



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 7:00 PM ON MONDAY, APRIL 24, 2017

1. **CALL TO ORDER**

 2. **MINUTES**
 - 2.1. Minutes of the Regular Meeting of council held on Monday, April 10, 2017 **P. 1-5**

 3. **DELEGATIONS**
 - 3.1. None

 4. **ACCOUNTS PAYABLE**
 - 4.1. Accounts Payable Listing for the period ending April 19, 2017 **P. 6-7**

 5. **CORRESPONDENCE**
 - 5.1. MS Society of Canada
- Proclamation – May is MS Awareness Month **P. 8-9**
 - 5.2. Winding Rivers Arts & Performance Society
- Request for Canada Day Grant and use of Heritage Place Park **P. 10**
 - 5.3. Teck Highland Valley Copper Partnership
- Invitation to meet with HVC in May **P. 11**
 - 5.4. Interior Health, Community Health Programs
- Information on two grant opportunities **P. 12-16**

 6. **UNFINISHED BUSINESS**
 - 6.1. None

 7. **NEW BUSINESS**
 - 7.1. Walk with your Doc
- Commencing May 9 at 8:00 am in Heritage Place Park **P. 17-18**
 - 7.2. Fulton & Company
- Council Workshop on new cannabis legislation **P. 19-22**
 - 7.3. OCP and Zoning Bylaw Update
- Work program and proposed budget for project **P. 23-33**
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- 7.4. Sewage Treatment Plant Dewatering Centrifuge Project
- Work program and proposed budget for project P. 34-44
- 7.5. Purchase of dump truck
- Summary of three quotes to supply dump truck P. 45-46

8. **BYLAWS**

8.1. **Introduction and First Three Readings**

- 8.1.1. Bylaw No. 812 – Five Year Financial Plan 2017-2021 P. 47-50
- 8.1.2. Bylaw No. 813 – Tax Rates P. 51-52

8.2. **Reconsideration and Final Adoption**

- 8.2.1. Bylaw No. 811 – Prohibit Outdoor Burning P. 53-60

9. **INFORMATION CORRESPONDENCE**

- 9.1. Information Correspondence Listing for April 24, 2017 P. 61

10. **REPORTS**

Council Reports

- 10.1. **Finance Committee – Mayor Jeyes, Councillor Roden & Councillor Kormendy**
- 10.2. **Cache Creek Environmental Assessment Committee –Mayor Jeyes & Councillor Kormendy**
- 10.3. **Northern Development Initiative Trust – Councillor Trill & Councillor Kormendy**
- 10.4. **Gold Country Communities Society – Councillor Trill & Councillor Roden**
- 10.5. **TNRD – Mayor Jeyes & Councillor Lambert**
News Release – 50th Anniversary Trivia Contest Underway P. 62
- 10.6. **Tourism – Councillor Roden & Councillor Lambert**
- 10.7. **School District No. 74 (Gold Trail) Liaison – Councillor Lambert & Mayor Jeyes**
- 10.8. **Economic Development & Chamber of Commerce - Councillor Roden & Mayor Jeyes**
- 10.9. **Historic Hat Creek– Mayor Jeyes & Councillor Trill**
- 10.10. **Heritage – Councillor Roden & Councillor Kormendy**
- 10.11. **Transit – Councillor Kormendy & Councillor Roden**

- 10.12. Wellness & Music (Kids) Festival – Councillor Trill & Councillor Roden
- 10.13. Seniors’ Liaison – Councillor Lambert & Councillor Roden
- 10.14. Communities in Bloom – Councillor Trill & Councillor Roden
- 10.15. Health Care – Mayor Jeyes & Councillor Lambert
- 10.16. Bifuka Sister City Relationship – Councillor Kormendy & Councillor Lambert
- 10.17. Other

(Motion to receive both verbal and written reports)

10.18. Administration

Chief Administrative Officer

10.18.1. None

Chief Financial Officer

10.18.2. None

11. INCAMERA

11.1. None

12. TERMINATION





THE CORPORATION OF THE VILLAGE OF ASHCROFT
REGULAR MINUTES

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 4:30 PM ON MONDAY, APRIL 10, 2017

PRESENT: Mayor John C. (Jack) Jeyes
Councillor Helen A. Kormendy
Councillor Doreen L. Lambert
Councillor Barbara H. Roden
Councillor W. Alfred Trill

J. Michelle Allen, Chief Administrative Officer
Yoginder Bhalla, Chief Financial Officer
Wayne Robinson, Deputy Corporate Officer

Press and Public

1. **CALL TO ORDER**

Mayor Jeyes called the meeting to order at 4:30 pm.

2. **MINUTES**

2.1. **Minutes of the Committee of the Whole Meeting of Council held on Monday, March 27, 2017**

Mayor Jeyes declared the minutes adopted as presented.

2.2. **Minutes of the Regular Meeting of Council held on Monday, March 27, 2017**

Mayor Jeyes declared the minutes adopted as presented.

3. **DELEGATIONS**

3.1. None

4. **ACCOUNTS PAYABLE**

4.1. **Accounts Payable Listing for the period ending March 31, 2017**

M/S Councillor Roden / Councillor Lambert

"That the accounts payable listing for the period ending March 31, 2017 be received and filed."

Carried. (01-04-17)

5. **CORRESPONDENCE**

5.1. **Ashcroft Communities in Bloom Committee – Partner Barrel Challenge for 2017**

M/S Councillor Roden / Councillor Lambert

“That the correspondence from the Ashcroft Communities in Bloom Committee assigning the barrel planting teams be received and filed.”

Carried. (02-04-17)

5.2. **Northern Development Initiative Trust – 2017 Business Façade Improvement Program**

M/S Councillor Roden / Councillor Trill

“That the village include information on the 2017 Business Façade Improvement Program in the next newsletter and on the website with special mention that mosaic glass art pieces have been approved as an allowable expense.”

Carried. (03-04-17)

6. **UNFINISHED BUSINESS**

6.1. None

7. **NEW BUSINESS**

7.1. **Ashcroft-Cache Creek Para Transit System – Authorization to sign Transit Service Agreement and Annual Operating Agreement**

M/S Councillor Roden / Councillor Kormendy

“That Administration be authorized to sign the Transit Service Agreement and the Annual Operating Agreement with BC Transit for the period April 1, 2017 to March 31, 2018.”

Carried. (04-04-17)

8. **BYLAWS**

8.1. **Introduction and First Three Readings**

8.1.1. **Bylaw No. 811, Outdoor Burning Bylaw, 2017**

Members of Council were provided with the appropriate schedules that had been omitted from the agenda package. They were also advised that three minor spelling/grammatical errors had been corrected on the original document.

M/S Councillor Roden / Councillor Kormendy

"That Bylaw No. 811, cited as Outdoor Burning Bylaw, 2017 be introduced and given first three readings."

Carried. (05-04-17)

8.2. Reconsideration and Final Adoption

8.2.1. None

9. INFORMATION CORRESPONDENCE

9.1. Information Correspondence Listing for April 10, 2017

M/S Councillor Roden / Councillor Kormendy

"That the information correspondence listing for April 10, 2017 be received and filed."

Carried. (06-04-17)

10. REPORTS

Council Reports

10.1. Finance Committee – Mayor Jeyes, Councillor Roden & Councillor Kormendy

No report.

10.2. Cache Creek Environmental Assessment Committee – Mayor Jeyes & Councillor Kormendy

No report.

10.3. Northern Development Initiative Trust – Councillor Trill & Councillor Kormendy

No report.

10.4. Gold Country Communities Society – Councillor Trill & Councillor Roden

Councillor Trill advised that the next meeting will be on May 4th and that the Fam Tour is being organized for later in May.

10.5. TNRD – Mayor Jeyes & Councillor Lambert

Council was advised that the TNRD has a 50th Anniversary Website and there are ongoing promotions being held during 2017. Mayor Jeyes reminded everyone of the Free Disposal Day and the Hazardous Waste Roundup which will be held at the former landfill site on Saturday, April 22, 2017.

10.6. Tourism – Councillor Roden & Councillor Lambert

No report.

10.7. School District No. 74 (Gold Trail) Liaison – Councillor Lambert & Mayor Jeyes

No report.

10.8. Economic Development & Chamber of Commerce - Councillor Roden & Mayor Jeyes

Council was reminded that the Business Walk will be scheduled for early May.

10.9. Historic Hat Creek– Mayor Jeyes & Councillor Trill

Mayor Jeyes advised that the next meeting is April 11th. The grand opening of the gift shop will take place on Friday, April 21.

10.10. Heritage – Councillor Roden & Councillor Kormendy

Councillor Roden advised that the Village has been successful in their Canada 150 Museum grant to upgrade the historic fire hall.

10.11. Transit – Councillor Kormendy & Councillor Roden

Councillor Roden provided an update on the recent Para Transit Committee meeting including the introduction of lease fees next year, a proposal to create a monthly trip to 100 Mile House and relocating the bus stop from the current location to 2nd Street beside the library.

10.12. Wellness & Music (Kids) Festival – Councillor Trill & Councillor Roden

No report.

10.13. Seniors' Liaison – Councillor Lambert & Councillor Roden

Mayor Jeyes advised Council that he would be meeting with a Social Work student who is doing their internship in MP Sidhu's office. He will be in Ashcroft on April 11 and will be researching the services that are available in Ashcroft as well as gaps in services or barriers that seniors encounter in our community. Mayor Jeyes invited other members of Council to attend if they were available.

10.14. Communities in Bloom – Councillor Trill & Councillor Roden

Council reviewed Councillor Roden's notes on the meeting held March 29, 2017.

10.15. Health Care – Mayor Jeyes & Councillor Lambert

Mayor Jeyes provided Council with information on a "Walk with your Doc" event that will be held at 8:00 am on May 9. Council was advised that the Emergency Department will be closed for the Easter Weekend due to unexpected absence of one of the doctors. Public Service Announcements have been posted on our website.

Mayor Jeyes advised he is looking into attending Interior Health Board meetings in Kelowna.

Council requested a meeting with the Health Minister be arranged during UBCM to discuss paramedics in our community as well as the structure of the Interior Health Board.

10.16. Bifuka Sister City Relationship – Councillor Kormendy & Councillor Lambert

Councillor Trill advised Council that a mosaic is currently being created at the Ashcroft HUB that is a composite of the 20th Anniversary Bifuka community painting and one of Mr. Nagaki's paintings. The artists have been involved in the process.

10.17. Other

Councillor Roden advised that the McAbee Fossil Bed working group received funding to proceed with phase 1 of their business plan. Dr. Bruce Archibald is scheduled to give public presentations in our area during the week of May 22.

M/S Councillor Trill / Councillor Roden

"That Council receive the verbal and written reports as presented."

Carried. (07-04-17)

10.18. Administration

Chief Administrative Officer

10.18.1. None

Chief Financial Officer

10.18.2. None

11. INCAMERA

11.1. None

12. TERMINATION

M/S Councillor Trill / Councillor Roden

"That the Regular Meeting of Council terminate at 5:19 pm.

Carried.

