



MEETING TO BE HELD IN THE MUNICIPAL COUNCIL CHAMBERS
Tuesday, July 9th, 2024, AT 6:00 PM

	<p><u>CALL TO ORDER</u></p> <p>The Chair to call the Board meeting to order.</p> <p>Acknowledgement that this meeting is being held on Tsqescencúlecw.</p>
A.	<p><u>APPROVAL OF AGENDA:</u></p>
	<p>A1</p> <p>BE IT RESOLVED THAT the July 9th, 2024 100 Mile Development Corporation Board agenda <u>be approved</u>.</p>
B.	<p><u>INTRODUCTION OF LATE ITEMS</u></p>
C.	<p><u>DELEGATIONS</u></p>
D.	<p><u>MINUTES:</u></p>
Board Minutes – May 28th, 2024	<p>D1</p> <p>BE IT RESOLVED THAT the minutes of the Board meeting held May 28th, 2024, <u>be adopted</u>.</p>
E.	<p><u>UNFINISHED BUSINESS:</u></p>
F.	<p><u>CORRESPONDENCE</u></p>

G.	<u>STAFF REPORTS:</u>
100 Mile Development Corporation Purchasing Policy Amendment	<p>G1</p> <p>BE IT RESOLVED THAT the 100 Mile Development Corporation Board hereby approve the purchasing policy as amended by Administration, and further</p> <p>BE IT RESOLVED THAT all previously approved policies and procedures referenced within are hereby rescinded.</p>
H.	<u>VOUCHERS</u>
Paid Vouchers & EFT's – May 16th – June 30th, 2024	<p>H1</p> <p>BE IT RESOLVED THAT the paid manual vouchers #9074 to #9123 and EFT's totaling \$54,618.04 <u>be received</u>.</p>
I.	<u>OTHER BUSINESS:</u>
J	<u>QUESTION PERIOD:</u>
K	<p><u>ADJOURNMENT</u></p> <p>BE IT RESOLVED THAT the July 9th, 2024, 100 Mile Development Corporation meeting now adjourn: Time:</p>

D1



**MEETING HELD IN THE MUNICIPAL COUNCIL CHAMBERS
TUESDAY May 28th, 2024 AT 6:00 PM**

Present: Chair Maureen Pinkney
Directors Donna Barnett
Jenni Guimond
Dave Mingo

Staff: CAO Tammy Boulanger
Dir. of Com. Serv. Todd Conway
Dir. of Planning & Ec.Dev. Joanne Doddridge

Other: (2)

	<p><u>CALL TO ORDER</u></p> <p>Chair Pinkney called the meeting to order at 6:30 PM</p> <p>Chair Pinkney acknowledged that this meeting is being held on Tsjescencúlecw.</p>
A.	<p><u>APPROVAL OF AGENDA:</u></p>
	<p>A1</p> <p>Res: 21/24 Moved By: Director Mingo Seconded By: Director Barnett</p> <p>BE IT RESOLVED THAT the May 28th, 2024 100 Mile Development Corporation Board agenda <u>be approved.</u></p> <p style="text-align: center;">CARRIED</p>
B.	<p><u>INTRODUCTION OF LATE ITEMS</u></p>

C.	<u>DELEGATIONS</u>
D.	<u>MINUTES:</u>
Board Minutes – April 25th, 2024	<p>D1</p> <p>Res: 22/24 Moved By: Director Barnett Seconded By: Director Mingo</p> <p>BE IT RESOLVED THAT the minutes of the Board meeting held April 25th, 2024, <u>be adopted.</u></p> <p style="text-align: center;">CARRIED</p>
E.	<u>UNFINISHED BUSINESS:</u>
F.	<u>CORRESPONDENCE</u>
Tourism Plan	<p>F1</p> <p>Res: 23/24 Moved By: Director Barnett Seconded By: Director Guimond</p> <p>BE IT RESOLVED THAT the Community Tourism Plan <u>be received.</u></p> <p style="text-align: center;">CARRIED</p>
G.	<u>STAFF REPORTS:</u>
100 Mile Development Corporation and South Cariboo Recreation Centre Policies & Procedures	<p>G1</p> <p>Res: 24/24 Moved By: Director Barnett Seconded By: Director Mingo</p> <p>BE IT RESOLVED THAT the 100 Mile Development Corporation Board hereby approve the “Human Resources and Administrative”, “Freedom of Information and Protection of Privacy”, “South Cariboo Recreation Centre Emergency Planning and Evacuation” and the “South Cariboo Recreation General Health & Safety” Policies and Procedures as presented by Administration, and further</p>

