



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR AGENDA

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

1. **CALL TO ORDER**

2. **MINUTES**

2.1. Minutes of the Regular Meeting of Council held on Monday, June 11, 2018 **P. 1-7**

3. **DELEGATIONS**

3.1. Business License Bylaw Amendment No. 820, 2018
- Public submissions

4. **CORRESPONDENCE**

4.1. Hon. John Horgan, Premier, Province of British Columbia
- Invitation to meet with Premier or Cabinet Ministers during 2018 UBCM
Convention **P. 8**

4.2. Selina Robinson, Minister of Municipal Affairs & Housing
- Invitation to meet with her during 2018 UBCM Convention **P. 9**

4.3. MacIntyre Purcell Publishing Inc.
- Offer to purchase *British Columbia Burning* to resell in Ashcroft Museum **P. 10**

4.4. Ashcroft & District Fall Fair Association
- Request to rent arena for annual Fall Fair **P. 11**

5. **UNFINISHED BUSINESS**

5.1. Community Appreciation Barbecue
- Saturday, July 14 from 11am – 1 pm at Heritage Place Park **P. 12-13**

5.2. Community Wildfire Education Session, Saturday, July 14 2:00 pm at Ashcroft
Community Hall
- Era of Megafires Show & Fire Smart Information **P. 14-17**

5.3. BC Rural Dividend Program
- Resolution for Grant Application to support Proposed Hotel Market Study **P. 18-32**

- 6. NEW BUSINESS**
- 6.1. Presentation of 2017 Annual Report **P. 33**
- 6.2. Asset Management Policy **P. 34-36**
- 6.3. Ashcroft & District Curling Club – Agreement to Occupy **P. 37**
- 7. BYLAWS**
- 7.1. **Third Readings**
- 7.1.1. Bylaw No. 820, Business License Amendment, 2018 **P. 38**
- 7.1.2. Bylaw No. 821, Zoning Bylaw Amendment, 2018 **P. 39**
- 7.2. **Reconsideration and Final Adoption**
- 7.2.1. None
- 8. INFORMATION CORRESPONDENCE**
- 8.1. Information Correspondence Listing for June 25, 2018 **P. 40**
- 9. REPORTS**
- Council Reports**
- 9.1. **Finance Committee – Mayor Jeyes, Councillor Roden & Councillor Kormendy**
- 9.2. **Cache Creek Environmental Assessment Committee –Mayor Jeyes & Councillor Kormendy**
- 9.3. **Northern Development Initiative Trust – Councillor Trill & Councillor Kormendy**
- 9.4. **Gold Country Communities Society – Councillor Trill & Councillor Roden**
- 9.5. **TNRD – Mayor Jeyes & Councillor Kormendy**
- The Current – Highlights from the Board of Directors’ meeting held June 14, 2018 **P. 41-42**
- 9.6. **Tourism – Councillor Roden & Councillor Lambert**
- 9.7. **School District No. 74 (Gold Trail) Liaison – Councillor Lambert & Mayor Jeyes**
- The Board Bulletin, Highlights from the Board Meeting held June 5, 2018 **P. 43**
- 9.8. **Economic Development & Chamber of Commerce - Councillor Roden & Mayor Jeyes**

9.9. Historic Hat Creek– Mayor Jeyes & Councillor Trill

9.10. Heritage – Councillor Roden & Councillor Kormendy

Ashcroft Museum Fun Days Schedule

P. 44-45

9.11. Transit – Councillor Kormendy & Councillor Roden

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

9.13. Seniors’ Liaison – Councillor Lambert & Councillor Roden

9.14. Communities in Bloom – Councillor Trill & Councillor Roden

9.15. Health Care – Mayor Jeyes & Councillor Lambert

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

9.17. Other

(Motion to receive both verbal and written reports)

9.18. Administration

Chief Administrative Officer

9.18.1. None

Chief Financial Officer

9.18.2. None

10. PUBLIC QUESTION PERIOD

11. INCAMERA

11.1. None

12. TERMINATION



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR MINTUES

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 4:30 PM ON MONDAY, JUNE 11, 2018

PRESENT: Mayor John C. (Jack) Jeyes
Councillor Helen A. Kormendy
Councillor Doreen E. Lambert
Councillor Barbara H. Roden
Councillor Wm. Alfred Trill (arrived at 4:41 pm)

J. Michelle Allen, Chief Administrative Officer
Yoginder Bhalla, Chief Financial Officer
Wayne Robinson, Deputy Corporate Officer

Press and Public

1. **CALL TO ORDER**

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

2. **MINUTES**

2.1. **Minutes of the Committee of the Whole Meeting of Council held on Monday, May 28, 2018**

Mayor Jeyes declared the minutes of the Committee of the Whole Meeting held Monday May 28, 2018 adopted as presented.

2.2. **Minutes of the Regular Meeting of council held on Monday, May 28, 2018**

Mayor Jeyes declared the minutes of the Regular Meeting of Council held Monday, May 28, 2018 adopted as presented.

3. **DELEGATIONS**

3.1. **2018 Colouring Contest Winners**

Mayor Jeyes presented the following winners with their passes to the Ashcroft Pool:

- Kierra Bolton (Ages 3 – 5)
- Ethan Hewitt (Ages 6 – 8)
- Alyssa Ring & Abigail Ring – tied (Ages 9 – 12)

Council congratulated all of the winners and thanked them for participating in the contest.

4. CORRESPONDENCE

4.1. Desert Sands Community School – Invitation to Mayor Jeyes to address 2018 Graduating Class, June 15 at 9:30 am

M/S Councillor Roden / Councillor Kormendy

“That Mayor Jeyes attend the Desert Sands Community School Graduation Ceremonies on Friday, June 15 and bring greetings from the Village.”

Carried. (01-06-18)

4.2. Jackie Tegart, MLA Fraser Nicola – Invitation to meet for annual update

M/S Councillor Roden / Councillor Lambert

“That Council accept MLA Tegart’s invitation to meet and provide her office with a list of potential meeting dates during July and August.”

Carried. (02-01-18)

4.3. Mayor Terry Rysz, District of Sicamous – Kinder Morgan Pipeline

M/S Councillor Kormendy / Councillor Roden

“That the correspondence from District of Sicamous Mayor Rysz regarding the Kinder Morgan pipeline be received and filed.”

Carried. (03-06-18)

Councillor Roden declared a conflict of interest and left the meeting at 4:37 pm.

4.4. Winding Rivers Arts & Performance Society (WRAPS)

- **Request for \$500 Canada Day Grant**
- **Canada Day Celebrations**

M/S Councillor Lambert / Councillor Kormendy

“That the Village provide WRAPS with a \$500 Canada Day Grant and further advise that Deputy Mayor Kormendy will bring greetings from the Village, the swimming pool will be open for a free public swim from 1:00 – 4:00 pm and Railway Avenue may be closed between 6th & 8th Streets during the celebration for participant safety.”

Carried. (04-06-18)

Councillor Roden returned to the meeting at 4:41 pm.

5. UNFINISHED BUSINESS

5.1. None

6. NEW BUSINESS

6.1. Rural Dividend Grant Funding Intake – Business Sector Development Stream

M/S Councillor Roden / Councillor Lambert

“That staff be directed to submit a funding application to the BC Rural Dividend Program in the amount of \$10,000 under the Business Sector Development Project category to undertake preliminary work to develop strong future projects that would include business creation, business growth and adaptability in the community.”

Carried. (05-06-18)

6.2. Investing in Canada Infrastructure Program – Green Infrastructure, Environmental Quality Program Stream

M/S Councillor Roden / Councillor Lambert

“That staff investigate the replacement of Lift Station #1 and the twinning of the North Ashcroft Reservoir as possible project to be applied for under the Investing in Canada Infrastructure Program Green Infrastructure stream.”

Carried. (06-06-18)

6.3. Educational Opportunity on Wildfires – Dr. Paul Hessburg, Era of Wildfires Presentation

M/S Councillor Kormendy / Councillor Lambert

“That staff be directed to obtain the necessary information, licenses and fees in order for the Village to host a showing of Dr. Hessburg’s Era of Wildfires presentation.”

Carried. (07-06-18)

6.4. Firesmart Program – Community Education Event & Firesmart Promotion

M/S Councillor Kormendy / Councillor Roden

“That the Chief Administrative Officer and the Fire Chief arrange for a public information session on the provincial Firesmart Program and further that this event be held in conjunction with the showing of the Era of Wildfires presentation.”

Carried. (08-06-18)

6.5. Thompson Nicola Regional District – Public Information Event to Explain Changes to Recycling Program

MS Councillor Kormendy / Councillor Trill

“That a representative from the Thompson Nicola Regional District Environmental Services Department be invited to the Community Appreciation barbecue on Saturday, July 14 to explain the upcoming changes to our local recycling program.”

