



**DISTRICT OF 100 MILE HOUSE**

**AGENDA FOR THE REGULAR MEETING OF THE MUNICIPAL COUNCIL  
TO BE HELD IN MUNICIPAL COUNCIL CHAMBERS  
Tuesday, March 25<sup>th</sup>, 2025 at 5:30 PM**

|  |   |
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| <b>A.</b>                                    | <b><u>CALL TO ORDER</u></b>   |
|  | Mayor to call the regular meeting to order at 5:30 PM.<br><br>Acknowledgement that this meeting is being held on Tsq̓escencúłecw.                   |
| <b>B.</b>                                    | <b><u>APPROVAL OF AGENDA:</u></b>   |
|  | <b>B1</b><br><br><b>BE IT RESOLVED THAT</b> the March 25 <sup>th</sup> , 2025 Regular Council agenda <u>be approved.</u>                            |
| <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>RCMP</b>                                  | <b>D1</b><br><br>Staff Sgt. T. Medernach from the 100 Mile House RCMP will be attending to provide an overview of 2024 and 2025 for the detachment. |
| <b>E.</b>                                    | <b><u>MINUTES:</u></b>  |
| <b>Regular – March 11<sup>th</sup>, 2025</b> | <b>E1</b><br><br><b>BE IT RESOLVED THAT</b> the minutes of the Regular Council meeting of March 11 <sup>th</sup> , 2025 <u>be adopted.</u>          |

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| F.                            | <b><u>UNFINISHED BUSINESS:</u></b>   |
| G.                            | <b><u>MAYOR’S REPORT:</u></b>  |
| H.                            | <b><u>CORRESPONDENCE:</u></b>  |
| FYI Correspondence            | <p><b>H1</b></p> <p><b>BE IT RESOLVED THAT</b> the For Information Correspondence List dated March 20<sup>th</sup>, 2025 <u>be received</u></p>  |
| I.                            | <b><u>STAFF REPORTS:</u></b>   |
| Parks Attendant Award         | <p><b>I1</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 A. Hicks for a one (1) year term for the total quoted amount of \$50.00/day plus applicable taxes.</p>   |
| Parade Application Permitting | <p><b>I2</b></p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration regarding Parade Traffic Control <u>be received</u>.</p> <p><i>“Further action and direction at the discretion of Council”</i></p>   |
| 2025 Grad Parade              | <p><b>I3</b></p> <p><b>BE IT RESOLVED THAT</b> the parade/temporary road closure application dated February 28<sup>th</sup>, 2025 for the PSO Graduation Parade be received; and further</p> <p><b>BE IT RESOLVED THAT</b> the Council of the District of 100 Mile House approve the PSO graduation parade route through the downtown core of 100 Mile House into Centennial Park on Saturday, June 21<sup>st</sup>, 2025, between 1:00 PM and 2:00 PM; and further</p> <p><b>BE IT RESOLVED THAT</b> the PSO Grad Committee be directed to work closely with the District of 100 Mile House Community Services Dept. to coordinate the event.</p> |

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| <p><b>2025 Pride Parade</b></p>                              | <p><b>I4</b></p> <p><b>BE IT RESOLVED THAT</b> the parade/temporary road closure application dated March 19<sup>th</sup>, 2025 for the Pride Parade be received; and further</p> <p><b>BE IT RESOLVED THAT</b> the Council of the District of 100 Mile House approve the Pride parade route through the downtown core of 100 Mile House into Centennial Park on Saturday, July 26<sup>th</sup>, 2025, between 10:30 AM and 11:00 AM; and further</p> <p><b>BE IT RESOLVED THAT</b> the 100 Mile Pride Society be directed to work closely with the District of 100 Mile House Community Services Dept. to coordinate the event.</p> |
| <p><b>Skatepark Location</b></p>                             | <p><b>I5</b></p> <p><b>BE IT RESOLVED THAT</b> District Council approves the area identified below the tennis/basketball courts in Centennial Park for the construction of a skatepark; and further</p> <p><b>BE IT RESOLVED THAT</b> the 100 Mile Youth Initiative must present the proposed skatepark design for formal approval and subsequently conduct and submit a geotechnical site assessment prior to any construction.</p>  |
| <p><b>Light Industrial Tax Rates</b></p>                     | <p><b>I6</b></p> <p><b>BE IT RESOLVED THAT</b> the Council report from the Director of Finance regarding light industrial tax rates <u>be received</u></p> <p><b><i>“Further action and direction at the discretion of Council”</i></b></p>   |
| <p><b>Junior FireSmart Coordinator Grant Application</b></p> | <p><b>I7</b></p> <p><b>BE IT RESOLVED THAT</b> Council of the District of 100 Mile House supports the submission of a Junior FireSmart Coordinator grant application.</p>   |
| <p><b>J.</b></p>   | <p><b><u>BYLAWS:</u></b></p>  |

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| <b>Fire Protection<br/>Amendment Bylaw No.<br/>1445, 2025</b>  | <b>J1</b><br><br><b>BE IT RESOLVED THAT</b> the 100 Mile House Fire Protection Amendment Bylaw No. 1445, 2025 be adopted this 25 <sup>th</sup> day of March, 2025.  |
| <b>Business License<br/>Amendment Bylaw No.<br/>1446, 2025</b>   | <b>J2</b><br><br><b>BE IT RESOLVED THAT</b> the District of 100 Mile House Business License Amendment Bylaw No. 1446, 2025 be read a first, second and third time this 25 <sup>th</sup> day of March, 2025.                                 |
| <b>Fees &amp; Charges<br/>Amendment Bylaw No.<br/>1447, 2025</b>   | <b>J3</b><br><br><b>BE IT RESOLVED THAT</b> the District of 100 Mile House Fees & Charges Amendment Bylaw No. 1447, 2025 be read a first, second and third time this 25 <sup>th</sup> day of March 2025.                                    |
| <b>K.</b>  | <u><b>VOUCHERS</b></u>  |
| <b>Paid Vouchers (March<br/>7<sup>th</sup> – March 20<sup>th</sup>, 2025)<br/>#30565 – #30586 &amp;<br/>EFTs</b> | <b>K1</b><br><br><b>BE IT RESOLVED THAT</b> the paid manual vouchers #30565 to #30586 and EFT's totaling <b>\$160,598.18</b> <u>be received.</u>  |
| <b>L.</b>  | <u><b>OTHER BUSINESS:</b></u>   |
| <b>M.</b>  | <u><b>QUESTION PERIOD:</b></u><br><br>Call for questions from the public for items relevant to the agenda.  |
|  | <u><b>IN CAMERA SESSION:</b></u>  |
| <b>In Camera</b>   | <b>BE IT RESOLVED THAT</b> , pursuant to Section 92 of the <i>Community Charter</i> , this meeting of the Council be closed to the public under Section 90 (1)(g) of the Community Charter.<br><br>Regular meeting called back to order at: |
| <b>N.</b>  | <u><b>ADJOURNMENT:</b></u><br><br><b>BE IT RESOLVED THAT</b> this March 25 <sup>th</sup> , 2025, meeting of Council be adjourned:           Time:   |



E1

**DISTRICT OF 100 MILE HOUSE**

**MEETING HELD IN DISTRICT COUNCIL CHAMBERS  
Tuesday, March 11<sup>th</sup>, 2025, AT 5:30 PM**

PRESENT: Mayor Maureen Pinkney  
 Councillor Donna Barnett  
 Councillor Jenni Guimond  
 Councillor David Mingo  
 Councillor Marty Norgren

STAFF: CAO Tammy Boulanger  
 Dir. of Community Services Todd Conway  
 Dir. of Finance Sheena Elias

Other: (7) Media: (1)

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| <b>A</b> | <p><b><u>CALL TO ORDER</u></b></p> <p>Mayor Pinkney called the meeting to order at 5:30 PM</p> <p>Mayor Pinkney acknowledged that this meeting is being held on Tsqescencúlecw.</p>   |
| <b>B</b> | <p><b><u>APPROVAL OF AGENDA</u></b></p>   |
|          | <p><b>B1</b></p> <p><b>Res: 57/25</b><br/>                 Moved By: Councillor Guimond<br/>                 Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the March 11<sup>th</sup>, 2025, Regular Council agenda <u>be approved as amended.</u></p> <p style="text-align: center;"><b>CARRIED</b></p> |

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| <b>C</b>  | <b><u>INTRODUCTION OF LATE ITEMS AND FROM THE COMMITTEE OF THE WHOLE:</u></b>   |
| <b>D</b>  | <b><u>DELEGATIONS / PUBLIC HEARINGS:</u></b>  |
| <b>E</b>  | <b><u>MINUTES</u></b>   |
| <b>Regular – February 25<sup>th</sup>, 2025</b> | <p><b>E1</b></p> <p><b>Res: 58/25</b><br/> Moved By: Councillor Barnett<br/> Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> the minutes of the Regular Council meeting of February 25<sup>th</sup>, 2025 <u>be adopted</u>.</p> <p style="text-align: center;"><b>CARRIED</b></p>  |
| <b>F</b>  | <b><u>UNFINISHED BUSINESS:</u></b>  |
| <b>G</b>  | <b><u>MAYORS REPORT:</u></b>  |
|   | <p><b><u>MAYORS REPORT:</u></b></p> <p>Mayor Pinkney noted the following:</p> <ul style="list-style-type: none"> <li>➤ International women's day event went well, over one hundred people were in attendance, and I was very pleased to be part of the celebration.</li> <li>➤ Recently conducted a couple of interviews relating to the 100 Mile House Airport Master Plan.</li> <li>➤ Received a phone call from Minister Josie Osborne post emergency room closure to discuss 100 Mile challenges and successes. 100 Mile does see a high rate of returning locums thanks to the people in this welcoming community and programs like the Healthcare Landing Program.</li> <li>➤ March 17<sup>th</sup> from 3:00 – 7:00 is coffee with Council at the 100 Mile Community Hall.</li> </ul> <p>Councillor Mingo noted the following:</p> <ul style="list-style-type: none"> <li>➤ Wranglers! They won the first round and are now starting round two. They start with two home games this Friday and Saturday and then off to Kamloops. Be sure to get out and support your local team.</li> </ul> |

