



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR AGENDA

**FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY AUGUST 26, 2019**

1. CALL TO ORDER

2. MINUTES

- 2.1.** Minutes of the Public Hearing held Monday July 22, 2019 **P. 1-2**
- 2.2.** Minutes of the Committee of the Whole Meeting of Council held Monday, July 22, 2019 **P. 3-4**
- 2.3.** Minutes of the Regular Meeting of Council held Monday July 22, 2019 **P. 5-11**

3. DELEGATIONS

- 3.1.** NONE

4. CORRESPONDENCE

- 4.1.** Thompson Okanagan Tourism Association
- "Drive for Sustainability" badge of support to website **P. 12**
- 4.2.** Interior Health
- Acknowledgement of Heat Response Partnership and Collaboration **P. 13**
- 4.3** UBCM
- Gas Tax Agreement Community Works Fund **P. 14**
- 4.4** UBCM
- 2019 UBCM Official Opposition Meeting Opportunities **P. 15-16**
- 4.5** Gary Patara
- Request for Letter of Support to develop a Taxi Service in the Ashcroft area **P. 17**
- 4.6** Ashcroft Fall Fair – Kat Chatten
- Request for volunteer judges at Fall Fair **P. 18**
- 4.7** Green Communities Committee
- Level 4 Achievement of Carbon Neutrality **P. 19-21**
- 4.8** Thompson Rivers University
- Education, Skills and Career Services Open House **P. 22**
- 4.9** Information Correspondence Listing for August 26, 2019 **P. 23**
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5. **UNFINISHED BUSINESS**
- 5.1. Actionable Motions List - July 2019 **P. 24**
6. **NEW BUSINESS**
- 6.1. Procurement Policy No. F-01-2019
- Adoption **P. 25-35**
- 6.2. Strategic Plan
- For Review and Input **P. 36-47**
- 6.3. Anti-Whistling – Memo
- Engineering Report **P. 48**
- 6.4. Relaxation of Watering Restrictions
- Villa Fronterra, 807 Railway Ave., Ashcroft, BC **P. 49-51**
- 6.5. Ashcroft Mosaics Artists
- Wayfinding signage proposal at COTW July 22, 2019 **P. 52-53**
- 6.6. Water Conservation Plan
- Addendum **P. 54-57**
7. **BYLAWS**
- 7.1. **Introduction and First 2 Readings**
- 7.1.1. N/A
- 7.2. **Third Reading**
- 7.2.1. Bylaw No. 832, 2019 – Dog Control and Pound Operation **P. 58-67**
- 7.2.2. Bylaw No. 833, 2019 – Consolidated Fees and Charges **P. 68-83**
8. **REPORTS**
- Mandatory Committees**
- 8.1 a) **Finance Committee**
Mayor Roden, Councillor Anderson, Councillor Davenport
- 8.2 **Council/Community Committee Reports**
- a) **Tourism & Economic Development**
Councillor Davenport & Councillor Anstett
- b) **Heritage**
Councillor Tuohey & Mayor Roden

8.3 Appointment Liaison to External Boards and Organizations

- a) **Northern Development Initiative Trust**
Councillor Anderson Alternate – Councillor Anstett
- b) **Gold Country Communities Society**
Mayor Roden Alternate – Councillor Davenport
- c) **Historic Hat Creek**
Mayor Roden No Alternate permitted
- d) **Cache Creek Environmental Assessment**
Mayor Roden Alternate – Councillor Tuohey
- e) **Thompson-Nicola Regional District**
Mayor Roden Alternate – Councillor Anstett
- f) **Transit**
Councillor Anstett Alternate – Councillor Davenport
- g) **Communities in Bloom**
Councillor Tuohey Alternate – Mayor Roden
- h) **Health Care**
Councillor Anderson Alternate – Councillor Tuohey
- i) **Seniors' Liaison**
Councillor Anstett Alternate – Councillor Tuohey

8.4 Other

(Motion to receive both verbal and written reports)

9. CHIEF ADMINISTRATIVE OFFICER REPORTS

9.1. None

10. CHIEF FINANCIAL OFFICER REPORTS

10.1 None

11. DEPUTY CORPORATE OFFICER REPORTS

11.1. None

12. QUESTION PERIOD

13. INCAMERA

13.1. Motion to move in-camera to discuss an item under the *Community Charter* Section 90.1 (c) Personnel and (e) the acquisition, disposition or expropriation of land or improvements.

14. **TERMINATION**



THE CORPORATION OF THE VILLAGE OF ASHCROFT
PUBLIC HEARING MINUTES
FOR THE HEARING HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 5:30 PM ON MONDAY, July 22, 2019

PRESENT: Mayor Barbara Roden
Councillor Marilyn Anderson
Councillor Nadine Davenport
Councillor Debra Tuohey

J. Michelle Allen, Chief Administrative Officer
Daniela Dyck, Deputy Corporate Officer

Press and Public

EXCUSED: Councillor Jonah Anstett
Yoginder Bhalla, Chief Financial Officer

1. CALL TO ORDER

Mayor Roden called the public hearing to order at 5:30 pm.

2. RULES OF PROCEDURES

Mayor Roden read out the Rules of Procedures to those present.

3. NOTICE OF PUBLIC HEARING

Michelle Allen, Chief Administrative Officer, confirmed that the Notice of Public Hearing had been published in The Journal in issues dated July 11 and July 18, 2019.

4. SUBMISSIONS

4.1 Written Submissions

The Chief Administrative Officer advised that no written submissions have been received.

4.2 Verbal Submissions

Mayor Roden called for a first time for verbal submissions from the public.

Mayor Roden called a second time for further verbal submissions from the public.

Mayor Roden called a third and final time for verbal submissions from the public.

5. ADJOURNMENT

Hearing no further submissions, Mayor Roden declared the Public Hearing for July 22, 2019 closed at 5:33 pm.

Barbara Roden, Mayor

Certified to be a true and correct copy of the Minutes of the Public Hearing held Monday, July 22, 2019.

S. Daniela Dyck, Deputy Corporate Officer

/sdd



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 JULY 22, 2019

PRESENT: Mayor Barbara Roden
Councillor Marilyn Anderson
Councillor Nadine Davenport
Councillor Debra Tuohey

J. Michelle Allen, Chief Administrative Officer
S. Daniela Dyck, Deputy Corporate Officer

Public
Media

EXCUSED: Councillor Jonah Anstett
Yoginder Bhalla, Chief Financial Officer

1. **CALL TO ORDER**

Mayor Roden called the meeting to order at 6:02pm.

2. **PRESENTATIONS**

2.1. **CN Rail – Joslyn Young, Manager Public Affairs, BC & Peter Sampson, Assistant Superintendent.**

Ms. Young provided a brief overview of CN operations in the area with a focus on safety.

Ms. Young commented that:

- BC has the most amount of track in all of Canada;
- CN's goal is to be the safest rail road in North America;
- CN sponsors free training for First Responders;
- The public can see the movement of dangerous goods traveling though the community using the 'askrail" app
- Proximity Guidelines are a tool to assist with development near tracks.

Members of the public made comments regarding the Annual Report as follows:

1. Whistle cessation
2. Increase in train traffic
3. Responsibility of maintaining rail crossings
4. Squeal of rolling stock
5. Types of cargo in tanker cars (only 4% dangerous good in BC)
6. Engineer and Conductor training frequency

2.2 Mosaic Signage – Daniel Collett

Mr. Collett advised that there is interest in the business community to partner with the Village to establish highway signage using images of the mosaics to promote Ashcroft for tourism. Mr. Collett provided a letter to Council regarding his presentation and request.

Items of note:

- Ashcroft is becoming known for the mosaics and as an artist community;
- Promote Ashcroft as a community of the arts;
- Studio is developing a community mosaic featuring salmon swimming throughout Ashcroft.

Members of the public made comments regarding the mosaics as follow:

1. Tourism attraction;
2. Installation of the CN mosaic;
3. Type of signage.

2.3 Other:

Members of the public made further comments as follows:

1. Cross walk concern for discussion at UBCM with MOTI

3. TERMINATION

M/S Mayor Roden / Councillor Anderson

“That the Committee of the Whole Meeting of Council for July 22, 2019 be terminated at 6:49 pm.”

Carried.

Barbara Roden, Mayor

Certified to be a true and correct copy of the
Committee of the Whole Minutes of Council
held Monday, July 22, 2019.

S. Daniela Dyck, Deputy Corporate Officer

/sdd



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR MINUTES

FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY JULY 22, 2019

PRESENT: Mayor Barbara Roden
Councillor Marilyn Anderson
Councillor Nadine Davenport
Councillor Debra Tuohey

J. Michelle Allen, Chief Administrative Officer
S. Daniela Dyck, Deputy Corporate Officer

Media & Public

EXCUSED: Councillor Jonah Anstett
Yoginder Bhalla, Chief Financial Officer

1. **CALL TO ORDER**
Mayor Roden called the meeting to order at 7:02 pm.

2. **MINUTES**

2.1. **Minutes of the Committee of the Whole Meeting of Council held Monday June 24, 2019**

Mayor Roden declared the Minutes of the Committee of the Whole meeting of Council held on Monday June 24, 2019 adopted as presented.

2.2. **Minutes of the Regular Meeting of Council held Monday June 24, 2019**

Mayor Roden declared the Minutes of the Regular Meeting of Council held on Monday June 24, 2019 adopted as presented.

2.3. **Minutes of the Special Meeting of Council held on Wednesday July 3, 2019**

Mayor Roden declared the Minutes of the Special Meeting of Council held on Wednesday July 3, 2019 adopted as presented.

3. **DELEGATIONS**

3.1. NONE

4. CORRESPONDENCE

4.1. BC Hydro – Invitation to meet at UBCM

M/S Councillor Tuohey / Councillor Davenport

“That the BC Hydro invitation to meet at UBCM be received and filed.”

CARRIED. (01-07-19)

4.2. Kazushi Imaizumi, Bifuka Vice Mayor – Official announcement of position

M/S Mayor Roden / Councillor Tuohey

“That a letter of congratulations on the re-election be sent to Vice-Mayor Kazushi Imaizumi.”

CARRIED. (02-07-19)

4.3. Historic Hat Creek Ranch – Letter of Support Request

M/S Councillor Anderson / Councillor Davenport

“That a letter of support be forwarded to the Friends of Historic Hat Creek Society for their continued role of this important tourism site.”

CARRIED. (03-07-19)

4.4. Gold Country Communities Society – Request for Resolution of Support

M/S Mayor Roden / Councillor Tuohey

“That a letter of support be sent to Gold Country Communities Society in support of their application for seed funding to establish the proposed “Raise the Route” initiative.”

CARRIED. (04-07-19)

4.5. CN Rail – Request for Resolution in Support of Rail Safety Week

M/S Councillor Davenport / Councillor Anderson

“That a resolution in support of Rail Safety Week September 23 to 29, 2019 be forwarded to CN Rail.”

CARRIED. (05-07-19)

4.6. Information Correspondence Listing for July 22, 2019

M/S Councillor Tuohey / Councillor Anderson

“That the Information Correspondence Listing for July 22, 2019 be received and filed.”

CARRIED. (06-07-19)

5. UNFINISHED BUSINESS

5.1. Actionable Motions List - June 2019

M/S Mayor Roden / Councillor Anderson

“That the Actionable Motions List for June 2019 be received and filed.”

CARRIED. (07-07-19)

6. **NEW BUSINESS**

6.1. **Procurement Policy No.2019-01-F – For review and input**
M/S Mayor Roden / Councillor Anderson

“That the Procurement Policy No. 2019-01-F be brought back for final consideration and adoption at the August 26, 2019 regular meeting of Council.”

CARRIED. (08-07-19)

6.2. **Subdivision and Development Servicing Bylaw – Survey Results**
M/S Mayor Roden / Councillor Anderson

“That the summary of the Subdivision and Development Servicing Bylaw Survey Results be forwarded to Urban Systems Ltd. For review and consideration during the bylaw development.”

CARRIED. (09-07-19)

6.3. **Municipal Insurance Association BC – Annual General Meeting**
M/S Mayor Roden / Councillor Tuohey

“That Council appoint Mayor Roden to be the Village of Ashcroft Voting Delegate at the Municipal Insurance Association of BC AGM and that Councillor Tuohey be appointed as the alternate.”

CARRIED. (10-07-19)

6.4 **Water Treatment Plant – Level 3 Operator**
M/S Councillor Tuohey / Councillor Davenport

That Council receives the Operation and Maintenance Agreement between the Village of Ashcroft and Corix Utilities Inc. dated July 9, 2019 and further that staff investigate the current qualification process with the Environment Operators’ Certification Program to determine if smaller local governments should have a modified program for operator training.”

CARRIED. (11-07-19)

6.5 **Ashcroft & District Curling Club – Facility Assessments**
M/S Mayor Roden / Councillor Anderson

“That a copy of the final report and cost estimates be forwarded to the Ashcroft & District Curling Club once received and further that a joint meeting with Council be arranged as soon as possible thereafter.”

CARRIED. (12-07-19)

6.6 **Highway Concerns and Inquiries – UBCM MOTI Meeting**
M/S Mayor Roden / Councillor Touhey

“That the correspondence received regarding highway safety concerns be brought forward for discussion with minister Trevena during the 2019 Union of BC Municipalities convention.”

CARRIED. (13-07-19)

7. **BYLAWS**

7.1. **Introduction and First 2 Readings**

7.1.1. **Bylaw No. 832, 2019 Dog Control and Pound Operations**

M/S Mayor Roden / Councillor Davenport

“That Council approves first and second readings of the Village of Ashcroft Dog Control and Pound Operation Bylaw No. 832, 2019.”

CARRIED. (14-07-19)

7.1.2. **Bylaw No. 833, 2019 Consolidated Fees and Charges**

M/S Councillor Davenport / Councillor Tuohey

“That Council approves first and second readings of the Village of Ashcroft Consolidated Fees and Charges Bylaw No. 833, 2019 as amended.”

CARRIED. (15-07-19)

7.2. **3rd Reading and Final Adoption**

7.2.1 **Bylaw No. 829 – Application to amend Zoning Bylaw No. 823, 2018**

M/S Mayor Roden / Councillor Anderson

“That Council approve 3rd Reading and Adopt Bylaw No. 829 – Application to amend Zoning Bylaw No. 823, 2018.”

CARRIED. (16-07-19)

7.2.2 **Bylaw No. 830 – Application to amend OCP Bylaw No. 822, 2018**

M/S Mayor Roden / Councillor Davenport

“That Council approve 3rd Reading and Adopt Bylaw No. 830 – Application to amend OCP Bylaw No. 822, 2018.”

