



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 4:30 PM ON MONDAY, MAY 11, 2020**

In compliance with the Village of Ashcroft Audio and Video Recording of Council Meetings Policy # A-01-2019 this is to advise that permission has been granted to the HUB Online Network to record and broadcast or live stream today's Council meeting. Hub Online Network, you may begin recording now.

1. **CALL TO ORDER**

2. **ADOPTION OF THE AGENDA**

Motion to adopt the Agenda as presented or as amended

MIS

"THAT the Agenda for the Regular Meeting of Council held on Monday, May 11, 2020 be adopted as presented."

3. **MINUTES**

3.1	Minutes of the Regular Meeting of Council held Monday, April 27, 2020 <i>"That the Minutes of the Regular Meeting of Council held Monday, April 27, 2020 be adopted as presented."</i>	P. 1-4

4. **DELEGATIONS**

4.1		
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5. **CORRESPONDENCE**

FOR ACTION		
5.1	Ashcroft Terminal Open Letter to Ashcroft and Cache Creek Residents; and Community Working Group Terms of Reference	P. 5-7
FOR INFORMATION		
5.2	BC Transit Media Advisory – Front Door Loading and Fare Collection	P. 8-9
5.3	CN Railway – Vegetation Control Program Notice	P.10-12
5.4	CN Railway – Safety Measures during COVID	P. 13-14
5.5	Interior Health – COVID-19 Expanded Testing for People with Symptoms	P. 15
5.6	Fraser Basin – Updated Flood Maps and LiDAR Data Available – Thompson River Watershed	P. 16
5.7	Information Correspondence Listing	P. 17

6. UNFINISHED BUSINESS

6.1	Motions List	P. 18-21
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7. NEW BUSINESS

Business arising from the current Council Meeting may be added to the agenda for discussion

7.1		
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8. BYLAWS

RECONSIDERATION AND FINAL ADOPTION		
8.1	Bylaw No. 835 – Five Year Financial Plan Bylaw Reconsideration and Final Adoption <i>“That the Village of Ashcroft Five Year Financial Plan Bylaw No. 835, 2020 be reconsidered and adopted this 11th day of May, 2020.”</i>	P. 22- 27
8.2	Bylaw No. 836 – 2020 Tax Rates Bylaw <i>“That the Village of Ashcroft Tax Rates Bylaw No. 836, 2020 be reconsidered and adopted this 11th day of May, 2020.”</i>	P. 28-30
INTRODUCTION AND FIRST TWO READINGS		
8.3	Bylaw No. 837 – Official Community Plan Amendment Bylaw, 2020 <i>“That the Village of Ashcroft Official Community Plan Bylaw No. 837, 2020 be introduced and given first two readings this 11th day of May, 2020, and that a Public Hearing be scheduled, and further that neighbourhood notifications be sent to property owners within 100m of the subject Property to advise of the OCP amendment.”</i>	P. 31-50
8.4	Bylaw No. 838 – Zoning Amendment Bylaw, 2020 <i>“That the Village of Ashcroft Zoning Amendment Bylaw No. 838, 2020 be introduced and given first two readings this 11th day of May, 2020, and that a Public Hearing be scheduled, and further that neighbourhood notifications be sent to property owners within 100m of the subject Property to advise of the Zoning Bylaw amendment in conjunction with the OCP amendment.”</i>	P. 51-52

9. STAFF REPORTS

REQUEST FOR DECISION		
9.1	Skateboard Park Lease Agreement <i>“That Council approve the Mayor and Interim CAO to sign the five-year lease agreement between the Village of Ashcroft and the Ashcroft Legion Branch #113 for the property known as the Village of Ashcroft Skateboard Park located at: Lot 7-8, Block 17, Plan 189, District Lot 423, Kamloops Division of Yale District, Exc. W. 60ft. and L8 Exc. Plan B5900, Pcl. A, Lot 9A & 9B, Lot 10A & 10B, P.I.D. # 012-621-111, 012-621-129.”</i>	P. 53-57
9.2	NDIT Regional Business Liaison Program <i>“That Council approve staff to collaborate with regional neighbours, Community Futures and DMO's and submit an application to NDIT's Regional Business Liaison funding program to support small and medium business sustainability and recovery.”</i>	P. 58-59

9.3	Protocol Agreement – Ashcroft Indian Band <i>“That Council approve the Mayor to sign the Protocol Agreement between the Ashcroft Indian Band (AIB) and the Village of Ashcroft (VOA).”</i>	P. 60-61
9.4	Respectful Workplace Policy P-01-2020 <i>“That Council approve the Village of Ashcroft Respectful Workplace Policy No. P-01-2020.”</i>	P. 62-70
9.5	Workplace Bullying and Harassment Policy No. P-02-2020 <i>“That Council approve the Village of Ashcroft Bullying and Harassment Policy No. P-02-2020.”</i>	P. 71-84
FOR INFORMATION		
9.6		

10. COUNCIL REPORTS

10.1	Mayor Roden – Report	P. 85-87
10.2	Councillor Anderson	
10.3	Councillor Anstett	
10.4	Councillor Davenport	
10.5	Councillor Tuohey	

11. RESOLUTIONS RELEASED FROM CLOSED MEETING

11.1		
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12. QUESTION PERIOD

Any member of the public may ask a question of Council if that question pertains to any item on the current Council Agenda. The order of which people from the gallery may ask questions is at the sole discretion of the Mayor; that person has not already asked a question; additional questions may be asked if no other member of the public desires to ask a question; and no longer than 15 minutes has elapsed since Question Period has commenced

13. CLOSED MEETING

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

13.1		
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14. TERMINATION

THE CORPORATION OF THE VILLAGE OF ASHCROFT

MINUTES

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY, APRIL 27, 2020

PRESENT: Mayor Barbara Roden
Councillor Marilyn Anderson
Councillor Jonah Anstett – via team player
Councillor Nadine Davenport
Councillor Debra Tuohey

Daniela Dyck, Interim Chief Administrative Officer
Yoginder Bhalla, Chief Financial Officer

Media

EXCUSED: Public – Meeting closed to the public due to COVID-19, email comments and questions accepted. The HUB Online Network is recording and posting the meeting to their news feed.

Prior to the meeting, Mayor Roden advised the gallery that the meeting was being recorded by the HUB Online Network.

1. **CALL TO ORDER**

Mayor Roden called the meeting to order at 7:03 pm

2. **ADOPTION OF THE AGENDA**

Motion to adopt the Agenda as presented or as amended

M/S Roden / Tuohey

“THAT the agenda for the Regular Meeting of Council held on Monday, April 27, 2020 be adopted as presented.”

CARRIED – Unanimous – R-2020-107

3. **MINUTES**

3.1	Minutes of the Regular Meeting of Council held Tuesday, April 14, 2020 M/S Roden / Anderson <i>“That the Minutes of the Regular Meeting of Council held Tuesday, April 14, 2020 be adopted as presented.”</i>	CARRIED Unanimous R-2020-108

4. **DELEGATIONS**

4.1	N/A	
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5. CORRESPONDENCE

FOR ACTION		
5.1	BC Gaming Grant M/S Roden / Anderson <i>That the BC Gaming Grant Resolution from the Village of Hazelton be received and filed."</i>	CARRIED Unanimous R-2020-109
5.2	School District No. 74 (Gold Trail) – Request for Letter of Support for their application to expand child care M/S Tuohey / Anderson <i>That Council provide a letter of support to School District #74 in support of their application for Child Care Licensing."</i>	CARRIED Unanimous R-2020-110
FOR INFORMATION		
5.3	CP Rail – Operation Lifesaver Canada Program Invite representative to attend a Community forum advise Desert Sands Community School for a possible presentation to the students.	
5.4	NDIT – Internship Program Funding Approval	
5.5	BCWS – Seasonal Outlook Update – April 9, 2020	
	M/S Tuohey / Davenport <i>"That the information correspondence be received and filed."</i>	CARRIED Unanimous R-2020-111

6. UNFINISHED BUSINESS

6.1	Motions List M/S Roden / Tuohey <i>"That the Motions List be received and filed."</i>	CARRIED Unanimous R-2020-112
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7. NEW BUSINESS

Business arising from the current Council Meeting may be added to the agenda for discussion

7.1	N/A	
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8. BYLAWS

8.1	Bylaw No. 835 – Five Year Financial Plan First Three Readings M/S Roden / Anderson <i>"That the Village of Ashcroft Five Year Financial Plan Bylaw No. 835 be give first three readings this 27th day of April, 2020."</i>	CARRIED Unanimous R-2020-113
8.2	Bylaw No. 836 – Tax Rates 2020 M/S Roden / Davenport <i>"That the Village of Ashcroft Tax Rates Bylaw No. 836 be given first three readings this 27th day of April, 2020."</i>	CARRIED Unanimous R-2020-114

9. STAFF REPORTS

REQUEST FOR DECISION		
9.1	Housing Needs Assessment	CARRIED

	M/S Roden / Anderson <i>"That Council approve the Village of Ashcroft Housing Needs Assessment and that the document be made available to the public on the Village website."</i>	Unanimous R-2020-115
9.2	Economic Development Recovery Select Committee M/S Roden / Anderson 1. <i>"That Council establish a Select Committee of Council to support Economic Development and COVID-19 Recovery and further that the Committee be comprised of two (2) members of Council, up to four (4) members from the business community, the Village of Ashcroft Economic Development contracted agent, one (1) representative from CFSUN, and no more than four (4) community not for profit members;"</i> and, 2. <i>"That Mayor Roden and Councillor Anderson be appointed to the committee as the Council participants and Councillor Davenport be appointed as the alternate;"</i> and, 3. <i>"That the Terms of Reference be adopted as amended."</i>	CARRIED Unanimous R-2020-116
FOR INFORMATION		
9.3	None	

10. COUNCIL REPORTS

10.1	Mayor Roden – Report John Ranta is being recognized by the BC Community Achievement Awards for his years of public service. M/S Roden / Anderson <i>"That Council send a congratulatory letter to John Ranta commemorating his years of public service and receiving this award."</i>	CARRIED Unanimous R-2020-117
10.2	Councillor Anderson – Report	
10.3	Councillor Anstett	
10.4	Councillor Davenport	
10.5	Councillor Tuohey	

11. RESOLUTIONS RELEASED FROM CLOSED MEETING

11.1	N/A	
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12. QUESTION PERIOD

Any member of the public may ask a question of Council if that question pertains to any item on the current Council Agenda. The order of which people from the gallery may ask questions is at the sole discretion of the Mayor; the person has not already asked a question; additional questions may be asked if no other member of the public desires to ask a question; and no longer than 15 minutes has elapsed since Question Period has commenced

Due to COVID-19 restrictions comments and questions were received by email or phone prior to the meeting and are listed below:

Media:

1. Question regarding HUB Online being a media presence at the Select Committee Meetings?

Non-Resident:

2. Question regarding item 8.1 Bylaw 835 Schedule A, parcel tax and possible fee increase clarification;
3. Comment suggesting Council review light industrial business classification;
4. Question regarding the Housing Needs Assessment trend, are these reflected in the Five-Year Financial Plan?
5. Comment regarding item 9.2 Economic Development COVID-19 Recovery Committee, consider sub-committee suggestion
6. Comments, suggestions and appreciation for Council Reports.

13. CLOSED MEETING

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

13.1	N/A	
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14. TERMINATION

M/S Roden / Anderson

"That the Regular Council meeting for April 27, 2020 be adjourned at 7:37

CARRIED – Unanimous – R-2020-118

Certified to be a true copy of the
Regular Meeting of Council Minutes
held Monday April 27, 2020.

Daniela Dyck,
Interim Chief Administrative Officer

Barbara Roden, MAYOR



ASHCROFT TERMINAL

A MEMBER OF THE PSA GROUP



An open letter to Ashcroft and Cache Creek residents from Ashcroft Terminal

Ashcroft Terminal will be taking an important **added safety measure** to protect the public and the people working at Ashcroft Terminal by installing a gate on Evans Road at the entrance to our industrial property. We understand that restricting access on the Ashcroft Terminal site may affect some residents who currently access a portion of Ashcroft Terminal's private property, referred to as the slough. We are keen to work with the community and First Nations to understand the concerns, and to look for alternatives to accessing the riverfront in an area other than the slough.

Why Ashcroft Terminal needs to enforce no trespassing

Ashcroft Terminal will be an active construction site over the next 18 to 24 months and beyond. We are carefully planning to manage the danger and risk involved on an active construction and industrial site and are taking every step we can to prevent the potential of someone being hit by a train, hurt by heavy equipment, or injuring themselves by tripping or falling. Unfortunately, we have already experienced a grave accident by a trespasser on the slough.

Protecting the public, our employees and construction teams is Ashcroft Terminal's top priority. We have both a legal responsibility and a moral duty to prevent accidents.

The most important step we can take to keep people safe is to enforce restrictions on accessing Ashcroft Terminal's industrial lands and the privately-owned riverfront lands that lie beyond them.

Over the past few months, CN Rail and Ashcroft Terminal have been working to enforce no trespassing. In a few weeks, we will take the added measure of installing a gate at our property line on Evans Road. We are asking community members to please stay off the site for their own safety and the safety of the women and men working on the construction expansion and at the Terminal.

Expansion activities include a new rail link to the CN mainline, additional rail track off of existing infrastructure, an internal road system and a large multi-commodity warehouse. The expansion

needs many local contractors during construction, and an expanded full-time workforce once in operations. This project is supported with funding from Transport Canada as part of its National Trade Corridor Fund. Ashcroft and Bonaparte Indian Bands are actively involved in ongoing archaeological work conducted to document their cultural and historical ties to the site.

Working with the community on solutions

We recognize that the installation of the gate may be an unwelcome change for people who have been accessing Ashcroft Terminal's private riverfront property by trespassing through the industrial portion of our site. Unfortunately, there is no safe way for residents to access the slough through Ashcroft Terminal lands.

We want to work closely with the Villages of Ashcroft and Cache Creek to understand the concerns, and to look for suitable alternatives to accessing the riverfront in an area other than the slough. Ashcroft Terminal is prepared to financially support this engagement and the plans that are developed as a result.

We are proposing to form a working group that consists of community and First Nations representatives from the region. If you are interested in being part of this working group, we invite you to review the Terms of Reference for the working group posted on our website at ashcroftterminal.com/tags/events.

Should you have any questions about the working group, gate installation or construction expansion, we invite you to email us directly at info@ashcroftterminal.com.

Thank you for your understanding

Patty Kinvig
Assistant Terminal Manager

About Ashcroft Terminal

Ashcroft Terminal is British Columbia's largest inland terminal and employs more than 30 people from the local area. We are proud to be part of a hard-working community, employing residents of Ashcroft, Cache Creek, Savona, Logan Lake & Kamloops, paying taxes to support local schools, health care and roads, contributing to community well being through a range of social initiatives, and purchasing goods and services locally.

Ashcroft Terminal Community Working Group

Ashcroft Terminal is installing a gate and limiting access to its private property, which includes riverfront land referred to as the slough. Protecting the public, our employees and construction team is Ashcroft Terminal's top priority. The company has both a legal responsibility and a moral duty to prevent accidents.

Ashcroft Terminal is creating a working group to examine issues associated with gate installation and develop alternatives to riverfront access at the slough, located on the Inland Port's private property.

The working group will consist of 10 members, including:

- One representative from Village of Cache Creek Council
- One representative from Village of Ashcroft Council
- One representative from the Bonaparte Indian Band
- One representative from the Ashcroft Indian Band
- Three members-at-large from the Community
- Three representatives from Ashcroft Terminal Ltd.

The working group will be co-chaired by a member of Ashcroft Terminal's management team and an Ashcroft community member. Ashcroft Terminal will provide a facilitator for the meetings.

The **purpose** of the working group is to:

- Identify potential issues associated with restricted access;
- Generate ideas about alternatives to riverfront access on Ashcroft Terminal private property;
- Share information with the wider communities about the alternatives.

The **Terms of Reference** for the working group are:

- The working group is an advisory and not a decision-making body.
- Members of the working group identify issues and brainstorm potential solutions.
- Members of the working group remain open to all solutions.
- Members of the working group help communicate potential options to the wider community.

Members of the community-at-large are welcome to apply to be a member of the working group and must meet the following **eligibility criteria**:

- Have their primary residence in the Village of Ashcroft or Cache Creek jurisdictions, or be a registered member of the Bonaparte or Ashcroft Indian Bands;
- Have prepared a brief statement on their interest in the topic and how they could make a contribution to the working group;

- Have the ability to attend working group meetings which, due to COVID-19, are planned to take place virtually online.

The working group meetings will be scheduled twice per month for approximately three months, at various times of the day or evening to meet working group members' availability. There is no compensation for attendance at working group meetings.

If interested in participating on the working group, please submit a brief **Statement of Interest** that describes:

- Why you are interested in participating and;
- the contribution you believe you can make.

Please submit your Statement of Interest by May 9, 2020 via email to info@ashcroftterminal.com.

Media Advisory



May 4, 2020

BC Transit enhancing safety measures to allow for front door loading and regular fare collection

On June 1, 2020, BC Transit will be enhancing safety measures for our provincial transit systems that will allow for a return to front door loading and collection of fares in all BC Transit communities. With the change, fares will be collected on conventional, community, and handyDART services.

