



**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 4:30 PM ON TUESDAY, APRIL 14, 2020**

In compliance with the Village of Ashcroft Audio and Video Recording of Council Meetings Policy # A-01-2019 this is to advise that permission has been granted to the HUB Online Network to record and live stream today's Council meeting. Those present in the gallery that do not wish to be recorded, you may move to another seat at this time. The Village asks that the HUB Online Network be respectful of those participants not wishing to be recorded. Hub Online Network, you may begin recording now.

**1. CALL TO ORDER**

**2. ADOPTION OF THE AGENDA**

*Motion to adopt the Agenda as presented or as amended*

*"That the agenda for the Regular Meeting of Council held on Tuesday, April 14, 2020 be adopted as presented."*

**3. MINUTES**

3.1	Minutes of the Regular Meeting of Council held Monday, March 23, 2020 <i>"That the Minutes of the Regular Meeting of Council held Monday, March 23, 2020 be adopted as presented."</i>	1-4
3.2	Minutes of the Committee of the Whole Meeting of Council held Monday, March 23, 2020 <i>"That the Minutes of the Committee of the Whole Meeting of Council held Monday, March 23, 2020 be adopted as presented."</i>	5-7

**4. DELEGATIONS**

4.1		
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**5. CORRESPONDENCE**

<b>FOR ACTION</b>		
5.1	WRAPS Grant In Aid Request <i>Motion Required</i>	8-13
<b>FOR INFORMATION</b>		
5.2	School District No. 74 (Gold Trail) Letter to Families regarding COVID-19	14
5.3	School District No. 74 (Gold Trail) Board of Education – Suspension of all In-House Classes due to COVID-19	15-16
5.4	EMBC Letter – Local Plans in Place for Facilities	17-18
5.5	Dag Sharman, BC Hydro Community Relations Manager – Introduction of BC Hydro COVID-19 Relief Fund and Customer Assistance Program	19-22



5.6	Information Correspondence Listing	23
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**6. UNFINISHED BUSINESS**

6.1	Motions List	24-28
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**7. NEW BUSINESS**

*Business arising from the current Council Meeting may be added to the agenda for discussion*

7.1		
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**8. BYLAWS**

8.1	Council Procedure Bylaw No. 834 Final Adoption <i>That Council adopt the "Village of Ashcroft Council Procedure Bylaw No. 834, 2020".</i>	29-63
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**9. STAFF REPORTS**

<b>REQUEST FOR DECISION</b>		
9.1	Community Forum Cancellation <i>That Council approve the cancellation of the scheduled Community Forum on April 16, 2020</i>	64-65
9.2	Town Hall – Virtual <i>That Council approve the rescheduling of the May 4, 2020 Town Hall Meeting to a virtual platform unless the COVID-19 restrictions for public gathering has been lifted, and further that the meeting format change be advertised.</i>	66
9.3	Essential Services – MAA – Report <i>That Council approve the Village of Ashcroft participation in the proposed TNRD inter-community Essential Services Mutual Aid Agreement.</i>	67-75
9.4	WSP Whistle Cessation Report <i>That Council receive the WSP Whistle Cessation and Old Cariboo Road Inspection Report for information as presented.</i>	76-121
9.5	Approval of Audited Financial Statements <i>That Council approve the 2019 Audited Financial Statements</i>	122-152
9.6	Rescind Budget and Approve Revised <i>That Council rescind 2020 budget approval and approve new 2020 budget.</i>	153-154
9.7	Curling Club Upgrades <i>That Council approve the dual compressor system quote from Norlock Refrigeration in the amount of \$152,900, and that staff move forward with the Ice Plant replacement.</i>	155-162
<b>FOR INFORMATION</b>		

**10. COUNCIL REPORTS**

10.1	Mayor Roden - Report	163-164
10.2	Councillor Anderson	



10.3	Councillor Anstett - Report	165
10.4	Councillor Davenport	
10.5	Councillor Tuohey - Report	166

**11. RESOLUTIONS RELEASED FROM CLOSED MEETING**

11.1		
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**12. QUESTION PERIOD**

*Any member of the public may ask a question of Council if that question pertains to any item on the current Council Agenda. The order of which people from the gallery may ask questions is at the sole discretion of the Mayor; that person has not already asked a question; additional questions may be asked if no other member of the public desires to ask a question; and no longer than 15 minutes has elapsed since Question Period has commenced*

**13. CLOSED MEETING**

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

13.1	(a) personnel; (k) provision of municipal services	
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**14. TERMINATION**



THE CORPORATION OF THE VILLAGE OF ASHCROFT

MINUTES

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS OF THE VILLAGE OFFICE  
AT 7:00 PM ON MONDAY MARCH 23, 2020

**PRESENT:** Mayor Barbara Roden  
Councillor Jonah Anstett  
Councillor Nadine Davenport - telephone  
Councillor Debra Tuohey

Daniela Dyck, Interim Chief Administrative Officer  
Yoginder Bhalla, Chief Financial Officer  
Brian Bennewith, Public Works Foreman

Media & Public

**EXCUSED:** Councillor Marilyn Anderson

Prior to the meeting, Mayor Roden advised the gallery that the meeting was being recorded by the HUB Online Network.

1. **CALL TO ORDER**

Mayor Roden called the meeting to order at 7:00 pm.

2. **ADOPTION OF THE AGENDA**

*Motion to adopt the Agenda as presented or as amended*

**M/S Roden / Tuohey**

*“THAT the agenda for the Regular Meeting of Council held on Monday March 23, 2020 be adopted as presented.”*

**CARRIED Unanimous (R-2020-76)**

3. **MINUTES**

3.1	Minutes of the Regular Meeting of Council held Monday March 9, 2020 <b>M/S Roden / Anstett</b> <i>That the Minutes of the Regular Meeting of Council held Monday March 9, 2020 be adopted as presented.</i>	CARRIED Unanimous (R-2020-77)
3.2	Minutes of the Special Meeting of Council held Wednesday March 18, 2020 <b>M/S Roden / Tuhey</b> <i>That the Minutes of the Special Meeting of Council held Wednesday March 18, 2020 be adopted as presented.</i>	CARRIED Unanimous (R-2020-78)

4. **DELEGATIONS**

4.1	NONE	
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5. **CORRESPONDENCE**

FOR ACTION		
5.1	98.3 Star FM Road Trip Adventure <b>M/S Roden / Anstett</b> <i>“That the Council approve the Village of Ashcroft participation in the 98.3 Star FM Road Trip Adventure subject to change in regard to the evolving pandemic COVID19.”</i>	CARRIED Unanimous (R-2020-79)
FOR INFORMATION		
5.2	Highland Valley Copper Management Change	
5.3	MLA Tegart COVID-19 Message	
5.4	BC Transit Mandate Letter	
5.5	Information Correspondence Listing <b>M/S Tuohey / Anstett</b> <i>“That the Information Correspondence items be received and filed.”</i>	CARRIED Unanimous (R-2020-80)

## 6. UNFINISHED BUSINESS

6.1	N/A	
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## 7. NEW BUSINESS

*Business arising from the current Council Meeting may be added to the agenda for discussion*

7.1		
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## 8. BYLAWS

8.1	Council Procedure Bylaw No. 834 – Third Reading <b>M/S Roden /Tuohey</b> <i>“That the Village of Ashcroft Council Procedure Bylaw No. 834 be re-read as amended for a third time this 23<sup>rd</sup> day of March 2020.”</i>	CARRIED Unanimous (R-2020-81)
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## 9. STAFF REPORTS

REQUEST FOR DECISION		
9.1	Economic Development and Tourism Strategy and Implementation Matrix <b>M/S Roden / Anstett</b> <i>“That Council approve the adoption of the Economic Development and Tourism Strategy and Implementation Matrix as presented.”</i>	CARRIED Unanimous (R-2020-82)
9.2	NDIT- Economic Development Capacity Funding <b>M/S Roden / Tuohey</b> <i>That Council approve an application to NDIT’s Economic Development Capacity Building fund for the purpose of contracting an Economic Development and Tourism position at \$25,000 and use the remaining \$25,000 for implementation of selected priority and short- term objectives from the newly developed Economic Development and Tourism Strategy.</i>	CARRIED Unanimous (R-2020-83)
9.3	Purchase of Carbon Offsets <b>M/S Tuohey / Roden</b>	

	<i>That Council approve the purchase of offset credits as required by the Province of British Columbia and the Climate Action Revenue Incentive Program through the offset organization Offsetters Carried</i>	CARRIED Unanimous (R-2020-84)
9.4	<b>Budget Request for Assessment and Legal M/S Roden / Davenport</b> <i>That Council approve a budget of \$26,000 in order to cover costs of negotiations with the Ashcroft Indian Band regarding water provision</i>	CARRIED Unanimous (R-2020-85)
9.5	<b>Outdoor Burning Bylaw Report M/S Roden / Anstett</b> <i>"That Council defer the Outdoor Burning Bylaw Report until the COVID-19 pandemic is over and public is able to attend scheduled Council meetings."</i>	CARRIED Unanimous (R-2020-86)
9.6	<b>Spring and Fall Clean Up M/S Roden / Tuohey</b> <i>"That Council moves option 1 status quo for this year Direction to staff - Look at chipper costs, or bringing chipping company in. consider a regional initiative with the TNRD</i>	CARRIED Unanimous (R-2020-87)
9.7	<b>Social Media – Pool M/S Roden / Davenport</b> <i>"That Council approve the development of a Social Media Policy for the Ashcroft Pool"</i>	CARRIED Unanimous (R-2020-88)
<b>FOR INFORMATION</b>		
9.8	<b>COVID-19 – Update</b> <i>Further updates provided Daily briefing at RCMP – Mayor Roden is participating, RCMP presence in the community seems to have increased</i>	

## 10. COUNCIL REPORTS

10.1	Mayor Roden – Report	
10.2	Councillor Anderson	
10.3	Councillor Anstett	
10.4	Councillor Davenport	
10.5	Councillor Tuohey – Verbal report HUB meeting, working on a dog park, more info will be provided in the future.	

**M/S Tuohey / Anstett**

*"That the Council Reports be received and filed."*

CARRIED Unanimous (R-2020-89)

## 11. RESOLUTIONS RELEASED FROM CLOSED MEETING

11.1	See attached minutes of the Special Meeting of Council for March 18, 2020	
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## 12. QUESTION PERIOD

*Any member of the public may ask a question of Council if that question pertains to any item on the current Council Agenda. The order of which people from the gallery may ask questions is at the sole discretion of the Mayor; that person has not already asked a question; additional questions may be*



asked if no other member of the public desires to ask a question; and no longer than 15 minutes has elapsed since Question Period has commenced -

Public Comments and Questions Received are as follows:

Comments in regard to item 3.1 Minutes – Dog Park

Comments in regard to item 3.2 Minutes - COVID-19 – Requirements for foreign workers/employers

Comments in regard to item 9.1 Economic Development and Tourism Strategy

Comments in regard to item 9.3 Carbon Offsets

Comments in regard to item 9.5 Outdoor Burning Bylaw Report

**13. CLOSED MEETING**

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

13.1	(c) labour relations; (g) litigation	
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**M/S Roden / Tuohy**

*“That Council move to a closed meeting under the Community Charter Section 90.1 (c) Labour Relations and (g) litigation*

CARRIED Unanimous (R-2020-90)

**14. TERMINATION**

**M/S Roden / Anstett**

*“That the Regular Meeting of Council held on March 23, 2020 be adjourned at 8:49 pm”*

CARRIED Unanimously (R-2020-91)

Certified to be a true copy of the  
Regular Meeting of Council Minutes  
held Monday March 23, 2020.

\_\_\_\_\_  
Daniela Dyck,  
Interim Chief Administrative Officer

\_\_\_\_\_  
Barbara Roden, MAYOR



THE CORPORATION OF THE VILLAGE OF ASHCROFT

COMMITTEE OF THE WHOLE

MINUTES

FOR MONDAY MARCH 23, 2020 AT 6:00 PM

**PRESENT:** Mayor Barbara Roden  
Councillor Jonah Anstett  
Councillor Nadine Davenport - telephone  
Councillor Debra Tuohey

Daniela Dyck, Interim Chief Administrative Officer  
Yoginder Bhalla, Chief Financial Officer  
Brian Bennewith, Public Works Foreman

Media & Public

**EXCUSED:** Councillor Marilyn Anderson

Prior to the meeting, Mayor Roden advised the gallery that the meeting was being recorded by the HUB Online Network.

1. **CALL TO ORDER**

Mayor Roden called the Committee of the Whole meeting of Council for Monday March 23, 2020 to order at 6:00 pm.

2. **ADOPTION OF THE AGENDA**

M/S Roden / Anstett

*That the Agenda for the March 23, 2020 Committee of the Whole meeting be adopted as presented.*

CARRIED Unanimous (CW-2020-06)

3. **MINUTES**

All COTW Minutes are adopted at a Regular Meeting of Council

4. **DELEGATIONS**

	NONE	
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5. **DISCUSSION ITEMS**

	NONE	
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**6. BYLAWS FOR DISCUSSION**

	See item 7.2	
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**7. STAFF REPORTS**

7.1	<p>BI Report – CFO Bhalla presented the annual update for 2019 Auditor are not able to attend for Wednesday meeting due to essential travel only being enforced by the company, CFO Bhalla has received all info and will present the report.</p> <p>Report for WTP submitted, 1.3 million coming from Province          Approx. 900 thousand in the bank          Approx. 3 million available for borrowing from the unutilized WTP loan funding.</p> <p>STP complete, funding received          Our audit is complete we are able to move forward with projects. BI reports are available for Council; however, the cost is high to have public access the license. CFO is working on implementing access to the public as requested.</p> <p>Working on linking asset management reports live and available to the public, as well as improving mapping. Working on this with the TNRD Building Inspector.</p> <p>Financials          CFO Bhalla provided a detailed explanation of the accounts and balances, clarifying negative variances and required transfers. Sewer Operations fund shows a slight negative balance, this is a budget variance.          Water operating fund shows excess revenues, these will be used to pay down loan</p> <p>Presentation of Asset Management access on the Village website.          GS Mapping demonstration</p>	
7.2	<p>Council Procedures Bylaw No. 834, 2020          Discussion and public input to include limiting Public attendance and allow participation via telephone or email during a State of Emergency and the provision to allow video conference Council Meetings during a declared State of Emergency with no quorum required to physically attend at Council Chambers          Village is moving forward with setting up Microsoft Team Viewer should be completed this week, and the Village will be able to host meetings.</p>	
7.3	<p>Council Committee Appointments          Councillor Tuohey to be appointed as liaison to the Health Action Coalition and Council Anderson be appointed as the alternate.          Council Tuohey be appointed as the liaison to the HUB board meetings, Councillor Anderson is appointed alternate.          Resend letter to the Historic Hat Creek Society indicating Ashcroft’s liaison and alternate appointments.</p>	



**8. QUESTION PERIOD**

*Question received from the public if time permits.*

Questions Received from the public:

Media:

Clarification regarding media participation during Virtual Council Meetings, Media would like to continue to participate.

TNRD Area I resident:

Clarification requested in regard to discussing the main body of the Council Procedures Bylaw or only the proposed amendments for public consultation – advised amendments only

Typo Corrections – Section 65.2 – should be 57.1, correct “Third” reading.

Question regarding Asset Management Mapping wondering if other communities have the same mapping.

**9. CLOSED MEETING**

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

	<b>NONE</b>	
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**10. TERMINATION**

**M/S Roden / Tuohey**

*“That the Committee of the Whole Meeting for March 23, 2020 be terminated at 6:48 pm”*

CARRIED Unanimous (CW-2020-07)

Certified to be a true and correct copy of the Committee of the Whole Minutes of Council held Monday, March 23, 2020.

\_\_\_\_\_  
Daniela Dyck,  
Interim Chief Administrative Officer

\_\_\_\_\_  
Barbara Roden, Mayor

SDD/



Village of Ashcroft  
Grant Application - Organizations

Organization Official Name:	Winding Rivers Arts + Performance Society	
Mailing Address:	PO Box 1265 Ashcroft V0K 1A0	
Phone:	778-517-0997	Fax: _____ Email: _____
Contact Person:	Maryann Simpson Title: Treasurer	
Briefly describe your organizations purpose:	Advance appreciation of Arts by providing performance events/exhibitions; encourage local participation in Arts, advance education of Arts; partner with other groups to advance Arts + Performance.	
Briefly describe how the requested grant money will be used:	To support the Spring Play. Auditions will start in November with a performance in March 2020.	
What amount of Grant-in-Aid is being requested?	\$ 500 <sup>00</sup> / <sub>00</sub>	
Total organization operating budget for current year	\$ 37,500 <sup>-</sup>	
Total budget for project the grant is being applied for	\$ 10,635	
Did you receive a Grant-in-Aid last year?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes what was the amount of the grant?	\$ 500 <sup>00</sup> / <sub>00</sub>	
Attachments: Please provide the following to your application (if available):	Financial Statement, Current Year Budget, Project Budget	
Forward completed applications to: Village of Ashcroft, Box 129, Ashcroft, BC V0K 1A0 Or via email to <a href="mailto:council@ashcroftbc.ca">council@ashcroftbc.ca</a> . Applications are reviewed by Council at the second meeting each month. Applications must be received by the second Friday of each month to be considered in that month.		



Village of Ashcroft  
Grant Application – Organizations

Office Use Only	
Date Application Received: _____	
Application confirmed to be complete	Date: _____
Checklist: Completed application form	_____
Financial Statement	_____
Budget for current year	_____
Project Budget	_____
Category: Arts & Culture _____	Sports & Recreation _____
Museum & Heritage _____	Social/Educational/Environmental/Other _____
Amount of Grant-in-Aid Applied for: \$ _____	Approved \$ _____
	Denied _____
Comments:	
Letter sent to applicant regarding decision	Date: _____
Cheque sent to applicant if applicable	Date: _____

**Winding Rivers Arts & Performance Society**  
**Profit & Loss Budget vs. Actual**  
 May 2018 through April 2019

Interim Financials for 2020 Year End to October 10 2019

	<u>Current Year</u> <u>May 1 to Oct 10</u>	<u>Approved</u> <u>2020 Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Administrative Income</b>		
Fundraising		175
Interest Income	23.32	0
Local Government Grants		0
Membership Dues	280.00	300
Society, Business Contributions	-	0
<b>Total Administrative Income</b>	<u>303</u>	<u>475</u>
<b>Expense</b>		
<b>Administrative Expenses</b>		
Accounting Fees	160.00	160
Allocation of Admin Expenses		
Bank Charges	12.00	36
Insurance	76.00	
Internet		
Memberships and Dues		95
Office Supplies		150
Postage, Mailing Service		15
Repairs and maintenance		0
Warranties		40
Website		0
Administrative Expenses - Other		0
<b>Total Administrative Expenses</b>	<u>248</u>	<u>496</u>
<b>Administration Income less Expenses</b>	<u>55</u>	<u>-21</u>
<b>Bursary</b>	<u>May 1 to Oct 10</u>	<u>2020 Budget</u>
BC Gaming - Bursary		
Bursary	500.00	250
<b>Bursary Income Less Expenses</b>	<u>500</u>	<u>250</u>
<b>Canada Day Income</b>	<u>May 1 to Oct 10</u>	<u>2020 Budget</u>
Canadian Heritage Grant	800.00	800
Municipal Government Donation	500.00	500
Society, Business Contribution	300.00	300
Volunteer Labour		0
<b>Total Canada Day Income</b>	<u>1,600</u>	<u>1,600</u>

Canada Day		
Administrative Expenses		
Advertising	3.50	125
Cake	135.00	130
Decorations/Supplies	41.99	200
Food	596.04	250
Insurance	51.56	75
Musicians	600.00	1,000
Prizes/Awards	100.00	200
SOCAN		20
<b>Total Canada Day Expenses</b>	<b>1,528</b>	<b>2,000</b>
<b>Canada Day Income Less Expenses</b>	<b>72</b>	<b>400</b>
<b>Music Program Income</b>		
<b>Concert Series</b>	<b>May 1 to Oct 10</b>	<b>2020 Budget</b>
50/50 Draws	86.00	450
BC Gaming Grant	1,600.00	1,600
BC Touring Grant		0
Concession	83.65	300
Donations (receipt provided)		0
Sponsorship		0
Ticket Sales	1,835.00	2,600
Volunteer Labour		0
<b>Concert Series Income</b>	<b>3,605</b>	<b>4,950</b>
<b>Accomodations</b>		
Administrative Expenses	100.00	
Advertising	6.00	600
Concession	3.99	100
Conference Expense		100
Equipment Rental		0
Insurance	103.13	145
Meals		
Musicians	3,206.96	3,100
Pay Pal Fees		0
Rent	80.46	150
SOCAN		113
Ticket Printing		110
Travel Expense		0
Volunteer Labour		0
<b>Concert Series Expenses</b>	<b>3,501</b>	<b>4,418</b>
<b>Concerts Income less Expenses</b>	<b>104</b>	<b>533</b>

	May 1 to Oct 10	2020 Budget
<b>Plein Air Income</b>		
50/50 Draws	105.00	
Donation Jar	50.30	200
Individual donations	35.00	
Registrations	2,125.00	2,200
Sales	40.00	150
Sponsored Donations		100
<b>Total Plein Air Income</b>	<b>2,355.30</b>	<b>2,650</b>
<b>Plein Air Expenses</b>		
Insurance	154.69	217
Advertising		350
Cash short(over)	50.00	
Food	766.28	850
Gift Bags	59.82	
Liquor	224.74	225
Liquor License	25.00	25
Rent	300.00	300
Supplies		125
<b>Total Plein Air Expenses</b>	<b>1,580.53</b>	<b>2,092</b>
<b>Plein Air Income Less Expenses</b>	<b>774.77</b>	<b>558</b>
<b>Theatre Program Income</b>		
<b>Fine and Dramatic Arts Camp Inc</b>	<b>May 1 to Oct 10</b>	<b>2020 Budget</b>
Donations	2,671.85	5,000
Registrations	3,654.90	3,250
United Way Grant	4,000.00	4,000
BC Gaming	2,550.00	5,000
Canada Post Grant Application		
Volunteer Labour		0
Youth Engagement Grant		0
<b>Total Fine and Dramatic Arts Camp Inc</b>	<b>12,877</b>	<b>17,250</b>
<b>Fine and Dramatic Arts Camp Exp</b>		
Accommodations		0
Administrative Expenses		
Advertising	2.50	400
Food	231.74	400
Instructor	11,505.00	13,419
Insurance	206.25	290
Rent	963.21	2,600
Supplies	6.08	200
<b>Total Fine and Dramatic Arts Camp Exp</b>	<b>12,915</b>	<b>17,309</b>
<b>Camp Income Less Expenses</b>	<b>38</b>	<b>-59</b>

	<u>May 1 to Oct 10</u>	<u>2020 Budget</u>
<b>Theatre/Plays-Spring Income</b>		
Concession		400
50/50		335
BC Gaming		2,500
United Way		2,400
Donations at the Door		
Ticket sales		4,500
Village of Ashcroft		500
Volunteer Labour	-	
<b>Total Theatre/Plays-Spring Income</b>	-	<b>10,635</b>
<b>Theatres/Plays-Spring</b>		
Administrative Expenses		0
Advertising		400
Concession		210
Costumes/Props		435
Food for cast & crew	10.00	435
Gifts		146
Hall Rental		3,569
Honoraria		120
Insurance	309.37	435
Programs		445
Scripts/Royalty		3,300
Set		1,500
Volunteer Labour	-	0
<b>Total Theatres/Plays-Spring</b>	<b>319</b>	<b>10,995</b>
<b>Spring Play Income less Expenses</b>	<b>- 319</b>	<b>-360</b>
<b>Wraps Income less expenses</b>	<b>149</b>	<b>1</b>

*Project Budget*

# School District No. 74 (Gold Trail)

PO Box 250, Ashcroft, BC V0K 1A0  
Phone: 250 453 9101 FAX: 250 453 2425  
[www.sd74.bc.ca](http://www.sd74.bc.ca)



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## A MESSAGE FROM THE DISTRICT

March 24, 2020

Dear families,

On March 17<sup>th</sup> the British Columbia government announced a suspension of all in-person classes for British Columbia Kindergarten to Grade 12 schools due to COVID-19. Since that announcement, the district has been working to create a plan for the continuity of learning for Gold Trail students.

- During the week of March 30<sup>th</sup> to April 3<sup>rd</sup> you will be contacted by a teacher from your school to discuss how learning can work for you and your child(ren). We recognize that each family is unique and want to create a plan and a way of delivering learning that will work best for you and your child(ren) during this challenging time.
- Starting the week of April 6<sup>th</sup> to 10<sup>th</sup> and going forward, you and your child(ren) will have the resources and contacts you need to proceed with learning from home.

While it will be impossible to replicate the learning that occurs in schools and classrooms each day, we are going to do our best to keep connected with you, keep your child learning and provide you the resources and support to make this time as easy as possible. While it is easy to be overwhelmed with the challenges and stress COVID-19 is placing on all of us, this time may also provide an opportunity to engage in learning as a family that includes play, talking, exercise and the outdoors.

We look forward to welcoming you and your child(ren) back to school when it is safe to do so. In the meantime, stay healthy.

*If you have concerns about your health in relation to COVID-19, please go to the BC COVID-19 Symptom Assessment Tool <https://covid19.thrive.health/>*

April 6, 2020

Mayor and Council  
Village of Ashcroft  
PO Box 129  
Ashcroft, BC V0K 1A0  
[admin@ashcroftbc.ca](mailto:admin@ashcroftbc.ca)

Dear Mayor and Council,

At a time of uncertainty, communication is important and the Board of Education would like to provide you as a community leader with an update on the work being carried out in Gold Trail to respond to the COVID-19 emergency.

When the British Columbia government announced a suspension of all in-person classes for Kindergarten to Grade 12 schools due to COVID-19, Gold Trail School District started working to respond in a manner that meets the needs of students, families and staff.

Gold Trail's planning is guided by the following priorities established by the provincial government for public education, listed in priority order:

1. Ensure a healthy and safe environment for all students, families and employees;
2. Provide the services needed to support children of our essential workers;
3. Support vulnerable learners who may need special assistance; and
4. Provide continuity of educational opportunities for all students.

The district's leadership team created a district framework for these four priorities. From this district framework, each school created a school-based continuity of learning plan for their unique context.

Families were contacted during the week of March 30<sup>th</sup> from their school to discuss how learning can work for each child. Starting the week of April 6<sup>th</sup> and going forward, families and students will have the resources and contacts they need to proceed with learning from home.

The district's next steps include strategies to support the meal programs that were provided at schools this year. Schools are finding solutions to continue this service and ensure families are supported.

The district is focused on maintaining connections with students, families and communities in the weeks to come as we work through this challenging time.

COVID-19 and the suspension of in-class learning is a new challenge for all of us. By working together and supporting each other, we will stay connected and healthy.

Sincerely,

THE BOARD OF EDUCATION

  
NANCY REMPEL  
Co-Chair

  
VALERIE ADRIAN  
Co-Chair



April 2, 2020

Dear Colleagues:

This letter is intended to provide clarity to local governments that are working with the Province on strategies to meet the needs of the most vulnerable citizens in their communities. Emergency Management BC (EMBC) and the Ministry of Municipal Affairs and Housing request that all local governments work in collaboration with BC Housing and their regional health authority to ensure that there are local plans in place to accommodate emergency shelter overflow and vulnerable populations that require isolation spaces.

The aim of the Province is to find appropriate shelter for vulnerable populations who lack the living arrangements to meet the physical distancing measures recommended by the Provincial Health Officer. If we don't find safe shelter and housing that meets this need, we risk the rapid spread of COVID-19 in a population highly vulnerable to the effects of the illness.

The Provinces will work collaboratively with local governments, through BC Housing, and as supported by regional Health Authorities and Emergency Management BC's Provincial Regional Emergency Operations Centres (PREOC) to implement plans that will best meet the needs of the local population. The primary aim is to work together to identify publicly owned properties that can serve as temporary shelter and reduce the risk of COVID-19 spread among people experiencing homelessness. The Province will make every effort to cover the reasonable incremental costs incurred in using municipal facilities for COVID-19 response through direct BC Housing funding, contributions from the non-governmental sector, and augmented by emergency funding through EMBC. Working together and clear communication remains the foundation to success.

While a provincial state of emergency was declared on March 18, 2020, under the *Emergency Program Act* (EPA), there is no desire or need to use the powers of the EPA to implement a plan to meet the needs of vulnerable populations at this time.

*To clarify any misunderstanding, a ministerial order has not been issued that would empower the provincial government to requisition local government facilities. The voluntary use of any facilities for local and provincial response to COVID-19 still qualifies for cost recovery.*

Page .../2

Through the regional PREOCS, the Ministry of Municipal Affairs and Housing has started to distribute a survey for municipalities to identify facilities that could be used for this purpose. We recognize that some municipalities have already started working with BC Housing and have already identified facilities. We still request you complete the survey so we can collect consistent information across the province. If asked to complete the survey, please prioritize the identification of indoor spaces for this purpose. Any facility that BC Housing or a ministry of the provincial government uses for COVID-19 response is eligible for cost recovery, and the process for this is the same as it would be in any other emergency — submit your facility-related expenses for approval to your PREOC, and in all cases we will endeavour to work together to clarify cost reimbursements and any terms and condition of use.

BC Housing will work with EMBC PREOCs to ensure communities have a clear understanding of the Province’s resources and roles in any facility requested, and that BC Housing has a clear understanding of the capacities and capabilities of local authorities in light of the current pandemic event. I would also like to note that the same principles would apply should the need to identify facilities for medical testing, isolation of patients, or similar purposes. EMBC senior regional managers in all parts of the province are available to assist local governments in navigating these extraordinary measures at this extraordinarily challenging time.

If you have questions about this process, please work through your PREOC.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Bates', with a stylized flourish extending to the right.

Stan Bates  
Executive Director, Response  
Emergency Management BC

## BC Hydro response to COVID-19

Dear Mayor and Council,

First off, thank you for all that you and your staff are doing to help get us all through this difficult time. I want to provide you with an update on how BC Hydro is responding during the COVID-19 pandemic.

### COVID-19 Relief Fund

Today we introduced a new COVID-19 Relief Fund to help customers who are facing financial challenges as a result of the COVID-19 pandemic.

The COVID-19 Relief Fund program provides bill relief for eligible customers:

- Residential customers that have lost their income as a result of COVID-19 will be able to apply for a bill credit of three times their average monthly bill.
- Small business customers that are currently closed as a result of COVID-19 measures can apply to have their electricity use charges waived for up to three months.
- In addition, eligible large industrial customers can apply to defer payment of 50% of their electricity use charges for three months.

The application form and more information on the COVID-19 Relief Fund will be available next week at [bchydro.com/covid19relief](http://bchydro.com/covid19relief). Customers will have until June 30, 2020 to apply.

The COVID-19 Relief Fund is the latest in a series of measures BC Hydro has taken to help support its customers through this challenging period, including:

- The [COVID-19 Customer Assistance Program](#) which allows residential and business customers, who are experiencing financial hardship during the Coronavirus outbreak, the option of deferring bill payments or arranging for flexible payment plans with no penalty. Customers are encouraged to call our customer service team at 1 800 BCHYDRO (1 800 224 9376) to discuss bill payment options;
- Suspending [disconnections](#) for non-payment; and
- Suspending non-urgent planned power outages that would impact our residential customers in recognition that our customers are spending more time at home, and many are working from home.

Effective today, electricity rates will decrease by 1% following BC Hydro's update to its Revenue Rate Application that was approved by the BC Utilities Commission.

In addition, some residential customers facing temporary hardship due to job loss, illness, or loss of a family member may also be eligible for our Customer Crisis Fund which provides a grant of up to \$600 to help with their electricity bill.

## **Staying safe and adjusting operations to maintain reliable supply**

We recognize the critical role we have in the province to deliver safe and reliable power, and we implemented precautionary measures early on to help prevent cases of COVID-19 at our facilities, and among our employees.

Where possible, we have staff working from home. We've also adjusted our operations to focus on critical work and taken steps to ensure our frontline crews remain healthy and able to respond should we face emergency situations.

New customer connections and reconnections will continue through our normal processes; however, optional upgrades or alterations will not be completed at this time.

We continue to monitor the situation closely and will implement new measures as required.

Please let me know if you have any questions, or if I can provide you with any assistance. I can be reached at 260-608-1885 or by email at [maryanne.coules@bchydro.com](mailto:maryanne.coules@bchydro.com).

Sincerely,

Dag

---

**Dag Sharman** | Community Relations Manager, Thompson, Okanagan, Columbia Region, Communications

**BC Hydro**  
1401 Kalamalka Lake Road,  
Vernon, BC V1T8S

**P** 250 549 8531  
**M** 250 308 7633  
**E** [dag.sharman@bchydro.com](mailto:dag.sharman@bchydro.com)

[bchydro.com](http://bchydro.com)

**Smart about power in all we do.**

April 1, 2020

## COVID-19 Relief Fund

BC Hydro recognizes the financial impacts the COVID-19 pandemic is having on its customers. In order to support our customers during this time, BC Hydro has created the COVID-19 Relief Fund.

The COVID-19 Relief Fund program provides targeted bill relief for eligible residential and small business customers:

- Residential customers that have lost their income as a result of COVID-19 will be able to apply for a bill credit of three times their average monthly bill.
- Small business customers that are currently closed as a result of COVID-19 measures can apply to have their electricity use charges waived for up to three months.

In addition, eligible large industrial customers can apply to defer payment of 50% of their electricity use charges for three months.

### When does the program start, and how do customers apply?

- Eligible residential customers will be able to apply for the COVID-19 Relief Fund starting April 10 and small business customers will be able to apply online starting the week of April 14.
- Customers have until June 30, 2020 to apply for bill relief.
- For further details on the COVID-19 Relief Fund and to access the online application form, please visit [bchydro.com/covid19relief](https://bchydro.com/covid19relief).

### Residential customers

#### Who is eligible?

- Applicants must be a BC Hydro account holder prior to March 15, 2020.
- For residential customers, the account holder or partner/spouse must provide proof of loss of income, or they are unable to work due to COVID-19.
- This includes:
  - workers, including the self-employed, who are taking care of a family member who is sick with COVID-19; and,
  - parents with children who require care or supervision due to school or daycare closures, and are unable to earn employment income (EI), irrespective of whether they qualify for EI or not.

#### How much will the average residential customer receive?

- The amount received will be based on the individual customer's average monthly bill amount over the past 12-months (or the amount of time they have been at their premise if less than 12 months).
  - For the average apartment dweller, this is around \$135.
  - For the average single-family home, this is around \$335.

