



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, MAY 27, 2024

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. ADDITIONS TO OR DELETIONS FROM THE AGENDA

2. MINUTES

2.1	Minutes of the Town Hall Meeting held Monday, May 13, 2024 <i>THAT, the Minutes of the Town Hall Meeting of Council held Monday, May 13, 2024 be adopted as presented.</i>	P. 1-3
2.2	Minutes of the Regular Meeting of Council held Monday, May 13, 2024 <i>THAT, the Minutes of the Regular Meeting of Council held Monday, May 13, 2024 be adopted as presented.</i>	P. 4-9

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	Hours of Work Policy A-05-2021 M/S <i>THAT, Policy A-05-2021 – Hours of Work Policy be repealed as per Policy Review Committee recommendation.</i>	P. 10
5.2	Office Closure Policy – A-05-2024 M/S <i>THAT, the Office Closure Policy A-05-2024 be adopted as presented as per the Policy Review Committee recommendation.</i>	P. 11
5.3	Indigenous Collection and Repatriation Policy A-06-2024 M/S <i>THAT, the Indigenous Collection and Repatriation Policy A-06-2024 be adopted as presented as per the Policy Review Committee recommendation.</i>	P. 12-14

5.4	<p>CAO Report – Council Committee and Board Appointment Policy Revision</p> <p>Purpose: The purpose of this report is to seek Council’s approval for the revised Council Committee and Board Appointment Policy, which incorporates and aligns Working Groups with the Strategic Plan. Additionally, the report requests that Council dissolve the Inter-Community Bylaw Enforcement Working Group, as it has fulfilled its purpose.</p> <p>M/S <i>THAT, Council approves the revised Council Committee, Board Appointment Policy, which incorporates Working Groups in the policy and aligns them with the Strategic Plan; and further that Council dissolves the Inter-Community Bylaw Enforcement Working Group, as it has fulfilled its purpose.</i></p>	P. 15-20
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6. STAFF REPORTS

REQUEST FOR DECISION		
6.1	<p>CAO Report – UBCM Minister Meeting Requests</p> <p>Purpose: The purpose of this report is to seek direction from Council as to which Ministers or Ministry Staff, Agencies, Commissions or Corporations Council would like to meet with at UBCM in September.</p> <p>M/S <i>THAT, Council direct staff to schedule meetings with Minister Flemming, Ministry of Transportation and Infrastructure, Ministry, Agency, Commission, and Corporation (MACC) staff from BC Transit,</i></p>	P. 21-25
6.2	<p>CAO Report – BC Transit Annual Operating Agreement and Transit Update</p> <p>Purpose: The purpose of this report is to request Council approval to sign the 2024/2025 Annual Operating Agreement for the ongoing Para Transit System between the Village of Ashcroft and BC Transit, and provide an update to transit services as proposed by BC Transit effective August 1, 2025.</p> <p>M/S <i>THAT, Council approves Staff to sign the BC Transit Annual Operating Agreement for 2024/2025 and continue to provide the Para Transit Service between Ashcroft, Cache Creek and Clinton.</i></p>	P. 26-38
FOR INFORMATION		

7. CORRESPONDENCE

FOR ACTION		
7.1	<p>Ashcroft & District Lions Club – Annual Skip’s Memorial Charity Run Sunday, June 2, 2024 – Requesting Council’s Approval of the route</p> <p>M/S</p>	P. 39-40
7.2	<p>Regional District of Nanaimo – Legislative Reform Initiative – Request for Letter of Support endorsing this work</p>	P. 41-51



	M/S	
FOR INFORMATION		
7.3	School District #74 – May 2024 Board Bulletin	P. 52-53
7.4	UBCM – In Receipt of the Village of Ashcroft Resolution from SILGA Convention – Adjustment of Funding Formula for Small Rural Transit Services	P. 54-55
7.5	Highland Solar Project Engagement – June 12th, 2024 Ashcroft Community Hall	P. 56
7.6	BC Interior Community Fund – Fundholder Statement for January 1, 2023 to December 31, 2023 – Ash-Cache Creek Community Smart and Caring Fund	P. 57-59

8. UNFINISHED BUSINESS

8.1	Task Manager – Motion Tracker	P. 60
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9. NEW BUSINESS

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

10.1	Policy Review Committee – Meeting Notes – April 25, 2024	P. 61-62
10.2	Para-Transit Committee – Minutes – May 15, 2024	P. 63-67
10.3	Policy Review Committee – Meeting Notes – May 23, 2024 <i>THAT, Council approves the Terms of Reference for the Policy Review Committee as presented.</i> M/S	P. 68-70

11. COUNCIL REPORTS

11.1	Mayor Roden	
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

TOWN HALL

MINUTES

**FOR THE MEETING HELD IN THE COUNCIL CHAMBERS OF THE VILLAGE OFFICE
AT 5:00 PM ON MONDAY, MAY 13, 2024**

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

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

EXCUSED: Councillor, Jonah Anstett

Media – 1
Public –

1. CALL TO ORDER

Mayor Roden called the Town Hall Meeting to order for Monday, May 13, 2024, 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.”

2. WELCOME TO THE TOWN HALL MEETING

Mayor Roden welcomed residents attending online as there was no one in the gallery advising this is the legislated meeting required for municipalities to present the financial plan.

3. 2023 AUDITED FINANCIAL STATEMENTS AND 2024-2028 FIVE YEAR FINANCIAL PLAN

CFO, Yogi Bhalla gave a PowerPoint presentation reiterating that this is a legislated meeting, and he will be presenting the Five-Year Financial Plan, 2024 Tax Rates and review the 2023 Audited Financial Statements. CFO Bhalla commented that this is the Village’s second public meeting presenting the aforementioned items.

CFO Bhalla noted, the Community Charter require local governments to present a balanced budget each year.

Local governments practice “Fund Accounting.” The Village has separate accounts of general operations, water operations, sewer operations and reserves:

- the general fund includes public works, streets and roads, protective services, solid waste, administration, and recreation;



- the water fund includes delivery, pipes, treatment plant, pump houses, infrastructure, and reservoirs;
- the sewer fund includes collection, pipes, treatment, lift stations, infrastructure and treatment plant.

Restricted Assets and Reserves:

- Capital Works Reserve Fund
- Sewer Fund
- Water Fund
- Machinery and Equipment Reserve Fund
- Perpetual Care Reserve Fund
- Fire Department Reserve Fund
- Transit Reserve Fund
- Growing Communities

Asset breakdown:

- Unrestricted assets - \$694,368 (12%)
- Restricted assets - \$4,866,273 (88%)

CFO Bhalla provided a pie chart indicating the value of each restricted asset fund account.

CFO Bhalla moved the presentation to discuss the 2023 financials, noting overall it was a good year, able to cover inflationary increases without a substantial tax increase.

- Financial assets saw an increase of \$1,172,042 in 2023.
- Liabilities also saw an increase of \$371,230 in 2023.
- CFO Bhalla discussed equity and reserves.
- Tangible capital assets also increased in 2023 by \$1,693,908.
- Discussion of 2023 revenues and expenses noting revenue sources as municipal taxation (\$1,889,377), sales of services (\$1,332,361), government grants (\$2,910,147), permits and penalties (\$479,140).
- Expenses were broken down by category as follows: general (\$632,250), protective services (\$181,017), transportation (\$752,426), environmental and public health (\$268,282), recreation (\$936,163), water and sewer (\$1,365,351).

Five Year Financial Plan

- Total revenues and expenses were discussed.
- CFO Bhalla noted this year taxes are going up 3.5% which equates to an average single family tax increase of \$33.29.
- Reminder that we only control 50% of the property tax assessment; we cannot control the other level of governments' taxation increases.
- CFO Bhalla commented that in comparison to other communities, we are keeping our costs very low. Our challenge is to manage and balance the budget when we are facing 8-10% cost increases.



4. COMMENTS AND QUESTIONS FROM THE PUBLIC

Q - When will property tax notices be sent out?

A - As soon as Council approves the tax rates, then we can move forward with printing the tax notices.

Taxes due July 15, 2024.

Q - Does the office remain open during the lunch hour to accommodate payment?

A - Yes, during the last week before the payment deadline. Additionally, we have the drop box at the front door to accommodate those unable to attend the office during office hours. CFO Bhalla also noted that most property taxes are received through online banking methods.

5. ADJOURNMENT

Mayor Roden adjourned the Town Hall Meeting for Monday May 13, 2027, at 5:19 pm.

Certified to be a true and correct copy of
the Town Hall Meeting held Monday,
May 13, 2024.

Daniela Dyck,
Chief Administrative Officer

Barbara Roden,
Mayor



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR MINUTES

**FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS OF THE VILLAGE OFFICE
AT 6:00 PM ON MONDAY, MAY 13, 2024**

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

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

EXCUSED: Councillor, Jonah Anstett

Media – 1
 Public – 1

CALL TO ORDER

Mayor Roden called the Regular Meeting of Council for Monday, May 13, 2024, to order at 6:00 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 that May 12 – 18 is National Police Week and expressed her gratitude for the exemplary service provided by our detachment members in the Village of Ashcroft and surrounding area.

1. ADDITIONS TO OR DELETIONS FROM THE AGENDA

M/S Roden / Davenport

THAT, the Agenda for the Regular Meeting of Council for Monday, May 13, 2024, be adopted as amended to include the Economic Development and Tourism Working Group Branding Logo Report for consideration under New Business.

CARRIED. Unanimous R-2024-84

2. MINUTES

2.1	Minutes of the Special Meeting of Council held Monday, April 22, 2024 M/S Clement / Lambert <i>THAT, the Minutes of the Special Meeting of Council held Monday, April 22, 2024, be adopted as amended. – Correct adjournment time from 7:09pm to 5:35 pm.</i>	CARRIED Unanimous R-2024-85
2.2	Minutes of the Regular Meeting of Council held Monday, April 22, 2024 M/S Davenport / Clement <i>THAT, the Minutes of the Regular Meeting of Council held Monday, April 22, 2024, be adopted as presented.</i>	CARRIED Unanimous R-2024-86



3. DELEGATIONS

3.1	N/A	
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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 comments or questions were received from the public.

5. BYLAWS/POLICIES

5.1	Five Year Financial Plan Bylaw No. 867, 2024 M/S Clement / Lambert <i>THAT, the Five Year Financial Plan Bylaw No. 867, 2024 be adopted.</i>	CARRIED Unanimous R-2024-87
5.2	Tax Rates Bylaw No. 868, 2024 M/S Lambert / Davenport <i>THAT, Tax Rates Bylaw No. 868, 2024 be adopted</i>	CARRIED Unanimous R-2024-88
5.3	Village of Ashcroft Fees and Charges Bylaw No. 869, 2024 M/S Davenport / Lambert <i>THAT, the Village of Ashcroft Fees and Charges Bylaw No. 869, 2024 be adopted.</i>	CARRIED Unanimous R-2024-89

6. STAFF REPORTS

REQUEST FOR DECISION		
6.1	CAO / EDTC Report – Assessment of Japanese Mural at Heritage Park Purpose: The purpose of this report is to fulfill the request made during the Regular Council Meeting on April 22, 2024, that a comprehensive report assessing the current status of the Japanese Mural located at Heritage Park will be provided to Council. M/S Clement / Lambert <i>THAT, in light of the significant damage to the Japanese Mural at Heritage Park, it is proposed that Council send a report to the Mayor and Council of Bifuka, expressing our concern, and extend an invitation to artists from Bifuka to consult with us on developing a plan to move forward.</i> Comments: Mayor Roden wondered if there is a space indoors where the mural could be displayed to preserve it? <i>The only building tall enough is likely the arena; however, with the temperature and humidity it would not be ideal.</i>	CARRIED Unanimous R-2024-90

6.2	<p>CFO Report – 2023 Statement of Financial Information Report (SOFI Report)</p> <p>Purpose: Review and approval of the Statement of Financial Information Report</p> <p>M/S Lambert / Davenport <i>THAT, Council approve the 2023 Statement of Financial Information Report as presented.</i></p>	CARRIED Unanimous R-2024-91
FOR INFORMATION		
6.3	<p>CAO Verbal Report</p> <p>Purpose: The purpose of this report and future reports is to provide information to the Council that may not come up during Regular Meetings or Committee of the Whole. Topics include operational updates, or other areas of interest to the village. CAO Dyck explained that she would be bringing verbal reports more often for items that do not require a written report but for transparency purposes a brief update should be provided to Council. Items discussed:</p> <ul style="list-style-type: none"> • SILGA Conference highlights • NG911 status update under the TNRD shared service model. • Rainbow bench – ordered in lieu of repainting the sidewalk. • Practicum Student – May 6 – 17, 2024 from University of the Fraser Valley. • Bursaries for Desert Sands Community School – applications should be received soon, invitation to Council members to join the selection committee. • Pool staffing and operations update – 2 more guards would be ideal, opening June 1 or 15 depending on staffing levels. • Corporal (Bendfeld) Harris has been promoted to the Sergeant position at the Ashcroft detachment. Congratulatory letter has been sent. 	

