



THE CORPORATION OF THE VILLAGE OF ASHCROFT
REGULAR AGENDA

FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY, JULY 23, 2018

1. CALL TO ORDER

2. MINUTES

- 2.1. Minutes of the Public Hearing held on Monday, June 25, 2018 P. 1-2
- 2.2. Minutes of the Committee of the Whole Meeting of Council held on Monday, June 25, 2018 P. 3-5
- 2.3. Minutes of the Regular Meeting of Council held on Monday, June 25, 2018 P. 6-12

3. PETITIONS AND DELEGATIONS

- 3.1. Special Presentation to Wayne Robinson, Deputy Corporate Officer
- Certificate in Local Government Administration

4. CORRESPONDENCE

- 4.1. Interior Health
- Request use of Community Hall for annual flu clinic, Tuesday, November 6, 2018 P. 13
- 4.2. Barry & Aletta Hanson P. 14-16
- Concerns relating to proposed dog park
- 4.3. Stephen Covey, Chief of Police, CN P. 17-18
- Declaration of Rail Safety Week, September 23 – 29, 2018
- 4.4. Ministry of Children and Family Development P. 19-20
- Announcement of Childcare BC New Spaces Fund
- 4.5. Thompson Nicola Regional District P. 21-27
- Gold Country Communities Society Financial Contribution Service Amendment
- 4.6. Interior Health, Healthy Communities P. 28-29
- Invitation to develop Heat Response Plan for Village of Ashcroft
- 4.7. Union of BC Municipalities P. 30
- Suggested discussion topics for 2018 Small Talk Forum
- 4.8. Gold Country Communities Society P. 31
- Request for Letter of Support for BC Rural Dividend Fund Application – Indigenous Liaison position
- 4.9. Information Correspondence Listing for July 23, 2018 P. 32
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5. UNFINISHED BUSINESS

- 5.1. Off Leash Dog Park** **P. 33-38**
- Review of Off Leash Dog Park Select Committee's Recommendations

6. NEW BUSINESS

- 6.1. Municipal Insurance Association of BC** **P. 39-40**
- Voting Delegates for Annual General Meeting, September 11, 2018
- 6.2. Long Term Infrastructure & Asset Management Report** **P. 41-89**
- Asset Management Framework Report
- 6.3. Official Community Plan and Zoning Bylaw** **P. 90-112**
- Draft Documents for Initial Review

7. BYLAWS AND RESOLUTIONS

7.1. Introduction and First Reading

- 7.1.1. Bylaw No. 822, Official Community Plan
- 7.1.2. Bylaw No. 823, Zoning Bylaw

7.2. Second and Third Reading

- 7.2.1 None

7.3. Reconsideration and Final Adoption

- 7.3.1. None

8. COUNCIL REPORTS

- 8.1. Finance Committee – Mayor Jeyes, Councillor Roden & Councillor Kormendy**
- 8.2. Cache Creek Environmental Assessment Committee –Mayor Jeyes & Councillor Kormendy**
- 8.3. Northern Development Initiative Trust – Councillor Trill & Councillor Kormendy**
- 8.4. Gold Country Communities Society – Councillor Trill & Councillor Roden**
Message from the Chair and introduction of new Executive Director,
Marcie Down **P. 113-115**
- 8.5. TNRD – Mayor Jeyes & Councillor Kormendy**
- 8.6. Tourism – Councillor Roden & Councillor Lambert**
- 8.7. School District No. 74 (Gold Trail) Liaison – Councillor Lambert & Mayor Jeyes**
News Update from School District No. 74 **P. 116**

- 8.8. Economic Development & Chamber of Commerce - Councillor Roden & Mayor Jeyes
- 8.9. Historic Hat Creek- Mayor Jeyes & Councillor Trill
- 8.10. Heritage – Councillor Roden & Councillor Kormendy
- 8.11. Transit – Councillor Kormendy & Councillor Roden
- 8.12. Wellness & Music (Kids) Festival – Councillor Trill & Councillor Roden
- 8.13. Seniors’ Liaison – Councillor Lambert & Councillor Roden
- 8.14. Communities in Bloom – Councillor Trill & Councillor Roden
- 8.15. Health Care – Mayor Jeyes & Councillor Lambert
- 8.16. Bifuka Sister City Relationship – Councillor Kormendy & Councillor Lambert
- 8.17. 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. Meeting to move In-Camera under Section 90.1. (k) of the Community Charter – Proposed provision of a municipal service

13. TERMINATION



THE CORPORATION OF THE VILLAGE OF ASHCROFT

PUBLIC HEARING MINUTES

**HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 5:30 PM ON MONDAY, JUNE 25, 2018**

PRESENT: Mayor John c. (Jack) Jeyes
Councillor Doreen E. Lambert
Councillor Barbara H. Roden
Councillor Wm. Alfred Trill

Yoginder Bhalla, Chief Financial Officer
Wayne Robinson, Deputy Corporate Officer

Press and Public

EXCUSED: Councillor Helen A. Kormendy
J. Michelle Allen, Chief Administrative Officer

1. CALL TO ORDER

Mayor Jeyes called the Public Hearing to order at 5:30 pm.

2. RULES OF PROCEDURES

Mayor Jeyes recited the Rules and Procedures of the Public Hearing to the Public in attendance.

3. NOTICE OF PUBLIC HEARING

Deputy Corporate Officer, Robinson, confirmed notice to the public was published in the June 7th and 14th editions of the Ashcroft Journal.

4. SUBMISSIONS

4.1. Written Submissions

Deputy Corporate Officer, Robinson, confirmed no written submissions from the public had been received on the subject of the Zoning Bylaw amendment.

4.2 Verbal Submissions

Mayor Jeyes called for verbal submissions from the Public three times.

No members of the public provided verbal submissions on the subject of the Zoning Bylaw Amendment.

5. ADJOURNMENT

Mayor Jeyes adjourned the Public Hearing at 5:35 pm.

John C. (Jack) Jeyes, Mayor

Certified to be a true and correct copy of the
Minutes of the Public Hearing held
Monday, June 25, 2018.

Wayne Robinson, Deputy Corporate Officer

WR/kw



THE CORPORATION OF THE VILLAGE OF ASHCROFT

COMMITTEE OF THE WHOLE MEETING MINUTES

**FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 6:00 PM ON MONDAY, JUNE 25, 2018**

PRESENT: Mayor John C. (Jack) Jeyes
Councillor Doreen E. Lambert
Councillor Barbara H. Roden
Councillor Wm. Alfred Trill

Yoginder Bhalla, Chief Financial Officer
Wayne Robinson, Deputy Corporate Officer

Press and Public

EXCUSED: Councillor Helen A. Kormendy
J. Michelle Allen, Chief Administrative Officer

1. CALL TO ORDER

Mayor Jeyes called the Committee of the Whole to order at 6:00 pm

2. PRESENTATIONS

2.1. 2017 Advisory Planning Select Committee of Council Presentation

Ms. Jessica Clement, Chair of the Committee, provided an overview of the Committee's mandate to review and establish their recommendations to Council for the Official Community Plan (OCP) and Zoning Bylaw updates. The draft OCP and Zoning Bylaw were presented to Council for their review. Ms. Clements then introduced Mr. Dylan Houlihan of Urban Systems Ltd.

Mr. Dylan Houlihan, Urban Systems Ltd, conducted a presentation to Council and the Public including a review of the process to date to develop the updated OCP and Zoning Bylaw. Mr. Houlihan discussed how the process moves forward from this point. He also highlighted key points in the documents.

Mr. Houlihan responded to question from Council as well as the public on topics that included zoning, bylaw enforcement, and cultivation of marijuana.

2.2. 2017 Off Leash Dog Park Select Committee of Council Presentation

Mr. Monty Downs, on behalf of the Off Leash Dog Park Select Committee of Council, presented their report to Council and spoke for the Committee.

Mr. Downs pointed out highlights of the report and provided observations made by the Committee based on research on the topic. Mr. Downs stated the potential Railway Avenue site had considerable support but that utilizing the Pool Park as a multi-user venue had no support from the public. However, Field Three of the Pool Park was a popular location for some people and the Committee felt it was a good potential location to consider. Mr. Downs stated there was a lot of support for the idea of an Off Leash Dog Park.

A member of the public asked a question about who enforces the rules of the dog park.

Mr. Downs responded that research showed this was largely taken care of by the dog park users but that Village staff might have to be involved in some cases.

A member of the Public commented they preferred the Railway avenue idea based on the central location and potential to generate business.

Councillor Trill spoke on the need for the Village to have Parks used by a multitude of different users.

A member of the Public voiced further support for the Railway Avenue as it could utilize the area where the recycling depot is currently occupying and that they liked the gravel substrate.

A member of the Public stated that the dog park should be located on Village owned land but that the cost to build one could be supported by fundraising rather than through Village taxation.

Councillor Roden brought up the Clinton model and how successful it is and how funding was obtained through MLA Tegar.

2.3. Ashcroft & District Curling Club

Ms. Hilda Jones, President of the Ashcroft and District Curling Club provided a response from the executive regarding Council's decision to not renew their lease.

Ms. Jones relayed a statement from the membership who were present in the Public gallery. Ms. Jones requested that Council create a Committee regarding the issue of the Curling Club and the Curling building. She relayed that the club felt "blindsided" by Council's decision. She mentioned that The Curling Club is volunteer based and that the Village has contributed little money towards the curling club building when compared to other Village owned recreation facilities. Ms. Jones stated that although the Club has contributed to the Capital Asset Replacement Fund (CARF), the Club feels they have not been given sufficient input into what projects those funds go to. Ms. Jones stated that all the Club wants to do is to promote the sport of curling and to curl.

Councillor Trill commented how one of his objectives of being on Council was to advocate for larger change rooms in the arena. However since becoming a member of Council he has recognized the Village does not have sufficient funds for every desirable project. He stated he wants to keep the curling building viable but it is up to the Club to keep themselves operating.

A member of the public commented that the sport of curling is necessary for seniors.

Jim Duncan commented that recreation keeps the community attractive to present and future residents.

The topic of an assent vote was discussed among people in the gallery with members of Council.

Janet Quesnel commented she would like to see all recreation services in the Village to be put to an assent vote and be on equal grounds with the Curling Club.

A member of the public asked why the lease was not renewed. The Mayor responded with that the club had not maintained satisfactory financial records as well as other issues.

A member of the public asked what Council had asked the Club to do? Councillor Roden responded with fund raising initiatives and working with the School District. A member of the public responded that the School District had a policy that did not allow curling for students but that this had only just changed and that the club was speaking with the School District.

Councillor Roden stated that Council looks at what the public is saying and makes decisions based on that.

A member of the Curling executive stated they felt that the Curling Club requires a lease that is longer than 1 year.

3. TERMINATION

M/S Councillor Lambert / Councillor Trill

"That the Committee of the Whole meeting terminate at 7:20 pm."

Carried.

John C. (Jack) Jeyes, Mayor

Certified to be a true and correct copy
of the Committee of the Whole Meeting
of Council held Monday, June 25, 2018.

Wayne Robinson, Deputy Corporate Officer

WR/kw

THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR COUNCIL MEETING MINUTES

**FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY, JUNE 25, 2018**

**PRESENT: Mayor John C. (Jack) Jeyes
Councillor Doreen E. Lambert
Councillor Barbara H. Roden
Councillor Wm. Alfred Trill**

**Yoginder Bhalla, Chief Financial Officer
Wayne Robinson, Deputy Corporate Officer**

Press and Public

**EXCUSED: Councillor Helen A. Kormendy
J. Michelle Allen, Chief Administrative Officer**

1. CALL TO ORDER

Mayor Jeyes called the meeting to order at 7:00 pm.

2. MINUTES

2.1. Minutes of the Regular Meeting of Council held on Monday, June 11, 2018

Councillor Roden noted under item 9.17 a date was incorrectly recorded as July when it was in fact June within the Minutes of the Monday, June 11, 2018 Regular Council Meeting.

Mayor Jeyes declared the Minutes of the Regular Meeting of Council held on Monday, June 11, 2018 adopted as amended.

3. DELEGATIONS

3.1. Business License Bylaw Amendment No. 820, 2018

Deputy Corporate Officer Robinson declared that no written public submissions were received.

Mayor Jeyes called for verbal submissions from the public, no submissions were received.

4. CORRESPONDENCE

4.1. Hon. John Horgan, Premier, Province of British Columbia – Invitation to meet with Premier or Cabinet Ministers during 2018 UBCM Convention

M/S Councillor Roden / Councillor Lambert

"That Council direct staff to arrange meetings at the 2018 UBCM Conference with the Honorable Claire Trevena, Minister of Transportation, Infrastructure, BC Ferries, and BC

Transit; and the Honorable Doug Donaldson, Minister of Forest, Lands, Natural Resources Operations and Rural Development.”

Carried. (14-06-18)

4.2. Selina Robinson, Minister of Municipal Affairs & Housing – Invitation to meet with her during 2018 UBCM Convention

M/S Councillor Trill / Mayor Jeyes

“That correspondence from the Honorable Selena Robinson, be received and filed.”

Carried. (15-06-18)

4.3. MacIntyre Purcell Publishing Inc. – Offer to purchase *British Columbia Burning* for resell in Ashcroft Museum

M/S Councillor Roden / Councillor Lambert

“That Kathy Paulos, Ashcroft Museum Curator, be asked to determine if there is an interest in the Museum selling copies of *British Columbia Burning*, and if she determines this would be desirable, that she be permitted to submit an order through the Village Office for the number of volumes she believes is sufficient, but not more than 100 copies.”

Carried. (16-06-18)

4.4. Ashcroft & District Fall Fair Association

M/S Councillor Roden / Councillor Lambert

“That the Ashcroft and District Fall Fair Association be authorized the use of the Arena with the same terms and conditions of last year.”

Carried. (17-06-18)

5. UNFINISHED BUSINESS

5.1. Community Appreciation Barbecue

M/S Councillor Roden / Councillor Lambert

“That the memo regarding the Community Appreciation Barbecue be received and filed.”

Carried. (18-06-18)

5.2. Community Wildfire Education Session, Saturday, July 14 2:00 pm at Ashcroft Community Hall

M/S Councillor Roden / Councillor Lamberts

“That administration be authorized to sign the North40 License Agreement to have two public screenings of the *Era of Megafires* on Saturday, July 14 for a total cost of \$350 USD; and THAT administration contact the BC Wildfire Service and Chief White and invites them to participate in the public education sessions following the video screenings; and THAT

administration endeavor to contact the United Way and request emotional support personnel be in attendance for the screenings.”

Carried. (19-06-18)

5.3. BC Rural Dividend Program

M/S Councillor Roden / Councillor Lambert

“That the Village of Ashcroft submit a funding application to the BC Rural Dividend Program in the amount of \$10,000 under the Business Sector Development Project category for market study on a proposed hotel development.”

6. NEW BUSINESS

6.1. Presentation of 2017 Annual Report

M/S Councillor Roden / Councillor Trill

“That Council adopt the 2017 Annual Report as presented.”

Carried. (20-06-18)

6.2. Asset Management Policy

M/S Councillor Roden / Councillor Lambert

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

Carried. (21-06-18)

6.3. Ashcroft & District Curling Club – Agreement to Occupy

M/S Councillor Roden / Councillor Lambert

“That Council direct staff to draw up a document that would allow the Ashcroft & district Curling Club to continue to operate from July 1, 2018 to June 30, 2019 with the terms and conditions clearly outlined, and further that this document will be circulated to Council for review prior to being sent to the Club for signature.”

Carried. (22-06-18)

7. BYLAWS

7.1. Third Readings

7.1.1. Bylaw No. 820, Business License Amendment, 2018

M/S Councillor Roden / Councillor Lambert

“That Council give Bylaw No. 820, Business License Amendment, 2018, third reading.”

Carried. (23-06-18)

7.1.2. Bylaw No. 821, Zoning Bylaw Amendment, 2018

M/S Councillor Roden / Councillor Trill

"That Council give Bylaw No. 821, Zoning Bylaw Amendment, 2018, third reading."

Carried. (24-06-18)

7.2. Reconsideration and Final Adoption

M/S Mayor Jeyes / Councillor Roden

"That Council hold a Special Council Meeting on Wednesday, June 27, 2018 at 8:30 am in the Village Council Chambers to reconsider and adopt bylaws No. 820 and No. 821."

Carried. (25-06-18)

8. INFORMATION CORRESPONDENCE

8.1. Information Correspondence Listing for June 25, 2018

Councillor Trill discussed the letter from SD74 regarding student safety on Ranch Road.

M/S Councillor Roden / Councillor Lambert

"That Council receive and file the correspondence listing for June 25, 2018."

Carried. (26-06-18)

9. REPORTS

Council Reports

9.1. Finance Committee – Mayor Jeyes, Councillor Roden & Councillor Kormendy

Mayor Jeyes reported that the Village's Financial Reports are on the Village website.

9.2. Cache Creek Environmental Assessment Committee – Mayor Jeyes & Councillor Kormendy

Mayor Jeyes reported he toured the Cache Creek Landfill site.

9.3. Northern Development Initiative Trust – Councillor Trill & Councillor Kormendy

Councillor Trill reported the NDIT is reviewing funding proposals and that the Trust's finances are in good order. He stated he will request an increase in the Village's Façade Improvement program grant in September and that there is \$15,000 available through the Festivals and Events fund that could be useful for the Fall Fair and Curling Club bonspiels.

9.4. Gold Country Communities Society – Councillor Trill & Councillor Roden

Mayor Jeyes reported the advertisement for a New Executive Director was to close on Tuesday.

9.5. TNRD – Mayor Jeyes & Councillor Kormendy

Mayor Jeyes discussed items on the TNRD's *The Current*.

Councillor Roden spoke of the proposed monuments that have been touring TNRD libraries and that people are encouraged to look at them and vote on which they feel is their favorite.

9.6. Tourism – Councillor Roden & Councillor Lambert

Councillor Roden reported the Visitor Centre is set to break above 200 visitors for the month of June; that the Harmony Bell unveiling ceremony brought a lot of people to the Village; that people are issuing favorable comments about the washrooms at Heritage Place Park; and that WRAPS has been given permission by the Artists from the Plein Air art show to reproduce their artwork on post cards so that WRAPS may sell them as a fund raising initiative.

9.7. School District No. 74 (Gold Trail) Liaison – Councillor Lambert & Mayor Jeyes

Councillor Lambert referred to *The Board Bulletin*, and stated there would not be another Board meeting until September.

9.8. Economic Development & Chamber of Commerce – Councillor Roden & Mayor Jeyes

Councillor Roden discussed the Business Walking taking place on Wednesday at 9 am and provided highlights of what the walk will hopefully accomplish and that there is a business mixer planned for July 11, 2018.

9.9. Historic Hat Creek– Mayor Jeyes & Councillor Trill

Mayor Jeyes reported there was a meeting last week and that the site is trying to get an extension for the management agreement.

Councillor Trill reported the 12 Mile slide north of Lillooet had dropped four inches in one day and that the slide is causing all tour bus traffic to be diverted over other highways that do not pass Historic Hat Creek.

9.10. Heritage – Councillor Roden & Councillor Kormendy

Councillor Roden reported on the Ashcroft Museum Fun Days Schedule and the successful Harmony Bell unveiling ceremony.

9.11. Transit – Councillor Kormendy & Councillor Roden

Councillor Roden reported that riders are providing positive review of the new transit driver and that due to the statutory holidays over the summer, there will not be another trip to 100 Mile House until October.

9.12. Wellness & Music (Kids) Festival – Councillor Trill & Councillor Roden

Councillor Trill reported the Kid's TRY-athlon will be taking place on July 14, 2018.

9.13. Seniors' Liaison – Councillor Lambert & Councillor Roden

No Report

9.14. Communities in Bloom – Councillor Trill & Councillor Roden

Councillor Roden report that CIB judges will be here in Ashcroft on July 12.

9.15. Health Care – Mayor Jeyes & Councillor Lambert

Mayor Jeyes reported there is a new WHAC committee group.

9.16. Bifuka Sister City Relationship – Councillor Kormendy & Councillor Lambert

No Report

9.17. Other

M/S Councillor Roden / Councillor Lambert

"That the verbal and written reports of Council be received and filed."

Carried. (27-06-18)

M/S Councillor Trill / Councillor Roden

"That Council review the Off-Leash Dog Park Select Committee's Report and come prepared to discuss, at the July 23rd Council Meeting, each member's preferred site based on that report."

Carried. (28-06-18)

9.18. Administration

Chief Administrative Officer

No Report

Chief Financial Officer

Chief Financial Officer, Bhalla, reported the Village was successful in receiving reimbursement for the majority of expenses claimed for the related work performed during the 2017 Summer Wildfire Season from the Office of the Fire Commissioner. He also reported that the Elephant Hill radio repeater work is still outstanding despite the Village already being reimbursed for the cost by the insurance company.

10. PUBLIC QUESTION PERIOD

A member of the public asked what the cost to the Village would be for the Hotel Study. Deputy Corporate Officer, Robinson replied the cost would be covered by the BC Rural Dividend Grant and the NDIT Economic Development Capacity Grant.

A member of the public asked if the "Fan-out" Group would be invited to speak at the July 14th Wildfire information sessions. No answer to the question was provided by Council.

11. INCAMERA

None

12. TERMINATION

M/S Councillor Roden / Councillor Trill

"That the Regular Meeting of Council be adjourned at 8:23 pm."

Carried.

John C. (Jack) Jeyes, Mayor

Certified to be a true and correct copy
of the Minutes of the Regular Meeting of Council
held Monday, June 25, 2018.

Wayne Robinson, Deputy Corporate Officer

WR/kw



Interior Health

RECEIVED

July 9, 2018

JUL 16 2018

The Corporation
Village of Ashcroft

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

Re: Use of the Community Hall for Annual Flu Clinic

Dear Mayor and Council Members:

With summer underway, we turn our thoughts to preparations and booking for our annual flu clinics taking place in the Fall of 2018.

We would like to continue to build on the success of the annual flu clinic that saw **245** Ashcroft community members immunized in 2017. To that end, we would like to request an in-kind donation from the Village of Ashcroft for the use of the Community Hall. The date for this year's clinic is:

November 6, 2018 - 9:00 A.M. TO 3:00 P.M.

As the organizers, Public Health recognizes the ongoing support for the annual flu clinics in our local communities, and the Village of Ashcroft which has generously waved the damage deposit for the use of the community hall in past years. Interior Health has its own insurance coverage and copies are available upon request.

If there are any questions or concerns regarding our flu planning for Ashcroft please contact me at the Ashcroft Public Health Unit 250-453-1940.

Sincerely,

Leslie Tassell
Administrative Support

Bus: (250) 453-1940
Fax: (250) 453-1952

Web: interiorhealth.ca

PUBLIC HEALTH
INTERIOR HEALTH AUTHORITY
700 Ash Cache Hwy
Ashcroft BC V0K 1A0

Michelle Allen

From: admin <admin@ashcroftbc.ca>
Sent: Wednesday, July 11, 2018 11:13 AM
To: 'Michelle Allen'
Subject: FW: RE: Dog park

This was sent by Aletta Hanson. It appears this did not make it on a Council Meeting agenda or in their correspondence listing during previous meetings. She would like to have this placed before Council at the next meeting.

