



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR AGENDA

**FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY, MARCH 25, 2019**

1. **CALL TO ORDER**
 2. **MINUTES**
 - 2.1. Minutes of the Regular Meeting of Council held Monday, March 11, 2019 **P. 1-6**
 3. **DELEGATIONS**
 - 3.1. None
 4. **CORRESPONDENCE**
 - 4.1. Ashcroft District Hospice Program **P. 7**
 - Request for Letter of Support for Community Based Hospice Program
 - 4.2. Bonaparte Indian Band **P. 8**
 - Results of the March 4, 2019 election for Chief and Council Members
 - 4.3. Federation of Canadian Municipalities **P. 9**
 - Approval of Integrated Asset Management and Curling Club Life Cycle Cost Grant in the amount of \$36,880
 - 4.4. Ashcroft/Cache Creek Rotary Club **P. 10**
 - 2018 Citizen of the Year Award – Invitation to Mayor Roden to offer congratulations to Ashcroft Citizen of the Year Jim Duncan
 - 4.5. Bifuka Sister City **P. 11**
 - Page from their newsletter advising of the election of new Mayor & Council for Ashcroft
 - 4.6. Rev. Martina Duncan, St. Alban's Anglican Church **P. 12-13**
 - Invitation to Council to attend Bench and Memory Capsule Dedication, April 7 and community barbecue following the service
 - 4.7. Information Correspondence Listing for March 25, 2019 **P. 14**
 5. **UNFINISHED BUSINESS**
 - 5.1. None
 6. **NEW BUSINESS**
 - 6.1. Harmony Bell Dedication and installation of memory capsule **P. 15**
 - Invitation to members of Council to submit a message and for the Village of Ashcroft to put small items into the memory capsule
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- 6.2. Ashcroft Public Works Yard P. 16-30
 - Approval of Development Variance Permit for
 - o Fire Training Centre on land identified as PID #023-300-213
 - o Installation of storage container on land identified as PID #014-552-043
- 6.3. Ashcroft & District Volunteer Fire Department P. 31
 - Ratification of Josh White as Fire Chief for 2019/2020
- 6.4. 2018 Motel Market Study
 - Direction to staff to investigate how to move forward

7. BYLAWS

7.1. Introduction and First 3 Readings

- 7.1.1. Bylaw No. 826, Village of Ashcroft Building Regulations P. 32-43
Bylaw 826, 2019

7.2. Reconsideration and Final Adoption

- 7.2.1. None

8. REPORTS

Council Reports

8.1. Finance Committee

Mayor Roden, Councillor Anderson, Councillor Davenport

8.2. Northern Development Initiative Trust

Councillor Anstett Alternate – Councillor Anderson

8.3. Gold Country Communities Society

Mayor Roden Alternate – Councillor Davenport

8.4. Historic Hat Creek

Councillor Roden Alternate – Councillor Anderson

8.5. Cache Creek Environmental Assessment

Mayor Roden Alternate – Councillor Tuohy

8.6. Thompson-Nicola Regional District

Mayor Roden Alternate – Councillor Anstett

- The Current – Highlights from the Board of Directors' Meeting held P. 44-46
March 14, 2019

8.7. Tourism

Councillor Davenport Alternate – Councillor Anstett

8.8. Economic Development

Councillor Davenport Alternate – Councillor Anstett

8.9. Heritage

Councillor Tuohey Alternate – Mayor Roden

8.10. Transit
Councillor Anstett Alternate – Councillor Davenport

8.11. Communities in Bloom
Councillor Tuohey Alternate – Mayor Roden

8.12. Health Care
Councillor Anderson Alternate – Councillor Tuohey

8.13. Seniors' Liaison
Councillor Anderson Alternate – Councillor Tuohey

8.14. Other

(Motion to receive both verbal and written reports)

9. CHIEF ADMINISTRATIVE OFFICER REPORTS

9.1 None

10. CHIEF FINANCIAL OFFICER REPORTS

10.1 None

11. QUESTION PERIOD

12. INCAMERA

**12.1. Move In-Camera to discuss an item under the *Community Charter* Section 90.1.(c)
Personnel**

13. TERMINATION



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR MINUTES

**FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 4:30 PM ON MONDAY, MARCH 11, 2019**

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

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

Press and Public

1. CALL TO ORDER

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

2. MINUTES

2.1. Minutes of the Committee of the Whole Meeting of Council held Monday, February 25, 2019

Mayor Roden declared the minutes of the Committee of the Whole Meeting of Council held Monday, February 25, 2019 adopted as presented.

2.2. Minutes of the Regular Meeting of Council held Monday, February 25, 2019

Mayor Roden declared the minutes of the Regular Meeting of Council held Monday, February 25, 2019 adopted as presented.

3. DELEGATIONS

3.1. Regina Sadilkova, Director of Development Services and Pat Luscombe, Chief Building Inspector, Thompson Nicola Regional District (TNRD) – Update and Overview of the Building Services Function

Mayor Roden welcomed Ms. Sadilkova and Mr. Luscombe to the meeting and invited them to make their presentation. Council was provided with an overview of the history of building permits in Ashcroft, which have remained fairly consistent. The Village contracts with the TNRD to provide building inspection services for a very reasonable fee. The Province has adopted the new 2018 BC Building Code and the changes were highlighted. It was suggested to Council that our Village of Ashcroft Building Regulations Bylaw No. 793 could be amended to ensure that the fee schedule remained aligned with the TNRD fees. The increases are minimal and would not significantly increase the cost of construction within the Village.

Council thanked Ms. Sadilkova and Mr. Luscombe for their presentation.

4. **CORRESPONDENCE**

4.1. **Northern Development Initiative Trust – Approval of 2019 Business Façade Improvement Program up to \$15,000**

M/S Mayor Roden / Councillor Anderson

“That the correspondence from Northern Development Initiative Trust approving the 2019 Business Façade Improvement Program be received and filed.”

Carried. (01-03-19)

4.2. **Teck Highland Valley Copper Partnership – Tailings Management at Teck Highland Valley Copper Operations**

M/S Mayor Roden / Councillor Davenport

“That the correspondence from Teck Highland Valley Copper Partnership regarding the tailings management at the Highland Valley Copper operations be received and filed.”

Carried. (02-03-19)

4.3. **RCMP Day Vernon Committee – Request for support to declare February 1st as Royal Canadian Mounted Police Appreciation Day**

M/S Councillor Anstett / Councillor Anderson

“That the Village of Ashcroft send a letter of support to the RCMP Day Vernon Committee endorsing the declaration of February 1st as Royal Canadian Mounted Police Appreciation Day.”

Carried. (03-03-19)

4.4. **Information Correspondence Listing for March 11, 2019**

M/S Mayor Roden / Councillor Anstett

“That the Information Correspondence listing for March 11, 2019 be received and filed.”

Carried. (04-03-19)

5. **UNFINISHED BUSINESS**

5.1. None

6. NEW BUSINESS

6.1. Annual Community Appreciation Barbecue – Ashcroft Community “Thank You” Event

M/S Mayor Roden / Councillor Anderson

“That Council rename the Annual Community Appreciation Barbecue to the Ashcroft Community Thank You Barbecue as suggested by Kiera Bolton and further that the Village have Thank You postcards made up that can be passed along to various residents and visitors.”

Carried. (05-03-19)

6.2. Southern Interior Local Government Association (SILGA) – Gift Basket for 2019 Conference

M/S Councillor Anderson / Councillor Anstett

“That the Village of Ashcroft provide a gift basket for the 2019 SILGA Conference in the amount of \$75 and further that \$100 in Ashcroft Dollars be included in the gift basket.”

Carried. (06-03-19)

7. BYLAWS

7.1. Introduction and First 3 Readings

7.1.1. None

7.2. Reconsideration and Final Adoption

7.2.1. None

8. REPORTS

Council Reports

8.1. Finance Committee

Mayor Roden, Councillor Anderson, Councillor Davenport

Mayor Roden reminded Council that CFO Bhalla would be reviewing the 2018 Financial Statements with them at 4:30 pm on Monday, March 18, 2019

8.2. Northern Development Initiative Trust

Councillor Anstett Alternate – Councillor Anderson

Councillor Anstett advised he would be attending the next meeting on Tuesday, March 19 in 100 Mile House.

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

No report.

8.4. Historic Hat Creek
Councillor Roden Alternate – Councillor Anderson

Mayor Roden advised Council that the weight restrictions on Highway 99 have been modified to allow tour bus traffic which is a welcome announcement for Historic Hat Creek and area. There are several employment opportunities listed on the website for the 2019 season.

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

No report.

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

Mayor Roden commented on how informative the Table Top Emergency Exercise had been that was arranged by the TNRD. The next board meeting will be held on Thursday, March 14, 2019.

8.7. Tourism
Councillor Davenport Alternate – Councillor Anstett

Councillor Davenport reported that she had reviewed the comments in the visitor centre log books and they were all very positive. She commented that more promotion of local businesses should be done when our visitors come to town.