7. CORRESPONDENCE

FOR ACTION		
7.1	<p>JP Pow Wow Society – Request for Sponsorship of the Bonaparte St'uxwtews Pow Wow 2024</p> <p>M/S Roden / Clement <i>Receive for information.</i></p>	CARRIED Unanimous R-2024-92
Direction to staff - forward a copy of the Village's grant in aid policy.		
7.2	<p>Proclamation – Hope Air Day 2024</p> <p>Post Proclamation</p> <p>M/S Roden / Lambert <i>THAT, the Village of Ashcroft proclaims that June 17th, 2024, shall be known as "Hope Air Day" in recognition of the invaluable contributions made by Hope Air to the health and well-being of individuals in British Columbia's remote, rural and underserved communities.</i></p>	CARRIED Unanimous R-2024-93

7.3	<p>WRAPS – Request for Donation of Door Prize Items for Ashcroft Plein Air June 7-9, 2024 Cnclr. Clement recused herself at 6:21 citing a conflict of interest returning at 6:24.</p> <p>M/S Lambert / Davenport <i>THAT, the Village donate a gift basket valued up to \$75.00 for the Plein Air event consisting of a Village charcuterie board, wine glasses and a bottle of wine.</i></p>	CARRIED Unanimous R-2024-94
FOR INFORMATION		
7.4	Alex Pawliuk – Wildfire Prevention and Suppression – Suggestions for Managing the Outcomes of Wildfires	
7.5	TNRD – TNRD to Issue Test Emergency Notice to Voyent Alert! Users on May 10	
7.6	TRU – Examining Rural Older Adults’ Perceptions of Falls Prevention Study	
7.7	TRU – Rural Aging and Independence to Support Dementia (RAISD) Study	
7.8	Bonaparte Watershed Stewardship Society – Restoration, Reconciliation, and Resources	
7.9	Emergency Management and Climate Readiness (EMCR) – Snow Survey and Water Supply Bulletin	
7.10	EMCR – Four Pillars Emergency Management Resources for Communities – New Emergency Ready Planner	
7.11	Government of BC – Stay Informed During Emergencies	

8. UNFINISHED BUSINESS

8.1	Task Manager – Motion Tracker For Information	
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9. NEW BUSINESS

9.1	<p>EDTC Working Group Report – May 13, 2024 – Late Item Purpose: To seek Councils approval of the revised consultation timeline to maximize opportunities for community engagement and meet the deadlines set out by Council at the April 22, 2024 meeting.</p> <p>M/S Clement / Davenport <i>THAT, the Village of Ashcroft Council support the revised consultation timeline as presented by the Economic Development and Tourism working group.</i></p> <p>Discussion: Suggestion to change the evening meeting time to 7:00 pm. Councillor Clement clarified the branding process as well as timelines and community consultation initiatives. Cost clarifications also discussion</p>	CARRIED Unanimous R-2024-95
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10. REPORTS/RECOMMENDATIONS FROM COMMITTEES, COTW, and COMMISSIONS

10.1		
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11. COUNCIL REPORTS

11.1	<p>Mayor Roden – Verbal Report – SILGA Convention</p> <p>Highlights:</p> <ul style="list-style-type: none"> • Opening ceremonies at Tk’emlups and residential school tour • Rocky Mountaineer – invited into a car to experience the atmosphere. • FireSmart – state of BC’s Forests and the concerns raised for the upcoming season. • Advocacy – noted council members should follow up with the ministers throughout the UBCM convention to make a personal connection. • Conflict of Interest presentation – Fulton and Co. • Better than Tinder – Terry Lake and Ken Christian session 	
11.2	Councillor Anstett – Verbal Report – SILGA Convention	
11.3	<p>Councillor Clement – Verbal Report – SILGA Convention</p> <ul style="list-style-type: none"> • Attended the language class at the harbour • Enjoyed the great discussion during resolution sessions • Local Ec Dev – disappointed not a lot of information to bring back, session was all about Adventure Kamloops which was great but not really implementable for us <p>Community Resource meeting today –</p> <ul style="list-style-type: none"> • Update from Mental Health clinician, focus has shifted doing higher level issues only, social workers cover the less emergent issues • Brought to light the staff positions not filled but website is advertising the service as available. <p>M/S Clement / Roden <i>THAT, the Village of Ashcroft send a letter to IHA asking them to update the Ashcroft Urgent Primary Care website to reflect actual services provided and post positions that are available.</i></p>	<p>CARRIED Unanimous R-2024-96</p>
11.4	Councillor Davenport	
11.5	Councillor Lambert - Report	

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 May 13, 2024, at 6:45 pm.



Certified to be a true and correct copy of
the Minutes of the Regular Meeting of
Council held Monday, May 13, 2024.

Daniela Dyck,
Chief Administrative Officer

Barbara Roden,
Mayor



ADMINISTRATION POLICY

TITLE: Hours of Work Policy		POLICY #: A-05-2021
Authority: Chief Administrative Officer	Effective Date: April 1, 2009 Review Date: Annually	
Issued By: Kris Hardy, Executive Assistant Issued Date: July 13, 2021	Approved By: Daniela Dyck, CAO Approved Date: April 1, 2009 Resolution #: N/A	

PURPOSE: To establish shift schedules for staff for specific times throughout the year

POLICY:

This Policy addresses that the following shift schedules be recognized as the standard hours for the following times:

1. That effective the first Monday in May up to and including the last Friday in November the outside crew's hours of work shall be 7:00 am – 3:30 pm
2. That the Village Office be closed from 12:00 pm the last working day before Christmas up until the first working day after January 1st

This policy formalizes the procedures that have been in place for a number of years.

Revised: September 9, 2021



ADMINISTRATION POLICY

TITLE: Office Closure Policy		POLICY #: A-05-2024
Authority: Council	Effective Date: Review Date: Annually	
Issued By: Issued Date:	Approved By: Approved Date: Resolution #:	

PURPOSE: To establish guidelines, processes, and notifications for Village office closures.

POLICY: The Village office closure policy establishes guidelines, processes, and notifications for office closures as follows:

1. The Village office will be closed Monday through Friday from 12:00 pm to 1:00 pm for the lunch hour.
2. The Village Office will be closed from 12:00 pm on the last working day before Christmas until the first working day after January 1st.
3. The Village office may be closed to the public from time to time for staff training purposes. Public notice of the office closure will be made one week prior to the closure and will be posted on the Village posting board, LED sign, website, and social media sites.



ADMINISTRATION POLICY

TITLE: INDIGENOUS COLLECTION & REPATRIATION POLICY		POLICY #: A-06-2024
Authority: Village of Ashcroft		Effective Date: Review Date:
Issued By: Issued Date:		Approved By: Approved Date: Resolution #:

PURPOSE: To acknowledge and make aware to Indigenous communities and others the Indigenous collections that are under the care of the Ashcroft Museum and Archives. To realize that some of the collections under its care may be of cultural importance to the people from which the item originated.

POLICY STATEMENT:

The Ashcroft Museum and Archives is committed to continuous dialogue and collaboration with Indigenous communities in British Columbia regarding its collections and programs. This includes the possibility of repatriation and cooperative management of Indigenous collections, ancestral remains, and burial belongings in its care.

The Museum acknowledges that the cultural heritage of the Indigenous peoples of British Columbia must be respected by the users, interpreters, scholars and custodians of these collections. This heritage includes cultural belongings, communally owned property and ceremonial items as well as information in archival and audio-visual records.

ACKNOWLEDGMENT OF CULTURAL HERITAGE:

Following the guidance outlined in the Truth and Reconciliation Commission’s report and aligned with the principles of the United Nations’ Declaration on the Rights of Indigenous Peoples, particularly Articles 12 and 13, it is affirmed that indigenous communities hold the entitlement to reclaim cultural, intellectual, religious, and spiritual artifacts wrongfully acquired under cultural and economic coercion, contravening their customs and traditions.

Repatriation, defined as the restoration of cultural artifacts to their country of origin, community, familial lineage, or rightful owner, addresses the historical injustices where cultural property was unlawfully appropriated. The restitution of such artifacts to their rightful communities is a crucial endeavor in rectifying past wrongs.

INTENT:

To ensure collaborative engagement with Indigenous communities, the museum will actively involve them in the management, custody, documentation, and interpretation of its Indigenous collection. This will be achieved through increased partnerships and collaborations, strengthening existing relationships to ensure Indigenous perspectives are integrated into the museum's portrayal of their cultures and histories.

Additionally, efforts will be made to facilitate the repatriation of ancestral remains and burial belongings from the museum's collections. The museum will also prioritize responding to provincial treaty and other cultural property repatriation requests promptly and with utmost respect.

Cultural property, encompassing tangible items integral to the cultural heritage of a group or society, by definition includes cultural landscapes, historic buildings, artworks, archaeological sites, and collections housed in libraries, archives, and museums. Any requests for repatriation will be handled with sensitivity, acknowledging the significance of these items to Indigenous communities.

PROCEDURE & RESPONSE TO REPATRIATION REQUESTS:

All requests for repatriation must be submitted in writing to the Village of Ashcroft and will be reviewed within the established framework of the Village of Ashcroft and the Ashcroft Museum and Archives. Each claim must clearly specify the group(s) initiating the request, identify the material(s) subject to the claim, and provide reasons for the request. In cases where there is insufficient evidence, either written or oral, regarding the acquisition of the object by the Museum, all requests for repatriation will be assessed individually.

Upon receipt, requests for repatriation will be acknowledged by the Village of Ashcroft and then forwarded to the Ashcroft Museum for further review and decision-making. If applications are received during the off-season they will be forwarded to the Curator at the beginning of the following season for processing. A dedicated repatriation case file will be created and maintained for each claim, containing all relevant information pertaining to the request.

The Village/Museum may utilize various means such as advertisements, notifications, or other necessary measures to identify potential claimants. A one-month waiting period will be observed to allow any interested or conflicting parties to come forward.

In cases of conflicting claims, the Village/Museum will notify the parties involved and postpone decisions regarding repatriation until the conflict is resolved. The Village/Museum will engage in consultation with claimants without intervening in internal political or religious matters. Claimants must present a unified position to the Village/Museum before the repatriation process can proceed.

REPATRIATION CRITERIA:

Requests for repatriation may be considered from Indigenous communities or individuals, supported by their community; Indigenous governments; or in the context of negotiations of comprehensive claims between Canada and Indigenous people. Repatriation eligibility is based on a demonstrable relationship between the claimant and the requested material, which may include lineal descent or cultural affiliation.

Each request will be evaluated based on historical relationships, acquisition conditions, and the possibility of conflicting claims.

ACCESS AND REPRODUCTION:

The Museum reserves the right to reproduce or copy repatriated items for preservation purposes. Additionally, it will grant access to repatriated items, documents, and photographs to interested communities for educational and research purposes, subject to appropriate protocols and agreements.