John C. (Jack) Jeyes, Mayor

Certified to be a true and correct copy
Of the Minutes of the Regular Meeting of
Council held Monday, April 10, 2017.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw

Cheque Register-Summary-Bank



Date : Apr 21, 2017

Time : 11:44 am

Supplier : 150M15 To ZWP15
 Cheque Dt. 01-Apr-2017 To 21-Apr-2017
 Bank : 1 - INTERIOR SAVINGS CU ACCT #014-260-4

Seq : Cheque No. Status : All
 Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
34701	04-Apr-2017	RGEN15	RECEIVER GENERAL FOR CANADA	Issued	35	C	11,129.00
34702	07-Apr-2017	ACEC15	A.C.E. COURIER SERVICES	Issued	37	C	127.01
34703	07-Apr-2017	AEMM15	AIE EDWIN or MARLOW MEGAN	Issued	37	C	625.00
34704	07-Apr-2017	ALIQ15	AIR LIQUIDE CANADA INC	Issued	37	C	204.93
34705	07-Apr-2017	ASA15	ASA	Issued	37	C	2,229.97
34706	07-Apr-2017	AIBC15	ASHCROFT BUILDING CENTRE & FEED	Issued	37	C	2,058.90
34707	07-Apr-2017	AESL15	ASSOCIATED ELECTRICAL SERVICES LTD	Issued	37	C	2,375.75
34708	07-Apr-2017	CUPE15	C.U.P.E. LOCAL 900	Issued	37	C	521.02
34709	07-Apr-2017	CPCO15	CANADA POST CORPORATION	Issued	37	C	189.82
34710	07-Apr-2017	CLAU15	CANADIAN LINEN AND UNIFORM SERVICES	Issued	37	C	31.39
34711	07-Apr-2017	CPRC15	CANADIAN PACIFIC RAILWAY UTILITIES	Issued	37	C	310.50
34712	07-Apr-2017	CESE15	CARO ANALYTICAL SERVICES	Issued	37	C	659.93
34713	07-Apr-2017	FOBC15	FORTIS BC -NATURAL GAS	Issued	37	C	1,198.72
34714	07-Apr-2017	FSCI15	FOUR STAR COMMUNICATIONS INC	Issued	37	C	133.72
34715	07-Apr-2017	FACO15	FULTON & CO.	Issued	37	C	857.92
34716	07-Apr-2017	GPAW15	GUARDIAN PEST & WEED SOLUTIONS	Issued	37	C	183.75
34717	07-Apr-2017	GICO15	GUILLEVIN INTERNATIONAL CO	Issued	37	C	472.50
34718	07-Apr-2017	IMTL15	INTER-MTN. TESTING LTD.	Issued	37	C	1,110.90
34719	07-Apr-2017	JEYJ16	JEYES, JOHN C	Issued	37	C	80.00
34720	07-Apr-2017	JHMO15	JOSEPH HUNTER	Issued	37	C	234.99
34721	07-Apr-2017	JOUR15	JOURNAL (THE)	Issued	37	C	508.45
34722	07-Apr-2017	KCCE15	KAMLOOPS COMPUTER CENTRE	Issued	37	C	53.21
34723	07-Apr-2017	LPLT15	LORDCO PARTS LTD	Issued	37	C	130.94
34724	07-Apr-2017	MFME15	MINISTER OF FINANCE	Issued	37	C	1,000.00
34725	07-Apr-2017	MTSI15	MTS MAINTENANCE TRAINING SYSTEMS INC	Issued	37	C	409.50
34726	07-Apr-2017	NSAS15	NGN SALES & SERVICE	Issued	37	C	7,270.75
34727	07-Apr-2017	OALL15	OKANAGAN AUDIO LAB LTD	Issued	37	C	315.00
34728	07-Apr-2017	SMAR15	SAFETY MART FOODS	Issued	37	C	2.99
34729	07-Apr-2017	TNRD15	THOMPSON NICOLA REGIONAL DISTRICT	Issued	37	C	630.00
34730	07-Apr-2017	WHIJ16	WHITE JOSH OR GOODVIN TOVA	Issued	37	C	450.00
34731	13-Apr-2017	ACEC15	A.C.E. COURIER SERVICES	Issued	38	C	163.15
34732	13-Apr-2017	AIEH15	AIE, HEATHER R AND AIE, STEVEN	Issued	38	C	340.00
34733	13-Apr-2017	AVFA15	ASHCROFT VOLUNTEER FIREFIGHTER'S ASS	Issued	38	C	635.00
34734	13-Apr-2017	BCHA15	B C HYDRO & POWER AUTHORITY	Issued	38	C	21,157.67
34735	13-Apr-2017	BCTR15	BC TRANSIT	Issued	38	C	8,572.00
34736	13-Apr-2017	BENB15	BENNEWITH, BRIAN	Issued	38	C	115.00
34737	13-Apr-2017	CLAU15	CANADIAN LINEN AND UNIFORM SERVICES	Issued	38	C	31.39
34738	13-Apr-2017	CFUE15	COLUMBIA FUELS	Issued	38	C	2,917.31
34739	13-Apr-2017	CCCI15	COMPLETE CLIMATE CONTROL INC	Issued	38	C	1,288.35
34740	13-Apr-2017	GICO15	GUILLEVIN INTERNATIONAL CO	Issued	38	C	275.97
34741	13-Apr-2017	IVLT15	INTERIOR VAULT LTD.	Issued	38	C	63.00
34742	13-Apr-2017	PBGC15	PITNEY BOWES	Issued	38	C	437.64
34743	13-Apr-2017	RPLT15	RICHMOND PLASTICS LTD.	Issued	38	C	1,039.36
34744	13-Apr-2017	TEDC15	TEDFORD, CAM	Issued	38	C	1,039.14
34745	13-Apr-2017	VHCS15	VAN HOUTTE COFFEE SERVICES INC.	Issued	38	C	219.15
34746	13-Apr-2017	WGCI15	WESTKEY GRAPHICS LTD.	Issued	38	C	608.16
34747	13-Apr-2017	WHIJ15	WHITE, JOSH	Issued	38	C	711.74
34748	13-Apr-2017	WCBO15	WORKSAFE BC ASSESSMENT RECEIVABLES	Issued	38	C	3,480.45
34749	13-Apr-2017	LYAN15	YOUNG ANDERSON	Issued	38	C	124.54
34750	19-Apr-2017	RGEN15	RECEIVER GENERAL FOR CANADA	Issued	40	C	11,199.64
00185-0001	05-Apr-2017	BCPC15	BRITISH COLUMBIA PENSION CORPORATION	Issued	36	E	6,180.89
00186-0001	20-Apr-2017	BCPC15	BRITISH COLUMBIA PENSION CORPORATION	Issued	41	E	6,345.88

Cheque Register-Summary-Bank



Supplier : 150M15 To ZWP15
Cheque Dt. 01-Apr-2017 To 21-Apr-2017
Bank : 1 - INTERIOR SAVINGS CU ACCT #014-260-4

Seq : Cheque No. Status : All
Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
Bank : 1	INTERIOR SAVINGS CU ACCT #014-260-4						

Total Computer Paid :	89,925.22	Total EFT PAP :	12,526.77	Total Paid :	102,451.99
Total Manually Paid :	0.00	Total EFT File :	0.00		

52 Total No. Of Cheque(s) ...

April 18, 2017

Dear Mayor Jack Jeyes:

May is MS Awareness Month.

My name is Mike O'Reilly and I am a board member of the Interior Regional Board of the MS Society of Canada. I have been volunteering with the MS Society for over 10 years. After 3 years of volunteering for the society I personally was diagnosed with MS. Every day, 3 more people in Canada are diagnosed with MS. With the highest rate of MS in the world, MS is truly Canada's disease.

Members of the Interior Regional Chapter of the MS Society of Canada urge you to proclaim the month of May as MS Awareness Month in Kamloops to call attention to the exemplary efforts of the 100,000 Canadians who live every day with the challenge of this neurological disease. BC has the third highest concentration of people with MS in Canada.

A sample proclamation is enclosed for your consideration.

Since our founding in 1948, the MS Society of Canada has been a leader in funding vital MS research into the cause, prevention and treatment of MS while providing services and support to people with MS and their families. The MS Society is proud of the work and contribution that our supporters and members continue to make to communities across BC.

Please contact me with any questions about the proclamation.

Through the combined efforts of people across Canada in communities such as Ashcroft, the MS Society can bring hope for an end to MS.

Sincerely,

Mike O'Reilly
Board Member
Interior Regional Board
MS Society of Canada
250 319 0759
oreillymangementservices@gmail.com

--
Mike O'Reilly
Director
Comet Industries
250-319-0759

Proclamation

WHEREAS, multiple sclerosis is a chronic, often disabling neurological disease affecting an estimated 100,000 Canadians and more than 12,000 British Columbians; and

WHEREAS, multiple sclerosis symptoms vary widely and may lead to problems with numbness, coordination, vision and speech, as well as extreme fatigue and even paralysis; and

WHEREAS, there is no known cause of, prevention of, or cure for multiple sclerosis; and

WHEREAS, the Multiple Sclerosis Society of Canada, is the only national organization in Canada that supports both MS research and services for people with MS and their families; and

WHEREAS, annual fundraising events such as the Scotiabank MS WALK, MS Bike Tour, and A & W's Burger to Beat MS support programs to enhance the lives of people affected by multiple sclerosis and their families and supports MS research in Canada; and

WHEREAS, since 1948, the Multiple Sclerosis Society of Canada has provided more than \$100 million for MS research; and is grateful for the dedication and commitment of it's supporters and volunteers that has made this possible; and

WHEREAS, BC will continue to lead the way in multiple sclerosis research, through one of the world's most renowned multiple sclerosis research facilities at the University of British Columbia;

WHEREAS, together we will find ways to enhance the quality of lives for people affected by multiple sclerosis and to find a cure to end MS;

NOW, THEREFORE, I, Jack Jeyes, Mayor of Ashcroft, of the Province of British Columbia, Canada, do hereby proclaim this month of May 2016 to be MS Awareness Month for the Multiple Sclerosis Society of Canada.

THIS DATE:

SIGNATURE



PO Box 1265
Ashcroft, BC V0K 1A0
Phone: 250-453-2022
windingriversarts@gmail.com
Web: windingriversarts.ca

April 3, 2017

Mayor and Council
Village of Ashcroft
PO Box 129
Ashcroft, BC
V0K1A0

Dear Mayor and Council,

Winding Rivers Arts & Performance Society (WRAPS) has hosted the Canada Day Celebration for the Village of Ashcroft and the surrounding communities since 2014. WRAPS is a registered non-profit charitable organization of volunteers dedicated to the promotion of the Arts in our local communities. Our work is not possible without the sponsorship and support of many organizations and individuals.

We are requesting a \$500 donation from the Village of Ashcroft for the Canada Day 2017 Celebration. Your donation will enable us to carry out an enjoyable and varied Canada Day program. In return, you will receive a tax deductible receipt, acknowledgement in our correspondence and at the Celebration, and on the WRAPS website.

In 2015 the celebration was moved to Heritage Park and we wish to continue using this same venue for 2017. We request use of the Park for July 1st, 2016 and for closure of Railway Avenue from 6th to 7th Street from 10 AM to 1 PM, to facilitate the Children's Bike Parade and the participation of the Legion Members and RCMP. We also invite the Mayor or his representative to address the gathering at the Canada Day Ceremonies.

The Canada Day Agenda is to start at 11:00 am and finish at 1:00 pm. As in the past, we request the use of the Ashcroft Swimming Pool for free public swimming from 1:00 pm to 4:00 pm.

Your support is greatly appreciated. If you have any questions, or would like to learn more about WRAPS and what we do, please do not hesitate to contact us.

Yours very truly

Martina Duncan (for)
WRAPS Directors



United Way
Change starts here.



Michelle Allen

From: Anderson Marlana HVC <Marlena.Anderson@teck.com>
Sent: Monday, March 20, 2017 3:06 PM
To: michelle@ashcroftbc.ca
Subject: Touching base

Hi Michelle,

I hope things are well in Ashcroft! I just spoke with Nancy at the Village office and she advised me to send you an email.

Touching base regarding meetings/engagement HVC had with the Village Mayor and Council. Previously, myself, Peter Martell and Kate Garthwaite had a few meetings I believe they were in 2014/2015. I had realized that we haven't had any meetings last year in 2016 and I'm inquiring if there is a desire from Ashcroft Mayor and Council to meet with the HVC again. If so, May would be a good timeframe. Also, if Mayor and Council had specific topics of discussion, if you can let us know we can prepare information/presentation for the meeting as needed.

Please let me know if you have any questions, Marlana

K^wuk^wscemx^w,

Marlena Anderson
Community Relations Supervisor
Teck Highland Valley Copper Partnership
Direct Phone: 250.523.3702
email: Marlena.Anderson@teck.com
www.teck.com

Michelle Allen

From: Fornelli, Alexandra (Nicole) <AlexandraNicole.Fornelli@interiorhealth.ca>
Sent: Tuesday, April 18, 2017 12:00 PM
To: Undisclosed recipients:
Subject: Two New Plan H Funding Opportunities and Active Communities Virtual Forum

Dear Local and Regional Governments,

Please find below information on two grant opportunities available through BC Healthy Communities Society Plan H grants to build Social Connectedness & Active Communities. There is also information on an Active Communities Virtual Forum. For more information, please contact BC Healthy Communities directly.

Thank you,

Nicole Fornelli
Community Health Facilitator – IH West
Interior Health – Population Health
Dir: 250-851-7387
Cell: 250-320-4894
Nicole.fornelli@interiorhealth.ca

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Planning a healthy community starts here.

