



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 27, 2022

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

CALL TO ORDER

"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 27, 2022 be adopted as presented.

2. MINUTES

2.1	Minutes of the Regular Meeting of Council held Monday, June 13, 2022 M/S <i>THAT, the Minutes of the Regular Meeting of Council held Monday, 2022 be adopted as presented.</i>	P. 1-5
-----	---	--------

3. DELEGATIONS

3.1		
-----	--	--

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/POLICIES

5.1	CAO Report – OCP and Zoning Amendment Bylaws Bylaw No. 855 – OCP Amendment Bylaw, 2022 M/S <i>THAT, Council approves First and Second reading of the Village of Ashcroft Official Community Plan Amendment Bylaw No. 855, 2022.</i> Bylaw No. 854 – Zoning Amendment Bylaw, 2022 M/S <i>THAT, Council approves the First and Second reading of the Village of Ashcroft Zoning Amendment Bylaw No. 854, 2022</i>	P. 6-11
-----	---	---------

6. STAFF REPORTS

REQUEST FOR DECISION		
6.1	CAO Report – Annual Report M/S <i>THAT, a Special Meeting of Council be scheduled for Monday July 4, 2022 at _____ in Council Chambers to adopt the 2021 Annual Report.</i>	P. 12-119
6.2	CAO Report – Emergency Response & Evacuation Plan M/S <i>THAT, Council endorse the Village of Ashcroft Emergency Response Plan as presented.</i>	P. 120-166
6.3	CAO Report – Barn Dance M/S <i>THAT, Council approves the Delegations Request to host a “Barn Dance” at Heritage Park and that Railway Ave. between 6th and 7th Street be temporarily closed for the event after regular business hours.</i>	P. 167
6.4	CFO Report – SOFI Report M/S <i>THAT, Council approve the 2021 Statement of Financial Information Report (SOFI) as presented.</i>	P. 168-182
FOR INFORMATION		
6.5	N/A	

7. CORRESPONDENCE

FOR ACTION		
7.1	UBCM – Input sought for convention forums M/S <i>Motion Required</i>	P. 183-188
7.2	Duncan Olthuis, Executive Director, Kamloops Sports Council – Request for a Letter of Support for City of Kamloops’ bid to host the BC 55+ Games M/S <i>Motion Required</i>	P. 189-190
FOR INFORMATION		
7.3	Response from the Honourable Melanie Mark, Minister of Tourism, Arts, Culture and Sport to Mayor Roden’s letter of Support for Stable Funding for New Pathways to Gold Society	P. 191-193
7.4	Teck Highland Valley Copper – Free Public Rout of Highland Valley Copper Mine June 30, 2022	P. 194
7.5	School District No. 74 (Gold Trail) – Board Bulletin June 2022	P. 195-196
7.6	Interior Health Bulletin – Interior Health reminds you to be prepared for hot weather	P. 197-198
7.7	Flip Chart Information Correspondence	P. 199
	M/S	
	<i>THAT, the Information Correspondence items be received and filed.</i>	

8. UNFINISHED BUSINESS

8.1	Task Manager – Motion Tracker	P. 200
-----	-------------------------------	--------



	M/S <i>THAT, the Task Manager be received and filed.</i>	
--	--	--

9. NEW BUSINESS

9.1		
-----	--	--

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

10.1		
------	--	--

11. COUNCIL REPORTS

11.1	Mayor Roden – Report M/S <i>THAT, Mayor Roden’s Council Report be received for information.</i>	P. 201-202
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	(c) Labour Relations and other Employee Relations	
------	---	--

13. RESOLUTIONS RELEASED FROM CLOSED MEETING

13.1		
------	--	--

14. ADJOURNMENT



THE CORPORATION OF THE VILLAGE OF ASHCROFT

MINUTES

FOR THE REGULAR MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS

AT 6:00 PM ON MONDAY, JUNE 13, 2022

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
 Public – 3

EXCUSED:

CALL TO ORDER

Mayor Roden called the Regular Meeting of Council for Monday June 13, 2022 to order at 6:02 pm

“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 adopt the Agenda as presented or as amended

M/S Anderson / Anstett

THAT, the Agenda for the Regular Meeting of Council held on Monday, June 13, 2022 be adopted as presented.

CARRIED – Unanimous – R-2022-157

2. MINUTES

2.1	Minutes of the Regular Meeting of Council held Monday, 2022 M/S Anstett / Anderson <i>That the Minutes of the Regular Meeting of Council held Tuesday, May 24, 2022 be adopted as presented.</i>	CARRIED Unanimous R-2022-158

3. DELEGATIONS

3.1	Ryan Lake, Barn Dance on Railway Avenue Information for August 19, 2022 <ul style="list-style-type: none"> • Barn Dance has been in the works for over 2 year • Proposing having the dance at Heritage Park – road closure will not be required. 	
-----	--	--

	<ul style="list-style-type: none"> • Interior Saving remains as the sponsor • Moving it to an outdoor event as people are more inclined to participate. Some residents are still uncomfortable attending indoor events • Unitea – liquor licence and beer gardens • Required insurance will be purchased • Cookshack Cravings is the caterer • AFR willing to help with set up and take down of stage etc. • All proceeds with the exception of catering and entertainment will be donated to Lytton • Set up near the Visitor Info Centre • Participants mingle in the park to enjoy the event <p>Comments/Questions</p> <ul style="list-style-type: none"> • Power supply – generators may be required • Comment to consider closing the road later in the afternoon/evening for safety purposes. There may be spillage of event participants onto the road • What is the security plan? • RCMP should be alerted to the event • Concern raised by resident in the area of liability and risk to damage of private property – consider provision of security • Someone should patrol the tracks • Anticipated end to the event is 10:00 <p>Mayor Roden thanks Mr. Lake for his presentation and advised that Council will consider his request at the next Regular Council Meeting.</p>	
--	---	--

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.

TNRD AREA I – Gloria Mertens

- Thank you to Village for grading Elm St.
- Follow up on financial questions from previous meeting
- Storm Drainage – question in regards to Council accepting costs proposed in the study
- Follow up Trails Plan question in regards to liability
- Follow up – regarding posting map of crown lands parcels on the website
- 7.1 Nomination deadline – deserving charities of note: HUB, CRS
- Clarification requested in regards to ATL received letters of support
- Concern raised in regards to Council providing a letter of support for the Ashcroft Terminal and community impact.

5. BYLAWS/POLICIES

5.1	NONE	
-----	------	--

6. STAFF REPORTS

REQUEST FOR DECISION

6.1	<p>CAO Report – 2022 UBCM Convention Meeting Appointments M/S Tuohey / Anstett <i>THAT, Council directs staff to proceed with scheduling the recommended meetings at UBCM.</i></p>	<p>CARRIED Unanimous R-2022-159</p>
FOR INFORMATION		
6.2	<p>CAO – Report – 2022 DCSC Bursaries M/S Anderson / Anstett <i>THAT, the CAO Report, 2022 DSCS Bursaries be Received and Filed.</i></p>	<p>CARRIED Unanimous R-2022-160</p>

7. CORRESPONDENCE

FOR ACTION		
7.1	<p>Fortis BC – Nominate a charity or non-profit in our community M/S Roden / Davenport <i>THAT, Council will nominate a suitable non-profit group by the deadline if one can be found.</i> <i>Discussion - HUB</i> <i>Safety and gathering place for community</i> <i>Educational opportunities ie: training</i> <i>Consider forwarding to community groups for consideration and planning for next years intake.</i></p>	<p>CARRIED Unanimous R-2022-161</p>
7.2	<p>Ashcroft Terminal – Letter of Support request M/S Tuohey / <i>THAT, the Village send a letter of support for the ongoing of the Ashcroft Terminal using a letter format similar to that which is proposed, and that the letter be tailored to reflect Ashcroft's priorities and encourage demonstration of good corporate citizenship.</i> <i>Discussion:</i> <i>Council to send their ample letter edits to the CAO</i> <i>If possible, bring back letter to next Council meeting – dependant on intake deadline</i> <i>Schedule a meeting and site visit to ATL .</i></p>	<p>CARRIED Unanimous R-2022-162</p>
FOR INFORMATION		
7.3	Interior Health – Certificate of Appreciation to Mayor Roden for support during the COVID Pandemic	
7.4	BC Transit – Low Carbon Fleet Program Announcement	
7.5	MP Brad Vis – BC Wildfire Petition presented to the Government of Canada on March 24, 2022	
7.6	UBCM – 2022 SILGA Resolution received endorsement and will be included in UBCM Resolutions Book for 2022 Convention	
7.7	TNRD – Kamloops Library Hosts National Sixties Scoop Exhibit	
7.8	Assistant Deputy Minister, Regional Operations, Madeline Maley – EMBC Financial Guidelines - Update	
7.9	Gold Country Communities Society – May 2022 Newsletter	
7.10	TNRD – Press Release – Advised to prepare for Rising Waters	
7.11	Information Correspondence – Flip Chart	
	<p>M/S Anderson / Tuohey <i>THAT, the Information Correspondence items be received and filed.</i></p>	<p>CARRIED Unanimous R-2022-163</p>



8. UNFINISHED BUSINESS

8.1	Task Manager – Motion Tracker M/S Anstett / Davenport <i>THAT, the Task Manager be received and filed.</i>	CARRIED Unanimous R-2022-164
-----	---	------------------------------------

9. NEW BUSINESS

9.1	NONE	
-----	------	--

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

10.1	NONE	
------	------	--

11. COUNCIL REPORTS

11.1	Mayor Roden – Report M/S Anstett / Davenport <i>THAT, Mayor Roden’s Council Report be received for information.</i> Mayor Roden commented that the TNRD regional meeting will be in the Ashcroft area arriving on July 17 th and meeting on the 18 th venue TBD (Ashcroft, Cache Creek, Logan Lake) Site visits will include Honour Ranch, Desert Hills, Ashcroft HUB, Ashcroft Terminal, Horsting Farms, etc.	CARRIED Unanimous R-2022-165
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	N/A	
------	-----	--

13. RESOLUTIONS RELEASED FROM CLOSED MEETING

13.1	NONE	
------	------	--

14. ADJOURNMENT

M/S Roden / Anstett

THAT, the Regular Council Meeting for Monday June 13, 2022 be adjourned at 6:48 pm.

CARRIED – Unanimous – R-2022-166



Certified to be a true copy of the
Minutes for the Regular Meeting
of Council held Monday June 13, 2022

Daniela Dyck,
Chief Administrative Officer

Barbara Roden,
Mayor

MEMO – OPEN MEETING

DATE: June 27, 2022
FROM: Daniela Dyck, Chief Administrative Officer
SUBJECT: OCP & Zoning Amendment Bylaws

Purpose

To introduce and approve first and second reading of OCP Amendment Bylaw No. 855, 2022 and Zoning Amendment Bylaw No. 854, 2022.

Recommendation

1. *THAT, Council approves First and Second reading of the Village of Ashcroft Official Community Plan Amendment Bylaw No. 855, 2022.*
2. *THAT, Council approves the First and Second reading of the Village of Ashcroft Zoning Amendment Bylaw No. 854, 2022*

Alternatives

N/A

Discussion

The property owner of 100 Barnes Rd. has applied for a OCP and Zoning amendment to redesignate the property from low density residential (R1) to medium density residential (RM1). The property is currently zoned R1 and has a “grandfather” clause attached as legal non conforming. Under the new mortgage guidelines, the “legal non-conforming” clause restricts financial institutions from providing mortgages for the property.

In consultation with the TNRD Planning Department the property owner has met all requirements that eliminate risk to Council if the redesignation is granted. The property owner has completed a home inspection, fire code inspection and the dwellings have received a sealed report by a Professional Engineer/Architect certifying that life-safety codes are met. The home inspector, fire chief and architect agree that the dwellings are safe with one caveat which is replacement of front steps and hand rails compliant to BC Building Code 2018. These must be installed at the earliest convenience. A contractor has been confirmed; however, the work will be delayed for some time as the contractor has other current commitments.

Process for the Zoning and OCP redesignation requires MOTI referral process as the property is within 800 metres of a designated highway. The referral package will be sent to MOTI immediately after Council approval of first and second reading. A public hearing must also be scheduled and property owners within a 100 metre radius of land that is directly affected must be notified and afforded a reasonable opportunity to be heard.

Attachment Listing

Amendment Bylaws No. 854 & 855, 2022

Respectfully Submitted by:



Daniela Dyck,
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 855

A bylaw to amend the Official Community Plan Bylaw 822, 2018

WHEREAS Council of the Village of Ashcroft has received an application to amend the Village of Ashcroft Official Community Plan Bylaw No. 822, 2018;

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

1. That the Village of Ashcroft Official Community Plan Bylaw No. 822, is hereby amended as follows:
 - a. Schedule B - Land Use Plan be amended as follows:

Lot 1, Plan KAP33995, District Lot 423, Kamloops Div of Yale Land District; PID - 003-032-361.is re-designated from Low Density Residential to Medium Density Residential as shown shaded on Schedule "1" attached hereto and forming a part of this Bylaw.
2. If any section, subsection sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
3. This Bylaw may be cited as "Village of Ashcroft Official Community Plan Amendment Bylaw No. 855, 2022".

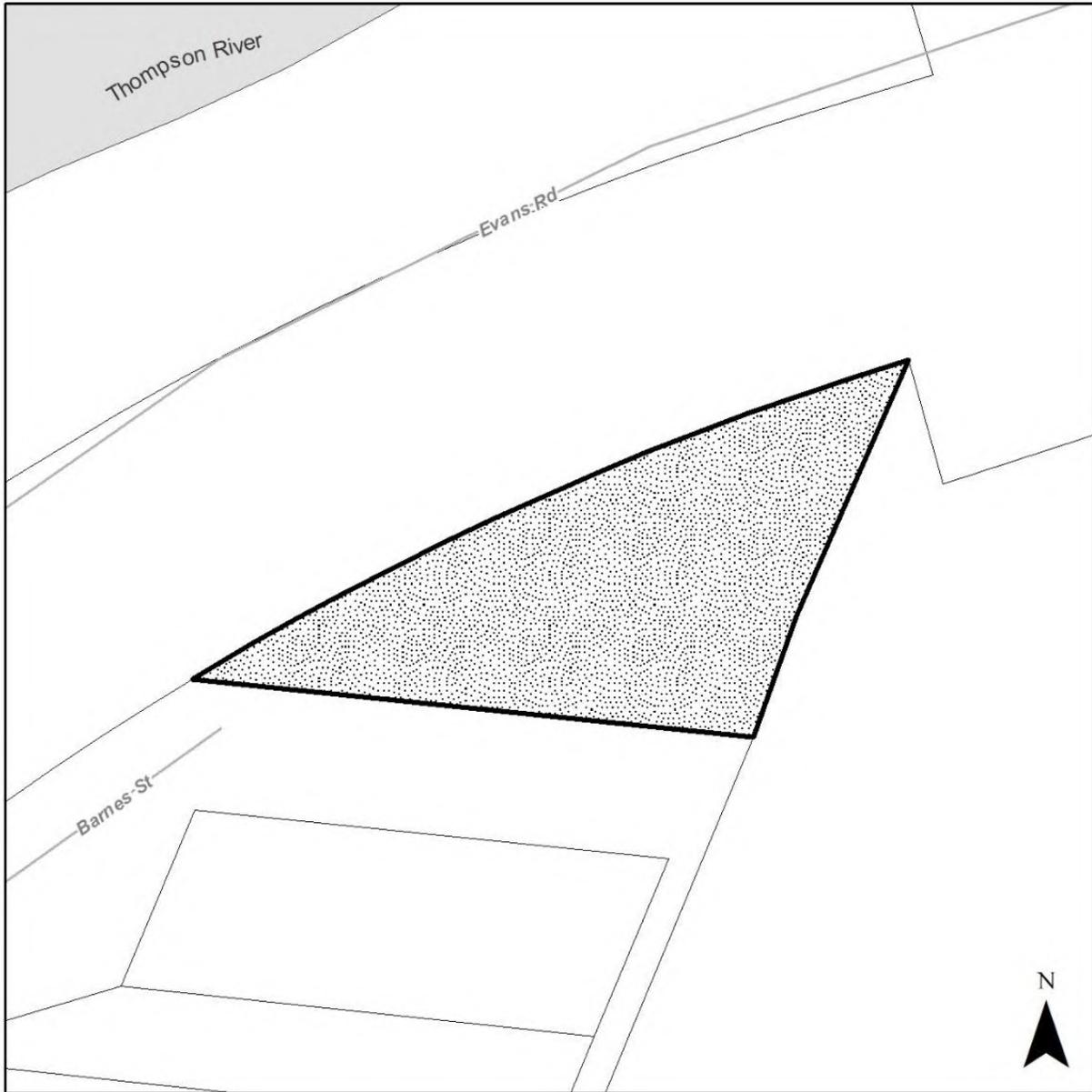
READ A FIRST TIME THIS	DAY OF	y	, 2022
READ A SECOND TIME THIS	DAY OF		, 2022
PUBLIC HEARING HELD THIS	DAY OF		, 2022
READ A THIRD TIME THIS	DAY OF		, 2022
ADOPTED THIS	DAY OF		, 2022

Certified to be a true and correct copy of the
Official Community Plan Amendment
Bylaw No. 855, 2022 as adopted by Council.

Daniela Dyck,
Chief Administrative Officer

Barbara Roden,
Mayor

SCHEDULE "1"



This Schedule "1" is incorporated in and forms part of Bylaw No. 855, 2022.

Certified Correct:

Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 854

A bylaw to amend the Zoning Bylaw 823, 2018

WHEREAS Council of the Village of Ashcroft has received an application to amend the Village of Ashcroft Zoning Bylaw No. 823, 2018;

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

1. That the Village of Ashcroft Zoning Bylaw No. 823, 2018 is hereby amended as follows:
 - a. Schedule B - Land Use Plan be amended as follows:

Lot 1, Plan KAP33995, District Lot 423, Kamloops Div of Yale Land District; PID - 003-032-361.is rezoned from Residential (R1) to Multi Residential (RM1) as shown shaded on Schedule "1" attached hereto and forming a part of this Bylaw.
2. If any section, subsection sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
3. This Bylaw may be cited as "Village of Ashcroft Zoning Amendment Bylaw No. 854, 2022".

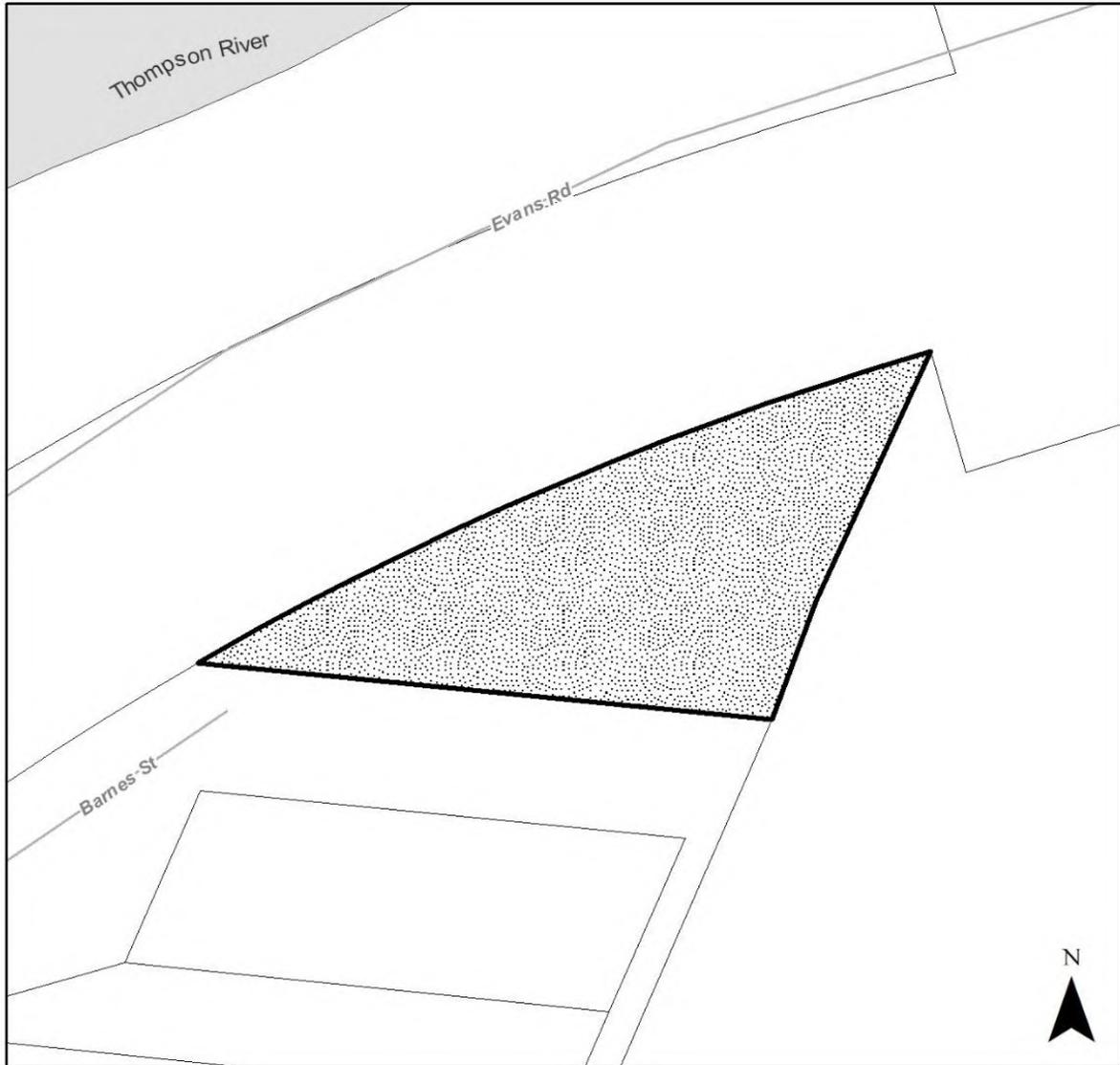
READ A FIRST TIME THIS	DAY OF	y	, 2022
READ A SECOND TIME THIS	DAY OF		, 2022
PUBLIC HEARING HELD THIS	DAY OF		, 2022
READ A THIRD TIME THIS	DAY OF		, 2022
ADOPTED THIS	DAY OF		, 2022

Certified to be a true and correct copy of
Zoning Amendment Bylaw No. 854, 2022
as adopted by Council.

Daniela Dyck,
Chief Administrative Officer

Barbara Roden,
Mayor

SCHEDULE "1"



This Schedule "1" is incorporated in and forms part of Bylaw No. 854, 2022.

Certified Correct:

Chief Administrative Officer

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: June 27, 2022
FROM: Daniela Dyck, Chief Administrative Officer
SUBJECT: **DRAFT - Annual Report 2021**

Purpose

To introduce the Draft Annual Report for 2021 to Council and ask Council to approve scheduling a Special meeting for Monday July 4, 2022 to adopt the report.

Recommendation

THAT, a Special Meeting of Council be scheduled for Monday July 4, 2022 at _____ in Council Chambers to adopt the 2021 Annual Report.

Alternatives

N/A

Discussion

Each year, all municipalities in British Columbia must compile, make available for public inspection, an annual report by June 30th that includes:

- The municipality's audited annual financial statements for the previous year
- A list of the permissive tax exemptions provided by the municipal council, and for each exemption, the amount of property tax that would have been imposed during the previous year if the exemption had not been granted
- A report on the municipality's services and operations for the previous year
- A progress report on the performance of the municipality with respect to established objectives and measures
- A statement of objectives and measures that will be used as the basis for determining the municipality's performance during the current year and following year
- The details of any declarations of disqualification made against individual council members during the previous year

Council may include any other information that it deems appropriate for the annual report. In the attached draft annual report for 2021, all requirements are included as well as other project and operational information. It is impossible to comment on each project or activity undertaken by Council and staff throughout the year; however, many are highlighted in the report.

Once completed, the annual report must be made available for public inspection. After making the report public, council must wait a minimum of 14 days before holding an annual meeting on the report. This provides citizens with time to review the annual report, ask questions and prepare submissions. Council must give notice of the date, time and place of the annual meeting.

The Draft Annual Report was posted to the Village website on Monday June 20, 2022, to meet the 14 day requirement, administration is requesting Council to schedule a Special Meeting to endorse the Annual Report on Monday July 4, 2022.

Attachment Listing

2021 DRAFT Annual Report

Respectfully Submitted by:


Daniela Dyck,
Chief Administrative Officer

THE CORPORATION OF THE
VILLAGE OF ASHCROFT
2021
ANNUAL MUNICIPAL
REPORT



Photo Credit: Stephanie Murphy

This page left blank intentionally



Village of Ashcroft Municipal Office



601 Bancroft Street

PO Box 129

Ashcroft, BC V0K 1A0

Telephone: (250) 453-9161

Fax: (250) 453-9664

Email: admin@ashcroftbc.ca

Website: www.ashcroftbc.ca

Facebook: <https://www.facebook.com/VillageofAshcroft>

Contents

MESSAGE FROM THE MAYOR	5
ASHCROFT COUNCIL.....	7
COUNCIL APPOINTMENTS.....	8
APPOINTED OFFICIALS	9
VILLAGE OF ASHCROFT ORGANIZATIONAL CHART 2021	10
ROLES AND RESPONSIBILITIES:	11
ADMINISTRATION SERVICES:	12
.....	13
COVID-19:.....	14
WILDFIRE:.....	15
COLLABORATIONS:.....	16
FINANCIAL SERVICES:.....	17
2021 PERMISSIVE TAX EXEMPTIONS:	18
HUMAN RESOURCES SERVICES:	20
PLANNING AND DEVELOPMENT SERVICES	24
OPERATIONAL SERVICES:	25
PARKS AND RECREATIONAL SERVICES:	30
ECONOMIC DEVELOPMENT	35
COMMERCIAL FILMING:.....	38
PROTECTIVE SERVICES:	39
OTHER COMMUNITY SERVICES:.....	42
STRATEGIC PRIORITIES 2021	44
PROJECT LIST BY STATUS OF PRIORITY:	52
2021 LIST OF ACTIONABLE MOTIONS:.....	55
SCHEDULE A – AUDITED FINANCIAL STATEMENTS.....	76

2021 ANNUAL REPORT



Located on the banks of the Thompson River, just 5 minutes off Hwy. 1, where the Gold Rush Trail and the Railway meet. Residents enjoy the charm, history, outdoors, parks, a variety of visual and performing arts, mosaic art walk, shops and fresh locally sourced produce.

Truly a community kissed by the sun!



MESSAGE FROM THE MAYOR



I am pleased to share with you the Village of Ashcroft's 2021 Annual Report. Council and I are once again proud of the achievements the Village has accomplished, thanks to the hard work and dedication of many people.

The Village of Ashcroft saw another challenging year in 2021. There were ongoing restrictions related to the COVID-19 pandemic, yet once again we were able to open all our facilities, including the pool, the arena, and the museum, thanks to the hard work and dedication of staff and the continued cooperation of residents.

The heat dome in late June/early July 2021 saw Ashcroft reach its highest ever recorded temperature: 48.1 C on June 29. Staff were able to set up a cooling centre at the community hall and communicate with residents using a variety of platforms to alert them to signs and symptoms of heat stroke/exhaustion and let them know about the cooling centre.

On June 30 our hearts went out to our friends, neighbours, and colleagues in Lytton, when a fire destroyed 90 per cent of the town. In the aftermath of this tragic event, and the flooding in November 2021 that affected residents along Highway 8 near Spences Bridge, Ashcroft residents came together to provide food, clothing, accommodation, and support for those who were displaced.

On July 12 a wildfire started east of Ashcroft. Before it was classed as 'being held' on Aug. 26, the Tremont Creek wildfire grew to 63,253 hectares. On July 14 an evacuation alert was issued for the entire Village of Ashcroft, and alerts and orders were issued by other local governments in the area.

Members of Ashcroft Fire Rescue played a crucial role in providing structural protection in TNRD Area 'I' and supporting BC Wildfire Service. Village staff did an exemplary job in keeping residents informed about the fire's status via the Voyent Alert emergency notification system – which saw a huge increase in subscribers – as well as social media and printed notices. Meetings with other stakeholders were held to develop plans and ways to implement them should they be needed, and a system to evacuate those with mobility and transport issues was developed in partnership with the Ashcroft HUB.

Amid these challenges there were successes. Two crucial projects were completed at the water treatment plant, funded in large part from savings in the cost of the plant's construction. A 100 per cent grant of \$1.3 million allowed the village to largely complete work on a replacement of Lift Station #1, which had

been identified as a priority. Work began on replacing the hot tub at the pool; a large amount of paving work was done on Ashcroft streets; \$688,000 in funding was received for renovations and upgrades at the Ashcroft fire hall; and a new inter-community bylaw officer started work, dividing time between Ashcroft, Cache Creek, and Clinton.

The working group model that council adopted in 2020 continued to be an effective way to deal with various matters. Plans for a community garden were finalized; a trails master plan was developed; a North Ashcroft drainage study got underway; the constitution and bylaws of the fire department were overhauled; and our Economic Development and Tourism Coordinator was instrumental in producing an excellent 'Experience Ashcroft' pocket guide to market the village.

Despite a tumultuous 2021, the community continues to grow and thrive. I am proud of the hard work of Village staff and employees in what was another truly extraordinary year. They all rose to a series of challenges that could not have been imagined, and took them in their stride.

The resilience and spirit of this community never ceases to amaze me. When times are at their worst, we are all at our best. I truly believe that Ashcroft is one of the best places in all of B.C. to live, work, and play, and that only happens because of the hard work and dedication of many people. To the residents, volunteers, village staff, and business community of Ashcroft, I say 'Thank you.'

.....
Mayor Barbara Roden



2018-2022 MAYOR AND COUNCIL

Councillor Nadine Davenport, Councillors Deb Tuohey, Councillor Marilyn Anderson, Councillor Jonah Anstett
Mayor Barbara Roden

ASHCROFT COUNCIL

The Village of Ashcroft is governed by an elected Council comprised of the Mayor and four Councillors. The Mayor and Councillors elected October 20, 2018 will serve the Village of Ashcroft through till October 2022. Members of Council are elected at large meaning they each represent the community as a whole, rather than only one specific geographic portion of the community.

Regular Council meetings are scheduled for the first and fourth Monday each month beginning at 6:00 pm in Council Chambers and are livestreamed through the HUB Online Network. Meetings are open to the public; however, due to COVID-19 restrictions some meetings were only accessible by the public through the HUB Online livestreaming service. In addition to Council meetings, the Village of Ashcroft may schedule less formal Committee of the Whole meetings whereby Council may consider items but not decide on business matters. These meetings are at Council's discretion and are generally scheduled prior to a Regular Council meeting. The Committee of the Whole meeting is limited to providing direction to staff and preliminary consideration of matters (prior to Council consideration and adoption).

MISSION STATEMENT:

The Village of Ashcroft is a welcoming, safe and attractive community characterized by an exceptional climate and a strong sense of history and opportunity.

As stewards of the community, Village Council is committed to providing accountable leadership by addressing our fiscal reality through strategic planning and building effective relationships.

VISION:

“The Village of Ashcroft is a welcoming, safe and attractive community where citizens have a strong sense of wellbeing, embrace their history, and believe in their future.”

GUIDING PRINCIPLES:

“As Stewards of the Public Trust, we serve All Citizens in a fair and transparent manner through:

- Accountable Leadership
- Financial Sustainability
- Social Responsibility
- Balanced Decision Making.”

“We will act with Integrity, Fairness and Compassion.”

COUNCIL APPOINTMENTS

Mayor Roden

- Finance Committee
- Gold Country Communities Society
- Historic Hat Creek Ranch
- Cache Creek Environmental Assessment
- Thompson Nicola Regional District
- Municipal Insurance Association
- Heritage Committee

Alternate:

- Communities in Bloom Committee
- Health Care

Working Groups:

- Development/Tourism
- Storm Drainage & Run Off Study
- Trails Master Plan
- Fire Department Sustainability

Councillor Tuohey

- Heritage Committee
- Health Care
- Communities in Bloom
- HUB Society

Alternate:

- Seniors Liaison
- Municipal Insurance Association

Working Groups:

- Trails Master Plan
- Heritage Park/Community Garden

Councillor Anderson

- Finance Committee
- Alternate:**
- HUB Society
- Working Groups:**
- Economic Development/Tourism
- Bylaw Enforcement Officer
- Water to AIB
- Heritage Park/Community Garden

Councillor Anstett

- Ashcroft-Cache Creek-Clinton Transit Economic
- Seniors Liaison
- Alternate:**
- Northern Development Initiative Trust
- Working Groups:**
- Emergency Plan Update
- Storm Drainage & Run Off
- North Ashcroft Reservoir

Councillor Davenport

- Finance Committee
- Northern Development Initiative Trust
- Alternate:**
- Heritage Committee
- Gold Country Communities Society
- Ashcroft-Cache Creek-Clinton Transit
- Working Groups:**
- Bylaw Enforcement Officer
- Emergency plan Update
- North Ashcroft Reservoir
- Water to AIB

Board of Variance

Mandate: To consider minor variances in siting dimensions or size requirements (side yard, back, front height and area coverage) where compliance with the Village of Ashcroft Zoning Bylaw would cause hardship.

Safety Committee

Mandate: To review and discuss safety concerns, promote safe work practices and ensure all public owned properties and buildings are safe for staff and public.

Labour / Management Committee

Mandate: to provide a forum in which Union and Management concerns or problems may be addressed and discussed informally outside of the legislated negotiations, or grievance procedures.

