

THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR AGENDA

**FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY, NOVEMBER 26, 2018**

1. **CALL TO ORDER**
 2. **MINUTES**
 - 2.1. Minutes of the Regular Meeting of Council held on Tuesday, November 13, 2018 P. 1-6
 - 2.2. Minutes of the Orientation Session held on Monday, November 19, 2018 P. 7-11
 3. **PETITIONS AND DELEGATIONS**
 - 3.1. None
 4. **CORRESPONDENCE**
 - 4.1. John Horgan, Premier, Province of British Columbia P. 12
 - Congratulations to Mayor & Council on their election to office
 - 4.2. Jackie Tegart, MLA, Fraser-Nicola P. 13
 - Congratulations to Mayor & Council on their election to office
 - 4.3. Union of BC Municipalities P. 14-18
 - Memo to Members, Notification of Executive Vacancies
 - 4.4. Consul General of Japan Takashi Hatori P. 19
 - Invitation to Mayor Roden to attend the celebration of the 85th birthday of His Majesty the Emperor and the Assumption of Office by the newly appointed Consul General
 - 4.5. Canadian Federation of Independent Businesses P. 20
 - Congratulation on election
 - 4.6. Gloria Mertens P. 21-23
 - Copies of letter to Minister of Transportation and Infrastructure
 - 4.7. Information Correspondence List for November 26, 2018 P. 24
 5. **UNFINISHED BUSINESS**
 - 5.1. Village of Ashcroft Committee Appointments
 - Review of appointments presented at November 13, 2018 meeting
 6. **NEW BUSINESS**
 - 6.1. Community Futures P. 25-26
 - Request for Road Closure, Santa Claus Parade, December 7
 - 6.2.
-

- 6.3. Winding Rivers Arts & Performance Society P. 27-42
 - Request for Grant in Aid for Spring Production of Shrek
 - 6.4. Mesa Vista Reservoir Land Tenure Application P. 43
 - Resolution of Council supporting application
 - 6.5. Ashcroft & District Curling Club P. 44
 - Application for Gas Tax Funding from TNRD Director Rice for building upgrades
 - 6.6. Valerie Freestone P. 45-47
 - Concerns relating to drainage on her property, corner of 5th & Railway
 - 6.7. Santa Claus Parade Prize Draw P. 48-53
 - Village sponsored prizes
7. **BYLAWS AND RESOLUTIONS**
- 7.1. **Introduction and First Three Readings**
 - 7.1.1 None
 - 7.2. **Reconsideration and Final Adoption**
 - 7.2.1. None
8. **COUNCIL REPORTS**
- 8.1. **Finance Committee**
Mayor Roden, Councillor Anderson, Councillor Davenport
 - 8.2. **Northern Development Initiative Trust**
Councillor Anstett Alternate – Councillor Anderson
 - 8.3. **Gold Country Communities Society**
Mayor Roden Alternate – Councillor Davenport
 - 8.4. **Historic Hat Creek**
Councillor Roden Alternate – Councillor Anderson
 - 8.5. **Cache Creek Environmental Assessment**
Mayor Roden Alternate – Councillor Tuohey
 - 8.6. **Thompson-Nicola Regional District**
Mayor Roden Alternate – Councillor Anstett
 - 8.7. **Tourism**
Councillor Davenport Alternate – Councillor Anderson
 - 8.8. **Economic Development**
Councillor Anderson Alternate – Councillor Davenport
 - 8.9. **Heritage**
Councillor Tuohey Alternate – Mayor Roden

8.10. Transit
Councillor Anstett Alternate – Councillor Davenport

8.11. Communities in Bloom
Councillor Tuohey Alternate – Mayor Roden

8.12. Health Care
Councillor Anstett Alternate – Councillor Tuohey

8.13. Seniors' Liaison
Councillor Anderson Alternate – Councillor Tuohey

8.14. Other

(Motion to receive both verbal and written reports)

9. CHIEF ADMINISTRATIVE OFFICER REPORTS

9.1. None

10. CHIEF FINANCIAL OFFICER REPORTS

10.1 None

11. QUESTION PERIOD

12. INCAMERA

12.1. None

13. TERMINATION



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR MINUTES

**FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 4:30 PM ON TUESDAY, NOVEMBER 13, 2018**

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

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

EXCUSED: Councillor Jonah Anstett
Wayne Robinson, Deputy Corporate Officer

1. CALL TO ORDER

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

2. MINUTES

2.1. Minutes of the Inaugural Meeting of Council held on Monday, November 5, 2018

Mayor Roden declared the minutes of the Inaugural Meeting of Council adopted as presented.

3. DELEGATIONS

3.1. None

4. CORRESPONDENCE

4.1. Hon. Katrine Conroy, Minister of Children & Family Development – November is Adoption Awareness Month in British Columbia

M/S Councillor Tuohey / Councillor Davenport

“That the Village of Ashcroft proclaim November as Adoption Awareness Month and further that the correspondence and a link to the Adoptnow.ca website be included on the website.”

Carried. (01-11-18)

4.2. Gold Country Communities Society – Council appointment to Board and next meeting is November 21, 2108

M/S Mayor Roden / Councillor Davenport

“That staff be directed to advise Gold Country Communities Society who has been appointed to their board as the Village’s representative prior to November 21, 2018.”

Carried. (02-11-18)

4.3. Northern Development Initiative Trust – Appointment to the Cariboo-Chilcotin/Lillooet Regional Advisory Committee and next meeting is January 29, 2019

MS Councillor Tuohey / Councillor Anderson

“That staff be directed to advise the Northern Development Initiative Trust who has been appointed to the Cariboo-Chilcotin/Lillooet Regional Advisory Committee prior to November 30, 2018.”

Carried. (03-11-18)

4.4. BC/Yukon Command of the Royal Canadian Legion – 2019 Military Service Recognition Book

M/S Councillor Anderson / Councillor Tuohey

“That the Village purchase a 1/10 page advertisement in full colour in the 2019 Military Service Recognition Book.”

Carried. (04-11-18)

4.5. Hospital Activity Book for Children & Make a Wish Foundation Canada – Request for Sponsorship

M/S Mayor Roden / Councillor Anderson

“That the request for sponsorship for the Hospital Activity Book for Children and Make a Wish Foundation Canada be received and filed.”

Carried. (05-11-18)

4.6. Housing Central – Support for affordable housing in our community

M/S Councillor Davenport / Councillor Anderson

“That the correspondence from Housing Central for support for affordable housing in our community be received and filed.”

Carried. (06-11-18)

4.7. Mr. Edward Lockhart – Request for speed bumps on Railway Avenue as a form of traffic calming

M/S Mayor Roden / Councillor Anderson

"That staff respond to Mr. Lockhart and suggest that he forward his concerns relating to speeding on Railway Avenue to the local detachment of the Royal Canadian Mounted Police and further that he request that the police use a speed board to make drivers aware of their speed while in that area."

Carried. (07-11-18)

4.8. Mayor Nobuo Yamaguchi, Town of Bifuka – Reply to our letter regarding recent earthquake

M/S Mayor Roden / Councillor Anderson

"That the Mayor reply to Mayor Yamaguchi advising of the election results and an introduction of the new Council."

Carried. (08-11-18)

4.9. Information Correspondence Listing for November 13, 2018

M/S Councillor Tuohey / Councillor Anderson

"That the information correspondence listing for November 13, 2018 be received and filed."

Carried. (09-11-18)

5. UNFINISHED BUSINESS

5.1. None

6. NEW BUSINESS

6.1. 2019 Scheduled Meeting Dates

M/S Councillor Davenport / Councillor Anderson

"That Council approve the 2019 meeting schedule as presented and further that the meeting schedule be posted on the Village of Ashcroft website and a reference to the meeting schedule be included in the annual Christmas advertisement."

Carried. (10-11-18)

6.2. Rogers Radio - 2019 Road Trip Adventure

M/S Councillor Tuohey / Councillor Davenport

"That the Village of Ashcroft participate in the Rogers Radio Road Trip Adventure for 2019 in the amount of \$2,530 plus tax and the cost of additional items to make the package attractive to the grand prize winner."

Carried. (11-11-18)

7. BYLAWS

7.1. Introduction and First 3 Readings

7.1.1. None

7.2. Reconsideration and Final Adoption

7.2.1. None

8. REPORTS

Council Reports

Mayor Roden presented the following committee appointments:

- 8.1. Finance Committee**
Mayor Roden, Councillor Anderson, Councillor Davenport
- 8.2. Northern Development Initiative Trust**
Councillor Anstett Alternate – Councillor Anderson
- 8.3. Gold Country Communities Society**
Mayor Roden Alternate – Councillor Davenport
- 8.4. Historic Hat Creek**
Councillor Roden Alternate – Councillor Anderson
- 8.5. Cache Creek Environmental Assessment**
Mayor Roden Alternate – Councillor Tuohey
- 8.6. Thompson-Nicola Regional District**
Mayor Roden Alternate – Councillor Anstett
- 8.7. Tourism**
Councillor Davenport Alternate – Councillor Anderson
- 8.8. Economic Development**
Councillor Anderson Alternate – Councillor Davenport
- 8.9. Heritage**
Councillor Tuohey Alternate – Mayor Roden

- 8.10. **Transit**
Councillor Anstett Alternate – Councillor Davenport
- 8.11. **Communities in Bloom**
Councillor Tuohey Alternate – Mayor Roden
- 8.12. **Health Care**
Councillor Anstett Alternate – Councillor Tuohey
- 8.13. **Seniors' Liaison**
Councillor Anderson Alternate – Councillor Tuohey

Councillor Roden advised that the Wellness Festival and School District No. 74 (Gold Country) committees have been removed. The Bifuka Committee will be a Select Committee of Council that will be formed when the need arises. Discussions regarding the formation of an Emergency Preparedness Committee and an Arts & Recreation Committee will be held at a planning session to determine the terms of reference, etc.