## **How is this program different from the Customer Crisis Fund?**

- This program focuses on helping customers experiencing loss of income as a direct result of the COVID-19 pandemic.
- The Customer Crisis Fund is offered year-round and was created for residential customers that are facing a significant financial hardship and possible disconnection of their service due to a life crisis such as job loss, injury, illness or loss of a family member.
- Some customers that are eligible for the relief under the COVID-19 Relief Fund may also be eligible to access grants of up to \$600 through our Customer Crisis Fund to help cover arrears incurred prior to the COVID-19 pandemic.

## **How is this program different from the COVID-19 Customer Assistance Program?**

- On March 13, BC Hydro introduced the COVID-19 Customer Assistance Program to provide all residential and commercial customers the option to defer payments, or arrange a flexible payment plan to help pay their BC Hydro bills.
- All residential and commercial customers are eligible and can make individual payment arrangements with our customer team.
- Customers can call 1-800-BCHYDRO (1-800-224-9376) to discuss their options.

## **Small businesses**

### **What businesses are eligible?**

- Business customers must be a business account holder under the Small General Service Rate prior to March 15, 2020.
- Customers must show they are currently closed due to the COVID-19 pandemic, either ordered by government or due to reduced transactions/revenues or employee safety protection, but continue to have an active BC Hydro account and consume electricity.

### **How much will the average small business customer receive?**

- Small business customers that have closed their business as a result of COVID-19 will be able to apply to have their electricity costs waived for up to three months.
- Savings will depend on the size and type of the business as well as how it is heated.

**INFORMATION CORRESPONDENCE**

**Tuesday, April 14, 2020 – Regular Council Meeting**

- 1) Kamloops Art Gallery
- 2) School District No. 74 Board of Education Update
- 3) TNRD
- 4) City of Burnaby
- 5) MP Brad Vis

Motion No.	Motion	Staff Responsible	Comments	Time line	Status
SM-03-10-19	"That Council direct staff to approach Director Rice, TNRD Area "I" and apply for financial assistance through his discretionary Gas Tax Funds"	CAO	he requires a report to take to the TNRD Board for expenditure approval. Dir. Rice has allocated up to		Complete
20-11-2019	"That Council approve staff to estimate the installation and operational costs of the mural and report back to Council."	PWF			in-progress
25-11-2019	"That Council review the current committee appointments, consider changes and bring suggestions to Council for consideration at a future meeting."	Council	DCO to include in future agenda for consideration	23-Mar	Complete
<b>2020 MOTIONS</b>					
R-2020-06	"THAT Council send a resolution calling on the Province to put signage on Class A highways indicating areas with little or no cell coverage."	Mayor	Forward resolution to SILGA using the UBCM Resolution format. Bring back for Council approval prior to submission.	28-Feb-20	in-progress
R-2020-28	"That Council request staff to research On Demand Hours available and report back to Council what the new schedule would look like."	CAO	Consult with BC Transit and Transit Committee re: options		Complete
R-2020-29	"That a meeting between Council and the Curling Club be scheduled."	CAO	Schedule meeting -		in-progress
R-2020-30	"That Operation Lifesaver Rail Safety Information be received and filed and further that the information be relayed to the community in the Newsletter."	DCO	Include information in next newsletter		in-progress
R-2020-36	"That Council approve staff to research burning bylaws and bring a report back to Council."	DCO	Meet with Fire Chief, PW FP Forman, contact neighbouring communities with similar landscapes	23-Mar	Complete

R-2020-39	"That the Minutes of the Regular Meeting of Council held Monday January 27, 2020 be adopted as presented."	DCO	Signatures and File		Complete
R-2020-40	"That the Minutes of the Committee of the Whole meeting held on January 27, 2020 be adopted as presented."	AA	Signatures and File		Complete
R-2020-41	"That the Minutes of the Special Meeting of Council Planning Session held Monday February 10, 2020 be adopted as presented."	AA	Signatures and File		Complete
R-2020-42	"That Council supply a letter of support to the Ashcroft Hospice Society for their funding request to develop an office in the community."	DCO	Draft and send letter of support		Complete
R-2020-43	"That Council approve the TNRD Zoning Amendment Application as interests unaffected by this application, with a noted concern regarding current ingress and egress access to the property."	DCO	Forward BA 186 Referral		Complete
R-2020-44	"That Council send a letter of support for the Ashcroft Indian Band application to develop a walking path plan on Cornwall Road."	DCO	Draft and send letter of support		Complete
R-2020-45	"That Council approves the purchase of two tickets to attend the 153rd Annual Ball in Clinton for the Mayor and one guest."	DCO/Nancy	Reserve tickets and requisition payment		Complete
R-2020-46	"That Council approve Mayor Roden to attend the Highland Valley Copper Environmental Assessment Working Group meetings representing the interests of the Village of Ashcroft."	DCO	Advise organizer and forward information to Mayor		Complete
R-2020-47	"That Council approve the Ashcroft Fall Fair request for a \$500 grant in aid and include free facility use of the arena for September 12 – 13, 2020."	DCO	Send letter advising approval of GIA and free facility use		Complete
R-2020-48	"That the Health Care and Wellness Coalition request to appoint Cnclr. Tuohey and an alternate to the coalition be tabled and discussed when Council reviews the current committee appointments."	DCO	Councillor Tuohey is liaison, Councillor Anderson is alternate		Complete

R-2020-50	"That Council approve the Cache Creek Elementary School PAC request for a donation of a family pass to the Ashcroft pool for the 2020 season."	DCO	send letter and certificate		Complete
R-2020-51	"That Council approve the Ashcroft Curling Club request for free facility use of the arena on March 9 for set up and March 10 for a community curling event."	DCO	send letter advising approval		Complete
R-2020-54	"That the NDIT Economic Development Capacity grant application recommendation of Option 1, "Consider contracting an Economic Development and Tourism position at \$25,000 and use the remaining \$25,000 for implementation of selected priority and short-term objectives from the draft Strategy" be deferred to the next Council meeting to allow time for Council to review the provided information."	DCO	Include on the March 9, 2020 Agenda		Complete
R-2020-55	"THAT the Village of Ashcroft Council Procedure Bylaw No. 834 be read for a second time this 24th day of February 2020 as amended."	DCO	Edit bylaw as per motion and bring back for 3rd reading March 9		Complete
R-2020-56	"That the Council approve the Village of Ashcroft Asset Management Policy."	DCO/Kris	Digital File and Binder		Complete
R-2020-57	"THAT, Council approve the Village of Ashcroft IT Equipment Use Policy # A-2020-01"	CFO	File and Council Signatures required		Complete
R-2020-58	"THAT, Council for the Village of Ashcroft are in support of Ashcroft's application to Northern Development Initiative Trust for a grant of up to \$30,000 to leverage the Curling Arena Ice Plant Replacement Project from NDIT's Community Halls and Recreation Facilities fund; and further that Council support the project throughout its duration."	DCO/CFO	Forward letter with Council resolution to NDIT		Complete
R-2020-61	"That the Minutes of the Regular Meeting of Council held Monday February 24, 2020 be adopted as presented."	AA	Signatures and File		Complete
R-2020-62	"That the Minutes of the Committee of the Whole Meeting held Monday February 24, 2020 be adopted as presented."	AA	Signatures and File		Complete

R-2020-63	"That Council approve the Route as requested by the Ashcroft & District Lions Club to host the 10th Annual Skip's Memorial Run."	CAO	Forward letter of approval		Complete
R-2020-64	"That Council approve the purchase of a Business Card advertisement supporting the Military Service Recognition Book for \$275."	CAO	complete advertising purchase		Complete
R-2020-65	"That Council approve the advertising request in the Buy Local Buy Fresh publication for \$600."	CAO	complete advertising purchase		Complete
R-2020-66	"That Council approve the Ashcroft & District Lions Club request to use the Pool Park as the venue for the Mothers Day Pancake Breakfast, and that the food trailer be set up in the parking lot."	CAO	Forward letter of approval		Complete
R-2020-68	"THAT Council approve the SOGIA Grant in Aid request in the amount of \$250, and further that Council approve the repainting of the Rainbow Crosswalk on Railway Ave. as a collaboration with the SOGIA students working under the direction of the Village Pubic Works Department, and further that all expenses be paid by the Village."	CAO	Forward letter of approval and advise that the PW department will coordinate the painting after social distancing order is lifted		complete
R-2020-70	"THAT the Village of Ashcroft Council Procedure Bylaw No. 834 be read for a third time this 9th day of March 2020."	CAO	Update Bylaw		Complete
R-2020-71	That Council defer approval of the Economic Development and Tourism Strategy to the March 23, 2020 Regular Meeting of Council."	CAO	Bring back next meeting		Complete
R-2020-72	"THAT Council defer approval of the NDI Grant application to the March 23, 2020 Regular Meeting of Council."	CAO	Bring back next meeting		Complete
R-2020-77	"That the Minutes of the Regular Meeting of Council held Monday March 9, 2020 be adopted as presented."	AA	Signatures and File		Complete
R-2020-78	"That the Minutes of the Special Meeting of Council held Wednesday March 18, 2020 be adopted as presented."	AA	Signatures and File		Complete

R-2020-79	"That the Council approve the Village of Ashcroft participation in the 98.3 Star FM Road Trip Adventure subject to change in regard to the evolving pandemic COVID19."	CAO	Sign contract and forward to 98.3 Star FM - stipulation re: COVID-19 restrictions	Complete
R-2020-81	"That the Village of Ashcroft Council Procedure Bylaw No. 834 be re-read as amended for a third time this 23rd day of March 2020."	CAO	Update Bylaw	Complete
R-2020-82	"That Council approve the adoption of the Economic Development and Tourism Strategy and Implementation Matrix as presented."	CAO	No Action	Complete
R-2020-83	"That Council approve an application to NDI's Economic Development Capacity Building fund for the purpose of contracting an Economic Development and Tourism position at \$25,000 and use the remaining \$25,000 for implementation of selected priority and short-term objectives from the newly developed Economic Development and Tourism Strategy."	CAO	Complete application and forward to NDI	Complete
R-2020-84	"That Council approve the purchase of offset credits as required by the Province of British Columbia and the Climate Action Revenue Incentive Program through the offset organization Offsetters."	CFO	Purchase credits	Complete
R-2020-85	"That Council approve a budget of \$26,000 in order to cover costs of negotiations with the Ashcroft Indian Band regarding water provision."	CFO	Work with Urban	Complete
R-2020-86	"That Council defer the Outdoor Burning Bylaw Report until the COVID-19 pandemic is over and public is able to attend scheduled Council meetings."	CAO	Bring back to Council after COVID-19 orders are lifted to include public input	in-progress
R-2020-87	"That Council moves option 1 status go for this year Direction to staff - Look at chipper costs, or bringing chipping company in. consider a regional initiative with the TNRD."	PW Foreman	Research and request estimates	in-progress
R-2020-88	"That Council approve the development of a Social Media Policy for the Ashcroft Pool."	CAO	Develop draft Policy for Council consideration	in-progress

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** April 14, 2020  
**FROM:** Daniela Dyck, Interim Chief Administrative Officer  
**SUBJECT:** Council Procedure Bylaw No. 834, 2020 - Adoption

---

### **Purpose**

To request a Council motion to adopt the Village of Ashcroft Council Procedures Bylaw No. 834, 2020.

### **Recommendation**

THAT Council adopt the “*Village of Ashcroft Council Procedure Bylaw No. 834, 2020*”.

### **Alternatives**

THAT Council not approve the draft Village of Ashcroft Council Procedure Bylaw No. 834, 2020 and consider further edits.

### **Discussion**

At the March 23, 2020 Regular meeting, Council rescinded third reading to allow for the addition of two provisions relating to closing Council meetings to the public and allowing for video conference meetings during a State of Emergency. As Council was in the process of adopting a new Procedures Bylaw and the current COVID-19 pandemic brought to light the requirement for these provisions, it was the ideal time for the additions.

At that meeting, a member of the public asked if other parts of the Bylaw were open for discussion. The gallery was advised that as the main body of the Bylaw had a public hearing where a public input opportunity was provided; and the bylaw had been taken to third reading; and the bylaw was ready to be adopted, therefore, the only discussion on the bylaw was to be in relation to the additions.

Council did ask the member of the public to submit the suggestions, some of these suggestions were simple verbiage changes and others were additions or significant changes to the body of the bylaw. In fairness, the following suggestions have been amended in the bylaw:

1. Change all reference to Municipal Hall to Village Office;
2. Reference the most recent edition of Roberts Rules of Order not year specific;
3. Include Committee Recommendations with Reports from Committees, COTW and Commissions;
4. PG 48 section 65 (2) should be Point section should say 57 (1) not 56 (1);
5. Readings – “third” has a typo.

Most of the other items suggested were brought forward on February 24<sup>th</sup> and Council opted not to include these in the Bylaw at that time.

Council is aware, it was suggested that Procedural Fairness had not been met by the Village and if Third Reading was not rescinded a second time to allow for further public input, application may be made to the Supreme Court to set aside the bylaw. Staff sought legal opinion from separate Law Firms specializing in Municipal law, both opinions state, '*the Village met the requirements of procedural fairness*'. If necessary, with the approval of Council, each lawyer is willing to defend the bylaw process in court on the Village's behalf. As such, the amended bylaw is before Council today for adoption.

**Strategic/Municipal Objectives**

Corporate Governance – Bylaw and Policy ongoing review and updates

**Legislative Authority**

The *Community Charter*, section 124 sets out the requirement that a municipality must have a procedure bylaw and prescribes the required components of that bylaw.

**Financial Implications**

Advertising costs of \$310.00 were incurred.

**Attachment Listing**

1. Attachment 1 – Draft Council Procedures Bylaw No. 834, 2020

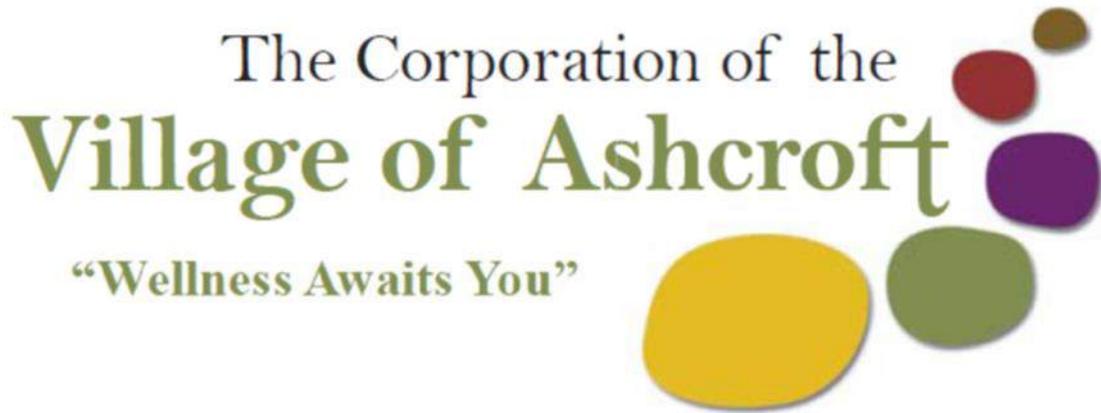
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**Prepared by:**



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Daniela Dyck  
Interim Chief Administrative Officer



## Council Procedure Bylaw No. 834, 2020

Contents

PART 1 – INTRODUCTION..... 5  
    Title ..... 5  
    Interpretation ..... 5  
    Application of rules of procedure..... 6

PART 2 – COUNCIL ROLES, RESPONSIBILITIES AND DUTY TO RESPECT CONFIDENTIALITY..... 6  
    Roles and responsibilities of Council members..... 6  
    Duty to respect confidentiality ..... 7

PART 3 – CONFLICT OF INTEREST ..... 7  
    Application of this part ..... 7  
    Declaration required..... 8  
    Restrictions on participation following the declaration ..... 8  
    Withdrawal of declaration after legal advice ..... 8  
    Member must not be present ..... 8  
    Recording of declaration in the minutes ..... 9  
    Restrictions on participation if in conflict whether or not a declaration is made..... 9  
    Restrictions on inside influence..... 9  
    Restrictions on outside influence ..... 9  
    Exceptions from conflict restrictions ..... 9  
    Disclosure of contracts with Council members and former Council members..... 10  
    Restrictions on use of insider information ..... 10

PART 4 – COUNCIL MEETINGS ..... 10  
    Inaugural Meeting ..... 10  
    Time and location of meetings ..... 11  
    Electronic meetings and participation by Council members..... 11  
    Notice of Council meetings..... 12  
    Notice of Special meetings ..... 12

PART 6 – COUNCIL PROCEEDINGS ..... 13  
    Community Charter provisions..... 13  
    Attendance of public at meetings ..... 13  
    Minutes of meetings to be maintained and available to public..... 14  
    Calling meeting to order ..... 14  
    Adjourning meeting where no quorum..... 14  
    Agenda ..... 15  
    Order of proceedings and business ..... 15  
    Late Items ..... 16  
    Voting at meetings..... 16  
    Delegations, Petitions and Correspondence ..... 17  
    Public Input..... 18  
    Points of order ..... 19

Conduct and debate .....	19
Motions generally .....	21
Motion to commit .....	21
Motion for the main question .....	21
Amendments generally .....	22
<b>Notice of Motion</b> .....	22
Reconsideration by Mayor .....	23
Reconsideration by Council member .....	23
Privilege .....	24
Reports from Committees .....	24
Adjournment .....	25
<b>PART 7 – BYLAWS</b> .....	25
Copies of proposed bylaws to Council members .....	25
Form of bylaws .....	25
Bylaws to be considered separately or jointly .....	25
Reading and adopting bylaws .....	25
Bylaws must be signed .....	26
<b>PART 8 - RESOLUTIONS</b> .....	26
Copies of resolutions to Council members .....	26
Form of resolution .....	27
Introducing resolutions .....	27
<b>PART 9 - COMMITTEE OF THE WHOLE</b> .....	27
Going into COTW .....	27
Notice for COTW meetings .....	27
Minutes of COTW meetings to be maintained and available to public .....	27
Presiding members at COTW meetings and quorum .....	28
Points of order at meetings .....	28
Conduct and debate .....	28
Voting at meetings .....	28
Reports .....	28
Rising without reporting .....	29
<b>PART 10 – COMMITTEES</b> .....	29
Duties of Standing Committees .....	29
Duties of Select Committees .....	29
Schedule of Committee meetings .....	30
Notice of Committee meetings .....	30
Attendance at Committee meetings .....	30
Minutes of Committee meetings to be maintained and available to public .....	30
Quorum .....	31
Conduct and debate .....	31
Voting at meetings .....	31
<b>PART 11 - COMMISSIONS</b> .....	31

Schedule of commission meetings ..... 31  
Notice of commission meetings ..... 31  
Minutes of commission meetings to be maintained and available to the public ..... 32  
Quorum..... 32  
Conduct and Debate ..... 32

PART 12 – GENERAL ..... 32

DRAFT

**VILLAGE OF ASHCROFT**

**BYLAW NO. 834, 2020**

---

**A BYLAW TO ESTABLISH THE GENERAL PROCEDURES TO BE FOLLOWED  
BY COUNCIL AND COUNCIL COMMITTEES IN CONDUCTING THEIR BUSINESS**

---

NOW THEREFORE the Council of the Village of Ashcroft ENACTS AS FOLLOWS

**PART 1 – INTRODUCTION**

**Title**

- 1 This Bylaw may be cited as the “THE VILLAGE OF ASHCROFT COUNCIL PROCEDURE BYLAW NO. 834, 2020”.

**Interpretation**

- 2 (1) In this Bylaw,
  - “**Committee**” means a Standing, Select, or other Committee of Council, but does not include COTW;
  - “**COTW**” means the Committee of the Whole of Council;
  - “**Corporate officer**” means the corporate officer for the Village or their designate;
  - “**Council**” means the Council of the Village of Ashcroft;
  - “**Village**” means the Corporation of the Village of Ashcroft;
  - “**Mayor**” means the Mayor of the Village;
  - “**Village Office**” means Ashcroft Village Office located at 601 Bancroft Street, Ashcroft British Columbia;
  - “**Public notice posting place**” means the notice board at the Village Office and Public Posting board on the exterior of the Village Office.
- (2) Unless otherwise provided in this Bylaw, words and phrases used herein have the same meaning as in the *Community Charter, Local Government Act* and the *Interpretation Act* as the context and circumstances may require.

- (3) A reference to an Act in the Bylaw refers to a statute of British Columbia, and a reference to any statute, regulation, bylaw or other enactment refers to that enactment as it may be amended or replaced from time to time.
- (4) Words in their singular include the plural and words in the plural include the singular
- (5) Headings are for convenience only and must not be construed as defining or limiting the scope or intent of the provisions.

#### **Application of rules of procedure**

- 3 (1) The provisions of this Bylaw govern the proceedings of Council, COTW and all Standing and Select Committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, The New Robert's Rules of Order, apply to the proceedings of Council, COTW, and all Standing and Select Committees of Council to the extent that those rules are
  - (a) applicable in the circumstances, and
  - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.

### **PART 2 – COUNCIL ROLES, RESPONSIBILITIES AND DUTY TO RESPECT CONFIDENTIALITY**

#### **Roles and responsibilities of Council members**

- 4 Every member of Council has the following responsibilities:
  - (a) to consider the well-being and interests of the Village and its community;
  - (b) to contribute to the development and evaluation of the policies and programs of the Village respecting its services and other activities;
  - (c) to participate in Council meetings, Committee meetings and meetings of other bodies to which the member is appointed;
  - (d) to carry out other duties assigned by the Council;
  - (e) to carry out other duties assigned under the *Community Charter, Local Government Act* or any other Act;
  - (f) to foster a positive working environment by treating other elected officials and staff members with mutual respect; and
  - (g) to appreciate diverse opinions brought forward for reflection and consideration.

**Roles and responsibilities of the Mayor**

- 5
- (1) The Mayor is the head and chief executive officer of the Village.
  - (2) In addition to the Mayor's responsibilities as a member of Council, the Mayor has the following responsibilities:
    - (a) to provide leadership to the Council, including by recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the Village;
    - (b) to communicate information to the Council;
    - (c) to preside at Council meetings when in attendance;
    - (d) to provide, on behalf of the Council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the Council;
    - (e) to establish Standing Committees in accordance with the provisions of the *Community Charter* and this Bylaw;
    - (f) to suspend municipal officers and employees in accordance with the *Community Charter*;
    - (g) to reflect the will of Council and to carry out other duties on behalf of the Council;
    - (h) to carry out other duties assigned by the *Community Charter* or any other Act.

**Duty to respect confidentiality**

- 6
- (1) A Council member or former Council member must, unless specifically authorized otherwise by Council,
    - (a) keep in confidence any record held in confidence by the Village, until the record is released to the public as lawfully authorized or required; and
    - (b) keep in confidence information considered in any part of a Council meeting or Council Committee meeting that was lawfully closed to the public, until the Council or the Committee discusses the information at a meeting that is open to the public or releases the information to the public.
  - (2) If the Village suffers loss or damage because a person contravenes subsection (1) and the contravention was not inadvertent, the Village may recover damages from the person for the loss or damage.

**PART 3 – CONFLICT OF INTEREST**

**Application of this part**

- 7
- This part applies to Council members in relation to:
- (a) Council and COTW meetings;

- (b) Committee meetings; and
- (c) meetings of any other Village body referred to in this bylaw.

**Declaration required**

- 8 If a Council member attending a meeting considers that they are not entitled to participate in the discussion of a matter, or to vote on a motion or question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter or another interest in the matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case.

**Restrictions on participation following the declaration**

- 9 After making a declaration under section 8, the Council member must not:
- (a) remain or attend any part of a meeting referred to in section 7 during which the matter is under consideration;
  - (b) participate in any discussion of the matter at such a meeting;
  - (c) vote on a motion or question in respect of the matter at such a meeting; or
  - (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

**Withdrawal of declaration after legal advice**

- 10 (1) As an exception to section 9, if a Council member has made a declaration under section 8 and, after receiving legal advice on the issue, determines that they were wrong respecting their entitlement to participate in respect of the matter, the member may:
- (a) return to the meeting or attend another meeting of the same body;
  - (b) withdraw the declaration by stating in general terms the basis on which the member has determined that they are entitled to participate; and
  - (c) after this, participate and vote in relation to the matter.
- (2) For certainty, a Council member who makes a statement under subsection (1) remains subject to section 13 of this bylaw.

**Member must not be present**

- 11 After making a declaration under section 8, unless a statement is made under section 10, the person presiding at a meeting referred to in section 7 or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.

**Recording of declaration in the minutes**

- 12 When a declaration or a statement is made under section 8 or 10, the person recording the minutes of the meeting must record the member's declaration or statement, the reasons given for it, and the time of the member's departure from the meeting room and, if applicable, of the member's return.

**Restrictions on participation if in conflict whether or not a declaration is made**

- 13 (1) This section applies if a Council member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 8.
- (2) The Council member must not:
- (a) remain or attend any part of a meeting referred to in section 7 during which the matter is under consideration;
  - (b) participate in any discussion of the matter at such a meeting;
  - (c) vote on a motion or question in respect of the matter at such a meeting; or
  - (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

**Restrictions on inside influence**

- 14 A Council member must not use their office to attempt to influence in any way a decision, recommendation or other action to be made or taken at a meeting referred to in section 7, by an officer or an employee of the Village, or by a delegate under section 154 [*Delegation of Council authority*] of the *Community Charter*, if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

**Restrictions on outside influence**

- 15 In addition to the restrictions in section 14, a Council member must not use their office to attempt to influence in any way a decision, recommendation or action to be made or taken by any other person or body, if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

**Exceptions from conflict restrictions**

- 16 (1) Sections 7 to 15 do not apply if one or more of the following circumstances apply:
- (a) the pecuniary interest of the Council member is a pecuniary interest in common with the electors of the Village generally;
  - (b) in the case of a matter that relates to a local service, the pecuniary interest of the Council member is in common with other persons who are or would be liable for the local service tax;
  - (c) the matter relates to remuneration, expenses or benefits payable to one or more Council members in relation to their duties as Council members;

- (d) the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter; or
  - (e) the pecuniary interest is of a nature prescribed by regulation.
- (2) Despite sections 7 to 15, if a Council member has a legal right to be heard in respect of a matter or to make representations to Council and is restricted by one or more of those sections from exercising that right in relation to the matter, the Council member may appoint another person as a representative to exercise the member's right on their behalf.

**Disclosure of contracts with Council members and former Council members**

- 17 (1) If the Village enters into a contract in which a Council member or a person who was a Council member at any time during the previous six (6) months, has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practicable at a Council meeting that is open to the public.
- (2) In addition to the obligation under sections 8 to 12, a Council member or former Council member must advise the Corporate Officer, as soon as is reasonably practicable, of any contracts that must be reported under subsection (1) in relation to that person.

**Restrictions on use of insider information**

- 18 A Council member or former Council member must not use information or a record that was obtained in the performance of the member's office, and is not available to the general public, for the purpose of gaining or furthering a direct or indirect pecuniary interest of the Council member or former Council member.

**Disqualification from holding office**

- 19 A Council member who contravenes sections 13, 14, 15, 16 or 18 of this bylaw is disqualified from holding office described in, and for the period established by, section 108.1 [*Disqualification from office for contravening conflict rules*] of the *Community Charter*, unless the contravention was done inadvertently or because of an error in judgement made in good faith.

**PART 4 – COUNCIL MEETINGS**

**Inaugural Meeting**

- 20 (1) Following a general local election, the first Council meeting must be held on the first Monday in November in the year of the election.
- (2) If a quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

### Time and location of meetings

- 21 (1) All Council meetings must take place within the Village Office except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings will be held:
- (a) on the second Monday at 4:30 pm and the fourth Monday at 7:00 pm of each month, except:
    - i. the months of July and August, meetings will be held on the fourth Monday of that month at 7:00 pm;
    - ii. the months of September and December, meetings will be held on the second Monday of that month at 4:30 pm;
  - (d) be adjourned at 10:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 46; and
  - (e) when such meeting falls on a statutory holiday, be held on the next day the Village Office is open.
- (3) Regular Council meetings may, by a resolution of Council:
- (a) be cancelled, provided that two consecutive meetings are not cancelled; and;
  - (b) be postponed to a different day, time and place determined by the Mayor, provided the Corporate Officer is provided at least 2 days written notice.
- (4) Other Council meetings:
- (a) Council may choose to host a separate public meeting for the sole purpose of ensuring public process for development of the financial plan. in compliance with the *“Community Charter Section 166, Council must undertake a process of public consultation regarding the proposed financial plan before it is adopted.”*
  - (b) Council may at their discretion host:
    - i. Town Hall Meetings
    - ii. Community Forums
    - iii. Planning Sessions

### Electronic meetings and participation by Council members

- 22 (1) Provided the conditions set out in section 128(2) [*Electronic meetings and participation by members*] of the *Community Charter* are met, a member of Council who is unable to attend

a Council meeting, COTW or Committee meeting, as applicable, may participate by means of electronic audio or other communication facilities, if

- (a) the reason for the absence is due to a medical leave, or
  - (b) their participation is necessary to preserve quorum.
- (2) The member presiding at a Council meeting, COTW or a Committee meeting must not participate electronically.
- (3) No more than one (1) member of Council, COTW or Committee may participate electronically at any meeting.
- (4) In the event of a declared state of emergency and the public is advised not to congregate by orders of the Federal or Provincial government, Council may restrict public attendance at Council meetings, provided that alternate ways of public participation are established. Agenda's are posted and available to the public, public engagement is permitted via email and telephone and the meeting is broadcast online.
- (5) In the event of a declared state of emergency and if public gatherings are not permitted by orders of the Federal or Provincial government, in the interest of public safety, Council may choose to participate in electronic meetings without the requirement of a quorum at a physical location. Each member of Council may join the meeting electronically to conduct Village business.

#### **Notice of Council meetings**

- 23 (1) In accordance with section 127 [*Notice of Council meetings*] of the *Community Charter*, Council must make available to the public a schedule of the date, time and place of regular Council meetings and give notice of the availability of the schedule in accordance with section 94 [*Public notice*] of the *Community Charter* at least once a year and by posting the schedule at the Public Notice Posting Place and the Village website.
- (2) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place and Village website which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

#### **Notice of Special meetings**

- 24 (1) Except where notice of a special meeting is waived by unanimous vote of all Council members under section 127(4) [*Notice of Council meetings*] of the *Community Charter*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by
- (a) posting a copy of the notice at the Public Notice Posting Place and Village website, and
  - (b) emailing a copy of the notice to each Council member.

- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Corporate Officer.

#### **PART 5 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

- 25 (1) Following a general local election, at the first Council meeting of the newly elected Council, Council must designate Councillor's to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) If both the Mayor and the member designated under subsection (1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (3) The member designated under subsection (1) or chosen under subsection (2) has the same powers and duties as the Mayor in relation to the applicable matter and must fulfill the responsibilities of the Mayor in his or her absence.

#### **PART 6 – COUNCIL PROCEEDINGS**

##### **Community Charter provisions**

- 26 Matters pertaining to Council proceedings are governed by the *Community Charter*.

##### **Attendance of public at meetings**

- 27 (1) Except where the provisions of section 90 [*Meetings that may or must be closed to the public*] of the *Community Charter* apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 [*Requirements before meeting is closed*] of the *Community Charter*.
- (3) This section applies to all meetings of the bodies referred to in section 93 [*Application of rules to other bodies*] of the *Community Charter*, including without limitation:
  - (a) COTW;
  - (b) Standing and Select Committees;
  - (c) Parcel Tax Review Panel;
  - (d) Board of Variance;
  - (e) Commission created by Council.
- (4) Despite section 27(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 25 may expel or exclude from a Council,

COTW, or any other Committee meeting, a person in accordance with section 133 [*Expulsion from meetings*] of the *Community Charter*.

**Minutes of meetings to be maintained and available to public**

- 28 (1) Minutes of the proceedings of Council must be
- (a) legibly recorded;
  - (b) certified as correct by the Corporate Officer; and
  - (c) signed by the Mayor or other member presiding at the meeting.
- (2) Subject to subsection (3), and in accordance with section 97(1)(b) [*Other records to which public access must be provided*] of the *Community Charter*, minutes of the proceedings of Council must be available for public inspection at the Village Office during its regular office hours.
- (3) Subsection (2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 [*Meetings that may or must be closed to the public*] of the *Community Charter*.
- (a) Reports and resolutions from Closed meetings will be released to the public as often as possible once confidentiality is no longer required.

**Calling meeting to order**

- 29 (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor must take the Chair and call the meeting to order; however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 25 must take the Chair and call the meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 25 do not attend within 15 minutes of the scheduled time for a Council meeting
- (a) the Corporate Officer must call to order the members present, and
  - (b) the members present must choose a member to preside at the meeting.

**Adjourning meeting where no quorum**

- 30 If there is no quorum of Council present within 30 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
- (a) record the names of the members present, and those absent, and
  - (b) adjourn the meeting until the next scheduled meeting.

**Agenda**

- 31 (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The Corporate Officer must make the agenda available to the members of Council on or before the Friday afternoon prior to the meeting.
- (3) The Corporate Officer must make the agenda available to the members of the public on the Friday afternoon prior to the meeting.
- (4) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 33.

**Order of proceedings and business**

- 32 (1) The agenda for all regular Council meetings will contain the following headings:
  - 1. ADOPTION OF THE AGENDA
    - (a) Motions to Add or Delete Agenda Items
    - (b) Approval of the Agenda as Presented or Amended
  - 2. MINUTES
  - 3. DELEGATIONS
  - 4. PUBLIC INPUT
  - 5. BYLAWS
  - 6. STAFF REPORTS
    - (a) Request for Decision
    - (b) For Information
  - 7. CORRESPONDENCE
    - (a) For Action
    - (b) For Information
  - 8. UNFINISHED BUSINESS
  - 9. NEW BUSINESS
  - 10. REPORTS/RECOMMENDATIONS FROM COMMITTEES, COTW and COMMISSIONS
  - 11. COUNCIL REPORTS

12. RESOLUTION TO ADJOURN TO CLOSED MEETING
13. REPORTS/RESOLUTIONS RELEASED FROM CLOSED MEETINGS
14. ADJOURNMENT

- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

#### **Late Items**

- 33 (1) An item of business not included on the agenda must not be considered at a Council meeting unless introduction of the late item is approved by 2/3 of the Council members present at the time allocated on the agenda for such matters; and, the item is emergent or time sensitive requiring Council consideration prior to the next scheduled Council meeting.
- (2) If Council makes a resolution under subsection (1), information pertaining to late items must be distributed to the members.