APPOINTED OFFICIALS

Village Officers

Chief Administrative Officer.....Daniela Dyck
Chief Financial Officer.....Yoginder Bhalla
Director of Public WorksBrian Bennewith

Fire Department

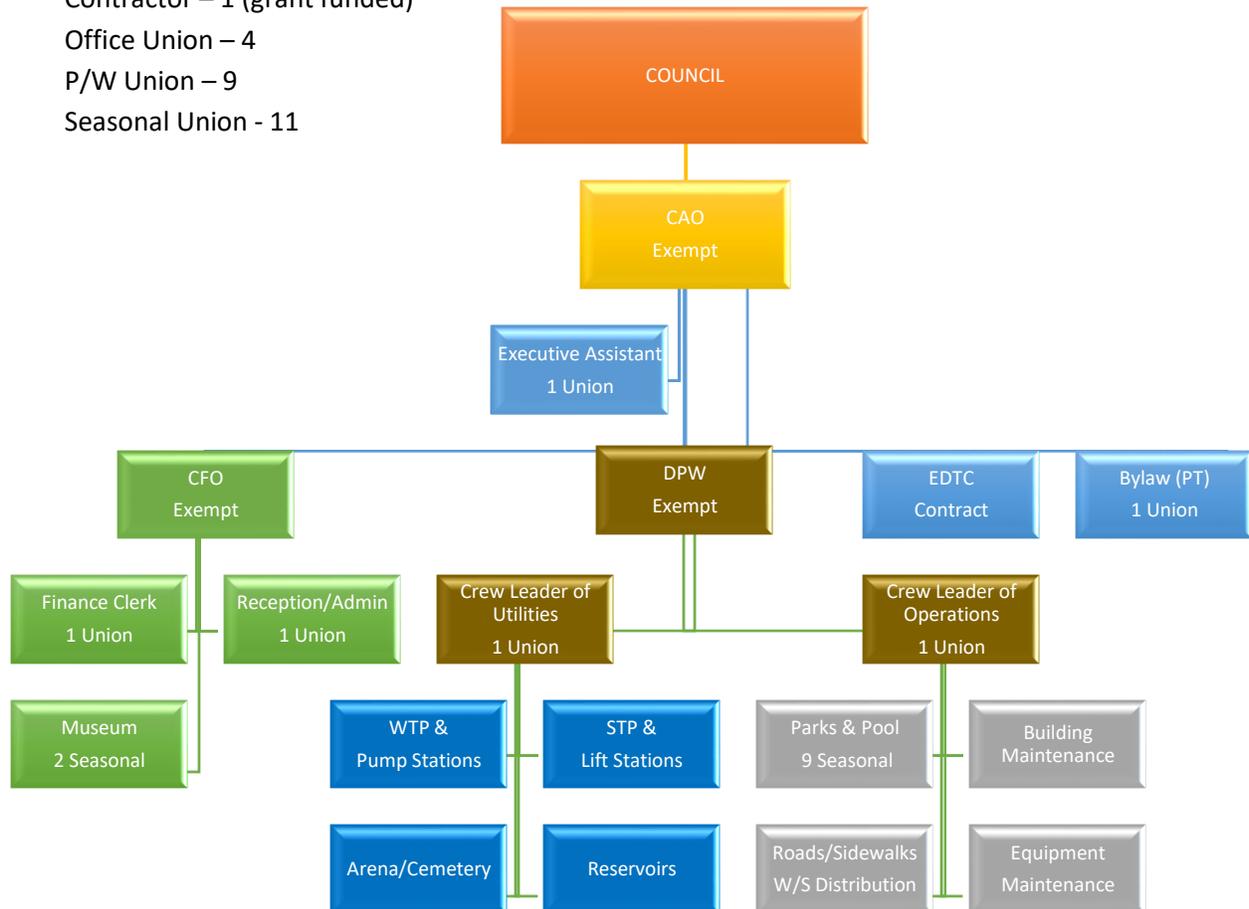
Fire Chief (Jan. 1 – Jul. 26)..... Tyler Bell
Acting Fire Chief (Jul. 26 – Oct. 11).....Josh White
Fire Chief (Oct. 12 – Dec. 31).....Josh White
Deputy Fire Chief (Jan 1 – Oct. 24)..... Vacant
1st Deputy Fire Chief (Oct. 25 – Dec. 31).....Greg Hiltz
2nd Deputy Fire Chief (Oct. 25 – Dec. 31).....Jonah Anstett

Municipal Auditors Grant Thornton LLP
Municipal Bankers..... Interior Savings
Municipal Engineers..... Urban Systems
Municipal Solicitors..... Fulton & Company

VILLAGE OF ASHCROFT ORGANIZATIONAL CHART 2021

Staffing

- Exempt – 3
- Contractor – 1 (grant funded)
- Office Union – 4
- P/W Union – 9
- Seasonal Union - 11



Summary of Public Works positions:

- 2 – Crew Leaders (responsible for operations and utilities)
- 1 – Water Treatment Plant Operator Level 2
- 1 – Sewer Treatment Plant Operator Level 2
- 4 – Equip. Operator #1(includes: Chief Engineer (ice plant), Arena, Parks/Cemetery, Garbage Collection, Roads, Maintenance, etc.)
- 1 – Equip. Operator #2 (Equipment operator and other related duties)

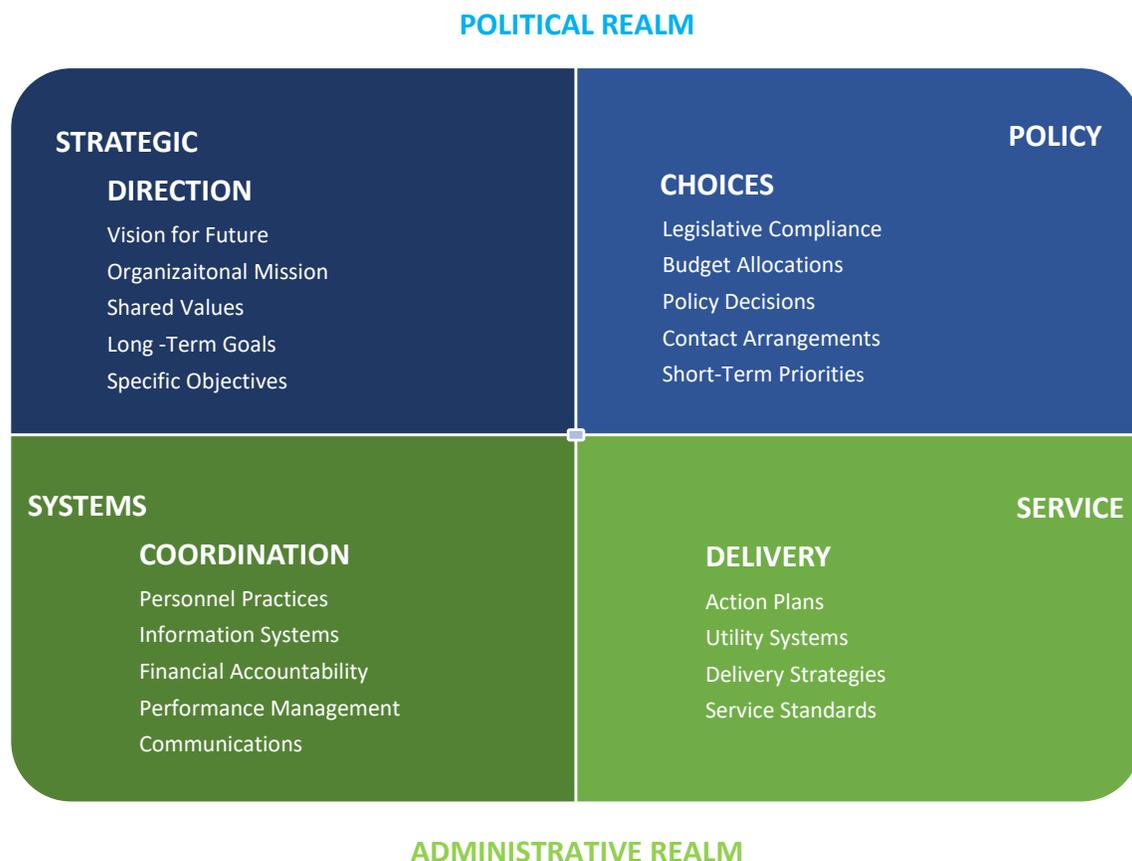
ROLES AND RESPONSIBILITIES:

Local Government Functions

The Local Government Function Framework depicts the political realm as revolving around the Village's strategic directions and policy choices. It portrays service delivery and system coordination as the primary function in the administration realm.

The Elected Official Role

The Council, in the political realm, is responsible for interpreting the public interest into strategic direction and policy. Council represents, advocates, strategizes, monitors and leads the community.



The Administrative Role

The administrative realm is shielded from political interference to ensure efficient services. The CAO oversees the affairs and operations of the Village and acts as a liaison between Village staff and the Mayor and Council. The CAO provides advice and recommendations on Council related policies and emerging

issues. The CAO is responsible to Council for the efficient management of the municipal workforce, and for seeing that Council's directions and policies are implemented.

The CAO directs and coordinates the general management of business affairs of the corporation, in accordance with the bylaws, policies and plans approved by Council; to ensure the delivery of high-quality services and facilities that preserve or enhance the social, economic, and physical well-being of the community. The CAO is responsible to ensure that innovative programs and services are developed and implemented to meet the everchanging needs of the community, while ensuring fiscal responsibility.

ADMINISTRATION SERVICES:

Project work dominated much of the organizational activity again for 2021 driven by the Strategic Plan. The following seven strategic priorities established by Council will guide administration to the end of the elected term:

- Ashcroft Fire Rescue Sustainability
- Emergency Plan Update
- Heritage Park Assessment and Community Garden
- North Ashcroft Reservoir
- Storm Drainage and Run Off Study
- Trails Master Plan
- Water to Ashcroft Indian Band;

and additional Working Groups

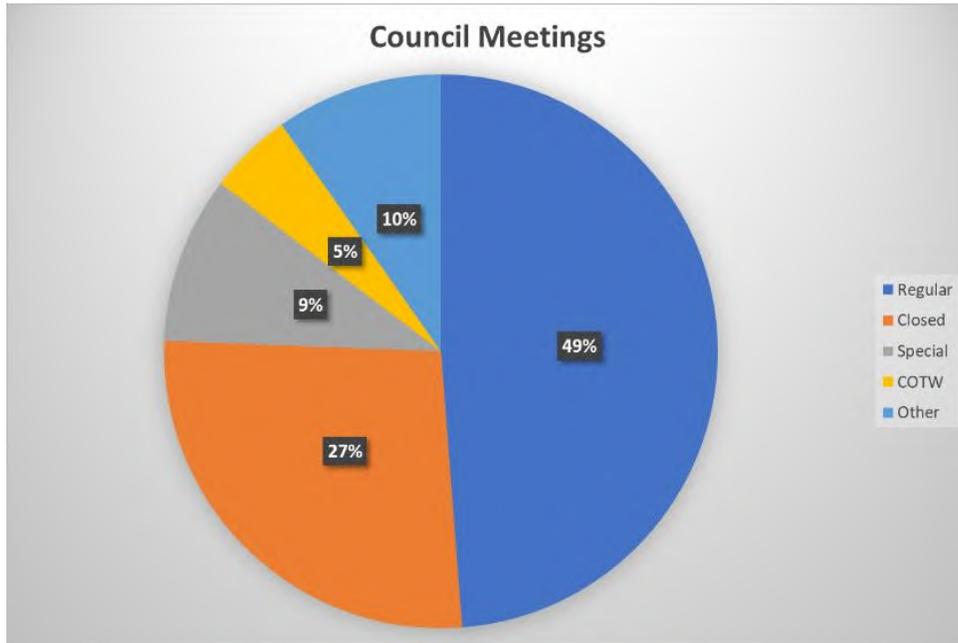
- Economic Development and Tourism
- Para-Transit
- Intercommunity Bylaw Enforcement

The above noted Working Groups were established as steering committees to guide staff towards project completion. The working group model has proven to be very successful enabling Council and staff to collaborate and work on projects as a team. It is administrations responsibility to ensure the tasks are completed and the projects continue to move forward. Working Groups meet regularly and meeting notes are included on Council agendas to provide transparency for Council and the community.

In addition to the strategic priorities, other projects included in the budget or projects approved for grant funding are also initiated and completed in a timely manner. Bylaw and policy review is ongoing, bylaws requiring amendments, rewrite or repeal are prioritized and presented to Council for consideration. Policies are developed, updated or repealed as needed.

Improving communication from the office to the community has been an ongoing focus for 2021 and in particular communication during times of crisis. Staff has developed templates for Voyent Alert notifications, information bulletin templates for times of emergency and we continue to mail out monthly newsletters. Virtually, all Council meetings are streamed by the HUB Online Network for community participation and of course, the public is welcome to attend the meetings in Council Chambers.

As we look forward to 2022, Council and administration will continue to engage with the community and when possible, develop other forms of communication.



The chart above breaks down the types of Council meetings organized by the Village in 2021.

2021 Public Notices	
Newsletters	10
Other Notices / advertisements	37
Social Media Notices	273
Website Notices	53
Total	373

To facilitate governance of the Village, Council hosted 30 meetings open to the public for engagement and 11 closed meetings as permitted by the Community Charter Section 90(1).

Below – Public Meeting – Burning Bylaw



There are many community groups throughout Ashcroft, below is an image of Marijke Stott – Yoga Club presenting Council with a \$10,000 cheque to assist with Hall flooring and paint upgrades.

Mayor Roden on behalf of Council and the Community expressed sincere appreciation for the donation, thanking Marijke for the Yoga Clubs generosity, noting this isn't the first time the club has made a donation to the hall.

Council Meeting Listing for 2021

Regular	20
COTW	2
Special	4
Community Forum - virtual	1
Town Hall - virtual	1
Planning Session	1
Public Hearing	1
Closed	11
Total	41



COVID-19:

Ashcroft’s approach to COVID-19 simply put is “from risk to resilience”.

The impacts of COVID-19 continued to challenge day to day operations at the Village as Public Health Orders have restricted public engagement with residents’ various times throughout the year as pandemic numbers surged. During these times the live streaming service established by the HUB Online Network enabled ongoing resident participation at Council meetings.

As a level of government, the Village is required to follow and adhere to all Public Health Orders and Legislation implemented in the fight to curb the spread of the virus. Staff continued to follow the developed COVID-19 Safety Plans implemented for all facilities and adapted them as required. Operationally staff adapted to meet safety protocols as directed by WorkSafeBC and the Public Health Officer this included no more than two employees in a vehicle (masks required), social distance, if unable to social distance masks were required. Additional cleaning was implemented for all municipal facilities in 2020 which was continued in 2021. Some facilities remained closed waiting for Public Health restrictions to be lifted while others were opened with restricted public access such as the pool, arena and curling rink. Most activities at these facilities were able to move forward with limited restrictions enabling some sense of recreational normalcy for residents of all ages. The Village office remained open throughout 2021; however, at times Council meetings were restricted to virtual participation only.

Staff strived to ensure service delivery in all aspects of administration and operation and look forward to brighter days.

The HUB Online Network's Jessica Clement getting ready to livestream a Council Meeting.



WILDFIRE:

Spring and summer of 2021 were extremely dry and hot. For Ashcroft “fire season” began on May 18th with grinding work by a CP Rail contractor sparking a grass fire that moved up the bank towards the Mesa subdivision. As a result of this event, staff was able to develop procedures and responsibilities for emergency events which were extremely useful throughout the season.

After the May fire it seemed that the fire department was being dispatched to grass fires on a daily basis which escalated during the heat dome in late June and into early July. Never could anyone have imagined the devastation the heat dome would bring, the destruction of Lytton and fires throughout BC’s interior. The Tremont Creek Fire causing Ashcroft to be on evacuation alert for many days. During this time staff developed excellent communication strategies to share daily bulletins with the community keeping residents informed with current accurate status reports. Community stakeholders met to strategize and prepare for potential evacuation, developing plans to move vulnerable citizens, provide transportation and plan for ongoing public service. Senior staff participated in daily BC Wildfire Situation Reports and additional emergency meetings with EMBC and the TNRD’s Emergency Operations Center disseminating information back to the residents of Ashcroft.

To protect the community from wildfire, the Public Works crew in collaboration with the Fire Department re-established the fire guard above the Mesa subdivision. Desert Hills Ranch provided irrigation and staff to set up the irrigation above the Mesa subdivision creating a humidity guard to protect Ashcroft if the fire shifted direction.

Ashcroft was spared the destructive path of the Tremont Creek fire, but many communities were threatened by it. Structures, forests, agricultural land, homes, livestock and much more was lost to fire and when we thought things were beginning to settle down an atmospheric river caused rivers and creeks

to burst their banks and flood so many communities resulting in landslides and debris flows taking out bridges and highway infrastructure, the devastation again was unimaginable. Through it all the residents of Ashcroft showed kindness, generosity and compassion.

Lessons learned throughout the “fire season” were instrumental in establishing effective emergency communications. Voyent Alert, the community LED sign, daily bulletins shared on social media, Village website and posted to bulletin boards will be included in the Emergency Plan and the re-establishment Emergency Support Services (ESS) in Ashcroft will be a priority for 2022.



COLLABORATIONS:

Bylaw Enforcement:

The Villages of Ashcroft, Cache Creek and Clinton successfully established Bylaw Enforcement as a Shared Service in 2021. This collaboration is the result of a working group established in 2020 that undertook to develop bylaws and policy to establish the service.

Council’s of the respective communities approved the shared service allocating two days of bylaw enforcement in Ashcroft, one day in Cache Creek and one day in Clinton.

To provide the service a fleet vehicle was purchased in addition to laptop, uniform and other related items. Sam Sidal was hired as the Bylaw Enforcement Officer and a Memorandum of Understanding was established with CUPE 900 adding the position to the Collective Agreement.

Asset Management:

Asset Management assistance to Cache Creek. This project is funded by the Federation of Canadian Municipalities (FCM) both Ashcroft and Cache Creek received funding to carry out the project which includes Ashcroft’s CFO guiding Cache Creek’s CFO through establishing a similar Asset Management program currently used by the Village of Ashcroft.

FINANCIAL SERVICES:

The finance department is comprised of 3 full-time staff - the Chief Financial Officer, an Accounts Payable/Payroll person and an Accounts Receivable/Cashier.

Despite increasing reporting and compliance responsibilities we have been able to keep the staffing levels consistent. 2021 was a particularly challenging year with Covid pulling staff away from work. We managed to fulfill our responsibilities including keeping up with funding capital projects and completing the Sand Separator Install and Chamber install for the Water Treatment Plant.

A detailed planning and budgetary process was again conducted with Council, yielding excellent priorities while continuing to improve the Village's fiscal position. Quarterly financial updates were presented to Council as well as the public through electronic meetings when in-person attendance was restricted. Our business intelligence tool was utilized extensively to manage areas of exception or concern keeping the Village finances on track.

The finance department also continued to develop the Asset Management and Geographic Information Systems which were instrumental in qualifying for grants.

In recognition of the challenges brought on by COVID-19, the Council voted to keep the taxes the same and the tax increase was kept at zero for 2021. Hard work and conservative management allowed the village to balance the books without the taxation increase while dealing with increases in cost of utilities and capital.

In addition, the Village paid off all debt on the books which is proving to be a prudent choice given increases in interest rate that have subsequently taken place.



DID YOU KNOW:

Of the 2021 property taxes collected, only 54.2 % are added to the Village budget. The remainder is forwarded to other levels of government, such as the Regional District and the Province. Grant funding allows the Village to initiate projects such as the Water Treatment Plant.

A great deal of Finance Department resources is required for grant management. In addition to the major ongoing grant reporting for the Water Treatment Plant and grant management of current projects. The table below indicates grant applications submitted in 2021.

Grants & Applications		
Source	Project	Grant Status
UBCM	Gas Tax for capital projects	Approved
	North Ashcroft Drainage Study	Considering
FCM	Asset Management Collaborative	Approved
Provincial & Federal Govt.	Water Treatment Plant Intake & Separators	Approved
	Fire Department Training & Equipment	Approved
	Carbon Taxes	Approved
	Hot Tub	Approved
	Lift Station #1 Replacement	Approved
	Level 3 EV Station	Declined
	Level 2 EV Stations	Approved
	Legacy Park enhancements	Considering
	Wayfinding signage and marketing	Considering
NDIT	Economic Development & Tourism Strategy	Approved
	Love Ashcroft	Approved
	Façade Improvements	Approved
	Grant Writer	Approved

2021 PERMISSIVE TAX EXEMPTIONS:

Under Section 227 of the *Community Charter* the Village of Ashcroft Council bylaw provides exemption of the total assessed value of the land and improvements of designated properties.

Permissive tax exemption is available for qualifying, Ashcroft-based, registered non-profit organizations using property for municipal, recreational, religious, cultural or charitable purposes. All applicants are required to complete the appropriate permissive tax exemption application which can be accessed by contacting Ashcroft’s finance department. All applications will be administered on a five-year cycle.

Council approved the Permissive Tax Exemption Bylaw No. 831 (2020-2024) on Monday June 24, 2019 for the following properties:

2021 Permissive Tax Exemptions:

Roll Number	Registered Owner	Legal Description	Assessment Class	2021 Assessed Value	2021 Municipal Rate	2021 Municipal Tax Exemption
00070.001	Ashcroft & District Curling Club	Lot 8, Plan 21058, DL 423	6	252,900	17.3825	\$4,396.03
00077.010	Fraser Basin Property Society (St. Alban's Anglican Church)	Lot 1, Block 10, Plan 189, DL 423	8	150,300	9.7245	\$1,461.60
00095.000	Roman Catholic Bishop of Kamloops	Lot 7, Block 11, Plan 189, DL 423	8	153,300	9.7245	\$1,490.77
00116.010	Trustees of Zion United Church	Lot 1, Block 14, Plan 189, DL 423	8	164,300	9.7245	\$1,597.74
00173.000	Royal Canadian Legion #77 (Cenotaph Site)	Lot 6, Block 19, Plan 189, DL 423	6	42,400	17.3825	\$737.02
00327.000	Interior Health Authority (Ashcroft & District Hospital)	Lot 56 Plan 12400, DL 378 and Lot 1 KAP81072, DL 378 and pt of Lot 56 (B15126), DL378	6	2,588,000	17.3825	\$44,985.82
00327.025	Interior Health Authority (Ashcroft & District Hospital)	Lot 56 (B15126), DL378	6	515,100	17.3825	\$8,953.71
00327.030	Interior Health Authority (Ashcroft & District Hospital)	Lot 1 KAP81072, DL 378	1	511,000	4.2523	\$2,172.92
00381.361	Trust of the Congregation of Sage Hills Evangelical Free Church	Lot A, Plan KAP51944, DL 423	8	348,800	9.7245	\$3,391.91
				4,726,100		\$69,187.51

HUMAN RESOURCES SERVICES:

The Village of Ashcroft administration and operations team for 2021 consisted of 3 managers, 3 FT inside staff, 1 PT Bylaw Officer (shared service with Cache Creek and Clinton) 1 inside grant funded staff, 9 outside staff (public works), and 11 seasonal pool, parks and museum staff. With a small compliment of staff, we strive to maintain a municipality of 1,670 residents as of the 2021 Statistics Canada Census. The public works staff operates the water and sewer treatment plants, all Village properties including parks and recreational facilities, cemetery and buildings, 23,486 metres of roadway, 17,424 metres of sewer lines (wastewater), 26,103 metres of potable water lines and 2,485 metres of storm water lines.

The revised Public Works leadership structure of two crew leaders: one responsible for operations the other utilities under the direction of the Director of Public Works, proved to be extremely successful. Dividing the responsibilities between two leadership positions, enables the village to utilize the expertise and specific skill sets of the senior employees and provides excellent opportunity for training of newer staff, knowledge sharing and succession planning.

Administrative staff research and compile reports and agendas, carry out Council instructions, plan, budget, correspond with the community and other levels of government, project manage and oversee the day-to-day operations of the Village. In 2021 administrative staff prepared agendas for 30 public meetings and 11 closed meetings of Council, prepared agenda's reports and minutes for all working group meetings, revised and developed policies and bylaws, applied for grant funding, updated COVID-19 protocols and safety plans for all facilities as needed, and updated COVID-19 staff safety policies.

2021 Employee Movement	
Left	1
Joined	4
Moved internally	4

In addition, staff established an Emergency Operation Centre during the Tremont Creek Wildfire, met with stakeholder to ensure plans and strategies were in place in the event that an evacuation was necessary. Staff liaised with BC Wildfire and EMBC, participated in daily briefings, monitored and prepared daily bulletins keeping the community informed of fire behaviour, growth and community risk.

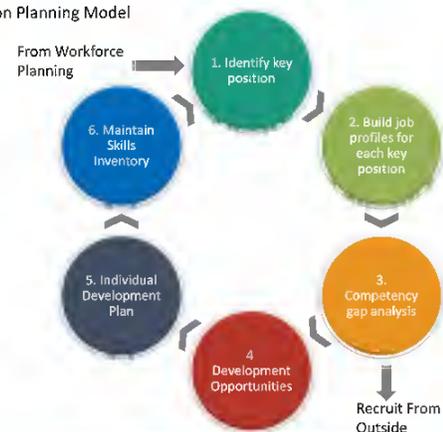
DID YOU KNOW:

In 2021 the Village employed 28 people in 3 exempt, 12 full time union, 1 part time union, 11 seasonal union and 1 grant funded contract position (Ec. Dev. Tourism)

The staffing increase in part is due to succession planning and a full contingent of summer students in all available positions.

SUCCESSION PLANNING

Succession Planning Model



Human resources are our greatest asset, staff longevity, the provision of a safe vibrant work environment where employees feel valued, challenged to exceed and are given opportunities to learn, grow and share their knowledge is key to a thriving work force. Many of our staff members have made working for the Village a lifelong career and are nearing retirement, as such, succession planning and knowledge sharing has been driving the public works and administration departments. Often, we don't think about staff as assets, but without knowledgeable staff and a succession plan we could find ourselves in a flux if not for asset management.



Celebrating 2020 Retirement and Long Service Awards recipients at Legacy Park (unable to celebrate in 2020 due to COVID restrictions)



Joe Paulos – retirement

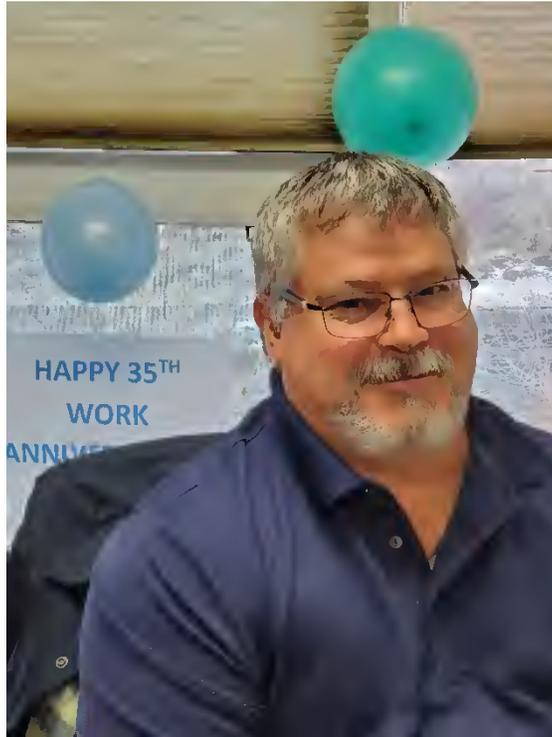


Oscar Battel – Celebrating 25 Years



Some of the office and public works crew celebrating service awards as COVID restrictions were lifted. Team building and working together was difficult for much of 2020 and the beginning of 2021. As warmer weather arrived and restrictions were eased staff was finally able to celebrate the accomplishments and have some fun with each other while sharing a meal.

2021 marked a very special occasion, Director of Public Works Brian Bennewith celebrated his 35th anniversary of employment with the Village of Ashcroft March 5, 2021. Congratulations Brian!



Seasonal Fun:

Some staff members embraced the Santa Parade working countless hours on their off time to create the Village Polar Express float. The hard work of these volunteers earned them 1st place by the Parade Committee. Great Job Everyone!!



PLANNING AND DEVELOPMENT SERVICES

GUIDING PRINCIPLES from the Official Community plan (*condensed*)

Community Building – *improving the quality of life in Ashcroft;*

Common Sense – *increase awareness of municipal financial literacy and development processes with a common-sense approach to development;*

Innovation – *encourage new technologies, processes and concepts that lead to the strengthening of our community;*

Partnerships – *leverage partnerships with non-profits, local, provincial and federal governments, businesses and Indigenous communities to achieve key community aspirations;*

Reconciliation – *support ongoing efforts of reconciliation with Indigenous communities;*

Economic Development – *aim to improve the economy of Ashcroft in a sustainable manner that results in jobs and expands the community tax base;*

Role of the Municipality – *not necessarily responsible for leading the implementation of the Official Community Plan but can be a sponsor, supporter, facilitator, and/or funder depending on the initiative;*

Maintain the Character of the Community – *combine history and the natural environment to create a unique community that encourages new development to fit within the existing character of Ashcroft.*

2021 Land Administration Permits and Applications	
Development Permit	0
Development Variance Permit	1
Temporary Use Permit	0
Official Community Plan Amendment	1
Zoning Amendment	1
Subdivision	1

2021 Building Permits		
Accessory Building	6	\$ 100,000
Residential	1	\$ 33,500
Alteration	1	\$ 5,000
Institutional	2	\$ 95,000
Demolition	1	\$ 0.00
Total	11	\$ 233,500

The Zoning and OCP Bylaws adopted in 2018 provide clarity on property inquiries and application of zoning regulations, the new Subdivision and Development Servicing Bylaw adopted in December 2021 provides direction for new developments regarding infrastructure requirements, and is the first phase of a longer-term storm drainage plan too be completed in 2022.

Subdivision approval of the 6.74 hectare property in North Ashcroft was delayed in 2021 due to a BC Archeological site; however, all requirements have been met and the property owners are waiting for the Land Title Office to finalize the process. The developers of the second property slated for development in North Ashcroft are waiting for Storm Drainage and Run Off study to be completed prior to moving forward.

Two additional projects in this department are land tenure acquisition projects. Both the Mesa Vista Water Reservoir and the North Ashcroft Reservoir are situated on land to which the Village does not have tenure. The process of acquiring tenure to the Mesa Vista land is in final review and sign off by Provincial authorities, this project has been waiting for approval for well over one year and administration has been

The Village received approval from the province to carry over and allocate the remaining grant funding towards the sand separator and intake chamber projects. The sand separators will filter the majority of the silt from the water prior to filtration and the Pump Chamber will provide public works year-round access to the water intake pumps. The village's engineers Urban Systems designed the additional features Drake Excavating was contracted to complete the installation of the sand separators and Dent Construction installed the pump chamber. Both projects were completed in 2021.

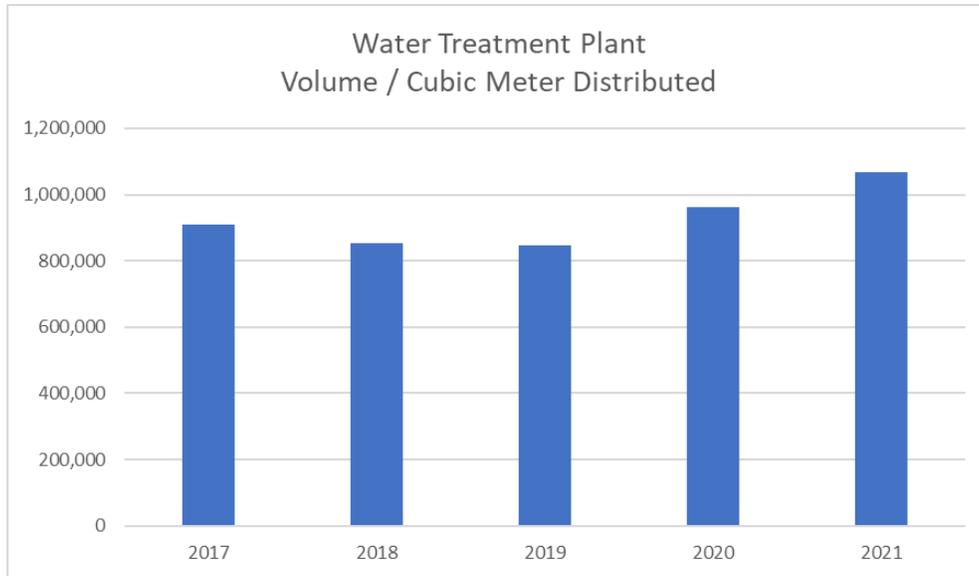


Left – Community Garden under construction.

Below: Water Treatment Plant. Right: Sand separators



The table below indicates the volume of water pumped into the water treatment plant annually. 2021 shows a marked increase in volume distributed throughout Ashcroft, this is no doubt as a result of the extreme heat experienced across BC during the summer.



Other projects for 2021 included approximately \$100,000 of paving, purchase of a new sweeper and updates to Legacy Park, installing sewer drops and increasing 15 amp to 30 amp power source to each site. In addition, four new tenting sites and all new picnic tables were installed. Beside the Blue Dump Truck at Heritage Park construction of the community garden began with the installation of water lines, leveling the garden area with gravel and raised garden bed construction. The Community Garden is slated for completion prior to the 2022 planting season.

Sidewalks



Water main repairs



Below: L – inside the Pump Chamber; R – concrete lid placed on the Pump Chamber



Lift Station installation (below)

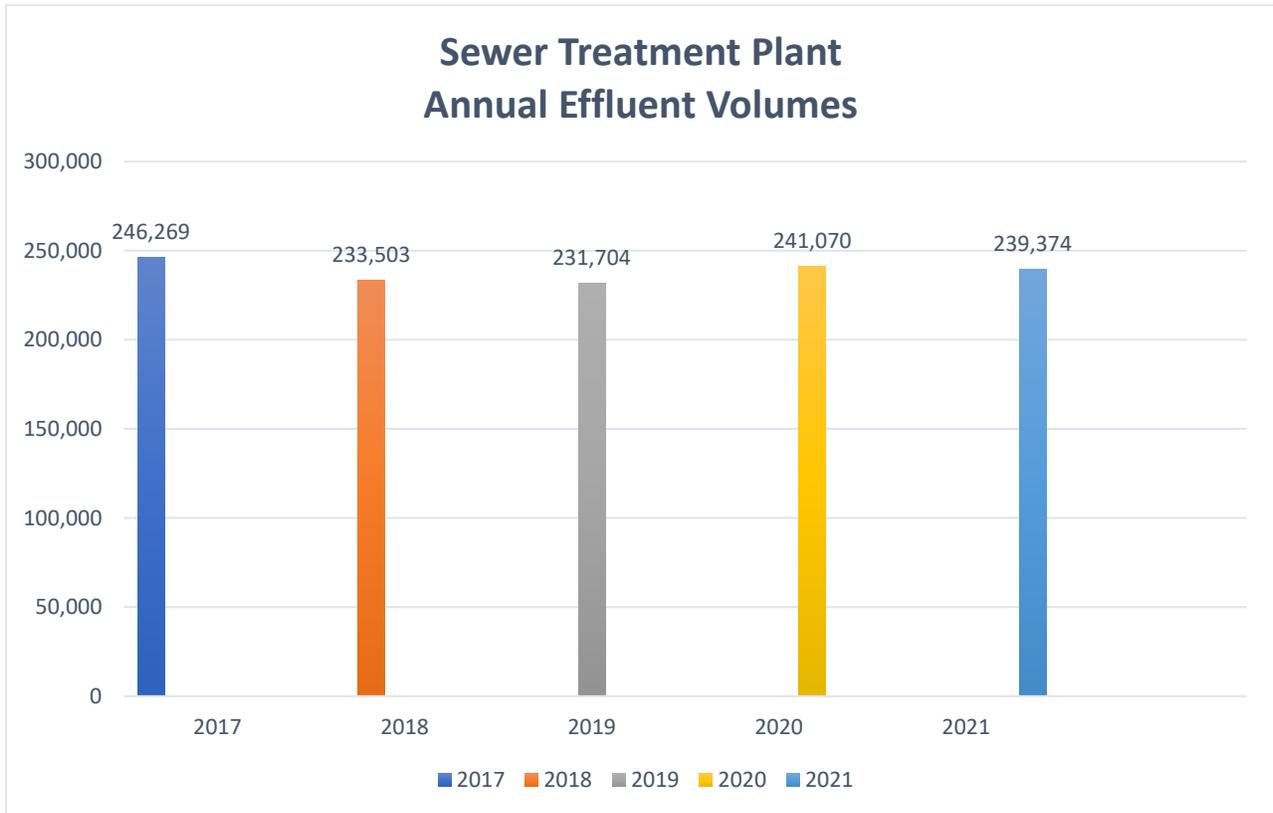


Josh White trying out the new sweeper



The Village of Ashcroft wastewater treatment plant consists of an activated sludge facility, with ultraviolet (UV) disinfection prior to effluent release to the Lower Thompson River. The wastewater treatment plant (aeration tanks and clarifiers) consists of two separate trains which are operated in series. Since August 2014, only one train has been in operation, due to the incoming flows and efficiencies that were achieved as a result of aeration upgrades.

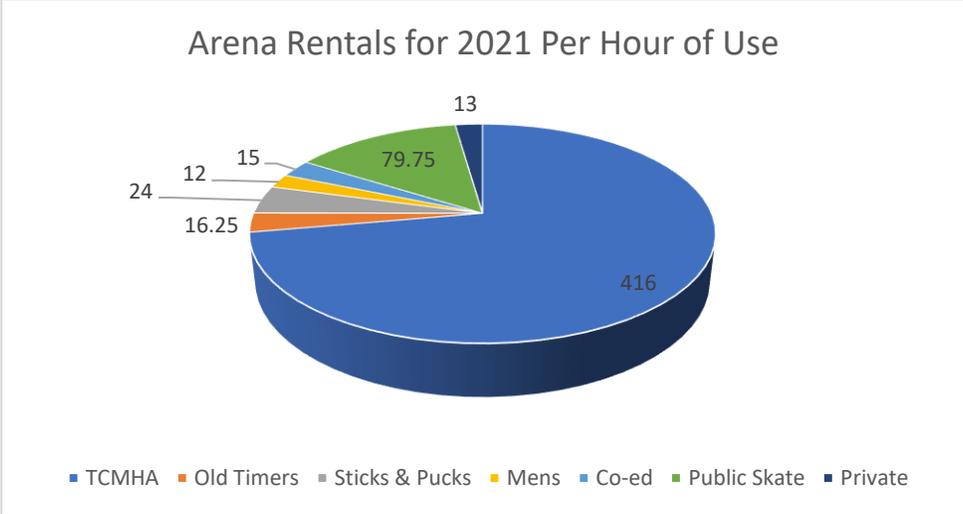
In 2021, the minimum monthly average flow was 589 m³/d, recorded for the month of June, and the maximum monthly average flow was 746 m³/d recorded for the month of February. The maximum monthly average flow for 2021 was higher than the maximum monthly average flow for 2019 (688 m³/d), but lower than that for 2020 (768 m³/d). The average monthly flow for 2021 was 656 m³/d, which was higher than the flow for 2019 (635 m³/d), but just slightly lower than the flow for 2020 (659 m³/d).