M/S Mayor Roden / Councillor Tuohey

That Council approves the committee appointments as presented however they will be brought forward to the November 26, 2018 regular meeting for further discussion and possible minor changes.

Carried. (12-11-18)

8.14. Other

Mayor Roden advised Council that she had attended the Inaugural meetings of School District #74 (Gold Trail) and the Thompson-Nicola Regional District. She also advised that the Wilderness Way Resort has been sold and will be developed into a healing place for members of the Canadian Armed Forces.

M/S Councillor Anderson / Councillor Tuohey

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

Carried. (13-11-18)

9. CHIEF ADMINISTRATIVE OFFICER REPORTS

- 9.1. Council was advised that the agenda for the November 19 orientation session was on their desk.

10. CHIEF FINANCIAL OFFICER REPORTS

- 10.1. None

11. QUESTION PERIOD

As there were no members of the public present there were no questions.

12. INCAMERA

12.1. None

13. TERMINATION

M/S Councillor Anderson / Councillor Davenport

"That the Regular Meeting of Council terminate at 5:18 pm.

Carried.

Barbara Roden, Mayor

Certified to be a true and correct copy of
the Minutes of the Regular Meeting of Council
held Tuesday, November 13, 2018.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw



THE CORPORATION OF THE VILLAGE OF ASHCROFT
ORIENTATION MINUTES

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 6:00 PM ON MONDAY, NOVEMBER 19, 2018

PRESENT: Mayor Barbara Roden
Councillor Marilyn Anderson
Councillor Jonah Anstett
Councillor Nadine Davenport
Councillor Debra Tuohy
Michelle Allen, Chief Administrative Officer
Yoginder Bhalla, Chief Financial Officer
Brian Bennewith, Foreman

EXCUSED: Wayne Robinson, Deputy Corporate Officer

1. **CALL TO ORDER**

Mayor Roden called the meeting to order at 6:00 pm

2. **AGENDA OVERVIEW**

Mayor Roden thanked everyone for attending and advised that this session was an opportunity for staff to update Council on a wide range of Village related topics. She turned the meeting over to staff to proceed.

3. **TOPICS FOR DISCUSSION**

Staff reviewed a number of Village functions and activities. A summary of the presentation is attached to and forms part of these minutes.

4. **TERMINATION**

Mayor Roden thanked Council for attending and staff for their time in preparing and presenting the materials. The meeting ended at 8:20 pm.

The foregoing, and the attachments are the writer's interpretation of the discussions that took place at the Orientation Session held on Monday, November 19, 2018.



J. Michelle Allen, Chief Administrative Officer

**THE VILLAGE OF ASHCROFT
ORIENTATION SESSION
MONDAY, NOVEMBER 19, 2018 @ 6:00 PM**

1. Overview of Village Utilities

- The Village provides water, sewer and solid waste (garbage) collection to all residents and businesses within the main section of Ashcroft.
- We provide water and solid waste to the residents in the “rural subdivision”.
- We do not provide any of these services to Ashcroft Ranch or Ashcroft Terminal
- Each service is considered a separate fund for accounting
- The Village issues utility invoices in January of each year and if the account is paid in full by March 31 (or the first business day thereafter) a 10% penalty is applied
- Each of the 3 services should be self-supporting, that is that the money raised through utility bills covers the cost of providing the service
- In 2015 Council was advised that the rates were only covering approximately 50% of the costs and that the rates for water and sewer had to be increased. In addition Council was advised that the 25% discount to seniors who qualified for the HOG was reducing our income substantially. A copy of the staff report is attached.
- In 2015 Council approved a bylaw that increased both water and sewer rates over 5 years and gradually decreased the senior’s discount. There is a provision that Persons with Disabilities or seniors who receive the Guaranteed Income Supplement can continue to apply for a 10% discount. Copies of the rate sheets are attached.
- Questions are often asked about water meters. The cost to provide the water is basically a fixed cost and the minimum amount charged to each household would have to ensure that our basic expenses were covered. Therefore water meters will not result in a significant decrease to homeowners but would generate some additional revenue for those who use lots of water. Meters are also very expensive to install, monitor, invoice and maintain so revenue received from “over users” would not cover the additional costs.

2. Property Taxes & Assessment

- Property taxes provide the bulk of our operating funds
- Property taxes are based on the assessed value of the property
- Assessed value is defined as the market value

- Assessed values are determined by the BC Assessment Authority who are an independent organization to provide a standard of value province wide. Prior to 1974 each local government was responsible for establishing assessed values which led to a number of issues and inconsistencies
- During the budget process the CFO will determine what it costs to operate the Village. Council will meet and discuss current operations and indicate if they wish to make changes to existing, introduce new services, modify services, etc. Those changes will be investigated and costed out
- Property taxes are then calculated by applying the tax rate to the assessed value and generating funds:

$$a \times b = c$$

a = assessed values

b = tax rates

c = funds generated

If “a” goes up then “b” **may** go down

- It is important to note that because a property assessment goes up 20% that does not automatically equate to a 20% tax increase
- Tax rates are based on the average increase or decrease in assessment

3. Overview of other Services

a. Recreation

- Attached are the revenue and expense sheets for the pool and the arena for the past 15 years

b. Legacy Park

- The Village hires a caretaker/manager for the season
- We provide WIFI for the campers
- Provide a limited number of monthly spots but ensure we have mostly nightly rentals
- New shower/washrooms are part of the WTP project

c. Heritage Place Park

- We work with the CIB committee and have refurbished most of the park
- One large area remaining which is the water wheel/pond area, this will be an expensive portion and will require a major contribution of employee time
- We are looking into changing out the current lights to solar or LED

d. Street & Roads

- Many roads are reaching the end of their life cycle

-
- Will discuss this in detail during budget and asset management sessions
 - Crew is ready for snow fall and they have a set schedule to ensure that hills and main routes are cleared first but the entire community is done in an efficient manner
- e. Cemeteries
- We have no more full size spaces
 - We have 2 columbarias that have lots of spaces left in them
 - We have had preliminary studies done on the Mesa Vista Site and the southern end of Railway Avenue. Both sites would require significant investment to develop into a cemetery. This item will be brought forward for discussion during budget talks
- f. Fire Department
- The Department has a healthy number of members
 - We have a number of Junior Firefighters
 - They have excellent equipment and supplies
- g. Lady Minto Building
- We have 3 tenants, Seniors Centre, E Fry and Hospital Auxiliary Thrift Shop
 - Each tenant has 5 year leases which are due for renewal in 2021
- h. Transit
- We have a partnership with BC Transit and Yellowhead Community Services (YCS) who are the actual operators
 - Our local bus operates 3 days/week
 - The Health Connection bus located in Lillooet operates 2 days/week
 - Interior Health makes a significant financial contribution to the overall operation
 - Ashcroft's annual budget for transit is \$15,000 and we generally have some funds remaining that go into a reserve
 - We have a funding agreement with the Village of Clinton and share the costs 50/50
 - The Village of Cache Creek has expressed an interest in rejoining the system and the Ashcroft Indian Band has expressed an interest in the system
- i. Community Hall
- The Village has undertaken a number of improvements to the community hall
 - Improvements include lighting, heating, air conditioning, new doors, lowering the ceiling, replacement of washroom facilities
 - Council was advised that we have not made changes to the washrooms and kitchen area as any improvements would require the

Village to bring those areas up to current building code and the footprint doesn't allow the necessary expansion

- Use has increased, the upgrades have made it a much more comfortable venue for meetings, etc.
- The village has one tenant – 7th Day Adventist Church

4. **Overview of Agencies we deal with:**

- a. MIABC – provides our liability insurance coverage. A short video was shown explaining the history of the MIABC
- b. MFABC – provides short and long term borrowing, also some investments
- c. NDIT – provides a number of funding opportunities
- d. GCCS – Our local tourism association
- e. TNRD – We contribute to a number of services that are provided to our residents including the library, 911, emergency preparedness, building inspection. A summary of our requisitions for the past few years is attached for Council's reference.

5. **Miscellaneous**

- a. Procedure Bylaw – is our guide to Council meetings. Outlines how agendas will be prepared and distributed, how meetings will be run, how late meetings can go, etc.
- b. Email – As mentioned it is important to use your Village email for village business. Should we receive an FOI (Freedom of Information) request and you have used your personal email then we would be obligated to download information from your personal device



November 13, 2018

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

Dear Mayor Roden and Councillors:

I would like to congratulate you all for being elected to serve the Village of Ashcroft.

Serving in public office is both a great honour and an important responsibility, and your success in the 2018 election is a testament to your hard work and dedication to your community. I have every confidence that you will be effective voices for your constituents in the months and years ahead. Local representatives are vital to the growth and well-being of our province as a whole, and I look forward to working collaboratively with the Village of Ashcroft as we strive to make life better for all British Columbians.

Congratulations, once again, and best wishes for your time in public office.

Sincerely,

John Horgan
Premier

RECEIVED

NOV 19 2018

The Corporation
Village of Ashcroft



November 7, 2018

RECEIVED

NOV 20 2018

Mayor Barb Roden and Council
Village of Ashcroft
PO Box 129
Ashcroft, B.C.
V0K 1A0

The Corporation
Village of Ashcroft

Dear Mayor Roden and Councillors:

I am so pleased to send my congratulations on your election to office. I appreciate the hard work and dedication that it takes to serve in local government positions and wish you all a very productive and rewarding term. It is so important that individuals are willing to step into roles in public life and to make a difference in their communities, so thank you for that!

I look forward to working with all of you during your term in office and would very much appreciate the opportunity to meet with you in the spring to discuss issues of importance to the Village of Ashcroft, as well as to provide you with an update from Victoria.

