



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR AGENDA

**FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 4:30 PM ON MONDAY, APRIL 9, 2018**

1. CALL TO ORDER

2. MINUTES

- 2.1.** Minutes of the Committee of the Whole Meeting of Council held on Monday, March 26, 2018 **P.1-2**
- 2.2.** Minutes of the Regular Meeting of Council held on Monday, March 26, 2018 **P. 3-8**

3. DELEGATIONS

- 3.1.** None

4. CORRESPONDENCE

- 4.1.** Rachael Pollard, District Manager, Thompson Rivers Natural Resource District
- Invitation for Mayor to attend Forest Sector Community Breakfast, April 19, TRU CAC **P. 9-10**
- 4.2.** Senator Nancy Greene Raine
- National Health & Fitness Day, Saturday, June 2, 2018 **P. 11-13**
- 4.3.** Ashcroft & District Lions Club
- 8th Annual Skips Memorial Charity Run, Sunday, June 3, 2018 **P. 14-15**
- 4.4.** South Cariboo Minor Soccer Association
- Soccer League Schedule and tournament dates **P. 16**
- 4.5.** Sandra Stashuk, BC Trucking Association
- Invitation for Mayor to attend Lunch & Learn event, April 25, Sandman Signature Hotel **P. 17-19**
- 4.6.** Sgt. K. Thain, NCO i/c, Ashcroft RCMP Detachment
- Public Engagement on the Promotion of Unbiased Policing **P. 20-24**
- 4.7.** Kamloops Southwest Community Church Serve 2018
- Opportunity for youth work groups in Ashcroft, July 2 – 6, 2018 **P. 25-28**

5. UNFINISHED BUSINESS

- 5.1.** None
-

6. NEW BUSINESS

- 6.1. Ashcroft Pool Park
- Installation of Parking Restriction and Signage **P. 29-30**
- 6.2. South Cariboo Minor Soccer Association
- Off Street Parking for Special Events **P. 31**
- 6.3. South Cariboo Minor Soccer Association
- Crosswalks on Elm Street
- 4 way stop @ intersection Elm & Government Streets
- 6.4. Development Variance Permit Application – Home Hardware Building Centre
- Request for variance on signage requirements **P. 32-42**
- 6.5. UBCM Resource Sector Breakfast
- Schedule of Topics **P. 43-47**
- 6.6. UBCM, Local Government Program Services
- Approval of our EOC Upgrade – Generator Funding Application **P. 48-52**
- 6.7. BC Assessment Authority
- Invitation to meet during UBCM, September 11, 2018 **P. 53-54**

7. BYLAWS

7.1. Introduction and First Two Readings

- 7.1.1. Bylaw No. 817 – Village of Ashcroft Procedure Bylaw, 2018 **P. 55-66**

7.2. Reconsideration and Final Adoption

- 7.2.1. None

8. INFORMATION CORRESPONDENCE

- 8.1. Information Correspondence Listing for April 9, 2018 **p. 67**

9. REPORTS

Council Reports

- 9.1. **Finance Committee – Mayor Jeyes, Councillor Roden & Councillor Kormendy**
- 9.2. **Cache Creek Environmental Assessment Committee – Mayor Jeyes & Councillor Kormendy**
- 9.3. **Northern Development Initiative Trust – Councillor Trill & Councillor Kormendy**
- 9.4. **Gold Country Communities Society – Councillor Trill & Councillor Roden**

9.5. **TNRD – Mayor Jeyes & Councillor Kormendy**

The Current – Highlights of the Board of Directors' meeting held
March 30, 2018

P. 68-69

9.6. **Tourism – Councillor Roden & Councillor Lambert**

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

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

9.9. **Historic Hat Creek– Mayor Jeyes & Councillor Trill**

9.10. **Heritage – Councillor Roden & Councillor Kormendy**

9.11. **Transit – Councillor Kormendy & Councillor Roden**

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

9.13. **Seniors' Liaison – Councillor Lambert & Councillor Roden**

9.14. **Communities in Bloom – Councillor Trill & Councillor Roden**

9.15. **Health Care – Mayor Jeyes & Councillor Lambert**

9.16. **Bifuka Sister City Relationship – Councillor Kormendy & Councillor Lambert**

9.17. **Other**

(Motion to receive both verbal and written reports)

9.18. **Administration**

Chief Administrative Officer

9.18.1. No Report

Chief Financial Officer

9.18.2. No report

10. **INCAMERA**

10.1. Motion to go In-Camera to discuss an item under Community Charter Section 90.1.(c)
– Labour Relations

11. **TERMINATION**

THE CORPORATION OF THE VILLAGE OF ASHCROFT

COMMITTEE OF THE WHOLE MINUTES

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 6:00 PM ON MONDAY, MARCH 26, 2018

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

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

Press and Public

EXCUSED: Yoginder Bhalla, Chief Financial Officer

1. **CALL TO ORDER**

Mayor Jeyes called the meeting to order at 6:00 pm.

2. **PRESENTATIONS**

2.1. **Chief Josh White & Deputy Chief Steve Anderson, Ashcroft Volunteer Fire Department – Update on department activities**

Chief White provided an overview of the department's activities during 2017 touching on the number of calls for service and the three significant events that the members attended. The department dealt with 10 fatalities within a 12 month period which is significantly higher than previous years. Chief White encouraged all residents to make their properties Fire Smart and that information is available on line. Following the wildfires the association had over \$23,500 donated to them and they will be using these funds for various department equipment.

Deputy Chief Anderson provided Council with a proposal to build a fire training centre out of two cargo containers. They are requesting that Council permit this to be built behind the Public Works Shop. The projected construction cost is \$10,000 and their goal is to invite neighbouring departments to joint practices at the site.

Chief White closed his presentation by thanking a number of people for their support this past year.

Council thanked the Chief, Deputy Chief and all of the members for their dedication to the department.

2.2. **South Cariboo Minor Soccer Association – Parking at Soccer Fields**

Lee Hand, Sandra Agiatello and Seanna Sampson appeared as representatives of the South Cariboo Minor Soccer Association. They thanked Council for the excellent facility and advised that visiting teams always comment on the high quality of fields we provide.

They advised that they had concerns regarding the Village's proposal to reduce on street parking during tournaments and that they did not consider the use of the private lot to be an adequate solution. They did not feel that the soccer association should be responsible for off street parking and the Village should be taking care of this. They advised that crosswalks should be installed and the intersection of Elm and Government Streets should be a 4 way stop. They were not aware that there were any safety concerns and do not agree with the Village's proposal.

Mayor Jeyes thanked them for their presentation.

2.3. Andy Anderson, Home Hardware – Request for relaxation of Development Permit Area #4 signage requirements

Andy Anderson, representing the Home Hardware Building Centre, advised Council that the sign requirements under Development Permit Area #4 are very costly compared to other alternatives and he urged Council to reconsider these guidelines. He also suggested that other sections of the bylaw could be updated.

Mr. Anderson was advised that the Village is currently reviewing the Official Community Plan and the Zoning Bylaw and the Development Permit Area #4 bylaw is part of that process. He was advised that his application for a Development Variance Permit will be placed on the April 9, 2018 Regular Meeting of Council

3. TERMINATION

M/S Councillor Trill / Councillor Roden

"That the Committee of the Whole meeting of Council terminate at 7:03 pm."

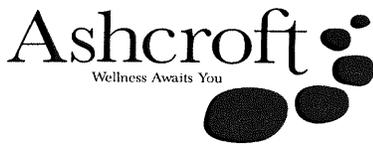
Carried.

John C. (Jack) Jeyes, Mayor

Certified to be a true and correct copy of
the Minutes of the Committee of the Whole
meeting of Council held Monday, March 26, 2018.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR MINUTES

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY, MARCH 26, 2018

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

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

Press and Public

EXCUSED: Yoginder Bhalla, Chief Financial Officer

1. **CALL TO ORDER**

Mayor Jeyes called the meeting to order at 7:05 pm.

2. **MINUTES**

2.1. **Minutes of the Regular Meeting of Council held on Monday, March 12, 2018**

Mayor Jeyes declared the minutes adopted as presented.

3. **DELEGATIONS**

3.1. None

4. **CORRESPONDENCE**

4.1. **Ashcroft/Cache Creek Rotary Club – 2017 Citizen of the Year Award**

M/S Councillor Roden / Councillor Kormendy

“That Mayor Jeyes attend the Citizen of the Year Dinner on April 7, 2018 and bring congratulations from the Village of Ashcroft.”

Carried. (12-03-18)

4.2. Wendy Booth, President, Union of BC Municipalities – Provincial response to our 2017 resolution put forward by Council and endorsed by the UBCM membership

M/S Councillor Kormendy / Councillor Trill

“That the Provincial response to the Village’s 2017 UBCM resolution regarding local election campaign financing be received and filed.”

Carried. (13-03-18)

4.3. Cariboo Chilcotin Coast Tourism Association – Invitation to attend 2018 Rural Tourism Summit “Beyond the Fire”, April 13-15, 2018

MS Councillor Kormendy / Councillor Lambert

“That Councillor Kormendy and any other member of Council who is available are authorized to attend the Cariboo Chilcotin Coast Tourism Association Rural Tourism Summit, April 13 – 15, 2018 in Williams Lake.”

Carried. (14-03-18)

4.4. Mr. Mike Baldwin on behalf of Nina Baldwin – Plight of dogs in Ashcroft on Mesa Vista

M/S Councillor Trill / Councillor Kormendy

“That the correspondence from Mr. Mike Baldwin be received and filed.”

Carried. (15-03-18)

M/S Councillor Roden / Councillor Kormendy

“That the Village send a letter to Mr. Baldwin advising that dogs are prohibited from parks where there is a children’s playground due to health concerns and further that he be advised that there will be a public presentation by the Off Leash Dog Park Committee on Thursday, May 3, 2018.”

Carried. (16-03-18)

Councillor Trill declared a conflict of interest and excused himself at 7:23 pm.

4.5. Community Connect Expo – Workshops & Presentations, April 14 at Ashcroft HUB

M/S Councillor Roden / Councillor Lambert

“That any member of Council who is available is authorized to attend the Community Connect Expo on April 14 at the Ashcroft HUB.”

Carried. (17-03-18)

Councillor Trill returned to the meeting at 7:26 pm.

4.6. City of Maple Ridge – Letter to Minister of Finance regarding Employer Health Tax

M/S Mayor Jeyes / Councillor Roden

“That the Village send a letter to the Honourable Carole James, Minister of Finance, expressing the Village’s concern with the impact the significant cost increase the Employer Health Tax will have on our budget and taxpayers.

Carried. (18-03-18)

4.7. Working Group on Responsible Conduct of Elected Officials – Foundational Principles of Responsible Conduct

M/S Councillor Roden / Councillor Kormendy

“That the information on the Foundational Principles of Responsible Conduct be received and filed.”

Carried. (19-03-18)

5. UNFINISHED BUSINESS

5.1. Off Leash Dog Park Select Committee of Council – New date for Community Presentation – May 3

M/S Councillor Roden / Councillor Kormendy

“That the Village approves the change in date for the Off Leash Dog Park Select Committee of Council presentation from May 17 to May 3 and further that the meeting be held in the Community Hall from 7:00 – 8:30 pm.”

Carried. (20-03-18)

6. NEW BUSINESS

6.1. Deb Arnott, Community Futures – BC Rural Centre Community Investment Co-op

M/S Councillor Roden / Councillor Kormendy

“That Councillor Roden, Mayor Jeyes and Chief Administrative Officer Allen all be authorized to attend the Community Investment Co-Op meeting hosted by Community Futures.”

Carried. (21-03-18)

6.2 Proposed Bylaw No. 817 – Council Procedure Bylaw – Opportunity to review bylaw prior to formal introduction and first two readings

M/S Councillor Roden / Councillor Lambert

“That Council approve the proposed Bylaw No. 817 – Council Procedure Bylaw as presented with the addition of a Question Period and a reference to the Foundational Principles of Responsible Conduct as developed by UBCM and the Provincial Government.”

Carried. (22-03-18)

7. BYLAWS

7.1. Introduction and First Three Readings

7.1.1. None

7.2. Reconsideration and Final Adoption

7.2.1. Bylaw No. 816 – Village of Ashcroft Local Government Elections and Other Voting Procedures Bylaw No. 816, 2018

M/S Councillor Roden / Councillor Lambert

“That Bylaw No. 816, cited as “Village of Ashcroft Local Government Elections and Other Voting Procedures Bylaw No. 816, 2018” be reconsidered and given final adoption.

Carried. (23-03-18)

8. INFORMATION CORRESPONDENCE

8.1. Information Correspondence Listing for March 26, 2018

M/S Councillor Roden / Councillor Lambert

“That the information correspondence listing to March 26, 2018 be received and filed.”

