



**THE CORPORATION OF THE VILLAGE OF ASHCROFT**

**REGULAR AGENDA**

**FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY FEBRUARY 24, 2020**

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*

*“THAT the agenda for the Regular Meeting of Council held on Monday February 24, 2020 be adopted as presented.”*

3. **MINUTES**

3.1	Minutes of the Regular Meeting of Council held Monday January 27, 2020 <i>“That the Minutes of the Regular Meeting of Council held Monday January 27, 2020 be adopted as presented.”</i>	1-4
3.2	Minutes of the Committee of the Whole held on Monday January 27, 2020 <i>“That the Minutes of the Committee of the Whole meeting held on January 27, 2020 be adopted as presented.”</i>	5-6
3.3	Minutes of the Special Meeting of Council Planning Session held Monday February 10, 2020 <i>“That the Minutes of the Special Meeting of Council Planning Session held Monday February 10, 2020 be adopted as presented.”</i>	7-9

4. **DELEGATIONS**

4.1	DSCS – Sexual Orientation Gender Identity Alliance – Vivian McLean, Alison Spooner, Gabrielle Lachapelle	10
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5. **CORRESPONDENCE**

<b>FOR ACTION</b>		
5.1	Ashcroft Hospice Society – Request for Letter of Support for funding to develop an office in the community. <i>Motion Required</i>	11
5.2	TNRD – No. BA 186 – Zoning Amendment Application – Resolution Request <i>Motion Required</i>	12-29
5.3	Ashcroft Indian Band – Request Letter of Support for funding to develop a walking trail plan. <i>Motion Required</i>	30





5.4	Clinton Annual Ball – Invitation to attend the 153 <sup>rd</sup> Annual Ball <i>Motion required</i>	31
5.5	Highland Valley Copper – Invitation for Mayor Roden to participate in the Environmental Assessment Working Group <i>Motion required</i>	32
5.6	Ashcroft Fall Fair – Grant in Aid Request <i>Motion required to approve/deny the request</i>	33-43
5.7	Health Care and Wellness Coalition – Request for Cnlr. Tuohey and alternate to be appointed to the Coalition <i>Motion required</i>	44-45
5.8	Eddy Charlie – Request Support of Orange Shirt Day Private Members Bill <i>Motion required</i>	46
5.9	Cache Creek Elementary School PAC- Donation Request <i>Motion required</i>	47
5.10	Ashcroft Curling Club – Arena Use Request <i>Motion required</i>	48
<b>FOR INFORMATION</b>		
5.11	Bridging to Literacy – Thank you for sponsoring Family Day weekend free skate <i>Receive and File</i>	49
5.12	Rotary Club – Save the Date – Citizen of the Year 2019 Award, March 28, 2020 <i>Receive and File</i>	50
5.13	Information Correspondence List for February 24, 2020 <i>Receive and File</i>	51

**6. UNFINISHED BUSINESS**

6.1	Motions List <i>Receive and File</i>	52
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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	Council Procedure Bylaw No. 834 – Second Reading <i>“THAT the Village of Ashcroft Council Procedure Bylaw No. 834 be read for a second time this 24<sup>th</sup> day of February 2020.”</i>	53-87
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**9. STAFF REPORTS**

<b>REQUEST FOR DECISION</b>		
9.1	Asset Management Policy <i>“That the Council approve the Village of Ashcroft Asset Management Policy.”</i>	88-149
9.2	IT Equipment Use Policy	150-154





	<i>"THAT, Council approve the Village of Ashcroft IT Equipment Use Policy # A-2020-01"</i>	
9.3	NDIT Curling Club Grant Application <i>"THAT, Council for the Village of Ashcroft are in support of Ashcroft's application to Northern Development Initiative Trust for a grant of up to \$30,000 to leverage the Curling Arena Ice Plant Replacement Project from NDIT's Community Halls and Recreation Facilities fund; and further that Council support the project throughout its duration."</i>	155-156
<b>FOR INFORMATION</b>		
	N/A	

**10. COUNCIL REPORTS**

10.1	Mayor Roden - Report	157-159
10.2	Councillor Anderson	
10.3	Councillor Anstett	
10.4	Councillor Davenport	
10.5	Councillor Tuohey	

**11. RESOLUTIONS RELEASED FROM CLOSED MEETING**

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

13.1	N/A	
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**14. TERMINATION**





**THE CORPORATION OF THE VILLAGE OF ASHCROFT**

**MINUTES OF THE REGULAR COUNCIL MEETING**

**FOR MONDAY JANUARY 27, 2020 at 7:00 PM**

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

Anne Yanciw, Chief Administrative Officer  
 Yoginder Bhalla, Chief Financial Officer  
 S. Daniela Dyck, Deputy Corporate Officer  
 Brian Bennewith, Public Works Forman

Media & Public

**EXCUSED:** N/A

Prior to the meeting, Mayor Roden advised the gallery that the meeting was being recorded by the HUB Online Network.

1. **CALL TO ORDER**

Mayor Roden called the Regular Meeting of Council for January 27, 2020 to order at 7:00 pm.

2. **ADOPTION OF THE AGENDA**

*Motion to adopt the Agenda as presented or as amended*

**Moved and Seconded**

*“That the Agenda for the Regular Meeting of Council for January 27, 2020 be adopted as presented.”*

CARRIED – Unanimous

(R-2020-22)

3. **MINUTES**

3.1	Minutes of the Regular Meeting of Council held Monday January 13, 2020 <i>Motion to adopt the minutes as presented or as amended</i> <b>Moved and Seconded</b> <i>“That the Minutes of the Regular Meeting of Council be adopted as presented.”</i>	CARRIED Unanimous  (R-2020-23)
3.2	Minutes of the Special Meeting of Council held Wednesday January 22, 2020 <i>Motion to adopt the minutes as presented or as amended</i> <b>Moved and Seconded</b> <i>“That the Minutes of the Special Meeting of Council held on January 22, 2020 be adopted as presented.”</i>	CARRIED Unanimous  (R-2020-24)

4. **DELEGATIONS**

4.1	N/A	
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5. **CORRESPONDENCE**

<b>FOR ACTION</b>		
5.1	<p>WRAPS – Canada Day Funding Increase Request Mayor Roden declared a Conflict as she is on the WRAPS Board of Directors and recused herself. Deputy Mayor Councillor Anstett assumed the chair.</p> <p><b>Moved and Seconded</b> <i>“That Council approve the WRAPS request to increase the Canada Day grant by 10% this year and that the annual cost of living increase be revisited each year going forward if requested”</i></p>	<p>CARRIED Unanimous  (R-2020-25)</p>
5.2	<p>Ashcroft Barn Dance – Facility Use Request Cnclr. Davenport recused herself declaring a conflict due to participation as one of the event organizers.</p> <p><b>Moved and Seconded</b> <i>“That Council approve the free facility use request by Ryan Lake to host the Ashcroft Barn Dance at the Drylands Arena for August 13 – 15, 2020, and further that Council waive fees for up to three staff call outs.”</i></p> <p><b>Amendment M/S Roden/Anstett</b> <i>“That Council waive up to three staff call outs for the event”</i></p> <p><b>CARRIED – Cnclr. Anderson - Against</b></p>	<p>CARRIED Unanimous  (R-2020-27)</p> <p>CARRIED (R-2020-26)</p>
5.3	<p>Cache Creek – Request for On Demand Transit Hours</p> <p><b>Moved and Seconded</b> <i>“That Council request staff to research On Demand Hours available and report back to Council what the new schedule would look like.”</i></p>	<p>CARRIED Unanimous  (R-2020-28)</p>
5.4	<p>Curling Club – Request to Establish a Working Group</p> <p><b>Moved and Seconded</b> <i>“That a meeting between Council and the Curling Club be scheduled.”</i></p>	<p>CARRIED Unanimous  (R-2020-29)</p>
<b>FOR INFORMATION</b>		
5.5	<p>Operation Lifesaver –Share Rail Safety Information</p> <p><b>Moved and Seconded</b> <i>“That Operation Lifesaver Rail Safety Information be received and filed and further that the information be relayed to the community in the Newsletter.”</i></p>	<p>CARRIED Unanimous  (R-2020-30)</p>
5.6	<p>NDIT – 2020 Grant Writing Support Approval</p> <p><b>Moved and Seconded</b> <i>“That the NDIT 2020 Grant Writing Support approval letter be received and filed.”</i></p>	<p>CARRIED Unanimous  (R-2020-31)</p>
5.7	<p>Information Correspondence Listing for January 27, 2020</p> <p><b>Moved and Seconded</b> <i>“That the Information Correspondence Listing for January 27, 2020 be received and filed.”</i></p>	<p>CARRIED Unanimous  (R-2020-32)</p>



**6. UNFINISHED BUSINESS**

6.1	Motions List <b>Moved and Seconded</b> <i>"That the Motions List for January 27, 2020 be received and filed."</i>	CARRIED Unanimous (R-2020-33)
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**7. NEW BUSINESS**

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

7.1	N/A	
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**8. BYLAWS**

8.1	Council Procedures Bylaw No. 834, 2020 – First Reading <b>Moved and Seconded</b> <i>"THAT the Village of Ashcroft Council Procedure Bylaw No. 834, 2020" be read a first time by title only."</i>	CARRIED Unanimous  (R-2020-34)
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**9. STAFF REPORTS**

<b>REQUEST FOR DECISION</b>		
9.1	Council Remuneration Report – 2019 <b>Moved and Seconded Roden / Anstett</b> <i>"That Council approve the Council Remuneration Report for 2019 as presented."</i>	CARRIED Unanimous  (R-2020-35)
<b>FOR INFORMATION</b>		

**10. COUNCIL REPORTS**

10.1	Mayor Roden – Report -	
10.2	Councillor Anderson - Report	
10.3	Councillor Anstett – Notice of Motion Proposes that Council consider rewriting or amending the current outdoor Burning Bylaw. Rationale: <ul style="list-style-type: none"> <li>• Transfer Station costs for yard waster is increasing</li> <li>• Safety concern - Fire fuel load reduction</li> <li>• FD unable to reduce fuel load in Village boundaries without special permission;</li> <li>• Composting dumped over banks and in ravines, reduce fire risk by allowing burning</li> <li>• Consider a two-week window in spring and fall to allow burning</li> </ul> <b>Moved and Seconded</b> <i>"That Council approve staff to research burning bylaws and bring a report back to Council."</i>	CARRIED Unanimous  (R-2020-36)
10.4	Councillor Davenport	



10.5	Councillor Tuohey - Report	
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**11. RESOLUTIONS RELEASED FROM CLOSED MEETING**

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*

**Comments and Question were received from members of the gallery.**

**13. CLOSED MEETING**

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

13.1	N/A	
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**14. TERMINATION**

**Moved and Seconded**

*"That the Regular Meeting of Council for January 27, 2020 be adjourned at 8:02 pm."*

CARRIED – Unanimous

(R-2020-37)

Certified to be a true copy of  
the Regular Meeting of Council held  
Monday January 27, 2020.

\_\_\_\_\_  
Anne Yanciw, Chief Administrative Officer

\_\_\_\_\_  
Barbara Roden, MAYOR

AY/sdd



**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
COMMITTEE OF THE WHOLE  
MINUTES  
FOR MONDAY JANUARY 27, 2020 at 5:00 PM**

**PRESENT:** Mayor Barbara Roden  
Councillor Marilyn Anderson  
Councillor Jonah Anstett

Councillor Nadine Davenport  
Councillor Debra Tuohey

Anne Yanciw, Chief Administrative Officer  
Yoginder Bhalla, Chief Financial Officer  
S. Daniela Dyck, Deputy Corporate Officer  
Brian Bennewith, Public Works Foreman

Media & Public

**EXCUSED:** N/A

Prior to the meeting, Mayor Roden advised the gallery that the Committee of the Whole meeting was being recorded by the HUB Online Network.

1. **CALL TO ORDER**

Mayor Roden called the Committee of the Whole meeting to order at 5:00 pm

2. **ADOPTION OF THE AGENDA**

*Motion to adopt the Agenda as presented or as amended*

**Moved and Seconded**

*“That the Committee of the Whole Agenda for the January 27, 2020 be adopted as presented.”*

*CARRIED – Unanimously*

3. **MINUTES**

All COTW Minutes are adopted at a Regular Meeting of Council

4. **DELEGATIONS**

	<b>NONE</b>	
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5. **DISCUSSION ITEMS**

2020 Budget Review	<p>The Chief Financial Officer presented the Village of Ashcroft Draft 2020 Budget for Council’s review. Discussion items included:</p> <p><b>2020 Draft Budget</b></p> <p><i>CFO Bhalla guided Council through the draft budget for the General Operating Fund, Water Operating Fund and Sewer Operating Fund asking Council for feedback and changes during the process. Council was advised that additions, deletions or changes requiring Council approval, would require a motion and the item be moved for</i></p>	
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	<p><i>discussion to the Regular meeting following the COTW.</i></p> <p><b>Uncontrollable Costs</b>  <i>Review and brief explanation of each item, Council was able to ask for clarification.</i></p> <p><b>Projects</b>  <i>Brief review and update of each item on the project list</i>            Project Ranking  <i>Review of items listed and clarification provided.</i></p> <p><b>Curling Club</b>  <i>I-beams for the roof reinforcement and electrical upgrades are not incorporated into the budgeted \$130,000. Potential grants are not calculated as revenues for the project either. Council agreed to keep Curling Rink repairs in the 2020 budget for the project to move forward.</i></p> <p>Council previously deferred two items to Budget discussion, Trails Master Plan and Age Friendly Community. It is Council's discretion if they wish to include these two items in the budget for 2020.</p> <p>Budget is based on a 2.5 % tax increase, the Village has absorbed most of the proposed increases, if Council wishes to add any other expenses these may result in a tax increase.</p>	
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**6. BYLAWS FOR DISCUSSION**

	<b>NONE</b>	
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**7. STAFF REPORTS**

	<b>NONE</b>	
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**8. CLOSED MEETING**

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

	<b>NONE</b>	
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**9. TERMINATION**

**Moved and Seconded**

That the COTW meeting for January 27, 2020 be terminated at 6:30 pm  
 CARRIED – Unanimously

Certified to be a true and correct copy of the  
 Committee of the Whole Minutes of Council  
 held Monday, January 27, 2020.

\_\_\_\_\_  
 Anne Yanciw, Chief Administrative Officer

\_\_\_\_\_  
 Barbara Roden, Mayor



**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
SPECIAL COUNCIL MEETING – PLANNING SESSION  
MINUTES**

**FOR MONDAY FEBRUARY 10, 2020 at 3:00 PM**

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**PRESENT:** Mayor Barbara Roden  
Councillor Marilyn Anderson  
Councillor Jonah Anstett  
Councillor Nadine Davenport

Anne Yanciw, Chief Administrative Officer  
Yoginder Bhalla, Chief Financial Officer  
S. Daniela Dyck, Deputy Corporate Officer  
Brian Bennewith, Public Works Forman

Media & Public

**EXCUSED:** Councillor Debra Tuohey

Prior to the meeting, Mayor Roden advised the gallery that the meeting was being recorded by the HUB Online Network.

**1. CALL TO ORDER**

**2. ADOPTION OF THE AGENDA**

*Motion to adopt the Agenda as presented or as amended*

**M/S Roden / Davenport**

*“That the Agenda for the February 10, 2020 Special Meeting of Council – Planning Session be adopted as amended to include the Long-Term Financial Plan to be included as an attachment for the 2020 Budget Review.”*

**CARRIED (S-2020-04)**

**3. MINUTES**

All Minutes are adopted at a Regular Meeting of Council

**4. DELEGATIONS**

4.1	<b>NONE</b>	
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**5. DISCUSSION ITEMS**

5.1	<p><b><u>Strategic Plan Review/update – CAO</u></b>          CAO Yanciw gave a power point presentation to Council and the public providing an update on the following:          Strategic Plan          Planned Projects          Unplanned Projects          Projects Proposed by Others; and,</p>
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Special Council Meeting - Planning Session Minutes for February 10, 2020

	<p>Important Needs and Policy Gaps. Council and the Public were provided an opportunity to ask questions and make comments in regards to the presentation. CAO Yanciw stated that the presentation is intended to provide Council with the information to make good, informed and thoughtful decisions.</p>
5.2	<p><b><u>2020 Budget Review – CFO</u></b> CFO Bhalla advised Council that this is essentially the same budget as was presented on the January 27, 2020 COTW meeting.</p> <ul style="list-style-type: none"> <li>• CFO explained that all grant applications are included in the budget, even if they are not approved.</li> <li>• The only major change to the budget is the increase from \$140,000 to \$170,000 for the Curling Club repairs.</li> <li>• CFO Bhalla clarified the increase to insurance; this is due to Village assets increase in value by 40%.</li> <li>• Municipal, Water and Sewer budgets must be balanced to \$0.00;</li> <li>• Council asked for clarification regarding the senior discount and asked that it be communicated to the public via newsletter and website.</li> <li>• Capital 10-year reserves show opening balances and is extended over a 10- year period.</li> <li>• At the end of the 10 years, we will have 4 million in reserves but we have to keep in mind that we will have 52 million in assets.</li> <li>• Clarification requested regarding Campbell Hill landfill revenue sharing – Village is in a positive position.</li> </ul> <p><b>M/S Roden / Anstett</b> “THAT the proposed 2020 Budget and all its attachments as presented be approved to form part of the Five-Year Financial Plan.” <b>CARRIED (S-2020-05)</b></p>

**6. BYLAWS FOR DISCUSSION**

6.1	NONE	
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**7. STAFF REPORTS**

7.1	NONE	
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**8. QUESTION PERIOD**

As part of the budget process, the Village hosts a public meeting to present the budget a second time for Council’s review and input as well as Public input and opportunity for questions and clarification.

The following questions were asked by the Public:

- Clarification requested regarding administration increase
- Clarification requested regarding HARS (Heat Alert Response System)
- Clarification requested regarding the 2 Intern positions mentioned in CAO Yanciw’s report.
- Clarification requested regarding costs of the proposed Curling Club

**9. CLOSED MEETING**

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

9.1	<b>M/S Roden / Anderson</b>	
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	"THAT Council move into a closed meeting for the purpose of discussing an item under the <i>Community Charter Section 90.1 (c)labour or other employee relations</i> "	<b>CARRIED (S-2020-06)</b>
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**10. TERMINATION**

**M/S Roden / Anderson**

"THAT the Special Meeting of Council – Planning Session held on February 10, 2020 be terminated at 5:26pm"

**CARRIED (S-2020-07)**

Certified to be a true copy of  
the Special Meeting of Council held  
Monday February 10, 2020.

\_\_\_\_\_  
Anne Yanciw, Chief Administrative Officer

\_\_\_\_\_  
Barbara Roden, MAYOR

AY/sdd

**INFORMATION FOR DELEGATIONS**

In order to appear before Council as a delegation, please take the time to complete this form. It will help you in providing Council and staff with an overview of your presentation and the key points you wish to bring to their attention. We ask that you keep your presentation to a MAXIMUM of ten (10) minutes so that there will be a reasonable amount of time for Council to address any questions that may arise. Delegations are generally scheduled for Committee of the Whole meetings that are held on the 4<sup>th</sup> Monday of the month, however exceptions are reviewed on a case by case basis.

1. Name of Organization or Group (if applicable): DSCS Sexual Orientation Gender Identity Alliance
2. Name(s) and title(s) of Person(s) making presentation: Vivian McLean, Alison Spooner, Gabrielle Lachapelle
3. The topic of your presentation: Who we (SOGIA) are and what we're doing in the community
4. What are you seeking from Council as a result of your delegation's presentation? (i.e. funding, a letter of support, a change in a bylaw or policy, to provide information only):  
Council's support as well as funding for a partnership project to repair the rainbow crosswalk in downtown Ashcroft
5. If you or your group are seeking some form of financial assistance, please explain why you feel that the Village should be funding your request:  
In return for our help in repainting the rainbow crosswalk, we would appreciate a donation from the Village. It would ideally go toward a trip to Kamloops where our group would meet with other LGBTQ+ groups in our area.
6. If seeking financial assistance please attach a budget for your project and expected sources of revenue.
7. If you require a power-point projector or other presentation tool, please advise staff in advance. Paper copies of your presentation should be brought as back up in case of system failure.
8. If you have additional printed materials that you would like Council to read as support for your presentation, please have 7 copies delivered to the office NO LATER THAN the Thursday morning prior to your date of presentation. This will ensure that all Council members receive your materials prior to the meeting and can be better informed as to the background of your presentation.
9. Date requested to make presentation: February 10  
 Alternate date (if necessary): February 24
10. You should not expect a decision from Council the same night as your presentation unless it is a time sensitive item.

Thank you for taking the time to prepare yourself and Council members for your presentation. This form and attachments can be dropped off at the Village Office or emailed to [Council@ashcroftbc.ca](mailto:Council@ashcroftbc.ca)

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

From: Christine Webster <admin@ashcroftbc.ca>

Sent: February 3, 2020 9:36 AM

To: admin <admin@ashcroftbc.ca>

Subject: New Entry: Contact from Website

Name

Christine Webster

Email

chrisanddarryl@gmail.com <mailto:chrisanddarryl@gmail.com>

Comment or Message

I am preparing a grant application on behalf of Ashcroft and District Hospice Society for the purpose of setting up a 'bricks and mortar' office in Ashcroft. This project would improve community awareness and access to the support services available.

I would be most grateful for a letter of support to accompany this application. Should further information regarding this request kindly contact me at 250 453-9534. Thank you.

Sent from Village of Ashcroft <<https://ashcroftbc.ca>>

**From:** [Ashley Dyck](#)  
**To:** ["admin@ashcroftbc.ca"](mailto:admin@ashcroftbc.ca)  
**Subject:** BA 186 Referral  
**Date:** Monday, January 6, 2020 2:34:22 PM  
**Attachments:** [BA 186 - Referral Package - for Ashcroft.pdf](#)

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Good afternoon,

Please see the attached referral from Planner, Urszula Walus, regarding a zoning amendment application in Boston Flats.

Please note that due to file size we have not included the following additional documents with this referral:

1. Geotechnical Feasibility Assessment for former Boston Flats Mobile Home Park site (Lot B); and
2. Environmental Report assessing water and sewer system repair/replacement.

Should you wish to review the documents, please let us know and we can forward them to you.

We look forward to receiving your comments. If you have any questions, please contact Urszula directly at [uwalus@tnrd.ca](mailto:uwalus@tnrd.ca).

Thanks,  
Ashley



**Ashley Dyck**

*Planning Assistant, Thompson-Nicola Regional District*  
300 - 465 Victoria Street | Kamloops, BC | V2C 2A9  
Office 250 377-8673 | Direct 250 377-7193 | Fax 250 372-5048  
[tnrd.ca](http://tnrd.ca)



**THOMPSON-NICOLA**  
REGIONAL DISTRICT  
The Region of BC's Best

300-465 Victoria Street  
Kamloops, BC V2C 2A9  
Tel: 250-377-8673  
Toll Free in BC: 1-877-377-8673  
Email: admin@tnrd.ca

Department:

Planning

January 6, 2020

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

Attention: Anne Yanciw, Chief Administrative Officer

VIA EMAIL: [admin@ashcroftbc.ca](mailto:admin@ashcroftbc.ca)

Dear Sir/Madam:

Subject: Zoning Amendment Application No. BA 186  
Lot A, Section 7, District Lot 377, Township 21, Range 24, W6M, KDYD,  
Plan 21950, Except Plan 36130, PID: 004-165-144  
Boston Flats, BC (Cole-Vito Mobile Homes Ltd.)

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Enclosed for your Council's consideration and response, please find information pertaining to Zoning Amendment Application No. BA 186.

In accordance with the **Fringe Areas Policy**, as adopted by the Thompson-Nicola Regional District Board of Directors, this application is being submitted to you for your Council's comments and resolution. If you require any further information on this file, please contact the undersigned.

In order to expedite the processing of this application, it is appreciated if you could forward your Council's comments for the Board of Directors' consideration within forty days.

Yours truly,

Urszula Walus, RPP, MCIP  
Planner

UW/ad

Encl. BA 186 Referral Package

MUNICIPALITIES: Ashcroft | Barriere | Cache Creek | Chase | Clearwater | Clinton  
Kamloops | Logan Lake | Lytton | Merritt | Sun Peaks

ELECTORAL AREAS: "A" "B" "E" "I" "J" "L" "M" "N" "O" "P"



Department: Planning

## APPLICATION REFERRAL FORM

You are requested to comment on the attached application for potential effect in your agency's interests. Your comments are integral to the application process and we would appreciate your written response **within 20 days**. *If your agency cannot provide a response within this time period, please contact Planning Services.*

APPLICATION NO.:	BA 186	DATE: January 6, 2020
LEGAL DESCRIPTION:	Lot A, Section 7, District Lot 377, Township 21, Range 24, W6M, KDYD, District Plan 21950, Except Plan 36130	
GENERAL LOCATION:	Boston Flats	PID: 004-165-144
ZONING:	RL-1: Rural Zone	
OCP:	Potential Development Area	
PARCEL AREA:	7.964 ha	ALR STATUS: No
<b>PURPOSE OF THIS APPLICATION:</b> To re-develop a manufactured home park on the 4.5 ha southern portion of the subject property.		

Please fill in the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all cases, we would appreciate receiving additional information to substantiate your positions, and if necessary, outline any conditions related to your position. Please note any legislation or official government policy that would affect our consideration of this application. See **attached for additional information.**

**THIS REFERRAL HAS BEEN SENT TO THE FOLLOWING AGENCIES:**

- Ministry of Transportation and Infrastructure - Cariboo ([Cindy.Katchmar@gov.bc.ca](mailto:Cindy.Katchmar@gov.bc.ca))
- Ministry of Environment & Climate Change Strategy - Waste Management Division
- Interior Health Authority - Kamloops ([HBE@interiorhealth.ca](mailto:HBE@interiorhealth.ca))

Urszula Walus, RPP, MCIP  
Planner

MUNICIPALITIES: Ashcroft | Barriere | Cache Creek | Chase | Clearwater | Clinton  
Kamloops | Logan Lake | Lytton | Merritt | Sun Peaks

ELECTORAL AREAS: "A" "B" "E" "I" "J" "L" "M" "N" "O" "P"

<b>PLEASE RETURN TO:</b>	<a href="mailto:uwalus@tnrd.ca">uwalus@tnrd.ca</a> Attention: Urszula Walus Thompson-Nicola Regional District 300-465 Victoria Street Kamloops, BC V2C 2A9	<b>DATE:</b> January 6, 2020
<b>APPLICATION NO.:</b>	BA 186	<b>PID:</b> 004-165-144
<b>LEGAL DESCRIPTION:</b>	Lot A, Section 7, District Lot 377, Township 21, Range 24, W6M, KDYD, District Plan 21950, Except Plan 36130	

**RESPONSE SUMMARY:**

- Approval recommended for reasons outlined below
- Interests unaffected by this application
- Interests affected by application for reasons outlined below
- Approval not recommended due to reasons outlined below

**COMMENTS:**

**SIGNATURE:**

**TITLE:**

\_\_\_\_\_

\_\_\_\_\_

**NAME:**

**AGENCY:**

\_\_\_\_\_

\_\_\_\_\_

**DATE:**

**LOCATION:**

\_\_\_\_\_

\_\_\_\_\_



The Region of BC's Best

# FACT SHEET

Zoning Amendment No. BA 186

**SUMMARY & PURPOSE:** To re-develop a manufactured home park on the 4.5 ha southern portion of the subject property.

**Information supplied by the applicant**

**APPLICANT:** Cole-Vito Mobile Homes Ltd.  
13 Goodbrand Drive  
Abbotsford, BC V3G 0C5

**AGENT:** Mike Pastro  
2599 Eagle Mountain Drive  
Abbotsford, BC V3G 0B1

**LEGAL:** Lot A, Section 7, District Lot 377, Township 21, Range 24, W6M, KDYD,  
Plan 21950, Except Plan 36130

**PID:** 004-165-144

**CIVIC ADDRESS:** N/A (along Highway 97C)

**LOCATION:** Boston Flats

<b>EXISTING:</b>	<b>Zoning Designation:</b>	RL-1: Rural Zone
	<b>OCP Designation:</b>	Potential Development Area
	<b>Use:</b>	Vacant (except for an irrigation well and water treatment building that provided water to the former MHP)

<b>PROPOSED:</b>	<b>Zoning Designation:</b>	4.5 ha southern portion of Property proposed MH-1.
	<b>OCP Designation:</b>	Potential Development Area
	<b>Use:</b>	Manufactured Home Park

<b>SERVICES:</b>	<b>Roads:</b>	Highway 97C
	<b>Water:</b>	Private system
	<b>Sewer:</b>	Private system

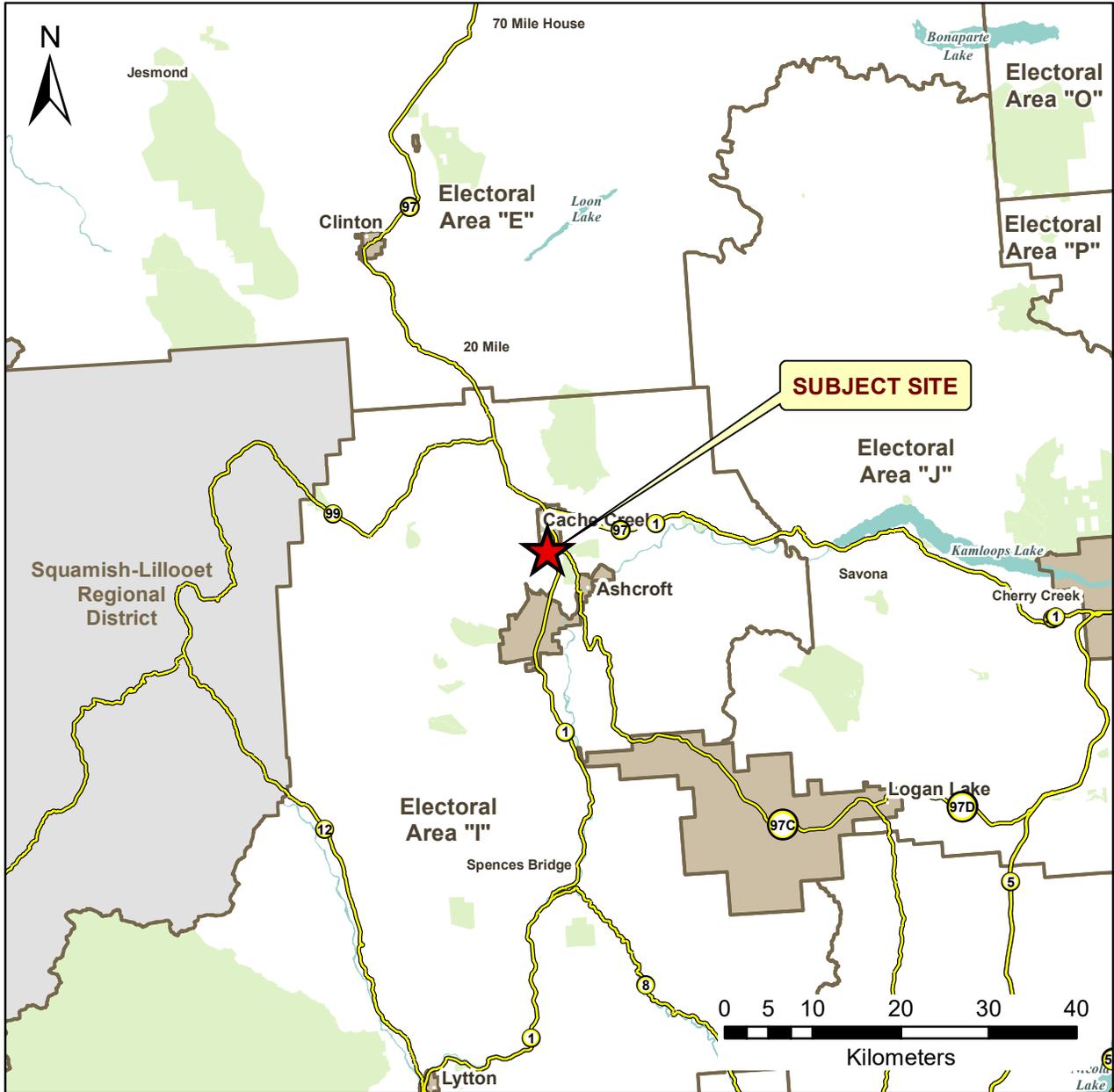
**ADDITIONAL INFORMATION SUPPLIED BY PLANNING SERVICES**

1. A manufactured home park (Boston Flats MHP) used to exist on the adjacent lot to the east of the subject property (Lot B, Plan 21950) which had approx. 60 rented MH spaces.
2. The MHP was entirely destroyed in the 2017 Elephant Hill wildfire.