8.8. Economic Development
Councillor Davenport Alternate – Councillor Anstett

Councillor Davenport advised there would be a meeting to further discuss the formation of a regional Chamber of Commerce however she was not sure of the date.

8.9. Heritage
Councillor Tuohey Alternate – Mayor Roden

Councillor Tuohey reported on the annual Heritage Event that was held on March 10. It was held in Cache Creek for the first time and there were approximately 40 in attendance.

8.10. Transit
Councillor Anstett Alternate – Councillor Davenport

Councillor Anstett advised the next meeting would be held on April 2 at the Cache Creek Village Office

8.11. Communities in Bloom
Councillor Tuohey Alternate – Mayor Roden

Councillor Tuohey advised that Ms. Walker was back from vacation. There was a meeting scheduled for Friday, March 15 at 9:30 am with staff and CIB representatives.

8.12. Health Care
Councillor Anderson Alternate – Councillor Tuohey

Councillor Anderson advised she had listened in on a teleconference that discussed the challenges of health care in rural areas. The next WHAC meeting will be on March 18 and she will have a further report for the next meeting.

8.13. Seniors' Liaison
Councillor Anderson Alternate – Councillor Tuohey

No report

8.14. Other

Mayor Roden advised that she had attended a Town Hall meeting with Elizabeth May, Leader of the Green Party.

Mayor Roden advised Council that she has been appointed to the UBCM Operation Lifesaver Committee that will discuss railway safety.

M/S Mayor Roden / Councillor Davenport

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

Carried. (07-03-19)

9. CHIEF ADMINISTRATIVE OFFICER REPORTS

9.1 Notes from the Planning Session held on Monday, February 11, 2019

Council received the notes as presented.

9.2 Desert Mesa Lions Club – Rental of Drylands Arena for Annual Fall Fair, September 8, 2019

M/S Mayor Roden / Councillor Anstett

"That Desert Mesa Lions Club be permitted to rent the Drylands Arena for the period September 5 – 8, 2019 for the 2019 Fall Fair subject to the appropriate insurance and rental fees being received prior to September 5, 2019.

Carried. (08-03-19)

10. CHIEF FINANCIAL OFFICER REPORTS

10.1 None

11. QUESTION PERIOD

Mr. May questioned why the Planning Session was not open to the public when the notes do not indicate that personnel or property issues were discussed. He was advised that those items had come up during discussion but were omitted from the notes due to the in-camera nature of the discussions.

Council directed staff to investigate the bylaw changes that were suggested by Ms. Sadilkova and Mr. Luscombe earlier this evening.

Councillor Tuohey advised that the Community On-Line Channel Project had developed their Mission Statement and their goals and objectives. This is an exciting community project and appears to be the first of its kind.

Council directed staff to investigate the agenda for a workshop to discuss the formation of a Community Emergency Committee.

Council was advised that the Heat Alert and Response System project is moving forward. The CAO is attending a National HARS conference in Kelowna on March 12 and will present the progress made with our project.

12. INCAMERA

12.1. None

13. TERMINATION

M/S Councillor Tuohey / Councillor Anderson

"That the regular meeting of council terminate at 6:00 pm."

Carried.

Barbara Roden, Mayor

Certified to be a true and correct copy of
the minutes of the Regular Meeting of Council
held Monday, March 11, 2019.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw



ASHCROFT DISTRICT HOSPICE PROGRAM

PO Box 553
ASHCROFT, BC V0K 2A0
ashcroft.hospice@gmail.com

March 2019

Dear Mayor and Council;

The Ashcroft and District Hospice Program is actively working towards the establishment of a sustainable operational model that will ensure the long term success for our Program of support to and for our local communities and residents.

Plans include a local office space, to be staffed by one paid part-time Program Co-Ordinator, plus our team of trained volunteer support workers.

Our Program continues to build on the 30 years of passion and tireless effort, contributed by dedicated local volunteers. Ashcroft District Hospice Program focuses on education, training, consultation with the local medical team, and most importantly, family and patient support both in the home and local area health facilities. Advocacy and funding for more local Hospice/palliative care beds is also a vital piece of our mandate.

Provincial grants and funding are being sought, through United Way, Red Cross, local service clubs, business and personal donations.

To that end, may we respectfully request a letter of support, acknowledging the need for a permanent and sustainable community based Hospice Program - supporting all who need, as they come to the end of their life journey.

Thank you in advance, for your consideration of our request.

Respectfully,

Deborah Tedford
for
Ashcroft District Hospice Program



Michelle Allen

From: admin <admin@ashcroftbc.ca>
Sent: Thursday, March 14, 2019 9:11 AM
To: 'Michelle Allen'
Subject: FW: New Chief & Council for Bonaparte Indian Band

From: Kara Morgan [mailto:Kara@bonaparteindianband.com]
Sent: March-11-19 2:14 PM
To: admin@cachecreek.info; admin@ashcroftbc.ca; admin@village.clinton.bc.ca; jackie.tegart.mla@leg.bc.ca; reception@secwepemcfamilies.org; sntcadmn@shuswapnation.org; ubcic@ubcic.bc.ca; aadnc.infopubs.aandc@canada.ca
Subject: New Chief & Council for Bonaparte Indian Band

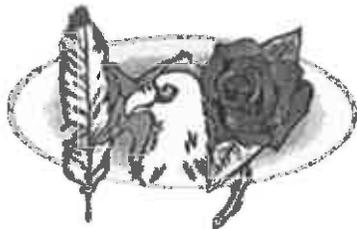
Hi! Please note that Bonaparte Indian Band had an election on March 4, 2019 and the new Chief & Council members along with their contact information are:

Chief Randy Porter kukpi7@bonaparteindianband.com
Councillor Shannon Porter sporter@bonaparteindianband.com
Councillor Charlene William cwilliam@bonaparteindianband.com
Councillor Neal Antoine nealantoine2014@gmail.com
Councillor Verna Billy-Minnabarriet vbilly@bonaparteindianband.com

We will be hosting a Chief & Council Inauguration within the next week or two, and let me know if you would like to receive an invitation to attend the event.

Warm Regards,

Kara Morgan, Recording Secretary/File Manager
St'uxwtews | Bonaparte Indian Band
1 (250) 457-9624 Ext. 234
2689A Sage Hill Road
Cache Creek BC, V0K-1H0
kara@bonaparteindianband.com





FÉDÉRATION
OF CANADIAN
MUNICIPALITIES

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

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**First Vice-President
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City of Prince George, BC

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Councillor
Municipality of Sioux
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**Chief Executive Officer
Chef de la direction**

Brock Carlton
Ottawa, ON

10, rue Rideau Street,
Ottawa, Ontario

**Mailing address/
adresse postale**

24, rue Clarence Street,
Ottawa, Ontario K1N 5P3

T. 613-241-5221
F. 613-241-7440

www.fcm.ca

28 February 2019

Her Worship Mayor Barbara Roden
and Members of Council
Village of Ashcroft
P.O. Box 129, 601 Bancroft Street
Ashcroft, British Columbia
V0K 1A0

Title of initiative: VOA Integrated Asset Management & Curling Club Life Cycle Costs
Application number: MAMP-16340

Dear Mayor Roden and Members of Council:

On behalf of the Municipal Asset Management Program (MAMP) it is my pleasure to confirm that the Village of Ashcroft has been approved for a grant in the amount of up to \$36,880.

Natalie Johnson will contact Yoginder Bhalla, Chief Administrative Officer of the Village of Ashcroft before 29 March 2019 to finalize the agreement for the grant. FCM's obligation to fund the above-noted initiative will only become binding once the agreement is fully executed. During this time, eligible expenditures may be incurred as of your project's eligibility date: 13 February 2019.

Public announcements regarding MAMP-funded initiatives are overseen by FCM in partnership with the Government of Canada. Your municipality is welcome to participate in that process, but until authorised by FCM and Infrastructure Canada, any public statements related to the status of the application for MAMP funding are not permitted. This communication protocol is contained in the grant agreement. If you require further information prior to receiving the contract, please contact Natalie Johnson at njohnson@fcm.ca or by e-mail at 613-907-6383.

Thank you for your interest in MAMP. We look forward to working with you to improve asset management practices in your community, and to sharing the results of your initiative with communities across Canada.

Sincerely,

Guillaume Couillard
Interim Manager, Funding

cc: Yoginder Bhalla, Chief Administrative Officer





Ashcroft/Cache Creek Rotary Club SERVICE Above Self

Box 11, Ashcroft, BC V0K 1A0

Phone 250 682 3232

Email theresatakacs@hotmail.com

March 13 2018

The Village of Ashcroft
P.O. Box 129
Ashcroft B.C. V0K 1A0

Attention: Mayor Roden & Council

Dear Barbara Roden and Council:

Re: 2018 Citizen of the Year Award

As you are aware, the Ashcroft/Cache Creek Rotary Club sponsors an annual Citizen of the Year Award. One award is presented for a Cache Creek and area resident and one award is presented to an Ashcroft and area resident and one more for the outstanding youth person in our district.