DID YOU KNOW:

In 2021, 50 bulk tonnes of biosolids were hauled from the Sewer Treatment Plant for land application

The Drylands Arena is staffed by the Public Works Department and requires a certified Chief Engineer to oversee the ice plant and two additional employees to operate the facility. Arena use returned to normal operations in 2021 after very limited use in 2020 due to COVID-19 Public Health Order restrictions. The graph below breaks down facility use by user group with a total of 563 hours scheduled during the 2021 season.



PARKS AND RECREATIONAL SERVICES:

Heritage Park remains a favourite with visitors and residents alike. It is an oasis in the downtown core. As you stroll along the pathways, you can imagine Ashcroft’s history and the days long ago. In 2021 the Heritage Park and Community Garden working group focused on two priorities: developing a community garden and developing a redesign of the front portion of Heritage Park including the pond and water wheel areas. Sirocco Designs was contracted to develop options for the park redesign, once the redesign plans are finalized, staff will seek grant funding to implement the plan.

Funding was secured to construct a community garden which is situated beside the blue dump truck on Railway Ave. adjacent to Heritage Park. The community garden is expected to be completed prior to the 2022 planting season.



The operation and maintenance of the parks and recreational facilities fall under the public works department.

Ashcroft operates and maintains four parks: Mesa Vista Park, Heritage Park, Legacy RV Park and the Ashcroft Pool Park as well as the Pool and Drylands Arena, and maintains the Ashcroft Curling Rink in collaboration with the Curling Club.

VISITOR INFO CENTRE:

Due to COVID-19 the Visitor Info Centre was not open for the 2021 season. The visitor info service was provided at the Ashcroft Museum.

ASHCROFT POOL:

General Overview

This year was a success! Lessons fully booked up with returning swimmers as well as new swimmers. The swim lesson's waitlist was long but adding in sessions meant that the majority of people seeking lessons were able to take them. We reached capacity several times when we had a capacity and continued to have a busy pool throughout the season. We enjoyed having the Ashcroft HUB society include the pool in their daily activities. There was an increase in community engagement between the pool staff and pool patrons. Swim to Survive day was a huge success and pool staff hopes the program will become a yearly event.

COVID-19 NOTE

The staff handled Covid-19 restrictions and procedures well throughout the session. It was an exciting day when the mats and pool toys were available to the public again. Covid-19 precautions for swim lessons were updated as per the Red Cross recommendations which were executed wonderfully by the Water Safety Instructors. At the pool physical distancing, screening, and requirements for parented and un-parented classes continues throughout the season.

Wildfires NOTE

To prepare pool staff to manage the stressors of evacuation alert and potential evacuation orders, fire evacuation simulations were incorporated into lifeguard training. Pool staff saw an increase in out of town patrons as nearby communities were evacuated due to wildfire, staff was happy to provide a safe place where families could come for swim, have some fun and escape reality even if for just a few moments.

Suggestions for 2021

Evening Aquafit Classes with River
Gender Neutral Washrooms
Advertising to promote the pool



CURLING RINK:

After curling rink closures due to required upgrades followed by closures due to COVID-19 the Curling Club was able to open its doors in 2021 offering full league play. Many curlers returned to enjoy the facility and reconnect with fellow enthusiasts and new members joined the club. Operationally the upgrades met expectations and the Curling Club operated hassle free for the season.

ASHCROFT MUSEUM:

The Ashcroft Museum hosted another eventful season under the direction of Curator Kathy Paulos and summer student Liam. COVID-19 continued to disrupt normal operations; however, museum staff rose to the occasion and achieved many of the goals established at the beginning of the season. Some of these goals included redesigning Indigenous displays, developing a Repatriation Policy, ongoing work of mapping and digitizing artifacts, newsletters to name a few.

We were saddened to hear that the Lytton fire destroyed both the Lytton Museum and Chinese Museum and reflected on this loss often throughout the season changing our practices to ensure Ashcroft's history is preserved digitally.

In addition to our monthly newsletters, six new videos were developed and posted to youtube and articles and events were published on social media sites. A number of photos were submitted to the University of British Columbia Okanagan (UBCO) archives. UBCO is a host for museums throughout BC, a place where people can do research, and request a photo; if an Ashcroft Museum photo is selected, they will be instructed to contact the Village of Ashcroft or the Museum for a reproduction.

Although, 2021 was a year of obstacles and catastrophic loss, staff at the Museum strived to provide a sense of history to those that passed through the doors both physically and digitally. As we continue to evolve our digital presence, we are able to share Ashcroft's history with anyone that reaches out. We enjoy sharing our passion for Ashcroft's history and look forward to the 2022 season with hopes of better days to come.



DID YOU KNOW:

The Ashcroft Museum had 550 visitors during the summer of 2021 This is a slight increase over 2020 which is surprising considering the BC wildfires and highway closures throughout the summer.

The chart below clearly indicates the reduced number of visitors at the Museum for the 2021 season due to COVID-19 in 2020/2021, limited capacity permitted inside the museum at any given time and the 2021 Wildfires and subsequent highway closures. Items highlighted in yellow are record high days.

Year	April	May	June	July	August	September	October	TOTAL
2011	41	145	144	381	381	240	102	1434
2012	72	136	228	309	417	172	70	1403
2013	51	118	292	356	427	193	117	1554
2014	87	122	335	356	369	171	90	1530
2015	79	119	143	293	330	208	109	1281
2016	91	123	149	381	388	176	109	1417
2017	54	149	183	205	279	184	103	1157
2018	122	190	330	331	403	136	57	1569
2019	48	285	302	428	452	124	136	1775
2020	0	0	73	127	165	125	47	537
2021	34	46	83	87	118	77	105	550

LEGACY RV PARK:

Legacy Park was a labour of love for staff at the Village in 2021. Successful grant applications enabled the Village to upgrade the park incorporating 30-amp electrical service and sewer drops to each R.V. site. In addition, 4 new tenting sites were developed and WIFI was upgraded. BC Hydro disconnected the old 15-amp electrical service and tied in the new 30-amp service on May 12th. Other upgrades included new picnic tables which are made of recycled plastics, are maintenance free and easier to move.

All upgrades were completed by public works staff with the exception of the electrical upgrades which was contracted to AES Electrical. The crew did an outstanding job completing the project enabling the park to open as scheduled on May 1st. New signage was installed to promote and direct R.V. traffic to the

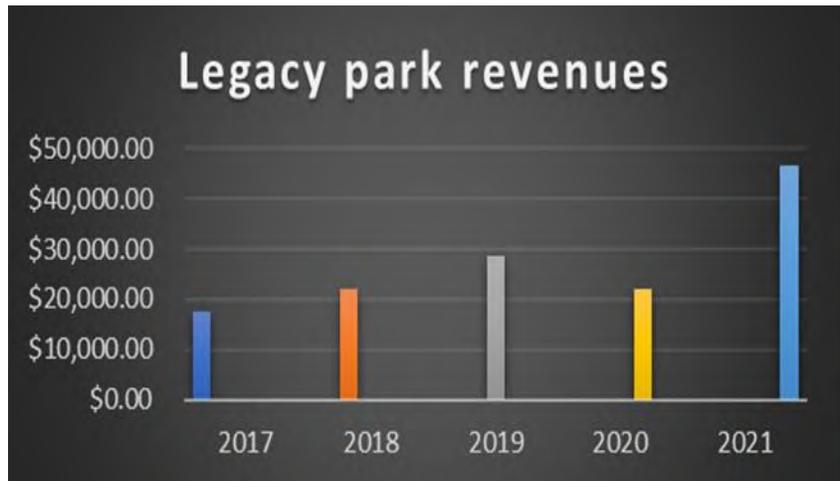
park and all advertising reflected the upgrades. Additionally, new rates were implemented to align the park with others in the region.

Due to COVID-19 continuing to be a concern, the park operated under pandemic restriction for part of the season following the guidelines as per the Public Health Orders. Despite the COVID-19 restriction and record cancellations in the early season, 2021 was the busiest and most profitable camping season on record for Legacy Park. Visitors for the season were mostly from British Columbia, although we had visitors from across the country as far as Ontario and US residents from as far away as Texas. For 2021 our European influence was almost non-existent but we did host a couple from Holland.

Park revenues from May 1 – September 30, 2021 totalled \$41,955; this is an increase of \$21,719 over 2020 revenues for the park.

Throughout the season, regular maintenance and repair was undertaken by the Camp Host as is required in the contract. Public Works assists when items need repairs outside of the contract.

Meet Legacy Park’s camp host Barry Trip



Legacy Park new tenting site



New sewer lines at Legacy Park



ECONOMIC DEVELOPMENT

Economic Development and Tourism is an ongoing Council strategic priority for 2021. Council's vision was made possible through funding from Northern Development Initiative Trust (NDIT) under the Economic Development Capacity Funding stream. NDIT strives to keep this funding consistent so that ongoing Economic Development and Tourism services can be provided in the region. Margaret Moreira's contract was renewed for 2021 and she continues to be Ashcroft's Economic Development and Tourism Coordinator (EDTC).

To provide support and guidance for the EDTC in developing economic development and tourism strategies and actions, Council opted to move from the 2020 Select Committee format to a Working Group keeping it consistent with other Council strategic priorities for 2021. The working group includes two members of Council, two staff members and members from the business community when needed. The working group meets on a monthly basis to plan and implement priorities set out in the Economic Development and Tourism Strategy Matrix.

COVID-19 continued to impact tourism and community economics significantly with limited visitors travelling throughout BC. In addition to dealing with a global pandemic the business and tourism industry in Ashcroft was hugely impacted by the BC Wildfires, in particular the Tremont Creek Wildfire and subsequent highway closures due to fires and later atmospheric river debris flows which impeded travel from the lower mainland to the interior. The EDTC worked with the business community promoting a very successful Shop Local program which was embraced by the residents of Ashcroft and showing their overwhelming support.

To implement programs over the course of 2021 various grants applications were submitted to funding organizations. These grants included Business Façade Improvement, NDI Marketing Initiative Grant, Economic Development Capacity Building, Love Northern BC and local corporate grants.

2021 HIGHLIGHTS

Promotional Videos

Creation of videos were delayed until 2022 due to heavy smoke from the massive wildfires. Preplanning of content and researching/booking videographers was ongoing throughout the fall of 2021 so videos could be completed in early 2022. Once completed, the videos will be broadcast on Global1.

Radio Advertising

Four radio ads were developed inviting visitors to come and discover the many amenities Ashcroft had to offer. These ads ran on three Stingray stations over the course of three months starting in July and ending in September.



Experience Ashcroft Pocket Guide



The Experience Ashcroft Pocket Guide was completed in April and approximately 5000 copies were distributed to the businesses in Ashcroft, strategic businesses in neighbouring communities and all Visitor Information Centres throughout the Interior Health region. The guide was so successful, that in early September plans were set in place to reprint 6,000 more guides to see us through the 2022 season. A digital version was placed on the Village of Ashcroft website to reach provincial and international travelers.

Love Ashcroft Program



Continuing to update the participating business profiles with their most current information through continuous contact with the NDIT Love Northern BC Coordinator. We continued to engage with the business community, either in person or by phone, throughout the year to encourage participation in the program. In 2021, we added two new businesses to the website: The Ashcroft HUB and Ashcroft Sam's Diner

We promoted the Love Ashcroft Program by engaging the community to participate in the Plaid Friday, this year's campaign showed a whopping \$8,227.97 was spent in our local business in one day. We promoted the SUPPORT LOCAL SHOP LOCAL campaign through a Support Your Local Restaurants contest and all were highlighted through social media blasts, website and newspaper articles. This project has been ongoing and will continue as such through the NDIT Love Northern BC program grant funding.



Paper and Other Promotions:

Ashcroft participated in two marketing initiatives in 2021: Landmark Media's Kelowna and Area Visitor Map and Beads Trail Experience Marketing.



Façade Improvement Program:

The NDIT Façade Improvement Program was utilized by three businesses this year. New signage and lighting were added to the façade for The Bloomin' Paintbrush and UniTea Café and Lounge. New lighting, signage and fresh coat of paint was added to the façade of Anchi Holdings Building. The Village provides the NDIT 50% reimbursement grant up to a maximum of \$5,000 per building/project to improve business front upgrades in the downtown core.



2021 BC Economic Summit:

The EDTC attended the virtual 2021 BC Economic Summit: Economic Revival-Charting a Path Forward for BC Communities and thoroughly enjoyed Celebrating Women in Economic Development, Economic Recovery, Marketing Your Community Virtually and many more of the long list of educational presenters including Ashcroft's CAO Daniela Dyck who was invited to participate on a "Celebrating Women in Economic Development" panel discussion.

Economic Development and Tourism plans for 2022 include:

- Continuing to support businesses through Recovery and to Resiliency
- Continuing to interact with local business to help build a relationship between municipality and businesses
- Continue to develop the Economic Development webpage to facilitate ease of functionality.
- Complete and promote promotional videos
- Complete highway/wayfinding project
- Complete Community Investment Profile and Business Package
- Reaching out to neighbouring communities and Ashcroft Indian Band for opportunities to collaborate to achieve common goals.
- Seek funding opportunities for ongoing and future projects.

COMMERCIAL FILMING:

Ashcroft continues to be a sought-after location for commercial filming and 2021 was no exception. Death Pursuit Productions had been scouting locations with Victoria Weller's team from the Thompson Nicola Film Commission and were thrilled to find that Ashcroft had much of what they were looking for. The producers contacted the Village office and negotiated a 5-day filming shoot which included a car chase that was filmed with drones, a police scene at the Fields parking lot with fake (air soft) guns and an evening foot chase through the neighbourhood at Brink Lane. The movie is a small production with limited crew and budget. All COVID-19 requirements including additional crew testing were met prior to arrival in Ashcroft. As always, the residents and businesses of Ashcroft welcomed the film crew and the shoot was successful.

The movie is scheduled for completion and release in 2022 and is about a thief on the run with an unexpected passenger with high-speed chases in vehicles, on foot as well as some replica gun action (air soft).



PUBLIC NOTICE

A Film crew will be intermittently on scene in Ashcroft beginning May 24th.

Please be advised that all crew members arriving in Ashcroft have been tested for COVID-19 prior to arrival, are either vaccinated or have tested negative for COVID. The filming will cause some traffic interruptions, however, these will be limited to 3-5 minute duration intervals and detours will be available. There are 5 days of filming scheduled as follows:

- Monday May 24th
Daytime - 8:00 AM - 5:00 PM - Area of one of the roads
- Friday May 28th
Nighttime - 7:00 PM - 1:00 AM - Ashcroft Mall - A scene featuring face paint and a replica gun
- Friday June 4th
Daytime - 8:00 AM - 5:00 PM - A scene featuring a replica gun and a replica car
- Saturday June 5th
Evening - 6:00 PM - 1:00 AM - A scene featuring a replica gun and a replica car
- Tuesday June 8th - 10:00 AM - 1:00 PM

The movie being filmed is called Death Pursuit and is about a thief on the run with an unexpected passenger. There will be high speed chases in vehicles, on foot as well as some replica gun action (air soft).

Speculation is welcome to watch but stay in the background.

PROTECTIVE SERVICES:

Under the leadership of Fire Chief Tyler Bell (Jan 1 – Jul 26) and Fire Chief Josh White (Jul 26 – Dec 31) and the Ashcroft Volunteer Fire Department team consists of 24 members. The fire station is located at 210 Railway Ave in the heart of downtown Ashcroft and serves 1670 residents. The service area for the fire protection is 210 square kilometers and highway rescue is in excess of that.

2021 Fire Department Call Outs	
Structure Fire Alarms	15
Grass / Wildland Fires	29
Vehicle Fires	2
Fire / CO Alarms	7
Lines Down	2
Highway Rescue	12
Other	8
TOTAL	75

Within Ashcroft Fire Rescue's structural fire protection boundary lies the Ashcroft Indian Reserve, a roughly 100 square kilometer area of the TNRD, and the Village of Ashcroft itself. With such a large area to oversee and three distinct levels of government to navigate affairs with, we recognize our mission is not without challenge. Our goal, and the duty we have undertaken, is to provide well-trained firefighters to protect this area for years to come. 2021 was an extremely challenging year, the above average temperatures in spring leading to the heat dome and later hot summer required the department to attend more than average grass and wildland fires. In addition to providing fire protection to the community the department supported BC Wildfire Service (BCWS) in their efforts to fight the Tremont Creek wildfire. The fire department responded 17 concurrent days supporting BCWS near Barnes Lake. Near the beginning of the Tremont Creek wildfire, fire department members partnered with public works to create a fire guard above the mesa subdivision. (images below)



Rescue responding at HWY 97C past Barnes Lake turnoff towards Logan Lake. Smoke from Tremont Cr. Fire in the background, waiting for Tender Truck to arrive.



This year, Ashcroft Fire Rescue continued to focus efforts on utilizing the \$52,000 grant funding approved in 2020 to complete Firefighter Certification training as per the Fire Commissioners Office Playbook requirement. Fire Department members committed countless hours both at regular practice nights and weekends to achieve Playbook certification.

Another service the Ashcroft Fire Rescue provides is Highway Rescue. Not all members of the Fire Department participate in providing this service; highway rescue is completely voluntary. To develop skills, those members providing the service use the jaws of life and other extraction equipment when vehicles are provided for extraction practice.



Due to Covid, 2021 community engagement was at an all time low. Along with a heavy fire season, our Firefighters were tested both physically and mentally. At the end of the year, it's fair to say that the group has come out strong and looks forward to the challenges of 2022. With Covid restrictions on the decline as of typing this report, our hopes to re-engage with the community are looking very positive.

In addition to the yearly call outs, Ashcroft Fire Rescue meets Tuesdays at 7:00 pm for weekly fire practices. If becoming a volunteer fire fighter is something that interests you, please contact the Fire Department at: firedept@ashcroftbc.ca



Above: First Responders Mosaic on display at Fire Hall #2

OTHER COMMUNITY SERVICES:

INTER COMMUNITY BYLAW OFFICER:

On August 16, 2021 new Inter-Community Bylaw Enforcement Officer Samuel Sidal started as part of a shared service between the communities of Ashcroft, Cache Creek and Clinton. BEO Sidal provided bylaw services to the Village of Ashcroft two days per week.

As dedicated bylaw services was new to these communities most of 2021 was spent laying the foundation for this service. Suppliers for an appropriate uniform and equipment was researched and ordered. In addition, policy, procedure, forms, record keeping and relationships with third party organizations were established. Bylaw records were consolidated and preliminary work for our Bylaw Notice Adjudication bylaw was started.

It was important that this new service be well received, had a positive impact and the presence was felt in the community. For this reason, BEO Sidal also spent the latter part of 2021 getting familiar with the

community, local businesses and residents. A significant amount of time was spent meeting and educating members of the community so they were aware and fully understood some of our existing bylaws.

If you have any question or concerns, please contact our Inter-Community Bylaw Enforcement Officer at: bylaw@ashcroftbc.ca



TRANSIT SYSTEM:

The Ashcroft, Clinton and Cache Creek Transit System saw a steady increase in riders as COVID-19 restrictions were eased, however ridership was significantly impacted during the spring and summer of 2021.

A new clearer form for reporting transit ridership implemented in 2020 continues in 2021. The reporting is streamlined and has eased the complexity of reporting on a three-partner transit system, helping the communities understand their specific ridership numbers.



Transit Driver appreciation day was celebrated with the three communities gifting Lawrence (below) with a gift bag of community swag and gift certificates. The Yellowhead Community Services drivers provide excellent service to the residents of Ashcroft, Cache Creek and Clinton and are very deserving of appreciation.

Regrettably Lawrence retired from YCS near the end of 2021. We wish him the very best and thank him for his exemplary service.

The bus service operates three days per week travelling between the communities Wednesdays and Fridays, Mondays the bus is scheduled to travel to either 100 Mile House or Kamloops.

The service is provided through BC Transit, Yellowhead Community Services and the Villages of Ashcroft, Cache Creek and Clinton.

STRATEGIC PRIORITIES 2021

A well-drafted strategic plan is the guiding document for any organization but especially for Council. This process allows Council to build a budget around the objectives. It ensures that Council, CAO and staff are all working towards the common goals and are not easily distracted by additional items. The CAO will use the Strategic Plan to ensure that they are meeting the organization’s goals and objectives

In 2021 Council established the working group model to implement strategic priorities and move them forward. The Strategic Plan is attached as Schedule “A” to this report and provides the scope of each project, initiatives implemented and current status.

2021-2022 STRATEGIC PRIORITIES

PRIORITY #1	UPDATE EMERGENCY RESPONSE AND EVACUATION PLAN		
OBJECTIVE:	Review the existing Emergency Response Plan (ERP) and develop a more defined/detailed document		
ESTABLISH WORKING GROUP – Members of Council, Staff and Stakeholders as needed			
Actions:		Timeline for Completion	Primary Responsibility
STEP #1:	DETERMINE SCOPE OF THE PROJECT	May 2021	Working Group
STEP #2	EXISTING DOCUMENT REVIEW	July 2021	Working Group/TNRD
STEP #3:	STAKEHOLDER/COMMUNITY ENGAGEMENT	March 2022	Working Group/Council
STEP #4:	DEVELOP PLAN	June 2022	Working Group
STEP #5:	REPORTING OUT/ PUBLIC EDUCATON	June 2022	Staff
STEP #6:	DETERMINE MEASURABLES	June 2022	Working Group
STEP #7:	REVIEW ANNUALLY		Staff/Council
The Working Group established timelines for completion when the scope of the project was solidified; however, this is a living document which may be amended from time to time.			

Priority #1 is a carry over from the 2019-2020 Strategic Plan. Review of the current Emergency Response Plan (ERP) is underway but not completed. Emergency Response falls under the umbrella of the TNRD, the working group met with Emergency Management from TNRD to review the current plan, TNRD advised to wait for EMBC to complete updating provincial policy prior to updating Ashcroft’s plans. In

addition, senior staff and working group members participated in an Evacuation Planning Exercise on June 23, 2021 to determine preparedness.

The scope of this project will include:

- complete review of the current Emergency Response and Evacuation Plan - COMPLETE
- discuss findings with Emergency Coordinator from TNRD - COMPLETE
- establish guidelines for new plan – IN-PROGRESS (waiting for new provincial policy)
- draft new plan – IN-PROGRESS
- engage with community to gain feedback,
- adopt plan.
- Promote FireSmart program – IN COLLABORATION WITH ASHCROFT FIRE RESCUE

PRIORITY #2	STORM DRAINAGE / RUN OFF		
OBJECTIVE:	Review existing drainage concerns in North Ashcroft and develop a Storm Drainage and Run Off plan. Ongoing changes to weather patterns and recent severe storm events along with proposed development in North Ashcroft have made this a priority.		
ESTABLISH WORKING GROUP – Members of Council, Staff and Stakeholders			
Actions:		Timeline for Completion	Primary Responsibility
STEP #1:	DETERMINE SCOPE OF THE PROJECT	May 2021	Working Group
STEP #2:	DETERMINE AND SECURE FUNDING	September 2021	Staff
STEP #3:	SELECT ENGINEER TO COMPLETE STUDY	September 2021	Working Group
STEP #4:	DEVELOP PLAN TO MITIGATE EXISTING DRAINAGE ISSUES	March 2022	Engineer/Staff
STEP #5:	PUBLIC EDUCATION	Ongoing	Working Group
STEP #6:	SOURCE FUNDING TO INSTALL STORM DRAINAGE INFRASTRUCUTRE	December 2023	Engineer/Staff
The Working Group established timelines for completion when the scope of the project was solidified; however, this is a living document which may be amended from time to time.			

Priority #2 is a carry over from the 2019-2020 Strategic Plan and has evolved to include storm run off calculations as required by the Subdivision Development and Servicing Bylaw (SDSB). An updated draft SDSB is complete and has undergone Legal review and was adopted by Council on December 14, 2020. There are two potential developments in north Ashcroft that have sparked further drainage and run off

discussions. Research is underway to ensure accurate consideration of storm water flow is addressed to protect the natural environment and private property. Urban Systems is under contract to complete the study which is to be completed by spring 2022.

The scope of this project includes:

- determine approximate cost and workplan for study - COMPLETE
- apply for grant funding/budget line item if grant funding not approved – GRANT FUNDING NOT APPROVED
- contract engineers to undertake plan development - COMPLETE
- review plan and suggest edits – IN-PROGRESS
- finalize plan and request council approval
- Request Meeting with Minister at UBCM to lobby for drainage funding.

PRIORITY #3	POTABLE WATER TO ASHCROFT INDIAN BAND		
OBJECTIVE:	Collaborate with the Ashcroft Indian Band(AIB) to determine capacity and feasibility for providing water to AIB.		
ESTABLISH WORKING GROUP – Members of Council, Staff and AIB Council and Staff			
Actions:		Timeline for Completion	Primary Responsibility
STEP #1:	DETERMINE SCOPE OF THE PROJECT	June 2021	Working Group
STEP #2:	DETERMINE AND SECURE FUNDING	TBD	AIB
STEP #3:	WORK WITH VOA AND AIB ENGINEERS	In-progress	Working Group
STEP #4:	MITIGATE EXISTING ISSUES (North Ashcroft Reservoir)	In-progress	VOA Staff
STEP #5:	IMPLEMENT CONSTRUCTION PHASE	TBD	Working Group
STEP #6:	CONNECT HOMES ON RESERVE TO SYSTEM	TBD	AIB
The Working Group established timelines for completion when the scope of the project was solidified; however, this is a living document which may be amended from time to time.			

Supplying potable water to the Ashcroft Indian Band has been a discussion between the two communities for years. The construction of the new Water Treatment Plant and subsequent phases of further development due to ongoing demand have provided an opportunity for the two communities to collaborate for the supply of water from the Village to AIB. The water treatment plant has the capacity to

supply water to AIB with some minor upgrades. This project would be the first project completed since both communities signed the current Protocol Agreement.

AIB is waiting to secure funding prior to moving forward. Working Group is established and will begin work when AIB is ready to move forward.

The heat dome in 2021 demonstrated an increased demand for water in Ashcroft as a result the Village is populating the existing water filtration trains with membranes. If AIB moves forward with this initiative, a third water filtration train will be required.

Negotiations are ongoing between the Village and AIB to determine the scope, cost and conditions of the Water Supply Agreement. Water is to be sold to AIB at cost (no profit margin). Cost to the residents of Ashcroft must remain nil.

PRIORITY #4	NORTH ASHCROFT RESERVOIR		
OBJECTIVE:	Work with existing property owner to purchase property for the twinning of the North Ashcroft Reservoir.		
ESTABLISH WORKING GROUP – Members of Council, Staff			
Actions:		Timeline for Completion	Primary Responsibility
STEP #1:	DETERMINE SCOPE OF THE PROJECT	March 2021	Working Group
STEP #2:	DETERMINE BUDGET FOR LAND	July 2021	Working Group
STEP #3:	APPLY FOR ALC EXCLUSION	December 2021	Staff
STEP #4:	PURCHASE LAND	April 2022	Staff
STEP #5:	ENGAGE ENGINEERS	TBD	Working Group
STEP #6:	DEVELOP PLANS	TBD	Working Group
STEP #7:	CONSTRUCTION PHASE	TBD	Staff
The Working Group established timelines for completion when the scope of the project was solidified; however, this is a living document which may be amended from time to time.			

To meet the growing demand of water supply in North Ashcroft and in consideration of possible new subdivision developments including the provision of water to the Ashcroft Indian Band, the Village has researched the prospect of twinning the existing reservoir. During a property survey, it was determined

that only the original above ground reservoir is on Village land. To rectify this issue, the property owner has been contacted, land purchase discussions are underway and the property has been surveyed.

A second reservoir is required to meet the future demand for water in North Ashcroft and AIB.

The scope of this project has been broken into two phases. Phase 1:

- Request property owner permission to survey land - COMPLETE
- Present survey to property owner and agree to proposed land for subdivision - COMPLETE
- Negotiate purchase price – COMPLETE
- Apply for ALC exclusion – IN-PROGRESS
- Subdivide property
- Purchase property

Phase 2 – to be determined by working group

PRIORITY #5		TRAILS MASTER PLAN	
OBJECTIVE:		Develop a Trails Master Plan and collaborate with AIB to expand and connect our trail networks.	
ESTABLISH WORKING GROUP – Members of Council, Staff and AIB Council and Staff			
Actions:		Timeline for Completion	Primary Responsibility
STEP #1:	DETERMINE SCOPE OF THE PROJECT	March 2021	Staff/Council
STEP #2	SOURCE FUNDING	March 2021	Working Group
STEP #3	ENGAGE TRAIL PLANNER/BUILDER CONSULTANT	March 2021	Working Group
STEP #4:	STAKEHOLDER/COMMUNITY ENGAGEMENT	September 2021	Consultant/Working Group
STEP #5:	DEVELOP PLAN	December 2021	Consultant
STEP #6:	PRESENT DRAFT PLAN TO COMMUNITY FOR INPUT	Spring 2022	Consultant/Working Group
STEP #7:	FINALIZE PLAN	September 2022	Consultant/Council
STEP #8:	SOURCE FUNDING FOR TRAIL CONSTRUCTION	Ongoing	Staff
STEP #9:	REVIEW ANNUALLY	Ongoing	Staff/Council
The Working Group established timelines for completion when the scope of the project was solidified; however, this is a living document which may be amended from time to time.			

Quality of life and providing recreational opportunities is a priority for the Village. There are many existing natural trails that resident and visitors use in the area, a Trails Master Plan will provide the means to develop trail infrastructure that is planned and connects the three distinct areas of Ashcroft with trail heads. The Ashcroft Indian Band has expressed an interest in collaborating on this priority to include linking our two communities with a walking path and link existing AIB trails into the trail network. An independent trail planner/builder will be engaged to develop the plan.

The scope of this project includes:

- Contract a consultant specializing in Trail planning and development – First Journey Trails
- Project is a budget item, grant sourcing is not required for planning
- Provide existing trail information to consultant - COMPLETE
- Consultant to engage with community members individually or in groups - COMPLETE
- Conduct Trail survey – COMPLETE
- Develop draft plan – in-progress
- Host community engagement and feedback session – to be held at draft plan presentation
- Review plan
- Finalize and approve plan

<i>PRIORITY #6</i>	<i>COMMUNITY GARDEN - HERITAGE PARK AND TREE ASSESSMENT</i>		
<i>OBJECTIVE:</i>	Develop a community garden near Heritage Park, assess Heritage Park and Trees		
ESTABLISH WORKING GROUP – Members of Council, Staff, Stakeholders as needed			
Actions:		Timeline for Completion	Primary Responsibility
STEP #1:	DETERMINE SCOPE OF THE PROJECT	April 2021	Staff/Council
STEP #2	SOURCE FUNDING	May 2021	Working Group
STEP #3	COLLABORATE / PARTNER WITH COMMUNITY GROUPS	April 2021	Working Group
STEP #4:	DEVELOP GARDEN LAYOUT/PLAN	May 2021	Working Group
STEP #5:	CONSTRUCT GARDEN - Begin	September 2021	Working Group
STEP #6:	DEVELOP GARDEN USER AGREEMENT/RULES	November 2021	Working Group
STEP #7:	COMPLETE GARDEN CONSTRUCTION	June 2022	Staff
The Working Group established timelines for completion when the scope of the project was solidified; however, this is a living document which may be amended from time to time.			

The ongoing development of green space as well as the maintenance and enhancement of existing green spaces in Ashcroft is a priority for Council. Heritage Park was constructed to celebrate Ashcroft’s historical roots in recognition of Ashcroft’s 50th anniversary of incorporation. To celebrate Ashcroft’s 70th anniversary in 2022 this priority will comprehensively assess all structures and trees at Heritage Park and develop plans to construct a community garden between the park and the big blue dump truck. The scope of the garden project increased in 2021 to include a redesign of the Pond, water wheel and surrounding area.

The scope of this project includes:

- Invite CIB participation - COMPLETE
- Determine final location and size of garden - COMPLETE
- Develop concept design - COMPLETE
- Source and apply for grant funding - COMPLETE
- Develop Garden rules, policy etc. - COMPLETE
- Construct garden – IN-PROGRESS
- Develop concept drawing for pond and water wheel area redesign – IN-PROGRESS
- Source funding for redesign project – IN-PROGRESS

<i>PRIORITY #7</i>		<i>ASHCROFT VOLUNTEER FIRE DEPARTMENT SUSTAINABILITY</i>	
<i>OBJECTIVE:</i>		Support AVFD Sustainability	
ESTABLISH WORKING GROUP – Members of Council, Staff, Fire Department members			
Actions:		Timeline for Completion	Primary Responsibility
STEP #1:	DETERMINE SCOPE OF THE PROJECT	May 2021	Working Group
STEP #2	UPDATE CONSTITUTION AND BYLAW	July 2021	Working Group
STEP #3	DEVELOP OPERATIONAL PROCEDURES & GUIDELINES	December 2022	Working Group
STEP #4:	DEVELOP REPORTING TEMPLATES	June 2021	Working Group
STEP #5:	SOURCE GRANT FUNDING	September 2021	Working Group
The Working Group established timelines for completion when the scope of the project was solidified; however, this is a living document which may be amended from time to time.			

The Ashcroft Volunteer Fire Department is undergoing leadership changes and retirement of long-time members leaving the department vulnerable during the transition period. New leadership approached the Village to request support as the department continues to provide fire protection and highway rescue services to the community and surrounding area. The current Constitution and Bylaw are outdated and

not reflecting the current needs or actions of the department. Updating the establishing documents, developing operational procedures, guidelines and reporting templates are daunting tasks that the Fire Department members do not have the capacity to fulfill.

The working group will provide the venue for discussion and identify ways to support the Fire Department to sustainable levels.

