



MEETING TO BE HELD IN THE MUNICIPAL COUNCIL CHAMBERS
Tuesday, December 10th 2024, AT 3:30 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 Tsq'escencúlecw.</p>
A.	<p><u>APPROVAL OF AGENDA:</u></p>
	<p>A1</p> <p>BE IT RESOLVED THAT the December 10th, 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 – November 26th, 2024	<p>D1</p> <p>BE IT RESOLVED THAT the minutes of the Board meeting held November 26th, 2024, <u>be adopted</u>.</p>
E.	<p><u>UNFINISHED BUSINESS:</u></p>
F.	<p><u>CORRESPONDENCE</u></p>
G.	<p><u>STAFF REPORTS:</u></p>

Employee Benefits Policy	<p>G1</p> <p>BE IT RESOLVED THAT the 100 Mile Development Corporation Board hereby approve the employee benefits policy as amended.</p>
Banner Displays	<p>G2</p> <p>BE IT RESOLVED THAT the banner display summary report from J. Gilmore, Visitor Center manager be received; and further.</p> <p style="text-align: center;"><i>Further direction at the discretion of Council</i></p> <hr style="width: 20%; margin: auto;"/> <p>Staff has provided designs received from the 100 Mile Pride Society to include with overall banner discussion</p>
H.	<u>VOUCHERS</u>
Paid Vouchers & EFT's – November 16th – December 4th, 2024	<p>H1</p> <p>BE IT RESOLVED THAT the paid manual vouchers #9250 to #9254 and EFT's totaling \$9,805.17 <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 December 10th, 2024, 100 Mile Development Corporation meeting now adjourn: Time:</p>



**MEETING HELD IN THE MUNICIPAL COUNCIL CHAMBERS
TUESDAY November 26th, 2024 AT 4:30 PM**

Present: Chair Maureen Pinkney
 Directors Donna Barnett
 Jenni Guimond
 Marty Norgren
 David Mingo

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

Other: (0) Media: (1)

	<p><u>CALL TO ORDER – Meeting called to order early</u></p> <p>Chair Pinkney called the meeting to order at 4:30 PM</p> <p>Chair Pinkney acknowledged that this meeting is being held on Tsjescencúlecw.</p>
<p>A.</p>	<p><u>APPROVAL OF AGENDA:</u></p>
	<p>A1</p> <p>Res: 39/24 Moved By: Director Guimond Seconded By: Director Mingo</p> <p>BE IT RESOLVED THAT the November 26th, 2024 100 Mile Development Corporation Board agenda <u>be approved</u>.</p> <p style="text-align: center;">CARRIED</p>

B.	<u>INTRODUCTION OF LATE ITEMS</u>
C.	<u>DELEGATIONS</u>
D.	<u>MINUTES:</u>
Board Minutes – September 24th, 2024	<p>D1</p> <p>Res: 40/24 Moved By: Director Mingo Seconded By: Director Norgren</p> <p>BE IT RESOLVED THAT the minutes of the Board meeting held September 24th, 2024, <u>be adopted</u>.</p> <p style="text-align: center;">CARRIED</p>
E.	<u>UNFINISHED BUSINESS:</u>
F.	<u>CORRESPONDENCE</u>
G.	<u>STAFF REPORTS:</u>
Draft 2025 Operating Budget	<p>G1</p> <p>Director of Finance S. Elias reviewed 2024 YTD Budget, proposed amendments and 2025 Draft Operating budget for the Boards consideration.</p> <hr/> <p>The SCCMP packages were discussed, and Council endorsed the concept of free basic packages for non-profit members.</p> <p>Community banners will be discussed further in December’s meeting. Mall owner/operators should be consulted on their desire to continue with the program.</p>
2024 Financial Plan Amendment	<p>G2</p> <p>Res: 41/24 Moved By: Director Barnett Seconded By: Director Mingo</p> <p>BE IT RESOLVED THAT the memo from Administration</p>



100 MILE DEVELOPMENT CORPORATION

MEMO

Date: November 29th, 2024
To: Board of Directors
From: S.Elias, Finance
Re: Employee Benefits Policy

In June of 2024 the 100 Mile Development Corporation had a change in benefit consultants from Encompass to Navy and Sage Benefits. Following the change to a new consultant, a review was completed of our benefit policy. The review included an internal review by Navy and Sage Benefits along with submitting our policy to the benefit provider (Canada Life) to see if our policies match with their current deliverable services.

The following changes are proposed:

- Employee Election to Continue post retirement – this is not a policy that Canada Life can include in our benefit plan, requires removal from the policy.
- LTD: Employee Benefits Continuation – remove employee election to continue. This is not a standard practice and can increase expense and risk to the overall plan.