Carried. (09-06-18)

7. **BYLAWS**

7.1. **Rescind Third Reading**

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

7.1.1. **M/S Councillor Roden / Councillor Kormendy**

“That Bylaw No. 821, cited as Zoning Amendment Bylaw No. 821, 2018 have third reading rescinded.”

Carried. (10-06-18)

7.2. **Reconsideration and Final Adoption**

7.2.1. None

8. **INFORMATION CORRESPONDENCE**

8.1. **Information Correspondence Listing for June 11, 2018**

M/S Councillor Roden / Councillor Lambert

“That the information correspondence listing for June 11, 2018 be received and filed.”

Carried. (11-06-18)

9. **REPORTS**

Council Reports

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

Mayor Jeyes advised Council that the financial information for the months of April and May are now available on line for Council’s review.

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

Mayor Jeyes provided an update on the June 1, 2018 tour of the landfill and water treatment facility.

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

Councillor Trill advised that he will be attending the next meeting on June 19, 2018 and will request additional funding under the Façade Improvement Program.

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

Council reviewed the Recap of 3rd Annual Tourism Symposium. Mayor Jeyes advised that the posting for an Executive Director is now open for applications.

9.5. TNRD – Mayor Jeyes & Councillor Kormendy

Council reviewed the Press Releases – Source Separation of Recyclables Now In Effect and Auto Mate Car Repairs

9.6. Tourism – Councillor Roden & Councillor Lambert

Councillor Roden advised that the local Visitor Centre is now open and they had 13 visitors on the first day.

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

Council reviewed the News Update from School District No. 74 and the News Release on the Closure of Lytton Elementary School

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

Councillor Roden advised Council that a modified Business Walk has been scheduled for Wednesday, June 27 starting at 9:00 am. Teams of two (one member of Council and one from the Business Development area) will visit each business in the downtown core, present them with a potted plant and a package of information and invite them to a business mixer on July 11 at the Ashcroft HUB. The purpose is to have local businesses get together for a meal and a chance to visit. There will not be an agenda or business portion of the evening.

9.9. Historic Hat Creek– Mayor Jeyes & Councillor Trill

Mayor Jeyes advised Council that the closure of Highway 99 to bus traffic was having a devastating impact on the number of visitors to the site.

9.10. Heritage – Councillor Roden & Councillor Kormendy

Councillor Roden reviewed the Historical Scavenger Hunt pamphlet designed by the Museum staff. She also advised Council that the Ashcroft Indian Band was inviting Village residents to their Aboriginal Day Celebrations on Thursday, June 21st.

9.11. Transit – Councillor Kormendy & Councillor Roden

No report.

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

Councillor Trill advised that the race had been officially sanctioned and plans were progressing on schedule.

9.13. Seniors' Liaison – Councillor Lambert & Councillor Roden

No report.

9.14. Communities in Bloom – Councillor Trill & Councillor Roden

No report.

9.15. Health Care – Mayor Jeyes & Councillor Lambert

No report.

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

No report.

9.17. Other

Councillor Trill thanked Council for the opportunity to attend the installation of Chancellor Nathan Matthews at Thompson Rivers University. He has known Mr. Matthews for several years and was honoured to attend.

Councillor Kormendy also thanked Council for the opportunity to attend the festivities regarding the new TRU Chancellor, Nathan Matthews. She has also known him for a long time and was pleased to attend.

Councillor Roden provided an update for Council on the last SILGA Executive meeting held in Logan Lake.

Councillor Lambert advised Council that the Grand Opening of the new Home Hardware store will be held at 6:00 pm on Saturday, July 28, 2018 and Council is invited to attend.

M/S Councillor Roden / Councillor Kormendy

“That Council receive the verbal and written reports as presented.”

Carried. (12-06-18)

9.18. Administration

Chief Administrative Officer

9.18.1. Council was advised there will be a sod turning ceremony at the site of the new Water Treatment Plant on Wednesday at 11:15 am.

9.18.2. Council confirmed that they will be holding their Community Appreciate Barbecue on Saturday, July 14 and not on Saturday, June 23.

Chief Financial Officer

9.18.3. No report.

10. **INCAMERA**

10.1. **Motion to go In-camera to discuss an item under Community Charter Section 90.1.(c)
– Labour Relations**

M/S Councillor Kormendy / Councillor Roden

“That the regular meeting of Council move In-Camera to discuss and item under Section 90.1.(c) of the *Community Charter*.”

Carried. (13-06-18)

11. **TERMINATION**

M/S Councillor Trill / Councillor Roden

“That the regular meeting of council terminate at 5:58 pm.”

Carried.

John C. (Jack) Jeyes, Mayor

Certified to be a true and correct copy of
the Minutes of the Regular Meeting of Council
held Monday, June 11, 2018.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw



June 11, 2018

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to seeing you all again at this year's Union of British Columbia Municipalities (UBCM) Convention in Whistler from September 10-14.

Communication, Collaboration, Cooperation, the theme for the 2018 Convention, is indeed an appropriate focus as we engage in dialogue around local, provincial, federal, and First Nations governments working together to build strong and vibrant communities throughout our province. We all have a part to play in finding solutions and developing ideas that will ensure our communities thrive, and UBCM provides us with a wonderful opportunity to listen to one another, share ideas, and work together to build a better BC.

If you would like to request a meeting with a Cabinet Minister or with me during this year's convention, please register online at <https://UBCMreg.gov.bc.ca> (live, as of today). Please note that this year's invitation code is **MeetingRequest2018** and it is case sensitive. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

A handwritten signature in black ink that reads "John J. Horgan". The signature is fluid and cursive, with a long horizontal stroke at the end.

John Horgan
Premier

Office of the
Premier

Web Site:
www.gov.bc.ca

Mailing Address:
PO Box 9041 Stn Prov Govt
Victoria BC V8W 9E1

Location:
Parliament Buildings
Victoria



June 11, 2018

Dear Mayors and Regional District Chairs:

I am pleased to provide you with the following information regarding the process for requesting a meeting with me, or with provincial government, agency, commission and corporation staff, during the upcoming annual UBCM Convention taking place in Whistler, September 10 to 14, 2018.

You will also receive a letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with Premier Horgan and other Cabinet Ministers.

If you would like to meet with me at the Convention, please complete the online request form at: [MAH Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs and Housing before **July 13, 2018**. Meeting arrangements will be confirmed by mid -August. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it would be helpful if you would fill out the online form with detailed topic information. By providing this information in advance of the meeting, I will have a better understanding of your delegation's interests and it will allow for discussions that are more productive.

Ministry staff will email the Provincial Appointment Book (PAB). This PAB lists all government, agency, commission and corporation staff expected to be available to meet with delegates at the Convention, as well as details on how to request a meeting with staff online.

As I approach my second Convention as Minister responsible for local government, I look forward to hearing more about your communities, to identifying opportunities to work together with you in partnership, and to growing our relationships in the spirit of collaboration.

Sincerely,

A handwritten signature in black ink, appearing to read "Selina Robison".

Selina Robison
Minister

pc: Honourable John Horgan, Premier
Wendy Booth, President, Union of British Columbia Municipalities

Ministry of Municipal Affairs and
Housing

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC

www.gov.bc.ca/mah

Michelle Allen

From: Vernon Oickle <editorial@macintyrepurcell.com>
Sent: Tuesday, June 19, 2018 9:22 AM
To: michelle@ashcroftbc.ca
Subject: re: British Columbia Burning

Good morning Michelle,

It was a pleasure speaking with you a few minutes ago.

As you know, *British Columbia Burning* by award-winning journalist Bethany Lindsay is now one of the best selling books in the province.

Here is what Tracy Sherlock with the *National Observer* says about the book: “Last summer’s devastating fire season was definitely one for the history books — it destroyed the most territory, saw the single largest fire in B.C.’s history and held the province in a state of emergency for more than two months. This book is both entertaining and informative — it’s a quick read, chock full of research, statistics and human stories.”

The book retails for \$19.95, however we can offer you the following discount for bulk purchasing:

20 books – 20 % discount per unit (plus shipping)

40 books – 30 % discount per unit (plus shipping)

50 books – 40 % discount per unit (plus shipping)

100 books – 50 % discount per unit (plus shipping)

Once you have determined if and how many books you would like, please send me the order and we will get them out to you right away. Also, please do not hesitate to contact me if you have any questions.

Best regards,

Vernon Oickle

Managing Editor

MacIntyre Purcell Publishing Inc.

902-640-2567

June 19, 2018

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



Ashcroft & District

Fall Fair

Dear Mayor and Council;

We would like to book the arena for our annual Fall Fair on September 9th, 2018. This means that we would like to use the arena from the dates of September 4th to 9th. Our request includes the arena space as well as the upstairs room, the concession, and the surrounding parking space. We would like to have the room upstairs as a back-up option for our kids area in case of bad weather. As you know, we expect food vendors such as the Lions and Rotary club to be parked outside the building but close to the entrance. The south end of the arena will be used for our expected livestock displays.