	<p>BE IT RESOLVED THAT all previously approved policies and procedures referenced within are hereby rescinded.</p> <p style="text-align: center;">CARRIED</p>
<p>H.</p>	<p><u>VOUCHERS</u></p>
<p>Paid Vouchers & EFT's – April 16th – May 15th, 2024</p>	<p>H1</p> <p>Res: 25/24 Moved By: Director Mingo Seconded By: Director Barnett</p> <p>BE IT RESOLVED THAT the paid manual vouchers #9068 to #9073 and EFT's totaling \$20,113.66 <u>be received.</u></p> <p style="text-align: center;">CARRIED</p>
<p>I.</p>	<p><u>OTHER BUSINESS:</u></p> <p>A motion to move into In-Camera was proposed, under the Community Charter, Part 4, Division 3 no such subject matter was identified to close the meeting to discuss fees and charges under the 100 Mile Development Corporation.</p> <p>Concerns were raised by community user groups over the current Cariboo Regional District fees and charges associated with the rental rates at the South Cariboo Recreation Centre.</p> <p>The management agreement that the 100 Mile Development Corporation holds with the CRD for the South Cariboo Recreation Centre clearly states under Schedule F – Region Policies - Fees and Charges Policy:</p> <p><i>“Fees and Charges for use of the Facility are set through bylaw of the Region. There is no authority to waive these fees either by the Manager or the Region and it is not possible to provide exceptions to the bylaw. As an alternative, grants for assistance may be provided by the Manager or the Region to community groups to cover rental costs.”</i></p> <p>The 100 Mile Development Corporation does not have the</p>



100 MILE DEVELOPMENT CORPORATION

MEMO

Date: July 4th, 2024
To: Board of Directors
From: T. Boulanger, Administration
Re: Purchasing Policy

At the May 28th meeting of the Board the overall policy and procedures for the 100 Mile Development Corporation were endorsed. Administration is proposing additional changes whereas the purchasing policy will match the current District of 100 Mile House policies to maintain consistent purchasing procedures and staff process.

The following changes are proposed:

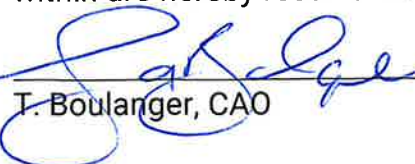
- Increase the amount for purchases to utilize the Limited Value Purchase method from \$5,000. to \$10,000.
- Increase the range amount for purchases to utilize the Competitive Quotations method from \$5,000 and \$10,000 to \$10,000 and \$30,000.
- Increase the amount required for the public tendering process from \$10,000. To \$30,000.

All references to purchase amounts have been updated within the policy. These policy amendments are recommended to update the payment process and reflect rising cost related to purchasing operational items. The security portion of the policy was removed as it is standard practice to have a deficiency holdback written within any major capital project.

Should the Board agree with the attached purchasing policy amendments the following resolution would be in order:

BE IT RESOLVED THAT the 100 Mile Development Corporation Board hereby approve the purchasing policy as amended by Administration, and further

BE IT RESOLVED THAT all previously approved policies and procedures referenced within are hereby rescinded.


T. Boulanger, CAO

GENERAL STATEMENT

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

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

PURCHASING AUTHORITY

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

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

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

Any purchases over \$5,000. For the South Cariboo Recreation Centre must have the appropriate approval documentation from the Cariboo Regional District.