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

BE IT RESOLVED THAT the 100 Mile Development Corporation Board hereby approve the Employee Benefits Policy as amended.

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

Date: Nov. 29, 2024

Reviewed By: T. Boulanger
 T. Boulanger, CAO

Date: Nov. 29, 2024



#2013.10

EMPLOYEE BENEFITS

1. Health & Welfare Benefits

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

- i. Basic Group Life Insurance
- ii. Accidental Death and Dismemberment
- iii. Weekly Indemnity
- iv. Long Term Disability
- v. Extended Health Care
- vi. Dental

a) Basic Group Life Insurance/Accidental Death and Dismemberment

The principal amount will be equal to two (2) times annual earnings to a maximum of \$200,000.00.

b) Weekly Indemnity

Equal to seventy-five (75%) percent of weekly salary up to the Employment Insurance maximum per week for a period of twenty-six (26) weeks commencing upon the first day of absence due to disabling injury and commencing upon the fourth day of absence due to illness.

c) Long Term Disability Income

Equal to seventy-five (75%) percent of regular salary up to a maximum of \$3,000.00 per month payable in the event of total disability and commencing after 180 days of absence.

d) Extended Health

Plan information is available in the employees handbook provided by the benefit provider for the 100 Mile Development Corporation. This includes a provision for eyeglasses, up to \$300 per family member, every two years.

e) Dental

Basic dental services as provided by Plan "A" with 100% coverage. Plan "B: - Restorative Care and Plan "C" – Orthodontia both to be provided on 50% - 50% coinsurance basis.

f) LTD: Employee Benefits Continuation

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



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

5 to 10 years of employment

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

10 to 20 years of employment

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

20 to 25 years of employment

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

~~**Employee Election to Continue**~~

~~All employees may elect to continue the benefits and to reimburse the Corporation on a monthly basis until the age of sixty five (65).~~

2. Worker's Compensation

If you are injured on the job and cannot perform all or any of your duties, you may be covered under Worker's Compensation. The amount you will receive and the length of time the benefit will be paid depends on your salary and the degree of your injuries. If you are injured on the job, first seek medical attention if required and let your supervisor know as soon as possible.

3. Leaves of Absence

All leaves of absence are unpaid except for those identified otherwise in this policy. Granting of unpaid leaves of absence is at the discretion of the CAO.

a) Personal Needs Leave

Paid personal needs leave shall be granted to all regular employees on the basis of one (1) personal needs day for every complete month of service, accumulative to a maximum of seventy-two (72) hours per year, non-cumulative from year to year.

An employee will notify their supervisor promptly in case of any personal needs leave and will also notify the supervisor when he is able to return to work. Pay for personal needs leave will occur with the normal pay. Part Time, Casual and Student employees are entitled to take up to five (5) paid days and three (3) unpaid days after they have been employed for ninety (90) calendar days as per employment standards.



b) Bereavement Leave

In the event of death in an employee's immediate family, the employee may be absent for a period not exceeding three (3) working days, increasing to five (5) days for outside of the Province or Vancouver Island. An additional two (2) days may be taken if required and this time will be deducted from the employee's personal needs leave. Upon request, consideration will be given to using vacation days in conjunction with bereavement leave.

Immediate family is defined as: wife, husband, common-law spouse, child, brother, sister, parent, grandparents, mother-in-law, father-in-law, son-in-law and daughter-in-law. Bereavement leave with pay, to a maximum of 3 days per occurrence, will be available to regular full-time employees only. Bereavement Leave shall not be available to employees on paid Leave of Absence, or to employees on unpaid leave in excess of 5 days.

Compensable hours under the terms of this section will be counted as hours worked for the purpose of qualifying for recognized paid Statutory Holidays, but will not be counted as hours worked for the purposes of computed overtime.

c) Family Responsibility Leave

An employee is entitled up to five (5) days of unpaid leave per employment year to meet responsibilities related to the care, health or education of any member of the employee's immediate family.

d) Jury Duty

Any regular full-time employee who is required to perform Jury Duty or serve as a subpoenaed court witness on a day which they would normally have worked will be compensated by the Corporation for their regular straight time hourly rate of pay for their regularly scheduled hours of work. It is understood that such compensation shall not be for hours in excess of the maximum hours of the employee's normal work schedule per day or forty (40) hours per week. The employee will be required to furnish proof of Jury Service and Jury Duty pay received and shall turn over to the Corporation the money received for such duties. Leave for jury duty will be granted to any employee, however, only regular full-time employees will be reimbursed for lost wages.