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|  | <p>Councillor Norgren noted the following:</p> <ul style="list-style-type: none"> <li>➤ Attended the International Women’s Day celebration, it was fantastic and addressed some important issues.</li> <li>➤ Met with members of Council and MP Todd Doherty.</li> </ul> <p>Councillor Barnett noted the following:</p> <ul style="list-style-type: none"> <li>➤ Sorry to miss the International Women's Day, attended a few pre-meetings but was out of town for the day of the event. Well Done!</li> <li>➤ Went to the Scotty’s men’s briar in Kelowna, what an amazing event!</li> <li>➤ Went to Victoria to advocate for the 153 Mile Store relocation project to the 108 Heritage Site, District of 100 Mile House Council business and listened to provincial budget. Meetings with Ministers were positive.</li> </ul> |
| <p><b>H</b></p>                              | <p><b><u>CORRESPONDENCE:</u></b></p>   |
| <p><b>Hot July Nights Street Closure</b></p> | <p><b>H1</b></p> <p><b>Res: 59/25</b><br/>                 Moved By: Councillor Mingo<br/>                 Seconded By: Councillor Guimond</p> <p><b>BE IT RESOLVED THAT</b> the memo from Administration dated March 6th, 2025 regarding the request from the South Cariboo Chamber of Commerce to close off municipal roads for the Hot July Night car show be received, and further</p> <p><b>BE IT RESOLVED THAT</b> Council authorize the closure of Third Street from Birch Avenue to Cedar Avenue and Birch Avenue from First Street to Fifth Street between the hours of 5 AM and 5 PM on Sunday July 20<sup>th</sup>, 2025.</p> <p style="text-align: center;"><b>CARRIED</b></p>   |

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| <p><b>FYI Correspondence</b></p>              | <p><b>H1</b></p> <p><b>Res: 60/25</b><br/>                 Moved By: Councillor Mingo<br/>                 Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the For Information Correspondence List dated March 6<sup>th</sup>, 2025 <u>be received</u>, and further;</p> <p><b>BE IT RESOLVED THAT</b> staff be directed to compose three letters of support; to the City of Abbotsford supporting their UBCM resolution proposal, to the B.C. Minister of Tourism Arts, Culture and Sport for the renewal of B.C. Fairs, Festivals and Event Fund and to Cathy Peters for her advocacy on the prevention of human trafficking.</p> <p style="text-align: center;">CARRIED</p> |
| <p><b>I</b></p>                               | <p><b><u>STAFF REPORTS:</u></b></p>  |
| <p><b>BCAAP Grant – Perimeter Fencing</b></p> | <p><b>I1</b></p> <p><b>Res: 61/25</b><br/>                 Moved By: Councillor Mingo<br/>                 Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> Council of the District of 100 Mile House supports the application to the BC Air Access Program Minor Project stream for the 100 Mile House Airport Perimeter Fencing Project an estimated total project cost of \$75,023.44, the District’s share being approximately \$30,009.38; and further</p> <p><b>BE IT RESOLVED THAT</b> the District’s share of the project cost be allocated under the Municipal Infrastructure Reserve.</p> <p style="text-align: center;">CARRIED</p>                                  |



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| <p><b>BCAAP Grant –<br/>Airport Runway<br/>Safety</b></p>            | <p><b>I2</b></p> <p><b>Res: 62/25</b><br/>Moved By: Councillor Mingo<br/>Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> Council of the District of 100 Mile House supports the application to the BC Air Access Program Minor Project stream for the 100 Mile House Airport Runway Safety Improvements Project for an estimated total project cost of \$18,463.19, the District's share being approximately \$4,615.80; and further</p> <p><b>BE IT RESOLVED THAT</b> the District's share of the project cost be allocated under the Municipal Infrastructure Reserve.</p> <p style="text-align: center;"><b>CARRIED</b></p> |
| <p><b>J</b></p>  | <p><b><u>BYLAWS:</u></b></p>   |
| <p><b>Fire Protection<br/>Amendment Bylaw<br/>No. 1445, 2025</b></p> | <p><b>J1</b></p> <p><b>Res: 63/25</b><br/>Moved By: Councillor Barnett<br/>Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> Fire Protection Amendment Bylaw No. 1445, 2025 be read a first, second and third time this 11<sup>th</sup> day of March 2025.</p> <p style="text-align: center;"><b>CARRIED</b></p>   |
| <p><b>Zoning Amendment<br/>Bylaw No. 1441, 2025</b></p>              | <p><b>J2</b></p> <p><b>Res: 64/25</b><br/>Moved By: Councillor Barnett<br/>Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> Zoning Amendment Bylaw No. 1441, 2025 be adopted this 11<sup>th</sup> day of March 2025.</p> <p style="text-align: center;"><b>CARRIED</b></p>  |

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| <p><b>Zoning Amendment<br/>Bylaw No. 1442, 2025</b></p>  | <p><b>J3</b><br/><b>Res: 65/25</b><br/>Moved By: Councillor Guimond<br/>Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> Zoning Amendment Bylaw No. 1442, 2025 be adopted this 11<sup>th</sup> day of March 2025.</p> <p style="text-align: center;"><b>CARRIED</b></p>    |
| <p><b>K</b></p>  | <p><b><u>GENERAL VOUCHERS:</u></b></p>  |
| <p><b>Paid Vouchers<br/>(February 21<sup>st</sup> –<br/>March 6<sup>th</sup>, 2025)<br/>#30534 – #30564 &amp;<br/>EFTs</b></p> | <p><b>K1</b><br/><b>Res: 66/25</b><br/>Moved By: Councillor Mingo<br/>Seconded By: Councillor Barnett</p> <p><b>BE IT RESOLVED THAT</b> the paid manual vouchers #30534 to #30564 and EFT's totaling <b>\$196,303.55</b> be received.</p> <p style="text-align: center;"><b>CARRIED</b></p> |
| <p><b>M</b></p>  | <p><b><u>QUESTION PERIOD:</u></b></p> <p>No questions from the gallery.</p>   |
| <p><b>L</b></p>  | <p><b><u>OTHER BUSINESS:</u></b></p>  |
| <p><b>N</b></p>  | <p><b><u>ADJOURNMENT:</u></b></p> <p><b>Res: 67/25</b><br/>Moved By: Councillor Barnett<br/>Seconded By: Councillor Mingo</p> <p><b>BE IT RESOLVED THAT</b> this March 11<sup>th</sup>, 2025 meeting of Council be adjourned: 5:45 PM</p> <p style="text-align: center;"><b>CARRIED</b></p> |
|  | <p>I hereby certify these minutes to be correct.</p> <p>_____<br/>Mayor</p> <p>_____<br/>Corporate Officer</p>  |



**District of  
100 MILE HOUSE**

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

**Regular Council – March 25<sup>th</sup>, 2025**

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**REPORT DATE:** March 19<sup>th</sup>, 2025

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

**PREPARED BY:** S.Elias, Finance

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**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 with the option of extension.

**RECOMMENDATION:**

Recommended Resolution

**BE IT RESOLVED THAT** the Council of the District of 100 Mile House award the Parks Facilities Attendant contract to Ashley Hicks 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 parks facilities attendant is responsible for ensuring all park facilities are locked and secured at the end of the day (9:00 PM).

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

The submissions received were found to follow the criteria outlined in the RFQ package.



The submissions received were as follows:

| Submission                        | Quoted Amount Prior to Taxes |
|-----------------------------------|------------------------------|
| Ashley Hicks                      | \$50.00 / Day                |
| South Cariboo Property Management | \$54.00 / Day                |

**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 \$9,150. 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

Parks Facilities Attendant Contract

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

Date: March 19/25

Reviewed By: T. Boulanger  
T. Boulanger, CAO

Date: Mar. 20.25



DISTRICT OF  
**100 Mile House**

**REQUEST FOR QUOTATION**  
RFQ Number 2025-003

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 18<sup>th</sup>, 2025 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> 2025 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 the 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 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 the facility is not being used; and
- Washrooms are to remain open at night (24 hrs/day) during ballfield and/or rodeo ground's events.



## QUOTATION SHEET

Quotation Bid Sheet – Bidders must complete the form below and return it to the Director of Finance Sheena Elias on or before the published closing date.

**Name of Firm Bidding:**

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**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

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

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**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

| ITEM DESCRIPTION          | PRICE |
|---------------------------|-------|
| • Daily Rate of services  |       |
|                           |       |
|                           |       |
|                           |       |
|                           |       |
|                           |       |
|                           |       |
| TAXES                     |       |
| <b>TOTAL QUOTED PRICE</b> |       |



## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** March 19<sup>th</sup>, 2025  
**To:** Mayor & Council  
**From:** T. Boulanger, Administration  
**Subject:** Parade Traffic Control

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At the November 12<sup>th</sup>, 2024 Regular Council Meeting the Municipal Facilities and Events Booking Policy was endorsed by Council. This memo is being brought forward to bring your attention to the need for amendments to the policy, particularly concerning the fees and coordination involved in managing parade events. During the development of the policy, it was an oversight that Community Services was not consulted and the policy in place unnecessarily complicates the process both for the District and the applicant.

