



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 6:00 PM ON MONDAY, DECEMBER 13, 2021

Please be advised that the HUB Online Network will record and broadcast or live stream today's Council meeting.

CALL TO ORDER

"Mayor and Council wish to acknowledge that the meeting today is held within the traditional territory of the Nlaka'pamux people."

1. ADOPTION OF THE AGENDA

Motion to add or delete Agenda items

Motion to adopt the Agenda as presented or as amended

M/S

THAT, the Agenda for the Regular Meeting of Council held on Monday, December 13, 2021 be adopted as presented.

2. MINUTES

2.1	Minutes of the Regular Meeting of Council held Monday, November 22, 2021 <i>That the Minutes of the Regular Meeting of Council held Monday, November 22, 2021 be adopted as presented.</i>	P. 1-5
2.2	Minutes of the Public Hearing held Monday, November 22, 2021 <i>That the Minutes of the Public Hearing held Monday, November 22, 2021 be adopted as presented.</i>	P. 6-7

3. DELEGATIONS

3.1	Vicky Trill, Executive Director, Ashcroft HUB Society – HUB's Yearly Update	
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4. PUBLIC INPUT

All questions and comments will be addressed through the Chair and answered likewise. Please state your name and address prior to asking a question or commenting, no more than 2 minutes per question.

5. BYLAWS

5.1	Village of Ashcroft Fire Department Regulations Bylaw No. 848, 2021 <i>That the Village of Ashcroft Fire Department Regulation Bylaw No. 848, 2021 be introduced and given first two readings.</i>	P. 8-17
5.2	Outdoor Burning Bylaw No. 849, 2021 <i>That Outdoor Burning Bylaw No. 849, 2021 be given third reading.</i>	P. 18-27
5.3	Business Licence Bylaw No. 850, 2021 <i>That Business Licence Bylaw No. 850, 2021 be given third reading.</i>	P. 28-46

6. STAFF REPORTS

REQUEST FOR DECISION		
6.1	CAO Report – Agricultural Land Commission Exclusion Application <i>That, Council approves the exclusion application to be forwarded to the Agricultural Land Commission for the Desert Hills Ranch property surrounding the north Ashcroft water reservoir (Lot 1 (0.622 ha) of SEC. 32 TP. 20 R. 24 W6M and Part of E1/2 of E1/2 of SEC. 32 PLANS EPP106822 and EPP107121).</i>	P. 47
6.2	CAO Report – Ashcroft Fire Rescue Constitution Revision <i>That, Council approves the revised Ashcroft Fire Rescue Constitution as amended.</i>	P. 48-54
6.3	CAO Report – Long Service Awards Policy F-02-2021 Update <i>That, Council approves the revised Village of Ashcroft Long Service Award and Retirement Policy No. F-02-2021 as presented.</i>	P. 55-56
6.4	CAO Report – Communities in Bloom Agreement Renewal <i>Motion Required</i>	P. 57
6.5	CFO & DPW Report – Sewer Treatment Upgrades <i>That, Council approves undertaking the Wastewater Plant Infrastructure Condition Assessment and Strategic Planning.</i>	P. 58-61
FOR INFORMATION		
6.		

7. CORRESPONDENCE

FOR ACTION		
7.1	Ashcroft HUB Society – Request for Letter of Support <i>Motion Required</i>	P. 62
7.2	HAWC – Grant In Aid Request <i>Motion Required</i>	P. 63-67
	Gold Country Communities Society – 150 Immemorial Grant Program, Heritage BC – Request for Letter of Support <i>Motion Required</i>	P. 68
7.3	Gold Country Communities Society – Request for Geo Cache swag/prizes for GeoTour Prequel Event to be held in 2022 <i>Motion Required</i>	P. 69
7.4	BC SPCA Offer of Support: Changes to rodenticide use in Ashcroft – Offer of support reducing the risks <i>Motion Required</i>	P. 70-71
7.5	SILGA – Nominations for Community Excellence Awards 2022 <i>Motion Required</i>	P. 72-73
7.6	2022 Council Meeting Schedule <i>Motion Required</i>	P. 74
FOR INFORMATION		
7.7	Bonaparte First Nation – Thank you for your support	P. 75-76
7.8	Jerry & Judy Fassbender – Evacuees from Merritt – Thank you	P. 77-78
7.9	Information Correspondence Flip Chart	P. 79

8. UNFINISHED BUSINESS



8.1	Task Manager	P. 80
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9. NEW BUSINESS

9.1		
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10. REPORTS/RECOMMENDATIONS FROM COMMITTEES, COTW, and COMMISSIONS

10.1	Economic Development & Tourism Coordinator – Year End Report	P. 81-82
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11. COUNCIL REPORTS

11.1	Mayor Roden - Report	P. 83-84
11.2	Councillor Anderson	
11.3	Councillor Anstett	
11.4	Councillor Davenport	
11.5	Councillor Tuohey	

12. RESOLUTION TO ADJOURN TO CLOSED MEETING

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

12.1		
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13. RESOLUTIONS RELEASED FROM CLOSED MEETING

13.1		
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14. ADJOURNMENT



THE CORPORATION OF THE VILLAGE OF ASHCROFT

MINUTES

FOR THE REGULAR MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS OF THE VILLAGE OFFICE AT 6:00 PM ON MONDAY, NOVEMBER 22, 2021

PRESENT: Mayor, Barbara Roden
 Councillor, Marilyn Anderson
 Councillor, Jonah Anstett
 Councillor, Nadine Davenport
 Councillor, Deb Tuohey

CAO, Daniela Dyck
 CFO, Yogi Bhalla
 DPW, Brian Bennewith

Media – 2
 Public – 4

EXCUSED

CALL TO ORDER

Mayor Roden called the Regular Meeting of Council for Monday November 22, 2021 to order at 6:00 pm.

“Mayor and Council wish to acknowledge that the meeting today is held within the traditional territory of the Nlaka’pamux people.”

1. ADOPTION OF THE AGENDA

Motion to add or delete Agenda items

M/S Roden / Davenport

THAT, the Agenda for the Regular Meeting of Council held on Monday, November 22, 2021 be amended to include a resolution to adjourn to closed meeting under Community Charter Section 90.1 L. discussion with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report.

CARRIED – Unanimous – R-2021-264

M/S Roden / Anstett

Motion to adopt the Agenda as amended.

CARRIED – Unanimous – R-2021-265

2. MINUTES

2.1	Minutes of the Regular Meeting of Council held Monday, November 8, 2021 M/S Tuohey / Anstett <i>“That the Minutes of the Regular Meeting of Council held Monday, November 8, 2021 be adopted as presented.”</i>	CARRIED Unanimous R-2021-266

3. DELEGATIONS

3.1	<p>Representatives from the Healthcare & Wellness Coalition for Ashcroft and Area LeAnne Davies and Donna Monford presented to Council.</p> <p>Introduction, HAWC is a health care advocacy group and has been a registered society since 2014 Concerns that health care in our area is eroding and have called on IHA for access to sustainable health care The Lytton fire and the current flooding situation has caused a disruption of services in the region Imperative to provide sustainable 24/7 health care to those in our catchment area HAWC is advocating for a new hybrid model of health care that is sustainable Move forward with the development of focus groups HAWC has been working very hard to bring the hybrid model to fruition, with all the setbacks, HAWC is concerned that development will be delayed Health care is a community issue HAWC is reaching out to local elected and FN asking for a letter of support</p> <p>Questions/comments</p> <ul style="list-style-type: none"> • Mayor Roden thanked the delegation for the presentation and commended them for their commitment • Focus groups clarification – HAWC will invite focus group participation via mail drop or surveys • Focus groups will meet virtually and via zoom to meet the COVID requirements • Hope to have focus group established by end of February • Query if the HAWC has funding established for mails outs etc.? • Only LG’s can do a mail drop to that reaches all mail boxes, HAWC may ask for village assistance • Grant in Aid suggested as funding source • IHA listens to political bodies more than the private sector, HAWC is hoping Council will advocated on their behalf on the political level • HAWC hope to collaborate with the LG’s and FNs in the catchment area. 	
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4. PUBLIC INPUT

All questions and comments will be addressed through the Chair and answered likewise. Please state your name and address prior to asking a question or commenting, no more than 2 minutes per question.

Gloria Mertens – TNRD Area I

Thanked HAWC delegation and encouraged the Village to participate in the Burning Bylaw:

- Language clarification suggested
- Summary conviction – clarification requested
- consider adding plastic to the not permitted list
- Ceremonial/religious rituals – consistent language
- Interface burning clarification requested



Business License Bylaw:

- no definition of business
- Clarification re: list of professionals
- Clarification re: fee schedule
- Item 7.4 – incomplete

AIB Water report:

- Query re: location of meter
- Comment re: cost to pumping water to the meter

Clarification requested re: Ministry response letters

Clarification regarding BC Assessment designation requested

Clarification requested for several items on the Mayors Report

5. BYLAWS

5.1	<p>Outdoor Burning Bylaw No. 849, 2021 MS Roden / Tuohey <i>That, Outdoor Burning Bylaw No. 849, 2021 be introduced and given first and second reading.</i> Edits: Permit requires clarification: Calendar year or portion thereof and include expiry date</p>	<p>CARRIED Unanimous R-2021-266</p>
5.2	<p>Business Licence Bylaw No. 850, 2021 M/S Anstett / Anderson <i>That, Business Licence Bylaw No. 850, 2021 be introduced and given first two readings.</i> Edits: Agenda Pg. 20 – 2.2 section G non-resident incorporated and repeated again Agenda Pg. 22 item 3.5 the license inspector is stranded needs letter assigned Second hand stores – clarify difference between pawn, consignment not thrift</p>	<p>CARRIED Unanimous R-2021-267</p>

6. STAFF REPORTS

REQUEST FOR DECISION		
6.1	<p>CFO Report – Economic Analysis of Proposed Water Service Agreement to AIB M/S Roden / Tuohey <i>That, providing water from the Village of Ashcroft’s Water Treatment Plant to AIB must remain cost neutral for the taxpayers of the Village, and that, AIB must assume all costs associated to provide water to AIB and further that, the Village agrees to charge for water based on volume metered as it exits the Village boundaries at cost (zero profit margins).</i></p>	<p>CARRIED Unanimous R-2021-268</p>
FOR INFORMATION		
6.2		

7. CORRESPONDENCE

FOR ACTION		
7.1	Healthcare & Wellness Coalition for Ashcroft and Area – Request for Letter of Support M/S Anstett / Tuohey <i>That, Council provides a letter of support to the Healthcare & Wellness Coalition for Ashcroft and area.</i>	CARRIED Unanimous R-2021-269
7.2	Lavinia Rojas – Seeking Support for a Petition to Federal Government regarding Fireworks M/S Anstett / Tuohey <i>Motion to receive and file.</i>	CARRIED Unanimous R-2021-270
7.3	Provincial Command – Royal Canadian Legion 17 th Annual Military Service Recognition Book – Request for Support by purchasing another business card advertisement for 2022 M/S Anderson /Davenport <i>That the Village of Ashcroft purchase a full color business card size ad for \$350.00 in the Royal Canadian Legion 17th Annual Military Service Recognition Book</i>	CARRIED Unanimous R-2021-271
7.4	Gold Country Communities Society – Shop Local BC Grant Letter of Support Request M/S Anderson / Tuohey <i>That, Council provides a letter of support no later than November 25th to Gold Country Communities in their effort to secure Shop Local BC grant funding.</i>	CARRIED Unanimous R-2021-272
FOR INFORMATION		
7.5	School District No. 74 – Co-Chairs Re-Elected for the Board of Education M/S Roden / Anderson <i>That, Council sends a letter congratulating the co-chairs on their re-election.</i>	CARRIED R-2021-273
7.6	School District No. 74 – The Board Bulletin – November 2, 2021	
7.7	CN – CN Signs the “Business Ambition for 1.5°C” and Joins the “Race to Zero” Campaign	
7.8	Community Futures Press Release – Deb Arnott Retirement M/S Roden / Anstett <i>That, Council sends a letter commending Deb on her accomplishments not just in our region but in BC and congratulate her on her pending retirement.</i>	CARRIED Unanimous R-2021-274
7.9	Ministry of Municipal Affairs – Letter to Attendees of October 2021 Regional Meetings with Minister Josie Osborne and UBCM President Laurey-Anne Roodenburg	
7.10	Minister of Health Response to July 6 Letter regarding Urgent and Primary Care Centre in the Village of Ashcroft	
7.11	Minister of Finance Follow Up to 2021 UBCM Convention Meeting	
7.12	Flip Chart M/S Roden / Anstett <i>That, the Information Correspondence items be received and filed.</i>	CARRIED Unanimous R-2021-275

8. UNFINISHED BUSINESS

8.1	Task Manager	CARRIED
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	M/S Roden / Davenport <i>That, the Task Manager be receive for information</i>	Unanimous R-2021-276
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9. NEW BUSINESS

9.1	N/A	
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10. REPORTS/RECOMMENDATIONS FROM COMMITTEES, COTW, and COMMISSIONS

10.1	N/A	
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11. COUNCIL REPORTS

11.1	Mayor Roden – Report M/S Anderson / Anstett <i>That, Mayor Roden’s report be receive and filed.</i>	CARRIED Unanimous R-2021-277
11.2	Councillor Anderson	
11.3	Councillor Anstett	
11.4	Councillor Davenport	
11.5	Councillor Tuohey	

12. RESOLUTION TO ADJOURN TO CLOSED MEETING

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

12.1	M/S Roden / Anstett <i>L. discussion with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report.</i>	CARRIED Unanimous R-2021-278
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13. RESOLUTIONS RELEASED FROM CLOSED MEETING

13.1	N/A	
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14. ADJOURNMENT

M/S

That, the Regular Meeting of Council for Monday November 22, 2021 be adjourned at 7:56 pm.
CARRIED – Unanimous – R-2021- 279

Certified to be a true copy of the
Minutes for the Regular Meeting of
Council held Monday November 22, 2021

Daniela Dyck,
Chief Administrative Officer

Barbara Roden
Mayor



THE CORPORATION OF THE VILLAGE OF ASHCROFT
PUBLIC HEARING MINUTES
HELD IN COUNCIL CHAMBERS
AT THE VILLAGE OFFICE AT 5:30 PM ON MONDAY, NOVEMBER 22, 2021

PRESENT: Mayor, Barbara Roden
Councillor, Marilyn Anderson
Councillor, Jonah Anstett
Councillor, Nadine Davenport
Councillor, Deb Tuohey

CAO, Daniela Dyck
CFO, Yogi Bhalla
DPW, Brian Bennewith

Media – 1
Public – 1

EXCUSED:

1. CALL TO ORDER

Mayor Roden called the Public Hearing for Monday November 22, 2021 to order at 5:30 pm

2. RULES OF PROCEDURES

Mayor Roden read the rules of the procedures for the Public Hearing.

3. NOTICE OF PUBLIC HEARING

To consider application of property to be excluded from the Agricultural Land Commission
CAO Dyck advised that public notice was given in the November 11th and November 18th edition of the Ashcroft Journal and that 2 signs were posted on the subject property as per ALC requirements.

