



**THE CORPORATION OF THE VILLAGE OF ASHCROFT**

**REGULAR AGENDA**

**FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS OF THE VILLAGE OFFICE AT 6:00 PM ON MONDAY, JANUARY 11, 2021**

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

**CALL TO ORDER**

Due to the Public Health Officer Ministerial Order M0192, the January 11, 2021 Regular Meeting of Council is closed to the public but will be broadcast by the HUB Online Network.

M/S

*"That the Regular meeting of Council for January 11, 2021 be closed to the public as per Public Health Order M0192 and as permitted by Council Procedure Bylaw No, 834, 2020 and that the meeting be available for public access via the HUB Online Network; and further that questions and comments received via email be addressed by Council at the meeting."*

**1. ADOPTION OF THE AGENDA**

*Motion to add or delete Agenda items*

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

M/S

*"THAT the Agenda for the Regular Meeting of Council held on Monday, January 11, 2021 be adopted as presented."*

**2. MINUTES**

3.1	Minutes of the Regular Meeting of Council held Monday, December 14, 2020 <i>"That the Minutes of the Regular Meeting of Council held Monday, December 14, 2020 be adopted as presented."</i>	<b>P. 1-7</b>

**3. DELEGATIONS**

4.1	N/A	
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**4. PUBLIC INPUT**

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

**5. BYLAWS**

5.1	N/A	
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**6. STAFF REPORTS**

<b>REQUEST FOR DECISION</b>
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6.1	CAO Report – Council Working Group and Committee Appointments <i>Motion Required</i>	<b>P. 8-9</b>
6.2	CAO Report – BC Transit Annual Operating Agreement <i>“That Council approves the CAO and CFO to sign the Annual Operating Agreement to continue the inter-community bus service with BC Transit and the communities of Clinton and Cache Creek.”</i>	<b>P. 1-24</b>
<b>FOR INFORMATION</b>		
6.3	CAO Report – Release of Closed Meeting Resolutions	<b>P. 25-30</b>
6.4	CFO Report – River Intake Project Tender	<b>P. 31-32</b>
6.5	DPW Report – Year in Review 2020	<b>P. 33-34</b>

## 7. CORRESPONDENCE

<b>FOR ACTION</b>		
7.1	Softball BC – COVID Relief Funding	<b>P. 35</b>
7.2	AVFD – Grant In Aid Application	<b>P. 36</b>
7.3	School District No. 74 – AES Consultation Process	<b>P. 37</b>
7.4	City of Roseland – Letter of Support	<b>P. 38</b>
7.5	City of Kamloops – Overdose Crisis and Call for Overdose Action Plan – Letter of Support	<b>P. 39-41</b>
7.6	SILGA – Call for Nominations	<b>P. 42-43</b>
7.7	SILGA – Call for Resolutions for 2021 Convention	<b>P. 44-45</b>
<b>FOR INFORMATION</b>		
7.8	Heather Inglis – Disposal Process of AES Building	<b>P. 46</b>
7.9	School District No. 74 – News Release Former AES Consultation Process	<b>P. 47</b>
7.10	Cariboo Regional District – BC Hydro Street Lighting Increase / Termination of Private Light Systems	<b>P. 48-49</b>
7.11	SILGA – Constitution Update Resolutions	<b>P. 50-54</b>
7.12	RCMP – Sgt. Haugli – Community Concerns towards Public Safety	<b>P. 55</b>
7.13	Gold Country Communities Society – Executive Director’s Message	<b>P. 56-61</b>
7.14	Interior Health – Healthy Communities Newsletter December 2020	<b>P. 62-66</b>
7.15	Flip Chart Information Correspondence Listing	<b>P. 67</b>
7.16	TNRD – Highlights from December 17, 2020 Meeting	<b>P. 68-69</b>

## 8. UNFINISHED BUSINESS

8.1	Motion and Task Manager	<b>P. 70-71</b>
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## 9. NEW BUSINESS

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

10.1	Para Transit Committee Meeting Minutes - Recommendation	<b>P. 72-74</b>
10.2	EDT Report – Economic Development and Tourism Strategic Plan	<b>P. 75-86</b>



**11. COUNCIL REPORTS**

11.1	Mayor Roden	
11.2	Councillor Anderson	
11.3	Councillor Anstett	
11.4	Councillor Davenport	
11.5	Councillor Tuohey	

**12. RESOLUTION TO ADJOURN TO CLOSED MEETING**

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

12.1	N/A	
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**13. RESOLUTIONS RELEASED FROM CLOSED MEETING**

13.1	See Staff Report	
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**14. ADJOURNMENT**

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**MINUTES**

**FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS OF THE VILLAGE OFFICE  
AT 4:30 PM ON MONDAY DECEMBER 14, 2020**

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

Daniela Dyck, Chief Administrative Officer  
Yoginder Bhalla, Chief Financial Officer  
Brian Bennewith, Director of Public Works

Media – 1

EXCUSED:

**CALL TO ORDER**

Mayor Roden called the Regular Meeting of Council to order at 4:42 pm.  
Due to the Public Health Officer Ministerial Order M0192, the December 14, 2020 Regular Meeting of Council is closed to the public but will be broadcast by the HUB Online Network.

**M/S Anstett / Anderson**

*“That the Regular meeting of Council for December 14, 2020 be closed to the public as per Public Health Order M0192 and as permitted by Council Procedure Bylaw No, 834, 2020 and that the meeting be available for public access via the HUB Online Network; and further that questions and comments received via email be addressed by Council at the meeting.”*

CARRIED – Unanimous – R-2020-268

**1. ADOPTION OF THE AGENDA**

*Motion to add or delete Agenda items*

**M/S Roden / Anstett**

*“THAT David Rhodes of Dawson Road Maintenance be added as a late item under Delegations and further that Councillor Anderson’s Year End Report be added to Council Reports.”*

CARRIED – Unanimous – R-2020-269

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

**M/S Roden / Anderson**

*“THAT the Agenda for the Regular Meeting of Council held on Monday, December 14, 2020 be adopted as amended.”*

CARRIED – Unanimous – R-2020-270

**2. MINUTES**

3.1	Minutes of the Regular Meeting of Council: <b>M/S Davenport / Anderson</b> <i>“That the Minutes of the Regular Meeting of Council held Monday, November 23, 2020 be adopted as presented.”</i>	CARRIED Unanimous R-2020-271
3.2	Minutes of the Committee of the Whole: <b>M/S Tuohey / Anstett</b>	CARRIED Unanimous

	<i>"That the Minutes of the Committee of the While Meeting held Monday November 23, 2020 be adopted as presented."</i>	R-2020-272
3.3	Minutes of the Special Meeting of Council: <b>M/S Roden / Ansett</b> <i>"That the Minutes of the Special Meeting of Council held Thursday December 3, 2020 be adopted as presented."</i>	CARRIED Unanimous R-2020-273

### 3. DELEGATIONS

4.1	<p>David Rhodes – Dawson Road Maintenance  Winter Maintenance Update  Management changes COO is now CEO  Owner is Chairman of the Board  In process of hiring a VP – VP will be responsible for operations  Succession Planning Strategy has been approved by Ministry  2 quality coordinators have been hired – looking after field work and report directly to David Rhodes,  Lots of organizational changes but David remains Ashcroft’s primary contact</p> <p><b>Summer Update:</b>  COVID has required many responses in operations and with the public resulting in increased sanitization at rest areas  Additional port-a-potty’s installed for truckers- also requiring additional cleaning</p> <p><b>Flood</b>  Bridge at North Bonaparte/Cache Creek - 100s of loads of rip rap brought in to secure river bank  The region had 60 active sites and at one point 9 roads closed in the Cariboo  Loon Lake road closure isolated 300 people  Monitoring 150 active sites during freshet  Heavy rains at the end of June caused a repeat of many of the previous years issues  Regular operations: ongoing routine work, graded roads, patching  Mowing normally take 6-8 weeks Old Contractor had 4 mowers  new contractor was able to do the entire area in 3 weeks  called mower back for a second round  Oregon Jack was slated for paving but was not able to be completed</p> <p><b>Winter</b>  Initial storm in October caught us off guard, team was still grading and cleaning up from freshet  Equipment is kept at 30% winter ready at all times  Caught unaware with the early storm, struggled through this but were able to change and adjust strategy of approach  BC provided stimulus funds  Hire local contractors – extensive work done through the south Cariboo using local contractors. Completed old shelf ready projects  Approx. 2 million spent in South Cariboo  Communities are invited to make Dawson aware of road issues in our area, Dawson wants to know what issues exist  Brining - not all yards have capacity, 100 Mile, Clinton, Lillooet  Storage tanks at other locations</p>	
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	<p>Brine prevents the snow from bonding to the road, reduces risk and prevents snow from compacting. Plowing, sand/salt is still required</p> <p><b>Fleet increase</b></p> <p>Ashcroft has another tri-drive wing truck - larger cargo capacity</p> <p>Shift changes – winter shift maintains 24 hours moved to 2 primary shift and bridging shifts</p> <p>Primary and bridge shift to provide coverage and overlap for shift changes</p> <p>Developing a strategy that provides better services to the community as a whole including getting to the bridge earlier</p> <p>Chrystal – local foreman will be in regular contact / communication with the village office</p> <p>Comments / Questions</p> <p>Bridge clearing:</p> <p>Specifications have changed to road classification for snow clearance this is not time related anymore, specifications are accumulation based.</p> <p>Charging station comments</p> <p>Mayor Roden thanked Mr. Rhodes for his presentation and invited him back for another update in the future.</p>	
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**4. PUBLIC INPUT**

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

As attached

**5. BYLAWS**

5.1	<p>Bylaw No. 841 – Village of Ashcroft Council Procedures Amendment Bylaw for Reconsideration and Final Adoption <b>M/S Davenport / Tuohey</b> <i>“That Council reconsider and approve final adoption of the Village of Ashcroft Council Procedures Amendment Bylaw No. 841, 2020.”</i></p>	CARRIED Unanimous R-2020-274
5.2	<p>Bylaw No. 839 – Village of Ashcroft Subdivision and Development Servicing Bylaw <b>M/S Anstett / Anderson</b> <i>“That Council reconsider and approve final adoption of the Village of Ashcroft Subdivision and Development Servicing Bylaw No. 839, 2020.”</i></p>	CARRIED Unanimous R-2020-275

**6. STAFF REPORTS**

REQUEST FOR DECISION		
6.1	<p>CAO Report – 2021 Council Meeting Schedule <b>M/S Roden / Anderson</b> <i>“That Council approve the 2021 Ashcroft Council Meeting Dates schedule.”</i></p>	CARRIED Unanimous R-2020-276
6.2	<p>CAO Report – 2021-2022 Strategic Plan <b>M/S Roden / Davenport</b></p>	CARRIED Unanimous R-2020-277

	<i>"That Council adopt the 2021-2022 Strategic Plan and that Council support the plan throughout the duration."</i>	
6.3	CAO Report Bylaw Enforcement <b>M/S Anstett / Anderson</b> <i>"That Council direct administration to request the Ministry of the Attorney General to add the Village of Ashcroft to the list of local governments practicing adjudication under the Local Government Bylaw Notice Enforcement Act"</i>	CARRIED Unanimous R-2020-278
6.4	CAO Report Fire Department Officer Appointments <b>M/S Roden / Davenport</b> <i>"That Council appoint the Fire Department Officers as elected and further that the Deputy Chief be appointed as Acting Fire Chief until the position is filled."</i>	CARRIED Unanimous R-2020-279
6.5	CAO Report Grant Writer <b>M/S Davenport / Anderson</b> <i>"That staff be approved to submit a Grant Writing Support Program application to the Northern Development Initiative Trust for the 2021 intake."</i>	CARRIED Unanimous R-2020-280
<b>FOR INFORMATION</b>		
	N/A	

## 7. CORRESPONDENCE

<b>FOR ACTION</b>		
7.1	Support for Bill C-213 <i>Canada Pharmacare Act</i> <b>M/S Roden / Tuohey</b> <i>"That Council direct staff to send a letter in support of Bill C-213."</i>	CARRIED Unanimous R-2020-281
<b>FOR INFORMATION</b>		
7.2	Steven Bibby Award Announcement	
7.3	Joint Statement on Indigenous Racism	
7.4	Information Correspondence – Flip Chart	
7.5	HVC Autonomous Vehicle Update	
7.6	Ministry of Municipal Affairs – Investing in Canada Infrastructure Program	
	<b>MN/S Tuohey / Antett</b> <i>"That the information correspondence be received and filed."</i>	CARRIED Unanimous R-2020-282

## 8. UNFINISHED BUSINESS

8.1	Task Manager <b>M/S Roden / Davenport</b> <i>"That the Motions Task Manager be received and filed."</i>	CARRIED Unanimous R-2020-283
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## 9. NEW BUSINESS

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

10.1	Minutes from the Bylaw Enforcement Officer Working Group RECOMMENDATION: That the Council's for Ashcroft, Cache Creek and Clinton respectively approve Option #2 as the Bylaw Enforcement Officer budget for 2021 and onward. Motion: <b>M/S Anstett / Anderson</b> <i>"That the Village of Ashcroft Council approve Option 2 as the Bylaw Enforcement Officer budget for 2021 and onward until the service is terminated or budget is revised."</i>	CARRIED Unanimous R-2020-284
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## 11. COUNCIL REPORTS

11.1	Mayor Roden Report for December 14, 2020 Motion: <b>M/S Roden / Anstett</b> <i>"That Ashcroft council write a letter to the RCMP expressing concern about the current staffing levels at the Ashcroft RCMP detachment."</i>	CARRIED Unanimous R-2020-285
11.2	Mayor Roden Year End Report	
11.3	Councillor Anderson Year End Report	
11.4	Councillor Anstett Report	
11.5	Councillor Davenport	
11.6	Councillor Tuohey	

## 12. RESOLUTION TO ADJOURN TO CLOSED MEETING

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

12.1	<b>M/S Roden / Anderson</b> <i>Motion to move to Closed Meeting under the Community Charter Section 90.1 (c) labour relations</i>	CARRIED Unanimous R-2020-286
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## 13. RESOLUTIONS RELEASED FROM CLOSED MEETING

13.1	<i>All 2020 Releasable Motions from Closed Meetings will be presented at the first Regular Meeting of Council in 2021</i>	
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## 14. ADJOURNMENT

**M/S Roden / Anderson**

*"That the Regular Meeting of Council for Monday December 14, 2020 to adjourned at 6:49*

CARRIED – Unanimous – R-2020-287

Certified to be a true copy of the  
Minutes for the Regular Meeting of  
Council held Monday December 14, 2020.