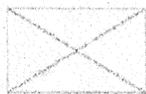
The stage would also need to be moved and placed in the appropriate area. We also request to have a key to the Community Hall in order for us to pick up any needed tables and chairs. Last year we used the remote PA system and we would like to use it again this year

We will be out of the arena by 3pm from September 4th to 7th. Friday, Saturday and Sunday will be days where we will be in the arena well after 3 pm, and we will need a contact name and number in order for us to make sure that the doors are closed properly. Contact person for this will be Kat Chatten 250 457 0732.

We look forward to a very successful Fair again this year.

Yours truly

Kat Chatten
Vice-President, Ashcroft and District Fall Fair Association



Ashcroft & District Fall Fair - Box 867 - Ashcroft, BC - V0K 1A0
ashcroftfallfair@gmail.com ~ www.ashcroftfallfair.net



MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: June 18, 2018

SUBJECT: COMMUNITY APPRECIATION BARBECUE – JULY 14, 2018

Background

Council is holding a Community Appreciation Barbecue in Heritage Place Park on Saturday, July 14 from 11:00 am – 1:00 pm. Members of Council will be present to serve the public hamburgers, bottled water and a special cake.

Discussion

In 2017 Council held an Appreciation Barbecue and it was well received by the public. Council originally planned to hold the 2018 event on Saturday, June 23 however that became the date for the Harmony Bell unveiling so our date was changed to July 14.

An overtime shift has been posted to ensure that all of the last minute movement of equipment and supplies can be done using Village vehicles and personnel. Council is requested to be at the park by 10:00 am to assist with the organization and set up.

A request has been submitted to the TNRD for a representative to be on hand to provide information and answer questions regarding the changes to our local recycling depot. To date we have not received confirmation of their attendance.

Information on the QuestUpon program will be available and Breana Paulos from the Ashcroft Museum will be on hand to assist people who wish to download the app. The newly designed Historical Scavenger Hunt will also be available should people wish to explore the downtown area.

Staff will arrange for the hamburgers, buns, condiments, bottled water and a large cake to be ready for pick up on the morning of July 14.

Recommendation

Administration has no recommendation, this report is provided as an update for Council's information.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

Join Us For Lunch!
Mayor Jeyes & Council
Invite everyone to a
Free Community Barbecue
Saturday, July 14
11:00 am—1:00 pm
Gazebo at Heritage Place Park

Hamburgers, Bottled Water and Cake
will be served

Bring your lawn chair and visit with your
friends and neighbours

Learn about the QuestUpon Walk and do the
Historical Scavenger Hunt



MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: June 18, 2018

SUBJECT: ERA OF MEGAFIRES VIDEO AND FIRESMART PRESENTATION

Background

At the June 11, 2018 regular meeting of Council Staff was directed to obtain the licensing agreement to allow the public showing of Dr. Hessburg's Era of Megafires video. Council also directed staff to contact the Fire Chief and/or the BC Megafires Service and request their presence following the video to discuss the FireSmart program and personal emergency preparedness.

Discussion

Staff has obtained the licensing information for the public showing of the Era of Megafires video. The cost is \$250 US for the first showing and \$100 US for each additional showing. The video can be downloaded onto a laptop computer and then shown at the Ashcroft Community Hall. As part of the licensing agreement the company will provide marketing materials.

Administration is suggesting that this event be held immediately following the Community Appreciation Barbecue on Saturday, July 14, 2018. The idea behind holding everything on one day is to encourage those who come to the barbecue to stay downtown and attend the video that afternoon. We will encourage those in attendance at the afternoon showing to encourage others to come and attend the evening presentation. The proposed schedule for the day is below:

1. 11:00 am – 1:00 pm Community Barbecue & Appreciation Visit
2. 2:30 pm – 3:30 pm Showing of the Era of Megafires Film
3. 3:30 pm – 4:30 pm Representative from BC Wildfire Service and/or Chief White to talk about the Fire Smart program & Personal Preparedness
4. 4:30 pm – 5:00 pm Questions
5. 7:00 pm – 8:00 pm Second showing of the Era of Megafires Film
6. 8:00 pm – 9:00 pm Presentation by BC Wildfire Service and/or Chief White

It has been suggested that we invite a representative from the BC Wildfire Service and a counsellor who can offer emotional assistance to anyone who experiences a trigger to be at the showings.

To assist BC Wildfire Service and Chief White we have ordered the following resources that can be handed out at the presentation:

Neighbourhood Preparedness Guide	250 copies
Household Preparedness Guide	250 copies
Household Emergency Plan	250 copies
Emergency Kit Supply Card	250 copies
People with a Disability Resource	100 copies
Prepare for your Pets	150 copies

We have also requested 250 copies of the FireSmart Homeowner's Manual – FireSmart Begins at Home.

Recommendation

Administration recommends that the following actions be authorized:

- a. Administration be authorized to sign the North40 License Agreement to have two public screenings of the Era of Megafires on Saturday, July 14 for a total cost of \$350 US
- b. Administration contact the BC Wildfire Service and Chief White and invite them to participate in the public education sessions following the video screenings
- c. Administration endeavour to contact the United Way and request emotional support personnel be in attendance for the screenings

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer



LICENSE AGREEMENT

This license agreement is made between:

North 40 Productions and Village of Ashcroft
(the "Licensor") (the "Licensee")

to grant a single license for the limited, non-broadcast, non-duplication, public exhibition of the digital presentation of **Era of Megafires** (the "Film") on a date agreed upon by both parties.

1. Screening License fee is due upon receipt- \$250 (USD) for one screening and \$100 (USD) for additional screenings not to exceed 5. All screenings must be presented by the Licensee named in this agreement.
2. In consideration of the payment of the license fee provided above the Licensor hereby grants to the Licensee, without warranty, a limited, non-transferable license to screen the Film, subject to the terms and conditions specified herein.
3. Acceptance: The screening date will be confirmed once Licensor receives the signed contract.
4. DVD Shipping (if required): Return Domestic/International shipping charges vary and are not included in the screening fee. International shipping fees to deliver the film are not included.
5. Screening Terms: The Licensee is able to screen the film one (1) time on an agreed upon date or within 12 month from the date of this contract whichever is sooner. If you need an exception to this time frame, please contact Licensor for approval in advance of each screening date. Purchasing additional screening at the price noted in this agreement may be made 12 months from the date of the initial screening.
6. Cancellation Policy: Cancellations within 30 days of the date of event are non-refundable.
7. Acknowledgment Upon Receipt Of Film: Licensee understands that the Film DVD or any format of the film is being made available in advance of the screening so that it can be tested on the projection equipment. Licensee agrees the film will not be shared in advance of the screening specified herein and further agrees to maintain control over the film at all times to prevent any duplication and unauthorized viewing of the film. The Licensee hereby expressly agrees that the Film shall not be edited from its original format.
8. Marketing Assets: The Licensee understands that the provided marketing assets (film poster, flyer & postcard) shall not be changed in format other than providing specific event information in the area provided.
9. With respect to the License granted hereunder, it is expressly understood and acknowledged by the Licensee that any rights, title, or interest that the Licensor maintains with respect to the Film are expressly reserved by the Licensor.
10. This Agreement constitutes the entire understanding of the parties with respect to the subject matter hereof, and any amendments, changes, or modifications shall have legal effect and be binding only if made in writing and signed by both parties.

AGREED:

(Licensee)

(date)

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: June 19, 2018

SUBJECT: BC RURAL DIVIDEND GRANT APPLICATION – HOTEL MARKET STUDY

Background

At the June 11, 2018 regular meeting of Council staff was directed to submit a funding application to the BC Rural Dividend Program in the amount of \$10,000 to undertake a preliminary study for business development within the community.

Discussion

Administration contacted HVS Marketing and Valuation Services as they have undertaken market studies for smaller communities to determine if a small hotel would be supported. Attached to this memo is their proposal for a Market Study. The cost of the study is \$10,000 plus an additional 10-15% for expenses. The grant application will cover \$10,000 so the Village would be left with a nominal amount outstanding. Staff believes that the outstanding amount could be covered under the NDI Economic Development Capacity Grant.

Once the market study has been completed the next step would be to obtain the brokerage services of a real estate company who would work with hotel chains. Funding opportunities for that stage of the project would have to be investigated.

Administration believes that this is an excellent opportunity to obtain valuable market information at virtually no cost to the local taxpayer.

Recommendation

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

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer



PROPOSAL FOR MARKET STUDY

Proposed Hotel

ASHCROFT, BC



SUBMITTED TO:

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

250-453-9161 ext 203
michelle@ahscroftbc.ca

PREPARED BY:

HVS Consulting and Valuation Services
DBA: MM&R Valuation Services, Inc.
Suite 400 – 145 West 17th Street
North Vancouver, BC V7M 3G4

(604) 988 9743



Proposal for a Market Study

In response to your request for a quotation on June 14, 2018 we are providing a proposal for services which incorporates your requirements for a study on the Proposed Hotel, in Ashcroft, BC.