PURCHASING METHODS – Amended July 9th, 2024

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

- a) Purchases up to ~~\$5,000~~ **\$10,000** utilize the **Limited Value Purchase** method
- b) Purchases between ~~\$5,000 and \$10,000~~ and **\$30,000** utilize the **Competitive Quotations** method
- c) Purchases over ~~\$10,000~~ **\$30,000** utilize **Public Tender Process** method (Tenders, RFP's and RFQ's)

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

When situations arise that require a capital purchase for the South Cariboo Recreation Centre the appropriate CRD purchasing policy must be followed.

GROUP PURCHASING

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

LAND ACQUISITIONS

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

PREFERENCE TO LOCAL SUPPLIERS

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

EMERGENCY PURCHASES

There may be times that the direct acquisition of goods and services is required to maintain public health and safety. If the emergency occurs during normal working hours, the Department Head may issue a purchase order verbally without following the normal procedures. If an emergency occurs during non-working hours, the goods and services should be obtained by the department as required. Under both circumstances, the proper documentation and account codes should be prepared as soon as possible after the emergency.

LIMITED VALUE PURCHASE – PURCHASES UP TO ~~\$5,000~~ \$10,000

1) Direct Acquisition

Goods or services that have an estimated cost of up to but not exceeding ~~\$2,000~~ \$5,000 may be purchased directly from a local supplier by the appropriate Department or by an employee who has authorization to expend funds.

2) Telephone Quotations

For goods or services with an estimated cost between ~~\$2,000 and~~ \$5,000 and \$10,000 the department head is responsible for ensuring that at least three (3) verbal quotations have been received and documented.

PROCEDURE

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

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

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

1) Petty Cash

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

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

2) Corporate Purchasing Card (CPC)

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

- a) The CPC must be used only by the person whose name appears on the card, or who has authorized signing approval.

- b) The CPC must be used only for official Corporate procurement and be within the limitations established for the card and for which budget provisions have been made.
- c) Upon request from the appropriate Director or Deputy, the Cardholder must return the CPC to the Director or Deputy who shall forward it to the Director of Financial Administration if required.
- d) The Cardholder, upon transfer from a department or termination of employment, must return the CPC to the appropriate Director for immediate cancellation. Action must be taken to ensure that all outstanding transaction slips have been verified and passed to the appropriate Director or Deputy.
- e) Each time the CPC is used:
 - i. Ensure that an adequate description and quantity of the goods/services purchased with the CPC is entered either on the transaction slip, cash register tape, or on a separate paper attached to the transaction slip, and that the taxes are shown as a separate amount.
 - ii. Clearly mark each transaction slip with the account number or code to which the purchase is to be debited.
 - iii. All transaction slips are to be promptly forwarded to the appropriate Director or Deputy and then to the Finance Clerk within 5 business days.
- f) CPC transactions shall not be split to stay within the limits for individual transactions.
- g) Back orders shall not be accepted.

3) Purchase Orders (PO)

Purchase orders must be used for all purchases over \$2,500., except when the acquisition of goods and/or services are identified under "PO's not required" from the list below.

- Copies of Purchase Orders are to be distributed immediately as follows:
 - i. White Copy – Supplier, if requested
 - ii. Yellow Copy – Accounts Payable with packing slip, if applicable

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

Backorders

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

PO's NOT REQUIRED FOR THE FOLLOWING

PROFESSIONAL AND TRAINING ACTIVITIES

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

EMPLOYER GENERAL EXPENSES

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

ISSUANCE OF CHEQUES

- Invoices are processed and paid Bi-monthly.

COMPETITIVE QUOTATIONS – PURCHASES BETWEEN ~~\$5,000 AND \$10,000~~ and \$30,000

1) Written Quotations

For goods and services that have an estimated cost of between ~~\$5,000 and \$10,000~~ and ~~\$30,000~~ the department head is required to ensure that a minimum of three (3) written quotes are received, where sufficient number of suppliers are readily available.

2) Single Sources and/or Brand Specific

Where a situation arises that only one firm can supply the goods or service, and the value does not exceed ~~\$10,000 \$30,000~~- the Administrator or designate is authorized to

approve the purchase. Dollar values that exceed ~~\$10,000~~ \$30,000 must receive approval of the Board.

