



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 14, 2018**

1. CALL TO ORDER

2. MINUTES

- 2.1.** Minutes of the Committee of the Whole Meeting of Council held on Monday, April 23, 2018 **P. 1-2**
- 2.2.** Minutes of the Regular Meeting of Council held on Monday, April 23, 2018 **P. 3-8**

3. DELEGATIONS

- 3.1.** None

4. CORRESPONDENCE

- 4.1.** Hon. Rob Fleming, Minister of Education
- Premier's Award for Excellence in Education **P. 9-10**
- 4.2.** Desert Sands Community School Parent Advisory Council
- 10th Annual Ashcroft Fundraising Fun Fair, June 7, 4:00 pm – 8:00 pm **P. 11**
- 4.3.** Pavan Thind, Program Manager, Booking & Touring, ArtStarts in Schools
- Funding Available for Ashcroft Art's Community **P. 12**
- 4.4.** Shane Brienen, Mayor, District of Houston
- Human Trafficking Task Force **P. 13-19**
- 4.5.** Andrea Walker, Chair, Ashcroft Communities in Bloom Committee
- Partner Barrel Planting with Communities in Bloom **P. 20**
- 4.6.** Alison Slater, Executive Director, SILGA
- Nomination for Youth to attend UBCM **P. 21-24**
- 4.7.** Tourism Industry Association of BC
- Tourism Week May 27 – June 2, 2018 **P. 25-27**
- 4.8.** Thompson Rivers University Events & Ceremonies
- Invitation to the Mayor to attend the Chancellor's Installation & Convocation Banquet, Wednesday, June 6, 2018 **P. 28-29**

5. UNFINISHED BUSINESS

- 5.1.** None
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6. NEW BUSINESS

- 6.1.** South Cariboo Elizabeth Fry Society
- Moonlight Movie Night in the Park – August 20, 2018 **P. 30-31**
- 6.2.** Village of Ashcroft/BC Transit
- Authorization to sign Operating Agreement for 2018/19 **P. 32-61**
- 6.3.** Harmony Bell Project
- Official Unveiling Ceremony, Saturday, June 23, 2018 **P. 62-63**
- 6.4.** Waste Water Treatment Plant Centrifuge Project
- Budget Amendment, Request to use Gas Tax Funds **P. 64-65**
- 6.5.** Legalization of Cannabis
- Amendments to Business Licence and Zoning Bylaws **P. 66**
- 6.6.** RightSizing Media – Smaller Communities, Homes and Living
- Advertising Opportunity, July/August issue **P. 67-75**

7. BYLAWS

7.1. Introduction and First Three Readings

- 7.1.1.** Bylaw No. 820 – Business Licence Amendment, 2018 **P. 76**
- 7.1.2.** Bylaw No. 821 – Zoning Bylaw Amendment, 2018 **P. 77**

7.2. Bylaw for Third Reading

- 7.2.3.** Bylaw No. 817– Procedure Bylaw, 2018 **P. 78-89**

7.3. Reconsideration and Final Adoption

- 7.3.1.** Bylaw No. 818 – Five Year Financial Plan, 2018 **P. 90-93**
- 7.3.2.** Bylaw No. 819 – Tax Rates Bylaw, 2018 **P. 94-95**

8. INFORMATION CORRESPONDENCE

- 8.1.** Information Correspondence Listing for May 14, 2018 **P. 96**

9. REPORTS

Council Reports

- 9.1. Finance Committee – Mayor Jeyes, Councillor Roden & Councillor Kormendy**
- 9.2. Cache Creek Environmental Assessment Committee – Mayor Jeyes & Councillor Kormendy**

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

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

9.5. TNRD – Mayor Jeyes & Councillor Kormendy

9.6. Tourism – Councillor Roden & Councillor Lambert

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

The News – Update from School District No. 74 for April

P. 97

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

9.9. Historic Hat Creek– Mayor Jeyes & Councillor Trill

9.10. Heritage – Councillor Roden & Councillor Kormendy

9.11. Transit – Councillor Kormendy & Councillor Roden

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

9.13. Seniors’ Liaison – Councillor Lambert & Councillor Roden

9.14. Communities in Bloom – Councillor Trill & Councillor Roden

9.15. Health Care – Mayor Jeyes & Councillor Lambert

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

9.17. Other

(Motion to receive both verbal and written reports)

9.18. Administration

Chief Administrative Officer

9.18.1. No Report

Chief Financial Officer

9.18.2. Statement of Financial Information for Year Ended
December 31, 2018

P. 98-113

10. INCAMERA

10.1. No report

11. TERMINATION



THE CORPORATION OF THE VILLAGE OF ASHCROFT

COMMITTEE OF THE WHOLE MINUTES

**FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 6:00 PM ON MONDAY, APRIL 23, 2018**

PRESENT: Mayor John C. (Jack) Jeyes
Councillor Helen A. Kormendy
Councillor Doreen E. Lambert
Councillor Barbara H. Roden
Councillor Wm. Alfred Trill – Arrived at 6:10 pm

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

Press & Public

EXCUSED: Wayne Robinson, Deputy Corporate Officer

1. CALL TO ORDER

Mayor Jeyes called the meeting to order at 6:00 pm.

2. PRESENTATIONS

2.1. Damian Couture, President, Ash-Creek TV Society – Presentation of 2018 Budget

Mr. Couture provided Council with an overview of the society's activities for 2017. He advised that they have relinquished their license for tv broadcasting and are now focusing on radio. They were fortunate during the 2017 fires that their infrastructure was not damaged. The society has donated their recording equipment to the Ashcroft HUB as they did not have the volunteers available to use it. Mr. Couture did advise that it is the intention to ensure that an All Candidates Forum for the 2018 local elections will be held. Mr. Couture advised that the society is assessing how they can be prepared to broadcast live during local emergencies and more information will be brought forward to Council. Council thanked Mr. Couture and the society for their dedication to ensuring local radio is maintained in this area.

2.2. John Hamilton, Chief Operating Officer, Gold Country Communities Society – Introduction and Background

Mr. Hamilton did not attend the meeting.

3. TERMINATION

M/S Mayor Jeyes / Councillor Kormendy

"That the Committee of the Whole Meeting terminate at 6:38 pm."

Carried.

John C. (Jack) Jeyes, Mayor

Certified to be a true and correct copy of
the Minutes of the Committee of the Whole
Meeting of Council held Monday, April 23, 2018.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR MINUTES

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY APRIL 23, 2018

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

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

EXCUSED: Wayne Robinson, Deputy Corporate Officer

1. **CALL TO ORDER**

Mayor Jeyes called the meeting to order at 7:00 pm.

2. **MINUTES**

2.1. **Minutes of the Regular Meeting of Council held on Monday, April 9, 2018**

Mayor Jeyes declared the minutes of the regular meeting held on Monday, April 9, 2018 adopted as presented.

3. **DELEGATIONS**

3.1. None

4. **CORRESPONDENCE**

4.1. **Ashcreek TV Society – Request for 2018 Grant In Aid**

M/S Councillor Roden / Councillor Lambert

“That the Village approve the 2018 Grant in Aid request from the Ashcreek TV Society in the amount of \$817.00.”

Carried. (22-04-18)

4.2. Gold Country Communities Society – 3rd Annual Gold Country Tourism Symposium, May 25 & 26, 2018

M/S Councillor Roden / Councillor Lambert

“That Administration advise Gold Country Communities Society that Mayor Jeyes and all available members of Council will attend the networking evening of the Tourism Symposium on Friday, May 25, 2018.”

Carried. (23-04-18)

4.3. BC Bottle & Recycling Depot Association – Campaign to have milk classified as a beverage in BC

M/S Councillor Roden / Councillor Trill

“That the correspondence from the BC Bottle & Recycling Depot Association regarding having milk classified as a beverage in BC be received and filed.”

Carried. (24-04-18)

4.4. Marina Papais and Daniel Collett – Elephant Hill Wildfire Mosaic

M/S Councillor Roden / Councillor Lambert

“That the Village send a letter to Ms. Papais and Mr. Collett advising that the Village is unable to assume the function of organizing the design of a glass mosaic that our emergency responders can produce and suggest that the artists contact the emergency responders directly to endeavour to see this project through from design to completion.”

Defeated.

M/S Councillor Trill / Councillor Kormendy

“That the Village send a letter to the emergency responders advising them that the Village has set aside a budget of \$3,550 to produce a piece of art to commemorate the Elephant Hill Wildfire that will be installed on the side of the Ashcroft Fire Hall and further invite the emergency responders to design and create this art.”

Carried. (25-04-18)

5. UNFINISHED BUSINESS

5.1. None

6. NEW BUSINESS

6.1. Water Treatment Plant Project – Award of Construction Contract to Maple Reinders

M/S Councillor Kormendy / Councillor Trill

“That the Village awards the Water Treatment Plant project contract to Maple Reinders in the amount of \$6,166,000, excluding GST, which includes the Operational Work for the Phase 2 solar array and further that this award is subject to negotiating a reasonable increase in the contract amount to meet post-disaster standards, providing the increase is able to be accommodated within the budgeted contingency.”

Carried. (26-04-18)

Council directed staff to inquire into the requirement of the Bid Bond that any suit or action must be commenced within seven (7) months of the date of the bond which is March 14, 2018.

6.2. Water Treatment Plant Project – Construction Stage Work Program and Fee Schedule

M/S Councillor Kormendy / Councillor Roden

“That the Village approve the Water Treatment Plant Project Construction Services Work Program and total fee in the amount of \$398,000 as outlined in their memo dated April 17, 2018.”

Carried. (27-04-18)

7. BYLAWS

7.1. Introduction and First Three Readings

7.1.1. Bylaw No. 818 – Five Year Financial Plan Bylaw, 2018

M/S Councillor Roden / Councillor Kormendy

“That Bylaw No. 818, cited as “Five Year Financial Plan Bylaw, 2018 is introduced and given first three readings.”

Carried. (28-04-18)

7.1.2. Bylaw No. 819 – Tax Rates Bylaw, 2018

M/S Councillor Roden / Councillor Kormendy

“That Bylaw No. 819, cited as Tax Rates Bylaw, 2018 is introduced and given first three readings.”

Carried. (29-04-18)

7.2. Reconsideration and Final Adoption

7.2.1. None

8. **INFORMATION CORRESPONDENCE**

8.1. **Information Correspondence Listing for April 23, 2018**

M/S Councillor Roden / Councillor Trill

"That the information correspondence listing for April 23, 2018 be received and filed."

Carried. (30-04-18)

9. **REPORTS**

Council Reports

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

No report.

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

Next meeting is May 15. Council was advised that the liner is expected to be installed in the Cache Creek Landfill Extension in late summer and it will be ready to accept municipal waste in October 2018.

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

Next meeting June 19.

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

No report.

9.5. **TNRD – Mayor Jeyes & Councillor Kormendy**

Council was advised that the changes to the recycling program is a concern. The Ashcroft Library will have new hours of operation on Fridays and the TNRD/Kamloops Library building is undergoing renovations at the main entrance.

9.6. **Tourism – Councillor Roden & Councillor Lambert**

The museum is open for the season.

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

No report.

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

Mayor Jeyes, Councillor Roden and the CAO will be meeting to discuss a modified business walk.

9.9. Historic Hat Creek– Mayor Jeyes & Councillor Trill

The site opens for the season on May 1st. Due to poor road conditions on Highway 99 bus traffic has been halted which will decrease traffic at Historic Hat Creek for the 2018 tourist season.

9.10. Heritage – Councillor Roden & Councillor Kormendy

No report.

9.11. Transit – Councillor Kormendy & Councillor Roden

No report.

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

Council was advised that it appears there will only be a kid's triathlon this year and no festival. The run is scheduled for July 14.

9.13. Seniors' Liaison – Councillor Lambert & Councillor Roden

Strawberry Tea is taking place on Saturday, April 28.

9.14. Communities in Bloom – Councillor Trill & Councillor Roden

Council reviewed the minutes of their meeting held April 18, 2018. The partners have been assigned for the annual barrel challenge.

9.15. Health Care – Mayor Jeyes & Councillor Lambert

Mayor Jeyes attended the last WHAC meeting and reported on the presentation by the HART unit out of Kamloops.

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

No report.

9.17. Other

Mayor Jeyes reported on the Forest Sector Community Breakfast he attended on April 19, 2018.

Councillor Roden advised that the Ashcroft Moving Forward Group would be holding a mock call out to test the accuracy of their fan out list.

Councillor Kormendy provided an update on the Cariboo Chilcotin Coast Tourist Association Symposium that she attended in Williams Lake.

M/S Councillor Roden / Councillor Trill

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

Carried. (31-04-18)

9.18. Administration

Chief Administrative Officer

9.18.1. Council was advised that the cost for the replacement chiller at the arena, including some piping modification for the relief valves, is \$106,500 plus taxes. Council was also advised that the Village was changing contractors for the annual maintenance at the arena as Norlock Refrigeration's quote was less than the existing contractor's price.

Chief Financial Officer

9.18.2. Memo from Chief Financial Officer – 2018 Collection of Utility Billings

M/S Councillor Roden / Councillor Trill

"That Council receive the memo on 2018 collection of utility billings."

Carried. (32-04-18)

10. INCAMERA

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

M/S Councillor Roden / Councillor Kormendy

"That the regular meeting of council move in-camera to discuss an item under Section 90.1(c) of the *Community Charter* at 8:37 pm."

Carried. (33-04-18)

11. TERMINATION

M/S Councillor Roden / Councillor Trill

"That the regular meeting of Council terminate at 8:44 pm."

Carried.

John C. (Jack) Jeyes, Mayor

Certified to be a true and correct copy of the Minutes of the Regular Meeting of Council held Monday, April 23, 2018.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw



April 23, 2018

Ref: 202119

To: All Mayors

His/Her Worship

I am pleased to inform you of the new Premier's Awards for Excellence in Education. Government is proud to recognize the enormous contributions of BC's exceptional teachers, administrators and support staff that are vital to the cultural, economic and social well-being of the province. The Awards recognize all outstanding education professionals who have made exceptional contributions to benefit their school, students, and their communities.

The Awards are open to all education professionals within the BC K-12 public, independent or band school systems. Awards will be given in the following categories:

- Outstanding New Teacher
- Technology and Innovation
- Diversity and Inclusion
- Indigenous Education
- Social Equity
- Community Engagement
- School and District Leadership
- Extra-Curricular Leadership
- Outstanding Support (non-teaching staff)

Nominations are now open and are welcome from all BC citizens, including students, parents, teachers, administrators, trustees and community organizations. The deadline for nominations is June 18, 2018.

For more information on the Awards, including a downloadable poster, please see the Premier's Awards for Excellence in Education website at: <http://www.gov.bc.ca/excellenceineducation>

.../2

Thank you in advance for your interest in the Premier's Awards for Excellence in Education and for your assistance in ensuring British Columbia's very best receive the recognition they deserve.

Sincerely,


Rob Fleming
Minister

Enclosure

RECEIVED

MAY - 4 2018

The Corporation
Village of Ashcroft



Desert Sands Community School
**PARENT ADVISORY
COUNCIL**

435 Ranch Road P.O. Box 669
ASHCROFT, B.C. V0K 1A0
250-453-9144

Co-Chairs: Susan McLean & Juanita Little
Secretary: Stefanie Walker **Treasurer:** Mimi Kopanyas

Ashcroft Village Office and Administration,

You're invited to the...

10th annual ASHCROFT FUNDRAISING FUN FAIR

Thursday, June 7th @ 4:00-8:00pm
DSCS school grounds

It's that time again! With every year our Fun Fair has grown bigger and better. What started as an evening playing with our kids at Ashcroft Elementary School has evolved into an annual event that brings our community and school district together to honour, celebrate and support our school and its students. Please accept our invitation and join us for a great evening of family fun and fundraising. All monies raised will be utilized by the DSCS PAC to support our students.

Highlights include 7 inflatables, Food Trucks & Uncle Chris the Clown!

4 ways to support our event:

1. Provide volunteers to help manage Fun Fair activities. We would be grateful if your members/staff would oversee 1 of the inflatables on site. We recommend having at least 2 people available to monitor an inflatable at all times. Guidelines will be provided. Duties would be to ensure the safety of children waiting, using, or leaving the inflatable.
2. Donation(s) we can add to our \$1 raffles to support our event.
3. Provide food options to sell at the event. All profits would go to your organization.
4. Providing demonstrations/educational opportunities during the Fair.

As always, we love to have your participation!

Shauna Laskey

250.453.9718

lyn01las@hotmail.com

From: Pavan Thind [<mailto:pavan@artstarts.com>]
Sent: May-04-18 12:14 PM
To: admin@ashcroftbc.ca
Subject: Funding Available for Ashcroft's Arts Community

Hi there,

I hope this finds you well.

My name is Pavan and I am a Program Manager for Booking & Touring with ArtStarts. We are a charitable organization that promotes art and creativity among British Columbia's young people. We do so by providing innovative arts programs for young people, practical resources for teachers and artists, and leadership in advocacy for arts in education.

I am getting in touch as we have funds available for communities in the Gold Trail region through the Artists in Education (AIE) grant we administer to districts across BC. AIE is an initiative of the BC Arts Council and funded through the Government of British Columbia as part of an ongoing commitment to ensure all British Columbians are able to participate in a healthy arts and cultural community.

School District 74 (Gold Trail) has declined their participation in AIE leaving these funds available. The BC Arts Council mandate is to ensure all young people in the province have access to artistic activities which is why we are offering an extension of access to the arts and culture community within in the region, including Ashcroft.

The goal is to have these funds support the programming of artistic performances and workshops for the young people in your community.

At the moment we have a total of **\$7500** available for programming this school year (2017/2018) and **\$7000** available for the following year (2018/2019).

I would love to provide some more context and details as well as answer any questions via email or a phone.

Hope to connect soon.

Warmly,

Pavan Thind

pronouns: she/her/hers

Program Manager, Booking and Touring

ArtStarts in Schools

808 Richards Street

Vancouver*, BC V6B 3A7

**Traditional, ancestral and unceded Coast Salish territories*

t: 604.336.0626 ext 105

toll-free: 1.855.292.7826

f: 604.683.0501

artstarts.com



OFFICE OF THE MAYOR

March 29, 2018

Honorable John Horgan
Premier of British Columbia
PO BOX 9041
STN PROV GOVT
Victoria, BC
V8W 9E1

Honorable Mike Farnworth
Minister of Public Safety and Solicitor
General
Room 128 Parliament Buildings
STN PROV GOVT
Victoria, BC
V8V 1X4

Dear Premier Horgan and Minister Farnworth,

RE: Human Trafficking Task Force

At the Regular Meeting on March 6th, 2018 the District of Houston received the attached email from Cathy Peters, BC's Anti-Human Trafficking Educator, Speaker, and Advocate, dated February 26th, 2018.

