



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, JUNE 10, 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 Regular Meeting of Council held Monday, May 27, 2024 M/S <i>THAT, the Minutes of the Regular Meeting of Council held Monday, May 27, 2024 be adopted as presented.</i>	P. 1-5

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		
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6. STAFF REPORTS

REQUEST FOR DECISION		
6.1		
FOR INFORMATION		
6.2	CAO Report – Introduction of Draft 2023 Annual Report Purpose: To introduce the draft 2023 Annual Report and make it available for public input for the next 14 days.	P. 6-88

6.3	CAO Verbal Report Purpose: The purpose of this report and future reports is to provide information to Council that may not come up during the Regular meetings or Committee of the Whole. Topics will include operational updates, or other areas of interest to the village.	P. 89
6.4	EDTC Report – Branding Community Consultation Purpose: To update Mayor and Council on the Community Consultations that were held on May 28, 2024.	P. 90
6.5	BEO Report – Local Government Compliance & Enforcement Association of BC (LGCEA) 2024 Annual Conference Purpose: To provide Council with a summary of the LGCEA Conference.	P. 91-93

7. CORRESPONDENCE

FOR ACTION		
7.1		
FOR INFORMATION		
7.2	City of Campbell River – Letter to Hon. Bruce Ralston regarding the provincial government’s recent management of forest practices	P. 94-95
7.3	TNRD – Public Encouraged to Participate in Aberdeen Tiny Library Survey	P. 96
7.4	TNRD – Contract Awarded for Monte Creek Firehall Construction	P. 97
7.5	TNRD – Preventing Waste Outside of the Home Questionnaire Opportunity	P. 98
7.6	TNRD – Regional Solid Waste Management Plan Amendment Request	P. 99-113
7.7	TNRD – TNRD Board Awards Spring 2024 Regional Grant-In-Aid Funding	P. 114
7.8	UBCM – Nominations for 2024 Convention	P. 115-116

8. UNFINISHED BUSINESS

8.1	Task Manager – Motion Tracker	P. 117-118
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9. NEW BUSINESS

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

10.1		
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11. COUNCIL REPORTS

11.1	Mayor Roden	
11.2	Councillor Anstett	



11.3	Councillor Clement	
11.4	Councillor Davenport	
11.5	Councillor Lambert	

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

REGULAR MINUTES

**FOR THE MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS OF THE VILLAGE OFFICE AT
6:00 PM ON MONDAY, MAY 27, 2024**

PRESENT: Mayor, Barbara Roden
 Councillor, Jonah Anstett – via Zoom
 Councillor, Jessica Clement
 Councillor, Nadine Davenport
 Councillor, Doreen Lambert

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

EXCUSED:

Media – 1
 Public – 2

CALL TO ORDER

Mayor Roden called the Regular Meeting of Council for Monday, May 27, 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.”

1. ADDITIONS TO OR DELETIONS FROM THE AGENDA

M/S Roden / Clement

THAT the Agenda for the Regular Meeting of Council on Monday May 27, 2024, be amended to include Marian Lowe as a Delegation, replace Schedule “A” page 20 on the agenda with the revised version, and add CAO Verbal Report under item 6.3 Staff Reports For Information.

CARRIED. Unanimous. R-2024-97

2. MINUTES

2.1	Minutes of the Town Hall Meeting held Monday, May 13, 2024 M/S Clement / Lambert <i>THAT, the Minutes of the Town Hall Meeting of Council held Monday, May 13, 2024, be adopted as presented.</i>	CARRIED. Unanimous R-2024-98
2.2	Minutes of the Regular Meeting of Council held Monday, May 13, 2024 M/S Davenport / Lambert <i>THAT, the Minutes of the Regular Meeting of Council held Monday, May 13, 2024, be adopted as presented.</i>	CARRIED. Unanimous R-2024-99

3. DELEGATIONS

<p>3.1</p>	<p>Marian Lowe – Design CoCreate Brief presentation of the public input process for the logo and tag line design Ms. Lowe introduced Council to the branding process stating she was very pleased with Councils direction to include community consultation. Ms. Lowe noted the following in her presentation:</p> <ul style="list-style-type: none"> • Brand is not just a logo, it is a sense, feeling or perception people have about The Village of Ashcroft based on their expectations, memories, stories, experiences and relationships. • In the brands foreground we have the activity of human life — the total of lives lived in this community and the visible and invisible imprints that remain as a result of that activity. • In the brands background we have the scenery, the space and particular earthy features of the landscape that provide the background for all activity. The background may change with the cycles of the seasons and times of the day. • Ashcroft’s branding journey is at the gathering data and then pull it all together phase. This information will guide the design process. • How we receive/perceive a brand will most often be affected by preconceived views based on personal experience or word of mouth. The role of a brand’s visual identity (which includes elements such as a logo and a tagline) is to confirm or correct those assumptions. Visual identity includes the logo and tag line and will confirm or correct incorrect assumptions perceived in Ashcroft. • A logo is a symbolic representation of a brand. It is designed to communicate the purpose and specific qualities of a brand in a relevant and meaningful way so that people can identify and remember that brand visually. • To the best of our ability, we will develop a brand from the information collected through the community consultations, survey and other engagements with Council and community. • Lastly, Ms. Lowe provided a map of the process and the journey as we embark on developing a new logo. • Ms. Lowe assured Council that she will continue to work on the brand until we have something that is relevant usable. <p>Mayor Roden thanked Ms. Lowe for her presentation and opened the floor for questions: Council asked how long the community consultations meetings are intended to be - 1 hour</p>	
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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	<p>Hours of Work Policy A-05-2021 M/S Clement / Davenport <i>THAT, Policy A-05-2021 – Hours of Work Policy be repealed as per Policy Review Committee recommendation.</i></p>	<p>CARRIED Unanimous R-2024-100</p>
5.2	<p>Office Closure Policy – A-05-2024 M/S Davenport / Lambert <i>THAT, the Office Closure Policy A-05-2024 be adopted as presented as per the Policy Review Committee recommendation.</i></p>	<p>CARRIED Unanimous R-2024-101</p>
5.3	<p>Indigenous Collection and Repatriation Policy A-06-2024 M/S Lambert / Clement <i>THAT, the Indigenous Collection and Repatriation Policy A-06-2024 be adopted as presented as per the Policy Review Committee recommendation.</i></p>	<p>CARRIED Unanimous R-2024-102</p>
5.4	<p>CAO Report – Council Committee and Board Appointment Policy Revision 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. M/S Clement / Lambert <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>M/S Roden / Lambert <i>THAT, the revised Schedule A be approved by Council and added to Policy C-01-2024.</i></p>	<p>CARRIED Unanimous R-2024-103</p> <p>CARRIED Unanimous R-2024-104</p>

6. STAFF REPORTS

REQUEST FOR DECISION		
6.1	<p>CAO Report – UBCM Minister Meeting Requests 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. M/S Clement / Devenport <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>Discussion:</p>	<p>CARRIED Unanimous R-2024-105</p>

	Consider what problem are we trying to solve with the Minister meeting requests and bring back recommendations for other possible Minister or MACC staff meetings at UBCM. CAO will schedule a COTW meeting for June 10 th to discuss Minister meeting requests for UBCM.	
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 Davenport / Clement <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>Discussion regarding the regionalization BC Transit has initiated and including this discussion during the Minister meetings at UBCM with Minister Flemming.</p>	CARRIED Unanimous R-2024-106
FOR INFORMATION		
6.3	<p>CAO Verbal Report</p> <p>CAO Dyck provided a brief update on the public notice and engagement for the branding process.</p>	

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 Lambert / Davenport <i>THAT, Council approves the route as proposed for the Annual Skips Memorial Charity Run and further that the Ashcroft Terminal and Arrow be advised of the additional pedestrians on the Road.</i></p>	CARRIED Unanimous R-2024-107
7.2	<p>Regional District of Nanaimo – Legislative Reform Initiative – Request for Letter of Support endorsing this work</p> <p>M/S Roden / Clement <i>THAT, Council sends a letter in support of the Regional District of Nanaimo’s endorsing that UBCM establish a working group to steer a comprehensive review and reform of the Local Government Act.</i></p>	CARRIED Unanimous R-2024-108
7.3	School District #74 – May 2024 Board Bulletin	
7.4	UBCM – In Receipt of the Village of Ashcroft Resolution from SILGA Convention – Adjustment of Funding Formula for Small Rural Transit Services	
7.5	Highland Solar Project Engagement – June 12th, 2024 Ashcroft Community Hall	
7.6	BC Interior Community Fund – Fundholder Statement for January 1, 2023 to December 31, 2023 – Ash-Cache Creek Community Smart and Caring Fund	



8. UNFINISHED BUSINESS

8.1	Task Manager – Motion Tracker	
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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	
10.2	Para-Transit Committee – Minutes – May 15, 2024	
10.3	Policy Review Committee – Meeting Notes – May 23, 2024 M/S Clement / Davenport <i>THAT, Council approves the Terms of Reference for the Policy Review Committee as presented.</i>	CARRIED Unanimous R-2024-109

11. COUNCIL REPORTS

11.1	Mayor Roden June 8, at 11:00 am - Long awaited ribbon cutting and grand opening of the Loon Lake Fire Hall June 8 th at 8:45 am Mayor Roden is hosting a Walking Tour of downtown Ashcroft for the spouses, partners and artists attending the Plein Air event.	
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

Mayor Roden adjourned the Regular Meeting of Council for Monday May 27, 2024, at 6:55 pm.

Certified to be a true and correct copy of the Minutes of the Regular Meeting of Council held Monday, May 27, 2024.

Daniela Dyck,
Chief Administrative Officer

Barbara Roden,
Mayor

TO: Mayor and Council

MEETING DATE: June 10, 2024

FROM: Daniela Dyck, CAO

SUBJECT: Introduction of the 2023 Annual Report

RECOMMENDATION:

For Introduction Only

PURPOSE:

To introduce the draft 2023 Annual Report and make it available for public input for the next 14 days.

Respectfully Submitted by:



Daniela Dyck,
Chief Administrative Officer

BACKGROUND:

Each year, all municipalities in British Columbia must compile, make available for public inspection, an annual report that includes:

- The municipality's audited annual financial statements for the previous year
- A list of the permissive tax exemptions provided by the municipal council, and for each exemption, the amount of property tax that would have been imposed during the previous year if the exemption had not been granted
- A report on the municipality's services and operations for the previous year
- A progress report on the performance of the municipality with respect to established objectives and measures
- A statement of objectives and measures that will be used as the basis for determining the municipality's performance during the current year and following year
- The details of any declarations of disqualification made against individual council members during the previous year

DISCUSSION:

In addition to the above noted item that are required to be in the Annual Report, Council may include any other information that it deems appropriate. In the attached draft annual report for 2023, all requirements are included as well as other project and operational information. It is impossible to comment on each project or activity undertaken by Council and staff throughout the year; however, many are highlighted in the report.

Once completed, the annual report must be made available for public inspection. After making the report public, council must wait a minimum of 14 days before holding an annual meeting on the report. This

provides citizens with time to review the annual report, ask questions and prepare submissions. Council must give notice of the date, time and place of the annual meeting.

The Draft Annual Report was posted to the Village website on Friday June 7, 2023, to meet the minimum 14 day requirement. Public will be able to provide input or seek clarification during a COTW meeting which is scheduled for 5:30 pm on Monday June 24, 2024.

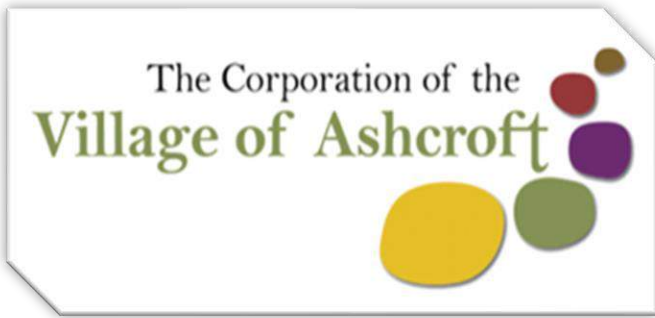
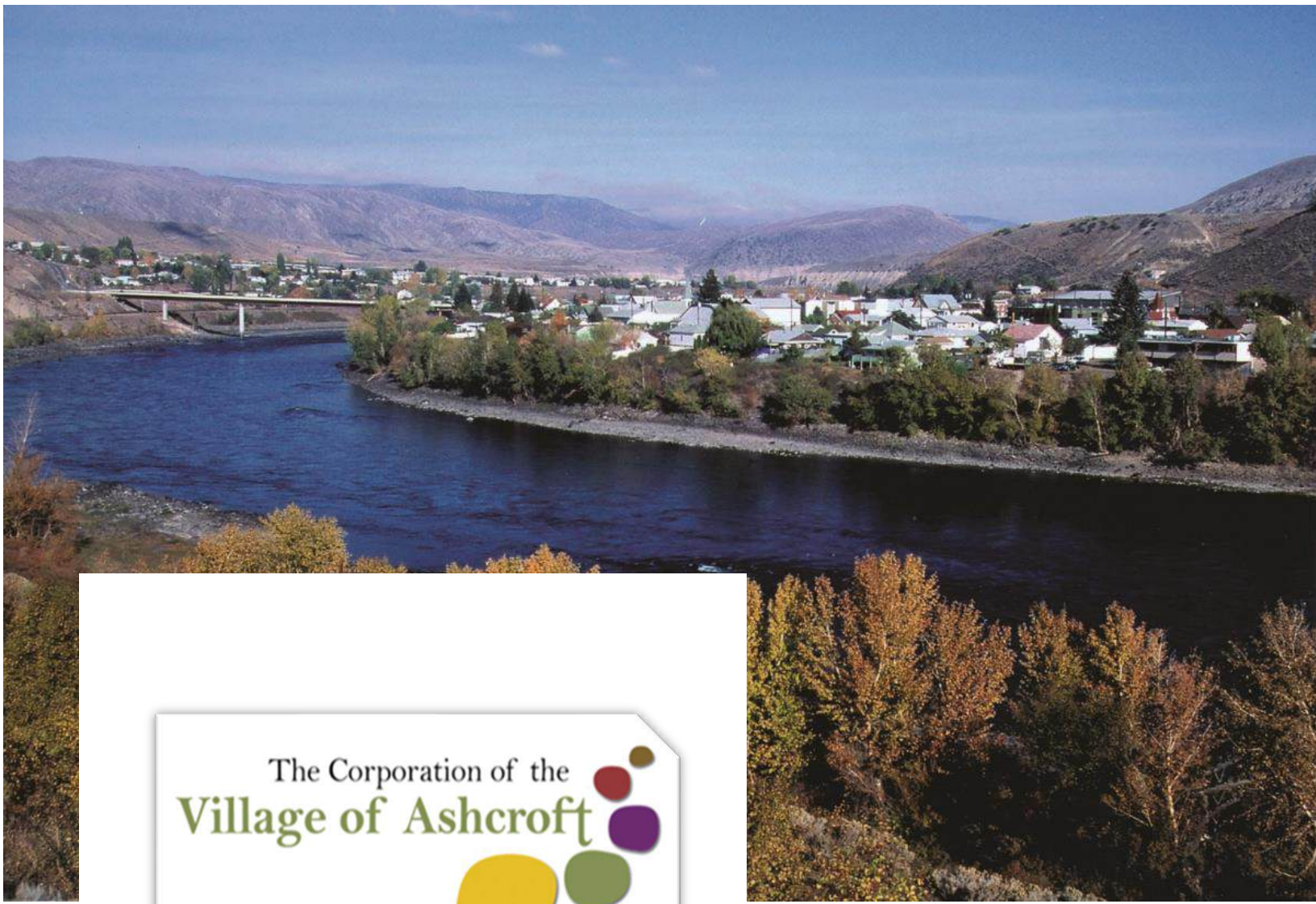
Strategic/Municipal Objectives

Legislative Authority

Financial Implications

Attachment Listing

Draft 2023 Annual Report



DRAFT

ANNUAL REPORT 2023

The 2022 Village of Ashcroft Annual Report
was adopted by Council on
CARRIED -
Motion #

Village of Ashcroft Municipal Office



601 Bancroft Street

PO Box 129

Ashcroft, BC V0K 1A0

Telephone: (250) 453-9161

Fax: (250) 453-9664

Email: admin@ashcroftbc.ca

Website: www.ashcroftbc.ca

Facebook: <https://www.facebook.com/VillageofAshcroft>

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2023 ANNUAL REPORT



Located on the banks of the Thompson River, just 5 minutes off Hwy. 1, where the Gold Rush Trail and the Railway meet. Residents enjoy the charm, history, outdoors, parks, a variety of visual and performing arts, art walk, shops and fresh locally sourced produce.

Truly a community kissed by the sun!



MESSAGE FROM THE MAYOR

To be inserted



.....
Mayor, Barbara Roden



2022 - 2026 MAYOR AND COUNCIL

Councillor Jonah Anstett, Councillor Doreen Lambert, Councillor Jessica Clement, Councillor Nadine Davenport,
Mayor Barbara Roden

ASHCROFT COUNCIL

The Village of Ashcroft is governed by an elected Council comprised of the Mayor and four Councillors. The Mayor and Councillors elected October 15, 2022, will serve the Village of Ashcroft through to October 2026. Members of Council are elected at large meaning they each represent the community as a whole, rather than only one specific geographic portion of the community.

Regular Council meetings are scheduled for the second and fourth Monday each month beginning at 6:00 pm in Council Chambers and are livestreamed through the HUB Online Network. Meetings are open to the public. In addition to Council meetings, the Village of Ashcroft may schedule less formal Committee of the Whole meetings whereby Council may consider items but not decide on business matters. These meetings are at Council's discretion and are generally scheduled prior to a Regular Council meeting. The Committee of the Whole meeting is limited to providing direction to staff and preliminary consideration of matters (prior to Council consideration and adoption).

MISSION STATEMENT:

The Village of Ashcroft is a welcoming, safe, and attractive community characterized by an exceptional climate and a strong sense of history and opportunity.

As stewards of the community, Village Council is committed to providing

accountable leadership by addressing our fiscal reality through strategic planning and building effective relationships.

VISION:

“The Village of Ashcroft is a welcoming, safe and attractive community where citizens have a strong sense of wellbeing, embrace their history, and believe in their future.”

GUIDING PRINCIPLES:

“As Stewards of the Public Trust, we serve All Citizens in a fair and transparent manner through:

- Accountable Leadership
- Financial Sustainability
- Social Responsibility
- Balanced Decision Making.”

“We will act with Integrity, Fairness and Compassion.”

COUNCIL APPOINTMENTS

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.

Mandatory:

- Finance Committee – B. Roden / J. Clement / D. Lambert
- Thompson Nicola Regional District Board – B. Roden / Deputy Mayor

Liaison:

- Ashcroft Fire Rescue – D. Lambert / N. Davenport
- Emergency Support Services – J. Anstett / N. Davenport
- Northern Development Initiative Trust – J. Clement / N. Davenport
- Gold Country Communities Society – B. Roden / J. Clement
- Historic Hat Creek – B. Roden / N. Davenport
- Cache Creek Environmental Assessment – J. Anstett / D. Lambert
- Para Transit – N. Davenport / B. Roden
- Communities in Bloom – D. Lambert / J. Clement
- Health Care (HAWC) – J. Clement / N. Davenport
- School District #74 – J. Clement / B. Roden
- Seniors – D. Lambert / J. Anstett
- Municipal Insurance Association – B. Roden / Deputy Mayor
- HUB Society – N. Davenport / D. Lambert

Working Groups:

Water to AIB – D. Lambert / N. Davenport
 North Ashcroft Reservoir – J. Anstett / N. Davenport
 Economic Development & Tourism – J. Clement / N. Davenport
 Bylaw Enforcement – B. Roden / N. Davenport
 Parks – N. Davenport / J. Anstett
 Trails – N. Davenport / J. Clement (Alt. D. Lambert)
 Street Safety – B. Roden / D. Lambert (Alt. J. Anstett)

Board of Variance

Mandate: To consider minor variances in siting dimensions or size requirements (side yard, back, front height and area coverage) where compliance with the Village of Ashcroft Zoning Bylaw would cause hardship.

Safety Committee

Mandate: To review and discuss safety concerns, promote safe work practices and ensure all public owned properties and buildings are safe for staff and public.

Labour / Management Committee

Mandate: to provide a forum in which Union and Management concerns or problems may be addressed and discussed informally outside of the legislated negotiations, or grievance procedures.

APPOINTED OFFICIALS

Village Officers

Chief Administrative and Corporate Officer.....Daniela Dyck
 Approving Officer.....Daniela Dyck
 Chief Financial Officer.....Yoginder Bhalla
 Director of Public WorksBrian Bennewith

Ashcroft Fire Rescue

Fire Chief Josh White
 1st Deputy Fire ChiefGreg Hiltz
 2nd Deputy Fire Chief (Acting) Nancy Duchaine

Municipal Auditors Grant Thornton LLP
 Municipal Bankers..... Interior Savings
 Municipal Engineers..... Urban Systems
 Municipal Solicitors..... Fulton & Company

VILLAGE OF ASHCROFT ORGANIZATIONAL CHART 2023

Staffing

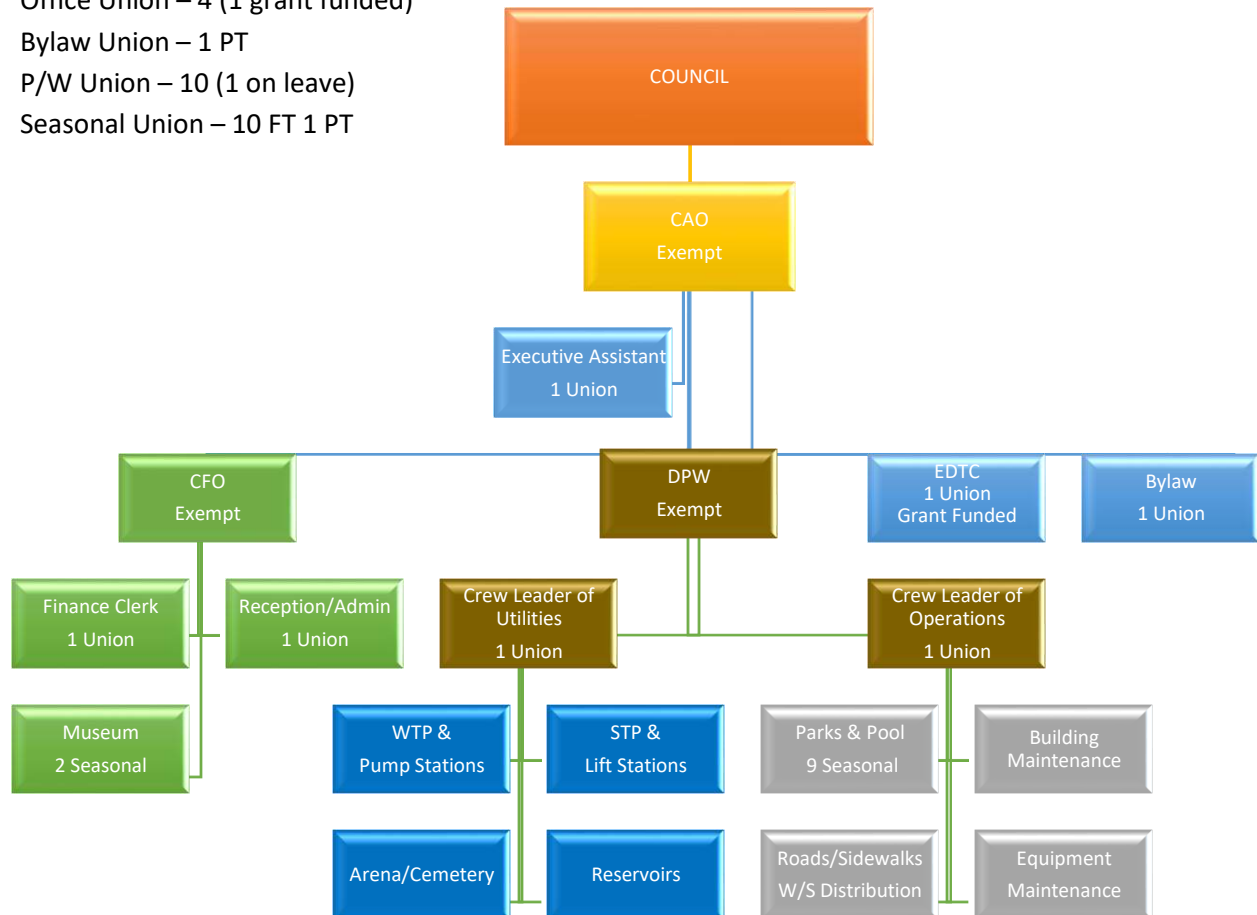
Exempt – 3

Office Union – 4 (1 grant funded)

Bylaw Union – 1 PT

P/W Union – 10 (1 on leave)

Seasonal Union – 10 FT 1 PT



Summary of Public Works positions:

2 – Crew Leaders (responsible for operations and utilities)

1 – Water Treatment Plant Operator Level 2

1 – Sewer Treatment Plant Operator Level 2

5 – Equip. Operator #1 (includes: Chief Engineer (ice plant), Arena, Parks/Cemetery, Garbage Collection, Roads, Maintenance, etc.)