Carried. (24-03-18)

9. REPORTS

Council Reports

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

No report.

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

No report.

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

Councillor Trill provided an overview of the last NDIT RAC meeting which he attended via teleconference.

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

Council reviewed the report from Gold Country Chair, Outgoing COO and Incoming COO.

9.5. TNRD – Mayor Jeyes & Councillor Kormendy

Council reviewed The Current – Highlights from the Board of Directors' meeting held on March 15, 2018.

Councillor Kormendy provided an overview of the items on the March 15 meeting.

9.6. Tourism – Councillor Roden & Councillor Lambert

No report.

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

Council reviewed The Board Bulletin – Highlights from the Board of Education Meeting Held March 6, 2018.

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

No report.

9.9. Historic Hat Creek– Mayor Jeyes & Councillor Trill

Fire hall and campground projects will be going ahead this year.

9.10. Heritage – Councillor Roden & Councillor Kormendy

No report.

9.11. Transit – Councillor Kormendy & Councillor Roden

Council was advised that the bus driver has tendered her resignation and April 5 is her last day.

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

No report.

9.13. Seniors' Liaison – Councillor Lambert & Councillor Roden

No report.

9.14. Communities in Bloom – Councillor Trill & Councillor Roden

No report.

9.15. Health Care – Mayor Jeyes & Councillor Lambert

Councillor Roden advised that the local hospital has the ability for patients to have a virtual appointment with specialists/surgeons without travelling to their location. This is well received as a 15 minute pre-surgery consultation can be done from Ashcroft.

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

No report.

9.17. Other

M/S Councillor Roden / Councillor Kormendy

“That Council receive the verbal and written reports as presented.”

Carried. (25-03-18)

9.18. Administration

Chief Administrative Officer

9.18.1. None.

Chief Financial Officer

9.18.2. None.

10. INCAMERA

10.1. None.

11. TERMINATION

M/S Councillor Roden / Councillor Kormendy

“That this Regular Meeting of Council terminate at 8:15 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, March 26, 2018.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw

From: Pollard, Rachael E FLNR:EX <Rachael.Pollard@gov.bc.ca>
Sent: March-21-18 10:17 AM
To: jjeyes@ashcroftbc.ca
Subject: Invitation: Forest Sector Community Breakfast (April 19th, Kamloops)

Dear Mr. Jeyes,

My name is Rachael Pollard, and I am the District Manager of the Thompson Rivers Natural Resource District, with the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD). I am a member of the South Operational Issues Forum (OIF), a committee founded by senior Forest Sector government and industry representatives.

On behalf of OIF members, I would like to invite you to a breakfast meeting at Thompson Rivers University (Terrace Room, Campus Activity Centre) in Kamloops on Thursday, April 19th, from 8:00 to 9:30 am. We are inviting local Mayors, TNRD Directors and First Nations community leaders. The goal of this breakfast is to build relationships and understanding between OIF members and community leaders, as well as increase opportunities for community engagement in forestry and natural resource management.

For context, the South Operational Issues Forum is a joint Forest Industry and Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) group that covers the Southern Interior from Quesnel in the North, Lillooet/Merritt in the west, the US border in the south, to Cranbrook in the East:

- The forum is co-chaired by a representative from the forest industry and FLNRORD.
- Members include forest companies and government agency representatives from across the Southern Interior Forest Sector.
- It also includes industry associations Council of Forest Industries (COFI), Interior Lumber Manufacturers' Association (ILMA) and Federation of BC Woodlot Associations. Local forest companies also have representatives within the OIF.
- Government representatives include South Area Regional Executive Directors (RED) and District Managers (DM).
- Meetings are held bi-monthly and are held in Kamloops with a spring meeting in Williams Lake and a summer/fall meeting in Nelson.
- Group works together to develop recommendations around operational and legislative issues for decision makers to consider.
- In addition to the southern OIF, there is a northern and coastal OIF. All groups can bring issues forward to the Provincial Forestry Forum.
- For 2017/18 the South OIF has identified several Strategic initiatives. Building relationships and enhancing engagement with communities is one of our strategic priorities.

To that end, the OIF is inviting you to join us for breakfast on Thursday, April 19th, at Thompson Rivers University (Terrace Room, Campus Activity Centre) in Kamloops.

- In addition to breakfast, we would like to:
 - Get to know each other – introduce the membership of the OIF
 - Tell you what we do and briefly explain some of our strategic priorities

- Hear from you – what’s top of mind for your community with respect to forestry, get some feedback on our initiatives, and provide opportunities to ask any questions or recommendations you may have.

The OIF has broad Forest Sector government and industry representation. This community breakfast in Kamloops will be the third such event. We had very positive feedback from our first community breakfast last spring in Williams Lake and last fall in Nelson. We would really value the opportunity to meet and discuss challenges and opportunities related to the forest sector with you – hope you can make it.

I would appreciate an RSVP in response to this email by April 6th. If there are others you believe would benefit from attending, please let me know so that I can extend the invite to them.

Please call me at 250-371-6501 if you have any questions, or feel free to follow up with OIF co-host Brad Bennett (Interfor Corporation, cell 778-257-0642 or email Brad.Bennett@interfor.com). We are looking forward to meeting you there.

Rachael

Rachael Pollard PAg. | District Manager

Thompson Rivers Natural Resource District

Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD)

Desk: 250-371-6501 | Cell: 250-318-3744

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National Health & Fitness Day

Hello,

Congratulations for being one of the 303 communities across Canada which has proclaimed the first Saturday in June as, National Health and Fitness Day.

On behalf of Senator Nancy Greene Raine, I write to inquire about your community's plans for National Health and Fitness Day which, this year, is Saturday June 2nd.

I am contacting you on behalf of Senator Nancy Greene Raine, to inquire about your community's plans for National Health and Fitness Day – which is taking place Saturday June 2nd, 2018.

The goal of this initiative is to make Canada the Fittest Nation on Earth! We understand that to accomplish this goal we need the grassroots support of communities such as your

own.

Many of the proclaimed communities mark the day by offering health and fitness related programming, and we are wondering if your community has begun planning any activities for the day.

If you are looking for ideas and resources, I encourage you to visit our website www.NHFDcan.ca.

We look forward to hearing about what plans you have in store for this year!

For more information contact me at 613-995-0307 or Marilyn McIvor at 613 402 5154.

Best regards,

Justin Bergamini

Administrative Support Assistant

Office of Senator Nancy Greene Raine

PS. Please Save the Date for the Annual National Health and Fitness Day Fun Run/Walk at 07:00 hours in Halifax, near the FCM meeting on Saturday, June 2. Join Senator Nancy Greene Raine, other Mayors and Councils, partners and friends for this scenic bit of

physical activity.



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Ashcroft & District Lions Club,
Box 808,
Ashcroft, BC V0K 1A0
250 453-9077
Email: vivinash@telus.net

RECEIVED

MAR 28 2018

March 28, 2018

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

The Corporation
Village of Ashcroft

Attention: Michelle Allen

Dear Michelle,

Re: Eighth Annual Skip's Memorial Charity Run

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

- Date: Sunday, June 3, 2018
- Registration: 7:30 am
- Run starts – 9:00
- Run finish – approximately 1:00 pm

- Route: same as last year.
 - the 10 km run will start at The Hub, go along Ash Street, along Government Street to the Bridge, across the Bridge, along Evans Rd. to the "Caution Trucks" sign and back the same route. This is the route we took last year and it was very successful. We had flag people along the route making sure that the runners were safe. On Government Street where the large trucks travel, we stopped the runners to let the trucks by. During the run last year there were only three large semis and they travel very slowly.

 - In the past, someone from the Fire Department has monitored the run by driving back and forth along the route and we will be asking if someone will be able to do this again.

 - The RCMP and local Ambulance will be notified of the run.

 - The necessary insurance will be in place and you will receive a binder.

Page 2
March 1, 2017

- The proceeds will be donated to Skip Stuart's favourite causes - the Food Bank, Christmas Hampers and a \$500.00 bursary to a student at ASS who is specializing in mechanics/electrical/etc. Other community projects will benefit from the money that is raised.
- Each year the run has increased in participants and we hope to eventually make this an event that will bring many outside people to Ashcroft. It definitely fits in with the Village's brand.

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

Sincerely,



Lion Secretary Vivian Edwards

/ve

COPY

South Cariboo Minor Soccer Association

PO Box 1257, Ashcroft, BC, V0K 1A0

March 26, 2018

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

To Whom It May Concern:

This letter is just to reserve the soccer fields for the 2018 season. We would like to have the fields Mondays and Wednesdays from 4:00 pm to 7:30 pm from Monday, April 9, 2018 until June 24, 2018. We will also be having our two tournaments on May 5-6 and June 23-25, 2018. We would also like to book May 4 and June 22 from 4 p.m. until 8:30 p.m. as the start to our tournament for the home teams. If you need any further additional information, please give me a call at 250-457-3437 or email me at leeHand@telus.net

Sincerely,

Lee Hand, President



RECEIVED

MAR 26 2018

The Corporation
Village of Ashcroft

From: Sandra Stashuk (BCTA) [<mailto:SandraS@bctrucking.com>]
Sent: March-28-18 3:21 PM
To: Jack Jeyes <admin@ashcroftbc.ca>
Subject: BCTA Lunch & Learn

Hello,

The BC Trucking Association (BCTA) invites you to a Lunch & Learn in Kamloops on Wednesday, April 25th. We hope you can attend and meet Dave Earle, BCTA President & CEO, for this relaxed, informative and interactive session. Questions are encouraged throughout!

11 am to noon:	A brief outline of BCTA's work on industry issues like the Canadian ELD mandate, the workforce shortage, and carrier responsibilities related to Greenhouse Gas (GHG) Emissions Standards and Fuel Efficiency Standards for Medium- and Heavy-Duty Engines and Vehicles as well as the new BC Spill Response regulations.
Noon to 12:45 pm:	Break for a light working lunch.
12:45 to 2 pm:	What carriers can expect from the impending legalization of marijuana and the impact on employers.

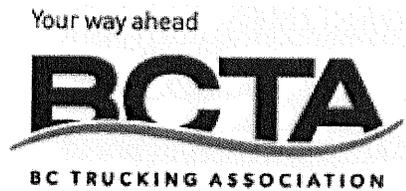
This is your opportunity to learn more about BCTA's activities and get helpful information on issues that affect your business.

Please see [here](#) for further details and register to secure your spot.

Let me know if you have any questions.

Thank you,

Sandra Stashuk
Member Services Coordinator | British Columbia Trucking Association
p 604-888-5319 ext 215 | f 604-888-2941 | tf 1-800-565-2282
e sandras@bctrucking.com | www.bctrucking.com



LUNCH & LEARN - KAMLOOPS

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LUNCH & LEARN - KAMLOOPS

Please join Dave Earle, BCTA President & CEO, for this relaxed, informative and interactive session. Questions are welcome throughout.

- 11 am to noon:** A brief outline of BCTA's work on industry issues like the Canadian ELD mandate, the workforce shortage, and carrier responsibilities related to new BC Spill Response regulations.
- Noon to 12:45 pm:** Break for a light working lunch.
- 12:45 to 2 pm:** What carriers can expect from the impending legalization of marijuana and the impact on employers.

Dave has expert knowledge about regulations to do with substance use, testing and treatment, and rehabilitation from an employer's perspective. His talk includes a history of the public acceptance and regulation of alcohol, to provide some perspective on legal marijuana, measuring "impairment," the legislative process and outcomes.

Dave joined BCTA on January 8, 2018. He was previously Vice President, Government Relations and HR Services for the Construction Labour Relations Association of BC. His experience in the construction industry includes service as Employer Co-Chair of the Program Administration Committee for the BC Construction Industry Substance Abuse, Testing and Treatment Program and Co-Chair of the Board of Trustees for the Construction Industry Rehabilitation Program.

We hope that you can join Dave to learn more about BCTA's activities, meet with carriers in your area, and get helpful information on issues that affect your business.

Upcoming Dates

25

Apr

11:00 am - 2:00 pm

Sandman Signature Kamloops Hotel, 225 Lorne Street, Kamloops

Non-member price: \$60.00

Member price: \$60.00

[Register](#)

Register Now

Number of Attendees *

Contact First Name *

Contact Last Name *

Company *

Phone *

Email *

Attendees *

^ v

Please list full name (first & last) for all attendees above (including yourself, if attending)

Event Date *

Michelle Allen

From: Kathleen THAIN <Kathleen.Thain@rcmp-grc.gc.ca>
Sent: Thursday, March 22, 2018 11:34 AM
Subject: Public engagement on the Promotion of Unbiased Policing - Public Engagement.
Attachments: 542861 Attachment 2.pdf; 542861 Police Final.pdf; 542861 Attachment 1.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Please find attached documents from the Province, who are requesting public engagement. Our local governments and First Nations Communities are being forwarded the documents to encourage participation. The process closes April 16, 2018.