I am pleased to advise you that the 2018 Citizens of the Year are Gary and Megan Winslow for Cache Creek, Jim Duncan for Ashcroft and Skylar Dubois as the Youth Citizen for area chosen by the DSCS.

These individuals will be honoured at an evening meal from 5:00-8:00, no host bar and dinner served at 5:00 and 6:00 p.m. respectively, at St. Alban's Church Hall Saturday March 30 2018. We would be pleased if you, as mayor, or in your absence, a representative from Council, are present to say a few words about Jim Duncan, and, if you wish the Citizens of the Year 2018 in general.

Tickets for the dinner are available in advance online at Eventbrite, and in person at Interior Savings Credit Union in Ashcroft for \$25.

We look forward to the possibility of seeing you there.

Sincerely,

Theresa Takacs,
President,
Ashcroft-Cache Creek Rotary Club



友好都市ニュース

国際友好都市アシュクラフト村長に
ローデンさんが就任！

国際友好都市カナダ・アシュクラフト村の
村長にバーバラ・ローデンさんが就任されま
した。

お祝いのお便りをしたところ、返事が届き
ましたので、ご紹介します。

親愛なる山口町長 様

美深町の皆さん、こんにちは。

先日行われた村長選挙にて、当選したこ
とをお祝いしていただき、ありがとうございます
いました。

当選したことは大変名誉であるとともに、
多くの責任を負うことになりましたが、誇り
を持って職務にあたりたいと考えています。

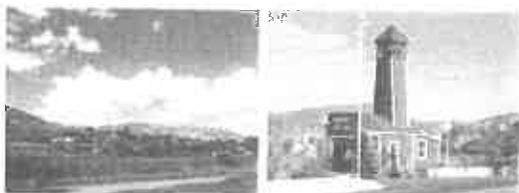
アシュクラフトは、珍しいことにまだ雪が
降っていません。昨年の夏のような大きな
火災が起こらないよう願っています。

新しい議員たちの写真を添えます。皆さん、
お体に気をつけてお過ごしください。

アシュクラフト村長 バーバラ・ローデン



(中央がバーバラ・ローデンさん)



武四郎「ピウカ」に分け入る
5 美深町伝承講座

美深町郷土研究会(佐久間昌美会長)と町教育委員
会が共催で「美深町伝承講座」を開催しました。
今年度は、蝦夷地を探索した松浦武四郎生誕200
年などの節目の年であったことから、武四郎の昔

HIROKO KANAMARU

brought this in. It is a
page out of Bifuka's
newsletter. Advises their
residents of our newly
elected Council.

ma.

To: Michelle Allen <michelle@ashcroftbc.ca>; Ashcroft Village Office <admin@ashcroftbc.ca>
Subject: Bench and Memory Capsule Dedication

Good Afternoon, Michelle, Mayor and Council Members

We have been advised that the bench to be installed in front of the First Nations Mosaic of the Harmony Bell Project has arrived.

We would like to have our bishop of the Territory of the People, Bishop Barbara attend this installation and for her to speak about the importance of this for our communities. Along with this the Memory Box will be ready for burying in the Capsule for reopening in 2041.

The date we have from the Bishop is 07 April 2019 and we would like to confirm that this date would be available for the official installation of the Bench and Memory Box.

We are aware there is some preparation that needs to be completed before the installation can take place and if there is anything that can be done by volunteers, we are happy to assist in that process. Please advise if/when this is possible.

We are looking forward to further enhancement of the Harmony Bell Project for our communities.

Blessings,

Rev Martina Duncan

St Alban's Anglican Church

Sent: Wednesday, March 13, 2019 6:09 PM
To: Michelle Allen <michelle@ashcroftbc.ca>
Subject: Re: Bench and Memory Capsule Dedication

Awesome—thanks so much, Michelle. We're looking forward to a great celebration.

And we'll have a Barbecue after the celebration at St Alban's Hall to which everyone is welcome to attend.

Would you be able to include this information in your monthly Village bulletin, please?

Many Blessings,

Martina

On Wed, Mar 13, 2019 at 4:55 PM Michelle Allen <michelle@ashcroftbc.ca> wrote:

Hello Rev. Duncan

Thank you for the message confirming that Bishop Barbara is scheduled to attend the installation of the bench and the memory box on Sunday, April 7, 2019. The crew has advised that they expect to be able to have the site ready for this event. It is included on the work schedule.

While we appreciate your offer of assistance, the crew will be responsible for this project.

We agree that these additions will be a further enhancement of the Harmony Bell Project.

Sincerely,

Michelle Allen,
Chief Administrative Officer
Village of Ashcroft
PO Box 129
Ashcroft, BC V0K 1A0
Phone: (250)453-9161 x 203
Fax: (250)453-9664
Toll Free: 1-877-453-9161

www.ashcroftbc.ca



Sent: Tuesday, March 12, 2019 5:29 PM

**INFORMATION CORRESPONDENCE
FOR THE MARCH 25, 2019 COUNCIL MEETING**

Alice Durksen

- Farewell No Host Dinner for Dr. Zake

Gold Trail School District #74

- The Board Bulletin Newsletter

The City of Victoria

- Resolution: Shifting Investment to Low-Emission Transportation

The City of Victoria

- Resolution: Observed Inhalation Sites for Overdose Prevention

The City of Victoria

- Resolution: Safer Drug Supply to Save Lives in British Columbia

Gene Sobolewski, Mayor of Bonnyville

- Invitation to join the Coalition of Canadian Municipalities for Energy Action

Jati Sidhu

- Newsletter

Mineral Exploration

- Publication

/nc

MEMO TO: Mayor Roden & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: March 21, 2019

SUBJECT: CONTRIBUTION TO HARMONY BELL MEMORY CAPSULE

Background

The Harmony Bell Project was unveiled on Saturday, June 23, 2018 during a formal ceremony with many dignitaries and contributors in attendance.

Discussion

Following the ceremony on June 23, 2018 the speeches from the various presenters were collected. In addition, members of the public who were in attendance were invited to write their thoughts or a simple message on a piece of paper. These documents have been held by members of St. Alban's Anglican Church and they have requested that a memory capsule be installed at the site with an opening date of 2041.

Previous Council approved this proposal and the crew has readied the site. Each member of Council has been invited to write a short message on slips of paper to have included in the capsule. Council has also been asked to submit one or two articles or items to be included.

The bench dedication and memory capsule ceremony will be held on Sunday, April 7 however the crew will have to install the memory capsule and seal the site earlier in the week. Contributions should be brought into the office by Monday, April 1st in order to be included.

Recommendation

Administration has no recommendation, this request is being forwarded to council for their consideration and direction.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

MEMO TO: Mayor Roden & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: March 21, 2019

SUBJECT: APPLICATION FOR DEVELOPMENT VARIANCE PERMIT (DVP)
- SE ¼ of section 20, TWP 20, R24, W6M PID #014-552-043
- 1100 Ashcroft Service Road, Ashcroft Public Works Yard

Background

In accordance with Section 499 of the Local Government Act, property owners may apply for a Development Variance Permit when their proposed project does not meet the current zoning requirements.

Discussion

Council has received a request from the Fire Chief to allow the development of a fire training centre on the captioned property. The facility will consist of a 10' x 40' container with a second 10' x 20' container stacked on top of it. There would be railings around the remaining 10' x 20' area on the top of the bottom container. The facility would permit fire department personnel to practice entering smoke filled environments and navigating around furniture, etc. to complete a rescue. In addition, personnel would be able to practice using fire hoses while on ladders. The department would be using water from their trucks as there isn't a hydrant in the proposed location.

Staff have met with the Fire Chief and the Deputy Fire Chief on site and discussed the preparation work that would be required. The fire department would assume responsibility for all maintenance of the structure and the surrounding lands.

The Village completed a Development Variance Permit application that indicated we would require the following variances to the current Village of Ashcroft Zoning Bylaw #823:

- a. An increase in the floor area of the bottom container to 37.2 m² from the permitted area of 30 m²
- b. Allowing containers to be stacked on top of each other

As stated in our application the training facility will be virtually empty and will only be used for training sessions. Access to the site will be controlled by locked gates and it is located over 100 m from the nearest building. It is located in an area that will be cleared of all vegetation. The size of the property allows this facility to be constructed with large setbacks and will not present a fire or other safety hazard.

Upon receipt of the application, all of the adjacent property owners were notified that this application would be going before Council on Monday, March 25, 2019 at 7:00 pm. We have received no comments either written or verbal relating to this application.

As part of the review process, staff contacted the Building Inspector, Fire Chief and the Village Foreman and requested their comments regarding this application. There were no concerns brought forward regarding this proposal.

Recommendation

Upon review of the application and following discussions with the Fire Chief, the Building Inspector and the Foreman, Administration advises that Council has the following options:

1. Council may approve the application as presented.

2. Council may deny the application as it does not meet the zoning requirements. The applicants will be advised that they may appeal Council's decision directly to the Board of Variance if they wish.