1 – Equip. Operator #2 (Equipment operator and other related duties)

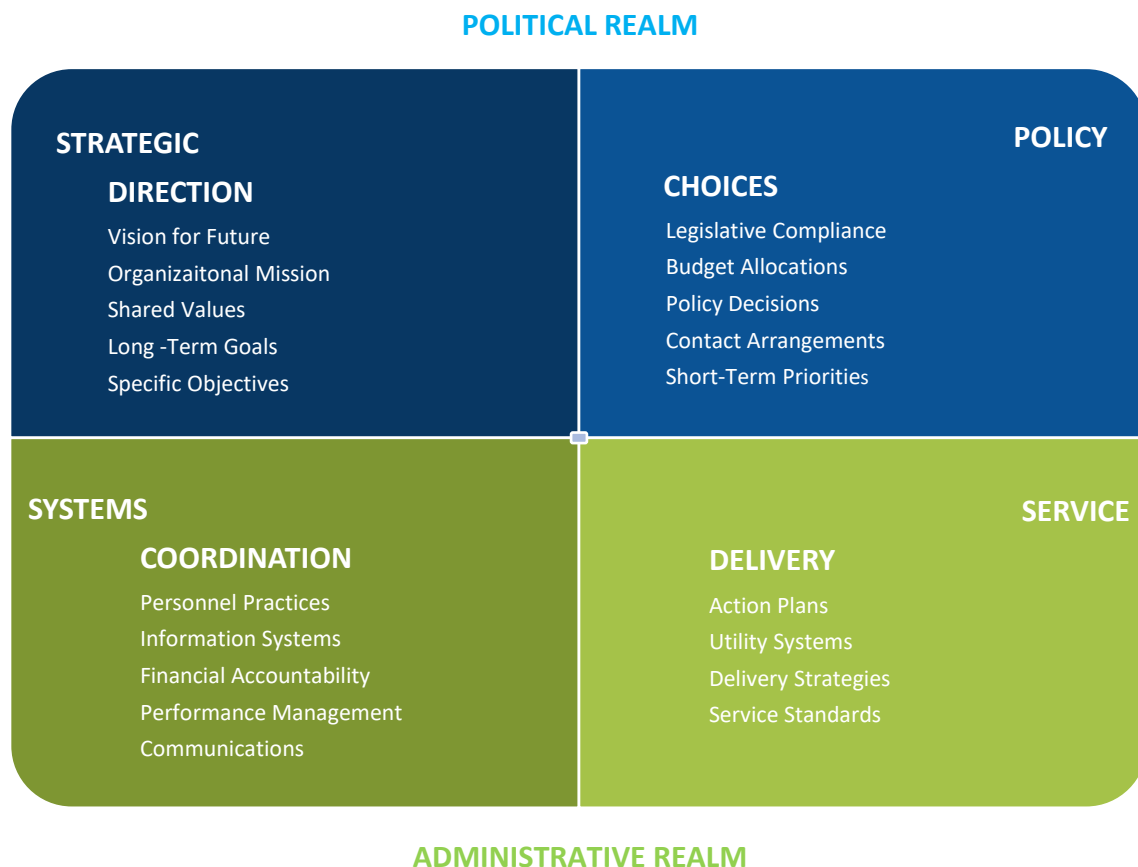
ROLES AND RESPONSIBILITIES

Local Government Functions

The Local Government Function Framework depicts the political realm as revolving around the Village's strategic directions and policy choices. It portrays service delivery and system coordination as the primary function in the administration realm.

The Elected Official Role

The Council, in the political realm, is responsible for interpreting the public interest into strategic direction and policy. Council represents, advocates, strategizes, monitors and leads the community.



The Administrative Role

The administrative realm is shielded from political interference to ensure efficient services. The CAO oversees the affairs and operations of the Village and acts as a liaison between Village staff and the Mayor and Council. The CAO provides advice and recommendations on Council related policies and emerging

issues. The CAO is responsible to Council for the efficient management of the municipal workforce, and for seeing that Council's directions and policies are implemented.

The CAO directs and coordinates the general management of business affairs of the corporation, in accordance with the bylaws, policies and plans approved by Council to ensure the delivery of high-quality services and facilities that preserve or enhance the social, economic, and physical well-being of the community. The CAO is responsible for ensuring that innovative programs and services are developed and implemented to meet the everchanging needs of the community, while ensuring fiscal responsibility.

ADMINISTRATION SERVICES

Election preparations and project work dominated much of the organizational activity for 2022 driven by the Strategic Plan. The following seven strategic priorities established by Council guided administration to the end of the elected term:

- Ashcroft Fire Rescue Sustainability - complete
- Emergency Plan Update - complete
- Heritage Park Assessment and Community Garden
- North Ashcroft Reservoir
- Storm Drainage and Run Off Study
- Trails Master Plan
- Water to Ashcroft Indian Band;

and additional Working Groups

- Economic Development and Tourism
- Para-Transit
- Intercommunity Bylaw Enforcement

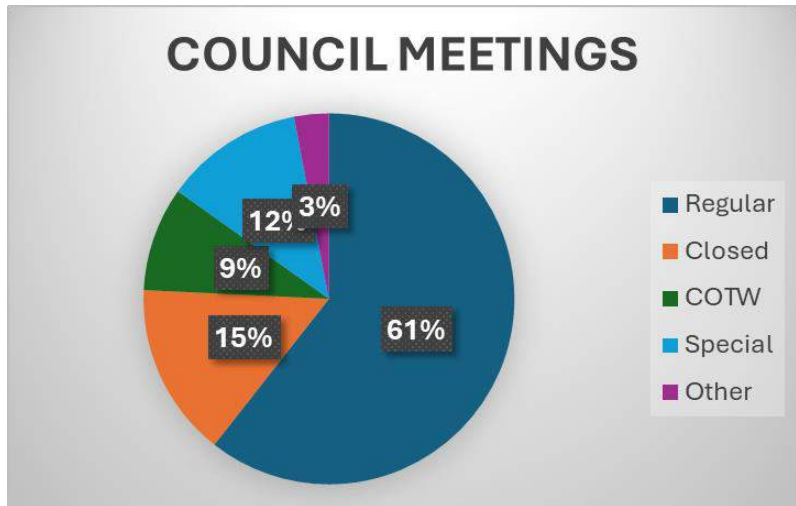
The above noted Working Groups were established as steering committees to guide staff towards project completion. The working group model has proven to be very successful, enabling Council and staff to collaborate and work on projects as a team. It is administration's responsibility to ensure the tasks are completed and the projects continue to move forward. Working Groups meet regularly and meeting notes are included on Council agendas to provide transparency for Council and the community.

In addition to the strategic priorities, other projects included in the budget or projects approved for grant funding are also initiated and completed in a timely manner. Bylaw and policy review is ongoing, bylaws requiring amendments, rewrite or repeal are prioritized and presented to Council for consideration. Policies are developed, updated or repealed as needed.

Improving communication from the office to the community was an ongoing focus for 2022. In addition to the monthly newsletters, staff continues to utilize Voyent Alert notifications and information bulletin for times of emergency, increased use of social media platforms and the LED digital sign to communicate with the community. Virtually, all Council meetings are streamed by the HUB Online Network for community participation and of course, the public is welcome to attend the meetings in Council Chambers.

Looking forward to 2023, Council and administration will continue to engage with the community and when possible, develop other forms of communication.

2023 Public Notices	
Newsletters	12
Other Notices / advertisements	37
Social Media Notices	102
Website Notices	187
Total	338



The charts above break down the types of Council meetings organized by the Village and public notices distributed in 2023. To facilitate governance of the Village, Council hosted 28 meetings open to the public for engagement and 5 closed meetings as permitted by the Community Charter Section 90(1)

COLLABORATIONS

Bylaw Enforcement:

The Villages of Ashcroft, Cache Creek and Clinton successfully established Bylaw Enforcement as a Shared Service in 2021. This collaboration is the result of a working group established in 2020 that undertook to develop bylaws and policy to establish the service. Councils of the respective communities approved the shared service allocating two days of bylaw enforcement in Ashcroft, one day in Cache Creek and one day in Clinton per week.

In 2023, the bylaw department experienced staff turnover, leading to the hiring of a new Bylaw Enforcement Officer in March. The Bylaw Enforcement Officer's duties include Bylaw review, notifying residents of non-compliance and encouraging voluntary compliance through education, engaging with residents to license their dogs, water on appropriate days, clean up undisightly premisses, follow up on business license renewals, investigate bylaw infractions and resolve resident complaints.

During the first 9 months a total of 66 complaints were resolved, primarily through volunteer compliance. 53 letters were written, and 19 fire pits were approved. The Violations and Penalties Bylaw was updated and adopted, allowing for the issuance of Bylaw Offence Notices as a final measure to ensure compliance with bylaw infractions.

Para-Transit System:

The Transit systems continues to be well utilized by residents in all three participating communities. Ridership is steadily increasing to pre-pandemic levels and an additional Bus Stop is in service at the Ashcroft HUB.

The transit systems continues to operate three days per week as detailed below:

On-request to Kamloops			
To Kamloops		To Ashcroft	
First three Mondays of the Month*			
(C)	(A)	(B)	
Lv. Public Facilities: Clinton	Lv. Ashcroft: Across from Safety Mart	Lv. Cache Creek Visitor Info Centre	Ar. Kamloops
8:30	9:20	9:45	11:00
		(B)	(A)
		Lv. Kamloops	Ar. Ashcroft: Across from Safety Mart
		3:00	4:25
			(C)
			Ar. Public Facilities: Clinton
			5:10
Booking on-request trip: Call 1-855-359-3935 one business day in advance to book a seat and for a full list of areas served. When booking, provide start and end locations, date and time of travel, and similar return trip details. Note: In Kamloops, the bus stops at Aberdeen Mall, Sahali Mall and the Lansdowne Save-On-Foods. * In months with five Mondays, service will run on the first four Mondays of the month.			

1 Ashcroft-Cache Creek-Clinton (Fixed-route)					
To Clinton			To Ashcroft		
Wednesday and Friday					
(A)	(B)	(C)	(C)	(B)	(A)
Lv. Ashcroft: Across from Safety Mart	Lv. Cache Creek Visitor Info Centre	Ar. Public Facilities: Clinton	Lv. Public Facilities: Clinton	Lv. Cache Creek Visitor Info Centre	Ar. Ashcroft: Across from Safety Mart
9:00	9:20	9:50	10:30	11:15	11:30
3:15	3:40	4:10	4:15	4:45	5:00

On-request to 100 Mile House							
To 100 Mile House				To Ashcroft			
Last Monday of Each Month							
(A)	(B)	(C)	(I)	(I)	(C)	(B)	(A)
Lv. Ashcroft: Across from Safety Mart	Lv. Cache Creek Visitor Info Centre	Ar. Public Facilities: Clinton	Ar. Save-On Foods Mall: 100 Mile House	Lv. Save-On Foods Mall: 100 Mile House	Lv. Public Facilities: Clinton	Lv. Cache Creek Visitor Info Centre	Ar. Ashcroft: Across from Safety Mart
9:00	9:15	9:45	10:45	3:15	4:15	4:45	5:00

First Nations:

Council values the relationship with neighboring communities and sees opportunities for collaboration and shared services. We continue to work with Ashcroft’s direct neighbors, the Ashcroft Indian Band (AIB), focusing primarily on providing potable water to AIB, supporting each other's grant applications and initiatives, and fostering community connections. AIB has generously offered to provide guidance as Ashcroft embarks on the FireSmart journey to safeguard the village from urban interface wildfire threats and to support private property assessments and mitigation efforts.

The councils of the two communities strive to meet at least once a year, and the Water to AIB working group meets with AIB representatives as needed. Additionally, the Village participates in celebrations at AIB, such as Indigenous Day, Truth and Reconciliation Day, and the annual Christmas Tree Lane event.

At this year's Truth and Reconciliation Day event at AIB, Mayor Roden, on behalf of Council, presented Chief Blain with a Dream Catcher. The Dream Catcher, shaped like a circle, represents

the circle of life and serves as a metaphor for the journey of the sun and moon across the sky each day and night. Its canvas catches bad dreams and evil spirits during the night, dispelling them when day comes.

The handmade Dream Catcher was crafted by Rebecca Spreng (Fletcher), a member of High Bar First Nation and owner of "To Catch A Dream," with beadwork by Mikota Marten, a member of the Mikisew Cree First Nation in Alberta. The weave of the Dream Catcher honors the medicine wheel colors symbolizing body, mind, heart, and soul, as well as sage, sweetgrass, tobacco, and cedar. These colors also represent race and seasons.

Additionally, the Dream Catcher honors the lost children and reflects the message that "every child matters," which is depicted in the beaded handprint at its center. To remind us of our commitment to Truth and Reconciliation, an identical Dream Catcher hangs in Council Chambers at the Village office.



FINANCIAL SERVICES

The finance department is comprised of 3 full-time staff - the Chief Financial Officer, an Accounts Payable/Payroll position and a Receptionist (Accounts Receivable/Cashier).

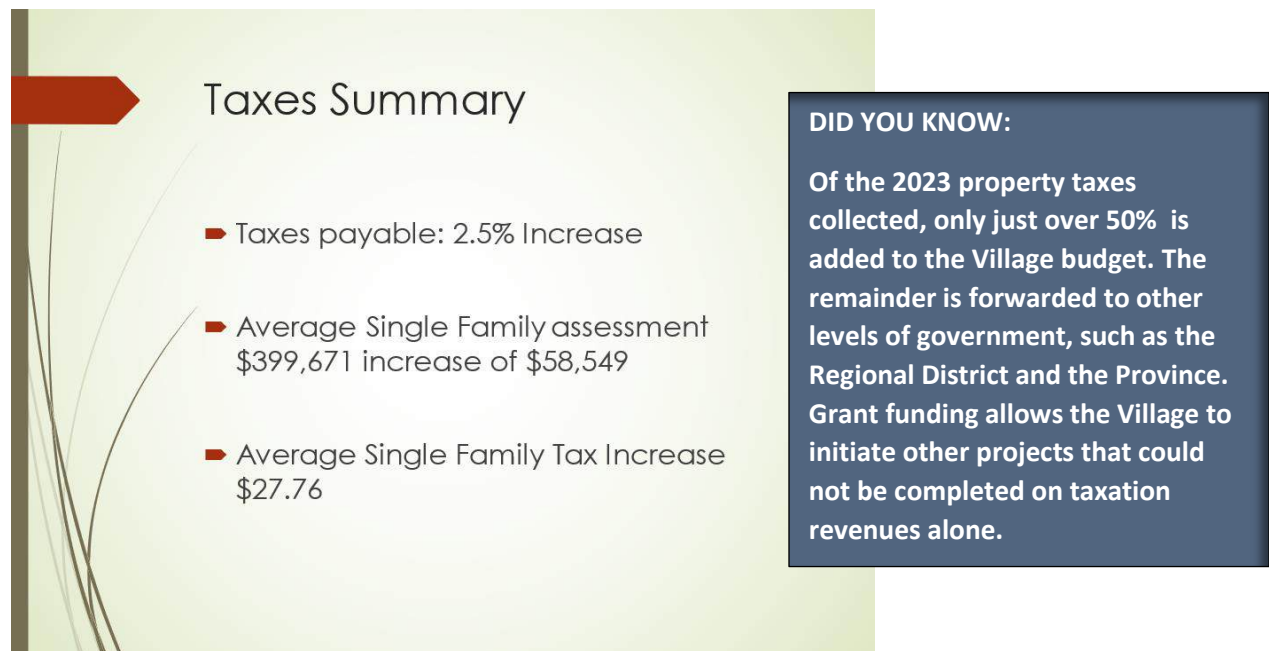
Despite increasing reporting and compliance responsibilities we have been able to keep the staffing levels consistent by increased learning and skill development. 2023 was a successful year; however, long time accounting/payroll clerk Nancy Carson retired in July enabling the promotion of the administrative assistant to move into the position which in turn required the hiring of a new receptionist. In spite of these staffing changes, we were able to continue operations successfully while staying within our planned budgets.

A detailed planning and budgetary process was conducted with Council, yielding excellent priorities while continuing to improve the Village's fiscal position. Quarterly financial updates were presented to Council as well as the public through in-person meeting; however, electronic options were provided. We continued to utilize our business intelligence tool to manage areas of exception and helped keep the Village finances on track.

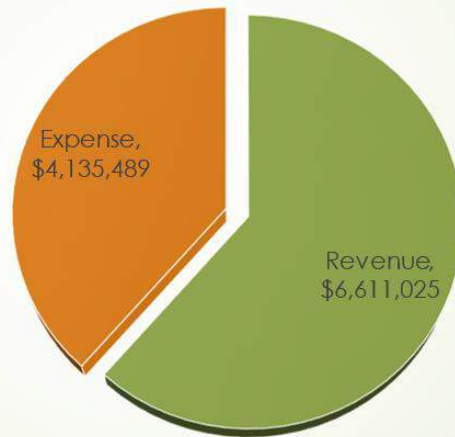
The finance department also continued to work on the Asset Management and Geographic Information Systems (GIS) in order to manage our assets and meet grant funding requirements. Council approved participating in a shared service model of GIS with the TNRD which is vital for the implementation of the provincially mandated NG911 system.

Conservative and prudent management allowed council to keep tax increase at 2.5% despite increasing inflationary pressures.

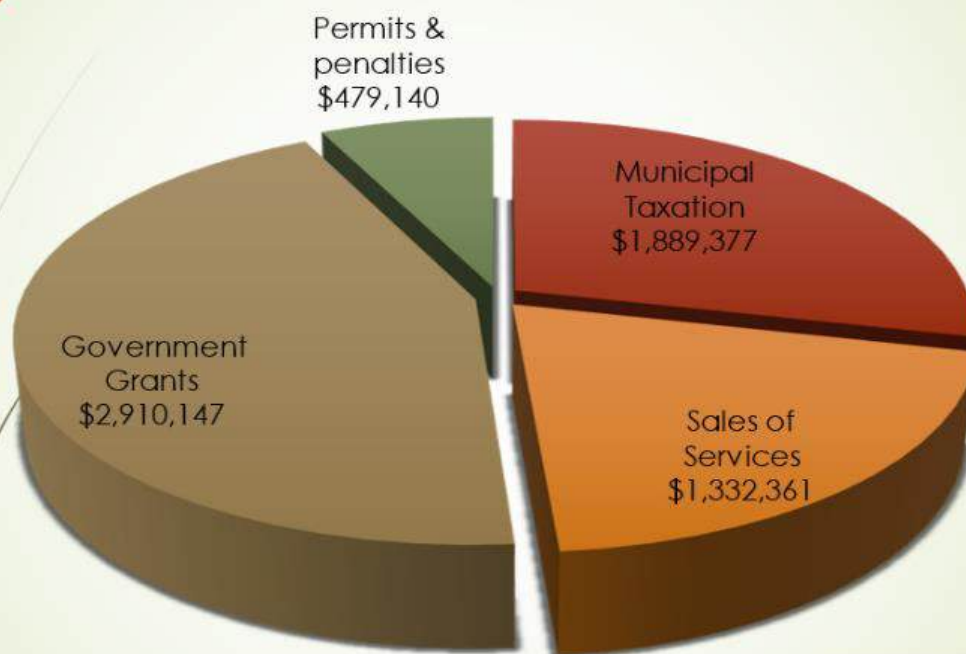
The graphs below show a summary of revenues, expenses and other financial information



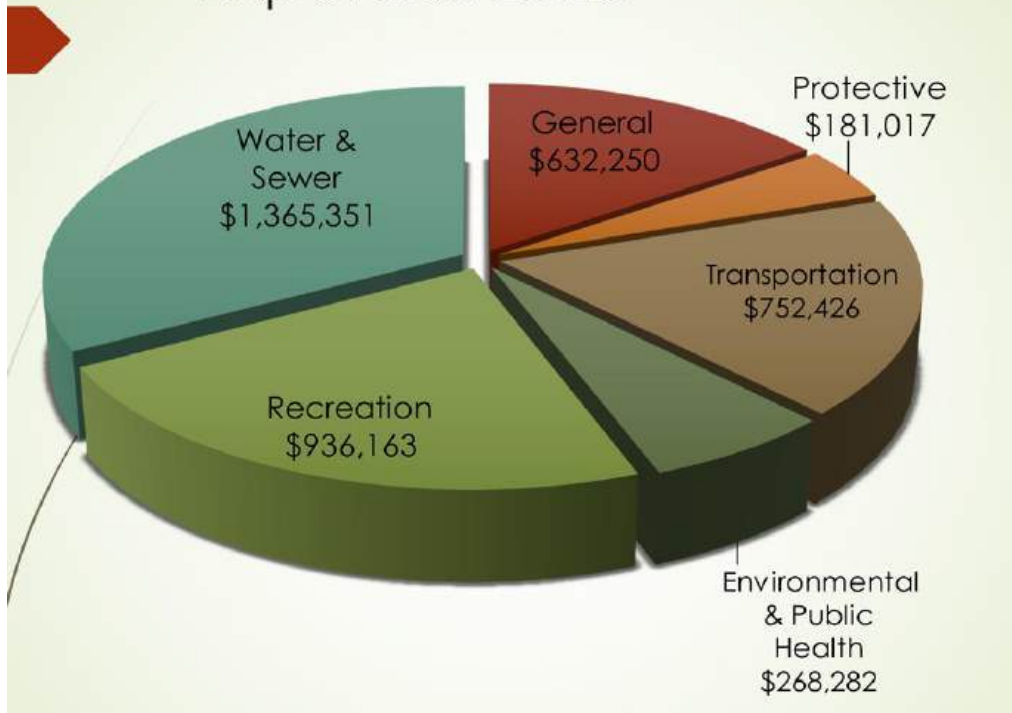
2023 Revenue & Expenses



Revenue 2023

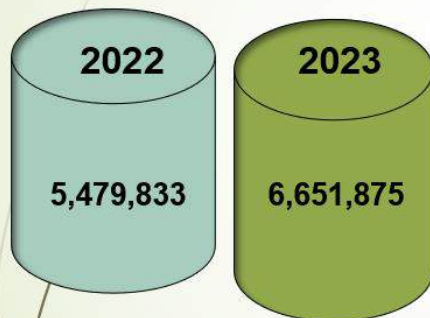


Expenses 2023

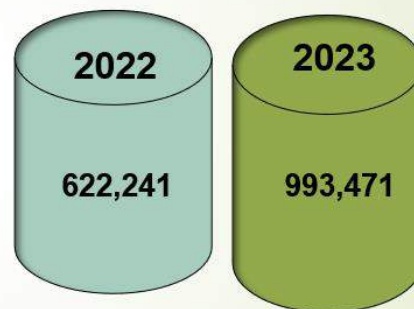


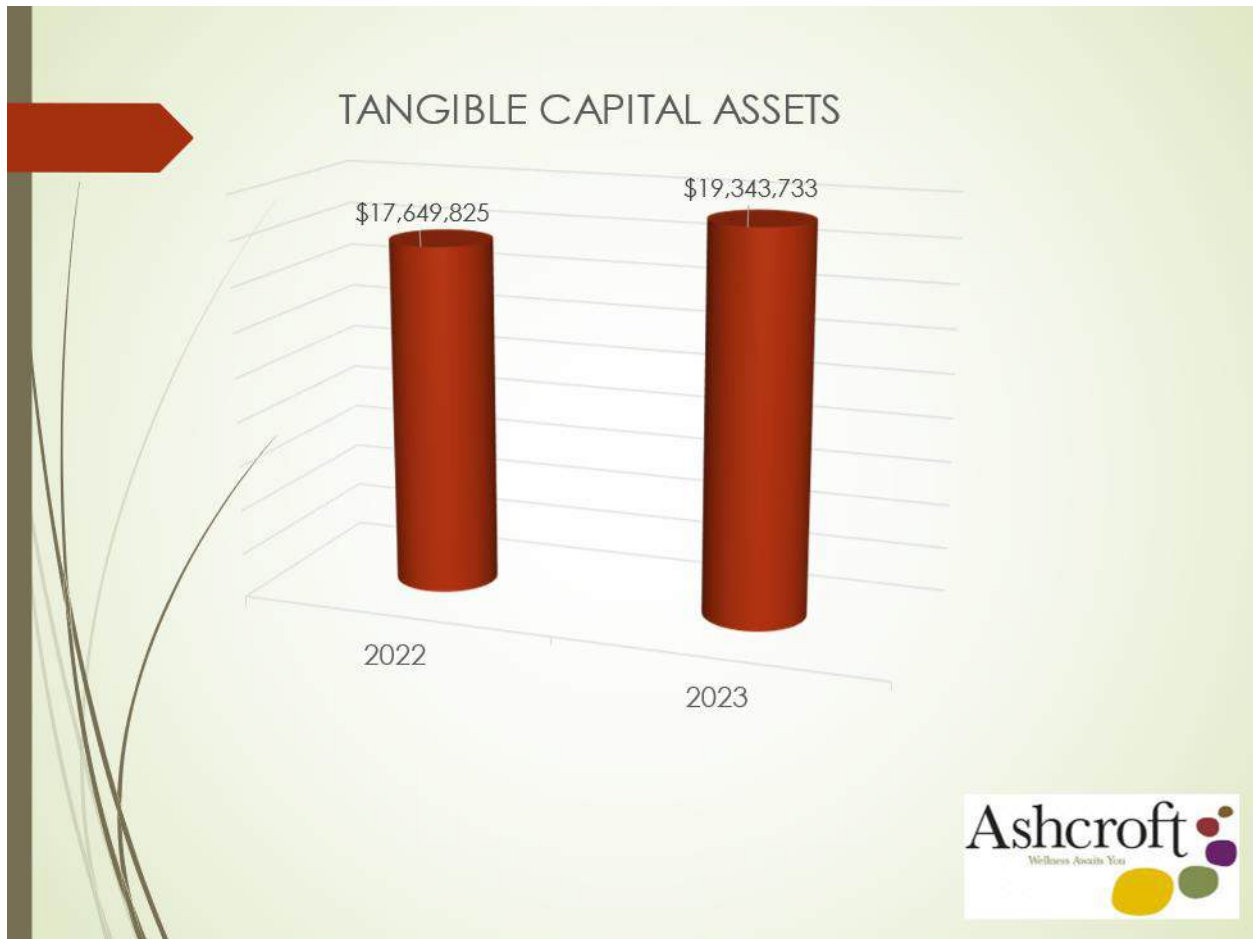
Assets & Liabilities

Financial Assets



Liabilities





In summary, the Village is in a good financial position. Shawn Birkenhead from Grant Thornton LLP completed the 2023 Financial audit and presented his findings to Council on April 22, 2024. The audited financial statement is attached to, and forms part of this report.