Sincerely
Wayne

From: bwhanson@telus.net [mailto:bwhanson@telus.net]
Sent: Tuesday, May 08, 2018 8:43 AM
To: michelle@ashcroftbc.ca
Subject: Dog park

May 8, 2018

Ashcroft Village Office
Box 129
Ashcroft, B.C.
V0K-1A0

To Mayor and council:

On February 25, 2016 I wrote a letter to you in regards to one of the proposed sites for the " Dog Park" The proposed site I am referring to is the "Pool Park". My husband and I voiced our objections to this site And in a letter of response On March 31, 2016 on behalf of Mayor Jeyes and Council we were informed that Council declined the request to have a dog park developed in the Ashcroft Pool Park and the community group has been notified. At this point the Village is working with the group and exploring other options for a facility that would "NOT" be adjacent to a residential area. Well imagine our surprise when I went to the the information meeting on May 3, 2018 only to find that this site the Ashcroft Pool Park is still on their agenda not only that you even seen what they propose to do for that site? They want to use portable fencing and when the kids of our community are not playing Soccer or having other activities on the fields they will place the fencing up but when the kids are playing they will remove the fencing so the kids can play. Isn't that kind of them to let the kids play on a field that is exposed to

dog feces and urine "that is so disgusting." Not to mention the health hazard this represents. When did the children of this Community for whom this park was built become less important than dogs. We thought it was bad enough that placing it in a residential area with no consideration for the residents was bad enough now they have topped it by making the children a factor in their selfish want for a dog park.

Please keep us up to date on this issue by e-mail or in writing with copies of the minutes of of any meetings regarding This proposed dog park. I would like Mayor and Council to take these concerns seriously as we most certainly do.

Barry and Aletta Hanson
Box 1387
Ashcroft, B.C.
V0K-1A0
E-Mail bwhanson@telus.net

Phone: 250-453-9007



FREE Animations for your email [Click Here!](#)



FREE Animations for your email [Click Here!](#)

Michelle Allen

From: bwhanson@telus.net
Sent: Tuesday, May 08, 2018 8:43 AM
To: michelle@ashcroftbc.ca
Subject: Dog park

May 8, 2018

Ashcroft Village Office
Box 129
Ashcroft , B.C.
V0K-1A0

To Mayor and council:

On February 25, 2016 I wrote a letter to you in regards to one of the proposed sites for the " Dog Park" The proposed site I am referring to is the "Pool Park". My husband and I voiced our objections to this site And in a letter of response On March 31, 2016 on behalf of Mayor Jeyes and Council we were informed that Council declined the request to have a dog park developed in the Ashcroft Pool Park and the community group has been notified. At this point the Village is working with the group and exploring other options for a facility that would "NOT" be adjacent to a residential area. Well imagine our surprise when I went to the the information meeting on May 3, 2018 only to find that this site the Ashcroft Pool Park is still on their agenda not only that have you even seen what they propose to do for that site? They want to use portable fencing and when the kids of our community are not playing Soccer or having other activities on the fields they will place the fencing up but when the kids are playing they will remove the fencing so the kids can play. Isn't that kind of them to let the kids play on a field that is exposed to dog feces and urine "that is so disgusting." Not to mention the health hazard this represents. When did the children of this Community for whom this park was built become less important than dogs. We thought it was bad enough that placing it in a residential area with no consideration for the residents was bad enough now they have topped it by making the children a factor in their selfish want for a dog park.

Please keep us up to date on this issue by e-mail or in writing with copies of the minutes of of any meetings regarding This proposed dog park. I would like Mayor and Council to take these concerns seriously as we most certainly do.

Barry and Aletta Hanson



www.cn.ca

Corporate Services

Stephen Covey
Chief of Police
and Chief Security Officer

935 de La Gauchetière Street West
15th Floor
Montreal, Quebec H3B 2M9
Canada

Services corporatifs

Chef de la Police
et de la sécurité du CN

935 rue de La Gauchetière Ouest
15^e étage
Montréal (Québec) H3B 2M9
Canada

June 18, 2018

Office of the Clerk
Village of Ashcroft
601 Bancroft Street
PO Box 129
Ashcroft BC V0K 1A0

RECEIVED

JUL - 3 2018

The Corporation
Village of Ashcroft

Dear Sir / Madam:

At CN, we are on a journey to become the safest railroad in North America. In addition to reinforcing safety as a core value among our 25,000 employees, we collaborate with communities and local authorities to help prevent injuries and accidents and ensure everyone's safety.

This year, **Rail Safety Week** will be held in Canada and the United States from **September 23-29**. Hand in hand with *Operation Lifesaver*, CN's Police Service and employees will be in communities conducting hundreds of safety initiatives throughout the week. As proud partners, our commitment is to keep communities safe by raising rail safety awareness year round.

Safety is a shared responsibility

Rail safety is everyone's responsibility. By looking out for each other and working together, we can help keep our communities safe and prevent fatalities and injuries on or near railway property.

Your council can be a powerful ally in this effort to save lives by adopting the enclosed draft resolution. Please send a copy of your resolution by return mail or by e-mail to josee.magnan@cn.ca and let us know how you will be promoting rail safety in your community this year.

For additional information about Rail Safety Week 2018, please consult: www.cn.ca/railsafety , www.operationlifesaver.ca or www.oli.org.

Yours sincerely,

Stephen Covey
Encl.



(Draft Resolution)

RESOLUTION IN SUPPORT OF PUBLIC - RAIL SAFETY WEEK

Whereas *Public - Rail Safety Week* is to be held across Canada and the United States from September 23 to 29, 2018

Whereas it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens;

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the rail industry, governments, police services, the media and other agencies and the public to raise rail safety awareness;

Whereas CN has requested City Council adopt this resolution in support of its ongoing effort to save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor

seconded by Councillor

It is hereby **RESOLVED** to support national ***Public - Rail Safety Week***, to be held from September 23 to 29, 2018.

Michelle Allen

From: admin <admin@ashcroftbc.ca>
Sent: Friday, July 06, 2018 10:30 AM
To: 'Michelle Allen'
Subject: FW: Childcare BC New Spaces Fund Announcement

From: MacPherson, Laura MCF:EX [mailto:Laura.MacPherson@gov.bc.ca] **On Behalf Of** Barry, Jonathan MCF:EX
Sent: July-06-18 9:45 AM
Subject: Childcare BC New Spaces Fund Announcement

Dear Mayor and Council:

I am writing to let you know that the Province has announced details of its Childcare BC New Spaces Fund, one of several initiatives outlined in the Childcare BC plan aimed at increasing the number of licensed child care spaces in the province.

The Childcare BC New Spaces Fund replaces the Child Care Major Capital Funding program, although similarities remain in that the new funding program will continue to fund the building of new child care facilities, along with renovations that add new child care spaces to existing facilities. The New Spaces Fund includes significant enhancements — with more under development — that will be of particular interest to school boards and municipalities.

The Childcare BC New Spaces Fund will support the creation of 22,000 new licensed child care spaces in B.C. with an investment of \$221 million over three years. This marks the single-largest investment to improve child care accessibility in B.C. history.

Other highlights of the new program include:

- An application process that is open year-round, based on availability of funds within a fiscal year.
- Priority on applications creating licensed infant and toddler and group 3-5 spaces, and child care spaces in underserved and vulnerable communities.
- A requirement for funding recipients to commit to deliver affordable child care.
- Higher maximum funding amounts, including up to \$1 million for public sector/non-profit partnerships.

Maximum funding amounts available include:

- Up to \$1 million per facility to public sector partnerships with non-profit child care providers.
- Up to \$500,000 per facility to school boards, Indigenous communities, Child Development Centres and not-for-profit child care providers.
- Up to \$250,000 per facility to private child care providers.

As the new program builds momentum and applications are submitted — especially those involving public-sector partnerships — it is anticipated that the New Spaces Fund will be vital in supporting the creation of a universal, quality, accessible and affordable child care system.

In the near future we will release a second funding stream targeted to organizations like yours that will further increase funding maximums for multi-facility projects. This responds to requests from many past applicants, and will allow communities with robust child care plans to quickly move forward with a significant expansion of their child care services.

Please watch for further details in the near future.

To learn more about the Childcare BC New Spaces Fund, including how to apply, funding guidelines and FAQs, visit www.gov.bc.ca/childcare/newspacesfund.

Please note that we have scheduled an informational call for interested applicants on July 16, 2018, from 5:30 p.m. to 6:30 p.m. To participate, call 1-877-353-9184 and use passcode 41532# to listen in and ask your questions.

Yours sincerely,

Jonathan Barry
Executive Director – Child Care Capital, Community, and ECE Registry Services
Ministry of Children and Family Development



Thompson-Nicola Regional District

Department:

Legislative Services

RECEIVED

JUL 10 2018

300 - 465 Victoria Street
Kamloops, British Columbia
Canada V2C 2A9
Tel. (250) 377-8673
Fax. (250) 372-5048
Toll Free in BC: 1-877-377-8673
Email: admin@tnrd.ca
Website: www.tnrd.ca

July 5, 2018

File: BL 2658

The Corporation Village of Ashcroft

Village of Ashcroft
Michelle Allen, Chief Administrative Officer
P.O. Box 129
Ashcroft B.C. V6K 1A0

RE: Gold Country Communities Society Financial Contribution Service Amendment

The TNRD has been requested by the participants to increase the annual contribution to the Gold Country Communities Society to cover the growing costs of this economic development function. The service was established in 2010 by *Thompson-Nicola Regional District Gold Country Communities Society Financial Contribution Service Establishment Bylaw No. 2333* with the participants being TNRD Electoral Areas E, I, J, M and N along with the Villages of Ashcroft, Cache Creek, Clinton and Lytton.

The maximum requisition limit currently remains as it was when the bylaw was adopted in 2010 (greater of \$70,000 or \$0.0314/\$1,000 of the net taxable value of land and improvements). LGA Regulation 113/2007 allows for a 25% increase to the baseline value every 5 years after an establishing bylaw has been adopted without requiring public assent or approval from the Inspector of Municipalities. The following is a table showing the current and proposed contribution from each of the participants.

Participants	2018 Assessment	Current Maximum Tax Rate \$0.0314 per \$1,000	Proposed Maximum Tax Rate \$0.0361 per \$1,000	Change
Ashcroft	\$169,910,092	\$ 5,335.18	\$ 6,132.18	\$ 797.00
Cache Creek	94,291,080	2,960.74	3,403.03	442.29
Clinton	57,806,588	1,815.13	2,086.28	271.15
Lytton	25,688,049	806.60	927.10	120.50
"E"	495,957,674	15,573.07	17,899.47	2,326.40
"I"	239,174,523	7,510.08	8,631.98	1,121.90
"J"	637,139,699	20,006.19	22,994.84	2,988.65
"M"	524,952,916	16,483.52	18,945.93	2,462.41
"N"	283,307,042	8,895.84	10,224.76	1,328.92
Total	\$2,528,227,663	\$ 79,386.35	\$ 91,245.58	\$11,859.23

.../2

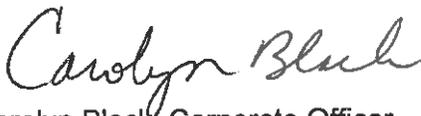
MUNICIPALITIES: Ashcroft, Barriere,
Cache Creek, Chase, Clearwater,
Clinton, Kamloops, Logan Lake,
Lytton, Merritt, Sun Peaks
ELECTORAL AREAS: "A" "B" "E" "I" "J"
"L" "M" "N" "O" "P"

In order to amend the bylaw to increase the requisition limit, consent is required from the participants. As one of the participants, we are requesting that your council consider approving the increase by passing the following resolution:

“That the Village of Ashcroft consent on behalf of the municipal participating area to the adoption of Thompson-Nicola Regional District Gold Country Communities Society Financial Contribution Service Amendment Bylaw No. 2658, 2018 that will increase the maximum annual tax requisition for the service to the greater of \$87,500 or \$0.0361/\$1000 of the net taxable value of land and improvements in the service area.”

We look forward to receipt of a certified copy of the resolution once it has been passed by council.

Yours truly,



Carolyn Black, Corporate Officer
Director of Legislative Services

cb

attach.

THOMPSON-NICOLA REGIONAL DISTRICT

BYLAW NO. 2658

A bylaw to amend the requisition limit for the financial contribution to the
t Gold Country Communities Society for economic development and tourism

WHEREAS the Board of Directors of the Thompson-Nicola Regional District established a service for the purpose of providing a financial contribution to the Gold Country Communities Society for the promotion of economic development and tourism by Bylaw No. 2333, 2010;

AND WHEREAS it deemed desirable and necessary to increase the maximum amount that may be requisitioned for this financial contribution to cover increasing service costs;

AND WHEREAS the participating electoral area directors have consented in writing to the adoption of this bylaw;

AND WHEREAS the participating member municipalities have consented in writing to the adoption of this bylaw;

NOW THEREFORE the Board of Directors of the Thompson-Nicola Regional District, in open meeting assembled, enacts as follows:

CITATION

1. This bylaw may be cited as "Gold Country Communities Society Financial Contribution Service Amendment Bylaw No. 2658, 2018".

AMENDMENT

2. Bylaw No. 2333, 2010 is amended by deleting Section 5.3 and substituting the following:
"5.3 The maximum amount that may be requisitioned annually for the service may not exceed the greater of Eighty-seven Thousand Five Hundred Dollars (\$87,500) or \$0.0361 per \$1,000 of the net taxable value of land and improvements in the service area."

READ A FIRST TIME this _____ day of _____, 2018.

READ A SECOND TIME this _____ day of _____, 2018.

READ A THIRD TIME this _____ day of _____, 2018.

ADOPTED this _____ day of _____, 2018.

Chair

Corporate Officer

THOMPSON-NICOLA REGIONAL DISTRICT

BYLAW NO. 2333

A BYLAW TO ESTABLISH A SERVICE FOR THE PURPOSE OF PROVIDING
A FINANCIAL CONTRIBUTION FOR ECONOMIC DEVELOPMENT AND TOURISM TO
GOLD COUNTRY COMMUNITIES SOCIETY

WHEREAS a Regional District may, by bylaw, establish and operate a service under the provisions of Part 24 of the *Local Government Act*;

AND WHEREAS the Board of Directors of the Thompson-Nicola Regional District wishes to establish a service to provide a financial contribution to Gold Country Communities Society for the purpose of promoting economic development and tourism within the service area;

AND WHEREAS the Board of Directors has authorized participating area approval in accordance with Section 801.5 (1) of the *Local Government Act*;

AND WHEREAS each of the participating electoral area directors has consented to the adoption of this bylaw as required by Section 801.5 (2) of the *Local Government Act*;

AND WHEREAS each of the participating member municipalities has consented to the adoption of this bylaw as required by Section 801.4 of the *Local Government Act*;

NOW THEREFORE the Board of Directors of the Thompson-Nicola Regional District, in open meeting assembled, enacts as follows:

1 CITATION

- 1.1 This Bylaw may be cited as the "Thompson-Nicola Regional District Gold Country Communities Society Financial Contribution Service Establishment Bylaw No. 2333, 2010"

2 SERVICE ESTABLISHMENT

- 2.1 There is hereby established a service to be known as the "Thompson-Nicola Regional District Gold Country Communities Society Financial Contribution Service" to provide a financial contribution to Gold Country Communities Society for the purpose of promoting economic development and tourism within the service area.

3 PARTICIPATING AREAS

- 3.1 The participants in the service shall be the following electoral areas and member municipalities:
- (a) Electoral Area "E" (Bonaparte Plateau)
 - (b) Electoral Area "I" (Blue Sky Country)
 - (c) Electoral Area "J" (Copper Desert Country)

- (d) Electoral Area "M"
- (e) Electoral Area "N"
- (f) Village of Ashcroft
- (g) Village of Cache Creek
- (h) Village of Clinton
- (i) Village of Lytton

4 SERVICE AREA BOUNDARIES

- 4.1 The service area boundaries for the Thompson-Nicola Regional District Gold Country Communities Society Financial Contribution Service shall be co-terminus with those of the participating electoral areas and participating member municipalities.

5 COST RECOVERY

- 5.1 The annual cost of providing the service shall be apportioned among the participants on the basis of the converted value of land and improvements in the participating areas.
- 5.2 The annual cost of providing the service shall be recovered by the requisition of funds to be levied and collected by a property value tax imposed on the net taxable value of land and improvements in the participating areas.
- 5.3 The maximum amount that may be requisitioned annually for the service under Section 803 (1) (a) of the *Local Government Act* shall not exceed the greater of Seventy Thousand Dollars (\$70,000.00) or \$0.0314 per Thousand Dollars (\$1,000.00) of the net taxable value of land and improvements in the service area.

READ A FIRST time this 2nd day of December, 2010.

READ A SECOND time this 2nd day of December, 2010.

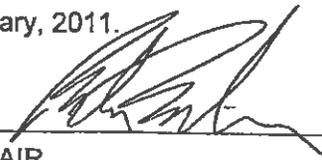
READ A THIRD time this 2nd day of December, 2010.

Approved by the Inspector of Municipalities the 21st day of January, 2011.

RECONSIDERED and ADOPTED this 27th day of January, 2011.



CLERK



CHAIR

- (d) Electoral Area "M"
- (e) Electoral Area "N"
- (f) Village of Ashcroft
- (g) Village of Cache Creek
- (h) Village of Clinton
- (i) Village of Lytton

4 SERVICE AREA BOUNDARIES

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5.3 The maximum amount that may be requisitioned annually for the service under Section 803 (1) (a) of the *Local Government Act* shall not exceed the greater of Seventy Thousand Dollars (\$70,000.00) or \$0.0314 per Thousand Dollars (\$1,000.00) of the net taxable value of land and improvements in the service area.

READ A FIRST time this 2nd day of December, 2010.

READ A SECOND time this 2nd day of December, 2010.

READ A THIRD time this 2nd day of December, 2010.

Approved by the Inspector of Municipalities the 21st day of January, 2011.

RECONSIDERED and ADOPTED this 27th day of January, 2011.



CLERK



CHAIR



Statutory Approval

Under the provisions of section _____ 801

of the _____ Local Government Act

I hereby approve Bylaw No. _____ 2333

of the _____ Thompson-Nicola Regional District,

a copy of which is attached hereto.

Dated this 21 *day*

of JANUARY *, 2011*

Golden
Deputy Inspector of Municipalities



Interior Health
Every person matters

July 18, 2018

Michelle Allen
Chief Administrative Officer
Village of Ashcroft
PO Box 129
Ashcroft, BC V0K 1A0

Dear Ms. Allen,

RE: Heat Response Planning - opportunity for collaboration with Interior Health

This week, extreme heatⁱ is projected across the province, including in the Village of Ashcroft. Historic temperature data shows that Ashcroft is one of the hottest municipalities within the Southern Interior region of BC. Extreme heat puts people at risk of heat related illness, especially in high risk groups such as older adults, infants and young children, people with chronic disease and those who work in the heat. The increase in extreme heat events has prompted municipalities across Canada to develop their own heat response plans. However, many of these communities are large and medium sized and there is a gap in understanding heat response planning for smaller rural communities.

Interior Health (IH) has secured funding from Health Canada to partner with a single rural community this year to collaboratively develop and implement a heat response plan, and we are inviting the Village of Ashcroft to partner with us on this project. The lessons learned from Ashcroft will be shared within BC and across the country to inform other smaller rural community heat response initiatives.

The heat response project will involve Ashcroft and IH working together to develop and implement activities. There are many examples from other municipalities^{ii iii iv}, such as: developing local communication tools to warn vulnerable groups (e.g., older adults) about extreme heat; a buddy outreach program for local residents; designation of emergency water distribution and cooling locations; and forming partnerships within the local community to respond to extreme heat.

Interior Health and the Village of Ashcroft have a strong history of partnership, and this important project offers the opportunity to strengthen these connections, while striving to lessen the negative health impacts of extreme heat events.

Community Health and Services Centre
505 Doyle Avenue
Kelowna BC V1Y 0C5
Web: interiorhealth.ca

We would be happy to meet to discuss further and answer your questions. Jenny Green, IH Community Health Facilitator, will follow up with you to discuss next steps.

Yours sincerely,



Sue Pollock, MSc, MD, FRCPC
Medical Health Officer



Heather Deegan
Director, Healthy Communities

cc: Jenny Green, IH Community Health Facilitator

ⁱ National Collaborating Centre for Environmental Health, Extreme Heat
<http://www.ncceh.ca/environmental-health-in-canada/health-agency-projects/extreme-heat>

ⁱⁱ Municipal Heat Response Planning in British Columbia, Canada 2017 <http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Health-Environment/BC%20Municipal%20Heat%20Response%20Planning.pdf>

ⁱⁱⁱ Developing a Municipal Heat Response Plan: A Guide for Medium-sized Municipalities 2017
<http://www.bccdc.ca/resource-gallery/Documents/Guidelines%20and%20Forms/Guidelines%20and%20Manuals/Health-Environment/Developing%20a%20municipal%20heat%20response%20plan.pdf>

^{iv} Heat Alert and Response Systems to Protect Health: Best Practices Guidebook
<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/climate-change-health/heat-alert-response-systems-protect-health-best-practices-guidebook.html>



Input Sought for Convention Forums

July 11, 2018

Tuesday, September 11 is Forum Day at UBCM Convention. Whether you are an electoral area director, urban mayor, councillor from a small community, or from somewhere in-between, UBCM has the right forum for you. Help shape the agendas for this year's forums by emailing your topic requests by Friday, July 27.

Elected officials and senior staff tell us that the Tuesday forums consistently provide practical solutions and innovative ideas to address specific challenges, while enabling attendees to build working relationships with those who have already put solutions into practice.

UBCM values the diversity amongst our members and, to meet your needs, dedicates Tuesday morning to bringing together similar local governments for peer-driven problem solving. The four forums were created at the request of the membership, and are customized for specific types of local government:

- The **Small Talk Forum** unites the collective brainpower of communities with populations under 5,000.
- The **Large Urban Communities Forum** resonates with larger municipalities that face particularly urban concerns.
- The unique concerns of regional district electoral areas focus the discussion at the **Electoral Area Directors' Forum**.
- Communities in the 5,000 to 20,000 population range put their heads together at the **Mid-Sized Communities Forum**.

Members like you drive the agendas for each forum. Tell us about challenges or hot-button issues you are facing in your communities – odds are, other local governments are dealing with similar issues. If you've successfully implemented a new program, or developed a great solution to a long-standing problem, tell us about that too! We'll celebrate your success, and the information you share may give your colleagues a helping – and timely – hand.

Email your questions, ideas and success stories by Friday July 27 to UBCM staff as follows:

Electoral Area Directors' Forum: Marylyn Chiang, Senior Policy Analyst

Small Talk Forum: Bhar Sihota, Policy Analyst

Mid-Sized Communities Forum: Jared Wright, Director of Advocacy & Government Relations

Large Urban Forum: Marie Crawford, General Manager, Richmond Operations

Remember to select your Tuesday Forum when you register for the UBCM Convention.

Follow Us On

- Twitter: @ubcm



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

July 17, 2018

Gold Country is a tourism entity consisting of a board of directors who look to promote tourism for our area in many different ways. Although we have always had Indigenous content within our website and marketing materials we have also tried to reach out to the First Nation bands within Gold country with limited success.

Given this, the board felt a stronger effort was needed to be more inclusive. That process is ongoing, and I am pleased to say we have an Indigenous working group led by Gerome Garcia that is working towards better engagement with our Indigenous neighbours moving forward.

All board members are volunteers (including Gerome) and the time needed to actually properly engage any part of our community is significant. In order to facilitate proper engagement Gold Country is looking to hire an Indigenous liaison to fulfill this need.

Funding for wages and expenses for this position would be achieved by way of a grant through the Rural Dividend fund. The deadline is short...July 31st.

We are hoping to get as many letters of support for this via email before July 31st to strengthen our application. If successful we can immediately seek an Indigenous individual to fill this crucial position.

Thank you for your time and consideration. Have a great day!