BC Transit will be installing a temporary vinyl panel to allow for physical distancing for the operator and customers on all buses without a full driver door. This new safety measures aligns with the direction from the Provincial Health Officer.

With the change to front door loading and collecting fares, other safety measures already implemented will remain in effect including:

- Enhanced cleaning on buses and at BC Transit facilities.
- Communication to staff and customers about physical distancing procedures.
- Limiting passenger capacity to support physical distancing.
- Enhancing the red line for passengers to stand behind.
- Vinyl panels on light duty buses.

Until June 1, rear door loading and not collecting fares will continue.

BC Transit continues to provide transportation services for those that need us including essential service workers and those going for their weekly grocery trip.

For more details about BC Transit fares and services, please visit BCTransit.com.

Media contact

BC Transit Communications

250-880-1303

media@bctransit.com

Our mailing address is:

BC Transit
520 Gorge Road East
Victoria, BC V8W 9T5
Canada

media@bctransit.com

250-880-1303

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Luanne Patterson

Senior System Manager
Environmental Assessment

Directrice de l'analyse des systèmes
Évaluation environnementale

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5/4/2020

RE: CN RIGHT OF WAY VEGETATION CONTROL

Dear Mayor,

We are reaching out in order to advise you of our vegetation control activities in your area between May and October 2020. A regularly updated schedule will be available at www.cn.ca/vegetation.

If not managed properly, trees, brush or other vegetation can severely compromise public safety. Vegetation can impede the view motorists have of incoming trains, increase the risk of crossing accidents. Moreover, unwanted vegetation can damage the integrity of the railway, interfere with signals and switches, contribute to track side fires, compromise employee safety, reduce visibility for train crews at road crossings/train control signals and track side warning devices, to name a few of the potential risks. Our annual vegetation control program is designed to mitigate these risks by managing brush, weeds and other undesirable vegetation. In short, CN's vegetation control program is a critical contributor to safe operations; hence, these vegetation control measures assist in contributing to the overall safety of the communities through which we operate.

CN manages vegetation using both chemical and mechanical methods. CN is sensitive to concerns your community may have regarding chemical vegetation control. At CN, we are committed to environmental safety and sustainability

The track infrastructure is composed of two main sections, the ballast section typically ranging from 16-24 feet (which is primarily gravel and supports the track structure) and the right of way portion (which is the area outside of the ballast to the CN property boundary).

The 16-24 feet ballast section and areas around signals and communications equipment that is critical for safe railway operations must be managed using chemical methods. Application in these safety critical areas is done using spray truck or spray train with downcast nozzles that spray a short distance above the ground surface with shrouded booms. The right of way section is primarily maintained using mechanical control methods such as mowing or brush cutting. Small areas within the right of way that contain noxious or invasive weeds may be chemically treated.



CN must use chemical control techniques on the ballast section throughout the network for safety reasons. When chemicals are applied to the ballast section via spray train or truck, as outlined in the photo below, additives called surfactants that make the chemical work better may be included to help manage the application.



CN has retained professional contractors qualified to undertake this work who are required to comply with laws and regulations applicable to CN. In addition, the contractors ensure that vegetation control is performed with consideration of the environment and in accordance with the highest industry standards.

Should your Town/City have any noxious weed removal requests, we ask that you contact CN's Public Inquiry Line at contact@cn.ca or fill out the form at www.cn.ca/vegetation before June 1, 2020 with the specific information and location. CN will make every effort to include those locations as part of our 2020 Vegetation Management Program. All notices sent after the above mentioned date will be included in the 2021 Vegetation Management Plan.

We look forward to collaborating with you and answering any questions you may have regarding our vegetation control activities in your community. In that respect, please find attached the notices CN is publishing in local papers to advise the public. We would kindly ask that you post copies on your community's website and at City Hall or other central locations for a wider distribution.

For any questions or more information, please contact the CN Public Inquiry Line by telephone at 1-888-888-5909, or by email at contact@cn.ca.

Please also find our FAQ's regarding the program at the following address: www.cn.ca/vegetation.

Best regards,

Luanne Patterson
Senior Systems Manager, Environmental Assessment

From: Lindsay Brumwell <lindsay.brumwell@cn.ca>
Sent: April 24, 2020 4:02 PM
To: Daniela Dyck <cao@ashcroftbc.ca>
Subject: Status of our operations | COVID-19 | April 24, 2020

Dear Ms. Dyck:

We hope you, your family, and your colleagues are doing well. This is not an urgent email, I would like to update you on the status of our operations.

CN's Safety Measures During COVID

Safety is a core value at CN, and our overriding focus is on running a safe and productive railway during these challenging times. We are a critical component of the supply chains that Canadians are reliant upon for everyday supplies of food, medical equipment, fuel and other consumer goods.

How are we doing this? Only CN's operation-essential employees are working outside their homes. The Company is striving to minimize exposure among coworkers, families, customers, and communities by following preventive measures. This way, when our employees come to work, they can focus on safely and efficiently keeping our trains running and delivering essential products and services. To learn more visit <https://www.cn.ca/en/stories/20200320-covid-19-update/>

Spring is Here (aka construction season)

Trains do not run only with locomotive engineers and conductors. To keep our network running safely, CN must inspect, monitor and maintain the infrastructure on the entire 32,000 km network on an ongoing basis and make repairs as needed. Refraining from doing so would be negligent and run against regulations. This includes all infrastructure from our signals and crossings, to our tracks, bridges and rail bed.

Each year, CN crews fix hundreds of grade-crossing surfaces and replaces approximately 1.8 million rail ties to maintain a safe network. This safety critical work cannot wait. Therefore, CN crews and contractors have been deployed and will continue this work until late fall.

State of the Railway – Open for Business

As we adjust to the evolving realities of the COVID-19 pandemic, CN remains committed to running our railroad safely, playing our role as an essential service, and moving the economy by serving our customers. Following February's supply chain disruptions, CN's network was able to demonstrate its resiliency and successfully recover to normal operations through March. This included achieving record grain movement of 2.64MMT [for the month](#) outperforming the previous record of 2.47MMT in 2017. This is a testament to the value of CN's record \$7.4 billion capacity investments made over the past two years.

Today, our network remains fluid. Our car velocity and train speed are up over the same time period of last year. This contributes to a competitive and reliable transit while creating additional capacity to move your goods. We continue to operate very efficiently across our network including the Canada–U.S. border and our current inland terminal capacity remains stable. To learn more about our Western Canadian operations, I encourage you to watch a short, 3-minute special message from James Thompson, Vice-President, Western Region. <https://vimeo.com/408896106>

2019 Safe Handling Award to 149 Shippers

This week, CN announced the winners of its Safe Handling Award for 2019. Recognizing people for staying safe in these challenging times is more important than ever. Especially, since safety never takes a break. It is in this spirit of keeping everyone safe and healthy that CN announced the 149 winning companies. Please click on www.cn.ca/safehandlingawards to view the list of 2019 winners of CN's Safe Handling Award.

We recognize that these are difficult times and want to thank you for your continued collaboration and support. If you have any further questions or concerns, please feel free to reach out to me.

Sincerely,



Lindsay Brumwell

Manager, Public Affairs, West

T: 306-956-5401 | C: 639-318-6640

Celebrating 100 years | Célébrons nos 100 ans

For Immediate Release | April 27, 2020

IH COVID-19 UPDATE: Expanded testing for people with symptoms

B.C.'s testing COVID-19 strategy has been expanded to include anyone with cold, influenza or COVID-19-like symptoms, however mild.

The symptoms of COVID-19 are similar to other respiratory illnesses including the flu and common cold. They include:

- fever
- chills
- cough
- shortness of breath
- sore throat
- painful swallowing
- stuffy or runny nose
- loss of sense of smell
- headache
- muscle aches
- fatigue
- loss of appetite

While testing has expanded, not everyone needs a test. COVID-19 testing is not recommended for people without symptoms.

Interior Health has 14 testing and assessment centres located across the health authority: 100 Mile House, Salmon Arm, Williams Lake, Nelson, Trail, Cranbrook, Vernon, Kelowna, Kamloops, Penticton, Revelstoke, Sparwood, Grand Forks, and Golden.

Testing at these centres is by appointment. Anyone who needs a test should call their primary care provider (family doctor or nurse practitioner) or the closest Interior Health community testing and assessment centre directly to arrange a test.

More information, including the contact information for each of the centres in IH and how to obtain your results, is available on our website at <https://news.interiorhealth.ca/news/testing-information/>.

-30-

PUBLIC SERVICE ANNOUNCEMENT

From: Mike Simpson <msimpson@fraserbasin.bc.ca>

Sent: May 2, 2020 10:28 AM

Subject: updated flood maps and LiDAR data available - Thompson River Watershed

Hello CAOs, administrators and executive directors of local and First Nations governments

Please share with your emergency management and planning and development staff, and your elected officials.

The following flood maps, reports and LiDAR data for portions of the Thompson River Watershed are available as follows at www.thompsonflood.ca :

Base Level Flood maps – South Cariboo, Nicola, North Thompson, South Thompson and Thompson Rivers and more

- Report is available [here](#)
- Online viewing of the flood maps is available [here](#) (with instructions on how to apply for access)
- GIS data files are available – have your mapping staff email me for access

LiDAR data and aerial imagery

- Very detailed topographical data was collected using LiDAR technology in fall 2019 and is housed at the provincial government
- Instructions on how to access the LiDAR data are [here](#)

Next steps

- Eight local governments applied for \$1M from UBCM's Community Emergency Preparedness Fund to advance the next steps of flood mapping and detailed risk assessment. We hope to hear about the applications by June.

These reports and resources have been shared with Emergency Management BC, Ministry of Transportation and Infrastructure, Ministry of Forests, Lands, Natural Resource Operations and Rural Development and there are options for utilizing them during current freshet.

Please don't hesitate to follow up with me with any questions, comments or concerns. Take care as realize many of you are dealing with flood – currently or imminently.

Mike Simpson, MA, RPF

Director, Interior Regional Programs

Fraser Basin Council

Kamloops 250-314-9660

Cell 250-299-1202

www.fraserbasin.bc.ca | www.thompsonflood.ca

INFORMATION CORRESPONDENCE

MONDAY, MAY 11, 2020

Daniel Franklin, Affordable Housing Advocate

- Affordable Housing Project

Lake Country

- Interest Charged on Deferred Mortgage Payments

The City of North Vancouver

- Supporting British Columbians during the COVID-19 Pandemic

BC SPCA

- Science & Policy Letter

Roger Girouard, Assistant Commissioner, Western Region – Canadian Coast Guard

- Avoid non-essential trips during the COVID-19 Pandemic

Provincial Health Authority

- COVID-19 alert for workers from the Kearn oil sands project and their families

/kw

Motion No.	Motion	Staff Responsible	Comments	Time line	Status
20-11-2019	"That Council approve staff to estimate the installation and operational costs of the mural and report back to Council."	PWF			in-progress
	2020 MOTIONS				
R-2020-06	"THAT Council send a resolution calling on the Province to put signage on Class A highways indicating areas with little or no cell coverage."	Mayor	Forward resolution to SILGA using the UBCM Resolution format. Bring back for Council approval prior to submission.	28-Feb-20	in-progress
R-2020-29	"That a meeting between Council and the Curling Club be scheduled."	CAO	Waiting for Public Health Orders to be relaxed.		in-progress
R-2020-30	"That Operation Lifesaver Rail Safety Information be received and filed and further that the information be relayed to the community in the Newsletter."	DCO	Include information in next newsletter	May news letter	completed
R-2020-86	"That Council defer the Outdoor Burning Bylaw Report until the COVID-19 pandemic is over and public is able to attend scheduled Council meetings."	CAO	Bring back to Council after COVID-19 orders are lifted to include public input		in-progress
R-2020-87	"That Council moves option 1 status quo for this year Direction to staff - Look at chipper costs, or bringing chipping company in. consider a regional initiative with the TNRD."	PW Foreman	Research and request estimates		in-progress
R-2020-88	"That Council approve the development of a Social Media Policy for the Ashcroft Pool."	CAO	Develop draft Policy for Council consideration, researching other communities policy is in development		in-progress

R-2020-95	"That Council provide a grant in aid in the amount of \$500 to WRAPS"	AP/CAO	Cheque request / letter		in-progress
R-2020-98	"That Council adopt the "Village of Ashcroft Council Procedure Bylaw No. 834, 2020".	AA	Sign and File		completed
R-2020-99	"That Council approve the cancellation of the scheduled Community Forum on April 16, 2020	AA	Update website and Council meeting listing		completed
R-2020-100	"That Council approve the rescheduling of the May 4, 2020 Town Hall Meeting to a virtual platform unless the COVID-19 restrictions for public gathering has been lifted, provide opportunity to receive questions or comments in advance from the public; and further that the meeting format change be advertised."	CFO/AA	Ad placed in the Journal and on Website		completed
R-2020-101	"That Council approve the Village of Ashcroft participation in the proposed TNRD inter-community Essential Services Mutual Aid Agreement subject to a provision being made for reimbursement for applicable expenses such as a schedule of applicable expenses for reimbursement."	CAO	Sign and forward to TNRD, include caveat for reimbursement expenses.		completed
R-2020-102	"That Council receive the WSP Whistle Cessation and Old Cariboo Road Inspection Report for information as presented." Clarification re: Who is obligated to cover the costs of the crossing upgrade? This report will come back for Council discussion at a later date when the Public is able to attend the meeting.	CAO	Email sent to WSP for clarification		completed

R-2020-104	“That Council rescind the 2020 budget approved at the Special Meeting of Council on February 10, 2020 (S-2020-05) and approve new revised 2020 budget.” CFO Clarified the budget change: removal of 2.5 % tax increase due to COVID-19 challenges to residents, zero anticipated revenues from recreation/parks. The Village will be operating with less staff no DCO position and we are not able to hire all summer staff due to social distancing. Budget is balanced	CFO			completed
R-2020-105	“That Council approve the dual compressor system quote from Norlock Refrigeration in the amount of \$152,900, and that staff move forward with the Ice Plant replacement.” Roof and electrical upgrades will also be required, not included in the quotes above. Estimated cost of roof and electrical upgrades is \$20,000	PWF/CFO	Norlock refrigeration has been contacted. PW is coordinating project.		in-progress
R-2020-110	“Council provide a letter of support to School District #74 in support of their application for Child Care Licensing.”	CAO			in-progress
R-2020-113	“That the Village of Ashcroft Five Year Financial Plan Bylaw No. 835 be given first three readings this 27th day of April, 2020.”	CFO			in-progress
R-2020-114	“That the Village of Ashcroft Tax Rates Bylaw No. 836 be given first three readings this 27 th day of April, 2020.”	CFO			in-progress
R-2020-115	“That Council approve the Village of Ashcroft Housing Needs Assessment and that the document be made available to the public on the Village website.”	CAO			in-progress

R-2020-116	1. "That Council establish a Select Committee of Council to support Economic Development and COVID-19 Recovery and further that the Committee be comprised of two (2) members of Council, up to four (4) members from the business community, the Village of Ashcroft Economic Development contracted agent, one (1) representative from CFSUN, and no more than four (4) community not for profit members;" and, 2. "That Mayor Roden and Councillor Anderson be appointed to the committee as the Council participants and Councillor Davenport be appointed as the alternate;" and, 3. "That the Terms of Reference be adopted as amended."	CAO			in-progress
R-2020-117	"That Council send a congratulatory letter to John Ranta commemorating his years of public service and receiving this award."	CAO			completed

STAFF REPORT TO COUNCIL – OPEN MEETING

MEETING DATE: May 11, 2020
FROM: Yogi Bhalla, Chief Financial Officer
SUBJECT: Reconsideration & Adoption of the Five-Year Financial Plan Bylaw 835, 2020

Purpose

To request that council reconsider and adopt the Five-Year Financial Plan Bylaw.

Recommendation

THAT Council reconsider and adopt the Five-Year Financial Plan Bylaw No. 835, 2020.

Alternatives

NA

Discussion

Reconsideration and approval of the Five-Year Financial Play Bylaw No. 835, 2020.

Strategic/Municipal Objectives

Legislative Authority

Community Charter Section 167.

Financial Implications

Legislation of the budgetary decision.

Attachment Listing

Bylaw documents.

Prepared by:



Yogi Bhalla,
Chief Financial Officer

Approved for submission to Council:



Daniela Dyck,
Interim Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 835

Being a bylaw for the Corporation of the Village of Ashcroft to adopt the Five Year Financial Plan commencing the year 2020.

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

1. This bylaw may be cited for all purposes as the "Five Year Financial Plan Bylaw No. 835, 2020."
2. Schedule "A" and Schedule "B" attached hereto and made part of this bylaw are hereby adopted and are the Five Year Financial Plan of the Village of Ashcroft commencing January 1st, 2020.

READ A FIRST TIME THIS 27 DAY OF April , 2020

READ A SECOND TIME THIS 27 DAY OF April , 2020

READ A THIRD TIME THIS 27 DAY OF April , 2020

RECONSIDERED AND ADOPTED THIS DAY OF , 2020

Barbara Roden, Mayor

Daniela Dyck, Chief Administrative Officer

Certified to be a true and correct copy
of Bylaw No.835 as adopted by Council.

