURPOSE:**

This memo provides a broad overview of the 2024-2028 financial plan, any material changes from previous year's budget and identification of capital projects.

The District of 100 Mile House has three funds: General Fund, Sewer Fund and Water fund, each has a balanced budget for both operations and capital expenditures.

**RECOMMENDATION:**

Recommended Resolution

**BE IT RESOLVED THAT** the memo from Administration regarding Financial Plan Bylaw 1422-2024 be received, and

**BE IT RESOLVED THAT** Financial Plan Bylaw 1422-2024 be read a first, second and third time this 9<sup>th</sup> day of April 2024.

**BACKGROUND INFORMATION:**

Section 165 of the Community Charter requires each municipality in British Columbia adopt a five-(5) year financial plan, updated and approved annually. The plan must include the following:

Objectives and Policies related to:

- Funding sources
- Distribution of property taxes by assessment class
- The use of Permissive Tax Exemptions



Proposed expenditures indicating:

- Interest & Principal payments on municipal debt
- Amounts required for Capital purposes
- Deficiencies from previous years, if applicable
- Other purposes

Proposed funding sources indicating:

- Revenue from property and parcel taxes
- Fees & charges
- Other sources
- Proceeds from borrowing

Proposed transfers to or between funds and the total of proposed expenditures and transfers to other funds for a year must not exceed the total of the proposed funding sources and transfers from other funds for the year.

If actual expenditures and transfer to other funds for a year exceed actual revenues and transfers from other funds for the year, the resulting deficiency must be included in the next year's financial plan as an expenditure in that year.

Members of the public are provided an opportunity to address Council to discuss the proposed plan. A financial plan may be amended by bylaw at any time.

## **DISCUSSION / ANALYSIS:**

### **General Fund – Revenues**

- The general & debt levy (municipal tax collection) is based on a 6% mill rate increase for 2024 and for planning purposes collections have been estimated at 3%/2%/2%/2% increases for the 2025-2028 years respectively.
- Return on investments (Bank interest, MFA bond and money market funds, GIC) continues to experience increased yields over prior years.
- The "Small Communities Grant" is budgeted at \$387,000 for the next 5 years, these funds are used to offset current year operating expenses.
- The Community Works funding (Gas Tax Contribution) is determined by the UBCM Federal Gas Tax Agreement Allocation Schedule. These funds are to be used for the eligible projects identified within the funding program or transferred at the year end to the reserve fund.



## **General Fund – Expenditures**

- As per the collective agreement all union wages are subject to a 1% increase in 2024, and 4% in 2025. The current collective agreement expires December 31st, 2025. For planning purposes, a 2% increase was applied in 2026 and 2028 and 1% in 2027.
- Total employer benefit expense has maintained the rate of 29%.
- Heat, Insurance and sewer and water charges are increased 5% each year.
- Hydro increases at 6% each year.
- Line items associated with contracts increased as per agreements in place or estimated increases due to expiring contracts. Janitorial, Parks and Facilities Attendant and Martin Exeter and Community Hall Attendant will be advertised in April 2024.
- Information Technology continues to see increases each year to provide the required level of cyber security.

## **Sewer & Water Fund**

- Sewer & water frontage taxes are increased annually at 5% as per the current frontage tax bylaws that expires on December 31st, 2027.
- Sewer & water user fees are increased annually at 5%, as per current bylaw that expires on December 31st, 2024.
- An overview of the water and sewer rate schedules and cost recovery will be completed before the renewal of the user fee bylaws.

## **Debt Principal Payments:**

- The remaining Blackstock sewer specified area debt will be retired in 2024. Once complete all applicable properties will be subject to regular sewer frontage tax rates.



## **Capital:**

The long-term capital plan is subject to change; grant funding applications can significantly impact possible projects. Discussions on the replacement of major pieces of equipment and projects will always be brought forward to Council during these budget discussions.

### Community Service

- Fleet Upgrade - Half ton replacement
- Fleet Upgrade - JD Terrain Mower replacement
- Fleet Upgrade - JD Mower replacement
- Building Upgrade - Shop door /hoist
- Cemetery – Install 2 Columbarium

### Fire Dept

- Small Equipment & Turn Out Gear
- FD Fleet Upgrade - Fire Engine replacement (brought forward from 2023)
- FD Fleet Upgrade - Brush Truck

Community Service and Fire Department items are funded through the machinery and equipment reserve.

### Infrastructure

- Horse Lake Bridge
- Paving Projects / Multiple Sites
- Horse Lake Road Rehabilitation Design
- Centennial Park Entrance Structure
- Centennial Park Washroom Design

The Horse Lake Bridge project is funded by grant funding, DCC reserve and Community Forest Reserve funds.

### Utility Infrastructure

- Waste Water Treatment Plant Upgrades(WWTP) - (brought forward from 2023)
- Main lift station Control panel
- Exeter Lift Station
- Well Water improvement project.
- 99 Mile Water Tower Engineering

The WWTP upgrades are funded by grant funding and Utility Infrastructure Reserve.



### Buildings

- Municipal Office Roof Tin and Siding refinishing
- Martin Exeter Hall Stage and Building lighting
- Community Hall Renovation design
- Valley Room Demo

Prior to the adoption of the 2024-2028 Financial Plan Bylaw, an opportunity for public consultation is required. A public presentation of the Financial Plan bylaw is scheduled during the Regular Council meeting on April 9<sup>th</sup>, 2024 beginning at 5:00pm.

### **Capital 2025 – 2028:**

Multiple items are proposed for the 2025 – 2028 fiscal years, as previously noted the long-term capital plan is subject to change with funding a major contributing factor.

Grant funding, reserves and contractor availability during construction season can all have an impact on the final plan. The long-term plan includes the following:

- CS fleet upgrades
- FD fleet upgrades
- IT upgrades
- Paving projects
- Park and recreation infrastructure
- Water infrastructure upgrades

The District is constantly on the lookout for third party funding programs that support major capital projects. It is essential that the District continues to balance the provision of services to meet the community needs while at the same time maintaining and replacing aging infrastructure and equipment with an eye to minimizing the need to enter long-term borrowing commitments.

### **ALTERNATIVES:**

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

**BUDGETARY IMPACT: N/A**

**POLICY IMPLICATION: N/A**



**ATTACHMENTS:**

District of 100 Mile House Financial Plan Bylaw No. 1422-2024

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

**Date:** Apr 4 / 24

**Reviewed By:** T. Boulanger  
T. Boulanger, CAO

**Date:** Apr. 4 / 24



**E1**

**DISTRICT OF 100 MILE HOUSE**

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

**Tuesday, March 26<sup>th</sup>, 2024, AT 4:00 PM**

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

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

OTHERS: (0) MEDIA: (1)

	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor Pinkney called the Committee of the Whole meeting to order at 4:00 PM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Tsq̓escencúlecw.</p>
<b>A</b>	<p><b><u>APPROVAL OF AGENDA</u></b></p>
	<p><b>A1</b></p> <p><b>Res: 08/24</b>                  Moved By: Councillor Mingo                  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the March 26<sup>th</sup>, 2024 Committee of the Whole agenda <u>be approved.</u></p> <p style="text-align: right;">CARRIED.</p>



<b>B</b>	<b><u>INTRODUCTION OF LATE ITEMS</u></b>
<b>C</b>	<b><u>DELEGATIONS</u></b>
<b>D</b>	<b><u>UNFINISHED BUSINESS</u></b>
<b>E</b>	<b><u>CORRESPONDENCE</u></b>
<b>F</b>	<b><u>STAFF REPORTS</u></b>
<b>Housing Statutes Amendments</b>	<p><b>F1</b></p> <p><b>Res: 09/24</b>  Moved By: Councillor Mingo  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the information report dated March 21<sup>st</sup>, 2024 from the Director of Economic Development and Planning be received.</p> <p style="text-align: center;">CARRIED.</p> <p>J.Doddridge, Director of Economic Development &amp; Planning made note that the District is awaiting the release of the guidance documents on the required Housing Needs Assessments. The District will work jointly with the Cariboo Regional District as housing considerations are a regional concern.</p>
<b>Planning Discussion/ Documents</b>	<p>Council directed staff to bring forward the listing of Zoning housekeeping items and to focus on the highway corridor uses during the upcoming OCP review.</p> <p>The mobile home parks bylaw is in the draft stage and the secondary suites policy is currently being reviewed by legal council.</p> <p>Council was provided samples of the newly distributed tent cards showcasing the Community Profile, Visitor Guide and Relocation Guide.</p>
<b>G</b>	<b><u>BYLAWS</u></b>
<b>H</b>	<b><u>OTHER BUSINESS</u></b>

I	<b><u>QUESTION PERIOD</u></b>
J	<b><u>ADJOURNMENT</u></b>  <b>Res: 10/24</b> Moved By: Councillor Barnett Seconded By: Councillor Mingo  <b>BE IT RESOLVED THAT</b> this Committee of the Whole meeting for March 26 <sup>th</sup> , 2024, be adjourned at 4:30 PM.  CARRIED.
I hereby certify these minutes to be correct.  _____ Mayor  _____ Corporate Officer	



**E2**

**DISTRICT OF 100 MILE HOUSE**

**MEETING HELD IN DISTRICT COUNCIL CHAMBERS  
Tuesday, March 26<sup>th</sup>, 2024, AT 5:04 PM**

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

STAFF: CAO Tammy Boulanger  
 Dir. of Com. Services Todd Conway  
 Dir. of Finance Sheena Elias  
 Dir. of Planning & E.D. Joanne Doddridge

Other: (2)  
 Media: (1)

<b>A</b>	<p><b><u>CALL TO ORDER</u></b></p> <p>Mayor Pinkney called the meeting to order at 5:00 PM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Tsq̓escencúlcw.</p>
<b>B</b>	<p><b><u>APPROVAL OF AGENDA</u></b></p>
	<p><b>B1</b></p> <p><b>Res: 46/24</b>                  Moved By: Councillor Barnett                  Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the March 26<sup>th</sup>, 2024, Regular Council agenda be approved.</p> <p style="text-align: center;">CARRIED</p>

<p><b>C</b></p>	<p><b><u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE:</u></b></p>
	<p>Councillor Barnett wished to extend a welcome to the new media correspondent from the 100 Mile Free Press.</p>
<p><b>D</b></p>	<p><b><u>DELEGATIONS / PUBLIC HEARINGS:</u></b></p>
<p><b>E</b></p>	<p><b><u>MINUTES</u></b></p>
<p><b>Committee of the Whole – February 27<sup>th</sup>, 2024</b></p>	<p><b>E1</b></p> <p><b>Res: 47/24</b>                  Moved By: Councillor Mingo                  Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Committee of the Whole meeting of February 27<sup>th</sup>, 2024 <u>be adopted.</u></p> <p style="text-align: center;">CARRIED.</p>
<p><b>Regular Council - February 27<sup>th</sup>, 2024</b></p>	<p><b>E2</b></p> <p><b>Res: 48/24</b>                  Moved By: Councillor Barnett                  Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Regular Council meeting of February 27<sup>th</sup>, 2024 <u>be adopted.</u></p> <p style="text-align: center;">CARRIED.</p>
<p><b>Committee of the Whole – March 19<sup>th</sup>, 2024</b></p>	<p><b>E3</b></p> <p><b>Res: 49/24</b>                  Moved By: Councillor Mingo                  Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Committee of the Whole meeting of March 19<sup>th</sup>, 2024 <u>be adopted.</u></p> <p style="text-align: center;">CARRIED.</p>

<p><b>F</b></p>	<p><b><u>UNFINISHED BUSINESS:</u></b></p>
<p><b>G</b></p>	<p><b><u>MAYORS REPORT:</u></b></p> <p>Mayor Pinkey has been active attending meetings including the CRD Board meeting where many delegations conducted informative presentations. Mayor Pinkney requested to invite the same delegations to upcoming District Council meetings.</p> <p>Councillor Mingo welcomed the newly appointed Wranglers team manager. With the City of Williams Lake acquiring a team this will provide more opportunities for local games and less long distance travel.</p> <p>Councillor Guimond has been busy relocating her business office and the newly erected sign is clean and bright.</p> <p>Councillor Barnett noted chamber membership is up, new Directors have been elected and a new website is being constructed. Reminder of the upcoming "What's Hoppening!" event this coming Saturday and the Duck Race on June 1<sup>st</sup> in Centennial Park. There is also another Volunteer Fair being organized for April 21<sup>st</sup> at the 100 Mile House Community Hall.</p>
<p><b>H</b></p>	<p><b><u>CORRESPONDENCE:</u></b></p>
<p><b>Commissionaires Report February 2024</b></p>	<p><b>H1</b></p> <p><b>Res: 50/24</b>                  Moved By: Councillor Mingo                  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the Bylaw report for the period of February 1<sup>st</sup> to 29<sup>th</sup>, 2024 <u>be received:</u></p> <p style="text-align: center;">CARRIED.</p> <p>Councillor Mingo wished to congratulate the Bylaw Enforcement Officer Harold on his retirement and expressed gratitude for his years of service.</p>

<p><b>Royal Canadian Legion Branch 260 - Road name change request</b></p>	<p><b>H2</b></p> <p><b>Res: 51/24</b>                  Moved By: Councillor Barnett                  Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b> the correspondence dated February 25<sup>th</sup>, 2024, from the Royal Canadian Legion Branch 260 requesting that the road named Alder Avenue be changed to Veterans Way <u>be received</u>;</p> <p style="text-align: center;">CARRIED.</p> <p>Council wished to note their appreciation for Veterans and submitting their request. Staff was directed to inform the Royal Canadian Legion the request cannot be granted at this time.</p>
<p><b>South Cariboo Sustainability Society -Request for continued composting</b></p>	<p><b>H3</b></p> <p><b>Res: 52/24</b>                  Moved By: Councillor Barnett                  Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration dated March 21<sup>st</sup>, 2024, regarding the South Cariboo Sustainability Society’s request to continue composting at the Community Garden be received; and further</p> <p><b>BE IT RESOLVED THAT</b> the request for continuing the existing composting program be approved.</p> <p style="text-align: center;">CARRIED</p> <p>Staff was directed to continue to monitor site to ensure it does not create any dangerous animal problems or become an unsightly premise.</p>

<p><b>For Information Correspondence</b></p>	<p><b>H4</b></p> <p><b>Res: 53/24</b>                  Moved By: Councillor Barnett                  Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the For Information Correspondence List dated March 22<sup>nd</sup>, 2024 be received.</p> <p>CARRIED</p>
<p><b>I</b></p>	<p><b><u>STAFF REPORTS:</u></b></p>
<p><b>2024 F-550 RMP (FD Brush Truck</b></p>	<p><b>I1</b></p> <p><b>Res: 54/24</b>                  Moved By: Councillor Barnett                  Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the report from Administration dated March 5, 2024, regarding the purchase of a 2024 RMP 4x4 (brush truck) be received; and further</p> <p><b>BE IT RESOLVED THAT</b> Council waive the District purchasing policy and authorize Administration to proceed with the purchase of brush truck for the quoted amount of \$296,621.86 inclusive of all applicable taxes.</p> <p>CARRIED</p>