Chair Rice

Gold Country Communities Society

Steve Rice

**INFORMATION CORRESPONDENCE
FOR THE JULY 23, 2018 COUNCIL MEETING**

Buy Local! Buy Fresh

- 2018 Thompson Shuswap map brochures

March of Dimes Canada – Campers Helping Campers Campaign

City of Prince George– Installation of “solar road”

Corporation of the Township of Spallumcheen

- Employer Health Tax Impact on Local Government

TNRD

- Invasive Plants

Ministry of Forests, Land, Natural Resources Operations and Rural Development

- Drought information

107.1 Country & Star 98.

- Road Trip Adventure and Wrap-up Report

Auditor General for Local Government

- Improving Local Government Emergency Management

E-Comm 9-1-1

- Annual Report

The Spin – Spinal Cord Injury BC - Summer 2018 Publication

Mineral Exploration – Summer 2018 Publication

Condominium Home Owners Association of BC – Summer 2018 Publication

Exchange – LGMA Summer 2018 Publication

Municipal World – Publication

“Our Arid Oasis” – Community Profile- 2018 Edition

/kw

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: July 18, 2018

SUBJECT: REVIEW OF OFF LEASH DOG PARK SELECT COMMITTEE FINAL REPORT

Background

The Off Leash Dog Park Select Committee of Council made their final presentation to Council at the Committee of the Whole meeting on Monday, June 25, 2018. Their presentation was very detailed and the package contained a number of appendices. Council was asked to review the report and staff was directed to place the item on the July 23 agenda for discussion.

Discussion

Attached to this memo is the five page summary of the report to council. Staff has not included the other attachments as members of Council have been provided that information previously.

Recommendation

Staff has no recommendation, this is for Council's review.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

REPORT TO COUNCIL – VILLAGE OF ASHCROFT

June 25, 2018

INTRODUCTION

The 2017 Village of Ashcroft Off Leash Dog Park (“OLDP”) Select Standing Committee is composed of two Village Councillors, Helen Kormendy and Alf Trill, and community members Vivian Edwards, Selina Collins, Kitty Murray and Monty Downs. On June 26, 2017 Mayor and Council passed the following two motions: 1. That the Terms of Reference for the Off leash Dog Park Select Committee be adopted as presented; 2. That Mayor and Council agree in principle of an Off Leash Dog Park being located in Ashcroft.

SUMMARY OF TERMS OF REFERENCE

The committee will review policies and regulations regarding off leash dog parks in other jurisdictions. The committee will examine off leash dog parks of various sizes and in similar sized communities. The report will include suggested locations, cost for development, sources of funding and costs for long term maintenance.

SUMMARY OF PREVIOUS REPORT TO COUNCIL

The following text was taken from the conclusion of the previous report given to council back in 2015.

“The Off leash dog Park Select Committee believes that an OLDP in the Village of Ashcroft would be beneficial to many people: not only residents, but visitors. It would tie in with Ashcroft’s “Wellness Awaits You” brand, and increase our attractiveness to potential residents and visitors.

The OLDP Select Committee believes that a Stewardship group should be formed, which will then enter into discussion with the Village of Ashcroft about the eventual use of the north end of the Lower pool park as an OLDP. This would make use of a current underutilized piece of park land, with minimal impact on those who do use it, if the soccer posts can be moved to the other end of the field. It would impact few residences, and would not impede students on their way to school via Western.

The stewardship group would, before approaching the Village, produce a plan setting out a time line, funding initiatives, and a proposal or a formal agreement with the Village regarding the construction and maintenance of an OLDP.”

Ultimately the recommendations of the Committee were not approved by the Council due to resistance from a very small number of residents. This Committee has taken the conclusion of the report into consideration.

HISTORY OF COMMITTEE MEETINGS

The Off Leash Dog Park Committee has worked very hard on this project.

We have met on an average of twice a month since the committee was formed in the Spring of 2017.

We have met with several community groups in order to inform them about what we are doing and to answer any questions. After presentations were made we received letters of support from the Ashcroft Communities in Bloom, The Hub and The Ashcroft & District Health Care Auxiliary. Presentations were also given to the the Ashcroft & District Lions Club and the Ashcroft/Cache Creek Seniors Centre both expressed support for the project.

Two of our members met with the Mayor of Clinton, one of their councillors and their CAO to discuss the process that Clinton went through to establish an off leash dog park and we toured the park. Some of our members have checked out dog parks in other towns and cities in order to discover what works and what doesn't work.

We have produced a comprehensive brochure and two power point presentation of which are attached to this proposal.

We have had a public meeting where we showed our power point presentation which gave a history of the process, the pros and cons of an off leash dog park and the pros and cons of four potential locations.

COMMUNICATIONS AND PUBLIC ENGAGEMENT

The Committee had two phases of communication with the public, first a presentation to select groups like the Hospital Auxiliary and the Lions Club and second a Public Meeting. The intention was to begin the process of public engagement by talking to select groups who may have an interest in the project and test out our assumptions and receive feedback from them that would allow us to refine our presentation to the General Public.

The first phase was very successful resulting in good feedback and even letters of support from some of the groups. In addition, they did comment on the basic assumptions and research that the Committee had carried out. The feedback allowed the Committee to modify its presentation to reflect the new information and comments. This was a new and enhanced presentation used at the public meeting.

This presentation formed the agenda for the public meeting. For the first time the committee include possible sites in the presentation and provided analysis of the pros and cons of each site. During our planning for the public meeting it was identified that it would be useful to hear from some outside resources who had experience with off leash dog parks. Wayne Marchant, Councillor from the Village of Clinton and Dr. Ross Dickinson DVM from the Cache Creek Veterinary Hospital were asked to speak to the meeting.

The Public Meeting was held on Thursday May 3, 2018 and was attended by approximately 20 to 30 people. At the public meeting, the basic concept of an off leash dog park was supported and the comments were focused on the proposed sites. In particular, three people, including two Soccer Moms who were vehemently opposed to sharing any areas that were being used for soccer games represented, the soccer community. The two Moms dominated the meeting and curtailed others from expressing their comments. However, the exercise was productive because the committee got a good sense of how the community reacted to the proposals. The essence of the comments were:

- There is general support for an off leash dog park.
- The Railway avenue site was seen as attractive to visitors who may be using Heritage Park or just visiting the downtown area. It was seen to support the business community as well as a large resident population of dog owners who would likely use the facility.
- People who lived adjacent to proposed Pool Park site did not want the facility located near them.
- There was confusion about the difference between multiple use and shared use. The distinction being that shared would be at different times and multi use would be at the same time.
- There was no support for areas being used for soccer being used for the off leash dog park during periods of time when the soccer fields were not being used.
- There were many positive comments and experiences offered by people who supported the idea of an off leash dog park. However, those comments were muted by the people who came to provide negative comments.

After the Public Meeting, the Committee met to discuss the report and recommendations to Council. The Committee felt that the evaluation needed to reflect the comments received from the public as well as the information gathered by the Committee during its work.

As a result, it was decided to eliminate two of the candidate areas discussed at the Public Meeting. These were lands held by other parties with a complicated set of circumstances and an unknown outcome with respect to an off leash dog park.

The first is the Interior Health land off Government Street. It is completely unknown if a suitable tenure could be arranged and the costs to develop and maintain this site would be new and would have to be budgeted for by someone. If undertaken this would be a long-term project with many challenges and a very long-term delivery of a functioning facility.

The second is the HUB property currently leased from the School Board. While the site has development, grassed and fenced field, that would be useful and significantly help progress towards a functioning dog park, it has two significant obstacles. The first is that the soccer community are using the site have voiced opposition to the use for an off leash dog park. While the HUB Society were very supportive of the idea of an off leash dog park, they clearly want to expand their use of the site for other community purposes which would impact on the use as an off leash area. This added to the unknown future of the site's lease with the School District makes the site a difficult challenge.

The Railway Avenue site was supported by the public meeting and is one that the Committee would recommend that Council should consider designating as an Off Leash Dog park. It is not without challenges in terms of competing interests for using the land, high development costs and a new budget for maintenance.

The north end of the lower terrace at the Pool Park was not supported at the public meeting because of conflicts with the soccer fields and neighbours who do not want the dog park development adjacent to them. During the Committee meeting it was suggested that one option at the Pool Park had never been considered. This is the north end of the upper terrace, which currently is designated as field 3. This is an area that is small in size and isolated from any conflicts with neighbours because it borders on Elm Street, and there are no homes on that side of the street, and the Desert Hills Ranch fields, where no one would be affected by the presence of the dog park. Utilizing this area would require the relocation of the current goal posts and screening to a new site on the lower terrace. One ball diamond and 3 small soccer fields currently share the north end of the lower terrace, but the south end of the lower terrace is just a ball diamond. There is plenty of room to relocate the field 3 facilities down to this terrace. It would mean that the ball diamond and the relocated soccer field would share the field as the north end does now. Converting field 3 to an off leash dog park would be the easiest and least costly of all the proposed developments and is currently maintained in the Village budget. Additional capital works would be minimal and would be fencing, signing and drinking water. The likely entrance to the dog park would be near the monument to former

Village employee McKay and the development could be completed in such a way as to highlight that monument.

CONCLUSION

Taking all of the information, consultation, and experience into consideration we have decided as a group that council needs to decide which of the above mentioned areas should be deemed a dog park and work from that point. The reasoning for this stance is that because of the diverse factors of each area, to move forward in a productive manner a specific direction needs to be given.

Once an OLDP area has been ascertained, a stewardship group can be established to apply for grants, seek out donations and look for other funding avenues.

Wellness awaits all.

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: July 17, 2018

SUBJECT: ANNUAL GENERAL MEETING – MUNICIPAL INSURANCE ASSOCIATION OF BC

Background

The Village of Ashcroft is a member of the Municipal Insurance Association of BC and consequently is entitled to vote at the Annual General Meeting which is held during the annual UBCM Convention.

Discussion

The Village of Ashcroft is entitled to appoint one Voting Delegate as well as two alternates in the event that the appointed delegate is unable to attend the annual general meeting. The current Voting Delegate is Councillor Alf Trill and the Alternate Delegates are Councillor Barbara Roden and Councillor Helen Kormendy.

Changes to the appointed delegates must be done by a resolution of Council and must be forwarded to the MIABC by September 7, 2018.

The Annual General Meeting will be held on Tuesday, September 11th at 4:00 pm. Mayor Jeyes, Councillor Kormendy and Councillor Trill are registered to attend the convention and all are eligible to be appointed as the Village's voting delegate and alternate(s). There is no requirement to appoint alternates for this process.

Recommendation

Administration recommends that Council review the current voting delegate appointment for the 2018 Annual General Meeting of the Municipal Insurance Association of BC.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

Michelle Allen

From: Yoginder Bhalla <yoginder@ashcroftbc.ca>
Sent: Monday, July 16, 2018 9:53 AM
To: michelle@ashcroftbc.ca
Subject: FW: MIABC Voting Delegate

From: Claudia Chan [mailto:cchan@miabc.org]
Sent: July-16-18 9:11 AM
To: 'yoginder@ashcroftbc.ca' <yoginder@ashcroftbc.ca>
Subject: MIABC Voting Delegate

The 31st Annual General Meeting (AGM) of the Municipal Insurance Association of BC's (MIABC's) subscribers is scheduled to take place from 4:00pm - 5:30pm on Tuesday, September 11th at the Maury Young Arts Centre, located at 4335 Blackcomb Way in Whistler Village. This year, the five Director-at-Large positions are up for election.

In accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement, the following delegate and two alternates have been registered with the MIABC to vote your interests at this year's AGM. If you would like to change the delegate and/or two alternates, please forward a resolution of your Council/Board directing these changes to the MIABC by September 7th, 2018.

The AGM Booklet with further voting information will be distributed by August 15th, 2018.

Voting Delegate: Councillor Alf Trill
Email address: atrill@ashcroftbc.ca

Alternate #1: Councillor Helen Kormendy
Email address: hkormendy@ashcroftbc.ca

Alternate #2: Councillor Barbara Roden
Email address: kormendy@ashcroftbc.ca

Regards,
Claudia Chan

MEMO TO: Mayor Jeyes and Council
MEMO FROM: Yoginder Bhalla, Chief Financial Officer
DATE: July 6, 2018
SUBJECT: ASSET MANAGEMENT REPORT

Background

The work on Long-Term Infrastructure & Asset Management Plan was begun in April of 2016 and the grant from UBCM for the project was secured in June 2016. This allowed the village to begin work with Urban Systems on all aspects of the asset management framework for the village.

Discussion

The project has now concluded and the final report titled 'Asset Management Framework' is attached for review. This concludes the first phase of asset management work the Village of Ashcroft set out to complete. This included work on People & Leadership, Policy & Governance, Data & Information including identifying and collating information in a Geographic Information System. An asset management workshop with council was conducted and feedback is incorporated into the final report. The final report includes an asset management assessment, an asset management strategy and an asset management plan. This document lays the groundwork for the village to qualify for grants and funding and takes a big step toward delivery of sustainable services through the judicious management of its assets.

Recommendation

Administration recommends that the council approve the Asset Management Framework report.

Respectfully submitted,


Yoginder Bhalla
Chief Financial Officer

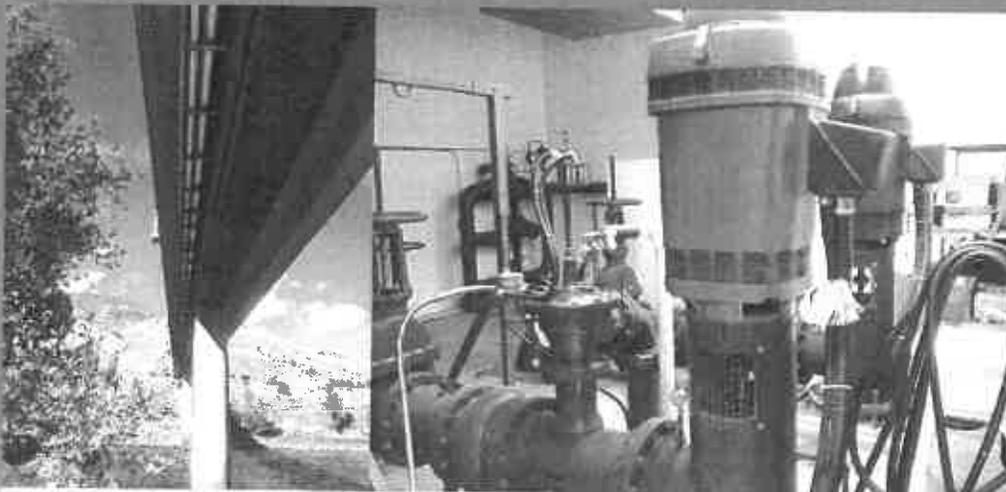
/ysb

REPORT

PREPARED FOR THE VILLAGE OF ASHCROFT

Asset Management Framework

Asset Management Assessment – Asset Management Strategy – Asset Management Plan



URBAN
systems

200 – 201 St. Paul Street
Kamloops, BC
V2C 6G4

June 26, 2018

File: 1093.0047.01

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

Attention: Yoginder Bhalla CPA, CGA, Chief Financial Officer

RE: ASSET MANAGEMENT FRAMEWORK

I am pleased to provide the Village with the attached report, which is the culmination of engagement with Village Council and staff to identify a process for advancing asset management. Aspects of this work included development of the following, which are noted in the Union of British Columbia Municipalities' *Asset Management for Sustainable Service Delivery: A BC Framework*:

- Asset Management Assessment
- Asset Management Strategy
- Asset Management Plan

This work also included the development of a Capital Plan for the next 10 years with considerations for long term investment expectations for an additional 10 years beyond that period.

If you have any questions please contact the undersigned.

Sincerely,

URBAN SYSTEMS LTD.



Rick Collins, P.Eng.
Project Manager, Principal

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APPENDICES

- Appendix A: Results of Capital Planning Process and Cash Flow Analysis
- Appendix B: Water System Risk Assessment
- Appendix C: Condition Assessment Framework
- Appendix D: Communications Framework

1.0 INTRODUCTION

Communities today are more and more rallying around sound asset management practices as concerns grow over available funding for the ongoing renewal of their infrastructure. The Village of Ashcroft (Village), is taking step towards developing a sound asset management program to help ensure that the community's infrastructure is able to support a sustainable community.

Community staff and leaders are asking questions like the following as part of providing community services that rely on infrastructure:

- ▶ How do we create a sustainable community?
- ▶ How can we ensure residents have the services they need and desire?
- ▶ How can we find enough money to do all of this?

A sustainable community is one that can manage changes, undesired events and financial shocks while continuing to deliver important services over the long term without introducing significant changes to revenues or spending.

2.0 BACKGROUND

What is asset management? Asset management is a set of practices and an on-going process for making good decisions. Asset management is the process of making decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.

Why practice asset management? Simply put, it's the right thing to do. The residents and businesses in our communities trust and expect us to be good stewards of the services and infrastructure that they rely on every day. Asset management exists to enable good stewardship of infrastructure and services; to deliver services today and prepare for tomorrow in a way that is responsible.

How do we do asset management? There are lots of ways of approaching asset management – but at even the most basic level, asset management is always about informing decisions with an understanding of service, risk, and cost. The difference between an entry level approach to asset management and a mature, in-depth approach is not what content is considered, but increased data accuracy, levels of analysis, integration, documentation, and formalization of processes.

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

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

Figure 2.1 – How do you do Asset Management?



The Framework is based on Figure 2.2. It recognizes there are many components to asset management and provides a continuous pathway to link all components of the process together. The circular nature emphasizes that, like any fundamental endeavor, the process is on-going and requires continuous review and improvement.

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

Assessing asset management practices helps identify practices and processes that are in place; integration of practices and processes; how well they are applied and how effective they are; and areas of organizational strength and opportunities for improvement.

The assessment results serve as a foundation for developing and implementing the ongoing asset management process and for the development of asset management plans, policies and strategies.

Figure 2.2 – The On-going Process of Asset Management, *Asset Management for Sustainable Service Delivery, A BC Framework*



3.0 ASSET MANAGEMENT ASSESSMENT

3.1 THE VILLAGE’S ASSETS

Core to sustainable service delivery is understanding and managing the community’s infrastructure assets. Ashcroft is responsible for providing and maintaining a wide variety of infrastructure assets, which can generally be compartmentalized into the categories noted in Figure 3.1.

Data Overview

Efforts were made to compile and improve asset management data. The data was stored in multiple locations: spreadsheets, Tangible Capital Assets (TCA) reporting, engineering reports, GIS (Geographic Information Systems), AutoCAD, and hardcopy drawings. The Village has therefore invested in the process to move to a GIS-centric platform for maintaining their spatial data.

Figure 3.1 – Infrastructure Asset Categories

Linear Assets	Non-Linear Assets
Water System	Buildings and Facilities
Wastewater System	Fleet
Stormwater System	Parks
Roadway System	Equipment

It is noted that the installation date of infrastructure is available from the Village’s TCA reporting, but the installation dates for many of the infrastructure components are questionable. The important thing to note, however, is that installation dates are not truly important when considering real life asset management. While install dates can sometimes be indicators of remaining useful life, the true indicator of useful life is actual condition assessments. As an example of action taken in 2018 to improve the value of the information was that a brief visual inspection of the roads was conducted to populate expected remaining life.

Data Gaps

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

- ▶ **Attribute Information:**
 - Water, sanitary, and storm datasets are lacking in attribute information in some areas. Some diameter and material information may also be incorrect. Improving that information can be accommodated through data collection during regular maintenance activities and repairs as well as through specific condition assessments, as noted below. It is not recommended that specific initiatives just to improve that information be completed in isolation.
- ▶ **Spatial Accuracy:**
 - The spatial accuracy of some of the storm could be improved.

Data Summary

With the GIS the Village can visualize and analyze the infrastructure information. Figure 3.2 provides a sample of the resulting mapping for the civil components (i.e. water, sanitary, storm and roads), with each of the infrastructure components having supporting information attached to the mapped lines and points in the database.

Recommendations

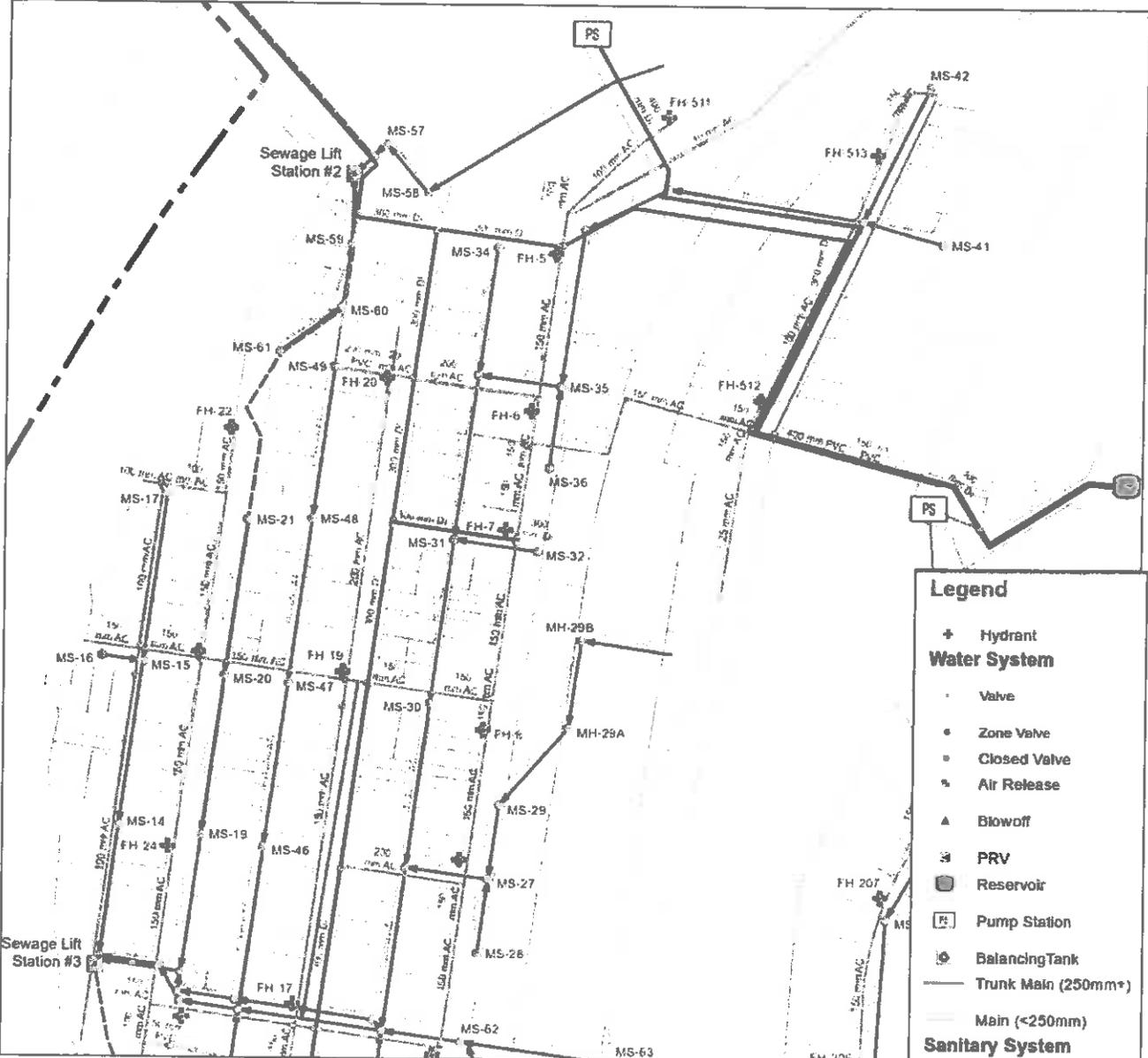
Described below are some steps that the Village could take to ensure the spatial data is accurate, reliable, and accessible to support asset management decision-making.