Daniela Dyck, Chief Administrative Officer

YSB/kw

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 835 - SCHEDULE "A"

FIVE YEAR FINANCIAL PLAN 2020 - 2024

	#				
	#				
	Year 1	Year 2	Year 3	Year 4	Year 5
	2020	2021	2022	2023	2024
Revenues					
Property Taxes	1,263,519	1,295,107	1,327,485	1,360,672	1,394,689
Parcel Taxes	168,500	168,500	241,561	241,561	241,561
Fees and Charges					
Sales of Services	150,800	227,175	227,175	227,175	227,175
Other					
User Fees	855,406	892,674	892,674	892,674	892,674
Borrowing Proceeds - MFA	0	0	0	0	0
Other Revenue					
Interest	64,000	41,000	41,000	41,000	41,000
Grants/Other Gov'ts.	3,122,404	850,000	850,000	850,000	850,000
Other	71,350	73,250	73,250	73,250	73,250
Services to Other Gov'ts.	26,000	24,000	26,000	28,000	30,000
Transfers from Funds					
Reserve Funds	110,000	1,670,000	0	0	0
DCC	0	0	0	0	0
Transfer form Equity	307,146	307,146	307,146	307,146	307,146
Accumulated Surplus	297,555	0	0	0	0
Total Revenue	6,436,680	5,548,852	3,986,291	4,021,478	4,057,495
Expenses					
Debt Interest	21,000	365,000	0	6,000	6,000
Debt Principal	18,550	1,046,665	0	18,550	18,550
Capital Expenditure	2,613,000	450,000	199,060	200,000	200,000
Deficiency	0	0	0	0	0
Other Municipal Purposes	0	0	0	0	0
General Municipal	2,038,877	2,010,807	2,051,023	2,092,043	2,133,884
Fire Protection	169,459	172,848	140,000	140,000	140,000
Water	512,708	425,000	500,000	500,000	500,000
Sewer	406,431	375,000	380,000	385,000	385,000
Transfer to	0	0	0	0	0
Reserve Funds	349,509	396,386	409,062	372,739	366,915
Amortization Expense	307,146	307,146	307,146	307,146	307,146
Accumulated Surplus	0	0	0	0	0
Total Expenses	6,436,680	5,548,852	3,986,291	4,021,478	4,057,495
	#				

**Village of Ashcroft
2020-2024 Financial Plan
Statement of Objectives and Policies
Schedule 'B' of Bylaw No. 835**

In accordance with Section 165(3.1) of the *Community Charter*, the Village of Ashcroft (Town) is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2019. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and street lighting.

User fees and charges form the second largest portion of planned revenue. Many services can be measured and charged on a user basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licenses, and sale of services – these are charged on a user pay basis. User fees attempt to apportion the value of a service to those who use the service.

Objective

- Over the next five years, the Village of Ashcroft will balance the proportion of revenue that is received from user fees and charges with the projected funds operations require.

Policies

- The Village will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- Where possible, the Village will endeavor to supplement revenues from user fees and charges, rather than taxation, to lessen the burden on its limited property tax base.

Table 1: Sources of Revenue

Revenue Sources	% of Total Revenue	Dollar Value
Property Taxes	20%	\$ 1,263,519
Parcel Taxes	3%	\$ 168,500
Sales of Service	16%	\$ 1,006,206
Grants/Transfers	60%	\$ 3,863,105
Borrowing Proceeds	0%	\$ -
Other Sources	2%	\$ 135,350
Total	100%	\$ 6,436,680

* contains 17.65% (\$183,343) Capital Replacement Reserve funds

Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of Town services.

Objectives

- Maintain the property tax rate as low as possible while still providing for future needs.

Policies

- Continue to maintain and encourage economic development initiatives designed to attract more retail and commercial businesses to invest in the community. New investment from these areas will help offset tax increases while providing more revenue for the Village.
- Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage a range of employment opportunities.
- Regularly review and compare the Village of Ashcroft's tax burden relative to other municipalities in British Columbia.

Table 2: Distribution of Property Tax Rates

Property Class	% of Total Property Taxation	Dollar Value
Residential (1)	61%	\$ 766,293
Utilities (2)	10%	\$ 129,517
Light Industrial (5)	0%	\$ 3,313
Business and Other (6)*	27%	\$ 347,305
Recreation/Non-profit (8)	0%	\$ 649
Farmland (9)	1%	\$ 16,442
Total	100%	\$ 1,263,519

Permissive Tax Exemptions

- The Annual Municipal Report for 2018 contains a list of permissive exemptions granted for the taxation year and the amount of revenue foregone. The list demonstrates the policy of council that permissive exemptions are granted to not-for-profit institutions that form a valuable part of our community. These include religious institutions and some recreational facilities and service organizations.

Objective

- To ensure permissive tax exemptions are utilized to maximize the benefit to the municipality and citizens.

Policy

- To maintain permissive exemptions for religious institutions, recreational facilities, and service organizations.

Capital Asset Reserve

- In 2011 the Village recognized the need to accumulate funds to pay for future replacement of infrastructure. Accordingly a separate tax was established and funds collected are accounted for separately from general municipal taxes.

Objective

- To establish a reserve to fund future infrastructure replacement.

Policy

- To supplement revenues from government grants wherever possible to lessen the amount of funds utilized from the reserve fund.
- To seek out projects which will reduce the operating costs of the Village enabling them to repay funds back into the reserve over time.

TABLE 1 SOURCES OF REVENUE:

Revenue Sources	% of Total Revenue	Dollar Value	
Property Taxes	20%	\$ 1,263,519	-\$ 0
Parcel Taxes	3%	\$ 168,500	
Sales of Service	16%	\$ 1,006,206	
Grants/Transfers	60%	\$ 3,863,105	16 / 18 / 21 / 23 / 24
Borrowing Proceeds	0%	\$ -	
Other Sources	2%	\$ 135,350	15 / 17 / 22
Total	100%	\$ 6,436,680	

TABLE 2 DISTRIBUTION OF PROPERTY TAX RATES

Property Class	% of Total Property Taxation	Dollar Value					
Residential (1)	61%	\$ 766,293					
Utilities (2)	10%	\$ 129,517					
Light Industrial (5)	0%	\$ 3,313					
Business and Other (6)*	27%	\$ 347,305	*includes	1-1-112-10	1-1-112-10	PROPERTY	3,933
Recreation/Non-profit (8)	0%	\$ 649		1-1-112-20	1-1-112-20	PROPERTY	36,973
Farmland (9)	1%	\$ 16,442		1-1-112-30	1-1-112-30	PROPERTY	506
Total	100%	\$ 1,263,519					41,411

GENERAL TAX REVENUE			
PROPERTY CLASS	RATE/1000	ASSESSED	
		VALUES wo NMC	\$ VALUE
Residential	4.3703	175,339,500	766,292.95
Utilities	33.6452	3,701,567	124,539.86
Utilities-Tax Limitation Area	4.8958	1,017,640	4,982.16
Light Industry	21.3169	155,400	3,312.65
Business/Other	17.8404	17,146,100	305,894.08
Recreation/Non-Profit	8.9632	72,400	648.93
Farm	12.7879	1,285,770	16,442.29
TOTAL GENERAL		198,718,377	1,222,112.93

STAFF REPORT TO COUNCIL – OPEN MEETING

MEETING DATE: May 11, 2020
FROM: Yogi Bhalla, Chief Financial Officer
SUBJECT: Reconsideration & Adoption of Tax Rate Bylaw No. 836, 2020

Purpose

To request that council give reconsider and adopt Village of Ashcroft Tax Rate Bylaw No. 836, 2020.

Recommendation

THAT Council give reconsider and adopt the Village of Ashcroft Tax Rate Bylaw No. 836, 2020.

Alternatives

NA

Discussion

The council approved a revised budget with zero tax increase for fiscal 2020. The proposed bylaw reflects that decision.

Strategic/Municipal Objectives

Legislative Authority

Community Charter Section 167.

Financial Implications

Legislation of the budgetary decision.

Attachment Listing

Bylaw documents.

Prepared by:



Yogi Bhalla,
Chief Financial Officer

Approved for submission to Council:



Daniela Dyck,
Interim Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 836

Being a bylaw for the levying of rates for municipal, hospital, and regional district purposes for the year 2020.

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

1. The following rates are hereby imposed and levied for the year 2020:
 - a. For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general and municipal purposes, rates appearing in column "A" of the schedule attached hereto and forming a part hereof.
 - b. For capital asset reserve purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "B" of the schedule attached hereto and forming a part hereof.
 - c. For hospital purposes on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in column "C" of the schedule attached hereto and forming a part hereof.
 - d. For Thompson-Nicola Regional District purposes on the assessed value of land and improvements for hospital district purposes, rates appearing in column "E" of the schedule attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be one dollar (\$1.00).
3. This bylaw may be cited as "Tax Rates Bylaw No. 836, 2020".

READ A FIRST TIME THIS 27 DAY OF April , 2020

READ A SECOND TIME THIS 27 DAY OF April , 2020

READ A THIRD TIME THIS 27 DAY OF April , 2020

RECONSIDERED AND ADOPTED THIS DAY OF , 2020

Barbara Roden, Mayor

Certified to be a true and correct copy
of Bylaw No. 836 as adopted by Council.

Daniela Dyck, Chief Administrative Officer

Daniela Dyck, Chief Administrative Officer

YSB/kw

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 836

SCHEDULE A - TAX RATES 2020

Property Class	Tax Rates (dollars of tax per \$1000 taxable value)					
	A General Municipal	B Capital Reserve	C Regional Hospital District	D Improvement District	E Regional District	F Specified Area
1. Residential	3.7147	0.6556	0.4263		0.8685	0.0000
2. Utility	28.5977	5.0475	1.4920		3.0399	0.0000
2. Utility (Tax Limit Area)	4.1613	0.7345	1.4920		3.0399	0.0000
5. Light Industry	18.1189	3.1980	1.4494		2.9530	0.0000
6. Business	15.1640	2.6764	1.0444		2.1279	0.0000
8. Rec/Non Profit	7.6185	1.3447	0.4263		0.8685	0.0000
9. Farm	10.8694	1.9185	0.4263		0.8685	0.0000

Planning Services COUNCIL REPORT

TO: Mayor and Council **DATE:** May 8, 2020
FROM: TNRD Manager of Planning Services
SUBJECT: **Rezoning and OCP Amendment Application No. RZ 20-1/OCP 20-01**
Official Community Plan Amendment Bylaw No. 837, 2020
Zoning Amendment Bylaw No. 838, 2020
Parcel AA (DD 126126F) of District Lot 378, KDYD, Except Plans 5221, 6889, 7444, 12182, 18882, 22426, 28027, A10059 and H659
PID: 012-994-901 – the “**Property**”
1479 Government St, Ashcroft, BC; David Porter – the “**Applicant**”

RECOMMENDATION(S):

1. **THAT Official Community Plan Amendment Bylaw No. 837, 2020, be introduced and read a first time by title only.**
2. **THAT Official Community Plan Amendment Bylaw No. 837, 2020, be read a second time and taken to Public Hearing in conjunction with a regular Council meeting.**
3. **THAT Zoning Amendment Bylaw No. 838, 2020, be introduced and read a first time by title only.**
4. **THAT Zoning Amendment Bylaw No. 838, 2020, be read a second time and taken to Public Hearing in conjunction with a regular Council meeting.**
5. **THAT neighborhood notification be sent to property owners within 100m of the subject Property to advise of a proposed OCP amendment (in addition to Public Hearing notification).**



A. KRAUSE, RPP, MCIP
Manager of Planning Services



Approved for
Council Consideration
CAO

SUMMARY:

The Property is currently zoned *A1 (Agriculture 1)* and designated in the Official Community Plan (OCP) as *Agriculture*. The Applicant wishes to rezone a western 6.74 ha portion of the Property to the *R1 (Residential 1) Zone* and redesignate the same portion to *Low Density Residential* in the OCP. The Applicant wishes to subdivide off and sell a 6.74 ha portion of the Property. Rezoning is required because the current *A1* zone does not allow a parcel size less than 8 ha. The Applicant has indicated that they ultimately wish to sell the subdivided portion to someone who could proceed with a new phase of subdivision consisting of smaller urban sized lots (similar

to lots existing on Pine Street and Battel Avenue). The proposed zoning, if approved by Council, would enable the 6.74 ha portion to be subdivided into lots as small as 525 square metres. The Applicant is prepared to undertake the two lot subdivision ("Phase 1"), but no developer is currently prepared to undertake the small lot subdivision ("Phase 2"). The remainder of the Property is proposed to remain in the *A1 Zone* and *Agriculture* designation.

BACKGROUND:

Site Characteristics

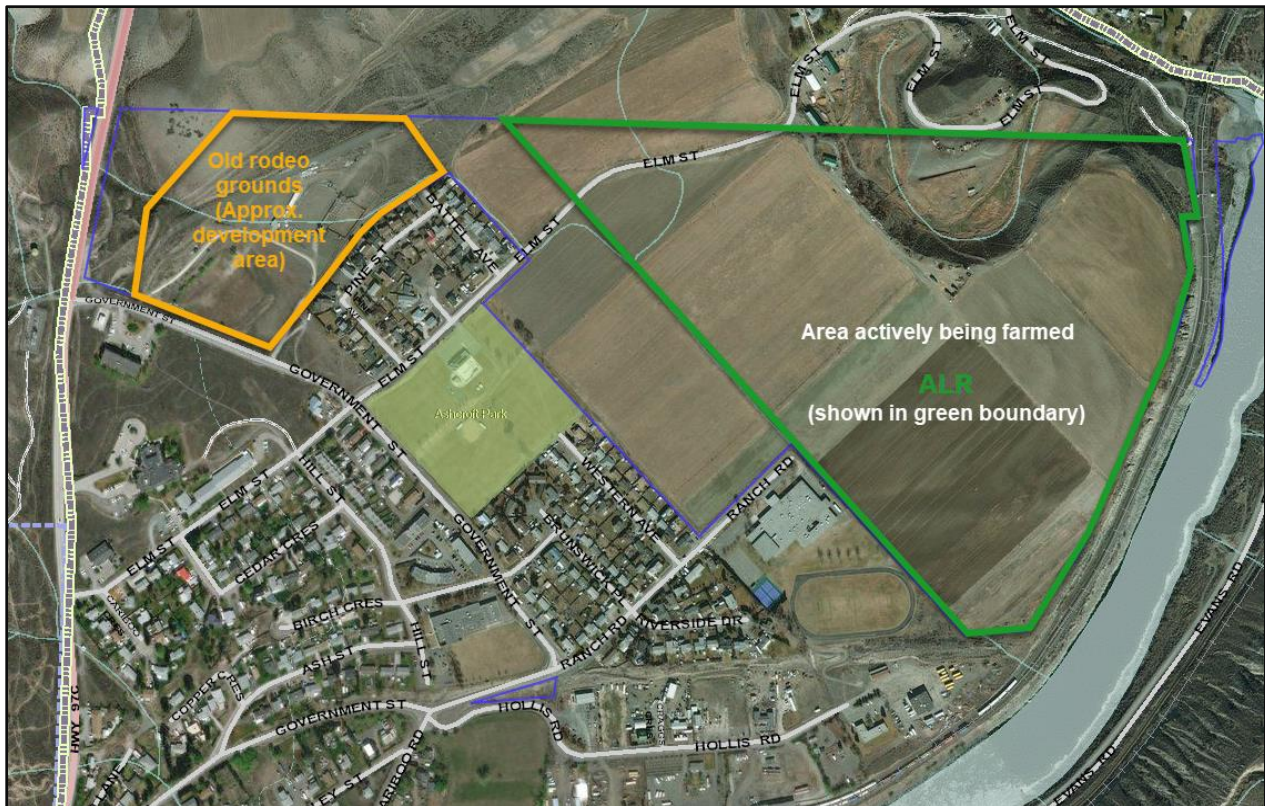
Location	1479 Government Street
Present zoning	A1 (Agriculture 1) Zone
Proposed zoning	R1 (Residential 1) Zone on a <u>western 6.74 ha portion</u> to enable the future subdivision of small urban sized lots where the minimum parcel size is 525 m² for a single-detached dwelling and 750 m² for a duplex or semi-attached dwelling. A1 (Agriculture 1) Zone to continue on the 52.59 ha remainder portion
Parcel Area	59.3 ha (146.6 acres)



The Property is located off of Government Street and has multiple addresses: 1479 Government St, 201 CNR RW Road, 285 Elm St, and 101 CNR RW Rd. For simplicity, 1479 Government St is the referenced address as the portion of the Property proposed to be rezoned fronts Government St. The Property is currently assessed as *Class 1 – Residential* and *Class 9 – Farm* by BC Assessment and contains a single detached dwelling. The 6.74 ha development portion is bare land. The portion of the Property east of Elm St (which traverses the Property) is predominantly flat and actively farmed (crop production); the majority of this eastern portion is also within the Agricultural Land Reserve (ALR). Neighbouring land uses relative to the Property are as follows:

- North: single detached residences, farm use (produce and flower retail)
- East: Thompson River

- South: single detached residences, multi-family residences (townhouses, apartments, assisted living facility), Ashcroft park and pool, Desert Sands Community School (K-12), hospital, and RCMP detachment.
- West: Crown land, Elephant Hill Park



Applicant's Rationale

The Applicant submits that the reason for wanting to sever off a portion of the Property is due to economic hardships, including the wildfires of 2017; subsequent smoke damage to crops the following year which was devastating to their farming business; and lastly, the current Covid-19 pandemic which has dramatically decreased their store hours of operation. The Applicant indicates that the subdivision and sale of the 6.74 ha portion is to support the potential future growth of the Village, as well as to help the Applicant and his family to continue operating Desert Hills Ranch for years to come. The Applicant has indicated that they own other farmland that is *not* in the ALR, but do not wish to sell farmable land as long as they remain in Ashcroft. They also stated that the portion they wish to sell is bare land that used to hold the previous Ashcroft rodeo and is not of any use for farming.

