



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 28, 2017**

1. **CALL TO ORDER**

 2. **MINUTES**
 - 2.1. Minutes of the Committee of the Whole Meeting of Council held on Monday, July 24, 2017 **P. 1-2**
 - 2.2. Minutes of the Regular Meeting of Council held on Monday, July 24, 2017 **P. 3-9**

 3. **DELEGATIONS**
 - 3.1. None

 4. **ACCOUNTS PAYABLE**
 - 4.1. Accounts Payable Listing for the period ending August 24, 2017 **P. 10-12**

 5. **CORRESPONDENCE**
 - 5.1. Reconciliation Canada
 - Invitation to participate in Walk for Reconciliation, September 24, 2017 **P. 13-14**
 - 5.2. Stg. Kat Thain, Ashcroft RCMP Detachment
 - Letter of commendation/thanks to Fire Chief White, Ashcroft firefighters and Ashcroft crew **P. 15-16**
 - 5.3. Jati Sidhu, MP, Mission-Matsqui-Fraser Canyon
 - Expression of concern following wildfires in our area **P. 17**
 - 5.4. Thompson Nicola Regional District
 - Items for 50th Anniversary Time Capsule **P. 18**
 - 5.5. Ashcroft & District Fall Fair
 - Notification that the 2017 Fall Fair has been cancelled due to summer wildfires **P. 19**
 - 5.6. Southern Interior Local Government Association
 - Proposed Changes to eliminate the 1/3 tax free expense allowance for local government officials **P. 20-21**
 - 5.7. Union of BC Municipalities
 - Gas Tax Agreement Community Works Fund Payment - \$51,065.52 **P. 22**
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6. UNFINISHED BUSINESS

6.1. None

7. NEW BUSINESS

- 7.1. Municipal Insurance Association of BC
- Appointment of voting delegates for 2017 AGM, September 26, 2017 **P. 23**
- 7.2. Historic Plaque Applications
- Approval for 210 Brink Street (private residence) **P. 24-28**
- Ashcroft Bakery **P. 29-32**
- 7.3. Community Update Meeting
- Proposed Agenda for community meeting on September 20, 2017 **P. 33**
- 7.4. Letter to the Editor from Andrea Walker
- Public expectation for Village to remove all potential fire hazards **P. 34-55**

8. BYLAWS

8.1. Introduction and First Three Readings

8.1.1. None

8.2. Reconsideration and Final Adoption

8.2.1. None

9. INFORMATION CORRESPONDENCE

9.1. Information Correspondence Listing for August 28, 2017 **P. 56**

10. REPORTS

Council Reports

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

Motion to approve June 30, 2017 Financial Statement as distributed separately

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

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

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

10.5. TNRD – Mayor Jeyes & Councillor Lambert

The Current – Highlights of the Board of Directors' Meeting held August 17, 2017 **P. 57**

- 10.6. Tourism – Councillor Roden & Councillor Lambert
- 10.7. School District No. 74 (Gold Trail) Liaison – Councillor Lambert & Mayor Jeyes
- 10.8. Economic Development & Chamber of Commerce - Councillor Roden & Mayor Jeyes
- 10.9. Historic Hat Creek– Mayor Jeyes & Councillor Trill
- 10.10. Heritage – Councillor Roden & Councillor Kormendy
- 10.11. Transit – Councillor Kormendy & Councillor Roden
- 10.12. Wellness & Music (Kids) Festival – Councillor Trill & Councillor Roden
- 10.13. Seniors’ Liaison – Councillor Lambert & Councillor Roden

Office of the Seniors Advocate – Invitation to attend the release of the survey of seniors living in BC’s residential care facilities, September 15 @ 11:30 am P. 58

- 10.14. Communities in Bloom – Councillor Trill & Councillor Roden

Invitation from Raymond Carriere to attend Communities in Bloom symposium in Ottawa P. 59-60

- 10.15. Health Care – Mayor Jeyes & Councillor Lambert
- 10.16. Bifuka Sister City Relationship – Councillor Kormendy & Councillor Lambert

- 10.17. Other

Thank you advertisement regarding recent wildfire events.

(Motion to receive both verbal and written reports)

- 10.18. Administration

Chief Administrative Officer

10.18.1. Notes of the Special Meeting of Council held on Thursday, July 27, 2017 regarding the recent wildfire event P. 61-66

Chief Financial Officer

10.18.2. None

- 11. INCAMERA

11.1. Section 90. 1. (g) – a matter of litigation or potential litigation affecting the municipality

- 12. TERMINATION



THE CORPORATION OF THE VILLAGE OF ASHCROFT

COMMITTEE OF THE WHOLE MINUTES

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 6:00 PM ON MONDAY, JULY 24, 2017

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

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

Press and Public

1. **CALL TO ORDER**

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

2. **PRESENTATIONS**

2.1. **South Cariboo Minor Soccer Association – Update on club expansion and need for more fields**

Ms. Lee Hand and Mr. Tom Watson appeared before Council to provide an update on the South Cariboo Minor Soccer Association. They advised that the registration numbers have increased from 210 in 2014 to 340 in 2017. Their invitational tournament had a total of 26 teams participating in 2017 and the current configuration of soccer fields does not allow them to expand. Their league includes children from Clinton, Lillooet, Logan Lake, Lytton as well as the area surrounding Ashcroft & Cache Creek. The association is requesting that council consider establishing another full size soccer field in the same general area as the clay infield ball field. Mr. Watson advised Council that all visiting teams are very impressed by the standard of our facilities and he thanked the public works crew for their efforts and cooperation.

Council congratulated the association on their growing success and advised that they would discuss this matter during the fall.

2.2. **Christopher Hollis – Response to the situation brought on by the Wildfires**

Mr. Hollis did not appear.

2.3. **Ashcroft Fire Chief Josh White – Update on Wildfire of July 6, 2017**

Fire Chief White provided Council with an overview of the Elephant Hill fire that started south of our community on July 6 and spread rapidly through the Ashcroft Indian Band, Boston Flats and north around Cache Creek. Ashcroft Fire Department has been providing back up support to the Village of Cache Creek and the Wildfire Branch.

Council thanked Chief White for the work done by the department and for their continued professionalism during a lengthy, stressful event.

3. **TERMINATION**

M/S Councillor Roden / Councillor Kormendy

"That the Committee of the Whole Meeting terminate at 6:56 pm.

Carried.

John C. (Jack) Jeyes, Mayor

Certified to be a true and correct copy
Of the Minutes of the Committee of the
Whole Meeting of Council held Monday,
July 24, 2017.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR MINUTES

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY, JULY 24, 2017

- PRESENT:** Mayor John C. (Jack) Jeyes
Councillor Helen A. Kormendy
Councillor Doreen L. Lambert
Councillor Barbara H. Roden
Councillor W. Alfred Trill
- J. Michelle Allen, Chief Administrative Officer
Yoginder Bhalla, Chief Financial Officer
Wayne Robinson, Deputy Corporate Officer
- Press and Public

1. **CALL TO ORDER**

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

2. **MINUTES**

2.1. **Minutes of the Committee of the Whole Meeting of Council held on Monday, June 26, 2017**

Mayor Jeyes declared the minutes adopted as presented.

2.2. **Minutes of the Regular Meeting of Council held on Monday, June 26, 2017**

Councillor Kormendy advised that the following motion had been omitted from the minutes of the regular meeting held on Monday, June 26, 2017:

M/S Councillor Kormendy

"That Mayor and Council agree in principle of an Off Leash Dog Park being located in Ashcroft."

Carried. (01-07-17)

Mayor Jeyes declared the minutes adopted as amended.

3. **DELEGATIONS**

3.1. None

4. ACCOUNTS PAYABLE

4.1. Accounts Payable Listing for the period ending July 14, 2017

M/S Councillor Roden / Councillor Lambert

"That the accounts payable listing for the period ending July 14, 2017 be received and filed."

Carried. (02-07-17)

5. CORRESPONDENCE

5.1. Resource Breakfast Series – Invitation to attend 4th annual breakfast events during UBCM

Council advised that they would like to attend the following Resource Breakfast Series:

Mayor Jeyes – Tuesday, September 26 – Mining Sector Breakfast
Councillor Kormendy – Thursday, September 28 – Forest Sector Breakfast
Councillor Roden – Wednesday, September 27 – Energy Sector Breakfast
Councillor Trill – Tuesday, September 26 – Mining Sector Breakfast and Wednesday, September 27 – Energy Sector Breakfast

Staff will submit the information on Council's behalf.

5.2. School District #74 (Gold Trail) – Response to our meeting invitation

M/S Councillor Roden / Councillor Lambert

"That the correspondence from School District #74 (Gold Trail) regarding our invitation to meet be received and filed."

Carried. (03-07-17)

6. UNFINISHED BUSINESS

6.1. Water Treatment Plant Project – Preliminary Design Report

M/S Councillor Roden / Councillor Trill

"That Council approve architectural design option #3 with the following specifications:

- i. The building be standard block wall construction
- ii. The building will use exterior fibre cement siding
- iii. The building will not have any exposed glu-lam beams"

Carried. (04-07-17)

M/S Councillor Trill / Councillor Lambert

"That Council wishes to incorporate a solar hot water system in the design of the building and further that some photovoltaic panels be included in the design if there is space available once the hot water panels are installed."

Carried. (05-07-17)

M/S Councillor Roden / Councillor Trill

"That Council approves the installation of variable frequency drives in the river pump house to reduce ongoing energy costs at an estimated cost of \$190,000."

Carried. (06-07-17)

6.2. Official Community Plan and Zoning Bylaw Review – 2nd Community Survey and Incentive Draw

M/S Councillor Trill / Councillor Lambert

"That Administration proceed with the development and distribution of the second community survey with a final submission date of September 14, 2017 and further that all people submitting a survey may enter a draw for \$250 in gift certificates to local businesses."

Carried. (07-07-17)

7. NEW BUSINESS

7.1. Economic Development Initiative – Rogers Radio 2017 Road Trip Adventure – Wrap Report

M/S Councillor Roden / Councillor Trill

"That the Rogers Radio 2017 Road Trip Adventure – Wrap Report be received and filed."

Carried. (08-07-17)

7.2. August 28, 2017 Committee of the Whole and Regular Council Meeting – Council members' attendance

Deputy Mayor Lambert advised that she is now available to attend the August 28, 2017 council meeting.

M/S Councillor Roden / Councillor Lambert

"That the staff report regarding the August 28, 2017 committee of the whole and regular meetings be received and filed."

Carried. (09-07-17)

7.3. Ashcroft Clinton Para Transit System – Request for approval to change in schedule to allow monthly trip to 100 Mile House

M/S Councillor Roden / Councillor Lambert

"That Council approves a change in the schedule for the Ashcroft Clinton Para Transit System to allow a trip to 100 Mile House on the last Monday of each month."

Carried. (10-07-17)

7.4. Property Tax Payment Deadline July 17, 2017 – Questions regarding waiving penalties due to extenuating circumstances

M/S Councillor Roden / Councillor Kormendy

"That the Village of Ashcroft advises property owners that we will not collect the 10% late penalty on 2017 property tax payments received between July 17 and August 25 inclusive and further that a request to write off the applicable penalties on these subject properties will be forwarded to the Ministry in early September."

Carried. (11-07-17)

7.5. 5th Annual Kids TRYathlon – Rescheduled to Saturday, August 26, 2017

M/S Councillor Roden / Councillor Lambert

"That the Village support the rescheduling of the 5th Annual Kids' TRYathlon to Saturday, August 26 by providing the use of the pool from 8:45 am – 10:45 am and further that Evans Road be closed to all traffic from 9:00 am – 11:30am."

Carried. (12-07-17)

8. BYLAWS

8.1. Introduction and First Three Readings

8.1.1. None

8.2. Reconsideration and Final Adoption

8.2.1. None

9. INFORMATION CORRESPONDENCE

9.1. Information Correspondence Listing for July 24, 2017

M/S Councillor Roden / Councillor Kormendy

"That the information correspondence listing for July 24, 2017 be received and filed."

Carried. (13-07-17)

10. **REPORTS**

Council Reports

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

M/S Councillor Roden / Councillor Trill

“That Council approve the May 31, 2017 Financial Statements as presented.”

Carried. (14-07-17)

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

No report.

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

No report.

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

No report.

10.5. **TNRD – Mayor Jeyes & Councillor Lambert**

Council reviewed The Current – Highlights of the Board of Directors' meeting held July 20, 2017.

Mayor Jeyes advised Council that plastic bags are going to have to be removed from the recycling stream in the near future. He also advised that representatives from the new provincial government had made a short presentation to the TNRD board.

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

Councillor Roden advised that Thompson Okanagan Tourism Association had recently promoted our QuestUpon program.

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

No report.

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

No report.

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

No report.

10.10. Heritage – Councillor Roden & Councillor Kormendy

Councillor Roden advised that the annual open house at the museum will feature the building that houses the museum. She also advised Council that the museum staff are running a children's program one day per week during August.

10.11. Transit – Councillor Kormendy & Councillor Roden

Councillor Kormendy provided an update on the ridership and revenue for the first 6 months of 2017.

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

Councillor Trill updated Council on the rescheduling of the 5th Annual Kids TRYathlon due to the recent fires.

10.13. Seniors' Liaison – Councillor Lambert & Councillor Roden

No report.

10.14. Communities in Bloom – Councillor Trill & Councillor Roden

Councillor Roden provided an overview of the judges' visit. The public events were well attended and the judges were able to see the resiliency of the community with the recent fires.

10.15. Health Care – Mayor Jeyes & Councillor Lambert

Council reviewed the minutes of the Wellness & Health Action Coalition regular meeting held June 19, 2017

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

No report.

10.17. Other

M/S Councillor Roden / Councillor Lambert

That Council receive the verbal and written reports as presented.

Carried. (15-07-17)

10.18. Administration

Chief Administrative Officer

10.18.1. None

Chief Financial Officer

10.18.2. None

11. **INCAMERA**

11.1. None

12. **TERMINATION**

M/S Councillor Roden / Councillor Lambert

"That the Regular Meeting of Council terminate at 8:07 pm.

Carried.