This letter sets forth a description of the objectives and scope of the assignment, along with the methodology to be employed, an estimate of the time requirements and a schedule of professional fees.

Objective

The objective of this assignment is to perform a market study for the purpose of evaluating the market demand, analyzing the economics, projecting rooms revenue for a proposed hotel in Ashcroft, BC.

The objective of this assignment is to perform a market study for the purpose of evaluating the market demand, projecting the occupancy and average room rate of the proposed subject property.

In order to accomplish this, our work will be conducted in three phases:

Phase One: Fieldwork and Desktop Research

1. We will discuss with you and/or your representatives our study in more detail and formulate a schedule for performing the fieldwork. At this time, we will gather any information from you, which may assist us in performing this assignment (a list of necessary information is set forth in this proposal).
2. The physical orientation of the proposed subject site with respect to access and visibility to highways, other forms of transportation and the local demand for accommodations will be analyzed. We will also review the supportive nature of surrounding land uses as they relate to the proposed subject property.
3. The demand for transient accommodations will be investigated to identify the various generators of visitation operating within the local market. The current and anticipated potential of each of these market segments will be evaluated to determine the extent of existing and future demand. Interviews with officials of business and government, as well as statistical data collected during the fieldwork, are useful in locating and quantifying transient demand. In conjunction with the identification of potential demand, an investigation will be made of the



respective strengths of these markets in terms of seasonality, weekly demand fluctuations, vulnerability to economic trends and changes in travel patterns and other related factors. When appropriate, similar market research procedures are utilized in estimating the demand for food, beverage, banquet, and other facilities.

4. The market orientation of nearby lodging facilities will be evaluated to determine their competitive position with respect to the proposed subject. Those properties displaying similar market attributes will receive a physical inspection, along with selective management interviews, to estimate levels of occupancy, room rates, market segmentation and other pertinent operational characteristics. Some of the competitive factors that will be specifically reviewed include: location, type, and quality of facilities, physical condition, management expertise, and chain affiliation.
5. Statistical data relating to general economic and demographic trends often foreshadows future potential for market areas and neighbourhoods. Interviews with local Chambers of Commerce, economic development agencies and other related organizations, along with an investigation of the proposed subject's primary market area will reveal patterns reflecting growth, stability or decline.
6. Through interviews with hotel operators, developers, governmental officials and others, we will ascertain the status of projects under construction, proposed or rumoured, which might be competitive with the proposed subject property.
7. Depending on the nature of the assignment and the individual characteristics of the proposed subject's market, our fieldwork may also include:
 - Interviews with zoning and building officials;
 - Meetings with local planners, highway officials, and property assessors;
 - Discussions with other appraisers, counsellors, real estate and mortgage brokers, bankers, architects, builders, and developers.

Phase Two: Analysis
and Preliminary Study
Summary

Based on the data and information gathered during the fieldwork phase, along with our extensive library of actual hotel operating statements, financial statistics, area hotel trends and investor requirements, we will first perform a supply and demand analysis for the proposed subject property to determine its market orientation and



competitive position with respect to other lodging facilities. The supply and demand analysis typically encompasses the following eight steps:

1. Using the occupancy levels and market segmentations of the competitive properties, the number of room nights actually accommodated in each segment is calculated by multiplying each property's room count by its occupancy, market segmentation and 365 days. This yields the accommodated room night demand. The annual number of room nights occupied per room in each segment is also calculated (room nights occupied per year divided by the room count), and the resulting figure serves as a competitive index;
2. Latent demand (which consists of unaccommodated and induced demand) is estimated for each market segment;
3. Growth rates are projected for each of the market segments;
4. The total usable room night demand (which consists of usable latent demand and accommodated demand) is projected;
5. The area's guestroom supply and total room nights available are quantified for each projection year;
6. The overall competitive occupancy is calculated for each projection year;
7. Using competitive indexes, the relative competitiveness of each of the area hotels is evaluated;
8. the proposed subject property's market share, number of room nights captured, and occupancy levels are quantified based on its perceived competitiveness relative to the other lodging facilities in the market.

This analysis will result in a quantification and documentation of probable future trends in the proposed subject's occupancy, average rate and overall room revenues.

Written Draft:
Market Study Report

Upon completion of Phases One and Two, our findings will be set forth in the draft Market Study report summarizing our conclusions concerning the proposed subject's potential occupancy and average room rate, as well as a detailed analysis of the market area and the competition.

When appropriate, we will include graphics such as photographs, maps, surveys, plans, and charts to assist in visualizing our findings.



HVS Specialization

Our Team and Experience

HVS, the world's leading consulting and services organization focused on the hotel, mixed-use, shared ownership, gaming, and leisure industries, celebrated its 35th anniversary in 2015. Established in 1980, the company performs 4,500+ assignments each year for hotel and real estate owners, operators, and developers worldwide. HVS principals are regarded as the leading experts in their respective regions of the globe. Through a network of more than 35 offices and more than 500 professionals, HVS provides an unparalleled range of complementary services for the hospitality industry.

All of HVS Canada's senior directors are accredited members of the Appraisal Institute of Canada holding the AACI designation. Both junior and senior associates are members of the Appraisal Institute of Canada and therefore are also required on an annual basis to undertake real estate courses through the University of British Columbia (UBC). **HVS is the only appraisal firm in Canada whereby all consultants have university degrees from leading hotel schools coupled with hotel operational experience and are members of the Appraisal Institute of Canada.**

As a hotel owner, buyer, lender or developer, you need to be sure that you can act and plan with confidence when investing in hotel real estate. Only with **full, up-to-date knowledge of the real value of the properties** in question can you make the right decision for your business. A considerable amount of knowledge is needed to ascertain whether a hotel should be built, bought or sold and, once in operation, how to keep it running smoothly and profitably. You need to know about **changing markets** and any variance in neighbourhood and real estate values that can cause fluctuations in how a hotel is valued.

Working with the **recognized industry experts** at HVS, who understand all the nuances of the hospitality industry, could help you avoid operational difficulties and financial bottlenecks. If you are looking for an individualized industry standard in appraisal, yet **widely recognized methodology** that is accepted by leading lenders, investors, operators and other interested parties, then HVS can provide exactly what you need.



HVS consultants work from offices in the following locations:

- **North America:** Atlanta, Boston, Boulder, Chicago, Dallas, Denver, Houston, Las Vegas, Los Angeles, Miami, Minneapolis, New Orleans, Newport, New York, Philadelphia, San Francisco, St. Louis, Vancouver, Toronto, Washington DC;
- **Europe:** Athens, London, Milan;
- **Middle East:** Dubai;
- **Central/South America:** Mexico City, Bahamas, São Paulo;
- **Asia:** Bangkok, Beijing, Guangzhou, Hong Kong, Jakarta, New Delhi, Shanghai, Singapore; and
- **Africa:** Cape Town.

Related Experience

Jason Wight has risen through the ranks and is now a Vice President at the Vancouver office of HVS, a firm specializing in valuation and consultation services for the hospitality industry in Canada. Jason has Western Canada in his bones and hotels in his blood. Born and raised in Calgary, and schooled at the University of Calgary's Haskayne School of Business and at the Southern Alberta Institute of Technology, he has travelled the length and breadth of Western Canada as a hotel consultant. He has worked existing and proposed hotel projects located throughout Manitoba, Saskatchewan, Alberta, and British Columbia, but he has a special interest in his home city of Calgary, where he has conducted over 40 hotel studies. As a consultant specializing in hotels, Jason has worked on a range of projects, from valuations of iconic luxury hotels located in urban centres to feasibility studies for proposed limited-service hotels in small resource-driven communities, and he has also authored several articles on various topics relevant to the hotel industry, including *Understanding Oil and Gas Lodging Markets in Western Canada* and *Resource Markets and the Canadian Hotel Industry*. Prior to joining HVS, Jason held various operational roles in the hospitality industry.

Carrie Russell, Partner and Managing Director of the Vancouver office of HVS is a graduate of the University of Victoria, obtaining a Bachelor of Commerce with Distinction. After graduation and some time spent gaining valuable hands-on experience in the hotel industry, Carrie joined HVS as an associate almost 20 years ago. Carrie has attained designation in both Canada and the United States, having completed the requirements to obtain the AACI designation from the Appraisal Institute of Canada and the MAI designation from the Appraisal Institute in the United States. As well, Carrie is a member of the Real Estate Institute of BC (RIBC), the Real Estate Council of Alberta (RECA), and the International Society of Hospitality Consultants (ISHC).



