

### MEETING TO BE HELD IN THE MUNICIPAL COUNCIL CHAMBERS Tuesday, September 24th, 2024, AT 5:30 PM

	CALL TO ORDER					
	The Chair to call the Board meeting to order.					
	Acknowledgement that this meeting is being held o Tsq'escencúl'ecw.					
A.	APPROVAL OF AGENDA:					
	A1					
	<b>BE IT RESOLVED THAT</b> the September 24 <sup>th</sup> , 2024 100 Mile Development Corporation Board agenda <u>be approved</u> .					
B.	INTRODUCTION OF LATE ITEMS					
C.	DELEGATIONS					
D.	MINUTES:					
	D1					
Board Minutes – July 9 <sup>th</sup> , 2024	<b>BE IT RESOLVED THAT</b> the minutes of the Board meeting held July 9 <sup>th</sup> , 2024, <u>be adopted</u> .					
E.	UNFINISHED BUSINESS:					
F.	CORRESPONDENCE					
	F1					
MEH Rental Space	<b>BE IT RESOLVED THAT</b> the correspondence dated September 19 <sup>th</sup> , 2024 from Vintage Athletics regarding					

	the continuation of a rental agreement <u>be received;</u> and further				
	<b>BE IT RESOLVED THAT</b> the request be approved and a one-year lease be prepared at a rate of \$550/month.				
G.	STAFF REPORTS:				
	G1				
Facilities Attendant	<b>BE IT RESOLVED THAT</b> the memo dated September 19 <sup>th</sup> , 2024 from the Director of Finance regarding the facilities attendant contract <u>be received</u> ; and further <b>BE IT RESOLVED THAT</b> the 100 Mile Development				
	Corporation Board hereby approve the contract for				
	facilities attendant (MEH & Lodge) to South Cariboo Property Management for the term ending April 30 <sup>th</sup> , 2025.				
H.	VOUCHERS				
	H1				
Paid Vouchers & EFT's – July 1 <sup>st</sup> – September 15 <sup>th</sup> , 2024	<b>BE IT RESOLVED THAT</b> the paid manual vouchers #9124 to #9189 and EFT's totaling <b>\$169,955.47</b> <u>be received</u> .				
I.	OTHER BUSINESS:				
J	QUESTION PERIOD:				
K	ADJOURNMENT				
	<b>BE IT RESOLVED THAT</b> the September 24 <sup>th</sup> , 2024, 100 Mile Development Corporation meeting now adjourn: Time:				

**D1** 



# MEETING HELD IN THE MUNICIPAL COUNCIL CHAMBERS TUESDAY July 9th, 2024 AT 6:00 PM

Present:

Chair

Maureen Pinkney

**Directors** 

Donna Barnett

Jenni Guimond Marty Norgren Dave Mingo

Staff:

CAO

Tammy Boulanger

Dir. of Com. Serv.

Todd Conway

Dir. of Planning & Ec.Dev.

Joanne Doddridge

Other:

(1)

	CALL TO ORDER				
	Chair Pinkney called the meeting to order at 6:00 PM				
	Chair Pinkney acknowledged that this meeting is being held on Tsq'escencúlecw.				
A.	APPROVAL OF AGENDA:				
	A1				
e:	Res: 27/24 Moved By: Director Mingo Seconded By: Director Barnett				
	<b>BE IT RESOLVED THAT</b> the July 9 <sup>th</sup> , 2024 100 Mile Development Corporation Board agenda <u>be approved</u> .				
	CARRIED				

В.	INTRODUCTION OF LATE ITEMS
C.	DELEGATIONS
D.	MINUTES:
	D1
Board Minutes – May 28 <sup>th</sup> , 2024	Res: 28/24 Moved By: Director Guimond Seconded By: Director Barnett  BE IT RESOLVED THAT the minutes of the Board meeting held May 28th, 2024, be adopted.
	CARRIED
E.	UNFINISHED BUSINESS:
F.	CORRESPONDENCE
100 Mile House Wranglers Request	Res: 29/24 Moved By: Director Seconded By: Director  BE IT RESOLVED THAT the correspondence from the 100 Mile House Wranglers be received; and further  BE IT RESOLVED THAT the request be referred to the next South Cariboo Joint Committee meeting.  CARRIED
G.	STAFF REPORTS:

