



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR COUNCIL MEETING AGENDA

FOR MONDAY JANUARY 27, 2020 at 7:00 PM

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

1. **CALL TO ORDER**

2. **ADOPTION OF THE AGENDA**

Motion to adopt the Agenda as presented or as amended

3. **MINUTES**

3.1	Minutes of the Regular Meeting of Council held Monday January 13, 2020 <i>Motion to adopt the minutes as presented or as amended</i>	1-7
3.2	Minutes of the Special Meeting of Council held Wednesday January 22, 2020 <i>Motion to adopt the minutes as presented or as amended</i>	8-9

4. **DELEGATIONS**

4.1	N/A	
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5. **CORRESPONDENCE**

FOR ACTION		
5.1	WRAPS – Canada Day Funding Increase Request	10
5.2	Ashcroft Barn Dance – Facility Use Request	11-12
5.3	Cache Creek – Request for On Demand Transit Hours	13
5.4	Curling Club – Request to Establish a Working Group	14
FOR INFORMATION		
5.5	Operation Lifesaver – Share Rail Safety Information	15
5.6	NDIT – 2020 Grant Writing Support Approval	16
5.7	Information Correspondence Listing for January 27, 2020	17

6. **UNFINISHED BUSINESS**

6.1	Motions List	18-19
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7. **NEW BUSINESS**

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

7.1		
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8. BYLAWS

8.1	Council Procedures Bylaw No. 834, 2020 – First Reading <i>“THAT the Village of Ashcroft Council Procedure Bylaw No. 834, 2020” be read a first time by title only.”</i>	20-55
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9. STAFF REPORTS

REQUEST FOR DECISION		
9.1	Council Remuneration Report - 2019 <i>“That Council approve the Council Remuneration Report for 2019 as presented.”</i>	56-57
FOR INFORMATION		

10. COUNCIL REPORTS

10.1	Mayor Roden - Report	58-60
10.2	Councillor Anderson - Report	61
10.3	Councillor Anstett – Notice of Motion	62-65
10.4	Councillor Davenport	
10.5	Councillor Tuohey	66-67

11. RESOLUTIONS RELEASED FROM CLOSED MEETING

11.1	N/A	
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12. QUESTION PERIOD

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

13. CLOSED MEETING

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

13.1	N/A		
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14. TERMINATION



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR MINUTES

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS OF THE VILLAGE OFFICE
AT 4:30 PM ON MONDAY JANUARY 13, 2020

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

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

Media & Public

EXCUSED: N/A

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

1. **CALL TO ORDER**

4:30

2. **ADOPTION OF THE AGENDA**

M/S Tuohey / Anderson

"THAT Council adopt the Agenda as amended with the addition of one late item from Desert Sands Community School students inviting Council to attend an art-based youth driven research study presentation to be discussed under Correspondence for Action."

**CARRIED
(R-2020-01)**

3. **MINUTES**

3.1	Minutes of the Regular Meeting of Council held Monday December 9, 2019 <i>Motion to adopt the minutes as presented or as amended</i> M/S Tuohey / Anstett "THAT the minutes of the December 9, 2019 Regular Meeting of Council be adopted as presented."	CARRIED (R-2020-02)
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4. **DELEGATIONS**

4.1	N/A	
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5. **CORRESPONDENCE**

FOR ACTION

5.1	17 th Annual BC Natural Resources Forum – Invitation M/S Tuohey / Anstett “THAT the 17 th Annual BC Natural Resources Forum Invitation be received and filed.”	CARRIED (R-2020-03)
5.2	HUB Society – Council Member at Board Table Request M/S Roden / Anstett “THAT Councillor Tuohey be appointed by Council to attend the HUB Society Board Meetings and report back to Council; and further that Councillor Anderson be appointed as the alternate.”	CARRIED (R-2020-04)
5.3	SILGA – Call for Nominations M/S Roden / Anstett “THAT the call for nomination to SILGA be received and filed.”	CARRIED (R-2020-05)
5.4	SILGA – Call for Resolutions M/S Roden / Tuohey “THAT Council send a resolution calling on the Province to put signage on Class A highways indicating areas with little or no cell coverage.”	CARRIED (R-2020-06)
5.5	Bridging to Literacy – Proclamation & Facility Use Request M/S Anderson / Tuohey “THAT Council proclaim the week of January 26, 2020 Family Literacy Week.” M/S Anderson / Anstett “THAT Council donate use of the arena for a free family skate on Jan 31, 2020 to Bridging to Literacy.”	CARRIED (R-2020-07) CARRIED (R-2020-08)
5.6	Gloria Mertens – Request to waive fees M/S Anderson / Anstett “THAT the request be denied due to staff time, cost of service and constraints.”	CARRIED (R-2020-09)
5.7	Esther Lang – Christmas Hamper Committee – Facility Use Request M/S Roden / Davenport “THAT use of the Community Hall for December 15 – 19, 2020 be granted to the Ashcroft & Area Community Resource Society, and that all fees be waived.” Amendment to the Motion: M/S Roden / Anderson “THAT all fees be waived for the facility use.”	CARRIED (R-2020-10) CARRIED (R-2020-11)
5.8	Gareth Smart – HUB Online Network – Council Interview Request Mayor Roden asked Gareth Smart to provide a brief explanation of the request. M/S Roden / Tuohey “THAT a different member of Council participates in a HUB online scheduled interview as requested throughout the course of the year.”	CARRIED (R-2020-12)
Late Item	DSCS Invitation to Attend Art-driven Youth Research Study M/S Roden / Tuohey “THAT as many members of Council as are available, attend the DSCS Art-driven Youth Research Study presentation on January 17, 2020 at the HUB.”	CARRIED (R-2020-13)
FOR INFORMATION		
5.9	Ashcroft CiB – 2019 Final Report & Proposed 2020 Budget M/S Roden / Anstett “THAT staff send a letter of thanks to the CiB Committee for all their efforts to make our community so vibrant.”	CARRIED (R-2020-14)

5.10	Information Correspondence Listing to January 10, 2020 M/S Tuohey / Davenport "THAT the Information Correspondence Listing to January 10, 2020 be received and filed."	CARRIED (R-2020-15)
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6. UNFINISHED BUSINESS

6.1	Motions List M/S Davenport / Anderson "THAT the Motions List to December 31, 2019 be received and filed."	CARRIED (R-2020-16)
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7. NEW BUSINESS

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

7.1		
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8. BYLAWS

8.1	N/A	
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9. STAFF REPORTS

REQUEST FOR DECISION		
9.1	N/A	
FOR INFORMATION		
9.2	CFO Bhalla - Finance Review 2019 – Digital Presentation CFO Bhalla, provided a brief review of the General Operating Fund, Water Operating Fund and Sewer Operating Fund, grant updates, long term debt, WTP project additions approved by the Province that include the water intake chamber and backup generator for lift station # 3. Clarification – 1 million dollars borrowed – to cover the cash flow differential until project completion. Intention is to pay debt at the end of the project	