DISCUSSION:

Agricultural Considerations

The portion proposed to be rezoned is not affected by the Agricultural Land Reserve (ALR). The majority of the remainder portion is within the ALR. However, as the proposed subdivision does not impact the ALR boundary, an application to the Agricultural Land Commission (ALC) for subdivision within the ALR is not required for this proposal.

According to data from the Canada Land Inventory (CLI), the entire Property is mapped as Class 5 soils with a limitation of soil moisture deficiency. However, the Property's soils can be improved to Class 1 with irrigation. *Class 1 soils are the highest rated quality for farming. Land in this class either has no or only very slight limitations that restrict its use for the production of common agricultural crops.* The remainder portion is actively cultivated and irrigated. The Applicant has stated that the 6.74 ha portion is "not of any use for farming"; however, no agrologist's report has been provided with this application to substantiate this claim. Further, soils alone are not the only predictor of a land's ability to be farmed as other options (such as greenhouse cultivation) could be viable on the land. Planning Services recommends that Council carefully consider and balance the residential development proposal with the broader agricultural needs and opportunities of the community.

Zoning

The Property is currently zoned *A1 (Agriculture 1)*. The Applicant is proposing to rezone a 6.74 ha western portion to *R1 (Residential 1)* to enable this area to be developed in the future as an urban subdivision comprised of small lots primarily for single detached residences. Essentially, the future development vision is to create a subdivision much like the one along Pine St/ Battel Ave; however, at this stage, the Applicant wishes to limit the subdivision to one new lot (6.74 ha portion). If the proposed land use amendments are approved and the "Phase 1" subdivision is completed, the Applicant plans to sell the new lot; the new zoning would enable urban sized small lots. A new subdivision application and review would be required for "Phase 2" but no public input or further Council adjudication would be required at that stage if this rezoning for single family residential is approved.

The Applicant has provided a preliminary conceptual plan for what a subdivision of urban sized lots might look like (enclosed with this report). Note that this concept is for visual purposes only and is not a legal survey; parcel sizes are not included and as a result the concept cannot be verified to meet the minimum parcel size of the R1 zone. All lots created in a future subdivision will have to adhere to the minimum required parcel sizes and other regulations outlined in the respective zoning. Additionally, other development constraints (such as presence of an archaeological site – discussed further in this report) will limit the number of lots that can be

developed. The 52.59 ha remainder portion is proposed to remain in the existing *A1 (Agriculture 1) Zone*.

Official Community Plan (OCP)

The Property is entirely designated *Agriculture* in the Ashcroft OCP which is not consistent with the proposing R1 zoning. The *Local Government Act* requires that any zoning bylaw amendment adopted by Council must be consistent with the OCP. Therefore, the Applicant has applied to redesignate the proposed new lot to *Low Density Residential*. The Property is not within a Development Permit area. Residential goals/policies relevant to this proposal are as follows:

- Ensure that there is sufficient land designated for residential development to meet the needs for the next 20 years;
- Support the development of a range of residential land uses and housing types including multi-family and single-family houses; and
- Consider options for developing more residential lots in the Mesa Vista area on parcels previously allocated for community uses.

Council must also weigh their residential policies against their agricultural policies. Agriculture goals/policies relevant to this proposal are as follows:

- Support the use of agricultural land to contribute to local food security and build economic development;
- Support the Agricultural Land Commission's objective of retaining agricultural lands and consolidating them into large parcels to maintain their viability for agricultural use; and
- Use agricultural land to support economic development and provision of locally sourced food by:
 - encouraging the maintenance and enhancement of agriculture in those areas designated as Agriculture in this Official Community Plan;
 - encouraging individuals to establish agricultural operations in and around Ashcroft; and
 - encouraging the use of underutilized agricultural land.

Ashcroft's new OCP was adopted in October 2018 and the Property was recently envisioned for future agricultural use. Population projections for the Village have been based on low, medium, and high growth scenarios. In both the low and medium growth scenarios, the OCP projects a future reduction in population. In the high growth scenario, the OCP anticipates a need for 101 new dwelling units in the next twenty years and the demand would need to be met through a mix of single family and multi-family units, as well as housing catered for seniors. The OCP acknowledges that the *Mesa Vista area could accommodate more than 25 single family lots, which would address any growth in the next five years.*

The Applicant has stated that they do *not* wish to undertake subdivision phase 2 (to enable urban sized lots) and currently, they do not have a developer lined up to undertake this. Rezoning and OCP designation change approval does not guarantee that further subdivision into smaller residential lots will occur – it would however pre-zone the land for further residential subdivision without additional Council approval or public input. The OCP vision for agricultural use at this location may be a result of the size of the property and wanting to avoid split designations on land predominantly used for agriculture and in the ALR. Nevertheless, we acknowledge that the *Low Density Residential* OCP designation and urban sized lots in the proposed area would be justifiable from a land use perspective given the close proximity to numerous key services such as the Desert Sands Community School, the hospital, the RCMP detachment, and the Ashcroft pool and park.

Riparian Areas Protection Regulation (RAPR)

Provincial mapping indicates that the Property contains watercourses. If watercourses are verified in the field, a Report from a Qualified Environmental Professional (QEP) would be required as a condition of the subdivision. However, the RAPR will not prevent the rezoning process from moving forward.

Archeological Considerations

The 6.74 ha portion is impacted by a known archaeological site. The Applicant has been notified of the presence of the site and provided with a Provincial notification form on how to ensure compliance with the Provincial *Heritage Conservation Act*. The Applicant has inquired with the BC Archeology Branch regarding the process and requirements and is prepared to undertake archaeological requirements for the initial subdivision.

Archaeological sites must be considered during subdivision stage. If there are known archaeological values on site, the Approving Officer may require an Archaeological Impact Assessment (AIA). This development was discussed with the Village's Approving Officer and an option considered in-lieu of completing an AIA at this time is registering a "no building/no disturbance" Section 219 Covenant on the Property title until an AIA is completed. The Village would have to be named in the Covenant and assume potential enforcement responsibility.

In summary, if the Section 219 Covenant is registered on the Property title in conjunction with this rezoning and assuming all subdivision requirements are met, the severance of the 6.74 ha piece from the parent parcel could be approved. This would enable the Applicant to sell the 6.74 ha piece without having to complete a full AIA at this time, while also ensuring that prospective buyers are made aware that an AIA would have to be completed before any further subdivision or building occurs on the new parcel. Once the AIA is completed, the covenant could be discharged or

amended. So as not to hold up this rezoning process while also meeting legislative requirements, **Planning Services recommends that a “No Disturbance/No Building” Section 219 Covenant be registered against the Property (with the Village named as a charge holder on this covenant) prior to final adoption of the amendment bylaws.** The Applicant has indicated they are agreeable to this covenant. A sample covenant is attached to this report for Council consideration.

Housing Needs Assessment

A Housing Needs Assessment (HNA) was recently completed and approved at the April 27, 2020 Council meeting. Key findings from the HNA relevant to this development proposal are summarized below:

- Total population in Ashcroft is declining.
- In general, the population is increasing in age. However, there may be a change reflected in the next census, which could be due to *increased enrollment at Desert Sands Community School* since 2016 and *moderate increase in the number of adults between 25 and 40* since 2006.
- Lack of access to newer market single family housing to attract workers and families to the area is an issue.
- If population and household growths were to increase between 2020 and 2025, Ashcroft would need 26 units to fulfill this housing demand.
- Housing gap summary indicates a need for various other housing types such as multi-unit, rental, affordable, low barrier for people experiencing homelessness, and accessible homes for seniors.
- In particular, appropriate housing for seniors is a key issue:
 - Inadequate supply of accessible, low maintenance housing for seniors is preventing older residents from being able to leave their large and higher maintenance family homes; and
 - There is a lack of independent and assisted living beds at the Thompson View Manor and Lodge, keeping seniors in their homes past the time when they need additional supports.

Public Consultation

The *Local Government Act* (s. 475) requires Council to consider early and on-going public consultation regarding a proposed OCP amendment. The local government must:

- (a) consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing; and
- (b) specifically consider whether consultation is required with the following:

- (i) the board of the regional district in which the area covered by the plan is located, in the case of a municipal official community plan;
- (ii) the board of any regional district that is adjacent to the area covered by the plan;
- (iii) the council of any municipality that is adjacent to the area covered by the plan;
- (iv) first nations;
- (v) boards of education, greater boards and improvement district boards;
- (vi) the Provincial and federal governments and their agencies.

If the bylaw amendments are granted first and second reading by Council, Staff recommend mailing notice of the proposed OCP amendment to property owners within 100 metres of the subject property in addition to the required Public Hearing notification.

In Closing/Alternative Option

As noted in earlier sections of this report, no public input or further Council adjudication would be required if this rezoning and OCP amendment is approved. As such, if Council believes that the area of the subject development proposal is better suited for alternative housing types as identified in the HNA, now is the time to deliberate that before zoning and OCP amendment approval. As an alternative option, Council may wish to consider maintaining the existing Agricultural OCP designation and A-1 Zoning (by not reading the proposed Bylaw amendments) and instead:

- direct Planning Staff to draft a site-specific amendment to the Zoning Bylaw to enable the creation of a 6.74 ha lot in the A-1 zone (for this Property only); thereby, not pre-zoning the subject area to R1 and specifically low density residential use.

This would still enable the Applicant to proceed with Phase 1 subdivision and enable sale of the new lot. However, this will likely impact land value as a future owner/developer would have to undergo a new rezoning and OCP amendment process to permit uses/density beyond the A-1 zone in the future. At such time, Council would have more opportunity to deliberate and negotiate for alternative housing types such as independent/assisted seniors or multi-family housing. The Applicant has not requested this option, but it is presented for Council consideration. If the proposed rezoning and OCP amendment is approved as requested by the Applicant and a future developer changes their intended use/density (e.g. deciding that multi-family dwellings such as apartments or seniors housing would be more desirable) then they can apply to Council for further zoning and OCP amendments which would also trigger new public input.

Referrals and Liaison:

- **Ministry of Transportation and Infrastructure (MoTI) – Cariboo District** has no objection in principle to the proposed rezoning application, but they indicate that their comments in no

way constitutes subdivision approval pursuant to Section 80 of the *Land Title Act* as the proposal is adjacent to a controlled access highway (97C) requiring Ministry approval. The subdivision application should be provided to the Ministry for preliminary review and comments. The Zoning Amendment Bylaw must be sent to MoTI for their signature prior to final adoption as the Property is located within 800 metres of a controlled access highway.

- **Interior Health Authority (IHA)** has commented that the proposal should consider:
 - The consequence of land taken out of the agricultural zone. Is this subdivision in an area that is suitable for food crops?
 - The expansion of the water and sewage system. Housing growth within communities with existing well-maintained infrastructure is beneficial to the health of the population.
 - The design of the neighbourhood is crucial to encourage and support healthy lifestyles. Do transportation options include walking and cycling to enable opportunities for social connection and access to amenities in the community? Transportation and neighbourhood design should accommodate all ages and abilities.
 - The housing stock should increase opportunities for the population to access a variety of housing forms to create safe, affordable, and quality options.
- **Village of Ashcroft – Public Works Department** has responded citing the following concerns:
 - Drainage onto and off of the Property;
 - Additional water demand to service the Property; and
 - Sewer system being able to handle the capacity in the future.

They noted that these issues can be dealt with under the Subdivision Servicing Bylaw at a future date.

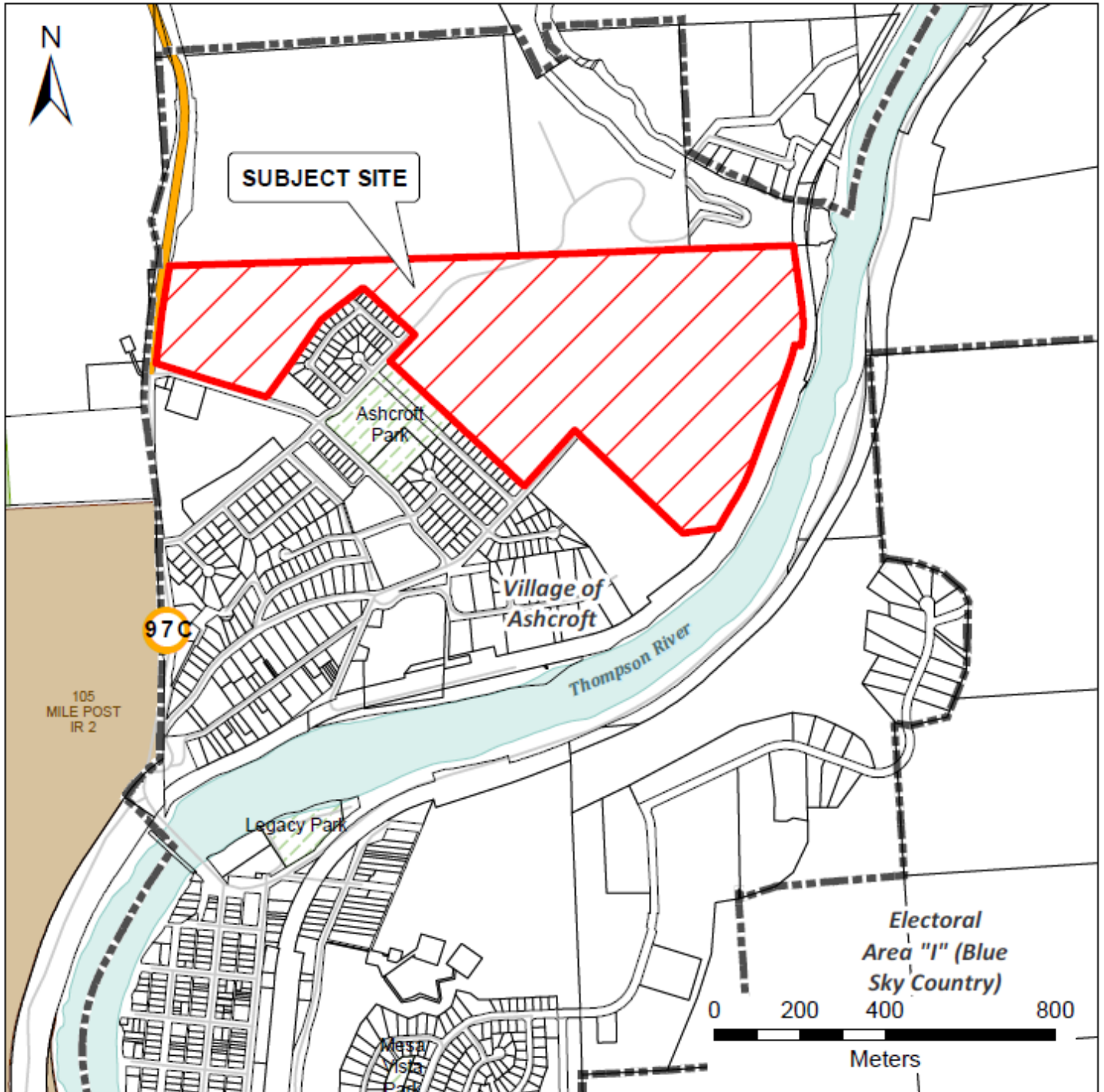
- **Village of Ashcroft – Volunteer Fire Department** has not responded as of this report date.