Many thanks in advance, respectfully,

Sgt. Kathleen Thain

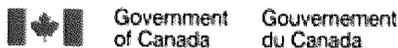
Sgt. K. THAIN, NCO i/c
Ashcroft Detachment/Government of Canada
Box 100
720 Elm Street
Ashcroft, BC
VOA 1A0
(250)453-2216
Fax: (250)453-9921

Sgt. K. THAIN, NCO i/c
Gendarmerie royale du Canada (GRC) de Ashcroft/Gouvernement du Canada

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March 12, 2018
Ref: 542861

Chief Constables of Independent Municipal Police Departments
Deputy Commissioner, Commanding Officer, "E" Division
Chief Officer, SCBCTA Police Service
Chief Officer, Stl'atl'imx Tribal Police Service
Chief Officer, Combined Forces Special Enforcement Unit BC

Dear Sirs and Madams:

As part of the ongoing implementation of the *Missing Women Commission of Inquiry* (MWCI) recommendations related to promoting equality in the delivery of police services, my office is undertaking a public engagement process. The purpose of this letter is to seek your assistance in promoting the engagement with your stakeholders or other networks, and encourage your respective organizations to participate.

The engagement process launched today and closes on April 16, 2018, at:

<http://engage.gov.bc.ca/unbiasedpolicing>

An online feedback form seeks input on specific topics related to the promotion of unbiased policing. Organizations also have the option to provide input in their own format, via written submissions which will be made public.

The results of the engagement will assist my office in drafting provincial policing standards on the promotion of unbiased policing, for further discussion and consideration by the *Advisory Committee on Provincial Policing Standards*.

An excerpt of related MWCI recommendations is enclosed for your information. I have also enclosed a document, which I invite you to circulate through your stakeholder networks to assist in promoting awareness of this engagement process.

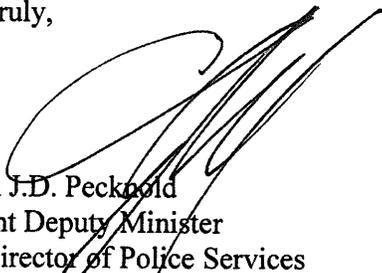
For more information about this project, please contact Ms. Lucie Vallieres, Senior Program Manager, at Lucie.Vallieres@gov.bc.ca.

I thank you in advance for your support and collaboration.

.../2

Page 2

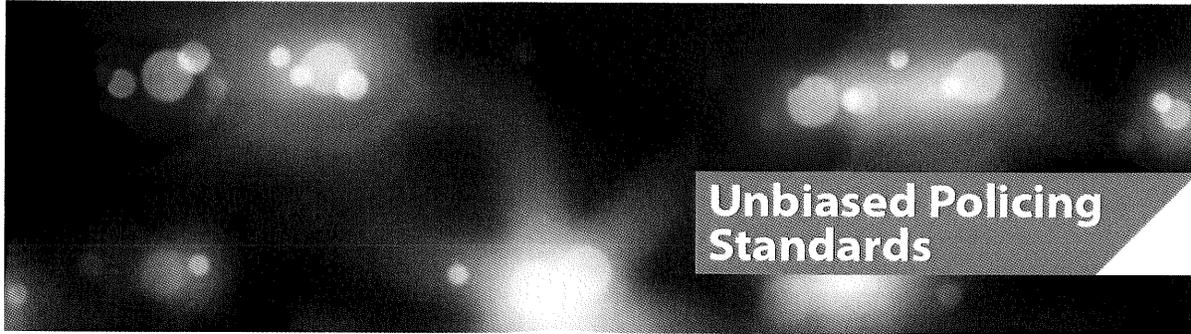
Yours truly,



Clayton J.D. Pecknold
Assistant Deputy Minister
and Director of Police Services
Policing and Security Branch

pc: Municipal Police Boards

Attachments: Related Recommendations from the MWCI
Information about the public engagement process



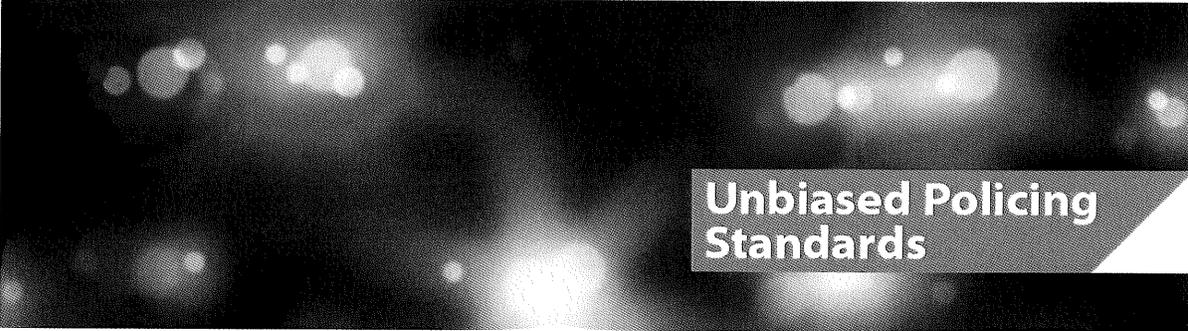
Provide your input to shape provincial policing standards to promote unbiased policing.

B.C. is encouraging the public and stakeholders to share their ideas on ways to promote equality in the delivery of policing services in the province.

In response to the *Missing Women Commission of Inquiry* (MWCI) recommendations, Government will develop provincial policing standards to promote unbiased policing in BC.

You can participate contribute feedback in this public engagement and participate in the following ways until April 16, 2018:

1. Complete the online questionnaire. found here:
<http://engage.gov.bc.ca/unbiasedpolicing>
2. Submit your thoughts and opinions by mail or email
Email: PSB@gov.bc.ca
Mail:
Policing and Security Branch, Ministry of Public Safety and Solicitor General
Attn: Public Engagement on the Promotion of Unbiased Policing
PO Box 9285 Stn Prov. Govt.
Victoria, BC V8W 9J7
3. Organizations and experts are invited to make email submissions in Word or PDF to PSB@gov.bc.ca. Visit the website for guidelines for submissions. Submissions from organizations will be made public on the engagement website.



Unbiased Policing Standards

Related Recommendations from the Missing Women Commission of Inquiry

Equality-Promoting Measures

4.1 That the Minister of Justice direct the Director of Police Services to undertake equality audits of police forces in British Columbia with a focus on police duty to protect marginalized and Aboriginal women from violence. These audits should be carried out by an external agency and with meaningful community involvement.

4.2 That Provincial Government set a provincial standard establishing that police officers have a general and binding duty to promote equality and to refrain from discriminatory policing.

4.10 That police forces integrate into training, performance standards, and performance measurement the ability of police officers to develop and maintain community relationships, particularly with vulnerable members of the community who are often at risk of being treated unequally in the delivery of public services.

4.12 That police officers be required to undergo mandatory and ongoing experiential and interactive training concerning vulnerable community members:

- Active engagement in overcoming biases, rather than more passive sensitivity training (sometimes called anti-oppression training);
- More intensive and ongoing training in the history and current status of Aboriginal peoples in the province and in the specific community, particularly with respect to the ongoing effects of residential schools and the child welfare system;
- Training and resources to make prevention of violence against Aboriginal women a genuine priority;
- Training to ensure an understanding of violence against women in a range of settings including family violence, child sexual exploitation and violence against women in the sex trade; in particular, the scenarios used in police training should incorporate issues of cultural sensitivity and violence against women; and
- Training in recognizing the special needs of vulnerable individuals and how to meet those needs, including recognition of a higher standard of care owed by the police to these individuals.



What is SERVE?

SERVE is a youth mission and youth conference rolled into a week-long event. Teenagers (approx. ages 12 to 18) from Canadian Baptist Churches across Western Canada come together each year with the sole purpose of serving the local community. Approximately 300 - 350 teens come in groups from their church (around 40-60 groups) with their own transportation and leaders to serve the community! In the summer of 2018, SERVE is being hosted by Southwest Community Church in Kamloops BC!

Groups arrive in the evening of Sunday, July 1st and leave the Saturday morning, July 7th. We send groups out into the community for service projects Monday, Tuesday, Thursday and Friday leaving them with Wednesday to explore. In the evenings we gather together at Southwest Community Church for a rally/service.

How can we partner together?

We are looking for work projects that we can partner with during the week! We prefer projects where students can see the practical need being met. The students are not professionals; but they do enjoy working, especially when they get to work alongside people in the community they are serving. SERVE over the years has done everything from serving lunch at a shelter, spending time in Nurses homes, helping High River residents after the flood (in 2013), working at community garden sites, day camps and more. Jobs have included painting, (exterior typically), cleaning, weeding/gardening, and light 'construction'.

We suggest work programs start at about 9am and end around 3pm. They bring their own lunches, all they need is a space to eat, access to washrooms, and they're good to go. Some groups come with leaders who are professionals (such as painters, carpenters, welders, etc.), so if your project needs specific help, let us know and we will do our best to find a group that can assist your project. Each person is told to bring work gloves to their site, but any other required tools or supplies should be provided by the site.



Please Contact Us!

July will come quickly, and we are more and more excited! As our team puts together work projects we would love to hear from you. With 35+ groups over 4 days, we have flexibility to work through project ideas. Teams will provide their own transportation to and from the site. If you would like a SERVE Team to work with you, please contact the work coordinator:

Work Coordinator Contact Information

Ellery Peters

Email: ellery.peters9@gmail.com

Phone: 778-257-0551

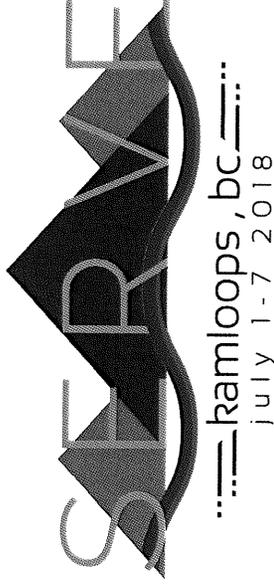
Thank you for your time and I hope we can partner together to SERVE our community!

Hannah Juras
Youth Pastor
Southwest Community Church

Key Points:

- Work project groups of 10 youth
 - The group size may be adjusted to suit your needs
- Groups Monday, Tuesday and Thursday and Friday - July 2 & 3 and 5 & 6
- We suggest work programs start at about 9am and end around 3:30pm with an hour for lunch
- Youth bring their own lunches
 - All they need is a space to eat, access to washrooms, and a place to refill water bottles
- Leaders will accompany each group



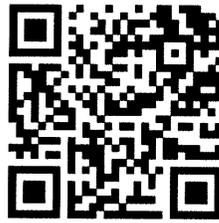


Every year 300+ teens from across Western Canada gather for an event called SERVE. For one week these teens dedicate their time and energy to volunteering and working in a variety of community service projects (eg. manual labour, painting, gardening, renovations, day camps, clean up, basic landscaping, etc.) for both the community as a whole as well as for individuals within the community. This year SERVE will be hosted by Southwest Community Church in partnership with The Canadian Baptists of Western Canada and will take place July 1 - 7 in Kamloops, BC.

We would like to know if there is a way that we could SERVE you during this event. If so, please take time to look over and complete the application form. If you have any further questions email hannah@swcc.ca or ellery.peters9@gmail.com or call Southwest Community Church at 250-828-1114.

Application deadline is Friday, June 8th.

To view our promotional video scan the QR Code with your smart phone or visit <https://www.youtube.com/watch?v=FLi6Zca5P-Q>



Please submit your application form:

In Person: Southwest Community Church
700 Hugh Allen Drive
Kamloops, BC
V1S 1N3

Through Email: ellery.peters9@gmail.com
hannah@swcc.ca

SERVE 2018 Project Proposal & Planning Form

REQUIRED Information – Please complete this entire section

Describe the Project (Please include details as you feel necessary. You may also attach a page if more space is required).

Name of applicant	Date
Phone #	Email
Worksite Information – A Site Contact Person is required. (Home owner, site manager, landlord, agency,	
Contact Person	Site Address
Cell Phone #	Email

Project Parameters

Time Required # ____ people # ____ of days

Our workers are aged 12 – 18 so please keep this in mind when determining the suitability of the project and determining the number of hours required. We encourage approximately 10 people for 2 days and will work with variations to meet your requirements. **(Hours from 9 am – Noon and 1 pm to 3:30 pm on July 2 & 3, and 5 & 6)**

List any approvals, permissions or notifications needed. (e.g. Landlord, other residents, neighbors or none) with contact names and numbers if available.