CARRIED. (17-07-19)

7.3 **Final Adoption**

7.3.1 **Bylaw No. 831, 2019 – Permissive Exemptions**

M/S Mayor Roden / Councillor Anderson

“That Council adopt Bylaw No. 831, 2019 – Permissive Exemptions for a period of five years, 2020 to 2024 inclusive.”

CARRIED. (18-07-19)

8. **REPORTS**

Mandatory Committees

8.1 a) **Finance Committee**

Mayor Roden, Councillor Anderson, Councillor Davenport

No Report

8.2 Council/Community Committee Reports

- a) **Tourism & Economic Development**
Councillor Davenport & Councillor Anstett
No Report
- b) **Heritage**
Councillor Tuohey & Mayor Roden
No Report

8.3 Appointment Liaison to External Boards and Organizations

- a) **Northern Development Initiative Trust**
Councillor Anderson Alternate – Councillor Anstett
No Report
- b) **Gold Country Communities Society**
Mayor Roden Alternate – Councillor Davenport
Next meeting will discuss the Raise the Route initiative
2017 Wildfire boards displayed
- c) **Historic Hat Creek**
Mayor Roden No Alternate permitted
Mayor was unable to attend the last meeting. Society is working on RFP proposal.
- d) **Cache Creek Environmental Assessment**
Mayor Roden Alternate – Councillor Tuohey
Meeting July 18th at Cache Creek landfill regarding remediation and discuss plans for Campbell Hill dump site. Rain has held up installation of liners. Expected opening is October 2019.
- e) **Thompson-Nicola Regional District**
Mayor Roden Alternate – Councillor Anstett
Mayor Roden attended the annual out of town meeting of the TNRD Board in Chase TNRD held Special COTW – Impacts to the forest industry in the region.
- f) **Transit**
Councillor Anstett Alternate – Councillor Davenport
Next meeting September 10, 2019
- g) **Communities in Bloom**
Councillor Tuohey Alternate – Mayor Roden
CiB Judges are in town July 24 & 25
Meet and greet at Heritage Park July 24th at 6:30 – community welcome to attend. Best Street, Best 6 Gardens and Best Bloomin' Business awards will be presented.
Next meeting - October

h) Health Care

Councillor Anderson Alternate – Councillor Tuohey

Liaison and Alternate unable to attend last meeting

Meeting with IH CEO Susan Brown very successful. IHA will host a public meeting in Ashcroft to discuss health care and Emergency Department closure concerns. Date to be determined.

i) Seniors' Liaison

Councillor Anstett Alternate – Councillor Tuohey

No Report

8.4 Other

Community Thankyou BBQ

BBQ was well attended with 168 burgers served. Kiera Brown over \$300.00 in cash donations and 6 boxes of non-perishable food items for the Food Bank.

Fraser Basin Council

Hosted tour of McAbee Fossil site and the Bonaparte River Fishway, Mayor Roden and Councillor Tuohey in attendance.

MLA Jackie Tegart

Hosted Forestry Meeting with 7 members of the Liberal Caucus and representatives from West Fraser.

M/S Councillor Anderson / Councillor Tuohey

"That the verbal and written reports be received and filed."

CARRIED. (19-07-19)

9. CHIEF ADMINISTRATIVE OFFICER REPORTS

9.1. Water Treatment Plant update:

At commissioning stage, experiencing some minor delays; however, they will complete well within the Provinces March 31, 2020 deadline for completion

10. CHIEF FINANCIAL OFFICER REPORTS

10.1 None

11. DEPUTY CORPORATE OFFICER REPORTS

11.1. None

12. QUESTION PERIOD

- Clarification regarding cemetery care fund.
- Clarification if the CiB Judges meet and greet is open to the public?
- Were Bylaws drafted in-house?
- Clarification regarding the route for the Gold Country "Raise the Route" initiative.

- Clarification regarding the draft Procurement Policy – Sole sourcing
- Replacement of CAO timeline

13. **INCAMERA**

13.1. N/A

14. **TERMINATION**

M/S Councillor Tuohey / Councillor Anderson

"That the Regular Meeting of Council terminate at 7:56 pm."

CARRIED.

Certified to be a true copy of
The Regular Meeting of Council held
Monday, July 22, 2019.

Barbara Roden, Mayor

J. Michelle Allen, Chief Administrative Officer

/sdd



THOMPSON OKANAGAN
TOURISM ASSOCIATION

2280-D Leckie Road
Kelowna, British Columbia
V1X 6G6
totabc.org

July 16, 2019

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

Dear Mayor Roden and Councillors,

We were pleased to be part of the 2019 SILGA AGM & Conference (Southern Interior Local Government Association) this year in Penticton. Those in attendance had the opportunity to hear more about the Sustainable Tourism Destination Certification that the Thompson Okanagan region received from Biosphere and our subsequent World Travel Tourism Council "Tourism for Tomorrow Award" as a Sustainable Destination.

In the coming weeks we will be meeting with communities and stakeholders around the region to engage them in the process of aligning with this regional commitment through a Business Adhesion Program.

As mentioned during the SILGA Conference, we are asking all communities and regional districts in the Thompson Okanagan to join us in our "Drive for Sustainability" and show support by adding a badge of support to your websites.

We will be reaching out to your office by email to provide further information and a copy of the badge.

Sincerely,
THOMPSON OKANAGAN TOURISM ASSOCIATION

Glenn Mandziuk, BA, MEdes, MCIP
President and Chief Executive Officer





Interior Health
Every person matters

August 1, 2019

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

Dear Mayor Roden and Council,

RE: Acknowledgement of Heat Response Planning Partnership and Collaboration

On behalf of Interior Health and the Population Health Portfolio, we would like to acknowledge your contributions to, and involvement in, the Heat Alert and Response System (HARS) Demonstration Project. In particular, we would like to recognize Michelle Allen, CAO.

Increasing temperatures as a result of climate change are a reality for communities across Canada. In the interest of supporting communities to prepare, Interior Health (IH) reached out to the Village of Ashcroft in the fall of 2018 to raise awareness of extreme heat in the region (historical and projected future), inform about the health impacts of heat, and offer to work together to prevent and minimize the health impacts of heat on Ashcroft residents. The Village Council was eager to work in partnership and a Community Stakeholder Committee was assembled to develop and implement a HARS. The Committee is comprised of local and regional government partners, community members and organizations, and First Nation Band members. Stakeholders learned about extreme heat, identified groups within the community that are vulnerable to heat, and discussed the unique context of the community including existing assets that could help prepare for extreme heat events.

We would like to extend our gratitude to Michelle Allen who has provided exceptional leadership and guidance during the planning and engagement process. Her contribution has resulted in a draft heat response plan that is relevant to the unique context of your community. In addition, we would like to acknowledge that Ashcroft is at the leading edge of community preparation for extreme heat and has been the demonstration community for other small-sized rural places across the country. What we have learned from this work is informing similar collaborative heat response planning in rural BC and across Canada.

We look forward to continued collaboration with Ashcroft on this and other important health issues.

Yours sincerely,

Sue Pollock, MSc, MD, FRCPC
Medical Health Officer

Heather Deegan, MSc
Director, Healthy Communities

Bus: 250-469-7070 ext. 12788
Fax: 250-868-7826
Email: sue.pollock@interiorhealth.ca
Email: heather.deegan@interiorhealth.ca

INTERIOR HEALTH
POPULATION HEALTH
505 Doyle Avenue, Kelowna, BC V1Y 0C5
www.interiorhealth.ca

July 22, 2019

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



Dear Mayor Barbara Roden:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the first Community Works Fund (CWF) payment for fiscal 2019/2020. An electronic transfer of \$187,412.59 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement). UBCM is also making an additional one-time payment towards CWF funding approved for disbursement by the Federal government under Budget 2019 to supplement the fiscal 2018/2019 allocation.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

First CWF Payment: \$60,352.99
CWF One-Time Payment: \$127,060
Total EFT Transfer: \$187,412.59

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Very best,

Arjun Singh
UBCM President

CC: Yoginder Bhalla, Chief Financial Officer



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

July 19, 2019

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



Dear Councillor Tuohey,

Re: **2019 UBCM Official Opposition Meeting Opportunities**

With the 2019 Union of BC Municipalities (UBCM) Convention in Vancouver fast approaching, the Members of the Official Opposition would like to extend an invitation to meet during the UBCM Convention. As the Official Opposition, we value the work local governments do in communities across our province, and we will continue to strongly advocate for you in Victoria. As the Official Opposition Critic for Municipal Affairs, I look forward to learning more about the unique challenges and opportunities facing your community.

To that end, I am pleased to inform you of the following three engagement opportunities that the Official Opposition has arranged for you during the UBCM Convention:

1. For a one-on-one meeting with me and any of our opposition critics at the UBCM Convention, please contact Parveen Sandur at Parveen.Sandur@leg.bc.ca or via telephone at 250-356-6160.
2. Our Caucus is once again hosting three roundtable discussions on the topics noted below, at the Fairmont Waterfront Hotel in the Cheakamus Room on Thursday, September 26:

TOPIC	CRITIC(S)	TIME
Mental Health, Addiction and Recovery	Jane Thornthwaite	3:30pm
Housing and Transportation for a Growing Population	Todd Stone Jordan Sturdy Sam Sullivan	4:30pm
Jobs and Affordability	Shirley Bond Jas Johal Greg Kylo Tracy Redies	5:30pm

BC Liberal Official Opposition
Parliament Buildings
Victoria, BC V8V 1X4



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA

3. On Friday, September 27 at 6:30am we will be hosting a hot breakfast with the Leader of the Official Opposition, Andrew Wilkinson, at the Fairmont Waterfront Hotel in the Mackenzie Room.

Local governments are often the first point of contact when it comes to government interaction with our shared constituents. While times of crisis allow you to demonstrate the responsiveness and flexibility of your governments, your consistent and reliable delivery of daily services are essential to the quality of life we all enjoy as British Columbians. The passion you have for bettering your communities is inspiring. It is the job of the Official Opposition to keep government accountable and ensure that you are being provided the necessary Provincial resources and supports to continue to provide those quality-of-life services to your residents.

In the spirit of this year's convention theme of *Resiliency and Change*, I hope each of you will take the time to meet with Official Opposition MLAs during the UBCM Convention so we can connect directly, discuss the shifting challenges our communities face and act collaboratively on solutions.

Sincerely,

Todd G. Stone, MLA
Official Opposition Critic for Municipal Affairs

From: admin <admin@ashcroftbc.ca>
Sent: August 9, 2019 9:09 AM
To: daniela@ashcroftbc.ca
Subject: FW: Proposed New Taxi Service in Ashcroft, BC

Hello Daniela,

It was good to speak with you today and I thank you for the information. I've also received the business license form from Kristine as well.

I was wondering if council would be willing to write a letter acknowledging that there isn't any taxi service in the area and that such a service would be welcome and a positive new development for Ashcroft and the surrounding areas. Having councils support in my undertaking to bringing a taxi service to the area would be highly beneficial in getting approval from the Passenger Transportation Board (PTB).

Any assistance by council in this matter would be greatly appreciated.

Thank You,

Sincerely,

Gary Patara, CPA, CMA

Cell: 250-682-1982 Fax: 1-250-314-0599

Email: garypatara@gmail.com

From: Kat Chatten <admin@ashcroftbc.ca>
Sent: August 12, 2019 10:39 AM
To: admin@ashcroftbc.ca
Subject: New Entry: Contact from Website

Name

Kat Chatten

Email

ashcroftfallfair@gmail.com

Comment or Message

Good Morning!

It is the lovely time of year where I start the hunt for judges for my Fall Fair.

I am looking for volunteers to help judge the entries on Saturday Sept 7th at 1 pm.

Judging is simple and only takes up about an hour of time, all instruction is included and I promise it is fun and easy.

If Mayor and Council or anyone from the Village office would be interested in helping out our annual event, please let me know!

Thanks for your time

Kat Chatten

Sent from [Village of Ashcroft](#)



GREEN COMMUNITIES
COMMITTEE

Ref: 247228

August 15, 2019

Her Worship Mayor Barbara Roden and Councillors
Village of Ashcroft
Box 129
Ashcroft BC V0K 1A0

Dear Mayor Roden and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for successfully achieving your goal of corporate carbon neutrality for the 2018 reporting year.

As a signatory to the Climate Action Charter, you have demonstrated your commitment to work with the Province of British Columbia and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that your local government has undertaken to reduce and offset its corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who achieved Level 1, Level 2 and Level 3 recognition, and additionally met the goal of corporate carbon neutrality for the 2018 reporting year, you have been awarded Level 4 recognition – 'Achievement of Carbon Neutrality'.

In recognition of your significant achievements, the GCC is pleased to provide you with carbon neutral branding for use on official websites and letterheads. An electronic file with the 2018 logo will be provided to your Chief Administrative Officer via email. Also enclosed is a *BC Climate Action Community 2018 – Climate Leader - Carbon Neutral* window decal, for use on public buildings.

.../2

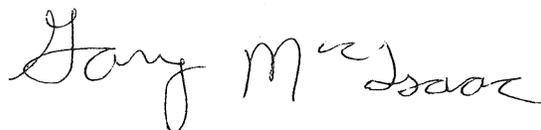
Mayor Roden and Councillors
Page 2

Congratulations again on your continually improving achievement. We applaud your leadership and wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality, and your efforts to reduce emissions in the broader community.

Sincerely,



Tara Faganello
Assistant Deputy Minister
Local Government Division
Ministry of Municipal Affairs and Housing



Gary Maclsaac
Executive Director
Union of British Columbia Municipalities

Enclosures





GCC Communiqué on the Climate Action Recognition Program

B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of B.C. local government leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to continue the Climate Action Recognition Program (*Recognition Program*) for the 2018 reporting year. This multi-level program provides the GCC with an opportunity to review and publicly recognize, on an annual basis, the progress and achievements of each Climate Action Charter (*Charter*) signatory on their *Charter* commitments. Recognition is provided according to the following:

Level 1: Demonstrating Progress on Charter Commitments

Local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments receive a letter from the GCC acknowledging their accomplishments.

Level 2: Measuring GHG Emissions

Local governments that achieve level 1, have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with their community's community energy and emissions inventory receive a letter from the GCC and a 'BC Climate Action Community 2018' logo, for use on websites, letterhead, etc.

Level 3: Accelerating Progress on Charter Commitments

Local governments that achieve levels 1 and 2 and demonstrate significant corporate or community-wide climate action to reduce GHG emissions in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2018 – Climate Leader' logo, for use on websites, letterhead, etc.

Level 4: Achievement of Carbon Neutrality

Local governments that achieve carbon neutrality in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2018 – Climate Leader - Carbon Neutral' logo, for use on websites, letterhead, etc.