Two New Grant Opportunities Available for Local Governments

Could your community use more resources and support to foster strong social connections, or make a measurable impact on physical activity and increase the health and well-being of your residents? Are you a local government with partnerships with your community and health authority in place? Apply for funding with additional support from one or more of the following opportunities.

1. Applications Open for Social Connectedness Grants until May 30, 2017

Apply for a **Social Connectedness Grant** and additional capacity building support through two streams of the Healthy Communities Capacity Building Fund.

Stream One – Cultivating Connections: Grants of up to \$15,000 are available for up to six local governments working with other partners (local governments, health authorities and other

community stakeholders) to better understand and take action on improving social connectedness in their community or region.

Stream Two – Resilient Streets Demonstration Communities: Grants of up to \$20,000 are available for up to four local governments and their partners to adapt and implement the *Resilient Streets* program, an approach to building social connections between immediate neighbours on residential streets and in residential buildings. Stream two includes an additional coaching grant valued at \$5000 (in-kind coaching to be provided by the Building Resilient Neighbourhoods team, please note this is not a cash grant).

Webinar: Register for an informational webinar on April 26, 2017 to find out which stream is right for your community and important next steps in the grant application process.

Find more Information about the Healthy Communities Capacity Building Grants here.

2. Active Communities Grants for Local Governments in Vancouver Island and Interior Health Regions Open May 10th, 2017

Active Communities grants will be available for local governments and their partners in Vancouver Island and Interior Health regions working towards having a measurable impact on physical activity. **Grants of up to \$30,000 will be available to individual communities. Combined grants of up to \$100,000 will be available to communities that are working together.**

The Call for Proposals and application materials to be released on May 10, 2017. Proposals will be accepted between May 10 – June 30, 2017. **Sign up on the PlanH website to be notified.**

Move it! Exploring Active Community Innovations - A Virtual Forum: May 17th, 2017: Register for a full-day online forum to assist applicants from the Island Health and Interior Health regions to better understand the issue of physical activity and to inspire ideas for innovative projects.

More information about the Active Communities grants can be found here.

If you are you a local government outside of the PlanH Active Communities granting regions and want to find out about opportunities in your area, please visit www.planh.ca/acfunding.

Questions?

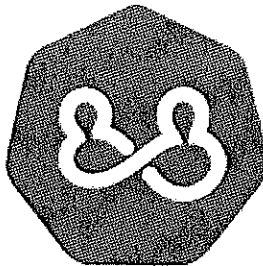
If you have questions or require assistance please contact:

BC Healthy Communities Society grants@planh.ca, (250) 590-8436

TAKE ACTION 



Healthy People



Healthy Society



Healthy Environments

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BC Healthy Communities Society
300-722 Cormorant St.
Victoria BC
V8W 1P8
T: (250) 590-8442
E: info@planh.ca



BC Healthy Communities
People. Place. Potential.

--
GAGAN LEEKHA

Community Liaison, BC Healthy Communities
c/o theDock 300 -722 Cormorant Street, Victoria BC, V8W 1P8

T. [\(250\) 590-8432](tel:(250)590-8432) | E. gagan@bchealthycommunities.ca

W. www.bchealthycommunities.ca | www.planh.ca

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Move it! Exploring Active Communities Innovations: A Virtual Forum Wednesday, May 17th, 2017

This online forum is presented by BC Healthy Communities Society (BCHC) in collaboration with Island Health and Interior Health as part of the Active Communities grant application process. This event is made available to provide useful tools and resources for the Active Communities Grants that will be available for local governments and their partners in the Island Health and Interior Health regions to better understand the issue of physical activity and to inspire ideas for innovative applications.

The forum is strongly encouraged for all grant applicants and their key partners in the Island Health and Interior Health Regions. **Register now** to join us in the discussion.

The purpose of the forum is to:

- **EXPLORE** the role of local government and community partners in addressing physical activity through accessibility, inclusion, community design and public policy;
- **IDENTIFY** how partners addressing physical activity can use collaboration and collective action to achieve greater impact;
- **DISCOVER** innovative approaches to creating active communities and moving the needle on physical activity; and
- **SHARE** stories and dialogue with members of your community and with active communities champions across the province.

Participation

We strongly encourage groups of stakeholders from all communities interested in applying for an **active communities grant** to attend the virtual forum. Wherever possible, we encourage you to gather together in-person at a host site to participate in the forum with your community/project partners. Groups will need to be self-organized but information on the necessary supplies and equipment to coordinate a host site will be made available.

Host Sites

A host site is an informal gathering place where people can convene to watch and listen to the virtual presentations together and participate in group discussion.

In order to open up participation to more people around the province, we are looking for host sites in the Island and Interior Health Regions. Groups will need to be self-organized but information on the necessary supplies and equipment to coordinate a host site will be made available.

If you are interested in leading a host site, please **register here** by April 21st.

More Information

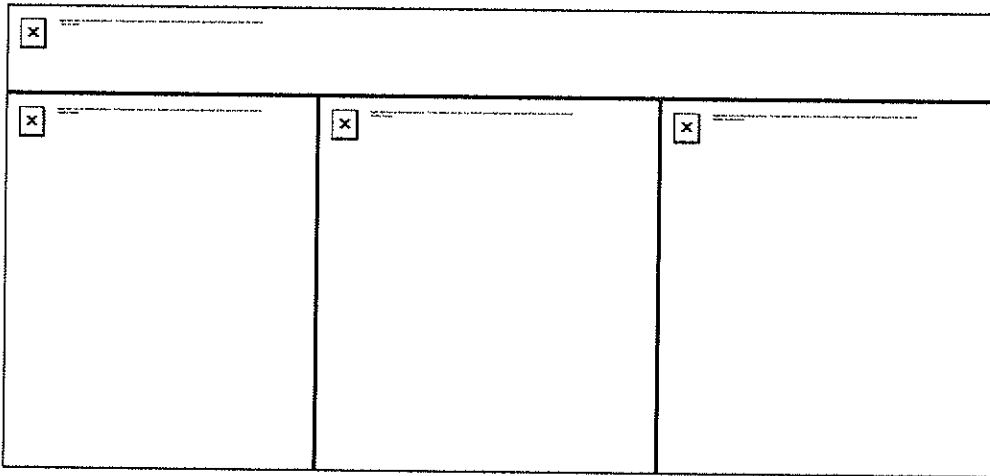
To see the list of topics being discussed and other event details, please **click here** to visit the event listing.

More information about the Active Communities Grants for local governments in Vancouver Island and Interior Health Regions can **be found here**.

If you are you a local government outside of the PlanH Active Communities granting regions and want to find out about opportunities in your area, please visit **www.planh.ca/acfunding**.

Questions?

If you have questions about the event or host site information, please contact **celeste@bchealthycommunities.ca**



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BC Healthy Communities Society
300-722 Cormorant St.
Victoria BC
V8W 1P8
T: (250) 590-8442
E: info@planh.ca

MEMO TO: Mayor Jeyes & Council
MEMO FROM: Michelle Allen, Chief Administrative Officer
DATE: April 19, 2017
SUBJECT: WALK WITH YOUR DOC, MAY 9 @ 8:00 AM

Background

Walk with your Doc is a program that has been taking place in various communities within the province for a few years however this is the first time it is being held in Ashcroft.

Discussion

Administration spoke to David Durksen regarding this event and he has advised the following information:

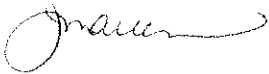
- The walk will commence at the Heritage Place Park at 8:00 am on Tuesday, May 9
- Participants will choose where they wish to walk
- Copies of the Downtown Walking Tour brochure will be available
- Some participants have indicated they will walk over to North Ashcroft
- Some participants have indicated they will walk to the Mesa and go along some of the trails

As this is not a formalized walk with a large number of participants following a single route Administration does not believe that any road closures or parade permits would be required. The only concern would be liability insurance while the gathering are in the park. The Village could sponsor this event and cover the cost of insurance which would be approximately \$20.

Recommendation

Administration recommends that the Village of Ashcroft sponsor the *Walk with your Doc* event on Tuesday, May 9 at 8:00 am and provide liability insurance for the participants while they are in Heritage Place Park.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

Walk with your Doc



Ashcroft

Let's take steps towards good health

Get moving with BC's doctors!

Join us for a short, fun community walk.

Receive a FREE pedometer to count your steps (while supplies last).

Join your Doc for a walk on:

MAY 9 @ 8:00am

LOCATION Heritage Park

Share your photos and hashtag **#WalkWithYourDoc** for your chance to win great prizes!

walkwithyourdoc.ca

**doctors
of bc**

Better. Together.

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: April 19, 2017

SUBJECT: COUNCIL WORKSHOP – NEW CANNABIS LEGISLATION

Background

On Thursday, April 13, 2017 the federal government introduced legislation to decriminalize and regulate the recreational use of marijuana in Canada. While the target date for implementation is mid 2018 the Village could receive inquiries regarding this matter.

Discussion

Fulton & Company LLP are making a presentation at SILGA on the new legislation however this will be a fairly high level presentation with limited opportunity for questions. Fulton is also making a presentation at the TNRD Senior Management meeting which will be held on May 25th in Kamloops, and again this will be fairly general in nature.

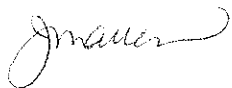
Fulton & Company are offering private workshops to all of their clients at a reduced rate. Denise McCabe, Senior Advisory Counsel, has advised that she is prepared to come to Ashcroft and hold a workshop for Council and senior staff. This workshop would be closed and would provide ample opportunity for Council to ask questions relating to zoning and OCP queries, bylaws around areas where cannabis could be cultivated and, perhaps the largest issue of all, the concerns relating to storefronts which could include tasting rooms.

As Council is currently embarking on an overhaul of our OCP and zoning bylaws Administration recommends having an in house workshop with Ms. McCabe to review the new cannabis legislation and the potential impacts that it could have on our community. Ms. McCabe advises that it would likely require 2 hours and during the day is preferable. She is available many dates in late June and early July if Council could provide the dates that they are available the arrangements can be made.

Recommendation

Administration recommends that Council engage Denise McCabe from Fulton & Company for a 2 hour in house workshop to review the new federal cannabis legislation.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

Michelle Allen

From: Denise McCabe <DMcCabe@fultonco.com>
Sent: Thursday, April 13, 2017 4:45 PM
Subject: New Cannabis Legislation - Local Government Workshops

The federal government today introduced legislation to decriminalize and regulate the recreational use of marijuana in Canada. The target date for implementation is July 2018, and during the interim provincial and local governments will be under significant pressure to develop and implement regulatory regimes for such matters as: distribution and sales, public consumption, minimum age restrictions, zoning and business licence requirements, fire prevention and safety protocols, to name a few.

One matter of some importance to local governments is the fact that storefronts (such as cannabis dispensaries and tasting rooms) remain unlawful unless and until the federal legislation is brought into force and both the province and the local government have implemented permissive regulatory regimes. If the US experience is replicated in Canada, local governments would do well to prepare for a proliferation of these cannabis operations, in advance of the legislative implementation.

Fulton & Company is offering two separate workshops: one intended for elected officials and one intended for senior management. Each workshop will:

- Provide a brief history of cannabis prohibition and legalization, both in Canada and elsewhere around the world;
- Discuss the intent and effect of the new federal legislation;
- Provide an overview of the matters that will be subject to provincial and local regulation;
- Discuss various strategies employed by other local government jurisdictions: What works? What doesn't? What's at stake?
- Explore options and strategies for your community.

Please contact Denise McCabe if you are interested in scheduling a workshop in your community:

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Denise McCabe | Fulton & Company LLP
Senior Advisory Counsel
Direct: (250) 851-2364
Mobile: (250) 318-0126
Email: dmccabe@fultonco.com<mailto:dmccabe@fultonco.com>

We also take this opportunity to provide legal briefing notes regarding the legislation introduced today:

- Possession up to 30 grams of dried or fresh cannabis permitted;
- Minimum age of 18 - however, provinces may impose more stringent age restrictions;
- Provinces will be responsible for distribution and sale;
- Will be procedure if provinces don't adopt legislation, so as to ensure access to legal cannabis;
- Provinces can decide whether cannabis may be sold at provincial liquor stores;
- Provinces, territories and local governments able to tailor rules for their own jurisdictions, including:
 - o Enforcement through ticketing;
 - o Rules governing licensing, distribution and retail sales; and
 - o Zoning and business licensing rules for cannabis businesses.
- Marketing that appeals to youth is strictly prohibited;
- Self-service displays and vending machine sales prohibited;
- Dried and fresh cannabis will be available first;
- Edible products will become available at a later date, according to information from Health Canada;

- New, tightly regulated supply chain - producers will be security cleared and federally licensed;

- Consumers permitted to grow up to 4 plants at home (to a max. 1 meter height), or buy from a provincially licensed and regulated retailer;

- Federal Enforcement Measures:
 - o Ticketing for possession that exceeds the personal limit by small amounts;
 - o Up to 14 years in jail for illegal distribution or sale;
 - o Up to 14 years for giving or selling marijuana to minors;
 - o Up to 14 years for using a youth to commit a cannabis-related offence;
 - o Youth found in possession up to 5 grams not criminally prosecuted; and
 - o Illegal to drive within 2 hours of having an illegal level of drugs in the blood (\$1,000 fine to life- imprisonment, depending on level/injuries/death caused).