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

The Village has considered some web-mapping platforms but has a preference to employ low cost solutions at this stage of asset management implementation. If future digital aptitude of Village staff justifies a more complex system it is recommended that a mapping solution strategy be implemented at that time, based on what tools are relevant and current then.

In general, Ashcroft's staff members have a good understanding of the quality of their data, where they are strong, and where they need to focus their efforts. The main hindrance seems to be staff capacity – not enough GIS software expertise or time to set up a centralized GIS database, maintain data, or facilitate sharing of data.

Figure 3.2: Sample of Infrastructure Information in GIS



Legend

- Water System**
 - + Hydrant
 - Valve
 - Zone Valve
 - ◻ Closed Valve
 - ⊕ Air Release
 - ▲ Blowoff
 - ⊗ PRV
 - ⊙ Reservoir
 - ⊠ Pump Station
 - ⊙ Balancing Tank
 - Trunk Main (250mm+)
 - Main (<250mm)
- Sanitary System**
 - Cleanout
 - ⊠ Lift Station
 - Manhole
 - Gravity Main
 - - - Pressure Main
 - ◻ Detention
- Storm System**
 - * Inlet
 - Manhole
 - ⊙ Discharge Point
 - Gravity Main
 - - - CB Lead



A simplified version of best practices of data management is shown in Figure 3.3, and described below:

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

By undertaking these steps, the Village will be well positioned in moving forward to having a robust asset management data repository.

3.2 FINANCIAL CONTEXT

Applying the Village's GIS data and the Tangible Capital Asset Inventory supported the preparation of the following financial summaries:

- ▶ The Village's infrastructure fixed infrastructure (i.e. excluding fleet and equipment), in current dollars, is worth in the order of \$45,000,000, as broken down in the adjacent pie chart.
- ▶ More important to note is that the average annual investment is estimated to be in the order of \$840,000/year including equipment and fleet, as outlined in the below table. That annual investment is based on the theoretical lifespans and infrastructure replacement value estimates. It provides an approximation of what should be expected in terms of annual capital investments or contributions to capital reserves.
- ▶ The bar chart below helps display how much of the useful life of each class is remaining, as shown as the difference between the accumulated depreciation and the replacement cost. Much of the infrastructure is approaching the end of its useful life.
- ▶ This review helps to reinforce that the Village has an infrastructure funding gap, with a number of investments being warranted in the short to medium term. The investments noted below also do not include the new water treatment plant.

Figure 3.3 – Mapping Data Information

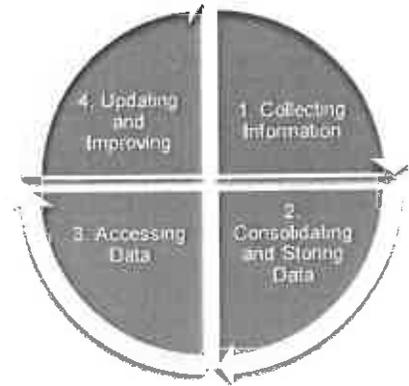


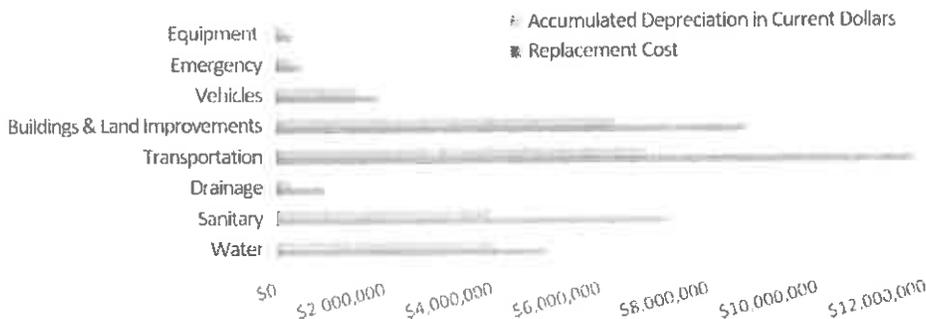
Figure 3.4 – Value of Civil Assets



Figure 3.5 – Theoretical Annual Investments

Asset Category	Average Annual Investment in Current Dollars
Water	\$90,000
Sanitary	\$140,000
Drainage	\$20,000
Transportation	\$210,000
Buildings & Land Improvements	\$200,000
Vehicles	\$120,000
Emergency	\$30,000
Equipment	\$30,000
Total	\$840,000

Figure 3.6 – Summary of Capital Assets



4.0 ASSET MANAGEMENT STRATEGY

Making good decisions regarding capital investments and in improving operations and maintenance practices requires that the right people have the right information at the right time. Information regarding cost, risk, and level of service work together to support informed decision-making.

Achieving informed decision-making requires a process of communication and ongoing information management. Asset management is not about having perfect information, but it's about ensuring decisions are informed by the best information available, and then working to improve information where appropriate.

Figure 4.1 – Aspects of Ashcroft’s Asset Management Strategy



Ashcroft has adopted the approach of creating a Capital Plan that considers risk, service levels and cost that for the next 10 years with considerations for long term investment expectations for an additional 10 years beyond that period. Appendix A provides a summary of the capital planning process, cash flow analysis.

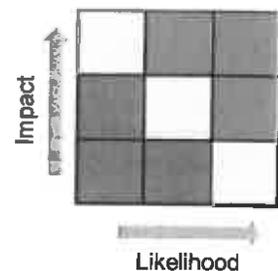
Risk – The Village is incorporating a risk-based decision-making approach into their capital planning and asset management approach. A risk-based approach utilizes likelihood and impact of failure for condition and capacity of its assets to understand:

- ▶ What your risks are and where they are
- ▶ The consequence (i.e. impacts to roads, temporary service outage) and likelihood of these risks
- ▶ What resources are required to mitigate the risks
- ▶ Whether the risk is worth mitigating or if it can be tolerated

Appendix B includes the risk analysis for the water mains. At this stage no risk assessment was completed for the storm and sanitary pipes due to the lack of condition data for assessing the likelihood of failure. Road priorities are based not as much on risk but rather service levels and affordability. For roads a visual review of the surface condition (cracking, potholes, etc.) was considered along with road classification to help identify priorities.

Level of Service – Levels of service thus far have been based on what is viewed as being generally expected by the community regarding the reliability and performance of the Village’s infrastructure. For example, the road assessment conducted as part of the capital planning is based on an expected driving comfort level (i.e. road roughness). However, community engagement regarding the cost for maintaining a certain quality of road vs. cost has not been conducted.

Figure 4.2 – Risk Ranking



There are three key actions the Village may undertake to measure and report out on its asset management decision-making related to level of service.

- ▶ Develop a **performance measurement and reporting framework** which includes a set of both “leading” and “lagging” performance indicators that evaluate the sustainability of Village services. It is anticipated the measures may include (but not be limited to) the following areas:
 - a. Vision and Long Term Planning
 - b. Revenues and Expenses
 - c. Asset Management
 - d. Risk and Levels of Service
- ▶ Complete a **public engagement strategy** to understand service through the community lens (i.e. *what level of service does your community value and what are they willing to pay for?*). Rather than jumping straight to pipe breakage rates or pavement quality index, it’s important to understand the service in terms that residents and businesses would understand – like number of and length of water service outages, or driving comfort. This helps to ensure the priorities for limited resources are aligned with what the community values.
- ▶ **Think critically about service levels.** Sometimes we provide a certain level of service not because the community has indicated it is **valuable** to them, but instead because it’s what has **always been done**. When was the last time you questioned things like:
 - a. How wide the roads should be?
 - b. Which roads should be paved and which should be gravel?
 - c. How often landscapes in parks or public right-of-ways are maintained?

It is recommended that the Village consider existing performance measures, public input, regulatory requirements and affordability to judge the status quo service levels and to see if there are:

- ▶ Opportunities to save costs by reducing some service levels
- ▶ Improve quality of life, increase employee safety or reduce risk by increasing some service levels

Proactive Maintenance – By the Village maintaining infrastructure in a proactive manner they will be able to extend the life of some infrastructure and become aware of some needed asset repairs or replacements before they become emergencies.

Staff is already doing some form of asset management as part of normal operations and maintenance duties. Often, the best way of implementing asset management is not through building new and complicated processes – it is through making incremental improvements to current processes.

Managing Costs – The Village, like many communities, started in the asset management process having a financial plan in place that covered only 5 years and included minimal investment in capital replacement and maintenance. Those plans did not reflect the future costs of replacing existing assets or ensure full cost recovery for each utility (water and sewer). Three key observations were however noted and are being built upon:

1. Debt levels are acceptable and reserves levels are being replenished;
2. Utility rates are being increased in a staged way to help pay for expected investments; and,
3. Staff in the operations and finance departments are interested in dedicating to asset management, but must manage that investment with competing needs.

At the core of sustainable service delivery is financial sustainability. In a local government context, "a financially sustainable government provides valuable services to residents within available means while proactively taking measures to build and preserve services in the long run." Although the Village appears to be moving towards more sustainable finances, revenue opportunities, expense pressures and service demands are likely not to be the same in the future as they have been in the past. Only with stable and reliable revenues, and careful planning of expenditures, will the Village be able to provide the services its residents need and enjoy both today and tomorrow.

Having an asset management funding approach is not a one-time process. New information about services, risk, and cost can change priorities. Changes in funding will also influence the need to refine the funding approach over time.

5.0 ASSET MANAGEMENT PLAN

The following section outlines a list of recommended next steps and priorities for the Village to consider to achieve an enhanced level of practicing asset management.

5.1 Follow an Asset Management Policy

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

It is understood that the Village is finalizing its policy and it is recommended that the Village consider this policy in the context of other municipal operations and decision-making. This policy should also be reviewed and possibly refined in the future to make sure it still suits the community's specific priorities and objectives.

5.2 Condition Assessment Framework

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

It is recommended that the Village consider how to best manage the information that will result from the condition assessments. By planning at the outset, the Village will be better prepared to manage the information to help monitor the changes in infrastructure condition over time. Appendix C provides more details regarding the framework and inspection approach that is recommended for the civil infrastructure.

Adopting and delivering condition and performance assessments warrants consistency of approach and having accessible, centrally located information. The Village does have information on assets in the form of the PSAB3150 – Tangible Capital Assets inventory and information stored in GIS. It is understood that the Village is

Figure 4.3 – Typical Budget Process



continuing to improve the quality of information. Translating more of the information into a digital form, and storing new information in digital form as it becomes available, is a worthwhile approach.

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

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

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

5.3 Communication Plan

The importance of stakeholder communications, and the fact that its value is often underestimated in asset management programs, justifies specific attention when building an understanding.

The derivation and application of the Village's approach to capital expenditures and financing should be open and publicly accountable. The citizens of Ashcroft should be aware of the:

- ▶ Importance of asset management to support Ashcroft being a sustainable community
- ▶ Associated funding requirements
- ▶ Value of adopting a long range process

It is also important to communicate effectively with government agencies to better position the Village to respond to funding grant opportunities and changes in government regulations which could impact the way in which infrastructure servicing is carried out.

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

It is recommended that the Village undertake a proactive, but relatively inexpensive, communications campaign to help various stakeholders understand the importance of investment in the Village's infrastructure. Appendix D includes a draft Communications Plan for the Village to refine and implement.

Figure 5.1 – Communication Paths



5.4 Continue Towards Sustainable Funding of Assets

The Village has made strides in establishing water and sanitary rate increases to help move towards financial sustainability. It will be wise to continue with that trend, but to also give consideration for the capital assets that are funded through General Revenue.

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

5.5 Improvements to the Infrastructure Inventory

An improved understanding of the condition of the Village's assets will aid in establishing priorities and related financial expenditures. The value and accuracy of all related analysis will improve as the asset knowledge increases.

The Capital Plan includes important investments to support these initiatives, specifically camera inspection of sanitary mains and investigations into drainage improvements. Continued review of the road condition changes over time will also help to predict rates of deterioration and inform rehabilitation actions.

6.0 CLOSING

A community's infrastructure is its backbone. While having the highest quality of infrastructure will not guarantee economic development and the benefits that go along with that, a community must provide a reasonable level of infrastructure servicing to retain and attract residents and businesses.

The Village now has an improved understanding what level of capital works is needed to sustain the water, sanitary, drainage and transportation infrastructure. There is also an enhanced appreciation for the importance of maintaining sufficient funding levels to address reinvestment needs, and how the present funding levels will not sustain the anticipated reinvestment needs. These are valuable realizations to gain perspective in moving forward with the program.

A well-defined, integrated approach is essential in maximizing the benefit of expenditures on capital, operations and maintenance investments. Technical and analytical tools can be employed to facilitate the asset management program however applying the Village's judgment and experience is the basis for developing and managing the process.

This report provides direction for a number of implementation steps. It is understood that the Village Council and staff appreciate the importance of implementing asset management practices. The additional direction that resulted from this most recent work and the commitment of resources will help to support that implementation.

Embarking on this program has also initiated valuable dialogue regarding the importance of the process and its future direction. This dialogue must be sustained to raise awareness of the true value of the Village's infrastructure, to contemplate financing issues and implications as well as to solicit feedback and direction.

APPENDIX A

Results of Capital Planning Process and Cash Flow Analysis

1.0 Introduction

The Village of Ashcroft is responsible for providing and maintaining a wide variety of infrastructure. This infrastructure is vital to the well being of the citizens and businesses of the community. With ongoing use and the passage of time, existing infrastructure deteriorates. Reinvestment in the infrastructure, which includes replacement and restoration, is required to ensure that the Village's asset base is preserved and that future generations can enjoy the same quality of service.

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

2.0 Capital Planning Process

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

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

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

- ▶ Increasing awareness of funding needs
- ▶ Increasing water and sanitary utility rates in recent years to help close the gap
- ▶ Developing a more integrated approach to capital planning.

Identifying Capital Projects

The development of the list of anticipated projects commenced as an information collection exercise. Previous investigations and Village input was sought to help populate a list of works. As the project list evolved priorities were refined. The resulting projects were then presented to Village Council for input and direction.

Conceptual costs estimates and GIS mapping was created to help identify the scope of the proposed capital investments. The maps and tables included in this appendix serve as a repository for the capital planning information.

Key Assumptions for Financial Analysis

A cash flow model was prepared with a graphical format related to achieving the Capital Plan goals with a measured and responsible financial approach. The 10 Year Capital Plan employs the current annual capital funding and reserve levels as a starting point for that analysis. It is hoped that future years will involve increases to funding levels and additional refinement of priorities to close the funding gap. The following are the starting point financial assumptions that were developed with the Village that are included in the cash flow model.

Reserves

- ▶ The Village has ~\$700,000 balance for annual operations and expenditures.
 - It is recommended this be considered an operations reserve and not drawn down to pay for capital works.
- ▶ General capital reserve balance = ~\$1,650,000
 - Includes Capital Asset Reserve balance = ~\$1,500,000
 - Includes Machinery & Equipment replacement reserve of \$150,000
- ▶ Water Utility operating and capital, unrestricted reserve balance = ~\$1,750,000
 - Of that amount none is deducted for the 2018 water treatment plant costs
 - All of this amount can be treated as being available for capital works
- ▶ Sanitary Utility operating and capital, unrestricted reserve balance = ~\$563,000
 - \$219,000 of that is reserved for the wastewater treatment plant upgrades
- ▶ No other cash available that could be considered set aside for capital investments
- ▶ Community Works Fund reserve balance = ~\$600,000 to the end of 2018
 - Assume that the Community Works Fund will allocate \$127,000/year over the long term

Annual Revenues

- ▶ Water Utility
 - Total annual budget, excluding grants = ~\$365,000 and increasing at 15% per year as per 2017-2021 Financial Plan
 - No revenue obtained by outside sources
- ▶ Sanitary Utility
 - Total annual budget, excluding grants = ~\$310,000 and increasing at 10% per year as per 2017-2021 Financial Plan
 - No revenue obtained by outside sources
- ▶ General Revenue
 - Total annual revenue, excluding grants, transfers from other governments, solid waste licencing was as follows for 2016 (from Village's 2016 Annual Financial Report)
 - Property value taxes = \$1,200,000
 - Parcel taxes = \$170,000 (Normally assigned to capital reserves and \$85,000/year will be assigned to water treatment plant debt repayment)
 - Parcel taxes are not adjusted in conjunction with property value taxes increases.
 - The Village currently also receives ~\$400,000/year in unconditional grant from Province and ~\$215,000/year in revenue sharing for Highland Valley Copper. It is assumed these sources will continue for at least the next 20 years so compensating for their loss is not included in this analysis.

Debt

- ▶ Village will start incurring debt payments next year related to the water treatment plant (\$2.4 million) which equate to annual payments of \$122,000 for 20 years. Of that amount \$40,000 will be from the Community Works Fund and the balance will be from the parcel tax revenue.
- ▶ Also have loan for the fire truck with annual payments of ~\$19,000 with 18 years left
- ▶ Maximum annual debt servicing limit = ~\$750,000

3.0 Capital Plan Summary

Some general observations include:

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

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

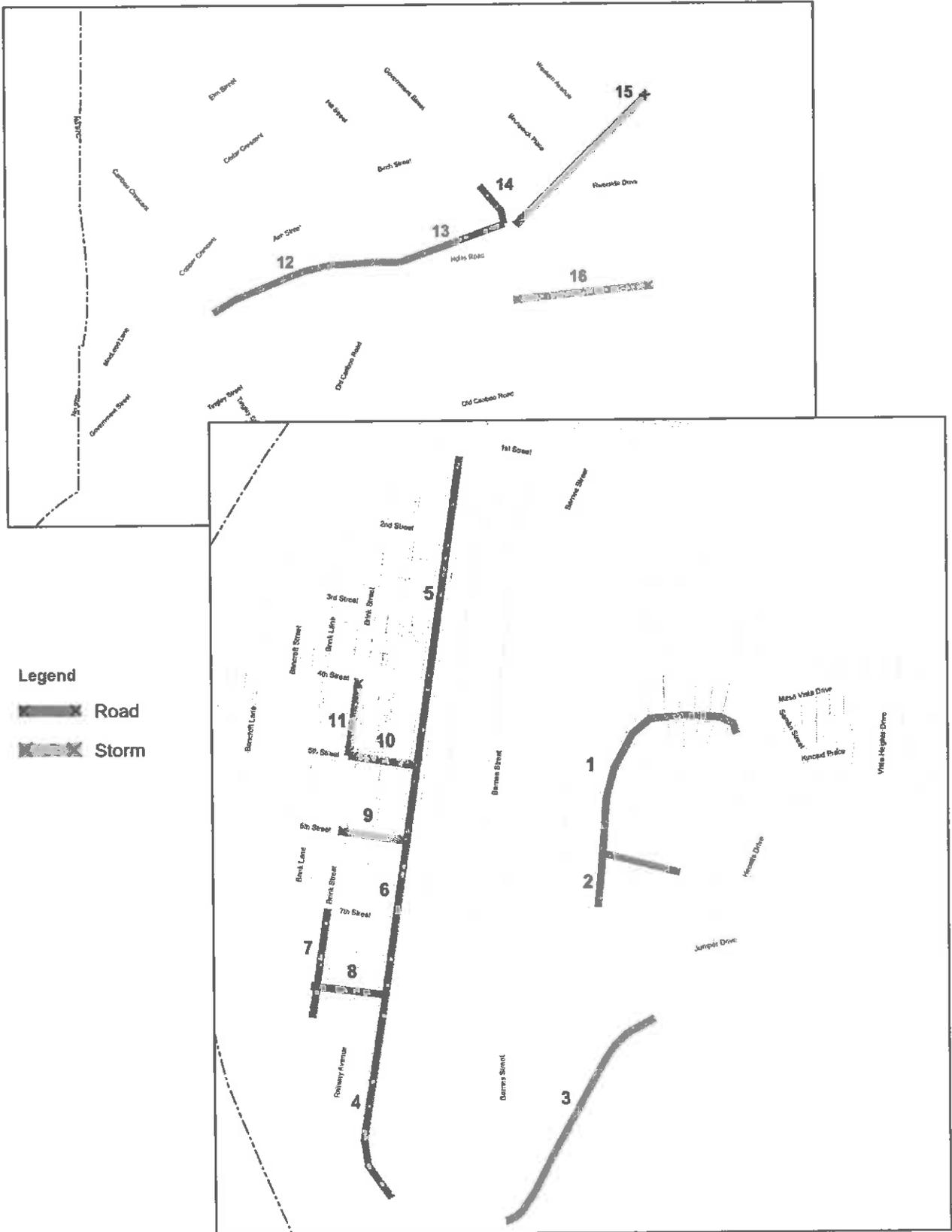
Beyond a few known spots and routine replacement of mechanical equipment, the wastewater collection system appears to be in reasonable shape and is not causing any major issues. This however should be confirmed with a camera inspection program. This program will give a better idea of the actual condition of the sewers and what may be expected moving forward. The Capital Plan outlines some known capital upgrades but includes longer term allowances reflecting the expected average annual investment for piping to highlight that the Village should start budgeting for the anticipated major investment of replacing components as they age.

