



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR AGENDA

**FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 4:30 PM ON MONDAY, JANUARY 28, 2019**

1. CALL TO ORDER

2. MINUTES

2.1. Minutes of the Regular Meeting of Council held Monday, January 14, 2019 **P. 1-8**

3. DELEGATIONS

3.1. None

4. CORRESPONDENCE

4.1. Kamloops This Week
- Thompson Nicola Regional Library Spring Summer Activity Guide,
opportunity to advertise free programs **P. 9-10**

4.2. BC Museums Association
- 2019 BC Family Day – Mini Grant Opportunity **P. 11-13**

4.3. Gold Country Communities Society
- Letter of support for 3rd Phase Geocaching funding application **P. 14**
- Sponsorship of 3rd Phase of Geotour Event, September 21, 2019 **P. 15-16**

4.4. Information Correspondence Listing for January 28, 2019 **P. 17**

5. UNFINISHED BUSINESS

5.1. None

6. NEW BUSINESS

6.1. Subdivision and Development Servicing Bylaw
- Proposed Work Program and Budget **P. 18-23**

7. BYLAWS

7.1. Introduction and First 3 Readings

None

7.2. Reconsideration and Final Adoption

7.2.1. Bylaw No. 825 – Ashcroft Water Treatment Plant Short Term Loan Authorization Bylaw

P. 24

8. REPORTS

Council Reports

8.1. Finance Committee
Mayor Roden, Councillor Anderson, Councillor Davenport

8.2. Northern Development Initiative Trust
Councillor Anstett Alternate – Councillor Anderson

8.3. Gold Country Communities Society
Mayor Roden Alternate – Councillor Davenport

8.4. Historic Hat Creek
Councillor Roden Alternate – Councillor Anderson

8.5. Cache Creek Environmental Assessment
Mayor Roden Alternate – Councillor Tuohey

8.6. Thompson-Nicola Regional District
Mayor Roden Alternate – Councillor Anstett

The Current – Highlights from the Board of Directors' Meeting of January 17, 2019

P. 25-27

8.7. Tourism
Councillor Davenport Alternate – Councillor Anstett

8.8. Economic Development
Councillor Davenport Alternate – Councillor Anstett

8.9. Heritage
Councillor Tuohey Alternate – Mayor Roden

Request for budget approval for 2019 Heritage Event

8.10. Transit
Councillor Anstett Alternate – Councillor Davenport

8.11. Communities in Bloom
Councillor Tuohey Alternate – Mayor Roden

8.12. Health Care
Councillor Anderson Alternate – Councillor Tuohey

8.13. Seniors' Liaison
Councillor Anderson Alternate – Councillor Tuohey

8.14. Other

(Motion to receive both verbal and written reports)

9. CHIEF ADMINISTRATIVE OFFICER REPORTS

9.1 None

10. CHIEF FINANCIAL OFFICER REPORTS

10.1 None

11. QUESTION PERIOD

12. INCAMERA

12.1. Motion to move in-camera to discuss an item under the *Community Charter* Section 90.1(c) (Personnel)

13. TERMINATION



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR AGENDA

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 4:30 PM ON MONDAY, JANUARY 14, 2019

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

J. Michelle Allen, Chief Administrative Officer
Yoginder Bhalla, Chief Financial Officer

Public

EXCUSED: Wayne Robinson, Deputy Corporate Officer

1. **CALL TO ORDER**

Mayor Roden called the meeting to order at 4:30 pm.

2. **MINUTES**

2.1. **Minutes of the Regular Meeting of Council held Monday, December 10, 2018**

Mayor Roden declared the Minutes of the Regular Meeting of Council held on Monday, December 10, 2018 adopted as presented.

3. **DELEGATIONS**

3.1. **Jackie Tegart, MLA, Fraser-Nicola – Congratulations on Election**

MLA Tegart thanked Council for the opportunity to speak to them. She congratulated Council on their election and advised that she and her staff were always available to assist with any items that may come. She looks forward to working with Council over the next few years.

4. **CORRESPONDENCE**

4.1. **Ashcroft & Area Community Resources Society – Request for donation of Ashcroft Community Hall for 2019 Christmas Hamper Drive, December 17-21 inclusive**

M/S Councillor Tuohey / Councillor Anstett

“That the Village donate the use of the Ashcroft Community Hall to the Ashcroft and Area Community Resource Society for the period December 17 – 21 inclusive for the annual

Christmas Hamper Drive and further that the Village cover the cost of the liability insurance for this event.”

Carried. (01-01-19)

4.2. Legislative Assembly of British Columbia – Invitation to provide written submission on the establishment of transportation network services (ride hailing services) boundaries

M/S Mayor Roden / Councillor Davenport

“That the invitation from the Legislative Assembly of British Columbia to provide comments on the establishment of ride hailing service boundaries be received and filed.”

Carried. (02-01-19)

4.3. Gold Country Communities Society – Opportunity to Sponsor the 2019 Annual Tourism Symposium and Fam Tour, May 3 & 4, 2019

M/S Councillor Davenport / Councillor Anderson

“That the Village of Ashcroft provide \$2,500 to Gold Country Communities Society for sponsorship of the 2019 Annual Tourism Symposium and Fam Tour on May 3 & 4, 2019.”

Defeated.

M/S Councillor Anstett / Councillor Tuohey

“That the correspondence from Gold Country Communities Society inviting the sponsorship of the 2019 Annual Tourism Symposium and Fam Tour on May 3 & 4, 2019 be received and filed.”

Carried. (03-01-19)

4.4. Mayor Nobuo Yamaguchi, Town of Bifuka – Letter of Congratulations to Mayor Roden

M/S Mayor Roden / Councillor Tuohey

“That the village send a reply to Mayor Yamaguchi thanking him for his letter of congratulations and further that a photo of the new Council be enclosed with the letter.”