10. COUNCIL REPORTS

10.1	Mayor Roden – December Report TNRD – The Current Hat Creek meeting not included: Special meeting tomorrow cancelled due to weather and road conditions; members encouraged to participate via web. to accept the new proposal from the BC Heritage Branch 2-year agreement with the possibility to extend a further 2 years.	
10.2	Councillor Anderson	
10.3	Councillor Anstett Will bring a notice of motion to revisit the Burning Bylaw in respect to burning of yard waste to the next Council meeting.	
10.4	Councillor Davenport	
10.5	Councillor Tuohey	

	M/S Roden / Anstett "THAT the presented Council reports be received and filed."	CARRIED (R-2020-17)
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11. RESOLUTIONS RELEASED FROM CLOSED MEETING

11.1	2019 Closed Meeting Resolutions of Council to be Released M/S "THAT Council resolve to release the attached 2019 Closed Meeting Motions to the public at the January 13, 2020 Closed meeting."	CARRIED (R-2020-19)
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12. QUESTION PERIOD

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

- Can public request printed agendas?
- 3.1 Minutes regarding item 5.2 – Could Council consider an underpass to access the slough during the trail plan development?
- Question regarding access to asset management on website
- Question regarding correspondence: Is all incoming correspondence listed on the Information Correspondence Listing?
- Planning session – How will the public have input during budget consideration?

13. CLOSED MEETING

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

13.1	(c) Labour relations or other employee relations, (g) litigation or potential litigation affecting the municipality and (e) the acquisition, disposition or expropriation of land or improvements. M/S Roden / Tuohey	CARRIED (R-2020-20)
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14. TERMINATION

M/S Anderson / Anstett

"THAT the Regular Meeting of Council for January 13, 2020 be terminated at 6:14 pm."

CARRIED
(R-2020-21)

Certified to be a true copy of
The Regular Meeting of Council held
Monday January 13, 2020.

Barbara Roden, Mayor

Anne Yanciw, Chief Administrative Officer

AY/sdd

STAFF REPORT TO COUNCIL – CLOSED MEETING

DATE: January 13, 2020
TO: CAO, Anne Yanciw
FROM: DCO, Daniela Dyck
SUBJECT: 2019 Closed Meeting Resolutions to be Released

Background

Section 90 of the Community Charter provides the guidelines for when Councils may or must move to a closed meeting format. There are specific items that may only be discussed in a closed meeting; however, Council may by motion allow decisions and information to be released to the public when confidentiality is no longer required.

Discussion

The Ombudspersons' Report #34 Best Practices Guide for Local Governments, recommends that Councils regularly release information discussed in a Closed Meeting under the Community Charter Section 90.

Attached is a spreadsheet itemizing the 2019 Closed Meeting resolutions that are releasable to the public. Council made sixteen Closed Meeting resolutions in 2019, two have been previously released to the public, the remaining ten motions are being recommended for release. The four motions not releasable pertain to staff, as such, these motions have been excluded from the attached list.

Recommendation

That, Council resolve to release the attached 2019 Closed Meeting Motions to the Public at the conclusion of the January 13, 2020 Closed Meeting.

Respectfully submitted,



Daniela Dyck,
Deputy Corporate Officer

Approved by:



Anne Yanciw,
Chief Administrative Officer

2019 - CLOSED MEETING MOTIONS

Motion Number or Date	Topic of Discussion	Motion	Status	Released to Public
Jan. 14, 2019	Letter from Gloria Mertens: Perceived procedural fairness at Oct. 22, 2018 Public Hearing	"That the staff letter dated January 15, 2019 be emailed to Ms. Mertens on Tuesday January 15, 2019 and further that this item be brought forward into the regular meeting so that it may be discussed in the public real."	Complete	January 14, 2019
Jan. 14, 2019	Letter advising Council the Village's proposal for supplying water is not acceptable	"That Mayor Roden send a letter to Chief Blain expressing Council's disappointment that the proposed water services agreement is not able to continue; however, the Village looks forward to working on this, and other projects as we move forward."	Complete	
Jan. 28, 2019	Deputy Corporate job positng and job description	"That Council approve the Job Posting and Detailed Job Description for the Deputy Corporate Officer position and that the job posting be listed on the CivicInfo website as well as the Village of Ashcroft website and further that the Detailed Job Despcrition be available on the wesite as well."	Complete	
Apr. 8, 2019	Resignation of CAO	"That the resignation of Michelle Allen as the Village's Chief Administrative Officer be accepted and further that her last day of employment will be Friday, August 2, 2019."	Complete	
Jun. 10, 2019	Contracted Services - Approving Officer	"That the Chief Administrative Officer be authorized to enter into an agreement with R.E.(Lee) Dodds to contract the services of the Approving Officer Funtion for the Village of Ashcroft."	Complete	

Jun. 24, 2019	Appointment of Approving Officer	"That Ridley Emil Dodds, be appointed as the Village of Ashcroft Approving Officer and to carry out the duties as outlined in Section 77(1) of the Land Title Act and pursuant to Section 154 of the Community Charter that Council delegates the authority under Section 512 of the Local Government Act to vary or waiver the minimum parcel frontage requirments and further that Mr. Dodd be authorized to use the tittle of "Approving Officer, of the Village of Aschroft" as long as he is	Complete	
Jun. 24, 2019	Ashcroft FD	"That the Village of Ashcroft Bylaw No. 486, Establishment and Operation of a Fire Department be repealed."	Complete	N/A Establishing Bylaws can not be repealed in a closed meeting
Jul. 3, 2019	CAO - Offer of Employment	"That the Village of Ashcroft provide an Offer of Employment to Ms. Anne Yanciw for the position of the Chief Administrative Officer and further that a copy of the Offer of Employment be attached to form part of these minutes."	Complete	
Aug. 26, 2019	Cnclr. Anstett Leave of Absence Request	"That Council approve Councillor Anstett's request for a leave of absence to the end of September."	Complete	
Aug. 26, 2019	Ashcroft & Dist. Curling Club	"That Council receive the Curling Club facility report for information and direct staff to schedule a meeting with members of the Ashcroft and District Curling Club as soon as possible."	Complete	
Oct. 28, 2019	MIA - Open and Closed Claims Report	"That the MIA Open and Closed Claims Report be received and filed."	Complete	
Nov. 12, 2019	Ashcroft FD	"That Council support the retaining of the AFD as a municipal service."	Complete	Nov. 25, 2019



THE CORPORATION OF THE VILLAGE OF ASHCROFT

SPECIAL COUNCIL MEETING

MINUTES

FOR WEDNESDAY JANUARY 22, 2020 at 10:00 AM

Mayor Roden advised the gallery that the Special Meeting of Council was being live streamed by the HUB Online Network prior to the commencement of the Special Council Meeting.

1. **CALL TO ORDER**

2. **ADOPTION OF THE AGENDA**

Motion to adopt the Agenda as presented or as amended

M/S Roden / Anderson

"That the Agenda for the January 22, 2020 Special Meeting of Council be adopted as presented."