4. SUBMISSIONS

4.1 Written Submissions

CAO Dyck advised that no written submissions were received in regards to the Public Hearing at the Village office.

4.2 Verbal Submissions

Mayor Roden called for a first time for submissions for or against the ALC exclusion application from the floor – no response

Mayor Roden called for a second time for submissions for or against the ALC exclusion application from the floor – no response

Mayor Roden called for a third and final time for submission for or against the ALC exclusion application from the floor – no response

5. **ADJOURNMENT**

Hearing no submissions for or against the ALC exclusion application, Mayor Roden declared the Public Hearing closed at 5:35 pm.

Certified to be a true copy of the
Minutes for the Public Hearing
held Monday November 22, 2021

Daniela Dyck,
Chief Administrative Officer

Barbara Roden,
Mayor

VILLAGE OF ASHCROFT

BYLAW NO. 848

A BYLAW FOR THE ESTABLISHMENT AND REGULATION OF A FIRE DEPARTMENT

WHEREAS pursuant to the *Local Government Act* of the Province of British Columbia, a Municipal Council may by bylaw, establish and make regulations for a fire and rescue department;

NOW THEREFORE the Council of the Village of Ashcroft, acting as the authority having jurisdiction, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "VILLAGE OF ASHCROFT FIRE DEPARTMENT REGULATION BYLAW NO. 848, 2021".
2. That the Corporation of the Village of Ashcroft Fire Bylaw No. 486 and all amendments thereto, are hereby repealed.
3. The British Columbia Fire Code Regulations, Fire Services Act and the National Fire Protection Association, and all pertinent amendments thereto are applicable within the Village of Ashcroft, in conjunction with this bylaw.
4. This bylaw is divided into the following parts:

Part I Definitions

Part II Fire Department
201 Establishment
202 Fire Chief
203 Deputy Chief(s)
204 Officers
205 Membership
206 Remuneration
207 Administration

Part III Fire Protection Agreements and Mutual Aid
301 Agreements

Schedule A Code of Conduct

Schedule B Remuneration

Schedule C PEP Highway Rescue Boundaries

PART I - DEFINITIONS

"Administrator"	means the Chief Administrative Officer of the Village of Ashcroft.
"Approval"	means acceptance as satisfactory to the Fire Chief or his designate.
"Building"	means any structure used or intended for supporting or sheltering any use or occupancy.
"Council"	means the Council of the Village of Ashcroft.
"Department"	means the Ashcroft Fire Rescue.
"Deputy Fire Chief(s)"	means the person appointed from time to time as the Deputy Fire Chief(s) of the Ashcroft Fire Rescue
"Duty"	means time while being paid as a member of the Fire Department.
"Dwelling or Dwelling Unit"	means two or more rooms used or intended to be used for residential accommodations and shall have cooking, sleeping and sanitary facilities of which no more than one cooking facility is permitted consisting of cooking equipment, devices or appliances, sinks, cabinets and all electrical or plumbing service lines used or intended to be used to service the cooking facility.
"Executive Committee"	means a Committee consisting of the Fire Chief, Deputy Fire Chief(s), the Secretary/Treasurer, Officers and three Members at large as appointed by Council.
"Fire Chief"	means the person appointed from time to time as the Fire Chief of the Ashcroft Fire Rescue, and any Officer, Member or Inspector authorized by the Fire Chief, to act on behalf of the Fire Chief.
"Member"	means any Member of the Ashcroft Fire Rescue and includes an Officer.
"Junior Members"	means any member of the Ashcroft Fire Rescue that is between the ages of 16 and 19.
"Officer"	means any Member appointed to a position of Fire Chief, Deputy Fire Chief(s), Captain, Lieutenant, Training/Prevention Officer or Safety Officer.

PART II - FIRE AND RESCUE DEPARTMENT

201 **ESTABLISHMENT**

1. There is hereby constituted a fire department for the Village of Ashcroft to be known as the "Ashcroft Fire Rescue" (AFR), and the head of the department shall be known as the "Fire Chief".
2. In addition to the Fire Chief, the Ashcroft Fire Rescue personnel shall consist of other Officers and Members as from time to time may be determined by Council.

202 **FIRE CHIEF**

1. The Fire Chief shall be appointed by resolution of Council upon completion of the process determined in the Ashcroft Fire Rescue Constitution.
2. Reporting to the Administrator or designate, the Fire Chief is accountable for overseeing the provision of services for the protection of lives and property of the citizens of the Village of Ashcroft from fire hazards, and for the operation of the Ashcroft Fire Rescue, including training and fire prevention.
3. The Fire Chief shall take all proper measures for the prevention, control, and extinguishment of fire, for the protection of life and property, and shall enforce all codes and bylaws respecting fire prevention, life safety, inspections and investigations.
 - a) the Fire Chief may appoint an appropriately trained member to carry out fire inspections
4. The Fire Chief has complete responsibility for the Ashcroft Fire Rescue, subject to the direction of the Administrator and direction/control of the Council, to which the Fire Chief shall be responsible, and in particular shall be required to carry out all fire protection activities and such other activities as Council directs, including but not limited to:
 - a) preventative patrols.
 - b) pre-fire planning;
 - c) disaster planning;
 - d) other incidents

VILLAGE OF ASHCROFT
BYLAW NO. 848

5. The Fire Chief shall establish rules, regulations, policies, operational guidelines and committees necessary for the proper organization and administration of the Ashcroft Fire Rescue including, but not limited to the:
 - a) use, care and protection of property;
 - b) conduct and discipline of Officers and Members of the department; and
 - c) efficient operation of the department.

203 OFFICERS

1. The Deputy Fire Chief(s), shall be appointed by resolution of Council in consultation with the Fire Chief upon completion of the process determined in the Ashcroft Fire Rescue Constitution.
 - a) In the absence of the Fire Chief, the Deputy Fire Chief(s) shall have full charge and control of all matters coming within the jurisdiction of the Fire Chief.
2. Captains and Lieutenants, shall be appointed by the Fire Chief through the process determined in the Ashcroft Fire Rescue Constitution.
 - a) Qualified prospective Captains and Lieutenants are appointed or demoted by the Chief in consultation and with recommendation of all Officers. Final responsibility for appointing and demoting Captains and Lieutenants, rests solely with the Fire Chief.
 - b) Members will have the right to recommend to the Fire Chief to have any Captain or Lieutenant removed from rank for just cause as determined in the Code of Conduct. Upon recommendation being given to the Fire Chief, the Fire Chief may decide to place the Captain or Lieutenant on probation for a period of not more than six (6) months to correct the cause. Either, at the end of the probation period or at an earlier date, the Officer may be removed or have their position reconfirmed by the Fire Chief.

204 MEMBERSHIP

1. A person is qualified to be appointed as an Active Member of the Department who:

VILLAGE OF ASHCROFT
BYLAW NO. 848

- a) is 19 years of age or older;
 - b) is of good character;
 - c) passes such aptitude and other tests as may be required by Council; and,
 - d) resides within the municipal boundaries of the Village of Ashcroft.
2. Subject to clause 205(1) (d), a person may reside outside of the municipal boundaries of the Village of Ashcroft provided:
- a) the person lives within 12 kilometres radius of the Fire Hall;
 - b) no more than 25% of the entire membership of the Department reside outside the municipal boundaries of the Village of Ashcroft; and,
3. Every Member and Officer shall be required to comply with the Code of Conduct as per Schedule "A", attached to and forming part of this bylaw as well as the operating rules and regulations established by the Department.
4. The Fire Chief may terminate a probationary Member, or extend probation, at any time, without cause.
5. The Fire Chief may discipline or discharge any Officer or Member for cause.
- a) If the Members or a Member is unable to agree with a disciplinary decision of the Fire Chief, the Member may appeal to the Executive Committee. The Executive Committee shall either uphold the Fire Chief's decision or appeal the decision of the Fire Chief. If the Executive Committee and the Fire Chief are unable to reach agreement on the issue; both sides shall submit a report to the Administrator for consideration. If the Administrator is unable to bring about a consensus, the two reports shall be submitted to Council for a final resolution of the issue.
6. Every Member is subject to a medical examination at such time as the Fire Chief may require.
7. Every Member will be subject to an annual criminal record check and drivers abstract.
8. Every new Member will be subject to a criminal background check and must provide a driver's profile and obtain an air brake endorsement before completing the earliest opportunity provided by the Ashcroft Fire Rescue. Existence of a criminal record or a poor driver's profile will be grounds for discharge.

VILLAGE OF ASHCROFT
BYLAW NO. 848

9. An individual who has been with the department less than six (6) months shall be deemed a probationary Member.
10. Every Member of the Ashcroft Fire Rescue will receive training as required by the Fire Commissioners Play Book.
11. Junior members shall have the same privileges and requirements as an active member, with the additional restrictions determined in the Ashcroft Fire Rescue Constitution, and or by the Fire Chief.

205 REMUNERATION

1. The remuneration of all Members shall be as specified in Schedule "B", attached to and forming part of this bylaw.
2. Payments for fire calls are paid as per Schedule "B" of this bylaw. Rescue calls inside municipal boundaries will be deemed Ashcroft Fire Rescue call outs and will be paid according to Schedule "B". Rescue calls outside municipal boundaries will be paid according to Schedule "B" to a maximum of five (5) members attending the call, unless the Fire Chief has received approval for additional members to attend the call from the Administrator or designate.

206 ADMINISTRATION

1. The limits of the jurisdiction of the Fire Chief, and the Officers and Members of the department will extend to the area and boundaries of the Village of Ashcroft, and fire protection agreement areas as determined by Council, and no part of the fire apparatus shall be used beyond the limits of the municipality without:
 - a) the express authorization of a written contract or agreement providing for the supply of fire fighting services outside the municipal boundaries or;
 - b) the approval of Council, or at the discretion of the combination of the Fire Chief and Mayor, Acting Mayor or Administrator.
2. The Rescue "responses and areas of jurisdiction" of the department are shown on Schedule 'C' attached and forming part of this Bylaw.
3. The Fire Chief shall submit to the Administrator and the Chief Financial Officer, for inclusion with the overall Village budget submitted to Council for approval, the annual budget for the Ashcroft Fire Rescue.
4. Honorary Members are entitled to attend social functions only.

PART III - FIRE PROTECTION AGREEMENTS AND MUTUAL AID

301 **AGREEMENTS AND MUTUAL AID**

1. The Council for the Village of Ashcroft, after consultation with the Fire Chief, may enter into agreements and mutual aid for the provision of fire protection by, for, or on behalf of the owners or occupiers of property situated within or out of the municipality, with any person, firm or corporation, or municipality, or improvement district or other properly constituted authority, and for the paying or collecting, as the case may be, of such charges therefor as may be agreed upon.

READ A FIRST TIME this _____ day of _____, 2021.

READ A SECOND TIME this _____ day of _____, 2021.

READ A THIRD TIME this _____ day of _____, 2021.

ADOPTED this _____ day of _____, 2021.

SCHEDULE "A"

CODE OF CONDUCT

All Officers and Members of the Ashcroft Fire Rescue shall:

1. At all times be governed by the ordinary and responsible rules of behaviour observed by law-abiding and self-respecting citizens, and no member shall commit any act tending to bring discredit upon the department or its members. Furthermore, when representing the department, all members shall be expected to be courteous and respectful in their contacts with the public;
2. Operate through the Fire Chief in the transactions of the department business;
3. Attend all fires or emergencies to which they may be dispatched and to perform to the best of their ability. Neglect, inefficiency or indifference of members in the performance of their duties is not acceptable;
4. Exercise precaution and good judgement in order to avoid injury to themselves and to other members;
5. Familiarize themselves with, and be obedient to the regulations, practices and procedures of the department;
6. Accord obedience, proper respect and courtesy to Officers and acting Officers;
7. Make truthful and accurate reports, and not make statements with intent to deceive;
8. Not wilfully mutilate any useful department record, book, paper or document;
9. Promptly notify the Fire Chief of all matters coming to their attention affecting the interest of the department;
10. Notify the Fire Chief of any inability to report for duty and the reason for such inability;
11. Exercise caution to avoid unnecessary damage or loss of department property, and be responsible for the safekeeping and proper care of all department property;
12. Not remain on duty if their ability is impaired by the use of a mind altering substance(s) including but not limited to: alcohol, cannabis, recreational and/or prescription drugs;

VILLAGE OF ASHCROFT
BYLAW NO. 848

13. Not use or take in any form of a mind altering substance(s) as noted in item 12 while on duty;
14. Not indulge in obscene or uncivil language, altercations or conduct while on duty which might cause adverse public reaction or injury to any person;
15. Abstain from promoting their names, in the context as a member of the department, for any commercial or business purposes, or for countenancing the use of the name and/or prestige of the department for such purposes; and
16. Accept no reward, fee or gift from any person for services incidental to the performance of duty, except with permission of the Fire Chief.

DRAFT

SCHEDULE "B"

Remuneration

1. The Ashcroft Fire Rescue shall receive remuneration based on the following rates effective at bylaw adoption for practices and call outs:
 - Practices with Play Book Certification: \$15.00;
 - Practices without Play Book Certification: \$12.50;
 - Callouts up to 2.5 hours: \$25.00;
 - Callouts up to 4.5 hours: \$45.00;
 - Callouts greater than 4.5 hours becomes a flat rate of \$80.00/day
 - Team Leader training incentive will be \$2.50 more for practices (\$17.50 practices);
- * Years refers to years of service with the Ashcroft Fire Rescue (Years of Service is determined on the anniversary of the start date)
2. Rescue calls will only be paid when the response is inside municipal boundaries.
3. All remuneration is paid on a monthly basis to the Ashcroft Fire Rescue.
4. The Village of Ashcroft is the primary fire protection responsibility of the Ashcroft Fire Rescue, an appropriate number of members must be available for fire protection services in the village at all times regardless of other call outs.
5. Rescue calls outside of the Village of Ashcroft Fire Protection area will be remunerated by Emergency Management BC through the Village of Ashcroft. PEP number is required at time of dispatch.

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 849

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

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

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

- 1) That this Bylaw may be cited as "Village of Ashcroft Outdoor Burning Bylaw No. 849, 2021".
- 2) That the "Village of Ashcroft Outdoor Burning Bylaw No. 811, 2017", and all amendments thereto, are hereby repealed.

Interpretation

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

Prohibition

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

Exceptions

- 5) Notwithstanding Section 4, the following is permitted within the Village boundaries:
 - a) Interface burning to prevent the spread of fire. This burning shall be permitted only on prior approval of the Corporate Officer by recommendation of the Fire Chief, or designate, and the Ministry of Forests; and shall be supervised by the Fire Chief or his designate and conducted by the Fire Department or Public Works.
 - i) Only natural fuels may be burned.