To be eligible for the *Recognition Program*, local governments must fulfill the public reporting requirements (including reporting progress to carbon neutrality) of the Climate Action Revenue Incentive Program (CARIP). Recognition levels for the *Recognition Program* are based on the information included in each local government's annual CARIP public report. For more information on CARIP and the public reporting requirements go to:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/climate-action-revenue-incentive-program-carip>

Join us!

EDUCATION, SKILLS & CAREER SERVICES
OPEN HOUSE

Connect with Lillooet education and employment service representatives
Wednesday August 28 from 10 am to 2 pm at
TRU Lillooet Centre, #10- 155 Main Street, Lillooet, BC.

Education Managers, Program Coordinators, Prospective students, those in career transition, employers and the general public, are invited to stop by for a refreshment and learn about locally offered training, adult education, employment programs and services.

Service representatives from Thompson Rivers University Lillooet, TRU Kamloops Future Students, the Lillooet WorkBC Centre, the Community Adult Learning Centre, ASETS and the Lillooet Area Library Association will be on hand to share information, answer questions, and gather feedback from attendees.

For more information contact:

Karime Jolly
TRU Community Coordinator
P: 250-256-4296 E: kjolly@tru.ca



EDUCATION AND EMPLOYMENT SERVICES WORKING TOGETHER TO ACHIEVE SHARED GOALS

**INFORMATION CORRESPONDENCE
FOR THE AUGUST 26, 2019 COUNCIL MEETING**

Communities In Bloom

- Thank you to all National and International Finalists for your dedication to your communities

Ashcroft Terminal

- 7 Day Per Week Emergency Medical Coverage

Canadian Red Cross / Interior Community Services

- Free Counselling Services to Individuals & Families directly impacted by the 2017 Fires

British Columbia Utilities Commission (BCUC)

- An inquiry into the Regulation of Municipal Energy Utilities – Regulatory Timetable Establishment

Fulton & Company

- Elected Officials and the Use of Social Media

UBCM

- Commercial Vehicle Licensing (CVL) Program

Old Ashcroft: Kids Edition

- Museum Fun Days

Angela Bandelli

- Use of Glyphosate (Round up) Downtown Ashcroft

Todd Hubner, MOT

- Pedestrian Safety Highway 97C

Buy Local Buy Fresh

- 2019 Annual Buy Local! Buy Fresh! Maps

INPUT Magazine

- Summer 2019

Infrastructures Magazine

- August 2019

CHOA Journal

- Summer 2019

BC Forest Professional Magazine

- July-August 2019

Office of the Provincial Health Officer

- Clean, Safe, and Reliable Drinking Water

/kw

Actionable Motion and Task List Tracker

Jul-19

Motion No.	Motion	Staff Respon	Comments	Due Date	Status
02-07-19	"That a letter of congratulations on the re-election be sent to Vice-Mayor Kazushi Imaizumi."	CAO	Letter sent	asap	Complete
03-07-19	"That a letter of support be forwarded to the Friends of Historic Hat Creek Society for their continued role of this important tourism site."	CAO	Letter of Support forwarded to FHHCS	asap	Complete
04-07-19	"That a letter of support be sent to Gold Country Communities Society in support of their application for seed funding to establish the proposed "Raise the Route" initiative."	DCO	Letter of Support forwarded to GCCS	asap	Complete
05-07-19	"That a resolution in support of Rail Safety Week September 23 to 29, 2019 be forwarded to CN Rail."	DCO	Resolution forwarded to CN	asap	Complete
09-07-19	"That the summary of the Subdivision and Development Servicing Survey Results be forwarded to Urban Systems Ltd. for review and consideration during the bylaw development."	CAO	Survey results forwarded	asap	Complete
10-07-19	"That Council appoint Mayor Roden to be the Village of Ashcroft Voting Delegate at the Municipal Insurance Association of BC AGM and that Councillor Tuohy be appointed as the alternate."	CAO	MIABC has been notified	asap	Complete
12-07-19	"That a copy of the final report and cost estimates be forwarded to the Ashcroft & District Curling Club once received and further that a joint meeting with Council be arranged as soon as possible thereafter."	CAO	Waiting for final report to be received at the Village. Curling Club is aware, CAO has been in contact via email	asap	In Progress
13-07-19	"That the correspondence regarding highway safety concerns be brought forward for discussion with Minister Trevena during the 2019 Union of BC Municipalities convention."	DCO	To be included in the UBCM Council pkg for reference	asap	In Progress

MEMO TO: Mayor Roden & Council

MEMO FROM: Daniela Dyck, Deputy Corporate Officer

DATE: August 6, 2019

SUBJECT: Procurement Policy - Adoption

Background

The Village of Ashcroft's Purchasing Policy No. 2004-09 required updating. Council directed staff to research best practices and develop a draft Procurement Policy to be brought forward for consideration that meets the purchasing needs of the Village.

Discussion

Staff presented the draft Procurement Policy to Council at the July 22, 2019 Regular Meeting of Council for review and input. No suggestions for edits or changes have been received, as such the Policy is being brought back for final consideration and adoption.

The Ombudspersons office is aware of the draft Policy and has requested notification of Council's decision regarding the policy.

Recommendation

That, Council adopt Policy F-01-2019 Village of Ashcroft Procurement Policy.

Respectfully submitted,



S. Daniela Dyck,
Deputy Corporate Officer



Village of Ashcroft

PROCUREMENT POLICY F-01-2019

Mission Statement: *The Village of Ashcroft is a welcoming, safe and attractive community characterized by an exceptional climate and a strong sense of history and opportunity. As stewards of the community, Village Council is committed to providing accountable leadership by addressing our fiscal reality through strategic planning and building effective relationships.*

1. Purpose

The purpose of this policy is to provide guidance when purchasing supplies and creating agreements/contracts for goods and services for the Village of Ashcroft.

2. General

Pursuant to the *Community Charter* [SBC 2003], Chapter 26, Part 5 Municipal Government and Procedures, Division 5 Officers and Employees, Section 149(d), Council may provide for the expenditure of municipal funds in a designated manner; and pursuant to the *Community Charter*, Chapter 26, Part 5 Municipal Government and Procedures, Division 6 Delegation, Section 154(1) (b) Council may by bylaw delegate its powers, duties, and functions to its officers and employees.

Council shall provide vision and a strategic plan for Administration to implement.

Council shall review and approve annually a final Five-year Financial Plan (operating and capital). Subject to these approved budgets, Council delegates the authority to Administration to manage the required procurement process(es), which include:

- the initiation of a solicitation or notification
- contract award
- vendor performance
- contract administration

in the delivery of the programs, projects, goals, and objectives as approved.

Preference will be given to the vendor offering the Best Value to the City.

The Village of Ashcroft's procurement processes will comply with the requirements of regional, national and international trade agreements along with all applicable legislation.

All purchases must be made with the objectives of meeting operational requirements, maximizing value for each dollar disbursed, and providing vendors and service providers with an open, transparent, and fair opportunity.

Agreements will be in place before a vendor delivers goods or commences working on the delivery of services.

3. Approval to Proceed

Through the annual budget processes and the approval of the provisional and final Five-year Financial Plan, Council shall approve a funding source and give Administration the conditional authorization to proceed with the acquisition of goods, services, construction, professional services, and disposal of expired assets.

Amendments to the Financial Plan will be presented to Council for approval as required, and once approved the Financial Plan will be updated (recommendations in Council reports).

A written information report of the contract awards exceeding \$100,000 shall be provided to Council.

4. Definitions

- 4.1. **Capital Expenditure:** means an expense associated to buy, maintain, or improve Village of Ashcroft fixed assets, such as buildings, vehicles, equipment, infrastructure or land.
- 4.2. **Chief Administrative Officer:** means the Chief Administrative Officer (CAO) of the Village of Ashcroft or their designate and includes anyone authorized by Council to act on their behalf.
- 4.3. **Chief Financial Officer:** means the Chief Financial Officer (CFO) of the Village of Ashcroft or their designate and includes anyone authorized by Council to act on their behalf.
- 4.4. **Professional Services:** means legal, financial audit, engineering and banking services provided to the Village of Ashcroft.
- 4.5. **Request for Tenders (RFT):** means a price-based bidding process that is used when the solution(s), specification(s), performance standard(s), and timeframe(s) are known. Potential bidders are provided with all project information – except price – and the evaluation of the bids is based only on price. A RFT is rarely a multi-step process.
- 4.6. **Request for Proposals (RFP):** means a project-based process involving solution, qualifications, and price as the main criteria that define a winning proponent. The RFP

is used mainly to acquire services when the Village wants to review and implement different and new solutions to a problem, project, or business process. An RFP can range from a single-step process for straightforward procurements to a multi stage process for complex and significant procurements.

- 4.7. **Request for Expression of Interest (REI):** means a process used when a requirement for a sophisticated, multi skilled team or specialized knowledge with a necessary skill set or experience is necessary. This methodology is sometimes used to find other contractors with the necessary expertise and attract interested in the project.
- 4.8. **Request for Information (RFI):** means a procurement procedure where suppliers are provided with a general or preliminary description of a problem or need and are requested to provide information or advice about how to better define the problem or need, or alternative solutions. It may be used to assist in preparing a solicitation document. No contract awards are made directly from a request for information.
- 4.9. **Request for Qualifications (RFQ):** means a process that will prequalify proponents for a particular requirement and avoid having to struggle with a large number of lengthy proposals. This process is useful when a great deal of interest, and the need to screen many contractors is required to move a project forward to a short list of proponents for a full RFP process. It will also limit the number of potential bidders who will be required to go to the expense of preparing a detailed proposal.

5. Guiding Principles

- 5.1. Procure the goods and service requirements of all departments in an efficient, timely and cost-effective manner while maintaining the necessary controls;
- 5.2. Engage in an open bidding process while ensuring availability to all qualified or pre-qualified bidders;
- 5.3. Ensure maximum value is obtained during the acquisition of goods and services, including, where appropriate, the total cost, or “life cycle” cost of the product purchased. Total costs may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance and environmental impact;
- 5.4. Procure goods and services, taking into account wherever practical, the commitment to the environment and energy savings;
- 5.5. Ensure that maximum value is realized when disposing of surplus goods, materials and equipment;

- 5.6. Ensure the acquisition of goods and services meet the requirements of applicable legislation;
- 5.7. Ensure that the procurement policy is compliant with the Freedom of Information and Protection of Privacy Act;
- 5.8. Give preference to local suppliers of goods and services; this provision is assuming compliance with relevant legislation such as New West Partnership Trade Agreement (NWPTA) and Apprentice and Industry Training (AIT), and assuming their pricing, quality and experience are comparable with non-local suppliers.

In addition to the principles outlined above, Village employees will demonstrate ethical purchasing behavior including:

- i) **Declaration of Interest** - An employee who has a direct or indirect interest with the supplier should disclose this relationship and the employee is to be excluded from the quote or tender process;
- ii) **Confidentiality and Accuracy of Information** - The confidentiality of information received in the course of duty must be respected and should not be used for personal gain; information given in the course of duty should be true and fair and not designed to mislead;
- iii) **Business Gifts and Hospitality** - To preserve the image and integrity of the employee, the employer and the profession, business gifts other than items of small intrinsic value should not be accepted. Reasonable hospitality is an accepted courtesy of a business relationship. The frequency and nature of gifts or hospitality accepted should not be allowed whereby the recipient might be or might be deemed by others to have been influenced in making a business decision as a consequence of accepting such hospitality or gifts;
- iv) **Discrimination and Harassment** - No employee shall knowingly participate in acts of discrimination or harassment towards any person that he or she has business relations with; and,
- v) **Documentation** - All steps in the procurement process will be documented in writing. The Village is subject to *Freedom of Information and Protection of Privacy* legislation, therefore purchasing decisions will be subject to public scrutiny from time to time. It is critical that the Village not only follows the policy but is able to demonstrate compliance.

6. Policy

6.1. **Purchase Limitations**

The following limits will apply to the purchase of goods and services for the Village of Ashcroft. The Public Works Foreman, and Chief Financial Officer will be accountable for their budget and purchasing.

Position	Authorization Limits
Delegated Employee	\$0 - \$2,000
Section Head (Public Works Foreman)	Up to \$5,000
Section Head co-signed by CFO prior to issue	\$5,001 to \$25,000
CAO's approval in addition to CFO;	\$25,001 or greater

Each signatory may delegate spending limits to designated individuals for specified or general purchases. This delegation must be in writing and must be provided in advance to the CFO's approval. The above limits are not to include provincial or federal taxes.

7. Procurement Procedures

7.1. **Special Professional Services:** The Village of Ashcroft requires long term consistency in areas such as audits, engineering, legal services and banking. Through the annual budget process and the approval of the Five-Year Financial Plan, Council shall approve the funding of, and give Administration the conditional authorization to proceed with the sole sourcing of goods and services relating to Professional Services as defined in this Policy.

7.2. **Proposals versus Tenders:** A proposal is different from a tender. Unlike an RFT, an RFP is not an offer, but only contemplates an offer. Unlike the receipt of a tender, the receipt of a proposal is not an acceptance, and therefore does not result in a contract. An RFP is used when the purchaser is looking for the best value solution to resolve a problem or to deliver a good or service, but is not exactly sure how to achieve it. A tender is used when the purchaser knows exactly what good or service they want and is looking for the best price to deliver it.

7.3. **When to Use a Proposal or a Tender:** When utilizing an RFT, you should know what you want done and how it should be done:

- i) If the good or service is clearly defined; or

- ii) If there is a detailed methodology, procedure, or material and performance expectation.

When utilizing an RFP you may know what you want done, but you may not know how it should be done, that is:

- (a) If the goods or service is not clearly defined; or
- (b) If there is no detailed material or performance specification; or
- (c) If you are looking for a general solution to a problem; or
- (d) If the proponent's solutions are expected to be quite varied and/or difficult to evaluate.

7.4. Information Gathering: Information gathering activities are processes used to obtain information on the availability of goods or services, the availability of potential suppliers, and the level of interest in the procurement. These activities are not competitive processes as they are not requesting a quote or proposals.

7.5. Request for Expression of Interest/Request for Information: When utilizing an REI/RFI the document should include:

- i) Clearly define the opportunity and the project;
- ii) Provide a solid plan with time lines;
- iii) Clearly state your priorities.
- iv) Include a general outline of the evaluation criteria for the subsequent RFP selection, or for any intervening stages;
- v) Address potential questions and invite those who are interested to respond; and
- vi) Instructions to the potential respondents may also include submission length and required content, such as:
 - (a) Team/corporate partners;
 - (b) Key personnel;
 - (c) Financial and surety information (if applicable)
 - (d) Project experience; and
 - (e) Approach to the project.