2023 PERMISSIVE TAX EXEMPTIONS

Under Section 227 of the Community Charter the Village of Ashcroft Council bylaw provides exemption of the total assessed value of the land and improvements of designated properties.

Permissive tax exemption is available for qualifying, Ashcroft-based, registered non-profit organizations using property for municipal, recreational, religious, cultural or charitable purposes. All applicants are required to complete the appropriate permissive tax exemption application which can be accessed by contacting Ashcroft’s finance department. All applications will be administered on a five-year cycle; however, applications may be submitted to the Chief Financial Officer for Bylaw approval prior to October 31 the preceding year.

Council approved the Permissive Tax Exemption Bylaw No. 831 (2020-2024) on Monday June 24, 2019 for the following properties:

2023 Permissive Tax Exemptions:

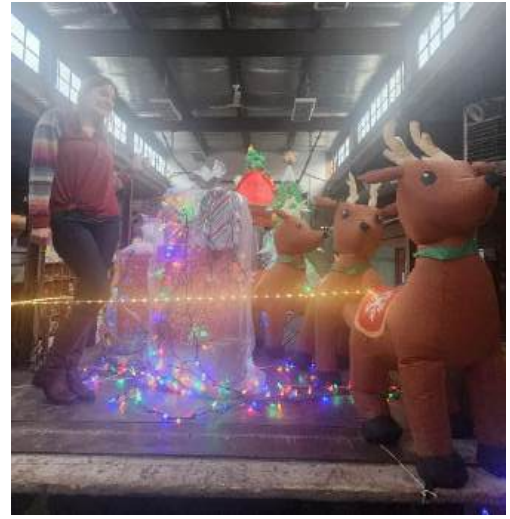
Roll Number	Registered Owner	Legal Description	Assessment Class	2023 Assessed Value	2023 Municipal Rate	2023 Municipal Tax Exemption
00070.001	Ashcroft & District Curling Club	Lot 8, Plan 21058, DL 423	6	304,300	14.1332	\$4,300.72
00077.010	Fraser Basin Property Society (St. Alban's Anglican Church)	Lot 1, Block 10, Plan 189, DL 423	8	304,000	6.8001	\$2,067.24
00095.000	Roman Catholic Bishop of Kamloops	Lot 7, Block 11, Plan 189, DL 423	8	216,900	6.8001	\$1,474.95
00116.010	Trustees of Zion United Church	Lot 1, Block 14, Plan 189, DL 423	8	227,000	6.8001	\$1,543.63
00173.000	Royal Canadian Legion #77 (Cenotaph Site)	Lot 6, Block 19, Plan 189, DL 423	6	74,000	14.1332	\$1,045.85
00327.000	Interior Health Authority (Ashcroft & District Hospital)	Lot 56 Plan 12400, DL 378 and Lot 1 KAP81072, DL 378 and pt of Lot 56 (B15126), DL378	6	3,272,000	14.1332	\$46,243.73
00327.025	Interior Health Authority (Ashcroft & District Hospital)	Lot 56 (B15126), DL378	6	660,700	14.1332	\$9,337.78
00327.030	Interior Health Authority (Ashcroft & District Hospital)	Lot 1 KAP81072, DL 378	1	590,000	2.9194	\$1,722.44
00381.361	Trust of the Congregation of Sage Hills Evangelical Free Church	Lot A, Plan KAP51944, DL 423	8	465,500	6.8001	\$3,165.46
				6,114,400		\$70,901.81

HUMAN RESOURCES SERVICES

In 2023, the Village of Ashcroft administration and operations team included 3 managers, 4 full-time inside staff (one grant-funded), a new receptionist, and a reallocated Accounting/Payroll clerk. The staff also comprised a part-time Bylaw Officer (shared with Cache Creek and Clinton), 10 outside public works staff (with one on leave and retiring during the year), and 11 seasonal staff for the pool, parks, and museum. The team manages services for 1,670 residents, including the water and sewer treatment plants, village properties, 23.5 km of roads, 17.4 km of sewer lines, 26.1 km of water lines, and 2.5 km of stormwater lines.

Public Works operates under a leadership structure with two crew leaders—one for operations and one for utilities—under the Director of Public Works. This setup leverages senior employees' expertise and provides training and succession planning for newer staff. Administrative staff handle crucial tasks such as report compilation, Council directives, planning, budgeting, community correspondence, project management, and daily operations. In 2023, they managed agendas for 28 public and 5 closed Council meetings, developed policies and bylaws, and applied for grants. Human resources are vital, with a focus

on creating a supportive work environment, fostering knowledge sharing, and ensuring succession planning. Staff dedication is exemplified by their participation in community events like the Santa Parade.



Below: Village staff and Councillor Davenport at Heritage Park for Truth and Reconciliation event.



PLANNING AND DEVELOPMENT SERVICES

GUIDING PRINCIPLES from the Official Community plan (*condensed*)

Community Building – improve the quality of life in Ashcroft;

Common Sense – increase awareness of municipal financial literacy and development processes with a common-sense approach to development;

Innovation – encourage new technologies, processes and concepts that lead to the strengthening of our community;

Partnerships – leverage partnerships with non-profits, local, provincial and federal governments, businesses and Indigenous communities to achieve key community aspirations;

Reconciliation – support ongoing efforts of reconciliation with Indigenous communities;

Economic Development – aim to improve the economy of Ashcroft in a sustainable manner that results in jobs and expands the community tax base;

Role of the Municipality – not necessarily responsible for leading the implementation of the Official Community Plan but can be a sponsor, supporter, facilitator, and/or funder depending on the initiative;

Maintain the Character of the Community – combine history and the natural environment to create a unique community that encourages new development to fit within the existing character of Ashcroft.

2023 Land Administration Permits and Applications	
Development Permit	0
Development Variance Permit	3
Temporary Use Permit	0
Official Community Plan Amendment	1
Zoning Amendment	1
Subdivision	1

2023 Building Permits		
Accessory Building	1	\$ 500.00
Residential	6	\$ 46,126.00
Commercial	1	\$ 1,150,000.00
Industrial	1	\$ 14,600,000.00
Institutional	2	\$ 93,901.00
Demolition	2	\$ 0.00
Total	13	\$ 15,890,523.00

The Zoning and OCP Bylaws, adopted in 2018, offer clear guidance on property inquiries and the application of zoning regulations. The new Subdivision and Development Servicing Bylaw, adopted in December 2021, provides direction on infrastructure and development requirements for new projects.

The process of acquiring tenure for the North Ashcroft Reservoir is nearing completion. The Agricultural Land Commission has approved the Village's exclusion application, and we are now in the final stages of purchasing the excluded property. Once finalized, the Village can proceed with plans to expand the reservoir.

The Chief Administrative Officer manages the Approving Officer functions in-house. The Approving Officer reviews subdivision proposals and sets requirements for their approval, acting in the public interest with broad discretion.

Building permitting and inspection services are managed by the TNRD. The TNRD Planning Department handles building permit approvals and inspections. A building inspector is available in Ashcroft on Tuesday mornings to meet with clients, review plans, provide building code guidance, and inspect construction sites. For advanced planning needs, such as Zoning and OCP Bylaw amendments, the TNRD Planning Department supports the Village. In 2023, the building bylaw was amended to incorporate the next phase of BC’s Energy Step Code to meet the net-zero energy ready requirements.



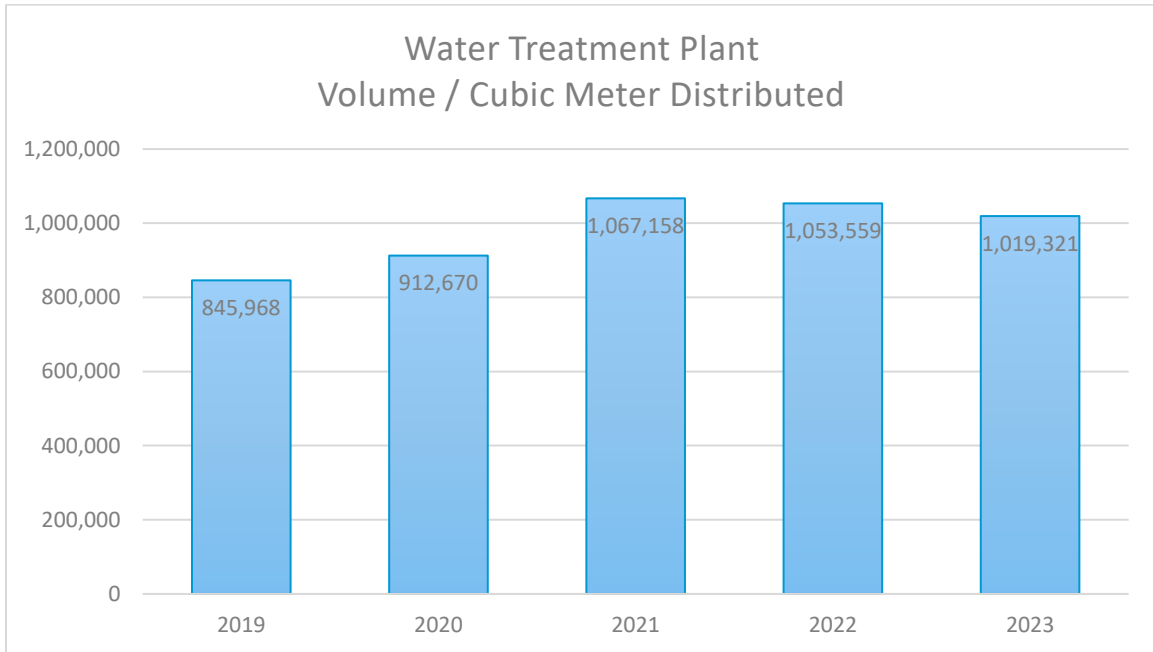
OPERATIONAL SERVICES

Water:

The Ashcroft Water Distribution System relies on a single surface water source, the Thompson River, which is susceptible to contamination. Water is drawn using two intake pumps and treated via ultra-filtration membranes, achieving 99.9% turbidity removal before disinfection. Treated water is stored in the River Pumpouse Wet Well and pumped to reservoirs where sodium hypochlorite is added for further disinfection, ensuring 99.99% pathogen removal. The reservoirs manage demand fluctuations and provide fire protection reserves. Seasonal variations in water demand and quality, as well as impacts from the recent wildfires in the watershed area, pose ongoing challenges. The system includes pump houses and booster stations to regulate water levels.

The Village obtained permits from the Department of Fisheries and Oceans to install two submersible pumps in the river channel. In March 2021, a subterranean chamber was added to facilitate pump maintenance regardless of river levels. After intake pump failures during the 2022-2023 season, the Village

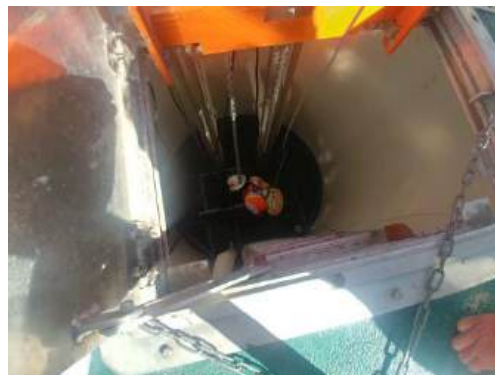
now keeps a third intake pump in inventory and has an emergency submersible pump setup with a cage for use in case of intake system failure.



Wastewater:

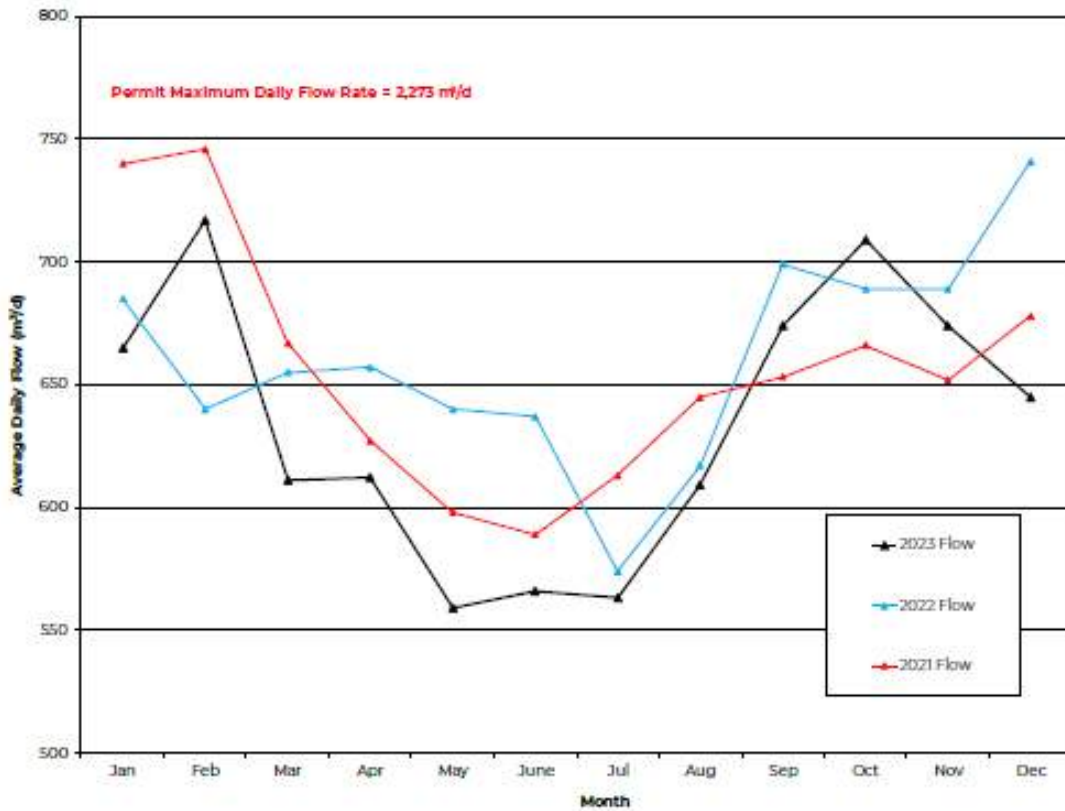
Lift Station #1 was brought online in 2023. The new lift station has the capacity to handle double the current volume of waste being pumped to the Sewer Treatment Plant, which is crucial for future growth and development. The project is set to be completed in 2024 as the Village, engineers, and contractor address the final deficiencies.

What does a Sewer Lift Station do? A sewer lift station is used to move wastewater from lower to higher elevations, especially where the natural gradient of the terrain does not allow for gravity flow. It typically consists of a receiving well (wet well), pumps, valves, and control equipment. When wastewater collects in the wet well and reaches a certain level, the pumps are activated to lift the sewage to a higher elevation, where it can continue to flow by gravity to a treatment plant or another lift station. This process ensures efficient sewage transport in areas with varying topography.

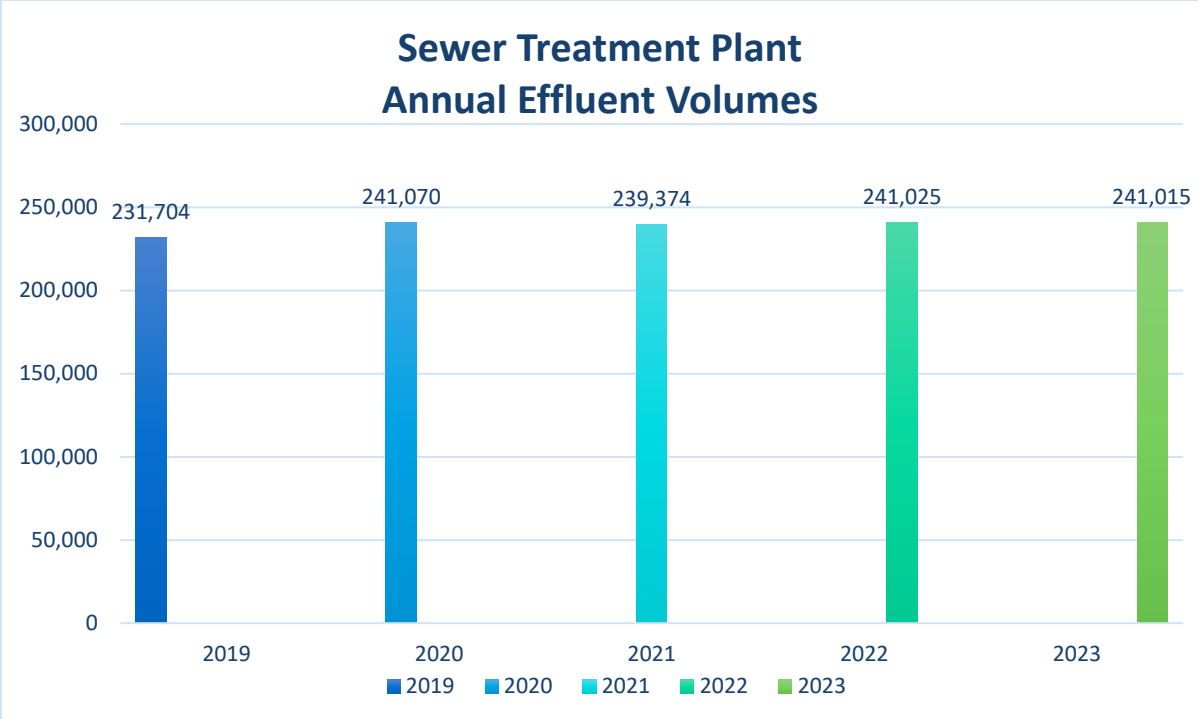


The Village of Ashcroft wastewater treatment plant consists of an activated sludge facility, with ultraviolet (UV) disinfection prior to effluent release to the Lower Thompson River. The wastewater treatment plant (aeration tanks and clarifiers) consists of two separate trains which are operated in series. Since August 2014, only one train has been in operation, due to the incoming flows and efficiencies that were achieved. The 2023 average monthly flow data for the Village of Ashcroft are summarised in Figure 2.2, along with the data from 2021 and 2022 for comparison. The flows for 2023 show a similar pattern compared with 2021 and 2022, with the flows decreasing into the summer months.

Figure 2.2: Average Monthly Flow Data for the Village of Ashcroft Wastewater Treatment Plant



In 2023, the minimum monthly average flow was 559 m³/d (May), and the maximum monthly average flow was 717 m³/d (February). The maximum monthly average flow for 2023 was lower than the maximum monthly average flow for both 2021 (746 m³/d) and 2022 (741 m³/d). The average monthly flow for 2023 was 634 m³/d, which was slightly lower than 2021 (656 m³/d) and 2022 (660 m³/d). These data indicate little change in the flow for the three year period. In 2023, the total effluent volume discharged was 241,015 m³, higher than that released in 2021 (239,374 m³) but only slightly lower than the total volume released in 2022 (241,025 m³).



DID YOU KNOW:

In 2023, 52 bulk tonnes of Village biosolids were transported by Valley Carriers to the OK Ranch located approximately 60 kilometers northwest of Clinton, BC. Once transported to site, Village biosolids were stored in designated stockpile areas to facilitate biosolids deliveries and applications. As part of the restoration program, Village biosolids have been applied to grasslands to increase forage production and improve soil properties such as nutrient and organic matter content.

Road Repairs:

Road patching and paving work was conducted on portions of Mesa Vista Drive, the intersection at Hollis Road, and other critical areas throughout the community. The Village allocates a budget for road repairs annually, with these funds being deposited into a reserve account. When the Ministry of Transportation tenders paving contracts in the area, the Village leverages these opportunities to piggyback on the contracts, thereby reducing costs and optimizing resource use for road maintenance and improvements.

PARKS AND RECREATIONAL SERVICES

Ashcroft operates and maintains five parks: Mesa Vista Park, Heritage Park, Legacy RV Park, Ashcroft Pool Park and Skate Park. Additionally, the Village operates and maintains the Pool, Drylands Arena and maintains the Ashcroft Curling Rink in collaboration with the Curling Club.

Heritage Park

Heritage Park continues to be a favorite among both visitors and residents, serving as an oasis in the downtown core. Strolling along the pathways, one can envision Ashcroft's historical past. With the design completed the Heritage Park and Community Garden working group shifted its focus in 2023 to sourcing grant funding for the park's redevelopment and preservation. Council has approved a grant application submission to the Rural Economic Diversification and Infrastructure Program, if approved the project will move forward in fall 2024. The new design will provide a clean, low-maintenance look that is accessible and allows for more efficient use of the space for special events.

Mesa Vista Park

The Village planned to replace the trees removed in 2022 at Mesa Park, securing funding through BC Hydro's Re-Greening grant. However, drought conditions prevented tree planting. Instead, administration proceeded with the park redesign, which includes a fully accessible and fenced playground, a new basketball court, parking, a walking path, seating, and picnic areas. A grant application was submitted to the Enabling Accessibility Fund; if approved, the project will commence in spring 2025.

Community Garden

The community garden continues to be a gardeners delight!



ASHCROFT POOL:

The pool opened on June 3rd for the season but faced staffing shortages. The head lifeguard's arrival was delayed, and staffing was an issue throughout the season. This was a common problem across the province, with many recreation centers operating at minimum capacity. The Village offered free Bronze Cross and Bronze Medallion courses to train lifeguards locally but didn't have enough participants to get approval from the National Life Saving Society. Plans are in place to reach out to schools this fall and offer the courses in Kamloops this winter, with the Village covering certification costs for those who commit to working at the Ashcroft pool next summer.

Aquafit classes were well-attended and remained popular. Schools participated before closing for summer, and swimming lessons, though reduced, were booked alongside individual lessons. Lane, adult, and public swims were also popular. Unfortunately, staffing levels prevented Saturday theme nights. The 2023 season also saw the grand opening of the long-awaited hot tub on June 7th, which was well-received by patrons.

The pool remains a popular spot for cooling off during hot summer days, with staff doing an excellent job of maintaining safety and operations.



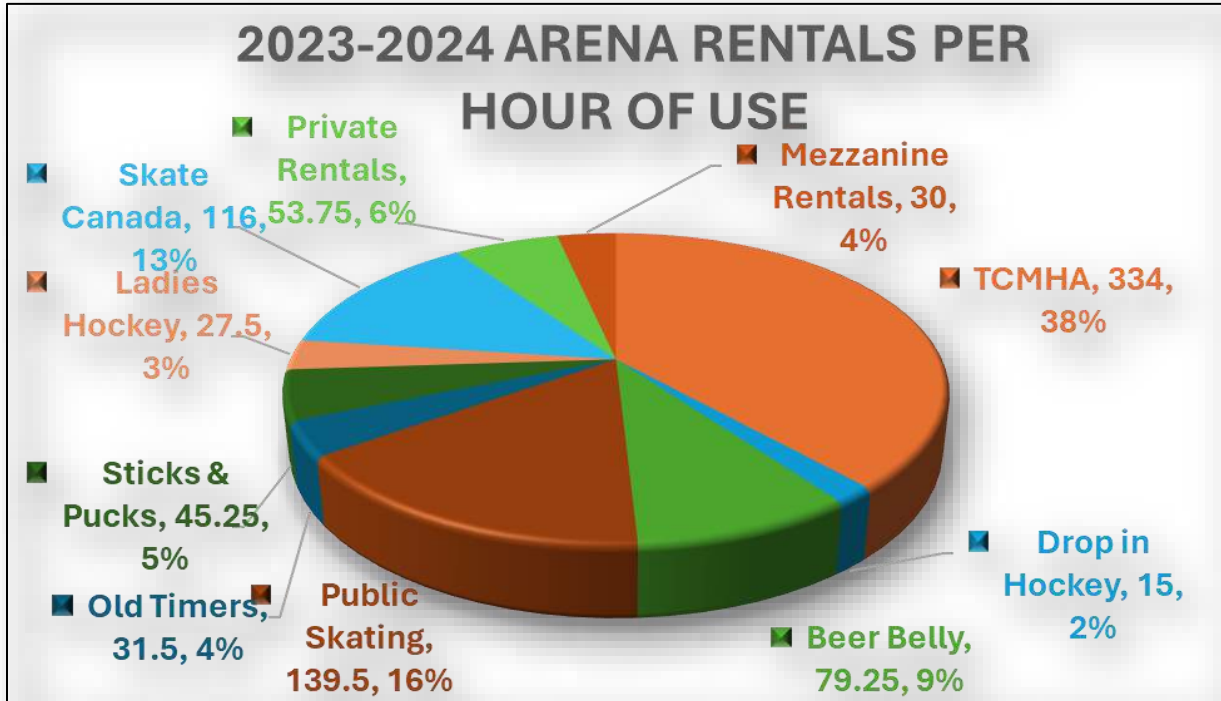
Drylands Arena

The Drylands Arena is staffed by the Public Works Department and requires a certified Chief Engineer to oversee the ice plant and two additional employees to operate the facility. The graph on the next page breaks down facility use by user group with a total of 563 hours scheduled during the 2023 season.

Adult and youth hockey leagues were back in full swing for the 2022/2023 season. In addition to the regular ice users, Drylands Arena welcomed figure skating back to the community. Hours of use continue to increase noting 871.75 hours for the season.

Capital upgrades for the 2023 season at the arena include a new electric Zamboni! Why did we choose to purchase an electric over propane ice resurfacers?

1. Electric Zambonis offer several benefits over propane-fueled models, including:
2. Environmental Impact: Electric Zambonis produce no direct emissions, reducing greenhouse gas output and improving air quality inside ice rinks.
3. Operating Costs: They are generally cheaper to operate due to lower fuel costs and fewer maintenance requirements.
4. Noise Reduction: Electric models run more quietly, creating a more pleasant environment for users and spectators.
5. Reliability: With fewer moving parts, electric Zambonis often have higher reliability and reduced downtime for repairs.



The new Zamboni



CURLING RINK:

The Curling Club had another successful season and continues to work on increasing membership. The Curling Club is a member of Curl BC and applies each year to host events in the community such as Provincial Play Downs, in addition the club submits grant applications to complete minor and major repairs or renovations to the Facility.