Attachments

- Location Map
- Official Community Plan Designation Map
- Zoning Map
- Ortho Photo
- Subdivision Plan (“Phase 1”) submitted by the Applicant
- Conceptual Subdivision Plan (“Phase 2”) submitted by the Applicant
- DRAFT “No Disturbance/No Building” Section 219 Covenant
- Official Community Plan Amendment Bylaw No. 837, 2020
- Zoning Amendment Bylaw No. 838, 2020

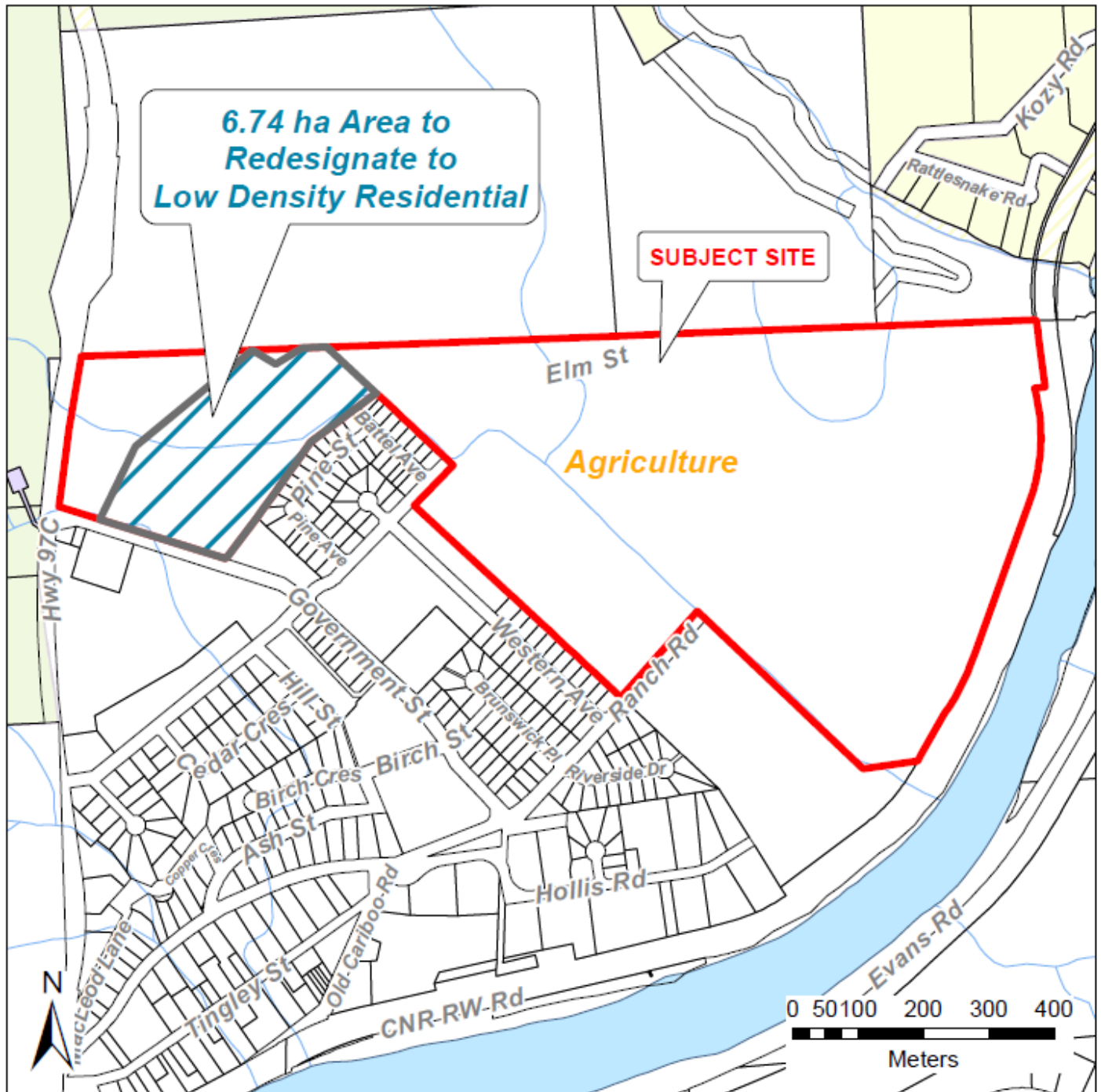
REZONING & OCP AMENDMENT APPLICATION
RZ 20-01 & OCP 20-01

Location Map



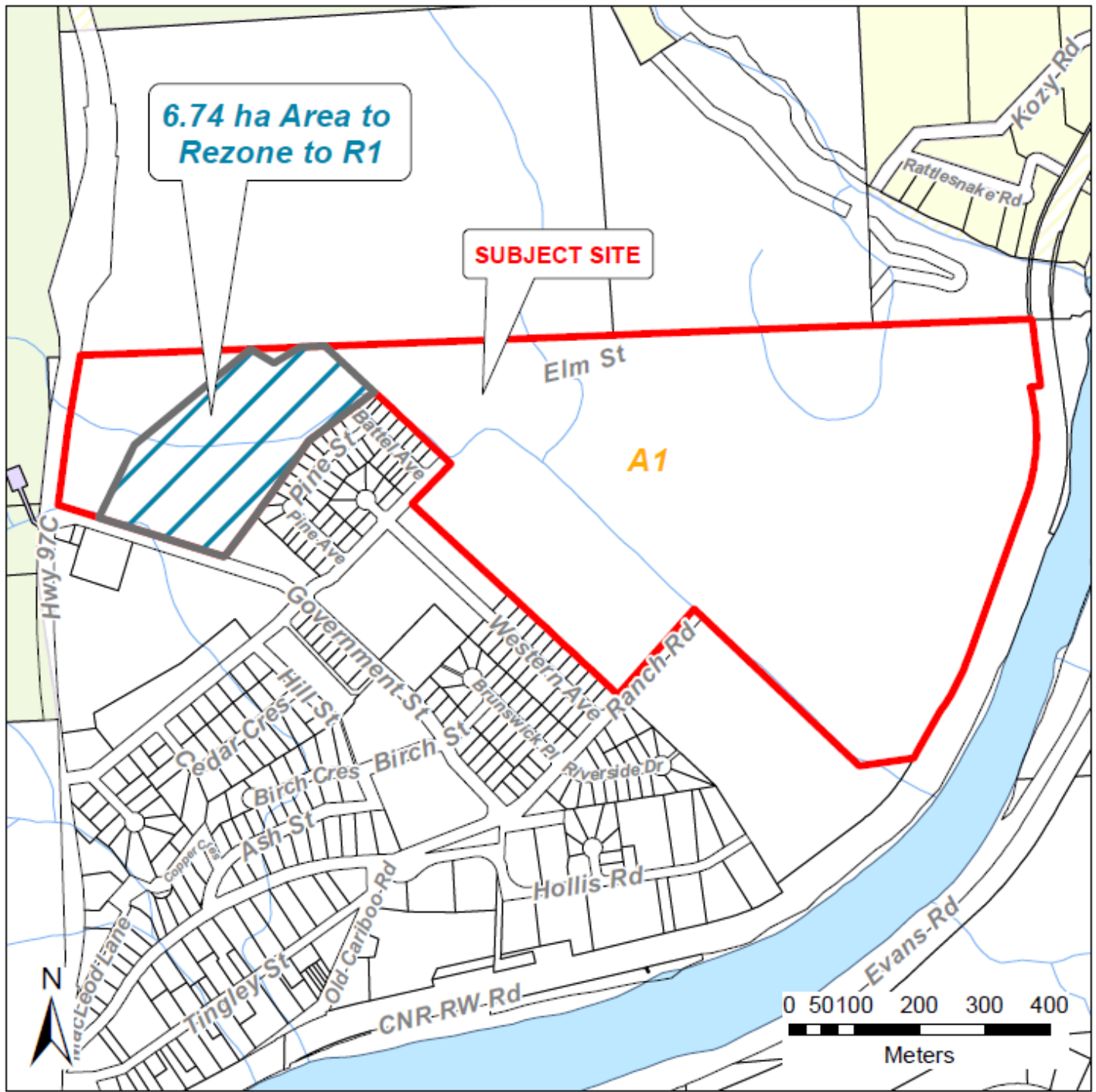
REZONING & OCP AMENDMENT APPLICATION
RZ 20-01 & OCP 20-01

Official Community Plan (OCP) Designation Map



REZONING & OCP AMENDMENT APPLICATION
RZ 20-01 & OCP 20-01

Zoning Designation Map

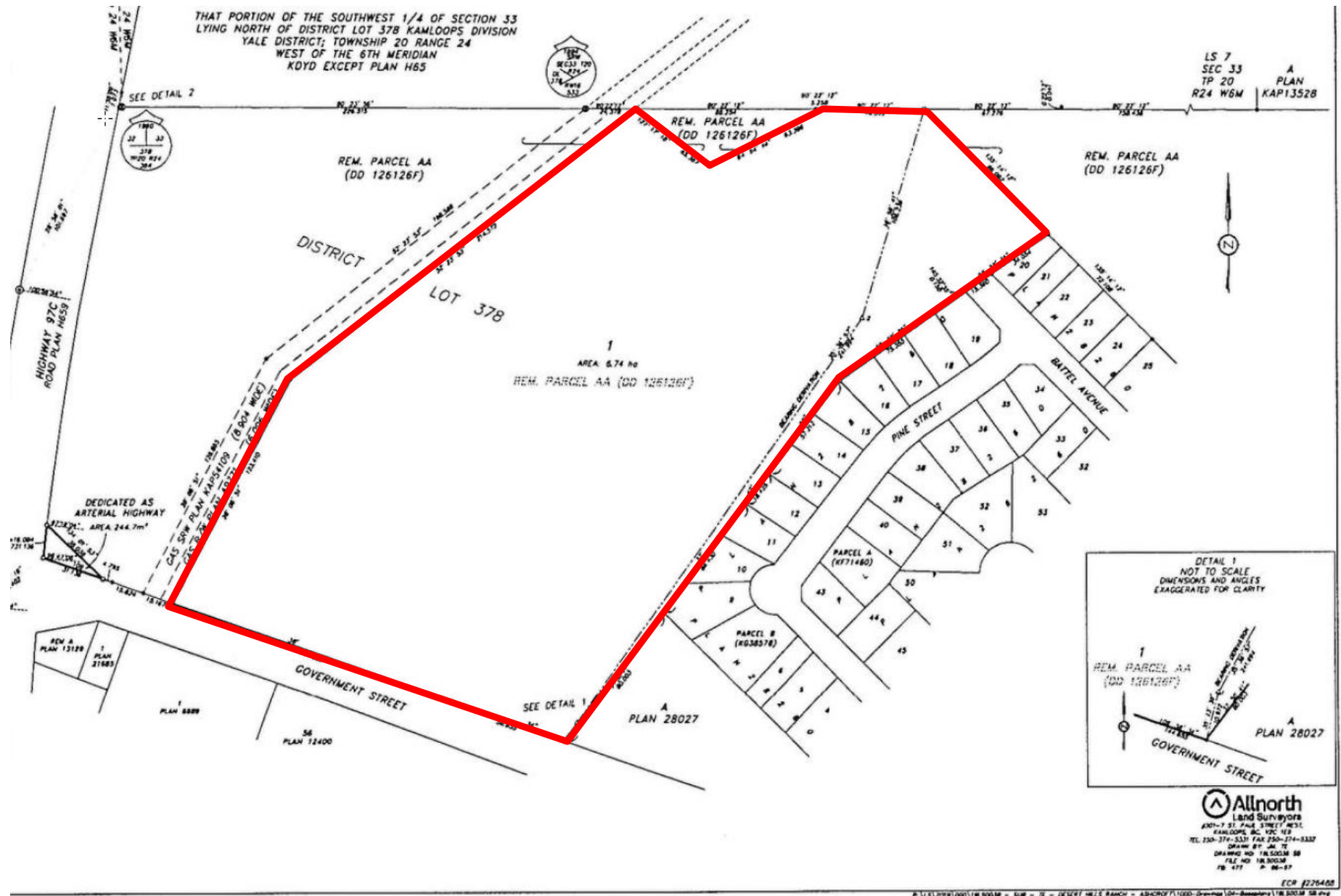


REZONING & OCP AMENDMENT APPLICATION
RZ 20-01 & OCP 20-01

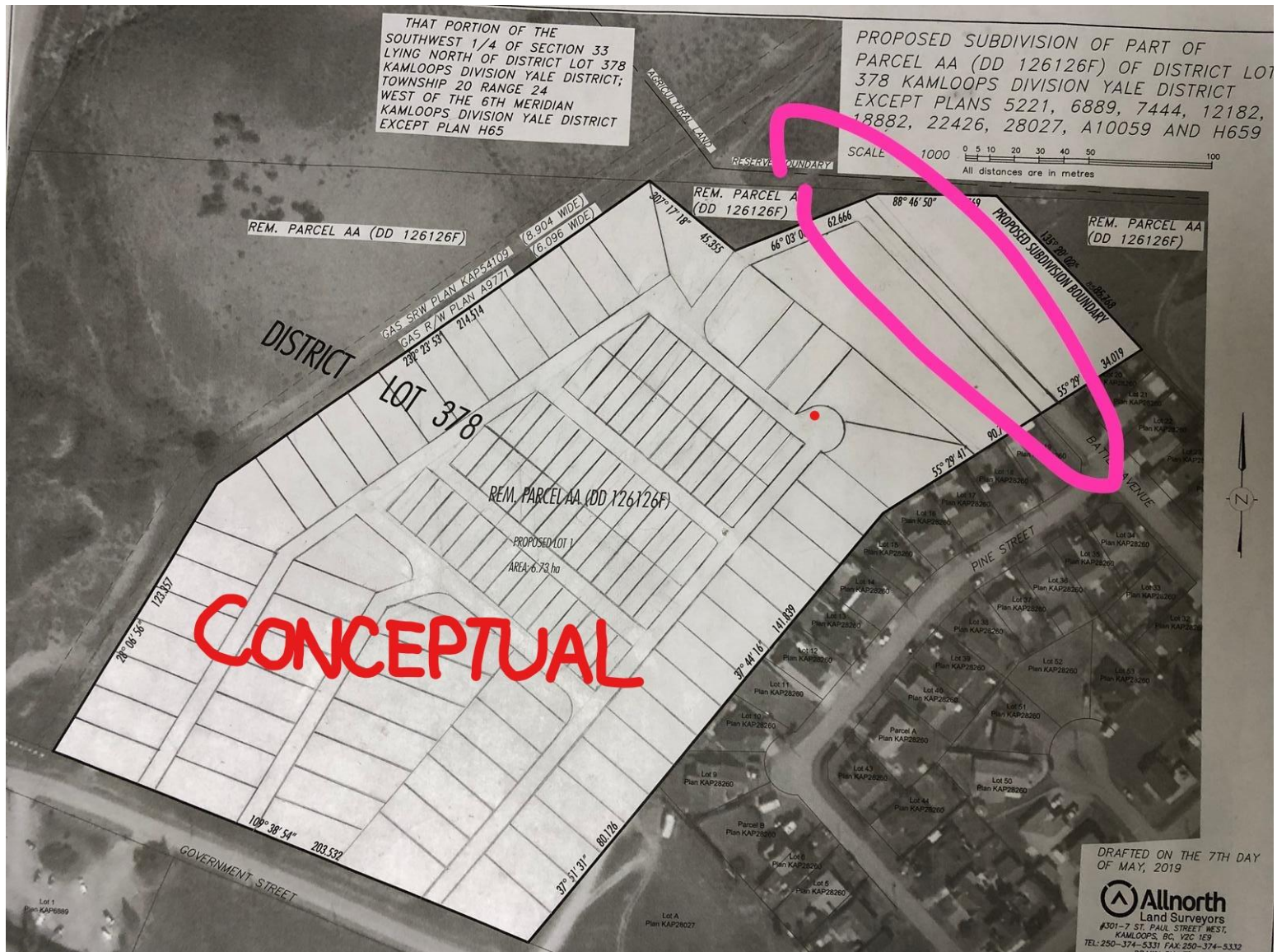
Ortho Map



Subdivision Plan ("Phase 1") submitted by the Applicant



Conceptual Subdivision Plan ("Phase 2") submitted by the Applicant



TERMS OF INSTRUMENT - PART 2

ARCHAEOLOGICAL COMPLIANCE COVENANT (SECTION 219 *LAND TITLE ACT*)

WHEREAS:

- A. The Land contains archaeological site EeRh-250 protected under the provisions of the *Heritage Conservation Act*.

NOW THEREFORE in consideration of the premises and the sum of \$1.00 now paid by the Transferee to the Transferor (the receipt and sufficiency of which is acknowledged by the Transferor), the parties agree as follows:

1. In this Part

“Land” means the land described in item 2 of Part 1 of this General Instrument [or an area indicated clearly on an attached plan]

2. The Transferor covenants with the Transferee that it will not:

- (a) deposit on the Land, or any part of it, any earth, fill or other material for the purpose of filling in or raising the level of the Land;
- (b) remove, destroy, damage or disturb any *Heritage Conservation Act* protected archaeological object;
- (c) remove or displace any soil from the Land; or
- (d) construct, erect or place any building, modular home, mobile home or unit, improvement or structure on the Land;

or permit any of the foregoing to be done without the prior written consent of the Transferee, which consent may be withheld at the absolute discretion of the Transferee.

3. The Transferor acknowledges and agrees with the Transferee that in order for the Transferee to provide its consent to the Transferor to undertake any of the activities set out in section 2, it may, among other things, require the Transferor to carry out appraisals, inspections, inventories, surveys, studies, analyses and other investigations of the Land and the potential archaeological impact of any such activity on the Land and the Transferor will carry out all such appraisals, inspections, inventories, surveys, studies, analyses and other investigations at its expense.