Over the course of her career, Carrie has provided hospitality consulting services including appraisals, feasibility and market studies, and other specialized consulting services including asset management guidance for over 1,000 hotel properties throughout Canada and the United States. She has authored several articles on various topics relevant to the industry and is a highly sought-after speaker, invited to speak at several conferences on a regular basis.

Monique Rosszell is a partner and the Managing Director of the Toronto office of HVS. Upon attaining a bachelor's degree in economics from Queen's University, she subsequently enrolled in the Master's program in Hotel and Restaurant Management at the Ecole Hôtelière de Lausanne and then attained both her AACI and her MRICS appraisal designations in Canada. Monique has been working in the hotel industry for over 25 years and has completed hundreds of valuations and feasibility studies, including transaction and portfolio valuations throughout Canada and the USA. She is fluent in French and therefore has a strong presence in the Province of Quebec. She also offers litigation and expert witness support, speaks at numerous conferences, and is a trusted advisor within the lodging industry in Central and Eastern Canada.

You are invited to visit our website www.hvs.com for further details. Alternatively, our associates will be pleased to provide further information you may require to confirm your understanding of our capabilities and experience.

Personalized Support

We are confident that you will find the report described in this proposal to be sufficiently comprehensive for your requirements. Following submission of a draft, we will be happy to consider any suggestions you may have that could enhance the effectiveness of our presentation.



Timing and Fee Schedule

Our schedule to undertake the respective phases is listed below, although we reserve the right to reasonably extend this time period as necessary. Execution of this agreement, receipt of retainer and information requested are required in order for us to begin.

Timing and Fees

Phase One: Fieldwork and Desktop Research

Phase Two: Analysis and Preliminary Study Summary

Written report (Draft)

Timing: Within four weeks

Professional Fee: \$10,000

Retainer: \$6,300

Note: The quoted fees exclude all applicable GST/HST and any other tax to be made due local regulations. The fees also exclude professional editing, STR trend report and out-of-pocket expenses.

We will provide you with a set of study table results for review. Upon your approval of the study tables, we will proceed with the report in a draft format, which will be delivered to you via email when our invoice for services has been paid in full. We will provide one printed copy upon request after the report has been finalized. Additional charges will incur for extra print copies.

Indemnification Clause

Our reports or any of the data, contents, observations, and conclusions (i.e. "contents") therein cannot be used or quoted in any marketing material, prospectus, or any other document that may be offered to individuals, entities, and/or organizations (i.e. third parties) considering a purchase of the real estate that is the subject, or ancillary subject, of this assignment. Any such use of the contents of the HVS report product by said third parties will be at their sole risk; said third party users understand and acknowledge that there exists no client or fiduciary relationship between them and HVS Consulting and Valuation Services dba: MM&R Valuation Services, Inc. Furthermore, Village of Ashcroft shall indemnify and hold MM&R Valuation Services, Inc. and its owners and employees harmless from claims, demands, liabilities, judgments, liens, encumbrances, costs and expenses, including attorney's fees, arising out of, related to, or in connection with this assignment which might be brought by these third parties.



If the foregoing proposal meets with your acceptance, please sign and return the enclosed "Confirmation", together with your retainer cheque in the amount of \$6,300 and requested information before June 21, 2018.

We greatly appreciate the opportunity of submitting this proposal and look forward to working with you.

Sincerely,
MM&R Valuation Services, Inc.

A handwritten signature in black ink, which appears to read "Carrie Russell", is positioned above the typed name. The signature is fluid and includes a long horizontal stroke at the end.

Carrie Russell, AACI, MAI, RIBC, ISHC, Managing Director
crussell@hvs.com, +1 604 988-9743 ext. 225



Confirmation

SUBMITTED TO:

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

250-453-9161 ext 203
michelle@ahscroftbc.ca

PREPARED BY:

HVS Consulting and Valuation Services
DBA: MM&R Valuation Services, Inc.
Suite 400 – 145 West 17th Street
North Vancouver, BC V7M 3G4

(604) 988 9743

In order to schedule our assignments and perform your study in accordance with the timing set forth below, we ask that you return an executed copy of this confirmation together with your retainer cheque and requested information before June 21, 2018.

Type of Assignment:	Market Study
Property Name:	Proposed Hotel
Property Location:	Ashcroft, BC
Timing:	Within four weeks
Total Fee:	\$10,000
Retainer:	\$6,300
<i>Note: The quoted fees exclude all applicable GST/HST and any other tax to be made due local regulations. The fees also exclude professional editing, STR trend report and out-of-pocket expenses.</i>	

Your signature beneath the words "AGREED TO AND ACCEPTED" signifies your agreement to employ MM&R Valuation Services, Inc. for these services and you having read, understood and agreed to our terms and conditions attached as Addendum 2 and 3. All invoices must be paid prior to draft reports being issued.

AGREED TO AND ACCEPTED: Village of Ashcroft

Signature: _____

Date: _____

Name & Title: _____

Note: The individual signing this agreement attests that he/she has the authority to legally bind the entity stated above which will be the client of this service.

Please make cheque payable to: **MM & R Valuation Services, Inc.** or contact us directly for wiring instructions

Retainer Enclosed: \$6,300

Mailing Address: Suite 400 – 145 West 17th Street
North Vancouver, BC V7M 3G4
(604) 988 9743

Canada's anti-spam legislation, enforced on July 1, 2014, is regulating the distribution of commercial electronic messages. To comply with this new law, HVS Canada requests your consent by checking the box below, so that we may continue to send you electronic communications that are relevant to you and your business, such as newsletters, announcements, invitations and other notifications.

Yes, I consent

If at any time you would like to withdraw your consent or update your profile and preferences, you can do so by contacting Selina Lai by phone: 416-686-2260 ext. 21 or by email at slai@hvs.com



Addendum 1 – List of Requested Information

We request that you provide us with as much of the following information as possible for the hotel(s) at the start of our work, which will aid us in performing your assignment:

1. Operating budgets, projections, marketing plans, etc.;
2. The latest real and personal property tax bills and name of legal owner;
3. Capital budget (cost) projections;
4. Any leases, management contracts, franchise agreements, mortgages, title reports, stock or partnership agreements, union agreements, engineering reports, etc.;
5. Architectural/floor plans and plot plans, survey and legal description;
6. Site Plan and Land Title Certification;
7. Past appraisals, market and feasibility studies, impact studies, prospectuses, Smith Travel STAR reports; any Phase I or Phase II environmental audit reports;
8. Terms of purchase or sale of the proposed subject property including options and listings. Terms required: price, date, and financing. Include a copy of the contract and closing statement;
9. Detailed ownership history for the proposed subject site for the last five years.



Addendum 2 – Standard Terms and Conditions

In addition to our professional fees, you agree to reimburse us for reasonable out-of-pocket expenses, travel expenses, and other related expenses incurred while working on your behalf.

If payment for professional fees and out-of-pocket travel and related expenses is not received within thirty (30) days of the billing date, MM&R Valuation Services, Inc. reserves the right to suspend all work until payment is made and apply a service charge of 1.5 percent per month or fraction thereof to the total unpaid sum. It is further agreed that in the event any type of action becomes necessary to enforce collection of bills rendered, you will be responsible for all collection costs, including but not limited to court costs and reasonable legal fees. It is understood that MM&R Valuation Services, Inc. may extend the time for payment on any part of billings rendered without affecting the understanding outlined above.

Notwithstanding the fee payment schedule set forth above, if, at any time while performing this assignment, it becomes necessary to suspend work for a period of 30 days or more, then MM&R Valuation Services, Inc. will be entitled to bill for the portion of the assignment completed up to the suspension (less any retainer paid) at its current per diem rates.

In the event that after completing the fieldwork phase of this assignment it becomes necessary to alter the parameters of the studies, such as the property description, date of value, financial, management or ownership structure, or any other factor, which could change the final estimate of value, MM&R Valuation Services, Inc. will be entitled to charge an additional fee based on our current per diem rates and the time required to incorporate the necessary changes into our analysis and reports. In addition, the estimate of timing will be extended by an amount equal to the added work.

Hourly rates of professional staff are as follows: Managing Director - \$450; Senior Vice President - \$400; Vice President - \$250; Senior Associate - \$200; Associate - \$175; Consulting and Valuation Analyst - \$150; Editor - \$100.

Restriction on Use of Unpaid Draft Reports

Until such time as all our professional fees and other charges have been paid in full, the draft report, which will be provided to you has a professional courtesy, remains the intellectual property of MM&R Valuation Services, Inc., and shall not be utilized in attempting:

- a) to obtain financial capital (whether debt or equity);
- b) to further any litigation, mediation, or arbitration processes; or
- c) to assist in any cause, action or endeavour.

If MM&R Valuation Services, Inc. has not been paid in full for its outstanding professional fees and other charges, and the draft report is used in violation of this proposal, MM&R Valuation Services, Inc. will be entitled to see both money damages and equitable relief.