ASHCROFT MUSEUM:

The museum celebrated another successful season, drawing visitors from around the globe who were pleasantly surprised by the museum's well-curated displays. Despite facing slightly lower attendance attributed to smoky conditions during the fire season, the museum maintained consistent donations while witnessing increased sales from book and merchandise purchases. Detailed records related to visitor information were maintained ensuring efficient operation. New exhibitions, including one highlighting films shot in Ashcroft and the surrounding area, were enthusiastically received, Ashcroft's EDTC, Margaret Moreira coordinated the display development. Looking ahead, plans are already underway for an upcoming exhibit focusing on Ashcroft's connection with automobiles, set to be located on the museum's second level. Museum staff are looking forward to the 2024 season.

DID YOU KNOW:
**The Ashcroft
Museum had 914
visitors during the
2023 season. This is
a slight decrease of
43 visitors over
2022.**

Museum Visitor Stats for 2023

Year	April	May	June	July	August	September	October	TOTAL
2011	41	145	144	381	381	240	102	1434
2012	72	136	228	309	417	172	70	1403
2013	51	118	292	356	427	193	117	1554
2014	87	122	335	356	369	171	90	1530
2015	79	119	143	293	330	208	109	1281
2016	91	123	149	381	388	176	109	1417
2017	54	149	183	205	279	184	103	1157
2018	122	190	330	331	403	136	57	1569
2019	48	285	302	428	452	124	136	1775
2020	0	0	73	127	165	125	47	537
2021	34	46	83	87	118	77	105	550
2022	0	83	206	185	275	198	0	947
2023	0	106	210	219	232	147	0	914

LEGACY RV PARK:

The 2023 season at Legacy Park began with Barry Tripp welcoming new and returning guests. Unfortunately, Barry had to leave early on May 9th, and Jamee and Ross took over as camp hosts. The park saw numerous visitors from Europe, especially Holland and Germany, as well as returning Canadian and US travelers. Long-term stays for contractors were at full capacity, and tenting sites were in high demand.

June brought sadness as Barry Tripp passed away on June 11, 2023, after a long health battle. Barry was a beloved ambassador for Legacy Park and Ashcroft, and he will be greatly missed.

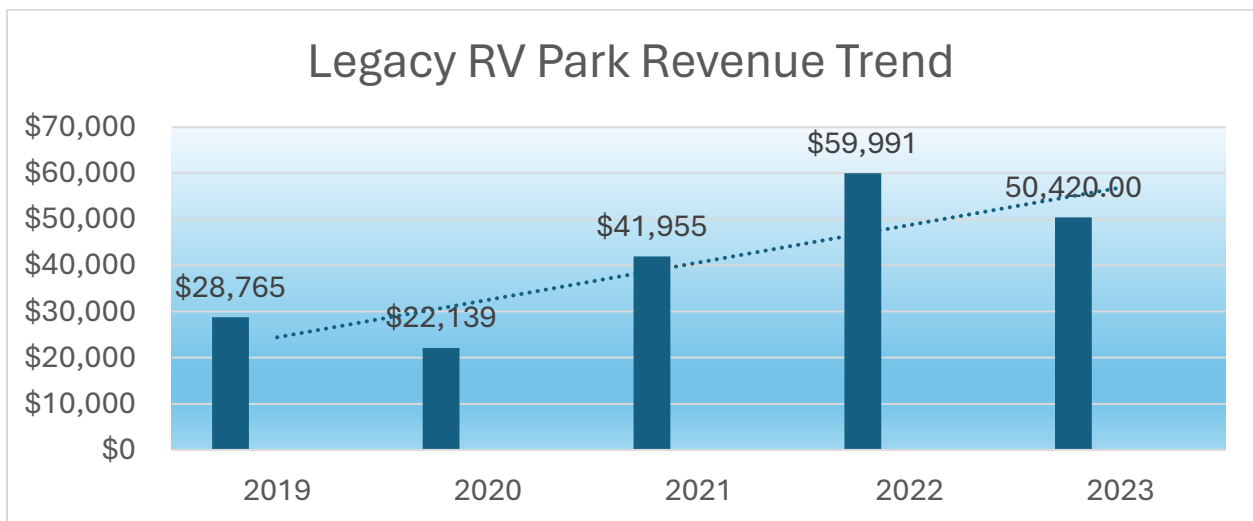
Ross and Jamee have been doing an excellent job with park maintenance and management, bringing new ideas like policy development, online booking, activities for kids, and a communal area. The park now accepts debit and credit payments.

During the off-season, we will consider implementing an online booking system and a deposit policy. Revenues were slightly down this year, likely due to wildfires causing travel restrictions and vacationers avoiding the area due to fires, highway closures, and smoke.





For comparison purposes, 2022 was Legacy Park’s best year on record with revenues totalling \$59,991.00. It appears the wildfire smoke and closed highways once again affected visitor revenues.



ECONOMIC DEVELOPMENT

The EDTC Working Group continued to guide Economic Development priorities for 2023.

The economic development strategy focused on business support and community engagement to foster growth. Through targeted advertising and a dynamic "Shop Local" campaign, we aimed to boost local businesses and highlight the unique offerings of our community. By encouraging personal interactions and fostering relationships between businesses and residents, we create a vibrant, interconnected economy that benefits everyone. This approach ensures sustained economic vitality and a strong sense of community pride. **TV Ads**

Two 30 second videos and two 15 second videos were aired across three channels, Global, CTV and CFJC over a three-month period. The videos generated a lot of attention as noted by businesses, local museum, and Visitor Centre.

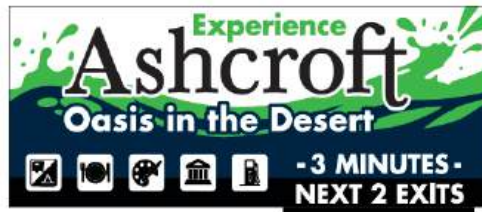


Paper and Other Media

- *Landmark Media's Kelowna and Area Visitor Map
- *Fraser Valley RV and Go Camping BC
- *Ashcroft Journal visitor guide.

Wayfinding Signage

This project was completed in 2023. Special thanks to Ashcroft Indian Band for graciously allowing us to install the Southbound sign on their land



Art/History Walking Tour Map.

This project was made possible through funding from Village of Ashcroft, NDIT Marketing Initiatives and Community Futures. The design was finalized in 2023 and ready to print for the 2024 tourism season.

2023 BC Economic Summit

Attended the virtual 2023 BC Economic Summit Reconciliation & Resiliency: A Future for BC. The event highlighted success stories, lessons learned and cutting-edge ideas from a host of keynote speakers from local, regional, Indigenous, national and international experts in the field of Economic Development.

Shop Local Support Local Program

The Plaid Friday Event was one day event to promote shopping local during the holidays. Shoppers could spend \$50 or more to qualify for one of five Love Ashcroft Swag items. This years Plaid Friday campaign showed a total of **\$9,439.29** was spent in the community. Both campaigns were highlighted through social media blasts, website, digital sign, and newspaper articles.

Business Walk

The EDT Working Group members conducted a business walk in the downtown core in the fall of 2023 through a short survey. It was an excellent opportunity to listen to the businesses and identify success and obstacles that they face while fostering the relationship between the business community and the municipal office.

PROTECTIVE SERVICES

CALLS FOR SERVICE 2023

In 2023, there were 65 service calls responded to by the fire department. An additional five calls were not addressed as they were either confirmed to involve no entrapment or were fire calls outside our response area.

Besides the dispatched calls, the Fire Chief handled 26 direct calls to the Fire Department cell phone concerning open fire burns, burning complaints, and fireworks.

This year saw an increase in backyard burns of yard waste, particularly in North Ashcroft during the fall. We also experienced a significant rise in road surface rescue calls, including several fatalities, making it a challenging year for the crew. In response, we implemented a policy to automatically call a Registered Psychologist for fatalities. Additionally, Kamloops Fire Rescue provided a peer critical incident stress management course, which was well received by the crew.

Incident Type	Total	Within Village Limits	Within TNRD	Criminal Fire Start	Fatalities
STRUCTURE FIRE/ALARMS	20	19	0	1	-
WILDLANDS/GRASSFIRE	2	1	1	-	-
RURAL RESCUE	26	6	19	-	8
RESCUE/RECOVERY	1	1	-	-	-
HAZMAT (CO/Ammonia/Fuel Spill)	4	4	-	-	-
BURNING COMPLAINTS	3	3	-	-	-
BC AMBULANCE CALL TO GAIN ENTRY	1	1	-	-	-
LIFT ASSIST BC AMBULANCE	6	6	-	-	-
BC AMBULANCE MEDICAL	1	1	-	-	1
DOWN POWER LINES	2	1	-	-	-
CACHE CREEK MUTUAL AID	1	-	-	-	-

The table includes the total number of incidents, incidents within Village limits, incidents within TNRD, criminal fire starts, and fatalities where applicable.

One of our biggest challenges this past year was the fire hall renovations. It has been a long road, but we are finally seeing light at the end of the tunnel. We're pleased to report that some normalcy is returning to the fire hall. The renovations were far enough along during the holiday season to allow us to host our annual Christmas/year-end wind down and the Kids Christmas party.

Scott Venables has become Ashcroft Fire's primary training facilitator. When he's not working with Kamloops Fire and Rescue, Scott is with us, representing Provincial Fire and Safety. His training expertise has been invaluable, leading to significant successes both in fire operations and rescue missions this past year.

This past summer, AFR proudly sent a crew to Chase to help support their community while their Fire Department was occupied with a nearby wildfire. Our crew, consisting of Captain Steven Aie, Firefighter Tyler Fitzpatrick, Deputy Chief/Administrative Officer Nancy Duchaine, and Lieutenant Hayden Aie, represented both AFR and all of Ashcroft in an exemplary manner.



STRATEGIC PRIORITIES

A well-drafted strategic plan is the guiding document for any organization but especially for Council. This process allows Council to build a budget around the objectives. It ensures that Council, CAO and staff are all working towards the common goals and are not easily distracted by additional items. The CAO will use the Strategic Plan to ensure that they are meeting the organization’s goals and objectives.

Council established the working group model to implement strategic priorities and move them forward. 2023 was a year of completing carry over strategic priorities and begin the discussion of a new plan to be implemented in 2024.

2021-2022 STRATEGIC PRIORITIES

PRIORITY #1	UPDATE EMERGENCY RESPONSE AND EVACUATION PLAN		
OBJECTIVE:	Review the existing Emergency Response Plan (ERP) and develop a more defined/detailed document		
ESTABLISH WORKING GROUP – Members of Council, Staff and Stakeholders as needed			
Actions:		Timeline for Completion	Primary Responsibility
STEP #1:	DETERMINE SCOPE OF THE PROJECT	May 2021	Working Group
STEP #2	EXISTING DOCUMENT REVIEW	July 2021	Working Group/TNRD
STEP #3:	STAKEHOLDER/COMMUNITY ENGAGEMENT	March 2022	Working Group/Council
STEP #4:	DEVELOP PLAN	June 2022	Working Group
STEP #5:	REPORTING OUT/ PUBLIC EDUCATON	June 2022	Staff
STEP #6:	DETERMINE MEASURABLES	June 2022	Working Group
STEP #7:	REVIEW ANNUALLY		Staff/Council
The Working Group established timelines for completion when the scope of the project was solidified; however, this is a living document which may be amended from time to time.			

The scope of this project included:

- complete review of the current Emergency Response and Evacuation Plan
- discuss findings with Emergency Coordinator from TNRD

- establish guidelines for new plan
- draft new plan
- engage with community to gain feedback,
- adopt plan.
- Promote FireSmart program – IN COLLABORATION WITH ASHCROFT FIRE RESCUE - ONGOING

PRIORITY #1 - COMPLETE

PRIORITY #2	STORM DRAINAGE / RUN OFF		
OBJECTIVE:	Review existing drainage concerns in North Ashcroft and develop a Storm Drainage and Run Off plan. Ongoing changes to weather patterns and recent severe storm events along with proposed development in North Ashcroft have made this a priority.		
ESTABLISH WORKING GROUP – Members of Council, Staff and Stakeholders			
Actions:		Timeline for Completion	Primary Responsibility
STEP #1:	DETERMINE SCOPE OF THE PROJECT	May 2021	Working Group
STEP #2:	DETERMINE AND SECURE FUNDING	September 2021	Staff
STEP #3:	SELECT ENGINEER TO COMPLETE STUDY	September 2021	Working Group
STEP #4:	DEVELOP PLAN TO MITIGATE EXISTING DRAINAGE ISSUES	March 2022	Engineer/Staff
STEP #5:	PUBLIC EDUCATION	Ongoing	Working Group
STEP #6:	SOURCE FUNDING TO INSTALL STORM DRAINAGE INFRASTRUCUTRE	December 2023	Engineer/Staff
The Working Group established timelines for completion when the scope of the project was solidified; however, this is a living document which may be amended from time to time.			

Priority #2 is a carry over from the 2019-2020 Strategic Plan and has evolved to include storm run off calculations as required by the Subdivision Development and Servicing Bylaw (SDSB). There are two potential developments in North Ashcroft that have sparked further drainage and run off discussions. Research is underway to ensure accurate consideration of storm water flow is addressed to protect the natural environment and private property. Urban Systems is under contract to complete the study which is to be completed by spring 2022.

The scope of this project included:

- determine approximate cost and workplan for study

- apply for grant funding/budget line item if grant funding not approved – GRANT FUNDING NOT APPROVED
- contract engineers to undertake plan development
- review plan and suggest edits
- finalize plan and request council approval
- Request Meeting with Minister at UBCM to lobby for drainage funding.

PRIORITY #2 - COMPLETE

PRIORITY #3	POTABLE WATER TO ASHCROFT INDIAN BAND		
OBJECTIVE:	Collaborate with the Ashcroft Indian Band(AIB) to determine capacity and feasibility for providing water to AIB.		
ESTABLISH WORKING GROUP – Members of Council, Staff and AIB Council and Staff			
Actions:		Timeline for Completion	Primary Responsibility
STEP #1:	DETERMINE SCOPE OF THE PROJECT	June 2021	Working Group
STEP #2:	DETERMINE AND SECURE FUNDING	TBD	AIB
STEP #3:	WORK WITH VOA AND AIB ENGINEERS	In-progress	Working Group
STEP #4:	MITIGATE EXISTING ISSUES (North Ashcroft Reservoir)	In-progress	VOA Staff
STEP #5:	IMPLEMENT CONSTRUCTION PHASE	TBD	Working Group
STEP #6:	CONNECT HOMES ON RESERVE TO SYSTEM	TBD	AIB
The Working Group established timelines for completion when the scope of the project was solidified; however, this is a living document which may be amended from time to time.			

Supplying potable water to the Ashcroft Indian Band has been a discussion between the two communities for years. The construction of the new Water Treatment Plant and subsequent phases of further development due to ongoing demand have provided an opportunity for the two communities to collaborate for the supply of water from the Village to AIB. The water treatment plant has the capacity to supply water to AIB with some minor upgrades. This project would be the first project completed since both communities signed the current Protocol Agreement.

AIB is waiting to secure funding prior to moving forward. Working Group is established and will begin work when AIB is ready to move forward.

The heat dome in 2021 demonstrated an increased demand for water in Ashcroft. As a result the Village populated the existing water filtration trains with membranes. If AIB moves forward with this initiative, a third water filtration train will be required.

Negotiations are ongoing between the Village and AIB to determine the scope, cost and conditions of the Water Supply Agreement. Water is to be sold to AIB at cost (no profit margin). Cost to the residents of Ashcroft must remain nil.

PRIORITY #3 - ONGOING

<i>PRIORITY #4</i>	<i>NORTH ASHCROFT RESERVOIR</i>		
<i>OBJECTIVE:</i>	Work with existing property owner to purchase property for the twinning of the North Ashcroft Reservoir.		
ESTABLISH WORKING GROUP – Members of Council, Staff			
Actions:		Timeline for Completion	Primary Responsibility
STEP #1:	DETERMINE SCOPE OF THE PROJECT	March 2021	Working Group
STEP #2:	DETERMINE BUDGET FOR LAND	July 2021	Working Group
STEP #3:	APPLY FOR ALC EXCLUSION	December 2021	Staff
STEP #4:	PURCHASE LAND	April 2022	Staff
STEP #5:	ENGAGE ENGINEERS	TBD	Working Group
STEP #6:	DEVELOP PLANS	TBD	Working Group
STEP #7:	CONSTRUCTION PHASE	TBD	Staff
The Working Group established timelines for completion when the scope of the project was solidified; however, this is a living document which may be amended from time to time.			

To meet the growing demand of water supply in North Ashcroft and in consideration of possible new subdivision developments including the provision of water to the Ashcroft Indian Band, the Village has researched the prospect of twinning the existing reservoir. During a property survey, it was determined that only the original above ground reservoir is on Village land. To rectify this issue, the property owner has been contacted, land purchase discussions are underway and the property has been surveyed.

A second reservoir is required to meet the future demand for water in North Ashcroft and AIB.

The scope of this project has been broken into two phases. Phase 1:

- Request property owner permission to survey land - COMPLETE

- Present survey to property owner and agree to proposed land for subdivision - COMPLETE
- Negotiate purchase price – COMPLETE
- Apply for ALC exclusion – IN-PROGRESS
- Subdivide property
- Purchase property

Phase 2 – to be determined by working group

PRIORITY #4 – ONGOING: ALC APPROVAL IS GRANTED – WAITING FOR LAWYERS TO FINALIZE SALE

PRIORITY #5	TRAILS MASTER PLAN		
OBJECTIVE:	Develop a Trails Master Plan and collaborate with AIB to expand and connect our trail networks.		
ESTABLISH WORKING GROUP – Members of Council, Staff and AIB Council and Staff			
Actions:		Timeline for Completion	Primary Responsibility
STEP #1:	DETERMINE SCOPE OF THE PROJECT	March 2021	Staff/Council
STEP #2	SOURCE FUNDING	March 2021	Working Group
STEP #3	ENGAGE TRAIL PLANNER/BUILDER CONSULTANT	March 2021	Working Group
STEP #4:	STAKEHOLDER/COMMUNITY ENGAGEMENT	September 2021	Consultant/Working Group
STEP #5:	DEVELOP PLAN	December 2021	Consultant
STEP #6:	PRESENT DRAFT PLAN TO COMMUNITY FOR INPUT	Spring 2022	Consultant/Working Group
STEP #7:	FINALIZE PLAN	September 2022	Consultant/Council
STEP #8:	SOURCE FUNDING FOR TRAIL CONSTRUCTION	Ongoing	Staff
STEP #9:	REVIEW ANNUALLY	Ongoing	Staff/Council
The Working Group established timelines for completion when the scope of the project was solidified; however, this is a living document which may be amended from time to time.			

Quality of life and providing recreational opportunities are priorities for the Village. There are many existing natural trails that residents and visitors use in the area. A Trails Master Plan will provide the means to develop trail infrastructure that is planned and connects the three distinct areas of Ashcroft with trail heads. The Ashcroft Indian Band has expressed an interest in collaborating on this priority to include

linking our two communities with a walking path and link existing AIB trails into the trail network. An independent trail planner/builder will be engaged to develop the plan.

The scope of this project includes:

- Contract a consultant specializing in Trail planning and development – First Journey Trails
- Project is a budget item, grant sourcing is not required for planning
- Provide existing trail information to consultant
- Consultant to engage with community members individually or in groups
- Conduct Trail survey
- Develop draft plan
- Host community engagement and feedback session – to be held at draft plan presentation
- Review plan
- Finalize and approve plan

Draft Plan has been presented to the community for input and requires one last meeting between Council and the contractor to finalize and adopt the plan. Additional information required in regard to liability risk of the existing trails on crown land included in the plan.

PRIORITY #5 – ONGOING Working Group Chair will finalize and move the plan towards adoption.

<i>PRIORITY #6</i>	<i>COMMUNITY GARDEN - HERITAGE PARK AND TREE ASSESSMENT</i>		
<i>OBJECTIVE:</i>	Develop a community garden near Heritage Park, assess Heritage Park and Trees		
ESTABLISH WORKING GROUP – Members of Council, Staff, Stakeholders as needed			
Actions:		Timeline for Completion	Primary Responsibility
STEP #1:	DETERMINE SCOPE OF THE PROJECT	April 2021	Staff/Council
STEP #2	SOURCE FUNDING	May 2021	Working Group
STEP #3	COLLABORATE / PARTNER WITH COMMUNITY GROUPS	April 2021	Working Group
STEP #4:	DEVELOP GARDEN LAYOUT/PLAN	May 2021	Working Group
STEP #5:	CONSTRUCT GARDEN - Begin	September 2021	Working Group
STEP #6:	DEVELOP GARDEN USER AGREEMENT/RULES	November 2021	Working Group
STEP #7:	COMPLETE GARDEN CONSTRUCTION	June 2022	Staff
The Working Group established timelines for completion when the scope of the project was solidified; however, this is a living document which may be amended from time to time.			

The ongoing development of green space as well as the maintenance and enhancement of existing green spaces in Ashcroft is a priority for Council. Heritage Park was constructed to celebrate Ashcroft’s historical roots in recognition of Ashcroft’s 50th anniversary of incorporation. To celebrate Ashcroft’s 70th anniversary in 2022 this priority will comprehensively assess all structures and trees at Heritage Park and develop plans to construct a community garden between the park and the big blue dump truck. The scope of the garden project increased in 2021 to include a redesign of the Pond, water wheel and surrounding area.

The scope of this project includes:

- Invite CIB participation
- Determine final location and size of garden
- Develop concept design
- Source and apply for grant funding
- Develop Garden rules, policy etc.
- Construct garden
- Develop concept drawing for pond and water wheel area redesign
- Source funding for redesign project

PRIORITY # 6 - COMPLETE

<i>PRIORITY #7</i>	<i>ASHCROFT FIRE RESCUE SUSTAINABILITY</i>		
<i>OBJECTIVE:</i>	Support AVFD Sustainability		
ESTABLISH WORKING GROUP – Members of Council, Staff, Ashcroft Fire Rescue members			
Actions:		Timeline for Completion	Primary Responsibility
STEP #1:	DETERMINE SCOPE OF THE PROJECT	May 2021	Working Group
STEP #2	UPDATE CONSTITUTION AND BYLAW	July 2021	Working Group
STEP #3	DEVELOP OPERATIONAL PROCEDURES & GUIDELINES	December 2022	Working Group
STEP #4:	DEVELOP REPORTING TEMPLATES	June 2021	Working Group
STEP #5:	SOURCE GRANT FUNDING	September 2021	Working Group
The Working Group established timelines for completion when the scope of the project was solidified; however, this is a living document which may be amended from time to time.			

The Ashcroft Volunteer Ashcroft Fire Rescue is undergoing leadership changes and retirement of long-time members leaving the department vulnerable during the transition period. New leadership approached the Village to request support as the department continues to provide fire protection and

highway rescue services to the community and surrounding area. The current Constitution and Bylaw are outdated and not reflecting the current needs or actions of the department. Updating the establishing documents, developing operational procedures, guidelines and reporting templates are daunting tasks that the Ashcroft Fire Rescue members do not have the capacity to fulfill.

The working group will provide the venue for discussion and identify ways to support the Ashcroft Fire Rescue to sustainable levels.