TO: Mayor and Council

MEETING DATE: May 27, 2024

FROM: Daniela Dyck, CAO

SUBJECT: Council Committee and Board Appointment Policy Revision

RECOMMENDATION:

*THAT, Council approves the revised Council Committee, Board Appointment Policy, which incorporates Working Groups in the policy and aligns them with the Strategic Plan as **presented or amended**; and further that Council dissolves the Inter-Community Bylaw Enforcement Working Group, as it has fulfilled its purpose.*

PURPOSE:

The purpose of this report is to seek Council's approval for the revised Council Committee and Board Appointment Policy, which incorporates and aligns Working Groups with the Strategic Plan. Additionally, the report requests that Council to dissolve the Inter-Community Bylaw Enforcement Working Group, as it has fulfilled its purpose.

Respectfully Submitted by:



Daniela Dyck,
Chief Administrative Officer

BACKGROUND:

At the first meeting of the new Policy Review Committee, the Council Committee and Board Appointment Policy was one of the topics discussed. Several changes were proposed, leading to a thorough review and update of the policy which is attached for Council review and approval.

DISCUSSION:

The most significant change to the policy is the introduction of working groups and the consolidation of all committee, board, and working group appointments into Schedule "A," which is now attached to the policy.

In the recently adopted Strategic Plan, Council identified seven priority goals designed to guide the actions of both staff and council, aiming to enhance the quality of life for everyone in Ashcroft. These priority goals encompass various projects that fall within their respective scopes. In the past, Council would establish working groups for specific projects as needed. The revised Council Committee and Board Appointments policy now formally includes provisions for these working groups, establishing one dedicated group for each priority goal.

If any projects within a priority goal require working group oversight, the designated working group will convene meetings and oversee the project until its completion. This streamlined approach is intended to be a more efficient allocation of resources, potentially reducing the number of additional meetings that staff and Council members are required to attend. Administration believes this change will enhance productivity and ensure more focused and effective project management.

Besides updating the policy and realigning working groups, another matter has surfaced: the Inter-Community Bylaw Enforcement working group, which was established to create a shared service for bylaw enforcement between the Villages of Ashcroft, Cache Creek, and Clinton, has accomplished its goal and is no longer needed. Oversight is handled by the CAOs of each community, with quarterly reports to the Council providing an additional layer of transparency. Therefore, the Policy Review Committee is recommending that Council dissolve the working group.

Additionally, this is the opportune time for a review of Council appointments to committees, boards and working groups and suggest changes prior to approving the revised policy.

CONCLUSION:

In summary, the revisions made to the Council Committee and Board Appointment Policy mark a deliberate effort to enhance governance efficiency in Ashcroft. By introducing working groups, consolidating appointments, and aligning with the priorities outlined in the Strategic Plan, we're simplifying project management and resource allocation. Dissolving of the Inter-Community Bylaw Enforcement working group signifies effective collaboration, while regular reporting to Council underscores transparent governance. Lastly, a review of appointments to Council committees, boards, and working groups, along with potential adjustments, will ensure consistency in governance throughout the remainder of the Council's term.

Strategic/Municipal Objectives

Strategic Plan

Legislative Authority

Policy Review

Financial Implications

Attachment Listing

Revised Council Committee and Board Appointment Policy C-01-2024



COUNCIL POLICY

TITLE: Council Committee/Board Appointment Policy		POLICY #: C-01-2024
Authority: Policy Review Committee		Effective Date:
		Review Date:
Issued By:		Approved By:
Issued Date:		Approved Date:
		Resolution #:

PURPOSE: To establish procedures for Standing Committee Appointments and Select Committees of Council as defined in the Community Charter as well as Council Appointments to Internal Boards, External Boards and Working Groups

POLICY:

Preamble

The Village of Ashcroft Council will have Standing Committees and Select Committees as defined in Section 141 and 142 of the Community Charter. In addition, there are Council appointments to Internal Boards, External Boards and Working Groups.

At the inaugural meeting of Council, Standing Committee appointments will be made. In order to determine appointments to Select Committees, External Boards, Internal Boards, and Working Groups, a comprehensive list of all committees, boards, and working groups will be provided to Council for review. Members will be asked to notify staff of their preferences prior to the Committee of the Whole meeting, which will be scheduled before the first Regular Meeting of Council after an election. Committee appointments will be selected during the Committee of the Whole meeting and forwarded to the Regular Meeting of Council for approval. All committee, board and working group appointments are for a two (2) year term.

Standing Committees

141. Standing Committees of Council

- 141. (1) The mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees.*
- (2) At least half of the members of a standing committee must be council members.*
- (3) Subject to subsection (2), persons who are not council members may be appointed to a standing committee. (Appendix "A" Oath of Confidentiality)*

- Standing and Select Committees are defined in Council Procedure Bylaw Part 10 and 11. The following establishes the appointment to these committees.
- Each Standing Committee will have two members of Council appointed to them. The first named Committee member will act as the Chairperson of the Committee and the second named is Vice-Chairperson.
- A Councillor may not be the chairperson of more than one standing committee at any given time.
- A Council member shall not be the Chairperson of a Standing Committee for longer than one year at a time.
- As defined in Section 141 of the Community Charter Standing Committees may consist of two additional members of the Public.
- The Committees listed below are to be established as Standing Committees of the Village of Ashcroft Council.

Active Standing Committees

- Finance – 3 members of Council appointed after the municipal election at the Inaugural Meeting.
- Policy Review – 2 Members, 1 Alternate

Select Committees

142. Select committees of council

142. (1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.

(2) At least one member of a select committee must be a council member.

(3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.

- Select Committees must be created by resolution of Council.
- At least one member of Council must be on the committee.
- Council membership of the committee will be decided at the time of creation.
- The Council Members appointed to the Select Committee may choose the other members of the Committee.
- Each Select Committee shall have a clearly defined purpose, clearly defined expected outcomes, a clearly defined timeline for reporting back to Council and provision for a budget.
- Each Select Committee is automatically dissolved upon the Committee presenting its findings to Council.

Active Select Committees are as per Schedule “A” and attached to this policy.

External and Internal Boards

Appointing Council members to external and internal boards is to ensure effective representation, oversight, and collaboration between the Council and these boards, facilitating communication, promoting transparency, and protecting the interests of the Village in decision-making processes. These appointments aim to strengthen relationships, foster cooperation, and address constituents' needs effectively.

Active External and Internal Boards are as per Schedule “A” and attached to this policy.

Working Groups

Working Groups are to be established and terminated by decision of the Council as necessary to fulfill the strategic and operational plans approved by Council. Working groups will consist of two (2) Council members and two (2) staff members. From time to time persons who are not council members may be appointed to a working group; however, the appointees must be approved by Council.

Active Working Groups are as per Schedule “A” and attached to this policy.



SCHEDULE “A” COUNCIL APPOINTMENTS 2023 – 2026

Deputy Mayor Appointments:

Councillor Anstett - November 1, 2022 to October 31, 2023

Councillor Clement Nov. 1, 2023 – Oct.31, 2024,

Councillor Davenport Nov. 1, 2024 - Oct. 31, 2025

Councillor Lambert Nov 1, 2025 – Oct.15, 2026

Active Standing Committees:

Finance Committee – B. Roden / J. Clement / D. Lambert

Policy Review Committee – B. Roden / J. Clement / Alternate: J. Anstett

Active Select Committees:

Japanese Mural Repair – 1 Member – 1 Alternate

Active External Boards:

Thompson Nicola Regional District – B. Roden / Alternate: Deputy Mayor

Northern Development Initiative Trust – J. Clement / Alternate: N. Davenport

Gold Country Communities Society – B. Roden / Alternate: J. Clement

Historic Hat Creek Ranch – B. Roden / Alternate: N. Davenport

Cache Creek Environmental Assessment – J. Anstett / Alternate: D. Lambert

Health Care (HAWC) – J. Clement / Alternate: N. Davenport

School District #74 – J. Clement / Alternate: B. Roden

Ashcroft Cache Creek Seniors Association – D. Lambert / Alternate: J. Anstett

Municipal Insurance Association – B. Roden / Alternate: Deputy Mayor

Ashcroft HUB Society – N. Davenport / Alternate: D. Lambert

Active Internal Boards:

Ashcroft Fire Rescue – D. Lambert / Alternate: N. Davenport

Emergency Support Services – J. Anstett / N. Davenport

Para Transit Committee – N. Davenport / Alternate: B. Roden

Active Working Groups:

Water to Ashcroft Indian Band – D. Lambert / N. Davenport

North Ashcroft Reservoir – J. Anstett / N. Davenport

Economic Development & Tourism – J. Clement / N. Davenport

Parks, Trails & Recreation – J. Anstett / J. Clement / Alternate: A. Davenport

Street Safety – B. Roden / D. Lambert / Alternate: J. Anstett

TO: Mayor and Council
FROM: Daniela Dyck, CAO
SUBJECT: UBCM Minister Meeting Requests

MEETING DATE: May 27, 2024

RECOMMENDATION:

THAT, Council direct staff to schedule meetings with Minister Flemming, Ministry of Transportation and Infrastructure, Ministry, Agency, Commission, and Corporation (MACC) staff from BC Transit,

PURPOSE:

The purpose of this report is to seek direction from Council as to which Ministers or Ministry Staff, Agencies, Commissions or Corporations Council would like to meet with at UBCM in September.

Respectfully Submitted by:



Daniela Dyck,
Chief Administrative Officer

BACKGROUND:

Each year the province invites Councils and Boards to request meetings with Minister and or MACC staff to discuss and lobby for items of importance to their community. Requests to meet with the Premier, the Minister of Municipal Affairs, or other Ministers must be submitted by June 21, 2024. Requests to meet with MACC staff must be submitted by August 21, 2024.

DISCUSSION:

Council endorsed the submission of a Resolution to the Southern Interior Local Government Association (SILGA) in support of equitable distribution of cost increases between BC Transit and local government transit services which was endorsed by the SILGA membership at the 2024 Conference. The resolution has been forward to UBCM Resolution Committee for further discussion. The Para Transit Committee encourages Council to request a meeting with the Minister of Transportation and Infrastructure and a separate meeting with BC Transit (MACC) staff to advocate for affordable services, equitable distribution of cost increases between BC Transit and local governments, and consultation regarding the regionalization of transit services at the 2024 UBCM Conference.

Administration is seeking guidance from Council on which additional meetings with Ministers or MACC staff they would like to request.

Strategic/Municipal Objectives

Legislative Authority

Financial Implications

Attachment Listing

Letters from Premier Eby, Minister Kang, and MACC



May 15, 2024

Dear Mayors and Regional District Chairs:

The 2024 Union of British Columbia Municipalities (UBCM) Convention will be held in Vancouver from September 16-20, 2024. As we prepare for the upcoming convention, my caucus colleagues and I are looking forward to meeting and working with you to continue building strong, sustainable and vibrant communities throughout our province.

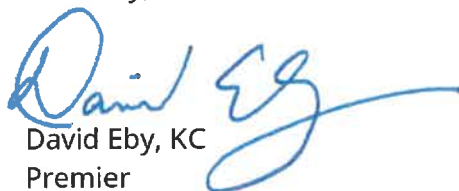
We all have a role to play in finding ways to ensure our communities thrive, and UBCM provides a wonderful opportunity to listen to one another, share ideas and find new approaches. With local, provincial, federal and First Nations governments working together, we can continue to build a better BC for all.

If you would like to request a meeting with me or one of my Cabinet colleagues, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2024** and it is case sensitive. The deadline to submit your meeting requests is June 21, 2024. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

As well, further to invitations that were sent out by the Ministry of Municipal Affairs in April, I would like to remind you of two upcoming information sessions being held via Microsoft Teams on May 16 and 28, 2024. The content for each session will be identical, with ministry staff providing a technical overview of the meeting request process.

I look forward to once again being part of your convention, meeting with many of you and exploring ways that we can partner together to address the cost of living, public safety and other common issues.

Sincerely,


David Eby, KC
Premier

Office of the
Premier

Web Site:
www.gov.bc.ca

Mailing Address:
PO Box 9041 Stn Prov Govt
Victoria BC V8W 9E1

Location:
Parliament Buildings
Victoria



May 15, 2024

Ref: 274670

Dear Mayors and Regional District Chairs:

It is my pleasure to write to you as the Minister of Municipal Affairs regarding the process for requesting a meeting with me, or with provincial staff, during the upcoming 2024 UBCM Convention in Vancouver from September 16–20, 2024.