CARRIED

3. **MINUTES**

N/A

4. **DELEGATIONS**

	<p>Kris Kadzielski – Location Manager Gravity Productions Inc.</p> <ul style="list-style-type: none">• Goal is to leave Ashcroft better than when they arrived, want to leave the community and be welcomed back in the future;• Mr. Kadzielski provided an outline of the intended schedule to Council and an overview of the production including basic plot and storyline without revealing too much confidential information;• Council was assured that local residents and businesses that will be affected by any of the filming plans will be consulted;• Any façade changes to physical buildings will be put back to the original state at completion of the filming and will only be implemented with the approval of the property owners;• Not all changes will be physical, some will be made using a "green screen"• Crew will be compliant to the Noise Bylaw restrictions 7:00 am – 10:00pm;• Main area of Ashcroft to be affected is Railway Ave. and 4th St;• Filming is scheduled for Feb 2 – 10, 2020• Traffic control will be onsite to assist with any road closures, a traffic control plan will be presented to the Village as soon as it is completed. The film crew will work with the business community in regard to closures and business customer access during road/sidewalk closures;• Foot traffic will be permitted, however during filming it may be intermittent. Brief stoppages• Security is onsite to ensure public safety particularly at the church façade set.	
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	<ul style="list-style-type: none"> • Technical Survey tentatively scheduled for January 28th; • Economic benefit to the community, the production crew shops local, eats local and hires local when possible; • A donation will be made to the community in an effort to leave a legacy making the Village better than when they arrived. 	
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5. DISCUSSION ITEMS

	NONE	
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6. BYLAWS FOR DISCUSSION

	NONE	
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7. STAFF REPORTS

7.1	<p>Filming Application Report – CAO M/S Roden / Anderson <i>“THAT Council supports the application by Gravity Productions for filming within Ashcroft, and further, that Council approves the terms and conditions presented to allow this filming to occur, and further, that Council approves Village staff to approve changes made during filming that are deemed to not have a significant impact.”</i> CARRIED</p>	
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8. CLOSED MEETING

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

	NONE	
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9. QUESTIONS

Why would you build a façade rather than use the physical building?

Location of church not conducive to filming as specific surrounding buildings are required.

10. TERMINATION

M/S Roden / Anstett

“That the Special Meeting of Council for January 22, 2020 be adjourned at 10:44 am.”

CARRIED



PO Box 1265
Ashcroft, BC V0K 1A0
Phone: 250-453-2022
windingriversarts@gmail.com
Web: windingriversarts.ca

January 10, 2020

Village of Ashcroft
601 Bancroft Street
PO Box 129
Ashcroft, BC
V0K 1A0
E: admin@ashcroftbc.ca

Dear Mayor and Council Members,

Winding Rivers Arts and Performance Society (WRAPS) has for the past few years sponsored and organized the local July 1 celebration. Speeches, an honour guard, bike parade, children's activities, music, and food encourage our local community members to spend a few hours together. Over the years we have made changes such as bringing in better known music. In 2019 we partnered with a local group to offer bannock and received positive comments from the community!

The Village supports the celebration with a \$500 grant each year, by allowing the road to be closed in front of Heritage Park and providing free access to the swimming pool.

WRAPS applies for and has had success in receiving other grants to support the celebration. In addition the local Rotary and Lions clubs provide annual monetary and in person support.

As we prepare for the 2020 celebration we would like to ask for you to consider increasing the grant provided. Our costs continue to rise and we work hard to increase the community's satisfaction with the celebration. We would ask you to consider a 10% increase with an annual cost of living increase going forward.

We appreciate your support and welcome both your participation and any comments which might improve the celebration.

Sincerely,

Jessica Clement

Jessica Clement (for)
Canada Day Committee
WRAPS Directors

Dear Ashcroft Mayor and Council;

I write you today to inform of our intention to hold the 'Ashcroft Barn Dance' at the Drylands Arena on August 14, 2020.

We are well into the planning for this exciting event, and have secured three sponsors to date including Interior Savings, Home Hardware and Unitea Café with several other corporations currently reviewing sponsorship opportunities.

Proceeds from this event will be donated to the Honour Ranch near Ashcroft, which as you know is a respite center for First Responders and their families suffering from PTSD and other challenges.

The Honour Ranch, Ashcroft Fire Rescue, Cache Creek Fire, Royal Canadian Sea Cadets have all committed to supporting this event, as well, BCAS and the RCMP are in the review process but our hope is they come onboard officially shortly.

We have a food truck from Squamish expected to setup as well as the local Lions Club is considering setting up their Food Trailer as well.

Initially we were planning on renting the Community Hall, but have seen strong interest so we have decided the Drylands Arena is a better fit.

We have three bands secured, CCMA Spotlight Award Winner, Cory Gallant and the Red Dirt Posse from PEI, Forum, from Kamloops and Ashcroft's own BOGG Grace. It was recently also announced that Cory is up for 5 PEI Music Awards in 2020. Schedule would be as follows;

- August 13 – Setup
- August 14 – Event (doors at 6:30, ends at Midnight)
- August 15 – Cleanup

We will require the use of the stage and will be seeking use of the Soccer Clubs Tables.

Unitea will be leading the charge for obtaining the necessary Liquor License and we will be working with RCMP to meet all the commitments required to provide a safe, 19+ event. This includes security and safe plan for rides home as necessary.

All necessary insurance will be obtained through the Village.

We have worked together with the Thunder in the Valley Drag Race Group and they have organized a Drag Race Weekend at the Campbell Hill Airport the same weekend which will make this a great weekend of entertainment for the area.

As this is a not for profit event, we request that the Arena Rental Fees be waived.

I have attached the event poster for reference. We are hoping for a turnout of 3-500 people.

Please don't hesitate to contact me should you require further information.

Regards;

Ryan Lake – Making Lasting Ties
Stella Jones | Sales Manager | Railway Ties
122 – 4th Avenue, Ashcroft, BC
Cell 604-349-2122
Fax 412-774-1689
Sales Support if I am unavailable / Order Status
Tina Gee – 250-572-2089 or tgee@stella-jones.com



Proudly Presents

ASHCROFT BARN DANCE

Featuring
CCMA SPOTLIGHT ARTIST

Cory Gallant

and

The Red Dirt Posse

WITH SPECIAL GUESTS

FORUM



BOGG GRACE

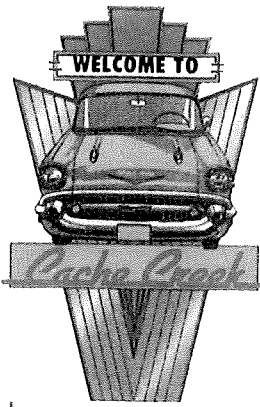
08★14★20

Net Proceeds
to Benefit



TICKETS/INFO: CORYGALLANTMUSIC.COM/TOUR





Village of Cache Creek

1389 QUARTZ ROAD

P.O. BOX 7 • CACHE CREEK, B.C. V0K 1H0 • TEL: (250) 457-6237 • FAX: (250) 457-9192
E-MAIL: admin@cachecreek.info • WEB: www.cachecreek.ca

January 22, 2020

Anne Yanciw
Chief Administrative Officer
Village of Ashcroft
Box 129
Ashcroft, BC
V0K 1A0

Anne

Dear Ms. Yanciw,

This letter is to request the use of some of Ashcroft's on-demand transit service time to allow Cache Creek to have on-demand (door to door) transit service.