3. The owner wishes to re-build the MHP, but due to increased setback and separation requirements imposed by the current BC Building Code, bylaw and geotechnical concerns, a maximum of only 34 MH spaces can now be developed at the former location which is not economically feasible.
4. The property is located within the fringe area of the Village of Cache Creek which overlaps with the Village of Ashcroft according to TNRD Fringe Areas Policy 6a. Both municipalities are being referred on this application. The Fringe Areas Policy discourages rural residential development in the fringe area and instead encourages residential development to locate within the boundaries of municipalities. In this case, the owner is trying to re-establish the former MHP lost to wildfire and is requesting rezoning on a portion of Lot A to try to provide sufficient land area to bring the density back to what it was previously.
5. Regarding the water and sewage systems, the applicant is unsure at this time if each Lot A (subject property) and Lot B (adjacent lot to the east) would have an independent system or if one system would be developed to serve both. If the application is approved, the applicant would engage the services of Kala Geosciences Ltd to determine the best way to go and to prepare an appropriate design.

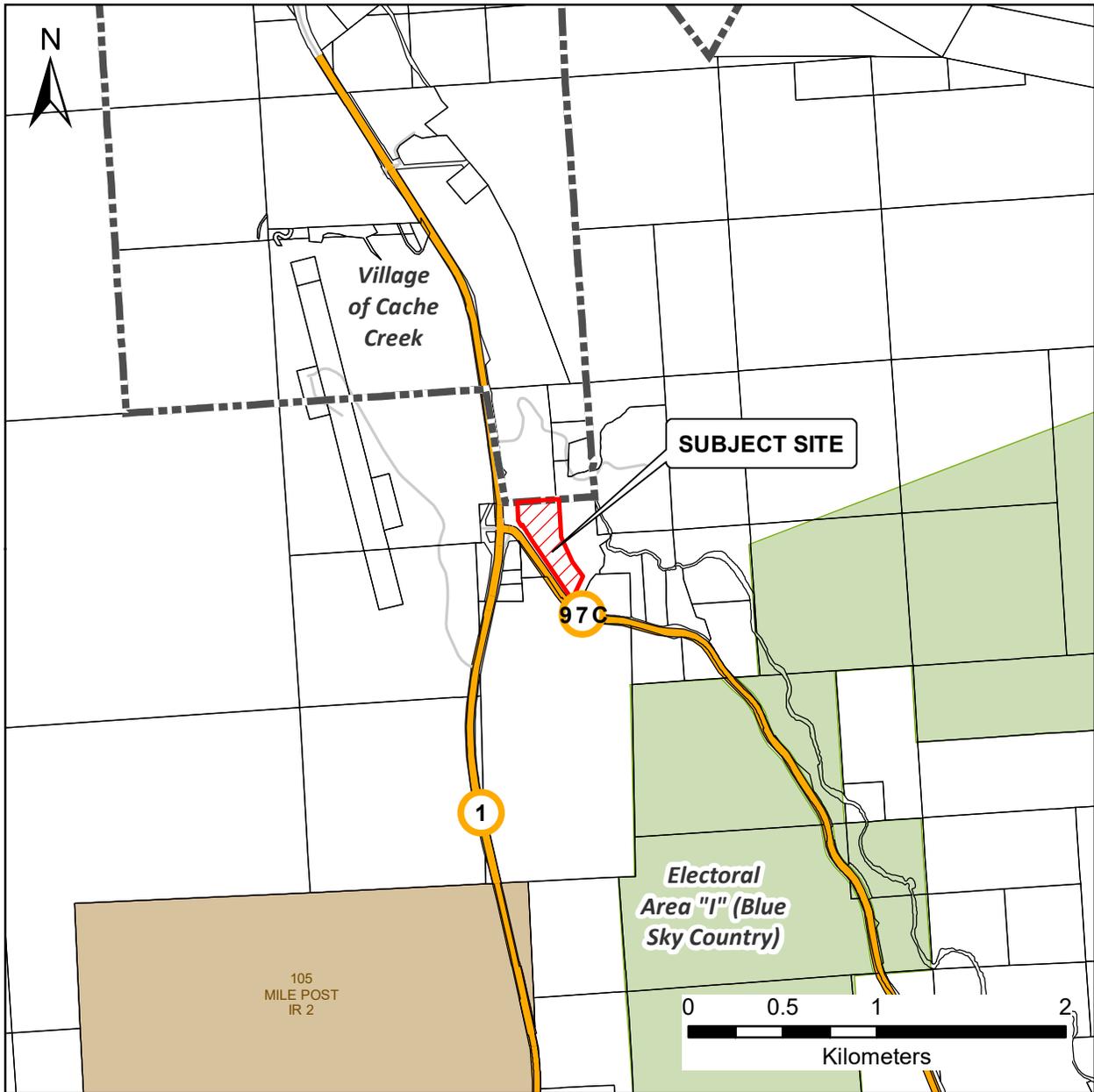
# REZONING APPLICATION BA 186

## Overview



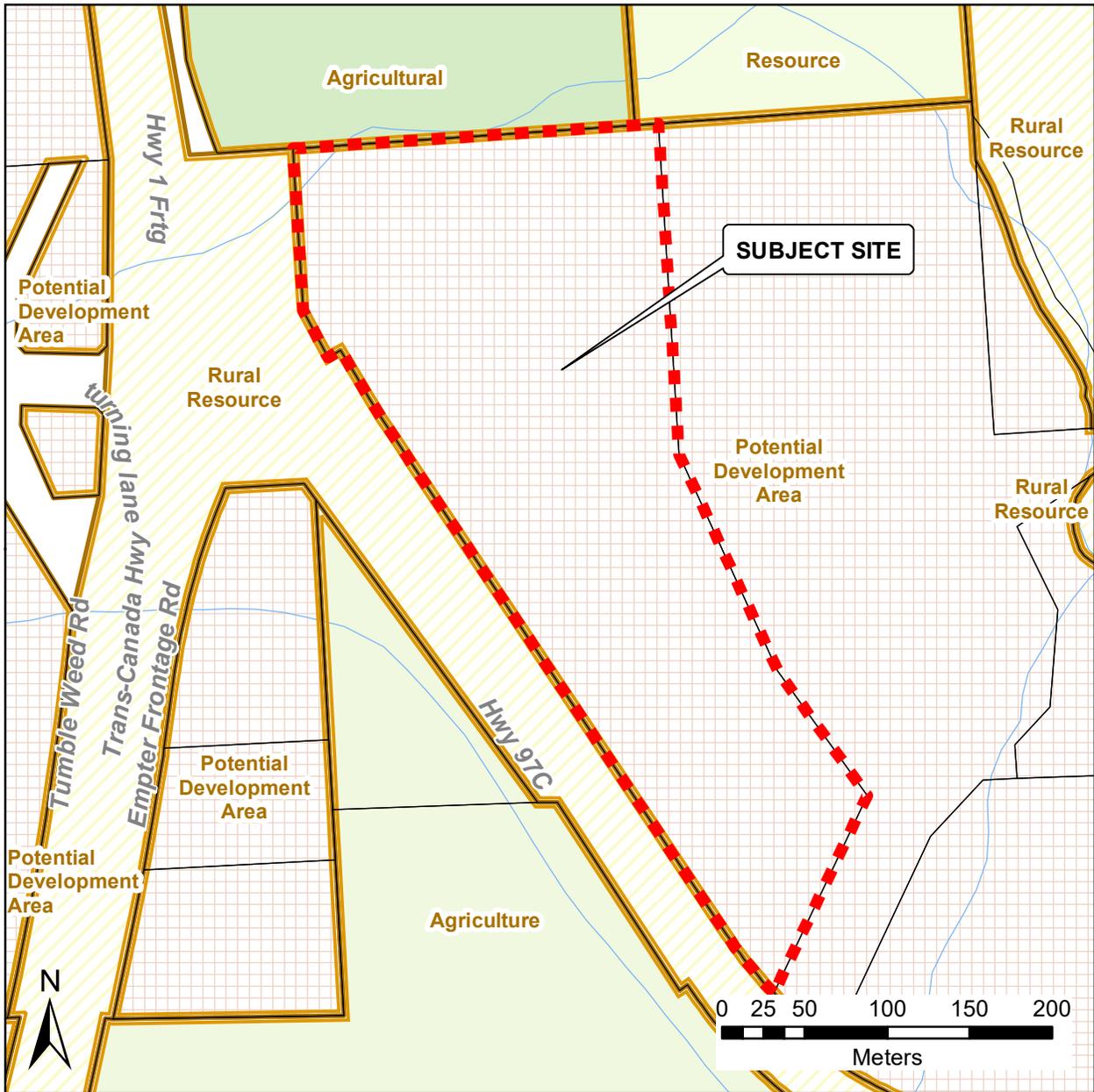
REZONING APPLICATION BA 186

Location Map



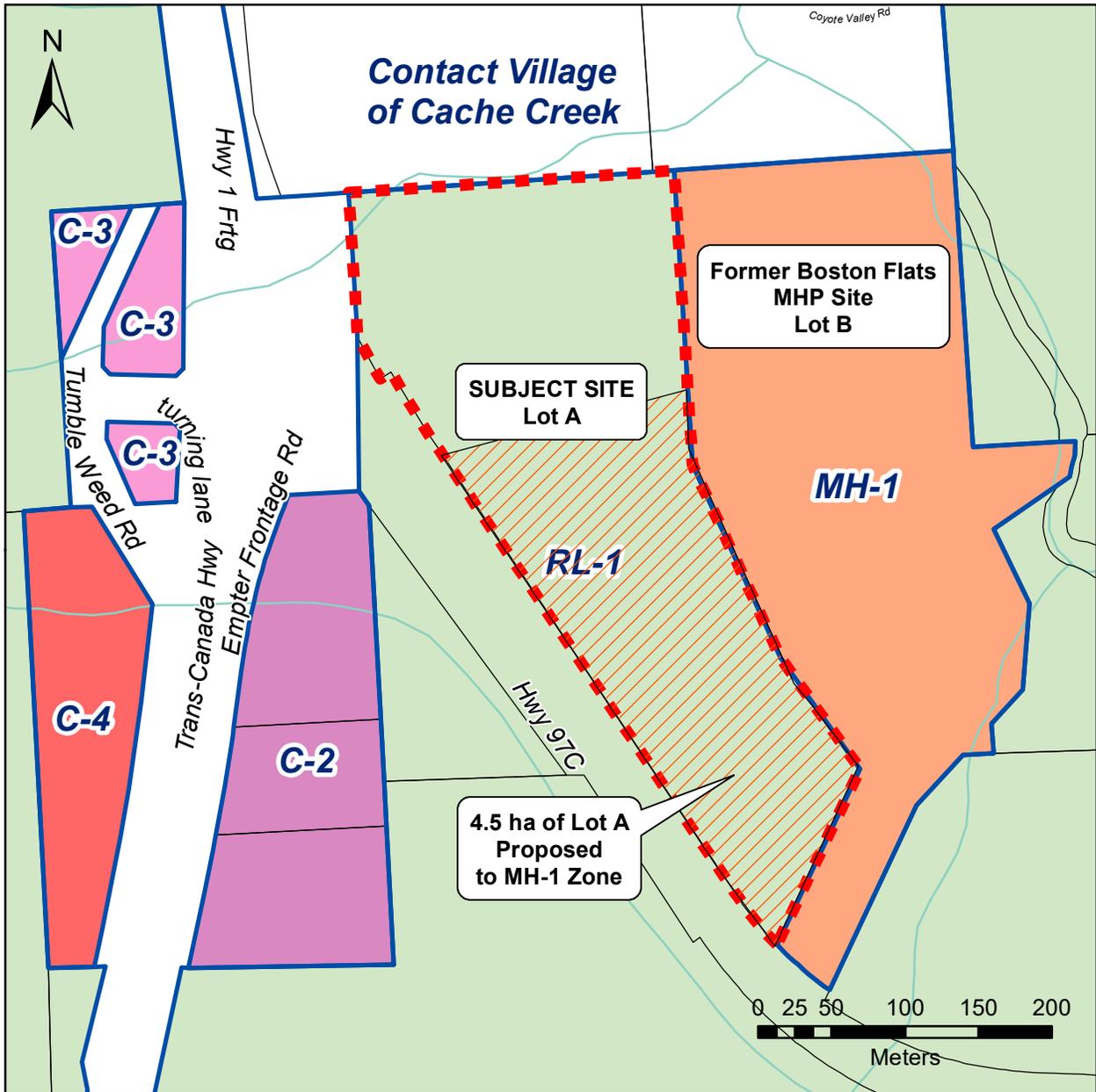
REZONING APPLICATION BA 186

Official Community Plan (OCP) Designation Map



REZONING APPLICATION BA 186

Zoning Map



REZONING APPLICATION BA 186

Ortho Map



## Part 8: RL-1 Rural Zone

### Purpose

The purpose of this zone is to permit activities associated with agricultural, forestry, recreational, and resource uses, and to provide for a rural environment.

### 8.1 Permitted Uses

In the RL-1 zone, subject to s.8.1.1, the following uses are permitted on a *parcel* and all others are prohibited:

#### Principal Uses

- (a) *one single family dwelling, one two family dwelling, or one manufactured home;*
- (b) *agricultural and horticultural use* subject to livestock limitations set out in s. 3.24 of this Bylaw;
- (c) *intensive agricultural use on parcels 16 ha or larger;*
- (d) *forestry practice use;*
- (e) *processing of aggregate materials;*
- (f) *open land recreation;*
- (g) aircraft landing field;
- (h) *golf course;*
- (i) cemetery, school, and community hall;
- (j) winery, cidery, and microbrewery; and
- (k) storage of explosives.

#### Accessory Uses

The following uses are only permitted subject to a principal use existing on the *parcel*:

- (l) *home based business;*
- (m) *rustic guest ranch;*
- (n) riding stable;
- (o) *pet breeding and kennel use;*
- (p) *accessory building;* and
- (q) *bed and breakfast.*

Notwithstanding the preceding permitted uses, any use of a *parcel* in the ALR is subject to the provisions of the Agricultural Land Commission Act, the regulations thereto and the Orders of the Commission and may or may not be permitted on a *parcel*.

### 8.1.1 Permitted Uses – Site Specific

In the RL-1 zone, the following uses are permitted on a site specific basis only:

- (a) *full service guest ranch and resort* in the case of the District Lot 4948, Lillooet District (Jesmond, BC);
- (b) *campground* and *outdoor assembly uses* in the case of District Lot 166, Kamloops Division Yale District except: (1) Part lying south and east of Plan A215 (2) Plans A215, 10584, 23191, 25206, 25510 and 26688;
- (c) *outdoor assembly use* including an amphitheatre in the case of the North ½, Section 4, Township 91, Kamloops Division Yale District except: (1) Part lying south and east of the Kettle Valley Railway Company Right-of-Way shown on Plan A215 (2) Plan A215 (3) Plan KAP59518;
- (d) *full service guest ranch and resort* limited to a *lodge* facility containing 20 *strata rentable units* and ancillary commercial uses in the case of Lot A, District Lots 1750 and 1751, Lillooet District, Plan 39819 except Plan 40865 (Big Bar Lake, BC);
- (e) *full service guest lodge and resort* in the case of District Lot 2624, Lillooet District, except Plan KAP61862 (Loon Lake, BC);
- (f) *campground* in the case of District Lot 61, Kamloops Division Yale District except Plans H928 and KAP69133 (Barriere, BC);
- (g) *campground* in the case of That Part of District Lot 166 shown on Plan A215, Kamloops Division Yale District (south of Merritt, BC);
- (h) *full service guest ranch* in the case of District Lot 5314, Lillooet District (9550 Eagan Lake Road, northeast of 70 Mile House, BC) consisting of approximately 30 hectares;
- (i) *sport shooting range with ancillary club house facilities* in the case of approximately 27.25 hectares of unsurveyed Crown land in the vicinity of Fishtrap Mountain, Kamloops Division Yale District (Gorman Lake Forest Service Road, west of Barriere, BC);
- (j) *traveller accommodation units and restaurant use* in the case of Strata Lots 35, 36, and 37, each of DL 209 & Sec 33, Twp 95, KDYD Strata Plan KAS3883 (PIDs: 028-640-918, 028-640-926, and 028-640-934), at 6349 & 6351, 6345 & 6347, and 6341 & 6343 Stagecoach Trail, Quilchena (Sagebrush Golf and Sporting Club); and
- (k) *tourist commercial uses*, used in conjunction with agricultural uses, limited to bakery, restaurant/deli, picnic area and minor retail in the case of 2540 Cariboo Highway No. 97, north of Cache Creek (legally described as District Lot 1071, KDYD and That Part of District Lot 102, Group 2 shown on Plan B3407, Kamloops Division Yale (formerly Yale-Lytton) District.

- (l) campground in the case of Lot 5, District Lot 1371, Kamloops Division Yale District Plan 5153; except Plans H558, H11093, 36378 and 37616. (1480 Old N. Thompson Hwy, Blackpool, BC).

## 8.2 **Parcel Size**

The minimum *parcel* size shall be 4 hectares except for uses permitted under:

- (a) s.8.1 (c) where the minimum *parcel* size shall be 16 hectares; and
- (b) s.8.1 (i) where no minimum *parcel* size shall be required.

### 8.2.2 **Parcel Size – Site Specific**

- (a) The minimum *parcel* size for a *single family dwelling* in the case of Block A, District Lot 8439, Lillooet District and Lot 3, District Lots 1405 and 1423, Lillooet District, Plan 13442 (Sharpe Lake, BC) are 1 hectare and 2 hectares.

## 8.3 **Setbacks**

8.3.1 The *front setback* shall be 6 metres.

8.3.2 The *side setback* shall be 1.5 metres, unless the side lot abuts a road where it shall be 4.5 metres.

8.3.3 The *rear setback* shall be 6 metres, except in the case of an *accessory building* where it shall be 1.5 metres.

8.3.4 Notwithstanding s.8.3.1, 8.3.2, and 8.3.3, a *building*, *livestock* pen, containment basin or the composting of organic matter involved with any *intensive agricultural use* shall be set back a minimum of:

- a) 300 metres from an established residence on a *parcel* not in the AF-1, RL-1, or C-6 Zones; and
- b) 15 metres from a public road.

8.3.5 Notwithstanding s.8.3.1, 8.3.2, and 8.3.3, a *livestock* pen and containment basin used for *intensive agricultural use* shall be set back a minimum of 90 metres from the *natural boundary* of a lake, river, stream, or other body of water.

8.3.6 Notwithstanding s.8.3.1, 8.3.2, and 8.3.3, industrial equipment used for *forestry practice use* that has the potential to create noise, dust, vibration, odours or nuisance shall be set back a minimum of:

- a) 300 metres from an established residence in any zone; and
- b) 60 metres from a public road.

8.3.7 Notwithstanding s.8.3.1, 8.3.2, and 8.3.3, a *building* or equipment used for the *processing of aggregate materials* shall be set back a minimum of 300 metres from an established residence in any zone.

#### 8.4 Conditions of Use

8.4.1 All *livestock* pens used in *intensive agricultural use* shall be designed to allow shallow ditching to collect runoff from each pen and shall slope to an impervious containment basin, and shall be designed so that runoff water from areas surrounding the pens shall be diverted away from the pens.

8.4.2 A *rustic guest ranch* permitted as an *accessory use* shall be subject to the following conditions:

- a) the *parcel* on which the use is to be located shall be classified as a 'Farm' under the Assessment Act and shall be contiguous and ancillary to the principal bona-fide horse, cattle or other animal ranching use operated on 64 or more hectares of land;
- b) the use shall not be permitted on a *parcel* which is contiguous to a rural residential development of two or more *parcels* having a minimum *parcel* size of 4 hectares or less; and
- c) accommodation is limited to a maximum of 10 *sleeping units* and shall not include a *campground* or *recreational vehicle* use.

8.4.3 *Parcels* used for *open land recreation* and parks and playgrounds shall be kept in their natural state except where modifications are necessary to facilitate outdoor recreation.

8.4.4 Storage of explosives is subject to the provisions of the Federal Explosives Act and the regulations thereto.

## Part 18: MH-1 Manufactured Home Park Zone

### **Purpose**

The purpose of this zone is to encourage a high standard of *manufactured home park* development in appropriate locations.

### **18.1 Permitted Uses**

In the MH-1 zone, the following uses are permitted on a *parcel* and all others are prohibited:

#### **Principal Uses**

- (a) *manufactured homes in a manufactured home park.*

#### **Accessory Uses**

The following uses are only permitted subject to a principal use existing on the *parcel*:

- (b) *accessory building;*
- (c) *ancillary service or utility buildings or structures related to the manufactured home park, including a common storage area for the storage of recreational vehicles and boats; and*
- (d) *caretaker dwelling unit.*

### **18.2 Density**

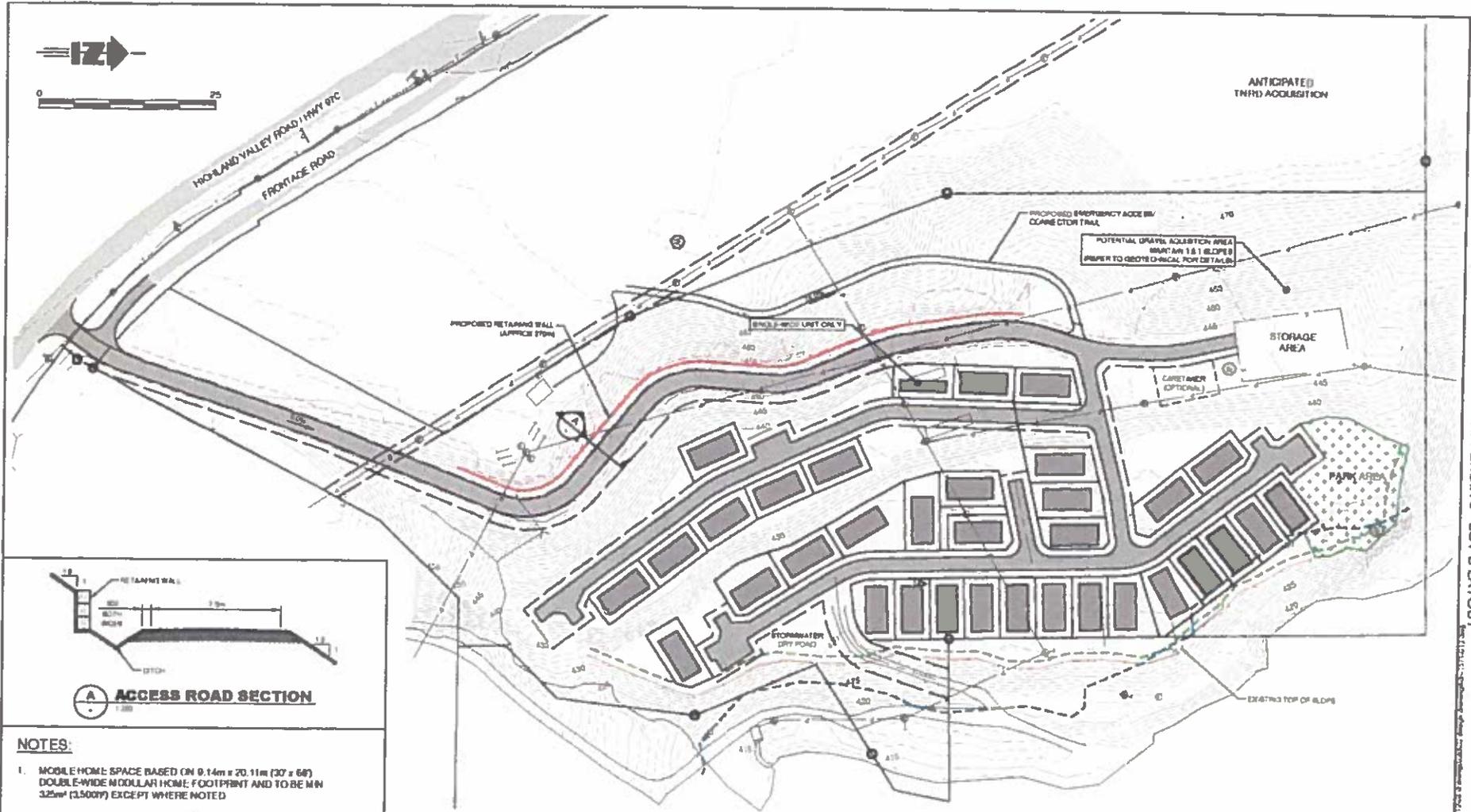
The maximum density permitted in this zone shall be no more than 20 *manufactured homes* per one hectare.

### **18.3 Parcel Size**

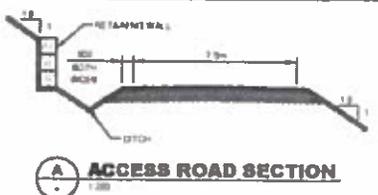
The minimum *parcel* size for a *manufactured home park* shall be 2 hectares.

### **18.4 Conditions of Use**

The *manufactured home park* shall comply with the requirements of the *TNRD* Manufactured Home Parks Bylaw No. 2504 as amended and superseded.



APPENDIX B - LOT B LAYOUT



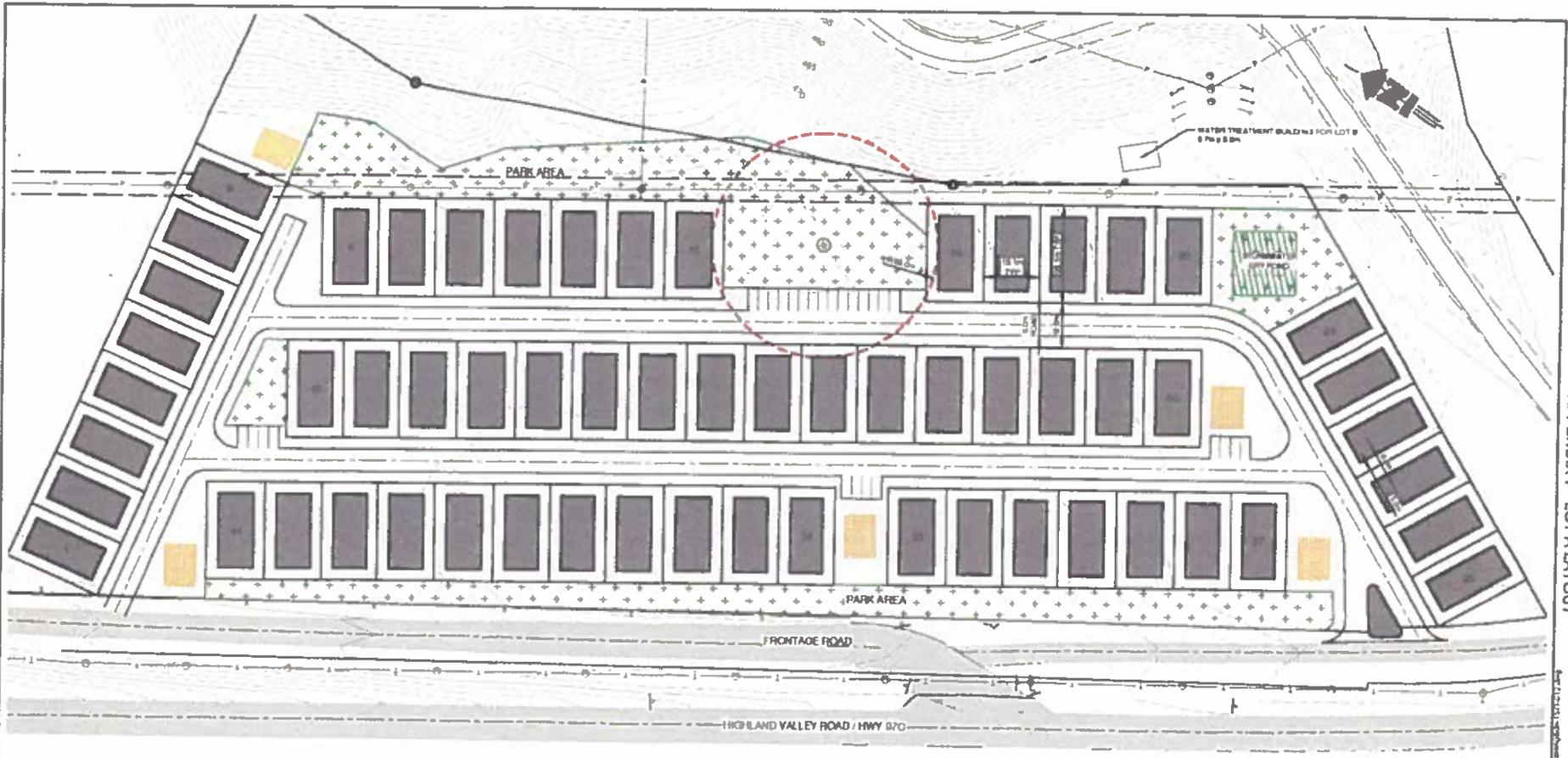
- NOTES:**
1. MOBILE HOME SPACE BASED ON 9.14m x 20.11m (30' x 66') DOUBLE-WIDE NO-DOLLAR HOME FOOTPRINT AND TO BE MIN 325m<sup>2</sup> (3,500sf) EXCEPT WHERE NOTED
  2. ESTIMATED NUMBER OF UNITS = 34
  3. 17 PARKING STALLS ARE IN ADDITION TO PER UNIT PARKING. PARKING SPACES SHOWN ARE 2.7m WIDTH x 9m DEPTH
  4. MIN RECREATION AREA TO BE 278m<sup>2</sup> x 48m<sup>2</sup> UNIT IN EXCESS OF 10 = 1302m<sup>2</sup>
  5. OPTION INCLUDES MINIMAL EARTHWORKS

**LEGEND:**

RIPARIAN RIGHT OF WAY	-----
GEOTECHNICAL SETBACK	-----
RETAINING WALL	-----

**PROPOSED BOSTON FLATS  
RE-DEVELOPMENT (LOT B PLAN 21950)  
PROPOSED LAYOUT OPTION**

<b>TRUE CONSULTING</b>	DESIGN BY: SAC
	SCALE: 1:150 (1/4"=1')
DESIGN BY: SPC	DATE: January 2015
<b>OPT1</b>	<b>2</b>



**NOTES:**

1. MOBILE HOME SPACE BASED ON 9.14m x 20.11m (30' x 66') DOUBLE-WIDE MODULAR HOME FOOTPRINT AND TO BE MIN 325m<sup>2</sup> (3,500sf)
2. ESTIMATED NUMBER OF UNITS = 60
3. 27 PARKING SPACES ARE IN ADDITION TO PER UNIT PARKING. PARKING SPACES SHOWN ARE 2.7m WIDTH x 6m DEPTH
4. MIN RECREATION AREA TO BE 270m<sup>2</sup> + 42m<sup>2</sup> / UNIT IN EXCESS OF 10 = 2,570m<sup>2</sup>
5. LOT AREA = 4.81a

**LEGEND:**

- 30m DIAMETER WELLHEAD EXCLUSION ZONE - - - - -
- ALLOWANCE FOR SEWERAGE SYSTEM (PRELIMINARY SEWERAGE DESIGN BY OTHERS)

**PROPOSED BOSTON FLATS  
LOT A PLAN 21950 UPPER DEVELOPMENT  
PROPOSED LAYOUT OPTION**

0 1:1000 50

<b>TRUE CONSULTING</b>		DESIGN BY SAC
DRAWN BY SPIC		SCALE 1:1000 (1:11.17)
DATE: November 2018		REV <b>2</b>
		1571-012

**Anne**

---

**From:** Jodene Blain <jodene@ashcroftband.ca>  
**Sent:** February 11, 2020 10:25 AM  
**To:** Anne  
**Subject:** Trail Application

Morning,

We are moving ahead with our trail application and was hoping the Village could give us a letter of support to create a walking trail from our reserve to Ashcroft along Cornwall Road. We have urban designing the path which we are only asking for planning funds at this stage. Thanks so much,

Cheers,

**Jodene Blain, BA, LL.B**

**Band Administrator**  
**Ashcroft Indian Band**  
**Box 440, Ashcroft, BC V0K 1A0**  
**250-453-9154**  
[jodene@ashcroftband.ca](mailto:jodene@ashcroftband.ca)





PO Box 185  
Clinton BC V0K 1K0  
Phone (250) 459-2759  
Email: [clintonannualball@clintonannualball.com](mailto:clintonannualball@clintonannualball.com)  
Website: [www.clintonannualball.com](http://www.clintonannualball.com)

January 17, 2020

Mayor Roden, Barb  
Village of Ashcroft  
PO Box 129  
Ashcroft, B.C.  
V0K 1A0

RE: Invitation to the 153rd Clinton Annual Ball

Dear Mayor Roden and Council,

The 153rd Clinton Annual Ball will be held on Saturday, May 16th, 2020. In 2020 the Annual Ball will be held in the Clinton Memorial Hall where we will celebrate the 100<sup>th</sup> anniversary of our wonderful hall; one of only a very few that can boast of having a spring dance floor.