7.6. Request for Qualification: When utilizing a RFQ the document should include:

- i) Description of the project;
- ii) Provide a project plan with time lines;
- iii) Clearly present your priorities;
- iv) Suggest a submission length, and
- v) Ask for the same basic contractor information as an Expression of Interest.
- vi) This process also needs to identify the minimum requirements or pass/fail tests that each contractor must satisfy in order to be invited to participate in the RFP; and
- vii) Set out the criteria that would otherwise appear as "mandatory" in the RFP.

7.7. Benefits of an RFQ: There are several benefits in using this process:

- i) Unqualified or inexperienced contractors are removed from the selection process;
- ii) It is less costly to the proponents;
- iii) You will likely receive better proposals from proponents who feel they have a good chance of winning; and
- iv) Fewer proposals will reduce the evaluation burden.

7.8. Important Notice: Often REI and RFQ are combined under the “Expressions” banner to prequalify potential or interested suppliers. However, departments are encouraged to use the RFQ for the prequalification process as it more clearly communicates to potential bidders and proponents that the process is looking for qualifications not just expressions of interest.

8. Procurement Guidelines

The following procedures will apply to the purchase of goods and services for the Village of Ashcroft. Each department head is provided with a budget amount for their respective working areas and is responsible to ensure the amount does not exceed the amount allocated in the current budget without prior consent and consideration by the CFO, CAO and/or Council.

- 8.1. Items up to \$10,000 will require no procurement process for purchase and will be approved by the appropriate department head and/or the CFO.
- 8.2. All individual items valued between \$10,001 and \$25,000 should be purchased after a minimum of three quotes are obtained, when practical, for price comparison and quality of goods. The lowest or any bid may not necessarily be accepted. The Department Head and CFO or CAO will determine which quote will be accepted.
- 8.3. All individual items over \$25,000 up to \$100,000 will require three (3) quotes for price comparison and quality of goods. The lowest or any bid may not necessarily be accepted. The Department Head and CFO or CAO will provide a recommendation to Council to seek approval for all tenders.
- 8.4. For all of the above there may be times when three (3) quotes will not be available due to the uniqueness of the product or extraneous situations the purchase was made under. A brief written explanation will be provided and attached to the purchase order for review by CFO, CAO, Council, Auditors or the Public.
- 8.5. All projects over \$100,000 will require a full RFP process and the RFP will be, at a minimum, posted on Village of Ashcroft website, BC Bid and Civic Info. Whenever possible the local qualified contractors will be notified that the contract will be posted.

- 8.6. Prior to any major capital project, the Village's Engineering firm will provide a report to Council advocating the need for the proposed project. Upon Council's approval, the Village's Engineering firm will be appointed to assist with the project including the grant application/reporting, RFP process and to provide the necessary expertise to ensure the project is completed to industry standards.
- 8.7. All RFP reviews will take place at the Village Office unless stipulated differently in the tendering document. The following procedures may be utilized for the RFP process:
- i) RFP's will state that the Village will not necessarily accept the lowest bid;
 - ii) RFP's may require bid deposits as determined in the RFP package in order to protect the best interest of the Village in having the project completed;
 - iii) RFP bidders should be notified that only sealed bids will be accepted until the closing time and date of the bids. This will allow for more flexibility in reducing conflict of interest issues;
 - iv) RFP envelopes shall be stamped or handwritten with the time of receipt (date and time);
 - v) RFP's received shall be listed;
 - vi) RFP's must be kept in a secure place;
 - vii) RFP's may be submitted by fax or email depending on the terms in the RFP;
 - viii) RFP amendments may be sent by fax or email prior to the closing date and time depending on the terms in the RFP by the bidder to the RFP recipient;
 - ix) RFP amendments will be forwarded to all the known bidders and posted to BC Bid, Civic Info, Village website and any other site where the RFP is posted;
 - x) RFP opening shall be formal, correct and well documented;
 - xi) RFP openings shall list the names of the bidders, the amount of the bids, the revised prices (if any) and the total of each bid;
 - xii) RFP openings will list all attendees and their affiliations;
 - xiii) RFP openings will have present: the CAO or designate, and if applicable, the Engineer representing the Village;
 - xiv) RFP openings shall start promptly as per the designated closing time in the RFP package;
 - xv) RFP packages received late shall be returned to bidder, unopened with RFP envelope marked "Late RFP/Unopened";
 - xvi) RFP review will be done by the engineer/staff with a full report and recommendation to Council on the reasons why and who the successful bidder should be. This may take some time as the review of the packages may need some further clarifications;
 - xvii) RFP bidders will be advised of the disposition of the bidding process.
 - xviii) RFP successful bidder will require a signed contract which may have some further changes from the original bidding process; and
 - xix) RFP final contracts will be submitted to Council for final approval before work can commence.

9. Exemptions

A department may request exemption from any or all the purchasing methods outlined in this policy by submission of a report to the CFO, or to Council when the request is made by the CAO or CFO. Exemptions cannot be utilized to avoid competition or to discriminate between suppliers. Reasons for exemptions need to be documented and are to be attached to the purchase requisition. What follows are situations which may cause for purchases to be excluded from the recommended methods of purchase:

- 9.1. **Recurring or Non-Competitive Expenditures** - these are for specifically identified items, such as training and statutory payments, that are excluded from the procurement methods outlined above.
- 9.2. **Emergency Purchases** - will be made as required and will be duly authorized. Wherever possible, the Village will attempt to engage in an open procurement process for all purchases, but in some cases where time is of the essence or otherwise necessary immediately, sole source for products or direct award of contract service may be necessary to safeguard infrastructure, Village operations and mitigate liability for the benefit of the local population.
- 9.3. **Sole Source** - All sole sourcing requests will require justification to the CAO and prior approval. Instances where Sole Source of Direct Award may be considered include:
 - i) In cases where the market is controlled by a statutory or natural monopoly;
 - ii) To ensure compatibility with existing technology and/or equipment;
 - iii) When no bids were received;
 - iv) If the expertise or product exists with only one supplier;
 - v) In emergency situations where time is of the essence;
 - vi) Where there is a demonstrated value to continue consultant services into the next phase of a project or service. Whereby bringing in a new service provider could be detrimental to project quality, unduly extend the project completion date, or increase the cost of service; and
 - vii) Consulting and professional service contracts may be awarded for a defined period of time on the basis of intimate knowledge of Village operations, demonstrated competence, qualifications and a history of satisfactory working relationships with the municipality subject to section 5.1 of this policy.

10. Non-Compliance

A Statement of Non-Compliance is required when the Village becomes aware of an incident of non-compliance. The statement must be completed with any relevant supporting documentation and an explanation of what happened and why. This statement is to be

used for auditing purposes and reviewed by the CAO. Upon review, the CAO will determine the appropriate action which may include:

- i) Further educations about the Village of Ashcroft Procurement Policy;
- ii) Review of the incident and investigate if a revision of the policy is necessary; or
- iii) Disciplinary action.

11. Vendor Performance

Vendors who have entered in to a contract with the Village will be provided with a performance evaluation at the conclusion of the contract. The purpose of this is to hold the vendor accountable for their obligations and to ensure the Village has received the best value for the taxpayer. Furthermore, this creates an atmosphere that fosters better communication and results in improved vender relationships:

- i) Appendix A is to be used for consulting contracts.
- ii) Appendix B is to be used for all other contracts.

12. Review of the Policy

This policy is required to be reviewed every four years, preferably within the first year after a general municipal election is held.

13. Conclusion

Upon adoption of this policy, all of the past policies related to purchasing, tendering, RFP standards, and limitations will be considered repealed.

Council approved on _____

Mayor

Corporate Officer

MEMO TO: Mayor Roden & Council

MEMO FROM: Daniela Dyck, Deputy Corporate Officer

DATE: August 1, 2019,

SUBJECT: Strategic Plan 2019-2020

Background

Saturday June 29, 2019 Council and senior staff engaged in a Strategic Planning workshop to identify priorities that the Village will focus on over the course of the next 18 months.

Discussion

Strategic planning is an annual Council function that provides direction to staff over the course of the year. As a new CAO joins the Village team, it was imperative that a Strategic Plan be completed to provide direction to the new CAO and staff for consistency.

Attached to this memo, is the completed draft document that has been compiled with Council's identified strategies and provides next steps for implementation. Also included in the plan, are current projects, priorities identified in the 2018 Annual Report and priorities identified in the OCP. Many of the listed priorities are items that staff are currently implementing.

Options

1. That Council endorse the Village of Ashcroft Strategic Plan 2019-2021 and; that Council support the actions identified in the plan throughout its duration.
2. That Council not endorse the Village of Ashcroft Strategic Plan 2019-2021 and direct staff to make the required edits and bring it back for Council consideration at the September 9, 2019 Regular meeting.

Recommendation

Option 1 is recommended

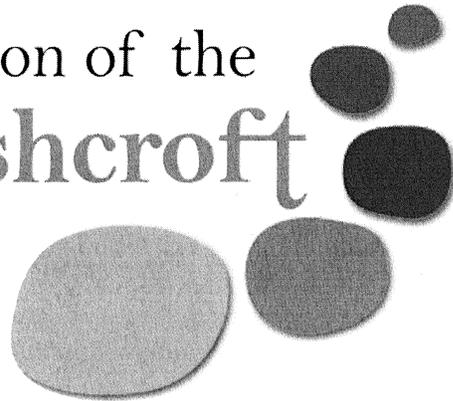
That Council endorse the Village of Ashcroft Strategic Plan 2019-2021; and that Council support the plan throughout its duration.

Respectfully submitted,



S. Daniela Dyck,
Deputy Corporate Officer

The Corporation of the
Village of Ashcroft



Strategic Plan

2019 -2020

Developed June 29, 2019

VILLAGE OF ASHCROFT STRATEGIC PLAN 2019 & 2020

OUR MISSION STATEMENT

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

As stewards of the community, Village Council is committed to providing accountable leadership by addressing our fiscal reality through strategic planning and building effective relationships

What is a Strategic Plan?

By definition:

Strategy: A method or plan chosen to bring about a desired future, such as achievement of a goal or solution to a problem.

Planning: A basic management function involving formulation of one or more detailed plans to achieve optimum balance of needs or demands with the available resources.

Therefore:

Strategic Plan: A systematic process of envisioning a desired future, and translating this vision into broadly defined goals or objectives and the sequence of steps to achieve them using the available resources.

Summary of Planning Process:

Council and Senior Staff met on Saturday, June 29, 2019 to discuss the development of a Strategic Plan. It was agreed that, with a new Chief Administrative Officer (CAO) coming on board in the fall of 2019, a plan that would cover the period ending December 2020 would be a reasonable approach. The new CAO would subsequently be able to lead the Council through the next planning session that would take them to the end of their term, October 2022.

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

Council has already identified a number of projects that they would like to see advanced. These have been listed in the 2018 Annual Report as well as priorities in the Official Community Plan. Many of these have been started and are at various stages of development. A listing of these will be included as Appendix A in the 2019 & 2020 Strategic Plan.

In addition, priorities that have been identified in the Official Community Plan have been listed in Appendix B. These items are included so that Council and staff can watch for future funding opportunities that may relate to these projects.

GOAL #1	UPDATE EMERGENCY RESPONSE AND EVACUATION PLAN
INTENT:	Review the existing Emergency Response Plan (ERP) and develop a more defined/detailed document
ACTIONS:	
STEP #1: BACKGROUND INFORMATION	
<ul style="list-style-type: none"> • Gather all existing documents including <ul style="list-style-type: none"> ○ Village of Ashcroft Emergency Response and Evacuation Plan 2013, Updated 2017 ○ Village of Ashcroft Emergency Measures Bylaw No. 735, 2004 ○ TNRD Bylaws <ul style="list-style-type: none"> ▪ TNRD Emergency Management Program Regulatory Bylaw No. 1905, 2002 ▪ TNRD Emergency Program Service Establishment Bylaw No. 1818, 2000 and ▪ TNRD Emergency Program service Establishment Amending Bylaw No. 2016, 2004 ▪ Emergency Management and Protective Services Committee Establishment and Regulation Bylaw No. 2215, 2008 	
<ul style="list-style-type: none"> • Gather all fire protection agreements: <ul style="list-style-type: none"> ○ TNRD Fire Protection Agreement ○ Ashcroft Indian Band Fire Protection Agreement ○ Logan Lake, Merritt, Ashcroft Fire Protection Agreement ○ Cache Creek/Ashcroft Mutual Aid Agreement with fire departments 	
<ul style="list-style-type: none"> • Discussions with key stakeholders: <ul style="list-style-type: none"> ○ Emergency Management BC ○ Nick Quigley, TNRD Emergency Program Coordinator • Discussions with industry/institutional stakeholders: <ul style="list-style-type: none"> ○ RCMP ○ Fire Department ○ BC Ambulance Service ○ Ashcroft Terminal ○ Koppers ○ IG Machine & Fibres ○ School District #74 (Gold Trail) ○ Interior Health ○ Dawson Road Maintenance (formerly Interior Road Maintenance) ○ Desert Hills Ranch ○ Blue Goose Cattle (Ashcroft Ranch) ○ Bradner Farms • With neighbours <ul style="list-style-type: none"> ○ Village of Cache Creek ○ Ashcroft Indian Band ○ TNRD Area I – Director Rice ○ Bonaparte Indian Band ○ District of Logan Lake • With community <ul style="list-style-type: none"> ○ Ashcroft Moving Forward 	

Step #2: UPDATING/MOVING FORWARD
<ul style="list-style-type: none"> • Plan Development <ul style="list-style-type: none"> ○ Review/amend existing Emergency Response Plan ○ Review the identified risk priorities and action plans ○ Develop checklists for each risk and action plan
<ul style="list-style-type: none"> • Financial Planning <ul style="list-style-type: none"> ○ Identify annual action items and budget requirements ○ Identify training requirements and costs ○ Identify infrastructure/supplies that must be acquired and a replacement program
<ul style="list-style-type: none"> • Community Committee <ul style="list-style-type: none"> ○ ESS or local committee ○ Mandate – designed to support the official roles of the Emergency Response Plan ○ Structure – One point of contact ○ Community members or Council as well ○ Terms of reference and roles and responsibilities for the committee
STEP #3: REPORTING OUT
<ul style="list-style-type: none"> • Public meeting to review new Emergency Response Plan <ul style="list-style-type: none"> ○ Educate public on importance of developing their own Emergency Response Plan <ul style="list-style-type: none"> ▪ Ensure all family members are involved in the plan • Develop public handout <ul style="list-style-type: none"> ○ Maintain a print supply ○ Place on website
<ul style="list-style-type: none"> • Obtain samples of Grab 'n' Go Kits <ul style="list-style-type: none"> ○ Hold community workshop on developing/customizing kits
<ul style="list-style-type: none"> • Annual Review of Emergency Response Plan

