



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR AGENDA

FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS OF THE VILLAGE OFFICE AT 4:30 PM ON MONDAY DECEMBER 9, 2019

In compliance with the Village of Ashcroft Audio and Video Recording of Council Meetings Policy # A-01-2019 this is to advise that permission has been granted to the HUB Online Network to record and live stream today's Council meeting. Those present in the gallery that do not wish to be recorded, you may move to another seat at this time. The Village asks that the HUB Online Network be respectful of those participants not wishing to be recorded. Hub Online Network, you may begin recording now.

1. **CALL TO ORDER**

2. **ADOPTION OF THE AGENDA**

Motion to adopt the Agenda as presented or as amended

3. **MINUTES**

3.1	Minutes of the Regular Meeting of Council held Tuesday November 25, 2019 <i>Motion to adopt the minutes as presented or as amended</i>	Page 1-5
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4. **DELEGATIONS**

4.1	Jacqui Schneider – Teck, Highland Valley Copper	N/A
4.2	Joyce Beddow – Village Christmas Tree	N/A

5. **CORRESPONDENCE:**

FOR ACTION		
5.1	Steve Takacs – Bylaw No. 753 Amendment Proposal	6-7
5.2		
FOR INFORMATION		
5.3	Ashcroft Terminal – Safety of DSCCS Students	8-9
5.4	Information Correspondence Listing to Dec. 9, 2019	10

6. **UNFINISHED BUSINESS**

6.1	Motions List	11-13
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7. **NEW BUSINESS**

Business arising from the current Council Meeting may be added to the agenda for discussion.

7.1		
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8. **BYLAWS**

8.1	N/A	N/A
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9. **STAFF REPORTS**

REQUEST FOR DECISION		
9.1	CAO – Declaration of Fire Service Level <i>“THAT Council approve Policy #5.1, Declared Fire Operations Service Level.”</i>	14-19
9.2	CAO – Request for Support for Intern Application <i>“THAT Council of the Village of Ashcroft supports the application to Northern Development Initiative Trust for a grant of up to \$35,000 to host an intern under the Local Government Internship Program from the Cariboo Chilcotin Lillooet Regional Account. The Village of Ashcroft is committed to providing sufficient financial and staffing resources to host an intern and is committed to providing training and professional development opportunities for the intern.”</i>	20
9.3	DCO – 2020 Council Meeting Dates <i>“That Council approve the 2020 Ashcroft Council Meeting Dates schedule.”</i>	21-22
FOR INFORMATION		
9.4	CFO – Budget Presentation - Verbal – Asset Management Presentation - Verbal	N/A
9.5	Fire Chief White – Mental Wellness in the Fire Services Report	23-29

10. **COUNCIL REPORTS**

10.1	Mayor Roden	
10.2	Councillor Anderson	
10.3	Councillor Anstett	
10.4	Councillor Davenport	
10.5	Councillor Tuohey	

11. **RESOLUTIONS RELEASED FROM CLOSED MEETINGS**

11.1	N/A	
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12. **QUESTION PERIOD**

Any member of the public may ask a question of Council if that question pertains to any item on the current Council Agenda. The order of which people from the gallery may ask questions is at the sole discretion of the Mayor; that person has not already asked a question; additional questions may be asked if no other member of the public desires to ask a question; and no longer than 15 minutes has elapsed since Question Period has commenced.

13. **CLOSED MEETING**

Motion to move in-camera to discuss an item under the Community Charter Section 90.1:

13.1	N/A	N/A
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14. **TERMINATION**



THE CORPORATION OF THE VILLAGE OF ASHCROFT

MINUTES

FOR THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY NOVEMBER 25, 2019

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

Anne Yanciw, Chief Administrative Officer
S. Daniela Dyck, Deputy Corporate Officer

Media & Public

EXCUSED: Councillor Jonah Anstett
Yoginder Bhalla, Chief Financial Officer

Mayor Roden advised the public that the Council meeting is being recorded and live streamed.

1. CALL TO ORDER

Mayor Roden called the meeting to order at 7:00 pm

2. ADOPTION OF THE AGENDA

Motion to adopt the agenda

M/S Tuohey / Anderson

"That the Agenda for the Regular Meeting of Council for November 25, 2019 be adopted as presented."

CARRIED (13-11-2019)

3. MINUTES

3.1. Minutes of the Regular Meeting of Council held Tuesday November 12, 2019
Mayor Roden declared the Minutes of the Regular Meeting of Council for November 12, 2019 adopted as presented."

4. DELEGATIONS

4.1. Gold Country Communities Society, Marcie Downs:
Marcie Downs and Margaret Moriera attended the Council meeting to provide a brief update of actions completed for the current year and provide intended plans for 2020. Items in the presentation include:

- Gold Country has been in operation for over 25 years;
- New Visitor Guide to be published for 2020;
- Trail Guide map to be released in 2020, made of "stone paper". Stone paper is water resistant and the maps will be much more useable.
- Pad maps are still available and are being used in a variety of ways such as place mats, ouches for Bead Trail beads etc.;

- Working on Phase 3 of Geo Cache tours, phase 1 & 2 were very successful;
- Attended 3 Trade Shows in 2019;
- GCCCS is on Social Media
- Flickr – image bank is being updated regularly with new images;
- GCCS is re-branding and will launch a new image in the new year;
- New video hosted on you tube was streamed during the presentation;
- Regional visitor stats are down due the Visitor Info Centre at Merritt being closed;
- GCCCS provides an approximate value of \$22,500 in services to member municipalities;
- GCCCS is focusing on promoting the shoulder seasons;
- Changes are coming as the new brand is released and marketed.