#### **Voting at meetings**

- 34 The following procedures apply to voting at Council meetings:
  - (a) When debate on a matter is closed, the presiding member must put the matter to a vote of Council members;
  - (b) When the Council is ready to vote, the presiding member must put the matter to a vote by stating:  
*"On the motion, those in favour, and then; those opposed?"*
  - (c) When the presiding member is putting the matter to a vote under paragraphs (a) and (b), a member must not
    - (i) cross or leave the room;
    - (ii) make a noise or other disturbance; or
    - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
  - (d) After the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
  - (e) The presiding member's decision about whether a question has been finally put is conclusive;
  - (f) The presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

### Delegations, Petitions and Correspondence

- 35
- (1) Delegation requests, submitted in writing or on the form prescribed by the Village, must be received by the Corporate Officer by 12:00 p.m. (noon) on the Tuesday prior to the meeting date requested and must include any presentation material(s).
  - (2) Subject to subsection (1), a limit of two (2) delegations per regular Council meeting is preferred. Each delegation is limited to fifteen (15) minutes including time for questions unless a longer period is agreed to by a 2/3 vote of the members present. Presentation materials such as video and slides by a delegation are included in the time permitted for the delegation.
  - (3) Where written application has not been received by the Corporate Officer as prescribed in subsection (1), an individual or delegation may address the meeting if approved by a 2/3 vote of the members present.
  - (4) Council shall not act on a request from a delegation until the next regular meeting.
  - (5) Council must not permit a delegation to address a Council meeting regarding a bylaw in respect of which a public hearing has been held.
  - (6) The Corporate Officer must refuse delegation requests in the following circumstances:
    - (a) If the matter is regarding an issue that is the subject of a staff report not yet presented at a Council meeting;
    - (b) If the matter is regarding an issue for which a public consultation has been held, is ongoing, or is scheduled to be held;
    - (c) If the delegation has previously addressed Council, or a Committee, on the same issue and no new material information is being provided;
    - (d) If the matter is regarding the Village's labour relations or other employee relations;
    - (e) If the matter is the subject of a Closed meeting discussion that has not been authorized for release by Council; or
    - (f) If the matter is regarding legal action commenced by the Village or in which the Village has been named as a respondent, and for which judgement has not been rendered.
  - (7) For certainty, a person or organization must not address Council on any matter involving an application, project or other initiative that will be or has been dealt with through another process under this Bylaw.
  - (8) The Corporate Officer may schedule delegations to another Council meeting, COTW or advisory body as deemed appropriate according to the subject matter of the delegation.

- (9) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
- (10) In accordance with the requirements of the *Community Charter*, a petition filed with the Corporate Officer shall be deemed as presented to Council and must include the full name and residential address of each petitioner.
  - (a) Communications addressed to Council which relate to matters that fall within the responsibility of a Village department may be referred directly to that department by the Corporate Officer.
  - (b) If a matter is referred under subsection 10(a), a copy of the communication shall be distributed to each Council member and to the appropriate staff. Upon receipt of the communication, an acknowledgement shall be provided to the writer advising where the matter has been referred.
  - (c) The Corporate Officer has the authority to forward correspondence items to the meeting considered to be most appropriate according to the subject matter.
  - (d) An appeal from any referral under subsections 10(a) and 10(c), may be made to the Chief Administrative Officer who shall determine the final disposition of the matter.
  - (e) All petitions or other written communications which require a report may be referred to the Chief Administrative Officer through a formal motion.

**Public Input**

- 36 (1) The following conditions apply to all Public Input:
- (a) No more than 15 minutes will be allocated to Public Input;
  - (b) Input should be limited to 2 minutes per question or point each and respect equal opportunity for other community members in the gallery;
  - (c) Should only be regarding an item on the current Council agenda;
  - (d) Items put forth must not be regarding topics which are normally dealt with by Village staff as a matter of routine;
  - (e) Individuals must state their name and address for identification purposes;
  - (f) Public Input shall be addressed through the Chair and answers given likewise;

- (g) Debates with or by individual Council members, staff members or members of the public are not allowed;
- (h) No commitments shall be made by Council in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

**Points of order**

- 37 (1) Without limiting the presiding member's duty under section 132(1) [*Authority of presiding member*] of the *Community Charter*, the presiding member must apply the correct procedure to a motion
  - (a) if the motion is contrary to the rules of procedure in this Bylaw; and
  - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order
  - (a) the presiding member must cite the applicable rule or authority if requested by another Council member;
  - (b) another member must not question or comment on the rule or authority cited by the presiding member under paragraph (a);
  - (c) the presiding member may reserve the decision until the next Council meeting.

**Conduct and debate**

- 38 (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, acting Mayor, or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) A member must not interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member
  - (a) must immediately stop speaking;
  - (b) may explain their position on the point of order; and

- (c) may appeal to Council for its decision on the point of order in accordance with section 132 [*Authority of presiding member*] of the *Community Charter*.
- (7) Members speaking at a Council meeting
- (a) must use respectful language;
  - (b) must not use offensive gestures or signs;
  - (c) must speak only in connection with the matter being debated;
  - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded; and
  - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
- (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat; and
  - (b) if the member apologizes to Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
- (a) a member may speak more than once in connection with the same question only
    - (i) with the permission of Council, or
    - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
  - (b) a member who has made a substantive motion to Council may reply to the debate;
  - (c) a member who has moved an amendment, or an instruction to a Committee may not reply to the debate;
  - (d) a member may speak to a question, or may speak in reply, for longer than a total time of 10 minutes only with the permission of Council.

**Motions generally**

- 39 (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) A Council member may make only the following motions, when Council is considering a question:
- (a) to refer to Committee;
  - (b) to amend;
  - (c) to lay on the table;
  - (d) to postpone indefinitely;
  - (e) to postpone to a certain time;
  - (f) to move the previous question;
  - (g) to adjourn.
- (4) A motion made under section (3)(c) to (g) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.
- (6) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution subject to the restrictions set out in Section (4).

**Motion to commit**

- 40 Until it is decided, a motion made at a Council meeting to refer to Committee precludes an amendment of the main question.

**Motion for the main question**

- 41 (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and

- (b) if the vote is decided in the negative, Council may again debate the question, or proceed to other business.

**Amendments generally**

- 42 (1) A Council member may, without notice, move to amend a main question that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of a main question.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been negated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
  - (a) a motion to amend a motion amending the main question;
  - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under paragraph (a) is positive; and
  - (c) the main question.

**Notice of Motion**

- 43 (1) Any Council member may give a "Notice of Motion" respecting an item which he or she intends to present by giving a copy of the motion to the Corporate Officer during a Council meeting and upon the Council member being acknowledged by the Mayor and the Notice of Motion being read to the meeting.
- (2) A copy of the motion presented under Section 43.1 shall appear in the Minutes of that meeting as a "Notice of Motion". The Corporate Officer shall place the motion on the Agenda of the next Council meeting, or other future meeting designated by the Council member bringing forward the Notice of Motion.

**Reconsideration by Mayor**

- 44 (1) Without limiting the authority of Council to reconsider a matter, the Mayor may require Council to reconsider and vote again on a matter that was the subject of a vote.
- (2) As restrictions on the authority under subsection (1),
- (a) the Mayor may only initiate a reconsideration under this section
- (i) at the same Council meeting as the vote took place, or
- (ii) within the 30 days following that meeting, and
- (b) a matter may not be reconsidered under this section if
- (i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by Council, or
- (ii) there has already been a reconsideration under this section or section 43 in relation to the matter.
- (3) On a reconsideration under this section, Council
- (a) must deal with the matter as soon as convenient; and
- (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- (4) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

**Reconsideration by Council member**

- 45 (1) Subject to subsection (6), a Council member may, at the next Council meeting,
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
- (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.

- (4) A vote to reconsider must not be reconsidered.
- (5) Council may reconsider a matter only when it has not
  - (a) had the approval or assent of the electors and been adopted;
  - (b) been reconsidered under subsection (1) or section; or
  - (c) been acted on by an officer, employee, or agent of the Village.
- (6) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 44 is a valid and has the same effect as it had before reconsideration.

### **Privilege**

- 46 (1) In this section, a matter of privilege refers to any of the following motions:
- (a) fix the time to adjourn;
  - (b) adjourn;
  - (c) recess;
  - (d) raise a question of privilege of Council; and
  - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

### **Reports from Committees**

- 47 Council may take any of the following actions in connection with a recommendation it receives from COTW, a Committee, or other body of Council:
- (a) adopt or affirm the recommendation;
  - (b) amend the recommendation;
  - (c) refer the recommendation back to the COTW or other Committee or body of Council which made the recommendation; and
  - (d) postpone its consideration of the recommendation.

### **Adjournment**

- 48 (1) A Council may continue a Council meeting after 10:00 p.m. only by an affirmative vote of 2/3 of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Subsection (2) does not apply to either of the following motions:
- (a) a motion to adjourn to a specific day; or
  - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

## **PART 7 – BYLAWS**

### **Copies of proposed bylaws to Council members**

- 49 A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting or if all Council members unanimously agree to waive this requirement.

### **Form of bylaws**

- 50 A bylaw introduced at a Council meeting must
- (a) be printed;
  - (b) have a distinguishing name;
  - (c) have a distinguishing number;
  - (d) contain an introductory statement of purpose; and
  - (e) be divided into sections.

### **Bylaws to be considered separately or jointly**

- 51 Council must consider a proposed bylaw at a Council meeting either
- (a) separately when directed by the presiding member or requested by another Council member; or
  - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

### **Reading and adopting bylaws**

- 52 (1) A bylaw must receive three readings before it can proceed to final adoption. This process

allows Council to provide input into the bylaw and make necessary changes before it is adopted. The various “readings” are taken to mean:

- (a) first reading – tabling or introduction;
  - (b) second reading – discussion in principle and on the content of the bylaw;
  - (c) third reading – final discussion, including any changes made along the way.
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*. Once third reading is complete changes can still be made to the bylaw, however, third reading must be repealed and the bylaw read a third time again.
- (4) Subject to section 477 [*Adoption procedures for official community plan*] of the *Local Government Act*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members.
- (5) In accordance with section 135 [*Requirements for passing bylaws*] of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (6) Bylaws that do not require provincial or other approval, must have at least one clear day between third reading and final adoption of a bylaw.
- (7) Despite section 135(3) [*Requirement for passing bylaws*] of the *Community Charter*, and in accordance with section 480 [*Adoption of municipal zoning bylaw*] of the *Local Government Act*, Council may adopt a proposed official community plan bylaw or zoning bylaw at the same meeting at which the bylaw passed third reading.

#### **Bylaws must be signed**

- 53 After a bylaw is adopted and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Village’s records for safekeeping and endorse upon it
- (a) the dates of its readings and adoption; and
  - (b) the date of ministerial approval or approval of the electorate if applicable.

### **PART 8 - RESOLUTIONS**

#### **Copies of resolutions to Council members**

- 54 A resolution may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting or if all Council members unanimously agree to waive this requirement.

**Form of resolution**

55 A resolution introduced at a Council meeting must be printed.

**Introducing resolutions**

- 56 The presiding member of a Council meeting may
- (a) have the Corporate Officer read the resolution; and
  - (b) request a motion that the resolution be introduced.

**PART 9 - COMMITTEE OF THE WHOLE**

**Going into COTW**

- 57
- (1) At any time during a Council meeting, Council may by resolution go into COTW.
  - (2) In addition to subsection (1), a meeting, other than a Standing or Select Committee meeting, to which all members of Council are invited to consider but not to decide on matters of the Village 's business, is a meeting of COTW.
  - (3) A COTW meeting may be scheduled at the discretion of the Corporate Officer or at the request of a majority of Council to provide an opportunity for open dialogue in regard to a matter prior to consideration at a future Council meeting.

**Notice for COTW meetings**

- 58
- (1) Subject to subsection (2), a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by
    - (a) posting a copy of the notice at the Public Notice Posting Place and Village website, and
    - (b) emailing a copy of the notice to each Council member.
  - (2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 57, during a Council meeting for which public notice has been given under sections 23 or 24.
  - (3) A COTW meeting for which public notice has been given under sections 23 or 24 may be cancelled by resolution of Council or at the discretion of the Mayor with the consent of the majority of Council members, provided the Corporate Officer is given at least two (2) days written notice.

**Minutes of COTW meetings to be maintained and available to public**

59 Minutes of the proceedings of COTW must be

- (a) legibly recorded;
- (b) certified by the Corporate Officer;
- (c) signed by the member presiding at the meeting; and
- (d) open for public inspection in accordance with section 97(1)(c) [*Other records to which public access must be provided*] of the *Community Charter*; and
- (e) be included on the agenda of the next regularly scheduled meeting of Council.

#### **Presiding members at COTW meetings and quorum**

- 60
- (1) The Deputy Mayor shall be presiding member of the COTW.
  - (2) If the Deputy Mayor is not present, the members of Council attending a meeting of the COTW must appoint a presiding member for the COTW meeting.
  - (3) The quorum of COTW is the majority of Council members.

#### **Points of order at meetings**

- 61
- The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

#### **Conduct and debate**

- 62
- The following rules apply to COTW meetings:
- (a) a member may speak any number of times on the same question; and
  - (b) a member must not speak longer than a total of 10 minutes on any one question.

#### **Voting at meetings**

- 63
- (1) Votes at a COTW meeting must be taken by a show of hands if requested by a member.
  - (2) The presiding member must declare the results of voting.

#### **Reports**

- 64
- (1) COTW may consider reports and bylaws only if
    - (a) they are printed and the members each have a copy; or
    - (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.
  - (2) A motion for COTW to rise and report to Council must be decided without debate.

**Rising without reporting**

- 65 (1) A motion made at a COTW meeting to rise without reporting
  - (a) is always in order and takes precedence over all other motions;
  - (b) may be debated; and
  - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 57(1), the Council meeting must resume and proceed to the next order of business.

**PART 10 – COMMITTEES**

**Duties of Standing Committees**

- 66 (1) Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
  - (a) matters that are related to the general subject indicated by the name of the Committee;
  - (b) matters that are assigned by Council; and
  - (c) matters that are assigned by the Mayor.
- (2) Standing Committees must report and make recommendations to Council at all of the following times:
  - (a) in accordance with the schedule of the Committee’s meetings; and
  - (b) on matters that are assigned by Council or the Mayor
    - (i) as required by Council or the Mayor, or
    - (ii) at the next Council meeting if Council or the Mayor does not specify a time.

**Duties of Select Committees**

- 67 (1) Select Committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the Committee by Council.
- (2) Select Committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

**Schedule of Committee meetings**

- 68 (1) At its first meeting after its establishment, a Standing or Select Committee must establish a regular schedule of meetings if the meeting schedule has not been set out in the Committee's terms of reference.
- (2) The chair of a Committee may call a meeting of the Committee in addition to the scheduled meetings or may cancel a meeting.

**Notice of Committee meetings**

- 69 (1) Subject to subsection (2), after the Committee has established the regular schedule of Committee meetings, including the times, dates and places of the Committee meetings, notice of the schedule must be given by
- (a) posting a copy of the schedule at the Public Notice Posting Place and the Village website; and
  - (b) providing a copy of the schedule to each member of the Committee.
- (2) Where revisions are necessary to the annual schedule of Committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place and Village website which indicates any revisions to the date, time and place or cancellation of a Committee meeting.
- (3) The chair of a Committee must cause a notice of the day, time and place of a meeting called under section 68(2) be given to all members of the Committee at least 24 hours before the time of the meeting.

**Attendance at Committee meetings**

- 70 Council members who are not members of a Committee may attend the meetings of the Committee.

**Minutes of Committee meetings to be maintained and available to public**

- 71 Minutes of the proceedings of a Committee must be
- (a) legibly recorded;
  - (b) certified by the Corporate Officer;
  - (c) signed by the chair or member presiding at the meeting; and
  - (d) open for public inspection in accordance with section 97(1)(c) [*Other records to which public access must be provided*] of the *Community Charter*; and
  - (e) be included on the agenda of the next regularly scheduled meeting of Council.

**Quorum**

72 The quorum for a Committee is a majority of all of its members.

**Conduct and debate**

- 73 (1) The rules of the Council procedure must be observed during Committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a Committee, of which they are not a member, may participate in the discussion.

**Voting at meetings**

74 Council members attending a meeting of a Committee of which they are not a member must not vote on a question.

**PART 11 - COMMISSIONS**

**Schedule of commission meetings**

- 75 (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings if the meeting schedule has not been set out in the Committee's terms of reference.
- (2) The chair of a commission may call a meeting of the commission in addition to the scheduled meetings or may cancel a meeting.

**Notice of commission meetings**

- 76 (1) Subject to subsection (2), after the commission has established the regular schedule of commission meetings, including the times, dates and places of the commission meetings, notice of the schedule must be given by
- (a) posting a copy of the schedule at the Public Notice Posting Place and Village website; and
  - (b) providing a copy of the schedule to each member of the commission.
- (2) Where revisions are necessary to the annual schedule of the commission meetings, as soon as possible, post notice at the Public Notice Posting Place and Village website which indicates any revisions to the date, time and place or cancellation of a commission meeting.
- (3) The chair of a commission must cause a notice of the day, time and place of a meeting called under section 75(2) to be given to all members of the commission at least 24 hours before the time of the meeting.

**Minutes of commission meetings to be maintained and available to the public**

- 77 Minutes of the proceedings of a commission must be:
- (a) legibly recorded;
  - (b) signed by the recording secretary;
  - (c) signed by the chair or a member presiding at the meeting, and open for public inspection in accordance with section 97(1)(c) [*Other records to which public access must be provided*] of the *Community Charter*; and
  - (d) be included on the agenda of the next regularly scheduled meeting of Council.

**Quorum**

78 The quorum of a commission is a majority of all of its members.

**Conduct and Debate**

79 The rules of the Council procedure must be observed during commission meetings, so far as is possible and unless as otherwise provided in this Bylaw.

**PART 12 – GENERAL**

80 If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

81 This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 [*Requirements for public notice*] of the *Community Charter*.

82 “Village of Ashcroft Council Procedures Bylaw No. 817, 2018”, and amendments made thereto, is hereby repealed.

83 This bylaw comes into force and effect as of the date of adoption.

READ A FIRST TIME this	27 <sup>th</sup>	day of	January, 2020
READ A SECOND TIME this	24 <sup>th</sup>	day of	February, 2020
READ A THIRD TIME this	9 <sup>th</sup>	day of	March, 2020
RESCINDED THIRD READING this	18 <sup>th</sup>	day of	March, 2020

RE-READ A THIRD TIME this

23<sup>rd</sup>

day of

March, 2020

ADOPTED this

day of

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Chief Administrative Officer

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Mayor

*Notice of the consideration of Bylaw No. 834, 2020 was posted on the bulletin board at the Village of Ashcroft Municipal Office from January 16, 2020 – April 14, 2020.*

*A second notice of consideration of Bylaw No. 834, 2020 was posted on the bulletin board at the Village of Ashcroft Municipal Office and on the Village of Ashcroft website from March 20, 2020 – April 14, 2020.*

*Notice of the consideration of Bylaw No. 834, 2020 was published in the January 16 & 23, 2020 issues of the Ashcroft, Cache Creek Journal and distributed in the Village of Ashcroft.*

DRAFT

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** April 14, 2020  
**FROM:** Daniela Dyck, Interim Chief Administrative Officer  
**SUBJECT:** Community Forum Cancellation

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### **Purpose**

Request Council approval to cancel the scheduled Community Forum for Thursday April 16, 2020

### **Recommendation**

That Council approve the cancellation of the scheduled Community Forum on April 16, 2020.

### **Alternatives**

1. That Council consider hosting the Community Forum via a digital platform.
2. That Council consider rescheduling the Community Forum for a later date once the COVID-19 pandemic is under control.

### **Discussion**

Due to COVID-19 and the Provincial Health Officers orders not to gather in public and keep social distance from one another, the regularly scheduled Community Forum should be cancelled.

We could explore hosting the forum via a digital platform, but as we have no experience hosting digital meetings, this could prove to be challenging, particularly with public interaction.

Once the provincial orders are lifted Council could consider rescheduling the forum.

### **Strategic/Municipal Objectives**

Public engagement

### **Legislative Authority**

*There is no legislation that requires Council to host Community Forums, this is a practice Council has embraced to engage with the community. The Community Charter provides clarity regarding open and closed meetings to the public, public hearings and community input by voting (referendum).*

### **Financial Implications**

N/A

### **Attachment Listing**

N/A

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**Prepared by:**



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Daniela Dyck

Interim Chief Administrative Officer

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** April 14, 2020  
**FROM:** Daniela Dyck, Interim Chief Administrative Officer  
**SUBJECT:** Virtual Town Hall Meeting

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### **Purpose**

Request Council approval to rescheduled the Town Hall meeting on Monday May 4, 2020 to a virtual meeting platform.

### **Recommendation**

That Council approve the rescheduling of the May 4, 2020 Town Hall Meeting to a virtual platform unless the COVID-19 restrictions for public gathering has been lifted, and further that the meeting format change be advertised.

### **Alternatives**

Nil

### **Discussion**

Due to COVID-19 and the Provincial Health Officers orders not to gather in public and keep social distance from one another, the regularly scheduled Town Hall meeting to present the Five-Year Financial Plan should be moved to a virtual platform. The Village is required to present the Five-Year Financial Plan to the public prior to submission to the Province on May 15<sup>th</sup> each year.

Staff are proposing that the HUB Online Network be invited to live stream the presentation and enable public call-in for questions and clarification. This would meet the legislated requirements and enable the Village to submit the Five-Year Financial Plan as required.

If the Provincial Health Officers orders relating to no public gatherings and social distancing are lifted, the meeting can proceed as originally planned.

### **Strategic/Municipal Objectives**

Public engagement

### **Legislative Authority**

*Community Charter Section 166*

### **Financial Implications**

N/A

### **Attachment Listing**

N/A

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### **Prepared by:**



Daniela Dyck, Interim Chief Administrative Officer

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** April 14, 2020  
**FROM:** Daniela Dyck, Interim Chief Administrative Officer  
**SUBJECT:** Essential Services Mutual Aid Agreement

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### **Purpose**

Request Council approval to participate in the proposed TNRD Essential Services Mutual Aid Agreement.

### **Recommendation**

That Council approve the Village of Ashcroft participation in the proposed TNRD inter-community Essential Services Mutual Aid Agreement.

### **Alternatives**

Nil

### **Discussion**

On March 26, 2020, the Honourable Mike Farnworth, Minister of Public Safety and Solicitor General, announced a series of orders related to the Provincial State of Emergency for COVID-19.

Re Order M084 parts 7.1 and 7.2 as follows:

***Order 7(1)*** Each local authority must use best efforts to enter into mutual aid agreements with neighbouring jurisdictions to ensure that first responder, waste water and drinking water services are maintained during the period referred to in section 2.

***Order 7(2)*** After complying with subsection (1), each local authority must report to Emergency Management BC any unresolved issues that may affect the provision of first responder, waste management or drinking water services during the period referred to in section 2.

The TNRD has had discussions with several member municipalities about mutual aid, and have shared information about resources and utility operators. The Village of Ashcroft is a member of the “Regional

In accordance with the above Order from the Province, the TNRD forwarded a Mutual Aid Agreement (MAA) to all member municipalities.

There is a provision in the agreement for Responding Parties to refuse the MAA request, this ensures that we control our resources and do not overextend them.

### **Strategic/Municipal Objectives**

Collaborations with neighbouring communities

### **Legislative Authority**

Provincial State of Emergency for COVID-19 Oder 7.2 and 7.2

**Financial Implications**

Not specified

**Attachment Listing**

N/A

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**Prepared by:**



Daniela Dyck,  
Interim Chief Administrative Officer

## ESSENTIAL SERVICES MUTUAL AID AGREEMENT

THIS AGREEMENT is dated for reference the 7<sup>th</sup> day of April 2020.

**BETWEEN:**

The Thompson Nicola Regional District, a regional district incorporated pursuant to the *Local Government Act* and having its business office at 300-465 Victoria Street, Kamloops, British Columbia, V2C 2A9 (the "TNRD")  
OF THE FIRST PART

AND:

The **Village of Ashcroft**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 601 Bancroft St, Ashcroft, British Columbia, V0K 1A0 ("Ashcroft")  
OF THE SECOND PART

AND:

The **District of Barriere**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 4936 Barriere Town Road, Barriere, British Columbia, V0E 1E0 ("Barriere")  
OF THE THIRD PART

AND:

The **Village of Cache Creek**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 1389 Quartz Road, Cache Creek, British Columbia, V0K 1H0 ("Cache Creek")  
OF THE FOURTH PART

AND:

The **Village of Chase**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 826 Okanagan Avenue, Chase, British Columbia, V0E 1M0 ("Chase")  
OF THE FIFTH PART

AND:

The **District of Clearwater**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 209 Dutch Lake Road, Clearwater, British Columbia, V0E 1N0 ("Clearwater")  
OF THE SIXTH PART

AND:

The **Village of Clinton**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 1423 Cariboo Highway, Clinton, British Columbia, V0K 1K0 ("Clinton")  
OF THE SEVENTH PART

AND:

The **City of Kamloops**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 7 Victoria Street, Kamloops, British Columbia, V2C 1A2 ("Kamloops")  
OF THE EIGHTH PART

AND:

The **District of Logan Lake**, a municipality incorporated pursuant to the *Community Charter* and having its business office at #1 Opal Drive, Logan Lake, British Columbia, V0K 1W0 ("Logan Lake")  
OF THE NINTH PART

AND:

The **Village of Lytton**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 380 Main Street, Lytton, British Columbia, V0K 1Z0 ("Lytton")  
OF THE TENTH PART

AND:

The **City of Merritt**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 2185 Voght Street, Merritt, British Columbia, Postal Code ("Merritt")  
OF THE ELEVENTH PART

AND:

The **Resort Municipality of Sun Peaks**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 106 – 3270 Village Way, Sun Peaks, British Columbia, V0E 5N0 ("Sun Peaks")

OF THE TWELVTH PART

AND:

The **Village of Valemount**, a municipality incorporated pursuant to the *Community Charter* and having its business office at 735 Cranberry Lake Road, Valemount, British Columbia, V0E 2Z0 ("Valemount")

OF THE THIRTEENTH PART

**WHEREAS:**

- A. MUTUAL AID is the sharing of supplies, equipment, personnel, information, or other resources across political boundaries; and,
- B. By Ministerial Order M084, the Minister of Public Safety and Solicitor General has declared that local authorities must exercise “best efforts” to enter into mutual aid agreements with neighboring jurisdictions to ensure continuity of essential services during the COVID-19 pandemic, and in particular to ensure that wastewater and drinking water services are maintained; and
- C. ESSENTIAL SERVICES for the purpose of this agreement include water and waste water;
- D. The Parties desire to enter into an Agreement whereby supplies, equipment, personnel, information, or other resources of any Party can be deployed to assist the other Parties during an emergency;
- E. The TNRD, **Ashcroft, Barriere, Cache Creek, Chase, Clearwater, Clinton, Kamloops, Logan Lake, Lytton, Merritt, Sun Peaks, and Valemount** consider it to be of mutual benefit to enter into an arrangement whereby any one of them may, in situations where the resources of their own resources are insufficient, request Mutual Aid from the others to bring the situation under control.

**NOW THEREFORE THIS AGREEMENT WITNESSES THAT**, in consideration of the mutual covenants and agreements herein contained and subject to the terms and conditions hereinafter set out, the Parties agree as follows:

**Interpretation**

- 1. Unless the context otherwise requires, in this Agreement:
  - (a) "CAO" means the person appointed by the Board of Directors or Council for each Party as the Chief Administrative Officer;
  - (b) "Emergency Situation" means a real or anticipated occurrence that in the opinion of the CAO compromises the ability of the Requesting Party to provide an Essential Service to their constituents.
  - (c) "Mutual Aid" means assistance by providing, upon request, emergency resources to another Party outside the jurisdictional boundaries of the Party that provides the emergency resources;
  - (d) "Requesting Party" means the local government requesting Mutual Aid under this Agreement;
  - (e) "Responding Party" means the local government responding to a request for Mutual Aid under this Agreement.

### **The Request for Mutual Aid**

2. Where the CAO of the Requesting Party determines that the resources of their local government are insufficient to provide an Essential Service, whether actual or imminent, they may request the Mutual Aid of another Party for the purposes of maintaining that service and in submitting such request, the said CAO shall specify the type of assistance and the number of personnel required.
3. The Requesting Party shall first request Mutual Aid from the Party that is closest in proximity to their location.
4. If the Party that is closest in proximity to the location of the Requesting Party is unable to provide some or all required Mutual Aid, the Requesting Party may request Mutual Aid from the Party that is next closest in proximity to their location.
5. All requests for Mutual Aid under this Agreement shall be made by the CAO of the Requesting Party to the CAO of the Party from whom Mutual Aid is being requested.

### **The Provision of Mutual Aid**

6. The CAO of a Party from whom Mutual Aid has been requested under this Agreement shall immediately upon receiving the request determine, in their sole discretion, as soon as reasonably possible whether and to what extent the supplies, equipment, personnel, information, or other resources of their local government may be deployed to assist the Requesting Party and shall thereafter deploy to the extent available such supplies, equipment, personnel, information, or other resources.
7. Nothing in this Agreement requires the CAO of a Responding Party from whom Mutual Aid has been requested under this Agreement to deploy supplies, equipment, personnel, information, or other resources to assist a Requesting Party that the CAO has determined are unavailable or are required to provide service within their local government.
8. All supplies, equipment, personnel, information, or other resources provided by a Responding Party to a Requesting Party under this Agreement shall, for the duration of the time that the Mutual Aid is being provided under this Agreement, be under the direction of the CAO of the Requesting Party who shall adhere to recognized principles of accountability for responder personnel safety.
9. The Requesting Party is responsible for ensuring that any workers from the Responding Party understand the Safe Work Procedures required to undertake the tasks needed to assist and that all safety equipment and proper protective equipment is provided by the Requesting Party.
10. The CAO of a Responding Party may, in their sole discretion, recall at any time for whatever reason any resource provided by their local government to the Requesting Party under this Agreement and shall not be liable for any loss, costs, damages or expenses whatsoever as a result thereof.
11. Upon being notified, whether verbally or in writing, that the CAO of a Responding Party has recalled supplies, equipment, personnel, information, or other resources under section 9 of this Agreement, the CAO of the Requesting Party shall immediately release and return to the Responding Party all supplies, equipment, personnel, information, or other resources provided by the Responding Party that was recalled by the CAO of the Responding Party.
12. The CAO of a Requesting Party shall, as soon as practicable, release and return to the Responding Party all supplies, equipment, personnel, information, or other resources provided by the Responding Party that is no longer required to assist in Requesting local government.
13. The CAO of a Requesting Party shall release and return to the Responding Party all equipment or other resources provided by the Responding Party in the same working condition as when it was accepted by the Requesting Party.

### **The Cost of Mutual Aid**

14. It is understood that no charge shall be levied for services rendered by any of the Parties to this Agreement or personnel of the other Party hereto.
15. The Requesting Party shall reimburse the Responding Party all costs for any consumable items used during the Emergency Situation or any equipment that is damaged beyond repair or destroyed as a result of the event.

### **Waiver and Indemnification**

16. No Party to this Agreement shall bring any claim, action, or demand against any other Party to this Agreement or its elected officials, officers, employees, agents, volunteers, or contractors and, without limiting the generality of the foregoing, in respect of or in any way related to the decision of a CAO as to the level of Mutual Aid, if any, or the withdrawal of Mutual Aid to be provided under this Agreement.
17. No Party to this Agreement, nor its elected officials, officers, employees, agents, volunteers or contractors, shall be liable to any other Party to this Agreement in respect of the decision of a CAO as to the level of Mutual Aid, if any, or the withdrawal of Mutual Aid to be provided under this Agreement.
18. The Requesting Party shall indemnify and save harmless the Responding Party, its elected officials, officers, employees, agents, volunteers, or contractors from and against any and all claims, demands, actions, causes of action, loss, costs, damages and expense (including legal fees on a solicitor-client basis) in respect of or in any way related to the provision of Mutual Aid under this Agreement and, without limiting the generality of the foregoing, any action taken or thing done or any failure to take action or do a thing under this Agreement, save and except where the claim, demand, action, cause of action, loss, cost, damage, or expense arose from the negligence of the Assisting Party.
19. In the event that a Responding Party acts independently of the Requesting Party then the Responding Party shall not be entitled to any indemnity pursuant to this article, but shall be responsible for its own legal liabilities and shall accordingly indemnify and save harmless the Requesting Party for any and all liabilities, actions, damages and claims of whatever nature or kind arising out of the independent act of the Responding Party in connection with the Mutual Aid.

### **Insurance**

20. Each Party to this Agreement shall keep in force third party liability insurance coverage to a minimum of five million (\$5,000,000), dollars and each such policy shall add all other Parties to this Agreement as additional named insured when rendering Mutual Aid pursuant to this Agreement.
21. Each Party shall maintain insurance coverage on its own equipment.
22. Each Party shall maintain Workers' Compensation coverage and other required coverage for the personnel of its own local government.
23. This Agreement shall be in force for a period of Two Years (24 months) commencing on the date of its execution by all Parties.

### **Termination**

24. Any Party to this Agreement may terminate its rights and obligations under this Agreement by giving ninety (90) days written notice of its intention to do so to the other Parties to this Agreement and thereafter shall be unconditionally released from any further obligation herein save and except any obligation up to the date of termination.
25. Where a Party to this Agreement terminates its rights and obligations under this Agreement, this Agreement shall continue in force between the remaining parties.

**Miscellaneous Provisions**

- 26. Any requests for Mutual Aid shall be subject to any of the Parties obligations pursuant to the provisions of the *Emergency Program Act* R.S.B.C. c. 111.
- 27. The Parties agree to consult on a regular basis through their CAO to achieve the optimum deployment of Mutual Aid.
- 28. The Parties hereto agree that in the event of dispute between any of the Parties, each of the Parties hereto shall meet with a qualified mediator in a timely manner and attempt in good faith to negotiate a settlement of such dispute during which time such representatives shall disclose to the other all relevant information relating to the dispute.
- 29. This Agreement shall be the entire agreement between the Parties in respect of the provision of Mutual Aid by the Parties to one another for the purposes of bringing Emergency Situations under control.
- 30. The Parties may not assign this Agreement without the prior written consent of the other Parties to this Agreement.
- 31. This Agreement shall inure to the benefit of, and be binding upon, the Parties and their respective successors and permitted assigns.
- 32. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of British Columbia.
- 33. Unless otherwise authorized under this Agreement, all notices under this Agreement shall be given in writing to the CAO of the Parties to this Agreement.
- 34. This Agreement may be executed in any number of counterparts. Any executed counterpart shall be construed as an original. All executed counterparts together shall constitute the Agreement. Corporate Officer

IN WITNESS WHEREOF the parties have signed, sealed, and delivered this Agreement as of the date first written above.