\_\_\_\_\_  
Daniela Dyck,  
Chief Administrative Officer

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

## PUBLIC FEEDBACK FOR REGULAR MEETING OF COUNCIL DECEMBER 14, 2020

GLORIA MERTENS  
301 RATTLESNAKE ROAD  
ASHCROFT, BC

I request that my feedback be read aloud and answered at the Open Meeting (which is closed to the public due to COVID):

Questions were read and answered at the meeting.

### 5.2 Subdivision Bylaw

The Village commissioned Urban Systems to conduct a review and revision of Subdivision Bylaw No. 480 back in 2018. Now that the Bylaw is being read for the third time and is to be adopted, I am wondering what the **overall cost** to the Village was for the new bylaw? **Under budget spanning over the course of three years.**

The old bylaw, adopted in 1989, required new subdivisions in the Village to have underground services. All services in the Mesa Vista Neighbourhood are serviced with underground services. If a new subdivision is developed on the Mesa, the new subdivision bylaw now would only require above ground services. If the bylaw passes third reading today, would that mean that any developers for **subdivisions on the Mesa cannot be obliged to put in underground services?** **Developers are not obliged but may choose to install underground services.**

The Landucci/Talarico subdivision in North Ashcroft is obliged to follow the old subdivision bylaw because approval was granted before the adoption of the new bylaw. Am I interpreting it correctly that that means they are **required by the subdivision bylaw No. 480, 1989 to have underground services?** **There are existing services at the Government St development site and likely the developers will tap into those. The Government St lots are not a new subdivision, these are existing lots in a developed area.**

### 6.2 Strategic Plan

The 2019 Strategic Plan was purposely developed to complete in 2020 enabling the new CAO and Council to undertake strategic planning initiatives. One of those initiatives was for looking into the acquisition of a **Portable Digital Sign**. This item was dismissed as a priority because of community feedback from survey indicated this is not a community priority. However, the initiative was for a Portable Digital Sign and not for a **Stationary Digital Sign**, which all nearby communities in our region have. **This is not a priority as per community survey. It may be revisited at some point but is not in the strategic plan for 2021-2022.**

In the Strategic Plan report to Council, staff states, "Residents primarily asked clarification questions and provided comments, there were no specific requests for additional items to be added or changes made to the plan."

I heard from one resident, however, a request to reconsider this priority and look into acquiring a **Stationary Digital Sign**. **This has been considered and reconsidered and at this time is not a Council priority**

In light of the fact that the HARS team report recommended the use of less internet type communications and more direct, old school means of communication as well as the fact that Emergency Services recommends as many methods as possible to reach all area residents and visitors, will Council consider this priority and look into a **Stationary Digital Sign**, especially since there will be yet another office person hired starting in January that could take this on and program any notices for the digital sign on an as needed basis?

**This not is a current Council priority, Council is taking direction from the community survey.**

### 6.3 Bylaw Enforcement

It is my understanding that the money for this initiative is coming from the government's COVID Recovery Fund. Does this mean that the bylaw enforcement position will only be for a **limited amount of time** (until funds are no longer available) and is part of the mandate of the enforcement officer to **enforce COVID related infractions**? Could you estimate for how long such a position will be in place? **Council has never stated that this position is funding by COVID relief, staff has been given permission to research if COVID funding is able to cover some of the bylaw enforcement expenses. Any COVID related infractions are eligible to be paid with relief funds as per the public health orders and funding guidelines, other expenses are a budgeted item. The position is ongoing and the initial inter-community agreement is for a 3-year term, with an opt out option at 2 years if a community doesn't find value in the service.**

### 6.4 Fire Department

It seems to me that three vacancies at the same time is highly unusual and possibly signals a mass resignation of officers. I can only assume this might mean that the officers are under a lot of stress and that this might be an indication of additional support needed from the village as the body that governs the oversight of the AFD and its compliance with the various legislated acts and regulations.

I note that on the 2019 Closed Meeting Motions released to the public two motions that dealt with the fire department:

"That the Village of Ashcroft Bylaw Not 486, Establishment and Operation of a Fire Department be repealed" (June 24, 2019) and

"That the Council support the retaining of the AFD as a municipal service."(November 12, 2019)

So, I have a couple of questions. First, **Bylaw 486 is not on the Village website**. In fact this is not the only bylaw that I have asked to view that is not on the village website. **Could the Village put the bylaws that are not on the website up on the website so that they can be viewed by the public, especially since in these times of COVID there are already restrictions put on the public with respect to attending meetings and visiting the office?** **The most requested Bylaws are on the website, we cannot anticipate all bylaws that residents may wish to access but it is posted that other bylaws can be accessed at request. Staff will forward the bylaw to you.**

Second, I have read the **TNRD's Fire Departments Review Main Report from 2017** and note that a number of **recommendations** were put forward due to the additional demands put onto fire departments for reporting, inspecting, and training. My second question is **how many of these recommendations, especially with respect to recruitment and retention**, have been implemented? **We will get back to you, although Council, staff and the FD are working together to support the FD and meet the needs as presented by the department.**

Finally, in the 2019 Annual Report, the report indicates that the AFD responded to 50 callouts. Of these, 17/50 were for **Highway Rescue**, the highest category of callouts (the others were VOA 15, CC assist 1, Fire TNRD 6, Hazmat VOA 3, Hazmat TNRD 1, False Alarm 6, Assist Emergency Health 1) The report mentions that these call outs are '**completely voluntary**', which I assume to mean no stipend, no covering of expenses, etc. As this category is the largest category and obviously a very important service, I ask, **"Will the Council consider providing some financial support for this service to be maintained?"** **The FD members are paid for call outs and practices; however, they are not paid for highway rescue. This is being addressed as the bylaw and constitution are updated under the Start Plan**

**STAFF REPORT TO COUNCIL – OPEN MEETING**

**DATE:** January 11, 2021  
**FROM:** Daniela Dyck, Chief Administrative Officer  
**SUBJECT:** Council Working Group and Committee Appointments

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**Purpose**

To provide Council with an opportunity to review Committee appointments and make any necessary or desired changes.

**Recommendation**

*Motion if any changes requested*

**Alternatives**

**Discussion**

Each year, Council is provided with an opportunity to review committee appointments and discuss potential changes. This opportunity enables Council members to request changes to the current portfolios. Current Council appointments are attached.

This year, Council must also consider the Strategic Priorities for 2021 and appoint two members of Council to the Strategic Priority Working Groups.

Working Groups:

1. Emergency Plan Update
2. Storm Drainage and Run Off Study
3. Water to AIB
4. North Ashcroft Reservoir
5. Trails Master Plan
6. Heritage Park Assessment and Community Garden
7. Fire Department Sustainability

**Strategic/Municipal Objectives**

Strategic Plan 2021-2022

**Legislative Authority**

Community Charter

**Financial Implications**

N/A

**Attachment Listing**

Council Committee Appointments

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**Respectfully Submitted by:**



Daniela Dyck,  
Chief Administrative Officer

## **COUNCIL COMMITTEE APPOINTMENTS**

### **Deputy Mayor**

- a) November 1, 2018 – October 31, 2019 Councillor Anderson
- b) November 1, 2019 – October 31, 2020 Councillor Anstett
- c) November 1, 2020 – October 31, 2021 Councillor Davenport
- d) November 1, 2021 – October 31, 2022 Councillor Tuohey

### **Mandatory Committees**

- a) **Finance Committee**  
Mayor Roden, Councillor Anderson, Councillor Davenport

### **Council/Community Committee Reports**

- a) **Tourism & Economic Development**  
Councillor Davenport & Councillor Anstett  
EDTC Select Committee – Mayor Roden, Councillor Anderson
- b) **Heritage**  
Councillor Tuohey & Mayor Roden

### **Appointment Liaison to External Boards and Organizations**

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

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** January 11, 2021  
**FROM:** Daniela Dyck, Chief Administrative Officer  
**SUBJECT:** BC Transit Annual Operating Agreement

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### **Purpose**

Request Council approval to sign the Annual Operating Agreement.

### **Recommendation**

*“That Council approves the CAO and CFO to sign the Annual Operating Agreement to continue the Inter-community bus service with BC Transit and the communities of Clinton and Cache Creek.”*

### **Alternatives**

N/A

### **Discussion**

The Transit Committee has reviewed the Annual Operating Agreement and is recommending that Council endorse administration to sign the agreement and return it to BC Transit.

BC Transit provided a lease holiday from July 1 to December 31, 2020. The suspended lease payment has been applied to the reserve accounts for the transit service. The COVID relief funding allocation for the Ashcroft-Cache Creek-Clinton Para Transit System is \$24,651.

Rider fees remain status quo and the service will continue to operate without interruptions; albeit, only 10 riders are permitted on the bus at any one time, with the exception of riders residing in the same household (family bubble) are counted as one passenger. There is a significant drop in the on-demand service due to COVID restrictions most events are cancelled and the bus has not been booked for a private function since spring.

### **Strategic/Municipal Objectives**

Provision of an intercommunity transit system to the residents of Ashcroft

### **Legislative Authority**

BC Transit

### **Financial Implications**

As per Agreement

### **Attachment Listing**

Amended Annual Operating Agreement

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**Respectfully Submitted by:**



Daniela Dyck,  
Chief Administrative Officer

December 8, 2020

Attn: Daniela Dyck  
Chief Administrative Officer  
Village of Ashcroft  
601 Bancroft Street  
Ashcroft, B.C. V0K 1A0

**SUBJECT: 2020-21 Amended Annual Operating Agreement & Safe Restart Contribution**

Dear Daniela,

The Province has initiated its 'BC Restart Plan', which lays out a series of steps intended to protect people and help ensure that British Columbia can recover from the effects of the COVID-19 pandemic. The Province, BC Transit and the Village of Ashcroft recognize that transit is an essential service, critical for providing public mobility during the acute phases of COVID-19 and for supporting the social and economic recovery of communities and the province as part of the BC Restart Plan.

Under the federal 'Safe Restart' program the federal and provincial governments have committed to provide joint contributions in support of transit services. BC Transit has entered into a Contribution Agreement to receive \$86 million to provide relief to Local Government Partners to help meet their share of costs to maintain affordable Essential Transit Service Levels during the COVID-19 pandemic recovery period.

The Safe Restart Contribution of \$86 million was based on forecasted fare revenue losses and COVID related expenses between April 1, 2020 and March 31, 2022. Local Government Partners have been allocated a share of the Safe Restart Contribution based on their share of total budgeted fare revenues (for fare losses) and share of operating expenses (for COVID-related expenses). Under this Contribution Agreement, \$24,651 has been allocated to the Ashcroft - Cache Creek - Clinton Para Transit System.

While service levels and fares are set by each Local Government Partner, the Contribution is intended to assist in maintaining targeted essential transit service levels for the Ashcroft - Cache Creek - Clinton Transit System as follows:

<b>Transit System</b>	<b>2020/21 Forecast Hours*</b>	<b>2021/22 Target Hours</b>	<b>2022/23 Target Hours</b>	<b>2023/24 Target Hours</b>
Ashcroft - Cache Creek - Clinton Para	2,277	2,277	2,277	2,277

\* 2020/21 Forecast hours reflect the reduction in service hours that may have been implemented due to COVID-19

Maintain affordability of transit services by limiting average annual public fare increases to 2.3% in each of BC Transit's 2021/22 – 2023/24 fiscal years.

It is expected that by receiving this Contribution the Village of Ashcroft will work with BC Transit to maintain targeted essential transit service levels and affordability as outlined above.

Subject to BC Transit receiving a fully executed amended AOA for 2020/21 by January 31, 2021, the one-time allocation of the Contribution will be applied towards the Municipality's share of expenses for 2020/21 and any excess contributions received from the Municipality will be deferred to the Municipality's Local Transit Fund. The contribution will be applied to monthly Municipal invoices evenly for the period April 1, 2020 to March 31, 2022 and a retroactive credit will be applied on your Municipal invoice.

In addition to the Safe Restart contribution, the attached amended AOA budget(s) reflect lower forecast passenger revenues and reduced vehicle lease fees due to the vehicle lease fee holiday for the period July 1 to December 31, 2020. Operating expenses are also reduced if there was a reduction in previously budgeted service levels.

If you have any questions regarding the Safe Restart Funding or your amended budget, please contact me at your convenience.

Regards,



Seth Wright  
Manager, Government Relations  
BC Transit

**Ashcroft - Cache Creek - Clinton**

**ANNUAL OPERATING AGREEMENT**

**between**

**Village of Ashcroft**

**and**

**British Columbia Transit**

**Effective**

**April 1, 2020**

INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO *THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*. CONSULT WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.

## ANNUAL OPERATING AGREEMENT

BETWEEN:

**Village of Ashcroft**

(the "Municipality")

AND:

**British Columbia Transit**

(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

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## SECTION 1: DEFINITIONS

Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) "Transit Service Agreement" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;

## SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

## SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

## SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2020, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2021 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
  - a. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
  - b. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.

## SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom Of Information And Protection Of Privacy Act* ("FOIPPA"). Any information developed in the performance of this Agreement, or any personal information obtained, collected, stored pursuant

to this Agreement, including database information, shall be deemed confidential and subject to the provisions of the FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of the FOIPPA.

## SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

## SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.
- e) BC Transit acknowledges receipt of a copy of that certain Community Transit Partnership Agreement between the Municipality and the Thompson-Nicola Regional District and the Interior Health Authority (the "Partners") effective April 1, 2006. BC Transit hereby provides written consent for the Municipality to enter into the Community Transit Partnership Agreement; provided, however, that:
  - a. In the event the Partner provides one years' notice of its intention to terminate the Community Transit Partnership Agreement, the Municipality will immediately notify the Authority in writing of such termination;
  - b. In the event the Partner provides the Municipality with a payment in lieu of providing notice of termination pursuant to Section 4 of the Community Transit Partnership Agreement, the Municipality will immediately forward to BC Transit the full amount of such payment, without setoff whatsoever; and,
  - c. In the event the Partner provides the Municipality with payment in accordance with the subsection above, and the Municipality fails or neglects to forward such payment to the Authority, the Authority shall have the right to include such amount in its monthly invoice to the Municipality for immediate payment by the Municipality.

## SECTION 8: LOCAL CONTRIBUTIONS AND RESERVES

British Columbia Transit service is provided using a cost sharing model. Where any transit related contributions are received and/or third party revenues are earned that are in excess of expenses, the Authority is required to hold these excess funds in a reserve account for use against transit related expenditures in future years. When unanticipated expenditures occur that

were not included in the budget and cannot be covered by reserves, the Authority will seek to recover these based on the cost sharing ratios between the Municipality and the Authority.

### **Eligible Operating Expenses**

The Authority will invoice the Municipality and collect on monthly Municipal invoices based on budgeted Eligible Operating Expenses to provide Transit Service. Eligible Operating Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:

- a. *For Conventional Transit Service:*
  - i. the operating costs incurred in providing Conventional Transit Service excluding interest and amortization;
  - ii. the amount of any operating lease costs incurred by BC Transit for Conventional Transit Services;
  - iii. the amount of the municipal administration charge not exceeding 2 percent of the direct operating costs payable under an Annual Operating Agreement;
  - iv. an amount of the annual operating costs of the Authority not exceeding 8 percent of the direct operating costs payable under an Annual Operating Agreement;
- b. *For Custom Transit Service:*
  - i. the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by the Authority to redeem taxi saver coupons issued under the Taxi Saver Program net of the amount realized from the sale of those coupons;
  - ii. the amount of any operating lease costs incurred by the Authority for Custom Transit Service;
  - iii. the amount of the municipal administration charge not exceeding 2 percent of the direct operating costs payable under an Annual Operating Agreement; and,
  - iv. an amount of the annual operating costs of the Authority not exceeding 8 percent of the direct operating costs payable under an Annual Operating Agreement;
- c. Eligible Operating Expenses exclude the costs of providing third-party 100 percent-funded services.

### **Lease Fees**

The Authority will invoice the Municipality and collect on monthly Municipal invoices for Lease Fees on assets owned by the Authority that are used in the provision of transit service. Lease Fees are comprised of the following:

- a. The Municipality's fee for use of the asset, including for the costs of acquisition, construction, development and betterment of the asset and the costs of installing the asset at the location and condition necessary for its intended use;
- b. Debt financing and risk related charges or costs payable on assets;
- c. Risk protection against vehicle write-offs, fleet defects, price volatility, preventative maintenance and major repair of assets;
- d. Amounts sufficient for the Authority to recover all other costs relating to the asset, including, but not limited to taxes and administrative charges.

Where Lease Fees are received that exceed actual asset-related expenses in any given period, these will be placed in a pooled reserve. This reserve will be used to offset against future capital related expenses, Lease Fees, vehicle write-offs, fleet defects, price volatility, preventative maintenance and major repair of assets.

For the 2020/21 fiscal year only, Lease Fees on revenue vehicles will be waived from July 1, 2020 to December 31, 2020. This is incorporated in the Net Local Government Share of Costs shown in Schedule C.

### **Reserve Funds**

The Authority will establish Reserve Funds for each transit system to record the contributions that have been received but not yet earned as follows:

- a. **Operating Reserve Fund:** Contributions by the Municipality towards Eligible Operating Expenses that have been matched with a Provincial share Contribution but have not been used to fund incurred Eligible Operating Expenses.
  - i. Any expenditure of monies from the Operating Reserve Fund will only be credited towards shareable Eligible Operating Expenses for the transit system for which it was collected.
  - ii. The Operating Reserve Fund excludes amounts collected from the Municipality on Lease Fees and will not be used toward Lease Fees.
  - iii. The Authority will provide a quarterly statement of account of the reserve balance including contributions, amounts utilized and any interest earned for the Operating Reserve.
- b. **Local Transit Fund:** Contributions by the Municipality towards Eligible Operating Expenses that have been received but not matched with a Provincial share contribution will be deferred in the Local Transit Fund.
  - i. Any expenditure of monies from the Local Transit Fund will:
    1. only be credited towards the Municipality's share of expenses for the transit system for which it was collected.
    2. be applied to reduce Municipal invoices at the discretion of the Municipality as agreed to under the Annual Operating Agreement or amendments as required.
  - ii. The Local Transit Fund may be used towards Lease Fees.
  - iii. The Authority will provide a quarterly statement of account of the reserve balance including contributions, amounts utilized and interest earned for the Local Transit Fund.

### **SECTION 9: SAFE RESTART CONTRIBUTION**

Under the Safe Restart program, the federal and provincial governments have provided a joint one-time contribution to transit systems in BC (the "Safe Restart Contribution").

Subject to execution of this Annual Operating Agreement by January 31, 2021 the Authority will apply the Safe Restart Contribution as follows:

- a. As a one-time allocation towards the Municipality's share of Eligible Operating Expenses;
- b. After applying the allocation of Safe Restart Contribution, any excess contributions received from the Municipality will be deferred to the Local Transit Fund;
- c. The Authority will apply the remaining Local Transit Fund balance to reduce future Municipal invoices at the discretion of Local Government Partners as agreed to under an Annual Operating Agreement or amendments as required.

It is expected that by receiving the Safe Restart contribution the Municipality will work with the Authority to maintain targeted essential transit service levels by not reducing transit service

below existing planned service levels and maintain affordability by limiting annual fare increases to 2.3% through March 31, 2024.

## **SECTION 10: GOVERNING LAW**

This agreement is governed by, and shall be construed in accordance with, the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the Government of Canada.

## **SECTION 11: COUNTERPARTS**

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

## **SECTION 12: NOTICES AND COMMUNICATIONS**

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed where an electronic signed document is emailed to the parties or if mailed by prepaid registered mail to the Authority at:

### **British Columbia Transit**

c/o Executive Assistant, Business Development

P.O. Box 9861

520 Gorge Road East

Victoria, British Columbia V8W 9T5

and to the Municipality at:

### **Village of Ashcroft**

c/o Chief Administrative Officer

601 Bancroft Street

PO Box 129

Ashcroft, B.C. V0K 1A0

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Village of Ashcroft**

\_\_\_\_\_

\_\_\_\_\_

**British Columbia Transit**

\_\_\_\_\_  
Vice President, Business Development

\_\_\_\_\_  
Vice President, Finance and Chief Financial Officer

## SCHEDULE "A": TARIFF AND FARES

*Effective November, 2017*

### Cash Fares:

Adult/Student/Senior	\$2.00
Child, 4 or under	Free
Door-to-door	\$2.00
Kamloops	\$5.00
100 Mile House	\$5.00
Health Connections	\$5.00

## SCHEDULE "B": SERVICE SPECIFICATIONS

The Local Transit Service Area for the boundaries of the Ashcroft-Cache Creek-Clinton Transit Service Area shall be defined as the Village of Ashcroft, Village of Cache Creek, Village of Clinton, District of 100 Mile House, Electoral Area 'E' & 'I' of the Thompson Nicola Regional District and Electoral Area 'G' of the Cariboo Regional District. It also includes all areas between: 1) Lillooet and Kamloops, 2) Lillooet and Lytton 3) Lytton and Kamloops, and 4) the Clinton and 100 Mile House.

The Annual Service Level for Ashcroft-Cache Creek-Clinton Transit Service shall be **2,300** Revenue Service Hours.

The Exception Days recognized annually for the Ashcroft-Cache Creek-Clinton Transit Service are:

<b>Exception Day</b>	<b>Service Level</b>
Good Friday	No Service
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Years Day	No Service
Family Day (2021)	No Service

SCHEDULE "C": BUDGET

**ASH-CACHE-CLINT PARA TRANSIT**

	OFFICIAL AOA 2020/21
TOTAL REVENUE	\$10,547
TOTAL OPERATING COSTS	\$170,131
TOTAL COSTS (including Local Government Share of Lease Fees)	\$186,854
NET LOCAL GOVERNMENT SHARE OF COSTS	\$105,717
SAFE RESTART ALLOCATION	\$24,651

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** January 11, 2021  
**FROM:** Daniela Dyck, Chief Administrative Officer  
**SUBJECT:** Release of Closed Meeting Resolutions

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### **Purpose**

To release Closed Meeting motions to the public meeting.

### **Recommendation**

For Information

### **Alternatives**

N/A

### **Discussion**

For the purpose of transparency Closed Meeting Motions that are not required to remain confidential are routinely released to the public. Throughout the year Council releases motions from Closed Meetings, for year end house keeping purposes, the attached listing includes all actionable motions from Closed Meeting for 2020.

### **Strategic/Municipal Objectives**

Transparency

### **Legislative Authority**

Community Charter

### **Financial Implications**

N/A

### **Attachment Listing**

2020 Closed Meeting Actionable Motions Listing

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**Respectfully Submitted by:**



Daniela Dyck,  
Chief Administrative Officer

2020 CLOSED MEETING ACTIONABLE MOTIONS

Motion Number or Date	Topic of Discussion	Motion	Status	Released to Public
C-2020-03	Land Tenure ofr North Ashcroft Reservoir	"THAT Council approve staff to engage in negotiations with Desert Hills Ranch regarding the transfer of the property the North Ashcroft Reservoir is located on, in order to begin the process of subdivision and transfer of title of the property."	Property owner has been contacted, waiting for reponse.	24-Aug-20
C-2020-05	Resolution to be Released to Open Meeting	"THAT Council resolve to release the attached 2019 Closed Meeting Motions to the Public during the January 13, 2020 Closed Meeting."	Complete	13-Jan-20
C-2020-06	[REDACTED]	[REDACTED]	[REDACTED]	Not-releasable
C-2020-10	[REDACTED]	[REDACTED]	[REDACTED]	Not-releasable
C-2020-17	VPN and Office Closure - COVID-19	"That Council approve the office to be closed to the public as of 4:00 pm Friday March 20, 2020."	Complete	18-Mar-20
C-2020-18	Extension of 10% Early Discount for Utilities	"That the 10% early payment discount for utility payments be extended to April 30, 2020."	Complete	18-Mar-20
C-2020-24	Organizational Structure	"That Council approve the staffing requests as presented in the report."	Complete	24-Aug-20
C-2020-25	[REDACTED]	[REDACTED]	[REDACTED]	Not-releasable

C-2020-26				Not-releasable
C-2020-31	Bylaw Officer	<p>"That Council direct staff to confirm if EMBC funding will or will not offset the cost of a Bylaw Officer and bring a report back for consideration by Council, and further that; staff approach Cache Creek and Clinton to see if there is interest in a shared service for bylaw services after COVID-19</p>	Complete, funding would support any COVID related costs, Cache Creek and Clinton did not choose to participate at this time.	25-May-20
C-2020-35	Contract Offer for DPW	<p>"That Council approve the proposed contract for the position of Director of Public Works and that the Interim CAO be approved to offer Brian Bennewith the Position and sign the contract effective June 7, 2020."</p>	Complete	25-May-20
C-2020-36	Interim CAO	<p>"That Council appoint the Interim Chief Administrative Officer as the Chief Administrative Officer for the Village of Ashcroft and that a contract be signed as mutually agreed upon effective June 7, 2020."</p>	Complete	25-May-20
C-2020-37	WTP Capacity Report	<p>"That staff approach AIB and move forward with discussions to supply water from Ashcroft's Water Treatment Plant to AIB residents.</p>	Complete	24-Aug-20

C-2020-42	RCMP Sgt Appointment	"That Mayor Roden will contact the Ashcroft RCMP Detachment to gather information and approach the superintendent in Kamloops about staffing levels and status of new detachment commander for Ashcroft and what the expected arrival date might be."	Complete	24-Aug-20
C-2020-46	Government Street Development	"That Council approve staff to move source grant funding and secure quotes to move forward with a Engineered Storm Water Runoff Study of the upstream storm water flow impacting Government Street; and allow Landucci's to move forward with the first property development utilizing a 600mm culver; and further that, if the completed Engineered Study indicates the culvert is not a sufficient size, that it be upgraded at the developers expense."	Complete	24-Aug-20
C-2020-50	Reports and Resolutions to be Released	"That Motion numbers C-2020-03, C-2020-24, C-2020-37, C-2020-42 and C-2020-46 be released to the Public at the August 24th Regular Meeting of Council as per the attached listing."	Complete	24-Aug-20
C-2020-59	GCCS - Area M&N Withdrawl Request	"That the Village of Ashcroft support TNRD Area M & N request to withdraw from Gold Country Communities Society."	Complete	14-Oct-20

C-2020-60	FD Chief Josh White Resignation	"Motion to receive Chief White's resignation effective November 30th, 2020, send a letter thanking him for his years of service and purchase a gift not to exceed \$500 – review what has been done previously."	Recognition to be scheduled letter sent	11-Jan-21
C-2020-62	Motion to Release	Motion to release item 4.1 GCCS motion to the Regular Meeting.	Complete	13-Oct-20
C-2020-65	Succession Planning	"That Council approve administration to advertise for a Receptionist position to be effective January 2021."	Complete	11-Jan-21
C-2020-69	[REDACTED]	[REDACTED]	[REDACTED]	Not-releasable
C-2020-70	[REDACTED]	[REDACTED]	[REDACTED]	Not-releasable
C-2020-71	[REDACTED]	[REDACTED]	[REDACTED]	Not-releasable
C-2020-72	Street Lighting Increase	"That staff write a letter to BCUC in opposition to the proposed rate increase citing impacts to small communities with limited funding."	Complete	11-Jan-21
C-2020-73	Resolution to be Released to Open Meeting	"That all releasable motions from the 2020 Closed Meetings be released to the public at the first meeting of Council in January 2021."	Complete	11-Jan-21


## STAFF REPORT TO COUNCIL – OPEN MEETING

**MEETING DATE:** January 11, 2021  
**FROM:** Yogi Bhalla, Chief Financial Officer  
**SUBJECT:** River Intake Project Tender

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### **Purpose**

Inform council on the Tender response & acceptance of lowest bid.