4.2. Community Futures Sun Country, Deb Arnott provided a year in review for Council. Deb touched on the items listed below:

- Focus on the Wildfire transition project;
- Pleasantly surprised at how many businesses have participated in the recovery program;
- Excellent business participation in the training workshops;
- Deb is Chair of Recovery team for the Province;
- Working on training and business interruption modules;
- Attending a meeting this week with Kamloops innovation and business support;
- Community Futures raised 2.4 million in grant funding for recovery;
- Transitioning with Red Cross, hoping to have more news in the new year;
- McAbee project – soft opening last June, Heritage Branch supported 100% with costs;
- McAbee could become a huge economic driver for the region;
- Would like to see 3 staff members and open 7 days a week;
- Closed Sept. 2, hoping for a longer open season in 2020 to accommodate schools;
- Hosted 150 students in 2019;
- TRU is interested in the site;
- What are we doing well? Visitors want to dig fossils and take them home, however this is not legal;
- Looking for funding for the interpretation site, need at least \$500,000;
- Hoping to have an NDIIT Intern to help the McAbee project move forward;
- Invited Council to call if they wish more information.

Mayor Roden thanked both delegations for their presentations and for the work that they are doing in the community and region. Mayor Roden also proposed the following motion:

M/S Roden / Tuohey

“That staff send a letter to delegations thanking them for their participation.”

CARRIED (14-11-2019)

5. CORRESPONDENCE

5.1. Board of Education – Bifuka

M/S Roden / Anderson

“That staff send a letter of congratulations to each respective position under the Mayors signature.”

CARRIED (15-11-2019)

Councillor Tuohey mentioned that Mrs. Kanamaru commented that it would be nice if Ashcroft Council engaged more with representatives from Bifuka and build a stronger relationship with our “Sister City”.

- 5.2. CCCTA Destination Development Sessions
M/S Roden / Davenport
"That this be received for information and any interested Councillor contact CCCTA to attend."
CARRIED (16-11-2019)

- 5.3. Information Correspondence Listing to November 25, 2019
M/S Tuohey / Anderson
"That the Information Correspondence listing to November 25, 2019 be received and filed."
CARRIED (17-11-2019)

6. **UNFINISHED BUSINESS**

- 6.1 Age Friendly Program Request Report
M/S Anderson / Tuohey
"That Council consider participation in the Age Friendly Program during budget deliberations."
CARRIED (18-11-2019)
- 6.2 Mosaic Community Art Request Report
M/S Davenport / Roden
"That Council defer a decision on the Ranchlands mosaic until a public art policy has been developed."
Comments in regards to difficulty in administering this type of policy, has been looked at in the past and was not pursued.
Defeated (19-11-2019)
M/S Roden / Tuohey moved option 2
"That Council approve staff to estimate the installation and operational costs of the mural and report back to Council."
CARRIED (20-11-19)
- 6.3 Strategic Priority Report
M/S Roden / Tuohey
"That staff develop a survey regarding communications and distribute it via a mail drop, on the Village website, at the Village office, and other venues as appropriate, and that all completed surveys be entered in an "Ashcroft Bucks" draw."
Discussion:
Does staff have the time?
Broaden the survey to receive a broader response
Make survey available on Social Media and include other platforms such as Tic Toc
CARRIED (21-11-2019) Opposed Tuohey

7. **NEW BUSINESS**

- 7.1. Community to Community Forum
M/S Tuohey / Anderson
"That Council endorse the submission of a C2C grant application to UBCM by the December 6, 2019 intake deadline; and that staff organize the forum and invite AIB to participate before March 31, 2020."
CARRIED (22-11-2019)

8. **BYLAWS**

8.1. N/A

9. **STAFF REPORTS**

9.1. November 2019 Community Forum Report

M/S Roden / Tuohey

"That Council receive the November 2019 Community Forum Report for information."

CARRIED (23-11-2019)

Positive feedback regarding the new format for the forum. Fell short with business community, will have to strategize for next one.

9.2. Curling Rink Ice Plant Update Report

M/S Roden / Anderson

"That Council waive adherence to the Procurement Policy and approve staff to continue to seek three quotes to bring back to Council for consideration, and further that staff search for grant funding to cover the shortfall."

CARRIED (24-11-2019)

9.3 Committee and Board Appointments Report

M/S Roden / Anderson

"That Council review the current committee appointments, consider changes and bring suggestion to Council for consideration at a future meeting."

CARRIED (25-11-2019)

10. **COUNCIL REPORTS**

10.1. MAYOR RODEN

Report to Council

Mayor Roden commented that the Friends of Historic Hat Creek Ranch AGM is Dec 11, Members will vote at the AGM to remove all local gov't from the board table.

Request to attend Modernizing BC's Emergency management Legislation

M/S Roden / Davenport

"That interested Council members register for the workshop and further that costs be covered from the general reserve account, with a limit of no more than 2 vehicles to travel to the workshop."

CARRIED (26-11-2019)

10.2. COUNCILLOR ANDERSON

Report to Council

10.3. COUNCILLOR ANSTETT

10.4. COUNCILLOR DAVENPORT

10.5. COUNCILLOR TUOHEY

11. **RESOLUTIONS RELEASED FROM CLOSED MEETINGS**

11.1. Resolutions Released from the November 12, 2019 Closed Meeting of Council Report

12. QUESTION PERIOD

Any member of the public may ask a question of Council if that question pertains to any item on the current Council Agenda. The order of which people from the gallery may ask questions is at the sole discretion of the Mayor; that person has not already asked a question; additional questions may be asked if no other member of the public desires to ask a question; and no longer than 15 minutes has elapsed since Question Period has commenced.