As we continue to host parades and similar events within our community, it has become increasingly evident that the coordination and provision of traffic control services are significant undertakings that incur costs. Currently, our parade policy requests the event organizer to arrange a *certified traffic control* company whereas previously the District would make the arrangements, coordinate and pay the corresponding invoices.

Parade organizers most certainly wish to reduce costs and the immediate request is for volunteers, fire departments or other to conduct the traffic control. This creates an administrative burden of coordinating with the organizer.

To ensure the successful execution of future parades and to maintain safety, we recommend that the policy be amended to indicate the District will coordinate the traffic control and the Fees and Charges Bylaw be amended to include provisions for associated fees for traffic control. In 2024 the average traffic control invoice was \$1,100.

Alternatively, Council may wish to consider waiving the cost of traffic control for certain events, depending on their nature or community significance. This would provide clarity for both event organizers and our administration in terms of budgeting and financial planning.

Should the Council agree, we can begin the process of updating both the Municipal Facilities and Events Booking Policy and if applicable the Fees and Charges Bylaw to reflect any amendments.

Thank you for your attention to this matter. Council discussion and direction is requested.



T. Boulanger, CAO

**Enc.**

District of 100 Mile House Municipal Facilities and Events Booking – Schedule F



DISTRICT OF 100 MILE HOUSE  
Policy & Procedures



MUNICIPAL FACILITIES AND EVENTS BOOKING  
SCHEDULE "F" - PARADE/TEMPORARY ROAD CLOSURE APPLICATION FORM

Organization: (please print) P&O GRAD COMMITTEE

Request for:  Parade Permit  Temporary Road Closure

Clean Up Plan: 6 VOLUNTEERS ALLOCATED TO CLEAN UP DURING/POST PARADE.

**PARADE:**

Purpose of Parade: 2025 GRAD CLASS

Date of Parade: JUNE 21 Start Time: 1:00PM Duration: 30 MIN

Traffic Control (by applicant) TEMP WILL BE REQUESTED AS WELL AS LOCAL F.D.

(Certified Traffic Control Company Name, number and location of company employees providing traffic control)

Assembly Address/Area: SAVE ON FOODS

Dis-Assembly Address/Area: CENTENNIAL PARK

Map of Parade Route **MUST** be Provided Map Received:  Yes  No

**TEMPORARY ROAD CLOSURE:**

Date of Closure: JUNE 21<sup>ST</sup> Event: 2025 GRAD PARADE

Location/Street(s) to be closed: BIRCH AVE; 5<sup>TH</sup> ST, CEDAR AVE.

Length of time for road closure: 12 PM - 2 PM.

**Booking Fees and Deposits:**

- a) Bookings must be made at least thirty (30) days prior to the beginning of the event.
- b) The "Application to Hold a Public Event" form must be completed.
- c) Booking fee of \$25.00 and damage deposit of \$500.00 must be paid at time of booking.

Signature of Applicant  Date: 02/28/25



DISTRICT OF 100 MILE HOUSE  
Policy & Procedures

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**GENERAL TERMS AND CONDITIONS – PARADES**

1. Every applicant shall ensure adequate details and a map of the proposed parade route accompanies this application at least thirty (30) days prior to the event.
2. Organizers are responsible for clean up of all aspects of the event, including the actions of patrons, third party vendors or sponsors.
3. Where, in the opinion of the Chief Administrative Office of the District of 100 Mile House, traffic control devices are required, the District shall provide the devices at no cost to the permit holder who shall then be responsible for placing and removing the devices. If the District is required to place or remove the devices, the permit holder may be required to compensate the District for its services at a cost estimated by the Director of Community Services or the Chief Administrative Officer.
4. Any permit approved by Council may be rescinded, revoked, amended or varied without compensation or prior notice to the permit holder.

**ACKNOWLEDGMENT**

I/WE HEREBY COVENANT to and with the District of 100 Mile House that upon permission being granted for the use of highways set out in this permit, I will use the highways in accordance with any plans, route maps, or schedules submitted as part of the application and to the satisfaction of the Chief Administrative Officer, and that I will observe, perform and carry out the regulations and provisions of all applicable municipal bylaw and the terms and conditions of the application and permit.

I HEREBY CERTIFY that I will indemnify and save harmless the District of 100 Mile House of and from all claims, damages and causes of action whatsoever including costs, which may be made, brought against or suffered by the District of 100 Mile House or in respect of, either directly or indirectly, the use authorized by this permit.


I HEREBY REPRESENT that I have read, examined and thoroughly understand the pertinent sections of all the terms and conditions of this application and permit and that the statements made by me on this application are true to the best of my knowledge.

Dated this 28<sup>th</sup> day of FEB 2025, at 12PM 100 MILE HOUSE.





DISTRICT OF  
**100 Mile House**

 PSD Parade





DISTRICT OF 100 MILE HOUSE  
Policy & Procedures

APPENDIX "E"

RECREATION FACILITIES & EVENTS BOOKINGS  
SCHEDULE "A" - MUNICIPAL FACILITIES LICENCE OF OCCUPATION

THIS AGREEMENT made this 28<sup>th</sup> day of FEB, 2025

BETWEEN: DISTRICT OF 100 MILE HOUSE  
#1-385 Birch Avenue,  
P.O. Box 340  
100 Mile House, B.C. V0K 2E0  
(Municipality)

AND: PSO GRAD COMMITTEE (JONATHAN GRIEVE)  
(Name or Organization Name and Contract Person)

ADDRESS: [REDACTED] 100 MILE HOUSE

TELEPHONE NUMBER: [REDACTED]  
(the "Licensee")

WHEREAS:

- A. The Licensee has requested this license for the purpose of  
GRAD 2025 PARADE.  
(the "function")
- B. The Municipality has agreed to supply facilities or equipment ("the facility") subject to the covenants and conditions contained in this agreement.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the fee paid by the Licensee to the Municipality, the Municipality grants permission to the Licensee to use the:

PUBLIC STREET FROM BIRCH AVE (SAVE ON FOODS) TO CENTENNIAL PARK VIA 5<sup>th</sup> ST. + CEDAR AVE.  
(facilities and/or equipment)

On the following date(s): JUNE 21<sup>ST</sup>, subject to the following terms, conditions, covenants and agreements.



**DISTRICT OF 100 MILE HOUSE**  
**Policy & Procedures**

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1. Cancellations

- a) The Municipality reserves the right to cancel this licence for:
- i. Unsatisfactory conduct by the Licensee, its members, guests, or agents;
  - ii. Damage to the facility by Licensee;
  - iii. Scheduling special events with top priority;
  - iv. Failure by Licensee to pay accounts rendered by the Municipality;
  - v. Operational problems beyond the Municipality's control;
  - vi. Failure by the Licensee to abide by laws, rules, or regulations applicable to the function and the facility.
- b) The Licensee is required to give **30** days written notice to cancel any of the dates in this Agreement to receive a full refund.

2. Liquor

For a function at which alcoholic beverages are to be dispensed and consumed within the facility:

- a) The Licensee shall be responsible for and shall ensure that all laws, whether Municipal, Provincial or Federal, applicable to the function for which the facility is licensed to the Licensee, are complied with;
- b) The Licensee shall obtain the required liquor license from the Provincial authorities, display same prominently at the function and provide a copy to the District of 100 Mile House;
- c) All Licensees of events at the District of 100 Mile House facilities at which alcohol is served are encouraged to ensure that the following "Designated Driver Program" is in place:
- I. A Designated Driver announcement is made to the assembled guest encouraging the use of a designated driver or alternate transportation for the event.
  - II. Designated Driver information posted prominently at each station where alcohol is served.
  - III. Designated Driver reminders at each table where guests are served.

3. The Licensee agrees to pay the Municipality on demand the total cost of any damage to the building, grounds, furnishings, or equipment resulting in any manner whatsoever from the use of the facility by the Licensee under this agreement.





DISTRICT OF 100 MILE HOUSE
Policy & Procedures

MUNICIPAL FACILITIES AND EVENTS BOOKING
SCHEDULE "D" - APPLICATION TO HOLD A PUBLIC EVENT

This form must be completed and returned to: District of 100 Mile House
#1-385 Birch Ave., P.O. Box 340
100 Mile House, BC
V0K 2E0

If the Airport is to be used, please review and complete Schedule "E"
If a Parade/Street Closure is part of this event, please review and complete Schedule "F"

Name of Applicant: PSO GRAD COMMITTEE (JONATHAN GRIEVE)

Address of Applicant: [Redacted] 100 MILE HOUSE

Contact Person: JONATHAN GRIEVE Phone #(s): [Redacted]

Requests Permission to Hold: GRAD 2025 PARADE

Type of Event: PARADE Event Date: JUNE 21ST 2025

Location of Event: BIRCH AVE, FIFTH ST, CEDAR AVE Time of Event: 1 PM - 1:30 PM

Anticipated Participants: 125 Anticipated Spectators: 300

Description of Event: GRAD PARADE FROM SAVE ON FOODS TO CENTENNIAL PARK VIA BIRCH AVE TO 5TH ST AND CEDAR AVE.

Included in this Event will be:

- Alcoholic Beverages Y
Food Preparation Y
Merchandise or Food Selling Y
Temporary Structures (Stages, Tents, Seating, etc.) Y
Entertainment, Exhibitions or Demonstrations Y
Amplified Music/Speeches Y
Fireworks Y
Other (Explain) Y

\* SOME SPEAKERS USED ON PARADE VEHICLES.