4. The Transferor will indemnify and save the Transferee harmless from all actions, causes of actions, claims, demands, suits, losses, damages, debts, accounts, liabilities, costs, expenses and compensation of any kind, including fees of solicitors and other professional advisors, arising out of any breach, violation or non-performance by the Transferor of the covenants set out in sections 2 and 3.
5. No term, condition, covenant or other provision or breach of this Agreement will be considered to have been waived by the Transferee unless such waiver is expressed in writing by the Transferee and any such waiver is not a waiver of any other term, condition, covenant, or other provision or any other breach of this Agreement.
6. This Agreement extends to, is binding upon and enures to the benefit of the parties and their respective heirs, executors, administrators, successors and assigns.
7. In this Agreement, unless the context otherwise requires, the singular includes the plural and the masculine includes the feminine gender and a corporation.
8. This Agreement will be interpreted according to the laws of the Province of British Columbia.
9. Where there is a reference to an enactment of the Province of British Columbia in this Agreement, that reference includes a reference to any subsequent enactment of the Province of British Columbia of like effect and, unless the context otherwise requires, all statutes referred to in this Agreement are enactments of the Province of British Columbia.
10. If any section of this Agreement, or any part of a section, is found to be illegal or unenforceable, that part or section, as the case may be, will be considered separate and severable and the remaining parts or sections, as the case may be, will not be affected and will be enforceable to the fullest extent permitted by law.
11. This Agreement will be registered as a charge against the Land pursuant to section 219 of the *Land Title Act*.

THIS IS THE INSTRUMENT CREATING THE CONDITION OR COVENANT ENTERED INTO UNDER SEC. 219 OF THE *LAND TITLE ACT* BY THE REGISTERED OWNER(S) REFERRED TO HEREIN.

APPROVING OFFICER
VILLAGE OF ASHCROFT

CONSENT AND PRIORITY AGREEMENT
(Liens, Charges and Encumbrances)

Royal Bank of Canada, being the holder of the following registered charges, HEREBY CONSENTS TO the granting of the within Covenant and agrees that the same shall be binding upon and take priority over its interest in or charges upon the Lands.

Type of charges: MORTGAGE
ASSIGNMENT OF RENTS

Registration Numbers of Charges: CA7471322
CA7471323

IN WITNESS WHEREOF, Royal Bank of Canada has executed this Consent and Priority Agreement by signing paragraph 8 of Part 1 of the Form C under the *Land Title Act* to which this Consent and Priority Agreement is attached.

END OF DOCUMENT

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 837

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:

The western 6.74 ha portion of Parcel AA (DD 126126F) of District Lot 378, Kamloops Division Yale District, Except Plans 5221, 6889, 7444, 12182, 18882, 22426, 28027, A10059 and H659, be redesignated from Agriculture to Low 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. 837, 2020”.

READ A FIRST TIME THIS _____ DAY OF _____, 2020

READ A SECOND TIME THIS _____ DAY OF _____, 2020

PUBLIC HEARING HELD THIS _____ DAY OF _____, 2020

READ A THIRD TIME THIS _____ DAY OF _____, 2020

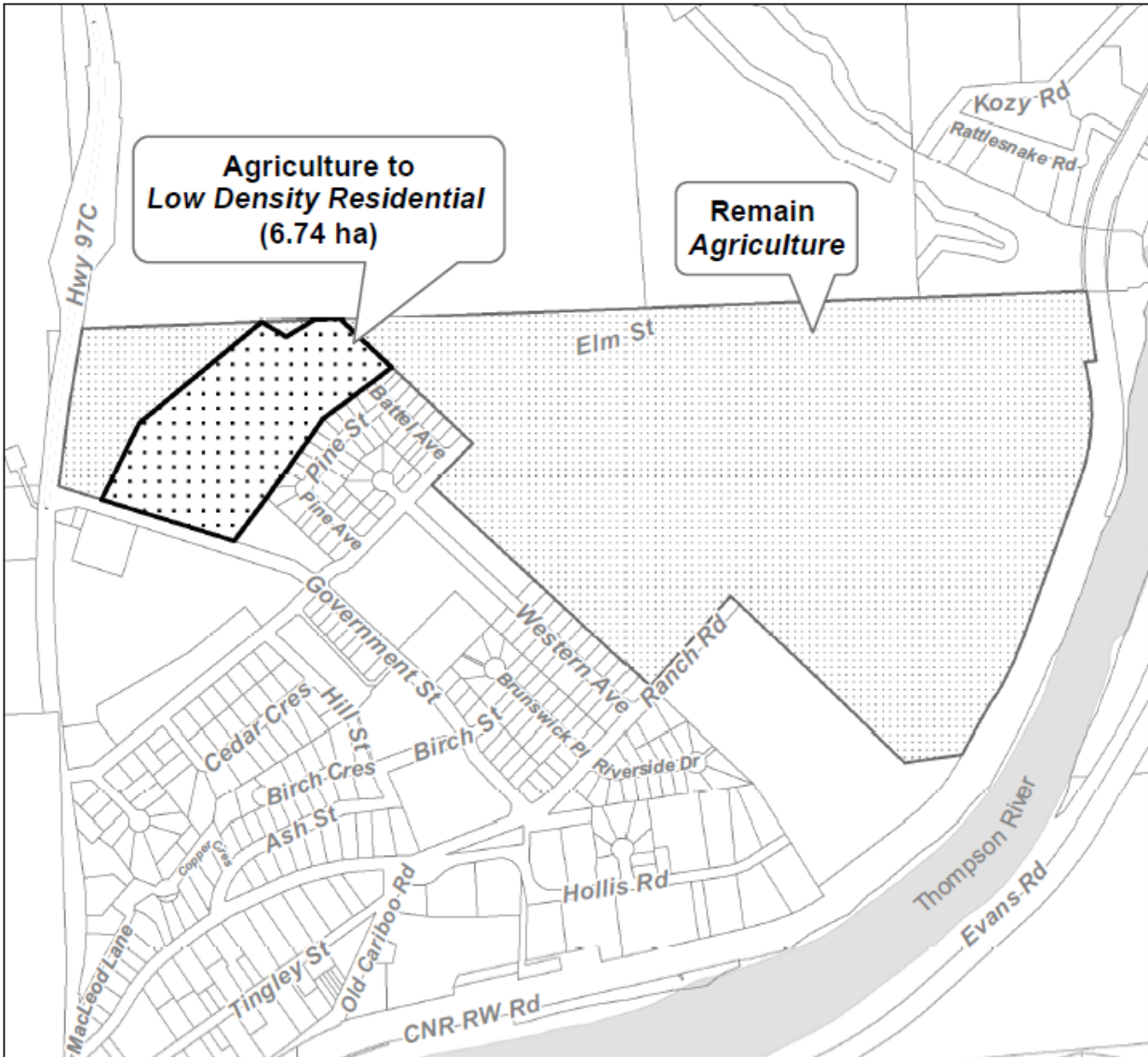
RECONSIDERED AND ADOPTED THIS _____ DAY OF _____, 2020

Barbara H. Roden, Mayor

Certified to be a true and correct copy
of Bylaw No. 837 as adopted by Council.

Daniela Dyck, Chief Administrative Officer

SCHEDULE "1"



This Schedule "1" is incorporated in and forms part of Bylaw No. 837, 2020.

Certified Correct:

Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 838

A bylaw to amend the Village of Ashcroft Zoning Bylaw No. 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, is hereby amended by adding the following:

a. Schedule B – Zoning Bylaw Map be amended as follows:

The western 6.74 ha portion of Parcel AA (DD 126126F) of District Lot 378, Kamloops Division Yale District, Except Plans 5221, 6889, 7444, 12182, 18882, 22426, 28027, A10059 and H659, be rezoned from A1 (Agriculture 1) to R1 (Residential 1) 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. 838, 2020”.

READ A FIRST TIME THIS _____ DAY OF _____, 2020

READ A SECOND TIME THIS _____ DAY OF _____, 2020

PUBLIC HEARING HELD THIS _____ DAY OF _____, 2020

READ A THIRD TIME THIS _____ DAY OF _____, 2020

APPROVED by the Ministry of Transportation and Infrastructure this _____ DAY OF _____, 2020

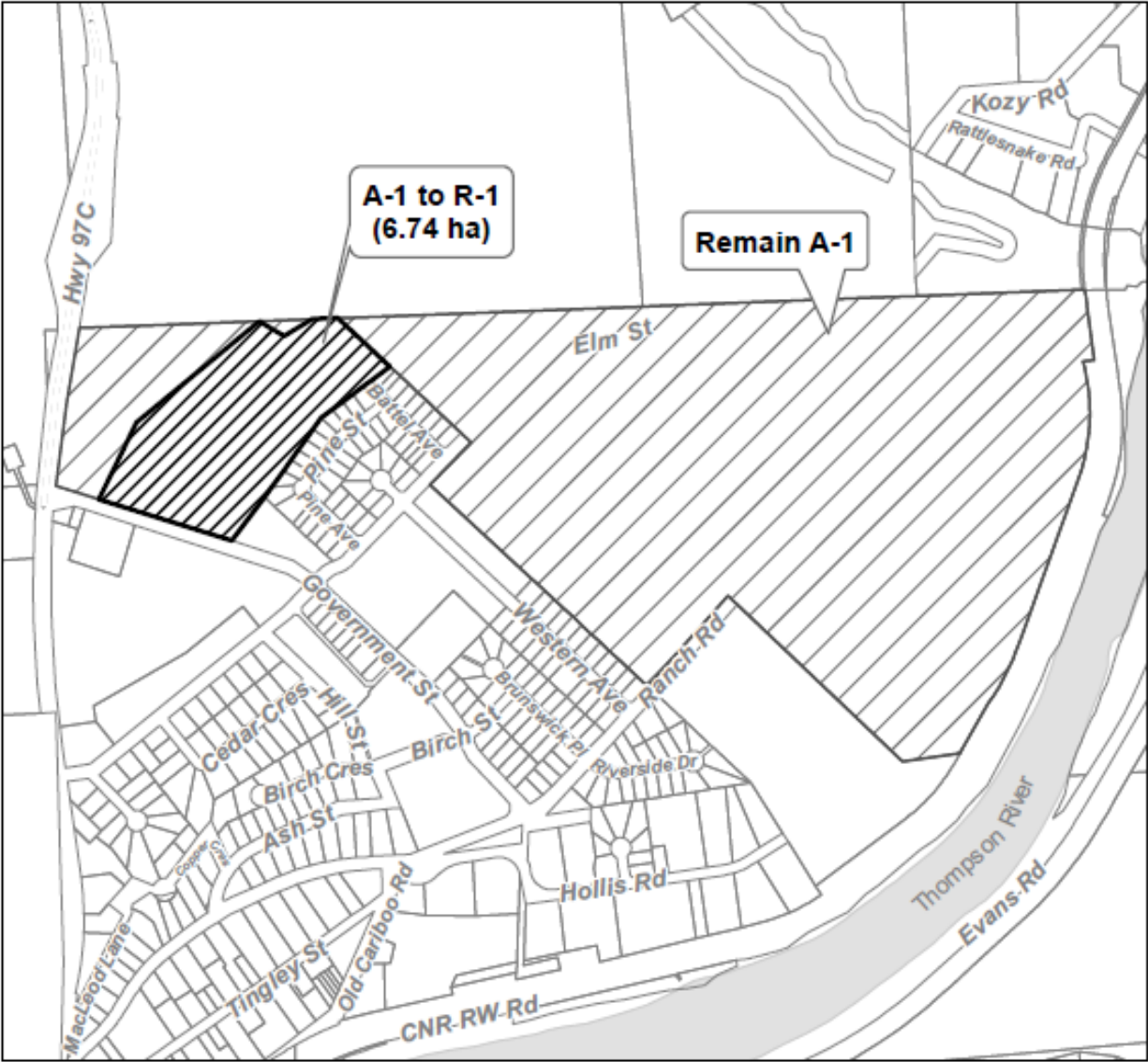
RECONSIDERED AND ADOPTED THIS _____ DAY OF _____, 2020

Barbara H. Roden, Mayor

Certified to be a true and correct copy
of Bylaw No. 838 as adopted by Council.

Daniela Dyck, Chief Administrative Officer

SCHEDULE “1”



This Schedule “1” is incorporated in and forms part of Bylaw No. 838, 2020.

Certified Correct:

Chief Administrative Officer

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: May 11, 2020
FROM: Daniela Dyck, Interim Chief Administrative Officer
SUBJECT: Legion Branch 113 – Skateboard Park Lease Agreement

Purpose

To request Council approval for the Mayor and Interim CAO to sign the Lease agreement between the Village of Ashcroft (lessee) and the Royal Canadian Legion Branch # 113 (lessor).

Recommendation

That Council approve the Mayor and Interim CAO to sign the five-year lease agreement between the Village of Ashcroft and the Ashcroft Legion Branch #113 for the property known as the Village of Ashcroft Skateboard Park located at:

Lot 7-8, Block 17, Plan 189, District Lot 423, Kamloops Division of Yale District, Exc. W. 60ft. and L8 Exc. Plan B5900, Pcl. A, Lot 9A & 9B, Lot 10A & 10B, P.I.D. # 012-621-111, 012-621-129

Alternatives

“That Council not approve the Mayor and Interim CAO to sign the lease agreement and that edits be made to the lease prior to signing.

Discussion

The Village of Ashcroft and the Royal Canadian Legion Branch 113 have had a previous lease agreement for the Skate Park; however, this agreement is expired and requires renewal. In previous years, the lease remuneration has been \$1.00/year, this year, the lessor has asked that a different arrangement be determined in the lease. As most Legion members are elderly and have difficulty removing the snow from the sidewalks fronting the Legion property, the Legion requested that snow removal be the fee for the property use.

The Public Works department is agreeable to the terms and will remove the snow beginning at the Skateboard Park (Lot 9) on Brink Ave and ending at the Legion Property line on Third St. (Lot 12) See schedule A of the Lease Agreement. Snow removal will be for Lots 9, 10, 11 and 12.

Strategic/Municipal Objectives

To provide recreational opportunities and parks for the residents of Ashcroft.

Legislative Authority

Official Community Plan

Financial Implications

Snow removal costs by the Public Works Department as per attachment.

Attachment Listing

Lease Agreement

Prepared by:



Daniela Dyck
Interim Chief Administrative Officer

LEASE

BETWEEN: **THE ROYAL CANADIAN LEGION BRANCH NO. 113 (lessor)**
PO Box 77
Ashcroft, BC
V0K 1A0

AND: THE CORPORATION OF THE VILLAGE OF ASHCROFT (lessee)
PO Box 129
Ashcroft, BC
V0K 1A0

The lessor and lessee wish to enter into a lease whereby the lessee will have use of a portion of the land (formerly the site of the Court House) for use as a skateboard park for the young people of the community.

The land in question is legally described as:

**Lot 7-8, Block 17, Plan 189, District Lot 423, Kamloops Division of Yale District,
Exc. W. 60ft. and L8 Exc. Plan B5900, Pcl. A, Lot 9A & 9B, Lot 10A & 10B, P.I.D. #
012-621-111, 012-621-129**

That part of the above land to be used by the lessee is outlined in red on the diagram attached as Schedule "A" (hereinafter called "the lands").

The term of the lease shall be from May 1st, 2020 to April 30th, 2025.

The rent payment shall be in lieu of sidewalk snow removal by the lessee's public works department of all sidewalks bordering the Royal Canadian Legion Branch No. 113 property. (Highlighted in green on Schedule "A")

The lessee shall:

1. Remove all snow from the sidewalks bordering the lessor's property located at Lots 9, 10, 11 and 12 Brink Street and Lot 12 Third Avenue, less the Easterly 30 feet of lot 12 facing Third Avenue;
2. pay annually the relevant taxes and frontage charges levied on the portion of the lands being used;
3. be responsible for all damage incurred to these lands;
4. save the lessor harmless from any damages arising from the use of the lands;
5. provide the fixtures and fittings necessary for the intended use of the lands;
6. not sublet or assign without prior approval of the lessor;
7. have the option of terminating this lease by giving three months notice in writing to the lessor;
8. provide Public Liability Insurance to hold the lessor free of any action.

The tenancy will become a month to month rental if the lessee continues to occupy the premises after the expiry of this lease, if a new lease is not entered into.

Agreed by both parties this _____ day of _____, 2020.

**THE CORPORATION OF THE VILLAGE
OF ASHCROFT**

**ROYAL CANADIAN LEGION
BRANCH 113**

Barbara Roden, Mayor

President

**Daniela Dyck,
Interim Chief Administrative Officer**

Treasurer

att: Schedule "A"

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: May 11, 2020
FROM: Daniela Dyck, Interim Chief Administrative Officer
SUBJECT: NDIT – Regions Business Liaison Funding Program

Purpose

Request Council approval to submit an application for funding to NDIT under the Regional Business Liaison Program.

Recommendation

That Council approve staff to collaborate with regional neighbours, Community Futures and DMO's and submit an application to NDIT's Regional Business Liaison funding program to support small and medium business sustainability and recovery.

Alternatives

"That Council not approve the application to NDIT's Regional Business Liaison program, and that further research and regional neighbouring community commitment be established prior to application.

Discussion

NDIT recently announced the launch of the new Regional Business Liaison program. The Regional Business Liaison program provides a financial incentive to encourage Community Futures Development Corporations, Chambers of Commerce, local governments, community economic development entities, or regional destination marketing organizations to hire locally based talent to provide business support services for the region.