Respectfully submitted,

J. Michelle Allen,
Chief Administrative Officer

/jma

March 5, 2019

File #00383.050
1560

To: Owner/Occupier

NOTICE

Name of Applicant: The Village of Ashcroft

Address and Legal Description of Proposed Project:

1100 Ashcroft Service Road, Ashcroft, BC V0K 1A0
SE ¼ Section 20, TWP 20, R 24 W6M PID #014-552-043

TAKE NOTICE that Council of the Village of Ashcroft will be considering an application for a Development Variance Permit at their regular meeting to be held on Monday, March 25, 2019 at 7:00 pm in the Council Chambers of the Village Office, 601 Bancroft Street.

The applicant is intending to vary the restrictions of the Village of Ashcroft Zoning Bylaw No. 823 by allowing a 10' x 40' container with a second 10' x 20' container stacked on top of it. They are requesting the following variance:

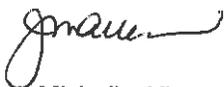
- a. That the total floor area of cargo containers be increased from 30 m² to 38 m².
- b. That containers be permitted to be stacked.

The containers will be a training centre for fire departments to practice entering and carrying out rescues in a smoke filled environment. There will be no live fires permitted on the site. The containers will be located in a bare area 100m south of the public works shop.

A copy of the application for the Development Variance Permit can be inspected at the Village Office between 8:00 am – Noon and 1:00 pm – 4:00 pm Monday through Friday from Wednesday, March 6, 2019 up to and including Monday, March 25, 2019.

As a neighbouring property owner you are being provided with an opportunity to raise any concerns you may have regarding this application.

If you have any concerns regarding the application you may make a verbal presentation to Council at the March 25, 2019 meeting or submit them in writing. All written submissions must be delivered to the Village Office by noon on Wednesday, March 20, 2019.



J. Michelle Allen,
Chief Administrative Officer/
Approving Officer

“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

MEMO TO: Mayor Roden & Council
MEMO FROM: Michelle Allen, Chief Administrative Officer
DATE: March 21, 2019
SUBJECT: APPLICATION FOR DEVELOPMENT VARIANCE PERMIT (DVP)
- Section 21, Twp 20, R24, W6M PID #023-300-213
- 1100 Ashcroft Service Road, Ashcroft Public Works Yard

Background

In accordance with Section 499 of the Local Government Act, property owners may apply for a Development Variance Permit when their proposed project does not meet the current zoning requirements.

Discussion

Council has received a request from the Foreman to allow the Public Works Department to install a 10' x 40' container on the captioned property. The facility would permit the public works department to store miscellaneous equipment and spare parts in a secure container out of the elements. The current shop area has become congested and we are no longer able to store all of the equipment inside safely.

The Village completed a Development Variance Permit application that indicated we would require the following variance to the current Village of Ashcroft Zoning Bylaw #823:

- a. An increase in the floor area of the container to 74.4 m² from the permitted area of 30 m²

Access to the site will be controlled by locked gates and it is located over 105 m from the nearest manufactured home on the adjacent property. The Village will ensure that no combustibles are stored inside the container and personnel will only be inside to collect equipment or put it back. It will not be used as a work space. The size of the property allows this facility to be constructed with large setbacks and will not present a fire or other safety hazard.

Upon receipt of the application, all of the adjacent property owners were notified that this application would be going before Council on Monday, March 25, 2019 at 7:00 pm. We have received no comments either written or verbal relating to this application.

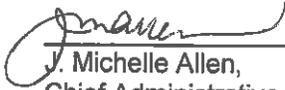
As part of the review process, staff contacted the Building Inspector, Fire Chief and the Village Foreman and requested their comments regarding this application. There were no concerns brought forward regarding this proposal.

Recommendation

Upon review of the application and following discussions with the Fire Chief, the Building Inspector and the Foreman, Administration advises that Council has the following options:

1. Council may approve the application as presented.
2. Council may deny the application as it does not meet the zoning requirements. The applicants will be advised that they may appeal Council's decision directly to the Board of Variance if they wish.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

/jma

March 5, 2019

File #00384.010
1560

To: Owner/Occupier

NOTICE

Name of Applicant: The Village of Ashcroft

Address and Legal Description of Proposed Project:

1100 Ashcroft Service Road, Ashcroft, BC V0K 1A0
Section 21, TWP 20, R 24 W6M PID #023-300-213

TAKE NOTICE that Council of the Village of Ashcroft will be considering an application for a Development Variance Permit at their regular meeting to be held on Monday, March 25, 2019 at 7:00 pm in the Council Chambers of the Village Office, 601 Bancroft Street.

The applicant is intending to vary the restrictions of the Village of Ashcroft Zoning Bylaw No. 823 by allowing two 10' x 40' containers to be placed on the northern side of the sand shed. They are requesting the following variance:

- a. That the total floor area of cargo containers be increased from 30 m² to 75 m².

The cargo containers will be located over 100m from the nearest residential unit and will be used to store surplus equipment and spare parts.

A copy of the application for the Development Variance Permit can be inspected at the Village Office between 8:00 am – Noon and 1:00 pm – 4:00 pm Monday through Friday from Wednesday, March 6, 2019 up to and including Monday, March 25, 2019.

As a neighbouring property owner you are being provided with an opportunity to raise any concerns you may have regarding this application.

If you have any concerns regarding the application you may make a verbal presentation to Council at the March 25, 2019 meeting or submit them in writing. All written submissions must be delivered to the Village Office by noon on Wednesday, March 20, 2019.



J. Michelle Allen,
Chief Administrative Officer/
Approving Officer



Legend

Library Services

- Library
- Mobile Library

Waste Disposal and Recycling

- Eco-Depot
- Recycle Depot
- Product Stewardship Depot
- Landfill
- Transfer Station
- Septage Pit

Emergency Services

- Police Station
- Ambulance Station
- Fire Station
- Hospital
- Local Authority Office

Facility

- Other
- Cemetery
- Community Hall
- Education
- Emergency Response
- Government Building

THOMPSON-NICOLA REGIONAL DISTRICT

Author:



THIS IS NOT A LEGAL SURVEY PLAN. This map is a user generated static output from the Thompson-Nicola Regional District Internet Mapping site and is provided on an "as is" and "as available" basis, without warranties of any kind, either expressed or implied. The information was generated from Geographic Information System (GIS) data maintained by different source agencies. Information contained in the map may be approximate, and is not necessarily complete, accurate or current. While all reasonable efforts have been made to ensure the accuracy of the data, reliance on this information without verification from original records is done at the user's own risk.

0.2 0 0.11 0.2

Kilometers

1: 4,514

Projection: WGS_1984_Web_Mercator_Auxiliary_Sphere

March 5, 2019

SCHEDULE A5 (i)

VILLAGE OF ASHCROFT

SCHEDULE A5 - APPLICATION FOR A PERMIT

I/We hereby make application under the provisions of Part 29 of the Municipal Act for a (check where applicable):

 X Development Variance Permit

 Temporary Commercial and Industrial Permit

to permit the proposed development as described in the attached form upon (legal description of property):

SECTION 21, TWP 20, R 24, W6M AND 503.00384.010 PID#023.300.213

SE 1/4, SECTION 20, TWP 20, R 24, W6M 503.00383.050 PID#014.552.043

and located at (street address or general location) 1100 ASHCROFT SERVICE ROAD.

Required application fee of \$ and the completed Permit Information Forms are attached.

MARCH 5, 2019
Date


Applicant's Signature

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

Date

Registered Owner's Signature

Where the Applicant is NOT the REGISTERED OWNER the Application must be signed by the REGISTERED OWNER or his SOLICITOR.

PERMIT INFORMATION FORM

THE INFORMATION REQUESTED IN THIS FORM IS REQUIRED TO EXPEDITE THE APPLICATION AND ASSIST THE STAFF IN PREPARING A RECOMMENDATION.

This form is to be completed in full and submitted with all requested information, Permit Application, Application Fee and Certificate of State and Title or of indefeasible Title for the subject property.

Applicant and Registered Owner

- 1. (1) Applicant's Name VILLAGE OF ASHCROFT
 Address PO BOX 129. ASHCROFT. BC V0K1A0
 _____ Postal Code _____
 Telephone: Business 250-453-9161 Home /
- (2) Registered Owner's Name AS ABOVE
 Address _____
 _____ Postal Code _____
 Telephone: Business _____ Home _____
- (3) A copy of a State of Title Certificate, or a copy of Certificate of Indefeasible Title, dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership.

Application Fee

- 2. An Application Fee as set out in Fees Bylaw No. / (applicable section of which is attached) shall be made payable to the Village of Ashcroft and shall accompany the Application.

Subject Property and Development

- (1) Legal Description in Full SECTION 21, TWP 20, R24, W6M AND SE 1/4, SECTION 20, TWP 20, R24, W6M.
- (2) Location (street address of property, general description or map) 1100 ASHCROFT SERVICE ROAD.
ASHCROFT. BC V0K1A0

A5 (iii)

(3) Present Zoning/Designation M1 INDUSTRIAL

(4) Description of the Existing Use/Development _____

PUBLIC WORKS UTILITY YARD AND STORAGE AREAS.