If "yes" is answered to any of the above questions, please attach a brief explanation.
Proof of insurance must be submitted for ALL facility uses at least five (5) business days before use.

[Redacted signature area]

02/28/25
Date

For the Applicant
[Signature]

MGR-10-2025
Date

For the District of 100 Mile House

This application to hold a public event is not valid unless signed by an authorized representative of the District of 100 Mile House.

Parade.



DISTRICT OF 100 MILE HOUSE  
Policy & Procedures

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RECEIVED  
MAR 6 2025

BY: sl

**1.11 MUNICIPAL FACILITIES AND EVENTS BOOKING**

**Purpose**

To permit safe and orderly special events on District of 100 Mile House streets, parks, and other municipally owned facilities and property. Special events include, but are not limited to, parades, races, walks and runs taking place on streets and organized events using municipal parks, District-owned facilities and property within the District.

**Policy**

1. Organizations or persons proposing an event to be held on municipal property, streets and parks are to submit the appropriate completed forms listed below: (Appendix "E")
  - Schedule A – Municipal Facilities Licence of Occupation (applies to all Hall Rentals)
  - Schedule B – Community Hall Rental Agreement
  - Schedule C – Martin Exeter Hall Rental Agreement
  - Schedule D – Application to Hold a Public Event (applies to Airport/Parade/Road Closure Events)
  - Schedule E – Application to Rent the Airport
  - Schedule F – Parade/Temporary Road Closure Application Form
2. Applicants must provide evidence of compliance with any required permits from outside agencies (e.g. Interior Health, liquor licence, insurance, etc.) and any other documents identified in the application procedure.
3. All public event applications will require Councils approval. The District of 100 Mile House Council reserves the right not to approve an event in a current year, even though it may have received approval in previous years.
4. Where conflicting dates occur, regularly occurring events will be given priority provided the application is received no later than 30 days prior to the event. If an organizer of an annual event proposes to change the date/day or venue, which causes a conflict with another previously scheduled and approved event, the originally scheduled event will take precedence of the changed event.
5. First time events will be handled on a first come, first served basis depending on venue availability.
6. Organizers of approved events are required to obtain and maintain, during the term of the event, a comprehensive general liability insurance policy providing coverage of not less than **\$2,000,000.00** naming the District of 100 Mile House as an additional insured.



## DISTRICT OF 100 MILE HOUSE Policy & Procedures

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A copy of the policy shall be delivered to the District a minimum of five (5) working days prior to the event date.

Where fireworks are used, the event organizer must provide a second Certificate of Insurance for **\$2,000,000.00** (per occurrence). The company supplying fireworks may supply this second certificate provided that the District of 100 Mile House and the organization are specifically named as additional insured.

Where alcohol is served or sold, the event organizer must obtain an extension to normal general liability insurance to include Host Liquor Liability.

7. Organizers shall provide the District with a refundable damage deposit of **\$500.00** dollars to cover any loss, damage or any other non-compliance of this policy resulting from an event. Such amount may be increased for any event if deemed necessary.
8. Garbage and other waste materials must be cleaned up daily and at the conclusion of the event by the event organizer. Organizers are responsible for clean up of all aspects of the event, including the actions of patrons, third party vendors or sponsors. If after the event is concluded the area is left not in the same order as when the event began, the cost of the clean up will be charged out for staff time plus employee benefits, plus 10% administration fees and the total amount will be appropriated from the damage deposit or charged back to the renter or organizer.
9. The District is not responsible for providing signage, barricades, parking or traffic control for any event unless authorized by Council.

If approved by Council, barricades will be dropped off during regular working hours by the Community Service Department at the requested location and will be the responsibility of the event coordinator to place and to remove. The Community Service Department will pick up the barricades the next day that falls within the regular working hours.

10. Staff will review the location following an approved event. The damage deposit will be refunded, providing no damage to municipal property and infrastructure has occurred.

Where in the opinion of the CAO or his/her designate, the event causes damage or results in the District incurring financial costs and expenses for the clean up or repair of a highway, public place or other District property, the CAO or his/her designate may draw down on and use all or any portion of the damage deposit submitted with the application, and where the costs exceed the amount of the damage deposit, the responsible party shall pay to the District the difference.



DISTRICT OF 100 MILE HOUSE  
Policy & Procedures

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4. All equipment, displays, goods and chattels of the Licensee brought onto or into the facility shall be the sole responsibility of the Licensee and the Municipality shall not be liable for any damage to or loss of such equipment, displays, goods and chattels from any cause whatsoever.
5. The Licensee hereby releases and forever discharges the Municipality from any and all claims, causes of action, suites or demands whatsoever which the Licensee can or may have against the Municipality for any loss or damage or injury that the Licensee may sustain or suffer arising out of the use of the Municipality's facility under this agreement, or the breach of this agreement by or the negligent acts of the Licensee, its servants, contractors, employees, members, guests, invitees or representative, notwithstanding that any or all of them may have been contributed to or occasioned by the negligence of the Municipality.
6. Where a juvenile group uses the facility, the licensee shall ensure that a responsible adult has authority over the group and shall remain with the group while at the facility.
7. It is understood and agreed that the Licensee and all agents, servants and workers of the Licensee are not and shall not be deemed to be agents or employees of the Municipality.
8. Organizations or individuals wishing to utilize the Municipality's staff for duties other than those provided in this Agreement must make arrangements for this with the Municipality.
9. The Licensee agrees to provide and pay the full cost of such personnel and a 10% administration fee as will be necessary to ensure proper and safe use of the facility.:
10. The Licensee shall pay:
  - a) The rates specified in Schedule \_\_\_\_ for the use of the:  
\_\_\_\_\_, and
  - b) The applicable rental fees and damage deposits will be required prior to occupancy of the Community Hall or the Martin Exeter Hall.
  - c) Sales tax as applicable.



DISTRICT OF 100 MILE HOUSE  
Policy & Procedures

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- d) Insurance documentation is required to be submitted to the office a minimum of five (5) working days to the rental date. Keys for facilities will not be distributed before insurance documents are provided.

12. Responsibility Waiver

In consideration of the Municipality agreeing to allow the personal property noted below to be left on its premises, the undersigned hereby waives all rights of action he or she might otherwise have against the Municipality, its officers, servants, agents and employees, for loss or damage to such property.

Description of Property:

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IN WITNESS WHEREOF the parties have affixed their signatures below:

[Redacted Signature]

02/28/25  
Date

[Signature]  
For the Municipality

March 10, 2025  
Date



# 100 Mile Pride Society

100 Mile Pride Society  
PO BOX 1546  
100 Mile House, BC  
V0K 2E0

March 13, 2025

Mayor and Council  
District of 100 Mile House  
385 Birch Ave  
100 Mile House, BC  
V0K 2E2

Dear Mayor and Council,

We are writing to you to request the following road closures for the annual 100 Mile House Pride Parade on Saturday July 26, 2025 from 10:00 am to 11:00 am. The parade begins at 10:30 am and is usually completed in about 15 minutes.

- Muster point on Birch Avenue behind Save-On-Foods and 100 Mile Elementary School
- Birch Avenue. from 1st to 4th Street
- 4th Street from Birch Avenue to Cedar Avenue
- Cedar Avenue from 4th Street to Centennial Park

As in previous years, we will take all necessary precautions to keep the public safe during this event.

We appreciate your support and assistance.

Kind Regards,



Saturn Zezza (they/them)  
100 Mile Pride Society



# 100 Mile Pride Society

100 Mile Pride Society  
PO BOX 1546  
100 Mile House, BC  
V0K 2E0





DISTRICT OF 100 MILE HOUSE
Policy & Procedures

MUNICIPAL FACILITIES AND EVENTS BOOKING
SCHEDULE "D" - APPLICATION TO HOLD A PUBLIC EVENT

This form must be completed and returned to: District of 100 Mile House
#1-385 Birch Ave., P.O. Box 340
100 Mile House, BC
V0K 2E0

If the Airport is to be used, please review and complete Schedule "E"
If a Parade/Street Closure is part of this event, please review and complete Schedule "F"

Name of Applicant: 100 Mile House Pride Society
Address of Applicant: 100 Mile House, BC V0K 2E0
Contact Person: Saturn Zezza Phone #(s):

Requests Permission to Hold: 100 Mile House Pride Parade
Type of Event: parade Event Date: July 26, 2025
Location of Event: Birch ave. Time of Event: 10:30 AM
Anticipated Participants: 50 Anticipated Spectators: 500
Description of Event: a colourful parade down Birch ave. to Centennial Park
Included in this Event will be:

- Alcoholic Beverages
Food Preparation
Merchandise or Food Selling
Temporary Structures (Stages, Tents, Seating, etc.)
Entertainment, Exhibitions or Demonstrations
Amplified Music/Speeches
Fireworks
Other (Explain)

at the park, not paraded
Y N
Y N
Y N
Y N
Y N
Y N

If "yes" is answered to any of the above questions, please attach a brief explanation.
Proof of insurance must be submitted for ALL facility uses at least five (5) business days before use.

For the Applicant
For the District of 100 Mile House

March 19, 2025
Date
mar. 20. 2025
Date

This application to hold a public event is not valid unless signed by an authorized representative of the District of 100 Mile House.