Firehall upgrades grant successful \$688,000. Project costs are over budget, staff is working with the contractor for solutions

The scope of this project includes:

- Engage with FD and invite working group participation - COMPLETE
- Review and rewrite FD Constitution - COMPLETE
- Staff to update the FD Establishing Bylaw - COMPLETE
- FD and WG review FD Establishing Bylaw prior to going before Council - COMPLETE
- Source funding for Fire Hall upgrades, training, equipment etc. – FUNDING APPROVED
- Develop Safe Operating Procedures and Guidelines – IN-PROGRESS
- Establish better communications and relationship between the Village and the FD – IN-PROGRESS
- Design plan for firehall upgrades – IN-PROGRESS
- RFP and select contractor to complete the project – IN-PROGRESS



Some members of the Heritage Park and Community Garden Working Group

PROJECT LIST BY STATUS OF PRIORITY:

Area	Description	Priority	Cost	Est. Grant	Staffing	Status
Admin	Public Art Review & Policy	Critical	Staff time		Intern/CAO	Complete
Admin	Emergency Plan Update	Critical	Staff time		CFO/CAO	In Progress
Admin	Good Neighbour Bylaw	Critical	Staff time		CAO/BEO	TBD
Admin	Voyent Alert System	Critical	1,200		All Admin Staff	Complete
Collaboration	Asset management collaborative	Critical	50,000	50,000	CFO/Cache Creek	In Progress
Collaboration	AIB Water Project & Trails	Critical	30,000		CAO/CFO/DPW	In Progress
Collaboration	Intercommunity Bylaw Enforcement Officer	Critical	21,333		CAO	Established
Economic Development	Capacity Building & Ec Dev Officer	Critical	50,000	50,000	CAO/EDTC	Established
Economic Development	Business Façade	Critical	20,000	20,000	CAO/EDTC	Annual Ongoing
Economic Development	Update MOTI and Hwy. Signage	Critical	20,000.00	20,000.00	EDTC/CAO/CF O	In Progress
Economic Development	Love Ashcroft	Critical	1,200	1,200	CAO/EDTC	Annual Ongoing
Economic Development	Grant Writer	Critical	10,500	8,000	CFO	Annual Ongoing
Environment	EV Charging Lvl2 & Fast Charger	Critical	75,000	40,000	CFO/CAO	In Progress
Equipment	Sweeper -	Critical	350,000		CFO/DPW	Complete
Equipment	Front end bucket for John Deer Tractor	Critical	6,000		CFO/DPW	Complete
Fire	Fire Training/equipment	Critical	52,000	52,000	FD/CAO/CFO	In Progress
HARS	Heat Alert	Critical	25,000	25,000	CAO/EA	In Progress

Parks & Playgrounds	Legacy Park Upgrades to Sewer & Elec	Critical	100,000		CFO/DPW	Complete
Parks & Playgrounds	Update old fire hall	Critical	5,000		DPW/PW	
Parks & Playgrounds	Hot Tub	Critical	172,000	126,000	CFO/DPW/PW	In Progress
Parks & Playgrounds	Trails Master Plan	Critical	30,000		CFO	In Progress
Parks & Playgrounds	Community Garden - Fencing, soil, planters & boxes, water line	Critical	60,000	60,000	CFO/DPW/PW	In Progress
Sewage	STP Grating on Walkway	Critical	6,400		DPW/PW	Complete
Sewage	Lift station	Critical	1,380,000	1,380,000	CFO/DPW/CAO	In Progress
Subdivision	Concluding	Critical	5,000		CAO	Complete
Subdivision	Storm Sewer - Storm Run Off	Critical	80,000		CAO/CFO	In Progress
Transport	Rainbow Crosswalk	Critical	7,500		DPW/PW	Ongoing
Transport	Sidewalk access	Critical	10,000		DPW/PW	
Water	Reservoir Desert Hills property	Critical	3,821,000	2,801,939	CFO/CAO	In Progress
Water	Reservoir Ladder replacement & repairs	Critical	8,000		DPW/PW	In Progress
Water	WTP Intake project	Critical	833,000	533,333	CFO/DPW	Complete
Water	WTP Separator Project	Critical	175,000		CFO/DPW	Complete
Water	Reservoir - Survey, Land Purchase & ALC	Critical	100,000		CAO/CFO/DPW	In Progress
Buildings	Fire Hall Roof leak between truck bay and hall	High	25,000		DPW/PW	Complete
Buildings	Community Hall Signage -Mosaic	High	5,000		CAO	
Collaboration	Housing Needs Coordinator	High	7,000 VOA Contribution	50,000	CAO/HUB/E-Fry	Funding not secured

Collaboration	Service Agreements/Shared Services	High			CAO/CFO/DPW	Ongoing
Parks & Playgrounds	Tree Inventory--CIB Urban	High	-		CAO/CFO/DPW	Complete
Parks & Playgrounds	Dog Park - Hub Initiative	High	-		CAO	
Parks & Playgrounds	Evaluation of Heritage Park	High	-		DPW/PW	Complete
Transport	Road Infrastructure	High	50,000		CFO/DPW	Ongoing
Water	Rural Pump Station Upgrade Motor	High	6,000		DPW	
Water	Generators for remaining pump station	Medium	120,000		CFO/DPW	Ongoing
Cemetery	Upgrade Irrigation & beautification	Medium	60,000		DPW/PW	
Equipment	Mower	Medium	50,000		CFO/DPW	
Equipment	Loader	Medium	250,000		CFO/DPW	
Parks & Playgrounds	Pool Shade Covers	Medium	35,000		CAO/CFO/DPW	In Progress
Sewage	UV upgrades to self cleaners	Medium	50,000		CFO/DPW	
Storm drainage	Remediate flooding near fire hall	Medium	5,000		DPW/PW	Complete
Buildings	Lady Minto- Fire Alarm -pull station	Low	30,000		DPW/CFO	
Buildings	Pave Apron	Low	7,000		DPW/CFO	Complete
Buildings	Lady Minto - Automatic Door	Low	15,000		DPW/PW	
Buildings	Renovate Firehall	Low	700,000	688,000	CFO/CAO/FC	In Progress
Equipment	Electric Zamboni	Low	150,000		DPW/CFO	
Equipment	Replace Tanker & Rescue	Low	700,000		CFO/FC	
Parks & Playgrounds	Splash Park	Low	85,000		CAO/CFO/DPW	

Parks & Playgrounds	Parks and Rec Coordinator	Low	50,000		CAO/CFO/DP W
---------------------	---------------------------	-----	--------	--	-----------------

2021 LIST OF ACTIONABLE MOTIONS:

The following table is a list and status of all actionable motions moved by Council from January 1, 2021 to December 31, 2021.

Actionable Motion and Task List Tracker - 2021		January - December			
Motion No.	Motion	Staff Responsible	Comments	Time line	Status
	2021 MOTIONS				
R-2021-04	<p>“That the Council Committee appointments be reassigned as follows: Health: Cnclr. Tuohey – Alt. Mayor Roden Ec. Dev. Tourism: Cnclr. Anderson – Alt. Cnclr. Anstett NDIT: Cnclr. Davenport – Alt. Cnclr. Anstett Heritage: Cnclr. Tuohey – Alt. Cnclr. Davenport All other committee appointments remain as previously assigned.</p> <p>“That the Council Committee appointments be reassigned as follows: Health: Cnclr. Tuohey – Alt. Mayor Roden Ec. Dev. Tourism: Cnclr. Anderson – Alt. Cnclr. Anstett NDIT: Cnclr. Davenport – Alt. Cnclr. Anstett Heritage: Cnclr. Tuohey – Alt. Cnclr. Davenport All other committee appointments remain as previously assigned.”</p>	EA/Recept	Update Council committee appointment list - notify NDIT		complete
R-2021-05	“That each Council member choose their top four Working Group options, list them	Council	Bring top 4 choices to the Jan 25, 2021		complete

	descending and bring the list to the next Council meeting for consideration and appointment.”		Council meeting		
R-2021-06	“That Council approves the CAO and CFO to sign the Annual Operating Agreement to continue the inter-community bus service with BC Transit and the communities of Clinton and Cache Creek.”	CAO/CFO	sign agreement		complete
R-2021-08	“That Council approve the AVFD request for a \$500 Grant in Aid.”	CFO	Cheque Requisition		complete
R-2021-09	“That Council request a zoom meeting to discuss the future disposal of the AES property with the Board of Trustees.”	CAO	Meeting requested for February 10, 2021		complete
R-2021-10	“That Council direct staff to send a letter to Premier John Horgan, MLA Tegart and the Ministers of Health and Finance in support of the City of Vernon’s resolution in support of universal no-cost access to all prescription contraception available in BC under the Medical Services plan.”	CAO	Draft Letters		complete
R-2021-11	“That Council move the motion made by the City of Kamloops Council and forward it the Federal Government requesting immediate action be taken to address the Overdose Crisis in Canada.”	CAO	Draft Letter		complete
R-2021-13	“That Council members bring resolution suggestions back to the next meeting keeping in mind a broader based universal issue affecting many municipalities.”	Council	January 25th Agenda. No resolution suggestions received		complete
R-2021-14	“That Council direct staff to request another meeting between Mayor Talarico, Mayor Roden, Sgt Angman and C/Supt. Haugli to discuss	CAO	email sent to Sgt Angman to begin meeting coordination		complete

	policing concerns in the Ashcroft/Cache Creek area.”				
R-2021-18	“That Council approve administration to sign the Annual Operating Agreement and submit it to BC Transit before January 31, 2021.”	CAO/CFO	sign agreement		complete
R-2021-20	“That Council approve the Economic Development and Tourism-Strategic Plan 2020-2021”.	EDTC	Sign and file agreement		complete
R-2021-24	“That Council endorse the application to the Investing in Canada Infrastructure Program (ICIP) under the COVID-19 Resilience Infrastructure Stream (CVRIS) to renovate Fire Hall 2.”	CAO			complete
R-2021-25	“That Council approves the Working Group appointments as follows: 1. Emergency Plan Update Councillor Anstett / Councillor Davenport 2. Storm Drainage and Run Off Study Councillor Anstett / Mayor Roden 3. Water to AIB Councillor Anderson / Councillor Davenport 4. North Ashcroft Reservoir Councillor Anstett / Councillor Davenport 5. Trails Master Plan Mayor Roden / Councillor Tuohey 6. Heritage Park Assessment and Community Garden Councillor Anderson / Councillor Tuohey 7. Fire Department Sustainability Mayor Roden / Councillor Davenport”	CAO/EA			complete

R-2021-26	"That Council endorse application to the Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning."	CFO			complete
R-2021-27	"That Council approves the Community Resource Society's request for free Community Hall use in December for the Hamper Drive."	EA			complete
R-2021-29	"That the Village Of Ashcroft host the petition at the village office and allow public to come in and sign if they are so inclined."	ADMIN			complete
R-2021-30	"That Council approves an advertisement in the Military Recognition book for 2021 as a full colour business card ad."	EA			complete
R-2021-31	"Send a letter in support of AIB's application for funding to plan and construct a walking/bike path along Cornwall Rd."	CAO			complete
R-2021-34	"That Council approve the dissolution of the Economic Development and Tourism Select Committee of Council; and that a Working Group be established to act as a steering committee; and further that the Council members appointed to the Select Committee remain as the appointed members of the working group."	EDTC			complete
R-2021-40	"That Council endorses the Village of Ashcroft grant funding application to Northern Development Initiative Trust under the Community Spaces funding stream for the development of a Community Garden in the downtown core; and further that Council support the project throughout its duration."	CAO			completed

R-2021-41	"That Council approves the Easter Egg Scavenger Hunt request and donate a 2021 Family Season Pass to the Ashcroft Pool."	EA	2021 Family Pool Pass to be done up		completed
R-2021-42	"That the Village of Ashcroft provide \$200 from the public relations fund as a donation to the organizers for the Easter Scavenger Hunt."	CAO/CFO			completed
R-2021-43	"That Council approves the Request for Street Art in the Round, an Elizabeth Fry collaboration with Kathleen Kinasewich to allow art work to be displayed on the fence at the back of the E-Fry and Municipal building."	CAO			completed
R-2021-44	"That Council approve staff to send a letter of support as per the template provided, to Telus, in support of their grant application for funding to expand the broadband service in the Village of Ashcroft."	CAO	Letter or Support		completed
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	DPW to coordinate with TNRD		completed
R-2021-51	That Council receives the report for information until the Union - CUPE 900 are consulted for input, and further, that Council direct staff to bring back a report at that time."	CAO	Contact Union Chair to discuss, meeting scheduled for...		completed
R-2021-52	"The Council accept the lowest cost tender from Extreme Excavating for \$777,777.00."	CFO	Extreme Excavating notified		completed
R-2021-53	"That Council endorse the grant-in-aid funding request in the amount of \$500."	CFO/EA	Send letter of approval and requisition cheque		completed

R-2021-54	"That Council direct staff to write a letter in reply with an Ashcroft update and include pictures such as Water Treatment Plant."	CAO/EA	Send letter in reply, attach pictures		completed
R-2021-61	"That Council approves reallocation of Short-Term Bond Fund to shorter duration instruments such as Money Market Fund or GIC or Savings Account."	CFO	Reallocate Funds		completed
R-2021-62	"That Council continues to support the DSCS and provide two \$500 Bursaries."	CAO	Send letter of approval and requisition cheque		completed
R-2021-70	"That Council begin the preliminary bylaw review by establishing the process for public engagement, direct staff to develop questionnaire and bring back for revue at the next Council meeting."	CAO			completed
R-2021-71	"That Council approves the lowest cost tender as recommended by the Village's Engineers, Urban Systems from Drake Excavating Ltd. in the amount of \$233,900.00."	CFO/DPW	Notify Urban Systems of Council's approval of tender by Drake Excavating for Sand Separator		completed
R-2021-72	"That Council send letters of support to the Minister of Labour and Minister of Tourism as per samples provided."	EA	Send letters of support for Laid-Off Hotel & Tourism Industry Workers		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		Completed
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	CAO	CAO proceed with purchase and installation of Community Message Sign	Sign purchased	Completed

	near the Wagon on Highway 97C, and further that up to \$10,000 be allocated in the budget for the project.				
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
R-2021-133	That Village of Ashcroft Official Community Plan Amendment Bylaw No. 837, 2020 be reconsidered and adopted.	EA	Prepare Bylaw for Signatures and filing		completed
R-2021-134	That Village of Ashcroft Zoning Amendment Bylaw No. 838, 2020 be reconsidered and adopted.	EA	Prepare Bylaw for Signatures and filing		completed
R-2021-138	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.	DPW	Purchase order issued delivery expected in August		completed

R-2021-140	That, Council provides a letter of support for the 988 Crisis Hotline initiative.	EA	Write Letter of Support		completed
R-2021-148	That, the amended Community Engagement Draft Policy No. C-01-2021 be brought back for review at the next Council meeting.	CAO	Amend		completed
R-2021-149	That, Council reviews the Commercial Filming Draft Policy No. A-02-2021 draft and bring it back for decision at another meeting.	CAO			completed
R-2021-150	That, Council direct Staff to schedule UBCM meetings with: Public Safety – RCMP Staffing at the Detachment Meeting with Health – changes coming to our health center BC Hydro- street lighting costs, EV Stations And the staff recommended Ministers as per the report.	CAO	Schedule meetings		completed
R-2021-153	That, Council donates a family swim pass for the Ashcroft HUB	EA	Email		completed
R-2021-156	That, Council direct staff to contact the FD working group to gather feedback on what if any regulations and or permits they would like to see in place for backyard campfires and bring that information back to COTW	CAO			completed
R-2021-163	That, Council approves the Community Engagement Policy No. C-01-2021 as presented or amended to pg 8 circumstances – public A specific geographic community is affected.	CAO			completed
R-2021-164	That, Council approves the Commercial Filming Policy No. A-02-2021 as presented.	CAO			completed
R-2021-166	That, Council supports national Rail Safety Week to be held	CAO			completed

	from September 20 to 26, 2021.				
R-2021-167	That, the South Cariboo Sportsmen Association Grant in Aid request be approved for \$500.	CAO	Cheque Request processed		completed
R-2021-168	That, the Winding Rivers Art and Performance Society's Grant in Aid request to host live music at the Canada Day event be approved for \$500.	CAO	Cheque Request processed		completed
R-2021-169	That, a letter of support with the following motion be sent to MP Julian. On behalf of 1558 residents (census 2016), the Mayor and Council of the Village of Ashcroft, endorse MP Julian Peter's private member's motion, Motion M-84 Anti-Hate Crimes and Incidents and his private member's bill Bill-C 313 Banning Symbols of Hate Act.	CAO	Letter of Support be written		completed
R-2021-173	That, Council consider sending a formal letter to the Ashcroft Indian Band defining our position and setting August 1st as the response date to determine steps forward. If no response is received, table the project.	CAO	Letter be written		completed
R-2021-177	That, Council sends a letter to HAWC in appreciation of their efforts to ensure the provision of ongoing healthcare to the community, and further that, Council send a letter to the Minister of Health, Adrian Dix in support of the proposed new urgent primary care health model and request his support.	CAO	Letter be written		completed
R-2021-182	That, Council approve the Ashcroft Fire Rescue Service Constitution as presented	CAO/EA	Add "Member in Good Standing"		completed

	include under definition a "member in good standing".		definition to Constitution		
R-2021-195	CAO Report – Water and Sewer Rate Changes - That, items 5.2 and 5.3 be deferred to a future meeting and that legal advice be requested.	CAO	Request for clarification submitted to lawyers, waiting for written response. Tabled		completed
R-2021-196	That, Council approves staff to sign the Legacy Park Maintenance Contract expiring September 30, 2023 with Barry Tripp as the contracted agent.	CAO	Signed		completed
R-2021-199	That, Council approves Ashcroft to move forward with the Salute to Hometown Heroes advertisement in the Ashcroft Journal by purchasing an 8x2 banner full color for the advertisement.	EA	Ad placed		completed
R-2021-206	That staff be directed to schedule Outdoor Burning Bylaw Public meetings for Thursday October 14th one afternoon meeting at 1:00 pm and one evening meeting at 6:00 pm.	EA	Advertising done		completed
R-2021-210	That the Village of Ashcroft Council request the Ministry of Municipal Affairs to amend the Local Government Act in section 198 [appointment and term of office for municipal directors], as necessary to require municipal councils to appoint the Mayor, or the Mayor's designate, as the municipal director to the regional district board.	CAO	Request sent to Ministry of Municipal Affairs		completed
R-2021-211	That Council donate one dollar per Ashcroft resident to be given to the Village of Lytton specifically for rebuilding purposes.	CAO/CFO	Letter & Cheque sent		completed

R-2021-212	That Council for the Village of Ashcroft provide a letter in support of the prequel grant application to Gold Country Communities Society.	EA	Letter of Support sent		completed
R-2021-213	That the Village of Ashcroft proclaim October as Foster Family Month.	CAO	Proclamation done		completed
R-2021-214	That Council provide a letter of support to the South Cariboo Elizabeth Fry Society and the Ashcroft HUB in their joint venture application for funding to complete an affordable housing project plan.	EA	Letter of Support sent		completed
R-2021-222	That, the Village support the request for a donation of 10 cases water and 10 cases of juice boxes for the annual Halloween Party coordinated by Bonaparte FN Headstart program.	CAO	Contact Headstart coordinator to coordinate the donation		completed
R-2021-223	That, Council endorses the proposal from Craig Baird of Canadian History Ehx. and purchase one podcast episode for \$250 featuring Ashcroft.	CAO	Arrange purchase of one podcast		completed
R-2021-232	That, Council approves the installation of public art at the Ashcroft Skate Park to be completed in the spring of 2022 as per Public Art Policy A-01-2021.	CAO	A letter be sent advising Council's approval		completed
R-2021-233	That, Council direct staff to amend and consolidate the Outdoor Burning Bylaw No. 811, 2017 to allow regulated campfires within the village boundary, and that, the fees for ceremonial burning be removed, and further that, only the Fire Department and the Village is able to apply for a permit to burn fuel loads within the community.	CAO	Amend Bylaw and bring back to Council for first three readings.		completed
R-2021-234	That, Council adopt the 2020 Annual Report as presented.	CAO	Finalize and post to Website		completed

R-2021-237	That Council approve the Fire Department free ice time request as presented.	EA	A letter be sent approving the Fire Department's Request for free ice time.		completed
R-2021-250	That Council direct staff to forward a copy of Housing Needs Assessment and schedule a meeting with representatives from the Thompson View Manor Society.	EA	Send a copy of the Housing Needs Assessment and Schedule a meeting		completed
R-2021-251	That, a Grant in Aid for \$500 be provided to the Ashcroft & Area Community Resources Society for the Christmas Hamper Drive.	CFO	Send a letter advising approval of \$500 Grant-In-Aid		completed
R-2021-252	That Council direct staff to send a Letter of Support modeled after the letter in the agenda from the Avoid Frailty Regional Centre on Healthy Aging Summary	EA	Send Letter of Support		completed
R-2021-255	That, Council direct staff to arrange a meeting between Council and the SD #74 Board of Education.	CAO	Meeting held via Zoom December 9, 2021		completed
R-2021-258	That, Council direct staff to invite MP Brad Vis to a meeting and include him in the AIB water discussions.	CAO	A meeting with MP Vis is scheduled for December 13, 2021 @ 3:00 pm		completed
R-2021-259	That, Council direct staff to research and prepare a report regarding water to AIB that includes, costs, actuals, risk and options to be brought back to the next Council meeting for consideration.	CAO/CFO	Prepare a report re: Supplying water to AIB for next Council Meeting		completed
R-2021-269	That, Council provides a letter of support to the Healthcare & Wellness Coalition for Ashcroft and area.	CAO	Letter of Support to be sent		completed
R-2021-271	That the Village of Ashcroft purchase a full color business card size ad for \$350.00 in the	EA	Confirm our ad with Provincial		completed

	Royal Canadian Legion 17th Annual Military Service Recognition Book		Command for 2022		
R-2021-272	That, Council provides a letter of support no later than November 25th to Gold Country Communities in their effort to secure Shop Local BC grant funding.	CAO	Letter sent		completed
R-2021-273	That, Council sends a letter congratulating the co-chairs of the Board of Education on their re-election.	CAO	Letter sent		completed
R-2021-274	That, Council sends a letter commending Deb on her accomplishments not just in our region but in BC and congratulate her on her pending retirement.	CAO	Letter sent		completed
R-2021-283	That the Village of Ashcroft Fire Department Regulation Bylaw No. 848, 2021 be introduced and given first two readings.	CAO	Update Bylaw		completed
R-2021-284	That Outdoor Burning Bylaw No. 849, 2021 be given third reading. Include email line and phone number for applicants Add example under section 4 combustibles	CAO	Update Bylaw		completed
R-2021-285	That Business Licence Bylaw No. 850, 2021 be given third reading, remove to allow mechanic on private property.	EA	Update Bylaw		completed
R-2021-289	That, Council schedule a meeting with the CiB Committee prior to Agreement renewal.	CAO	Meeting invite sent		completed
R-2021-291	That the Village of Ashcroft provide a letter of support to the Ashcroft HUB Society for grant funding applications. Request for a meeting.	CAO	Letter of Support be sent		completed
R-2021-292	That a meeting be scheduled to explore partnership development between the Village and the HUB.	CAO	Meeting invitation sent		completed

R-2021-293	That, Council supports the Grant in Aid request to enable the HAWC to continue to advocate for acute and primary health care in Ashcroft.	CFO	Cheque issued		completed
R-2021-294	That, a letter of support be forwarded to Gold Country Communities Society in support of the 150 Immemorial Grant Program application.	CAO	Letter of Support Sent		completed
R-2021-295	That, the Village provide pins and other appropriate swag items to Gold Country Communities Society.	EA	Swag put together		completed
R-2021-297	That, Council nominates the Visit Ashcroft pocket guide in the Economic Development category.	EDT	Submit nomination		completed



Ashcroft Sunset, photo credit Yogi Bhalla

SCHEDULE A – AUDITED FINANCIAL STATEMENTS

The following document is the Audited 2021 Financial Statement for the Village of Ashcroft



THE CORPORATION OF THE VILLAGE OF ASHCROFT

FINANCIAL STATEMENTS

December 31, 2021

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING	
INDEPENDENT AUDITOR'S REPORT	
CONSOLIDATED STATEMENT OF FINANCIAL POSITION	
CONSOLIDATED STATEMENT OF ACCUMULATED SURPLUS	
CONSOLIDATED STATEMENT OF OPERATIONS	
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS	
CONSOLIDATED STATEMENT OF CASH FLOWS	
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS	
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS	APPENDIX 1
STATEMENT OF FINANCIAL ACTIVITIES - SEGMENTED	APPENDIX 2
SUPPLEMENTARY INFORMATION:	
FUND STATEMENTS:	
GENERAL REVENUE FUND	SCHEDULES 1 - 3
WATER REVENUE FUND	SCHEDULES 4 - 5
SEWER REVENUE FUND	SCHEDULES 6 - 7
STATUTORY RESERVE FUNDS	SCHEDULE 8
COVID-19 SAFE RESTART GRANTS FOR LOCAL GOVERNMENTS:	
STATEMENT OF GRANT EXPENDITURES	SCHEDULE 9

MANAGEMENT'S RESPONSIBILITY FOR REPORTING

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards. Financial statements are not precise since they include certain amounts based on estimates and judgments. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly, in all material respects.

The Village maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the Village's assets are appropriately accounted for and adequately safeguarded.

The Village Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements.

The Audit Committee reviews the Village's financial statements and recommends their approval to Village Council. The Audit Committee meets periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the financial statements and the external auditors' report. The Mayor and Council take this information into consideration when approving the financial statements for issuance to the residents. The Mayor and Council also consider the engagement of the external auditors.

The financial statements have been audited by Grant Thornton LLP in accordance with Canadian generally accepted auditing standards on behalf of the ratepayers. Grant Thornton LLP has full access to the Council and management.

On behalf of The Corporation of the Village of Ashcroft



Yoginder Bhalla, CFO



Date

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council,
THE CORPORATION OF THE VILLAGE OF ASHCROFT

Opinion

We have audited the accompanying consolidated financial statements of THE CORPORATION OF THE VILLAGE OF ASHCROFT (the Village), which comprise the consolidated statement of financial position as at December 31, 2021, and the consolidated statement of accumulated surplus, consolidated statement of operations, consolidated statement of change in net financial assets and consolidated statement of cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of THE CORPORATION OF THE VILLAGE OF ASHCROFT as at December 31, 2021, and the results of its consolidated operations, consolidated changes in its net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

We draw attention to the fact the supplementary information included in Schedules 1 through 9 do not form part of the financial statements. We have not audited or reviewed this supplementary information and, accordingly, we do not express an opinion, a review conclusion or any other form of assurance on this supplementary information.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Kamloops, Canada
April 25, 2022

Chartered Professional Accountants

**THE CORPORATION OF THE VILLAGE OF ASHCROFT
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
Friday, December 31, 2021**

FINANCIAL ASSETS	2021	2020
Cash (Note 5)	\$ 1,076,605	\$ 1,251,692
Restricted cash (Note 5)	3,024,821	3,451,004
Accounts receivable (Note 6)	657,809	473,600
Taxes and utilities receivable	<u>193,407</u>	<u>162,630</u>
	<u>4,952,642</u>	<u>5,338,926</u>
LIABILITIES		
Accounts payable and accrued liabilities	541,374	426,567
Tax sale proceeds payable	-	283,958
Deferred revenue (Note 7)	<u>240,747</u>	<u>23,801</u>
	<u>782,121</u>	<u>734,326</u>
NET FINANCIAL ASSETS	<u>4,170,521</u>	<u>4,604,600</u>
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 8)	17,102,225	15,234,763
Prepaid expenses	<u>33,958</u>	<u>24,541</u>
	<u>17,136,183</u>	<u>15,259,304</u>
ACCUMULATED SURPLUS (Note 9)	<u>\$ 21,306,704</u>	<u>\$ 19,863,904</u>

COMMITMENTS AND CONTINGENCIES (Note 10)

APPROVED ON BEHALF OF MAYOR AND COUNCIL:



 Yoginder Bhalla, CFO

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT
CONSOLIDATED STATEMENT OF ACCUMULATED SURPLUS
Year ended December 31, 2021**

	2021	2020
ACCUMULATED SURPLUS, beginning of year	\$ 19,863,904	\$ 18,376,714
ANNUAL SURPLUS	<u>1,442,800</u>	<u>1,487,190</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 21,306,704</u>	<u>\$ 19,863,904</u>

See accompanying notes to financial statements.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
CONSOLIDATED STATEMENT OF OPERATIONS
Year ended December 31, 2021

	Budget (Note 16)	2021	2020
REVENUES:			
Municipal taxation (Note 12)	\$ 1,503,601	\$ 1,521,930	\$ 1,472,191
Sales of services	1,164,028	1,357,164	1,168,406
Government transfers (Note 13)	3,296,628	2,058,671	2,092,640
Licenses, permits, penalties and fines	115,650	230,743	123,097
	<u>6,079,907</u>	<u>5,168,508</u>	<u>4,856,334</u>
EXPENSES:			
General government services	508,924	650,445	450,940
Protective services	211,679	218,257	119,714
Transportation services	673,153	643,895	563,896
Environmental and public health services	285,611	278,372	270,886
Recreational and cultural services	841,821	759,152	760,340
Water and sewer services	1,299,877	1,175,587	1,203,368
	<u>3,821,065</u>	<u>3,725,708</u>	<u>3,369,144</u>
ANNUAL SURPLUS	\$ 2,258,842	\$ 1,442,800	\$ 1,487,190

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
Year ended December 31, 2021**

	Budget	2021	2020
ANNUAL SURPLUS	\$ 2,258,842	\$ 1,442,800	\$ 1,487,190
Acquisition of tangible capital assets	(2,812,000)	(2,444,573)	(1,138,310)
Amortization of tangible capital assets	514,509	577,111	514,509
Change in prepaid expenses	-	(9,417)	88,193
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(38,649)	(434,079)	951,582
NET FINANCIAL ASSETS, beginning of year	4,604,600	4,604,600	3,653,018
NET FINANCIAL ASSETS, end of year	\$ 4,565,951	\$ 4,170,521	\$ 4,604,600

See accompanying notes to financial statements.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
CONSOLIDATED STATEMENT OF CASH FLOWS
Year ended December 31, 2021

	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES:		
Annual surplus	\$ 1,442,800	\$ 1,487,190
Non-cash changes to operations:		
Amortization	577,111	514,509
(Increase) decrease in:		
Accounts receivable	(184,209)	1,015,910
Taxes and utilities receivable	(30,777)	61,349
Prepaid expenses	(9,417)	88,193
Increase (decrease) in:		
Accounts payable	114,807	47,005
Tax sale proceeds payable	(283,958)	283,958
Deferred revenue	216,946	(1,932)
Cash flows from operations	<u>1,843,303</u>	<u>3,496,182</u>
CASH FLOWS FROM CAPITAL ACTIVITIES:		
Acquisition of tangible capital assets	<u>(2,444,573)</u>	<u>(1,138,310)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:		
Repayment of demand loan	<u>-</u>	<u>(1,367,789)</u>
Cash flows from (used in) financing	<u>-</u>	<u>(1,367,789)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Statutory reserve fund	152,921	(196,913)
Reserve for future expenditures	273,262	454,627
Cash flows from investing	<u>426,183</u>	<u>257,714</u>
INCREASE (DECREASE) IN CASH RESOURCES	(175,087)	1,247,797
CASH RESOURCES, beginning of year	<u>1,251,692</u>	<u>3,895</u>
CASH RESOURCES, end of year	<u>\$ 1,076,605</u>	<u>\$ 1,251,692</u>

See accompanying notes to financial statements.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2021

NOTE 1. ENTITY:

The Corporation of the Village of Ashcroft was incorporated in 1952 under the Municipal Act, a statute of the Province of British Columbia. Its principal activities include the provision of local government services to the residents of the incorporated area. These services include administrative, protective, transportation, environmental, recreational, water, sewer and fiscal services.

NOTE 2. SIGNIFICANT ACCOUNTING POLICIES:

Basis of Presentation:

The consolidated financial statements are the responsibility of and prepared by management in accordance with Canadian public sector accounting standards (PSAS). The preparation of these consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods. These consolidated financial statements include the operations of the General, Water, Sewer, and Reserve Funds.

Basis of Accounting:

The resources and operations of the Village have been separated for accounting and financial reporting purposes into four funds. Each fund is treated as a separate entity which is identified in its statements of financial position and where applicable, its statements of operations and accumulated surplus. Fund statements are presented as supplementary information to the consolidated financial statements.

a) **General Revenue Fund:**

The purpose of the General Revenue Fund is to reflect the operating activities, administration, protection, transportation, environmental & public health, and recreation and cultural services functions of the Village.

b) **Water Revenue Fund:**

The purpose of the Water Revenue Fund is to reflect the operating activities related to the treatment and distribution of water throughout the Village.

c) **Sewer Revenue Fund:**

The purpose of the Sewer Revenue Fund is to reflect the operating activities related to the treatment of sewage and transportation network of sewer mains and pump stations.

d) **Reserve Funds:**

Under the Community Charter of British Columbia, the Council may, by bylaw, establish reserve funds for specified purposes. Money in a reserve fund, and interest earned thereon, must be expended by bylaw only for the purpose for which the fund was established. If the amount in a reserve fund is greater than required, the Council may, by bylaw, transfer all or part of the amount to another reserve fund.

Principles of Consolidation:

The consolidated financial statements include the accounts of all funds of the Village. Interfund balances and transactions have been eliminated.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2021

NOTE 2. SIGNIFICANT ACCOUNTING POLICIES (continued):

Cash and Short-term Investments:

The Village's cash equivalents and pooled bond funds are recorded at cost, which approximates market value. Short-term investments are held with the Municipal Finance Authority and are held in short term bonds and a money market fund.

Non-financial Assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the annual surplus, provides the Change in Net Financial Assets for the year.

a) **Tangible Capital Assets:**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Major Asset Category

Buildings	20 to 70 years
Machinery and equipment	5 to 25 years
Pool, arena and other facilities	50 to 100 years
Roads	25 to 75 years
Storm sewer	100 years
Plants and facilities	20 to 70 years
Underground networks	100 years

The Village reviews the useful lives and the carrying values of its tangible capital assets at least annually or more frequently if events or changes in circumstances indicate that the assets might be impaired, by reference to the assets' contribution to the Village's ability to provide services. When assets no longer have any long-term service potential to the Village, the assets are considered to be impaired. An impairment loss is measured at the amount by which the carrying amount of the assets exceeds their fair value, which is estimated as the expected service potential of the assets.

b) **Contributions of Tangible Capital Assets:**

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt

c) **Leases:**

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

Revenue Recognition:

Taxation for municipal purposes is recorded as revenue in the period the taxes are levied. Interest is recorded on the accrual basis and is recognized when earned. Grants are recognized as revenue in the period they are receivable, eligibility criteria, if any, has been met and a reasonable estimate of the amount to be received can be made. All other sources of revenue are recorded as services are provided.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2021

NOTE 2. SIGNIFICANT ACCOUNTING POLICIES (continued):

Government Transfers:

Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Retirement Benefits:

The Village's contributions due during the period to its multi-employer defined benefit plan are expensed as incurred. See Note 10 for further details.

Expense Recognition:

Expenses are recorded on the accrual basis and are recognized as they are incurred as a result of the receipt of goods and services or the creation of a legal obligation to pay.

Deferred Revenue:

Grants, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired.

Use of Estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates. A significant area requiring management estimates includes the useful life of tangible capital assets. Management reviews these estimates on a periodic basis and, where necessary, makes adjustments prospectively.

Contaminated Sites:

Governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standard, the government has responsibility for remediation, future economic benefits will be given up and a reasonable estimate can be made. The Village has not recognized any liabilities for remediation of contaminated sites.

Accrual Method:

The accrual method is used in accounting for all funds.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2021

NOTE 3. FUTURE ACCOUNTING CHANGES

PS 3280 Asset retirement obligations

This section revises and replaces the existing Section PS 3270 Solid Waste Landfill Closure and Post-Closure Liability. This section applies to fiscal years beginning on or after April 1, 2022, with early adoption permitted.

PS 3400 Revenues

This section establishes standards on how to account for and report on revenue. This section applies to fiscal years beginning on or after April 1, 2023, with early adoption permitted.

PS 3160 Public private partnerships

This section establishes standards on how to account for and report on public private partnerships. This section applies to fiscal years beginning on or after April 1, 2023, with early adoption permitted.

PS 3450 Financial instruments

This section establishes standards for recognizing and measuring financial assets, financial liabilities and non-financial derivatives. This section applies to fiscal years beginning on or after April 1, 2022, with early adoption permitted. Adoption of this standard requires corresponding adoption of PS 1201 Financial Statement Presentation, PS 2601 Foreign Currency Translation and PS 3041 Portfolio Investments in the same fiscal period.

PS 1201 Financial Statement Presentation

This section revises the general reporting principles and standards for the disclosure of information in the financial statements. This section applies to fiscal years beginning on or after April 1, 2022, with early adoption permitted.

PS 2601 Financial Currency Translation

This section revises and replaces the existing Section PS 2600 Foreign Currency Translation. This section applies to fiscal years beginning on or after April 1, 2022, with early adoption permitted.

PS 3041 Portfolio investments

This section revises and replaces the existing Section PS 3040 Portfolio Investments. This section applies to fiscal years beginning on or after April 1, 2022, with early adoption permitted.

NOTE 4. FINANCIAL INSTRUMENTS:

Fair Values of Financial Assets and Financial Liabilities:

The carrying values of cash and restricted cash, accounts receivable, and accounts payable and accruals approximate their fair value due to the relatively short periods to maturity of these items. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant currency or credit risks arising from its financial instruments.