List any building permits or code observances that may be required. (We may not be able to accept such projects) or say, "Not Needed"

Project Identity – FOR USE BY SERVE 2018 ADMINISTRATOR ONLY

Project Name	Date Received
Project Type	Project ID#

ADDITIONAL Information – Please complete as much of this section as you are able. All additional information is helpful.

Normal work hours will be 9:00 AM – 3:30 PM. Workers will have bag lunch with them but will need access to drinking water and washroom facilities during the day.

Earliest time job can start in the morning	Latest time by which workers must leave the site
List sensitivities among residents at site. (e.g. smoke, fumes photography, fragrances, overstimulation)	
List types of tasks to be done if not listed elsewhere. (e.g. nailing, painting, gardening, cleaning)	

Special skills required

Special skills desired

Please Note – Tools and materials must be provided by the homeowner, agency, rental landlord. SERVE 2018 provides the labour and a measure of good cheer.

Materials provided

Tools provided

Rentals required (special tools, trailers, transport

Safety equipment needed (e.g. gloves, eye protection, closed toe shoes)

Any other information that may be helpful for approving and planning this project.

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: April 4, 2018

SUBJECT: PARKING RESTRICTIONS – ASHCROFT POOL PARK AREA

Background

Further to previous discussions, parking, especially during special events, at the Ashcroft Pool Park has not been done in accordance with traffic laws and has presented safety concerns. The Village has received comments on several occasions regarding concerns relating to parked vehicles and the inability to see children on the side of the road.

Discussion

As Council is aware, the soccer association and the fire department have both been made aware of the parking concerns and that changes will be required. We are continuing our discussions with the owner of a private piece of property to permit off street parking. In addition to the off street parking Administration is recommending that Council impose parking restrictions on Elm Street and Government Street as follows:

On Elm Street:

- No parking will be permitted along corners or by hydrants
- Parallel parking only along Elm Street adjacent to the fields
- No parking along Elm Street across from the fields

On Government Street

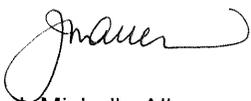
- Angle parking for small cars only along Government adjacent to the fields
- Angle parking should be done correctly – with cars angled in heading towards Highway 97C not away from it
- Parallel parking only on Government Street across from the fields

This proposal is outlined on the attached map of the area. We have ordered the appropriate signage and will install it when it has been received, subject to Council's approval. The local RCMP detachment has advised that they will assist the Village with enforcing these new requirements, firstly through an educational program however they will proceed to issuing warnings and tickets if necessary.

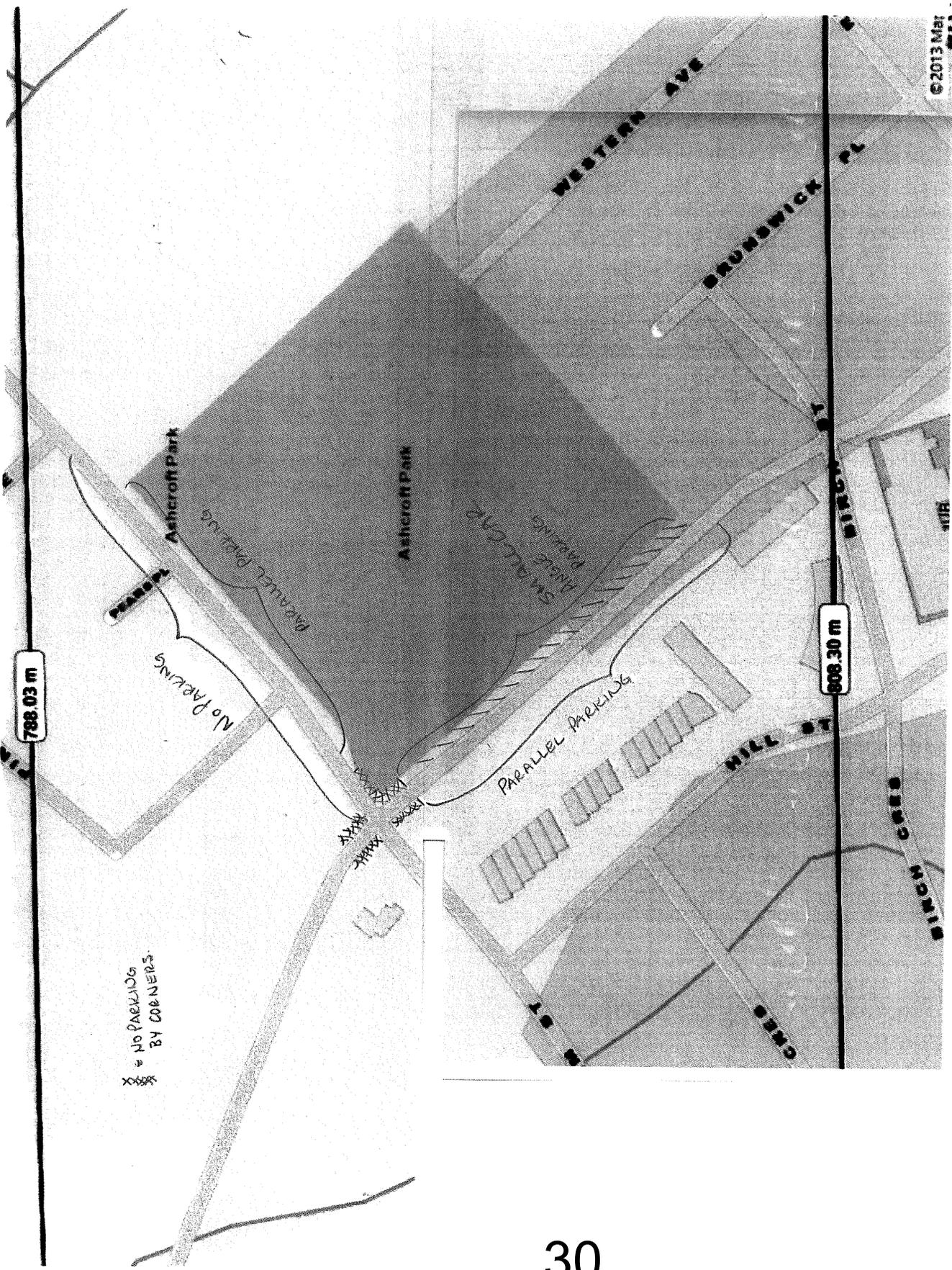
Recommendation

Administration is requesting authorization by Council to install parking restrictions on Elm and Government Streets as outlined above and further that the RCMP be notified when the signs have been installed.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer



Michelle Allen

From: admin <admin@ashcroftbc.ca>
Sent: Thursday, March 29, 2018 3:53 PM
To: 'Michelle Allen'
Subject: FW: Soccer

Importance: High

-----Original Message-----

From: leehand@telus.net [mailto:leehand@telus.net]
Sent: March-29-18 3:33 PM
To: admin@ashcroftbc.ca
Subject: Soccer
Importance: High

Hello,

Could you please make sure all the council members see this please.

I was in touch with Robert McCullough yesterday and they are not willing to do anything to the lot to make it usable for parking. Please advise what you would like us to do.

Thanks,
Lee Hand

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: March 21, 2018

**SUBJECT: APPLICATION FOR DEVELOPMENT VARIANCE PERMIT (DVP)
- 501 Railway Avenue, Ashcroft, BC, MSW Anderson Builders Ltd.**

Background

In accordance with Section 498 of the Local Government Act, property owners may apply for a Development Variance Permit when their proposed project does not meet the current zoning requirements.

Discussion

The Village has received an application for a DVP from MSW Anderson Builders Ltd. who operate the Home Hardware store located at 501 Railway Avenue. They have recently changed their store to a Home Hardware and as part of the agreement must change the branding to reflect the new name and logos. They are requesting variances to Bylaw No. 747 - Development Permit Area #4 in relation to the sign requirements. The Bylaw states that:

Permanent signage must be restricted to:

- a) *Painted window signs;*
- b) *Painted heritage appropriate material signs attached either to the upper façade or porch balusters;*
and
- c) *Painted heritage appropriate material projecting signs (suspended under canopies and porches where such structures exist).*

All signs should be indirectly illuminated.

The applicants are requesting the following variances:

- i) 2 large "Home Building Centre" signs to be mounted above the canopy to be made of aluminum
- ii) 7 small signs to hang under the canopy to be faced with aluminum
- iii) 1 double sided roof top sign to be made of acrylic and lit from within
- iv) 1 aluminum sign on the wood storage building
- v) 2 vinyl decals to be attached to the coverall building

The applicants advise that the cost of cedar signs is much higher and they will require more annual maintenance.

Administration has reviewed the application and confirm that the proposed signs do not conform to the bylaw requirements. We have recently had three new developments within the community and they have all met the signage requirements.

Administration advises that the under canopy signs at Nature's Gifts are wood with an aluminum face. These signs are new and were approved by the Village in error however they are very attractive and from a distance give the appearance of a wooden sign. In order to treat all businesses fairly and equitably we

**Memo to Mayor and Council Re: Development Variance Application at 501 Railway Avenue,
MSW Anderson Builders Ltd.**

recommend that the 7 signs for under the canopy could be constructed of wood with an aluminum face which would match those at Nature's Gifts.

Administration advises that the vinyl decals for the coverall building are acceptable as it would not be possible to attach a wooden sign to this structure.

Administration advises that the proposed sign for the wood storage building does not meet the bylaw and this sign should be constructed of wood. While a cedar sign would be the preferred sign, as this is on a side street Administration recommends that a painted wooden sign should be considered.

Administration advises that the rooftop sign does not meet the bylaw requirements in material or the form of lighting.

Administration advises that the two large Home Building Centre signs are the main business signs and in accordance with the bylaw should be made out of an appropriate material. Both of the gas stations have installed cedar signs which are very attractive and meet the bylaw requirements. Administration recommends that these signs conform to the bylaw in order to ensure that the overall appearance of the business meets the expectations of the bylaw.

Upon receipt of the application, all of the adjacent property owners were notified that this application would be going before Council on Monday, April 9, 2018 at 4:30 pm. We have received no comments either written or verbal relating to this application.

The applicants have been advised that their application will be presented to Council at the April 9th meeting and they have the right to attend. In this situation, Council may also address questions directly to the applicant if further clarification is required.

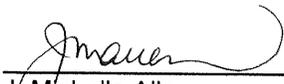
Administration advises that the NDIT Business Façade Improvement Program would allow a grant of up to \$5,000 towards the cost of the sign replacement provided the grant is applied for prior to the signs being ordered.

Recommendation

Upon review of the application and following discussions with the Fire Chief, the Building Inspector and the Foreman, Administration advises that Council has the following options:

1. Council may approve the application as presented. A notice will be placed on title advising future purchasers that signage was approved.
2. Council may deny the application as it does not meet the zoning requirements. The applicants will be advised that they may appeal Council's decision directly to the Board of Variance if they wish.
3. Council may consider each sign individually and approve or deny them on a sign by sign basis.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

SCHEDULE A5 (i)

VILLAGE OF ASHCROFT

PROCEDURES BYLAW NO. 500, 1989

SCHEDULE A5 - APPLICATION FOR A PERMIT

I/We hereby make application under the provisions of Part 29 of the Municipal Act for a (check where applicable):

Development Variance Permit

Temporary Commercial and Industrial Permit

to permit the proposed development as described in the attached form upon (legal description of property):

and located at (street address or general location) 501 Railway Ave Ashcroft BC.

Required application fee of \$ 100.00 and the completed Permit Information Forms are attached.

Jan 29/18
Date

[Signature]
Applicant's Signature

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

Jan 29/18
Date

[Signature]
Registered Owner's Signature

Where the Applicant is NOT the REGISTERED OWNER the Application must be signed by the REGISTERED OWNER or his SOLICITOR.

RECEIVED

FEB 13 2018

The Corporation
Village of Ashcroft

PERMIT INFORMATION FORM

THE INFORMATION REQUESTED IN THIS FORM IS REQUIRED TO EXPEDITE THE APPLICATION AND ASSIST THE STAFF IN PREPARING A RECOMMENDATION.

This form is to be completed in full and submitted with all requested information, Permit Application, Application Fee and Certificate of State and Title or of indefeasible Title for the subject property.