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

PUBLIC TENDERING PROCESS – PURCHASES OVER ~~\$10,000~~-\$30,000

When the method of purchasing to be used is by way of Invitation to Tender, Request For Quotation (RFQ) or Request For Proposal (RFP) for any purchase over ~~\$10,000~~, \$30,000 the following will be used to acquire the goods, services or materials from the appropriate supplier.

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

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

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

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

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

GOODS AND SERVICES REQUIRING PUBLIC TENDERING

- All projects in excess of ~~\$10,000~~-\$30,000
- Capital construction programs exceeding ~~\$10,000~~-\$30,000
- Capital equipment purchase exceeding ~~\$10,000~~-\$30,000
- Acquisition of goods and services for professional or technical support estimated to exceed ~~\$10,000~~ \$30,000 or two years in duration
- Operating expenditures exceeding ~~\$10,000~~-\$30,000

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

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

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

- 1) The appropriate Director (or his/her delegate), will prepare the tender documents along with the necessary drawings, specifications and tender notice and submit to the Director of Financial Administration (or his/her delegate) for review prior to being released. Tenders may be solicited by the Corporation by means of “selective invitations to particular suppliers” or “public advertising”.
- 2) The Director of Financial Administration, in consultation with the Administrator and if applicable, member(s) of staff experienced in the specific matter, are authorized to have professional or technical services prepare and implement all works necessary for tendering, implementation and completion of programs considered appropriate.
- 3) It shall be the appropriate Director’s responsibility to ensure the specifications satisfy the department’s objectives/requirements. Brand products or equivalent may be specified as long as prospective proponents have an equal opportunity to provide the product.
- 4) The appropriate Director will be responsible for ensuring that the tender notices appear at least twice in the appropriate media. Advertising tender calls shall be made in the local newspaper or other appropriate Provincial or Municipal newspapers or electronic

mail formats. The Director will also post "Notice of Tender" on the BC Bid website <http://www.bcbid.ca>. Compliance with the AIT to carry out procurements is mandatory for all Goods & Service Contracts in excess of \$100,000 and all Construction Contracts in excess of \$250,000. Contracts of lesser amounts are encouraged to be posted as well.

- 5) All tenders close at 2:00 p.m. local time, on the specified date and the tender notice will contain the date tenders are to close and that they are to be submitted to the contact person named in the tender document at 100 Mile Development Corporation, Box 340, 385 Birch Avenue, 100 Mile House, BC V0K 2E0 or the office of the Corporation's Representative. The time and date the tenders were received shall be recorded.
- 6) The Director of Financial Administration will provide tender packages along with the "Distribution List" to the Municipal office staff for distribution when required.
- 7) Proponents tenders are to be placed in sealed envelopes, containing the firm's name and address and identified "Tender: (Project Name)". Proponents shall complete and submit all required documents as stated in the tender documents.
- 8) Unless otherwise stated in the tender documents, advise proponents that submissions will be opened following the deadline for closing of tenders, at the Corporation Offices or other location as appropriate.
- 9) All questions must be received in written format (fax or email) to the contact person names in the tender document. No verbal answers are to be given. All answers are to be written as "Addendum" and forwarded to all those proponents listed in the RFP distribution list that have submitted their "Receipt of Confirmation Form" and posted on the Corporation's website. No more questions will be accepted 48 hours prior to the tender closing date.
- 10) All tenders received after the deadline shall be returned unopened to the proponent.
- 11) Proponents for all tendered projects shall be required to include a Bid Deposit in the form of a bid bond, certified cheque or Irrevocable Letter of Credit payable to the 100 Mile Development Corporation. (RFP's & RFQ's excluded).

