



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR AGENDA

FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS OF THE VILLAGE OFFICE AT 6:00 PM ON MONDAY, FEBRUARY 13, 2023

Please be advised that the HUB Online Network will record and broadcast or live stream today's Council meeting.

CALL TO ORDER

"Mayor and Council wish to acknowledge that the meeting today is held within the traditional territory of the Nlaka'pamux people."

1. ADOPTION OF THE AGENDA

Motion to adopt the Agenda as presented or as amended

M/S

THAT, the Agenda for the Regular Meeting of Council held on Monday, February 13, 2023 be adopted as presented.

2. MINUTES

2.1	Minutes of the Regular Meeting of Council held Monday, January 23, 2023 <i>THAT, the Minutes of the Regular Meeting of Council held Monday, January 23, 2023 be adopted as presented.</i>	P. 1-4
2.2	Minutes of the Special Meeting of Council held Friday, January 27, 2023 <i>THAT, the Minutes of the Special Meeting of Council held Friday, January 27, 2023 be adopted as presented.</i>	P. 5-6

3. DELEGATIONS

3.1		
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4. PUBLIC INPUT

All questions and comments will be addressed through the Chair and answered likewise. Please state your name and address prior to asking a question or commenting, no more than 2 minutes per question.

5. BYLAWS/POLICIES

5.1	CAO Report – Code of Conduct Policy – For Information	P. 7-14
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6. STAFF REPORTS

REQUEST FOR DECISION		
6.1	CAO Report – Confirm Attendance at 2023 SILGA Convention M/S	P. 15

	<i>THAT, Council approves the attendance of (name attendees) at the 2023 SILGA Conference in Vernon.</i>	
6.2	CFO Report – Ashcroft Curling Rink – Request for a letter of support M/S <i>THAT, the Village provide a letter of support for the Curling Club and provide financial administrative support for the grant.</i>	P. 16-17
6.3	CFO Report – Resolution to Support Fire Protection Grant Application M/S <i>THAT, Council resolves to support proposed fire protection activities and is willing to provide overall grant management.</i>	P. 18-43
FOR INFORMATION		
6.4		

7. CORRESPONDENCE

FOR ACTION		
7.1	SILGA – Request for Gift Basket for SILGA Convention Last year Council provided a gift basket valued at \$100 with items purchased locally M/S	P. 44
7.2	Proclamation Request – Purple Day for Epilepsy Awareness – March 26, 2023 M/S	P. 45
7.3	Heritage BC – Heritage Week Proclamation – February 20-26, 2023 Consider inviting the Curator to open the Museum for a day and invite students for a field trip M/S	P. 46
7.4	Esther Darlington – Request Council's help to protect and preserve her Ashcroft Library Art Collection M/S	P. 47-49
7.5	Ashcroft 4-H Club – Request to Waive Community Hall Rental fees for Dates in February and November of 2023 M/S	P. 50
7.6	Thompson View Manor Society – Invitation to Councillor Lambert to attend February 6, 2023 Board Meeting M/S	P. 51-52
7.7	School District No. 74 Board of Education – Invitation to attend a meeting between Council and Board of Education to discuss the Development of a new Long-Term Facilities Plan M/S	P. 53
FOR INFORMATION		
7.3	TNRD – New Online System Streamlines TNRD Building Department Requests	P. 54
7.4	Greetings from Bifuka, Japan	P. 55-56
7.5	Flip Chart Information Correspondence	P. 57

8. UNFINISHED BUSINESS

8.1	Task Manager / Motion Tracker	P. 58
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9. NEW BUSINESS

9.1		
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10. REPORTS/RECOMMENDATIONS FROM COMMITTEES, COTW, and COMMISSIONS

10.1	Transit Meeting Minutes – January 25, 2023	P. 59-60
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11. COUNCIL REPORTS

11.1	Mayor Roden – Report	P. 61-63
11.2	Councillor Anstett	
11.3	Councillor Clement	
11.4	Councillor Davenport	
11.5	Councillor Lambert	

12. RESOLUTION TO ADJOURN TO CLOSED MEETING

Motion to move to a closed meeting to discuss an item under the Community Charter Section 90.1

12.1		
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13. RESOLUTIONS RELEASED FROM CLOSED MEETING

13.1		
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14. ADJOURNMENT



THE CORPORATION OF THE VILLAGE OF ASHCROFT

MINUTES

FOR THE MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS OF THE VILLAGE OFFICE AT 5:00 PM ON MONDAY, JANUARY 23, 2023

PRESENT: Mayor, Barbara Roden
Councillor, Jessica Clement
Councillor, Nadine Davenport
Councillor, Doreen Lambert

CAO, Daniela Dyck
CFO, Yogi Bhalla
DPW, Brian Bennewith

Media – 1
Public – 1

EXCUSED: Councillor Anstett

CALL TO ORDER

Mayor Roden called the Regular Meeting of Council for Monday January 23, 2023, to order at 5:00 pm

"Mayor and Council wish to acknowledge that the meeting today is held within the traditional territory of the Nlaka'pamux people."

Mayor Roden commented on the recent tragic events in the community encouraging those looking for support services to utilize the crisis counselling available at the HUB on Tuesday and Wednesday.

1. ADOPTION OF THE AGENDA

Motion to adopt the Agenda as amended.

M/S Clement / Lambert

THAT, the Agenda for the Regular Meeting of Council held on Monday, January 23, 2023 be adopted as amended to include Continuing Education CAO Report under New Business.

2. MINUTES

2.1	Minutes of the Regular Meeting of Council held Monday, January 9, 2023 M/S Lambert / Davenport <i>THAT, the Minutes of the Regular Meeting of Council held Monday, January 9, 2022 be adopted as presented.</i>	CARRIED Unanimous R-2023-07
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3. DELEGATIONS

3.1		
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4. PUBLIC INPUT



All questions and comments will be addressed through the Chair and answered likewise. Please state your name and address prior to asking a question or commenting, no more than 2 minutes per question.

No questions comment or public input received.

5. BYLAWS/POLICIES

5.1	Bylaw No. 858, Village of Ashcroft Consolidated Fees and Charges Bylaw, 2023 M/S Davenport / Lambert <i>THAT, Bylaw No. 858, Village of Ashcroft Consolidated Fees and Charges Bylaw, 2023 be read a third time.</i>	CARRIED Unanimous R-2023-08
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6. STAFF REPORTS

REQUEST FOR DECISION		
6.1		

FOR INFORMATION		
6.2	<p>CFO – Public Budget Presentation</p> <p>Problem:</p> <p>CFO Bhalla noted that we are moving towards an inflationary environment with rising costs noting concerns in regard to Federal program spending, Bank of Canada's late to raise interest rates and rising unemployment rates;</p> <p>Concern that our community has a high senior demographic of seniors living on a fixed income;</p> <p>Impacts to village, our costs are increasing at 10 -15%;</p> <p>Dealing with supply chain delays and escalating costs;</p> <p>Fortis and Hydro increases;</p> <p>Insurance and benefit increases;</p> <p>Impact on reserve investments.</p> <p>Solution:</p> <p>Ashcroft is debt free but has ability to borrow if needed (not intending to do this);</p> <p>Moved investments to GIC style fund and out of Bond fund;</p> <p>All projects have contingency built in;</p> <p>Continue to build reserve accounts;</p> <p>Well defined budget process;</p> <p>Working on a 2.5% increase – many other municipalities are planning o 6-7% increases due to inflation;</p> <p>Village adjusts for average increases on property taxes which means the 2.5% increase is the overall budget;</p> <p>Village portion of property tax bill is only 50% we cannot influence other tax rates charged by other levels of government;</p> <p>Projects:</p> <p>Fire hall, complete Lift Station, Water pump repairs, purchase reservoir land, fire smart grant application.</p> <p>CFO Bhalla guided Council and the public through a line by line budget review pausing for comments and questions after each section.</p>	

	<p>Solid waste is going up to \$150 due to increase in tipping fees and vehicle maintenance.</p> <p>Expenses:</p> <p>CFO Bhalla provided explanations for all line items that have a change from the previous year which are highlighted for easy reference for general, water and sewer operating funds.</p> <p>No water fee increases being implemented in 2023.</p> <p>No increases to sewer fees for 2023.</p> <p>Mayor Roden noted that any future questions are to be submitted directly to the CFO Bhalla.</p>	
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7. CORRESPONDENCE

FOR ACTION		
7.1	<p>Ashcroft & Area Community Resources Society – Request to use Ashcroft Community Hall December 12-16, 2023 for Christmas Hamper Drive</p> <p>Councillor Clement recused herself in a conflict as she is part of the committee at 6:08 returning at 6:09</p> <p>M/S Davenport / Lambert</p> <p><i>THAT, Council approves the Ashcroft and Area Community Resources Society request for use of the community hall from December 12-16, 2023 for the Christmas Hamper Drive.</i></p>	CARRIED Unanimous R-2023-09
7.2	<p>Introduction to Social Procurement for Elected Officials and Senior Leadership</p> <p>M/S Roden / Davenport</p> <p><i>THAT, members of Council interested in attending the Social Procurement seminar do so at their leisure.</i></p>	CARRIED Unanimous R-2023-10
7.3	<p>Invitation to Mayor Roden to attend the Clinton Annual Ball</p> <p>M/S Davenport / Clement</p> <p><i>THAT, Ashcroft purchase tickets for Mayor Roden plus guest to attend the 156th Clinton Annual Ball.</i></p>	CARRIED Unanimous R-2023-11
FOR INFORMATION		
7.4	Flip Chart Information Correspondence	
	<i>Items 7.4 is received for information</i>	

8. UNFINISHED BUSINESS

8.1	<p>Task Manager – Motion Tracker</p> <p><i>Receive for information</i></p>	
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9. NEW BUSINESS

9.1	<p>Late Item – CAO Continuing Education</p> <p>M/S Clement / Lambert</p> <p><i>THAT, Council supports ongoing education and approves CAO Daniela Dyck to attend the MATI 308 – Successful CAO course from Feb 9-14 in West Kelowna.</i></p>	CARRIED Unanimous R-2023-12
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10. REPORTS/RECOMMENDATIONS FROM COMMITTEES, COTW, and COMMISSIONS

10.1		
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11. COUNCIL REPORTS

11.1	Mayor Roden	
11.2	Councillor Anstett	
11.3	Councillor Clement	
11.4	Councillor Davenport	
11.5	Councillor Lambert – Report Comment regarding the rescue truck for AFR requiring replacement	
	<i>Council reports are received for information</i>	

12. RESOLUTION TO ADJOURN TO CLOSED MEETING

Motion to move to a closed meeting to discuss an item under the Community Charter Section 90.1

12.1		
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13. RESOLUTIONS RELEASED FROM CLOSED MEETING

13.1		
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14. ADJOURNMENT

Mayor Roden adjourned the Regular Meeting of Council for Monday January 23, 2023 at 6:14 pm

Certified to be a true copy of the Minutes
for the Regular Meeting of Council held
Monday January 23, 2023.

Daniela Dyck,
Chief Administrative Officer

Barbara Roden,
Mayor



THE CORPORATION OF THE VILLAGE OF ASHCROFT

SPECIAL COUNCIL MEETING

MINUTES

FOR THE MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS OF THE VILLAGE OFFICE AT
8:30 AM ON FRIDAY, JANUARY 27, 2023

PRESENT: Mayor, Barbara Roden
Councillor, Jessica Clement
Councillor, Nadine Davenport
Councillor, Doreen Lambert - Zoom

CAO, Daniela Dyck
CFO, Yogi Bhalla
DPW, Brian Bennewith

Media – 0
Public – 0

EXCUSED: Councillor Anstett

1. **CALL TO ORDER**

Mayor Roden called the Special Meeting of Council for Friday January 27, 2023 to order at 8:33

"Mayor and Council wish to acknowledge that the meeting today is held within the traditional territory of the Nlaka'pamux people."

2. **ADOPTION OF THE AGENDA**

Motion to adopt the Agenda as presented or as amended

M/S Clement / Davenport

THAT, the Agenda for the Special Meeting of Council held on January 27, 2023 be adopted as presented.

CARRIED – Unanimous – S-2023-01

3. **MINUTES**

All Minutes are adopted at a Regular Meeting of Council.