Firehall upgrades grant successful \$688,000. Project costs are over budget, staff is working with the contractor for solutions

The scope of this project includes:

- Engage with FD and invite working group participation
- Review and rewrite FD Constitution
- Staff to update the FD Establishing Bylaw
- FD and WG review FD Establishing Bylaw prior to going before Council
- Source funding for Fire Hall upgrades, training, equipment etc. – FUNDING APPROVED
- Develop Safe Operating Procedures and Guidelines
- Establish better communications and relationship between the Village and the FD
- Design plan for firehall upgrades
- RFP and select contractor to complete the project

PRIORITY # 7 - COMPLETE

PROJECT LIST BY STATUS OF PRIORITY

Area	Description	Priority	Cost	Est. Grant	Staffing	Status
Admin	Public Art Review & Policy	Critical	Staff time		Intern/CAO	Complete
Admin	Emergency Plan Update	Critical	Staff time		CFO/CAO	Complete
Admin	Good Neighbour Bylaw	Critical	Staff time		CAO/BEO	TBD
Admin	Voyent Alert System	Critical	1,200		All Admin Staff	Complete
Collaboration	Asset management collaborative	Critical	50,000	50,000	CFO/Cache Creek	Complete
Collaboration	AIB Water Project & Trails	Critical	30,000		CAO/CFO/DP W	In Progress
Collaboration	Intercommunity Bylaw Enforcement Officer	Critical	21,333		CAO	Established

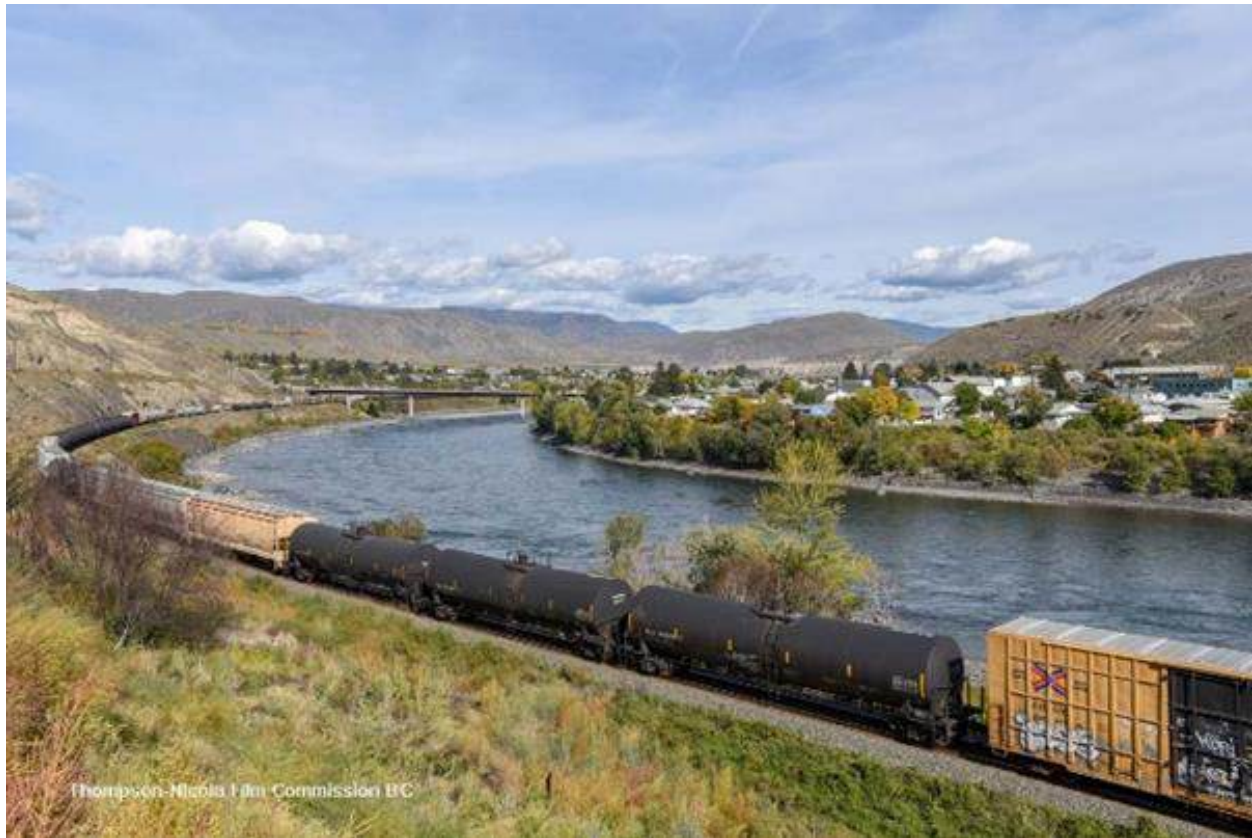
Economic Development	Capacity Building & Ec Dev Officer	Critical	50,000	50,000	CAO/EDTC	Established
Economic Development	Business Façade	Critical	20,000	20,000	CAO/EDTC	Annual Ongoing
Economic Development	Update MOTI and Hwy. Signage	Critical	20,000.00	20,000	EDTC/CAO/CF O	Complete
Economic Development	Love Ashcroft	Critical	1,200	1,200	CAO/EDTC	2023 Last Year
Economic Development	Grant Writer	Critical	10,500	8,000	CFO	Annual Ongoing
Environment	EV Charging Lvl2 & Fast Charger	Critical	75,000	40,000	CFO/CAO	Complete
Equipment	Sweeper -	Critical	350,000		CFO/DPW	Complete
Equipment	Front end bucket for John Deer Tractor	Critical	6,000		CFO/DPW	Complete
Fire	Fire Training/equipment	Critical	52,000	52,000	FD/CAO/CFO	Complete
HARS	Heat Alert	Critical	25,000	25,000	CAO/EA	Complete
Parks & Playgrounds	Legacy Park Upgrades to Sewer & Elec	Critical	100,000		CFO/DPW	Complete
Parks & Playgrounds	Update old fire hall	Critical	5,000		DPW/PW	
Parks & Playgrounds	Hot Tub	Critical	172,000	126,000	CFO/DPW/PW	Complete
Parks & Playgrounds	Trails Master Plan	Critical	30,000		CFO	Requires Adodption
Parks & Playgrounds	Community Garden - Fencing, soil, planters & boxes, water line	Critical	60,000	60,000	CFO/DPW/PW	Complete
Sewage	STP Grating on Walkway	Critical	6,400		DPW/PW	Complete
Sewage	Lift station	Critical	1,380,000	1,380,000	CFO/DPW/CA O	Complete
Subdivision	Concluding	Critical	5,000		CAO	Complete
Subdivision	Storm Sewer - Storm Run Off	Critical	80,000		CAO/CFO	Complete
Transport	Rainbow Crosswalk	Critical	7,500		DPW/PW	Complete

Transport	Sidewalk access	Critical	10,000		DPW/PW	Ongoing
Water	Reservoir Desert Hills property	Critical	3,821,000	2,801,939	CFO/CAO	In Progress
Water	Reservoir Ladder replacement & repairs	Critical	8,000		DPW/PW	In Progress
Water	WTP Intake project	Critical	833,000	533,333	CFO/DPW	Complete
Water	WTP Separator Project	Critical	175,000		CFO/DPW	Complete
Water	Reservoir - Survey, Land Purchase & ALC	Critical	100,000		CAO/CFO/DPW	In Progress
Buildings	Fire Hall Roof leak between truck bay and hall	High	25,000		DPW/PW	Complete
Buildings	Community Hall Signage -Mosaic	High	5,000		CAO	
Collaboration	Service Agreements/Shared Services	High			CAO/CFO/DPW	Ongoing
Parks & Playgrounds	Tree Inventory--CIB Urban	High	-		CAO/CFO/DPW	Complete
Parks & Playgrounds	Evaluation of Heritage Park	High	-		DPW/PW	Complete
Transport	Road Infrastructure	High	50,000		CFO/DPW	Ongoing
Water	Rural Pump Station Upgrade Motor	High	6,000		DPW	
Water	Generators for remaining pump station	Medium	120,000		CFO/DPW	Ongoing
Cemetery	Upgrade Irrigation & beautification	Medium	60,000		DPW/PW	
Equipment	Mower	Medium	50,000		CFO/DPW	Complete
Equipment	Loader	Medium	250,000		CFO/DPW	
Parks & Playgrounds	Pool Shade Covers	Medium	35,000		CAO/CFO/DPW	In Progress
Parks & Playgrounds	Dog Park	Medium				
Sewage	UV upgrades to self cleaners	Medium	50,000		CFO/DPW	

Storm drainage	Remediate flooding near fire hall	Medium	5,000		DPW/PW	Complete
Buildings	Lady Minto- Fire Alarm -pull station	Low	30,000		DPW/CFO	
Buildings	Pave Apron	Low	7,000		DPW/CFO	Complete
Buildings	Lady Minto - Automatic Door	Low	15,000		DPW/PW	
Buildings	Renovate Firehall	Low	1,150,000	688,000	CFO/CAO/FC	In Progress
Equipment	Electric Zamboni	Low	150,000		DPW/CFO	Complete
Equipment	Replace Tanker & Rescue	Low	700,000		CFO/FC	
Parks & Playgrounds	Splash Park	Low	85,000		CAO/CFO/DP W	
Parks & Playgrounds	Parks and Rec Coordinator	Low	50,000		CAO/CFO/DP W	

SCHEDULE A - 2023 AUDITED FINANCIAL STATEMENTS

The following document is the Audited 2023 Financial Statement for the Village of Ashcroft



THE CORPORATION OF THE VILLAGE OF ASHCROFT

FINANCIAL STATEMENTS

December 31, 2023

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING
INDEPENDENT AUDITOR'S REPORT
STATEMENT OF FINANCIAL POSITION
STATEMENT OF ACCUMULATED SURPLUS
STATEMENT OF OPERATIONS
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
STATEMENT OF CASH FLOWS
NOTES TO FINANCIAL STATEMENTS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
STATEMENT OF FINANCIAL ACTIVITIES - SEGMENTED

APPENDIX 1
APPENDIX 2

SUPPLEMENTARY INFORMATION:

FUND STATEMENTS:

GENERAL REVENUE FUND
WATER REVENUE FUND
SEWER REVENUE FUND
STATUTORY RESERVE FUNDS

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SCHEDULES 4 - 5
SCHEDULES 6 - 7
SCHEDULE 8

COVID-19 SAFE RESTART GRANTS FOR LOCAL GOVERNMENTS:

STATEMENT OF GRANT EXPENDITURES

SCHEDULE 9

GROWING COMMUNITIES FUND:

STATEMENT OF GRANT EXPENDITURES

SCHEDULE 10

MANAGEMENT'S RESPONSIBILITY FOR REPORTING

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards. Financial statements are not precise since they include certain amounts based on estimates and judgments. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly, in all material respects.

The Village maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the Village's assets are appropriately accounted for and adequately safeguarded.

The Village Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements.


The Audit Committee reviews the Village's financial statements and recommends their approval to Village Council. The Audit Committee meets periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the financial statements and the external auditors' report. The Mayor and Council take this information into consideration when approving the financial statements for issuance to the residents. The Mayor and Council also consider the engagement of the external auditors.

The financial statements have been audited by Grant Thornton LLP in accordance with Canadian generally accepted auditing standards on behalf of the ratepayers. Grant Thornton LLP has full access to the Council and management.

On behalf of The Corporation of the Village of Ashcroft



Yoginder Bhalla, CFO



Date

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council,
THE CORPORATION OF THE VILLAGE OF ASHCROFT

Opinion

We have audited the accompanying financial statements of THE CORPORATION OF THE VILLAGE OF ASHCROFT (the Village), which comprise the statement of financial position as at December 31, 2023, and the statement of accumulated surplus, statement of operations, statement of change in net financial assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the financial statements present fairly, in all material respects, the financial position of THE CORPORATION OF THE VILLAGE OF ASHCROFT as at December 31, 2023, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

We draw attention to the fact the supplementary information included in Schedules 1 through 10 do not form part of the financial statements. We have not audited or reviewed this supplementary information and, accordingly, we do not express an opinion, a review conclusion or any other form of assurance on this supplementary information.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Grant Thornton LLP

Chartered Professional Accountants

Kamloops, Canada
April 22, 2024

THE CORPORATION OF THE VILLAGE OF ASHCROFT
STATEMENT OF FINANCIAL POSITION
December 31, 2023

FINANCIAL ASSETS	2023	2022
Cash and cash equivalents (Note 6)	\$ 694,368	\$ 1,383,062
Restricted cash and cash equivalents (Note 6)	4,866,273	3,391,818
Accounts receivable (Note 7)	807,912	447,120
Taxes and utilities receivable	283,322	257,833
	6,651,875	5,479,833
LIABILITIES		
Accounts payable and accrued liabilities	679,145	615,074
Deferred revenue (Note 8)	81,500	7,167
Asset retirement obligation (Note 9)	232,826	-
	993,471	622,241
NET FINANCIAL ASSETS	5,658,404	4,857,592
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 10)	19,343,733	17,649,825
Prepaid expenses	29,610	48,792
	19,373,343	17,698,617
ACCUMULATED SURPLUS (Note 11)	\$ 25,031,747	\$ 22,556,209

COMMITMENTS AND CONTINGENCIES (Note 12)

APPROVED ON BEHALF OF MAYOR AND COUNCIL:



 Yoginder Bhalla, CFO

See accompanying notes to financial statements.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
STATEMENT OF ACCUMULATED SURPLUS
Year ended December 31, 2023

	2023	2022
ACCUMULATED SURPLUS, beginning of year	\$ 22,556,211	\$ 21,306,706
ANNUAL SURPLUS	<u>2,475,536</u>	<u>1,249,505</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 25,031,747</u>	<u>\$ 22,556,211</u>

See accompanying notes to financial statements.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
STATEMENT OF OPERATIONS
Year ended December 31, 2023

	Budget (Note 17)	2023	2022
REVENUES:			
Municipal taxation (Note 14)	\$ 1,748,414	\$ 1,889,377	\$ 1,708,939
Sales of services	1,317,500	1,332,361	1,283,021
Government transfers (Note 15)	2,901,500	2,910,147	1,890,446
Licenses, permits, penalties and fines	213,732	479,140	267,377
	<u>6,181,146</u>	<u>6,611,025</u>	<u>5,149,783</u>
EXPENSES:			
General government services	1,611,254	632,250	605,006
Protective services	221,030	181,017	195,138
Transportation services	730,830	752,426	695,143
Environmental and public health services	337,406	268,282	284,344
Recreational and cultural services	1,019,222	936,163	863,101
Water and sewer services	1,359,842	1,365,351	1,257,546
	<u>5,279,584</u>	<u>4,135,489</u>	<u>3,900,278</u>
ANNUAL SURPLUS	\$ 901,562	\$ 2,475,536	\$ 1,249,505

See accompanying notes to financial statements.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
Year ended December 31, 2023

	Budget	2023	2022
ANNUAL SURPLUS	\$ 901,562	\$ 2,475,536	\$ 1,249,505
Acquisition of tangible capital assets	(2,812,000)	(2,351,593)	(1,161,195)
Amortization of tangible capital assets	606,959	657,687	613,595
Change in prepaid expenses	-	19,182	(14,834)
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(1,303,479)	800,812	687,071
NET FINANCIAL ASSETS, beginning of year	4,857,592	4,857,592	4,170,521
NET FINANCIAL ASSETS, end of year	\$ 3,554,113	\$ 5,658,404	\$ 4,857,592

See accompanying notes to financial statements.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
STATEMENT OF CASH FLOWS
Year ended December 31, 2023

	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES:		
Annual surplus	\$ 2,475,536	\$ 1,249,505
Non-cash changes to operations:		
Amortization	657,687	613,595
(Increase) decrease in:		
Accounts receivable	(360,792)	210,689
Taxes and utilities receivable	(25,489)	(64,426)
Prepaid expenses	19,182	(14,834)
Increase (decrease) in:		
Accounts payable	64,071	73,700
Deferred revenue	74,333	(233,580)
Asset retirement obligation	232,826	-
Cash flows from operations	<u>3,137,354</u>	<u>1,834,649</u>
CASH FLOWS FROM CAPITAL ACTIVITIES:		
Acquisition of tangible capital assets	<u>(2,351,593)</u>	<u>(1,161,195)</u>
Cash flows used in capital	<u>(2,351,593)</u>	<u>(1,161,195)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Statutory reserve fund	(276,923)	(230,601)
Reserve for future expenditures	<u>(1,197,532)</u>	<u>(136,396)</u>
Cash flows used in investing	<u>(1,474,455)</u>	<u>(366,997)</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	(688,694)	306,457
CASH AND CASH EQUIVALENTS, beginning of year	<u>1,383,062</u>	<u>1,076,605</u>
CASH AND CASH EQUIVALENTS, end of year	\$ 694,368	\$ 1,383,062

See accompanying notes to financial statements.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO FINANCIAL STATEMENTS
December 31, 2023

NOTE 1. ENTITY:

The Corporation of the Village of Ashcroft was incorporated in 1952 under the Municipal Act, a statute of the Province of British Columbia. Its principal activities include the provision of local government services to the residents of the incorporated area. These services include administrative, protective, transportation, environmental, recreational, water, sewer and fiscal services.

NOTE 2. ADOPTION OF NEW STANDARDS:

Effective January 1, 2023, The Corporation of the Village of Ashcroft adopted new Public Sector Accounting Standards Sections PS 3450 Financial Instruments, PS 3041 Portfolio Investments, PS 2601 Foreign Currency Translation and Section 1201 Financial Statement Presentation along with the related amendments. New Section PS 3450 requires the fair value measurement of derivatives and portfolio investments in equities quoted in an active market. All other financial assets and liabilities are measured at cost or amortized cost (using the effective interest method), or, by policy choice, at fair value when the entity defines and implements a risk management or investment strategy to manage and evaluate the performance of a group of financial assets, financial liabilities or both on a fair value basis. For items denominated in a foreign currency, unrealized foreign exchange gains and losses between the transaction date and subsequent financial statement dates are recognized in the statement of remeasurement gains and losses until they are settled, upon which they are recognized in the statement of operations.

The measurement requirements were applied prospectively. The recognition, derecognition, and measurement policies followed in the comparative period had no impact on the comparative figures.

Prospective restatement

Effective January 1, 2023, the Village adopted new Public Sector Accounting Standard Section PS 3280 *Asset Retirement Obligations* (ARO) which recognizes legal obligations associated with the retirement of tangible capital assets. The financial statements of the comparative year have not been restated to reflect this change in the accounting policy, which has been applied prospectively. Under the prospective application method, all ARO incurred before and after the transition date have been recognized/adjusted in accordance with the standard. For those tangible capital assets in productive use, there was a related increase in the carrying amount of the related tangible capital asset by the same amount; for those tangible capital assets no longer in productive use, an expense was recognized for the same amount as the liability.

NOTE 3. SIGNIFICANT ACCOUNTING POLICIES:

Basis of Presentation:

The financial statements are the responsibility of management and prepared in accordance with Canadian public sector accounting standards (PSAS). The preparation of these financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods. These financial statements include the operations of the General, Water, Sewer, and Reserve Funds.

Basis of Accounting:

The Village's financial statements are prepared using the accrual basis of accounting.

Cash and Cash Equivalents:

The Village's cash and cash equivalents and pooled bond funds are recorded at fair market value. Short-term investments are held with the Municipal Finance Authority and are held in short term bonds and a money market fund.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO FINANCIAL STATEMENTS
December 31, 2023**

NOTE 3. SIGNIFICANT ACCOUNTING POLICIES (continued):

Non-financial Assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the annual surplus, provides the Change in Net Financial Assets for the year.

a) **Tangible Capital Assets:**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Major Asset Category

Buildings	20 to 70 years
Machinery and equipment	5 to 25 years
Pool, arena and other facilities	50 to 100 years
Roads	25 to 75 years
Storm sewer	100 years
Plants and facilities	20 to 70 years
Underground networks	100 years

The Village reviews the useful lives and the carrying values of its tangible capital assets at least annually or more frequently if events or changes in circumstances indicate that the assets might be impaired, by reference to the assets' contribution to the Village's ability to provide services. When assets no longer have any long-term service potential to the Village, the assets are considered to be impaired. An impairment loss is measured at the amount by which the carrying amount of the assets exceeds their fair value, which is estimated as the expected service potential of the assets.

b) **Contributions of Tangible Capital Assets:**

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt.

c) **Leases:**

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

Revenue Recognition:

The Village derives revenues from a number of sources. Revenue is recognized on the accrual basis as it is earned, or as services are provided, and is measurable and becomes receivable under the terms of the applicable funding agreements.

Municipal Taxation:

Annual levies for non-optional municipal services and general administrative services are recorded as taxes for municipal purposes. Levies imposed by other taxing authorities are not included as taxes for municipal purposes. Taxes are recognized as revenue in the year they are levied.

Through the BC Assessment appeal process taxes may be adjusted by way of supplementary roll adjustments. The effect of these adjustments on taxes are recognized at the time they are awarded.

Interest is recorded on the accrual basis and is recognized when earned. Grants, contributions and other amounts received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work or for the purchase of tangible capital assets is recorded as revenue in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired. All other sources of revenue are recorded as services are provided.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO FINANCIAL STATEMENTS
December 31, 2023

NOTE 3. SIGNIFICANT ACCOUNTING POLICIES (continued):

Revenues, other than government transfers, that are externally restricted through stipulations imposed by an agreement with an external party, legislation, or regulation that specify the purpose or purpose for which the resources are to be used are deferred on the statement of financial position. The revenue is recognized in the year in which it is used for the specified purpose.

Sales of Services:

Charges for arena, swimming pool, parks, garbage collection, etc. are included in this category. These revenues are recorded on the accrual basis and recognized as earned which is usually when services are provided or facilities are utilized.

Revenue related to fees or services received in advance of the fee being earned or the service performed are deferred and recognized when the fee is earned or service is performed.

Government Transfers:

Government transfers are recognized as revenue in the period that the transfer is authorized, eligibility criteria, if any, has been met by the Village, and a reasonable estimate of the amount to be received can be made.

Licenses, permits, penalties and fines:

Own source revenues derived from such sources as interest income, rental and donations, etc. are recognized upon transfer of title of the product or upon performance of the service and when collectability is reasonably assured.

Municipal Pension Plan:

The Village's pension plan follows the guidelines of the Municipal Pension Plan which is administered by the Province of British Columbia for all British Columbia municipalities. The Village and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers is responsible for administering the plan, including investment assets and administration of benefits. The plan is a multi-employer defined benefit plan. See Note 12 for further details.

Expense Recognition:

Expenses are recorded on the accrual basis and are recognized as they are incurred as a result of the receipt of goods and services or the creation of a legal obligation to pay.

Use of Estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates. A significant area requiring management estimates includes the useful life of tangible capital assets. Management reviews these estimates on a periodic basis and, where necessary, makes adjustments prospectively.

Contaminated Sites:

Governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standard, the government has responsibility for remediation, future economic benefits will be given up and a reasonable estimate can be made. The Village has not recognized any liabilities for remediation of contaminated sites.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO FINANCIAL STATEMENTS
December 31, 2023

NOTE 3. SIGNIFICANT ACCOUNTING POLICIES (continued):

Segment Disclosure:

The accounting policies of the segments are the same as those described in the summary of significant accounting policies. The revenues and expenses that are directly attributable to a particular segment are allocated to that segment. Amounts that are directly attributable to a number of segments have been allocated on a reasonable basis.

The segments are as follows:

Government Services – Mayor & Council, Finance, and Human Resources:

The Departments within General Government Services are responsible for adopting bylaws; adopting administrative policy; levying taxes; acquiring, disposing and managing Village assets; ensuring effective financial management; monitoring performance and ensuring that high quality service standards are met.

Protective Services – Fire Protection:

Fire Protection includes all of the operating activities for fire prevention and suppression.

Transportation Services - Public Transit and Street Maintenance:

Public Transit and Street Maintenance involve the repair and maintenance of the road network and traffic services.

Environmental and Public Health Services - Waste Management:

Waste Management includes all of the revenue and expenses related to the collection and disposal of solid waste and community development, tourism and promotional activities.

Recreational and Cultural Services - Parks, Recreation and Culture:

The Parks, Recreation and Culture Department is responsible for providing, facilitating the development of, and maintaining high quality parks, recreation facilities, and cultural services.

Water Services - Water Department:

The Water Department includes all the operating activities related to the treatment and distribution of water throughout the Village.

Sewer Services - Sewer Department:

The Sewer Department operates network sewer mains and pump stations.

Reserve Funds - Statutory Reserve Funds:

The Statutory Reserve Fund is comprised of the machinery and equipment replacement reserve and capital works reserve.

Financial instruments:

All financial instruments are recorded at their cost or amortized cost except for portfolio investments in equity instruments quoted in an active market and derivatives which are recorded at their fair value with unrealized remeasurement gains and losses recorded in the statement of remeasurement gains and losses. Once realized, remeasurement gains and losses are transferred to the statement of operations. Changes in the fair value on restricted assets are recognized as a liability until the criterion attached to the restrictions has been met, upon which the gain or loss is recognized in the statement of operations.

Transaction costs related to financial instruments measured at cost or amortized cost are added to the carrying value of the financial instrument. Transaction costs related to financial instruments recorded at their fair values are expensed as incurred.

Financial liabilities (or part of a financial liability) are removed from the statement of financial position when, and only when, they are discharged or cancelled or expire.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO FINANCIAL STATEMENTS
December 31, 2023

NOTE 3. SIGNIFICANT ACCOUNTING POLICIES (continued):

Asset retirement obligations

A liability for an asset retirement obligation is recognized when all of the following criteria are met:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The liability is measured at the Village's best estimate of the amount required to retire a tangible capital asset (or a component thereof) at the financial statement date. The estimate includes costs directly attributable to the asset retirement activities. The costs also include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset and the costs of tangible capital assets acquired as part of asset retirement activities to the extent those assets have no alternative use.

Upon initial recognition of the liability for an asset retirement obligation, the carrying amount of the corresponding tangible capital asset (or component thereof) is increased by the same amount. The capitalized asset retirement cost is expensed in a rational and systematic manner over the useful life of the tangible capital asset (or a component thereof). For obligations for which there is no tangible capital asset recognized or for tangible capital assets that are no longer in productive use, the asset retirement costs are expensed immediately. Subsequently, the liability is reviewed at each financial statement reporting date and adjusted for (1) changes as a result of the passage of time with corresponding accretion expense and (2) adjusted for any revisions to the timing, amount of the original estimate of undiscounted cash flows, or the discount rate. Adjustments to the liability as a result of revisions to the timing, amount of the estimate of undiscounted cash flows or the discount rate are adjusted to the cost of the related tangible capital asset and the revised carrying amount of the related tangible capital asset is amortized except for adjustments related to tangible capital assets that are not recognized or no longer in productive use, which are expensed in the period they are incurred.

The asset retirement costs are amortized on a straight-line basis.

A recovery related to asset retirement obligation is recognized when the recovery can be appropriately measured; reasonably estimated and it is expected that future economic benefits will be obtained. The recovery is not netted against the liability.

Statement of remeasurement gains and losses

The statement of remeasurement gains and losses has not been included in the financial statement as there have been no remeasurement gains or losses as of December 31, 2023 or accumulated gains or losses from prior fiscal periods.

NOTE 4. FUTURE ACCOUNTING CHANGES

PS 3400 Revenues

This section establishes standards on how to account for and report on revenue. This section applies to fiscal years beginning on or after April 1, 2023, with early adoption permitted.

PS 3160 Public private partnerships

This section establishes standards on how to account for and report on public private partnerships. This section applies to fiscal years beginning on or after April 1, 2023, with early adoption permitted.

PS 1000 Financial Statement Concepts

Section PS 1000 has been amended to remove the prohibition of recognition of purchased intangibles in public sector financial statements. This section applies to fiscal years beginning on or after April 1, 2023, with early adoption permitted.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO FINANCIAL STATEMENTS
December 31, 2023

NOTE 5. FINANCIAL INSTRUMENTS:

Classification

The following table provides the carrying amount information of the Village's financial instruments by category. The maximum exposure to credit risk for the financial assets would be the carrying values shown below.

Financial instrument	2023	2022
	Amortized cost / cost	Amortized cost / cost
Cash and cash equivalents	\$ 694,368	\$ 1,383,062
Restricted cash and cash equivalents	4,866,273	3,391,818
Accounts receivable	807,912	447,120
Taxes and utilities receivable	283,322	257,833
Accounts payable and accrued liabilities	679,145	615,074

Credit risk

Credit risk is the risk of financial loss to the Village if a debtor fails to discharge their obligation (e.g., pay the accounts receivable owing to the Village). The Village is exposed to this risk arising from its cash and cash equivalents and accounts receivable. The Village holds its cash accounts with two federally regulated chartered banks who are insured by the Canadian Deposit Insurance Corporation. In the event of default, the Village's cash accounts are insured up to the full amount with each bank.