John c. (Jack) Jeyes, Mayor

Certified to be a true & correct copy
Of the Minutes of the Regular meeting of
Council held Monday, July 24, 2017.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw

Cheque Register-Summary-Bank



Date : Aug 24, 2017

Time : 1:29 pm

Supplier : 150M15 To ZWP15

Seq : Cheque No. Status : All

Cheque Dt. 15-Jul-2017 To 24-Aug-2017

Medium : M=Manual C=Computer E=EFT-PA

Bank : 1 - INTERIOR SAVINGS CU ACCT #014-260-4

| Cheque # | Cheque Date | Supplier | Supplier Name | Status | Batch | Medium | Amount |
|----------|-------------|----------|--------------------------------------|--------|-------|--------|-----------|
| 35055 | 27-Jul-2017 | RGEN15 | RECEIVER GENERAL FOR CANADA | Issued | 83 | C | 16,341.06 |
| 35056 | 27-Jul-2017 | ACEC15 | A.C.E. COURIER SERVICES | Issued | 84 | C | 253.88 |
| 35057 | 27-Jul-2017 | ALIQ15 | AIR LIQUIDE CANADA INC | Issued | 84 | C | 176.17 |
| 35058 | 27-Jul-2017 | ANDG15 | ANDERSON, GIL | Issued | 84 | C | 125.00 |
| 35059 | 27-Jul-2017 | BCHA15 | B C HYDRO & POWER AUTHORITY | Issued | 84 | C | 19,200.41 |
| 35060 | 27-Jul-2017 | BCOC15 | BC ONE CALL LIMITED | Issued | 84 | C | 73.24 |
| 35061 | 27-Jul-2017 | CUPE15 | C.U.P.E. LOCAL 900 | Issued | 84 | C | 1,921.02 |
| 35062 | 27-Jul-2017 | CLAU15 | CANADIAN LINEN AND UNIFORM SERVICES | Issued | 84 | C | 31.39 |
| 35063 | 27-Jul-2017 | AUNI15 | CAPILANO UNIVERSITY CASHIER'S OFFICE | Issued | 84 | C | 995.67 |
| 35064 | 27-Jul-2017 | CFUE15 | COLUMBIA FUELS | Issued | 84 | C | 3,652.02 |
| 35065 | 27-Jul-2017 | DWMA15 | D.W. MCMULLEN & ASSOCIATES LIMITED | Issued | 84 | C | 6,467.46 |
| 35066 | 27-Jul-2017 | FASL15 | FRIENDSHIP AUTO SERVICE LTD | Issued | 84 | C | 97.72 |
| 35067 | 27-Jul-2017 | FACO15 | FULTON & CO. | Issued | 84 | C | 400.12 |
| 35068 | 27-Jul-2017 | HBC15 | HERITAGE BC | Issued | 84 | C | 100.00 |
| 35069 | 27-Jul-2017 | JOHT15 | JOHNSTON, TOM | Issued | 84 | C | 155.00 |
| 35070 | 27-Jul-2017 | JOUR15 | JOURNAL (THE) | Issued | 84 | C | 288.74 |
| 35071 | 27-Jul-2017 | KTJT15 | KAL TIRE O/A JUNCTION TIRE | Issued | 84 | C | 157.00 |
| 35072 | 27-Jul-2017 | KCCE15 | KAMLOOPS COMPUTER CENTRE | Issued | 84 | C | 337.69 |
| 35073 | 27-Jul-2017 | KOSL15 | KAMLOOPS OFFICE SYSTEMS LTD. | Issued | 84 | C | 107.38 |
| 35074 | 27-Jul-2017 | PBGC15 | PITNEY BOWES | Issued | 84 | C | 437.64 |
| 35075 | 27-Jul-2017 | PWOR15 | PITNEYWORKS | Issued | 84 | C | 2,000.00 |
| 35076 | 27-Jul-2017 | PFCL15 | PURITY FEED CO LTD | Issued | 84 | C | 427.79 |
| 35077 | 27-Jul-2017 | ROBW15 | ROBINSON, WAYNE | Issued | 84 | C | 125.05 |
| 35078 | 27-Jul-2017 | TMOB15 | TELUS MOBILITY (BC) | Issued | 84 | C | 173.94 |
| 35079 | 27-Jul-2017 | TNRD15 | THOMPSON NICOLA REGIONAL DISTRICT | Issued | 84 | C | 1,636.80 |
| 35080 | 27-Jul-2017 | UBCM15 | UNION OF BC C MUNICIPALITIES | Issued | 84 | C | 2,427.60 |
| 35081 | 27-Jul-2017 | VILN15 | VILLENEUVE, NANCY | Issued | 84 | C | 225.71 |
| 35082 | 27-Jul-2017 | WALA15 | WALKER, ANDREA | Issued | 84 | C | 56.00 |
| 35083 | 28-Jul-2017 | ALSE15 | ALS ENVIRONMENTAL | Issued | 85 | C | 116.92 |
| 35084 | 28-Jul-2017 | AVFA15 | ASHCROFT VOLUNTEER FIREFIGHTER'S ASS | Issued | 85 | C | 467.50 |
| 35085 | 28-Jul-2017 | AESL15 | ASSOCIATED ELECTRICAL SERVICES LTD | Issued | 85 | C | 273.65 |
| 35086 | 28-Jul-2017 | BCTR15 | BC TRANSIT | Issued | 85 | C | 9,112.00 |
| 35087 | 28-Jul-2017 | BCIN15 | BRENNTAG CANADA INC. | Issued | 85 | C | 441.25 |
| 35088 | 28-Jul-2017 | CLAU15 | CANADIAN LINEN AND UNIFORM SERVICES | Issued | 85 | C | 62.78 |
| 35089 | 28-Jul-2017 | CSSY15 | CHUBB EDWARDS | Issued | 85 | C | 124.11 |
| 35090 | 28-Jul-2017 | RMED15 | CKQC-FM ROGERS MEDIA - - CASH MANAGE | Issued | 85 | C | 525.00 |
| 35091 | 28-Jul-2017 | CUMC15 | CU CREDIT | Issued | 85 | C | 1,853.17 |
| 35092 | 28-Jul-2017 | FIIN15 | FINNING INTERNATIONAL INC | Issued | 85 | C | 40.01 |
| 35093 | 28-Jul-2017 | FOBC15 | FORTIS BC -NATURAL GAS | Issued | 85 | C | 178.81 |
| 35094 | 28-Jul-2017 | GICO15 | GUILLEVIN INTERNATIONAL CO | Issued | 85 | C | 326.47 |
| 35095 | 28-Jul-2017 | HVLD15 | HVL DISTRIBUTION | Issued | 85 | C | 1,648.03 |
| 35096 | 28-Jul-2017 | KTJT15 | KAL TIRE O/A JUNCTION TIRE | Issued | 85 | C | 1,417.09 |
| 35097 | 28-Jul-2017 | KCIN15 | KAMLOOPS COMMUNICATIONS INC. | Issued | 85 | C | 942.62 |
| 35098 | 28-Jul-2017 | MSPL15 | MEDICAL SERVICES PLAN OF B C | Issued | 85 | C | 1,725.00 |
| 35099 | 28-Jul-2017 | PBCR15 | PACIFIC BLUE CROSS | Issued | 85 | C | 5,050.10 |
| 35100 | 28-Jul-2017 | DIER15 | RANDY DIEHL | Issued | 85 | C | 1,000.00 |
| 35101 | 28-Jul-2017 | RMLT15 | REMCO MEMORIALS LTD. (GRACO) | Issued | 85 | C | 358.75 |
| 35102 | 28-Jul-2017 | TNRD15 | THOMPSON NICOLA REGIONAL DISTRICT | Issued | 85 | C | 4,414.00 |
| 35103 | 28-Jul-2017 | USLT15 | URBAN SYSTEMS LTD | Issued | 85 | C | 15,308.24 |
| 35104 | 28-Jul-2017 | WCBO15 | WORKSAFE BC ASSESSMENT RECEIVABLES | Issued | 85 | C | 4,296.12 |
| 35105 | 02-Aug-2017 | ACEC15 | A.C.E. COURIER SERVICES | Issued | 87 | C | 123.08 |
| 35106 | 02-Aug-2017 | AEMM15 | AIE EDWIN or MARLOW MEGAN | Issued | 87 | C | 625.00 |
| 35107 | 02-Aug-2017 | AIEH15 | AIE, HEATHER R AND AIE, STEVEN | Issued | 87 | C | 600.00 |
| 35108 | 02-Aug-2017 | ALIQ15 | AIR LIQUIDE CANADA INC | Issued | 87 | C | 189.58 |

Cheque Register-Summary-Bank



Supplier : 150M15 To ZWP15
 Cheque Dt. 15-Jul-2017 To 24-Aug-2017
 Bank : 1 - INTERIOR SAVINGS CU ACCT #014-260-4

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

| Cheque # | Cheque Date | Supplier | Supplier Name | Status | Batch | Medium | Amount |
|---|-------------|----------|--|-----------|-------|--------|-----------|
| Bank : 1 INTERIOR SAVINGS CU ACCT #014-260-4 | | | | | | | |
| 35109 | 02-Aug-2017 | ALLM15 | ALLEN, MICHELLE | Issued | 87 | C | 442.23 |
| 35110 | 02-Aug-2017 | ALSE15 | ALS ENVIRONMENTAL | Issued | 87 | C | 139.39 |
| 35111 | 02-Aug-2017 | ASAI15 | AQUAM SPECIALISTE AQUATIQUE INC | Issued | 87 | C | 48.83 |
| 35112 | 02-Aug-2017 | BHAY15 | BHALLA, YOGINDER | Issued | 87 | C | 110.60 |
| 35113 | 02-Aug-2017 | CPCO15 | CANADA POST CORPORATION | Issued | 87 | C | 189.82 |
| 35114 | 02-Aug-2017 | CCBW15 | CARIBOO CLEAR BOTTLED WATER CO. | Issued | 87 | C | 78.00 |
| 35115 | 02-Aug-2017 | CTAR15 | CHANOR TRUCK/AUTO REPAIRS LTD | Issued | 87 | C | 358.40 |
| 35116 | 02-Aug-2017 | CTII15 | CLEARTECH INDUSTRIES INC. | Issued | 87 | C | 1,059.80 |
| 35117 | 02-Aug-2017 | CFUE15 | COLUMBIA FUELS | Issued | 87 | C | 2,267.57 |
| 35118 | 02-Aug-2017 | CDPL15 | CULLEN DIESEL POWER LTD | Issued | 87 | C | 2,854.44 |
| 35119 | 02-Aug-2017 | EMCO15 | EMCO CORPORATION CREDIT DEPT | Issued | 87 | C | 1,338.74 |
| 35120 | 02-Aug-2017 | FOBC15 | FORTIS BC -NATURAL GAS | Issued | 87 | C | 110.46 |
| 35121 | 02-Aug-2017 | FSCI15 | FOUR STAR COMMUNICATIONS INC | Issued | 87 | C | 151.36 |
| 35122 | 02-Aug-2017 | GPWW15 | GUARDIAN PEST & WEED SOLUTIONS | Issued | 87 | C | 147.00 |
| 35123 | 02-Aug-2017 | GICO15 | GUILLEVIN INTERNATIONAL CO | Issued | 87 | C | 2,016.00 |
| 35124 | 02-Aug-2017 | HVLD15 | HVL DISTRIBUTION | Issued | 87 | C | 89.49 |
| 35125 | 02-Aug-2017 | IVLT15 | INTERIOR VAULT LTD. | Issued | 87 | C | 63.00 |
| 35126 | 02-Aug-2017 | IRLT15 | IRL INTERNATIONAL TRUCK CENTRES LTD | Issued | 87 | C | 155.80 |
| 35127 | 02-Aug-2017 | JEYJ16 | JEYES, JOHN C | Issued | 87 | C | 80.00 |
| 35128 | 02-Aug-2017 | KCCE15 | KAMLOOPS COMPUTER CENTRE | Issued | 87 | C | 53.21 |
| 35129 | 02-Aug-2017 | LSOC15 | LIFESAVING SOCIETY THE | Issued | 87 | C | 161.66 |
| 35130 | 02-Aug-2017 | LPLT15 | LORDCO PARTS LTD | Issued | 87 | C | 637.13 |
| 35131 | 02-Aug-2017 | NSAS15 | NGN SALES & SERVICE | Issued | 87 | C | 788.01 |
| 35132 | 02-Aug-2017 | PCAN15 | PALL (CANADA) LTD. | Cancelled | 94 | C | 0.00 |
| 35133 | 02-Aug-2017 | PCAN15 | PALL (CANADA) LTD. | Issued | 87 | C | 225.00 |
| 35134 | 02-Aug-2017 | TCBC15 | TELUS COMMUNICATIONS (BC) INC. | Issued | 87 | C | 2,230.64 |
| 35135 | 02-Aug-2017 | TRIB15 | TRIPP, BARRY | Issued | 87 | C | 900.00 |
| 35136 | 02-Aug-2017 | VCMG15 | VADIM COMPUTER MGMT GROUP LTD | Issued | 87 | C | 4,768.96 |
| 35137 | 02-Aug-2017 | WHIJ16 | WHITE JOSH OR GOODVIN TOVA | Issued | 87 | C | 450.00 |
| 35138 | 02-Aug-2017 | YINC15 | YOURLINK | Issued | 87 | C | 18.43 |
| 35139 | 08-Aug-2017 | RGEN15 | RECEIVER GENERAL FOR CANADA | Issued | 89 | C | 16,868.69 |
| 35140 | 11-Aug-2017 | ACEC15 | A.C.E. COURIER SERVICES | Issued | 91 | C | 120.15 |
| 35141 | 11-Aug-2017 | ALSE15 | ALS ENVIRONMENTAL | Issued | 91 | C | 345.82 |
| 35142 | 11-Aug-2017 | BCHF15 | BC HISTORICAL FEDERATION | Issued | 91 | C | 25.00 |
| 35143 | 11-Aug-2017 | BCTR15 | BC TRANSIT | Issued | 91 | C | 9,340.00 |
| 35144 | 11-Aug-2017 | CUPE15 | C.U.P.E. LOCAL 900 | Issued | 91 | C | 950.87 |
| 35145 | 11-Aug-2017 | CLAU15 | CANADIAN LINEN AND UNIFORM SERVICES | Issued | 91 | C | 62.78 |
| 35146 | 11-Aug-2017 | CPRC15 | CANADIAN PACIFIC RAILWAY UTILITIES | Issued | 91 | C | 279.00 |
| 35147 | 11-Aug-2017 | CESE15 | CARO ANALYTICAL SERVICES | Issued | 91 | C | 395.96 |
| 35148 | 11-Aug-2017 | CIRL15 | CENTRAL INTERIOR REBUILDERS (1998) LTD | Issued | 91 | C | 1,181.60 |
| 35149 | 11-Aug-2017 | CMFP15 | CHECKMATE FIRE PREVENTION INC. | Issued | 91 | C | 318.70 |
| 35150 | 11-Aug-2017 | CINT15 | CINTAS CANADA LIMITED | Issued | 91 | C | 168.72 |
| 35151 | 11-Aug-2017 | DLEL15 | DOUGLAS LAKE EQUIPMENT LP | Issued | 91 | C | 102.78 |
| 35152 | 11-Aug-2017 | EMCO15 | EMCO CORPORATION CREDIT DEPT | Issued | 91 | C | 2,372.16 |
| 35153 | 11-Aug-2017 | FOBC15 | FORTIS BC -NATURAL GAS | Issued | 91 | C | 1,737.86 |
| 35154 | 11-Aug-2017 | GICO15 | GUILLEVIN INTERNATIONAL CO | Issued | 91 | C | 1,849.75 |
| 35155 | 11-Aug-2017 | JOUR15 | JOURNAL (THE) | Issued | 91 | C | 192.88 |
| 35156 | 11-Aug-2017 | KTJT15 | KAL TIRE O/A JUNCTION TIRE | Issued | 91 | C | 215.54 |
| 35157 | 11-Aug-2017 | KOSL15 | KAMLOOPS OFFICE SYSTEMS LTD. | Issued | 91 | C | 143.26 |
| 35158 | 11-Aug-2017 | PIEJ15 | PIERRO, JOHN | Issued | 91 | C | 570.00 |
| 35159 | 11-Aug-2017 | ROBW15 | ROBINSON, WAYNE | Issued | 91 | C | 189.82 |
| 35160 | 11-Aug-2017 | SMAR15 | SAFETY MART FOODS | Issued | 91 | C | 541.41 |
| 35161 | 11-Aug-2017 | TWDE15 | T.W. DYNAMIC ENTERPRISES | Issued | 91 | C | 10,080.00 |

