



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, NOVEMBER 9, 2020

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

CALL TO ORDER

1. ADOPTION OF THE AGENDA

Motion to add or delete Agenda items

Motion to adopt the Agenda as presented or as amended

M/S

"THAT the Agenda for the Regular Meeting of Council held on Monday November 9, 2020 be adopted as presented."

2. MINUTES

2.1	Minutes of the Regular Meeting of Council held Monday October 26, 2020 <i>"That the Minutes of the Regular Meeting of Council held Monday, October 26, 2020 be adopted as presented."</i>	P. 1-5
2.2	Minutes of the Planning Session of Council held Monday, October 19, 2020 <i>"That the Minutes of the Planning Session of Council held Monday, October 19, 2020 be adopted as presented."</i>	P. 6-8

3. DELEGATIONS

3.1	Ashcroft Terminal & CN Rail Delegation – Kleo Landucci, Patty Kinvig & Lindsay Brumwell	P. 9
3.2	Housing Needs Collaboration – Vicky Trill & Trish Schatchal	P. 10-11

4. PUBLIC INPUT

All questions and comments will be addressed through the Chair and answered likewise. Please state you name and address prior to asking a question or commenting, no more than 2 minutes per question.

5. BYLAWS

5.1	Bylaw No. 840 – Village of Ashcroft Signage Bylaw Reconsideration and Final Adoption <i>"That Council reconsider and approve final adoption of the Village of Ashcroft Signage Bylaw No. 84, 2020 as presented."</i>	P. 12-42
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6. STAFF REPORTS

REQUEST FOR DECISION		
6.1	CAO – Ashcroft Slough Society – Grant-In-Aid Application <i>Motion required</i>	P. 43-47
6.2	CAO – Inter Community Bylaw Enforcement Officer Working Group Report & October 27, 2020 Minutes <i>Motion required</i>	P. 48-51
6.3	CFO – Request from Ashcroft-Cache Creek Seniors to Waive Hydro Fees <i>Motion required</i>	P. 52-53
FOR INFORMATION		
6.4	DPW – Hot Tub Update	P. 54-55
6.5	Museum Report for 2020	P. 56-58

7. CORRESPONDENCE

FOR ACTION		
7.1	Ashcroft Ladies Hockey	P. 59
FOR INFORMATION		
7.2	Deputy Minister of Municipal Affairs and Housing – COVID-19 Safe Restart Grant for Local Governments	P. 60-62
7.3	CN – Ashcroft Terminal Community Working Group Engagement and rail safety	P. 63-71
7.4	CN Police want you to Stay Safe this Winter	P. 72
7.5	CN – Recommended Snow Removal Operations, Rail-Road Crossings	P. 73-74
7.6	TNRD – Campbell Hill Landfill	P. 75-76
7.7	School District No. 74 (Gold Trail) – Chairs Elected for the First Peoples Education Council	P. 77

8. UNFINISHED BUSINESS

8.1	Task Manager	P. 78-79
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9. NEW BUSINESS

9.1		
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10. REPORTS/RECOMMENDATIONS FROM COMMITTEES, COTW, and COMMISSIONS

10.1		
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11. COUNCIL REPORTS

11.1	Mayor Roden	P. 80-81
11.2	Councillor Anderson	
11.3	Councillor Anstett	
11.4	Councillor Davenport – <i>is appointed as Deputy Mayor beginning November 1, 2020 to October 31, 2021</i>	
11.5	Councillor Tuohey	



12. RESOLUTION TO ADJOURN TO CLOSED MEETING

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

12.1	<i>Motion to move to Closed Meeting under the Community Charter Section 90.1 (c) labour relations</i>	
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13. RESOLUTIONS RELEASED FROM CLOSED MEETING

13.1		
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14. ADJOURNMENT

THE CORPORATION OF THE VILLAGE OF ASHCROFT

MINUTES

**FOR THE REGULAR MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS OF THE
VILLAGE OFFICE AT 7:00 PM ON MONDAY, OCTOBER 26, 2020**

PRESENT: Mayor Barbara Roden
Councillor Marilyn Anderson
Councillor Jonah Anstett
Councillor Nadine Davenport – Via Video
Councillor Debra Tuohey

Daniela Dyck, Chief Administrative Officer
Yoginder Bhalla, Chief Financial Officer
Brian Bennewith, Director of Public Works

Media – 1
Public – 4

EXCUSED:

CALL TO ORDER

Mayor Roden called the meeting to order at 7:00 pm

1. **ADOPTION OF THE AGENDA**

Motion to add or delete Agenda items

Motion to adopt the Agenda as presented or as amended

M/S Roden / Tuohey

“THAT the Agenda for the Regular Meeting of Council held on Monday, October 26, 2020 be adopted as presented.”