	G1		
100 Mile Development Corporation Purchasing Policy Amendment	Res: 30/24 Moved By: Director Mingo Seconded By: Director Barnett		
	<b>BE IT RESOLVED THAT</b> the 100 Mile Development Corporation Board hereby approve the purchasing policy as amended by Administration; and further		
	<b>BE IT RESOLVED THAT</b> all previously approved policies and procedures referenced within are hereby rescinded.		
	CARRIED		
H.	VOUCHERS		
	H1		
Paid Vouchers & EFT's – May 16 <sup>th</sup> – June 30 <sup>th</sup> , 2024	Res: 31/24 Moved By: Director Guimond Seconded By: Director Norgren  BE IT RESOLVED THAT the paid manual vouchers #9074 to #9123 and EFT's totaling \$54,618.04 be received.  CARRIED		
J	QUESTION PERIOD:		

K	ADJOURNMENT				
	Res: 32/24 Moved By: Director Barnett Seconded By: Director Mingo				
	<b>BE IT RESOLVED THAT</b> the July 9 <sup>th</sup> , 2024, 100 Mile Development Corporation meeting now adjourn: Time: 6:10 PM				
	CARRIED				
	I hereby certify these minutes to be correct.				
	Chair Corporate Officer				

Patricia Thom Vintage Athletics pthom3000@gmail.com 250-397-2891 / 604-701-9791 September 19, 2024

100 Mile House District Council

Dear Council,

I hope this message finds you well. I am writing to reaffirm my intention to continue using the Martin Exeter Hall for my fall prevention classes.

The hall has proven to be an ideal venue for my program, providing an accessible and welcoming environment for my participants. Its spacious layout allows me to conduct exercises safely, while the facilities have supported my efforts to create an engaging and effective learning experience.

My fall prevention classes play a crucial role in promoting health and wellness within our community, and I am committed to maintaining this initiative. I appreciate the collaboration I have received from the council and am eager to continue our partnership.

Please let me know if there are any necessary steps I should take to secure my future bookings. I look forward to continuing our work together and making a positive impact on the lives of the people of our community.

Thank you for your ongoing support.

Warm regards,

Trish
Patricia Thom
Vintage Athletics
pthom3000@gmail.com
250-397-2891 / 604-701-9791



## 100 MILE DEVELOPMENT CORPORATION

#### **MEMO**

Date:

September 19th, 2024

To:

**Board of Directors** 

From:

S.Elias, Finance

Re:

Facilities Attendant Contract - MEH and Lodge

At the April 23<sup>rd</sup> meeting of the District of 100 Mile House Council, a contract was awarded to South Cariboo Property Management (Mr. William Love) for Facilities Attendant of the Community Hall, Martin Exeter Hall and the Lodge.

The tender/contract offered did not include Audio Visual support and after-hours emergency calls that can be required at Martin Exeter Hall. Staff felt that the proper direction would be to offer a contract (attached) for Martin Exeter Hall and the Lodge separate from the Community Hall and include the rates that have been historically paid for the extra services.

- Cleaning of Martin Exeter Hall at the tendered rate of \$25.00/hour plus applicable taxes.
- Audio/Visual duties at the rate of \$35.00/hour plus applicable taxes.
- Emergency Calls from Director of Community Services at the rate of \$35.00/hour plus applicable taxes.

**BE IT RESOLVED THAT** the 100 Mile Development Corporation Board hereby approve the contract for Facilities Attendant (MEH & Lodge) to South Cariboo Property Management for a term ending April 30<sup>th</sup>, 2025.