SECURITY

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

~~➤ For projects under \$ 15,000~~

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

~~Statutory 10% holdback~~

~~20% deficiency holdback~~

~~➤ For projects over \$ 15,000~~

~~10% bid deposit~~

~~50% Material and Labor Bond~~

~~50% Performance Bond or Irrevocable Letter of Credit~~

~~Statutory 10% holdback~~

~~20% deficiency holdback~~

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

~~Refund Time Frame:~~

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

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

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

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

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

OPENING OF TENDERS

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

AWARD OF TENDERS

- 1) All public tenders exceeding \$~~10,000~~ \$30,000 will be awarded by Resolution of the Board upon receiving a Staff Report from the appropriate Director and the Director of Financial Administration.
- 2) Tenders will be awarded to the best overall tender, recognizing that the lowest price is important, but other elements of value, including quality, future maintenance costs, ability to deliver at required times and service and customer relations constitute total cost to the Corporation.
- 3) Upon notification of the award, the Director of Financial Administration will advise all firms that submitted a tender, the name of the successful bidder and the amount of the bid.
- 4) The Director of Financial Administration will prepare the "Notice of Award" letter, contract and the "Notice to Proceed" letter and will notify the appropriate Director when completed.

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

- 1) Any or all proponents may withdraw their bids prior to the tender opening time. All withdrawal requests shall be made in writing on the Corporate letterhead, with an authorized signatory. Facsimile letters of withdrawal will be accepted if all conditions are met and the facsimile is legible.
- 2) Where the proponent requests permission to withdraw his bid because of a miscalculation of extending unit prices through clerical error, and upon submission of such evidence, no penalty shall be charged.

- 3) Where the proponent requests permission to withdraw his bid due to an error in business judgment, or when it becomes reasonable to assume questionable bidding tactics have been employed, evidenced by a large disparity between prices offered, the matter may be referred by the Administrator to the Corporations Solicitors for recommended action.

CONTINGENCY AND CHANGE ORDERS

- 1) The Corporation recognizes that capital construction projects may require, from time to time, the overall contract to expend monies in the Contingency Section of the contract, or require the construction contract to be altered through a change order.
- 2) Capital construction projects will only be altered through the use of a change order/contingency requirement from, duly executed by both parties in triplicate. A copy of the change form will be provided to the contractor, consulting engineer (if applicable) and the Corporation.
- 3) Contingency funds within capital construction projects may be agreed upon by the appropriate Director, or designate, the consulting engineer and the project's contractor. At no time should the draw upon the contingency funds exceed the amount provided in the contract award. Should contingency funds be required, greater than that provided in the contract, a Staff Report will be prepared for the Boards consideration noting a revised budget.
- 4) Capital construction projects may require additional work to be undertaken during the course of a project. Should a construction project require additional work, the following Corporate authorizations will be required **prior** to the issuance of a project change form.
 - a) \$ 0 to \$ 5,000 but not to exceed 10% of the total project costs and is within budgeted contingency dollar value, will require the authorization of the appropriate Director and Director of Financial Administration.
 - b) \$ 5,000 - \$ 10,000 but not to exceed 15% of the total project costs and is within budgeted contingency dollar value, will require the authorization of the Director of Financial Administration and Administrator.
 - c) \$ 10,000 and over, or exceeding 15% of the total project costs and is within budgeted contingency dollar value, will require a Staff Report to be present to the Board for its authorization.
 - d) All additional work that exceeds the budgeted value will require a Staff Report to be presented to the Board for its authorization.