**THOMPSON-NICOLA REGIONAL DISTRICT**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chief Administrative Officer

**VILLAGE OF ASHCROFT**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**DISTRICT OF BARRIERE**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**VILLAGE OF CACHE CREEK**

---

Mayor

---

Corporate Officer

**VILLAGE OF CHASE**

---

Chief Administrative Officer

---

Corporate Officer

**DISTRICT OF CLEARWATER**

---

Mayor

---

Corporate Officer

**VILLAGE OF CLINTON**

---

Mayor

---

Corporate Officer

**CITY OF KAMLOOPS**

---

Mayor

---

Corporate Officer

**DISTRICT OF LOGAN LAKE**

---

Mayor

---

Corporate Officer

**VILLAGE OF LYTTON**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**CITY OF MERRITT**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**RESORT MUNICIPALITY OF SUN PEAKS**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**VILLAGE OF VALEMONT**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** April 14, 2020  
**FROM:** Daniela Dyck, Interim Chief Administrative Officer  
**SUBJECT:** WSP Whistle Cessation Report

---

### **Purpose**

To provide Council with the WSP Whistle Cessation Report and Old Cariboo Rd. Inspection Report for information only.

### **Recommendation**

That Council receive the WSP Whistle Cessation and Old Cariboo Road Inspection Report for information as presented.

### **Alternatives**

N/A

### **Discussion**

Attached is the WSP Whistle Cessation Report received by the Village of Ashcroft.

The Report will be brought back to Council for consideration and public comment at a later time when the public is able to attend Council meetings.

### **Strategic/Municipal Objectives**

N/A

### **Legislative Authority**

N/A

### **Financial Implications**

N/A

### **Attachment Listing**

1. WSP Whistle Cessation Report at Old Cariboo Rd. CN crossing
  2. Old Cariboo Rd. Inspection Report
- 

**Prepared by:**



---

Daniela Dyck  
Interim Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF ASHCROFT

# CANADA NATIONAL RAILWAY WHISTLE CESSATION PROJECT

## MILE 49.05 - OLD CARIBOO ROAD CROSSING ASSESSMENT & RECOMMENDATION REPORT

MARCH 27, 2020

DRAFTFINAL





# CANADA NATIONAL RAILWAY WHISTLE CESSATION PROJECT

## MILE 49.05 - OLD CARIBOO ROAD CROSSING ASSESSMENT & RECOMMENDATION REPORT

THE CORPORATION OF THE VILLAGE OF  
ASHCROFT

TYPE OF DOCUMENT (VERSION)  
DRAFT FINAL

PROJECT NO.: 19M-01487-00  
DATE: MARCH 27, 2020

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VANCOUVER, BC, CANADA V6Z 2M1

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WSP.COM



March 27, 2020

THE CORPORATION OF THE VILLAGE OF ASHCROFT  
PO Box 129  
Ashcroft, BC V0K 1A0

**Attention: Daniela Dyck - Deputy Corporate Officer, Daniela Dyck**

Dear Madam:

**Subject: Old Cariboo Road Crossing Assessment & Recommendation Report**

The following is the railway crossing safety assessment and whistle cessation report for the public grade crossing at Old Cariboo Road, located at Mile 49.05 of the Ashcroft Subdivision for The Corporation of the Village of Ashcroft. The purpose of the railway crossing safety assessment is to assess the crossing conditions compared to the Transport Canada's Grade Crossing Regulations (GCR) and Grade Crossing Standards(GCS), along with the requirements to support anti-whistling. This report also covers the assessment of the Mile 49.05 Crossing and recommended improvements deemed necessary to improve safety for both the rail and road users of the crossing.

I would like to take this time to thank you for partnering with us on this project and look forward to working with The Corporation of the Village of Ashcroft in the future. If you have any questions regarding this report, do not hesitate to reach out.

Yours sincerely,

Ben Prashaw  
Senior Project Manager, BC  
Rail & Transit Lead

WSP ref.: 19M-01487-00

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---

# REVISION HISTORY

## FIRST ISSUE

26-03-2020	DRAFT FINAL			
Prepared by	Reviewed by	Approved By		
Patrick McCabe	Gary Hanson	Gary Smith		

---

# SIGNATURES

APPROVED BY



2020 March 27

---

Gary Smith, P.Eng  
Senior Railway Engineer, Rail & Transit West

---

Date

WSP Canada Group Limited prepared this report solely for the use of the intended recipient, THE CORPORATION OF THE VILLAGE OF ASHCROFT, in accordance with the professional services agreement. The intended recipient is solely responsible for the disclosure of any information contained in this report. The content and opinions contained in the present report are based on the observations and/or information available to WSP Canada Group Limited at the time of preparation. If a third party makes use of, relies on, or makes decisions in accordance with this report, said third party is solely responsible for such use, reliance or decisions. WSP Canada Group Limited does not accept responsibility for damages, if any, suffered by any third party as a result of decisions made or actions taken by said third party based on this report. This limitations statement is considered an integral part of this report.

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# CONTRIBUTORS

## WSP

Track Designer Patrick McCabe

Senior Rail Advisor Gary Hanson

Senior Rail Engineer Gary Smith

Project Manager Ben Prashaw

# TABLE OF CONTENTS

1	PROJECT BACKGROUND .....	1
2	BACKGROUND INFORMATION.....	2
2.1	Location.....	2
2.2	Railway Operations .....	3
2.3	Road Information.....	3
3	FIELD INSPECTION AND SAFETY AUDIT ....	4
3.1	General Information .....	4
3.2	Crossing Activity .....	4
3.2.1	Vehicular, Pedestrian and Cyclist Traffic.....	4
3.3	Grade Crossing Surface .....	4
3.4	Sightlines .....	5
3.5	Road Approaches.....	6
3.6	Signs and Pavement Markings .....	7
3.6.1	Signage.....	7
3.6.2	Pavement Markings .....	8
3.7	Crossing Angle .....	8
3.8	Crossing Approach Gradient .....	9
3.9	Traffic Impacts .....	9
3.10	Grade Crossing Warning System .....	10
3.11	Right of Way Security and Trespassing .....	10
3.11.1	Collision and Trespass History .....	10
4	REQUIRED IMPROVEMENTS .....	11
4.1	Whistle Cessation Improvements.....	12
5	CONCLUSIONS .....	13

---

**TABLES**

TABLE 1: RAILWAY CROSSING INFORMATION .....3  
 TABLE 2: RAILWAY CROSSING INFORMATION .....3  
 TABLE 3: OBSERVED CROSSING TRAFFIC .....4  
 TABLE 4: OBSERVED DSTOPPED SIGHTLINES.....5  
 TABLE 5: OBSERVED SSD SIGHTLINES .....6  
 TABLE 6: CROSSING SIGNAGE SUMMARY .....7  
 TABLE 7: CROSSING GRADIENTS.....9  
 TABLE 8: REQUIRED IMPROVEMENTS..... 11

---

**FIGURES**

FIGURE 1: AERIAL LOCATION OF OLD CARIBOO  
 ROAD GRADE CROSSING .....2  
 FIGURE 2: CROSSING SURFACE'S WOODEN  
 PLANKS.....5  
 FIGURE 3: SOUTH APPROACH .....6  
 FIGURE 4: NORTH APPROACH .....6  
 FIGURE 5: SIGNS AT THE NORTH APPROACH.....8  
 FIGURE 6: SIGNS AT THE SOUTH APPROACH.....8  
 FIGURE 7: PARALLELING ROAD.....9

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**APPENDICES**

- A** PHOTO LOG
- B** SITE INSPECTION REPORT

# 1 PROJECT BACKGROUND

WSP Canada Group Limited (WSP) has been contracted by the Corporation of the Village of Ashcroft (Village of Ashcroft) to conduct a Railway Crossing Safety Assessment to support the application for whistle cessation at Old Cariboo Road grade crossing (also identified by Transport Canada crossing inventory number - 428). The crossing is located in the Village of Ashcroft at Mile 49.05 of the Canadian National Railway's (CN) Ashcroft Subdivision.

The Village of Ashcroft has been asked by the community to engage with CN to obtain whistle cessation approval for the crossing, similar to an agreement with Canadian Pacific Railway (CP) on other crossings in the Village of Ashcroft's municipal boundary. As part of CN's standard whistle cessation process, a Railway Crossing Safety Assessment was carried out following the guidelines of applicable requirements identified in the most recent edition of Transport Canada's Grade Crossing Regulations (GCR) and Grade Crossing Standards (GCS)

The safety assessment will provide an overview of the existing site conditions at the public grade crossing, provide an assessment to confirm compliance with the requirements for whistle cessation as per Transport Canada's Grade Crossing Standards and Regulations and ensure safety for both road and rail users.

## 2 BACKGROUND INFORMATION

### 2.1 LOCATION

The Old Cariboo Road public grade crossing is located in the Village of Ashcroft on the North side of the Thompson River. The crossing is situated at Mile 49.05 on the CN Ashcroft Subdivision, with a latitude and longitude of 50.72963 & -121.277 respectfully. The crossing connects 5 residential properties, south of the railway, with the Northern part of Ashcroft. To the East, a CN rail served facility is located approximately 260 m from the crossing.

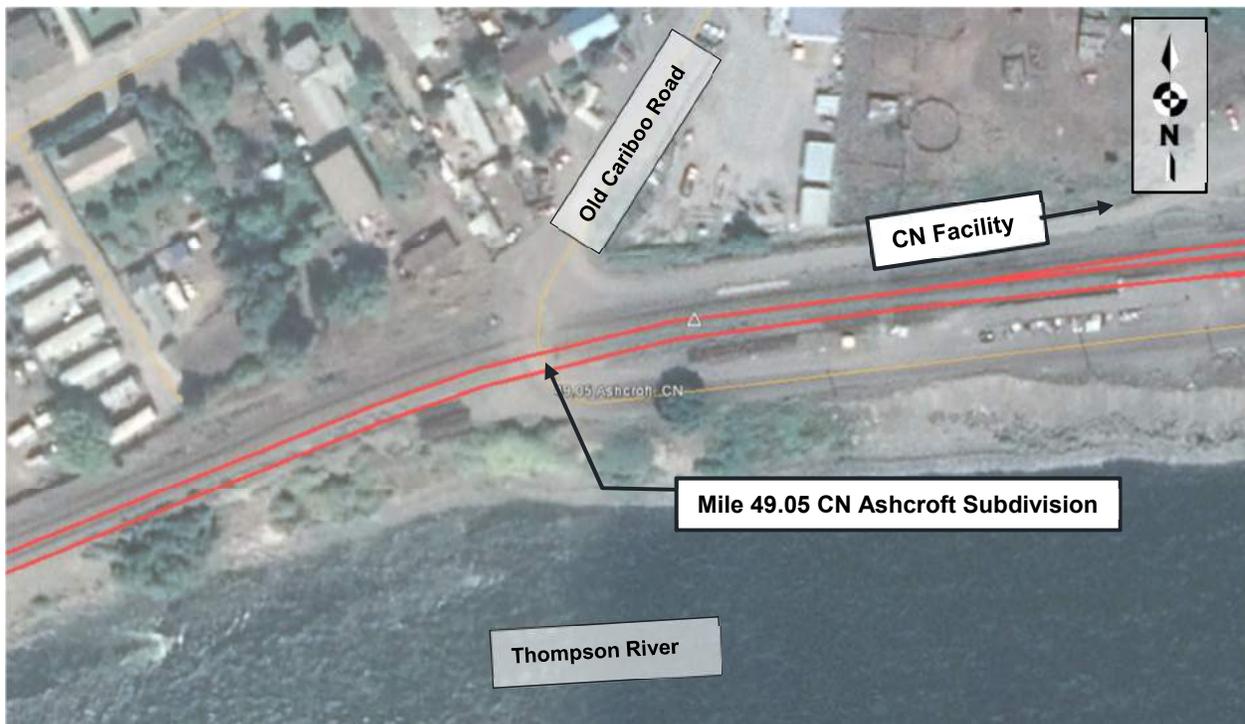


Figure 1: Aerial location of Old Cariboo Road Grade Crossing

---

## 2.2 RAILWAY OPERATIONS

The following table demonstrates the railway information.

**Table 1: Railway Crossing Information**

<b>Railway Information</b>	<b>Railway Authority:</b>	Canadian National (CN)
	<b>Subdivision:</b>	Ashcroft
	<b>Mile:</b>	49.05
	<b>Track Type:</b>	Mainline
	<b>Grade Crossing Type:</b>	Standard Railway Crossing Sign (SRCS)
	<b>Number of Tracks:</b>	2
	<b>Max Freight Speed:</b>	30 mph
	<b>Max Passenger Speed:</b>	30 mph
	<b>Trains/ day</b>	30
	<b>Whistling:</b>	Yes

---

## 2.3 ROAD INFORMATION

The following table demonstrates the roadway information.

**Table 2: Railway Crossing Information**

<b>Road Information</b>	<b>Road Authority:</b>	The Village of Ashcroft
	<b>Road Name:</b>	Old Cariboo Road
	<b>Road Classification:</b>	Local
	<b>Road Speed:</b>	20 km/h
	<b>Number of Lanes:</b>	2
	<b>Avg. Annual Daily Traffic (AADT):</b>	102

# 3 FIELD INSPECTION AND SAFETY AUDIT

## 3.1 GENERAL INFORMATION

A Railway Crossing Safety Assessment was conducted midday on February 11, 2020 during relatively clear conditions.

## 3.2 CROSSING ACTIVITY

### 3.2.1 VEHICULAR, PEDESTRIAN AND CYCLIST TRAFFIC

Traffic information was observed during the site visit and is summarized in Cyclist volumes were also relatively low.

Table 3 below. This rail crossing has low vehicle volumes (AADT = 102 per Transport Canada Records) which predominantly consists of passenger cars. No pedestrians were observed during the site visit. Cyclist volumes were also relatively low.

Table 3: Observed Crossing Traffic

OBSERVED CROSSING TRAFFIC		
Vehicles	Pedestrian	Cyclist
28	0	2

## 3.3 GRADE CROSSING SURFACE

The grade crossing surface consists of wood planks (see Figure 2 below). The mainline crossing surface planks are in good condition, while the siding track crossing surface is in poor condition and requires replacement of the wooden plank crossing surface. The siding track crossing surface also exceeds a 1-inch height tolerance between the rail and the crossing surface and does not comply with GCS.

The flangeways of the crossing surface are in poor condition and are recommended to be replaced with appropriate flangeways to ensure compliant flangeway widths and depths in accordance with GCS. The gravel road approaches will require regular maintenance to ensure that the crossing is smooth and continuous. Both crossing surface widths on each track are currently acceptable. When the siding track planked crossing surface is replaced, care should be taken to insure that the width extension requirement beyond the edge of the travelled roadway shoulder in both directions is achieved.



**Figure 2: Crossing Surface's Wooden Planks**

### 3.4 SIGHTLINES

Both approaches of the crossing are protected with stop signs and standard railway crossing signs. Sufficient sightlines exist for traffic from the stopped position (Dstopped) providing that drivers, cyclists and pedestrians obey the stop signs properly positioned at the crossing on either side of the Railway trackage. The stop sign controls are visible throughout the stopping sight distance (SSD).

The minimum required sightlines for drivers stopped at either of the approaches (Dstopped) is 234m. The actual sightlines for drivers are shown in Table 4 below. Both approaches meet the visibility criteria for both the driver's left and right Dstopped views.

Vegetation was observed within the right-of-way, located approximately 50m from the crossing, in the Southwest and Northwest quadrants. Future Dstopped sightlines could be impacted. The vegetation will need to be maintained or removed to ensure continued compliance.

**Table 4: Observed Dstopped Sightlines**

OBSERVED DSTOPPED SIGHTLINES		
	To Driver's Left	To Driver's Right
North Approach	580 m	264 m
South Approach	480 m	580 m

The minimum required stopping sight distance (SSD) for vehicles approaching the crossing was determined (GCS Table 4-5) to be 109 meters.

The North approach exceeds the 109 metres required distance, complying with the minimum requirements. Whereas the South approach does not comply. To improve the South approach, the crossing signs on that side of the crossing should be rotated counter clockwise towards oncoming traffic to achieve the minimum required SSD distance of 109 meters. As reference on the approaches, see Figure 3 and Figure 4 below.

**Table 5: Observed SSD Sightlines**

**OBSERVED SSD SIGHTLINES**

	<b>SSD</b>
<b>North Approach</b>	200 m
<b>South Approach</b>	20 m



**Figure 3: South Approach**



**Figure 4: North Approach**

---

### **3.5 ROAD APPROACHES**

The North and South road approaches are comprised of gravel, were observed to be in good condition and smooth and continuous throughout the SSD. The road approach is a widened single lane road that is wide enough to support two design vehicles passing each other at the same time through the crossing.

Additionally, street lights were observed on the North approach, 140 ft. (42.7 m) from the crossing, which improves visibility for vehicles approaching the crossing at night.

## 3.6 SIGNS AND PAVEMENT MARKINGS

### 3.6.1 SIGNAGE

The below table (Table 6), summarizes the signage related to the rail crossing, observed on site.

**Table 6: Crossing Signage Summary**

CROSSING SIGNAGE SUMMARY		
Sign Type	Approach	Description
Stop Sign (RA-1)	North Approach	On both approaches, the stop signs are located on the same post as the railway crossing sign, below the railway crossing sign. The signs are unrestricted and visibly clear.
	South Approach	
Standard Railway Crossing Sign (RA-6)	North Approach	On both approaches, the railway crossing signs are located on the same post as the stop signs, on top of the post. The signs are, locally directed, unrestricted and visibly clear.
	South Approach	
Number of Tracks Sign (WA-18(2))	North Approach	On both approaches, the number of tracks signs are located on the same post as the railway crossing sign, directly below the stop sign. The signs are unrestricted and visibly clear.
	South Approach	
24 Hrs Emergency Sign	North Approach	On both approaches, 24hr emergency signs are located on the back of the railway crossing signs. The signs are missing the mileage and subdivision information as required by the GCS.
	South Approach	
Warning Buried Cable	North Approach	There is a warning buried cable sign on the North approach. The sign is located on the ground adjacent to the stop sign/ railway crossing sign post.
	South Approach	No signs located on South approach
Look Listen Live Sign	North Approach	A “Look Listen Live” sign was observed on the North approach. The sign is located on a concrete lock block, next to the stop sign/ railway crossing sign post. The sign should be on a separate sign post, positioned 1.8m off the ground for visibility.
	South Approach	No sign was observed on the South approach

It was observed that the posts supporting the railway crossing signage do not meet the GCS requirements. Both posts require retro-reflective strips properly placed on either side of the post. The top of the South post extends over the highest crossing sign (see Figure 6 below) and needs to be trimmed to meet the GCS.

Figure 5 and Figure 6 below, show the North and South approach respectively.



Figure 5: Signs at the North approach



Figure 6: Signs at the South approach

---

### 3.6.2 PAVEMENT MARKINGS

There are no pavement markings at the Old Cariboo road grade crossing as the approach road surface consists of gravel material. The road surface should be maintained to ensure that the surface is smooth and continuous on an ongoing basis.

---

## 3.7 CROSSING ANGLE

As one of the warrants for installation of at-grade crossing protection is that the minimum required angle between the roadway and the railway is 70 degrees as per the GCS. The actual angle is 70 degrees, which meets the threshold of GCS requirements.

---

## 3.8 CROSSING APPROACH GRADIENT

The maximum allowable gradient for the road approach within 8 m and 8-18 m of the nearest rail is 2 % and 5 % respectively. The measures gradient for the road approaches is summarized in Table 7 below. Both approaches meet the GCS requirement for both 8 m and 8-18 m of the nearest rail.

**Table 7: Crossing Gradients**

CROSSING APPROACH GRADIENT		
	Within 8 m of Rail	8-18 m of Rail
North Approach	1.4 %	0.7 %
South Approach	0.7 %	1.0 %

---

## 3.9 TRAFFIC IMPACTS

In the Northeast quadrant of the crossing, a CN served facility access road parallels the track with an approximate offset of 4m from the nearest running rail to the edge of travel way. There are no apparent traffic issues associated with the access road. Below, Figure 7 shows the parallel access road with respect to the track, which is solely used by Railway personnel and vehicles. It does not appear that traffic queuing would be a concern even though the road entrance lies just 4 meters from the crossing. No fencing is located between the road and the track.



**Figure 7: Paralleling Road**

---

## 3.10 GRADE CROSSING WARNING SYSTEM

The Old Cariboo Road crossing is a passive crossing and road usage across the crossing is governed by stop signs.

As per the GCR and GCS and from the information provided for this assessment, the cross-product of the number of trains (30) per day multiplied by the vehicle AADT (102) exceeds the 2,000 threshold as per Section 9.1(a) of the GCS. This is a warrant for installation of a railway at-grade crossing warning system consisting of Flashing Lights and Bell as minimally provided at this crossing. It is therefore highly recommended that the Village validate the current AADT through a traffic count study and to also determine the Future Annual Average Daily Traffic (FAADT) projection for the next 5 years through that traffic study.

As for whistle cessation, to satisfy the requirements identified in Appendix D of the GCS, a multi track crossing with a maximum road speed between 16 – 50 mph, requires a warning system with Flashing Lights Bell and Gates.

---

## 3.11 RIGHT OF WAY SECURITY AND TRESPASSING

No trespassing was observed within the railway right-of-way during the site visit. The railway right-of-way showed no signs of trespassing and is believed not to be a concern within 400m of the crossing. No visible signs of trespassing were noted. Until trespassing becomes a valid concern, additional fencing should not be required. As a minimum deterrent, it is recommended that the railway and the Village consider placing CN “No Trespassing” Signs intermittently along the railway right-of-way edge or where deemed appropriate.

---

### 3.11.1 COLLISION AND TRESPASS HISTORY

A collision between a train and vehicle took place at this crossing on December 19th, 2019. It was deemed the cause of the collision was driver inattentiveness and not a factor of the safety conditions at the crossing. No other incidents were identified within the last 5 years.

# 4 REQUIRED IMPROVEMENTS

Table 8, below describes the required improvements to meet the Grade Crossing Regulations (GCR) and Grade Crossing Standards (GCS) based on the field assessment conducted of the crossing location on February 11, 2020.

**Table 8: Required Improvements**

## REQUIRED IMPROVEMENTS

Improvement	Applicable Regulation and Standard	Estimated Cost	Cost Sharing
Siding Track - Wooden crossing surface replacement	GCS - Table 5-1 – Grade Crossing Surface – Cross Section	\$ 10, 000	Village of Ashcroft: All
Mainline and Siding Track – Installation of rubber flangeways.	GCS - Table 5-1 – Grade Crossing Surface – Cross Section	\$ 6, 000	Village of Ashcroft: All
South Approach - Rotate stop sign to meet required SSD.	GCR - Section 42	\$ 500	Village of Ashcroft: All
Signage - Replace 24 Hr Emergency Signs with sign that include the mileage and subdivision of the crossing.	CGR Section 63 and CGS Article 8.5	\$ 800	CN: All
Vegetation – Maintain vegetation within Railway Right-of-way sightlines.	GCR Section 3(1)(a)	\$ 800	CN All
Warning System with Flashing Lights, Bell and Gates for Whistle cessation purposes.	Appendix D of GCS	\$800,000	Village as proponent for whistle cessation

---

## 4.1 WHISTLE CESSATION IMPROVEMENTS

As per Grade Crossing Standards (GCS) Appendix D, an at-grade rail crossing with two tracks and a railway operating speed of 30mph, it is deemed necessary that a warning system consisting of flashing lights, bell, and gates is required to satisfy minimum requirements for whistle cessation.

To achieve compliance for whistle cessation, at minimum, installation of flashing lights, bell and gates will be required. It is recommended the Village carry a budget of approximately \$800,000 for this two-track crossing. It also is required that the Village of Ashcroft, as proponent for whistle cessation be prepared to pay for the full cost of future maintenance of the required warning system. As per the 2019 Guide to Railway Charges for Crossing Maintenance and Construction, the annual maintenance for a gated warning system is \$7,833 (plus applicable taxes). Please be advised that CTA Rate Guide is updated annually by the Canadian Transportation Agency.

Considering Section 3.10 above and that the Railway also utilizes the crossing to access their lands and maintenance materials, there may be opportunity for the Village to enter into a cost sharing arrangement with the railway for installation and maintenance of the appropriate at-grade automatic crossing protection system.

Unless these costs are partially or wholly defrayed by negotiation with the Railway, or a grant from Transport Canada, these costs will otherwise be borne entirely by the Proponent (The Corporation of the Village of Ashcroft). Please also be advised that the process of producing the required designs for the crossing (E4) and its warning system (Board Plan), traffic count or Traffic Impact Assessment (TIA) and discussions with the Railway may take at least two years before the installation of the proposed warning system has taken place.

# 5 CONCLUSIONS

The Old Cariboo Road grade crossing requires improvements to meet the current Grade Crossing Regulations (GCR) and Grade Crossing Standards (GCS). In order to meet the GCR and GCS, it is recommended that the below improvements are made if whistle cessation is not pursued:

- Siding Track wood planked crossing surface be replacement
- Installation of proper flangeways on both track's crossing surfaces.
- South Approach stop sign to be rotated to meet required SSD.
- Replace 24 Hr Emergency signs with signs that include the mileage and subdivision of the crossing.
- Maintain vegetation within Railway Right-of-way sightlines.
- CN "No Trespass" signs should be installed by the railway.
- If the Village wishes to pursue whistle cessation, then installation of crossing protection will be required beforehand.

No other safety issues were identified at the Old Cariboo Road grade crossing. The immediate improvements are estimated to cost approximately \$18,100.00.

- In order for this crossing location to be considered for whistle cessation, as per Appendix D of the GCS, flashing lights, a bell and gates must be installed by the railway (Canadian National Railway). To cover the cost of the upgrade to the existing crossing to a flashing lights, bell and gates warning system it is our recommendation that the Village carry a budget of approximately \$800,000 for this two-track location.
- If the application for whistle cessation is to proceed the Village will also need to follow the prescribed procedure to put whistle cessation in effect identified by Transport Canada
- The Village will need to include this crossing into their whistle cessation Bylaw
- It is our recommendation that the Village procure accurate and current traffic counts to determine the AADT and FAADT to validate and confirm the status of the railway / traffic cross-product warrant for crossing protection.

Canadian National Railway (CN) will need to agree with the recommendations of this report; and an E4 crossing design will need to be prepared. The E4 plan accurately reflects the placement of signal fixtures with crossing's recommended change details that will exist upon completion of the installation. CN will also require that an agreement is addressed and executed between CN and the Village of Ashcroft before they would proceed with ordering the required material including installation of the crossing surface and warning system works.

# A PHOTO LOG

# APPENDIX



A - South Approach Drivers Left



B - South Approach



C - South Approach Drivers Right



D - North Approach Drivers Left



E - North Approach



F - North Approach Drivers Right

# APPENDIX



G – East Facing Mainline Crossing Surface



H – General Crossing Overview Photo



I - West Facing Mainline Crossing Surface



J – East Facing Siding Crossing Surface



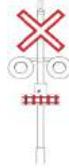
K - West Facing Siding Crossing Surface





**B** SITE  
INSPECTION  
REPORT

Appendix C2: Field Data Forms



*Passive & Active Crossings*

**Old Cariboo Road  
Ashcroft, BC**

**Legend:**

calculate	Formula	Spreadsheet cell has formula
look up		User to look up value in table or chart.
		User to input value here for conditional formatting or formulas in other cells to function
		<b>Warning!</b> Value beyond acceptable limits.
		<b>Warning!</b> Value beyond acceptable limits for certain conditions (i.e. for people using assistive devices).
	Rail	Information to be provided by Railway Company
	Road	Information to be provided by Roadway Authority
measure	observe	Information to be obtained during Site Investigation
	√	Information provided by others to be verified in the field

\* Updated to reflect Transport Canada's Grade Crossing Standards (GCS) July 2014 and Grade Crossing Regulations (GCR) (SOR-2014-275 Feb 2016)

# Old Cariboo Road Ashcroft, BC

Date of Assessment: **11-Feb-20** Site Investigation

Assessment Team Members & Affiliations:

**Gary Hanson** (Site Investigation, Report Graphics, Data Assessment, Compliance Reporting, Report Preparation)  
**Deepindar Bajwa** (Site Investigation)  
**Pat McCabe** (Data Assessment, Compliance Reporting, Report Preparation)  
**Gary Smith**(Internal Independent Quality Review)

Reason for Assessment:

<input type="checkbox"/> periodic assessment	<input type="checkbox"/> significant change in infrastructure	<input type="checkbox"/> significant change in road or rail volumes
<input checked="" type="checkbox"/> cessation of whistling	<input type="checkbox"/> significant change in train operations	<input type="checkbox"/> significant change in road or rail speeds
<input type="checkbox"/> change in vehicle types	<input type="checkbox"/> 2+ fatal collisions in 5yr. Period	<input type="checkbox"/> other collision experience (see below)

Railway Authority:	<b>Canadian National Railway</b>		
Crossing Location:	<b>Old Cariboo Road</b>		
Location Number:	<b>428</b>		
Municipality:	<b>The Corporation of the Village of Ashcroft, BC</b>		
Railway:	<b>Canadian Pacific Railway</b>	Mile:	<b>49.05</b>
Sub-division:	<b>Ashcroft</b>	Spur:	<b>nearby</b>
Type of Grade Crossing [private/public; warning devices]:	<b>Public, Stop Signs &amp; Cross-Bucks</b>		
Track Type: [mainline, etc.]	<b>mainline siding</b>		

Road Authority:	<b>The Corporation of the Village of Ashcroft, BC</b>			
Road Name/Number:	<b>Old Cariboo Road</b>			
Province:	<b>British Columbia</b>			
Location Reference (control section, etc.):	<b>Ashcroft</b>			
Road Classification: (freeway/expressway arterial, collector, local, etc):	<b>ULU</b>			
Roadway East/West (yes/ no)	<table border="1" style="display: inline-table;"><tr><td>No</td></tr></table>			No
No				
Roadway North/ South (yes/ no)	<table border="1" style="display: inline-table;"><tr><td>Yes</td></tr></table>			Yes
Yes				
*Urban Local Undivided				

Collision History (5-year period):				<b>No record of accidents at the subject railway crossing within the past five years</b>			
Property Damage collisions:	<u>1</u>	Number of Persons Injured:	<u>NIL</u>				
+ Personal Injury collisions:	<u>NIL</u>	Number of Persons Killed:	<u>NIL</u>				
+ Fatal Injury Collisions:	<u>NIL</u>						
= Total Collisions in last 5 year period:	<u>1</u>						
<u>Provide Details of the collisions if available:</u>							
Sources:							
<p>A collision between a train and vehicle took place at this crossing on December 19th, 2019. It was deemed the cause of the collision was driver inattentiveness and not a factor of the safety conditions at the crossing. No other incidents were identified within the last 5 years.</p>							
- identify main contributing factors			- attach collision diagrams if available				

Old Cariboo Road  
Ashcroft, BC

Sheet 2a

SCENE PHOTOGRAPHS

- as a minimum, take pictures all road/rail approaches and toward each quadrant
- key the orientation of pictures to the scene sketch (Sheet 2b)



NORTH APPROACH

NORTHWEST SIGHTLINE



NORTHEAST SIGHTLINE



MAINTRACK

SIDING TRACK



SOUTHWEST SIGHTLINE

SOUTHEAST SIGHTLINE



SOUTH APPROACH

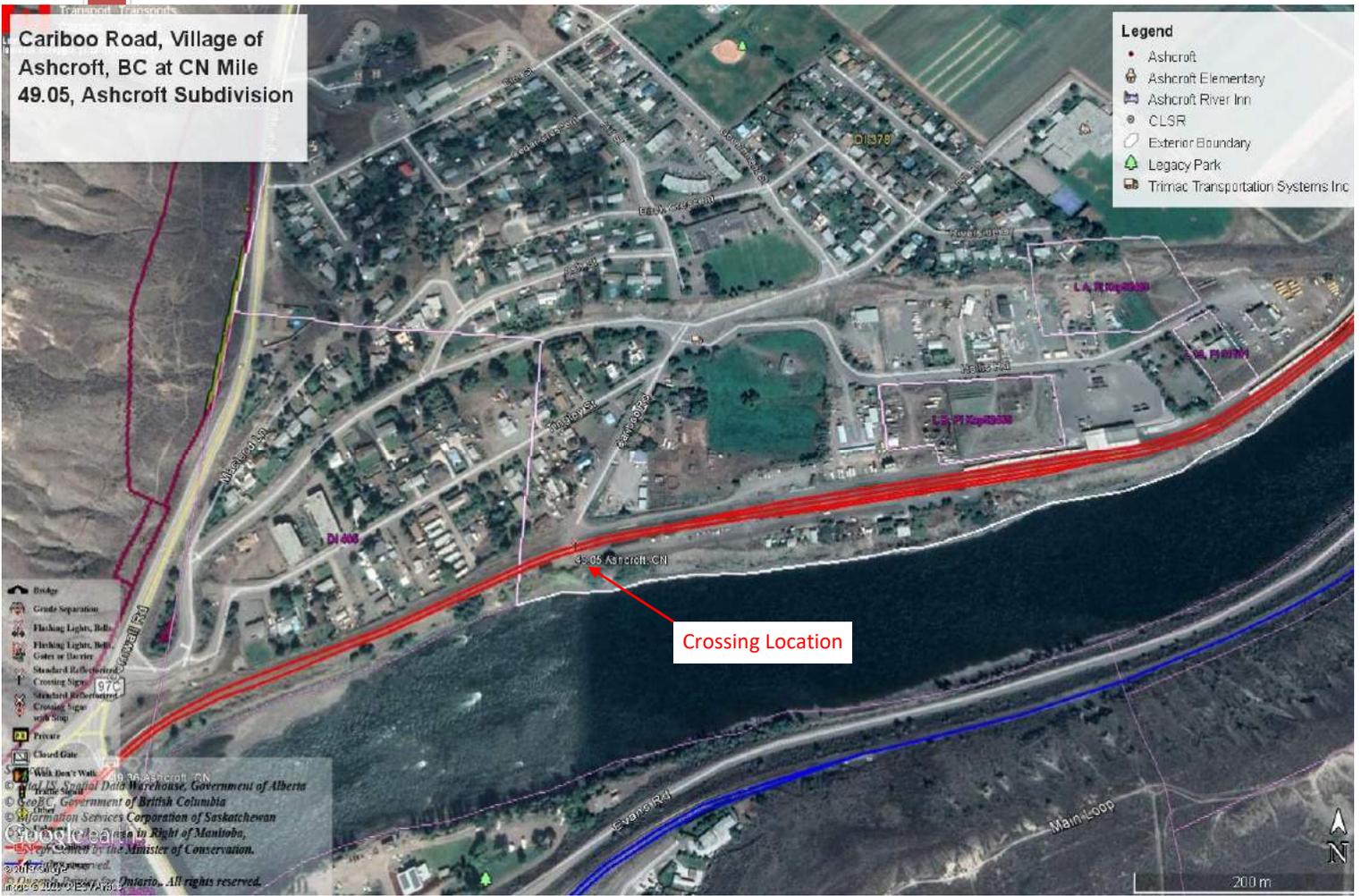
For the full set of photos taken, see the Appendix to the Safety Assessment Report.