(5) Full Description of the Proposed Development (use separate sheet if necessary) _____

① ON SE¹/₄ OF SECTION 20, TWP 20, R24. W6M A FIRE TRAINING CENTRE CONSISTING OF A 10'x40' CONTAINER WITH A 10'x20' STACKED ON TOP.

② ON SECTION 21, TWP 20, R24. W6M 2 - 10'x40' CONTAINERS WILL BE USED TO STORE MISCELLANEOUS EQUIPMENT & SPARE PARTS.

(6) Proposed Variation and/or Supplementation to Existing Regulations (use separate sheet if necessary) _____

THE VILLAGE IS SEEKING A VARIANCE TO ZONING BYLAW #823 AS FOLLOWS:

① THE FIRE TRAINING CENTRE WILL HAVE A FLOOR AREA OF 37.2 m² AND THE BYLAW LIMITS COVERAGE TO 30m² AND A SMALL CONTAINER WILL BE STACKED ON TOP OF THE LARGER CONTAINER. THE BYLAW DOES NOT PERMIT STACKING.

② THE TOTAL FLOOR AREA OF CONTAINERS ON SECTION 21, TWP 20, R24. W6M WILL BE 74.4 m² AND THE BYLAW LIMITS COVERAGE TO 30m²

A5 (1v)

Reasons in Support of Application

4. Reasons and comments in support of the application (use separate sheet if necessary) _____

① THE FIRE TRAINING CENTRE WILL BE VIRTUALLY EMPTY AND WILL BE USED ONLY FOR SMOKE FILLED TRAINING SESSIONS. IT WILL BE LOCATED OVER 100M FROM THE NEAREST BUILDING AND IS IN AN AREA CLEARED OF ALL VEGETATION.

② THE TWO STORAGE CONTAINERS WILL BE SITED APPROXIMATELY 105 M FROM THE CLOSEST TRAILER ON THE ADJOINING PROPERTY. THE VILLAGE WILL ENSURE THAT NO COMBUSTIBLES ARE STORED WITHIN AND PERSONNEL WILL ONLY BE INSIDE TO COLLECT EQUIPMENT OR PUT IT BACK.

Attachments

5. At the time of providing Application and information forms to the applicant the Village Clerk Treasurer or designated official shall indicate which of the following attachments are required or not required for this Application. The Village Clerk Treasurer or designated official may require additional information.

(1) A dimensioned Sketch Plan drawn to a scale of _____ to _____ showing the location of existing buildings, structures and uses.

REQUIRED: Yes _____ No _____

(2) A dimensioned Site Development Plan drawn to a scale of _____ to _____ showing the proposed use, buildings and structures, highway access, etc.

REQUIRED: Yes _____ No _____

A5 (v)

(3) A Contour Map (Plan) drawn to a scale of _____ to _____ with contour interval of _____, of the subject site.

REQUIRED: Yes _____ No _____

(4) A dimensioned Sketch Plan drawn to a scale of _____ to _____ of the proposed subdivision, where subdivision is contemplated.

REQUIRED: Yes _____ No _____

(5) Technical information or reports and other information required to assist in the preparation of the Permit, listed below:

Specific Reports: _____

General: _____

Date

Applicants Signature

FOR OFFICE USE ONLY

Sent to Applicant date _____ by _____

Application form duly completed and received by _____

Application fee \$ _____ received Receipt No. _____

Date

Signature of Officer

MEMO TO: Mayor Roden & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: February 16, 2019

SUBJECT: ASHCROFT FIRE DEPARTMENT TRAINING CENTRE

Background

The Ashcroft Volunteer Fire Department and their Firefighters' Association received a number of monetary donations following the Elephant Hill wild fire. The Department advised Council that they would like to proceed with the development of a training centre at the Public Works Yard. The centre would provide their members with experience working in a smoke filled environment.

Discussion

The CAO and the Foreman met with Chief White and Deputy Chief Anderson at the site and discussed the proposal. The centre would consist of 2 steel shipping containers, one 40' and one 20', which would be stacked on top of each other. There would be an internal staircase and some furniture to recreate the interior of a home. When not in use the doors and windows would be closed and locked. There would not be anything of value at the site and there would not be any external staircases. Administration does not believe that it would present a hazard.

The proposal was sent to MIABC for their review and comments. They replied that from a liability perspective they did not see any issues and provided us with a sample waiver.

The Public Works Yard is zoned M1 Industrial1 and Bylaw No. 823 limits the location of cargo containers. The bylaw states that the total gross floor area for containers must not exceed 30 m² and must not be stacked. This proposal would require a variance by Council for both the total area and the fact that they are stacked. While this may be setting a precedence the facility would be used for only training purposes and would not have anyone inside the container by themselves or for any length of time. It is unlikely that any other property owner would wish to apply for a similar variance.

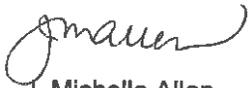
Administration has drafted a very short agreement between the Ashcroft Volunteer Firefighters' Association and the Village. This agreement is attached for your review and comment. The design of the facility will require minimum maintenance and negligible costs. The purpose of the agreement is to ensure that each party understands their long term responsibility relating to the site.

Once the training centre has been completed it is the intention for our department to invite neighbouring departments to the site for weekend training events. This facility will be a benefit to our members as well as to all fire departments in the region.

Recommendation

Administration is requesting Council's review and approval of the attached agreement between the Village of Ashcroft and the Ashcroft Volunteer Firefighters' Association and further that staff be authorized to proceed with the preparation of a Development Variance Permit to allow two containers to be stacked and for the total floor area to exceed 30 m²

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

RELEASE OF LIABILITY, WAIVER AND ASSUMPTION OF ALL RISKS

Fire Training at Ashcroft Fire Training Centre

PLEASE READ CAREFULLY

TO: The Corporation of the Village of Ashcroft

I wish to participate in a fire training activity at the Ashcroft Fire Training Centre and acknowledge that in order to do so, I must agree to be bound by this Release of Liability, Waiver and Assumption of Risk. I understand and acknowledge the risks and hazards of the fire training activity and accept full responsibility and agree to participate in the fire training activity at my own risk.

I hereby waive any and all claims that I may now and in the future have against, and release from all liability and agree not to sue the Corporation of the Village of Ashcroft and their respective agents, officers, employees, volunteers or representatives (the "Released Parties") for any loss, damage, personal or bodily injury, death sustained or suffered by me as a result of my participation in the fire training activity due to any cause whatsoever, including without limitation, negligence, fault or breach of statutory duty, including duties arising from *Occupiers Liability Act*.

In no event will the Corporation of the Village of Ashcroft be liable for any loss, damage, personal or bodily injury or death nor for any loss of or damage (including indirect or consequential damages) that I suffer whether attributable to or arising out of my participation in the fire training activity or by reason of any matter or thing done or permitted.

I confirm that I am the age of majority and that I have read and understand this agreement prior to signing it and agree that this agreement will be binding upon me, my heirs, executors and administrators.

Signed this ___ day of _____, 20____ at Ashcroft, British Columbia.

Participant's signature

Participant's Printed Name

MEMO TO: Mayor Roden & Council
MEMO FROM: Michelle Allen, Chief Administrative Officer
DATE: March 21, 2019
SUBJECT: APPOINTMENT OF FIRE CHIEF

Background

The Fire Chief for the Ashcroft Volunteer Fire Department is appointed by Council.

Discussion

In accordance with Village Bylaw #486 the Fire Chief is defined as a member of the Fire Department appointed by Council. In the past, Council has allowed the membership to vote for the member of the department they would prefer as the Fire Chief and Council has ratified the vote.

The election for officers of the Fire Department was held in November and Mr. Josh White was elected as Fire Chief for the two year period January 1, 2019 – December 31, 2020. Mr. Steve Anderson was elected as Deputy Chief.

In addition, the following members have be elected as Captains on the department – Steve Aie, Nancy Duchaine, Greg Hiltz and Ryan Lake.

Recommendation

Administration recommends that Council appoint Mr. Josh White as Fire Chief for the Village of Ashcroft for the two year period commencing January 1, 2019.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

/jma

MEMO TO: Mayor Roden and Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: March 19, 2019

SUBJECT: BUILDING REGULATIONS AMENDMENT BYLAW NO. 826, 2019

PURPOSE

This report is further to the March 11th Thompson-Nicola Regional District (TNRD) delegation requesting Council consider updates to Village of Ashcroft Building Regulations Bylaw No. 793 as regards to the following:

1. concordance to the current BC Building Code (BCBC) and some definitions clean-up;
2. Municipal Insurance Association (MIA) recommendations regarding renovations/additions,
3. addition of provisions to enable photo submissions and provisional occupancy;
4. adding provisions for enforcement by various forms of ticketing (inc. MTI); and
5. various specific fee increases.

Attached, please find proposed **Building Regulations Amendment Bylaw No. 826** (the "Bylaw") which amends Bylaw 793, in effect since November of 2014 and available from staff or on the Village website. See 'Discussion' for a summary of the changes that would be implemented in the Bylaw. Some comprise housekeeping, others enable more efficient service delivery, and Schedule 1 sets out a fee increase to align fees to those across TNRD Electoral Areas (EAs). This is in keeping with the TNRD Board resolution to keep fees parallel for service equity and efficiency.