- Question regarding the cancellation of the COTW meeting;
- Section 4.1 has Mr. Rhodes replied with further information regarding bridge clearing
- Section 7.1 clarification regarding DVP's should a Board of Variance (BOV) have approved the decision, clarification provided in regard to BOV's;
- Section 10.1 regarding water meters for TNRD Water Districts, will Council consider the same grant funding to meter water in Ashcroft in the future?
- Section 5.2 Are CCCTA Destination Development sessions open to the public?
- Section 6.1 Age Friendly Assessment – Council reconsider their decision as this application is time sensitive.
- Section 6.2 clarification AES
- Section 6.3 Comment urging Council to keep the newsletter, consider using the bulletin board at the Post Office and consider more options for communication not just the three presented;
- Section 9.1 Community Forum Report – comment regarding access to survey and information;
- Section 9.3 comment regarding committees and liaison positions.

13. CLOSED MEETING

13.1. N/A

14. TERMINATION

M/S Roden / Anderson

"That the Regular Meeting of Council for November 25, 2019 be terminated at 8:27 pm"

CARRIED (27-11-2019)

Certified to be a true copy of
The Regular Meeting of Council held
Tuesday November 25, 2019.

Barbara Roden, Mayor

Anne Yanciw, Chief Administrative Officer

AY/sdd

admin

From: Steve Takacs <takacssteve@hotmail.com>
Sent: November 29, 2019 3:21 PM
To: admin
Cc: Theresa Takacs
Subject: Proposal for bylaw amendment:

Follow Up Flag: Follow up
Flag Status: Flagged

To Whom It May Concern,

We would like you to consider this proposal at your next council meeting on December 9, 2019.

As per the letter below we would like the bylaw regarding snow removal on side walk abutting our home amended to:

That there be an addendum to the bylaw stating: An exception to the rule would be for owners of corner lot homes whose driveway and entrances to the home are not connected to the sidewalk.

Please see copied and pasted letter below addressed to Barbara Roden.

Sincerely,

Steve and Theresa Takacs

Dear Barbara Roden:

We don't think it is fair to make us responsible for removing snow from the sidewalk on Railway Ave, that is not connected to where we park our cars or enter our home.

Our situation is unique, because we have a corner lot.

Since my wife and I are seniors, and are both physically incapable of doing the job ourselves, and it is not affordable to spend extra for snow shoveling, it is a burden to us.

Better Homes made it clear that they won't shovel if your driveway or gate entrances are not connected to the sidewalk that needs to be shoveled. Nancy Kendall didn't get back to our request to have them shovel the section in front of our home gate entrances and garage on 8th St., a letter that I carbon copied you.

We would have liked you to have responded to our letter we forwarded to you in which Better Homes didn't respond to our request.

We don't feel we should have to pay a contractor anything. I think if everyone wants safe sidewalks it should be paid for by all citizens of Ashcroft, especially since it is intended for the safety of all citizens.

We would like to have the bylaw amended.

Sincerely

Steve and Theresa Takacs



A MEMBER OF THE PSA GROUP

November 27, 2019

Attn: Ms. Brooke Haller
Principal, Desert Sands Community School
453 Ranch Road, PO Box 669
Ashcroft, BC V0K 1A0

Dear Ms. Haller;

RE: SAFETY OF DESERT SANDS COMMUNITY SCHOOL STUDENTS

It has come to our attention that members of the Desert Sands Community School administration and student body have been vocal in encouraging the School's support of a private group of community members that are building a walking path along Evans Road.

Ashcroft Terminal (ATL) is committed to being an active corporate citizen and working to build a vibrant community for all residents through investment and support. It is our understanding that the proposed walking path on public property has not been endorsed by the Village of Ashcroft. We have significant concerns for this initiative until all project elements have been planned, communicated and signed off by the jurisdictions responsible.

We have been asked to support the walking path initiative by the organizers. In order to better understand how a safe walking path can proceed, we require a detailed analysis of the project scope and impacts. These details include but are not limited to the following:

- Engineering / civil works report & plans,
- Liability and insurance coverage details,
- Ongoing maintenance plan to ensure safety,
- Safety plan regarding the impacts of increased foot traffic on Evans Road.

As the safety of our staff and the community are the first priority for Ashcroft Terminal, it is prudent that all details and concerns for this initiative are covered off through the governing jurisdiction prior to communicating support privately or publicly. We implore the Desert Sands Community School to do the same in the best interest of the safety and security of the students and their families.

Additionally, we also understand that the School has communicated and promoted public access to the slough within the Ashcroft Terminal property. We appreciate that perhaps not all community members are aware of the dangers of accessing the slough within Ashcroft Terminal. The school should be aware that the slough is in fact private property. Further, access to such requires trespassing onto Ashcroft Terminal and across the CN mainline. Both actions cause significant liability and jeopardize the safety of the trespasser and emergency response personnel.

T 604.563.5555
F 604.563.5536
info@ashcroftterminal.com
www.ashcroftterminal.com

HEAD OFFICE
390 - 1130 West Fraser Street,
Vancouver, BC V6E 4A4
PO BOX 48188 Bentall

TERMINAL
1000 Evans Road,
Ashcroft, BC V0K 1A0
PO BOX 320

We ask that the school ensure that any teacher or administrative staff that is promoting trespassing on private property and across the CN mainline rail tracks cease all communications immediately.