4. **DELEGATIONS**

4.1	NONE	
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5. **PUBLIC COMMENTS / QUESTIONS**

6. **DISCUSSION ITEMS**

5.1	NONE	
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7. **BYLAWS FOR DISCUSSION**

6.1	Bylaw No. 858, Village of Ashcroft Consolidated Fees and Charges Bylaw, 2023 M/S Clement / Lambert <i>THAT, Bylaw No. 858, Village of Ashcroft Consolidated Fees and Charges be adopted.</i>	CARRIED Unanimous S-2023-02
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8. STAFF REPORTS

7.1	CFO Report – Request for a letter of support for 5D Networks to bring Fibre Optic to the Village of Ashcroft M/S Davenport / Clement <i>THAT, Council approves the request for a letter of support to 5D Networks.</i>	CARRIED Unanimous S-2023-03
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9. CLOSED MEETING

Motion to move to a closed meeting to discuss an item under the Community Charter Section 90.1

9.1		
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10. TERMINATION

Mayor Roden adjourned the Regular Meeting of Council for Friday January 27, 2023 at 8:39 am.

Certified to be a true copy of the Minutes
for the Special Meeting of Council held
Friday January 27, 2023.

Daniela Dyck,
Chief Administrative Officer

Barbara Roden,
Mayor

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: February 13, 2023
FROM: Daniela Dyck, Chief Administrative Officer
SUBJECT: Council Code of Conduct

Purpose

To introduce a draft Council Code of Conduct Policy as required by legislation.

Recommendation

For information

Alternatives

Discussion

Division 8, Section 113.1 of the Community Charter – Requires Council to consider a Code of Conduct within 6 months after its first regular Council meeting following a general local election.

A Council must decide:

- (a) whether to establish a code of conduct for council members, or
- (b) if a code of conduct for council members has already been established, whether it should be reviewed.

After considerable research the attached draft Code of Conduct is modeled after the City of Kamloops Policy adopted May 2022 which is very similar to the TNRD Board Code of Conduct adopted in 2018. The policy is comprehensive, but addresses all matters related to Council and their interactions with each other, staff and the public.

This policy is being introduced to Council for information and consideration. The policy will be brought back to the next meeting for discussion and suggested edits so the final product will reflect Council's vision and evoke integrity, respect, accountability, leadership, collaboration and transparency for the benefit of Council, staff and the public.

Strategic/Municipal Objectives

Governance

Legislative Authority

Community Charter Section 113.1

Financial Implications

Attachment Listing

Draft Council Code of Conduct Policy

Respectfully Submitted by:



Daniela Dyck,
Chief Administrative Officer



ADMINISTRATION POLICY

TITLE: Council Code of Conduct		POLICY #: C-1-2023
Authority: Council	Effective Date: Review Date: Annually	
Issued By: Issued Date:	Approved By: Council Approved Date: Updated: Resolution #:	

PURPOSE: To establish a Code of Conduct for the Council of the Village of Ashcroft as required by legislation.

INTRODUCTION:

Council recognizes that responsible conduct is essential to providing good governance for the Village of Ashcroft, and that responsible conduct is based on the foundational principles of integrity, accountability, respect, leadership, and collaboration.

Council requires each elected official to conduct themselves to the highest ethical standards by being an active participant in ensuring these foundational principles, and the standards of conduct set out in this policy are followed in all interactions with every person, including with other Council members of Council, staff, and the public.

1. Application and Interpretation:

- 1.1 This Code of Conduct policy applies to the Council members of the Village of Ashcroft. It is each Council member's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other Council members of Council, staff, and the public.
- 1.2 Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by Council members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the Village of Ashcroft, the common law and any other legal obligations which apply to Council members individually or as a collective Council.
- 1.3 Annually, Council members are to sign the statement (attached as Appendix A) affirming they have read and understood this policy. In addition, Council will review the Code of Conduct policy annually, consider recommendations, and update the policy as necessary.

2. Foundational Principles:

- a) Integrity – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.

- b) Respect – means having due regard for others’ perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.
- c) Accountability – means an obligation and willingness to accept responsibility or to account for one’s actions. Conduct under this principle is demonstrated when Council members, individually and collectively, accept responsibility for their actions and decisions.
- d) Leadership and Collaboration – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a Council member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

3. Standards of Conduct:

a) Integrity: Integrity is demonstrated by the following conduct:

- i. Council members will be truthful, honest, and open in all dealings, including those with other Council members, staff and the public.
- ii. Council members will ensure their actions are consistent with the shared principles and values collectively agreed to by Council under this policy.
- iii. Council members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- iv. Council members will direct their minds to the merits of the decisions before them, ensuring they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
- v. Council members will behave in a manner that promotes public confidence in all of their dealings.

b) Respect: Respect is demonstrated through the following conduct:

- i. Council members will treat every person with dignity, understanding, and respect.
- ii. Council members will show consideration for every person’s values, beliefs, experiences and contributions to discussions.
- iii. Council members will demonstrate awareness of their own conduct, and consider how their words or actions may be, or may be perceived as, offensive or demeaning.
- iv. Council members will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes verbal slurs such as racist remarks, unwanted physical contact, or other aggressive actions that are harmful or threatening.



c) Accountability: Accountability is demonstrated through the following conduct:

- i. Council members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective Council.
- ii. Council members will listen to and consider the opinions and needs of the community in all decision-making and allow for appropriate opportunities for discourse and feedback.
- iii. Council members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

d) Leadership and Collaboration: Leadership and collaboration is demonstrated through the following conduct:

- i. Council members will behave in a manner that builds public trust and confidence in the local government, including considering the different interests of the people who make up the community.
- ii. Council members will consider the issues before them and make decisions as a collective body. As such, Council members will actively participate in debate about the merits of a decision, but once a decision has been made, all Council members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- iii. Council members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other Council members and staff to provide their perspectives on relevant issues.
- iv. As leaders of their community, Council members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- v. Council members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other Council members, staff, and the public.
- vi. Council members will recognize the importance of the role of the Chair of meetings and treat that person with respect at all times.

4. Collection and Handling of Information:

4.1 Council members must:

- i. Collect, use and disclose personal information in accordance with the British Columbia *Freedom of Information and Protection of Privacy Act* and the policies and guidelines as established by the Village;
- ii. Protect information that is specifically marked confidential, that is personal information, and any other material identified or understood to be confidential in nature;



- iii. Refrain from discussing or disclosing confidential information with staff, or with persons outside the organization, except as authorized;
- iv. Refrain from discussing or disclosing any personal information with or to other Council members, staff, or with persons outside the organization except in a manner consistent with the duty to protect personal information under the British Columbia *Freedom of Information and Protection of Privacy Act*.
- v. Take reasonable care to prevent the examination of confidential material or access to personal information by unauthorized individuals;
- vi. Not use confidential information except for the purpose for which it is intended to be used;
- vii. Only access information held by the Village as required for Village business;
- viii. Not disclose decisions, resolutions or reports forming part of the Council agenda for or from a closed meeting of Council until a corporate decision has been made for the information to become public;
- ix. Not disclose details on Council's Closed meeting deliberations or specific detail on whether individual Council members voted for or against an issue;
- x. Not alter Village records unless expressly authorized to do so; and,
- xi. Adhere to the requirements outlined in this Section when they are no longer a Council member.

5. Conflict of Interest:

- 5.1 Conflict of Interest is dealt with under sections of the *Community Charter*. Ultimately, the interpretation of these sections is a matter for the courts. This Code of Conduct policy is intended to provide additional guidance to Council members.
- 5.2 Council members are expected to make decisions that benefit the community. They are to be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests.
- 5.3 Council members must attempt to resolve any conflict or incompatibility between their personal interests and the impartial performance of their duties. Council members must ensure they are observing the statutory requirements of the *Community Charter*.

6. Interactions with Staff:

- 6.1 Council members are only to contact staff, including Municipal Officers, according to the procedures authorized by Council and the Village's Chief Administrative Officer regarding the interaction of Council members and staff.



- 6.2 Council members are to direct inquiries regarding departmental issues or questions to the Village's Chief Administrative Officer who may direct the Council member to the appropriate department head and refrain from contacting staff directly unless the communication is minor and of a day-to-day operational nature.
- 6.3 Advice to Council members from staff will be vetted and approved by the Chief Administrative Officer.
- 6.4 Council members are not to issue instructions to any of the Village's contractors, tenderers, consultants or other service providers unless expressly authorized to do so.
- 6.5 Council members must not publish or report information or make statements attacking or reflecting negatively on staff or Council members. Any complaint should be brought to the attention of the Chief Administrative Officer for follow up.
- 6.6 Information obtained by any member of Council, which is likely to be used in a Council or political debate, should be provided to all other Council members, and to the Chief Administrative Officer as soon as possible.
- 6.7 Council members must treat Council members of the public, Council, and staff with respect and without bullying, abuse or intimidation.

7. Use of Social Media:

- 7.1 Council members must not purport to speak on behalf of the Village or Council unless expressly authorized to do so.
- 7.2 It is not the role of individual Council members to report directly on Village related business. Council members will use caution in reporting decision-making by way of their social media profiles and websites before the Village has released any formal communication.
- 7.3 When speaking for themselves as individual Council or Committee Council members on social media or to the press, Council members will include "in my opinion" or use a similar disclaimer to ensure it is expressly clear they are speaking for themselves and not the Village or Council as a whole.
- 7.4 Council members will refrain from using or permitting the use of their social media accounts for purposes that include:
 - a) defamatory remarks, obscenities, profane language or sexual content;
 - b) negative statements disparaging staff or calling into question the professional capabilities of staff;
 - c) content that endorses, promotes, or perpetuates discrimination or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation;
 - d) statements that indicate a closed mind in relation to a matter that is to be the subject of a statutory or other public hearing; or,
 - e) promotion of illegal activity.
- 7.5 Council members must regularly monitor their social media accounts and immediately take measures to deal with the publication of messages or postings by others that violate the terms of this Code of Conduct.



8. Interactions with the Public and Media:

- 8.1 Council members will communicate accurately the decisions of the Council, even if they disagree with the majority decision made, and by so doing affirm the respect for and integrity in the decision-making processes of Council.
- 8.2 When discussing publicly whether a Council member did not support a decision, or voted against the decision, or that another Council member did not support a decision or voted against a decision, a Council member will refrain from making disparaging comments about other Council members or about Council's processes and decisions.

DRAFT



APPENDIX “A”

COUNCIL ATTESTATION

Council of the Village of Ashcroft and Council Appointees to Boards, Committees, Commissions and Working Groups

As a member of Council of the Village of Ashcroft, I agree to:

- uphold the Code of Conduct policy that has been adopted by Council, and conduct myself in accordance with the foundational principles of integrity, accountability, respect, leadership, and collaboration.
- Protect confidential information, personal information, and other information that has been made available to me by virtue of my role as a member of Council, in accordance with legislation and the provisions outlined in the Code of Conduct Policy.
- avoid any real or perceived conflict of interest and declare at the earliest opportunity any interest that is or may be in conflict with the business of the body of the Village of Ashcroft in which I am participating;
- ensure all my interactions with staff, the public, the media, and my use of social media is respectful and in accordance with the provisions of the Code of Conduct policy.

I affirm that I have read and understood the Village of Ashcroft Code of Conduct Policy.

Signature: _____

Date: _____

Name: _____
(Please print)

Office: _____
(Mayor / Councillor)

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: February 13, 2023
FROM: Daniela Dyck, Chief Administrative Officer
SUBJECT: Confirm Attendance at SILGA Convention

Purpose

Determine Council attendance at the Southern Interior Local Government Association (SILGA) Conference in April 2023.

Recommendation

THAT, Council approves the attendance of (name attendees) at the 2023 SILGA Conference in Vernon.

Alternatives

Discussion

Policy C-05-2021 – Council Remuneration & Travel Policy, section 3(d) states the following:

Attendance at the Southern Interior Local Government Association (SILGA) Convention and Union of British Columbia Municipalities (UBCM) Convention shall be as follows:

SILGA:

1st year after being elected – all of Council attend (based on Council availability)

Remaining term – Mayor and 2 Council members

UBCM:

1st year after being elected – all of Council attend (based on Council availability)

2nd and 3rd year – Mayor and 2 Council members

4th year – all incumbent Council members running in the upcoming election attend the conference.

Council members alternate attendance at SILGA and UBCM Conferences.