# Old Cariboo Road Ashcroft, BC

Sheet 2b

SCENE SKETCH

**NOTE:** All references to direction in this safety review are keyed to this diagram.



- Notes:** Images from Google Earth
- Include:**
- directions to nearby municipalities for both road & rail approaches (use arrows)
  - adjacent intersections
  - relevant road signs/signals
  - signal warning systems hardware
  - landmarks
  - crosswalks/paths
  - geographical features
  - bus stops, etc.

# Old Cariboo Road Ashcroft, BC

Sheet 3

## GENERAL INFORMATION

Source	Item		Reference
Rail	Maximum Railway Operating Speed, $V_r$	= 30 (mph)	
Rail	Daily Train Volume:	= 28,000 (freight trains/day)	
		= 2 (passenger trains/day)	
Rail	Switching during daytime? Y/N	Yes	nighttime? Y/N Yes
Road	Avg. Annual Daily Traffic, AADT:	= 102 (vpd)	Year of count: 2016
Road	High seasonal fluctuation in volumes?	Possible but not confirmed	
Road	Pedestrian Volumes	= Unknown (ped./day)	
Road v	Is crossing on a School Bus route?	No	
Road v	Do Dangerous Goods trucks use this roadway?	Possible but not confirmed	
Road	Cyclist Volumes	= 2 (cyclists/day)	Cyclist anticipated
Road v	Regular use of crossing by persons with Assistive Devices?	Pedestrians using Assistive Devices not anticipated	
Road v	Other special road users?	type Unknown daily volume	None
Road	Forecasted AADT <sup>2</sup>	= 102 (vpd)	Forecasted Year: see notes below
Road v	Design Speed:	50 km/h	Posted Speed: 30 km/h
	Maximum Operating Speed:	20 km/h	
note: provide details if all approaches are not the same			
Road v	Road Surface Type (asphalt, concrete, gravel, etc.):	Gravel	
observe	Surrounding Land Use (urban/rural)?:	Rail Yard and some Residential	
observe	Any schools, retirement homes, etc. nearby?	No	

**Notes:**

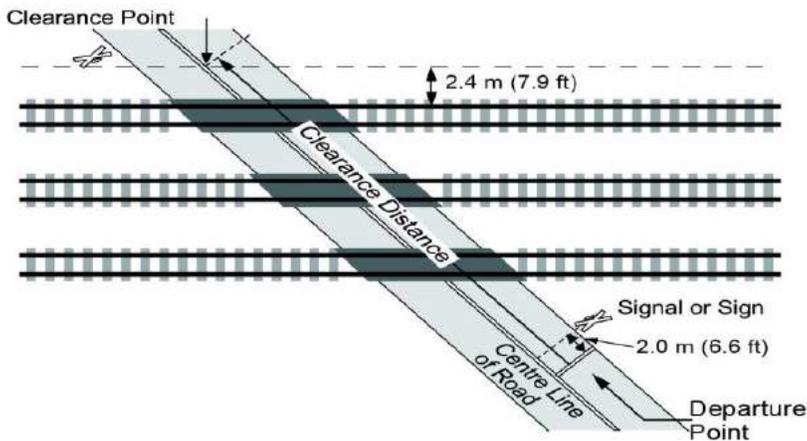
- Road Authority should provided plans if available. The area is mainly CN right-of-way there doesn't look like there would be any development activity happening in the next 3 - 5 years.
- AADT to be verified during next scheduled safety assessment if significant developments are expected or traffic volumes increase.

From GCS Section 7.1.2:

Column 1	Column 2	Column 3
<b>Class of Track</b>	<b>The maximum allowable operating speed for freight trains is -</b>	<b>The maximum allowable operating speed for passenger trains is -</b>
Class 1 track	17 km/h (10 mph)	25 km/h (15 mph)
Class 2 track	41 km/h (25 mph)	49 km/h (30 mph)
Class 3 track	65 km/h (40 mph)	97 km/h (60 mph)
Class 4 track	97 km/h (60 mph)	129 km/h (80 mph)
Class 5 track	129 km/h (80 mph)	153 km/h (95 mph)

**Figure 10-1 - Clearance Distance (cd) for Grade Crossings**

(a) For Grade Crossings with a Warning System or Railway Crossing Sign



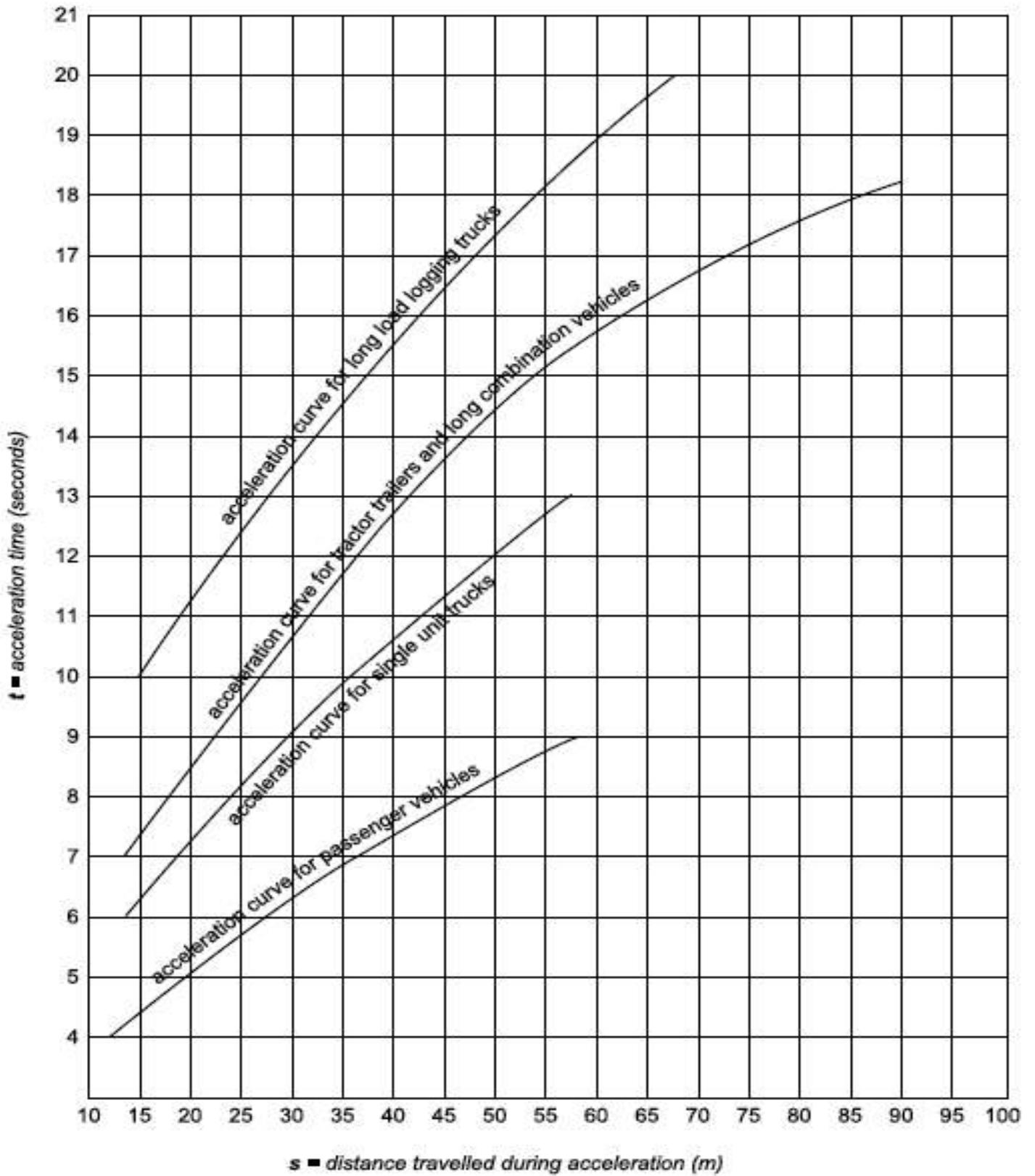
**Grade Crossings Standards, July 2014**

**Table 10-1 Ratios of Acceleration Times on Grades**

Design Vehicle	Road Grade (%)				
	-4	-2	0	+2	+4
Passenger Car	0.7	0.9	1.0	1.1	1.3
Single Unit Truck & Buses	0.8	0.9	1.0	1.1	1.3
Tractor-Semitrailer	0.8	0.9	1.0	1.2	1.7

Source: *Geometric Design Guide for Canadian Roads*, published by the Transportation Association of Canada and dated September 1999

Figure 10-2 Assumed Acceleration Curves



# Old Cariboo Road Ashcroft, BC

Sheet 4

## DESIGN CONSIDERATIONS

Source	Item	Reference
	<b>Design Vehicle</b>	
Road	Type: <b>6</b> <b>WB-20 Tractor-Semitrailers (WB-20)</b>	Table 1* SOR 57
look-up	Length, L: <b>22.7</b> m	Table 1*
look-up	<b>Stopping Sight Distance, SSD</b> = <b>109</b> m (round to 1.0% of grade)	Table 3*
measure	<b>Clearance Distance, cd</b> = <b>14.1</b> m	GCS 16.1.1
calculate	<b>Vehicle Travel Distance, S</b> = L+cd = <b>36.8</b> max <--- = <b>36.8</b> m	
look-up	<b>Vehicle Departure Time, t</b> = <b>12.2</b> sec	GCS Figure 10-2
Road V	Road Grade Effect: maximum approach grade within 'S': = <b>1.00</b> %	Sheet 7
look-up	grade adjustment factor (auto calc assumes Truck)( manual input from Table 10-1 if other) = <b>1.06</b>	GCS Table 10-1
calculate	T= t x adjustment factor = <b>12.9</b> sec	
	<b>Design Vehicle Departure Time, T<sub>D</sub></b> = J + T (where J = 2 sec (min.) perception & reaction) = 2.0 sec	
calculate	T <sub>G stop</sub> = T <sub>D</sub> = <b>14.9</b> sec	GCS 10.3.2
observe	Do field acceleration times exceed T <sub>D</sub> ? <b>Acceleration measurement beyond the scope of this assessment.</b>	
measure	<b>Pedestrian , cyclist &amp; Assistive Devices Departure Time</b> pedestrian cd distance = <b>14.1</b> m	GCS 10.3.3
calculate	walking speed 1.22m/s max. T <sub>p</sub> = <b>14.1</b> sec (1.0m/s used)	
calculate	T <sub>SSD</sub> = (SSD+cd+L)/(0.277837 x V <sub>road design</sub> ) = <b>10.5</b> sec	
<b>Comments Following Site Visit:</b>		

**Table 1 – Design vehicle Lengths/Class**

General Vehicle Descriptions	Length (m)
1. Passenger Cars, Vans and Pickups (P)	5.6
2. Light Single-unit Trucks (LSU)	6.4
3. Medium Single-unit Trucks (MSU)	10.0
4. Heavy Single-unit Trucks (HSU)	11.5
5. WB-19 Tractor-Semitrailers (WB-19)	20.7
6. WB-20 Tractor-Semitrailers (WB-20)	22.7
7. A-Train Doubles (ATD)	24.5
8. B-Train Doubles (BTD)	25.0
9. Standard Single-Unit Buses (B-12)	12.2
10. Articulated Buses (A-BUS)	18.3
11. Intercity Buses (I-BUS)	14.0

Source: Geometric Design Guide for Canadian Roads, TAC, September 1999.

**Table 6 – Minimum Sightlines along the Rail Line (D<sub>stopped</sub>) (as illustrated in Figure 3)**

Railway Design Speed V <sub>r</sub> (mph)	T <sub>stopped</sub> = Departure Time (greater of T <sub>d</sub> or T <sub>p</sub> ) (seconds)											If greater of T <sub>d</sub> or T <sub>p</sub> > 20 sec., add for each additional second (m)
	≤ 10	11	12	13	14	15	16	17	18	19	20	
<b>WARNING:</b> Railway design speed in mph!	Minimum Sightlines along Rail Line (D <sub>stopped</sub> ) (m)											
STOP	30	30	30	30	30	30	30	30	30	30	30	+0
1-10	45	50	55	60	65	70	72	76	80	85	90	+5
11-20	90	100	110	120	125	135	145	155	165	170	180	+10
21-30	135	150	165	175	190	205	215	230	245	255	270	+15
31-40	180	200	220	235	250	270	285	305	325	340	360	+20
41-50	225	250	270	290	315	335	360	380	405	425	450	+25
51-60	270	300	325	350	380	405	430	460	485	510	540	+30
61-70	315	350	380	415	445	470	505	535	565	595	630	+35
71-80	360	395	435	465	505	540	580	610	650	680	720	+40
81-90	405	445	490	535	570	605	650	685	730	765	810	+45
91-100	450	500	540	580	630	670	715	760	805	850	895	+50

**Table 3 – Determine SSD for Truck Class**

Road Crossing Design Speed V (km/hr)	Truck Class Stopping Sight Distance (SSD) (m)																				
	Road Approach Gradient																				
	-10%	-9%	-8%	-7%	-6%	-5%	-4%	-3%	-2%	-1%	0%	1%	2%	3%	4%	5%	6%	7%	8%	9%	10%
10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
20	26	26	26	26	26	26	25	25	25	25	25	25	25	25	25	24	24	24	24	24	24
30	48	48	47	47	47	46	46	46	45	45	45	45	44	44	44	44	44	44	43	43	43
40	76	75	74	74	73	73	72	71	71	70	70	69	69	68	68	68	67	67	67	67	67
50	121	120	118	117	116	115	114	113	112	111	110	109	108	108	107	106	106	105	105	104	104
60	149	146	144	142	140	138	136	134	133	131	130	129	128	126	125	124	123	122	122	121	120
70	210	205	202	198	195	192	189	187	184	182	180	178	176	175	173	171	170	169	167	166	165
80	252	246	241	236	231	227	223	219	216	213	210	207	205	202	200	198	196	194	192	191	189
90	318	311	304	297	292	286	281	277	273	269	265	262	258	255	252	250	247	245	243	240	238
100	401	391	382	373	365	358	352	346	340	335	330	325	321	317	314	310	307	304	301	298	295
110	455	441	428	417	406	397	388	380	373	366	360	354	349	344	339	334	330	326	322	319	315

\* Source: Transport Canada's "Determining Minimum Sightlines at Grade Crossings: A Guide for Road Authorities and Railway Companies"

**Old Cariboo Road  
Ashcroft, BC**

Sheet 5

LOCATION of GRADE CROSSING

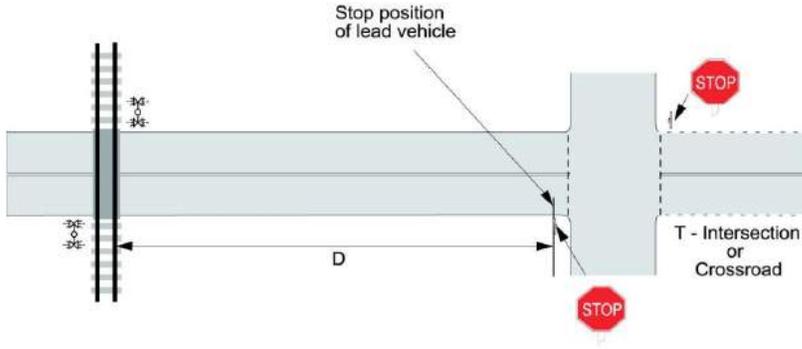
Source	Item	Reference
observe	"D" should not be less than 30m for either approach if the train speed exceeds 15 mph. D is not critical as most vehicle using the parallel access road lying within 4 meters of the Northeast quadrant of the crossing as it is used by CN personnel only.	GCS Section 9.1
observe	Are there pedestrian crossings on either road approach that could cause vehicles to queue back to the tracks?	No
observe	Is "D" insufficient such that road vehicles might queue onto the rail tracks?	No
observe	Is "D" insufficient such that road vehicles turning from a side street might not see warning devices for the crossing?	No

**Comments Following Site Visit:**

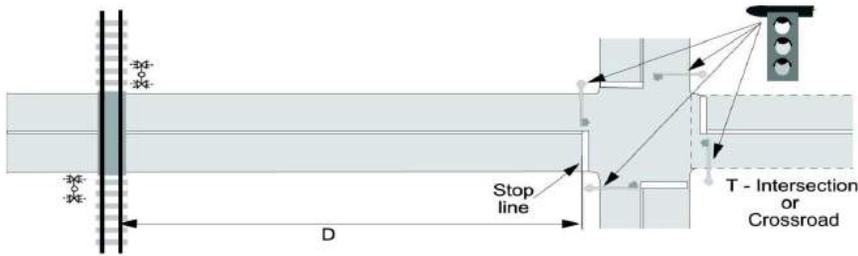
1. Parallel access road lying within railway right-of-way and used by railway personnel only.

**Figure 9-1 - Proximity of Warning Systems to Stop Signs and Traffic Signals**

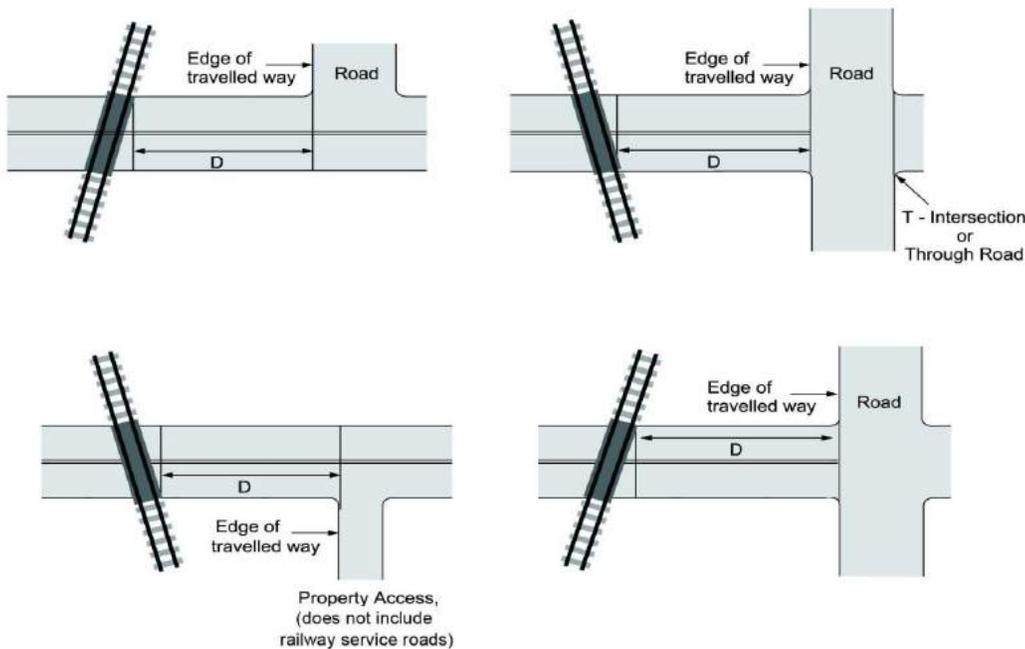
**(a) Intersection with Stop Sign**



**(b) Intersection with Traffic Signal**



**Figure 11-1 - Restrictions on the Proximity of Intersections and Entranceways to Public Grade Crossings**





**Old Cariboo Road  
Ashcroft, BC**

Sheet 7

**ROAD GEOMETRY**

Source	Item	Reference
observe	Are horizontal and vertical alignments smooth and continuous throughout SSD? SB Approach: <b>Yes</b> NB Approach: <b>Yes</b>	Sheet 4
observe	Is horizontal alignment straight beyond rails for a distance $\geq$ design vehicle length, L? SB Approach: <b>No</b> NB Approach: <b>Yes</b>	Sheet 4
observe	Are the road lanes at least the same width on the crossing as on the road approaches? SB Approach: <b>No</b> NB Approach: <b>No</b>	
<b>Grades</b>		GCS Sect. 6
measure	Slope within 8m of nearest rail (max. = 2%)	SB Approach: <b>0.70</b> % NB Approach: <b>-1.40</b> % Difference: rail e & rd grade (GCS 6.1) <b>0.35%</b> % <b>17.00%</b>
measure	Slope between 8m & 18m of nearest rail (max. = 5%)	SB Approach: <b>1.00</b> % NB Approach: <b>0.70</b> %
measure	If crossing is only for pedestrians, cyclists, or persons using assistive devices (max. = 1° or 2%): slope within 5m of nearest rail =	SB Approach: <b>0.50</b> % NB Approach: <b>0.50</b> %
Road v	General approach grade (max. = +/- 5%) measured over the SSD distance of:	SB Approach: <b>1.00</b> % NB Approach: <b>-1.00</b> % <b>109</b> m <b>109</b> m
Rail v	Are rail tracks super-elevated? <b>Yes</b> Rate of s/e:	<b>0.00</b> m/m Sdg <b>50.80</b> m/m ML
Road v	If train speeds exceed 15mph (70° minimum w/o warning system; 30° minimum with warning system): What is the angle between the crossing and the roadway?	<b>70.0</b> degrees
observe	<b>Condition of Road Approaches:</b> West Approach has some ballast fill, which may not enable the crossing surface to be smooth. (e.g., anything that might affect stopping or acceleration)	SOR 60
observe	NA	

1. If frequent use by persons using assistive devices

**Comments Following Site Visit:**

Observed a cyclist crossing once during our 2 hour time on site. It is expected that he would cross back later in the day.  
The road approach appeared to be like a widened single lane road that is wide enough to support two design vehicles passing each other at the same time through the crossing.

**Grade Crossings Standards, July 2014**

**Table 6-1 – Difference in Gradient**

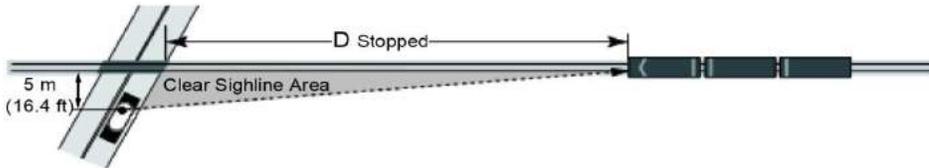
Classification	Difference in Gradient (%)
RLU	2
RCU	1
RCD	1
RAU	0
RAD	0
RFD	-
ULU	3
UCU	2
UCD	2
UAU	0

*Legend						
Urban (U)	Rural (R)	Local (L)	Collector (C)	Arterial(A)	Expressway (E)	Freeway(F)
Divided (D)			Undivided (U)			

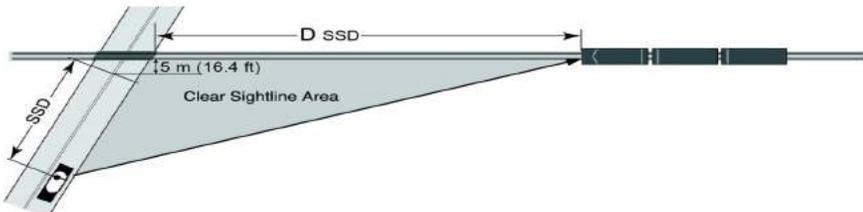
Source: *Geometric Design Guide for Canadian Roads*, published by the Transportation Association of Canada and dated September 1999

**Figure 7-1 - Minimum Sightlines - Grade Crossings**

(a) Sightlines for Users Stopped at a Grade Crossing (applicable to all quadrants)



(b) Sightlines for Users Approaching Grade Crossing (applicable to all quadrants)



# Old Cariboo Road Ashcroft, BC

Sheet 8

## SIGHTLINES

Driver Eye Height	=	1.05m	passenger vehicles, pedestrians, cyclists & assistive devices
	=	1.80m	buses & straight trucks
	=	2.10m	large trucks & tractor-trailers
Target Height	=	1.20m	above rails

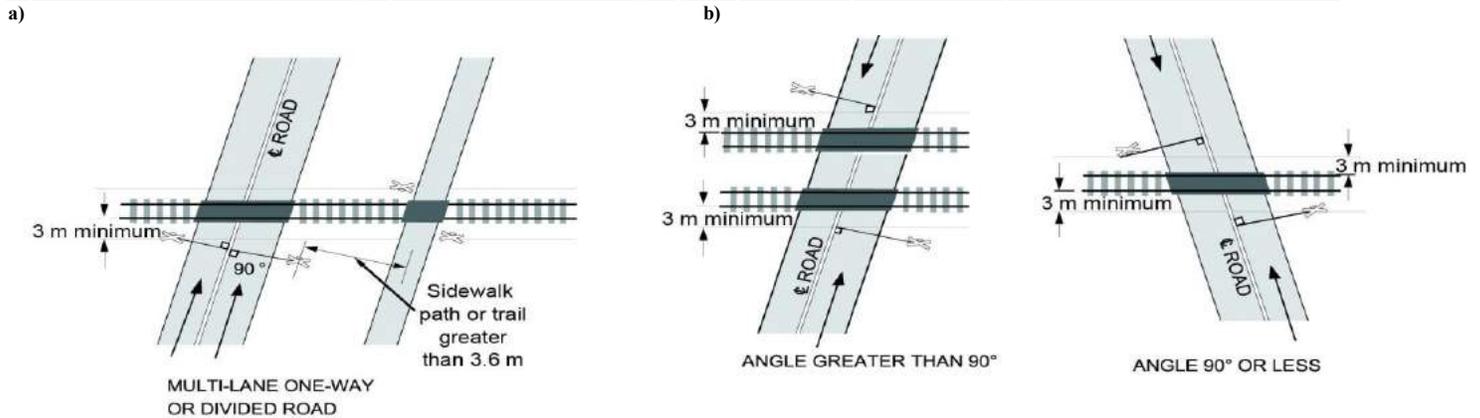
Source	Item	Reference		
observe	Are sightlines within the rail R.O.W. clear of bushes/vegetation; 15 m on each side of the track and, 30 m along the track, on each side of the crossing? -if no, detail the location <b>Yes</b>			
observe	Are sightlines on the road R.O.W. within 15m of the rail crossing clear of bushes/vegetation? -if no, detail the location <b>Yes</b>			
	<b>SB Approach</b>	<b>NB Approach</b>		
look-up	SSD minimum =	<b>109</b> m	<b>109</b> m	Sheet 4
measure	SSD Actual (not including turning movements):	<b>20.0</b> m	<b>200.0</b> m	
calculate	$D_{SSD} = 0.277837 \times V_{train\ km/h} \times T_{SSD}$	<b>141</b> m	<b>141</b> m	1.609 convert mph to km/h
calculate	$D_{STOPPED\ minimum\ (m)} = 0.277837 \times V_{train\ km/h} \times T_D$	<b>200</b> m	<b>196</b> m	$T_D$ from Sheet 4
measure	<b>D<sub>STOPPED</sub> Actual:</b>	Driver looking LEFT <b>580</b> m (ne)	Driver looking RIGHT <b>264</b> m (sw)	
		Driver looking RIGHT <b>480</b> m (nw)	Driver looking LEFT <b>580</b> m (se)	
calculate	<b>Ped./Cyclist D<sub>STOPPED</sub> (m)</b>	<b>190</b> m	<b>190</b> m	$T_p$ from Sheet 4
measure	<b>Ped./Cyclist D<sub>STOPPED</sub> Actual:</b>	Person looking LEFT <b>450</b> m	Person looking RIGHT <b>450</b> m	
	<small>note: measured from a point 2m in advance of sign/signals</small>	Person looking RIGHT <b>450</b> m	Person looking LEFT <b>450</b> m	
observe	Are there any obstacles within the sight triangles other than traffic signs/utility poles that might affect visibility? <b>Brush on the Northwest quadrant.</b>			

**Comments Following Site Visit:**

\* South sign post needs to be directed towards SSD location for the theoretic minimum distance of 40 meters to ensure clear visibility of crossing signage.  
Brushing is required on the Southwest and Northwest quadrants to ensure required sightlines and keep them maintained.

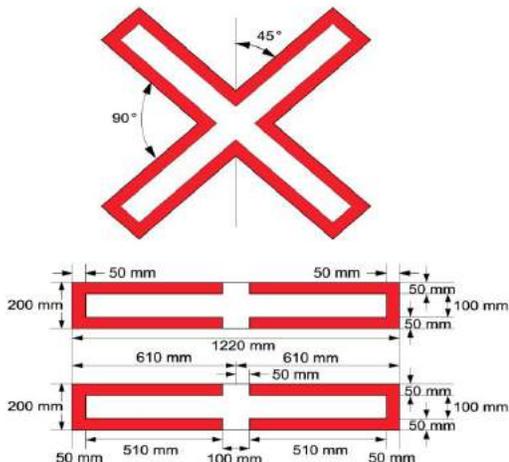
- visibility along the track impaired due to the angle of crossing?
- special considerations for large trucks?
- can sightlines be maintained on an ongoing basis? (snow)
- check visibility at all pedestrian crossing points
- special design vehicle?
- photos

**Figure 8-3 - Location of Railway Crossing Signs and Number of Tracks Signs (public grade crossings without warning systems)**

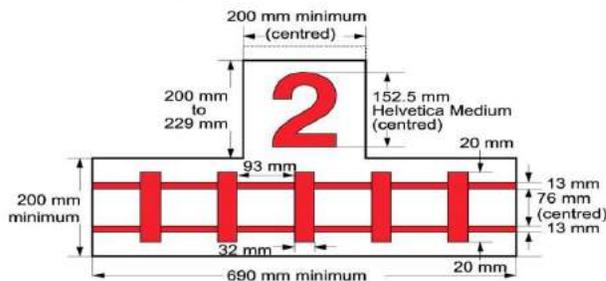


**Figure 8-1 - Railway Crossing Sign and Number of Tracks Sign**

(a) RAILWAY CROSSING SIGN



(b) NUMBER OF TRACKS SIGN



**Old Cariboo Road  
Ashcroft, BC**

Sheet 9a

**SIGNS AND PAVEMENT MARKINGS**

Source	Item	Reference																													
	<b>Railway Crossing Sign</b> 	MUTCD																													
	<table border="1"> <thead> <tr> <th></th> <th>SB Approach</th> <th></th> <th>NB Approach</th> <th></th> </tr> </thead> <tbody> <tr> <td>measure</td> <td>distance from nearest rail:</td> <td>3.1</td> <td>m</td> <td>3.5</td> <td>m</td> </tr> <tr> <td>measure</td> <td>distance from edge of road:</td> <td>2.2</td> <td>m</td> <td>3.2</td> <td>m</td> </tr> <tr> <td>measure</td> <td>height of centre of crossbucks:</td> <td>3.7</td> <td>m</td> <td>3.7</td> <td>m</td> </tr> <tr> <td>measure</td> <td>retroreflectivity readings:</td> <td>n/a</td> <td>cd/lux/m<sup>2</sup></td> <td>n/a</td> <td>cd/lux/m<sup>2</sup></td> </tr> </tbody> </table>		SB Approach		NB Approach		measure	distance from nearest rail:	3.1	m	3.5	m	measure	distance from edge of road:	2.2	m	3.2	m	measure	height of centre of crossbucks:	3.7	m	3.7	m	measure	retroreflectivity readings:	n/a	cd/lux/m <sup>2</sup>	n/a	cd/lux/m <sup>2</sup>	
	SB Approach		NB Approach																												
measure	distance from nearest rail:	3.1	m	3.5	m																										
measure	distance from edge of road:	2.2	m	3.2	m																										
measure	height of centre of crossbucks:	3.7	m	3.7	m																										
measure	retroreflectivity readings:	n/a	cd/lux/m <sup>2</sup>	n/a	cd/lux/m <sup>2</sup>																										
observe	Number of Tracks sign? <b>Yes</b>																														
observe	A Stop Sign must be installed at grade crossing without a warning system if the road design speed is less than 15mph	Yes/ No/ NA <b>NA</b>	SOR 64																												
observe	A Stop Ahead sign must be installed if the Stop Sign is not clearly visible within the Stopping Distance	Yes/ No/ NA <b>NA</b>	SOR 65																												
<b>Comments Following Site Visit:</b>																															
<b>1. Proposed New Warning signs with installation of trackworks</b>																															
<b>2</b>																															
-general condition	-clear sightlines to the sign	-posts -photos																													

Source	Item	Reference
	<b>DO NOT STOP ON TRACKS</b>  <small>RB-59</small> <b>Not Applicable</b>	MUTCD
Road V	Does queued traffic routinely encroach closer than 5m from the crossing surface?	<b>No</b>
observe	Are these signs present on either approach?	<b>No</b>
<b>Comments Following Site Visit:</b>		
-general condition	-posts	-photos

Source	Item	Reference
	<b>Railway Crossing Ahead Sign (WA 18-20)</b>  <small>WA-18 WA-18R WA-19R WA-20R</small>	MUTCD & SOR 66
look-up	Is AADT > 100? <b>Yes</b>	Sheet 3
observe	Is area urban such that WA 18-20 is <u>not</u> required? <b>Yes</b>	<b>Yes</b>
measure	Distance from nearest rail to sign =	m m
observe	height:	
observe	appropriate orientation of symbol	
<b>Comments Following Site Visit:</b>		
<b>1: This sign is recommended to be installed at the required SSD location, especially on the South approach, unless the signage are turned facing toward the SSD location.</b>		
-general condition	-clear sightlines to the sign	-posts -aligned to the driver -photos

Source	Item	Reference
	<b>ADVISORY SPEED SIGN</b>  normally used in conjunction with WA 18-20 signs if reduced speeds are necessary to provide adequate sight distance.	MUTCD & SOR 66 (2)
observe	Are they present on both approaches? <b>No</b>	
	Posted speed limit? <b>30</b> km/h	
look-up	Are they required on either approach? <b>Yes</b>	check SSD (Sheet 8)
<b>Comments Following Site Visit:</b>		
<b>It is recommended for speed signs to be provided.</b>		
-general condition	-posts	-photos

# Old Cariboo Road Ashcroft, BC

Sheet 9b

## SIGNS AND PAVEMENT MARKINGS

Source	Item	Reference
<b>EMERGENCY NOTIFICATION</b>		
observe	Are these signs present on both approaches? <b>To Be Installed with new equipment</b>	GCS Sect. 8.5
observe	Is the information complete and legible? <b>To Be Installed with new equipment</b>	

**Comments Following Site Visit:**

CN Emergency signs are affixed to the side of the crossing sign posts, but do not have the Rail crossing's mileage and subdivision identified. This is mandatory to identify the location of the crossing location if an Emergency situation happens at or near the crossing.