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Village manages exposure through its normal operation and financing activities. It is management's opinion that the Village is not exposed to significant interest rate risk by its investments.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2021

NOTE 5. CASH AND RESTRICTED CASH:	2021	2020
Statutory Reserve Fund	\$ 2,100,786	\$ 2,253,707
Reserve for future expenditures	<u>924,035</u>	<u>1,197,297</u>
Restricted cash	3,024,821	3,451,004
Unrestricted cash	<u>1,076,605</u>	<u>1,251,692</u>
	<u>\$ 4,101,426</u>	<u>\$ 4,702,696</u>
Consists of:		
Cash	\$ 2,531,095	\$ 3,147,330
Investments in pooled money market funds (Market Value: \$1,570,331)	<u>1,570,331</u>	<u>1,555,366</u>
	<u>\$ 4,101,426</u>	<u>\$ 4,702,696</u>
NOTE 6. ACCOUNTS RECEIVABLE:	2021	2020
Province of BC - Water Treatment Plant grant	\$ -	\$ 247,530
Province of BC - Sewer Treatment Plant grant	273,590	27,934
Other	<u>384,219</u>	<u>198,136</u>
	<u>\$ 657,809</u>	<u>\$ 473,600</u>
NOTE 7. DEFERRED REVENUE:	2021	2020
Federal Gas Tax Agreement - Community Works Fund:		
Opening balance of unspent funds	\$ 11,301	\$ 5,733
Add: Amount received during the year	247,186	120,735
Interest earned	51	5,568
Less: Revenue recognized during the year	<u>(247,186)</u>	<u>(120,735)</u>
Closing balance of unspent funds	<u>11,352</u>	<u>11,301</u>
Other Funding:		
Interior Health - Heat Alert & Response Planning Project	<u>12,500</u>	<u>12,500</u>
Sewer Revenue - Rural and Northern Communities Program:		
Opening balance of unspent funds	-	-
Add: Amount received during the year	417,379	-
Less: Revenue recognized during the year	<u>(200,484)</u>	<u>-</u>
Closing balance of unspent funds	<u>216,895</u>	<u>-</u>
Total	<u>\$ 240,747</u>	<u>\$ 23,801</u>

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2021

NOTE 7. DEFERRED REVENUE (continued):

a) Community Works Fund:

Community Works funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Community Works funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

b) Other Funding:

Other funding has been deferred until related expenses are incurred.

c) Rural and Northern Communities Program:

Clean Water and Wastewater funding is provided jointly by the Government of Canada and the Province of British Columbia. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Clean Water and Wastewater funding may be used towards eligible costs of the lift station replacement project as specified in the funding agreements.

NOTE 8. TANGIBLE CAPITAL ASSETS:

	2021	2020
Tangible capital assets consist of the following:		
Land	\$ 600,280	\$ 600,280
Pool, arena and other facilities	1,096,522	959,901
Buildings	695,438	598,730
Machinery and equipment	1,250,238	986,111
Roads	487,804	447,863
Storm sewer	362,226	367,472
Plants and facilities	11,690,538	10,350,221
Underground networks	<u>919,179</u>	<u>924,185</u>
	<u>\$ 17,102,225</u>	<u>\$ 15,234,763</u>

For additional information, see the Consolidated Schedule of Tangible Capital Assets (Appendix 1)

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2021

NOTE 9. ACCUMULATED SURPLUS:

2021

2020

Accumulated surplus consists of individual fund surpluses and reserves as follows:

Surplus from operations	<u>\$ 1,179,658</u>	<u>\$ 1,178,137</u>
Invested in tangible capital assets	<u>17,102,225</u>	<u>15,234,763</u>
Statutory reserve funds:		
Capital works reserve	1,936,297	2,090,626
Machinery and equipment replacement reserve	<u>164,489</u>	<u>163,081</u>
	<u>2,100,786</u>	<u>2,253,707</u>
Reserves for future expenditure:		
General	363,309	360,500
Fire department	385	385
Roads	57,622	3,423
Transit	94,256	89,328
Water	66,504	549,702
Sewer	<u>341,959</u>	<u>193,959</u>
	<u>924,035</u>	<u>1,197,297</u>
	<u>\$ 21,306,704</u>	<u>\$ 19,863,904</u>

NOTE 10. COMMITMENTS AND CONTINGENCIES:

a) **Operation and Maintenance Agreement:**

The Village has an operating lease for a photocopier and maintenance agreements for the water treatment plant and sewer treatment plant.

Future minimum monthly payments as at December 31, 2021, are as follows

2022	\$ 26,042
2023	4,237
2024	4,237
2025	4,237
2026	4,237
	<u>\$ 42,990</u>

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2021

NOTE 10. COMMITMENTS AND CONTINGENCIES (continued):

- b) The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2021, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry - age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2.866 million funding surplus for basic pension benefits on a going concern basis.

The Village paid \$100,982 (2020 - \$85,937) for employer contributions to the plan in 2021. Active members include approximately 16 contributors from the Village.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

- c) The Village was approved for a Small Communities Fund grant in 2017 for construction of a water treatment plant. The total project is expected to cost \$9.873 million over four years, with the grant covering 2/3 of this amount for a total of \$5.725 million. Cumulative costs on this project to the year-end date are \$9.154 million. Cumulative grant amounts received from the Small Communities Fund to the year-end date are \$5.725 million. The remaining cost of the project is to be covered by Village sources.
- d) The Village was approved for a Rural and Northern Communities Program grant in the prior year for the replacement of a sewer lift station. The total project is expected to cost \$1.38 million over five years, with the grant from the Province covering 2/5 of the amount and a grant from Canada covering 3/5 of the amount for a total of \$1.38 million. Total costs on this project to the year-end date are \$587,662. Total amounts received as revenue from the grant to the year-end date are \$581,236.
- e) The Village was approved for an Investing in Canada Infrastructure Program grant in the current year for the retrofit of the Ashcroft Fire Department Hall. The total project is expected to cost \$688,609 over three years, with the grant covering 100% of the amount. Total costs on this project to the year-end date are \$8,719. Total amounts received as revenue from the grant to the year end date are \$7,313.
- f) The Village was approved for an Investing in Canada Infrastructure Program grant in the current year for the Ashcroft Hot Tub Replacement project. The total project is expected to cost \$174,200 over five years, with the grant covering 73.33% of the amount. Total costs on this project to the year-end date are \$20,954. Total amounts received as revenue from the grant to the year-end date are \$15,366.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2021

NOTE 11. PERPETUAL CARE TRUST FUND:

The Village operates a cemetery in accordance with the Cemetery and Funeral Services Act. The Village is required to maintain a trust fund which is not included in these consolidated financial statements. Details of the trust funds are as follows:

	2021	2020
BALANCE, beginning of year	\$ 64,054	\$ 61,566
Add:		
Proceeds from sale of plots and monuments	1,821	2,024
Interest earned	<u>282</u>	<u>464</u>
BALANCE, end of year	<u>\$ 66,157</u>	<u>\$ 64,054</u>
The perpetual care trust fund is represented by:		
Cash and short-term investments	\$ 66,439	\$ 63,954
Due to (from) General Revenue Fund	<u>(282)</u>	<u>100</u>
	<u>\$ 66,157</u>	<u>\$ 64,054</u>

NOTE 12. TAXATION REVENUE:

The Village is required to collect taxes on behalf of and transfer these amounts to the government agencies noted below:

	2021	2020
Tax collected:		
General purposes	\$ 1,521,930	\$ 1,472,191
Collections for other governments	<u>1,099,856</u>	<u>1,032,465</u>
	<u>2,621,786</u>	<u>2,504,656</u>
Less transfers to other governments:		
Province of BC - school taxes	686,154	627,253
Thompson-Nicola Regional District	211,814	208,538
Thompson Regional Hospital District	105,131	102,358
Municipal Finance Authority	51	48
BC Assessment Authority	12,901	12,389
Policing	<u>83,805</u>	<u>81,879</u>
	<u>1,099,856</u>	<u>1,032,465</u>
	<u>\$ 1,521,930</u>	<u>\$ 1,472,191</u>

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2021

NOTE 13. GOVERNMENT TRANSFERS:

Government transfers are a major source of transfers to the Village. Government transfers received are for completed projects that meet the required criteria as set out by the Government body providing the funding. Government transfers do not include grants in lieu of taxes received from the Federal and Provincial governments. In 2021 the Village received and recorded as revenue the following transfers:

	2021	2020
Operating transfers:		
Federal	\$ 299,754	\$ 120,735
Provincial	688,574	1,215,292
Other governments	<u>315,353</u>	<u>257,612</u>
	<u>1,303,681</u>	<u>1,593,639</u>
Capital transfers:		
Provincial	754,990	469,001
Other governments	-	30,000
	<u>754,990</u>	<u>499,001</u>
	<u>\$ 2,058,671</u>	<u>\$ 2,092,640</u>

NOTE 14. SEGMENTED INFORMATION:

The Village of Ashcroft is a diversified municipal government institution that provides a wide range of services to its citizens. Distinguishable functional segments have been separately disclosed. The nature of the segments and the activities they encompass are as follows:

Government Services – Mayor & Council, Finance, and Human Resources:

The Departments within General Government Services are responsible for adopting bylaws; adopting administrative policy; levying taxes; acquiring, disposing and managing Village assets; ensuring effective financial management; monitoring performance and ensuring that high quality service standards are met.

Protective Services – Fire Protection:

Fire Protection includes all of the operating activities for fire prevention and suppression.

Transportation Services - Public Transit and Street Maintenance:

Public Transit and Street Maintenance involve the repair and maintenance of the road network and traffic services.

Environmental and Public Health Services - Waste Management:

Waste Management includes all of the revenue and expenses related to the collection and disposal of solid waste and community development, tourism and promotional activities.

Recreational and Cultural Services - Parks, Recreation and Culture:

The Parks, Recreation and Culture Department is responsible for providing, facilitating the development of, and maintaining high quality parks, recreation facilities, and cultural services.

Water Services - Water Department:

The Water Department includes all the operating activities related to the treatment and distribution of water throughout the Village.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
December 31, 2021

NOTE 14. SEGMENTED INFORMATION (continued):

Sewer Services - Sewer Department:

The Sewer Department operates network sewer mains and pump stations.

Reserve Funds - Statutory Reserve Funds:

The Statutory Reserve Fund is comprised of the machinery and equipment replacement reserve and capital works reserve.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 2. For additional information see the Statement of Financial Activities - Segmented (Appendix 2).

NOTE 15. CASH FLOW INFORMATION:

During the year, the Village received \$31,240 (2020 - \$46,017) in interest income.

NOTE 16. BUDGET:

The Financial Plan Bylaw adopted by Council included capital transactions such as acquisition of tangible capital assets, borrowing proceeds for the purchase of capital assets, and debt principal repayments. In addition, internal transfers between services, transfers to reserves, and transfers from surplus were included.

These capital transactions and transfers have been removed from the Financial Plan and presented as the budget in these Financial Statements as follows:

	Financial Plan Bylaw	Adjustments for capital transactions and transfers	Budget
REVENUES:			
Municipal taxation	\$ 1,503,601	\$ -	\$ 1,503,601
Sales of services	1,164,028	-	1,164,028
Government grants	3,296,628	-	3,296,628
Borrowings, licenses, permits, penalties and fines	115,650	-	115,650
Transfer from Surplus	864,509	(864,509)	-
	6,944,416	(864,509)	6,079,907
EXPENSES:			
General government services	508,924	-	508,924
Protective services	211,679	-	211,679
Transportation services	673,153	-	673,153
Environmental and public health services	285,611	-	285,611
Recreational and cultural services	841,821	-	841,821
Water and sewer services	1,299,877	-	1,299,877
Acquisition of tangible capital assets	2,812,000	(2,812,000)	-
Transfer to reserves	311,351	(311,351)	-
	6,944,416	(3,123,351)	3,821,065
ANNUAL SURPLUS	\$ -	\$ 2,258,842	\$ 2,258,842

**THE CORPORATION OF THE VILLAGE OF ASHCROFT
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
Year ended December 31, 2021**

	General							Water			Sewer			Totals	
	Land	Pool, Arena and Other	Buildings	Machinery & Equipment	Roads	Storm Sewer	Plants & Facilities	Underground Networks	Plants & Facilities	Underground Networks	2021	2020			
Cost															
Balance, beginning of year	\$ 600,280	\$ 2,242,383	\$ 1,994,565	\$ 2,585,335	\$ 7,268,341	\$ 530,323	\$ 10,171,517	\$ 1,305,053	\$ 2,677,603	\$ 771,997	\$ 30,147,407	\$ 29,008,097			
Add: Additions during the year	-	179,289	130,917	386,452	88,129	-	1,095,264	16,786	543,736	-	2,444,573	1,138,310			
Transfers	-	-	-	-	-	-	-	-	-	-	-	-			
Less: Disposals during the year	-	-	-	(48,000)	-	-	-	-	-	-	(48,000)	-			
Balance, end of year	600,280	2,421,682	2,125,482	2,923,787	7,356,470	530,323	11,270,781	1,321,839	3,221,339	771,997	32,643,980	30,147,407			
Accumulated amortization															
Balance, beginning of year	-	1,282,492	1,395,835	1,599,224	6,820,478	162,851	1,580,703	716,858	918,196	436,007	14,912,644	14,398,135			
Add: Amortization	-	42,668	34,209	122,325	48,188	5,246	237,797	14,105	64,886	7,687	577,111	514,509			
Less: Disposals during the year	-	-	-	(48,000)	-	-	-	-	-	-	(48,000)	-			
Balance, end of year	-	1,325,160	1,430,044	1,673,549	6,868,666	168,097	1,818,500	730,963	983,082	443,694	15,441,755	14,912,644			
Net Book Value of Tangible Capital Assets	\$ 600,280	\$ 1,096,522	\$ 695,438	\$ 1,250,238	\$ 487,804	\$ 362,226	\$ 9,452,281	\$ 590,876	\$ 2,238,257	\$ 328,303	\$ 17,102,225	\$ 15,234,763			

Included in Pool, Arena and Other (General) is \$87,623 (2020 - \$Nil) of tangible capital assets under construction. These assets have not been amortized. Included in Plants & Facilities (Water) is \$323,979 (2020 - \$614,531) of tangible capital assets under construction. These assets have not been amortized. Included in Plants & Facilities (Sewer) is \$587,662 (2020 - \$75,817) of tangible capital assets under construction. These assets have not been amortized. The Village paid interest of \$Nil (2020 - \$17,191) which has been added to the cost of Plant & Facilities (Water).

**THE CORPORATION OF THE VILLAGE OF ASHCROFT
STATEMENT OF FINANCIAL ACTIVITIES - SEGMENTED
Year ended December 31, 2021**

	Government Services	Protective Services	Transportation Services	Environmental & Public Health Services	Recreational & Cultural Services	Water Services	Sewer Services	Reserve Funds	Total 2021	Total 2020
REVENUES:										
Municipal taxation	\$ 1,356,314	\$ -	\$ -	\$ -	\$ -	\$ 83,459	\$ 82,157	\$ -	\$ 1,521,930	\$ 1,472,191
Sales of services	21,810	113,199	-	128,526	103,398	539,376	450,855	-	1,357,164	1,168,406
Government transfers	739,823	28,000	1,319	287,353	-	496,630	505,546	-	2,058,671	2,092,641
Borrowings, licences, permits, penalties and fines	19,866	-	-	-	-	-	-	-	19,866	25,188
Interest income	17,762	-	-	-	-	6,648	425	6,891	31,726	46,779
Donations and miscellaneous	152,658	843	-	-	14,057	3,483	8,110	-	179,151	51,129
	<u>2,308,233</u>	<u>142,042</u>	<u>1,319</u>	<u>415,879</u>	<u>117,455</u>	<u>1,129,596</u>	<u>1,047,093</u>	<u>6,891</u>	<u>5,168,508</u>	<u>4,856,334</u>
EXPENSES:										
Consulting and professional (recovery)	18,113	(15,428)	-	58,124	-	-	9,150	-	70,959	165,901
Grants	4,400	-	-	-	-	-	-	-	4,400	3,539
Insurance	25,998	2,768	362	-	19,049	28,150	9,374	-	85,701	91,336
Interest	-	-	-	-	-	-	-	-	-	6,940
Office and administration	245,828	320	34	4,709	618	4,299	-	-	255,808	184,943
Amortization	252,634	-	-	-	-	251,902	72,573	-	577,109	514,509
Repairs and maintenance	34,551	-	82,889	97,540	61,461	153,642	73,460	-	503,543	522,126
Salaries and benefits	606,253	28,306	343,640	63,731	428,320	86,740	75,527	-	1,632,517	1,424,720
Supplies and materials	-	164,593	118,408	2,712	3,316	651	-	-	289,680	158,860
Utilities and telephone	18,121	10,628	70,554	-	83,032	92,006	31,650	-	305,991	296,270
Overhead allocations	(555,612)	27,228	28,008	50,556	163,356	131,256	155,208	-	-	-
	<u>650,286</u>	<u>218,415</u>	<u>643,895</u>	<u>278,372</u>	<u>759,152</u>	<u>748,646</u>	<u>426,942</u>	<u>-</u>	<u>3,725,708</u>	<u>3,369,144</u>
EXCESS (DEFICIENCY) REVENUES OVER EXPENSES	1,657,947	(76,373)	(642,576)	137,507	(641,697)	380,950	620,151	6,891	1,442,800	1,487,190
INTERFUND TRANSFERS	(1,063,327)	76,373	642,576	(137,507)	641,697	-	-	(159,812)	-	-
ANNUAL SURPLUS	\$ 594,620	\$ -	\$ -	\$ -	\$ -	\$ 380,950	\$ 620,151	\$ (152,921)	\$ 1,442,800	\$ 1,487,190

See accompanying notes to financial statements.

THE CORPORATION OF THE VILLAGE OF ASHCROFT
STATEMENT OF FINANCIAL ACTIVITIES - SEGMENTED
Year ended December 31, 2020

	Government Services	Protective Services	Transportation Services	Environmental & Public Health Services	Recreational & Cultural Services	Water Services	Sewer Services	Reserve Funds	Total 2020
REVENUES:									
Municipal taxation	\$ 1,306,299	\$ -	\$ -	\$ -	\$ -	\$ 83,597	\$ 82,295	\$ -	\$ 1,472,191
Sales of services	18,812	13,455	-	127,877	76,768	528,284	403,210	-	1,168,406
Government grants	1,273,974	27,200	1,319	230,412	-	484,046	75,690	-	2,092,641
Borrowings, licences, permits, penalties and fines	25,188	-	-	-	-	-	-	-	25,188
Interest income	19,458	-	-	-	-	12,906	837	13,578	46,779
Donations and miscellaneous	34,031	745	-	-	14,737	1,616	-	-	51,129
	<u>2,677,762</u>	<u>41,400</u>	<u>1,319</u>	<u>358,289</u>	<u>91,505</u>	<u>1,110,449</u>	<u>562,032</u>	<u>13,578</u>	<u>4,856,334</u>
EXPENSES:									
Consulting and professional	78,248	3,531	21,082	39,770	-	5,972	17,298	-	165,901
Grants	3,539	-	-	-	-	-	-	-	3,539
Insurance	16,971	2,731	343	-	27,763	32,690	10,838	-	91,336
Interest	-	6,940	-	-	-	-	-	-	6,940
Office and administration	161,579	472	308	16,413	10	4,203	1,958	-	184,943
Amortization	217,448	-	-	-	-	225,764	71,297	-	514,509
Repairs and maintenance	17,110	1,403	73,764	109,885	135,903	139,148	46,516	-	522,126
Salaries and benefits	521,488	68,207	301,532	50,716	352,653	124,901	72,027	-	1,424,720
Supplies and materials	-	75,884	746	746	1,268	12,755	-	-	158,860
Utilities and telephone	23,097	7,594	58,343	-	69,715	106,197	31,324	-	296,270
Overhead allocations	(588,540)	28,836	32,640	53,556	173,028	137,856	162,624	-	-
	<u>450,940</u>	<u>119,714</u>	<u>563,896</u>	<u>270,886</u>	<u>760,340</u>	<u>789,486</u>	<u>413,882</u>	<u>-</u>	<u>3,369,144</u>
EXCESS (DEFICIENCY)									
REVENUES OVER EXPENSES	2,226,822	(78,314)	(562,577)	87,403	(668,835)	320,963	148,150	13,578	1,487,190
INTERFUND TRANSFERS	(2,365,658)	78,314	562,577	(87,403)	668,835	960,000	-	183,335	-
ANNUAL SURPLUS	<u>\$ (138,836)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,280,963</u>	<u>\$ 148,150</u>	<u>\$ 196,913</u>	<u>\$ 1,487,190</u>

THE CORPORATION OF THE VILLAGE OF ASHCROFT
GENERAL REVENUE FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2021
(Unaudited)

FINANCIAL ASSETS	2021	2020
Cash	<u>\$ 2,531,095</u>	<u>\$ 3,147,330</u>
Investments in pooled money market funds	<u>321,195</u>	<u>319,708</u>
Receivables:		
Taxes and utilities	193,407	162,630
General	<u>384,219</u>	<u>198,136</u>
	<u>577,626</u>	<u>360,766</u>
	<u>3,429,916</u>	<u>3,827,804</u>
 LIABILITIES		
Accounts payable and accrued liabilities	284,579	236,297
Accrued wages and employee benefits	257,191	190,282
Tax sale proceeds payable	-	283,958
Deferred revenue	23,852	23,801
Due to (from) Own Funds:		
Water Revenue Fund	273,295	515,127
Sewer Revenue Fund	340,289	220,487
Machinery and Equipment Replacement Reserve Fund	33,968	33,968
Perpetual Care Trust Fund	(282)	100
Capital Works Reserve Fund	<u>1,428,202</u>	<u>1,588,013</u>
	<u>2,641,094</u>	<u>3,092,033</u>
 NET FINANCIAL ASSETS	<u>788,822</u>	<u>735,771</u>
 NON-FINANCIAL ASSETS		
Tangible capital assets	4,492,508	3,960,356
Prepaid expenses	<u>33,958</u>	<u>24,541</u>
	<u>4,526,466</u>	<u>3,984,897</u>
 ACCUMULATED SURPLUS	<u>\$ 5,315,288</u>	<u>\$ 4,720,668</u>

THE CORPORATION OF THE VILLAGE OF ASHCROFT
GENERAL REVENUE FUND
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
Year ended December 31, 2021
(Unaudited)

	Budget	2021	2020
REVENUES:			
Municipal taxation	\$ 1,337,601	\$ 1,356,314	\$ 1,306,299
Sales of services	226,080	366,933	236,912
Government transfers:			
Unconditional transfers from Provincial Government	440,000	433,000	437,703
Unconditional transfers from Local Government	230,000	287,353	230,412
Conditional transfers from regional and other governments	710,628	336,142	864,789
Borrowings, licenses, permits, penalties and fines:			
Professional and business licenses	10,000	9,810	9,130
Other	700	843	745
Animal violation	150	-	-
Interest received	30,000	17,762	19,458
Penalties and interest on taxes	12,500	19,866	25,188
Rentals	12,000	13,089	13,567
Donations and other	30,500	42,670	26,072
Tax sale fees	500	101,147	-
	<u>3,040,659</u>	<u>2,984,929</u>	<u>3,170,275</u>
EXPENSES (Schedule 3)	<u>2,521,188</u>	<u>2,550,121</u>	<u>2,165,776</u>
EXCESS OF REVENUES OVER EXPENSES	519,471	434,808	1,004,499
TRANSFER TO WATER REVENUE FUND	(113,000)	-	(960,000)
TRANSFER TO STATUTORY RESERVE FUNDS	<u>160,082</u>	<u>159,812</u>	<u>(183,335)</u>
ANNUAL SURPLUS (DEFICIT)	566,553	594,620	(138,836)
ACCUMULATED SURPLUS, beginning of year	<u>4,720,668</u>	<u>4,720,668</u>	<u>4,859,504</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 5,287,221</u>	<u>\$ 5,315,288</u>	<u>\$ 4,720,668</u>

THE CORPORATION OF THE VILLAGE OF ASHCROFT
GENERAL REVENUE FUND
STATEMENT OF EXPENSES
Year ended December 31, 2021
(Unaudited)

	Budget	2021	2020
General Government Services:			
Legislative Expense:			
Council indemnities and expenses	\$ 47,000	\$ 47,835	\$ 47,835
General Administration Expenses:			
Office	54,300	51,863	70,277
Building operation and maintenance	31,500	29,226	41,144
Legal and professional	52,000	18,113	78,248
Salaries and employee benefits	534,250	606,253	521,488
Other General Government Expenses:			
Amortization	217,448	252,634	217,448
Asset management program	50,349	37,203	102
Travel	5,000	111	2,573
Insurance	15,000	25,998	16,971
Grants to organizations	10,908	4,400	3,539
Sundry	45,800	39,096	33,150
Tax sale	1,000	93,325	6,705
Less amounts transferred to other services	(555,631)	(555,612)	(588,540)
	<u>508,924</u>	<u>650,445</u>	<u>450,940</u>
Protective Services:			
Administration	29,566	26,427	27,922
Volunteer stipends and benefits	25,100	36,016	16,965
Building operation and maintenance	10,700	10,628	7,594
Equipment	43,200	52,565	32,866
Emergency measures	4,200	70,618	4,079
Building inspection	4,414	4,414	3,311
Animal pest control	1,500	1,509	221
Bylaw officer (recovery)	21,333	(7,506)	-
Sundry	71,666	23,586	26,756
	<u>211,679</u>	<u>218,257</u>	<u>119,714</u>
Transportation Services:			
Administration	318,886	310,344	292,927
Equipment operation and maintenance	42,000	110,075	66,348
Building operation and maintenance	79,500	63,876	61,706
Road and street maintenance	152,367	102,875	72,376
Street lighting	56,000	47,767	46,551
Traffic services	22,400	8,958	23,988
Sundry	2,000	-	-
	<u>673,153</u>	<u>643,895</u>	<u>563,896</u>
Environmental and Public Health Services:			
Garbage and waste collection	134,726	144,729	108,554
Cemetery	20,731	18,680	17,522
Planning and zoning	1,000	-	4,795
Community development	78,700	86,928	103,217
Natural resource development	8,796	7,773	8,204
Tourism and promotion	3,000	-	-
Sundry	38,658	20,262	28,594
	<u>285,611</u>	<u>278,372</u>	<u>270,886</u>
Recreational and Cultural Services:			
Administration	263,105	272,591	291,047
Community hall	17,400	10,533	24,831
Lady Minto building	21,410	18,200	15,456
Swimming pool	99,570	163,669	129,580
Arena	167,100	132,462	151,087
Parks and playgrounds	212,000	94,909	65,998
Historic sites	5,613	8,578	8,533
Museum	55,623	49,329	54,175
Curling club	-	8,881	19,633
	<u>841,821</u>	<u>759,152</u>	<u>760,340</u>
TOTAL EXPENSES	\$ 2,521,188	\$ 2,550,121	\$ 2,165,776

THE CORPORATION OF THE VILLAGE OF ASHCROFT
WATER REVENUE FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2021
(Unaudited)

FINANCIAL ASSETS	2021	2020
Investments in pooled money market funds	\$ 571,176	\$ 565,013
Accounts receivable	-	247,530
Due from Own Funds: General Revenue Fund	<u>273,295</u>	<u>515,127</u>
	844,471	1,327,670
 LIABILITIES		
Demand loan	<u>-</u>	<u>-</u>
NET FINANCIAL ASSETS	844,471	1,327,670
 NON-FINANCIAL ASSETS		
Tangible capital assets	<u>10,043,158</u>	<u>9,179,009</u>
ACCUMULATED SURPLUS	\$ 10,887,629	\$ 10,506,679

THE CORPORATION OF THE VILLAGE OF ASHCROFT
WATER REVENUE FUND
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
Year ended December 31, 2021
(Unaudited)

	Budget	2021	2020
REVENUES:			
Municipal taxation - water levy	\$ 83,500	\$ 83,459	\$ 83,597
Sale of services	528,000	539,376	528,284
Government transfers	536,000	496,630	484,046
Other revenues	16,300	10,130	14,522
	<u>1,163,800</u>	<u>1,129,595</u>	<u>1,110,449</u>
EXPENSES:			
Maintenance and administration	603,800	496,743	563,722
Amortization	225,764	251,902	225,764
	<u>829,564</u>	<u>748,645</u>	<u>789,486</u>
EXCESS OF REVENUES OVER EXPENSES	334,236	380,950	320,963
TRANSFER FROM GENERAL REVENUE FUND	<u>240,000</u>	<u>-</u>	<u>960,000</u>
ANNUAL SURPLUS	574,236	380,950	1,280,963
ACCUMULATED SURPLUS, beginning of year	<u>10,506,679</u>	<u>10,506,679</u>	<u>9,225,716</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 11,080,915</u>	<u>\$ 10,887,629</u>	<u>\$ 10,506,679</u>

THE CORPORATION OF THE VILLAGE OF ASHCROFT
SEWER REVENUE FUND
STATEMENT OF FINANCIAL POSITION
December 31, 2021
(Unaudited)

FINANCIAL ASSETS	2021	2020
Investments in pooled money market funds	\$ 39,345	\$ 38,920
Account receivable	273,590	27,934
Due from Own Funds:		
General Revenue Fund	<u>340,289</u>	<u>220,487</u>
	653,224	287,341
 LIABILITIES		
Deferred revenue	<u>216,895</u>	<u>-</u>
NET FINANCIAL ASSETS	436,329	287,341
Tangible capital assets	<u>2,566,561</u>	<u>2,095,398</u>
ACCUMULATED SURPLUS	\$ 3,002,890	\$ 2,382,739

THE CORPORATION OF THE VILLAGE OF ASHCROFT
SEWER REVENUE FUND
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
Year ended December 31, 2021
(Unaudited)

	Budget	2021	2020
REVENUES:			
Municipal taxation - sewer levy	\$ 82,500	\$ 82,157	\$ 82,295
Sale of services	409,948	450,855	403,210
Government transfers	1,380,000	505,546	75,690
Other revenues	3,000	8,535	837
	<u>1,875,448</u>	<u>1,047,093</u>	<u>562,032</u>
EXPENSES:			
Maintenance and administration	399,016	354,369	342,585
Amortization	71,297	72,573	71,297
	<u>470,313</u>	<u>426,942</u>	<u>413,882</u>
ANNUAL SURPLUS	1,405,135	620,151	148,150
ACCUMULATED SURPLUS, beginning of year	<u>2,382,739</u>	<u>2,382,739</u>	<u>2,234,589</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 3,787,874</u>	<u>\$ 3,002,890</u>	<u>\$ 2,382,739</u>

THE CORPORATION OF THE VILLAGE OF ASHCROFT
STATUTORY RESERVE FUNDS
STATEMENT OF FINANCIAL POSITION
December 31, 2021
(Unaudited)

FINANCIAL ASSETS	Machinery and Equipment Replacement Reserve	Capital Works Reserve	Total 2021	Total 2020
Investments in pooled money market funds	\$ 130,521	\$ 508,095	\$ 638,616	\$ 631,726
Due from General Revenue Fund	33,968	1,428,202	1,462,170	1,621,981
	\$ 164,489	\$ 1,936,297	\$ 2,100,786	\$ 2,253,707
RESERVES				
BALANCE, beginning of year	\$ 163,081	\$ 2,090,626	\$ 2,253,707	\$ 2,056,794
REVENUE: Interest earned	1,408	5,483	6,891	13,578
TRANSFERS (TO) FROM GENERAL REVENUE FUND	-	(159,812)	(159,812)	183,335
BALANCE, end of year	\$ 164,489	\$ 1,936,297	\$ 2,100,786	\$ 2,253,707

THE CORPORATION OF THE VILLAGE OF ASHCROFT
COVID-19 SAFE RESTART GRANTS FOR LOCAL GOVERNMENTS
STATEMENT OF GRANT EXPENDITURES
Year ended December 31, 2021
(Unaudited)

	2021	2020
REVENUES:		
Initial funds received	\$ -	\$ 659,000
EXPENSES:		
Additional cleaning supplies	14,618	15,000
Additional vehicle	-	38,220
Budgetary revenue shortfall - Arena Revenue	15,000	10,000
Budgetary revenue shortfall - Facility Rentals	10,000	5,000
Budgetary revenue shortfall - Legacy Park Campground	5,000	8,500
Budgetary revenue shortfall - Pool Revenue	10,000	8,500
Budgetary revenue shortfall - Utilities Revenue	6,860	-
Bylaw role	21,206	
Computer & technology	13,840	28,875
Enhanced business contact	-	9,660
Enhanced cleaning contracts	5,000	5,000
Emergency measures - preventative & operational	1,200	1,839
Increased postage for notices	5,000	-
Other costs	45,000	-
	<u>152,724</u>	<u>130,594</u>
EXCESS (DEFICIT) OF REVENUES OVER EXPENSES	<u>(152,724)</u>	<u>528,406</u>
FUNDS REMAINING, beginning of year	<u>528,406</u>	<u>-</u>
EXCESS OF REVENUES OVER EXPENSES, being funds remaining	<u>\$ 375,682</u>	<u>\$ 528,406</u>

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: June 27, 2022
FROM: Daniela Dyck, Chief Administrative Officer
SUBJECT: **DRAFT – Emergency Response & Evacuation Plan**

Purpose

To request Council endorsement of the Village of Ashcroft Emergency Response and Evacuation Plan.

Recommendation

THAT, Council endorse the Village of Ashcroft Emergency Response Plan as presented.

Alternatives

THAT, Council endorse the Village of Ashcroft Emergency Response Plan as amended.

Discussion

Updating Ashcroft's Emergency Response and Evacuation Plan (EREP) has been a strategic priority since 2019. Council established a Working Group to complete the project in 2021. The working group met with Emergency Management staff from the TNRD and were advised to delay the update until the province finalized updating the Provincial Emergency Plan.

The Provincial update; however, is taking much longer than anticipated and as summer and warmer weather approaches the EREP revisions are necessary to be completed. The working group has completed a review of the EREP and supports Council endorsement. In addition, the draft plan has been forwarded to the TNRD Emergency Management Coordinator for review and input, keeping in mind that the EREP is a living document and can be edited and updated as necessary to meet emergency response and evacuation requirements. To that end, attached to this report for Council endorsement is the updated Emergency Response Plan. This plan is intended to guide the Village through the season and should be updated to reflect changes to emergency response once EMBC finalizes the new provincial policy.

Endorsement of the Village of Ashcroft Emergency Response Plan completes the strategic priority and the working group can be suspended at Council's discretion.