You will receive a separate letter from the Premier, Honourable David Eby, containing information about the online process for requesting a meeting with the Premier or other Cabinet Ministers.

If you would like to meet with me, please complete the online request form at: [MUNI Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs by **June 21, 2024**. This year's invitation code is **MUNIMin2024** and is case sensitive. Meeting dates and times will be confirmed in late August. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it continues to be helpful for you to provide as much detail as possible, in the online form, on the topics you wish to discuss. Providing information in advance gives me a better understanding of your delegation's interests and helps me prepare so our discussion can be more productive.

Ministry staff will email you shortly with the Provincial Appointment Book. This document lists all the ministry, agency, commission, and corporation staff available to meet with delegates at Convention and which topics, projects, or programs fall under their purview. Importantly, it will also provide details on how to submit an online staff meeting request. Ministry staff are also hosting identical information sessions on May 16 and May 28, 2024, via Microsoft Teams, providing a technical overview of the meeting request processes; invitations were sent in April.

This will be my second UBCM Convention as the minister responsible for local governments. I appreciated the opportunities to connect in person last year, and our conversations are always illuminating. I have also enjoyed meeting with many communities and regions since Convention, to hear more about your challenges and accomplishments. I look forward to continuing our collaborative work this summer and at Convention in September.

Sincerely,

Anne Kang
Minister of Municipal Affairs

pc: Honourable David Eby, Premier
Trish Mandewo, President, Union of BC Municipalities

Ministry of Municipal Affairs

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Parliament Buildings
Victoria BC V8V 1X4

<http://www.gov.bc.ca/muni>

From: [MUNI UBCM Meeting Requests MUNI:EX](#)
Subject: 2024 UBCM Convention – Provincial Appointment Book & MACC Staff Meeting Request Process
Date: May 15, 2024 1:44:39 PM
Attachments: [2024 UBCM Convention Provincial Appointment Book.pdf](#)
Importance: High

This message is being sent to all Union of BC Municipalities (UBCM) Member Municipalities, Regional Districts, and First Nations on behalf of the Ministry of Municipal Affairs.

Subject: 2024 UBCM Convention - Provincial Appointment Book and Ministry, Agency, Commission, and Corporation (MACC) Staff Meeting Request Process
Intended Recipient(s): Mayors/Regional District Chairs/Islands Trust Chair/CAOs/Chiefs and Chief Councillors
and cc: General Email/Administrative Support staff/Alternates
Attachments: One (1) plus message below

If you have received this message in error, please forward it to the appropriate person in your organization.

2024 UBCM Convention: September 16 – 20, 2024, Vancouver, B.C.

Further to the May 15, 2024 letter from the Honourable Anne Kang, Minister of Municipal Affairs, regarding the 2024 UBCM Convention, I am pleased to attach the **2024 Provincial Appointment Book (PAB)** for your use in requesting meetings with staff from provincial ministries, agencies, commissions, and corporations (MACC) available to meet with delegates at Convention.

To request a meeting with MACC staff, please complete the form located at:

<https://www.civicinfo.bc.ca/UBCMMeetingRequest/Staff>

Invitation code: **MACCStaff2024** (case sensitive)

The deadline to submit online meeting requests is **Wednesday, August 21**. Decisions regarding MACC staff meeting requests will be communicated by September 11 to the contact(s) identified on your meeting request form.

Requests for meetings with MACC staff can also be made on site at the Provincial Appointment Desk, during Convention at the following locations:

Monday, September 16

Vancouver Convention Centre, East Building - Lobby

8:30 am – 4:00 pm

Tuesday, September 17 - Thursday, September 19

Fairmont Waterfront Hotel, Concourse Level – Mackenzie Ballroom

8:30 am – 4:00 pm

We encourage you to submit your meeting requests through the online request form by **August 21**,

as MACC staff availability may be limited on site.

If you have any questions, please contact the MACC Staff Meeting Coordinator, Sarah Staszkiel, by phone at: 778 405-1784, or the Assistant MACC Staff Meeting Coordinator, Casey Cathcart, by phone at: 778 405-3140. You may also reach out via email at: MUNI.UBCM.MeetingRequests@gov.bc.ca.

Thank you.

Regards,

Birgit Schmidt, Director, Operations and Client Relations
MUNI-UBCM Convention Coordinator
Local Government Division | Ministry of Municipal Affairs
Phone: 778 698-3260 | Email: Birgit.Schmidt@gov.bc.ca

-
Note: Contact information is provided by CivicInfo BC. To ensure you receive all relevant communications please ensure the contact information for your organization is updated regularly.

TO: Mayor and Council

MEETING DATE: May 27, 2024

FROM: Daniela Dyck, CAO

SUBJECT: BC Transit Annual Operating Agreement – Para Transit System Update

RECOMMENDATION:

THAT, Council approves Staff to sign the BC Transit Annual Operating Agreement for 2024/2025 and continue to provide the Para Transit Service between Ashcroft, Cache Creek and Clinton.

PURPOSE:

The purpose of this report is to request Council approval to sign the 2024/2025 Annual Operating Agreement for the ongoing Para Transit System between the Village of Ashcroft and BC Transit, and provide an update to transit services as proposed by BC Transit effective August 1, 2025

Respectfully Submitted by:



Daniela Dyck,
Chief Administrative Officer

BACKGROUND:

Each year BC Transit forwards the Annual Operating Agreement (AOA) for signature to the Ashcroft as the signatory for the Para Transit System. The AOA was presented to the Transit Committee who is recommending that Council approve the AOA for signature.

DISCUSSION:

The new budget for 2024/2025 includes a notable revenue increase of 20% from Interior Health, ensuring adequate coverage of the operational costs associated with Health Connections trips. This lift amounts to a significant contribution towards sustaining vital health services within our community.

In November, the Village received a draft budget from BC Transit to facilitate our budgeting and planning endeavors for the upcoming year. Chief Financial Officer (CFO) Bhalla has conscientiously provided Cache Creek and Clinton with a proposed budget for the service, prior to their individual budgeting processes. The net local government share of costs for the 2024/2025 season stands at \$192,518, reflecting an increase of \$21,408 compared to the previous season. Notably, the majority of this increase is offset by the revenues from the Interior Health Connection bus.

TRANSIT SYSTEM UPDATE:

Significant changes are on the horizon for our transit system, effective August 1, 2025, as BC Transit progresses with the regionalization of transit services throughout the province. This decision, enacted by BC Transit in February without local government partner consultation, was communicated to the Village on May 22, 2024.

Regionalization entails BC Transit's preference for a single operator to oversee the transit systems in Kamloops, Merritt, Clearwater, Ashcroft, Cache Creek, and Clinton. The Request for Proposal (RFP) for this consolidation will be posted later this year. However, certain concerns have been raised regarding this initiative:

Exclusion of Non-Profit Operator:

Yellowhead Community Services, the non-profit operator in Clearwater and Ashcroft, will be unable to participate in the bidding process. This raises concerns, particularly regarding the track record of potential bidders such as TransDev.

Increased Costs:

System operators, namely municipalities, are expected to bear higher costs under the regionalization scheme. This is concerning, given the existing disparities in cost-sharing, which unfairly burden certain municipalities.

Uncertain Employment Status:

Existing non-union drivers in Ashcroft and Clearwater are not guaranteed continued employment under the new system. This could lead to the loss of valuable community ambassadors and experienced personnel.

CONCLUSION:

Given the circumstances outlined, it is crucial for Council to maintain an active and vigilant stance in advocating for the best interests of our community, especially concerning the forthcoming alterations to the transit system. It is essential to engage in collaborative efforts with stakeholders to effectively navigate these transitions while ensuring the accessibility and efficiency of essential services for our residents.

Council's resolution, aiming for a more equitable distribution of budget increases to the transit system between BC Transit and local government service providers, has garnered endorsement by the Southern Interior Local Government Association (SILGA) membership. This resolution will be forwarded to the Union of BC Municipalities (UBCM) for deliberation in September.

In light of the upcoming changes, administration encourages Council to request a meeting with the Minister of Transportation and Infrastructure and a separate meeting with BC Transit staff to advocate for affordable services, equitable distribution of cost increases between BC Transit and local governments, and consultation in regards to the regionalization of transit services at the 2024 UBCM Conference.

Strategic/Municipal Objectives

Strategic Plan

Legislative Authority

Financial Implications

Attachment Listing

AOA 2024/2025

ANNUAL OPERATING AGREEMENT

between

Village of Ashcroft

and

British Columbia Transit

Effective
April 1, 2024

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ANNUAL OPERATING AGREEMENT

April 1, 2024 – March 31, 2025

BETWEEN: **Village of Ashcroft**
(the "Municipality")

AND: **British Columbia Transit**
(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

SECTION 1: DEFINITIONS

Unless agreed to otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) "*Annual Operating Agreement*" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) "*Transit Service Agreement*" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;
- c) "*Incurred*" means an event or transaction has taken place for which an obligation to pay exists, even if an invoice has not been received, such that the underlying evidence indicates there is little or no discretion to avoid the obligation. The value of the obligation is to be calculated in accordance with recognized Canadian accounting standards.

SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2024, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2025, except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
 - i. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.
 - ii. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 12.

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Any information developed in the performance of this Agreement, or any personal information obtained, collected, or stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of FOIPPA.

SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing as signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.

- e) BC Transit acknowledges receipt of a copy of the Community Transit Partnership Agreement between the Municipality and the Village of Cache Creek and the Village of Clinton (the “Partner”) effective July 2, 2019 and a copy of the Community Transit Partnership Agreement between the Municipality and Interior Health Authority (the “Partner”) effective November 26, 2006. BC Transit hereby provides written consent for the Municipality to enter into the Community Transit Partnership Agreement provided, however, that:
- i. In the event the Partner provides one year’s notice of its intention to terminate the Community Transit Partnership Agreement, the Municipality will immediately notify the Authority in writing of such termination;
 - ii. In the event the Partner provides the Municipality with a payment in lieu of providing notice of termination pursuant to Section 4 of the Community Transit Partnership Agreement, the Municipality will immediately forward to BC Transit the full amount of such payment, without set-off whatsoever; and,
 - iii. In the event the Partner provides the Municipality with payment in accordance with the subsection above, and the Municipality fails or neglects to forward such payment to the Authority, the Authority shall have the right to include such amount in its monthly invoice to the Municipality for immediate payment by the Municipality.

SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost-sharing model. Where any transit-related contributions are received and/or third-party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit-related expenditures in future years. When unanticipated expenditures occur that were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost-sharing ratios between the Municipality and the Authority.

Eligible Operating Expenses

The Authority will invoice the Municipality and collect on monthly invoices based on incurred eligible operating expenses to provide Transit Service. Eligible operating expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a) For *Conventional Transit Service*:
 - i. the operating costs for providing Conventional Transit Service excluding interest and amortization;
 - ii. the amount of any operating lease costs of BC Transit for Conventional Transit Services;
 - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 - iv. an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement;
- b) For *Custom Transit Service*:
 - i. the operating costs for providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 - ii. the amount of any operating lease costs of the Authority for Custom Transit Service;
 - iii. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and,

- iv. an amount of the annual operating costs of the authority not exceeding those costs payable under an Annual Operating Agreement;
- c) Eligible operating expenses exclude the costs of providing third-party 100%-funded services.
- d) Annual operating costs of the Authority are operations, maintenance and administration costs that are for the shared benefit of all transit systems operated by the Authority. These costs are allocated to each transit system on a pro rata basis, based on the nature of the costs.

Lease Fees

The Authority will invoice the Municipality and collect on monthly invoices for lease fees on tangible capital assets owned by the Authority that are used in the provision of transit service. Lease fees are comprised of the following:

- a) The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- b) Debt financing and risk-related charges or costs payable on assets;
- c) Payment into a reserve fund for preventative maintenance and major repair of assets owned or leased by the authority;
- d) Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where lease fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future lease fees as outlined above.