Cheque Register-Summary-Bank



H1

Supplier : 100E20 To ZZ0820
 Pay Date : 16-May-2024 To 30-Jun-2024
 Bank : 099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
9074	17-May-2024	100F20	BLACK PRESS GROUP LTD	Issued	86	C	1,123.37
9075	17-May-2024	CENT20	CENTURY HARDWARE LTD	Issued	86	C	640.59
9076	17-May-2024	CINT20	CINTAS CANADA LIMITED	Issued	86	C	367.42
9077	17-May-2024	E36020	ENVIRONMENTAL 360 SOLUTIONS CENTRAL	Issued	86	C	336.89
9078	17-May-2024	FINJ20	FINDLAY, J	Issued	86	C	340.00
9079	17-May-2024	GART20	GARTH'S ELECTRIC CO LTD - INC NO. 248102	Issued	86	C	141.75
9080	17-May-2024	GOLT20	GOLD TRAIL RECYCLING	Issued	86	C	29.40
9081	17-May-2024	HIPR20	HI-PRO SPORTING GOODS LTD	Issued	86	C	1,645.35
9082	17-May-2024	INNO20	INNOV8 DIGITAL SOLUTIONS	Issued	86	C	11.19
9083	17-May-2024	INTD20	TAF VENTURES INC.	Cancelled	93	C	0.00
9084	17-May-2024	JAYP20	JAYCO PLUMBING LTD	Issued	86	C	6,482.70
9085	17-May-2024	PETT20	PETTY CASH	Issued	86	C	157.85
9086	17-May-2024	POIN20	POINTER SIGN SHOP	Issued	86	C	672.00
9087	17-May-2024	PURO20	PURULATOR INC	Issued	86	C	111.38
9088	17-May-2024	SMIT20	SMITTY'S JANITORIAL SERVICES (1993)	Issued	86	C	1,050.00
9089	17-May-2024	WILA20	WILLIAM LOVE	Issued	87	C	803.25
9090	30-May-2024	CENT20	CENTURY HARDWARE LTD	Issued	92	C	55.82
9091	30-May-2024	CINT20	CINTAS CANADA LIMITED	Issued	92	C	133.42
9092	30-May-2024	INNO20	INNOV8 DIGITAL SOLUTIONS	Issued	92	C	115.12
9093	30-May-2024	PERF20	PERFORMANCE ALL TERRAIN & RENTALS LT	Issued	92	C	44.80
9094	30-May-2024	SMIT20	SMITTY'S JANITORIAL SERVICES (1993)	Issued	92	C	682.50
9095	30-May-2024	WILA20	WILLIAM LOVE	Issued	92	C	1,332.19
9096	30-May-2024	INTD20	TAF VENTURES INC.	Issued	94	C	5,061.60
9097	14-Jun-2024	1MAS20	100 MILE AGRIPLEX SOCIETY	Issued	104	C	56.58
9098	14-Jun-2024	CAPR20	CARIBOO PLANT RANCH	Issued	104	C	227.08
9099	14-Jun-2024	CARZ20	CARSON, ZENA	Issued	104	C	100.04
9100	14-Jun-2024	CENT20	CENTURY HARDWARE LTD	Issued	104	C	42.19
9101	14-Jun-2024	CINT20	CINTAS CANADA LIMITED	Issued	104	C	409.77
9102	14-Jun-2024	E36020	ENVIRONMENTAL 360 SOLUTIONS CENTRAL	Issued	104	C	327.79
9103	14-Jun-2024	GOLT20	GOLD TRAIL RECYCLING	Issued	104	C	29.40
9104	14-Jun-2024	ICSC20	ICS CLEAN SUPPLIES LTD	Issued	104	C	1,174.50
9105	14-Jun-2024	INNO20	INNOV8 DIGITAL SOLUTIONS	Issued	104	C	50.97
9106	14-Jun-2024	INTO20	INTERIOR LOCKSMITH	Issued	104	C	106.39
9107	14-Jun-2024	LGEL20	LG ELECTRIC	Issued	104	C	507.43
9108	14-Jun-2024	LONE20	LONE BUTTE SUPPLY LTD	Issued	104	C	492.34
9109	14-Jun-2024	SNIL20	SNIDER, LORALEI	Issued	104	C	100.04
9110	14-Jun-2024	TASC20	TASCO SUPPLIES LTD	Issued	104	C	15.80
9111	14-Jun-2024	WALS20	WALT, SHERRY	Issued	104	C	200.00
9112	14-Jun-2024	WILA20	WILLIAM LOVE	Issued	104	C	1,806.00
9113	14-Jun-2024	WILL20	WILTGRUBER, LUCINDA	Issued	104	C	100.04
9114	28-Jun-2024	CENT20	CENTURY HARDWARE LTD	Issued	112	C	250.33
9115	28-Jun-2024	CINT20	CINTAS CANADA LIMITED	Issued	112	C	136.27
9116	28-Jun-2024	INNO20	INNOV8 DIGITAL SOLUTIONS	Issued	112	C	118.52
9117	28-Jun-2024	JAYP20	JAYCO PLUMBING LTD	Issued	112	C	1,579.20
9118	28-Jun-2024	RAIS20	RAISING THE BARRE ACADEMY OF DANCE	Issued	112	C	325.00
9119	28-Jun-2024	SIMO20	SIMON & WES: THE VERY BIG SHOW	Issued	112	C	200.00
9120	28-Jun-2024	SMIT20	SMITTY'S JANITORIAL SERVICES (1993)	Issued	112	C	682.50
9121	28-Jun-2024	UNCO20	UNITED CONTRETE & GRAVEL	Issued	112	C	680.96
9122	28-Jun-2024	WILA20	WILLIAM LOVE	Issued	112	C	1,139.25
9123	28-Jun-2024	WLWF20	WILLIAMS LAKE WATER FACTORY	Issued	112	C	62.00
01678-0001	16-May-2024	GRAY20	TELUS CUSTOM SECURITY SYSTEMS	Issued	80	E	137.39
01680-0001	16-May-2024	BDOC20	BDO CANADA LLP	Issued	82	E	814.54
01681-0001	16-May-2024	BCHY20	BC HYDRO & POWER AUTHORITY	Issued	83	E	1,251.60
01682-0001	16-May-2024	BCHY20	BC HYDRO & POWER AUTHORITY	Issued	84	E	53.57