Rooms have been reserved for all Council members for the SILGA Conference in Vernon and conference registration opened early February. I would like to confirm attendance as soon as possible so that if any rooms need to be released it can be done for a full refund.

Please keep in mind that all of Council is also registered for the Newly Elected Seminar in Kelowna on March 1-3, 2023.

Strategic/Municipal Objectives

Financial Management

Legislative Authority

Policy C-05-2021

Financial Implications

Budget Management

Attachment Listing

Respectfully Submitted by:



Daniela Dyck,
Chief Administrative Officer

STAFF REPORT TO COUNCIL – OPEN MEETING

MEETING DATE: Feb 13, 2023
FROM: Yogi Bhalla, Chief Financial Officer
SUBJECT: Letter of Support for Curling Club

Purpose

To evaluate request for a letter of support for the curling club & approve financial administration of the grant through the village accounting system.

Recommendation

Provide letter of support for the curling club and provide financial administrative support for the grant.

Alternatives

Reject application for a letter of support.

Discussion

The work the village put into the curling club over the last few years has resulted and in cooperative and productive relationship with the curling club. The curling club is requesting we provide a letter of support for their grant application which will entail insulation and other feasible improvements to the facility. They have discussed the potential scope of work with the village and have sought feedback on the feasibility of undertaking the improvements. They have also requested that the village undertake to financially administer the grant, which the village is willing.

Strategic/Municipal Objectives

Community development

Legislative Authority

NA

Financial Implications

NA

Attachment Listing

NA

Prepared by:



Yogi Bhalla,
Chief Financial Officer

Approved for submission to Council:



Daniela Dyck,
Chief Administrative Officer

From: hilda jones <hrjones2001@telus.net>

Sent: February 7, 2023 11:08 AM

To: Yogi Bhalla <cfo@ashcroftbc.ca>

Subject: Grant

Yogi,

We are looking to apply for a grant to do some upgrades to the curling club. Could we get a letter of support from council and as owners of the building could we get permission for the renovation to be done. We will be applying to insulate the walls in the lounge and back room and to upgrade the lighting in the ice area.

Thanks

Hilda Jones

President

Ashcroft and District Curling Club

STAFF REPORT TO COUNCIL – OPEN MEETING

MEETING DATE: Feb 13, 2023
FROM: Yogi Bhalla, Chief Financial Officer
SUBJECT: Resolution to Support Fire Protection Grant Application

Purpose

Request council resolution to indicate support of application to Community Emergency Preparedness Fund (CEPF).

Recommendation

Council resolves to support proposed fire protection activities and is willing to provide overall grant management.

Alternatives

NA

Discussion

The Community Emergency Preparedness Fund (CEPF), Disaster Risk Reduction – Climate Adaptation grant provides funds to implement recommendations detailed in our Wildfire Protection Conceptual Study. The grant is 100% funded and will allow the village to enhance out capacity to protect the community from wildfires.

Strategic/Municipal Objectives

Climate Change Resilience

Legislative Authority

NA

Financial Implications

NA

Attachment Listing

Wildfire Protection Conceptual Study

Prepared by:



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Approved for submission to Council:



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October 4, 2022

File: 1093.0057.01

Village of Ashcroft
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Attention: Yogi Bhalla, CFO**RE: WILDFIRE PROTECTION CONCEPTUAL STUDY**

1.0 INTRODUCTION/BACKGROUND INFORMATION

Over the past 5 years, the Village of Ashcroft has had two wildfire emergencies, one in 2017 and another in 2021. The 2017 Elephant Hill fire was the largest in the province during the 2017 wildfire season. It burned 1920 square kilometres and destroyed more than 120 homes. The 2021 fire approached the Village from the southeast and prompted evacuation alerts and orders for the Village and surrounding properties. Specifically, the Village's downtown core, the Mesa Vista Subdivision and North Ashcroft were on evacuation alert.

The Village's infrastructure was not equipped to fight either wildfire. The 2017 fire started northwest of the town and eventually propagated uphill and downwind, thereby moving away from the community. During the 2021 fire, the wind direction was the factor that prevented the fire from destroying parts of the community.

With increasing temperatures, droughts, heat waves and volatile weather in British Columbia, these fires are likely to become more severe and the fire season is expected to start earlier and last later into the year. According to a recent UN study "Spreading Like Wildfire: The Rising Threat of Extraordinary Landscape Fires" which assessed the rapid response required in the case of these natural disasters, the likelihood of wildfires is expected to increase by 30% globally by 2050 (United Nations Environment Programme, 2022). Due to the recent fire behaviours and projected trends caused by climate change, the Village has identified a need to be proactive in preparing for the potential of future wildfires.

This letter identifies areas in the Village which are vulnerable to fires and outlines a conceptual design of the available options for fire protection. The conceptual design includes an overview of upgrades to the Village infrastructure and water system which are necessary for its implementation.

2.0 AREAS OF CONCERN

The areas in the Village most vulnerable to wildfire damage are listed below:

- 1. Sewage Treatment Plant (STP):** The STP is critical infrastructure for the Village and is exposed to fires approaching from the southeast, as well as to fires started by sparks from the railway that runs just west of the STP. There is currently only one hydrant near the STP.
- 2. Mesa Vista:** The Mesa Vista subdivision is vulnerable to fires approaching from the southeast and has minimal "natural" protection, such as nearby roads forming fire breaks or advantageous terrain.
- 3. Rural Mesa Vista:** The Rural Mesa Vista area is northeast of the Mesa Vista subdivision. This residential area consists of five homes and is supplied water by the Zone 2 Mesa Vista Reservoir, the Zone 4

Booster Station and a balancing tank just south of the community. These homes are vulnerable to fires approaching from the east.

4. **North Ashcroft:** North Ashcroft, east of Highway 97, is vulnerable to fires approaching from the west. The west side of North Ashcroft includes critical infrastructure such as a community hospital, school, senior housing, police station, community reservoirs, a natural gas pipeline, and a BC Hydro transformer.
 - a. The old rodeo grounds in North Ashcroft that lie north of Government St. is the location for a proposed development of up 160 units, therefore they are also considered to require protection in this report.
5. **Reservoir:** The North Ashcroft reservoir is located west of Highway 97C and is vulnerable to fires approaching from the west.

3.0 CONCEPTUAL DESIGN CRITERIA

This document summarizes the evaluation and comparison of fire protection options for the Village's vulnerable areas.

The existing water system consists of four pressure zones (PZ):

Pressure Zone 1: All water in the system is provided by the Zone 1 Reservoir (1500 m³), which is supplied water by the River Intake, Water Treatment Plant (WTP) and High Lift Pump Station. The River Intake was upgraded in 2021 and the WTP was constructed in 2020. The intake, WTP and pump station are outfitted with backup power but are not fire rated. The High Lift Pump Station has a capacity of 105-110 L/s.

Pressure Zone 2: Water is pumped to the Mesa Vista (Zone 2) Reservoir from the No. 2 Booster Station, which is outfitted with backup power but not fire rated. The No. 2 Booster Station consists of three 30 HP pumps, two of which are in operation simultaneously and a third for emergencies. Zone 2 has two reservoirs, 1,360 m³ and 170 m³, but only the 1,360 m³ reservoir is online.

Pressure Zone 3: Water from the Zone 1 Reservoir is pumped to the No. 3 Booster Station, which in turn pumps the water up to the Zone 3 Reservoir (1,140 m³). The No. 3 booster station consists of two 50 HP pumps and one 25 HP pump. One 50 HP and the 25 HP pump are operated simultaneously, and the second 50 HP is a backup for redundancy. The No. 3 Booster Station is not equipped with backup power.

Pressure Zone 4: Rural Mesa Vista (PZ 4) is supplied water by the PZ 2 Reservoir. The water is run up to the PZ 4 Booster Station from PZ 2 and pumped into a 6.8 m³ balancing tank. The PZ4 Booster Station consists of two 10 HP pumps. This station is not equipped with backup power. The pressures to Zone 4 can be boosted further using an external pump.

The Village of Ashcroft water model was used to inform available flows and pressure in the water system for each area of interest. In some areas of the distribution system, such as PZ 2 South (Mesa Vista) and PZ 3 (North Ashcroft), the residual pressures at certain nodes are below the minimum recommended threshold of 300 kPa (44 psi) in static conditions. These constraints are considered in the protection measures proposed in Section 6.0.

4.0 WATER STORAGE

Communities typically size their reservoirs to meet the fire flow demands of developed properties during maximum day demand conditions. They do not size reservoirs for wildfire events.

The Village Water Master Plan outlines the following fire flow requirements: 180 L/s for 2.5 hrs for Zone 1 (for the Hollis Rd industrial area), 60 L/s for 1.5 hrs for Zone 2, and 150 L/s for 2.0 hrs for Zone 3. The Village has two fire trucks that can each hold 3785 L (1000 US gal) and can pump at a maximum of 80 L/s (1250 USgpm). The water system is deficient in storage to meet the structure fire flow demands of developed properties in many areas. The Zone 1 fire flow requirements are sized for industrial use, however there is currently minimal industry in the area. Therefore, the storage deficiency in Zone 1 is more relevant for future development.

The storage capacity of each pressure zone is outlined in Table 4.1 below. Please note the data is from the 2014 Village of Ashcroft Water Master Plan, therefore the deficiencies have most likely increased in the last eight years (due to higher frequency and severity of droughts and heat waves in the Thompson-Nicola region, causing increased irrigation requirements).

Table 4.1 - Storage Requirements and Deficiencies for Each Pressure Zone

Reservoir	Total Required Storage to Meet Structure Fires* (m³)	Actual Volume (m³)	Storage Deficiency (m³)
Zone 1	2,652	1,620	1,032
Zone 2	1,103	1,365	Sufficiently Sized
Zone 3	2,219	1,140	1,079
Zone 4**			

* Based on Master Municipal Construction Document Design Guidelines

** Zone 4 has a balancing tank, but the purpose is not fire protection or water storage. As a result, Zone 4 is protected from fire by the Zone 2 reservoir (by the Fire Department connecting the pumper truck to adjacent hydrants to feed from Zone 2 to 4) and is included in the calculations above.

As shown in Table 4.1, the Zone 1 and Zone 3 reservoirs are currently undersized for protecting the Village from residential and commercial fire, let alone wildfire. Although the Zone 2 reservoir is currently sufficiently sized, there is only a 260 cubic metre tolerance. With the added demands from emergency wildfire protection, the Zone 2 reservoir storage will also be deficient.

The Village is taking steps to install an additional reservoir adjacent to the existing Zone 3 reservoir to address storage deficiencies in Zone 3 and Zone 1. Although the reservoir will be directly connected to Zone 3, a pressure reducing valve (PRV) will be installed between Zone 1 and Zone 3 to allow for Zone 1 to be fed from the Zone 3 storage. As outlined in the Zone 3 Reservoir Upgrades Feasibility Study, the new Zone 3 reservoir will be sized to eliminate the Zone 1 and Zone 3 storage deficiencies, assuming only one fire is occurring at once. The storage deficiency in Zone 1 is also less of a daily concern due to the high capacity of the pumps feeding the Zone 1 reservoir (110 L/s).

The Village is taking quantifiable steps to mitigate the water storage deficiency in their community. They are in the process of purchasing the land for the proposed reservoir and the Village invested in additional membrane modules for their water treatment plant to increase supply capacity feeding the Zone 1 reservoir.

Water storage with regards to proposed wildfire protection methods is discussed further in Section 6.2.3.

5.0 WILDFIRE PROTECTION OPTIONS

The following fire protection measures were reviewed and evaluated with Village staff. The Village's preferred options are discussed in Section 6.0.

5.1 FIRE BREAK

Fire breaks are a low-tech, potential protection measure for certain areas of the Village with minimal water infrastructure or minimal vegetation. Most of the local plant life is scrub vegetation, which consists of sagebrush, rabbit brush and grass species. This vegetation is low to the ground and burns similarly to a grass fire. A review published in the Canadian Journal of Forestry Research described a study that found that 15 m wide fire breaks are effective for 99% of grass fires without backup from a fire crew (Wilson, 1988). However, as the intensity of the fire increases, so does the chance that it can jump the break.

External factors such as fire intensity, fuel load and weather conditions will largely determine how effective the fire break is. Fire break performance could be enhanced by the addition of a moisture barrier, however the fire breaks should be monitored and maintained, especially throughout the vegetation growing seasons, to ensure that they remain effective. Required maintenance can be minimized by investing in a gravel fire break rather than continuously clearing vegetation.