- ii) Burn piles must be located at a distance of 50 meters from any structure or as designated at the discretion of the Fire Chief.
- b) Fire Department training exercises on the approval of Council.
- c) Burning lawfully conducted as part of a farm operation pursuant to the provisions of the *Farm Practices Protection (Right to Farm) Act*.
- d) Outdoor use of BBQ's or smokers that burn briquettes, charcoal, wood chips, propane or natural gas, for the purpose of cooking or preserving food.
- e) Outdoor use of portable burning devices that operate with propane or natural gas for the purposes of warmth and ambiance, subject to the following provisions:
 - i) the device shall be situated at least 3 meters from any buildings, items constructed of wood, trees, and shrubs;
 - ii) no device shall be operated under trees, branches, or wires;
 - iii) the device shall be operated on a durable, non-combustible surface.
- f) An outdoor campfire defined as an open fire that burns seasoned firewood in a fire pit. Fire size must be no larger than 0.5 m in height and 0.5 m in width and is used for recreational purposes, cooking or by a First Nation for a ceremonial purpose.
 - i) Fire pits shall be located no closer than 3 meters from a neighboring property or combustible materials
 - ii) Fire pits shall be a ring made of non-combustible materials that must be at least three metres from any buildings, property lines and anything flammable, like trees, be less than 60 centimetres high, and one metre wide, have enclosed sides made of brick, concrete or heavy-gauge metal, have a mesh screen to stop sparks on top. Fire pits must be inspected and approved by the Bylaw Enforcement Officer, Fire Chief or designate.
 - iii) Campfires are permitted all year around unless a campfire ban has been implemented by the Village or the Ministry of Forests.
 - iv) The campfire pit must be on mineral soil and have a fuel break around the firepit. This area must be cleared of debris and anything combustible. It needs to be wide enough to stop the spread of the fire. A rock ring around the fire can also help prevent it from spreading.

Permits

- 6) Permits are issued from the Village office and are valid only during the date and location specified on the permit.
- 7) Permits are valid for a calendar year or a portion thereof. All permits expire December 31st each calendar year.
- 8) A permit shall not be transferable.
- 9) The Corporate Officer or designate has the sole authority to issue or deny a permit. The decision of the Corporate Officer will be based on the provisions contained within this Bylaw, consultation with the Fire Chief and the prevailing current conditions as declared by the Ministry of Forests, Lands, and Natural Resources Kamloops Fire Zone, and its successors; the decision made by the Corporate Officer is final and is not open to reconsideration.

- 10) The procedure to obtain a permit is as follows:
 - a) All persons wanting a burning permit for Campfires or Ceremonial fires must complete the application located within Schedule "B" or "C", which ever is relevant of this bylaw prior to igniting any fires.
 - b) The Fire Department or Public Works wanting a burning permit for Interface Fuel Reduction must complete the application located within Schedule "D" of this bylaw, not less than 7 days prior to the proposed date for interface fuel reduction.
- 11) All persons approved for a permit for either Campfires, Ceremonial fire or Interface Fuel Reduction are bound by the terms and conditions found within Schedule "B" and Schedule "C" respectively, of this bylaw.

Offence/Penalties

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

READ A FIRST TIME THIS	22 nd	DAY OF	November	, 2021
REA A SECOND TIME THIS	22 nd	DAY OF	November	, 2021
READ A THIRD TIME THIS		DAY OF		, 2021
RECONSIDERED AND ADOPTED THIS		DAY OF		, 2021

Barbara Roden, Mayor

Daniela Dyck, Chief Administrative Officer

Certified to be a true and correct copy
of Bylaw No. 849 as adopted by Council.

Daniela Dyck Chief Administrative Officer

**VILLAGE OF ASHCROFT
BYLAW NO. 849
SCHEDULE "A"**

Charge Out Fees And Fines

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

Manpower

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

Vehicles Per Hour Rate

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

Equipment

At replacement costs.

Fines

Bylaw Infractions will be fined as per the Village of Ashcroft Bylaw Notice Adjudication Bylaw



VILLAGE OF ASHCROFT

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

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

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

**Bylaw No. 849
SCHEDULE "B"
Village of Ashcroft
Ashcroft Volunteer Fire Department**

Campfire Permit

Applicant: (Please Print) _____

Civic Address: _____

Mailing Address: _____

Telephone Number: Home: _____ Work: _____

Date of Firepit Inspection: _____ Inspected By: _____

Firepit Meets Bylaw Requirements: Yes No

Please see reverse for Conditions and Applicants Signature

Campfire Permit Approved Yes No

Corporate Officer or designate

**VILLAGE OF ASHCROFT
BYLAW NO. 849
SCHEDULE "B"**

PLEASE READ CAREFULLY AND INITIAL EACH ITEM.

By agreeing to these conditions and registering your residential property, you the permit holder are acknowledging that you have read, understood, and will abide by the rules and regulations of this permit.

Persons who do not comply with Section 11.1 (b) of the Village of Ashcroft Outdoor Burning Amendment Bylaw No. 849, 2021 may be subject to a fine as per Schedule "A" of this Bylaw.

1. Only clean, seasoned firewood - (NO lumber, plywood, leaves, yard waste, construction material waste, tree, hedge or grass clippings) is permitted to be burned.
2. Campfires must be on the registered property and are to be no larger than ½ metre in diameter or height.
3. The permit holder shall have an adult (19 yrs or older) in attendance until the fire is completely extinguished and is responsible for damages caused by the fire to the other person(s) and or property.
4. The permit holder is responsible for ensuring the campfire is continuously supervised and controlled by a competent adult equipped with and knowledgeable in the use of extinguishing equipment and materials.
5. A water supply must be provided with the ability to completely extinguish the fire.
6. Winds must be less than 15km an hour. NOTE: At 15 km leaves and twigs are constantly moving and a light flag is extended. At 19 km dust rises from dry ground.
7. Burning shall be conducted a minimum of 3m (10 ft.) away from dry grass, underbrush, standing or felled timber, buildings and other combustible material. Smoke from the campfire must not create a nuisance to other persons in the vicinity.
8. Must be contained within a fire pit, constructed on mineral soil and within an acceptable outdoor burning appliance as defined in this bylaw. Fire pit must be inspected and approved by the Bylaw Enforcement Officer, Fire Chief or designate.
9. This permit may be cancelled by the Fire Chief or Corporate Officer at any time.
10. Violation of this permit, by the PERMIT HOLDER constitutes a violation of the Village of Ashcroft Outdoor Burning Bylaw No. 849, 2021. The PERMIT HOLDER may be liable for costs associated to a fire department response as per Schedule "A" of this bylaw.
11. A copy of this permit must be available for viewing by the Fire Chief or designate and Bylaw Enforcement Officer on request.

Please be advised; if and when an open fire ban for the Village of Ashcroft boundaries occurs, you will be notified by email. At that time your campfire permit will be under suspension until further notice. Failure to comply with this prohibition and restrictions may result in a fine for each individual on scene

Signature of Permit Holder

Date



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**Bylaw No. 849
SCHEDULE "C"
Village of Ashcroft
Ashcroft Volunteer Fire Department**

Burning Permit – Ceremonial and Religious Events

Applicant: (Please Print) _____

Civic Address: _____

Mailing Address: _____

Telephone Number: Home: _____ Work: _____

Date of Burn: _____ From: _____ To: _____

Location: _____

Purpose: _____

Fire Department Conditions: _____

Please see reverse for Conditions and Applicants Signature

Burning Permit Approved

Yes No

Corporate Officer or designate

**VILLAGE OF ASHCROFT
BYLAW NO. 849
SCHEDULE "C"**

1. An Open Burning Permit is for community events or rituals and is subject to the approval of the Corporate Officer or his designate.
2. Open burning is only permitted on private property unless through consent of Council. No Village property may be used other than by the Village of Ashcroft or its agent.
3. Open burning is to be carried out by the property owner, tenant or an agent acting on behalf of the property owner. The owner/occupant or agent accepts all responsibility for any liability as a result of the fire.
4. Any person who causes or through inadvertence, allows a fire to get beyond control and requires the assistance of the Ashcroft Volunteer Fire Department personnel shall be liable to a charge at cost for such assistance as specified in Schedule "A" of Bylaw No. 811
5. A competent person shall be in control of the fire until extinguishment.
6. Adequate appliances, equipment and personnel shall be provided by the permit holder so as to prevent the fire from getting beyond control.
7. Fires are to be extinguished or not started when wind and weather conditions are such that the fire becomes a hazard or creates a nuisance to surrounding properties.
8. Neighbors of adjoining properties are to be notified by the permit holder as to the times of the burn.
9. Conditions of fire:
 - a) Fire area to be no larger than half metre by half metre.
 - b) Fire to be kept a minimum of 3 metres to any house, tree, shrub or other combustible material.
 - c) No burning in barrels or other appliances, the fire is to be on the bare ground in a shallow pit.
 - e) Only seasoned wood, ceremonial branches/herbs or charcoal to be burned.

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

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

Signature of Applicant: _____

Date: _____



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**Bylaw No. 849
SCHEDULE "D"
Village of Ashcroft
Ashcroft Volunteer Fire Department**

Burning Permit – Interface Fuel Reduction

Location of Proposed Fuel Reduction _____
(please attach map or sketch of property highlight area to be burned)

Nearest Civic Address: _____

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

Purpose: _____

Ignition method: _____

Method to control height of flames:

Resources to limit/prevent escape of fire: _____

Is there a fuel break in place? _____

How will adjacent property owners be notified? _____

Please see reverse for Conditions and Applicants Signature

Fire Chief's conditions/comments: _____

Corporate Officer or designate

Date



VILLAGE OF ASHCROFT

BUSINESS LICENCE BYLAW NO. 850, 2021

A BYLAW TO PROVIDE FOR A SYSTEM OF BUSINESS LICENCING IN THE VILLAGE OF ASHCROFT

WHEREAS Council may provide for a system of licenses, permits and approvals in relation to businesses;

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

1. DEFINITIONS

1.1 For the purpose of this bylaw, the following definitions shall apply:

Amusement means a business that offers entertainment, recreation, games, or contests of any description.

Applicant means a person who applies for a Licence or renewal of a Licence pursuant to this bylaw.

Application means the Village of Ashcroft Business Licence Application.

Bed & Breakfast extends to include "AirBnB" means a boarding, lodging or rooming house completely enclosed within a building used for residential purposes, which includes breakfast provided on the premises.

Business means the carrying on of a commercial or industrial undertaking of any kind or nature or the providing of professional, persona or other services for the purpose of gain or profit but does not include any activity carried on by the government, its agencies or government owned corporations.

Business Name means the name that a business uses to identify, promote or advertise the business, or under which the business is carried on.

Bylaw Officer means Bylaw Enforcement Officer, RCMP Constable or other person appointed by the Village to enforce the Village's bylaws.

Community Charter means the Community Charter, SBC 2003, c.26 as amended.

Consignment Shop means a store that sells secondhand items (typically clothing and accessories) on behalf of the original owner, who receives a percentage of the selling price.

Construction and Development means a business involving the construction, development, maintenance, servicing, testing or repair of building, structures, utilities or land.

Contractor means a business that:

- (a) is involved in construction, development, maintenance, servicing, testing or repair of building, structures, utilities or land;

Corporate Officer means the Corporate Officer of the Village.

Council means the Municipal Council of the Village.

Door to Door Sales means a business involving selling, soliciting or canvassing door to door for the promotion of any product, service, contract, event or other work.

Fire Chief means the Fire Chief of Ashcroft Fire Rescue, and any person designated by the Council to perform fire safety inspections within the Village.

Food and Beverage means a business primarily involving the preparation or service of food and beverages, but does not include a business that holds a liquor primary licence under the *Liquor Control and Licensing Act*, R.S.B.C. 1996, c. 267, as amended from time to time.

Health Officer means a health officer within the meaning of the *Public Health Act*, SBC 2008, c.28, as amended.

Home Occupation means a business that is undertaken inside a residential building, or accessory residential building.

Licence means a current business licence issued pursuant to this Bylaw.

Licence Fee means the annual licence fee payable by a business under this bylaw, as set out in Schedule "A" of this bylaw.

Licence Holder means a person who has been issued a Licence pursuant to this bylaw.

Licence Inspector means a person appointed by Council to enforce and administer this bylaw.

Liquor Establishment includes a business that involves the sale of liquor, under a liquor licence pursuant to the *Liquor Control and Licencing* but does not include a Food and Beverage Business.

Mobile Vending means a Mobile Vendor who operates at a fixed location or mobile location on a street, park or public place.

Mobile Vendor means a person who:

- (a) sells or offers for sale Food and Beverages, merchandise, or services from:
 - (i) a motor vehicle or trailer, as defined and licenced under the *Motor Vehicle Act*;
or
 - (ii) a pedal-powered unit designed for highway travel; or
- (b) advertises or takes orders for goods and services.

Non-Resident Business means a business which:

- (a) is not a Resident Business; but
- (b) is carried on within the Village, or with respect to which any work or service is performed within the Village.

Pawn Shop (also called a pawnbroker) means an individual or business that offers secured loans to people, with items of personal property used as collateral.

Premises includes stores, offices, warehouses, factories, buildings, houses, enclosures, yards or other places occupied, or capable of being occupied, by a business for the purpose of carrying on a business.

Professional means a person who as a condition precedent to providing a service, must be licenced or hold other statutory authorization as set out in and regulated by a statute of the Provincial Government such as

- (a) Accountant (CGA, CMA, CPA or CA);
- (b) Agrologist;
- (c) Appraiser;
- (d) Architect;
- (e) Barrister & Solicitor;
- (f) Chiropractor;
- (g) Dentist, Dental Surgeon or Orthodontist;
- (h) Engineer;
- (i) Insurance Adjuster;
- (j) Insurance Agent;
- (k) Investment/Securities Agent;
- (l) Land Surveyor;
- (m) Massage Therapist;
- (n) Notary Public;
- (o) Optometrist;
- (p) Osteopath;
- (q) Physician & Surgeon (General Practitioner or Specialist);
- (r) Physiotherapist;
- (s) Podiatrist;
- (t) Psychiatrist;
- (u) Psychologist;
- (v) Real Estate or Land Agent; or
- (w) Veterinarian.

Provincial Government means the government of the Province of British Columbia.

Public, Farmer or Flea Market means a temporary or seasonal market for the display and sale of home crafted products, farm produce or products, gently used items, in an open air or indoor venue.

Resident Business means a business carried on in or from Premises within the Village.

Second Hand Dealer includes a business that purchases or receives used or second hand goods.

Short Term Vacation/ Room Rental means the rental of a dwelling unit or room for a period of less than 30 days.

Special Event includes a business involving a short term or temporary event, Amusement, performance, concert, exhibition, entertainment or concessions that, does not exceed seven (7) days within the calendar year, except as provided otherwise in the bylaw such as:

- (a) associated retail sales;
- (b) auction;
- (c) Trade Show;



- (d) flea market;
- (e) craft fair;
- (f) circus; or
- (g) carnival.

Thrift Store means a store selling secondhand clothes and other household goods, typically to raise funds for a charitable institution.

Trade Show means an event involving organization a group of more than five (5) merchants to gather in one location or building to offer or promote sales, such as the sale of goods, wares, merchandise, services, products or concepts.

Village means the Village of Ashcroft.