My Constituency Assistant Lori Pilon will contact you in the new year to make arrangements for a meeting, however if I can be of assistance in the meantime please by all means contact my office.

Once again congratulations!

Yours truly,

Jackie Tegart, MLA
Fraser-Nicola

Ashcroft Constituency Office
405 Railway Avenue, Box 279
Ashcroft BC V0K 1A0
T 250-453-9726 F 250-453-9765

Merritt Constituency Office
2-2152 Quilchena Avenue
Merritt BC V1K 1A1
T 250-378-8831 F 250-453-9765

Legislative Office
Room 201 Parliament Buildings
Victoria BC V8V 1X4
T 250-952-7616 F 250-387-9100



MEMO TO MEMBERS

November 19, 2018

TO: UBCM MEMBERS
Attn: Elected Officials of Member Local Governments and First Nations

FROM: UBCM EXECUTIVE

RE: NOTIFICATION OF EXECUTIVE VACANCIES

The purpose of this memo is to notify members of the direction taken by the Executive at their meeting on November 16, 2018 with regards to Executive vacancies as a result of the 2018 Local Government Elections.

At the meeting, Executive members were advised of five vacancies, and the process for filling those vacancies in accordance with the UBCM Bylaws and Policies:

- Second Vice President * – Executive CANNOT appoint a Vice President, but may ask a sitting VP to move up and fill a vacancy; and Executive has the further option of appointing an additional “acting” Director at Large to ensure a full board complement of 21 members.
- Director at Large (1) – Executive may appoint an eligible elected official.
- Vancouver Metro Area Representative (1) – Executive may appoint an eligible elected official.
- City of Vancouver Representative – City of Vancouver has made its re-appointment; Councillor Pete Fry.
- CVRD/Metro Vancouver Representative – Metro will make a re-appointment; that process is underway.

The UBCM Bylaws and Policies, grant the Executive discretion on whether or not to fill vacancies (see Appendix A for extracts of both documents). Upon consideration of the Bylaws and Policies the Executive endorsed the following direction:

- Executive proceed to notify the membership of the vacancies on the Executive and seek expressions of interest for each of these positions:
 - Director at Large – 2 positions are available, to ensure a full board complement of 21 members
 - Vancouver Metro Area Representative – 1 position available
- Executive agreed that the three vacancies should be filled prior to the next Executive meeting scheduled for February 20-22, 2019.

* In accordance with the Bylaws, Third VP, Councillor Brian Frenkel has moved to Second VP as a result of the vacancy left in this position.

Next Steps

This memo serves as notification to the membership that the UBCM Executive wishes to fill vacancies for:

- Director at Large (2);
- Vancouver Metro Area Representative (1)

The process for filling vacancies will follow the process outlined in s. 9.5 of the Executive Policies.

Eligibility for Office

Director At Large (2) – this position is open to all elected officials of UBCM.

Vancouver Metro Area Representative (1) – this position is open to elected members of either, or both, a council of a member municipality of the GVRD or of the GVRD Board (a list of eligible local governments is attached as Appendix B).

Process

Eligible elected officials interested in applying for either of these positions are encouraged to submit an expression of interest for **one** of these vacancies, as outlined in s. 9.5 of the Executive Policies. We would ask that potential candidates complete the attached nomination form (Appendix C) and return it by email to the attention of the Past President. Candidates are also encouraged to provide a short bio (not more than 300 words) with their nomination form. All materials can be sent to the attention of Past President, Councillor Murry Krause, care of the following email address: mcrawford@ubcm.ca

**The submission deadline for expressions of interest (nomination form and bio) is:
Friday December 14, 2018.**

The Executive will consider all expressions of interest and make a decision regarding whom they will appoint to fill these three vacancies.

Following Executive deliberations, all members will be notified of the Executive's decision. Newly appointed board members will be invited to attend the February 20-22, 2019 Executive meeting in Victoria.

If you have any questions about the process please contact Councillor Murry Krause, Past President at murry_krause@telus.net or Marie Crawford, General Manager, Richmond Operations at 604-270-8226 ext. 104 or by email: mcrawford@ubcm.ca.

We welcome eligible interested candidates to apply. For further information about UBCM and the Executive please see the UBCM website.

<http://www.ubcm.ca/EN/main/about/executive/executive-members.html>

EXTRACTS FROM THE UBCM BYLAWS AND EXECUTIVE POLICIES

UBCM Bylaws

Section 2 of the UBCM Bylaws provides the following definition for officers:

2. *The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.*

Section 3(d) speaks to filling vacancies: (*bold italics indicate relevant sections*)

- (d) No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union. ...*

In the event of a vacancy:

- *amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;*
- *amongst the Directors at Large, the Small Community Representative, the Electoral Area Representative, or the Vancouver Metro Area Representatives, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;*
- *in the position of Vancouver Representative, CVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.*

Executive Policies

Section 9.5 of the Executive Policies outlines the process for appointing replacements:

9.5 VACANCIES ON THE EXECUTIVE

If one or more Executive positions become vacant following a local government election, the Executive is authorized to appoint a replacement according to the following process.

1. *UBCM shall notify local governments of any vacancy on the UBCM Executive and distribute information about the process for appointing a replacement. The Executive shall invite expressions of interest from local government elected officials who wish to fill the vacant position(s).*
2. *An expression of interest must be supported by two elected officials from UBCM member local governments.*
3. *An interested candidate may submit an expression of interest for one position only.*
4. *Expressions of interest shall be forwarded to the Past President, care of the UBCM office. The Past President will prepare a report for the Executive on the materials received.*

Vancouver Metro Area Representative – List of Eligible Members

Anmore
Belcarra
Bowen Island
Burnaby
Coquitlam
Delta
Electoral Area A (Metro Vancouver)
Langley City
Langley Township
Lions Bay
Maple Ridge
New Westminster
North Vancouver City
North Vancouver District
Pitt Meadows
Port Coquitlam
Port Moody
Richmond
Surrey
Tsawwassen First Nation
Vancouver
West Vancouver
White Rock

1NOMINATIONS FOR THE 2018/2019 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Position: (Mayor/Chief/Councillor/Director): _____

Mun/RD/First Nation represented: _____

Nominated for (*pick one only*): ___ Director At Large ___ Vancouver Metro Area Representative

NOMINATED BY:

Name: _____

Name: _____

Elected Position: _____

Elected Position: _____

Mun/RD/First Nation: _____

Mun/RD/First Nation: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws².

CANDIDATE:

Name: _____

Elected Position: _____

Mun/RD/First Nation: _____

Nominated for (*pick one only*): ___ Director At Large ___ Vancouver Metro Area Representative

Signature: _____

Date: _____

Submission Deadline: December 14, 2018

¹ Nominations require two elected officials of members of the Union [Bylaw 4(b)].

² All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)].
Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.



*To celebrate the 85th Birthday of His Majesty The Emperor
Consul General of Japan Takashi Katori
and Mrs. Yiyu Yoon
request the pleasure of the company of
Mayor Barbara Roden*

*at a Reception
on Tuesday, December 11th, 2018 from 5:30 to 7:30 p.m.
at Coal Harbour Ballroom, Coast Coal Harbour Hotel,
1180 West Hastings Street, Vancouver*

*This reception will also mark the assumption of office
by newly appointed Consul General Takashi Katori.*

*R.S.V.P. by November 30th
Tel: 604-684-5868 (Ext: 230)
Fax: 604-684-6939
Email: cgooffice@vc.mofa.go.jp*

*Dress: Business Attire / National Dress
Please present this card at the reception
This invitation is non-transferable*

November 15, 2018

Dear Mayor

On behalf of the Canadian Federation of Independent Business (CFIB) and our 10,000 members in British Columbia, we are writing to congratulate you on your successful bid for Mayor. We look forward to working with you to ensure small business continues to thrive across our province.

CFIB is a non-profit advocacy group which represents small and medium-sized independent businesses. What makes CFIB unique is the fact we get our marching orders directly from our members, making us a truly grass-roots organization. We routinely survey our members for their opinions on a wide range of issues and share that information with political decision makers at all levels of government

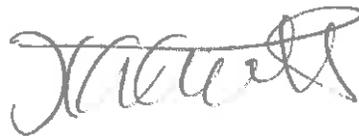
CFIB would greatly appreciate the opportunity to meet with you to go over small business priorities as outlined in surveys with our members and to discuss our municipal research reports. This would also be a great chance for us to learn about your vision when it comes to supporting small business.

Please feel free to contact us at 604.684.5325 or ms.bc@cfib.ca to arrange a mutually convenient meeting time.

Sincerely,



Samantha Howard
Director, British Columbia, Yukon and NWT



Aaron Aerts
Western Economist

PO Box 1232,
Ashcroft, BC V0K 1A0

November 7, 2018

The Village of Ashcroft
PO Box 129
Ashcroft, BC. V0K 1A0

Dear Mayor Roden and Village of Ashcroft Councillors:

I walk on a daily basis in and around the village. I feel strongly that by improving mobility wellness will be accessible to more residents.

Recently, I wrote letters to the Honourable Claire Trevena, Minister of Transportation and Infrastructure, appealing to her to look into increasing safety for pedestrians across the bridge, which links the north and south sides of our community.

Overseeing the maintenance of Highway 97C is the responsibility of the provincial government, not our local government. As a courtesy and at the request of the Chief Administrative Officer, I have attached a copy of the letters I composed to the Minister. I hope that you will have the opportunity to read, become informed about and validate my concerns in the event of any Ministry inquiries. Moreover, if Council were to contact the Ministry directly and voice its support, it would add impetus to these concerns.

Thank you for your time and interest.