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

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

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

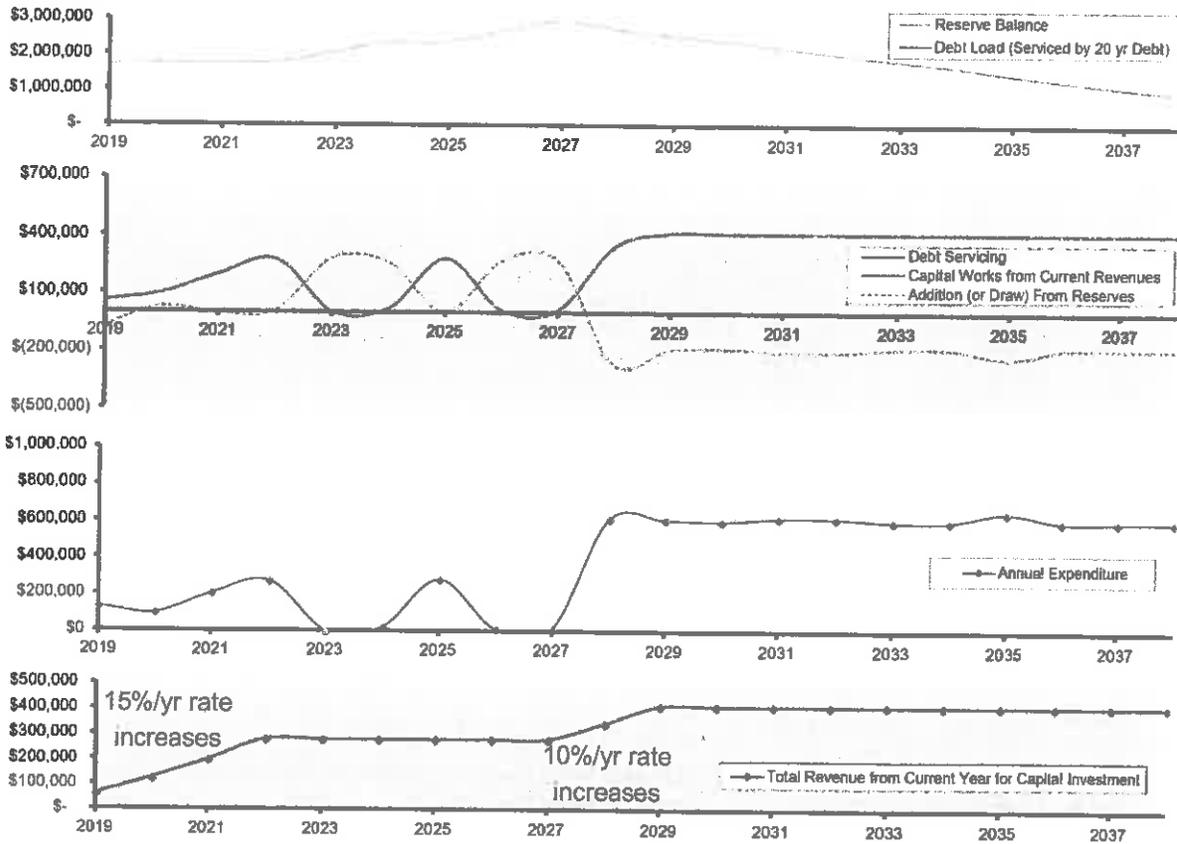
Summary of Linear Capital Projects



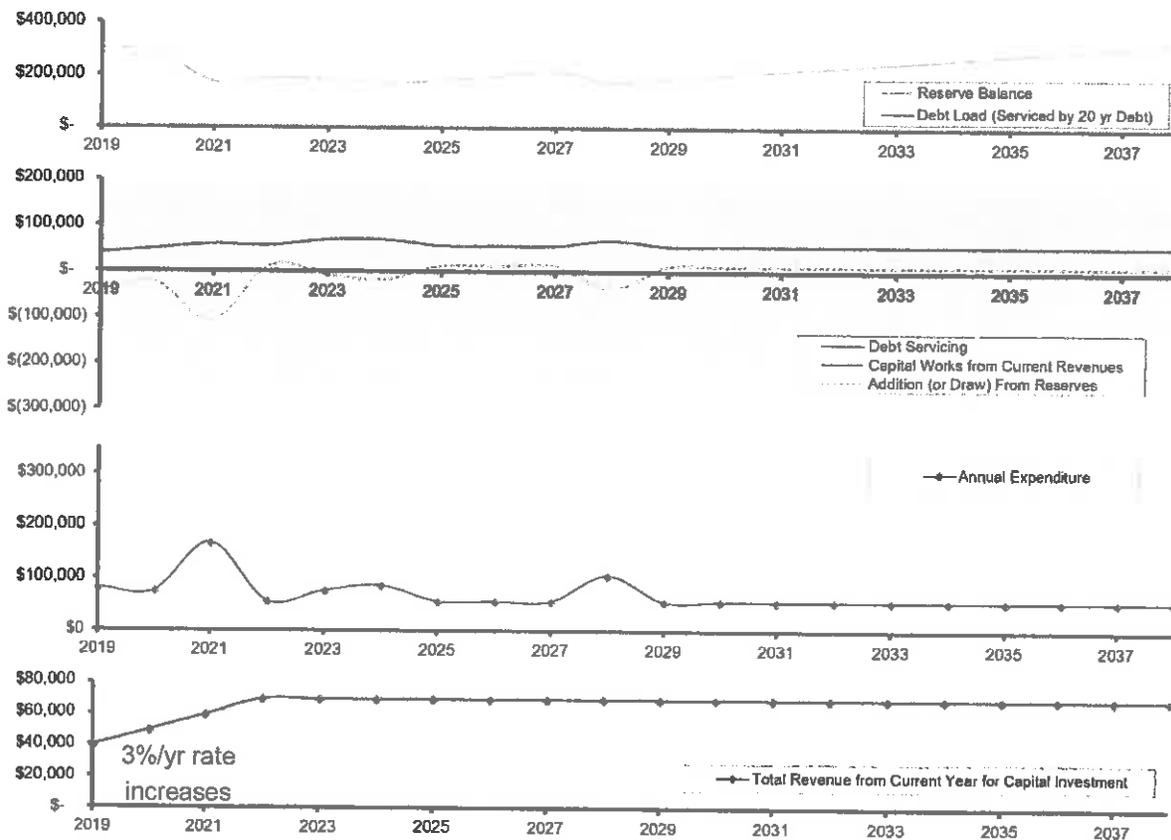
Linear Project ID (if available)	Title	Cost	% Reinvestment	Year	Grants (%)	Grants (Amount)	Net Project Cost
	Zone 2 Reservoir and Zone 3 Pump Chamber Ladders	\$5,000	100%	2020			\$5,000
	New North Ashcroft PRV to Serve Zone 1 (Capital Project 2A - Confirm if 2B will not work first)	\$250,000		2016			\$250,000
	2nd Cef. - North Ashcroft (Zone 3)	\$1,500,000		2022	83%	\$1,245,000	\$255,000
	Mesa Vista Service Connection Backflow Preventers (Incl. Communications with Residents)	\$11,000		2016			\$11,000
	Mesa Vista Heights - Revising Fire Pumping Booster System	\$60,000	50%	2020			\$60,000
	Mesa Vista 200 mm Dia. Main - Reservoir to Vista Heights	\$150,000	100%	2025			\$150,000
	Connect Supply Main (WTP to Zone 1 Reservoir) to Adjacent Main Along 1st Ave.	\$37,000	100%	2020			\$37,000
	Water Metering - Zone Meters	\$50,000		2019			\$50,000
	Water Metering - Industrial, Commercial, Institutional Investigation	\$12,000		2019			\$12,000
	Water Metering - Industrial, Commercial, Institutional	\$185,000		2021			\$185,000
	Water Metering - Residential Meters - Review of Water Use + Benefit/Costs Analysis	\$22,000		2019			\$22,000
	Water Metering - Residential Meters - Capital Cost Not Included - First Determine if Benefit/Cost Analysis Proves Out						
	Replace Zone 3 PRV - Use Existing Station	\$49,000	100%	2019			\$49,000
	SCADA Upgrades/Replacement	\$120,000	100%	2025			\$120,000
	Replace Intake Pump 1	\$18,000	100%	2021			\$18,000
	Replace Intake Pump 1	\$18,000	100%	2031			\$18,000
	Replace Intake Screen 1	\$8,000	100%	2024			\$8,000
	Replace Intake Pump 2	\$18,000	100%	2022			\$18,000
	Replace Intake Pump 2	\$18,000	100%	2032			\$18,000
	Replace Intake Screen 2	\$8,000	100%	2029			\$8,000
	Replace Mesa Vista PRV - Use Existing Station	\$50,000	100%	2035			\$50,000
	Hydrant Replacements - Phase 1	\$12,000	100%	2024			\$12,000
	Hydrant Replacements - Phase 2	\$12,000	100%	2025			\$12,000
	Hydrant Replacements - Phase 3	\$12,000	100%	2026			\$12,000
	Hydrant Replacements - Phase 4	\$12,000	100%	2027			\$12,000
	Hydrant Replacements - Phase 5	\$12,000	100%	2028			\$12,000
	Watermain Reinvestment Allowance	\$600,000	100%	2028			\$600,000
	Watermain Reinvestment Allowance	\$600,000	100%	2029			\$600,000
	Watermain Reinvestment Allowance	\$600,000	100%	2030			\$600,000
	Watermain Reinvestment Allowance	\$600,000	100%	2031			\$600,000
	Watermain Reinvestment Allowance	\$600,000	100%	2032			\$600,000
	Watermain Reinvestment Allowance	\$600,000	100%	2033			\$600,000
	Watermain Reinvestment Allowance	\$600,000	100%	2034			\$600,000
	Watermain Reinvestment Allowance	\$600,000	100%	2035			\$600,000
	Watermain Reinvestment Allowance	\$600,000	100%	2036			\$600,000
	Watermain Reinvestment Allowance	\$600,000	100%	2037			\$600,000
	Watermain Reinvestment Allowance	\$600,000	100%	2038			\$600,000
	Other Miscellaneous General Mechanical Capital Works (Upgrades and Replacements) - Already Included in Existing O&M Budget						
	Valve Replacements and Leak Repairs - Already Included in Existing O&M Budget						
	Water Capital Total	\$8,245,000				\$1,345,000	\$6,900,000
	Sewer						
	Camera Inspection of Gravity Mains - Phase 1	\$30,000	100%	2020			\$30,000
	Camera Inspection of Gravity Mains - Phase 2	\$30,000	100%	2024			\$30,000
	Lift Station - Replace Pump (Station TBD)	\$20,000	100%	2020			\$20,000
	Lift Station - Replace Pump (Station TBD)	\$20,000	100%	2023			\$20,000
	Lift Station - Replace Pump (Station TBD)	\$20,000	100%	2028			\$20,000
	Lift Station 1 - Replace Lift Station	\$950,000	100%	2021	83%	\$788,500	\$161,500
	Lift Station 1 - Inspect Forcemain Bridge Hangers	\$30,000	100%	2028			\$30,000
	Lift Station 3 - Patching Concrete	\$5,000	100%	2020			\$5,000
	Lift Station 4 - New Grating	\$8,000	100%	2020			\$8,000
	Lift Station 5 - Transfer Switch	\$6,000	100%	2020			\$6,000
	Lift Station 6 - New 10 Hp Pumps	\$25,000	100%	2019			\$25,000
	SCADA at WWTP	\$50,000	100%	2019			\$50,000
	Sewer Rehabilitation Allowance	\$50,000	100%	2022			\$50,000
	Sewer Rehabilitation Allowance	\$50,000	100%	2023			\$50,000
	Sewer Rehabilitation Allowance	\$50,000	100%	2024			\$50,000
	Sewer Rehabilitation Allowance	\$50,000	100%	2025			\$50,000
	Sewer Rehabilitation Allowance	\$50,000	100%	2026			\$50,000
	Sewer Rehabilitation Allowance	\$50,000	100%	2027			\$50,000
	Sewer Rehabilitation Allowance	\$50,000	100%	2028			\$50,000
	Sewer Rehabilitation Allowance	\$50,000	100%	2029			\$50,000
	Sewer Rehabilitation Allowance	\$50,000	100%	2030			\$50,000
	Sewer Rehabilitation Allowance	\$50,000	100%	2031			\$50,000
	Sewer Rehabilitation Allowance	\$50,000	100%	2032			\$50,000
	Sewer Rehabilitation Allowance	\$50,000	100%	2033			\$50,000
	Sewer Rehabilitation Allowance	\$50,000	100%	2034			\$50,000
	Sewer Rehabilitation Allowance	\$50,000	100%	2035			\$50,000
	Sewer Rehabilitation Allowance	\$50,000	100%	2036			\$50,000
	Sewer Rehabilitation Allowance	\$50,000	100%	2037			\$50,000
	Sewer Rehabilitation Allowance	\$50,000	100%	2038			\$50,000
	Tools and Equipment	\$30,000	100%	ongoing			\$30,000
	Pump Station Routine Reinvestments in Mechanical (Pumps, HVAC, Electrical, etc.)	\$40,000	100%	ongoing			\$40,000
	Sewer Capital Total	\$2,114,000					

Linear Project ID (if available)	Title	Location	From	To	Cost	% Reinvestment	Year	Grants (%)	Grants (Amount)	Net Project Cost
GENERAL										
Drainage										
9	6 St Storm Tie In	6 St	Railway Ave	Brink St	\$111,000	100%	2028			\$111,000
10	5 St Storm Tie In	5 St	Railway Ave	Brink St	\$111,000	100%	2025			\$111,000
11	Brink St Storm Upgrade from 6"	Brink St	5 St	4 St	\$205,000	100%	2028			\$205,000
15	Ranch Rd Storm	Ranch Rd	60 m West of Western A Government St		\$376,000	100%	2028			\$376,000
16	Hollis Rd New Ditching	Hollis Rd	Near Craggs Cres		\$21,000	100%	2020			\$21,000
	Master Drainage Plan (South of Elm St)				\$60,000	100%	2027			\$60,000
	Tools and Equipment				\$5,000	100%	ongoing			\$5,000
					668,000					668,000
Drainage Capital Total										
Public Works - Roads, Sidewalks, Trails, Streetcapping, General										
1	Cliff Cr Road Reconstruction	Cliff Cr	Mesa Vista Dr	Mesa Vista Dr	\$521,000	100%	2022			\$521,000
2	Vista Place Reconstruction	Vista Pl	Cliff Cr	End	\$152,000	100%	2022			\$152,000
3	Mesa Vista Dr Road Pulverize and Rebuild	Mesa Vista Dr	Hwy 97C	Top of Sleep Hill	\$288,000	100%	2021			\$288,000
4	Railway Ave and Mesa Vista Dr Reconstruction	Railway Ave. & Mesa Vista Dr	Hydrant South of 8 St	Railway Crossing	\$381,000	100%	2024			\$381,000
5	Railway Ave 20% Base Repairs + Mill and Pave	Railway Ave.	Hwy 97	6 St	\$861,000	100%	2025			\$861,000
6	Railway Ave 20% Base Repairs + Mill and Pave	Railway Ave.	6 St	Hydrant South of 8 St	\$481,000	100%	2026			\$481,000
7	Brink St New Sidewalk	Brnk St	7 St	Villa Frontera	\$59,000	100%	2028			\$59,000
8	8 St Reconstruction	Brnk St	Railway Ave.	Brink St. (incl. Intersection)	\$153,000	100%	2027			\$153,000
12	Government St Reconstruction incl. East Lane Base Rebuild	Government St	Ash St. incl. Intersection	Old Cariboo Rd	\$477,000	100%	2023			\$477,000
13	Government St Widening/ Slump Repair	Government St.	Cariboo Rd.	Ranch Rd./Government St. Intersection	\$503,000	100%	2030			\$503,000
14	Government St Road Reconstruction	Government St.	Ranch Rd	75 m North	\$98,000	100%	2023			\$98,000
	Sidewalk Reinvestment Allowance				\$30,000	100%	ongoing			\$30,000
	Crack Sealing Program				\$50,000	100%	ongoing			\$50,000
	Crack Sealing Program				\$15,000	100%	2020			\$15,000
	Crack Sealing Program				\$15,000	100%	2021			\$15,000
	Crack Sealing Program				\$15,000	100%	2026			\$15,000
	Pothole Repair Program				\$50,000	100%	ongoing			\$50,000
	Pothole Repair Program				\$10,000	100%	2019			\$10,000
	Pothole Repair Program				\$10,000	100%	2020			\$10,000
	Volume Patching Program				\$50,000	100%	2019			\$50,000
	Volume Patching Program				\$50,000	100%	2020			\$50,000
	Volume Patching Program				\$50,000	100%	2026			\$50,000
	Road Reinvestment Allowance - Local Roads, Lanes and Parking Lots - Acknowledgement that not all Works Identified Yet				\$300,000	100%	2031			\$300,000
	Road Reinvestment Allowance - Local Roads, Lanes and Parking Lots - Acknowledgement that not all Works Identified Yet				\$300,000	100%	2032			\$300,000
	Road Reinvestment Allowance - Local Roads, Lanes and Parking Lots - Acknowledgement that not all Works Identified Yet				\$300,000	100%	2033			\$300,000
	Road Reinvestment Allowance - Local Roads, Lanes and Parking Lots - Acknowledgement that not all Works Identified Yet				\$300,000	100%	2034			\$300,000
	Road Reinvestment Allowance - Local Roads, Lanes and Parking Lots - Acknowledgement that not all Works Identified Yet				\$300,000	100%	2035			\$300,000
	Road Reinvestment Allowance - Local Roads, Lanes and Parking Lots - Acknowledgement that not all Works Identified Yet				\$300,000	100%	2036			\$300,000
	Road Reinvestment Allowance - Local Roads, Lanes and Parking Lots - Acknowledgement that not all Works Identified Yet				\$300,000	100%	2037			\$300,000
	Road Reinvestment Allowance - Local Roads, Lanes and Parking Lots - Acknowledgement that not all Works Identified Yet				\$300,000	100%	2038			\$300,000
	Tools and Equipment				\$20,000	100%	ongoing			\$20,000
					\$8,877,000					\$8,877,000
					\$7,706,000					\$7,706,000
					\$11,069,000					\$11,069,000
Capital Total (Water, Wastewater and General Revenue)										

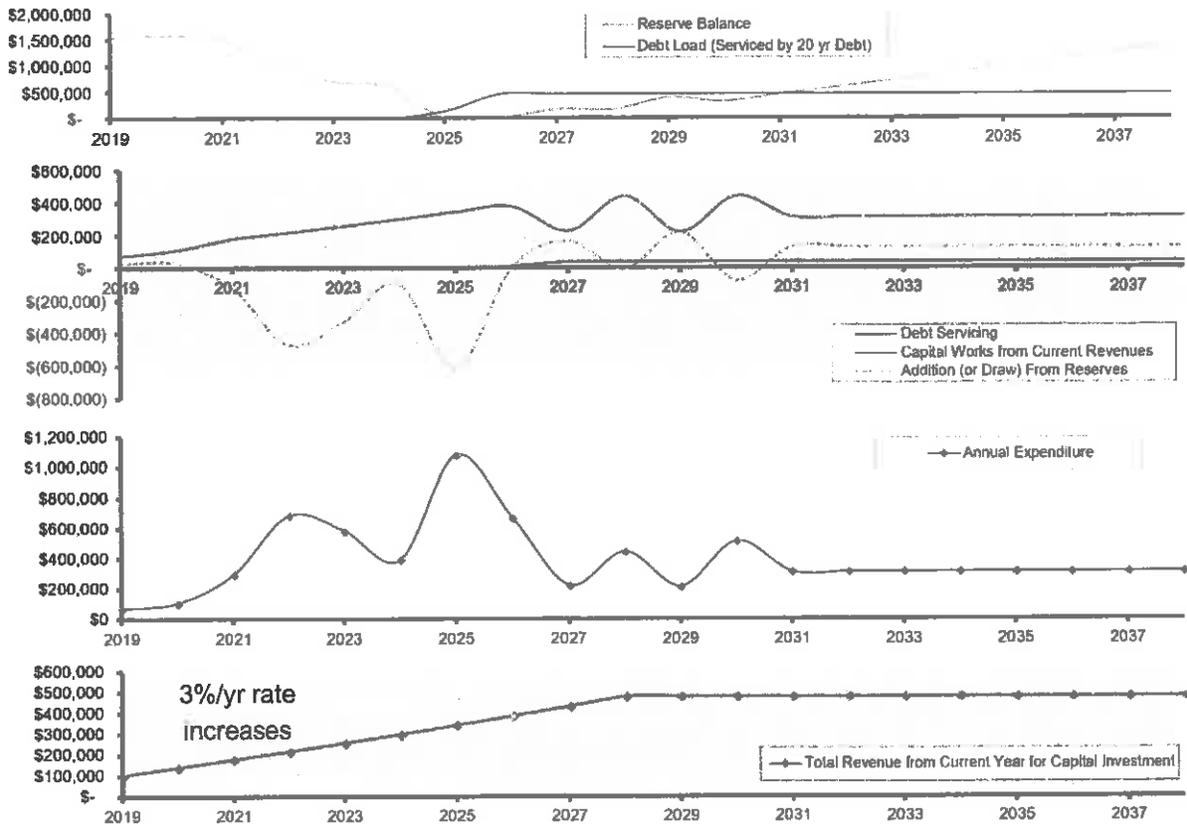
Cash Flow Analysis - Water Fund



Cash Flow Analysis - Wastewater Fund



Cash Flow Analysis - Transportation and Storm



APPENDIX B

Water System Risk Assessment

1.0 Introduction and Risk Assessment Scope

This appendix presents the results of the condition-based risk assessment for the Village's water mains. A review of the pipe assessment is presented in addition to a discussion of the key findings. Capacity related issues were addressed in the Water Master Plan.

The lack of condition information for the sewer mains is the driving factor for not completing a risk assessment for that class of infrastructure. This exclusion is practical because Urban Systems has found in many instances that material and age are not the best indicators of gravity main condition. There are many cases where the actual installation practices (e.g. proper compaction around pipes, quality of service connections) are major influences. It is however recommended that sewer rehabilitation priorities be identified based on a risk-based approach once the condition of the pipes is determined using camera inspections.

The use of risk is not the primary driver for assessing the condition of roads. Typically, road investment priorities are mostly influenced based on:

- ▶ Level of service, with higher volume and major commercial roads being higher priorities
- ▶ Economics, to invest in locations where repairing/replacing the asphalt prior to road base structure undergoing major degradation as that more extensive full structure replacement is more expensive

2.0 Risk Methodology

The approach to the risk assessment of the Village's water mains can be divided into four parts:

- ▶ an assessment of the likelihood of failure
- ▶ an assessment of the consequence of failure
- ▶ a risk score
- ▶ prioritization of projects based on risk score rankings

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

Likelihood of Failure

The likelihood of failure was calculated using asset age. The likelihood of failure definitions were categorized as outlined in Table 1.

The following useful expected lives were employed for the different pipe materials:

- ▶ Diameter greater than 200 mm
 - PVC: 80 years
 - Ductile Iron and Asbestos Cement: 60 years
- ▶ Diameter less than 200 mm
 - PVC: 90 years
 - Ductile Iron and Asbestos Cement: 70 years

Table 1: Condition Risk Score - Likelihood of Failure

Risk Score	Asset Age
5	Exceeds useful life
4	90% to 100% of useful life done
3	80% to 90% of useful life done
2	60% to 80% of useful life done
1	0% to 60% of useful life done

The useful lives of the pipes were separated to acknowledge that useful lives for some pipes may vary from the average. The Village's larger diameter mains are trunk mains and will likely not be candidates for attempting to use the mains, on average, for much longer than a typical theoretical useful life. As well, in many cases smaller mains can be used past their theoretical useful life if they are not high risk mains. And from a practical

perspective, the Village's data indicates there are many asbestos cement pipes that have been in service for approximately 55 to 60 years. That age would mean that theoretically many pipes will be due for replacement due to condition now or very soon. In reality, the Village has not experienced many leaks on those pipes so the odds of them needing replacement in the next couple of years is low.

Consequence of Failure

The consequence of failure was determined primarily by the following categories and as summarized in Table 2. The highest rank of these three categories was adopted as the consequence score.

Impact to Transportation Route – Classification of what type of transportation (road or rail) that overlies the pipe.

Impact to Land Use – The consequence of failure is a function of the land use designation serviced by the pipe.

Impact to Based on Pipe Importance – The consequence of failure was a function of how crucial the section of water main is to providing continued supply to the community. This is a more subjective assignment of consequence score, based on a judgement of impact to the community should the pipe be out of service.