HISTORY/BACKGROUND

Currently the administration of the BC Building Code is under contract to TNRD Development Services. The TNRD provide set customer hours in our offices and complete the necessary reviews, inspections, statistical reporting and permit tracking. As a part of this contract *they* retain fees collected via Building Permits. The building service is funded at a target of 50% by tax requisition collected in Electoral Areas only – not municipalities – and 50% application and inspection fees (or user pay).

With Bylaw 793 in 2014, there was a minor fee increase to the base rate for permits but no increases to the remainder of the fee schedule were undertaken (noting that the surcharge increased but this fully refunded at the end of the process). Fees were also reduced in 2014 for construction undertaken under professional supervision (architects and engineers). During the 2019 process, staff advised that the entire fee schedule would be reviewed and overhauled within the next few years. This now is that full fee review.

Again, the changes would bring the Ashcroft Bylaw into concordance with how Building Permits are administered in rural areas and implement the same fees adopted in 2018 across all EAs.

DISCUSSION

Adoption of the new BC Building Code in December of 2018 has resulted in only a small number of changes (mainly to non-residential construction) which do not necessitate *major* bylaw amendments but this is assuming that Council does not wish to implement the voluntary 'Step Code' and thereby require

energy efficiency *higher* than that already prescribed in the BCBC (recall the chief Building Inspector's presentation). Also recall that Council cannot set a lower standard.

The changes to the Building Act also do not impact the Bylaw because we have not varied BCBC historically and TNRD inspectors are professionally accredited as required already. In terms of the proposed changes, the following would be effected:

1. Add limited applicability clauses to Part 1 (the *convoluted wording* is as recommended by our *insurers*) to spell out what part of the code the inspector is and is not responsible for when dealing with decades old buildings if these are being added onto or altered;
2. Remote inspections and more often re-inspections, by photos (typically electronic) or video can substitute for in-person inspections for certain limited aspects of work (i.e. excluding substantive footing, framing, and final inspections);
3. Fees and enabling clauses are added for a 'Provisional Occupancy' (90 days/3 months but it can be rolling) so that an owner can move in and complete minor outstanding items that are not material to life-safety;
4. *Penalties and Enforcement* section has numerous additions to enable ticketing; and
5. Appendix A to Bylaw 793 is replaced in its entirety with the fee changes as detailed below.

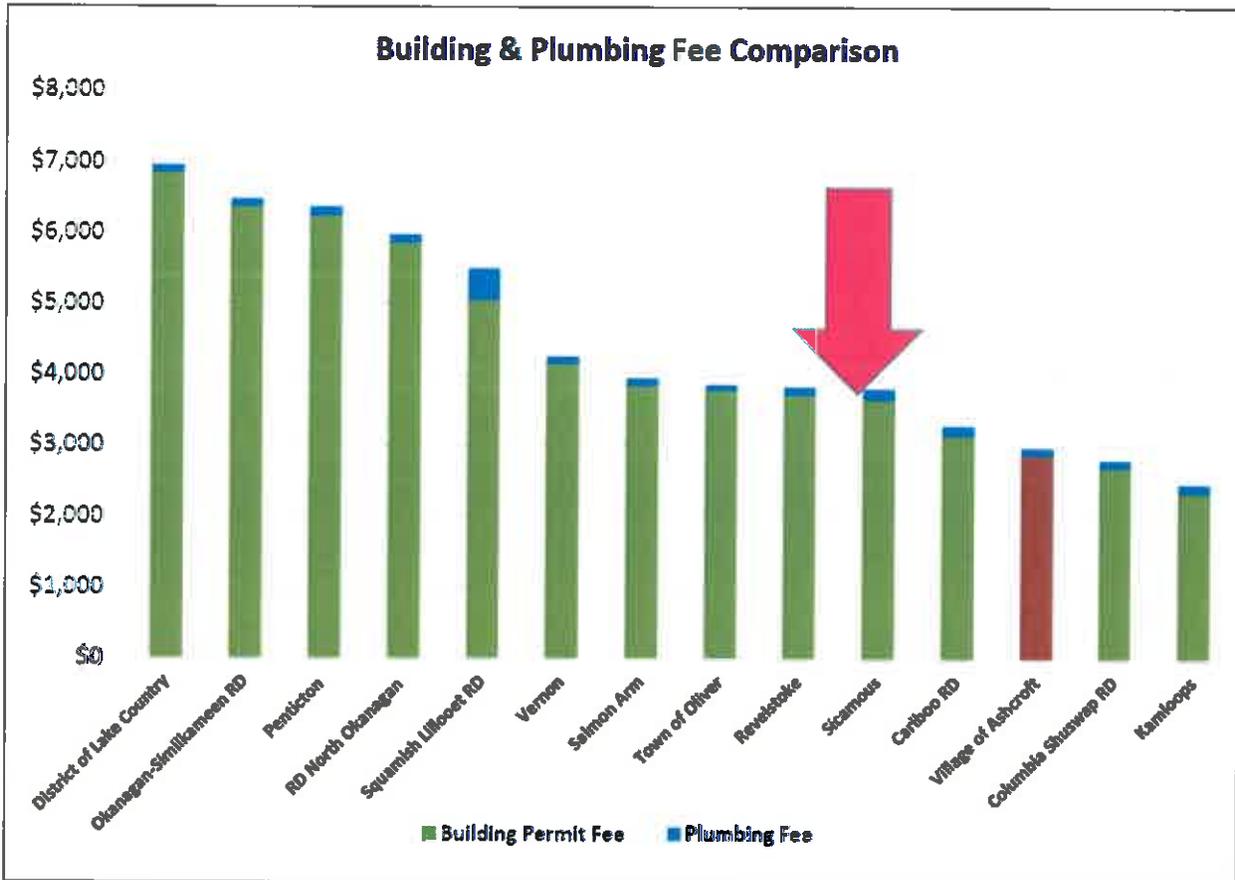
Kindly note that the effective date of the Bylaw is proposed to be **June 1st, 2019**. This delay is so as to catch other municipal bylaws and change the forms, websites, and software systematically and minimize surprises for those wishing to get applications in ahead of changes.

Fees & Comparison Survey

To reiterate: other than a minor change in 2014, Building Bylaw fees have not increased for 23 years thus fee adjustments to catch up with cost increases are reasonable. The TNRD wishes to make cost allocation fairer and render the service more stable over the long term. With no fee increase, the EA tax requisition has gradually increased in past years to fund service costs. The 2014 increase was not opposed by the construction industry (applicants did not notice given our fees are relatively low) and the current changes are also unlikely to be noticed given we remain in the lower third of fee comparisons in the BC central interior.

**Ashcroft & TNRD are and
remain within the lower
1/3 of the BC Building
Permit fees\$ table**

The attached table compares the 2018 Building permit fees charged by 14 BC Interior local governments. It is based upon a typical two storey 2400 sqft single family dwelling with a deck and attached double garage, finished on both floors, and unfinished basement. It has one main bathroom and an ensuite. The comparison indicates a significant fee range from a low of \$2200 up to \$6500. There is also some range in the formulas by which Building Permit construction value is calculated (this in turn informs the fee). To determine value we apply the industry standard valuation as it is current, accurate, and defensible. Using this system keeps TNRD construction values in the middle range.



Building Permit fees at a glance

	Base Rate per \$1000	Value at fee shift	Rate per \$1000 above shift
CSRD	\$ 7.20	\$ 100,000	\$ 6.00
Ashcroft	\$ 8.00	\$ 100,000	\$ 6.00
CRD	\$ 10.00	\$ 100,000	\$ 6.00
Vernon	\$ 10.00	\$ 500,000	\$ 9.00
SLRD	\$ 10.50	\$ 200,000	\$ 8.40
RDOS	\$ 12.00	\$ 500,000	\$ 10.00
Penticton	\$ 12.00	\$ 500,000	\$ 10.00
SCRD	\$ 12/7.50	\$ 50,000	\$ 9.00
RDNO	\$ 13.00	\$ 500,000	\$ 12.00

Proposed Changes

The following summarizes the main fee changes in proposed Bylaw 826. The base Building Permit fee as calculated from construction value would increase from \$8 to \$9 per \$1000 construction valuation for the first \$400k and then remain at \$6 per \$1000 for the balance of built value. This is the most significant change, anticipated to increase fees for dwellings and smaller permits. Plumbing fees which comprise only a few % of the total permit cost increase by the fixture.

Other flat fees that have not changed in 23 plus years are proposed to approximately double, including: special/re-inspection fees, manufactured home placement (i.e. modulars), renewals, and temporary buildings. Finally, there are a couple of new fees added for additional work that an applicant may require on the rare occasion that property transfers or a wholesale change is made to what is to be constructed. TNRD Staff submit that after this lift no fee increases will be sought for at least the next 10 to 15 years and the service contract sum to the Village can remain unchanged.

