



THE CORPORATION OF THE VILLAGE OF ASHCROFT  
REGULAR AGENDA

FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS OF THE VILLAGE  
OFFICE AT 6:00 PM ON MONDAY, JUNE 14, 2021

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

**CALL TO ORDER**

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

*"Mayor and Council wish to acknowledge that the meeting today is held within the traditional territory of the Nlaka'pamux people."*

**1. ADOPTION OF THE AGENDA**

*Motion to add or delete Agenda items*

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

**M/S**

*THAT, the Agenda for the Regular Meeting of Council held on Monday, June 14, 2021 be adopted as presented.*

**2. MINUTES**

2.1	Minutes of the Regular Meeting of Council held Tuesday, May 25, 2021 <i>"That the Minutes of the Regular Meeting of Council held Tuesday, May 25, 2021 be adopted as presented."</i>	P. 1-4
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**3. DELEGATIONS**

3.1		
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**4. PUBLIC INPUT**

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

**5. BYLAWS**

5.1	CAO Report – Community Engagement Draft Policy No. C-01-2021	P. 5-8
5.2	CAO Report – Commercial Filming Draft Policy No. A-02-2021	P. 9-26

**6. STAFF REPORTS**

<b>REQUEST FOR DECISION</b>		
6.1	CAO Report – UBCM Minister Meetings	P. 27



FOR INFORMATION		
6.2	CAO Report – Gold Country Communities Society – FAM Tour 2021	P. 28

**7. CORRESPONDENCE**

FOR ACTION		
7.1	UBCM Call for Nominations for UBCM Executive <i>Motion Required</i>	P. 29-35
7.2	The Ashcroft HUB – Requesting the donation of a Family Swim Pass for their fundraiser <i>Motion Required</i>	P. 36-37
FOR INFORMATION		
7.3	School District No. 74 (Gold Trail) – News Release Principal Team 2021-2022	P. 38
7.4	District of Saanich – BC Climate Action Revenue Incentive Program (CARIP) Ending	P. 39-51
7.5	UBCM – Gas Tax Agreement Community Works Fund Payment	P. 52
7.6	Hon. David Eby, QC, Attorney General & Minister Responsible for Housing – Response regarding Property Assessed Clean Energy (PACE)	P. 53-54
7.7	Flip Chart Correspondence	P. 55

**8. UNFINISHED BUSINESS**

8.1	Task Manager	P. 56
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**9. NEW BUSINESS**

9.1		
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**10. REPORTS/RECOMMENDATIONS FROM COMMITTEES, COTW, and COMMISSIONS**

10.1	EDTC Report - Economic Development & Tourism Working Group Update	P. 57-58
10.2	AVFD Sustainability Working Group Notes for June 7, 2021	P. 59-60

**11. COUNCIL REPORTS**

11.1	Mayor Roden – Report	P. 61-63
11.2	Councillor Anderson	
11.3	Councillor Anstett	
11.4	Councillor Davenport	
11.5	Councillor Tuohey	

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

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

12.1		
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**13. RESOLUTIONS RELEASED FROM CLOSED MEETING**

13.1		
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**14. ADJOURNMENT**



**THE CORPORATION OF THE VILLAGE OF ASHCROFT**

**REGULAR MINUTES**

**FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS OF THE VILLAGE OFFICE  
AT 6:00 PM ON TUESDAY, MAY 25, 2021**

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

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

Media – 1

EXCUSED:

**CALL TO ORDER**

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

Mayor Roden called the meeting to order at 6:00 pm  
Councillor Anstett requested a moment of silence in honour of Kamloops Fire Captain Brian Lannon.  
Mayor Roden provided a brief tribute Captain Lannon recognizing the support he extended to Ashcroft.

**1. ADOPTION OF THE AGENDA**

*Motion to add or delete Agenda items*  
*Motion to adopt the Agenda as presented or as amended*

**M/S Roden / Anderson**

*THAT, the Agenda for the Regular Meeting of Council held on Tuesday, May 25, 2021 be adopted as amended to include an updated quote for item 6.4 DPW Report, Sweeper Purchase.”*

CARRIED – Unanimous – R-2021-131

**2. MINUTES**

2.1	Minutes of the Regular Meeting of Council held Monday, May 10, 2021 <b>M/S Davenport / Tuohey</b> <i>That the Minutes of the Regular Meeting of Council held Monday, May 10, 2021 be adopted as presented.</i>	CARRIED Unanimous R-2021-132
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**3. DELEGATIONS**

3.1		
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**4. PUBLIC INPUT**

Regular Council Minutes for Tuesday, May 25, 2021



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

TNRD Area “I” Resident – Gloria Mertens

5.1 Zoning and OCP Amendment Bylaw clarification of archeological site and subdivision plans – will there be a public hearing at the development phase?

11.1 Mayor Roden’s Report – appreciation to Mayor regarding TNRD support

**5. BYLAWS**

5.1	TNRD Manager of Planning Services – Rezoning and OCP Amendment Application No. RZ 20-1/OCP 20-1	
5.2	Bylaw No. 837 – Village of Ashcroft Official Community Plan Amendment Bylaw No. 837, 2020 <b>M/S Roden / Tuohey</b> <i>That Village of Ashcroft Official Community Plan Amendment Bylaw No. 837, 2020 be reconsidered and adopted.</i>	CARRIED Unanimous R-2021-133
5.3	Bylaw No. 838 – Village of Ashcroft Zoning Amendment Bylaw No. 838, 2020 <b>M/S Roden / Davenport</b> <i>That Village of Ashcroft Zoning Amendment Bylaw No. 838, 2020 be reconsidered and adopted.</i>	CARRIED Unanimous R-2021-134

**6. STAFF REPORTS**

<b>REQUEST FOR DECISION</b>		
6.1	CAO Report - Public Art Policy – Contract Schedule “A” <b>M/S Anderson / Anstett</b> <i>That, Public Art Policy #A-01-2021 Contract Schedule “A” be adopted by Council as presented.</i>	CARRIED Unanimous R-2021-135
6.2	CAO Report - First Nation Territory Acknowledgement <b>M/S Anstett / Anderson</b> <i>That, Council endorses the addition of a First Nation Acknowledgement at the beginning of all Council and Official Village meetings, and further that the Acknowledgment be cited as follows: “Mayor and Council wish to acknowledge that the meeting today is held within the traditional territory of the Nlaka’pamux people.”</i>	CARRIED Unanimous R-2021-136
6.3	CFO Report – MIA Service Provider Agreement <b>M/S Anstett / Anderson</b> <i>That, Council approves the Service Provider Agreement between: Village of Ashcroft and Barry Tripp with the date as set out in the Service Provider Agreement.</i>	CARRIED Unanimous R-2021-137
6.4	DPW Report – Sweeper Purchase <b>M/S Roden / Anderson</b> <i>That, Council endorses the staff recommendation to purchase the Sweeper from Vimar Equipment Model 2021 Elgin Crosswind SE for a total cost of \$331,359.00.</i>	CARRIED Unanimous R-2021-138

FOR INFORMATION		
6.5	CFO Report – Consulting Agreement for Lift Station <b>M/S Roden / Davenport</b> <i>That, the CFO Report, Consulting Agreement for the Lift Station be received for information.</i>	CARRIED Unanimous R-2021-139

## 7. CORRESPONDENCE

FOR ACTION		
7.1	District of Mackenzie - Support for 988 Hotline <b>M/S Davenport / Anderson</b> <i>That, Council provides a letter of support for the 988 Crisis Hotline initiative.</i>	CARRIED Unanimous R-2021-140
FOR INFORMATION		
7.2	District of Tofino – Implementation of Old-Growth Strategic Review	
7.3	School District No. 74 – Board Bulletin May 4, 2021	
7.4	TNRD Board of Directors Meeting Highlights May 13, 2021	
7.5	Response from Hon. Harry Bains & Hon. Melanie Mark – Support for BC Hotel Workers and Tourism Industry Workers	
7.6	Flip Chart Information Correspondence <b>M/S Roden / Tuohey</b> <i>That, Items 7.2 through 7.6, Information Correspondence be received and filed.</i>	CARRIED Unanimous R-2021-141

## 8. UNFINISHED BUSINESS

8.1	Task Manager <b>M/S Roden / Davenport</b> <i>That, the Task Manger report be received and filed.</i>	CARRIED Unanimous R-2021-142
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## 9. NEW BUSINESS

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

10.1		
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## 11. COUNCIL REPORTS

11.1	Mayor Roden – Report Short update re: Historic Hat Creek – hopeful that travel restrictions will be lifted and are encouraged that the tourist season is looking more promising.	
11.2	Councillor Anderson	
11.3	Councillor Anstett	
11.4	Councillor Davenport	
11.5	Councillor Tuohey	
	<b>M/S Roden / Tuohey</b> <i>That, the Mayor's report be received for information.</i>	CARRIED Unanimous R-2021-143



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

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

12.1	<p><b>M/S Davenport / Tuohy</b>  <i>That, Council moves to a closed meeting under Section 90.1(m) a matter that, under another enactment, is such that the public may be excluded from the meeting; Section 90.1(c) labour relations or other employee relations.</i></p>	<p>CARRIED            Unanimous            R-2021-144</p>
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**13. RESOLUTIONS RELEASED FROM CLOSED MEETING**

13.1	<p>February 22, 2021: First Nations Acknowledgement  <i>1. Direction to staff: Staff to contact Bonaparte FN, Cooks Ferry and AIB and ask if the bands would like to see the addition of a FN territory acknowledgment and if so, request verbiage regarding the acknowledgment.</i></p> <p>March 26, 2021: Community Forest Expression of Interest  <i>2. That, Council fully supports the submission of an Expression of Interest letter to be submitted to the Ministry of Forest Land and Natural Resource Operations and Rural Development, Thompson Rivers District, indicating Ashcroft's interest in establishing a Community Forest; and further that, Council fully supports the development of a partnership with the Ashcroft Indian Band in respect to the Community Forest initiative, and include Cooks Ferry Indian Band in the Consultation.</i></p> <p>April 26, 2021: Succession Planning  <i>3. That Council approve staff to temporarily increase the public works staffing levels from 9 to 10 employees as some PW employees' transition to retirement.</i></p>	<p>CARRIED            Unanimous            C-2021-28</p>
13.2	<p>May 25, 2021: Safe Restart Funding – Legion  <i>That Council supports the Ashcroft Legion request for a one time Grant in Aid to offset the Legion Property Taxes for 2021 under the COVID-19 Restart funding in the amount of \$6356.97.</i></p>	<p>CARRIED            Unanimous            C-2021-26</p>

**14. ADJOURNMENT**

**M/S Anstett / Anderson**

That the Regular Meeting of Council be adjourned at 8:02 pm.

CARRIED – Unanimous – R-2021-145

Certified to be a true copy of the Minutes for the Regular Meeting of Council held Tuesday May 25, 2021

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

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 Barbara Roden,  
 Mayor

**STAFF REPORT TO COUNCIL – OPEN MEETING**

**DATE:** June 14, 2021  
**FROM:** Daniela Dyck, Chief Administrative Officer  
**SUBJECT:** **Draft – Community Engagement Policy**

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**Purpose**

To provide Council with an opportunity to review and make changes to the draft Community Engagement Policy.

**Recommendation**

For information

**Alternatives**

That, Council approves the Community Engagement Policy No. C-01-2021 as presented or amended.

**Discussion**

It has been brought up by residents that it is unclear how and when the public is invited to engage with Council. Council passed a motion to develop a communications plan, this policy is the first part of that process. Staff has drafted the attached draft Community Engagement Policy for Council review. Once the policy is adopted, the communications plan will be drafted to complement the policy and provide direction to Council, staff and the public.

**Strategic/Municipal Objectives**

**Legislative Authority**

**Financial Implications**

**Attachment Listing**

Draft – Community Engagement Policy No. C-01-2021

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**Respectfully Submitted by:**



Daniela Dyck,  
Chief Administrative Officer



## COUNCIL POLICY

<b>TITLE: Public Engagement Policy</b>		<b>POLICY #: C-01-2021</b>
<b>Authority: COUNCIL</b>	<b>Effective Date:</b>	
	<b>Review Date:</b>	
<b>Issued By:</b>	<b>Approved By:</b>	
<b>Issued Date:</b>	<b>Approved Date:</b>	
	<b>Resolution #:</b>	

**PURPOSE:** The purpose of this policy is to establish the foundation for the Village's reasons, guidelines and procedures for conducting public engagement. This policy applies to both staff and external consultants/ contractors.