<p><b>2024 Property Tax Rates</b></p>	<p><b>I2</b></p> <p><b>Res: 55/24</b>                  Moved By: Councillor Guimond                  Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the report from Finance dated March 22, 2024, regarding the 2024 Property Tax Rates be received;</p> <p style="text-align: center;">CARRIED</p> <p>Council discussed the options provided and the impact to residential, commercial and industrial properties. The need for continual infrastructure repairs and upgrades is the rational towards a needed increase in the overall collection.</p> <p><b>Res: 56/24</b>                  Moved By: Councillor Guimond                  Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the property tax collection for the 2024 District of 100 Mile House budget be increased by 6%.</p>
<p><b>J</b></p>	<p><b><u>BYLAWS:</u></b></p>
<p><b>OCP &amp; Zoning Amendment No. 1416 &amp; 1417</b></p>	<p><b>J1</b></p> <p><b>Res: 57/24</b>                  Moved By: Councillor Mingo                  Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b> the Official Community Plan Amendment Bylaw No. 1416, 2024 be adopted 26<sup>th</sup> day of March 2024; and further</p> <p><b>BE IT RESOLVED THAT</b> Zoning Amendment Bylaw No. 1417, 2024 be adopted this 26<sup>th</sup> day of March 2024.</p> <p style="text-align: center;">CARRIED.</p>



<p><b>Fees &amp; Charges Amendment Bylaw No. 1418</b></p>	<p><b>J2</b></p> <p><b>Res: 58/24</b> Moved By: Councillor Barnett Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the Fees &amp; Charges Amendment Bylaw 1418, 2024 be read a first, second and third time this 26<sup>th</sup> day of March 2024</p> <p style="text-align: center;">CARRIED</p>
<p><b>Public Notice Bylaw No. 1420</b></p>	<p><b>J3</b></p> <p><b>Res: 59/24</b> Moved By: Councillor Mingo Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration regarding the Public Notice Bylaw 1420, 2024 be received; and further</p> <p><b>BE IT RESOLVED THAT</b> the Public Notice Bylaw No. 1420-2024 be read a first, second and third time this 26<sup>th</sup> day of March 2024.</p> <p style="text-align: center;">CARRIED</p>
<p><b>K</b></p>	<p><b><u>GENERAL VOUCHERS:</u></b></p>
<p><b>Paid Vouchers (February 15-29, 2024 ) #29405 to #29432 &amp; EFTs</b></p>	<p><b>K1</b></p> <p><b>Res: 60/24</b> Moved By: Councillor Mingo Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the paid manual vouchers #29405 to #29432 and EFT's totaling <b>\$174,466.45</b> <u>be received.</u></p> <p style="text-align: center;">CARRIED.</p>





## Monthly Progress Report

District of 100 Mile House – Bylaw Enforcement Site 545  
March 1<sup>st</sup> to March 31<sup>st</sup>, 2024

In March there were 3 Requests for Service.

- Signs – Sign at Fellowship Church in disarray. Talked to owner and sign was removed.
- Barking Dog – Dog barking excessively disturbing neighbors. Talked to owner of dog and they are moving at the end of the month. Called complainant and informed them of move.
- Container at local business – Talked to owner of property and they are looking at a good way to screen it – will monitor.

Other issues dealt with in March:

- No Parking Zones x 2 – talked to drivers and vehicles were moved.
- 2 Hour Limit Parking x 3 – left District warnings
- Dog off leash x 2 – talked to owners and dogs were put on leashes.
- Lac La Hache welding sign at Tim Hortons Drive-Thru – left message to remove sign – will monitor.

Harold Underhill  
Employee No.3258  
Commissionaires B.C.

**H2**

March 31, 2024

**Attn: Mayor & Council**District of 100 Mile House  
PO Box 340  
100 Mile House, BC V0K 2E0

Dear Mayor &amp; Council,

As you know, the 100 Mile & District Outriders Club has been a staple in the community for decades and hopes to continue for many more! Our location is fantastic, but the facilities are starting to show their age and our mission is to improve that. Our main order of business is to replace the bleachers and add additional heavy-duty panels to the spectator fence line. These improvements are directly related to the safety of our members, spectators and many others who use the facilities (i.e. The Logan Parent Foundation - Bulls & Barrels event attendees). Additionally, we want to elevate the overall image by improving the "curb appeal" not just for our members but for the residents of and visitors to our fabulous community.

We have planned several activities for the year (including a joint fundraiser during the weekend of Bulls & Barrels) to raise money to put toward these efforts. We have also enlisted the help of Judy Call to help us find and apply for grants to begin some serious upgrades. Judy is currently working on the Northern Development Initiative Trust grant application, which requires letters of support from local government. It is our hope that we have your support and that we can count on you to provide us with such a letter for this and any further grants available to us. With that being said, we are working with deadlines and would very much appreciate the completion of the letter before April 12. My apologies for any inconvenience.

Should you have any questions or require further information, please reach out via phone or email.

Cheers,

Danita McLaren, President  
100 Mile & District Outriders Club  
(250) 644-5686  
[danitamclaren@icloud.com](mailto:danitamclaren@icloud.com)

## 100 Mile House Community Band

District of 100 Mile House  
PO Box 340,  
#1 – 385 Birch Ave  
100 Mile House, BC  
V0K 2E0

RECEIVED  
MAR 22 2024  
DISTRICT OF 100 MILE HOUSE  
BRITISH COLUMBIA

March 18<sup>th</sup>, 2024

RE: Request for grant

Dear Sir/Madam,

My name is Eric Grummisch. I am the president of the 100 Mile House Community Band Steering Committee. We are asking the District of 100 Mile House to support our band by way of a grant in the amount of \$500.

Our band has been an active part of the community for many years, playing concerts in the general community at Exeter Hall, Centennial Park, the community hall, Peter Skene Ogden High School, the 100 Mile House United Church and various farmers' markets. We also perform for residents of Fischer Place and Carefree Manor, normally at Christmas but sometimes also at different times of the year.

Not only do the band's performances benefit the concert-going community and organisations such as the Food Bank and the South Cariboo Health Foundation, which are often the financial beneficiaries of our efforts, the existence of this band also provides community members the opportunity to explore their artistic side by playing in the band. The band is open to all members of the community from teenagers to old-age pensioners and beyond. We regularly rehearse each Tuesday evening at Christ The King Lutheran Church, except for summer holidays and two or three week Christmas break.

Currently, our members pay \$50 each per season to play in the band. The fee is waived for students. The band has expenses which include the purchase of sheet music, venue rental, association dues and equipment repair and replacement. We used to be able to borrow sheet music from the BC Band Association but that organization's lending library is no longer available, so all sheet music must be purchased.

We ask for your financial assistance in enabling us to continue to provide a valuable service to our community.

Yours truly,



Eric Grummisch,  
Chair of the 100 Mile House Community Band Steering Committee

---

**Subject:** FW: Pride Parade 2024  
**Attachments:** pride parade route 2024.pdf

---

**From:** Saturn Zezza <[REDACTED]>  
**Sent:** Tuesday, April 2, 2024 8:11 PM  
**To:** Sheena Elias <[SElias@100milehouse.com](mailto:SElias@100milehouse.com)>  
**Subject:** Pride Parade 2024

Hello Sheena,

I have attached a copy of the proposed 2024 Pride Parade route to be approved by the district at the next council meeting. The date is July 27, 2024 and the parade will begin at 10:30am. I believe we will need the roads closed from 9:30am-11:30am (or whatever you recommend).

Is there a required form that I should fill out or does this email suffice?

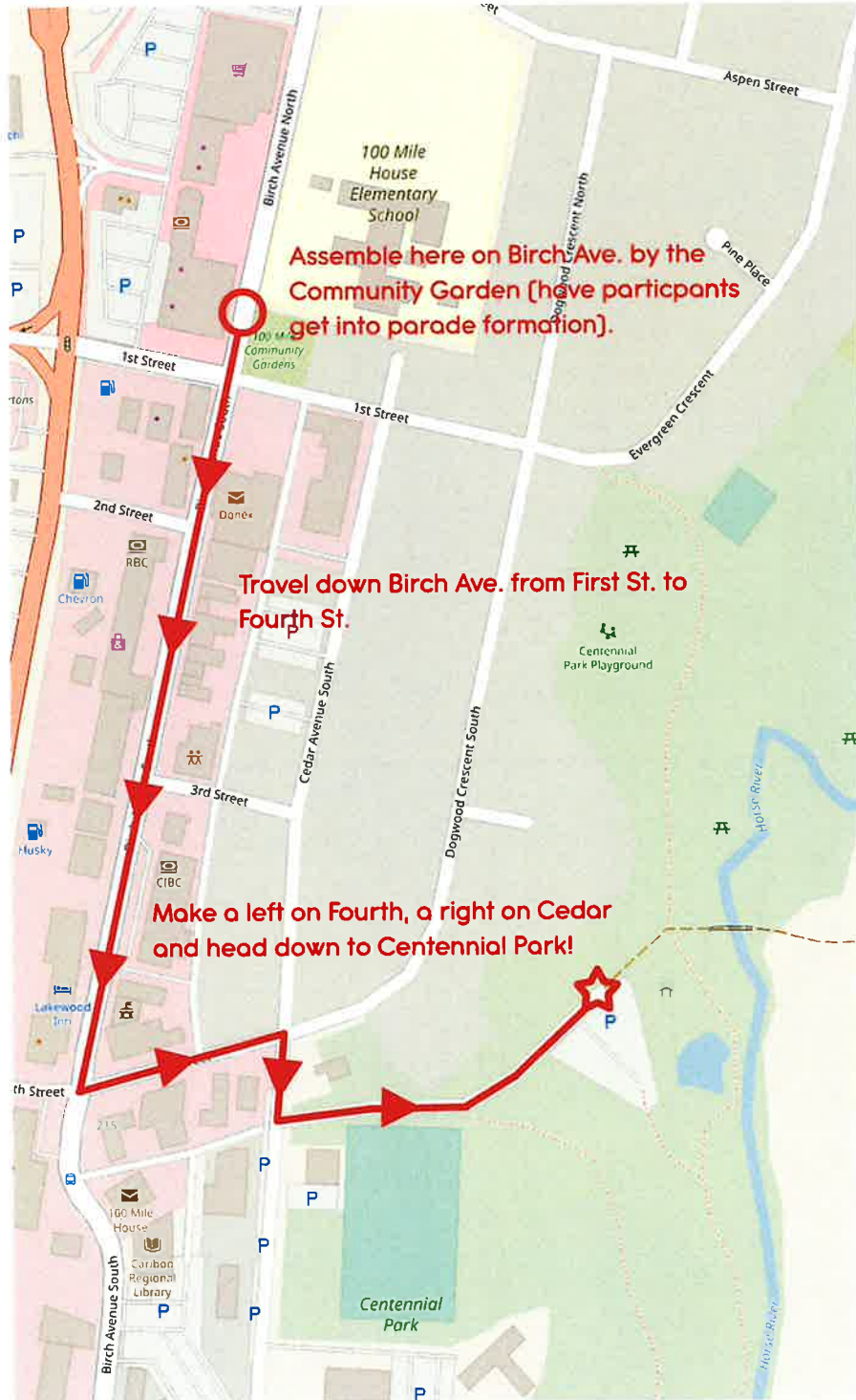
Thank you very much,

Saturn Zezza  
they/them  
100 Mile Pride Society

100MileHouse

# Pride in the Park 2024

## PARADE ROUTE



**DISTRICT OF 100 MILE HOUSE****FOR INFORMATION CORRESPONDENCE  
April 4<sup>th</sup>, 2024 Regular Council Meeting**

1. Information on the new alert system for the District of 100 Mile House – Voyent Alert!
2. Minutes from the South Cariboo Joint Committee meeting held on February 12<sup>th</sup>, 2024.
3. Notice of an upcoming information session relating to Federal and Provincial Immigration Programs.
4. Letter from the Town of Osoyoos re: Support for resolution
5. Letter from the Minister of Public Safety and Solicitor General re: Support Our Troops Plate Program
6. PowerPoint presentation from L. Yawney, Ministry of Agriculture and Food re: The Livestock Act.
7. Information on the RHFAC – Rick Hansen Foundation Accessibility Certification program





## WHAT CAN YOU EXPECT

<b>PERSONALIZED COMMUNICATIONS</b>	Voyent Alert provides informative communications. Critical information such as the distance and direction from an incident, and preferred evacuation routes from your followed locations may be provided.
<b>FOLLOW MULTIPLE LOCATIONS</b>	Voyent Alert allows you to create and follow multiple locations such as "Kids School" or "Mom's House". Any event or communication related to your followed locations will be forwarded to you along your preferred communication channel.
<b>COMMUNICATIONS YOUR WAY</b>	Receive alerts over a wide variety of communication channels including mobile apps, text/SMS alerting, email or voice dial. You can register for one or more communication channels.
<b>NO MESSAGE FATIGUE</b>	Smart alerting capabilities ensure that you will only get notified when a communication is relevant to your or one of the locations you are following.
<b>EASY REGISTRATION</b>	Registration for the service is FREE and simple to do.



**REGISTER NOW!**



## Need further assistance?

Reach out to your municipality if you live within city limits or give our CRD Emergency Program Services team a call to receive help with registering your account. Our team members can take your information and make sure you are ready to be notified of emergencies which could impact you.



cariboo rd.ca  
Telephone: 250-392-3351  
or 1-800-665-1636  
180 - D North 3rd Avenue,  
Williams Lake, BC V2G 2A4



quesnel.ca  
Telephone: 250-992-2111  
410 Kinchant Street,  
Quesnel, BC V2J 7J5



wells.ca  
Telephone: 250-994-3330  
PO Box 219  
Wells, BC V0K 2R0



williamslake.ca  
Telephone: 250-392-2311  
450 Mart Street,  
Williams Lake, BC V2G 1N3



100milehouse.com  
Telephone: 250-395-2434  
#1 - 385 Birch Avenue,  
100 Mile House, BC V0K 2E0

If we can't reach you, we can't notify you.



**FOR INFORMATION CORRESPONDENCE**



**CARIBOO CHILCOT**  
**EMERGENCY NOTIFICATION SYSTEM**



<https://register.voyent-alert.com>

# CARIBOO CHILCOTIN EMERGENCY NOTIFICATION SYSTEM



Download on the  
App Store

Get it on  
Google play

Our Cariboo Chilcotin Emergency Notification system is a multi-purpose communication service provided by the Cariboo Regional District, City of Quesnel, District of Wells, City of Williams Lake, and District of 100 Mile. The purpose of the system is to notify you about emergency events or major service disruptions impacting you, such as Evacuation Alerts or Orders issued in response to floods, wildfires, and other disasters and Critical Service Advisories and notices.