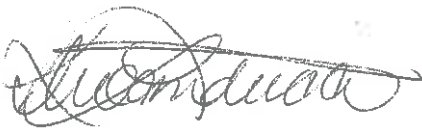
We welcome the opportunity to meet with you and the school administration to further clarify our concerns. Ashcroft Terminal is in the midst of a significant expansion. As we continue to grow and expand industrial operations for shippers, we are keen to explore opportunities for how our team can contribute to student learning around the importance of Natural Resource industries.

If the school would be interested in having an Ashcroft Terminal representative come in for a presentation on our role in the supply chain and getting natural resources to market, we would welcome this opportunity.

If there are other areas of opportunity to work together that the school is interested in discussing, we are always available and open for the discussion.

Thank you in advance for your attention to both of these important safety concerns. I can be reached at 604.563.5595 or by email at kleo@ashcroftterminal.com.

Sincerely,



Kleo Landucci
Chief Commercial & Corporate Affairs Officer
Ashcroft Terminal – A Member of the PSA Group



Cc: Ms. Jackie Tegart, MLA, Fraser-Nicola Region
Mayor Barbara Roden and Council, Village of Ashcroft
Ms. Anne Yanciw, CAO, Village of Ashcroft
Ms. Vicky Trill, School Board Trustee, School District 74
Constable Mark Chupik, CN Rail Police Service

**INFORMATION CORRESPONDENCE
FOR THE DECEMBER 9, 2019 COUNCIL MEETING**

1. Community Futures
 - Taking Care of Business
2. School District #74
 - New - Update
3. TNRD
 - 5 Year Provisional Financial Plan Approved
4. Art BC
 - December events
5. TNRD – Press Release
 - Music in the Atrium

/dd

Actionable Motion and Task List Tracker

Nov-19

Motion No.	Motion	Staff Responsible	Comments	Time line	Status
SM-02-10-19	"That Council authorize the replacement of the pressure vessel and the immediate repairs identified in the BCA and that funds be allocated from the Capital Asset Replacement Fund and Capital Asset Reserve Fund."	CAO/CFO/PWF	Waiting for 2 of 3 quotes as per the Procurement Policy	asap	Complete
SM-03-10-19	"That Council direct staff to approach Director Rice, TNRD Area "I" and apply for financial assistance through his discretionary Gas Tax Funds"	CAO	Dir. Rice has been contacted, he requires a report to take to the TNRD Board for expenditure approval. Dir. Rice has allocated up to \$30,000. Waiting for quote before applying for TNRD funds.		in-progress
08-10-2019	"That Council include at the 2020 Budget discussions, consideration of a Trails Master Plan that could identify feasible trails and pathways for the development of a trail and walking path network in the Village of Ashcroft."	CFO	To be discussed at budget deliberations		in-progress
11-10-2019	"That Council direct staff to contact the Ashcroft representative at the Health Round Table and request that a Standing Committee be set up specifically to discuss 7 days per week services at the Emergency Department and report back to the Round Table."	CAO/Mayor	clarification required from Mayor Roden		in-progress
15-10-2019	"That Council approves proceeding with the River Intake Upgrades & Backup Generator to take advantage of the remaining grant to fund two critical pieces of the Village water infrastructure."	CFO	CFO to work with the Province, Engineers and PW	asap	in-progress
04-11-2019	"That Council approve the Development Variance Permit Application 19-03 for the property located at 30, 807 Railway Ave., Ashcroft, BC, Strata Lot 22, Plan KAS1700, DL423, KDYD, PID#023-656-387."	CAO	Notice to be placed on title		in-progress

05-12-2019	"That Council approve the Development Variance Permit Application 19-04 for the property located at 29, 807 Railway Ave., Ashcroft, BC, Strata Lot 21, Plan KAS1700, DL423, KDYD, PID#023-656-379."	CAO		Notice to be placed on title		in-progress
06-11-2019	"That Council approve a UBCM grant application from the Village of Ashcroft for fire department training purposes in the amount of \$25,000 and that staff support training activities and provide grant management."	CFO/ Fire Chief		Application forwarded to UBCM Nov. 13, 2019		Complete
09-11-2019	"That Council approve the closure of Railway Ave. on December 6, 2019 from 5:30 - 6:30 pm for the Annual Santa Parade; and further that Council commit to sponsoring and decorating a float for the Santa Parade; and further that, Council approve the "Ashcroft Bucks" expenditure to be compensated by the NDIT Love Program funding for the Plaid Shopping Event. Approved value of prizes: first prize \$200, second prize \$100, third prize \$50."	DCO		Send letter to Vicky at HUB indicating Council support		Complete
19-11-2019	"That staff be authorized to submit a Grant Writing Support Program application to the Northern Development Initiative Trust for 2020 and further that the application be submitted prior to December 31, 2019."	DCO		Waiting for the Draft application from Vicky Trill. Submit application when draft is received.	31-Dec	Complete
14-11-2019	"That staff send a letter to delegations thanking them for their participation."	DCO		Thank you email sent on behalf of Mayor and Council	26-Nov	Complete
15-11-2019	"That staff send a letter of congratulations to each respective position under the Mayors signature."	DCO		Letter drafted fro Mayor signature and mailed		Complete
18-11-2019	"That Council consider participating in the Age Friendly Program during budget deliberations."	CFO		Include in Budget deliberations		in-progress
20-11-2019	"That Council approve staff to estimate the installation and operational costs of the mural and report back to Council."	PWF				in-progress
21-11-2019	"That staff develop a survey regarding communications and distribute it via a mail drop, on the Village website, at the Village office and other venues as appropriate, and that all completed surveys be entered in an "Ashcroft Bucks" draw."	CAO				in-progress