- Existing laws must be respected – there must be an orderly transition

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Denise McCabe | Fulton & Company LLP
Senior Advisory Counsel
Direct: (250) 851-2364
Mobile: (250) 318-0126

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: April 19, 2017

SUBJECT: OCP AND ZONING BYLAW UPDATE & WORK PROGRAM

Background

Council has identified the need to update the Official Community Plan (OCP) and Zoning bylaws to ensure that future developments meet the needs and future goals of the community.

Discussion

The Village had applied to the BC Rural Dividend Program for funding to assist with the costs of updating these documents however our application was not successful. Council has advised that they wish to continue with the program and would like to fund the costs over two fiscal years, 2017 and 2018.

Council started the project in 2016 by conducting a community survey that was very well received. Building upon this initial opportunity for community input, the second phase would include a number of community consultations.

The attached work plan outlines the various steps required including the development of the project goals and guidelines and then the various deliverables that would be undertaken. Phases 1 – 3 are proposed for 2017 with Phases 4 – 6 being conducted in 2018. The success of the project will rely on obtaining input from a strong cross section of the community. In an effort to achieve this the work program includes a number of opportunities including public meetings and surveys, creating mail outs that will provide background information on the project and creating specific pages on our website that will outline the project. There is also the possibility of holding a virtual town hall meeting via telephone, an option that the Village has never explored in the past.

Administration has reviewed the work program and considers it to be thorough and achievable. The time table and budget fall within the framework requested by Council.

Recommendation

Administration recommends that Council approve the OCP and Zoning Bylaw Update and Work Program as presented with an overall budget of \$100,000 spread over the 2017 and 2018 fiscal years.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

April 12, 2017

File: 1093.0000.00

Village of Ashcroft
P.O. Box 129
Ashcroft, BC V0K 1A0

Attention: Michelle Allen, CAO

RE: OCP Work Program and Zoning Bylaw Update

Thank you for your request to develop a work program and submit a budget for the update of the Village of Ashcroft's Official Community Plan and Zoning Bylaw. Based on the work that we have done in the past with the Village, we feel we can meet and exceed the Village's objectives for this project.

Project Understanding

It is understood that the Village would like to update its Official Community Plan and Zoning Bylaw. Both documents are over 10 years old and there have been several amendments to the Zoning Bylaw, in particular, in that time. The update of these documents has been identified in the Village's Economic Development Strategy as a key priority for developing a stronger foundation in Ashcroft for new development.

In 2016, Urban Systems worked with the Village to undertake a review of the OCP and Zoning Bylaw. This included a comprehensive review of each of these documents and subsequent amendments, a community survey, and preparation of a Terms of Reference for the update of the OCP, Zoning Bylaw, and Subdivision Servicing Bylaw. Based on the review of the OCP and Zoning Bylaw, it is understood that there may be few changes in land uses and zones but there could be more significant changes to policies and regulations that pertain to key issues in the community. Changes in the community, particularly with respect to an aging and declining population, the emergence of the Ashcroft Terminal as a major industrial development, the growing arts community in Ashcroft, as well as concerns about the future level of government services in Ashcroft present a need to update Ashcroft's community planning framework.

Work Program

Our work program is based on our understanding of Ashcroft's needs. We also understand that the Village would like to undertake the development of these planning documents over the next two fiscal years in order to reduce budgetary impacts. Our work program has been structured to meet this need.

Phase 1: Project Initiation

Phase 1 is intended to ensure that we successfully launch the planning project. Steps in Phase 1 include:

1.1 Project Start-Up Meeting

The success of any project begins with a clear understanding of each party's expectations and establishing lines of communication. Immediately after being awarded this assignment we will meet with the Village's project team to:

- Confirm the overall project goals;
- Confirm the overall work plan tasks and schedule;
- Identify key issues that may arise during the planning process;
- Identify relevant background information;
- Establish roles and reporting procedures;
- Identify the key stakeholders and discuss our communications strategy; and
- Confirm expected deliverables of the project, including any optional work.

Deliverable – Meeting Notes

1.2 Collect and Analyze Background Information and Collate Base Mapping

In this step we will compile a background review by building off of the work done as part of the OCP and Zoning Bylaw Review, Economic Development Strategy, and Water Master Plan and supplement this with other information including:

- Other relevant plans and policies;
- Current land uses;
- Infrastructure servicing (complementing with information from the ongoing Infrastructure Master Plan);
- Census data;
- Key social and cultural drivers; and
- Housing, education, and health information.

We will research and analyse data collected from the Village, senior government sources, and external agencies. This information will be used to better understand key issues and topic areas for use as discussion points in subsequent consultation sessions.

Baseline assessments include a review of key socio-economic variables pertaining to a number of different areas including population demographics, level of community engagement, housing affordability, labour force statistics and income, description of key agencies in the community, community infrastructure, and various other criteria, to describe the community. We will use these variables to create a baseline assessment of Ashcroft, which will provide good background information for the development of the plan.

In addition, we will collect base mapping from relevant sources, including from previous work we have carried out with the Village, Integrated Cadastral Information Society (ICIS) data as well as the Village's existing data. This will include existing land use and infrastructure data as well as key points of interest.

Deliverable – Background Report

Phase 2: Initial Community Engagement

This phase of the work program focuses on distributing materials that will help residents and stakeholders of Ashcroft learn about the OCP and Zoning Bylaw Update and provide them the opportunity to engage in the process and offer input. A variety of consultation techniques will be employed to educate residents and stakeholders and to seek their feedback. Steps in Phase 2 include:

2.1 Develop Engagement Strategy

We will prepare a formal engagement strategy that outlines how we will raise awareness of the project and solicit feedback from all residents

The strategy will outline which communications mediums will be considered and the key messages to be delivered. It will also outline timelines for distributing key messages to the public and other stakeholders. In addition, we will identify roles and responsibilities for the implementation of the communications strategy. The engagement strategy will also identify potential methods to engage young families and individuals who were under-represented in the Community Survey as well as how to engage nearby Indigenous communities including Ashcroft Indian Band and Bonaparte Indian Band. We will meet with Village Council and staff to confirm this strategy.

As an additional item we could facilitate a virtual town hall that would involve the entire community via telephone. Households in Ashcroft would receive a phone call and would have the opportunity to ask questions and share ideas in a radio talk-show format. Such an initiative was undertaken as part of the District of Tumbler Ridge's Official Community Plan. During a one hour Virtual Town Hall, approximately 1000 households were invited to participate with approximately 400 staying on the line for an average of 7 minutes. We would be pleased to discuss this additional task and the budget implications with the Village.

After we have confirmed our strategy we will begin to share information about the OCP and Zoning Bylaw update process and promote opportunities for public input. For instance, while we will prepare material and content we have assumed that the Village will be responsible for advertising costs, costs of mailouts, or costs and staff time associated with placing materials on the Village's website.

We will also create an online presence for the OCP and Zoning Bylaw. This will include working with the Village to create a webpage on its website which will host information pertaining to the planning process. Informational materials and notifications of community events will be published on the website as they are generated in order to inform the public and key stakeholders.

Deliverable – Communication Strategy

2.2 Create Community Plan Backgrounder

We will create an OCP and Zoning Bylaw Backgrounder to be distributed to residents in Ashcroft. This backgrounder will summarize the legislative context relating to OCPs and Zoning Bylaws as well as why Ashcroft is undertaking this important process. The backgrounder will relate the issues Ashcroft faces, such as an aging and declining population, decline of provincial services, and increased activity at the Ashcroft Terminal, to the OCP and Zoning Bylaw. The backgrounder will be posted on the Village's website and other relevant mediums. In addition, we will create a poster summarizing the OCP and Zoning Bylaw Backgrounder as well as providing information on how the planning project process will be undertaken in Ashcroft in terms of timelines and opportunities for the public and stakeholders to become engaged. The

poster would be placed in key gathering spaces throughout the community. As well, we would recommend a mail-out to residents whereby the poster could be mailed to residents and would include key consultation dates and locations.

Deliverable – Community Plan Backgrounder

2.3 Undertake Community Survey

In 2016, the Village undertook a community survey that garnered 175 responses. We intend to work with Village staff to expand on the previous survey. We would like to ask questions which help us learn more about the community and understand the key ideas and priorities that citizens have relating to economic development, provision of key social services, types of facilities that are desired, infrastructure services, and municipal investments in infrastructure, among others. We will prepare and distribute a community survey, available online and in paper-based format. Paper-based copies of the survey could be made available at the Village office, local stores, public facilities and through mail-outs. The survey will be open for responses for one month. We will compile and produce an analysis of all of the results to be shared with Council and on the project website.

Deliverable – Compiled Survey Results

Phase 3: Community Planning in a Week

This phase involves members of our planning team locating in Ashcroft for an entire week. During the course of this week, a wide range of stakeholders will be engaged with in person through informal and formal contexts. Our process will enable formal and informal opportunities for in-person consultation. Also, during this week, we would begin drafting the OCP and Zoning Bylaw. Steps in this phase include:

3.1 Engagement Preparation

We will prepare materials for the week including presentations and open house panels. We will also start planning logistics for the week including meeting places and times and sending invitations to potential participants.

Deliverable – Consultation Materials

3.2 Community Planning in a Week – Community Consultation

Urban Systems has developed a 'Community Plan in a Week' methodology for working with smaller, remote communities. This methodology has been used in several communities including Tumbler Ridge, Dawson City, Kent, Stewart, and Hudson's Hope. Essentially, our planning team works in the community for several days. During that time, they meet with various stakeholders and the general public to seek input on issues, and begin to draft guidance on the community plan. Key activities for the 'Community Plan in a Week' would include:

Council Workshop

- Facilitating a Council workshop to understand key community goals and priorities, and to identify direction for a community vision for the future.

Stakeholder Meetings

- Meeting with key industry representatives including representatives from Ashcroft Terminal and other industries to get a better understanding of key economic conditions in the community;
- Meeting with key community organization representatives including School District staff, students/youth, provincial services representatives (i.e. healthcare, transportation), while recognizing that some of these meetings may need to happen in Kamloops; and
- Meeting with key community groups such as representatives of the arts community.

Public Consultation

- Enabling informal 'chats' with the public by having members of our project team available in key locations in the community; and
- Facilitating a public workshop to gather community input on key planning issues and hosting a public open house to report back on progress.

Initial work on drafts of OCP and Zoning Bylaw

- Documenting key policy directions identified for key topic areas such as housing, economic development, environmental values, education, health, community identity, and completing draft outlines of the OCP and Zoning Bylaw.

We are open to discussing with staff all aspects of this community engagement week. Our schedule could include:

Monday

- Meeting with key stakeholders;
- Meeting with Staff to confirm issues; and
- Facilitating Council workshop.

Tuesday

- Meeting with key stakeholders; and
- Facilitating public workshop.

Wednesday

- Meeting with stakeholders;

During an 'OCP in a Week' in Dawson City, Yukon, we consulted with several stakeholder groups including the Placer Mining Association, Parks and Recreation Committee, the Robert Service School Parent Advisory Committee and grade 10 students, seniors workers, Tr'ondek Hwech'in First Nation, municipal staff, Chamber of Commerce, Heritage Advisory Committee, and had focus groups relating to housing, environmental stewardship, and economic development. The general public was also consulted with through a community workshop and an open house. In total, over 130 people participated in consultation sessions.

- Developing draft vision, guiding principles, topic areas, and policies; and
- Beginning draft outlines of OCP and Zoning Bylaw.

Thursday

- Meeting with Village staff to review materials; and
- Hosting community open house to review materials to-date.