The service is FREE and easy to use

## How does it work?

When an evacuation order, evacuation alert, or other emergency notification is issued by the Cariboo Regional District or a member municipality, you will receive a notification through all your listed contact methods.

List important addresses to receive notifications about emergencies - impacting other places, including your home, work, school, cabin, or a relative's address.

You will receive a notification when you have a registered location in an impacted area.



## Download the app & register NOW



Download on the  
App Store

Get it on  
Google play

Mobile app users - Download and install the Voyent Alert! app from the Apple App or Google Play stores. The app is the most fully featured way to experience the system and manage your information. With the app, you can also register for other locations that use Voyent Alert! throughout the country, for peace of mind while you travel.

Register online to receive email, voice or text-based alerts.

<https://register.voyent-alert.com>

## Logging into your account

Visit the login page for Voyent Alert! and enter the phone number or email address you registered with. A 4-digit verification code will be sent to the device and you will be prompted to enter it. Once you receive it, enter the code on the login page and you will be successfully logged in - no password required.

If you are using the mobile app, simply open the app on your mobile device to log in.

## Managing your contact info

To manage or update your contact information, log into your Voyent Alert! account:

1. Select the menu icon at the top left of the screen, and then select "My Contacts" from the menu.
2. In the new screen, click "Add New" to add a new contact method, and follow the instructions.
3. You can also delete an old contact method by selecting the trash can symbol.

## Updating your locations

To update your notification locations, log into your Voyent Alert! account:

1. Select the menu icon at the top left of your screen, and then select "My Locations" from the menu. This will open a map screen.
2. On the left-hand side of the screen, your registered locations will be listed. Click on the location you want to manage, and the map will zoom to the pin for that location.
3. You can drag the pin to the new location you want to receive notifications for, or enter the new address in the address bar on the righthand side.

## Adding multiple locations

Adding locations is quick and easy once you log into your Voyent Alert! account:

1. Select the menu icon at the top left of your screen, and then select "My Locations" from the menu. This will open a map screen.
2. On the left-hand side of the screen, your registered locations will be listed. Above that list, you will see an option to "Add Location". Click on it.
3. You will be prompted to enter in the address of your new location. Enter your new address. You will then be prompted to enter a name for that location.
4. You have completed registering your new location!

## Unsubscribing from notifications

Leaving the platform and deleting your information is easy. First, you will need to login and select the "My Profile" button from the menu in the top left corner of the screen.

Once you are in the "My Profile" screen, select the "Unsubscribe" button. This will unregister you from the system. Once completed, you will not receive any alerts or notifications from the Cariboo Chilcotin Emergency Notification System.



**CARIBOO REGIONAL DISTRICT  
SOUTH CARIBOO JOINT COMMITTEE MINUTES**

**February 12, 2024**

**12:00 p.m.**

**District of 100 Mile House Council Chambers  
385 Birch Avenue  
100 Mile House, BC**

**PRESENT:** Co-Chair M. Wagner, Director A. Richmond, Director E. de Vries, Co-Chair M. Pinkney, Councillor D. Barnett, Councillor R. Fossum, Councillor J. Guimond, Councillor D. Mingo

**STAFF:** D. Campbell, Manager of Community Services, Cariboo Regional District, T. Boulanger, CAO, District of 100 Mile House, Todd Conway, Director of Community Services, District of 100 Mile House

**1. CALL TO ORDER**

**1.1 Adoption of Agenda**

**SCJ.2024-2-1**

That the agenda be adopted as presented.

**By Consensus**

**2. ADOPTION OF MINUTES**

**2.1 Minutes of the South Cariboo Joint Committee Meeting - December 11, 2023**

**SCJ.2024-2-2**

That the minutes of the South Cariboo Joint Committee meeting, held December 11, 2023, be adopted.

**By Consensus**

4. **ACTION ITEMS**

4.1 **100 Mile House Curling Club Use and Occupancy Agreement Renewals**

**SCJ.2024-2-3**

That the operating and occupancy agreements with the 100 Mile House Curling Club be renewed for a five-year term with the current conditions, including an annual fee of \$12,000 payable by the club and that the appropriate signatories be authorized to execute the agreements.

**By Consensus**

5. **IN-CAMERA SESSION**

**SCJ.2024-2-4**

That the meeting be closed to public to discuss items suitable for discussion in-camera pursuant to Section 90(1)(c) of the *Community Charter*.

**By Consensus**

The meeting recessed at 12:10 p.m. to go in-camera.

The meeting reconvened at 12:20 p.m.

6. **ACTION ITEMS CONT'D**

6.1 **South Cariboo Recreation Centre Management**

**SCJ.2024-2-5**

That a media release be issued regarding development of an agreement between the District of 100 Mile House and the Cariboo Regional District for management of the South Cariboo Recreation Centre to begin in April 2024.

**By Consensus**

7. **ADJOURNMENT**

**SCJ.2024-2-6**

That the meeting of the South Cariboo Joint Committee be adjourned at 12:25 p.m.,  
February 12, 2024.

**By Consensus**

**COPY**

---

Co-Chair

**FOR INFORMATION CORRESPONDENCE**

# Information Session: Federal and Provincial Immigration Programs



The District of 100 Mile House is hosting the British Columbia Provincial Nominee Program (**BC PNP**), Northern Development Initiative Trust (**NDIT**) and Immigration, Refugees and Citizenship Canada (**IRCC**) to deliver an information session about provincial and federal immigration programs used to hire and retain international workers in the community.

📍 Location: **Municipal Hall, 4<sup>th</sup> Street Entrance** – 385 Birch Ave, V0K 2E0

📅 Date: **Wednesday, April 17<sup>th</sup>, 2024**

🕒 Time: **12 Noon – 1:30 PM**

*Light lunch & refreshments will be served*

## What will be covered?

- How to use provincial and federal economic immigration programs to address your key staffing challenges
- Explanation of the BC Provincial Nominee Program (**BC PNP**) and federal immigration program criteria and processes, including Express Entry
- Question and answer session with provincial and federal government staff, with program expertise

## Who should attend?

- Business owners
- Economic development professionals
- Hiring managers/directors
- Employers

Join us to learn more about these important programs and how to access them for your business needs.

## How do I register?

Register for free on **Eventbrite.ca** to attend the session: Set your location to 📍 **100 Mile House** and search for 🔍 **Immigration** to find our event page.

## Questions?

Contact the BC PNP by emailing: [PNPCommunications@gov.bc.ca](mailto:PNPCommunications@gov.bc.ca)



DISTRICT OF  
**100 Mile House**



BRITISH  
COLUMBIA



Immigration, Refugees  
and Citizenship Canada



**NORTHERN**  
DEVELOPMENT

Immigration, Réfugiés  
et Citoyenneté Canada

## FOR INFORMATION CORRESPONDENCE



February 29, 2024

*Via Email*

UBCM Member Municipalities

Dear UBCM Members:

**Re: Support for Resolution**

---

I am writing to you on behalf of Osoyoos Town Council to request your support for our proposed resolution on legislative changes regarding personal and defamatory attacks on municipal leaders at the upcoming SILGA Convention, in advance of the UBCM Convention this fall.

Municipal leaders across the province are facing increasing levels of personal and defamatory attacks, which not only impact our ability to effectively serve our communities but also have a negative impact on the overall functioning of local government. It is imperative that we address this issue and advocate for legislative changes that provide better protection for municipal leaders.

At the February 27, 2024, Regular Open Council Meeting, Town Council passed the following resolution:

Whereas Local Governments recognize the importance of fostering respectful and constructive dialogue within the community; and

Whereas personal and defamatory attacks on local government leaders, including both senior staff and elected officials, undermine the integrity of the democratic process and create a hostile working environment, and

Whereas current legislative and legal frameworks, including those of WorkSafeBC and Workers Compensation Act, do not provide adequate protection against such attacks, thereby hindering the ability of local government leaders to carry out their duties effectively,

Therefore be it resolved that UBCM advocate for legislative changes that address the issue of personal and defamatory attacks on local government leaders; and

Further be it resolved that these changes should aim to strengthen protections for local government leaders against unfounded, defamatory and malicious accusations while also upholding principles of freedom of speech and transparency;

Further be it resolved that UBCM is encouraged to collaborate with other relevant stakeholders, the Ministry of Municipal Affairs, including legal experts and advocacy groups, to develop comprehensive proposals for legislative reform.

Together, we can work towards creating a safer, more respectful environment for all municipal leaders to effectively carry out their duties on behalf of their communities. We look forward to and appreciate your support on this matter.

**Attachments:**

ToO Background Information SILGA Resolution

Yours truly,



Sue McKortoff  
Mayor

c: Town Council  
R. Risling, CAO  
Brienne Hillson, Director of Corporate Services  
Honourable Anne Kang, Minister of Municipal Affairs



## **Legislative Changes - Personal and Defamatory Attacks on Municipal Leaders**

### **Background Information:**

There has been a concerning rise in the frequency and severity of personal and defamatory attacks directed toward municipal leaders (including Council members and staff). These attacks are often through various channels, including social media, and create a hostile working environment and hinder the ability of municipal leaders to carry out their duties effectively. The repercussions of defamatory personal attacks extend beyond the municipal realm and can detrimentally affect Council members who are working professionals by impacting their livelihood. The damaging effects of the personal attacks are not confined to professional settings; they often infiltrate into the personal lives of both staff and municipal council members, including incidents outside of business hours.

# FOR INFORMATION CORRESPONDENCE



BRITISH  
COLUMBIA

VIA EMAIL

Ref. 663814

March 27, 2024

Her Worship Maureen Pinkney  
Mayor of the District of 100 Mile House  
PO Box 340  
100 Mile House BC V0K 2E0  
Email: mpinkney@100milehouse.com

Dear Mayor Pinkney:

Thank you for your March 5, 2024 correspondence in support of British Columbia's expansion of the specialty licence plate program, and for expressing your endorsement of the Support Our Troops Plate Program to be included for consideration.

As you may be aware, in December 2023, the Government of British Columbia, along with the Insurance Corporation of British Columbia, launched an online survey asking British Columbians to share their thoughts on expanding BC's specialty licence plate program. Further information on the survey is available at: <https://www.icbc.com/about-icbc/newsroom/specialty-plates-2023-dec>.

Hearing directly from the public is an important first step. We appreciate all British Columbians and organizations, including Support Our Troops, who have shared their opinions through the survey which closed on January 31, 2024.

Your letter of endorsement is appreciated, and I will ensure that your views are taken into careful consideration as we contemplate next steps. I share your sentiment on the positive impact such programs can have on our community. At this time, we remain focused on reviewing the feedback from British Columbians to help inform potential future program changes.

Thank you again for taking the time to write.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Farnworth".

Mike Farnworth  
Minister of Public Safety and Solicitor General  
and Deputy Premier

# The Livestock Act

Lauren Yawney, A/Director of Legislation  
Corporate Policy and Priorities Branch  
March 21, 2024

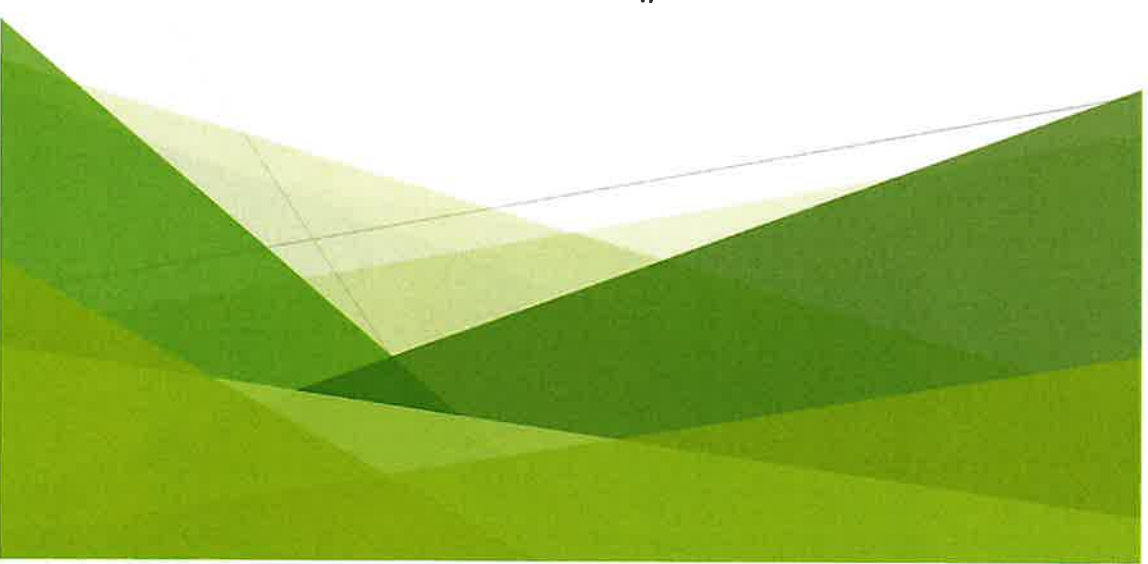


Ministry of  
Agriculture  
and Food



# Livestock Definition

- ▶ Includes: cattle, goats, horses, sheep, swine and game (fallow deer, bison and reindeer)
- ▶ However – **swine and game animals should not be at large (i.e. off the property of their owner).**

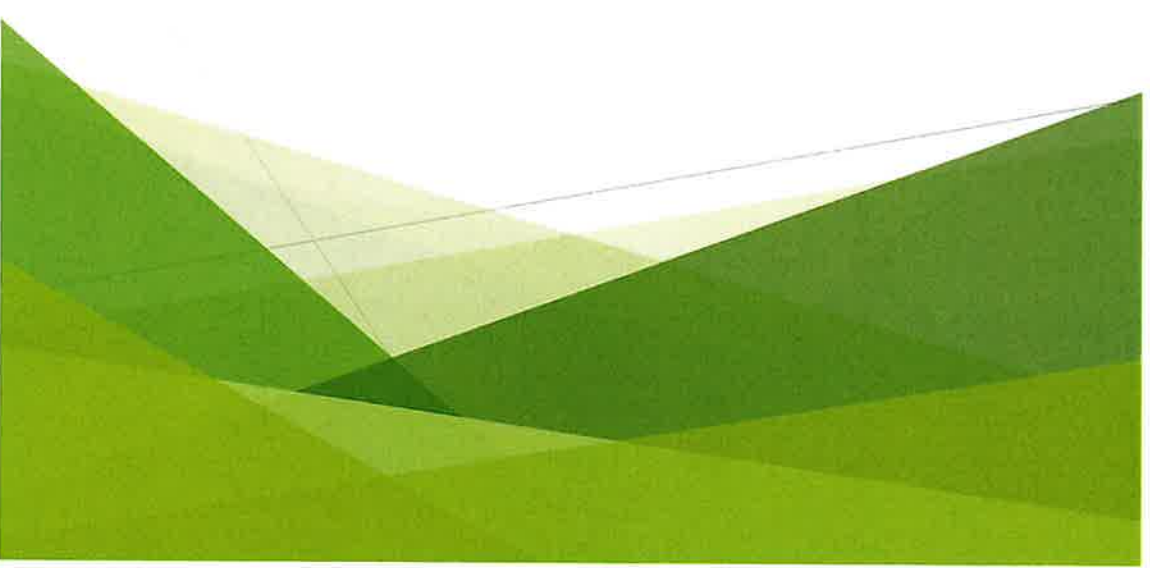


## Livestock Districts (fence out)

- ▶ An area in which livestock is typically allowed to be at large without any permissions required.
  - ▶ Must also abide by requirements of the *Range Act*.
  - ▶ Some exceptions.
- ▶ Landowners who do not wish to have livestock on their land should fence their property (i.e. “fence out”)
- ▶ The *Livestock Act* does not compel landowners to fence their properties.