Applicant and Registered Owner

- 1. (1) Applicant's Name Andy Anderson
 Address 501 Railway Ave
Ashcroft B.C. Postal Code V0K1A0
 Telephone: Business 250-453-2281 Home 250-457-7333
- (2) Registered Owner's Name Andy Anderson
 Address 501 Railway Ave
Ashcroft B.C. Postal Code V0K1A0
 Telephone: Business 250-453-2281 Home 250-457-7333
- (3) A copy of a State of Title Certificate, or a copy of Certificate of Indefeasible Title, dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership.

Application Fee

- 2. An Application Fee as set out in Fees Bylaw No. ____ (applicable section of which is attached) shall be made payable to the Village of Ashcroft and shall accompany the Application.

Subject Property and Development

- (1) Legal Description in Full Building Center.
Retail. MSW Anderson Builders Ltd.
Lot 2, Block 11, Lot 4, Block 11, Lots 7, 8, & 9, Block 12, Plan 189, DL 423
- (2) Location (street address of property, general description or map)
501 Railway Ave Ashcroft B.C.

A5 (iii)

(3) Present Zoning/Designation _____

(4) Description of the Existing Use/Development _____

Same as before

(5) Full Description of the Proposed Development (use separate sheet if necessary) _____

We would like to add signage to the building as per Home Hardware's Conditions. We want to use Aluminum signage as opposed to the required wooden signage in the bylaws.

(6) Proposed Variation and/or Supplementation to Existing Regulations (use separate sheet if necessary) _____

We would like to use signs made from aluminum. They will look like the picture attached. There is a 10k difference between the wood & the metal. Plus the maintenance and cost of maintenance.

The signs we have under our canopy are just being re covered and are not actually being replaced. We would like a variance on those

As a few other businesses have replaced signage and they are not wood. The signs will still look nice and won't fade or crack, and they will have very minimal maintenance. We will still have the requested lighting. We need to have a signage up soon so that we are in compliance with "Home Hardware's" conditions, and we can have our grand opening.

A5 (iv)

Reasons in Support of Application

4. Reasons and comments in support of the application (use separate sheet if necessary) _____

Attachments

5. At the time of providing Application and information forms to the applicant the Village Clerk Treasurer or designated official shall indicate which of the following attachments are required or not required for this Application. The Village Clerk Treasurer or designated official may require additional information.

(1) A dimensioned Sketch Plan drawn to a scale of _____ to _____ showing the location of existing buildings, structures and uses.

REQUIRED: Yes _____ No _____

(2) A dimensioned Site Development Plan drawn to a scale of _____ to _____ showing the proposed use, buildings and structures, highway access, etc.

REQUIRED: Yes _____ No _____

A5 (v)

(3) A Contour Map (Plan) drawn to a scale of _____ to _____ with contour interval of _____, of the subject site.

REQUIRED: Yes _____ No _____

(4) A dimensioned Sketch Plan drawn to a scale of _____ to _____ of the proposed subdivision, where subdivision is contemplated.

REQUIRED: Yes _____ No _____

(5) Technical information or reports and other information required to assist in the preparation of the Permit, listed below:

Specific Reports:

General:

Date

Applicants Signature

FOR OFFICE USE ONLY

Sent to Applicant date _____ by _____

Application form duly completed and received by _____

Application fee \$ _____ received Receipt No. _____

Date

Signature of Officer





REMOVE EXISTING BRANDING AND REPLACE WITH A LOGO MATERIAL AND SIZE TO BE DETERMINED

**DRAFT
FOR DISCUSSION
PURPOSES ONLY**

DEALER
SIGNATURE: _____

DATE: _____

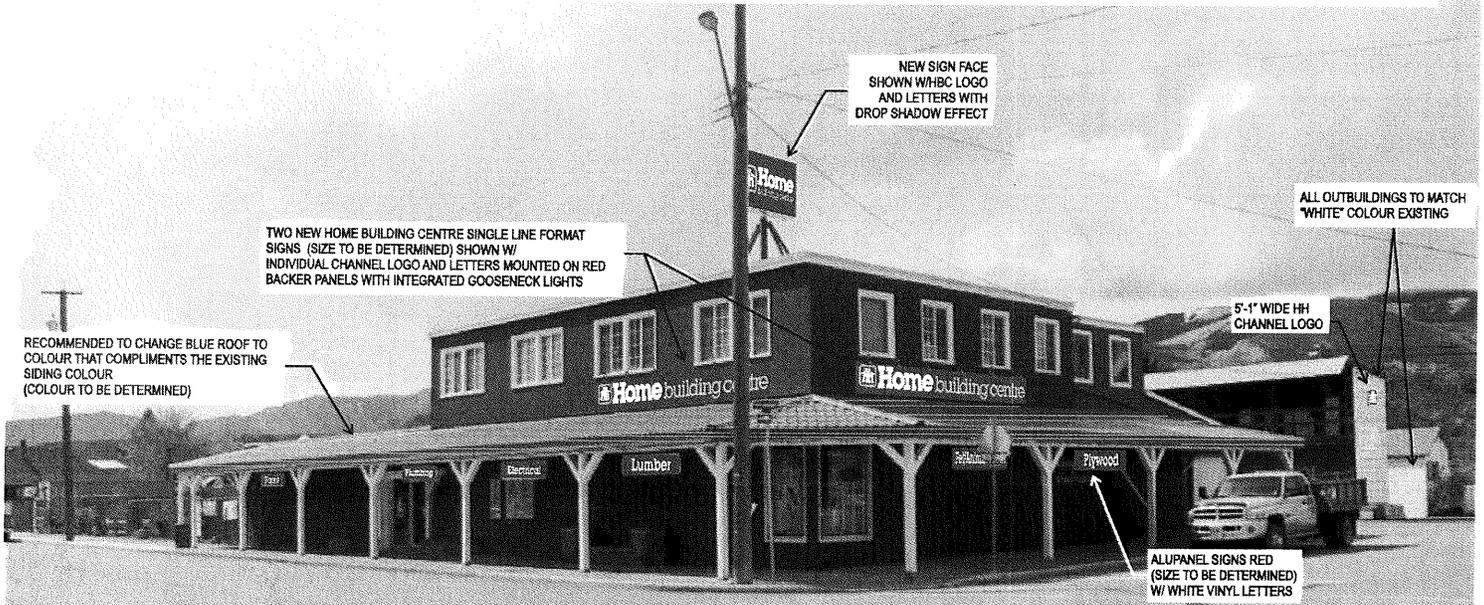
I HAVE REVIEWED THIS RENDERING SUPPLIED BY HOME HARDWARE STORES LIMITED AND AGREE TO FULLY IMPLEMENT THE RENDERING AS ILLUSTRATED ON MY STORE FRONT

This artwork has been created by the Store Planning Department and is intended to illustrate the appropriate signage required for either Home Hardware, Home Building Centre, Home Hardware Building Centre or Home Furniture exterior elevations shown on this proposal. This illustration shall not be used as a construction drawing as Home Hardware Stores Limited assumes no responsibility for work performed by any person or contractor using this illustration for construction purposes.

In order to provide a look consistent with the Build a Better Home Store Program, some Building Materials may be suggested for use as outlined in the Identification Guidelines. This illustration may be based on actual site photographs provided and could be distorted due to perspective views and camera angles. Actual sign sizes are representative of these perspective views, and are not to scale.

It is the responsibility of the Building Owner (or Home Dealer) to provide precise dimensions of the building exterior prior to this illustration being created. This is to be done in coordination with the Store Planning Department. Site Surveys and Inspections shall be done by the approved Sign Supplier before the actual installation to confirm all site conditions.

Store Planning Department
Drawn By: C. Wiltner



**DRAFT
 FOR DISCUSSION
 PURPOSES ONLY**

DEALER SIGNATURE: _____
 DATE: _____

I HAVE REVIEWED THIS RENDERING SUPPLIED BY HOME HARDWARE STORES LIMITED AND AGREE TO FULLY IMPLEMENT THE RENDERING AS ILLUSTRATED ON MY STORE FRONT

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Store Planning Department
 Drawn By: C. Witmer

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: April 4, 2018

SUBJECT: UBCM RESOURCE BREAKFAST INVITATION

Background

For the past five years the Resource Sector has sponsored breakfasts during UBCM week. These breakfasts are open to all elected officials however space is limited and advance registration is required.

Discussion

As in the past, the Resource Sector breakfasts will take place on Tuesday, Wednesday and Thursday mornings during UBCM. The breakfasts are free for elected officials however advance registration is required. Each community is limited to two seats per breakfast. Generally the Minister responsible for each sector is present and the event is an opportunity to hear updates related to that particular resource and network with the Minister, their staff and industry leaders.

In 2018 Mayor Jeyes, Councillor Kormendy and Councillor Trill will be attending UBCM. If members of Council were able to indicate which breakfast they wish to attend staff could complete the registration when it opens. All breakfasts take place at the Garibaldi Lift Co. Bar and Grill from 7:00 am – 8:30 am. The following are the details regarding the breakfasts:

Tuesday, September 11 – Mining Breakfast

Wednesday, September 12 – Energy Breakfast

Thursday, September 13 – Forestry Breakfast

Recommendation

Administration is seeking a motion of council authorizing staff to register members of Council to attend the UBCM Resource Breakfasts of their choice.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

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RESOURCE BREAKFAST
SERIES
Mining - Energy - Forestry

September 11 - 13, 2018
SAVE THE DATE

5th ANNUAL RESOURCE BREAKFAST SERIES
Garibaldi Lift Co. Bar & Grill, Whistler, BC • 7:00 am - 8:30 am

MINING BREAKFAST	Tuesday, September 11, 2018
ENERGY BREAKFAST	Wednesday, September 12, 2018
FORESTRY BREAKFAST	Thursday, September 13, 2018

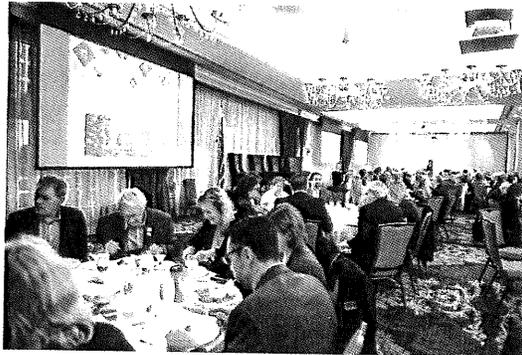
The Resource Breakfast Series is back for a fifth year spanning three mornings during the September 2018 Union of BC Municipalities' (UBCM) Annual Convention in Whistler, BC. This event presents an excellent opportunity for industry, community and provincial leaders to come together and discuss the latest news related to the mining, energy and forest sectors.

5th Annual Resource Breakfast Series
September 11-13, 2018
Garibaldi Lift Co. Bar & Grill, Whistler, BC

Registration for elected officials will open in mid-2018 (tickets required).

Click the links below to add this event to your calendar and save the date:

[iCalendar](#) • [Google Calendar](#) • [Outlook](#)



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MABC MINERAL ASSOCIATION OF BRITISH COLUMBIA



MINING SUPPLIERS



National Aboriginal Energy and Power Association



RFG 2018 VANCOUVER, CANADA RESOURCES FOR FUTURE GENERATIONS



WoodWORKS! Program of the Canadian Wood Council

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MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: April 5, 2018

SUBJECT: 2018 EOC UPGRADE – GENERATOR – FUNDING APPROVAL

Background

As Council is aware a funding application was submitted under the Community Emergency Preparedness Fund (CEPF) for the 2018 Emergency Operation Centres and Training Program. The application was to install a diesel generator at the Village Office that would permit the office to function as an EOC during an emergency.

Discussion

During many of the debriefing sessions following the 2017 Elephant Hill Fire backup power for the Village Office was identified as a priority of Council. Staff was directed to investigate funding opportunities to assist with this project.

In October 2017 the CEPF was announced with a maximum grant of \$25,000 towards EOC upgrades. Staff obtained a detailed quote to have a diesel generator installed at 601 Bancroft that would allow the Village Office/EOC to continue to function during extended power outages.

The total cost of the project is \$65,089 and we have been awarded a grant of \$25,000. The balance of \$40,089 will be paid from reserves. There is some site work that may be completed by our crew which may reduce the overall cost.

Administration is seeking a motion from Council authorizing staff to move forward with this project.

Recommendation

Administration recommends that the Village proceed with the purchase and installation of a diesel generator at 601 Bancroft which will provide backup power for the Village Office/EOC during extended power outages.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

Local Government Program Services

...programs to address provincial/local government shared priorities

RECEIVED

March 20, 2018

MAR 27 2018

The Corporation
Village of Ashcroft

Mayor Jeyes and Council
Village of Ashcroft
Box 129
Ashcroft, BC, V0K 1A0

Re: 2018 Emergency Operations Centres & Training - Approval and Terms & Conditions

Dear Mayor and Council,

Thank you for submitting an application under the Community Emergency Preparedness Fund for the 2018 Emergency Operations Centres & Training program.