DISTRICT OF 100 MILE HOUSE  
Policy & Procedures

MUNICIPAL FACILITIES AND EVENTS BOOKING  
SCHEDULE "F" - PARADE/TEMPORARY ROAD CLOSURE APPLICATION FORM

Organization: (please print) 100 Mile Pride Society

Request for:  Parade Permit  Temporary Road Closure

Clean Up Plan: walkers following parade route, any horse will have a designated pooper-picker-upper

**PARADE:**

Purpose of Parade: celebrate 25 LGBTQIA+ pride

Date of Parade: July 26, 2025 Start Time: 10:30AM Duration: 15-20 mins

Traffic Control (by applicant) TBD

(Certified Traffic Control Company Name, number and location of company employees providing traffic control)

Assembly Address/Area: between Save-On-Foods + 100 Mile Elementary

Dis-Assembly Address/Area: Centennial Park or safe areas on Cedar ave

Map of Parade Route **MUST** be Provided

Map Received:  Yes  No (we will not interfere with hospital access)   
 → emailed to Tammy

**TEMPORARY ROAD CLOSURE:**

Date of Closure: July 26, 2025 Event: 100 Mile House Pride Parade

Location/Street(s) to be closed: Birch/4th/Cedar ave. (details in email)

Length of time for road closure: 1 hour

**Booking Fees and Deposits:**

- a) Bookings must be made at least thirty (30) days prior to the beginning of the event.
- b) The "Application to Hold a Public Event" form must be completed.
- c) Booking fee of \$25.00 and damage deposit of \$500.00 must be paid at time of booking.

Signature of Applicant [REDACTED] Date: March 19, 2025



## DISTRICT OF 100 MILE HOUSE Policy & Procedures

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### GENERAL TERMS AND CONDITIONS – PARADES

1. Every applicant shall ensure adequate details and a map of the proposed parade route accompanies this application at least thirty (30) days prior to the event.
2. Organizers are responsible for clean up of all aspects of the event, including the actions of patrons, third party vendors or sponsors.
3. Where, in the opinion of the Chief Administrative Office of the District of 100 Mile House, traffic control devices are required, the District shall provide the devices at no cost to the permit holder who shall then be responsible for placing and removing the devices. If the District is required to place or remove the devices, the permit holder may be required to compensate the District for its services at a cost estimated by the Director of Community Services or the Chief Administrative Officer.
4. Any permit approved by Council may be rescinded, revoked, amended or varied without compensation or prior notice to the permit holder.


### ACKNOWLEDGMENT

I/WE HEREBY COVENANT to and with the District of 100 Mile House that upon permission being granted for the use of highways set out in this permit, I will use the highways in accordance with any plans, route maps, or schedules submitted as part of the application and to the satisfaction of the Chief Administrative Officer, and that I will observe, perform and carry out the regulations and provisions of all applicable municipal bylaw and the terms and conditions of the application and permit.

I HEREBY CERTIFY that I will indemnify and save harmless the District of 100 Mile House of and from all claims, damages and causes of action whatsoever including costs, which may be made, brought against or suffered by the District of 100 Mile House or in respect of, either directly or indirectly, the use authorized by this permit.

I HEREBY REPRESENT that I have read, examined and thoroughly understand the pertinent sections of all the terms and conditions of this application and permit and that the statements made by me on this application are true to the best of my knowledge.

Dated this 19 day of March 2025, at 100 Mile House

  
\_\_\_\_\_  
(Signature of Applicant)



DISTRICT OF 100 MILE HOUSE  
Policy & Procedures

APPENDIX "E"

RECREATION FACILITIES & EVENTS BOOKINGS  
SCHEDULE "A" - MUNICIPAL FACILITIES LICENCE OF OCCUPATION

THIS AGREEMENT made this 19 day of March, 2025

BETWEEN: DISTRICT OF 100 MILE HOUSE  
#1-385 Birch Avenue,  
P.O. Box 340  
100 Mile House, B.C. V0K 2E0  
(Municipality)

AND: Saturn Zezza / 100 Mile Pride Society  
(Name or Organization Name and Contract Person)

ADDRESS: [REDACTED] 100 Mile House BC V0K 2E0

TELEPHONE NUMBER: [REDACTED]  
(the "Licensee")

WHEREAS:

- A. The Licensee has requested this license for the purpose of  
2025 100 Mile House Pride Parade  
(the "function")
- B. The Municipality has agreed to supply facilities or equipment ("the facility") subject to the covenants and conditions contained in this agreement.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the fee paid by the Licensee to the Municipality, the Municipality grants permission to the Licensee to use the:

Parade route Birch ave to Centennial Park  
~~over the main rd through the wrong way~~ sent map over email  
(facilities and/or equipment)

On the following date(s): July 26, 2025, subject to the following terms, conditions, covenants and agreements.



## DISTRICT OF 100 MILE HOUSE Policy & Procedures

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### 1. Cancellations

a) The Municipality reserves the right to cancel this licence for:

- i. Unsatisfactory conduct by the Licensee, its members, guests, or agents;
- ii. Damage to the facility by Licensee;
- iii. Scheduling special events with top priority;
- iv. Failure by Licensee to pay accounts rendered by the Municipality;
- v. Operational problems beyond the Municipality's control;
- vi. Failure by the Licensee to abide by laws, rules, or regulations applicable to the function and the facility.

b) The Licensee is required to give **30** days written notice to cancel any of the dates in this Agreement to receive a full refund.

### 2. Liquor

For a function at which alcoholic beverages are to be dispensed and consumed within the facility:

- a) The Licensee shall be responsible for and shall ensure that all laws, whether Municipal, Provincial or Federal, applicable to the function for which the facility is licensed to the Licensee, are complied with;
- b) The Licensee shall obtain the required liquor license from the Provincial authorities, display same prominently at the function and provide a copy to the District of 100 Mile House;
- c) All Licensees of events at the District of 100 Mile House facilities at which alcohol is served are encouraged to ensure that the following "Designated Driver Program" is in place:
  - I. A Designated Driver announcement is made to the assembled guest encouraging the use of a designated driver or alternate transportation for the event.
  - II. Designated Driver information posted prominently at each station where alcohol is served.
  - III. Designated Driver reminders at each table where guests are served.

3. The Licensee agrees to pay the Municipality on demand the total cost of any damage to the building, grounds, furnishings, or equipment resulting in any manner whatsoever from the use of the facility by the Licensee under this agreement.



DISTRICT OF 100 MILE HOUSE  
Policy & Procedures

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4. All equipment, displays, goods and chattels of the Licensee brought onto or into the facility shall be the sole responsibility of the Licensee and the Municipality shall not be liable for any damage to or loss of such equipment, displays, goods and chattels from any cause whatsoever.
5. The Licensee hereby releases and forever discharges the Municipality from any and all claims, causes of action, suites or demands whatsoever which the Licensee can or may have against the Municipality for any loss or damage or injury that the Licensee may sustain or suffer arising out of the use of the Municipality's facility under this agreement, or the breach of this agreement by or the negligent acts of the Licensee, its servants, contractors, employees, members, guests, invitees or representative, not withstanding that any or all of them may have been contributed to or occasioned by the negligence of the Municipality.
6. Where a juvenile group uses the facility, the licensee shall ensure that a responsible adult has authority over the group and shall remain with the group while at the facility.
7. It is understood and agreed that the Licensee and all agents, servants and workers of the Licensee are not and shall not be deemed to be agents or employees of the Municipality.
8. Organizations or individuals wishing to utilize the Municipality's staff for duties other than those provided in this Agreement must make arrangements for this with the Municipality.
9. The Licensee agrees to provide and pay the full cost of such personnel and a 10% administration fee as will be necessary to ensure proper and safe use of the facility.
10. The Licensee shall pay:
  - a) The rates specified in Schedule F for the use of the:  
parade route, and
  - b) The applicable rental fees and damage deposits will be required prior to occupancy of the Community Hall or the Martin Exeter Hall.
  - c) Sales tax as applicable.



DISTRICT OF 100 MILE HOUSE  
Policy & Procedures

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- d) Insurance documentation is required to be submitted to the office a minimum of five (5) working days to the rental date. Keys for facilities will not be distributed before insurance documents are provided.

12. Responsibility Waiver

In consideration of the Municipality agreeing to allow the personal property noted below to be left on its premises, the undersigned hereby waives all rights of action he or she might otherwise have against the Municipality, its officers, servants, agents and employees, for loss or damage to such property.

Description of Property:

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IN WITNESS WHEREOF the parties have affixed their signatures below:

  
\_\_\_\_\_  
For the Licensee

March 19, 2025  
Date

  
\_\_\_\_\_  
For the Municipality

mar. 20. 2025.  
Date



DISTRICT OF 100 MILE HOUSE  
Policy & Procedures



1.11 MUNICIPAL FACILITIES AND EVENTS BOOKING

Purpose

To permit safe and orderly special events on District of 100 Mile House streets, parks, and other municipally owned facilities and property. Special events include, but are not limited to, parades, races, walks and runs taking place on streets and organized events using municipal parks, District-owned facilities and property within the District.

Policy

1. Organizations or persons proposing an event to be held on municipal property, streets and parks are to submit the appropriate completed forms listed below: (**Appendix "E"**)
  - Schedule A – Municipal Facilities Licence of Occupation (applies to all Hall Rentals)
  - Schedule B – Community Hall Rental Agreement
  - Schedule C – Martin Exeter Hall Rental Agreement
  - Schedule D – Application to Hold a Public Event (applies to Airport/Parade/Road Closure Events)
  - Schedule E – Application to Rent the Airport
  - Schedule F – Parade/Temporary Road Closure Application Form
2. Applicants must provide evidence of compliance with any required permits from outside agencies (e.g. Interior Health, liquor licence, insurance, etc.) and any other documents identified in the application procedure.
3. All public event applications will require Councils approval. The District of 100 Mile House Council reserves the right not to approve an event in a current year, even though it may have received approval in previous years.
4. Where conflicting dates occur, regularly occurring events will be given priority provided the application is received no later than **30** days prior to the event. If an organizer of an annual event proposes to change the date/day or venue, which causes a conflict with another previously scheduled and approved event, the originally scheduled event will take precedence of the changed event.
5. First time events will be handled on a first come, first served basis depending on venue availability.
6. Organizers of approved events are required to obtain and maintain, during the term of the event, a comprehensive general liability insurance policy providing coverage of not less than **\$2,000,000.00** naming the District of 100 Mile House as an additional insured.