22-11-2019	"That Council endorse the submission of a C2C grant application to UBCM by the December 6, 2019 intake deadline; and that staff organize the forum and invite AIB to participate before March 31, 2020."	DCO	Application and budget completed, needs CAO approval and AIB Letter to participate		Complete
24-11-2019	"That Council waive adherence to the Procurement Policy and approve staff to continue to seek three quotes to bring back to Council for consideration, and further that staff search for grant funding to cover the shortfall."				Complete
25-11-2019	"That Council review the current committee appointments, consider changes and bring suggestions to Council for consideration at a future meeting."	Council	DCO to include in future agenda for consideration	January	in-progress
26-11-2019	"That interested Council members register for Modernizing BC's Emergency Management Legislation workshop and further that costs be covered from the general reserve account, with a limit of no more than 2 vehicles to travel to the workshop."	Council			Complete

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: December 9, 2019
TO: Mayor and Council
FROM: Anne Yanciw, CAO
SUBJECT: Declaration of Fire Service Level

Background

The British Columbia Fire Service minimum training standards identifies three service level options that fire departments may provide. These are: Exterior Operations Level, Interior Operations Level, and Full Service Operations Level. Further, it requires that each Authority Having Jurisdiction (AHJ) must carefully examine what level of service its fire department is able to provide, and then meet the appropriate training and operations identified for that level. The Village of Ashcroft, as the Authority Having Jurisdiction, is responsible for ensuring compliance with the minimum standards established by the provincial standard. A policy declaration establishing the level of service for each AHJ is required.

Discussion

The Village of Ashcroft will strive to provide Exterior Service Level Operations. Services provided by Ashcroft Fire Rescue are dependent on the availability of staff and volunteers, who have completed appropriate levels of training. Exterior service operational response relies on the support of volunteer firefighters providing response capabilities 24 hours a day; seven days a week. The number of personnel and equipment available for the delivery of emergency services will determine the level of service the Village of Ashcroft and Ashcroft Fire Rescue can provide.

The determination of service level is based on the availability of personnel, qualifications and specialized equipment that is available.

Recommendation

THAT Council approve Policy #5.1, Declared Fire Operations Service Level.

Respectfully submitted,



Anne Yanciw,
Chief Administrative Officer



November 29, 2019

Dear Fire Chiefs, Fire Service Coordinators, Protective Services Managers, and Chief Administrative Officers,

RE: Office of the Fire Commissioner BC Fire Service Minimum Training Standards Structure Firefighters Competency and Training “Playbook”

I am writing to provide you an update regarding the Office of the Fire Commissioner’s BC Fire Service Minimum Training Standards “Playbook”.

Under paragraph 3(3)(b) of the Fire Services Act (B.C.), the Fire Commissioner is required to establish minimum standards of training required for fire services personnel in British Columbia. In 2014, the “Playbook” was created and brought into force, replacing the previous Minister’s Orders on firefighter Training standards.

The Playbook sets out a competency-based tier that provides for a minimum level of sequential training and operational requirements that must be met by each fire department. The Authority Having Jurisdiction (AHJ) is required to set the Service Level to be provided by its fire department (**Exterior; Interior; Full Service**), which in turn determines the minimum training competencies that must be met by that department and the standards from which they are drawn.

The Playbook is applicable to all fire services personnel in British Columbia, as defined in the Fire Services Act. It covers all fire departments and fire services, including municipal and regional district volunteer and career fire departments, fire brigades, and fire departments established as a society under the Society Act (B.C.).

The Playbook was last amended in 2015. A new Fire Advisory Committee has recently started the process of completing another review and update of this document. Stakeholders represented on this new committee are the Local Government Management Association (LGMA); Fire Chiefs Association of BC (FCABC); BC Fire Training Officers Association (BCFTOA); Fire Prevention Officers Association of BC (FPOABC); BC Professional Firefighters Association (BCPFFA); Volunteer Firefighters Association of BC (VFFABC); First Nations Emergency Services Society (FNESS); Aboriginal Firefighters Association of Canada (AFAC); WorkSafeBC; BC Fire Training Academies (JIBC; VIERA; NVDFRS; and College of the Rockies); the Office of the Fire Commissioner; and the original members of the Playbook Committee (2014/2015).

As the Playbook has now been in effect for five years, the Office of the Fire Commissioner is contacting all fire services in BC to update our records to ensure each department or local

Authority Having Jurisdiction has identified and declared their fire service level (Exterior, Interior, or Full Service), and that the corresponding training programs are in place to meet the respective service levels.

Please reply to ofc@gov.bc.ca outlining the declared service level for your jurisdiction, and the status of your corresponding training program.

The Office of the Fire Commissioner is happy to provide advice and answer any questions that you may have.

Thank you very much for your time and attention to this matter.

Sincerely,

Jay Brownlee

A/Fire Commissioner

Emergency Management BC | Ministry of Public Safety & Solicitor General

Office of the Fire Commissioner

Emergency Management BC

PO Box 9201 Stn Prov Govt

Victoria, B.C. V8W 9J1

Phone: 250-889-8079 (cel)

Cc: Fire Chiefs Association of BC (FCABC)
BC Fire Training Officers Association (BCFTOA)
Local Government Management Association (LGMA)

Ref: Office of the Fire Commissioner "Playbook": <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/fire-safety/training/firefighter-playbook>



PROTECTIVE SERVICES POLICY

TITLE: Declared Fire Operations Service Level		POLICY #: 5.1
Authority: Chief Administrative Officer	Effective Date: December 9, 2019 Review Date: Annually	
Issued By: Issued Date:	Approved By: Council Approved Date: Resolution #:	

PURPOSE: To declare the fire operations service level to be provided by Ashcroft Fire Rescue, as required by the British Columbia Fire Service Minimum Training Standards – Structure Firefighters Competency and Training Playbook (Playbook) that was developed by the British Columbia Office of the Fire Commissioner (OFC). The Fire Safety Act provides the OFC the authority to set the training standards for fire departments in British Columbia.