### POLICY:

- 1. The public and stakeholders of the Village of Ashcroft:**
  - a. Have the right to be informed, consulted, and engaged in decisions that affect them.
  - b. Are encouraged to meaningfully engage so their voices strengthen decisions and their involvement helps build a stronger community.
  - c. Are encouraged to increase their understanding and knowledge about local issues as well as their role in Ashcroft's decision-making process so they can participate in a meaningful way.
  
- 2. The Village of Ashcroft:**
  - a. Will provide public engagement opportunities that are open and transparent.
  - b. Will give serious consideration to the public's input gathered in public engagement processes.
  - c. Is committed to working together with the public to improve its public engagement processes.
  - d. Supports Village staff to build their skills and knowledge to engage the public in a meaningful way.
  - e. Believes that involving the public and stakeholders in public engagement leads to better, more informed decisions.



## **DEFINITIONS:**

**Public Engagement:** A formal, defined, interactive process between the Village, the public and stakeholders, designed to increase mutual understanding, gather information, exchange ideas, and/or solve problems with the goal of making better, more informed decisions.

**The Public:** Anyone (including groups and individuals) who may have an interest in a specific topic or issue under discussion. The public may, or may not, be directly impacted by a decision on the issue.

**A Stakeholder:** An individual or group who has a specific interest or is impacted by a topic or issue. Stakeholders may include, but are not limited to: residents, non-residents, businesses, groups, organizations, individuals, representatives and/or Village staff, depending on the issue.

## **GUIDELINES:**

### **Principles of Public Engagement**

Public Engagement in the Village of Ashcroft will be planned, implemented, evaluated and reported using these nine guidelines:

1. Public Engagement is **PROACTIVE**: It is initiated early enough for participants to make informed decisions and impact the outcomes.
2. Public Engagement is **RELEVANT** and **EFFECTIVE**: the process is planned, effectively communicated and implemented to encourage public participation and contribution in an appropriate manner.
3. Public Engagement is **EQUITABLE**: Members of the public are provided with a reasonable opportunity to contribute, developing a balanced perspective.
4. Public Engagement is **CLEAR** and **FOCUSED**: The Village and the public understand their respective roles in a public engagement process, including the level of involvement and how input will be used to inform decisions.
5. Public Engagement is **INCLUSIVE**: It uses a range of methods to engage various audiences to maximize participation and improve the quality of feedback.
6. Public Engagement **INCREASES UNDERSTANDING**: Mutual understanding is increased through two-way interaction, where the information presented is easily understood by the intended audience(s).
7. Public Engagement is **RESPONSIVE** and **ONGOING**. Public engagement has an ongoing focus on relationship building, active listening, and increased understanding.
8. Public Engagement **BUILDS CAPACITY**; Staff, public and stakeholders are better equipped for future engagement opportunities.



9. Public Engagement is ACCOUNTABLE and TRANSPARENT: public engagement outcomes are measured, evaluated and reported in a timely manner.

### **Public Engagement Circumstances**

Public engagement is required when:

- Legislation requires it
- Council or Village Administration requests it

Public engagement may be required when:

- Residents or stakeholders request it
- Residents' quality of life may be affected
- The natural environment may be affected
- Geographical communities (North Ashcroft, Mesa, Downtown)
- There are already strong views on the issue
- Many people will be affected

Public engagement is not required when:

- The decision has already been made
- The issue is related to the development of an administrative policy that doesn't require or involve public consultation
- Day to day operations of the Village

### **Public Engagement Approaches**

The public engagement continuum gives guidance to Village staff to determine the level of engagement for a particular project. The levels represent increasing degrees to which the public can impact the decision or outcome.

*Inform* - To provide the public/stakeholders with objective information and advise them of issues/initiatives.

*Consult* - To educate and collect public/stakeholder opinion to improve decisions.

*Involve* - To stimulate public/stakeholder dialogue, clarify values and broaden the information base to improve decisions.

*Collaborate* - Partner with residents and stakeholders in each aspect of the decision, including the development of alternatives, recommendations and preferred solutions.

### **REVIEW**

This policy remains in effect if the review date passes prior to Council review.

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** June 14, 2021  
**FROM:** Daniela Dyck, Chief Administrative Officer  
**SUBJECT:** Draft - Commercial Filming Policy

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### Purpose

To provide Council with an opportunity to review and make changes to the draft Commercial Filming Policy

### Recommendation

For information

### Alternatives

That, Council approves the Commercial Filming Policy No. A-02-2021 as presented or amended.

### Discussion

Commercial filming is nothing new to Ashcroft; however, regulating the impacts of commercial filming is lacking in the community. Previous CAO Anne Yanciw recognized the need for a filming policy and began drafting a policy. The attached policy is a compilation of Anne's work and staff.

The Policy clearly regulates commercial filming and provides consistent direction for staff and future film makers. Once the Policy is approved, a copy will be provided to the TNRD Film Commission and will be forwarded to any interested film makers at initial site visit.

The intent of the policy is not to discourage filming, rather to provide direction and process to the film crew, staff and residents.

### Strategic/Municipal Objectives

### Legislative Authority

### Financial Implications

### Attachment Listing

Draft Commercial Filming Policy A-02-2021

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### **Respectfully Submitted by:**



Daniela Dyck,  
Chief Administrative Officer



## ADMINISTRATION POLICY

<b>TITLE: Commercial Filming Policy</b>		<b>POLICY #: A-02-2021</b>
<b>Authority: Chief Administrative Officer</b>	<b>Effective Date:</b>	
	<b>Review Date:</b>	
<b>Issued By:</b>	<b>Approved By:</b>	
<b>Issued Date:</b>	<b>Approved Date:</b>	
	<b>Resolution #:</b>	

**PURPOSE:** This Policy attempts to find a harmonious balance between commercial filming and the Village in order to minimize disruptions to residents and businesses. Any person or company who wishes to engage in commercial photography, video, film or television recording within the Village of Ashcroft must obtain a Filming Permit from the Village of Ashcroft. News media are exempt from this requirement.

### **BACKGROUND**

The community of Ashcroft is endowed with a spectacular natural landscape. It is a landscape that attracts people to the community, and significantly shapes its character. Ashcroft residents value the community as a peaceful, close-knit Village, deeply connected to the history of the area. While the community is supportive of the arts, including the film industry in British Columbia, it also values peace and tranquility.

### **POLICY**

#### **1. Policy Objectives:**

- 1.1 To facilitate the motion picture film industry in its production endeavors by providing a centralized and efficient procedure for obtaining Municipal authorization for Commercial Filming in the Village of Ashcroft;
- 1.2 To minimize any inconvenience to the general public, businesses and residents of the Village of Ashcroft as a result of filming activities;



- 1.3 To ensure the Village of Ashcroft residents shall not be unduly inconvenienced by prolonged loss of access to public areas or roadways, or by restricted parking fronting residents' homes;
- 1.4 To ensure the impacts to businesses are managed, losses are minimized and compensation is provided where appropriate;
- 1.5 To ensure that the Municipality recovers all of its direct and indirect costs associated with Filming Activities and Municipal services and assets;
- 1.6 To ensure that Filming Activities fully observe the bylaws of the Municipality and protect the safety, well-being and interests of residents.

## 2. Definitions

- 2.1 The following words and phrases have the meanings ascribed below:

Affected Households means those primary residences and secondary suites within an area to be determined by the Municipality, depending upon the nature of the Filming Permit Application, as being affected or potentially affected by proposed filming – non-resident owners are not to be included in determining Affected Households.

Applicant/Permittee means the person or persons or corporation applying for and/or receiving a Filming Permit.

Commercial Filming means photography, video, film and television recording undertaken for a commercial purpose.

Daytime Filming Hours means 7 am to 7 pm, other than the period from the start of daylight savings time in the spring to the end of daylight savings time in the fall, during which period it shall mean 7 am to 10 pm, and in either event, during which Filming Activity is regularly permitted, notwithstanding Ashcroft's current Noise Control Bylaw;

Extraordinary Services means the provision of Municipal services outside of regular hours (dependent on position) or the need for the Municipality to hire a contractor to address issues related to Filming Activities which were not applied for by the Permittee or expected by the Municipality.



Filming Activity means all outdoor human and mechanical activity related to Commercial Filming and includes all light, sound and the operation or parking of all vehicles, trucks and generators.

Filming Day means any day or portion thereof in which Filming Activity is taking place within the Municipality, except where filming preparation or post-production takedown is solely confined to private property.

Filming Liaison means the Municipal staff person designated by the Village Administrator (CAO) to act as a liaison to Filming Permit Applicants and Permittees.

Filming Permit means the document issued by the Municipality to the Applicant/Permittee granting the conditional right for commercial filming in the Village of Ashcroft.

Municipality means the Village of Ashcroft and includes the adjective Municipal.

Security Deposit means the sum of \$10,000 provided to the Municipality once a Filming Permit has been approved.

Village Administrator (CAO) means the Chief Administrative Officer (CAO), or the person acting in that capacity in the absence of the CAO.

### **3. Application and Approval Process**

- 3.1 All Commercial Filming proponents shall complete a Municipal Filming Permit Application Form.
- 3.2 Applications shall be submitted to the Filming Liaison no later than three (3) weeks prior to the proposed commencement of filming.
- 3.3 Applications will not be processed unless accompanied by written permission from the owner(s) of any private lands where the filming will take place.
- 3.4 If granted, permission to film within the Municipality will be conveyed through the issuance of a Filming Permit issued by the Village Administrator (CAO) once all prerequisites of this policy are met.



- 3.5 If all requirements of this Policy have been met, along with any applicable administrative policies or procedures, Filming Permits may be granted directly by the Village Administrator (CAO) unless:
- (a) A variance to allow for filming outside of the Daytime Filming Hours is required, or
  - (b) Filming Activity is required repeatedly on non-consecutive days (for example a TV series or mini-series),
  - (c) Filming Activity is for more than five (5) consecutive days in which case approval by way of Council resolution is required.
- 3.6 A Permittee cannot change dates, locations, filming times or the type of scene to be filmed as set-out in an approved application without first consulting the Filming Liaison and obtaining the consent in writing of the Village Administrator (CAO). Such consent may be conditional upon notification to all persons impacted and other terms that are appropriate in the circumstances.

#### **4. Notification and Polling Requirements**

- 4.1 Where Filming Activity is for three (3) or fewer consecutive days and does not require a variance to allow filming outside of Daytime Filming Hours, a notification letter approved by the Village Administrator (CAO) shall be hand delivered by the Applicant to all Affected Households. A Filming Permit will not be issued until at least seven (7) days have passed from the date of notification letter delivery to allow an opportunity for residents of Affected Households to provide feedback to the Municipality's Filming Liaison.
- 4.2 Where Filming Activity:
- (a) is for more than three (3) consecutive days,
  - (b) requires a variance to allow filming outside of Daytime Filming Hours, or
  - (c) requires repeated filming on non-consecutive days:



- i. a polling notification letter approved by the Village's Administrator (CAO) shall be hand delivered by the Applicant to all Affected Households;
  - ii. the Applicant shall document its polling efforts and shall make no less than four (4) attempts to contact the occupants of a Household to determine support or opposition for the proposed filming;
  - iii. offers by the Applicant of compensation and/or alternate accommodations shall be documented and included with the polling information and submitted to the Municipality in confidence;
- 4.3 The polling threshold for objections from Affected Households is hereby set in this Policy at no more than 15%.
- 4.4. Applications under:
- (a) subsection 4.2(a) for up to and including five (5) consecutive days of Filming Activity may be processed by the Village Administrator (CAO) who may issue a Filming Permit if the polling threshold in section 4.3 has been met, along with all other requirements of this Policy, but nothing herein precludes the Village Administrator (CAO) from referring such an application to Council;
  - (b) subsection 4.2(a) for more than 5 consecutive days of Filming Activity, or under subsections 4.2(b) and 4.2(c), shall be submitted in a report from Municipal staff to Council for consideration at the next Council meeting.
- 4.5 The number of Filming Permits which may be approved for any one residential neighbourhood location, as determined by the Municipality, shall be restricted as follows:
- (a) where no polling is required, up to two (2) per calendar year; and
  - (b) where polling is required, no more than one (1) per calendar year.

Owners of properties throughout the Village of Ashcroft are encouraged to register their properties with Creative BC's Location Library and the TNRD Film Commission.