Table 2: Consequence of Failure Categories

Impact	Risk Score	Ratings	Examples
Transportation Route	5	Significant Roads	Extremely difficult detour (Bridge over Thompson River)
	4	Major Roads and Rail	Remainder of Highway, Evans Road, Under Railway
	3	Secondary Major Roads	Railway Ave.
	2	Minor Roads	Local roads and in lanes
	1	Not in Roadways	Across fields
Land Use	5	Hospital	
	4	School, High Density Residential	
	3	Single Family Residential, Downtown Commercial	
	2	Country Residential, Light Industrial	
	1	Vacant Land, Agricultural	
Pipe Importance	5	Crucial Pipes (any dia.)	Pipe leading to a reservoir, pipe across Thompson River
	4	300+mm dia.	Larger supply pipes, trunk mains
	3	200 and 250 mm dia.	Average pipes, depending on extent of service area and looping
	2	150 mm dia.	Smaller pipes, depending on looping
	1	100 mm dia. or less	Smaller pipes

Risk Score Matrix

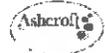
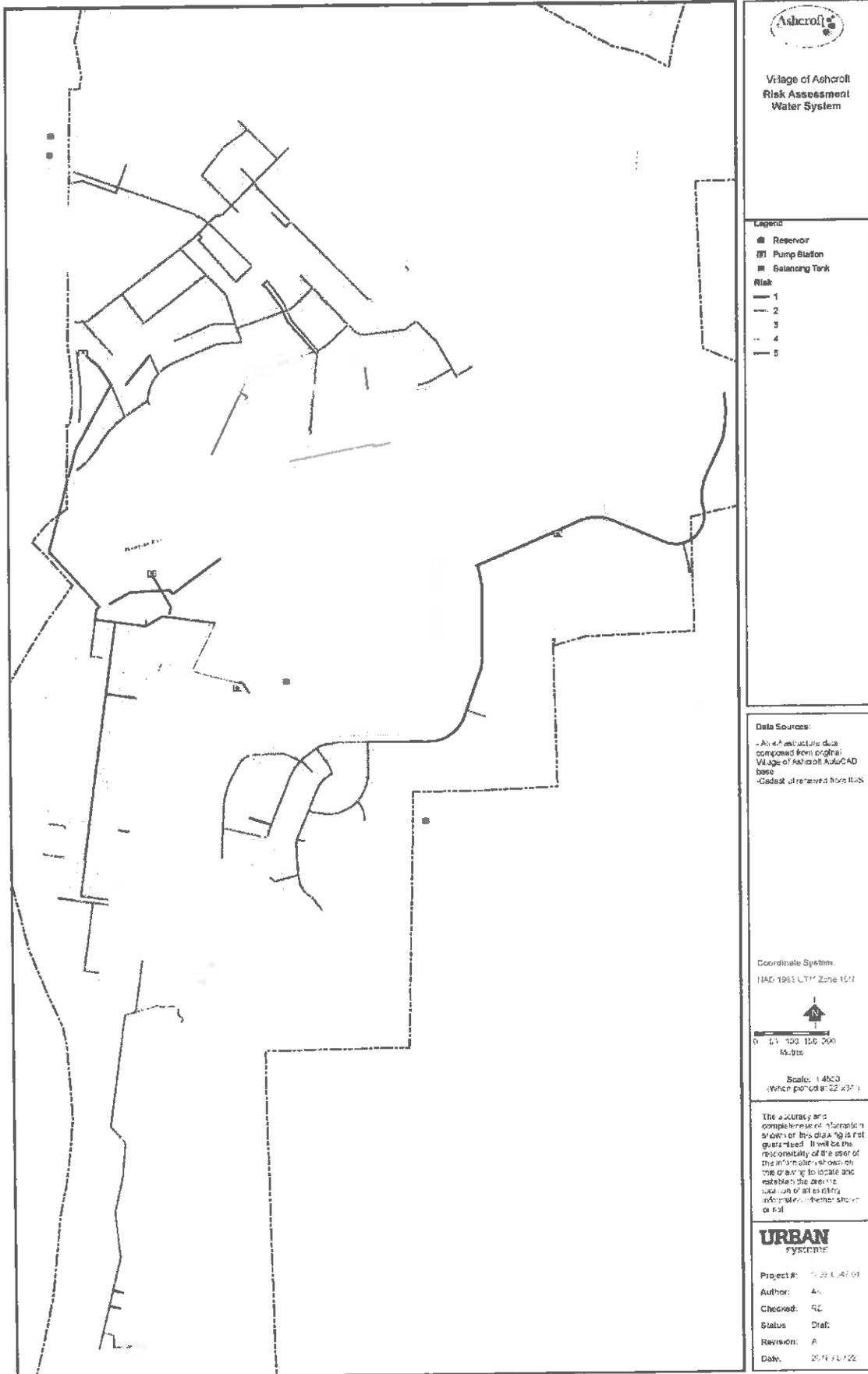
The combined risk score incorporates the likelihood of asset failure score and the consequence of failure score into a single 1 to 5 rating (1 being the least risk and 5 being the most risk). Figure 1 correlates the consequence and the likelihood of failure to the combined risk score.

Figure 1: Risk Score Matrix

Consequence	5	3	3	4	5	5
	4	2	3	4	5	6
	3	2	2	3	4	4
	2	1	2	2	3	3
	1	1	1	2	2	3
		1	2	3	4	5
		Likelihood of Failure				

3.0 Results of Pipe Network Assessment

An illustration of the assessment is provided in the following map. Refer to the Capital Plan for further information on project timing and financial planning as it relates to this risk-based analysis.



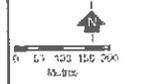
Village of Ashcroft
Risk Assessment
Water System

- Legend
- Reservoir
 - ⊞ Pump Station
 - Balancing Tank
- Risk
- 1
 - 2
 - 3
 - 4
 - 5

Data Sources:

- All Infrastructure data composed from original Village of Ashcroft AutoCAD base
- Cadast. obtained from RMB

Coordinate System:
NAD 1983 UTM Zone 12N



Scale: 1:4000
(Sheet period: 22/07/11)

The accuracy and completeness of information shown on this drawing is not guaranteed. It will be the responsibility of the user of this information to own the drawing to locate and establish the precise location of all existing information, whether shown or not.



Project #: 10204/01
Author: AC
Checked: RC
Status: Draft
Revision: A
Date: 20/07/12

Condition Inspection Framework

CONDITION INSPECTION FRAMEWORK

How Inspections Fit into the Implementation Process

Inspections can be a time intensive part of the overall process, sometimes second only to the actual repairs that may be needed. However, inspections are only one part of the overall process. It is important to understand how the field inspections fit into the broader condition and performance framework.

Inspections may be complaint driven or be part of the regular inspection program. Regardless, the same inspection process and assessment can be undertaken.

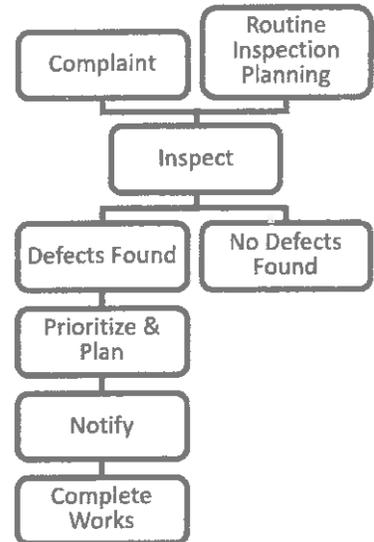
An important step that is sometimes overlooked is the notification of property owners that might be impacted by replacement activities. Replacements may limit access to driveways and could reduce pedestrian traffic. Taking the step of informing property owners that will be impacted should always be undertaken in advance of the construction activity.

The purpose of this framework is to outline practical, systematic approaches for the Public Works Department to effectively and efficiently assess the condition and performance of the following infrastructure within the road corridors:

- Roads
- Sidewalks
- Ditches
- Water Distribution
- Gravity Sewer (Sanitary and Drainage)

Following is a separate approach outlined for each of the above types of infrastructure. Inspection procedures for buildings and facilities (e.g. well houses, reservoirs, sewage treatment plant, buildings) have not been outlined in this framework. Water and sanitary facility inspection and monitoring requirements should be outlined in the Village's operations and maintenance plan. The Village should also adopt building inspection protocols based on more routine walkthroughs.

It is important to note that inspections involve working within the road corridor. The Village should be careful to review and address safety concerns prior to completing any fieldwork. A safety plan (i.e. identification of risks, expected safety equipment, safe operating protocols, etc.) should be prepared prior to an inspection program being initiated.



General Condition Assessment Framework Approach

It is recommended that condition and defects be tracked that are specific to each type of infrastructure. Based on this information the Village should assign a 1 to 5 (i.e. poor to good) condition rating that can be used to generalize the condition of the given asset.

Using mobile technology to record issues and ratings in the field rather than a paper-based approach is possible, but regardless of the data collection technique the end goal should be to design the inspection process so the information can be easily incorporated into the GIS.

The condition assessment framework provides recommended approaches for how inspections are conducted and results are tracked. However, the Village will need to decide the final approach that it will be adopted based on their expected investments in technology, training and hiring of outside resources to accomplish the assessments. The adopted approaches should be reviewed regularly and updated or revised as necessary based on changing requirements and protocols.

Implementation – Initial Planning and Prioritization

The following tasks are recommended for effective management of the existing Village capital infrastructure. They provide guidance for improving and collecting additional asset information. They set the stage for improving the information that is known and applied about existing assets. It is practical to plan first the investments in information gathering that are warranted to help ensure that staff time and resources are appropriately assigned.

Stage 1: Identify Higher Priority Asset Information Gaps

The Village developed asset inventories to meet the PSAB 3150 Tangible Capital Asset reporting requirements. Updates are warranted as new information has been incorporated in the GIS development. There are also some gaps and some assumed information, such as remaining useful life, that are worthy of review.

It is not practical to strive for full accuracy and completeness for all infrastructure. The goal should be to identify data gaps that are worthy of improvement over the short-to-medium term.

Not all of the Village's assets need to be the focus, but rather only the ones that will directly benefit from the more structured asset management approach.

The Village should make a succinct list of data gaps and weigh the benefit of each to help identify the high priority gaps.

Stage 2: Assign Timeline and Budgets for Completing Information Improvements

Assigning realistic timelines and budgets for completing the information improvements should be done with an eye on return on investment and available data collection resources.

Budget should consider costs associated with Village staff time required to complete the information improvements and inspections as well as funding of specialist consultants when necessary. Note that this can be an iterative process for more routine inspections once the Village becomes more familiar with the time needed to complete the inspections and related data management.

Stage 3: Complete Investigations to Help Fill Gaps

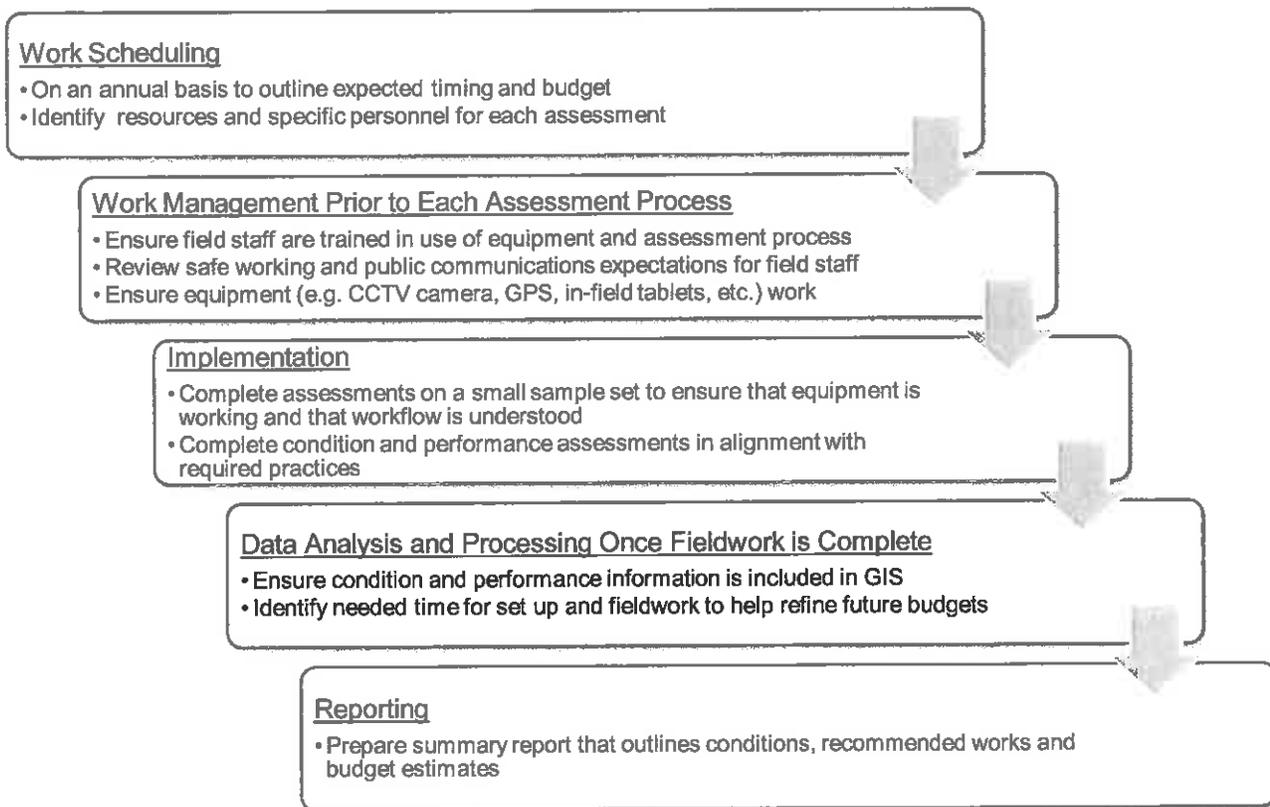
Investigations to help fill the asset information gaps becomes the focus once a plan has been set up regarding the timeline and budget for information improvements.

It may make sense to complete investigations one asset class at a time and fill in those gaps, to help ensure focus is maintained and to respect staff time limitations. An example is sanitary manhole inspections that are best done in one round while the inspector has all the required equipment and can focus on one style of assessment and rating system.

In other cases, such as inspecting infrastructure that can be easily seen in the roadway corridor, such as sidewalks and surface drainage, it makes sense to consider the infrastructure concurrently to be more efficient.

Implementation – Conducting the Inspections

For each type of infrastructure, completing the inspections involves implementing the five main steps noted the following figure. The process should be reviewed annually and updated as necessary. This will allow experience gained from the past year of operation and maintenance of the system to be incorporated into the process.



It should be noted however that not all inspections are required on an annual basis. Some infrastructure may be assessed to still have a service life of many decades. In those cases it is practical to delay subsequent inspections.

It is important that clear budgets be identified to carry condition assessments and presented as part of the annual budgeting process.

Assessments for Roads

Objectives:

- Protect the taxpayers' investment
- Protect the public from damages to vehicles by identifying defects and ensuring their timely repair
- Manage the repair and replacement work on the Village's roads
- Ensure the roads are of a condition that present Ashcroft as a well maintained community

The Village's road maintenance work is performed to care for and maintain the roads and associated facilities so that the roads reach their designed service lives, improve safety and retain their original intended use and function. Examples of road summer and winter maintenance include pavement patching, crack sealing and pot hole repair.

Line painting and snow removal are two additional, important road maintenance functions as well. These types of functions are however not within the scope of this framework as they do not relate to extending the useful life of the infrastructure.

Implementation

Road inspection methods can vary from visual inspections to ascertain road quality based on surface defects to geotechnical investigations that provide more detail about road structural competence. Some inspections are completed manually while there exists special vehicles that analyze a number of road conditions.

The commonality in all the processes is that inspecting roads and making rehabilitation recommendations can be more accurate if inspections are compared over time in a consistent manner.

Thus far a visual inspection of the roads was undertaken to help outline general condition and priorities. The Village may elect to continue to rely on visual inspections or seek the services of a specialist inspection company that employs an automated data collection vehicle to help to complete road condition inspections and rehabilitation recommendations.

The following are key recommendations for the approach to conducting the inspection process regardless of the preferred inspection method:

- Leverage existing road data (employ same unique identifiers in GIS), therefore ensure the road inventory is up to date in GIS before field inspections occur
- Mandate the use of the same road segments and IDs that are used in the Village's GIS information
- Adopt a standardized pavement rating system, such as the Pavement Quality Index (PQI) that has already been developed and widely used
- Take note of the recommended frequency of subsequent inspections, as repeated inspections help to ascertain the road deterioration rates more accurately
- A concise report, highlighting the assessment information, recommended maintenance activities and associated budget estimates, should be prepared as a summary of the inspection process

There will likely also be instances where the inspections be supported by geotechnical assessments of the existing and proposed road structure to ensure the best approach is adopted.

Assessments for Sidewalks

Objectives:

- Protect the public from injury by identifying defects and ensuring their timely repair
- Protect the taxpayer from the expense of liability claims due to personal injury
- Protect the taxpayers' investment
- Manage the maintenance of sidewalks

A key issue is the elimination of trip hazards, which are typically addressed by grinding the high part of placing some asphalt or concrete on the low area to help eliminate the hazard. Trip hazards should be addressed without waiting for the more complete repair and replacement works to be identified and scheduled.

Implementation

The Village may elect to employ a digital-based approach to collecting the field data. However, a paper-based approach seems quicker with there being few sidewalks in the Village. If a paper-based approach is used, results should be transferred all the condition information into the GIS database. The Village could also employ a digital-based approach for data collection. The key to a successful process is to ensure that it is streamlined in the field.

The following are key recommendations for the approach to conducting the inspection process:

- Leverage existing sidewalk data (employ same unique identifiers in GIS), therefore ensure the sidewalk inventory is up to date in GIS before field inspections occur
- Adopt a straightforward, visual inspection program
- Identify every panel that has a defect (takes more time but shows density of defects)
- Ensure that sidewalk defects are characterized based on a set, measurable criteria
- Provide handbook to inspector that provides images of defects to help maintain consistency
- Once the distribution of specific defects are identified and presented visually in GIS the Village is in a position to determine if only select sidewalk panels or longer stretches of sidewalk are to be replaced
- With the information stored in GIS the Village will be able to compare the condition of sidewalks from one year to the next
- A concise report, highlighting the assessment information, recommended maintenance activities and associated budget estimates, should be prepared as a summary of the inspection process

Assessments for Ditches

Objectives:

- Protect public and private property from flooding and related damage that would be caused by poorly draining ditches
- Protect the taxpayer from the expense of liability claims due to property damage
- Protect the taxpayers' investment
- Manage the maintenance of ditches, with a focus on those that pose the highest risk on impact

It is beyond the scope of this framework to develop a drainage plan that identifies the need for new or clearing of previously filled in ditches. It is important, however, to ensure that a complete inventory of the Village's ditches exists so that the annual inspections can detect concerns. Key recommendations in maintaining this inventory include:

- Ensure each ditch has a unique ID (i.e. each Village block or across an open space)
- A photo inventory should be developed, assigned to each ditch ID, so that previous conditions can be reviewed if there is a concern that a ditch had been filled in
- This inventory development should occur as the first step in advancing the ditch inspection process

Maintaining ditches, especially reshaping ditches, can be undesirable by some property owners that believe the works negatively impact their properties. In some instances ditch assessments may identify that a driveway culvert requires replacement. Where private property is adjacent to a significant ditch maintenance activity or a driveway must be impacted, the Village should attempt to inform those individuals in advance of the maintenance activity.

Setting Priorities Based on Risk

Some ditches will convey larger flow than others for a given runoff event. Some ditches have more excess capacity compared to others. Some ditch overflow situations can cause more impacts to traffic or property damage than others.

While all ditches should undergo annual inspections, there are likely some that pose a higher risk of surcharge and damage. These ditches should be identified and then inspected on a more regular basis, including during and after significant runoff events.

After the inventory, noted above, is complete, it is recommended that the Village complete a risk assessment for the ditches to help prioritize which ditches deserve a higher level of inspection and to help when prioritizing ditch maintenance activities.

Field Inspections

It is important to adopt a consistent and straightforward inspection process. Once the ditch inventory is complete, condition inspection information should be tracked by ditch ID and location.

The following are recommended inspection attributes, with each having a 1 to 5 scale associated with ditch condition:

- Degree of ditch erosion
- Degree of side slope instability
- Degree of cross section reduction-due to deposition
- Reduction of inlet capacity at inlet (sedimentation, pipe damage, slope failure, debris)

It is also recommended that performance of the ditches be included as part of the inspection program. The easiest way of assessing ditch performance is visual inspection during a significant runoff event. This method is not as thorough as detailed flow monitoring and drainage modelling that would be part of a drainage master plan, however, it does provide a straightforward, field-based approach to assessing actual ditch performance.

Village staff are likely aware of areas where ditch performance is of concern. This information can then be translated into a 1 to 5 rating (i.e. capacity of ditch to convey expected flows) in the GIS that can help to refine the risk assessment process. The runoff events may occur with little warning, be of short duration and justify taking action to address concerns. It is recommended that locations of concern be identified, photos or videos be taken at locations of concern, and that time be taken to incorporate this ditch performance information into the GIS after the runoff event is concluded. This information can help to update the 1 to 5 rating.

Implementation

The following are key recommendations for the approach for preparing for and conducting the ditch condition field inspection process:

- Complete an inventory of existing ditches at the start of the program
- Ensure the ditch inventory is up to date in GIS each year, before field inspections occur
- Identifying where other ditches are recommended is outside of the scope of the framework for regular ditch operations and performance inspections but that step should be incorporated into the overall implementation plan
- Complete a risk assessment for all existing ditches to help refine inspection schedules and maintenance priorities
- Adopt a straightforward, visual inspection program that is conducted annually
- Ensure that ditches are characterized based on a set, measurable criteria. If a consistent and straightforward approach is adopted there is no need to engage outside experts for the assessments
- With the information stored in GIS the Village will be able to compare the condition of ditches from one year to the next, including the task of identifying if some ditches have been filled in
- A concise report, highlighting the assessment information, recommended maintenance activities and associated budget estimates, should be prepared as a summary of the inspection process

Assessments for Water Distribution System

Objectives:

- Ensure that regular maintenance occurs on hydrants and valves
- Have proper information collected when making repairs
- Protect the taxpayers' investment, including coordinating buried infrastructure repairs with overlying road repairs

Inspection Methods

Water main inspections are expensive undertakings. There exist non-destructive testing methods but they are costly. Completing destructive testing, by testing a pipe sample that is removed, is possible but that requires disruptions and costs of excavations and repairs. As well, there is limited benefit of completing inspections of PVC mains on predictions that the mains will continue to operate for at least another 30 years.

As a result many water main defects are not discovered until a leak occurs. However, when a leak needs to be repaired there is a benefit in ensuring that proper data is collected during the repair process. The following page provides a template leak detection form that can be used. It is also worth noting that conducting a leak detection program can help to identify leaks prior to them becoming an emergency repair situation.

Hydrant and valve inspections normally occur during regular flushing and valve exercising programs. As per the following example of a hydrant inspection form, it is useful to collect inventory and condition information. The collecting of the initial inventory information does take more time the first inspection year but the detailed information is useful to include in the GIS.

Implementation

The following are key recommendations for the approach to conducting the inspection process:

- Employ same unique identifiers as in GIS, therefore ensure the pipe, valve and hydrant inventory and numbering is up to date in GIS before field inspections occur
- Select appropriate inspection forms for valve and hydrant inspections (see following example as a template)
- Translate the information into digital form, even if it is only scanning the hardcopy forms and naming the files based of Inspection year and infrastructure ID (e.g. 2016-HYD22)
- Ensure that repair crews understand that the leak detection form must be completed while a leak is being repaired, even if it just a service connection leak

FIRE HYDRANT DATA SHEET



HYDRANT LOCATION

Description	1070 Scott Rd
Road Name	Scott Rd
Civic Address	1070
Coordinate Accuracy	Approximate
UTM Northing 5725100.2123 Easting 709059 3893	

INSPECTION DETAILS

Current Inspection Date	Time
Current Inspection by	
Previous Inspection Date	Time
Previous Inspection by	

HYDRANT DETAILS

Hydrant Identifier	FH14V-20
Owner	District
Asset Type	Hydrant
Manufacturer	AVK
Model	27-80
Colour	Red
Status	Active
Number of Ports	3
Pumper Port	Yes
Pumper Port Thread	43B
Year Installed	0
Main Diameter	0
Lead Diameter	0
Special Use	

CONDITION DETAILS

	Current:	Previous:
Accessibility		
Overall Condition		
Paint Condition	Good	
Drainage Condition	Good	

MAINTENANCE DETAILS

Last Hydrant Flush	2009/09/11
Last Maintenance Date	
Maintenance Type	Tear Down
Maintenance by	

PERFORMANCE DETAILS

	Current:	Previous:
Performance Test Date		
Performance Test Time		
Static Pressure (Actual)	120	0
Flow Test (IGPM)	0	0
Residual Pressure (PSI)	0	0
Recommended Fire Flow (IGPM)		0
Calculated Fire Flow (IGPM)	0	

Comments/Recommendations/Known Issues

URBAN

Hydrant No.