Advantages: Water infrastructure is not required.

Disadvantages: Regular maintenance is required to keep vegetation and flammable material cleared from the area. Maintenance requirements can be minimized by applying a layer of gravel or stone to the cleared area.

5.2 SPRINKLERS

Sprinklers can be installed surrounding the vulnerable areas of the Village of Ashcroft (between the residential and Crown land) to create a humidity bubble and form a temporary fire break.

The sprinklers would draw water from the community water system. There are three options for installation:

1. Permanent Installation

Buried watermains and standpipes would be constructed surrounding the vulnerable areas and sprinkler heads would be permanently attached at intervals along the watermain.

Smaller diameter piping, such as shallow buried HDPE that is not charged with water until needed, could be employed as the distribution network. However, the pressure losses in the smaller piping would require temporary pumps to attain the needed minimum water pressure. Another alternative is to use larger diameter piping, such as 150 mm diameter or larger PVC; however the cost would increase and some locations would still require temporary pumping. This type of system would require seasonal draining in the years it is filled with water.

Alternatively, the piping system could be buried below frost depth to negate the need to drain it after it has been charged with water. In that case, the piping should be looped and part of the water system to avoid dead end mains that could result in stagnant water.

Advantages:

- Lower pressure losses minimize pumping needs
- Option to loop the piping to avoid the need to empty the piping after use
- Sprinklers can be turned on immediately when a fire is approaching as there is limited set up required

Disadvantages:

- High risk of damage to the sprinklers via natural causes or vandalism. The Village would have to invest in regular maintenance and some replacements.
- More expensive than temporary installations

2. Temporary Installation

2.5" diameter fire hose with sprinkler attachments would be connected to fire hydrants in the case of a fire. Some areas of the water system do not have enough hydrants that are accessible from outside the residential streets, therefore additional, permanent hydrants would be installed where necessary as part of this solution. Access to existing and new hydrants must be clear and available at all times. This includes regular vegetation clearing and maintenance of the areas surrounding the hydrants and the access routes.

In regions where the headloss along the fire hose exceeds the available pressure in the water system, portable pumps would be used to increase the working pressure in each sprinkler to 276 kPa (40 psi), which is required for optimal performance.

The hoses, sprinklers and pumps would be stored in mobile trailers for quick deployment in the area of concern when needed.

Advantages:

- Less expensive than installing permanent infrastructure
- Versatile
- Low maintenance when not being used
- Can avoid running fire hose through private property by installing additional fire hydrants on the outskirts of the residential areas.

Disadvantages:

- High pressure loss due to high friction factor of fire hose, thus more pumps are required compared to a larger diameter piped system
- Cannot loop the system due to contamination concerns, therefore higher flows are not as feasible.
- Slower implementation during an imminent threat of fire (if unexpected).
- Need to store the hose, pumps and sprinklers during the winter.

3. Hybrid System

A hybrid system would consist of permanent infrastructure installed in areas with minimal water infrastructure or low available pressure, and the implementation of portable fire hose would be available to supplement the system and for use in areas with adequate water infrastructure. For example, in areas with minimal water infrastructure, permanent 6" PVC with hydrants spaced along the length of pipe would be installed and tied into the existing system. Temporary fire hose with sprinkler attachments would then be fastened to the hydrants and run along the areas of concern.

Advantages:

- Provides ability to reduce pressure losses (by adding more hydrants and piping with low friction factors) in areas with low water system pressure
- Does not encroach on private property
- Versatile
- Low maintenance – no permanent sprinklers

Disadvantages:

- High cost – need to purchase fire hose, sprinklers and install permanent infrastructure

5.2.1 Sprinkler Information

There are a variety of sprinklers that are well suited for this function. Wildfire-specific units are also available, such as those from Fire Bozz (product sheet can be found in Appendix 1). Their specifications are listed below:

Fire Bozz:

- Protected envelope diameter: 45 m
- Water demand per sprinkler: 1.7 L/s (27 USgpm)
- Water pressure required in each sprinkler: 276 kPa (40 psi)

Irrigation Sprinklers (Example Specifications from Rain Bird sprinklers):

- Protected envelope diameter: 37 m
- Water demand per sprinkler: 0.73 L/s (11.6 USgpm)
- Water pressure required in each sprinkler: 276 kPa (40 psi)

5.2.2 Portable Pump Models

The following pumps were considered when developing a fire suppression system concept and related cost estimate. The theoretical flows listed below are based on the pump manufacturer specifications.

Table 5.2 – Potential Pumps

Pump Model	Flow Rate (L/s)	Total Head (kPa and psi)
75 mm (3") Honda Trash Pump	20	262 kPa / 38 psi
50 mm (2") Honda High Pressure	8	412 kPa / 60 psi

5.3 FIRE SMART EDUCATION

In the 2017 wildfire season, homes with irrigated lawns and yards free of debris were often left unscathed by the fires. Disseminating and promoting information from FireSmart BC to community members can provide an extra layer of protection for residential areas and minimize damage if a fire does threaten the community.

6.0 PROPOSED SOLUTIONS

Of the proposed solutions, the Village staff preferred a combination of the following for the vulnerable areas of their community mentioned in Section 2.0:

- **Fire Breaks:** Vegetation clearing in areas with minimal water infrastructure or areas that prohibit new water infrastructure.
- **Sprinklers – Hybrid System:** The hybrid system is proposed for the sprinkler installation due to the flexibility to work in lower pressure areas of the system and the lower maintenance requirements. The solution includes installing Fire Bozz and irrigation sprinklers, and fire hose in areas with adequate water infrastructure and flows. The Fire Bozz is preferred for the large diameter of the protected envelope, but the irrigation sprinklers may be used in areas that cannot supply enough demand.
 - **Portable Pumps:** These solutions will be combined with portable pump installations to increase the pressure in the sprinklers to at least 276 kPa (40 psi). All the pump pressure requirements were estimated from the pressure deficiencies shown in the water model. A 70 kPa (10 psi) safety factor was added to each pressure requirement in recognition that the model is not calibrated and that the losses could increase quickly with the small diameter (thus high headloss potential) system piping and fittings.
 - **Additional Infrastructure:** Permanent infrastructure, such as watermains and hydrants, will be installed in areas with inadequate or inaccessible water infrastructure. The additional infrastructure will need to be maintained even when not in use, including maintaining access to existing and new hydrants.
- **Community-Lead Protection:** Community residents can be educated on techniques to protect their home. FireSmart BC tactics, such as removing debris and clutter from yards, keeping lawns irrigated or xeriscaping (e.g., installing a stone garden) are effective tools in reducing damage from fire. The Village can employ promotional programs to spread awareness on FireSmart practices. These are discussed further in Section 6.2.
 - It should be noted that the Village's water treatment plant is reaching its capacity. Therefore, water conservation strategies (such as xeriscaping) should be implemented in combination with FireSmart practices to ensure the Village has enough capacity in the water system to fight fires.

6.1 SITE-SPECIFIC FIRE PROTECTION SOLUTIONS

Depending on the needs of each vulnerable area, Village staff have selected a combination of the solutions listed above. The following solutions were developed assuming the use of the Fire Bozz sprinklers due to their wide radius of protection. A lower flow and lower cost alternative such as irrigation sprinklers on tripods could also be explored.

6.1.1 Sewage Treatment Plant

The STP is isolated from the rest of the community and is a critical piece of infrastructure. It is most exposed to fire on the west side due to the railway running along the river. East of the STP there is minimal vegetation and Highway 97C runs north-south, creating a natural fire break. There is one fire hydrant adjacent to the plant.

As a result, the following solution is proposed:

- Maintain landscaping in the area
- Install portable, 2.5" fire hose and sprinklers along the west side of the STP during the wildfire season and any heat waves (refer to Figure 6.1 in Appendix 2)

The suggested infrastructure is tabulated below.

Table 6.3 – Infrastructure to Protect Sewage Treatment Plant

Temporary Infrastructure	Unit	Amount
Fire Hose	m	255
Sprinklers	ea	7
Pumps (w/ 2.5" Hose)	ea	1

The pressure at the STP hydrant is sufficient to support the sprinkler infrastructure with the use of a portable pump. Therefore, additional hydrants and permanent watermains are not needed.

6.1.2 Mesa Vista

According to the Village of Ashcroft water model, some of this water system zone experiences low pressure. Multiple portable pumps are required to provide adequate pressure to the sprinklers. Much of the existing water infrastructure in Mesa Vista is inaccessible outside of the residential streets, meaning the installation of permanent infrastructure surrounding the subdivision is required.

Therefore, the following solution was developed to optimize performance when protecting the Mesa Vista subdivision.

The conceptual design was modelled and developed assuming Mesa Vista and Rural Mesa Vita would need to be protected simultaneously.

Proposed Solution

The proposed solution includes the installation of a permanent 150 mm diameter PVC watermain around the development to loop part of the system and connect additional hydrants. Looping the system with permanent infrastructure increases the available flow and pressure to each sprinkler, eliminating the

need for higher pressure and flow pumps that cost orders of magnitude more than the low-pressure pumps.

The new watermain would tie into the development's existing watermain and the fire hose and sprinklers would connect to the hydrants outside of the development. The solution was modelled using Fire Bozz sprinklers, but irrigation sprinklers could be employed to reduce costs and pressure requirements. Refer to Figure 6.2 in Appendix 2 for the conceptual plan.

Table 6.2 – Infrastructure to Protect Mesa Vista

	Unit	Amount
Temporary Infrastructure		
Fire Hose (2.5")	m	855
Fire Bozz/Irrigation Sprinklers	ea	25
Pumps	ea	6
Permanent Infrastructure		
6" PVC	m	1,035
Hydrants	ea	6

6.1.3 Rural Mesa Vista

The proposed solution for the Rural Mesa Vista area is as follows:

- Run temporary fire hose from the existing hydrants to each home
- Install irrigation sprinklers on each home for isolated, low flow protection
- If higher flows are needed, boost the pressure from Zone 2 to Zone 4 with a fire truck or a portable pump
- Refer to Figure 6.3 in Appendix 2

When protecting Mesa Vista and Rural Mesa Vista from a fire simultaneously (e.g., sprinklers are in use in both communities), the Village of Ashcroft water model analysis demonstrated that a maximum flowrate of approximately 10 L/s can be supplied to the Zone 4 booster station while maintaining a safe pressure at the hydrant. It was therefore determined that roof-mounted sprinklers are the appropriate solution for minimizing the sprinkler demand on the system.

The required infrastructure is tabulated below.

Table 6.3 – Infrastructure to Protect Rural Mesa Vista (Low Flow Option)

	Unit	Amount	Notes
Temporary Infrastructure			
2.5" Fire Hose	m	300	
Sprinklers	ea	5	Assuming only one sprinkler at each home (45 m diameter of protection envelope).

	Unit	Amount	Notes
Pumps	ea	0	Will need to pump at the booster station if higher flow (more sprinklers) is required

Deploying roof-mounted sprinklers requires access to building roofs by private property owners.

To confirm the available pressure and flow at the booster station, the Village of Ashcroft completed a fire flow test at the booster station. The test showed a static pressure of 276 kPa (40 psi) at the booster station when the fire truck was hooked to the hydrant, contradicting the modeled static pressure of around 234 kPa (34 psi). The truck's pump could supply 66 L/s (1,050 USgpm) capacity. Any more flow would result in insufficient pressure on the pump's suction side.

Due to the discrepancy between the model and the fire flow test, the proposed solution is lower flow than a 66 L/s demand. Also, drawing a higher flow into the upper zone would empty the reservoir quicker and provide less water for the lower zone.

The available flow at the booster station should be confirmed during detailed design.