At that meeting Council passed the following resolution:

"That Council resolves to issue a letter to the Minister of Public Safety requesting the establishment of a Human Trafficking Task Force and the enforcement of the federal Protection of Communities and Exploited Persons Act."

Thank you for your attention to this matter.

Sincerely,

Shane Brienen
Mayor

Attach: Email from Cathy Peters dated February 26th, 2018 Re: Child Sex Trafficking in BC Municipalities and How to Stop it.

cc: Cathy Peters, BC's Anti-Human Trafficking Educator, Speaker and Advocate
All UBCM member municipalities

Digital 0100-60

Filed

SEARCHED	4
INDEXED	4
SERIALIZED	4
FILED	4
FEB 27 2018	
FBI - HOUSTON	

Deena Farrell

From: Cathy Peters <ca.peters@telus.net>
Sent: Monday, February 26, 2018 4:36 PM
To: Houston General
Subject: Child sex trafficking in BC Municipalities and how to stop it
Attachments: WHAT CAN I DO AS A PARENT TO STOP MY CHILD FROM BEING TRAFFICKED.docx; Some Ways to Prevent Your Child from Being Recruited Into Prostitution.docx; UBCM & Bill C-36.docx; Ontario unveils funds for Human trafficking.docx

Importance: High

Dear Mayor Shane Brienen and City Councillors,
Child Sex trafficking (including child pornography) is the fastest growing crime in the world, Canada and in BC. I have been raising awareness to this issue for the past 5 years.

I have included two attachments addressing how to stop this crime and the UBCM 2015 Resolutions on Human trafficking/Rape culture.

BC needs a properly funded Human Trafficking Task Force (like Ontario) for awareness, education and training for law enforcement.
Also, the current Federal Law, "Protection of Communities and Exploited Persons Act" needs to be properly enforced.

ASK: Would you please write a letter to the BC Premier John Horgan and the Public Safety Minister/Solicitor General Mike Farnworth that we need a Human Trafficking Task Force AND the Federal Law enforced (it is in the rest of the country), and send me a copy of that letter.

#MeToo and #TimesUp are 2 timely anti- sexual abuse campaigns. Please write me if you support these campaigns.

Sincerely, Mrs. Cathy Peters BC's anti-human trafficking educator, speaker, advocate
#302-150 W. 15th St., North Vancouver, BC V7M 0C4

Mission statement: A Modern Equal Society does not buy and sell women and children.
My goal: to traffick-proof every community in BC and insure there is not another Robert Pickton (Port Coquitlam serial killer) situation.
Strategy: the 2 E's- **Education** (of the problem), **Enforcement** (of the Law, The Protection of Communities and Exploited Persons Act)
Result: to make it known that British Columbia is a bad place (for buyers of sex, traffickers, facilitators) for the business of sexual exploitation.

WHAT CAN I DO AS A PARENT? Here are five things that you can do to help prevent your child from being lured away by a trafficker:

1. Set a high standard of “love” within your home.

The way you define and express love shapes your children’s self-image, confidence and opinions of future relationships. Treat them the way you want their future spouses to treat them. Help them to distinguish between real love and empty promises or cheap gifts.

2. Talk to your children about sexual abuse.

According to the US Department of Justice, every two minutes someone in the US is sexually assaulted, of which 29% are ages 12-17. Let your children know that if anyone has or ever does hurt them, they can talk to you. This is the most important thing you can say. Don’t assume they have not been hurt by sexual violence before. Leave the door open for your child to talk about past circumstances that they haven’t shared with you.

3. Talk to your children about sex trafficking.

Discuss ways children and teens are targeted for sex trafficking. Let them know that traffickers specifically try to woo young girls and boys with promises of a better life – whether it’s promises of love and attention or promises of nice things and trips – these pimps look for ways of exploiting dreams. Traffickers can be male or female, even classmates. Traffickers may even use kids to recruit other kids.

4. Talk to your children about the dangers of social media.

It’s important to provide practical safety tips like: don’t share personal information on the Internet; don’t accept Facebook requests from unknown people; NEVER share naked photos of yourself with anyone; and tell a parent or a trusted adult if you feel threatened or uncomfortable online. Also, children need help in defining friendships. Social media has distorted our childrens’ understanding of what friendship means. Teach them that a friend is not someone you met yesterday and that a “friend” on Facebook is not the same thing as a friendship.

5. Pay attention to your children.

Monitor your children’s social media accounts, look for ways to meet their friends, their friends’ parents and those they hang out with. Be alert to boyfriends who are much older, or friendships that tend to isolate your child from other friends or family. Notice if your child has new clothing items, makeup products, cell phone or other items and inquire about how they aquired them.

Some Ways to Prevent Your Child from Being Recruited Into Prostitution

- Recruiters frequent malls, movie theaters, bowling alleys, parks, typical teen hang out areas, and around school grounds. Make sure your children are supervised and not alone when in these areas.
- Recruiters are always looking for girls who are alone or isolated; if your child is with a group, she is much less likely to be targeted.
- Make sure your child is not alone when they are going to or from school or other extracurricular activities.
- Check your child's emails, social media, and internet activities. Many recruiters will build a relationship with children through the internet over time in order to gain their trust.
- Screen any boyfriend by checking his age and status in the community. Check with his parents to verify his age, any gang affiliation, or any criminal history. Recruiters are notorious for lying about their age and who they are in order to gain a girl's—and even her parent's—trust.
- Know where your child is all times. It may be annoying to your child, but it also could mean saving their life.
- Adding a GPS tracker to your child's phone is a great form of protection, as it allows you to find out exactly where your child is at any time.
- Have a code word or phrase. For example, saying "I'm fine" means "*Not okay! I need help!*". This way, if they are in the hands of an abductor they can text you this code without raising the suspicion of the abductor or recruiter.
- Use the percentage sign or some unique symbol that will allow your child to text you one quick symbol to tell you they are in trouble.
- Have specific and periodic check in times with your children. Setting a recurring alarm on your child's phone will help them remember to check in. If your child misses a check in time, you can set a response in motion assuming that they are in trouble.
- Ethical Modeling agencies do not typically solicit girls who are alone. Thoroughly screen any solicitation for your child to model or to go somewhere with someone who has not been vetted.
- Talk to your child about what to do if they get into trouble with someone who is threatening them. The basic rule is to never go to the second location once you realize you are in danger. No matter what the threat, advise them to go to a figure of authority *immediately*.
- It is a difficult discussion to have, especially with junior high age children, but 8 to 14 year-olds are the primary targets of recruiters. Children really need to be coached on how to respond to that type of threat if it happens to them.
- If your child is going to a party, make sure that you know it is held at a safe place with the supervision of people you trust. Recruiters for sex trafficking will often frequent parties that teenagers attend and wait until a child is alone, single them out, and actually take them during the party. Many times the recruiter will take them to a back room where any kind of disturbance would not be heard due to the noise of the party.
- Advise your child to never leave any drink, even water, unattended at any party or event. Recruiters will drop what they call a "roofie" into the drink which causes the victim to become submissive to anyone without bringing attention to the situation.

Most importantly, get involved in your child's life and be their parent, not their buddy. They may resist, but it is our job as parents to protect our children from the predators that seek to destroy their lives.

CANADIAN FEDERAL LAW:

“The Protection of Communities and Exploited Persons Act”

1. **Targets the demand** by targeting the buyer of sex; the predator, pimp, trafficker, john are criminalized 2. Recognizes the seller of sex is a victim; usually female and is not criminalized 3. Exit strategies put in place to assist the victim out of the sex trade.

UBCM RESOLUTIONS September 2015:

B53

HUMAN TRAFFICKING; NCLGA Executive

WHEREAS human trafficking is a real and devastating issue in British Columbia; AND WHEREAS significant work & research has been done as of late to aid in the prevention and prosecution of human trafficking throughout Canada:

THEREFORE BE IT RESOLVED that UBCM call on the RCMP, local police forces and local governments to work collaboratively in order to implement the recommendations found within the National Task Force on Sex Trafficking of Women and Girls in Canada's recent report ("NO MORE' Ending Sex -Trafficking In Canada") as well as the Province of British Columbia's "Action Plan to Combat Human Trafficking."
ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION
UBCM RESOLUTIONS COMMITTEE RECOMMENDATION

B80

RAPE CULTURE IN CANADA; NCLGA Executive

WHEREAS sexual assaults continue to be committed across Canada, and victims are of every age, race, income and gender;

AND WHEREAS sexual assaults are under reported, and prosecution and conviction rates are low:

THEREFORE BE IT RESOLVED that UBCM advocate for an intergovernmental task force to be convened to determine the steps needed to erase the "rape culture" that is pervasive in schools, universities, workplaces and elsewhere across Canada;
AND BE IT FURTHER RESOLVED that the task force be mandated to elicit testimony from victims in order to determine the steps needed to improve the reporting, arrest and conviction rates across Canada.

ENDORSED BY THE NORTH CENTRAL LOCAL GOVERNMENT ASSOCIATION
UBCM RESOLUTIONS COMMITTEE RECOMMENDATION

Ontario unveils \$72-million plan to fight human trafficking

Tavia Grant

The Globe and Mail

Published Thursday, Jun. 30, 2016 10:37AM EDT

Last updated Thursday, Jun. 30, 2016 8:28PM EDT

The Ontario government will spend up to \$72-million over four years in a new anti-trafficking strategy, with support for indigenous-led approaches to tackling the issue as one of its priorities.

Government ministers unveiled the strategy on Thursday at Covenant House in Toronto, a shelter for homeless youth. They said the money will be used to bolster support for culturally appropriate services for indigenous survivors of trafficking, establish a provincial anti-trafficking coordination centre and create a specialized prosecution team for human-trafficking crimes.

Ontario is the third province in Canada to adopt a plan to fight human trafficking. The province has about 65 per cent of the human trafficking cases reported to police in the country, and the RCMP has identified Ontario as a major hub for trafficking in Canada.

Human trafficking “is a deplorable crime that robs the safety, livelihood and dignity of those who are being exploited and abused,” Attorney-General Yasir Naqvi said at the announcement.

Indigenous women and girls are disproportionately affected, he said in an interview. “We know the number is high. A lot of indigenous women, unfortunately, get trafficked, and that is why we wanted to have an indigenous approach as a wraparound for this entire strategy. It is disproportionate, absolutely.”

A Globe and Mail investigation earlier this year showed that, despite a raft of studies, reports and surveys showing that aboriginal youth and women comprise an outsized share of trafficking victims, relatively little dedicated federal funding has gone to prevention or protection.

Covenant House has provided services to 60 victims of sex trafficking so far this year, which already surpasses last year’s numbers. The agency has estimated about a quarter of cases involve indigenous girls and young women.

Trafficking charges have resulted in few convictions. The rate, specifically for human trafficking, is less than 10 per cent of charges in the Ontario Court of Justice. Mr. Naqvi said that reflects the complexity of the crime and difficulty in getting victims to testify.

The provincial government did not break down how the \$72-million will be spent. It did say it will expand supports for at-risk youth leaving care and bolster services for survivors, such as trauma counselling and job skills training.

Barbara Gosse, CEO of the Canadian Centre to End Human Trafficking, said she would have liked the plan to include education for judges on the issue, and more emphasis on data collection. “We need a coordinated and integrated system of collecting data from law-enforcement, frontline service providers and non-profit organizations who provide services and supports to victims,” she said, so that governments can develop policies based on evidence.

Canada’s national action plan on human trafficking expired in March. Public Safety Canada, which coordinated the federal response to trafficking, said the government is determining “next steps.”

Human trafficking is defined as recruiting, transporting or exercising control over a person to exploit them, typically through sexual exploitation or forced labour. The majority of trafficking cases in Canada are domestic, rather than international or cross-border, and most domestic cases are sex trafficking, the RCMP says.

The province’s announcement came as a global report said Canada remains a source, transit and destination for sex trafficking. Canada is also a destination country for men and women subjected to forced labour, the U.S. State Department said in its annual global report on trafficking in persons.

“Women and girls from Aboriginal communities; migrants, including those newly arrived, at-risk youth; runaway youth; and girls in the child welfare system are especially vulnerable,” it said.

The report recommended Canada “significantly increase” specialized services and shelter for victims. Data collection should be improved, while inter-agency co-ordination between the provinces has been “uneven.” It said training efforts – particularly for prosecutors and judges – should be increased.

It also said the government “did not provide adequate funding for specialized victim services; and the range, quality, and timely delivery of services varied across the provinces.”

Globally, human trafficking is now a \$150-billion industry, the report said.

Follow Tavia Grant on Twitter: [@taviagrants](https://twitter.com/@taviagrants)

More Related to this Story

- [The Taken: Five women, five serial killers and how their paths came to meet](#)
- [The Trafficked: Sexual exploitation is costing Canadian women their lives](#)

19 April 2018

Mayor, Council, CAO, Firechief
Village of Ashcroft

Hello All,

Re: Partner Barrel planting with Communities in Bloom

Ashcroft Communities in Bloom Committee is pleased to invite you to participate once again as our partners in the planting of barrels in front of the Ashcroft Village office. We have set aside the evening of May 17 at 6:30 p.m.

We have decided on a “red and white” theme as it will coordinate with the colors that will be used in the barrels around the downtown area. We have also taken the liberty of drawing names of CiB members to pair with Village representatives. Once the date comes closer, the CiB members will be in contact with their Village counterparts to set up a time to choose their plants etc. for their respective barrels.

The pairings are as follows:

Mayor Jeyes – Marijke Stott
Councillor Lambert – Shirlee Johnson
Councillor Trill – Deb Tuohey
Councillor Kormendy – Ina Gory
Councillor Roden – Lorna Delling
Firechief White – Jordi Flaherty
CAO Allan – Paulette Thille

Happy planting!

Sincerely,

Andrea Walker
Chair



Michelle Allen

From: admin <admin@ashcroftbc.ca>
Sent: Tuesday, May 08, 2018 3:54 PM
To: 'Michelle Allen'
Subject: FW: SILGA Youth at UBCM

From: southern interior local government [mailto:yoursilga@gmail.com]

Sent: May-08-18 3:30 PM

To: Carolyn Black <cblack@tnrd.ca>; Christy Malden <cmalden@rdos.bc.ca>; City Of Armstrong <mstickney@cityofarmstrong.bc.ca>; City Of Enderby <info@cityofenderby.com>; City Of Kamloops <legislate@kamloops.ca>; City Of Kelowna <jjohnston@kelowna.ca>; City Of Merritt <cfraser@merritt.ca>; City of Penticton <mayor@penticton.ca>; City Of Revelstoke <admin@revelstoke.ca>; City Of Salmon Arm <csimmons@salmonarm.ca>; City Of Vernon <mdoyle@vernon.ca>; CSRD <inquiries@csrd.bc.ca>; District Of Barriere <tbuchanan@barriere.ca>; District Of Clearwater <admin@docbc.ca>; District Of Coldstream <tseibel@coldstream.ca>; District of Lake Country ... <admin@lakecountry.bc.ca>; District Of Lillooet <cityhall@lillooetbc.ca>; District Of Logan Lake <districtofloganlake@loganlake.ca>; District Of Peachland <ppalmer@peachland.ca>; District of Sicamous <kbennett@sicamous.ca>; District of Summerland <mayor@summerland.ca>; District Of West Kelowna <info@westkelownacity.ca>; RDCO <mdrouin@cord.bc.ca>; RDNO <info@rdno.ca>; Rebecca Narinesingh <Rebecca.Narinesingh@westkelownacity.ca>; Sharon Thompson <Sharon.Thompson@penticton.ca>; SLRD <info@slrd.bc.ca>; Sun Peaks Resort Municipality <admin@sunpeaksmunicipality.ca>; TNRD <admin@tnrd.ca>; Town Of Oliver <admin@oliver.ca>; Town Of Osoyoos <info@osoyoos.ca>; Town Of Princeton <admin@princeton.ca>; Township Of Spallumcheen <mail@spallumcheentwp.bc.ca>; Village Of Ashcroft <admin@ashcroftbc.ca>; Village Of Cache Creek <admin@cachecreek.info>; Village Of Chase <chase@chasebc.ca>; Village Of Clinton <admin@village.clinton.bc.ca>; Village Of Keremeos <town@keremeos.ca>; Village Of Lumby <tomk@lumby.ca>; Village Of Lytton <cao@lytton.ca>

Subject: Re: SILGA Youth at UBCM

Good afternoon,

I received some very good questions regarding the logistics of the youth program at UBCM, Rather than just sending them out to the respondent, I've included all SILGA members in the email.

1. Who books the hotel accommodation for the youth?

The nominating council/board is responsible for all bookings, including hotels, travel arrangements and meals. SILGA will reimburse when receipts are provided.

2. What arrangements are made for transport to and from the convention?

The nominating council/board is responsible.

3. How are costs for accommodation, meals, etc funded (does it come from the local government and refunded by SILGA)?

See #1 answer

4. Are there group activities for the youth delegates? Are they permitted at the evening functions?

The youth are expected to be at the SILGA luncheon on Wednesday and attend any provincial minister meetings with their council. I usually try to get the youth together sometime during the week so they can meet each other and get some feedback on their experiences/impressions of the convention. The official answer is "no" when there is alcohol served, but the banquet is acceptable. In the past I know that the youth have made it to the welcome reception.

Thanks, Alison

On Sun, May 6, 2018 at 6:23 PM, southern interior local government <yoursilga@gmail.com> wrote:

Good morning,

SILGA is currently accepting nominations from deserving youth to join their council/board at UBCM in September.

Nominations will close June 4th, with the selection of the youth made by June 15th. Please forward by email to yoursilga@gmail.com all of the nomination information.

Please see the attached policy for all the information on the program. SILGA looks forward to receiving the nominations.

thanks, Alison

--

Alison Slater
SILGA Executive Director
PO Box 27017 Cityview PO
Kamloops, BC V2E 0B2
250-851-6653
www.silga.ca

--

Alison Slater
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POLICY MANUAL

Policy No. 8
Page No. 1 of 1

RE: YOUTH AT UBCM POLICY (November 22, 2017)

POLICY STATEMENT:

It will be the policy of SILGA to reimburse up to 2 youth each year for the cost of travel, accommodation, meals and out of pocket expenses incurred to attend the UBCM convention.