Carried. (04-01-19)

4.5. Valerie Freestone – Comments regarding requirement to clear snow from sidewalks

M/S Mayor Roden / Councillor Anderson

“That the Village reply to Ms. Freestone enclosing a copy of the relevant bylaw and explaining the reasons that the Village does not clear the snow from sidewalks.”

**Carried. (05-01-19)
Councillor Tuohey Opposed**

M/S Councillor Tuohey / Councillor Anderson

“That staff investigate the costs to have the public works crew clear all sidewalks in the downtown area and further that this information be brought forward for discussion during the budget process.”

Carried. (06-01-19)

4.6. Gloria Mertens – Concerns regarding sidewalks not being cleared of snow

M/S Councillor Tuohey / Mayor Roden

“That the letter from Ms. Mertens regarding sidewalks not being cleared of snow be received and filed.”

Carried. (07-01-19)

4.7. Jessica Clement, Literacy Outreach Coordinator – Request to Proclaim Family Literacy Week January 20-26 and provide free family skate on January 25

M/S Councillor Anstett / Councillor Davenport

“That the Village proclaim Family Literacy Week in Ashcroft January 20 – 26, 2019 and further that the Village provide a free family skate on Friday, January 25 from 6:45 pm – 8:30 pm.”

Carried. (08-01-19)

4.8. Clinton Annual Ball Committee – Invitation to Mayor Roden to attend 152nd Annual Ball on Saturday, May 18, 2019

M/S Councillor Anstett / Councillor Anderson

“That the invitation to Mayor Roden to attend the 152nd Annual Clinton Ball on Saturday, May 18, 2019 be received and filed.”

Carried. (09-01-19)

M/S Councillor Tuohey / Councillor Davenport

“That the Village purchase two tickets to the 152nd Annual Clinton Ball on Saturday, May 18, 2019 to allow Mayor Roden and her guest to attend on behalf of the Village of Ashcroft.”

Carried. (10-01-19)

4.9. Southern Interior Local Government Association – Nominations for Community Excellence Awards

M/S Councillor Anderson / Councillor Davenport

“That the information from the Southern Interior Local Government Association regarding nominations for their Community Excellence Awards be received and filed.”

Carried. (11-01-19)

4.10. Information Correspondence Listing for January 14, 2019

M/S Councillor Davenport / Councillor Anderson

“That the information correspondence listing for January 14, 2019 be received and filed.”

Carried. (12-01-19)

M/S Mayor Roden / Councillor Tuohey

“That the Village send a letter to the Ministry of Transportation and Infrastructure supporting the concerns raised by Ms. Gloria Mertens in her letter to the ministry October 28, 2018 regarding pedestrian safety on Highway 97C.”

Carried. (13-01-19)

5. UNFINISHED BUSINESS

5.1. None

6. NEW BUSINESS

6.1. Proposed Hotel Market Study – Authorization for Administration to release study to interested parties

M/S Councillor Tuohey / Councillor Anstett

“That Administration be authorized to release the hotel market study prepared by HVS Consulting and Valuation to interested parties and other potential investors as the opportunities present themselves.”

Carried. (14-01-19)

6.2. Northern Development Initiative Trust – Application for the 2019 Love Ashcroft Program

M/S Councillor Anstett / Councillor Anderson

“That Administration be authorized to submit a grant application to Northern Development Initiative Trust for the 2019 Love Ashcroft Program in the amount of \$1,200.”

Carried. (15-01-19)

6.3. Investing in Canada Infrastructure Program – British Columbia, Community, Culture and Recreation Infrastructure – Resolution in support of application to replace hot tub and Ashcroft Pool

M/S Mayor Roden / Councillor Anstett

“That Staff submit an application for grant funding for the Ashcroft Hot Tub Replacement Project through the ICIP – Community, Culture and Recreation Program and further that Council supports the project and commits to our share of \$46,655 for this project.”

Carried. (16-01-19)

6.4. Community Child Care Programs – Provincial Funding Opportunities

M/S Mayor Roden / Councillor Anstett

“That the staff report on Provincial funding opportunities for community child care programs be received and filed.”

Carried. (17-01-19)

7. BYLAWS

7.1. Introduction and First 3 Readings

7.1.1. Bylaw No. 825 – Ashcroft Water Treatment Plant Short Term Loan Authorization Bylaw, 2019

M/S Mayor Roden / Councillor Tuohy

“That Bylaw No. 825 – Ashcroft Water Treatment Plant Short Term Loan Authorization Bylaw be introduced and read given first three readings.

Carried. (18-01-19)

7.2. Reconsideration and Final Adoption

7.2.1. None

8. REPORTS

Council Reports

**8.1. Finance Committee
Mayor Roden, Councillor Anderson, Councillor Davenport**

No report.

**8.2. Northern Development Initiative Trust
Councillor Anstett Alternate – Councillor Anderson**

Councillor Anstett advised that neither he nor Councillor Anderson are available for the January 29, 2019 meeting in 100 Mile House. Mayor Roden will see if she is available.

8.3. Gold Country Communities Society
Mayor Roden Alternate – Councillor Davenport

No report.

8.4. Historic Hat Creek
Councillor Roden Alternate – Councillor Anderson

No report.

8.5. Cache Creek Environmental Assessment
Mayor Roden Alternate – Councillor Tuohey

No report.

8.6. Thompson-Nicola Regional District
Mayor Roden Alternate – Councillor Anstett

Council reviewed The Current – Highlights from the Board of Directors' Meeting of December 20, 2018.

8.7. Tourism
Councillor Davenport Alternate – Councillor Anstett

No report.

8.8. Economic Development
Councillor Davenport Alternate – Councillor Anstett

Councillor Davenport advised Council that Community Futures is continuing to work with other organizations to provide training sessions funded through wildfire programs. She also advised that there is a survey regarding the development of a regional Chamber of Commerce and Ms. Arnott will be meeting with Kamloops Chamber representatives to discuss possible next steps.