Hours paid for Jury Duty will be counted as hours worked for the purpose of qualifying for recognized paid Statutory Holidays, but will not be counted as hours worked for the purposes of computing overtime.

4. Employee & Family Assistance Program

There are times in all our lives when personal and emotional problems may affect our ability to handle home and work responsibilities. The pressures of everyday life sometimes



Personnel Policy

challenge our ability to balance the competing demands on our personal, family and work lives.

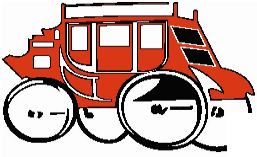
Canada Life offers a suite of services

to help you and your dependents manage work and personal life to lead a healthier, happier and more productive life.

Canada Life can provide you and your dependents with support, advice and information on a wide range of every day issues including:

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

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



100 Mile Development Corporation

385 Birch Avenue * P.O. Box 340 * 100 Mile House * British Columbia * Canada * V0K 2E0
T: 250.395.2434 * F. 250.395.3625

November 14, 2024

Banner Proposal

History

The Banner Program was established in the summer of 2002 as a partnership between the 100 Mile Development Corporation, the Retail Merchants Association, and the District of 100 Mile House. Cariboo Mall and Coach House Square Mall were supplied with banners, but were responsible for their installation, including any associated costs. The partnership has since dissolved, leaving the cost of the banners and installation solely on the 100 Mile Development Corporation. Public Works installs all banners on Birch Avenue.

From 2005 to 2023 the 100 Mile Development Corporation has spent a total of \$56,960.66 on banners.

Durability/Longevity

The existing installed banners have lasted approximately 18 months. 100 Mile House has been experiencing a lot of wind, which decreases the life of the banners. The banners at the malls are shredded beyond recognition due to increased exposure to the elements on the highway. The malls are contacted periodically to let them know that we do have replacements available.

Number of Banners Required

Each post displays 2 banners side by side. There are 21 posts along Birch Avenue, 9 in the Cariboo Mall, and 8 in the Coach House Square Mall, requiring a minimum of 76 individual banners. We currently have 24 banners left in stock.

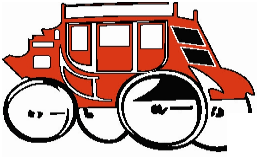
Other Communities

Inquiries into other surrounding communities revealed that the Business Improvement Association of Williams Lake purchased their downtown banners, a purchase that was made possible by a BC Rural Dividend Grant. The banners were then hung by the City of Williams Lake as an in-kind donation to the project. We also learned that the City of Quesnel has an application process, where people/businesses can apply to have their unique banner displayed, the cost of which would be covered by the individual/business making the application.

Mall Proposal Options

1. We will no longer provide the malls with banners, effective immediately.
2. We will supply the malls with only the banners we have remaining one final time.
3. We will order the additional banners needed to fully outfit the malls one final time. Cost: \$2,400 +tax & shipping
4. We will continue to purchase banners for the malls (2024 cost of \$6,000-7,000) every 1 to 10 years, depending on the banner and how long they last.
5. We will seek interest from the mall owners that we will order future banners at their cost.

We are proposing that the 100 Mile Development Corporation will supply Birch Avenue with banners, which are currently being redesigned to include the stagecoach, showcasing the history of 100 Mile House.



100 Mile Development Corporation

385 Birch Avenue * P.O. Box 340 * 100 Mile House * British Columbia * Canada * V0K 2E0
T: 250.395.2434 * F. 250.395.3625

Banner Quotes

We obtained quotes from The Flag Shop and the Big Bold Beautiful Banner Company Inc.

of Banners required for Birch Ave: 42 + 6 extras = 48

of Banners required for both Malls: 34 + 6 extras = 40

The Flag Shop

- Made of 14 oz, porous vinyl mesh, allowing airflow and reduced wind load.
- Anti-fungal and flame retardant.
- Each side can be printed with a different image.
- Designed to last 10+ years and comes with a 5-year warranty.
- Cost per banner: \$154.40

Banners for Birch Ave (48): \$7411.20 +tax & shipping

Banners for Both Malls (40): \$6660.00 +tax & shipping

TOTAL cost for all Banners: \$14071.20 +tax & shipping

Big Bold Beautiful Banner Company Inc.