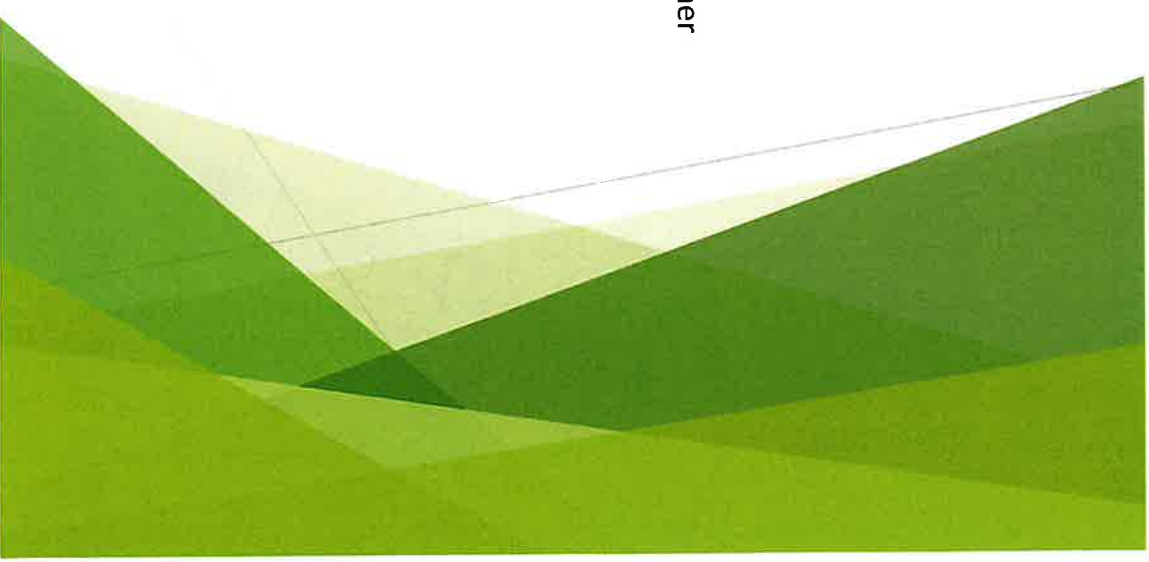
## Pound Districts (fence in)

- ▶ An area where livestock are typically not allowed to be at large.
- ▶ Owners of livestock should build a fence or other containment method to prevent their livestock from leaving their land (i.e. “fence in”).
- ▶ *Livestock Act* does not compel land owners to fence their properties, but their livestock may be subject to capture if not appropriately contained.



# Capture of livestock at large

- ▶ Livestock at large contrary to the Act may be captured by:
  - ▶ A keeper, peace officer, person authorized by the director, the livestock owner or the owner of land on which the livestock is at large.
- ▶ However, livestock at large in a Pound District are not subject to capture if:
  - ▶ The animal's owner is permitted under the *Range Act* to have the animal at large.
  - ▶ The animal is on the land of its owner.
  - ▶ The owner has the permission of the landowner.
- ▶ Permission is required from a landowner to enter their land to capture livestock.

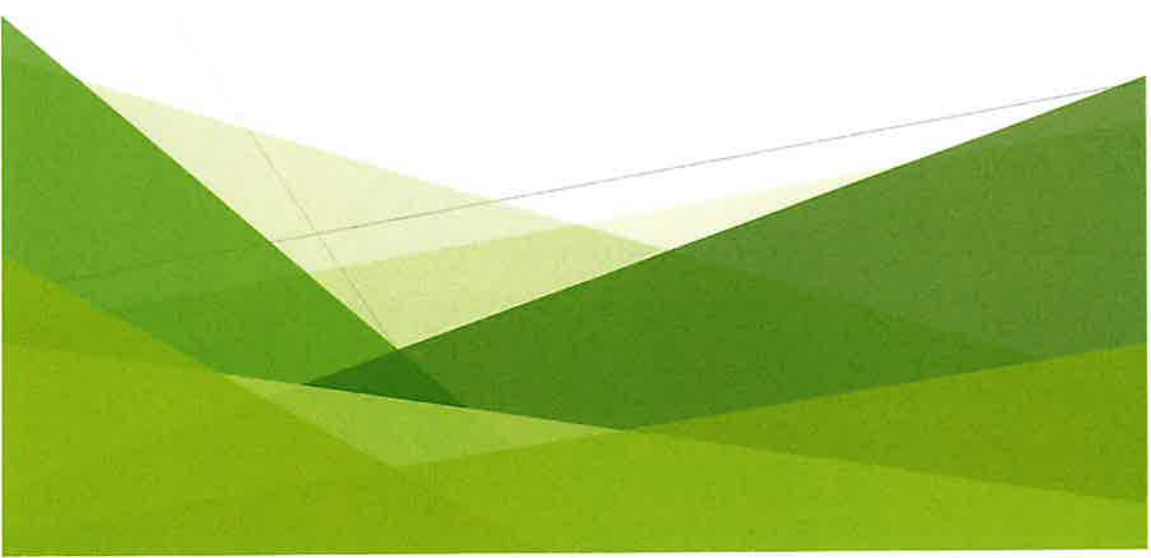


# Liability

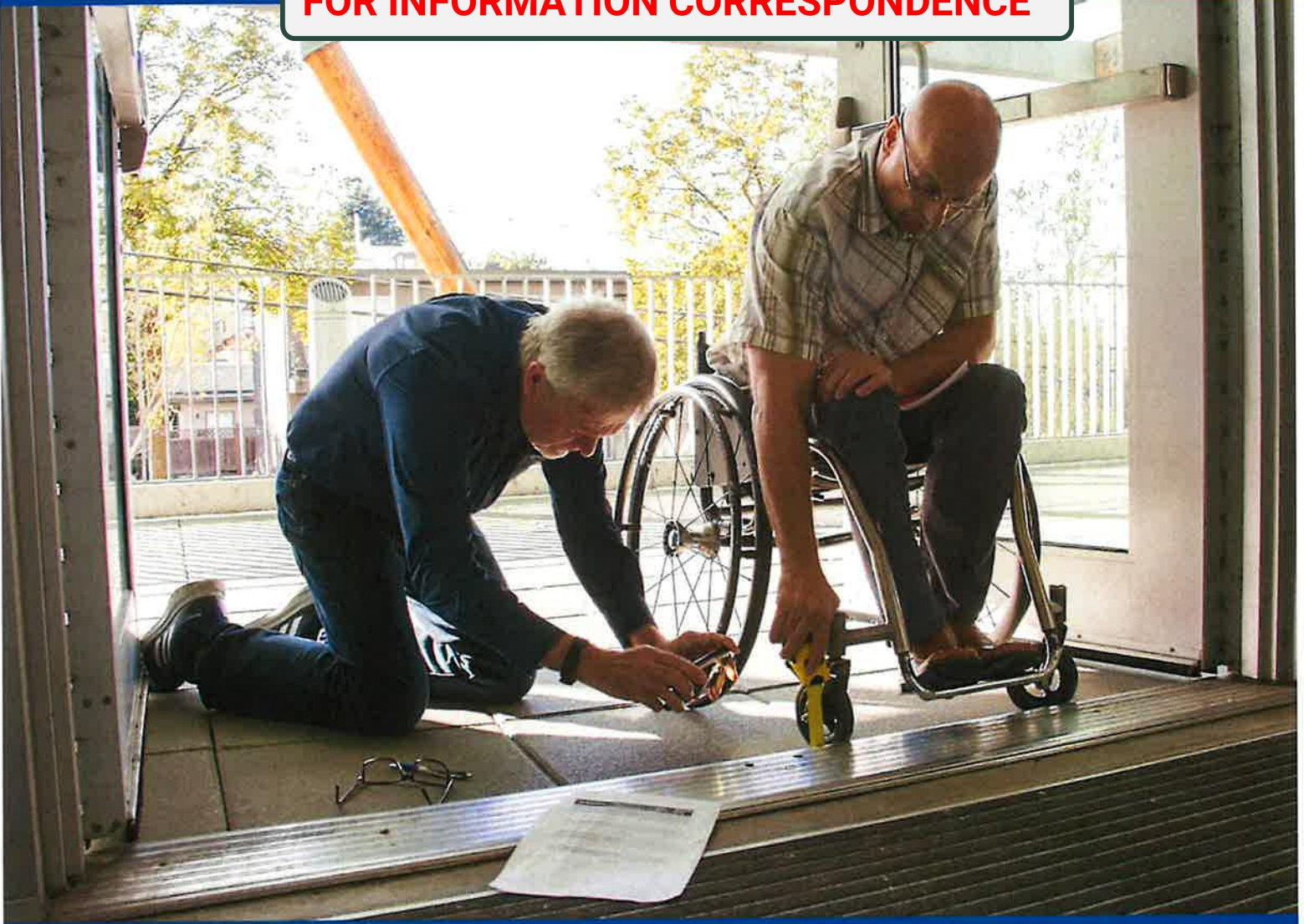
- ▶ No claim of trespass can be brought by a landowner on unenclosed land outside a Pound District.
- ▶ If livestock are at large in a Pound District, the owner may be liable for trespass by their livestock.
- ▶ If livestock cause damage when they are uncontained (even in a Livestock District), the owner of the livestock may be held liable.
  - ▶ Requires independent legal advice and would need to be pursued through civil litigation.



Questions?



**FOR INFORMATION CORRESPONDENCE**



# Guide to RHF Accessibility Certification

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v 4.0 (January 2024)

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## What is RHFAC?

**Rick Hansen Foundation Accessibility Certification™ (RHFAC)** provides building owners and/or operators a holistic, practical and people-focused framework to measure meaningful access, create a roadmap for improvement, and celebrate their commitment to making their spaces accessible for all.

### **RHFAC is a unique program that:**

- **Measures the level of meaningful access of a Site**, based on the holistic user experience of people with varying disabilities affecting mobility, vision, hearing and neurological experiences;
- **Provides a roadmap to improve accessibility** through an interactive rating survey that uses common methodology and language to support analysis, reporting and decision making;
- **Publicly recognizes an organization’s commitment** to accessibility through formal certification as ‘RHF Accessibility Certified’ or ‘RHF Accessibility Certified Gold’.



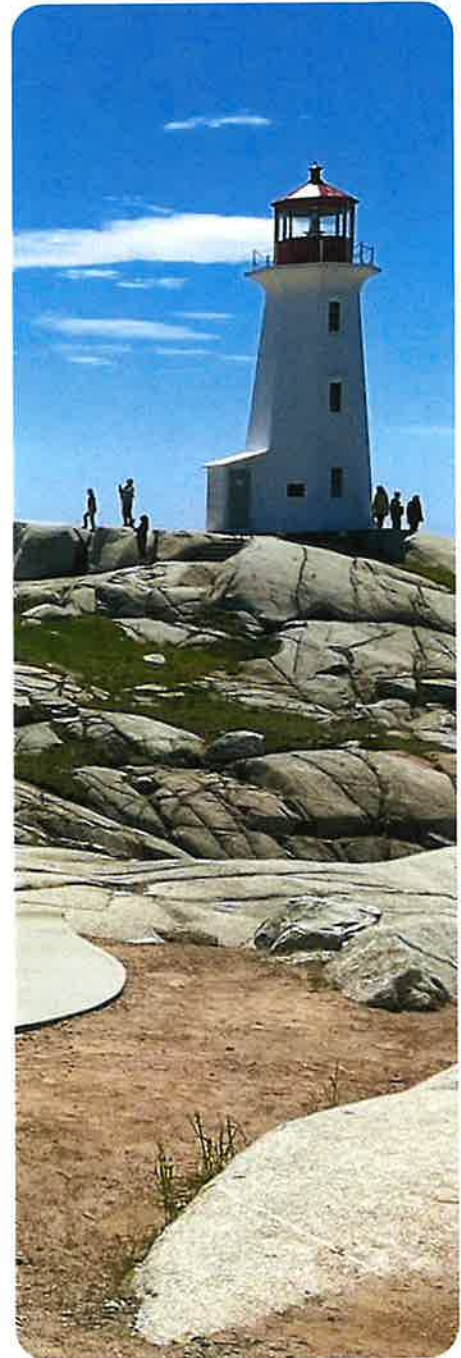
## Why Rate & Certify?

### 1. Demonstrate your leadership in putting people first.

- Include a disability and accessibility perspective to your Diversity, Equity & Inclusion (DE&I) initiatives by creating inclusive spaces for people of all abilities.
- Integrate credible and measurable meaningful access metrics into the “S” of your Environmental, Social, and Governance (ESG) reporting.
- Showcase your leadership in access and inclusion through labelling, marketing toolkits and other storytelling resources.

### 2. Gain a competitive advantage by attracting more diverse visitors, staff and customers.

- Leverage the considerable disposable income that people with disabilities, and their family and friends, control – that’s \$538.5 billion in Canada!<sup>1</sup>
- Increase business impact. Organizations report accessibility improvements lead to increased user comfort and extended dwell times for all building users, driving a significant boost in retail sales.
- Broaden your talent pool by fostering a work environment where people with disabilities – a dedicated yet vastly underemployed demographic – can contribute to the workplace and staff can perform at their best.



<sup>1</sup> Conference Board of Canada, [The Business Case to Build Physically Accessible Environments](#), February 23, 2018.