8.9. Heritage
Councillor Tuohey Alternate – Mayor Roden

Councillor Tuohey advised Council that Heritage Week will be February 18 – 24 and the theme is "The Tie that Binds". She will be meeting with Kathy Paulos and representatives from Cache Creek to develop the presentation.

8.10. Transit
Councillor Anstett Alternate – Councillor Davenport

Next meeting is February 5 in Clinton.

8.11. Communities in Bloom
Councillor Tuohey Alternate – Mayor Roden

Council reviewed the 2018 Year-end report and Financial Statement. The Committee continues to carry out a number of projects annually and have requested a meeting with the CAO and the Foreman to discuss 2019 projects.

8.12. Health Care

Councillor Anderson Alternate – Councillor Tuohey

Councillor Anderson advised that she has been in touch with Sheila Corneillie who is the Chair of the Wellness and Health Action Committee. The next meeting is on January 28, 2019.

8.13. Seniors' Liaison

Councillor Anderson Alternate – Councillor Tuohey

Mayor Roden provided Council with information on the Office of the Seniors Advocate and outlined many of the publications and resources that are available on that site.

8.14. Other

M/S Councillor Anderson / Councillor Davenport

"That Council receive the verbal and written reports as presented."

Carried. (19-01-19)

9. CHIEF ADMINISTRATIVE OFFICER REPORTS

9.1 M/S Mayor Roden / Councillor Anstett

"That staff submit an application for grant funding for "No. 1 Lift Station Replacement" through the ICIP – Rural and Northern Communities Program and further that Council supports this project."

Carried. (20-01-19)

10. CHIEF FINANCIAL OFFICER REPORTS

10.1 None

11. QUESTION PERIOD

Council was asked a number of questions and received comments regarding the proposed hot tub project, the format for the planning and budget session, who would be the new Champion of the Love Ashcroft program, sidewalk snow removal and a new poem and a new book that Mr. Larry Foss is writing. MLA Tegart advised Council that her office is endeavouring to hold a regional meeting on Monday, March 11 to discuss the developments at Ashcroft Terminal and how we can prepare our communities for the inevitable changes.

12. **INCAMERA**

12.1. **Motion to move in-camera to discuss an item under the *Community Charter Section 90.1(c) (Personnel) and an item under Section 90.1.(k) (Provision of Service)***

M/S Mayor Roden / Councillor Anstett

“That Council move to an In-Camera meeting to discuss an item under section 90.1.(c) and an item under section 90.1(k) of the Community Charter at 5:52 pm.

Carried. (21-01-19)

Council returned to the regular meeting at 7:01 pm.

M/S Mayor Roden / Councillor Anderson

“That Administration send a response to Ms. Gloria Mertens addressing the concerns that were raised regarding her perceived procedural fairness at the October 22, 2019 public hearing and further that all members of Council be copied on that email.”

Carried. (22-01-19)

13. **TERMINATION**

M/S Councillor Tuohey / Councillor Anstett

“That the Regular Meeting of Council terminate at 7:02 pm.”

Carried.

Barbara Roden, Mayor

Certified to be a true and correct copy of the Minutes of the Regular Meeting of Council held Monday, January 14, 2019.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw

Michelle Allen

From: admin <admin@ashcroftbc.ca>
Sent: Friday, January 18, 2019 1:26 PM
To: 'Michelle Allen'
Subject: FW: Thompson-Nicolas Regional Library Spring Summer Activity Guide
Attachments: TNRD Library.pdf; Untitled attachment 00015.htm

From: Don Levasseur [mailto:don@kamloopsthisweek.com]
Sent: January-18-19 9:53 AM
Subject: Thompson-Nicolas Regional Library Spring Summer Activity Guide

Here's a great opportunity to have your products and/or services reach over 40,000 homes throughout Kamloops, Merritt, Ashcroft, Barriere, Cache Creek, Clearwater, Logan Lake and at all Thompson Nicola Regional libraries throughout Kamloops and the Thompson Nicola Regional District. Plus the magazine will be placed online for the visitors of www.kamloopsthisweek.com and the Thompson Nicola Regional Library website. www.tnrl.ca

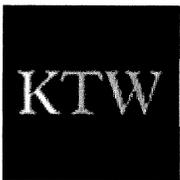
The Thompson-Nicola Regional Library Spring / Summer Program & Activity Guide, will be published on March 15, 2019 and will focus on FREE PROGRAMS for children, tweens, teens and adults. This full colour magazine offers businesses the opportunity to receive high advertising exposure with a shelf life of 6 months. No time to create an ad? No worries, our Graphic Design team will create your ad at **no additional cost**.

Below are links to previous publications and attached is the advertising rate sheet for your review and consideration.

https://issuu.com/kamthisweek/docs/ktwn180216_t
https://www.tnrl.ca/pages/branches/KTWN180216_T.pdf

If you would like to participate or have questions, please contact me at 778-471-7530. Space is limited.