I am pleased to inform you that the Evaluation Committee has approved funding for your project, *EOC Upgrade - Generator*, in the amount of \$25,000.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Transportation & Infrastructure has provided funding for this program and the general Terms & Conditions for this grant are enclosed. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the "*Detailed Budget - 2 Revised*" budget that was approved as part of your application;
- (2) All expenditures must meet eligibility requirements as defined in the Program & Application Guide;
- (3) All project activities must be completed within 12 months and no later than March 29, 2019;
- (4) The final report is required to be submitted to UBCM within 30 days of project completion and no later than April 30, 2019;
- (5) Any unused funds must be returned to UBCM within 30 days following the project end date.



Administration provided
by UBCM

Funding provided by
Province of B.C.



**For program
information, visit the
Funding Programs
section at:**

www.ubcm.ca

LGPS Secretariat

Local Government House
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca
Phone: (250) 356-2947

Applicants who submitted funding requests for Justice Institute of British Columbia (JIBC) Emergency Operations Centres courses are advised that if an EOC course is approved for funding under the regular Provincial EOC training program, this cost will no longer be eligible through the CEPF grant.

Please note that descriptive information regarding successful applicants will be posted on the UBCM and/or provincial government websites, and all final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee, I would like to congratulate the Village of Ashcroft for responding to this opportunity to develop EOC capacity to support the resiliency of BC communities.

If you have any questions, please contact Local Government Program Services at (250) 387-4470 or by email at cepf@ubcm.ca.

Sincerely,



Rebecca Bishop
Program Officer

cc: *Michelle Allen, CAO*

Enclosure



Local Government Program Services

General Funding Terms & Conditions

The purpose of the Terms & Conditions is to provide basic information on grants administered by the Union of BC Municipalities through Local Government Program Services (LGPS). For specific information regarding the terms and conditions of each funding program, please refer to the relevant Program & Application Guide.

1. Definitions

- **Approved Applicant** - In general, LGPS grants are awarded to local governments (regional districts and municipalities). However, under some programs, First Nations can be the approved applicant. The approved applicant is the primary contact for UBCM and is responsible for overall grant management.
- **Approved Partner(s)** - Are organizations that contribute directly to the approved project, are identified in the application and are approved by UBCM. Possible partners include, but are not limited to, boards of education, health authorities, First Nations or aboriginal organizations, non-profit organizations and local governments (other than the applicant).
- **Approved Project** - Is the activity or activities described in the application and approved by UBCM.
- **Cash Expenditures** - Are direct costs properly and reasonably incurred and paid for with money by the approved applicant or approved project partner for the development or implementation of the approved project. For example, catering and consultant fees can be cash expenditures.
- **In-Kind Expenditures** - Are the use of resources of the approved applicant or approved project partner for the development or implementation of the approved project. For example, the use of meeting rooms owned by the applicant or approved partner can be an in-kind expenditure.

2. Eligible & Ineligible Costs

Eligible costs, including cash and in-kind expenditures, are direct costs properly and reasonably incurred by the approved applicant or approved partner as part of the approved project. To be eligible, these costs must be outlined in the detailed budget submitted by the approved applicant as part of the application process and be approved by UBCM. Requests to change the budget must be made to UBCM, in writing, by the approved applicant (see below). Please see the relevant Program & Application Guide for specific notes regarding eligible and ineligible costs.

3. Post-Approval Terms

Notice of Approval

UBCM will inform all applicants of the status of their application by letter. Approved applicants will be informed of specific conditions of the grant approval and if a specified percentage of the approved grant amount will be forwarded to the approved applicant upon approval. The balance of the grant will be paid on satisfactory completion of the project and receipt and approval of all final reporting requirements.

Applicant Responsibilities

LGPS grants are awarded to approved applicants. When collaborative projects are undertaken, the approved applicant remains the primary organization responsible for the grant. Due to this, the approved applicant is the primary contact for UBCM and is responsible for:

- Ensuring that approved activities are undertaken as outlined in the approved application and within the required timeline
- Providing proper fiscal management of the grant and approved project (see below)
- Submitting final reports, using UBCM forms where available, as required by the Program & Application Guide (see below).

Accounting Records

Acceptable accounting records must be kept that clearly disclose the nature and amounts of eligible expenditures (cash and in-kind) incurred as part of the approved project. Financial summaries are required to be submitted as part of the final report and must be signed by a representative of the approved applicant (or as required in the Program & Application Guide).

In all cases, the final project expenditure must be net of any rebates (such as GST/PST) that the approved applicant or approved partner is eligible to receive.

Changes to or Cancellation of Approved Project

Approved applicants need to apply to UBCM, in writing, for any significant variation from the approved project as described in the approved application, including any major changes to:

- Start or end dates
- Project purpose, goals, outcomes or milestones
- Cash and in-kind expenditures or matching funds (when required)
- Project partners

UBCM's approval is required in advance for such changes. If an approved project is cancelled, the approved applicant is responsible for ensuring any grant monies that have been advanced are returned to UBCM within 30 days, or as outlined in the Program & Application Guide.

4. Reporting Requirements

Submission of Reports

Approved applicants are required to submit final reports as outlined in the Program & Application Guide. When UBCM forms or templates are available, they are required to be used. Please note the following when submitting a report:

- When completing a UBCM report form please ensure that each question is answered and that all attachments are complete. Follow any sample templates that UBCM provides.
- Submit all documents as Word or PDF files. Note: files over 20mb cannot be accepted.
- Submit all digital photos or images as JPEG files. Note: files over 20mb cannot be accepted.
- If a hardcopy of the report is required, do not bind reports or submit in binders or folders.
- When you are ready to submit your report, please e-mail it directly to lgps@ubcm.ca or mail it to Local Government House: 525 Government Street, Victoria, BC, V8V 0A8.

Extensions and Outstanding Reports

In order for an approved project to continue past the approved end date – or for a final report to be submitted after the established deadline – approved applicants must contact UBCM to request and be granted permission for an extension.

Approved applicants that do not request extensions and have outstanding reports may forfeit the final payment of their grant and may not be eligible to apply to future LGPS programs until reports are received.

5. Recognition of Funding and Funders

Approved applicants should contact UBCM for more information on recognizing funding and for information on the appropriate use of logos. Please contact LGPS at (250) 356-2947.

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: April 4, 2018

SUBJECT: 2018 UBCM BC ASSESSMENT INVITATION TO MEET

Background

Each year during UBCM BC Assessment Authority invites local governments to meet with them to discuss items of interest, ask questions or express concerns. Council has met with BCAA a number of times at this event.

Discussion

Attached to this memo is an invitation from BC Assessment Authority inviting Council to request a meeting on Tuesday, September 11. This will be the day that Small Talk is taking place and we are unable to request a specific meeting time so it could mean leaving the presentation to attend a meeting.

Administration is not aware of any concerns relating to BC Assessment Authority that should be brought to their attention however Council may have general questions that they wish to discuss.

Recommendation

Administration is seeking direction from Council with regards to requesting a meeting with BC Assessment Authority on Tuesday, September 11, 2018 during UBCM.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

Attach.

Michelle Allen

From: Communications General Mailbox BCA BCA:EX
<bcacommunications@bcassessment.ca>
Sent: Wednesday, April 04, 2018 9:43 AM
Subject: 2018 UBCM - BC Assessment Meeting Invitation

2018 UBCM Convention – BC Assessment Meeting Invitation

Hello,

This September, BC Assessment is once again proud to support the Union of BC Municipalities. We look forward to our participation at the Convention and tradeshow, and hope you will drop by our exhibitor booth for an informal chat.

As part of our ongoing focus of improving collaboration and engagement with local governments, we would also like to extend an invitation to join us for a more in-depth, personalized, one-on-one meeting on Tuesday, September 11. This opportunity presents the chance to meet face-to-face to discuss a specific property assessment issue related to your community or for us to answer general questions about BC Assessment.

If you would like to book a one-on-one meeting with BC Assessment, please contact BCA Communications by **Friday, May 11**. Closer to the Convention, we will be in touch to confirm your meeting time, location, and specific topic choices.

Thank you for your continued collaboration with us, and we look forward to meeting with you in September.

Sincerely,

BC Assessment Local Government and Communications divisions

BC ASSESSMENT     



THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 817

A bylaw to provide for the procedures of Council Meetings and Committees of Council

Section 124 of the *Community Charter* states that a council must, by bylaw, establish the general procedures to be followed by council and council committees in conducting their business; the Council of the Village of Ashcroft, in open meeting assembled enacts as follows:

PART 1 – INTRODUCTION

Citation

1.1 This Bylaw may be cited as the “Village of Ashcroft Council Procedure Bylaw No. 817, 2018”.

Interpretation

1.2 In this bylaw,

“Acting Mayor” means a Council Member appointed to assume the role of the Mayor in the duly elected Mayor’s absence or their inability to act;

“Clerk” is synonymous with “Corporate Officer” and means the Chief Administrative Officer (CAO), or Deputy Corporate Officer in the absence of the Chief Administrative Officer;

“Chair” means the Mayor, or Member of Council presiding at a meeting;

“Community Charter” means the BC legislation *Community Charter [SBC 2003] C. 26* and as amended;

“Council” means the Council of the Village;

“Council Committee” means a standing, select, or other committee of Council, but does not include Committee of the Whole;

“Corporate Officer” means the CAO who is identified as the Corporate Officer for the Village of Ashcroft in *The Village of Ashcroft Officers and Employees Bylaw No. 807, 2016* and designate;

“COTW” means the Committee of the Whole Council;

“Delegate” means a person, group of people with a common interest, business representatives, government officials, special interest groups, societies, community service groups, or petitioner with the intention to address Council;

“Local Government Act” means the BC legislation *Local Government Act [RSBC 2015] Ch. 1*, and as amended;

“Mayor” means the Mayor of the Village or Acting Mayor in the Mayor’s absence;

“Public Notice Board” means the notice board located adjacent to the Village Office entrance;

“Robert’s Rules of Order” means *Robert’s Rules of Order, 11th Edition*, and as amended;

“Village” means the Village of Ashcroft;

“Village Office” means the Village of Ashcroft Administrative Office located in the building located at 601 Bancroft Ave. Ashcroft, BC;

“Website” means the Village website located at the address: www.ashcroftbc.ca

Application of rules of procedure

- 1.3 The provisions of this bylaw govern the proceedings of Council, COTW, and all Council Committees, as applicable.
- 1.4 In cases not provided for under this Bylaw, *Robert’s Rules of Order*, apply to the proceedings of Council, COTW, and Council Committees to the extent that those rules are:
 - a) applicable in the circumstances, and
 - b) not inconsistent with provisions of this bylaw or the *Community Charter*.

PART 2 – SCHEDULE AND NOTICE OF COUNCIL MEETINGS

Inaugural Meeting

- 2.1 Following the general election for Mayor and Council, the first Council meeting known as the Inaugural Meeting, must be held on the first Monday of November immediately after the general municipal election.
- 2.2 If a quorum of council members elected at the general municipal election has not taken office by the date of the meeting referred to in section 2.1, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and Location of Council Meetings

- 2.3 All Council meetings must take place in the Council Chambers located within the Village Office except when Council resolves to hold meetings elsewhere.
- 2.4 Regular Council meetings will be held;
 - a) on the second Monday at 4:30 pm and the fourth Monday at 7 pm of each month, except:
 - i) any designated Monday that falls on a statutory holiday, the meeting will then be held on the following Tuesday;
 - ii) the months of July and August, meetings will be held on the fourth Monday of each month at 7 pm;
 - iii) the month of December, meetings will be held on the second Monday of that month at 4:30 pm;
- 2.5 Regular Council meetings shall adjourn at 11:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time with a unanimous affirmative vote.
- 2.6 Regular Council Meetings may, by a resolution of Council:
 - a) be cancelled, provided that two consecutive meetings are not cancelled; and

- b) be postponed to a different day, time and place determined by the Mayor, provided the Clerk is given at least 2 days written notice.

Notice of Council Meetings

- 2.5 In accordance with sections 94 and 127 of the Community Charter, the Clerk must post on the Notice Board the schedule of times and place of Council Meetings at least once annually.
- 2.6 Where revisions are necessary to the annual schedule of Regular Council Meetings, the Clerk must, as soon as possible, post to the Notice Board and website any revisions to the date, time, place, or cancellation of a Council Meeting.
- 2.7 At least 72 hours before a Council Meeting, the Clerk must give public notice on the Notice Board detailing the time, place and date of the meeting.
- 2.8 The Clerk shall post the agenda for the Council Meeting in accordance with the provisions stated in section 2.14.