Zoning Bylaw means the Village Zoning Bylaw No. 823, and amendments.

- 1.2 All definitions contained in the Zoning Bylaw shall apply to this Bylaw in the same manner as if they were set out in this Bylaw.
- 1.3 A Bylaw Officer is deemed to be a peace officer in the course of their duties.

2. REQUIREMENTS FOR A BUSINESS LICENCE

- 2.1 Except as otherwise provided in this Bylaw, the application for a licence and the licence issued thereafter shall be in the form prescribed by the Village.
- 2.2 The following types of businesses do not require a Licence:
- (a) yard or garage sales
 - (b) fundraising activities held by educational organizations, churches, sports teams, or associations;
 - (c) an activity undertaken by or on behalf of the Provincial Government, federal government or a corporation or agency of the government;
 - (d) a person who conducts a program or course on behalf of the Village;
 - (e) the operation of a utility by a provincial or federal ministry or provincial or federal crown corporation or agency;
 - (f) a performance, concert, exhibition, or entertainment that the net proceeds are given to a charitable purpose;
 - (g) a Non-Resident Business within one of the following categories:
 - (i) commercial travellers selling goods, wares or merchandise to merchants within the Village for resale by those merchants;
 - (ii) operators of vehicle, other than Passenger Vehicle for Hire, who pick up persons or items within the Village to transport outside the Village or drop off persons or items from outside of the Village within the Village or both;
 - (iii) operator of a Passenger Vehicle for Hire who only discharges persons within the Village; (iv) operator of a retail business which is delivering or picking up items sold by the retail business; (v) a wholesaler, manufacturer or processor delivering items to merchants in the Village; or (vi) a person who practises a profession which is governed by its own legislation and does not carry on business in the Village;
 - (iv) operator of a retail business which is delivering or picking up items sold by the retail business;
 - (v) a wholesaler, manufacturer or processor delivering items to merchants in the Village; or
 - (vi) a person who practices a profession which is governed by its own legislation and does not carry-on business in the Village more than 30 days accumulatively within a calendar year.
- 2.3 A person who carries on the same business in or from more than 1 Premises in the Village must obtain and maintain separate Licences for each of the Premises used in the business.
- 2.4 A person who carries on more than 1 business at 1 Premise must obtain and maintain separate Licences in respect of each business.
- 2.5 If more than 1 Professional provides services within the same Premises, each Professional must have a separate Licence.
- 2.6 A person shall not advertise, solicit or promote a business that is conducted within the Village without first obtaining a Licence for that business.



Fire Inspections

- 2.7 Fire inspections are mandatory for every new business and will be carried out by the Local Assistant Fire Commissioner (LAFC) of Ashcroft Fire Rescue.
- 2.8 All businesses are required to have a fire inspection carried out by the Local Assistant Fire Commissioner (LAFC) of Ashcroft Fire Rescue every two years at their own expense.
- 2.9 Cost per fire inspection is \$50.00.

3. AUTHORITY OF LICENCE INSPECTOR

General Authority

- 3.1 The Licence Inspector may grant, issue, amend, cancel, refuse or renew a Licence pursuant to this bylaw.
- 3.2 Upon receiving a complete application for a Licence, the Licence Inspector may issue or renew the Licence if satisfied that the following requirements have been met:
- (a) the Applicant has paid the applicable fee for the Licence;
 - (b) the Applicant is in compliance with the requirements of the Village's bylaws;
 - (c) the Applicant can produce certificates or letters of approval issued by the Health Officer, Fire Department or by any other public official that the business and the Premises on which the business is located;
 - (i) have received any inspections or approval required under statute or regulation; and
 - (ii) otherwise complies with the requirements of the status or regulation;
 - (d) if applicable, the Premises in or upon which the Applicant proposes to carry on any business meets the standards set in the Village's bylaws or applicable provincial acts and regulations.
- 3.3 The Licence Inspector may approve the content and form of any application, form or document used to administer this bylaw.
- 3.4 The following persons may enter, at any reasonable time, any property or Premises, or other place in respect of which a Licence may be or has been granted pursuant to this bylaw to ascertain whether there is compliance with the provisions of this bylaw or any other related bylaw in relation to the business or the Premises:
- (a) the Licence Inspector;
 - (b) a Bylaw Officer;
 - (c) a Peace Officer;
 - (d) a Health Officer;
 - (e) the RCMP;
 - (f) a Building Inspector;
 - (g) a member of the Village's fire department; or
 - (h) a person who, in the opinion of the Licence Inspector, would have the knowledge, skill or the expertise relevant and necessary to make a determination as to matters pertaining to the business at issue.
- 3.5 The following persons may enforce the provisions of this bylaw:
- (a) the Licence Inspector;**
 - (b) a Bylaw Officer;
 - (c) a Building Inspector;
 - (d) the Fire Chief;
 - (e) a person designated by Council to perform fire safety inspections;
 - (f) the Chief Administrative Officer or their designate.
- 3.6 A Licence Holder shall immediately notify the Licence Inspector of the suspension or cancellation of a certificate or letter of approval which has previously been given to the Licence Inspector.

Refusal, Suspension, Cancellation or Revocation of a Licence

- 3.7 The Licence Inspector may refuse an application for a Licence in any specific case, provided that the Licence Inspector:
- (a) does not unreasonably refuse the application; and
 - (b) gives written reasons for the refusal upon request by the Applicant.
- 3.8 The Licence Inspector may cancel a Licence for the following reasons:
- (a) failure to pay the fee or any other charges;
 - (b) the business is no longer in operations;
 - (c) the Licence Holder requests the cancellation, in writing; or
 - (d) the Licence Holder fails to renew the Licence.
- 3.9 The Licence Inspector may, for reasonable cause, do the following:
- (a) suspend a Licence for any length of time;
 - (b) impose additional conditions on the Licence that relate to the reasons for the suspension and that will apply after the suspension; or
 - (c) revoke a Licence.
- 3.10 If the Licence Inspector intends to take any of the actions listed in sections 3.7, 3.8 or 3.9, the Licence Inspector must do the following:
- (a) notify the Licence Holder of the intended action and the date on which the intended action will take place;
 - (b) notify the Licence Holder that the business must cease operation as of the date of the written notice;
 - (c) give written reasons for the intended action;
 - (d) give the Licence Holder a copy of any written material relied upon by the Licence Inspector to take the intended action; and
 - (e) provide instructions to the Applicant on the steps to take in order to remove the refusal, cancellation or suspension of the Licence.
- 3.11 Without limiting what constitutes reasonable cause, any of the following circumstance may constitute reasonable cause:
- (a) the Licence Holder fails to comply with this bylaw or a term or condition of the Licence;
 - (b) the Licence Holder is convicted of an indictable offence in Canada which relates to the nature of the business or in respect of the business;
 - (c) the Licence Holder is convicted of an offence under any of the Village's bylaws or has been convicted of an offence under a provincial or federal enactment in respect of the business or Premises for which the Licence was issued;
 - (d) the Licence Holder ceases to meet the lawful requirements to carry on the business or with respect to the Premises, for which the Licence was issued;
 - (e) the Licence holder, in the opinion of the Licence Inspector, has engaged in serious misconduct which warrants the suspension or revocation of the Licence if the misconduct is:
 - (i) with respect to the business; or
 - (ii) in or with respect to the Premises named in the Licence; or
- 3.12 A person shall not carry on a business for which a Licence is required during a period of suspension of the Licence.

Reconsideration of the Decision

- 3.13 An Applicant or a Licence Holder whose Licence is subject to an action under sections 3.7, 3.8 or 3.9 may appeal to Council to reconsider the decision of the Licence Inspector and must:
- (a) given written notice to the Corporate Officer of their intention to appeal the decision of the Licence Inspector within 10 business days from the date the action takes effect; and
 - (b) state in a concise manner the grounds upon which the appeal is based.
- 3.14 Upon receiving notice of the appeal under section 3.13, the Corporate Officer will refer the matter to Council and set the time and place for the hearing of the appeal.
- 3.15 Upon receiving an appeal for reconsideration, Council may
- (a) require any additional information that may be relevant;
 - (b) hear from the Licence Holder whose Licence is subject to an action under sections 3.7, 3.8 or 3.9; and
 - (c) hear from any other person whom Council considers may have information that is relevant to the decision.
- 3.16 Council may do any of the following with regards to an action taken under sections 3.7, 3.8 or 3.9:
- (a) confirm the decision of the Licence Inspector;
 - (b) vary the decision of the Licence Inspector;
 - (c) set aside the decision of the Licence Inspector; or
 - (d) impose additional terms, conditions, restrictions or requirements on the Licence that Council deems appropriate;
- 3.17 A Licence Holder shall:
- (a) not carry on a business for which a Licence is required by this bylaw during the period stipulated by the Licence Inspector under section 5.4 regarding the Licence; and
 - (b) comply with any term, condition, restriction or requirement imposed by the Licence Inspector or by Council pursuant to the business.

4. APPLICATION FOR A BUSINESS LICENCE

- 4.1 In order to obtain a Licence, an Applicant must:
- (a) complete the application for a Licence provided by the Village;
 - (b) sign the application;
 - (c) submit the application to the Village or the Licence Inspector; and
 - (d) pay the application Licence Fee.
- 4.2 An Applicant must provide the following information as part of the application:
- (a) detailed description of the business;
 - (b) Business Name;
 - (c) address and phone number of the business;
 - (d) name, full address and phone number of the Applicant;
 - (e) floor area in square metres which is occupied by the business; and
 - (f) any other information the Licence Inspector may require.
- 4.3 An Applicant may be required to:
- (a) undergo a criminal record search by the RCMP for any convictions or outstanding charges that are relevant to carrying on the business in a lawful manner; and
 - (b) pay any fees associated with the criminal record search.
- 4.4 If a partnership or firm carries on a business, then the partnership or firm is deemed to be in compliance with this bylaw, if one of the partners or members of the firm is the Applicant and makes the application in the name of the partnership or firm.
- 4.5 An Applicant and a Licence Holder must:
- (a) ensure that the information required for a Licence application is current, complete and accurate; and
 - (b) notify promptly the Licence Inspector of any errors, omissions or representations that may appear on the application.
- 4.6 A Licence Holder must promptly notify the Licence Inspector of any changes to the information on the application for which a Licence was issued.
- 4.7 A Licence is not valid until it has been issued by the Licence Inspector, and the Applicant has paid the Licence Fee in full.

5. CONDITIONS OF THE LICENCE

- 5.1 Only a person named in the Licence may carry on the business described in the Licence and only at the Premises or location described in the Licence.
- 5.2 This Bylaw does not create any duty of care whatsoever on the part of the Village, its elected and appointed officials, employees or agents in respect of:
- (a) the review of an application for a Licence;
 - (b) the issuance of a Business Licence;
 - (c) the inspection of Premises by the Licence Inspector or any other official, employee or agent of the Village; or
 - (d) the enforcement of this Bylaw.
- 5.3 The Village does not, by issuing a Licence, acknowledge, represent or warrant that the business, applicant, licence holder or the premises comply with the bylaws of the Village or with any other regulations or standards.

Posting of the Licence

- 5.4 A Licence Holder must, at all times,
- (a) post the Licence in a conspicuous place on the Premises for which the Licence is issued; or
 - (b) carry the Licence with the person who is engaged in business within the Village, if Licence:
 - (i) is issued to a Non Resident Business;
 - (ii) is issued to a Business which is mobile in nature.

Duration of the Licence

- 5.5 The licensing year shall be from January 1 to December 31, unless otherwise specified in this bylaw.
- 5.6 Despite section 5.4, the following types of businesses may obtain a Licence for the following durations:
- (a) a performance, concert, exhibition or entertainment function for up to a maximum of 7 days; or
 - (b) a Mobile Vending business for up to one year.

Fees

- 5.7 A person shall pay the fees set out in Schedule A of this bylaw in order to apply for or to renew a Licence.
- 5.8 An Applicant who has completed an application that has been refused by the Licence Inspector is entitled to a refund of 50% fees charged for that application, if the refund is applied for within 20 days after the date the application is refused.
- 5.9 After June 30th in any year, a new licence Applicant may pay a pro-rated Licence Fee of 50% in the first year of operation of the business in the following circumstances:
- (a) the Applicant applies for a Licence; and

- (b) the Licence Inspector grants the Licence.

Changes to the Business Licence

- 5.10 A Licence Holder must notify the Licence Inspector within 7 days of any change to the business including but not limited to change:
- (a) in the location of Premises;
 - (b) to the Business Name;
 - (c) to the ownership of the business;
 - (d) to close the business;
 - (e) to the category of business;
 - (f) to the existing liquor licence or addition of a liquor licence to the existing business;
 - (g) to the details provided in the application;
 - (h) to any term or condition on which the Licence was issued; or
 - (i) that would increase the fee for the business.
- 5.11 For certainty, if a fee for a business is based on a variable factor such as:
- (a) floor area or ground area;
 - (b) number of persons employed;
 - (c) number of machines, appliances or rental units; or
 - (d) some other factor used in the business, then the Licence Holder who changes the variable factor upon which the fee is based shall notify the Licence Inspector within 7 days of the change and pay any additional fee as a result of the change.
- 5.12 The powers, conditions, requirements and procedures relating to the granting or refusal of a Licence shall apply to any application for change to a Licence.
- 5.13 A Licence Holder must not relocate the business from the Premises specified in the Licence without written approval of the Licence Inspector.
- 5.14 A Licence is not transferable to a new owner of an existing business.

Licence Renewal

- 5.15 A Licence Holder must ensure the Licence is renewed for each year that the Licence Holder carries on the business.
- 5.16 A Licence Holder must submit the applicable fee to the Licence Inspector prior to February 15th.
- 5.17 The receipt of Licence shall be confirmation that the Licence has been renewed.
- 5.18 If a Licence Holder fails to pay the Licence Fee by February 15th, the Licence Holder must pay the Licence Fee and the penalty set out in Schedule A.

6. ADDITIONAL REQUIREMENTS FOR SPECIFIC BUSINESSES

Home Occupation

- 6.1 The Licence Holder for a Home Occupation must comply with the following requirements:
- (a) not stop or park or permit the stopping or parking at the Premises of:
 - (i) more than 1 Service or Delivery Vehicle, at any one time; or
 - (ii) more than 3 Service or Delivery vehicles during any 24-hour period.
 - (ii) and any other bylaw requirements according to Zoning Bylaw No. 823, 2018 and amendments.