The Annual Ball Committee is planning another fabulous evening of dining, entertainment and dancing and we are looking forward to celebrating our Hall and the history of Logging and Mills in our area.

The Annual Ball Committee would be delighted to have you and your guests join us for this special occasion. Tickets are \$75 each and can be obtained by calling 250-459-7069 or emailing [tickets@clintonannualball.com](mailto:tickets@clintonannualball.com). As only a limited number of tickets are still available, if you are able to attend, we would appreciate knowing at your earliest convenience how many tickets you require.

We look forward to seeing you at the Ball.

Sincerely,

Charlene Boscott, Chair  
Clinton Annual Ball Committee  
The Longest Continuously Running Event of it's Kind in Canada



admin

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**From:** Garside, Chelsea EAO:EX <Chelsea.Garside@gov.bc.ca>  
**Sent:** January 27, 2020 10:57 AM  
**To:** Barbara Roden  
**Cc:** admin; Green, Andrew EAO:EX; Warner, Jessica EAO:EX; MacLellan, Kris (Leo) EAO:EX  
**Subject:** HVC 2040 - Invitation to participate in the EAO's advisory Working Group

Good morning Mayor Roden,

I'm writing regarding the environmental assessment for the HVC 2040 project proposed by Teck Highland Valley Copper Partnership. On September 6, 2019, the EAO sent a notification email to the Village of Ashcroft noting that the environmental assessment (EA) had been initiated and that the EAO would establish an advisory Working Group (Working Group) consisting of representatives from provincial, federal and local governments and Indigenous groups. The role of Working Group representatives is to provide the EAO with technical advice on issues and potential effects of HVC 2040 that are related to their organization's mandate.

I'm writing today to formally invite the Village of Ashcroft to participate in the Working Group. As a member of the Working Group, the Village of Ashcroft would be given the opportunity to review and comment on key documents produced by the proponent and by the EAO, including the proponent's Valued Component selection document, the Application Information Requirements, the proponent's Application, and the EAO's Assessment Report and proposed Table of Conditions and Certified Project Description. The Village of Ashcroft would also be invited to attend Working Group meetings or conference calls.

Could you please let me know if the Village of Ashcroft would like to participate in the Working Group, and if so who should be included (I will need email addresses and phone numbers for anyone other than yourself who would participate).

If you have any questions, don't hesitate to ask myself or Andrew Green, Project Assessment Director and project lead for this EA. My contact information is below, or you can reach Andrew at 778 974-3500, or [Andrew.1.Green@gov.bc.ca](mailto:Andrew.1.Green@gov.bc.ca).

Kind regards,  
Chelsea

**Chelsea Garside**  
Project Assessment Officer  
Environmental Assessment Office  
Government of British Columbia  
Mail: PO Box 9426 Stn Prov Govt Victoria BC V8W 9V1  
Phone: 778 698-9307 | Cell: 250 213-1290 | Fax: 250 387-2208  
[Chelsea.Garside@gov.bc.ca](mailto:Chelsea.Garside@gov.bc.ca)



***The EAO respectfully acknowledges that it carries out its work on the traditional territories of Indigenous nations throughout British Columbia.***

*This e-mail is confidential and is intended only for the person(s) to whom it is addressed. Any dissemination, copying, or other use by anyone else is strictly prohibited. If you received this e-mail in error, please destroy this e-mail and contact me directly.*

January 26th, 2020

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



Ashcroft & District

Fall Fair

Dear Mayor and Council;

We would like to book the arena for our annual Fall Fair on September 13th, 2020. This means that we would like to use the arena for the days of Saturday September 11th until Sunday September 13th, 2020. Our request includes the arena space as well as the surrounding parking space. We expect food vendors such as the Lions and Rotary club to be parked outside the building but close to the entrance, utilizing the power outlets. We are hoping to host a possible car show in the back parking lot, fingers crossed.

The stage would also need to be moved and placed in the appropriate area previous to the set up commencing on Saturday.

We will be using the arena past normal operating hours for Village due to the weekend nature of our event so we will need a contact number for the lucky souls that get to open and close the doors for us. Contact person for this will be Kat Chatten 250 457 0732.

We look forward to a very successful Fair again this year.

Yours truly

Kat Chatten  
President, Desert Mesa Lions Club

Organization Official Name: Ashcroft and District Fall Fair	
Mailing Address: Box 353 Cache Creek BC V0K1H0	
Phone: 250-457-0732 Fax: _____ Email: ashcrofffallfair@gmail.com	
Contact Person: Kat Chatten Title: President	
Briefly describe your organizations purpose:  Ashcroft Fall Fair organizes and operate the Fall Fair annually in Ashcroft BC	
Briefly describe how the requested grant money will be used:  To offset the cost of the rental of the arena and the additional costs of the opening and closing fees.	
What amount of Grant-in-Aid is being requested?	\$ 500.00
Total organization operating budget for current year	\$ 8950.00
Total budget for project the grant is being applied for	\$ 8950.00
Did you receive a Grant-in-Aid last year?	Yes ___ No <input checked="" type="checkbox"/>
If yes what was the amount of the grant?	\$ _____

Attachments: Please provide the following to your application (if available):

Financial Statement, Current Year Budget, Project Budget

Forward completed applications to: Village of Ashcroft, Box 129, Ashcroft, BC V0K 1A0  
Or via email to [council@ashcroftbc.ca](mailto:council@ashcroftbc.ca). Applications are reviewed by Council at the second meeting each month. Applications must be received by the second Friday of each month to be considered in that month.



**Village of Ashcroft**  
**Grant Application - Organizations**





**Village of Ashcroft  
Grant Application – Organizations**

# Ashcroft Fall Fair

## Budget

2020

Donations at door	\$ 750.00
Sponsorship	\$ 1,500.00
Vendors	\$ 300.00
BC Lotteries	\$ 3,000.00
Village Grant in Aid	\$ 500.00
Food Vendor	\$ 50.00
Grant- NDIT	\$ 2,500.00
<b>Total Net Revenue</b>	<b>\$ 8,600.00</b>

Cost of Event	\$ 8,590.00
<b>Gross Profit</b>	<b>\$ 10.00</b>

### Expenses

Printing	\$ 450.00
Rental of Arena	\$ 1,000.00
Insurance	\$ 300.00
Set Up- Grad class donation	\$ 300.00
Décor- Cadet Donation	\$ 250.00
Entertainment	\$ 5,225.00
old time fiddlers	350
kiki eco elf	650
medival events	550
big little science centre	675
live band	1500
live demonstrations/classes	800
dj service and sound	700
Volunteer meals	\$ 150.00
Prize awarded	\$ 600.00
Advertising	\$ 60.00
Postage	\$ 180.00
Promotional Printing	\$ 75.00
<b>Total Expenses</b>	<b>\$ 8,590.00</b>

# Ashcroft Fall Fair

## Income Statement

2019

	Opening Balance	\$ 2,068.00
Donations at door		\$ 867.25
Registration		\$ 134.00
Sponsorship		\$ 1,500.00
Vendors		\$ 270.00
Auction		\$ 45.00
Food Vendor		\$ 50.00
Grant- NDIT		\$ 2,500.00
<b>Total Net Revenue</b>		<b>\$ 7,434.25</b>
<b>Cost of Event</b>		<b>\$ 7,207.15</b>
<b>Gross Profit</b>		<b>\$ 227.10</b>
<b>Expenses</b>		
Printing		\$ 455.84
Rental of Arena		\$ 1,000.00
Insurance		\$ 915.00
Set Up- Grad class donation		\$ 300.00
Set Up- firefighter donation		\$ 250.00
Décor- Cadet Donation		\$ 250.00
Entertainment		\$ 2,775.00
	old time fiddlers	350
	kiki eco elf	650
	medival events	550
	big little science centre	675
	rolling thunder dj service and sound	550
Volunteer meals		\$ 169.00
Prize awarded		\$ 795.50
Advertising		\$ 56.00
Postage		\$ 174.55
Promotional Printing		\$ 66.26
<b>Total Expenses</b>		<b>\$ 7,207.15</b>



## **Commercial Insurance Binder**

---

Prepared especially for

***Ashcroft & District Fall Fair***

through the facilities of

CapriCMW Insurance Services Ltd.

**Prepared by Robert Fiume**

# Commercial Insurance Binder



**Binder No.**

**Declarations**

**Effective 8/8/2019**

Effected with Lloyd's Underwriters under Agreement #CP900/19 and UMR # B0750RNAFB1902225 as arranged by CapriCMW Insurance Services Ltd. (hereinafter called the Insurer or the Company) in consideration of the premium specified, agrees to indemnify the Insured in accordance with this Binder of Insurance.

**Insured**

**Ashcroft & District Fall Fair**

**Postal Address of Insured**

Box 353  
Cache Creek, British Columbia V0K 1H0

Main: (250) 457-7128  
Email: [attackkat@hotmail.ca](mailto:attackkat@hotmail.ca)

**Locations and Loss Payees**

617 - 7th Street, Ashcroft, British Columbia V0K 1H0

**Insurance Broker**

CapriCMW Insurance Services Ltd.  
100-1500 Hardy Street  
Kelowna, British Columbia V1Y 8H2

Main: (250) 860-2426  
Web Site: [www.capricmw.ca](http://www.capricmw.ca)

Fax: (250) 860-1213

**Period of Coverage** (12:01 a.m. standard time at the Postal Address of the Insured)

From **August 8, 2019** to **August 8, 2020**

**Description of Business Operations**

Rodeo Operations as per Application on file with Insurer: Excluding bouncy castles and other inflatables unless specifically endorsed herein.

**Summary of Insurance Coverage and Annual Premium**

Type of Coverage	Annual Premium	Minimum Retained Coverage Premium
Liability	\$665	Nil
Total Annual Premium	\$665	
Premium Payable (excl. appl. taxes)	\$665	
Minimum Retained Policy Premium	\$500	

This Binder is intended for use as evidence that the insurance coverage described herein is in force. It is subject to the standard terms and conditions of the policy issued by the insurer for this type of insurance, the conditions, limitations and exclusions of which shall prevail at all times. It will terminate on its expiry date or when replaced by the actual policy, whichever occurs first.

In witness whereof, the Insurer has executed and attested these presents, but this Binder shall not be valid unless countersigned by a duly Authorized Representative of the Insurer.

Countersigned

  
\_\_\_\_\_  
Authorized Representative

**Commercial Insurance Binder**  
**Coverages (Client Copy)**



**Binder No. Unassigned**

**Underwriting Details**

**Effective 8/8/2019**

Type of Coverage	Deductible	Co-Insurance	Limit/ Amount
<b>Commercial General Liability (Occurrence Form) (IBC 04/98)</b>			
Products-completed operations included			
Aggregate limit			
Applies to products-completed operations only			2,000,000
Each occurrence limit			2,000,000
Personal injury limit			2,000,000
Tenants' legal liability limit - Any one premises			1,000,000
Medical expense limit - Any one person			5,000
Each occurrence limit			25,000
Limited Pollution Liability Extension			
Each occurrence limit			250,000
Aggregate limit			250,000
Extension - Employers' Bodily Injury Liability Coverage			1,000,000
Advertising Liability Extension			
Advertising Injury Limit			2,000,000
Property Damage to Non-Owned Animals			
Limit Per Animal			5,000
Limit Per Occurrence			1,000,000
Aggregate Limit			1,000,000
Employee Benefits Extension	1,000		
Each claim limit			1,000,000
Aggregate limit			1,000,000
Forest Fire Fighting Expense Extension			
Limit of liability			1,000,000
Additional Insured Extension			
Combined Deductible Endorsement (Bodily Injury and Property Damage)			
Per occurrence	1,000		
<b>Non-Owned Automobile Liability (SPF6)</b>			2,000,000
Legal Liability for Damage to Hired Automobiles Extension (SEF 94)			
All perils	1,000		35,000
Contractual Liability Extension (SEF 96)			
Long Term Leased Vehicle Exclusion (SEF 99)			
<b>Agricultural Exhibition as per application on file</b>			
- Excluding Bouncy Castles and other inflatables unless specifically endorsed on policy			
<b>Subject to the Policy Conditions, Wordings, Extensions &amp; Exclusions</b>			

**Annual Premium:**

**\$665**

## **Additional Insured**

It is agreed that the person(s) and/or entity(ies) scheduled below are added as additional insureds solely with respect to claims caused by the acts or failure to act of the Named Insured in accordance with all the terms and conditions of this Policy and only with respect to Premises, Work, Productions and/or Services which are insured under this Policy. Such additional insureds endorsed hereon are not insured under this policy for any of their own acts or failure to act.

**1. British Columbia Association of Agricultural Fairs & Exhibitions**

18231 60th Avenue  
Surrey, BC V3S 1V7

**2. Village of Ashcroft**

124 4th Street  
Ashcroft, BC V0K 1A0

**Anne**

---

**From:** srcorn@telus.net  
**Sent:** February 16, 2020 11:51 AM  
**To:** Anne  
**Cc:** Leanne Davies; monford; Jacquie McMahon  
**Subject:** Healthcare and Wellness Coalition (HAWC)

CAO Yanciw,  
Village of Ashcroft, BC

For your consideration and to pass on to Mayor and Council of Ashcroft.

- **Our Mission :**
- **To advocate for a 7 day per week health care model** that provides emergency and urgent care services in addition to primary health.
- **To work towards a steering committee, made up of healthcare providers, Interior Health, local physicians, HAWC, representatives from each of the villages and First Nations communities within our catchment area.**  
**To collaborate with Interior Health, Division of Family Practice to assist wherever possible in the recruitment of all healthcare professionals required to provide services to the 7 day healthcare model**

Our goal is to have representation at our table of the following governments:  
Ashcroft, Cache Creek, Clinton, Spences Bridge, High Bar Indian Band, Oregon Jack Creek Indian Band, Bonaparte Indian Band, Ashcroft (Cornwall) Indian Band, Cooks Ferry Indian Band, Skeetchestn Indian Band  
These areas are serviced by a health site which is located in Ashcroft.

We have enjoyed having representation from the Village of Ashcroft sitting at our table, and would like to formally request that this continue with Deb Tuohey as our primary Village Council of Ashcroft representative. We understand that Marilyn Anderson wishes to or already has stepped down from this role, and Debbie has been acting in the alternate capacity since early in her work as a councillor.

Debbie has been very supportive, stayed informed, attends our meetings regularly and is an active member of our group, works hard to understand the complexities and we would like to keep her as our alternate or primary with the Village of Ashcroft. We ask that Debbie continue in this capacity to carry on the complex work that is healthcare in our area. If Marilyn Anderson is in fact stepping down, we would ask that you consider an alternate to support Deb in this work.

- **We thank you for considering this request.**

Sheila Corneillie  
President (HAWC)  
Healthcare and Wellness Coalition  
250-457-3044



Received by email February 20, 2020

Eddy Charlie: [eddy\\_charlie@yahoo.com](mailto:eddy_charlie@yahoo.com)

Mayors of Canada

I am one of the organizers of Victoria Orange Shirt Day, and I work with Kristin Spray. We work under the name Xe Xe smun eem, which is Hul Qumi Unum for the words Sacred children. I approached Murray Rankin in 2017 to ask to help us present a private members bill to get the Federal government to officially recognize Orange shirt Day my making it a national day of recognizance for residential school experiences of 150,000 residential school students. I wish to create awareness of the effects of residential school on Canada's Indigenous peoples by making it a national holiday. This is under one of the 94 recommendations of Truth and reconciliation. Murray Rankin did present that private members bill on the floor in October 2017 but Georgina Jolibois also presented a bill to recognize the plight of residential school survivors as well and so they stepped back to see what would happen. The bill was killed on the floor this year. I am coming to you and begging you to help me get this private member bill brought back to the House of Commons again by writing to the Prime Minister or to [marc.miller@parl.gc.ca](mailto:marc.miller@parl.gc.ca) This is a very important bill and I feel like it is something that we all need time to talk about this. Indigenous children are experiencing trauma from their caregivers and adults in their communities. I must say that children will continue to suffer until we have the courage to speak out about the issue of residential schools.

The Truth and Reconciliation Commission has come up with 94 recommendations there are three which I would like to share that I feel make accepting this private member bill important:

79. We call upon the federal government, in collaboration with survivors, Aboriginal organizations, and the arts community, to develop a reconciliation framework for Canadian heritage and commemoration.

80. We call upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to honour Survivors, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process.

86. We call upon Canadian journalism programs and media schools to require education for all students on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations.

It would benefit all Canadians to recognize this private member bill as I feel it would improve relationships all across Canada and have an effect of decreasing racism in the next decade.

Children are suffering in indigenous homes every day. Caregivers are not trained adequately to be parents and residential schools have played a major role in this defect in parenting skills. Children are facing starvation as a result of alcohol related issues and they are suffering in academics as a result and our children are not completing their education at the same level as their peers.

Please consider helping me to get the federal government to consider this private member bill in Ottawa on behalf of 150,000 survivors of residential school.

Huy ch qu Xe Xe Smun Eem

Kristin Spray & Eddy Charlie

CACHE CREEK ELEMENTARY SCHOOL  
**PARENT ADVISORY COUNCIL**

1260 Highway 97, P.O. Box 115  
CACHE CREEK, BC V0K 1H0

**Chair:** Leanne Hidgon **Vice-Chair:**  
**Secretary:** **Treasurer:** Christie Ledoux

20 February 2020

To Mayor and Council, Village of Ashcroft:

I am a member of the Cache Creek Elementary School Parent Advisory Council. We are hosting our annual silent auction fundraiser and are seeking donations to help make our event successful. The event will be held on **Saturday, March 7, 2020** at the Cache Creek Community Hall.

We are currently raising money for outdoor revitalization projects like, upgrading the outdoor arena, garden initiatives, and outdoor play spaces.

With the closure of the Cache Creek pool, the impact on the families in Cache Creek will be felt in both communities. For this reason, we are asking that the Village of Ashcroft Council consider donating **one family pass for the 2020 season**.

If council approves, one of the members of the PAC will be happy to pick up at your earliest convenience, but no later than March 6, 2020. Chrissy can be reached at 587-297-2104 or Leanne can be reached at 250-457-1200.

Thank you for taking the time to review our request

Chrissy Carey on Behalf of:

Leanne Higdon  
Chair

ASHCROFT AND DISTRICT CURLING CLUB

PO BOX 586, ASHCROFT, BC V0K 1A0

250-457-7387

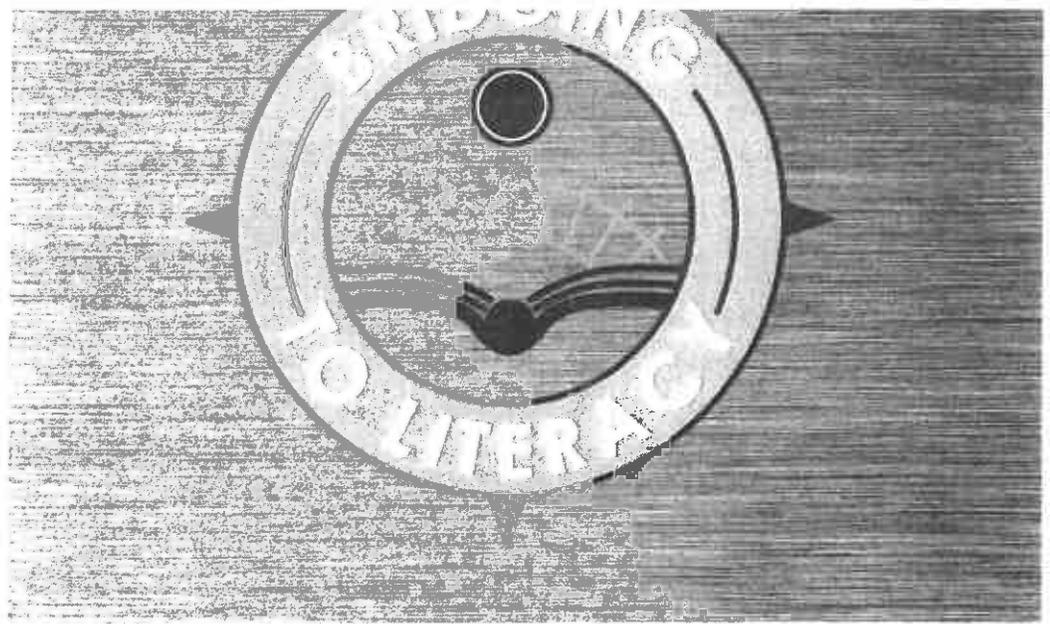
To Mayor and Council

The Ashcroft and District Curling Club would like to ask for free use of the hockey arena on March 9 for setup and March 10 2020 so we can have a fun day curling on the ice. We are also requesting one free after hours closing. We would like to be able to have a morning for school children and an afternoon curling and an evening curling event to let the people of Ashcroft to come try curling and learn a bit about the game.

Thank you for your consideration,

Janet Quesnel

Secretary Ashcroft and District Curling Club



Ashcroft Mayor & Council

Thank you for sponsoring  
the free family skate  
this week for family  
literacy week.

Jessica Clemont

## Daniela Dyck

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**From:** admin  
**Sent:** February 10, 2020 8:14 AM  
**To:** Daniela Dyck  
**Subject:** FW: Citizen of the Year 2019

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**Subject:** Citizen of the Year 2019

Hello Mayor Roden and Ashcroft Council,

At this point this not an official letter requesting your presence, but rather at invitation to circle the date for the Citizen of the Year 2019 award presentation.

The event will take place on the evening of March 28 at St. Alban's church hall.

Details to follow as they get worked out.

Theresa Takacs  
Citizen of the Year 2019 Committee Chair  
Rotary Club of Ashcroft/Cache Creek

Get [Outlook for iOS](#)

**INFORMATION CORRESPONDENCE  
FOR THE JANUARY 27, 2020 COUNCIL MEETING**

---

1. Province of BC
  - Premier's Award for Excellence in Education
2. TNRD
  - New Disposal Rules for Demotion/Construction Waste
3. Legion – BC Yukon Command
  - Military Service Recognition Book
4. CFSUN
  - New Business Coaches available to Hope and Lillooet Entrepreneurs
5. City of Port Moody
  - Universal National Pharmacare Program
6. IHA
  - New Release – Take-home Drug Test Strips
7. Jada – Traffic Control
  - Road Closure Notification
8. School District 74
  - January Newsletter
9. CN Rail
  - CN Forced Shut Down
10. Wilderness Committee
  - Letter – Choose Climate
11. Liquor & Cannabis Regulation Branch
  - Amendment – Minimum Retail Price
12. Liquor and Cannabis Regulation Branch
  - Permitted Entertainment and “Drinking Games”
13. TNRD
  - New Testing Disposal Requirements - Asbestos

/dd

Motion No.	Motion	Staff Responsible	Comments	Time line	Status
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	he requires a report to take to the TNRD Board for expenditure approval. Dir. Rice has allocated up to		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
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	February	in-progress
<b>2020 MOTIONS</b>					
R-2020-06	"THAT Council send a resolution calling on the Province to put signage on Class A highways indicating areas with little or no cell coverage."	Mayor	Forward resolution to SILGA using the UBCM Resolution format. Bring back for Council approval prior to submission.	28-Feb-20	in-progress
R-2020-28	"That Council request staff to research On Demand Hours available and report back to Council what the new schedule would look like."	CAO	Consult with BC Transit and Transit Committee re: options		in-progress
R-2020-29	"That a meeting between Council and the Curling Club be scheduled."	CAO	Schedule meeting - Doodle Poll		in-progress
R-2020-30	"That Operation Lifesaver Rail Safety Information be received and filed and further that the information be relayed to the community in the Newsletter."	DCO	Include information in next newsletter		in-progress
R-2020-36	"That Council approve staff to research burning bylaws and bring a report back to Council."	DCO	Meet with Fire Chief, PW FP Forman, contact neighbouring communities with similar landscapes		in-progress

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** February 24, 2020  
**FROM:** DCO, Daniela Dyck  
**SUBJECT:** Council Procedure Bylaw No. 834, 2020  
**REPORT #:** 20-13

---

### **Purpose**

To request a Council motion to take the draft Village of Ashcroft Council Procedures Bylaw No. 834, 2020 to second reading.

### **Recommendation**

THAT Council approve second reading of the “*Village of Ashcroft Council Procedure Bylaw No. 834, 2020*”.

### **Alternatives**

THAT Council not approve second reading and table the draft Village of Ashcroft Council Procedure Bylaw No. 834, 2020.

### **Discussion**

The purpose of “second reading” is for Council to have the opportunity to discuss the proposed bylaw in principle and discuss the content of the bylaw, provide feedback or request changes. All proposed changes by motion of Council will be implemented into the draft bylaw and brought back for review at third reading.

### **Items of Note:**

#### **Repeal of Council Policy 2005-13, Conflict of Interest:**

The current Conflict of Interest Policy is condensed and general; to provide clear direction and transparency, staff has included a comprehensive Conflict of Interest section (Part 3) in the draft Bylaw.

#### **Repeal of Policy No. 1.6 Town Hall and Community Forums and Policy No. 1.10 Scheduled Planning Sessions:**

Policy 1.6 and Policy 1.10 establish definitive dates for specific meetings. Alternately, the draft Bylaw (Part 4 -21.4.b) provides opportunity for these meetings at Council’s discretion. Council may, by motion, schedule meetings for the sole purpose of engaging with the community, presenting plans or requesting community input when legislation requires (Community Charter Section 166, adoption of the Financial Plan), or when public engagement is deemed as a best practice.

#### **Repeal of Policy No. 1.8 Public Meeting Procedures – Questions from the Public:**

Policy 1.8 defines the procedure of questions from the public for Town Hall Meetings, Public Information Meetings and Community Forums. The draft bylaw includes this provision in Part 6 –

27.3 and 36.1.a-h. The draft bylaw does decrease the time frame from 15 minutes to 10 minutes, however, it is the discretion of Council to waive the restriction by a motion in the affirmative.

Including these sections in the Bylaw eliminates the need for a separate Policies, enabling Council, staff and the public to find related information in one document.

Some other proposed changes in the draft bylaw, are;

- the inclusion of a Council members ability to file a Notice of Motion and Reconsideration;
- there are significant changes to the structure of the Committee of the Whole (COTW). The draft bylaw brings COTW meetings into alignment with the provisions under Roberts Rules of Order. "When a Council has to consider a subject which it does not wish to refer to a committee, and yet where the subject matter is not well digested and put into proper form for its definite action, or when, for any other reason, it is desirable for Council to consider a subject with all the freedom of an ordinary committee, it is the practice to refer the matter to the Committee of the Whole." There is no legislated provision in the Community Charter where Council is able to go into a COTW for the purpose of dialogue between delegates or the public in the gallery;
- the Deputy Mayor Chairs the COTW meetings;
- delegations will be scheduled at Regular Meetings.

### **Strategic/Municipal Objectives**

Corporate Governance – Bylaw and Policy ongoing review and updates

### **Legislative Authority**

The *Community Charter*, section 124 sets out the requirement that a municipality must have a procedure bylaw and prescribes the required components of that bylaw.

### **Financial Implications**

Advertising costs of \$310.00 were incurred.

### **Attachment Listing**

1. Attachment 1 – Draft Council Procedures Bylaw No. 834, 2020

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**Prepared by:**



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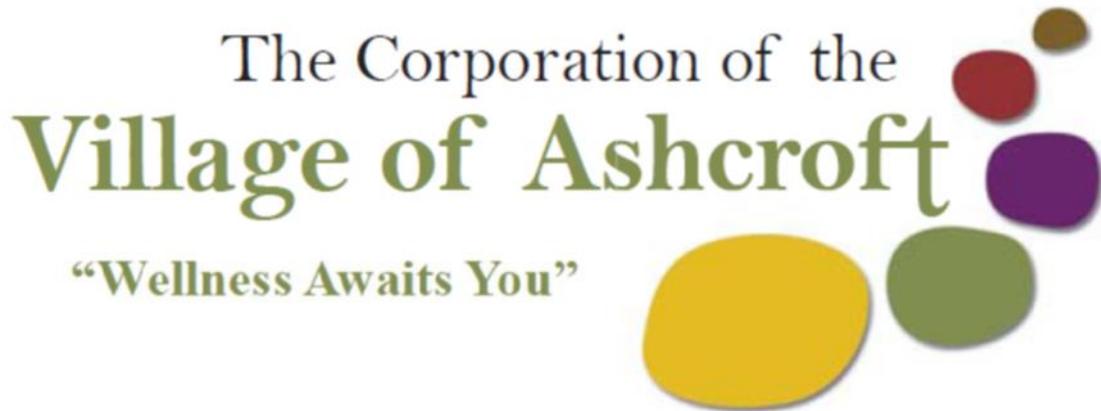
Daniela Dyck  
Deputy Corporate Officer

**Approved for submission to Council**



---

Anne Yanciw  
Chief Administrative Officer



Council Procedure Bylaw No. 834, 2020

DRAFT

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DRAFT

**VILLAGE OF ASHCROFT**

**BYLAW NO. 834, 2020**

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**A BYLAW TO ESTABLISH THE GENERAL PROCEDURES TO BE FOLLOWED  
BY COUNCIL AND COUNCIL COMMITTEES IN CONDUCTING THEIR BUSINESS**

---

NOW THEREFORE the Council of the Village of Ashcroft ENACTS AS FOLLOWS

**PART 1 – INTRODUCTION**

**Title**

- 1 This Bylaw may be cited as the “THE VILLAGE OF ASHCROFT COUNCIL PROCEDURE BYLAW NO. 834, 2020”.

**Interpretation**

- 2 (1) In this Bylaw,
- “**Committee**” means a Standing, Select, or other Committee of Council, but does not include COTW;
- “**COTW**” means the Committee of the Whole of Council;
- “**Corporate officer**” means the corporate officer for the Village or their designate;
- “**Council**” means the Council of the Village of Ashcroft;
- “**Village**” means the Corporation of the Village of Ashcroft;
- “**Mayor**” means the Mayor of the Village;
- “**Municipal Hall**” means Ashcroft Municipal Hall located at 601 Bancroft Street, Ashcroft British Columbia;
- “**Public notice posting place**” means the notice board at the Municipal Hall.
- (2) Unless otherwise provided in this Bylaw, words and phrases used herein have the same meaning as in the *Community Charter*, *Local Government Act* and the *Interpretation Act* as the context and circumstances may require.

- (3) A reference to an Act in the Bylaw refers to a statute of British Columbia, and a reference to any statute, regulation, bylaw or other enactment refers to that enactment as it may be amended or replaced from time to time.
- (4) Words in their singular include the plural and words in the plural include the singular
- (5) Headings are for convenience only and must not be construed as defining or limiting the scope or intent of the provisions.

#### **Application of rules of procedure**

- 3 (1) The provisions of this Bylaw govern the proceedings of Council, COTW and all Standing and Select Committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, The New Robert's Rules of Order Newly Revised 10<sup>th</sup> Edition, 2000, apply to the proceedings of Council, COTW, and all Standing and Select Committees of Council to the extent that those rules are
  - (a) applicable in the circumstances, and
  - (b) not inconsistent with provisions of this Bylaw or the *Community Charter*.

### **PART 2 – COUNCIL ROLES, RESPONSIBILITIES AND DUTY TO RESPECT CONFIDENTIALITY**

#### **Roles and responsibilities of Council members**

- 4 Every member of Council has the following responsibilities:
  - (a) to consider the well-being and interests of the Village and its community;
  - (b) to contribute to the development and evaluation of the policies and programs of the Village respecting its services and other activities;
  - (c) to participate in Council meetings, Committee meetings and meetings of other bodies to which the member is appointed;
  - (d) to carry out other duties assigned by the Council;
  - (e) to carry out other duties assigned under the *Community Charter, Local Government Act* or any other Act;
  - (f) to foster a positive working environment by treating other elected officials and staff members with mutual respect; and
  - (g) to appreciate diverse opinions brought forward for reflection and consideration.