Village of Ashcroft
Cheque Register-Summary-Bank



AP5090 Page : 3
 Date : Aug 24, 2017 Time : 1:29 pm

Supplier : 150M15 To ZWP15
 Cheque Dt. 15-Jul-2017 To 24-Aug-2017
 Bank : 1 - INTERIOR SAVINGS CU ACCT #014-260-4

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

| Cheque # | Cheque Date | Supplier | Supplier Name | Status | Batch | Medium | Amount |
|---|-------------|----------|--------------------------------------|--------|-------|--------|-----------|
| Bank : 1 INTERIOR SAVINGS CU ACCT #014-260-4 | | | | | | | |
| 35162 | 11-Aug-2017 | TNRD15 | THOMPSON NICOLA REGIONAL DISTRICT | Issued | 91 | C | 3,816.00 |
| 35163 | 11-Aug-2017 | VHCS15 | VAN HOUTTE COFFEE SERVICES INC. | Issued | 91 | C | 216.00 |
| 35164 | 14-Aug-2017 | AIEH15 | AIE, HEATHER R AND AIE, STEVEN | Issued | 92 | C | 600.00 |
| 35165 | 22-Aug-2017 | TUOD15 | TUOHEY, DEBRA | Issued | 93 | C | 1,036.31 |
| 35166 | 24-Aug-2017 | RGEN15 | RECEIVER GENERAL FOR CANADA | Issued | 97 | C | 13,910.66 |
| 00192-0001 | 26-Jul-2017 | BCPC15 | BRITISH COLUMBIA PENSION CORPORATION | Issued | 81 | E | 6,559.73 |
| 00193-0001 | 28-Jul-2017 | BCPC15 | BRITISH COLUMBIA PENSION CORPORATION | Issued | 86 | E | 6,649.41 |
| 00194-0001 | 10-Aug-2017 | BCPC15 | BRITISH COLUMBIA PENSION CORPORATION | Issued | 90 | E | 6,637.94 |

| | | | | | |
|------------------------------|-------------------|-------------------------|------------------|---------------------|-------------------|
| Total Computer Paid : | 199,176.47 | Total EFT PAP : | 19,847.08 | Total Paid : | 219,023.55 |
| Total Manually Paid : | 0.00 | Total EFT File : | 0.00 | | |

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

Good afternoon,

On behalf of Reconciliation Canada and Chief Robert Joseph I would like to extend an invitation to the upcoming Walk for Reconciliation in Vancouver, BC on Sunday September 24, 2017.

We are encouraging registration for the event - but it is not mandatory and there are no fundraising requirements to participate.

www.walkforreconciliation.ca

Walk Details

Start Location: Queen Elizabeth Plaza, 650 Cambie Street

Start time: 9:00 am

Walk route: 2km

Expo site: Strathcona Park, Vancouver BC 10:00am-3:00pm

Huy chexw (Thank you),

Charlene Seward

Community Engagement Manager

Reconciliation Canada

Office: 604-770-4434 | Cell: 604-442-7480

charlene.seward@reconciliationcanada.ca | www.reconciliationcanada.ca

<http://reconciliationcanada.ca/walk-for-reconciliation-2017/>

VANCOUVER | 24 SEPT

Walk for Reconciliation

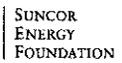
We Are All One | Nous ne faisons qu'un

Marche de la réconciliation

www.reconciliationcanada.ca



Reconciliation
Canada Capacity
Partners:





RECEIVED

AUG 16 2017

The Corporation
Village of Ashcroft

Ashcroft RCMP-GRC

Village of Ashcroft
PO Box 129
Ashcroft BC V0K1A0

August 10, 2017

The Ashcroft RCMP would like to acknowledge all the assistance the Village of Ashcroft provided during the search (May 5-28, 2017), recovery and funeral of Clayton Cassidy, Cache Creek Fire Chief. The Ashcroft RCMP valued the assistance from the Ashcroft Volunteer Fire Department with special mention to Chief Josh White and Captain Nancy Duchaine. Without a team of people assisting with all the volunteers that came out to help with the search, the coordination of the efforts that this incident required, the response would not have run as smoothly as it did. There was a learning curve for all involved and ALL rose to the occasion with grace and dignity in a very difficult situation.

Chief White and Captain Duchaine showed great leadership throughout the search and were able to maintain true professionalism when dealing with all the agencies involved. Both maintained the operations center for the volunteers and managed the volunteer roster, ensuring everyone's safety. An unrelated police incident during the search required an area to be evacuated of any volunteers in that sector and the system in place allowed Chief White and Captain Duchaine to get the volunteers out of the area until it was safe to go back in, this allowed the Ashcroft RCMP to continue providing police services to the Cache Creek and Ashcroft areas.

The Ashcroft RCMP have also sent letters of thanks to the following groups that lent their assistance: Cache Creek Volunteer Fire Department, Kamloops Fire Rescue, Kamloops Search and Rescue, 100 Mile House Swift Water Search and Rescue and Highland Valley Copper Mine (TECK). Without all the partnerships and knowledge that was shared amongst all, again the smooth operations that were observed by all involved would not have been as effective.

Losing Chief Cassidy was indeed a tragedy, but this incident has brought all our communities and first responders closer together and with stronger relationships we will be able to provide stronger unity while serving our communities.

The Ashcroft RCMP would also like to thank the Ashcroft Volunteer Fire Department and the Village of Ashcroft for all its efforts during the course of the Elephant Hill Wildfire. Without the response and partnerships, our Communities would not have survived as well as it did. This fire was aggressive and fast and the quick response under very difficult conditions by all the first responders was above and beyond the call of duty. All responders epitomized "service above self".

This event also brought an influx of RCMP personnel to assist the Ashcroft RCMP in its initial response and then the RCMP provided a separate Command Post to handle the wildfire response that is to date ongoing. This allowed the Ashcroft RCMP to resume regular service delivery to all its communities. Your patience and support during this time has been invaluable. The professionalism of all the Village staff was noted by our visiting RCMP Members.

Many Thanks to all and sincerely,

A handwritten signature in black ink, appearing to read 'K. Thain', written in a cursive style.

Sgt. K. THAIN
Ashcroft RCMP

Ottawa
Room 225, Confederation Building
House of Commons
Ottawa, ON K1A 0A6
Tel.:(613) 992-1248
Fax:(613) 992-1298
E-mail: jati.sidhu@parl.gc.ca



JATI SIDHU, M.P.
MEMBER OF PARLIAMENT/ DEPUTE
MISSION – MATSQUI – FRASER CANYON

Ottawa
Pièce 225, Édifice de la Confédération
Ottawa, ON K1A 0A6
Tél.:(613) 992-1248
Télé.:(613) 992-1298
E-mail: jati.sidhu@parl.gc.ca

Constituency
B3 – 32081 Lougheed Highway
Mission, BC V2V 1A3
Toll Free:1-866-599-4999
Tel.:(604) 814-5710
Fax: (604) 814-5714

Circonscription
B3 – 32081, Lougheed Highway
Mission, BC V2V 1A3
Sans Frais:1-866-599-4999
Tél.:(604) 814-5710
Télé.:(604) 814-5714

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

August 1, 2017

Dear Mayor Jeyes,

Thank you for your recent letter. Please know that you, your Council and all of Ashcroft have been weighing heavily on my mind over these past few weeks, as have all British Columbians affected by these terrible fires.

As a result of the wildfire, the Government of Canada is currently taking steps to offer immediate assistance to the region, and I am waiting to hear what further steps will be taken by the Government to help. My office has been instructed to monitor this situation closely and I assure you that if any opportunities for aid arise that your community would be eligible for, we will be in touch.

Thank you for reaching out. If my staff and I may be of any further assistance during this difficult time, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jati Sidhu'.

Jati Sidhu
Member of Parliament
Mission-Matsqui-Fraser Canyon

RECEIVED

AUG - 9 2017

**The Corporation
Village of Ashcroft**



Thompson-Nicola Regional District

THE REGION OF BC'S BEST



Department:

July 28, 2017

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

RECEIVED

AUG - 3 2017

The Corporation
Village of Ashcroft

RE: TNRD 50th Anniversary Time Capsule

The Thompson-Nicola Regional District was incorporated and held its first Board meeting on November 24, 1967. To help commemorate the occasion of the TNRD's 50th anniversary, we will be burying a time capsule at the TNRD offices at 450 Victoria Street in Kamloops. It is intended that the time capsule will be re-opened in 2042 when the TNRD reaches its 75th anniversary.

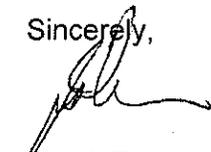
We are requesting that your council contribute an item or two that represents your municipality or this region in 2017 that we can include in the TNRD 50th Anniversary time capsule. Through the objects placed in the time capsule, we are hoping to send messages to the next generation (or two) about life in the TNRD in 2017. Possible items to consider: lapel pin, flag, letter, commemorative brochure/report (acid-free paper is best – no staples or paper clips) or photo. Perhaps memorabilia from a community sporting or cultural event? Maybe something representing Canada's 150th, BC politics in 2017 or the current wildfire situation? What would you find intriguing to discover if you were to open the time capsule in 25 years?

The time capsule items will be displayed throughout the evening of November 23rd at an event celebrating the TNRD's 50th Anniversary. Photos of the items will also be posted on the TNRD's 50th anniversary website for all residents to view. A sealing ceremony is intended to take place on November 24th during the TNRD Board meeting.

Please deliver your time capsule contribution to the attention of Carolyn Black, Director of Legislative Services at the TNRD by October 14th. If you have any questions about the article or item you would like to contribute, please contact Carolyn Black at 250-377-7051 or email cblack@tnrd.ca.

Thank you in advance for your contribution to our 50th anniversary commemoration.

Sincerely,



P.A.J. Ranta,
Chair

300 - 465 Victoria Street
Kamloops, BC Canada V2C 2A9
Tel. (250) 377-8673 Fax. (250) 372-5048
Toll Free in BC: 1-877-377-8673
Email: admin@tnrd.ca
Website: www.tnrd.ca

MUNICIPALITIES: Ashcroft, Barriere,
Cache Creek, Chase, Clearwater,
Clinton, Kamloops, Logan Lake,
Lytton, Merritt, Sun Peaks
ELECTORAL AREAS: "A" "B" "E" "I" "J"
"L" "M" "N" "O" "P"

Michelle Allen

From: admin <admin@ashcroftbc.ca>
Sent: Wednesday, August 16, 2017 8:23 AM
To: 'Michelle Allen'
Cc: 'Nancy Carson'; 'Brian Village of Ashcroft'
Subject: FW: cancellation of fall fair

From: kat Chatten-Shepherd [mailto:attackkat@hotmail.ca]
Sent: August-15-17 8:09 PM
To: admin@ashcroftbc.ca
Subject: cancellation of fall fair

Due to the continued state of emergency and wildfire situation we are all currently facing, we have decided to cancel this year's fall fair. As we cannot predict what things will be like a month from now, a decision had to be made. Thank you to everyone for thier support this year. We look forward to a bigger and better fair next year.

Kat Chatten

Get [Outlook for Android](#)

From: southern interior local government [<mailto:yoursilga@gmail.com>]
Sent: August-22-17 1:18 PM
Subject: Elimination of the Municipal Officers' tax free expense allowance

Good afternoon,

Please forward to both council and staff.

The attached letter was brought to SILGA's attention from the SLRD.

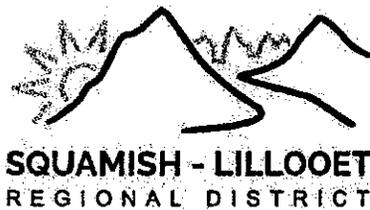
The Federal Budget is proposing the elimination of the 1/3 tax free expense allowance for local government officials. This change will impact mayors, councillors and directors directly on their net taxable income.

SILGA would like feedback from its members on how we should proceed with this issue. If you have any comments, please forward them to the SILGA office by email by Sept 12th.

Thanks, Alison

--

Alison Slater, Executive Director
SILGA
PO Box 27017 Cityview PO
Kamloops, BC V2E 0B2
[250-851-6653](tel:250-851-6653)
www.silga.ca



**Information Report
2017 Federal Budget Highlight –
Elimination of the Municipal
Officers' Expense Allowance**

Date of Meeting: Board of Directors – June 28, 2017

Key Information:

On March 22, 2017, the Canadian federal budget for the fiscal year 2017 was presented to the Canadian House of Commons. This budget includes several changes that the federal government feels enhance the fairness in the tax system and also improves its efficiency and effectiveness.

From the Budget paper – "Building a Stronger Middle Class #Budget2017":

"The Government remains committed to building a fair tax system that benefits the middle class and those working hard to join it. The review of federal tax expenditures identified opportunities to make existing tax measures more effective, equitable and accessible to Canadians. The review also found a number of tax measures that could be eliminated because they are inefficient or no longer relevant. In other cases, the review identified tax changes that could improve consistency in the treatment of similar kinds of income and the consistency of tax measures with other priorities of the Government and current economic conditions. The measures proposed in Budget 2017 will lead to a simpler and fairer tax system."

"Budget 2017 also makes changes to improve consistency in the treatment of similar kinds of income and the consistency of tax measures with other priorities of the Government and current economic conditions."

"Remove the tax exemptions for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders. This exemption is only available to certain provincial, territorial and municipal office holders, and provides an advantage that other Canadians do not enjoy."

One of the items mentioned in the budget that will have an impact to the SLRD Board of Directors is the elimination of the 1/3 non-accountable expense allowances paid to Board members.

Currently 1/3 of the annual stipends and meeting fees paid to Directors and alternate Directors are deemed tax-free. As such, if a Director is paid a total combined amount in meeting fees and stipends totalling \$30,000 for a calendar year, \$10,000 will be deemed to be for expenses, resulting in \$20,000 being deemed taxable income and taxable, and the \$10,000 "expense" portion would be a tax-free allowance in the hands of the Director.