Cheque Register-Summary-Bank



Supplier : 100E20 To ZZ0820
 Pay Date : 16-May-2024 To 30-Jun-2024
 Bank : 099 - CASH CLEARING/SUSPENSE "BANK" To 6 - 100

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
Bank : 6 100 MILE DEVELOPMENT CORP							
01683-0001	31-May-2024	RECG20	RECEIVER GENERAL FOR CANADA	Issued	88	E	4,201.65
01684-0001	27-May-2024	RECG20	RECEIVER GENERAL FOR CANADA	Issued	89	E	59.10
01685-0001	31-May-2024	SHAD20	SHAW DIRECT	Issued	90	E	120.91
01686-0001	31-May-2024	SHAD20	SHAW DIRECT	Issued	91	E	172.37
01687-0001	11-Jun-2024	ROYB20	ROYAL BANK VISA	Issued	95	E	3,339.39
01688-0001	11-Jun-2024	ROYB20	ROYAL BANK VISA	Issued	96	E	838.80
01689-0001	11-Jun-2024	ROYB20	ROYAL BANK VISA	Issued	97	E	50.00
01690-0001	12-Jun-2024	SHAW20	SHAW CABLE	Issued	98	E	72.80
01691-0001	12-Jun-2024	ROYB20	ROYAL BANK VISA	Issued	99	E	1,528.96
01692-0001	12-Jun-2024	FORT20	FORTIS BC	Issued	100	E	605.58
01693-0001	14-Jun-2024	FORT20	FORTIS BC	Issued	101	E	33.31
01694-0001	01-Jun-2024	CLIF20	CANADA LIFE	Issued	102	E	313.40
01695-0001	14-Jun-2024	SHAW20	SHAW CABLE	Issued	103	E	75.26
01696-0001	12-Jun-2024	100F20	BLACK PRESS GROUP LTD	Issued	105	E	1,085.44
01697-0001	28-Jun-2024	RECG20	RECEIVER GENERAL FOR CANADA	Issued	106	E	5,733.75
01698-0001	28-Jun-2024	ADTS20	ADT SECURITY SERVICES INC.	Issued	107	E	137.39
01699-0001	28-Jun-2024	SHAW20	SHAW CABLE	Issued	108	E	120.91
01700-0001	28-Jun-2024	SHAW20	SHAW CABLE	Issued	109	E	172.37
01701-0001	28-Jun-2024	TELU20	TELUS MOBILITY	Issued	110	E	100.80
01702-0001	30-Jun-2024	CLIF20	CANADA LIFE	Issued	111	E	787.81
01703-0001	30-Jun-2024	ORKI20	ORKIN CANADA CORPORATION	Issued	113	E	267.60
01704-0001	28-Jun-2024	SHAD20	SHAW DIRECT	Issued	114	E	284.36

Total Computer Paid :	32,258.98	Total EFT PAP :	22,359.06	Total Paid :	54,618.04
Total Manually Paid :	0.00	Total EFT File :	0.00		

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