Accounts receivable is primarily due from government corporations and individuals. Credit risk is mitigated by the highly diversified nature of the debtors and other customers. The Village measures its exposure to credit risk based on how long the amounts have been outstanding. An impairment allowance is set up based on the Village's historical experience regarding collections. In the current and prior years, all of the impairment allowance related to the other receivables. There were no changes in exposures to credit risk during the period. The amounts outstanding at year end were as follows:

	Current	31-60 days	61-90 days	Over 90 days	Total
Government receivables	\$ 1,072,474	\$ -	\$ -	\$ -	\$ 1,072,474
Other accounts receivable	1,534	11,282	506	5,438	18,760
Net receivable	\$ 1,074,008	\$ 11,282	\$ 506	\$ 5,438	\$ 1,091,234

Liquidity risk

Liquidity risk is the risk that the Village will not be able to meet all cash outflow obligations as they come due. The Village mitigates this risk by monitoring cash activities and expected outflows through extensive budgeting and maintaining investments that may be converted to cash in the near-term if unexpected cash outflows arise.

Interest risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Village manages exposure through its normal operation and financing activities. It is management's opinion that the Village is not exposed to significant interest rate risk by its investments.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO FINANCIAL STATEMENTS
December 31, 2023

NOTE 6. CASH AND CASH EQUIVALENTS AND RESTRICTED CASH AND CASH EQUIVALENTS:	2023	2022
Statutory Reserve Fund	\$ 2,608,310	\$ 2,331,387
Reserve for future expenditures	<u>2,257,963</u>	<u>1,060,431</u>
Restricted cash and cash equivalents	4,866,273	3,391,818
Unrestricted cash and cash equivalents	<u>694,368</u>	<u>1,383,062</u>
	<u>\$ 5,560,641</u>	<u>\$ 4,774,880</u>
Consists of:		
Cash	\$ 2,838,237	\$ 3,174,150
Investments in pooled money market funds	<u>2,722,404</u>	<u>1,600,730</u>
	<u>\$ 5,560,641</u>	<u>\$ 4,774,880</u>
NOTE 7. ACCOUNTS RECEIVABLE:	2023	2022
Province of BC - Sewer Treatment Plant grant	\$ 85,293	\$ 80,738
Province of BC - Hot Tub Replacement grant	-	112,386
Province of BC - Fire Department Hall Retrofit grant	447,278	-
Other	<u>275,341</u>	<u>253,996</u>
	<u>\$ 807,912</u>	<u>\$ 447,120</u>
NOTE 8. DEFERRED REVENUE:	2023	2022
Federal Gas Tax Agreement - Community Works Fund:		
Opening balance of unspent funds	\$ -	\$ 11,352
Add: Amount received during the year	132,384	126,451
Interest earned	190	245
Less: Revenue recognized during the year	<u>(132,574)</u>	<u>(138,048)</u>
Closing balance of unspent funds	<u>-</u>	<u>-</u>
Other Funding:		
Interior Health - Heat Alert & Response Planning Project:		
Opening balance unspent funds	-	12,500
Less: Revenue recognized during the year	-	(12,500)
NG911 & Complete Communities grant		
Add: Amount received during the year	71,500	-
Less: Revenue recognized during the year	-	-
NDIT Marketing grant		
Add: Amount received during the year	10,000	-
Less: Revenue recognized during the year	-	-
Closing balance of unspent funds	<u>81,500</u>	<u>-</u>

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO FINANCIAL STATEMENTS
December 31, 2023

NOTE 8. DEFERRED REVENUE (continued):

Sewer Revenue - Rural and Northern Communities Program:

Opening balance of unspent funds	7,167	216,895
Add: Amount received during the year	-	-
Less: Revenue recognized during the year	<u>(7,167)</u>	<u>(209,728)</u>
Closing balance of unspent funds	<u>-</u>	<u>7,167</u>

Total	<u>\$ 81,500</u>	<u>\$ 7,167</u>
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a) Community Works Fund:

Community Works funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Community Works funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

b) Other Funding:

Other funding has been deferred until related expenses are incurred.

c) Rural and Northern Communities Program:

Clean Water and Wastewater funding is provided jointly by the Government of Canada and the Province of British Columbia. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Clean Water and Wastewater funding may be used towards eligible costs of the lift station replacement project as specified in the funding agreements.

NOTE 9. ASSET RETIREMENT OBLIGATION

The Village has recognized an asset retirement obligation related to potential asbestos remediation in the buildings of the Village of Ashcroft. There are no plans to remediate the asbestos but the carrying value must be tracked.

A reconciliation of the aggregate carrying amount of the liability is as follows:

	<u>2023</u>	
Opening balance	\$ -	
Increase due to new liability incurred in the current period	225,316	
Accretion expense	<u>7,510</u>	
Closing balance	<u>\$ 232,826</u>	

The liability is estimated using a present value technique that discounts the expected future expenditures. The discount rate used was based on the Municipal Finance Authority of BC's borrowing rate for liabilities with similar risks and maturity of 4.19%.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO FINANCIAL STATEMENTS
December 31, 2023

NOTE 10. TANGIBLE CAPITAL ASSETS:	2023	2022
Tangible capital assets consist of the following:		
Land	\$ 656,841	\$ 600,280
Pool, arena and other facilities	2,681,049	1,392,138
Buildings	851,213	662,492
Machinery and equipment	1,309,583	1,181,315
Roads	472,593	440,184
Storm sewer	351,736	356,981
Plants and facilities	12,145,319	12,119,146
Underground networks	875,399	897,289
	\$ 19,343,733	\$ 17,649,825

For additional information, see Schedule of Tangible Capital Assets (Appendix 1).

NOTE 11. ACCUMULATED SURPLUS:	2023	2022
Accumulated surplus consists of individual fund surpluses and reserves as follows:		
Surplus from operations	\$ 821,741	\$ 1,514,568
Invested in tangible capital assets	19,343,733	17,649,825
Statutory reserve funds:		
Capital works reserve	2,434,403	2,164,371
Machinery and equipment replacement reserve	173,907	167,016
	2,608,310	2,331,387
Reserves for future expenditure:		
General	363,309	363,309
Fire department	392	387
Roads	61,844	58,866
Transit	96,703	95,357
Growing Community	1,114,768	-
Water	66,504	66,504
Sewer	554,443	476,008
	2,257,963	1,060,431
	\$ 25,031,747	\$ 22,556,211

NOTE 12. COMMITMENTS AND CONTINGENCIES:

- a) Operation and Maintenance Agreement:
The Village has an operating lease for a photocopier and maintenance agreements for the water treatment plant and sewer treatment plant.

Future minimum monthly payments as at December 31, 2023, are as follows:

2024	\$ 44,760
2025	18,682
2026	676
	\$ 64,118

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO FINANCIAL STATEMENTS
December 31, 2023

NOTE 12. COMMITMENTS AND CONTINGENCIES (continued):

b) The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Village paid \$110,700 (2022 - \$100,674) for employer contributions to the plan in 2023.

The next valuation will be as at December 31, 2024.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

c) The Village was approved for a Rural and Northern Communities Program grant in the prior year for the replacement of a sewer lift station. The total project is expected to cost \$1.38 million over five years, with the grant from the Province covering 2/5 of the amount and a grant from Canada covering 3/5 of the amount for a total of \$1.38 million. Total costs on this project to the year-end date are \$1,286,054. Total amounts received as revenue from the grant to the year-end date are \$1,278,089.

NOTE 13. PERPETUAL CARE TRUST FUND:

The Village operates a cemetery in accordance with the Cemetery and Funeral Services Act. The Village is required to maintain a trust fund which is not included in these financial statements. Details of the trust funds are as follows:

	2023	2022
BALANCE, beginning of year	\$ 70,102	\$ 66,157
Add:		
Proceeds from sale of plots and monuments	2,782	2,518
Interest earned	3,929	1,427
	\$ 76,813	\$ 70,102
BALANCE, end of year	\$ 76,813	\$ 70,102
The perpetual care trust fund is represented by:		
Cash and short-term investments	\$ 76,813	\$ 70,384
Due to (from) General Revenue Fund	-	(282)
	\$ 76,813	\$ 70,102

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO FINANCIAL STATEMENTS
December 31, 2023

NOTE 14. TAXATION REVENUE:

The Village is required to collect taxes on behalf of and transfer these amounts to the government agencies noted below:

	2023	2022
Tax collected:		
General purposes	\$ 1,889,377	\$ 1,708,939
Collections for other governments	<u>1,372,556</u>	<u>1,228,330</u>
	<u>3,261,933</u>	<u>2,937,269</u>
Less transfers to other governments:		
Province of BC - school taxes	858,375	762,741
Thompson-Nicola Regional District	260,910	243,476
Thompson Regional Hospital District	125,253	117,492
Municipal Finance Authority	84	69
BC Assessment Authority	16,695	14,777
Policing	<u>111,239</u>	<u>89,775</u>
	<u>1,372,556</u>	<u>1,228,330</u>
	<u>\$ 1,889,377</u>	<u>\$ 1,708,939</u>

NOTE 15. GOVERNMENT TRANSFERS:

Government transfers are a major source of transfers to the Village. Government transfers received are for completed projects that meet the required criteria as set out by the Government body providing the funding. Government transfers do not include grants in lieu of taxes received from the Federal and Provincial governments. In 2023 the Village received and recorded as revenue the following transfers:

	2023	2022
Operating transfers:		
Federal	\$ 132,611	\$ 248,229
Provincial	2,202,170	718,324
Other governments	<u>407,394</u>	<u>395,013</u>
	<u>2,742,175</u>	<u>1,361,566</u>
Capital transfers:		
Provincial	<u>167,972</u>	<u>528,880</u>
	<u>\$ 2,910,147</u>	<u>\$ 1,890,446</u>

NOTE 16. CASH FLOW INFORMATION:

During the year, the Village received \$286,182 (2022 - \$104,314) in interest income.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO FINANCIAL STATEMENTS
December 31, 2023

NOTE 17. BUDGET:

The Financial Plan Bylaw adopted by Council included capital transactions such as acquisition of tangible capital assets, borrowing proceeds for the purchase of capital assets, and debt principal repayments. In addition, internal transfers between services, transfers to reserves, and transfers from surplus were included.

These capital transactions and transfers have been removed from the Financial Plan and presented as the budget in these Financial Statements as follows:

	Financial Plan Bylaw	Adjustments for capital transactions and transfers	Budget
REVENUES:			
Municipal taxation	\$ 1,748,414	\$ -	\$ 1,748,414
Sales of services	1,317,500	-	1,317,500
Government grants	2,901,500	-	2,901,500
Borrowings, licenses, permits, penalties and fines	213,732	-	213,732
Transfer from Surplus	981,567	(981,567)	-
	7,162,713	(981,567)	6,181,146
EXPENSES:			
General government services	1,611,254	-	1,611,254
Protective services	221,030	-	221,030
Transportation services	730,830	-	730,830
Environmental and public health services	337,406	-	337,406
Recreational and cultural services	1,019,222	-	1,019,222
Water and sewer services	1,359,842	-	1,359,842
Acquisition of tangible capital assets	1,705,000	(1,705,000)	-
Transfer to reserves	178,129	(178,129)	-
	7,162,713	(1,883,129)	5,279,584
ANNUAL SURPLUS	\$ -	\$ 901,562	\$ 901,562

THE CORPORATION OF THE VILLAGE OF ASHCROFT
SCHEDULE OF TANGIBLE CAPITAL ASSETS
Year ended December 31, 2023

	General					Water			Sewer			Totals	
	Land	Pool, Arena and Other	Buildings	Machinery & Equipment	Roads	Storm Sewer	Plants & Facilities	Underground Networks	Plants & Facilities	Underground Networks	2023	2022	
Cost													
Balance, beginning of year	\$ 600,280	\$ 2,768,770	\$ 2,125,482	\$ 2,983,122	\$ 7,396,470	\$ 530,323	\$ 11,441,704	\$ 1,321,839	\$ 3,805,187	\$ 771,997	\$ 33,705,174	\$ 32,543,980	
Add: Additions during the year	55,561	1,353,930	-	266,657	84,241	-	188,305	-	176,583	-	2,126,277	1,161,195	
Asset retirement obligation	-	3,650	221,666	-	-	-	-	-	-	-	225,316	-	
Less: Disposals during the year	-	-	-	(32,270)	-	-	-	-	-	-	(32,270)	-	
Balance, end of year	656,841	4,126,350	2,347,148	3,217,509	7,440,711	530,323	11,630,009	1,321,839	3,981,770	771,997	36,024,497	33,705,175	
Accumulated amortization													
Balance, beginning of year	-	1,376,631	1,462,969	1,801,809	6,916,296	173,342	2,075,641	745,133	1,052,102	451,414	16,055,347	15,441,755	
Add: Amortization	-	68,670	32,946	138,387	51,832	5,245	269,666	14,170	69,021	7,720	657,687	613,595	
Less: Disposals during the year	-	-	-	(32,270)	-	-	-	-	-	-	(32,270)	-	
Balance, end of year	-	1,445,301	1,495,935	1,907,926	6,968,118	178,587	2,345,337	759,303	1,121,123	459,134	16,880,764	16,055,350	
Net Book Value of Tangible Capital Assets	\$ 656,841	\$ 2,681,049	\$ 851,213	\$ 1,309,583	\$ 472,593	\$ 351,736	\$ 9,284,672	\$ 562,536	\$ 2,860,647	\$ 312,863	\$ 19,343,733	\$ 17,649,825	

Included in Pool, Arena and Other (General) is \$1,319,231 (2022 - \$244,514) of tangible capital assets under construction. These assets have not been amortized.
 Included in Plants & Facilities (Sewer) is \$1,286,054 (2022 - \$1,109,471) of tangible capital assets under construction. These assets have not been amortized.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT
STATEMENT OF FINANCIAL ACTIVITIES - SEGMENTED
Year ended December 31, 2023**

	Government Services	Protective Services	Transportation Services	Environmental & Public Health Services	Recreational & Cultural Services	Water Services	Sewer Services	Reserve Funds	Total 2023	Total 2022
REVENUES:										
Municipal taxation	\$ 1,723,761	\$ -	\$ -	\$ -	\$ -	\$ 83,459	\$ 82,157	\$ -	\$ 1,889,377	\$ 1,708,939
Sales of services	24,384	11,380	-	163,692	138,513	543,210	451,181	-	1,332,360	1,283,021
Government transfers	2,200,449	30,000	1,758	377,394	-	132,574	167,972	-	2,910,147	1,890,445
Borrowings, licenses, permits, penalties and fines	33,762	-	-	-	-	-	-	-	33,762	26,624
Interest income	221,318	-	-	-	-	29,351	2,079	33,434	286,182	104,314
Donations and miscellaneous	124,727	1,815	-	-	32,436	219	-	-	159,197	136,440
	<u>4,328,401</u>	<u>43,195</u>	<u>1,758</u>	<u>541,086</u>	<u>170,949</u>	<u>788,813</u>	<u>703,389</u>	<u>33,434</u>	<u>6,611,025</u>	<u>5,149,783</u>
EXPENSES:										
Consulting and professional (recovery)	51,067	(19,237)	-	45,493	-	-	4,110	-	81,433	93,003
Grants	4,988	-	-	-	-	-	-	-	4,988	5,986
Insurance	23,304	2,651	323	-	27,340	32,097	10,127	-	95,842	87,172
Office and administration (recovery)	195,284	940	(736)	3,837	-	3,815	-	-	203,140	171,690
Accretion	7,511	-	-	-	-	-	-	-	7,511	-
Amortization	297,080	-	-	-	-	283,866	76,741	-	657,687	613,595
Repairs and maintenance	12,322	-	116,124	51,055	151,827	174,649	148,446	-	654,423	633,107
Salaries and benefits	721,719	41,843	441,875	103,727	457,858	97,374	69,122	-	1,933,518	1,754,129
Supplies and materials	-	109,810	79,214	211	4,658	5,976	2,676	-	202,545	238,163
Utilities and telephone	13,498	10,568	60,906	-	96,154	83,035	30,241	-	294,402	303,433
Overhead allocations	(702,828)	34,440	54,720	63,960	206,828	158,316	184,764	-	-	-
	<u>623,945</u>	<u>181,015</u>	<u>752,426</u>	<u>288,283</u>	<u>944,465</u>	<u>839,128</u>	<u>526,227</u>	<u>-</u>	<u>4,135,489</u>	<u>3,900,278</u>
EXCESS (DEFICIENCY)										
REVENUES OVER EXPENSES	3,704,456	(137,820)	(750,668)	272,803	(773,516)	(50,315)	177,162	33,434	2,475,536	1,249,505
INTERFUND TRANSFERS	(1,632,690)	137,820	750,668	(272,803)	773,516	-	-	243,489	-	-
ANNUAL SURPLUS	<u>\$ 2,071,766</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (50,315)</u>	<u>\$ 177,162</u>	<u>\$ 276,923</u>	<u>\$ 2,475,536</u>	<u>\$ 1,249,505</u>

**THE CORPORATION OF THE VILLAGE OF ASHCROFT
STATEMENT OF FINANCIAL ACTIVITIES - SEGMENTED
Year ended December 31, 2022**

	Government Services	Protective Services	Transportation Services	Environmental & Public Health Services	Recreational & Cultural Services	Water Services	Sewer Services	Reserve Funds	Total 2022
REVENUES:									
Municipal taxation	\$ 1,543,323	\$ -	\$ -	\$ -	\$ -	\$ 83,459	\$ 82,157	\$ -	\$ 1,708,939
Sales of services	12,506	1,159	-	125,743	142,138	546,570	454,905	-	1,283,021
Government grants	826,395	33,493	2,110	361,520	-	138,047	528,880	-	1,890,445
Borrowings, licenses, permits, penalties and fines	24,434	-	-	-	-	-	2,190	-	26,624
Interest income	79,773	-	-	-	-	11,416	762	12,363	104,314
Donations and miscellaneous	111,792	2,315	-	-	18,840	3,493	-	-	136,440
	<u>2,598,223</u>	<u>36,987</u>	<u>2,110</u>	<u>487,263</u>	<u>180,978</u>	<u>782,985</u>	<u>1,058,894</u>	<u>12,363</u>	<u>5,149,783</u>
EXPENSES:									
Consulting and professional (recovery)	43,905	(19,357)	-	55,562	-	-	12,893	-	93,003
Grants	5,986	-	-	-	-	-	-	-	5,986
Insurance	21,817	2,610	323	-	20,644	31,317	10,461	-	87,172
Interest	-	-	-	-	-	-	-	-	-
Office and administration	159,540	-	(67)	4,423	456	4,338	3,000	-	171,690
Amortization	265,542	-	-	-	-	271,312	76,741	-	613,595
Repairs and maintenance	18,833	-	126,134	111,889	127,632	168,382	80,237	-	633,107
Salaries and benefits	650,483	43,478	387,680	60,441	437,127	78,857	96,063	-	1,764,129
Supplies and materials	-	127,987	98,279	(459)	7,937	3,752	667	-	238,163
Utilities and telephone	15,680	12,160	45,438	-	99,733	96,845	33,577	-	303,433
Overhead allocations	(576,780)	28,260	37,356	52,488	189,572	132,948	156,156	-	-
	<u>605,006</u>	<u>195,138</u>	<u>695,143</u>	<u>284,344</u>	<u>863,101</u>	<u>787,751</u>	<u>469,795</u>	<u>-</u>	<u>3,900,278</u>
EXCESS (DEFICIENCY)									
REVENUES OVER EXPENSES	1,993,217	(158,171)	(693,033)	202,919	(702,123)	(4,766)	599,099	12,363	1,249,505
INTERFUND TRANSFERS									
	(1,568,646)	158,171	693,033	(202,919)	702,123	-	-	218,238	-
ANNUAL SURPLUS	\$ 424,571	\$ -	\$ -	\$ -	\$ -	\$ (4,766)	\$ 599,099	\$ 230,601	\$ 1,249,505

THE CORPORATION OF THE VILLAGE OF ASHCROFT
GENERAL REVENUE FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2023
(Unaudited)

FINANCIAL ASSETS	2023	2022
Cash	<u>\$ 2,838,237</u>	<u>\$ 3,174,150</u>
Investments in pooled money market funds	<u>1,383,138</u>	<u>327,413</u>
Receivables:		
Taxes and utilities	283,322	257,833
General	<u>722,619</u>	<u>366,382</u>
	<u>1,005,941</u>	<u>624,215</u>
	<u>5,227,316</u>	<u>4,125,778</u>
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	500,425	368,550
Accrued wages and employee benefits	178,832	246,919
Deferred revenue	81,500	-
Due to (from) Own Funds:		
Water Revenue Fund	355,751	340,656
Sewer Revenue Fund	495,369	431,850
Machinery and Equipment Replacement Reserve Fund	33,968	33,968
Perpetual Care Trust Fund	-	(282)
Capital Works Reserve Fund	1,889,647	1,646,440
Growing Communities Reserve Fund	<u>1,114,768</u>	<u>-</u>
	<u>4,650,260</u>	<u>3,068,101</u>
Asset retirement obligation	<u>232,826</u>	<u>-</u>
TOTAL LIABILITIES	<u>4,883,086</u>	<u>3,068,101</u>
NET FINANCIAL ASSETS	<u>344,230</u>	<u>1,057,677</u>
NON-FINANCIAL ASSETS		
Tangible capital assets	6,323,015	4,633,390
Prepaid expenses	<u>29,610</u>	<u>48,792</u>
	<u>6,352,625</u>	<u>4,682,182</u>
ACCUMULATED SURPLUS	<u>\$ 6,696,855</u>	<u>\$ 5,739,859</u>

THE CORPORATION OF THE VILLAGE OF ASHCROFT
 GENERAL REVENUE FUND
 STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
 Year ended December 31, 2023
 (Unaudited)

	Budget	2023	2022
REVENUES:			
Municipal taxation	\$ 1,582,414	\$ 1,723,761	\$ 1,543,323
Sales of services	322,500	337,970	281,546
Government transfers:			
Unconditional transfers from Provincial Government	430,000	415,000	565,704
Unconditional transfers from Local Government	325,000	377,394	361,520
Conditional transfers from regional and other governments	1,896,500	1,817,207	296,295
Borrowings, licenses, permits, penalties and fines:			
Professional and business licenses	10,000	11,795	10,140
Other	700	1,815	2,315
Animal violation	150	-	-
Interest received	80,000	221,318	79,773
Penalties and interest on taxes	15,000	33,762	24,434
Rentals	15,000	29,621	15,861
Donations and other	73,082	115,748	104,630
Tax sale fees	500	-	-
	<u>4,750,846</u>	<u>5,085,391</u>	<u>3,285,541</u>
EXPENSES (Schedule 3)	<u>2,843,742</u>	<u>2,770,138</u>	<u>2,642,732</u>
EXCESS OF REVENUES OVER EXPENSES	1,907,104	2,315,253	642,809
TRANSFER TO GROWING COMMUNITIES RESERVE FUND	(1,076,000)	(1,114,768)	-
TRANSFER TO STATUTORY RESERVE FUNDS	<u>(225,694)</u>	<u>(243,489)</u>	<u>(218,238)</u>
ANNUAL SURPLUS	605,410	956,996	424,571
ACCUMULATED SURPLUS, beginning of year	<u>5,739,859</u>	<u>5,739,859</u>	<u>5,315,288</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 6,345,269</u>	<u>\$ 6,696,855</u>	<u>\$ 5,739,859</u>

THE CORPORATION OF THE VILLAGE OF ASHCROFT
GENERAL REVENUE FUND
STATEMENT OF EXPENSES
Year ended December 31, 2023
(Unaudited)

	Budget	2023	2022
General Government Services:			
Legislative Expense:			
Council indemnities and expenses	\$ 50,000	\$ 53,011	\$ 47,835
General Administration Expenses:			
Office	57,000	76,354	53,438
Building operation and maintenance	31,500	25,820	31,330
Legal and professional	55,000	51,067	43,905
Salaries and employee benefits	667,044	721,719	650,483
Other General Government Expenses:			
Amortization	263,041	297,080	265,542
Accretion	-	7,511	-
Asset management program	2,000	12,849	3,506
Travel	12,500	11,680	4,365
Insurance	23,000	23,304	21,817
Election and referendum	-	-	8,286
Grants to organizations	10,700	4,988	5,986
Sundry	65,300	49,217	45,243
Tax sale	1,000	478	50
Less amounts transferred to other services	<u>(702,831)</u>	<u>(702,828)</u>	<u>(576,780)</u>
	<u>535,254</u>	<u>632,250</u>	<u>605,006</u>
Protective Services:			
Administration	36,219	33,111	26,838
Volunteer stipends and benefits	37,600	40,117	39,181
Building operation and maintenance	10,700	10,568	12,161
Equipment	52,700	47,915	41,906
Emergency measures	6,200	3,198	26,016
Building inspection	4,414	4,414	4,414
Animal pest control	1,500	214	364
Bylaw officer (recovery)	15,000	15,726	17,280
Sundry	56,697	25,754	26,978
	<u>221,030</u>	<u>181,017</u>	<u>195,138</u>
Transportation Services:			
Administration	377,930	403,617	365,535
Equipment operation and maintenance	89,000	93,650	90,165
Building operation and maintenance	62,000	60,785	59,390
Road and street maintenance	140,000	122,028	103,959
Street lighting	46,000	44,816	49,969
Traffic services	13,900	27,530	26,125
Sundry	2,000	-	-
	<u>730,830</u>	<u>752,426</u>	<u>695,143</u>
Environmental and Public Health Services:			
Garbage and waste collection	165,439	140,965	152,805
Cemetery	22,792	21,969	20,847
Planning and zoning	1,000	184	-
Community development	84,700	71,944	82,034
Natural resource development	8,796	9,888	8,083
Sundry	54,679	23,332	20,575
	<u>337,406</u>	<u>268,282</u>	<u>284,344</u>
Recreational and Cultural Services:			
Administration	395,882	361,085	303,355
Community hall	17,400	10,985	13,618
Lady Minto building	21,410	18,051	19,026
Swimming pool	207,070	179,943	158,227
Arena	173,600	210,467	186,701
Parks and playgrounds	141,000	98,499	129,123
Historic sites	5,613	2,758	2,245
Museum	47,247	44,042	40,979
Curling club	10,000	10,211	10,177
Community garden (recovery)	-	122	(350)
	<u>1,019,222</u>	<u>936,163</u>	<u>863,101</u>
TOTAL EXPENSES	\$ 2,843,742	\$ 2,770,138	\$ 2,642,732