Reserve Funds

The Authority will establish the following for each transit system to record the contributions that have been received but not yet earned as follows:

- a. **Local Transit Fund:** Contributions by the Municipality towards eligible operating expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
 - i. Any expenditure of monies from the Local Transit Fund will:
 - 1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
 - 2. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
 - ii. The Local Transit Fund may be used towards lease fees.
 - iii. The Authority will provide a quarterly statement of account of the Local Transit Fund balance including contributions, amounts utilized and interest earned.

SECTION 9: SAFE RESTART CONTRIBUTION

Under the Safe Restart Program, the federal and provincial governments provided joint, non-recurring contributions to transit systems in British Columbia (the "Safe Restart Contribution") in 2020/21 and 2021/22.

The Authority applied the Safe Restart Contributions as follows:

- a) As an allocation towards the Municipality's share of eligible operating expenses in the fiscal year of the contribution;

- b) After applying the allocation of Safe Restart Contribution, any excess contributions received from the Municipality were deferred to the Local Transit Fund;
- c) The Authority will apply the remaining Local Transit Fund balance to reduce 2022/23 and future municipal invoices at the discretion of the Municipality as agreed to under an Annual Operating Agreement or amendments as required.

It is expected that by receiving the Safe Restart contribution, the Municipality will work with the Authority to maintain targeted essential transit service levels by not reducing transit service below existing planned service levels and maintain affordability by limiting annual fare increases to an average of 2.3% from April 1, 2020 through March 31, 2025.

SECTION 10: GOVERNING LAW

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

SECTION 11: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or PDF copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

SECTION 12: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

British Columbia Transit
c/o Executive Assistant, Strategy and Public Affairs
PO Box 9861
520 Gorge Road East
Victoria, BC V8W 9T5

and to the Municipality at:

Village of Ashcroft
601 Bancroft Street
Ashcroft, BC V0K 1A0

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this _____ day of _____, 2024.

Village of Ashcroft

British Columbia Transit

Vice President, Strategy and Public Affairs

Vice President, Finance and Chief Financial Officer

SCHEDULE A: TARIFF AND FARES

APPENDIX 1: TARIFF AND FARES

Cash Fares:

Adult/Student/Senior	\$2.00
Children, 12 and under	Free
Door-to-door	\$2.00
Kamloops	\$5.00
100 Mile House	\$5.00
Health Connections	\$5.00

Tickets:

All	\$5.00
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SCHEDULE B: SERVICE SPECIFICATIONS

The Local Transit Service Area for the boundaries of the Ashcroft-Cache Creek-Clinton Transit Service Area shall be defined as the Village of Ashcroft, Village of Cache Creek, Village of Clinton, District of 100 Mile House, Electoral Area 'E' & 'I' of the Thompson Nicola Regional District and Electoral Area 'G' of the Cariboo Regional District. It also includes all areas between: 1) Lillooet and Kamloops, 2) Lillooet and Lytton 3) Lytton and Kamloops, and 4) the Clinton and 100 Mile House.

The Annual Service Level for Ashcroft-Cache Creek-Clinton Transit Service shall be **2,100** Service Hours.

The Exception Days recognized annually for the Ashcroft-Cache Creek-Clinton Transit Service are:

Exception Day	Service Level
Good Friday	No Service
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Truth and Reconciliation Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Year's Day	No Service
Family Day	No Service

SCHEDULE C: BUDGET

ASH-CACHE-CLINT PARA TRANSIT

	OFFICIAL AOA 2024/25
TOTAL REVENUE	15,727
TOTAL OPERATING COSTS	250,945
TOTAL COSTS (including Local Government Share of Lease Fees)	283,093
NET LOCAL GOVERNMENT SHARE OF COSTS	192,518



Ashcroft & District Lions Club,
 Box 808,
 Ashcroft, BC V0K 1A0
 250 457-0068
 Email: sjpeters14@gmail.com



May 20, 2024

The Village of Ashcroft,
 Box 129,
 Ashcroft, BC V0K 1A0

Re: Annual Skip's Memorial Charity Run

We are starting the planning for Skip's Run again this year and our first step is get approval of the route from the Village Council.

- Date: Sunday, June 2, 2024
- Registration: 7:30 am
- Run starts – 8:45
- Run finish – approximately 1:00 pm

- Route: same as previous years.
 - the 10 km run will start at The Hub, go along Ash Street, along Government Street to the Bridge, across the Bridge, along Evans Rd. to the "Caution Trucks" sign and back the same route. This is the route we took last year and it was very successful. We had flag people along the route making sure that the runners were safe. On Government Street where the large trucks travel, we stopped the runners to let the trucks by. During the run last year there were only three large semis and they travel very slowly.
 - We will have members from the Cache Creek and Ashcroft Fire Departments monitoring the run by driving back and forth along the route.
 - The RCMP and local Ambulance will be notified of the run.
 - The necessary insurance is in place and you have a binder.

.....2

Page 2
May 20, 2024

- The proceeds will be donated to Skip Stuart's favourite causes - the Food Bank, Christmas Hampers and a \$1,000.00 bursary to a student at ASS who is specializing in trades. Other community projects will benefit from the money that is raised.
- Each year the run has increased in participants and we hope to eventually make this an event that will bring many outside people to Ashcroft. It definitely fits in with the Village's brand.

We look forward to hearing back from you. We are prepared to send a delegation to a Council meeting to answer any questions.

Sincerely,

Lion Secretary Sue Peters

/sp

From: Douglas Holmes <DHolmes@rdn.bc.ca>
Sent: Friday, May 17, 2024 8:51 AM
To: Douglas Holmes <DHolmes@rdn.bc.ca>
Subject: Legislative Reform Initiative

Good morning, fellow CAOs.

As many of you will have seen, the Regional District of Nanaimo (RDN) has been leading, in collaboration with some of you, the conversation for a proposed reform/rewrite of the *Local Government Act*.

We have sponsored several sessions on this topic at both UBCM and AVICC, (Association of Vancouver Island and Coastal Communities). This work has been generously supported (including on the panel sessions) by Don Lidstone.

I am writing today to invite your local government to endorse this work through writing a letter of support. RDN Chair Vanessa Craig has sent a letter to your Mayors and Chairs making this request and I have attached that letter with background materials as well as a draft letter of support for you to use, should that be helpful. A sincere thank you to those local governments who have provided letters of support already.

Nothing will change if this matter is not seen to have political support around the Province. Letters from your local governments will help to demonstrate that support.

We have heard concerns that new legislation will mean more work at a time when we are already very busy. I wish to remind us all that our legislation is *enabling*, meaning that our Local Governments access the powers that our elected officials have decided are useful to the constituencies they serve. We sincerely hope that new and more flexible powers are made available through legislative reform; powers that our local governments *can* access, but don't have to.

Thank you for your consideration in your already-busy day.

Very best regards,
Doug.

Douglas Holmes, BBA, CPA, CA (he/him/his) [Why do I share pronouns?](#)
Chief Administrative Officer
Regional District of Nanaimo
6300 Hammond Bay Road, Nanaimo, BC V9T 6N2
C: 250-268-2271 | Email: dholmes@rdn.bc.ca
[RDN](#) | [Get Involved RDN](#) | [Facebook](#) | [Twitter](#) | [Instagram](#)

We acknowledge that for thousands of years the Coast Salish First Nations have been deeply connected to the territories where we now work.

This email is confidential and may be privileged; it is for the use of the named recipient(s) only. If you are not an intended recipient of this email, please notify the sender immediately and do not copy or disclose its contents to any person or body. Any use of this email by an unintended recipient is prohibited. The accuracy or completeness of the information attached to, or disclosed in this email is not guaranteed by the sender.

Background and Discussion Questions

The Ministry of Municipal Affairs (MUNI) is committed to listening to local governments about their evolving needs and how the existing legislated framework accommodates new responsibilities and challenges. Much of the legislative agenda sponsored by MUNI in recent years has responded to critical local government needs uncovered as a result of the pandemic and in response to UBCM resolutions. The development of legislative change is a lengthy, complex, and resource intensive process. Therefore, it must be rooted in and supported by a clear gap in existing tools and authorities to fix an identified problem that the current legislation or other tools don't resolve. The mere desire for regional district (RD) legislation alone needs to be tested against a real need, with a clear path on policy development for the province to consider.

Government Priorities

The province has been clear in its priorities and focus on pressing issues of affordability and housing supply – allocating significant resources from both the Ministry of Housing and MUNI to initiatives in this space. That scarce allocation is determined by elected decision makers. The priority on affordability and housing supply also presents an opportunity and recognizes that issues of housing availability and affordability are not just urban issues – and that there is a role for regional approaches to support this work that may require new thinking of how RDs are better able to participate in solutions that will have direct implications for RD regulatory authorities.

In addition, MUNI along with other agencies and ministries, are working on other initiatives that have a direct impact on RD authorities, these include:

- The local government financial review working group, made up of staff from the province and UBCM, where work has been underway to review the local government finance system in B.C., analyzing the recommendations in the 2021 UBCM report, and discussing matters of mutual interest;
- Inclusive regional governance to explore First Nations' interests on RD boards (explore issues such as geographic implications/boundaries of the current RD system and alignment with First Nation territories, election mechanics, and service provision);
- Consideration of business licensing and enforcement authorities for RDs, as previously requested by RDs.

<p>Discussion questions – Are there specific RD challenges and legislative concerns that align with the current provincial priorities? What are the clearly defined problem statements/lack of authority for RDs not already accommodated for?</p>

Other Approaches and Tools

In the past, RD officials have expressed a range of concerns such as lack of regulatory authority – in some cases the authorities in question may exist or it may be facilitated through regulation (recent examples include fireworks and source separation regulations). Other identified concerns relate to some of the fundamental foundations of RD structures and principles – such as the principle that cost-recovery for services being matched with the beneficiaries of the service, or the unique ability of RDs to balance rural and urban interests. Any changes contemplated need to be evidence-based and targeted

and not be change for “a nice to have” versus a particular business or governance need for which a policy rationale exists and no other tools exist.

Discussion questions – given the inherent flexibility in the RD system, are there other tools or approaches that may address challenges that could support RDs in the absence of legislative changes?

Process for further engagement

Given the key and pressing priorities that the province is currently engaged on (e.g., housing and homelessness, climate change and emergency planning, health, and the opioid crisis) there are practical considerations about how the local government system (including municipalities and RDs) will partner and collaborate with the province to address these issues. MUNI remains committed to understanding the broad views and perspectives of local government officials (both regional and municipal) across BC on the issues facing their regions and communities including the need for legislative change. We will take under consideration the results of this session.

Discussion questions – Have inclusive, broad meaningful conversations about RD outcomes and authorities occurred across all RDs? And have those been shared with MUNI? How will RDs organize themselves to ensure that all voices will be heard?

January 19, 2024

Re: Legislative Reform Initiative Update

Dear Local Government Colleagues:

On September 21, 2023, the Regional District of Nanaimo (RDN), Alberni-Clayoquot Regional District, Fraser Valley Regional District (City of Chilliwack), and Don Lidstone, K.C., hosted an interactive, discussion-based panel session (Legislative Reform Initiative) focused on reform of the *Local Government Act (LGA)* at the UBCM Annual Convention in Vancouver. While the lack of powers for regional districts in the *Act* was a major spark for this initiative, the session was intended for both municipal and regional district officials because many aspects of municipal operations are contained in the *LGA* and municipal issues with the *Act* have been the subject of numerous UBCM resolutions over the years. Similar workshops have been held previously at the Association of Vancouver Island and Coastal Communities' Annual Conventions in 2022 and 2023. Approximately 80-85 people attended the September 2023 UBCM session, indicating a broad interest in this evolving topic.

Concerns about the dated *Local Government Act* have been widespread for some time among local governments. Although the Ministry of Municipal Affairs has made significant incremental changes in the legislation over time, without a comprehensive modernization of the *LGA* regional districts are left without sufficient tools or authority to meet expanding responsibilities or to legislate in key areas in comparison with municipalities. Moreover, the evolving social, political, and economic environments that both municipalities and regional districts operate within, such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance, should be reflected in updated and modernized legislation. A key component of our discussions is that any additional powers or tools granted to local government are opt-in so that local governments can choose to implement tools based on what is best for their area.