6.1.4 North Ashcroft

The proposed solution for North Ashcroft is as follows:

- Install portable fire hose along the east side of Highway 97C during wildfire season
- Install additional fire hydrants along the existing watermain to reduce head loss to each sprinkler
- Refer to Figure 6.4 in Appendix 2
- The sprinkler system in Figure 6.4 is shown to extend past Government Street because of the proposed 160-unit development in this area. Upgrades to the water system will be required for the new development, therefore the hydraulic analysis of the fire protection in this area is to be reviewed during the development of the rodeo ground subdivision. The additional sprinklers and fire hose along this section have not been included in the cost estimate

Considerations:

- It is recommended a field test is completed at each reach of fire hose to determine the ideal pump location and pressures at each node
- Some of the land in the area is owned and maintained by the Province, therefore the Province should be engaged on the project to ensure the land is maintained to the Village's fire standards (e.g. mowing and clearing the lawns) and to inform them of the sprinkler installations
- The diameter of the service line shown on Figure 6.4 is based on information from Village staff and contradicts available record drawings. The diameter should be confirmed during detailed design

Table 6.4 – Infrastructure to Protect North Ashcroft

	Unit	Amount
Temporary Infrastructure		
2.5" Fire Hose	m	750
Sprinklers	ea	28

	Unit	Amount
Pumps	ea	4
Permanent Infrastructure		
Hydrants	ea	5
200 mm PVC Pipe (to replace the service line shown in Figure 6.4)	m	270

6.1.5 North Ashcroft Reservoir

The North Ashcroft reservoir is on the west side of Highway 97C and is therefore not protected by an existing fire break. The reservoir is also not near existing fire hydrants. Therefore, any sprinkler system would need to be laid across the highway in an emergency, or infrastructure allowing cars to drive over the lines would need to be proactively installed.

As a result, a 15 m wide gravel fire break around the reservoirs is proposed, as shown in Figure 6.4. Gravel is preferred over a cleared firebreak because less maintenance is required.

Consideration:

- The reservoir is currently on private land. The Village is working with the landowner to purchase the parcel. If the transaction is unsuccessful, agreements should be put in place to allow for the fire break to be constructed and maintained without disruption.

6.2 PROPOSED SUPPORTING ELEMENTS

6.2.1 Community-Lead Protection

FireSmart BC outlines steps homeowners can take to protect their properties. The process begins with completing a FireSmart Assessment of the building and surrounding area to identify risks and ways of deterring fires. Homeowners can also learn about the zones that can be managed and maintained around the house from the Homeowner's Manual on the FireSmart BC website. Some of the steps that can be taken to protect properties include:

- replacing traditional building materials with fire resistant alternatives
- cleaning up flammable materials around the yard
- pruning and maintaining trees
- keeping flammable materials away from buildings
- and selecting fire resistant plants

There are a variety of options outlined in FireSmart BC and executed by other communities to access resources and encourage FireSmart practices.

- 1. Assessment and Mitigation Programs:** The Village could employ programs set up by FireSmart BC, such as engaging a wildland/urban interface specialist to perform an assessment for the community and outline disaster mitigation steps.
- 2. Rebate Programs:** The Village could encourage residents to employ FireSmart practices by developing rebate programs. FireSmart BC provides resources on managing these rebate programs.

- 3. Webpage Promotion:** On the Village's website there is currently a page about the fire department which includes a short description of the FireSmart practices and a video detailing the basic protection zones. The webpage could broaden its scope by adding a link to the FireSmart BC webpage and making the page more visible and easier to find.
- 4. Fire Prevention Week:** The Province's Fire Prevention Week could be implemented in the Village by setting up a booth at local events, distributing pamphlets and organizing community workshops.
- 5. Regulation:** While the need to promote FireSmart is recognized in the Official Community Plan, the municipality could specify FireSmart practices in the guidelines or permits for new houses and buildings, or renovations.

Funding is available for the programs listed above through external support and resources. For example, funding can be accessed through the Union of BC Municipalities in order to initiate community based FireSmart planning and take steps to make the Village more fire resistant.

6.2.2 Equipment Trailer and Procedure for Use

At least one equipment trailer would be needed to store the fire hose and sprinklers when they are not in use, and to transport the equipment when deploying it to the vulnerable areas in the community.

In some cases, the fire hose and sprinklers will be required on short notice. In this event, the trailer system will allow for quick deployment. The Village Fire Department and Public Works will need to develop a procedure for the deployment of the wildfire protection equipment.

6.2.3 Additional Storage

As noted in Section 4.0, storage in the Village water system is deficient in pressure zones 1 and 3 for structural fire fighting. When considering wildfire and structural fire storage, the following analysis is considering the worst-case scenario, but does not consider water quality or age in the calculations. Water quality should be considered during the next design phase of any additional water storage in the Village.

Wildfire and structural storage deficiencies in the three pressure zones are outlined in the Table 6.5 below (PZ 4 is included in PZ 2 for the purposes of storage). The storage requirements were calculated assuming:

- The sprinklers will need to run for 2 hours during a wildfire threat
- MDD is applicable because residents are irrigating their properties in preparation for the incoming fire
- A structural fire is occurring in the pressure zone (commercial or residential depending on the zone). The following fire flows are required:
 - 180 L/s for 2.5 Hrs in PZ 1
 - 60 L/s for 1.5 Hrs in PZ 2
 - 150 L/s for 2.0 Hrs in PZ 3

Additionally, the amount of time the wildfire sprinklers can run until the reservoir in each zone drains, during MDD and a structural fire, is tabulated below.

Table 6.5 - Storage Requirements for Each Pressure Zone Considering Wildfire Protection

	Zone 1	Zone 2	Zone 3
Existing Reservoir Volume (m ³)	1620	1365	1140
MMCD Storage Volume Requirements (Wildfire not considered)	2652	1103	2219
Volume Required for Sprinklers for 2 Hrs (m ³)	86 m ³	367 m ³	343 m ³
Storage Deficiency if MMCD and Wildfire Flow Met for 2 Hrs	1,118 m ³	105 m ³ (not deficient if old reservoir volume of 170 m ³ online, see below)	1,422 m ³
Time to Drain Reservoir with MDD, Structural + Wildfire, No Power (starting from full reservoir volume)	2 hr	3 hr	1.5 hr
Time to Drain Reservoir with MDD, Structural + Wildfire, W/ Power (starting from full reservoir volume)	3 hr	5 hr	2 hr

Table 6.5 shows that each pressure zone is deficient in storage when considering wildfire and structural fire protection.

The Village is in the process of seeking funding for a second cell at the North Ashcroft reservoir for Zone 3, and a PRV to allow for Zone 1 to have access to the additional storage. The proposed additional Zone 3 Reservoir would help provide additional fire storage and supply the wildfire sprinklers during an imminent threat. It is recommended the Zone 3 storage is upgraded as soon as possible to allow the Village to fight domestic fire and avoid draining the reservoirs when wildfire protection is needed.

Bringing the disconnected, original Zone 2 reservoir online is another storage solution. The original Zone 2 Reservoir has an approximate volume of 170 cubic metres and has the same top water level as the Zone 2 Reservoir currently in service. Although the old reservoir is currently offline, we understand the Village staff are familiar with the procedure to safely bring the reservoir online and manage flows through the system.

Bringing the old Zone 2 Reservoir online would provide $\frac{3}{4}$ of an hour of extra flow to the Mesa Vista and Rural Mesa Vista water systems when the sprinklers are in use, and would prevent the main Zone 2 reservoir from draining during a wildfire event. Once online, the reservoir must be operated and monitored to Interior Health Authority standards. Due to the fluctuation in system demands, bringing the old Zone 2 reservoir online would likely be considered in the spring and summer seasons due to the higher irrigation demands. It is our understanding that the Village is familiar with the challenges of having the reservoir online during low flow and will develop a procedure for managing the storage and water quality through valve manipulation and other methods.

6.3 ASSUMPTIONS AND CONSIDERATIONS

- The solutions outlined in this document were determined using a water model that is in the process of being calibrated. Factors of safety have been applied, but this is not a detailed design. It is recommended that the 70 kPa (10 psi) factor of safety continue to be applied after the model is calibrated to account for the fitting losses, which are not accounted for in the model.
- Each suggested reach of fire hose and sprinklers should be tested in the field to optimize the system.
- The flow at each sprinkler was assumed to be 1.7 L/s as per the sprinkler product specifications, but this will not be the case in practice. Nodes with higher pressure will receive a higher proportion of flow than the low-pressure nodes.
- The amount of equipment required was estimated based on the assumption that a fire will only impact either North or South Ashcroft at one time. Therefore, the amount of equipment suggested in the cost estimate below will not be sufficient to set up sprinklers to manage wildfires from multiple directions at once.

7.0 COST ESTIMATE

The estimated material cost for the identified fire protection upgrades is \$1,085,000. This estimate is not including the sprinkler infrastructure extending passed Government St. in the North Ashcroft section, as it is assumed to be included in the cost of the proposed development.

The following assumptions were made in forming the cost estimate:

- Cost estimate is “Class D” and includes a 25% construction contingency.
- Costs are based on 2022 CDN dollar.
- Village administration and project management costs are not included.
- COVID-19 and other global factors have resulted in pricing uncertainty. It is challenging to accurately predict the magnitude or duration of these impacts. Therefore, no allowances have been made in this cost estimate other than the inclusion of a 25% contingency.

The full capital cost breakdown can be found in Appendix 3.

8.0 RECOMMENDATIONS AND NEXT STEPS

The following items are recommended next steps in the subsequent phases of the project:

- Calibrate the Village of Ashcroft Water Model and reconfirm the hydraulic analysis for the sprinklers
- Consult the Village of Ashcroft Fire Department throughout the design process
 - Maintain all new and existing infrastructure to the standards of the Fire Department to ensure the design is usable and effective. This maintenance includes upkeeping the access to fire hydrants and clearing any vegetation in or around the proposed fire breaks.
- Proceed with the detailed design of the fire protection methods. A phased approach can be explored depending on:

- Funding availability. The Village could purchase equipment in phases and deploy as necessary. Equipment supply is not needed to protect all vulnerable areas simultaneously, as it is unlikely that the fire will be approaching from all directions on either side of the river.
- Prioritization of higher risk areas
- Implement supporting elements of the protection plan in the interim, including community-lead protection measures, such as FireSmart practices, and additional water storage.

9.0 REFERENCES

United Nations Environment Programme. (2022). *Spreading Like Wildfire: The Rising Threat of Extraordinary Landscape Fires*. Nairobi: A UNEP Rapid Response Assessment.

Wilson, A. A. (1988). Width of firebreak that is necessary to stop grass fires: some field experiments. *Canadian Journal of Forest Research*, Volume 18.

Sincerely,

URBAN SYSTEMS LTD.



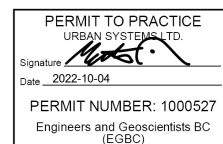
Julia Kerr, EIT
Project Engineer

JK/crb

Enclosure



Rick Collins, P.Eng.
Project Manager, Principal



\\usl.urban-systems.com\projects\Projects_KAM\1093\0057\01\R-Reports-Studies-Documents\R1-Reports\2022-10-03 LET Fire Protection Study-final.docx

DATE: October 4, 2022

FILE: 1093.0057.01

ATTENTION: WILDFIRE PROTECTION CONCEPTUAL STUDY

Appendix 1

FireBozz Product Sheet

DATASHEET

FIREBOZZ ORIGINAL



SPECIFICATIONS

DIAMETER OF PROTECTIVE ENVELOPE	Up to 300' (92m) in diameter protection
WATER USAGE	37 - 110 gpm (140 - 416 lpm)
NOZZLE HEAD SIZE	.4", .5", and .6" (10.2, 12.7, 15.2mm)
INLET / OUTLET	1.5" or 2.5" NPT (40 and 65 mm) thread size for quick adaption to almost any fire or industrial hose.
WEIGHT	50 lbs for 1.5" model, 60 lbs for 2.5" model (22 kg & 28 kg)
STORAGE DIMENSIONS	42" x 21" x 11.5" (104cm x 53.5cm x 29.2 cm) / L x H x W

FEATURES

Quick and easy setup on any terrain

Tough, welded stainless and aluminum construction

Does not damage houses located in the interface environment

Multi-purpose water dispersal for emergency, municipal works and resorts

Easy set up and walk-away feature allows operators to get out of harm's way

Broken stream allows maximum conservation of water resources

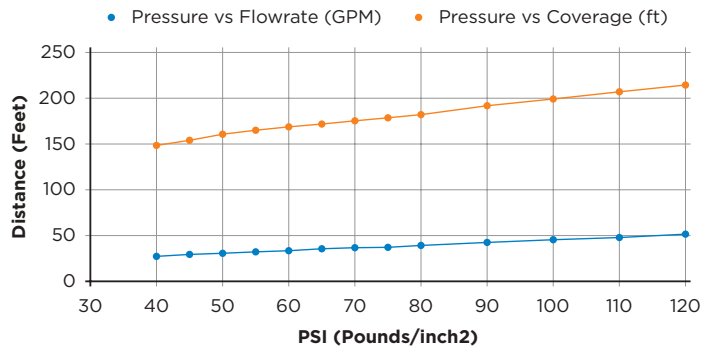
Loads the air with protective misting envelope to raise relative humidity values over a wide area