-general condition                      -clear sightlines to the sign                      -posts                      -photos

Source	Item	Reference
<b>PAVEMENT MARKINGS</b>		
observe	Are pavement markings consistent with those from the MUTCD Manual? <b>No</b>	Fig C1-6 MUTCD
observe	Are there lines to delineate sidewalks/paths? <b>No Sidewalk</b>	

**Comments Following Site Visit:**

Gravel approaches exist, which is why pavement markings do not exist and are not necessary.

-special sign required?                      -missing signs                      -visual clutter                      -obscured view/sightlines                      -retroreflectivity levels at night  
 -general condition of markings                      -are centrelines or stop lines present?                      -width of markings?                      -provincial practice not to use X?



MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR CANADA

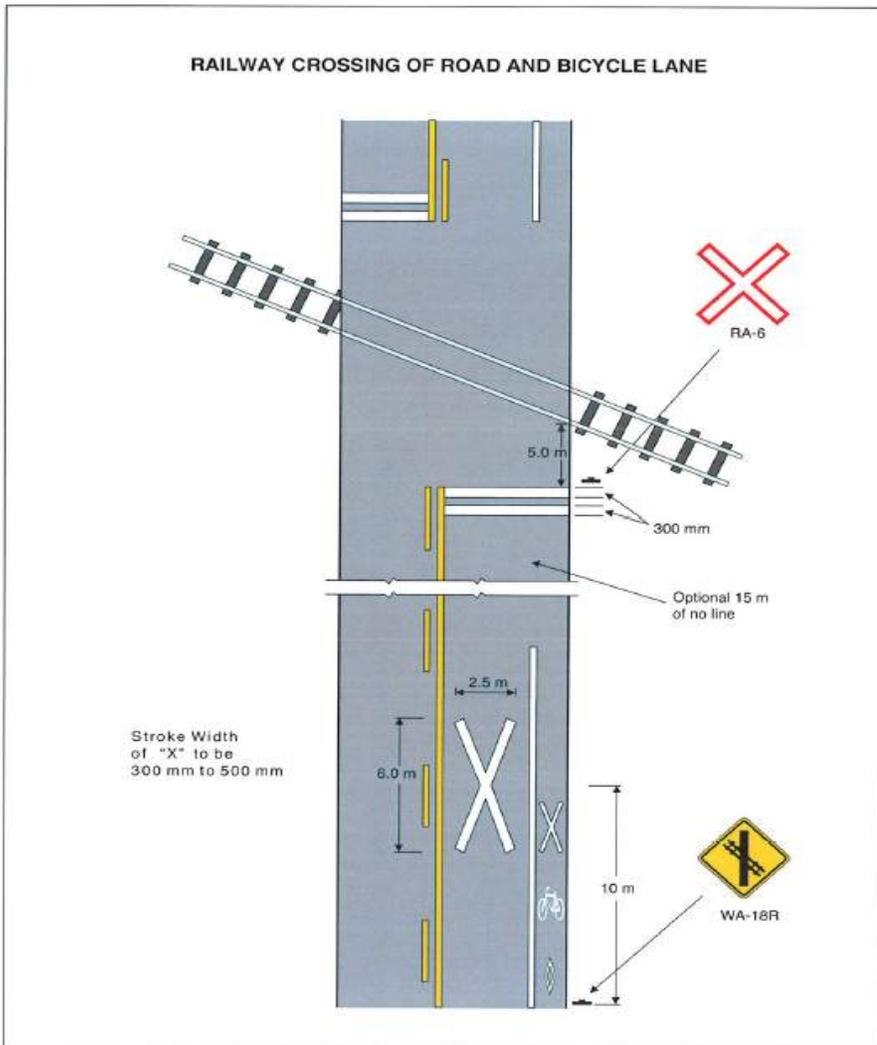


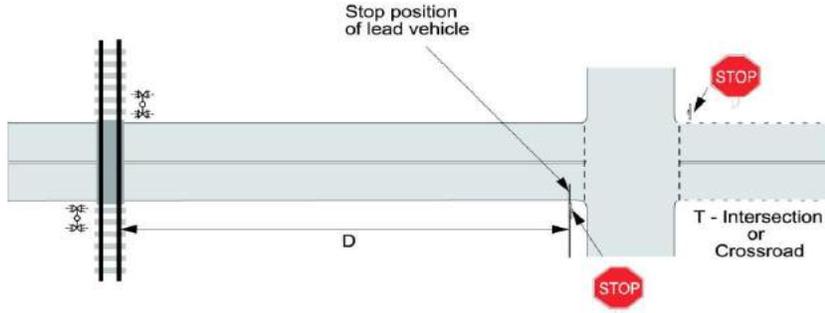
FIGURE C1-6

JANUARY 2014

Old Cariboo Road  
Ashcroft, BC

Figure 9-1 - Proximity of Warning Systems to Stop Signs and Traffic Signals

(a) Intersection with Stop Sign



(b) Intersection with Traffic Signal

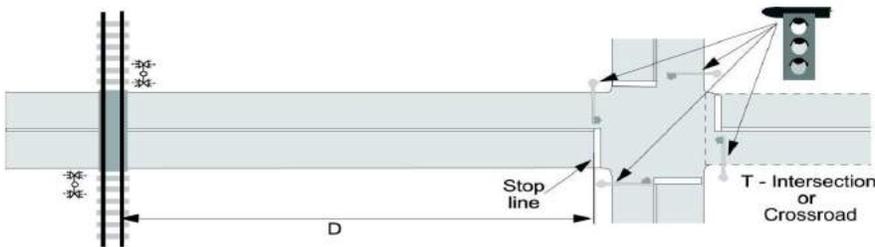


Figure 11-1 - Restrictions on the Proximity of Intersections and Entranceways to Public Grade Crossings

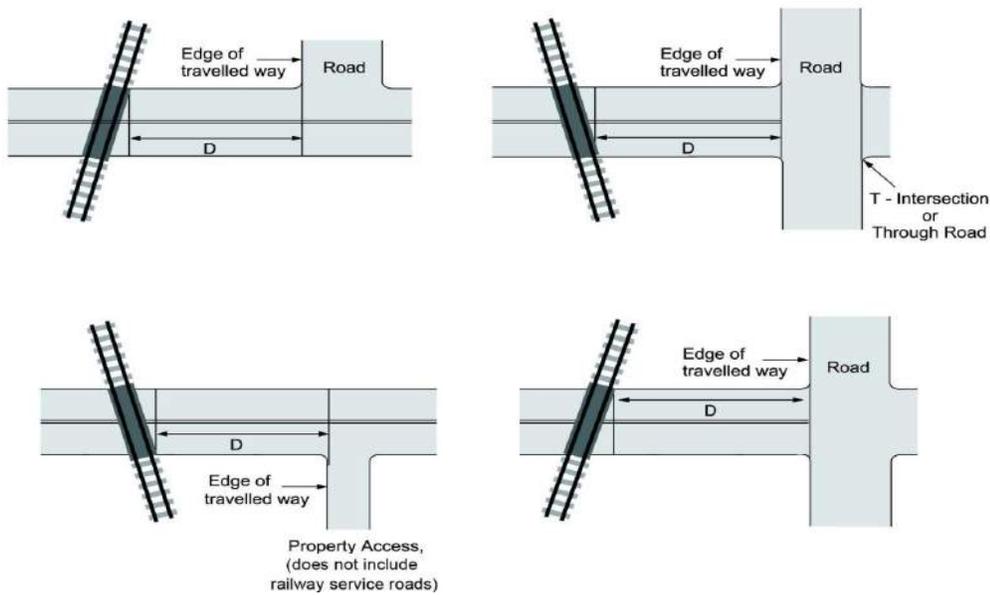
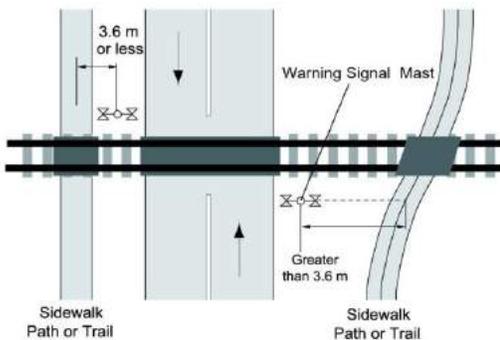
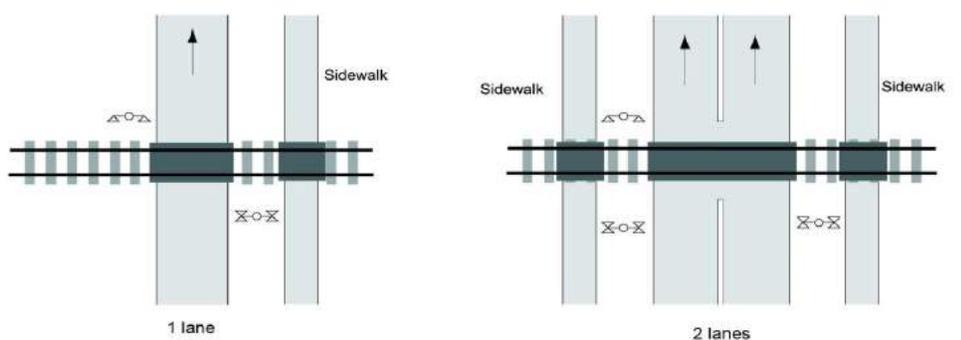


Figure 13-2 - Sidewalks, Paths and Trails

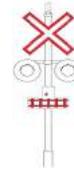
(a) Two Way



(b) One-Way



Old Cariboo Road  
Ashcroft, BC



Source	Item		Reference					
	<b>Warning System Warrants</b> if any of A through E below are met, then a warning system is warranted							
	<b>Question</b>	<b>Warrant for Warning System</b>						
look-up	Existing AADT = <b>102</b>	Forecast AADT = <b>102</b>	Sheet 3					
look-up	Daily Train Volume = <b>30,000</b>	trains	Sheet 3					
calculate	<b>A. Cross-Product = 3,060</b>		> 2,000 FLB req'd > 50,000 requires gates					
look-up	<b>B. Maximum Rail Operating Speed = 30</b>	mph	(max = 80mph or 50 mph with crosswalk)					
Rail	<b>C. Number of Tracks = 1</b> if ≥ 2, can trains pass one another?	<b>No</b>	if ≥ 2 and trains can pass one another -> FLB req'd					
look-up	<b>D. Are Sightlines obscured?</b>	<b>No</b>	if "Yes" -> FLB req'd: If Fig 7.1 applies --> add G					
observe	<b>E. Are any proximity conditions met?</b>	<b>No</b>	if "Yes" -> FLB required.					
look-up	Is a Warning System warranted?	<b>Yes</b>	If any of A through E above meet the Warrant					
	<b>Field Visit</b>	<b>Present? (Y/N) Condition / Alignment:</b>	GCS 13					
observe	Light Units,	<b>N</b>	GCS 13					
observe	Bells,	<b>N</b>	GCS 13					
observe	Gates,	<b>N</b>	GCS 13					
observe	Cantilever Lights,	<b>N</b>	GCS 13					
observe	Check that warning signal assemblies and cantilevers are in accordance with GCS Figures.		GCS Sect. 12					
observe	Is warning system housing at least 9m from traveled way of the road and 8m from the nearest rail?							
observe	If there is a sidewalk, is a bell on the adjacent assembly?		<b>No Sidewalk</b>					
Rail V	Have all light units been aligned?	<b>NA</b>	Date? <b>NA</b>					
Rail	Design Approach Warning Time (greatest of):							
		20sec OR [20+((cd-11)/3)] if cd>11m	Td	Tp	Gate Clearance Time + Descent Time + 5 seconds	Traffic Signal Clearance Time (=0 if no traffic signal)	(SSD + cd + L)/(0.277837xVv)	
	SB Approach	<b>33.0</b> sec	<b>21.0</b>	<b>14.9</b>	<b>14.1</b>	<b>33.0</b>	<b>0.0</b>	<b>10.5</b>
	NB Approach	<b>33.0</b> sec	<b>21.0</b>	<b>14.6</b>	<b>14.1</b>	<b>33.0</b>	<b>0.0</b>	<b>10.5</b>
observe	Is warning time less than 35 sec (without gates) or 55 sec (with gates)		<b>N/A</b>					

**Comments Following Site Visit:**  
**Signals not present at this location, but are required to support whistle cessation.**  
**Train Speed is 30 mph**

-extraordinary conditions why warning system should be installed -is warning system present but not warranted?

Figure 12-1 - Warning Signal Assemblies

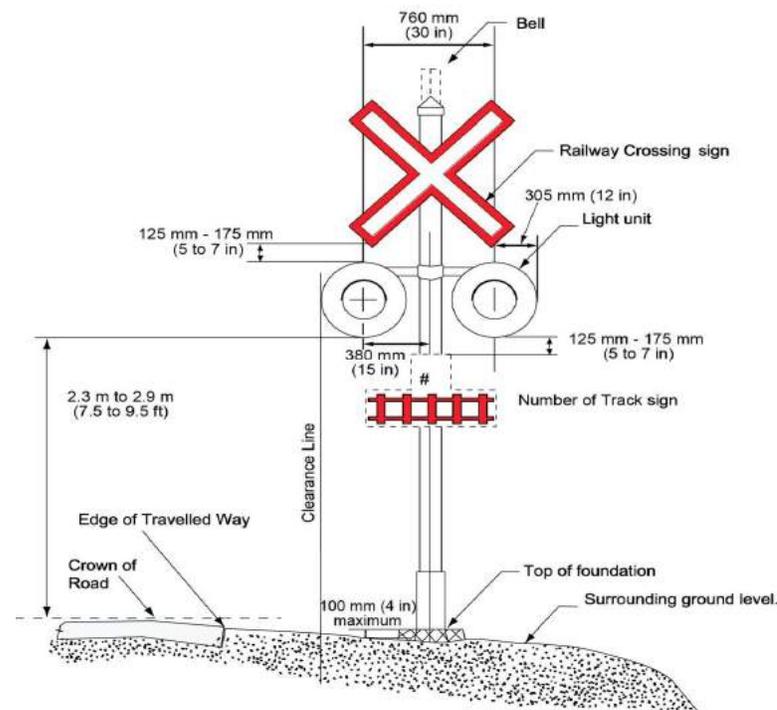
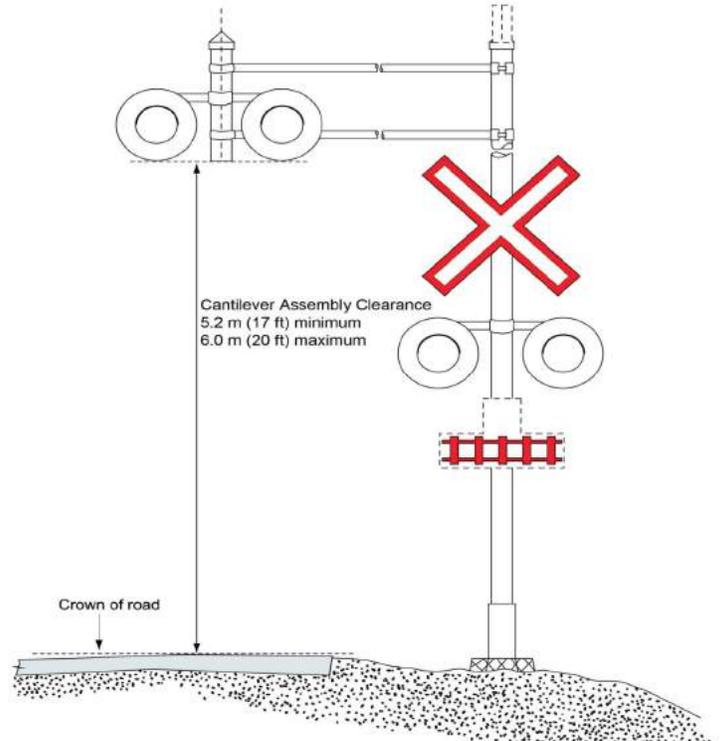


Figure 12-3 - Cantilevers



Old Cariboo Road  
Ashcroft, BC

Sheet 12

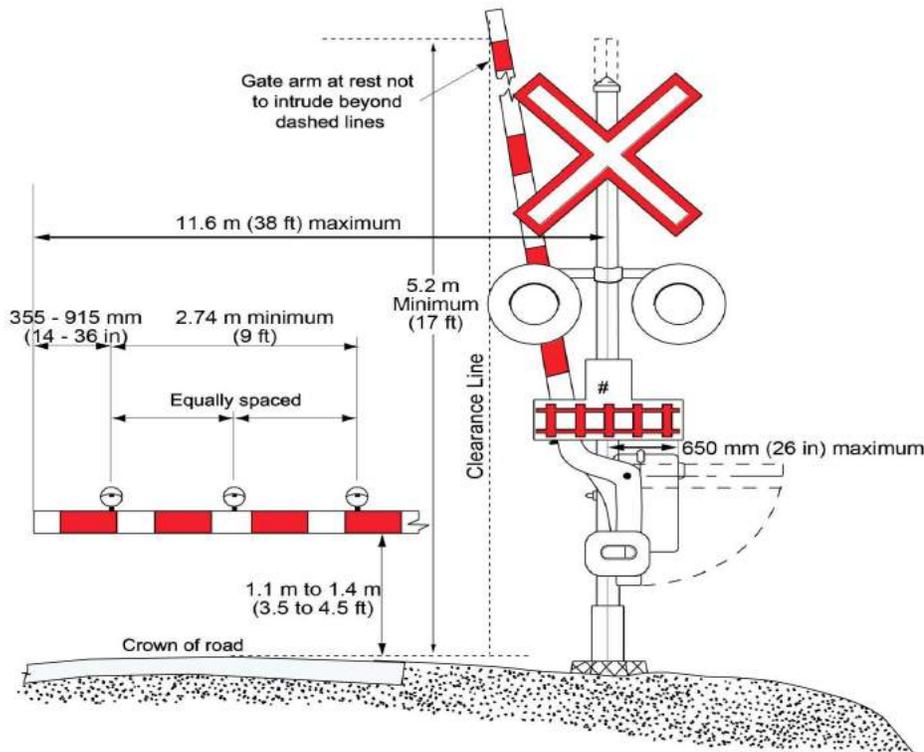


GATES FOR GRADE CROSSING WARNING SYSTEMS

GCS Section 9

Source	Item	Reference
	<b>Warning System Warrants</b> -if any of A through E below are met then a warning system with gates is warranted.	
calculate	<b>A. Cross-Product = 3060</b> (50,000 min)	
look-up	<b>B. Maximum Rail Operating Speed = 30</b> mph (max = 50mph)	Sheet 3
Rail v	<b>C. Number of Tracks = 2</b> .....if $\geq 2$ , can trains pass one another?	This depends on the train length as the siding is 6800 feet long
look-up	<b>D. Is <math>D_{STOPPED}</math> Insufficient? No</b>	Sheet 8
observe	<b>E. Are any proximity conditions met? No</b>	SSD insufficient - South signage needs to directly slightly towards road approach to ensure required SSD provided
calculate	Gate clearance distance: eq 10.4b travel time = <b>24.7</b> m cd $G_{stop}$ <b>133.7</b> m cd ssd EB <b>133.7</b> m cd ssd WB	
look-up	<b>14.9</b> sec $G_{stop}$	
calculate	Gate arm clearance times: <b>14.9</b> sec EB from stop $T_{G_{SSD}} = 16.0$ sec EB from SSD <b>14.6</b> sec WB from stop $T_{G_{SSD}} = 16.0$ sec WB from SSD	GCS Sect. 10.4
look-up	Gate arm delay time: <b>16.0</b> sec (greatest value from above)	
calculate	effect of grade = <b>0.9</b> sec (SB from Stop) <b>0.0</b> sec EB from SSD <b>0.5</b> sec (NB from Stop) <b>0.0</b> sec WB from SSD	
measure	Measure gate arm delay and compare with above: <b>Not Applicable</b>	
observe	Do gates conform to standards depicted in GCS Figures? <b>Not Applicable</b>	
observe	Check gate descent (10 to 15 sec) and ascent (6 to 12 sec) <b>Not Applicable</b>	
observe	Is gate striping vertical as depicted in GCS Figures? <b>Not Applicable</b>	
observe	Where railway equipment regularly stops, or railway equipment is left standing, within the activating limits of a warning system, the warning system must be equipped with a control feature to minimize the operation of the warning system. Yes/No/NA <b>NA</b>	GCS 16.3.1
<b>Comments Following Site Visit:</b>		
Section 12 will be applicable due to cross product (number of trains x AADT) and for a whistle cessation application.		
-extraordinary conditions why warning system should be installed      -is warning system present but <u>not</u> warranted? <b>No</b>		

Figure 12-2 - Gates



# Old Cariboo Road Ashcroft, BC

Sheet 13

## FLASHING LIGHT UNITS

Note: Driver's cone of vision is  $\pm 5^\circ$  horizontally, limited by top of windshield vertically.

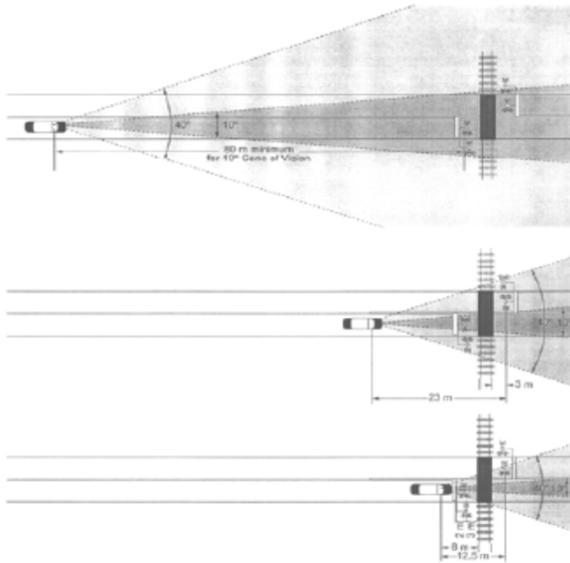
GCS Sections 12-14

Source	Item	Reference
	<b>Number and Location</b>	
look-up	Minimum Distance for Primary Light Units (SSD) =	<b>109.0</b> m
look-up	Recommended Distance for Primary Light Units =	<b>133.7</b> m
observe	Are flashing light units located within $5^\circ$ horizontally of the centerline of the road (throughout the approach distance above)?	<b>Yes (covered by front and back units)</b>
	Does horizontal/vertical curvature necessitate supplemental units?	<b>No</b>
observe	Can back lights be seen by all stopped drivers?	<b>No</b>
observe	Are lights obscured by vehicles stopped on adjacent intersections?	<b>No</b>
observe	Are additional light units required for drivers as they begin to turn onto an approach road from an intersecting road/lane/pkg lot?	<b>No</b>
	<b>Cantilevered Light Units</b>	
measure	Does $D_R$ exceed 7.7m?	<b>NA</b>
measure	Does $D_L$ exceed 8.7m? (Assumes signal poles on both sides of road alignment, approach side of rail)	<b>NA</b>
	<b>Multiple Lanes</b>	
observe	Can front light units be seen by drivers in all lanes (...would T/T obscure?)?	<b>NA</b>
observe	Can back light units be seen by all stopped drivers in all lanes?	<b>NA</b>
	<b>Sidewalks, paths, trails, etc.</b>	
measure	Distance from path centerline to signal mast =	<b>NA</b> m (max.=3.6m)
observe	Are separate light units required?	<b>NA</b>

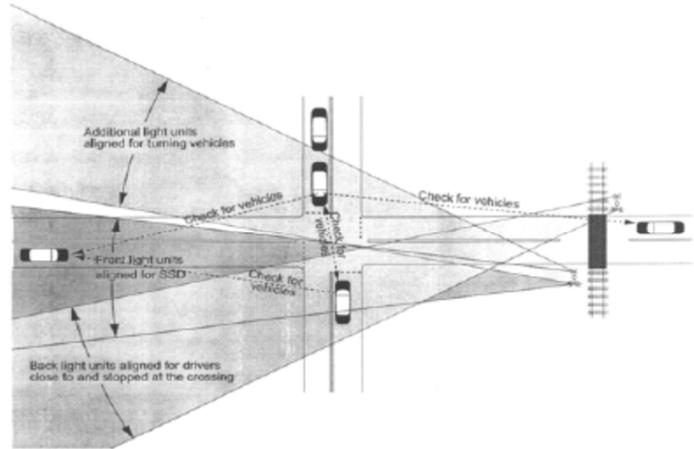
**Comments Following Site Visit:**

For whistle cessation, a warning system with flashing lights, bell and Gates is required.

**Horizontal Cone of Vision**



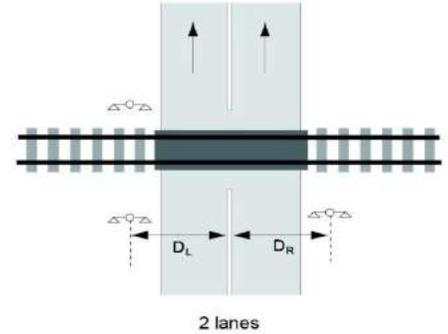
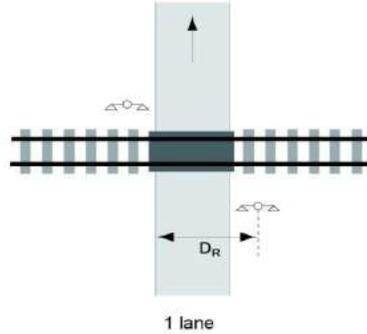
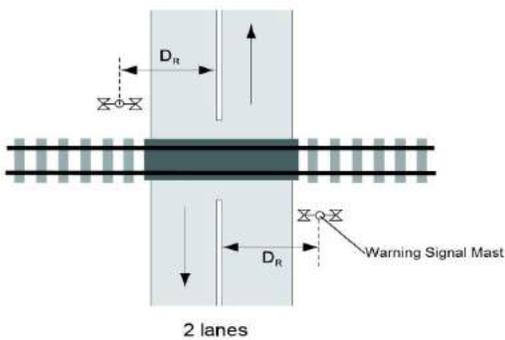
**Typical Light Unit Arrangement for an Adjacent Intersection**



**Figure 13-1 – Warning Signal Offsets Requiring Cantilevered Light Units**

(a) **Two-Way Road**

(b) **One-Way or Divided Road**





# Old Cariboo Road Ashcroft, BC

Sheet 16

## AREAS WITHOUT TRAIN WHISTLING

Grade Crossings Standards, July 2014

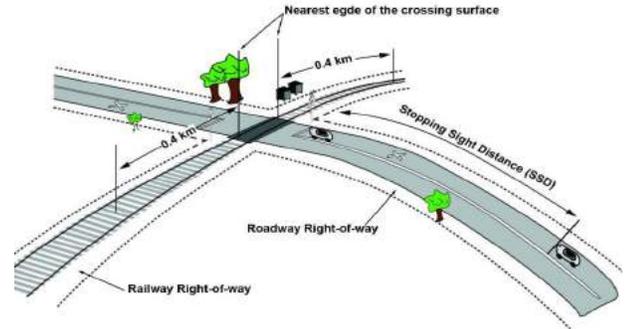
### APPENDIX D – WHISTLING CESSATION

**Table D-1 – Requirements for Warning Systems at Public Grade Crossings within an Area without Whistling**

Railway Design Speed	Column A		Column B	
	Grade Crossings for Vehicle Use		Grade Crossings For Sidewalks, Paths, or Trails with the centreline no closer than 3.6 m (12 ft) to a warning signal for vehicles	
	No. of Tracks		No. of Tracks	
	1	2 or more	1	2 or more
Column 1	Column 2	Column 3	Column 4	Column 5
1 – 25 km/h (15 mph)	FLB	FLB	No warning system requirement	No warning system requirements
25 – 81 km/h (16 – 50 mph)	FLB	FLB & G	FLB	FLB & G
Over 81 km/h (50 mph)	FLB & G	FLB & G	FLB & G	FLB & G

*Legend :*  
 FLB is a warning system consisting of flashing lights and a bell.  
 FLB & G is a warning system consisting of flashing lights, a bell and gates

**Figure D-1 - prescribed area for whistling cessation as per article 23.1 of the RSA**



RSA = Railway Safety Act of Canada

Source	Item	Reference
Rail	Is train whistling prohibited at this crossing?	No
observe	Is there evidence of routine unauthorized access (trespassing) on the rail line in the area of the crossing?	No
observe	Are the requirements of Table D-1 met?	No

**Comments Following Site Visit:**  
 Trespassing does not appear to exist or be an issue at this location, so fencing is not deemed necessary at this time.  
 If whistle cessation is put in place, for it to remain in place, fencing may be deemed necessary to address trespassing concerns in the future.  
 It is recommended that CN "No trespassing" signs should be placed on each quadrant appropriately by the the crossing and at 40 meters intervals along the Northeast and Southeast quadrants

#### Additional Prompt Lists

**Human Factors:**

- Control device visibility / background visual clutter.
- Driver workload through this area (i.e., are there numerous factors that simultaneously require the driver's attention such as traffic lights, pedestrian activity, merging/entering traffic, commercial signing, etc.).
- Driver expectancy of the environment (i.e., are the control measures in keeping with the design levels of the road system and adjacent environment).
- Need for positive guidance.
- Conflicts between road and railway signs and signals.

**Environmental Factors:**

- Extreme weather conditions.
- Lighting issues (night, dawn/dusk, tunnels, adjacent facilities, headlight or sunlight glare, etc.)
- Landscaping or vegetation.
- Integration w/ surrounding land use (e.g., parked vehicles blocking sightlines, merging traffic lanes, etc.)

**All Road Users:**

- Have needs of the following been met:
  - pedestrians (including strollers, baby carriages, and blind persons)
  - children / elderly
  - assistive devices (wheelchairs, scooters, walkers, etc)
  - bicyclists
  - motorcyclists
  - over-sized trucks
  - buses
  - recreational vehicles
  - golfcarts
  - hazardous materials
- Significant volume of pedestrians requiring special safety measures: (maze barriers/guide fencing, additional pedestrian bell, pedestrian gates, sign indicating potential presence of 2<sup>nd</sup> train at a multi track crossing, etc)

**Other:**

- Should closure of the crossing be considered due to inactivity, presence of nearby adjacent crossings, etc.

**Comments Following Site Visit:**

## STAFF REPORT TO COUNCIL – OPEN MEETING

**MEETING DATE:** April 14, 2020  
**FROM:** Yogi Bhalla, Chief Financial Officer  
**SUBJECT:** Approval of 2019 Audited Financial Statements

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### **Purpose**

To request that council approve the 2019 Audited Financial Statements

### **Recommendation**

THAT Council approve the 2019 Audited Financial Statements

### **Alternatives**

No action

### **Discussion**

The audited financial statements were presented to the finance committee on March 25<sup>th</sup>, 2020. According to the auditors, the financial statements for 2019 were found to be free of material misstatement and present fairly the financial position of the Village.

### **Strategic/Municipal Objectives**

### **Legislative Authority**

*Community Charter Section 167*

### **Financial Implications**

N/A

### **Attachment Listing**

1. Audited Financial Statements
- 

**Prepared by:**



---

Yogi Bhalla,  
Chief Financial Officer

**Approved for submission to Council:**



---

Daniela Dyck,  
Interim Chief Administrative Officer

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**

**FINANCIAL STATEMENTS**

**December 31, 2019**

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING	
INDEPENDENT AUDITOR'S REPORT	
CONSOLIDATED STATEMENT OF FINANCIAL POSITION	
CONSOLIDATED STATEMENT OF ACCUMULATED SURPLUS	
CONSOLIDATED STATEMENT OF OPERATIONS	
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS	
CONSOLIDATED STATEMENT OF CASH FLOWS	
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS	
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS	APPENDIX 1
STATEMENT OF FINANCIAL ACTIVITIES - SEGMENTED	APPENDIX 2
SUPPLEMENTARY INFORMATION:	
FUND STATEMENTS:	
GENERAL REVENUE FUND	SCHEDULES 1 - 3
WATER REVENUE FUND	SCHEDULES 4 - 5
SEWER REVENUE FUND	SCHEDULES 6 - 7
STATUTORY RESERVE FUNDS	SCHEDULE 8

## 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 Daley & Company CPA LLP in accordance with Canadian generally accepted auditing standards on behalf of the ratepayers. Daley & Company CPA LLP has full access to the Council and management.

On behalf of The Corporation of the Village of Ashcroft

  
\_\_\_\_\_  
Yoginder Bhalla, CFO

  
\_\_\_\_\_  
Date



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Sandra Blair, CPA, CA  
Shawn Birkenhead, CPA, CA  
Kevin Cooper, CPA, CA  
Incorporated Professionals

## INDEPENDENT AUDITOR'S REPORT

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

### **Opinion**

We have audited the accompanying consolidated financial statements of THE CORPORATION OF THE VILLAGE OF ASHCROFT (the Village), which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of accumulated surplus, consolidated statement of operations, consolidated statement of change in net financial assets and consolidated 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 consolidated financial statements present fairly, in all material respects, the financial position of THE CORPORATION OF THE VILLAGE OF ASHCROFT as at December 31, 2019, and the results of its consolidated operations, consolidated changes in its net financial assets and its consolidated 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.

### **Emphasis of Matter**

The recent outbreak of COVID-19, which has been declared by the World Health Organization as a pandemic has spread across the globe and is impacting worldwide economic activity. A public health pandemic such as COVID-19, poses the risk that employees, contractors, suppliers, and other partners may be prevented from conducting business activities for an indefinite period, including due to shutdowns that may be requested or mandated by governmental authorities. While it is not possible at this time to estimate the impact that COVID-19 could have on the Village's business, the continued spread of COVID-19 and the measures taken by governments could disrupt regular operations of the Village and adversely impact the Village's business, financial condition or results of operations. The extent to which the COVID-19 outbreak impacts the financial results will depend on future developments that are highly uncertain and cannot be predicted, including new information that may emerge concerning the severity of the virus and the actions to contain its impact. These financial statements do not reflect any adjustments or reclassification of assets and liabilities, resulting from the COVID-19 pandemic.