Thanks



Don Levasseur
Advertising Sales Consultant

don@kamloopsthisweek.com
Phone: 778.471.7530 | Fax: 250.374.1033
www.kamloopsthisweek.com

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Thompson-Nicola Regional

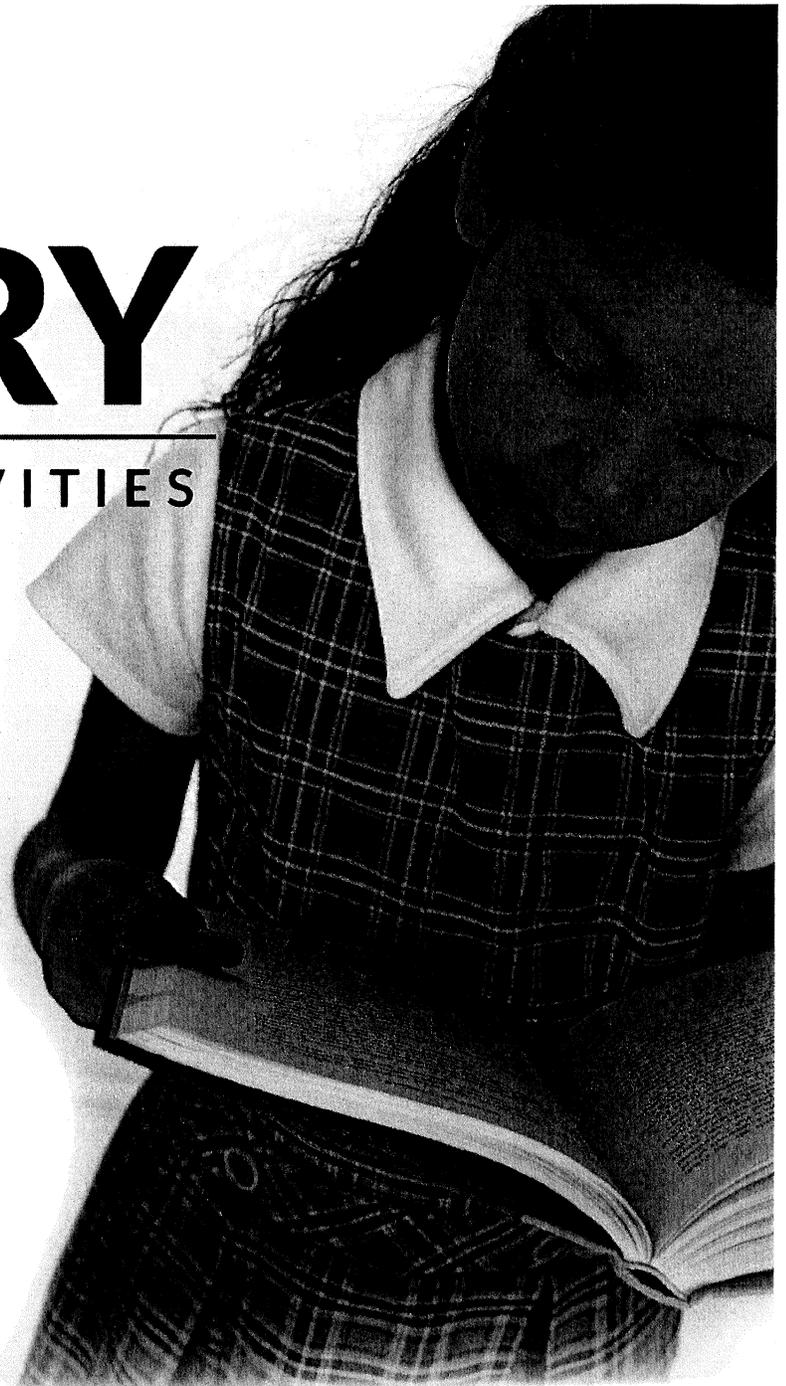
LIBRARY

PROGRAMS & ACTIVITIES

Here's a great opportunity to showcase your products, services or events to over 40,000 homes in Kamloops, Merritt, Ashcroft, Cache Creek, Chase, Barriere and Clearwater. Plus the guide will be available at Libraries throughout the Thompson Nicola Regional District and digitally on the libraries website. Family Focused programs and activities. Six month shelf life.

BENEFITS

- Great rates and full colour
- Excellent distribution
- Quality activities and programs with a 3 month shelf life
- Guide will be available at both library locations and online at Kamloops This Week and the library website.



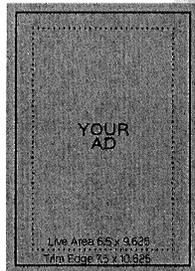
Ad Booking Deadline Friday February 22	Publication Date Friday March 15
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Submitting your own ad?

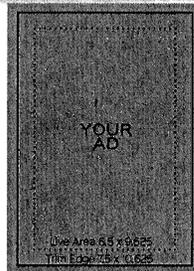
- PDF files only. (CMYK, 300ppi, no crop marks)
- Bleeds: 0.25" on full pages beyond trim. Keep vital information 0.125" - 0.25" From trim edge.

Need help creating your ad?

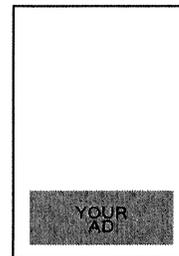
- Provide logos as PDF, EPS, or vector files, or high resolution jpeg
- Images should be as large and high resolution as possible (images taken from websites are usually not large enough for print)
- Provide your businesses address, phone number, website and social media handles.



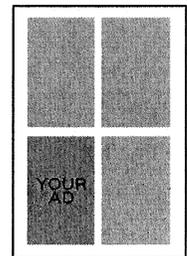
Back Cover
7.5" x 10.625" + .25" Bleed
\$850



Full page
7.5" x 10.625" + .25" Bleed
\$750



Banner page
6.5" x 2.4"
\$250



1/4 page
3.2" x 4.8"
\$225

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Dates & prices subject to change at discretion of Kamloops this Week

Michelle Allen

From: Anissa J. Paulsen <grants@museumsassn.bc.ca>
Sent: Thursday, January 17, 2019 12:28 PM
To: undisclosed-recipients:
Subject: BC Family Day 2019 mini-grant opportunity

Follow Up Flag: Follow up
Flag Status: Flagged

Apologies for cross-postings....but please help us spread the word about this BC Family Day funding opportunity.

BC Celebrates Family Day 2019!

Family Day was introduced in B.C. in 2013 to recognize the great contributions that families make to our lives, our communities and our province. Supporting families is essential to building strong, happy and healthy communities. B.C. Family Day is a day to get together with loved ones. In celebration of this important day, special events and activities in communities around the province are being held Family Day Weekend for families to enjoy.