The goals of the September 2023 UBCM interactive panel session were:

- to provide context and background about the Legislative Reform Initiative
- to discuss whether to proceed with the Legislative Reform Initiative
- to discuss options for the best path forward to steer the process

Prior to the session, the Ministry of Municipal Affairs provided some background information and several questions to consider during the group's discussion. This material was useful and very much appreciated.

The RDN committed to sending UBCM members a "What We Heard" document summarizing discussion at the session and next steps. We are attaching that document to this letter for your information, as well as the material provided by the Ministry of Municipal Affairs that was considered as part of the September 2023 panel discussion at UBCM. In addition, we are attaching the slide deck presented at the UBCM session.

We encourage other local governments to participate in this important initiative. As indicated in the “What We Heard” document, the RDN is currently following up with UBCM on the possibility of requesting that the UBCM Executive form a working group on this topic. Having letters of support from local governments across the province would be helpful in demonstrating interest. Should you wish to send a letter of support, have any questions, or wish to share examples of legislative challenges stemming from the *Local Government Act*, please contact RDN Chief Administrative Officer Douglas Holmes at dholmes@rdn.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Vanessa Craig". The signature is fluid and cursive, with the first name "Vanessa" written in a larger, more prominent script than the last name "Craig".

Vanessa Craig
Chair, Regional District of Nanaimo

Encl.

TO: RDN Board of Directors

DATE: March 22, 2024

FROM: Elizabeth J. Hughes, Manager, Strategy and Intergovernmental Services

SUBJECT: Update on Legislative Reform Initiative

Background

The Legislative Reform Initiative began in 2021, led by the RDN, and envisions mobilizing a collective intergovernmental effort to update and modernize the *Local Government Act*.

Concerns with the dated *Local Government Act* include restrictions on taxation and revenue sources, complexities in establishing services, and the lack of provisions in comparison with Section 8 of the *Community Charter* which gives municipalities powers to regulate, prohibit, and impose requirements by bylaw without provincial approval or establishing bylaws. Regional districts are limited in their legislative authority in several areas such as business licensing authority (which the province is now addressing as part of its efforts around short-term rental housing), subdivision approval, regulation of fireworks discharge, parking enforcement, tree management, and taxation and funding models. Social, political, and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in governance. These realities should be reflected in a modernized legislative framework.

Actions Taken

Since 2021, discussions of the Legislative Reform Initiative have been held with three Ministers of Municipal Affairs. The RDN has hosted or co-hosted 8 panel sessions or presentations about this initiative at AVICC, UBCM, and several Chair/CAO Forums, including an upcoming session at the Regional District Chair/CAO Forum on March 26, 2024. Chair Vanessa Craig and CAO Douglas Holmes have been invited to present an update on the initiative at the Electoral Area Directors Forum at AVICC on April 12, 2024.

Most recently, at the panel session on legislative reform at UBCM in September 2023, co-hosted by the RDN, Fraser Valley Regional District (City of Chilliwack), Alberni-Clayoquot Regional District, and Don Lidstone, K.C., session attendees expressed support for asking UBCM to lead the initiative and establish a working group to steer the process. The proposed working group would include representatives from municipalities, regional districts, First Nations, UBCM, and ministerial staff, and would conduct research and policy work to develop a framework for reviewing and modernizing the *Local Government Act*.

Following the September 2023 UBCM panel session, the RDN drafted a "What We Heard" document (attached) and circulated it to UBCM members, summarizing the session discussion and next steps, and requesting letters of support for a UBCM working group on comprehensive legislative reform and modernization.

Current Status

Letters of support are being received from regional districts and municipalities and are being provided to directors in weekly Board correspondence. While UBCM has not come to a decision about including the legislative reform initiative in its work plan, UBCM leadership has held several discussions about the initiative and is gathering further information. This is long term project will likely take several years to unfold and come to fruition.

LEGISLATIVE REFORM INITIATIVE: NEXT STEPS
UBCM ANNUAL CONVENTION, September 21, 2023
Summary of Session and What We Heard

SUMMARY OF SESSION

On September 21, 2023, the Regional District of Nanaimo, Fraser Valley Regional District (City of Chilliwack), Alberni-Clayoquot Regional District, and Don Lidstone, K.C., hosted an interactive, discussion-based session on legislative reform. The session was intended for both municipal officials as well as regional district officials because many aspects of municipal operations are contained in the *Local Government Act*.

The goals of the session were:

- to provide context and background about the Legislative Reform Initiative
- to discuss whether to proceed with the Legislative Reform Initiative
- to discuss options for the best path forward to steer the process

The Ministry of Municipal Affairs provided background and several questions to consider during the group's discussion (Attachment 1).

Approximately 80-85 people attended the session, indicating a broad interest in this evolving topic.

Concerns with the dated *Local Government Act* include restrictions on taxation and revenue sources, complexities in establishing services, and the lack of provisions in comparison with Section 8 of the *Community Charter* which gives municipalities powers to regulate, prohibit, and impose requirements by bylaw without provincial approval or establishing bylaws. Regional districts are limited in their legislative authority in comparison with municipalities in several key areas such as business licensing authority (which the province is now addressing as part of its efforts around short-term rental housing), subdivision approval, regulation of fireworks discharge, parking enforcement, tree management, and taxation and funding models. Further, social, political, and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance. These realities should be reflected in a modernized legislative framework.

During the session, Slido polls were used to conduct two "straw polls" of the participants, on these questions: 1) whether or not to proceed with the Legislative Reform Initiative, and 2) whether a UBCM working group or a joint local government project is the best path forward to steer the process.

The majority of participants indicated support for the Legislative Reform Initiative, and indicated their preference would be for a UBCM working group to steer the initiative. These polls were conducted to gain a sense of the sentiments of the session participants only, and are not assumed to represent the views of the UBCM membership as a whole.

WHAT WE HEARD

WHY A COMPREHENSIVE MODERNIZATION EFFORT IS NEEDED

- The Ministry of Municipal Affairs has made important incremental changes in the legislation over time, but a more comprehensive modernization project is needed.
- Extensive downloading of responsibilities from the Province to local governments has exacerbated the problems local governments face; outdated legislation prevents local governments from addressing these issues effectively.
- Over 90% of the province is rural and is not under the *Community Charter*; these areas should not be governed by legislation that was drafted in 1966.
- Regional districts and municipalities have restricted powers where they have delegated authority only, are not constitutionally protected, and have few tools or resources to address local problems.
- Particular challenges with the *Local Government Act* (LGA) raised by participants at this session:
 - responding effectively to emergencies and natural disasters
 - taking measures to mitigate the effects of climate change
 - dealing with old infrastructure and the ability to fund these projects solely through property taxes
 - population growth and migration from cities during the pandemic is rapidly changing the character of rural areas; incoming residents have higher expectations for services
 - incorporation should not be the only other governance option for rural areas; there should be an intermediate step available
 - Electoral Areas lack power and resources
 - business licensing authority¹ and subdivision approval are difficult for regional districts
 - small municipalities and regional districts are unable to fund necessary projects costing millions, such as recycling, dikes, etc., to continue to provide the quality of life that residents cherish in these communities.

CONSIDERATIONS FOR PURSUING LEGISLATIVE REFORM RAISED AT THIS SESSION

- The background and questions provided by the Ministry of Municipal Affairs were very helpful in this discussion.
- Need to identify and list specific, concrete, local community issues and distill them from a 10,000-foot level to provide the Ministry of Municipal Affairs with evidence for the need to modernize the *Local Government Act*.
- Legislative reform should be viewed as supporting the Province, not in conflict with the Province.
- The Ministry of Municipal Affairs should be involved from day one.
- The Ministry should provide funding for this initiative's research and policy work, as they have done for the Northwest Benefits Alliance.

¹ The Province is addressing this as part of its efforts around short term rental housing. Amendments to the *Local Government Act* allow Regional Districts to regulate and licence short-term rentals and other businesses in similar ways to municipalities [see link](#)

- What is working well in the legislation should be left as is.
- If legislative reform is successful in providing new powers and tools for local governments, that does not mean all local governments must use them.
- Islands Trust has an even smaller toolbox than municipalities and regional districts.
- Metro Vancouver has excellent models and best practices, especially in the area of climate change; we can borrow good ideas.
- Local governments need a legislative framework that recognizes the importance of, and facilitates working together with, First Nations in a respectful, effective, and inclusive manner.
- When First Nations participate at the Board level, it changes the conversation and the votes. Local governments often are not well informed regarding Indigenous rights and title.
- The inclusive governance goals in UNDRIP legislation and provincial action plans can be reinforced and worked on concurrently with the Legislative Reform Initiative.
- Need to consider 7 generations into future when modernizing the LGA.
- Planning and land use issues should not be included in this initiative.
- Several participants stressed the need to draft a new charter rather than revise portions of the LGA in a continuation of the “band aid” approach.
- Area associations of UBCM should be included in the conversation.
- A retired CAO or Chair could be a primary resource person for this project, conducting research and policy work and keeping the project on track.

DECIDING WHETHER TO PROCEED WITH THE LEGISLATIVE REFORM INITIATIVE

- **Slido poll #1:** Is there an interest in proceeding with the Legislative Reform Initiative? (96% yes, 4% no)

OPTIONS FOR STEERING AND MANAGING THE LEGISLATIVE REFORM INITIATIVE

Option 1: UBCM Executive could form a working group on legislative reform, comprised of representatives from municipalities, regional districts, First Nations, UBCM, and ministerial staff

Option 2: This could be structured as a joint local government project, with local governments contributing funding to form a working group on legislative reform, comprised of representatives from municipalities, regional districts, First Nations, UBCM, and ministerial staff

Considerations for Option 1:

Pros:

- UBCM has an efficient network, broad reach, consistency, research capacity, and impact with the province.
- UBCM can be representative.
- UBCM has already been doing some work on legislative reform, and has experience.
- UBCM can allocate resources if legislative reform is identified as a priority.
- Reporting back will happen at UBCM.

Cons:

- Last UBCM working group report in 2010 did not meet expectations.
- Some uncertainty on the part of some participants as to how a UBCM working group functions.
- A UBCM working group may be more distant from local governments than is ideal.

Considerations for Option 2:

Pros:

- May insulate the project from getting sidetracked, if the Province does not assist with resources for UBCM.
- With a group of passionate people committed to working together on the project, the Legislative Reform Initiative may not need UBCM.

Cons:

- Challenges with resources and capacity: initiative will require significant buy-in and continued long-term commitment from local governments in terms of funding and staff time.
- Difficult to achieve forward momentum “off the side of the desk”.
- The complex coordination required for the project will be a challenge.

➤ Slido poll #2:

- **Option 1:** UBCM Executive forming a working group (85% in favour)
- **Option 2:** Joint local government project (15% in favour)

NEXT STEPS

- A “What We Heard” document summarizing the session will be distributed to UBCM members.
- It is noted that although there was significant enthusiasm for the initiative, including from areas outside the AVICC region, some representatives indicated they would like additional information on the initiative.

UPDATE: December 2023

Following the UBCM Annual Convention, Douglas Holmes, CAO of the Regional District of Nanaimo had the opportunity to discuss the Legislative Reform Initiative and the September 21, 2023, interactive panel session with Gary Maclsaac, Executive Director, UBCM. Mr. Maclsaac is in the process of seeking direction on this matter from the President’s Committee.

Re: Legislative Reform Initiative

I am writing to you on behalf of [regional district or municipality Board/Council] regarding the proposed reform of the *Local Government Act* (LGA), a topic that was considered in a panel discussion at the 2023 Union of BC Municipalities (UBCM) Annual Convention. I understand that the Regional District of Nanaimo is exploring the potential formation of a working group through the UBCM. This letter serves to express our support and encouragement for this.

A comprehensive review and reform of the *Local Government Act* has long been needed. Although the Ministry of Municipal Affairs has made significant incremental changes to the legislation, more substantial modernization of the LGA is required to provide municipalities and regional districts with sufficient tools and/or authority to meet their expanding responsibilities and challenges. In addition, the social, political, and economic environments that local governments operate within continue to evolve in areas such as climate change, environmental stewardship, and a recognition of the importance of First Nations' participation in regional governance. These changes should be reflected in modernized legislation.