Friday

- De-briefing with Village staff and Council; and
- Submitting draft outlines of OCP and Zoning Bylaw.

We would also suggest that our team set up office space at a key community facility for the week and work out of there. We would have people stationed there between 8 am and 6 pm to discuss issues informally with the public.

Following the engagement sessions, we will compile and analyze input received at each of the meetings and develop a summary report to be reviewed with staff.

Deliverable – Consultation Summary

3.3 Meet with Local First Nations

We will work with Village Council and staff to meet with local First Nations including Ashcroft Indian Band and Bonaparte Indian Band. We would anticipate meeting with each First Nation independently to provide an initial overview of the OCP process and invite them to participate and provide input.

Deliverable – Meeting Notes

Phase 4: Draft OCP and Zoning Bylaw

Following extensive public and stakeholder consultation, we will be in a position to develop drafts of the OCP and Zoning Bylaw. Steps in this phase include:

4.1 Confirm Detailed Outline of Draft OCP and Zoning Bylaw

We will meet with Village staff to discuss the draft OCP and Zoning Bylaw outlines and confirm if this approach is what is preferred.

Deliverable – Confirmed Draft Outline

4.2 Prepare Mapping Graphics and Visual Aids

We will prepare mapping in conjunction with the preparation of the draft OCP and Zoning Bylaw. GIS will be used to prepare the maps. We propose developing a series of maps that could address the following themes pending community input and quality/availability of data:

- Future land use;

- Zoning designations;
- Transportation networks (including trails and other active transportation facilities);
- Infrastructure servicing;
- Green space and Environmentally Sensitive Areas; and
- Hazardous areas (e.g. Wildfire Interfaces).

We would be happy to discuss these, alternative or additional mapping tasks with you.

Deliverable – Draft Maps

4.3 Prepare Draft OCP and Zoning Bylaw

We will prepare complete drafts of the OCP and Zoning Bylaws including all text, maps and graphics. The draft documents will be submitted to the Village for review by staff. We will make edits, as required.

Deliverable – 1st Draft of OCP and Zoning Bylaw

4.4 Workshop with Staff and Council

We will undertake a workshop with staff and Council to discuss the drafts of the OCP and Zoning Bylaw and further review issues and set a direction for the final draft of the OCP and Zoning Bylaw. We will go through each of the key topic areas in detail to ensure that we are accurately reflecting the wishes of Council and the community at-large. We will make required edits to the plan and submit to staff for further review.

Deliverable – Presentation Materials, Revised Drafts of OCP and Zoning Bylaw

4.5 Stakeholder and Government Agencies Review

We will prepare a referral package for stakeholder and government agencies review. The referral package will include direction to the Village's website where we propose to provide the OCP and Zoning Bylaws for download. The referral package will include a cover letter explaining what is requested of each agency. They will be asked to provide comments in writing to the Village by a specific date. It is expected that the Village will circulate this referral package to each agency.

Often the referral process requires discussions with agencies in advance of receiving their comments. We are prepared to work with these agencies on behalf of the Village to confirm agency direction and suggestions. Occasionally, agencies request a meeting to review the plan on a one-to-one basis. While we have not included such meetings in our schedule or budget, we would be happy to attend meetings at the direction of the Village. Agencies that we might refer the documents to include:

- Ministry of Transportation and Infrastructure;
- Agricultural Land Commission;
- Ministry of Environment;
- Interior Health Authority;

- Thompson Nicola Regional District; and
- School District # 74 (Gold Trail).

Deliverable – Referral Packages

Phase 5: Community Engagement on Draft OCP and Zoning Bylaw

Following the submittal of drafts of the OCP and Zoning Bylaw, we would undertake a second round of community consultation to obtain feedback on the materials developed. Steps in this phase include:

5.1 Prepare Summary Newsletter

We will prepare a summary newsletter outlining the approach and directions set out in the plan intended to be circulated within the community and posted on the Village's website. This will be a document that is easy to read and understand, so that residents have a clear sense of what the planning documents comprise. Copies of the draft documents will also be made available on-line as well as hard copies at various locations throughout Ashcroft including the Village office and other appropriate venues.

Deliverable – Newsletter Article

5.2 Meet with Key Stakeholders

We will prepare a presentation and deliver this to key stakeholders to gather their input on the OCP and Zoning Bylaw. We expect there could be multiple presentations over the course of a day.

Deliverable – Meeting Notes

5.3 Host Public Open House

We will engage the public to provide their opinions and feedback on the draft OCP and Zoning Bylaw through an open house format. The deliverable for this open house task will be to validate the objectives and policies of the Draft OCP and Zoning Bylaw.

Deliverable – Presentation Materials, Meeting Notes

5.4 Compile and Analyze Input

We will compile all information gathered from the consultation process and prepare a second summary paper identifying the issues and comments from the public. The summary paper will:

- Identify key themes that were identified in the process;
- Highlight any significant changes or shifts in vision or policy; and
- Provide direction and propose changes/revisions to the Plan.

We will review this with staff and confirm the proposed directions.

Deliverable – Community Input Summary

Phase 6: Final OCP and Zoning Bylaw

Once we have compiled the comments on the draft materials and confirmed proposed directions with Village staff, we will finalize the OCP and Zoning Bylaw and present this to Council for adoption. Steps in this phase include:

6.1 Prepare Final Draft of OCP and Zoning Bylaw

Once we have received community feedback, we will prepare a memo to Village staff and Council summarizing the input received. We will discuss any proposed changes with the Village, and update the OCP and Zoning Bylaw accordingly. We would recommend that the Village proceed to first and second reading of the OCP and Zoning Bylaws.

*note – we have not budgeted to have someone attend the first and second reading.

Deliverable – Final Drafts of OCP and Zoning Bylaw

6.2 Legal Review

We would recommend that the Village consider having a legal review of the Zoning Bylaw undertaken to ensure that the document is implementable. We have not budgeted for this step at this time.

Deliverable – Legal Review

6.3 Public Hearing for OCP and Zoning Bylaw and Referral to Government Agencies

The Public Hearing for both the OCP and Zoning Bylaw will be held in accordance with the *Local Government Act*. We will attend the Public Hearing to answer any questions that might arise.

Following the Public Hearing, we will submit a copy of the OCP, Zoning Bylaw, and required accompanying documents to agencies that require referral including the Ministry of Environment, Ministry of Transportation and Infrastructure, Agricultural Land Commission, and Interior Health.

Deliverable – Public Hearing Materials

6.4 Third Reading and Adoption of OCP

We will assume that the Village will lead the third reading and adoption of the Bylaw and that we will not send a representative.

Budget and Schedule

We would anticipate a budget of \$100,000 inclusive of disbursements, exclusive of GST, to undertake the updates to the OCP and Zoning Bylaw. Our budget and schedule have been designed to align with the Village's desire to have the work completed over two fiscal years. The table below summarizes our proposed budget and schedule.

Date: April 12, 2017
File: 1093.0000.00
Attention: Michelle Allen, CAO
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Phase	Budget	Schedule
1. Project Initiation	\$8,600	June – July 2017
2. Initial Community Engagement	\$11,400	July – September 2017
3. Community Planning in a Week	\$29,200	October – November 2017
2017 Budget	\$49,200	
4. Draft OCP and Zoning Bylaw	\$34,100	January – March 2018
5. Community Engagement on Draft OCP and Zoning Bylaw	\$8,400	April 2018
6. Final OCP and Zoning Bylaw	\$8,300	May – July 2018
2018 Budget	\$50,800	
Total Budget	\$100,000	

Closure

We would greatly appreciate the opportunity to work with you on this important project for Ashcroft. Please let us know if you have any questions or comments.

Sincerely,

URBAN SYSTEMS LTD.

Dylan Houlihan, MCIP
Community Planner

/dh

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: April 19, 2017

SUBJECT: SEWAGE TREATMENT PLANT DEWATERING CENTRIFUGE PROJECT

Background

The Village of Ashcroft was successful in our grant application to the Clean Water and Wastewater Fund to upgrade the drying process and HVAC at the sewage treatment plant.

Discussion

The Village applied for funding to assist with upgrades to the dewatering system at the sewage treatment plant. The total cost estimates are \$530,000 and the grant amount is \$439,900 which leaves the village responsible for \$90,100.

The attached work program outlines the various tasks involved in this project as well as the project timeline. There are a number of detailed reports that are required as part of this funding program and Administration has requested the consultant to complete those reports on our behalf. The total fees included in the work program are slightly higher than the amounts included in the grant application however we believe that these will be worst case figures. The amounts still fall within the budgeted contingency fund.

The engineer has advised that the project is relatively straight forward. There are three centrifuges that are used in the industry and the project documents will include the specifications for all three models. Once the work program has been approved the final design drawings will be prepared and the documents will be posted on Bid BC to allow all contractors to bid on the project.

The project has a short timeline, the project must be completed by March 31, 2018 and Administration is seeking approval of the work program as presented.

Recommendation

Administration recommends approval of the attached Sewage Treatment Plant Dewatering Centrifuge Project Work Program provided by Urban Systems Ltd. dated April 18, 2017.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

April 18, 2017

File: 1093.0044.01

The Village of Ashcroft
601 Bancroft St.
Ashcroft, BC, V0K 1A0

Attention: Michelle Allen, Chief Administrative Officer

RE: SEWAGE TREATMENT PLANT DEWATERING CENTRIFUGE PROJECT

1. INTRODUCTION

Congratulations on obtaining grant funding for this project from the Clean Water and Wastewater Fund (CWWF). We understand that the grant funds the project to a budget of \$530,000 of which 83% is provided by senior government. Thank you for engaging us to complete the project predesign and grant application, and for requesting this work program to complete detailed design of the centrifuge and related equipment.

The project scope includes:

- Replacement of the existing belt press with a new dewatering centrifuge
- New centrifuge feed pumps
- A dewatered cake conveyor
- HVAC upgrades to the dewatering room

A copy of the project predesign report is appended to this work program for your reference.

2. WORK PROGRAM TASKS

We suggest the following design tasks be undertaken to complete the project:

1. Project Start-up

- 1.1. Review background information
- 1.2. Site visit with design team and village team

2. Confirm Sizing and Design Criteria

- 2.1. Review predesign calculations
- 2.2. Confirm operation with village staff

3. Confirm Equipment Selection and Integration

- 3.1. Solicit dewatering equipment selection with budgetary proposals from three suppliers
- 3.2. Review suppliers' proposals and confirm equipment selection

4. Design Drawings and Specifications

- 4.1. Develop complete design drawings and technical specifications for all process mechanical, HVAC and electrical work

5. Contract Documents and Tendering

- 5.1. Develop and review contract documents with the Village
- 5.2. Tender the project, answer questions, issue addenda
- 5.3. Review tenders, provide tender summary letter and Award the project as directed by the Village.

Following project award Construction Services will commence, anticipated construction services tasks are as follows:

6. Contract Administration

- 6.1. Project Startup meeting – with ourselves, the Village and the Contractor
- 6.2. Regular project meetings – every two weeks as required during construction
- 6.3. Payment review and certification - monthly
- 6.4. Inspection and coordination of sub-consultant inspection – to keep costs down we will work with the Village to minimise the need for on-site inspection
- 6.5. Shop drawing review
- 6.6. Commissioning support
- 6.7. Final inspection, project closeout
- 6.8. Record Drawings

7. Grant Requirement Reports

- 7.1. Proposed Equipment and Energy Systems – we will provide a short memo when detailed design is complete outlining these systems.
- 7.2. Asset Management Summary – We will work with Village staff to complete this, we expect this to be comprised largely of the information provided in the grant application.
- 7.3. System Enforced Water Conservation Plan – The Water Conservation Plan has been completed – Village to provide to grantor.

- 7.4. System Enforced Wastewater Requirements – we will provide a short memo confirming the requirements of this section – we propose to complete this immediately after detailed design to complete the requirement for the 25% and 75% approved funding amount simultaneously.
- 7.5. System Enforced Wastewater Management – we will provide a short memo summarising the information required for this section prior to reaching the 75% approved funding threshold.
- 7.6. System Enforced Asset Renewal Profile – this work is currently being completed under a separate work program and will be available to this project before reaching the 75% approved funding threshold.

3. PROJECT TEAM

3.1 Prime Consultant/Civil and Process Engineering – Urban Systems

We propose that:

Matt Smith, P.Eng, be the project leader and engineer of record. Matt is an environmental engineer with a primary focus in wastewater treatment. Matt has worked with the Village of Ashcroft for several years and is familiar with plant and its personnel. Matt was the lead designer of the STP upgrades completed in 2012. Matt will be responsible for overall project management, delivery and quality.