It is agreed that the liability of the MM&R Valuation Services, Inc., its employees and anyone else associated with this assignment is limited to the amount of the fee paid as liquidated damages. You acknowledge that any opinions, recommendations, and conclusions expressed during this assignment will be rendered by the staff of MM&R Valuation Services, Inc. acting solely as employees and not as individuals. Any responsibility of MM&R Valuation Services, Inc. is limited to the client, and use of our product by third parties shall be solely at the risk of the client and/or third parties.



Addendum 3 – Statement of Assumptions and Limiting Conditions

The following is the standard text included within our Feasibility Studies and Valuation Reports:

1. The report is to be used in whole and not in part.
2. No responsibility is assumed for matters of a legal nature, nor do we render any opinion as to title, which is assumed to be marketable and free of any deed restrictions and easements. The property is valued as though free and clear unless otherwise stated.
3. We assume that there are no hidden or unapparent conditions of the subsoil or structures, such as underground storage tanks, that would render the property more or less valuable. No responsibility is assumed for these conditions or for any engineering that may be required to discover them.
4. We have not considered the presence of potentially hazardous materials such as asbestos, urea formaldehyde foam insulation, PCBs, any form of toxic waste, polychlorinated biphenyls, pesticides, or lead-based paints. The appraisers are not qualified to detect hazardous substances, and we urge the client to retain an expert in this field if desired.
5. We have made no survey of the property, and we assume no responsibility in connection with such matters. Sketches, photographs, maps, and other exhibits are included to assist the reader in visualizing the property. It is assumed that the use of the land and improvements is within the boundaries of the property described and that there is no encroachment or trespass unless noted.
6. It is assumed that the sales of the subject property will be based on a free and clear title; this would include the current taxes in arrears as well as any liens on the property.
7. All information, financial operating statements, estimates, and opinions obtained from parties not employed by MM&R Valuation Services, Inc. are assumed to be true and correct. We can assume no liability resulting from misinformation.
8. Unless noted, we assume that there are no encroachments, zoning violations, or building violations encumbering the subject property.
9. The property is assumed to be in full compliance with all applicable federal, provincial, local, and private codes, laws, consents, licences, and regulations (including a liquor licence where appropriate). It is assumed that all licences, permits, certificates, franchises, and so forth can be freely renewed or transferred to a purchaser.
10. All mortgages, liens, encumbrances, leases, and servitudes have been disregarded unless specified otherwise.
11. None of this material may be reproduced in any form without our written permission, and the report cannot be disseminated to the public through advertising, public relations, news, sales, or other media.

12. We are not required to give testimony or attendance in court by reason of this analysis without previous arrangements, and only when our standard per diem fees and travel costs are paid prior to the appearance.
13. If the reader is making a fiduciary or individual investment decision and has any questions concerning the material presented in this report, it is recommended that the reader contact us.
14. We take no responsibility for any events or circumstances that take place subsequent to either the date of value or the date of our field inspection, whichever occurs first.
15. The quality of a lodging facility's on-site management has a direct effect on a property's economic viability and value. The financial forecasts presented in this analysis assume responsible ownership and competent management. Any departure from this assumption may have a significant impact on the projected operating results and the value estimate.
16. The estimated operating results presented in this report are based on an evaluation of the overall economy, and they neither take into account nor make provision for the effect of any sharp rise or decline in local or national economic conditions. To the extent that wages and other operating expenses may advance during the economic life of the property, we expect that the prices of rooms, food, beverages, and services will be adjusted to at least offset those advances. We do not warrant that the estimates will be attained, but they have been prepared on the basis of information obtained during the course of this study, and they are intended to reflect the expectations of a typical hotel buyer.
17. This analysis assumes continuation of all the Canada Customs and Revenue Agency tax code provisions as stated or interpreted on either the date of value or the date of our field inspection, whichever occurs first.
18. Many of the figures presented in this report were generated using sophisticated computer models that make calculations based on numbers carried out to three or more decimal places. In the interest of simplicity, most numbers have been rounded to the nearest tenth of a percent. Thus, these figures may be subject to small rounding errors.
19. It is agreed that our liability to the client is limited to the amount of the fee paid as liquidated damages. Our responsibility is limited to the client, and use of this report by third parties shall be solely at the risk of the client and/or third parties. The use of this report is also subject to the terms and conditions set forth in our engagement letter with the client.
20. Although this analysis employs various mathematical calculations to provide value indications, the final estimate is subjective and may be influenced by our experience and other factors not specifically set forth in this report.
21. Any distribution of the total value between the land and improvements or between partial ownership interests applies only under the stated use. Moreover, separate allocations between components are not valid if this report is used in conjunction with any other analysis.
22. This study was prepared by MM&R Valuation Services, Inc. All opinions, recommendations, and conclusions expressed during the course of this assignment are rendered by the staff of MM&R Valuation Services, Inc. as employees, not as individuals.

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: June 18, 2018

SUBJECT: 2017 ANNUAL REPORT

Background

Section 98 of the *Community Charter* states that before June 30th of each Council must prepare an annual report, have the annual report available for public inspection and have Council consider the report at an open meeting.

Discussion

Section 98 states that the annual report must include the following:

- a. The audited financial statement for the previous year
- b. For each tax exemption provided by Council, the amount of property taxes that would have been imposed on the property in the previous year if the exemption had not been granted
- c. A report respecting municipal services and operations for the previous year
- d. A progress report respecting the previous year in relation to the objectives and measures established for that year
- e. Any declarations of disqualification in the previous year, including identification of the council member or former council member involved and the nature of the disqualification
- f. A statement of municipal objectives, and the measures that will be used to determine progress respecting those objectives for the current and next year
- g. Any other information the council considers advisable.

Advertisements have been placed in The Journal advising the public that the 2017 Annual Report will be presented to Council and formally adopted at the regular meeting on June 25, 2018. A copy of the report has been placed on our website and copies have been available at the front counter.

Recommendation

Administration is requesting that Council adopt the 2017 Annual Report as presented.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

MEMO TO: Mayor Jeyes and Council
MEMO FROM: Yoginder Bhalla, Chief Financial Officer
DATE: June 20, 2018
SUBJECT: **ASSET MANAGEMENT POLICY**

Background

The administration continues to work on the asset management plan. One key requirement is the review and adoption of the Asset Management Policy to govern the management of assets.

Discussion

We are nearing the completion of the Village of Ashcroft Long-Term Infrastructure and Asset Management Plan with the deadline to complete the project by June 30, 2018. A key piece of the requirement is to have the council review and adopt an Asset Management Policy that supports the delivery of sustainable service through the management of its assets.

Recommendation

Administration recommends that the council approve the Village of Ashcroft Asset Management Policy.

Respectfully submitted,



Yoginder Bhalla
Chief Financial Officer

/ysb

THE CORPORATION OF THE VILLAGE OF ASHCROFT POLICY

POLICY TITLE: ASSET MANAGEMENT POLICY

POLICY SCOPE: To provide the framework for the development of the Village's Asset Management capability that supports the delivery of sustainable service through the management of its assets.

Approved Date: Effective Date:

Policy Statement:

Asset Management is an integrated process, bringing together skills, expertise and activities of people; with information about a community's physical assets; and finances; so that informed decisions can be made, supporting Sustainable Service Delivery. It's about being good stewards of infrastructure and community assets by making sure infrastructure is well cared for and that decisions about how to maintain and invest in infrastructure are adequately informed. The term asset management, as used in this document, is defined as "the application of sound technical, social and economic principles that considers present and future needs of users, and the service from the asset".

Policy

The following will help guide the Village as it develops undertakes Asset Management:

- Maintain and manage infrastructure assets at defined levels to support public safety, community well-being and community goals.
- Monitor standards and service levels to ensure that they meet/support community and Council goals and objectives.
- Develop and maintain asset inventories of all infrastructure.
- Establish infrastructure replacement strategies through the use of full life cycle costing principles.
- Plan financially for the appropriate level of maintenance of assets to deliver service levels and extend the useful life of assets.
- Plan for and provide stable long term funding to replace and/or renew and/or decommission infrastructure assets.
- Where appropriate, consider and incorporate asset management in its other corporate plans.
- Report to citizens regularly on the status and performance of work related to the implementation of this asset management policy.

-
- Establish organizational accountability and responsibility for asset inventory, condition, use and performance.
 - Consider effects of climate change

Policy Principles

The key principles of the asset management policy are outlined in the following list. The organization shall:

1. Make informed decisions, identifying all revenues and costs (including operation, maintenance, replacement and decommission) associated with infrastructure asset decisions, including additions and deletions. Tradeoffs should be articulated and evaluated, and the basis for the decision recorded.
2. Integrate corporate, financial, business, technical and budgetary planning for infrastructure assets.
3. Consult with stakeholders where appropriate.
4. Use available resources effectively.
5. Manage assets to be sustainable.
6. Minimize total life cycle costs of assets.
7. Consider environmental goals.
8. Consider social and sustainability goals.
9. Minimize risks to users and risks associated with failure.
10. Pursue best practices where available.