Sincerely,
Gloria E. Mertens

Enclosures (2)

cc: Chief Administrative Officer, Michelle Allen

Box 1232
Ashcroft, BC V0K 1A0

October 28, 2018

BC Minister of Transportation and Infrastructure
PO Box 9850 Stn Prov Govt
Victoria, BC V8W 9T5

Dear Honourable Claire Trevena, Minister of Transportation and Infrastructure:

I live in the community of Ashcroft in the Interior of BC. I am writing to bring forth concerns regarding pedestrian safety on Highway 97C, specifically the section of highway which crosses the Thompson River and passes through our village.

Highway 97C descends from residential areas and services on the north side of the Thompson River across Bridge 190-91 and veers sharply east on the south side of the river. A crosswalk immediately at this south end of the bridge serves pedestrians to access the downtown core.

It has been my experience on my many walks across the bridge to and from downtown that vehicles often do not yield the right of way to pedestrians. I have witnessed many close calls between drivers and elderly residents on scooters, families with young children and classes of straggling students crossing the highway.

Drivers are not totally at fault. The crosswalk, being in a curve, is not always completely visible. Large vehicles approaching or leaving the bridge block the view of the south approach making pedestrians invisible to eastbound traffic until very close to the crossing. Added to this, the crosswalk's painted markings are often indistinct as they wear quickly and are not well maintained.

In addition, through-traffic often travels at higher than permitted speeds, and the volume of large vehicles on the roadway is high, due to a significant industrial presence both on the north and south side of the Thompson River. The recent announcement made by Singapore based PSA Canada Holding Ltd, who now own a 60% stake in Ashcroft Terminal, to do a \$28 million upgrade of its facilities will result in even higher transport vehicle traffic. Finally, more frequent extreme weather conditions, which impact drivers, are also compromising the safety of the crosswalk.

It is timely to have the Ministry of Transportation and Infrastructure upgrade the crosswalk across Highway 97C on the south side of the bridge by installing a pedestrian-controlled crosswalk signal and by increasing maintenance priority so that motorist-pedestrian conflicts will be mitigated. I hope that the Ministry will be proactive in ensuring the safety of the users of the crossing.

I look forward to hearing back from you.

Sincerely,
Gloria E. Mertens

cc: Village of Ashcroft

Box 1232
Ashcroft, BC V0K 1A0

November 7, 2018

BC Minister of Transportation and Infrastructure
PO Box 9850 Stn Prov Govt
Victoria, BC V8W 9T5

Dear Honourable Claire Trevena, Minister of Transportation and Infrastructure:

I have been a resident of Ashcroft in the Thompson Nicola Regional District for over twenty-five years and am writing to bring forth a concern regarding the winter maintenance of the sidewalk attached to Bridge 190-91 on Highway 97C.

Bridge 190-91 crosses the Thompson River, connecting the north side of Ashcroft to the downtown core. It is a vital link for community members to access equally important services on both sides of the river. It is used regularly by a significant number of residents: students, elderly people with mobility issues, health enthusiasts.

Changing weather patterns have seen an increase in the amount of precipitation in our area and last year we had a significant amount of snowfall.

According to David Rhodes, the representative for Interior Roads, sidewalk maintenance has the lowest priority during any snow event. In fact, this sidewalk is rarely cleared of snow in the winter months. Salt and sand are occasionally spread on its surface, but because of the sidewalk's location on the east side of the bridge, the walkway is in shadow and receives few winter sun rays for the salt to be effective. Subsequent snow events result in further snow and ice buildup, making the walkway treacherous. Last year, some residents took action and shovelled the pathway several times to make it safer to cross.

I am aware that no deleterious substances are permitted in the river as the Thompson River is a salmon bearing stream. Ironically, however, the sidewalk has a slope towards the river and all substances on the sidewalk end up in the river when the snow finally melts. If the snow were cleared off promptly with a sidewalk plow and salt never added to the walkway, perhaps this could accommodate both pedestrians and the regulation. I am sure that an amenable agreement could be reached between the Village of Ashcroft and the contractor to make sure that snow clearance on the bridge sidewalk is done in a timely and efficient manner, just as it is done on the walkway along Highway 97C to Government Street.

It is not up to individual citizens to do highway sidewalk maintenance. I understand that the contract for road maintenance will be up for renewal at the end of May next year. I think it is important that the winter maintenance of the sidewalk be a much higher priority and be more regularly undertaken. I hope that you will agree.

I look forward to hearing back from you.

Sincerely,
Gloria E. Mertens

cc: Village of Ashcroft

**INFORMATION CORRESPONDENCE
FOR THE NOVEMBER 26, 2018 COUNCIL MEETING**

School District No. 74

- Newsletter – The Board Bulletin

Make Children First

- Newsletter

Wood Design & Building

- Fall 2018 Publication

Canadian Wood Council

- Publications re: Quebec City and University of British Columbia
- Valley Views – Fall 2018

/nc

MEMO TO: Mayor Roden & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: November 22, 2018

SUBJECT: SANTA CLAUS PARADE – FRIDAY, DECEMBER 7, 2018

Background

Community Futures (CF) has advised that the Santa Claus parade will be held on Friday, December 7, 2018 at 6:00 pm. This is the first year for CF to organize the parade and they have done an excellent job at involving local businesses.

Discussion

CF has advised that the parade will be held on Friday, December 7, 2018 at 6:00 pm. They are requesting the use of the vacant land south of the Bethlehem Truck at Heritage Place Park as a staging area for the floats and other participants. The proposed parade route is from the staging area down Railway Avenue to 2nds Street. As always there will be a float with Santa and Mrs. Claus so that our younger residents can ensure their Christmas wishes are passed along to Santa himself.

As local businesses have confirmed that they will remain open until 8:00 pm the request is to have Railway Avenue closed to all traffic between 5:00 pm and 8:00 pm. This closure will provide a more festive atmosphere and will allow pedestrians to travel between businesses safely. In addition the organizers are hoping to have music and entertainment along the street for the public enjoyment.

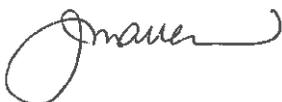
The Village will require proof of liability insurance for this event with the Village named as an additional insured. As always we will drop off barricades along Railway Avenue in the afternoon of December 7th to assist with the street closure. Access to and from the Fire Hall will be maintained in the event of an emergency.

The Village has 4 propane heaters that we use during winter events such as the Holiday Train and Santa Parade. These will be provided to the organizers on Friday for their use.

Recommendation

Administration recommends that Community Futures be authorized to hold the Santa Claus Parade on Friday, December 7, 2018 on Railway Avenue between 2nd & 7th Streets between the hours of 5:00 pm – 8:00 pm and further that proof of liability insurance must be provided prior to the start of the event.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer



November 16, 2018

Village of Ashcroft
Box 129
Ashcroft B.C. V0K 1A0

Dear Mayor and Council

Re: Santa Clause Parade, December 7, 2018

I am pleased to advise there will be a Santa Clause parade and community event on December 7th in downtown Ashcroft.

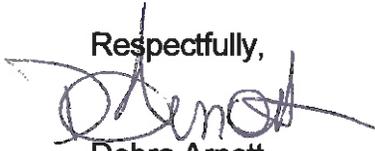
We are in the process of planning activities for all our visitors.

We are requesting that Railway Avenue be closed from 2nd Street to 7th Street from 5.00 p.m. till 8.00 p.m.

Businesses have agreed to keep their businesses open until at least 8.00 p.m. on Dec 7th and we want to ensure that our visitors are safe as they walk around in the downtown core.

Thank you for your consideration, we are optimistic it will be a successful event for both the visitors and our businesses.

Respectfully,



Debra Arnott
General Manager

RECEIVED

NOV 16 2018

The Corporation
Village of Ashcroft

MEMO TO: Mayor Roden & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: November 22, 2018

SUBJECT: GRANT IN AID – WINDING RIVERS ARTS & PERFORMANCE SOCIETY

Background

The Village of Ashcroft Grants in Aid Policy states that all applications for a Grant in Aid will be brought to a Council meeting for consideration. The policy suggests that these application be considered at a Committee of the Whole meeting, however past Councils have considered them during regular council meetings. A copy of the Grant In Aid Policy is attached for your reference.

Discussion

Attached to this report is an application from Winding Rivers Arts & Performance Society (WRAPS) seeking financial assistance for their spring production of Shrek. This application falls within the Arts & Culture Grant in Aid category.

The total cost for this production is \$7,825 and WRAPS is applying for funding from a variety of sources to assist with the costs. The theatre productions are of excellent quality and are well attended by our residents as well as visitors from Kamloops and area. It provides a wonderful escape and WRAPS has ensured that the local transit bus provides transportation to our residents in the assisted living facilities. This production is somewhat unique as it is a partnership with the local schools and the cast will be mainly children.

Attached to this memo is the completed application form, the financial statement and the project budget. WRAPS has not received a grant in aid for any other project during 2018.

Recommendation

Administration has no recommendation, this is submitted for your consideration.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

Attachments



Grants in Aid Policy Organizations / Individuals

Mission Statement

The Village of Ashcroft Council wishes to provide fair and equitable decisions regarding applications for Grants in Aid to the community.

Policy

The Village of Ashcroft provides Grant-in-Aid funding in order to assist non-profit societies/organizations that provide a community benefit. Funding is not guaranteed from year to year to encourage organizations to work toward financial independence. Only one Grant-in-Aid may be provided to an organization each calendar year.

A Grant-in-Aid may also be given to a group or individual that will be representing the community at a provincial or national level event.

Each year, as part of the budget process, Council will establish a maximum amount for Grant-in-Aid funding for the year's budget. No single Grant-In-Aid will exceed the amount of \$500 (five hundred dollars). No single grant-in-aid will exceed 25% of the proposed budget for the event.

Applications will be considered by Council at the Committee of the Whole (COW) meeting each month. On or before the second Friday of each month, applications will be accepted for Grant-in-Aid funding. Applications arriving after the second Friday will not be considered by Council until the next month's COW meeting. Applications will be considered from non-profit societies and organizations as well as individuals.