Travis Pahl, EIT, will be our lead designer. Travis is a process engineer with four years of experience and has recently worked on the design and construction of two similarly sized centrifuges. Travis will work closely with Matt to deliver the project, including coordination of sub-consultants, process design and construction documents.

Chris Town, MAsc., P.Eng, will act as senior reviewer for the project. Chris has more than thirty years of municipal wastewater treatment and has worked with the Village of Ashcroft for much of that time. Chris will provide senior level advice and review to Matt and the design team for the duration of the project.

3.2 HVAC – HPF Engineering

HPF Engineering are located in Kamloops and worked with us to complete the last upgrade at the Ashcroft STP. HPF will complete the design of the HVAC upgrades required for the dewatering room, their work program is appended.

3.3 IIES – Electrical and Controls

Electrical and controls work was undertaken previously by Ready Engineering; however, they are no longer in business in Kamloops. Therefore we propose to engage IIES for the electrical and controls design on this project. IIES is a partner firm to both ourselves and HPF and we have completed several projects together including the Lumby lift station and Sechelt WRC. IIES has significant experience in wastewater

treatment plant design and commissioning, and with centrifuges in particular, their work program is appended.

4. FEES AND SCHEDULE

The total fee estimate for the project, including detailed design, construction services and reporting requirements is \$82,000. The amounts assigned to each firm are approximately as follows – Urban Systems \$45,000, HPF Engineering \$6,000 and IIES \$31,000. We expect to expend \$49,000 for detailed design and tendering, \$29,000 for constructions services, and \$3,000 for reporting required under the grant program. The fee breakdown is summarized in Table 1.

Table 1 - Fee Estimate				
Village of Ashcroft Sewage Treatment Plant Dewatering Centrifuge	USL	SUBCONSULTANT**		USL and Sub Totals
	Totals	HPF	IIES	
Detailed Design and Tendering	\$ 24,000	\$ 5,000	\$ 20,000	\$ 49,000
Construction Services	\$ 17,000	\$ 2,000	\$ 10,000	\$ 29,000
Grant Requirement Reports	\$ 3,119	\$ -	\$ -	\$ 3,000
				\$ 37,000
TOTAL FEES - ALL TASKS (excluding GST)	\$ 44,960	\$ 6,250	\$ 30,544	\$ 82,000

The amount allowed for engineering and contingency in the grant application was \$121,000. We have tried to restrict the scope of the project to keep costs to the Village to a minimum with the objective of minimising engineering costs; however, we do not feel there is any benefit to the Village in presenting an overly optimistic fee estimate, or of under-scoping the engineering requirements for the project. Although our current fee estimate is higher than that shown in the grant application, \$3000 is directly related to the reporting requirements of the grant program. In addition, the first phase of the project encompassing preliminary design and the grant application was completed approximately \$6,500 below budget. The total engineering fee represents approximately 20% of the capital value of the project, which is normal for treatment plant retrofits of this scale.

We will look for opportunities for cost reductions in areas such as equipment selection and installation, and will work with the Village to minimize the need for onsite inspection wherever possible.

The following schedule is intended to complete the project within the prescribed deadline of March 31st, 2018. The schedule includes review time, a four week tender period and equipment lead time for major items.

Date: April 18, 2017
File: 1093.0044.01
Attention: Michelle Allen, Chief Administrative Officer
Page: 6 of 6



Thank you for requesting this work program. We look forward to working with you on this interesting and important project and we can begin as soon as we are approved to do so. Please contact me if you have any questions about the work program or the project.

Sincerely,

URBAN SYSTEMS LTD.

A handwritten signature in black ink, appearing to read "Matt Smith".

Matt Smith, P.Eng.
Environmental Engineer/Principal

MS/crb

Enclosure

U:\Projects_KAM\1093\0044\01\VA-Administration\2017-04-18-WP-Ashcroft STP Centrifuge-Final.docx

HPF ENGINEERING Ltd.

101-1402 MCGILL ROAD, KAMLOOPS, BC V2C 1L3

Ph: (250) 828-7992

Email: draft@hpfengineering.com

Fax: (250) 828-0984

March 23, 2017

Urban Systems Ltd.
Attention: Matthew Smith
Suite 200-286 St. Paul Street
Kamloops, BC V2C 6G4
E-mail: msmith@urbansystems.ca

Our File #: P17062.1

Dear Matthew:

RE: Ashcroft Sewage Treatment Plant – Mechanical Scope of Work

The following scope of work has been prepared based on our review of the Ashcroft STP design report.

Additional items may come into play once we visit the site and prepare our code review. The systems will be designed in accordance with NFPA 820: Standard for Fire Protection in Waste Water Treatment and Collection Facilities.

Biosolids De-watering Room: Mechanical Scope of Work

- Perform on-site review to assess existing systems and special requirements.
- Meet with Urban Systems and owner to discuss options and budget considerations.
- Review NFPA 820 to ensure room is considered an un-classified room.
- Specify and provide AutoCad drawings showing a new ventilation system for this area.
- Provide tender assistance if required.
- Provide construction administration including review of shop drawings, answer contractor questions, issue change notices, review progress draws and perform field reviews as needed.

Engineering Fees

Production of Construction Documents.....	\$ 4,500.00
Construction Administration.....	\$ 1,750.00

Estimated Construction

New HVAC System to NFPA 820 Requirements	\$35,000.00
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HPF ENGINEERING Ltd.

101-1402 MCGILL ROAD, KAMLOOPS, BC V2C 1L3

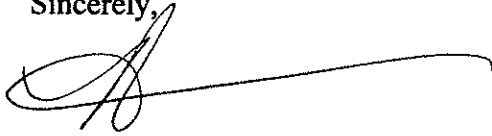
Ph: (250) 828-7992

Email: draft@hpfengineering.com

Fax: (250) 828-0984

I trust you will find the above information in order. Should you have any questions, please don't hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read 'Neal D. Rogers', with a long horizontal flourish extending to the right.

Neal D. Rogers, P. Eng., Principal
HPF Engineering Ltd.

Interior Instruments

a division of CORIX

1115 St. Paul Street
Kelowna, BC
Canada V1Y 2C6

T 250.717.8813
F 250.717.8814

April 3, 2017

Urban Systems
200 – 286 St Paul Street
Kamloops, BC V2C 6G4

Attention: **Matt Smith, P.Eng.**

Reference: **Village of Ashcroft, Sewage Treatment Plant Upgrade Dewatering Centrifuge**

The Village of Ashcroft is proposing to upgrade the dewatering system at their existing Sewage Treatment Plant to use a centrifuge system, in place of their existing belt press. The centrifuge system would consist of a centrifuge package, including its own control panel, two sludge feed pumps, a polymer makedown package, and a conveyor system.

Drawings from an earlier upgrade in 2012 indicate that the site had a service entrance upgrade, and automatic transfer switch installed, in addition to new blowers. The drawings indicate that the main breaker is rated at 600A, and if the loading shown is accurate, there should be available spare capacity in the main breaker for some additional loading at the site. Note that the BC Hydro transformers are listed as have a total of 150kVA capacity, which may be more fully loaded, depending on what loads operate at the same time within the plant. The service is indicated to be at 480V, which is a Voltage that is no longer supported by BC Hydro for new services of upgrades, so it should be noted that if the loads for this upgrade require an increase to the BC Hydro transformers size, there may be issues in retaining the 480V service.

For the purposes of this proposal, the following assumptions have been made:

- There will be no BC Hydro service upgrades required
- The centrifuge control panel will provide control signals to the sludge pumps, polymer makedown package, and the conveyor system, so no additional control panels will be required
- The electrical drawings from the 2012 upgrade are accurate, including the single line diagram and loading information, as well as the MCC layout
- Detailed design will not require a site visit, and enough information will be provided by the primary consultant and through photos from the site to complete detailed design
- HVAC equipment electrical information will be provided by the HVAC designer
- Commissioning of the packaged equipment will be by the package suppliers, and the scope of commissioning for this proposal is only for the VFD's including in this design, the power supply to the equipment, and the common alarm call out (if available)

The project is expected to include predesign, detailed design including specifications for tender, and construction and commissioning services.

We would invoice on an hourly basis up to the task maximum. We have included budget costs for disbursements and they would be invoiced at our company's cost plus 5%. Any additions to the above would be handled via scope change requests and work would not commence until the scope change has been approved.

We thank you for your interest in Interior Instruments and we look forward to working closely with you on this and future projects. If you have any questions concerning the above, please feel free to call our office at any time.

Yours truly;
Interior Instruments

Interior Instruments

a division of CORIX

1115 St. Paul Street
Kelowna, BC
Canada V1Y 2C6

T 250.717.8813
F 250.717.8814



Ken R. Hansen, A.Sc.T.
KH/aa.

cc. Linda Bie, P.Eng.

Fee Schedule

No.	Task Description	Ken Hansen	Linda Bie	Fees	Disburs	Total Fee & Disbursements
	Hourly Rate	\$ 136.00	\$ 150.00			
1.0	Preliminary Design					
1.1	Review existing electrical information and loading		4.0	\$600.00	\$250.00	\$850.00
1.2	Review packaged equipment information	4.0	12.0	\$2,344.00	\$117.20	\$2,461.20
1.3	Preliminary Cost Estimate	4.0	4.0	\$1,144.00	\$57.20	\$1,201.20
						\$4,512.40
2.0	Detail Design					
2.1	Power Supply to Equipment Packages	2.0	8.0	\$1,472.00	\$73.60	\$1,545.60
2.2	VFD Motor Schematics for Sludge Pumps	4.0	8.0	\$1,744.00	\$87.20	\$1,831.20
2.3	Coord. with package suppliers for control details		12.0	\$1,800.00	\$90.00	\$1,890.00
2.4	Control Wiring Between Packaged Equipment	4.0	12.0	\$2,344.00	\$117.20	\$2,461.20
2.5	Electrical Supply to HVAC Equipment		4.0	\$600.00	\$30.00	\$630.00
2.6	In House Drawing Review	4.0		\$544.00	\$27.20	\$571.20
2.7	Electrical Specifications	2.0	4.0	\$872.00	\$43.60	\$915.60
2.8	Project Coordination Meeting	4.0	4.0	\$1,144.00	\$57.20	\$1,201.20
2.9	Detailed Cost Estimate	4.0	4.0	\$1,144.00	\$57.20	\$1,201.20
2.10	Tender Specifications and Seal Drawings		4.0	\$600.00	\$30.00	\$630.00
						\$12,877.20
3.0	Tender Period					
3.1	Tender Questions and Clarifications	8.0	8.0	\$2,288.00	\$114.40	\$2,402.40
3.2	IFC Drawing Updates and Seal Drawings		4.0	\$600.00	\$30.00	\$630.00
						\$3,032.40
4.0	Construction Period					
4.1	Shop Drawings Review	8.0	16.0	\$3,488.00	\$174.40	\$3,662.40
4.2	Site Inspection and Construction Meeting		12.0	\$1,800.00	\$500.00	\$2,300.00
						\$5,962.40
5.0	Post Construction Period					
5.1	Start-up and Commissioning		16.0	\$2,400.00	\$500.00	\$2,900.00
5.2	O&M Manual Review and Record Drawings		8.0	\$1,200.00	\$60.00	\$1,260.00
						\$4,160.00

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: April 19, 2017

SUBJECT: PURCHASE OF NEW DUMP TRUCK TO REPLACING EXISTING VEHICLE

Background

The Village of Ashcroft currently has two dump trucks, one a 1998 and the other a 1976 model.

Discussion

The Foreman has advised Council that the 1976 vehicle is well past its useful life and is no longer cost effective to operate. This item has been on the list for several years but has now become a critical purchase.