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

Management is responsible for the preparation and fair presentation of these consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated 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 consolidated 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:

*(continues)*

- Identify and assess the risks of material misstatement of the consolidated 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 consolidated 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.

*Daley + Company LLP*

Chartered Professional Accountants

Kamloops, BC  
March 25, 2020

#### **Disclaimer of Liability**

These consolidated financial statements were examined and this Audit Opinion issued solely for the use of THE CORPORATION OF THE VILLAGE OF ASHCROFT. Daley & Company CPA LLP makes no representations of any kind to any other person in respect of these consolidated financial statements and accepts no responsibility for their use by any other person in the absence of the written consent of Daley & Company CPA LLP.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
December 31, 2019**

<b>FINANCIAL ASSETS</b>	<b>2019</b>	<b>2018</b>
Cash (Note 4)	\$ 3,895	\$ 1,075,536
Restricted cash (Note 4)	3,708,718	3,495,963
Accounts receivable (Note 5)	1,489,510	1,450,442
Taxes and utilities receivable	223,979	179,692
	<b>5,426,102</b>	<b>6,201,633</b>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	379,562	714,680
Deferred revenue (Note 6)	25,733	989,946
Demand loans (Note 7)	1,367,789	382,190
	<b>1,773,084</b>	<b>2,066,816</b>
<b>NET FINANCIAL ASSETS</b>	<b>3,653,018</b>	<b>4,134,817</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 8)	14,610,962	9,277,909
Prepaid expenses	112,734	17,178
	<b>14,723,696</b>	<b>9,295,087</b>
<b>ACCUMULATED SURPLUS (Note 9)</b>	<b>\$ 18,376,714</b>	<b>\$ 13,429,904</b>

**COMMITMENTS AND CONTINGENCIES (Note 10)**

APPROVED ON BEHALF OF MAYOR AND COUNCIL.

  
 \_\_\_\_\_  
 Yoginder Bhalla, CFO

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
CONSOLIDATED STATEMENT OF ACCUMULATED SURPLUS  
Year ended December 31, 2019**

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	2019	2018
ACCUMULATED SURPLUS, beginning of year	\$ 13,429,904	\$ 11,097,761
ANNUAL SURPLUS	<u>4,946,810</u>	<u>2,332,143</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 18,376,714</u>	<u>\$ 13,429,904</u>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
Year ended December 31, 2019

	Budget (Note 15)	2019	2018
<b>REVENUES:</b>			
Municipal taxation (Note 12)	\$ 1,477,211	<b>\$ 1,474,508</b>	\$ 1,444,716
Sales of services	976,437	<b>1,057,668</b>	1,157,292
Government grants	7,486,767	<b>5,363,783</b>	2,562,129
Borrowings, licences, permits, penalties and fines	113,550	<b>153,747</b>	187,384
	<u>10,053,965</u>	<u><b>8,049,706</b></u>	<u>5,351,521</u>
<b>EXPENSES:</b>			
General government services	484,109	<b>431,955</b>	452,685
Protective services	173,295	<b>154,943</b>	195,389
Transportation services	650,507	<b>533,534</b>	589,436
Environmental and public health services	349,101	<b>370,611</b>	289,133
Recreational and cultural services	756,826	<b>734,365</b>	699,310
Water and sewer services	878,790	<b>877,488</b>	793,425
	<u>3,292,628</u>	<u><b>3,102,896</b></u>	<u>3,019,378</u>
<b>ANNUAL SURPLUS</b>	<b>\$ 6,761,337</b>	<b>\$ 4,946,810</b>	<b>\$ 2,332,143</b>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**  
Year ended December 31, 2019

	Budget	2019	2018
ANNUAL SURPLUS	\$ 6,761,337	\$ 4,946,810	\$ 2,332,143
Acquisition of tangible capital assets	(6,942,000)	(5,620,488)	(2,914,912)
Amortization of tangible capital assets	296,146	287,435	306,750
Change in prepaid expenses	-	(95,556)	33,406
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	115,483	(481,799)	(242,613)
NET FINANCIAL ASSETS, beginning of year	4,134,817	4,134,817	4,377,430
NET FINANCIAL ASSETS, end of year	\$ 4,250,300	\$ 3,653,018	\$ 4,134,817

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
Year ended December 31, 2019

	2019	2018
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Annual surplus	\$ 4,946,810	\$ 2,332,143
Non-cash changes to operations:		
Amortization	287,435	306,750
(Increase) decrease in:		
Accounts receivable	(39,068)	(1,200,609)
Taxes and utilities receivable	(44,287)	(66,736)
Prepaid expenses	(95,556)	33,406
Increase (decrease) in:		
Accounts payable	(335,118)	333,433
Deferred revenue	(944,213)	93,639
Cash flows from operations	<u>3,776,003</u>	<u>1,832,026</u>
<b>CASH FLOWS FROM CAPITAL ACTIVITIES:</b>		
Acquisition of tangible capital assets	<u>(5,620,488)</u>	<u>(2,914,912)</u>
Cash flows used in capital	<u>(5,620,488)</u>	<u>(2,914,912)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Proceeds from demand loan	1,000,000	-
Repayment of demand loan	<u>(14,401)</u>	<u>(14,908)</u>
Cash flows from financing	<u>985,599</u>	<u>(14,908)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Statutory reserve fund	(198,446)	(192,747)
Reserve for future expenditures	<u>(14,309)</u>	<u>(202,393)</u>
Cash flows used in investing	<u>(212,755)</u>	<u>(395,140)</u>
<b>DECREASE IN CASH RESOURCES</b>	<b>(1,071,641)</b>	<b>(1,492,934)</b>
<b>CASH RESOURCES, beginning of year</b>	<b><u>1,075,536</u></b>	<b><u>2,568,470</u></b>
<b>CASH RESOURCES, end of year</b>	<b>\$ 3,895</b>	<b>\$ 1,075,536</b>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2019**

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**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. SIGNIFICANT ACCOUNTING POLICIES:**

Basis of Presentation:

These consolidated financial statements have been prepared by management in accordance with Canadian generally accepted accounting principles for governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. These consolidated financial statements include the operations of the General, Water, Sewer, and Reserve Funds.

Basis of Accounting:

The resources and operations of the Village have been separated for accounting and financial reporting purposes into four funds. Each fund is treated as a separate entity which is identified in its statements of financial position and where applicable, its statements of operations and accumulated surplus. Fund statements are presented as supplementary information to the consolidated financial statements.

a) **General Revenue Fund:**

The purpose of the General Revenue Fund is to reflect the operating activities, administration, protection, transportation, environmental & public health, and recreation and cultural services functions of the Village.

b) **Water Revenue Fund:**

The purpose of the Water Revenue Fund is to reflect the operating activities related to the treatment and distribution of water throughout the Village.

c) **Sewer Revenue Fund:**

The purpose of the Sewer Revenue Fund is to reflect the operating activities related to the treatment of sewage and transportation network of sewer mains and pump stations.

d) **Reserve Funds:**

Under the Community Charter of British Columbia, the Council may, by bylaw, establish reserve funds for specified purposes. Money in a reserve fund, and interest earned thereon, must be expended by bylaw only for the purpose for which the fund was established. If the amount in a reserve fund is greater than required, the Council may, by bylaw, transfer all or part of the amount to another reserve fund.

Principles of Consolidation:

The consolidated financial statements include the accounts of all funds of the Village. Interfund balances and transactions have been eliminated.

Cash and Short-term Investments:

The Village's cash equivalents and pooled bond funds are recorded at cost, which approximates 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 CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2019**

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**NOTE 2. 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:**

Taxation for municipal purposes is recorded as revenue in the period the taxes are levied. Interest is recorded on the accrual basis and is recognized when earned. Government grants are recorded when they are receivable and amounts can be reasonably determined. All other sources of revenue are recorded as services are provided.

**Government Transfers:**

Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2019**

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**NOTE 2. SIGNIFICANT ACCOUNTING POLICIES (continued):**

Retirement Benefits:

The Village's contributions due during the period to its multi-employer defined benefit plan are expensed as incurred. See Note 10 for further details.

Demand Loans/Callable Debt:

The Village's demand loans are classified as current liabilities because the lender has the right to demand repayment within one year.

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.

Deferred Revenue:

Grants, contributions and other amounts are 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. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired.

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 recoverable amount 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.

**NOTE 3. FINANCIAL INSTRUMENTS:**

Fair Values of Financial Assets and Financial Liabilities:

The carrying values of cash and restricted cash, accounts receivable, and accounts payable and accruals approximate their fair value due to the relatively short periods to maturity of these items. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant currency or credit risks arising from its financial instruments.

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 demand loan.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
December 31, 2019

<b>NOTE 4. CASH AND RESTRICTED CASH:</b>	<b>2019</b>	<b>2018</b>
Statutory Reserve Fund	\$ 2,056,794	\$ 1,858,348
Reserve for future expenditures	<u>1,651,924</u>	<u>1,637,615</u>
Restricted cash	<b>3,708,718</b>	3,495,963
Unrestricted cash	<u>3,895</u>	<u>1,075,536</u>
	<b>\$ 3,712,613</b>	<b>\$ 4,571,499</b>
Consists of:		
Cash	\$ 2,187,896	\$ 3,082,751
Investments in pooled bond funds (Market Value: \$1,491,839)	<u>1,524,717</u>	<u>1,488,748</u>
	<b>\$ 3,712,613</b>	<b>\$ 4,571,499</b>
 <b>NOTE 5. ACCOUNTS RECEIVABLE:</b>	 <b>2019</b>	 <b>2018</b>
Province of BC - Water Treatment Plant grant	\$ 1,342,677	\$ 1,240,216
Province of BC - Sewer Treatment Plant grant	-	16,497
Other	<u>146,833</u>	<u>193,729</u>
	<b>\$ 1,489,510</b>	<b>\$ 1,450,442</b>
 <b>NOTE 6. DEFERRED REVENUE:</b>	 <b>2019</b>	 <b>2018</b>
Federal Gas Tax Agreement - Community Works Fund:		
Opening balance of unspent funds	\$ 849,097	\$ 710,594
Add: Amount received during the year	247,765	127,060
Interest earned	16,637	11,443
Less: Revenue recognized during the year	<u>(1,107,766)</u>	<u>-</u>
Closing balance of unspent funds	<b>5,733</b>	<b>849,097</b>
Other Funding:		
Interior Health - Heat Alert & Response Planning Project	12,500	12,500
Union of BC Municipalities - Housing Needs Assessment Project	<u>7,500</u>	<u>-</u>
	<b>20,000</b>	<b>12,500</b>
Sewer Revenue - Clean Water and Wastewater Fund:		
Opening balance of unspent funds	108,349	126,713
Less: Revenue recognized during the year	<u>(108,349)</u>	<u>(18,364)</u>
Closing balance of unspent funds	<b>-</b>	<b>108,349</b>
 Total	 <b>\$ 25,733</b>	 <b>\$ 969,946</b>

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 6. DEFERRED REVENUE (continued):**

**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

<b>NOTE 7. DEMAND LOANS:</b>	<b>2019</b>	<b>2018</b>
Municipal Finance Authority of BC loan, repayable in monthly instalments of \$1,979, maturing December 13, 2021, with a daily floating interest rate of 2.5% (rate effective as of December 31, 2019).	<b>\$ 367,789</b>	<b>\$ 382,190</b>
Municipal Finance Authority of BC loan, repayable in monthly interest payments only at daily floating interest rate of 2.6% (rate effective as of December 31, 2019). The principal amount is due on the maturity date of February 4, 2024.	<u>1,000,000</u>	<u>-</u>
	<u><b>\$ 1,367,789</b></u>	<u><b>\$ 382,190</b></u>

Principal repayment terms are approximately:

2019	\$ 16,091
2020	16,404
2021	16,767
Thereafter	<u>1,318,527</u>
	<u><b>\$ 1,367,789</b></u>

Under a short term loan arrangement with the Municipal Finance Authority of BC, the Village may borrow up to a maximum amount of \$2 million. The amount currently unused as at December 31, 2019 was \$1 million.

<b>NOTE 8. TANGIBLE CAPITAL ASSETS:</b>	<b>2019</b>	<b>2018</b>
Tangible capital assets consist of the following:		
Land	<b>\$ 600,280</b>	<b>\$ 600,280</b>
Pool, arena and other facilities	<b>957,502</b>	<b>992,426</b>
Buildings	<b>381,096</b>	<b>395,810</b>
Machinery and equipment	<b>1,051,285</b>	<b>1,141,862</b>
Roads	<b>491,644</b>	<b>535,425</b>
Storm sewer	<b>372,717</b>	<b>377,961</b>
Plants and facilities	<b>9,766,894</b>	<b>4,268,614</b>
Underground networks	<u>989,544</u>	<u>965,531</u>
	<u><b>\$ 14,610,962</b></u>	<u><b>\$ 9,277,909</b></u>

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

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2019**

<b>NOTE 9. ACCUMULATED SURPLUS:</b>	<b>2019</b>	<b>2018</b>
Accumulated surplus consists of individual fund surpluses and reserves as follows:		
Surplus from operations	<u>\$ 1,424,823</u>	<u>\$ 1,038,222</u>
Invested in tangible capital assets	<u>13,243,173</u>	<u>8,895,719</u>
Statutory reserve funds:		
Capital works reserve	1,896,488	1,701,130
Machinery and equipment replacement reserve	<u>160,306</u>	<u>157,218</u>
	<u>2,056,794</u>	<u>1,858,348</u>
Reserves for future expenditure:		
General	360,500	360,500
Fire department	333,649	331,358
Curling club	56,940	55,842
Transit	77,769	66,849
Water	706,966	706,966
Sewer	<u>116,100</u>	<u>116,100</u>
	<u>1,651,924</u>	<u>1,637,615</u>
	<u>\$ 18,376,714</u>	<u>\$ 13,429,904</u>

**NOTE 10. COMMITMENTS AND CONTINGENCIES:**

a) **Lease Commitment:**

The Village has operating lease agreements for the rental of equipment.

Future minimum lease payments as at December 31, 2019, are as follows:

2020	4,237
2021	<u>1,059</u>
	<u>\$ 5,296</u>

b) **Operation and Maintenance Agreement:**

The Village has an operating and maintenance agreement for the water treatment plant.

Future minimum monthly payments as at December 31, 2019, are as follows:

2020	\$ 40,800
2021	40,800
2022	<u>23,800</u>
	<u>\$ 105,400</u>

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2019**

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**NOTE 10. COMMITMENTS AND CONTINGENCIES (continued):**

- c) 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, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 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 valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2.866 million funding surplus for basic pension benefits on a going concern basis.

The Village paid \$85,633 (2018 - \$91,452) for employer contributions to the plan in 2019. Active members include approximately 12 contributors from the Village.

The next valuation will be as at December 31, 2021, with results available in 2022.

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.

- d) The Village was approved for a Small Communities Fund grant in 2017 for construction of a water treatment plant. The total project is expected to cost \$9.873 million over four years, with the grant covering 2/3 of this amount for a total of \$5.725 million. Cumulative costs on this project to the year-end date are \$7.764 million. Cumulative grant amounts received from the Small Communities Fund to the year-end date are \$5.113 million. The remaining cost of the project is to be covered by Village sources, including borrowings of \$1 million.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 11. 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 consolidated financial statements. Details of the trust funds are as follows:

	<b>2019</b>	<b>2018</b>
BALANCE, beginning of year	\$ 58,349	\$ 54,191
Add:		
Proceeds from sale of plots and monuments	2,074	3,288
Interest earned	1,143	870
	<b>\$ 61,566</b>	<b>\$ 58,349</b>
The perpetual care trust fund is represented by:		
Cash and short-term investments	\$ 61,466	\$ 58,249
Due from General Revenue Fund	100	100
	<b>\$ 61,566</b>	<b>\$ 58,349</b>

**NOTE 12. TAXATION REVENUE:**

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

	<b>2019</b>	<b>2018</b>
Tax collected:		
General purposes	\$ 1,474,508	\$ 1,444,716
Collections for other governments	1,013,526	1,066,966
	<b>2,488,034</b>	<b>2,511,682</b>
Less transfers to other governments:		
Province of BC - school taxes	629,456	644,652
Thompson-Nicola Regional District	202,870	239,136
Thompson Regional Hospital District	96,896	101,822
Municipal Finance Authority	43	40
BC Assessment Authority	10,492	10,990
Policing	73,769	70,326
	<b>1,013,526</b>	<b>1,066,966</b>
	<b>\$ 1,474,508</b>	<b>\$ 1,444,716</b>

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2019**

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**NOTE 13. SEGMENTED INFORMATION:**

The Village of Ashcroft is a diversified municipal government institution that provides a wide range of services to its citizens. Distinguishable functional segments have been separately disclosed. The nature of the segments and the activities they encompass 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.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 2. For additional information see the Statement of Financial Activities - Segmented (Appendix 2).

**NOTE 14. CASH FLOW INFORMATION:**

During the year, the Village received \$74,048 (2018 - \$84,923) in interest income.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 15. 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
<b>REVENUES:</b>			
Municipal taxation	\$ 1,477,211	\$ -	\$ 1,477,211
Sales of services	976,437	-	976,437
Government grants	7,486,767	-	7,486,767
Borrowings, licences, permits, penalties and fines	113,550	-	113,550
Transfer from Surplus	499,747	(499,747)	-
	<u>10,553,712</u>	<u>(499,747)</u>	<u>10,053,965</u>
<b>EXPENSES:</b>			
General government services	484,109	-	484,109
Protective services	173,295	-	173,295
Transportation services	650,507	-	650,507
Environmental and public health services	349,101	-	349,101
Recreational and cultural services	756,826	-	756,826
Water and sewer services	878,790	-	878,790
Debt principal repayment	58,550	(58,550)	-
Acquisition of tangible capital assets	6,942,000	(6,942,000)	-
Transfer to reserves	260,534	(260,534)	-
	<u>10,553,712</u>	<u>(7,261,084)</u>	<u>3,292,628</u>
<b>ANNUAL SURPLUS</b>	<u>\$ -</u>	<u>\$ 6,761,337</u>	<u>\$ 6,761,337</u>

**NOTE 16. COMPARATIVE FIGURES:**

Some of the comparative figures have been reclassified to conform to the current year's presentation.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS  
Year ended December 31, 2019**

	General					Water		Sewer		Totals		
	Land	Pool, Arena and Other	Buildings	Machinery & Equipment	Roads	Storm Sewer	Plants & Facilities	Underground Networks	Plants & Facilities	Underground Networks	2019	2018
<b>Cost</b>												
Balance, beginning of year	\$ 600,280	\$ 2,203,108	\$ 1,747,088	\$ 2,534,038	\$ 7,268,341	\$ 550,323	\$ 4,895,494	\$ 1,305,053	\$ 1,750,937	\$ 771,997	\$ 23,405,626	\$ 20,656,128
Add: Additions during the year	-	-	-	32,798	-	-	4,502,613	-	740,391	44,658	5,620,468	2,914,612
Less: Disposals during the year	-	-	-	(18,017)	-	-	-	-	-	-	(18,017)	(64,414)
Balance, end of year	600,280	2,203,108	1,747,088	2,546,820	7,268,341	550,323	8,498,077	1,305,053	2,491,328	816,655	28,009,007	23,495,326
<b>Accumulated amortization</b>												
Balance, beginning of year	-	1,210,880	1,051,276	1,392,177	6,732,816	152,962	1,356,725	690,987	621,062	420,852	14,128,717	13,898,391
Add: Amortization	-	24,824	14,714	123,375	45,781	5,244	11,200	12,988	33,624	7,887	287,435	306,750
Less: Disposals during the year	-	-	-	(18,017)	-	-	-	-	-	-	(18,017)	(64,414)
Balance, end of year	-	1,245,604	1,065,990	1,497,535	6,778,597	157,906	1,367,925	703,875	654,686	428,316	14,388,135	14,128,717
<b>Net Book Value of Tangible Capital Assets</b>	<b>\$ 600,280</b>	<b>\$ 957,504</b>	<b>\$ 681,098</b>	<b>\$ 1,051,285</b>	<b>\$ 489,744</b>	<b>\$ 392,417</b>	<b>\$ 7,130,152</b>	<b>\$ 601,178</b>	<b>\$ 1,836,642</b>	<b>\$ 388,339</b>	<b>\$ 14,610,872</b>	<b>\$ 9,277,906</b>

Included in Plants & Facilities is \$7.764 million (2018 - \$3.054 million) of tangible capital assets under construction. These assets have not been amortized. The Village paid interest of \$19,558 (2018 - \$Nil) which has been added to the cost of Plant & Facilities (Water).

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**STATEMENT OF FINANCIAL ACTIVITIES - SEGMENTED**  
 Year ended December 31, 2019

	Government Services	Protective Services	Transportation Services	Environmental & Public Health Services	Recreational & Cultural Services	Water Services	Sewer Services	Reserve Funds	Total 2019	Total 2018
<b>REVENUES:</b>										
Municipal taxation	\$ 1,307,053	\$ -	\$ -	\$ -	\$ -	\$ 84,380	\$ 63,075	\$ -	\$ 1,474,508	\$ 1,444,716
Sales of services	3,727	10,374	-	130,539	96,955	456,712	359,571	-	1,057,878	1,157,332
Government grants	502,997	24,000	2,256	230,390	-	4,116,644	487,496	-	5,363,783	2,582,129
Borrowings, licences, permits, penalties and fines	26,172	-	-	-	-	-	-	-	26,172	30,238
Interest income	44,493	-	-	-	-	13,514	831	15,110	74,048	84,923
Donations and miscellaneous	31,777	516	-	-	20,776	253	-	-	53,317	72,183
	<u>1,916,219</u>	<u>34,890</u>	<u>2,256</u>	<u>360,929</u>	<u>117,725</u>	<u>4,671,503</u>	<u>931,073</u>	<u>15,110</u>	<u>8,049,706</u>	<u>5,351,521</u>
<b>EXPENSES:</b>										
Consulting and professional	48,330	7,849	3,918	47,631	-	-	15,091	-	122,819	114,523
Grants	8,250	-	-	-	-	-	-	-	8,250	8,750
Insurance	17,623	2,679	400	-	26,401	18,616	8,861	-	74,580	54,491
Interest	-	5,393	-	-	-	-	-	-	9,393	6,835
Office and administration	194,369	2,741	-	31,105	410	3,213	1,956	-	233,794	228,409
Amortization	222,039	-	-	-	-	24,186	41,211	-	287,436	306,750
Repairs and maintenance	15,509	-	71,708	176,482	125,400	119,794	76,383	-	585,276	519,481
Salaries and benefits	463,154	3,975	294,116	64,409	341,537	92,596	117,814	-	1,377,601	1,363,072
Supplies and materials	-	92,421	77,282	932	2,543	507	1,513	-	175,178	235,442
Utilities and telephone	12,706	8,933	61,734	-	78,362	40,052	28,775	-	229,561	181,825
Overhead allocations	(550,032)	26,652	24,396	50,052	181,712	131,260	155,640	-	-	-
	<u>431,955</u>	<u>154,843</u>	<u>533,534</u>	<u>370,611</u>	<u>734,365</u>	<u>450,244</u>	<u>447,244</u>	<u>-</u>	<u>3,102,896</u>	<u>3,019,375</u>
<b>EXCESS (DEFICIENCY)</b>										
<b>REVENUES OVER EXPENSES</b>	1,484,264	(120,053)	(531,278)	(9,682)	(616,640)	4,241,259	483,829	15,110	4,946,810	2,332,143
<b>INTERFUND TRANSFERS</b>	<u>(1,460,969)</u>	<u>120,053</u>	<u>531,278</u>	<u>9,682</u>	<u>616,640</u>	<u>-</u>	<u>-</u>	<u>183,336</u>	<u>-</u>	<u>-</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 23,295</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,241,259</u>	<u>\$ 483,829</u>	<u>\$ 186,446</u>	<u>\$ 4,946,810</u>	<u>\$ 2,332,143</u>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**STATEMENT OF FINANCIAL ACTIVITIES - SEGMENTED**  
**Year ended December 31, 2018**

	Government Services	Protective Services	Transportation Services	Environmental & Public Health Services	Recreational & Cultural Services	Water Services	Sewer Services	Reserve Funds	Total 2018
<b>REVENUES:</b>									
Municipal taxation	\$ 1,276,255	\$ -	\$ -	\$ -	\$ -	\$ 84,959	\$ 83,502	\$ -	\$ 1,444,716
Sales of services	2,852	240,830	-	126,706	79,682	383,121	324,321	-	1,157,332
Government grants	557,209	22,000	1,393	223,960	1,519	1,702,820	53,234	-	2,562,129
Borrowings, licences, permits, penalties and fines	30,238	-	-	-	-	-	-	-	30,238
Interest income	57,192	-	-	-	-	12,680	873	14,178	84,923
Donations and miscellaneous	58,485	481	-	-	15,067	150	-	-	72,183
	<u>1,980,265</u>	<u>263,111</u>	<u>1,393</u>	<u>350,666</u>	<u>96,248</u>	<u>2,183,730</u>	<u>461,930</u>	<u>14,178</u>	<u>5,351,521</u>
<b>EXPENSES:</b>									
Consulting and professional	44,035	12,079	-	39,856	-	-	18,553	-	114,523
Grants	3,750	-	-	-	-	-	-	-	8,750
Insurance	14,343	2,318	421	-	17,899	10,521	8,389	-	54,491
Interest	-	6,835	-	-	-	-	-	-	6,835
Office and administration	212,977	1,218	91	7,093	410	4,264	2,356	-	228,409
Amortization	241,353	-	-	-	-	24,186	41,211	-	306,750
Repairs and maintenance	17,737	-	81,798	123,961	96,845	137,991	81,149	-	519,481
Salaries and benefits	459,150	1,804	344,731	66,729	348,762	56,367	66,529	-	1,363,072
Supplies and materials	-	127,142	102,250	1,585	1,154	1,167	2,144	-	235,442
Utilities and telephone	12,002	8,439	59,121	-	73,018	-	29,244	-	181,825
Overhead allocations	(548,378)	26,868	21,024	49,908	161,220	132,192	157,164	-	-
	<u>461,571</u>	<u>185,503</u>	<u>589,436</u>	<u>289,152</u>	<u>689,309</u>	<u>366,868</u>	<u>426,739</u>	<u>-</u>	<u>3,019,378</u>
<b>EXCESS (DEFICIENCY):</b>									
REVENUES OVER EXPENSES	1,518,694	76,608	(588,043)	61,534	(603,061)	1,817,042	35,191	14,178	2,332,143
<b>INTERFUND TRANSFERS</b>	<u>(1,239,531)</u>	<u>(78,608)</u>	<u>588,043</u>	<u>(61,534)</u>	<u>603,061</u>	<u>-</u>	<u>-</u>	<u>178,589</u>	<u>-</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 287,183</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,817,042</u>	<u>\$ 35,191</u>	<u>\$ 192,747</u>	<u>\$ 2,332,143</u>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
GENERAL REVENUE FUND  
STATEMENT OF FINANCIAL POSITION  
December 31, 2019**

<b>FINANCIAL ASSETS</b>	<b>2019</b>	<b>2018</b>
Cash	<u>\$ 2,187,896</u>	<u>\$ 3,082,751</u>
Investments in pooled bond funds	<u>315,618</u>	<u>309,203</u>
Receivables:		
Taxes and utilities	223,979	179,692
General	<u>146,833</u>	<u>193,731</u>
	<u>370,812</u>	<u>373,423</u>
	<u>2,874,326</u>	<u>3,765,377</u>
 <b>LIABILITIES</b>		
Accounts payable and accrued liabilities	218,723	534,124
Accrued wages and employee benefits	160,854	180,570
Deferred revenue	25,733	861,596
Demand loan	367,789	382,190
Due to (from) Own Funds:		
Water Revenue Fund	(401,163)	(748,017)
Sewer Revenue Fund	171,398	524,219
Machinery and Equipment Replacement Reserve Fund	33,968	33,968
Perpetual Care Trust Fund	100	100
Capital Works Reserve Fund	<u>1,404,678</u>	<u>1,221,342</u>
	<u>1,982,080</u>	<u>2,990,092</u>
 <b>NET FINANCIAL ASSETS</b>	<u>892,246</u>	<u>775,285</u>
 <b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	3,854,524	4,043,765
Prepaid expenses	<u>112,734</u>	<u>17,178</u>
	<u>3,967,258</u>	<u>4,060,943</u>
 <b>ACCUMULATED SURPLUS</b>	<u>\$ 4,859,504</u>	<u>\$ 4,836,228</u>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**GENERAL REVENUE FUND**  
**STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS**  
Year ended December 31, 2019

	Budget	2019	2018
<b>REVENUES:</b>			
Municipal taxation	\$ 1,308,711	\$ 1,307,053	\$ 1,276,255
Sales of services	217,875	241,595	449,890
Government Grants:			
Unconditional transfers from Provincial Government	437,000	423,532	411,939
Unconditional transfers from Local Government	225,000	230,390	223,960
Conditional transfers from regional and other governments	552,634	105,721	170,176
Borrowings, licences, permits, penalties and fines:			
Professional and business licences	10,000	10,760	11,070
Other	700	516	481
Animal violation	150	-	-
Municipal auto plates	400	-	353
Interest received	30,000	44,493	57,192
Penalties and interest on taxes	12,500	26,172	30,238
Rentals	12,500	17,155	12,529
Donations and other	31,000	24,633	47,600
	<u>2,838,470</u>	<u>2,432,020</u>	<u>2,691,683</u>
<b>EXPENSES (Schedule 3)</b>	<u>2,413,838</u>	<u>2,225,408</u>	<u>2,225,953</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	424,632	206,612	465,730
<b>TRANSFER TO STATUTORY RESERVE FUNDS</b>	<u>(210,534)</u>	<u>(183,336)</u>	<u>(178,569)</u>
<b>ANNUAL SURPLUS</b>	214,098	23,276	287,161
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>4,836,228</u>	<u>4,836,228</u>	<u>4,549,067</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 5,050,326</u>	<u>\$ 4,859,504</u>	<u>\$ 4,836,228</u>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**GENERAL REVENUE FUND**  
**STATEMENT OF EXPENSES**  
Year ended December 31, 2019

	Budget	2019	2018
<b>General Government Services:</b>			
<b>Legislative Expense:</b>			
Council indemnities and expenses	\$ 46,875	\$ 47,435	\$ 43,646
<b>General Administration Expenses:</b>			
Office	79,300	50,799	40,380
Building operation and maintenance	23,500	28,935	29,737
Legal and professional	37,000	48,330	44,037
Salaries and employee benefits	494,250	463,154	458,150
<b>Other General Government Expenses:</b>			
Amortization	230,000	222,039	241,353
Asset management program	26,880	25,163	40,454
Travel	5,000	4,691	6,919
Insurance	20,631	17,623	14,943
Election and referendum	-	348	11,858
Grants to organizations	10,908	8,258	8,750
Sundry	59,800	65,209	60,834
Less amounts transferred to other services	(550,035)	(550,029)	(548,376)
	<u>484,109</u>	<u>431,955</u>	<u>452,685</u>
<b>Protective Services:</b>			
Administration	29,331	28,520	26,564
Volunteer stipends and benefits	25,100	22,206	18,753
Building operation and maintenance	10,700	8,933	8,439
Equipment	43,200	65,886	55,664
Emergency measures	27,200	1,578	49,330
Building inspection	4,414	4,414	4,414
Animal pest control	8,000	3,436	7,665
Sundry	25,350	29,971	24,560
	<u>173,295</u>	<u>154,943</u>	<u>195,389</u>
<b>Transportation Services:</b>			
Administration	333,940	280,011	308,733
Equipment operation and maintenance	74,000	69,718	94,554
Building operation and maintenance	69,500	65,948	37,686
Road and street maintenance	99,367	69,480	84,025
Street lighting	48,000	41,627	45,867
Traffic services	23,700	15,750	18,571
Sundry	2,000	-	-
	<u>650,507</u>	<u>633,534</u>	<u>589,436</u>
<b>Environmental and Public Health Services:</b>			
Garbage and waste collection	124,452	153,096	120,761
Cemetery	20,652	17,914	21,256
Planning and zoning	1,000	20,205	-
Community development	142,700	138,088	114,951
Natural resource development	15,796	15,011	9,711
Tourism and promotion	3,000	367	274
Sundry	38,501	25,930	22,180
	<u>349,101</u>	<u>370,611</u>	<u>289,133</u>
<b>Recreational and Cultural Services:</b>			
Administration	261,460	248,104	255,499
Community hall	17,400	11,310	9,990
Lady Minto building	21,410	16,239	16,741
Swimming pool	145,875	130,879	134,237
Arena	155,100	181,461	147,927
Parks and playgrounds	69,345	77,362	78,784
Historic sites	26,613	3,142	5,241
Museum	55,623	48,581	46,955
Curling club	4,000	17,487	3,936
	<u>756,826</u>	<u>734,365</u>	<u>699,310</u>
<b>TOTAL EXPENSES</b>	<b>\$ 2,413,838</b>	<b>\$ 2,225,408</b>	<b>\$ 2,225,953</b>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
WATER REVENUE FUND  
STATEMENT OF FINANCIAL POSITION  
December 31, 2019**

<b>FINANCIAL ASSETS</b>	<b>2019</b>	<b>2018</b>
Investments in pooled bond funds	\$ 552,869	\$ 539,355
Accounts receivable	1,342,677	1,240,214
Due to Own Funds: General Revenue Fund	<u>(401,163)</u>	<u>(748,017)</u>
	<b>1,494,383</b>	<b>1,031,552</b>
 <b>LIABILITIES</b>		
Demand loan	<u>1,000,000</u>	<u>-</u>
<b>NET FINANCIAL ASSETS</b>	<b>494,383</b>	<b>1,031,552</b>
 <b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	<u>8,731,333</u>	<u>3,952,905</u>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 9,225,716</b>	<b>\$ 4,984,457</b>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**WATER REVENUE FUND**  
**STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS**  
Year ended December 31, 2019

	Budget	2019	2018
<b>REVENUES:</b>			
Municipal taxation - water levy	\$ 85,000	\$ 84,380	\$ 84,959
Sale of services	419,762	456,502	383,081
Government grants	4,445,133	4,116,644	1,702,820
Other revenues	13,300	13,977	12,870
	<u>4,963,195</u>	<u>4,671,503</u>	<u>2,183,730</u>
<b>EXPENSES:</b>			
Maintenance and administration	423,195	406,058	342,501
Amortization	24,935	24,186	24,186
	<u>448,130</u>	<u>430,244</u>	<u>366,687</u>
<b>ANNUAL SURPLUS</b>	4,515,065	4,241,259	1,817,043
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>4,984,457</u>	<u>4,984,457</u>	<u>3,167,414</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 9,499,522</u>	<u>\$ 9,225,716</u>	<u>\$ 4,984,457</u>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**SEWER REVENUE FUND**  
**STATEMENT OF FINANCIAL POSITION**  
**December 31, 2019**

<b>FINANCIAL ASSETS</b>	<b>2019</b>	<b>2018</b>
Investments in pooled bond funds	\$ 38,084	\$ 37,153
Account receivable	-	16,497
Due from Own Funds:		
General Revenue Fund	<u>171,398</u>	<u>524,219</u>
	<u>209,482</u>	<u>577,869</u>
 <b>LIABILITIES</b>		
Deferred revenue	<u>-</u>	<u>108,349</u>
<b>NET FINANCIAL ASSETS</b>	<u>209,482</u>	<u>469,520</u>
 <b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	<u>2,025,107</u>	<u>1,281,240</u>
 <b>ACCUMULATED SURPLUS</b>	<u>\$ 2,234,589</u>	<u>\$ 1,750,760</u>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**SEWER REVENUE FUND**  
**STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS**  
Year ended December 31, 2019

	Budget	2019	2018
<b>REVENUES:</b>			
Municipal taxation - sewer levy	\$ 83,500	\$ 83,075	\$ 83,502
Sale of services	338,800	359,571	324,321
Government grants	1,827,000	487,496	53,234
Other revenues	3,000	931	873
	<u>2,252,300</u>	<u>931,073</u>	<u>461,930</u>
<b>EXPENSES:</b>			
Maintenance and administration	389,449	406,033	385,527
Amortization	41,211	41,211	41,211
	<u>430,660</u>	<u>447,244</u>	<u>426,738</u>
<b>ANNUAL SURPLUS</b>	1,821,640	483,829	35,192
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>1,750,760</u>	<u>1,750,760</u>	<u>1,715,568</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 3,572,400</u>	<u>\$ 2,234,589</u>	<u>\$ 1,750,760</u>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
STATUTORY RESERVE FUNDS  
STATEMENT OF FINANCIAL POSITION  
December 31, 2019**

<b>FINANCIAL ASSETS</b>	Machinery and Equipment Replacement Reserve	Capital Works Reserve	<b>Total 2019</b>	Total 2018
Investments in pooled bond funds	\$ 126,338	\$ 491,809	\$ 618,147	\$ 603,038
Due from General Revenue Fund	<u>33,968</u>	<u>1,404,679</u>	<u>1,438,647</u>	<u>1,255,310</u>
	<u>\$ 160,306</u>	<u>\$ 1,896,488</u>	<u>\$ 2,056,794</u>	<u>\$ 1,858,348</u>
<b>RESERVES</b>				
BALANCE, beginning of year	\$ 157,218	\$ 1,701,130	\$ 1,858,348	\$ 1,665,601
REVENUE: Interest earned	3,088	12,022	15,110	14,178
TRANSFERS: From General Revenue	<u>-</u>	<u>183,336</u>	<u>183,336</u>	<u>178,569</u>
BALANCE, end of year	<u>\$ 160,306</u>	<u>\$ 1,896,488</u>	<u>\$ 2,056,794</u>	<u>\$ 1,858,348</u>

See accompanying notes to financial statements.