The funding is a one-time offering on behalf of Northern Development to provide additional community-based resources to support small and medium enterprises in accessing support programs made available in response to the COVID-19 pandemic.

Northern Development will make funding available to support up to three regional business liaison positions per Northern Development region (Northeast, Northwest, Prince George, and Cariboo-Chilcotin/Lillooet), for a total of up to 12 positions throughout Northern B.C. for a one-year term.

This is a perfect opportunity for CFSUN, DMO's, Communities and First Nations to collaborate and work together to support the business community for sustainability and recovery. An initial email has been sent to the COVID-19 Regional Committee to gather insight and support. The area that would be supported by the Business Liaison program includes Spences Bridge to Clinton.

Strategic/Municipal Objectives

To provide stability and assist the business community with sustainability and recovery efforts mid and post the COVID-19 pandemic.

Legislative Authority

Official Community Plan, Economic Development and Tourism Plan

Financial Implications

\$75,000 Grant funded 100%

Attachment Listing

Nil

Prepared by:

Daniela Dyck
Interim Chief Administrative Officer

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: May 11, 2020
FROM: Daniela Dyck, Interim Chief Administrative Officer
SUBJECT: Ashcroft Indian Band / Village of Ashcroft Protocol Agreement

Purpose

To request Council approval for the Mayor to sign the proposed Protocol Agreement between the Ashcroft Indian Band and the Village of Ashcroft as a result of the Community-2-Community (C-2-C) Forum held earlier this March.

Recommendation

That Council approve the Mayor to sign the Protocol Agreement between the Ashcroft Indian Band (AIB) and the Village of Ashcroft (VOA).

Alternatives

"That Council not approve the Mayor sign the Protocol Agreement and that edits be made to the agreement with the approval of AIB prior to signing.

Discussion

The intent of the Community-2-Community Forum was to bring the two communities' leadership together and to establish ongoing communication. The development of a Protocol Agreement (PA) was the end result.

The C-2-C facilitator Mike Simpson drafted the PA and forwarded it to AIB and VAO for Council consideration. AIB agrees that the PA reflects the decisions and comments made at the forum and is prepared to sign the agreement.

Strategic/Municipal Objectives

To provide stability and collaboration opportunities between local First Nations and the Village of Ashcroft.

Legislative Authority

Official Community Plan

Financial Implications

Nil

Attachment Listing

Draft Protocol Agreement

Prepared by:



Daniela Dyck
Interim Chief Administrative Officer



Protocol Agreement Village of Ashcroft and Ashcroft Indian Band As at March 12, 2020



The **purpose** of this protocol agreement is:

- To establish ongoing communication
- To bring the communities together
- To encourage collaboration
- To promote utilization of various community resources, organizations and infrastructure

The Village of Ashcroft and Ashcroft Indian Band have the following **shared goals**:

- Ashcroft is one community - the barrier between them is invisible
- All people in Ashcroft are one
- Community organizations are strong, utilized, successful, and financially viable
- A better community for our children and grandchildren will exist

The Village of Ashcroft and Ashcroft Indian Band agree on the following **principles**:

- Mutual respect for each other's mandates, policies and that this protocol doesn't impede their individual mandates or policies
- Mutually respect each other's culture
- This agreement is a living document
- Good relations require trust, transparency and frequent and effective communication
- Good relations for the long term require shared commitments and stated objectives

The Village of Ashcroft and Ashcroft Indian Band agree to **do** the following:

- **Communicate** in various formats (meetings, phone calls, coffee), among elected officials and staff
- **Meet** in a culturally safe and sensitive space at least annually on a council to council basis with a shared meal and involve staff at least once annually
- **Collaborate** on various initiatives, including but not limited to economic development, shared infrastructure and services, emergency response, natural resource management, and may involve joint projects or letters of support for each other
- **Work together** to host joint community events
- Have an annual **fun event** (e.g., a baseball tournament, community BBQ)
- **Monitor progress** on joint initiatives, follow through to completion.

Signed on this ___ day of ____, 2020

Chief Greg Blain

Mayor Barbara Roden

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: May 11, 2020
FROM: Daniela Dyck, Interim Chief Administrative Officer
SUBJECT: Respectful Workplace Policy No. P-01-2020

Purpose

To request Council approval of the proposed Respectful Workplace Policy No. P-01-2020.

Recommendation

That Council approve the Village of Ashcroft Respectful Workplace Policy No. P-01-2020

Alternatives

“That Council not approve the Village of Ashcroft Respectful Workplace Policy No. and that staff revise the Policy and bring it back for approval.

Discussion

WorkSafe BC requires that all employers provide Health and safety programs that are aimed at ensuring workers are protected, risks are minimized, and a healthy and safe workplace is maintained. All employers must establish some form of health and safety program at the workplace. The development of a Respectful Workplace Policy is an objective that falls under this requirement.

This Policy was developed in tandem with the Workplace Bullying and Harassment Policy. The Respectful Workplace Policy provides the parameters of acceptable and unacceptable behaviours and the Bullying and Harassment provides the processes for implementation. Employers must implement procedures for responding to reports or incidents of bullying and harassment. The procedures must ensure a reasonable response to the report or incident and aim to fully address the incident and ensure that bullying and harassment is prevented or minimized in the future.

The Village of Ashcroft Health and Safety committee has had an opportunity to review the proposed policy and provide input. The draft before Council today is being brought forward jointly as agreed upon by management and the Health and Safety Committee.

Strategic/Municipal Objectives

To provide a safe environment for all Village staff, Council and the public.

Legislative Authority

Occupational Health and Safety Act, WorkSafe BC

Financial Implications

Nil

Attachment Listing

Respectful Workplace Policy No. P-01-2020

Prepared by:



Daniela Dyck
Interim Chief Administrative Officer

PERSONNEL POLICY

TITLE: Respectful Workplace Policy		POLICY #: P-01-2020
Authority: Chief Administrative Officer	Effective Date: Review Date:	
Issued By: Issued Date:	Approved By: Approved Date: Resolution #:	

1.0 PURPOSE:

The purposes of the Respectful Workplace policy is:

- to formalize the responsibility and commitment of the Village of Ashcroft to ensure that all employees, elected officials, volunteers, residents, customers and visitors enjoy a workplace and service environment that is free from any form of discrimination or harassment (including sexual harassment).
- to establish that the Village of Ashcroft promotes a work environment in which all employees, elected officials and volunteers are treated with respect and dignity and can contribute to a productive and professional atmosphere.
- To ensure that all employees, elected officials and volunteers understand what is meant by a respectful workplace and know what to do to ensure that a respectful workplace is created and maintained at the Village of Ashcroft.
- To provide processes and procedures to handle complaints and remedy situations when workplace discrimination, harassment or conflict, as defined by this policy, occurs.

Nothing in this Policy should be construed as depriving employees covered under the collective agreement of CUPE Local 900, of their rights under the collective agreement. The intention is for this policy to work in conjunction with any language on discrimination contained in the collective agreement.

2.0 SCOPE:

GENERAL

What is a respectful workplace?

- A respectful workplace is one which is free from discrimination and harassment as prohibited by the *BC Human Rights Code*. Discrimination and harassment are not tolerated at the Village of Ashcroft. All employees, elected officials, volunteers, residents, customers and visitors at the Village of Ashcroft shall have a respectful experience free from discrimination and harassment.

- A respectful workplace is a workplace where each employee, elected official, volunteer, resident, customer and visitor feels comfortable and is treated fairly and civilly by others. All employees, elected officials and volunteers of the Village of Ashcroft are expected to conduct themselves in a friendly, courteous and professional manner. The philosophy which must be shared by employees, elected officials and volunteers of the Village of Ashcroft, is “treat others as you would have them treat you”. Employees and elected officials are expected to consider the feelings and pride of others and to respect their unique backgrounds and contributions.
- A respectful workplace promotes cooperative and collaborative behaviors including healthy group dynamics and proactive problem solving.

Each member of management and each elected official at the Village of Ashcroft will act as a model for his/her staff and will perform his/her supervisory duties in a respectful, non-discriminatory way.

In order to foster a respectful workplace, everyone at the Village of Ashcroft must understand that this policy applies to all. Every employee, elected official and volunteer must accept his or her responsibility and accountability to ensure that a discrimination and harassment free work and service environment exists at the Village of Ashcroft.

Our Commitment to Employment Equity

The Village of Ashcroft incorporates the intent of the respectful workplace policy in its hiring practices. The Village of Ashcroft promotes equal access to jobs, promotions, transfers, pay increases, training and development opportunities, and other aspects of employment to all individuals.

The Village of Ashcroft will provide fair and equal opportunities to all employees and prospective employees. The Village of Ashcroft will employ people who are capable of carrying out the work available, regardless of their ethnicity, gender, culture, religion, age or affiliations.

How Do We Define Respectful Communication?

English is the language for communicating about the work of the business. While employees may speak in a language other than English at work, each employee must be aware of how their choice of language is affecting others. If an individual in a group does not understand the language being spoken, he/she may feel excluded and uncomfortable. This is contrary to the spirit of a respectful workplace, which promotes a workplace where employees feel comfortable and included.

What is Discrimination?

Discrimination refers to unfair, differential treatment of individuals or groups and is prohibited by law. Discrimination may be intentional or unintentional and often stems from prejudice and/or stereotypes we have of others. Discrimination can result in one individual or group having an advantage over another. Discrimination can cause an individual or group to be excluded from activities, which they have the right to be included in.

All employees, elected officials and volunteers at the Village of Ashcroft are protected from discrimination in employment by the *BC Human Rights Code* on the following grounds: race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, political belief or unrelated criminal or summary conviction.

All residents and visitors who access the services provided by the Village of Ashcroft are protected from discrimination by the *BC Human Rights Code* on the following grounds: race, color, ancestry, place of origin, religion, marital status, family status physical or mental disability, sex or sexual orientation of that person or class of persons.

What is Harassment?

Harassment is a type of discrimination. It is a serious violation of fundamental human rights. Harassment means engaging in a course of annoying comment or conduct that is known or ought reasonably to be known to be unwelcome, and is tied to a prohibited ground of discrimination. It is behavior which causes distress and serves no legitimate work-related purpose. Harassment attacks a person's dignity, health and well-being. It is an unwarranted comment or conduct that humiliates, intimidates, excludes, isolates and undermines the individual's self-esteem due to membership in a protected group. It can be a single incident (in the case of physical contact) or a pattern of repeated incidents directed against an individual or group. Whether intentional or unintentional, harassment demonstrates a lack of respect for the individuality and the dignity of those it targets.

Harassment behaviour includes, but is not limited to:

1. Physical threats or intimidation
2. Words, gestures, actions or jokes which may humiliate, degrade or abuse
3. Distribution or displaying of offensive pictures or materials, including materials on computers.

What is Sexual Harassment?

Sexual harassment is a type of discrimination under the *BC Human Rights Code*. Sexual harassment is uninvited and unwelcome conduct this is sexual in nature that may detrimentally affect the work or service environment or lead to adverse job related or other consequences for the victim of harassment. The term "sexual harassment" has come to be used to identify those kinds of sexual coercion and exploitation of women and men in a formal or structured relationship in which we have an expectation that the relationship has nothing to do with sex or sexuality.

Sexual harassment behavior includes, but is not limited to:

1. Remarks, jokes, innuendoes or derogatory or demeaning comments regarding someone's body, appearance, physical or sexual characteristics or clothing;
2. Displaying of sexually offensive or derogatory pictures, cartoons or other material;
3. Unwelcome questions or sharing of information regarding a person's sexuality, sexual

activity or sexual orientation;

4. Sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement to the victim of harassment;
5. **Unwanted** physical contact of any kind.

What is Criminal Harassment?

Criminal harassment may be defined as adverse differential treatment of an individual or individuals which involves assault, damage to personal property or company property, and stalking.

What is a Poisoned Environment?

Harassment can “poison” the work environment for the victim of harassment as well as for others who share the work environment. A “poisoned” work environment is one which is hostile, intimidating or offensive. Comments or actions of a co-worker or a supervisor may create a poisoned environment. This unethical behavior and/or actions make the workplace uncomfortable and can interfere with productivity and interactions of the work group. The poisoned environment forms an unequal term or condition of employment and is therefore a violation of the right to be free from discrimination.

Malicious compliance is another behavior that creates a poisoned environment. Malicious Compliance is defined as the behaviour of intentionally inflicting harm by strictly following the orders of a superior knowing that compliance with the orders will not have the intended result. The term usually implies the following of an order in such a way that ignores the order's intent but follows it to the letter. It is usually done to injure or harm a superior while maintaining a sense of legitimacy.

3.0 ORGANIZATIONAL:

The Village of Ashcroft Official Harassment Complaint Procedure is outlined in the Village of Ashcroft Workplace Bullying and Harassment Policy No. P-02-2020.

What About Workplace Conflict?

Discrimination and harassment are specific types of conflicts which are prohibited by the *BC Human Rights Code*. There are many other types of conflicts that can arise in the workplace that are not dealt with by the *BC Human Rights Code*. For the purpose of this Policy, these other types of conflicts are dealt with as “Workplace Conflict”.

Getting along with co-workers or supervisors may not always be easy, but making an effort to resolve conflict at work should be a goal of all employees at the Village of Ashcroft. It is the expectation of the Village of Ashcroft that each employee will try his/her best to get along with his/her co-workers. This means:

1. Respect the fact that others may be different from you and that they may have a different approach or way of doing something than you do.

2. Be aware of the fact that how you act can impact others in the workplace.
3. Avoid talking negatively, gossiping or being judgmental about your co-workers. This type of behavior encourages conflict in the workplace, and is not consistent with the goals of the Respectful Workplace Policy. This includes when two or more employees whisper, text or communicate in codes that create an uncomfortable work environment for others. Exclusion of an employee or employees is a form of bullying and harassment.
4. If you are not sure if your behavior is welcome, ask.

Workplace Violence

Employees must not engage in any improper activity or behavior or violent behavior in the Workplace that might create or constitute a hazard to them or any other person.

Improper activity or behavior includes the attempted exercise by a person towards another person in the workplace of any physical force or violence so as to cause injury and includes any threatening statement or behavior which gives a person reasonable cause to believe he or she is at risk of injury. Improper activity or behavior also includes physically or mentally bullying, tormenting or other demeaning behaviors towards another person.

Workplace Bullying

Workplace bullying can be defined as a conscious, willful and deliberate hostile activity intended to harm.

Bullying usually involves repeated incidents or a pattern of behavior that is intended to intimidate, offend, degrade or humiliate a particular person or group of people.

Bullying can also be described as the assertion of power through aggression.

Bullying or other aggressive or demeaning behaviors towards others are contrary to a respectful workplace and will not be tolerated at the Village of Ashcroft. Individuals, who are found to be bullying or otherwise tormenting others, either physically or mentally, will be subject to discipline.

Workplace Conflict Complaint Procedure

If someone is behaving in a way that makes you feel uncomfortable at work, or if you are having a conflict with someone at work, you are encouraged to try and speak with the person directly and discuss the matter with him/her. If you do not feel comfortable dealing with the individual directly, you should speak to the Chief Administrative Officer (and a union official, if he/she wishes) who will assist you in resolving the situation. If the complaint involves the Chief Administrative Officer, the complaint should be reported to another Manager.

If you see others behaving in a way that is inappropriate or disrespectful, try and speak to the person(s) involved or bring the matter to the attention of the Chief Administrative Officer.

Workplace Conflict Discipline Procedure

All employees are subject to the following disciplinary procedures:

1. First contravention: verbal warning followed up with a letter which will be placed in the employee's personnel file;
2. Second contravention: one day work suspension without pay;
3. Third contravention: one week work suspension without pay;
4. Fourth contravention: termination of employment.

4.0 REVIEW

This Policy and these procedures will be reviewed, as required. All workers will be advised and educated on this policy when they are hired.

5.0 EMPLOYMENT

As a matter of course Staff or members of Council will be required to sign an employee/Council declaration form (Schedule "A") upon commencement of employment confirming they have received a copy of the policy and will contact a manager or supervisor if they have any questions, concerns, or comments in regards to the policy and training considerations. Current employees/Council members, once the policy is adopted, will also be required to sign and declare as noted above.



EMPLOYEE/COUNCIL DECLARATION
Respectful Workplace Policy No. P-01-2020

I, _____ declare that:
(Print Full Name)

**Please confirm by signing your Initials in the box*

*	I have received a copy of the Village of Ashcroft's: Respectful Workplace Policy No. P-01-2020
*	That I have read, understood and will adhere to the Village of Ashcroft's Respectful Workplace Policy No. P-01-2020

Signed this _____ day of _____, 20__.

Print Employee/Council Name

Signature

Certified By:

Chief Administrative Officer

Dated at _____, British Columbia

this _____ day of _____, 20__.

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: May 11, 2020
FROM: Daniela Dyck, Interim Chief Administrative Officer
SUBJECT: Bullying and Harassment Policy No. P-02-2020

Purpose

To request Council approval of the proposed Bullying and Harassment Policy No. P-02-2020

Recommendation

That Council approve the Village of Ashcroft Bullying and Harassment Policy No. P-02-2020

Alternatives

“That Council not approve the Village of Ashcroft Bullying and Harassment Policy No. P-02-2020 and that staff revise the Policy and bring it back for approval.