GOAL #2	STORM DRAINAGE – PHASE I
INTENT:	Review existing drainage concerns in North Ashcroft area and develop a plan. This is a priority due to the planned residential development for the Government and Elm Street areas
ACTIONS:	
STEP #1: IDENTIFY CURRENT CONCERNS/CHALLENGES	
<ul style="list-style-type: none"> • Drainage from Highway 97C onto Village lands • Climate change • Culverts undersized/filling in • Residents filling ditches in to increase parking but not installing culverts • Increased residential development 	
STEP #2: ACTION PLAN	
<ul style="list-style-type: none"> • Complete the Subdivision Servicing and Development Bylaw • Have discussions with potential developers/Approving Officer/engineers <ul style="list-style-type: none"> ○ Advise developers of additional studies that may be required • Engage engineers to develop a work plan and budget for a Storm Drainage Plan – to be implemented in phases 	
STEP #3: MOVING FORWARD	
<ul style="list-style-type: none"> • Establish development costs and identify potential funding opportunities • Develop a process to address lack of culverts in existing residential areas <ul style="list-style-type: none"> ○ Determine costs to remove existing driveways and install adequate culverts <ul style="list-style-type: none"> ▪ Establish process for assessing costs – will property owners be responsible for entire cost to remove inadequate culverts and replacement or will village cost share ○ Contact property owners ○ Educate the public on importance of drainage ○ Prepare a public handout outlining steps property owner should take to ensure proper access and drainage is maintained 	
STEP #4: REPORTING OUT	
<ul style="list-style-type: none"> • Public meeting • Provide public handout and CIB Planting Guide to new building permit applicants 	

GOAL #3	DIGITAL SIGN - PORTABLE
INTENT:	Purchase a digital sign that could be used in times of emergency as well as to provide community updates and information. A portable sign with solar power capabilities that can be located in various locations
ACTIONS:	
STEP #1: IDENTIFY SIZE AND STYLE	
<ul style="list-style-type: none"> • Determine style <ul style="list-style-type: none"> ○ Mounted on a trailer that can be towed and installed in various locations • Determine number of lines of text <ul style="list-style-type: none"> ○ Text should be large and easy to read ○ Text should change frequently to allow larger messages to be displayed • Single or double sided for message display 	
STEP #2: ACTION PLAN	
<ul style="list-style-type: none"> • Policy development <ul style="list-style-type: none"> ○ Determine what type of event will warrant the use of the sign ○ Identify locations within the community where the sign could safely be installed ○ If the event is not a Village function, develop an application form and fee schedule ○ Ensure sign is used when necessary, residents will take note when it is out ○ Contact MOTI to determine rules regarding portable signs on highway right of ways ○ Develop key messages that are approved for routine events • Investigate costs <ul style="list-style-type: none"> ○ Purchase costs as well as insurance ○ Maintenance and replacement costs ○ Do we have a vehicle capable of towing ○ Identify potential funding opportunities 	
STEP #3: REPORTING OUT	
<ul style="list-style-type: none"> • Include information during a public meeting 	

Appendix A Current Projects

<i>PROJECT NAME</i>	<i>BRIEF SUMMARY</i>
Water Treatment Plant	<ul style="list-style-type: none"> • Expected to be completed by August 2019 • Commissioning to take place July 2019
Asset Management Program	<ul style="list-style-type: none"> • Phase 1 completed • Phase 2 underway • Council and employee orientation sessions to be completed 2019/20
Housing Needs Assessment	<ul style="list-style-type: none"> • Funding applications have been submitted to UBCM and NDIT • Funding requested - \$25,000 • Work program and budget prepared by Urban Systems Ltd. • Work to be completed by July 15, 2020
Subdivision Development and Servicing Bylaw	<ul style="list-style-type: none"> • Currently under review • USL and Foreman have reviewed the technical specifications • Work to be completed by December 31, 2019
Evacuation Route Planning	<ul style="list-style-type: none"> • Funding awarded under the Community Emergency Preparedness Fund - \$25,000 • Base mapping and conceptual plan for evacuation routes • Work to be completed by February 28, 2020
Lift Station #1 Replacement	<ul style="list-style-type: none"> • Village has submitted 2 applications under the Investing in Canada Infrastructure Program • Funding awards have not yet been announced • Project cost - \$1,380,000
Hot Tub Replacement	<ul style="list-style-type: none"> • Application under the Investing In Canada Infrastructure Program for \$175,000 • No funding awards announced to date
Off Leash Dog Park	<ul style="list-style-type: none"> • Memorandum of Understanding drafted and sent to dog owner group • Dog owners investigating next steps • Will report back to Council late summer or early fall
Land Tenure for Mesa Vista Reservoir	<ul style="list-style-type: none"> • Application for Province of BC Land Tenure submitted • Advertisement and staking done July 2019
Residential Subdivisions	<ul style="list-style-type: none"> • Small (7-8 parcel) residential subdivision being proposed for corner of Government and Elm Streets

	<ul style="list-style-type: none"> • Large residential development (60 single family homes/50+ strata town houses) being developed for former rodeo ground area • Approving Officer Lee Dodds hired to assist with developments • SDSB under development • Large housing development will require a rezoning – still under discussion
Pump Chamber Option for River Pump house	<ul style="list-style-type: none"> • Preliminary plans under development • Would permit river pumps to be accessed/serviced without the use of divers • Involves excavation into river bank and building concrete chamber in parking area
Twinning North Ashcroft Reservoir	<ul style="list-style-type: none"> • This was identified as a priority in the Water Master Plan • Currently on the edge of being able to provide adequate fire flows – all large institutional buildings are in North Ashcroft • New housing development will put more pressure on water demands
North Ashcroft Reservoir – Securing Site	<ul style="list-style-type: none"> • Reservoir built on Desert Hills Property – outside village boundaries • No formal agreement in place • Porters willing to work with Village to secure • Survey and appraisal done – value of land \$20,000 • Land is in ALR so may be difficult to get removed • May have to look at having an easement or right of way filed on title to protect investment
Heat Alert & Response System (HARS)	<ul style="list-style-type: none"> • Village chosen by Interior Health and Health Canada for pilot project • Initial guidelines, protocols and notices prepared and under review • Goal is to have draft HARS document done by July 31, 2019

Summary of Priorities Identified in 2018 Annual Report

<i>PROJECT NAME</i>	<i>BRIEF SUMMARY</i>
Community Market	<ul style="list-style-type: none"> • Summer market, twice per month
Community Promotion Contest – Why Move to Ashcroft	<ul style="list-style-type: none"> • Based on BC Rural Agency Kaslo Project • Encourage young urban families to experience rural life
Mayor's Walk and Business Mixer	<ul style="list-style-type: none"> • Provide opportunity for business owners to express concerns directly to Mayor or representative • Provide a social opportunity for business owners to enjoy a meal and discuss common concerns • Possible discussion regarding the formation of a rural Chamber of Commerce
Tour Koppers, Ashcroft Terminal, IG Machine & Fibres	<ul style="list-style-type: none"> • Allows Council the opportunity to learn about local industry • Encourages dialogue between council and industry • Identifies areas where Council could be lobbying on behalf of industry
NDIT Program	<ul style="list-style-type: none"> • Continue to participate in NDIT programs including Love Ashcroft, Economic Development Sustainability, Façade Improvement
Support and Encourage Community Events	<ul style="list-style-type: none"> • Continue to provide support for local events • Sponsor the annual Community Appreciation Barbecue
Build Relationships with Village of Cache Creek and Ashcroft Indian Band	<ul style="list-style-type: none"> • Promote facilities that our neighbours have and encourage collaboration on various projects
Educate Residents on Recycling/Water Conservation Programs	<ul style="list-style-type: none"> • Encourage planting vegetation that does not require high volumes of water
Fire Smart/Fire Awareness	<ul style="list-style-type: none"> • Have Fire Smart program materials available for the community to encourage neighbourhoods to work together

Appendix B

Priorities Identified within Official Community Plan

<i>PROJECT NAME</i>	<i>PRIORITY</i>	<i>LEADERSHIP</i>
Develop marketing materials for tourism	Moderate	Gold Country
Restart the Chamber of Commerce	Moderate	Business Community
Review feasibility of a Mexican Sister City	Low	Village
Install visually attractive signs on Highway 1	Moderate	Village/MOTI/Gold Country
Develop an Agricultural Strategy for leveraging agriculture as an economic development driver	Moderate	BC Ministry of Agriculture
Support Urban Tree Program	Moderate	Communities in Bloom/Village
Educate residents on reducing Greenhouse Gas Emissions	Low	Village
Consider Adoption of Ani-Idling Program	Low	Village
Develop Trails Master Plan	Moderate	Village
Develop Community Energy Plan – Options for alternative energy	Moderate	Village
Review feasibility of a community compost system	Low	Village
Develop more community events	Moderate	Community Groups/Village
Develop a community garden	Low	Community Groups/Village
Develop a community food security program	Low	Community Groups/Village/Interior Health
Develop a community heritage register	Low	Village
Install gateway signage and landscape entrances to community	Low	Village
Review the feasibility of downtown revitalization tax exemption	Moderate	Village
Develop a parks and recreation master plan	Moderate	Village
Upgrade pedestrian connections throughout community where feasible and warranted	Moderate	
Review options for CP and Highway 97C crossing	Moderate	Village/MOTI/CP Rail
Implement a maximum traffic speed of 30 km/h on all non-arterial roads	Moderate	Village
Develop a Safe Routes to School program	Moderate	School District #74 (Gold Trail)/Village

MEMO TO: Mayor Roden & Council
MEMO FROM: Michelle Allen, Chief Administrative Officer
DATE: August 1, 2019
SUBJECT: ANTI-WHISTLING ENGINEERING REPORT

Background

At the June 10, 2019 regular meeting of Council staff was directed to move forward and obtain a site investigation and Anti-Whistling Report at a cost not to exceed \$12,000 with MMM Consulting Group.

Discussion

Staff endeavoured to contact the MMM representatives that we had been in touch with previously with no success. Staff has discovered that there have been significant changes in the structure of local Transportation Engineering firms within the past three years. Formerly, the Village had contacts for four individual engineering firms; MMM Consulting Group, Delcan Group; ND Lea Inc. and OPUS. Currently, MMM and OPUS have been purchased by a third company, WSP, Delcan has been purchased by Parsons and ND Lea Inc. is still operating.

Staff have sent letters to WSP, Parsons and ND Lea Inc. outlining the current situation with the CN mainline and requesting a work program and budget to carry out a thorough site investigation and prepare a detailed report. Unfortunately, due to a number of factors, these requests did not go out until the end of July. Once staff has received the responses they will bring forward to council a report summarizing the costs along with recommendations. In accordance with our Procurement Policy we have endeavoured to obtain three (3) quotes.

On a second note, staff has sent an email to Ms. Jocelyn Young of CN advising that CN is the junior party at the Old Cariboo Road crossing and therefore is responsible for its crossing surface maintenance. We have requested that CN inspect the crossing and carry out the necessary maintenance to ensure that pedestrians could safely cross while pushing a baby buggy or on a motorized scooter.

Recommendation

Staff have no recommendations at this time. This report is provided as a status update for Council's information.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

MEMO TO: Mayor Roden & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: August 1, 2019

**SUBJECT: RELAXATION OF WATERING RESTRICTIONS
– VILLA FRONTERRA, 807 RAILWAY AVENUE, ASHCROFT, BC**

Background

At the June 24, 2019 regular meeting of Council correspondence from Gateway Property Management regarding the current watering restrictions was received. Council directed staff to discuss the request with public works and report back.

Discussion

Administration has reviewed the request by Gateway Property Management to allow one-half of the Villa Fronterra complex to water on even days and the other half of the property to water on odd days. They state that due to the size of the property their irrigation system does not have sufficient capacity to complete the cycle within the six hour time frame.

Administration advises Council that the Village has similar sized areas, including the ball fields and the cemetery, and we are able to allow all of the zones to cycle through within the allotted six hours. In order to meet the bylaw requirements the Village had to make modifications to our system, modifications that we believe could be employed at the Villa Fronterra complex. These modifications include the installation of dual circuitry which would allow two zones to operate at the same time, or the installation of a secondary clock which would, again, allow two zones to operate at the same time.

Administration acknowledges that there will be an up-front cost to install these modifications but it would allow the complex to operate within the current bylaw. Administration also recognizes that there may be times when the lawns appear to have dry areas however this is normal during the heat of the summer and the lawns will recover with the cooler weather in the fall. It is also important to note that many residences had to purchase and install new watering controllers when the new watering restrictions were enacted as many did not have the ability to track even and odd days.

Recommendation

Administration advises that Council has the following options regarding the request from Gateway Property Management for a relaxation of the water restrictions at Villa Fronterra:

- a. "That Gateway Property Management be advised that Council is not prepared to provide a relaxation of the current watering restrictions at 807 Railway Avenue as there are irrigation system modifications available that will allow them to meet the bylaw requirements"
- b. "That Gateway Property Management be advised that Council is prepared to provide a relaxation of the current watering restrictions at 807 Railway Avenue to allow watering of one-half of the complex on even days and the other half of the complex on odd days."
- c. That Gateway Property Management be advised that Council is prepared to provide a relaxation of the current watering restrictions at 807 Railway Avenue to allow watering on odd days during the period 12:00 am until 9:00 am, a three hour extension to the current watering hours."

Respectfully submitted,

J. Michelle Allen,
Chief Administrative Officer

June 12, 2019

Village of Ashcroft Mayor & Council
PO Box 129
Ashcroft B C V0K 1A0

Attention: J. Michelle Allen, Chief Administrator Officer

Dear Mayor & Council:

RE: Watering Restrictions Bylaw request

In response to your letter dated June 3, 2019 concerning watering restrictions regarding Villa Fronterra located at 807 Railway Avenue, the Strata Council requests a relaxation of the Watering Restriction Bylaw. The relaxation would allow for half the in ground sprinklers to be operational on even days and the other half on odd days within the allowed time. The reason for our request is that 807 Railway Ave is made up of 34 town house & 8 apartment units with half the units backing on 807 Railway and the other half backing on the even side of Brink Street. Due to the size of the area, our irrigation system does not have sufficient capacity to complete the cycle within the time allocated.

Thank you for your consideration. If you have any questions, comments or concerns, please do not hesitate to contact the undersigned.