Effective January 1, 2019, this tax-free allowance will be eliminated, resulting in the full \$30,000 noted above being considered taxable income, resulting in an increased tax burden to all Directors. Expenses reimbursed supported by receipts (i.e. mileage, cell phone expenses, etc.) will still remain a non-taxable benefit to Directors.

Submitted By: Kevin Welsh, Senior Accountant
Approved By: Lynda Flynn, CAO

July 18, 2017

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

Dear Mayor Jack Jeyes:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the first of two Community Works Fund (CWF) payments for fiscal 2017/2018. An electronic transfer of \$61,065.52 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).

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.

Also included with the 2017/18 funding payment is a one-time federal legacy infrastructure funding payment, which was committed by the Government of Canada in *Budget 2016*.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Renewed 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.

Sincerely,



Councillor Murry Krause
UBCM President

Pc: Yoginder Bhalla, Chief Financial Officer

RECEIVED

JUL 24 2017

The Corporation
Village of Ashcroft

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: August 24, 2017

SUBJECT: ANNUAL GENERAL MEETING – MUNICIPAL INSURANCE ASSOCIATION OF BC

Background

The Village of Ashcroft is a member of the Municipal Insurance Association of BC and consequently is entitled to vote at the Annual General Meeting which is held during the annual UBCM Convention.

Discussion

The Village of Ashcroft is entitled to appoint one Voting Delegate as well as two alternates in the event that the appointed delegate is unable to attend the annual general meeting. The current Voting Delegate is Councillor Alf Trill and the Alternate Delegates are Councillor Barbara Roden and Councillor Doreen Lambert.

Changes to the appointed delegates must be done by a resolution of Council and must be forwarded to the MIABC by September 21, 2017.

The Annual General Meeting will be held on Tuesday, September 26th at 4:00 pm. Mayor Jeyes, Councillor Kormendy, Councillor Roden and Councillor Trill are registered to attend the convention and all are eligible to be appointed as the Village's voting delegate and alternate(s).

Recommendation

Administration recommends that Council review the current voting delegate appointment for the 2017 Annual General Meeting of the Municipal Insurance Association of BC.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: August 24, 2017

SUBJECT: HISTORIC PLAQUES FOR 210 BRINK STREET & ASHCROFT BAKERY

Background

Council is aware that the Village had 12 bronze plaques fabricated in 2016 that are virtually identical to the brass plaques commissioned by the Revitalization Commission in the 1980's. Council agreed that residents who felt that their building had historical significance and warranted a plaque could make an application to the Village to have a plaque assigned to their property.

Discussion

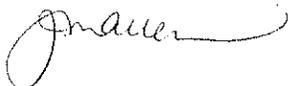
Attached to this memo are two Historic Plaque Applications forms, one for the Tuohey residence at 210 Brink Street and the second one for the Ashcroft Bakery. In accordance with Village policy the applications were forwarded to the museum for review.

Ms. Paulos advises that the information on the application forms is correct and she had drafted the text to be inserted into the heritage plaques. Should Council approve the information as presented staff will have the plaque inserts manufactured and the crew can prepare the necessary equipment to have the plaques installed at the two locations. As outlined in the policy, the plaque for the bakery will be attached to an exterior wall while the plaque for 210 Brink Street will be mounted on a post just inside the property line. The location of the plaques will eliminate the need to trespass onto private property to read the information.

Recommendation

Administration recommends that Council approve the Historic Plaque Applications for the Ashcroft Bakery and 210 Brink Street as presented and further that staff proceed with preparing the plaques for installation.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

601 Bancroft Street, PO Box 129
Ashcroft, BC. V0K 1A0
Telephone: 250-453-9161
Email: admin@ashcroftbc.ca



Historic Plaque Application

Name of Applicants: TUOHEY ROBERT + DEBRA Date: APRIL 5 2017

Mailing Address: PO BOX 795 ASHCROFT, B.C. V0K-1A0

Phone Number: 250 453-9019 Email: dtuohey@telus.net

Subject Property Information

Legal Description: LOT 8, BLOCK 18, PLAN KAP189, DL 423

PID # 012-631-108 FOLIO # 00165-000

Civic Address: 210 BRINK ST.

On the next page, please provide information about the building or property where you would like to have a historic plaque placed. Please provide any of the following information you feel justifies your request, this information will be used to create the information insert of the plaque:

- Date the property was developed
- Who built the structure
- Any significant historical use of the property
- Any significant events associated with the property
- Significant historical design features
- Why the property is significant to the history of Ashcroft
- Notable figures who lived on or used the property

Please provide information about your property or building below. If you require more space, please attach an additional piece of paper to this application.

HOUSE BUILT BY HAROLD THOMAS BETWEEN 1935 -
COMPLETED IN 1938 FIRST HOUSE IN ASHCROFT WITH FULL
BASEMENT THE FAMILY WERE THE
FIRST OWNERS THEY LIVED IN THE HOME FROM 1938
= 196? IT WAS PURCHASED BY GORDON MONTFORD ^{WHO BOUGHT}
AND SOLD TO MR KEN OWENS + FAMILY OWENS ^{PLANS}
RAISED THEIR FAMILY IN THE HOME IT WAS THEN
PURCHASED BY BOB + DEB TUOHY IN 1977 AND THEY
ARE STILL RESIDING THERE. HOUSE WAS BUILT WITH OUT
PLANS BLUE PRINTS THE DESIGN WAS TAKEN FROM
THE HOMES IN THE SNAUGARESEY AREA OF VAN.
MR. LOUIE AND THOMAS TRAVELED TO VAN. AND
SACK ON TO PROPERTIES TO TAKE MEASUREMENTS
FOR HIS DESIGN LOUIE RAN A TRUCKING COMPANY
THUS THE LARGE SHOP IN THE BACK YARD

Village of Ashcroft Office Use Only

Reviewed by Staff: _____ Date: _____

Date Presented to Council for consideration: _____ Approved by Council? Y / N

Resolution Number: _____ Date to be installed: _____

Comments: _____

Applicant's Statement of Acknowledgement

By initialing beside each of the statements below, you are acknowledging that you understand and consent to the following terms and conditions.



The Historic Plaque remains the property of the Village of Ashcroft, including after installation on any part of the property identified within this application.



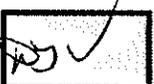
I agree to keep view of the Historic Plaque unobstructed by any fence, vegetation, or other structures.



I am responsible for all maintenance of the Historic Plaque once it is placed on the property identified within this application.



I will hold the Village of Ashcroft, its employees, agents, Council or officers harmless for any damages to my property whatsoever due to the installation, existence or removal of the Historic Plaque.



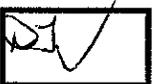
After consultation with the building owner, The Village of Ashcroft reserves the right to remove the Historic Plaque at any time for any reason.



The Historic Plaque does not convey any special privileges, rights, financial incentives or protection of the property whatsoever.



I agree to allow employees of the Village of Ashcroft to enter onto my property for the purpose of installing the Historic Plaque, after a mutually agreeable date and time has been set.



Any change in ownership of the indicated property will render this application form null and void. Future owners will be made aware they are required to complete a new application for the Historic Plaque to remain on the property.



I warrant that I am the owner of the indicated property and that I have the authority to enter into this agreement with the Village of Ashcroft.

RW Suohy

Signature

W Suohy

Signature

APR 6 2017

Date

April 6 2017

Date

210 Brink Street

There are no blue prints for this 1938 house! The plan of the house was taken from one that its first owner, Wee Tan Louie, Ashcroft truck driver, saw at the coast and fancied. One dark night with flashlight and measuring tape in hand, Wee Tan, along with builder Harold Thomas, studied the residence. The design was drawn up from memory, and brought back to Ashcroft.

When it was completed it was considered to be a very modern home and was the first dwelling in Ashcroft to have a full basement.

601 Bancroft Street, PO Box 129
Ashcroft, BC. V0K 1A0
Telephone: 250-453-9161
Email: admin@ashcroftbc.ca



Historic Plaque Application

Name of Applicants: DEB TUOHEY Date: APRIL 5, 2017

Mailing Address: Box 795, ASHCROFT B.C. V0K 1A0

Phone Number: (250) 453-9019 Email: dtuohey@telus.net

Subject Property Information

Legal Description: LOT 11, BLOCK 17. PLAN KAP189. E 30 FEET AND E 30 FEET

OF LOT 12. PID # 012-621-846 FOLIO # 00157.000

Civic Address: 151 - 3RD STREET (ASHCROFT BAKERY & COFFEE SHOP)

On the next page, please provide information about the building or property where you would like to have a historic plaque placed. Please provide any of the following information you feel justifies your request, this information will be used to create the information insert of the plaque:

- Date the property was developed
- Who built the structure
- Any significant historical use of the property
- Any significant events associated with the property
- Significant historical design features
- Why the property is significant to the history of Ashcroft
- Notable figures who lived on or used the property

Please provide information about your property or building below. If you require more space, please attach an additional piece of paper to this application.

The building was built in two stages. The rear part, the house, was built in 1932. The basement at this end is made with large stones. The attic is lined with newspapers from 1932. The front part of the building (Store) was built in 1933. The basement under this part of the building is poured cement. It appears to have been poured by hand, as you can see lines every few inches apart.

The building was first ~~a~~ the ASHCROFT GROCER. There are drawers in the house area made from wooden boxes ~~that have~~ ^{with} this stamped on them. It remained Mrs. Smiths until, (I believe) 1961, when (1977?) Dick Blacklock ^{relocated} ~~moved~~ the bakery. After his passing it was taken over by Willy & Sari VanderGraff until (1990?) GARY HORLOCK until (2000) DEB TAOTHEY

2001 - Current

Village of Ashcroft Office Use Only

Reviewed by Staff: _____ Date: _____

Date Presented to Council for consideration: _____ Approved by Council? Y / N

Resolution Number: _____ Date to be installed: _____

Comments: _____

Applicant's Statement of Acknowledgement

By initialing beside each of the statements below, you are acknowledging that you understand and consent to the following terms and conditions.



The Historic Plaque remains the property of the Village of Ashcroft, including after installation on any part of the property identified within this application.



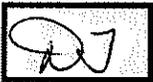
I agree to keep view of the Historic Plaque unobstructed by any fence, vegetation, or other structures.



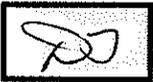
I am responsible for all maintenance of the Historic Plaque once it is placed on the property identified within this application.



I will hold the Village of Ashcroft, its employees, agents, Council or officers harmless for any damages to my property whatsoever due to the installation, existence or removal of the Historic Plaque.



After consultation with the building owner, The Village of Ashcroft reserves the right to remove the Historic Plaque at any time for any reason.



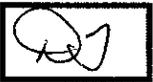
The Historic Plaque does not convey any special privileges, rights, financial incentives or protection of the property whatsoever.



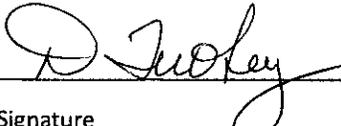
I agree to allow employees of the Village of Ashcroft to enter onto my property for the purpose of installing the Historic Plaque, after a mutually agreeable date and time has been set.



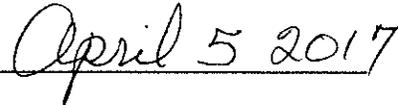
Any change in ownership of the indicated property will render this application form null and void. Future owners will be made aware they are required to complete a new application for the Historic Plaque to remain on the property.



I warrant that I am the owner of the indicated property and that I have the authority to enter into this agreement with the Village of Ashcroft.



Signature



Date

Signature

Date

The Ashcroft Bakery

This site was originally home of the BC Express stables. The stables were destroyed in the 1916 fire and the lot sat empty until 1931. In May of 1932 digging proceeded for a basement for Mr. and Mrs. Smiths' store. Seven weeks later the new "Consolidated Grocers" opened for business. Mrs. Smith operated the store until 1964 when she sold out to Mr. and Mrs. Dick Blacklock. The Blacklocks converted the store into a bakery and opened for business in January 1965. The bakery has changed hands a few times since them but still operates as a bakery.

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: August 24, 2017

SUBJECT: COMMUNITY UPDATE MEETING – SEPTEMBER 20, 2017

Background

Administration has been advised that Council committed to a September 20, 2017 community meeting to provide an update on the emergency response plan modifications. This commitment was made at the August 2nd community meeting.

Discussion

Administration suggests that the community update meeting include a presentation by Urban Systems on the status of the water treatment plant and a second update on the Official Community Plan and Zoning Bylaw project.

If Council approves of the addition of the Urban System presentations, Administration will contact USL and endeavour to arrange for these presentation.

Recommendation

Administration recommends that staff request Urban Systems Ltd. to present updates on the Water Treatment Plant project and the Official Community Plan and Zoning Bylaw updates at the community meeting scheduled on Wednesday, September 20, 2017.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: August 24, 2017

SUBJECT: PUBLIC EXPECTATIONS REGARDING FIRE HAZARDS

Background

In the August 10, 2017 issue of the Ashcroft Journal Andrea Walker submitted a Letter to the Editor that had the headline "Get rid of fire hazards" and stated "Our Village needs to ensure that properties within village boundaries that pose a fire hazard are dealt with in a timely and accountable manner."

Discussion

Since this letter has been published the Village has received many, many phone calls, personal requests and emails regarding this issue. Residents appear to have taken Ms. Walker's comments and interpreted them that all boulevards and public lands must be cleared of all dead grass, weeds and sage.

The Village has a program where we spray the weeds and mow them in the alleys to keep them under control. We also use the mower to keep the weeds along the river bank mowed to a reasonable level. The Village does not currently have the manpower or the financial resources to address every piece of public property within the community.

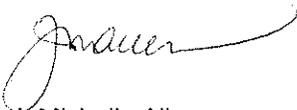
In addition, Council is aware that Staff have been obtaining legal advice regarding some properties within the community however the process to obtain compliance is lengthy.

Administration has reviewed the Strategic Wildfire Prevention Initiative which is a suite of funding programs managed through a working group, funded by the Province of BC and administered by UBCM. Administration recommends that Council review these programs during the October planning session to determine if a community plan can be developed to address wildfire prevention on a community wide basis.

Recommendation

Administration recommends that the Strategic Wildfire Prevention Initiative be included on the October planning session for further discussion.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

Strategic Wildfire Prevention Initiative

**Community Wildfire Protection Plan &
CWPP Update Program**

2017 Program & Application Guide (Update)

1. Introduction

The Strategic Wildfire Prevention Initiative (SWPI) is a suite of funding programs managed through the Strategic Wildfire Prevention Working Group – including the First Nations' Emergency Services Society (FNESS), Ministry of Forests, Lands & Natural Resource Operations (MFLNRO) and the Union of BC Municipalities (UBCM). Funding is provided by the Province of BC and is administered by UBCM.

The initiative supports communities to mitigate risk from wildfire in the wildland urban interface.

The wildland urban interface (WUI) is any area where combustible wildland fuels (vegetation) are found adjacent to homes, farm structures, other outbuildings or infrastructure. For the purpose of the SWPI, the WUI is the area within 2 kilometres of a community with a minimum density of 6 structures per square kilometre.