Attachment Listing

Emergency Response and Evacuation Plan

Respectfully Submitted by:


Daniela Dyck,
Chief Administrative Officer

The Corporation of the
Village of Ashcroft



EMERGENCY RESPONSE AND EVACUATION PLAN

*Prepared by TNRD
Emergency Services Department 2013*

Revised Village of Ashcroft 2022

Contents

1. Introduction.....	4
2. Local Authority for Emergency Response.....	4
3. Response to a Major Emergency or Disaster in Ashcroft	6
4. Responsibilities During an Emergency or Disaster	7
4.1 Mayor and Council.....	7
4.2 Thompson Nicola Regional District (TNRD)	8
4.3 R.C.M.P. - Ashcroft.....	9
4.4 Ashcroft Fire Rescue	10
4.5 BC Emergency Health Services - Ashcroft.....	10
4.6 Interior Health Authority (IHA)	10
4.7 School District #74 Gold Trail	11
4.8 BC Transit & Yellowhead Community Services (Para Transit System)	11
5. Village of Ashcroft Evacuation Plan	11
5.1 Introduction.....	11
5.2 Annual Stakeholder Planning	12
5.3 Process.....	12
5.3 Population at Risk.....	13
5.4 Risk Priorities	13
6. Special Population Considerations	15
7. Shelters and Reception Centres	16
8. Evacuation Routes, Distances and Time Considerations.....	17
9. Communication	17
9.1 Ongoing Emergency Communication	18
10. Principal Contact Information	18
11. Required Actions	19
TEMPLATES & CHECKLISTS	21
EVACUATION ALERT	22
DECLARATION OF STATE OF LOCAL EMERGENCY ORDER	23
DELEGATION OF EMERGENCY POWER MATRIX	24
EVACUATION ORDER	25
EVACUATION RESCIND	27
CANCELLATION ORDER.....	28

EXTENTION REQUEST29

PREPARING FOR EVACUATION30

CAO – EVACUATION ALERT.....33

CAO – EVACUATION ORDER34

CAO – EVACUATION ORDER RESCIND35

CAO- TACTICAL EVACUATION36

MAYOR – EVACUATION ALERT37

MAYOR – EVACUTATION ORDER38

MAYOR – EVACUATION ORDER RESCIND39

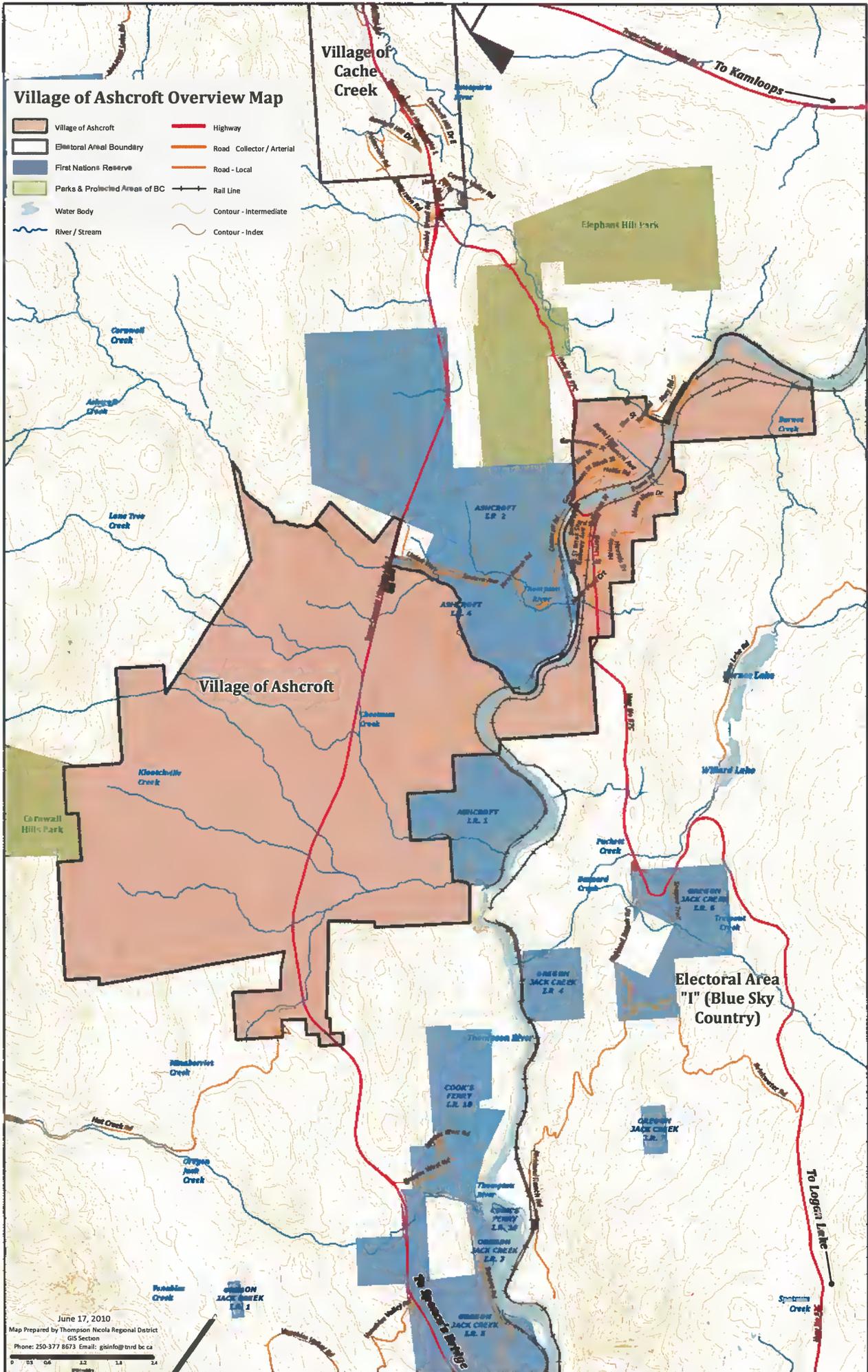
MAYOR – TACTICAL EVACUATION40

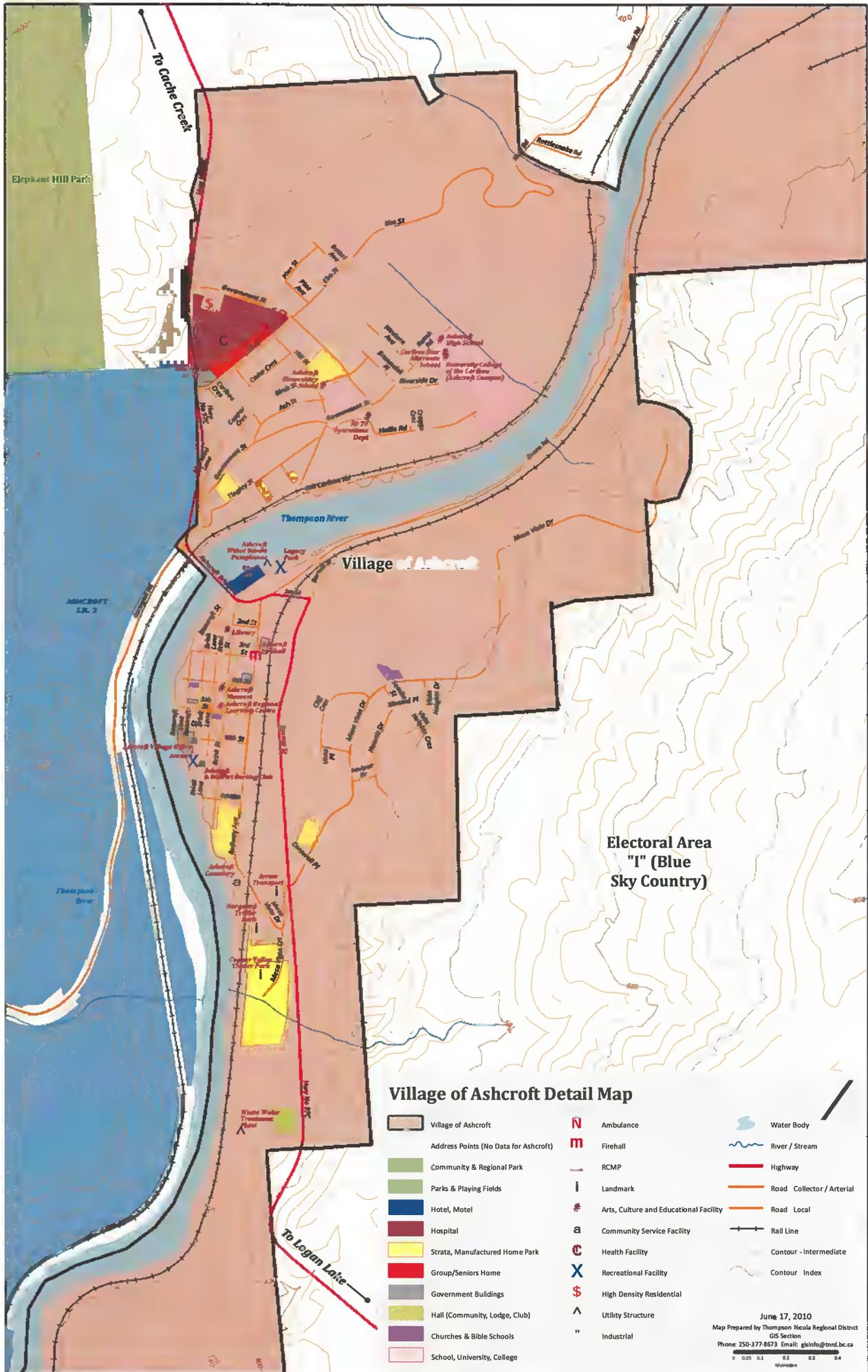
EPC – EVACUATION ALERT.....41

EPC – EVACUATION ORDER42

EPC – EVACUATION ORDER RESCIND43

EPC – TACTICAL EVACUATION44







1. Introduction

This Plan is intended for use by all first responders and municipal staff plus members of the Thompson-Nicola Regional District (TNRD) Emergency Preparedness Program in the event of a major emergency in the Village of Ashcroft. The guidelines and procedures included reflect the requirements of the British Columbia Emergency Response Management System (BCERMS) and are consistent with the TNRD Emergency Response and Recovery Plan.

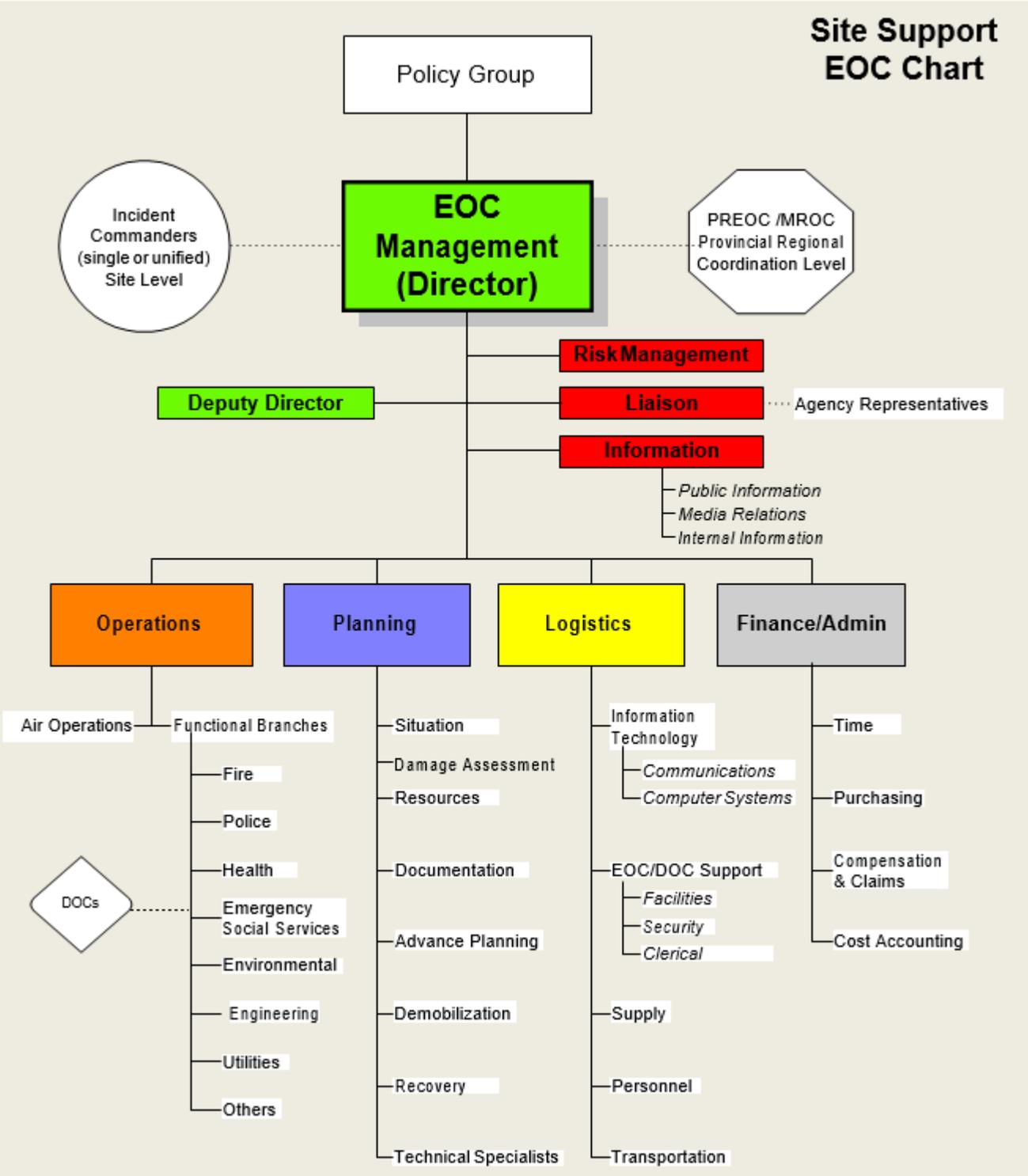
This Plan guides the operations, organization, responsibilities and coordination necessary to provide for effective response to and recovery from major emergencies or disasters in the Village of Ashcroft. It does not address emergencies that are normally handled at the scene by the appropriate first responding agencies such as the Ashcroft Volunteer Fire Department, BC Ambulance Service or RCMP.

It should be noted that there are numerous First Nation communities within the TNRD boundaries. First Nations Emergency Services Society (FNESS) works closely with Indigenous Services Canada (ISC) and Emergency Management BC to support the successful implementation of Emergency Management for First Nations communities in the Province of British Columbia.

2. Local Authority for Emergency Response

BC Emergency Program Act requires local governments to “prepare local emergency plans respecting preparation for, response to and recovery from emergencies and disasters.” The Village of Ashcroft has the authority to declare a “State of Local Emergency” and order an evacuation, which remains with the Mayor and Council. For larger, complex emergency events that exceed the capabilities or resources of local first responders or the Village of Ashcroft Emergency Operation Centre (EOC), the TNRD will support the Village of Ashcroft and provide, coordination, resource, planning and logistical support through its EOC located at the TNRD civic Building in Kamloops.

Site Support EOC Chart



3. Response to a Major Emergency or Disaster in Ashcroft

The management of the initial phases of a major emergency is the most critical. Actions and decisions taken early on will dictate the success or failure of response to the event.

When a disaster occurs, it will be up to the Incident Commander to determine whether or not the occurrence will endanger the lives and property of the community. He or she should take account of the services required, making note of the number of injured persons, hazards, and how accessible the area is to vehicles, etc. and proceed as follows:

1. Notify Emergency Management British Columbia Emergency Coordination Centre in Victoria of the event at 1-800-663-3456 (24 hrs/day). The information required includes:
 - the name of the person reporting the incident
 - the agency reporting the incident
 - phone number
 - type of disaster
 - size of the area involved
 - number of people involved
 - property involved
 - potential additional property involved
 - type of access to the area
2. Notify the Village Administrator at (250) 453-9161 and the TNRD Emergency Program Coordinator at (250) 819-4105
3. The Village of Ashcroft will set up an EOC to liaise with the IC and the TNRD EOC (if required). The Village will advise Mayor and Council of the event and that the Mayors presence may be required at the Village EOC.
4. The Incident Commander will keep the Village EOC advised of the situation at the scene of the emergency or disaster.

4. Responsibilities During an Emergency or Disaster

4.1 Mayor and Council

- Contact the Village Administrator to find out where the EOC is being set up and what assistance they can provide.
- The Mayor may be required to declare a state of local emergency should it be necessary to order an evacuation or evacuation alert.

Declarations can be made in two ways:

- The Mayor may declare the local emergency by order for the Village of; or
- The municipal council may pass a bylaw or resolution declaring a state of local emergency.

The declaration document (including the bylaw or resolution) must identify the nature of the emergency and specify the geographic boundaries, preferably on an attached map, within which the declaration will apply.

The declaration must be accompanied by an assignment, by name, of who or what organization can apply the extraordinary powers on behalf of the local authority.

Following the declaration, the Mayor will ensure:

- Step #1** that immediately after making a declaration of a state of local emergency, a copy of the declaration be forwarded to the director of the Emergency Management British Columbia (EMBC), who presents the declaration to the Solicitor General.
- Step #2** that the boundaries are clearly delineated by means of a map.
- Step #3** that the authority to exercise the extraordinary powers granted under the *Emergency Program Act* has been delegated in writing to the appropriate persons and/or agencies.
- Step #4** that **notice be published** immediately of the declaration in a form that residents of the affected area may learn of the declaration (by all means necessary to reach residents in the affected area as per Section.9 of this plan).

Step #5 when necessary to seek the authority of the Solicitor General to extend the term of the declaration beyond seven days, by making application to the director of EMBC. Successive extensions of seven days each may be requested.

Step #6 to cancel the declaration as soon as the extraordinary powers are no longer needed, **publish** the cancellation (by all means necessary to reach residents as per Section 9 of this plan), and notify the director of EMBC.

The Village must forward, to the director of EMBC, a signed copy of the declaration, a map designating the geographic boundaries, a copy of any publication notice and a copy of any Delegation Order which designates persons or agencies who can apply the extraordinary powers on behalf of the local authority.

Director of Emergency Management British Columbia

Phone: (250) 952-4918

Fax: (250) 952-4888

24/7: Phone: 1-800-663-3456

24/7: Fax: (250) 952-4872

24/7: Email: preoc3.ops1@gov.bc.ca

The director of EMBC will present the declaration to the Solicitor General, who may alter or set aside the declaration, as authorized in the *Emergency Program Act*.

4.2 Thompson Nicola Regional District (TNRD)

The TNRD will activate its Emergency Operations Centre (EOC) to the appropriate level of response required to support the Village of Ashcroft EOC. The TNRD EOC will provide planning, logistical, operational and media relations support to the Village.

The TNRD EOC supports a prescribed set of emergency response goals set out as follows:

- Provide for the safety and health of all responders;
- Save lives;
- Reduce suffering;
- Protect public health;
- Protect government infrastructure;

- Protect property;
- Protect the environment; and
- Reduce economic and social losses.

All Action Plans will take these goals into consideration.

4.3 R.C.M.P. - Ashcroft

A police officer who receives initial notification of a disaster will immediately advise the Detachment Commander. Upon confirmation of a disaster, the Detachment Commander will:

- Notify Emergency Management British Columbia by calling the Emergency Coordination Centre in Victoria at 1-800-663-3456;
- Set up an Incident Command Post at the scene of the disaster

The responsibilities of the R.C.M.P. during a disaster are:

- Preserve and protect life and property;
- Control traffic/crowds;
- Maintain law and order;
- Provide security;
- Provide assistance to the Coroner;
- Carry out evacuation orders;
- Conduct investigations;
- Safeguard evidence; and
- Liaise with the Emergency Operations Centre to ensure adequate manpower, equipment, and other resources are made available as needed.

It is also the responsibility of the R.C.M.P. to coordinate the search & rescue of missing, injured and entrapped persons, however, they should refrain from getting involved in rescue work if other trained, qualified and equipped persons are available to perform this function.

4.4 Ashcroft Fire Rescue

The responsibilities of the Fire Department during a disaster are:

- Respond to all requests for aid where fire or other emergencies exist;
- Respond to all requests for aid where life or property are threatened by the existence of a hazardous condition;
- Assist the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD), BC Wildfire Service Branch in structural fire protection;
- The Fire Chief or his alternate may dispatch equipment or personnel to incidents outside the community so long as basic protection for the community is maintained and only with the approval of Mayor and Council; and
- Send a Senior Officer (with a Fire Department radio) empowered to make decisions to the scene to establish a Command Post.

4.5 BC Emergency Health Services - Ashcroft

In the event of a disaster, it is the responsibility of the BC Emergency Health Services (BCEHS - formerly BC Ambulance Service) to:

- Triage, treat and transport casualties from the disaster site;
- Liaise with the Emergency Operations Centre to call out additional resources, as needed; and
- Direct personnel from other agencies called upon for assistance at the site.

4.6 Interior Health Authority (IHA)

During a major emergency or disaster in the Ashcroft/Cache Creek area, IHA will:

- Evacuate the Ashcroft Hospital if necessary and, if possible, attempt to set up a temporary emergency room (depending on where the event is happening);
- Work closely with BCEHS to move patients and local residents in the affected community who may need relocation due to medical conditions. IHA maintains a list of people in their service area with medical disabilities who would require evacuation assistance. Plans are also in place to provide transportation assistance; and

- IHA staff will be involved at the EOC level to provide input on evacuation decisions and logistics.

4.7 School District #74 Gold Trail

During a major emergency or disaster in the Ashcroft/Cache Creek area, SD#74 will:

- Liaise with Village administration and Council to establish stand by emergency school bus services.
- Make available at the request of the Mayor School buses and drivers (if available) to assist in the transport of vulnerable citizens.

4.8 BC Transit & Yellowhead Community Services (Para Transit System)

During a major emergency or disaster in the BC Transit and Yellowhead Community Services as the operators of the Ashcroft, Cache Creek and Clinton Para Transit System will:

- Liaise with Village administration and Council to assist with the transportation of vulnerable citizens.

5. Village of Ashcroft Evacuation Plan

5.1 Introduction

Evacuation is the process of removing persons, domestic animals and livestock from an area that is or may pose a threat to life and limb to an area of safety. Depending on the nature and scope of the threat, an evacuation may involve a single building, a group of buildings or an entire community.

Further to the results of a hazard, risk and vulnerability analysis carried out for the Village of Ashcroft, an evacuation plan has been prepared that identifies the population at risk, the potential frequency and severity of hazards and the process involved in conducting a safe, orderly evacuation.

5.2 Annual Stakeholder Planning

Each spring the Village will coordinate a stakeholder meeting inviting representation from:

- R.C.M.P.
- B.C.E.H.S.
- Ashcroft Fire Rescue
- School District #74
- The Ashcroft HUB Society
- Elizabeth Fry Society
- BC Transit/Yellowhead Community Services

The stakeholder meeting will review established evacuation of citizen plans, update contact information and confirm available resources.

5.3 Process

As the designated Emergency Preparedness Program Coordinator for the Village of Ashcroft, it is the Thompson-Nicola Regional District's (TNRD) responsibility to identify hazards and be prepared to coordinate evacuations in areas that may be affected by emergency events. Depending on the event and circumstances, evacuations could be ordered by:

- Province of BC;
- The Mayor and Council for the Village of Ashcroft;
- Office of the Fire Commissioner – for an emergency arising from a fire hazard or from a risk of explosion;
- Ministry of Health or the Local Health Authority;
- Ministry of Environment. The Minister may order or designate a person to order;
- Ministry of Energy, Mines and Petroleum Resources;
- Ministry of Forests, Land & Natural Resource Operations for tactical firefighting purposes.

An evacuation order may or may not be preceded by a notice or evacuation alert, depending on how much time is available to clear the affected area. After the event and if it is safe to return home, the order is lifted and a public notice issued. The actual evacuation process

consists of the following key elements:

- Identifying the population at risk;
- Communicating the evacuation order by way of media announcements, personal contact and delivery of handouts, mass notification system alert (Voyent Alert), Social Media posts and posted to the Village of Ashcroft website;
- Identifying evacuation routes and modes of transportation available;
- R.C.M.P. enforcing the order and conducting traffic control;
- Identifying assembly point and reception centres for evacuees.

5.3 Population at Risk

The Village of Ashcroft Evacuation Plan has been prepared to include the 52.9 sq. km area within the Village of Ashcroft boundary. The permanent resident population of this area is estimated (2021 census) at 1670 people.

5.4 Risk Priorities

Using a template provided by Emergency Management British Columbia (EMBC) and in discussion with area residents, a Hazard, Risk and Vulnerability analysis carried out for the subject area has identified the following risk priorities:

	RISK	FREQUENCY OF OCCURRENCE	SEVERITY OF IMPACT	DETAILS
5.4.1	Dangerous goods spill	Moderate or likely	High	<ul style="list-style-type: none"> • Highway No. 97C and both railroads are all used for the transportation of large quantities of dangerous goods. • Steep hills, poor weather conditions and increased tourist traffic in summer months as well as increased commercial traffic due to growth at the Inland Port could increase accident risk possibilities on area roads. • No oil pipelines in this area, however, there is a Fortis Gas transmission line coming into Ashcroft from Cache Creek. It crosses the river under the Highway 97C bridge. • Area first responders should be well aware of TDG/CANUTEC and RR contact information and procedures.

5.4.2	Fire – industrial	Moderate or likely	High	<ul style="list-style-type: none"> • The Ashcroft Terminal (Inland Port) has experienced significant growth in recent years and has a fuel farm on site as well as rail cars loaded with hazardous materials. A fire at the Inland Port may require an area evacuation. • Another large industrial facility in the area is the Ashcroft Treating railroad tie plant which produces about 1 million ties annually. Ties are treated with creosote on site. A fire at the plant could send hazardous fumes towards Ashcroft. • Highland Valley Copper reloads copper concentrate in Ashcroft. A rail car fire may require a local area evacuation due to burning Sulphur.
5.4.3	Transport accident – rail	Moderate or likely	High	<ul style="list-style-type: none"> • Both the CP and CN mainlines go through the Village, combined total approx. 60 trains/day. • About 10% of the cargo is classed as dangerous goods. • Derailment upstream of Ashcroft could affect drinking water quality.
5.4.4	Transport accident – road	Moderate or likely	High	<ul style="list-style-type: none"> • Area roads receive heavy transport truck traffic. Wide variety of commodities transported. • Daily traffic from Highland Valley Copper hauling copper concentrate to reload facility. • Regular truck traffic hauling supplies up to both Highland Valley Copper, I.G. Machine and Fibres site near Barnes Lake and to and from the Ashcroft Terminal. • Logging truck traffic. • School buses bringing rural students into town.
5.4.5	Fire – interface and wildfire	Moderate or likely	High	<ul style="list-style-type: none"> • Wildfire hazard within the core area of the Village is low as it is predominantly grassland, however, the total fire protection area does contain forested area subject to wildfires. • A wildfire outside the Village boundaries could threaten the area population and require an evacuation. • Moderate risk of grass fires from R.R. track grinding to remove rust. • High summer recreational use throughout the area increases the chance of human caused fires. • The number of days of high or extreme fire hazard is variable, ranging from 20 in 2005 to 84 in 2009 to 115 in 2021
5.4.6	Severe weather	Moderate of likely	High	<ul style="list-style-type: none"> • Risk of extreme heat events could cause increased risk of wildfire. • Atmospheric River events could cause increased risk of flooding and landslides. • Risk of severe winter storms closing highways or rural side roads. • Utilities could be disrupted by winter snowstorms, high winds or summer electrical storms.

5.4.7	Epidemic – human	Moderate to likely	High	<ul style="list-style-type: none"> Emergency Management British Columbia has updated its Pandemic Influenza Consequence Management Plan and BC Pandemic Provincial Coordination Plan in preparation for possible future outbreak. The BC Ministry of Health Services has primary authority for implementation of the Plan. Local government liaises with the Province to coordinate local emergency response.
5.4.8	Landslide, debris flow or subsidence	Occasional or slight chance	High	<ul style="list-style-type: none"> There are areas along the Thompson River both upstream and downstream of Ashcroft where landslides could completely block the flow of the river. Either event would impact the Village and rail traffic. The Black Canyon area about 10 km downstream of Ashcroft has been identified as a potential slide area. Minor rock falls and landslides are a regular occurrence along the river.
5.4.9	Flood	Occasional or slight chance	High	<ul style="list-style-type: none"> The Thompson River in Ashcroft does not have a history of flooding the area, even during very high flow years. The bigger concern is the Bonaparte River, which could cause rockslides and landslides enroute from Cache Creek to the Thompson.
5.4.10	Explosion or emissions	Unlikely or improbable	High	<ul style="list-style-type: none"> Orica Canada has a storage facility for explosives and detonators 3 km north of Ashcroft.
5.4.11	Transport accident – air	Unlikely or improbable	High	<ul style="list-style-type: none"> Concerns raised by some area residents over the possibility of an event. No details available.
5.4.12	Dam failure	Highly unlikely or rare event	Low	<ul style="list-style-type: none"> Possible failure of the Highland Valley Copper tailings dam raised as a concern. Dam is monitored regularly by Highland Valley Copper engineers.
5.4.13	<p>There were several other potential emergency events contained in the HRVA that, although not considered to be high-risk hazards for this area, are still considered to be possible events that could affect Ashcroft. These include:</p> <ul style="list-style-type: none"> Critical facility failure Earthquake Epidemic - animal Avalanche Storm surge Terrorism Transport accident – marine Volcanic eruptions 			

6. Special Population Considerations

RCMP Detachments:	-Ashcroft -Kamloops Rural	(250) 453-2216 (250) 314-1800
-------------------	------------------------------	----------------------------------

Fire Departments:	Village of Ashcroft- Firehall: Village of Cache Creek Firehall:	(250) 453-2233 (250) 457-9967
Schools:	Desert Sands Community School (287 Students)	(250) 453-9144
Hospitals:	Ashcroft & District Hospital:	(250) 453-2211
Ambulance:	Dispatched through 911 from Ashcroft	911
Airport:	5 km southwest of Cache Creek, 3300 ft. of paved runway, no landing lights, VFR only	
Different Languages spoken:	English only: (98.2%) French only: (0.6%) Other: (1.2%)	

7. Shelters and Reception Centres

Evacuation routing and shelters would be determined by a combination of factors:

- How many people are being evacuated?
- What is the capacity of the Reception Centre for registering and processing evacuees?
- Are the proposed evacuation routes safe for travel?
- How many of the evacuees require shelter and for how long

Given that there are two main highways leaving Ashcroft, the evacuation would proceed on one of these routes, depending on the event. If only a portion of the Village was being evacuated, the evacuees may be routed to an Emergency Social Services reception centre either in Ashcroft, Cache Creek or Logan Lake. If all residents of Ashcroft were being evacuated, the reception centre would most likely be set up in Kamloops due to the number of people.

Registering with ESS serves two main purposes. First, the evacuee's immediate needs are identified to determine if food, shelter, clothing or other services are required. Second, a copy of the registration form is sent to the Canadian Red Cross who have a 24-hour toll-free telephone number that would allow friends and family from across the country to find out if the evacuees are safe. Evacuation Routes, Distances and Time Considerations

PLEASE NOTE:

Whenever an ESS team is activated, or if additional resources are required, contact the Emergency Coordination Centre in Victoria at 1-800-663-3456.

8. Evacuation Routes, Distances and Time Considerations

Kamloops City Centre to:	<i>Distance (km)</i>	<i>Travel Time</i>
Cache Creek	85	60 min.
Ashcroft	95	1 hr.10 min.
Logan Lake	50	40 min
Spences Bridge	132	1 hr. 40 min.
Lytton	168	2 hr. 5 min.
Ashcroft to:	<i>Distance (km)</i>	<i>Travel Time</i>
Cache Creek	10	10 min.
Logan Lake	59	45 min.
Spences Bridge	57	45 min.
Lytton	93	1 hr. 10 min.

9. Communication

If the evacuation alert or order is issued by the Village of Ashcroft, it would be preceded by the Declaration of a State of Local Emergency, either by Order of the Mayor or a Resolution approved by the Mayor and Council. Once the local emergency has been declared and an evacuation ordered, area residents and visitors **must comply** as the R.C.M.P. may use discretionary powers to enforce the order. Both the declaration of a state of local emergency and the evacuation order will be communicated to area residents by way of:

- Radio and television bulletins;

- Voyent Alert (mass notification system)
- Door to Door notification (if safe to do so)
- Telephone;
- R.C.M.P. contact (if safe to do so);
- Area Search and Rescue Volunteers;
- Social Media and Village Website.

9.1 Ongoing Emergency Communication

The Village of Ashcroft EOC will engage with residents during a state of local emergency, while under evacuation alert or evacuation order by:

- Providing daily bulletin notices with situation updates;
- Bulletins will be used to disseminate accurate and current information to residents on a daily basis when under evacuation order or alert;
- EOC Staff will strive to post bulletins to the Village website, social media sites and public notice boards by 2:00pm Monday – Friday and as information is available on weekends and statutory holidays;
- The LED sign will be used as a communication tool for state of local emergency status changes only.

10. Principal Contact Information

10.1	<u>TNRD Emergency Management Program</u> (250) 377-8673 Toll Free in BC: 1-877-377-8673 <u>Emergency Services Supervisor</u> (250) 377-2598
10.2	<u>Province of BC, Emergency Management British Columbia</u> 24/7 phone number for Emergency Coordination Centre in Victoria 1-800-663-3456 <u>EMBC Central Region, Kamloops</u> (250) 371-5240
10.3	<u>R.C.M.P. Village of Ashcroft</u> (250) 453-2216

10.4	<u>Province of BC, Kamloops Regional</u> Fire Commissioner	(250) 554-5547 24 hour contact number: 1-800-663-3456 (EMBC)
10.5	<u>CN Rail</u> <u>CP Rail</u>	24 Hour Emergency No.: 1-800-465-9239 24 Hour Emergency No.: 1-800-716-9132
10.6	<u>BC Ministry of Forests, Land & Natural Resource Operations</u>	Kamloops Fire Control Centre (250) 554-5500 24 hour forest fire reporting 1-800-663-5555
10.7	<u>Kinder Morgan Pipelines</u>	24 Hour Emergency No.: 1-888-876-6711
10.8	<u>Key Local Contacts:</u>	
	Mayor, Village of Ashcroft	(250) 453-9161
	After hours on call	(250) 457-7354
	Chief Administrative Officer, Village of Ashcroft	(250) 453-9161
	Cell - (CAO)	(250) 457-0964
	Director of Public Works, Village of Ashcroft	(250) 453-9161
	Cell - (DPW)	(250) 457- 7497
	Manager of Health Services, Interior Health	(250) 672-9731 or (250) 674-2244
	Desert Sands Community School	(250) 453-9144
	BC Ambulance Unit Chief, Ashcroft	(250) 453-2533
10.9	Search & Rescue	Dispatch through 911

11. Required Actions

1. As time will be of the essence should an evacuation be necessary, area residents are encouraged to have a personal emergency preparedness kit prepared. Depending on the timing of the event, voluntary evacuation may be necessary prior to being officially notified by either the Village or the R.C.M.P.
2. Prior to ordering an evacuation, the Mayor and Council of the Village of Ashcroft by Resolution or the Mayor by Order must declare a state of local emergency. A sample declaration is attached. The evacuation order cannot be given until this declaration has been made. For a wildfire event, the Order will generally be issued by the Office of the Fire Commissioner following consultation with the incident commander.

3. Once the evacuation has been ordered, area residents must comply as the order may be enforced by the R.C.M.P. Residents must immediately:
- Gather up family, pets and personal family emergency kit, including a flashlight and battery powered portable radio.
 - Proceed quickly and calmly to the evacuation reception centre identified in the Evacuation Plan. Evacuees will be registered by Emergency Social Service volunteers who will attend to the food, shelter and clothing needs of those persons moved out of the affected area. By registering at the reception centre, this will also facilitate contact by friends and relatives concerned about their safety.
 - If the evacuation has been ordered as a result of a wildfire or hazardous goods event, do not proceed in the general direction of the event. Ensure that travel proceeds away from the event towards the reception centre. For events such as wildfire or a hazardous materials spill, the evacuation routing will be identified by way of the media or through the R.C.M.P.
 - Residents should ensure they have not forgotten a personal or medical necessity as travel will be one way only until the evacuation order is lifted.
 - **Remember: Under lawful declaration of a state of local emergency the R.C.M.P. may exercise its discretionary powers to enforce an evacuation order.**

TEMPLATES & CHECKLISTS



EVACUATION ALERT

THE CORPORATION OF THE VILLAGE OF ASHCROFT EVACUATION ALERT

An Evacuation Alert has been issued by the Corporation of the Village of Ashcroft at the Emergency Operations Centre in Ashcroft. This is not an order to leave your homes. The threat posed by both the fire, smoke, fumes and risk of explosion have created a potential threat to homes and livestock in the area.

This evacuation alert is being issued to notify area residents of the potential for the threat to escalate and create unsafe conditions, possibly requiring an evacuation order to be issued. Residents may be required to leave this area on very short notice. Relocation of large animals to higher ground should be considered at this time. This evacuation alert applies to the following areas:

- All of the Mesa Vista subdivision and the downtown core area of the Village of Ashcroft.

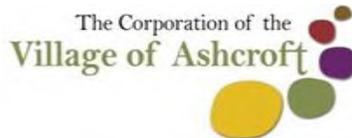
This alert may be followed by an order to evacuate, with more updated information. If and when the evacuation order is issued, you must leave your home immediately. A recommended travel route and location of the Emergency Social Services Evacuation Reception Centre will also be issued at that time.