The Province of British Columbia, in partnership with the B.C. Museums Association, is providing small grants to support local museums, art galleries, cultural institutions and First Nations communities in coordinating, family-based, admission-free community-based Family Day events. Grants up to a maximum of \$1000 are available to eligible organizations to cover a portion of the facility costs, equipment rentals, basic refreshments, etc. of a free community Family Day event.

Please visit our website for complete guidelines, eligibility criteria and the online application form:

<http://museumsassn.bc.ca/awards/bc-family-day-grants/>

All the best,
Anissa

Anissa J. Paulsen
Program Officer

BC Museums Association || 675 Belleville Street || Victoria, BC || V8W 9W2
Home Office: (250) 588-6600 (M, W, Th) || BCMA Office: (250) 356-5700 (Tu, F) || Cell: (778) 535-4305 || grants@museumsassn.bc.ca

BC Family Day Grants



B.C. celebrates Family on February 18, 2019!

Family Day was introduced in B.C. in 2013 to recognize the great contributions that families make to our lives, our communities and our province. Supporting families is essential to building strong, happy and healthy communities. B.C. Family Day is a day to get together with loved ones. In celebration of this important day, special events and activities in communities around the province are being held Family Day Weekend for families to enjoy.

The Province of British Columbia, in partnership with the B.C. Museums Association, is providing one-time grants to support local museums, art galleries, historic places, cultural heritage institutions and First Nations communities in coordinating, family-based, admission-free, Family Day events.

Grants up to a maximum of \$1000 are available to eligible organizations to cover a portion of the facility costs, equipment rentals, basic refreshments, etc. of a free community Family Day event.

Family Day Event Grant Criteria:

In order to qualify for a grant, you must meet the following criteria:

- Your organization must be a current BC Museums Association Institutional Member. For information about our membership program, please visit our website.
 - [NOTE: If obtaining a membership in the BCMA is a barrier for your organization, the BCMA may choose to waive this part of the criteria. Please get in touch with us if this is a concern: grants@museumsassn.bc.ca.]
- we are also encouraging and considering applications from First Nations communities to support artistic and cultural Family Day programming.
- Your proposed event must take place within British Columbia and specifically the applicant's community during BC Family Day long weekend (i.e. February 15, 16, 17 or 18, 2019).
- Your proposed Family Day event must be free and accessible to everyone and all ages. ***Please note there must be no financial requirements of the general public to attend the event.
- Your proposed Family Day event must be family-oriented.
- Your proposed Family Day event must be designated and "branded" as a Family Day event.

Other important things to know:

- We will only award one grant per event location.
- The grant is intended to cover a portion of the events' costs for: participant fees, facility fees, equipment, staffing, refreshments, etc.
- We encourage applications from First Nations communities to support artistic and cultural Family Day programming.
- Grant awards are up to \$1,000. Awards will be based on projected impact of your event in your community and your organization's need.
- Applications will generally be approved on a first-come, first-served basis, although some funds may be reserved to ensure a diversity of regions and institutions are represented in the final recipient list.
- The goal of this program is to distribute funds in as many communities as possible to help B.C. families gain access to our wonderful arts and cultural heritage institutions on BC Family Day 2019.
- **You must acknowledge the financial support of the Provincial Government** in any event promotional material with the language: "This event is supported by the Province of British Columbia."
- **Your approved event will be posted on the BCMA Family Day Community Event Listing page.**
- You will be required to submit a brief post-event report.

Grant Application Deadline: 4:30 pm PST on February 11th 2019, or as grant funds remain available.

Remember! Applications will generally be approved on a first-come, first-served basis, although some funds may be reserved to ensure a diversity of regions and institutions are represented in the final recipient list. Don't miss out – apply today!

From: Gold Country [<mailto:goldcountry@telus.net>]
Sent: Wednesday, January 16, 2019 2:54 PM
To: 'Michelle Allen' <michelle@ashcroftbc.ca>
Subject: Sponsorship request & letter of support

Good afternoon Mayor Barbara Roden & Council

We are currently planning Phase 3 of the Gold Country Geotour which will launch this fall!
Please see the enclosed letter and sponsorship request. We are also looking for a letter of support for our grant application for this wonderful addition to the popular GeoTour.

We would like to come and present as a delegation to the Mayor and Council at your next Board meeting.

I thank you for your continued support of Gold Country Communities Society and the society's endeavors.

Sincerely,

Marcie Down,



Executive Director
Gold Country Communities Society



Gold Country Communities Society
Email: goldcountry@telus.net
Phone: 250-457-6606
Toll Free: 1-877-453-9467
www.exploregoldcountry.com
[Facebook](#) | [Instagram](#) | [Twitter](#)

Marcie Down,



info@exploregoldcountry.com

www.exploregoldcountry.com

1.877.453.9467

Tel/Fax: 250.457.6606

1095 Todd Rd., PO Box 933 Cache Creek, BC V0K 1H0

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

Dear Mayor Barbara Roden & Council,

Gold Country Geocaching Event sponsorship request.

The Gold Country Geocaching event will be held in communities within Gold Country over a multi-day period.

The purpose of the event is to introduce the sport of geocaching to new participants, to encourage socializing with existing participants of geocaching, and to promote overnight stays within the communities of Gold Country. Geocachers visit the area and enjoy the accommodations, shopping and restaurants while on their adventures year-round as well. The event invites new geocachers that are unfamiliar with the Gold Country Geotour into our region and exposes them to our program. It entices previous attendees back to our area with the release of new and exciting geocaches. The Gold Country Geotour hosts geocache sites through the area that highlights places of significance, including historical sites, geological wonders and tourist spots of interest.