Mobile Vending

- 6.2 A Licence Holder for Mobile Vending must comply with the following requirements:
- (a) provide a copy of any contract or agreement with the Village when requested by the Licence Inspector;
 - (b) hold a valid permit issued by a Health Officer for the sale of Food and Beverages;
 - (c) not operate from or on any Village owned property or highway unless the Licence Holder has permission from the Council;
 - (d) not operate from or on any Village owned park or playground unless the Licence Holder has written permission the Council;
 - (e) not operate from or on any School District owned property unless the Licence Holder has written permission from School District No. 74 (Gold Trail);
 - (f) when at a residential, business or construction site, not park or stop the vending unit:
 - (i) on the travelled portion of the highway; and
 - (ii) not for longer than 15 minutes at any one location
 - (g) have proof of the following levels of insurance in being place:
 - (i) motor vehicle liability with a minimum coverage of \$2,000,000.00; and
 - (ii) comprehensive public liability and property damage insurance for \$2,000,000.00
 - (h) include the Village as an additional insured on any insurance policy for the types of insurance mentioned in subsection (g);
 - (i) provide garbage collection containers and keep the area around the vending unit free from garbage arising from the business;
 - (j) keep the vending unit staffed at all times, when operating on a site; and
 - (k) remove the vending unit from the location when the vending unit is not staffed.

Second Hand Dealer

- 6.4 The Licence Holder for a Second Hand Dealer must comply with the following requirements:
- (a) permit any of the others listed in section 3.4 and 3.5 to inspect the Premises at any time;
 - (b) keep on the Premises a Register which is available for inspection at any time; written in ink and in English and includes the following details:
 - (i) a full and complete description including the make, model and serial number of any goods, items or articles received by the Licence Holder;
 - (ii) the price paid by the Licence Holder for the goods, items or articles;
 - (iii) date and hour when the Licence Holder Purchased or received the goods, items or articles;
 - (iv) the name and residential address and description of the person from whom the Licence Holder Purchased or received the goods, items or articles;

- (v) confirmation, by means of Picture Identification, of the identity of the person from whom the Licence Holder Purchased or received the goods, items or articles; and
- (vi) a copy of the Picture Identification used to confirm the identity of the person from whom the Licence Holder Purchased or received the goods, items or articles;

6.5 The Licence Holder for a Second Hand Dealer must not do the following:

- (a) Purchase or receive any goods, items or articles from a person who is under the age of 18;
- (b) Purchase or receive a good, item or article which has had the serial number removed;
- (c) prior to the expiry of 30 days from the date of Purchase or receipt or from the date of any agreement do any of the following to the goods, items or articles Purchased or received by the Licence Holder:
 - (i) alter;
 - (ii) repair;
 - (iii) dispose of;
 - (iv) part with in any manner; or
 - (v) remove from the Premises.

Special Events

6.6 The Licence Holder for a Special Event must comply with the following requirements:

- (a) have written authorization from the owner of the Premises on which the Special Event will be held;
- (b) have proof of the following levels of insurance being in place:
 - (i) commercial general liability with a minimum coverage of \$5,000,000.00 per incident; and
 - (ii) motor vehicle liability with a minimum coverage of \$2,000,000.00
- (c) include the Village of Ashcroft as an additional insured on any insurance policy for the types of insurance mentioned in subsection (b);
- (d) ensure that the all machines, rides and equipment used by the public at the Special Event conforms to the safety requirements of the Safety Standards Act;
- (e) ensure that all elevating devices have identification label required by the Safety Standards Act visibly attached as required; and
- (f) hold a valid permit issued by a Health Officer for the sale of Food and Beverages.

7. ADMINISTRATION AND ENFORCEMENT

- 7.1 Gender specific terms include both genders and corporations.
- 7.2 Words in the singular include the plural and words in the plural include the singular.
- 7.3 A person must not interfere with, obstruct or impede a person listed in section 3.4 in carrying out his duties under the bylaw.
- 7.4 A person who:
 - (a) contravenes or violates any of the provisions of this bylaw;
 - (b) suffers or permits any act to be done in violation of this bylaw; or
 - (c) refuses or neglects to do anything required to be done by any provision of this bylaw.
- 7.5 Each day that an offence continues shall constitute a separate offence.
- 7.6 This by-law may be cited as Business Licence Bylaw No. 850, 2021.
- 7.7 The Village of Ashcroft Business Licence Bylaw No. 630, 1996 and its amendments are hereby repealed.

READ A FIRST TIME THIS	22	DAY OF	November	, 2021
READ A SECOND TIME THIS	22	DAY OF	November	, 2021
PUBLIC HEARING HELD THIS		DAY OF		, 2021
READ A THIRD TIME THIS		DAY OF		, 2022
RECONSIDERED AND ADOPTED THIS		DAY OF		, 2022

Barbara Roden, Mayor

Daniela Dyck, Chief Administrative Officer

Certified to be a true and correct copy of
 Village of Ashcroft Business Licence Bylaw No. 850, 2021,
 as adopted by Council.

Daniela Dyck, Chief Administrative Officer

/kh



**VILLAGE OF ASHCROFT
BUSINESS LICENCE APPLICATION**

1. APPLICATION

- NEW** Business Licence Application

- CHANGE** of existing Business Licence
 - Location
 - Name
 - Ownership
 - Type

2. GENERAL INFORMATION

(a) Business Name and Address

Business Name: _____
Business Location Address: _____
Business Mailing Address, if different: _____
Business Telephone Number: _____

(b) Owners Information

Name of Business Owner: _____
Address of Business Owner: _____
Telephone Number: _____ Cell: _____
Email: _____ Fax: _____
Alternate Telephone: _____ Cell: _____

(c) Agent or Manager Information

[Business Agent or Manager contact information, if different from above]

Name: _____
Address: _____
Telephone Number: _____ Cell: _____
Email: _____ Fax: _____
Alternate Telephone: _____ Cell: _____

(d) Business Information

Description of Business Activity:

Number of persons working in the business: Owner(s): _____ Employee(s): _____

(e) Business Licence Changes

The Business Licence is being changed as follows:

- New Location of Business Premises: _____
- New Business Name: _____
- New Type of Business: _____
- New Terms or Conditions of Business Licence: _____

3. Home Based Business

[If you are applying for a Home Based Business Licence, you must read and sign this declaration.]

Home Based Business must comply with the following regulations:

1. No outdoor storage of material associated with the home based business is permitted.
2. No more than one (1) Identification Sign for home occupations is permitted with a maximum size of 1.0 m² in an R1 and RR1 zone.
3. The home occupation shall be carried out wholly within a dwelling or permitted accessory building.
4. No retail sales other than the sale of goods produced on the premises is permitted.
5. A home based business may not include the following in an R1 Zone:
 - a. Stables, kennels or animal breeding operations
 - b. Restaurants
 - c. Parking or storage of commercial, industrial or construction equipment and material
 - d. Vehicle or equipment repair and maintenance
 - e. Metal fabricating
 - f. Heavy/Light manufacturing

I agree to abide by the above regulations regarding my home based business.

Signature

Date



OFFICE USE ONLY

Business Classification	_____	Copy to Building Inspector	_____
Present Zoning	_____	Building inspection completed	_____
OCP Designation	_____	Fire safety inspection completed	_____
No. of off-street parking spaces required	_____	No. of off-street parking spaces provided	_____
Is proposed use permitted?	_____	Change in Occupancy?	_____
New Construction?	_____	Approved by Health Authority?	_____
Copy to CFO (Utilities)	_____	Receipt No.	_____
Yearly Fee	_____	Business Licence No.	_____

COMMENTS:

Approved this _____ day of _____, _____.

CAO _____

CFO _____

BEO _____

Signature: _____

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: December 13, 2021
FROM: Daniela Dyck, Chief Administrative Officer
SUBJECT: **Agricultural Land Commission Exclusion Application**

Purpose

To request a motion in support of submitting an Exclusion Application to the ALC for the property surrounding the North Ashcroft Water Reservoir.

Recommendation

That, Council approves the exclusion application to be forwarded to the Agricultural Land Commission for the Desert Hills Ranch property surrounding the north Ashcroft water reservoir (Lot 1 (0.622 ha) of SEC. 32 TP. 20 R. 24 W6M and Part of E1/2 of E1/2 of SEC. 32 PLANS EPP106822 and EPP107121).

Alternatives

N/A

Discussion

Council approval to submit the exclusion application to the ALC is the final requirement before the ALC will accept and consider the application.

The Village has met all other requirements including:

- Survey of the property
- Purchase price agreement
- Public hearing signage
- Public hearing advertisements
- Hosted public hearing providing an opportunity for all those considering themselves to be affected by the exclusion to address Council and voice their concerns
- Completion of application and supporting documents

Once the application is submitted, the ALC will review and consider the application notifying the Village if the application is approved or denied within 90 business days.

Strategic/Municipal Objectives

Legislative Authority

Financial Implications

Attachment Listing

Respectfully Submitted on



Daniela Dyck,
Chief Administrative Officer

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: December 13, 2021
FROM: Daniela Dyck, Chief Administrative Officer
SUBJECT: Ashcroft Fire Rescue Constitution Revision

Purpose

To request Council approval for the revised Constitution for the Ashcroft Fire Rescue Department.

Recommendation

That, Council approves the revised Ashcroft Fire Rescue Constitution as presented.

Alternatives

That, Council approves the revised Ashcroft Fire Rescue Constitution as amended.

Discussion

The recently approved Ashcroft Fire rescue Constitution required some minor edits at the request of the Ashcroft Fire Rescue Department. The following changes were made to the Constitution:

1. Addition of Lieutenant position
2. Amend the Deputy Chief into two positions: Deputy Chief – operations, Deputy Chief – administration. Include a provision that it will be at the discretion of the Fire Chief if there will be one or two Deputy Chief(s)
3. Change the remuneration date to December 1 – November 30 each year.

In addition, the Fire Department will develop job descriptions for all officer positions to be appended to the Constitution upon completion. These job descriptions will require Council approval.

Strategic/Municipal Objectives

Protective Services

Legislative Authority

Financial Implications

Attachment Listing

AFR Constitution

Respectfully Submitted on



Daniela Dyck,
Chief Administrative Officer

ASHCROFT VOLUNTEER FIRE AND RESCUE SERVICES

CONSTITUTION

June 2021

1. **NAME**

This organization shall be known as Ashcroft Volunteer Fire and Rescue Services.

2. **OBJECT**

To provide fire protection and for the prevention of fires in the Village of Ashcroft and Thompson-Nicola Regional district. To provide additional emergency services upon request by authorized personnel, such as but not limited to the Provincial Emergency Program.

3. **MEMBERSHIP**

a. **Status**

- i. ***Active Membership*** – Members in good standing who regularly attend and support the object of the department.
- ii. ***Non-Active Membership*** – Members who have been transferred from the active status for reasons such as, but not limited to, sickness, extended holidays or other absences, etc.
- iii. ***Probationary Membership*** – Firefighter candidates who have not yet completed their six (6) month probationary period and/or have not yet been accepted into active membership as covered under section b. **Addition**.
- iv. ***Auxiliary Membership*** – Members, usually past Active Members, who no longer wish to fill an Active Membership role but who are available to fill needs that may occur during major incidents or during large absences of the Active Membership.
- v. ***Honorary Membership*** – Members who, for a variety of reasons, have been given an honorary status. To be eligible must have at least two years of service, and nominated by the Active Membership.
- vi. ***Junior Membership*** – A junior member shall have the same privileges as an active member, except for the following restrictions and conditions:
 - a) The applicant must be the full age of 16 years and may remain a junior member until age 19, at which time application can be made to become an active member.
 - b) Application for Junior Membership shall be made on the form supplied by the department.
 - c) Will not possess or consume any alcohol or similar substances in public or on fire department property.
 - d) Will not be permitted to operate any fire apparatus.

- e) Will not be permitted a key to the Fire Hall.
- f) Will not be permitted to vote on matters of the Fire Department Association.
- g) Will not be permitted to fight fire in a structure.
- h) Junior members shall not attend motor vehicle road rescue calls or ambulance assist calls.
- i) Upon completion of the probationary period, each junior applicant shall be voted upon by the membership for acceptance to active junior member.
- j) Prospective junior members must have their parent or legal guardians written consent.
- k) Prospective junior members shall have a minimum of one active member, other than their parent or guardian, sponsor their for application. This regular member will be responsible for ensuring the junior member follows the code of conduct and the fire department constitution and bylaws.
- l) A maximum of three junior members will be permitted at one time in the department at the Chief's discretion.
- m) Upon reaching the age of 19 years, a junior member may request active membership status without the need for formal application and shall be eligible for voting on without the three-month probationary period providing the junior member has been in good standing for at least one year.

b. Addition

- i. New candidates for membership should be residents of the Village of Ashcroft with at least one (1) year's residency. Candidates with less than one year's residency will be considered if they are recommended by a current member. New candidates will be referred to the Chief or delegate for approval to attend regular department practices.

New candidates will have a six (6) month probationary period consisting of three months training without call out. The second half of the probationary period will include call outs. Attendance shall be at minimum 75% during the six (6) month probationary period. Upon meeting probationary and Playbook requirements, and upon the recommendation of the Officers, a candidate may be accepted into active membership by a closed ballot election held by the active members of the department. A 51% acceptance vote is required to be successful.

Candidates must consent to a criminal record and background check conducted by the Royal Canadian Mounted Police (RCMP). Candidates must provide an original complete copy of a British Columbia Driver's abstract. Acceptance to membership will be subject to the results of the criminal check and abstract, at the sole discretion of the Chief. Abstract and criminal check will be required every two years and may be required by request of the Chief.

- ii. Any suspension of driving privileges by ICBC or the RCMP must be reported to the Chief's office immediately.

c. **Deletion**

- i. Any member submitting a written request for the removal of their membership shall have their name removed.
- ii. The death of any member or relocation to another community will require removal of their name.
- iii. Members in good standing may make request to have their name transferred to Non-Active Membership for reasons such as, but not limited to sickness, extended holidays, etc.

d. **Discipline**

- i. **Conduct** – Each firefighter must conduct themselves in such a manner as to not disgrace and/or impugn the reputation of the department. Any conduct contrary to this code may lead to disciplinary action. In such a case, the firefighter must be given a fair hearing, convened by the Chief and/or Deputy Chief along with at least two Captains. It is the responsibility of the Chief to carry out the decision of the panel. The Firefighter in question may request the presence of another active member for representation at the hearing (See attached Code of Conduct in Appendix X).
- ii. **Absence** – Notice of absence is required prior to any practice being missed. Failure to notify is deemed an unexcused absence.
- iii. Probationary members with consistent unexcused absences may result in termination.
- iv. **Attendance** - All volunteer firefighters are expected to attend a minimum:
 - 50% of all training practices, and
 - 25% of all call outs
 - excluding auto extrications

All volunteer firefighters are responsible for participating in Department training activities and for maintaining personal and professional competence relative to the skills and knowledge levels required of the perspective position within the Department.

Any volunteer firefighter failing to follow the Operating Procedures that includes attendance, will have their status reviewed by the Fire Chief.