POLICY:

This Policy addresses the training requirements with regards to the service level being declared, as contained within the Playbook.

DEFINITIONS:

The following capitalized terms shall have the following respective meanings to this Service Level Policy:

- a. "Department" means Ashcroft Fire Rescue established under the Establishment Bylaw 486.
- b. "Establishment Bylaw" means Fire Department Bylaw 486.
- c. "Exterior Operations Service Level" means the Exterior Operations Service Level as defined in the Playbook.
- d. "Fire Chief" means the individual who has been appointed as the Fire Chief of the Department in accordance with the Establishment Bylaw 486.
- e. "Interior Operations Service Level" means the Interior Operations Service Level as defined in the Playbook.
- f. "Member" means a firefighter in the Department and includes the Fire Chief and Officers.
- g. "Playbook" means the British Columbia Office of the Fire Commissioner Structure Firefighters Competency and Training Playbook, Second Edition.
- h. "Training Standards" means the mandatory minimum training standards set under paragraph 3(3Xb) of the Fire Services Act (8.C.) by the Office of the Fire Commissioner and approved by the Minister of Justice, titled British Columbia Fire Service Minimum Training Standards: Structure Firefighters - Competence and Training Playbook (September 2014), as same may be amended, revised or replaced from time to time.
- i. "Incident Commander" means the Member who is in charge and in command of the overall emergency incident.
- j. "Village" means the Village of Ashcroft
- k. "Service Level Policy" means this policy; as same may be amended from time to time by the Village of Ashcroft.



AUTHORITY AND APPLICATION:

This Service Level Policy has been established by the Village in accordance with the requirements of the Playbook, pursuant to the Village's authority under the Establishment Bylaw. This Service Level Policy applies to and is binding on the Department and its Members. It shall form the basis of the Department's training of its Members and related operational planning for fire suppression and emergency response activities.

POLICY:

1. Service Level:

The Department is authorized to provide fire suppression activities in accordance with and subject to the limitations set out in the Exterior Operations Service Level.

2. Other Services:

- a. First Medical Responder in support of BC Ambulance in a modified format as per Fire & Rescue Operational Guideline 2.18.01- First Responder Program.
- b. Entrapment rescue/extrication from vehicles and equipment that is not specifically regulated as requiring technical rescue specialists.

3. Training of Members:

The Department:

- a. shall train its Principal Responding Members at least to the standard required by the Playbook for the Exterior Operations Service Level; and
- b. in relation to Members who are not trained to the Exterior Operations Service Level, shall:
 - i. develop an incident scene accountability system which clearly identifies the different levels of each Member's training, and
 - ii. develop and institute operational guidelines which specify and limit the incident scene of activities of Members depending on their current level of training.
- c. the Fire Chief shall be responsible ensuring that the Department develops an appropriate training program for all positions, tasks and roles including those which are not expressly covered by the Playbook. This training program shall meet the requirements of the Playbook and the Workers Compensation Act (B.C.) and regulations made thereunder, and shall be consistent with good practices and industry standards.

4. Operational Guidelines, Records and Compliance:

The department shall:

- a. develop appropriate operational guidelines implementing this Service Level Policy and the requirements of the Playbook, including operational guidelines:
 - i. which set out the conditions to be considered by an incident commander before an interior attack or rescue is undertaken; and
 - ii. which identify any hazards within the Department's fire suppression area in respect of which the Department will not undertake interior operations;
- b. maintain accurate and complete records of the training of its Members, including any refresher training, any certifications obtained and otherwise as required by the Workers Compensation Act (8.C.) and regulations thereunder, such that the training level of each Member can clearly be established.



5. Limitations on Services Provided:

Notwithstanding anything in this Service Level Policy

- a. In relation to any particular incident response, the Department shall undertake only those emergency response activities for which its responding Members at the incident are properly trained and equipped
- b. The Fire Chief may determine to limit the fire suppression activities of the Department in circumstances where, because of turn-over in Members or for other reasons, in the Fire Chief's view the Department should suspend undertaking exterior fire attack or rescue operations.
- c. c. Where the Fire Chief has made a determination under section 5(b), he or she shall immediately inform the Village, including the reasons for the decision. The Fire Chief may elect to recommence providing Exterior Service Level Operations when he or she considers it warranted, and shall inform the Village when making such decision.
- d. The Incident Commander is hereby provided the authority to increase the level of service to Interior Operations Service Level ONLY during emergency operations at a fire scene where a mutual aid fire/rescue agency is on scene, where the mutual aid fire/rescue agency is authorized to provide Interior Fire Operations Level services, and where there is a sufficient number of firefighters on scene that meet the Interior Fire Operations Level training requirements.

The following is required in situations where a fire operations service level is increased under the conditions noted above;

- i. the Team Leaders involved must meet the Interior Fire Operations Team Leader training requirements, as contained within the Playbook, and
- ii. a Unified Command structure must be implemented that will include the existing Incident Commander as well as a qualified Interior Fire Operations Team Leader from the Interior Fire Operations mutual aid department

6. Policy Amendment:

This Service Level Policy shall be reviewed annually by the Fire Chief. It will be amended as determined appropriate by the Village, or as required to conform with any changes to the Playbook or other applicable legislation or regulations

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: December 9, 2019
TO: Mayor and Council
FROM: Anne Yanciw, CAO
SUBJECT: Request for Support for Intern Application

Background

A Northern Development Initiative Trust (NDIT) Local Government Internship program provides grant funding for local governments within Northern Development's service area to assist with the cost of hosting a local government intern for a 12-month period. The NDIT Internship Program supports ¾ of an intern salary as well as providing funding for the professional development requirements of this role.