Please reply at your earliest opportunity to let us know if Ashcroft can provide some of their transit hours and if yes, how many hours Cache Creek can use.

Thank you very much for your consideration of this matter.

Yours truly

Martin Dalsin
Chief Administrative Officer



Jan 17-20

Mayor Roden & Council :

I would like to request a working
group be formed between the Village
of Ashcroft and the Ashcroft & District
Curling Club

Thank-You
Wilda E Jones
President
Ashcroft & District Curling Club





OPERATION LIFESAVER

901 – 99 Bank Street
Ottawa, Ontario K1P 6B9

telephone: 613.564.8100

fax: 613.567.6726

e-mail: admin@operationlifesaver.ca

Ms. Barbara Roden
Mayor – Village of Ashcroft
PO Box 129
Ashcroft, British Columbia
V0K 1A0

January 21, 2020

Dear Mayor Roden,

I'm writing concerning a [vehicle-train](#) collision that occurred at a railway crossing in your village on December 19, 2019. Miraculously, the driver of the vehicle only sustained minor injuries—but the incident could have easily ended in a tragedy.

Every year, more than 2,100 North Americans are killed or seriously injured in collisions at railway crossings or after engaging in unsafe behaviour on railway property. These tragic incidents not only affect the victims and their friends and family, but railway employees, emergency responders and communities. And virtually all of these incidents could be avoided.

Operation Lifesaver (OL) Canada works to prevent these needless incidents from happening. We're a national not-for-profit that partners with railways, governments, law enforcement agencies, labour groups and other like-minded safety focused organizations to educate Canadians about what they can do to keep themselves safe around tracks and trains.

Through our [Look. Listen. Live. Community Safety Partnership Program](#), **we work with municipalities to install rail-safety decals at railway crossings, to remind pedestrians, cyclists and drivers to exercise caution around tracks and trains.** We also recently launched two new public-awareness campaigns to help get our rail safety message across: our virtual-reality based [Look. Listen. Live.](#) campaign, which immerses viewers in a 3D environment and shows them how quickly and quietly a train can sneak up on them, and our [#STOPTrackTragedies](#) campaign, which tells the personal stories of people affected by railway crossing and trespassing incidents. **We're hoping that you will assist us in sharing these campaigns and our other rail safety materials with your constituents.** The simplest way for you to do this is by re-posting our social media content (Twitter/Instagram: [@oplifesaver](#), Facebook: <https://www.facebook.com/oplifesaver>) or by including our rail safety messages in your quarterly householders.

Safety is a shared responsibility, and our hope is that you will consider partnering with Operation Lifesaver to reduce rail-related injuries and deaths in Canada. Should you have any questions or ideas about how we might collaborate, please don't hesitate to get in touch. We look forward to hearing from you.

Sincerely,

Sarah Mayes
National Director, Operation Lifesaver Canada
smayes@railcan.ca
613-564-8097

January 10, 2020

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

Attention: Mayor Barbara Roden

Dear Mayor Roden:

**Subject: 2020 Grant Writing Support
Northern Development Project Number 6483 20**

The Northern Development Initiative Trust board appreciates your interest and application to the 2020 Grant Writing Support program. The purpose of this funding is to provide grant writing support for priority community projects and to provide assistance to non-profits and First Nations located in or near your community. We are pleased to advise you that your application has been approved for a rebate grant of up to \$8,000.00 toward a community grant writing position. Northern Development is flexible as to when you contract or hire these services during 2020.

The Village of Ashcroft must submit a completed Grant Writing Support program reporting form which can be found on Northern Development's website at www.northerndevelopment.bc.ca/funding-programs/capacity-building/grant-writing-support/. This report must verify a minimum of \$10,500 in wages or contract payments, a minimum of 400 hours spent on grant writing services, and a minimum of \$200,000 of grant applications during the approved calendar year. The minimum requirements must be met in order for Northern Development to issue the full \$8,000.00 rebate. Complete reporting is required prior to February 28, 2021.

The Northern Development Board wants to see the Village of Ashcroft reach its economic potential and we look forward to being a partner in that endeavor.

Sincerely,

Joel McKay
Chief Executive Officer

c: Anne Yanciw, Chief Administrative Officer, Village of Ashcroft
Yoginder Bhalla, Chief Financial Officer, Village of Ashcroft
Daniela Dyck, Deputy Corporate Officer, Village of Ashcroft

RECEIVED

JAN 14 2020
THE CORPORATION VILLAGE OF ASHCROFT

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

1. Interior Health
 - RIH CSB Building Elevators Out of Service
2. TNRD
 - Kamloops Libraries Launches New Programs and Events
3. CN Rail
 - Public Enquiry and Police

/dd

Actionable Motion and Task List Tracker

Jan-20

Motion No.	Motion	Staff Responsible	Comments	Time line	Status
SM-03-10-19	"That Council direct staff to approach Director Rice, TNRD Area "I" and apply for financial assistance through his discretionary Gas Tax Funds"	CAO	he requires a report to take to the TNRD Board for expenditure approval. Dir. Rice has allocated up to		in-progress
08-10-2019	"That Council include at the 2020 Budget discussions, consideration of a Trails Master Plan that could identify feasible trails and pathways for the development of a trail and walking path network in the Village of Ashcroft."	CFO	To be discussed at budget deliberations		in-progress
11-10-2019	"That Council direct staff to contact the Ashcroft representative at the Health Round Table and request that a Standing Committee be set up specifically to discuss 7 days per week services at the Emergency Department and report back to the Round Table."	CAO/Mayor	Round Table deferred discussion to a future meeting.		Complete
15-10-2019	"That Council approves proceeding with the River Intake Upgrades & Backup Generator to take advantage of the remaining grant to fund two critical pieces of the Village water infrastructure."	CFO	CFO to work with the Province, Engineers and PW	asap	Complete
04-11-2019	"That Council approve the Development Variance Permit Application 19-03 for the property located at 30, 807 Railway Ave., Ashcroft, BC, Strata Lot 22, Plan KAS1700, DL423, KDYD, PID#023-656-387."	CAO	Notice to be placed on title		Complete
05-12-2019	"That Council approve the Development Variance Permit Application 19-04 for the property located at 29, 807 Railway Ave., Ashcroft, BC, Strata Lot 21, Plan KAS1700, DL423, KDYD, PID#023-656-379."	CAO	Notice to be placed on title		Complete
18-11-2019	"That Council consider participating in the Age Friendly Program during budget deliberations."	CFO	Include in Budget deliberations		in-progress
20-11-2019	"That Council approve staff to estimate the installation and operational costs of the mural and report back to Council."	PWF			in-progress