## 5. Use of Municipal Land, Buildings, and Structures

- 5.1 Municipal lands, including roads and boulevards, may be used for the parking of a Permittee's vehicles and the storage of a Permittee's equipment, subject to submission of a proposed parking plan. Blocking of fire hydrants and residents' driveways will not be tolerated.
- 5.2 Municipal land, buildings, or structures may be used for commercial filming purposes subject to availability and the issuance of a Filming Permit in accordance with this Policy and Fees and Charges Bylaw No. 833, as amended.
- 5.3 Approved Filming Permits are conditional upon the receipt of:
- (a) the applicable filming fees and the Security Deposit;
  - (b) the Certificate of Insurance;
  - (c) the Indemnification Agreement; and
  - (d) any other conditions imposed by the Village Administrator (CAO) or Council.
- 5.4 The Security Deposit may be drawn upon by the Municipality to:
- (a) remedy any damage to Municipal lands, buildings or structures caused by the Filming Activity, without limitation on the Municipality's right to pursue additional compensation or damages if the Security Deposit is insufficient to provide full restitution;
  - (b) enforce any of the Municipality's bylaws and recover any fine levied or judgment obtained against the Permittee;
  - (c) enforce the Indemnification Agreement;
  - (d) reimburse the Municipality for all actual legal costs and for any other expenses incurred in connection with enforcing the Municipality's bylaws, the Indemnification Agreement and the Permittee's liability insurance policy.



- 5.5 A Traffic Management Plan must be submitted for any request to close, or partially close a road and a professional traffic management contractor may be required at the Permittee's expense, in addition to any fees payable under Fees and Charges Bylaw No. 833, as amended. Closing or partial closing of a public roadway must be approved in writing by the Village Administrator (CAO). Total blockages of public roadways shall not exceed 10 minutes at a time before allowing waiting vehicles to pass, subject only to exceptions granted in writing by the Village Administrator (CAO), which may include terms and conditions required to be fulfilled by the Permittee including, but not limited to, advance public notice.
- 5.6 Any request for use of a Municipal fire hydrant must be included in a Filming Permit Application. All hydrants will be operated by Municipal employees only and fees in accordance with Fees and Charges Bylaw No. 833, as amended, will apply.

## **6. Conduct**

- 6.1 The Permittee shall comply strictly with all federal, provincial and Municipal regulations and bylaws including, but not limited to, cannabis, alcohol and food service regulations.
- 6.2 While working within the Municipality, all Filming Permit Applicants/Permittees, including producers, directors, cast, crew members and anyone else working for or associated with an Applicant/Permittee, shall conduct themselves in accordance with the BC Film Commission's *Best Practices – Motion Picture Locations Code of Conduct*.
- 6.3 The Municipality may fine the Permittee for bylaw infractions and may revoke the Permit without notice and without payment of any damages if the Permittee does not comply with the terms and conditions of the Permit or with applicable enactments.
- 6.4 The Permittee must designate a Production Liaison to the Municipality who is responsible for all film company activities and must be on site for the duration of production. The representative is responsible for ensuring that all cast and crew are informed of, and abide by, the terms and conditions of the Permit and for correcting any deficiencies with compliance. A 24-hour contact number for the representative must be provided to the Municipality.



## **7. Liability Insurance and Indemnification Agreement**

- 7.1 All Filming Permit Applicants shall provide a certificate of insurance evidencing liability insurance in an amount not less than \$5,000,000.00 with the Municipality named as an additional insured.
- 7.2 All Filming Permit Applicants shall cause an authorized signatory to execute the Indemnification Agreement incorporated into the Filming Permit Application as Schedule A.

## **8. Commercial Filming Fees**

- 8.1 All Filming Permit Applicants and Permittees shall provide the Municipality with fees in accordance with Fees and Charges Bylaw No. 833, as amended.
- 8.2 Filming service requests for the Ashcroft Fire Rescue (AFR) Department or AFR locations should be made at the earliest possible date but cannot be guaranteed to be available. If utilized per a filming service or location request, emergency calls may interrupt the filming without incurring responsibility or liability for any losses incurred by the Permittee. A filming service or location request, or an emergency response by AFR on account of Filming Activity, shall be charged at the rates applicable in Fees and Charges Bylaw No. 833, as amended.
- 8.3 Any Extraordinary Services shall be charged in accordance with Fees and Charges Bylaw No. 833, as amended.
- 8.4 Fees payable to the Municipality do not include fees that may be payable to the owners of private lands on which filming is taking place.
- 8.5 Fees for daily filming, location and parking fees in relation to film school projects will be waived subject to meeting the following criteria:
  - (a) the school is an accredited and recognized educational institution;
  - (b) the project must be assigned by the instructor and be part of the curriculum;
  - (c) all personnel working on the project are doing so without financial compensation;and



(d) the project is for academic use only and is not to be used for commercial gain.

All other requirements of this Policy apply to film school projects.

## 9. Donations and Legacies

9.1 Applicant/Permittees are encouraged to contribute to the community by donating to local community groups, and/or by leaving a needed legacy behind for the community to enjoy. A non-comprehensive listing of local community groups and potential legacies is available from the Municipality for consideration by Permittees.

Adopted by Council:	
Updated:	

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**APPLICATION FOR COMMERCIAL FILMING PERMIT**

**BACKGROUND INFORMATION**

Local Film Company:	
Applicant Name:	
Location Administrator (CAO):	
Business Address:	
Phone (office):	Phone (cell):
Email:	Fax:

**DESCRIPTION OF FILMING PROPOSAL**

Filming Dates (includes mobilization):	
Location of Filming:	
Hours of Filming:	
Proposed Schedule and Description of Scenes to be Filmed:	
Impact on Neighbourhood Traffic:	
Type of Municipal Facilities Needed:	<input type="checkbox"/> Municipal Road Allowance/ Parking Lot <input type="checkbox"/> Other Municipal Land (eg: Parks, Trails, Open Spaces, etc.) <input type="checkbox"/> Municipal Buildings or Structures

**PRELIMINARY SUBMISSION REQUIREMENTS (to be submitted with initial application)**

- Completed Application Form with non-refundable Application Fee
- Plan showing the way in which Municipal facilities would be used (if applicable)
- Parking Plan for all Vehicles (including Trucks and Generators)
- Letter of authorization from the owner(s) of the land, building or structures where the filming will take place.



**ADDITIONAL SUBMISSION REQUIREMENTS** (as directed by the Filming Liaison or Village Administrator (CAO), and as applicable)

- Filming Notification Letter(s) to Affected Households
- Polling Notification Letter to Affected Households
- Polling Information (including offers of accommodation and/or compensation, polling spreadsheets, maps and notes)

**FINAL SUBMISSION REQUIREMENTS** (to be submitted as a condition of issuance of the Filming Permit)

- Daily Filming Activity Fee for Commercial Filming
- Fees for the use of Municipal lands, including roadways, buildings structures
- Any other fees required by this Policy or Fees and Charges Bylaw No. 833, as amended
- Security Deposit of \$10,000 payable to the Municipality.
- Executed copy of the Release of Liability and Indemnification Agreement (see attached Schedule A)
- Certificate of Insurance evidencing liability insurance in the minimum amount of \$5,000,000.00 with the Municipality named as an additional insured
- Confirmation that other conditional requirements have been fulfilled (if applicable)

Applicant Signature:	Date
----------------------	------

**Municipal Use Only**

<p>Approved Filming Permit No.:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Application Form with non-refundable Application Fee</li> <li><input type="checkbox"/> Authorization Letter from Private Owner(s)</li> <li><input type="checkbox"/> Parking Plan</li> <li><input type="checkbox"/> Filming Notification Letter</li> <li><input type="checkbox"/> Polling Notification Letter (if applicable)</li> <li><input type="checkbox"/> Polling Information (if applicable)</li> <li><input type="checkbox"/> Daily Filming Activity Fees</li> <li><input type="checkbox"/> Other Fees (if applicable)</li> <li><input type="checkbox"/> Security Deposit</li> <li><input type="checkbox"/> Release of Liability and Indemnification Agreement (Schedule A)</li> <li><input type="checkbox"/> Certificate of Insurance</li> <li><input type="checkbox"/> Other Conditional Requirements</li> </ul>
---



**SCHEDULE A**

**(Attached to and forming a part of the Application for Commercial Filming Permit)**

**INDEMNIFICATION AGREEMENT**

I/We, \_\_\_\_\_, (the "Applicant/Permittee"):

- (a) agree that I/we have received good and valuable consideration in exchange for entering into this Indemnification Agreement;
- (b) agree to indemnify, defend and save harmless the Village of Ashcroft, its elected and appointed officials, officers, employees, servants, representatives and agents (collectively the "Indemnified Parties") from and against any and all claims, demands, actions, causes of action, suits, damages, losses, and costs, liabilities, expenses and judgments (including all actual legal costs) incurred in defending any of the foregoing brought or made on behalf of any person or corporation for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons, which any of the Indemnified Parties incur, suffer or are put to arising out of or in connection with any act or omission of the Applicant/Permittee, its directors, officers, employees, agents, contractors or invitees, the Indemnified Parties or caused by or arising out of the condition of any real or personal property owned or controlled by the Indemnified Parties or any of them arising from or in any way connected to the Filming Activity or from the Applicant/Permittee's occupation or use of the property of the Village of Ashcroft;
- (c) agree that the Applicant/Permittee's obligations hereunder will survive the expiry or termination of any permit issued by the Village of Ashcroft to the me/us and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the Indemnified Parties;
- (d) agree that the Applicant/Permittee, upon submitting a Filming Permit application, whether or not a Filming Permit is issued, releases and discharges the Indemnified Parties from any and all losses which the Applicant/Permittee and any of the Applicant/Permittee's directors, officers, employees, volunteers, agents, contractors or invitees may have arising from actions or inactions on the part of the Indemnified Parties;
- (e) hereby waive all rights of recourse against the Village of Ashcroft for loss or damage to the Applicant/Permittee's property, howsoever incurred.



Applicant/Permittee Name: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Authorized Signatory for the Village of Ashcroft

Date: \_\_\_\_\_

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*SAMPLE NOTIFICATION LETTER FROM APPLICANT TO AFFECTED HOUSEHOLDS  
(NO POLLING REQUIRED)*

[Applicant letterhead]

[date]

Dear Neighbours of [address of filming]:

[Applicant] has applied to the Village of Ashcroft (the “Municipality”) to film a [commercial, TV special/series, movie-of-the-week, feature film] called [title] at [address of proposed shoot] on [date(s)] during Daytime Filming Hours (7 am to 10 pm). Municipal facilities requested include: [eg: street parking (from address to address), occupation of all or portion of the (name of) parking lot, operation of fire hydrant, etc.]

The following is an outline of our proposed dates, times and significant Filming Activities:

[For Each Day and Date]

[Time period] – [List in point form all details of any potential disruptions or other relevant activity, including whether scenes are indoors or outdoors, lighting, traffic control, noise, stunts, special effects and parking]]

The Applicant and the Municipality recognize that there are sometimes inconveniences associated with a location shoot, but we are working hard to ensure that your day-to-day schedule is not disrupted and any impacts are minimized to the extent possible.

If you have any questions or concerns about this location shoot, please contact the Village’s Filming Liaison, \_\_\_\_\_ within 7 days of the date of this letter. The Village Administrator (CAO) will review all resident feedback from Affected Households in considering whether to grant a Filming Permit for this application.

For further information about [name of Applicant] or [name of filming project], please contact me at [phone number and email address] or [Production Liaison’s name, phone number and email].

For general information about filming in British Columbia, or to comment on ongoing productions in British Columbia contact Creative BC (formerly the British Columbia Film Commission) at (604) 736-7997, or visit their website at [www.creativebc.com](http://www.creativebc.com)

Yours truly,  
[your name] [Applicant name]



[contact information]

*SAMPLE NOTIFICATION LETTER FROM APPLICANT TO AFFECTED HOUSEHOLDS  
(POLLING REQUIRED)*

[Production company letterhead]

[date]

Dear Neighbours of [address of filming]:

[Applicant] has applied to the Village of Ashcroft (the “Municipality”) to film a [commercial, TV special/series, movie-of-the-week, feature film] called [title] at [address of proposed shoot] on [date(s)]. Due to the proposed filming [covering more than two consecutive days and/or involving filming at night], polling of Affected Households is required.

As part of the proposed filming, Municipal facilities requested include: [eg: street parking (from address to address), occupation of all or portion of the (name of) parking lot, operation of fire hydrant, etc.]

The following is an outline of our proposed dates, times and significant Filming Activities:

[For Each Day and Date]

[Time period] – [List in point form all details of any potential disruptions or other relevant activity, including whether scenes are indoors or outdoors, lighting, traffic control, noise, stunts, special effects and parking]]

The Applicant and the Municipality recognize that there are sometimes inconveniences associated with a location shoot, but we are working hard to ensure that your day-to-day schedule is not disrupted and any impacts are minimized to the extent possible.

Over the next few days, representatives from [name of Applicant] will be coming door to door and asking you to participate in a poll for this proposed filming. You will be asked whether you support or oppose our Filming Application. If you have any questions or concerns, I would be happy to speak or email with you.