VINYL

- Each side can be printed with a different image.
- Cost per banner: \$150.00 +tax & shipping

NYLON

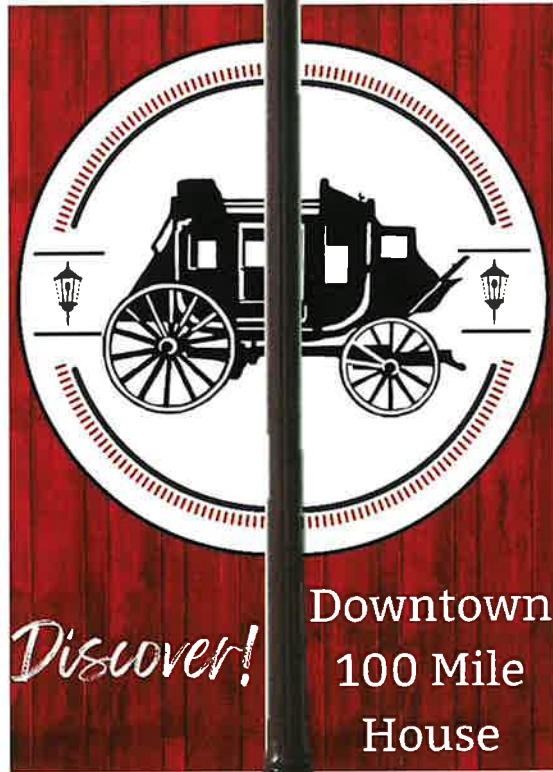
- Same as existing banners
- Cost per banner: \$ TBD

Banners for Birch Ave (48): \$7200.00 +tax & shipping

Banners for Both Malls (40): \$6000.00 +tax & shipping

TOTAL cost for all Banners: \$13200.00 +tax & shipping

** Cost of 16 Banners for Malls (if Mall Proposal #3 is chosen): \$2400.00 +tax & shipping



Discover!

Downtown
100 Mile
House



Savour

Explore

Discover!


**SOUTH
CARIBOO**



Discover!



SOUTH
CARIBOO



Discover!

Discover!



100 MILE
HOUSE



Discover!



Downtown
100 Mile
House



Eat



Shop

Explore



From: 100 Mile Pride Society <100milepride@gmail.com>
Sent: November 21, 2024 3:02 PM
To: Tammy Boulanger; Maureen Pinkney
Subject: Lightpost Banner Designs
Attachments: Lightpost Banners.jpg; Lightpost Banner Design 1.png; Lightpost Banner Design 2.png

Hello Tammy and Maureen,

I hope this email finds you both well. After weeks (months) of work-shopping, we are delighted to present the attached banner designs!

We wanted the banners to reflect the rich history and cultural diversity of 100 Mile House. These banners were thoughtfully created with a strong focus on inclusivity and community connection, aiming to honour the past, present, and future of our town.

The designs were crafted by a talented Indigenous artist with deep consideration for Truth and Reconciliation. They incorporate elements that celebrate Indigenous history and culture as well as 2SLGBTQIA+ colours, offering a meaningful counterbalance to the existing signs of settlement and the historic Cariboo Wagon Road.

The goal is to bring a sense of harmony, acknowledging and weaving together the diverse stories that shape 100 Mile House. These banners not only add vibrancy but also serve as a powerful reminder of the interconnected histories that our community is rooted with.