S.Elias, Dir. of Finance



File No. **360-09** 

Term: May 1<sup>st</sup> 2024 to April 30<sup>th</sup> 2025

THIS AGREEMENT dated for reference the

day of

2024

#### **BETWEEN:**

100 MILE DEVELOPMENT CORPORATION

385 South Birch Avenue, Box 340 100 Mile House, BC. VOK 2E0

(the "Corporation")

OF THE FIRST PART

AND:

Mr. William Love

**South Cariboo Property Management** 

5898 Horse Lake Road

PO Box 1864

100 Mile House, BC. VOK 2E0

(the "Contractor")

OF THE SECOND PART

**WITNESSETH**, that the Corporation and the Contractor in consideration of the covenants and agreements contained herein, the parties hereto covenant and agree with each other as follows:

#### SCOPE OF WORK

#### Title: Facilities Attendant (MEH & Lodge)

The Contractor hereby agrees to furnish all of the materials (except as otherwise specified to be supplied by others) and all of the equipment and labor necessary to perform all of the work as described in Schedule "A" and "B" attached to and forming part of this contract.

The Contractor must report any matters of concern relating to the condition of the facilities to the Director of Community Services.

#### TIME OF COMPLETION

The work to be performed under this contract shall be for a term of one (1) year as follows:

Start May 1st, 2024 and completed by April 30th, 2025

#### **PAYMENT DETAILS**

Upon receipt of the Contractors invoice, the Corporation shall pay the Contractor for the performance of the Contract subject to additions and deductions provided therein, in current funds in the amount of \$25.00/hour plus applicable taxes.

Audio/Visual and Emergency work directed by the Director of Community Services will be billable in the amount of \$35.00/per hour plus applicable taxes.

No additional work shall be completed without the approval of the Director of Community Services. Additional work billable at \$25.00/hour plus applicable taxes.

All services rendered for Martin Exeter Hall and the Lodge will be invoiced to the 100 Mile Development Corporation.

#### **TERMS:**

The Contractor is an independent contractor and not the servant, employee or agent of the 100 Mile Development Corporation. The Contractor will be responsible for deduction and/or remittance of any employment insurance assessments, Canada Pension contributions, taxes and any other assessments imposed by governments or other authorities against the Contractor or his servants, employees, officers or directors. The Contractor shall adhere to all Workers Compensation requirements as set out in Schedule "D" – Prime Contractor Agreement.

#### **INDEMNITY**

The Contractor shall at all times indemnify and save harmless the Corporation and/or any of its officers, servants, agents and employees, from and against any and all suites or claims alleging damage or injury (including death) to any person or property that may occur or that may be alleged to have occurred, in the course of the performance of this Contract, whether such claim shall be made by an employee of the Contractor, or by a third person and whether or not it shall be claimed that the alleged damage or injury (including death) was caused through a willful or negligent act or omission of the Contractor, its officers, servants, agents or employees, or a willful or negligent act or omission of any of its sub-contractors or any of their officers, servants, agents or employees, and at its own expense, the Contractor shall defend any and all such actions and pay all legal charges, costs and other expenses arising therefrom.

#### INTERPRETATION

No waiver of any term or condition of this Agreement or waiver of a breach of any term or condition of this Agreement by any party hereto shall be effective unless it is in writing and no waiver or breach even if in writing shall be construed as a waiver of any future breach.

This Agreement constitutes the entire Agreement amongst the parties and there are no terms, conditions, representations, or warranties, expressed or implied, statutory or otherwise, except for those expressly set forth herein.

The Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns. Neither the Corporation nor the Contractor may assign this Agreement without the other's prior written consent.

#### **SIGNATURES**

**Address** 

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement, the day and year first above written.