If you prefer, you may contact the Municipality’s Filming Liaison, \_\_\_\_\_ to express your support for, or concerns about, our application. Please be sure to clearly state your name and address and leave a phone number or email address if you would like to be contacted.



All polling information will be provided to the Municipality, along with particulars of our application, for consideration of Filming Permit approval in accordance with Commercial Filming Policy 2019-02.

For further information about [name of Applicant] or [name of filming project], please contact me at [phone number and email address] or [Production Liaison's name, phone number and email].

For general information about filming in British Columbia, or to comment on ongoing productions in British Columbia contact Creative BC (formerly the British Columbia Film Commission) at (604) 736-7997, or visit their website at [www.creativebc.com](http://www.creativebc.com)

Yours truly,

[your name] [Applicant name]  
[contact information]

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*SAMPLE NOTIFICATION LETTER FROM PERMITTEE TO AFFECTED HOUSEHOLDS*

[Applicant letterhead]

[date]

Dear Neighbours of [address of filming]:

On behalf of [Permittee], we are providing advance notice that a [commercial, TV special/series, movie-of-the-week, feature film] called [title] will be shooting in this neighbourhood from [dates]. We will be primarily working at [address].

The following is an outline of our proposed dates, times and significant Filming Activities:

[For Each Day and Date]

[Time period] – [List in point form all details of any potential disruptions or other relevant activity, including whether scenes are indoors or outdoors, lighting, traffic control, noise, stunts, special effects and parking]]

The production company has all the necessary permits for this film shoot. Please note that the public [is, is not] permitted to visit the location during filming.

The producers and the Municipality recognize that there are sometimes inconveniences associated with a location shoot, but we are working hard to ensure that your day-to-day schedule is not disrupted and any impacts are minimized to the extent possible.

If you have any questions or concerns about this location shoot, please contact me at [phone number]. During the shoot, you can also talk to [Production Liaison's name and phone number] who will be on location. If you have further questions about filming within the Village of Ashcroft or specific concerns about this location shoot, you can contact the Village's Filming Liaison, [name] at [contact telephone number and email address].

Thank you. Your cooperation will help make this location shoot a success and help to encourage more producers to visit the Village of Ashcroft in support of British Columbia's billion-dollar production industry. For general information about filming in British Columbia, or to comment on ongoing production in British Columbia contact Creative BC (formerly the British Columbia Film Commission) at (604) 736-7997, or visit their website at [www.creativebc.com](http://www.creativebc.com)

Yours truly,

[your name] [production company]  
[your contact information]

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** June 14, 2021  
**FROM:** Daniela Dyck, Chief Administrative Officer  
**SUBJECT:** UBCM – Meetings with Ministers

---

### Purpose

To request direction from Council in regards to which Ministers or agencies Council would like to schedule meetings at UBCM.

### Recommendation

Direction from Council

### Alternatives

N/A

### Discussion

Each year the Province invites Councils to meet and discuss community issues or concerns by scheduling appointments with Premier Horgan, Cabinet Ministers, and ministry, agency, commissions and corporations at UBCM.

The 2021 UBCM Convention will take place virtually again this year from Tuesday, September 14 – Friday, September 17, 2021. Provincial government meetings will be scheduled the week prior to the UBCM Convention and held via conference call.

- Premier and Cabinet Ministers' Meetings will take place from: Tuesday, September 7 - Monday, September 13, 2021 (as Monday, September 6th is Labour Day).
- Meetings with Provincial MACC staff will take place from: Tuesday, September 7 to Thursday, September 9, 2021.

Staff is seeking Council direction regarding the Ministers or agencies Council would like to meet with.

Some items staff would like Council to consider for discussion include:

- MFLNRORD – Annual Allowable Cuts (AAC's) to be increased in our Timber Supply Area (TSA) for Community Forest Agreements.
- Min. of Public Safety and Solicitor General -
- BC Assessment – Advocate that Rail property designation be changed from Class 06 Business to Class 04 Industrial and that assessment market updates are forwarded to municipalities bi-annually not at project completion.
- EMBC – PEP funding increase and streamlined reporting, increased mental health support for volunteer first responders for Highway Rescue Service

### Strategic/Municipal Objectives

### Legislative Authority

### Financial Implications

### Attachment Listing

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Respectfully Submitted by:



Daniela Dyck,  
Chief Administrative Officer

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** June 14, 2021  
**FROM:** Daniela Dyck, Chief Administrative Officer  
**SUBJECT:** **Gold Country Communities Society – FAM Tour 2021**

---

### Purpose

To advise Council of the GCCS intended FAM Tour in Ashcroft for the 2021 tourism season.

### Recommendation

For information

### Alternatives

N/A

### Discussion

Each year Gold Country Communities Society (GCCS) hosts a Familiarization Tour (FAM Tour) featuring a community in Gold Country. Ashcroft was the community scheduled for the tour in 2019 but due to unforeseen circumstances at GCCS the tour as not hosted. In 2020 due to COVID-19 GCCS was unable to host the tour as virtual alternative were just beginning to emerge. Today, fifteen months of pandemic life later, strategies for virtual engagement have blossomed and GCCS has approached the village with a new strategy for a FAM tour in 2021.

Ashcroft is the community on deck for the FAM tour and GCCS is proposing a virtual tour that could be hosted online and be visited many times by users from all over the world to enjoy. GCCS is proposing the virtual tour to be filmed in July featuring the downtown core, shopping, restaurants, heritage attractions, parks, art, recreational opportunities, trails and the beautiful vistas and scenery in the Ashcroft area.

GCCS is currently working with the filming consultants to develop the FAM tour. There is no cost to the Village as this is a GCCS grant funded project undertaken as our DMO.

### Strategic/Municipal Objectives

#### Legislative Authority

#### Financial Implications

#### Attachment Listing

---

Respectfully Submitted by:



Daniela Dyck,  
Chief Administrative Officer



June 2, 2021

TO: UBCM Members  
**ATTN: ELECTED OFFICIALS**

FROM: Mayor Maja Tait  
Chair, Nominating Committee

**RE: Call for Nominations for UBCM Executive**

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination.

**Due to the pandemic, the nominations and elections process will be similar to the amended process adopted in 2020 in order to work within the virtual format for the 2021 Convention.**

The deadline for **all** nominations is **Friday July 30, 2021 at 4:00 pm.**

## 1. Positions Open to Nomination

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

The nominations form is attached as Appendix A. Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C.

## 2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government or First Nation.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

### 3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government/First Nation, using the attached nomination and consent form (Appendix A). The attached forms require the signatures of two elected officials; however, given that there are possible barriers in obtaining physical signatures during the pandemic, **UBCM will allow nominators to send their confirmations by email if required, so long as the nominators clearly indicate in their email the name and title of the candidate they are nominating, and for what Executive position.**

The Nominating Committee reviews the qualifications of each candidate and oversees the election process at the UBCM Convention. Similar to 2020, the UBCM Executive has chosen to follow the same process by appointing three (3) members of the Presidents Committee to serve on the 2021 Nominating Committee. These members were chosen, as they are not seeking re-election on the UBCM Executive.

The members of the 2021 Nominating Committee are:

- Mayor Maja Tait, Immediate Past President, UBCM, Chair
- Councillor Brian Frenkel, President, UBCM
- Councillor Craig Hodge, GVRD/Metro Vancouver Representative

### 4. Nominating Committee Report

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be prepared and posted to the UBCM website in mid-August for members to review. To be included in this report, nominations must be received by **Friday July 30, 2021 at 4:00 pm.**

### 5. Nominations Off the Floor

Due to the virtual format of the 2021 Convention, nominations will **NOT** be accepted off the floor. **All interested candidates must submit their nominations by July 30, 2021 at 4:00 pm.** Since there is no opportunity to run off the floor, the Report on Nominations will also indicate which candidates are acclaimed and which candidates will be in an election situation.

### 6. Candidate Speeches at the UBCM Convention

Candidates will be asked to prepare a pre-recorded 2-minute video message that will be uploaded to the virtual Convention website for viewing by Convention delegates. The parameters for video messages are as follows:

- ✓ Maximum length 2 minutes (time limit strictly adhered to)
- ✓ Shot in landscape format (versus portrait)
- ✓ No testimonials, only the candidate can speak in the video message
- ✓ Shot indoors or outdoors, props permitted
- ✓ The file size needs to be less than 100mb

During the virtual Convention, candidates will not be permitted to use the "Chat" feature to undertake campaigning activities. The chat feature will be monitored by UBCM staff and any campaigning in that feature will be deleted.

## 7. Election Oversight

To ensure a fair and independent elections process, the Chief & Deputy Chief Scrutineer will be invited to the meetings of the Nominating Committee, and scrutineers will review and confirm the votes at the virtual Convention.

## 8. Further Information

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention > Nominations & Elections.

Inquiries about the UBCM Executive nominations process should be directed to:

Mayor Maja Tait  
Chair, Nominating Committee  
60-10551 Shellbridge Way  
Richmond, BC V6X 2W9

Chair email: [mtait@sooke.ca](mailto:mtait@sooke.ca)  
Chair tel: 250-514-6466

### UBCM Contact:

Marie Crawford  
General Manager, Richmond Operations

Email: [mcrawford@ubcm.ca](mailto:mcrawford@ubcm.ca)  
Tel: 604-270-8226 ext. 104

**1 NOMINATION & CONSENT FORM FOR 2021/2022 UBCM EXECUTIVE**

We are qualified under the UBCM Bylaws to nominate<sup>1</sup> a candidate and we nominate:

Name: \_\_\_\_\_

Elected Position (Mayor/Chief/Councillor/Director): \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_

Nominated for: \_\_\_\_\_

**NOMINATED BY:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Elected Position: \_\_\_\_\_ Elected Position: \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_ Mun/RD/First Nation: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

\*\* In recognition that physical signatures may be difficult to obtain in the current pandemic, UBCM will accept an email confirmation from the nominator. Please email your confirmation, noting the candidate's name and position they are running for to [mcrawford@ubcm.ca](mailto:mcrawford@ubcm.ca) \*\*

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**CONSENT FORM**

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws<sup>2</sup>. I will also forward by **July 30, 2021 at 4:00 pm** to the Chair of the Nominating Committee, the following documentation:

- Nomination & Consent Form, completed and signed;
- Portrait photograph\* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG); and
- Biographical information\*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

\* Photo and bio will be published in the Report on Nominations.

**CANDIDATE:**

Name: \_\_\_\_\_ Elected Position: \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_

Nominated for: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the attention of the Chair, Nominating Committee, via email: [mcrawford@ubcm.ca](mailto:mcrawford@ubcm.ca)

**Submission Deadline: July 30, 2021 at 4:00pm**

<sup>1</sup> Nominations require two elected officials of members of the Union [Bylaw 4(b)].

<sup>2</sup> All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)].  
Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.

## BACKGROUND INFORMATION FOR CANDIDATES TO THE UBCM EXECUTIVE

### 1. RESPONSIBILITY OF UBCM EXECUTIVE

Under the UBCM Bylaws:

*The Executive shall have the power and it shall be their duty to put into effect the will of the Union as expressed by resolutions at any of its meetings. Between meetings they shall manage the affairs of the Union and shall report all the transactions of the year to the Annual Convention.*

### 2. UBCM EXECUTIVE STRUCTURE

#### Executive

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Representative
- GVRD (Metro Vancouver) Representative
- Immediate Past President
- Area Association Rep. (5 positions)
- Vancouver Metro Area Rep. (2 positions)

#### Committees

The President appoints Executive members to Committees – of which the following are currently active:

- Presidents
- Resolutions
- Convention
- Community Safety
- Environment
- Health and Social Development
- Indigenous Relations
- Community Economic Development

Each Executive member generally serves on two committees.

### 3. EXECUTIVE MEETINGS

The full Executive meets six times a year, over 2-3 days, following this general pattern:

- Friday, the last day of the Annual Convention (1 hour)
- 2<sup>nd</sup> or 3<sup>rd</sup> week of November (2 days)
- 2<sup>nd</sup> or 3<sup>rd</sup> week of February (3 days)
- 2<sup>nd</sup> or 3<sup>rd</sup> week of May (2 days)
- 3<sup>rd</sup> full week of July (2-3 days)
- Sunday afternoon preceding the Annual Convention (half day)

Executive meetings, other than the two coinciding with Convention, usually take place over a Thursday and Friday. Committee meetings are held Thursday and the full Executive meets on Friday.

Committee Chairs or Table Officers may be called on for more frequent representation. In addition, certain Committees' activities require attendance at meetings or conferences throughout the year.

Executive members' travel expenses and a per diem for meals and incidentals are reimbursed for all activities on behalf of UBCM.

However, for Executive members attending the Annual Convention, UBCM provides reimbursement only for the added expenses that would not normally be incurred by attending as a delegate from a local government.