### **Recommendation**

NA

### **Alternatives**

NA

### **Discussion**

We had a good response to the tender and received 5 quotes. We have reviewed the bids and have had the references checked. We have proceeded to accept the lowest bid by Jim Dent Construction as good references were received and there being no substantive reason to choose otherwise. Please see attached tender summary.

### **Strategic/Municipal Objectives**

Financial Stewardship

### **Legislative Authority**

NA

### **Financial Implications**

Using the surplus in the Grant for river intake project as budgeted.

### **Attachment Listing**

Tender Review Letter.

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**Prepared by:**



Yogi Bhalla,  
Chief Financial Officer

**Approved for submission to Council:**



Daniela Dyck,  
Chief Administrative Officer

January 4, 2021

File: 1093.0054.01-T

The Village of Ashcroft  
P.O. Box 129  
Ashcroft B.C. V0K 1A0

**Attention: Yoginder Bhalla, Chief Financial Officer**

**RE: VILLAGE OF ASHCROFT – RIVER INTAKE PROJECT  
TENDER REVIEW LETTER**

Five (5) bid submissions were received at the Urban Systems Kamloops Office by 2:00 pm on December 17<sup>th</sup>, 2020, for the above referenced project. We reviewed the Bid submissions for compliance with the contract documents and mathematical errors. All Bid submissions were found to be compliant. Please find below a summary of our review:

Submitted By		Option Work Price (Included in Total Bid)	Total Bid Price (Including Contingency, Cash Allowances and Optional Work)
1.	Jim Dent Construction	\$ 50,000.00	\$ 774,000.00
2.	Progrus	\$ 26,220.05	\$ 784,076.77
3.	Drake Excavating	\$ 41,580.00	\$ 800,516.00
4.	Jake's Construction	\$ 40,000.00	\$ 907,500.00
4.	Extreme Excavating Ltd.	\$ 98,200.00	\$ 1,006,179.00

**Note: Total Bid Price includes Contingency of \$75,000, Cash Allowance of \$35,000 and Optional Work noted above.**

The lowest Bid price, received from Jim Dent Construction, was \$774,000.00 (including contingency and Cash Allowances and Optional Work but excluding GST). A CCDC 2 lump sum contract was selected for this project, so a detailed breakdown of project costs is not available at this time. This will be requested as part of the Notice of Award that will be forwarded to the selected Contractor once we have received Council approval.

Based on the above summary, Jim Dent Construction, should be awarded the Contract for the Village of Ashcroft, River Intake project for the amount of \$774,000.00, excluding GST.

Please confirm that you are in agreement with the above. Once you have notified us, we will forward a Notice of Award to Jim Dent Construction.

Sincerely,

**URBAN SYSTEMS LTD.**



Mark Hall, ASCT  
Consultant

/crb

U:\Projects\_KAM\1093\0054\01\T-Tender\Tender Submissions\2021-01-04-LET-Tender Summary.docx

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** January 5, 2021  
**FROM:** Brian Bennewith, Director of Public Works  
**SUBJECT:** Year in Review 2020

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### Purpose

To update Council in regard to the Hot Tub replacement project.

### Recommendation

For Information Only

### Alternatives

N/A

### Discussion

2020 started out to be a typical year, were we wrong!! We started out working on design deficiencies and warranty work that needed to be completed at the Water Treatment Plant (WTP). Other projects include: new water intake design for the WTP, design work for the new #1 sewer Lift Station and not to forget, back-up generation for #2 Water Pump Station. We also worked on approval from Interior Health for the Hot Tub replacement, AIB water, Sub-Division Bylaw and possible property development in North Ashcroft.

As spring and freshet started, it became apparent that this freshet season was not going to be normal, the NTU (turbidity) spiked quickly and stayed up with above average rains causing tributaries that feed the Bonaparte water shed to rise before the Thompson River freshet, causing high silt conditions at the WTP. The silt and sand conditions caused premature wear of strainer parts and backing plates on the pumps at the WTP. To put this simply, there were many operational issues do to the 2020 freshet season that lasted approximately a month longer than usual. The freshet determined that we require sand separators to be installed on the intake side of the WTP. Urban Systems was asked to look into this and present a design.

Spring also started the project for the Curling Club Ice plant, contractors where contacted for pricing to replace the aging infrastructure.

March brought on COVID 19, we all know how this affected everyone's life and made for some difficult operational issues and implementation of new safety protocols. At this time one of the PW employees went on short term disability. Certain projects where put-on hold, Uni-Directional Flushing, Sewer Flushing, Reservoir cleaning, conferences and training courses until COVID protocols change.

With May approaching conversations took place to plan for pool reopening for the season. We brought back Nancy and Hannah to work on the pool building and maintenance, they repainted the exterior of the pool building and assisted with painting a section of the pool itself, also prep work in case there was an opportunity to open. This was good experience for them, their season always started after this work was completed ready for them to open for the pool season. The ladies gained insight as what is involved prior to pool opening. Nancy and Hannah also developed the COVID-19 Safety Plan for the pool and organized training for all pool staff prior to opening in July. New cover-all was installed at the STP for storage of BIO Solids

Summer was starting into full swing, vacation and staff changes were some of the challenges to deal with. We advertised for a summer student position to assist with the park maintenance and operations but did not receive any applicants for the position. With myself moving to the DPW position, three employees away for vacation time, one person away on disability and no summer students, made for a summer of limited crew leading up to the end

of September. To mitigate these challenges, we have implemented succession planning and as our first step a FTE Equipment Operator I position and a Temp FT labourer position was filled to help out through the summer work load. Throughout the summer regular maintenance and small projects were completed, as well as working on design for new water intake, sand separators, #1 lift station replacement, generator install, curling club up-grades, and complete my portion of the Sub-Division Bylaw.

Legacy Park had a successful year under the watchful eyes of Barry Tripp even with COVID regulation in place, Barry makes everyone feel welcome, we are starting to see repeat visitors and some that come multiple times a year to enjoy Ashcroft and the RV Park.

Fall season seemed to come on fast even with COVID 19 still digging in its heels, Curling Club Ice plant project was nearing completion with new roof support in place, new roof, new Condenser, compressor (x2), brine pump and chiller with electrical upgrades. Pool roof was being replaced, Generator for #2 water pump station was put into place, and Arena was open with COVID protocol for TCMHA to rent for youth only. We finally heard back from Interior Health Engineering, denying us a permit to proceed with the Hot Tub replacement, we are now working with HPF Engineering (Kamloops) to adapt the design and requirements to obtain a permit from Interior Health. Work continued on final design for #1 lift Station, Sand Separators, New Water Intake and land was surveyed for North Ashcroft Reservoir. Conversation continues with Landucci over development and drainage for development on Government Street.

In Early November Bob Sidwell and Ed Aie went to Vernon to take the Water Treatment Level II course, both were successful in obtaining their Level II certification, congratulations to both of them. Keeping succession planning in mind we will require additional employees to become certified in Waste Water Treatment, Distribution in Water and Waste Water, Ice plant refrigeration and equipment operation.

Rounding out the end of the year, Joe Paulos has announced his retirement effective early 2021, we wish him well, he was an asset to the crew and will be missed. Tender has been issued for the new water intake and bids have been received and closed. Contract will be awarded early January 2021, this is a time sensitive project due to river work required during low water levels. I believe we will see action at this site by late January. Final drawings and documents are being drawn up for both Sand Separators and the new #1 Lift Station and we hope they will be out for tender by mid-January 2021.

The year of 2021 is setting up to be another busy one with the above projects continuing and new projects being planned. As time goes on, it will also be exciting to see the new members of our organization learn and grow and we hope to become long term employees!

**Strategic/Municipal Objectives**

**Legislative Authority**

**Financial Implications**

**Attachment Listing**

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**Prepared by:**



Brian Bennewith,  
Director of Public Works

**Approved for submission to Council:**



Daniela Dyck,  
Chief Administrative Officer



Dear Mayor and Council;

RE: COVID RELIEF FUNDING

We are writing to you to seek financial support for our Male and Female Softball athletes from across BC that will represent BC at the Canada Summer games in 2022 in Niagara, Ontario. The effects of Covid 19 have been felt in every sector of amateur sports in BC and we have not been immune to the effects of the Pandemic. Our athletes include members from your community and aspiring athletes from all communities in BC.

As you know, amateur sport provides a significant financial benefit to your local economy. When sport is played on your local fields: hotels, restaurants, stores, gas stations, tourist destinations and other sectors of our community benefits.

Our goals are to represent our Province with the highest integrity, to promote this great game of softball, and to see it continue to grow in the future. Many of the athletes that make these teams will attend University and Colleges throughout North America and will become role models in your community. These athletes will be future coaches, parents and possibly council members and they will support and promote the healthy lifestyle that our sport offers.

Our teams have been hit hard by COVID-19 restrictions and your financial support will help us adapt and adjust to this changing environment.

Please mail cheques to Team BC, c/o Softball BC, 201-8889 Walnut Grove Drive, Langley, BC V1M 2N7.

Thank You in advance for your generous support.

Head Coach Men's

Head Coach Women's

Executive Director

Doug Allin

Mark Dunlop

Rick Benson

**Village of Ashcroft  
Grant Application - Organizations**

Organization Official Name: <u>Ashcroft Volunteer Fire &amp; Rescue Department</u>	
Mailing Address: <u>Box 129</u> <u>Ashcroft BC</u>	
Phone: <u>453-2333</u>	Fax: <u>453-2260</u> Email: <u>firedept@ashcroftbc.ca</u>
Contact Person: <u>Tyler Bell</u>	Title: <u>Acting Chief</u>
Briefly describe your organizations purpose: Provide fire protection and road rescue for the community and surrounding area.	
Briefly describe how the requested grant money will be used: The FD is embarking on completing the training approved by grant funding. This requires a lot of volunteer time and some of the members need child care. We hope to be able to offset the costs that this additional training will incur in child care costs over the course of the next few months. The grant funding does not allocate dollars for child care, only training.	
What amount of Grant-in-Aid is being requested?	\$ <u>500.00</u>
Total organization operating budget for current year	\$ <u>as per VOA budget</u>
Total budget for project the grant is being applied for	\$ <u>52,000</u>
Did you receive a Grant-in-Aid last year?      Yes ___ No <u>X</u>	
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 <a href="mailto:admin@ashcroftbc.ca">admin@ashcroftbc.ca</a> . 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.	

## NEWS RELEASE

### Former Ashcroft Elementary School Property Community Consultation Process

At their Open meeting on January 5, 2021, the Board of Education passed a motion to proceed with a community consultation process regarding the possible disposal of the former Ashcroft Elementary School property.

School districts must follow Ministerial Order M193/08 “Disposal of Land or Improvements Order” and property disposals require approval of the Minister of Education. “Disposal” refers to:

- sale and transfer of the property to an individual or organization, or
- a lease of 10 years or more.

The community consultation process includes opportunities for the public to provide input to the Board of Education about the potential disposal of the property.

#### Options for providing input:

- Information on the process will be sent to the following organizations with an invitation to provide written feedback or schedule a meeting via Zoom:
  - Ashcroft Indian Band
  - Bonaparte Indian Band
  - Cooks Ferry Indian Band
  - Village of Ashcroft
  - Village of Cache Creek
  - Village of Clinton
  - Board of Directors - Ashcroft HUB Society (current leaseholder)
- **Public meeting** – Thursday, February 4, 2021 from 6:30 - 8:00 pm (via Zoom)
- **Written feedback** will be accepted by School District No. 74 (Gold Trail) until **Friday, February 19, 2021** via:
  - Email to [District@sd74.bc.ca](mailto:District@sd74.bc.ca)
  - Website survey [www.sd74.bc.ca](http://www.sd74.bc.ca)
  - PO Box 250, Ashcroft, BC V0K 1A0

Information on how to provide feedback to the Board will be communicated through email, social media, local newspapers and all mailboxes in Ashcroft, Cache Creek and Clinton.

Feedback to the Board received by February 19, 2021 will be collated and discussed at the Open Board meeting on Tuesday, March 2, 2021.