21-11-2019	"That staff develop a survey regarding communications and distribute it via a mail drop, on the Village website, at the Village office and other venues as appropriate, and that all completed surveys be entered in an "Ashcroft Bucks" draw."	CAO			Complete
25-11-2019	"That Council review the current committee appointments, consider changes and bring suggestions to Council for consideration at a future meeting."	Council	DCO to include in future agenda for consideration	January	in-progress
	2020 MOTIONS				
R-2020-04	"THAT Councillor Tuohey be appointed by Council to attend the HUB Society Board Meetings and report back to Council; and further that Councillor Anderson be appointed as the alternate."	DCO	Send letter to HUB advising Council members participation		Complete
R-2020-06	"THAT Council send a resolution calling on the Province to put signage on Class A highways indicating areas with little or no cell coverage."	Mayor	Forward resolution to SILGA using the UBCM Resolution format. Bring back for Council approval prior to submission.	28-Feb-20	in-progress
R-2020-08	"THAT Council proclaim the week of January 26, 2020 Family Literacy Week." "THAT Council donate use of the arena for a free family skate on Jan 31, 2020 to Bridging to Literacy."	DCO	Fwd proclamation to Bridging to Literacy		Complete
R-2020-10/11	"THAT use of the Community Hall for December 15 – 19, 2020 be granted to the Ashcroft & Area Community Resource Society, and that all fees be waived." Amendment to the Motion: "THAT all fees be waived for the facility use."	DCO	Send letter advising approval of request		Complete
R-2020-12	"THAT a different member of Council participates in a HUB online scheduled interview as requested throughout the course of the year."	N/A	No Action Required. HUBON is aware		Complete
R-2020-14	"THAT staff send a letter of thanks to the CiB Committee for all their efforts to make our community so vibrant."	DCO	Send a letter of thanks for CiB efforts		Complete
R-2020-19	"THAT Council resolve to release the attached 2019 Closed Meeting Motions to the public at the January 13, 2020 Closed meeting."	DCO	Attach to Jan 13, 2020 agenda and minutes		Complete

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: January 27, 2020
FROM: DCO, Daniela Dyck
SUBJECT: Council Procedure Bylaw No. 834, 2020
REPORT #: 20-01

Purpose

To provide Council with the draft Village of Ashcroft Council Procedures Bylaw No. 834, 2020 for first reading.

Recommendation

THAT “the Village of Ashcroft Council Procedure Bylaw No. 834, 2020” be read a first time by title only.

Alternatives

N/A

Discussion

In working with the current Council Procedure Bylaw some items have been brought to staff’s attention that require updating; as such, staff has endeavored to research other communities Council Procedure Bylaws and has implemented what we feel are best practices into the draft Bylaw being brought forward for Council consideration today.

The Draft Bylaw was developed using the Provincial Council Procedures Bylaw template and the existing Council Procedure Bylaw No. 817, 2018 as the foundation with addition of the following:

NEW Parts:

- Part 2 – Roles, Responsibilities and Duty to Respect Confidentiality
- Part 3 – Conflict of Interest
- Part 8 – Resolutions

Updates to Parts

- Part 4 – Electronic participation of Council members
- Part 6 – Order of the Agenda
- Part 6 – Reconsideration by a Council member
- Part 7 – Bylaws
- Part 9 – Committee of the Whole
- Part 10 – Committees
- Part 11 – Commissions

Pursuant to the requirements of Section 124(3) of the Community Charter, public notice has been

given describing the proposed bylaw changes in general terms. This notice was published in the Ashcroft Cache Creek Journal newspaper on January 16 and 23, 2020 and was also posted on the public notice posting place (notice board in the Municipal Hall) on January 16, 2020 to date.

At adoption of the Bylaw, the following Policies will require repealing, as the content has been incorporated into the Bylaw:

- Policy No. 2005-13 Conflict of Interest;
- Policy No. 1.6 Town Hall and Community Forums;
- Policy No. 1.8 Public Meeting Procedures – Questions from the Public;
- Policy No. 1.10 Scheduled Planning Session.

Also requiring repeal and revision is the posted schedule of 2020 Council Meeting Dates.

Strategic/Municipal Objectives

Corporate Governance – Bylaw and Policy ongoing review and updates

Legislative Authority

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

Financial Implications

Advertising costs of \$310.00 were incurred.

Attachment Listing

1. Attachment 1 – Draft Council Procedures Bylaw No. 834, 2020
2. Attachment 2 – Advertisement published in the Ashcroft Cache Creek Journal

Prepared by:

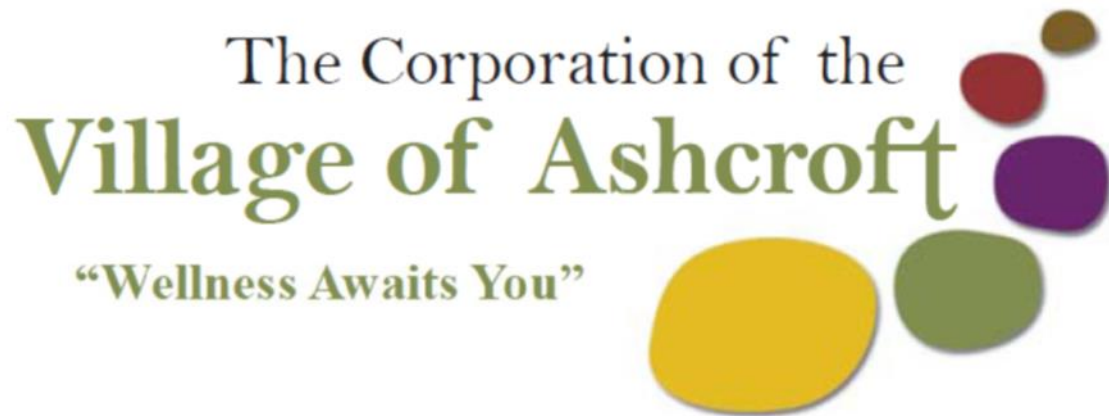


Daniela Dyck
Deputy Corporate Officer

Approved for submission to Council:



Anne Yanciw
Chief Administrative Officer



Council Procedure Bylaw No. 834, 2020

DRAFT

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DRAFT

VILLAGE OF ASHCROFT

BYLAW NO. 834, 2020

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

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

PART 1 – INTRODUCTION

Title

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

Interpretation

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

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

Application of rules of procedure

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

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

Roles and responsibilities of Council members

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

Roles and responsibilities of the Mayor

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

Duty to respect confidentiality

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

PART 3 – CONFLICT OF INTEREST

Application of this part

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

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

Declaration required

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

Restrictions on participation following the declaration

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

Withdrawal of declaration after legal advice

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

Member must not be present

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

Recording of declaration in the minutes

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

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

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

Restrictions on inside influence

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

Restrictions on outside influence

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

Exceptions from conflict restrictions

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

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

Disclosure of contracts with Council members and former Council members

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

Restrictions on use of insider information

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

Disqualification from holding office

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

PART 4 – COUNCIL MEETINGS

Inaugural Meeting

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

Time and location of meetings

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

Electronic meetings and participation by Council members

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

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

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

Notice of Council meetings

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

Notice of special meetings

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

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

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

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

PART 6 – COUNCIL PROCEEDINGS

Community Charter provisions

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

Attendance of public at meetings

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

Minutes of meetings to be maintained and available to public

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

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

Calling meeting to order

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

Adjourning meeting where no quorum

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

Agenda

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

Order of proceedings and business

- 32 (1) The agenda for all regular Council meetings will contain the following headings:
1. ADOPTION OF THE AGENDA
 - (a) Motions to Add or Delete Agenda Items
 - (b) Approval of the Agenda as Presented or Amended
 2. MINUTES
 3. DELEGATIONS
 4. PUBLIC INPUT
 5. CORRESPONDENCE
 - (a) For Action
 - (b) For Information
 6. UNFINISHED BUSINESS
 7. NEW BUSINESS
 8. BYLAWS
 9. STAFF REPORTS
 - (a) Request for Decision
 - (b) For Information
 10. COMMITTEE RECOMMENDATIONS
 11. REPORTS FROM COMMITTEES, COTW AND COMMISSIONS
 12. COUNCIL REPORTS
 13. RESOLUTION TO ADJOURN TO CLOSED MEETING
 14. REPORTS/RESOLUTIONS RELEASED FROM THE CLOSED MEETING
 15. ADJOURNMENT
- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Late Items