Multiple units can be connected for quick, and extremely large, robust wet line

Custom sizes available in both models - contact us for details

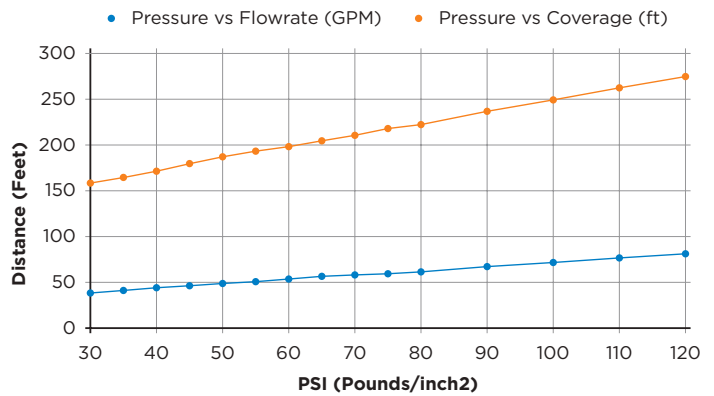
NOZZLE → TYPE.4"

PSI (Pounds/inch ²)	GPM (Gallons/Minute)	DISTANCE (Feet Diameter)
40	27	149
45	29	155
50	30	161
55	32	165
60	33	169
65	35	172
70	36	175
75	37	179
80	39	182
90	42	191.5
100	45	199.5
110	47.5	207
120	50.5	215



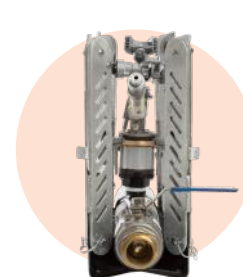
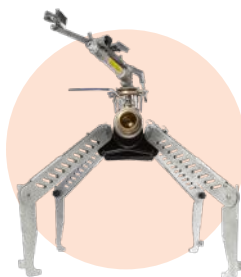
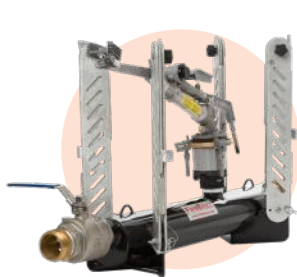
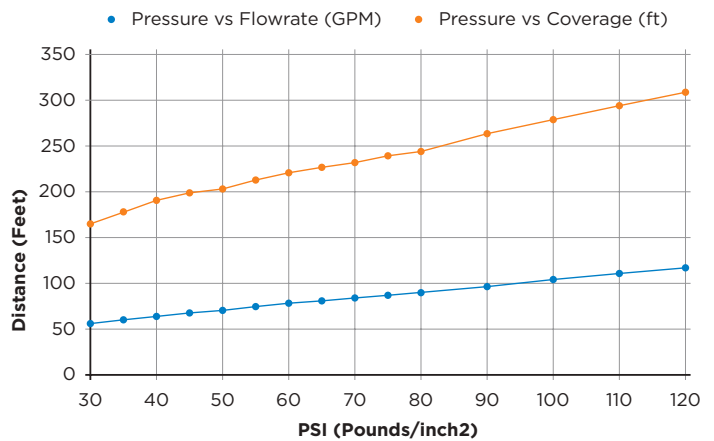
NOZZLE → TYPE.5"

PSI (Pounds/inch ²)	GPM (Gallons/Minute)	DISTANCE (Feet Diameter)
30	37	158
35	40	164
40	43	171
45	46	180
50	48	186
55	50	193
60	53	198
65	55	205
70	57	210
75	59	217
80	61	222
90	67	236.5
100	71	249.5
110	76	262
120	81	275



NOZZLE → TYPE.6"

PSI (Pounds/inch ²)	GPM (Gallons/Minute)	DISTANCE (Feet Diameter)
30	55	165
35	59	178
40	63	190
45	67	198
50	70	203
55	74	213
60	77	220
65	80	227
70	83	232
75	86	239
80	89	244
90	96.5	263.5
100	103.5	278.5
110	110	294
120	117	309



FireBozz Inc.
 245 Pine Street, Nanaimo BC, V9R 2B7 Canada
 T. 1-250-713-5226 | info@firebozz.com | firebozz.com

firebozz.com/order-online

Shipping to anywhere in North America. Contact us for shipping quotes for other parts of the world.

DATE: October 4, 2022

FILE: 1093.0057.01

ATTENTION: WILDFIRE PROTECTION CONCEPTUAL STUDY

Appendix 2

Sprinkler Layouts



<div>URBAN SYSTEMS</div> <div>Project #: 1093.0030.01</div> <div>Author: TS</div> <div>Checked: JK</div> <div>Status: Final</div> <div>Revision: A</div> <div>Date: 2022 / 9 / 16</div>	<div><div>050100150</div><div>Meters</div></div> <div><div>Coordinate System:</div><div>Scale: (When plotted at 11"x17")</div></div> <div><div>Data Sources:</div><div>-All infrastructure data composed from original Village of Ashcroft AutoCAD base</div><div>-Cadastral received from ICI Society</div></div> <div><div>The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate & establish the precise location of all existing information whether shown or not.</div></div>	<div><div><div>Water Main <250mm</div><div>Fire Hose</div></div><div><div><div>Sprinklers</div><div>Hydrant</div></div></div></div> <div>Ensure access to fire hydrants is clear and available at all times</div>	<div><div><div>Ashcroft</div><div>Wellness Awaits You</div></div><div>PZ3 Reservoir Upgrades Review</div><div>Village of Ashcroft Existing Water System</div><div>FIGURE 6.1</div></div>
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URBAN
SYSTEMS

Project #: 1093.0030.01

Author: TS

Checked: JK

Status: **Final**

Revision: A

Date: 2022 / 9 / 22

0 50 100 150
Meters

Coordinate System:

Data Sources:
-All infrastructure data composed from original Village of Ashcroft AutoCAD base
-Cadastral received from ICI Society

The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate & establish the precise location of all existing information whether shown or not.

Scale:
(When plotted at 11"x17")

Trunk Main 250mm+

Water Main <250mm

Proposed Permanent 150mm PVC Watermain

Fire Hose

Sprinklers

Reservoir

PS Pump Station

Irrigation Control

Hydrant

Proposed Hydrant

PRV

Ensure access to fire hydrants is clear and available at all times

Wellness Awaits You

PZ3 Reservoir Upgrades Review
Village of Ashcroft
Existing Water System
FIGURE 6.2

Last updated by TShewchuk on September 16, 2022 at 11:10 AM Last exported by TShewchuk on September 16, 2022 at 11:10 AM Last printed by TShewchuk on



<div>URBAN SYSTEMS</div> <div>Project #: 1093.0030.01</div> <div>Author: TS</div> <div>Checked: JK</div> <div>Status: Final</div> <div>Revision: A</div> <div>Date: 2022 / 9 / 16</div>	<div>0 50 100 150 Meters</div> <div>Coordinate System: Scale: (When plotted at 11"x17")</div> <div>Data Sources: -All infrastructure data composed from original Village of Ashcroft AutoCAD base -Cadastral received from ICI Society</div> <div>The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate & establish the precise location of all existing information whether shown or not.</div>	<div><div>Water Main <250mm</div><div>Fire Hose</div><div>Sprinklers (number to be determined)</div><div>PS Pump Station</div><div>BalancingTank</div><div>Hydrant</div></div> <div>Ensure access to fire hydrants is clear and available at all times</div>	<div></div> <div>PZ3 Reservoir Upgrades Review Village of Ashcroft Existing Water System FIGURE 6.3</div>
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PZ3 Reservoir Upgrades Review

Village of Ashcroft
Existing Water System

- Trunk Main 250mm+
- Water Main <250mm
- Service Main
- Proposed Replacement pipe of 200mm PVC
- Fire Break
- Fire Hose
- Sprinklers
- Reservoir
- Pump Station
- Hydrant
- Proposed Hydrant
- PRV

- Land Ownership Near Reservoirs
- Crown Agency Land
 - Municipal Land
 - Private Land

Ensure access to fire hydrants is clear and available at all times

The accuracy & completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of the information shown on this drawing to locate & establish the precise location of all existing information whether shown or not.



Coordinate System: NAD 1983 UTM Zone 10N
Scale: 1:5,000 (When plotted at 11"x17")

Data Sources:

- All infrastructure data composed from original Village of Ashcroft AutoCAD base
- Cadastral received from ICI Society

Project #: 1093.0030.01
Author: TS
Checked: JK
Status: Final
Revision: A
Date: 2022 / 9 / 22



FIGURE 6.4

DATE: October 4, 2022

FILE: 1093.0057.01

ATTENTION: WILDFIRE PROTECTION CONCEPTUAL STUDY

Appendix 3

Cost Estimate

Village of Ashcroft - Fire Protection Study
Capital Cost Estimate
1093.0057.01
20-Sep-22

No.	Description	Unit	Quantity	Unit Price	Amount
Section 1 - General Requirements					
1	General requirements	LS	1	\$ 20,000	\$ 20,000
2	Site preparation/restoration	LS	1	\$ 10,000	\$ 10,000
Section 2 - Permanent Fixed Infrastructure					
3	150 mm Ø C900 PVC installed in field incl/ fittings, trenching, bedding etc.	lm	1305	\$ 270	\$ 352,350
4	200 mm Ø C900 PVC installed in field incl/ fittings, trenching, bedding etc.	lm	270	\$ 315	\$ 85,050
5	Hydrant Assembly	ea	11	\$ 14,000	\$ 154,000
6	Tie into existing system	ea	6	\$ 10,000	\$ 60,000
Section 2 - Portable Equipment					
7	Fire Bozz 0.4" Sprinkler	ea	28	\$ 3,500	\$ 98,000
8	Rain Bird 0.25" Sprinkler (Irrigation Sprinkler)	ea	5	\$ 300	\$ 1,500
9	25 ft Econo Hose	ea	5	\$ 60	\$ 300
10	50 ft Forestry	ea	5	\$ 100	\$ 500
11	100 ft Forestry	ea	5	\$ 150	\$ 750
12	Fittings	ea	5	\$ 25	\$ 125
13	Sprinkler Mount	ea	5	\$ 75	\$ 375
14	2 1/2" Fire Hose (50 foot length)	ea	30	\$ 250	\$ 7,500
15	Honda High Pressure Pump 2"	ea	0	\$ 1,200	\$ -
16	Honda Trash Pump 3"	ea	6	\$ 2,500	\$ 15,000
17	Trailer	ea	1	\$ 50,000	\$ 50,000
Section 3 - Fire Break Road Works					
18	Clearing and Grubbing for Fire Break	m ²	14750	\$ 3	\$ 37,000
Subtotal all sections					\$ 892,000
25% Contingency					\$ 223,000
Subtotal					\$ 1,115,000
10% Engineering/Consulting (Streamlined Design, Tendering & Construction Services)					\$ 112,000
Legal Survey					\$ 10,000
Environmental Monitoring/Approvals					\$ 5,000
Subtotal					\$ 1,222,000
Estimated Capital Cost (Rounded)					\$ 1,220,000

The prices listed above are based on the 2022 dollar. Due to potential inflation, these prices should be revised at the time of budgeting.

From: southern interior local government <yoursilga@gmail.com>
Sent: January 23, 2023 11:49 AM
Subject: SILGA Convention - Gift Baskets

Good morning everyone,

Each year at the convention, we like to showcase the unique characteristics of each of the SILGA communities with gift baskets. These baskets are used as door prizes during the convention and often start a conversation around the table when the basket goodies are opened.

If your community can send a basket with one of the delegates attending the convention, the SILGA board would really appreciate it.