## DISTRICT OF 100 MILE HOUSE Policy & Procedures

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A copy of the policy shall be delivered to the District a minimum of five (5) working days prior to the event date.

Where fireworks are used, the event organizer must provide a second Certificate of Insurance for **\$2,000,000.00** (per occurrence). The company supplying fireworks may supply this second certificate provided that the District of 100 Mile House and the organization are specifically named as additional insured.

Where alcohol is served or sold, the event organizer must obtain an extension to normal general liability insurance to include Host Liquor Liability.

7. Organizers shall provide the District with a refundable damage deposit of **\$500.00** dollars to cover any loss, damage or any other non-compliance of this policy resulting from an event. Such amount may be increased for any event if deemed necessary.
8. Garbage and other waste materials must be cleaned up daily and at the conclusion of the event by the event organizer. Organizers are responsible for clean up of all aspects of the event, including the actions of patrons, third party vendors or sponsors. If after the event is concluded the area is left not in the same order as when the event began, the cost of the clean up will be charged out for staff time plus employee benefits, plus **10%** administration fees and the total amount will be appropriated from the damage deposit or charged back to the renter or organizer.
9. The District is not responsible for providing signage, barricades, parking or traffic control for any event unless authorized by Council.

If approved by Council, barricades will be dropped off during regular working hours by the Community Service Department at the requested location and will be the responsibility of the event coordinator to place and to remove. The Community Service Department will pick up the barricades the next day that falls within the regular working hours.

10. Staff will review the location following an approved event. The damage deposit will be refunded, providing no damage to municipal property and infrastructure has occurred.

Where in the opinion of the CAO or his/her designate, the event causes damage or results in the District incurring financial costs and expenses for the clean up or repair of a highway, public place or other District property, the CAO or his/her designate may draw down on and use all or any portion of the damage deposit submitted with the application, and where the costs exceed the amount of the damage deposit, the responsible party shall pay to the District the difference.





## DISTRICT OF 100 MILE HOUSE

### M E M O

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**Date:** March 19<sup>th</sup>, 2025  
**To:** Mayor & Council  
**From:** T. Boulanger, Administration  
**Subject:** Skatepark Location

---

At the March 10<sup>th</sup>, 2025 South Cariboo Joint Committee meeting the three proposed locations of a community skatepark were discussed; consequently the following resolution was passed:


**THAT** Centennial Park - Tsecwiléculécw is the preferred location for the skate park proposed by the 100 Mile Youth Initiative. Further, that this recommendation be forwarded to 100 Mile District Council for confirmation prior to investigation of additional site requirements.

One of the site concerns was ensuring a geotechnical site assessment was completed prior to proceeding with the construction of a skatepark to ensure this location is viable.

Should the Council agree on the location and the terms the following recommendation is provided for Councils consideration:

**BE IT RESOLVED THAT** District Council approves the area identified below the tennis/basketball courts in Centennial Park for the construction of a skatepark; and further

**BE IT RESOLVED THAT** the 100 Mile Youth Initiative must present the proposed skatepark design for formal approval and subsequently conduct and submit a geotechnical site assessment prior to any construction.

  
T. Boulanger, CAO

x x x x  
x x x x

# SKATEPARK

## LOCATIONS



x x x x  
x x x x  
x x x x  
x x x x



x x x x  
x x x x  
x x x x  
x x x x



## THREE LOCATIONS WERE IDENTIFIED AND REQUESTED BY SKATEPARK INITIATIVE

- Municipal Campground
- Centennial Park (Below tennis courts)
- South Cariboo Recreation Property



x x x x  
x x x x  
x x x x  
x x x x

# CAMPGROUND

x x x x  
x x x x  
x x x x  
x x x x



## ► PROS

- High visibility area
- Community enhancement - finished product will be constructed in thoughtful consideration with natural landscape
- Accessible and easy access to utilities
- Adjacent to Centennial Park and recreation trails encouraging trail connectivity
- Ample space, more facilities could be added over time

## ► CONS

- Known archaeological site, site alteration could be added to current permit in place but would require an amendment
- No washroom facilities on site
- Construction will not be able to proceed until Horse Lake Bridge construction is completed
- Recreation noise adjacent to Mill Site/Fisher Place
- Fair distance from PSO
- Sidewalk infrastructure ends at hospital



# CENTENNIAL PARK Tsecwiléculécw

"A PLACE ON THE LAND TO ENJOY THE COMPANY OF CHILDREN"

Preferred location identified as area below the tennis/basketball courts

## ► PROS

- Great location close to downtown core and park already frequented by families and tourist
- Good fit with basketball/tennis courts
- Washroom facilities available (Seasonal)
- Trail Connectivity
- Accessible
- Promotes multi-age inclusion

## ► CONS

- Possible noise disruption to residential areas (Late night)
- Risk of additional vandalism / low visibility for tourism & supervision
- Washroom facility at capacity & seasonal
- Potential flooding adjacent to Bridge Creek
- Fair distance from PSO





x x x x  
x x x x  
x x x x  
x x x x

## SCRC PROPERTY

### ► PROS

- Site is already a hub for recreation and families
- Close proximity to high school
- Close to network of trails
- No adjacent residential developments
- Accessible

### ► CONS

- Already a high demand for space and limited availability
- Current washrooms are seasonal and undersized for current facility on property
- Discreet/hidden location could pose a vandalism risk





# DIRECTION



## POTENTIAL SKATEPARK LOCATIONS (As determined by the 100 Mile Youth Initiative)

### CENTENNIAL PARK

#### Pros:

- Location is already well utilized – putting the skate facility in a well-used part of town would help to ensure that it is visible and not hidden away, thereby lessening the potential for unwanted behaviour
- Accessible – A skatepark within Centennial Park could be easily accessed from either the north entrance to the park for those who are on foot and coming from the north end of town, or from the south entrance/parking area, as the paved pathway running through the park makes accessing either side of the park quite easy
- Existing bathroom facility – the skatepark will need to have a nearby bathroom facility. Choosing a location that has an existing bathroom facility will save on time and money
- Promotes multi-age inclusion – People of all ages visit the park for different reasons. Having the skatepark in a location that invites spectatorship is a big benefit; The skatepark should feel like a well-integrated part of the community so that even those who are not using the facility firsthand can positively experience and interact with it
- Property is municipally owned (this is important for insurance reasons)

#### Cons:

- There may be concerns of noise levels from those residing in nearby housing (these concerns will be taken into careful consideration by our design and development team, the Canadian Ramp Company + Park n Play Design, and noise bylaw parameters will be adhered to)
- Potential flooding from Bridge Creek will need to be considered
- Not visible from any main roadways, so those passing through town may not be aware that it is there
- Would be a long walk for students coming from the PSO
- A skatepark in Centennial Park could bring more “wheel” traffic to the paved walkway, potentially posing a safety concern (though one could argue that kids riding their skateboards/bikes/scooters down sidewalks in town with nowhere else to go ride pose just as much of a safety concern)

*\*Specifically, we are referencing the north edge of the park, but the Youth Initiative is open to investigating other potential sites within Centennial Park, for example an area near the purple bridge closer to the south end of the park as suggested by Mayor Maureen Pinkney.*

### PREVIOUS SKATEPARK/CAMPGROUND SITE

#### Pros:

- Ample space – there is adequate space for an appropriately sized skatepark (estimated size of 5000sqft) plus parking, plus seating, plus a washroom facility
- Community enhancement – the skateparks of today are constructed in a manner that uses eye-catching design and thoughtful consideration of the surrounding natural land. The finished product would provide a polished yet cohesive aesthetic to a site that, since the closure of the municipal campground, is not being well utilized
- This location connects to the trail system that leads to Centennial Park, which lends a recreational context to the area
- Municipally owned property



- Potential to build up – over time, other recreational facilities could be added thanks to the spaciousness of this site (for example a playground structure, a pump track, etc), which would in turn diversify the users of the facility. Diversity in a recreational area keeps it feeling approachable for the whole community.
- Access to existing infrastructure – power and water available for lighting and washroom facility
- Visibility – Horse Lake Road hosts plenty of traffic, which means vehicles will be driving right past this site all throughout the daytime hours, resulting in lots of eyes on the facility. As well, those entering 100 Mile from the South will be immediately aware of its existence.

**Cons:**

- Due to the upcoming bridge replacement, this location will be under construction for at least a couple of years
- More permitting would be required with this location due to working within an identified archeological site
- No existing washroom facility – The construction of a necessary washroom facility for users of the skatepark will add to overall project costs
- Sidewalk does not lead directly to this location – not the most accessible site for those travelling by foot
- Long walk for students coming from either the elementary or PSO

**SOUTH CARIBOO REC CENTRE PROPERTY**

**Pros:**

- Already a hub for recreation activities – a skatepark would mesh well with the existing amenities on the rec centre property
- Accessible – An easy walk for students coming from the PSO, and ample parking for those driving
- Washrooms – both a pro and a con, pro being that there are washroom facilities nearby (info centre, possibility of accessing washrooms within the rec centre as well) con being that the existing washroom facilities may not always be accessible and could end up being a far walk from the skatepark
- Municipally owned
- Adding another recreation option could bring more customers to local food trucks when they are parked on the rec centre property

**Cons:**

- Exact location within rec centre grounds not yet determined – still would need to collaborate with CRD to determine what spot could be allocated for an estimated 5000sqft skatepark
- Potential for the skatepark to be too hidden, depending on placement



**District of  
100 MILE HOUSE**

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

**Regular: Mar 25, 2025**

**REPORT DATE:** March 19, 2025  
**TITLE:** 2025 Budget meeting follow up  
**PREPARED BY:** S.Elias – Finance

**PURPOSE:**

The purpose of this report is to provide Council with information requested at the March 11<sup>th</sup>, 2025, Committee of the Whole meeting on the 2025 Light Industry tax rates options.