The Strategic Wildfire Prevention Initiative includes the following funding streams:

- Development or update of Community Wildfire Protection Plans (CWPP)
- Development of fuel management prescriptions
- Operational fuel treatments, including maintenance treatments
- Fuel management demonstration projects
- SWPI FireSmart Planning grants

Community Wildfire Protection Plan Program

The CWPP program assists local governments and First Nations in identifying the risks of wildfire to their community as well as opportunities to reduce those risks. The purpose of a CWPP is to identify the wildfire risks within and surrounding a community, to describe the potential consequences if a wildfire was to impact the community, and to examine possible ways to reduce the wildfire risk. For information on completing a CWPP or a CWPP update and using the required template, please refer to Appendix 1.

2. Eligible Applicants

All local governments (municipalities and regional districts) and First Nations in BC are eligible to apply.

3. Eligible Projects

In order to qualify for funding, local government applicants must consult with the MFLNRO Fuel Management Specialist, and First Nations applicants with a FNESS Fuel Management Liaison/Specialist, regarding the proposed project prior to submitting an application.

This should include discussions of overlapping CWPPs, recent activities on the landbase, consultation with the land manager (e.g. MFLNRO resource district or BC Parks) and Ministry plans.

In addition, to qualify for funding, CWPPs must:

- Be a new project (retroactive funding is not available)
- Cover an eligible Area of Interest (AOI) (see Appendix 1)
- Be completed on the [2017 CWPP Template](#)
- Cover areas that do not have a CWPP or areas where the CWPP is outdated due to changes in land, forest fuel hazards, Ministry plans or other factors
- Be capable of completion by the applicant within one year from the date of grant approval
- For elements of the CWPP that fall under the practice of forestry, be developed by a forest professional that is accredited by the Association of BC Forest Professionals

CWPP Updates

Wildfire risk can change when forest health, fuel hazards, or stand structure are altered, or when there is new or expanded development or changes to infrastructure in the interface. Updates to existing CWPPs will be considered for funding in cases where there has been a significant change in the status or condition within the AOI, resulting in an increase in wildfire risk.

Updates to CWPPs will also be considered for funding when the existing CWPP:

- Does not meet the standards of the CWPP Template
- Does not meet current standards for spatial data or Wildfire Threat Assessment worksheets

Generally speaking, CWPPs should be reviewed every five years to ensure the plan is in alignment with the current PSTA, local development, completed fuel treatments and FireSmart activities.

All applications for a CWPP Update must provide a clear written rationale on the need for the update and a map of the proposed CWPP Update AOI that indicates specifically where development, environmental, forest or fuel factors have changed since the previous CWPP was completed.

All final report requirements, including spatial data, are required to be met for the area covered by the CWPP Update.

Please note: Applicants that received funding through SWPI from 2004-2014 are required to submit any outstanding reporting prior to 2017 applications being considered.

4. Provincial Strategic Threat Analysis

The [Provincial Strategic Threat Analysis \(PSTA\)](#) is a collection of datasets that are used together to inform the CWPP planning process for a specific area. The PSTA is a high-level, strategic analysis conducted at a provincial scale that requires local verification.

The BC Wildfire Service will provide the PSTA and other data for all CWPPs. This information must be used as a reference for initiating a CWPP and is available at no charge to approved applicants.

5. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the SWPI Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted (unless specified below).

Under the CWPP program, eligible activities must be cost-effective and may include:

- Consultation with the Fuel Management Specialist or Liaison, land manager (e.g. MFLNRO resource district or BC Parks), other local governments, or other stakeholders regarding the proposed CWPP. *Please note this activity may take place before the application is submitted provided it is conducted within 12 months of application submission.*
- Information sharing with First Nations, as required by the land manager (e.g. MFLNRO resource district or BC Parks). *Please note this activity may take place before the application is submitted provided it is conducted within 12 months of application submission.*
- *Updated March 2017:* Preparation of the CWPP (see Appendix 1 for information on the required 2017 CWPP Template), including data collection, for all required sections of the CWPP template:
 - Sections 1 & 2: Introduction and local area description
 - Section 3: Values at risk
 - Section 4: Wildfire threat and risk, including completion of new or updated Wildfire Threat Assessment Worksheets within the WUI area and updated fuel typing within the WUI area
 - Section 5: Risk management and mitigation factors, including: fuel management, FireSmart planning and activities and communication and education
 - Section 6: Wildfire response resources
- Preparation of maps, spatial data, and metadata (see Appendix 3 for mapping and spatial data requirements)
- Presentation of the CWPP to the Council, Board or Band Council, tenure holders (if applicable), land manager (e.g. MFLNRO resource district or BC Parks), community organizations, etc. Please note: it is expected that all CWPPs and CWPP updates will be presented to the Council, Board or Band Council.
- Amendments to relevant local government or First Nation plans, bylaws and policies that are specific to the CWPP (e.g. land use, engineering and public works bylaws and policies)
- Staff and contractor costs directly related to the development of the CWPP
- Applicant administration costs directly related to the development of the CWPP
- Public information costs directly related to the development of the CWPP

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the SWPI Evaluation Committee is not eligible for grant funding or as the community contribution. This includes:

- Development of funding application package
- Reproduction of maps available from other sources (e.g. BCGW, etc.)
- Reproduction or duplication of existing data available from other sources
- Emergency plans or related activities
- Prescriptions or operational projects
- Ongoing public information
- Local fire department training
- Assessments for private land
- CWPPs for land outside of an eligible AOI
- Assessments for purposes other than fuel treatment (e.g. recreational trails)
- Staff training costs, including safety and first-aid training
- Publication reviews or research
- Purchase of machinery, equipment and software programs
- Work undertaken by the Ministry of Forests, Lands & Natural Resource Operations

6. Grant Maximum

The CWPP program can contribute a maximum of 75% of the cost of eligible activities – to a maximum of \$22,500.00 - and the remainder (25%) is required to be funded through community contributions.

In consultation with the Fuel Management Specialist or Liaison, applications from regional districts or from local governments or First Nations that include multiple communities, are acceptable. In these cases, funding in excess of the maximum amount identified above may be considered.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant. See Appendix 2 for important information on community contributions and other grant contributions.

7. Application Requirements & Process

Application Deadlines

Updated March 2017 - Applications for CWPPs can be submitted at any time; however, funding permitting, applications will only be reviewed three times in 2017. Applicants will be advised of the status of their application within 60 days of the following application deadlines:

- January 27, 2017
- April 28, 2017
- October 6, 2017

Required Application Contents

- Completed Application Form
- Local government Council or Board resolution, or First Nation Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management
- Map of the proposed AOI, including administrative boundaries and community locations
- In addition to the above requirements, applications for CWPP Updates must also include:
 - Map of proposed AOI including previous CWPP boundaries, areas of new or expanded development or infrastructure, and completed treatment areas from previous plans.
 - PSTA image or map of relevant fuel type changes

Please note: Applicants that received funding through SWPI from 2004-2014 are required to submit any outstanding reporting prior to 2017 applications being considered.

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications (from local governments and First Nations) should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: swpi@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, all eligible applications will be reviewed and scored by Fuel Management Specialists or Liaisons. Scoring considerations and criteria include the following:

- Demonstrated wildfire risk (including current PSTA)
- Rationale for a new CWPP or updating an existing CWPP (refer to Section 3 of this guide)
- Status of CWPP (i.e. no CWPP, outdated CWPP or current CWPP)
- Community involvement in wildfire risk mitigation in the past 2 years (as described in Sections 5 and 6 of the 2017 CWPP Template), including:
 - Fuel management
 - FireSmart planning and activities
 - Community education
 - Local government wildfire response resources
- Collaboration with land manager (e.g. MFLNRO resource district or BC Parks), neighbouring First Nations and local governments, fire departments, BC Wildfire Service, and local forest industry
- Cost-effectiveness of proposed CWPP

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

Following technical review, applications that meet the minimum point value threshold will be considered by the SWPI Evaluation Committee and funding decisions will be made on a provincial priority basis.

8. Grant Management & Applicant Responsibilities

Please note that grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. The Strategic Wildfire Prevention Working Group reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has one year from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within one year will be closed.

Post Grant Approval Meeting

As a condition of grant approval, all approved applicants are required to meet with the Fuel Management Specialist or Liaison, or designate, to discuss the project prior to commencing work.

Progress Payments

Grants under the CWPP program are paid at the completion of the project and only when the final report requirements have been met. To request a progress payment, approved applicants are required to submit:

- Description of activities completed to date
- Description of funds expended to date
- Written rationale for receiving a progress payment

Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from SWPI Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form and an updated Council, Board or Band Council resolution
- Written rationale for proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the Fuel Management Specialist or Liaison and the SWPI Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by the Strategic Wildfire Prevention Working Group. Extensions will not exceed one year.

Consultation with Fuel Management Specialist or Liaison

Applicants must consult with the Fuel Management Specialist or Liaison in a timely manner before and during the CWPP development process and when a draft CWPP is completed. The Fuel Management Specialist or Liaison provides guidance, technical expertise and connections to MFNLRO resource district and fire zone.

This will ensure linkage of the CWPP to existing or proposed Ministry plans that provide guidance for fuel break development, legal objectives and best practices for management of other resource values. This also assists with the final technical review of the CWPP and grant payment.

Working with Forest Professionals

Many aspects of fuel management fall under the practice of professional forestry as outlined in the *British Columbia Foresters Act* and the [ABC FP Interim Guidelines – Fire and Fuel Management](#), which includes sections on professional practice and forest professional considerations for fuel management.

Some sections of the CWPP are required to be prepared by a qualified forest professional as outlined above. Due to the complex nature of wildfire threat/risk assessments, planning for and implementation of fuel treatments in BC, the BC Wildfire Service has updated and developed a [set of tools](#) to aid in determining the wildfire threat/risk, fuel treatments design, and implementation in addition to the detailed guidance in the 2017 CWPP template.

9. Final Report Requirements & Process

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form, including signatures by the applicant and the Registered Forest Professional
- Copy of the completed CWPP using the 2017 CWPP Template
- Georeferenced PDF maps (See Appendix 3)
- Spatial data, metadata and methodology relating to the project and a spatial data summary (See Appendix 3)

- If applicable, a copy of the fuel type verification approval email from the Provincial Wildfire Threat Specialist

Please note: CWPP final reports must be submitted and approved prior to submission of fuel management prescription applications. Generally speaking, the Strategic Wildfire Prevention Working Group requires 60 days to review complete final reports.

Submission of Final Reports

All final reports (from local governments and First Nations) should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: swpi@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Final Reports

UBCM will perform a preliminary review of all final reports to ensure the required report elements (identified above) have been submitted.

Following this, all complete final reports will be subject to three approval processes:

- Administrative approval – To ensure expenditures align with the approved budget, review certified costs (including other grant contributions and project revenue) and calculate the total eligible grant
- Technical approval – To ensure the completed project achieved the intent of the approved application and meets the requirements for funding identified in the 2017 CWPP Program & Application Guide
- Spatial data approval – To ensure the completed spatial data meets the requirements for spatial data identified in the 2017 CWPP Program & Application Guide

Final grant payment will not be approved until administrative, technical and spatial data approvals are complete.

10. Additional Information

- For more information about the Strategic Wildfire Prevention Initiative:
 - **Local governments:** contact Local Government Program Services at UBCM at (250) 356-2947 or swpi@ubcm.ca
 - **First Nations:** contact Forest Fuel Management Department at FNESS at (250) 377-7600 or ffminfo@fness.bc.ca
- Visit the BC Wildfire fuel management website for resources and contact information
- The Wildfire Threat Assessment Guide and Worksheets are available on the SWPI webpage
- FireSmart Canada provides resources for home and private land owners, industry and governments to lessen the effects of wildfire. Information is also available for the FireSmart Community Recognition Program.

Appendix 1: Using the 2017 CWPP Template

Instructions for Using the 2017 CWPP Template

Wildfire is an integral part of BC's ecosystems and landscapes, including areas where citizens settle and communities grow. Due to an increasing population and expanding rural development, more communities in BC are located in areas of potentially increased wildfire risk.

The 2017 CWPP Template is designed to assist local governments and First Nations in the preparation of a plan that will determine the level of, and steps to manage, wildfire risk within their jurisdictional boundaries. It provides background information and links to supplementary information required to ensure that factors contributing to wildfire risk are well understood.

The 2017 CWPP Template provides an outline of the topics to be addressed in order to effectively plan for the mitigation of wildfire risk, but allows for flexibility in the addition of text, photos and other supporting documentation, as required.

This is the minimum mandatory content and structure requirement for a CWPP in BC under the Strategic Wildfire Prevention Initiative. However, each local government and First Nation will have unique situations and circumstances that should also be addressed and expanded upon in the template, as required. This may include additional subsections, maps and photos that highlight specific actions, challenges, etc.

The CWPP Template includes italicized instructions highlighted in red that are to be deleted in the final documents with embedded suggestions for map locations and content. [The Wildfire Threat Assessment Guide and Worksheets Sub-Component and Descriptor Definitions](#) provides additional standards and guidance for completing Section 4 of the 2017 CWPP Template.

Additional detail regarding the spatial requirements is located in Appendix 3: Final Report Mapping & Spatial Data Requirements of this guide.

Appendix 2: Community Contributions & Other Grants

The CWPP program can contribute a maximum of 75% of the cost of eligible activities – to a maximum of \$22,500.00 - and the remainder (25%) is required to be funded through community contributions.

The required community contribution for a project must be directly related to activities approved in the application by the Strategic Wildfire Prevention Working Group and can be funded from a number of sources, including:

- Cash contribution from the applicant (e.g. general revenue or reserve funds)
- In-kind contribution from the applicant (or project partner) directly related to activities approved in the application by the Strategic Wildfire Prevention Working Group, including:
 - Staff time directly related to the CWPP (e.g. supervision, travel, financial oversight, project management)
 - Use of applicant's meeting space or other resources
 - Applicant's administration of the project
- Cash or other contributions from the community (e.g. volunteer labour or use of equipment, volunteer professional services, cash donation to the project)
- Other grant funding (please see below)

Unless otherwise specified, community contributions are eligible from the date of application submission until the final report is submitted.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared on the Final Report Form by all applicants.

Other Grant Contributions

Funds from other agencies and/or grant programs (except funds from the Ministry of Forests, Lands & Natural Resource Operations) can constitute all or part of the community contribution.

However, it is important to note that other grant programs may fund some activities that are not eligible under SWPI. Therefore, when accounting for project costs covered by other grant programs, only those activities that are outlined in Section 4 can be included.

Documentation must be available to demonstrate how actual costs from other grant contributions are accounted for. For example, labour costs must include information on the number of hours worked, the hourly rate, and the eligible activity that was undertaken (e.g. 5 hours at \$18/hr. for consultation).