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

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

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

Voting at meetings

34 The following procedures apply to voting at Council meetings:

- (a) When debate on a matter is closed, the presiding member must put the matter to a vote of Council members;
- (b) When the Council is ready to vote, the presiding member must put the matter to a vote by stating:

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

Delegations, Petitions and Correspondence

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

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

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

Public Input

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

Points of order

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

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

Conduct and debate

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

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

Motions generally

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

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

Motion to commit

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

Motion for the main question

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

Amendments generally

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

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

Notice of Motion

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

Reconsideration by Mayor

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

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

Reconsideration by Council member

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

Privilege

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

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

Reports from Committees

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

Adjournment

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

PART 7 – BYLAWS

Copies of proposed bylaws to Council members

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

Form of bylaws

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

Bylaws to be considered separately or jointly

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

Reading and adopting bylaws

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

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

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

Bylaws must be signed

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

PART 8 - RESOLUTIONS

Copies of resolutions to Council members

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

Form of resolution

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

Introducing resolutions

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

PART 9 - COMMITTEE OF THE WHOLE

Going into COTW

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

Notice for COTW meetings

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

Minutes of COTW meetings to be maintained and available to public

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

Presiding members at COTW meetings and quorum

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

Points of order at meetings

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

Conduct and debate

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

Voting at meetings

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

Reports

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

Rising without reporting

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

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

PART 10 – COMMITTEES

Duties of Standing Committees

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

Duties of Select Committees

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

Schedule of Committee meetings

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

Notice of Committee meetings

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

Attendance at Committee meetings

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

Minutes of Committee meetings to be maintained and available to public

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

Quorum

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

Conduct and debate

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

Voting at meetings

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

PART 11 - COMMISSIONS

Schedule of commission meetings

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

Notice of commission meetings

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

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

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

Quorum

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

Conduct and Debate

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

PART 12 – GENERAL

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

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

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

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

READ A FIRST TIME this _____ day of _____

READ A SECOND TIME this _____ day of _____

READ A THIRD TIME this _____ day of _____

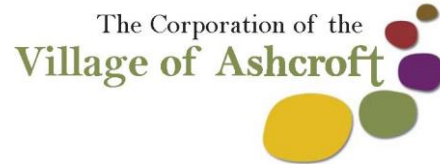
ADOPTED this _____ day of _____

Chief Administrative Officer

Mayor

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

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



Public Notice of Proposed Council Procedures Bylaw No. 834, 2020

Pursuant to the requirements of Section 124(3) of the Community Charter, public notice has been given describing the proposed bylaw changes in general terms.

The proposed Bylaw considers the Province of BC Council Procedures Bylaw Template and the existing Council Procedure Bylaw No. 817, 2018 as the foundation with addition of the following:

New Parts:

- Part 2 – Roles, Responsibilities and Duty to Respect Confidentiality
- Part 3 – Conflict of Interest
- Part 8 – Resolutions

Updates to Parts

- Part 4 – Electronic participation of Council members
- Part 6 – Order of the Agenda
- Part 6 – Reconsideration by a Council member
- Part 7 – Bylaws
- Part 9 – Committee of the Whole
- Part 10 – Committees
- Part 11 – Commissions

The proposed bylaw will be read a first time at the January 27, 2020 Regular meeting of Council at 7:00 pm in Council Chambers located at 601 Bancroft St.

The draft bylaw is available for public viewing by request at the Village office.

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: January 27, 2020
FROM: Yogi Bhalla, Chief Financial Officer
SUBJECT: 2019 Council Remuneration Report
REPORT #: 20-02

Purpose

The attached report has been prepared in accordance with the Community Charter Section 168 requirements and is provided for public information.

Recommendation

“That Council approve the Council Remuneration Report for 2019 as presented.”

Alternatives

N/A

Discussion

Section 168 of the Community Charter states:

168. Reporting of council remuneration, expenses and contracts

168 (1) At least once a year, a council must have prepared a report separately listing the following for each council member by name:

(a) the total amount of remuneration paid to the council member for discharge of the duties of office, including any amount specified as an expense allowance;

(b) the total amount of expense payments for the council member made to the council member as reimbursement for expenses incurred by the council member or as an allowance that is not reported under paragraph (a);

(c) the total amount of any benefits, including insurance policies and policies for medical or dental services, provided to the council member or the member's dependants;

(d) any contracts reported under section 107 [disclosure of contracts with council members and former council members], including a general description of their nature.

(2) If applicable, the report under this section must also list contracts referred to in subsection (1)

(d) for each former council member.

Strategic/Municipal Objectives

Committed to providing accountable leadership, meeting Provincial requirements and enacting transparency.

Legislative Authority

Community Charter Section 168

Financial Implications

Name	Position	Remuneration	Expenses	Benefits ¹
Roden, Barb	Mayor	\$ 14,815	\$ 6,639	\$ 165
Anderson, Marilyn	Councillor	\$ 8,015	\$ 4,812	\$ 165
Anstett, Jonah	Councillor	\$ 8,015	\$ 1,520	\$ 165
Davenport, Nadine	Councillor	\$ 8,015	\$ 3,482	\$ 165
Tuohey, Deb	Councillor	\$ 8,015	\$ 4,371	\$ 165
Total paid to Elected Officials		\$ 46,875	\$ 20,825	\$ 825

Notes:

1. The Benefit expense is the premiums paid for an accident insurance policy for members of Council while they are performing their civic duties.

Attachment Listing

N/A

Prepared by:



Yogi Bhalla
Chief Financial Officer

Approved for submission to Council:



Anne Yanciw
Chief Administrative Officer

Report on Council Remuneration and Expenses
For the Fiscal Year Ended December 31, 2019
Pursuant to the Community Charter Section 168:
Presented to Mayor and Council at the Regular Meeting held on:
Monday January 27, 2020.