### **3. Futureproof your buildings in a rapidly changing world.**

- Remain on the forefront of innovation as RHFAC evolves and integrates emerging technologies, ensuring continuous accessibility of your buildings.
- Be proactive in anticipating legislative changes and increased access demands of an aging population by replacing code minimums with RHFAC's people-centric approach.
- Minimize costly and environmentally wasteful retrofits by incorporating accessibility considerations early into the design stage of new projects. Building to RHFAC Gold increased project cost by only 1%, showcasing the efficiency of proactive and thoughtful planning and design.<sup>2</sup>

### **4. Discover the meaningful access of your building(s) and effectively manage accessibility improvements.**

- Learn about the accessibility of your building in a low-risk manner – rating results are confidential unless you decide to make them public.
- Collect standardized data on the accessibility of your buildings irrespective of applicable building codes, by using RHFAC's common methodology and language.
- Use the online RHFAC Registry to collect, store, and export data to inform data-driven decision-making on accessibility strategies and investments. Track accessibility improvements across your building portfolio in a measurable and methodical way.

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<sup>2</sup> HCMA Architecture + Design, [RHFAC Cost Comparison Feasibility Study](#), January 2020.

## What Type of Sites Can Be Rated?

Public, commercial, and multi-unit residential sites (or their construction drawings, if in the design phase or under construction) can be rated.

- Commercial spaces include but are not limited to retail shops, malls, offices, light industrial sites;
- Public spaces include but are not limited to schools, recreation centers, front-country trails and pathways; and
- Multi-unit residential buildings include but are not limited to condominium dwelling units and shared common areas. Single family homes are not eligible for a rating.

Tenants occupying part of a building may have their leased space rated separately. Major renovations may also be eligible to get rated separately. See **Appendix B: Scope of Ratings** for more detail.



## Overview: 6 Steps To Certification

### 1 Step 1: Create Your Organization Account

Set up your organization account on the RHFAC Registry at <https://Registry.RickHansen.com>.

### 2 Step 2: Register Your Site(s)

Register the Site(s) that you want to rate and gain access to the interactive RHFAC Rating Survey upon payment of the Registration Fee.

### 3 Step 3: Hire an RHFAC Professional to Conduct Your Rating

Contract an RHFAC Professional from the [RHFAC Professional Directory](#) to conduct your rating. RHFAC Professionals operate independently and set their own rates.

### 4 Step 4: Submit Your Rating for Adjudication

When ready to certify, your RHFAC Professional will submit your rating for Adjudication. Adjudication will start after payment of the Adjudication Fee and takes up to 20 business days.

### 5 Step 5: Receive and Celebrate Your Certification

Get notified by email when your adjudicated results are available on the RHFAC Registry. If your Site is certified, it's time to celebrate this milestone. If not, use your rating to gain insights for improvement.

### 6 Step 6: Maintain Your Certification

Maintain your site's certification for 10 years by keeping an active annual subscription on the RHFAC Registry and by completing an Annual Questionnaire to confirm no major structural changes.



## Detailed Steps: How To Get Rated & Certified

### 1 Step 1: Create Your Organization Account

If your organization is new on the RHFAC Registry, create an Organization Account on the RHFAC Registry at <https://Registry.RickHansen.com>. This account serves as the central hub for your organization's ratings and users. The user setting it up automatically takes on the role of Organization Manager, but this role can be transferred if needed.

RHFAC's Registry Administrator will review and verify your organization account details. If any issues arise, such as duplicate accounts, expect contact within 1-2 business days.

For detailed steps on how to use the RHFAC Registry, refer to the User Guides and tutorials available on the RHFAC Registry.

### 2 Step 2: Register Your Site(s)

Register the Site(s) you want to rate and certify, distinguishing between:

- **An Existing Site:** A Site that is built, in use or has an occupancy permit; or
- **A Pre-Construction Site:** A Site that is in design phase or under construction without an occupancy permit.

Access the interactive RHFAC Rating Survey upon payment of the Registration Fee. This tool allows you to view, input preliminary scores and make notes on 500+ ratable built environment features. It provides you with explanations and design tips, a dashboard summary for high-level insights, real-time scoring and collaboration with your RHFAC Professional, and data exporting capabilities for in-depth analysis.

Site registration allows you to lock the Rating Survey version for your Site. Once your Pre-Construction Site is constructed and receives an occupancy permit, it can be rated under the same Rating Survey version as long as that version is still active.

You can also take advantage of our complimentary [Targeting RHFAC toolkit](#) to announce your commitment to accessibility through suggested newsletter and social media copy, images and a templated press release.

### 3 Step 3: Hire an RHFAC Professional to Conduct Your Rating

To submit a rating for Adjudication and receive certification, you must hire an RHFAC Professional. These individuals, trained in RHFAC methodology, are exclusively authorized to submit ratings for Adjudication.

RHFAC Professionals operate independently and set their own rates. Choose one from the [RHFAC Professional Directory](#), and contact them directly to confirm availability and fees. **It is highly recommended that you engage your RHFAC Professional early.**

Depending on whether your Site is an Existing Site or a Pre-Construction Site, your RHFAC Professional will conduct either an on-site visit or review construction drawings to gather the necessary information to complete the Rating Survey. **See Appendix E: Data Collection for Ratings for more information.**

### 4 Step 4: Submit Your Rating for Adjudication

Once your RHFAC Professional completes the Rating Survey, they will submit the rating for Adjudication. Expect an email confirming your rating submission and prompting payment of the Adjudication Fee.

An RHFAC Adjudicator will review and approve your rating within 20 business days upon receiving the Adjudication Fee. Your RHFAC Professional should be readily available to answer any queries from the Adjudicator.



## 5 Step 5: Receive and Celebrate Your Certification

After Adjudication, you will receive an email notification to view your results on the RHFAC Registry. You will be able to view and export the completed Rating Survey and view a Rating Summary highlighting key areas of success and improvement.

If your Site achieved certification – congratulations! A downloadable Letter of Certification will be available on the RHFAC Registry. To celebrate and showcase your achievement:

- **List publicly on the RHFAC Registry:** Your site’s profile, certification level and rating score will be publicly available in the certified sites directory of the RHFAC Registry;
- **Use our Marketing Toolkit:** Download our complimentary [RHFAC Marketing Toolkit](#), featuring digital certification badges and templates for social media posts, newsletters, press releases and more!
- **Order and install the iconic [RHFAC plaque](#) at your Site:** For an additional fee, you can order an RHFAC plaque through our third-party vendor on the RHFAC Registry. Plaques are available in both English and French, and include Braille and raised characters.

Even if your Site did not achieve certification, be proud of taking a step towards meaningful access. Your rating provides valuable insight for improvements as you continue your accessibility journey.

See **Appendix C: Certification Levels and Requirements** for more information on certification requirements.



## 6 Step 6: Maintain Your Certification

Keep your certification active for up to 10 years\* from the anniversary date of your original certification. To maintain your certification, you must:

- 1. Maintain an active subscription on the RHFAC Registry:** Effective April 1, 2025, pay an Annual Subscription Fee each year to maintain an active subscription.
- 2. Complete an Annual Questionnaire:** On the anniversary of your certification, complete a short questionnaire to confirm:
  - a.** No major structural changes and renovations to an Existing Site, or no significant changes to the design of a Pre-Construction Site have taken place; and
  - b.** The Site still meets all certification prerequisites in place of the original rating.

Any declared changes will be investigated by an RHFAC Adjudicator. RHFAC reserves the right to withdraw certification at its discretion and/or conduct an audit at the organization's expense.

\*Certification for Pre-Construction Sites expires when the building receives an occupancy permit. To certify the newly constructed building, you must undertake a new rating as an Existing Site.



## Fees

Fee	Amount (\$CAD)	What's Included?
<b>Registration Fee</b>	\$500	<ul style="list-style-type: none"> <li>✓ Immediate access to the interactive RHFAC Rating Survey.</li> <li>✓ Ability to lock the Rating Survey version for your Site.</li> </ul> <p>Payable on the RHFAC Registry upon Site registration.</p>
<b>Annual Subscription Fee</b>	\$240	<ul style="list-style-type: none"> <li>✓ Year-long access to the interactive RHFAC Rating Survey.</li> <li>✓ Ability to submit your rating for Adjudication.</li> <li>✓ Ability to maintain your certification for up to 10 years (conditions apply).</li> </ul> <p>Payable on the RHFAC Registry on April 1 of each year (effective April 1, 2025).</p>
<b>RHFAC Professional Fee</b>	Industry Rates	<ul style="list-style-type: none"> <li>✓ Services to conduct your on-site visit/ drawing review and submit your rating for Adjudication.</li> </ul> <p>Payable directly to your RHFAC Professional based on individual rates and scope of work.</p>

Fee	Amount (\$CAD)	What's Included?
<b>Adjudication Fee</b>	Pre-Construction Site - \$1,250  Existing Site - \$1,850 before June 30, 2024  \$2,500 on July 1, 2024 and after	<ul style="list-style-type: none"> <li>✓ Validated rating by an independent RHFAC Adjudicator.</li> <li>✓ Certification so you can publicly list, report and showcase your achievement.</li> </ul> <p>Payable on the RHFAC Registry when your RHFAC Professional submits your rating for Adjudication.</p>
<b>Plaques (Optional)</b>	\$741.99 + applicable taxes	<ul style="list-style-type: none"> <li>✓ An iconic RHFAC plaque to proudly display at your certified Site.</li> </ul> <p>Payable directly to a third-party vendor on the RHFAC Registry.</p>

*Thank you,*

Thank you for taking a big step towards improving your building's accessibility and to create a world that is inclusive for everyone, everywhere.

**Thanks to organizations like yours, people of all abilities can look forward to a more inclusive and accessible future.**



## Appendix A: Glossary of Terms

<b>Adjudication</b>	Adjudication is the review by an RHFAC Adjudicator to ensure the accuracy and reasonableness of the rating information submitted by the RHFAC Professional. Upon this third-party approval, clients receive their rating results and, if eligible, Site certification.
<b>Existing Site</b>	A Site that is built, in use or has an occupancy permit.
<b>Expansion</b>	An existing Site that has added new square footage.
<b>Meaningful Access</b>	Meaningful Access focuses on meeting the genuine accessibility needs of all Site users, regardless of ability. It emphasizes evaluating the overall user experience rather than just physical access features, acknowledging that accessibility is about the entire experience, not just individual components. In other words, when it comes to accessibility, the whole is greater than the sum of its parts.
<b>On-Site Visit</b>	A visit you schedule with an RHFAC Professional gather information of an existing Site, including taking photos, measurements and notes.
<b>Organization Account</b>	An account that serves as a central hub for an organization’s ratings and users on the RHFAC Registry.
<b>Organization Manager</b>	An RHFAC Registry user with administrative privileges responsible for managing the Organization Account, which includes editing organization details, and inviting and approving colleagues to join the Organization Account.
<b>Pre-Construction Site</b>	A Site that is in design phase or under construction without an occupancy permit.



<b>Rating Score</b>	Total earned points divided by the total available score on the RHFAC Rating Survey, expressed as a percentage.
<b>Rating Summary</b>	The Rating Summary is a report written by the RHFAC Professional that highlights a Site’s key areas of success and improvement based on the results of the RHFAC Rating Survey.
<b>Redevelopment</b>	Significant modifications to the interior structural configuration of a Site.
<b>Registry Administrator</b>	An RHFAC staff member who provides support to RHFAC Registry users.
<b>RHFAC Professional</b>	An individual authorized to conduct RHFAC ratings. RHFAC Professionals must pass the required training and exam, as well as maintain good standing to submit ratings for Adjudication.
<b>RHFAC Professional Directory</b>	An online listing at <a href="#">RHFAC Professional Directory</a> , that enables organizations to find and contact RHFAC Professionals in good standing.
<b>RHFAC Rating Survey</b>	The questionnaire used by RHFAC Professionals to rate 500+ built environment features of a Site, which determine the Rating Score.
<b>RHFAC Registry</b>	The RHFAC Registry ( <a href="https://Registry.RickHansen.com">https://Registry.RickHansen.com</a> ) is an online platform for managing and submitting Site ratings, adjudicating ratings, and showcasing certified Sites. The RHFAC Registry is an online platform that facilitates the rating and certification process. Specifically, it is used to manage Site ratings, to record rating and certification results, and to showcase Sites that have achieved RHFAC certification levels (if the clients decide to list publicly).

<b>RHF Accessibility Certified</b>	A certification level that applies to an Existing Site that, after adjudication, meets Certification Prerequisites and achieves a Rating Score of at least 60%.
<b>RHF Accessibility Certified Pre-Construction</b>	A certification level that applies to a Pre-Construction Site that, after adjudication, meets Certification Prerequisites and achieves a Rating Score of at least 60%.
<b>RHF Accessibility Certified Gold</b>	A certification level that applies to an Existing Site that, after adjudication, meets Gold Certification Prerequisites and achieves a Rating Score of at least 80%.
<b>RHF Accessibility Certified Gold Pre-Construction</b>	A certification level that applies to a Pre-Construction Site that, after adjudication, meets Gold Certification Prerequisites and achieves a Rating Score of at least 80%.
<b>Scope of Rating</b>	Defines the areas included in an RHFAC rating, which is based on Site information and expected use. Any excluded areas must be justified by the RHFAC Professional.
<b>Site</b>	A public, commercial, or multi-unit residential building including their exterior environments, or trails/pathways. A Site can be categorized as an Existing Site or Pre-Construction Site.
<b>Universal Design</b>	The design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.

## Appendix B: Scope of Ratings

The scope of a rating defines the areas included in the RHFAC rating, which is based on Site information and expected use. Any excluded areas must be justified by the RHFAC Professional. Factors such as ownership, tenancy and major renovations may affect the scope of a rating.

### Owned Sites

If you are a Site owner, you must identify all of the spaces that you control to be rated. The Site should:

- Include all areas that are accessed by the public and employees; and
- Exclude restricted areas (e.g. boiler room, biohazardous areas, etc.).

**Note:** Tenanted spaces may be excluded if tenants are responsible and control the space rather than the owner.

### Tenanted Sites

If you are a tenant, you must identify your tenanted space and the associated common areas to be rated, including:

- All areas available to the public and employees, within the leased space;
- The closest accessible entrance (may include parking if facilities exist) and the direct route from the entrance to the tenanted space;
- The closest accessible sanitary facilities and the most direct route from the tenanted space, if they are located outside of the tenanted space; and
- The most direct emergency exit route from the tenanted space.

If a tenant occupies the entire Site, all areas will be considered common and therefore must be included in the rating.

## Major Renovations

Major renovations to an existing building can be rated separately under RHFAC if it is an expansion or redevelopment. If you are rating a major renovation, all areas and elements expected to be used must be included. This means that the scope of a rating for a major renovation Site may extend beyond the renovated area to include:

- All amenities and facilities expected to be used by users of the renovated Site;
- The closest accessible entrance (may include parking if facilities exist) and the direct route from the entrance to the renovated space;
- Paths of travel leading to the renovated space;
- The closest accessible sanitary facilities and the most direct route from the renovated space, if sanitary facilities for users of renovated space are located outside of space; and
- The most direct emergency exit route from the renovated space.