Discussion

The Community Forum hosted by the Village of Ashcroft in November 2019 displayed the number of major projects the Village is currently working on. Even without displaying the complexity of and effort required for most of them, the volume of work the Village is engaged in was evident. Understanding that the functions of:

- reporting to Council,
- grant applications,
- grant management,
- reporting to other bodies,
- engaging with the public, contractors and others,

are all concentrated into the workload of three people who also have other full time jobs, it becomes clear that there are insufficient resources available to manage the workload for 2020.

The NDIT Internship Program can help add capacity to manage the workload for the Village office.

Options and Recommendation

Options

1. That Council approve staff to apply for a grant to host an intern in 2020.
2. That Council decline to participate in the NDIT Internship Program.

Recommendation

THAT Council of the Village of Ashcroft supports the application to Northern Development Initiative Trust for a grant of up to \$35,000 to host an intern under the Local Government Internship Program from the Cariboo Chilcotin Lillooet Regional Account. The Village of Ashcroft is committed to providing sufficient financial and staffing resources to host an intern and is committed to providing training and professional development opportunities for the intern.

Respectfully submitted,



Anne Yanciw,
Chief Administrative Officer

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: December 9, 2019
TO: CAO, Anne Yanciw
FROM: DCO, Daniela Dyck
SUBJECT: Notice of Council Meetings, 2020

Background

The Village is required to post at minimum, once annually, the scheduled meetings of Council.

Discussion

In accordance with Sections 94 and 127 of the Community Charter and the Village of Ashcroft Council Procedure Bylaw No. 817, 2018, the Clerk must post on the Notice Board the schedule of times and place for Council Meetings.

Staff has prepared the proposed schedule in compliance with the Community Charter, Village Bylaws and Policies.

Attached to this staff report is the proposed schedule of Council Meeting Dates for 2020

Recommendation

“That Council approve the 2020 Ashcroft Council Meeting Dates schedule.”

Respectfully submitted,



Daniela Dyck,
Deputy Corporate Officer

Approved by:



Anne Yanciw,
Chief Administrative Officer

2020 ASHCROFT COUNCIL MEETING DATES

DATE	COMMITTEE OF THE WHOLE	REGULAR MEETING	TOWN HALL / COMMUNITY FORUM
JAN. 13		4:30 PM	
JAN. 27	6:00 PM	7:00 PM	
FEB. 10			PLANNING SESSION 3:00 PM
FEB. 24	6:00 PM	7:00 PM	
MAR. 9		4:30 PM	
MAR. 23	6:00 PM	7:00 PM	
APR. 14 (Tues)		4:30 PM	
APR. 16 (Thurs)			COMMUNITY FORUM 7:00 PM
APR. 27	6:00 PM	7:00 PM	
MAY 4			TOWN HALL 7:00 PM
MAY 11		4:30 PM	
MAY 25	6:00 PM	7:00 PM	
JUN. 8		4:30 PM	
JUN. 22	6:00 PM	7:00 PM	
JUL. 27	6:00 PM	7:00 PM	
AUG. 24	6:00 PM	7:00 PM	
SEP. 14		4:30 PM	
SEP. 21 - 25 UBCM CONVENTION			
OCT. 13 (Tues)			PLANNING SESSION 3:00 PM
OCT. 26	6:00 PM	7:00 PM	
NOV. 9		4:30 pm	
NOV. 12 (Thurs)			COMMUNITY FORUM 7:00 PM
NOV. 23	6:00 PM	7:00 PM	
DEC. 14		4:30 PM	

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: December 9, 2019
TO: Mayor and Council
FROM: Anne Yanciw, CAO
SUBJECT: Mental Wellness in the Fire Services Presentation

Background

The British Columbia Municipal Safety Association (BCMSA), in partnership with the Canadian Mental Health Association, has developed a program of supports to mental wellness that will be available to Fire Departments in BC beginning in 2020.

Discussion

The Village of Ashcroft Fire Department has a disproportionate degree of responsibility relative to many small volunteer departments, due to the fact that neither Spence's Bridge Fire Department nor Cache Creek Fire Department perform Highway Rescue Services. This effectively triples the number of motor vehicle accidents that members are exposed to relative to other volunteer departments.

The demands on and responsibilities of volunteer fire departments has also grown. This stretching of requirements without additional supports has added to the stress levels that members may be under.

The Village of Ashcroft has applied for a grant for additional Fire Department Training Funds, and, if successful, will be applying some of that grant to support members in mental wellness. The Ashcroft Fire Department will also be reaching out to the BCMSA to utilize the supports offered through the program they have developed.

Recommendation

THAT Council receive the report and presentation on Mental Wellness in the Fire Services for information.

Respectfully submitted,



Anne Yanciw,
Chief Administrative Officer

Terms of Use

The BC First Responders Mental Health Committee commissioned market research in order to explore the best ways to increase awareness of when and how to seek help, reduce stigma, increase supportive behaviours, and decrease barriers to seeking help. This research was performed with first responders through:

- In-depth interviews to understand perspectives;
- Online discussion board to gather feedback on potential concepts; and
- Focus groups and online discussion board to test campaign creative.

First responders felt strongly that a poster campaign will not change the culture; it can only be used to support other activities being undertaken to address stigma. A campaign can serve as an umbrella that links together resources, learning opportunities, and information. It is a supporting tool to drive people to resources, events, and activities first responder organizations are making available.