Under no circumstances will the SWPI grant result in payment of more than 100% of the eligible project cost. In cases where eligible portions of other grant funding - combined with the maximum available SWPI grant - are more than 100% of the project cost, the value of the excess funding will be deducted from the SWPI grant.

| |
|--|
| Eligible project cost of \$30,000 Max. SWPI 75% = \$22,500 |
| Other grants totaling \$12,000 Excess funding = \$4,500 Eligible SWPI Grant = \$18,000 |

Appendix 3: Final Report Mapping & Spatial Data Requirements

Large format georeferenced PDF maps that clearly represent (at a suitable scale) all of the features being submitted in the spatial datasets and referred to in the CWPP template are required.

Required maps or map clusters (inserted into CWPP document and large PDF Maps)

MAP 1: Area of Interest (AOI)

- CWPP AOI
- Land ownership and administrative boundaries (private, local government, federal Crown and provincial Crown land)
- Relevant tenures such as range, woodlots, community forests and/or Tree Farm License areas
- Firefighting jurisdictions
- Proposed and completed fuel treatments
- Other, such as FireSmart areas or Wildfire Hazard Development Permit Areas

MAP 2: Values at Risk

- CWPP boundary with updated WUI
- Updated structure density and WUI
- Values at risk (critical infrastructure)
- High environmental and cultural values
- Hazardous values at risk
- Optional: other resource values

MAP(s) 3: Fire Regime, Ecology and Climate Change

- CWPP boundary with updated WUI
- NDT TYPE
- Forest Health (e.g. MPB)
- Major harvesting patterns, completed fuel treatments or ecological projects
- Historical Fire Perimeters
- Climate Change scenarios relevant to section (Future BEC zones)

MAP(s) 4: Provincial Strategic Threat Analysis

- Threat rating
- Spotting impact
- Head fire intensity
- Historical fire density

MAP 5: Fire History

- CWPP boundary with updated WUI
- PSTA human and lightning fire starts with fire perimeters
- Include local fire incident history if relevant
- Other relevant info such as WUI, structures, or VAR

MAP(s) 6: Updated Fuel Type

- CWPP boundary with updated WUI
- Corrected fuel type with hectares
- Verification fuel type plot locations and labels
- WUI Zones
- Field verified overview of fuel typing plot locations and hectares of each fuel type
- If significantly different, show original PSTA fuel type map

MAP(s) 7: Local Fire Risk

- CWPP boundary with updated WUI
- Risk polygons labelled by Extreme, High, Moderate, and Low
- Hectares of polygons on map
- WUI Zones
- Assessment plot locations / labelled
- Critical infrastructure and other relevant VAR

MAP 8: Fuel Treatment

- CWPP boundary with updated WUI
- Land status and tenure overlaps (e.g. range, woodlots, area-based WHAs)
- Proposed fuel treatment units (unique identifier, ha, priority (1, 2, 3...))
- Previously completed treatments (labelled by year)
- Hectares of polygons on map
- Assessment plot locations / labelled

Mandatory Map Requirements

- Descriptive title
- Scale (as text or scale bar)
- North arrow
- Legend
- CWPP and GIS consultant company name
- Local government name or First Nation band number
- Date

The map should also include reference data such as roads, railways, transmission lines, pipelines, water bodies and rivers/creeks. PDF maps should be compressed to reduce unnecessarily large file sizes.

Spatial Data Requirements

Spatial data for the entire CWPP area must be submitted as part of the final report for all SWPI funded projects. *The Province of BC uses ArcGIS 10.3 and all spatial data submissions must be compatible with ArcGIS 10.3 or lower.*

In addition, some feature layers as identified in the table below, are required in a KMZ format.

Spatial data must conform to the following general formats, naming conventions and standards.

- 1. Data Format and Naming Conventions:** Data must be submitted in a File Geodatabase (FGDB) and KMZ format and must conform to the conventions for feature dataset names, feature class names, attribute names, and attribute values as identified in the individual project sections. It is strongly recommended that you use the template FGDB in order to facilitate meeting this requirement.

FGDB and KMZ names must adhere to the following naming standard:

<Local Government/First Nation Band Number>_<ProjectTypeAndDescription>

For example: PrinceGeorge_CWPPNorthPG.gdb

PrinceGeorge_CWPPNorthPG_LocaData.gdb

PrinceGeorge_CWPPNorthPG.KMZ

FN699_CWPPNorthPG.gdb

FN699_CWPPNorthPG_LocalData.gdb

FN699_CWPPNorthPG.KMZ

- 2. FGDB Projection:** The projection standard is NAD_1983_BC_Environment_Albers (EPSG:3005), with parameters of:

Central meridian: -126.0° (126°00'00" West longitude)

Latitude of projection origin: 45.0 (45°00'00 North latitude)

First standard parallel: 50.0° (50°00'00" North latitude)

Second standard parallel: 58.5° (58°30'00" North latitude)

False easting: 1000000.0 (one million metres)

False northing: 0.0

Datum: NAD83, based on the GRS80 ellipsoid.

- 3. Data Quality:** Submitted data must meet general data quality guidelines to ensure corporate data quality standards are met. Data with slivers, gaps between adjacent polygons, and geometry errors will not be accepted.

4. Metadata: *Updated March 2017* - Metadata must be provided for all spatial layers, referenced in the CWPP template, which are not defined in this program guide. The metadata standard is the North American Profile of ISO 19115:2003 and is required to be submitted in .xml format. Metadata must document the following:

- a. A description of what each dataset represents for all datasets provided in addition to what is outlined in the individual project sections.
- b. A description of each attribute and the codes/values used to populate it for all attributes provided in addition to what is outlined in the individual project sections.
- c. Data Source information including where the data came from, the currency of the information and source contact details for potential follow-up.
- d. For resultant datasets, metadata must also include the methodology and source data used in the creation of the resultant, the date of creation, and contact details for the person who created it.

5. Submission: The method for spatial data submission is a FGDB compressed into a zip file and KMZ file(s)

6. Additional notes about CWPP submissions:

- All spatial layers in addition to those identified in this guide, that are a key component of the CWPP maps or plan, must be included as part of the spatial submission and must include metadata.
- The CWPP area of interest should cover the updated CWPP WUI area and all proposed treatment areas.
- Fuel types must be validated, and updated if required, for areas within the updated CWPP WUI area.
- Missing structures within the CWPP boundary and outside the density class 5 area need to be provided. Missing structures are those that are not already contained within the current PSTA structure layer. The critical infrastructure qualifier must be specified for these structures.
- *Updated March 2017* - Structures within the PSTA structure layer must also be returned. Only PSTA structures outside the density class 5 area need to be verified (see Specific Submission Requirements _STRUCTURES). These verified structures must also have the critical infrastructure qualifier specified.
- *Updated March 2017* - The critical infrastructure qualifier must be specified for **ALL** structures outside the density class 5 area (see Table 15).
- *Updated March 2017* - Structures where the critical infrastructure qualifier is set to YES must also have the critical infrastructure structure category specified (see Table 13).
- If more than one data collection method was used, please choose the value that best represents how the information was captured.

Please note: Spatial data submissions will be evaluated against these criteria. The final report and payment of grant funding will not be approved until all of these criteria are met.

Specific Submission Requirements for Community Wildfire Protection Plans - Updated March 2017

| Feature Layer Name | KMZ | Feature Layer Description | Mandatory Attributes | Attribute Description | Attribute Details (Data type, length) |
|--------------------|-----|---|--------------------------|---|---------------------------------------|
| AOI | YES | CWPP area of interest (should cover the WUI area) | DATA_COLLECTION_DATE | Date spatial data was collected | Date (DD/MM/YYYY) |
| | | | DATA_COLLECTION_METHOD | Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1 | Text, 45 |
| | | | FUNDING_SOURCE | Funding source (ex. SWPI). See Table 2 | Text, 30 |
| | | | AREAHA | Area in hectares | Double |
| | | | FUEL_TYPE | Updated PSTA Fuel Type. See Table 3 | Text, 15 |
| | | | CROWN_BASE_HEIGHT | Crown base (CBH) height for C-6 Fuel type | Double |
| | | | PERCENT_CONIFER | Percent conifer (PC) for M-1/M-2 Fuel types | Short integer |
| | | | PERCENT_HARDWOOD | Percent hardwood (PH) composition for M-1/M-2 Fuel types | Short integer |
| | | | PERCENT_DEAD | Percent dead fir (PDF) for M-3/M-4 Fuel Types | Short integer |
| | | | LOCAL_THREAT_SCORE | Local threat score based on updated PSTA fuel type | Short integer |
| FUEL_TYPE | YES | Updated PSTA Fuel Type (not required if no updates were done) | DATA_COLLECTION_DATE | Date the spatial data was collected | Date (DD/MM/YYYY) |
| | | | DATA_COLLECTION_METHOD | Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1 | Text, 45 |
| | | | FUNDING_SOURCE | Funding (ex. SWPI). See Table 2 | Text, 30 |
| | | | AREAHA | Area in hectares | Double |
| | | | WUI_ZONE | WUI Zones. See Table 6 | Text, 15 |
| | | | DATA_COLLECTION_DATE | Date spatial data was collected. | Date (DD/MM/YYYY) |
| | | | DATA_COLLECTION_METHOD | Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1 | Text, 45 |
| | | | FUNDING_SOURCE | Funding source (ex. SWPI). See Table 2 | Text, 30 |
| | | | AREAHA | Area in hectares | Double |
| | | | PROPOSED_TREATMENT_ID | Unique proposed treatment identifier | Text, 7 |
| PROPOSED_TREATMENT | YES | Proposed gross treatment or fuel break area | PRIORITY | Priority of proposed treatment unit. See Table 7 | Text, 10 |
| | | | FUEL_BREAK | Qualifier to indicate if the proposed treatment area is a fuel break. See Table 8 | Text, 5 |
| | | | PROPOSED_FUEL_BREAK_TYPE | Fuel Break Type. See Table 9 | Text, 25 |
| | | | DATA_COLLECTION_DATE | Date spatial data was collected. | Date (DD/MM/YYYY) |
| | | | DATA_COLLECTION_METHOD | Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1 | Text, 45 |
| | | | FUNDING_SOURCE | Funding source (ex. SWPI). See Table 2 | Text, 30 |
| | | | AREAHA | Area in hectares | Double |
| | | | PROPOSED_TREATMENT_ID | Unique proposed treatment identifier | Text, 7 |
| | | | PRIORITY | Priority of proposed treatment unit. See Table 7 | Text, 10 |
| | | | FUEL_BREAK | Qualifier to indicate if the proposed treatment area is a fuel break. See Table 8 | Text, 5 |

| Feature Layer Name | KMZ | Feature Layer Description | Mandatory Attributes | Attribute Description | Attribute Details (Data type, length) |
|------------------------|---|--|-------------------------|--|---------------------------------------|
| FUEL_ASSESSMENT_PLOT | YES | Field fuel assessment plot locations to confirm site level fuel stratum of a fuel type | PLOT_NUMBER | Plot number corresponding to Fuel Assessment Worksheet | Text, 7 |
| | | | ECOPROVINCE_CODE | Ecoprovince See Table 10 | Text, 5 |
| | | | FUEL_ASSESSMENT_RATING | Site level Fuel Assessment Rating. See Table 11 | Text, 10 |
| | | | DATA_COLLECTION_DATE | Date spatial data was collected. | Date (DD/MM/YYYY) |
| | | | DATA_COLLECTION_METHOD | Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1 | Text, 45 |
| | | | FUNDING_SOURCE | Funding source (ex. SWPI). See Table 2 | Text, 30 |
| | | | WILDFIRE_RISK_CLASS | Wildfire Risk Class See Table 12 | Text, 10 |
| | | | DATA_COLLECTION_DATE | Date spatial data was collected | Date (DD/MM/YYYY) |
| | | | DATA_COLLECTION_METHOD | Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1 | Text, 45 |
| | | | FUNDING_SOURCE | Funding source (ex. SWPI). See Table 2 | Text, 30 |
| WILDFIRE_RISK | YES | Dataset indicating area and risk class as described in CWPP Template | AREAHA | Area in hectares | Double |
| | | | CRITICAL_INFRASTRUCTURE | Qualifier to indicate if structure is considered critical infrastructure. Only required for CI structures outside density class 5. See Table 15 | Text, 5 |
| | | | CI_STRUCTURE_CATEGORY | Critical Infrastructure structure category (ex. Safety, Communications, Transportation). Only required for CI structures outside density class 5. See Table 13 | Text, 50 |
| | | | STRUCTURE_CHANGE_TYPE | Type of change. See Table 16. | Text, 15 |
| | | | STRUCTURE_CHANGE_REASON | Rationale for the change to the structure point (that was provided as part of the PSTA data package). | Text, 250 |
| | | | STRUCTURE_CHANGE_SOURCE | Origin of Structure data. Should be prefixed with "CWPP" and include the applicant's name. E.g. "CWPP - Cariboo RD". | Text, 75 |
| | | | DATA_COLLECTION_DATE | Date spatial data was collected. | Date (DD/MM/YYYY) |
| | | | DATA_COLLECTION_METHOD | Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1 | Text, 45 |
| | | | FUNDING_SOURCE | Funding source (ex. SWPI). See Table 2 | Text, 30 |
| | | | STRUCTURES | YES | Structures within the CWPP boundary |
| ECOPROVINCE_CODE | Ecoprovince See Table 10 | Text, 5 | | | |
| FUEL_ASSESSMENT_RATING | Site level Fuel Assessment Rating. See Table 11 | Text, 10 | | | |
| DATA_COLLECTION_DATE | Date spatial data was collected. | Date (DD/MM/YYYY) | | | |
| DATA_COLLECTION_METHOD | Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1 | Text, 45 | | | |
| FUNDING_SOURCE | Funding source (ex. SWPI). See Table 2 | Text, 30 | | | |
| WILDFIRE_RISK_CLASS | Wildfire Risk Class See Table 12 | Text, 10 | | | |
| DATA_COLLECTION_DATE | Date spatial data was collected | Date (DD/MM/YYYY) | | | |
| DATA_COLLECTION_METHOD | Method of spatial data collection (ex. GPS, digitized, etc.). See Table 1 | Text, 45 | | | |
| FUNDING_SOURCE | Funding source (ex. SWPI). See Table 2 | Text, 30 | | | |

Attribute Value Reference Tables – Updated March 2017

Table 1: Data Collection Method

| DATA_COLLECTION_METHOD | DESCRIPTION |
|------------------------|---|
| differentialGPS | Data was captured with a differential GPS unit, or was post-processed with information received from known reference stations, to improve data accuracy |
| Digitizing | Data was converted from an analog map into a digital format using a digitizing tablet connected to a computer |
| GISAnalysis | Data was created as a result of a GIS Analysis |
| nondifferentialGPS | Data was captured with a GPS unit but was not post-processed or was captured with a GPS unit incapable of doing differential GPS |
| orthoPhotography | Data was delineated from an orthophoto (aerial photography) |
| Photogrammetric | Data was delineated using photographs or images in stereo pairs |
| satelliteimagery | Data was delineated from a satellite image |
| sketchMap | Data was hand sketched, either on an analog map or on-screen |
| tightChainTraverse | Data was surveyed with a hand compass and chain to create a closed traverse |