Gold Country has undertaken the mammoth job of expanding the Geotour by adding a new phase to our current program. This addition to the Geotour will make our annual event even bigger and better. The past phases of the program have attracted 1000's of visits and the spin-off benefits for the local economies are very tangible. These new geocaches and the promotion of the new Geotour will be an extra attractant to help in the recovery in our area after the wildfires.

We are asking our communities to commit to being part of the 3rd phase of the Geotour by sponsoring a launch event.

Ashcroft • Beautiful Nicola Valley North • Beautiful Nicola Valley South • Blue Sky Country
Bonaparte Plateau • Cache Creek • Clinton • Copper Desert Country • Lillooet • Logan Lake • Lytton • Merritt

Gold Country would like to host an event in each of the communities September 20th-23rd, 2019.

September 20th- Clinton

Lillooet

September 21st- Lytton

Spences Bridge

Ashcroft

September 22nd- Cache Creek

Savona

Logan Lake

September 23rd- Merritt

We are requesting a sponsorship of \$250 from each community for our event.

Thank you and if you have any questions at all please contact the office.

Marcie Down,



Executive Director
Gold Country Communities Society



Email: goldcountry@telus.net

Phone: 250-457-6606

Toll Free: 1-877-453-9467

**INFORMATION CORRESPONDENCE
FOR THE JANUARY 128, 2019 COUNCIL MEETING**

Ministry of Education

- 2019 Premier's Awards for Excellence in Education

Recycling Council of BC (RCBC)

- 45th Annual Zero Waste/Circular Economy Conference 2019

UBCM

- 2017 CEPF: Emergency Operations Centres & Training – Ashcroft EOC Upgrade: Generator

School District No. 74

- The Board Bulletin

Make Children First – January 2019

BC Forest Professional Publication January - February 2019

Infrastructure Publication December 2018 – January 2019

LGMA – Exchange Publication Winter 2019

The Responder Publication – Fall/Winter 2018

/kw

MEMO TO: Mayor Roden & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: January 23, 2019

SUBJECT: SUBDIVISION AND DEVELOPMENT SERVICING BYLAW WORK PROGRAM

Background

Council has identified the need to update the Subdivision and Development Servicing Bylaw as the existing one is outdated and does not reflect current legislation and code requirements.

Discussion

Council has completed the Official Community Plan and Zoning Bylaw updates and now recognizes that the next step in the development process is to have the Subdivision and Development Servicing Bylaw updated.

The attached work plan outlines the various steps required including the development of the project goals and guidelines and then the various deliverables that would be undertaken. While the schedule is ambitious Administration recommends that Council proceed with the project to ensure that we have all of our documentation in place when we receive queries regarding development.

Administration has reviewed the work program and considers it to be thorough and achievable.

Recommendation

Administration recommends that Council approve the Subdivision and Development Servicing Bylaw Work Program as presented with an overall budget of \$69,000 for the 2019 fiscal year.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

January 18, 2019

File: 1093.0000.00

Village of Ashcroft
P.O. Box 129
Ashcroft, BC V0K 1A0

Attention: Michelle Allen, CAO

RE: Subdivision and Development Servicing Bylaw Work Program

Urban Systems is pleased to submit this work program to assist the Village of Ashcroft (Ashcroft) in the creation of a new Subdivision and Development Servicing Bylaw (SDSB). Below is a work program and quote based on our understanding of the project.

Project Understanding

It is our understanding that the Village of Ashcroft is currently experiencing growth and development pressures within the community. In order to assist Staff and Council in responding to this future development, the Village has identified the need for a new SDSB. This new bylaw will help to ensure that future development within the Village incorporates the latest legislation, design standards and best practices, as well as accounts for construction conditions specific to Ashcroft. The development of a new, modern SDSB will also provide the framework for the Village, developers and contractors to proceed through the development process in a consistent fashion. We would anticipate needing to work collaboratively with yourself and with your public works staff to develop the SDSB.

Work Program

Our proposed work program approaches the development of a new SDSB in 3 phases.

Phase 1 – Project Initiation

1.1 Project Start-Up Meeting

We anticipate a meeting with Village Staff and Council to discuss the proposed work program, confirm the project scope and provide clarity as required.

Deliverable – Meeting Notes

1.2 Review Current Subdivision Control Bylaw

Although the current bylaw is outdated, we believe it is important to review the document in order to determine if certain elements should be retained and incorporated into the new SDSB. It is important to note that a review of the Bylaw was undertaken in 2016 and found that there was reasonable guidance provided in the document but that it could be updated and modernized to provide greater clarity, reference the Master Municipal Construction Documents (MMCD), and a level of service agreement.

Deliverable – Summary memo detailing key elements of existing bylaw

1.3 Staff and Council Workshop

The Village has a variety of choices in terms of the format and content of their new bylaw criteria and standards. In order for us to develop a bylaw that meets the expectations and requirements of Ashcroft, Village Staff and Council will need to provide direction on a variety of topics, including, but not limited to:

- Preliminary layout approval;
- Security requirements and timing;
- Responsibilities to perform work;
- Levels of service;
- Extended services and latecomers;
- Quality control;
- Design criteria;
- Construction standards; and,
- Special policies.

We propose a workshop with Staff and Council to review and discuss the key elements of the new SDSB. This will provide the direction necessary for us to identify the preferred model of the new bylaw, as well as develop a draft outline for review by Village Staff and Council.

Deliverable – Meeting notes

Phase 2 - Prepare Draft SDSB

2.1 Select Preferred SDSB Model

The Staff and Council workshop undertaken in Phase 1 will help to set the direction for the preferred SDSB model used for the new bylaw. Based on feedback received in the workshop, we will develop a draft outline for the new bylaw and provide it to Village Staff for review. We will work with staff to refine the outline as required. Once the outline has been approved, we will seek authorization to proceed to the next steps.