[Regional district or municipality] supports the Regional District of Nanaimo's request that the UBCM Executive form a working group to steer this important initiative. We are eager to see this initiative continue momentum and support the creation of a process to organize and enable broad and inclusive consultation to work toward a modernized legislative scheme.



SD74 BOARD BULLETIN MAY 2024



The Board approved the 2024-2025 meeting schedule

- September 10
- October 1
- November 5
- January 7
- February 4
- March 4
- April 1
- May 6
- June 3

BOARD APPROVES CAPITAL BYLAW

The Board of Education approved the 2024/25 Annual Capital Bylaw which will provide funding from the Ministry of Education and Child Care for the following projects:

- Cayoosh Elementary School - HVAC Upgrade
- Kumsheen ShchEma-meet School - Electrical Upgrade
- David Stoddart School - Accessible Playground

Trustee Bio

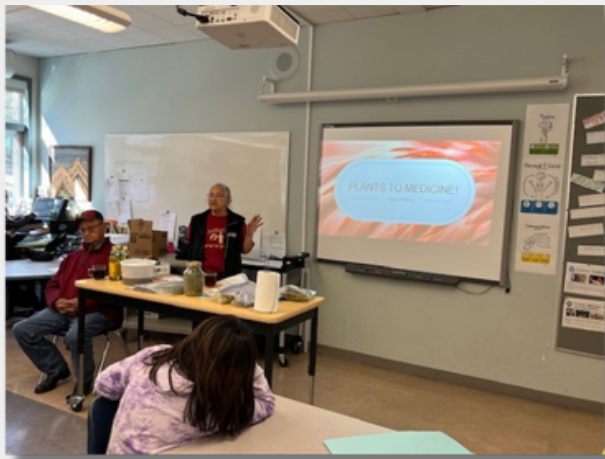
Awuh qu-n TLo (Hello),

My name is Connor Thomas and I am a Lytton First Nation band member, residing on the Nlaka'pamux territory in Lytton, and working for Lytton First Nations Lands Department. I am the new Trustee for Rual Area E. I was elected in a by-election this past March, so I've been a trustee for close to three months now. I wanted to become a trustee because I felt that my school I attended had disadvantages and inequities compared to other schools within our district. I wanted to be a part of the decision-making process and create a fulfilling district for all students of all backgrounds. I graduated from Kumsheen ShchEma-meet school this past June, so I bring a youthful and unbiased perspective to the board table. I believe youth need to be a bigger part of all decision making at various levels of government. I hope to gain valuable experience and further my leadership skills and create relationships along my journey as trustee. I look forward to every bit of it!

Awuh a. TLo. (Goodbye)



May at David Stoddart School has brought with it some exciting collaboration with elders and community leaders. Recently, grade 4-6 and 7-9 classes were fortunate to have Ms. Julie and Archie Antoine at the school to show them how to make traditional medicines from local plants. Students learned how balsam, cedar, dandelion etc. may be used to treat inflammation, repel insects, and manage pain. Moving forward DSS has exciting plans with their friends at High Bar to further the commitment to offering more land-based learning. As the weather continues to improve, so too does the capacity to offer enriching opportunities to learn about the beautiful history of this land and those who have inhabited it for centuries.



Students at Kumsheen Shchema-Meet School (KSS) learned how to carve soap stone with local knowledge keeper Charlie Brown, Charlie Brown is a nationally recognized artisan. Students also learned how to loom bead from Elder in Residence, Linda Peters and KSS' ASSW team. The students worked on creating bracelets for Mother's Day. Middle and high school students went on a hike into the Stein Valley for a science-based learning experience. The students were on the search for budding flora and Fauna.

May 8, 2024

Mayor Barbara Roden
Village of Ashcroft
Box 129
Ashcroft, BC V0K 1A0

Dear Mayor Roden:

Re: 2024 SILGA Resolution(s)

UBCM is in receipt of the attached resolution(s) endorsed by your Council. Your resolution(s) received endorsement at the 2024 SILGA Spring Convention.

As such, the resolution(s) will be included in UBCM Resolutions Book for the 2024 UBCM Convention in September.

Please contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process, email: jjustason@ubcm.ca.

Sincerely,



Councillor Trish Mandewo
UBCM President

Enclosure



**Adjustment of Funding Formula for Small Rural
Transit Services**

Ashcroft

Whereas operational costs for the provisions of rural transit services continue to escalate in this inflationary environment;

And whereas BC Transit budget projections for existing small rural transit services appear to have a higher percentage cost increase for community partners than the Province:

Therefore be it resolved that UBCM urge the provincial government to consider the unique challenges faced by small rural transit services and consider the diverse needs of these communities;

And be it further resolved that the provincial government through BC Transit adjust the funding formula for anticipated annual operational increases to a fair and equal cost-share formula between BC Transit and community partners.

Convention Decision:

HIGHLAND SOLAR PROJECT ENGAGEMENT

WHEN: JUNE 12TH 2024
2:30PM-4:30PM
(CHIEF, COUNCIL & STAFF)
5:30PM-7:30PM
(LEADERSHIP AND
COMMUNITY)



**WHERE: ASHCROFT
COMMUNITY HALL**

The Lower Nicola Indian Band (LNIB) and Recurrent Energy will be hosting a engagement on the Highland Solar project.

LNIB and Recurrent Energy want to hear from you on this solar project. Everyone is welcome to join us on learning about this project, asking questions and being apart of it.

Dinner will be served at 5:30pm.

**WE HOPE TO SEE
YOU THERE!**

If you have any questions please contact Jayda Clark 250-378-5157 or email jayda.clark@lnib.net



**LOWER NICOLA
INDIAN BAND**

**RECURRENT
ENERGY**

A subsidiary of Canadian Solar



BC INTERIOR
COMMUNITY
FOUNDATION

HERE FOR GOOD



May 12, 2024

Village of Ashcroft Office

Attention: Mayor and Council
Box 129, Ashcroft, B.C. V0K 1A0

Dear Mayor and Council,

As we finalize our accounting for the fiscal year 2023, we are delighted to inform you that, thanks to the invaluable support of our donors, the BC Interior Community Foundation disbursed a total of \$573,456 to deserving students and charitable organizations operating within our region. This assistance serves to empower them in their endeavors, enabling them to pursue their objectives and sustain their important work.

Enclosed, you will find your annual Fundholder Statement and a Fund Activity Sheet for your review. Of note in the Fundholder Statement is the "Donations from another fund" category, indicating the grant made by BCICF to supplement your community's Smart and Caring Fund. While you may not have initiated the fund held at BCICF for your community, we are delighted to have the opportunity to provide grants that benefit local projects and initiatives in your area.

As always, we would like to make it easy for donors in your area to support your community. I am pleased to inform you that BCICF is equipped to accept donations in many forms, including cash, cheque, online donations, as well as donations of stocks and securities. We provide donors with tax receipts for their contributions and ensure that the gift is credited to your town's Fund, allowing for continued growth and impact.

Looking ahead, we're thrilled to announce the celebration of our Foundation's 40th Anniversary in 2024. Plans are underway for a special event to express our gratitude for your ongoing support. Please mark your calendars for September 12th as we embark on a journey through time together.

Furthermore, our **Annual General Meeting will take place on June 12th, from 5 – 7pm** at the DoubleTree by Hilton, 339 St. Paul Street, Kamloops. We invite you to join us for stories, appetizers and fellowship.

If you have any questions or would like to discuss potential collaborations, please do not hesitate to reach out. We are here to support you every step of the way.

Warm regards,

Wenda Noonan, Executive Director

Fundholder Statement for the following Fund: Ashcroft-Cache Creek Community Smart and Caring Fund*





Fundholder statement for January 1, 2023 to December 31, 2023

Ashcroft-Cache Creek Community Smart and Caring Fund

ENDOWMENT ACTIVITY

Opening Endowed Fund Balance: January 1, 2023	\$ 2,568.08
Donations to fund	\$ 1,588.65
Automatic Transfers from interest	\$
Transfers from other funds	\$
Requested Transfer from interest	\$ 2,431.92
Closing Endowed Fund Balance: December 31, 2023	\$ 6,588.65

INTEREST ACTIVITY

Opening Interest Balance: January 1, 2023	\$ 1,055.46
Donations from another fund	\$ 2,659.22
Donations to top up interest (for granting)	\$
Grants automatically made from this fund	- \$
Grants made throughout the year	- \$ 1,266.00
Automatic Interest transferred to endowed	- \$
Requested Interest transferred to endowed	- \$ 2,431.92
Interest transferred to another fund	- \$
ANNUAL FUND EARNINGS	\$ 356.69
BCICF Administration Fee	- \$ 65.16
Closing Interest Balance: December 31, 2023	\$ 308.29

Notes:

YOUR FUND AT A GLANCE

(December 31, 2023)

Endowed Fund Balance
\$ 6,588.65

Net Fund Earnings
\$ 291.53

2024 SCHEDULED FUND ACTIVITY

Automatic interest transfer and grant distributions.

Opening Interest \$ 308.29

Interest transferred to endowed - \$ 0.00

Scheduled grants..... - \$ 0.00

Grants transferred to another fund - \$ 0.00

Grants received from another fund - \$ 0.00

Remaining funds available for granting or student awards \$ 308.29

Note to scholarship and bursary fundholders: There may be unclaimed student awards included in this total.

Financial Stewardship

Investment Committee

Jeff Carter, Chair
Hugh Fallis
Greg Peace
Greg Reid



Fundholder Activity Sheet

January 1, 2023 to December 31, 2023

Ashcroft-Cache Creek Community Smart and Caring Fund

Donations

Date	Donor	Tribute	Amount
13-Oct	RSW And Ancestor Foundation		\$1,588.65

Total \$1,588.65

Disbursements

Date	Event	Recipient	Student	Amount
29-Nov	2023 - Fall Community Grants	Ashcroft and District Hospice		\$1,266.00

Total \$1,266.00

MAY					
Motion No.	Motion	Staff Responsible	Comments	Time line	Status
2024 MOTIONS					
R-2024-87	THAT, the Five Year Financial Plan Bylaw No. 867, 2024 be adopted.	EA			completed
R-2024-88	THAT, Tax Rates Bylaw No. 868, 2024 be adopted	EA			completed
R-2024-89	THAT, the Village of Ashcroft Fees and Charges Bylaw No. 869, 2024 be adopted.	EA			completed
R-2024-90	THAT, in light of the significant damage to the Japanese Mural at Heritage Park, it is proposed that Council send a report to the Mayor and Council of Bifuka, expressing our concern, and extend an invitation to artists from Bifuka to consult with us on developing a plan to move forward.	CAO			completed
R-2024-92	JP Pow Wow Society - Receive for Information.	EA	Direction to staff - forward a copy of the Village's grant in aid policy.		completed
R-2024-93	THAT, the Village of Ashcroft proclaims that June 17th, 2024, shall be known as "Hope Air Day" in recognition of the invaluable contributions made by Hope Air to the health and well-being of individuals in British Columbia's remote, rural and underserved communities.	EA	Post Proclamation		completed
R-2024-94	THAT, the Village donate a gift basket valued up to \$75.00 for the Plein Air event consisting of a Village charcuterie board, wine glasses and a bottle of wine.	CAO			completed
R-2024-96	THAT, the Village of Ashcroft send a letter to IHA asking them to update the Ashcroft Urgent Primary Care website to reflect actual services provided and post positions that are available.	CAO	Letter sent		completed



POLICY REVIEW COMMITTEE

Meeting Notes

Thursday April 25, 2024 at 10:00 am

In Attendance: Mayor, Barbara Roden
Councillor, Jessica Clement
CAO, Daniela Dyck

EA, Kris Hardy – Recording Secretary

1. Discussion

- a. Determine Process for Review
 - a. How will policies for review be determined?
 - Policy Manual to be made up and handed out
 - Policy list perhaps by review date done in an Excel Spreadsheet
 - b. How often will the committee meet?
- b. Policies for Review
 - Council Committee and Board Appointments – general review and update
 - Update policy reflecting Working Groups & Committees
 - Standing Committee to consist of Finance Committee, Special or External Board Liaisons and Internal Liaisons
 - At the Inaugural meeting following an election, a list of External and Internal Liaisons will be distributed looking for expressions of interest and brought to a Committee of the Whole meeting and reviewed every 2 years
 - Delete Corporate Committee
 - Add an Addendum for oath of confidentiality for public members on committees
 - Cellular Telephone Allowance – to be reviewed after a general election
 - No changes
 - Hours of Work Policy – requires update
 - Remove outside crew hours
 - Add “from time to time office will be closed for a period of up to one full day for purposes of staff training; public notice of any office closer will be no later than 1 week in advance”
 - Rename Policy to Office Closure Policy
 - Public Engagement Policy – past review date
 - No changes required
 - Indigenous Collection & Repatriation Policy – draft policy for review
 - Add and “s” to “it” (policy statement)

- Add “Possibility” of active repatriation clause
- Timeline is good – minor modifications – remove “prompt handling” under Procedure & Response

2. Next Steps

- a) Complete list of Policies
- b) Terms of Reference
 - Council or Staff to identify need for a new policy
 - Bring new policy to Policy Review Committee first for consideration; recommend changes, and updates agreed upon
 - Policy to Council for review
 - Frequency of Meetings – Monthly the 3rd Thursday of the month at 10:00 am unless meeting falls on a TNRD day then reschedule to the 4th Thursday.