Certified correct:



Yoginder (Yogi) Bhalla
Chief Financial Officer

COUNCIL COMMITTEE AND LIAISON REPORT

DATE: January 23, 2020
TO: Council
FROM: Mayor Roden

Assigned Committees:

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

Alternate:

Heritage
 Communities in Bloom (CiB)

Jan. 14, 2020: Ashcroft Health Services Planning Table meeting

Interior Health officials, elected officials, and other health care-related stakeholders attended a meeting, where an update on local health care was provided. There have been no ED closures since July; there is a new, consistent nursing rotation in Ashcroft with additional home health care available and more flexibility; two more nurses will soon be starting; three nurses (two from Ashcroft, one from Clinton) are going to get their Rural and Remote Certification, which will enable them to perform procedures such as sutures; there is new technology coming to the Ashcroft site which will assist in patient treatment (such as the ability to show the progress of a healing wound live in real time to someone not in Ashcroft; currently photographs/images need to be faxed).

Dr. John Soles of Clearwater, Interior Region Physician Lead, spoke plainly about why doctors are not coming to/staying in the community, the challenges physicians face when they move to rural communities, and the need to build relationships with physicians so they feel a part of the community and want to stay. He noted that the whole community has to be behind them, not undercutting them or complaining.

With Bev Grossler—community integrated hospital services manager for acute residential and emergency in the Thompson-Cariboo—retiring, there will be some restructuring. The plan is to have a dedicated manager for Ashcroft/Clinton/Logan Lake based out of Ashcroft who provides a broader range of services than in the past, when several people each provided one or two services.

A request from the Village of Ashcroft that the Planning Table form a standing committee specifically to discuss seven day per week Emergency Department service was discussed, with a decision deferred to a future meeting to give participants an opportunity to consider the matter. A draft Terms of Reference for the Planning Table was considered and discussed, with some amendments/clarifications requested.

Jan. 16, 2020: TNRD legal workshop

Attended a workshop led by Denise McCabe of Fulton and Co., which was arranged by the TNRD and open to elected officials and staff in the TNRD. Subjects discussed included the roles and responsibilities of elected officials; ethical conduct (including conflicts of interest); public hearings and procedural fairness; and the forthcoming provincial Declaration on the Rights of Indigenous Peoples Act.

Jan. 16, 2020: Regular TNRD board meeting

Kamloops-Thompson-Cariboo MP Cathy McLeod gave a federal update and spoke about the government's responsibility in supporting industry, workers, and communities. Kamloops MLAs Peter Milobar and Todd Stone gave an update on some opportunities for the upcoming provincial budget, which will be finalized in February. Items up for consideration include reinstating the rural dividend fund, providing more support for forestry communities, and improvements to highway safety in the region. Other topics discussed included housing supply and affordability, the property assessment process, and highway maintenance. Fraser-Nicola MLA Jackie Tegart had hoped to attend but was unable to be there.

In our area, the board approved an expenditure from the Federal Gas Tax—Community Works Fund of \$150,000 (maximum) to assist Gold Country Communities Society in the development of five tourism stops along the Fraser Canyon corridor between Kanaka Bar and the Bonaparte Plateau (TNRD Area "I").

Jan. 16, 2020: TNRD board meeting/dinner with SD 73

TNRD directors and senior staff met with senior staff and trustees of School District No. 73 to discuss challenges and successes within the district. There was much interest in the Ashcroft HUB model for decommissioned schools, and an emphasis on the need for existing schools to abandon the Monday to Friday daytime, 10 months a year model and become more community-focused so as to attract more community members to school facilities during non-school hours.

Jan. 17, 2020: TNRD training session

TNRD directors met for an "Enhancing a Collaborative Culture" training session led by Tracey Laurenson.

Jan. 17, 2020: Meeting with Kris Kadzielski of Gravity Productions

Met with Kris, the location manager for the Gravity Productions TV show filming in Ashcroft, to discuss filming plans.

Jan. 17, 2020: "Green Spaces" presentation by local students and TRU

Desert Sands Community School Youth Coordinators Rhea Little and Lenay Weigel, and DSCS participant Austin Husa, gave a presentation on an art-based, youth-driven research study (in partnership with Thompson Rivers University) they have been involved with since February 2019. With other students, the trio have been meeting to discuss youth involvement in the communities of Ashcroft, Cache Creek, and 16 Mile, and other important issues affecting youth. They conducted a research study and analyzed the data, and made a presentation about the voice of

rural youth, the highlight of which was an original music video and song about the importance of green spaces in our communities where youth can feel included and safe.

Jan. 22, 2020: Special meeting of council with Kris Kadzielski of Gravity Productions

Kris met with council to give an update on the production that will be filming in Ashcroft and answer questions.

Jan. 22, 2020: Special TNRD board closed meeting

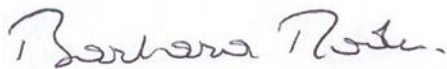
Jan. 22, 2020: Meeting of HUB Online Network advisory committee

The HUB Online Network (HON) is soliciting feedback about the quality/scope/content of its productions to date, and what the HON could focus on/cover going forward. More content pertaining to youth was suggested, to both highlight what youth/youth groups in the area are doing, particularly as we have an older demographic that might not be aware of these initiatives. More focus on local volunteer organizations was also suggested.

Jan. 23, 2020: Radio interview

Interview on the Jeff Andreas show on Radio NL about the *Twilight Zone* episode filming in Ashcroft and the impact—economic and otherwise—on the Village.

Respectfully submitted,



Barbara Roden,
Mayor

COUNCIL COMMITTEE AND LIAISON REPORT

DATE: January 27, 2020
TO: Council
FROM: Councillor Anderson

Deputy Mayor – November 1, 2018 – October 31, 2019

Assigned Committees:

Northern Development Initiative Trust
Health Care
Bifuka

Alternate:

Finance Committee
Historic Hat Creek Society
The Hub

January 21, 2020 at 9:00 a.m. in 100 Mile House

Attended NDIT Regional Advisory Committee Meeting in person. 10 minute late arrival due to icy road conditions.

- 2020 Elections
 - o ReElect Chair Mitch Campsall (1-year term);
 - o Elected Vice Chair Margo Wagner (1-year term);
 - o Elected Directors Margo Wagner and Sally Watson (2-year term).
- The proposed meeting dates for 2020 were approved. These dates will be posted on the NDIT website.
- Adoption of the Strategic Plan for 2020-2022 was approved.
- The Board supported Internship Program funding increases for 2020 to both Local Government Internship and First Nations Government Internship programs through an annual salary increase of \$5000. This will better align wages with other comparable internships across BC. The Board also approved a housing allowance of up to \$10,000 which will help offset the increased rental cost in northern communities across the province.
- During 2019, a total of 65 projects were funded through Festival and Events, Business Façade and Community Development programs totalling \$1,554,029

Moved in-camera, however I can say I am looking forward to the release of some exciting news from NDIT, possibly as early as February or March 2020.

Respectfully submitted,

Marilyn Anderson
Councillor

COUNCIL COMMITTEE AND LIAISON REPORT

DATE: January 27, 2020
TO: Council
FROM: Councillor Anstett

Deputy Mayor – November 1, 2019 – October 31, 2020

Assigned Committees:

Transit
Seniors Liaison

Alternate:

Tourism & Economic Development
Northern Development Initiative Trust (NDIT)
TNRD

Notice of Motion:

At the January 13, 2020 Regular Meeting of Council, I advised Council that I would be bringing a “Notice of Motion” to the January 27, 2020 Regular Council meeting.