CARRIED – Unanimous-R-2020-230

2. **MINUTES**

3.1	Minutes of the Regular Meeting of Council held Tuesday, October 13, 2020 M/S Roden / Anstett <i>“That the Minutes of the Regular Meeting of Council held Tuesday, October 13, 2020 be adopted as presented.”</i>	CARRIED Unanimous R-2020-231

3. **DELEGATIONS**

4.1	Ashcroft Slough Society – Introduction to newly formed society and application for a Grant-In-Aid Daniel Collett and Gloria Mertens representing the Society Daniel provided background information that caused the establishment of the society;	
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	<p>The delegation's intent is to introduce the society to Council and present the grant in aid request;</p> <p>The Society is requesting the Village serve as steward of their grant funds until the society is formally recognized as a not for profit; and is asking for letter of support for the Slough Society in principal.</p> <p>The Society's mission is to gain public access to the Slough and fully develop the walking path at Evans Rd.</p> <p>AT developed a WG to discuss slough access; however, community members felt that their voice was dismissed at the WG;</p> <p>Society supports the inland port but believes that the port and community recreation can coexist;</p> <p>Why is slough access so important – work play balance for current and future residents;</p> <p>The society is proposing to work together for solutions and compromises and suggest pedestrian only access using a tunnel under the rail line;</p> <p>Council is elected to represent the interests of the public; the society is looking for Council support for safe legal pedestrian access to the slough.</p> <p>Questions</p> <p>What types of recreation are you thinking of? Council was directed to the Society website; recreational opportunities are listed.</p> <p>Have you studied to see how many residents use the slough?</p> <p>Stewardship of the property – what does this entail? Does this include picking up litter etc.?</p> <p>Mayor Roden thanked the delegation for their presentation and explained that the requests would be brought to a future Council meeting for consideration.</p>	
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4. **PUBLIC INPUT**

All questions and comments will be addressed through the Chair and answered likewise. Please state your name and address prior to asking a question or commenting, no more than 2 minutes per question.

AT Assistant Manager

No questions, comments for information:

Manager – CN has officially sent a letter stating they will not consider over/under rail crossing request

AT removed the illegal rail crossing on their property

AT installed gate at private property

TNRD Area I resident

When will planning session minutes be available to the public?

Clarification in regards to Sign Bylaw:

Are posters permitted, and if so, does the 7-day time span apply

Signs in public spaces owned by VOA, it appears that Pylon signs are not permitted. Query regarding the River Inn sign and Ashcroft Terminal "pylon signs". Can these be replaced when the existing signs are derelict?

SDS Bylaw:

Clarification regarding street lighting in urban and rural areas

Clarification requested regarding the Reservoir at Mesa

Query, will Storm Sewers be the next project assigned to Urban Systems

Query, will sidewalks not be required on any subdivision?

Clarification re: Porter property subdivision

5. **BYLAWS**

5.1	<p>CAO Report – Village of Ashcroft Signage Bylaw No. 840, 2020 and Third Reading of Bylaw. M/S Tuohey / Anstett <i>“That Council approve 3^d Reading of the Village of Ashcroft Signage Bylaw No. 840, 2020 as presented.”</i></p>	<p>CARRIED Unanimous R-2020-232</p>
5.2	<p>CAO Report – Village of Ashcroft Subdivision and Development Services Bylaw No. 839, 2020 and First and Second Readings of Bylaw. M/S Anstett / Anderson <i>“That Council approve 1st and 2nd Reading of the Village of Ashcroft Subdivision and Development Servicing Bylaw No. 839, 2020 as presented.”</i> <i>Discussion</i> <i>No mention of parks trails green space in a development – add need for green space, trails, pathways in developments over a certain size</i> <i>Correct typo Pg 168 1.1 Village does require street lighting</i> <i>Pg 74 sidewalk on cul-de-sac discrepancy terminology is inconsistent, needs to be rectified.</i></p>	<p>CARRIED Unanimous R-2020-233</p>