## UBCM EXECUTIVE NOMINATION & ELECTION PROCEDURES

### UBCM EXECUTIVE STRUCTURE

The ongoing administration and policy work of the UBCM is governed by an Executive Board that is elected and appointed at the Annual Convention. The Board is comprised of 21 members, with the following structure:

#### 13 Elected Positions

President  
 First Vice-President  
 Second Vice-President  
 Third Vice-President  
 Director at Large (5 positions)  
 Small Community Representative  
 Electoral Area Representative  
 Vancouver Metro Area Representative (2 positions)

#### 8 Appointed Positions

Immediate Past President  
 Vancouver Representative  
 GVRD (Metro Vancouver) Representative  
 Area Association Representatives: AKBLG, AVICC, LMLGA, NCLGA & SILGA

### NOMINATING COMMITTEE

In accordance with the UBCM Bylaws, a **Nominating Committee** is appointed to oversee the nomination and election process.

The **Nominating Committee** reviews all nomination documents to verify that nominees meet the qualifications for office. It is not the role of the Nominating Committee to recommend any one candidate. The Committee's mandate is to ensure that nominations are complete and in accordance with policies and procedures.

### NOMINATION PROCESS

#### June

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations to be included in the Report on Nominations
- general duties of an Executive member

The Call for Nominations will include instructions on how to access additional information on UBCM Executive responsibilities and how to submit a nomination.

#### **July 30, 2021 at 4:00 pm**

All nominations close. **Nominations will not be accepted off the floor at the virtual 2021 Convention.**

Following the July 30th nominations deadline, the Nominating Committee will review nominees' qualifications and prepare a Report on Nominations. For all qualifying nominees, photos and biographical information received by the nomination deadline will be included in the Report on Nominations.

### **Mid-August**

The Report on Nominations will be distributed to all UBCM members and will include the following information for each candidate:

- name and the position for which he or she has been nominated
- portrait photograph
- biographical information

Since there is no opportunity to run off the floor at Convention, the Report on Nominations will also indicate which candidates are acclaimed and which candidates will be in an election situation.

### **On-Site at Convention**

As noted, nominations will not be accepted off the floor at the virtual 2021 Convention.

Elections will occur in one phase, so there is not the ability to drop down to another category if unsuccessful in securing a VP position.

Candidates running for office, who are not acclaimed, will be provided with an opportunity to upload a 2-minute pre-recorded video that will be shared with delegates in advance of voting for the Executive positions at the Convention. UBCM will reach out to the candidates in advance of Convention to ensure all candidates have the information necessary to complete this process. The parameters for video messages are as follows:

- ✓ Maximum length 2 minutes (time limit strictly adhered to)
- ✓ Shot in landscape format (versus portrait)
- ✓ No testimonials, only the candidate can speak in the video message
- ✓ Shot indoors or outdoors, props permitted
- ✓ The file size needs to be less than 100mb

During the virtual Convention, candidates will not be permitted to use the "Chat" feature to undertake campaigning activities. The chat feature will be monitored by UBCM staff and any campaigning in that feature will be deleted.

Delegates will be advised of the date and time for Executive voting once the Convention Program has been finalized. Only elected officials who are registered delegates for the 2021 UBCM Convention will be permitted to vote, as delegates will be assigned specific voting credentials as part of their convention registration.

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# THE ASHCROFT HUB SOCIETY

If it's happening, ...  
it's happening at the HUB!

---



**Dear Community Partner,**

The Ashcroft HUB is an enterprising, non-profit charity. Our vision is to increase opportunities for community to connect through wellness, recreation and the arts. We operate a former elementary school building as the local community centre. Each month programs and services are accessed more than 3,000 times, including day camps, seniors connect, educational workshops, recreational and fitness programs as well as lots of community events. It's said that if "it's happening,... it's happening at the HUB!"

This year we have set a fundraising goal of \$250,000. To ensure that programs and services are equitable and inclusive, we collaborate with more than 20 organizations as well as countless volunteers to bring the community what they need. A large HUB operating cost is the upkeep of the building. We plan to replace a leaking roof as well as add accessibility (wheelchair ramp & accessible washrooms). Can we count on you to help us reach our fundraising goal? On the reverse, we have listed ways that you can support the local community centre. Thank you for considering this request.

**Sincerely**

**Vicky Trill**

**Executive Director**



[HTTPS://ASHCROFTHUB.CA](https://ashcrofthub.ca)  
[EXECUTIVEDIRECTOR@ASHCROFTHUB.COM](mailto:EXECUTIVEDIRECTOR@ASHCROFTHUB.COM)

711 HILL ST.  
ASHCROFT, BC V0K-1A0  
(250) 453-9177



# School District No. 74 (Gold Trail)

PO Box 250, Ashcroft, BC V0K 1A0  
Phone: 250 453 9101 FAX: 250 984 0772  
[www.sd74.bc.ca](http://www.sd74.bc.ca)



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## NEWS RELEASE

### School District No. 74 (Gold Trail) Principal Team for 2021/22

Gold Trail would like to share with you the Principal team for the 2021/22 school year.

<b>District Principal of Indigenous Education: Reconciliation and Inclusion</b>	Nicky Minnabarriet
<b>District Principal of Pedagogy</b>	Angela Stott
<b>Cache Creek Elementary School</b>	Principal Melaney Tinkess
<b>Cayoosh Elementary School</b>	Principal Tammy Mountain
<b>David Stoddart School</b>	Principal Carol Pickering
<b>Desert Sands Community School</b>	Principal Susan Schalles Vice Principal Natalie Dickson
<b>George M. Murray Elementary School</b>	Principal Patrice Barth
<b>Kumsheen ShchEma-meet School</b>	Principal Vicky Raphael
<b>Lillooet Secondary School</b>	Principal Mike Seitzinger Vice Principal Dave Remple Vice Principal Shawn Merke

If you have any questions please contact:

Teresa Downs  
Superintendent of Schools  
[tdowns@sd74.bc.ca](mailto:tdowns@sd74.bc.ca)  
(250)453-9101

**31 May 2021**



**The Corporation of the District of Saanich | Mayor's Office**

770 Vernon Avenue Victoria BC V8X 2W7 | T 250-475-5510 | F 250-475-5440 | www.saanich.ca

*Sent via email*

June 1, 2021

British Columbia Elected Officials  
BC Chief Administrative Officers

**Re: British Columbia Climate Action Revenue Incentive Program (CARIP) Ending**

---

This letter will confirm that Council, at their meeting held May 17, 2021, considered a staff report on the end of the Climate Action Revenue Incentive Program (CARIP) and resolved as follows:

*"That Council:*

- 1. Receive for information the report of the Director of Planning dated May 13, 2021.*
- 2. Direct the Mayor to send a letter to the Premier, the Minister of Municipal Affairs; the Minister of Environment and Climate Change Strategy; the Minister of Finance, and the Union of British Columbia Municipalities (UBCM) based upon the draft provided, detailing the impact of cancelling the Climate Action Revenue Incentive Program (CARIP) and the need for a swift replacement that provides consistent, non-application funding to allow the District of Saanich and other municipalities to continue their work at a scale that can deliver on the Provincial CleanBC Plan and Municipal Climate Plans.*
- 3. Direct staff to draft a resolution to UBCM on a replacement CARIP program and present this to Council for consideration prior to the June 30, 2021 submission deadline.*
- 4. **Share this report and attachments with the Capital Regional District Board of Directors, other BC municipal elected officials and Chief Administrative Officers in advance of the UBCM Conference in September, 2021.***

A copy of the report and draft meeting minutes are attached for information.

Sincerely,

A handwritten signature in blue ink, appearing to read "F. Haynes", with a horizontal line underneath.

Fred Haynes  
Mayor

Enclosures

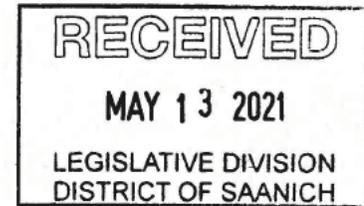
cc: Saanich Council  
Sharon Hvozdzanski, Director of Planning, District of Saanich  
Valla Tinney, Director of Finance, District of Saanich



The Corporation of the District of Saanich

# Report

**To:** Mayor and Council  
**From:** Sharon Hvozanski, Director of Planning  
**Date:** May 13, 2021  
**Subject:** Ending the B.C. Climate Action Revenue Incentive Program (CARIP)  
**File:** 1300-50 • Provincial Governments



## RECOMMENDATION

1. That Council receive this report for information.
2. That Council send a letter to: Premier John Horgan; the Minister of Municipal Affairs; the Minister of Environment and Climate Change Strategy; and the Union of B.C. Municipalities (UBCM) based upon the draft provided in Attachment 2, detailing the impact of cancelling the Climate Action Revenue Incentive Program (CARIP) and the need for a swift replacement that provides consistent, non-application funding to allow the District of Saanich and other municipalities to continue their work at a scale that can deliver on the Provincial CleanBC Plan and Municipal Climate Plans.
3. That Council direct staff to draft a resolution to the Union of B.C. Municipalities on a Replacement CARIP Program and present this to Council for consideration prior to the June 30, 2021 submission deadline.
4. That Council share this report and attachments with the Capital Regional District Board of Directors, other B.C. municipal elected officials and Chief Administrative Officers in advance of the Union of B.C. Municipalities Conference in September, 2021.

## PURPOSE

The purpose of this report is to provide Council with information regarding:

- The announced end to the Provincial Climate Action Revenue Incentive Program (CARIP);
- The implications this has for District of Saanich climate action; and
- Proposed next steps.

## DISCUSSION

### Provincial Announcement - Climate Action Revenue Incentive Program (CARIP)

In terms of background, the Climate Action Revenue Incentive Program (CARIP) is a conditional grant program that provides funding to local governments that have signed the B.C. Climate

Action Charter. This funding equals 100% of the carbon taxes a local government pays to support their operations.

The program requires local governments to report annually on their greenhouse gas (GHG) emissions and encourages investment in climate action to help the Province deliver on its commitment to carbon neutrality. Since the Climate Charter was launched in 2007, 187 of 190 municipalities, regional districts and the Islands Trust have signed up, providing the Province with a comprehensive database of municipal corporate emissions inventories and corporate and community climate actions implemented at the local level.

On May 11, 2021 the Deputy Minister, and Assistant Deputy Minister for the Local Government Division of the Ministry of Municipal Affairs called a meeting with all Municipal and Regional District Chief Administrative Officers (CAO) to announce the end of the Climate Action Revenue Incentive Program. It was indicated that this decision was a direct result of the recently introduced Provincial Budget. A follow up e-mail was then issued that includes information shared at the meeting (see Attachment 1).

The Province has outlined that 2020 will be the final year for reporting, with the final grant paid to local governments in 2021. They indicated that at this stage no replacement program with unconditional funding is planned and future programs would be application based. They aim to work with local governments through UBCM and the Green Communities Committee on further supporting the CleanBC goals.

In light of the Federal government's renewed climate commitments prior to the United Nations Climate Change Conference (COP26), the withdrawal of this consistent provincial funding source for climate action was extremely unexpected and it is clear that local governments have not been engaged in this decision.

## **Implications**

### Loss of Consistent Funding

The District of Saanich has participated in the CARIP program since signing the Climate Charter in 2007 and has benefited from more than \$1.3 million over the last 10 years, with approximately \$150,000 annually in recent years.

This funding has been used within the Sustainability Division of the Planning Department to support staff wages, implement community climate mitigation and adaptation projects and to leverage larger climate related grant applications, which often require a substantial contribution from the local government partner.

Examples of projects supported by CARIP funding include, but are not limited to:

- Feasibility analysis, design and installation of multiple rounds of public Electric Vehicle (EV) charging stations;
- Communications campaigns for home energy efficiency upgrades, the Oil to Heat Pump program and Better Home BC rebates;
- Municipal top-ups to provincial rebates for home energy retrofits;

- Analysis and engagement to support the introduction of the Saanich Greener Garbage program and the BC Energy Step Code;
- Funding for the B.C. Sustainable Energy Association (BCSEA) CoolIt! School climate leadership education program;
- Installation and maintenance of Bike kitchens at Saanich facilities;
- Support for engagement and analysis related to electric mobility and development of the Electric Mobility Strategy; and
- Workshops on local food production and processing.

Until approval of the 2021 Budget in May of this year, CARIP has been the main source of sustained and consistent funding for community focused climate action at the District of Saanich, with the Carbon Fund used for corporate climate action projects. While Council has committed to multiple one-time resource requests to support climate action where opportunities arose or costs exceeded CARIP funding, this approach does not provide the reliability afforded by the CARIP program. As such, CARIP has been instrumental in the development of a District of Saanich Sustainability Division and the hiring and retention of sustainability staff. Many other B.C. municipalities will have sustainability staff that are still resourced through CARIP funding.