The attached application form must be used and accompanied by the required additional documentation listed below:

- latest financial statement
- budget summary
- project budget
- annual report (if available)

Incomplete applications will not be accepted and will be returned to the applicant. All complete applications meeting the specified criteria will be reviewed by Council.

Staff will prepare a summary report for each of the applications received, confirming eligibility requirements. This report will be attached to the applications and the applications sorted according to the categories listed below. Staff will prepare a report, category by category, listing the society/organization name and the amount applied for.



Village of Ashcroft
Grants in aid Policy
Council Policy 2006-05

Administration

Grant-In-Aid Categories are:

- Arts and Culture
- Sports and Recreation
- Museums and Heritage
- Social, Educational, Environmental and Other

Preference given to the following:

- requests from an individual or group/team that has earned the right to represent Ashcroft at a provincial or national competition;
- requests for one time only start up costs for new programs;
- requests for one time events that have a benefit to the Municipality;
- requests that show initiative to work toward financial independence;
- requests for operating costs for societies/organizations without the ability to become self supporting;
- requests from societies/organizations showing a significant benefit to the Municipality (as per the following criteria):
 - societies/organizations that promote volunteer participation and citizen involvement;
 - societies/organizations that use new approaches and techniques in the solution of community needs;
 - societies/organizations whose activities/programs are accessible to a large portion of the community's residents;
 - societies/organizations that exercise co-ordination, co-operation and collaboration with other groups to prevent duplication of projects, programs, services or events

Applicants will be notified in writing as to whether or not their request has been successful and, if successful, the amount they will receive.

All successful applicants must notify the Village in writing, once the grant monies have been spent, and provide detail on how the money was used.

Policy Goal

It is intended that the policy will better facilitate the decision making process and provide a fair and equitable means of providing grants-in-aid to the citizens of Ashcroft.



Village of Ashcroft
Grant Application - Organizations

Organization Official Name: Winding Rivers Arts + Performance Society

Mailing Address: PO Box 1265
Ashcroft BC V0K 1A0

Phone: 778-517-0997 Fax: _____ Email: windingriversarts@gmail.com

Contact Person: Maryann Simpson Title: Treasurer

Briefly describe your organizations purpose:
Advance appreciation of arts by providing performance events exhibitions, encourage local participation in arts, advance education of arts, partner with other groups to advance arts + performance.

Briefly describe how the requested grant money will be used:
To support the spring play. We have partnered with the local school to produce a play with and for local children. Shrek will combine the skills of WRAPS production team with local children + School District to entertain the community

What amount of Grant-in-Aid is being requested? \$ 500⁰⁰

Total organization operating budget for current year \$ 32,775
not including Spring play which has a budget of

Total budget for project the grant is being applied for \$ 7,825

Did you receive a Grant-in-Aid last year? Yes No

If yes what was the amount of the grant? \$ 500⁰⁰

Attachments: Please provide the following to your application (if available):

Financial Statement, Current Year Budget, Project Budget

Forward completed applications to: Village of Ashcroft, Box 129, Ashcroft, BC V0K 1A0
Or via email to council@ashcroftbc.ca. Applications are reviewed by Council at the second meeting each month. Applications must be received by the second Friday of each month to be considered in that month.



Village of Ashcroft
Grant Application – Organizations

Office Use Only

Date Application Received: _____

Application confirmed to be complete Date: _____

- Checklist: Completed application form _____
Financial Statement _____
Budget for current year _____
Project Budget _____

Category: Arts & Culture _____ Sports & Recreation _____
Museum & Heritage _____ Social/Educational/Environmental/Other _____

Amount of Grant-in-Aid Applied for: \$ _____ Approved \$ _____
Denied _____

Comments:

Letter sent to applicant regarding decision Date: _____

Cheque sent to applicant if applicable Date: _____

Winding Rivers Arts & Performance Society
Balance Sheet
 As of 30 April 2018

| | <u>30 Apr 18</u> |
|---------------------------------------|-------------------------|
| ASSETS | |
| Current Assets | |
| Chequing/Savings | 20,284.56 |
| Prepaid Expenses | 421.89 |
| Capital Assets | <u>11,384.87</u> |
| TOTAL ASSETS | <u><u>32,091.32</u></u> |
| | |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Accounts Payable | 479.00 |
| Deferred Contribution | <u>2,475.00</u> |
| Total Liabilities | <u>2,954.00</u> |
| | |
| Equity | |
| Unrestricted Net Assets | 25,327.03 |
| Net Income | <u>3,810.29</u> |
| Total Equity | <u>29,137.32</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>32,091.32</u></u> |

Financials approved by board:

 President Barb Roden

M. Simpson

 Treasurer

Sept 21, 2018

 Date

Winding Rivers Arts & Performance Society
Statement of Financial Income and Expense
May 2017 through April 2018

| | <u>2018</u> | <u>2017</u> |
|--------------------------------------|-----------------|-----------------|
| Administrative Income | | |
| Fundraising | | 2,614.00 |
| Individual Donations | 296.50 | 467.00 |
| Interest Income | 11.37 | 8.35 |
| Local government grants | | 2,500.00 |
| Membership Dues | 185.00 | 295.00 |
| Miscellaneous Revenue | 140.00 | 120.00 |
| UW, RedC, CFC Contributions | 1,500.00 | 1,500.00 |
| Total Administrative Income | <u>2,132.87</u> | <u>7,504.35</u> |
| Administrative Expenses | | |
| Accounting Fees | 160.00 | |
| Advertising Expenses | 256.38 | 121.17 |
| Allocation of Admin Expenses | 3,187.35 | 3,474.25 |
| Bank Charges | 167.03 | 36.32 |
| Bursary | 250.00 | 250.00 |
| Business Registration Fees | 40.00 | 25.00 |
| Cheque Order | 43.54 | 124.22 |
| Conferences and Meetings | | 1,864.36 |
| Depreciation (Furn, Trailer) | 1,501.49 | 1,574.92 |
| Depreciation Expense | 974.80 | 948.40 |
| Insurance | 552.02 | 117.68 |
| Insurance - Liability, D and O | 362.83 | |
| Internet | 512.73 | 488.17 |
| Memberships and Dues | 646.53 | 617.67 |
| Office Supplies | 145.91 | 424.74 |
| Repairs and maintenance | 50.00 | 258.93 |
| Total Administrative Expenses | <u>2,475.91</u> | <u>3,377.33</u> |
| Net Administrative Costs | <u>343.04</u> | <u>4,127.02</u> |

Winding Rivers Arts & Performance Society
Statement of Financial Income and Expense
 May 2017 through April 2018

| | <u>2018</u> | <u>2017</u> |
|----------------------------------|-----------------|-----------------|
| Canada Day Income | | |
| Canadian Heritage Grant | | 700.00 |
| Municipal Government Donation | 500.00 | 500.00 |
| Society, Business Contribution | 300.00 | 150.00 |
| Total Canada Day Income | <u>800.00</u> | <u>1,350.00</u> |
| Canada Day | | |
| Administrative Expenses | 126.66 | 300.00 |
| Advertising | | 123.61 |
| Cake | 130.00 | 135.00 |
| Decorations/Supplies | 521.63 | 71.41 |
| Food | 215.00 | 323.96 |
| Musicians | 400.00 | 300.00 |
| Total Canada Day Expenses | <u>1,393.29</u> | <u>1,253.98</u> |
| Net Canada Day | <u>593.29</u> | <u>96.02</u> |
| | | |
| Concert Series | | |
| 50/50 Draws | 69.50 | |
| BC Gaming Grant | 1,350.00 | 540.00 |
| BC Touring Grant | 1,250.00 | 725.00 |
| Concession | 108.00 | 39.45 |
| Donations | 278.05 | 100.00 |
| Ticket Sales | 5,488.00 | 1,455.00 |
| Total Concert Series | <u>8,543.55</u> | <u>2,859.45</u> |
| Concert Expenses | | |
| Accommodations | 178.54 | 30.00 |
| Administrative Expenses | 702.86 | 241.60 |
| Advertising | 970.35 | 72.50 |
| Equipment Rental | 26.88 | 415.40 |
| Meals | 73.03 | 30.00 |
| Musicians | 5,410.00 | 1,850.00 |
| Rent | 252.50 | 150.00 |
| Total Concerts | <u>7,614.16</u> | <u>2,789.50</u> |
| Net Concert Costs | <u>929.39</u> | <u>69.95</u> |

Winding Rivers Arts & Performance Society
Statement of Financial Income and Expense
May 2017 through April 2018

| | <u>2018</u> | <u>2017</u> |
|---------------------------------------|-----------------|-----------------|
| Music In the Park Income | | |
| 50/50 Draws | 303.00 | |
| BC Gaming Grant | 2,700.00 | 1,300.00 |
| BC Touring Grant | 242.00 | 796.00 |
| Donations | 785.44 | 704.35 |
| Total Music in the Park Income | <u>4,030.44</u> | <u>2,800.35</u> |
| Music In the Park Expenses | | |
| Administrative Expenses | 440.38 | 369.50 |
| Advertising | 73.75 | 254.98 |
| Musicians | 4,330.00 | 1,880.00 |
| Total Music in the Park | <u>4,844.13</u> | <u>2,504.48</u> |
| Net Music in the Park Costs | <u>813.69</u> | <u>295.87</u> |
| | | |
| Plein Air Income | | |
| Donation Jar | 63.40 | 182.45 |
| Registrations | 1,365.00 | 2,605.00 |
| Sponsored Donations | 300.00 | 400.00 |
| Total Plein Air Income | <u>1,728.40</u> | <u>3,187.45</u> |
| Plein Air Expenses | | |
| Administrative Expenses | 153.94 | 290.00 |
| Advertising | 30.60 | 85.68 |
| Food | 926.32 | 1,040.86 |
| Liquor | 257.47 | 432.72 |
| Liquor License | 25.00 | 25.00 |
| Supplies | | 229.52 |
| Rent | 300.00 | 300.00 |
| Total Plein Air Expenses | <u>1,693.33</u> | <u>2,403.78</u> |
| Net Plein Air Costs | <u>35.07</u> | <u>783.67</u> |