At this time people should also consider removing all valuables and locate the shutoffs for electrical and propane and/or natural gas supplies.

For more information contact: _____, EOC Director or
_____, Information Officer Phone: (250) 453-9161

FOR IMMEDIATE RELEASE

Ashcroft, BC – _____, _____, _____, @ _____ hrs.
Month, Day, Year,



DECLARATION OF STATE OF LOCAL EMERGENCY ORDER

WHEREAS _____ in _____ ;
type of hazard *name of local authority*

AND WHEREAS

explanation of ongoing or imminent threat to life or property

AND WHEREAS this _____ emergency requires prompt
type of hazard
coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property;

NOW THEREFORE:

IT IS HEREBY ORDERED pursuant to Section 12 (1) of the *Emergency Program Act* (RS, 1996, Chap 111) that a state of local emergency exists in

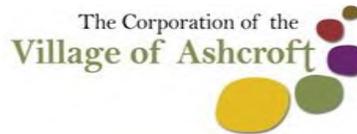
_____ due to
specific geographic boundaries of designated area
_____ and
short hazard description

short consequence statement

IT IS FURTHER ORDERED THAT the _____, its employees,
name of local authority
servants and agents are empowered pursuant to Section 13 (1) of the *Emergency Program Act* to do all acts and implement all procedures that are considered necessary to prevent or to alleviate the effects of the emergency.

ORDERED by the _____ this date _____ to remain in
head of local authority *date*
force for seven days until _____ at midnight unless cancelled by order of
date
_____ or the Minister responsible.
name of local authority

(Head of local authority)

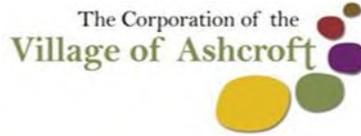


DELEGATION OF EMERGENCY POWER MATRIX

Reference: *Emergency Program Act Section 10*

Emergency Powers	Delegated To			
	EOC Director	Deputy EOC Director	Operations Section Chief	Incident Commander
Acquire or use any land or personal property considered necessary to prevent, respond to or alleviate the effects of an emergency or disaster.				
Authorize or require any person to render assistance of a type that the person is qualified to provide or that otherwise is or may be required to prevent, respond to or alleviate the effects of an emergency or disaster.				
Control or prohibit travel to or from any area of British Columbia.				
Provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain and coordinate emergency medical, welfare and other essential services in any part of British Columbia.				
Cause the evacuation of persons and the removal of livestock, animals and personal property from any area of British Columbia that is or may be affected by an emergency or a disaster and make arrangements for the adequate care and protection of those persons, livestock, animals and personal property.				
Authorize the entry into any building or on any land, without warrant, by any person in the course of implementing an emergency plan or program or if otherwise considered by the minister to be necessary to prevent, respond to or alleviate the effects of an emergency or disaster.				
Cause the demolition or removal of any trees, structures or crops if the demolition or removal is considered by the minister to be necessary or appropriate in order to prevent, respond to or alleviate the effects of an emergency or disaster.				
Construct works considered by the minister to be necessary or appropriate to prevent, respond to or alleviate the effects of an emergency or disaster.				
Procure, fix prices for or ration food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources or equipment within any part of British Columbia for the duration of the state of local emergency.				

NOTE: Other individuals/agencies may be included in the matrix at the discretion of the head of a local authority



EVACUATION ORDER

CORPORATION OF THE VILLAGE OF ASHCROFT **EVACUATION ORDER – (EVENT DESCRIPTION)**

An Evacuation Order has been issued by Mayor _____ of the Corporation of the Village of Ashcroft at the Emergency Operations Centre (EOC) in Ashcroft.

Threat posed by both the fire, smoke, fumes and risk of explosion is threatening homes and livestock in the Village of Ashcroft. Because of the potential danger to life and health, the Village of Ashcroft has ordered everyone to evacuate the following areas immediately.

- **(DESCRIPTION OF EVENT AND AREA AFFECTED)**

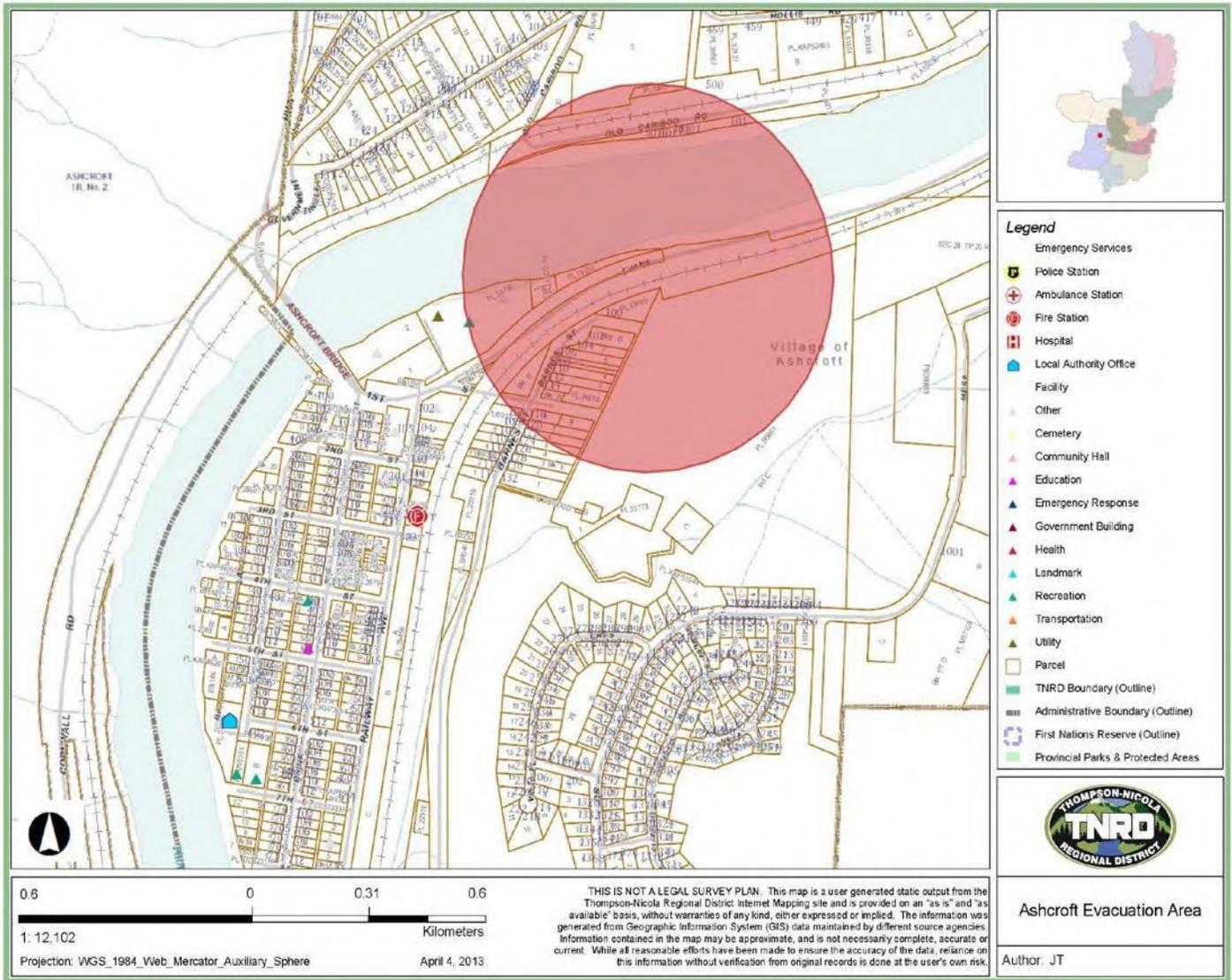
If you are in the described area, you must leave immediately and report to the Emergency Social Services (ESS) Reception Centre at the _____
_____. It is also suggested that evacuees turn off the electrical power and gas or propane supplies to their residences.

For more information contact: _____, EOC Director or
_____, Information Officer Phone:
(250) 453-9161

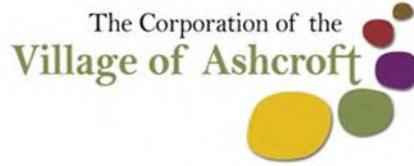
FOR IMMEDIATE RELEASE

(EVENT DESCRIPTION)

Ashcroft, BC – _____, _____, _____, @ _____ hrs.
Month, Day, Year,



****SAMPLE MAP****



EVACUATION RESCIND

CORPORATION OF THE VILLAGE OF ASHCROFT

EVACUATION RESCIND – (EVENT DESCRIPTION)

The Village of Ashcroft Emergency Operations Centre has been advised that the imminent risk of danger to life and properties from (EVENT) in the Village of Ashcroft has diminished at this time.

The Evacuation Order issued at _____ on _____ pursuant to Section 10.1.h of Division 2 of the Emergency Program Act of British Columbia, RS Chapter III (1996) is therefore rescinded. An evacuation Alert/Order may need to be re-issued , however and, if necessary, the process will re-commence.

For more information contact: _____, EOC Director or

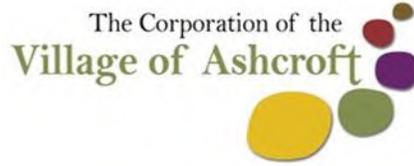
_____, Information Officer

Phone: (250) 453-9161

FOR IMMEDIATE RELEASE

Evacuation Rescind – (Event Description)

Ashcroft, BC – _____, _____, _____, @ _____ hrs.
Month, Day, Year,



CANCELLATION ORDER

STATE OF LOCAL EMERGENCY CANCELLATION ORDER

Date: _____
date

WHEREAS _____ in _____;
type of hazard *name of local authority*

AND WHEREAS this _____ emergency no longer
type of hazard

requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property;

IT IS HEREBY ORDERED pursuant to Section 14 (2) (ii) of the *Emergency Program Act* (RS, 1996, Chap 111) that a state of local emergency no longer exists in

specific geographic boundaries of designated area

and is therefore cancelled effective this date at _____.
time

Printed Name
[Head of the Local Authority]



EXTENTION REQUEST

**EXTENSION REQUEST
FOR
STATE OF LOCAL EMERGENCY**

WHEREAS life and property remain at risk due to _____
short hazard description
in _____;
name of local authority

AND WHEREAS the Mayor/Chair of _____
name of local authority

has requested to extend the duration of the declaration of a state of local emergency due
to expire on _____ at midnight;
date

IT IS HEREBY APPROVED pursuant to Section 12(6) of the *Emergency Program Act*
(RS, 1996, Chap.111) that _____ may extend the
name of local authority
duration of a state of local emergency for a further seven days to _____
date
at midnight.

(Minister responsible)

Date Signed



PREPARING FOR EVACUATION

VILLAGE OF ASHCROFT

PREPARING FOR AN EVACUATION

During periods of an extreme fire danger rating, people may be ordered to leave their residences on very short notice and travel to established Emergency Social Services (ESS) reception centres.

- A. Notice of an Emergency Event: people are pre-warned about wildfire activity that may lead to an alert being put in place. People should prepare for an alert by maintaining close contact with family members, gathering insurance papers, valuables and clothing. Residents should monitor local media or listen for other warnings from local officials. There is no immediate need to leave an area under notice unless it is for health reasons, or for someone with transportation difficulties.
- B. When an event escalates to the point where an evacuation may be necessary, there are three stages to the process:
 1. **Evacuation Alert** – people are warned of imminent threat to life and property, and are asked to be ready to leave on short notice. Be prepared for worsening conditions. On notification of an **ALERT**, you should be prepared for the evacuation order by:
 - Locating all family members or co-workers and designate a safe meeting place, should an evacuation be called while separated.
 - Gathering essential items such as medications, eye glasses, valuable papers (i.e. insurance), immediate care needs for dependents and, if you choose, keepsakes (photographs, etc.) Have these items readily available for quick departure.
 - Preparing to move any disabled persons and/or children.
 - Moving pets and livestock to a safe area.
 - Arranging to transport your household members or co-workers in the event of an evacuation order.
 - Arranging accommodation for your family if possible. In the event of an evacuation, emergency shelters will be provided if required.
 - Monitoring news sources for information on locations of emergency shelters and evacuation orders.

2. **Evacuation Order** – you must leave the area immediately. It is imperative that you report to the designated Evacuation Reception Centre. Members of the RCMP will be enforcing the evacuation order.
3. **Evacuation Rescind** – you will be allowed to return to your home when the danger has passed.

At the reception centres, evacuees can get short-term assistance with lodging, food and clothing if needed. Evacuees are also encouraged to check in at reception centres so friends and relatives making inquiries on the whereabouts of their loved ones can be assured they are fine. People are also advised to contact their insurance company to find out what their policy covers.

Residents should prepare for evacuations by organizing a Personal Emergency Preparedness Kit containing the following items (most of which you may already have in your home):

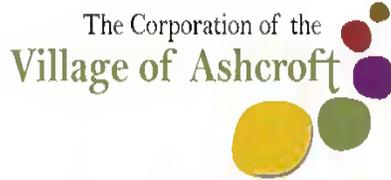
Personal Emergency Preparedness Kit

- portable radio with spare batteries
- flashlights with spare batteries
- warm blanket
- pre-packaged thermal blankets
- small towel & washcloth
- leak proof container of soap
- toothpaste & toothbrush
- plastic knives, forks & spoons
- snack food & bottled water
- pet food for a couple of days
- first aid kit
- drinking water purifier kit
- multi-purpose tool
- candles & matches
- whistle
- toilet paper
- playing cards & pocket books
- list of emergency contact numbers for immediate family members & relatives
- spare eye glasses
- medications
- small amount of cash & coins (for pay phones)
- local maps
- identification documents & other valuable papers (insurance)

Residents are advised to follow instructions of local authorities and emergency personnel to ensure their safety and are encouraged to stay tuned to their local media for information.

Information on family and friends who have been evacuated is available from the Red Cross at 1-888-350-6070.

****SAMPLE****



VILLAGE OF ASHCROFT EVACUATION ORDER

This is Mayor _____ from the Village of Ashcroft.

A rapidly moving wildfire east of the Village of Ashcroft has resulted in heavy smoke, airborne particulates and hot embers in the area.

Because of the potential danger to life and health and homes, the Office of the Fire Commissioner has ordered everyone residing in the Mesa Vista subdivision and downtown core of the Village of Ashcroft to evacuate the area immediately. Area residents are requested to travel north on Highway No. 97 to the Emergency Social Services Reception Centre at the Cache Creek Community Hall.

This message will be repeated. Specific instructions and locations for help will be given. If you are in the following areas, you must leave the area immediately and report to the Reception Centre as soon as possible.

The area involved is as follows:

- all of the Mesa Vista subdivision and downtown core area of the Village of Ashcroft.

For more information contact: Mayor _____, Village of Ashcroft
Phone: (250) 453-9161 OR
TNRD Emergency Operations Centre
Phone: (250) 377-8673 or
Toll Free in BC at 1-877-377-8673

FOR IMMEDIATE RELEASE

Evacuation Order

Ashcroft, BC – Date

CAO – EVACUATION ALERT

For additional guidance see EMBC’s **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Assume EOC Director role or designate a qualified person
- Assume Information Officer role or designate a qualified person
- Confirm with Emergency Program Coordinator (EPC at TNRD) that there is a threat that warrants an evacuation alert for some or all of the community
 - Gather intel on the area under potential threat, including weather forecasts
 - Consider recommendations from other agencies
 - Consider areas of the community under potential threat and time required for actual evacuation, including any community members with medical and/or transportation needs
- If conditions warrant go to **Evacuation Order Checklist**
- Review the following with Mayor and EPC together:
 - EOC state of readiness if activation required
 - Potential host communities and reception centre locations
 - Support available from EMBC and how that works
 - Process for Declaration of State of Local Emergency
 - Evacuation decision triggers
 - Process for initiating an Evacuation Order
 - Potential resources to be requested from other communities and/or EMBC
 - Internal communications protocols to staff
 - External communications protocols to first responders and other support agencies
 - External communications protocols to general public
 - External communications protocols to media, traditional and social
- Confirm with Mayor, EPC and Information Officer who will be the primary community spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
 - Designated spokesperson to reference the **Community Spokesperson Evacuation Alert and Order Checklist**
- Brief the Mayor and Council and designated Community Spokesperson on the most current and critical situational awareness
- Review **Village of Ashcroft Business Continuity Plan** with Mayor
- Establish EOC state of readiness if activation required
 - If the entire community is under threat, consider external EOC locations or virtual EOC support from TNRD Emergency Operations Department
- Determine ESS support needs and confirm host community availability
- Participate in any evacuation preparedness and planning activities as required
- Ensure that critical information is gathered and shared with Community Leadership and Community Members as appropriate
- Confirm with the EPC that the **Evacuation Alert Review Checklist** has been activated

CAO – EVACUATION ORDER

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan*** and the ***Evacuation Order Review Checklist***

For additional guidance see EMBC’s **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Assume EOC Director role or designate a qualified person
- Assume Information Officer role or designate a qualified person
- Confirm with the Emergency Program Coordinator (EPC at TNRD) that the threat warrants an Evacuation Order for some or all of the community
 - Get briefed on the specifics of the hazard and threat including weather forecasts
 - Consider recommendations from other response and support agencies
 - Evacuation decision triggers have been activated as identified in the ***Village of Ashcroft Emergency Response and Evacuation Plan***
 - Consequences to community are understood
 - Areas of the community under threat and time required for actual evacuation, including any community members with special medical and/or transportation needs are understood
 - EMBC Task Number has been requested and issued
 - Village of Ashcroft Emergency Response and Evacuation Plan*** has been activated
 - Host communities and reception centre locations are at the ready
 - Status of support requested from other communities, agencies and EMBC (TNRD, SD#74, MOTI, RCMP etc)
 - Status of support available from other communities, agencies and EMBC as required
 - Any gaps in support identified that may cause challenges
 - That the EPC has activated the ***Evacuation Order Review Checklist***
- Activate EOC as identified in ***Village of Ashcroft Emergency Response and Evacuation Plan***
 - Consider remote or virtual EOC support options from other communities or organizations if required and/or available
 - Confirm safe EOC location that won’t be compromised by the event or threat
- Confirm with the Mayor, EPC and Information Officer who will be the primary spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
 - Designated spokesperson to reference the ***Community Spokesperson Evacuation Alert and Order Checklist***
- Brief the Mayor and Council and the designated Community Spokesperson on the most current and critical situational awareness
- Determine ESS support needs and confirm host community ability to provide
- Activate ***Village of Ashcroft Business Continuity Plan***
- Prepare documents for Mayor signature with support from the TNRD
 - Declaration of State of Local Emergency
 - Evacuation Order including geographic description and map
- Participate in any evacuation preparedness and planning activities as required
- Ensure that critical information is gathered and shared with Community Leadership and Community Members as Appropriate

CAO – EVACUATION ORDER RESCIND

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC’s **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Confirm with supporting agencies that the threat has passed, and to what extent it might return
- Consult with Emergency Program Coordinator (TRD EPC) and EOC team about appropriate rescind measures
 - Entire community can return
 - Part of community can return but some areas may remain under evacuation order due to safety concerns and/or loss of structures or infrastructure
 - Some or all of the community can return but an evacuation alert is still required
- Initiate a Rapid Damage Assessment plan if any properties have been damaged prior to re-entry to ensure the safety of community members
- Initiate a re-entry plan
- Consult with Mayor and Council and EPC on nature and timing of evacuation rescind order
- Confirm communications plan is completed
- Brief the Mayor and Council and the designated Community Spokesperson on the most current and critical situational awareness
- Prepare evacuation rescind paperwork for Mayor and Council signature; when signed distribute copies as appropriate for
 - Communication to evacuated community members
 - Communication to support agencies and stakeholders
 - EMBC notification
- Confirm with EPC that the ***Evacuation Order Rescind Review Checklist*** has been activated

CAO- TACTICAL EVACUATION

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC's **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Ensure personal safety and the safety of your family
- Understand the nature and status of the event or threat to the community
 - Confirm with the EPC that:
 - The RCMP have been notified and who their primary EOC contact will be
 - The ***Village of Ashcroft Emergency Response and Evacuation Plan*** has been activated to an appropriate level
 - There IS or is NOT a need for an Evacuation Order
 - You or someone else is the EOC Director
 - The Emergency Program Coordinator (EPC) or someone else has operational lead of the site level evacuation activities as an appropriate support organization is being developed
 - The ***Tactical Evacuation Review Checklist*** within has been activated
- Confirm with the EPC that EMBC has been notified and that a Task Number has been issued. If not, call **1-800-663-3456** and be prepared to provide:
 - Best information on the nature of the event or threat, including how imminent it is
 - Best estimate of how many people and/or properties are threatened
 - Location and contact information for the EOC
 - Request any additional assistance you need through EMBC
- Assume Information Officer role or designate a qualified person
- Confirm with the Mayor, EPC and Information Officer who will be the primary spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
- Brief designated Community Spokesperson on the most current and critical situational awareness
- Confirm that the Mayor is aware of his/her roles and responsibilities under the ***Emergency Plan***
- Confirm you have good communications and regular updates from site level operations
- Update Mayor on the status of the event on a regular basis

MAYOR – EVACUATION ALERT

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC’s **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Confirm with Chief Administration Officer (CAO) and the community Emergency Program Coordinator (EPC) that there is a threat that warrants an evacuation alert for some or all of the community
 - Gather intel on the area under potential threat, including weather forecasts
 - Consider recommendations from other agencies
 - Consider evacuation decision triggers identified in the ***Village of Ashcroft Emergency Response and Evacuation Plan***
 - Consider areas of the community under potential threat and time required for actual evacuation, including any community members with medical and/or transportation needs

- If conditions warrant go to ***Evacuation Order Checklist***

- Review the following with CAO and EPC together:
 - EOC state of readiness if activation required
 - Village of Ashcroft Emergency Response and Evacuation Plan***
 - Potential host communities and reception centre locations
 - Support available from EMBC and how that works
 - Process for Declaration of State of Local Emergency
 - Process for initiating an evacuation order
 - Need for any formal request to other host communities
 - Internal communications protocols to staff
 - External communications protocols to first responders and other support agencies
 - External communications protocols to general public
 - External communications protocols to media, traditional and social

- Confirm with the CAO, EPC and the Information Officer who will be the primary community spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
 - Designated spokesperson to reference the ***Community Spokesperson Evacuation Alert and Order Checklist***

- Review ***Village of Ashcroft Business Continuity Plan*** with CAO
- Participate in any evacuation preparedness and planning activities as required

MAYOR – EVACUTATION ORDER

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC’s **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Confirm with Chief Administration Officer (CAO) and the community Emergency Program Coordinator (EPC) that there is a threat that warrants an evacuation order for some or all of the community
 - Confirm the nature and consequences of the event or threat
 - Consider recommendations from other response and support agencies
 - Consider evacuation decision triggers as identified in the ***Village of Ashcroft Emergency Response and Evacuation Plan***
 - Consider areas of the community under potential threat and time required for actual evacuation, including any community members with special medical and/or transportation needs
 - EOC has been activated, and that it is located in a safe location that will not be compromised by the event or threat
 - Village of Ashcroft Emergency Response and Evacuation Plan*** has been activated
 - Host communities and reception centre locations are at the ready
 - Additional support has been requested from other communities, agencies and EMBC as required
 - Any gaps in support identified that may cause challenges

- Confirm with CAO, EPC and Information Officer who will be the primary community spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
 - Designated spokesperson to reference the ***Community Spokesperson Evacuation Alert and Order Checklist***

- Declare a State of Local Emergency
- Sign Evacuation Order
- Confirm with CAO that the ***Village of Ashcroft Business Continuity Plan*** has been activated
- Identify a representative of Community Leadership that can act as Liaison for the community members at the reception centre if it is in another community
- Participate in any evacuation preparedness planning and support activities as required

MAYOR – EVACUATION ORDER RESCIND

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC’s **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Confirm with Chief Administration Officer (CAO) and Emergency Program Coordinator (EPC) that:
 - The threat has passed and to what extent it might return
 - Their recommendations for rescind measures are appropriate
 - Timing for partial or complete re-entry is appropriate
 - Safety of returning evacuated community members has been addressed
 - Communications to evacuated community members has been addressed
 - Communications to support agencies and stakeholders has been addressed

- If filling in as the designated spokesperson, reference the ***Community Spokesperson Evacuation Order Rescind Checklist***

- Sign evacuation rescind paperwork

MAYOR – TACTICAL EVACUATION

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC’s **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Ensure personal safety and that of your family
- Understand the nature and status of the event or threat to the community
- Confirm that the Emergency Program Coordinator (EPC) and Chief Administrative Officer (CAO) are aware of the event and who is leading the evacuation support
 - The EPC or someone else may assume operational leadership of the evacuation operations in the initial stages as an appropriate support organization is being developed
 - The CAO will assume or designate the role of EOC Director as appropriate
- Confirm that the ***Village of Ashcroft Emergency Response and Evacuation Plan*** has been activated to an appropriate level
- Consult with the CAO and EPC on the need for elevated actions such as evacuation orders, and to what extent
- Confirm with the CAO, EPC and Information Officer who will be the primary spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
 - Designated Community Spokesperson to reference the ***Community Spokesperson Evacuation Alert and Order Checklist***

Be prepared to assume your role and responsibility as identified in the ***Tactical Evacuation Order Checklist***

EPC – EVACUATION ALERT

(Position may be filled by the CAO)

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan*** For additional guidance see EMBC’s ***Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)***

- Monitor any ongoing threat that may warrant an evacuation alert for some or all of the community
 - Identify the hazards that are, or may become a direct threat to the community
 - Become aware of the area affected by the hazard including weather forecasts
 - Consult with other agencies and consider their intelligence and recommendations
 - Consider evacuation decision triggers as identified in the ***Village of Ashcroft Emergency Response and Evacuation Plan***
 - Consider areas of the community under potential threat and time required for actual evacuation, including any community members with medical and/or transportation needs
 - Consider domestic livestock evacuation needs in advance of the threat
- If conditions warrant go to ***Evacuation Order Checklist***
- Review with CAO and/or EOC Director, Information Officer and elected officials as directed:
 - EOC state of readiness if activation required
 - Village of Ashcroft Emergency Response and Evacuation Plan***
 - Potential host communities and reception centre locations
 - ESS support needs as required
 - Potential alternate host communities if required
 - Support available from EMBC and how that works
 - Potential resources to be requested from other communities and/or EMBC
 - Confirm plan for Emergency Program continuity of operations
 - Process for Declaration of State of Local Emergency
 - Process for initiating an Evacuation Order
 - Evacuation decision triggers
 - Need for any formal request to other host communities
 - Internal communications protocols to staff
 - External communications protocols to first responders and other support agencies
 - External communications protocols to general public
 - External communications protocols to media, traditional and social
- Confirm with the Mayor, CAO and Information Officer who will be the primary spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
 - Designated spokesperson to reference the ***Community Spokesperson Evacuation Alert and Order Checklist***
- Brief the Mayor and Council and the designated Community Spokesperson on the most current and critical situational awareness
- Participate in any evacuation preparedness and planning activities as required
- Activate the ***Evacuation Alert Review Checklist***

EPC – EVACUATION ORDER

(Position may be filled by the CAO)

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC’s **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Identify any threat that warrants an evacuation order for some or all of the community
- Brief Chief Administrative Officer (CAO), EOC Director, and Mayor as appropriate on:
 - The area hazard and threats including weather forecasts; consult with response and support agencies as appropriate
 - The nature and consequences of the direct threat
 - Recommendations from other agencies
 - Evacuation decision triggers as identified in the ***Village of Ashcroft Emergency Response and Evacuation Plan***
 - Areas of the community under potential threat and time required for actual evacuation, including any community members with medical and/or transportation needs
 - Number of community members that will be evacuated
 - Domestic livestock evacuation needs or status
 - Village of Ashcroft Emergency Response and Evacuation Plan*** has been activated
 - EOC level of activation, current staffing, and forecast staffing needs
 - Host communities and reception centre locations have been confirmed
 - ESS support at the reception centre(s) has been confirmed
 - Resources that have been requested from other communities, agencies and EMBC
 - Support available from other communities, agencies and EMBC
 - Any gaps in support identified that may present a challenge
 - Plan for Emergency Program continuity of operations has been activated
- Confirm with the Mayor, CAO and Information Officer who will be the primary spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
 - Designated spokesperson to reference the ***Community Spokesperson Evacuation Alert and Order Checklist***
- Brief the Mayor and Council and the designated Community Spokesperson on the most current and critical situational awareness
- Participate in any evacuation support and planning activities as required
- Consult the ***Evacuation Order Review Checklist***

EPC – EVACUATION ORDER RESCIND

(Position may be filled by the CAO)

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC's **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Prepare or designate preparation of a rapid damage assessment plan to determine public safety and community recovery concerns if any homes, facilities and/or infrastructure has been damaged
 - Teams can be formed and trained from within the community
 - Teams and/or training can be requested from EMBC
 - Rapid Damage Assessment information can be found here: <https://www.bchousing.org/about/postdisaster-building-assessments>

- Prepare or designate preparation of a re-entry plan including:
 - Address public safety concerns based on results from rapid damage assessment
 - Transportation needs
 - Communication to evacuated community members
 - Support for domestic livestock

- Brief the Mayor and Council and the designated Community Spokesperson on the most current situational awareness

- Consult the ***Evacuation Order Rescind Review Checklist***

EPC – TACTICAL EVACUATION

(Position may be filled by the CAO)

For general activities refer to the ***Village of Ashcroft Emergency Response and Evacuation Plan***

For additional guidance see EMBC’s **Evacuation Operational Guide for First Nations and Local Authorities in British Columbia (July, 2019)**

- Ensure personal safety and the safety of your family
- Understand the nature and status of the event or threat to the community
- Confirm that the Chief Administrative Officer (CAO) is aware of the event and who is leading the evacuation support
 - You may assume or designate operational leadership of the site level evacuation process in the initial stages as an appropriate support organization is being developed
 - The CAO will assume or designate the role of the EOC Director as appropriate
- Call RCMP to advise and engage for support in evacuation
 - Provide best situational awareness that you have
 - Provide primary person’s name and contact information for the EOC support to the evacuation; this may be the EOC Director, Emergency Program Coordinator (EPC) or Operations Chief
 - Request they have an agency rep attend the EOC as well
- Call EMBC to request a task number if one hasn’t already been issued: **1-800-663-3456**
 - Provide best information on the nature of the event or threat, including how imminent it is
 - Provide best estimate of how many people and/or properties are threatened
 - Provide location and contact information for the EOC
 - Request any additional assistance you need through EMBC
- Activate the ***Village of Ashcroft Emergency Response and Evacuation Plan*** to an appropriate level
- Consult with the CAO and Community Leadership on the need for elevated actions such as evacuation orders, and to what extent
- Confirm with the Mayor, CAO and Information Officer who will be the primary spokesperson; ensure that this person will not be viewed as fatigued, stressed or combative as this will affect public perceptions on Community Leadership and their ability to deal with the event
 - Designated spokesperson to reference the ***Community Spokesperson Tactical Evacuation checklist***
- Brief the Mayor and Council and the designated Community Spokesperson on the most current situational awareness
- Ensure there are regular communication updates from the Site Level Operations to the EOC
- Consult the ***Tactical Evacuation Review Checklist***

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: June 27, 2022
FROM: Daniela Dyck, Chief Administrative Officer
SUBJECT: DRAFT – “Barn Dance” at Heritage Park

Purpose

To provide a follow up report in regards to the Barn Dance Delegation (Ryan Lake) at the June 13, 2022 Regular Council meeting.

Recommendation

THAT, Council approves the Delegations request to host a “Barn Dance” at Heritage Park and that Railway Ave. between 6th and 7th Street be temporarily closed for the event after regular business hours.

Alternatives

At Council’s discretion.

Discussion

Prior to COVID-19 restriction in 2020 Ryan Lake proposed hosting a community Barn Dance at the Drylands Arena. The dance was postponed indefinitely due to Public Health restrictions. As the province continues to ease restrictions and gatherings are once again permitted the organizers have changed gears and are proposing an outdoor event. The shift to hosting the event at an outdoor venue to accommodate those residents not inclined to attend an indoor function.

By shifting the dance to Heritage Park, the organizers thought the road closure would not be required; however, discussions sparked concerns that participants may wander onto the street to dance or mingle and a temporary road closure would be in the best interest of public safety. The event is anticipated to conclude by 10:00pm. Unitea will coordinate the liquor licence and beer garden for the event and a catering truck will be on site. Set up will be near the Visitor Info Centre and generators are required for additional power source.

Safety precautions include but are not limited to: developing a safety plan, advising RCMP and asking for additional support, patrols along Railway Ave and CP Tracks, barricades at neighbouring property entrances to keep participants off private property, liability insurance and designated fenced beer garden area.

The organizers are excited to provide entertainment and are anticipating overwhelming support from the community and surrounding area. Interior Savings remains the sponsor and all proceeds aside from entertainment, food and drinks will be donated to the Village of Lytton.

Administration suggests that a site and safety plan be submitted to the Village prior to the event, that liability insurance must be purchased naming the Village of Ashcroft as additionally insured and that cleanup of the park be the responsibility of the event organizers. The Village will provide additional garbage bins for the event.

Strategic/Municipal Objectives

Legislative Authority

Financial Implications

Attachment Listing

Respectfully Submitted by:

Daniela Dyck,
Chief Administrative Officer

STAFF REPORT TO COUNCIL – OPEN MEETING

MEETING DATE: June 27, 2022
FROM: Yogi Bhalla, Chief Financial Officer
SUBJECT: 2021 Statement of Financial Information Report

Purpose

Review and approval of the Statement of Financial Information Report

Recommendation

To approve 2021 Statement of Financial Information Report (SOFI) as presented.

Alternatives

NA

Discussion

The Village is required to file a statement of Financial Information report on an annual basis with the Ministry.

Attached are the schedules that, when attached to our audited financial statements, form the complete report. Section 9 of the regulation requires that the report must be approved by the Council and the Chief Financial Officer. Once approved, this package must be made available to members of the public for viewing and/or purchase.

Strategic/Municipal Objectives

Prudent Financial Management

Legislative Authority

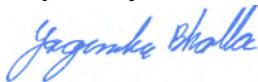
NA

Financial Implications

NA

Attachment Listing

Prepared by:



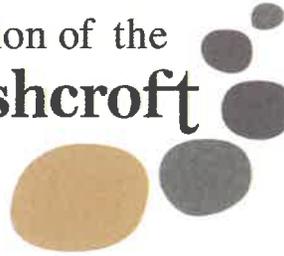
Yogi Bhalla,
Chief Financial Officer

Approved for submission to Council:



Daniela Dyck,
Chief Administrative Officer

The Corporation of the
Village of Ashcroft



June 25, 2022

FILE #2170

Local Government Infrastructure and Finance
Ministry of Community Services
PO Box 9838 Stn Prov Govt
Victoria, BC V8W 9T1

Dear Sir or Madam:

Re: Financial Information Act – 2021 Year End Reports

Enclosed you will find our 2021 Financial Information Report. The report consists of the following:

1. Statement of Guarantee & Indemnity Agreements
2. Statement of Remuneration & Expenses
3. Schedule of Payments for Goods & Services
4. Approval of Financial Information
5. Statement of Severance Agreements
6. Completed Checklist
7. Audited Financial Statements

This report was presented to Council at their regular meeting on Monday, June 27th, 2022 and was approved as presented. Should you require additional information, please contact me at 250-453-9161.

Yours truly,

Yoginder (Yogi) Bhalla, CPA CGA
Chief Financial Officer

enc.

“Wellness Awaits You”

www.ashcroftbc.ca

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

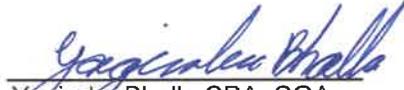
Bus: (250) 453-9161
Fax: (250) 453-6664

Toll Free: 1-877-453-9161
Email: admin@ashcroftbc.ca

THE CORPORATION OF THE VILLAGE OF ASHCROFT
Financial Information Act

**Statement of Guarantee & Indemnity Agreements
for the Year Ended December 31, 2021**

This Corporation has not given any guarantees or indemnities under the Guarantees and Indemnities Regulations.