SIGNED AND DELIVERED In the presence of:	
Witness	100 MILE DEVELOPMENT CORPORATION
Address	
Address	
Witness	South Cariboo Property Management
Address	

#### **SCHEDULE "A"**

#### **MARTIN EXETER HALL CLEANING EXPECTATIONS (For Events)**

- Ensure the facility is ready for scheduled rentals.
- Martin Exeter Hall must be 100% clean after rentals ( allowing groups a day to clean when available)
- Leave janitorial items and additional supplies available to user groups.
- Inform Visitor Centre Manager when supplies are low/needed or if maintenance is required i.e., Lightbulbs replaced, anything broken etc.,
- All toilets cleaned/sanitized
- Feminine receptacles checked (replaced if items inside)
- Sinks/counters cleaned/sanitized
- Mirrors cleaned and left without streaks/water spots
- Hand dryers and garbage containers wiped down
- Floors swept and mopped
- Walls spot-cleaned
- Dust all dispensers (toilet paper, paper towel, soap) & doors (as needed)
- Wipe down stall doors (as needed)
- Floor mats & carpet vacuumed
- Stairs sweep/mopped
- Wipe down doors (as needed)
- Restock janitorial supplies
- Sinks/counters/fridge cleaning/sanitized downstairs (as needed)
- Clean pews (as needed)

#### MARTIN EXETER MAIN HALL (Monthly as needed)

- Cobwebs removed
- Closets dusted/windowsills dusted/light fixtures dusted
- Sweep front of building/sidewalks
- Wipe down doors
- Lime scale removed from taps
- Clean windows
- Baseboards wiped down
- Check fire alarm system
- · Check theatre lighting
- Check emergency lighting
- Check water softener salt

And, any other requirements as determined by the Director of Community Services.

### **SCHEDULE "B"**

#### LODGE CONFERENCE CENTRE – MONTHLY

- Alarms checks
- Do a building walk thru

And, any other requirements as determined by the Director of Community Services.

# SCHEDULE "D" Prime Contractor Agreement

The Contractor shall, for the purposes of the Workers Compensation Act, and for the duration of the Work of the Contract:

- a) be the "prime contractor" for the "Work Site", and
- b) do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with the Act and its regulations, as required to ensure the health and safety of all persons at the "Work Site".

The Contractor shall direct all Subcontractors, Sub-subcontractors, other Contractors, employers, Workers and any other persons at the "Work Site" on safety related matters, to the extent required to fulfill its "prime contractor" responsibilities pursuant to the Act, regardless of:

- a) whether or not any contractual relationship exists between the Contractor and any of these entities, and
- b) whether or not such entities have been specifically identified in this Contract.

As per requirements of the Workers Compensation Act Part 3, Division 3, Section 118 (1-3) which states:

Coordination of multiple-employer Workplaces

#### Section 118 in this section:

1) "multiple-employer Workplace" means a Workplace where Workers of 2 or more employers are working at the same time;

"prime contractor" means, in relation to a multiple-employer Workplace,

- the directing contractor, employer or other person who enters into a written agreement with the corporation of that Workplace to be the prime contractor for the purposes of this Part, or
- b) If there I so agreement referred to in paragraph (a), the corporation of the Workplace.
- 2) The prime contractor of a multiple-employer Workplace must:
  - a) ensure that the activities of employers, Workers and other persons at the Workplace relating to occupational health and safety are coordinated, and
  - b) do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with this Part and the regulation in respect to the Workplace.

3) Each employer of Workers at a multiple-employer Workplace must give to the prime contractor the name of the person the employer has designated to supervise the employer's Workers at that Workplace.

The Contractor covenants and agrees that when performing any work for the Corporation, whether directly as a contractor or indirectly as a sub-contractor, it will adhere to all of the requirements of the B.C. Employment Standards Act (RSBC 1996), as may be amended from time to time, that are applicable to the work being performed, including but not limited to:

- a) Section 36 (2); an employer must ensure that each employee has at least 8 consecutive hours free from work between each shift worked.
- b) Section39; despite any provision of this Part, an employer must not require or directly or indirectly allow an employee to work excessive hours or hours detrimental to the employee's health or safety.

I fully understand and accept the responsibilities of the prime contractor designation in accordance with the Workers Compensation Act and the B.C. Employment Standards Act while contracted by the 100 Mile Development Corporation and will abide by all Workers Compensation Board Regulation requirements.