**Roles and responsibilities of the Mayor**

- 5
- (1) The Mayor is the head and chief executive officer of the Village.
  - (2) In addition to the Mayor's responsibilities as a member of Council, the Mayor has the following responsibilities:
    - (a) to provide leadership to the Council, including by recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the Village;
    - (b) to communicate information to the Council;
    - (c) to preside at Council meetings when in attendance;
    - (d) to provide, on behalf of the Council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the Council;
    - (e) to establish Standing Committees in accordance with the provisions of the *Community Charter* and this Bylaw;
    - (f) to suspend municipal officers and employees in accordance with the *Community Charter*;
    - (g) to reflect the will of Council and to carry out other duties on behalf of the Council;
    - (h) to carry out other duties assigned by the *Community Charter* or any other Act.

**Duty to respect confidentiality**

- 6
- (1) A Council member or former Council member must, unless specifically authorized otherwise by Council,
    - (a) keep in confidence any record held in confidence by the Village, until the record is released to the public as lawfully authorized or required; and
    - (b) keep in confidence information considered in any part of a Council meeting or Council Committee meeting that was lawfully closed to the public, until the Council or the Committee discusses the information at a meeting that is open to the public or releases the information to the public.
  - (2) If the Village suffers loss or damage because a person contravenes subsection (1) and the contravention was not inadvertent, the Village may recover damages from the person for the loss or damage.

**PART 3 – CONFLICT OF INTEREST**

**Application of this part**

- 7 This part applies to Council members in relation to:

- (a) Council and COTW meetings;
- (b) Committee meetings; and
- (c) meetings of any other Village body referred to in this bylaw.

**Declaration required**

- 8 If a Council member attending a meeting considers that they are not entitled to participate in the discussion of a matter, or to vote on a motion or question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter or another interest in the matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case.

**Restrictions on participation following the declaration**

- 9 After making a declaration under section 8, the Council member must not:
- (a) remain or attend any part of a meeting referred to in section 7 during which the matter is under consideration;
  - (b) participate in any discussion of the matter at such a meeting;
  - (c) vote on a motion or question in respect of the matter at such a meeting; or
  - (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

**Withdrawal of declaration after legal advice**

- 10 (1) As an exception to section 9, if a Council member has made a declaration under section 8 and, after receiving legal advice on the issue, determines that they were wrong respecting their entitlement to participate in respect of the matter, the member may:
- (a) return to the meeting or attend another meeting of the same body;
  - (b) withdraw the declaration by stating in general terms the basis on which the member has determined that they are entitled to participate; and
  - (c) after this, participate and vote in relation to the matter.
- (2) For certainty, a Council member who makes a statement under subsection (1) remains subject to section 13 of this bylaw.

**Member must not be present**

- 11 After making a declaration under section 8, unless a statement is made under section 10, the person presiding at a meeting referred to in section 7 or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.

**Recording of declaration in the minutes**

- 12 When a declaration or a statement is made under section 8 or 10, the person recording the minutes of the meeting must record the member's declaration or statement, the reasons given for it, and the time of the member's departure from the meeting room and, if applicable, of the member's return.

**Restrictions on participation if in conflict whether or not a declaration is made**

- 13 (1) This section applies if a Council member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 8.
- (2) The Council member must not:
- (a) remain or attend any part of a meeting referred to in section 7 during which the matter is under consideration;
  - (b) participate in any discussion of the matter at such a meeting;
  - (c) vote on a motion or question in respect of the matter at such a meeting; or
  - (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

**Restrictions on inside influence**

- 14 A Council member must not use their office to attempt to influence in any way a decision, recommendation or other action to be made or taken at a meeting referred to in section 7, by an officer or an employee of the Village, or by a delegate under section 154 [*Delegation of Council authority*] of the *Community Charter*, if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

**Restrictions on outside influence**

- 15 In addition to the restrictions in section 14, a Council member must not use their office to attempt to influence in any way a decision, recommendation or action to be made or taken by any other person or body, if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

**Exceptions from conflict restrictions**

- 16 (1) Sections 7 to 15 do not apply if one or more of the following circumstances apply:
- (a) the pecuniary interest of the Council member is a pecuniary interest in common with the electors of the Village generally;
  - (b) in the case of a matter that relates to a local service, the pecuniary interest of the Council member is in common with other persons who are or would be liable for the local service tax;
  - (c) the matter relates to remuneration, expenses or benefits payable to one or more Council members in relation to their duties as Council members;

- (d) the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter; or
  - (e) the pecuniary interest is of a nature prescribed by regulation.
- (2) Despite sections 7 to 15, if a Council member has a legal right to be heard in respect of a matter or to make representations to Council and is restricted by one or more of those sections from exercising that right in relation to the matter, the Council member may appoint another person as a representative to exercise the member's right on their behalf.

**Disclosure of contracts with Council members and former Council members**

- 17 (1) If the Village enters into a contract in which a Council member or a person who was a Council member at any time during the previous six (6) months, has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practicable at a Council meeting that is open to the public.
- (2) In addition to the obligation under sections 8 to 12, a Council member or former Council member must advise the Corporate Officer, as soon as is reasonably practicable, of any contracts that must be reported under subsection (1) in relation to that person.

**Restrictions on use of insider information**

- 18 A Council member or former Council member must not use information or a record that was obtained in the performance of the member's office, and is not available to the general public, for the purpose of gaining or furthering a direct or indirect pecuniary interest of the Council member or former Council member.

**Disqualification from holding office**

- 19 A Council member who contravenes sections 13, 14, 15, 16 or 18 of this bylaw is disqualified from holding office described in, and for the period established by, section 108.1 [*Disqualification from office for contravening conflict rules*] of the *Community Charter*, unless the contravention was done inadvertently or because of an error in judgement made in good faith.

**PART 4 – COUNCIL MEETINGS**

**Inaugural Meeting**

- 20 (1) Following a general local election, the first Council meeting must be held on the first Monday in November in the year of the election.
- (2) If a quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

### Time and location of meetings

- 21 (1) All Council meetings must take place within the Municipal Hall except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings will be held:
- (a) on the second Monday at 4:30 pm and the fourth Monday at 7:00 pm of each month, except:
    - i. the months of July and August, meetings will be held on the fourth Monday of that month at 7:00 pm;
    - ii. the months of September and December, meetings will be held on the second Monday of that month at 4:30 pm;
  - (d) be adjourned at 10:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 46; and
  - (e) when such meeting falls on a statutory holiday, be held on the next day the Municipal Hall is open.
- (3) Regular Council meetings may, by a resolution of Council:
- (a) be cancelled, provided that two consecutive meetings are not cancelled; and;
  - (b) be postponed to a different day, time and place determined by the Mayor, provided the Corporate Officer is provided at least 2 days written notice.
- (4) Other Council meetings:
- (a) Council may choose to host a separate public meeting for the sole purpose of ensuring public process for development of the financial plan. in compliance with the *“Community Charter Section 166, Council must undertake a process of public consultation regarding the proposed financial plan before it is adopted.”*
  - (b) Council may at their discretion host:
    - i. Town Hall Meetings
    - ii. Community Forums
    - iii. Planning Sessions

### Electronic meetings and participation by Council members

- 22 (1) Provided the conditions set out in section 128(2) [*Electronic meetings and participation by members*] of the *Community Charter* are met, a member of Council who is unable to attend

a Council meeting, COTW or Committee meeting, as applicable, may participate by means of electronic audio or other communication facilities, if

- (a) the reason for the absence is due to a medical leave, or
  - (b) their participation is necessary to preserve quorum.
- (2) The member presiding at a Council meeting, COTW or a Committee meeting must not participate electronically.
- (3) No more than one (1) member of Council, COTW or Committee may participate electronically at any meeting.

#### **Notice of Council meetings**

- 23 (1) In accordance with section 127 [*Notice of Council meetings*] of the *Community Charter*, Council must make available to the public a schedule of the date, time and place of regular Council meetings and give notice of the availability of the schedule in accordance with section 94 [*Public notice*] of the *Community Charter* at least once a year and by posting the schedule at the Public Notice Posting Place and the Village website.
- (2) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place and Village website which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

#### **Notice of special meetings**

- 24 (1) Except where notice of a special meeting is waived by unanimous vote of all Council members under section 127(4) [*Notice of Council meetings*] of the *Community Charter*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by
- (a) posting a copy of the notice at the Public Notice Posting Place and Village website, and
  - (b) emailing a copy of the notice to each Council member.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Corporate Officer.

#### **PART 5 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

- 25 (1) Following a general local election, at the first Council meeting of the newly elected Council, Council must designate Councillor's to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

- (2) If both the Mayor and the member designated under subsection (1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (3) The member designated under subsection (1) or chosen under subsection (2) has the same powers and duties as the Mayor in relation to the applicable matter and must fulfill the responsibilities of the Mayor in his or her absence.

## PART 6 – COUNCIL PROCEEDINGS

### Community Charter provisions

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

### Attendance of public at meetings

- 27 (1) Except where the provisions of section 90 [*Meetings that may or must be closed to the public*] of the *Community Charter* apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 [*Requirements before meeting is closed*] of the *Community Charter*.
- (3) This section applies to all meetings of the bodies referred to in section 93 [*Application of rules to other bodies*] of the *Community Charter*, including without limitation:
  - (a) COTW;
  - (b) Standing and Select Committees;
  - (c) Parcel Tax Review Panel;
  - (d) Board of Variance;
  - (e) Commission created by Council.
- (4) Despite section 27(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 25 may expel or exclude from a Council, COTW, or any other Committee meeting, a person in accordance with section 133 [*Expulsion from meetings*] of the *Community Charter*.

### Minutes of meetings to be maintained and available to public

- 28 (1) Minutes of the proceedings of Council must be
  - (a) legibly recorded;
  - (b) certified as correct by the Corporate Officer; and

- (c) signed by the Mayor or other member presiding at the meeting.
- (2) Subject to subsection (3), and in accordance with section 97(1)(b) [*Other records to which public access must be provided*] of the *Community Charter*, minutes of the proceedings of Council must be available for public inspection at the Municipal Hall during its regular office hours.
- (3) Subsection (2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 [*Meetings that may or must be closed to the public*] of the *Community Charter*.

#### **Calling meeting to order**

- 29 (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor must take the Chair and call the meeting to order; however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 25 must take the Chair and call the meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 25 do not attend within 15 minutes of the scheduled time for a Council meeting
  - (a) the Corporate Officer must call to order the members present, and
  - (b) the members present must choose a member to preside at the meeting.

#### **Adjourning meeting where no quorum**

- 30 If there is no quorum of Council present within 30 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
  - (a) record the names of the members present, and those absent, and
  - (b) adjourn the meeting until the next scheduled meeting.

#### **Agenda**

- 31 (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The Corporate Officer must make the agenda available to the members of Council on or before the Friday afternoon prior to the meeting.
- (3) The Corporate Officer must make the agenda available to the members of the public on the Monday morning prior to the meeting.
- (4) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 33.

**Order of proceedings and business**

32 (1) The agenda for all regular Council meetings will contain the following headings:

1. ADOPTION OF THE AGENDA
  - (a) Motions to Add or Delete Agenda Items
  - (b) Approval of the Agenda as Presented or Amended
2. MINUTES
3. DELEGATIONS
4. PUBLIC INPUT
5. CORRESPONDENCE
  - (a) For Action
  - (b) For Information
6. UNFINISHED BUSINESS
7. NEW BUSINESS
8. BYLAWS
9. STAFF REPORTS
  - (a) Request for Decision
  - (b) For Information
10. COMMITTEE RECOMMENDATIONS
11. REPORTS FROM COMMITTEES, COTW AND COMMISSIONS
12. COUNCIL REPORTS
13. RESOLUTION TO ADJOURN TO CLOSED MEETING
14. REPORTS/RESOLUTIONS RELEASED FROM THE CLOSED MEETING
15. ADJOURNMENT

(2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

**Late Items**

33 (1) An item of business not included on the agenda must not be considered at a Council meeting unless introduction of the late item is approved by 2/3 of the Council members present at the

time allocated on the agenda for such matters; and, the item is emergent or time sensitive requiring Council consideration prior to the next scheduled Council meeting.

- (2) If Council makes a resolution under subsection (1), information pertaining to late items must be distributed to the members.

### **Voting at meetings**

34 The following procedures apply to voting at Council meetings:

- (a) When debate on a matter is closed, the presiding member must put the matter to a vote of Council members;
- (b) When the Council is ready to vote, the presiding member must put the matter to a vote by stating:  
  
*"Those in favour raise your hands."* and then *"Those opposed raise your hands."*
- (c) When the presiding member is putting the matter to a vote under paragraphs (a) and (b), a member must not
  - (i) cross or leave the room;
  - (ii) make a noise or other disturbance; or
  - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
- (d) After the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
- (e) The presiding member's decision about whether a question has been finally put is conclusive;
- (f) The presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

### **Delegations, Petitions and Correspondence**

- 35 (1) Delegation requests, submitted in writing or on the form prescribed by the Village, must be received by the Corporate Officer by 12:00 p.m. (noon) on the Tuesday prior to the meeting date requested and must include any presentation material(s).
- (2) Subject to subsection (1), a limit of two (2) delegations per regular Council meeting is preferred. Each delegation is limited to ten (10) minutes unless a longer period is agreed to by a 2/3 vote of the members present. Presentation materials such as video and slides by a delegation are included in the time permitted for the delegation.

- (3) Where written application has not been received by the Corporate Officer as prescribed in subsection (1), an individual or delegation may address the meeting if approved by a 2/3 vote of the members present.
- (4) Council shall not act on a request from a delegation until the next regular meeting.
- (5) Council must not permit a delegation to address a Council meeting regarding a bylaw in respect of which a public hearing has been held.
- (6) The Corporate Officer must refuse delegation requests in the following circumstances:
  - (a) If the matter is regarding an issue that is the subject of a staff report not yet presented at a Council meeting;
  - (b) If the matter is regarding an issue for which a public consultation has been held, is ongoing, or is scheduled to be held;
  - (c) If the delegation has previously addressed Council, or a Committee, on the same issue and no new material information is being provided;
  - (d) If the matter is regarding the Village's labour relations or other employee relations;
  - (e) If the matter is the subject of a Closed meeting discussion that has not been authorized for release by Council; or
  - (f) If the matter is regarding legal action commenced by the Village or in which the Village has been named as a respondent, and for which judgement has not been rendered.
- (7) For certainty, a person or organization must not address Council on any matter involving an application, project or other initiative that will be or has been dealt with through another process under this Bylaw.
- (8) The Corporate Officer may schedule delegations to another Council meeting, COTW or advisory body as deemed appropriate according to the subject matter of the delegation.
- (9) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
- (10) In accordance with the requirements of the *Community Charter*, a petition filed with the Corporate Officer shall be deemed as presented to Council and must include the full name and residential address of each petitioner.
  - (a) Communications addressed to Council which relate to matters that fall within the responsibility of a Village department may be referred directly to that department by the Corporate Officer.

- (b) If a matter is referred under subsection 10(a), a copy of the communication shall be distributed to each Council member and to the appropriate staff. Upon receipt of the communication, an acknowledgement shall be provided to the writer advising where the matter has been referred.
- (c) The Corporate Officer has the authority to forward correspondence items to the meeting considered to be most appropriate according to the subject matter.
- (d) An appeal from any referral under subsections 10(a) and 10(c), may be made to the Chief Administrative Officer who shall determine the final disposition of the matter.
- (e) All petitions or other written communications which require a report may be referred to the Chief Administrative Officer through a formal motion.

#### **Public Input**

- 36 (1) The following conditions apply to all Public Input:
- (a) No more than 10 minutes will be allocated to Public Input;
  - (b) Input should be limited to 2 minutes each and respect equal opportunity for other community members in the gallery;
  - (c) should only be regarding an item on the current Council agenda;
  - (d) Items put forth must not be regarding topics which are normally dealt with by Village staff as a matter of routine;
  - (e) Individuals must state their name and address for identification purposes;
  - (f) Public Input shall be addressed through the Chair and answers given likewise;
  - (g) Debates with or by individual Council members, staff members or members of the public are not allowed;
  - (h) No commitments shall be made by Council in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

#### **Points of order**

- 37 (1) Without limiting the presiding member's duty under section 132(1) [*Authority of presiding member*] of the *Community Charter*, the presiding member must apply the correct procedure to a motion

- (a) if the motion is contrary to the rules of procedure in this Bylaw; and
  - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order
- (a) the presiding member must cite the applicable rule or authority if requested by another Council member;
  - (b) another member must not question or comment on the rule or authority cited by the presiding member under paragraph (a);
  - (c) the presiding member may reserve the decision until the next Council meeting.

### **Conduct and debate**

- 38
- (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
  - (2) Members must address the presiding member by that person's title of Mayor, acting Mayor, or Councillor.
  - (3) Members must address other non-presiding members by the title Councillor.
  - (4) A member must not interrupt a member who is speaking except to raise a point of order.
  - (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
  - (6) Members who are called to order by the presiding member
    - (a) must immediately stop speaking;
    - (b) may explain their position on the point of order; and
    - (c) may appeal to Council for its decision on the point of order in accordance with section 132 [*Authority of presiding member*] of the *Community Charter*.
  - (7) Members speaking at a Council meeting
    - (a) must use respectful language;
    - (b) must not use offensive gestures or signs;
    - (c) must speak only in connection with the matter being debated;
    - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded; and

- (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
  - (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat; and
  - (b) if the member apologizes to Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
  - (a) a member may speak more than once in connection with the same question only
    - (i) with the permission of Council, or
    - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
  - (b) a member who has made a substantive motion to Council may reply to the debate;
  - (c) a member who has moved an amendment, or an instruction to a Committee may not reply to the debate;
  - (d) a member may speak to a question, or may speak in reply, for longer than a total time of 10 minutes only with the permission of Council.

#### **Motions generally**

- 39 (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) A Council member may make only the following motions, when Council is considering a question:
  - (a) to refer to Committee;
  - (b) to amend;
  - (c) to lay on the table;

- (d) to postpone indefinitely;
  - (e) to postpone to a certain time;
  - (f) to move the previous question;
  - (g) to adjourn.
- (4) A motion made under section (3)(c) to (g) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.
- (6) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution subject to the restrictions set out in Section (4).

**Motion to commit**

- 40 Until it is decided, a motion made at a Council meeting to refer to Committee precludes an amendment of the main question.

**Motion for the main question**

- 41 (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
- (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
  - (b) if the vote is decided in the negative, Council may again debate the question, or proceed to other business.

**Amendments generally**

- 42 (1) A Council member may, without notice, move to amend a main question that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of a main question.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.

- (5) An amendment may be amended once only.
- (6) An amendment that has been negated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
  - (a) a motion to amend a motion amending the main question;
  - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under paragraph (a) is positive; and
  - (c) the main question.

**Notice of Motion**

- 43 (1) Any Council member may give a "Notice of Motion" respecting an item which he or she intends to present by giving a copy of the motion to the Corporate Officer during a Council meeting and upon the Council member being acknowledged by the Mayor and the Notice of Motion being read to the meeting.
- (2) A copy of the motion presented under Section 43.1 shall appear in the Minutes of that meeting as a "Notice of Motion". The Corporate Officer shall place the motion on the Agenda of the next Council meeting, or other future meeting designated by the Council member bringing forward the Notice of Motion.

**Reconsideration by Mayor**

- 44 (1) Without limiting the authority of Council to reconsider a matter, the Mayor may require Council to reconsider and vote again on a matter that was the subject of a vote.
- (2) As restrictions on the authority under subsection (1),
  - (a) the Mayor may only initiate a reconsideration under this section
    - (i) at the same Council meeting as the vote took place, or
    - (ii) within the 30 days following that meeting, and
  - (b) a matter may not be reconsidered under this section if
    - (i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by Council, or
    - (ii) there has already been a reconsideration under this section or section 43 in relation to the matter.

- (3) On a reconsideration under this section, Council
  - (a) must deal with the matter as soon as convenient; and
  - (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- (4) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

**Reconsideration by Council member**

- 45
- (1) Subject to subsection (6), a Council member may, at the next Council meeting,
    - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
    - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
  - (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
  - (3) Council must not discuss the matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
  - (4) A vote to reconsider must not be reconsidered.
  - (5) Council may reconsider a matter only when it has not
    - (a) had the approval or assent of the electors and been adopted;
    - (b) been reconsidered under subsection (1) or section; or
    - (c) been acted on by an officer, employee, or agent of the Village.
  - (6) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.
  - (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 44 is as valid and has the same effect as it had before reconsideration.

**Privilege**

- 46
- (1) In this section, a matter of privilege refers to any of the following motions:

- (a) fix the time to adjourn;
  - (b) adjourn;
  - (c) recess;
  - (d) raise a question of privilege of Council; and
  - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

#### **Reports from Committees**

- 47 Council may take any of the following actions in connection with a recommendation it receives from COTW, a Committee, or other body of Council:
- (a) adopt or affirm the recommendation;
  - (b) amend the recommendation;
  - (c) refer the recommendation back to the COTW or other Committee or body of Council which made the recommendation; and
  - (d) postpone its consideration of the recommendation.

#### **Adjournment**

- 48 (1) A Council may continue a Council meeting after 10:00 p.m. only by an affirmative vote of 2/3 of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Subsection (2) does not apply to either of the following motions:
- (a) a motion to adjourn to a specific day; or
  - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

## PART 7 – BYLAWS

### Copies of proposed bylaws to Council members

- 49 A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting or if all Council members unanimously agree to waive this requirement.

### Form of bylaws

- 50 A bylaw introduced at a Council meeting must
- (a) be printed;
  - (b) have a distinguishing name;
  - (c) have a distinguishing number;
  - (d) contain an introductory statement of purpose; and
  - (e) be divided into sections.

### Bylaws to be considered separately or jointly

- 51 Council must consider a proposed bylaw at a Council meeting either
- (a) separately when directed by the presiding member or requested by another Council member; or
  - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

### Reading and adopting bylaws

- 52 (1) A bylaw must receive three readings before it can proceed to final adoption. This process allows Council to provide input into the bylaw and make necessary changes before it is adopted. The various “readings” are taken to mean:
- (a) first reading – tabling or introduction;
  - (b) second reading – discussion in principle and on the content of the bylaw;
  - (c) third reading – final discussion, including any changes made along the way.
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*. Once third reading is complete changes can

still be made to the bylaw, however, third reading must be repealed and the bylaw read a third time again.

- (4) Subject to section 477 [*Adoption procedures for official community plan*] of the *Local Government Act*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members.
- (5) In accordance with section 135 [*Requirements for passing bylaws*] of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (6) Bylaws that do not require provincial or other approval, must have at least one clear day between third reading and final adoption of a bylaw.
- (7) Despite section 135(3) [*Requirement for passing bylaws*] of the *Community Charter*, and in accordance with section 480 [*Adoption of municipal zoning bylaw*] of the *Local Government Act*, Council may adopt a proposed official community plan bylaw or zoning bylaw at the same meeting at which the bylaw passed third reading.

#### **Bylaws must be signed**

- 53 After a bylaw is adopted and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Village 's records for safekeeping and endorse upon it
- (a) the dates of its readings and adoption; and
  - (b) the date of ministerial approval or approval of the electorate if applicable.

### **PART 8 - RESOLUTIONS**

#### **Copies of resolutions to Council members**

- 54 A resolution may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting or if all Council members unanimously agree to waive this requirement.

#### **Form of resolution**

- 55 A resolution introduced at a Council meeting must be printed.

#### **Introducing resolutions**

- 56 The presiding member of a Council meeting may
- (a) have the Corporate Officer read the resolution; and
  - (b) request a motion that the resolution be introduced.

## PART 9 - COMMITTEE OF THE WHOLE

### Going into COTW

- 57 (1) At any time during a Council meeting, Council may by resolution go into COTW.
- (2) In addition to subsection (1), a meeting, other than a Standing or Select Committee meeting, to which all members of Council are invited to consider but not to decide on matters of the Village 's business, is a meeting of COTW.
- (3) A COTW meeting may be scheduled at the discretion of the Corporate Officer or at the request of a majority of Council to provide an opportunity for open dialogue in regard to a matter prior to consideration at a future Council meeting.

### Notice for COTW meetings

- 58 (1) Subject to subsection (2), a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by
- (a) posting a copy of the notice at the Public Notice Posting Place and Village website, and
- (b) emailing a copy of the notice to each Council member.
- (2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 57, during a Council meeting for which public notice has been given under sections 23 or 24.
- (3) A COTW meeting for which public notice has been given under sections 23 or 24 may be cancelled by resolution of Council or at the discretion of the Mayor with the consent of the majority of Council members, provided the Corporate Officer is given at least two (2) days written notice.

### Minutes of COTW meetings to be maintained and available to public

- 59 Minutes of the proceedings of COTW must be
- (a) legibly recorded;
- (b) certified by the Corporate Officer;
- (c) signed by the member presiding at the meeting; and
- (d) open for public inspection in accordance with section 97(1)(c) [*Other records to which public access must be provided*] of the *Community Charter*; and
- (e) be included on the agenda of the next regularly scheduled meeting of Council.

**Presiding members at COTW meetings and quorum**

- 60 (1) The Deputy Mayor shall be presiding member of the COTW.
- (2) If the Deputy Mayor is not present, the members of Council attending a meeting of the COTW must appoint a presiding member for the COTW meeting.
- (3) The quorum of COTW is the majority of Council members.

**Points of order at meetings**

- 61 The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

**Conduct and debate**

- 62 The following rules apply to COTW meetings:
  - (a) a member may speak any number of times on the same question; and
  - (b) a member must not speak longer than a total of 10 minutes on any one question.

**Voting at meetings**

- 63 (1) Votes at a COTW meeting must be taken by a show of hands if requested by a member.
- (2) The presiding member must declare the results of voting.

**Reports**

- 64 (1) COTW may consider reports and bylaws only if
  - (a) they are printed and the members each have a copy; or
  - (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.
- (2) A motion for COTW to rise and report to Council must be decided without debate.

**Rising without reporting**

- 65 (1) A motion made at a COTW meeting to rise without reporting
  - (a) is always in order and takes precedence over all other motions;
  - (b) may be debated; and
  - (c) may not be addressed more than once by any one member.

- (2) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 56(1), the Council meeting must resume and proceed to the next order of business.

## **PART 10 – COMMITTEES**

### **Duties of Standing Committees**

- 66 (1) Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
  - (a) matters that are related to the general subject indicated by the name of the Committee;
  - (b) matters that are assigned by Council; and
  - (c) matters that are assigned by the Mayor.
- (2) Standing Committees must report and make recommendations to Council at all of the following times:
  - (a) in accordance with the schedule of the Committee’s meetings; and
  - (b) on matters that are assigned by Council or the Mayor
    - (i) as required by Council or the Mayor, or
    - (ii) at the next Council meeting if Council or the Mayor does not specify a time.

### **Duties of Select Committees**

- 67 (1) Select Committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the Committee by Council.
- (2) Select Committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

### **Schedule of Committee meetings**

- 68 (1) At its first meeting after its establishment, a Standing or Select Committee must establish a regular schedule of meetings if the meeting schedule has not been set out in the Committee’s terms of reference.
- (2) The chair of a Committee may call a meeting of the Committee in addition to the scheduled meetings or may cancel a meeting.

### **Notice of Committee meetings**

- 69 (1) Subject to subsection (2), after the Committee has established the regular schedule of Committee meetings, including the times, dates and places of the Committee meetings, notice of the schedule must be given by
- (a) posting a copy of the schedule at the Public Notice Posting Place and the Village website; and
  - (b) providing a copy of the schedule to each member of the Committee.
- (2) Where revisions are necessary to the annual schedule of Committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place and Village website which indicates any revisions to the date, time and place or cancellation of a Committee meeting.
- (3) The chair of a Committee must cause a notice of the day, time and place of a meeting called under section 68(2) be given to all members of the Committee at least 24 hours before the time of the meeting.

### **Attendance at Committee meetings**

- 70 Council members who are not members of a Committee may attend the meetings of the Committee.

### **Minutes of Committee meetings to be maintained and available to public**

- 71 Minutes of the proceedings of a Committee must be
- (a) legibly recorded;
  - (b) certified by the Corporate Officer;
  - (c) signed by the chair or member presiding at the meeting; and
  - (d) open for public inspection in accordance with section 97(1)(c) [*Other records to which public access must be provided*] of the *Community Charter*; and
  - (e) be included on the agenda of the next regularly scheduled meeting of Council.

### **Quorum**

- 72 The quorum for a Committee is a majority of all of its members.

### **Conduct and debate**

- 73 (1) The rules of the Council procedure must be observed during Committee meetings, so far as is possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a Committee, of which they are not a member, may participate in the discussion.

### **Voting at meetings**

- 74 Council members attending a meeting of a Committee of which they are not a member must not vote on a question.

## **PART 11 - COMMISSIONS**

### **Schedule of commission meetings**

- 75 (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings if the meeting schedule has not been set out in the Committee's terms of reference.
- (2) The chair of a commission may call a meeting of the commission in addition to the scheduled meetings or may cancel a meeting.

### **Notice of commission meetings**

- 76 (1) Subject to subsection (2), after the commission has established the regular schedule of commission meetings, including the times, dates and places of the commission meetings, notice of the schedule must be given by
- (a) posting a copy of the schedule at the Public Notice Posting Place and Village website; and
  - (b) providing a copy of the schedule to each member of the commission.
- (2) Where revisions are necessary to the annual schedule of the commission meetings, as soon as possible, post notice at the Public Notice Posting Place and Village website which indicates any revisions to the date, time and place or cancellation of a commission meeting.
- (3) The chair of a commission must cause a notice of the day, time and place of a meeting called under section 75(2) to be given to all members of the commission at least 24 hours before the time of the meeting.

### **Minutes of commission meetings to be maintained and available to the public**

- 77 Minutes of the proceedings of a commission must be:
- (a) legibly recorded;
  - (b) signed by the recording secretary;
  - (c) signed by the chair or a member presiding at the meeting, and open for public inspection in accordance with section 97(1)(c) [*Other records to which public access must be provided*] of the *Community Charter*; and
  - (d) be included on the agenda of the next regularly scheduled meeting of Council.

**Quorum**

78 The quorum of a commission is a majority of all of its members.

**Conduct and Debate**

79 The rules of the Council procedure must be observed during commission meetings, so far as is possible and unless as otherwise provided in this Bylaw.

**PART 12 – GENERAL**

80 If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

81 This Bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 [*Requirements for public notice*] of the *Community Charter*.

82 “Village of Ashcroft Council Procedures Bylaw No. 817, 2018”, and amendments made thereto, is hereby repealed.

83 This bylaw comes into force and effect as of the date of adoption.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Mayor

*Notice of the consideration of Bylaw No. 834, 2020 was posted on the bulletin board at the Village of Ashcroft Municipal Office from January 16, 2020 - \_\_\_\_\_.*

*Notice of the consideration of Bylaw No. 834, 2020 was published in the January 16 & 23, 2020 issues of the Ashcroft, Cache Creek Journal and distributed in the Village of Ashcroft.*

## STAFF REPORT TO COUNCIL – OPEN MEETING

**MEETING DATE:** February 24, 2020  
**FROM:** Yogi, Bhalla, Chief Financial Officer  
**SUBJECT:** Asset Management Policy  
**REPORT #** 20-08

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### **Purpose**

The Asset Management Policy supports the Asset Management Plan in providing governance direction for the implementation of the Plan.

### **Recommendation**

THAT Council approve the “Village of Ashcroft Asset Management Policy.”

### **Alternatives**

N/A

### **Discussion**

Administration continues to work on asset management. Staff have just completed the reporting for the FCM grant and anticipate receiving \$25,000 from the grant.

As part of the work staff have updated the Asset Management Policy to better reflect roles and responsibilities as well as increase focus on Social and Environmental Responsibility. This includes recognition on challenges posed by climate change and acknowledgement of natural assets and the value they provide the community.

Also included for your information is the Asset Management Strategy and the Asset Management Plan.