Yours truly,
Gateway Property Management Corporation



Diana Chin, Strata Property Manager
On behalf of the Owners, Strata Plan KAS1700

cc: Strata Council - KAS1700 Villa Fronterra



MEMO TO: Mayor Roden & Council

MEMO FROM: Daniela Dyck, Deputy Corporate Officer

DATE: August 1, 2019,

SUBJECT: Ashcroft Mosaics Artists Proposal at COTW RE: Highway Signage

Background

At the July 22, 2019 Committee of the Whole meeting, Daniel Collett proposed, that Council consider partnering with the local business community to develop and install signage on Highway #1 to attract tourism into Ashcroft, utilizing images of the Mosaics on display throughout the community for the signs.

Discussion

Daniel Collett's presentation suggested that a potential collaboration between the Village and some members of the business community could move the development of Highway signage forward. Mr. Collett also suggested that some of the mosaics and other local art could be used as imagery for the signs

Developing highway "wayfinding" signage has been a discussion for some time; however, it is not a consideration in the current budget. This project could be brought back for discussion during the next budget or strategic planning session, if deemed a strategic priority, the project would be included in that year's budget. There are grant funding sources available for such endeavors, to reduce the expense to the Village and participating business owners.

Developing the sign is the easiest step in this proposal, the new regulation regarding signage on MOTI right of way will require planning and working with the Ministry for permission to install signage on the highway.

Options

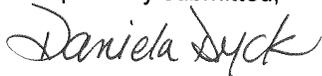
1. That Council defer the project for consideration during the 2020 Budget session; and that this be added as a discussion item at the Mayor's Business Mixer to be hosted later this fall, and further that staff work with Mosaic Artists to determine size and cost of signage and identify possible funding sources;
2. That Council Receive and File the information provided;

Recommendation

Option 1 is recommended

That Council defer the project for consideration during the 2020 Budget session; and that this be added as a discussion item at the Mayor's Business Mixer to be hosted later this fall; and further that Council direct staff to work with the Mosaic Artists to determine size and cost of signage, and identify possible funding sources.

Respectfully submitted,



S. Daniela Dyck,
Deputy Corporate Officer

July 2nd . 2019

Village-Business Partnership Proposal

Presented by: Mosaic Artists Marina Papais and Daniel Collett

Dear Mayor and Council.

Today we talked with Pharmacy Owner Victor Ikari about the October 5th unveiling of the Japanese Internment Mosaic. During our discussion Victor mentioned that he would like to partner with The Village for signage at the Hwy #1 Entrances. Victor went on to submit that other local Business owners would also likely get behind such a partnership. The signage could have a backdrop of photographs of Ashcroft mosaics, or enlarged sections of mosaics and help tourists make the decision to visit our town. We think he is on to something and we are forwarding his idea (with his blessing) to you for consideration.

Thank You Sincerely,



Marina and Daniel 778-207-0178

marinapapais@hotmail.com

papaiscollettmosaics.com

MEMO TO: Mayor Roden & Council
MEMO FROM: Daniela Dyck, Deputy Corporate Officer
DATE: August 14, 2019
AGENDA DATE: August 26, 2019
SUBJECT: Water Conservation Plan – Addendum Endorsement

Background

Reporting Requirements for the recently completed Wastewater System include changes to the Village's Water Conservation Plan, requiring Council endorsement.

Discussion

Staff has submitted required reports to the Province to complete the Sewer Treatment Plan project and receive final grant funding. The Province has requested some updates to the Village of Ashcroft Water Conservation Plan. The addendum is attached for Councils review and endorsement.

The current Water Conservation Plan was written in 2013 which was the underlying factor in the Provinces request for an update. The update includes:

1. 2018 Village water consumption;
2. Update water reduction targets to be reduced by 10% per capita, per day by 2025;
3. Water conservation actions and measures, including education, cost of service, leakage reduction, Water Conservation Bylaw and discusses water metering.
4. Climate change mitigation and adaption strategies;
5. Implementation strategies;
6. Reference to the update OCP.

If the Province accepts the updates, this will complete the Village's responsibilities; the Province will release the final grant funding allocation and the project will be officially completed.

Recommendation

That, Council endorse the Addendum to the Village of Ashcroft Water Conservation Plan, and that Council support the implementation of the Plan.

Respectfully submitted,



S. Daniela Dyck,
Deputy Corporate Officer

Water Conservation Plan – Addendum 1

Current Water Consumption

The current water for the Village of Ashcroft is approximately 1500L/capita/day based on full year figures for 2018 as shown below.

2018 Water Consumption				
Ashcroft Population per 2016 Census				1558
	Cubic Meters	Liters	Days	L/capita/day
Jan	42531	42531000	31	881
Feb	36368	36368000	28	834
Mar	40988	40988000	31	849
Apr	48070	48070000	30	1,028
May	118059	118059000	31	2,444
Jun	108421	108421000	30	2,320
Jul	145555	145555000	31	3,014
Aug	116577	116577000	31	2,414
Sep	69300	69300000	30	1,483
Oct	43852	43852000	31	908
Nov	40964	40964000	30	876
Dec	42694	42694000	31	884
		Average		1,494
ADD as measured in 2010				1800
Reduction Achieved				17%
Reduction Target 10% or 150 L/Cap/Day by year 2025				

Reduction Target

The Village is aiming to reduce consumption by 10% or 150L/capita/day by year 2025

Water Conservation Actions & Measures

1. **Cost-of-Service Accounting:** The Village embarked on increasing water rates to that the water rates full cover the cost of providing the service and water is not subsidized from general taxation revenues. Starting in 2015 the water rates increased 15% per year until 2021. This

follows recommendation from the Water Master Plan which also formed the basis of our application for a Water Treatment Plant under the Building Canada Fund.

2. **Water Conservation Bylaw:** Watering restrictions were implemented starting May 1st, 2018 which restrict watering in summer to certain days and hours to reduce peak consumption for residential customers in the summer months. These have proven to be effective in reducing consumption and are codified in our Bylaw which continues to come into effect each summer.
3. **Education:** Alongside conservation bylaw the Village has taken a lead in education. Every year we freely distribute conservation kits which include water conservation tips, a moisture meter, a rain gauge and magnets. For Drinking Water Week, the Village conducts a number of outreach activities including mail outs, drawing contest for kids and presentations. The Village website also promotes conservation by posting tips, notices and advisories.
4. **Leakage reduction:** We have kept up a regular schedule of leak detection followed up by a phased approach of repairs on a case-by-case basis financed by the operating budget.
5. **Water Metering:** The Long-Term Financial Plan incorporates water metering studies envisioned in 2024 and implementation of water meters followed by the study. As the smart metering technology improve, the Village is monitoring innovation in surrounding municipalities so that we can apply some of the learning and avoid pitfalls in implementation of water meters. Due to resource limitations, water metering projects are in large part contingent on receipt of grants to fund capital upgrades.

Climate Change Mitigation & Adaption Strategies

1. **Flood prevention and mitigation** is incorporated into our strategic goals, since the Village is exposed to flooding events and debris flows due to desert nature of our flora and increasing frequency of extreme rain events. A full drainage assessment and capital improvements are required to adapt to these more frequent rain events.
2. **Education** is a cornerstone of our strategy as with a fairly low investment we are able to impact consumption patterns. The per capita consumption in the Village is very high, informing and educating citizens of the impact of their consumption habits encourages action. We also work with our community partners like Communities in Bloom who put out information about plants more suited to desert climes which require less water. Desert planters are also commonly used within the community.

Implementation strategies

As a small community our staff complement is minimal. Key staff including the CAO, CFO and DCO alongside the Public Works Forman are part of most initiatives. Additional studies, such as the metering study often require external consultants. Furthermore, lessons from peers and peer communities are essential to successful implementation and we track innovations closely. Although much of the planned initiatives are included in our Long-Term Financial Plan, these are in most cases contingent on grant funding, particularly for larger capital projects. The asset management plan emphasizes water infrastructure upgrades. We are currently in the process of building a new water treatment plant which allows us to comply with Canadian Drinking Water Standards.

Official Community Plan

In 2018 the Village completed a revision to the Official Community Plan. The plan explicitly addresses Climate change and adaption in Part 2, Section 7.

Ashcroft is committed to preserving its environment for the enjoyment of this generation and future generations. Key issues that Ashcroft faces today are related to protecting water quality, ensuring that air quality supports the health of the entire community, respecting the wildlife which make their home in and around Ashcroft, and generally reducing the community's environmental footprint.

MEMO TO: Mayor Roden & Council

MEMO FROM: Daniela Dyck, Deputy Corporate Officer

DATE: August 6, 2019

SUBJECT: Dog Control and Pound Operation Bylaw No. 832, 2019

Background

The Village of Ashcroft Dog Regulation and Impounding Bylaw No. 502 and all its amendments required updating.

Discussion

Council approved first and second reading of the Village of Ashcroft Dog Control and Pound Operations Bylaw No. 832, 2019 on July 22, 2019. Suggested edits from Council have been applied to the document.

A copy of the bylaw was provided to the previous Dog Control Officer for comment and review. No edits have been suggested from the him at this time.

Recommendation

That Council approve third reading of the Village of Ashcroft Dog Control and Pound Operation Bylaw No. 832, 2019.

Respectfully submitted,



S. Daniela Dyck,
Deputy Corporate Officer

THE CORPORATION OF THE VILLAGE OF ASHCROFT
DOG CONTROL AND POUND OPERATION BYLAW NO. 832, 2019

A BYLAW TO PROVIDE FOR THE CONTROL AND LICENSING OF DOGS AND THE OPERATION OF A POUND FACILITY IN THE VILLAGE OF ASHCROFT

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

1. CITATION

This Bylaw shall be cited for all purposes as the Village of Ashcroft “Dog Control and Pound Operation Bylaw No. 832, 2019”

2. REPEAL

The “Corporation of the Village of Ashcroft Dog Regulation and Impounding Bylaw No. 502” and all its amendments are hereby repealed.

3. DEFINITION

In this Bylaw:

ALTERED	a) refers to an animal which has been spayed or neutered.
ANIMAL CONTROL OFFICER	means: a) A person employed or contracted by the Village to be an Animal Control Officer or Bylaw Enforcement Officer; b) A municipal employee, officer or agent designated by Council as an Animal Control Officer for the purposes of this Bylaw; c) An RCMP officer; and d) A Province of British Columbia conservation officer.
AT LARGE	means: a) Being elsewhere than on lands or premises owned or occupied by the owner and not on a leash, or b) On unfenced land and not securely tethered, or c) Not under the physical control of its owner or owner’s agent, or d) In the care and control of a person who an Animal Control Officer considers is not a competent person.
CHIEF ADMINISTRATIVE OFFICER (CAO)	means: a) The Chief Administrative Officer of the Village or their designate, and includes anyone authorized by Council to act on their behalf.
COMPETENT PERSON	means: a) A person who is physically and mentally able to control a dog and to ensure compliance with this Bylaw at all times.
COUNCIL	means: a) The municipal Council of the Village of Ashcroft.
DANGEROUS DOG	means: a) A dangerous dog as defined by the Community Charter.
DOG	means: a) A domestic animal of the <i>Canis lupus</i> species.

ENCLOSURE	<p>means:</p> <ul style="list-style-type: none"> a) A fence or structure: <ul style="list-style-type: none"> (i) Allowing the humane confinement of an animal, (ii) Allowing the safe and unrestricted movement of the animal, (iii) With any gates to be self-closing, (iv) Capable of preventing the entry of a child aged 10 years or younger, and (v) Adequately constructed to prevent the animal confined within it from escaping.
HUMANE	<p>means:</p> <ul style="list-style-type: none"> a) Not causing pain, and causing no discomfort or causing minimal discomfort.
IMPOUNDED	<p>means:</p> <ul style="list-style-type: none"> a) An animal that has been seized by the Animal Control Officer and is in the custody of the Animal Control Officer.
KENNEL	<p>means:</p> <ul style="list-style-type: none"> a) A facility for the care of three (3) or more dogs, cats or other household pets, where such animals are kept commercially for boarding, propagation, training, grooming or sale.
LEASH	<p>means a device, or use of a device:</p> <ul style="list-style-type: none"> a) No more than 2.0 metres (6.6 feet) in length, and b) Of a sufficient strength and design to restrain the animal for which it will be used, and c) Securely affixed to an animal, with the other end of the leash held by a competent person.
MICROCHIP	<p>means:</p> <ul style="list-style-type: none"> a) An approved National Companion Animal Coalition Canadian standard encoded identification device intended to be implanted into an animal, which contains a unique code that permits or facilitates access to owner information, including the name and address of the owner of the animal, which is stored in a central database.
MITIGATING FACTOR	<p>means a circumstance that excuses the aggressive behavior of an animal and may include but is not limited to:</p> <ul style="list-style-type: none"> a) Responding to an attack by a person or aggressive animal; b) Responding to an attack against its offspring by a person or animal; c) Responding to teasing, provocation or torment; d) Protecting its owner from physical harm; e) Defending the real or personal property of its owner from trespass, damage or theft; f) Attempting to prevent a person from committing an unlawful act; or g) Performing law enforcement work.
MUZZLE	<p>means a humane device or application of a humane device that:</p> <ul style="list-style-type: none"> a) Fits over the mouth of an animal, and b) Cannot be removed by the animal, and c) Prevents the animal from biting.

OWNER	means any person: (a) Whose name appears on a dog license, or (b) Who has the care, custody or control of an animal, or (c) Who possesses, harbours or allows an animal to remain about a house, land or in premises owned or occupied by that person.
POUND	means: a) A premise designated by contract with the Village for the impoundment, care and feeding of animals pursuant to this Bylaw.
POUNDKEEPER	means: a) Any person appointed by Council to operate the pound, usually the Animal Control Officer.
SECURE ENCLOSURE	means a structure: a) Allowing the humane confinement of an animal, b) Allowing the safe and unrestricted movement of the animal, c) With any gates to be self-closing, d) Constructed and locked in such a fashion as to prevent the escape of an animal and to prevent the entry of any person other than those authorized by the owner, e) With no side in common with a perimeter fence, f) Approved by the Animal Control Officer for a specific animal, and g) Depending on the security and design of the structure, and the animal it will house, the Animal Control Officer may additionally require that the structure be: (i) at least 1.8 metres (5.9 feet) in height, (ii) having a concrete or asphalt floor, (iii) with wire or steel mesh sides and roof, and (iv) with the floor securely attached to the sides or the sides embedded in the ground to a minimum depth of 30 centimeters (1.0 foot).
SERIOUS INJURY	means an injury that: a) Includes a broken bone, disfiguring lacerations or extensive lacerations, b) Requires sutures or cosmetic surgery, or c) Is determined to be severe by a Court upon hearing the evidence.
SERVICE ANIMAL	means an animal trained by an accredited institution, and on duty: a) As a law enforcement animal, or b) To provide assistance to a hearing- or visually-impaired, physically- or developmentally-challenged person.
TETHER	means: a) A device or the application of a device such as a rope or chain with one end securely attached to an animal, and the other end securely attached to a stationary object or pulley and cable, and used to humanely confine an animal to a certain area.
UNLICENSED DOG	means a dog: a) For which the dog license for the current year has not been obtained, or b) To which a current dog license tag is not attached.