4. **OFFICERS**

a. **Chief**

- i. The Chief acts as the “general manager” of the department and assumes those duties prescribed by the Village.

v. The position of Fire Chief is to be on a posting basis by the Village of Ashcroft. The position will be appointed by Council upon review and qualifications of the applicants. The position will be a four (4) year term with a six (6) month probation. Qualifications to include:

- a) Two years Officer experience;
- b) ICS 200;
- c) BC OFC Playbook Team Leader Qualification;
- d) LAFC Qualification.

b. Deputy Chief(s)

i. In the absence of the Chief, the Deputy Chief(s) shall have full charge and control of all matters coming within the jurisdiction of the Chief, except those duties pertaining to the local Assistant Fire Commissioner.

ii. The position of Deputy Fire Chief(s) is to be on a posting basis by the Village of Ashcroft. The position will be appointed by Council in consultation with Fire Chief. The position will be a four (4) year term with a six (6) month probation. Qualifications to include:

- a) Two years Officer experience;
- b) ICS 200;
- c) BC OFC Playbook Team Leader Qualification;
- d) LAFC Qualification.

c. Captains Officers

i. The Senior Captain assumes control and responsibility in the absence of both the Chief and Deputy Chief. In general, Captains assume responsibility for duties as assigned by the Chief and/or Deputy Chief.

ii. Captains will be appointed by the following process:

The position of Captain is to be on a posting basis to the Village of Ashcroft. The position is for a two (2) year term with a three (3) month probation.

Qualifications to include:

- a) Two years Officer experience;
- b) ICS 200;
- c) BC OFC Playbook Team Leader Qualification.

Qualified prospective Captains are appointed or demoted by the Chief in consultation and with recommendation of all Officers. Final responsibility for appointing and demoting Captains, rests solely with the Chief.

d. Lieutenant:

i. Lieutenants will be appointed by the following process:

The position of Lieutenant is to be on a posting basis to the Village of Ashcroft. The position is for a two (2) year term with a three (3) month probation.

Qualifications to include:

- a) Two years Fire Services experience;
- b) ICS 200;
- c) Working towards BC OFC Playbook Team Leader Qualification.

Qualified prospective Lieutenants are appointed or demoted by the Chief in consultation and with recommendation of all Officers. Final responsibility for appointing and demoting Lieutenants, rests solely with the Chief.

5. **GOVERNMENT**

a. **Administration**

The government of this department and the administration of its affairs shall be by the department and such officers as it may direct. All such positions described under section 4. **Officers**, must be filled by active members. Any other positions may be established from time to time, such business to be conducted at meetings of the fire department and communicated to Council.

b. **Practices**

Regular fire practice is to be held once a week on Tuesday at 7:00 p.m. (19:00). Practices will last a minimum of two hours. Special practices and work parties may be called from time to time. All officers will meet at 6:45 p.m. on Tuesday nights for a pre-practice meeting.

c. **Remuneration**

A remuneration is paid by the Village to the Association for services performed by members of the department. The Association, in turn, gives to each firefighter their remuneration based on the rate for each fire callout and fire practice attended. The Association will retain 100% of the remuneration until such time as the firefighter has paid an amount stipulated from year to year (December 1 – November 30). In case of membership commencing or ceasing part way through a year, this sum will be pro-rated on the basis of how many months service (months of 15 days or more shall be treated as a full month). Any remaining remuneration above this sum will be paid out to the firefighter once per year.

d. **Meetings**

- i. ***Frequency*** – Constitutional Officer Meetings will be monthly and may be held in conjunction with a meeting of the Association.
- ii. ***Voting and Speaking Rights*** – All active members and only active members may speak and vote at official department meetings except special delegations or guests so identified at the start of such meetings.
- iii. ***Calling of Meetings*** – Can be held together with any “duly called” or “emergency” meeting of the Association.
- iv. ***Quorum*** – A quorum for a meeting shall consist of 1/3 of the active membership. The quorum for an officers’ meeting shall be ½ of the said officers.

v. **Rules-of-Order** – The meetings of the department shall be governed by ordinary parliamentary rules of order as set out in “Robert’s Rules of Order”.

e. **Amendments**

This Constitution may be amended upon a 2/3 majority vote, providing such proposals are clearly stated in the announcement calling for the meeting. The Constitution should be reviewed at least annually by the Officers or their delegates.

f. **Dissolution**

Should conditions arise that the department dissolves, the assets will be transferred to the Village of Ashcroft.

Wherever referred to “Association” means Ashcroft Firefighter’s Association.

Approved by Council July 26, 2021 Resolution # R-2021-182
Effective August 1, 2021 – review annually
Revised November 2021

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: December 13, 2021
FROM: Daniela Dyck, Chief Administrative Officer
SUBJECT: Long Service Awards and Retirement Policy F-02-2021 Update

Purpose

To request Council approval for the revised Village of Ashcroft Long Service and Retirement Policy No. F-02-2021

Recommendation

That, Council approves the revised Village of Ashcroft Long Service Award and Retirement Policy No. F-02-2021 as presented.

Alternatives

That, Council approved the revised Village of Ashcroft Long Service Award and Retirement Policy No. F-02-2021 as amended.

Discussion

The current Long Service Award and Retirement Policy was drafted in 2005 and updated in 2011 which recognized employees for years of service up to 30 years.

Local Government positions often become long term careers for many employees. The Village of Ashcroft has many employees that have been with us for 25 and 30 plus years. As an employer we wish to continue to celebrate milestones, as such 35 and 40 years have been added to the schedule for the Long Service Awards.

In addition, the 5 year award was amended from a 5 year pin to \$100 and a certificate.

The remainder of the policy remains intact; however, it has been updated to the current Policy format.

Strategic/Municipal Objectives

Valuing our Employees

Legislative Authority

Financial Implications

Considered at budget

Attachment Listing

Respectfully Submitted on



Daniela Dyck,
Chief Administrative Officer



ADMINISTRATION POLICY

TITLE: Long Service and Retirement Award Policy		POLICY #: F-02-2021
Authority: Council	Effective Date:	
	Review Date: Annually	
Issued By: Chief Financial Officer	Approved By:	
Issued Date:	Approved Date:	
	Resolution #:	

PURPOSE: To establish policy recognizing extended periods of service to the Village by its employees and to recognize employee’s service on retirement or resignation.

POLICY:

It is the Village’s policy that long service awards will normally be presented to employees in December of each year, but may be presented at other times under special circumstances. Awards presented in December shall be based on the length of service of the employee at the end of the current calendar year.

Employee Service Awards

In recognition of the service of regular employees, the Village shall annually make long service awards as set out below. Years of service need not be continuous. Where a cash value is indicated, the award may be in the form of cheque, gift certificate or gift as determined annually by the CAO in consultation with the Mayor; however, all awards made in each year shall be in the same form.

<u>Years of Service</u>	<u>Award</u>
5	\$100 + certificate
10	\$200 + certificate
15	\$300 + certificate
20	\$400 + certificate
25	\$500 + engraved plaque
30	\$600 + engraved plaque
35	\$700 + engraved plaque
40	\$800 + engraved plaque

Employee Retirement or Resignation:

On the retirement or resignation of a regular employee, the Village shall present the employee with a gift valued at a minimum of \$50 or a value calculated on the basis of \$25 for each full year of service, whichever is greater. The gift may be purchased in consultation with the retiring employee. The presentation shall be made by the Mayor or another member of Council.

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: December 13, 2021
FROM: Daniela Dyck, Chief Administrative Officer
SUBJECT: **Communities in Bloom Agreement Renewal**

Purpose

To seek Council direction regarding the Communities in Bloom Agreement Renewal process.

Recommendation

Direction to Staff

Alternatives

N/A

Discussion

As per the Village of Ashcroft Unconditional Grants Policy – Council Policy 2006-06 the Village provides the Ashcroft Communities in Boom Committee with up to \$5000.00 per year to beautify the Village based on the budget submitted. In the most recent agreement Council approved an annual increase beginning in 2016 of \$100.00 totalling \$5500.00 in 2021.

At times, Council has requested a meeting with representative from the CIB committee to discuss future plans for community beautification prior to renewing the contract. Would Council like staff to schedule a meeting in the new year to discuss CIB plans or is Council confident to approve renewal of the agreement as per Policy 2006-06?

Strategic/Municipal Objectives

Legislative Authority

Financial Implications

Attachment Listing

Respectfully Submitted on



Daniela Dyck,
Chief Administrative Officer

STAFF REPORT TO COUNCIL – OPEN MEETING

MEETING DATE: December 8, 2021
FROM: Yogi Bhalla, CFO & Brian Bennewith, DPW
SUBJECT: Sewer Treatment Plant Assessment

Purpose

Obtain council resolution directing staff to undertake STP assessment with Urban Systems and to seek funding via the Infrastructure Planning Grant Program.

Recommendation

That, Council approves undertaking the Wastewater Treatment Plan Infrastructure Condition Assessment and Strategic Planning.

Alternatives

Not to proceed with STP assessment or grant application.

Discussion

The Ashcroft STP built in the mid 70's is in need of some upgrades. The aim of this work program is to provide an understating of what may be needed for upgrades, along with estimates of cost and timeframe. One such upgrade that is required is the upgrade to the UV system with automatic cleaning but retrofitting is not possible with the age of the current system.

Strategic/Municipal Objectives

Financial Stewardship and Asset Management

Legislative Authority

NA

Financial Implications

Estimated project cost is \$34,200 less successful grant funding up to \$10,000

Attachment Listing

Work program

Prepared by:



Yogi Bhalla,
Chief Financial Officer

Approved for submission to Council:



Daniela Dyck,
Chief Administrative Officer

December 6, 2021

File: 1093.0022.00

Village of Ashcroft
Box 129, 601 Bancroft Street
Ashcroft, BC V0K 1A0

Attention: Brian Bennewith, Director of Public Works**RE: WORK PROGRAM – WASTEWATER TREATMENT PLANT INFRASTRUCTURE CONDITION ASSESSMENT AND STRATEGIC PLANNING**

Please find below the work program and budget for an assessment of the wastewater treatment facility and an options analysis regarding treatment optimisation and future upgrades.

1.0 Introduction and Background

The Village of Ashcroft wastewater treatment plant was built in the early to mid 1970's. Although there have been upgrades over the years, the plant largely consists of the original infrastructure. There are concerns that the infrastructure is aging and that replacement may be needed. In addition, the UV disinfection system was installed in the mid 2000's. While the system continues to perform well, manual maintenance is needed and discussions with the supplier have indicated that retrofitting with an automatic cleaning system is not possible for a UV system of this age.

The aim of this work program is to complete an assessment of the existing treatment plant and provide an understanding of what may be required for upgrades, along with a cost and timeframe. The intended outcome is that the Village will be provided with a strategic plan to manage the upgrading of the wastewater treatment plant infrastructure. The plan will allow for proactive budgeting, permitting, design and implementation of capital upgrades, and major renewal projects, and will help the Village manage its wastewater treatment system sustainably. The strategic plan will consider not only the current plant condition but will build on ensuring sustainability and resilience in a world that is demanding adaptation as a result of many different factors, including climate change.

2.0 Scope of Work

The aim is to complete an assessment of the existing treatment plant and develop a plan for upgrades, based on the identified needs. This aim will be addressed by undertaking the following:

1. Collate and review existing documentation on the wastewater treatment plant. This will include:
 - a. Design/record drawings.
 - b. Data for system performance.

Date: December 6, 2021
File: 1093.0022.00
Attention: Brian Bennewith, Director of Public Works
Page: 2 of 3



This task is expected to consist largely of collation of information which is already available in the Urban Systems archives and through the annual wastewater treatment plant monitoring program.

2. Prepare a summary of the current plant performance and flows. This task will consist of a collation of the information which is processed each year as part of the annual wastewater treatment plant report. The summary will include compliance issues which have occurred in the recent years.
3. Identify if there are any information gaps.
4. Undertake a site visit to assess conditions and facilitate discussions with Village staff.
5. Prepare a summary of the potential age and performance for each unit process within the wastewater treatment plant.
6. Summarise current treatment, operational and performance issues and concerns.
7. Assess the current treatment process with respect to equipment age, population projections, and compliance with regulatory requirements (current permit, Federal wastewater regulation and also consider the possible future registration under the BC Municipal Wastewater Regulation – MWR), including redundancy considerations.
8. Identify the upgrade requirements, which will include the following analysis:
 - a. Age, condition, performance and life-span of existing equipment and processes.
 - b. Operational considerations, which will include the liaison and input from the site operations staff.
 - c. Ability to meet current and future design flows.
 - d. Ability to comply with Federal and Provincial wastewater regulations.
 - e. Capital costs.
 - f. Power requirements.
 - g. Redundancy.
 - h. Robustness and response to upset conditions.
 - i. Feasibility of phased implementation.
 - j. The ability to adapt to climate change, including the extreme precipitation events and summer heat that the Village has observed in recent years.
 - k. Options for resource recovery, energy efficiency and reductions in greenhouse gas emissions.
9. Prepare a single report which will include a summary of the assessment, concerns which should be addressed, cost projections, phasing options and level of urgency. Condition and capacity information will be presented in a matrix that includes age, condition, operational comments and regulatory compliance for each major component of the system. The report will include Class D cost estimates and conceptual drawings of the proposed work. The report will be reviewed with the

Date: December 6, 2021
File: 1093.0022.00
Attention: Brian Bennewith, Director of Public Works
Page: 3 of 3



Village prior to finalisation and is intended to be used as a basis for requesting funding through available grants to support any upgrades.

3.0 Project Management

Dr. Joanne Quarmby, R.P.Bio., will serve as the project manager and will provide technical expertise regarding data collation, data summary and the regulatory considerations. The engineering assessment will be completed by Matt Smith, P.Eng., Wastewater Engineer, with assistance from junior staff, as required. The proposed budget for the scope of work is estimated to be \$34,200. This budget includes professional fees and disbursements but does not include applicable taxes. The budget also assumes that no further laboratory analyses are required. The project can be initiated on notification, with the aim being to complete the work in time for a suitable funding opportunity that will support capital works. It is estimated that the above work can be completed within a 4 to 6 month timeframe.

4.0 Closure

We look forward to continuing to work with you to develop future plans for the Village's wastewater treatment plant. If you have any questions regarding the proposed work program, please do not hesitate to call.

Sincerely,

URBAN SYSTEMS LTD.

A handwritten signature in blue ink that reads "J Quarmby".

Dr. Joanne Quarmby, R.P. Bio.
Water and Wastewater Specialist

A handwritten signature in blue ink that reads "Matt Smith".

Matt Smith, P.Eng.
Urban Systems Ltd.

/jq

U:\Projects_KAM\1093\0022\00\WWTP assessment\2021-12-06 LET work program plant assessment.docx



November 19, 2021

Mayor, Council and CAO
Village of Ashcroft
admin@ashcroftbc.ca

Dear Mayor Roden, Council and CAO Dyck,

Re: Working Together to Provide Services that Create Thriving Communities

Since 2015, the Ashcroft Hub Society has been providing services, supports, resources and programs for local communities. The Ashcroft Hub provides year-round services such as: After-School & Summer Day-Camp Programs; Youth Mentorship; Seniors' Programs; Community Events; Counselling, Wellness and Health Services; Educational Courses, Workshops and Programs; Performing Arts; Recreation and Fitness. All of these are provided to community members at the lowest possible cost to individuals and often are offered free of charge. The Society has done this thanks to, good business practices, the support of volunteers and thanks to grants.