### **Strategic/Municipal Objectives**

Governance - the management and safeguarding of assets, including policy on inventory, tangible capital assets and other assets, loss reporting, equity investments and performance bonding.

### **Legislative Authority**

Financial Administration Act

Core Policy and Procedures Manual (CPPM) - a compilation of the B.C. government’s financial policies, general management policies and financial administration procedures.

### **Financial Implications**

Received \$25,000 from UBCM to complete the Asset Management Plan and Policy

### **Attachment Listing**

1. Asset Management Plan

## 2. Asset Management Strategy

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**Prepared by:**



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Yogi Bhalla,  
Chief Financial Officer

**Approved for submission to Council:**



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Anne Yanciw,  
Chief Administrative Officer



## ADMINISTRATION POLICY

<b>TITLE: Asset Management Policy</b>		<b>POLICY #: A-02-2020</b>
<b>Authority:</b> Chief Financial Officer	<b>Effective Date:</b> <b>Review Date:</b>	
<b>Issued By:</b> <b>Issued Date:</b>	<b>Approved By:</b> <b>Approved Date:</b> <b>Resolution #:</b>	

**PURPOSE:** To provide the framework for the development of the Village’s Asset Management capability that supports the delivery of sustainable service through the management of its assets.

**POLICY:**

Asset Management is an integrated process, bringing together skills, expertise and activities of people; with information about a community’s physical assets; and finances; so that informed decisions that support sustainable service delivery can be made (Asset Management for Sustainable Service Delivery, A BC Framework). It’s about being good stewards of infrastructure and community assets by making sure infrastructure is well cared for and that decisions about how to maintain and invest in infrastructure are adequately informed. The term asset management, as used in this document, is defined as “the application of sound technical, social and economic principles that considers present and future needs of users, and the service from the asset”.

The following will help guide the Village as it undertakes Asset Management:

- a) Level of Service (LOS)
  - Maintain and manage infrastructure assets at defined levels to support public safety, community well-being and community goals.
  - Monitor standards and service levels to ensure that they meet/support community and Council goals and objectives.
- b) Informed Decision Making
  - Make informed decisions, identifying all revenues and costs (including operation, maintenance, replacement and decommission) associated with infrastructure asset decisions, including additions and deletions. Tradeoffs should be articulated and evaluated, and the basis for the decision recorded.
  - Develop and maintain asset inventories of all infrastructure.
  - Minimize risks to users and risks associated with failure.



c) Minimum Sustainable Cost

- Establish infrastructure replacement strategies through the use of full life cycle costing principles and minimizing total life cycle costs of assets
- Plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
- Plan for and provide stable long term funding to replace and/or renew and/or decommission infrastructure assets.

d) Public & Stakeholder Participation

- Report to citizens regularly on the status and performance of work related to the implementation of this asset management policy.
- Establish organizational accountability and responsibility for asset inventory, condition, use and performance.
- Regularly obtain feedback from the community regarding their priorities

e) Social & Environmental Responsibility

- Manage assets not only to achieve compliance with statutory requirements but also to achieve social and environmental goals of a healthy community, clean water, ecological health, air quality and climate resilience.
- Consider effects of climate change and strive to build resilience.
- Recognize Natural Assets provide essential service, increase community resilience to climate change and manage them in similar manner to engineered assets to enhance sustainability.

f) Integration

- Integrate corporate, financial, business, technical and budgetary planning for infrastructure assets
- Where appropriate, consider and incorporate asset management in its other corporate plans.

g) Continuous Improvement

- Follow the *Asset Management for Sustainable Service Delivery: A BC Framework*
- Pursue best practices where available.

**Roles & Responsibility**

While staff, public or other agencies may provide input on the nature of this policy, Council retains sole authority to approve, update, amend or rescind the policy. The responsibility of implementation is delegated to staff.

<b>Role</b>	<b>Responsibility</b>
Adopt Asset Management Policy	Council
Exercise stewardship of assets	Council, CAO, CFO
Implement Policy	CAO, Staff
Establish levels of service	Council, staff



Develop and maintain infrastructure strategies including development & service plans	CAO, public works, CFO
Report to citizens on status of community's infrastructure and asset management program	Council, CAO, CFO
Ongoing review of policies, issue identification and policy updates	Council, staff
Integrated asset management, including inventories, condition, service levels, mapping, financial plans for appropriate level of maintenance, rehabilitation, extension and decommission of assets and full life cycle costing	CFO, public works
Implement and maintain Geographic Information Systems and associated datasets	CFO

# Asset Management Plan



Yoginder Bhalla  
CFO, Village of Ashcroft  
12/19/2019

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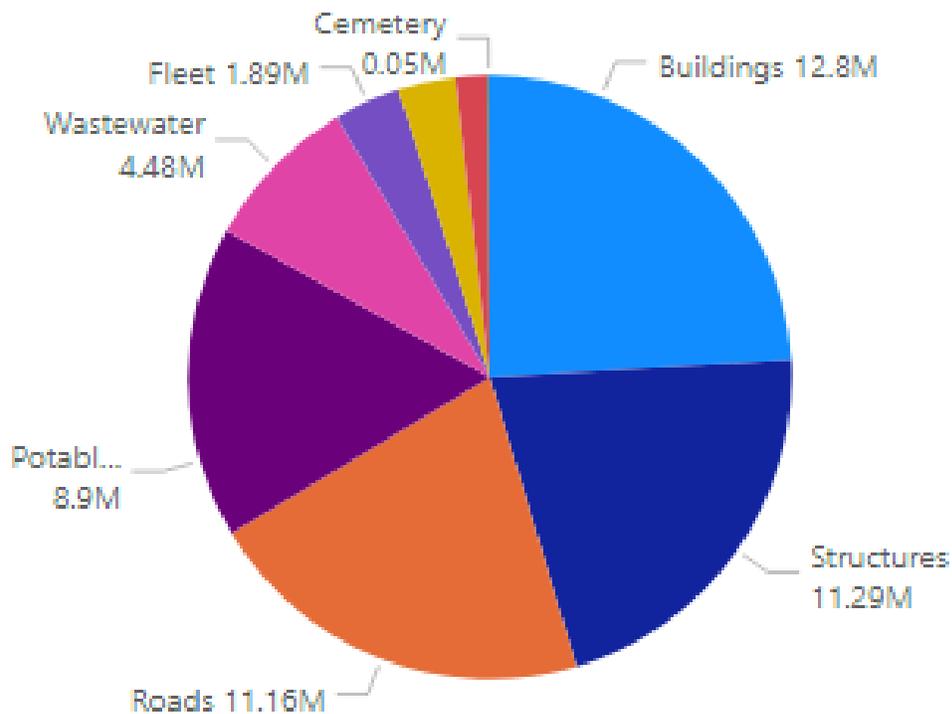
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## Executive Summary

### Overview

The village provides core infrastructure services such as water, sewer, roads and fire protection. The nature of the services leads the village to be asset heavy. The total current replacement cost of our assets approximately \$53 million excluding the new water treatment plant. The village retains reserves of \$4.5 million and sets aside \$550,000 annually which is about 60% of sustainable funding estimate. The sustainable estimates are being constantly refined as we get more and better data about renewal costs into the system.

### Sum of crc by asset\_group



## Defining Asset Management

Asset management is a comprehensive process to ensure services are delivered from the infrastructure in a financially sustainable manner. The council has committed to comprehensive asset management planning as a strategic priority guided by the BC Framework for Asset Management.

The 2017 Community Surveys and consultation conducted as part of the OCP development emphasised infrastructure priorities including water, sewer and roads among the highest priorities for the community. The asset management plan addresses these priorities. Underpinning the asset management plan is sound fiscal management which is addressed in the long-term financial plan section. In the 2019 staff & council moved to integrate the annual budgeting process with the asset management planning with specific reference to funding reserves for water, sewer, roads and other infrastructure in the municipality.

The BC Framework defines asset management is an

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*Integrated process, bringing together skills, expertise, and activities of People; with Information about a community's physical Assets; and Finances; so that informed decisions can be made, supporting Sustainable Service Delivery.*

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**The purpose of this report is to consider current and future needs, manage risk and makes best use of resources to sustain community infrastructure for the long-term.**

## Why practice asset management?

The citizens of our communities, its residents and businesses expect us to be good stewards of the infrastructure that deliver essential services they rely on every day. It enables delivery of services today and prepares responsibly for the future. Senior levels of government are cognizant of this and have mandated asset management as a core process in order to qualify for grant funding. Some provinces such as Ontario have gone as far as legislating asset management and mandating reports and procedures for municipalities. In British Columbia, most grant funding is contingent on demonstrating progress in asset management.

## What are the assets?

Assets are the full range of infrastructure owned by the local government to enable service delivery. Assets include, but are not limited to, water and wastewater systems, drainage and flood protection systems, transportation systems, civic facilities, parks, and fleet. Assets also include natural resources and the essential ecological functions nature provides.

## What does it cost?

The replacement value of our assets in current dollars is about \$53 million. Most of our operating budget revolves around the operations and maintenance of our assets to provide services including the labour necessary to carry on operations. The operating budget in 2019 is \$4.4 million. This is set on an annual basis during the budgeting process and ensures that operating and maintenance costs are fully funded. The capital budget on the other hand, deals with replacing or renewal and construction of new assets. Like most small municipalities with a relatively small tax base, we are reliant on senior levels of

government to provide a portion of the costs of replacing capital assets through grants. As we are unable to fully fund asset replacements via internal resources, the detailed capital plan takes these grants into account in forecasting replacement and renewal of our asset base.

### Proactively resolving the funding shortfall

Resolving the funding shortfall involves several steps:

1. Improving asset knowledge so that data accurately records the asset inventory, how assets are performing and when assets are not able to provide the required service levels.
2. Improving our efficiency in operating, maintaining, renewing and replacing existing assets to optimize life cycle costs.
3. Identifying and managing risks associated with providing services from infrastructure.
4. Making trade-offs between service levels and costs to ensure that the community receives the best return from infrastructure.
5. Consulting with the community to ensure that the costs of infrastructure meet the community needs and are affordable.
6. Developing partnership with other bodies, where available to provide services.
7. Seeking additional funding from governments and other bodies to better reflect a funding approach to infrastructure services that includes every level of government.
8. Analysing and accurately measuring the sustainable capital funding and increasing revenue sources to close the gap to sustainable levels.

# Introduction

## Background

Asset management gained importance throughout Canada and around the world as governments realized that their infrastructure, a majority of which had been built in the 60’s, 70’s and 80’s had aged and was in need of replacement. There was a recognition that municipalities carrying a vast majority of infrastructure assets on their books did not have comprehensive policy or plans to deal with replacing this aging infrastructure. Their ability to continue to provide the same level of services was therefore questionable. As a result, asset management became a central focus of all levels of government and was legislated in some provinces or became a requirement to obtain grant funding in others. In British Columbia, Asset Management BC was formed and produced a high level framework to guide asset management across the province. Thereafter, most grant funding became contingent on having an asset management plan.

This document conforms the BC framework and is an overarching document that covers all asset classes in the municipality. It is further extended by other supplementary documents such as the Water Master Plan. The purpose is to consider current and future needs, manage risk and make best use of resources to sustain community infrastructure for the long-term. This demonstrates responsible management of assets, complies with funding requirements and communicates required levels of service.

The asset management plan is read in conjunction with the Asset Management Policy and Asset Management Strategy. The following documents guide, influence or supplement the asset management plan:

- Official Community Plan (OCP)
- 5 Year Financial Plan
- Water Master Plan
- Risk Management Plan (in progress)
- Geospatial Strategy (in progress)

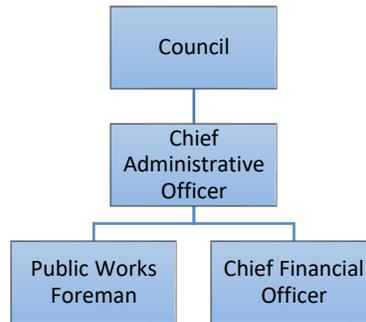
## Stakeholders

Key stakeholders in the preparation and implementation of the asset management plan are as follows:

Key Stakeholder	Role in Asset Management Plan
<b>Council</b>	<ul style="list-style-type: none"> <li>• To act as custodians for the community’s assets.</li> <li>• To set levels of service, risk and cost standards.</li> <li>• To approve the Asset Management Plan and align with the Corporate Strategic Plan.</li> <li>• To approve the asset management program.</li> <li>• To ensure appropriate resources and funding are made available to support the asset management program.</li> </ul>
<b>Chief Administrative Office</b>	<ul style="list-style-type: none"> <li>• To provide strategic advice and leadership in the management of infrastructure assets.</li> <li>• Ensure outcomes support the Strategic Plan</li> <li>• To ensure the community and key stakeholder inputs are integrated into the asset management plans</li> </ul>
<b>Chief Financial Officer</b>	<ul style="list-style-type: none"> <li>• Establish current levels of service for assets,</li> <li>• To draft asset management plans</li> <li>• To implement the asset management program</li> <li>• Implement asset management system including reporting to stakeholders</li> </ul>

<b>Public Works Foreman</b>	<ul style="list-style-type: none"> <li>• To implement maintenance and capital works program in accordance with asset management plans and strategy.</li> <li>• Upkeep, operation and repairs of assets</li> <li>• Inspections of assets</li> <li>• Conformance to operating standards</li> <li>• Co-ordinate recording and upkeep of asset data in the field</li> </ul>
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The municipality’s organizational structure for service delivery for infrastructure assets is shown below:



### Goals & Objectives of Asset Management Plan

The goal is to manage infrastructure assets to continue to meet the levels of service expected by the community in a sustainable manner. This requires being cost-effective and anticipating future needs in planning and implementation. The key elements of the plan are:

- Defining levels of service and monitoring performance against them
- Managing impact of growth and increasing legislative requirements through demand management and infrastructure investment
- Taking a life cycle approach to asset management
- Identifying, assessing and appropriately controlling risk
- Having a long-term financial plan (capital plan), which identified expenditures and source of funding.

Key outcome of this process is to be able to anticipate capital needs and fund services sustainably thereby avoiding abrupt painful tax increases.

## Plan Framework - The BC Framework

The Union of British Columbia Municipalities (UBCM) prepared the Asset Management for Sustainable Service Delivery: A BC Framework, which establishes a high-level, systematic approach that supports local governments in moving toward service, asset and financial sustainability through an asset management process. The framework addresses:

1. Why asset management is necessary.
2. What asset management is.
3. How asset management can be implemented.

The Framework is based on Figure 1. It recognizes there are many components to asset management and provides a continuous pathway to link all components of the process together. The circular nature emphasizes that, like any fundamental endeavor, the process is on-going and requires continuous review and improvement.

This process is founded on improvements that are incremental and scalable. It involves assessing capacity, planning actions and implementing the plans.

Key elements of the plan are:

1. **Assess:** This stage involves determining the organizational capacity and maturity in four core elements- People, Assets, Information and Finances. This involves assessing practices and state of assets and data and information quality. It also includes an assessment of current asset management practices.
2. **Plan:** This stage is focussed on creating the documents that tie together the communities approach to asset management. At the minimum these documents are Asset Management Policy, Asset Management Strategy and Asset Management Plan. Integral to the Asset Management Plan is defining
  - a. **Current Levels of Service (LoS)** – this is a measure of standard of service provided to the community, which then determines the amount to investment required to fund services at that level.
  - b. **Future demand** – how this will impact on future service delivery and how this is to be met.
  - c. **Life cycle management** - managing assets through their life cycle from purchase & installation, operations and repairs to disposal while providing defined levels of service from that asset.



**Figure 1**

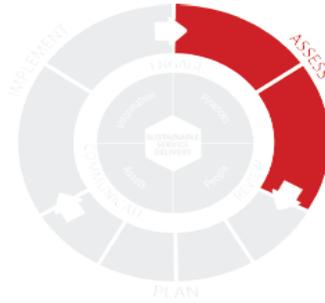
- d. Capital Asset Plan/Long-Term Financial Plan – what funds are required to provide the defined services and what funding is available
- 3. Implement: Asset management practices establish and implement ways that integrate people, organizational culture and capacity. These practices are guided by the strategy & plans.
  - a. Measure & Report – how the plan will be monitored to ensure it is meeting the organization’s objectives and measured through the lens of Sustainable Service Delivery
  - b. Communicating results and progress to stakeholders

## Asset Management Assessment

# ASSESS

### Assess Asset Management Practices

Determine organizational capacity to undertake asset management as an ongoing corporate function. This includes a high level assessment of all the core elements: **people, information, assets, and finances**. The assessment results serve as a foundation for developing and implementing the **Process**.



### Assess the Current State of Assets

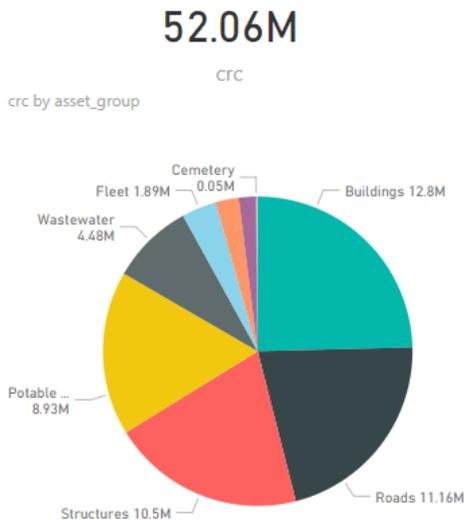
Assessing the current state of assets includes; knowing the inventory, asset conditions, both defined customer and technical levels of service and risks within each asset group. This assessment is the foundation for the development of **Asset Management Plans**.

## The Village Assets

Ashcroft is responsible for maintain a wide variety of infrastructure assets, which are compartmentalized into the following categories as per Table 1 below.

Excluding land the Village owns over \$52 Million in assets that comprise the built environment

**Table 1: Current Replacement Cost & Annual Real Depreciation**



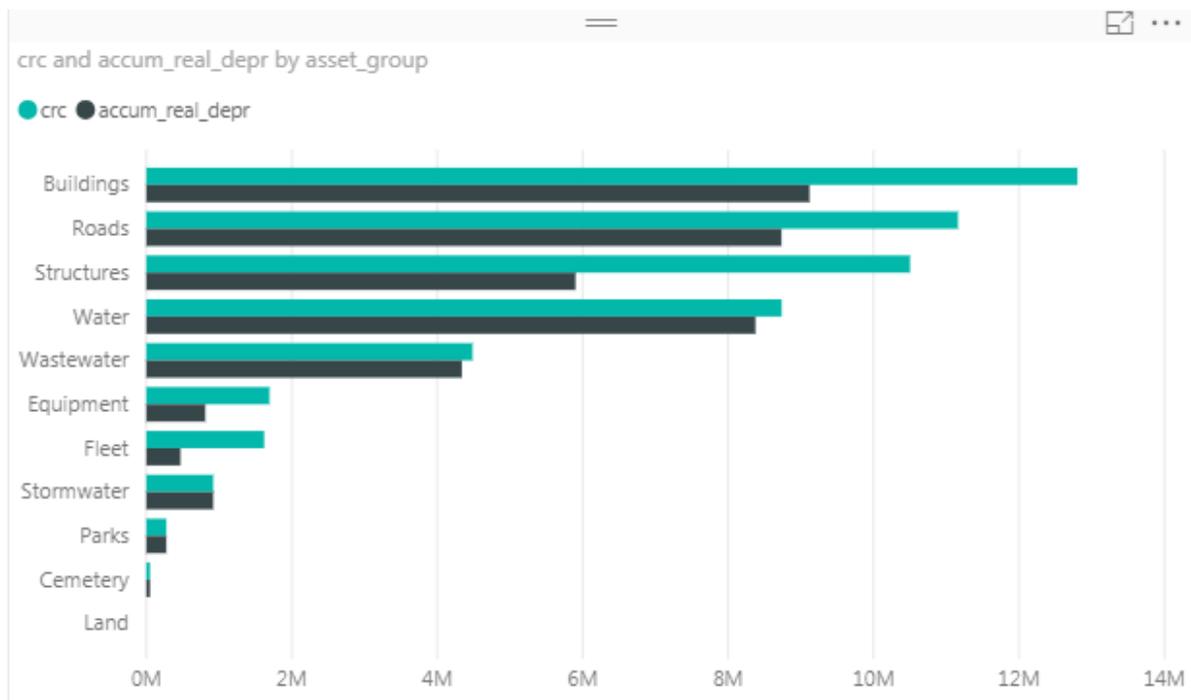
asset_group	Replacement Cost	Real depreciation
Buildings	12,803,476.00	269,896.86
Roads	11,160,381.84	200,175.34
Structures	10,501,517.00	177,723.75
Potable Water	8,933,852.65	132,211.42
Fleet	1,890,000.00	94,952.55
Wastewater	4,484,700.05	65,202.59
Equipment	1,262,000.00	64,864.75
Stormwater	919,513.97	13,135.92
PW Equipment	50,000.00	1,388.89
Cemetery	50,000.00	
Land	0.00	
Parks	0.00	
<b>Total</b>	<b>52,055,441.51</b>	<b>1,019,552.07</b>

## Information & Data Overview

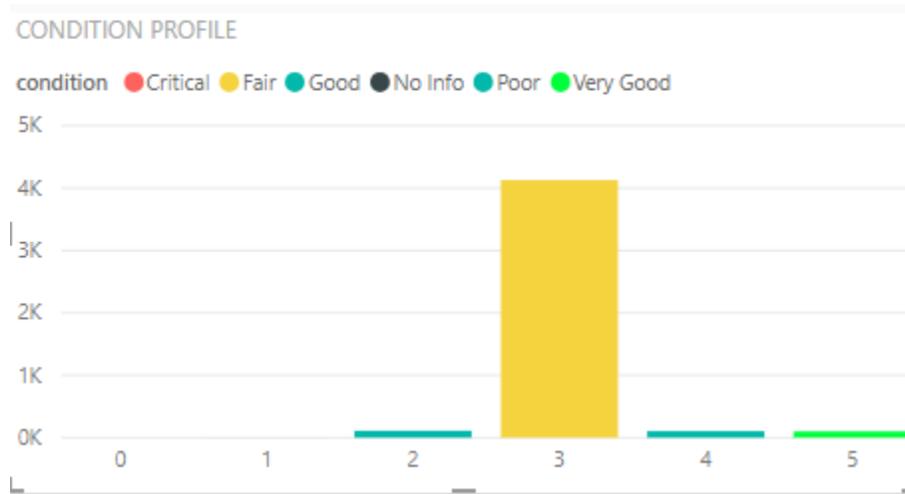
The village had made substantial progress along the Asset Management Continuum by embracing the BC framework. We have worked consistently since beginning of 2017 to advance the state of asset management. The data previously stored in multiple locations: spreadsheets, Tangible Capital Asset (TCA) reports, GIS (Geographic Information Systems), AutoCAD and hardcopy drawings was consolidated to an in-house GIS-centric platform. This platform is based on open source and allowed the municipality to avoid significant costs.

Each asset and component was listed and populated with expected useful life information. Any available accounting data from PSAB3150 – Tangible Capital Assets inventory reports was utilized and incorporated. While installation dates taken from the accounting system are an indicator for the remaining useful life of assets, a better indicator of the useful life of the assets is the condition. Many of our assets are working well beyond their engineered useful life and are still in fair condition. Condition estimates are recorded where feasible such as when there are repairs, providing the village better information. As an example of action taken in 2018 to improve the value of information was a visual inspection of the roads to populate expected remaining life.

The graph below displays the accumulated real depreciation as compared to the current replacement value. As can be seen below most assets are aging and nearing their fully depreciated values. Despite that, our condition inspections put them at fair condition with useful lives being revised higher as a result.



The physical condition of each major asset network is in Figure below:



### Life Cycle Management

Life cycle management details how the organization plans to manage and operate assets at agreed levels of service while minimizing life cycle costs. Table 2 below list the annual operating and maintenance/renewal costs which when added over the useful life of the asset to the initial costs less dispositions total the full life cycle cost of the asset.

**Table 2: Life Cycle Costs**

asset_group	cost	Annual O&M	crc
Buildings	3,752,191.89	\$293,119.4	12,803,476.00
Cemetery	80,918.00	\$27,712.66	50,000.00
Equipment	1,056,836.51	\$74,380.16	1,262,000.00
Fleet	1,402,813.29	\$66,106.93	1,890,000.00
Land	294,450.00		0.00
Parks	220,981.00	\$66,375.94	0.00
Potable Water	1,366,100.00	\$28,983.68	8,933,852.65
PW Equipment	48,000.00		50,000.00
Roads	7,268,342.00	\$130,443.06	11,160,381.84
Stormwater	530,323.01	\$6,583.25	919,513.97
Structures	3,673,800.76	\$303,562.5	10,501,517.00
Wastewater	771,996.00		4,484,700.05
<b>Total</b>	<b>20,466,752.46</b>	<b>\$997,267.58</b>	<b>52,055,441.51</b>

## Data Gaps

The following are areas where Ashcroft is lacking information, or where accuracy of information may be improved:

- Attribute Information:
  - Water, sanitary, and storm datasets are lacking in attribute information in some areas. Some diameter and material information may also be incorrect. Improving that information can be accommodated through data collection during regular maintenance activities and repairs as well as through specific condition assessments. It is not recommended that specific initiatives just to improve that information be completed in isolation.
- Spatial Accuracy:
  - The spatial accuracy of some of the storm drains as well as manholes could be improved.
- Expected Useful Lives: The village is fortunate that many of our assets in particular water mains and sewer mains are functioning well beyond their useful lives. This is in part to good maintenance as well as environmental factors. The challenge then lies in updating useful lives to a more realistic figure so that accuracy of renewal estimates can be enhanced.

## Recommendation arising from Information Assessment

Described below are some steps that the Village could take to ensure the spatial data is accurate, reliable, and accessible to support asset management decision-making.

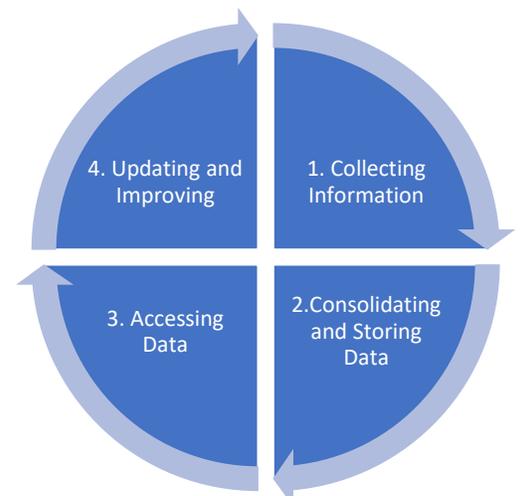
- Continue to support the strategy of using a centralized GIS database that contains all spatial datasets. This database would become the hub to feed all other applications (web-mapping, desktop mapping, mobile data access, asset management). It is also the place where any data updates would be made.
- As best as possible, fill in missing data attributes, and confirm material or diameter information. If some areas have a high degree of location uncertainty, have the utility information surveyed.
- Determine a consistent, repeatable procedure for updating infrastructure datasets as infrastructure is built, altered or information if confirmed. It should be done at the level of the centralized GIS database to ensure that changes are propagated out to other applications.
- Determine a user-friendly web-mapping solution that allows information to be shared across departments, both in-office and in the field. Ideally this would allow non-technical users access to data without having to engage a technician for every request. As well, it would facilitate data to be updated by staff in the field.
- Update on a rolling 5 year basis, during the budget cycle the accuracy of maturing assets and revise their useful lives as necessary.

*The Village considered a number of asset management and mapping platforms but has a preference to employ low cost solutions. Since digital aptitude of Village staff justifies a more complex system it is recommended that a mapping solution strategy (Geospatial Strategy) be implemented, based on what open source tools are relevant and current.*

### Best Practices of data management

The best practice of data management mirror the continuous nature of the BC framework and include:

- 1) Collecting all available information
- 2) Creating a central GIS data repository
- 3) Setting up a tool that allows the right people to access the right data at the right times
- 4) Implementing a procedure for adding new information to the data



In undertaking these steps, the Village is well positioned in moving forward to have a robust asset management data repository.

### Asset SMART 2.0 - Assessing Asset Management Practices

The village undertook an assessment of its asset management practices using AssetSMART 2.0. It is a tool that local governments can use to assess their capacity to manage their assets.

This tool has been designed to help local governments:

- Evaluate their asset management practices in a comprehensive way
- Identify particular areas of strength and areas for improvement
- Establish priorities
- Build awareness of the many dimensions of asset management
- Generate productive discussion across departments
- Measure progress over time
- Benchmark against other communities
- Set short-, mid-, and long-term objectives in specific areas

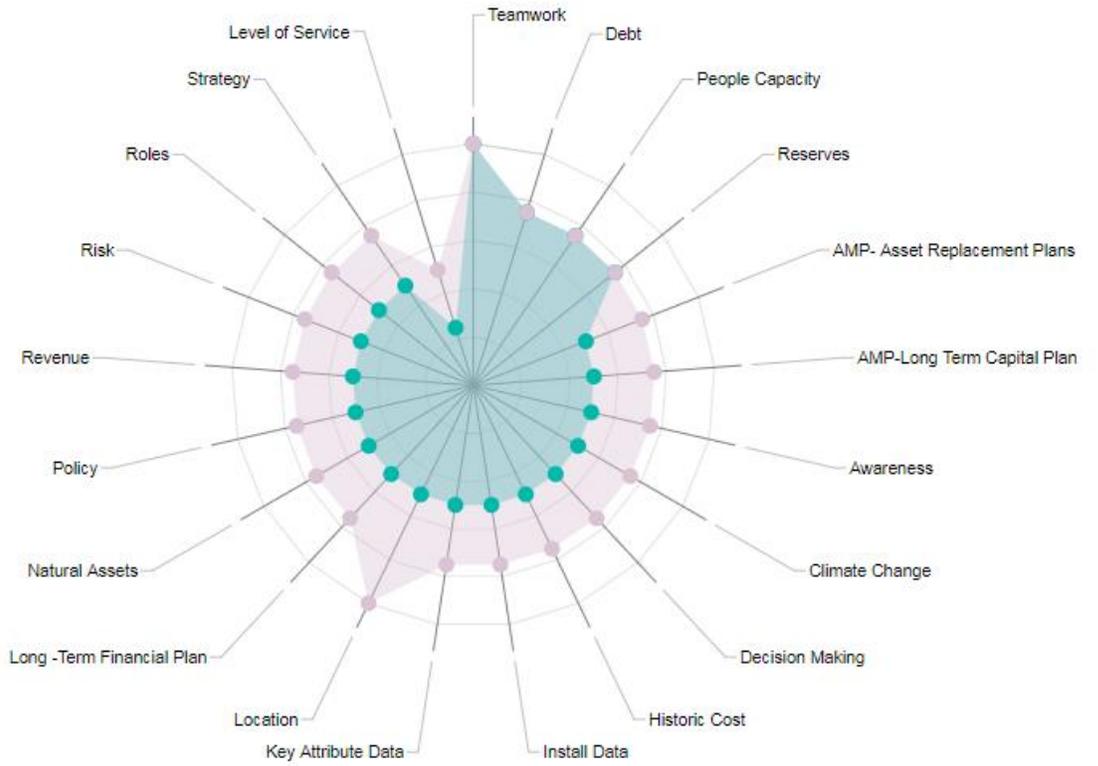
This assessment conducted on a periodic basis establishes a baseline and documents improvements in different elements. The assessment tool has been integrated into the AM system and tracks all assessments conducted over time. Figure below depicts Ashcroft's assessment in mid-2018 before the

# design and implementation of the AM system

assessment	date_completed	notes
1	June-28-18	Completed before design of AM system

current\_level and target\_level by measure

● current\_level ● target\_level



# PLAN

## Asset Management Policy

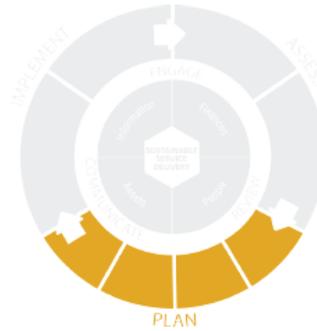
A document that broadly outlines the principles and mandated requirements for undertaking asset management across the organization in a systematic and coordinated way, consistent with the organization's plans.

## Asset Management Plan

Long-term plans that outline the assets, asset conditions, levels of service, asset and service risks, activities and programs for each service area and resources required to provide a defined level of service in the most cost effective way. Each Asset Management Plan is a readable and user-friendly living document that is continuously improved to incorporate new information or changing requirements.