Table 2: Funding Source

| FUNDING_SOURCE | DESCRIPTION |
|----------------|---|
| SWPI | Strategic Wildfire Prevention Initiative (administered by the Union of BC Municipalities) |
| JOP | Job Opportunities Program (Provincial) |
| NRCAN | Natural Resources Canada (Federal) |
| AFI | Aboriginal Forestry Initiative (Federal) |
| CREW | Crew Projects |
| CAF | Community Adjustment Fund (Federal) |
| SELF | Self-funded by the local government or First Nation |
| FESBC | Forest Enhancement Society of BC |
| OTHER | Other funding source |

Table 3: Fuel Type

| FUEL_TYPE | DESCRIPTION |
|--------------|---|
| C-1 | Spruce Lichen Woodland |
| C-2 | Boreal Spruce |
| C-3 | Mature Jack or Lodgepole Pine |
| C-4 | Immature Jack, Lodgepole Pine, densely stocked Ponderosa Pine, or Douglas Fir |
| C-5 | Red and White Pine |
| C-6 | Conifer Plantation |
| C-7 | Ponderosa Pine or Douglas Fir |
| D-1/2 | Green or Leafless Aspen or Deciduous shrub |
| S-1 | Jack or Lodgepole Pine slash |
| S-2 | White Spruce, Balsam slash |
| S-3 | Coastal Cedar, Hemlock, Douglas-Fir slash |
| O-1a/b | Matted or Standing Grass |
| M-1/2 | Green or Leafless Mixedwood |
| M-3 | Dead Balsam Fir Mixedwood - leafless |
| Non-fuel | Non-fuel |
| Unclassified | Unclassified |
| Water | Water |

Table 6: WUI Zones

| WUI_ZONE | DESCRIPTION |
|----------|---|
| WUI 100 | This Zone is always located 0-100 meters from the value at risk. Treatment should modify the wildfire behaviour near or adjacent to the value. Treatment effectiveness would be increased when the value is FireSmart. |
| WUI 500 | This Zone is always located 101-500 meters from the value at risk. Treatment would affect wildfire behaviour approaching a value, as well as the wildfire's ability to impact the value with short- to medium- range spotting; would also provide suppression opportunities near a value. |
| WUI 2000 | This Zone is always located 501-2000 meters from the value at risk. Treatment could be effective in limiting long - range spotting but short- range spotting may fall short of the value and cause a new ignition that could affect a value. |

Table 7: Proposed Treatment Priority

| PRIORITY | DESCRIPTION |
|----------|---|
| Low | Proposed treatment area has a low priority |
| Moderate | Proposed treatment area has a moderate priority |
| High | Proposed treatment area has a high priority |

Table 8: Fuel Break

| FUEL_BREAK | DESCRIPTION |
|------------|--|
| Yes | Yes, the proposed treatment area is a fuel break. |
| No | No, the proposed treatment area is not a fuel break. |

Table 9: Fuel Break Types

| FUEL_BREAK_TYPE | DESCRIPTION |
|----------------------|--|
| Interface Fuel Break | Fuel breaks on Crown Land immediately adjacent to private land and in close proximity to the WUI and/or intermix areas, are termed "Interface Fuel Breaks". Interface Fuel Breaks are designed to modify fire behaviour, create fire suppression options, and improve suppression outcomes. |
| Primary Fuel Break | Primary Fuel Breaks are located on Crown Land in strategic locations beyond the Interface Fuel Break. The location of Primary Fuel Breaks depends on land ownership (Crown vs. private), existing natural and man-made features, fuel types, and wind patterns. Primary Fuel Breaks are designed to modify fire behaviour and create fire suppression options that reduce the risk of a crown fire reaching a community and/or adjacent private lands. |

Table 10: Eco Provinces

| ECOPROVINCE_CODE | DESCRIPTION |
|------------------|-----------------------------|
| SAL | Southern Alaska Mountains |
| NBM | Northern Boreal Mountains |
| TAP | Taiga Plains |
| BOP | Boreal Plains |
| SBI | Sub-Boreal Interior |
| SIM | Southern Interior Mountains |
| SOI | Southern Interior |
| COM | Coast And Mountains |
| GED | Georgia Depression |
| NEP | Northeast Pacific |
| CEI | Central Interior |

Table 11: Site Level Fuel Assessment Rating

| FUEL_ASSESSMENT__RATING | DESCRIPTION |
|--------------------------------|--|
| Low | Fires may start and spread slowly. There will be minimal involvement of deeper fuel layers or larger fuels. |
| Moderate | Forest fuels are drier and there is an increased risk of surface fires starting. There will be involvement of the organic layer but larger dead material will not readily combust. |
| High | Forest fuels are very dry, new fires may start easily, burn vigorously; aerial fuel will be engaged in the flaming front. Most fuel in the organic layer will be consumed and larger dead fuel will be consumed in the smoldering combustion. |
| Extreme | Extremely dry forest fuel, new fires will start easily, burn vigorously; all aerial fuel will be engaged in the flaming front. Most fuel in the organic layer will be consumed and larger dead fuel will be consumed in the smoldering combustion. |

Table 12: Wildfire Risk Class

| WILDFIRE_RISK_CLASS | DESCRIPTION |
|----------------------------|---|
| No Risk | The combination of the local fuel hazard (usually PSTA Class 0 or 1), weather influences, topography, proximity to the community, fuel (non-fuel) position in relation to fire spread patterns, and known local wildfire threat factors make it a no risk for threatening a community. These areas are non-fuel or sparsely vegetated will not support spreading fires, and any patches of vegetation will usually self-extinguish. Low to no risk to any values at risk. |
| Low | The combination of the local fuel hazard, weather influences, topography, proximity to the community, fuel position in relation to fire spread patterns, and known local wildfire threat factors make it a lower potential for threatening a community. These stands will support surface fires, and single tree or small groups of conifer trees could torch/candle in extreme fire weather conditions. Fuel type spot potential is very low, low risk to any values at risk. |
| Moderate | The combination of the local fuel hazard, weather influences, topography, proximity to the community, fuel position in relation to fire spread patterns and known local wildfire threat factors make it possible that a wildfire in this area would threaten the community. Areas of matted grass, slash, conifer plantations, mature conifer stands with very high crown base height, and deciduous stands with 26 to 49% conifers. These stands will support surface fires, and single tree or small groups of conifer trees could torch/ candle. Rates of spread would average between 2-5 meters/minute. Forest stands would have potential to impact values in extreme weather conditions. Fuel type spot potential is unlikely to impact values at a long distance (<400m). |
| High | The combination of the local fuel hazard, weather influences, topography, proximity to the community, fuel position in relation to fire spread patterns, and known local wildfire threat factors make it likely that a wildfire in this area would threaten the community. This includes stands with continuous surface/ crown fuel that will support regular torching/ candling, intermittent crown and/or continuous crown fires. Rates of spread would average 6 -10 meters/minute. Fuel type spot potential is likely to impact values at a long distance (400 - 1000m). |

| | |
|---------|---|
| Extreme | The combination of the local fuel hazard, weather influences, topography, proximity to the community, fuel position in relation to fire spread patterns, and known local wildfire threat factors make it very likely that a wildfire in this area would threaten the community. Stands with continuous surface/ crown fuel and fuel characteristics that tend to support the development of intermittent or continuous crown fires. Rates of spread would average >10 meters/minute. Fuel type spot potential is probable to impact values at a long distance (400 - 1000m or greater). These forest stands have the greater potential to produce extreme fire behaviour (long range spotting, fire whirls and other fire behaviour phenomena). |
|---------|---|

Table 13: CI Structure Category

| CI_STRUCTURE_CATEGORY | DESCRIPTION |
|---|---|
| Energy Utility and Facilities | Oil & Gas Facilities and Pipelines, Transmission Lines and Facilities, Independent Power Projects |
| Communications and Information Technology | Weather Stations, Radio Towers |
| Health Care | Hospitals |
| Water | Drinking Water, Sewage and Sanitation Systems |
| Transportation | Airports, Railway |
| Safety | Police Station, Fire Hall, Ambulance |
| Government | City Hall or Critical Government Buildings, Educational Institutions |

Table 15: Critical Infrastructure

| CRITICAL_INFRASTRUCTURE | DESCRIPTION |
|-------------------------|--|
| YES | Yes, the structure is considered critical infrastructure. |
| NO | No, the structure is not considered critical infrastructure. |

Table 16: Structure Change Type

| STRUCTURE_CHANGE_TYPE | DESCRIPTION |
|-----------------------|---|
| Addition | New structure or modified location of a PSTA structure point. |
| Deletion | PSTA structure point that needs to be removed or has been modified (replaced with modified point as noted above). |
| No Change | No change - keep PSTA structure point as is. |

Additional Data - Values at Risk (VAR) – Updated March 2017

In addition to the specific submission data described above, it is recognized that other data may be acquired, or generated as part of this project which cannot be specifically defined in advance. Updated values at risk information includes structures as described above, critical infrastructure, high environmental and cultural values, and hazardous values. These are generally values that exist on municipal land (crown or otherwise) that may be impacted by wildfire and may be captured in the Local Authority Emergency Plan.

Any data that is acquired, updated or generated for this project that is not in the BC Geographic Warehouse (BCGW), or included in the layers submitted above, must be submitted as VAR spatial data in an ArcGIS file geodatabase (FGDB). It is strongly recommended that you use the template FGDB.

Metadata must be provided for each submitted layer as described above.

The template FGDB has been set up consistent with the CWPP template. Save all additional VAR data in the FGDB template in the most appropriate feature dataset as described in the list below. Please name your data with easy to understand names (ex: for Critical Infrastructure: Energy_PowerLines).

- **Human Life Safety** (not already contained within the structures layer) – examples include campgrounds, campsites, picnic areas, rec sites, trailheads, lodges, cabins and camps
- **Critical Infrastructure** (not already contained within the structures layer)
- **High Environmental Cultural** – examples include significant species at risk and established legal objectives and orders, archaeological sites, traditional use sites, historic building and artifacts, heritage trails, local community watersheds that are not publically available, interpretive forests, recreation reserves, and large forested municipal parks
- **Other Resource Values** – examples include timber, water, or high-value wildlife habitat
- **Hazardous Values** – examples include large propane facilities, landfills, rail yards, and storage facilities containing explosives

Please ensure data source and source contact details are provided. NB – Only data that is publicly available (outside of the BCGW), digitally captured or willingly provided by asset holder is required.

Examples of Human Life and Safety:

| Human Life and Safety VAR Type | Examples |
|---|--|
| Wildland Structures | <ul style="list-style-type: none"> • Lodges • Industrial • Camps (Fish, Hunt, G/O, Construction) • Cabins and Huts • Rural and Recreational Residential |
| High Value Recreational Infrastructure | <ul style="list-style-type: none"> • BC Park Facilities and Infrastructure / Cabins, Visitor Centers • Campgrounds/Campsite • Walk In Campsites • Day Use Areas • Trail Heads • Recreation Sites |

Examples of Critical Infrastructure:

| Critical Infrastructure Category | Critical Infrastructure Subcategory (if applicable) | Examples |
|---|--|---|
| Energy, Utilities and Facilities | Oil and Gas Facilities and Pipelines | <ul style="list-style-type: none"> • Pipelines • Facilities • Well Sites |
| Energy, Utilities and Facilities | Transmission Facilities | <ul style="list-style-type: none"> • Hydro Facilities • Hydro Substation • Hydro Transmission Structure |
| Energy, Utilities and Facilities | Transmission Lines | <ul style="list-style-type: none"> • Transmission Lines • Penstock • Fibre Line • Underground Conductor • Underground Secondary Conductor |
| Energy, Utilities and Facilities | Independent Power Projects | <ul style="list-style-type: none"> • Hydro Power Projects |
| Energy, Utilities and Facilities | Wind Power | <ul style="list-style-type: none"> • Wind Power Towers |
| Water | Water Infrastructure | <ul style="list-style-type: none"> • Combined, Sanitary Sewer, Stormwater, Water Distribution |
| Water | | <ul style="list-style-type: none"> • Drinking Water and Sanitation Systems |
| Communications and Information Technology | | <ul style="list-style-type: none"> • RADAR • Nav aids • Instrument Landing Sites • Climate Stations, Weather Stations • Radio/Cellular Towers |
| Health Care | | <ul style="list-style-type: none"> • Hospitals |
| Transportation | | <ul style="list-style-type: none"> • Railways • Airport • Heliport • Seaplane Facility • Airstrip or Other Facility • Bridges |
| Safety | | <ul style="list-style-type: none"> • First Responders • Facilities associated with Ambulance, Fire and Police. |
| Government | | <ul style="list-style-type: none"> • Public Buildings • Civic Buildings (Community Hall, Government, Museum, Arenas etc.) • Schools • Transit (Sky Train, Ferry, Greyhound, Rail, etc.) |

**INFORMATION CORRESPONDENCE
FOR THE AUGUST 28, 2017 COUNCIL MEETING**

CN

- CN contributes C\$25,000 to the Canadian Red Cross to support fire relief efforts in British Columbia

BC Interior Community Foundation

- Appointment of Robert (Elyas) Miller as new Executive Director

School District No. 74 (Gold Trail)

- Ms. Anna Ho appointed as Principal of George M. Murray Elementary School

TNRD

- Plastic Bags Will Have to be Separated From Recyclables

Highland Valley Copper

- Sustainability Newsletter

Interior Health

- Population Health Healthy Communities Update August 2017

Salish Sea Trust

- Anointed by the Salish Sea, PM's Cultural & Natural Immersion Bodes Well for Canada's Heritage Sites

TRU

- Fully Funded School Bus Driver Training

Jati Sidhu, MP

- Happy 150th Birthday Canada – Summer 2017 Newsletter

BC Children's Hospital

- Summer 2017 Shine Publication



Highlights from the Thompson-Nicola Regional District Board of Directors' Meeting of August 17, 2017

MLA Tegart Talks UBCM, Wildfires

Fraser-Nicola MLA Jackie Tegart shared with the Board of Directors her appreciation on behalf of her constituents for the tireless efforts by all agencies during the ongoing wildfire situation in the Regional District. She also offered to advocate for any issues or items the TNRD might be taking to the Union of B.C. Municipalities meetings in late September.

4-H Fairs Present to Board

Evelyn Pilatzke, President of the British Columbia Agricultural Exposition, made a presentation to the Board of Directors seeking sponsorship for the 4-H annual event, which takes place this year from Sept. 22 to 25 at the North Thompson Agriplex in Barriere. Pilatzke shared the event's budget and revenues for this year.