Thanks, Alison

--

Alison Slater, BComm, CFP, ARCT
General Manager
PO Box 27017 Cityview PO
Kamloops, BC V2E 0B2
250-851-6653
www.silga.ca

From: Erin Turton <erin@bcepilepsy.com>
Sent: January 23, 2023 8:31 AM
To: Maike Mayden <admin@ashcroftbc.ca>
Subject: Proclamation Request

To: Whom It May Concern,

Epilepsy is one of the most common neurological conditions, however, it has the least recognition in society. The BC Epilepsy Society is a provincially incorporated non-profit organization and a federally registered charitable organization that serves the over 50,000 people living with epilepsy in BC and their families, friends and loved ones and works to raise awareness of epilepsy in the communities in which we live.

We are excited to let you know that International PURPLE DAY® for Epilepsy Awareness is coming up and will take place on March 26th, 2023. International PURPLE DAY® for Epilepsy Awareness is a time when people in countries around the world take part in events and activities to raise much-needed awareness of epilepsy.

We would like to request a Proclamation from the Mayor and Council designating March 26th, 2023, as International PURPLE DAY® for Epilepsy Awareness in Ashcroft. Included with this letter is a document outlining our draft Proclamation.

Through your participation in International PURPLE DAY® for Epilepsy Awareness on March 26th, 2023, you will not only be able to show people living with epilepsy that they are not alone but will also get people talking about epilepsy in an effort to raise awareness of epilepsy in the community.

We look forward to working with you on International PURPLE DAY® for Epilepsy Awareness on March 26th, 2023, and in the future. Please feel free to contact me via email at deirdre@bcepilepsy.com or via telephone at 1-788-533-0790 should you have any questions or require any additional information.

Sincerely,
Executive Director
BC Epilepsy Society

Thanks!

Kind regards,
Sonia Ali
Provincial Manager of Programs and Services
BC Epilepsy Society

Mailing Address: PO Box 30521, Burnaby RPO Madison, BC V5C 6J5
Phone: 236-334-7087
Email: sonia@bcepilepsy.com
Website: www.bcepilepsy.com

Social Media:
Instagram: [BCEpilepsySociety](https://www.instagram.com/BCEpilepsySociety)
Facebook: [BC Epilepsy Society](https://www.facebook.com/BC-Epilepsy-Society)
Twitter: [BCEpilepsy](https://twitter.com/BCEpilepsy)

The BC Epilepsy Society empowers, educates, and supports British Columbians living with epilepsy.



Dear Mayor and Council,

We are sending you this poster to celebrate Heritage Week, which takes place on February 20-26, 2023. Heritage Week is an annual event, established by the National Trust for Canada in 1973, that encourages Canadians to learn about and advocate for the heritage in their communities.

Heritage BC is a not-for-profit that educates and builds awareness for heritage stewardship in the province, and every year we promote Heritage Week with posters, proclamations, and themed events to raise awareness for the importance of learning about our diverse heritage across the province.

As the leaders of your community, your initiative can play an important role in stewarding the heritage, both tangible and intangible, in our communities for future generations. There are a few key things that you can do to promote awareness of and advocate for heritage.

- **Declare Heritage Week through a Municipal Proclamation**
Every year, the Provincial Government and local governments across BC make proclamations for Heritage Week, signaling the importance of the stewardship of heritage in this province. If you have questions about this, please contact us.
- **Visit a Heritage Site, Museum, or Cultural Centre**
Consider a local government 'field trip' to a local heritage site, museum or heritage organization to learn more about your community's history. Your visit can have a lasting impact on a small not-for-profit, and signal the value they bring to the community as stewards of history and heritage.
- **Learn About the Basics of Local Heritage Conservation**
Local Governments have the capacity to conserve local heritage in all its forms through tools outlined in the Local Government Act. Familiarize yourself with these important tools by reading the free one-pagers on our website: heritagebc.ca/heritage-quick-studies.
- **Support and Introduce Heritage-Supporting Policies**
In 2022, we released a report on the need to seismically upgrade historic buildings in the case of an earthquake, which can pose risks both to occupants life safety and to that of the building. Read the report at heritagebc.ca/seismic-report to learn more, and consider introducing financial incentives to building conservation that are predicated on the inclusion of seismic upgrading.
- **Become a Member**
For \$100 a year, a Government Membership to Heritage BC provides all staff planners and associated committee members with free access to our on-demand and live webinars, as well as discounts for heritage workshops and our annual conference. Promoting continuing education will create a strong foundation for the protection of your community's unique heritage.

Have questions about what we do at Heritage BC? Learn more on our website, heritagebc.ca or reach out by email at info@heritagebc.ca. We would love to hear from you.

Thank you from all of us at Heritage BC!

Kirstin Clausen

Executive Director

604 417 7243

kclausen@heritagebc.ca

Greetings!

As a not-for-profit organization of provincial scope, Heritage BC recognizes that its members, and the local history and heritage they seek to preserve, occupy the lands and territories of B.C.'s Indigenous peoples. Heritage BC asks its members to reflect on the places where they reside and work, and to respect the diversity of cultures and experiences that form the richness of our provincial heritage.



January 26, 2023

Ashcroft

The Mayor and Council

Ashcroft, B.C.



As Council is aware, the renovated library recently celebrated its new look with improved access to resources.

For nearly half a century, nine paintings of Ashcroft which I donated to the Thompson Nicola Library system with the proviso that the paintings remain in the library system are now at limbo. The correspondence I have on file which assured me that the paintings would remain in the system as a collection had assured me of the work's safe keeping.

At ninety two, the change gives me great concern I had trusted the assurance in writing from the director. It seems now, that I am expected to find an alternative place for the work myself.

I have considered this with some trepidation. I am asking council now to help me.

As some of you may know, I have served the village in various capacities over these years. As a municipal counselor for four years serving in various capacities in

areas such as Personnel, Public Works, Finance and as a TNRD rep for Ashcroft when the Mayor was unable to. I also served on the Library board, the hospital board as rep for Council. They were busy years freely given.

My newspaper, The Pioneer also helped with publicity for the Village, and I have to mention helping to encourage voters to agree to the upgrading of fire protection which at the time was inadequate to cover a good section of the village. As all counselors know, there are many issues that come up continuously to deal with.

As an regional visual artist too, my contribution to the region has contributed to the cultural development of the village, both financially as a donor to the art society and to Hub, the pulsing heart of the social part of our community.

I am now asking Council to help me to protect the safety and preservation pf the Ashcroft library collection which served for nearly fifty years as a pleasant reminder of village's pictorial history. The Pioneer and the Journal newspapers for many years contained articles written and researched by me. In fact, much of the museum's historic files (archives) fill with my contributions. Ashcroft's first history book was a result of my urging to council to have it produced. Bittersweet Oasis by Brian

Belton was the consequence. Furthermore Belton left the village when the grant was complete. There was a manuscript that had to be dealt with. I combed through the archives, found photographs, and information which helped me to choose, write cut lines under the photos, write the headings on each section. The editing ended with my choice of the yellow ochre cover for the book to be printed by Friesen Printers.

Three of my articles on notable and rather wonderful pioneers who contributed so much to our area were printed in the B.C. Historical Federation's magazines. James Teit, the anthropologist, Fanny Faucault, the musician, and Dr, George Sanson who served this region and lived in Ashcroft for 30 years.

I regret the length of this letter. But my life has turned out to be lengthy.


Esther Darlington



Dear Mayor and Council;

On behalf of Ashcroft 4-H club we would like to inquire if we could potentially use the hall on these two dates throughout this 4-H year.

February 18th- 9AM-2PM for our members speech day. Speech day is a competition all our members take part in. They all write a timed speech and present it in front of all their peers, parents, leaders and family members. This competition teaches the young members of our community important skills such as writing a speech, public speaking and researching a topic.

November 25th- 4PM-9PM for our members Achievement night. Our members work so hard throughout the year and we would like to celebrate all their achievements by having dinner and an awards ceremony.

We would kindly like to request if these dates are available to have the rental fee waived in support of Ashcroft 4-H children.

Sincerely,
Ashcroft 4-H Club

From: Deborah Tedford <dbx.ashcroft@gmail.com>

Sent: Friday, January 27, 2023 4:36:15 PM

To: Doreen Lambert <dlambert@ashcroftbc.ca>

Cc: Shirley Holowchuk <madona@telus.net>

Subject: Thompson View Manor

Hi Doreen,

While watching a recent Village of Ashcroft Council meeting - I noted that Deb Tuohey had asked about the possibility the Village Council Seniors' Representative attending Thompson View Manor Society meetings - particularly re: our plans to expand the Seniors' Housing at 710 Elm Street.

In anticipation of a formal request from the Village of Ashcroft -----

At our monthly Board of Directors meeting this last week, we discussed what options we felt would work to facilitate a request.

To YOU, as Village of Ashcroft Seniors' Representative - we offer the following suggestions and invitations.

1. The Board will be meeting with our Building Project Manager (Kane Bentsen) on Monday February 6th at 10:00am. The meeting will be held at the Thompson View Manor Common Lounge - where we will review the 'final' plan that we hope to present to BC Housing, when they next call for proposals. WE WOULD LIKE TO INVITE YOU TO THIS MEETING, if it is suitable within your schedule.
2. Our monthly Board meetings deal with many resident and staff subject matter — which would in all cases fall under an 'in camera' meeting format. We feel that as we are managing the day-to-day business of running a business ... separating all confidential (primarily staffing, contracts, residential) matters from regular business management meetings would impede our ability to efficiently and effectively move through the tasks at hand. Having said that - IF YOU AS COUNCIL REPRESENTATIVE HAVE ANY SPECIFIC SUBJECTS OR CONCERNS FOR DISCUSSION ... WE WOULD WELCOME YOU to arrange to be a delegation at one of our regular monthly meetings. You can contact me, to make those arrangements.
3. As an interested party - YOU MAY ATTEND our twice yearly 'Residents Meeting', where questions, concerns and future plans are discussed. YOU ARE INVITED TO ATTEND OUR NEXT RESIDENTS' MEETING ON WEDNESDAY MARCH 22, AT 1:00PM, at the Thompson View Manor Common Lounge. This is usually a short meeting - but it would give you some opportunity to ask questions and/or ??
4. As a resident of Ashcroft - YOU MAY ATTEND our AGM which is held every September. Not sure what this year's meeting date will be - but it is often the 4th Wednesday of the month, at 7pm. Location to be announced.

Hopefully these options are something that you and Council can work with - to provide the connections and information sharing that you are looking for, while respecting our need to keep certain business management discussions confidential.

Let me know what you think ... at your convenience.

Have a contented weekend.

Talk soon,

Deb Tedford

Chair

Thompson View Manor Society



School District No. 74 (Gold Trail)

Our Goals: Success ♦ Reconciliation ♦ Team ♦ Communication ♦ Sustainability

Dear Village of Ashcroft Mayor and Council,

Congratulations on being sworn in as the new Mayor and Council for the Village of Ashcroft.

Like you, we are embarking on a four year term of governing together. We will be governing in accordance with the [Strategic Plan](#) for the benefit of the students, families and communities of Gold Trail.

This year, one of the key pieces of our work is the development of a new Long Term Facilities Plan. This plan will be developed with the benefit of input from Rights-Holders and partners. We have scheduled a series of public meetings that we invite you to attend. We also extend an invitation to schedule an additional meeting between you and the Board of Education to hear from you regarding the future of schools in Gold Trail.

	Date	Time	Location
Lillooet	Thursday, March 2, 2023	6:30-8:00 pm	Cayoosh Elementary School Gymnasium
Lytton	Wednesday, March 8, 2023	6:30-8:00 pm	Kumsheen ShchEma-meet School Gymnasium
Ashcroft	Thursday, March 9, 2023	6:30-8:00 pm	Desert Sands Community School Gymnasium
Cache Creek	Tuesday, March 14, 2023	6:30-8:00 pm	Cache Creek Elementary School Gymnasium
Clinton	Thursday March 16, 2023	6:30-8:00 pm	David Stoddart School Gymnasium
Gold Bridge	Wednesday, March 22, 2023	3:00-4:30 pm	Gold Bridge

Dessert and refreshments will be served.

The Board recognizes that local government leaders like you are valuable partners in our work, as such we are always open to discussions about how we can work together.

Please contact Robbi-Layne Robertson rrobertson@sd74.bc.ca or 1-855-453-9101 to schedule a time to meet.

Sincerely,

THE BOARD OF EDUCATION

LARRY CASPER
Co-Chair

CARMEN RANTA
Co-Chair

Gold Trail respectfully acknowledges that the land on which we gather is the unceded and traditional territory of the Nlaka'pamux, St'at'imc and Secwépemc First Peoples.