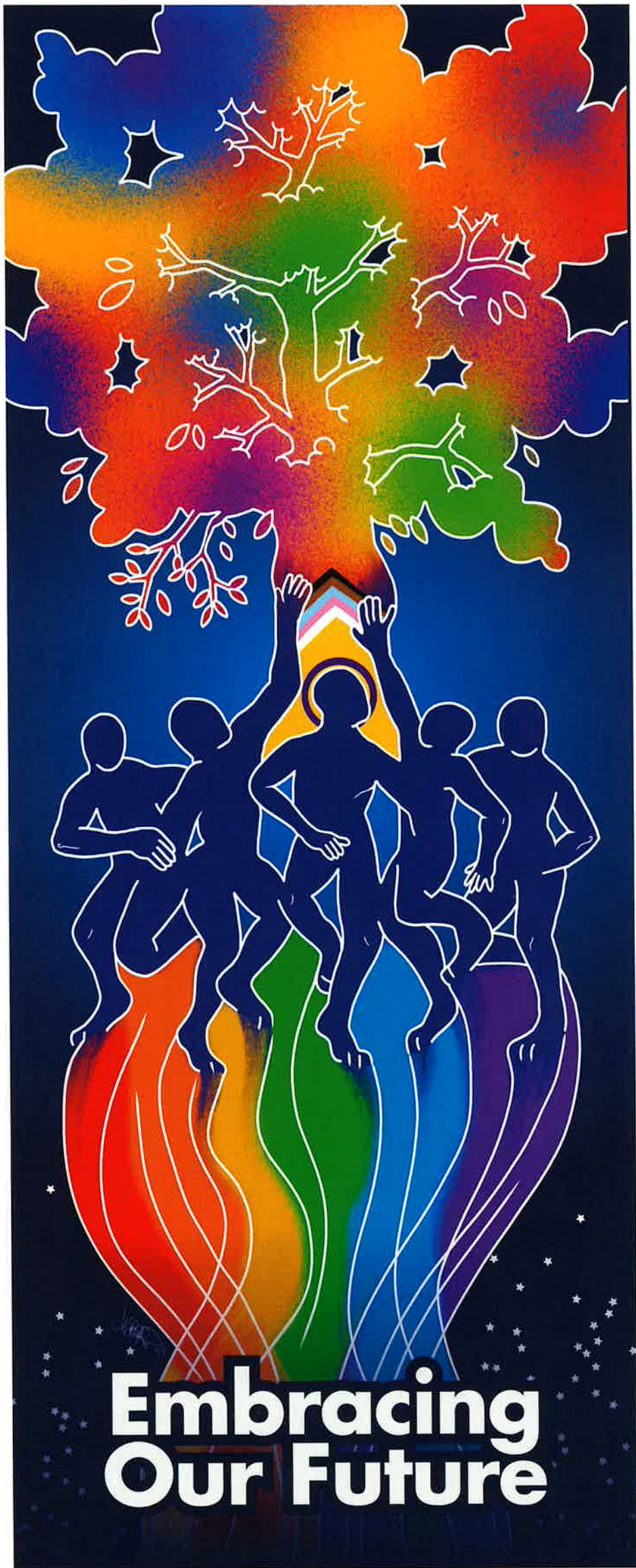
We would be grateful for your support and feedback as we hope to move forward with this initiative. Please let us know what you think. Thank you for your time and consideration.

Warm regards,



Honouring Our Past

100 MILE HOUSE



Embracing Our Future

SOUTH CARIBOO



Cheque Register-Summary-Bank



AP5090

Page : 1

Date : Dec 04, 2024

Time : 12:00

H1

Supplier : 100C20 To ZZ0820
 Pay Date : 16-Nov-2024 To 04-Dec-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
9235	15-Nov-2024	BCOD20	BC OUTDOORS SHOW	Cancelled	226	C	-1,627.50
9236	15-Nov-2024	CINT20	CINTAS CANADA LIMITED	Cancelled	242	C	-1,827.74
9250	29-Nov-2024	CENT20	CENTURY HARDWARE LTD	Issued	239	C	79.36
9251	29-Nov-2024	JAYP20	JAYCO PLUMBING LTD	Issued	239	C	751.80
9252	29-Nov-2024	SAVF20	SAVE ON FOODS	Issued	239	C	411.60
9253	29-Nov-2024	SMIT20	SMITTY'S JANITORIAL SERVICES (1993)	Issued	239	C	682.50
9254	29-Nov-2024	WILA20	WILLIAM LOVE	Cleared	239	C	1,194.38
01790-0001	29-Nov-2024	RECG20	RECEIVER GENERAL FOR CANADA	Cleared	228	E	5,359.49
01791-0001	25-Nov-2024	SHAW20	SHAW CABLE	Cleared	229	E	72.80
01792-0001	25-Nov-2024	TELL20	TELUS COMMUNICATIONS INC.	Cleared	230	E	784.00
01793-0001	25-Nov-2024	TELU20	TELUS MOBILITY	Cleared	231	E	100.80
01794-0001	25-Nov-2024	SHAD20	SHAW DIRECT	Cleared	232	E	142.18
01795-0001	25-Nov-2024	SHAW20	SHAW CABLE	Cleared	233	E	175.73
01796-0001	25-Nov-2024	SHAW20	SHAW CABLE	Cleared	234	E	120.91
01798-0001	01-Dec-2024	CLIF20	CANADA LIFE	Issued	237	E	591.14
01799-0001	30-Nov-2024	BCRP20	BC RECREATION AND PARKS ASSOCIATION	Cleared	238	E	423.25
01800-0001	03-Dec-2024	SHAW20	SHAW CABLE	Issued	241	E	66.61
01801-0001	04-Dec-2024	CINT20	CINTAS CANADA LIMITED	Issued	243	E	1,827.74
01802-0001	04-Dec-2024	CINT20	CINTAS CANADA LIMITED	Issued	244	E	373.99
01803-0001	04-Dec-2024	CINT20	CINTAS CANADA LIMITED	Issued	245	E	102.13

Total Computer Paid :	-335.60	Total EFT PAP :	10,140.77	Total Paid :	9,805.17
Total Manually Paid :	0.00	Total EFT File :	0.00		

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