08 January 2021

December 16, 2020

Premier John Horgan  
Box 9041, STN PROV GOVT  
Victoria, BC V8W 9E1

Selina Robinson, Minister of Finance  
Email: [Fin.Minister@gov.bc.ca](mailto:Fin.Minister@gov.bc.ca)

Adrian Dix, Minister of Health  
P.O. Box 9050, STN PROV GOVT  
Victoria, BC V8W 9E1

Katherine Conroy, MLA Kootenay West  
Email: [katrine.conroy.mla@leg.bc.ca](mailto:katrine.conroy.mla@leg.bc.ca)

**Re: Letter of Support for The Corporation of The City of Vernon**

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The City of Rossland Council, at their Regular meeting held on Monday December 14, 2020, passed the following resolution:

*"WHEREAS cost is a significant barrier to people accessing contraception, particularly to people with low incomes, youth, and people from marginalized communities; and*

*WHEREAS providing free prescription contraception has been shown to improve health outcomes for parents and infants by reducing the risks associated with unintended pregnancy, and is likely to reduce direct medical costs on the provincial health system; and*

*WHEREAS contraceptive methods such as condoms or vasectomies are available at low cost, no cost, or are covered by BC's Medical Services Plan, whereas all contraceptive methods for people with uteruses (such as birth control pills, intrauterine devices, or hormone injections) have high up-front costs, making access to contraception unequal and gendered;*

*THEREFORE, BE IT RESOLVED*

*THAT the City of Rossland write to the Provincial Minister of Finance, the Provincial Minister of Health, the Premier of BC, and the local MLA supporting universal no-cost access to all prescription contraception available in BC under the Medical Services Plan; and*

*THAT this letter be forwarded to all BC municipalities asking to write their support as well*

**CARRIED."**

Thank you for your consideration.

Best Regards,

Kathy Moore,  
Mayor



December 18, 2020

All UBCM Members  
via email

Dear Colleagues:

**Re: Overdose Crisis and Call for Overdose Action Plan**

At the December 15, 2020, Regular Council meeting, Council passed the following resolution:

*WHEREAS the opioid crisis is one of the largest public health emergencies of our lifetime, with a death about every two hours on average and a death toll of over 16,360 since 2016 (January 2016 to March 2020);*

*AND WHEREAS other countries have significantly reduced drug-related fatalities with reforms such as legal regulation of illicit drugs to ensure safe supply and decriminalization for personal use;*

*AND WHEREAS the federal government has indicated it is premature to discuss these measures until there are comprehensive supports for people to get well;*

*AND WHEREAS supports are needed, but measures that save lives are essential if people are to survive and access supports;*

*AND WHEREAS the Canadian Association of Chiefs of Police has stated that they agree the evidence suggests "decriminalization for simple possession as an effective way to reduce the public health and public safety harms associated with substance use", causing the Federal Health Minister to indicate the government is now "deliberating" over decriminalization;*

*AND WHEREAS the overdose crisis rages, showing few signs of abating;*

*THEREFORE BE IT RESOLVED that Council:*

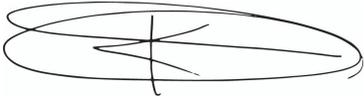
- a) *request that the Government of Canada:*

  - i) *declare the overdose crisis a national public health emergency so that it is taken seriously and funded appropriately*
  - ii) *immediately seek input from the people most affected by this crisis and meet with provinces and territories to develop a comprehensive, Pan-Canadian overdose action plan, which includes comprehensive supports and full consideration of reforms that other countries have used to significantly reduce drug-related fatalities and stigma, such as legal regulation of illicit drugs to ensure safe supply of pharmaceutical alternatives to toxic street drugs, and decriminalization for personal use*

- b) *forward this motion to other BC municipalities and request they make a similar motion to ask the Government of Canada to address the overdose crisis*

On behalf of Council, thank you for your consideration in this regard.

Yours truly,

A handwritten signature in black ink, consisting of a large, loopy 'K' followed by 'C', all enclosed within a horizontal oval shape.

Ken Christian, Mayor  
City of Kamloops

/cg

attachment

## CITY OF KAMLOOPS

RESOLUTION FROM THE MINUTES OF A REGULAR MEETING OF THE MUNICIPAL COUNCIL OF THE CITY OF KAMLOOPS, HELD IN THE VALLEY FIRST LOUNGE, SANDMAN CENTRE, 300 LORNE STREET, KAMLOOPS, BC

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RESOLVED:

That Council:

- a) request that the Government of Canada:
  - i) declare the overdose crisis a national public health emergency so that it is taken seriously and funded appropriately
  - ii) immediately seek input from the people most affected by this crisis and meet with provinces and territories to develop a comprehensive, Pan-Canadian overdose action plan, which includes comprehensive supports and full consideration of reforms that other countries have used to significantly reduce drug-related fatalities and stigma, such as legal regulation of illicit drugs to ensure safe supply of pharmaceutical alternatives to toxic street drugs, and decriminalization for personal use
- b) forward this motion to other BC municipalities and request they make a similar motion to ask the Government of Canada to address the overdose crisis

CARRIED.

---

I HEREBY CERTIFY that this is a true copy of a resolution from the minutes of a meeting of the Kamloops City Council held on the 15th day of December, 2020.

Dated at Kamloops, BC, this 18th day of December, 2020.



---

M. Mazzotta  
Corporate Officer

# *SILGA* Southern Interior Local Government Association

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December 15, 2020

**To: All SILGA Members**

**Re: SILGA Convention – Call for Nominations 2021**

As per the Constitution of the Southern Interior Local Government Association (amended 2017), the “Call for Nominations” is now going out to all member Mayors, Councillors, Regional Chairs and Directors who wish to seek a position on the SILGA Executive for the 2021/22 term. Elections will be held virtually prior to the SILGA Convention in late April. Dates TBD.

Offices to be filled are President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and seven Directors. One member of the SILGA board must be an Electoral Area Director of a member Regional District. Those presently serving may run for another term if they so wish.

Excerpt from the SILGA constitution regarding new voting procedures:

7.10 The election of Officers to the Executive shall be held at the Annual General Meeting on a first ballot and that of the Directors at Large subsequently on a second ballot. Any candidate that is unsuccessful in obtaining an Officer position on the first ballot may become a candidate for a Director at Large position on the second ballot.

7.11 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is elected, the Director at Large positions will then be filled by the candidates with the most votes.

7.12 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is not elected, then in the election of the Directors at Large, the candidate - of those candidates that are Electoral Area Directors of a regional district - with the most votes will be elected as a Director at Large and the balance of the Director at Large positions will be filled by the remaining candidates with the most votes. If only one Electoral

Area Director of a regional district candidate runs for a Director at Large position, that candidate will be acclaimed.

Deadline for nominations is Friday, February 28, 2021. You will be asked to complete a biography and submit a photo for the printing of the official Nominating Committee Report to be contained in the Convention Package.

Please note there will be no nominations accepted “from the floor”.

The SILGA nomination committee is chaired by Past President Shelley Sim, District of Clearwater.

All those interested in serving are asked to contact Councillor Sim by email at [shelleysim@telus.net](mailto:shelleysim@telus.net) or the SILGA office at 250-851-6653. All information should be forwarded to both Councillor Sim and the SILGA office ([yoursilga@gmail.com](mailto:yoursilga@gmail.com)).

Alison Slater  
SILGA

December 12, 2020

To: All SILGA Members

**Call for Resolutions for 2021 Convention**

The SILGA Annual General Meeting and Convention is scheduled to be held virtually sometime between April 27<sup>th</sup> and April 30<sup>th</sup>, 2021. The SILGA Constitution requires that resolutions to be considered at the Annual Meeting are to be received by the Secretary-Treasurer no later than 60 days prior to this meeting. Friday February 26<sup>th</sup>, 2021 will be the deadline for receipt of resolutions.

If your local government wishes to submit a resolution for consideration at the 2021 SILGA Convention, please forward by email your resolution to [yoursilga@gmail.com](mailto:yoursilga@gmail.com). Any background information on the resolution would be helpful. Each resolution should be endorsed by the sponsoring Member's Municipal Council or Regional Board. The resolution should be relative to regional issues and should not pertain to a finite local interest.

**If you do not receive a confirmation email regarding your resolution, please contact the SILGA office at 250 851 6653.**

For information on how to properly write a resolution please refer to the UBCM website below.

<http://www.ubcm.ca/EN/main/resolutions/resolutions/resolutions-procedures.html>

or go to the resolutions page on the SILGA website at

<http://www.silga.ca/convention/resolutions/>

Resolutions not received by February 26<sup>th</sup>, 2021 will be considered late resolutions and must go through the following procedures to be considered at the AGM.

Late Resolutions

- (1) Resolutions submitted following the expiry of the regular deadline noted in section 10.4 shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution shall be provided to SILGA by noon on the Friday preceding the date of the Annual General Meeting. The resolutions committee will meet on the Tuesday preceding the Annual General Meeting to provide recommendations as to whether the late resolution(s) should be brought to the Members for inclusion in the resolution debate. All late resolutions must be adopted by a Special

Resolution of the Member Representatives in attendance at the Annual General Meeting to be included in the discussion.

- (2) Late resolutions will be reviewed by the Resolutions Committee prior to the Meeting and only those of a subject matter which could not have been submitted by the normal deadline date outlined in section 10.4 will be considered.
- (3) Late Resolutions shall be available for discussion after resolutions printed in the resolutions book have been considered.
- (4) Late Resolutions admitted for plenary discussion shall be dealt with in the order presented in the Late Resolutions report.
- (5) In the event that a late resolution is recommended to be admitted for discussion, the sponsoring member of the late resolution shall produce sufficient copies for distribution to the Members at the Annual General Meeting.
- (6) The Late Resolution will, after reading, be properly before the meeting, and the regular procedures for handling resolutions will apply.

Alison Slater  
SILGA

## Kris Hardy

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**From:** Heather Inglis <hinglis63@yahoo.ca>  
**Sent:** December 30, 2020 1:16 PM  
**To:** district@sd74.bc.ca  
**Cc:** Ashcroft HUB Society; Kris Hardy  
**Subject:** Disposal Process AES Building

Dear Trustees,

I am writing to you to encourage you to deal with the disposal of the AES building and property in such a way that allows The Ashcroft HUB Society to continue operations that provide a critical piece of the health, wellness and livability of our Village.

As a former business owner in The Hub and now a neighbour, I have witnessed first hand the number of residents that use the facilities. From 2 to 92, there are opportunities for everyone. When I encourage friends to move to our community, The HUB is one of the first places I show them.

In Ashcroft, we are blessed to have a group of citizens who have a vision and plan to provide services to our community on an ongoing basis and have saved Ashcroft from having an abandoned public building in our midst.

I urge the Board to honour the current lease agreement with The Ashcroft HUB Society and to work with them to secure a future purchase agreement that allows SD 74 students, past, present and future to engage in their community and take advantage of all of the opportunities The HUB provides for us.

Sincerely,

Heather Inglis  
Ashcroft, BC

## **NEWS RELEASE**

### **FORMER ASHCROFT ELEMENTARY SCHOOL CONSULTATION PROCESS**

The Gold Trail Board of Education held an Open Board meeting on Tuesday, January 5, 2021. At the meeting, the Board approved proceeding with a community consultation process on the possible disposal of the former Ashcroft Elementary School property. The Board recognizes that the process will need to occur differently during the pandemic and is looking forward to hearing from the public about the property use.

The Board also acknowledged the existing lease with the Ashcroft HUB Society which remains in place with the HUB continuing to support and provide community services.

Further information on the public consultation process will be distributed by the end of the week.

**January 6, 2021**



400-30

December 18, 2020

VIA EMAIL: [commission.secretary@bcuc.com](mailto:commission.secretary@bcuc.com)

BC Utilities Commission  
Suite 410, 900 Howe Street  
Vancouver, BC V6Z 2N3

Dear Commission Members:

Re: BC Hydro Streetlighting Rate Increase / Termination of Private Light Systems

We are writing to express our strong objection to BC Hydro's proposal to increase streetlighting rates for its LED Streetlight Program and terminate its Private Light System.

Although the move to LED lights is supported for its environmental benefits, we do not support local governments being charged for the disposal of the existing lights and associated depreciation costs; those costs must be borne by BC Hydro. In addition, the elimination of the Private Light System that has been in existence for years will have a detrimental effect on our rural residents, as it will open isolated areas to more theft, vandalism or other crime. The BC Cattlemen's Association has serious objections to the elimination of this system, and we share those concerns.

.../2

*building communities together*



-2-

Please weigh our concerns heavily when evaluating BC Hydro's proposals; the impacts will be far-reaching and are unfair if permitted to go through as proposed. Thank you for your consideration.

Yours truly,

Chair Margo Wagner  
Cariboo Regional District

Yours truly,

Mayor Gabe Fourchalk  
District of Wells

Mayor Bob Simpson  
City of Quesnel

Mayor Walt Cobb  
City of Williams Lake

Mayor Mitch Campsall  
District of 100 Mile House

- c: Minister of Energy, Mines and Low Carbon Innovation
- Lorne Doerkson, MLA, Cariboo-Chilcotin
- Coralee Oakes, MLA, Cariboo North
- All UBCM Member Local Governments

*building communities together*



*Southern Interior Local  
Government Association*

---

December 15, 2020

The SILGA Constitution needed updating and at the December 4<sup>th</sup> SILGA Executive meeting the SILGA board passed the following constitutional amendment resolutions. These resolutions will be debated during the resolutions session at the 2021 SILGA AGM and need to be given to its members 60 days prior to the AGM.

The current constitution can be found on the SILGA website at <https://www.silga.ca/aboutus/constitution/>. If any member requires clarification on a resolution, please contact the SILGA office at 250-851-6653.