Winding Rivers Arts & Performance Society
Statement of Financial Income and Expense
May 2017 through April 2018

| | <u>2018</u> | <u>2017</u> |
|--|-----------------|------------------|
| Fine and Dramatic Arts Camp Inc | | |
| Donations | 50.00 | |
| Registrations | 2,100.00 | 2,720.00 |
| Youth Engagement Grant | | 7,833.00 |
| United Way Grant | 4,200.00 | 3,300.00 |
| Total Fine and Dramatic Arts Camp Inc | <u>6,350.00</u> | <u>13,853.00</u> |
| Fine and Dramatic Arts Camp Exp | | |
| Administrative Expenses | 571.96 | 1,275.00 |
| Advertising | 73.79 | 225.91 |
| Food | 190.78 | 298.06 |
| Instructor | 3,800.00 | 11,690.00 |
| Rent | 1,505.00 | 1,100.00 |
| Supplies | 150.00 | 161.53 |
| Total Fine and Dramatic Arts Camp Exp | <u>6,291.53</u> | <u>14,750.50</u> |
| Net Fine and Dramatic Arts Camp | <u>58.47</u> | <u>897.50</u> |

Winding Rivers Arts & Performance Society
Statement of Financial Income and Expense
May 2017 through April 2018

| | <u>2018</u> | <u>2017</u> |
|---|------------------------|------------------------|
| Theatres/Plays-Fall Income | | |
| 50/50 ticket sales | 645.50 | |
| BC Gaming Grant | 2,000.00 | 2,000.00 |
| Concession | 886.02 | 663.40 |
| Donations | 3,800.00 | 2,160.00 |
| Donations at the Door | 250.48 | 4,733.86 |
| Ticket Sales | 8,002.40 | |
| United Way | 1,500.00 | 2,500.00 |
| Village of Ashcroft | 500.00 | |
| Total Theatres/Plays-Fall Income | <u>17,584.40</u> | <u>12,057.26</u> |
| Theatre/Plays-Fall | | |
| Administrative Expenses | 1,191.55 | 980.00 |
| Advertising | 387.96 | 512.42 |
| Concession | 309.77 | 210.33 |
| Costumes/Props | 244.64 | 432.96 |
| Food for Cast & Crew | 642.07 | 435.20 |
| Gas/Milage | 180.00 | 160.00 |
| Gifts | 203.36 | 146.20 |
| Hall Rental | 3,346.85 | 2,669.00 |
| Honoraria | 900.00 | 120.00 |
| Programs | 57.75 | 444.86 |
| Scripts/Royalty | 3,414.00 | 998.20 |
| Set | 1,619.21 | 1,511.12 |
| Ticket sales fees | 249.86 | |
| Training | 300.00 | |
| Total Theatre/Plays-Fall | <u>13,047.02</u> | <u>8,620.29</u> |
| Net Theatre/Plays-Fall | <u>4,537.38</u> | <u>3,436.97</u> |
| Other Income/Expense | | |
| Grants for Captial Purchases | 2,000.00 | - |
| Capital Purchases | 2,000.00 | - |
| Total Other Income/Expens To | <u>-</u> | <u>-</u> |
| Net income | <u><u>3,810.29</u></u> | <u><u>7,912.00</u></u> |

Winding Rivers Arts & Performance Society
Notes to Financial Statements
For the Year Ending April 30, 2018

1 These statements have been prepared without audit or review. They are presented as prepared by the Treasurer. A bookkeeper examined the back up provided for each cheque and deposit primarily to confirm documentation is available and authorization signatures are available where members were reimbursed for purchases

Revenue Canada requires all societies to appoint a public accountant unless the society waives the appointment by way of a special resolution at the AGM. A motion has been prepared for the AGM.

2 The BC Societies Act requires a note disclosing remuneration paid by the society to any directors. \$100 was paid to directors in 2017/18.

3 These Financial Statements are only valid if approval has been received from the board of directors and the financial statements are signed by one of the board confirming approval has been obtained.

4 Under BC Societies Act, section 35, the financial statements of a society must include a note that sets out the nature and amount of any financial assistance given by the society in the period in relation to which the financial statements are prepared. The note need not identify the recipient by name. A bursary in the amount of \$250 was provided to a graduate of the local high school in both 2018 and 2017.

5 \$24,884 was received from contributions/donations for 2018 representing 58% of total income. \$32,372 was received from contributions/donations for 2017 representing 75% of total income.

Summary of Contributions

| | 2018 | 2017 |
|----------------------------|--------|--------|
| United Way | 5,700 | 5,800 |
| BC Gaming | 7,068 | 3,840 |
| BC Touring | 1,492 | 9,354 |
| TNRD | 2,000 | 2,500 |
| Red Cross | 1,970 | |
| Village of Ashcroft | 1,000 | 500 |
| Lions Club | 150 | 150 |
| Rotary | 150 | |
| CLAC | | 1,500 |
| Ashcroft Realty | 300 | 100 |
| Royal LePage | | 300 |
| Donations from individuals | 5,054 | 8,328 |
| | 24,884 | 32,372 |

6 Deferral Method is used to account for contributions (donations). Contributions are recorded in the year they are used for the purpose received. Contributions received for capital items are recorded in the year the item is purchased.

7 Administrative overhead is allocated to each program at 10% of the program expenses. Bursary costs are included in administrative expenses.

**Winding Rivers Arts & Performance Society
Notes to Financial Statements
For the Year Ending April 30, 2018**

8 Capital Assets and depreciation are shown on the following page.

9 Volunteer hours are recorded after each event. In kind contributions related to hours are not recorded in the financial statements. They are, however an indication of the community involvement and support for the organization.

| | | 2018 | | 2017 |
|------------------------------|-------|---------------|---------------|-----------|
| Volunteer Hours | Hours | Cost Estimate | Cost Estimate | |
| Administration - bookkeeping | 360 | 5,400.00 | | 6,885.00 |
| Canada Day | 46 | 460.00 | | - |
| Concerts | 43 | 163.00 | | 1,200.00 |
| Music In Park | 10 | 130.00 | | 2,880.00 |
| Plein Air | 100 | 1,200.00 | | - |
| Fine Arts Camp | 99 | 1,165.00 | | 1,800.00 |
| Fall Play | 2632 | 33,400.00 | | 21,835.00 |
| | 3290 | 41,918.00 | | 34,600.00 |

10 Deferred Revenue of \$ (2018) consists of a donation from Second Time Around, to be used for July 1, 2018 celebrations.

Winding Rivers Arts & Performance Society
 Capital Assets
 For the year ending April 30, 2018

| | Capital Assets, Beginning Balance | Additions | Deletions | Capital Assets, Ending Balance | Accumulated Depreciation, beginning | Depreciation, 2018 / Amortization of Deferred Contributions | Depreciation/Amortization, Ending | Net Book Value 2018 | Net Book Value 2017 |
|---|-----------------------------------|-----------|------------|--------------------------------|-------------------------------------|---|-----------------------------------|---------------------|---------------------|
| Furniture Equipment & trailer | 8,825.49 | 513.75 | | 9,780.99 | 1,574.92 | 1,501.49 | 3,076.41 | 6,262.83 | 7,250.57 |
| Equipment with Deferred Contribution | | 441.75 | | | | | 441.75 | | |
| Lights | 610.53 | | | 2,168.78 | 139.60 | 58.80 | 198.40 | 412.13 | 470.93 |
| Lighting Equipment with Deferred Contribution | | 1,558.25 | | | | | 1,558.25 | | |
| Sound Equipment | 8,904.91 | | | 8,904.91 | 3,279.00 | 916.00 | 4,195.00 | 4,709.91 | 5,625.91 |
| | 18,340.93 | 2,513.75 | 0 | 20,854.68 | 4,993.52 | 4,476.29 | 9,469.81 | 11,384.87 | 13,347.41 |
| Deferred Capital contributions | | 2,000.00 | - 2,000.00 | - | | | | | |
| Total Capital Assets | 18,340.93 | 4,513.75 | - 2,000.00 | 20,854.68 | 4,993.52 | 4,476.29 | 9,469.81 | | |

Lights are depreciated at \$4.40 per use or \$50 per play. Sound equipment is depreciated at \$61.00 per use or \$550 per play. Equipment is depreciated at 20 % per year on declining balance, with a 50% of the value used in the year of purchase.