Notice of Special Meetings

- 2.9 The Mayor may call a special meeting at their discretion.
- 2.10 Two or more members of Council may, in writing, request that the Mayor call a special meeting.
- 2.11 If the Mayor or Acting Mayor is absent or unable to act within 24 hours after receiving a request under Section 2.10, then two or more members of the Council may themselves call for a Special Meeting to be held within the next 7 days.
- 2.12 Notice of any Meeting called under Section 2.11 will be signed by the Clerk in the place of the Mayor.
- 2.13 Except where a notice of a special meeting is waived by the unanimous vote of all Council Members, the Clerk must give the public notice of a Special Meeting:
 - a) at least 24 hours before the scheduled start of the meeting;
 - b) including the time, place and date of the special meeting;
 - c) by posting a notice and a copy of the agenda on the Notice Board and website;
 - d) by advising Members of Council of the special meeting by email.

Agenda

- 2.14 The Clerk must prepare an agenda before every Council Meeting and shall:
 - a) circulate a copy to each Council Member at least seventy-two (72) hours before the meeting.
 - b) make copies available to the public at the Village Office prior to 2 pm on the Friday before the Meeting.
- 2.15 Any person with items to be placed on the Agenda must provide the items to the Clerk no later than 3:30 pm on the Tuesday preceding the Council Meeting the agenda is applicable to.

PART 3 - DESIGNATION OF MEMBER TO ACT IN THE PLACE OF THE MAYOR

Acting Mayor

- 3.1 At the first regular meeting held in November each year, or at the inaugural meeting held immediately after the General Municipal Election, Council must designate Councillors to serve as Acting Mayor for portions of the year in the place of the Mayor when:
 - a) the Mayor is absent;
 - b) is unable to act; or
 - c) if the office of the Mayor is vacant.
- 3.2 The Acting Mayor must fulfill the responsibilities of the Mayor in their absence.
- 3.3 If both the Mayor and the Acting Mayor are absent from a Council Meeting, the Council Members present must choose a member to preside at the Council Meeting in accordance to section 6.3.
- 3.4 The Council Member designated under section 3.1 or chosen under section 3.3 has the same powers and duties of the Mayor in relation to the applicable matter.

PART 4 – PUBLIC ATTENDANCE AT COUNCIL MEETINGS

Meetings to be Open to the Public

- 4.1 Except where the provisions of Section 90 the *Community Charter* apply, all Council Meetings must be open to the public.
- 4.2 Before closing a meeting or a part of a meeting to the public, Council must, by resolution passed in a public meeting, state the reason, as provided Section 90 of the *Community Charter*, the meeting or a portion of it is to be closed to the public.
- 4.3 This section applies to all meetings of the bodies referred to in Section 93 of the *Community Charter*, including:
 - a) COTW,
 - b) standing and select committees,
 - c) parcel tax review panel,
 - d) board of variance, and
 - e) commissions created by Council.
- 4.4 Despite section 4.1, the Mayor or the Acting Mayor may expel or exclude from a Meeting any person pursuant to section 133 of the *Community Charter*.
- 4.5 The Chair presiding may request assistance from a peace officer to remove any person ordered to leave the meeting, pursuant to section 4.4, if that person refuses to leave the meeting.

Delegations

- 4.6 COTW and Delegations shall be subject to the rules and procedures as outlined in this section of the Bylaw, unless explicitly stated otherwise.
- 4.7 COTW shall be an opportunity for dialogue between delegates or the public in the gallery with Council.
- 4.8 COTW will be held at 6 pm, before Regular Meetings that are scheduled to begin at 7 pm.
- 4.9 In addition to section 4.7, at any time, during a Council meeting, Council may, by resolution, go into a COTW for the purpose of discussing an issue thoroughly.

- 4.10 Delegations shall be scheduled during Regular Council Meetings and any delegate wanting to address Council during this section of the Meeting must:
- a) provide notice to the clerk as outlined in section 4.14; and
 - b) submit the subject matter the delegate wishes to bring forward to Council in writing to the Clerk.
- 4.11 No delegate will be provided an opportunity to address Council during any Regular Council Meeting without providing notice, as outlined in section 4.14.
- 4.12 A delegate must not address Council for more than 15 minutes during a Regular Council Meeting or COTW, unless Council, through a unanimous vote, resolves to allow that presenter to exceed the time limit.
- 4.13 A delegate wishing to address Council during a COTW, without providing the notice described in section 4.14, may be given the opportunity to address Council, provided there is sufficient time to do so, so as not to interfere with the Regular Council Meeting beginning at 7 pm.
- 4.14 The order of priority to address Council during the COTW is given to delegates who provide notice to the Clerk prior to 3:30 pm on the Tuesday prior to the meeting and are therefore indicated on the Council Meeting Agenda.
- 4.15 The Clerk may refuse to place a matter on the agenda brought forward by a potential delegate if the issue is considered to fall outside the jurisdiction of Council.
- 4.16 Notwithstanding section 4.15, a delegate may appeal the Clerk's decision and the Clerk must distribute the information, under separate cover, to Council for their consideration.
- 4.17 The Clerk may schedule delegations to another Council Meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- 4.18 Council shall not make any decisions in regards to any topic discussed or questions asked by the delegate or the public in the gallery during the COTW or during the Regular Council Meeting where the delegation was made.
- 4.19 Notwithstanding section 4.18, Council may direct the Clerk to investigate and report on a matter brought forward during the COTW or a Regular Council Meeting.
- 4.20 Council must not permit a person to address Council regarding a bylaw where a public hearing has been held, or where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- 4.21 Every petition presented to Council shall include of each petitioners':
- a) legal name;
 - b) civic address or legal description of the property of which they are the owner or which they occupies in the municipality;
 - c) in the case of a corporation, the authority given by the corporation for that person to speak on behalf of the corporation.

PART 5 – MEETING MINUTES

Minutes of Meetings to be Maintained and Available to the Public

- 5.1 Minutes of every Council meeting must be:
- a) legibly recorded;
 - b) certified as correct by the Clerk; and
 - c) signed by the Mayor at the next meeting at which the minutes are adopted.

- 5.2 In accordance with section 97(1)(b) of the *Community Charter*, minutes of the proceedings of Council must be open for inspection at the Village Office during its regular office hours.
- 5.3 Notwithstanding Section 5.2, minutes of a Council meeting or that portion of the meeting which persons were excluded under section 90 of the *Community Charter*, will not be available for public inspection.

PART 6 – COUNCIL PROCEEDINGS

Community Charter Provisions

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

Calling Meeting to Order

- 6.2 At the time specified for a Council meeting or immediately after when a quorum is present, the Mayor must take the Chair and call the Council Meeting to order.
- 6.3 If a Quorum of Council is present but the Mayor or Acting Mayor does not attend within 15 minutes of the scheduled time for a Council Meeting to begin:
 - a) the Clerk must call to order the members present, and
 - b) the members present must choose a member to preside at the meeting.

Adjourning Meeting Where no Quorum is Present

- 6.4 If there is no quorum of Council present within 15 minutes of the scheduled time for a Council Meeting, the Clerk must:
 - a) record the names of the members present, and those absent; and
 - b) adjourn the meeting until the next scheduled meeting.

Order of Proceedings and Business

6.5 Unless the Mayor or two-thirds of the Council otherwise directs, the business at all regular meetings of the Council shall be proceeded with in the following order:

- 1st Call to Order
- 2nd Minutes
- 3rd Petitions and Delegations
- 4th Correspondence
- 6th Unfinished Business
- 6th New Business
- 7th Bylaws and Resolutions
- 8th Council Reports
- 9th CAO Reports
- 10th CFO Reports
- 11th Question Period
- 12th Termination

6.6 When any Order, Resolution or Question is lost by reason of the Council or any Committee losing quorum, the order, resolution or question lost must be the first item of business to be proceeded with and disposed of at the next meeting of the Council or Committee under that particular heading.

Rules of Conduct and Debate

- 6.7 Every Council member shall address themselves to the Chair before speaking to any question or motion.
- 6.8 Council members shall address the Mayor as "MAYOR (Surname)" and shall refer to other members as "COUNCILLOR (Surname)".
- 6.9 No Council member shall:
- a) speak disrespectfully of Her Majesty the Queen, any of the Royal Family, the Governor-General, Lieutenant-Governor, or persons administering the Government of Canada or the Province of British Columbia;
 - b) use offensive words in or against the Council or against any member;
 - c) reflect upon any vote of Council except for the purpose of moving that such vote be rescinded;
 - d) resist the rules of the Council, disobey the decision of the Mayor, or the interpretation of the rules of the Council;
 - e) resist or disobey, if ordered by the Mayor, to leave their seat for that meeting, subject to section 133 of the *Community Charter*, but in case of apology being made by the offender, they may, by an unanimous vote of the remaining Council members present, be permitted to re-take their seat;
 - f) contravene the Foundational Principles of Responsible Conduct for BC's Local Governments as endorsed by the Union of British Columbia Municipalities.
- 6.10 No member may speak more than once to the same question except:
- a) by leave of the Council;
 - b) for explanation of a material part of their speech which may have been misconceived;
 - c) when replying to a member who has made a substantive motion to Council, but not a member who has moved an amendment.
- 6.11 Notwithstanding section 6.10(b), a Council member must not introduce a new matter.
- 6.12 After a question is finally put by the Mayor, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared.
- 6.13 The decision of the Mayor as to whether the question has been finally put shall be conclusive.

Points of Order

- 6.12 The Mayor shall preserve order and decide all points of order which may arise, but subject to an appeal by the other Council members present.
- 6.13 If an appeal is made by a member of the Council arising from the decision of the Mayor, the question shall be immediately put, and decided without debate.
- 6.14 The Mayor shall be governed by the majority vote of the remaining Council members when the question "Shall the Chair be sustained?" is put, and the names of the members of the Council voting for or against the question shall be recorded on the minutes.
- 6.15 If the Mayor refuses to put the question "Shall the Chair be sustained?", Council must appoint one of its numbers to preside temporarily in lieu of the Mayor, and the member of Council so temporarily appointed shall proceed in accordance with Section 3.2.

- 6.16 In the event of the votes being equal, relating to the provisions in sections 6.14 and 6.15, the question shall pass in the affirmative.

Reports

- 6.17 A standing or select committee of Council may report to the Council at any regular meeting or shall report at the point of time as required by Council.
- 6.18 Reports from staff and committees shall be submitted to the Clerk subject to section 2.15, who shall approve each report, make copies and attach a copy to the agenda of the next regular Council meeting before it is circulated to the members of Council.

Motions

- 6.19 Motions other than routine motions shall be put in writing by the Clerk and seconded before being debated or put from the Chair.
- 6.20 When a question is under consideration, no motion shall be received except for the following:
- a) to commit;
 - b) to amend;
 - c) to lay on the table;
 - d) to postpone indefinitely;
 - e) to postpone to a certain time;
 - f) to move the previous question; or
 - g) to terminate.
- 6.21 The motions indicated in Section 6.20 shall have precedence in the order in which they are named, and the last five shall be neither amendable nor debatable.
- 6.22 Amendments shall be recorded in writing by the Clerk and shall be decided upon before the main question is put to a vote.
- 6.23 Only one amendment shall be allowed to an amendment.
- 6.23 A motion to commit the subject matter to a Committee, until it is decided, shall preclude all amendments of the main question.
- 6.24 A motion to adjourn the Meeting or to adjourn the debate shall always be in order, but if such motion is negative, no second motion to the same effect shall be made until the intermediate business or matter has been disposed of.

Voting at Meetings

- 6.25 The following rules apply to voting at Council meetings:
- a) When debate on a matter is closed, the Chair must put the matter to a vote of Council members;
 - b) When the Council is ready to vote, the Chair must put the matter to a vote by stating: "Those in favor raise your hand." and then "Those opposed raise your hand."
 - c) When the Chair has put the matter to a vote under paragraphs (a) and (b) a member must not:
 - i) Cross or leave the room,
 - ii) Make noise or a disturbance, or
 - iii) Interrupt the voting procedure unless the interrupting member is raising a point of order.