POLICY BACKGROUND:

To promote youth involvement and interest in local government, SILGA will annually sponsor up to 2 youth to attend the UBCM convention. A call for nominations will be sent by SILGA after each annual convention to all SILGA members with the youth representatives selected by the SILGA executive by June 15th.

A SILGA member local government must first nominate a youth from their community. A brief statement written by the youth explaining why they want to attend along with a summary of their interests and accomplishments should accompany the nomination.

The local government of the selected youth will mentor them during the week of the convention. The youth will be requested to provide a written report to SILGA outlining their experiences and the impact the week had for them.

Definition of “Youth”

- School age secondary students registered in a public school, an independent school, Distributed Learning program or as a home-schooled learner
- up to the age of 19 on or after July 1 of the current school year

SILGA will spend up to \$5,000/year for the cost of this program. Receipts will be required. Sponsoring local governments are requested to cover the allocated conventions costs for the selected youth and then submit receipts to SILGA for reimbursement.

POLICY DETAILS:

1. Transportation:

- To pay compensation for air travel at the lowest available air fare; or
- To pay compensation for the use of private vehicles at the rate equivalent to that paid by the Province of British Columbia¹, to a maximum of the lowest economy air fare.
- Only the driver is entitled to reimbursement for car mileage; the driver must submit the names of the passengers with the expense account.

2. Accommodation (due to weather conditions/distance travelled/
other circumstances):

- To pay compensation for hotel rooms at cost and with a receipt required;
or
- allowance of \$30.00 per night may be claimed (no receipts required).

3. Other Expenses:

- For all meetings and other authorized travel where required meals are not provided at the event, compensation for meals will be as follows:

Breakfast	\$15 including tips and tax
Lunch	\$25 including tips and tax
Dinner	\$35 including tips and tax

On the date of departure, travel must start before 7:00 am to claim breakfast; before 12:00 noon to claim lunch; and, on the date of return, travel must end after 6:00 pm to claim dinner.

- All other expenses occurred for hospitality expenses and other non-specified expenses shall be reimbursed at cost when receipts are provided, subject to Executive approval.

From: lplant@tiabc.ca [mailto:lplant@tiabc.ca]
Sent: May-08-18 1:26 PM
To: undisclosed-recipients:
Subject: #TourismWeek May 27 to June 2, 2018

Hello!

Please find attached a letter from TIABC, Destination BC, go2HR and the Minister of Tourism Arts and Culture. We are all encouraging your organization to engage in #TourismWeek 2018 because #BCTourismMatters.

This same letter was sent to community destination marketing organizations (DMOs) this week to also inspire them to engage in celebrating our industry. We hope you can connect to ensure they view the letter and coordinate activities.

On our website, we have some ideas and resources for you, similar to what is in the attached letter. www.TIABC.ca/tourismweek. Any assistance you can provide in sharing these resources in your industry communications would be greatly appreciated.

Our TIABC e-newsletter is published every other Thursday. Watch for more details in your in-box! Missed an e-news? Past e-newsletters can be viewed online: www.tiabc.ca/tiabc-in-the-news/newsletter

Please let us know if you have any questions.

Thank you,
Laura

Laura Plant
Manager, Communications & Membership Support
Tourism Industry Association of BC (TIABC)
lplant@tiabc.ca

Celebrate Tourism Week May 27 to June 2, 2018

To celebrate Tourism Week and acknowledge the operators, employees, suppliers, destination marketing organizations, visitor centres, sectors, and others who contribute to this important industry, we are inviting stakeholders from every community to spread the word about the power of tourism in British Columbia. This initiative is part of a concerted effort to showcase local tourism products and experiences, and demonstrate that **#BCTourismMatters** in communities across the province.

As you know, the tourism industry is a powerful force in British Columbia: approximately 21 million overnight visitors vacation in BC each year, contributing \$17 billion in revenue annually to the provincial economy. Tourism touches every part of our province and has become one of BC's leading business sectors. The BC visitor economy comprises over 19,000 tourism-related businesses that employ more than 133,000 people.

Here are some hands-on ways to celebrate the power of tourism in your community:

1. Take photos and share them on social media – in addition to capturing images of your community participating in Tourism Week activities, take photos of other tourism activities that you can share (attractions, tourism employees, your visitor centre, your welcome signage, etc.). Use this white [#BCTourismMatters banner](#) in your imagery and encourage all your stakeholders to do the same.
2. Share these images on social media using the hashtags **#BCTourismMatters** and **#TourismWeek**. By using these hashtags, we can ensure that all BC Tourism Week activities are easily tracked and shared. Encourage all your stakeholders to do the same.
3. Follow TIABC, go2HR and Destination BC on their social channels.
 - TIABC: [Facebook](#), [Twitter](#), [Instagram](#) and [LinkedIn](#).
 - go2HR: [Twitter](#), [Facebook](#), [LinkedIn](#) and [Instagram](#).
 - Destination BC: [Twitter](#) and [LinkedIn](#).
 - Share, like, retweet and help all BC communities spread the word about Tourism Week.
4. Tell your local media (radio, newspaper, television) about Tourism Week and your activities. We have developed a media release template with key messaging about the BC visitor economy. Communities can augment the release with information about local tourism services, attractions, amenities, development plans, key performance indicators

and other news about the benefits your local visitor economy generates for citizens.
[Click here for a sample media release template.](#)

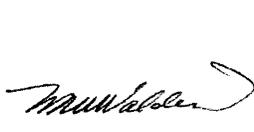
5. Send TIABC and Destination BC photos, videos, stories for our power of tourism initiatives. We are inviting the tourism industry to tell us their story by sharing 100-200 word written summaries, or short videos that describe your career journey, what BC's tourism industry has given you, and what advice you would give to people considering a career in tourism. Submit your content to media.relations@destinationbc.ca and info@tiabc.ca. You can see example stories on the [Power of Tourism](#) here.
6. Share stories of exceptional customer service with go2HR. Tell us about the time when someone in your organization delighted a customer and helped create a memorable experience. What did they do to make the experience so special? Send your stories, photos or videos to go2HR's [Showcasing Exceptional Customer Service](#) page. And if you are passionate about your career in tourism and want to inspire students and others to join the industry, email jlam@go2hr.ca about how you can join the speakers' bureau.
7. We are providing you with ready to go resources that will aid you in your promotion of Tourism Week.
 - [Click here for fact sheet](#)
 - [Click here for infographics](#)

We sincerely hope that you will be part of this celebration. Thank you for helping to build tourism into one of BC's leading and sustainable industries, and for supporting Tourism Week, May 27 to June 2, 2018.

Sincerely,



Hon. Lisa Beare
Minister of Tourism, Arts & Culture
Province of British Columbia

Marsha Walden
CEO
Destination BC

Walt Judas
CEO
Tourism Industry Association of BC



Arlene Keis
CEO
go2HR

From: TRU Events And Ceremonies [<mailto:trueventsandceremonies@tru.ca>]
Sent: May-09-18 8:16 AM
To: admin@ashcroftbc.ca
Subject: Invite to TRU's Chancellor's Installation and Convocation Banquet



Thompson Rivers University
invites you to the installation ceremony and dinner for
Nathan Matthew
as its next Chancellor

Wednesday, June 6, 2018

Ceremony

Seating: 9:00 a.m. • Ceremony: 10:00 a.m.

Installation will take place during the Faculty of Science Convocation Ceremony.

Where: Inside Track, Tournament Capital Centre

Parking will be available in Lot N, with shuttle service.

Banquet

You and a guest are invited to a reception and special dinner to celebrate Nathan Matthew's installation.

Reception: 6:00 p.m. • Banquet: 6:30 p.m.

Where: Grand Hall, Campus Activity Centre, Thompson Rivers University

Please RSVP your attendance or regrets by Friday, May 25, 2018 to: [Chancellor's Installation RSVP](#)
You may direct your inquires to trueventsandceremonies@tru.ca or 250-852-7195.

Nathan Matthew

Nathan Matthew is the third Chancellor to be appointed to Thompson Rivers University. He is a highly-regarded educator and advocate for Aboriginal education, at the local, provincial and national level. He was a founding member and chair of School District 73's First Nations Education Council, and a member of the First Nations Chiefs Committee on Education. He played a key role in the passage of the historic Tripartite Education Framework Agreement between First Nations, provincial and federal governments which guaranteed First Nations schools the same rights as other educational institutions.

Nathan has strong ties to TRU. He was the university's first Executive Director of Aboriginal Education from 2006 to 2014, where he provided support for the university's deepening relationships with its First Nation communities, as well as for the development of a stronger education program for Aboriginal students.

TRU's third Chancellor has been recognized for his service to his community and education, receiving an Honorary Doctorate in Letters from TRU in 2006, the national Indspire Award for Education in 2017 and, in 2018, School District 73's Owl Award of Excellence in Public Education.

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: May 8, 2018

SUBJECT: MOONLIGHT MOVIE NIGHT IN POOL PARK – AUGUST 20, 2018

Background

Interior Savings Credit Union has a summer community fundraising program where they sponsor an outdoor movie night in communities with the proceeds being donated to a local organization that benefits youth. The 2018 movie night will have all proceeds donated to the South Cariboo Elizabeth Fry Society.

Discussion

In previous years Interior Savings Credit Union (ISCU) sponsored a Moonlight Movie Night in our pool park and the proceeds were donated to local groups. The details for the 2018 movie night are:

- Monday, August 20th
- The movie crew will require access onto the soccer fields to secure the screen – public works staff will work with them to establish appropriate locations as well as avoid irrigation lines with the supporting stakes
- The movie crew will be on the site from approximately 3 pm – 3 am. The movie is expected to end by 11 pm but the dismantling and packing up is done that night
- Sprinklers will have to be turned off for the evening
- Access to pool washrooms will have to be arranged
- Power for the concession will have to be provided

In past years Council had the following requirements:

1. The organizers would have to ensure that the washrooms and front lobby area of the pool building were cleaned and garbage was removed on the night of the event. The cleaning is not allowed to wait until the following day because the pool opens for lessons at 8:30 am.
2. The organizers would have to ensure that trash was collected from the fields and properly disposed of prior to leaving after the event
3. The organizers would have to ensure that liability insurance was in place for this event.

The Village did not receive any complaints regarding the previous movie nights, they were well attended and provided something new for the community to attend during the summer.

Recommendation

Administration recommends that the Moonlight Movie Night sponsored by Interior Savings Credit Union be authorized to use the Ashcroft Pool Park for the evening of Monday, August 20, 2018 subject to provision of liability insurance and clean up requirements as outlined above.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "J. Allen", written in black ink.

J. Michelle Allen,
Chief Administrative Officer

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: April 27, 2018

SUBJECT: VILLAGE OF ASHCROFT/BC TRANSIT OPERATING AGREEMENTS

Background

The Village of Ashcroft and the Village of Clinton operate a local transit service in partnership with BC Transit and Yellowhead Community Services (YCS). The Village of Ashcroft is the signatory on the partnership agreement with BC Transit. We have a second funding agreement with the Village of Clinton.

Discussion

In 2017 the five year operating agreement was replaced with a Transit Service Agreement (TSA) which is an accompanying document to the Annual Operating Agreement (AOA). The TSA outlines the responsibilities of all parties, provides a definition of service and defines the service area and service standards.

The annual operating agreement contains similar information but also establishes the fees to use the system, service specification (ie: days and hours of service) and a budget summary. The term of the AOA is from April 1, 2018 to March 31, 2019. Copies of both of these agreements are attached for your reference.

The Village is pleased with the operation of the transit system and believe that it is operating efficiently and cost effectively. The projected budget can be accommodated within the annual budgets established by the Village of Clinton and ourselves. As Council is aware, the lease fees have had an impact on our budgets but we are confident that we have sufficient reserves to cover any unforeseen expenses.

Recommendation

Administration is seeking authorization to sign the Annual Operating Agreement with BC Transit for the period April 1, 2018 to March 31, 2019.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer



March 29, 2018

Michelle Allen
Chief Administrative Officer
PO Box 129
Ashcroft, BC V0K 1A0

Dear Michelle,

SUBJECT: 2018-2019 Annual Operating Agreement

Further to the information provided in your budget forecast and subsequent budget discussions, please find enclosed your final 2018-2019 Annual Operating Agreement (AOA) for approval. The attached System Specific Budget Notes outline year-over-year changes along with relevant updates from your budget forecast.

With the start of the 2018-2019 operating year comes the launch of our new Enterprise Resource Planning (ERP) system. This also means the launch of RTS Connect, the new web-based interface in which monthly revenue and statistical information is shared between the local government and BC Transit. This tool will also allow BC Transit to streamline our interactions with service providers around the province with particular benefit to the effective management of our fleet and operating facilities. We will be reaching out soon to those from your local government who will interact with this new tool.

BC Transit continues to capitalize on the significant investment in transit infrastructure made possible through joint funding from the Government of Canada and the Province of British Columbia. These funds have in part offset the cost of new vehicle purchases which, as a result of the introduction of standard lease fees last year, have benefitted partners throughout the province with savings identified in the lease fee line item of your budget. This funding has also supported the construction of new operations and maintenance facilities in Victoria, Abbotsford, Campbell River and the Cowichan Valley, and the implementation of our SmartBus program. This includes technology enhancements including security cameras, automated passenger counters, and automated vehicle location to support real time information to passengers.

Public Transit as we know it is undergoing a significant transformation which will present significant opportunities and challenges for us all. This will be the theme of our upcoming BC Transit Workshop, *Transit Transformation – Addressing Industry Trends*, to be held from June 4-7, 2018 at the Tigh-Na-Mara Seaside Resort in Parksville. This annual workshop brings the unique perspectives of partners from across the province, and from different roles within the provision of public transit, to share their ideas on major transit initiatives. Some of the topics will include Influencing Provincial Strategies and Initiatives, Responding to Trends in Custom Transit and Transforming Transit Through Technology Enhancements. I hope to see you there! (*Note:*

Early bird registration is available before April 6 and your AOA budget includes the cost of one registration.)

A reminder that the budget schedule attached to the AOA has been streamlined to facilitate information sharing and publication, and to protect commercially-confidential information subject to protection by the *Freedom of Information & Protection of Privacy Act*. As detailed budget information cannot be discussed within the public realm, it is provided separately to staff and allows the AOA to be more conveniently presented for decision by Council and Regional Boards. The response we received last year on this new format has been very positive, and we continue to solicit feedback from our partners on how we can most effectively support local government decision making around transit system budgets.

If you have any questions regarding your AOA, please contact me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rob Williams', with a stylized, cursive script.

Rob Williams
Senior Regional Transit Manager, BC Transit

Attachment: Transit System Specific Budget Notes

System Specific Budget Notes

For Ashcroft-Clinton Transit System

Prepared by Rob Williams, Senior Regional Transit Manager

The following budget notes outline details associated with year-over-year revenue and expense changes that are included in your detailed Schedule C budget.

Total Net Municipal Share of Costs in 2018-19 will increase by \$20,760 (22.5%).

Budget Notes

Revenue

- The 18/19 budget for revenue & passenger trips are adjusted based on actuals and calendar year impacts.
- BC Bus Pass revenue has also been adjusted according to recent trends.

Operations

- Operating company fixed costs reflect the operator contract agreement which includes all of the operating company's overhead (non-driver and non-mechanic) costs to deliver service such as supervision, dispatching, training, bus fueling, bus interior cleaning & washing, utilities, rents and administration;
- The variable hourly cost that covers driver related labour costs reflects the operator contract agreement;
- Funds have been allocated for the implementation and training of the Enterprise Resource Planning (ERP) initiative to help improve administrative processes; and
- Variable Fuel Costs reflect a fuel price of \$1.28/L.

Maintenance

- Changes to the Fleet Maintenance budget reflect actual activity during the current year and upcoming work forecasted for 2018/19, as well as assumptions on inflationary increases related to parts. This includes increased costs for the ARBOC buses that continue to experience higher than projected maintenance costs.

Capital Initiatives and Debt Service

- Your lease fee summary also reflects a budget credit for vehicle replacements covered under the Public Transit Infrastructure Fund (PTIF).

ASHCROFT-CLINTON
ANNUAL OPERATING AGREEMENT

between

VILLAGE OF ASHCROFT

and

BRITISH COLUMBIA TRANSIT

Effective

April 1, 2018

INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. CONSULT WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.

ANNUAL OPERATING AGREEMENT

BETWEEN:

VILLAGE OF ASHCROFT

(the "Municipality")

AND:

BRITISH COLUMBIA TRANSIT

(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

Contents

SECTION 1: DEFINITIONS.....	4
SECTION 2: INCORPORATION OF SCHEDULES.....	4
SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT	4
SECTION 4: TERM AND RENEWAL	4
SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.....	4
SECTION 6: SETTLEMENT OF DISPUTES	5
SECTION 7: MISCELLANEOUS PROVISIONS	5
SECTION 8: GOVERNING LAW.....	6
SECTION 9: COUNTERPARTS.....	6
SECTION 10: NOTICES AND COMMUNICATIONS	7
SCHEDULE "A": TARIFF AND FARES	9
SCHEDULE "B": SERVICE SPECIFICATIONS.....	10
SCHEDULE "C": BUDGET	10

SECTION 1: DEFINITIONS

Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

- a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
- b) "Transit Service Agreement" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;

SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

SECTION 4: TERM AND RENEWAL

- a) The parties agree that the effective date of this agreement is to be April 1, 2018, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
- b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2019 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
- c) Either party may terminate this agreement as follows:
 - a. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
 - b. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom Of Information And Protection Of Privacy Act* ("FOIPPA"). Any information developed in the performance of this Agreement, or any personal information obtained, collected, stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to

the provisions of the FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of the FOIPPA.

SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

SECTION 7: MISCELLANEOUS PROVISIONS

- a) Amendment: This agreement may only be amended in writing signed by the Municipality and the Authority and specifying the effective date of the amendment.
- b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
- c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- d) Operating Reserve Fund: In accordance with OIC 594, in fiscal year 2015/16, BC Transit established a Reserve Fund to record, for each local government, the contributions that BC Transit has received but has not yet earned.
 - a. BC Transit will invoice and collect on monthly Municipal invoices based on budgeted Eligible Expenses.
 - b. Any expenditure of monies from the Reserve Fund will only be credited towards Eligible Expenses for the location for which it was collected.
 - c. Eligible Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:
 - i. *For Conventional Transit Service:*
 1. the operating costs incurred in providing Conventional Transit Service excluding interest and amortization;
 2. the amount of any operating lease costs incurred by BC Transit for Conventional Transit Services;
 3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
 - ii. *For Custom Transit Service:*
 1. the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by BC Transit to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 2. the amount of any operating lease costs incurred by BC Transit for Custom Transit Service;

3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and,
 4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
- d. Eligible Expenses exclude the costs of providing third-party 100%-funded services; and,
 - e. BC Transit will provide an annual statement of account of the reserves received and utilized, including any interest earned for each local government.
- e) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.
- f) BC Transit acknowledges receipt of a copy of that certain Community Transit Partnership Agreement between the Municipality and the Thompson Nicola Regional District and Interior Health Authority (the "Partner") effective April 1, 2006. BC Transit hereby provides written consent for the Municipality to enter into the Community Transit Partnership Agreement; provided, however, that:
- a. In the event the Partner provides one years' notice of its intention to terminate the Community Transit Partnership Agreement, the Municipality will immediately notify the Authority in writing of such termination;
 - b. In the event the Partner provides the Municipality with a payment in lieu of providing notice of termination pursuant to Section 4 of the Community Transit Partnership Agreement, the Municipality will immediately forward to BC Transit the full amount of such payment, without setoff whatsoever; and,
 - c. In the event the Partner provides the Municipality with payment in accordance with the subsection above, and the Municipality fails or neglects to forward such payment to the Authority, the Authority shall have the right to include such amount in its monthly invoice to the Municipality for immediate payment by the Municipality.

SECTION 8: GOVERNING LAW

This Agreement is governed by and shall be construed in accordance with the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the government of Canada.

SECTION 9: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

SECTION 10: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed or if mailed by prepaid registered mail to the Authority at:

BRITISH COLUMBIA TRANSIT
c/o President & CEO
P.O. Box 610
520 Gorge Road East
Victoria, British Columbia V8W 2P3

and to the Municipality at:

VILLAGE OF ASHCROFT
c/o Chief Administrative Officer
PO Box 129
Ashcroft BC, V0K1A0

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this ____ day of _____, 20____.

VILLAGE OF ASHCROFT

BRITISH COLUMBIA TRANSIT

CHIEF OPERATING OFFICER

CHIEF FINANCIAL OFFICER

SCHEDULE "A": TARIFF AND FARES

Effective November, 2017

Cash Fares:

Adult/Student/Senior	\$2.00
Child, 4 or under	Free
Door-to-door	\$2.00
Kamloops	\$5.00
100 Mile House	\$5.00
Health Connections	\$5.00

SCHEDULE "B": SERVICE SPECIFICATIONS

The Local Transit Service Area for the boundaries of the Ashcroft-Clinton Transit Service Area shall be defined as the Village of Ashcroft, Village of Cache Creek, Village of Clinton, District of 100 Mile House, Electoral Area 'E' & 'I' of the Thompson Nicola Regional District and Electoral Area 'G' of the Cariboo Regional District. It also includes all areas between: 1) Lillooet and Kamloops, 2) Lillooet and Lytton 3) Lytton and Kamloops, and 4) the Clinton and 100 Mile House.

The Annual Service Level for Ashcroft-Clinton Transit Service shall be 2,350 Revenue Service Hours.

The Exception Days recognized annually for the Ashcroft-Clinton Transit Transit Service are:

Exception Day	Service Level
Good Friday	No Service
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Years Day	No Service
Family Day	No Service

SCHEDULE "C": BUDGET

	Base Budget 2018/2019
Total Revenue	\$18,652
Total Direct Operating Costs	\$162,140
Total Operating Costs	\$178,770
Total Costs (including Local Government Share of Lease Fees)	\$200,440
Net Local Government Share of Costs	\$113,215

**ASHCROFT-CLINTON
TRANSIT SERVICE AGREEMENT**

between

THE VILLAGE OF ASHCROFT

and

BRITISH COLUMBIA TRANSIT

Effective

April 1, 2017

INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. CONSULT WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.

TRANSIT SERVICE AGREEMENT

BETWEEN:

VILLAGE OF ASHCROFT

(the "Municipality")

AND:

BRITISH COLUMBIA TRANSIT

(the "Authority")

WHEREAS the Authority has, at the request of the Municipality, established the Transit Service Area described in this agreement pursuant to the *British Columbia Transit Act*;

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area; and

WHEREAS the Municipality and the Authority wish to define their respective rights and responsibilities with respect to the provision of transit services in the Transit Service Area.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

Contents

SECTION 1: DEFINITIONS.....	4
SECTION 2: INCORPORATION OF SCHEDULES.....	4
SECTION 3: ANNUAL OPERATING AGREEMENT.....	4
SECTION 4: INCORPORATION OF ANNUAL OPERATING AGREEMENT	4
SECTION 5: TRANSIT SERVICE AREA.....	4
SECTION 6: TERM AND TERMINATION	4
SECTION 7: MUNICIPAL RESPONSIBILITIES	5
SECTION 8: AUTHORITY RESPONSIBILITIES	6
SECTION 9: FUNDING AGREEMENT.....	7
SECTION 10: CAPITAL AND OPERATING EXPENDITURES.....	7
SECTION 11: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT	7
SECTION 12: AMENDMENT	8
SECTION 13: SETTLEMENT OF DISPUTES	8
SECTION 14: ENUREMENT.....	8
SECTION 15: ASSIGNMENT.....	8
SECTION 16: GOVERNING LAW	8
SECTION 17: COUNTERPARTS.....	8
SECTION 18: NOTICES AND COMMUNICATIONS	9
SCHEDULE "A": DEFINITIONS	11
SCHEDULE "B": TRANSIT SERVICE AREA	14
SCHEDULE "C": SERVICE STANDARDS	15

SECTION 1: DEFINITIONS

The Definitions that shall apply to this Agreement as approved pursuant to the *BC Transit Act* and Regulations are defined in Schedule "A" and, unless the context clearly indicates to the contrary, any words defined in the singular shall include the plural and vice versa.

SECTION 2: INCORPORATION OF SCHEDULES

The parties agree that the attached schedules form part of this agreement and are binding on the parties.

SECTION 3: ANNUAL OPERATING AGREEMENT

The Municipality and the Authority shall enter into an Annual Operating Agreement prescribed by regulation made pursuant to the British Columbia Transit Act.

SECTION 4: INCORPORATION OF ANNUAL OPERATING AGREEMENT

Upon execution, this Transit Service Agreement shall be deemed integrated into the Annual Operating Agreement and thereafter the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the British Columbia Transit Act, as amended from time to time.

SECTION 5: TRANSIT SERVICE AREA

For the purposes of this agreement, the "Transit Service Area" is defined as the area comprised within the boundaries shown in Schedule "B" to be known as the Ashcroft-Clinton Transit Service Area.

SECTION 6: TERM AND TERMINATION

The parties agree that the effective date of this agreement is to be April 1, 2017, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Annual Operating Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.

Upon commencement of this agreement it shall remain in full force and effect unless and until terminated in accordance with the provisions of this Agreement. Either party may terminate this agreement as follows:

- a) Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 18.
- b) Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 18.

SECTION 7: MUNICIPAL RESPONSIBILITIES

In accordance with the terms and provisions of this Agreement, and the *British Columbia Transit Act*, and regulations made pursuant to the Act, the Municipality shall be responsible for:

- a) Participating in the development of, and where in agreement approving, plans and amendments to the Public Passenger Transportation System including:
 - i. Determining service goals, levels and objectives for the Public Passenger Transportation System;
 - ii. Establishing service performance standards and guidelines for the System;
 - iii. Approving transit service plans and, where feasible, incorporating these plans into Official Community Plans and transportation plans for the Municipality;
 - iv. Approving bus routes;
 - v. Approving the Service Specifications prepared by the Authority consistent with operating and capital budgets set by the Authority; and
 - vi. Approving, after prior consultation with the Authority, requests for Special Transit Services in accordance with the policies and procedures developed by the Authority and the contingency budget provisions or as otherwise agreed to by parties for the payment of the Special Transit Services.
- b) Bus stops, shelters and related amenities including:
 - i. Approving, installing and maintaining bus stops, shelters and related amenities. The purchasing of materials, installation and maintenance of stops and shelters and related costs are the responsibility of the Municipality except in instances where the Authority has, by a separate written agreement entered into with the Municipality, agreed to share the costs according to the terms of that agreement;
 - ii. Identifying bus stops or shelters with signs and decals provided by the Authority and consistent with the Authority's brand standards; and
- c) Notifying the Operating Company and the Authority at least 48 hours in advance of any scheduled or anticipated street closures or traffic disruptions affecting transit service; develop alternate routings in consultation with the Operating Company; and ensure that adequate signage is posted along affected portions of routes.
- d) Establishing necessary traffic control by-laws and transit priority measures on their streets;
- e) With respect to System Revenues:
 - i. In consultation with the Authority, establishing a tariff and Fares and prescribing the terms and conditions applicable to each Fare category and amending this Fare structure in whole or in part from time to time;
 - ii. Depositing system revenues received from the Operating Company.
 - iii. Submitting a completed "Report of Revenue" form, supplied by the Authority, within 10 working days of the end of each month showing all system revenues collected on a monthly basis.
- f) With respect to budgets and payment:
 - i. Approving annual budgets consistent with the Service Specification and the Authority's budgets;
 - ii. Paying the amounts owing to the Authority on a monthly basis as invoiced by BC Transit in accordance with the budget provided in the Annual Operating Agreement;
 - iii. Where requested by BC Transit, the Municipality shall determine its administration costs relative to its responsibilities. Payment for these costs shall not exceed 2% of the Direct Operating Costs provided in the budget provided in the Annual Operating Agreement;
- g) Supporting the sustainability of the Public Passenger Transportation System by:

- i. Taking into consideration the impacts on transit service effectiveness when making local land use decisions;
 - ii. Promoting the use of the Public Passenger Transportation System.
- h) Notifying the Operating Company and the Authority of any customer complaints or concerns received by the Municipality; and,
- i) The Municipality may negotiate and enter into Community Transit Partnership Agreements only with prior written approval from the Authority;
- j) The Municipality agrees that the Authority will be the primary spokesperson for transit operational issues relating to the Public Passenger Transportation System and will cooperate when necessary to ensure accurate and effective public communications.

SECTION 8: AUTHORITY RESPONSIBILITIES

The Authority shall:

- a) Set the annual operating and capital budgets for all transit services in the Transit Service Area;
- b) Provide the personnel required to develop and implement transit service plans, fare tariffs and marketing programs for the Transit Service Area;
- c) Administer and manage the activities of the operating company with respect to the services provided under this agreement, including:
 - i. Conducting financial and service audits of the Public Passenger Transit System; and
 - ii. Monitor the Transit Services provided in the Transit Service Area and report and make recommendations to the Municipality with respect to the standards of service and performance of the public transportation systems
- d) Institute marketing programs for transit service in the Transit Service Area, including:
 - i. In consultation with the Municipality, providing public information, marketing and communications services consistent with the budget established in the Annual Operating Agreement and the Authority's branding standards to promote the Public Passenger Transportation System, and
 - ii. Ensuring that the Municipality's respective corporate graphic standards are met in local promotions and communications.
- e) In accordance with the terms and provisions of this Agreement, and the *British Columbia Transit Act* and relevant *Regulations*, the Authority shall be responsible for providing and directing the Shared Services Resources for managing the Operating Company's overall delivery of Transit Services including:
 - i. Establishing customer service practices and procedures; and
 - ii. Conducting any inspections and audits the Authority deems necessary of the Operating Company, Transit Services, Revenue Service Vehicles, Premises and other Physical Assets.
- f) Develop policies and procedures for the delivery of the Transit Services including:
 - i. Prescribing Registered User eligibility criteria and developing procedures and policies to be used by the Operating Company for the assessment and registration of Eligible Users for Custom Transit Services; and
 - ii. Developing procedures and policies for the delivery of Extra Services.
- g) Plan, prepare and implement the Transit Services including:
 - i. Providing Public Passenger Transportation System marketing in accordance with Section 8(d) of this agreement;
 - ii. Ensuring that the terms and conditions of the transit advertising agreement between the Authority and the advertising contract company are met, and

- that the designated revenues generated by this contract are credited to the Municipality;
- iii. Negotiating the terms of the Provincial BC Bus Pass and ensuring that the designated revenue is credited to the Municipality;
 - iv. Providing to the Municipality on a periodic basis reports which will specify:
 - 1) The actual costs of service compared to the budgeted costs specified in the Annual Operating Agreement;
 - 2) The revenue accrued to date, including farebox and other transit revenue (obtained from the Municipality or credited to the Municipality) compared to the budgeted revenue amount; and
 - 3) The annual performance summary of the service compared to the service standards established by the Municipality as outlined in Schedule "C".
 - h) Determining and providing the Revenue Service Vehicles, Premises and other Physical Assets required by the Operating Company for the provision of the Transit Services pursuant to lease or license agreements with the Authority and monitor the use, maintenance and conditions of such Revenue Service Vehicles, Premises and Physical Assets;
 - i) Provide to the Municipality full contact information for the Operating Company, so that the Municipality may fulfill all obligations under this agreement and/or the Annual Operating Agreement with respect to providing notice to the Operating Company;
 - j) Exercise its authority as primary spokesperson for transit operational issues relating to the Public Passenger Transportation System in a manner which does not interfere with the authority of the Municipality to communicate with the public with respect to local public transportation issues; and,
 - k) The Authority shall receive and review any and all proposals from the Municipality to enter into a Community Transit Partnership Agreement and, if acceptable to the Authority, provide its prior written approval of such Community Transit Partnership Agreement, such approval not to be unreasonable withheld by the Authority.

SECTION 9: FUNDING AGREEMENT

The Municipality and the Authority agree to contribute their respective portion of the annual cost of the Public Passenger Transportation System as prescribed in the Annual Operating Agreement.

SECTION 10: CAPITAL AND OPERATING EXPENDITURES

Nothing in this agreement shall be construed as committing the Authority or the Municipality to incur capital or operating expenditures for equipment, facilities or otherwise, within the Transit Service Area unless the same shall be contained within the approved budget of British Columbia Transit.

SECTION 11: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the Freedom Of Information And Protection Of Privacy Act ("FOIPPA"). Any information developed in the performance of this Agreement, or any personal information obtained, collected, stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to the provisions of the FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of the FOIPPA.

SECTION 12: AMENDMENT

This agreement may only be amended in writing signed by the Municipality and the Authority and specifying the effective date of the amendment.

SECTION 13: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

SECTION 14: ENUREMENT

This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.

SECTION 15: ASSIGNMENT

This Agreement shall not be assignable without prior written consent of the parties.

SECTION 16: GOVERNING LAW

This Agreement is governed by and shall be construed in accordance with the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the government of Canada.

SECTION 17: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or .pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

SECTION 18: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed or if mailed by prepaid registered mail to the Authority at:

BRITISH COLUMBIA TRANSIT
c/o President & CEO
P.O. Box 610
520 Gorge Road East
Victoria, British Columbia V8W 2P3

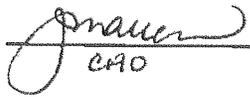
and to the Municipality at:

VILLAGE OF ASHCROFT
c/o Chief Administrative Officer
Box 129
Ashcroft BC, V0K1A0

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this 11 day of APRIL,
2017.

VILLAGE OF ASHCROFT

 J. Michelle Allen.
CEO

BRITISH COLUMBIA TRANSIT

PRESIDENT & CEO

CORPORATE SECRETARY

SCHEDULE "A": DEFINITIONS

- a) **"Annual Operating Agreement"** means the Annual Operating Agreement and all attached schedules negotiated and entered into on a periodic basis pursuant to the British Columbia Transit Act, between the parties hereto this Transit Service Agreement;
- b) **"Attendant"** means a person whose presence is essential to the Registered User to enable the Registered User to physically use the service and whose origin and destination are the same as the Registered User;
- c) **"Community Transit Partnership Agreement"** means a partnership agreement entered into by the Municipality and a third party pursuant to Section 7(i) and Section 8(k), whereby the third party agrees to pay a fee to the Municipality in order to fund certain services provided under the Service Specifications;
- d) **"Companion" or "Escort"** means a person who accompanies the Registered User but whose presence is not essential to the Registered User to physically use the service and whose origin and destination are the same as the Registered User;
- e) **"Conventional Transit Services"** shall mean services and facilities operated by or for a Public Passenger Transportation System to transport persons on specified fixed routes and schedules using public streets or thoroughfares, but does not include Custom Transit Services or Paratransit Services;
- f) **"Custom Transit Services"** shall mean services and facilities operated or provided by a Public Passenger Transportation System for on demand point to point transportation of any Registered User;
- g) **"Direct Operating Costs"** means the sum of the Fixed Costs and Variable Costs of service, maintenance and other costs of service, where:
 - i. **"Fixed Costs"** means items of cost that may be reasonably and conveniently identified with the overall service but which cannot be directly assigned to a unit of service such as hours or kilometres of service. Items of cost will exclude the cost of items which are normally capitalized but may include appropriate charges for depreciation of capital assets or the leasing of capital assets. The use of the term Fixed Costs does not mean that some items of cost included will not vary depending on service requirements;
 - ii. **"Variable Costs"** means items of cost which may be reasonably and conveniently identified and allocated to a specific unit of service such as hours or kilometres of service;
 - iii. **"Maintenance Costs"** means parts and materials, sublet and labour costs of a qualified licensed mechanic for the maintenance of the Revenue Service Vehicles, but shall not include costs associated with interior and exterior transit advertising signs and non-mechanical servicing of Revenue Service Vehicles such as fuelling, clearing fareboxes, cleaning and painting wheel rims, vehicle washing and other work performed by a serviceman; and,
 - iv. **"Other Costs"** shall include but not be limited to vehicle insurance costs, incurred by the Authority and Operating Company, contingency costs, taxi program costs (if applicable);
- h) **"Eligible User"** means any person who is deemed eligible to use Custom Transit Services as defined in Section 11 of the British Columbia Transit Act Regulations.
- i) **"Extra Service"** means Overloads or Special Transit Service;
- j) **"Fare"** means an entitlement to ride upon the services of the Public Passenger Transportation System;
- k) **"FOIPPA"** means the Freedom of Information and Protection of Privacy Act and Regulations (British Columbia);
- l) **"Operating Company"** means:

- i. the company or person contracted by the Authority to operate and manage the Public Passenger Transportation System within the Transit Service Area, or
 - ii. a person designated by the minister to contract with the Authority with respect to the operation by that person of a Public Passenger Transportation System in the Transit Service Area;
- m) **“Overloads”** means additional Revenue Service Vehicles operating on specified routes to cope with ridership demands which cannot be served by the regularly scheduled service;
- n) **“Paratransit Services”** shall mean services and facilities operated or provided by a Public Passenger Transportation System offering more flexible service than Conventional Transit Services. Paratransit Service is a blend of Conventional Transit Services and Custom Transit Services providing service to able bodied transit passengers as well as Registered Users using the same Revenue Service Vehicles that deviate periodically from their fixed route and fixed schedules to provide on demand point to point service;
- o) **“Physical Assets”** other than revenue service vehicles, means any land, buildings, equipment or other items of a material nature which for accounting purposes are considered to contribute to delivery of Transit Services for a period exceeding one fiscal year;
- p) **“Premises”** means the lands, buildings and equipment owned or leased by the Authority and used in the provision of the Public Passenger Transportation System;
- q) **“Public Passenger Transportation System”** means a public transit system as prescribed by the British Columbia Transit Act;
- r) **“Registered User”** means an Eligible User who has satisfied certification and registration requirements established by the Authority to allow them to use Custom Transit Services;
- s) **“Revenue Hours”**, **“Revenue Kilometres”** means those units of service that are actually offered to the public as reflected in the public timetable and set out in the Service Specification, including lay over time between trips;
- t) **“Service Specifications”** means a detailed description of the Public Passenger Transportation System;
- u) **“Shared Services Resources”** means the management, planning, financial, procurement, fleet and maintenance management, contract and performance management, marketing, environmental, safety, training and other services and resources provided by the Authority to support the Public Passenger Transportation System;
- v) **“Special Transit Service”** means infrequent and temporary service provided within the Transit Service Area for specific events or purposes beyond the Revenue Hours outlined in the Service Specifications. Special Transit Services will not exceed the boundaries of the ICBC coverage unless written permission is given in advance by the Municipality and the Authority;
- w) **“Statutory Holidays”** means New Year’s Day, Family Day, Good Friday, Victoria Day, Canada Day, B.C. Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day and/or any other days that may be gazetted as being a holiday in and for the Province of British Columbia;
- x) **“System Revenues”** means the revenue of the Public Passenger Transportation System and includes revenue from farebox, revenue from sale of passes and tickets, revenue from advertising contracts and any other Fare related revenue accruing from the operation of the Public Passenger Transportation System pursuant to this Agreement;
- y) **“Transit Services”** includes without limitation any activity related to the provision of the Public Passenger Transportation System, whether conducted directly or indirectly by the Operating Company or its agents, affiliates, subsidiaries, contractors or representatives,

to operate, maintain, repair or store vehicles, equipment or infrastructure and conduct any related environmental and waste management measures and includes Conventional, Custom and Paratransit Transit Services; and,

- z) **Transit Service Area**” means the boundaries of the Transit Services as defined in Schedule “B” of this Agreement.

SCHEDULE "B": TRANSIT SERVICE AREA

The boundaries of the Transit Service Area shall be defined as follows:

The boundaries of the Ashcroft-Clinton Transit Service Area shall be defined as the Village of Ashcroft, Village of Cache Creek, Village of Clinton, Electoral Area 'I' of the Thompson Nicola Regional District and Electoral Area 'G' of the Cariboo Regional District. It also includes all areas between: 1) Lillooet and Kamloops, 2) Lillooet and Lytton and 3) Lytton and Kamloops.

SCHEDULE "C": SERVICE STANDARDS

The service standards established for the Ashcroft-Clinton Transit System are to be reviewed, confirmed and incorporated into this schedule at a future date in accordance with Section 12 of this Agreement to satisfy the requirements of Section 8(g)iv(3).

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: May 8, 2018

SUBJECT: HARMONY BELL PROJECT – PROPOSED UNVEILING EVENT

Background

As Council is aware the Village has been working with a number of community members on a Harmony Bell Project. The project is a joint effort between the Ashcroft/Cache Creek Rotary Club and the Ashcroft & District Lions Club.

Discussion

The development of the Harmony Bell Project has been ongoing since the summer of 2016 and the Village committed to having the project developed at the southern end of the Heritage Place Park. The structure that houses the bell has evolved over time and is now approximately 20 feet in height. The centre structure that houses the 4 mosaics is 4 feet square and the roof overhang is 14 feet square.

The artists have engaged a number of groups within the region to participate and this ensures that the various cultures that have been part of our history are all represented. As Council is aware from previous discussions it is important to some cultures that the entrance be from the east; this posed some logistical problems as the east side is against the tracks.

Staff has met with the committee and a final site has been determined that meets the cultural requirements as well as minimizes landscaping and drainage issues for the Village. The structure will be located at the southern end of the park where the pathway past the gazebo exits the current development. This will encourage visitors to start their examination of the project on the eastern side and they can work their way around the four sides. The committee has indicated that story boards will be investigated that will explain the evolution of this project as well as the significance of the four cultures. Staff advises that there is room for these boards to be installed between the eastern side of the harmony bell structure and the CP railway right of way. Staff is currently investigating grant opportunities for funding to install trees/shrubs along the CP right of way to provide a visual and noise buffer. There was a sign in this location that contained a copy of the Downtown Walking Tour. This sign had been purchased by Community Futures a few years ago. Administration contacted Ms. Arnott and explained that the sign would have to be removed and would be replaced at another site within the Village. Ms. Arnott had no concerns with this and appreciated the heads up regarding the sign removal. The excavation of the site started on May 8, 2018.

The Harmony Bell Committee is very excited to see this project moving forward and have contacted members of the funding partners and the Provincial Government. A tentative unveiling date has been established for Saturday, June 23, 2018 and a program is being developed that includes a native blessing, dancing, speakers list and refreshments. The committee advises that the guest list is long and there could be 200 people in attendance.

Council had previously set Saturday, June 23, 2018 as the date for the Community Appreciation Barbecue. Staff has discussed the possibility of having both events at the same time however they recommend that the Community Appreciation Barbecue be moved to another date. The Harmony Bell Project is a significant project and it is important that Council be free to participate in the event. We also do not want our **thank you** to the residents to be "lost" in the other festivities.

Recommendation

Administration recommends that Council move the date of the Community Appreciation Barbecue to another Saturday, possibly later in the summer so that attendees can enjoy the Harmony Bell project, and that Council plan on attending the unveiling of the Harmony Bell Project on Saturday, June 23, 2018.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: May 9, 2018

SUBJECT: SEWAGE TREATMENT PLANT UPGRADE – BUDGET AMENDMENT

Background

As Council is aware the Village applied for a grant under the Clean Water and Wastewater Fund (CWWF) in November 2016. The grant application was in the amount of \$530,000 and we were successful in receiving a grant in the amount of \$439,900.

Discussion

Council was advised previously that during the planning stages and discussions with potential contractors a number of items were identified that should be addressed at this time to make the project more successful. The items included safety concerns such as improved air circulation and ventilation as well as installation of air conditioning in this portion of the plant.

Another item that was identified was the development of a conveyor belt to dispose of the dried sludge. Currently the sludge comes off of the drying table and drops into a small dump truck. Several times throughout the drying cycle the operator has to shut down the system and take the truck load of sludge over to the drying area of the yard. The crew brought forward the suggestion for the installation of a conveyor belt that would automatically transfer to sludge over to the drying area. This would eliminate the use of the dump truck, improve the operator's efficiency by not having to shut the process down and would be less handling of the final product. The engineers have advised that this should be done as part of the initial installation as to do it later would require significant design changes and the costs would be considerably higher.

The bids for the modified project have come in higher than the grant application however still within the budget that staff was expecting. The lowest bid was \$802,888 which is \$272,888 over the original cost however staff recommends that Council authorize the additional work and that the funds be withdrawn from the Gas Tax Reserve. The funding for the project would be as follows:

CWWF Grant	\$439,900
Sewer Reserve Fund	<u>90,100</u>
Original Grant	\$530,000
Gas Tax Reserve	<u>272,888</u>
Total Project	<u>\$802,888</u>

Staff did meet with the engineers and asked that the lowest bidder review their bid and determine if there were any savings to be realized and the only items brought forward amount to around \$20,000 but the Village would have to purchase them prior to, or shortly after, commissioning. These included installing only a portion of the conveyor system so that the Village could complete the project at a later date, not providing spare parts for the centrifuge which is not a good management decision and a couple of other minor changes. Considering the scope of the project, and the fact that the total project will still be funded 55% by the grant proceeds and 45% from the Village, Staff is recommending that Council approve the bid for the amended centrifuge project of \$802,888 as outlined above.

Recommendation

Administration is seeking a motion of council authorizing staff to approve the lowest bid for the Sewage Treatment Plant Upgrade Project in the amount of \$802,888 to Trittech Group with the Village's share of the funding to be provided from the Sewer Reserve Fund (\$90,100) and the Gas Tax Reserve Fund (\$272,888).

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: May 9, 2018

SUBJECT: RETAIL CANNABIS SALES – BUSINESS LICENSE AND ZONING BYLAWS

Background

Council is aware that the Federal Government has announced that they will be legalizing the retail sale of cannabis however the legislation is still under review and the effective date is not yet known. Once the Federal Government passes this legislation the Provincial Government will finalize any laws that will be impacted by this change.

Discussion

As the details regarding the retail sale of cannabis is unknown it is difficult for Council to establish regulations to address the issues. Council had a presentation from our solicitors, Fulton & Company, and the recommendation was for Council to ban all non-medical cannabis retail stores. Once the higher levels of authority have rolled out the new legislation this item will be revisited and Council may wish to make changes.

Fulton & Company have drafted the necessary bylaw amendments and they are presented to Council for first three readings later in this meeting.

Recommendation

Administration is recommending that Bylaw No 820 cited as *Business License Amendment Bylaw No. 820, 2018* and Bylaw No. 821 cited as *Zoning Amendment Bylaw No 821, 2018* be introduced and given first three readings.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: May 9, 2018

SUBJECT: RIGHTSIZING MEDIA – SMALLER COMMUNITIES, HOMES AND LIVING

Background

The Village has been undertaking a number of initiatives to encourage people from the lower mainland to visit our community and consider making the lifestyle change to a small town. Right Sizing Media is producing a number of advertising campaigns over the summer focusing on the unique benefits of living in smaller towns. The July/August issue will be distributed to all of the paid circulation subscribers of the Globe and Mail in Vancouver and Calgary as well as a number of other distributions.

Discussion

Staff had a lengthy phone conversation with a representative of Right Sizing Media about the services and amenities that Ashcroft has to offer. It appears that our quest to reach out to “city folks” would be well served by participating in the July/August issue. A full page ad would be \$4,700 plus GST and Administration suggests that this cost could be funded under the NDIT Economic Development Capacity Building Program.

The 2018 Media Kit is attached to this memo for Council's review.

Recommendation

Administration recommends that the Village of Ashcroft purchase a full page ad in the Right Sizing magazine for the July/August 2018 issue at a cost of \$4,700 plus GST and ad design subject to the costs being claimed under the NDIT Economic Development Capacity Building Program.

Respectfully submitted,

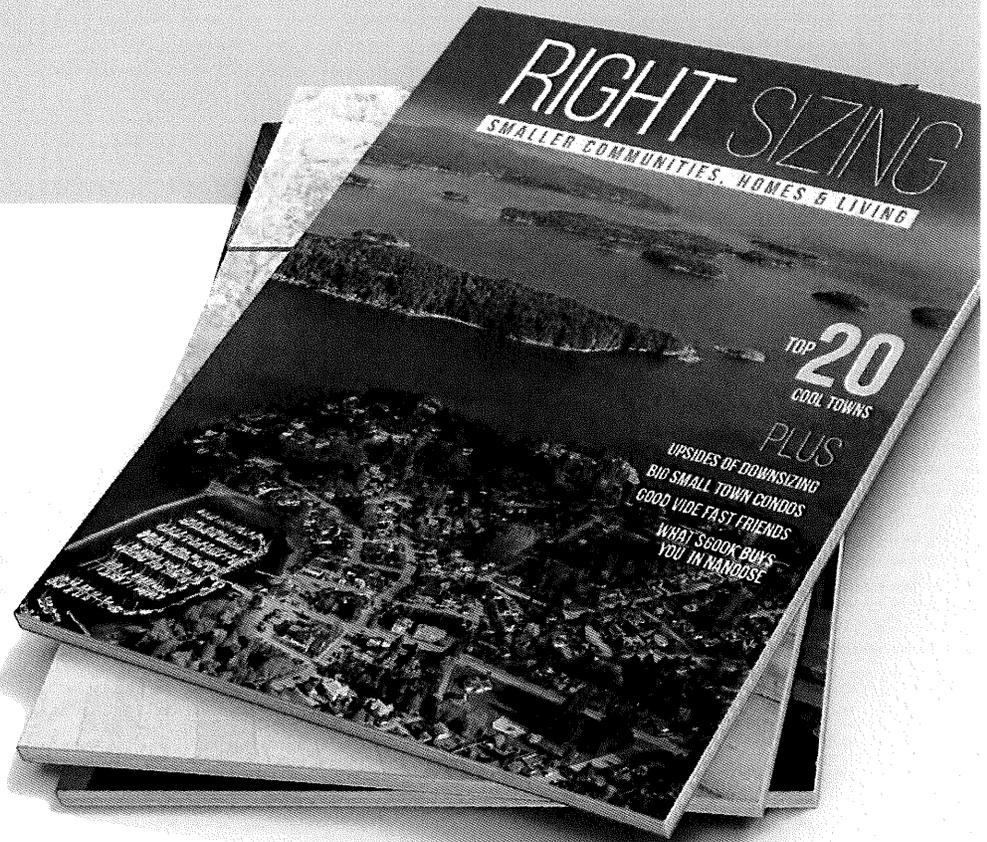


J. Michelle Allen,
Chief Administrative Officer

2018 MEDIA KIT

Right Sizing – Smaller Communities, Homes & Living celebrates the unique benefits of living in smaller towns—from lifestyle amenities, to real estate value to market trends.

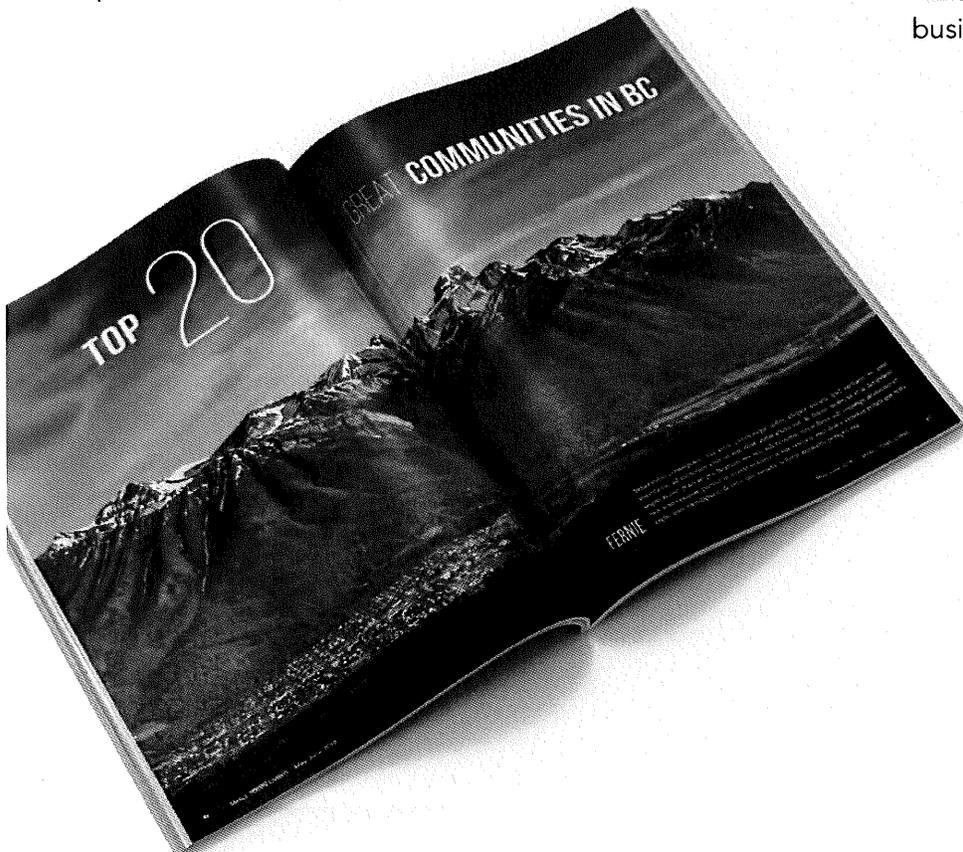
Our readers include new homebuyers, empty nesters, down-sizers and retirees, and they all have one thing in common: they dream of a stress-free, comfortable life. The prospect of moving to a small town is now more appealing than ever for baby boomers intent on cashing out of the big city—and millennials who can't afford a place to live in many Canadian cities.



Small towns are growing, becoming more hip, providing more value to residents and businesses alike, and are enabling people to live a modern, comfortable lifestyle.

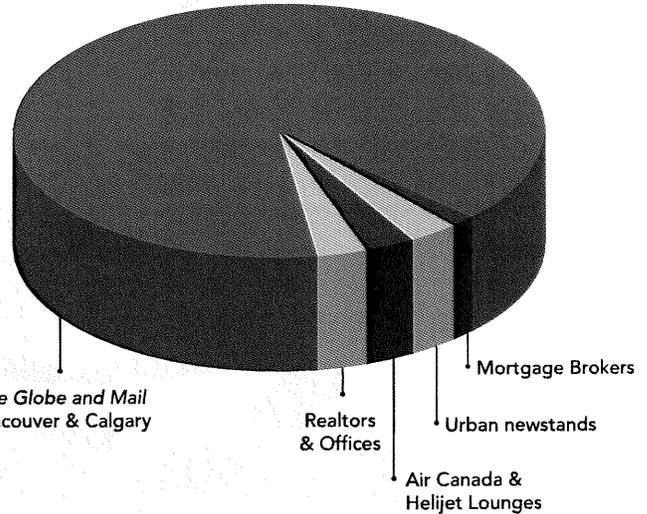
SMALL TOWNS OFFER VANCOUVERITES BETTER VALUE AND LIFESTYLE.

Launching at the height of the biggest real estate boom in Canadian history, the time to look for alternative real estate and lifestyles is now—and *Right Sizing* is here to show the way.