FH14V-20

Assessments for Gravity Sewer Systems (Sanitary or Storm)

Objectives:

- Ensure the facilities are able to convey expected flows without risk of structural failure
- Protect the taxpayer and municipality from the expense of property damage
- Protect the taxpayers' investment, including coordinating buried infrastructure repairs with overlying road repairs

Inspections for sanitary and storm systems would be very similar and use similar equipment.

Inspection Methods

The Village has experience in conducting some visual inspections of the surface accessible infrastructure, namely the manholes and the catchbasins. It is recommended that this experience be leveraged in inspecting the gravity sewer systems.

Video inspection of the pipes is also an important part of assessing these gravity sewer pipes. There exist specialist companies that the Village can contract to complete those inspections.

There exist standard forms (digital and paper-based) for manhole, catchbasin and CCTV sewer inspections. There also exists software specifically (i.e. Granite) developed for use with CCTV inspections. Whether digital or paper-based recording occurs the following implementation approach should be considered.

Implementation

The following are key recommendations for the approach to conducting the inspection process:

- Inspecting manholes as part of the CCTV inspections is plausible but the Village must first determine the CCTV inspection routine
- Employ same unique identifiers in GIS, therefore ensure the pipe, manhole and catchbasin inventory and numbering is up to date in GIS before field inspections occur
- Select appropriate inspection forms for manholes and catchbasins (see following examples as templates)
- Granite software or paper-based recording can both work (refer to attached example of CCTV inspection form)
- Plan to flush the mains prior to inspection, especially storm drain pipes
- Adopt a straightforward, visual inspection program for manholes and catchbasins
- Translate the information into digital form, even if it is only scanning the hardcopy forms and naming the files based of inspection year and infrastructure ID (e.g. 2016-SMH22)
- Although some manholes may be in excellent condition, it is still recommended that they be inspected every year. Surcharging, debris partially plugging a manhole or similar features are still important to note.
- A concise report, highlighting the assessment information, recommended maintenance activities and associated budget estimates, should be prepared as a summary of the inspection process

**MASSACHUSETTS WATER RESOURCES AUTHORITY
SEWERAGE DIVISION/COLLECTION SYSTEMS
HYDRAULIC STRUCTURE INSPECTION REPORT**

CITY/TOWN: _____ DATE: _____
 INTERCEPTOR NAME(S): _____
 SECTION/STATION #(S): _____ / _____ / _____
 STRUCTURE DESCRIP.: _____
 PLAN ASCENSION #(S): _____
 CREW: _____

WEATHER: DRY ___ RAIN ___ SNOW ___
 TIME SINCE LAST RAIN ___ (UP TO 3 DAYS) AMOUNT: ___ INCHES
 PHOTOGRAPHS: SITE (4) ___ EXTERIOR (2) ___ INTERIOR (2) ___

ACCESS LOCATION/NEAREST STREET/ROUTE TO STRUCTURE: _____

SPECIAL ACCESS REQUIREMENT(S): SITE: _____
 INTO STRUCTURE: _____
 AGREEMENT PLAN/SAMS/FIELD: YES ___ NO ___ COMMENT: _____

EXTERIOR CONDITION: ODOM: NO ___ MILD ___ STRONG ___
 STRUCTURE MATERIAL: _____
 CONDITION: INTACT ___ CORRODED ___ REBAR EXPOSED ___
 ACCESS COVER DESCRIPTION: TYPE: _____
 LOOSE ___ TIGHT ___ SEALED ___
 INTACT ___ CORRODED ___ REBAR EXPOSED ___
INTERIOR CONDITION: INTACT ___ CORRODED ___ REBAR EXPOSED ___
 CONDITION COMMENTS: _____

PIPE CONNECTIONS NOT ON PLAN/SAMS DATA: _____

PIPE SECT.	GROOVE TYPE	STOP PLANK INFORMATION		COVER TO STRCT. INVERT (FT)
		CNDTN	COVER TO PLANK TOP (FT)	
IN	_____	_____	_____	_____
OUT	_____	_____	_____	_____
IN	_____	_____	_____	_____
OUT	_____	_____	_____	_____

STOP PLANK ACTION TAKEN: _____

SURCHARGE EVIDENCE: YES ___ NO ___
 TOP OF SURCHARGE DEPTH BELOW COVER: _____ (FT)
 OVERFLOW EVIDENCE: YES ___ NO ___
 SEDIMENT: DEPTH: _____ (FT)

NOTES/LEGEND: COVER REFERS TO RIM ELEVATION OF ACCESS OR _____ (AS DETERMINED IN THE FIELD)
 GROOVE: TYPE: C=CONCRETE, A=ALUMINUM CHANNEL; CONDITION: G=GOOD, F=FAIR, P=POOR

October 15, 1993



C.C.T.V. Inspection Form

and System Owner (2) Survey Customer (3) Drainage Area (4)

PD No. 15 Pipeline Segment Reference (7) Invert (10) Rim to Grade (15)

Further Location details (11) Rim to Invert (13) Grade to Invert (14) Rim to Grade (15)

Invert (16) Grade to Invert (18) Rim to Grade (19) Flow Control (22)

In Method (27) Pipe Joint Length (28) Total Length (29) Length Surveyed (30) Year Laid (31) Year Rehabilitated (32)

Invert (33) Sewer Category (35) Channel Size (36) Weather (37) Location Code (38) Additional Information (39)

Distance (feet/meters)	Video Ref.	Code	Group Descriptor	Modifier severity	Continuous defect	Value		Joint	Circumferential Location		Usage Ref.	Remarks
						S: M/ L	Inches (mm)		At From	To		

Communications Framework

Village of Ashcroft

The Asset Management Program Communications Plan

Promoting Buy-in

Introduction

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

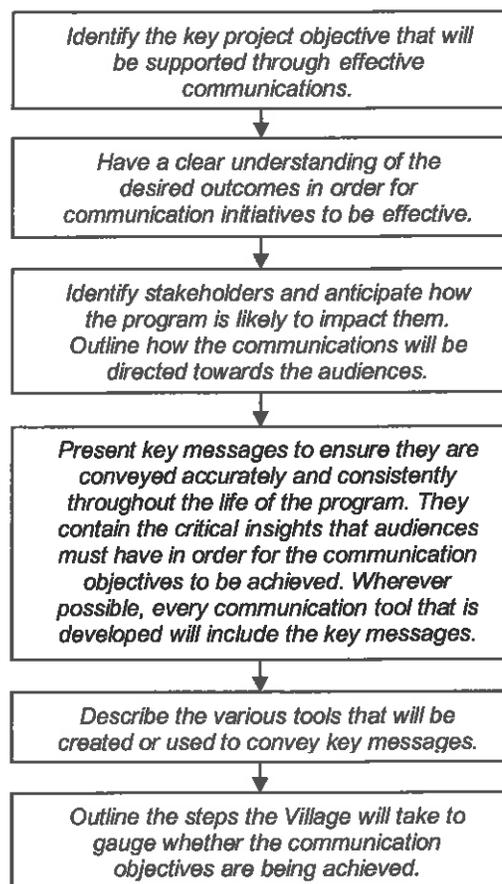
Asset management is different than a specific project and many other initiatives. Asset management is an ongoing practice of analysis, decision-making and investments over an indefinite timeline. There is no "end" to an asset management program. It requires the commitment of Council and staff, as well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

Desired Outcomes

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

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

Communications Plan Framework



Stakeholders

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

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

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

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

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

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

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

Communication Plan Audiences

The communication plan is intended to be used to deliver effective messages to three audiences – the public, senior government agencies and the media.

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

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

Senior government is recognized as a secondary audience. However, it is still important to communicate effectively with government agencies to position the Village to respond to funding grant opportunities and changes in government regulations that could impact the way in which infrastructure servicing is provided. In delivering messages to senior government, the communications plan takes into account that:

- Key senior government audiences are approving agencies and providers of grants – local senior government representatives can also be promoters of the Village’s sustainable approach
- These agencies want to be assured that the Village is making wise choices in how they are investing in infrastructure, protecting the environment and maintaining services to the public
- Specific funding opportunities and approval requests provide a forum for this type of communication
- Any communication to this audience must link the Village’s strategy and goals to the objectives of the senior governments and provide recognition of the government’s support

Local media is also a secondary audience for this communication plan. The media can sometimes view themselves as the watchdogs for society – uncovering and objectively reporting information about current issues and events. When well informed, the media can serve as an effective conduit for disseminating information to the public. When ill informed, the media can unwittingly undermine effective communications and create unintentional messages that may skew the public’s perception of the program. In delivering messages to the media, the communications plan takes into account that:

- Spokespeople should be knowledgeable and open
- Information should be provided in a timely manner, taking into consideration the media’s reliance on deadlines and production schedules
- Any communication to the media must be presented in an engaging and non-technical manner, using a news-style format that will align with how the media typically report information

Key Messages of the Communications Plan

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

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

Communication Tools

By proactively communicating about asset management the Village will provide important context for the various infrastructure projects to key stakeholders and increase the chances that initiatives will be well understood and supported by them. Effective communication tools can take many forms and must be adapted to their specific context. As an example, an elaborate open house may not be the best option if your purpose is to communicate with a few known residents – it may be better served with a few simple door-to-door visits.

The communications tools identified in the table on the following page have been selected because they are relatively simple to use yet can be effective. They will also be relatively familiar to key audiences.

Measuring Success

Measuring success in achieving communication objectives is not difficult where the objective is based on quantifiable outcomes (for example, participation in a program). However, measurement becomes more difficult when it comes to judging awareness or inspiring confidence in the Village's choices. While more qualitative in nature, anecdotal feedback is valuable and will likely be the basis for measuring the success of these communication initiatives.

Quantifiable measures can be obtained in the following ways:

- Website (track hits and follow-up inquiries that come as a result of viewing the website)
- Formal, quantifiable feedback from the public can be solicited using a survey on the web site and/or as part of mail out material

Likely, however, feedback will mostly be provided in an informal manner through discussions with members of the target audiences.

Proposed Communications Tools

Target Audience

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

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: July 18, 2018

SUBJECT: PRESENTATION OF DRAFT OFFICIAL COMMUNITY PLAN & ZONING BYLAW

Background

At the June 25, 2018 Committee of the Whole meeting the Planning Advisory Select Committee of Council presented their report to Council. The Chair of the Committee, Jessica Clement, summarized the actions of the Committee and Dylan Houlihan of Urban Systems Ltd. provided an overview of the new documents.

Discussion

The Select Committee met approximately once per month and reviewed the documents in sections. Following each meeting the notes were prepared and the comments/suggested changes were provided to USL for their consideration and inclusion.

The Select Committee had representation from all aspects of the community which allowed for a wide spectrum of opinions and provided a great deal of knowledge regarding various industries and businesses.

Attached to this memo is a summary of the changes that were made to the Official Community Plan at the request of the Select Committee. Also attached to this memo is a response to the comments that were brought forward by the Select Committee regarding the Zoning Bylaw. There is also a third memo that addresses Short Term Accommodations and provides suggested amendments to the documents to allow for a variety of short term accommodation options.

In accordance with Provincial legislation the Official Community Plan has been sent to a number of agencies, Regional District, First Nations, various Provincial ministries, for their review and comment. The documents have also been sent to our lawyer for their review and comment.

Staff has provided copies of the draft documents to Council separately for their reference and review. As the approval process requires a public hearing following the second reading, staff have placed the bylaws on the July 23 agenda for introduction and first reading. Changes may still be made at this point to include comments provided by the various agencies and our lawyer. Staff expects that the bylaws will be placed on the August 27 meeting for second reading, a public hearing will be scheduled for 5:00 pm on September 24 and third reading will be given during the regular September 24 meeting and the bylaws should be ready for adoption at the October 22nd regular meeting. This Council will have seen the entire process through from start to finish during their term.

Recommendation

Administration recommends that the proposed changes to the bylaws in relation to Short Term Accommodations be approved and included in the bylaws prior to second reading.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

MEMORANDUM



Date: June 19, 2018
To: Michelle Allen, CAO
From: Dylan Houlihan
File: 1093.0046.01
Subject: Summary of Changes to Official Community Plan

The purpose of this memo is to briefly summarize the comments and actions taken related to the changes requested by the Planning Advisory Committee pertaining to the Official Community Plan. Most of the changes have been made as directed and were minor in nature.

Comments on Section 1 – Introduction

There were no comments on this section of the document.

Comments on Section 2 – History of Ashcroft

The following comments were brought forward:

- 4th paragraph – Needs to be reworded to recognize that Evans and Barnes were the founders of Ashcroft and clarify why the town site was given the name Ashcroft. New wording will be brought forward.

The Ashcroft Museum was consulted on this and the history section was revised

- 5th paragraph second line – should read “in the 1800s.”

Changed

- 7th paragraph – Bethlehem Copper mine was the original employment driver in the mining industry. Suggested wording will be brought forward.

Information about the history of mining in the area was clarified

Comments on Section 3 – Technical Background

The following comments were brought forward:

Section 3.2 – Economy

- The group asked if the term hospital correct when referring to the Ashcroft facility. On the Interior Health website the facility is referred to as “Ashcroft Hospital and Community Health Care Centre” so the text is correct

Left as it was in the document

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Section 3.3 – Existing Development

- Under Institutional – second paragraph should include tennis courts and the skateboard park

Changed

Section 3.6 – Existing Infrastructure

- Transportation
 - One member advised they had heard that the airport was closing.

Left as is

- Recreation
 - 4th sentence should read *“The Ashcroft Curling Club is located on 7th Street and is adjacent to the Drylands arena which operates from October through to March.”*

Changed

- The last sentence implies that the recreational trails are located in the downtown so this sentence should be rewritten.

Changed to ‘There are recreational trails in the hills surrounding the community as well a skateboard park located in the downtown.’

Section 3.7 – Indigenous Communities

- Ashcroft Indian Band – The comment was made that we aren’t sure that all 13 homes are in the process of being replaced. Should this sentence be reduced to *“Tragically, 13 homes were destroyed during the 2017 wildfires, fortunately there was no loss of life.”*

Changed

- Bonaparte Indian Band – It was suggested that last line be changed to *“Several homes on-reserve were destroyed as a result of the 2017 wildfires.”*

Changed

Comments on Section 4 – Vision and Guiding Principles

4.1 Community Vision 2038

- It was suggested that another bullet be added to welcome new technology and industries

Changed

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4.2 Guiding Principles

- Innovation

- It was suggested that the sentence be changed from “the Village will support and encourage” to “*The Village will pursue and encourage*”. Staff advised the word pursue implies that the Village will take the lead on this initiative which is not the intent.

Left as is

- Reconciliation

- There was discussion as to whether or not this statement should be modified to indicate that steps would be taken with a consideration on the financial investment that may be required. Staff advised that the OCP does not generally wade into financial statements or guidelines.

Left as is

- Economic Development

- The use of the word “sustainable” was questioned. Staff advised that sustainable meant long term stability for the community including employment and infrastructure development. An example of Kinder Morgan approaching the Village saying that they were going to establish a large work camp for 2 years to work on the pipeline may not be sustainable but would be beneficial to the community. The group suggested that this bullet be expanded to include short term projects that would benefit the Village.

Changed to ‘The Village will pursue initiatives that aim to improve the economy of Ashcroft in a sustainable manner that will result in new jobs, both permanently and temporarily, and expands the tax base for the community.’

- Role of the Municipality

- It was suggested that the sentence be amended to “...all aspects of the Official Community Plan but will be a sponsor, supporter, facilitator....”. Staff advised that the word will commits the Village to sponsor, support, etc. and while there may be initiatives that come forward that may fall within the guidelines of the OCP Council may not wish to endorse them. The word can provides the option for Council to consider each item and decide on the action they will or will not take.

Left as is

Comments on Section 5 – Regional Context Statement

- Environmental Protection

- There was discussion surrounding the first bullet. The use of the word “prevent” was felt to be too final and the suggestion was to amend the sentence to “...and apply Development Permit Guidelines to abate, modify or prevent development that would negatively....”.

Changed to ‘Designate environmentally sensitive areas and apply Development Permit Guidelines to help ensure that development does not negatively impact environmentally sensitive areas;’

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Comments on Section 6 – Economic Development

Second sentence should be changed to read:

"Ashcroft has train transloading terminals within its boundaries." Sentence seems unfinished or out of place.

Changed to: Ashcroft also has a transloading terminal within its boundaries which enables the loading of unloading of train cargo to trucks. This facility is one of the only locations in western Canada that has both CP and CN rail lines.

Section 6.2.1.2 changed to read:

"Encouraging more health care professionals and their families to relocate to Ashcroft to create jobs and provide services that residents require."

Changed

Section 6.2.3.1 changed to read:

"Working with key partners such as nearby Indigenous communities, the Thompson Nicola Regional District, **Gold Country Communities Society**, nearby municipalities and other key stakeholders to develop an integrated tourism strategy that leverages Ashcroft's agriculture, history (Indigenous and non-Indigenous), scenery, and **the** arts and culture community and provides direction on promotions and marketing;

Changed

Section 6.2.3.4 be amended by removing "to be installed"

Section 6.2.3. be amended to include a new bullet stating:

"Continuing to encourage the relationship with the Village's Japanese Sister-City, Bifuka, Japan

Changed

Comments on Section 7 – Environmental Protection and Emergency Preparedness

First paragraph to be re-written. Currently can be interpreted that the Village has to protect their water source from local industrial and agricultural operations. Can this be changed to state that the Village's water source is endangered by many of the industrial and agricultural areas that the Thompson River travels through?

Changed to not reference specifically industrial and agricultural operations ' Ashcroft is committed to preserving its environment for the enjoyment of this generation and future generations. Key issues that Ashcroft faces today are related to protecting water quality, ensuring that air quality supports the health of

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the entire community, respecting the wildlife which make their home in and around Ashcroft, and generally reducing the community's environmental footprint.

Second paragraph, second sentence should read:

"There are potentially opportunities to improve the Village's and key agencies' communication capabilities and protocols,...."

Changed

Second paragraph, third sentence change "With climate change..." to "Due to climate change..."

Changed

Section 7.2.1.8 Change wording to:

"Protecting public safety and minimizing property damage associated with flooding events by encouraging flood susceptible areas to be developed as parks, recreational or conservation areas."

Changed

Section 7.2.3 add another point:

"Increasing public education on water conservation and water consumption for residents."

Changed

Comments on Section 8 – Energy and Greenhouse Gas Emissions

Section 8.2.3 – committee would like to it to specify electric golf carts only

Changed

Section 8.2.4 – the sentence should read:

"Considering the installation of an electric vehicle charging station in the community;"

Changed

Section 8.2.10 – the committee would like this to include incentive for retrofitting existing homes to make them more energy efficient.

Changed to 'Providing incentives to builders and property owners to construct more energy efficient homes and retrofit existing homes to make them more energy efficient;'

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Section 8.2.16 – the committee questioned what the implications were of allowing community garden sites on privately owned lands in addition to Village lands.

The policy was left as is. Community gardens can be put on private sites but the Village would have to be careful about how it is involved in such a development

Comments on Section 9 – Community Development

Last line of the first paragraph – the committee would like the words “annual and semi-annual” removed

Changed

All references to the HUB should actually be the Ashcroft HUB

Changed

The question was asked regarding specifically addressing the Opera House. The consultants have advised that it is not recommended to name privately held properties for a specific purpose.

Left as is

Section 9.2.3 the committee would like a section added that encourages A Gleaning Abundance Program

Changed

Comments on Section 10 – Social Needs

Section 10.2.1 – the committee would like Nurse Practitioners to be included

Changed

Section 10.2.4 – the committee would like this section to read:

“Encouraging the development of a community kitchen program to teach people how to prepare nutritious meals and safely preserve food”

Changed

Section 10.2.6 – the committee commented that wood burning fire places should not be banned but they should be CSA/EPA approved.

Changed to: Investigating the development of a program to encourage the switch out of old wood fire places and stoves for more efficient wood or natural gas stoves or fireplaces that meet appropriate standards;

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Section 10.2.7 – the committee would like this to read:

“Encouraging the expansion of a volunteer driver program to assist those in need within the community”. They did not want this to be focused only on seniors.

Changed

Section 10.2 – the committee would like an additional point added along the lines of:

“Working with other communities within the region to attract specialized medical practitioners on a rotational basis”. The example used was physiotherapists who may come to Ashcroft once or twice per week, and Lillooet twice a week and Logan Lake once per week.

Changed

Comments on Section 11 - Housing

The first paragraph should be rewritten as follows:

“Across C communities are confronting significant challenges to providing affordable market and rental housing to residents *and* Ashcroft is no exception.”

Changed

First paragraph last sentence should be:

“Going forward, both the community and Council have a role to play *in* addressing housing concerns and looking for answers”.

Changed

Comments on Section 12 – General Policies

The committee had no comments on this section.

Comments on Section 13 – Residential

Section 13.1: Third sentence should read “Currently this is potential for a *significant* number...”

Changed

Suggested the last sentence in this section should be amended to: “This would enable development of more than 25 single family lots and if medium density residential use was added this would help address any growing in the next five years.”

Changed

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Section 13.3.9 – The committee had no concerns regarding the proposal to allow home-based businesses and industries which are incidental to the home in Rural Residential Zones.

Left as is

Comments on Section 14 – Downtown Ashcroft

Section 14.1: Second paragraph drew lots of discussion.

“A number of tourism accommodations are located in Downtown Ashcroft”. There are 2 – the River Inn and the Blue Sage B & B which is not open as much as they used to be.

Changed

“Although a 2014 fire destroyed a few buildings in the area...” There wasn’t a fire in 2014. A suggestion was to remove the reference to fires and revise the last sentence of the second paragraph to read: “There is much potential to build upon the historical character and community spirit of the area.”

Changed

Section 14.3.5 – Committee questioned why reduced setbacks on the streetfronts only where sidewalks exist and not on other streets?

Changed to: Encourage commercial uses to have reduced setbacks on the streetfront where a sidewalk exists. In cases where sidewalks do not exist, ensure that there is a landscaped buffer between the building and the street;

Section 14.3 – Suggestion was to include a point “Encourage the development of a downtown revitalization/beautification committee.”

Changed

Comments on Section 15 – Industrial Areas

Section 15.1 third paragraph the CN and CP rails are reversed. Should read: “along the CN rail line and Hollis Road in North Ashcroft, northeast of Downtown Ashcroft in the Ashcroft Terminal area, and an area south of Downtown Ashcroft currently used by Highland Valley Copper and CP Rail purposes.”

Changed

Section 15.3.9 – Would like to have “light pollution” added to this bullet

Changed

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Comments on Section 16 – Community Uses

Last sentence of this section amended as follows: “...and in creating better access points to riverine areas and the river.”

Changed

Section 16.3.10 – amend as follows: “...continued operation of arts and recreational programs at the Ashcroft HUB.”

Changed

Section 16.3.11 – add lawn bowling as a recreational facility

Changed

Section 16.3.12 – committee requests that the word feasibility be removed from the re-opening of the hot tub statement

Changed to 'Reviewing the feasibility of upgrading the pool for year-round use, comparing capital and operating costs with potential usage, as well as reviewing the re-opening the hot tub;'

Section 16.3.14 – would like the reference to Mesa Vista removed and have trails formalized throughout the community

Changed

Section 16.3.15 – would like reference to a community garden be included here

Changed

A suggestion was to include a point to encourage local businesses to offer sponsorship of Community Uses Recreational Upgrades however the committee felt that this was more of an operational policy of Council that a policy to be included in the OCP

Comments on Section 17 – Agriculture

No comments in this section

Comments on Section 18 – Open Space

No comments in this section

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Comments on Section 19 – Infrastructure

Section is missing 19.1 Background. Other sections need to be renumbered to ensure consistency within the document

Changed

Concern with the third sentence – “In recent years Ashcroft’s tax base has declined; this reduces the Village’s capacity to make significant investments in its infrastructure, such as in its water and sewer systems, which require significant upgrades.” We have done significant upgrades to the water and waste water plants so is this an accurate statement? Road infrastructure is also in need of upgrades.