Deliverable – Outline of preferred SDSB model

2.2 Develop Draft Bylaw Front-End

The front-end of a SDSB generally contains more of the process and administrative sections of the document such as:

- Interpretation/definitions;
- General Provisions and Procedures;
- Servicing requirements;
- Fees, securities and charges (amounts and timing); and
- Insurance requirements.

We will develop an initial draft of this portion of the bylaw with direction from Staff and Council. The intent is that the bylaw will incorporate the most recent legislation, standards, practices and requirements of today's municipal environment, while customizing it for Ashcroft.

We will prepare a level of service map that will illustrate where different levels of service may be appropriate. Many communities are including a map within their subdivision and development servicing bylaws that outlines the expected levels of service in each area of the municipality as it may differ depending on whether a rural level of service is required (i.e. no sidewalks, ditches, no water/sewer) or an urban level of service is required. This can also outline areas where alternate levels of service could be provided such as rather than providing curb, gutter and sidewalk, bioswales and walkways are provided which could reduce development costs. This map will be reviewed with staff and finalized based on feedback provided.

Deliverable – Draft bylaw Front-End

2.3 Develop Preliminary Design Criteria

This portion of the bylaw is normally divided into a series of schedules which reflect the separate infrastructure elements of development and supply of services. We will develop a separate schedule for:

- Site grading;
- Roadways, lanes and walkways;
- Curbs and gutters, and sidewalks;
- Water systems;
- Sanitary sewers;
- Drainage systems;
- Electrical, communications wiring, cablevision and gas distribution system; and
- Design and construction record drawing standards.

It is our assumption the Village will be meeting with representatives of the shallow utility companies to review their requirements and preferences for future development. It is also our assumption that new development will utilize overhead power and street lights attached to BC Hydro poles. If this is not the case, then an electrical engineering company will be required to provide a servicing standard.

Deliverable – Draft preliminary design criteria schedules

2.4 Develop Preliminary Construction Standards

For construction standards, we suggest that the Village adopt the Technical Specifications of Volume II of the Master Municipal Construction Documents Association (MMCD). Any specifications or standard drawings that are not applicable or desirable to the Village may be modified as required using Supplemental Specifications and Detail Drawings. We anticipate that there will be a number of standard detail drawings unique to the Village that will need to be updated or developed such as typical road cross sections and servicing details. We have allowed for the preparation of **20 detail** drawings in our fees.

Deliverable – Draft preliminary construction standards

2.6 Prepare Complete Draft Subdivision and Development Services Bylaw

Based on discussion and information gathered through previous tasks, we will prepare a comprehensive Draft Subdivision and Development Services Bylaw package.

Deliverable – Draft SDSB

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Phase 3 - Finalizing the Bylaw

3.1 Review with Staff and Council

We will meet to review the draft SDSB in detail. The goal of this meeting will be to review and address each and every aspect of the Bylaw.

Deliverable – Meeting Notes

3.2 Revise Draft Bylaw

Urban Systems will revise the draft SDSB based on feedback received from Staff and Council.

Deliverable – Revised SDSB

3.3 Forward Draft Bylaw for Review by Legal Counsel

As this bylaw is a legal document, we strongly encourage the Village to have the draft version examined by legal counsel with experience in these issues. We have assumed that the Village will forward the draft bylaw to their solicitors for review. This has not been included in our budget.

Deliverable – Lawyers Comments

3.4 Prepare and Submit Final SDSB

As directed by Village Staff and Council, we will incorporate the applicable comments from legal counsel into a final SDSB package. Depending on the revisions required, additional time may be required. We will prepare five bound versions of the new SDSB for the Village's use. In addition to this, the entire bylaw package will be provided in Word (bylaw portion), AutoCAD (standard drawings) and PDF (complete Bylaw and drawings).

Deliverable – Finalized SDSB

Option Item – Development Procedures Manual

It is our understanding that Ashcroft does not currently have a formal development procedures system in place to assist the Village in the evaluation and approval of various development proposals. In order to assist Village Staff in assessing and processing development applications, we propose the Village undertake the creation of a Development Procedures Manual. This document will be critical in ensuring consistent subdivision and land development decisions are made by Staff over time. A separate line item has been included in the Budget section of this work program for the development of this manual. For cost effectiveness, we propose incorporating a standard manual template and customizing it to meet Ashcroft's specific needs.

Budget and Schedule

We anticipate a budget of \$64,000 inclusive of disbursements, exclusive of GST, to develop the SDSB as well as any sub-consultants that might be required for specific schedules. It is important to note that the budget will be impacted by such issues as:

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- How much the Village chooses to vary level of service and whether alternate levels of service would be considered – for instance, our costs would be lower if there are only 1 – 2 levels of service being considered
- How much the MMCD can be utilized - for instance, our costs would be lower if MMCD is used for the bulk of the standards
- How much 'customization' the Village wants with the SDSB

We propose an additional \$5,000 if the Village wishes to include the creation of a Development Procedures Manual. It is our understanding that the Village is currently facing significant development pressures, and our schedule has been designed to accommodate an expedited project timeline. The table below summarizes our proposed budget and schedule.

Phase	Budget	Schedule
Phase 1 - Project Initiation	\$11,000	February 2019
Phase 2 - Prepare Draft SDSB	\$44,000	February 2019 – May 2019
Phase 3 - Finalizing the Bylaw (does not include lawyers fees)	\$9,000	June 2019 – July 2019
Total	\$64,000	
*Optional Item – Development Procedures Manual	\$5,000	July 2019 - August 2019
*Total – Including Optional Item	\$69,000	

Closure

We would greatly appreciate the opportunity to work with you on this important project for Ashcroft. Please let us know if you have any questions or comments.

Sincerely,

URBAN SYSTEMS LTD.