The Foreman has obtained three quotes for a replacement vehicle and they are summarized below:

Supplier	Truck Description	Equipment Included	Price	Optional Equipment	Total Adjusted Price
IRL Truck Centre	2018 International 7300 SFA 4 x 2	Chassis, dump box, underbelly plow and hydraulic controls	\$146,638	N/A	\$146,638
Inland Controls Group	2018 Kenworth T370	Chassis	\$110,900	Dump box, underbelly plow and hydraulic controls	\$178,909
RJames Management Group	2016 Freightliner 180SD	Chassis, dump box, underbelly plow and hydraulic controls	\$194,500	N/A	\$194,500
	2016 Freightliner M2 106	Chassis	\$112,115	Dump box, underbelly plow and hydraulic controls	\$180,124
	2018 Freightliner M2106	Chassis	\$129,420	Dump box, underbelly plow and hydraulic controls	\$197,429
	2018 Freightliner 108SD	Chassis	\$135,020	Dump box, underbelly plow and hydraulic controls	\$203,029

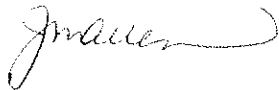
As you can see the vehicle from IRL Truck Centre is the best price by a significant margin. This vehicle will require several months delivery time as it will be built to our specifications. To ensure that the vehicle is complete and in service by the 2017 winter Administration would like approval to move forward with the Foreman's recommendation. This item is included in the 2017 budget which will be presented later this

evening. There will be one additional item added to the quote and that will be the construction of a tool box.

Recommendation

Administration is seeking Council's authorization to proceed with ordering a 2018 International 7300 SFA 4x2 truck including an underbelly plow, dump box and hydraulic controls from IRL Truck Centre for a price of \$146,638 plus GST and further that the addition of a tool box will be added to the overall cost.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF ASHCROFT
BYLAW NO. 812

Being a bylaw for the Corporation of the Village of Ashcroft to adopt the Five Year Financial Plan commencing the year 2017.

The Council of the Corporation of the Village of Ashcroft, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as the "Five Year Financial Plan Bylaw No. 812, 2017."
2. Schedule "A" and Schedule "B" attached hereto and made part of this bylaw are hereby adopted and are the Five Year Financial Plan of the Village of Ashcroft commencing January 1st, 2017.

READ A FIRST TIME THIS	DAY OF	, 2017
READ A SECOND TIME THIS	DAY OF	, 2017
READ A THIRD TIME THIS	DAY OF	, 2017
RECONSIDERED AND ADOPTED THIS	DAY OF	, 2017

John C. (Jack) Jeyes, Mayor

J. Michelle Allen, Chief Administrative Officer

Certified to be a true and correct copy
of Bylaw No. 812 as adopted by Council.

J. Michelle Allen, Chief Administrative Officer

YSB/kw

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 812 - SCHEDULE "A"

FIVE YEAR FINANCIAL PLAN 2017 - 2021

	Year 1 2017	Year 2 2018	Year 3 2019	Year 4 2020	Year 5 2021
Revenues					
Property Taxes	1,189,505	1,219,242	1,249,723	1,280,966	1,312,991
Parcel Taxes	168,500	241,561	241,561	241,561	241,561
Fees and Charges					
Sales of Services	222,675	222,675	222,675	222,675	222,675
Other					
User Fees	597,400	673,010	758,562	855,406	892,674
Borrowing Proceeds - MFA	0	2,860,000	0	0	0
Other Revenue					
Interest	41,000	41,000	41,000	41,000	41,000
Grants/Other Gov'ts.	1,993,524	5,800,000	800,000	800,000	800,000
Other	73,250	73,250	73,250	73,250	73,250
Services to Other Gov'ts.	18,000	18,000	18,000	18,000	18,000
Transfers from Funds					
Reserve Funds	440,350	235,650	235,650	235,650	235,650
DCC	0	0	0	0	0
Accumulated Surplus	512,355	0	0	0	0
Total Revenue	5,256,559	11,384,388	3,640,421	3,768,508	3,837,801
Expenses					
Debt Interest	6,000	66,000	124,082	124,082	124,082
Debt Principal	18,550	58,550	98,529	98,529	98,529
Capital Expenditure	1,490,600	7,860,000	0	0	0
Deficiency	0	0	0	0	0
Other Municipal Purposes	0	0	0	0	0
General Municipal	2,118,197	2,000,000	2,040,000	2,080,800	2,122,416
Fire Protection	139,253	120,000	122,000	125,000	125,000
Water	363,946	365,000	390,000	450,000	455,000
Sewer	351,128	351,128	355,000	360,000	365,000
Transfer to	0	0	0	0	0
Reserve Funds	533,235	328,060	275,160	294,447	312,124
Amortization Expense	235,650	235,650	235,650	235,650	235,650
Accumulated Surplus	0	0	0	0	0
Total Expenses	5,256,559	11,384,388	3,640,421	3,768,508	3,837,801

**Village of Ashcroft
2017-2021 Financial Plan
Statement of Objectives and Policies
Schedule 'B' of Bylaw No. 812**

In accordance with Section 165(3.1) of the *Community Charter*, the Village of Ashcroft (Town) is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2017. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and street lighting.

User fees and charges form the second largest portion of planned revenue. Many services can be measured and charged on a user basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licenses, and sale of services – these are charged on a user pay basis. User fees attempt to apportion the value of a service to those who use the service.

Objective

- Over the next five years, the Village of Ashcroft will balance the proportion of revenue that is received from user fees and charges with the projected funds operations require.

Policies

- The Village will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- Where possible, the Village will endeavor to supplement revenues from user fees and charges, rather than taxation, to lessen the burden on its limited property tax base.

Table 1: Sources of Revenue

Revenue Sources	% of Total Revenue	Dollar Value
Property Taxes	23%*	\$ 1,189,505
Parcel Taxes	3%	\$ 168,500
Sales of Service	16%	\$ 820,075
Grants/Transfers	56%	\$ 2,964,229
Borrowing Proceeds	0%	\$ -
Other Sources	2%	\$ 114,250
Total	100%	\$ 5,256,559

* contains 15% (\$172,537) Capital Replacement Reserve funds

Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as

this class also forms the largest portion of the assessment base and consumes the majority of Town services.

Objectives

- Maintain the property tax rate as low as possible while still providing for future needs.

Policies

- Continue to maintain and encourage economic development initiatives designed to attract more retail and commercial businesses to invest in the community. New investment from these areas will help offset tax increases while providing more revenue for the Village.
- Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage a range of employment opportunities.
- Regularly review and compare the Village of Ashcroft's tax burden relative to other municipalities in British Columbia.

Table 2: Distribution of Property Tax Rates

Property Class	% of Total Property Taxation	Dollar Value
Residential (1)	61%	\$ 724,793
Utilities (2)	10%	\$ 123,431
Light Industrial (5)	0%	\$ 3,153
Business and Other (6)*	27%	\$ 321,706
Recreation/Non-profit (8)	0%	\$ 617
Farmland (9)	1%	\$ 15,804
Total	100%	\$ 1,189,505

Permissive Tax Exemptions

- The Annual Municipal Report for 2016 contains a list of permissive exemptions granted for the taxation year and the amount of revenue foregone. The list demonstrates the policy of council that permissive exemptions are granted to not-for-profit institutions that form a valuable part of our community. These include religious institutions and some recreational facilities and service organizations.

Objective

- To ensure permissive tax exemptions are utilized to maximize the benefit to the municipality and citizens.

Policy

- To maintain permissive exemptions for religious institutions, recreational facilities, and service organizations.

Capital Asset Reserve

- In 2011 the Village recognized the need to accumulate funds to pay for future replacement of infrastructure. Accordingly a separate tax was established and funds collected are accounted for separately from general municipal taxes.

Objective

- To establish a reserve to fund future infrastructure replacement.

Policy

- To supplement revenues from government grants wherever possible to lessen the amount of funds utilized from the reserve fund.
- To seek out projects which will reduce the operating costs of the Village enabling them to repay funds back into the reserve over time.

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 813

Being a bylaw for the levying of rates for municipal, hospital, and regional district purposes for the year 2017.

The Council of the Corporation of the Village of Ashcroft, in open meeting assembled, enacts as follows:

1. The following rates are hereby imposed and levied for the year 2017:
 - a. For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general and municipal purposes, rates appearing in column "A" of the schedule attached hereto and forming a part hereof.
 - b. For capital asset reserve purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "B" of the schedule attached hereto and forming a part hereof.
 - c. For hospital purposes on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in column "C" of the schedule attached hereto and forming a part hereof.
 - d. For Thompson-Nicola Regional District purposes on the assessed value of land and improvements for hospital district purposes, rates appearing in column "E" of the schedule attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be one dollar (\$1.00).
3. This bylaw may be cited as "Tax Rates Bylaw No. 813, 2017".

READ A FIRST TIME THIS DAY OF , 2017

READ A SECOND TIME THIS DAY OF , 2017

READ A THIRD TIME THIS DAY OF , 2017

RECONSIDERED AND ADOPTED THIS DAY OF , 2017

John C. (Jack) Jeyes, Mayor

Certified to be a true and correct copy of Bylaw No. 813 as adopted by Council.

J. Michelle Allen, Chief Administrative Officer

J. Michelle Allen, Chief Administrative Officer

YSB/kw

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 813

SCHEDULE A - TAX RATES 2017

Property Class	Tax Rates (dollars of tax per \$1000 taxable value)					
	A General Municipal	B Capital Reserve	C Regional Hospital District	D Improvement District	E Regional District	F Specified Area
1. Residential	4.228233	0.746283	0.509509		1.196616	0
2. Utility	32.314142	5.703446	1.783280		4.188156	0
2. Utility	5.090054	1.090947	1.783280		4.188156	0
5. Light Industry	21.471595	3.789737	1.732329		4.068495	0
6. Business	17.235245	3.042021	1.248296		2.931710	0
8. Rec/Non Profit	8.865103	1.564691	0.509509		1.196616	0
9. Farm	9.175336	1.619447	0.509509		1.196616	0

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 811

A bylaw to prohibit outdoor burning within the boundaries of the Village of Ashcroft.

WHEREAS a municipal council may, by bylaw, regulate or prohibit the release of effluvia that is liable to foul or contaminate the atmosphere pursuant to Section 64(c), under the authority of Section 8(3)(h), of the Community Charter.

NOW THEREFORE the Council of the Corporation of the Village of Ashcroft, in open meeting assembled, ENACTS AS FOLLOWS:

- 1) That this Bylaw may be cited as "Village of Ashcroft Outdoor Burning Bylaw No. 811, 2017".
- 2) That Bylaw No. 651, cited as "Village of Ashcroft Fire Regulation Bylaw No. 651, 1999", and all amendments thereto, are hereby repealed.

Interpretation

- 3) In this Bylaw, unless the context otherwise requires,
 - a) "Village" means the Village of Ashcroft;
 - b) "Outdoor burning" means the burning of any material outside of an enclosed building;
 - c) "Portable burning device" means a device, either manufactured or homemade for the purpose of containing or facilitating the combustion of any material or fuel;
 - d) "Permit" means a permit issued by the Corporate Officer or designate in accordance with the provisions of this Bylaw.
 - e) "Household" means a dwelling or property that contains one or more people or family units.
 - f) "Fire Chief" means the Village Fire Chief or designate, as appointed by Village Council.
 - g) "Applicant" means the owner of a property, or the tenant named on the current lease for that property who is applying for a permit.

Prohibition

- 4) All outdoor burning of any combustible material or combination of materials by any person is prohibited within the municipal boundaries of the Village.

Exceptions

- 5) Notwithstanding Section 4, the following is permitted within the Village boundaries:
 - a) Interface burning to prevent the spread of fire. This burning shall be permitted only on prior approval of the Corporate Officer by recommendation of the Fire Chief, or designate, and the Ministry of Forests; and shall be supervised by the Fire Chief or his designate.
 - i) Only natural fuels may be burned.
 - ii) Burn piles must be located at a distance of 50 meters from any structure or as designated at the discretion of the Fire Chief.

- iii) The Corporate Officer, under the recommendation of the Fire Chief may permit burning of land clearing materials subject to sections 5(a)(i) and 5(a)(ii) being met along with any other conditions listed on the permit.
 - iv) Where in the opinion of the Fire Chief a significant interface fire hazard exists on a private property and where all other avenues for removal of the hazardous fuels have been exhausted, the Fire Chief may recommend the Corporate Officer to grant the property owner permission for open burning subject to conditions specified by the Fire Chief through issuance of a permit set out in Schedule "C". Any such burning undertaken by the property owner shall be solely at the property owner's own risk and expense.
- b) Fire Department training exercises on the approval of Council.
 - c) Burning lawfully conducted as part of a farm operation pursuant to the provisions of the *Farm Practices Protection (Right to Farm) Act*.
 - d) Fires for ceremonial or religious events subject to receiving prior approval from the Village through the issuance of a permit set out in Schedule "B".
 - e) Outdoor use of BBQ's or smokers that burn briquettes, charcoal, wood chips, propane or natural gas, for the purpose of cooking or preserving food.
 - f) Outdoor use of portable burning devices that operate with propane or natural gas for the purposes of warmth and ambiance, subject to the following provisions:
 - i) the device shall be situated at least 3 meters from any buildings, items constructed of wood, trees, and shrubs;
 - ii) no device shall be operated under trees, branches, or wires;
 - iii) the device shall be operated on a durable, non-combustible surface; and
 - iv) a person must adhere to the protective measures described in Section 11(g) of this bylaw.