Yoginder Bhalla CPA, CGA
Chief Financial Officer

June 24, 2022
Date

**Schedule Showing the Remuneration & Expenses
Paid to or on behalf of Each Employee
for Year Ending December 31, 2021**

1. Elected Officials

Name	Position	Remuneration	Expenses
Roden, Barb	Councillor	14,814.96	2,871.49
Anderson, Marilyn	Councillor	8,015.04	0.00
Anstett, Jonah	Councillor	8,015.04	475.00
Davenport, Nadine	Councillor	8,015.04	475.00
Tuohey, Deb	Councillor	8,015.04	475.00
Total paid to Elected Officials		\$46,875	4,296.49

2. Other Employees (excluding those listed in Part 1 above)

Name	Remuneration	Expenses
Employees with Remuneration & Expenses exceeding \$75,000.		
Dyck, Daniela (\$5,651 from EMBC wildfire response)	\$115,651.69	1,839
Bhalla, Yoginder	\$104,489.09	1,407
Bennewith, Brian	\$93,611.16	682
Battel, Oscar	\$89,262.20	2,956
Sidwell, Robert	\$85,550.43	862
White, Josh	\$81,898.57	0
Consolidated total of other employees with remuneration and expenses of \$75,000 or less	735,529	6,593.51
Total Paid to Other Employees	\$1,305,992	14,339.58

3. Reconciliation

Total Paid to Elected Officials	\$46,875	
Total Paid to Other Employees	\$1,305,992	
Subtotal	\$1,352,867	
Reconciling Items	See Note	T4'S
Total per Statement of Revenue and Expenditure	See Note	
Variance	See Note	

Note: The Village of Ashcroft does not report remunerations on the Financial Statements as a separate line item, rather expenditures are recorded by object. As part of the auditing process our Auditors do perform a reconciliation involving T4 statements, payroll records, etc.


Yoginder (Yogi) Bhalla
Chief Financial Officer

June 24, 2022

THE CORPORATION OF THE VILLAGE OF ASHCROFT
Financial Information Act
for the Year Ended December 31, 2021

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

Supplier Name	Aggregate amount paid to supplier
AVFA15 ASHCROFT VOLUNTEER FIREFIGHTER'S ASSOCIA	37,431.50
BCHA15 B C HYDRO & POWER AUTHORITY	305,012.61
BCPC15 BRITISH COLUMBIA PENSION CORPORATION	190,111.76
BCTR15 BC TRANSIT	155,321.27
CFUE15 COLUMBIA FUELS	33,110.40
CRSL15 CLARKE ROOFING SERVICES LTD	70,140.00
CSCS15 CENTRAL SQUARE CANADA SOFTWARE INC.	28,367.54
CTII15 CLEARTECH INDUSTRIES INC.	31,889.05
DREX15 DRAKE EXCAVATING (2016) LTD.	243,925.49
EMPS15 ELECTRIC MOTOR & PUMP SERVICE LTD.	34,965.00
ENCO15 EMIL ANDERSON CONSTRUCTION	92,535.45
EXTR15 EXTREME EXCAVATING LTD.	436,398.97
FOBC15 FORTIS BC -NATURAL GAS	56,831.67
JBCL15 JOHN BROOKS COMPANY LIMITED	76,720.00
JDCL15 JIM DENT CONSTRUCTION LTD.	632,639.03
MIAS15 MUNICIPAL INSURANCE ASSN. OF BC	86,280.00
MORM15 MOREIRA MARGARET C	36,370.35
NSAS15 NGN SALES & SERVICE	47,061.94
PBCR15 PACIFIC BLUE CROSS	72,682.16
TUSI15 CORIX UTILITIES INC.	39,270.00
USLT15 URBAN SYSTEMS LTD	304,464.75
VANL15 VAN LEEST LARRY	59,691.29
VELT15 VIMAR EQUIPMENT LTD	372,513.12
WCBO15 WORKSAFE BC COLLECTIONS DEPT	31,051.60
Total Aggregate amount paid to suppliers	\$ 3,474,784.95
2. Consolidated total paid to suppliers who received aggregate payment of \$25,000 or less	
	\$ 809,770.72

Consolidated total of grants exceeding \$25,000	Nil
Consolidated total of contributions exceeding \$25,000	Nil
Consolidated total of all grants and contributions	Nil

4. Reconciliation

Total of aggregate payments exceeding \$25,000 paid to suppliers	\$ 3,474,784.95	
Consolidated total of payments of \$25,000 or less paid to suppliers	\$ 809,770.72	
Consolidated total of all grants and contributions exceeding \$25,000	\$ -	
	<u>\$ 4,284,555.67</u>	
Total per Statement of Revenue and Expenditure	\$ 3,725,708.00	
Less: remuneration/transfers included in above	\$ (1,341,186.31)	
Less: amortization included in above	\$ (577,111.00)	
Less: decrease in prepaids	\$ 9,417.00	
Add: Increase in tangible assets	\$ 2,444,573.00	
	<u>\$ 4,261,400.69</u>	
Variance	-\$ 23,154.98	-0.54%

Reconciling items

See note

Note: The Corporation does not report a separate line item in the Financial Statements for Payments of Goods and Services.


Yoginder Bhalla CPA, CGA
Chief Financial Officer

June 24, 2022
Date

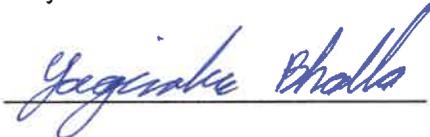
THE CORPORATION OF THE VILLAGE OF ASHCROFT
Financial Information Act

**Statement of Financial Approval
for the Year Ended December 31, 2021**

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in the Statement of Financial Information, produced under the Financial Information Act.



Barbara Roden
Mayor



Yoginder (Yogi) Bhalla, CPA CGA
Chief Financial Officer



Date

THE CORPORATION OF THE VILLAGE OF ASHCROFT
Financial Information Act

**Statement of Severance Agreements
for the Year Ended December 31, 2021**

There were no severance agreements made between the Corporation of the Village of Ashcroft and its non-unionized employees during the 2021 fiscal year.



Yoginder Bhalla, CPA, CGA
Chief Financial Officer

June 24, 2022
Date

Financial Information Act
Financial Information Regulation (FIR), Schedule 1

Statement of Financial Information (SOFI)
Index to FIR Schedule 1 and the Checklist

Page 1: Corporation Information

Ministry Information

General: Section One

- 1(1)(a) Statement of assets and liabilities
- 1(1)(b) Operational statement
- 1(1)(c) Schedule of debts
- 1(1)(d) Schedule of guarantee and indemnity agreements
- 1(1)(e) Schedule of employee remuneration and expenses
- 1(1)(f) Schedule of suppliers of goods and services
- 1(2) [Explanatory information for reference]
- 1(3) Statements prepared on a consolidated basis or for each fund
- 1(4) & (5) Notes to the statements and schedules in section 1(1)

Page 2: Statement of Assets & Liabilities: Section Two

- 2 Balance sheet
- Changes in equity and surplus or deficit

Operational Statement: Section Three

- 3(1) Statement of Income / Statement of Revenue and Expenditures
- Statement of Changes in Financial Position
- 3(2) & (3) Omission of Statement of Changes in Financial Position, with explanation
- 3(4) Requirement for community colleges, school districts and municipalities

Statement of Debts: Section Four

- 4(1)(a) & 4(2) List and detail the schedule of long-term debts
- 4(1)(b) Identify debts covered by sinking funds / reserves
- 4(3) & (4) Omission of schedule, with explanation

Page 3: Schedule of Guarantee and Indemnity Agreements: Section Five

- 5(1) List agreements under the Guarantees and Indemnities Regulation
- 5(2) State the entities and amounts involved
- 5(3) & (4) Omission of schedule, with explanation

Page 3 & 4: Schedule of Remuneration and Expenses: Section Six

- 6(1) [Definitions for reference]
- 6(2)(a) List remuneration / expenses for each elected official, member of board, Cabinet appointees
- 6(2)(b) List each employee with remuneration exceeding \$75,000, plus expenses
- 6(2)(c) Consolidated total for all employees with remuneration of \$75,000 or less
- 6(2)(d) Reconcile difference in total remuneration above with operational statement
- 6(3) Exclude personal information other than as required

Page 3 & 4: Schedule of Remuneration and Expenses: Section Six (continued)

- 6(4) & (5) [Explanatory information for reference]
- 6(6) Report employer portion of EI and CPP as a supplier payment
- 6(7)(a) & (b) Statement of severance agreements
- 6(8) Explain an omission of statement of severance agreements
- 6(9) [Statement of severance agreements to minister – not required unless requested]

Page 4: Schedule of Suppliers of Goods or Services: Section Seven

- 7(1)(a) List suppliers receiving payments exceeding \$25,000
- 7(1)(b) Consolidated total of all payments of \$25,000 or less
- 7(1)(c) Reconcile difference in total above with operational statement
- 7(2)(a) [Explanatory information for reference]
- 7(2)(b) Statement of payments of grants or contributions
- 7(2)(c) [Explanatory information for reference]

Page 5: Inactive Corporations: Section Eight

- 8(1) Ministry to report for inactive corporations
- 8(2)(a) Contents of report – statements and schedules under section 1(1) to extent possible
- 8(2)(b) Contents of report – operational status of corporation

Approval of Financial Information: Section Nine

- 9(1) Approval of SOFI for corporations (other than municipalities)
- 9(2) Approval of SOFI for municipalities
- 9(3) Management report
- 9(4) Management report must explain roles and responsibilities
- 9(5) Signature approval is for all contents of the SOFI

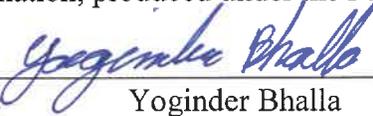
Access to the Financial Information: Section Ten

- 10(1) to (3) [Explanatory information for reference]

VILLAGE OF ASHCROFT

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.



Name Yoginder Bhalla
Position of Financial Officer
Date: June 24, 2022

Prepared pursuant to the Financial Information Regulation, Schedule 1, section 9

Financial Information Regulation, Schedule 1

Checklist – Statement of Financial Information (SOFI)

For the Corporation:

Corporate Name: Village of Ashcroft Contact Name: Yoginder (Yogi) Bhalla
 Fiscal Year End: 2022 Phone Number: (250) 453-9161
 Date Submitted: June 25, 2022 E-mail: yoginder@ashcroftbc.ca

For the Ministry:

Ministry Name: _____ Reviewer: _____
 Date Received: _____ Deficiencies: Yes No
 Date Reviewed: _____ Deficiencies Addressed: Yes No
 Approved (SFO): _____ Further Action Taken: _____

Distribution: Legislative Library Ministry Retention

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
General					
1 (1) (a)	Statement of assets and liabilities	X			Financial Statements
1 (1) (b)	Operational statement	X			Financial Statements
1 (1) (c)	Schedule of debts	X			Financial Statements
1 (1) (d)	Schedule of guarantee and indemnity agreements	X			Nothing to report
1 (1) (e)	Schedule of employee remuneration and expenses	X			
1 (1) (f)	Schedule of suppliers of goods and services	X			
1 (3)	Statements prepared on a consolidated basis or for each fund, as appropriate	X			
1 (4) 1 (5)	Notes to the financial statements for the statements and schedules listed above	X			

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
Statement of Assets & Liabilities					
2	<ul style="list-style-type: none"> • A balance sheet prepared in accordance with GAAP or stated accounting principles / policies, and • Show changes in equity and surplus or deficit due to operations 	X			
Operational Statement					
3 (1)	Prepared in accordance with GAAP or stated accounting principles / policies and consists of: <ul style="list-style-type: none"> • a Statement of Income or Statement of Revenue and Expenditures, and • a Statement of Changes in Financial Position 	X			
3 (2) 3 (3)	<ul style="list-style-type: none"> • The Statement of Changes in Financial Position may be omitted if it provides no additional information • The omission must be explained in the notes 	X			
3 (4)	Community colleges, school districts, and municipalities must prepare a Statement of Changes in Financial Position for the Capital Fund	X			Financial Statements
Schedule of Debts					
4 (1) (a) 4 (2)	List each long-term debt (secured by debentures, mortgages, bonds, etc.), stating the amount outstanding, the interest rate, and the maturity date	X			Financial Statements
4 (1) (b)	Identify debts covered by sinking funds or reserves and amounts in these accounts			X	
4 (3) 4 (4)	<ul style="list-style-type: none"> • The schedule may be omitted if addressed under section 2 or 5 and it provides no additional information • The omission must be explained in a note to the schedule 			X	

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
Schedule of Guarantee and Indemnity Agreements					
5 (1)	List financial agreements that required government approval prior to being given (see Guarantees and Indemnities Regulation in FIA Guidance Package)	X			
5 (2)	State the entities involved, and the specific amount involved if known	X			Nothing to report
5 (3) 5 (4)	<ul style="list-style-type: none"> • The schedule may be omitted if addressed under section 2 or 4 and it provides no additional information • The omission must be explained in a note to the schedule 	X			Nothing to report
Schedule of Remuneration and Expenses (See Guidance Package for suggested format)					
6 (2) (a)	List separately, by name and position, the total remuneration and the total expenses for each elected official, member of the board of directors, and employee appointed by Cabinet	X			
6 (2) (b)	List alphabetically each employee whose total remuneration exceeds \$75,000 and the total expenses for each [excluding the persons listed under 6 (2) (a)]	X			
6 (2) (c)	Include a consolidated total for employees whose remuneration is \$75,000 or less [excluding the persons listed under 6 (2) (a)]	X			
6 (2) (d)	Reconcile or explain any difference between total remuneration in this schedule and related information in the operational statement	X			
6 (3)	Exclude personal information other than name, position, function or remuneration and expenses of employees	X			

FIR Schedule 1 Section	Item	Yes	No	N/A	Comments
Schedule of Remuneration and Expenses (See Guidance Package for suggested format)					
6 (6)	Report the employer portion of EI and CPP as a supplier payment to the Receiver General for Canada rather than as employee remuneration	X			
6 (7) (a) 6 (7) (b)	Include a statement of severance agreements providing: <ul style="list-style-type: none"> • the number of severance agreements under which payment commenced in the fiscal year being reported on for non-union employees, and • the range of equivalent months' compensation for them (see Guidance Package for suggested format)	X			None to report
6 (8)	Provide the reason for omitting a statement of severance agreements in a note to the schedule of remuneration and expenses	X			None to report
Schedule of Suppliers of Goods or Services (See Guidance Package for suggested format)					
7 (1) (a)	List in alphabetical order all suppliers of goods and services who received aggregate payments exceeding \$25,000	X			
7 (1) (b)	Include a consolidated total of all payments to suppliers who received \$25,000 or less	X			
7 (1) (c)	Reconcile or explain any difference between the consolidated total and related figures in the operational statement	X			See note on schedule
7 (2) (b)	Include a statement of payments for the purposes of grants or contributions	X			

Inactive Corporations

8 (1)	The ministry reports for the corporation if the corporation is not operating to the extent required to produce a SOFI			X	
8 (2) (a)	The ministry's report contains the statements and schedules required under section 1 (1), to the extent possible			X	
8 (2) (b)	The ministry's report contains a statement of the operational status of the corporation (see Guidance Package regarding what to include)			X	

Approval of Financial Information

9 (1)	Corporations other than municipalities – the SOFI is signed as approved by the board of directors or the governing body (see Guidance Package for example)			X	
9 (2)	Municipalities – the SOFI is approved by its council and by the officer assigned responsibility for financial administration (see Guidance Package for example)	X			
9 (3)	A management report is included, signed by the head and chief financial officer, or by the municipal officer assigned responsibility for financial administration (see examples in annual report at http://www.gov.bc.ca/cas/popt/)	X			
9 (4)	The management report explains the roles and responsibilities of the board of directors or governing body, audit committee, management, and the auditors	X			
9 (5)	Signature approvals required in section 9 are for each of the statements and schedules of financial information, not just the financial statements	X			

Input sought for convention forums



Publishing Date: June 15, 2022

Tuesday, September 13 is Forum Day at UBCM Convention. Whether you are an electoral area director, urban mayor, councillor from a small community, or from somewhere in-between, UBCM has the right forum for you. Help shape the agendas for this year's forums by emailing your topic requests by Friday, July 8.

The four forums were created at the request of the membership, and are customized for specific types of local government:

- The Small Talk Forum unites the collective brainpower of communities with populations under 5,000.
- Communities in the 5,000 to 20,000 population range put their heads together at the Mid-Sized Communities Forum.

- The Large Urban Communities Forum resonates with larger municipalities that face particularly urban concerns.
- The unique concerns of regional district electoral areas focus the discussion at the Electoral Area Directors' Forum.

Email your questions, ideas and success stories by Friday, July 8 to UBCM staff as follows:

FORUM

UBCM CONTACT

Small Talk Forum

Bhar Sihota, Senior Policy Analyst

Mid-Sized Communities
Forum

Jared Wright, Director of Advocacy &
Government Operations

Large Urban
Communities Forum

Marie Crawford, General Manager, Richmond
Operations

Electoral Area
Directors' Forum

Marylyn Chiang, Senior Policy Analyst

[Home](#) > [About the UBCM](#) > [Latest News](#) > [Input sought for convention forums](#)

Revised timeline for emergency management legislation

Publishing Date: June 15, 2022

Emergency Management BC (EMBC) recently announced a revised timeline that will see new emergency management legislation introduced in spring 2023. The Province intends to use the additional time to, among other things, complete work on the co-development of legislation with Indigenous representatives.

The EMBC-UBCM Flood and Wildfire Advisory Committee (FWAC) continues to meet and discuss key issues as part of the legislative development process. The primary issue for local governments remains the need for long-term funding and support to undertake new costs and responsibilities associated with a new Act.

Additional information may be found on the [EMBC info hub](#).

[Home](#) › [About the UBCM](#) › [Latest News](#)

› [Revised timeline for emergency management legislation](#)

Extension granted to address hospitality sector provision

Publishing Date: June 15, 2022

In response to a UBCM **request**, the Province has **announced** that it is extending, until March 31, 2023, the deadline to transition the Temporary Expanded Service Area (TESA) (e.g. outdoor patio) provision into a permanent option. This decision provides additional time for local governments to update relevant bylaws, policies and permits.

In 2020, the Province introduced this streamlined application process for food primary, liquor primary and manufacturer licensees seeking to expand their service areas. Local governments were provided the option to further expedite this process by pre-approving all eligible licensees seeking to apply to the Province for a TESA authorization. Successful applicants could not increase their approved occupancy loads, and would have to comply with all local government rules and requirements, as well as health and fire regulations. Over 2,200 TESA authorizations were approved as part of this process.

This policy change was originally intended to be a temporary measure during the COVID-19 pandemic. However, Minister Mike Farnworth's recent **mandate letter** includes direction to transition the TESA provision into a permanent option as a means to support restaurants and the hospitality sector. As a result, licensees with

a TESA will see this temporary authorization extended until March 31, 2023. These licensees must apply to the Province for a new outdoor patio, permanent structural change (indoor) or manufacturer endorsement if they wish to operate their TESA beyond March 31, 2023.

Home › About the UBCM › Latest News

› Extension granted to address hospitality sector provision

Province seeks input on bylaw adjudication

Publishing Date: June 15, 2022

The provincial government has developed a short **survey** to obtain local government input regarding the maximum penalty amount for the Local Government Bylaw Adjudication Program, as well as adjudicator remuneration. Interested local government representatives are asked to complete the survey by June 30, 2022.

Over the past four months, the Province has held several meetings with local governments that are enrolled in the Bylaw Adjudication Program. Adjudicator remuneration and the maximum penalty amount have been a focus of discussions, resulting in the development of a survey to obtain broader local government input.

Any questions regarding the survey or the Bylaw Adjudication Program may be directed to LocalGovernmentBylawAdjudication@gov.bc.ca

Home › **About the UBCM** › **Latest News**
› Province seeks input on bylaw adjudication

From: [Duncan Olthuis](#)
To: [Daniela Dyck](#)
Subject: Letter of Support
Date: June 20, 2022 2:26:33 PM
Attachments: [Ashcroft Support 2025 2026](#)

Hello Daniela

My name is Duncan Olthuis and I am helping the City of Kamloops with their bid to host either the 2025 or 2026 BC 55+ Games. Back in 2011 we received a letter of Support from the Village of Ashcroft and we are wondering if the Village of Ashcroft would be willing to send another one for this bid.

I have attached the letter of Support from the Village of Ashcroft to this email. The City of Kamloops is bidding for either the 2025 or the 2026 BC 55+ Games.

If you have any questions please don't hesitate to ask. Again this is a tiny bit of a tight turnaround as we need to submit the bid by 4:00 pm on June 30th.

Thank you,

Duncan Olthuis

Executive Director

Kamloops Sports Council

www.kamloopssportscouncil.com

1550 Island Parkway Kamloops, B.C

[250-828-3822](tel:250-828-3822)

"Enriching Lifestyle Through Sport"

The Corporation of the
Village of Ashcroft



June 14, 2011

File# 960

The BC Seniors Games Society
Victoria, BC
V8W 1G6

Dear Sir/Madam:

RE: 2013/2014 BC Seniors Games

On behalf of Mayor Anderson and Council for the Village of Ashcroft we are pleased to unanimously support the proposal presented by the City of Kamloops to host either the 2013 or 2014 BC Seniors Games.

We have a very active senior population within our community and many of our residents have participated in the seniors games. The benefits of these opportunities are extremely important as it allows members to showcase their many skills and permits them to visit new communities and forge new friendships.

We are also aware, that in many cases, games participants will make a vacation out of attending the games and will spend time touring the area and visiting local points of interest. This makes the games an economic success not only for the host community but for those of us in the immediate vicinity.

We all believe that having the City of Kamloops host the 2013 or 2014 games will be a wonderful opportunity for the region and therefore fully support them in their bid as host community.

Yours truly,

J. Michelle Allen
Chief Administrative Officer

JMA/kdw

“Wellness Awaits You”

www.ashcroftbc.ca

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

Bus: (250) 453-9161
Fax: (250) 453-9664

Toll Free: 1-877-453-9161
Email: admin@ashcroftbc.ca



Ref: 46861

June 10, 2022

Their Worship Mayor Barbara Roden
Village of Ashcroft
PO Box 129
601 Bancroft Street
Ashcroft, BC V0K 1A0
Email: admin@ashcroftbc.ca

Dear Mayor Roden:

Thank you for your letter dated April 13, 2022, addressed to the Honourable John Horgan, Premier, sharing your support for New Pathways to Gold Society (Society) in their request to obtain continued core funding from the Province. As Minister of Tourism, Arts, Culture and Sport, I am pleased to respond on behalf of Premier Horgan.

I appreciate your advocacy and collaborative efforts to highlight the work of the Society and their endeavor to preserve heritage and revitalize the economy in the Hope to Barkerville corridor.

This corridor is an important cultural and heritage destination for visitors and residents of British Columbia and the Society has done incredible work in maintaining and raising the Gold Rush Trail corridor's profile as a tourism destination. To support this work, I have directed the Executive Directors for the Tourism Division and Heritage Division and my Senior Ministerial Advisor to continue to work together to find a creative solution.

I commend the work of the Society and for their continued effort towards making a difference in the communities from Hope to Barkerville.

Thank you again for writing.

Sincerely,

Melanie Mark
Hli Haykwhl Wii Xsgaak
Minister of Tourism, Arts, Culture and Sport

.../2

Their Worship Mayor Barbara Roden
Page 2

pc: Honourable John Horgan
Premier

Honourable Murray Rankin, QC
Minister of Indigenous Relations and Reconciliation



April 13, 2022

FILE: 5060.2022

Honourable John Horgan, M.L.A.
Premier of British Columbia
PO Box 9422
STN PROV GOVT Victoria, BC, V8W 9V1
EMAIL: premier@gov.bc.ca

Dear Premier Horgan:

RE: Stable Funding for New Pathways to Gold Society

Council for the Village of Ashcroft recognizes New Pathways to Gold Society as a valuable organization dedicated to Reconciliation and economic development via heritage tourism and Multiculturalism. As a community on the Gold Rush/Spirit Trails we strongly encourage the provincial government to continue supporting the Society so that they can keep on making a difference in the lives of the people living along the trail. Stable funding and dedicated heritage tourism asset investment is vital to economic development and tourism for communities along the trail. In support of New Pathways to Gold Society's sustainability Council for the Village of Ashcroft moved the following motion:

It was Moved and Seconded

"That pursuant to the request of the New Pathways to Gold Society (NPTGS) in their letter dated March 30, 2022, Council send a letter of support for the NPTGS work and investments in the region's Gold Rush /Spirit Trails heritage tourism corridor to Premier Horgan, TAC Minister Melanie Mark and Indigenous Relations and Reconciliation Minister Murray Rankin urging them to continue providing the NPTGS with stable, ongoing core funding needed for them to continue providing this valuable service."

CARRIED.

Thank you in advance, we know that by working together as the NPTGS has with the Indigenous and non-Indigenous communities from Hope to Barkerville ongoing stable funding will enable the Society to continue supporting local economies in our communities along the trails.

Sincerely,

Barbara Roden
Mayor, Village of Ashcroft

cc: Melanie Mark, Minister of Tourism, Art, Culture and Sport (TAC.Minister@gov.bc.ca)
Murray Rankin, Minister of Indigenous Relations and Reconciliation (IRR.Minister@gov.bc.ca)
New Pathways to Gold Society (ddclauka@shaw.ca)

"Wellness Awaits You"

www.ashcroftbc.ca

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

Bus: (250) 453-9161
Fax: (250) 453-9664

Email: admin@ashcroftbc.ca



Free Public Tour of Highland Valley Copper Mine

June 30, 2022



We invite you to come visit one of Canada's largest mining operation as part of the Logan Lake 50th Anniversary Celebrations.

Mining Operations Tour Times:

8:30 a.m., 10:30 a.m., 12:45 p.m.,
and 2:45 p.m.

**Reclamation and Historical Land Use Tour
Times:**

8:30 a.m., 10:30 a.m., 12:45 p.m.,
and 2:45 p.m.

Tour Details:

HVC is an industrial setting and appropriate dress code is required e.g. long pants, weather considerations apparel.

Due to safety regulations, children under the age of 12 are not permitted.

Refreshments and snacks provided. Space is limited, pre-booking is required.

To book your tour, please contact us at: **1.855.523.3429** or **250.523.3617**

Teck

BOARD BULLETIN



2022/23 Annual Budget

The Board of Education approved the 2022/23 Annual Budget in the amount of \$24.3 million.

Some of the one-time costs identified, and in alignment with the Board's Strategic Plan, include:

- restoration of networks
- tours of sites of expertise
- scope and sequence collaboration
- communication videos of the strategic plan
- supporting employees for obtaining Master's degrees and Early Childhood Educator's degrees
- upgrades to the district's WiFi
- various local capital projects.

The Board would like to thank those who participated in this year's budget process.



Propose Reconfiguration of Federal Boundaries

Trustee Ranta provided information for discussion on the proposed reconfiguration of electoral boundaries for federal ridings. The Board discussed how changes could impact rural and Indigenous communities due to their distance from larger municipalities.

The Board will prepare a letter and attend a meeting to advocate for rural and Indigenous communities voice.

BOARD BULLETIN

Outdoor Classrooms

Gold Trail is excited to be constructing outdoor classrooms at a number of schools in the district.

Learning experiences outside the classroom focus on the idea that the best ways to learn is by experiencing the lesson. Outdoor learning increases engagement, thinking and success in learning.



The work on the structure components was completed off site, with installation at the schools to occur during the summer months.



Students and caregivers will see outdoor classrooms at their schools when they return to class in September.

For Immediate Release | June 24, 2022

Interior Health reminds you to be prepared for hot weather

IH WIDE – Environment and Climate Change Canada has issued special weather statements for several parts of the [province](#), with daytime temperatures in the Interior ranging from the low to mid 30s. This is not a heat warning or an extreme heat emergency, but we will experience the first high temperatures of the summer. The warmer weather will also cause rapid snow melt, leading to high rivers and streams throughout the province so please keep water safety in mind this weekend.

The first high temperatures of the season can lead to some people overheating because they are not yet acclimatized to warmer weather. There are some basic steps you can take to ensure you and your family remain safe and healthy during warmer temperatures.

Additional heat information is available on the Interior Health [public website](#). The BC Centre of Disease Control (BCCDC) also has a broad range of heat-related information on its [website](#), including information on the different types of heat alerts, how to prepare for warmer temperatures, symptoms of heat-related illnesses, those most at risk during warmer weather, and ways to stay cool.

Preparing for hot weather:

- If you do not have air conditioning at home, find an air-conditioned spot close by where you can cool off on hot days. Consider places in your community to spend time such as movie theatres, libraries, community centres, or shopping malls.
- Check that you have a working fan. If you have an air conditioner, make sure it works.
- Shut windows and close curtains or blinds during the heat of the day to block the sun and to prevent hotter outdoor air from coming inside. Open doors and windows when it is cooler outside to move that cooler air indoors.

Who is most at risk?

It is important to monitor yourself and family members, and to consider developing a check-in system for neighbours and friends who are at higher-risk during warmer weather

The most susceptible individuals include:

- Older adults, especially those over 60
- people who live alone
- people with pre-existing health conditions such as diabetes, heart disease or respiratory disease
- people with mental illnesses such as schizophrenia, depression, or anxiety
- people with substance use disorders
- people with limited mobility
- people who are marginally housed
- people who work in hot environments

We recognize and acknowledge that we are collectively gathered on the traditional, ancestral, and unceded territories of the seven Interior Region First Nations. This region is also home to 15 Chartered Métis Communities. It is with humility that we continue to strengthen our relationships with First Nation, Métis, and Inuit peoples across the Interior.

- people who are pregnant
- infants and young children

Your health:

- Spray your body down with water, wear a damp shirt, take a cool shower or bath, or sit with part of your body in water to cool down if you are feeling too hot.
- Drink plenty of water and other liquids to stay hydrated, even if you are not feeling thirsty
- Take it easy, especially during the hottest hours of the day.
- Stay in the shade and use a broad spectrum sunscreen with SPF 30 or more.
- Signs of overheating include feeling unwell, headache, and dizziness. Take immediate action to cool down if you are overheating.
- It is important to remember that overheating can lead to heat exhaustion and heat stroke.
- Signs of heat exhaustion include heavy sweating, severe headache, muscle cramps, extreme thirst, and dark urine. If you are experiencing these symptoms, you should seek a cooler environment, drink plenty of water, rest, and use water to cool your body.
- Heat stroke is a medical emergency

In the event of a medical emergency, British Columbians are advised to call 9-1-1. However, it is also important to use 9-1-1 responsibly to avoid overwhelming the system.

BC Emergency Health Services in partnership with ECOMM is reminding British Columbians to only dial 9-1-1 for serious or life-threatening injuries

When to call 9-1-1:

- In general: when there is chest pain, difficulty breathing, loss of consciousness, severe burns, choking, convulsions that are not stopping, a drowning, a severe allergic reaction, a head injury, signs of a stroke, a major trauma.
- More specifically related to hot weather: severe headache, confusion, unsteadiness, loss of thirst, nausea/vomiting, and dark urine or no urine are signs of dangerous heat-related illness.

If you have a less urgent health issue:

- You can call 8-1-1 and get connected with a nurse at HealthLinkBC. Or, if you can do it safely, you could go to an urgent care centre or clinic.
- That way, our highly trained emergency medical dispatch staff and paramedics will be available for people who need their services the most.
- There are also online tools at healthlinkbc.ca including a “Check Your Symptoms” tool.

While this bulletin is about the beginning of hot summer weather, additional information on preparing for extreme heat events can also be found in BC’s [Extreme Heat Preparedness Guide](#).

- 30 -

Media, for information: Media@interiorhealth.ca or 1-844-469-7077

We recognize and acknowledge that we are collectively gathered on the traditional, ancestral, and unceded territories of the seven Interior Region First Nations. This region is also home to 15 Chartered Métis Communities. It is with humility that we continue to strengthen our relationships with First Nation, Métis, and Inuit peoples across the Interior.

INFORMATION CORRESPONDENCE – FLIP CHART

JUNE 27, 2022 – REGULAR COUNCIL MEETING

Interior Health

- Public Announcement: New evening and weekend clinics added to boost COVID-19 protection for kids 5-11 years old
- News Release: Drug poisoning prevention app marks two years of saving lives

COUNCIL COMMITTEE AND LIAISON REPORT

DATE: June 27, 2022
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

June 16: Thompson Regional Hospital District meeting

Diane Shendruk, vice-president of clinical operations for IH North, provided a report and then took questions and comments for more than an hour. I noted the poor communication from Interior Health about what their plans are for Ashcroft and area, misleading information such as the recent notice about lab services in Clinton that positioned this as a win for the community when in fact Clinton is down from two days of service a week to .5 days a week, and Ashcroft now has four days of service per week instead of five, and noted that people are leaving the area because of health care concerns.

June 16: TNRD regular board meeting

There was a presentation from Creative BC about the film industry in B.C. and the region, and its economic impacts. It was noted that the impact of a film studio in Kamloops would be 'significant' for the region. The TNRL Summer Reading Program will include an adult reading club. The TNRD will be moving ahead to establish a working group to look at the interior and exterior boundaries of the TNRD and report back to the board. It was noted that the TNRD board of directors (currently at 26) could well expand because of incorporation in some areas (Tobiano, Savona) and that Kamloops could be due for another seat at the table because of increased population.

June 16: Farewell to Vicci Weller

Attended a gathering to say farewell to film commissioner Vicci Weller, who is retiring after more than 20 years in the position, and thanked her for her work to boost the film industry in the region.

June 16: Federal Electoral Boundaries Commission meeting

Attended a public meeting looking at proposed federal riding changes in the Southern Interior, which will see one additional seat in the next election. The proposed new Kamloops-Thompson-Lytton riding would include Lytton, Spences Bridge, Ashcroft, Cache Creek, Clinton, Loon Lake, 70 Mile, Lillooet, Logan Lake, Barriere, Clearwater, and Sun Peaks, as well as most of Kamloops. I spoke about the historic, present-day, and geographic ties between this area and Kamloops, and opposed a suggestion that some or all of the Fraser Canyon/Thompson communities instead be included in a Coquihalla or Prince George-Cariboo riding.

June 17: TNRD Committee of the Whole meeting

There was a sweeping review of all of the TNRD's committees, with three eliminated and several others streamlined/reorganized.

June 21: National Aboriginal Day

Attended the Aboriginal Day lunch at Ashcroft Indian Band.

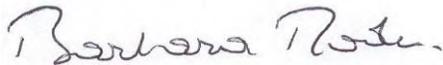
June 22: Highway 8 town hall

Attended a town hall information session hosted by the Ministry of Transportation in Spences Bridge to look at the ongoing repair work along Highway 8 between Spences Bridge and Merritt and address when Phase 2 – permanent reconstruction – will start. The plan for Phase 1 is to have everyone who was displaced from the corridor home by the end of summer 2022, and to have the highway completely reopened to all traffic by late fall 2022. The Ministry is very cognizant of the fact that Aspen Planers in Merritt is currently having to reroute all its logging trucks along Highway 97C through Logan Lake and Ashcroft, which accounts for the sudden increase in logging trucks in this area. They will be continuing to utilize gravel and rip rap from the Ashcroft area (above Highway 97C south of town) for the Highway 8 project, but have identified other sources closer to the highway that are now accessible.

June 23: Highland Valley Copper 2040 working group meeting

There was a meeting to look at Highland Valley Teck's plans to extend the life of the mine to 2040 (from 2028). Attendees looked at the regulatory processes that have been undertaken to date and the regulatory timeline, the proposed areas of mine expansion, and heard about the modelling that will be done to assess impacts on the environment (air quality, noise levels, surface and groundwater, aquatic life and habitat, wildlife, vegetation, and ecosystems). There will also be extensive First Nations consultation on the project, and consideration of the potential effects of climate change.

Respectfully submitted,



Barbara Roden,
Mayor