## Integrate to Long-term Financial Plan

**Asset Management Plans** are integral to a robust Long-Term Financial Plan and support **Sustainable Service Delivery**. This integration identifies gaps between long-term costs and available funding. The financial planning process identifies opportunities to close the gap through adjusting service levels (reducing costs) and/or increasing funding (raising revenue).



## Asset Management Strategy

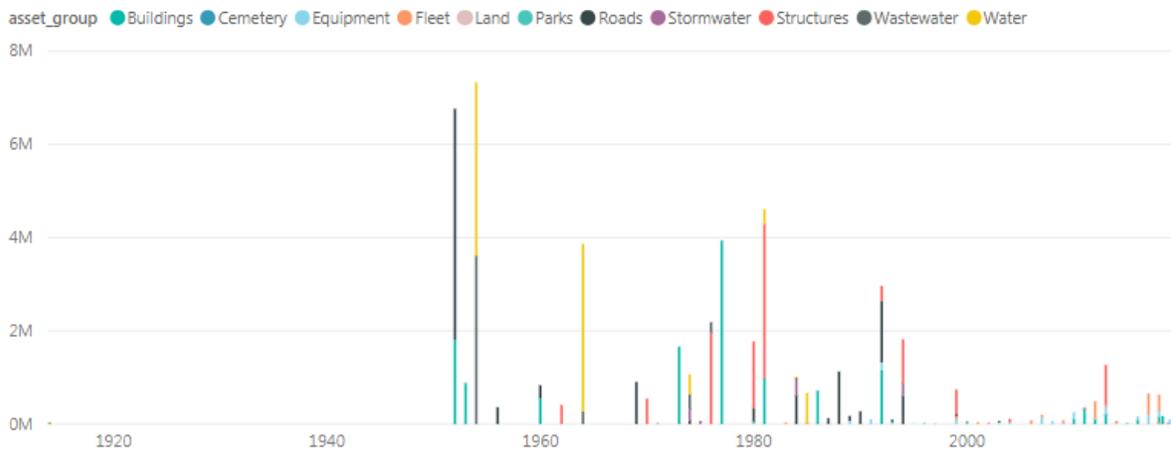
The high-level, long-term approach to asset management, including **Asset Management Plans** and objectives for managing assets.

## Planning Process

### The Challenge

The challenge is that the Village has a growing capital and infrastructure replacement obligation in the long-term, and also has other assets for which modest investment has been made to date, in particular for roads. Many of the existing assets were constructed in the 1960s and 1970s with significant funding support from senior levels of government. These assets will be approaching the end of their useful life and renewal investment is required in order to maintain service to the community and protect the next generation.

crc by install\_date and asset\_group



## Actions to address infrastructure renewal & sustainability

The village has embarked on a number of initiatives to address these infrastructure challenges.

The Village has made strides in establishing water and sanitary rate increases to help move towards financial sustainability. These increases, following after no change in rates for about 10 years were necessary to make utilities self-sufficient rather than being subsidised by property taxes. This was also a condition for obtaining the \$5.8 million water treatment grant and was agreed to by the council.

The village also sets aside 17.85% of general tax revenue for capital reserves every year. Additionally, reserves for equipment, fire and transit are also set aside each year depending on operational constraints.

There is a gap between current spending levels and what is required over the long term to fund infrastructure reinvestment, particularly as regards to road infrastructure. For the first time starting in 2019, a roads reserve is being created with a \$50,000 transfer to initiate the reserve. The cash flow modeling outlines how gradual increases in revenue will allow the Village to address the capital needs that are outlined for the coming years. This funding gap should be addressed as continual under-funding will result in the service level reductions, increased risk of failures and the Village having to respond to more crisis situations in the future.

### Follow an Asset Management Policy

An asset management policy provides the direction from Council that underpins the asset management strategy, objectives and actions. A clearly defined and documented policy supports executing practices efficiently and consistently. Developing and following a suitable policy is a recommendation within the Provincial Asset Management Framework.

An Asset Management Policy is in place but a review of the policy is in progress. A new council and a new OCP has necessitated a review of the community's priorities and objectives with greater focus on environmental sustainability and recognition of natural assets that provide value to the community.

### Follow an Asset Management Strategy

The asset management strategy articulates a broad framework that guides this document in planning, construction, maintenance and operations to achieve sustainable service delivery for the municipality. It is a set of actions that will enable the assets to provide a desired level of service in a sustainable way, while managing risk at the lowest lifecycle cost.

## Levels of Service

### Community Expectations

As part of the OCP extensive community consultation was conducted to determine community priorities. The feedback received ranked the core services offered by the municipality - water, sewer and fire services as the highest priority for the citizens. This reinforces the emphasis on managing core municipal assets proactively and reaching sustainable funding targets.

## Legislative Requirements

The village is governed by the community charter and local government act. We are required to meet a number of legislative requirement including Canadian Federal and Provincial legislation and regulation. These include:

Legislation	Requirement
Local Government Act 1996	Provides a legal framework and foundation for the establishment and continuation of local governments.
Community Charter 2003	Sets out the legal framework for the powers, duties and functions of municipal organizations. Provides municipal organizations with the authority to address existing and future community needs.
PSAB 3150 Accounting Standards	Tangible Capital Asset accounting standards for the public sector, including municipalities.
Canada Drinking Water Standards	Mandates water treatment regime and drinking water quality
BC Building Code	Applies the core concepts of the National Building Code to the construction of buildings.
Wastewater Treatment	Treatment regulation and affluent specifications
BC Fire Code	Applies the core concepts of the National Fire Code for fire safety.

## Level of Service

*Community levels of service* are best described as community outcome that is a measure of service quality relating to facets such as reliability, responsiveness, customer service, sustainability, health & safety, accessibility and affordability. The actual level of service is determined by the community priorities expanded by the strategic goals of council and in conjunction with legislation. For example the level of service for potable water is set at a high level driven by the importance of clean water to the community and by Canada Drinking Water standards.

*Technical Levels of Service* are a further level of detail that are operational in nature. They provide technical measures of operational activities and relate back to the annual budgets.

The village is tracking composite Level of Service (LoS) ratings for all assets, determined broadly by community priorities and standards. Furthermore, Key Performance Indicators (KPI's) provide additional targets and performance metrics that are tracked by the village. The challenge is to measure performance appropriately without making it too burdensome and costly for a small municipality to manage. Please refer to Appendix 1 for details.

## Future Demand

Drivers affecting demand include population change, changes in demographics, climate changes and social pressures, etc.

After years of slow population decline, increasing activity at the Inland Terminal is set to increase our population. This has impacted design and construction of our infrastructure including the Water Treatment Plant and upgrades to the Sewer Treatment Plant. The table below describes the impact on service.

Demand drivers	Present position	Projection	Impact of Service	Municipal Action
Population	1,558 at 2016 census down from 1,778 in 2011	2% increase anticipated	Gradual increase in water and sewer demand	Design & update of WTP and STP incorporates flexibility
Demographic	Median age 58.6	Median age increasing	Negligible	

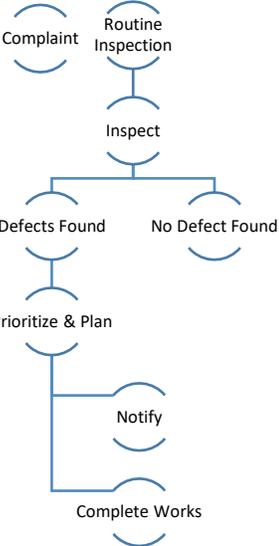
Climate Change	Wetter winter & hotter summers	Impact increasing	Drainage, water quality and fire risk, increasing costs of energy	Resilience & mitigation actions.
Social Pressure	Environmental concern increasing	Increasing with greater climate impacts	Additional services such as EV & solar	Incorporating natural assets, EV charging stations, solar PV arrays etc.

**Condition Inspection Framework**

Capital investment needs are identified and prioritized based on technical assessments of the infrastructure’s condition. That does however result in staff or specialist time to complete the inspections and results in a significant amount of data to manage. Coordinating the data collection as part of other maintenance activities can help to streamline some of this work.

The Village must consider how to best manage the information that will result from the condition assessments. By planning at the outset, the Village is better prepared to manage the information to help monitor the changes in infrastructure condition over time.

Adopting and delivering condition and performance assessments warrants consistency of approach and having accessible, centrally located information. To enable this the village has embarked on the development of its own database that allows us to create online inspection forms with results immediately stored in a centralized database. Furthermore, the focus on translating more of the information into a digital form, and storing new information in digital form as it becomes available, is a worthwhile approach. The information gathering is an ongoing exercise and the Village is continuing to improve the quality of information.



It is recommended the Village continue to invest in including information about the Village’s infrastructure in the GIS. While managing assets such as vehicles, equipment and specific building components does not rely on the GIS, asset such as roads, piping, hydrants and other such items can leverage GIS data and mapping abilities.

It is essential that the information is linked to the unique identifiers associated with each asset in the GIS so that activities such as the following can be accomplished:

- Providing a visual summary of results, rather than relying only on tabular data
- Having the ability to measure units such as length when creating budget estimates for maintenance or capital replacement activities
- Presenting results and necessary infrastructure improvements to field staff that will complete the rehabilitation or replacement activities

**Considering Risk**

The approach to the risk assessment of the Village’s assets can be divided into four parts:

1. an assessment of the likelihood of failure
2. an assessment of the consequence of failure
3. a risk score
4. prioritization of projects based on risk score rankings

A risk score ranging from 1 to 5 is assigned to each asset (5 indicating a high likelihood/consequence of failure and 1 indicating a low likelihood/consequence of failure).

#### Likelihood of Failure

The likelihood of failure is primarily based on the condition of the asset. The expected life and current age comparison can yield estimate of condition. The actual condition of the asset may differ due to the particular circumstances and estimates are best supplemented by empirical data and observation whenever possible. Case in point is the condition of our water mains. The AC water mains although having reached their useful lives are still in fair condition as evidenced by a lack of leaks and observations when we have been able to dig and examine the pipes. The likelihood of failure definitions are categorized as outlined in Table 2.

**Table 3**

Condition Rating	Condition	Description	Probability of Failure	Score (/5)
1	Very Poor/Critical	<20% of estimated service level remaining. Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable.	Almost Certain	5
2	Poor	20-39% of estimated service level remaining. Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration, some elements exhibit deficiencies.	Likely	4
3	Fair	40-59% of estimated service level remaining. Signs of deterioration, some elements exhibit deficiencies.	Possible	3
4	Good	60-79% of estimated service level remaining. Acceptable, generally approaching mid stage of expected service life.	Unlikely	2
5	Very Good	80-100% of estimated service level remaining. Well maintained, good condition, new or recently rehabilitated.	Rare	1
0	No Information	The asset is owned by local government, but data on the asset is not available; or the asset is not owned by the local government.		

### Consequence of Failure

The consequence of failure was determined by estimating impact in three areas Social/Health, Environment and Service Delivery. Refer to table 3 below

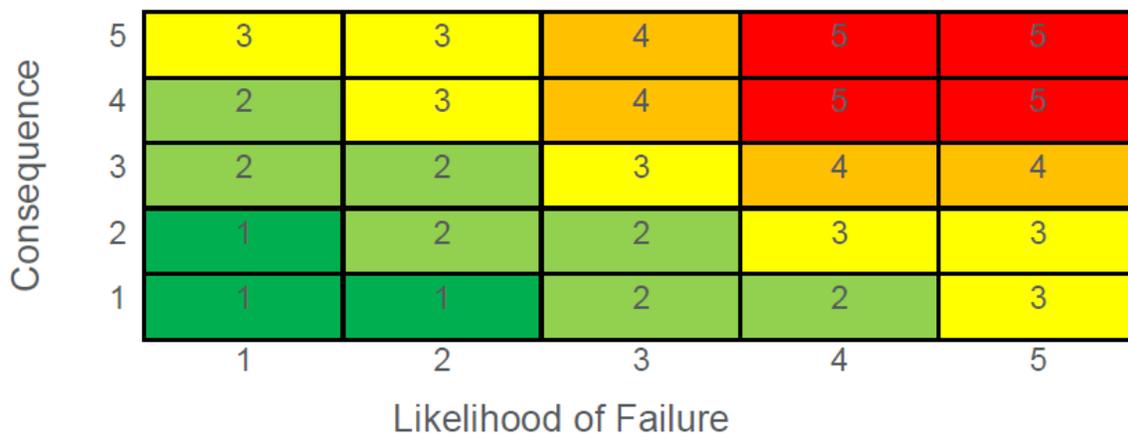
**Table 3**

Consequence	Cost	Social/Health	Environmental	Service Delivery	Score
1	Insignificant	No Impact	No Impact	No Interruptions	1
2	Small/Minor	Minor Impact	Short-term Impact	Minor Interruptions	2
3	Considerable	Moderate Impact	Medium-term Impact	Moderate Interruptions	3
4	Substantial	Major Impact	Long-term Impact - Fixable	Major Interruptions	4
5	Significant	Significant Impact	Long-term Impact - Permanent	Significant Interruptions	5

### Risk Score Matrix

The combined risk score incorporates the likelihood of asset failure score and the consequence of failure score into a single 1 to 5 rating (1 being the least risk and 5 being the most risk). Figure 1 correlates the consequence and the likelihood of failure to the combined risk score.

**Figure 1: Risk Score Matrix**



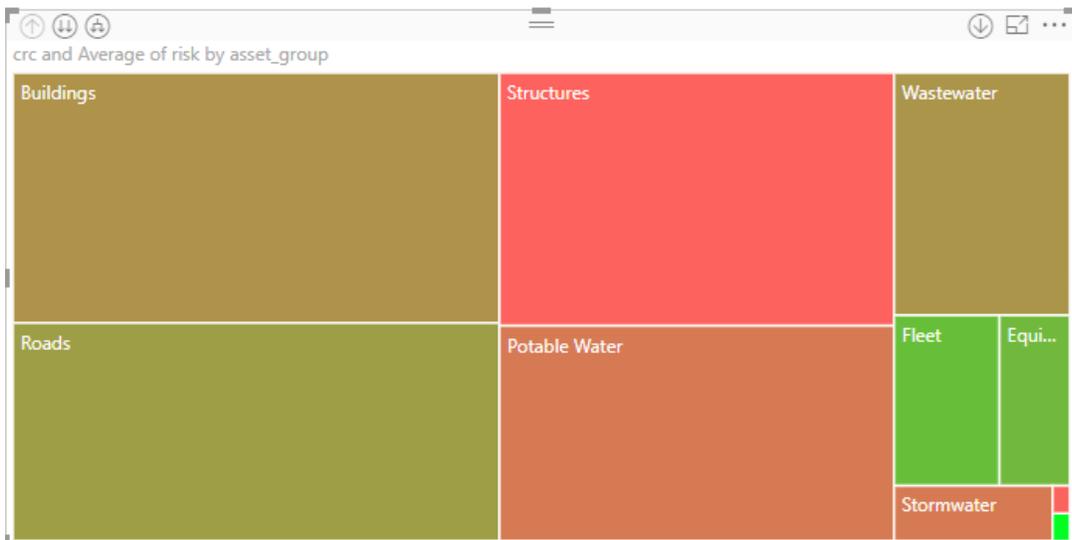
## Result of Assessment

### Risk Coded Service groupings

The risk assessment and coding to each asset yields a risk coded grouping by Village **Services** as shown below. The Potable water and Storm water assets are shown as the ones most heavily risk weighted.



A weighting grouping similar types of physical assets together shows risk is most concentrated in Structures.



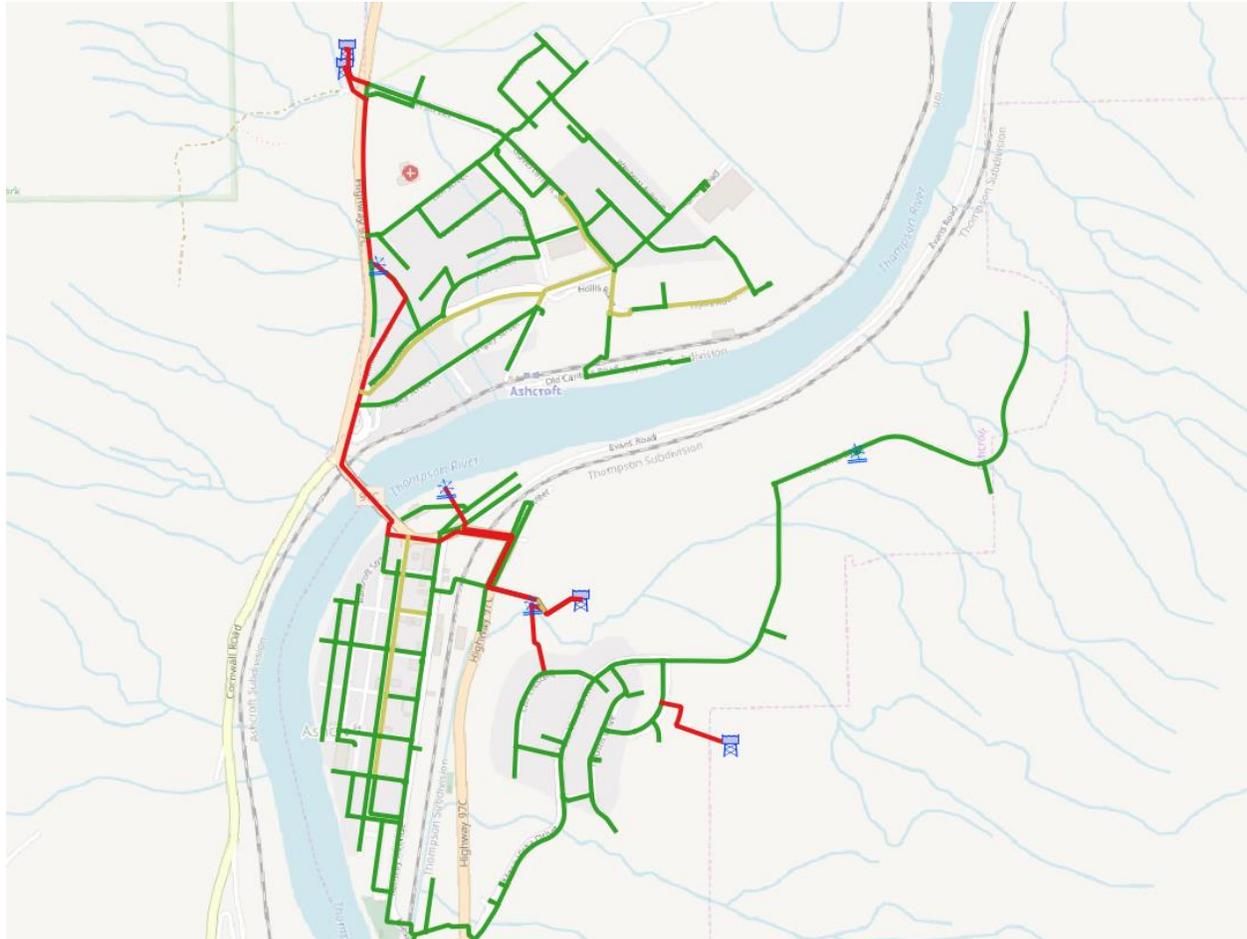
The ability to drill down in the report allows us to further analyse structures and shows the following structures need the highest priority in renewal/replacement planning.

1. Water Reservoir
2. Wastewater Lift Station
3. Water Pump Station

This is further elaborated in the key projects section.

## Risk Coded GIS Maps

An illustration of the assessment is provide in the following map colour coding risk for water mains. This feeds into the prioritization of the projects in the Capital Plan.



## Capital Planning & Cash Flow Analysis

The Capital Plan provides a forecast of the expenditures required for water, wastewater, drainage and roadway infrastructure to maintain adequate and sustainable levels of service. This project facilitated developing a base of information by taking stock of what infrastructure information is available and being used by the Village, and initiated discussions regarding short and long-term infrastructure and financing needs. It also involved identifying specific capital works to be completed in the short-term and setting priorities to help the Village develop a meaningful 10 Year Capital Plan. This can then be extended to 20 years while keeping in mind that estimates beyond 10 years are more uncertain.

## Capital Planning Process

### *Circumstances*

The Village is aware of the following circumstances related to their current capital spending:

- The amount of capital works investment is less than what is needed over the long-term
- The portion of the general revenue fund used for roadway capital reinvestment is insufficient and costs increase rapidly as the roads continue to deteriorate
- The Village's reserves are not growing enough to keep up with reinvestment
- The Village needs a financial strategy that meets the long-term needs of capital rehabilitation, and capital improvements and expansions.

### *Actions*

The funding gap cannot be closed in the short term. It is not practical to assume that capital funding will attain sustainable levels in the near term. The Village has however made the following progress:

- Increasing awareness of funding needs
- Increasing water and sanitary utility rates in recent years to help close the gap
- Developing a more integrated approach to capital planning.
- Increasing funding to reserves, in particular initiating a roads reserve starting in 2019.
- Initiating a rolling 5 year capital review process that targets renewals after individually examining each maturing asset's condition. If an asset is in good condition the useful life is revised accordingly. If instead, the asset is confirmed to be deteriorated, the village looks for funding to renew/replace the asset.

### *Process*

A list of capital projects was developed using previous investigations and plans. The project list evolved as priorities were better defined. The projects were presented to council for input and direction. This has evolved into a process where each year's budget priorities are incorporated into the long-term plan. This long-term plan is presented as part of the budget discussion to enable council to be aware of the short, medium and long term implications.

### *Financial Analysis*

Long-term financial planning involves aligning financial capacity with the community vision and long-term service objectives. Long Term Financial Planning is also designed to encourage progress toward the organization's long-term financial goal of sustainability. This is achieved through a set of financial foundation principles and an effective linkage to the community vision.

Funding for infrastructure renewal primarily comes from local property taxation, frontage charges and utility charges. 17.65% of General Taxes are allocated to capital reserves on an annual basis to gather funds for capital renewals.

The Excel Model has been developed that incorporates the planned capital replacements and also annual funding and current reserve balances. It is linked into the Business Intelligence framework and

allows for integrated monitoring of cash flows and debt levels. Council is able to access these reports through an online interface which makes exercising their stewardship responsibilities easier with visual, interactive information available with relative ease.

#### *Key Capital Projects*

Much of the village infrastructure is below ground and not easily examined. There exist some unknowns regarding the remaining life of the water mains as it is not a simple process to assess remaining life. Non-destructive testing or completing excavations to do pipe testing would require additional resources. However, the Village has noted that few leaks have occurred in recent years. Monitoring pipe breaks is an important step and, once more leaks are identified it would be worth planning for pipe replacements. The Capital Plan outlines some known capital upgrades. It also includes longer term allowances reflecting the expected average annual investment for piping to highlight that the Village should start budgeting for the known anticipated major investment of replacing water mains as they age.

Constructing the second cell of the North Ashcroft (Zone 3) Reservoir was an identified need in the Village's November 2015 Water Master Plan, prepared by Urban Systems Ltd. The Capital Plan includes an allowance for grant funding as it is acknowledged this project is a high priority for the community and thus is a key candidate for an application for a grant. At current funding levels and with the proposed timing of the new reservoir cell, capital cost will put strain on the water utility's financial resources at a time when the Village is attempting to achieve financial sustainability. If this project is not successful in receiving a grant then the Village will need to consider affordability and the need to possibly delay the project until such time that the funding approach provides sufficient money to pay the full cost of the work without draining reserves.

Beyond a few known spots and routine replacement of mechanical equipment, the wastewater collection system appears to be in reasonable shape and is not causing any major issues. This can be confirmed with a camera inspection program. The camera inspection can give a better idea of the actual condition of the sewers and what may be expected moving forward. Unfortunately, due to the cost of the camera assessment, the village has decided that funds are better allocated to actual repairs or reserves rather than the camera inspection. As a proxy, repairs will be tracked more closely to better ascertain the condition of the pipes. Additionally, data will be gathered during the annual sewer flushing program. The Capital Plan outlines some known capital upgrades but includes longer term allowances reflecting the expected average annual investment for piping to highlight that the Village should start budgeting for the anticipated major investment of replacing components as they age.

A concern with the wastewater system is the known risks associated with Lift Station 3. This facility conveys all of the service area's sewage from the north side of the Thompson River towards the treatment plant. This station is aged, does not meet current WorkSafe BC standards and is in a difficult location for replacement work. Should a major spill occur there is risk of raw sewage entering the Thompson River. The Capital Plan includes an allowance for grant funding as it is acknowledged this project is a high priority for the community. In 2019, the village has put forth a application for a grant to fully fund this project. At current funding levels and with the proposed timing of the new lift station, capital cost will exceed the sanitary utility's financial resources. If this project is not successful in receiving a grant than the Village will need to consider affordability and the need to possibly delay the project until such time that the funding approach provides sufficient money to pay the full cost of the work.

Investments in roads represents a significant outlay of funds in the coming years if the service levels are to remain at current or better standards. The following are key road-related aspects:

- Many paved roads are “tired” but the base structure is holding up in many areas
- Crack sealing and patching would be a wise investment, so the Capital Plan includes specific allowances for that work
- Some roads deserve more investment (repaving or reconstruction)
- Major investments in roads should be prioritized based on road use, with high volume roads being addressed prior to some lower volume roads
- There are some instances where investing in local roads will also be a priority due to deteriorating condition

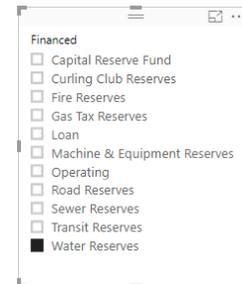
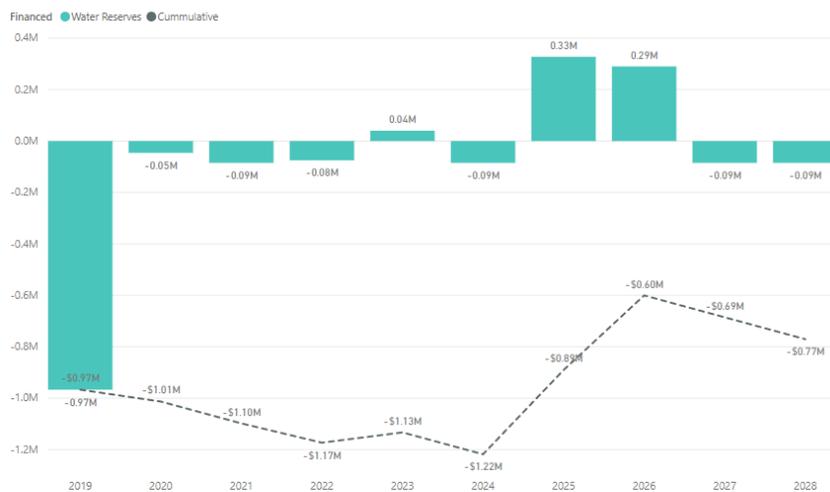
## LT Financial Plan

The details of the long-term financial plan are presented in Appendix 2

### Cash Flow Graphs

The cash flow graphs are generated by linking the long-term financial plan excel spreadsheet to the business intelligence tool to calculate the impact on the cash flow and project reserve balances or loan requirements.

Value and Cumulative by Year and Financed



## Implement

### Implementing Asset Management Practices

The asset management programs identified and costed and the practices developed need to be implemented to meet asset management objectives. While the development of this plan is important the implementation of the plans and ongoing practices is where the value is derived. The implementation of these practices deals with some or all of the core elements: people, assets, information and finances. The AssetSmart Radar graph on page 16, tracks our progress on implementation and is shared with higher levels of government.

## Measure & Report

### Communication Plan

#### Introduction

A communications plan is intended to provide a framework for a communication of messages related to a project or program, which includes identifying strategies and tools for achieving effective communications. It also determines how best to inform, engage, and involve people. A good communications plan sets out strategies for how to stimulate interest and attract attention among all interested people. It helps the organizer to consider how they want stakeholders and the public to be involved and how to engage them.

Asset management is different than a specific project and many other initiatives. Asset management is an ongoing practice of analysis, decision-making and investments over an indefinite timeline. There is no “end” to an asset management program. It requires the commitment of Council and staff, as well as the public in order to be sustained over the long-term. Further, communicating the Village’s progress to senior government agencies is also critical to ensure their support over the long-term and to make the Village an attractive municipality in which to invest finite funding. To achieve this, a communications plan has been developed – the framework of which is summarized in below.

Objectives	Identify key objectives and outcomes in order for communication to be effective
Audience	Identify key stakeholders and anticipate how the program will impact them. Outline how communication will be directed toward the audience
Message	Present key messages and convey them consistently and accurately throughout the life of the program.
Medium	Describe the medium - various tools that will be used to convey key messages
Measure	Outline how we will measure success

#### Desired Outcomes

The objective of the communications plan is to help various stakeholders to understand and be able to communicate the importance of investment in the Village’s infrastructure. The objectives of the communications initiatives are to:

- Increase awareness and support among the public for the value and importance of well-functioning infrastructure
- Inspire confidence among the public and senior government that the Village is effectively managing the community’s infrastructure
- Explain what investment and stewardship actions will be taken now to plan for the future

### *Stakeholders*

Key stakeholders that will be affected by, and have a stake in, the sustainable investment in infrastructure include:

- Village Council and staff
- Public
- Senior government
- Local Media

Determining the stakeholders and key audiences is critical to the success of a communications exercise. Determining the key audiences that need to be reached by the chosen form of communication will help to develop specific, targeted messages that will address their concerns or interest, and ensure that the process is tailored to ways to best obtain input or involve them. Stakeholders are identified below, along with identification of how they are or could be affected by the project and how the project team intends to involve them.

#### Village Council and Staff – Owners of the Plan and the Implementers

Council and staff are the advocates and spokespeople for the program as they will have direct contact with the public and senior government representatives. For that reason, staff must:

- Have a solid understanding of the technical approach, details and financial implications. Council must provide guidance regarding the overall direction and objectives.
- Be equipped to deliver accurate and consistent key messages to the audience

Village staff must also be aware of the issues to which the public will be exposed. The staff members will also be the major contributors to developing and implementing the program, as well as keeping the data current. An acceptance by staff of the program is essential. The communication of their needs and proposed improvements are also of value.

### *Communication Plan Audiences*

The communication plan is intended to deliver effective messages to two primary audiences –senior government agencies and the public.