Primary distribution is through *The Globe and Mail*, 125,000 readers per issue, in Vancouver alone. Further distribution is through realtors, mortgage brokers, select airports and news stands, totaling 33,000 in monthly average distribution.

- 29,500 copies distributed in Vancouver and Calgary editions of *The Globe and Mail* - Saturday, home delivery
- 1,000 Realtors and offices in Lower Mainland
- 500 Mortgage brokers in BC
- 1,000 Air Canada Lounges (BC) and Helijet lounges
- 1000 Urban newsstands



Geographic Focus is on the most lofty real estate markets of Vancouver, North Vancouver, West Vancouver, Burnaby, New Westminster, East Vancouver, Coquitlam, Maple Ridge, Squamish, Whistler and Calgary.

Publishing Frequency:
6 issues per year

OKANAGAN LISTING



Location Osoyoos Lake **Size** 1,452 sqft
Address Radio Tower Rd. **Lot Size** 42'x63'
Price \$599,000 **Taxes** TK
Year Built 2013 **Listing Date** January 2018
Rooms 3 Bed / 3 Bath

VANCOUVER LISTING



Location Vancouver West **Size** 2,046 sqft
Address 2346 W 18th Ave. **Lot Size** 50'x 122'
Price \$3,988,800.00 **Taxes** \$10,699 / year
Year Built 1942 **Listing Date** January 2018
Rooms 3 Bed / 2 Bath

Real Estate Highlights

- Most readers have more money tied up in real estate than they have ever dreamed of
- Many consider themselves to have won the lottery (through increased value of their property)
- This audience continues to read many publications and is extremely loyal to print—in fact most of our readers are paying over \$200/year to receive *The Globe and Mail* every day
- No other magazine in Western Canada speaks directly to the value that can be gained from moving to a small town

Vancouver Housing Statistics

(as of Dec 2017, REBGV)

- The benchmark price for detached properties in Metro Vancouver is \$1,617,300
- The average sale price of a house in West Vancouver is \$3,240,000
- Vancouver is among the world's most expensive real estate markets, according to Global News Market Survey
- 9,466 homes are listed for sale on the MLS Metro Vancouver (as of September 2017). *Where are they going to move?*
- 22,076 people moved to British Columbia from other provinces in the second quarter of 2017

Baby Boomers Facts

- 9.6 million Canadians (29% of population) are baby boomers
- 78% of Canadians own real estate
- 49% of home buyers in small town BC are coming from the Lower Mainland
- Thousands are thinking of down-sizing / right-sizing
- Thousands are thinking of buying property outside of the big city
- Thousands are going to become empty nesters within the next 5 years
- Thousands are already empty nesters ready to make a move

“OUR READERS DREAM OF A STRESS-FREE, COMFORTABLE LIFE.”

DATES & RATE CARD

RIGHT SIZING

SMALLER COMMUNITIES, HOMES & LIVING

ISSUE	SPACE CLOSE	MATERIAL CLOSE	DISTRIBUTION
May/June 2018	March 25, 2018	Apr 7, 2018	May 19, 2018
July/Aug 2018	May 26, 2018	June 6, 2018	July 21, 2018
Sept/Oct 2018	July 25, 2018	Aug 7, 2018	Sept 22, 2018
Nov/Dec 2018	Sept 26, 2018	Oct 7, 2018	Nov 17, 2018
Jan/Feb 2019	Nov 27, 2018	Dec 6, 2018	Jan 19, 2019
Mar/Apr 2019	Jan 24, 2019	Feb 7, 2019	Mar 23, 2019



AD SIZE	1X	3X	6X
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Full Page	\$4,700	\$4,500	\$4,300
Half Page	\$3,100	\$2,900	\$2,800
Inside Front Cover (IFC)	\$5,500	\$5,300	\$5,100
Double Page Spread (DPS)	\$8,200	\$7,900	\$7,600
Inside Back Cover (IBC)	\$5,100	\$4,800	\$4,500
Outside Back Cover (OBC)	\$5,700	\$5,500	\$5,300

REALTOR BANKED ADS	1X	3X	6X
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Full Page	\$2,700	\$2,500	\$2,300
Half Page	\$1,600	\$1,500	\$1,400
Quarter Page or 2 x 1/8 (Classifieds)	\$990	\$940	\$900

\$250/ad design. Includes 3 changes max.



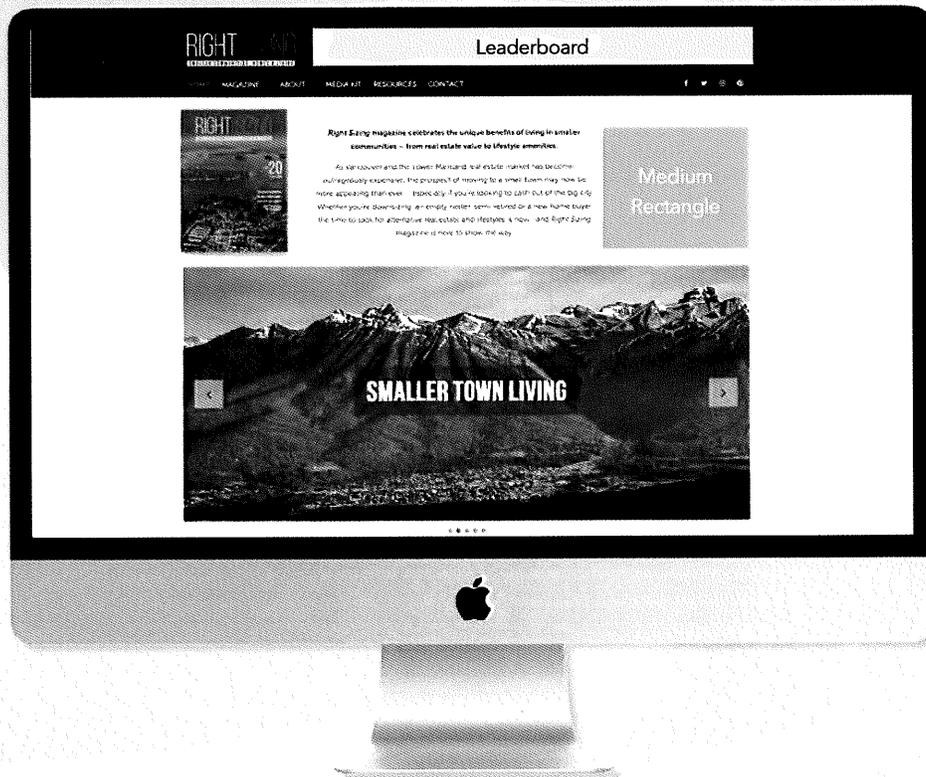
SOCIAL MEDIA CAMPAIGNS		PACKAGE
Facebook, Instagram and Twitter		\$750
DIGITAL ADVERTISING	DIMENSIONS (W X H)	1 MONTH
Leaderboard	970 x 90 px	\$700
	728 x 90 px	
	320 x 50 px	
Medium Rectangle	300 x 250 px	\$500
Vertical ad	300 x 600 px	\$800
Special package rate: Big Box + Banner ad		\$1000

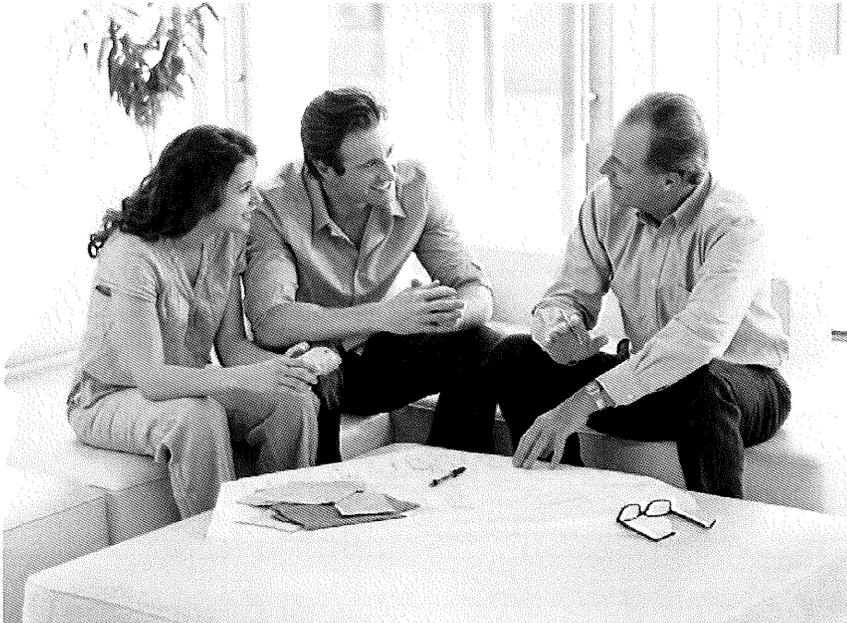


File submission

- Acceptable formats include GIF, JPG, BMP, PNG or SWF
- Files must be 72 DPI
- Maximum animation length: 15 seconds
- Where multiple ads are booked for the same position, they will appear in rotation
- Ads must be emailed to sales@rightsizingmedia.com
- The website address that the ad will link to, must be specified in the email.

ALL CONTENT IS MOBILE FRIENDLY





- Developers
- Realtors
- Municipalities/economic development
- Home builders and prefab homes
- Ski and golf resorts
- Retirement communities
- Southern vacation/living destinations
- Life insurance companies
- Mortgage brokers
- Financial institutions
- Financial advisers
- Automobile industry
- Travel companies
- Adventure outfitters, retailers

"I've lived in the same house in Vancouver since 1990. It was expensive back then but never in my wildest dreams would I have thought that real estate prices would be what they are today."

KITSILANO RESIDENT, JOSH RUBINIKI



"There is a huge exodus going on from dozens of neighbourhoods in the Lower Mainland to places like Squamish, Qualicum, Victoria and even up into the Okanagan and Kootenays."

MANAGING BROKER OF A VANCOUVER REAL ESTATE OFFICE

"I always thought I was going to live in this house for the rest of my life - however, at a staggering value of \$2.5 million, I could buy a condo downtown, a cabin in the Gulf Islands and a condo in Mexico, or, I could buy a mansion in the Okanagan and put \$1 million in the bank! Help me out here!?"

GARY BRAN, NORTH VANCOUVER RESIDENT

The editorial line-up below is merely a sample of what is scheduled to come. To confirm story and ad positioning or content ideas, please call us!



May/June - 2018

Down-sizing - Up-sides
 What \$700,000 buys you in Kelowna
 Top 20: Cool towns in BC
 Friendly vibe and fast friends
 Owner Builders – new rules
 Mountain, water and sunset views = \$



Nov/Dec Issue - 2018

What \$400,000 buys you in Scottsdale
 Buying homes with other people's money
 New building methods: Modular, panel kits and eco-builders
 Foreign ownership rules and tips



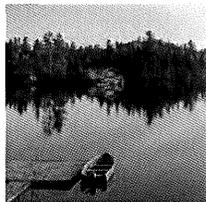
July/Aug Issue - 2018

The art of cashing out
 What \$550,000 buys you on Salt Spring
 20% returns on real estate investments
 These towns have art and heart
 Mortgage brokers and credit unions
 Why build Passive and Net Zero homes



Jan/Feb - 2019

Rental real estate: Do the math!
 What does \$500,000 buy you in SunPeaks
 Best international real estate buys
 Big small town condos
 Finding outdoor activities
 Top out-of-town builders



Sept/Oct Issue - 2018

What \$500,000 buys you in Arizona
 Top 10 semi-retirement communities
 My second home is my favourite
 Hotel-commuting
 Empty-nesters migrate south
 How to pick a builder

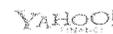


March/April - 2019

What a cool Million buys you on Furry Creek
 How to qualify for a second property mortgage
 No Uber? Commute by plane heli or bus
 Are you a shark, flipper or investor?
 If I won the lottery I would...

LIVE LINKS

- CTV News "Home buyers and renters leaving lower mainland for smaller towns"
- The Globe and Mail "Seniors leaving Vancouver to take advantage of housing market"
- Global News "Rent in the city – Own in small towns"
- The Globe and Mail "Rising prices push out long-time Vancouver residents"
- Global News "Vancouver among world's most expensive real estate market: survey"
- Curbed.com "Baby Boomers, Downsizing for Retirement, Create Niche Real Estate Market"
- Global News "Vancouver boomers are cashing out their homes"
- Calgary Herald "Empty nesters downsize to upsize their enjoyment"
- Yahoo! Finance "Downsizing isn't just for retirees and empty-nesters"
- Business in Vancouver "For some young Vancouverites it's Kelowna or bust"



PRINT AD DIMENSIONS

FULL PAGE 8.125"w x 10.875"h + 0.125 bleed on all sides.

We recommend a safety margin of 0.5" so please keep all logos and text within that live area.

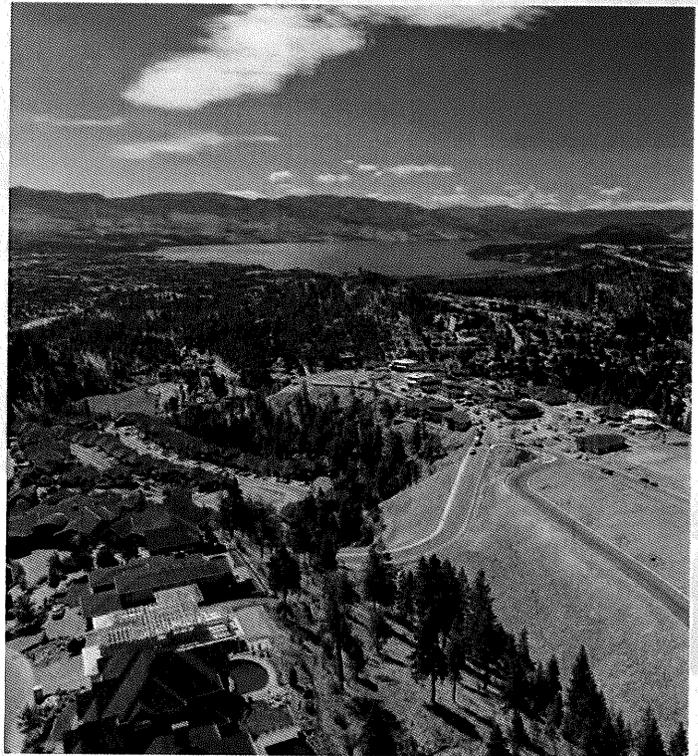
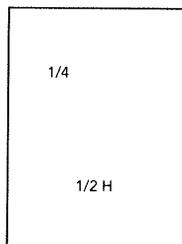
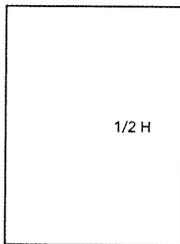
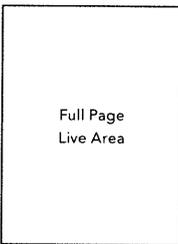
DOUBLE PAGE SPREAD 16.25"w x 10.875"h + 0.125 bleed.

We recommend a safety margin of 0.5" so please keep all logos and text within that live area. Keep in mind the middle 2" of the ad will be harder to read, as they fall in the gutter.

1/2 PAGE VERTICAL 4.625"w x 7.125"h

1/2 PAGE HORIZONTAL 7.125"w x 4.875"h

1/4 PAGE 4.625" w x 4.875"h



FILE FORMAT REQUIREMENTS

High resolution PDF-X1A. All photos used in the ad must be at a minimum of 300 effective ppi. Colours must be converted to CMYK.

SUBMISSION GUIDELINES

Files of 20MB or less, email to amelie@calypsodesign.ca with the ad name and issue date in the subject line.

Files larger than 20 MB, please use www.wetransfer.com or contact us for Dropbox instructions.

CONTENT SYNERGIES

Our editorial team will work closely with clients to make sure we are hitting the mark in terms of relevant editorial and photography.

Premium Feature

FP or DPS sponsored content mini-feature on the subject of your choice. Written and designed by our staff, subject to your direction and approval. FP: \$5,000 DPS: \$8,000

Showcase section

2-8 page promotional feature. Subject to your direction and approval. 2 page minimum: \$4,500/page.

SALES

For advertising inquiries call 604-787-4603 or email sales@rightsizingmedia.com

EDITORIAL

Editorial email info@rightsizingmedia.com

DESIGN

For ad design or production-related questions, email Amelie Legare at amelie@calypsodesign.ca

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 820

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

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

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

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

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

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

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

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

John C. (Jack) Jeyes, Mayor

J. Michelle Allen, Chief Administrative Officer

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

J. Michelle Allen, Chief Administrative Officer

JMA/kdw

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 821

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

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

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

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

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

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

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

John C. (Jack) Jeyes, Mayor

J. Michelle Allen, Chief Administrative Officer

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

J. Michelle Allen, Chief Administrative Officer

JMA/kdw

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 817

A bylaw to provide for the procedures of Council Meetings and Committees of Council

Section 124 of the *Community Charter* states that a council must, by bylaw, establish the general procedures to be followed by council and council committees in conducting their business; the Council of the Village of Ashcroft, in open meeting assembled enacts as follows:

PART 1 – INTRODUCTION

Citation

1.1 This Bylaw may be cited as the “Village of Ashcroft Council Procedure Bylaw No. 817, 2018”.

Interpretation

1.2 In this bylaw,

“Acting Mayor” means a Council Member appointed to assume the role of the Mayor in the duly elected Mayor’s absence or their inability to act;

“Clerk” is synonymous with “Corporate Officer” and means the Chief Administrative Officer (CAO), or Deputy Corporate Officer in the absence of the Chief Administrative Officer;

“Chair” means the Mayor, or Member of Council presiding at a meeting;

“Community Charter” means the BC legislation *Community Charter [SBC 2003] C. 26* and as amended;

“Council” means the Council of the Village;

“Council Committee” means a standing, select, or other committee of Council, but does not include Committee of the Whole;

“Corporate Officer” means the CAO who is identified as the Corporate Officer for the Village of Ashcroft in *The Village of Ashcroft Officers and Employees Bylaw No. 807, 2016* and designate;

“COTW” means the Committee of the Whole Council;

“Delegate” means a person, group of people with a common interest, business representatives, government officials, special interest groups, societies, community service groups, or petitioner with the intention to address Council;

“Local Government Act” means the BC legislation *Local Government Act [RSBC 2015] Ch. 1*, and as amended;

“Mayor” means the Mayor of the Village or Acting Mayor in the Mayor’s absence;

“Public Notice Board” means the notice board located adjacent to the Village Office entrance;

“Robert’s Rules of Order” means *Robert’s Rules of Order, 11th Edition*, and as amended;

“Village” means the Village of Ashcroft;

“Village Office” means the Village of Ashcroft Administrative Office located in the building located at 601 Bancroft Ave. Ashcroft, BC;

“Website” means the Village website located at the address: www.ashcroftbc.ca

Application of rules of procedure

- 1.3 The provisions of this bylaw govern the proceedings of Council, COTW, and all Council Committees, as applicable.
- 1.4 In cases not provided for under this Bylaw, *Robert’s Rules of Order*, apply to the proceedings of Council, COTW, and Council Committees to the extent that those rules are:
 - a) applicable in the circumstances, and
 - b) not inconsistent with provisions of this bylaw or the *Community Charter*.