Therefore, the clear lack of a replacement program that provides a consistent and reliable funding source for municipal climate action and the shift towards solely competitive funding streams and programs is of major concern.

Competitive funding programs and grants require significant effort, staff time and, often, financial resources to fund the analysis needed for an application with no guarantee of success. They also take substantial time and resources for evaluation by the decision making body. We regularly hear that grant programs and competitive funding streams are highly competitive and over-subscribed. In addition, they rely on match funding or financial contributions from the local government partner.

In the absence of either the CARIP program or a similar source of consistent funding, many municipalities will be limited in their ability to apply for such competitive programs or grants and it will be extremely difficult to develop work plans and implement climate programs that span multiple years based upon this competitive funding approach. This change is being implemented in a time of particular uncertainty when there is an overwhelming demand for municipal tax dollars to support core municipal services and local governments have limited ability to pivot on budget decisions. Removing dedicated climate action funding will create a shortfall that is unlikely to be met by many local governments through the municipal tax base.

#### Loss of Coordinated Reporting & Data

Saanich has recently committed to developing a comprehensive annual climate report card that aligns with the goals and actions outlined in the Climate Plan and Electric Mobility Strategy. Further, we report on community-wide GHG emissions through the Carbon Disclosure Project (CDP) using the globally recognized Global Protocol for Community Scale GHG Emissions Inventories (GPC Basic+). However, there are only a limited number of B.C. municipalities that are providing this level of climate reporting.

The CARIP program established a consistent climate reporting template for all B.C. local governments that had signed onto the Climate Charter and represents over a decade of publicly accessible data on municipal climate action. This is a true example of global best practice in coordinated climate reporting. Local government have spent significant effort building internal capacity and restructuring reporting systems to align with CARIP and the process has, in many municipalities, supported the development of strategic plans for climate action, monitoring and reporting on progress and the regular cross-departmental collaboration necessary to identify opportunities for climate related projects and programs.

### **Proposed Next Steps**

Some amendments to the CARIP process and report template would be valuable and local governments can provide important insight moving forward. For instance, as Saanich and other municipalities move towards our corporate GHG reduction targets and increase our requirements for contractor climate responsibilities, we will pay less carbon tax as a result. While this should be addressed by an increase in the carbon tax in the short term, as we get close to our zero carbon targets, the CARIP funding will be reduced. In addition, funding based on fossil fuel consumption may be perceived as rewarding a lack of progress. As such, changes to the program could include the move from a carbon tax refund based upon fossil fuel consumption to one based on municipal population. However, there remains considerable benefit to continuing with a climate program that provides consistent funding tied to the delivery of a simple annual climate report.

A draft letter to: Premier John Horgan; the Ministry of Municipal Affairs; the Minister of Environment and Climate Change Strategy; and the Union of B.C. Municipalities (UBCM) is included as Attachment 2 for Council's consideration.

This letter outlines the value of the CARIP program and associated funding to the District of Saanich and the considerable implications for the program's end. It advocates for the Province to engage local governments in the design and implementation of a replacement program that offers consistent funding that is comparable to or greater than that is currently provided by CARIP. Program funding should be used for climate action (mitigation and adaptation), tied to a requirement for annual reporting on progress towards climate goals and should be in place for the first payments to be received by municipalities in 2022. It is recommended that Council sends this letter to the Provincial officials listed above.

In addition, there is the opportunity for Council to submit an endorsed resolution directly to UBCM prior to June 30, 2021 that would address the impact of ending the CARIP program and propose the swift development of a suitable replacement. It is recommended that Council direct staff to draft such a UBCM resolution for their consideration.

Finally, it is recommended that this Council report and attachments be shared with the CRD Board, other B.C. municipal elected officials and Chief Administrative Officers in support of an additional coordinated response and discussion at the UBCM Conference in September 2021.

## **ALTERNATIVES**

1. That Council approve the recommendations as outlined in this report.
2. That Council reject the recommendations as outlined in this report.
3. That Council provide alternate direction to staff.

## **FINANCIAL IMPLICATIONS**

The District of Saanich has participated in the CARIP program since signing the Climate Charter in 2007 and has benefited from more than \$1.3 million from the program over the last 10 years. In 2020, CARIP funding amounted to \$154,072. This forms a substantial portion of the Sustainability Division's budget. Should a similar Provincial program that provides consistent funding for municipal climate action not be developed to replace CARIP by 2022, then staff will need to bring forward a resource request to Council as part of the 2022 budget to ensure the required sustained funding necessary, to effectively deliver on the Climate Plan actions and goals. As always, staff will continue to apply for senior government and other sources of external funding. That said, the time spent seeking out and applying for external funding draws valuable staff resources away from work on corporate and community GHG initiatives.

## **STRATEGIC PLAN IMPLICATIONS**

The 2021 Council Budget requests and Sustainability Division and Planning Department work plans have been developed on the understanding that the CARIP program will continue. As such, removal of this funding without a suitable and consistent replacement impacts the ability to deliver on the 2019-2023 Council Strategic Plan Goal: 'Climate Action and Environmental Leadership', most notably the initiative to implement Saanich's Climate Plan.

## **CONCLUSION**

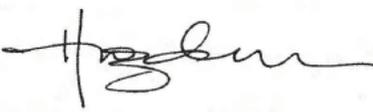
CARIP has been a valuable source of consistent and dedicated funding over the last decade, allowing municipalities to take action on climate change by resourcing staff, undertaking key emissions reduction projects and leveraging larger climate related grants. It is a true example of global best practice in coordinated and consistent climate reporting by local governments at the provincial level.

On May 11, 2021 the Ministry of Municipal Affairs announced the end of the CARIP program, with the final grant paid to local governments in 2021. This amounts to a loss of approximately \$150,000 in consistent annual funding to the District of Saanich, which is used to address climate change.

In light of the Provincial commitment to climate action outlined in CleanBC and the Federal government's renewed climate commitments prior to COP26, the end of the CARIP program and withdrawal of this consistent provincial funding source was extremely unexpected and it is clear that local governments have not been engaged in the decision. The absence of a replacement program and shift towards competitive funding applications has considerable implications for dedicated municipal staffing and actions on climate change and jeopardises a decade's worth of work monitoring and reporting on local government GHG emissions and progress.

As such, staff are recommending that Council advocate to the Province via letter to the Premier, appropriate Ministries and UBCM, for a swift replacement of the CARIP program with consistent, non-application based funding, tied to annual climate reporting and that this be followed by a Council endorsed resolution submitted to UBCM addressing the same. This will allow municipalities to continue their work at a scale necessary to address the Climate Emergency and deliver on CleanBC and Municipal Climate Plan goals.

Prepared by:   
Rebecca Newlove, Manager of Sustainability

Approved by:   
Sharon Hvozdzanski, Director of Planning

RN/jsp

- Attachments:**
- 1. E-mail from Province of BC, Ministry of Municipal Affairs Re: CARIP Reporting 2020, May 11, 2021
  - 2. Draft Letter to Premier John Horgan, the Minister of Municipal Affairs, the Minister of Environment and Climate Change Strategy and the Union of B.C. Municipalities (UBCM)

cc: Valla Tinney, Director of Finance

**ADMINISTRATOR’S COMMENTS:**

I endorse the recommendation from the Director of Planning

  
Paul Thorkelsson, Chief Administrative Officer

## Jon Poole

---

**From:** Rebecca Newlove  
**Sent:** Wednesday, May 12, 2021 11:11 AM  
**To:** Rebecca Newlove  
**Subject:** Re: Climate Action Revenue Incentive Program (CARIP) Reporting 2020

**From:** INFRA MUNI:EX [REDACTED]  
**Sent:** Tuesday, May 11, 2021 12:40 PM  
**To:** INFRA MUNI:EX <[REDACTED]>  
**Subject:** (External Email) Re: Climate Action Revenue Incentive Program (CARIP) Reporting 2020

This email sent from outside the District of Saanich. Use caution if message is unexpected or sender is not known to you.

**To: All Municipal and Regional District Chief Administrative Officers and Chief Financial Officers**

**Re: Climate Action Revenue Incentive Program (CARIP) Reporting 2020**

Many thanks to all who joined Deputy Minister Okenge Yuma Morisho and me on today's call about the Climate Action Revenue Incentive Program (CARIP), please accept our apologies for the technical difficulties on the call that some experienced. This email includes the information that was shared during the call. We want to emphasize that local governments throughout British Columbia have shown great leadership on climate action. The province is committed to working with local governments to reach our climate goals and make life better for people across British Columbia.

For those who were unable to attend or hear due to some technical difficulties on the call, I wish to inform you and your staff that the CARIP will be wrapping up in the 2021/22 fiscal year. During this final program year, local governments will be required to complete and submit the 2020 Carbon Tax Calculation Form. **This will be the only reporting requirement.**

All program information is available on the [Ministry of Municipal Affairs' CARIP webpage](#). In particular, we encourage you to review the CARIP [Program Guide](#) for 2020 prior to completing the 2020 [Carbon Tax Calculation Form](#).

### **CARIP Reporting Requirement**

1. **2020 Carbon Tax Calculation Form (submission deadline: August 6, 2021)**  
Complete and submit a signed electronic version of the form to [REDACTED]. This form requires Financial Officer certification.

The end of the CARIP program should not be interpreted as the Province pulling back from the productive relationship we have and we look forward to working with UBCM, through the Green Communities Committee, to support the goals of the Climate Action Charter.

Under CleanBC, the Province of British Columbia has put a priority on reducing pollution, boosting energy-efficient solutions and building a low-carbon economy. Local governments will continue to be a key partner in

our collective efforts to address the challenges of a changing climate, playing a specific and important role in British Columbia's climate goals.

Just as local governments' actions on climate solutions have evolved in the past decade, our government is responding to support you with tools and funding programs such as:

- Updating the BC Action Climate Toolkit and the Green Communities Committee Carbon Neutral Framework.
- Investing \$110 million in combined provincial and federal funding to help local governments and Indigenous communities develop energy efficiency and clean energy projects through the Investing in Canada Infrastructure Program CleanBC Communities Fund.
- Working with the federal government to assess the climate impacts of all major infrastructure being funded under the Investing in Canada Infrastructure Program to reduce GHG emissions and increase resilience to climate change, which benefits communities and creates jobs.
- Boosting active transportation infrastructure with \$18 million through the Ministry of Transportation and Infrastructure.
- Making sure commuters can get out of their cars with historic investments in public transit, such as the Broadway Subway Line, and free transit for kids 12 and under starting this September.

Budget 2021 commits \$11 million in new funding to help local governments plan for compact, energy- efficient communities, directly supporting the Climate Action Charter's commitment to create complete, compact, energy-efficient rural and urban communities. We look forward to working with all local governments through UBCM and the Green Communities Committee on how to support greener and more livable communities.

Building on record investments in CleanBC, the Province will continue to strengthen our work with local governments and support the Climate Action Charter.

If you have any questions, please contact the Ministry of Municipal Affairs at [REDACTED] or [REDACTED]

Kind regards,

Tara Faganello  
Assistant Deputy Minister, Local Government Division  
Ministry of Municipal Affairs

**District of Saanich**

**Legislative Services Division**

770 Vernon Ave.  
Victoria BC V8X 2W7

t. 250-475-5501

f. 250-475-5440

saanich.ca



May , 2021

The Honourable John Horgan, MLA  
Premier of British Columbia  
Office of the Premier  
PO Box 9041 Stn. Prov. Govt.  
Victoria BC V8W 9E1

The Honourable Josie Osborne, MLA  
Minister of Municipal Affairs  
PO Box 9056 Stn. Prov. Govt.  
Victoria BC V8W 9E2

The Honourable George Heyman, MLA  
Minister of Environment and Climate Change Strategy  
PO Box 9047 Stn. Prov. Govt.  
Victoria BC V8W 9E2

Councillor Brian Frenkel  
President, Union of B.C. Municipalities  
Local Government House  
525 Government Street  
Victoria BC V8V 0A8

Dear Premier John Horgan:

**Re: B.C. Climate Action Revenue Incentive Program (CARIP) Ending**

---

This letter will confirm that Council, at their meeting held May 17, 2021, considered a staff report on the end of the Climate Action Revenue Incentive Program (CARIP) (see attached) and resolved as follows:

*“That Council send a letter to: Premier John Horgan; the Minister of Municipal Affairs; the Minister of Environment and Climate Change Strategy; and the Union of B.C. Municipalities (UBCM) based upon the draft provided in Attachment 2, detailing the impact of cancelling the Climate Action Revenue Incentive Program (CARIP) and the need for a swift replacement that provides consistent, non-application funding to allow the District of Saanich and other municipalities to continue their work at a scale that can deliver on the Provincial CleanBC Plan and Municipal Climate Plans;*

*That Council direct staff to draft a resolution to the Union of B.C. Municipalities on a Replacement CARIP Program and present this to Council for consideration prior to the June 30, 2021 submission deadline; and*

*That Council share this report and attachments with the Capital Regional District Board of Directors, other B.C. municipal elected officials and Chief Administrative Officers in advance of the Union of B.C. Municipalities Conference in September, 2021.”*

On May 11 2021, the District of Saanich was made aware of the end to the Climate Action Revenue Incentive Program (CARIP) through an announcement made by the Ministry of Municipal Affairs.