I would like Council to consider re-writing or amending the existing Village of Ashcroft Outdoor Burning Bylaw No. 811, 2017.

Rationale:

The current bylaw does not allow for the burning of backyard waste. With the changes to the land fill and transfer station it is difficult for some residents to dispose of backyard waste. Even though the Village provides spring and fall cleanup days it is challenging to dispose of yard waste due to new Transfer Station restrictions, and the new charges have increased the Village’s cost for this service substantially.

Community safety is the intent of this Notice of Motion; changing the bylaw to allow outdoor burning at certain times during the year, would enable the Fire Department to conduct controlled burns, thereby reducing the fuel load for potential wildfire in the community.

I propose that Council consider amending or re-writing the Outdoor Burning Bylaw to allow Backyard burning at certain times during the year with strict guidelines to control potential hazards.

Attachments:

1. Outdoor Burning Bylaw No. 811, 2017

Respectfully submitted,

Jonah Anstett
Councillor,

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 811

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

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

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

- 1) That this Bylaw may be cited as “Village of Ashcroft Outdoor Burning Bylaw No. 811, 2017”.
- 2) That Bylaw No. 651, cited as “Village of Ashcroft Fire Regulation Bylaw No. 651, 1999”, and all amendments thereto, are hereby repealed.

Interpretation

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

Prohibition

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

Exceptions

- 5) Notwithstanding Section 4, the following is permitted within the Village boundaries:
 - a) Interface burning to prevent the spread of fire. This burning shall be permitted only on prior approval of the Corporate Officer by recommendation of the Fire Chief, or designate, and the Ministry of Forests; and shall be supervised by the Fire Chief or his designate.
 - i) Only natural fuels may be burned.
 - ii) Burn piles must be located at a distance of 50 meters from any structure or as designated at the discretion of the Fire Chief.

- iii) The Corporate Officer, under the recommendation of the Fire Chief may permit burning of land clearing materials subject to sections 5(a)(i) and 5(a)(ii) being met along with any other conditions listed on the permit.
 - iv) Where in the opinion of the Fire Chief a significant interface fire hazard exists on a private property and where all other avenues for removal of the hazardous fuels have been exhausted, the Fire Chief may recommend the Corporate Officer to grant the property owner permission for open burning subject to conditions specified by the Fire Chief through issuance of a permit set out in Schedule "C". Any such burning undertaken by the property owner shall be solely at the property owner's own risk and expense.
- b) Fire Department training exercises on the approval of Council.
- c) Burning lawfully conducted as part of a farm operation pursuant to the provisions of the *Farm Practices Protection (Right to Farm) Act*.
- d) Fires for ceremonial or religious events subject to receiving prior approval from the Village through the issuance of a permit set out in Schedule "B".
- e) Outdoor use of BBQ's or smokers that burn briquettes, charcoal, wood chips, propane or natural gas, for the purpose of cooking or preserving food.
- f) Outdoor use of portable burning devices that operate with propane or natural gas for the purposes of warmth and ambiance, subject to the following provisions:
 - i) the device shall be situated at least 3 meters from any buildings, items constructed of wood, trees, and shrubs;
 - ii) no device shall be operated under trees, branches, or wires;
 - iii) the device shall be operated on a durable, non-combustible surface; and
 - iv) a person must adhere to the protective measures described in Section 11(g) of this bylaw.

Permits

- 6) Permits are issued from the Village office and are valid only during the date, time and location specified on the permit.
- 7) All persons applying for a permit shall pay a non-refundable \$10.00 application fee.
- 8) A permit shall not be transferable.
- 9) A household may be issued a maximum of two (2) permits per year.
- 10) The Corporate Officer or designate has the sole authority to issue or deny a permit. The decision of the Corporate Officer will be based on the provisions contained within this Bylaw, consultation with the Fire Chief and the prevailing current conditions as declared by the Ministry of Forests, Lands, and Natural Resources Kamloops Fire Zone, and its successors; the decision made by the Corporate Officer is final and is not open to reconsideration.
- 11) The procedure to obtain a permit is as follows:
 - a) All persons wanting a burning permit for Ceremonial or Religious Events must complete the application located within Schedule "B" of this bylaw, prior to the proposed ceremony or religious event.
 - b) All persons wanting a burning permit for Interface Fuel Reduction must complete the application located within Schedule "C" of this bylaw, not less than 7 days prior to the proposed date for interface fuel reduction.

- 12) All persons approved for a permit for either Ceremonial and Religious Events or Interface Fuel Reduction are bound by the terms and conditions found within Schedule "B" and Schedule "C" respectively, of this bylaw.

Offence/Penalties

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

READ A FIRST TIME THIS	10 th	DAY OF	April	, 2017
REA A SECOND TIME THIS	10 th	DAY OF	April	, 2017
READ A THIRD TIME THIS	10 th	DAY OF	April	, 2017
RECONSIDERED AND ADOPTED THIS	24 th	DAY OF	April	, 2017

John C. (Jack) Jeyes, Mayor

J. Michelle Allen, Chief Administrative Officer

Certified to be a true and correct copy
of Bylaw No. 811 as adopted by Council.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw

COUNCIL COMMITTEE AND LIAISON REPORT

DATE: January 27, 2020
TO: Council
FROM: Councillor Tuohey

Deputy Mayor – November 1, 2021 – October 31, 2022

Assigned Committees:

Heritage
 Communities in Bloom (CiB)
 HUB Board Meeting

Alternate:

Cache Creek Environmental Assessment
 Health Care
 Seniors Liaison
 Municipal Insurance Association (MIA)

HUB Society Monthly Meeting – January 14, 2020

The HUB is trying to get funding for an Electric Board. There was much discussion on where it would go and what it would be used for.

Some ideas:

1. On the HUB Building
2. On Village property
3. On private property downtown

The sign would be used for events and emergencies. I suggested more discussion the with Village before moving forward. I was not sure what the Village status was on the same idea.

The HUB is going to formally become a business incubator, as the Village OCP outlines. They will be working closely with Deb Arnott on this initiative.

The HUB is offering a program through the Provincial Gov't called "Choose to Move." The program is for seniors that are sedate or limited in their physical abilities to encourage more activity for an improved and healthier lifestyle.

Next meeting – Feb. 11, 2020 – I need Cnclr. Anderson to attend for me if she is available.

Communities in Bloom

No meeting but projects being worked on include:

Tree pruning workshop with Greg Houghton – Horticulturalist and ISA Certified Arborist. – Wed. Fe. 19, 2020 at Ashcroft Community Hall 9 am – 1 pm. \$10.00 per person.

The CiB would like to see some of the Village staff attend, also info put in newsletter.

CiB is proposing a shade sail to cover the playground at the pool park. Research has been done and cost would be around \$30,000. There is a possible grant for \$18,00 from the Canadian Dermatology Association. Other funds would be raised locally.

HUB Online Network – January 20, 2020

The program is funded until the end of April. There is lots of brainstorming going on to have it continue.

There are learning opportunities for people interested if they are able to volunteer some time. Public is being asked for ideas and changes to keep the program going. Overall the program is a success and exceeded most of the goals.

Respectfully submitted,

Deb Tuohey,
Councillor