**Note:** Site enhancements, such as the addition of a new accessible reception desk and seating in the lobby of an office tower, are not considered a redevelopment for the purposes of receiving a distinct RHFAC rating.



## Appendix C: Certification Levels and Requirements

There are two levels of certification: **RHF Accessibility Certified** and **RHF Accessibility Certified Gold**. Certification is based on:

1. Meeting the Certification Prerequisites and Gold Certification Prerequisites; and
2. Achieving a minimum rating score on the Rating Survey.

Pre-Construction Sites follow the same requirements, receiving **RHF Accessibility Certified Pre-Construction** or **RHF Accessibility Certified Gold Pre-Construction**.

Certification Level	Rating Score	Certification Prerequisites	Gold Certification Prerequisites
<b>RHF Accessibility Certified Gold</b> <b>RHF Accessibility Certified Gold Pre-Construction</b>	<b>80%+</b>		
<b>RHF Accessibility Certified Gold</b>	<b>80%+</b>		
<b>RHF Accessibility Certified Gold Pre-Construction</b>	<b>60% - 79%</b>		
<b>Not certified</b>	<b>0 - 100%+</b>		

### **Certification Prerequisites**

**To be certified, all Site must have:**

- An accessible public entrance; and
- Access to all key functional spaces.

### **Gold Certification Prerequisites**

**To be RHF Accessibility Certified Gold, a Site must have:**

- Designated accessible parking space(s), if parking is provided for Site users;
- Access to public transit, if the Site is located in an area serviced by transit;
- Accessible path(s) of travel leading to building or trail entrance and throughout the building or trail;
- An accessible primary entrance for public and staff (if separate);
- Access to all floors expected to be used by elevator or lift usable by everyone;
- At least one universal washroom;
- Emergency systems with visual and audible fire alarms in both public and private areas;
- Wayfinding strategies in place to navigate throughout the Site;
- Safety warning features, such as tactile attention indicators at the top of stairs and cane-detectable features, if there are overhead or protruding hazards along the path of travel;
- Tactile markings for permanent room identification signs;
- Assistive listening and communication enhancement technologies, when applicable to the Site;
- Accessibility provision(s) for the key functional facilities of the Site; and
- Accessible or adaptable residential unit(s) for each type of units (e.g., bachelor, 1 bedroom, etc.) available, if it is multi-unit residential building.

## Appendix D: RHFAC Rating Survey

The RHFAC Rating Survey is the questionnaire used by RHFAC Professionals to rate 500+ built environment features of a Site, determining the Rating Score. It is developed by a broad scope of shareholders including major organizations of and for people with disabilities; a technical committee of built environment professionals, and an advisory committee of building owners and operators, municipal planners, and large space leaseholders.

The RHFAC Rating Version is updated at least every 5 years to stay current with innovation, legislation and best practices. The rating survey versions to date are:

Version	Launch Date	Site Registration Deadline	Final Adjudication Deadline
v1.0	September 2017	October 2018	August 2019
v2.0	April 2018	September 2020	March 2021
v3.0	May 2020	June 2024	May 2030
v4.0	January 2024	To Be Determined	January 2034

## About RHFAC v4.0

### The latest version, RHFAC v4.0, includes:

- Inputs from people with disabilities and their representatives, RHFAC Professionals, industry experts and leaders, using a collaborative approach, through representation on the RHFAC Technical Subcommittee and subject matter experts;
- Identification and explanation of features in the built environment that benefit hearing, vision, mobility and neurodivergent communities;
- More accessible and approachable to program users using plain language;
- Integration emerging trends, academic research and technological innovations;
- Build upon new advancements in the accessibility regulatory environment including standards and best practices; and
- An adaptable and flexible framework that can be applied internationally across jurisdictions.



Vehicular Access



Exterior Approach and Entrance



Interior Circulation



Interior Services and Environment



Sanitary Facilities



Wayfinding and Signage



Emergency Systems



Additional Use of Space



Residential Units



Trails and Pathways



Mind-friendly Environments



Technology and Innovation



## Appendix E: Data Collection for Ratings

Your RHFAC Professional will collect information on your Site to complete your rating and submit it for adjudication. Data collection varies depending on whether the rating is for an Existing Site or Pre-Construction Site.

### Existing Sites: Data Collection Through On-Site Visits

For Existing Site ratings, your RHFAC Professional will conduct an on-site visit to collect data about the Site. The following provides some basic information on what to expect and how to prepare for it.

#### **BEFORE the on-site visit, provide your RHFAC Professional with:**

- An on-site contact person who will be available to provide access to the Site, and answer any Site-related questions that arise during and after the on-site visit, if required;
- Any relevant background information about the Site, including information about users and typical use of spaces/facilities, and construction and upgrade history of the Site;
- Copies of Site plans and building plans, if available;
- Any information about security clearance or Site access requirements (e.g., contractor badge, sign in, etc.) to allow access to all areas of the Site included in the scope of rating;
- If you are a tenant, obtain permission from the building owner prior to rating;
- Detailed plans of different residential units and physical access to each floor plan option, if you are strata corporation or multi-unit residential building owner or manager; and
- Trail information, such as length of trail (km), name of trail, surface type of trail (e.g. paved, hard-packed aggregate, gravel), amenities that specifically service the trail and brief justification, plans of the trail indicating start and end points, length, and amenities; and contour map, indicating grade, if a trail.

**Note:** It is recommended that you inform all staff at the Site beforehand that an RHFAC Professional will be on Site to complete a rating.

**Your RHFAC Professional will confirm:**

- Details regarding the on-site visit and expected scope of rating; and
- Estimated time to complete the rating (e.g., on-site visit and rating submission on the RHFAC Registry) based on the size and complexity of the Site.

**DURING the on-site visit, your RHFAC Professional will:**

- Gather information to complete the RHFAC Rating Survey;
- Use simple measuring tools (i.e. measuring tape, light meter, inclinometer, etc.); and
- Take photographs that will be submitted for Adjudication (these photographs will not be made public).

**AFTER the on-site visit, your RHFAC Professional will:**

- Complete the RHFAC Rating Survey on the RHFAC Registry, using the information collected during the on-site visit;
- Submit the completed rating for Adjudication; and
- If required, address any issues identified by the Adjudicator during the adjudication process.

**Pre-Construction Sites: Data Collection Through Drawing Reviews**

For Pre-Construction Sites, your RHFAC Professional will review architectural drawings such as Site plans, elevation and section drawings, specifications, schedules, schematic drawings, and material boards.

Your Design team will need to provide your RHFAC Professional with all necessary information. Your RHFAC Professional will complete the RHFAC Rating Survey based on available data for Adjudication, with your attestation for features not finalized.

## Appendix F: Requesting a Rating Score Review

For inquiries about your final Rating Score, contact your RHFAC Professional first. If issues persist, you or your Professional can request RHFAC to review within three months of adjudication.

To request RHFAC to review your Rating Score, email [access@rickhansen.com](mailto:access@rickhansen.com) with your:

- Organization name;
- Site name and address; and
- Exact element(s) or line items in the RHFAC Rating Survey that you would like reviewed with the respective rationale.

RHFAC will provide a final determination at its discretion. All decisions are final.



Rick Hansen  
Foundation



**Rick Hansen Foundation**

300–3820 Cessna Drive, Richmond, BC Canada V7B OA2

1-800-213-2131 | @RickHansenFdn

Charitable Registration Number: 10765 9427 RR 0001



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## DISTRICT OF 100 MILE HOUSE

### M E M O

---

**Date:** March 28, 2024  
**To:** Mayor & Council  
**From:** Administration  
**Subject:** Freedom of the Municipality – R. Fossum

---

Mayor Pinkney has requested the District of 100 Mile House Council consider Ralph Fossum for Freedom of the Municipality honors.

Freedom of the municipality is largely symbolic; recognizing an individual's service and/or contributions to the community over a number of years.

Mr. Fossum first served as a Councillor in 1988 through 1995 and re-elected in 2012 through 2024. Councillor Fossum resigned from Council February 28<sup>th</sup>, 2024. He has been an active member of the community for over 35 years and has volunteered for many clubs, foundations and organizations.

The Community Charter provides as follows:

158. (1) A Council may, by unanimous vote, confer freedom of the municipality on
- (a) a distinguished person, or
  - (b) a distinguished unit of the armed forces of Canada or another nation.

If Council wishes to consider Ralph Fossum for this honor the following resolution would be in order.

**Recommendation:**

**BE IT RESOLVED THAT** the memo from Administration dated March 28<sup>th</sup>, 2024 regarding Freedom of the Municipality honors be received; and further

**BE IT RESOLVED THAT** the honor of Freedom of the Municipality be bestowed upon Ralph Fossum in recognition of his record which evokes the highest degree of admiration; and further

**BE IT RESOLVED THAT** the celebration of Freedom of the Municipality for Ralph Fossum be conducted at a future regular meeting of Council.



T. Boulanger, CAO



**District of  
100 MILE HOUSE**

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

**Regular Council – April 9<sup>th</sup>, 2024**

---

**REPORT DATE:** April 2<sup>nd</sup>, 2024

**TITLE:** Parks Facilities Attendant – One (1) Year Contract Award

**PREPARED BY:** T. Boulanger, CAO

---

**PURPOSE:**

The purpose of this Council report is to provide information on the parks facilities attendant RFQ submissions and award a one (1) year services contract.

**RECOMMENDATION:**

Recommended Resolution

**BE IT RESOLVED THAT** the Council of the District of 100 Mile House award the Parks Facilities Attendant contract to South Cariboo Property Management for a one (1) year term for the total quoted amount of \$50./day plus applicable taxes.

**BACKGROUND INFORMATION / DISCUSSION:**

The District of 100 Mile House issued an RFQ for a Parks Facilities Attendant to which the current contract previously expired. The previous scope of work has changed as the District campground is now closed; the parks facilities attendant is only responsible for ensuring all park facilities are locked and secured at the end of the day (9:00 PM).

Three (3) submissions were received by the deadline. Submissions were opened in the presence of Director of Finance S. Elias and Director of Community Services, T. Conway.

The submissions received were found to follow the criteria outlined in the RFQ package and are from qualified contractors.



The submissions received were as follows:

Submission	Quoted Amount Prior to Taxes
Squeaky Clean Cariboo	\$65.00 / Day
South Cariboo Property Management	\$50.00 / Day
Reno-It Restorations	\$43,200 / Term

**OPTIONS:**

Council may choose to award contract to one of the other alternate bids.

**BUDGETARY IMPACT:**

The operational period for the locations is from May 1<sup>st</sup> to October 31<sup>st</sup>, resulting in a total cost of \$9,200. With a warm spring the District may open Centennial Park ahead of schedule.


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

**ATTACHMENTS:**

RFQ Package distributed

Prepared By:   
T. Boulangier, CAO

Date: Apr. 2/24

Reviewed By:   
S. Elias, Director of Finance

Date: Apr 2/24





DISTRICT OF

# 100 Mile House

## REQUEST FOR QUOTATION

RFQ Number 2024-002

The District of 100 Mile House is requesting quotations for:

### **PARKS FACILITIES ATTENDANT**

This is a Request for Quotation only. By requesting quotations, the District does not intend to enter into, and shall not be considered to have entered into, contractual relations upon the submission of a quotation by any person and no "Contract A" shall be formed between the District and any supplier upon the submission of a quotation. Without limiting the foregoing, the District shall not be obligated in any manner whatsoever to any supplier until a written agreement for the performance of the work herein contemplated has been duly executed.

Inquiries regarding this Request for Quotation may be directed to Todd Conway, Director of Community Services, phone 250-706-2156 or email [tconway@100milehouse.com](mailto:tconway@100milehouse.com).

A quotation shall be prepared and submitted at the sole expense of the proponent and without cost to the District of 100 Mile House. All quotations received by the District of 100 Mile House become the property of the District of 100 Mile House and as such are subject to the Municipal Freedom of Information and Protection of Privacy Act.

Quotations sealed in an envelope, clearly marked with the supplier's name and the product and/or service name will be accepted up to 2:00 p.m. (local time), March 22<sup>nd</sup>, 2024 and will be received by:

Sheena Elias  
Director of Finance  
District of 100 Mile House  
385 Birch Avenue, 100 Mile House  
[selias@100milehouse.com](mailto:selias@100milehouse.com)

**DISTRICT OF 100 MILE HOUSE  
TERMS AND CONDITIONS – QUOTATIONS**

**GENERAL**

1. **THE LOWEST OR ANY QUOTATION NOT NECESSARILY ACCEPTED.** The District of 100 Mile House may accept any quotation in whole or in part, unless otherwise stipulated.
2. Bidders will be advised of acceptance or rejection within a reasonable time following receipt of bid.
3. Quotations received after the specified closing time & date, will be rejected and returned.
4. The District shall not be obliged to purchase any goods or services from any bidder until a Purchase Order has been issued. Any discussions, inspections or meetings with District staff will not constitute an expressed approval to purchase.

**QUOTATION REQUIREMENTS**

1. **Acceptance:** Quotations must remain valid for thirty (30) days after the closing date.
2. **Errors:** Quotations as received shall be considered final and no quotation shall be altered, amended or withdrawn after the specified closing date.
3. **Form:** Quotations will not be accepted unless properly signed and submitted on this form.
4. **Taxes:** Quotations must show appropriate taxes as indicated on the form attached.
5. **Quotes for Services:** In the event this quotation is for contracted services, the successful bidder will be required to provide
  - A copy of your current WorkSafeBC Clearance Letter
  - A copy of your current District of 100 Mile House Business Licence
  - A copy of your insurance acceptable to the District of 100 Mile House
6. **Submissions of Bids:** The District shall not be bound and the Bidder agrees not to rely upon any written or verbal statements or representations of any other

persons, whether employed by the District or not, in the preparation and submission of their bid.

7. **Quantities:** The District reserves the right to increase or decrease frequencies related herein to meet operational or budget requirements.

## **CONDITIONS OF PURCHASE**

1. **Acknowledgement/Acceptance:** The District intends to award a contract through the issuance of a letter of award to the selected bidder.
2. **FOB Point:** All goods shall be quoted F.O.B. at the District specified site or unless otherwise specified.
3. **Shipments:** The District reserves the right to cancel this order, if the contract delivery date shown herein, is not met. All materials must be transported based on the conditions herein.
4. **Indemnity:** Notwithstanding the providing of insurance coverage by the Bidder, the Bidder hereby agrees to indemnify and save harmless the District, its officers, agents, servants and employees and each of them from and against all claims, demands, losses, costs, damages, actions, suites or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by or attributable to the activities of the Bidders, its servants, agents, subcontractors and sub-subcontractors, in providing the services and performing the work of this Contract, excepting always liability arising solely out of the negligent act or omission of the District.