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

Section 19.2.2.9 – Upgrading the water treatment plant. This can be removed as we are in the process of constructing a new plant

Changed

Section 19.3.4.4 – The committee was wondering what type of traffic calming measures could be incorporated. They questioned if this was speed bumps on the road.

Changed to ‘Investigating the integration of traffic calming measures, such as narrowing roadways, installing roundabouts, or constructing speed bumps in all neighbourhoods in order to reduce speeds and create a more comfortable network for pedestrians;’

Section 19.3.4.7 – Should read Desert Hills Community School and School District #74 (Gold Trail) to develop a Safe Routes to School program

Changed

Schedule E map is behind Schedule F title page and Schedule F map is behind Schedule E title page

Changed

Are there storm drains downtown that are not marked on the map?

All available information is on the maps

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Comments on Section 20 – Development Permit Area Guidelines

Section 20.7 – The committee felt this point could be removed as they do not see Ashcroft as a resort area

This is a reference to the Local Government Act provisions on Development Permits and therefore should remain

Section 20.1 – Development Permit Area No. 1 – Streamside Protection

This is not shown on any of the maps – should it be?

Added to map

Section 20.2 – Development Permit Area No. 2 – Hazardous Slopes and Soils

Section 20.2.3 addresses grades of 30% or greater

Section 20.2.6 a) addresses natural slope of greater than 25%

Should these sections be consistent?

Changed to be 30% consistently

Section 20.3 – Development Permit Area No. 3 – Downtown Multiple Family Residential Area

Section 20.3.4 refers to Development Permit Area No. 1 – should this be DPA No 3?

Changed

Section 20.4 – Development Permit Area No. 4 – Downtown Commercial/Mixed Use Area

The committee discussed the highlighted point, 20.4.5.1 and had no concerns with the proposal.

Comments on Section 21 – Temporary Use Permits

The opening paragraph requires editing.

Section 21.5 – The committee commented that a temporary use may actually improve the site and it would be a positive action to allow it to stay. For instance a temporary use permit that created a flattened grass area may be beneficial to allow it to remain.

Changed to If a temporary use permit is issued, the maximum period of time for these permits is three years and the permit may be renewed only once for an additional three years provided that the temporary use: 'Does not permanently alter the site upon which it is located, unless this results in value to the site;'

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Schedule B – Land Use Plan

The Agricultural Use boundaries at the Ashcroft Terminal area need to be realigned with the new subdivided lots.

Changed

Schedule C – Environmentally Sensitive and Hazardous Areas

The committee asked who determines the Environmentally Sensitive Areas

Schedule D – Development Permit Areas

DPA #1 is not shown on this map.

Changed

Schedule E – Major Road Network

Map of Major Road Network is titled Schedule F

Changed

Why does Elm Street end suddenly?

Changed

Evans Road ends at the property line of the Ashcroft Terminal. Major Road shown on the map is not a village road. Does this matter?

Changed

Schedule F – Public Utilities

Map of Public Utilities is titled Schedule E

Storm drains in downtown and North Ashcroft are not shown on the map.

Maps reflect most current information available

Schedule G – Downtown Façade Development Guidelines

Guidelines – mentions turn-of-the-century but which century? Also references throughout the OCP are to Victorian style and/or Edwardian style. The style of architecture should be better defined.

Architecture has been clarified to be called late 1800s/early 1900s Ashcroft

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Section 3 – Façade Heights

Second sentence “rood” should be “roof” and should end with “...should be *in* keeping with the DPA No. 4.”

Changed

Section 4 Ground Floor Design

Storefront window sills at 23cmmm to 38 cm above grade. The committee felt this was too restrictive and in many cases the windows would be too low. It was suggested that the window sill height be in keeping with other buildings in the area to ensure a consistent architectural feel.

Removed reference to height above grade

Ground floor entries for new buildings must have doorways inset to allow them to open outwards without creating a hazard on the sidewalk.

Changed

Section 7 Canopies and Porches with Milled wood Components

Milled wood components may be made of artificial materials, subject to approval by Council.

Changed in Section 7.3

Section 7.2 first line requires a period at the end of the sentence.

Changed

Section 7.3 Milled Wood Components – This section should clarify the architectural style.

Changed to ‘turn-of-the century Ashcroft...’

Section 8 Façade Materials

Acceptable materials will include other materials that are fire resistant but that protect and maintain the heritage appearance.

Changed

Section 8.1 Glass – this section has “or leaded” twice.

Changed

Section 8.2 Siding and Roofing materials may be hardiplank or other materials that provide the architectural appearance but are fire resistant and require less maintenance

Changed

Section 10 Signage

Bylaw should allow blade signs (signs that hang under canopies and/or porches) that allow pedestrians to determine the nature of the businesses.

Changed

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Signs may be made out of non-wooden materials provided a detailed plan is provided as part of the application process and preserves the appearance.

Changed

Section 11 Lighting

Should be a section that specifies that signs must be illuminated by using external lights of an appropriate style (i.e.: gooseneck style).

Changed

Section 12 Surface Parking Lots

Second sentence "thee" should be "the".

Changed

Sincerely,

URBAN SYSTEMS LTD.

Dylan Houlihan, MCIP
Community Planner

MEMORANDUM

Date: June 11, 2018
To: Michelle Allen, CAO
From: Dylan Houlihan
File: 1093.0046.01
Subject: Response to Planning Advisory Committee's Comments on Zoning Bylaw

The purpose of this memo is to summarize the response to comments made by the Planning Advisory Committee on the Zoning Bylaw. The committee's written comments are in black text and responses to the committee's comments are in red text. A separate memo is provided pertaining to the issue of Bed and Breakfasts/Short-term Accommodations.

Page 2 – are bees limited to honey bees and not other bees that assist with pollination?

We could address that but the likely alternative is mason bees which actually don't require the same level of care or investment and would be more like having a bird feeder

Page 4 – Figure 1.2 should read "Illustration of Dwelling, Semi-Detached"

Fixed

Page 5 – Dwelling, Triplex means one or more habitable rooms.... Should this not be defined as 3 self-contained dwelling units?

Fixed

Page 6 – Household defined as not more than three unrelated persons sharing one dwelling unit. What happens if there are more than 3?

It's an arbitrary number. This is generally intended to limit the potential for nuisance houses and provide some leverage for the municipality if there is ever an enforcement issue. With the emergence of co-housing this may need to change

Page 7 – Modular Home – last line should read "Modular homes are not typically moved from one home site to another."

Fixed

Page 13 – Supportive Housing should read "means housing consisting of dwellings with support services on site that may or may not include..."

Fixed

Section 3.31 – last portion of sentence is "...as provided in Section 3.3432" This should be Section 3.34?

Fixed

Section 3.33 – last portion of sentence is "...as provided in Section 3.3432". This should be Section 3.34?

Fixed

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Section 3.35 – The committee agreed that Accessory Dwelling Units should be allowed. Discussion on the Industrial Park along Hollis Road as currently homes larger than this exist and would we be penalizing current owners of that area by not allowing them to build a larger home similar to others in the area. Could they apply for a variance to increase the size of the Accessory Dwelling Unit?

Generally can have a variance that is 10% of a regulation so you could increase the maximum size from 65 m² to 71.5 m². Given that the intention of these dwelling units is to be an accessory to another use, I'm not sure you want to allow them to get larger. You could increase the maximum size in this section

Section 3.37.3 – Last portion of sentence is "...Section 3.3636". This should be 3.36?

Fixed

Section 3.39 – The committee agreed that suites, both attached and detached, should be allowed.

Ok

Section 3.43 and Section 3.48 – These appear to be virtually the same. Is there a difference we are missing?

Took one out

Section 3.42 and 3.43 were somewhat confusing. The Committee advised that AirBnB may not be a suite but may be only a bedroom and may or may not include breakfast. The committee didn't feel that the AirBnB situation was addressed within the bylaw. The Committee felt that the AirBnB situation requires careful definition to avoid them be boarder and lodgers.

See attached memo pertaining to Short-Term Rental accommodation

Section 3.46 – This section was confusing as written. The Committee suggests it be rewritten as follows:

"Suites are not permitted on parcels that contain the following accessory uses: Bed and Breakfast and Home Occupation."

This section was removed to reflect the fact that Short-Term Rental Accommodations could be allowed in a suite. Committee needs to decide whether a Short-Term Rental Accommodation and a home occupation can be allowed on the same property

Section 3.52 – Why is there a minimum stay of 28 days? What happens if they stay over 28 days? If the minimum requirement was removed from this statement would it cover off the concerns of an AirBnB situation? Should people with boarders or lodgers require a business license?

Reduces the potential for transients and limits the ability

You probably don't want people renting a room in their house long-term to get a business licence

Section 3.54 – Why the maximum number of 2 boarders or lodgers? Are there other regulations that come into effect with larger numbers?

Generally have impacts on neighbours and parking with more than 2 – this keeps it contained. No other regulations come into effect

Section 3.55.2 – Why couldn't a B&B be located within a laneway house?

You could allow this

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Section 3.55.8 – Why are they limited to only breakfast. Some B&B's provide other meals for additional fees.

References to meals have been removed completely as per the attached memo

Section 3.55.9 – Why is the maximum stay 30 days for B&B's and 28 days for boarders and lodgers? Does it matter how long they stay? There are times when patrons at the B&B are here on a contract and will stay for longer periods of time.

In all likelihood, it doesn't matter to allow people to stay more than 30 days at a BnB as this would be a complaints-resolved bylaw issue. 28 days is the minimum for Boarders and Lodgers and this is to reduce transience. The boarders and lodgers could be reduced to less than 28 days provided a business licence was provided to allow Short-Term Rental Accommodations

Section 3.55.10 – The Committee questioned the statement that the Bed and Breakfast must not alter the external appearance of the property. They understand that the intent is for the building to retain the appearance of a residence but felt that this prohibited any changes to the exterior of the property. Could this be reworded?

Could change to 'A Short-Term Rental Accommodation must retain the external appearance of a typical residential property'

Section 3.56 – Yes the committee wants to allow home occupations. Feel it is important to encourage all types of business development within the community.

Ok

Section 3.56.9 – Do not feel that the parking space needs to be paved, just treated to reduce dust and weed growth.

Ok

Section 3.61 – The Committee agreed that home industries should only be permitted in the RR1 zone. They endorsed this as part of the OCP so this is consistent between bylaws.

Ok

Section 3.63 – The Committee was advised that Council chose to prohibit medical cannabis production facilities however a developer could approach council with a proposal and request a re-zoning or site specific zoning. By dealing with it on a case by case basis Council is able to address each application on its own details.

Ok – important to note that the *Agriculture Land Reserve* regulation supersede municipal regulations and that the municipality is unable to prohibit production on ALR land. A change in the wording has been made to reflect this.

Section 3.68.1 – The Committee suggested that the word "conducted" be replaced with "kept by".

Changed

Section 3.68.3 – The Committee requested that the limit be increased to four (4) hens from 3. There are already hens being kept in various areas of the community and have not raised complaints or concerns from neighbours.

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Changed

Section 3.70 – Yes the committee is in favour of beekeeping within residential area.

Ok

3. Section 5.0 A1 (Agriculture 1) Zone

Permitted Uses – Is there a reason that Dwelling, Duplexes and Dwelling, Semi-Detached are not included?

Probably not typical in an agricultural zone but can be changed –

4. Section 6.0 RR1 (Rural Residential) Zone

Permitted Uses – Is there a reason that Dwelling, Semi-Detached are not included?

Added semi-detached

Should the table not include the Number of Principal Buildings per Parcel?

Policy 3.12 covers this for all zones

5. Section 7.0 R1 (Residential) Zone

Permitted Uses – Dwelling, Semi-Detached is not included

Fixed

Section 7.5 – All dwellings must be connected to a community water system. Should this also state community waste water system? The only areas not on our WW system are the Rural Residential and the Agriculture zones.

Changed

6. Section 8.0 RM 1 (Residential Multiple Dwelling Unit 1) Zone

Permitted uses – Dwelling, Triplex is not included but is in the definitions.

Changed

Section 8.1 – talks about a fourplex but fourplex is not defined in Section 1.0

Changed

Section 8.4 – Should they be required to be connected to village waste water?

Changed

7. Section 10.0 C1 (Commercial Mixed Use) Zone

Permitted Uses – Could a commercial property not develop a single dwelling unit above or behind it? Does this zone require it to be multiple dwellings only?

Added definition for podium dwelling which is a unit or units above a commercial building

The single dwelling unit is allowed in the permitted use as long as they are ancillary to the commercial use

Setbacks – Front setbacks are only defined along Railway Avenue between 1 st and 8 th Streets.

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What about other C1 lots?

Added a minimum 1 m setback on other parcels

Setbacks – No setbacks from principal buildings are defined, nor is lot coverage and size of accessory buildings? Is this the usual case?

Distance from accessory buildings is in Section 3.31

Added size of accessory building

8. Section 13.0 P1 (Parks and Public Use 1) Zone

Permitted uses – Could Parks and Playgrounds be included? The Committee felt that recreational facilities implied buildings of some sort.

Playgrounds were included, parks were added

9. Section 15.0 Screening and Landscaping

Section 15.4 – The Committee would like this amended to permit, and perhaps encourage, the removal of nuisance trees?

Added "...hazard or is deemed by the Village to be a nuisance."

10. Section 16 Off Street Parking and Loading Requirements

Should parks and playgrounds have a minimum number of off street parking spots?

Section 16.18.6 Distance:

Section .1 Should this read "Not be located closer than 1.5 m..."?

Fixed

Section .2 Should this read "Not be located closer than 1.5 m..."? The last part of this section is unfinished "...no part of the parking lot shall."

Fixed

Parking lots do not have to be paved unless the function of the business would pose a risk such as with a gas station – we want to ensure the contaminant does not soak into the ground. Parking lots should be treated to prevent dust and kept weed free.

Changed 16.18.3 to read 'Every off-street parking area shall Be surfaced with gravel or crushed rock, treated to suppress dust, and kept free of weeds, or paved if the uses are such that there is a risk of spill or leakage.'

MEMORANDUM

Date: June 11, 2018
To: Michelle Allen, CAO
cc: [Additional Name(s)]
From: Dylan Houlihan
File: 1093.0046.01
Subject: Short-term Rental Accommodations

The topic of what to do about Air BnBs (often times called Short-term Rental Accommodations in regulatory language) in Ashcroft has arisen as part of the update of the Official Community Plan and Zoning Bylaw and even dating back to the update of the Economic Development Strategy. This is not unique to Ashcroft and has been an issue, particularly in larger communities, as online vacation home rental services have become more prominent. There have been issues in some communities associated with these types of services, namely:

- They bring a certain level of transience into a residential neighbourhood (more people coming in and out of neighbourhoods) which can have impacts on the neighbourhood including noise, parking, and other issues
- They can influence housing affordability as renting out a room or a dwelling unit on a short-term basis can be more lucrative than renting it out on permanent long-term basis

There are benefits to these types of rental accommodations, including:

- Diversifying the accommodations base in a community to support tourism, particularly in communities where there is not a strong business case for developing a hotel/motel
- Helping people afford housing and generate income

Many municipalities are permitting Short-term Rental accommodations in residential zones subject to regulations:

- Must have a business permit
- Must be the principal residence of the operator
- Must be a secondary use (i.e. the primary use is that it is a house)
- Compliance with parking regulations
- Maximum number of guests
- Limited number of employees
- Some communities put a cap on the number of licences they will issue at a community-wide level and at a block by block level
- Consolidating their regulations for B&Bs with Short-Term Rentals

Throughout the engagement for the Official Community Plan and Zoning Bylaw, there appeared to be support for a balanced approach to this issue, one that enables Short-term Rental accommodations but with some level of oversight to ensure that neighbourhoods are not adversely impacted. A potential approach to this issue would be:

- Require a business permit
- Require that the operator of the accommodation be the principal resident of the property

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- Require compliance with parking regulations
- Conflate Bed and Breakfasts with Short Term Rental accommodations

Potential Change to Official Community Plan

Change Policy 6.2.3.3 from *'Carefully considering the promotion of Air BnB in Ashcroft provided that each Air BnB follows the rules and regulations outlined in the Zoning Bylaw for Bed and Breakfasts and other relevant policies;'* to

'enable permanent residents of residential dwelling units to operate Short-term Rental Accommodations in order to support the development the tourism industry while monitoring and adjusting for potential impacts to long-term housing availability.'

Potential Changes to Zoning Bylaw

- Add the following definitions:
 - "Short-Term Rental" means a Guest Home, Guest Suite, Guest Rooms, or part thereof in a residential zone wherein accommodation is offered for rent, or rented, to the travelling public on a temporary basis (31 days or less);
 - "Guest Home" means a Single-Detached Residential dwelling unit, a dwelling unit in a Duplex Residential dwelling or a dwelling unit in a Multi-Unit Residential dwelling where such dwelling unit is used in its entirety as one dwelling for Short-Term Rental.
 - "Guest Suite" means a Suite (Attached or Detached) used for Short-Term Rental.
 - "Guest Room" means a habitable room used for Short-Term Rental and that does not contain cooking facilities.
 - "Principal Residence" means the usual dwelling unit where an individual makes their home.
- Remove definition for Bed and Breakfast
- Replace Section 3.55 (Bed and Breakfasts with the following)

Where permitted within a zone, a Short-term Rental Accommodation operation must comply with the following regulations:

- .1 All operators of Short-term Rental Accommodations must hold a valid Business License from the Village of Ashcroft;
- .2 A Short-term Rental Accommodation must be operated by someone who lists the property as their principal residence;
- .3 A Short-term Rental Accommodation must be clearly incidental and secondary to the use of the dwelling for residential purposes;
- .4 The maximum number of bedrooms available for Short-term Rental Accommodation, on a residential property, including those within a Guest Suite and/or Guest Home shall be three;
- .5 A Guest Home and Guest Suite is permitted on the same residential property;

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- .6 One additional off-street parking space must be provided for each bedroom used for Short-term Rental Accommodation, in addition to the off-street parking requirements for the single detached dwelling;
 - .7 A Short-term Rental Accommodation must retain the external appearance of a typical residential property; and
 - .8 All signage must comply with the Village of Ashcroft Bylaws.
- Amend A1, RR1, R1 and RM1 zones to permit Short-term Rental Accommodation

Implications of changes:

- Operators of Short-term Rental Accommodations will need a business licence and will need to provide adequate parking
- A maximum of three rooms per property are allowed though the configuration of these rooms can vary including the use of laneway houses
- The bylaw would not reference meals at all, leaving this to the discretion of the owner
- Operators will need to list the property as their principal residence – i.e. someone living in Kamloops cannot buy a place in Ashcroft and have it for the expressed purpose of Short-term Rental Accommodations. Alternatively, one cannot buy their neighbour's house and rent it out in this fashion. However, a renter listing a dwelling as their principal residence could offer a Short-term Rental Accommodation (the Zoning Bylaw does not comment on whether permission is required from the homeowner for this)

Sincerely,

URBAN SYSTEMS LTD.

Dylan Houlihan, MCIP
Community Planner

Michelle Allen

From: Gold Country Communities Society <goldcountry@telus.net>
Sent: Wednesday, July 18, 2018 12:09 PM
To: michelle@ashcroftbc.ca
Subject: Welcome new Executive Director, Marcie Down



A Message From our Chair

Hello Stakeholders,

Gold Country enters 2018 with a focus on how to do business when wildfires and floods are.... "the new norm". To suggest it will be business as usual is simply naïve

and Gold Country has already embarked on some exciting projects after the huge success with our "Excellence in Gold Country" program!

Not only are we looking to continue this program on an annual basis we hope to add the Random Acts of Kindness/Pay it Forward" to our arsenal. Ideally, we will split each year into two parts with the first half devoted to the Business Excellence program and the second half hosting the Random Acts of Kindness.

Our staff, Kat and Margaret, have taken on a lot of the heavy lifting along with help from board member Lisa Dafoe. That said we needed a diverse, hard working candidate to take the wheel of the Gold Country ship and help navigate some challenging seas.

Not only did we find such a person...we found her right in our own backyard.

Her skill set is vast...her passion is intense and her focus on taking Gold Country to the next level was made very apparent during our time spent with her. She is excited about the projects on the table and she has a few ideas of her own. She is anxious to get them to that point that many projects never reach...implementation.

We are excited to announce that Gold Country's new director is the fantabulous Marcie Down. We welcome her as Gold Country enters the era of the "new norm".

Gold Country is very fortunate that the local knowledge and passion for tourism that Marcie possesses is now a part of our team.

Thank you and welcome...let the fun (work) begin!

Steve

Welcome to our new Executive Director, Marcie Down

Marcie Down was born on November 23 at the Lady Minto Hospital in Ashcroft, BC to Margaret and Donald Down. Preceding her entrance into the world was a precarious drive down the Highland Valley Road, now known as Hwy 97C, during severe blizzard conditions. Her parents had two daughters already and they were all living in a small mobile home at the Halfway Trailer Park. When their fourth daughter (Katherine) was born, Donald began building a very large home, which still stands on North Road in Highland Valley. Unfortunately, Donald passed away leaving Margaret to raise her daughters and son on her own. Margaret was the pillar of the

family and taught her daughters to think for themselves, to pursue their dreams and to conquer their fears.

Marcie spent her informative years exploring the woods surrounding her home with the family pets which included a rescued colt that had been abandoned by a wild horse on the mountain. Her inquisitive nature led her to learn about the local flora and fauna of the valley and her interest in local history developed with many trips to the museums of the area. She was an avid reader and loved the arts, writing and photography.

Marcie graduated from the Ashcroft Secondary School and went on to take two years of Fine Arts at the Okanagan College in Kelowna, BC. She then went back to college to pursue a career as a medical assistant after being inspired by the compassionate receptionist at her doctor's clinic. Marcie was hired by the Kelowna Eye Care Centre, where she enjoyed a rewarding career for 15 years and became a Certified Ophthalmic Assistant.

The opportunity eventually arose to move to Cache Creek, BC. During that time, she began geocaching with her daughter. As they were out one day discovering the geocaches of the Gold Country Communities Society down towards Lytton, she wondered how this unique Field Guide came to be. She loved the history, geography and tales of settlers and early pioneers as well as the First Nation culture.

When she got home, she went on line to discover more about this incredible society and was pleased to see that they were hiring. She enjoyed working as the Program Coordinator and office clerk for four years. Then in 2015, after a devastating flood hit the community, Marcie was hired by the Village of Cache Creek to assist with the office administration duties and then shortly after for the position of Payroll and Administrative Clerk. With the recent opening of the Executive Director position, Marcie reapplied to work with, and for the Gold Country Communities Society. She was hired on June 28, 2018 as the Executive Director of Gold Country Community Society.

Marcie looks forward to representing this incredible society, and the region of Gold Country with integrity, positivity and a big smile. She has plans not only to continue with the vision of the founding members of Gold Country and previous operating officers, but to also capture and bring to life the goals of current and future board members, stakeholders, communities, and her own aspirations for this region that she loves. She is ready for the challenge of reconnecting with the sector she has a passion for and promoting tourism and economic development in and for the communities that are the heart of Gold Country.

"One can achieve gold and can then work towards Excellence with Gold Country Communities Society".

Marcie Down





NEWS – UPDATE

Iron School District No. 74

June 2018

Message to the 2018 Graduates:

Congratulations to Gold Trail's 2018 graduating students.

Embrace life, dream big and stay true to who you are as you embark on this next phase of your journey. Whatever path you choose, pursue your passion and be proud of all your accomplishments. Congratulations!

Board of Education



Lillooet Secondary School



David Stoddart School



Desert Sands Community School



Kumsheen Secondary School