BUILDING PERMIT FEE

Construction Value

\$50 plus for each \$1,000 or part thereof by which the value exceeds the sum of \$1,000 up to a maximum value of ~~\$100,000~~ **\$400,000**

Fee

~~\$8~~ **\$9**

PLUMBING PERMIT FEE

Minimum fee for any plumbing *permit* or first fixture

~~\$50~~ **\$75**

Permit fee for each fixture after the first fixture

~~\$6~~ **\$10**

SPECIAL INSPECTION

Voluntary inspection to establish conformance of status of a building.

~~\$80~~ **\$150**

MANUFACTURED HOMES OR BUILDING RELOCATION

Permit fee for manufactured homes including skirting, foundation, blocking 2m² (21 ft²) landing and stairs, water and sewer service connections.

~~\$250~~ **\$500**

RENEWAL PERMIT FEE

The fee for a renewal *permit* shall be ~~\$100-~~ **\$200** each renewal period of 12 months.

TEMPORARY BUILDING

For a *permit* to construct, place or occupy a temporary building for one year or part thereof.

~~\$50~~ **\$100**

BUILDING INFORMATION REQUEST

The fee for researching building *permit* files

~~\$40~~ **\$75**

FINANCIAL IMPLICATIONS

There is no direct financial impact to the Village as the contract sum does not change - even to adjust for inflation. The increase is borne by those using the service in undertaking construction and thus applying for a Building Permit.

RECOMMENDATION

Administration recommends that Council review the attached *Village of Ashcroft Building Regulations Amendment Bylaw No. 826, 2019* and further that the bylaw be introduced and given first three readings at the March 25, 2019 regular meeting of Council.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

VILLAGE OF ASHCROFT

BYLAW 826, 2019

A bylaw to amend Village of Ashcroft Building Regulations Bylaw 793, 2014

WHEREAS the Village of Ashcroft Council has adopted Building Regulations Bylaw No. 793, 2014;

AND WHEREAS the Village of Ashcroft Council considers it advisable to amend Building Regulations Bylaw No. 793, 2014;

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

1. **TITLE**

This Bylaw may be cited for all purposes as the "Village of Ashcroft Building Regulations Amendment Bylaw No. 826, 2019".

2. **AMENDMENTS**

2.1 Part 1 of Building Regulations Bylaw No. 793 is amended by inserting the following as section "1.9 Limited Application to Existing Buildings":

"1.9.(a) Except as provided in the Building Code or to the extent an existing building is under construction or does not have an occupancy permit, when an existing building has been constructed before the enactment of this Bylaw or any prior building bylaw in effect at the time, the enactment of this Bylaw is not to be interpreted as requiring that the building must be reconstructed and altered, unless it is expressly so provided by this or another bylaw, regulation or statute.

1.9.(b) This Bylaw applies if the whole or any part of an existing building is moved either within or into the Village, including relocation relative to parcel lines created by subdivision or consolidation.

1.9.(c) If an alteration is made to an existing building, the alteration must comply with this Bylaw and the Building Code and the entire building must be made to comply with this Bylaw and the Building Code, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the alteration.

1.9.(d) If an alteration creates an addition to an existing building, the alteration or addition must comply with this Bylaw and the Building Code and the entire building must be made to comply with this Bylaw and the Building Code, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the alteration or addition."

2.2 Part 2 of Building Regulations Bylaw No. 793 is amended by replacing the definition of *Agent* with the following:

"Agent means a person, firm, or company representing the **owner**, by written designation or contract, and includes a hired tradesperson or contractor."

- 2.3 Part 2 of Building Regulations Bylaw No. 793 is amended by adding the following definitions in alphabetic order:

"Addition means an alteration to any building which will increase the total aggregate floor area or height and includes provision of two or more separate buildings with openings between each other."

"Alteration means a change, repair, or modification of the construction or arrangement of use of any building or structure, or to an occupancy regulated by this Bylaw."

"Occupancy Certificate" means a certificate required or issued pursuant to this Bylaw and includes a provisional occupancy certificate or, for minor construction, a written occupancy approval otherwise provided by the Building Official."

- 2.4 Part 2 of Building Regulations Bylaw No. 793 is amended by replacing the definition of "*Health and Safety Aspects of the Work*" with the following:

"*Health and Safety Aspects of the Work*" means design and construction regulated by the *Building Code* but excluding Parts 1, 2, 5,6, and Part 9 sections 9.1 to 9.3 inclusive, 9.5, 9.11, 9.14, 9.25, 9.26, 9.30, and 9.36."

- 2.5 Section 5.1 of Building Regulations Bylaw No. 793 is amended by adding the following as subsection 5.1 (c) and renumbering the subsequent clause:

"confirm that every building or structure or addition to a building or structure meets the siting requirements and any height limitations of the zoning bylaw in effect; and"

- 2.6 Part 15 of Building Regulations Bylaw No. 793 is amended by adding the following as section 15.6:

"Notwithstanding the requirement for inspection under this Bylaw, a *Building Official* may, when unable to attend a *construction site* on the date of a required inspection due to travel distance or time constraint, alternatively determine on the basis of information provided by the *owner* or contractor the acceptability of work shown or described within that information. The *Building Official* may require that photographs, electronic data or transmissions or written reports from certified persons be provided for review prior to authorizing the concealment of that work."

- 2.7 Part 16 of Building Regulations Bylaw No. 793 is amended by replacing section 16.3, with the following, *Provisional Occupancy Certificate*:

"A *Building Official* may issue a provisional *occupancy certificate* where the *construction* of a building or *structure* has been substantially completed and where the health and safety requirements of this Bylaw and the *Building Code* have been met. The provisional *occupancy certificate* shall be valid for 90 days from the date of certificate issuance and may be extended for an additional 90 days upon any terms or conditions specified by the *Building Official*. The *owner* shall pay the provisional occupancy certificate fee as specified in Appendix "A" to this Bylaw prior to issuance of the certificate or extensions.

2.8 Part 19 of Building Regulations Bylaw No. 793 is amended by replacing section 19.1 with the following:

“Any person who violates or who causes or permits a violation of any provision of this Bylaw or who fails to do any act or thing required to be undertaken pursuant to this Bylaw, commits an offence against this Bylaw and is liable to the penalties imposed herein; whereby, each day that a new contravention of or failure to comply continues constitutes a separate offence of this Bylaw.”

2.9 Part 19 of Building Regulations Bylaw No. 793, section 19.5, is amended by replacing 3.1.4 with 3.1(d).

2.10 Part 19 of Building Regulations Bylaw No. 793 is amended by adding the following as sections 19.7 and 19.8:

“19.7 Any person who contravenes any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, commits an offence against this Bylaw and is subject to:

- (a) a fine under the Village Municipal Ticket Information Bylaw if any information respecting the contravention is laid by means of a ticket;
- (b) upon summary conviction, a fine not exceeding \$10,000 and costs of prosecution;
- (c) a fine not exceeding \$500 in accordance with the Local Government Bylaw Notice Enforcement Act if a bylaw notice is issued respecting the contravention; or
- (d) any combination of the above.

19.8 Any penalty imposed pursuant to this Bylaw shall be in addition to, and not in substitution for, any other penalty or remedy imposed pursuant to any other applicable statute, law, or regulation.”

2.11 APPENDIX “A”: SCHEDULE OF PERMIT FEES to Bylaw No. 793 is replaced in its entirety with Schedule “1” as attached hereto and forming a part of this Bylaw.

3. EFFECTIVE DATE

This Bylaw shall come into effect on June 1st of 2019.

READ A FIRST TIME THIS	day of	, 2019.
READ A SECOND TIME THIS	day of	, 2019.
READ A THIRD TIME THIS	day of	, 2019.
RECONSIDERED AND ADOPTED THIS	day of	, 2019.

Barbara H. Roden, Mayor

Certified to be a true and correct copy of
Bylaw No. 826 as adopted by Council.

J. Michelle Allen, Chief Administrative Officer

SCHEDULE "1"

APPENDIX "A": SCHEDULE OF PERMIT FEES

A. For the purpose of calculating the fee for *permits* under this bylaw, the value of *construction* shall be the total contract price for the work including all subcontracts or the value of *construction* as determined by the *Building Official* on the basis of plans, specifications and information available to him or her, whatever value shall be greater.

B. BUILDING PERMIT APPLICATION FEES

A non-refundable *permit* application fee of \$200 or the calculated building *permit* fee, whichever is less, shall be charged for all *permits*. The building *permit* fee shall include this non-refundable application fee.