Over the past few years, local communities have had unprecedented amounts of trauma and challenges. Fires, floods, landslides and now a pandemic have placed an incredible amount of stress and anxiety on community members. As a result, demand for local services, supports, resources and programs has increased. This demand has fallen heavily on the "shoulders" of the Ashcroft Hub Society. When a fun community event like the Santa Parade was at risk of being cancelled, the Ashcroft Hub stepped up. When smoke and heat choked out our communities, the Hub opened air-conditioned doors to support people and pets. When wildfires, floods and a pandemic threatened local communities, the Helpline jumped into action to assist the isolated, needy and stressed.

The Ashcroft Hub's goal is to continue to work collaboratively in order to support the community wherever the need is, but to continue to do this and meet the rising demand for community services, we need your help. The Ashcroft Hub Board of Directors along with our Executive Director would like an opportunity to meet with you, your Council and CAO to discuss how we could strengthen our relationship in order to provide services in support of thriving local communities. Would you please provide me with some dates and times that you are available to meet with us to discuss this topic?

Thank you for your response,

Juanita Little
Chair, Ashcroft Hub Society

711 Hill St., PO Box 599, Ashcroft BC V0K 1A0
(250) 453-9177
<https://ashcrofthub.ca>

From: Donna Monford [<mailto:monford@telus.net>]

Sent: December 9, 2021 8:57 AM

To: Maike Maiden <admin@ashcroftbc.ca>

Cc: Sheila Corneillie <srcorn@telus.net>; 'Davies, Leanne' <leannepdavies56@gmail.com>; Jacquie McMahon <mcmahon.jacquie@gmail.com>

Subject: HAWC - Grant in Aid Application

Good Morning

Thank you for considering HAWC's Grant in Aid application.
Please contact me if you have any questions.

Donna Monford

Secretary/Treasurer



**Village of Ashcroft
Grant Application - Organizations**

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

Focus Groups - Conversations

Budget

Printing 4100 Invitations/Surveys	4100 x .15	615.00
Mailing 4100 Invitations/Surveys	4100 x .18	738.00
Venues and Equipment	estimate	300.00
		1653.00

Community Health Centre Society for Ashcroft and Area

Healthcare and Wellness Coalition

2021 Budget without Focus Group (Conversations) Budget

Income	
Memberships	395.00
Donations	215.00
	610.00
Expenses	
BC Society	60.00
RHC Society Membership	50.00
ZOOM	224.00
Webpage	181.00
	515.00

Financial Statement

January 1, 2021 - December 8, 2021

Balance Forward from 2020

1698.43

Revenue

Membership Fees	395	
Donations	215	
Dividend	0	
		610

Expenses

Advertising		
Bank Charges	3	
Dues and Subscriptions	455	
Insurance		
Interest		
Legal and Professional Fees		
Licenses and Fees	40	
Miscellaneous		
Office Expense		
Postage		
Supplies		
Telephone		
Travel		
Utilities		
Wages		
Total Expenses		498

Revenue less Expenses for 2020

112

1,810



1095 Todd Road | PO Box 933 | Cache Creek, BC | V0K 1H0

goldcountry@telus.net | www.exploregoldcountry.com | 1.877.453.9467 | Tel/Fax 250-457-6606

Mayor Roden & Council
Village of Ashcroft, BC

November 29, 2021

Gold Country GeoTour Prequel letter of support request for the 150 Immemorial Grant Program, Heritage BC.

This funding opportunity supports projects focused on historical and contemporary research, examining the legacy of colonialism in “mainstream” heritage narratives, and building a foundation to share a platform for sharing the stories of resiliency, reconciliation, and an all-encompassing view of the history of the region. Gold Country staff will be working with Elders, leaders, story tellers and historians to share oral histories of life in the region before and leading up to the Gold Rush.

The Prequel will feature stories that are diverse, inclusive, and showcase the resiliency of the people of the region. This will give the opportunity for families who have resided here for many, many generations to share their collective stories of life in the region before and leading up to the Gold Rush and hardships following.

“Projects approved under this stream will focus on building documentation, interpretation and disseminating resources for British Columbians and visitors to learn about the diverse stories and histories that make up the complex fabric of BC. These projects will increase public understanding, appreciation, and education of specific existing community heritage resources, cultural landscapes, and the celebration of intangible cultural heritage, such as oral histories and cultural practices.”

Gold Country will be undertaking the task of creating a whole new GeoTour to compliment the existing program. With this new phase, we would like to have all the new geocaches to have greater accessibility and be inclusive to people all generations, including those with mobility concerns.

The past phases of the program have attracted 1000's of visits and the spin-off benefits for the local economies are very noticeable. This event and the launch of the new geocaches at the GeoTour Prequel, will be an extra attractant to help in the recovery in our area after the terrible wildfires and impacts of the Covid-19 pandemic. We are kindly asking our communities and stakeholders to support the Gold Country GeoTour Prequel by sending us a letter of support for this grant application. Thank you, and if you have any questions at all please contact the office.

Marcie Down,



Executive Director

Gold Country Communities Society

Ashcroft | Blue Sky Country | Bonaparte Plateau Cache Creek | Clinton
Copper Desert Country | Lillooet | Logan Lake | Lytton

GOLD COUNTRY · BC

— explore with us —





1095 Todd Road | PO Box 933 | Cache Creek, BC | V0K 1H0

goldcountry@telus.net | www.exploregoldcountry.com | 1.877.453.9467 | Tel/Fax 250-457-6606

Mayor Roden and Council
Village of Ashcroft

November 29, 2021

Mayor Roden and Council

Gold Country GeoTour Prequel letter of support request.

As you may recall Gold Country Communities Society is currently planning The Gold Country GeoTour Prequel event. Gold Country will be undertaking the task of creating this whole new GeoTour to supplement the existing program. We are also in the process of sending out a maintenance crew to maintain all the caches of the Gold Country GeoTour to prepare for increased visitation in 2022.

Gold Country is kindly asking our communities and stakeholders to support the GeoTour Prequel by donating some small items such as community lapel pins, pens, stickers, postcards, etc. that would fit into Geocaches as swag, loot, or as prizes for geocachers at or during our event. We appreciate any and all support that is extended.

This event and the launch of the new geocaches at the GeoTour Prequel, will be an extra attractant to help in the recovery in our area after the terrible wildfires and impacts of the Covid-19 pandemic. We thank you for your continued support and look forward to hearing back from you.

Sincerely,

Marcie Down

Executive Director
Gold Country Communities Society

Ashcroft | Blue Sky Country | Bonaparte Plateau Cache Creek | Clinton
Copper Desert Country | Lillooet | Logan Lake | Lytton

GOLD COUNTRY · BC

— explore with us —



From: Erin Ryan [<mailto:erinryan@spca.bc.ca>]
Sent: December 2, 2021 8:38 AM
To: Maike Maiden <admin@ashcroftbc.ca>
Subject: BC SPCA offer of support: changes to rodenticide use in Ashcroft

Dear Mayor Roden and Council,

The BC SPCA is writing to offer support in reassessing the use of all rodenticides in Ashcroft and to help raise awareness in your community about the many harms to wildlife and pets that can occur from using such poisons. The Village of Ashcroft can be a leader in taking progressive measures to protect wildlife and local greenspaces **by prohibiting all rodenticide use on public-owned properties and looking at strategies to reduce use on private properties.**

Many municipalities in B.C. have already made a significant difference at a local level through bylaws or operational practices, and this leadership was no doubt a contributing factor to the Province's July 21st decision this year to temporarily ban the sales and use of second-generation anticoagulant rodenticides (SGARs) for 18 months.

The SGAR restrictions are a major milestone for our province, and we hope that the change will become permanent. However, there are a number of **exemptions and gaps** that still leave a high risk of exposure for non-target animals like owls and other raptors, and even domestic cats and dogs.

[The Minister's Order](#), in effect until January 2023 includes:

- Restricting who can buy and use SGARs (allowed for essential services only)
- Requiring sellers to prevent unauthorized buyers
- Requiring that SGARs are only used as part of an Integrated Pest Management (IPM) program. This involves identifying the species, determining their population level, identifying and sealing entry points, removing attractants and shelter, incorporating alternatives to rodenticides, and evaluating if the control measures are effective.
- Requiring proper disposal of SGARs
- Requiring record keeping for the sale and use of SGARs (for 3 years)

Unfortunately, **only three specific SGAR products are covered by this Order.** First-generation anticoagulant rodenticides (FGARs) like warfarin, chlorophacinone, and diphacinone are still legal for personal and professional use. These products are an older, slower-acting, and less potent product compared to SGARs – but rodents still suffer the same effects and can develop resistance to these products, making them ineffective for long-term use. Certain non-anticoagulant rodenticides, such as the neurotoxin bromethalin, are also still legal for personal and professional use. There is no antidote for bromethalin if it is accidentally ingested by cats or dogs. Their only hope is to make it to a veterinarian in time to induce vomiting. Once a pet is showing signs of bromethalin poisoning – seizures, muscle tremors, or inability to walk – it's generally too late to treat them, and death is inevitable.

Additionally, designated essential services with a certified pesticide applicator on staff may still buy and use SGARs. While it is important that these essential services control rodent populations for health, safety, and critical societal functioning, the exemption means rodent control operators are unlikely to change their service model. **Integrated Pest Management (IPM) – using prevention and attractant management first** – is often skipped to the default use of rodenticide baiting programs that do not aim

to solve the initial pest problem. Further, compliance with IPM regulations for such programs is low. In 2019, a total of 311 inspections were conducted by provincial IPM Officers. Of these, only 39% were in compliance. Although many of these non-compliances were administrative or minor in nature, it highlights an existing problem with enforcement and user understanding.

The BC SPCA recognizes that unfortunately, there are currently no fast-acting or pain-free rodenticides and therefore recommends that rodenticides only be used in limited cases of infestation when human health and safety are at immediate risk. If they must be used in essential service locations, precautions to minimize exposure to non-target wildlife and pets must be taken, such as limiting the length of time used and retrieving leftover bait. Alternatively, using snap or captive-bolt traps can provide humane lethal control. We are also optimistic that a new rodent contraception being used in the U.S., and a new multi-capture kill trap under development locally, will be available here in the near future, providing additional effective alternatives to rodenticides.

Local leaders can make a major difference for animal welfare and the environment by enacting pest control bylaws. For example, in June 2020, the BC SPCA supported the District of North Vancouver Council, to cease using all rodenticides on all District-owned properties, which later led to a bylaw and new operational policy for their contractors. In 2021, the BC SPCA also provided student support to the District to develop and operationalize a **rodent risk assessment checklist** for municipalities. The risk assessment and other resources for municipalities are available online at: <https://animalkind.ca/wildlife/resources-for-municipalities/>

The BC SPCA supports Ashcroft's Mayor and Council in advancing initiatives that greatly reduce the use of all rodenticides, in order to protect wildlife, domestic pets, and sensitive habitats from the harmful effects of these poisons. Let us know what we can do to support your municipality in making the commitment to reduce risks of poisoning in your community.

Thank you for your time and consideration,

Erin Ryan, MSc, RPBio (she/her)
Specialist, Research Communications

BC SPCA

1245 East 7th Avenue
Vancouver BC V5T 1R1

t. 604.829.8898

erinryan@sPCA.bc.ca • sPCA.bc.ca

Respectfully acknowledging that I work on, and this email was sent from, the unceded traditional territory of the downriver hən̓q̓əmiṇəm speaking peoples - ,x̣m̓əθkʷəjəm (Musqueam), and sə́ilwətaʔt̓ (Tseil-Waututh) Nations, and the Skwxwú7mesh-ulh Sníchim speaking peoples - Skwxwú7mesh Uxwumixw (Squamish) Nation whose historical relationships with the land continue to this day.

SILGA

Community

Excellence Awards

Are you proud of your community or regional area's accomplishments? Would you like it to be recognized at our convention and more broadly through social media and the news?

To promote the environmental, social, and economic well being of our member communities and to share ideas and best practices throughout the SILGA area, we have created awards to showcase a community in each of these categories.

To nominate your local government, please provide a letter describing a fantastic project, event, or activity that you are proud of. A winner will be chosen in each category and presented an award during our AGM. If your community or area has excelled in any of the following categories, let us know:

- **Environmental Sustainability**
- **Social Responsibility**
- **Economic Development**

The Rules:

Nominations must come in the form of a letter to the SILGA General Manager. We request that you be prepared to provide good quality pictures of the projects or event and also have someone from the council provide a 16:9 view voiceover of the letter (phone turned sideways and only chest and head on the narrative).

1. Nomination Letters must be received by February 1st, 2022.
2. Letters must clearly state which award the nomination is for.
3. Nominations should be one page in length and should succinctly describe the project and itemize the beneficial outcomes. SILGA wants to share best practices in our region with the hope that every local government can learn from the winning submissions. In that regard, please provide contact information for the key individual(s) who worked on the projects/events.
4. These awards are for local governments, not individuals. Recipients must be SILGA members in good standing.

5. Nomination letters can come from anyone representing a local government, and there is no limit on the number of nominations per community. An official resolution is not required.
6. Submissions from previous years may be reused.

What you get if your local government wins:

1. Your local government will be officially recognized at the upcoming AGM.
2. A representative from your local government will have an opportunity to speak (2 minutes) to all assembled delegates about the project or event.
3. Your local government will receive a beautiful plaque to permanently display at your government office.
4. Award recipients will have their achievements highlighted more broadly through our social media channels, newsletter and via press release to the entire SILGA media network.

These awards are an opportunity for us to share best practices, to get others from local governments thinking outside the box, and to promote knowledge sharing amongst our members. It is our firm belief that our SILGA local governments continue to implement remarkable, unique projects that make their communities a better place to live time and time again. We want to make sure we share our successes as much as possible, so others might benefit.



**2022
ASHCROFT COUNCIL MEETING SCHEDULE**

DATE	REGULAR MEETING	TOWN HALL / COMMUNITY FORUM
JAN. 10	6:00 PM	
JAN. 24	6:00 PM	
FEB. 14	6:00 PM	
FEB. 28	4:30 PM	PLANNING SESSION
FEB. 28	6:00 PM	
MAR. 14	6:00 PM	
MAR. 28	6:00 PM	
APR. 11	6:00 PM	
APR. 25	6:00 PM	
MAY 9	4:30 PM	TOWN HALL
MAY 9	6:00 PM	
MAY 24 (Tues)	6:00 PM	
JUN. 13	6:00 PM	
JUN. 27	6:00 PM	
JUL. 25	6:00 PM	
AUG. 22	6:00 PM	
SEP. 12	6:00 PM	
OCT. 26	6:00 PM	
NOV. 14	6:00 PM	
NOV. 23	6:00 PM	
DEC. 12	6:00 PM	

Future Planning Sessions and Community Forum to be held at the discretion of Council.

Committee of the Whole Meetings to be held at the discretion of Council.

Hallmark



Thank you!

The Village of Ashcroft.

Thank you very much for your support.
We look forward to working with you
in the future. With more community
events.

Thank you for helping make our
Community Family Halloween party
a success.