**RECOMMENDATION:**

Finance requires direction from Council on the selected rate for Class 5 Light Industry for 2025 to proceed with preparation of the 2025 Financial Plan Bylaw.

**BACKGROUND INFORMATION:**

**2025 Light Industry Tax Rate:**

At the March 11<sup>th</sup> COW meeting Finance proposed a 5% mill rate increase for the 2025 tax year on all classes. Council requested further information on an increase to the Light Industry rate to \$13/1000 from the proposed \$8.32378/1000 of assessment. The chart below shows Light Industry assessment and collection in 2024 compared to the two tax rate options for 2025.

|      | Light Industry<br>Municipal Tax Levy | Increase from<br>2024 | Light Industry<br>Assessment | Mill Rate |
|------|--------------------------------------|-----------------------|------------------------------|-----------|
| 2024 | \$31,876                             |                       | 3,829,500                    | 8.32378   |
| 2025 | \$43,859                             | \$11,983              | 5,018,200                    | 8.73996   |
| 2025 | \$65,237                             | \$33,361              | 5,018,200                    | 13.00     |



Research into Light Industry mill rates across BC shows that there is a very wide range of rates by municipality. The rates appear dependant on what type of assessment is present in each municipality and the total value of assessment.

For the District of 100 Mile House the Light Industry assessment is quite low at 5,018,200 when compared to the 128,614,300 of Business Class assessment.

A few items to consider:

- Class 5- Light Industry is made up of only eight (8) properties. These 8 properties had a collective increase in assessment of 1,188,700 for 2025.
- Due to the 31% assessment increase for Light Industry any level of rate increase will be substantial to these properties.
- Light Industry properties pay higher rates than Business for CRD, CCRHD, SC REC, and RCMP due to provincial multiples.

#### CONCLUSION:

It is not recommended to proceed with a \$13/1000 rate on Light Industry as it would be a large increase for 8 folios in a year where they have seen increased assessment.

Alternate Options:

- Collecting the approx. \$20,000 difference between the proposed 5% mill rate increase and the \$13/1000 for Light Industry could be done with a 6% mill rate increase on all classes in place of the proposed 5% mill rate increase.
- Proceed with the 5% mill rate increase and review the Property Tax multiples for all classes for the 2026 tax year.

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

Date: March 19/25

Reviewed By: T. Boulanger  
T. Boulanger, CAO

Date: Mar. 20.25.



**District of  
100 MILE HOUSE**

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

**Regular Council Meeting  
March 25, 2025**

**REPORT DATE:** March 20, 2025  
**TITLE:** Junior FireSmart Coordinator Grant Application  
**PREPARED BY:** R. Dugaro, FireSmart Coordinator

**PURPOSE:** To obtain Council endorsement of the grant submission

**RECOMMENDATION:** Recommended Resolution:

**BE IT RESOLVED THAT** Council of the District of 100 Mile House supports the submission of a Junior FireSmart Coordinator grant application.

**BACKGROUND INFORMATION / DISCUSSION:**

Through the FireSmart program work that began in January of 2025 the District has been invited to apply for the opportunity of a Junior FireSmart Coordinator Grant. If approved the position would be 100% grant funded through a partnership of BCAA and FireSmart BC.

Open to youth aged 16–30, this program provides meaningful summer work experience while strengthening community wildfire resilience. It's a great opportunity for a youth to gain hands-on experience and make a real impact.

The proposal is for 7 weeks of employment at 35 hours per week. The Junior FireSmart Coordinator would work under the primary supervision of the FireSmart Coordinator and complete tasks under the Public Engagement umbrella of the FireSmart Program.

These tasks could include attending and preparing for educational events, developing social media, reporting, training, and engaging with other youth and community members. Up to 20 percent of the youth's duties can be utilized in other areas of emergency management to maximize their opportunities to gain valuable work experience.




This is a great opportunity for the youth to gain certification that supports future career opportunities and contribute positively towards the District of 100 Mile House.

**OPTIONS:** N/A

**BUDGETARY IMPACT:** The total cost for this project is estimated at \$8,184 and the grant will pay 100% of eligible costs, if approved.

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

**ATTACHMENTS:** Junior FireSmart grant application  
Junior FireSmart Job Description

**Prepared By:**   
R. Dugaro, FireSmart Coordinator

**Date:** 2025-03-20

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

**Date:** MAR. 20. 25



BRITISH COLUMBIA  
**FireSmart**™

# Junior FireSmart Coordinator

**(BCAA x FireSmart BC Initiative)**



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## Information and Application Package

The BCAA x FireSmart BC Initiative will support communities in hiring a Junior FireSmart Coordinator in 2025. Open to youth aged 16–30, this program provides meaningful summer work experience while strengthening community wildfire resilience. It's a great opportunity to gain hands-on experience and make a real impact.

The Junior FireSmart Coordinator will assist the local FireSmart Coordinator in delivering FireSmart activities and responsibilities as outlined in the attached job description. Up to 20% of their duties may also involve emergency management (e.g., EOC, ESS, evacuations), structural fire, or forestry (e.g., Indigenous Guardians).

### Eligibility

First Nations, Tribal Councils, municipalities, and regional districts can apply for funding to hire one or two Junior FireSmart Coordinators for a flexible employment period (eg. 4-12 weeks). Recipients must demonstrate:

- A high wildfire risk (WUI risk class 1-3)
- A designated staff member, such as a FireSmart Coordinator or Emergency Program Coordinator, who can provide mentorship and supervision to the Junior FireSmart Coordinator(s).

## Funding

Communities can hire one or two positions and set the employment duration (recommended 4-12 weeks) and work hours (part-time or full-time). Maximum funding amounts are outlined below.

| Item  | Amount   | Total (Maximum) |
|---|--|-----------------|
| Wages (including eligible expenses such as travel, benefits, and criminal record checks). | <p>Eg. One full-time position*<br/>\$22.00/hr x 40 hr/week x 12 weeks</p> <p>Eg. Two part-time positions*<br/>\$22.00/hr x 20 hr/week x 12 weeks</p> | \$10,560        |
| Training and Education**  | \$1000   | \$1000          |
| Uniform   | \$100  | \$100           |
| 10% Admin Fee – Supports program administration costs.                                    | \$1166   | \$1166          |
| <b>Total</b>  |  | <b>12,826</b>   |

\* Calculations are provided as examples. Communities will determine wages and hours worked.

\*\* Eligible expenses may include courses on wildfire prevention and mitigation, public education, emergency management, and cultural sensitivity training, subject to approval. Other relevant topics may be considered with prior approval. Refer to the funding agreement for details and a list of eligible topics.

## Reporting

At the end of the work term, recipients must submit a final report outlining the position's outcomes and expenses. The report should include photos, a summary of activities, and a detailed expense breakdown. This helps assess the program's impact and informs future initiatives. A budget and report template will be provided.

**Please complete and return the application form below by March 31, 2025, to express your community's interest in participating.**



# Application Form

## Community Information

- Community Name: District of 100 Mile House
- Primary Contact Name: Ryan Dugaro
- Title of Primary Contact: FireSmart Coordinator
- Email: firesmart@100milehouse.com
- Phone Number: 250-395-2434

## Program Details

- What is your community's WUI risk class?
- Who will provide mentorship and supervision to the Jr. FSC? Ryan Dugaro , FireSmart Coordinator
  - Does this person have the ability and capacity to mentor and support the Jr. FireSmart Coordinator for the duration of their employment? **Yes**  **No**
- How many Jr. FireSmart Coordinators do you intend to hire? **1**  **2**
- Please provide an estimate of the following items:

|  | Jr. FireSmart Coordinator 1  | Jr. FireSmart Coordinator 2<br>(If applicable) |
|--|--|--|
| Maximum duration of employment<br>(eg. 4-12 weeks)   | Seven (7)  |  |
| Hours/week   | 35   |  |
| Wage \$/hr   | \$22.00/hour   |  |
| Other expenses related to the position, including travel, benefits, and a criminal record check. | Training \$1000, Uniform \$100<br>Employer Payroll Expenses \$950<br>10% Admin Fee \$744 |  |
| Total (should not exceed \$10,560)   | \$8,184  |  |

## Acknowledgment and Agreement

By signing below, I confirm that I have read and understood the attached program details.

Signature:  2025-03-20

Name (Printed): Ryan Dugaro

Date: March 20/2025

Please submit the completed application to [outreach@firesmartbc.ca](mailto:outreach@firesmartbc.ca) by March 31st 2025.  
Questions? Contact Kate Todoruk at [outreach@firesmartbc.ca](mailto:outreach@firesmartbc.ca).