C. BUILDING PERMIT FEE

(1) <u>Construction Value</u>	<u>Fee</u>
(a) \$1 to \$1,000;	\$50
(b) \$50 plus for each \$1,000 or part thereof by which the value exceeds \$1,000 up to a maximum of \$400,000 as additional fees; and	\$9
(c) each additional \$1,000 or part thereof by which the value exceeds \$400,000 as additional fees	\$6

D. PLUMBING PERMIT FEE

(1) Minimum fee for any plumbing <i>permit</i> or first fixture	\$75
(2) <i>Permit</i> fee for each fixture after the first fixture	\$10
(3) <i>Permit</i> fee for an interceptor or catch basin	\$15
(4) <i>Permit</i> fee for the installation of a backflow prevention device in any plumbing system.	\$15
(5) <i>Permit</i> fee for any fire sprinkler system	
(a) First 25 sprinkler heads	\$50
(b) Each additional sprinkler head after the first 25	\$1

E. PERMIT FEE SURCHARGE

- (1) In addition to other fees payable in accordance with this Appendix at the time of *permit* issuance, a surcharge will apply to all building *permits* as follows:
 - (a) \$50 where the *construction* value is less than \$10,000;
 - (b) \$200 where the *construction* value is from \$10,000 to \$50,000 or;
 - (c) \$500 where the *construction* value is in excess of \$50,000.

- (2) When all work associated with a building *permit* is completed within thirty six (36) months of the date of issue, the *Building Official* shall rebate the surcharge fee as follows:
 - (a) \$50 where the *construction* value is less than \$10,000;
 - (b) \$200 where the *construction* value is from \$10,000 to \$50,000 or;
 - (c) \$500 where the *construction* value is in excess of \$50,000.

F. SPECIAL INSPECTION

Voluntary inspection to establish conformance or status of a building. \$150

G. MANUFACTURED HOMES OR BUILDING RELOCATION

(1) *Permit* fee for manufactured homes including skirting, foundation, blocking, landing and stairs up to 2m² (21 ft²), water and sewer service connections \$500

(2) *Permit* fee for manufactured homes or relocated buildings placed on permanent foundations extending below ground level will be \$500 plus an additional fee based on the value of the foundation as determined by the *Building Official*.

H. RENEWAL PERMIT FEE

The fee for a renewal *permit* shall be \$200 each renewal period of one year.

I. PROVISIONAL OCCUPANCY CERTIFICATE FEE

The fee for a provisional occupancy certificate shall be \$80 for each issuance period of 90 days.

J. TEMPORARY BUILDING

Fee for a *permit* to construct, place or occupy a temporary building for one year or part thereof \$100

K. CHIMNEY / SOLID FUEL APPLIANCE

Fee for the installation of a chimney, fireplace or solid fuel-burning appliance. \$100

L. REMOVAL OF NOTICE ON LAND TITLE

Fee for the removal of a land title notice. \$200

M. DEMOLITION OR RELOCATION

The fee for a *permit* to demolish a building. \$50

N. REINSPECTION FEE

Where any re-inspection carried out pursuant to this Bylaw discloses faulty work and a subsequent inspection is thereby made necessary, the fee for each subsequent inspection shall be \$50.

O. DOUBLE PERMIT FEE

Where work for which a *permit* is required by this bylaw has been commenced prior to issuance of a *permit*, and a stop work order has been posted on that work, the applicant shall pay double the fee prescribed in this Schedule, provided that the additional fee shall not exceed \$2,000.

P. PERMIT FEE REFUND

Where no construction has commenced within six (6) months of building permit issuance, should the *permit* holder apply in writing to cancel the application or *permit*, the *Building Official* shall refund 75% of the original *permit* fee.

Q. FEE REDUCTION FOR PROFESSIONAL SUPERVISION

Where a professional engineer or architect is retained by the *owner* and an undertaking is provided to coordinate design and field reviews on the project, the building *permit* fee will be reduced by 5%.

R. BUILDING INFORMATION REQUEST

The fee for researching building *permit* files. \$75

S. PERMIT APPLICATION LEGAL CHANGE

The fee for any legal change on title, such as ownership or subdivision, requiring revisions to the *permit* application records. \$75

T. PERMIT DESIGN AND CONSTRUCTION MAJOR MODIFICATION

If an issued *permit* is active or application plans have been reviewed and the *owner* proposes significant modifications to the building whereby the design changes and the value of the work changes, regardless whether the value increases or decreases, a fee of \$100 per hour will be charged based on the hours, or portions thereof, expended for modified plan review.



THOMPSON-NICOLA REGIONAL DISTRICT

Highlights from the Thompson-Nicola Regional District [Board of Directors' Meeting of March 14, 2019](#)

The Current

March 15, 2019

Delegation: Trans Mountain Expansion Project

The Board was given an information update on the Trans Mountain Expansion by Ian Anderson, President and CEO of [Trans Mountain Corporation](#).

Mr. Anderson informed the Board that the Federal Governor in Council will be making a decision regarding the National Energy Board's (NEB) recommendation on May 22. If a favourable decision is made, construction of work camps within the TNRD will recommence this summer in Blue River, Clearwater, and Valemount. Additional project updates will be offered as the project progresses. For more information on the NEB report, read the news release [here](#).



Read more about the Trans Mountain Expansion project [here](#).

Delegation: Southern Interior Local Government Association

Robin Smith, Mayor of Logan Lake and SILGA Director gave a presentation to the Board about the association and the upcoming SILGA AGM and Convention. The convention will include information sessions on climate change, sustainable tourism, wildfire and flood response, active transportation, the future of BC's forests, the provincial response to the overdose public health emergency, and engaging youth in local government.

Learn more about SILGA [here](#).

Funding Approved for Western Canada Theatre

On February 14th, 2019, the Board received a request for \$5,000 to support the Western Canada Theatre (WCT) with its 2019 season. In the time since this request was made, a serious structural issue was found in the Sagebrush Theatre where WCT holds all of its productions.

Director Elliot made a motion to double the donation to \$10,000 this year to recognize and assist with the unexpected loss of revenues due to the issue with the venue. The motion was carried by all Electoral Area (EA) Directors.

\$1,000 from each EA will be allocated to provide this year's funding. Read the report [here](#).

New Tax Bylaws Adopted Savona Community Water System

The Board approved the adoption of the Savona Community Water Service Debt Financing Parcel Tax Bylaw No. 2675, 2019.

In 2006, property owners within the Savona community water service area approved borrowing of up to \$1,200,000 for capital upgrades to the water system. This parcel tax bylaw will enable the TNRD to impose a parcel tax to pay the loan for capital upgrades now completed on the Savona community water system, with 2019 being the first year of taxation.

Read the report [here](#).

South Green Lake

The Board also approved the adoption of the South Green Lake Fire Protection Service Parcel Tax Bylaw No. 2676, 2019.

In 2018, the South Green Lake Fire Protection Service was established and the service came into effect in January 2019. The service is funded through a combination of two types of taxes - a tax based on the assessment value of improvements on each property, and a separate parcel tax for all properties within the service area. This parcel tax bylaw is required in order to collect the parcel tax portion.

The Parcel Tax Roll Review Panel will convene at 9 AM on Thursday April 18th to address any reported errors in the tax rolls.

Read the report [here](#).

Kamloops Libraries Closure Approved

The Board approved the closure of both Kamloops libraries (Kamloops and North Kamloops) on Monday, May 6 2019 for staff to attend a system-wide one day development conference.

Read the report [here](#).

Crown Land Tenure Application for Loon Lake Fire Hall

The Board recommended that staff submit a Crown Land Tenure application to secure approximately 2.64 acres of land for the construction of a main fire hall for the Loon Lake Volunteer Fire Department. The hall was destroyed during the 2017 Elephant Hill wildfire and was a critical piece of infrastructure for the community. The TNRD assumed responsibility for fire protection services in Loon Lake in January 2019.

Read the report [here](#).

Funding Applications

Thompson-Nicola Film Commission Projects

The Board approved staff to submit a funding application to the Northern Development Initiative Trust - 2019 Economic Development Capacity Building fund for the following projects:

- Very high-end tourism and film site drone footage;

- Vignettes (short-form video) suitable for social media applications; and
- Website improvement that would allow musicians to upload their own information to support music tourism.

The total amount of funding will not exceed \$50,000. Read the report [here](#).

Wells Grey Community Forest Society

The Board also directed staff to submit an application to the Wells Gray Community Forest (2010) Society for \$50,000 in funding to assist in the development of a community park for the residents of Blackpool in Electoral Area "A".

Read the report [here](#).

Federal Gas Tax Funding

Lower Nicola Waterworks Wellhead Protection

The Board approved the expenditure of up to \$100,000 from Federal Gas Tax revenues to assist Lower Nicola Waterworks District (LNWD) in completing wellhead protection for the Lower Nicola Waterworks system.

The TNRD contribution will be provided from the following Federal Gas Tax allocations:

- Electoral Area "M" (Beautiful Nicola Valley – North) - \$50,000.00; and
- Electoral Area "N" (Beautiful Nicola Valley – South) - \$50,000.00.

Read the report [here](#).

Black Pines Community Water System Well Development

The Board also approved that an additional \$101,800 in Federal Gas Tax funding be allocated to Electoral Area "P" (Rivers and the Peaks) to fund the well development and pre-design costs for the Black Pines Community Water System. The purpose of the project is to establish a groundwater supply for the system which is needed to replace a failing river intake.

Read the report [here](#).

The next Regular Board Meeting is on March 28, 2019 at 1:15 pm.

Please note that The Current is not a substitute for the TNRD's Board meeting minutes, found on our website: [www.tnr.ca](#)