**(1) TITLE: SILGA Constitution –Section 2 – Purposes**

**SPONSOR: SILGA**

**WHEREAS** SILGA’s scope of purpose has broadened to achieve the associations’ goals of “Connect – Educate – Advocate”;

**THEREFORE BE IT RESOLVED** that the SILGA Constitution Section 2.34.2 be amended as follows:

**2.3** to support and advance to the Union of British Columbia Municipalities (UBCM) on behalf of the membership proposed changes in legislation, regulations or Government policy;

**Amended to read:**

to support and advance to the Union of British Columbia Municipalities (UBCM) and/or Provincial Ministries on behalf of the membership proposed changes in legislation, regulations or Government policy;

**2.4** to coordinate communications between Members and the other Local Government Associations;

**Amended to read:**

to coordinate communications between Members, other Local Government Associations and various governmental organizations;

**(2) TITLE: SILGA Constitution –Section 4 Amendment - Officers**

**SPONSOR: SILGA**

**WHEREAS** SILGA staff is paid as an Independent Contractor with the job title of General Manager;

**THEREFORE BE IT RESOLVED** that the SILGA Constitution Section 4.2 be amended as follows:

- 4.2 The Secretary-Treasurer will be the Executive Director of SILGA, to be employed and paid a salary in an amount and on employment terms and conditions authorized by unanimous decision of the Directors.

**Amended to read:**

The Secretary-Treasurer will be the General Manager of SILGA, to be paid a contracted fee in the amount and on the terms and conditions authorized by the majority of the Directors.

**(3) TITLE: SILGA Constitution –Section 8 Amendment – Meeting of the Members**

**SPONSOR: SILGA**

**WHEREAS** if under Public Health Orders the SILGA convention is unable to be held in person;

**THEREFORE BE IT RESOLVED** that the SILGA Constitution Section 8.2 be amended as follows:

8.2 One general meeting shall be held every year in the month of April or May which shall be known as the Annual General Meeting.

**Amended to read:**

8.2 One general meeting shall be held every year in the month of April or May which shall be known as the Annual General Meeting. If a virtual Annual General Meeting is deemed necessary by the SILGA board, the SILGA board or staff will choose a third party virtual meeting platform as well as a third party electronic voting platform to allow confidential online voting for all aspects of the Annual General Meeting. Member Representatives will be provided in advance with detailed instructions on how to access the virtual platform and the voting procedures.

**(4) TITLE: SILGA Constitution –Section 10 amendments – Submission of AGM resolutions**

**SPONSOR: SILGA**

**WHEREAS** the SILGA bylaws need to be updated to reflect more clearly the current procedures for submitting and vetting resolutions by member local governments.

**THEREFORE BE IT RESOLVED** that the SILGA Constitution Section 10 be amended as follows:

10.2 The President shall appoint a Resolutions Committee of three Members of the Executive at least sixty (60) days prior to the Annual General Meeting.

**Amended to read:**

10.2 The President shall appoint a Resolutions Committee of three or more Members of the Executive at least sixty (60) days prior to the Annual General Meeting.

**10.4 Resolutions Submitted Prior to the Annual Meeting**

(1) Each resolution shall be prepared on a separate sheet of 8½" by 11" paper under the name of the sponsoring Member local government and shall bear a short descriptive title;

**Amended to read:**

Each resolution shall be prepared on the sponsoring Member local government's letterhead and shall bear a short descriptive title;

**10.6 Resolutions Submitted Prior to the Annual Meeting**

The Executive will have resolutions printed and circulated to Member Representatives in the Annual Meeting Member Representatives' packets.

**Amended to read:**

The Executive will have the resolutions available on the SILGA website as well as circulated to Member Representatives via email.

**(5) TITLE: SILGA Constitution Fee Amendment – Appendix A**

**SPONSOR: SILGA**

**WHEREAS** SILGA's membership fees do not have a provision for inflation;

**THEREFORE BE IT RESOLVED** that SILGA request an amendment to the SILGA Bylaws to reflect the following fee structure for each member:

2021 and beyond                      \$300 plus \$0.075 per capita\* with a 2% CPI annual increase

\*based on most recently available Statistics Canada census information



Royal Canadian Mounted Police  
Gendarmerie royale du Canada

**MEMORANDUM NOTE DE SERVICE**

**Date:** December 30, 2020

**To**  
**À**

Mayor Barbara Roden Village of Ashcroft P.O. Box 129 Ashcroft BC V0K 1A0	Mayor Santo Talarico Village of Cache Creek P.O. Box 7 Cache Creek BC V0K 1H0
--	---

**From**  
**De**

C/Supt. Brad Haugli  
District Commander, Southeast District  
Royal Canadian Mounted Police  
170-395 Penno Rd  
Kelowna BC  
V1X 7W5

**Subject**  
**Object**

Community Concerns Towards Public Safety

Your Worships,

Thank you for your letters, speaking to your community concerns towards public safety.

Sgt. Darren Angman has been a welcome addition to your Detachment and we appreciate the dedication and hard work Darren and his team are doing for your respective communities.

As you know, S/Sgt. Jay Wessel, who is the Southeast District Advisory NCO for your area has been in contact with both of you. I understand both Sgt. Angman and S/Sgt. Wessel have been in discussions with each of you individually to discuss your community concerns.

I have asked that these discussions continue on a regular basis with both of you together. Through these discussions, S/Sgt. Wessel can explain our Provincial Support Team that offers support to our provincially funded Detachments, Division Vacancy Management, and the RCMP process to request and prioritize more provincial positions.

Sincerely

B.D. (Brad) Haugli, C/Supt.  
District Commander  
Southeast District, 'E' Div, RCMP





**HAPPY HOLIDAYS!**

### Executive Director's Message



#### Seasons Greetings from Gold Country

As the Winter Solstice was welcomed with snow in Gold Country last night, viewing of the North Star conjunction was not visible. The sky has cleared today in most of the region and hopefully we will be able to catch a glimpse of it this evening. One of the many things I enjoy about living rurally is the vibrant night sky viewing! See the original post shared on Explore Gold Country social media below.

Enjoy this holiday season and as the year ends and a new year and adventure begins, I wish you all the best and a very Merry Christmas. This holiday season certainly is not one we would have hoped for nevertheless there is still much to enjoy and to be thankful for. The fresh snow brings with it opportunities to get outside and enjoy the winter season. Cross country skiing, ice fishing, snow biking, hiking, snow shoeing, winter geocaching and sledding are great outdoor activities to enjoy locally. Be sure to follow current BC health guidelines and know before you go.

As we continue to share the message of #StaySafe #StayHealthy and encourage the wearing of masks, social distancing and of supporting businesses with #ShopLocal #StayLocal social media posts, we called in a few reinforcements within the communities. Special thanks to these "elves" who assisted with some great imagery from around the communities and spread some goodwill and cheer. Be sure to like, follow and share on the Explore Gold Country social media channels! There is still a couple of days left to shop and support local!

Ideas for boosting Christmas Spirit - wear a Christmas mask, participate in the ring a bell on Christmas Eve at 6pm challenge, and do a Random Act of Christmas challenge!

\*Special thanks to Judy Roy, and Wendy Coomber for the great Christmas masks.

See Original Post at [Visit ExploreGoldCountry](#)

This years' Great Conjunction of Jupiter and Saturn, is a once in a lifetime experience. Tonight, on December 21, Jupiter and Saturn will become easily visible in the beautiful, rural, night sky!

Normally, Jupiter and Saturn align with each other every 20 years, so why is this year different?

Jupiter and Saturn haven't been this close in nearly 400 years, and it's been nearly 800 years since the alignment has occurred at night. Although the night sky might be clouded with incoming snow, we hope you're able to go outside, look at the night sky, stay safe, and enjoy the [#ChristmasStar!](#)

[#stayhealthy](#) [#staysafe](#) [#Christmas2020](#) [#NightSky](#) [#ExploreGoldCountry](#)  
[#ruralexperience](#) [#ArtRouteGold](#) [#ArtRouteBlue](#)

<https://www.nasa.gov/feature/the-great-conjunction-of-jupiter-and-saturn>



## Gold Country Highlights

Many businesses around Gold Country are welcoming local shoppers and many also have online shopping!

Do you have a business in [#GoldCountryBC](#)?

Share your business information and hours on this post on Facebook!

Remember to wear a mask, sanitize your hands and follow posted signs in the communities and businesses. We will get through this together.

[#ExploreGoldCountrylocal](#) [#StaySafe](#) [#StayHealthy](#) [#ShopLocal](#) [#StayLocal](#)  
[#ArtRouteBlue](#) [#ArtRouteGold](#) [#RuralExperience](#) [#Elf](#)



# Happy Holidays!



#ShopLocal Lillooet, BC



The community of [#ClintonBC](#) invites you to join in on the Christmas Eve Jingle challenge!

[#stayhealthy](#) [#staysafe](#) [#christmas2020](#)  
[#ExploreGoldCountry](#) [#ruralexperience](#)  
[#ArtRouteGold](#) [#ArtRouteBlue](#) [#StayLocal](#)  
[#ShopLocal](#)

[Facebook Link](#)



The community of [#70MileHouse](#) invites you to join in on the [#RandomActsofChristmas](#) challenge!

[#stayhealthy](#) [#staysafe](#) [#christmas2020](#) [#ExploreGoldCountry](#)  
[#ruralexperience](#) [#ArtRouteGold](#) [#ArtRouteBlue](#) [#StayLocal](#) [#ShopLocal](#)

## Geocaching Blog

Geocaching is great social distancing fun for the whole family!

This is what what [Landsharks](#) to say about Gold Country-  
Japanese Internment- Miyazaki House GC79RK6  
British Columbia, Canada

- This was the first of our caches for this trip in Lillooet. We're here for a few days but this old bridge was too interesting to put off. We read all the signs, marvelled at how the bridge was constructed, wondered who would have wanted to climb up to place that web cam up there near the osprey nest, then enjoyed the walk across the bridge to the cache which was easy to find. After kicking a couple of small rocks into the raging river below us, we headed off to explore Lillooet and get a few snacks prior to heading to Red Rock. Cache is in great condition - thanks!

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## Upcoming Opportunities

December 24, 2020 @6PM / Anywhere / [Christmas Eve Jingle](#)  
January 16-17, 2021/ Ashcroft, BC / [IceX-Event #1](#)

Click [Here](#) to see what may be happening in Gold Country!

Do you have something you would like shared on the Gold Country Calendar? Contact us at [info@exploregoldcountry.com](mailto:info@exploregoldcountry.com).

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Stay Connected



Box 933, Cache Creek BC V0K 1H0

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[WEBSITE INFO FORM](#)

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Gold Country Communities Society, Po Box 933, 1095 Todd Rd, Cache Creek, BC V0K 1H0 Canada

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## Community Recognition

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### Village of Warfield Food Charter

Food systems determine how we choose food and what food we have access to. The food we eat is critical to our health. Council adopted the Village of Warfield Food Charter on October 19, 2020 and the Village will be convening a Food Advisory Committee to support food security within their village. Members of the community who are committed to addressing food-related issues in the Village of Warfield initiated the Food Charter. Learn more about this great work on the Village website [here](#).

### Accessibility Upgrade Adds to the Inclusiveness within Keremeos

The Village of Keremeos has recently completed accessibility upgrades to Victory Hall thanks to a 2020 Rick Hansen Foundation grant. This significant upgrade will enable more inclusive civic engagement opportunities, contributing to the overall health of the community.



### District of Summerland Infrastructure Supports Recreational and Environmental Needs

The [Giant's Head Mountain Trail Re-Development Plan](#) first proposed in 2018, has now completed the first two phases, which includes 2.2 km of new trails and 5.4 km of trail upgrades. These enhancements will enable increased access to nature, outdoor recreation and physical activity opportunities, as well as increased land preservation.

## Events & Learning Opportunities

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### Webinar: Healthy Communities, Equity and Economic Recovery

Intended for community planners and decision makers, this session on **January 4<sup>th</sup> at 10am PST** will provide information about the value of equity in supporting healthy processes and policies, and offer guidance on the application of equity in community economic development processes. Members of the BC Healthy Communities and Simon Fraser University's Community Economic Development teams will lead discussions on the intersections of health, well-being and economic recovery. Learn more and register [here](#).

### The BC Alliance for Healthy Living (BCAHL) is Excited to Announce the Official Launch of their E-Newsletter!

BCAHL's newsletter will focus on the work of BCAHL and their members to promote healthy living, prevent disease, and spark action. [Click here to subscribe](#). The newsletter will highlight:



- BCAHL's advocacy and policy work to promote healthy living for all
- Alliance members' news and campaigns
- Blog articles on health research, promising practices, and community engagement
- Episodes from BCAHL's new podcast series: *The Balance*
- Shareable social media posts
- Webinar events featuring leading thinkers in health promotion.

### Research: The Small Town Leaders in Active Transportation Project

The BC Alliance for Healthy Living (BCAHL) is undertaking research to uncover and understand factors that help and hinder active transportation in small BC towns. The Small Town Leaders in Active Transportation project will highlight small BC communities with populations between 1,000 and 30,000 that are demonstrating greater progress in active transportation. See details about this project [here](#). For inquiries regarding the Small Town Leaders in Active Transportation project, please email: [info@bchealthyliving.ca](mailto:info@bchealthyliving.ca)

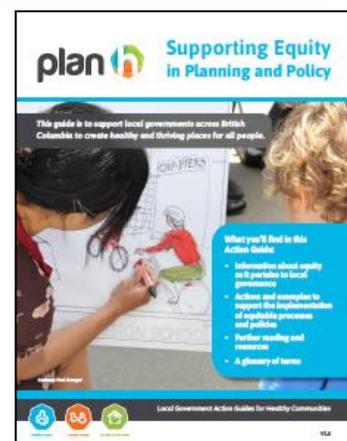
## Advancing Healthy Public Policy

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### Action Guide: Supporting Equity in Planning and Policy

This [guide](#) is for local governments across the province working to implement and champion equity across social, economic, environmental and cultural domains.

Equity is the fair distribution of opportunities, power and resources to meet the needs to all people, regardless of age, ability, gender, income, education level, culture or background. Governments



traditionally focus on providing equal services to all residents. In contrast, an equity lens considers how services and resources can be distributed to those that need them the most. This resource combines best practices, language and ideas surrounding equity in planning and policy development.