Dylan Houlihan, MCIP
 Community Planner

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 825

Being a bylaw to authorize temporary borrowing pending the sale of debentures

WHEREAS it is provided by section 181 of the Community Charter that the Council may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily from any person under the conditions herein set out;

AND WHEREAS the Council has adopted Bylaw No. 809, cited as "Ashcroft Water Treatment Plant Loan Authorization Bylaw No. 809, 2016", the construction of the Water Treatment Plant, in the amount of four million one hundred twenty-eight thousand seven hundred and thirty-nine dollars (\$4,128,739);

AND WHEREAS the sale of the said debentures has been temporarily deferred;

NOW THEREFORE, the Council of the Corporation of the Village of Ashcroft in open meeting assembled, enacts as follows:

1. The Council is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of two million dollars (\$2,000,000), as the same may be required.
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Financial Administration Officer.
3. The money so borrowed shall be used solely for the purposes set out in said Bylaw No. 809.
4. The proceeds from the sale of the debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
5. This bylaw may be cited as "Ashcroft Water Treatment Plant Short Term Loan Authorization Bylaw No. 825, 2019".

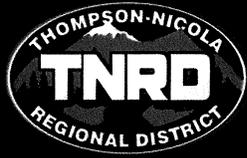
READ A FIRST TIME THIS	14 th	DAY OF	January	, 2019.
READ A SECOND TIME THIS	14 th	DAY OF	January	, 2019.
READ A THIRD TIME THIS	14 th	DAY OF	January	, 2019.
RECONSIDERED AND ADOPTED THIS		DAY OF		, 2019.

Barbara Roden, Mayor

J. Michelle Allen, Chief Administrative Officer

Certified to be a true and correct copy of Bylaw No. 825 as adopted by Council.

J. Michelle Allen, Chief Administrative Officer



THOMPSON-NICOLA REGIONAL DISTRICT

Highlights from the Thompson-Nicola Regional District Board of Directors'
Meeting of January 17, 2019

The Current

January 18, 2019

Public Hearing: Zoning Amendment Bylaw No. 2668, 2018

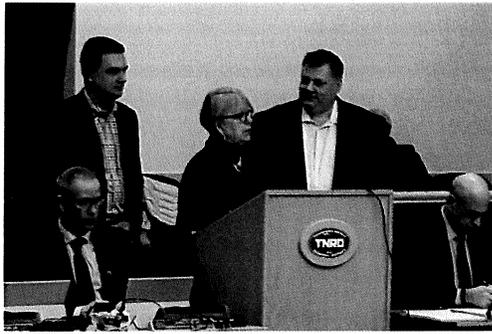
The Board held a Public Hearing to consider proposed Bylaw No. 2668. The amendment would rezone a portion of land in Agate Bay from *C-F: Recreational Commercial* to *RL-1: Rural Zone* to enable a rural residential subdivision. Anyone with interest in the property who may be affected by the proposed Bylaw was given the opportunity to be heard at the Public Hearing. [View Public Hearing Ad](#)

No amendments were proposed. The zoning amendment bylaw was then read a third time and adopted by the Board. [Read Report](#)

Delegation: Provincial Update

The Board was provided with a provincial update from the three area Members of the Legislative Assembly: MLA Peter Milobar, Kamloops-North Thompson; MLA Todd Stone, Kamloops-South Thompson; and MLA Jackie Tegart, Fraser-Nicola. This was the first time the MLAs have addressed the new Board of Directors.

Peter Milobar discussed climate change, carbon tax, slash piles, and Interior caribou populations, and took questions from the Board about housing initiatives and infrastructure funding.



Jackie Tegart spoke about flood mitigation, mudslides, agriculture, and steelhead salmon populations. Board members were interested in hearing more about the change in Agriculture Land Use from two zone to one zone.

Todd Stone addressed several topics, including the Royal Inland Hospital expansion project, access to healthcare, transportation issues, and the political landscape in BC. He answered questions about policy changes to cannabis regulations and ride sharing in BC.

Committee Appointments Made by Board

The Board and Chair selected candidates for the TNRD committees. The results of the Board-Appointed Committees and the Chair-Appointed Committees can be viewed on our website: [2019 Committee List](#)

More than one Director requested appointment to the Municipal Finance Authority, so an election by secret ballot was conducted. The candidates for the Municipal Finance Authority and Shuswap Watershed Council were elected by acclamation. [Read Report](#)

Director Calls for Improvements on Yellowhead Highway

The Board passed a motion to send a request to the Ministry of Transportation to undertake an independent review for a section of Highway 5 to reduce accidents on the highway.

Electoral Area "A" Director Carol Schaffer put forth the motion following two truck crashes happening in one week on the Yellowhead Highway, causing diesel spills into the North Thompson River that affected users the Thompson River water system.

Annual Out of Town Board Meetings

The Board approved the annual Out of Town Board Meeting to be held in the Village of Chase in 2019, which coincides with the Village's 50th anniversary. The Board holds one regularly scheduled meeting in a location

other than the TNRD Board room every year, which provides Directors the opportunity to visit other areas and to promote public awareness within the regional district. [Read Report](#)

The following Out of Town Board Meeting locations were also approved:

- 2020 Logan Lake/Ashcroft/Cache Creek
- 2021 Sun Peaks
- 2022 Blue River
- 2023 Merritt

Simpcw First Nation to Provide Fire Protection Service to Properties in Electoral Area "O"

The Board acknowledged that the Simpcw First Nation has agreed to provide fire protection services to property owners on Dunn Lake Road. There are seven properties in the agreement which are located within Electoral Area "O", outside of the Chu Chua reserve.

TNRD staff are now in the process of including Chu Chua into the 9-1-1 fire dispatch service (provided under contract by the City of Kamloops). [Read Report](#)

The next Regular Board Meeting is on February 14, 2019 at 1:15 pm.

Please note that The Current is not a substitute for the TNRD's Board meeting minutes, found on our website:



The Region of BC's Best

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