6. **STAFF REPORTS**

REQUEST FOR DECISION		
6.1	<p>CAO Report – NDIT – Façade Improvement Grant Application for 2021 M/S Roden / Tuohey <i>“That Council supports the Village of Ashcroft submitting a \$20,000 grant application to Northern Development Initiative Trust under the Community Development Business Façade Improvement funding stream, and that Council will support the initiative throughout the duration of the project.”</i></p>	<p>CARRIED Unanimous R-2020-234</p>
6.2	<p>EDT Report – NDIT Marketing Grant Application M/S Tuohey / Anderson <i>“That Council is in support of the Village of Ashcroft submitting a \$20,000 grant application to Norther Development Initiative Trust under the Community Development Marketing Initiative funding stream for development of marketing material, and further that, Council support the initiative throughout the duration of the project.”</i></p>	<p>CARRIED Unanimous R-2020-235</p>
6.3	<p>CAO Report – TCMHA Request to Allow Games & COVID Safety Plan M/S Anstett / Anderson <i>“That Council approve the TCMHA request to allow game play at Drylands Arena; and that the TCMHA COVID-19 Safety Plan be approved; and further that any future edits to the COVID-19 Safety Plan and game play be reviewed and approved by staff.”</i></p>	<p>CARRIED Unanimous R-2020-236</p>
FOR INFORMATION		
	N/A	

7. **CORRESPONDENCE**

FOR ACTION		
7.1	Ashcroft and Area Community Resources Society Christmas Hampers Grant-In-Aid Application M/S Tuohey / Anstett <i>"That Council approve the Ashcroft and Area Community Resources Society Christmas Hampers Grant-In-Aid request in the amount of \$500."</i>	CARRIED Unanimous R-2020-237
FOR INFORMATION		
7.2	FCM Communique – Welcoming FCM's New President and Board M/S Roden / Anstett <i>"That Council send a letter to Arjen Singh congratulating him on his election to the board"</i>	CARRIED Unanimous R-2020-238
7.3	Ombudsperson – Quarterly Reports: January 1 – March 31, 2020 and April 1 – June 30, 2020	
7.4	TNRD – StoryWalk Arrives In Barriere's Feadar Park	
7.5	TNRD – The Current – Highlights of BOD Meeting October 15, 2020	

8. **UNFINISHED BUSINESS**

8.1	Task Manager – Motions List M/S Roden/Anderson <i>"That the Motions List be received for information."</i>	CARRIED Unanimous R-2020-239
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9. **NEW BUSINESS**

9.1		
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10. **REPORTS/RECOMMENDATIONS FROM COMMITTEES, COTW, and COMMISSIONS**

10.1	Inter-Community Bylaw Enforcement Officer Working Group Minutes for October 15, 2020 Recommendation: "The working group recommends that the respective Councils for Clinton, Cache Creek and Ashcroft agree to move forward with the Bylaw Notice Adjudication (BNA) process for Bylaw enforcement." M/S Anderson / Roden <i>"That, Council for the Village of Ashcroft support the Working Group recommendation to move forward with the Bylaw Notice Adjudication system for bylaw enforcement in Ashcroft by virtue of the Inter Community Bylaw Enforcement Officer collaboration."</i>	CARRIED Unanimous R-2020-240
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11. **COUNCIL REPORTS**

11.1	Mayor Roden TNRD Invasive Plant department forwarded information today for future consideration	
11.2	Councillor Anderson	

11.3	Councillor Anstett	
11.4	Councillor Davenport	
11.5	Councillor Tuohy	

12. **RESOLUTION TO ADJOURN TO CLOSED MEETING**

12.1	N/A	
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13. **RESOLUTIONS RELEASED FROM CLOSED MEETING**

13.1		
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14. **ADJOURNMENT**

M/S Roden / Anderson

"That the Regular Meeting of Council be adjourned at 7:43pm."

CARRIED

Unanimous

R-2020-241

Certified to be a true copy of the
Minutes for the Regular Meeting of
Council held Monday October 26, 2020.

Daniela Dyck,
Chief Administrative Officer

Barbara Roden,
MAYOR

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

Daniela Dyck, Chief Administrative Officer
 Yoginder Bhalla, Chief Financial Officer
 Brian Bennewith, Foreman

Mayor Roden welcomed everyone at 3:00 pm and thanked them for making time to attend this important meeting.

Planning Session – purpose

- Review of 2019-2020 Strategic Plan
- Determine strategic priorities for 2020-2022 Strategic Plan

1. **Strategic Plan 2019- 2020**

- Developed as a bridge between administration changes. Intended to be short term and provide continuity during the CAO transition.
- Council was guided through a summary and current status of the three strategic priorities in the current plan and discussed the comprehensive projects list.