Project:	
Company:	
Signed:	(Contractor's Cign sture)
(Please print name of Contractor)	(Contractor's Signature)
Witness:	
(Please print name of Witness)	(Witness Signature)
Date:	

# 100 MILE DEVELOPMENT CORPORATION Cheque Register-Summary-Bank

Supplier: 100E20 To ZZ0820

Pay Date: 01-Jul-2024 To 15-Sep-2024

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



AP5090 Date :

Seq:

Sep 19, 2024

Cheque No.

Page : 1 Time :

Status: All

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H1

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
9124	08-Jul-2024	TASC20	TASCO SUPPLIES LTD	Issued	121	C	827.36
9125	15-Jul-2024	1MAS20	100 MILE AGRIPLEX SOCIETY	Issued	127	C	42.41
9126	15-Jul-2024	AIKG20	AIKEN, GREG	Issued	127	C	90.00
9127	15-Jul-2024	BURG20	BURGESS PLUMBING HEATING & ELECTRICA	Issued	127	С	72.53
9128	15-Jul-2024	CENT20	CENTURY HARDWARE LTD	Issued	127	С	69.94
9129	15-Jul-2024	DIST20	DISTRICT OF 100 MILE HOUSE	Issued	127	С	34,938.23
9130	15-Jul-2024	DWBC20	DWB CONSULTING SERVICES	Issued	127	С	525.00
9131	15-Jul-2024	E36020	ENVIRONMENTAL 360 SOLUTIONS CENTRAL	Issued	127	C	325.56
9132	15-Jul-2024	GOLT20	GOLD TRAIL RECYCLING	Issued	127	С	119.42
9133	15-Jul-2024	INNO20	INNOV8 DIGITAL SOLUTIONS	Issued	127	С	27.76
9134	15-Jul-2024	SIMO20	SIMON KING	Issued	127	С	200.00
9135	15-Jul-2024	TEUS20	TELUS	Issued	127	С	1,504.98
9136	15-Jul-2024	WCEL20	W.C ELECTRIC LTD	Issued	127	С	178.50
9137	15-Jul-2024	WILA20	WILLIAM LOVE	Issued	127	c	909.57
9138	30-Jul-2024	BURG20	BURGESS PLUMBING HEATING & ELECTRIC/		136	C	356.51
9139	30-Jul-2024	CENT20	CENTURY HARDWARE LTD	Issued	136	C	217.12
9140	30-Jul-2024	CINT20	CINTAS CANADA LIMITED	Issued	136	C	373.40
9141	30-Jul-2024	FRAS20	FRASER & PINE RETAIL	Issued	136	C	313.60
9142	30-Jul-2024 30-Jul-2024	INNO20	INNOV8 DIGITAL SOLUTIONS	Issued	136	C	35.71
9142		INTO20	INTERIOR LOCKSMITH		136	c	95.20
	30-Jul-2024			Issued			
9144	30-Jul-2024	PETT20	PETTY CASH	Issued	136	C	211.90
9145	30-Jul-2024	SMIT20	SMITTY'S JANITORIAL SERVICES (1993)	Issued	136	C	682.50
9146	30-Jul-2024	TYLP20	TYLER'S PAINT & DECOR	Issued	136	С	402.95
9147	30-Jul-2024	WILA20	WILLIAM LOVE	Issued	136	С	105.00
9148	06-Aug-2024	WILA20	WILLIAM LOVE	Issued	142	С	955.51
9149	15-Aug-2024	CENT20	CENTURY HARDWARE LTD	Issued	152	С	100.31
9150	15-Aug-2024	CINT20	CINTAS CANADA LIMITED	Issued	152	С	148.06
9151	15-Aug-2024	DIST20	DISTRICT OF 100 MILE HOUSE	Issued	152	С	45,113.25
9152	15-Aug-2024	DWBC20	DWB CONSULTING SERVICES	Issued	152	С	793.88
9153	15-Aug-2024	E36020	ENVIRONMENTAL 360 SOLUTIONS CENTRAL	Issued	152	С	53.40