Carole Gillis of the Provincial Winter Fair Society also made a presentation to the Board of Directors seeking sponsorship for its 4-H event, which takes place this year from Sept. 22 to 25 in Kamloops at the Circle Creek Ranch & Equestrian Centre. The Board will consider these group's request for funding at the next board meeting as set out in the board procedure bylaw.

Search and Rescue Grants Approved

The following Search and Rescue Operating Grants were approved:

- \$10,000 each for Kamloops, Logan Lake, Nicola Valley, Barriere, and Wells Gray Search and Rescue teams
- \$3,325 for the South Cariboo Search and Rescue team

The following equipment and training grants were also approved:

- Kamloops SAR \$19,127.00
- Logan Lake SAR \$8,672.37
- Barriere SAR \$8,302.00

- Wells Gray SAR \$24,559.93

Gas Tax Funds Approved for Blue River Water System

The Board approved the expenditure to a maximum of \$10,000 from the Federal Gas Tax Revenues, Community Works Fund component, allocated to Electoral Area "B" (Thompson Headwaters), to fund power redundancy upgrades for the Blue River Community Water System in the case of an emergency. The funds will help finance a backup power connection for the pumphouse. This will allow water to continue to be pumped in the event of a power failure.

50th Anniversary Contests Update Provided

The Board was provided with information about ongoing contests to commemorate the TNRD's 50th Anniversary. Held in the spring, a writing contest featured prizes awarded in each age category for short stories or poems about the TNRD. The winning stories/poems are available to download online on the website. A colouring contest for children is underway and will continue until the end of August at every TNRD library branch including the bookmobile.

Up next this fall is a photo contest. TNRD residents will be encouraged to take and submit photos of the region for a chance to win one of the great prizes offered. The contest will start on September 1 and will close on October 31. Photos that meet the eligibility requirements will be uploaded to a dedicated TNRD Instagram page where viewers can help with the selection of winners by clicking on the beside the photo(s) they like best. Eligible photos must have been taken within the TNRD and must represent nature, landscape or scenery in the region (no photos of identifiable people or businesses).

Board of Directors

Chair: John Ranta
Village of Cache Creek

Directors

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

Willow Macdonald
Electoral Area "B"
(Thompson Headwaters)

Sally Watson
Electoral Area "E"
(Bonaparte Plateau)

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

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

Ken Gillis
Electoral Area "L"
(Grasslands)

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

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

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

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

Jack Jeyes
Village of Ashcroft

Virginia Smith
District of Barriere

Rick Berrigan
Village of Chase

John Harwood
District of Clearwater

Jim Rivett
Village of Clinton

Ken Christian
City of Kamloops

Tina Lange
City of Kamloops

Peter Milobar
City of Kamloops

Arjun Singh
City of Kamloops

Marg Spina
City of Kamloops

Pat Wallace
City of Kamloops

Robin Smith
District of Logan Lake

Jessoa Lightfoot
Village of Lytton

Neil Menard
City of Merritt

Al Raine

Sun Peaks Mountain Resort

Office of the Seniors Advocate Releases Results of Landmark Residential Care Survey

B.C. Seniors Advocate, Isobel Mackenzie, invites you to attend the release of her office's survey of seniors living in B.C.'s residential care facilities:

September 15th, 2017 11:30 am
Italian Cultural Centre 3075 Slocan Street, Vancouver, B.C.

The release will also be an opportunity to celebrate the contribution of volunteers from across the province who donated over 25,000 hours of their time to help ensure our seniors have the best possible quality of life. You can also participate in-person in three satellite locations, or via teleconference/webcast. Refreshments will be served.

Satellite Locations

| | |
|---|--|
| Silver Threads Service | 286 Hampton Road, Victoria (Les Passmore Centre) |
| Okanagan Regional Library - Kelowna Branch | 1380 Ellis St, Kelowna |
| Prince George Library - Bob Harkins Branch | 888 Canada Games Way, Prince George |

Please RSVP if you are attending in person to Sue Blandford and indicate which location you are attending – info@seniorsadvocatebc.ca

If you are unable to attend one of the survey release events in person, there are two options for you to participate remotely, either teleconference or webcast. Please note, if you are joining via teleconference, you will be able to follow along with the Seniors Advocate's presentation by viewing her slides which will be posted on the Seniors Advocate's website, www.seniorsadvocatebc.ca shortly before the presentation begins.

1) **Teleconference:** If you are interested in participating in the teleconference, please dial the number below, at 11:25 am on September 15th, and enter the participant ID when requested to do so. Due to participant volume and logistics in satellite locations, this will be a listen-only teleconference, and there will not be an opportunity to ask questions. All questions can be directed to our office (1-877-952-3181) or emailed (info@seniorsadvocatebc.ca) directly to us after the event.

1-877-353-9184

Participant ID: 6362670#

2) **Webcast:** If you would like to participate via webcast, please visit the link below on September 15th at 11:25 am. The webcast will allow participants to see and hear the presentation by Isobel Mackenzie from the Vancouver location. A chat box function will be available to post questions.

To access the webcast visit: www.tiny.cc/osabc



OFFICE OF THE
SENIORS ADVOCATE
BRITISH COLUMBIA

Michelle Allen

From: admin <admin@ashcroftbc.ca>
Sent: Friday, August 04, 2017 8:19 AM
To: 'Michelle Allen'
Subject: FW: Thank you for your involvement in Communities in Bloom and Dedication to your community

From: Raymond Carriere [mailto:president@cib-cef.com]
Sent: August-04-17 6:59 AM
To: Communities in Bloom <president@cib-cef.com>
Cc: 'Sonia Parrino' <bloom@cib-cef.com>
Subject: Thank you for your involvement in Communities in Bloom and Dedication to your community

Message sent to all 2017 National Edition and International Challenge Mayors, Contact persons and local committee members

Bonjour:

Let me, on behalf of the Communities in Bloom organization, thank you for your involvement in the program and congratulate you for your dedication to well-being of your community.

The volunteer Communities in Bloom judges visited with dedicated people, evaluated great communities and witnessed civic pride at its best ...which, once again, confirms that:

*"Within the context of climate change and environmental concerns,
all those involved in the Communities in Bloom program can be proud of their efforts,
which provide real and meaningful environmental solutions and benefit all of society."*

Congratulations, to all the elected officials, municipal staff, local stakeholders, citizens and volunteers for making your community a better place to live in, work in and to visit.

Hopefully, your community will be represented at the Symposium and Awards in September in Ottawa-Gatineau

We look forward to showcasing your achievements.

and celebrating together Canada's 150th anniversary !

Salutations,

Raymond Carrière,

Président Fondateur / Founding President

Collectivités en fleurs / Communities in Bloom

Cel: (514) 912-6535 Tel: (514) 694-8871 x 3

president@cib-cef.com

www.communitiesinbloom.ca - www.collectivitesenfleurs.ca



Symposium et Cérémonies - Sept 13-16, 2017 - Symposium and Awards

Région capitale nationale - Gatineau/Ottawa - National Capital Region



CANADA 150

THE VILLAGE OF ASHCROFT

NOTES OF THE SPECIAL MEETING OF COUNCIL HELD ON THURSDAY, JULY 27, 2017 TO REVIEW THE RECENT WILDIRES AND THE PUBLIC MEETING HELD ON TUESDAY, JULY 25, 2017

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

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

1. Mayor Jeyes called the meeting to order .
2. The CAO advised that staff had held a debriefing session following the public meeting on Tuesday, July 25th and had listed a number of points that had been brought up. A copy of the listing is attached to these minutes.
3. The CAO reviewed the listing with Council who discussed each item in detail.
4. Council advised that staff should proceed with obtaining more information on the following five items:
 - a. Develop a policy that within 48-72 hours of a major event Council will endeavour to arrange for a public information/update meeting.
 - b. Arrange for signage that can be displayed at strategic places within the community advising that during a power outage water can only be used for emergencies, and specify that no outdoor use is permitted.
 - c. Arrange for a supply of banners that say "Village of Ashcroft Information Centre" and then have a space to write in the location and hours of operation of the centre. During a major event these banner could be placed throughout the community to advise residents where to go to obtain information.
 - d. Request information from all of the necessary parties regarding installation of power back up and/or generators for the following services:
 - Village Office – a backup power source for the entire office and/or a backup power source that would allow our server to be accessed as well a run a laptop and printer.
 - Ashcroft Fire Hall
 - Water System – to allow water to be pumped from the main reservoir into the Mesa Vista and North Ashcroft systems

- e. Developing a fire guard around the main Mesa Vista subdivision (this task has been completed).
5. Council requested that these points be placed on sheets that can be posted during the next public meeting that will be held on Wednesday, August 2, 2017.
6. The meeting terminated at 8:50 pm.

Certified to be a true and correct copy of
The discussions that took place on
Thursday, July 27, 2017.



J. Michelle Allen,
Chief Administrative Officer

THE VILLAGE OF ASHCROFT

DEBRIEFING NOTES FROM THE PUBLIC MEETING HELD ON TUESDAY, JULY 25, 2017 IN THE ASHCROFT COMMUNITY HALL

The following points were raised by members of the public during the public meeting on July 25th. They are not listed in any order of priority and they are items identified by Council and staff.

There were approximately 150 people in attendance. Randy Diehl was contracted to facilitate the meeting. Council had invited representatives from the following agencies to make presentations:

- BC Ambulance
- BC Wildfire
- RCMP
- Fire Chief Josh White
- TNRD
- Red Cross

1. Water System

Backup power for pump house

- This has been identified by the Foreman to Council for over 10 years.
- Has been included in the Water Master Plan – a generator will be installed at the water treatment plant that will provide water to our main reservoir during an extended power outage.
- Additional work to provide backup power will be required to allow water to be pumped from main reservoir into Mesa Vista and North Ashcroft systems.
- CAO spoke to Urban Systems Ltd. regarding a work plan for establish backup power systems to ensure water can be pumped into the entire Village's water system during an extended power outage.
- Important to note that even once backup power has been established water use will have to be limited to allow the backup system to maintain the water levels necessary to provide fire protection.
- During recent power outage the Foreman did have discussions with electrician regarding wiring the river pump house to allow for a generator however the time frame was too long – BC Hydro advised they would have power restored before the wiring would be completed.

Public Notices – Water Conservation

- The public advised that they didn't know that they couldn't use water during a power outage. This information has been distributed but public didn't recall.
- The Village could have sandwich boards developed that could be set up in Mesa Vista, North Ashcroft and Downtown with the following message:

"Extended Power Outage – The Village has been advised that the power is expected to be out for several hours. Please use water as little as possible. Absolutely no outdoor water use permitted."

- Contact local radio station as well as Kamloops radio stations to broadcast notice.
- Have a Village representative post a notice on the Ashcroft Facebook page.

2. Public Communications

- The Village faced a number of challenges with getting information out to the public as we had no telephone service, power, cell service or internet for several days.
- Evidently TELUS has a trailer that acts as a portable cell phone tower – should have discussions about bringing this in should a similar situation be faced in the future.
- The Village does not have a satellite phone. Should look into options available and if they warrant having one on site.

Information Centre

- The public was concerned that they didn't know where they should go to get information.
- Public didn't consider posting notices on buildings along Railway Avenue and on public bulletin boards as adequate.
- The Village could consider having a number of banners produced that could be posted in various locations throughout the community. The banners could be designed as below:

| |
|--|
| <p>VILLAGE OF ASHCROFT</p> <p>INFORMATION CENTRE</p> |
| <p>Location:</p> <hr style="border: 0.5px solid black; margin-top: 5px;"/> |
| <p>Hours of Operation:</p> <hr style="border: 0.5px solid black; margin-top: 5px;"/> |

- The banners could be filled in with the appropriate information.
- Banners would be stored at the Village Office and Fire Hall along with a supply of permanent markers.

Public Announcements

- A community group advised that they are developing an emergency response plan that (we believe) includes a community notification process. This process can be put into action if approved.
- Investigate having village vehicle(s) outfitted with a PA system that they could drive around and make the announcements (this option is dependent upon having available manpower). Script would be provided to ensure messaging is consistent.
- Appoint someone (TBD) to ace as our communication liaison to post updates to Facebook/website, etc. This individual would be responsible to find a location where cell/internet service was available. All postings would be approved and would clearly state they are from the Village of Ashcroft Communication Liaison Officer.
- Ensure that all of our facilities have a policy on site to evacuate the public and close. All employees should be sent home and the senior person on site report to the Village Administration.
- Committing to on-going distribution of notices door to door is difficult due to limited personnel resources.
- Suggestion to use the siren at the fire hall to signal an emergency. This will require an extensive, and ongoing, public training session to ensure that everyone knows what the siren means. How can we ensure that people will know how to respond when we cannot predict every emergency? Evacuation plan will differ for each and every emergency.

3. Backup Power for Facilities

- Already identified requirement to have backup power for all three reservoirs.
- Village Office
 - Had no way to produce notices without power. Staff could contact Kamloops Computer Centre about what type of backup power source would be required to allow staff to access server, run a desktop and a printer. This is based on the assumption that the Village Office is accessible. If our office is not accessible KCC would have to assist with establishing a temporary office off site. Our data is backed up daily and stored offsite.
 - Currently emergency lights lasted a short time and we stayed in the building until 9:30 pm at which time it got dark was no longer safe to stay. Are there other back up lights with a longer life?
 - Should we investigate having backup generators available to allow the entire Village Office to operate during an extended power outage?
- Fire Hall
 - Should have backup generator. During this event they didn't have the ability to charge radios, cell phones, etc. They did establish a charging station but the rest of the building had no power. Could have caused issues regarding planning sessions if the event had not happened during the summer.

4. Ongoing

Planning

- Concerns were raised that North Ashcroft and Mesa Vista Residents have limited exit options.
- During development of OCP all future developments should address access and egress and ensure that 2 options are provided.

Public Education

- The Village could produce an information package for every household that includes:
 - Information on developing a personal/family plan that would include what an emergency kit should include, have copies of all of your insurance papers (take a picture with your phone?), prescriptions, contact information for relatives, where will you go if evacuated? Have pet supplies on hand. How will you let your family know where you are? There are brochures from Red Cross and St. John's Ambulance that would assist with this item.
 - Remind residents to look around their neighbourhoods. Identify people who may require assistance during an emergency. Would they understand what is happening or would they require transportation?
 - Include information on power outage tips. BC Hydro has excellent brochures on this.
 - Include information on where to look for updates during a major event – watch for banners, flyers, etc.
 - Include a "flag" of some sort that should an evacuation be necessary residents could place it on their door as they leave to signal the house is vacant. This would have to be reviewed to ensure it is legal and doesn't put the village in a liability situation (What if someone doesn't want to leave so they put the flag on the door and hide inside?)
 - Canada Post advised that they are agreeable to having a supply of these information packages on hand and would hand them out to everyone who opened a new mail box.

- It was identified that residents have information fatigue and providing too much written information overwhelms them and they don't read it. Suggestion was made to have a multi-media plan developed. Many videos already exist on various emergency management programs but they need to be identified in one place on our website.