VILLAGE	means: a) The Corporation of the Village of Ashcroft or the area within the municipal boundaries of the Village of Ashcroft, depending on the context.
ZONING BYLAW	means: a) The Village of Ashcroft Zoning Bylaw as amended from time to time.

4. ADMINISTRATION

4.1. The Animal Control Officer is authorized to administer and enforce this Bylaw.

4.2. The Village may contract with any person, firm, society, or corporation as it deems appropriate for the purpose of maintaining and operating a pound, and providing for the collection, distribution and payment of revenue and expenditures derived from the operation of the pound.

4.3. No person shall hinder, delay, threaten, prevent, or obstruct in any manner, directly or indirectly, the Animal Control Officer while carrying out their duties pursuant to this Bylaw, including but not limited to obstruction by:

- a) Providing false information;
- b) Unlocking, unlatching, or otherwise opening a vehicle or any enclosure in which an impounded animal has been placed;
- c) Removing or attempting to remove any animal from the possession of a pound keeper, Animal Control Officer or Village employee;
- d) Removing or attempting to remove an animal from the pound, except in accordance with this Bylaw.

4.4. The Animal Control Officer may enter, at all reasonable times, upon any land in order to ascertain whether this Bylaw is being contravened.

5. DOG CONTROL

5.1. An owner shall not permit, suffer or allow a dog to be at large.

5.2. For the purposes of this bylaw, a dog is deemed to be at large where it is not under control by being:

- a) Elsewhere than on land or premises owned or occupied by the owner and not on a leash, or
- b) On unfenced land and not securely tethered, or
- c) Not under the physical control of its owner or owner's agent, or
- d) In the care and control of a person who an Animal Control Officer considers is not a competent person.

5.3. An owner shall immediately remove any and all of their dog's excrement from another person's property or any public street, lane, sidewalk or any other public or private property and dispose of it in a sanitary manner.

5.4. An owner who is legally blind is exempt from section 5.3 in respect to excrement deposited by a service animal, when not accompanied by a sighted person aged 12 years or over.

5.5. An owner shall not permit a dog to continuously cry or bark which disturbs the quiet, rest, enjoyment, comfort or convenience of a neighbourhood or a person(s) in the vicinity or place where the dog is being housed or maintained.

5.6. An owner shall not tie, secure or tether any dog for a period longer than eight (8) hours at any one time for each twenty-four (24) hour period.

5.7. An owner shall not permit, suffer or allow a dog to be in the Chinese or municipal cemeteries or Village Parks at any time.

5.8. An owner of a female dog in heat shall keep the dog on the owner's property, and:

- a) Confined indoors, or
- b) Leashed and under the control of a competent person aged 16 years or older, or
- c) Confined within an enclosure with any gate locked at all times when the dog is within.

5.9. No more than two (2) dogs over the age of three (3) months shall be kept in a residentially zoned area in the Village at one time, unless the property is zoned Rural Residential and a kennel license has been purchased for the property.

6. DOG LICENSING

6.1. No person shall own, possess or harbour an unlicensed dog within the boundaries of the Village.

6.2. The categories of dog license are:

- a) Altered dog,
- b) Unaltered dog,
- c) Dangerous dog

6.3. The licensing fees shall be as set out as Schedule "G" in the Village of Ashcroft Consolidated Fees and Charges Bylaw No. 833, 2019 as amended from time to time.

6.4. In order to purchase an altered dog license, the owner of the dog must sign a declaration to certify that the dog has been altered on the annual Dog License Application as set out in Schedule "A" of this Bylaw (attached).

6.5. The owner of an altered dog may be required to produce a certificate from a qualified veterinarian to prove that the dog has been altered.

6.6. No refund shall be given if a dog is altered after its owner purchases a dog license.

6.7. Dog licensing fees shall not be pro-rated during the year.

6.8. The owner of a dog shall obtain a license in accordance with the provisions of this Bylaw before the last day of February in each year, or as soon thereafter as such dog shall attain three (3) months of age.

6.9. A license issued pursuant to this Bylaw is valid for the year for which it is purchased and shall expire on the 31st day of December in that year.

6.10. Issuance of a license shall be an administrative function of the municipal office under the direction of the Chief Administrative Officer.

6.11. Every person who obtains a license shall be given a tag which shall be, at all times, fastened to a collar or harness worn by the dog for which the license was purchased.

6.12. The number on the dog license shall correspond to the stamped number on the tag.

6.13. Where the tag issued by the Village has been lost or is no longer legible, a replacement tag shall be acquired by the owner for the remainder of the current licensing year, upon producing proof of previous purchase and payment of a prescribed fee.

6.14. The following dogs are exempt from the requirements of this section:

- a) Service animals,
- b) Dogs under the age of three (3) months, and
- c) Dogs that visit the Village for a total of 30 or fewer days in a calendar year.

7. DANGEROUS DOG

7.1. In determining whether a dog is dangerous, mitigating factors may be considered.

7.2. No person shall own, possess or harbour any diseased or dangerous animal within the Village unless the same is kept sufficiently secured so as to prevent it from endangering the safety of any person or other animal, including a person lawfully entering upon the premises where the animal is located.

7.3. Without limiting the generality of the foregoing, no person who owns, possesses or harbours a dangerous dog shall permit, suffer or allow the dog to be on any highway, any public place or common property, or any place not owned or controlled by that person, unless the dog is sufficiently muzzled to prevent it from biting another animal or human.

7.4. Upon receiving a complaint in writing that a dog has attacked or attempted to attack any animal or human, if the owner of the dog can be ascertained, the Animal Control Officer shall notify the owner of the dog in writing of the complaint, and shall notify the owner of the dog in writing that the dog is now considered to be a "dangerous dog" as defined by the Special Powers in relation to dangerous dogs in the Community Charter and that the Village will follow the steps outlined in that legislation.

7.5. The Animal Control Officer may, at any time and in their sole discretion, humanely euthanize any animal suffering from any incurable disease, injury or mutilation, to prevent cruel suffering or the spread of disease.

8. KENNELS

8.1. The following Kennel provisions apply to all dogs except those under three (3) months of age:

8.2. Every owner of three (3) or more dogs shall possess a valid and subsisting kennel license.

8.3. A kennel license shall be obtained by applying to the Village and paying the prescribed kennel license fee and applicable dog license fee set out in Schedule "G" of the Consolidated Fees and Charges Bylaw No. 833, 2019.

8.4. No kennel shall be permitted unless:

- a) Adequate floor space of for each dog to lie flat on their sides outside their bed in the sleeping area.
- b) The kennel complies with all laws and regulations in force in the Province of British Columbia, all Municipal Bylaws and conforms to the Code of Practice for Canadian Kennel Operations as amended from time to time, including but not limited to construction requirements, lighting, temperature control and access to exercise space.
- c) A building permit for the kennel has been obtained in accordance with the provisions of the Village.

8.5. A kennel license issued may be suspended or revoked at any time by the Animal Control Officer if the provisions of the Bylaw are not observed by the licensee.

8.6. Every licensee shall, at all reasonable times, permit the Animal Control Officer, to enter and inspect any kennel for the purposes of ascertaining whether the provisions of this Bylaw are being observed.

8.7. Every kennel license issued under this Bylaw:

- a) expires on the 31st day of December of the year in which it is issued.
- b) is valid only in respect of the kennel for which it is issued; and
- c) shall be renewed no later than the 1st day of February in the following calendar year.

8.9. The Village shall maintain a record of all kennel licenses issued.

9. SEIZURE AND IMPOUNDMENT

9.1. The Animal Control Officer may seize and impound any animal which is found by the Animal Control Officer to be:

- a) Unlicensed, if there is a requirement that it be licensed; or
- b) At large on a highway or in a public place; or
- c) Straying or trespassing on private property; or
- d) On unfenced land and not securely tethered or contained, if there is a requirement to be securely fenced, tethered or contained; or
- e) A dangerous dog.

9.2. Upon seizure and impoundment of an animal, the Animal Control Officer shall make a reasonable effort to inform the owner, if known, that the animal has been seized and impounded.

9.3. If an owner is unknown, all reasonable efforts will be made to advise the public of the impounded animal being housed at the pound.

9.4. An animal delivered to the Animal Control Officer by the public may be dealt with in the same manner as an animal seized and impounded pursuant to this Bylaw.

9.5. It shall be unlawful for any person to release or rescue or attempt to release or rescue any dog lawfully in the custody of the Animal Control Officer, and no person shall intervene or otherwise interfere with the Animal Control Officer in the lawful exercise of his/her duties.

9.6. An owner may claim their impounded animal upon:

- a) Proving ownership to the pound keeper or Animal Control Officer, and
- b) Purchasing a licence if required by this Bylaw, and
- c) Paying the applicable fees and charges set out in Schedule "G" of the Consolidated Fees and Charges Bylaw No. 833, 2019.

9.7. In the case the owner is not known or the owner so notified does not within three (3) days of notification referred to in Section 9.2 hereof, appear at the pound and release the dog so impounded by the payment of the lawful fees as outlined in Schedule "G" of the Consolidated Fees and Charges Bylaw No. 833, 2019, the Animal Control Officer may put the dog or dogs up for adoption as provided for in this Bylaw.

9.8. In the event that the owner of an impounded dog is unable to claim the dog, he/she may sign an Authorization to Surrender Animal form as outlined in Schedule "B" of this Bylaw (attached).

9.9. The Animal Control Officer may advertise the unclaimed dog available for adoption no less than three (3) days after impounding and notification as per section 9.7. Interested parties must complete

the Animal Adoption Application as set out in Schedule "C" of this Bylaw, to assist the Animal Control Officer in determining if the applicant would be a suitable owner of the dog.

9.10. An animal may be seized and humanely euthanized if:

- a) It is determined by the Animal Control Officer or the pound keeper that the animal is suffering and the animal's suffering cannot be otherwise reasonably addressed; and
- b) The Animal Control Officer has made a reasonable effort to inform the owner, if known, of the seizure, impoundment, and condition of the animal; and the intent to have the animal humanely euthanized; and
- c) A veterinarian licensed to practice in British Columbia is retained to humanely euthanize the animal.

10. ENFORCEMENT

10.1 Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw or neglects to do, or refrains from doing anything required to be done by any of the provisions of this Bylaw, shall be deemed to be guilty of an infraction thereof, and liable to the penalty or penalties as stated in Schedule "G" of the Consolidated Fees and Charges Bylaw No. 833, 2019.

11. SEVERABILITY

11.1 If any section, subsection sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

READ A FIRST TIME THIS 22nd DAY OF JULY, 2019.

READ A SECOND TIME THIS 22nd DAY OF JULY, 2019.

READ A THIRD TIME THIS _____ DAY OF _____, 2019.

RECONSIDERED AND ADOPTED THIS _____ DAY OF _____, 2019.

Certified to be a true and correct copy of the Village of Ashcroft Dog Control and Pound Operation Bylaw No. 832, 2019 as adopted by Council.

Barbara Roden, MAYOR

, CAO

, CAO

MEMO TO: Mayor Roden & Council

MEMO FROM: Daniela Dyck, Deputy Corporate Officer

DATE: August 1, 2019,

SUBJECT: Consolidated Fees and Charges Bylaw No. 833, 2019

Background

Council reviewed and gave first two readings of the Consolidated Fees and Charges Bylaw No. 833, 2019. Staff is bringing the bylaw back to Council for third reading and adoption.

Discussion

At the July 22, 2019 Regular Meeting of Council, Council approved first and second readings of the "Village of Ashcroft Consolidate Fees and Charges Bylaw No. 833, 2019". This was Council's first review of the proposed Bylaw and Council was provided the opportunity for input and recommend changes.

It was recommended that the schedule of fees be reviewed to ensure current rates are published. This review has been completed; Schedule "H" was amended to reflect current Cemetery fees.

Schedule "L" was added to the Bylaw at the recommendation of the Approving Officer. Section 3 of the "Village of Ashcroft Fees for Changes to Plans, Bylaws and Issuance of Permits Bylaw No. 815, 2017" only addresses the fees involved with the approval of *conventional* (fee-simple) subdivisions; it does not include any fees for the review and approval of a *strata* subdivision plan, *bare land strata* subdivision plan or *phased strata* subdivision plan. Similarly, it does not include any fees for the review and approval of other documents associated with the subdivision nor does it include any fees for the re-approval of subdivision plans and/or documents that have not been submitted for deposit within the statutory time limits.

Schedule "L" includes the fees as set out in the "Village of Ashcroft Fees for Changes to Plans, Bylaws and Issuance of Permits Bylaw No. 815, 2019" including suggested amendments from the Village of Ashcroft Approving Officer, specifically, relating to strata, bare land and phased strata subdivisions.

Recommendation

That Council approve third reading of the Village of Ashcroft Consolidated Fees and Charges Bylaw No. 833, 2019.

Respectfully submitted,



S. Daniela Dyck,
Deputy Corporate Officer

THE CORPORATION OF THE VILLAGE OF ASHCROFT
CONSOLIDATED FEES AND CHARGES BYLAW NO. 833, 2019

A bylaw for the charging of rates for goods and services in the Village of Ashcroft

WHEREAS the Council of the Village of Ashcroft wishes to charge fees in accordance with Section 194 of the *Community Charter*, a Council may impose fees with respect to all or part of a service of the municipality, the use of municipal property, or the exercise of authority to regulate, prohibit or impose requirements;

- (1) **NOW THEREFORE** the Council of the Village of Ashcroft, in open meeting assembled, enacts as follows:
- (2) This Bylaw may be cited as "Village of Ashcroft Consolidated Fees and Charges Bylaw No. 833, 2019".
- (3) The Village of Ashcroft Consolidated Fees and Charges Bylaw No. 833, 2019 shall impose the fees and charges as specified in the Schedules "A" through "K" and forming part of this Bylaw;

- Schedule "A" Administration and Miscellaneous Fees
- Schedule "B" Ashcroft Swimming Pool Rental Rates
- Schedule "C" Drylands Arena Rental Rates
- Schedule "D" Parks Rental Rates
- Schedule "E" Ashcroft Community Hall Rental Rates
- Schedule "F" Ashcroft Museum Research Fees
- Schedule "G" Dog Control and Pound Operation Fees
- Schedule "H" Cemetery Fees
- Schedule "I" Water Fees
- Schedule "J" Sewer Fees
- Schedule "K" Solid Waste Collection Fees
- Schedule "L" Development and Subdivision Fees

- (4) That any charge is subject to discount by the Chief Administration Officer up to \$250 per instance. Any discount over \$250 requires a resolution of Council.
- (5) The Chief Administrative Officer or designate may recover any recreation fees or charges for different business activities affecting property or recreation.
- (6) That the following Schedules of the listed Bylaws be repealed:

- Schedule "B" Bylaw No. 808, 2016 "Recreation Fees Bylaw"
- Schedule "C" Bylaw No. 808, 2016 "Recreation Fees Bylaw"
- Schedule "D" Bylaw No. 808, 2016 "Recreation Fees Bylaw"
- Schedule "E" Bylaw No. 808, 2016 "Recreation Fees Bylaw"
- Schedule "F" Bylaw No. 808, 2016 "Recreation Fees Bylaw"

Schedule "B" Bylaw No. 770, 2010 "Cemetery Amending Bylaw"
 Schedule "A" Bylaw No. 797 "Water Regulations"
 Schedule "A" Bylaw No. 796 "Sewer Regulations"
 Schedule "A" Bylaw No. 785 "Solid Waste Collection Removal and Disposal
 Bylaw"

- (7) If any section, subsection sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
- (8) This bylaw will take affect at adoption.