The posters were designed with a white space included in the bottom. This white space is for first responder organizations to place information on new resources and upcoming events or activities. Posters should not be used if that space is left blank. Furthermore, posters should generally only be placed for up to 3 weeks.

For further information, please contact the BC First Responders Mental Health Committee at info@bcfirstrespondersmentalhealth.com.



SHARE IT. DON'T WEAR IT.

IT'S TIME TO SPEAK UP ABOUT MENTAL HEALTH.

AMBULANCE
PARAMEDICS
OF BRITISH
COLUMBIA

BC EMERGENCY
HEALTH
SERVICES

BC MUNICIPAL
CHIEFS
OF POLICE

BRITISH
COLUMBIA
POLICE
ASSOCIATION

BRITISH COLUMBIA
PROFESSIONAL
FIRE FIGHTERS
ASSOCIATION

CANADA
BORDER
SERVICES
AGENCY

FIRE CHIEFS'
ASSOCIATION
OF BC

FIRST NATIONS
EMERGENCY
SERVICES
SOCIETY OF
BRITISH COLUMBIA

GREATER
VANCOUVER
FIRE CHIEFS
ASSOCIATION

PROVINCE
OF BC

ROYAL
CANADIAN
MOUNTED
POLICE

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VOLUNTEER
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BCFirstRespondersMentalHealth.com

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Canadian Mental
Health Association
Vancouver-Fraser
Mental health for all



BC MUNICIPAL
SAFETY Association

MEDIA RELEASE

FOR IMMEDIATE RELEASE: Sept. 16, 2019

BUILDING THE PSYCHOLOGICAL STRENGTH OF FIREFIGHTERS

(Vancouver, BC) The Canadian Mental Health Association Vancouver-Fraser Branch (CMHA VF) and the British Columbia Municipal Safety Association (BCMSA) have partnered to engage and inform firefighters in four areas crucial to their work: building psychological resiliency, trauma, psychological distress, and trauma-informed responses. This will be achieved through BCMSA offering CMHA's program *Resilient Minds: Building the Psychological Strength of Firefighters* to both volunteer and career municipal firefighters across the province starting in January 2020.

Research has shown that firefighters are frequently exposed to distressing events and critical incidents such as motor vehicle accidents, burnt bodies, failed rescue attempts, threats to one's own life, and completed suicides. This exposure can trigger posttraumatic stress reactions and increases their chances of developing a mental illness. Firefighters experience a 50% higher rate of marital problems and a 30% higher rate of death from suicide than the general population. A North America wide study in 2017 showed there were more deaths from suicide than 'in-line-of-duty' deaths among firefighters.

Resilient Minds is a new workshop originally developed in a partnership between CMHA VF and the Vancouver Fire and Rescue Services. It was developed in response to the disturbing experience of firefighters and stress-related injuries outlined above. Resilient Minds uses CMHA's "4R Action Toolkit" to build skills needed to reduce personal risks related to psychological impacts, and assist members of the public, colleagues and family who may be struggling with a mental health problem or be in a crisis.

"Using the latest information in the research literature, combined with the wisdom of the lived experience of firefighters, lived experience of people with mental illness and CMHA's knowledge of how to promote positive mental health, CMHA has developed a program that is benefiting the firefighters who work so hard to keep us safe," says Michael Anhorn, Executive Director, CMHA VF.

The evaluation of a province-wide pilot of *Resilient Minds* found that in addition to effectively educating firefighters on psychological resiliency and stress-related injuries, the program helped to reduce firefighters' perception of stress on all of the 17 stressors measured in the evaluation. It also increased the firefighters' confidence and ability to support their peers, members of the public and family members experiencing psychological distress. Based on these findings and the incredibly high satisfaction ratings from the pilot program participants, CMHA and BCMSA have developed a partnership to ensure this workshop is available to both career and volunteer fire service personnel across the province.

"Combining BCMSA's expertise and reputation in delivering safety training to municipalities and CMHA's expertise and reputation in promoting positive mental health has led to a powerful partnership focused on significantly advancing the work of preventing stress-related injuries in our province's fire services personnel," says Mike Roberts, Executive Director of BCMSA. "We are looking forward to working with British Columbia's fire departments and the CMHA to reduce stress and stress-related injuries among firefighters in BC."

Fire departments wanting to make this training available to their members can discuss implementation plans with BCMSA's Manager of Audit and Training Services at jchouhan@bcmsa.ca.

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About CMHA

CMHA is Canada's most established mental health charity and the nation-wide leader and champion for mental health. CMHA VF believes everyone deserves to be mentally healthy and live in a healthy community. By offering community-based mental health education, services, and supports for all ages, CMHA VF contributes to the long-term health and wellbeing of our communities. We have three pillars of work:

- *Wellness and Community Inclusion* – CMHA VF walks alongside people living with mental illness. We support them to reach their hopes and dreams and to live full and contributing lives in their communities.
- *Prevention and Early Intervention* – CMHA VF increase young peoples' mental health knowledge while developing their skills to maintain positive mental health and to ask for help when they need it.
- *Mental Health Promotion* – Mental health includes habits and behaviours that build positive mental health, social support networks we can count on and having a strong connection to our community. We help people with these aspects of living a mentally healthy life and reduce the stigma related to mental illness.

About BC Municipal Safety Association

The central purpose of the BCMSA is to improve worker health and safety through the sharing of knowledge and resources within local government. The BCMSA delivers many training and education programs throughout the province and strives to be the health and safety resource of choice.

Media Contact

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