PRESS RELEASE

New Online System Streamlines TNRD Building Department Requests

Kamloops, BC – January 25, 2023 – The Thompson-Nicola Regional District (TNRD) Building Department is pleased to now offer a user-friendly online method for [Building Inspection requests](#) and [Building Information requests](#), to effectively meet demand.

Stakeholders and members of the public can now fill out either of these forms online on the TNRD website. The digital format allows both request forms to easily be filled out and submitted.

The new online form for Building Inspection requests complements the call system that remains available to use for stakeholders and members of the public. An inspection is required for all issued Building Permits prior to occupancy.

Building Information requests are intended to provide building permit history of a property, and these requests are solely based on existing files and records. The digital format of the new request form is an improvement from the previous fillable online form, which will be less cumbersome for customers.

In 2022, the TNRD received more than 2,700 Building Inspection requests and more than 600 Building Information requests.

“We’re happy to now have this online system available for these request forms in our building department, which are heavily used,” said Tony Bolton, TNRD Chief Building Inspector. “This new system should make the process more convenient for many members of the public.”

To access the new online request forms, stakeholders and members of the public can visit: tnrd.ca/planning-development.

Media Contact:

Colton Davies, Manager of Communications and Marketing
Thompson-Nicola Regional District
Tel.: 250 377-6299
Email: cdavies@tnrd.ca

Winter Greetings

I hope that this letter finds everyone in Ashcroft holding up to the cold winter weather.

In Bifuka, it snows everyday, and many people of the town are participating in snow removal and winter sports thinking of the warmer temperatures of Spring.

Even though the cold temperatures of winter continue, I hope that you please take care of your health and life comfortably through the last phases of winter.

Mayor of Bifuka

Nobuo Yamaguchi



寒中お見舞い申し上げます

寒さ厳しい折、アシユクラフト村のみなさまにおかれてはいかがお過ごしでしょうか。

美深町では、毎日のように雪が降り続いており、町民は、除雪やウィンタースポーツに汗を流しながら、暖かい春の訪れを待ち遠しく思う日々が続いております。

まだまだ厳しい寒さが続きますが、お体に気を付けて健やかな日々をお過ごしください。

美深町長

山口 信夫



未来へ続く
笑顔あふれるまち

美深

RECEIVED

JAN 18 2023
THE CORPORATION VILLAGE OF ASHCROFT

INFORMATION CORRESPONDENCE – FLIP CHART

February 13, 2023

TNRD

- The Current – Board Highlights January 19, 2023
- The Current – Board Highlights February 2, 2023

	January				
Motion No.	Motion	Staff Responsible	Comments	Time line	Status
	2023 MOTIONS				
R-2023-06	THAT, Council direct administration to contact the artists Daniel Collett and Marina Papais and request their participation through the Public Art Policy #A-01-2021 to develop a maintenance plan for art on public property.	CAO	Contact Daniel Collett and Marina Papais to develop a maintenance plan for art on public property; a meeting request has been sent for Feb. 23/23		In-progress
R-2023-08	THAT, Bylaw No. 858, Village of Ashcroft Consolidated Fees and Charges Bylaw, 2023 be read a third time.	EA	Update Bylaw Reading		Completed
R-2023-09	THAT, Council approves the Ashcroft and Area Community Resources Society request for use of the community hall from December 12-16, 2023 for the Christmas Hamper Drive.	EA	Letter be sent to AACRS advising approval of Community Hall Request		Completed
R-2023-11	THAT, Ashcroft purchase tickets for Mayor Roden plus guest to attend the 156th Clinton Annual Ball.	EA/CFO	Email attendance & arrange purchase of two tickets.		Completed



Joint Para- Transit Committee Minutes

January 25, 2023 - 11:00 am
Ashcroft Village Office – ZOOM

In Attendance:

Mayor Barbara Roden– Ashcroft
Councillor Sue Peters – Cache Creek
Councillor David Park - Clinton
Daynika White – BC Transit Government Relations Manager
Michelle Wall – Transit Manager for YCS
Nikki Vincent – COO, YCS
Murray Daly – CAO, Clinton
Daniela Dyck – CAO, Ashcroft
Damian Cotoure – CAO, Cache Creek (arrived late)

Regrets:

Councillor Jonah Anstett

1. Welcome

Ashcroft

2. Review of Notes from October 6, 2022 Meeting

Distributed previously

3. Unfinished Business

4. Business

a. YCS – Update – Michelle Wall

2 Changes from previous Minutes:

- (1) Both buses in the Ashcroft System have bike racks installed.
- (2) Medical ridership numbers are not currently reported to Interior Health, but we track the numbers on an excel spreadsheet we would be happy to share if requested.

New Updates:

- The fleet insurance for the Buses has been renewed for Nov 1, 2022.
- New bus stop in Ashcroft at "The Hub" began on Nov 2, 2022. The regular route already went by here after stopping at Ashcroft Safety Mart, so the new addition doesn't alter times much.
- John Roberge (Ashcroft relief Driver) has completed his training with Simon. Criminal Record Check and Drivers Abstract have been verified. He's currently filling in when required.
- December - Bridge River Machine Shop in Lillooet is in the works to sign a Maintenance Agreement with us and BC Transit. They made a deal with BC Transit to purchase one of their used hoists. Once everything is in place we can start using them for inspections and repairs. Typically, we've had to take

the buses to Clinton (Jim Walch Repairs) or bring them up to Clearwater so this will much more efficient. The agreement was signed in January 2023. Once they finalize their electrical upgrade the hoist will be up and running. Hoping our next Lillooet inspection will go there.

- Some very exciting updates on the Lytton Connector bus Jack Keough (CEO, Yellowhead Community Services) has been working on: Maiden Voyage happened on December 16!! This bus will run on Fridays between Lytton and Ashcroft twice per day. The first two months of service will be free as we iron out the stop times and locations. This new route was made possible through a partnership between the Salvation Army, the Anglican Parish, and YCS. This bus isn't part of BC Transit yet, but Jack is in talks with them for the future. Melvin Patterson from Lytton is the Bus Driver.
- We continue to search for a Lillooet Driver to replace Kevin. He's indicated he's happy in his position for the time being, but we continue to advertise. He would eventually like to do a job share or be the relief driver when a successful applicant is found.

b. BC Transit Government Relations Manager – Daynika White

- Daynika provided a Transit 101 Presentation as a refresher for incumbent committee members and an introduction to Paratransit for new members
- Next Ride App delayed expected to be online in the fall
 - GPS installations to take place spring and summer for our system
 - App will enable riders to see in real time bus location and when to expect arrival at the bus stop

5. Summary of Ridership/Financial

- a. Budget and Ridership to December 31, 2022
- i. Committee was provided a year end budget and ridership statement which was received for information.
 - ii. Develop transit service promotion campaign to increase ridership.
- b. Transit cost estimates – Receive for information

6. New Business

7. Date for Next Meeting – April 19, 2023, at 11:00 am - Village of Clinton – Zoom

8. Termination

The Joint Para - Transit Committee meeting concluded at 11:32 am

The foregoing is the writer's interpretation of the discussions held.



Daniela Dyck
Village of Ashcroft. CAO

COUNCIL COMMITTEE AND LIAISON REPORT

DATE: February 13, 2023

TO: Council

FROM: Mayor Roden

Assigned Committees:

Finance Committee

Gold Country Communities Society (GCCS)

Historic Hat Creek Ranch

TNRD

Municipal Insurance Authority (MIA)

Alternate Committees:

Para Transit

School District No. 74

Working Groups:

Bylaw Enforcement

January 10: Gold Country board meeting

Met to discuss items including the visitor guide, a planned winter guide, and possible marketing initiatives for the society.

January 18: TNRD budget meeting

Directors met with CFO Carla Fox to examine this year's provisional draft budget in depth and see the tax implications for each municipality/electoral area within the TNRD. The TNRD tax requisition for Ashcroft for 2023 will be increasing by approximately 6.8 per cent over last year.

January 19: TNRD regular board meeting

January 20: Hospital District board meeting

The Thompson Regional Hospital Board met to discuss upcoming planned expenditures within the IH region. The Hospital Board approves capital expenditures; it does not have anything to do with operations (eg. staffing).

January 20: Service extender trial

Was registered for the new service extender at the Ashcroft Library and was able to visit it after hours to check out the service and provide feedback to library staff. The extender – which will see the number of hours that patrons can access the library double from the current service – is expected to launch in February/March of this year.

January 23: IH mayors roundtable

There was a discussion about staffing shortages in IH (nearly 14 per cent of positions are vacant) and recruitment efforts; the opening of Emergency Operation Centres at several hospitals, including Royal Inland, to look at patient volumes and improve patient flow; and changes to the way in which mental health and substance use issues are addressed and treated. I brought up

the question of lack of communication regarding recent additions to the Virtual Doctor hours and the appointment of an Aboriginal Patient Navigator at the Ashcroft health site.

January 24: Operation Lifesaver

Received an update about Operation Lifesaver activities over the past few months and possible opportunities in 2023 for OL to come to different communities, including Ashcroft, to set up an information table about rail safety.

January 25: Transit committee meeting

Attended this meeting as the alternate. Received information from Yellowhead Community Services about the local bus, including the new stop at the HUB; as the bus was travelling past it anyway, the new stop has not meant any changes to the timetable. A relief driver has been hired for Ashcroft. BC Transit provided information about new services planned for BCT at large. Ridership for all services (including Ashcroft/Cache Creek/Clinton, Lillooet Health Connections, Kamloops, and 100 Mile) averages around 300 users per month, with those numbers staying consistent throughout the year. Clinton residents continue to be the highest users of the service.

January 25: Meet and greet at Ashcroft Health Site

Met with IH CEO Susan Brown and IH board chair Doug Cochrane, who were at the Ashcroft Health Site for a tour and to meet with staff. Spoke about the UPCC and the virtual doctor program, and the two new physicians who are scheduled to start work in Ashcroft this year, among other things.

January 25: Historic Hat Creek Ranch board meeting

Plans are moving ahead for the new Artisan Gallery, which will showcase the work of local artists and artisans, and which is scheduled to open this season.

January 26: Meeting with representatives from Masonic Lodge

Met with representatives from the Ashcroft Masonic Lodge, which this year is celebrating its 100th year in Ashcroft and would like to work with the village on something to commemorate the Lodge's history here.

January 27: Media orientation session (TNRD)

Attended a training session for TNRD directors about the use of social media and dealing with the media when it comes to interviews, requests for information, etc.

January 31: Meeting with BC Ombudsperson (TNRD)

Along with Vice-Chair Robin Smith, Directors Denise O'Connor (Village of Lytton) and Tricia Thorpe (Area 'I'), CAO Scott Hildebrand, General Manager of Operations Jamie Vieira, Manager of Community and Emergency Services Kevin Skrepnek, and Emergency Program Coordinator Michael Knauff, met via Zoom with BC Ombudsperson Jay Chalke and investigators from his office who are looking into the province's Emergency Support Services and Disaster Financial Assistance programs. The investigation is taking place around the province and recommendations arising from it will be sent to the province.

February 1: Meeting with Minister of Emergency Management (TNRD)

Along with Directors Tricia Thorpe (Area 'I'), David Laird (Area 'M'), and Herb Graham (Area 'N'), met via Zoom with The Hon. Bowinn Ma, Minister for Emergency Management and Climate Readiness, a new ministry within the provincial government. We were able to provide on-the-ground feedback about emergency preparedness and planning, such as the need for clearly delineated and maintained evacuation routes from rural areas and clarification around who is eligible for what emergency program assistance. Also discussed was the need for concrete information about the province's proposed new emergency legislation, particularly as it will impact local governments.

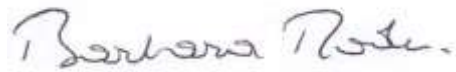
February 2: Regular TNRD Board meeting

Several directors and alternates were unable to attend due to a fatal MVI on Highway 5. The Ministry of Transportation is being invited to a TNRD Committee of the Whole meeting to discuss highway safety.

February 3: BC Rural Health Care Alliance meeting

The BC Rural Health Care alliance met following a hiatus after the municipal elections last year. The group is made up of elected officials from around the province who are advocating on behalf of health care for rural communities.

Respectfully submitted,



Barbara Roden,
Mayor