Winding Rivers Arts & Performance Society
Budget - as approved Jan 2018
May 2018 through April 2019

May '18 - Apr 19

| | Income | Expenses | Net |
|-----------------------------|------------------|------------------|----------------|
| A-Other Types of Income | 2,300.00 | 2,908.00 | -608.00 |
| Canada Day Income | 1,800.00 | 1,815.00 | -15.00 |
| Concert Series | 2,594.00 | 2,585.00 | 9.00 |
| Music in the Park Income | 4,600.00 | 4,621.00 | -21.00 |
| Plein Air Income | 2,165.00 | 2,200.00 | -35.00 |
| Fine and Dramatic Arts Camp | 7,156.00 | 7,150.00 | 6.00 |
| Theatres/Plays-Fall | 12,160.00 | 12,166.00 | -6.00 |
| | <u>32,775.00</u> | <u>33,445.00</u> | <u>-670.00</u> |

*Not including spring play
it is a new opportunity*

Winding Rivers Arts & Performance Society
Statement of Financial Income and Expense - Spring Play
 May 2017 through April 2018

| | <u>Budget 2019</u> |
|---|--------------------|
| Theatres/Plays-Spring Income | |
| 50/50 ticket sales | 400 |
| BC Gaming Grant | = |
| Concession | 500 |
| Donations | = |
| Donations at the Door | = |
| Ticket Sales | 5,000 |
| United Way | = |
| Village of Ashcroft | 500 |
| Total Theatres/Plays-Spring Income | <u>6,400.00</u> |
| Theatre/Plays-Spring | |
| Administrative Expenses | |
| Advertising | 325 |
| Concession | 300 |
| Costumes/Props | 300 |
| Food for Cast & Crew | 600 |
| Gas/Milage | 200 |
| Gifts | 200 |
| Hall Rental | 3,350 |
| Honoraria | 900 |
| Programs | 150 |
| Scripts/Royalty | 500 |
| Set | 1,000 |
| Total Theatre/Plays-Spring | <u>7,825.00</u> |
| Net Theatre/Plays-Spring | <u>- 1,425.00</u> |

MEMO TO: Mayor Roden & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: November 22, 2018

SUBJECT: APPLICATION FOR CROWN LAND TENURE – MESA VISTA RESERVOIR

Background

The Village of Ashcroft has a number of reservoirs that provide water to all areas of our community. The Mesa Vista reservoir is located in the bank above Vista Heights Drive and was built in 1981.

Discussion

The Mesa Vista Reservoir services the entire Mesa Vista subdivision as well as the area commonly known as the rural subdivision. It has a capacity of 1.36 million litres and is at an elevation of 422 meters. It is a concrete, in ground structure and due to some cracking and settling a rubber membrane was installed in the 1990's.

When the reservoir was built it was located approximately 65 meters outside of the Village boundary. Current administration does not know why it was located there and why a crown land tenure wasn't applied for as part of the construction process. As part of the Water Master Plan process it was brought to our attention that this matter should be investigated. Staff cannot locate any correspondence or background on the reasons behind the location of the reservoir.

It is not uncommon for utilities, including power lines, water systems, sewer systems, etc. to be located on crown lands. Generally a tenure for our situation, which is a permanent water system, would be in the form of a registered right-of-way and would be for as long as the land is required. The majority of the access road to the reservoir is located within our boundaries.

The Village has contracted with Urban Systems Ltd. to assist us with the land tenure permitting process. One of the application requirements is a resolution of Council confirming that the Village wishes to obtain a tenure for this system.

Recommendation

Administration is seeking a resolution of Council that would confirm that the Village of Ashcroft is applying for a crown land tenure that would apply to the area occupied by the Mesa Vista reservoir.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

MEMO TO: Mayor Roden & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: November 22, 2018

SUBJECT: ASHCROFT CURLING CLUB – PROPOSED IMPROVEMENTS

Background

The Village of Ashcroft owns the building that the curling club is located in and the Ashcroft & District Curling Club (the Club) leases the building. The Club is responsible for all of the operating and general maintenance costs associated with the facility's operation.

Discussion

Administration received an email from the TNRD advising that the Director Steve Rice would support some proposed energy efficient upgrades to the Curling Club building by allowing his Federal Gas Tax funds to be applied to this project. The email advises "*Proposed improvement include upgrading capacitors, and possibly new hot water tanks and lighting.*" The TNRD is seeking permission from the Village to move forward with the application. The Village's obligation would be restricted to authorizing the works, placement of temporary signage acknowledging funding and committing to not selling the infrastructure for 5 years.

The Club has not contacted the Village with respect to these upgrades so we are not aware of the details. Previous Councils have acknowledged that the Club struggles with membership and the necessary funding to continue to operate. The current lease will expire on June 30, 2019 and Council and the Club have committed to a thorough inspection of the facility to determine the current condition of the equipment and building and what upgrades may be required to allow the club to move forward in the most economical manner.

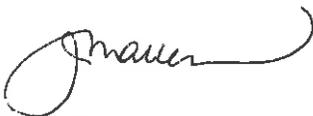
Administration suggests that the proposed upgrades, while beneficial, could be postponed until the inspection is completed and all improvements have been identified. Administration also advises that general practice would be to have a discussion with the Village prior to moving forward with a funding application.

Recommendation

Administration advises that Council has the following options regarding this request:

1. Council can authorize the funding as outlined above
2. Council can request a meeting with the Ashcroft & District Curling Club to discuss the proposal
3. Council can deny the request for funding
4. Other discussion

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

MEMO TO: Mayor Roden & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: November 22, 2018

SUBJECT: DRAINAGE AT THE CORNER OF 5TH STREET & RAILWAY AVENUE

Background

In August 2018 the Village received a letter from Valerie Freestone regarding the lack of storm drainage at the corner of 5th Street and Railway Avenue. Her specific concerns were that the water pools at the rear of the property and does not flow towards the existing storm drains.

Discussion

Following the receipt of Ms. Freestone's letter the crew contoured the shoulder of 5th Street which improved the flow of water towards the existing drains. This was temporary measure and lasted only a short time. Attached to this memo is an email received from Ms. Freestone on November 2, 2018 advising that the situation has not been corrected. Compounding the issue at this particular site is the fact that large delivery trucks travel down the lane and any gravel that is applied or contouring that is done does not last with heavy truck traffic. There is no way to eliminate truck deliveries and allow businesses to continue to operate.

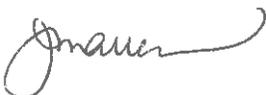
The issue of drainage is common in the entire village as we do not have an extensive storm drainage system. To facilitate repairs at this particular site would require extensive excavation and installation of storm drainage. The Foreman estimates that the cost would be a minimum of \$10,000 and could be higher. While the water is a nuisance, it is not eroding infrastructure and there are other locations within the community where drainage is a much higher priority.

Staff have been to the site in question and note that there has been some gravel installed at the rear of the building which does eliminate the water/mud issue close to the building.

Recommendation

Administration recommends that staff reply to Ms. Freestone and acknowledge that the drainage at the corner of 5th Street and Railway Avenue is an issue however there is not an easy or economical action that will remediate the problem and further that the entire downtown storm drain system will be examined and prioritized as part of the Asset Management Program.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

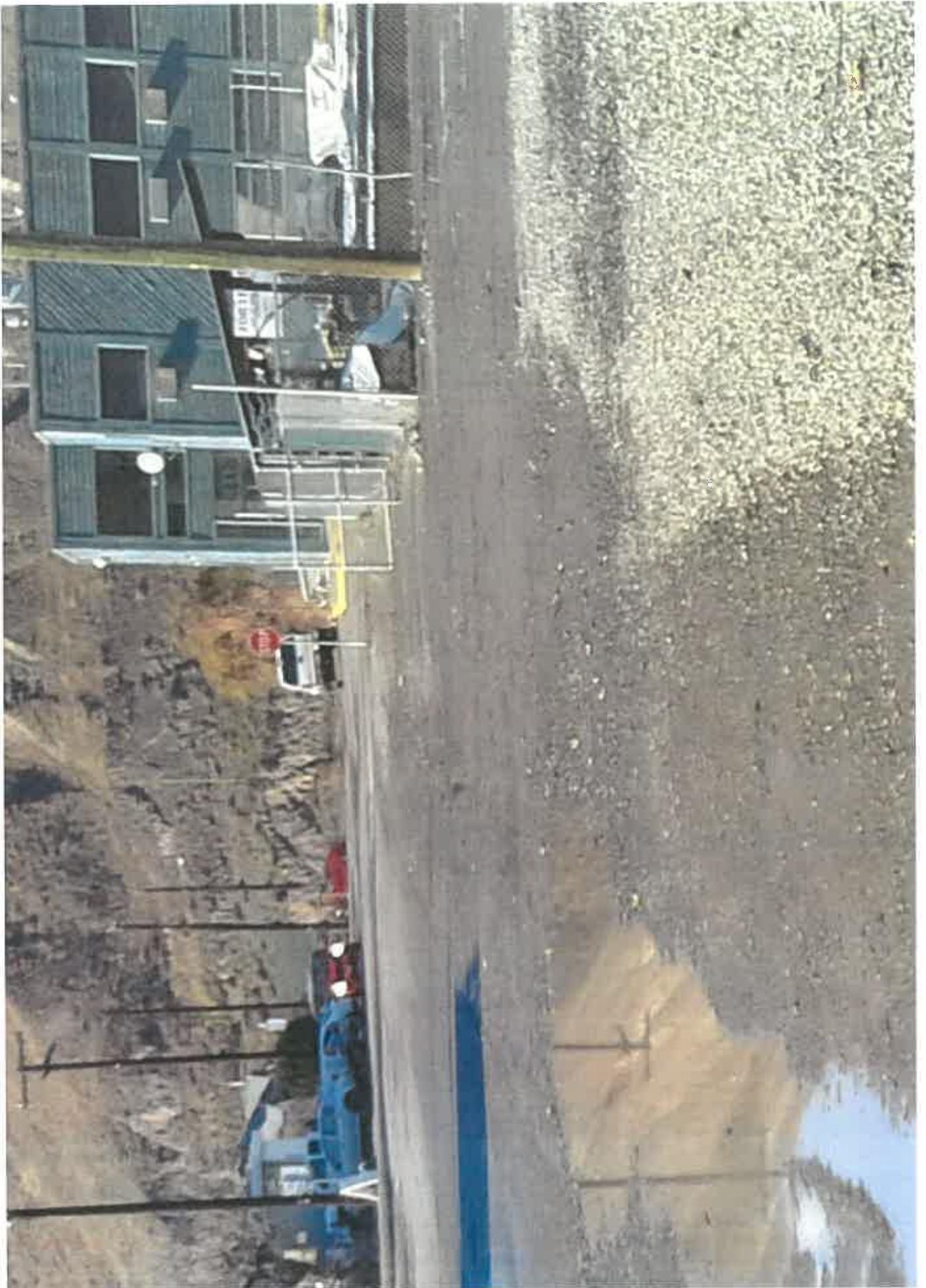
From: Valerie Freestone
Date: November 2, 2018 at 3:43:58 PM PDT
Subject: Mud roads

I wrote to Council 13th August regarding the huge puddle to the side of R velations. Within a couple of days it was filled, not completely, but a little better.