9154	15-Aug-2024	HDBT20	HORSEFLY DISTRICT BOARD OF TRADE	Issued	152	С	1,800.00
9155	15-Aug-2024	INNO20	INNOV8 DIGITAL SOLUTIONS	Issued	152	С	195.62
9156	15-Aug-2024	PERF20	PERFORMANCE ALL TERRAIN & RENTALS LT	Issued	152	С	623.36
9157	15-Aug-2024	PERS20	PERFECT SOLUTIONS	Issued	152	С	436.71
9158	15-Aug-2024	POIN20	POINTER SIGN SHOP	Issued	152	С	168.00
9159	15-Aug-2024	STUF20	STUFFED ANIMAL HOUSE	Issued	152	С	382.56
9160	15-Aug-2024	UNIS20	UNIVAR SOLUTIONS CANADA LTD	Issued	152	С	635.39
9161	15-Aug-2024	WILA20	WILLIAM LOVE	Issued	152	С	984.38
9162	29-Aug-2024	AIKG20	AIKEN, GREG	Issued	156	С	90.00
9163	29-Aug-2024	AMOG20	GHARAT, AMOL	Issued	156	C	46.20
9164	29-Aug-2024	CINT20	CINTAS CANADA LIMITED	Issued	156	С	136.27
9165	29-Aug-2024	DIAB20	BROWN, DIANE	Issued	156	С	92.40
9166	29-Aug-2024	DIST20	DISTRICT OF 100 MILE HOUSE	Issued	156	C	993.10
9167	29-Aug-2024	E36020	ENVIRONMENTAL 360 SOLUTIONS CENTRAL	Issued	156	С	49.17
9168	29-Aug-2024	GOLT20	GOLD TRAIL RECYCLING	Issued	156	С	168.00
9169	29-Aug-2024	HIPR20	HI-PRO SPORTING GOODS LTD	Issued	156	C	4,440.93
9170	29-Aug-2024	INNO20	INNOV8 DIGITAL SOLUTIONS	Issued	156	C	0.86
9171	29-Aug-2024	LAGO20	LAGO MARKETING BC LTD	Issued	156	C	1,268.24
9172	29-Aug-2024	LEES20	LEE'S CUSTOM FLOORING	Issued	156	C	1,157.58
9173	29-Aug-2024	LGEL20	LG ELECTRIC	Issued	156	C	1,327.78
9174	29-Aug-2024	PATE20	PATERSON SEPTIC SERVICE	Issued	156	С	317.63
9175	29-Aug-2024	SMIT20	SMITTY'S JANITORIAL SERVICES (1993)	Issued	156	С	682.50
9176	29-Aug-2024	STUL20	STUART, LEVI	Issued	156	С	3,500.00
9177	29-Aug-2024	TECS20	TECHNICAL SAFETY BC	Issued	156	С	122.12
	-						

### 100 MILE DEVELOPMENT CORPORATION Cheque Register-Summary-Bank

100E20 To ZZ0820 Supplier:

Pay Date : Bank 01-Jul-2024 To 15-Sep-2024

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



AP5090 Date:

Sep 19, 2024

Page: 3

Time: 9:56 am

Seq:

Cheque No.

Status: All

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

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
Bank : 6	100 MILE DE\	/ELOPMENT (	ORP				
01746-0001	11-Sep-2024	TELL20	TELUS COMMUNICATIONS INC.	Issued	167	E	172.80
01747-0001	11-Sep-2024	TELS20	TELUS SERVICES INC.	Issued	168	E	1,568.0
01748-0001	13-Sep-2024	TEUS20	TELUS	Cancelled	170	E	1,003.3
01748-0001	13-Sep-2024	TEUS20	TELUS	Cancelled	171	E	-1,003.3
Total Computer Paid: 129,59		129,592.79	Total EFT PAP :	40,362.68	То	tal Paid :	169,955.4
Total Manu	ally Paid :	0.00	Total EFT File:	0.00			

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