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, CAO

DATE: June 19, 2018

SUBJECT: ASHCROFT & DISTRICT CURLING CLUB – AGREEMENT TO OCCUPY

Background

The lease agreement with the Ashcroft & District Curling Club expired on December 31, 2017 and Council permitted a 3 month extension to allow them to complete their season. The extension expired on March 31, 2018

Discussion

Council met with representatives from the Curling Club on Tuesday, June 19, 2018 and discussed a number of items regarding the future of the club. The Curling Club advised that they had sufficient funds in their account to cover the startup costs for the season. They also advised that they would like to apply to host up to four bonspiels but in order to do so must have the security of knowing they have a facility for the season.

Council has the option to draft an Agreement to Occupy or Letter of Understanding that would lay out the basic terms for the club to operate from July 1, 2018 to June 30, 2019. Staff can draw up the document and ensure that it includes items such as insurance coverage, payment of utilities, payment of Village taxes and utilities, provision of financial statements and ensuring that the documents are filed with the BC Registrar of Companies. The document will include a covenant that the Village cannot be held responsible if a significant event occurs that renders the equipment inoperable or for any losses that may be incurred for unforeseen breakdowns. The document should also have a statement that the Club and the Village will meet to discuss the detailed staff report once it has been completed.

Recommendation

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

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 820

A bylaw to amend the Business Licence Bylaw of the Corporation of the Village of Ashcroft

The Municipal Council of the Village of Ashcroft, in open meeting assembled, enacts as follows:

- 1. This bylaw may be cited as "Business Licence Amendment Bylaw No. 820, 2018."
- 2. The Village of Ashcroft Business Licence Bylaw No. 630, as amended, is hereby further amended as follows:

- a. 3. DEFINITIONS, as amended, is hereby further amended by adding the following:

"Retail Cannabis Sales" means a business that sells cannabis but excludes the sale of cannabis for exclusively medical purposes where that sale is made in accordance with federal medical cannabis or medical marihuana enactments and regulations."

- b. 3. DEFINITIONS, as amended, is hereby further amended by replacing the definition of "Business" with the following:

"Business" shall mean carrying on a commercial or industrial undertaking of any kind or nature, or the providing of professional, personal, or other services for the purpose of gain or profit, but does not include an activity carried on by the government, its agencies or government-owned corporations, and further does not include retail cannabis sales."

READ A FIRST TIME THIS	14 th	DAY OF	May	, 2018
READ A SECOND TIME THIS	14 th	DAY OF	May	, 2018
READ A THIRD TIME THIS	14 th	DAY OF	May	, 2018
NOTICE PUBLISHED THIS	7 th	DAY OF	June	, 2018
SECOND NOTICE PUBLISHED THIS	14 th	DAY OF	June	, 2018
PUBLIC SUBMISSION RECEIVED BY COUNCIL THIS		DAY OF		, 2018
RECONSIDERED AND ADOPTED THIS		DAY OF		, 2018

John C. (Jack) Jeyes, Mayor

J. Michelle Allen, Chief Administrative Officer

Certified to be a true and correct copy of Bylaw No. 820 as adopted by Council.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 821

A bylaw to amend the Zoning Bylaw of the Corporation of the Village of Ashcroft

The Municipal Council of the Village of Ashcroft, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "Zoning Amendment Bylaw No. 821, 2018."
2. Zoning Bylaw No. 738, 2005, as amended, is hereby further amended as follows:
 - a. 3. Schedule A, 2.0 DEFINITIONS, as amended is hereby further amended by adding the following:

“*Retail Cannabis Sales*” means a business that sells cannabis but excludes the sale of cannabis for exclusively medical purposes where that sale is made in accordance with federal medical cannabis or medical marihuana enactments and regulations.”

“*Retail Store*” means a business for retail sale of new or second-hand household or personal goods or merchandise to the end consumer, but specially excludes retail cannabis sales.”
 - b. Schedule A. 2.0 DEFINITIONS, as amended, is hereby further amended by replacing the definition of *Home Occupation* with the following:

“*Home Occupation*” means a use accessory to a residential use where a resident carries on a profession or occupation which is clearly incidental to the residential use on the parcel and includes bed and breakfasts, but specially excludes cannabis sales.”

READ A FIRST TIME THIS	14 th	DAY OF	May	, 2018
READ A SECOND TIME THIS	14 th	DAY OF	May	, 2018
READ A THIRD TIME THIS	14 th	DAY OF	May	, 2018
THIRD READING RESCINDED THIS	11 th	DAY OF	June	, 2018
PUBLIC HEARING HELD THIS		DAY OF		, 2018
READ A THIRD TIME THIS		DAY OF		, 2018
RECONSIDERED AND ADOPTED THIS		DAY OF		, 2018

John C. (Jack) Jeyes, Mayor

J. Michelle Allen, Chief Administrative Officer

Certified to be a true and correct copy
of Bylaw No. 820 as adopted by Council.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw

**INFORMATION CORRESPONDENCE
FOR THE JUNE 25, 2018 COUNCIL MEETING**

School District No. 74 (Gold Trail)
- Student Safety on Ranch Road

Buses for Rent

Transition Publication – Summer 2018

Kamloops Art Gallery
- July – December 2018 Schedule

The Responder Western Canadas Fire Chiefs
- Spring/Summer 2018

WoodWorks Information publications

Wood Design & Building
- Spring/Summer 2018

BC Children's Hospital Shine Magazine
- Spring 2018

/kw



The Region of BC's Best

The Current



Highlights from the Thompson-Nicola Regional District Board of Directors' Meeting of June 14, 2018

Board Gets Update About Victoria from Kamloops MLAs

Kamloops MLAs Todd Stone and Peter Milobar appeared before the Board to share what has been happening in the Legislature as it relates to the Regional District. They also answered questions from the Board Directors about Employer Health Tax, delayed highway improvement projects, reduction of the annual allowable timber cut and timely access to primary care.

Savona Water System Security Issuing Bylaw Adopted

Savona Community Water System Security Issuing Bylaw No. 2654, 2018, was granted Third Reading and Adoption by the Board.

The Bylaw will allow for the costs of capital upgrades to the Savona Water System, which were financed through temporary borrowing, to be converted to long-term borrowing and a 20-year debenture through the Municipal Finance Authority. Debt retirement will be accomplished through annual parcel taxes from those properties within the service area that did not commute the tax.

A public meeting was held in January to update the community and remind them of the history of borrowing. A commutation opportunity was offered with individual letters addressed to property owners and with a deadline of April 30, 2018.

Savona Community Water Service area property owners approved borrowing of up to \$1.2 million in 2006 for capital upgrades to the water system, which are now complete and most recently include a new reservoir.

Winery's Amphitheatre to Go Ahead

Zoning Amendment Bylaw No. 2578, 2016, was adopted by the Board. The amending bylaw will allow Monte Creek Winery to host events at an open-air amphitheatre, which can include overflow event parking.

Monte Creek Winery proponents requested site-specific amendments to Zoning Bylaw 2400 to allow an open-air amphitheatre and overflow event parking. Following a Public Hearing at the November 24, 2016, regular meeting, the amendment was given Third Reading with a further requirement that staff negotiate a covenant with the property owners to secure a noise-management plan before consideration of bylaw adoption.

Since that time, Monte Creek Winery has worked with its legal counsel, technical consultants and TNRD Planning Services staff to prepare a suitably worded covenant that secures/implements a noise management/mitigation plan.

Based on technical consultant and legal counsel input, the Noise Mitigation Covenant includes the following requirements:

- All amplified sound from the amphitheatre and outdoor assembly areas must cease at 11 p.m.
- The amphitheatre seating area and surrounding walls/berms must be constructed of acoustically absorbent and sound diminishing materials with the ground level at least 5 metres below average grade for sound containment.
- The stage and band shell area must face the forested slope and focus sound into the amphitheatre including use of an overhead structure that reflects sound down and into the audience area.