## Healthy Social Environments Framework

BCCDC is developing a new evidence-based framework to support socially connected and resilient community design. Following a two-year review study, They are now in the final stages of synthesizing over 2000 research associations and expert feedback, supporting relationships between social connectivity and 10 local area assets such as civic engagement, housing, transportation, food systems, natural environments, local economies, and recreation. The ‘soft launch’ materials are available [here](#). The completed Framework will be released early in 2021.

## Regulating Short Term Rentals: A Toolkit for Canadian Local Governments

This comprehensive guide can help communities design effective short-term rental regulations or improve existing approaches. The [toolkit](#) contains best practices, case studies, 17 individual regulatory tools, a sample regulatory program, advocacy options, and more. It also prominently showcases B.C. municipalities.

Developed with support from the Real Estate Foundation of BC, the Federation of Canadian Municipalities, LandlordBC, Vancouver Foundation, Granicus, and hundreds of local governments and advisors who generously gave input. [Read it here](#)



## Winter, COVID and Outdoor Spaces: What Local Governments Can Do to Keep Their Constituents Outside and Active

To reduce COVID-19 transmission, public health officials have encouraged us to get outside more. For many of us, it has been easy to be active and social while physically distancing thanks to the good-weather months of spring and summer. But winter is a different story! [Read more for community ideas.](#)

## BC COVID-19 SPEAK Results

The British Columbia COVID-19 SPEAK Dashboard is an interactive web tool to publicly share the results of this population health survey. Almost 400,000 British Columbians participated in

the B.C. COVID-19 SPEAK survey from May 12-May 31, 2020! Results are available across the province at different geographical levels. [Check out the dashboard here](#)

## Funding News

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### Community Housing Fund – Program and Proposal Process

The Government of BC is inviting non-profit and Indigenous housing societies, First Nations, housing co-operatives and municipalities to propose new affordable housing projects for the second intake of the Building BC: Community Housing Fund. Organizations are invited to submit project proposals to BC Housing beginning on May 27, 2020. **The RFP will remain open until mid-January 2021**; however, organizations are encouraged to apply early, as an initial round of projects will be approved in fall 2020. Read the [media release here](#) and check out all the [information on their website](#).

### Housing Supply Challenge

The Housing Supply Challenge was introduced in the 2019 federal budget to address barriers to housing supply and affordability. Round 1 will disburse \$25 million to fund solutions addressing gaps in housing data. Eligible applicants, including local governments, can find the application details on the [Impact Canada webpage](#). Applications are due on **January 20, 2021**.

### Rural, Remote & Indigenous Overdose Grants

With no part of BC left untouched by overdose it is recognized that the most effective action comes from strengthening local responses. In partnership with the Provincial Overdose Emergency Response Centre (OERC), CAI is offering funding for rural, remote & Indigenous overdose initiatives or projects. Applications must be in alignment with the OERC's core package of comprehensive interventions and applicants are encouraged to align with recommendations made during the October 2019 Rural and Indigenous Overdose Action Exchange. Applicants can apply for up to \$50,000 in one-time-only funding.

For additional information, visit the [CAI website](#). **Application intake closes January 22, 2021**.

### Investing in Canada Infrastructure Program – British Columbia – COVID-19 Resilience Infrastructure Stream

Indigenous and local governments are encouraged to explore the [Investing in Canada Infrastructure Program – British Columbia – COVID-19 Resilience Infrastructure Stream](#), which is currently accepting applications and has a dedicated stream for active transportation infrastructure funding. **Application deadline is January 27, 2021**.



Wishing you a safe, happy & healthy  
new year!



**Sincerely,**

*Your Healthy Communities Team*

**[healthycommunities@interiorhealth.ca](mailto:healthycommunities@interiorhealth.ca)**

To subscribe, send a blank email with [Subscribe to Monthly e-newsletters](#) in the subject line.

To unsubscribe, send a blank email with [Unsubscribe to Monthly e-newsletters](#) in the subject line.

## **INFORMATION CORRESPONDENCE – FLIP CHART**

### **JANUARY 11, 2021 – REGULAR COUNCIL MEETING**

#### Interior Health

- IH reporting Big White COVID-19 community cluster
- IH declares COVID-19 outbreak at Teck mining operations near Elkford
- First phase of new emergency department opens at Penticton hospital
- Increased capacity at new COVID-19 community collection centre
- Contract awarded for KBRH Pharmacy/Ambulatory Care Project
- IH declares outbreak at Heritage Retirement Residence in West Kelowna
- IH administers first COVID-19 vaccines in Kelowna and Kamloops
- IH Big White COVID-19 community cluster Tuesday update
- COVID-19 notification for Zala's Restaurant in Revelstoke
- IH declares outbreak at Heritage Square in Vernon
- IH declares outbreak at Noric House in Vernon
- IH Big White COVID-19 community cluster update
- IH declares outbreak at Williams Lake Seniors Village
- IH declares outbreak at Creekside Landing in Vernon
- IH identifies increased COVID-19 activity in Revelstoke region
- IH Big White COVID-19 community cluster update

#### Kamloops & District Real Estate Association (KADREA)

- Kamloops Real Estate Market update



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

## THE CURRENT | TNRD BOARD HIGHLIGHTS

Highlights from the Thompson-Nicola Regional District [Board of Directors' Meeting of December 17, 2020](#)

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The TNRD Board of Directors held its regular Board Meeting at the Valley First Lounge of the Sandman Centre in Kamloops via live stream, with in-person attendance limited to staff and Directors. A full recording of the meeting can be viewed [here](#).

### **Delegation from Habitat Conservation Trust Foundation and Forest Enhancement Society of BC**

Dan Buffet, CEO of the [Habitat Conservation Trust Foundation](#) and Steve Kozuki, Executive Director of the [Forest Enhancement Society](#) presented the Board with an update on some of the conservation and forest enhancement projects within the regional district and answered questions from the Board.

### **Delegation from Stump Lake Ranch**

Bob Price, spokesperson for Stump Lake Ranch gave a presentation to the Board about the commercial traffic on Hwy 5A. Stump Lake Ranch is requesting that the TRND Board renew its support for a ban of non-local semi-truck traffic on Highway 5A between Merritt and Kamloops as a matter of public safety.

### **Delegation from Heffley Lake Community Association**

Jim Davies, Vice-President of the Heffley Lake Community Association gave a presentation to the Board, with a request for support to ban ballasted wake boats from Heffley Lake due to environmental damage.

### **North Thompson Official Community Plan (OCP) Bylaw Adopted**

North Thompson OCP Bylaw No. 2700 received third reading as amended, and was adopted following the public hearing held on November 18. The bylaw will enact a new OCP for Electoral Areas "A", "B" and "O," replacing four existing OCPs and providing a new vision for this part of the region. Read the report [here](#).

### **Solid Waste Management Amendment Bylaw Adopted**

Solid Waste Management Facilities Amendment Bylaw No. 2731 was read a third time and adopted. The bylaw amends and updates Bylaw 2681, with the most notable change being the elimination of fees for the disposal of residential mattresses, boxsprings and tires on rims. Other amendments include:

- changes/additions to definitions;
- a new fee of \$12.50/tonne for commercial clean-fill (residential remains as free disposal);
- clarifying authority for the Director to impose additional fees for "Controlled Waste"; and
- the addition of the approved disposal procedure for Potential Asbestos Containing Material (PACM).

Read the report [here](#).

### **Board Approves 5 Year Provisional Financial Plan**

The TNRD's 2021-2025 Provisional Financial Plan Bylaw No. 2727 was adopted following a presentation from Doug Rae, Director of Finance. The plan estimates a minor increase of 0.3% compared to 2020, but will not be finalized until updated assessments and other numbers are known in the New Year. The final budget will be presented to the Board in March 2021. Read the provisional report [here](#).

### **Contingency Funds Approved for Loon Lake Fire Hall Construction**

The Board approved up to \$150,000 in funds from the Electoral Area "E" (Bonaparte Plateau) Community Assistance Funds reserve to be used as contingency funding for the construction of the new Loon Lake

Volunteer Fire Department Hall. Read the report [here](#).

**Gas Tax Funds Approved for South Green Lake Fire Hall**

The Board approved \$50,000 from Federal Gas Tax Funds for a new roof and insulation at the South Green Lake Fire Hall. Read the report [here](#).

**The next Regular Board Meeting is on January 14, 2021 at 1:15 pm.**

Click [here](#) to view The Current on our website.

Please note that The Current is not a substitute for the TNRD's Board meeting minutes, found on our website: [www.tnrd.ca](http://www.tnrd.ca)



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

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



Motion No.	Motion	Staff Responsible	Comments	Time line	Status
	<b>2020 MOTIONS</b>				
R-2020-86	"That Council defer the Outdoor Burning Bylaw Report until the COVID-19 pandemic is over and public is able to attend scheduled Council meetings."	CAO	Bring back to Council after COVID-19 orders are lifted to include public input		on temporary hold
R-2020-159	"That the Mayor and Chief Administrative Officer be authorized to execute the Section 219 'no disturbance' covenant on behalf of the Village of Ashcroft for rezoning application RZ-20-01"	CAO	Property owners have engaged a consultant to clarify the arch site and move forward		in-progress
R-2020-160	"That Council approve staff to research and develop an updated Business License Bylaw for the Village of Ashcroft and bring it back to Council for consideration."	CAO/ Intern/AA	Intern and Admin are working on a draft under the supervision of the CAO		in-progress
R-2020-191	"That Council approve the Encroachment Agreement request for 711 Brink Lane, that all legal and filling costs be expensed to the property owner, and further that the Mayor and CAO be approved to sign the agreement."	CAO	Legal documents received, home owner notified. Waiting for homeowner review and signatures		Complete
R-2020-262	"That the Village discuss this initiative with the TNRD and explore ways of benefitting from the program next year."	DPW/CAO	Jamie Viera will join Council early 2021 for a meeting to discuss		Complete
R-2020-274	"That Council reconsider and approve final adoption of the Village of Ashcroft Council Procedures Amendment Bylaw No. 841, 2020."	Admin/CAO	Sign, File, consolidate and post to website		Complete
R-2020-275	"That Council reconsider and approve final adoption of the Village of Ashcroft Subdivision and Development Servicing Bylaw No. 839, 2020."	Admin/CAO	Sign and File		Complete

R-2020-276	"That Council approve the 2021 Ashcroft Council Meeting Dates schedule."	Admin/CAO	post to website and bulletin board		Complete
R-2020-277	"That Council adopt the 2021-2022 Strategic Plan and that Council support the plan throughout the duration."	CAO	post to website		Complete
R-2020-278	"That Council direct administration to request the Ministry of the Attorney General to add the Village of Ashcroft to the list of local governments practicing adjudication under the Local Government Bylaw Notice Enforcement Act"	CAO	send letter to AG and advise participating communities		Complete
R-2020-279	"That Council appoint the Fire Department Officers as elected and further that the Deputy Chief be appointed as Acting Fire Chief until the position is filled."	CAO	Advise FD		Complete
R-2020-280	"That staff be approved to submit a Grant Writing Support Program application to the Northern Development Initiative Trust for the 2021 intake."	CAO	Work with Grant Writer to submit application		Complete
R-2020-281	"That Council direct staff to send a letter in support of Bill C-213."	CAO	Send letter in support		Complete
R-2020-284	"That the Village of Ashcroft Council approve Option 2 as the Bylaw Enforcement Officer budget for 2021 and onward until the service is terminated or budget is revised."	CAO	Advise WG		Complete
R-2020-285	"That Ashcroft council write a letter to the RCMP expressing concern about the current staffing levels at the Ashcroft RCMP detachment."	CAO	Send letter		Complete



**Joint Para- Transit Committee  
MINUTES**

**Tuesday, December 15, 2020 - 11:00 am  
Ashcroft Village Office - ZOOM**

**PRESENT:** Councillor Wendy Coomber, Village of Cache Creek  
 Councillor David Park, Village of Clinton  
 Councillor Jonah Anstett  
 Nikki Vincent, Chief Operating Officer YCS  
 Seth Wright, BC Transit Community Liaison  
 Yogi Bhalla, CFO Village of Ashcroft  
 Daniela Dyck, CAO, Village of Ashcroft

**1. Welcome**

**2. Introductions of those in attendance**

Special welcome to Seth Wright – the committee’s new BC Transit Manager of Community Relations

**3. Review of Notes from October 13, 2020 meeting**

The committee members reviewed the previously distributed notes from the meeting held on October 13, 2020 and approved them as presented.

Clarification from BC Transit – on demand service is able to pick up and delivery a person anywhere without hesitation not just for shopping and appointments.

**4. Unfinished Business**

a. Lease Fee Holiday – Yogi Bhalla

*How does this affect the budget?*

Budget remains the same and reserve accounts continue to increase – status quo

b. BC Transit – Seth Wright

Safe Restart financial update – BC Transit 86 mil over 2 years for COVID relief

Priorities:

Maintain affordability

Keep system running

Allocation is based on service revenues

Balance the local transit fund half this year and half next year

Credit will be applied to the November invoice

Lease fee holiday is in effect to Dec 31

- c. COVID-19 Response  
*Ongoing – status quo*

**5. Business**

- a. Jack Watson – Interim Replacement Nikki Vincent, Chief Operating Officer (Nikki will continue in her current role as well as assume the responsibilities of the Transit Managers position.  
Starting tomorrow, Jamie Fisher is Jacks replacement and will assume the management piece;  
Jamie is a natural fit as she is familiar with the routes and drivers.  
Drivers:  
Lawrence will be taking time off  
Todd Sweet will be replacing Lawrence for several weeks, possibly longer and will be trained on both the Ashcroft and Lillooet runs.
- b. New Busses – Press Release  
Cash Procedure Changes – Drivers will not be handling cash  
Lock box keys should be sent out by the 29<sup>th</sup>  
Driver will have key to unlock the box from the stand,  
The replacement empty box has to be in the open position in order for the driver to insert the box into the stand  
Ashcroft will have keys to unlock the cash boxes,  
Ashcroft reception/CFO will be the only ones with keys to access the cash in the lock boxes.
- c. Call for Shelter Applications  
Shelter program is subsidized 80/20  
Local Government pays for concrete pad plus 20% of shelter costs  
Average cost of shelter is \$25,000
- d. BC Transit Annual Operating Agreement  
Changes to the Annual Operating Agreement  
Agreement must be signed by Jan 31, 2021 and returned to BC Transit  
Agreement has been received at the Village for signatures  
*Motion to sign and submit*  
*Coomber / Anstett*  
*The Transit Committee recommends Council to endorse administration to sign the Annual Operating Agreement and submit it to BC Transit before January 31, 2021*  
*CARRIED*

**6. New Business**

- a. Additional item to the Agenda – Billing Preference Survey  
BC Transit is canvassing partners by survey regarding future billing preference  
Province has two ways to pay actuals vs budget  
Survey is asking what is our billing preference  
Yogi recommends to use budget not actuals  
Committee agrees with budget, Yogi will respond to the survey accordingly.