THE CORPORATION OF THE VILLAGE OF ASHCROFT
WATER REVENUE FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2023
(Unaudited)

FINANCIAL ASSETS	2023	2022
Investments in pooled money market funds	\$ 612,388	\$ 582,232
Due from Own Funds:		
General Revenue Fund	<u>355,751</u>	<u>340,656</u>
	968,139	922,888
LIABILITIES		
Accounts Payable	<u>-</u>	<u>-</u>
NET FINANCIAL ASSETS	968,139	922,888
Tangible capital assets	<u>9,847,208</u>	<u>9,942,770</u>
ACCUMULATED SURPLUS	<u>\$ 10,815,347</u>	<u>\$ 10,865,658</u>

THE CORPORATION OF THE VILLAGE OF ASHCROFT
WATER REVENUE FUND
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
Year ended December 31, 2023
(Unaudited)

	Budget	2023	2022
REVENUES:			
Municipal taxation - water levy	\$ 83,500	\$ 83,459	\$ 83,459
Sale of services	545,000	543,210	546,570
Government transfers	-	132,574	138,047
Other revenues	16,300	29,570	14,909
	<u>644,800</u>	<u>788,813</u>	<u>782,985</u>
EXPENSES:			
Maintenance and administration	558,859	555,258	533,644
Amortization	271,312	283,866	271,312
	<u>830,171</u>	<u>839,124</u>	<u>804,956</u>
ANNUAL DEFICIT	(185,371)	(50,311)	(21,971)
ACCUMULATED SURPLUS, beginning of year	<u>10,865,658</u>	<u>10,865,658</u>	<u>10,887,629</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 10,680,287</u>	<u>\$ 10,815,347</u>	<u>\$ 10,865,658</u>

THE CORPORATION OF THE VILLAGE OF ASHCROFT
SEWER REVENUE FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2023
(Unaudited)

FINANCIAL ASSETS	2023	2022
Investments in pooled money market funds	\$ 42,183	\$ 40,106
Account receivable	85,293	80,738
Due from Own Funds:		
General Revenue Fund	<u>495,369</u>	<u>431,850</u>
	622,845	552,694
 LIABILITIES		
Deferred revenue	<u>-</u>	<u>7,167</u>
 NET FINANCIAL ASSETS	622,845	545,527
Tangible capital assets	<u>3,173,509</u>	<u>3,073,667</u>
 ACCUMULATED SURPLUS	\$ 3,796,354	\$ 3,619,194

THE CORPORATION OF THE VILLAGE OF ASHCROFT
SEWER REVENUE FUND
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
Year ended December 31, 2023
(Unaudited)

	Budget	2023	2022
REVENUES:			
Municipal taxation - sewer levy	\$ 82,500	\$ 82,157	\$ 82,157
Sale of services	450,000	451,181	454,905
Government transfers	250,000	167,972	528,880
Other revenues	3,000	2,077	2,952
	<u>785,500</u>	<u>703,387</u>	<u>1,068,894</u>
EXPENSES:			
Maintenance and administration	457,065	449,486	375,849
Amortization	72,606	76,741	76,741
	<u>529,671</u>	<u>526,227</u>	<u>452,590</u>
ANNUAL SURPLUS	255,829	177,160	616,304
ACCUMULATED SURPLUS, beginning of year	<u>3,619,194</u>	<u>3,619,194</u>	<u>3,002,890</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 3,875,023</u>	<u>\$ 3,796,354</u>	<u>\$ 3,619,194</u>

THE CORPORATION OF THE VILLAGE OF ASHCROFT
 STATUTORY RESERVE FUNDS
 STATEMENT OF FINANCIAL POSITION
 December 31, 2023
 (Unaudited)

FINANCIAL ASSETS	Machinery and Equipment Replacement Reserve	Capital Works Reserve	Total 2023	Total 2022
Investments in pooled money market funds	\$ 139,939	\$ 544,756	\$ 684,695	\$ 650,979
Due from General Revenue Fund	<u>33,968</u>	<u>1,889,647</u>	<u>1,923,615</u>	<u>1,680,408</u>
	<u>\$ 173,907</u>	<u>\$ 2,434,403</u>	<u>\$ 2,608,310</u>	<u>\$ 2,331,387</u>
RESERVES				
BALANCE, beginning of year	\$ 167,016	\$ 2,164,371	\$ 2,331,387	\$ 2,100,786
REVENUE: Interest earned	6,891	26,543	33,434	12,363
TRANSFERS (TO) FROM GENERAL REVENUE FUND	<u>\$ -</u>	<u>243,489</u>	<u>243,489</u>	<u>218,238</u>
BALANCE, end of year	<u>\$ 173,907</u>	<u>\$ 2,434,403</u>	<u>\$ 2,608,310</u>	<u>\$ 2,331,387</u>

THE CORPORATION OF THE VILLAGE OF ASHCROFT
COVID-19 SAFE RESTART GRANTS FOR LOCAL GOVERNMENTS
STATEMENT OF GRANT EXPENDITURES
Year ended December 31, 2023
(Unaudited)

	2023	2022
REVENUES:		
Initial funds received	\$ -	\$ -
EXPENSES:		
Additional cleaning supplies	12,000	12,000
Additional pool staff	-	10,000
Budgetary revenue shortfall - Pool Revenue	-	10,000
Bylaw role	21,000	21,000
Computer & technology	15,000	15,000
Emergency measures - preventative & operational	1,200	1,200
Other costs	15,000	15,000
Protective service - Fire Hall Renovation Project	202,282	25,000
	<u>266,482</u>	<u>109,200</u>
DEFICIT OF REVENUES OVER EXPENSES	(266,482)	(109,200)
FUNDS REMAINING, beginning of year	<u>266,482</u>	<u>375,682</u>
FUNDS REMAINING, end of year	<u>\$ -</u>	<u>\$ 266,482</u>

THE CORPORATION OF THE VILLAGE OF ASHCROFT
 GROWING COMMUNITIES FUND
 STATEMENT OF GRANT EXPENDITURES
 Year ended December 31, 2023
 (Unaudited)

	2023
REVENUES:	
Initial funds received	\$ 1,076,000
Interest earned	38,768
	1,114,768
ELIGIBLE COSTS:	-
EXCESS OF REVENUES OVER EXPENSES	1,114,768
FUNDS REMAINING, beginning of year	-
FUNDS REMAINING, end of year	\$ 1,114,768

The Province of British Columbia distributed conditional GCF grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia.

The Village of Ashcroft received \$1,076,000 of GCF funding in March 2023.

TO: Mayor and Council

MEETING DATE: June 10, 2024

FROM: Daniela Dyck, CAO

SUBJECT: Verbal Report

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 will include operational updates, or other areas of interest to the village.

DISCUSSION:

In the interest of transparency and to allow Council the opportunity for questions and dialogue during meetings, topics for verbal reports will be included on the agenda using this report template.

Verbal Report Items:

- BC Transit Regionalization Update – There has been a change in the timing of the operational regionalization. For Ashcroft and Clearwater, the release of the RFP will be in 2025 with a start of contract to occur between April 1, 2026, and August 1, 2026. The reason for this change in projected timeline is to ensure a competitive bidding process.
- Postpone Community BBQ – Pool staffing is sufficient to have the pool open for free public swim. Tentative new date is July 20, 2024.

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: June 10, 2024
FROM: Margaret Moreira, Economic Development & Tourism Coordinator
SUBJECT: Branding Community Consultations

RECOMMENDATION

Receive for information

Purpose

To update Mayor and Council on the Community Consultations that were held on May 28, 2024

Prepared by:



Margaret Moreira,
Economic Development & Tourism Coordinator,

Approved for submission to Council:



Daniela Dyck,
Chief Administrative Officer

Discussion

On May 28, 2024 the Village hosted a Community Consultation event to engage the residents in the branding process for Ashcroft. This event provided two opportunities for participation, one in the afternoon at 1pm and another in the evening at 7pm, allowing a broader section of the community to be involved. Both sessions were well-attended, with 12 participants joining the 1pm session and 15 attending the 7pm session.

The sessions were facilitated by our branding designer, Marian Lowe of CoCreate Design, who began each with a brief introduction of herself and her expertise in the branding and design industry. She provided an overview of what branding entails, emphasizing its importance in representing the community's values, vision, and identity. She explained the process of logo creation and designing a logo that captures the essence of Ashcroft. She then engaged the attendees in discussions and activities that consisted of seven topics. These topics were aimed at capturing a wide range of perspectives and thoughts and the interactive nature of the topics allowed attendees to engage in small group discussion, fostering an inclusive and collaborative atmosphere.

One of the primary discussions centered on the community's values and how they should be reflected in the brand. Participants shared their thoughts on what makes Ashcroft unique and how these characteristics could be communicated through visual elements. This topic sparked lively conversations, with attendees expressing a strong desire for the brand to reflect our community's heritage, art, friendliness and geography.

Survey update:

To date, we have had received five paper entries, 50 digital entries and 774 digital views. We have 20 entries that have expressed interest in keeping updated via email.

Strategic/Municipal Objectives

2024-2026 Strategic Plan: Goal 1-Governance, Public-Inter-Governmental Engagement

Legislative Authority

Financial Implications

Budget line item (partial grant funding)

Attachment Listing

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: June 10, 2024
FROM: Reggie Amyotte, BEO
SUBJECT: Local Government Compliance & Enforcement Association of BC (LGCEA)
2024 Annual Conference

RECOMMENDATION

For Information

Purpose:

To provide Council with a summary of the LGCEA conference.

Prepared by:



Reggie Amyotte,
Inter-Community Bylaw Enforcement Officer,

Approved for submission to Council:



Daniela Dyck,
Chief Administrative Officer

The LGCEA conference was held in Penticton this year from May 14-17. During this 4-day event, there were many speakers and presentations.

On Tuesday, the 14th, I attended the first presentation in the afternoon which was on **Remedial Action Requirements**. This dealt with what our authority is when it comes to writing a report to council on remedial actions and what is included in this process. I also learned the difference between Direct Action as opposed to Remedial Action and that anytime I can take direct action to get voluntary compliance, it is less costly and more productive as a solution. They also went over where our authority comes from as well as other legislation and regulations that can help get results. This was a 3-hour program for our first day and was facilitated by Lidstone & Company.

The evening consisted of registration, as well as networking with other Bylaw Officers and partners. On the 15th, we were welcomed by the Mayor and CAO of Penticton, they even let us park for free. The first session of the morning was delivered by Troy DeSouza of GovLaw, and with the help of a Bylaw Officer from one of the communities, spoke on how they were progressively coming closer to closing a Hell's Angel's clubhouse by going through Zoning infractions. The Bylaw Officer was simply enforcing the zoning and business bylaws leaving the criminal element to the police. The Bylaw Officer did, however, have the police assist him when delivering documents without issues.

The second session of the morning, we learned about **Administrative Fairness in Bylaw Enforcement**. For the next hour and a half, 2 Ombudspersons named Jennifer Jones and Lindsey Hunt, described some of

the complaints they receive from the public. They encouraged us to treat people fairly when investigating bylaw infractions.

After lunch, Sabina Smith gave us examples on how to approach situations by asking questions. She spoke of using the **Insight Approach** defined as every action is based on a decision in response to a feeling about something we think we know. **Conflict Behavior** means every action is based on a decision to defend in response to a feeling of threat about something we think we know. She taught us how to turn conflict into cooperation by asking **Curious Questions** before **Fact Based Questions**. This means being aware of the situation presently existing instead of focusing on the infraction. This curiosity method shows the individual that you are dealing with, that you are interested in working with them to gain compliance. She referred to the Book **How to Win Friends and Influence People** as a good book to read to get in that mindset. This is a book that I am familiar with as I read many years ago more than once.

The second afternoon session dealt with **noise management**. Analiza Abello-Lee from the city of Vancouver gave a lesson on what she has experienced as acceptable noise levels using a Decibel tool. She gave examples of what is acceptable and says that the noise bylaws should have the acceptable decibel readings included.

The rest of the afternoon allowed us to visit different Vendor tables, speak to the vendors to see what tools and clothing that they offer people in our profession. The social event for that evening was sponsored by **GovLaw**, and it gave us further opportunity to mingle, meet more peers and partners. Many business cards were shared, and new contacts made.

Both morning sessions of the 16th that I attended, focused on **mental health** in the community. This I found probably to be the most insightful session of the conference. There were several people from different walks of life presenting. The nurses spoke of the **Opioid Crisis** that we face in this country and how the pandemic created an increase in the number of overdoses because of solitude. It was also interesting to note that most of the overdose cases came from people in trades while they were at home. They spoke of the history of prohibition and how it changed from being a social problem to a legal one. They explained the principles of **harm reduction** and it is not a one glove fits all sort of situation. We also heard from former drug addicts as well as an officer with the Surrey RCMP on how he works with partners to help the homeless and addicts. They all spoke of the importance of having a continuum of service and how building a relationship with the unhoused, over time can create trust when dealing with them in the future. This can make it easier when trying to accomplish tasks, such as cleaning up and moving to better living arrangements. We may not be dealing so much with a homeless population in our communities but there is a housing problem. The constable also spoke of trauma and how that has affected many that have mental health issues in the homeless population. Help comes through **open and honest communication as well ongoing training**.

After lunch, I sat in on a presentation from Matthew Voel of Lidstone & Company. It was very informative as he spoke about **Notices on Title** and the role of the **Building Official** when recommending a Notice on Title to the **Community Official**. He explained how that can be effective in gaining compliance especially when it can affect the sale of a property. He also went through **Stop Work Orders** and when that is

necessary as well as what gives us the authority. He went through the Authority to Inspect a property as to when and why a property or building can be inspected. We then discussed when there can be a **Do Not Occupy** designation and what that means. He finished off the session by explaining what the **Freedom of Information and Protection of Privacy Act (FIPPA)** was all about and who can apply and for what purpose.

The final session was all about **Questions of Duty, discretion, and Liability: When Every Bylaw cannot be Enforced**. Micheal Moll discussed our duty when it comes to enforcing bylaws and for whom that duty is owed. He went on to explain the importance of **discretion** when enforcing a bylaw in a particular situation. We must discern where the contravention is taking place, for example is it private property, highway, local government facility, or lands and premises for which the local government is the landlord. He also spoke about risk and how to mitigate it.

Finally, I would like to thank Council for the opportunity to attend the LGCEA conference. The sessions and networking are such a huge learning opportunity. The learning and peer networking at these conferences are vital in building my bylaw enforcement skill set and I appreciate that the Village's of Ashcroft, Cache Creek, and Clinton Councils' support ongoing education.



City of Campbell River
From the Office of the Mayor

May 28, 2024

The Honorable Bruce Ralston
Minister of Forests
Room 138 Parliament Buildings
Victoria, BC V8V 1X4

Via email: FLNR.Minister@gov.bc.ca

Dear Minister Ralston,

I am writing to express my deep concern regarding the provincial government's recent management of forest practices, which are having severe repercussions on local communities and the broader provincial economy. As you may be aware, two weeks ago, Canfor Corporation announced its decision to close a sawmill in Bear Lake, curtail production at a pulp mill in Prince George, and suspend plans for a new mill in Houston, BC. This announcement has sent shockwaves through these three BC communities, resulting in hundreds of job losses that that support families and sustain local economies.

The forest sector in BC is facing significant challenges, compounded by uncertainties surrounding fibre supply and the BC Government's Forest policies and directives. Our forests have supported communities and families for generations, and it is essential to maintain this legacy.

According to the BC Council of Forest Industries' 2024 report, the forest industry in BC supports approximately 100,000 jobs across the province. The industry contributes \$17.4 billion in value-added activity, with significant portions derived from forestry, logging supported activities, wood products manufacturing, and pulp and paper manufacturing. Additionally, the sector generates approximately \$9.1 billion in labour income and contributes \$6.6 billion in government revenue, benefitting provincial, federal and municipal levels.

This decline in the forest sector is not just a statistic; it represents a real crisis affecting people and communities. It is imperative that all levels of government take immediate and decisive action to protect good forestry jobs and ensure a sustainable future for this vital industry.

Without significant change, announcements like the one Canfor made two weeks ago will become more frequent, affecting communities across BC, including Campbell River. It is vital that we prioritize the health and sustainability of our forest sector to protect our communities, families, and the economy. I urge you to consider the far-reaching impacts of current forest management practices and to work

collaboratively with industry stakeholders to develop policies that support the long-term viability of BC's Forest sector.

Sincerely,

A handwritten signature in blue ink, appearing to read 'KD' followed by a large, stylized flourish.

Kermit Dahl
Mayor



NEWS RELEASE

Public Encouraged to Participate in Aberdeen Tiny Library Survey

Kamloops, BC – June 3, 2024 – Help shape the future of the Aberdeen Tiny Library, and be entered to win a prize! The Thompson-Nicola Regional Library (TNRL) invites residents to take part in a short survey to share their thoughts about the newest and smallest library in the Thompson-Nicola region.

Currently, the TNRL has a one-year lease agreement in place until November 2024, with an option for renewal, at the Aberdeen Tiny Library location in Aberdeen Mall next to the food court.

The library is open Wednesday to Saturday from 12:00 to 4:00 pm, and the book dispenser and holds locker for pick-up and returns are available at all times that the mall is open. The library is 352 square feet in size, with a collection of best-selling books, audiobooks, video games, DVDs, devices and kits, and more.

The survey is open until June 30, 2024, and it can be accessed online by [clicking here](#). Alternatively, residents can complete the survey with a TNRL staff member at their local library.

Survey participants will also be entered into a prize draw to win a \$50 Aberdeen Mall gift card.

For more information about the Aberdeen Tiny Library, visit: tnrl.ca/locations.

Media Contacts:

Mike Brown, Aberdeen Tiny Library Branch Head
Thompson-Nicola Regional Library
Tel.: 778 471-2100
Email: mbrown@tnrd.ca

Margo Schiller, Manager of Kamloops Libraries
Thompson-Nicola Regional Library
Tel.: 250 214-8267
Email: mschiller@tnrd.ca



NEWS RELEASE

Contract Awarded for Monte Creek Firehall Construction

Kamloops, BC – May 28, 2024 – The Thompson-Nicola Regional District (TNRD) Board of Directors have approved a contract award for construction of the new Monte Creek Firehall. Following a Request for Proposal process during the spring, the contract was awarded to West Alliance Construction Ltd. for a maximum cost of \$1,045,000.

Detailed design of the Monte Creek Firehall is planned to be completed during summer 2024, with construction expected to begin later in the year. At this time, construction of the firehall is expected to be completed during summer 2025.

The firehall will be built at 1257 Hook Rd, which is a central location in Monte Creek with convenient highway access. The property was generously donated by the Herman family for the specific purpose of establishing a firehall in this location. In late 2023, the Agricultural Land Commission approved the one-hectare parcel of land being used for a firehall, enabling the process to begin for construction of the firehall at this location.

The Monte Creek Fire Protection Service Area includes 356 parcels in Electoral Areas “L” (Grasslands) and “P” (Rivers and the Peaks), covering Monte Creek, Del Oro, Lafarge, and the east end of Barnhartvale.

Following approval via referendum in May 2022, structural fire protection service began on January 1, 2023. Currently, members of the Monte Creek Fire Department respond to calls from the Pritchard Firehall along with Pritchard Fire Department members. This working partnership will continue even after construction of the Monte Creek Firehall is complete, benefiting residents within both Fire Protection Service Areas.

To learn more about Monte Creek Fire Protection Service, visit: tnrd.ca/monte-creek-fire-protection.

About TNRD Fire Protection:

The TNRD administers nine rural fire departments, which provide structural fire protection in a number of rural areas of the regional district. Additionally, two TNRD Fire Departments in the North Thompson provide Road Rescue Service within their response boundaries (Blackpool Fire Rescue and Vavenby Fire Department). Learn more: tnrd.ca/fireprotection.

Media Contact:

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

MUNICIPALITIES: Ashcroft | Barriere | Cache Creek | Chase | Clearwater | Clinton
Kamloops | Logan Lake | Lytton | Merritt | Sun Peaks

ELECTORAL AREAS: "A" "B" "E" "I" "J" "L" "M" "N" "O" "P"

From: Colton Davies <cdavies@tnrd.ca>
Sent: Wednesday, June 5, 2024 4:11 PM
To: Recycle Right <recycleright@tnrd.ca>
Cc: Emily Branch <ebranch@tnrd.ca>; Adriana Mailloux <amailloux@tnrd.ca>
Subject: "Preventing Waste Outside of the Home" Questionnaire Opportunity

Good afternoon,

The Ministry of Environment and Climate Change is looking for feedback to inform their policy approach concerning the recycling of packaging, plastic and paper products from **institutions, commercial businesses, and industry** in the non-residential sector (ICI). As such, the "Preventing Waste Outside of the Home" questionnaire has been released to the public to obtain feedback regarding access to recycling options when individuals are at ICI locations. This survey also looks at factors impacting individual's waste reduction habits outside of the home.

This questionnaire should take about 5-10 minutes to complete and is open until July 23, 2024 at 4:00 PM.

We are sharing this update with Member Municipalities and neighbouring First Nations for your awareness. Please feel free to share this survey opportunity with local staff, stakeholders, and/ or residents as you see fit.

Preventing Waste Outside of the Home Questionnaire:

<https://feedback.engage.gov.bc.ca/292194?lang=en>

Cheers,

Colton



Colton Davies

Communications & Marketing Manager,
Thompson-Nicola Regional District
300 - 465 Victoria Street | Kamloops, BC | V2C 2A9
Office: (250) 377-8673 | Direct: (250) 377-6299 | Fax: (250) 372-5048

tnrd.ca

Located on the traditional Tk'emlúps te Secwépemc territory,
within the unceded, ancestral lands of the Secwépemc Nation.

The information contained in this transmission may contain privileged and confidential information of the TNRD – Thompson-Nicola Regional District. It is intended for review only by the person(s) named above. Dissemination, distribution or duplication of this communication is strictly prohibited by all recipients unless expressly authorized otherwise. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message. Thank you.

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Department: Solid Waste & Recycling

May 13th, 2024

Village of Ashcroft Mayor and Council
601 Bancroft Street
Ashcroft, BC V0K 1A0

Delivered via email to: mayor@ashcroftbc.ca

SUBJECT: TNRD Regional Solid Waste Management Plan Amendment Request

Dear Mayor Roden and Councillors,

Please be advised the Thompson-Nicola Regional District (TNRD) has received an updated request to amend the Regional Solid Waste Management Plan (the Plan) to authorize TIMICW Good Earth Recycling Landfill facility located in Cache Creek. TNRD staff have reviewed the updated 1B Screening Level Amendment Request recently submitted by the Proponent and will bring forward a recommendation to the Board of Directors at the regular meeting on June 20th, 2024 commencing at 1:30pm.

The Board will consider whether or not the Proponent will move ahead in the amendment process as outlined in the Plan Amendment Process Step 1C. The Plan Amendment Process was adopted by the Board on May 4, 2023 and was established to guide TNRD staff, the Board and Proponents through the procedure to amend the Plan in a clear and transparent manner (attached hereto).

The Board previously considered a request for the TIMICW Good Earth Recycling Facility on November 23, 2023 and directed staff to not proceed with the amendment process until the Environmental Assessment Office had finalized their report in relation to the letter sent on August 2, 2023 addressed to Bonaparte First Nation (Reference #402303) and Section 11 (4) of the *Environmental Assessment Act*. The Environmental Assessment Office has now completed a final draft of the Designated Report for the Project with recommendation that the Chief Executive Assessment Officer decline to designate the Project as reviewable under Section 11 of the *Environmental Assessment Act*.

The Board will consider the following questions in deciding whether to proceed with the amendment process:

- Is the project located within Federal First Nation's Land? The TNRD does not have jurisdiction on Federal First Nation's Land and amendment is not required.
- Is the request something that is already included in Plan?
- Is the request considered to be within the Public's best interest?
- Is the request consistent with the objectives and targets of the Plan?

If the Board directs staff to proceed with the amendment process, a Plan Amendment Advisory Committee will then be established as per Step 1D. If the Board directs staff not to proceed with the amendment process, the TNRD will provide a letter to the Proponent outlining why an amendment is not being considered at this time.

Should you have any questions regarding the Regional Solid Waste Management Plan Amendment Process or wish to provide additional information please contact me at jvieira@tnrd.ca or (250) 377-7197.

Sincerely,

A handwritten signature in black ink, appearing to read "Jamie Vieira". The signature is fluid and cursive, with a long horizontal stroke extending to the left.

JAMIE VIEIRA, P. Ag
General Manager of Operations

Enclosure: Solid Waste Management Plan Amendment Process

THOMPSON-NICOLA REGIONAL DISTRICT

Solid Waste Management Plan Amendment Process
April 2023



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Thompson-Nicola Regional District

Solid Waste Management Amendment Process

1. Introduction

The TNRD recognizes that amendments to the Solid Waste Management Plan (the Plan) may be required prior to a scheduled update as recommended by the Ministry of Environment and Climate Change Strategy (ENV). The Plan is intended to be a “living document” as outlined in the *Guide to Solid Waste Management Planning*¹, that may be amended and updated to reflect new considerations, as required. The intent of this Plan amendment policy is to outline a process by which the Plan may be amended to provide guidance to the TNRD and proponents who are requesting a Plan amendment.