Senior government is recognized as a primary audience. Our grant funding is contingent on senior government being convinced that we are managing our infrastructure responsibly. It is essential to communicate effectively with government agencies to position the Village to respond to funding grant opportunities and changes in government regulations that could impact the way in which infrastructure servicing is provided. In delivering messages to senior government, the communications plan takes into account that:

- Key senior government audiences are approving agencies and providers of grants – local senior government representatives can also be promoters of the Village’s sustainable approach
- These agencies want to be assured that the Village is making wise choices in how they are investing in infrastructure, protecting the environment and maintaining services to the public

- Specific funding opportunities and approval requests provide a forum for this type of communication
- Any communication to this audience must link the Village’s strategy and goals to the objectives of the senior governments and provide recognition of the government’s support

The public is the other primary audience of the communications plan and as such many of the suggested tools are geared towards their understanding and support of investing in proactive decision-making. In delivering messages to the public, the communications plan takes into account the following:

- The public’s opinion of the state of the Village’s infrastructure and the necessary investment is typically based on limited information
- Interest in the topic can range from apathy to active involvement (both negative and positive)
- Public support for adopting a sustainable approach should be garnered on a foundation of trust and open dialogue
- The main thrust at the outset of the program should be on public education
- The solicitation of public input should be clearly defined and sought at strategic opportunities. When public input is to be sought, the Village must clearly understand how their input will be used to influence decisions.
- Any public communication material should be engaging and non-technical in nature

#### *Key Messages of the Communications Plan*

There are a number of important messages that the communications plan will deliver in a variety of ways. These include but are not limited to:

- Well-functioning infrastructure provides a basis for the community’s operations
- The infrastructure is aging
- The Village will continue to be good stewards of the community and its infrastructure
- The Village will consider the impact on the natural environment when making infrastructure investment decisions
- The Village will maintain a competitive tax rate
- A long-term approach is required to ensure the community makes the right choices
- The Village needs to be proactive in maintaining the infrastructure in order to service the existing community as well as to be attractive to industry and to diversify the economy

#### *Communication Tools*

By proactively communicating about asset management the Village will provide important context for the various infrastructure projects to key stakeholders and increase the chances that initiatives will be

well understood and supported by them. Effective communication tools can take many forms and must be adapted to their specific context. Some simple and effective tools are noted below:

Communication Tool	Purpose/Description	Target Audience		
		Public	Senior Government	Media
Mail outs – Newsletters	<ul style="list-style-type: none"> <li>To provide the public with accurate, consistent and timely messaging around ongoing initiatives</li> <li>Similar to brochures but delivered through mail</li> <li>Consider including as part of annual tax mail out (provide to media in advance)</li> </ul>	✓		✓
Web site	<ul style="list-style-type: none"> <li>Provide an effective and efficient method to communicate information about infrastructure vision, goals and the status of initiatives</li> <li>Could also house digital versions of the other communication materials (i.e. brochures, mail outs, etc.)</li> <li>Include as part of the Village’s existing web site</li> </ul>	✓	✓	✓
Open houses	<ul style="list-style-type: none"> <li>To provide the public with important information on the program</li> <li>To provide a forum for two-way communication with the public on infrastructure issues that will affect them</li> <li>Incorporate as part of the annual budgeting and Capital Plan sessions</li> <li>Employ visual aids where possible (e.g. project maps)</li> <li>For the open house to be successful, the Village must be very clear on the objective of the event (i.e. to solicit input from the public and if so, how will that influence decisions, or is it to provide information and answer questions)</li> </ul>	✓		
Technical reports	<ul style="list-style-type: none"> <li>To provide Council, staff and government representatives with accurate and ongoing information about infrastructure projects</li> <li>Reports should include the necessary technical content but should be written in a non-technical style to facilitate broader interest and understanding</li> </ul>		✓	
Funding applications	<ul style="list-style-type: none"> <li>Reinforce that the Village’s requests for funding are based on a strategic, long-term plan</li> <li>Summary of Village’s program and results should be included in all relevant grant applications</li> </ul>		✓	
Informal discussions	<ul style="list-style-type: none"> <li>Provide a forum for two-way communication (again, need to make sure objectives are clear)</li> <li>Council and staff address questions from the public on a regular basis. Many of these are “on the street” by members of the public during the daily routine</li> </ul>	✓		✓
Media/press releases	<ul style="list-style-type: none"> <li>To proactively anticipate the media’s need for information and provide accurate and timely reports on key projects</li> <li>To identify and support key spokespeople for infrastructure projects</li> </ul>		✓	✓

## Appendix 1: Level of Service

Strategic/Community Levels of Service									
Community Outcomes - Link to Strategic Level Statements									
<b>Outcome Statement: Quality</b> (Reliability, Responsiveness, Customer Service, Sustainability, Health & Safety, Accessibility, Affordability)	Roads are smooth and allow for comfortable travel. Roads are free of potholes. Footpaths are kept in good condition	Water is safe to drink conforming of Canadian Drinking Water Standards. Village residents have access to Village water supply 99% of the time except in circumstances where repair or upgrades need to be made and adequate notice is provided.	Waste water is managed with minimal risk to public health. Waste water treatment facility meets regulatory standards of effluent. Uninterrupted service is targetted.	Stormwater systems are setup and maintained to provide adequate drainage and prevent flooding	Building facilities are clean and appropriate for users	Our parks, park facilities and streetscapes are well presented. Playground equipment is safe to use and fit for purpose.	We continue to provide comfortable and convenient transit for the village as well to Clinton & Kamloops.	Facilities meet the operational demands required to support service delivery	Asset are functional and fit for purpose
<b>Technical Level of Service</b>									
	<b>Roads &amp; Culverts</b>	<b>Potable Water</b>	<b>Wastewater</b>	<b>Stormwater</b>	<b>Buildings</b>	<b>Sports &amp; Recreation Facilities</b>	<b>Transit</b>	<b>Other Facilities</b>	<b>Vertical Assets</b>
<b>Legislative/Regulatory Requirements</b>	Safe, clear roadways that are free of potholes	Meet Canadian Drinking water standards , provincial and interior health regulations and legislative requirements	Meet all legislative requirements	Effective stormwater system that mitigates floods	Meet all legislative requirements	High quality recreational facilities	Reliable, convenient, accessible transit service		
<b>Maintenance to Specified Condition</b>	Condition Matrix Arterial: PCI 2, Condition 4 Collectors: PCI 3, Condition 3 Locals: PCI 4, Condition 2	Potable water lines to maintained to condition 4. Minimize water main breaks and unaccounted for water. Breaks will be repaired within 6 hours of initiation of repair 95% of the time. Customer complaints will be responded to within 24 hours, Monday through Friday.	Maintain Specific Maintenance Standards to Condition 4.	Repair or renewal as required to maintain minimum of condition 3	Maintain Specific Average Condition Levels	Repair at Condition 3 except for safety risk such as lighting or irrigation (surface deterioration)	Clean with minimal interruptions	Maintain Specific Maintenance Standards to Condition 3	Scheduled renewal of assets to once condition 2 reached.
<b>Specific Programs</b>	Culvert maintenance plan	Leak Detection, Backflow Prevention and Water Conservation programs	Flushing program	To be initiated: Storm drainage assessment	Reactive assessment and maintenance Plan.		Transit lease equalization		Dispose of all retired vertical assets
<b>Environment &amp; Energy</b>		Water conservation program enacted and monitored			Retrofits to improve energy efficiency. PV and Solar Water.	Retrofits to improve energy efficiency		Retrofits to improve energy efficiency	Incorporate fuel consumption into purchase criteria
<b>KPI / Measures</b>		# of Unplanned outages. Number of main breaks. Days of Advisories (Boil Water Notice vs Water quality advisory)	Effluent measures. Breaks			Utilization	Ridership		
<b>Composite Condition Rating = LoS Target</b>	3	4	4	3	3	3	4	3	3

## Appendix 2: LT Financial Plan

Asset Group	Description	Priority	Type	Start	End	Capital Cost	Grant%	Grant	Net Cost	Financed	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	
Equipment	Sea Cans for storage	Critical	Single	2019		\$10,000		\$0	\$10,000	Operating	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater	Lift station O&M #3LS, #4LS	Critical	Single	2019		\$15,000		\$0	\$15,000	Operating	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater	Biosolids - Sludge disposal	Critical	Single	2019		\$15,000		\$0	\$15,000	Operating	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater	STP Grating on Walkway	Critical	Single	2019		\$6,400		\$0	\$6,400	Operating	\$ 6,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Roads	Crosswalk & Signage	Critical	Single	2019		\$5,000		\$0	\$5,000	Operating	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	Reservoir Ladder replacement & repairs	Critical	Single	2019		\$8,000		\$0	\$8,000	Operating	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parks	Heritage Park Lighting LED	Critical	Single	2019		\$15,000		\$0	\$15,000	Operating	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	Arena Ice Plant - Replace Relief Valves, 7.5HP motor, Pressure overloads	Critical	Single	2019		\$7,000		\$0	\$7,000	Operating	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stormwater	Cleaning & prep annual cost, permanent Increase to ops	Critical	Single	2019		\$10,000		\$0	\$10,000	Operating	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Structures	Generator for #3 pump station	High	Single	2022		\$65,000	75%	\$48,750	\$16,250	Operating	\$ -	\$ -	\$ -	\$ 16,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Structures	Upgrade Motor	High	Single	2022		\$6,000		\$0	\$6,000	Operating	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	Office floors Lady Minto	Critical	Single	2019		\$10,000		\$0	\$10,000	Operating	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Structures	Hot Tub replacement	Critical	Single	2019		\$172,000	73%	\$126,128	\$45,872	Capital Reserve Fund	\$ 45,872	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Structures	Pool Grating & Skimmers -repeat 100ft orders	Critical	Single	2019		\$3,000		\$0	\$3,000	Operating	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	Purchase of Desert hills Property	High	Single	2022		\$10,000		\$0	\$10,000	Water Reserves	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	Ladder replacement & repairs	Critical	Single	2019		\$8,000		\$0	\$8,000	Operating	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater	STP Project	Critical	Single	2019		\$825,000	50%	\$412,500	\$285,500	Sewer Reserves	\$ 285,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater	STP Project	Critical	Single	2019		\$825,000	50%	\$412,500	\$127,000	Gas Tax Reserves	\$ 127,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater	Lift station O&M	Critical	Single	2019		\$15,000		\$0	\$15,000	Operating	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater	Training- Waste water treatment course	Critical	Single	2019		\$3,000		\$0	\$3,000	Operating	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater	Phase II permit appl	Critical	Single	2019		\$7,000		\$0	\$7,000	Operating	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater	Sewage Lift Station replacement	Critical	Single	2019		\$1,300,000	100%	\$1,300,000	\$0	Gas Tax Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	EV Charger - net	Critical	Single	2019		\$25,000		\$0	\$25,000	Operating	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater	Centrifuge & dewatering	Critical	Single	2019		\$884,888	50%	\$439,900	\$444,988	Gas Tax Reserves	\$ 444,988	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	Construction	Critical	Single	2019		\$4,500,000	67%	\$3,000,002	\$1,499,999	Loan	\$ 1,499,999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Structures	Pool Roof Replacement	High	Single	2019		\$30,000		\$0	\$30,000	Capital Reserve Fund	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	Rural Pump Station-Upgrade Motor	High	Single	2020		\$6,000		\$0	\$6,000	Operating	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater	STP Grating on Walkway	High	Single	2020		\$6,400		\$0	\$6,400	Operating	\$ -	\$ 6,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	Generator for #2 Water Pump #3 pump station	High	Single	2020		\$130,000	70%	\$91,000	\$39,000	Water Reserves	\$ -	\$ 39,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	Fire Alarm -pull station	Low	Single	2022		\$30,000		\$0	\$30,000	Capital Reserve Fund	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buildings	Pave Apron	Low	Single	2022		\$7,000		\$0	\$7,000	Operating	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	New North Ashcroft PRV to Serve Zone 1	Medium	Single	2023		\$250,000	50%	\$125,000	\$125,000	Water Reserves	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	Reservoir 2nd Cell - North Ashcroft (Zone 3) - potential for savings from WTP project	Multi	2022	2023	\$1,200,000	75%	\$900,000	\$300,000	Loan	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	Mesa Vista Service Connection Backflow Preventers (Incl. Communications with Residents)	Low	Single	2020		\$11,000	0%	\$0	\$11,000	Operating	\$ -	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	Water Metering - Zone Meters	Low	Single	2025		\$30,000	0%	\$0	\$30,000	Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -
Water	Water Metering - Industrial, Commercial, Institutional Investigation	Low	Single	2025		\$10,000	0%	\$0	\$10,000	Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -
Water	Water Metering - Industrial, Commercial, Institutional	Low	Single	2025		\$150,000	75%	\$112,500	\$37,500	Water Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,500	\$ -	\$ -	\$ -	\$ -
Water	Water Metering - Residential Meters - Review of Water Use + Benefit/Costs Analysis	Low	Single	2024		\$20,000	0%	\$0	\$20,000	Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
Water	Water Main Replacement - condition determination required and newer non-trench methods being explored	Medium	Multi	2025	2026	\$750,000	0%	\$0	\$750,000	Water Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000	\$ 375,000	\$ -	\$ -	\$ -
Roads	Repaving Plan	High	Multi	2021	2028	\$750,000		\$0	\$750,000	Road Reserves	\$ -	\$ -	\$ 93,750	\$ 93,750	\$ 93,750	\$ 93,750	\$ 93,750	\$ 93,750	\$ 93,750	\$ 93,750	\$ 93,750
										TOTAL	\$ 2,504,359	\$ 62,400	\$ 93,750	\$ 290,750	\$ 368,750	\$ 113,750	\$ 546,250	\$ 468,750	\$ 93,750	\$ 93,750	\$ 93,750
Reserves										Water Reserves	-\$ 966,915	-\$ 85,000	-\$ 85,000	-\$ 85,000	-\$ 85,000	-\$ 85,000	-\$ 85,000	-\$ 85,000	-\$ 85,000	-\$ 85,000	-\$ 85,000
Reserves										Sewer Reserves	-\$ 573,877	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000
Reserves										Road Reserves	-\$ 50,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000
Reserves										Transit Reserves	-\$ 66,849	-\$ 2,500	-\$ 2,500	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Reserves										Fire Reserves	-\$ 331,358	-\$ 5,000	-\$ 5,000	-\$ 5,000	-\$ 5,000	-\$ 5,000	-\$ 5,000	-\$ 5,000	-\$ 5,000	-\$ 5,000	-\$ 5,000
Reserves										Machine & Equipment Reserves	-\$ 190,930	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000	-\$ 100,000
Reserves										Curling Club Reserves	-\$ 55,841	\$ -	\$ 30,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reserves										Capital Reserve Fund	-\$ 1,700,000	-\$ 180,000	-\$ 180,000	-\$ 180,000	-\$ 180,000	-\$ 180,000	-\$ 180,000	-\$ 180,000	-\$ 180,000	-\$ 180,000	-\$ 180,000
Reserves										Gas Tax Reserves	-\$ 849,096	-\$ 100,000	-\$ 122,000	-\$ 122,000	-\$ 122,000	-\$ 122,000	-\$ 122,000	-\$ 122,000	-\$ 122,000	-\$ 122,000	-\$ 122,000
										TOTAL	-\$ 4,784,866	-\$ 672,500	-\$ 664,500	-\$ 655,000	-\$ 680,000	-\$ 680,000	-\$ 680,000	-\$ 680,000	-\$ 680,000	-\$ 680,000	-\$ 680,000

2019

# Asset Management Strategy



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## Introduction

The purpose of the Asset Management Strategy is to articulate a broad vision and framework that guides asset management including planning, construction, maintenance and operations to achieve sustainable service delivery for the Village of Ashcroft. A key issue facing local governments is the management of aging assets in need for renewal and replacement.

The management of infrastructure is complex, and requires integrating many components such as information, assets, finances and people. The determination of condition and longevity of municipal assets both above and below ground such as bridges, roads, and water and sewage pipes can be difficult to determine. The funding, operating and replacement costs are large and demand for new services adds additional complexity.

In British Columbia, a high level provincial framework of asset management has been developed to guide local governments of asset management. Asset Management for Sustainable Service Delivery: A BC Framework links components together in a continuous process emphasised by its circular nature. It defines Asset Management as an integrated process, bringing together skills, expertise and activities of people; with information about a community's physical assets; and finances; so that informed decisions that support sustainable service delivery can be made.



In the context of Ashcroft, asset management means systematizing our processes used to construct, install and maintain infrastructure and equipment to deliver services sustainably while reducing risk and life-cycle costs, achieving regulatory compliance and meeting the reasonable expectations of our citizens.

### Asset Management Program

The continuous nature of asset management necessitates that internal capacity be developed to within the municipality to work on asset management. Initially, we were assisted by consultants who collated data and helped launch us on the journey of asset

management with the help of grants from UBCM and the province. This document and successive documents that follow are a continuation of the journey. It speaks to our work in achieving a set of enduring behaviours and practices that constitute asset management becoming a core function of the municipality.

### Internal Capacity vs External Resources

Due to the integrated nature of asset management, the skills and information requirements are significant. One core element enunciated in the BC Framework is People. Continuous learning to develop knowledge, experience and capacity are essential to successful implementation. While most municipalities have moved to purchase software and hire additional technical staff to implement asset management, Ashcroft has taken the less travelled route to acquiring additional skills and using open-source technologies. This has allowed us to realize significant amount in savings both at the onset in setup fees and on an ongoing basis with license costs. It has also yielded better results and more flexible solutions customized to Ashcroft's needs.

### Legislative Environment

The council has stewardship obligations over assets in a municipality. This responsibility can be demonstrated by having well developed Municipal plans, policies and strategies. While Ontario has legislated asset management for its municipalities, BC has adopted a guidance framework but made grant funding contingent on demonstrating progress in asset management. Similarly, the Government of Canada has identified Asset Management as a key deliverable of municipal government. It has made asset management plan a pre-requisite for municipalities seeking Gas Tax Funding for 2018 and beyond.

### Ashcroft History

The asset management journey in Ashcroft began with the draft of the Water Master Plan in 2015. This extensive and detailed document formed the basis of our grant application for the Water Treatment Plant. Funding approval was received in 2016 and the commencement of work on the Water Treatment Plant in July 2018.



In mid-2015, Asset Management BC co-authored “Asset Management for Sustainable Service Delivery: A BC Framework” which became a standard of best practices for BC municipalities. Ashcroft signed an initial agreement and received funding approval in June 2016 from UBCM for a Long-Term Infrastructure & Asset Management Plan. Final reports and workshops with council were completed 2018, approved by UBCM and funds were received for the project in September of 2018.

Since September 2018, staff at the village have worked diligently to incorporate spatial, valuation and condition data into an integrated asset repository developed in-house using open source tools. Also in September 2018, the village applied for a grant with Federation of Canadian Municipalities under the Municipal Asset Management Program to continue developing asset management for the village and to keep moving us along the readiness scale of asset management. FCM has several measures, evaluating competencies in 5 areas:

1. Policy and Governance
2. People and Leadership
3. Data & Information
4. Planning and Decision Making
5. Contribution to Asset Management Practice

We need to demonstrate progress in these competencies to complete the project and receive funding.

## Vision

Based on community input, the vision for Ashcroft is:

***In 2038, Ashcroft is a vibrant, active and creative community that fosters healthy well-being and a collaborative inter-generational approach to our community's development.***



The OCP adopted in 2018 specifically addresses infrastructure challenges and goals in section 19.

*Ashcroft has well developed infrastructure including a water and sewer system and a road network. A key challenge for small communities is the ability to financially support infrastructure operations, maintenance, upgrades and expansion, particularly when faced with a potentially declining tax base. Despite this challenge, the Village has upgraded both the water and sewage treatment plants. Moving forward, it is vital that the Village assess future investments in terms of the initial investment required, the ongoing cost of operations, and present and future need.*

## Key Objectives

Through the development and implementation of this strategy, the village seeks to achieve the following objectives which will help deliver on its vision:

1. Establish a systematic and robust Asset Management Program.
2. Empower administration to establish policies, practices and procedures and to source and allocate resources as necessary, to maintain infrastructure at standards (level of service) set out by council.
3. Ensure that infrastructure is developed and maintained in a fiscally responsible and sustainable manner; and
4. Ensure that municipal infrastructure meets the needs of residents and businesses today and into the future.
5. Incorporate asset management and sustainability into daily operations of the village.

## Guiding Principles

As the village implements this strategy, it will encounter unanticipated situations and will be required to make decisions it did not contemplate. When faced with unexpected ‘forks in the road’, the village will refer to its policy as adopted by council and the following principles that elaborate on the policy to help guide its path:

1. Municipal infrastructure should be constructed, maintained and decommissioned in a manner that ensures the social, environmental and economic sustainability of the Village.
2. Municipal infrastructure must facilitate and deliver municipal services that meet the needs and reasonable expectations of citizens.
3. Capital asset management is a core municipal responsibility. Leading practices and industry standards shall form the basis for capital asset management policy, procedures and practices.

4. Municipal infrastructure is the foundation for community economic development and the quality of life for all citizens. Municipal infrastructure is a “common good” and therefore must be managed transparently allowing all citizens to objectively evaluate its condition and value.

## Asset Management Policy

The Asset Management Policy defines the council’s vision and service delivery objectives in accordance with the Strategic Plan and applicable legislation. The initial policy first adopted in 2018 has undergone significant revisions to incorporate greater clarity in roles and a focus on environmental stewardship and climate mitigation. It will be presented to the new council in 2019 for review and approval.

The asset management strategy is developed to support the asset management policy. It allows council to show:

- how its asset portfolio will meet the affordable service delivery needs of the community into the future,
- enable Council’s asset management policies to be achieved, and
- ensure the integration of Council’s asset management with its long term strategic plans.

## Council policies & actions in OCP

As stated in the Official Community Plan, it is the policy of Council to:

1. Ensure that infrastructure is developed and maintained in a fiscally responsible manner by:

- 1.1. Addressing the infrastructure deficit in Ashcroft by continuing to invest in asset management and seeking funding from senior government agencies to address deficits; and
- 1.2. Striving to improve the community's understanding of the costs associated with infrastructure and how it needs to be managed.
2. Ensure that the water and sewer systems meet community needs by:
  - 2.1. Maintaining and operating the public water and sewer system as shown on **Schedule E**;
  - 2.2. Twinning the North Ashcroft water reservoir in order to provide fire protection in this area;
  - 2.3. Replacing Lift Station # 1 to ensure the proper operation of the sewer system;
  - 2.4. Reviewing water leakage in the community water system to identify and fix potential leaks;
  - 2.5. Undertaking water audits of community facilities, parks and key commercial businesses to determine how water is used in the community;
  - 2.6. Undertaking a municipal water and energy study to review usage of water and energy in the Village;
  - 2.7. Working with key partners and stakeholders in protecting the Thompson River, Ashcroft's principal water source;
  - 2.8. Encouraging water conservation in homes, businesses and community facilities to reduce costs of providing water and protecting water quantity for ecological needs;
  - 2.9. Encouraging new and existing developments to incorporate xeriscaping into site designs; and
  - 2.10. Considering the implementation of water meters.
3. Ensure that storm drainage meets community needs by:
  - 3.1. Maintaining the public storm drainage system as shown on **Schedule E**, the Public Utilities Map;
  - 3.2. Requiring all development to manage stormwater in a manner which provides adequate disposal and minimizes impact to adjacent properties;
  - 3.3. Discouraging development which has a negative impact on existing drainage channels and gullies;
  - 3.4. Encouraging rain water reuse in residential, commercial and community land uses;
  - 3.5. Improving the storm drainage system in North Ashcroft; and
  - 3.6. Considering alternative approaches to stormwater management, including the use of bioswales and use of rain barrels.
4. Ensure that the transportation network meets existing and emerging needs by:
  - 4.1.1. Designating major roads as shown on **Schedule F**.
  - 4.1.2. Upgrading sidewalks in town and considering opportunities to add new sidewalks or other types of pedestrian connections where feasible;
  - 4.1.3. Continuing to work with the Ministry of Transportation and Infrastructure to establish a vehicle and/or pedestrian overpass or underpass for Highway 97C crossing the Canadian Pacific Railway in order to provide continuous emergency services to the Mesa Vista area;
  - 4.1.4. Investigating the integration of traffic calming measures, such as narrowing roadways, installing

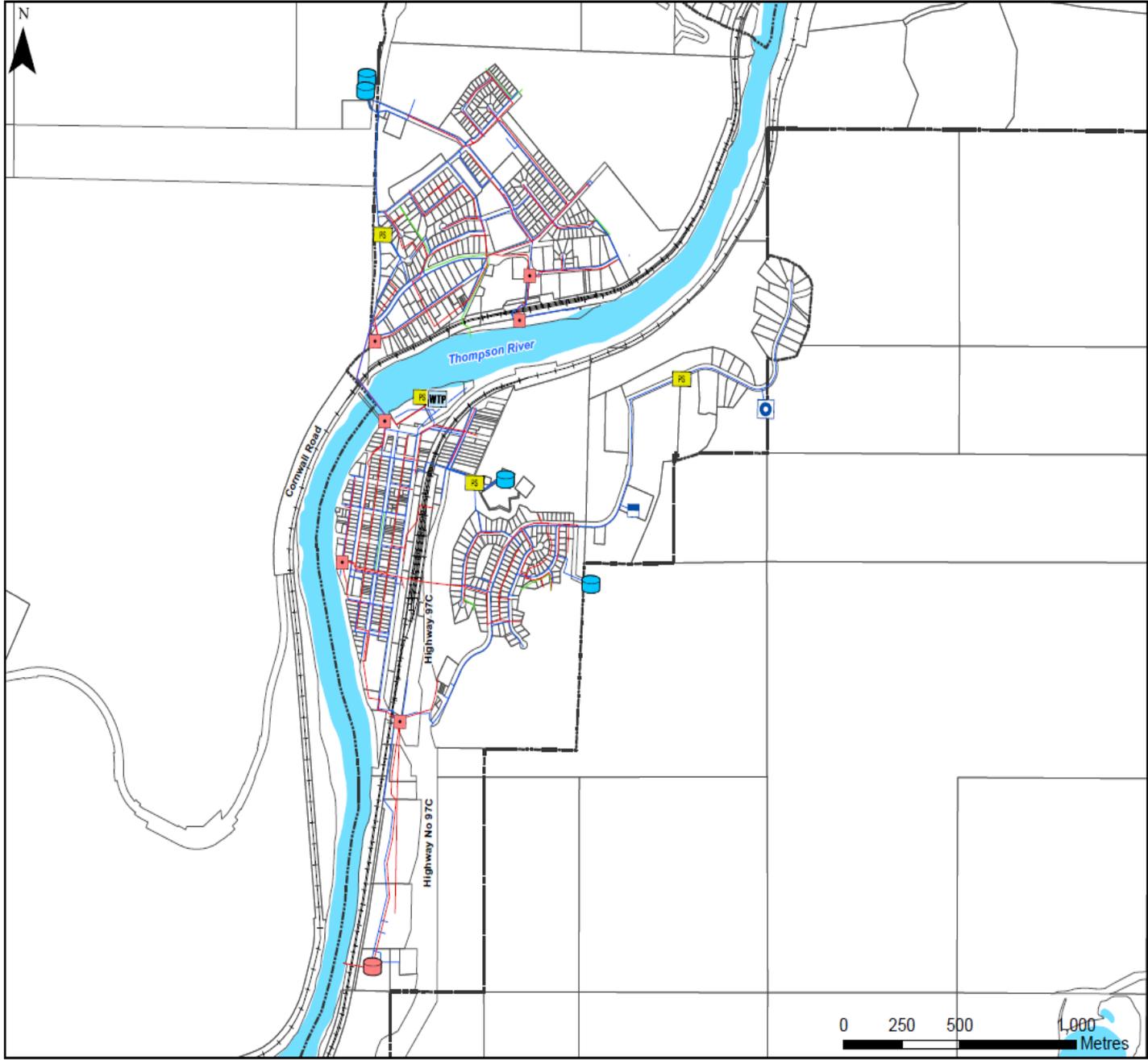
roundabouts, or constructing speed bumps in all neighbourhoods in order to reduce speeds and create a more comfortable network for pedestrians;

4.1.5. Implementing a maximum traffic speed of 30 km/hr on all non-arterial roads;

4.1.6. Ensuring that streets are not used for recreational vehicle storage in order to enable safer navigation for pedestrians; and

4.1.7. Working with the Desert Hill Community School and School District # 74 (Gold Trail) to develop a Safe Routes to School program.





Village of Ashcroft

Official Community Plan  
Schedule E

Public Utilities

Legend

- Sanitary
- Water
- Storm
-  Water Treatment Plant
-  Reservoir
-  Pump Station
-  Balancing Tank
-  Irrigation Control
-  Waste Water Treatment Plant
-  Lift Station

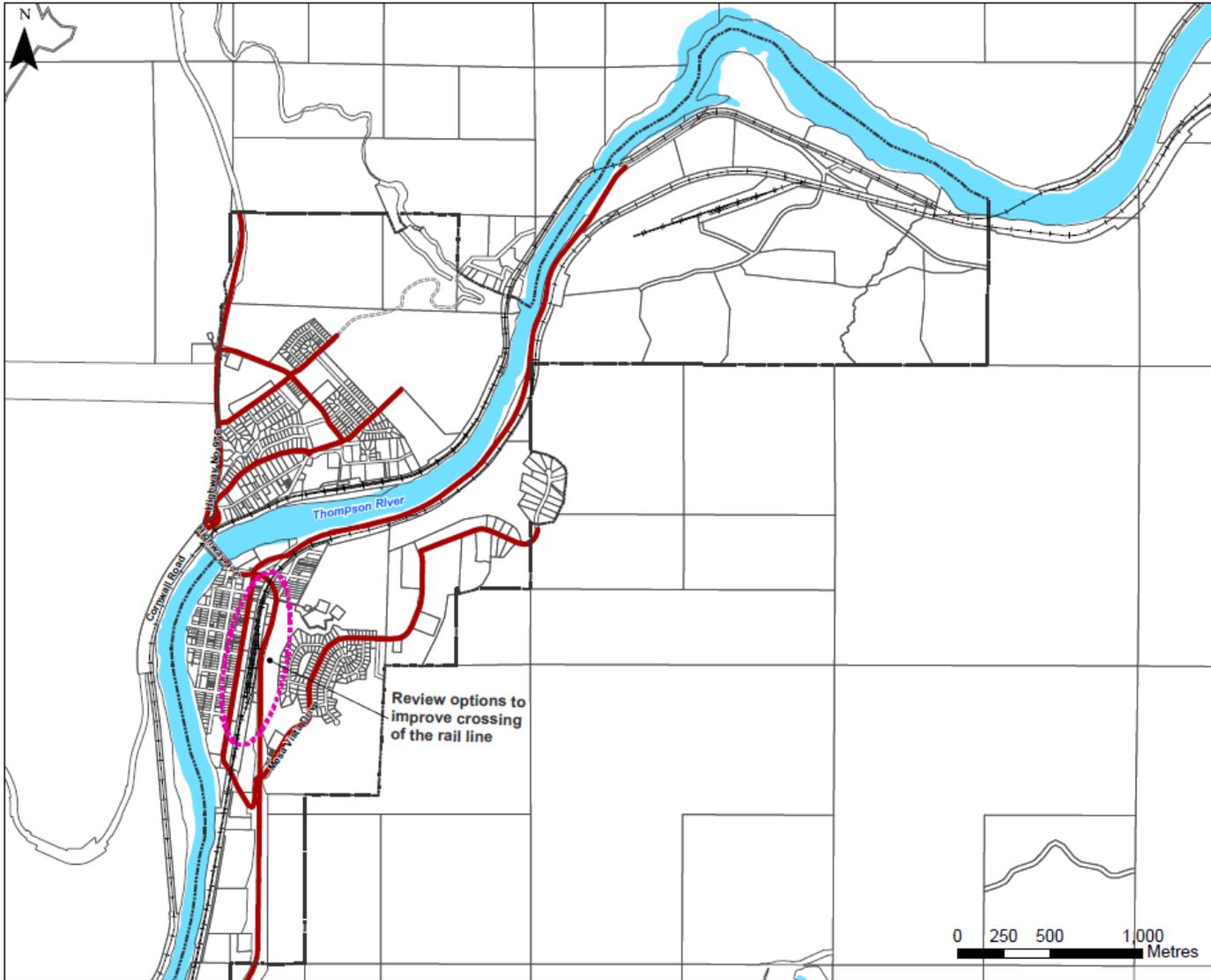
SOURCE:

Water and road features obtained through  
[www.geobase.ca](http://www.geobase.ca) website.

Cadastral information obtained through ParcelMap BC.  
Municipal Boundary obtained through DataBC.

THE ACCURACY & COMPLETENESS OF INFORMATION SHOWN ON THIS DRAWING IS NOT GUARANTEED. IT WILL BE THE RESPONSIBILITY OF THE USER OF THE INFORMATION SHOWN ON THIS DRAWING TO LOCATE & ESTABLISH THE PRECISE LOCATION OF ALL EXISTING INFORMATION WHETHER SHOWN OR NOT.





Village of Ashcroft

**Official Community Plan  
Schedule F**

**Major Road Network**

**Legend**

— MAJOR ROAD

**SOURCE:**

Water and road features obtained through [www.geobase.ca](http://www.geobase.ca) website.

Cadastral information obtained through ParcelMap BC.  
Municipal Boundary obtained through DataBC.

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## Strategic Priorities

Small municipalities like Ashcroft are even more resource constrained than larger centres. This necessitates out-of-the-box thinking and frugal choices. With finite resources available, it is important to recognize that successful implementation of a capital asset management program will require a focus on those policy choices that the organization believes will best deliver on the objectives of this strategy. The following are the Village's asset management strategic priorities:

### Build Staff Capacity

While many municipalities, even small ones, are hiring external consultants to undertake many asset management functions, the Village of Ashcroft is developing capacity internally. Although the nature of the asset management process indicates a need for internal capacity, the difficulty and additional skill requirements like GIS and database management have stymied efforts of many small municipalities. Despite that, Ashcroft has taken the lead in developing internal capacity and has achieved many milestones in its development. This supports the deep integration of asset management and sustainability principles into the everyday operations of the Village. This deep integration will make the program more effective, resilient to staff and governance changes, reduce the dependency on expensive consultants to maintain the program, and ensure the program benefits from the continuing evolution of this field in "real-time".