IN FRIENDSHIP Heather & Karen & Bonaparte
First Nation

To The Village of Ashcroft,

Nov 29/21

We would like to express our deepest gratitude for your help & kindness to us while we have been in Ashcroft since Nov 15th. When we were evacuated from Merritt. Brian Benevise was especially helpful & came to see if we were OK from time to time. You folks put us up in Legacy Park free of charge, giving us power, sewer hookups, & access to the washrooms to get under & have showers. We have eaten at many of your restaurants here & stopped in many of your stores. Your city has welcomed us with friendly smiles & kind words of encouragement every day since we have been here. Again, we thank you so much.

Thank you!

Terry & Judy Fassbender
Merritt, BC

RECEIVED

THE CORPORATION VILLAGE OF ASHCROFT
DEC. 01 2021

THOMAS KINKADE

LIGHTPOSTS *for LIVING*

Thomas Kinkade is America's most collected living artist, a painter-communicator whose tranquil, light-infused paintings bring hope and joy to millions each year. Each painting

Thomas Kinkade creates is a quiet messenger in the home, affirming the basic values of family, faith in God, and the luminous beauty of nature.



Home Is Where the Heart Is II

BY

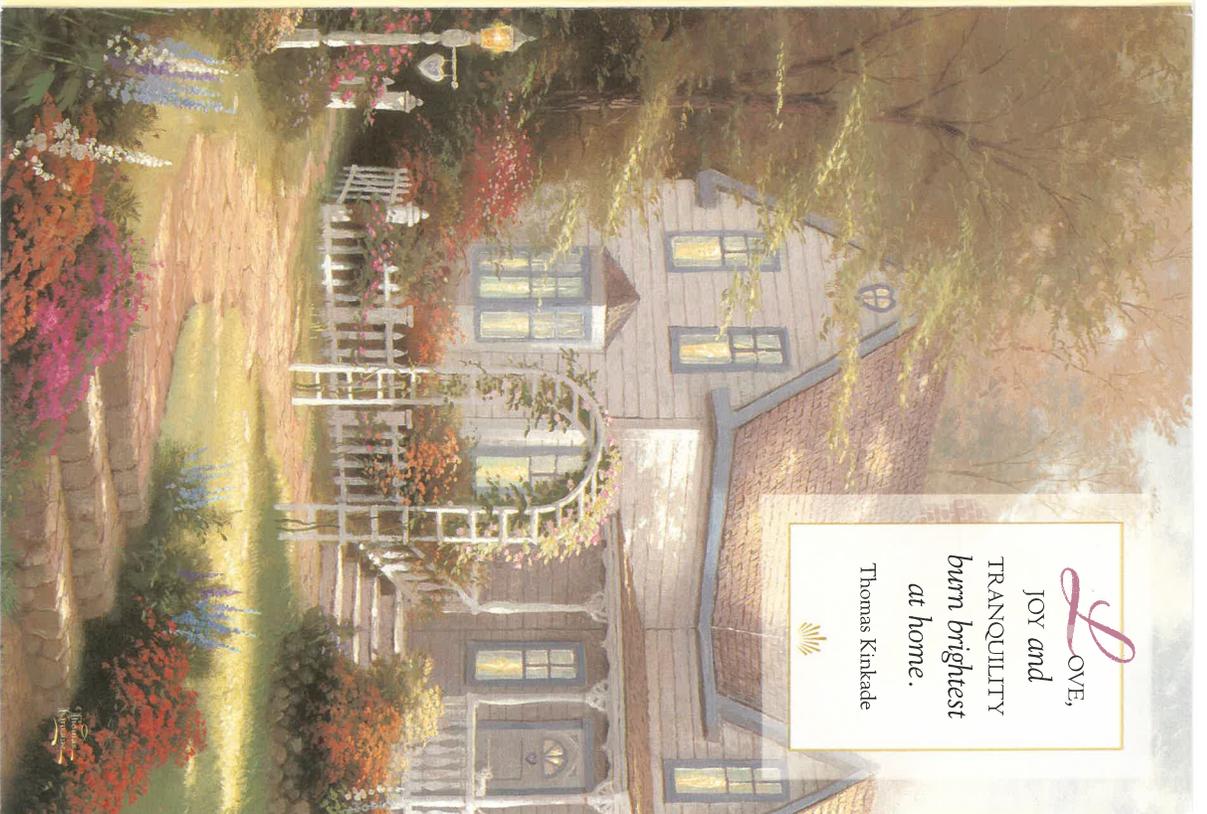
THOMAS KINKADE

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Media Arts Group, Inc., Morgan Hill, CA
www.thomaskinkade.com
Published by The Walnut Creek Stationery Co.
Concord, CA 94520
Printed in Hong Kong

LOVE,
JOY and
TRANQUILITY
burn brightest
at home.



Thomas Kinkade



INFORMATION CORRESPONDENCE – FLIP CHART

DECEMBER 13, 2021 – REGULAR COUNCIL MEETING

Interior Health

- IH planning whole community COVID-19 vaccine clinics
- IH hosting drop-in COVID-19 vaccine clinics in Beaverdell, Balfour and Fauquier next week
- IH hosting drop-in COVID-19 vaccine clinic in Clinton
- IH begins COVID-19 pediatric vaccines
- IH lifts regional COVID-19 orders

Gold Country Communities Society

- November 2021 Highlights

Forest Enhancement Society of BC

- 2021 Highlighted Projects

CN

- CN's Board Ranks 1st in Canada for Corporate Governance

Actionable Motion and Task List Tracker - 20+A2:F1921		November			
Motion No.	Motion	Staff Responsible	Comments	Time line	Status
	2020 MOTIONS				
R-2020-160	"That Council approve staff to research and develop an updated Business License Bylaw for the Village of Ashcroft and bring it back to Council for consideration."	EA	Research and draft ongoing		completed
	2021 MOTIONS				
R-2021-80	"That Council direct staff to develop a communication strategy for public engagement and not amend Bylaw No. 834, and include a guideline of what and how information can be communicated by Council on social media."	CAO	Develop a communication strategy for public engagement including guideline for information communicated by Council on social media		in-progress
R-2021-233	That, Council direct staff to amend and consolidate the Outdoor Burning Bylaw No. 811, 2017 to allow regulated campfires within the village boundary, and that, the fees for ceremonial burning be removed, and further that, only the Fire Department and the Village is able to apply for a permit to burn fuel loads within the community.	CAO	Amend Bylaw and bring back to Council for first three readings.		completed
R-2021-250	That Council direct staff to forward a copy of Housing Needs Assessment and schedule a meeting with representatives from the Thompson View Manor Society.	EA	Send a copy of the Housing Needs Assessment and Schedule a meeting		completed
R-2021-251	That, a Grant in Aid for \$500 be provided to the Ashcroft & Area Community Resources Society for the Christmas Hamper Drive.	CFO	Send a letter advising approval of \$500 Grant-In-Aid		completed
R-2021-252	That Council direct staff to send a Letter of Support modeled after the letter in the agenda from the Avoid Frailty Regional Centre on Healthy Aging Summary	EA	Send Letter of Support		completed
R-2021-255	That, Council direct staff to arrange a meeting between Council and the SD #74 Board of Education.	CAO	Meeting held via Zoom December 9, 2021		completed
R-2021-258	That, Council direct staff to invite MP Brad Vis to a meeting and include him in the AIB water discussions.	CAO	A meeting with MP Vis is scheduled for December 13, 2021 @ 3:00 pm		completed
R-2021-259	That, Council direct staff to research and prepare a report regarding water to AIB that includes, costs, actuals, risk and options to be brought back to the next Council meeting for consideration.	CAO/CFO	Prepare a report re: Supplying water to AIB for next Council Meeting		completed
R-2021-269	That, Council provides a letter of support to the Healthcare & Wellness Coalition for Ashcroft and area.	CAO	Letter of Support to be sent		completed
R-2021-271	That the Village of Ashcroft purchase a full color business card size ad for \$350.00 in the Royal Canadian Legion 17th Annual Military Service Recognition Book	EA	Confirm our ad with Provincial Command for 2022		completed
R-2021-272	That, Council provides a letter of support no later than November 25th to Gold Country Communities in their effort to secure Shop Local BC grant funding.	CAO	Letter of Support to be sent		completed
R-2021-273	That, Council sends a letter congratulating the co-chairs of the Board of Education on their re-election.	CAO	Letter sent		completed
R-2021-274	That, Council sends a letter commending Deb on her accomplishments not just in our region but in BC and congratulate her on her pending retirement.	CAO	Letter sent		completed

REPORT TO COUNCIL – OPEN MEETING

DATE: December 13, 2021
TO: Mayor and Council
FROM: Margaret Moreira, Economic Development & Tourism Coordinator
SUBJECT: EDTC Year End Report

Purpose:

To update Council on current status of work undertaken by the Economic Development and Tourism Coordinator.

Recommendations:

For information only

Alternatives:

N/A

Discussion:

- Grant applications
 - Economic Development Capacity Building
 - Advertising and promotion of the community in regional maps/brochures/guides.
 - Radio ads through Stingray Radio Inc. (Radio NL 610, New Country 103.1 & K97.5) were successful once again this year. Ads were staggered throughout the summer and into first week of September.
 - Continued support of local business recovery due to COVID-19, Wildfires and Atmospheric River highway closures.
 - Over the next two months we will be working with Dale Wheldon and Colleen Bond from BCEDA to create a Community/Investment Profile to attract investors, entrepreneurs and residents to the municipality of Ashcroft.
 - NDIT Façade Improvement-Three successful applicants
 - Anchic Holdings at 110 Railway Ave – new signage and painting of façade/awning
 - The Bloomin' Paintbrush 605A Railway Ave- new signage and lighting
 - UniTea Café & Lounge (605B Railway Ave)- new signage
 - The total amount of the NDIT Façade Improvement grant was not fully allocated this year, the remaining balance will be carried over to next year.
 - NDIT Marketing Grant

- Experience Ashcroft Pocket Guide has been well received with nearly 5,000 copies distributed. Reprinting for 2022 with reallocated funds from video production budget.
 - Videos and video promotions on Global1 have been postponed until 2022. Video production, that was to capture the community during the tourism season, was postponed due to the heavy smoke from wildfires.
- Love Northern BC Program
 - Two new businesses signed up for Love Ashcroft Program in 2021, Ashcroft Sam's Diner and The Ashcroft HUB.
 - Plaid Friday giveaway was a huge success this year. A total of 46 Love Ashcroft Toques and 33 Love Ashcroft bags were claimed through the promotion with submitted receipts totalling \$7997.50 from 18 of the participating businesses.
 - A new Love Ashcroft sign (Donated by Love Northern BC) has been placed inside the arena.
 -
 - EDTC Working Group

The EDTC Working Group was established in January of this year to outline the priorities of Economic Development path for the community. Along with the many grant projects mentioned above, highway/wayfinding signage, website development and a business investment package are a few of the priorities we will continue to seek funding for in 2022.

Throughout the year we have worked diligently to personally engage and liaise with the business community to continue to build a strong relationship and assisting them when needed.

Currently, we are working on developing an updated Community/Investment profile for Ashcroft which we expect to be completed in January of 2022.

We will continue to collaborate regionally to develop partnerships with neighbouring communities to achieve common goals.

Attachment Listing:

Prepared by:



Margaret Moreira;
Economic Development and Tourism Coordinator

Approved for submission to Council



Daniela Dyck,
Chief Administrative Officer

COUNCIL COMMITTEE AND LIAISON REPORT

DATE: December 13, 2021
TO: Council
FROM: Mayor Roden

Assigned Committees:

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

Alternate Committees:

Health Care
 Communities in Bloom (CiB)
Working Groups:
 Economic Development/Tourism WG
 Storm Drainage & Run Off WG
 Trails Master Plan WG
 Fire Department Sustainability WG

November 20: Phone call with CP

Spoke with a senior official from CP Rail about the impacts of flooding on the CP mainline and progress on repairing said line.

November 21: TNRD EOC meeting

Took part in an update from the TNRD's emergency operations centre about flooding in the area. There is no timeline for reopening either Highway 1 through the Fraser Canyon or Highway 5 (Coquihalla), both of which have sustained substantial infrastructure damage.

November 22: Phone call with CN

Spoke with a senior official from CN Rail about the impacts of the flooding on the CN mainline and progress on repairing said line. We also spoke about the ongoing double-tracking project on the CN line to the south of the bridge in Ashcroft.

November 23: CBC Kamloops radio interview

Spoke with CBC Kamloops about the flooding damage to Highway 1 and the case for opening that highway before the Coquihalla.

November 23: Landfill monitoring committee meeting

An emergency meeting was called in relation to the recent flooding.

November 23: TNRD EOC call

November 23: CBC The National interview

Appeared on The National to talk about the impact of the flooding in this area, particularly along the Highway 8 corridor near Spences Bridge and the damage to Highway 1.

November 26: CBC-TV interview

Appeared on CBC's news network to talk about the flooding along Highway 8 specifically and the impact on that region following this summer's wildfires.

November 29: Interior Health communications meeting

Took part in a meeting with other stakeholders to discuss how better to manage communications surrounding emergency closures of the Ashcroft ER. Issues raised included the fact that these notices are often issued very late on a Friday – sometimes after the village offices in Ashcroft, Cache Creek, and Clinton are closed for the day – and the fact that the notices are only issued via social media, which means many people do not see them. The possibility of using the Voyent Alert system was discussed.

December 1: Friends of Historic Hat Creek AGM

A new board was elected: Frank Antoine (chair); Gerald Etienne, Jr. (vice-chair); Karen Warren (secretary); Vivian Edwards (treasurer). Reports were given regarding the past season at Historic Hat Creek.

December 2: Kamloops Airport Authority meeting (TNRD)

This was my first attendance at a KAA meeting (the TNRD vice-chair is an appointee). Work on the apron – the major project for 2021 – has been completed, and the major project for 2022 is slated to be improved lighting at YKA. It was established that the current lighting does not hinder YKA in attracting certain aircraft. Additional flights have been added at YKA to deal with increased demand caused by the highway closures in the Southern Interior (including people who were stranded in Kamloops), and flights are full. The reduction in passenger traffic at YKA in 2021 is in line with the rest of western Canada, and is expected to continue through 2022; 2019 values are not expected to return until 2024. The KAA is looking to establish new services to Victoria, Edmonton, and Toronto.

December 6-7: Highways winter maintenance

Spoke with Dawson Road Maintenance and the Ministry of Transportation regarding the maintenance of the highways in and around Ashcroft, particularly 97C heading to Logan Lake and to the bluffs, and 1 between Spences Bridge and Ashcroft (given that that is currently the only means of egress/ingress for Spences Bridge). Expressed concerns about the state of the highways following the weekend's snowfalls, and was told that inspections/more measures would be taken on these roads.

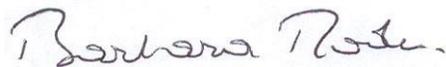
December 9: Christmas tree judging at AIB

I was asked to be one of the judges of a friendly 'Christmas tree decorating competition' at the Ashcroft Band.

December 9: Meeting with School District No. 74

This scheduled meeting took place after this report was prepared.

Respectfully submitted,



Barbara Roden,
Mayor