PART 2 – SCHEDULE AND NOTICE OF COUNCIL MEETINGS

Inaugural Meeting

- 2.1 Following the general election for Mayor and Council, the first Council meeting known as the Inaugural Meeting, must be held on the first Monday of November immediately after the general municipal election.
- 2.2 If a quorum of council members elected at the general municipal election has not taken office by the date of the meeting referred to in section 2.1, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and Location of Council Meetings

- 2.3 All Council meetings must take place in the Council Chambers located within the Village Office except when Council resolves to hold meetings elsewhere.
- 2.4 Regular Council meetings will be held;
 - a) on the second Monday at 4:30 pm and the fourth Monday at 7 pm of each month, except:
 - i) any designated Monday that falls on a statutory holiday, the meeting will then be held on the following Tuesday;
 - ii) the months of July and August, meetings will be held on the fourth Monday of each month at 7 pm;
 - iii) the month of December, meetings will be held on the second Monday of that month at 4:30 pm;
- 2.5 Regular Council meetings shall adjourn at 11:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time with a unanimous affirmative vote.
- 2.6 Regular Council Meetings may, by a resolution of Council:
 - a) be cancelled, provided that two consecutive meetings are not cancelled; and

- b) be postponed to a different day, time and place determined by the Mayor, provided the Clerk is given at least 2 days written notice.

Notice of Council Meetings

- 2.5 In accordance with sections 94 and 127 of the Community Charter, the Clerk must post on the Notice Board the schedule of times and place of Council Meetings at least once annually.
- 2.6 Where revisions are necessary to the annual schedule of Regular Council Meetings, the Clerk must, as soon as possible, post to the Notice Board and website any revisions to the date, time, place, or cancellation of a Council Meeting.
- 2.7 At least 72 hours before a Council Meeting, the Clerk must give public notice on the Notice Board detailing the time, place and date of the meeting.
- 2.8 The Clerk shall post the agenda for the Council Meeting in accordance with the provisions stated in section 2.14.

Notice of Special Meetings

- 2.9 The Mayor may call a special meeting at their discretion.
- 2.10 Two or more members of Council may, in writing, request that the Mayor call a special meeting.
- 2.11 If the Mayor or Acting Mayor is absent or unable to act within 24 hours after receiving a request under Section 2.10, then two or more members of the Council may themselves call for a Special Meeting to be held within the next 7 days.
- 2.12 Notice of any Meeting called under Section 2.11 will be signed by the Clerk in the place of the Mayor.
- 2.13 Except where a notice of a special meeting is waived by the unanimous vote of all Council Members, the Clerk must give the public notice of a Special Meeting:
 - a) at least 24 hours before the scheduled start of the meeting;
 - b) including the time, place and date of the special meeting;
 - c) by posting a notice and a copy of the agenda on the Notice Board and website;
 - d) by advising Members of Council of the special meeting by email.

Agenda

- 2.14 The Clerk must prepare an agenda before every Council Meeting and shall:
 - a) circulate a copy to each Council Member at least seventy-two (72) hours before the meeting.
 - b) make copies available to the public at the Village Office prior to 2 pm on the Friday before the Meeting.
- 2.15 Any person with items to be placed on the Agenda must provide the items to the Clerk no later than 3:30 pm on the Tuesday preceding the Council Meeting the agenda is applicable to.

PART 3 - DESIGNATION OF MEMBER TO ACT IN THE PLACE OF THE MAYOR

Acting Mayor

- 3.1 At the first regular meeting held in November each year, or at the inaugural meeting held immediately after the General Municipal Election, Council must designate Councillors to serve as Acting Mayor for portions of the year in the place of the Mayor when:
 - a) the Mayor is absent;
 - b) is unable to act; or
 - c) if the office of the Mayor is vacant.
- 3.2 The Acting Mayor must fulfill the responsibilities of the Mayor in their absence.
- 3.3 If both the Mayor and the Acting Mayor are absent from a Council Meeting, the Council Members present must choose a member to preside at the Council Meeting in accordance to section 6.3.
- 3.4 The Council Member designated under section 3.1 or chosen under section 3.3 has the same powers and duties of the Mayor in relation to the applicable matter.

PART 4 – PUBLIC ATTENDANCE AT COUNCIL MEETINGS

Meetings to be Open to the Public

- 4.1 Except where the provisions of Section 90 the *Community Charter* apply, all Council Meetings must be open to the public.
- 4.2 Before closing a meeting or a part of a meeting to the public, Council must, by resolution passed in a public meeting, state the reason, as provided Section 90 of the *Community Charter*, the meeting or a portion of it is to be closed to the public.
- 4.3 This section applies to all meetings of the bodies referred to in Section 93 of the *Community Charter*, including:
 - a) COTW,
 - b) standing and select committees,
 - c) parcel tax review panel,
 - d) board of variance, and
 - e) commissions created by Council.
- 4.4 Despite section 4.1, the Mayor or the Acting Mayor may expel or exclude from a Meeting any person pursuant to section 133 of the *Community Charter*.
- 4.5 The Chair presiding may request assistance from a peace officer to remove any person ordered to leave the meeting, pursuant to section 4.4, if that person refuses to leave the meeting.

Delegations

- 4.6 COTW and Delegations shall be subject to the rules and procedures as outlined in this section of the Bylaw, unless explicitly stated otherwise.
- 4.7 COTW shall be an opportunity for dialogue between delegates or the public in the gallery with Council.
- 4.8 COTW will be held at 6 pm, before Regular Meetings that are scheduled to begin at 7 pm.
- 4.9 In addition to section 4.7, at any time, during a Council meeting, Council may, by resolution, go into a COTW for the purpose of discussing an issue thoroughly.

- 4.10 Delegations shall be scheduled during Regular Council Meetings and any delegate wanting to address Council during this section of the Meeting must:
- a) provide notice to the clerk as outlined in section 4.14; and
 - b) submit the subject matter the delegate wishes to bring forward to Council in writing to the Clerk.
- 4.11 No delegate will be provided an opportunity to address Council during any Regular Council Meeting without providing notice, as outlined in section 4.14.
- 4.12 A delegate must not address Council for more than 15 minutes during a Regular Council Meeting or COTW, unless Council, through a unanimous vote, resolves to allow that presenter to exceed the time limit.
- 4.13 A delegate wishing to address Council during a COTW, without providing the notice described in section 4.14, may be given the opportunity to address Council, provided there is sufficient time to do so, so as not to interfere with the Regular Council Meeting beginning at 7 pm.
- 4.14 The order of priority to address Council during the COTW is given to delegates who provide notice to the Clerk prior to 3:30 pm on the Tuesday prior to the meeting and are therefore indicated on the Council Meeting Agenda.
- 4.15 The Clerk may refuse to place a matter on the agenda brought forward by a potential delegate if the issue is considered to fall outside the jurisdiction of Council.
- 4.16 Notwithstanding section 4.15, a delegate may appeal the Clerk's decision and the Clerk must distribute the information, under separate cover, to Council for their consideration.
- 4.17 The Clerk may schedule delegations to another Council Meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- 4.18 Council shall not make any decisions in regards to any topic discussed or questions asked by the delegate or the public in the gallery during the COTW or during the Regular Council Meeting where the delegation was made.
- 4.19 Notwithstanding section 4.18, Council may direct the Clerk to investigate and report on a matter brought forward during the COTW or a Regular Council Meeting.
- 4.20 Council must not permit a person to address Council regarding a bylaw where a public hearing has been held, or where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.
- 4.21 Every petition presented to Council shall include of each petitioners':
- a) legal name;
 - b) civic address or legal description of the property of which they are the owner or which they occupies in the municipality;
 - c) in the case of a corporation, the authority given by the corporation for that person to speak on behalf of the corporation.

PART 5 – MEETING MINUTES

Minutes of Meetings to be Maintained and Available to the Public

- 5.1 Minutes of every Council meeting must be:
- a) legibly recorded;
 - b) certified as correct by the Clerk; and
 - c) signed by the Mayor at the next meeting at which the minutes are adopted.

- 5.2 In accordance with section 97(1)(b) of the *Community Charter*, minutes of the proceedings of Council must be open for inspection at the Village Office during its regular office hours.
- 5.3 Notwithstanding Section 5.2, minutes of a Council meeting or that portion of the meeting which persons were excluded under section 90 of the *Community Charter*, will not be available for public inspection.

PART 6 – COUNCIL PROCEEDINGS

Community Charter Provisions

- 6.1 Matters pertaining to Council proceedings are governed by the *Community Charter*.

Calling Meeting to Order

- 6.2 At the time specified for a Council meeting or immediately after when a quorum is present, the Mayor must take the Chair and call the Council Meeting to order.
- 6.3 If a Quorum of Council is present but the Mayor or Acting Mayor does not attend within 15 minutes of the scheduled time for a Council Meeting to begin:
 - a) the Clerk must call to order the members present, and
 - b) the members present must choose a member to preside at the meeting.

Adjourning Meeting Where no Quorum is Present

- 6.4 If there is no quorum of Council present within 15 minutes of the scheduled time for a Council Meeting, the Clerk must:
 - a) record the names of the members present, and those absent; and
 - b) adjourn the meeting until the next scheduled meeting.

Order of Proceedings and Business

- 6.5 Unless the Mayor or two-thirds of the Council otherwise directs, the business at all regular meetings of the Council shall be proceeded with in the following order:
 - 1st Call to Order
 - 2nd Minutes
 - 3rd Petitions and Delegations
 - 4th Correspondence
 - 6th Unfinished Business
 - 6th New Business
 - 7th Bylaws and Resolutions
 - 8th Council Reports
 - 9th CAO Reports
 - 10th CFO Reports
 - 11th Question Period
 - 12th Termination
- 6.6 When any Order, Resolution or Question is lost by reason of the Council or any Committee losing quorum, the order, resolution or question lost must be the first item of business to be proceeded with and disposed of at the next meeting of the Council or Committee under that particular heading.

Rules of Conduct and Debate

- 6.7 Every Council member shall address themselves to the Chair before speaking to any question or motion.
- 6.8 Council members shall address the Mayor as "MAYOR (Surname)" and shall refer to other members as "COUNCILLOR (Surname)".
- 6.9 No Council member shall:
- a) speak disrespectfully of Her Majesty the Queen, any of the Royal Family, the Governor-General, Lieutenant-Governor, or persons administering the Government of Canada or the Province of British Columbia;
 - b) use offensive words in or against the Council or against any member;
 - c) reflect upon any vote of Council except for the purpose of moving that such vote be rescinded;
 - d) resist the rules of the Council, disobey the decision of the Mayor, or the interpretation of the rules of the Council;
 - e) resist or disobey, if ordered by the Mayor, to leave their seat for that meeting, subject to section 133 of the *Community Charter*, but in case of apology being made by the offender, they may, by an unanimous vote of the remaining Council members present, be permitted to re-take their seat;
 - f) contravene the Foundational Principles of Responsible Conduct for BC's Local Governments as endorsed by the Union of British Columbia Municipalities.
- 6.10 No member may speak more than once to the same question except:
- a) by leave of the Council;
 - b) for explanation of a material part of their speech which may have been misconceived;
 - c) when replying to a member who has made a substantive motion to Council, but not a member who has moved an amendment.
- 6.11 Notwithstanding section 6.10(b), a Council member must not introduce a new matter.
- 6.12 After a question is finally put by the Mayor, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared.
- 6.13 The decision of the Mayor as to whether the question has been finally put shall be conclusive.

Points of Order

- 6.12 The Mayor shall preserve order and decide all points of order which may arise, but subject to an appeal by the other Council members present.
- 6.13 If an appeal is made by a member of the Council arising from the decision of the Mayor, the question shall be immediately put, and decided without debate.
- 6.14 The Mayor shall be governed by the majority vote of the remaining Council members when the question "Shall the Chair be sustained?" is put, and the names of the members of the Council voting for or against the question shall be recorded on the minutes.
- 6.15 If the Mayor refuses to put the question "Shall the Chair be sustained?", Council must appoint one of its numbers to preside temporarily in lieu of the Mayor, and the member of Council so temporarily appointed shall proceed in accordance with Section 3.2.

- 6.16 In the event of the votes being equal, relating to the provisions in sections 6.14 and 6.15, the question shall pass in the affirmative.

Reports

- 6.17 A standing or select committee of Council may report to the Council at any regular meeting or shall report at the point of time as required by Council.
- 6.18 Reports from staff and committees shall be submitted to the Clerk subject to section 2.15, who shall approve each report, make copies and attach a copy to the agenda of the next regular Council meeting before it is circulated to the members of Council.

Motions

- 6.19 Motions other than routine motions shall be put in writing by the Clerk and seconded before being debated or put from the Chair.
- 6.20 When a question is under consideration, no motion shall be received except for the following:
- a) to commit;
 - b) to amend;
 - c) to lay on the table;
 - d) to postpone indefinitely;
 - e) to postpone to a certain time;
 - f) to move the previous question; or
 - g) to terminate.
- 6.21 The motions indicated in Section 6.20 shall have precedence in the order in which they are named, and the last five shall be neither amendable nor debatable.
- 6.22 Amendments shall be recorded in writing by the Clerk and shall be decided upon before the main question is put to a vote.
- 6.23 Only one amendment shall be allowed to an amendment.
- 6.23 A motion to commit the subject matter to a Committee, until it is decided, shall preclude all amendments of the main question.
- 6.24 A motion to adjourn the Meeting or to adjourn the debate shall always be in order, but if such motion is negative, no second motion to the same effect shall be made until the intermediate business or matter has been disposed of.

Voting at Meetings

- 6.25 The following rules apply to voting at Council meetings:
- a) When debate on a matter is closed, the Chair must put the matter to a vote of Council members;
 - b) When the Council is ready to vote, the Chair must put the matter to a vote by stating: "Those in favor raise your hand." and then "Those opposed raise your hand."
 - c) When the Chair has put the matter to a vote under paragraphs (a) and (b) a member must not:
 - i) Cross or leave the room,
 - ii) Make noise or a disturbance, or
 - iii) Interrupt the voting procedure unless the interrupting member is raising a point of order.

- d) After the Chair finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
 - e) The Chair's decision about whether a question has been finally put to vote is conclusive;
 - f) A vote of a Council member is deemed as a vote in the affirmative by raising their hand or in absence of doing so as per provision 6.28; and
 - g) The Chair must declare the result of the voting by stating that the motion is "Carried" in the affirmative or "Defeated" in the negative.
- 6.26 Every Council member present when a question is put shall be required to vote unless they declare themselves in a conflict of interest pursuant to Section 100 of the *Community Charter*.
- 6.27 A member of Council who declares a conflict of interest shall not vote but shall leave their chair, vacate the Council Chambers during the discussion and while the vote is conducted, and return to the meeting immediately thereafter.
- 6.28 Should any member refrain from voting when any question is put, for any reason other than that mentioned in section 6.26, they shall be regarded as having voted in the affirmative and their vote shall be counted accordingly:
- a) All acts authorized or required by the *Local Government Act* and *Community Charter* are to be done by the Council, and all other questions that may come before the Council, shall be decided by the majority vote of the members of the Council who are present at the meeting, unless stipulated otherwise in legislation.
 - b) In all cases where the votes of the members of Council present, including the vote of the Mayor are equal for and against a question, the result shall be negative, and it shall be the duty of the Mayor to so declare.

Question Period

- 6.29 A question period shall be held prior to the termination of all Regular Council meetings.
- 6.30 Any member of the public in the gallery may ask a question directed to Council if:
- a) that question is based on the topics identified in the agenda for the in the current Council meeting;
 - b) that person has not already asked a question;
 - c) the question is addressed in a respectful manner;
 - d) no longer than 15 minutes has elapsed since Question Period commenced.
- 6.31 Notwithstanding section 6.30(b) and pursuant to section 6.30(d), a member of the public may ask an additional question if no other person desires to ask a question.
- 6.32 The order in which people from the gallery may ask a question during Question Period is the sole discretion of the Mayor.

PART 7 - BYLAWS

- 7.1 Every bylaw shall be read three times on three separate days and may be referred to a COTW between second and third reading, unless otherwise ordered by a two-thirds vote of the members of the Council present at the meeting.
- 7.2 Notwithstanding the provisions of Section 7.1, a bylaw may receive up to three readings at one meeting upon the affirmative vote of at least two-thirds of the members of Council present at the meeting, excluding any provisions identified in the *Community Charter* and the *Local Government Act* requiring the input or approval of the electorate, or approval of the Inspector of Municipalities.
- 7.3 First reading of every bylaw shall include an introduction with the title and intended object of the bylaw, and the question of the first reading shall be decided without amendment or debate.

- 7.4 Second reading of the bylaw shall consist of debate upon the general principles of the bylaw.
- 7.5 If the bylaw has been referred to a COTW as specified in Section 7.1, the Committee shall proceed by first postponing the preamble of the bylaw and then every clause shall be considered individually in its proper order; the preamble and title to be last considered.
- 7.6 The Chair of the COTW shall report the bylaw to the Council once the Regular Meeting has resumed and the bylaw may then be read a third time and passed upon motion, provided that upon request by any member of the COTW, any part of the bylaw be read again before the motion is put.
- 7.7 Every bylaw passed shall be reconsidered not less than one clear day after it has received third reading; however, that if a bylaw must be approved by the electorate or the Inspector of Municipalities, pursuant to the *Community Charter, Local Government Act*, or any other Act, it shall not be reconsidered until such approval has been obtained.
- 7.8 One copy of every bylaw bearing evidence of approval, if any, and one copy of every adopted bylaw signed, sealed and bearing evidence of registration in the office of the Inspector of Municipalities, if required, shall be kept among the records of the Village.
- 7.9 The Mayor may, at any time within one month after the adoption of a bylaw, may intervene and return for reconsideration any bylaw, resolution or proceeding of the Council provided the bylaw or resolution:
- a) has not been given the assent of the electors;
 - b) has not been reconsidered by the Council in the manner mentioned in Section 7.7; or
 - c) has not been acted upon by any officer, servant or agent of the Village.
- 7.10 Referring to section 7.9, the Mayor may state his objections to the Council, and the Clerk shall record in the minutes of such objections which includes suggestions or proposed amendments of the Mayor.
- 7.11 The Council shall, as soon as convenient, consider such objections, and either:
- a) reaffirm the bylaw, resolution or proceeding; or
 - b) reject the bylaw, resolution or proceeding; in which case it is deemed to be absolutely vetoed, rescinded and repealed, and is of no force or effect whatsoever, and shall not be reintroduced into the Council within a period of six months except with the unanimous consent of Council; or
 - c) the conditions which applied to the passage of the original bylaw, resolution or proceeding apply to rejection thereof.