### Develop a Culture of Sustainability

With robust asset management tools and a deep understanding of asset management practices and principles, the Village will be

better prepared to make decisions that promote the long-term sustainability of the community. From the governance level to front-line, asset management processes encourage thinking beyond immediate needs and short-term solutions. The Village chooses to consider the long-term social, environmental and economic impacts of its decisions.

### Integrate Asset Management into Core Operations

The Village has a number of established systems, programs and processes that constitute its operations. Rather than treat asset management as a special project, or the function of a particular role, the Village chooses to weave asset management practices into the existing systems. The 2019 budget process began incorporating long-term asset management consideration in the planning process reporting and Council decision-making processes. This integration ensures that asset management practices are applied consistently across the organization and that staff will take a collaborative approach to achievement of the program's objectives.

### Ensure Transparency and Build Citizen Understanding

At its core, asset management will demand the Village make decisions that strike a balance between the immediate desires of the community and its long-term needs. These choices will sometimes be difficult. The asset management policy outlines public and stakeholder participation. To facilitate this, a communication plan will be formulated to ensure its program is transparent and communicated clearly. Citizen understanding and buy-in is critical to ensuring that Council has the political latitude to make tough choices.

### Consider Value, Not Just Price

In the past, many procurement or implementation decisions were made on the basis of the quoted price. Focusing on price alone ignores the long-term financial costs of operations and maintenance and the hidden, harder-to-quantify, social and environmental costs. In the procurement for the Water Treatment Plant, the village is followed a two-step process of first prequalifying vendors based on quality metrics before moving to cost quotes. This led to tremendous success in our largest project to date. The Village chooses to broaden its decision making criteria to include, as much as practicable, life-cycle costing and triple bottom-line evaluations. Life-cycle costing will require that the Village understands the costs of operations, maintenance and eventual replacement for any given decision. Triple bottomline evaluations will require that the Village attempts to understand the social and environmental costs and not just the economic ones.

### Recognize the Value of Natural Assets

While most asset management plans and programs focus almost exclusively on assets designed, constructed and manufactured by humans, the Village chooses to expand its focus to include its natural assets, those resources provided by the natural world that support the delivery of municipal services. The Village chooses to consider and work actively to measure, evaluate and attend to the health of its natural assets such as its parks and the Thompson River. And where possible, the Village chooses to use natural assets rather than construct engineered assets if they deliver the same or comparable municipal service.

### Use Best Practices and Adopt a Continuous Improvement Ethic

The field of asset management is rapidly evolving within the Canadian municipal sector. As more and more municipalities adopt

these practices, new ideas, processes, tools and concepts are being introduced. The Village of Ashcroft has taken a lead in this evolving field. It is an active participant in the community of learning, freely sharing ideas and resources. The Village collaborates with leaders in the field – adopting the practices, processes and concepts they have used to establish their successful asset management systems. The Village chooses to invest in its people, processes and technology to improve our asset management program.

### Improve Financial Preparedness

The long-term success of the I asset management program depends on adopting a suite of aligned financial practices that encourage the dedication of funds for infrastructure renewal and replacement. These practices must leverage the Village’s asset data, use predictive modeling, and be based on practices followed by sector leaders to ensure Council is confident that the challenging decision to defer the use of revenue for future works is prudent and sustainable. The Village will realign its reserve system to support its capital asset management program and will identify savings targets that are driven by good asset data and reliable financial modeling.

### Reduce and Manage Risk Better

As the Village’s infrastructure ages, the likelihood of failure increases. From a two hours interruption of water service due to a water-main break, to the mass cancelling of ice time resulting from an ice-plant breakdown at Arena, failing infrastructure has serious negative impacts on citizens. The Village chooses to adopt asset management practices that identify infrastructure risk and offers cost-effective ways to avoid or mitigate the risk. As the program matures, effective risk assessments will allow the Village to confidently balance the probability of risk against the optimal use of financial resources. That is to say, reasonably accept some risk when

it makes fiscal sense. Good risk assessment and modelling will reduce the influence of unreasonable fear in decision making.

### Adapt to a Changing Climate

Climate change is a reality that all Canadian communities, including Ashcroft, must face. Preparing for, and adapting to, the anticipated extreme weather events and shifting climatic conditions must form an important part of both the Village's emergency response plans and its asset management program. As the Village replaces aged infrastructure, or plans for the installation of new infrastructure, it must consider the new demands of a changing climate. The Village will use climate modelling to better determine the capacity of future infrastructure and will seek cost-effective methods of enhancing the performance of existing assets to meet these future demands. Storm water management systems must be prepared to withstand greater amounts of precipitation in shorter periods of time. And Village facilities must be prepared to shelter more citizens during extreme storm and temperature events.

## Strategic Goals

### Establish Governance and Legislative Framework

To be successful the Village Asset Management Program must have the support of both Council and Administration. Establishing a governance framework in administrative policy, procedures and documentation communicates the importance of, and the Village's dedication to, the program, and it provides a more permanent and enduring foundation. To achieve this goal the Village will:

1. Establish program framework to define and document administrative policy, tools and processes to dedicate internal resources and establish clear responsibilities and accountabilities.

2. Build the understanding and capacity of Council to effectively govern.
3. Set Service Standards using "leading practice" measures and regulatory compliance benchmarks.

### Build Asset Registry

The foundation of any asset management system is a robust and holistic database containing all of the key measures and characteristics for every unit of municipal infrastructure. Beyond simply building this database, the Village must establish the processes, practices and standards for data collection and data maintenance. To achieve this goal the Village will:

1. Research and establish a basic asset registry database.
2. Identify material assets to include in the registry.
3. Collect asset and condition data and add it to the asset registry.
4. Identify critical assets that have the highest impact to municipal service delivery.
5. Establish and implement policy, procedures and tools for maintaining the currency of asset data.
6. Research, identify, procure and migrate to, robust asset registry software.
7. Establish and implement Capital Asset Evaluation Policy, procedures and tools.

### Integrate Asset Management into the Village's Core Operations

To maximize the benefit from, and to ensure the sustainability of asset management, practices must be incorporated into all of the existing governance, management and operation systems used within the Village. Asset management will not be a special project to be finished, or a report to be shelved, it will be a core function of

the Village and will impact each and every department and employee. To achieve this goal the Village will:

1. Establish and implement a debt & investment strategy aligned with Village's capital asset management program.
2. Redesign the Village's financial reserve system to align with its capital asset management program including the creation of renewal/replacement reserves and reserves intended for the planned procurement of new assets.
3. Establish a procedure for developing the annual, five year and long-term capital plans.
4. Incorporate Asset Life-Cycle Maintenance and Renewal considerations into purchasing decisions. Develop procedures and tools to articulate and guide the selection of preferred methods and materials to be used for Village asset renewal and maintenance projects.
5. Develop general asset life-cycle maintenance plans for each asset class/sub-class within the Village's asset registry.
6. Develop and implement a Risk Assessment Policy, procedures and tools to guide the Village's identification and management of asset risks including climate change.
7. Develop and implement a climate change adaptation plan to identify long term infrastructure enhancements and integrate this plan into the Village's capital asset management program.

### Natural Asset Management

Natural capital assets, and the ecosystem services they provide, are a fundamental and integral part of the infrastructure. It is not to suggest that all ecosystems provide a municipal function. Some natural assets such as streams, green spaces, ponds & soils do provide value in maintaining the hydrological integrity of the

watershed. If municipal function is provided, natural assets often have a clear advantages over engineered infrastructure. They:

1. Are cheaper to operate and maintain, if not degraded
2. May provide "free" ecosystem services
3. Do not depreciate if properly managed
4. Are carbon neutral or even carbon positive

By devising and adopting strategies to use streams (conveyance), ponds (retention), wetlands (water quality, aquifer recharge, release rates), tree cover (interception, infiltration), and soils (conveyance and infiltration) local governments can connect development sites to the watershed and likely reduce long-term management costs of infrastructure.

### Develop Organizational Capacity

While external resources can help establish and maintain an asset management program, the true determinate of success will be the internal capacity of Village staff to understand and use the tools to improve the planning, construction, maintenance, operation, renewal and replacement of municipal infrastructure. Not only does this capacity ensure the Village gets more out of the program, it makes the program more resilient. As more employees understand and can use the tools, the program becomes better able to withstand the shock of personnel changes. To achieve this goal the Village will:

1. Amend job descriptions to delegate new asset management responsibilities and accountabilities; including, but not limited to, the CAO, Public Works Forman/Superintendent and CFO.
2. Expand the CFO role to oversee the maintenance of the asset registry and support other program requirements

including Geographic Information Systems (GIS) and Business Intelligence (BI) reports.

3. Create and implement a staff training and development plan for all Village employees who will have asset management program responsibilities.
4. Raise general staff awareness of asset management and knowledge of Village's Capital Asset Management Program.
5. Join regional and national asset management networks and associations to maintain and enhance knowledge.
6. Develop an asset management module for the Council Orientation process.
7. Explore software, technological and process enhancements that will allow Village staff to project the asset impacts of population growth and increased service demands to encourage better asset planning.

2. Develop and implement an Asset Performance Measurement and Reporting system to guide the tracking and reporting of asset performance measures.
3. Establish a systematic performance measurement procedure.
4. Select "comparable other" municipalities against which the Village can benchmark asset performance.
5. Set realistic, but challenging, performance targets to drive improvement in asset conditions and service quality.
6. Develop and implement a citizen-friendly reporting system to help citizens understand the condition of Village assets and monitor performance trends.
7. Link performance measurement with annual business planning processes.

### Establish Key Performance Measures and a Reporting System

A critical part of asset management is the identification of performance measures and the setting of performance targets. Performance measures help to communicate what is ultimately important about Village assets, and helps to focus all decision makers on the activities that will deliver maximum value. Setting targets helps to prioritize Village renewal, repair and replacement activities and investments. By establishing the yardstick by which the performance of Village infrastructure will be measured, and by setting targets, the program will provide citizens tools with which they can hold the Village accountable. To achieve this goal the Village will:

1. Research asset management performance indicators and select measures right for a small municipality like Ashcroft.

## Asset Management Strategy

Strategic Priority	Tactic	Tools & Partners	Timing				
			2019	2020	2021	2022	2023
<b>Establish Governance and Legislative Framework</b>	Establish program framework to define and document administrative policy, tools and processes to dedicate internal resources and establish clear responsibilities and accountabilities.	Asset Management BC (AMBC)	✓				
	Build the understanding and capacity of Council to effectively govern.	FCM Competency: Policy & Governance	✓				
	Set Service Standards using “leading practice” measures and regulatory compliance benchmarks.	AMBC Other municipalities		✓			
<b>Build Asset Registry</b>	Research and establish a basic asset registry database.	Open source database	✓				
	Identify material assets to include in the registry.	BI & GIS tools	✓				
	Collect asset and condition data and add it to the asset registry.	Web interface	✓				
	Identify critical assets that have the highest impact to municipal service delivery.		✓				
	Establish and implement policy, procedures and tools for maintaining the currency of asset data.			✓			
	Research, identify, procure and migrate to, robust asset registry software.		✓				
	Establish and implement Capital Asset Evaluation Policy, procedures and tools.	Asset Smart 2.0, FCM Readiness Scale	✓				
<b>Integrate Asset Management into</b>	Establish and implement a debt & investment strategy aligned with Village’s capital asset management program.		✓				

<b>the Village's Core Operations</b>	Redesign the Village's financial reserve system to align with its capital asset management program including the creation of renewal/replacement reserves and reserves intended for the planned procurement of new assets.		✓				
	Establish a procedure for developing the annual, five year and long-term capital plans.		✓				
	Incorporate Asset Life-Cycle Maintenance and Renewal considerations into purchasing decisions. Develop procedures and tools to articulate and guide the selection of preferred methods and materials to be used for Village asset renewal and maintenance projects.			✓			
	Develop general asset life-cycle maintenance plans for each asset class/sub-class within the Village's asset registry.			✓			
	Develop and implement a Risk Assessment Policy, procedures and tools to guide the Village's identification and management of asset risks including climate change.	Canadian Network of Asset Managers, AMBC, Other municipalities			✓		
	Develop and implement a climate change adaptation plan to identify long term infrastructure enhancements and integrate this plan into the Village's capital asset management program.	Municipal Natural Asset Initiative			✓		
	<b>Establish Key Performance Measures and a Reporting System</b>	Research asset management performance indicators and select measures right for a small municipality like Ashcroft.			✓		
	Develop and implement an Asset Performance Measurement and Reporting system to guide the tracking and reporting of asset performance measures.		✓				

	Establish a systematic performance measurement procedure.			✓			
	Select “comparable other” municipalities against which the Village can benchmark asset performance.				✓		
	Set realistic, but challenging, performance targets to drive improvement in asset conditions and service quality.			✓			
	Develop and implement a citizen-friendly reporting system to help citizens understand the condition of Village assets and monitor performance trends.			✓			
	Link performance measurement with annual business planning processes.		✓				

## Appendix 1

### What Assets do we have?

Council uses infrastructure assets to provide services to the community. A select range of infrastructure assets and the services provided from the assets are shown in Table 1.

**Table 1: Assets used for providing Services**

Asset Class	Description	Services Provided
Water	Water Treatment Plant, Water mains, pump stations, PRV, reservoirs and other ancillary assets	Provide a reliable, efficient, and safe drinking water system for the community.
Sanitary	Sewer Treatment Plant, Sanitary sewer mains, lift stations and other ancillary assets	Underground carriage system specifically for transporting wastewater from houses and commercial buildings to treatment plant.
Drainage	Storm sewer network, culverts and other structures, such as debris basin, are the major drainage assets.	Carry overland drainage flows, natural streams and flood waters below earth fill structures to protect roads and properties from water damage.
Transportation	Roads, sidewalks street lighting, retaining walls and other engineering structures form the transportation network.	Transportation network helps motorists and pedestrians get safely from one point to another
Parks	All built facilities on parkland, including sports field assets, playgrounds, trails & pathways, parking lots, tennis courts, and other park structures.	A well planned, park network provide attractive places for play, rest and relaxation. The community views parks infrastructure as essential to their enjoyment and standard of living in the District
Buildings & Structures	Buildings range from complex community recreation centres and office/commercial buildings to simple ancillary buildings.	Buildings are required to accommodate the statutory based activities for the District as well as to support cultural, economic, and community development activities. In addition, the District currently owns, and periodically acquires, real estate holdings whose primary value is strategic for land development.
Vehicle and equipment	All the IT, engineering, fire, recreation equipment and vehicles	Various

## Assets and their management

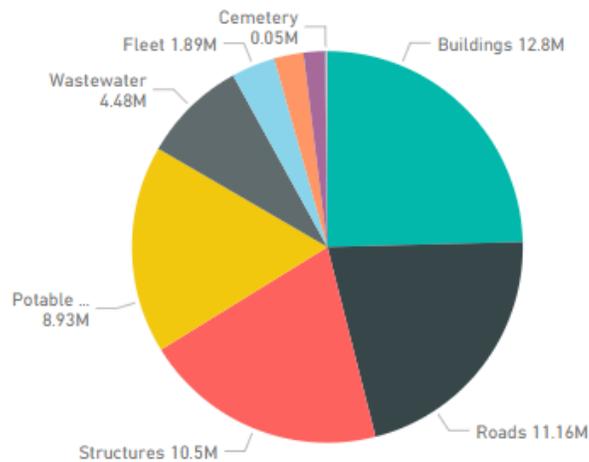
### State of the Assets

Excluding land the Village owns just over \$52 Million of assets that comprise the built environment. The financial status of Council's assets is shown in Table 2. All values are at 2019 dollar value.

**Table 2: Financial Status of the Assets**

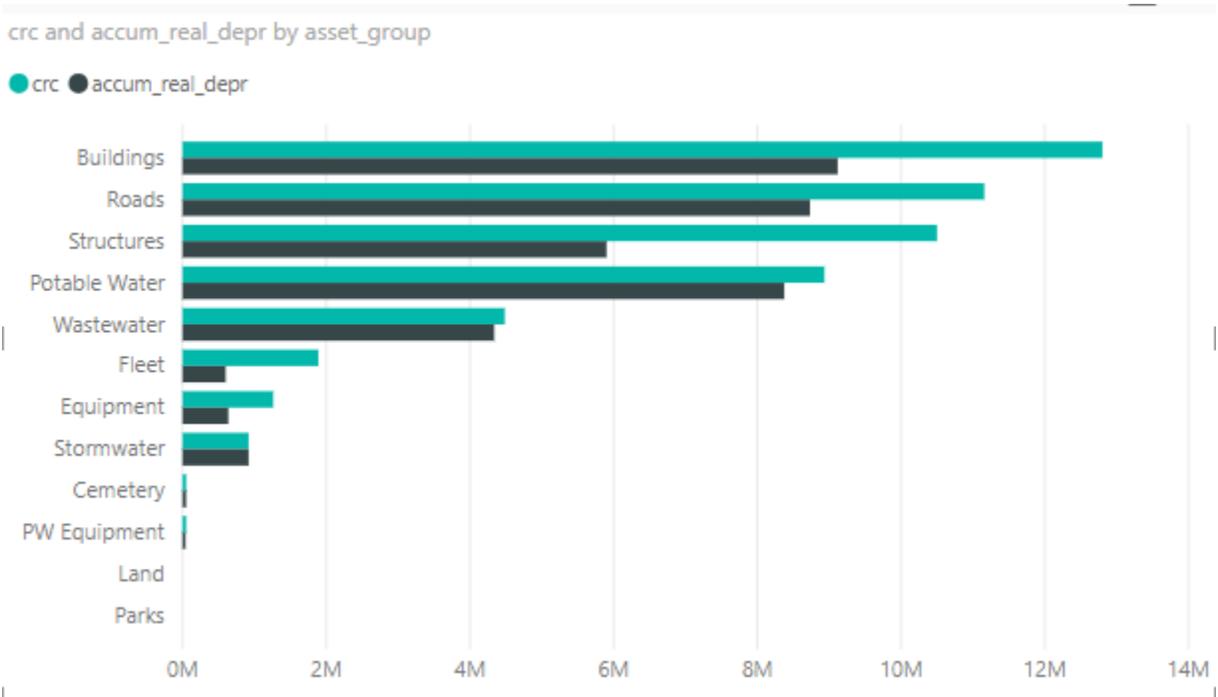
asset_group	Replacement Cost	Real depreciation
Buildings	12,803,476.00	269,896.86
Roads	11,160,381.84	200,175.34
Structures	10,501,517.00	177,723.75
Potable Water	8,933,852.65	132,211.42
Fleet	1,890,000.00	94,952.55
Wastewater	4,484,700.05	65,202.59
Equipment	1,262,000.00	64,864.75
Stormwater	919,513.97	13,135.92
PW Equipment	50,000.00	1,388.89
Cemetery	50,000.00	
Land	0.00	
Parks	0.00	
<b>Total</b>	<b>52,055,441.51</b>	<b>1,019,552.07</b>

**Figure 1: Asset Replacement Values**



**Figure 3: Remaining Asset Life**

The following graph portrays remaining asset Remaining Asset Life comparing amount already depreciated to total current replacement value (crc). The depreciation is based upon straight line depreciation rates and is also the recommended approach that supports steady state funding of the built environment over the entire asset life cycle.



**Figure 4: Asset Condition Profile**

The physical condition of each major asset network is in Figure 4 below:



## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** February 24, 2020  
**FROM:** DCO, Daniela Dyck  
**SUBJECT:** IT Equipment Use Policy A-2020-01  
**REPORT #:** 20-16

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### **Purpose**

To request Council review and approval of the draft *IT Equipment Use Policy # A-2020-01*.

### **Recommendation**

“THAT Council approve the Village of Ashcroft *IT Equipment Use Policy # A-2020-01*.”

### **Alternatives**

That Council not approve the Policy; request changes be made and bring the revised Policy back for consideration at a future Council meeting.

### **Discussion**

Recently the Village of Ashcroft opted to reduce its carbon footprint and work toward the elimination of paper agendas. Step one eliminated printing of agendas for the media and members of the gallery. The next phase is to eliminate printing of agendas for staff and Council. In order to ensure that all members of Council have secure and private access to agendas, email and at times sensitive information the Village has purchased laptops for Council and staff use.

The attached draft policy regulates permitted use and privilege of the laptops and is intended to serve as a guideline to Council and staff.

### **Strategic/Municipal Objectives**

Corporate Governance – Bylaw and Policy ongoing review and updates

### **Legislative Authority**

*Community Charter Part 1.2.e* Principles of Municipal Government

### **Financial Implications**

IT upgrades as per budget

### **Attachment Listing**

N/A

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**Prepared by:**



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Daniela Dyck  
Deputy Corporate Officer

**Approved for submission to Council:**



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Anne Yanciw  
Chief Administrative Officer



## ADMINISTRATION POLICY

<b>TITLE: IT EQUIPMENT USE POLICY</b>		<b>POLICY #: A-01-2020</b>
<b>Authority:</b> Chief Administrative Officer	<b>Effective Date:</b> <b>Review Date:</b>	
<b>Issued By:</b> Deputy Corporate Officer <b>Issued Date:</b>	<b>Approved By:</b> <b>Approved Date:</b> <b>Resolution #:</b>	

**PURPOSE:** To establish corporate practice and provide guidance on the acceptable and appropriate use of computer and portable devices owned by the Village of Ashcroft and provided to Council and staff for Village business.

**POLICY:**

This Policy defines the conditions for use, security and monitoring, insurance, software upgrades and additions, ownership, replacement and option to purchase of Village of Ashcroft owned tablets, laptops, iPads and mobile/smart phones.

**SCOPE/APPLICATION**

This policy applies to all Elected Officials and staff of the Village of Ashcroft.

**DEFINITIONS:**

**“Computer”** is defined as a laptop, tablet or other similar portable device used for word processing, sending and receiving email communications, viewing pdf documents, etc.

**“Portable Devices”** is defined to include any small, handheld computing device; including but not limited to mobile or smartphones and portable USB flash drives as well as the software and data contained on them.

**GUIDELINES:**

There is a need for effective and efficient communications, essential in the conduct of Council and Village business. To meet this objective, Council may be issued an iPad/tablet, laptop, cell phone or other form of information technology for their use during their term of office.

Staffing of an Emergency Operations Centre (EOC) may also require use of mobile devices, not normally used in the course of everyday business.

Also, staff members may require Village owned mobile computer use during education upgrades, conferences, and off-site meetings.



1. Conditions for Use

- 1.1 The CFO will issue computers and mobile devices to Council and staff.
- 1.2 A form confirming issuance, serial number and agreement to Policy will be signed by the user.
- 1.3 Downloading and storing of illegal/copyrighted files using Village of Ashcroft computer equipment is prohibited.
- 1.4 Downloads and storing of large personal use programs, files or software is discouraged.
- 1.5 All efforts shall be made to keep the equipment clean, dry and out of extreme heat or cold.
- 1.6 In the event of loss or damage due to negligence, it will be the responsibility of the Council or staff member to repair or replace the device.

2. Security and Monitoring

- 2.1 All computers and portable devices must be password protected. This secure password, email, communication, and any closed meeting information that has been received or downloaded.
- 2.2 Lost or stolen computers or portable devices are to be reported to the Village Office as soon as possible.
- 2.3 Computers and portable devices are subject to the requirement of the Freedom of Information and Protection Privacy Act and access to the devices may be requested by the Corporate Officer at any time.

3. Insurance

- 3.1 Computers and mobile devices will be insured by the Village of Ashcroft within its property insurance policy.

4. Software Upgrades and Additions

- 4.1 All computers will include a standard software package, as determined by Village of Ashcroft staff responsible for IT.
- 4.2 Any additional licensed software can be added, with staff consultation to ensure compatibility, and at the expense of the Council member.



4.3 Village staff will to be specifically available to install or support these additional packages.

5. Ownership

5.1 Computers and Portable devices issued to Council or staff remain the property of the Village of Ashcroft. Any Council member or staff leaving the Village shall return the device to the Village office.

6. Lump Sum Subsidy – Self-Owned Laptop or Table

6.1 The Village of Ashcroft does not provide a one-time payment towards self-owned laptops or tablets.

6.2 All mobile computers issued to Council or staff will be purchased and issued by the Village.

7. Replacement and Option to Purchase

7.1 Useful life of computers and portable devices issued to Council and staff is four (4) years at which time they will be assessed and upgraded or replaced as deemed necessary.

Addendum "A"



## COMPUTER AND MOBILE DEVICE AGREEMENT

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

If applicable

I \_\_\_\_\_ have been issued a computer or portable device by the Village of Ashcroft. These devices are a privilege and thus carry a responsibility. As a Village of Ashcroft Elected Official or employee, I agree to adhere to the Village of Ashcroft *IT Equipment Use Policy, No. A-01-2020*

SIGNATURE:

\_\_\_\_\_  
Elected Official/Employee

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
DATE

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** February 24, 2020  
**FROM:** DCO, Daniela Dyck  
**SUBJECT:** NDIT Grant Application for Curling Club Repairs  
**REPORT #:** 20-18

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### **Purpose**

To request Council resolution in support of the NDIT grant application under NDIT's Community Halls and Recreation Facilities stream.

### **Recommendation**

THAT Council for the Village of Ashcroft are in support of Ashcroft's application to Northern Development Initiative Trust for a grant of up to \$30,000 to leverage the Curling Arena Ice Plant Replacement Project from NDIT's Community Halls and Recreation Facilities fund; and further that Council support the project throughout its duration.

### **Alternatives**

"That Council not approve the Village to apply for the grant funding."

### **Discussion**

In recent discussions regarding the Curling Club ice plant replacement project, the Curling Club offered to apply for grant funding under NDIT's Community Halls and Recreation Facilities stream to help offset the cost of the needed repairs. It has been brought to the Village's attention by the Grant Writer that the application would be stronger if the Village was the applicant as opposed to the Curling Club.

The Curling Arena is a Village owned facility and staff will be managing the project; therefore, the funding needs to be received by the Village. The application is more likely to be approved if the Village is the applicant. As such, this report is before Council for two purposes:

1. to keep Council informed of the proposed changes; and
2. to request Council approval for the Village's grant application.

### **Strategic/Municipal Objectives**

Asset Management

### **Legislative Authority**

*Community Charter Part 2, Division 1, Section 7 (c)* – providing for stewardship of public assets

### **Financial Implications**

Project budget is \$170,000

**Attachment Listing**

N/A

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**Prepared by:**



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Daniela Dyck  
Deputy Corporate Officer

**Approved for submission to Council:**



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Anne Yanciw  
Chief Administrative Officer

## COUNCIL COMMITTEE AND LIAISON REPORT

**DATE:** Feb. 24, 2020  
**TO:** Council  
**FROM:** Mayor Roden

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**Assigned Committees:**

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

**Alternate:**

Heritage  
 Communities in Bloom (CiB)

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**January 27, 2020: CBC radio interview**

Interview with CBC Kamloops regarding the filming of *Twilight Zone* in the Village and the economic impacts, as well as the reaction of people/businesses in the community.

**January 28, 2020: Gold Country Communities Society special meeting**

Much of the meeting was in closed session. In the open session, concerns were raised regarding the absence of much of the TNRD (specifically areas “E”, “I”, and “J”, which fall within the GCCS area) from the latest Destination BC draft strategy. There was also discussion around the withdrawal of the City of Merritt from GCCS and how to move forward with them continuing to be part of the geocache program, and about a proposed Fraser Canyon stakeholders meeting hosted by Kanaka Bar on March 12.

**January 28, 2020: Film meetings**

Meetings with Kris Kadzielski (location manager for Gravity Productions) and Matt Palmer (location manager for Radio Nowhere) about the filming of *Twilight Zone* and *The Stand* respectively and implications for the Village (street closures, filming dates, electricity blackouts, etc.).

**January 29, 2020: Operation Lifesaver meeting**

Telephone meeting with other members of the Operation Lifesaver BC committee about a variety of train- and rail-safety issues. Operation Lifesaver is advertising in Cineplex movie theatres with pre-movie ads about train safety. It was noted that Operation Lifesaver materials have been translated into several First Nations languages, with material about to be translated into a language of the Sto:lo Nation in Chilliwack. This service is available to other First Nations who want it. I spoke about the CN incident in December and ongoing issues on the Ashcroft Terminal property, and Peter Talvio of CN said that he would speak to the CN representative for Ashcroft/Kamloops about getting in touch regarding a public presentation in the community re: train/rail safety. The next meeting will be in April.

**January 30, 2020: Meeting with CN Police**

Met with Cst. Reinhold Weissbock of the CN Police, who had been contacted by Peter Talvio regarding items discussed during the Operation Lifesaver committee meeting the day before. As Cst. Weissbock was travelling to Williams Lake on Jan. 30 he said he would stop in Ashcroft on his way and meet with me. We discussed the incident on Dec. 19, 2019 when a driver and his vehicle were struck by a CN train on the level crossing in North Ashcroft, and safety concerns around people crossing the CN mainline on the Ashcroft Terminal property. Cst. Weissbock said he would be happy to do a public presentation about rail safety, and also indicated that he would be in touch with Desert Sands Community School about a presentation to students.

**February 4, 2020: CFJC-TV interview**

Interview with CFJC from Kamloops about the episode of Twilight Zone filming in the Village and the economic impact. The interviewer also spoke with Darrin Curran of the Ashcroft Legion about the economic spin-off for the Legion, an employee of the Ashcroft Bakery about the increased business, and the manager of the Sandman Hotel in Cache Creek about the film crew filling the hotel.

**February 7, 2020: Economic Development meeting**

Meeting with CAO Yanciw and Myles Bruns and Kimberley Goodall from FLNRORD to discuss developments in the area.

**February 10, 2020: Special TNRD closed meeting**

**February 12, 2020: Meeting with Gloria Mertens**

The discussion mainly concerned the possibility of trail and/or pathway development in and around the Village of Ashcroft and possible ways forward until such time as a Trails Master Plan might be undertaken.

**February 18, 2020: Gold Country Communities Society board meeting**

The Board of Directors of GCCS will be taking part in a Board Governance Training workshop from 10 a.m. to 4 p.m. on March 21. Board members of the Friends of Historic Hat Creek Ranch have also been invited to join, and if there are still spaces available, they will be offered to other non-profit groups in the area. GCCS plans to run the “Business in Excellence” campaign again, as it was highly successful when it was run in 2018. The “Story of Fire and Flood” display proposed for a piece of land owned by MOTI at Empter Frontage Road and Highway 97C near Boston Flats has been cleared by MOTI; now funding must be found. The Visitor Guide and Trail Guide are both being updated, and a tourism symposium is in the planning stages. There are plans to take part in a major geocaching event over the weekend of Aug. 28–30.

**February 19, 2020: Historic Hat Creek board meeting**

The Friends of Historic Hat Creek Ranch agreed to the terms of a two-year extension to the Site Management Agreement from the Heritage Branch, with the possibility of a further two-year extension on the same or similar terms. It was noted that in 2019 there were 24,031 visitors to the site, a new record, and some 2,000 more than in 2018, the previous best year. The site will be reopening on May 1.

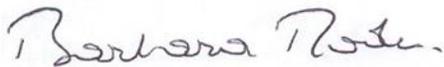
**February 20, 2020: Regular TNRD board meeting**

Items of local interest included a delegation by Carmen Ranta of the Chamber Musicians of Kamloops, who was seeking funding of \$1,000 to support the group in producing its non-profit chamber music concert series in Kamloops and outlying communities in 2020/21. The Chamber Musicians of Kamloops have held several concerts in Ashcroft, most recently on Feb. 14, 2020. The board also considered a “Notice of Temporary Use” permit for development of retail space, specifically a convenience store, in the presentation centre building at Tobiano; proposed changes to bylaw investigation and enforcement to deal with RVs being used as dwellings (one change is that no enforcement will be taken in the case of short-term stays of less than 30 days); a request for a letter of support from Rogers and Shaw as they attempt to expand broadband connectivity for residents and travellers along the Coquihalla Highway; and a bylaw change to allow “park model” RVs to be used on pads in approved, appropriately zoned Manufactured Home Parks in the TNRD.

**February 21, 2020: TNRD Committee of the Whole meeting**

Among the items brought forward for information and discussion was the need for a third library in Kamloops to serve the southwest (Aberdeen) area, which has no library, but which has seen significant growth in recent years and is expected to be the fastest-growing residential area in the city over the next several years. Also discussed was the need for a regional film commission strategic plan to expand film-related employment and business opportunities across the region and province, with studio space and lack of a trained workforce cited as barriers to increased film activity in the area.

Respectfully submitted,



Barbara Roden,  
Mayor