## **SPECIFICATIONS / DESCRIPTION OF WORK:**

The District of 100 Mile House is seeking a Parks Facilities Attendant for the period of May 1<sup>st</sup> to October 31<sup>st</sup> of the calendar year to provide the following services, including, but not limited to:

### Centennial Park

- Close and lock the washroom facility doors daily, no earlier than 9:00 p.m., ensuring facility is not being used; and
- Close and lock the park upper gate daily, no earlier than 9:00 p.m.

### Visitor Center Outdoor Washrooms

- Close and lock the washroom facility doors daily, no earlier than 9:00 p.m., ensuring facility is not being used

### Soccer Fields Park

- Close and lock the washroom facility doors daily, no earlier than 9:00 p.m., ensuring facility is not being used; and
- Close and lock the facility gates daily, no earlier than 9:00 p.m.

### CRD Ballfields (located beside the South Cariboo Recreation Centre (Arena))

- Close and lock the washroom facility doors daily, no earlier than 9:00 p.m., ensuring facility is not being used; and
- Washrooms are to remain open at night (24 hrs/day) during ballfield and/or rodeo ground's events.



**District of  
100 MILE HOUSE**

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

**Regular Council – April 9<sup>th</sup>, 2024**

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**REPORT DATE:** April 2<sup>nd</sup>, 2024  
**TITLE:** Supply and Install two (2) Columbaria  
**PREPARED BY:** T. Boulanger, CAO

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**PURPOSE:**

The purpose of this Council report is to provide information on the RFQ submissions received to supply and installation two (2) new columbaria and award the capital purchase.

**RECOMMENDATION:**

Recommended Resolution

**BE IT RESOLVED THAT** the Council of the District of 100 Mile House award the supply and install of two columbaria in the 100 Mile Cemetery to Sunset Memorial & Stone Ltd. for the total quoted amount of \$54,252. plus applicable taxes.

**BACKGROUND INFORMATION / DISCUSSION:**

The District of 100 Mile House issued an RFQ to supply and install two columbaria in the 100 Mile House Cemetery. This will provide an additional 96 double internment spaces.

Two (2) submissions were received by the deadline. Submissions were opened in the presence of Director of Finance S. Elias and CAO T. Boulanger.

The submissions received were found to follow the criteria outlined in the RFQ package and are from qualified contractors.



The submissions received were as follows:

Submission	Quoted Amount Prior to Taxes
Kootenay Monuments	\$ 59,500.
Sunset Memorial & Stone Ltd.	\$ 54,252.

**OPTIONS:** N/A

**BUDGETARY IMPACT:**

The capital plan approved by District Council allocated \$65,000. from the cemetery reserves.


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

**ATTACHMENTS:**

RFQ Package distributed

Prepared By:   
T. Boulanger, CAO

Date: Apr 3/24

Reviewed By:   
S. Elias, Director of Finance

Date: Apr 3/24



DISTRICT OF  
**100 Mile House**

**REQUEST FOR QUOTATION**

RFQ Number 2024-003

The District of 100 Mile House is requesting quotations for:

**To supply and install two Columbaria in the 100 Mile Cemetery.**

This is a Request for Quotation only. By requesting quotations, the District does not intend to enter into, and shall not be considered to have entered into, contractual relations upon the submission of a quotation by any person and no "Contract A" shall be formed between the District and any supplier upon the submission of a quotation. Without limiting the foregoing, the District shall not be obligated in any manner whatsoever to any supplier until a written agreement for the performance of the work herein contemplated has been duly executed.

Inquiries regarding this Request for Quotation may be directed to Todd Conway, Director of Community Services, Phone 250-706-2217, email [tconway@100milehouse.com](mailto:tconway@100milehouse.com)

A quotation shall be prepared and submitted at the sole expense of the proponent and without cost to the District of 100 Mile House. All quotations received by the District of 100 Mile House become the property of the District of 100 Mile House and as such are subject to the Municipal Freedom of Information and Protection of Privacy Act.

Quotations sealed in an envelope, clearly marked with the supplier's name and the product and/or service name will be accepted up to 2:00 p.m. (local time), March 28<sup>th</sup>, 2024 and will be received by:

Sheena Elias  
Director of Finance  
District of 100 Mile House  
#1-385 Birch Avenue  
Email [selias@100milehouse.com](mailto:selias@100milehouse.com)

**DISTRICT OF 100 MILE HOUSE  
TERMS AND CONDITIONS – QUOTATIONS**

**GENERAL**

1. **THE LOWEST OR ANY QUOTATION NOT NECESSARILY ACCEPTED.** The District of 100 Mile House may accept any quotation in whole or in part, unless otherwise stipulated.
2. Bidders will be advised of acceptance or rejection within a reasonable time following receipt of bid.
3. Quotations received after the specified closing time & date, will be rejected and returned.
4. The District shall not be obliged to purchase any goods or services from any bidder until a Purchase Order has been issued. Any discussions, inspections or meetings with District staff will not constitute an expressed approval to purchase.

**QUOTATION REQUIREMENTS**

1. **Acceptance:** Quotations must remain valid for thirty (30) days after the closing date.
2. **Errors:** Quotations as received shall be considered final and no quotation shall be altered, amended or withdrawn after the specified closing date.
3. **Form:** Quotations will not be accepted unless properly signed and submitted on this form.
4. **Taxes:** Quotations must show appropriate taxes as indicated on the form attached.
5. **Quotes for Services:** In the event this quotation is for contracted services, the successful bidder will be required to provide
  - A copy of your current WorkSafeBC Clearance Letter
  - A copy of your current District of 100 Mile House Business Licence
  - A copy of your insurance acceptable to the District of 100 Mile House
6. **Submissions of Bids:** The District shall not be bound and the Bidder agrees not to rely upon any written or verbal statements or representations of any other persons,



whether employed by the District or not, in the preparation and submission of their bid.

7. **Quantities:** The District reserves the right to increase or decrease quantities related herein to meet operational or budget requirements.
8. **Delivery Requirements:** The product must be delivered FOB within 60 days of the issuance of a purchase order.

#### **CONDITIONS OF PURCHASE**

1. **Acknowledgement/Acceptance:** The District intends to award a contract through the issuance of a letter of award to the selected bidder.
2. **FOB Point:** All goods shall be quoted F.O.B. at the District specified site or unless otherwise specified.
3. **Shipments:** The District reserves the right to cancel this order, if the contract delivery date shown herein, is not met. All materials must be transported based on the conditions herein.
4. **Indemnity:** Notwithstanding the providing of insurance coverage by the Bidder, the Bidder hereby agrees to indemnify and save harmless the District, its officers, agents, servants and employees and each of them from and against all claims, demands, losses, costs, damages, actions, suites or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by or attributable to the activities of the Bidders, its servants, agents, subcontractors and sub-subcontractors, in providing the services and performing the work of this Contract, excepting always liability arising solely out of the negligent act or omission of the District.

## **SPECIFICATIONS**

Supply and install two (2) Columbaria in the 100 Mile House Cemetery.

The Nominal dimensions shall be as follows:

Each columbaria shall include a total of 48 Niches, 4 niches high x 6 niches wide. All niches shall be 12" x 12" x 16".

Note: The level concrete pads for the Columbaria will be provided and installed by the District of 100 Mile House.

**QUOTATION SHEET**

Quotation Bid Sheet – Bidders must complete the form below and return it to the Operations Supervisor on or before the published closing date.

**Name of Firm Bidding:**

\_\_\_\_\_

**Authorized Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Address**  
\_\_\_\_\_

**City** \_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Fax #** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

ITEM DESCRIPTION	PRICE
Two (2) Columbaria	
TAXES	
<b>TOTAL QUOTED PRICE</b>	



District of  
100 MILE HOUSE

COUNCIL REPORT  
File No. 570-01

Regular: April 9, 2024

**REPORT DATE:** March 22, 2024

**TITLE:** Appointment of Election Officials for the 2024 By-Election

**PREPARED BY:** S.Elias – Deputy Director of Corporate Admin

**PURPOSE:**

The District has received the resignation of Ralph Fossum for his Councillor position. The resignation has created a vacant seat at the Council table, triggering the requirement of a By-Election and the appointment of the Chief Election Officer (CEO) and Deputy Chief Election Officer (DCEO) are required.

**RECOMMENDATION:**

Recommended Resolution

**BE IT RESOLVED THAT** pursuant to Section 58 (1) and (2) of the Local Government Act, Sheena Elias be appointed Chief Election Officer, effective immediately, for conducting the 2024 By-Election, with power to appoint other election officials as required for the administration and conduct of the 2024 By-Election; and further

**BE IT RESOLVED THAT** Andria Frisby be appointed Deputy Chief Election Officer for the 2024 By-Election.

**BACKGROUND INFORMATION:**

When a vacancy occurs during the four (4) year term of Council a by-election is required to fill the vacancy. Section 54 of the Local Government Act specifies that the Chief Election Officer must set a general voting date for the by-election, which must be on a Saturday no later than 80 days after the date the Chief Election Officer is appointed, which will be no later than June 22, 2024.

**Prepared By:** S. Elias  
S.Elias, D/Dir. of Corporate Admin

**Date:** April 3/24

**Reviewed By:** T. Boulanger  
T. Boulanger, CAO

**Date:** Apr. 3/24

**DISTRICT OF 100 MILE HOUSE**

**J1**

**Bylaw No. 1418**

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Being a Bylaw to amend the District of 100 Mile House Fees & Charges Bylaw No. 1409-2023

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This bylaw may be cited for all purposes as **“District of 100 Mile House Fees and Charges Amendment Bylaw No. 1418-2024.”**

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

- 1) That the District of 100 Mile House Fees and Charges Bylaw No. 1409-2023 is hereby amended as follows:

Schedule “C” be repealed and replaced with Schedule “C” attached to and forming part of this bylaw.

READ A FIRST, SECOND AND THIRD TIME this 26<sup>th</sup> day of March , 2024.

ADOPTED this 9<sup>th</sup> day of April , 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Administrator

# DISTRICT OF 100 MILE HOUSE

## Schedule "C" – Building Permits

### 1. PLAN CHECKING FEES

(a) For permit applications for other than a Single-Family Dwelling or an accessory to a Single-Family Dwelling:

- i. the plan processing fee shall be fifty percent (50%) of the estimated permit fee required pursuant to Section 3 below, to the nearest dollar;
- ii. the plan processing fee shall not exceed \$2000.00 and;

(c) For buildings exceeding 600 square metres  
 Review of Proposed Alternative Solutions: \$ 1000.00 - \$3000.00

(whether approved or not the fee will be charged and depending on complexity and time required the fee will be set by the Administrator)

An Alternative Solution must be presented in a format where objective and performance is documented in a measurable, quantitative way to equal or better prescriptive B.C. Building Code standards.

(b) Re-Plan Checking Fee – If an issued permit is active or application plans have been reviewed and the owner proposes significant modifications to the building whereby ;the design changes and the value of the work changes regardless of whether the value increases or decreases. \$100.00

### 2. APPLICATION FEES

(a) A non-refundable permit application fee shall be charged for all permits except for when the building permit fee is less than the application fee. \$ 200.00

*The building permit fee is in addition to this non-refundable application fee.*

### 3. BUILDING PERMIT FEES

<u>Estimated Construction Values</u>	<u>Fee</u>
(a) \$ 1.00 to \$ 1,000;	\$200.00
(b) \$ 1,000 to \$ 200,000	\$200 plus \$10.00 per \$1,000 up to \$200,000
(c) Exceeding \$200,000	As (b) above then \$6.00 per \$1,000 value construction of excess of \$200,000

*Building permit fees may be refunded only upon written request from the original applicant, up to six (6) months from the date of issue of the building permit, subject to the following conditions:*

- (1) No permit-related work on site has commenced, and
- (2) A reduction of \$100 or twenty percent (20%) of the *permit fee*, whichever is the greater reduction.

**a) Industrial, and Commercial, Institutional Public Buildings**

- (a) Fee formula applied to the contract price or if there is no contract, at the cost estimated by the Building Inspector with due regard to the contract price for the most recent work of a similar nature done in the closest proximity to the proposed project. If the applicant disputes the value estimated by the Building Inspector, then the average of two professional appraisals at the cost of the applicant, shall be used.
- (b) Where a professional engineer or architect is retained by the owner to certify that the project design complies with the building regulations, the building fee will be reduced by five (5) percent to a maximum reduction of \$500.00 for any one property.

**4. BUILDING RELOCATION**

- (a) For a building that is to be moved from location within the municipality to a location outside of the municipality: \$ 200.00
- (b) For a building that is to be moved from a location within the municipality to another location within the municipality:

Base Fee: \$ 200.00 plus:

Fee formula applied to the value of the new foundation plus the value of any upgrading carried out, or required to be carried out by the Building Inspector.

- (c) For a building that is to be moved from a location outside the municipality to a location within the municipality:

Fee calculated as follows:

- i. \$50 per hour, plus
- ii. Normal traveling expenses for two persons, for all traveling and inspection time spent in reaching and inspecting the building at the site from which it is to be removed, (both (a) and (b) are to be submitted with the application for permit, and are not refundable), plus
- iii. fee formula applied to value of the new foundation plus the value of any upgrading carried out, or required to be carried out, by the Building Inspector.

- (d) Mobile or Modular Dwellings: \$50 fee plus .5% of value of foundations and additions

**5. OTHER BUILDING PERMIT FEES**

- (a) Demolition or removal of a building \$150.00

- (b) Plumbing Fixtures:

Basic Plumbing Permit – includes 1 fixture (minimum fee) \$ 200.00  
 \$ 10.00 per fixture after first fixture

**Fixture** includes domestic water heater, DWV trapped rough-in, and trapped industrial equipment.

- (c) Installation of a chimney or a new solid fuel appliance \$150.00
- (d) Fire Sprinkler Systems: fee formula applied to actual construction value
- (e) Inspections due to a change of occupancy where no alterations are made \$ 80.00

**6. TEMPORARY BUILDING PERMIT**

Fee formula applied to the value of building (non-refundable).

**7. RE-INSPECTION FEE**

For inspections subsequent to the first re-inspection, unless re-inspected  
In conjunction with another required construction inspection \$ 100.00

**8. SPECIAL INSPECTION FEES**

Where a request is made for a: voluntary inspection, change of occupancy  
inspection (where no alternations have been made) code compliance or  
any other similar special inspection \$ 150.00

**9. PERMIT TRANSFER OR ASSIGNMENT FEE**

For the transfer or assignment of a building permit—when requested in writing by the original  
applicant \$ 200.00

**10. PERMIT EXTENSION FEE**

Where a building permit has expired prior to the project being completed., upon written request  
by the applicant, the cost of the permit extension shall be calculated based on the value of the  
remaining work to complete.

Fee Minimum of \$200 to a maximum of \$500

- (a) Any permit application that was received for plan review prior to the adoption of the Building Bylaw shall pay the permit fees that existed at that time for a period not exceeding 30 days from the date the permit is ready to be issued.