Permits

- 6) Permits are issued from the Village office and are valid only during the date, time and location specified on the permit.
- 7) All persons applying for a permit shall pay a non-refundable \$10.00 application fee.
- 8) A permit shall not be transferable.
- 9) A household may be issued a maximum of two (2) permits per year.
- 10) The Corporate Officer or designate has the sole authority to issue or deny a permit. The decision of the Corporate Officer will be based on the provisions contained within this Bylaw, consultation with the Fire Chief and the prevailing current conditions as declared by the Ministry of Forests, Lands, and Natural Resources Kamloops Fire Zone, and its successors; the decision made by the Corporate Officer is final and is not open to reconsideration.
- 11) The procedure to obtain a permit is as follows:
 - a) All persons wanting a burning permit for Ceremonial or Religious Events must complete the application located within Schedule "B" of this bylaw, prior to the proposed ceremony or religious event.
 - b) All persons wanting a burning permit for Interface Fuel Reduction must complete the application located within Schedule "C" of this bylaw, not less than 7 days prior to the proposed date for interface fuel reduction.

- 12) All persons approved for a permit for either Ceremonial and Religious Events or Interface Fuel Reduction are bound by the terms and conditions found within Schedule "B" and Schedule "C" respectively, of this bylaw.

Offence/Penalties

- 13) This bylaw is enforceable by any members of the RCMP, the Village Fire Chief, and any member of staff designated by Council. The aforementioned has the authority to enter onto private property as per the provisions contained in the Community Charter, Section 16(6)(a) and as amended.
- 14) Any person who contravenes any provision of the Bylaw, shall be deemed to be guilty of an infraction of the Bylaw and upon summary conviction, is liable to a fine not less than One Hundred Dollars (\$100.00) nor more than the maximum penalty provided under the Offence Act, and as amended.
- 15) All persons shall be liable to pay all Charge Out Fees as outlined in Schedule "A" of this Bylaw; and the Village shall be able to recover from such persons all costs as a debt owing to the municipality under the authority provided by the Community Charter Section 17 and as amended, where any person:
- a) fails to obtain a Permit required under this bylaw; or
 - b) obtains a Permit as provided for in the Bylaw but fails to follow the provisions of the Bylaw and those conditions outlined on the Permit or the Bylaw; or
 - c) contravenes any provision of this Bylaw; or
 - d) allows a fire to spread beyond the control of the person or another emergency results therefrom.

READ A FIRST TIME THIS	10 th	DAY OF	April	, 2017
REA A SECOND TIME THIS	10 th	DAY OF	April	, 2017
READ A THIRD TIME THIS	10 th	DAY OF	April	, 2017
RECONSIDERED AND ADOPTED THIS		DAY OF		, 2017

John C. (Jack) Jeyes, Mayor

J. Michelle Allen, Chief Administrative Officer

Certified to be a true and correct copy
of Bylaw No. 811 as adopted by Council.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw

**VILLAGE OF ASHCROFT
BYLAW NO. 811
SCHEDULE "A"**

Charge Out Fees

The following rates for services for manpower, vehicles and equipment shall be recoverable by the Village for violations of 301(2) and 701 and for equipment call-outs by the Province of British Columbia. Call-out rates for manpower by the Province of British Columbia shall be as negotiated with the Village.

Manpower

Minimum two (2) hour call out for each firefighter at the rate of pay assigned to him or her, or for more than two (2) hour duration, the number of hours worked for each firefighter at the hourly rate of pay assigned to him or her, to equal the costs as paid out by the Village.

Vehicles Per Hour Rate

Equipment	Active	Standby
Engines,	\$500.00	\$250.00
Rescue Vehicle – R1	\$450.00	\$225.00

Equipment

At replacement costs.



VILLAGE OF ASHCROFT

601 Bancroft Street, PO Box 129,
Ashcroft, BC V0K 1A0

PHONE: (250) 453-9161 / FAX: (250) 453-9664

EMAIL: admin@ashcroftbc.ca WEBSITE:

www.ashcroftbc.ca

Bylaw No. 811

SCHEDULE "B"

Village of Ashcroft

Ashcroft Volunteer Fire Department

Burning Permit – Ceremonial and Religious Events

Applicant: (Please Print) _____

Civic Address: _____

Mailing Address: _____

Telephone Number: Home: _____ Work: _____

Date of Burn: _____ From: _____ To: _____

Location: _____

Purpose: _____

Fire Department Conditions: _____

Please see reverse for Conditions and Applicants Signature

Burning Permit Approved

Yes No

Corporate Officer or designate

Fee: \$10.00 Payable to the Village of Ashcroft

Fee Paid: Receipt # _____

**VILLAGE OF ASHCROFT
BYLAW NO. 811
SCHEDULE "B"**

1. An Open Burning Permit is for community events or rituals and is subject to the approval of the Corporate Officer or his designate.
2. Open burning is only permitted on private property unless through consent of Council. No Village property may be used other than by the Village of Ashcroft or its agent.
3. Open burning is to be carried out by the property owner, tenant or an agent acting on behalf of the property owner. The owner/occupant or agent accepts all responsibility for any liability as a result of the fire.
4. Any person who causes or through inadvertence, allows a fire to get beyond control and requires the assistance of the Ashcroft Volunteer Fire Department personnel shall be liable to a charge at cost for such assistance as specified in Schedule "A" of Bylaw No.
5. A competent person shall be in control of the fire until extinguishment.
6. Adequate appliances, equipment and personnel shall be provided by the permit holder so as to prevent the fire from getting beyond control.
7. Fires are to be extinguished or not started when wind and weather conditions are such that the fire becomes a hazard or creates a nuisance to surrounding properties.
8. Neighbors of adjoining properties are to be notified by the permit holder as to the times of the burn.
9. Conditions of fire:
 - a) Fire area to be no larger than 1 metre by 1 metre.
 - b) Fire to be kept a minimum of 3 metres to any house, tree, shrub or other combustible material.
 - c) No burning in barrels or other appliances, the fire is to be on the bare ground in a shallow pit.
 - e) Only seasoned wood, ceremonial branches/herbs or charcoal to be burned.

**This permit can be revoked at any time with or without cause by
The Village of Ashcroft Corporate Officer, Fire Chief or Designate**

I have read and fully understand the provisions of this permit and agree to all conditions.

Signature of Applicant: _____

Date: _____



VILLAGE OF ASHCROFT

601 Bancroft Street, PO Box 129,
Ashcroft, BC V0K 1A0

PHONE: (250) 453-9161 / FAX: (250) 453-9664

EMAIL: admin@ashcroftbc.ca WEBSITE: www.ashcroftbc.ca

**Bylaw No. 811
SCHEDULE "C"
Village of Ashcroft
Ashcroft Volunteer Fire Department**

Burning Permit – Interface Fuel Reduction

Property Owner (Please Print) _____

Civic Address: _____

Mailing Address: _____

Telephone Number: Home: _____ Work: _____

Dates (7 day window) from: _____ To: _____

Location: (please attach map or sketch of property highlight area to be burned)

Address: _____

Purpose: _____

Ignition method: _____

Method to control height of flames:

Resources to limit/prevent escape of fire: _____

Is there a fuel break in place? _____

How will adjacent property owners be notified? _____

Please see reverse for Conditions and Applicants Signature

Fire Chief's conditions/comments: _____

Corporate Officer or designate

Date

Fee: \$10.00 Payable to the Village of Ashcroft

Fee Paid: Receipt # _____

**VILLAGE OF ASHCROFT
BYLAW NO. 811
SCHEDULE "C"**

1. The Interface Fuel Reduction Burning Permit may be issued only by the Corporate Officer or designate, after consultation with the Fire Chief, and is subject to immediate cancellation as weather, humidity or other conditions change.
2. Interface burning is only permitted on private property. No Village property may be used other than by the Village of Ashcroft or its agent(s).
3. Interface burning is to be carried out by the property owner, tenant or an agent acting on behalf of the property owner. The owner accepts all responsibility for any liability as a result of the fire.
4. Any person who causes or through inadvertence, allows a fire to get beyond control and requires the assistance of the Ashcroft Volunteer Fire Department personnel shall be liable to a charge at cost for such assistance as specified in Schedule "A" of Bylaw No. 811.
5. A competent person shall be in control of the fire until extinguishment.
6. Adequate appliances, equipment and personnel shall be provided by the permit holder so as to prevent the fire from getting beyond control.
7. Fires are to be extinguished or not started when wind and weather conditions are such that the fire becomes a hazard or creates a nuisance to surrounding properties.
8. Neighbors of adjoining properties are to be notified by the permit holder as to the times of the burn.
9. Conditions of fire:
 - a) Fire to be kept of a minimum of _____ meters from any house, structure or property line.
 - b) The Provincial Government Venting Index must be adhered to.
 - c) No material is to be piled unless permission is granted in writing by the Fire Chief or designate.
 - d) Thorough knowledge of prescribed burning practices must be demonstrated by the applicant
 - e) Daylight hours only.
10. It is the applicant's responsibility to ensure "Optimum burning conditions" are present and likely to continue prior to starting any burns and extinguished immediately upon any indications that conditions are deteriorating.

I have read and fully understand the provisions of this permit and agree to all conditions.

Signature of Applicant: _____

Date: _____

This permit can be revoked at any time with or without cause by the Village of Ashcroft Corporate Officer, Fire Chief or Designate.

**INFORMATION CORRESPONDENCE
FOR THE APRIL 24, 2017 COUNCIL MEETING**

Small Scale Food Processor Association

- Agri-Food Business Planning Program – Cache Creek May 4-5, 2017

Interior Health

- Time to Talk Ticks Public Service Announcement

Jati Sidhu, MP

- MP Newsletter

Municipal World Publication

CHOA Journal Publication

The Spin Publication

Transition Publication

Input Publication

/kw



Thompson-Nicola Regional District



Thompson-Nicola
Film Commission
BRITISH COLUMBIA

tnrd.ca



50th Anniversary Trivia Contest Underway

For Immediate Release (April 10/17): The TNRD has wrapped up the first week of its 50th Anniversary Trivia Contest and nearly all of the respondents answered the question correctly.

The question was: What was the date of the TNRD's incorporation? The multiple choice answers were as follows:

- a) November 24, 1966
- b) November 24, 1967
- c) November 24, 1968
- d) November 24, 1969

The correct answer was b), November 24, 1967. The answer can be found by clicking on "Fact Sheet" link under "About TNRD" on our homepage. Answers to subsequent questions can also be found at tnrd.ca.

This week's question is: Including the bookmobile, how many branches does the TNRD Library System have?

- a) 7
- b) 13
- c) 14
- d) 19

From now until the date of the TNRD's 50th anniversary, November 24, a weekly trivia question will be posted on the TNRD's special 50th anniversary website, 50th.tnrd.ca, with a prize awarded each month to one of the respondents who has answered one of that month's trivia questions correctly. Then, on November 24, the names of all of the respondents who have correctly answered a trivia question throughout the year will be entered into a draw for a 50th anniversary celebration prize.

-30-

**For more information contact Director of Legislative Services, Carolyn Black:
250.377.8673; cblack@tnrd.ca**

The TNRD covers 11 municipalities (Ashcroft, Barriere, Cache Creek, Chase, Clearwater, Clinton, Kamloops, Logan Lake, Lytton, Merritt and Sun Peaks) and 10 Electoral Areas - "A" (Wells Gray Country), "B" (Thompson Headwaters), "E" (Bonaparte Plateau), "I" (Blue Sky Country), "J" (Copper Desert Country), "L" (Grasslands), "M" (Beautiful Nicola Valley - North), "N" (Beautiful Nicola Valley - South), "O" (Lower North Thompson) and "P" (Rivers and the Peaks). The TNRD provides over 120 services including planning and building inspection, solid waste management, emergency preparedness, 9-1-1 services, recreation, utilities, television rebroadcasting, river buoys, transit, tourism, library services and operates a film commission.