# Junior FireSmart Coordinator Job Description

**Job Title:** Junior FireSmart Coordinator

**Reports To:**

**Job Type:** [Eg. Part-Time, Seasonal]

**Location:** [Community/Organization Name]

## Position Summary

[Insert community name] is seeking an enthusiastic people-oriented individual to fill the position of Junior FireSmart Coordinator. This position is designed for youth (ages 16-30) interested in learning about wildfire mitigation, preparedness, and community outreach and resilience. The Jr. FireSmart Coordinator will assist the FireSmart Coordinator in a wide range of activities including engaging with community members, social media content creation, supporting outreach events, and participating in wildfire mitigation activities.

## Key Responsibilities

### Community Engagement & Education

- Assist with organizing and attending FireSmart events such as community information sessions, farmer's markets, and workshops.
- Support distribution of FireSmart educational materials at schools, community centres, and public events.
- Help deliver FireSmart presentations to youth groups, schools, and community organizations.

### Support for FireSmart Programs

- Complete Local FireSmart Representative training and assist in completing FireSmart Home Ignition Zone assessments (under the guidance of the FireSmart Coordinator if necessary).
- Help implement small-scale FireSmart mitigation projects such as clearing brush, moving firewood, and maintaining defensible space.

### Administrative & Communication Support

- Help maintain records of FireSmart activities, outreach efforts, and community engagement.
- Support social media and digital outreach by sharing FireSmart messages and updates.
- Assist with preparing reports, newsletters, and promotional materials related to FireSmart initiatives.

## **Required Skills & Qualifications**

- Enthusiastic about wildfire prevention and mitigation and community safety.
- Strong communication skills and willingness to engage with the public.
- Ability to work well as part of a team and take direction from mentors.
- Basic computer skills (Microsoft Office, Google Docs, social media platforms).
- Completion of FireSmart 101 online course (or willingness to complete).
- Completion of Wildfire Risk Reduction online course (or willingness to complete).
- Completion of Local FireSmart Representative Training Course (or willingness to complete).

## **Preferred Qualifications**

- Interest in emergency management, forestry, firefighting, or environmental sciences.
- Knowledge of FireSmart.
- Experience volunteering or working in community-based programs.
- Comfortable with outdoor physical activities such as light manual labor (e.g., clearing brush, moving debris).

## **Work Conditions & Hours**

- Flexible part-time hours, with some evening and weekend work required for events.
- Outdoor work in various weather conditions may be required.
- Travel within the community may be necessary (transportation support may be available).

### **How to Apply:**

Interested applicants should submit a short cover letter and resume to [Contact Information] by [Application Deadline].

## DISTRICT OF 100 MILE HOUSE

### Bylaw No. 1445

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Being a Bylaw to amend the 100 Mile House Fire Protection Bylaw No. 959, 2005

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WHEREAS the Council of the District of 100 Mile House has adopted the 100 Mile House Fire Protection Bylaw No. 959, 2005;

AND WHEREAS the Council of the District of 100 Mile House deems it necessary to amend Bylaw No. 959, 2005;

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

1. This Bylaw may be cited as “**100 Mile House Fire Protection Amendment Bylaw No.1445, 2025.**”
2. 100 Mile House Fire Protection Bylaw No. 959, 2005, as amended, is hereby further amended as follows:
  - (a) adding the following definitions in section 2.00 as follows:

“Director of Public Works” means the Director of the District’s Public Works Department, or their designate;

“Fire Hydrant” means a Private Fire Hydrant or a Public Fire Hydrant;

“Mobile Home Park” has the meaning ascribed in the District’s Mobile Home Parks Bylaw No. 1379, 2024;

“Owner” means the registered owner on title of the subject land;

“Private Fire Hydrant” means any fire hydrant that is not a Public Fire Hydrant and includes, without limitation, any fire hydrant located on strata property or in a Mobile Home Park;

“Public Fire Hydrant” means any fire hydrant that is both owned by the District and located on:
    - (a) a public roadway or right-of-way;
    - (b) property owned by the District; or
    - (c) an easement or statutory right-of-way held in favour of the District for the purpose of installing and maintaining a water distribution system;
  - (b) repealing subsections 5.01(d), (e) and (l), and replacing them with the following:

(d) use, or allow to be used, a standpipe or Fire Hydrant, or affix a hose to the standpipe or Fire Hydrant, without written permission from the Fire Chief or Director of Public Works;

(e) unless authorized to do so, park or leave a vehicle within 5.0 metres of a standpipe or Fire Hydrant, in the prohibited area at a Fire Hall, or in a fire lane;

(l) obstruct or otherwise interfere with access roads or streets or other approaches to any incident, Fire Hydrant, cistern or body of water designated for firefighting purposes.

(c) repealing sections 7.01 and 7.02, and replacing them with the following:

**Water Supply Systems and Private Fire Hydrants**

7.01 All Owners must, at their own cost, ensure that:

- (a) all Private Fire Hydrants are installed, maintained and tested in accordance with this Bylaw and the District's Private Fire Hydrant Testing and Maintenance Policy, as amended from time to time;
- (b) all new water supply systems on the Premises meet the flow and pressure requirements for firefighting purposes in accordance with the BC Fire Code and the applicable National Fire Protection Association (NFPA) standards ;
- (c) prior to constructing a new water system or extending an existing water system, the plans and location of all proposed Private Fire Hydrants are approved by the Fire Chief in writing;
- (d) all new Private Fire Hydrants contain a 4-inch Storz port;
- (e) prior to constructing any Building other than concrete basements and foundations
  - (i) roads are finished with compacted gravel;
  - (ii) watermains are installed and water supply for firefighting purpose is tested by a qualified professional in accordance with the guidelines set forth in the BC Fire Code and its regulations, as amended, repealed, or replaced from time to time; and
  - (iii) the Fire Department is notified, in writing, of all newly installed Private Fire Hydrants;
- (f) the installation of any Private Fire Hydrant or water system on private property is designed and supervised by a professional engineer;
- (g) all Private Fire Hydrants are painted in accordance with Schedule "C" to this Bylaw; and
- (h) all Private Fire Hydrants are used only by the Fire Department and operated only by qualified persons authorized by the Fire Chief or the Director of Public Works for the purposes of inspection, testing, servicing, or other authorized purpose.

(d) repealing Schedule "C" – Classification of Fire Flow Markings, and replacing it with the following:

**CLASSIFICATION OF FIRE FLOW MARKINGS**

**The Fire Hydrant bonnet colour markings for Fire Hydrants within the District shall be:**

|                              |  |
|------------------------------|--|
| <b>Class AA – Light Blue</b> | - Rated capacity of 1,500 gpm (5,680 L/min.)                 |
| <b>Class A – Green</b>       | - Rated capacity of 1,000 – 1,499 gpm (3,785 – 5,675 L/min.) |
| <b>Class B – Orange</b>      | - Rated capacity of 500 – 999 gpm (1,900 – 3,780 L/min.)     |
| <b>Class C – Red</b>         | - Rated capacity of less than 500 gpm (1,900 L/min.)         |

READ A FIRST, SECOND AND THIRD TIME this 11<sup>th</sup> day of March, 2025.

ADOPTED this 25<sup>th</sup> day of March 2025.

\_\_\_\_\_  
Mayor

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

## DISTRICT OF 100 MILE HOUSE

### Bylaw No. 1446

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Being a Bylaw to amend the District of 100 Mile House Business License Bylaw No. 1407, 2023.

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This bylaw may be cited for all purposes as “**District of 100 Mile House Business License Amendment Bylaw No. 1446, 2025.**”

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

- 1) That the District of 100 Mile House Business License Bylaw No. 1407, 2023 is hereby amended as follows:

That **Section 10 Specific Business Regulations** is hereby amended to include the following:

#### **Mobile/Street Vendor**

- 10.12** Every business carrying a license for mobile/street vendor shall only operate on private property with permission of the owner/tenant, and on municipal property upon invitation of a permitted event organizer.
- 10.13** Mobile/street vendors selling prepared food products “Food trucks” may operate at predesignated spaces in Centennial Park parking lot. The predesignated spaces cannot be reserved, and availability is at the discretion of the Director of Community Services. Predesignated spaces are not available during permitted Centennial Park events.
- 10.14** Every business operating on municipal property shall obtain five million (\$5,000,000) liability insurance inclusive of limits covering bodily injury, death and property damage including the loss of use of such property, showing the District of 100 Mile House as a coinsured party and a copy of which is to be kept on file at the District.
- 10.15** Every mobile/street vendor who sells any commodity by its weight, shall have available and use a weigh scale capable of accurately weighing any such commodity.
- 10.16** A Health Permit is required for the selling/preparing/serving of food or beverages.
- 10.17** Must always display business license within the motorized or non-motorized vehicle/cart.
- 10.18** Every mobile/street vendor shall ensure that the business does not obstruct the free movement of pedestrians and traffic, as applicable.

**10.19** Every mobile/street vendor shall ensure that any and all litter, refuse or garbage generated by the business be disposed of appropriately, and that the space is maintained and left in a safe, clean and sanitary condition.

READ A FIRST, SECOND AND THIRD TIME this 25<sup>th</sup> day of March, 2025.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

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



**DISTRICT OF 100 MILE HOUSE**

**Bylaw No. 1447**

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Being a Bylaw to amend the District of 100 Mile House Fees & Charges Bylaw No. 1434-2024

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This bylaw may be cited for all purposes as “**District of 100 Mile House Fees and Charges Amendment Bylaw No. 1447-2025.**”

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. 1434-2024 is hereby amended as follows:

a) Schedule “D” Business Licences, Part 9 be amended to read:

|                |          |
|----------------|----------|
| Special Events | \$250.00 |
|----------------|----------|

READ A FIRST, SECOND AND THIRD TIME this 25<sup>th</sup> day of March 2025.

ADOPTED this

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Mayor

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Corporate Administrator