In light of the Provincial commitment to climate action outlined in CleanBC and the Federal government's renewed climate commitments prior to the United Nations Climate Change Conference (COP26), the end of the CARIP program and withdrawal of this provincial funding source for climate action was extremely unexpected and it is clear that local governments have not been engaged in the decision.

CARIP has been a critical source of consistent and dedicated funding over the years, allowing municipalities to take action on climate change by resourcing staff, funding key emissions reduction projects and leveraging larger climate related grants. It is a true example of global best practice in coordinated and consistent climate reporting, representing over a decade of data on climate action at the municipal level.

The District of Saanich has delivered a considerable number of high impact actions using CARIP funding, ranging from multiple rounds of public electric vehicle charging stations, to the analysis and engagement required to support adoption of the BC Energy Step Code. Additional examples are provided in the attached Council Report. Further, CARIP funding has been instrumental in the development of a Sustainability Division and the hiring and retention of sustainability staff, which, until 2021, were still partly resourced via CARIP funding. Many other municipalities will have staff delivering on climate action that are still resourced through the CARIP carbon tax refund.

Given this, the clear lack of a replacement program that provides a consistent and reliable funding source for municipal climate action and the shift towards solely competitive funding streams and programs is of major concern. Such programs require significant effort, staff time and, often, financial resources to fund the analysis needed for an application with no guarantee of success. They also take substantial time and resources for evaluation by the decision making body and we regularly hear that grant programs and competitive funding streams are over-subscribed. In addition, they rely on match funding or financial contributions from the local government partner. In the absence of either the CARIP program or a similar source of consistent funding, many municipalities will be limited in their ability to apply for such competitive programs. Further, this level of uncertainty makes it extremely difficult to plan for and implement climate actions that span multiple years.

While some amendments to the CARIP process and report template would be valuable, for example, the move from a carbon tax refund based upon fossil fuel consumption to one based on municipal population, there remains considerable benefit to continuing with a program that provides consistent funding tied to the delivery of a simple annual climate report.

This change is being implemented in a time of particular uncertainty when there is an overwhelming demand for municipal tax dollars to support core municipal services and local governments have limited ability to pivot on budget decisions. Removing dedicated climate action funding will create a shortfall that is unlikely to be met by many local governments through the municipal tax base.

As such, Council requests that the Province engage local governments on the swift replacement of CARIP with a program that provides consistent, non-application based funding, tied to annual climate reporting and with first payments received by local governments in 2022. This will allow municipalities to continue their work at a scale necessary to address the Climate Emergency and deliver on CleanBC and Municipal Climate Plan goals.

Sincerely,

Angila Bains, B.A., CMC,  
Manager, Legislative Services

RN/

Enclosures: Council Report:

cc. Mayor and Council  
Paul Thorkelsson, Chief Administrative Officer, District of Saanich  
Sharon Hvozdzanski, Director of Planning, District of Saanich  
Valla Tinney, Director of Finance, District of Saanich  
Tara Faganello, Assistant Deputy Minister, Local Government Division, Ministry of Municipal Affairs

2560-50  
Climate Action

### **ENDING THE BC CLIMATE ACTION REVENUE INCENTIVE PROGRAM (CARIP)**

Report of the Director of Planning dated May 13, 2021. To provide Council with information regarding:

- The announced end to the Provincial Climate Action Revenue Incentive Program (CARIP);
- The implications this has for the District of Saanich Climate Action; and
- Proposed next steps.

The Manager of Sustainability provided an overview of the termination of the BC Climate Action Revenue Incentive Program.

**MOVED by Councillor Chambers and Seconded by Councillor Plant: “That Council:**

- 1. Receive for information the report of the Director of Planning dated May 13, 2021;**
- 2. Direct the Mayor to write a letter to the Premier, the Minister of Municipal Affairs, the Minister of the Environment, Minister of Finance and Climate Change Strategy, and the Union of British Columbia Municipalities based upon the draft provided, detailing the impact of cancelling the Climate Action Revenue Incentive Program (CARIP) and the need for a swift replacement that provides consistent, non-application funding to allow the District of Saanich and other municipalities to continue their work at a scale that can deliver on the Provincial CleanBC Plan and Municipal Climate Plans;**
- 3. Direct staff to draft a resolution to the Union of British Columbia Municipalities on a replacement CARIP program and present this to Council for consideration prior to the June 30, 2021 submission deadline; and**
- 4. Share this report and attachments with the Capital Regional District Board of Directors, other BC municipal elected officials and the Chief Administrative Officers in advance of the Union of British Columbia Municipalities conference in September 2021.”**

Council discussion ensued with the following comments:

- The cuts to funding are disappointing.

**The Motion was then Put and CARRIED**

May 21, 2021

Mayor Barbara Roden  
Village of Ashcroft  
Box 129  
Ashcroft, BC V0K 1A0



Dear Barbara Roden:

**RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT**

I am pleased to advise that UBCM is in the process of distributing the Community Works Fund (CWF) payment for fiscal 2021/2022. An electronic transfer of \$126,450.63 is expected to occur the first week of June. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

As announced by the Government of Canada, this CWF payment has been accelerated and delivered as a single payment, rather than two half-payments.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

The Government of Canada has further announced that there will be a one-time top-up of the Gas Tax Fund this year, subject to federal approval. Information on the timing and amount of this top-up will be communicated once details have been confirmed.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at [www.ubcm.ca](http://www.ubcm.ca).

For further information, please contact Gas Tax Program Services by e-mail at [gastax@ubcm.ca](mailto:gastax@ubcm.ca) or by phone at 250-356-5134.

Yours truly,



Brian Frenkel  
UBCM President

PC: Yoginder Bhalla, Chief Financial Officer



BRITISH  
COLUMBIA

VIA EMAIL

June 9, 2021

Her Worship Barbara Roden  
Mayor of the Village of Ashcroft  
PO Box 129  
Ashcroft BC V0K 1A0  
Email: [admin@ashcroftbc.ca](mailto:admin@ashcroftbc.ca)

Dear Mayor Roden:

Thank you for your correspondence of May 11, 2021, regarding climate action in buildings and Property Assessed Clean Energy (PACE) financing-enabling legislation.

The Province is committed to making all buildings, new and existing, more energy efficient and cleaner as part of CleanBC. This includes energy efficiency amendments to the *BC Building Code* and empowering local governments to regulate carbon emissions from new buildings, home energy labelling at the time of listing, and more financing options such as PACE financing.

The Ministry of Attorney General is also developing an Existing Buildings Renewal Strategy (the Strategy) that will help support energy and emissions goals in CleanBC, while also making existing buildings more resilient and safer for British Columbians during events like earthquakes, wildfires, heat waves, and floods. The Strategy will consider ways to introduce standards for existing buildings that are equitable and affordable, promote ease of administration, and are aligned with tools for different sectors to support renovations. Tools may include changes to planning and land use practices, financing and incentives, and education and awareness initiatives. A further round of consultation with stakeholders, including local governments, is planned for the summer of 2021. I encourage Village of Ashcroft staff to contact ministry staff directly at: [building.safety@gov.bc.ca](mailto:building.safety@gov.bc.ca) if they have further questions on this topic.

Ministry staff are working closely with the Ministries of Environment and Climate Change Strategy; Energy, Mines and Low Carbon Innovation; and Municipal Affairs to align the Strategy with the PACE roadmap development process. Through that process, we are seeking to understand the specific barriers of each sector and how PACE and/or other financing tools are best suited to overcome those unique barriers. At the same time, the Ministry of Finance and Ministry of Energy, Mines and Low Carbon Innovation are developing a strategy to require mandatory home energy labelling at the time of listing, which will facilitate building energy benchmarking and reporting.

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Ministry of  
Attorney General

Office of the  
Attorney General

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Her Worship Barbara Roden  
Page 2

I was pleased to meet with a delegation from Help Cities Lead on March 25, 2021, when we discussed the issues raised in your letter and opportunities to include industry viewpoints and affordability on this topic.

I appreciate your commitment to addressing climate change through the building sector and your support for PACE financing. We look forward to working together in areas of mutual interest.

Yours truly,

A handwritten signature in black ink, appearing to be 'D. Eby', written in a cursive style.

David Eby, QC  
Attorney General and  
Minister Responsible for Housing

pc: The Honourable George Heyman  
The Honourable Josie Osborne  
The Honourable Bruce Ralston  
The Honourable Selina Robinson

**INFORMATION CORRESPONDENCE – FLIP CHART**

**JUNE 14, 2021 – REGULAR COUNCIL MEETING**

Interior Health

- IH accepting new clients for substance use counselling
- IH asks young people, influencers to continue encouraging vaccine uptake
- Rutland hosts outdoor neighbourhood immunization clinic May 26
- IH coordinating COVID-19 does two clinics throughout region
- More opportunities for the Rutland Community to Quickly and Easily Get their First Dose
- IH declares COVID-19 outbreak on Kelowna General Hospital unit 3E
- IH hosts Kamloops neighbourhood immunization clinic June 6
- IH hosts Rutland neighbourhood immunization clinic June 7
- Interior region care homes awarded national grant
- Interior Health adding drop-in to COVID-19 vaccine clinics

TNRD

- Crack the Case with Summer Reading Club at the Thompson-Nicola Regional Library