¹ Ministry of Environment and Climate Change Strategy (2016). “A Guide to Solid Waste Management Planning”, September 2016.

2. Plan Amendment Process

The Plan amendment process is divided into four major steps:

- Step 1 – Screening
- Step 2 – Amendment Request Development
- Step 3 – Public Consultation
- Step 4 – Approval Process

All proposed amendments must meet the requirements of each previous step to be considered for subsequent approval. The relationship between Steps 1, 2, 3, and 4 is shown in the attached flowchart. Specific steps for each part of the process are described herein.

Step 1: Screening

1-A) SCREENING MEETING

Proponents proposing a Plan amendment should schedule a meeting with TNRD staff to review their proposal, prior to investing significant time and effort in the compilation of a formal application. This will ensure that the TNRD has a good understanding of the proposal for efficiency throughout the process.

1-B) SCREENING LEVEL AMENDMENT REQUEST

A formal written screening level request is to be submitted to the TNRD General Manager of Operations following the Screening Meeting. This Screening Level Plan Amendment Request should, at a minimum include the following:

- The name and contact information for the proponent(s).
- The name, location and type of facility proposed if applicable.
- A description of proposed operations and/or services.
- A description of the possible environmental impacts associated with the operation, and the activities that will be undertaken to mitigate these impacts.

1-C) TNRD STAFF AND BOARD REVIEW

TNRD staff will review the Plan Amendment Request to identify any omissions and/or determine whether supplemental information is required. If supplemental information is required, the TNRD will request that information from the proponent prior to completing their review. Once complete and accurate information has been provided as per the requirements listed in Step 1B, staff will prepare a report to the TNRD Board of Directors (Board) of the receipt of an amendment request and will complete a screening level review of the request with the following considerations:

- Is the project located within Federal First Nation's Land? The TNRD does not have jurisdiction on Federal First Nation's Land and amendment is not required.
- Is the request something that is already included in Plan?
- Is the request considered to be within the Public's best interest?
- Is the request consistent with the objectives and targets of the Plan?

Based on the TNRD's internal review of the items listed above, a recommendation to the Board will be prepared on whether to proceed with the amendment process. The Board will base their decision on the above-listed considerations. If the Board directs staff to proceed with the amendment process, a Plan Amendment Advisory Committee will then be established as per Step 1D. If the Board directs staff not to proceed with the amendment process, the TNRD will provide a letter to the proponent outlining why an amendment is not being considered at that time.

1-D) ESTABLISH PLAN AMENDMENT ADVISORY COMMITTEE

In the event that the Board directs staff to proceed with the amendment process, the TNRD will establish a Plan Amendment Advisory Committee to meet specific amendment requirements based on the following considerations:

- The geography, demography and political organization of the Plan area.
- A balance between technical and non-technical interests.
- Continuity with the Plan Monitoring Advisory Committee, if possible, through the inclusion of members of that committee who have experience in the development of the Plan.

The Plan Amendment Advisory Committee members will be given a term of reference (ToR) for the Plan amendment so that they are clear about their roles and expectations.

Step 2: Amendment Request Development

2-A) PRELIMINARY APPLICATION PACKAGE

In this step, the proponent will prepare and submit a preliminary application package to the TNRD, which shall include the following items:

- Updated information from the screening level application package.
- A list of documents that will be provided in the final application package.
- A description of all community benefits of the proposed project including:
 - A detailed description of the project;
 - An inclusive, collaborative and accountable process for the development of a project toward achieving what will be outlined in the Plan amendment;
 - The specific benefits that a community will receive from a given development project, including any financial benefits.
- Outline how the Proponent intends to compensate for TNRD staff time and/or third-party consultant(s).
- The Consultation Plan, including the following considerations:
 - The consultation process should be inclusive of a wide range of interested parties (including member municipalities, First Nations, and the general public).
 - Interested parties are to be given ample notice of each of the consultation opportunities through a variety of notification methods.
 - The documentation presented throughout the consultation process provides sufficient information to enable the interested parties to determine how they may be affected.
 - Interested parties shall be provided with sufficient time to respond to documents.

- The proceedings and outcomes from the consultation process are well documented and made available for public review, so that interested parties are able to see how the amendment addresses their comments, concerns or issues.

The public consultation plan should describe actions, activities and timelines that will be employed to ensure that public consultation is sufficient. A consultation strategy for any First Nations in and adjacent to the Plan amendment area should be developed as part of the consultation process to outline an approach for sharing information and inviting participation. Refer to the *Guide to Solid Waste Management Planning* when designing a Consultation Plan.

The preliminary application package will be reviewed by the TNRD and Plan Amendment Advisory Committee to confirm that the information is sufficient for this stage of the Plan amendment process and in accordance with the *Guide to Solid Waste Management Planning* and ENV requirements. During this step, the TNRD may request revised documents and/or additional clarification and information from the proponent before proceeding to Step 2B.

2-B) FINAL APPLICATION PACKAGE PREPARATION

Once the preliminary application package has been prepared and updated as per comments from TNRD staff and Plan Amendment Advisory Committee, the proponent will prepare a final application package to the TNRD, which shall include the following items:

- Updated information from the screening level and preliminary application package.
- Demonstration of compliance with all applicable legal and regulatory requirements and any Federal or Provincial authorizations required to proceed (i.e., Environmental Assessment Certificate issued).
- Letter of approval from the municipality or the TNRD where the proposed operation will be located (if applicable), indicating that the applicant has complied with the required zoning, licensing or other municipal bylaws, and that the host municipality endorses in principle the establishment of the facility.
- Assessment of the project financial and administrative implications in accordance with the *Guide to Solid Waste Management Planning* (if applicable).
- A schedule for the installation or expansion of residual management capacity and for implementing plan strategies, including any phase out or closure timelines. Flexibility should be incorporated into this schedule so that the proponent may respond to changing technology or solid waste volume and character.
- The proponent will be expected to comply with all requirements stipulated by the ENV within the deadlines set for completion. The proponent will be required to submit documented evidence of completion for all requirements prior to the initiation of the next step in the amendment process. This can include but is not limited to:
 - Technical Assessment Report
 - Hydrology, Hydrogeology Characterization Report (HHCR), if applicable
 - Design, Operation and Closure Plan (DOCP), if applicable
 - Draft Operational Certificate (OC), if applicable
 - Additional environmental management plans or mitigation measures as requested by ENV or the TNRD.
 - Additional studies, reports, drawings and analyses as requested by ENV or the TNRD.
- Confirmation from ENV that the application package meets provincial regulation, information and technical requirements.

If a proponent fails to comply with the conditions in the time allowed by ENV, the proponent may:

- Request additional time for completion from ENV.

- Hold further discussions with ENV and the TNRD to resolve the outstanding issues.
- Cancel the application and inform ENV of the decision.

2-C) FINAL APPLICATION SUBMISSION

Once all of the information has been compiled by the proponent, the final application package will be submitted to the TNRD for review.

2-D) FINAL APPLICATION REVIEW AND BOARD DECISION

Following receipt of the documented evidence of satisfactory compliance with the ENV conditions, the TNRD, Plan Amendment Advisory Committee, and any 3rd Party that the TNRD deems appropriate will conduct a final review of the application. Once the conditions of the Final Application have been met and are satisfactory, the Plan Amendment Advisory Committee will consider a recommendation to the Board to proceed to the Public Consultation step. The Board will review the recommendation and either direct staff to proceed or not to proceed at that time. If staff are directed to proceed with the amendment process, the proponent will initiate the Public Consultation step. If staff are directed not to proceed, the TNRD will provide a letter to the proponent outlining any additional conditions that must be met prior to moving to Step 3 in the Plan amendment process. Alternatively, the TNRD may provide a letter to the proponent outlining why an amendment is not being considered at that time if the Board rejects the request.

Step 3: Public Consultation

3-A) INITIAL NOTIFICATION TO INTERESTED PARTIES

If the Plan Amendment Request passes the screening and preliminary application review, the proponent should send a letter to notify all interested parties of the proposed request and that the TNRD is considering an amendment to the Plan at this time. The TNRD should also publicize this notice in the local media and online.

The letter should include the following information:

- Contact information for the proponent.
- Preliminary information on why a Plan amendment is being considered by the TNRD.
- Any major directions set by the Board regarding the amendment request.
- Clarification that the TNRD's consideration is based on the items listed in Step 1C and not on environmental protection which is the responsibility of the ENV.

A list of interested parties should include but not be limited to the following:

- ENV Regional Director;
- Other provincial agencies, as applicable (e.g., local health board, ministries responsible for community services and aboriginal affairs);
- Any regional district that could be impacted by the Plan amendment;
- Member municipalities;
- First Nations within or adjacent to the project area;
- Owners of private waste management facilities and those responsible for materials management and storage (e.g., haulers, waste and recycling facility owners/operators, product stewardship producers and agencies, waste and recycling sector associations);
- Members of previous public and technical advisory committees (or existing Solid Waste Committee);

- Public and private commercial or institutional organizations that create large amounts of municipal solid waste or non-typical municipal solid waste (e.g., hospitals);
- Organizations with a known interest in waste management (e.g., local environmental organizations); and
- Other relevant community organizations (e.g., chambers of commerce).

3-B) PUBLIC CONSULTATION

Proponents shall proceed with their Public Consultation based on the TNRD reviewed Consultation Plan meeting the requirements listed in Step 2A.

3-C) PUBLIC CONSULTATION COMMENTS AND CONCERNS

Proponents shall respond to comments and concerns throughout the public consultation process. Records should be maintained of all comments provided by the public and all other interested parties, as well as the proponent's response to this input and rationale for decisions.

3-D) PUBLIC CONSULTATION REPORT SUBMISSION

Proponents will then submit the Public Consultation report to the TNRD. The TNRD and ENV will evaluate the consultation process documentation in the consultation summary report, which must be submitted to the Minister with the final draft Plan amendment. The TNRD and ENV require that the Consultation Summary Report includes the following, at a minimum:

- 1 A summary of the consultation process, with information on the Plan Amendment Advisory Committee, parties consulted, documents presented and the public notification process.
- 2 Copies of all newspaper advertisements, minutes of meetings held with stakeholders, public consultation and signed letters acknowledging notification from neighbours to the subject property.
- 3 All consultation report(s), showing how public consultation was used to influence the Plan amendment.
- 4 A summary of options considered for the Plan amendment and rationale for why each option is or is not being pursued, including the level of public support for each option.
- 5 A summary of the Plan amendment's potential impacts to neighbouring regional districts.
- 6 A summary of consultations with affected parties regarding any new bylaws, or amendments to bylaws, that will be required to implement the Plan amendment.
- 7 That the proceedings and outcomes from the consultation process have been well documented and made available for public review, so that interested parties (including the public) are able to see how the plan addresses their comments or issues.

For additional information regarding the Public Consultation process, please refer to the *Guide to Solid Waste Management Planning*.

3-E) CONSULTATION REPORT REVIEW AND BOARD DECISION

TNRD staff (and consultants) shall conduct internal and 3rd party reviews (if applicable) and prepare a report and recommendations to the Plan Amendment Advisory Committee, the committee will consider a recommendation to the Board on whether the Consultation Report is sufficient or requires additional information. At this time, the Board may choose to proceed to the next step in the amendment process, request additional information from the proponent, or reject the request. If additional information is requested or the amendment request is rejected, the TNRD may or may not, at its sole discretion, provide a letter to the proponent outlining the reasons for the Board decision.

Upon Board review and acceptance of the Consultation Report, the TNRD Corporate Officer will complete the certification form provided in Part D of the *Guide to Solid Waste Management Planning*. This provides ENV with a statement that the proponent has met public consultation requirements and objectives.

Step 4: Approval Process:

4-A) DRAFT AMENDMENT

Upon Board approval of the final application package and public consultation review, the Board will approve the proposed amendment in-principle and authorize staff to direct the proponent to create a draft amendment for review and approval by the TNRD. The draft amendment shall be written with three audiences in mind:

- The minister (and ENV) who reviews and approves the Plan amendment.
- The TNRD Board and staff, to provide them with direction for solid waste management in their region.
- The public and interested parties, so that they understand (and can provide input into) solid waste management.

This draft amendment shall also include the following:

- All documentation from the proponent application process.
- Documentation of the completion of required public consultation and review.
- A copy of the resolution of the Board, indicating in-principle approval of the amendment.
- Any other supporting information provided by the proponent in support of the application.

4-B) DRAFT AMENDMENT REVIEW

The completed draft of the plan will then be reviewed by the TNRD staff, the Plan Amendment Advisory Committee, and any 3rd Party that the TNRD deems appropriate, to confirm that the information is sufficient for this stage of the Plan amendment process and in accordance with the *Guide to Solid Waste Management Planning* and ENV requirements. During this step, the TNRD and/or Plan Amendment Advisory Committee may request revised documents and/or additional clarification and information from the proponent before proceeding to Step 4C.

4-C) AMENDMENT FINALIZATION

The draft amendment shall then be revised with input from the Draft Amendment Review to form a final draft amendment. The final draft amendment will then be reviewed by the TNRD staff, Plan Amendment Advisory Committee, and any 3rd Party that the TNRD deems appropriate to ensure that comments and questions provided to the proponent in Step 4B have been addressed. Once the conditions of the final draft amendment have been met and are satisfactory, the TNRD will prepare a report to the Board with a recommendation to proceed to Step 4D. The final draft of the Plan amendment will then be reviewed by the Board, ENV staff, and the public. At this time, the Board may choose to proceed to the next step in the amendment process, request additional information from the proponent, or reject the request. If additional information is requested or the amendment request is rejected, the TNRD may or may not, at its sole discretion, provide a letter to the proponent outlining the reasons for the Board decision.

4-D) AMENDMENT SUBMISSION

Once the final draft of the Plan amendment has been approved by the Board, TNRD staff will be directed to submit it to the Minister for review. The Minister may or may not approve the plan and if approved, the plan may or may not have conditions. When reviewing a Plan amendment, the Minister and staff may look at the following aspects:

- Does the Plan amendment meet all legislative requirements and policy intent?
- Has there been adequate public consultation during the development of the Plan amendment?
- What are the consultation outcomes and are there outstanding concerns?

- How does the Plan amendment help to meet the provincial waste management targets?

4-E) AMENDMENT ADOPTION AND NOTIFICATION

Once the Plan amendment is approved by the Minister, the Board will formally adopt the Plan and any conditions the Minister may include. The TNRD will then inform the following parties in writing of the approval of the amendment by the Minister and Board:

- ENV.
- The Ministry of Health.
- Any other regional district or government agencies deemed appropriate by the Regional District.
- The Council of the host municipality where applicable.
- The proponent.

The proponent will be required, within ten days of receipt of the notice of approval from the TNRD, to post a notice of the application approval in the most relevant newspapers covering the location of the facility, service or activity.

3. Responsibility for Amendment Costs

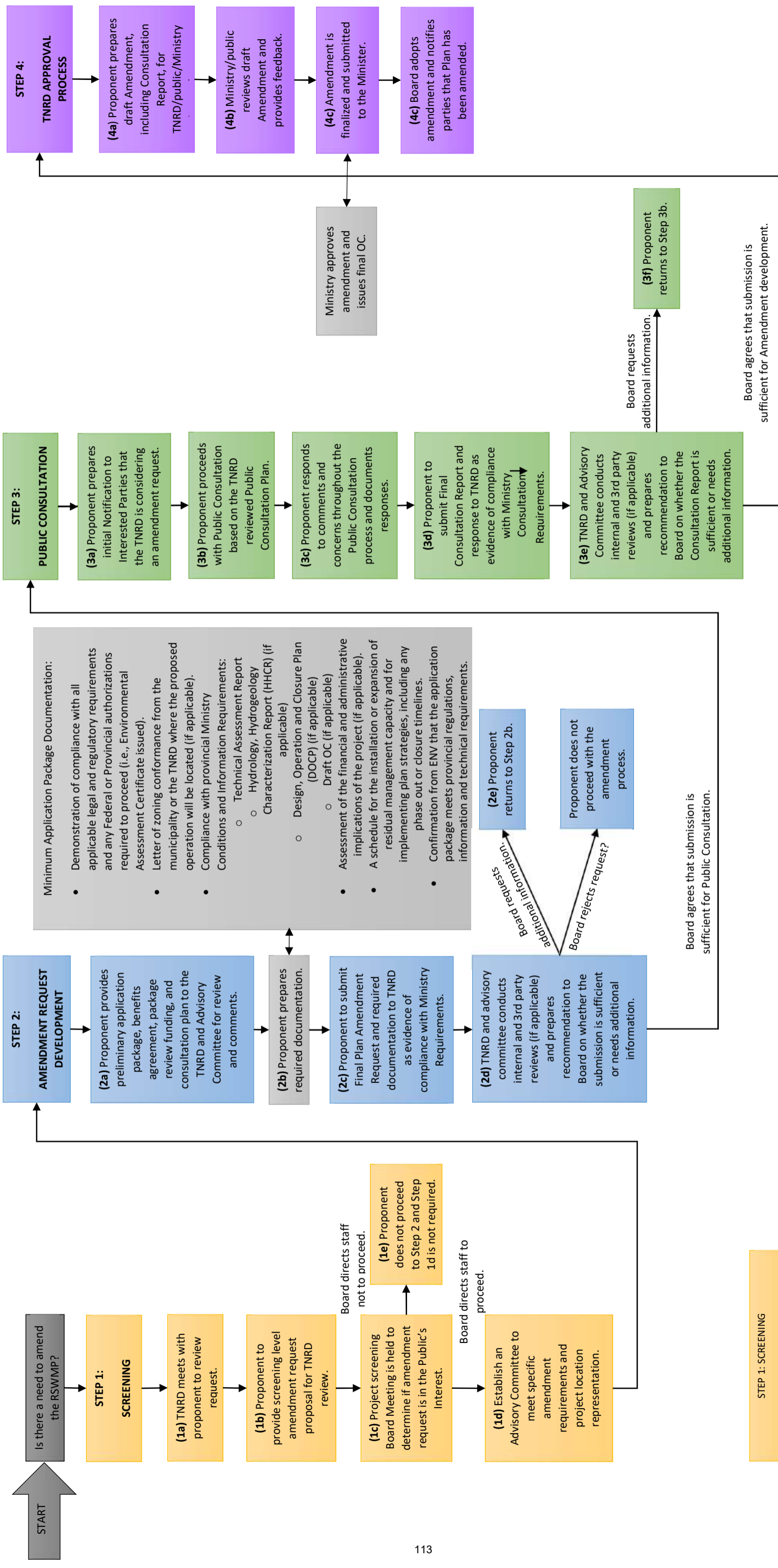
Where plan amendments are contemplated, the proponent requiring the plan amendment is responsible for the costs associated with amending the Plan, including but not limited to the following:

- TNRD staff time required to process the amendment.
- TNRD staff time required to undertake site visits, inspections or other visits with respect to the proposed facility.
- Engaging consultants in the review of the application to the TNRD to amend the plan, and/or to provide any information deemed necessary for the Board to make a decision with respect to the proposed amendment.
- Planning, conducting and reporting on any public consultation, media advertising or other notification which may be required by the TNRD or ENV in the process of amending the Plan.
- Any other costs required to complete the plan amendment process, as determined by the TNRD.

Attachment "A":

TNRD Amendment Process Flow Chart

THOMPSON-NICOLA REGIONAL DISTRICT SOLID WASTE MANAGEMENT PLAN AMENDMENT PROCESS FLOW CHART



STEP 1: SCREENING
STEP 2: AMENDMENT REQUEST DEVELOPMENT
STEP 3: PUBLIC CONSULTATION
STEP 4: APPROVAL PROCESS
MINISTRY REQUIREMENTS



NEWS RELEASE

TNRD Board Awards Spring 2024 Regional Grant-in-Aid Funding

Kamloops, BC – May 31, 2024 – The Thompson-Nicola Regional District (TNRD) Board of Directors have approved six applications for the Spring 2024 Regional Grant-in-Aid funding stream.

The TNRD received 19 applications during the Spring 2024 intake, of which six applications met acceptance threshold. Total funding approved is \$25,000, which is the maximum amount that can be allocated in each intake.

Applications approved by the Board are as follows:

- **\$5,000:** Kamloops International Buskers Festival Society
- **\$5,000:** Kamloops Exhibition Association
- **\$4,325:** Twisted Desert Music Society
- **\$3,925:** Spences Bridge Community Club
- **\$3,500:** Project X Theatre Productions Society
- **\$3,250:** Pritchard Community Association

The full scoring matrix for applications was included in the Board Report in the May 16, 2024, Meeting Agenda, listing the scores of each application in each category. To view the full report, which includes details of each successful application, [click here](#).

The Regional Grant-in-Aid program supports cultural, recreational, and environmental programs and special events in TNRD communities that enhance quality of life for residents. Non-profit organizations can apply for up to \$5,000 in funding, and intake periods close on May 1 and September 1 each year.

The annual Grant-in-Aid program funding has increased to \$50,000 as of 2024, which is an increase from \$20,000 in previous years. This increase was approved by the TNRD Board at the October 12, 2023 Regular Meeting.

The TNRD thanks all applicants for their contributions to communities throughout the Thompson-Nicola region.

For more information on the TNRD Grant-in-Aid program, visit: tnrd.ca/grants.

Media Contact:

Colton Davies, Communications Manager
Thompson-Nicola Regional District
Tel.: 250 377-6299

Email: cdavies@tnrd.ca

MUNICIPALITIES: Ashcroft | Barriere | Cache Creek | Chase | Clearwater | Clinton
Kamloops | Logan Lake | Lytton | Merritt | Sun Peaks

ELECTORAL AREAS: "A" "B" "E" "I" "J" "L" "M" "N" "O" "P"

Kris Hardy

From: Daniela Dyck
Sent: June 6, 2024 8:57 AM
To: Kris Hardy
Subject: AGENDA FW: Nominations for Convention 2024

From: Raelene Adamson <ubcm@ubcm.ca>
Sent: Thursday, June 6, 2024 8:55 AM
To: Daniela Dyck <cao@ashcroftbc.ca>
Subject: Nominations for Convention 2024



Nominations for Convention 2024

PLEASE DISTRIBUTE ACCORDINGLY

A Call for Nominations has been issued to local elected officials wishing to serve on the 2024-2025 UBCM Executive. The deadline for all nominations is **Wednesday July 31, 2024 at 4:00pm**.

The Call for Nominations package is now available: [Memo, Nominations Form](#) (Appendix A), [Background Information](#) (Appendix B), [Nominations and Elections Procedures](#) (Appendix C) and relevant extracts from [UBCM Bylaws](#) (Appendix D).

UBCM constitutes a Nominating Committee to oversee the nominations process for the UBCM Executive. As per the UBCM Bylaws, the 2024 Nominating Committee will consist of a Past President and a representative from each of the five Area Associations. The members of the 2024 Nominating Committee are:

- Councillor Laurey-Anne Roodenburg, Past President, UBCM, Chair
- Director Judy Greenaway, North Central Local Government Association
- Councillor Louise Wallace-Richmond, Southern Interior Local Government Association
- Councillor Keith Page, Association of Kootenay & Boundary Local Governments
- Councillor Paul Albrecht, Lower Mainland Local Government Association
- Councillor Ben Geselbracht Association of Vancouver Island & Coastal Communities

As part of the nominations process, the Committee issues a **Call for Nominations** and reviews the qualifications of each candidate.

Nominations are accepted for the following 13 elected positions on the UBCM Executive:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

Following the advance nominations process, the Committee issues a report compiling all nominations received by the nominations deadline of **Wednesday, July 31, 2024 at 4:00pm**. Candidates meeting the advance nominations deadline will also have the opportunity to submit a 2-minute video message that will be uploaded to the UBCM website for viewing by Convention delegates. Parameters for these video messages are outlined in the Call for Nominations memo.

Candidates who do not meet the advance nominations deadline, will still have an opportunity to run 'off the floor' during Convention. Candidates are asked to review the final Convention program to confirm the designated time to run 'off the floor'.

Elections are held at the Annual Convention.

Actionable Motion and Task List Tracker 2024

MAY

Motion No.	Motion	Staff Responsible	Comments	Time line	Status
2024 MOTIONS					
R-2024-100	THAT, Policy A-05-2021 – Hours of Work Policy be repealed as per Policy Review Committee recommendation.	EA	Move to Repeal Policy Folder and Date		completed
R-2024-101	THAT, the Office Closure Policy A-05-2024 be adopted as presented as per the Policy Review Committee recommendation.	EA	Process and move to active Policies and Date		completed
R-2024-102	THAT, the Indigenous Collection and Repatriation Policy A-06-2024 be adopted as presented as per the Policy Review Committee recommendation.	EA	Process and move to active Policies and Date		completed
R-2024-103	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.	CAO	Move to June 10th, 2024, COTW meeting		completed
R-2024-104	THAT, the revised Schedule A be approved by Council and added to Policy C-01-2024.	CAO	Added to Policy		completed
R-2024-105	M/S Clement / Devenport 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. Discussion: Consider what problem are we trying to solve with the Minister meeting requests and bring back recommendations for other possible Minister or MACC staff meetings at UBCM. CAO will schedule a COTW meeting for June 10th to discuss Minister meeting requests for UBCM.	CAO	Submit a meeting request to MOTI and BCT		completed
R-2024-106	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.	CAO	CAO to sign AOA		completed

R-2024-107	THAT, Council approves the route as proposed for the Annual Skips Memorial Charity Run and further that the Ashcroft Terminal and Arrow be advised of the additional pedestrians on the Road.	EA	Email Sue Peters of the Lions Club advising approval of Annual Skip's Run Route and advise the Ashcroft Terminal, Arrow Transport & Trimac of route but that roads will not be closed		completed
R-2024-108	THAT, Council sends a letter in support of the Regional District of Nanaimo's endorsing that UBCM establish a working group to steer a comprehensive review and reform of the Local Government Act.	EA	Send letter of support		completed
R-2024-109	THAT, Council approves the Terms of Reference for the Policy Review Committee as presented.	EA	File under Working Group folder in RIMS		completed