PART 8 – STANDING AND SELECT COMMITTEES

- 8.1 The Mayor shall establish standing Committees for any purpose which he considers would be better regulated and managed by means of such committees, and he shall appoint members of Council to serve on the committee.
- 8.2 The Council may from time to time appoint a select committee to enquire into any matter and to report its findings and opinions to the Council.
- 8.3 Any member of the Council may be placed on a standing or select committee, notwithstanding the absence of such member at the time of being named upon such committee; the first named of any committee shall be the Chair of that committee.
- 8.4 Members of the Council may attend the meetings of any of its committees with the following exceptions:
- a) a quorum is not present;

- b) members shall not be allowed to vote, but may be allowed to take part in any discussion or debate by permission of a majority of the committee.

8.5 The general duties of all the standing committees of the Council shall be as follows:

- a) to investigate and consider topics requested by the Mayor or Council; and
- b) to report to Council any findings or recommendations as deemed necessary by the committee in relation to the subject matter put to them at a Regular Meeting at a time as determined by Council.

8.6 Every member who introduces a motion upon any subject which requires the appointment of a select committee shall be one of the committee.

8.7 No standing or select committee shall have a number of Council members greater than or equal to quorum.

8.8 All standing and select committees shall adhere to the rules governing proceedings in a Regular Council meeting.

8.9 A select committee shall, on completion of its assignment or on submitting its final report to the Council, be automatically dissolved.

PART 9 - ATTENDANCE AND EXAMINATION OF WITNESSES

9.1 The Council, or any standing or select committee shall have power, under the hand of the Mayor, and seal of the municipality, to summon witnesses for examination on oath in any and all matters connected with or relating to the administration of the municipality, and shall have the same power to enforce the attendance of such witnesses and compel them to give evidence as is vested in any court of law in civil cases.

9.2 Any member of Council may administer the oath to any witness called before Council or select committee, and such witness may be examined, cross-examined and re-examined according to the rules and practice of the Supreme Court in civil cases.

9.2 In all unspecified cases in the proceedings of the Council or in committees *Robert's Rules of Order* shall be followed.

PART 10 - REPEAL AND AMENDMENTS

10.1 Bylaw No. 731, cited as "Village of Ashcroft Procedures Bylaw" is hereby repealed in its entirety.

10.2 In respect to Section 124(3) of the *Community Charter*, this bylaw may not be amended, or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.

READ A FIRST TIME THIS	9 th	DAY OF	April	, 2018
READ A SECOND TIME THIS	9 th	DAY OF	April	, 2018
PUBLIC NOTICE PROVIDED TO THE ELECTORS THIS		DAY OF		, 2018
READ A THIRD TIME THIS		DAY OF		, 2018
RECONSIDERED AND ADOPTED THIS		DAY OF		, 2018

John C. (Jack) Jeyes, Mayor

J. Michelle Allen, Chief Administrative Officer

Certified to be a true and correct copy
of Bylaw No. 817 as adopted by Council.

J. Michelle Allen, Chief Administrator

WR/kw

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 818 - SCHEDULE "A"

FIVE YEAR FINANCIAL PLAN 2018 - 2022

	Year 1 2018	Year 2 2019	Year 3 2020	Year 4 2021	Year 5 2022
Revenues					
Property Taxes	1,219,593	1,250,083	1,281,335	1,313,368	1,346,202
Parcel Taxes	168,500	168,500	241,561	241,561	241,561
Fees and Charges					
Sales of Services	227,175	227,175	227,175	227,175	227,175
Other					
User Fees	673,010	758,562	855,406	855,406	855,406
Borrowing Proceeds - MFA	0	0	2,408,000	0	0
Other Revenue					
Interest	41,000	41,000	41,000	41,000	41,000
Grants/Other Gov'ts.	4,013,646	2,516,667	850,000	850,000	850,000
Other	72,750	73,250	73,250	73,250	73,250
Services to Other Gov'ts.	22,000	24,000	26,000	28,000	30,000
Transfers from Funds					
Reserve Funds	0	0	0	0	0
DCC	0	0	0	0	0
Transfer form Equity	296,146	296,146	296,146	296,146	296,146
Accumulated Surplus	1,938,605	833,333	0	0	0
Total Revenue	8,672,425	6,188,715	6,299,873	3,925,906	3,960,740
Expenses					
Debt Interest	6,000	6,000	81,160	81,160	81,160
Debt Principal	18,550	18,550	65,215	65,215	65,215
Capital Expenditure	5,380,322	2,744,104	240,561	237,314	234,122
Deficiency	0	0	0	0	0
Other Municipal Purposes	0	0	0	0	0
General Municipal	1,791,649	1,827,482	1,864,032	1,901,312	1,939,338
Fire Protection	137,015	139,755	140,000	140,000	140,000
Water	398,620	400,000	390,000	450,000	455,000
Sewer	370,962	375,000	380,000	380,000	380,000
Transfer to	0	0	0	0	0
Reserve Funds	273,161	381,679	292,497	374,759	369,759
Amortization Expense	296,146	296,146	296,146	296,146	296,146
Accumulated Surplus	0	0	2,550,262	0	0
Total Expenses	8,672,425	6,188,716	6,299,873	3,925,906	3,960,740

**Village of Ashcroft
2018-2022 Financial Plan
Statement of Objectives and Policies
Schedule 'B' of Bylaw No. 818**

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 2018. 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	14%	\$ 1,219,593
Parcel Taxes	2%	\$ 168,500
Sales of Service	10%	\$ 900,185
Grants/Transfers	72%	\$ 6,270,397
Borrowing Proceeds	0%	\$ -
Other Sources	1%	\$ 113,750
Total	100%	\$ 8,672,425

* contains 17.65% (\$176,744) 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%	\$ 743,283
Utilities (2)	10%	\$ 126,354
Light Industrial (5)	0%	\$ 3,232
Business and Other (6)*	27%	\$ 329,892
Recreation/Non-profit (8)	0%	\$ 633
Farmland (9)	1%	\$ 16,199
Total	100%	\$ 1,219,593

Permissive Tax Exemptions

- The Annual Municipal Report for 2017 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.

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 819

Being a bylaw for the levying of rates for municipal, hospital, and regional district purposes for the year 2018.

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 2018:
 - 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. 819, 2018".

READ A FIRST TIME THIS 23rd DAY OF April, 2018

READ A SECOND TIME THIS 23rd DAY OF April, 2018

READ A THIRD TIME THIS 23rd DAY OF April, 2018

RECONSIDERED AND ADOPTED THIS DAY OF, 2018

John C. (Jack) Jeyes, Mayor

Certified to be a true and correct copy
of Bylaw No. 819 as adopted by Council.

J. Michelle Allen, Chief Administrative Officer

J. Michelle Allen, Chief Administrative Officer

YSB/kw

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 819

SCHEDULE A - TAX RATES 2018

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	4.295247	0.758111	0.475269		1.116915	0
2. Utility	31.730506	5.600434	1.663441		3.909203	0
2. Utility (Tax Limit Area)	4.776359	0.843027	1.663441		3.909203	0
5. Light Industry	18.931771	3.341458	1.615914		3.797512	0
6. Business	15.990144	2.822260	1.164409		2.736442	0
8. Rec/Non Profit	8.693457	1.534395	0.475269		1.116915	0
9. Farm	9.404408	1.659878	0.475269		1.116915	0

**INFORMATION CORRESPONDENCE
FOR THE MAY 14, 2018 COUNCIL MEETING**

Make Children First

- CareFair May 10 @ Desert Sands Community School

District of Clearwater

- Employer Health Tax

TNRD

- Preparing for Flooding in the TNRD

BC Stone Sand & Gravel Association

- Briefing Note: Aggregate Production

Associated Engineering

- Issue #1 – 2018 Publication

Solid Waste & Recycling Publication

- Spring/Summer 2018

Creative BC

- Impact Report for the 2016/2017 Fiscal Year

Infrastructures Publication

- April 2018

Transportation Infrastructure in BC Publication

/kw



NEWS – UPDATE

in Okanagan District BC

April 2018

News From the Board of Education

Recently, the Board attended the BC School Trustees Association (BCSTA) Annual General meeting. The BCSTA serves and supports its members, BC's boards of education, in their key work. At the local level BCSTA provides professional development, legal services and communications. Provincially, it acts as the boards' voice in advocating to government, other education partners and the public on matters affecting public education.

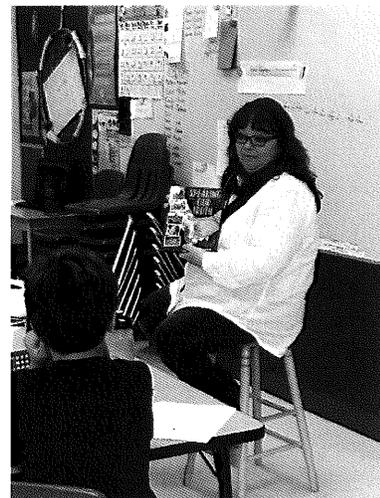
Congratulations to Co-Chair Adrian who was elected to the BCSTA Board of Directors and Trustee Rempel who was elected Vice President of BCSTA Thompson Okanagan Branch.

News in Business

The District received capital funding in 2017 for the demolition of the former Clinton Elementary School. When the project was completed, the actual costs were greater than the original funding received from the Ministry of Education. In March, the district received confirmation from the Ministry that additional capital funds of \$182,381 would be provided to the district to cover all costs of the demolition. Funds have now been received.

News in Education

Monique Gray Smith was in the district working with district leaders on reconciliation. She is the author of *Speaking Our Truth: A Journey of Reconciliation*. She works from the belief that "Canada's relationship with its Indigenous people has suffered as a result of both the Residential School system and the lack of understanding of the historical and current impact of those schools. Healing and repairing that relationship requires education, awareness and increased understanding of the legacy and the impacts still being felt by Survivors and their families." Her work supports reconciliation in classrooms, schools and the district.



MEMO TO: Mayor Jeyes and Council
MEMO FROM: Yoginder (Yogi) Bhalla, Chief Financial Officer
DATE: April 19th, 2018
SUBJECT: 2017 STATEMENT OF FINANCIAL INFORMATION REPORT

BACKGROUND:

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

DISCUSSION:

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

RECOMMENDATION:

That Council approve the report as presented and the report then be forwarded to the Ministry as required under the regulations.

Respectfully submitted,



Yoginder (Yogi) Bhalla,
Chief Financial Officer

May 15, 2018

FILE #2170

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

Dear Sir or Madam:

Re: Financial Information Act – 2017 Year End Reports

Enclosed you will find our 2017 Financial Information Report. The report consists of the following:

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

This report was presented to Council at their regular meeting on Monday, May 14th, 2018 and was approved as presented. Should you require additional information, please contact me at 250-453-9161.

Yours truly,


Yoginder (Yogi) Bhalla, CPA CGA
Chief Financial Officer

enc.

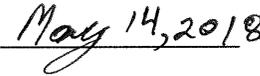
THE CORPORATION OF THE VILLAGE OF ASHCROFT
Financial Information Act

Statement of Financial Approval
for the Year Ended December 31, 2017

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

John C. (Jack) Jeyes
Mayor

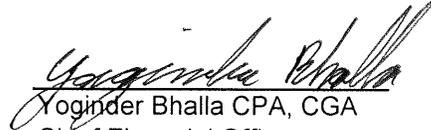

Yoginder (Yogi) Bhalla, CPA CGA
Chief Financial Officer

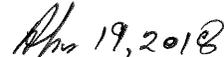

Date

THE CORPORATION OF THE VILLAGE OF ASHCROFT
Financial Information Act

**Statement of Guarantee & Indemnity Agreements
for the Year Ended December 31, 2017**

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


Yoginder Bhalla CPA, CGA
Chief Financial Officer

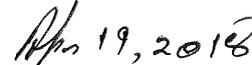

Date

THE CORPORATION OF THE VILLAGE OF ASHCROFT
Financial Information Act

**Statement of Severance Agreements
for the Year Ended December 31, 2017**

There were no severance agreements made between the Corporation of the Village of Ashcroft and its non-unionized employees during the 2017 fiscal year.


Yoginder Bhalla, CPA, CGA
Chief Financial Officer


Apr 19, 2018
Date

**Schedule Showing the Remuneration & Expenses
Paid to or on behalf of Each Employee
for Year Ending December 31, 2017**

Name	Position	Remuneration	Expenses
Jeyes, Jack	Mayor	\$13,542.00	7,254.52
Lambert, Doreen	Councillor	7,326.00	2,701.30
Kormendy, Helen	Councillor	7,326.00	395.00
Roden, Barb	Councillor	7,326.00	3,365.11
Trill, Alf	Councillor	7,326.00	2,226.77
Total paid to Elected Officials		\$ 42,846.00	\$ 15,942.70

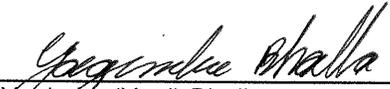
2. Other Employees (excluding those listed in Part 1 above)

Name	Remuneration	Expenses
Employees with Remuneration & Expenses exceeding \$75,000.		
Allen, Michelle	\$116,341	8,030.92
Bhalla, Yoginder	79,097	2,180.66
Battel, Oscar	78,975	860.56
Oliver, Ronald	75,488	518.99
employees with remuneration and expenses of \$75,000 or less	720,033	16,588.45
Total Paid to Other Employees	\$1,069,934	28,179.58

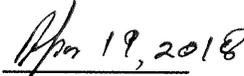
3. Reconciliation

Total Paid to Elected Officials	\$42,846	
Total Paid to Other Employees	\$1,069,934	
Subtotal	\$1,112,780	
Reconciling Items	See Note	T4'S
Total per Statement of Revenue and Expenditure	See Note	
Variance	See Note	

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



 Yoginder (Yogi) Bhalla
 Chief Financial Officer



 Date

THE CORPORATION OF THE VILLAGE OF ASHCROFT
Financial Information Act
for the Year Ended December 31, 2017

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

Supplier Name	Aggregate amount paid to supplier
Associated Electrical Services Ltd	98,527.41
Ashcroft Volunteer Firefighter's Associati	38,144.13
B C Hydro & Power Authority	249,052.92
British Columbia Pension Corporation	149,898.75
Bc Transit	123,669.70
Columbia Fuels	34,788.47
Cu Credit	30,937.21
Fortis Bc -Natural Gas	39,421.94
Interior Plumbing & Heating Ltd	36,172.50
Irl - Cookson International Truck	166,133.93
Interior Turf Equipment	52,183.57
Larry Van Leest Construction	39,028.50
Municipal Insurance Assn. Of Bc	30,030.00
Pacific Blue Cross	61,430.52
Receiver General For Canada	299,961.25
Stonhard	26,197.50
Telus Communications Inc.	26,813.26
T.W. Dynamic Enterprises	30,160.02
Urban Systems Ltd	346,212.92
Valley First Insurance	46,020.00
Total Aggregate amount paid to suppliers	\$ 1,924,784.50

2. Consolidated total paid to suppliers who received aggregate payment of \$25,000 or less

	\$ 673,792.30
--	----------------------

3. Total of payments to suppliers for grants and contributions exceeding \$25,000

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

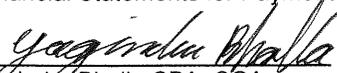
4. Reconciliation

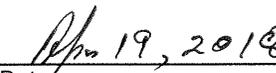
Total of aggregate payments exceeding \$25,000 paid to suppliers	\$ 1,924,784.50	
Consolidated total of payments of \$25,000 or less paid to suppliers	\$ 673,792.30	
Consolidated total of all grants and contributions exceeding \$25,000	\$ -	
	<u>\$ 2,598,576.80</u>	
Total per Statement of Revenue and Expenditure	\$ 2,736,645.00	
Less: remuneration/transfers included in above	\$ (424,089.61)	
Less: amortization included in above	\$ (268,008.00)	
Less: decrease in prepaids	\$ (25,000.00)	
Add: Increase in tangible assets	<u>\$ 687,697.00</u>	
	<u>\$ 2,707,244.39</u>	
Variance	\$ 108,667.59	4.01%

Reconciling items

See note

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

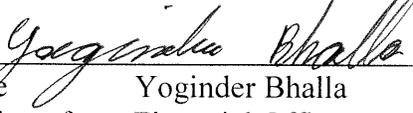

Yaginder Bhalla CPA, CGA
Chief Financial Officer


Date Apr 19, 2018

VILLAGE OF ASHCROFT

STATEMENT OF FINANCIAL INFORMATION APPROVAL

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



Name Yoginder Bhalla
Position of Financial Officer
Date: April 28th, 2018

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

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

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

Page 1: Corporation Information

Ministry Information

General: Section One

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

Page 2: Statement of Assets & Liabilities: Section Two

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

Operational Statement: Section Three

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

Statement of Debts: Section Four

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

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

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

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

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

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

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

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

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

Page 5: Inactive Corporations: Section Eight

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

Approval of Financial Information: Section Nine

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

Access to the Financial Information: Section Ten

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

Financial Information Regulation, Schedule 1
Checklist – Statement of Financial Information (SOFI)

For the Corporation:

Corporate Name: Village of Ashcroft Contact Name: Yoginder (Yogi) Bhalla
 Fiscal Year End: 2017 Phone Number: (250) 453-9161
 Date Submitted: _____ E-mail: yoginder@ashcroftbc.ca

For the Ministry:

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

Distribution: Legislative Library Ministry Retention

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

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

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

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

Inactive Corporations

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

Approval of Financial Information

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