Continued on Page 2

Board of Directors

Chair: John Ranta
Village of Cache Creek

Directors

Carol Schaffer
Electoral Area "A"
(Wells Gray Country)

Willow Macdonald
Electoral Area "B"
(Thompson Headwaters)

Sally Watson
Electoral Area "E"
(Bonaparte Plateau)

Steven Rice
Electoral Area "I"
(Blue Sky Country)

Ronaye Elliott
Electoral Area "J"
(Copper Desert Country)

Ken Gillis
Electoral Area "L"
(Grasslands)

Randy Murray
Electoral Area "M"
(Beautiful Nicola Valley — North)

Herb Graham
Electoral Area "N"
(Beautiful Nicola Valley — South)

Bill Kershaw
Electoral Area "O"
(Lower North Thompson)

Mel Rothenburger
Electoral Area "P"
(Rivers and the Peaks)

Jack Jeyes
Village of Ashcroft

Virginia Smith
District of Barriere

Rick Berrigan
Village of Chase

John Harwood
District of Clearwater

Jim Rivett
Village of Clinton

Ken Christian
City of Kamloops

Dieter Dudy
City of Kamloops

Tina Lange
City of Kamloops

Arjun Singh
City of Kamloops

Pat Wallace
City of Kamloops

Denis Walsh
City of Kamloops

Robin Smith
District of Logan Lake

Jessoa Lightfoot
Village of Lytton

Neil Menard
City of Merritt

Al Raine
Sun Peaks Mountain Resort

Regular Board Meeting — Thursday, July 19, 1:15 p.m.
Committee of the Whole Meeting — Thursday, July 19, 10 a.m.



The Region of BC's Best

The Current



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Chair: John Ranta

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Continued from Page 1

• The rear/north wall of the stage and band shell building must be a minimum of 13 metres (42.6 feet) wide and nine metres (30 feet) high with a sound transmission rating of 60 decibels minimum to prevent sound from projecting in the direction of neighbouring properties.

Bylaw 2578 was also approved by the Ministry of Transportation and Infrastructure pursuant to Section 52 of the Transportation Act on May 24, 2018.

Board Approves Move of Community Park

As recommended by the Wells Gray Country Services Committee, the Board approved the reallocation of funds that were intended for the Blackpool Community Park project proposed for 155 Ferry Rd. The money will now go towards the development of a community park at 10 Ferry Rd., referred to as Ferry Road Park.

The reallocation was necessitated by the withdrawal of the offer of property adjacent to the Blackpool Community Hall for the use of a community park.

The original allocation of funds included capital funds of \$199,653, and Federal Gas Tax funds of \$20,000.

It is anticipated that park planning can begin in the fall with an anticipated construction completion date of 2020.

Archie Clemes Hall Gets Upgrade Funds

The Board approved the expenditure to a maximum of \$40,000 from Federal Gas Tax Revenues -Community Works Fund component allocated to Electoral Area "I" (Blue Sky Country) to fund energy efficiency upgrades at Archie Clemes Community Hall.

TNRD Looks to UBCM to Help with Paper Recycling Amendment

The Board approved sending a resolution

to the Union of B.C. Municipalities for consideration at its 2018 Convention. It asks the UBCM to lobby the Province to amend Recycling Regulation 449/2004, which deals with recycling of packaging and printed paper (PPP).

The amendment asks that the Province include the Industrial, Commercial and Institutional (ICI) sector in the requirement for Extended Producer Responsibility Plans for PPP. Extended Producer Responsibility Plans (also called stewardship programs) include Recycle BC, which the TNRD recently entered into a contract with to operate depots and collection services under the Recycle BC program.

The Province made the determination that only residential material was included when PPP was added to the Recycling Regulation in 2011.

ICI recycling being excluded from the Recycle BC program is primarily a concern in rural areas where there is no private sector commercial recycling services.

This lack in services results in the TNRD taxpayers continuing to bear the financial costs of providing ICI recycling options.

Other resolutions that will be forwarded to the UBCM Convention are related to interface wildfire funding and medical marijuana notification.

As well, meetings have been requested with the appropriate Provincial ministers to discuss interface wildfire funding, the Thompson steelhead fishery, and roads in East Blackpool and Birch Island.

The UBCM Convention takes place in Whistler during the week of September 10-14.



The Board Bulletin

News from School District No. 74

Highlights from the Board

The Board of Education met at Desert Sands Community School in Ashcroft on June 5, 2018.



Lytton Elementary School Closure

The Board approved the third reading of the Lytton Elementary School closure bylaw. The Board acknowledged how difficult school closure discussions are but looks forward to working with the school community in designing a K-12 school at Kumsheen.

Financial Information

The Board approved the April 30, 2018 Year to Date Financial Information and the 2018/19 Annual Budget Bylaw.

Annual Five-Year Capital Plan

Boards of Education submit a Five-Year Capital Plan annually to the Ministry of Education. Included are the district projects submitted to the ministry:

- New elementary school in Lillooet
- Mechanical upgrades for Lillooet and Kumsheen Secondary Schools
- Ashcroft maintenance building roof replacement
- Structural improvements to Cache Creek Elementary
- Dust extraction upgrade for David Stoddart School
- Playground replacement program for Cache Creek and David Stoddart schools.

The Ministry of Education reviews the Five Year Capital Plan submissions from all districts and will confirm district projects in the spring of 2019.

2018/19 Board Meeting Schedule

The Board approved the 2018/19 Board Meeting Schedule which can be viewed on the district website at www.sd74@bc.ca

Board Authority Authorized (BAA) Course—Horizons 11

The Board approved the BAA Horizons 11 course.

This course supports students to develop awareness of their interests and skills and to explore a broad range of career and post-secondary options.

Sexual Orientation Gender Identity (SOGI)

The Board approved the following motions:

THAT the Board of Education supports SOGI education in all district schools.

THAT the Board of Education supports school based initiatives such as rainbow crosswalks at district sites if initiated by students in the school.

Policy

The board adopted revisions to the following policies:

- *Bylaw 1-1 Procedural Bylaw*
- *Bylaw 6-1 Elections Bylaw*
- *Policy 7.40 Smoking and the Use of Smokeless Tobacco Products*
- *Policy 1.70 Recognition of Traditional Territory*
- *Policy 8.20 Hiring Administrative Personnel*
- *Policy 2.150 Engagement of Contractors*
- *Policy 2.60 Reimbursement of Expenses*

Policies can be viewed on the district website at www.sd74.bc.ca

Upcoming Board Meeting

September 4 @ District Administration Office time 2:00 pm

School District No. 74 Board of Education

Rural Area B	Valerie ADRIAN	vadrian@sd74.bc.ca
Rural Area A	Larry CASPER	lcasper@sd74.bc.ca
Rural Area D	Carmen RANTA	cranta@sd74.bc.ca
Rural Area C	Nancy REMPEL	nrempel@sd74.bc.ca
Dist. of Lillooet	Orra STORKAN	ostorkan@sd74.bc.ca
Village of Ashcroft	Vicky TRILL	vtrill@sd74.bc.ca
Rural Area E	Mavourneen VARCOE-RYAN	mvarcoeryan@sd74.bc.ca

School District No. 74 (Gold Trail) PO Box 250
400 Hollis Road, Ashcroft, BC V0K 1A0
(250) 453-9101 Website <http://sd74.bc.ca>



Instagram
[schooldistrict74](https://www.instagram.com/schooldistrict74)

School District No. 74 – Gold Trail

@sd74news

Ashcroft Museum Fun Days!

Come join us to learn about the history of Ashcroft through themes! Activities include: scavenger hunts, crafts, storytelling, acting, and games!

Dates (Mondays):

July 9th (Gold Rush)

July 16th (Railway)

July 23rd (Fish and the River)

July 30th (Fossils)

August 13th (Ranching)

August 20th (Town of Ashcroft part 1)

August 27th (Town of Ashcroft part 2)

Time:

10:00-11:30/12:00

Ages:

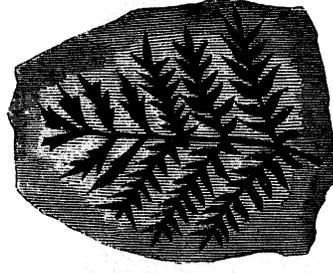
5-12

Must be accompanied by a parent or guardian

Admission by donation!

Please call or come into the Museum to sign up for a day(s)

Spaces are limited



Located at 151 4th Street

Open Monday to Sunday 9am-5pm Closed Stat Holidays Phone Number: 250-453-9232

Fun day at the Ashcroft Museum July/August 2018

Admission by donation

Ages 5-12, kids **must be accompanied by a parent or guardian**

10:00am-11:30/12:00pm

Must call or come into the museum to sign up in advance

- Max 10-12 kids per day

No snacks given. Kids will be allowed to bring water if they want

Month of July (Mondays):

July 9th- Gold Rush

July 16th- Railway

July 23rd- Fish and the River

July 30th- Fossils

Month of August (Mondays):

August 13th- Ranching

August 20th- Town of Ashcroft part 1

August 27th- Town of Ashcroft part 2

Each day will consist of a theme that deals with the history of Ashcroft and local areas.

The day will start off in the slideshow room where we would give them a brief outline of what is happening that day, where the bathroom is, museum etiquette, and answer any other questions.

The activities will pertain to the theme of the day, and will include stories or skits, slideshow or video, scavenger hunts or other activities throughout the museum, and a craft.

Most of our activities will be in the slideshow room, so as not to disturb any guests we may have.