## STAFF REPORT TO COUNCIL – OPEN MEETING

**MEETING DATE:** April 7, 2020  
**FROM:** Yogi Bhalla, Chief Financial Officer  
**SUBJECT:** Rescind Budget Approval & Approve New Budget

---

### **Purpose**

To request that council rescind budget approval and approve new budget with a zero percent tax increase

### **Recommendation**

THAT Council rescind 2020 budget approval and approve new 2020 budget.

### **Alternatives**

No action

### **Discussion**

Covid-19 is causing financial uncertainty and hardship to many of our citizens. The municipal budget eliminates any tax increases for 2020 year.

### **Strategic/Municipal Objectives**

### **Legislative Authority**

Part 6

### **Financial Implications**

N/A

### **Attachment Listing**

Revised Budget

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**Prepared by:**



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Yogi Bhalla,  
Chief Financial Officer

**Approved for submission to Council:**



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Daniela Dyck,  
Interim Chief Administrative Officer

Fund	Asset Group	Description	Priority	Type	Start	End	Capital Cost	Grant%	Grant	Net Cost	Financed	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
WOF	Potablewater	Purchase of Desert hills Property	High	Single	2022		\$10,000	0%	\$0	\$10,000	Water Reserves	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WOF	Potablewater	WTP-Intake Project	Critical	Multi	2020	2021	\$833,000	73%	\$533,333	\$299,667	Water Reserves	\$ -	\$ 149,833	\$ 149,833	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WOF	Potablewater	WTP Generator for #3 pump station	High	Multi	2020	2021	\$65,000	75%	\$48,750	\$16,250	Water Reserves	\$ -	\$ 8,125	\$ 8,125	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WOF	Potablewater	New North Ashcroft PRV to Serve Zone 1	Medium	Single	2023		\$250,000	50%	\$125,000	\$125,000	Water Reserves	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WOF	Potablewater	Reservoir 2nd Cell - North Ashcroft (Zone 3) - potential for savings from WTP project		Multi	2022	2024	\$1,200,000	75%	\$900,000	\$300,000	Water Reserves	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
WOF	Potablewater	Mesa Vista Service Connection Backflow Preventers (Incl. Communications with Residents)	Low	Single	2020		\$11,000	0%	\$0	\$11,000	Water Reserves	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WOF	Potablewater	Water Metering - Zone Meters	Low	Single	2025		\$30,000	0%	\$0	\$30,000	Water Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -
WOF	Potablewater	Water Metering - Industrial, Commercial, Institutional Investigation	Low	Single	2025		\$10,000	0%	\$0	\$10,000	Water Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -
WOF	Potablewater	Water Metering - Industrial, Commercial, Institutional	Low	Single	2025		\$150,000	75%	\$112,500	\$37,500	Water Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,500	\$ -	\$ -	\$ -	\$ -
WOF	Potablewater	Water Metering - Residential Meters - Review of Water Use + Benefit/Costs Analysis	Low	Single	2024		\$20,000	0%	\$0	\$20,000	Water Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
WOF	Potablewater	Water Main Replacement - condition determination required and newer non-trench methods being explored	Medium	Multi	2025	2026	\$750,000	0%	\$0	\$750,000	Water Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000	\$ 375,000	\$ -	\$ -	\$ -
TOTAL												\$ -	\$ 168,958	\$ 157,958	\$ 110,000	\$ 225,000	\$ 120,000	\$ 452,500	\$ 375,000	\$ -	\$ -	\$ -
Reserves											Water Reserves	-\$ 763,639	-\$ 84,249	-\$ 125,000	-\$ 125,000	-\$ 125,000	-\$ 125,000	-\$ 125,000	-\$ 125,000	-\$ 125,000	-\$ 125,000	-\$ 125,000
Reserves											Sewer Reserves	-\$ 248,982	-\$ 4,660	-\$ 85,000	-\$ 85,000	-\$ 85,000	-\$ 85,000	-\$ 85,000	-\$ 85,000	-\$ 85,000	-\$ 85,000	-\$ 85,000
Reserves											Road Reserves	-\$ 50,000	-\$ 50,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000
Reserves											Transit Reserves	-\$ 66,849	-\$ 10,000	-\$ 10,000	-\$ 10,000	-\$ 10,000	-\$ 10,000	-\$ 10,000	-\$ 10,000	-\$ 10,000	-\$ 10,000	-\$ 10,000
Reserves											Fire Reserves	-\$ 333,649	-\$ 333,000	-\$ 25,000	-\$ 25,000	-\$ 25,000	-\$ 25,000	-\$ 25,000	-\$ 25,000	-\$ 25,000	-\$ 25,000	-\$ 25,000
Reserves											Machine & Equipment Reserves	-\$ 219,019	-\$ 150,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000
Reserves											Curling Club Reserves	-\$ 56,940	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reserves											Capital Reserve Fund	-\$ 1,896,488	-\$ 187,000	-\$ 191,675	-\$ 196,467	-\$ 201,379	-\$ 206,413	-\$ 211,573	-\$ 216,863	-\$ 222,284	-\$ 227,841	-\$ 233,537
Reserves											Gas Tax Reserves	-\$ 5,733	\$ -	-\$ 122,000	-\$ 122,000	-\$ 122,000	-\$ 122,000	-\$ 122,000	-\$ 122,000	-\$ 122,000	-\$ 122,000	-\$ 122,000
Reserves											General Reserves/Surplus	-\$ 720,598										
											DEBT	\$ 1,367,789	-\$ 367,789	-\$ 1,000,000								
TOTAL RESERVES												-\$ 4,361,897	-\$ 152,909	-\$ 758,675	-\$ 763,467	-\$ 768,379	-\$ 773,413	-\$ 778,573	-\$ 783,863	-\$ 789,284	-\$ 794,841	-\$ 800,537

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** April 14, 2020  
**FROM:** Brian Bennewith, Public Works Foreman  
**SUBJECT:** Curling Club Up-grades

---

### Purpose

Request Council decision on contractors quotes for replacement of Ice Plant at Curling Club.

### Recommendation

That Council approve the dual compressor system quote from Norlock Refrigeration in the amount of \$152,900, and that staff move forward with the Ice Plant replacement.

### Alternatives

Council not approve any of the three quotes and not proceed with the upgrades to the Curling Club.

### Discussion

The Village has obtained three quotes:

1. Hygyi Refrigeration \$119,813.69 single compressor and condenser,
2. Norlock Refrigeration \$152,900.00 two compressors and condenser unit,
3. Complete Climate Control \$251,048.70 single compressor, plate and frame heat exchanger and condenser.

The dual compressor and condenser unit installation would provide capability to maintain ice in the Curling Rink if one compressor had an issue during the curling season. In the opinion of the public works department, this is the best option. The current ice plant at the arena is the same type of system and it has served the Village well.

### Strategic/Municipal Objectives

Cost effective ongoing operations, a two compressor system, allows one compressor to shut down which in turn saves on power consumption when the ice is at temperature.

### Legislative Authority

None

### Financial Implications

Additional \$30,000 cost over lowest bid but cost saving in power consumption over the long term.

### Attachment Listing

1. Hygyi Refrigeration
2. Norlock Refrigeration
3. Complete Climate Control

---

#### Prepared by:

Brian Bennewith,  
Public Works Foreman

#### Approved for submission to Council:



Daniela Dyck,  
Interim, Chief Administrative Officer



Village of Ashcroft - Ashcroft Arena  
601 Bancroft St,  
Ashcroft, BC  
V0K 1A0

Complete Climate Control Inc.  
551 Central Ave.  
Kelowna, BC,  
V1Y 7L8  
PH: (250) 765-0776  
Fax: (250) 765-0786

### Estimate

**Estimate Number** Q19041  
**Estimate Date** Nov 7, 2019 Page 1

**Description** **Qty** **Each** **Amount**

Complete Climate Control Inc., hereby submit the following specifications and estimate as follows complete with full "Workman's Compensation Board" coverage. Licensed, Insured and Certified.

Water cooled chiller package. 1 239,094.00 239,094.00  
(refer to attached sheet for spec).

This includes:

- Disconnection and removal of old unit.
- Installation of new chiller package.
- Reconnection of existing brine piping.
- Reconnection of existing water piping.
- Reconnection of existing electrical service.
- Startup and commissioning.

Does not include:

- Upgrade to any electrical service.
- Any cutting, coring or finishing.
- Brine or brine chemicals.
- anything other than what is mentioned above.

Continued on next page...



# COMPLETE CLIMATE CONTROL INC.

Industrial & Commercial • Refrigeration • Gas Detection • H.V.A.C.

Submitted To: Ashcroft Curling Club		Date	November 07, 2019		
Name:	Brian Benniwith	Rep #:	-	Bill-To:	Village of Ashcroft
Phone:		Rep Name:	-	Branch:	-
E-Mail:	<a href="mailto:brian@ashcroftbc.ca">brian@ashcroftbc.ca</a>	E-mail:	-	Discount:	
NOTES: Quoting 300,000 BTU/hr water-cooled low temp chiller at conditions. Flow rate calculated from EFT, LFT, and cooling capacity. Sized for CaCl2. Titanium plate and frame HX.					
<b>UNIT PERFORMANCE</b>					
Application:	Low Temp	Cond Enter Temp (°F)	70	AHR BTU/Hr:	
Condensing Method:	Water Cooled	Entering Fluid (°F):	20	Refrigerant:	404A
Chilled Fluid Circuitry:	Basic	Leaving Fluid (°F):	18	Sat. Suct. (°F):	9
Fluid [Freeze Point]:	21% Calcium Chloride	Design Flow Rate (GPM):	340.4	Actual Tons:	27.9
Voltage:	460 / 3 / 6C	Req'd BTU/Hr:	300,000	Actual BTU/Hr:	334,533
ITEM	PN/Model	DESCRIPTION	QTY	LIST PRICE	NET PRICE
CHILLER	PWCL500D6-T4-S	Low Temp Dual Water Cooled Chiller	1		
Controls	MAG-STD	MCS Magnum Microprocessor [Standard]	1		
Glycol Evap.	TITAN-UP	Titanium Plate and Frame Heat Exchanger	2		
Ext. Warr.	W-STD	1 year warranty on all parts [Standard]	1		
Condenser	CND-STD	Water Cooled Condenser [Standard]	1		
Low Ambient	D500-904-2	Condenser Reg. Valves (2") Shipped Loose	1		
Unloading	D500-2027-2	Compressor Cylinder Unloading (1 Step)	1		
Options	D500-801-MCS	Phase Monitor - MCS	1		
Options	REF-STD	Unit Shipped with Full Refrigerant Charge [Standard]	1		
Options	SLA-STD	Suction Line Accumulator(s) [Standard]	1		
Options	OM-STD	Oil Management [Standard]	1		
Options	EEV-STD	Electronic Expansion Valves [Standard]	1		
Options	FUSE-OPT	Fused Disconnect	1		
Options			1		
Options			1		
Tank / PHXS			1		
Tank Options			1		
Tank Options			1		
Proc. Pump P1	D500-4091-T4-P	400GPM @ 37 psi - 15HP - Process Pump	1		
Pump Options	ISO-STD	Isolation Ball Valves w/ Unions [Standard]	1		
Pump Options			1		
Recirc Pump R1			1		
Pump Options			1		
Optional Services - Not in Equipment Totals			EQUIPMENT ONLY TOTALS:		
	Other Services: None				
	Other Services: None				
Quote:	Q19041	Produced By:	Jamie Nicol	Lead Time:	15-16 Weeks

## Brian Bennewith

---

**From:** steve@hegyirefrigeration.ca  
**Sent:** November 18, 2019 4:59 PM  
**To:** Brian Bennewith  
**Cc:** steve@hegyirefrigeration.ca  
**Subject:** Chiller rebuild and update estimate  
**Attachments:** BNL 1 3.pdf; BNLS03.pdf

Brian,

The Estimate for upgrading the chiller for your location is \$119,813.69 + taxes and includes the following;

- New Compressor complete with oil
- New rooftop condenser – M# BNL-S03-A024E-HRP
- New Titanium shell chiller flat plate assembly
- New receiver
- New valves and metering devices to update chiller
- Line set to the rooftop condenser
- Brine piping
- Crane
- Refrigeration permit
- New R407f refrigerant
- Installation labour
- Mileage
- Installation minor supplies required

Not included;

- Any electrical
- Any civil or structural work that will need to be done to support any new component
- Any pump updates or rebuilds that may be required

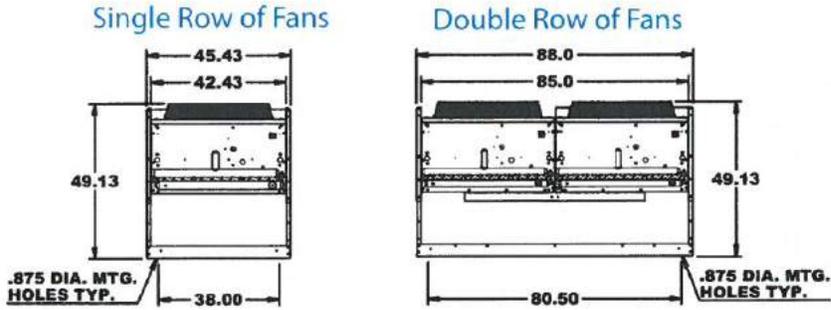
If you have any questions about the scope of the work please let me know via email.

Thank you,

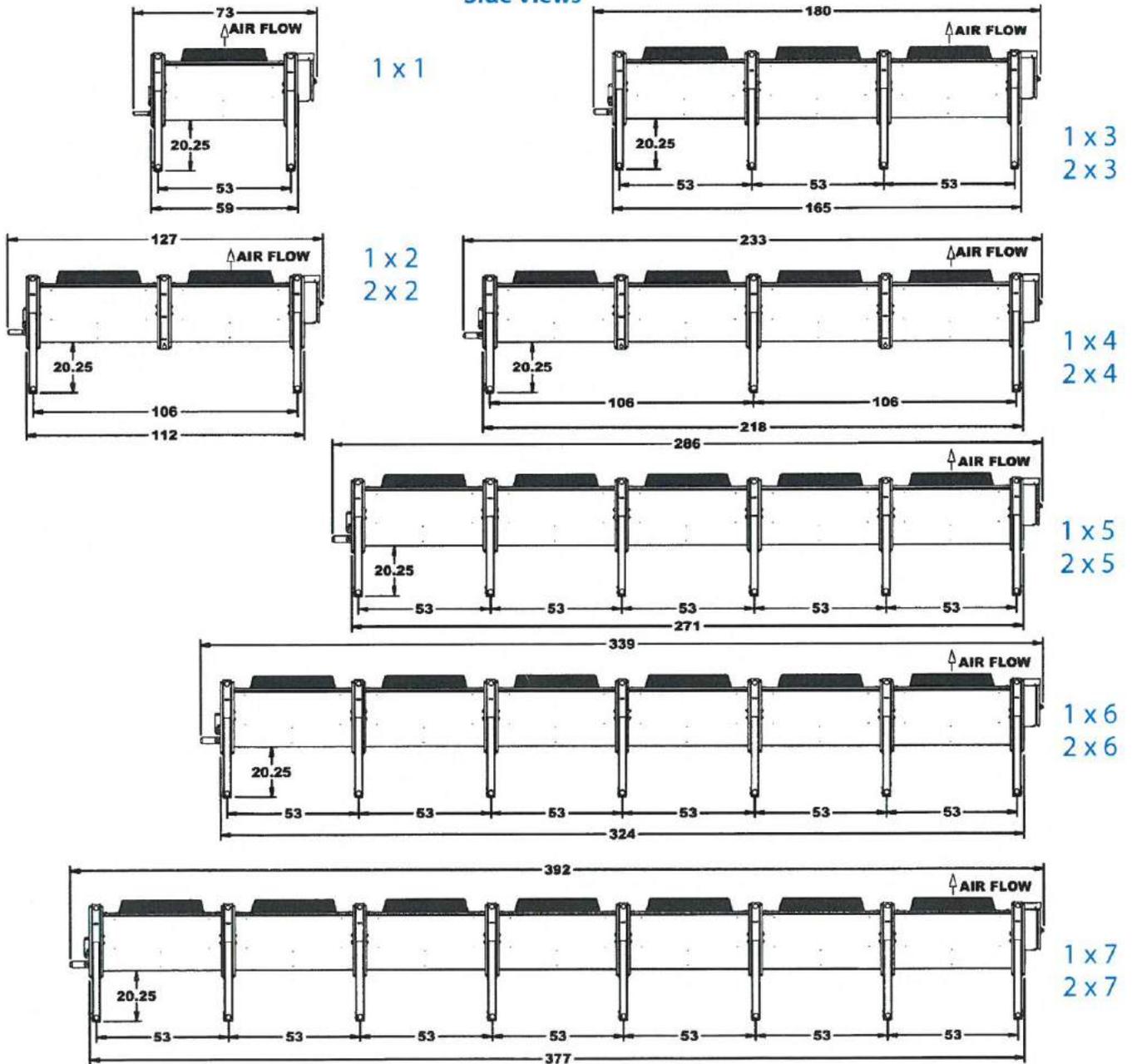
Steve Hegyi  
Hegy Refrigeration & Mechanical Ltd.  
Sheridan Appliance  
Kamloops, BC  
250-374-2822

# CONDENSER DIMENSIONS

## End Views



## Side Views



# CONDENSER SPECIFICATIONS

**BNL 540 830 VSEC 1140**

**Table 18. BNL Models, 830 RPM, 1.5 HP, 30" Fan Diameter**

Model	CFM	208-230/3/60			460/3/60			575/3/60			Unit kW	Conn. (in.)	Max. No. of Feeds	Approx. Net Weight (lbs)
		FLA	MCA	MOPD	FLA	MCA	MOPD	FLA	MCA	MOPD				
BNL-S01-A007	8,400	6.6	15.0	25	3.3	15.0	15	2.6	15.0	15	1.4	1 3/8	7	330
BNL-S01-A008	8,000	6.6	15.0	25	3.3	15.0	15	2.6	15.0	15	1.4	1 3/8	14	360
BNL-S02-A010	17,500	13.2	15.0	30	6.6	15.0	15	5.2	15.0	15	2.7	1 3/8	14	580
BNL-S02-A014	16,700	13.2	15.0	30	6.6	15.0	15	5.2	15.0	15	2.7	1 5/8	21	630
BNL-S02-A016	16,100	13.2	15.0	30	6.6	15.0	15	5.2	15.0	15	2.7	2 1/8	28	680
BNL-S03-A021	25,100	19.8	21.5	35	9.9	15.0	15	7.8	15.0	15	4.1	2 1/8	21	930
BNL-S03-A024	24,100	19.8	21.5	35	9.9	15.0	15	7.8	15.0	15	4.1	2 1/8	28	1,000
BNL-S04-A028	32,800	26.4	28.1	45	13.2	15.0	20	10.4	15.0	15	5.4	2 1/8	21	1,210
BNL-S04-A032	31,200	26.4	28.1	45	13.2	15.0	20	10.4	15.0	15	5.4	2 5/8	28	1,310
BNL-S05-A035	41,000	33.0	34.7	50	16.5	20.0	25	13.0	15.0	20	6.8	2 5/8	21	1,510
BNL-S05-A042	39,100	33.0	34.7	50	16.5	20.0	25	13.0	15.0	20	6.8	2 5/8	28	1,640
BNL-S06-A050	46,900	39.6	41.3	50	19.8	20.6	25	15.6	20.0	20	8.1	2 5/8	28	1,950
BNL-S07-A055	54,700	46.2	47.9	60	23.1	23.9	30	18.2	20.0	25	9.5	2@2 5/8	28	2,240
BNL-D04-A020	35,000	26.4	28.1	45	13.2	15.0	20	10.4	15.0	15	5.4	2@1 3/8	28	1,240
BNL-D04-A028	33,500	26.4	28.1	45	13.2	15.0	20	10.4	15.0	15	5.4	2@1 5/8	42	1,340
BNL-D04-A032	32,100	26.4	28.1	45	13.2	15.0	20	10.4	15.0	15	5.4	2@2 1/8	56	1,440
BNL-D06-A042	50,200	39.6	41.3	50	19.8	20.6	25	15.6	20.0	20	8.1	2@2 1/8	42	1,990
BNL-D06-A048	48,200	39.6	41.3	50	19.8	20.6	25	15.6	20.0	20	8.1	2@2 1/8	56	2,140
BNL-D08-A056	65,600	52.8	54.5	70	26.4	27.2	35	20.8	21.5	25	10.8	2@2 1/8	42	2,630
BNL-D08-A065	62,500	52.8	54.5	70	26.4	27.2	35	20.8	21.5	25	10.8	2@2 5/8	56	2,830
BNL-D10-A071	82,000	66.0	67.7	80	33.0	33.8	40	26.0	26.7	30	13.5	2@2 5/8	42	3,290
BNL-D10-A083	78,100	66.0	67.7	80	33.0	33.8	40	26.0	26.7	30	13.5	2@2 5/8	56	3,540
BNL-D12-A100	93,700	79.2	80.9	90	39.6	40.4	45	31.2	31.9	35	16.2	2@2 5/8	56	4,230
BNL-D14-A110	109,300	92.4	94.1	110	46.2	47.0	50	36.4	37.1	40	18.9	4@2 5/8	56	4,910



## **NORLOCK REFRIGERATION**

4524 - #13 Eldorado Court · Kelowna, British Columbia · V1W 1G3  
Bus: 764-7834 · Cell: 862-6879 · Fax: 764-7834 · e-mail: norlock@shaw.ca

Oct 9<sup>th</sup> 19

Att : Brian Bennewith

Aschroft Curling Refrigeration System

Work included :

Pump down existing system and remove refrigerant.

Will reuse the existing chiller frame to mount new dual circuit chiller plus dispose of rest.

Suggest new Dual Circuit refrigeration out door condensing unit go on the roof

Of curling club. Not included if extra supports are required under roof to support and roof jack

Unit or the crane to lift onto roof. Belief Ashcoft maintenance has the resource's to do so.

With the installation of two system's it not only provides redundancy but electrical savings as well

During light loads and should be eligible for energy savings grants from Hydro.

Major Components :

**DX Chiller EF-12096-  
420**

One dual circuit with two 20 HP compressors out door condensing unit .

Installed price 152,900.00 plus taxes

Electrical extra voltage to be confirmed belief it is 460 Volt.

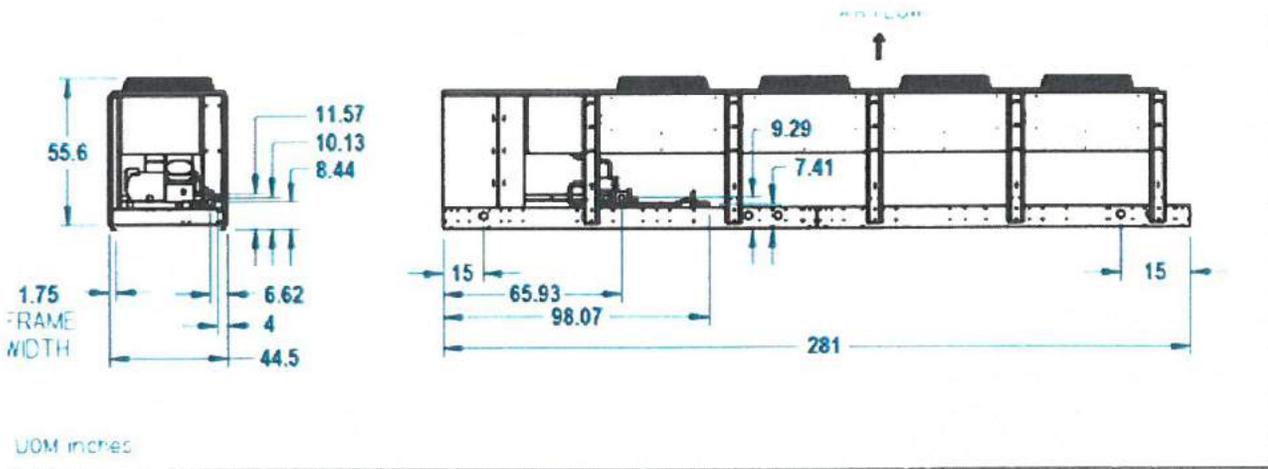
Best regards

Norman

Norlock Refrigeration.

## Brian Bennewith

**From:** Norman Norlock <norlock@shaw.ca>  
**Sent:** November 12, 2019 4:38 PM  
**To:** Brian Bennewith  
**Cc:** Tyler Lockerby  
**Subject:** Re: Curling club out door condensing unit Brian could you confirm the Voltage



Estimated shipping weight: 2870 lbs.  
- plus receiver & condenser charge of between 200 to 240 lbs. of refrigerant (not included with the quoted unit)

Total weight 3,110 lbs.

There is one beam in there we could put another beam up and 4 – 6 x 6 Posts to the Floor



## COUNCIL COMMITTEE AND LIAISON REPORT

**DATE:** April 14, 2020  
**TO:** Council  
**FROM:** Mayor Roden

---

**Assigned Committees:**

Finance Committee  
Gold Country Communities Society (GCCS)  
Historic Hat Creek Ranch  
Cache Creek Environmental Assessment  
TNRD  
Municipal Insurance Association (MIA)

**Alternate:**

Heritage  
Communities in Bloom (CiB)

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**March 23, 2020: Conference call with Province**

The conference call was between mayors and regional district board chairs and the Solicitor General and the Minister of Municipal Affairs and Housing, to hear updates about the COVID-19 crisis and address questions and concerns from elected officials. The main item of discussion was the Province superseding local States of Emergency and planning to provide local governments with more power to enforce directions issued by the Province and the Provincial Health Officer. They also announced that legislation around council and board meetings would be eased under these extraordinary circumstances to allow bylaws to be enacted more quickly and deal with electronic meetings and public attendance.

**March 25, 2020: Auditor's meeting and report**

Meeting with CFO Bhalla to discuss the draft auditor's report for 2019, which found the Village was in excellent shape and identified no major concerns or issues.

**March 26, 2020: COVID-19 helpline ZOOM meeting**

Discussion about new COVID-19 helpline for Ashcroft/Cache Creek residents, involving representatives from the HUB, E. Fry, Equality Project, Community Resource Society, Sage Hills Church, Ashcroft Moving Forward, Better at Home, Soup's On, and VOA. The helpline will be available 24/7 to help connect people with support, services, and more. VOA offered to pay for a mail drop for Ashcroft/Cache Creek when a leaflet is ready to go.

**March 26, 2020: Thompson Regional Hospital District board meeting (via phone)**

The main local takeaway was the approval of more than \$200,000 in funding to replace the nurse call system at Ashcroft Hospital. The system allows a nurse who is alone with a patient and who needs urgent assistance to contact someone via the system. Ashcroft is one of several IH hospitals with an aging system that is wired into the building and for which parts are difficult to find.

**March 26, 2020: Thompson-Nicola Regional District board meeting**

The meeting took place via phone. There were no matters pertaining directly to the Ashcroft area discussed. It was subsequently decided that all committee meetings of the TNRD be suspended until further notice. It

was also subsequently decided that until future notice, TNRD board meetings will take place via audio only and will be livestreamed via the TNRD's Facebook page, allowing public participation in the meetings.

**March 27, 2020: Call with MP Brad Vis**

Update regarding his office, which remains closed to the public but is staffed, with staff replying to emails and phone calls. The remote constituency office in Ashcroft (next scheduled visit April 15) has been cancelled until further notice.

**March 27, 2020: Virtual Interior Health meeting**

Meeting with IH CEO Susan Brown, which was open to the public and facilitated by Kelowna-Lake Country MLA Norm Letnick. Brown answered a variety of questions about IH's response to, and readiness for, the COVID-19 virus..

**April 2, 2020: Call with MLA Jackie Tegart**

Update on COVID-149 situation and measures being taken. Tegart's office remains closed to the public but she and staff are available via phone and email to help constituents.

**April 2, 2020: Conference call with Province**

The format is now a series of calls between mayors/board chairs/senior staff on a region-by-region basis. The Central Interior call featured the opportunity for communities to ask questions/voice concerns. As it was done alphabetically, Ashcroft was second, and I asked about the possibility of extending the deadline for the payment of property taxes. This is under consideration/discussion at the provincial level.

**April 3, 2020: Call with Deb Arnott (Community Futures)**

Discussion regarding impacts to local small businesses and the support that might be available going forward (i.e. once the immediate relief funds period is over).

**April 7, 2020: Radio interview with CBC Kamloops**

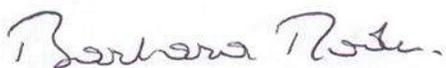
CBC Radio Kamloops is planning a regular series (either weekly or bi-weekly) featuring three regional mayors: one from a large centre, one from a medium-sized centre, and one from a small centre. Ken Christian (Kamloops), Mitch Campsall (100 Mile House), and I have been asked to take part, and we did the first one on April 7 (recorded April 6), discussing COVID-19, its impact on our communities, and our responses to it.

**April 8, 2020: COVID-19 helpline ZOOM meeting**

See participants above. Vicky Trill discussed the helpline's first few days. There have been several calls both from people needing assistance and people asking about the service. Calls come in to a central number and are forwarded to a different volunteer, who mans the line for a 24-hour period. I am the designated volunteer for the period Thursday at 9 p.m. to Friday at 9 p.m.

**April 9, 2020: Conference call with Province**

Respectfully submitted,



Barbara Roden,  
Mayor

## COUNCIL COMMITTEE AND LIAISON REPORT

**DATE:**

**TO: Council**

**FROM: Councillor Anstett**

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**Deputy Mayor** – November 1, 2019 – October 31, 2020

**Assigned Committees:**

Transit

Seniors Liaison

**Alternate:**

Tourism & Economic Development

Northern Development Initiative Trust (NDIT)

TNRD

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As the alternate, I attended the last NDIT meeting. I am happy to report the Village has been notified that the Grant funding request of \$30,000 for Curling Rink compressor upgrades/repairs has been approved.

Respectfully submitted,

Jonah Anstett  
Councillor,

## COUNCIL COMMITTEE AND LIAISON REPORT

**DATE:** April 14, 2020  
**TO:** Council  
**FROM:** Councillor Tuohey

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**Deputy Mayor** – November 1, 2021 – October 31, 2022

**Assigned Committees:**

Heritage  
Communities in Bloom (CiB)  
HUB Board Meeting

**Alternate:**

Cache Creek Environmental Assessment  
Health Care  
Seniors Liaison  
Municipal Insurance Association (MIA)

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**Communities in Bloom:**

Below is a brief overview of what is happening this spring for CiB.

- No meetings at this time
- Our annual Plant Swap & Sale will not be held this year; however, we have come up with an alternate socially safe plan. From April 15 onward there will be tables set up at 210 Brink St.
- People are asked to bring their extra plants anytime for others to swap or buy. There will be a locked honour box for donations. We only ask that people mark their donations as there will be no one there to let them know what the plants are.

Respectfully submitted,

Deb Tuohey,  
Councillor