7. **Summary of Ridership/Financial**

a. Budget and Ridership – Yogi Bhalla

*Update/review*

Yogi gave a brief summary of ridership and financials stating although revenues and ridership are reduced due to COVID, the Transit System is sustainable and reserves continue to grow.

8. **Date for Next Meeting** – March 16, 2021 at 11:00 am - Village of Ashcroft - Zoom

9. **Termination**

The Transit Committee meeting was adjourned at 11:40 am.

The foregoing is based on the writer's interpretation of the discussions held.



Daniela Dyck, Chief Administrative Officer  
Village of Ashcroft



**REPORT TO COUNCIL – OPEN MEETING**

**DATE:** January 6, 2021

**FROM:** Margaret Moreira, EDTC

**SUBJECT:** Economic Development and Tourism-Strategic Plan 2020-2021

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**Purpose:**

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

**Recommendations:**

*“That Council approve the Economic Development and Tourism-Strategic Plan 2020-2021”.*

**Alternatives:**

N/A

**Discussion:**

The Economic Development & Tourism Committee had a planning session to discuss what they felt should be priorities for 2021. The Strategic Plan was created as a guide to shows what objectives were accomplishments, the ongoing projects being carried over as well as the priorities that were set for 2021. With the recent purchase of tradeshow items, we are hoping that once COVID-19 restrictions are lifted, we will be able to attend tradeshow and other events to promote the community as a wonderful place to Live Work Play.

**Strategic Municipal Objectives:**

**Financial Implications:**

**Attachment Listing:**

Economic Development and Tourism-Strategic Plan 2020-2021

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**Prepared by:**

Margaret Moreira;  
Economic Development and Tourism Coordinator

**Approved for submission to Council**\_\_

Daniela Dyck,  
Chief Administrative Officer

# Economic Development and Tourism



## Strategic Plan

## 2020-2021

This page has purposely been left blank

# Introduction

Council contracted an Economic Development Coordinator and establish a Select Committee of Council to support Economic Development and COVID-19 Recovery that was comprised of two members of Council, four members from the business community, representative(s) from CFSUN, and up to four community not for profit members.

The purpose of the Committee is to guide the Coordinator in selecting the priorities outlined in the Implementation and Action Matrix that were recommended in the Economic Development and Tourism Action Strategy for the Village of Ashcroft.

The Implementation and Action Matrix provides the steps to fully implement the strategies identified in the Plan for the first-years. This is the starting point for targeted economic development and tourism for Ashcroft. As issues evolve and emerge throughout the years, it is essential to continually assess and respond to those issues by revising or considering new actions that will ensure continued economic prosperity. As the economic development capacity expands, it will build a strong economic foundation for further initiatives and specific projects that will continue to enhance the community's unique characteristics.

# Summary

The EDTC Steering Committee would meet on a monthly basis to guide the EDTC with implementing the recommended strategies and initiatives in the Economic Development and Tourism Strategy Plan. At the end of the year, the Committee gathered for a strategic planning session to determine what priorities they would like to see implemented for the following year. The Matrix was reviewed and a list of items was created as recommendations. Once the list was finished, a survey was created with all the items suggested and sent out to each committee member. Each member was asked to choose what they thought should be the top five priorities. The following are the results of that survey and the priorities set out for 2021.

# Priorities

<b>HIGHWAY SIGNAGE</b>			
<b>OBJECTIVE:</b>	To update/replace existing North-facing highway sign and add a new South-facing sign along Hwy #1.		
ESTABLISHED WITH WORKING GROUP-Members of Council, Staff and Stakeholders			
	Item	Budget	Timeline
STEP #1	DETERMINE SCOPE OF PROJECTS	TBD	TBD
STEP #2	SOURCE QUOTES	TBD	TBD
STEP #3	SOURCE FUNDING	TBD	TBD
STEP #4	DETERMINE POSSIBLE LOCATIONS	TBD	TBD
STEP #5	SECURE FUNDING AND CONTRACTORS	TBD	TBD
STEP #6	OVERSEE INSTALLATION	TBD	TBD
STEP #7			

***BUSINESS INVESTMENT PACKAGE***

**OBJECTIVE:** To develop a strong support system for those wishing to start a business in Ashcroft.

ESTABLISHED WITH WORKING GROUP-Members of Council, Staff and Stakeholders

	Item	Budget	Timeline
STEP #1	DETERMINE SCOPE OF THE PROJECT	TBD	TBD
STEP #2	RESEARCH CONTENT FOR PACKAGE	TBD	TBD
STEP #3	RESEARCH QUOTES FOR CREATING PRESENTATION FOLDER	TBD	TBD
STEP #4	CREATE DRAFT PACKAGE	TBD	TBD
STEP #5	DETERMINE DISTRUBUTION OF PACKAGE	TBD	TBD
STEP #6	CREATE A LOCATION ON WEBSITE	TBD	TBD

This business package will walk individuals through the necessary steps as well as provide basic information for opening a business in the community.

***COLLABORATION WITH ASHCROFT INDIAN BAND, CACHE CREEK, CLINTON AND LOGAN LAKE***

**OBJECTIVE:** To collaborate regionally to develop partnerships with neighbouring communities and working together to achieve common goals

ESTABLISHED WITH WORKING GROUP-Members of Council, Staff and Stakeholders

	Item	Budget	Timeline
STEP #1	DETERMINE SCOPE OF THE PROJECT	TBD	TBD
STEP #2	SCHEDULE MEETINGS	TBD	TBD
STEP #3	DETERMINE COMMON GOALS	TBD	TBD
STEP #4	RESEARCH FUNDING OPTIONS IF NEEDED	TBD	TBD
STEP #5	DETERMINE TIMELINES FOR PROJECTS	TBD	TBD

**TOURISM SUPPORT**

**OBJECTIVE:** To establish a formal relationship with TOTA/CCCTA.

ESTABLISHED WITH WORKING GROUP-Members of Council, Staff and Stakeholders

	Item	Budget	Timeline
STEP #1	DETERMINE SCOPE OF THE PROJECT	TBD	TBD
STEP #2	CONTACT TOTA/CCCTA	TBD	TBD
STEP #3	SEND INVITATION TO ATTEND COUNCIL MEETING	TBD	TBD
STEP #4	DETERMINE POSSIBILITY OF ASHCROFT BECOMING A DUAL REGION	TBD	TBD
STEP #5	DEVELOP REGULAR COMMUNICATION SCHEDULE TO ENSURE TOURISM NEEDS ARE BEING LOOKED AFTER.	TBD	TBD

Ashcroft is officially in the TOTA region and adjacent to CCCTA. Having dual designation would increase exposure to potential tourists and avenues to highlight Ashcroft's tourism status.

**OTHER ITEMS FOR CONSIDERATION IF TIME/FUNDING PERMITTED**

The following items were also suggested but not in the top five. However, the Committee can decide if the projects can be started/implemented in 2021, depending on funding.

Museum/Visitor Information Centre	TBD	
Circle Tours	TBD	
Mosaic Brochure	TBD	

# Carry-Over/Ongoing Projects

<b>PRIORITY #1</b>	<b>COMMUNITY PROFILE</b>		
<b>OBJECTIVE:</b>	Review the existing Investment-Ready Community Profile and develop a more defined/detailed and up to date document.		
ESTABLISHED WITH WORKING GROUP-Members of Council, Staff and Stakeholders			
	<b>ACTIONS</b>	<b>Funding</b>	<b>Timeline for Completion</b>
STEP # 1	DETERMINING SCOPE OF PROJECT		COMPLETED
STEP # 2	EXISTING DOCUMENT REVIEW		COMPLETED
STEP # 3	DEVELOP DRAFT DOCUMENT		In Progress
STEP #4	RESEARC POSSIBLE FUNDING OPTIONS		TBD
STEP # 5	SUBMIT DRAFT TO COMMITTEE		TBD
STEP # 6	SUBMIT TO COUNCIL FOR RECOMMENTATION		TBD
STEP # 7	REVIEW ANNUALLY		On anniversary of completion.
The current Investment Ready Community Profile is outdated and will be update with new stats and information to reflect the community in a more current light.			

<b>PRIORITY #2</b>	<b>INVESTMENT READINESS SELF ASSESSMENT</b>		
<b>OBJECTIVE:</b>	Use the assessment tool to determine the community's capacity to be "investment ready"		
ESTABLISHED WITH CAO			
	<b>ACTIONS</b>	<b>Funding</b>	<b>Timeline for Completion</b>
STEP # 1	REVIEW AND SUBMIT QUESTIONAIRE	N/A	COMPLETED
STEP # 2	DETERMINE NEXT STEPS FOR INVESTMENT READINESS		TBD

<b>PRIORITY #3</b>	<b>ECONOMIC DEVELOPMENT AND TOURISM WEBPAGE</b>		
<b>OBJECTIVE:</b>	To develop webpages for Economic Development and Tourism providing a "one-stop" shop for both ED and Tourism information and allows a seamless cross-over between the two highly connected activities.		
ESTABLISHED WITH WORKING GROUP-Members of Council, Staff and Stakeholders			
	<b>ACTIONS</b>	<b>Funding</b>	<b>Timeline for Completion</b>
STEP #1	DETERMINE SCOPE OF PROJECT		COMPLETE
STEP #2	DETERMINE AN OUTLINE FOR EACH CATEGORY		COMPLETE
STEP #3	DRAFT AND SUBMIT OUTLINE FOR APPROVAL		COMPLETE
STEP #4	DRAFT WEBPAGES		In Progress
STEP #5	SUBMIT FOR APPROVAL		TBD
STEP #6	LAUNCH NEW WEBPAGES		TBD
Website has been created and designated area for Economic Development and Tourism is defined but not fully established as a "one-stop" shop for users.			

<b>PRIORITY #4</b>	<b>WAYFINDING SIGNAGE</b>		
<b>OBJECTIVE:</b>	To develop signage to raise its profile and to get visitors off the highway and into the community and to find their way from one place to another.		
ESTABLISHED WITH WORKING GROUP-Members of Council, Staff and Stakeholders			
	<b>ACTIONS</b>	<b>Funding</b>	<b>Timeline for Completion</b>
STEP #1	DETERMINE SCOPE OF THE PROJECT		COMPLETE
STEP #2	SECURE QUOTES		COMPLETE
STEP #3	DETERMINE LOCATIONS		COMPLETE
STEP #4	SOURCE AND SECURE FUNDING	GRANT SUBMITTED	PENDING APPROVAL
STEP #5	SECURE CONTRACTOR/COMPANY		TBD
STEP #6	OVERSEE PROJECT		TBD
STEP #7	UNVEILING OF SIGNAGE	TBD	TBD
Signage will be strategically placed throughout the community and along Hwy 97C to guide visitors to village assets.			

<b>PRIORITY #5</b>	<b>MARKETING MATERIAL</b>		
<b>OBJECTIVE:</b>	To create marketing materials that will promote the community as a great place to live, work and visit.		
ESTABLISHED WITH WORKING GROUP-Members of Council, Staff and Stakeholders			
	ACTIONS	Funding	Timeline for Completion
STEP #1	DETERMINE SCOPE OF PROJECT		COMPLETE
STEP #2	DETERMINE MARKETING MATERIALS		COMPLETE
STEP #3	SECURE QUOTES FOR EACH PROJECT		COMPLETE
STEP #4	SOURCE AND SECURE FUNDING	NDIT MARKETING GRANT SUBMITTED	AWAITING APPROVAL
Step #5	SECURE DESIGNERS/PRINTERS/VIDEOGRAPHER	TBD	TBD
STEP #6	OVERSEE PROJECTS TO ENSURE PROJECTS ARE ON SCHEDULE		
STEP #7	OVERSEE DISTRIBUTION OF GUIDES AND VIDEOS	TBD	Guide/Radio ads-May/June 2021 Promo Videos-Sept 2021
The village is developing new marketing materials that will supply sector-specific information as well as tourism-focused materials.			

# Other Ongoing Project

<b>LOVE ASHCROFT</b>
Ashcroft participates in NDIT’s Love Program that promotes small independently owned businesses through Love Norther BC websites that are specific to each community. The program champion will continue to communicate with Love Ashcroft businesses and Love Northern BC to ensure that businesses update their profiles and encourage new/existing business register in the program. This project has been ongoing on a yearly basis and will continue as such through the NDIT Love Northern BC program grant funding

VILLAGE OF ASHCROFT  
ECONOMIC DEVELOPMENT AND TOURISM  
STRATEGIC PLAN - 2021  
APPROVAL

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Daniela Dyck,  
Chief Administrative Officer

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Margaret Moreira,  
Economic Development and Tourism  
Coordinator

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Date