- d) After the Chair finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
 - e) The Chair's decision about whether a question has been finally put to vote is conclusive;
 - f) A vote of a Council member is deemed as a vote in the affirmative by raising their hand or in absence of doing so as per provision 6.28; and
 - g) The Chair must declare the result of the voting by stating that the motion is "Carried" in the affirmative or "Defeated" in the negative.
- 6.26 Every Council member present when a question is put shall be required to vote unless they declare themselves in a conflict of interest pursuant to Section 100 of the *Community Charter*.
- 6.27 A member of Council who declares a conflict of interest shall not vote but shall leave their chair, vacate the Council Chambers during the discussion and while the vote is conducted, and return to the meeting immediately thereafter.
- 6.28 Should any member refrain from voting when any question is put, for any reason other than that mentioned in section 6.26, they shall be regarded as having voted in the affirmative and their vote shall be counted accordingly:
- a) All acts authorized or required by the *Local Government Act* and *Community Charter* are to be done by the Council, and all other questions that may come before the Council, shall be decided by the majority vote of the members of the Council who are present at the meeting, unless stipulated otherwise in legislation.
 - b) In all cases where the votes of the members of Council present, including the vote of the Mayor are equal for and against a question, the result shall be negative, and it shall be the duty of the Mayor to so declare.

Question Period

- 6.29 A question period shall be held prior to the termination of all Regular Council meetings.
- 6.30 Any member of the public in the gallery may ask a question directed to Council if:
- a) that question is based on the topics identified in the agenda for the in the current Council meeting;
 - b) that person has not already asked a question;
 - c) the question is addressed in a respectful manner;
 - d) no longer than 15 minutes has elapsed since Question Period commenced.
- 6.31 Notwithstanding section 6.30(b) and pursuant to section 6.30(d), a member of the public may ask an additional question if no other person desires to ask a question.
- 6.32 The order in which people from the gallery may ask a question during Question Period is the sole discretion of the Mayor.

PART 7 - BYLAWS

- 7.1 Every bylaw shall be read three times on three separate days and may be referred to a COTW between second and third reading, unless otherwise ordered by a two-thirds vote of the members of the Council present at the meeting.
- 7.2 Notwithstanding the provisions of Section 7.1, a bylaw may receive up to three readings at one meeting upon the affirmative vote of at least two-thirds of the members of Council present at the meeting, excluding any provisions identified in the *Community Charter* and the *Local Government Act* requiring the input or approval of the electorate, or approval of the Inspector of Municipalities.
- 7.3 First reading of every bylaw shall include an introduction with the title and intended object of the bylaw, and the question of the first reading shall be decided without amendment or debate.

- 7.4 Second reading of the bylaw shall consist of debate upon the general principles of the bylaw.
- 7.5 If the bylaw has been referred to a COTW as specified in Section 7.1, the Committee shall proceed by first postponing the preamble of the bylaw and then every clause shall be considered individually in its proper order; the preamble and title to be last considered.
- 7.6 The Chair of the COTW shall report the bylaw to the Council once the Regular Meeting has resumed and the bylaw may then be read a third time and passed upon motion, provided that upon request by any member of the COTW, any part of the bylaw be read again before the motion is put.
- 7.7 Every bylaw passed shall be reconsidered not less than one clear day after it has received third reading; however, that if a bylaw must be approved by the electorate or the Inspector of Municipalities, pursuant to the *Community Charter, Local Government Act*, or any other Act, it shall not be reconsidered until such approval has been obtained.
- 7.8 One copy of every bylaw bearing evidence of approval, if any, and one copy of every adopted bylaw signed, sealed and bearing evidence of registration in the office of the Inspector of Municipalities, if required, shall be kept among the records of the Village.
- 7.9 The Mayor may, at any time within one month after the adoption of a bylaw, may intervene and return for reconsideration any bylaw, resolution or proceeding of the Council provided the bylaw or resolution:
- a) has not been given the assent of the electors;
 - b) has not been reconsidered by the Council in the manner mentioned in Section 7.7; or
 - c) has not been acted upon by any officer, servant or agent of the Village.
- 7.10 Referring to section 7.9, the Mayor may state his objections to the Council, and the Clerk shall record in the minutes of such objections which includes suggestions or proposed amendments of the Mayor.
- 7.11 The Council shall, as soon as convenient, consider such objections, and either:
- a) reaffirm the bylaw, resolution or proceeding; or
 - b) reject the bylaw, resolution or proceeding; in which case it is deemed to be absolutely vetoed, rescinded and repealed, and is of no force of affect whatsoever, and shall not be reintroduced into the Council within a period of six months except with the unanimous consent of Council; or
 - c) the conditions which applied to the passage of the original bylaw, resolution or proceeding apply to rejection thereof.

PART 8 – STANDING AND SELECT COMMITTEES

- 8.1 The Mayor shall establish standing Committees for any purpose which he considers would be better regulated and managed by means of such committees, and he shall appoint members of Council to serve on the committee.
- 8.2 The Council may from time to time appoint a select committee to enquire into any matter and to report its findings and opinions to the Council.
- 8.3 Any member of the Council may be placed on a standing or select committee, notwithstanding the absence of such member at the time of being named upon such committee; the first named of any committee shall be the Chair of that committee.
- 8.4 Members of the Council may attend the meetings of any of its committees with the following exceptions:
- a) a quorum is not present;

- b) members shall not be allowed to vote, but may be allowed to take part in any discussion or debate by permission of a majority of the committee.

8.5 The general duties of all the standing committees of the Council shall be as follows:

- a) to investigate and consider topics requested by the Mayor or Council; and
- b) to report to Council any findings or recommendations as deemed necessary by the committee in relation to the subject matter put to them at a Regular Meeting at a time as determined by Council.

8.6 Every member who introduces a motion upon any subject which requires the appointment of a select committee shall be one of the committee.

8.7 No standing or select committee shall have a number of Council members greater than or equal to quorum.

8.8 All standing and select committees shall adhere to the rules governing proceedings in a Regular Council meeting.

8.9 A select committee shall, on completion of its assignment or on submitting its final report to the Council, be automatically dissolved.

PART 9 - ATTENDANCE AND EXAMINATION OF WITNESSES

9.1 The Council, or any standing or select committee shall have power, under the hand of the Mayor, and seal of the municipality, to summon witnesses for examination on oath in any and all matters connected with or relating to the administration of the municipality, and shall have the same power to enforce the attendance of such witnesses and compel them to give evidence as is vested in any court of law in civil cases.

9.2 Any member of Council may administer the oath to any witness called before Council or select committee, and such witness may be examined, cross-examined and re-examined according to the rules and practice of the Supreme Court in civil cases.

9.2 In all unspecified cases in the proceedings of the Council or in committees *Robert's Rules of Order* shall be followed.

PART 10 - REPEAL AND AMENDMENTS

10.1 Bylaw No. 731, cited as "Village of Ashcroft Procedures Bylaw" is hereby repealed in its entirety.

10.2 In respect to Section 124(3) of the *Community Charter*, this bylaw may not be amended, or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.

READ A FIRST TIME THIS	DAY OF	, 2018
READ A SECOND TIME THIS	DAY OF	, 2018
PUBLIC NOTICE PROVIDED TO THE ELECTORS THIS	DAY OF	, 2018
READ A THIRD TIME THIS	DAY OF	, 2018
RECONSIDERED AND ADOPTED THIS	DAY OF	, 2018

John C. (Jack) Jeyes, Mayor

J. Michelle Allen, Chief Administrative Officer

Certified to be a true and correct copy
of Bylaw No. 817 as adopted by Council.

J. Michelle Allen, Chief Administrator

WR/kw

**INFORMATION CORRESPONDENCE
FOR THE APRIL 9, 2018 COUNCIL MEETING**

TNRD

- 2018 Free Disposal Days and Hazardous Waste Round-Ups

The Corporation of the District of Peachland

- Cannabis Sales Revenue Sharing

The Resort Municipality of Whistler

- 2018 Resolution – Collection of Unpaid Bylaw Fines

BC Forest Professional Publication

- March-April 2018

Condominium Home Owners Association of BC (CHOA)

- Spring 2018 Journal

The Magazine of Disability Alliance BC

- Transition Publication Spring 2018

Spinal Cord Injury BC

- The Spin Publication Spring 2018

/kw



The Region of BC's Best

The Current



Highlights from the Thompson-Nicola Regional District Board of Directors' Meeting of March 29, 2018

Board Hears from Wildfire Recovery Manager

Bob Finley, TNRD Wildfire Recovery Manager, presented the Board with his TNRD Residential Wildfire Interim Recovery Report.

Finley was hired as Recovery Manager as one of a series of steps to help property owners with their recovery after the summer's devastating wildfires that destroyed more than 210 structures and damaged an additional 20. He co-ordinates efforts with property owners who have suffered structural damage or total loss.

As part of his interim report, Finley shared that he has been in direct contact with and assisted more than 102 of the 230 impacted property owners. He has also been involved in more than 600 recovery-related interactions with, or inquiries from, individuals, agencies and other parties involved in the delivery of recovery assistance.

As well, the report gives a synopsis of residential wildfire recovery challenges, needs, and gaps. The interim report will be available for viewing at www.tnrd.ca in the coming week.

Five-Year Financial Plan Adopted

The 2018-2022 TNRD Financial Plan was adopted. The average residential taxpayer in Kamloops will see an increase of \$2.68 per household. The average residential taxpayer in the rest of the Regional District will see changes ranging from a decrease of \$15.54 (Electoral Area "E") to an increase of \$32.82 (Sun Peaks). The plan will be available for viewing at www.tnrd.ca in the coming week.

Solid Waste Contracts Awarded

A total of three (3) series of five-year contracts

were awarded for operations, maintenance, and hauling services at all TNRD solid waste facilities. All contracts begin on July 1, 2018.

For the purpose of these tenders, the TNRD was split into three sub-regions — the western TNRD, Thompson Valley and Nicola Valley. The three contracts were awarded as follows:

- Thompson Valley Solid Waste Management Facilities Operations, Maintenance & Hauling Services (estimated value of \$8,554,000): SCV Contractors Corporation
- Western TNRD Solid Waste Management Facilities Operations, Maintenance & Hauling Services (estimated value of \$4,072,000): SCV Contractors Corporation
- Nicola Valley Landfill and Transfer Station Operations and Maintenance (estimated value of \$3,284,000): Cariboo Disposal Ltd.

Free Dump Days Announced

A Free Disposal Day (FDD) is once again planned for each transfer station and Eco-Depot.

The FDD events are scheduled over four weekends in April and May 2018. Residents may bring in one free load (maximum 8-foot pick-up truck box) to their local transfer station or Eco-Depot.

In addition, two Household Hazardous Waste (HHW) Round-up events are also planned for Kamloops and Merritt.

The HHW events are a free opportunity for residents to dispose of unwanted hazardous material such as paint, pesticides, oil, antifreeze, cleaners, etc.

Continued on Page 2

Board of Directors

Chair: John Ranta
Village of Cache Creek

Directors

Carol Schaffer
Electoral Area "A"
(Wells Gray Country)

Willow Macdonald
Electoral Area "B"
(Thompson Headwaters)

Sally Watson
Electoral Area "E"
(Bonaparte Plateau)

Steven Rice
Electoral Area "I"
(Blue Sky Country)

Ronaye Elliott
Electoral Area "J"
(Copper Desert Country)

Ken Gillis
Electoral Area "L"
(Grasslands)

Randy Murray
Electoral Area "M"
(Beautiful Nicola Valley — North)

Herb Graham
Electoral Area "N"
(Beautiful Nicola Valley — South)

Bill Kershaw
Electoral Area "O"
(Lower North Thompson)

Mel Rothenburger
Electoral Area "P"
(Rivers and the Peaks)

Jack Jeyes
Village of Ashcroft

Virginia Smith
District of Barriere

Rick Berrigan
Village of Chase

John Harwood
District of Clearwater

Jim Rivett
Village of Clinton

Ken Christian
City of Kamloops

Dieter Dudy
City of Kamloops

Tina Lange
City of Kamloops

Arjun Singh
City of Kamloops

Pat Wallace
City of Kamloops

Dennis Walsh
City of Kamloops

Robin Smith
District of Logan Lake

Jessoa Lightfoot
Village of Lytton

Neil Menard
City of Merritt

Al Raine
Sun Peaks Mountain Resort

Regular Board Meeting — Thursday, April 19, 1:30 p.m.

Utilities Meeting — Thursday, April 19, 10 a.m.

Invasive Plant Management Committee — Wednesday, April 18, 1:30 p.m.



The Region of BC's Best

The Current



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Continued from Page 1

Most items typically brought in to the HHW events are also accepted year-round at TNRD Eco-Depots.

The schedule for the 2018 FDD and HHW events will be posted at www.tnrd.ca

North Thompson Sportsplex Biomass Project Gets Funding

The Board approved the expenditure to a maximum of \$24,000 from Federal Gas Tax Revenues -Community Works Fund component allocated to Electoral Area "A" (Wells Gray Country) to fund a biomass energy project at the North Thompson Sportsplex.

It is expected that this project will reduce greenhouse gas emissions and lower annual operating costs by using local fibre currently being shipped out of the area.