Now it has been scraped and the puddle is back bigger than ever. It needs to be filled with the clean gravel higher to push the water towards the drain. At present the water puddle is 50 ft long, just about the whole block and nowhere near the drain.

As stated before I expect something for my taxes, not this mess. We purchased \$400 of rocks for our customers to be able to both park and enter the back room without wadding through mud. Now it keeps being pushed back more and more to make room for the puddles and mud. I want this fixed properly once and for all.

Valerie Freestone



MEMO TO: Mayor Roden & Council
MEMO FROM: Michelle Allen, Chief Administrative Officer
DATE: November 22, 2018
SUBJECT: SANTA MADNESS SHOPPING DRAW – DECEMBER 7, 2018

Background

Community Futures is organizing the Santa Madness Shopping and Parade for Friday, December 7, 2018. All businesses within the downtown area are participating, will be open until 8:00 pm and many are offering specials throughout the course of the evening.

Discussion

While the Village doesn't have a business that can participate we could contribute to the event by offering a draw for "Ashcroft Cash". Administration suggests that merchants who make 5 purchases throughout the course of the evening could enter their name in a draw for three prizes. The prizes would be gift certificates that would be honoured at any merchant in Ashcroft. The merchant would then submit the certificate to the Village Office for reimbursement. This would allow the Village to be a part of the event and provide support to local businesses.

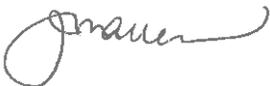
Administration has attached a draft entry ballot and poster for Council's review. If all entries are deposited into one spot the draw could be made that evening. If ballots can be dropped off at every merchant then the ballots would have to be collected and a draw made at a later date.

Administration recommends submitting the costs for this initiative as part of our Economic Development Capacity program as the costs may be approved. Should the initiative be denied then the Village would have to cover the cost of the program from operating funds.

Recommendation

This is provided for Council's consideration and direction.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer



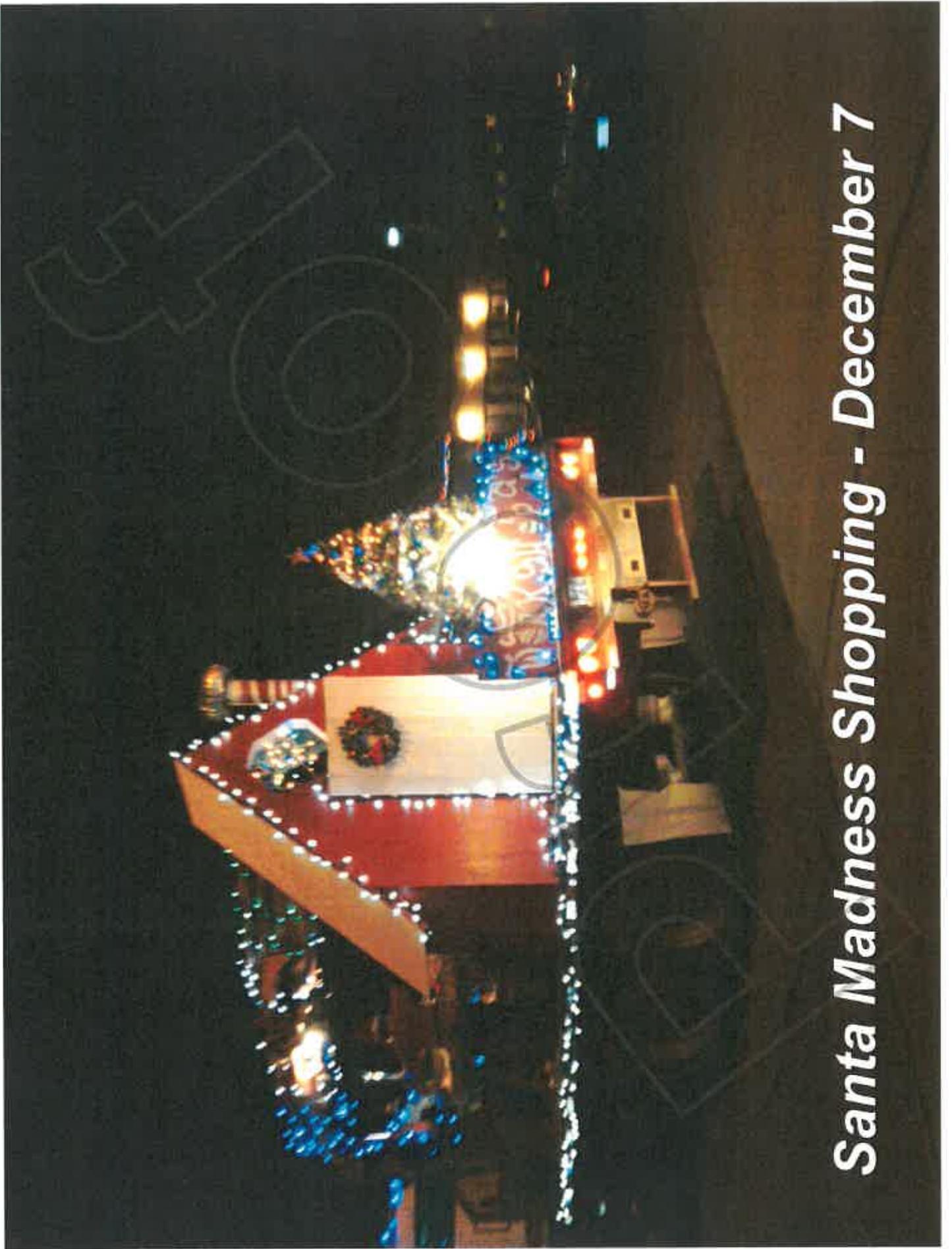
***SANTA MADNESS SHOPPING
DRAW***

FRIDAY—DECEMBER 7, 2018

Enter to win some Ashcroft Cash. It's easy. Here is all you have to do:

1. On Friday, December 7 make a purchase a 5 separate merchants between 5:00 pm—8:00 pm
2. Have each merchant sign the back of your entry ballot
3. When your ballot is full enter your name and phone number (Make sure we can read it)
4. Enter your ballot in the entry box located in front of the Post Office or???
5. Entries must be received by 8:30 pm on Friday, December 7
6. Draw wil take place on _____. Winner will be notified immediately following the draw.
7. Prizes will be in the form of Gift Certificates that are redeemable at all merchants within the Village of Ashcroft
8. Gift Certificates do not have any cash value

Happy Shopping and Good Luck!



Santa Madness Shopping - December 7

ENTERTO WIN ASHCROFT CASH

Make a qualifying purchase at 5 merchants on December 7 between 5:00 pm - 8:00 pm and enter to win one of 3 Cash Prizes.

1st Prize \$400 2nd Prize \$300 3rd Prize \$200

MERCHANT'S SIGNATURE

Name:

Phone Number:

Minimum qualifying purchase \$5

Gift Certificate

THE VILLAGE OF ASHCROFT

Not Redeemable for Cash

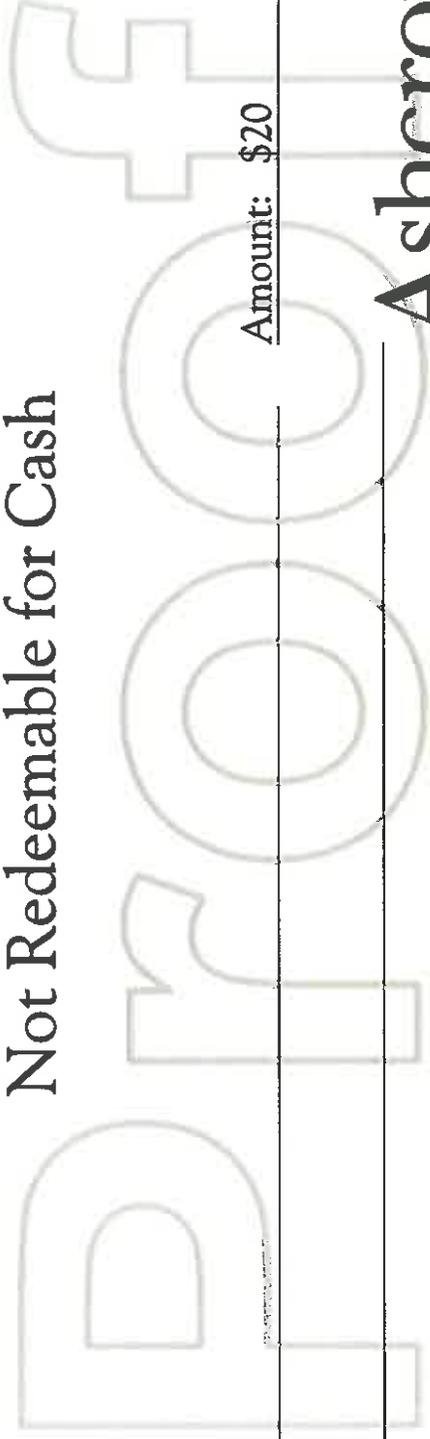
To

Amount: \$20

From:

Authorized Signature

Expiration Date: February 28, 2019



THE VILLAGE OF ASHCROFT

Merchant: Please honour this gift certificate for the face value and submit to the Village of Ashcroft Office for reimbursement.

Certificates must be used to purchase merchandise.

May not be cashed in.