**11. WORK COMMENCED WITHOUT PERMIT**

Where work for which a permit is required by this bylaw has been commenced prior to  
issuance of a permit, and a stop work order has been posed on that work, the applicant shall  
pay double the building permit fee prescribed in this Schedule  
provided that the additional fee shall not exceed: \$ 750.00

**12. RESTORATION AND CLEAN-UP SECURITY**



- |                              |             |
|------------------------------|-------------|
| (a) Commercial construction  | \$ 2,500.00 |
| (b) Residential construction | \$ 500.00   |

**13. Construction type and costs per square foot to determine construction value**

Type of Construction

Residential: Town/Row Houses  
Semi-detached  
Single Family  
Garage  
Carport  
Open Porch  
Enclosed Porch  
Breezeway  
Solid Wall Log Exterior Walls  
Post and Beam Frame

Cost per Square Foot

As determined by the Building Inspector through application of the RS Means "Square Foot Costs" construction cost reference publications, as amended from time to time.

Mobile Home Additions:

Unfinished, unheated	\$ 75.00 per square foot
Finished	\$ 100.00 per square foot

**DISTRICT OF 100 MILE HOUSE****Bylaw No. 1420**

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**A Bylaw to provide for an alternative means of publishing a notice**

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WHEREAS pursuant to section 94.2 of the *Community Charter*, the Council may adopt a Bylaw to provide an alternative means of publishing a public notice;

AND WHEREAS, pursuant to section 94.2(3) of the *Community Charter* and section 2 of the *Public Notice Regulation, B.C. Reg. 52/2022*, the Council considers the means of publication set by this Bylaw to be reliable, suitable for providing notices, and accessible;

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

1. This Bylaw may be cited for all purposes as the “District of 100 Mile House Public Notice Bylaw No. 1420, 2024.”
2. That the means of publication for public notice requirements under the *Community Charter*, *Local Government Act*, or any other enactment may be given by the following methods:
  - i) electronically by posting the notice on the District of 100 Mile House website; and
  - ii) electronically by distributing the notice through the District of 100 Mile House email subscription service.

READ A FIRST, SECOND AND THIRD TIME this 26th day of March, 2024.

ADOPTED this this 9<sup>th</sup> day of April , 2024.

---

Mayor

---

Corporate Officer

**DISTRICT OF 100 MILE HOUSE  
Bylaw No. 1422, 2024**

A bylaw to adopt the 2024 to 2028 Financial Plan.

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

**TITLE**

1. This bylaw may be cited for all purposes as "**District of 100 Mile House 2024 Financial Plan Bylaw No. 1422, 2024**".

**ENACTMENT**

2. THAT, the Five-Year Financial Plan hereto annexed and marked as Schedule "A" and Schedule "B" is hereby approved and authorized and shall be in full force and effect from January 1, 2024 until amended, repealed or replaced.

READ A FIRST, SECOND AND THIRD TIME this 9<sup>th</sup> day of April, 2024.

ADOPTED this     day of April, 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**DISTRICT OF 100 MILE HOUSE**  
**2024 Financial Plan Bylaw No. 1422, 2024**  
**Schedule "A"**

<b>REVENUES</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Taxes & Grants In Lieu	\$ 3,150,615	\$ 3,238,615	\$ 3,312,425	\$ 3,383,225	\$ 3,455,830
Utility Rates	1,091,890	1,146,255	1,203,335	1,263,265	1,326,185
Sales of Services	309,325	307,190	308,620	310,735	312,845
Government Grants	1,927,080	1,317,935	1,318,525	1,319,120	1,319,720
Contributions & DCC	4,090	4,090	4,090	4,090	4,090
Other Revenue	643,290	643,290	643,290	643,290	643,290
Transfer from Reserves	70,800	23,500	23,500	23,500	23,500
Transfer from Other	1,823,960	1,710,940	1,652,525	1,615,430	1,525,060
	<b>\$ 9,021,050</b>	<b>\$ 8,391,815</b>	<b>\$ 8,466,310</b>	<b>\$ 8,562,655</b>	<b>\$ 8,610,520</b>

<b>EXPENDITURES</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
General Government	\$ 1,447,485	\$ 1,172,330	\$ 1,203,650	\$ 1,208,715	\$ 1,231,135
Protective Services	839,450	811,530	820,475	826,600	835,965
Transportation Services	1,597,375	1,578,770	1,600,860	1,616,830	\$ 1,640,145
Environmental & Public Health	143,425	139,445	142,095	144,310	146,230
Recreation & Culture	219,615	209,160	212,285	214,135	217,400
Utility Operations	1,180,065	1,158,920	1,171,325	1,191,805	1,211,430
Development & Planning	754,090	501,645	508,020	511,535	518,110
Interest & Bank Charges	18,130	18,130	18,130	14,200	14,200
Principal Debt Payment	5,275	5,280	5,280	-	-
Amortization	1,681,445	1,616,920	1,579,145	1,566,385	1,499,145
Transfer to Capital Reserve	281,890	316,075	357,310	394,690	428,560
Transfer to Equipment Reserve	304,670	304,670	304,670	304,670	304,670
Transfer to Other Reserves	548,135	558,940	543,065	568,780	563,530
	<b>\$ 9,021,050</b>	<b>\$ 8,391,815</b>	<b>\$ 8,466,310</b>	<b>\$ 8,562,655</b>	<b>\$ 8,610,520</b>

	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
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<b>CAPITAL</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
Capital Expenditure	11,552,775	9,709,000	5,631,000	887,000	558,000
Transfer from Operating Surplus	7,940	-	-	-	-
Transfer from Reserves	7,283,015	6,709,000	1,631,000	887,000	558,000
Grant Funding	2,861,820	3,000,000	4,000,000	-	-
Developer Contributions	1,400,000	-	-	-	-
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**DISTRICT OF 100 MILE HOUSE  
2024 Financial Plan Bylaw No. 1422, 2024  
Schedule "B"**

**STATEMENT OF OBJECTIVES & POLICIES**

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

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

**FUNDING SOURCES**

The table below shows the proportion of total revenue to be raised from each funding source in 2024. Property taxes, which provide a stable and consistent source of funding, are the primary revenue source for the District, while Government grants and transfers from other and reserves, (which will fluctuate year to year) are second highest for planned funding sources.

Revenue Distribution	% of Total Revenue	Dollar Value
Property & Parcel Taxes	35.0%	\$ 3,150,615
Government Grants	21.0%	1,927,080
Transfers from Other	20.0%	1,823,960
Utility User Fees	12.0%	1,091,890
Other Revenue	11.0%	956,705
Transfer from Own Reserves	1.0%	70,800
	<b>100%</b>	<b>\$ 9,021,050</b>

**Objectives**

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

**DISTRICT OF 100 MILE HOUSE**  
**2024 Financial Plan Bylaw No. 1422, 2024**  
**Schedule “B”**

**Policies**

- Utility user fees have been established and if needed, will be adjusted to ensure that these funds are self-liquidating.
  - Other revenues including franchise fees will be considered as general revenue in the financial plan and any restrictions placed on these revenues will be determined annually.
  - The District will ensure that all government transfers are used in accordance with the terms and conditions attached to the funding and that all reporting requirements are met. Unconditional government transfers will be considered as general revenue in the financial plan. The District will continue to apply for grant funding to support projects and initiatives.
  - The District will initiate partnerships and other measures that will diversify revenues in order to provide services and opportunities to the community that may have not otherwise been possible.
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**DISTRICT OF 100 MILE HOUSE  
2024 Financial Plan Bylaw No. 1422, 2024  
Schedule "B"**

**DISTRIBUTION OF PROPERTY TAXES**

The projected distribution of property tax values included in the financial plan among the property classes for 2024 is as follows:

Assessment Class	% of Total Collection	Collection Dollar Value
Class 1 - Residential	27%	744,397
Class 2 - Utilities	22%	593,184
Class 4 - Major Industry	16%	444,828
Class 5 - Light Industry	1%	31,876
Class 6 - Business	34%	931,244
Class 8 - Recreation & Non-Profit	0.04%	1,212
Class 9 - Farm	0.05%	1,428
	100%	\$ 2,748,169

**Objectives**

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

**Policy**

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

**DISTRICT OF 100 MILE HOUSE**  
**2024 Financial Plan Bylaw No. 1422, 2024**  
**Schedule "B"**

**PERMISSIVE TAX EXEMPTIONS**

**Objectives**

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

**Policy**

- To continue to provide permissive exemptions to include religious institutions, not for profit societies and service organizations that the District feels are a benefit to the community. Historically these exemptions have been granted at 100% of taxes payable.
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**DISTRICT OF 100 MILE HOUSE**  
**2024 Financial Plan Bylaw No. 1422, 2024**  
**Schedule “B”**

**SURPLUS AND RESERVES**

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

**Objectives**

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

**Policies**

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

**DISTRICT OF 100 MILE HOUSE**  
**2024 Financial Plan Bylaw No. 1422, 2024**  
**Schedule “B”**

**DEBT MANAGEMENT**

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

**Objectives**

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

**Policies**

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

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

**DISTRICT OF 100 MILE HOUSE**  
**Cheque Register-Summary-Bank**



AP5090

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**K1**

Date : Apr 03, 2024

Time : 10:

Supplier : 079850 To ZZ9950  
 Pay Date : 16-Mar-2024 To 31-Mar-2024  
 Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 10C

Seq : Cheque No. Status : All  
 Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
29490	26-Mar-2024	ICBC50	ICBC	Issued	114	C	27,596.00
29491	28-Mar-2024	ACEC50	ACE COURIER SERVICES	Issued	115	C	458.48
29492	28-Mar-2024	ALBE50	ALBERTA FIRE CHIEFS ASSOCIATION	Issued	115	C	195.50
29493	28-Mar-2024	BCTR50	BC TRANSIT	Issued	115	C	22,864.23
29494	28-Mar-2024	BITM50	BITTERSWEET MANAGEMENT SERVICES INC	Issued	115	C	40.00
29495	28-Mar-2024	BRAN50	BRANDT TRACTOR LTD	Issued	115	C	141.88
29496	28-Mar-2024	BROG50	BROGAN FIRE AND SAFETY	Issued	115	C	1,877.40
29497	28-Mar-2024	CAME50	CAMEO PLUMBING LTD	Issued	115	C	20.15
29498	28-Mar-2024	CARN50	CARO ANALYTICAL SERVICES	Issued	115	C	531.31
29499	28-Mar-2024	CHEC50	CHECKMATE FIRE PREVENTION LTD	Issued	115	C	3,711.81
29500	28-Mar-2024	CINT50	CINTAS CANADA LIMITED	Issued	115	C	533.16
29501	28-Mar-2024	COLM50	COLLINGE, MICHAEL HUGH	Issued	115	C	120.00
29502	28-Mar-2024	DHLE50	LOOMIS EXPRESS	Issued	115	C	353.42
29503	28-Mar-2024	DODJ50	DODDRIDGE, JOANNE	Issued	115	C	745.48
29504	28-Mar-2024	DONE50	DONEX Pharmacy & Department Store (2001) L	Issued	115	C	81.26
29505	28-Mar-2024	EXEE50	EXCEED ELECTRICAL ENGINEERING	Issued	115	C	18,431.04
29506	28-Mar-2024	GART50	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	115	C	1,102.93
29507	28-Mar-2024	GRNG50	GRANGER, JEREMY	Issued	115	C	500.00
29508	28-Mar-2024	INLA50	INLAND KENWORTH PARTNERSHIP	Issued	115	C	351.84
29509	28-Mar-2024	INNO50	INNOV8 DIGITAL SOLUTIONS	Issued	115	C	44.02
29510	28-Mar-2024	INTU50	INTERNATIONAL UNION OF OPERATING ENG	Issued	115	C	572.20
29511	28-Mar-2024	JUSU50	JUST 4 U HOLDINGS CORPORATION	Issued	115	C	500.00
29512	28-Mar-2024	KALT50	KAL TIRE	Issued	115	C	186.06
29513	28-Mar-2024	KAMO50	KAMLOOPS COMMUNICATIONS INC	Issued	115	C	1,473.92
29514	28-Mar-2024	NORM50	NORTHERN COMPUTER	Issued	115	C	3,691.76
29515	28-Mar-2024	PAPY50	PAPYRUS PRINTING	Issued	115	C	781.76
29516	28-Mar-2024	PATE50	PATERSON SEPTIC SERVICE	Issued	115	C	2,615.59
29517	28-Mar-2024	PERS50	PERFECT SOLUTIONS LTD	Issued	115	C	189.28
29518	28-Mar-2024	ROLL50	ROLLINS MACHINERY	Issued	115	C	53.70
29519	28-Mar-2024	SCRO50	SCHNEIDER, RODNEY	Issued	115	C	500.00
29520	28-Mar-2024	SMIT50	SMITTY'S JANITORIAL SERVICES (1993)	Issued	115	C	2,352.00
29521	28-Mar-2024	SOUT50	SOUTHERN IRRIGATION	Issued	115	C	435.48
29522	28-Mar-2024	UNIT50	UNITED CONCRETE & GRAVEL LTD	Issued	115	C	1,008.00
29523	28-Mar-2024	VIMA50	VIMAR EQUIPMENT LTD	Issued	115	C	2,792.15
29524	28-Mar-2024	WCMI50	WEST COAST MACHINERY INC.	Issued	115	C	1,432.65
29525	28-Mar-2024	WESR50	WESTERRA EQUIPMENT LP	Issued	115	C	745.21
29526	28-Mar-2024	WESW50	WESTERN WATER ASSOCIATES LTD	Issued	115	C	1,119.43
29527	28-Mar-2024	WILO50	WILLIAM LOVE	Issued	115	C	572.25
29528	28-Mar-2024	WURT50	WURTH CANADA LTD	Issued	115	C	191.15
04475-0001	18-Mar-2024	GRAY50	ADT SECURITY SERVICES CANADA INC	Issued	105	E	193.99
04476-0001	20-Mar-2024	RECE50	RECEIVER GENERAL OF CANADA	Issued	106	E	16,527.19
04477-0001	20-Mar-2024	RECE50	RECEIVER GENERAL OF CANADA	Issued	107	E	3,280.98
04478-0001	20-Mar-2024	PENS50	PENSION CORPORATION	Issued	108	E	8,425.61
04482-0001	25-Mar-2024	SHAW50	SHAW CABLE	Issued	112	E	254.19
04483-0001	25-Mar-2024	SHAW50	SHAW CABLE	Issued	113	E	305.54

<b>Total Computer Paid :</b>	<b>100,912.50</b>	<b>Total EFT PAP :</b>	<b>28,987.50</b>	<b>Total Paid :</b>	<b>129,900.00</b>
<b>Total Manually Paid :</b>	<b>0.00</b>	<b>Total EFT File :</b>	<b>0.00</b>		

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