Discussion

WorkSafe BC requires that all employers provide Health and safety programs that are aimed at ensuring workers are protected, risks are minimized, and a healthy and safe workplace is maintained. All employers must establish some form of health and safety program at the workplace. The Bullying and Harassment Policy was developed in tandem with the development of the Respectful Workplace Policy these policies go hand in hand and provide the necessary guidelines and processed to ensure a safe working environment,

Bullying and harassment in the workplace can take many forms, including verbal aggression, personal attacks, and other intimidating or humiliating behaviours. If workplace bullying and harassment is not addressed, it can lead to lost productivity, anxiety, and depression.

Employers must implement procedures for responding to reports or incidents of bullying and harassment. The procedures must ensure a reasonable response to the report or incident and aim to fully address the incident and ensure that bullying and harassment is prevented or minimized in the future.

The Village of Ashcroft Health and Safety committee has had an opportunity to review the proposed policy and provide input. The draft before Council today is being brought forward jointly as agreed upon by management and the Health and Safety Committee.

Strategic/Municipal Objectives

To provide a safe environment for all Village staff, Council and the public.

Legislative Authority

Occupational Health and Safety Act, WorkSafe BC

Financial Implications

Nil

Attachment Listing

Bullying and Harassment Policy No. P-02-2020

Prepared by:



Daniela Dyck
Interim Chief Administrative Officer

PERSONNEL POLICY

TITLE: Workplace Bullying and Harassment Policy		POLICY #: P-02-2020
Authority: Chief Administrative Officer	Effective Date: Review Date:	
Issued By: Issued Date:	Approved By: Approved Date: Resolution #:	

1.0 PURPOSE:

To provide a policy required by Workplace BC of employers pertaining to workplace bullying and harassment.

To provide the Village of Ashcroft employees and Council with the tools to assist in ensuring a working environment clear and free of harassment and bullying and where individuals have the confidence to complain with knowledge that their concerns will be dealt with appropriately and fairly.

2.0 APPLICATION:

The provisions defining the program are attached to this policy as a manual noted as **Schedule “A”**.

All staff and members of Council, new and current, will be required to provide a formally acknowledged Employee Declaration Form noted as **Schedule “B”** acknowledging:

- They have received a copy of the Village’s Workplace Bullying & Harassment Policy,
- Have read, reviewed and provided any concerns or comments they may have to the appropriate Manager (supervisor) within 30 days of receiving their copy of the document, and
- That if they do not understand the policy, they will advise the appropriate Manager within thirty days of receiving their copy of the document.



Workplace Bullying and Harassment Policy No. P-02-2020 Manual

May 2020

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PURPOSE

The purpose of this policy is to assist in developing a working environment in which harassment and bullying are understood and acknowledged to be unacceptable and where individuals have the confidence to complain about harassment and bullying, should it arise, in the knowledge that their concerns will be dealt with appropriately and fairly by means of a clear procedure. The Policy outlines procedures to be followed by the Village of Ashcroft if a member of staff or Council feels they are being harassed or bullied in the course of their work or as a result of their employment.

SCOPE

The Village of Ashcroft welcomes diversity and is committed to ensure that all staff and members of Council will be treated in a fair and respectful manner. Bullying and harassment are not acceptable or tolerated in the workplace. All incidents must be reported and investigated immediately.

This policy applies to all Village of Ashcroft employees and members of Council including permanent, temporary, casual, contract and student workers, managers and supervisors. It applies to face-to-face and electronic communications, such as email or social media.

DEFINITIONS

Bullying/Harassment

Any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Bullying and harassing behavior **can include:**

- Verbal aggression, insults or threats
- Humiliating initiation practices or hazing
- Spreading malicious rumors
- Calling someone derogatory names
- Vandalizing personal belongings
- Isolation and/or exclusion from work-related activities

The above list is not exclusive and harassment can also take place on the grounds of a persons' age, religion, or any other characteristic protected under Human Rights.

Bullying and harassing behavior **does not include:**

- Expressing differences in opinion
- Offering constructive feedback, guidance or advice about work-related behavior
- Reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment (eg. Managing a worker's performance, taking reasonable disciplinary actions, assigning work)

Complainant	Someone who makes a complaint or files a formal objection
Education	Knowledge acquired by learning and instruction
External Investigator	Someone outside the organization hired to investigate an incident
Internal Investigator	Someone within the organization assigned or designated to investigate an incident
Respondent	One who responds or is in the position to defend his/her position
Supervisor	A person who instructs, directs and controls workers in the performance of their duties. This could be a Manager, Supervisor, Foreman, or Charge Hand.
Target	Person who is the focus of bullying/harassment
Worker	A person employed to perform a function or duty. For the purposes of this Policy, worker means any permanent, temporary, casual, contract and student workers, managers and supervisors.
Workplace	Workplace is not confined to the offices and buildings where business of the Village of Ashcroft is being carried out. Harassment can occur during or after working hours, on or off Village of Ashcroft property. Harassment can occur during business travel, work-related social gatherings, through internet communications, or any other locations where the prohibited conduct may have a subsequent impact on the work relationship, environment or performance of any person to whom this policy applies.

RESPONSIBILITIES

Senior Management

- Support and endorse the workplace bullying and harassment Policy
- With consideration to time and resources being available the Village of Ashcroft may budget for training if deemed necessary
- Ensure investigations are well managed
- Complete all appropriate forms to document any incidents of bullying or harassment
- Assist in the investigation of any incidents of bullying or harassment where necessary or required
- Not engage in bullying or harassment of workers, supervisors or other managers

Managers/Supervisors/Foremen/Charge Hands

- Apply and comply with this Policy
- Inform and train workers on this Policy as budget and capacity permits and legislation changes are required
- Ensure bullying/harassment is never endorsed or engaged in
- Take steps to prevent bullying and harassment
- Promote the process to report incidents and complaints of bullying and harassment
- Complete all appropriate forms to document any incidents of bullying or harassment
- Assist in the investigation of any incidents of bullying/harassment where necessary or required
- Not engage in bullying or harassment of workers, other supervisors or managers

Workers

- Not engage in bullying or harassment of other workers, supervisors, or managers
- Report bullying and harassment observed or experienced in the workplace
- Complete all appropriate forms to document any incidents of bullying or harassment
- Apply and comply with the employer's policies and procedures on bullying and harassment

Investigators

- Gather all required information to conduct a full and comprehensive investigation
- Complete investigations free of bias
- Provide follow up and recommendations to assist in eliminating reoccurrence

POLICY

This Policy includes:

- A. Procedures for reporting incidents of bullying/harassment (COMPLAINANT)
- B. Procedures for investigating incidents of bullying/harassment (EMPLOYER)
- C. Appeal Procedure
- D. Training
- E. Record Keeping
- F. Annual Review

A. PROCEDURES FOR REPORTING INCIDENTS OF BULLYING/HARASSMENT (COMPLAINANT)

1. All incidents of bullying/harassment must be reported immediately to a supervisor verbally and in writing. A *Workplace Bullying and Harassment Complaint Form* is to be completed. A sample is shown in Appendix A.
2. Where the supervisor is the alleged bully, the Chief Administrative Officer will assist in receiving/following up on incidents/reports.

B. PROCEDURES FOR INVESTIGATING INCIDENTS OF BULLYING/HARASSMENT (EMPLOYER)

The process for investigating incidents and complaints of workplace bullying and harassment will be:

- undertaken promptly and diligently, and be as thorough as necessary, given the circumstances
- fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations
- sensitive to the interests of all parties involved, and maintain confidentiality
- focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process

1. Investigator selection

Most investigations at the Village of Ashcroft will be conducted internally. Depending on the situation, the supervisor designated, Human Resources personnel, union representative or other designate will be the lead investigator. A worker representative from the safety committee may also be involved. In complex or sensitive situations,

an external investigator may be hired. A Workplace Bullying and Harassment Investigation Form is shown in Appendix B.

2. Incident Review

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then the Village of Ashcroft will not investigate further, and will determine what corrective/follow up action to take, if necessary.

Documents to be reviewed may include:

- Workplace Bullying and Harassment Complaint Form
- Emails or social media evidence
- Notes
- Photographs
- Physical evidence like vandalized objects

3. Follow up

All investigations of alleged bullying and harassment will be followed up and documented. Follow up will include a description of corrective actions, a time frame, and a means for dealing with adverse symptoms. The complainant(s) will be advised of the outcomes and options available. These could include assistance Policy's, training and discipline.

Documents to be completed:

- Workplace Bullying and Harassment Complaint Form

C. APPEAL PROCESS

Should either complainant or respondent wish to appeal any outcome of the investigation, they are free to do so.

- An appeal must be made in writing without unreasonable delay, no later than 30 days after the decision.
- Full details on the reason for appealing the decision must be provided, clearly explaining why there is a disagreement on the decision.
- Reasonable effort must be made to follow the current corrective actions while the appeal is reviewed.
- An appeal meeting will be arranged to discuss the appeal and, where possible, other participants may be included in the discussion (different senior manager, unbiased 3rd party, union etc.).
- A final decision will be provided in writing within one week of the appeal meeting.

D. TRAINING

Training, as required and within capacity and budget, for supervisors and workers will include the following:

- How to recognize bullying and harassment
- How staff or members of Council who experience or witness bullying and harassment should respond
- Procedures for reporting, and how the employer follows up with incidents or complaints of bullying and harassment
- Documents/form review

Training will occur as required and will be included in orientation.

E. RECORD KEEPING

The Village of Ashcroft expects that staff or members of Council experiencing or witnessing suspected/alleged bullying and harassment to complete the Workplace Bullying and Harassment Complaint Form. (Appendix A). The Village of Ashcroft will keep all records pertaining to investigations and findings in a secure and confidential manner.

F. REVIEW

This Policy and these procedures will be reviewed, as required. All workers will be advised and educated on this policy when they are hired.

G. EMPLOYMENT

As a matter of course Staff or members of Council will be required to sign an employee/Council declaration form (Schedule "B") upon commencement of employment confirming they have received a copy of the policy and will contact a manager or supervisor if they have any questions, concerns, or comments in regards to the policy and training considerations. Current employees/Council members, once the policy is adopted, will also be required to sign and declare as noted above.

IMPLEMENTATION DATE:

REVIEW DATE:

APPENDIX A

[illegible]

Signature:

APPENDIX B

WORKPLACE BULLYING AND HARASSMENT INVESTIGATION FORM COMPLETED BY THE INVESTIGATOR	
INVESTIGATOR INFORMATION	
NAME(S):	POSITION(S):
DEPT:	DATE:
DOCUMENT REVIEW	
List all documentation reviewed (emails, notes, photographs, physical evidence etc.) 	
INTERVIEWS	
PERSON INTERVIEWED (Name, position)	
SITUATION DESCRIPTION (include dates, words actions) and impact (humiliated, intimidated etc.) 	
PERSON INTERVIEWED (Name, position)	
SITUATION DESCRIPTION (include dates, words actions) and impact (humiliated, intimidated etc.) 	
PERSON INTERVIEWED (Name, position)	
SITUATION DESCRIPTION (include dates, words actions) and impact (humiliated, intimidated etc.) 	
OUTCOMES	
Based on the investigation, did workplace bullying and harassment occur? Yes No	
Reason(s) for this conclusion:	
Follow up with complainant/respondent. Include corrective actions, time frame, training opportunities etc.	

Signature:



EMPLOYEE/COUNCIL DECLARATION
Workplace Bullying and Harassment Policy No. P-02-2020

I, _____ declare that:
(Print Full Name)

**Please confirm by signing your Initials in the box*

*	I have received a copy of the Village of Ashcroft's: Workplace Bullying and Harassment Policy No. P-02-2020
*	That I have read, understood and will adhere to the Village of Ashcroft's Workplace Bullying and Harassment Policy No. P-02-2020

Signed this _____ day of _____, 20__.

Print Employee/Council Name

Signature

Certified By:

Chief Administrative Officer

Dated at _____, British Columbia

this _____ day of _____, 20__.

COUNCIL COMMITTEE AND LIAISON REPORT

DATE: May 11, 2020
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:

Heritage
Communities in Bloom (CiB)

April 29, 2020: COVID-19 helpline ZOOM meeting

Discussion about the COVID-19 helpline for Ashcroft/Cache Creek residents, involving representatives from the HUB, E. Fry, Equality Project, Community Resource Society, Sage Hills Church, Ashcroft Moving Forward, Better at Home, Soup's On, and VOA. The helpline hours have changed; formerly it was 24/7, but it has switched to 8 a.m. to 8 p.m. every day to help connect people with support, services, and more. I am the designated call-taker each week on Friday. Representatives reported on their organizations and generally about those who have called the helpline and the assistance that has been provided.

May 1, 2020: Interview with Radio NL

I was on the Howie Reimer show to discuss the economic development/COVID-19 recovery committee and post-COVID recovery in general.

May 4, 2020: Interview with Radio NL

Victor Kaiser called to talk about the final report on the cause of the Elephant Hill wildfire, which had been released that day. He also asked about the CAO situation in the Village.

May 4, 2020: Interview with CBC Radio (Kamloops)

Recorded the third in a regular series featuring three regional mayors: one from a large centre, one from a medium-sized centre, and one from a small centre. Ken Christian (Kamloops), Mitch Campsall (100 Mile House), and I have been asked to take part. The interview aired on May 5, and was about the impact of COVID-19 on businesses in our communities, recovery, and reopening.

May 4, 2020: Public budget/Five-Year financial plan town hall

Feedback received after the event indicated that people liked the format, didn't mind the few technical hiccups, and would be happy to see the format (a traditional face-to-face meeting that is also live streamed with the opportunity for questions via Facebook or YouTube) continued.

May 6, 2020: Emergency Management BC briefing (teleconference)

Took part in the joint technical freshet and wildfire seasonal briefing with EMBC and Ministry of Forests, Lands, and Natural Resource Operations. There was an overview of the provincial flood response and services available and a look at the current state of flood warnings and advisories. The snowpack in the South Thompson is at 114 per cent, but it was stressed that snowpack cannot predict extreme floods; rather, extended heatwaves and/or heavy, widespread rainfall is what drives flooding in B.C. Regarding the wildfire season, there was a rundown of new equipment available and a discussion of the difficulties that might be presented by COVID-19 protocols. BC Wildfire Service has launched a free mobile app, which shows alerts, orders, current fires, and more.

May 6, 2020: Operation Lifesaver committee meeting (teleconference)

The B.C. committee met to discuss current and upcoming initiatives, many of which are on hold due to the inability to visit communities and schools and make presentations, and the cancellation of events which OL representatives would normally attend as part of their outreach program. OL has partnered nationwide with Mattel (which owns the rights to Thomas the Tank Engine) to reprint a British 'Thomas and Friends' rail safety activity book. The book is being 'Canadianized' for this country (it uses British railway terms that need to be 'translated'), and OL is looking for partners willing to pay for having the book printed, and then get copies to distribute (approximate cost \$1 to \$1.50 per copy). Suggestions were asked for regarding continuing to get the OL message out to children during COVID-19, and I suggested contacting libraries, as many are scheduling online events.

May 6, 2020: COVID-19 helpline ZOOM meeting

See April 29 above. Reports indicate that people using the phone line are now looking for someone to talk to and/or referral to mental health services rather than practical help (groceries, prescriptions, etc.). There was discussion around whether or not to continue the weekly ZOOM meetings and the consensus was yes, because of the rapidly changing situation surrounding COVID-19 and new developments. I sent information about new funding from Interior Savings for non-profits that are providing COVID-19 support to several group participants.

May 7, 2020: Conference call with Province

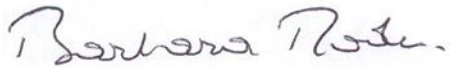
The seventh in a series of calls between mayors/board chairs/senior staff and the Minister of Municipal Affairs on a region-by-region basis. Minister Robinson discussed the phases of the planned reopening of the province; we are in phase one right now, with the phases rolling out at two to four week intervals depending on how things go and whether the COVID-19 virus spread remains slow or stopped. There was much discussion about what figuring out the challenges and opportunities for transition would look like in individual communities, and the minister stressed that while businesses that are reopening will need to follow strict WSB rules and protocols, it is important that customers also feel safe and confident in using the businesses. When it came time for the individual communities to ask questions or raise concerns there were questions about park reopenings, casinos, restaurants (and the possibility of restaurants making use of outdoor spaces for tables), and more. I asked about rules regarding pool reopenings (coming soon) and whether or not the province would be providing messaging around people not camping in the back country

over the May long weekend, as BC Parks campgrounds will not open until after that (yes, there will be messaging).

May 8, 2020: TNRD select committee teleconference

The five TNRD board directors who are part of the hiring committee for the new TNRD CAO—I am one of them—had their first meeting via teleconference.

Respectfully submitted,

A handwritten signature in purple ink that reads "Barbara Roden". The signature is fluid and cursive, with the first name "Barbara" and the last name "Roden" clearly distinguishable.

Barbara Roden, Mayor