3. Date for Next Meeting

- Next Meeting: Thursday, May 23, 2024 @ 10:00 am

4. Adjournment

Meeting adjourned 10:55 am

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



Kris Hardy, EA
Recording Secretary



**Joint Para- Transit Committee
Meeting Agenda
May 15, 2024 - 11:00 am
Ashcroft Village Office-
ZOOM**

In Attendance: Elis Wren, BCT
Anthony Mirando, BCT
Michelle Wall, YCS (zoom)
Christine Peterson, YCS
Damian Couture, VoCC
Brian Doddridge, VoC (zoom)
Daniela Dyck, VoA
Cnclr. Park, VoC (zoom)

Regrets: Director, Tricia Thorpe, TNRD Area "I"
Cnclr. Peters, VoCC
Cnclr. Davenport, VoA

1. Welcome

Introductions – Daniela welcomed everyone to the meeting and asked attendees to introduce themselves as there were guests at the meeting.

2. Review of Notes from March 20, 2024, Meeting

Distributed previously and attached. – No edits required

**3. Additions to or Deletions from the Agenda
None**

4. Unfinished Business

a. Rider Guide – Updated and attached:

Michelle confirmed that the guides are received at YCS, and she will distribute them to the communities with the bus driver.

b. HUB Bus Station Utilization – Update

Daniela confirmed that there have been only six (6) pick up/drop off at the HUB bus stop. It was agreed that the HUB bus stop requires promotion to build rider awareness.

c. Promotion Poster – Draft

Elise will assist with edits prior to forwarding poster for approval to BCT. It was noted this poster is very “wordy” with the intent to disseminate information, future posters will have more images and be more fun and engaging.

d. Lobby at UBCM - SILGA Resolution

Discussion included attendees at the Minster Meetings if approved. Consider 1 -2 staff and 3 council members as delegation.

Elise commented that similar resolutions from other regions have also been considered at regional conferences such as Kootenay Boundary (KBRD) and Central Kootenay (CKRD). It seems that other rural transit systems have the same concerns.

Resolution is attached.

5. Business

a. BC Transit Government Relations Manager – Elise Wren – update

- Elise noted she is the main point of contact for BCT and the Transit committee.
- Priorities are to monitor risk and reputational risk for the transit system.
- Elise presented a brief power point highlighting ridership trend for the system:
 - Ridership has surpassed pre COVIUD levels.
 - Ridership is tracking with the rest of the province.
 - There appears to be a strong return to transit.
 - Revenue does not seem to be matching up with ridership – Elise will investigate further. This could be due to the special transit request issue currently being resolved.

Bus during Pool hours between Cache Creek and Ashcroft Pool

- Stop at the pool would add approximately 2 minutes per trip to the bus schedule.
- No additional costs will be incurred if the committee wants to move forward with the stop.
- Work with Michelle to implement the additional stop.
- Wait for pool schedule to coordinate the bus stop.

b. YCS – Transit Manager – Michelle Wall – update

- April 24 – We did a 2-hour mandatory Customer Service Training with Drivers. This training was provided by BC Transit with examples and videos in a power point presentation. Will be offered again to the drivers unable to attend.
- Annual Fleet Inspection – Held on May 13 & 14 in Clearwater and May 15 in Lillooet. Doug Walker, our Fleet Inspector came out from Victoria to inspect the buses and review our Transit records. Report from Transit to follow.
- New Updated Riders Guide has arrived. It is already available on the BC Transit Website. Links to the Guide are on our YCS website and the Village of Ashcroft website. I will send out paper copies to the Village of Ashcroft with the Driver next

week. I just emailed the new link to Cache Creek and Clinton admin contacts for their websites as well.

- Requests for Transit due to Wildfire and Emergency Situations. T-Comm from BC Transit is the first point of contact. They will authorize the use of the bus and gather initial details. Once approved, I will contact the driver and make arrangements as instructed.

T-Comm is available 24-7 @ (250) 419-5900. Contact Info for YCS as follows:

Michelle Wall – Transit Manager (250) 674-2356
Nikki Vincent – Chief Operating Officer (250) 674-7063
Christine Peterson – Chief Executive Officer (778) 220-4234
Kathy Green – Chief Financial Officer (250) 674-1649

- Still looking to fill the Lillooet Health Connections transit driver position out of Lillooet. Kevin (the current driver) has accepted a new casual position with the Lillooet School District. His training for that position will begin early June. The post to advertise the Health Connections position has run in the Lillooet News Paper and will run again in the next issue. Kevin mentioned there were some inquiries on the bus, so I'm hopeful someone will come forward soon. If you know of any Class 1, 2, or Unrestricted Class 4 drivers in Lillooet please send them my way.

c. Community Updates:

- Clinton
 - Installation of bus shelter ongoing at the Public Washroom location
- Cache Creek
 - Installation of bus shelter ongoing
- Ashcroft
 - Annual Operating Agreement (AOA) – Daniela requested committee recommendation to sign the agreement, noting this is the same blanket agreement that BCT uses with all rural transit systems and the budget impact is disseminated to each community by CFO Bhalla prior to budget deliberations.
 - The Para Transit committee recommendation to Council is to endorse the agreement for signature.

6. Summary of Ridership/Financial

- a. Report of Revenue and Ridership to April 30, 2024

7. New Business

8. Questions

Christine Petersen thanked Michelle for the comprehensive update.

Cnclr. Park requested an update for Next Ride

Going live this summer – Elise will contact the team and email the committee members.

The App makes updates to the rider guide easier.

Rider guide will be less static.

9. **Date for Next Meeting** – August 21, 2024, at 11:00 am - Village of Cache Creek – Zoom

10. **Termination**

Meeting was adjourned at 11:40 am

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

A handwritten signature in black ink, appearing to read "Daniela Dyck". The signature is fluid and cursive, with a large initial 'D'.

Daniela Dyck, CAO – Village of Ashcroft

Resolution

Sponsor: Village of Ashcroft

Title: Adjustment of Funding Formula for Small Rural Transit Services

WHEREAS, operational costs for the provisions of rural transit services continue to escalate in this inflationary environment; and

WHEREAS, BC Transit budget projections for existing small rural transit services appear to have a higher percentage cost increase for community partners than the Province;

THEREFORE, BE IT RESOLVED that the Provincial Government is urged to consider the unique challenges faced by small rural transit services and take into account the diverse needs of these communities; and that the Provincial Government through BC Transit adjust the funding formula for anticipated annual operational increases to a fair and equal cost-share formula between BC Transit and community partners.



POLICY REVIEW COMMITTEE

Meeting Notes

Thursday May 23, 2024 at 10:00 am

In Attendance: Mayor, Barbara Roden
Councillor, Jessica Clement
CAO, Daniela Dyck

EA, Kris Hardy – Recording Secretary

1. Discussion

- a. April 25, 2024 Meeting Notes – approved
- b. Draft Terms of Reference
 - Change to the fourth Thursday of the month 10:00 am.
 - In the event of a scheduling conflict, the meeting will be set at a mutually agreeable date.
- c. Policies for Review
 - Council Committee and Board Appointments – review revised policy.
 - Japanese Mural Committee
 - move to schedule of committees
 - Active Standing Committees
 - change Finance Committee to 3 members (no alternate)
 - Active Internal Boards
 - Inter-Community Bylaw Enforcement – Remove from list
 - External, Internal & Working Groups
 - remove actual list and attach as a Schedule
 - remove committee lists from the policy
 - Check Procedures Bylaw to make sure Council Committee and Board Appointments policy is compliant with bylaw.
 - Hours of Work Policy #A-05-2021
 - Policy Review Committee recommends repeal of Hours of Work Policy A-05-2021
 - Office Closure Policy – review draft policy. Recommendation for Council approval at their May 27, 2024 Council Meeting
 - Indigenous Collection & Repatriation Policy – edited draft policy for review
 - Delete “reverence” in last paragraph of “Intent’ section

- Under paragraph 2, “Procedure & Response to Repatriation Requests: add “Applications in off-hours will be forwarded to the Curator of the Museum at the opening of the museum season.

d. Select Policies for Review from Binder:

A-01-2019 Audio and Video Recording of Council Meetings Policy – remove “media” in 3 sentences

- Under Policy: Change to: This Policy addresses all public requests from bonafide organizations to video or audio record regular Council meetings.
- 1.1: remove “from a member of the media”
- 1.2: end sentence at Council
- 1.5: Change to: The Village reserves the right to deny permission to or from anyone whose activities run counter to etc.
- 4.1: remove all contents of the paragraph and re-number paragraphs
- 4.2: The mayor will “indicate”, removed “direct” when the audio/visual recording may begin
- 4.3 remove “member of the media replace with “person recording”
- Addendum “A” Application to Record – remove section “Will additional lighting, power, etc. be required? And how will it be set up?”

Next policies to review:

- IT Equipment Policy
- Asset Management Policy
- Social Media Policy

2. Next Steps

Finish up Binders for June 10, 2024 and distribute at Council Meeting

3. Date for Next Meeting

- Next Meeting: Thursday, June 27, 2024 @ 10:00 am

4. Adjournment

Meeting adjourned at 11:05 am

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

Kris Hardy, EA
Recording Secretary

Terms of Reference: Policy Review Committee

A committee, appointed by Council, has been established to review existing policies, recommend amendments, repeals, or the development of new policies. The committee ensures that there is an ongoing cycle of policy review to keep them aligned with current bylaws, legislation, and best practices within the Village of Ashcroft.

1. Committee Composition:

- The Policy Review Committee consists of two members of Council and the Chief Administrative Officer (CAO).
- Other staff members may be invited to participate as needed, particularly when policies under review directly impact their departments.
- The Executive Assistant is appointed as the recording secretary.

2. Purpose:

- The Policy Review Committee is tasked with reviewing new and existing policies, making recommendations for adoption, amendment, or repeal.

3. Procedure:

New Policy Development:

- When the need for a new policy is identified by Council or Staff:
 - Staff will develop a draft policy for review.
 - The draft policy will be presented to the committee for review, edits, and recommendations before being forwarded to Council for approval.

Review of Existing Policies:

- Policies identified by staff as outdated and requiring review will be brought to the committee.
- The committee will review these policies, suggesting amendments or recommending repeal.
- Recommendations will be forwarded to Council for approval.

Regular Review Schedule:

- Staff will select three random policies for review at each Policy Review Committee Meeting.

4. Meeting Schedule:

- The Policy Review Committee will convene monthly.
- Meetings will be held on the fourth Thursday of each month at 10:00 am.
- In the event of a scheduling conflict, the committee will meet on another mutually agreed upon day at 10:00 am.