READ A FIRST TIME THIS	22 nd	DAY OF	JULY	, 2019
READ A SECOND TIME THIS	22 nd	DAY OF	JULY	, 2019
READ A THIRD TIME THIS		DAY OF		, 2019
RECONSIDERED AND ADOPTED THIS		DAY OF		, 2019

 Barbara Roden, Mayor

 , Chief Administrative Officer

Certified to be a true and correct copy of
 Bylaw No. 833 as adopted by Council.

 , Chief Administrative Officer

/sdd

Schedule "A"

Administration and Miscellaneous Fees

Rates include GST

Administration	Unit of Charge	Rate
NSF Cheque Service Charge		\$ 25.00
Property Tax Certificate Request		\$ 25.00
Building Information Request (BIR)	Per Request	\$ 75.00
Routinely Releasable Information	\$25.00/ first 30 minutes and \$12.50 per every ¼ hour afterwards)	\$50.00/hour
Photocopies		
Greyscale 8.5x11 per copy	Per page	.50
Greyscale 8.5x14 per copy	Per page	.50
Greyscale 11x17 per copy	Per page	1.00
Colour 8.5x11 per copy	Per page	1.00
Colour 8.5x14 per copy	Per page	1.25
Colour 11x17 per copy	Per page	2.00
Bulk copying may be negotiated		
Faxes and Scans, per page		.50
Other Services		
Official Community Plan	Per Document	\$ 10.00
Zoning Bylaw -photocopy	Per Document	\$ 10.00
Subdivision Servicing & Development Bylaw	Per Document	\$ 10.00
Reprinted Tax/Utility Bills or Business License	Per Document	\$ 5.00
Business License Listing	Per Document	\$ 5.00
Village Pins	Each	\$ 1.00

Schedule "B"

Ashcroft Swimming Pool – Rental Rates
Rates include GST

Classification	Time Period	Rate
Infant	N/A	Free
Child	Public Swim	\$2.00
	Season Pass	\$40.00
	Punch Card*	\$20.00
Youth OR Senior Citizen OR Disabled Persons	Public Swim	\$2.50
	Season Pass	\$45.00
	Punch Card*	\$25.00
Adult	Public Swim	\$3.00
	Season Pass	\$60.00
	Punch Card*	\$30.00
Family	Public Swim	\$10.00
	Season Pass	\$140.00
Group Rental Rate (includes 2 Lifeguards)	Per hour	\$125.00

* = 14 Sessions for the price of 10

Schedule "C"

Drylands Arena – Rental Rates
Rates include GST

Classification	Time Period	Rate
Infant	N/A	Free
Child	Public Skate	\$1.50
	Season Pass	\$20.00
Youth OR Senior Citizen OR Disabled Persons	Public Skate	\$2.50
	Season Pass	\$40.00
Adult	Public Skate	\$3.00
	Season Pass	\$60.00
Family	Public Skate	\$10.00
	Season Pass	\$100.00
Drop in Hockey		\$5.00
Mom & Tots Skating		\$2.50
Sticks & Pucks	Per user	\$3.00

Classification	Definition	Rate (per hour)
Minor (Use of Ice)	Rentals where the majority of users are 18 years or younger	\$60.00
Adult (Use of Ice)	Rentals were the majority of users are 19 years or older	\$100.00
Minor (Dry Floor)	Rentals where the majority of users are 18 years or younger	\$30.00
Adult (Dry Floor)	Rentals were the majority of users are 19 years or older	\$40.00

Classification	Definition	Rate
Minor Special Events (Ice Use)	Rentals where the majority of users are 18 years or younger. These events could include tournaments, fundraising, exhibition games, etc.	6 Hours - \$325.00 8 Hours - \$400.00 12 Hours - \$575.00 16 Hours – \$725.00 Weekend - \$1500.00
Adult Special Events (Ice Use)	Rentals were the majority of users are 19 years or older. These events could include tournaments, fundraising, exhibition games, etc.	6 Hours - \$575.00 8 Hours - \$750.00 12 Hours - \$1100.00 16 Hours – \$1325.00 Weekend - \$2250.00
Special Events (Dry Floor) - Regular *	This covers a 3-day period - one day to setup, one day for event and one day for takedown. Beyond 3 days, \$50 will be charged per day	\$700.00
Special Events (Dry Floor) - Non- Profit*		\$300.00
Other Charges	Damage Deposit	\$500.00

Lounge Rental

Per hour	\$10.00
Per Day – tournament	\$30.00
Per 2 Days – tournament	\$50.00
Per 3 Days – tournament	\$75.00

Non-Resident Users

Ice users who do not physically reside within the boundaries of the Village of Ashcroft will be charged \$30.00 per person per season to a maximum of \$100.00 per family to use the Drylands Arena. Family rate applies to a maximum of five persons of an immediate family who all reside at the same physical address. These funds will be collected by their respective organization and remitted to the Village of Ashcroft along with a listing of their registered members. The payment and listing must be received by the Village by November 15th in each year.

Schedule "D"

Parks – Rental Rates
Rates include GST

Annual Fees

Classification	Rates (per Year)
All Users before 17:00 hours	Free
Minor – 18 years old and younger after 17:00 hours	\$3.00 per player
Adult – 19 years old and older after 17:00 hours	\$6.00 per player

Tournament Fees

Classification	Rates (per Day)
Minor – Up to 16 teams	\$55.00
Minor – Over 16 teams	\$110.00
Adult – Up to 16 teams	\$110.00
Adult – Over 16 teams	\$220.00

Base Use Deposit

Per set = \$200.00 per use

Damage/Clean Up Deposit

Per Tournament = \$300.00

Schedule "E"

Ashcroft Community Hall – Rental Rates

Rates include GST

Type of Use	Time Period	Rate
Kitchen	Per Day	\$10.00
Not-for-Profit Use	Hourly	\$5.00
	Per Day	\$40.00
Commercial/Private Use – Adult Aged	Hourly	\$10.00
	Per Day	\$80.00

Schedule "F"

Ashcroft Museum – Research Fees

Rates include GST

Classification	Unit of Charge	Rate
Research	\$25.00/first 30 minutes and \$12.50 per every ¼ hour afterwards	\$50.00/hour
Photocopying	Per Page	\$0.50
Digital Imaging	Personal	\$15.00
	Commercial	\$30.00

Schedule "G"

Dog Control and Pound Operation Fees

Rates include GST

Annual License Fee	Rate
Each Altered Dog	\$10.00
Each Unaltered Dog	\$30.00
Dangerous Dog	\$100.00
Replacement of lost or damaged tag	\$5.00
Kennel	\$150.00
Surcharge applied after February 28 each calendar year	\$5.00
Impound Fees	
For seizing and impounding any LICENSED dog	
Seized and returned immediately to the owner	\$10.00
First Impoundment	\$25.00
Second Impoundment	\$50.00
Third Impoundment	\$100.00
Fourth and subsequent impoundments	\$200.00
Daily boarding fee	\$10.00
For seizing and impounding any UNLICENSED dog	
First impoundment	\$50.00
Daily boarding fee	\$10.00
Dog license (must purchased upon return of animal)	See appropriate fee above
For seizing and impounding any DANGEROUS dog	
Each offence	\$200.00
Daily boarding fee	\$10.00
If unlicensed, Dangerous dog license must be purchased upon return of animal	\$100.00
Animal Adoption	
Animal adoption fee	\$100.00

Schedule "H"

Cemetery Fees

Rates include GST

Grave Space	Rate
Adult size grave space – resident (includes \$125.00 to Care)	\$500.00
Adult size grave space – non resident (includes \$250.00 to Care)	\$1000.00
Cremated Remains – resident (includes \$50.00 to Care)	\$200.00
Cremated Remains – non resident (includes \$100.00 to Care)	\$400.00
Columbarium Space	
Niche – resident (includes \$250.00 to Care)	\$1000.00
Niche – non-resident (includes \$375.00 to Care)	\$1500.00
Services	
Opening and closing for Burial - Adult size	\$350.00
Opening and closing - Cremated Remains	\$150.00
After Hours Burials	
Burials after 3:30 pm Monday – Friday – regular fee plus	\$200.00
Burials on Saturday, Sunday or Statutory Holiday – regular fee plus	\$200.00
Transfer of License	
Transfer of License (resident to non-resident)	\$200.00
Transfer of License (all other)	\$75.00
Memorial Installation	
Single: (30cm x 50 cm); (20 cm x 28 cm); (30 cm x 60 cm); (includes \$25.00 to Care)	\$100.00
Double: (45 cm – 75 cm); (includes \$50.00 to Care)	\$200.00
Engraving and handling of niche plates (includes \$62.50 to Care)	\$250.00
Grave Liners	
Full size grave (concrete)	\$500.00
Cremated Remains (poly)	\$150.00

Schedule “I”

Water Fees

Rates include GST

Category	2019	2020 \$ Subsequent
Single Family Dwelling	\$478.00	\$550.00
Multi Family Dwelling – per single unit	\$478.00	\$550.00
Mobile Home	\$478.00	\$550.00
Hotel (including restaurant, beer parlour, rooms, lounge)	\$5750.00	\$6613.00
Restaurant 1-10 seats	\$687.00	\$790.00
Restaurant 11+ seats	\$1542.00	\$1773.00
Licensed Lounge	\$1542.00	\$1773.00
Laundromat, Per Washer	\$205.00	\$236.00
Service Station	\$514.00	\$591.00
Clinic / Train Station	\$1199.00	\$1379.00
Commercial 1-2 Washrooms	\$478.00	\$550.00
Post Office	\$925.00	\$1064.00
Supermarket	\$1542.00	\$1773.00
Church / Community Hall	\$478.00	\$550.00
School, Per Classroom	\$478.00	\$550.00
Hospital, Per Bed	\$478.00	\$550.00
Industrial Plant 1-2 Washrooms	\$3018.00	\$3471.00
RCMP Station	\$3085.00	\$3548.00
Curling Rink	\$478.00	\$550.00
Racquet and Leisure Centre	\$3596.00	\$4135.00
Courthouse	\$3104.00	\$3570.00
Unspecified, 1-2 Washrooms	\$478.00	\$550.00
Irrigation	\$4349.00	\$5001.00
Drip Irrigation	\$2130.00	\$2450.00
Car Wash – 2 Bay	\$1677.00	\$1929.00
Water on/off for repair	\$50.00	\$50.00
Cross Connection Turn on Fee	\$200.00	\$200.00
Third Party Purchase of Bulk Water	\$75.00 fixed rate and \$1.00 /m3 of water purchased	\$75.00 fixed rate and \$1.00 /m3 of water purchased
Application for Connection to Village Water Supply (if the Village has put in the connection)	\$1500.00 minimum fee	\$1500.00 minimum fee

Schedule “J”

Sewer Fees

Rates include GST

Category	2020	2021 Subsequent
Single Family Dwelling	\$458.00	\$504.00
Multi Family Dwelling – per single unit	\$458.00	\$504.00
Mobile Home	\$458.00	\$504.00
Hotel (including restaurant, beer parlour, rooms, lounge)	\$2103.00	\$2313.00
Restaurant 1-10 seats	\$715.00	\$787.00
Restaurant 11+ seats	\$1659.00	\$1825.00
Licensed Lounge	\$1659.00	\$1825.00
Laundromat, Per Washer	\$201.00	\$221.00
Service Station	\$458.00	\$504.00
Clinic / Train Station	\$458.00	\$504.00
Commercial 1-2 Washrooms	\$458.00	\$504.00
Post Office	\$458.00	\$504.00
Supermarket	\$1144.00	\$1258.00
Church / Community Hall	\$246.00	\$271.00
School, Per Classroom	\$458.00	\$504.00
Hospital, Per Bed	\$458.00	\$504.00
Industrial Plant 1-2 Washrooms	\$916.00	\$1008.00
RCMP Station	\$916.00	\$1008.00
Curling Rink	\$458.00	\$504.00
Racquet and Leisure Centre	\$2859.00	\$3145.00
Courthouse	\$2973.00	\$3270.00
Unspecified, 1-2 Washrooms	\$458.00	\$504.00
Car Wash – 2 Bay	\$1605.00	\$1766.00
Sewer Disconnection/Re-connection	Actual cost	Actual cost

Schedule “L”

Development and Subdivision Fees
Rates include GST

Category	RATE
Development Variance Permit	\$300.00
Temporary Use Permit	\$250.00
Official Community Plan Amendment (OCP)	\$800.00
Zoning Bylaw Amendment	\$800.00
Development Permit	\$500.00
If OCP and Zoning Amendments are in tandem, combined fee	\$1000.00
Subdivision Application Fees	
Preliminary Layout Approval (PLA):	
First Parcel	\$250.00
Subsequent Parcels	\$100.00
Final Plan Examination Fees:	
Base Fee	\$250.00
Final Plan or Document Re-signing	\$100.00
Subdivision Application Fees (STRATA)	
Form “P” Approval	\$100.00
Phased Strata Approval – application fee for each phase	\$250.00
Form “Q” – per each additional Strata lot	\$100.00
Bare Land Strata – application fee	\$250.00
- Per each Strata lot created	\$100.00
Strata Conversion - application fee	\$250.00
- Each Strata unit created	\$100.00
Form or Document Re-signing	\$100.00
Submission of a Contaminated Site Profile form	\$100.00
Preliminary Layout Approval Renewal	\$100.00