Office of the Seniors Advocate BC

- Monthly Update – June 2021

/kh

Motion No.	Motion	Staff Responsible	Comments	Time line	Status
	<b>2020 MOTIONS</b>				
	"That Council defer the Outdoor Burning Bylaw Report until the COVID-19 pandemic is over and the public is able to attend scheduled Council meetings."	CAO	Public survey are distributed and being collected.		completed
R-2020-159	"That the Mayor and Chief Administrative Officer be authorized to execute the Section 219 'no disturbance' covenant on behalf of the Village of Ashcroft for rezoning application RZ-20-01"	CAO	Property owners are registering covenants on title and providing the Village with a letter of undertaking. The AO will approve subdivision at confirmation.		completed
R-2020-160	"That Council approve staff to research and develop an updated Business License Bylaw for the Village of Ashcroft and bring it back to Council for consideration."	CAO/EA/AA	Research and draft ongoing		In-progress
	<b>2021 MOTIONS</b>				
R-2021-50	"That Council endorses the Village of Ashcroft to participate in the Red Cross funded TNRD Wildfire Invasive Plant Management Program for the 2021 season."	DPW/CAO	Motion rescinded		completed
R-2021-79	"That Council authorize staff to post the Office Summer Student position."	CAO	Post position		completed
R-2021-80	"That Council direct staff to develop a communication strategy for public engagement and not amend Bylaw No. 834, and include a guideline of what and how information can be communicated by Council on social media."	CAO	Develop a communication strategy for public engagement including guideline for information communicated by Council on social media		In-progress
R-2021-81	"That Council direct staff to forward the delegation suggestions to the appropriate Working Groups for consideration."	EA	Send suggestions to appropriate WG. EA to add items to next WG agendas		completed
R-2021-83	"That Council move forward with the proposed public engagement methods presented by staff and that staff commence the public engagement process to consider possible amendments to the Burning Bylaw and further that staff coordinate public meetings as soon as public gatherings are permitted by Public Health Order to engage community and gather input." as amended -	CAO	Commence the online public engagement process and paper based surveys. Coordinating public meetings as soon as public gatherings are permitted		Completed
R-2021-84	"That Council direct staff to distribute survey to the residents of the Village of Ashcroft mail boxes and include a public comment section."	CAO			Completed
R-2021-85	"That Council send letters in support of the District of North Vancouver's Help Cities Lead (HLC) Campaign to the Ministers of Environment, Municipal Affairs, Energy, Housing and Finance."	CAO/EA			Completed
R-2021-86	"That Council approves the Village's UBCM Membership for renewal."	CFO	Renew Membership		Completed
R-2021-90	"That Council approves the Public Art Policy as presented, and direct staff to draft two schedules for attachment and be brought back to Council for approval: Schedule A Contract and Schedule B Maintenance Plan."	CAO	Prepare Schedule A Contract and Schedule B Maintenance Plan		Completed
R-2021-92	"That Council approves the Audited Financial Statements as presented by Shawn Birkenhead of Grant Thornton LLP at the Closed Meeting of Council prior to the Regular meeting on April 12, 2021 and that Council release the motion to the Regular meeting of Council for April 12, 2021."	CFO			completed
R-2021-97	That, Bylaw No. 842, cited as "Inter-Community Bylaw Enforcement Bylaw No. 842, 2021 be introduced and read three times.	EA	Update Bylaw		completed
R-2021-98	That, Council approves the Village of Ashcroft to submit a grant application to UBCM under the Local Government Development Approvals Program to established best practices and develop innovative approaches to improve development approvals processes in Ashcroft and further that Urban Systems be approved to prepare the grant application and if approved, complete the project.	CAO	Advise Urban Systems of approval by Council to submit Grant Application		Completed
R-2021-99	That, Council approve staff to move forward with the purchase and installation of one appropriately sized stationary Community Message Sign to be displayed near the Wagon on Highway 97C, and further that up to \$10,000 be allocated in the budget for the project.	CAO	sign is purchased and delivered. Installation will be scheduled by PW		installation pending
R-2021-100	That, Council approves the purchase of offset credits as required by the Province of British Columbia and the Climate Action Revenue Incentive Program through the offset organization Offsetters.	CFO	CFO purchase offset credits required by the Province and Climate Action Revenue Incentive Program		Completed
R-2021-102	That, the Council of the Village of Ashcroft supports the 2021 Census, and encourages all residents to complete their census questionnaire online at www.census.gc.ca. Accurate and complete census data support programs and services that benefit our community.	CAO	Staff to include this in the next Newsletter		completed
R-2021-104	That, Council approve the Public Art Policy Schedule B Maintenance Plan as presented.	CAO	Remove from "draft"		completed
R-2021-116	That, Bylaw No. 842, cited as "Inter-Community Bylaw Enforcement Bylaw No. 842, 2021" be reconsidered and finally adopted.	EA	Prepare Bylaw for Signatures and filing		completed
R-2021-117	That, Council gives first three readings and adopt the "Five Year Financial Plan Commencing 2021 Bylaw No. 843, 2021".	EA	Prepare Bylaw for Signatures and filing		completed
R-2021-118	That, Council gives first three readings and adopt the "Tax Rates Bylaw No. 844, 2021".	EA	Prepare Bylaw for Signatures and filing		completed
R-2021-119	That, Council approves the DVP application as presented. A notice will be placed on title advising future purchasers that this structure was approved.	CAO/CFO	Advise IHA and TVM of approval. Prepare Notice to be placed on title and send to Land Titles for registration		completed
R-2021-120	That, motion number R-2021-50 "That Council endorses the Village of Ashcroft to participate in the Red Cross funded TNRD Wildfire Invasive Plant Management Program for the 2021 season," be rescinded and the Village of Ashcroft withdraw from the Invasive Species Management program.	CAO/DPW	Advise TNRD of the Village 's Withdrawal from program		completed
R-2021-121	That, the discussion of the Village of Ashcroft joining the TNRD Invasive Plant Management Program be deferred until it can be discussed at the Collective Agreement Bargaining this summer.	CAO	Contacted Jamie Vieira advising of the delayed decision.		completed
R-2021-123	Council hereby proclaims that May 2021 shall be known as "Child Care Month" and May 21, 2021, shall be known as "Child Care Provider Appreciation Day" in Ashcroft.	EA	Prepare Proclamation for Mayor's Signature		completed
R-2021-124	That the Village of Ashcroft participate as a member municipality in the TNRD Wood stove exchange program if this program should come into being.	CAO/Mayor	Advise TNRD of intended participation in the program		completed



## REPORT TO COUNCIL – OPEN MEETING

**DATE:** June 14, 2021  
**TO:** Council  
**FROM:** Margaret Moreira, EDTC  
**SUBJECT:** Economic Development and Tourism Working Group Update

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**Purpose:**

To update Council on current status of work undertaken by the Economic Development and Tourism Working Group

**Recommendations:**

To update Council

**Alternatives:**

N/A

**Discussion:**

**Pocket Guide**

The guide is now complete and we have started receiving requests for them through GoBrochures. A link to the digital guide has been posted to our website under the Visitor tab. A copy of the guide will be at your place at the council table, please enjoy.

**Radio Ads**

We will be staggering/overlapping the scripts on Stingray from June 21<sup>st</sup> to Sept 12<sup>th</sup>. The ads will start with New Country 103.1 on June 21<sup>st</sup> then K97.5 and end on Radio NL. Overlapping in between will stretch it out for 12 weeks as apposed to the six consistent weeks and give us much more bang for our buck.

**Videos:**

The Working Group is looking into creating two 15 second videos with short scripts voiceover.  
#1 - focussing on shopping (buying gifts and produce) and eating in restaurants (focus on patios) and art pieces  
#2 - swimming, museum, parks, and campground

The Working Group is currently looking to find matching funds to complete this project

**Global ads:**

Videos will be run on BC1 for three months pending matched funds.

**“Support your Ashcroft Restaurants” Contest**

Winners:

Eric Ogden  
Hiroku Kanamaru

Ashcroft Canvas bag contents:

- Ashcroft mugs x 2
- \$20 Ashcroft Bucks x 2
- Beads Trail bracelet

**Strategic Municipal Objectives:**

N/A

**Financial Implications:**

N/A

**Attachment Listing:**

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**Prepared by:**



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Margaret Moreira;  
Economic Development and Tourism Coordinator

**Approved for submission to Council:**



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Daniela Dyck,  
Chief Administrative Officer



**AVFD – Sustainability Working Group**  
**Meeting Notes**  
**Monday, June 7, 2021 – 9:00 am**

In Attendance: Barbara Roden, Mayor  
Daniela Dyck, CAO  
Brian Bennewith, DPW  
Kris Hardy, EA  
Tyler Bell, Acting Fire Chief  
Kevin Beenham, Volunteer Firefighter  
Tyler Fitzpatrick, Volunteer Firefighter

Excused: Nadine Davenport, Councillor

**1. Review of Meeting Notes**

- a. Notes of the meeting held May 5, 2021 approved as presented.

**2. Discussion**

**a. Power Point presentation**

- Kevin Beenham presented a brief outline of the following:
  - Station requirements
  - Legislative requirements
  - Departmental identity - Mission, Vision, Values, Slogan
  - Review Bylaw No. 486 Village of Ashcroft Fire Bylaw
  - Fire Safety Act
  - WorkSafe BC
  - Staffing
  - Equipment
  - Apparatus
  - Water Supply
  - Fire Station
  - Financing
  - Fire Underwriters Survey

**b. Final review of Constitution edits**

- Final Draft
  - Item d (v) – Discipline:
    - Discussion regarding new wording for this entire paragraph;
    - Fire Department members to re-write this paragraph and bring back to the next meeting;
    - Final draft Constitution will be submitted to Council for their approval

**c. Remuneration – Yogi Bhalla, CFO**

- Yogi presented a comparison review of other fire departments and proposed the following:
  - Practices with education: \$15.00;
  - Practices with no education: \$12.50;
  - Callouts up to 2.5 hours: \$25.00;
  - Callouts up to 4.5 hours: \$45.00;
  - Callouts greater than 4.5 hours becomes a flat rate of \$80.00/day
  - Team Leader training incentive will be \$2.50 more for practices (\$17.50 practices);
  - The above remuneration rates were unanimously agreed upon;
  - Officer stipends will remain unchanged;
  - New remuneration rates will commence after approval by Council.
- Training compensation was brought up and requires further discussion as this is a village budget item.

**3. Next Steps**

- a. Code of Conduct
- b. Bylaw 486, Village of Ashcroft Fire Bylaw review and update

**4. Date for Next Meeting**

July 5, 2021 @ 9:00 am

**5. Adjournment**

The meeting adjourned at 10:10 am

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



Kris Hardy, Executive Assistant  
Village of Ashcroft

/kh

## COUNCIL COMMITTEE AND LIAISON REPORT

**DATE:** June 14, 2021  
**TO:** Council  
**FROM:** Mayor Roden

**Assigned Committees:**

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

**Alternate Committees:**

Health Care  
 Communities in Bloom (CiB)

**Working Groups:**

Economic Development/Tourism WG  
 Storm Drainage & Run Off WG  
 Trails Master Plan WG  
 Fire Department Sustainability WG

**May 26: Economic Development working group**

The working group met to look at the final version of the Ashcroft information/visitors' guide, which has gone to press. The brochure will be delivered by mid-June, and 5,000 copies will be available. EDT coordinator Margaret Moreira will deliver copies to visitor centres from Hope to Williams Lake, and east and west to Kamloops, Merritt, and Lillooet. The village will once again have ads on three Kamloops radio stations for three months from June through September, and will have television ads on BC1 for roughly the same time period. The ads are designed to coincide with the proposed reopening of the province to travel and tourism for B.C. residents.

**May 27: Mayors' vaccine roundtable**

As they coordinate public vaccine clinics throughout the region, Interior Health has established a weekly roundtable with IH clinical operations leadership and area mayors to answer questions and give operational guidance as new vaccines are approved and more vaccines arrive. The community clinics will be returning to small, rural communities such as Ashcroft for the second vaccinations, and the gap between first and second vaccinations has been reduced from approximately 16 weeks to around seven weeks, depending on vaccine availability. Anyone who registered for their first vaccine via the provincial system will automatically receive a notification when it is time to register for their second one. If someone is unsure about whether or not they are registered, they are strongly encouraged to phone or go online with the system and register. If they are already registered the system will amalgamate the two registrations, not make two registrations.

**June 2: Health care roundtable**

Interior Health personnel and local stakeholders met to discuss health care concerns in the region. IH is still looking at a new model for emergency care at the Ashcroft hospital, specifically at a possible seven-day-a-week 8 a.m. to 8 p.m. model that would have some walk-in capacity during weekday clinic hours. Concern was expressed about Dr. Adetola leaving and patients going with

him to Kamloops; it was stressed that IH needs to communicate that a new physician is scheduled to come here in September under the Practice Ready Assessment program, so that existing patients do not panic about a physician departure and go with him to Kamloops.

#### **June 4: Mayors' vaccine roundtable**

As they coordinate public vaccine clinics throughout the region, Interior Health has established a weekly roundtable with IH clinical operations leadership and area mayors to answer questions and give operational guidance as new vaccines are approved and more vaccines arrive. There is a community vaccination clinic in Ashcroft on June 24-25 and July 6-7, both at the HUB. Both clinics are for those eligible for their second vaccination as well as for those who have not yet received a vaccination. Anyone aged 12 and older in Ashcroft, Spences Bridge, Cache Creek, and the surrounding area is eligible. Registrations are encouraged but walk-ins will be accepted. Those who received the AstraZeneca vaccine as their first one have the option of choosing the Pfizer vaccine as their second one.

#### **June 4: Housing meeting**

Met with Al De Genova and Mike Flanagan from BC Housing and discussed housing needs and land availability in Ashcroft before taking a tour of the community to look at different sites that might be suitable for seniors'/supported/affordable housing.

#### **June 7: Fire Department working group**

Kevin Beenham gave a presentation outlining some of the safety and legislative requirements that the fire department needs to address. The revised and updated constitution was reviewed; one further change will be coming from the fire department members. CFO Bhalla presented a review of fire department remuneration in Ashcroft and in other fire departments in the region, and proposed a number of increases for practices and callouts, all of which were agreed upon. Compensation for training will be discussed by the fire department members and brought back to the working group.

#### **June 8: Historic Hat Creek closed board meeting**

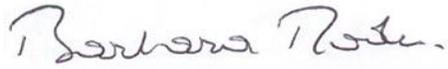
#### **June 9: COVID-19 Helpline group**

Discussion about the COVID-19 helpline for Ashcroft/Cache Creek residents and related matters, involving representatives from the HUB, E. Fry, Equality Project, Community Resource Society, Sage Hills Church, Ashcroft Moving Forward, Better at Home, Soup's On, Spences Bridge Community Club, BC Ambulance Service, VOA, and Village of Clinton. Soup's On is making plans to resume indoor dining every Friday; Sage Hills Church has reopened to in-person church services; the Hospice Society hopes to resume training workshops in the fall; The Equality Project is looking for more volunteers; the Clinton Food Bank is no longer under the auspices of the 100 Mile Food Bank. The group will continue meeting monthly for the foreseeable future as COVID-19 restrictions change.

**June 10: Mayors' vaccine roundtable**

The meeting was cancelled; the weekly meetings will resume on June 17.

Respectfully submitted,



Barbara Roden,  
Mayor