2. **What we said we would do:**

1. Update Emergency Response and Evacuation Plan
Review the existing Emergency Response Plan (ERP) and develop a more defined/detailed document.
2. Storm Drainage – Phase 1
Review existing drainage concerns in North Ashcroft area and develop a plan. This is a priority due to the planned residential development for the Government and Elm Street areas
3. Digital Sign – Portable
Purchase a digital sign that could be used in times of emergency as well as to provide community updates and information. A portable sign with solar power capabilities that can be located in various locations

3. **What we did:**

1. Update Emergency Response and Evacuation Plan
Anne organized and hosted a regional meeting on March 2, 2020. COVID and administration changes have halted progress. This priority should be added to the new Strategic Plan as a continued priority.
2. Storm Drainage – Phase 1
Administration is working with Engineers to source funding that will cover a storm drainage and storm run off study.
3. Digital Sign – Portable
This priority was quashed as the public’s preferred method of communication did not reflect this priority. A mass notification system membership has been purchased and will be online before the end of 2020.

4. Review and update of Current Projects list:

1. Water Treatment Plant
Online / operational – this phase is complete
2. Asset Management Program
Phase 2 Complete
Planning for collaborations with neighbouring communities
3. Housing Needs Assessment
Complete
4. Subdivision Development and Servicing Bylaw
In progress, bylaw complete, departmental staff and legal review complete
5. Evacuation Route Planning
Complete – source funding to build secondary egress
6. Lift Station #1 Replacement
Grant funding approved
Pre-Design complete
RFP by end of October
Project to span 2020/2021
7. Hot Tub Replacement
Grant funding approved
Waiting for IHA approval of plan
8. Off Leash Dog Park
Dog Park Committee has cancelled the request
9. Land Tenure for Mesa Vista Reservoir
Final stages of completion – waiting for Provincial approval
10. Residential Subdivisions
Government Street – ongoing
Porter Subdivision – waiting for Archeological Site Covenant
11. Heat Alert Response System
Ongoing working with IHA and Health Canada
12. Twinning/Securing North Ashcroft Reservoir
Working with property owner to purchase land
Surveyor has been engaged
ALC is aware of a pending application to remove the property from the ALR
13. Sand Separators - WTP
Request for Quotes closed October 9, 2020
14. Generator# 2 Water Pump Station
To be completed by end of October
15. Sewer Treatment Plant
SCADA system installed
Cover-all installed
16. Pool Roof
Complete
Minor flashing installation required
17. Curling Club
Ice plant installed and operational
Panic hardware and Freon alarm to be installed
18. Succession Planning
19. Electric Vehicle Charging Stations
Level 2 Chargers approved – to be installed spring 2021
Level 3 Chargers – ongoing
20. Ashcroft Indian Band
Potable water to reserve
21. Inter Community Bylaw Enforcement Officer
Working Group established

5. Principles of Strategic Planning

Prior to considering future strategic priorities, Council was asked to consider two questions:

1. What services does Ashcroft want and need?
2. What services is Ashcroft willing to pay for?

CAO Dyck advised Council that a similar planning session was held with all available staff, asking staff to identify strategic priorities and wish lists from an operational perspective. The staff list was presented to Council prior to Council engaging in the strategic ranking process.

- Council reviewed all current and ongoing projects, discussed and added items to the list for ranking and consideration.
- Once the list was complete, Council was asked to identify their top priorities by attaching votes beside their priority items.
- The five items with the most votes would be tentatively classed as priorities and all other items were added to the future project list.
- Staff collected the information and named the top five priorities providing Council an opportunity for changes. When finalized, staff took the information and assigned an approximate budget and staff time to each priority.

6. Top Five Priorities Identified by Council:

- Complete Emergency Plan Update
- Water Supply to AIB
- North Ashcroft Reservoir
- Trails Master Plan
- Community Garden & Heritage Park Assessment

7. Next Steps:

Staff will develop a draft Strategic Plan with the information and priorities identified by Council and will present the draft Strategic Plan at a Council meeting for public information and Council approval.

The Planning Session ended at 6:10 pm.



Daniela Dyck,
Chief Administrative Officer

INFORMATION FOR DELEGATIONS

In order to appear before Council as a delegation, please take the time to complete this form. It will help you in providing Council and staff with an overview of your presentation and the key points you wish to bring to their attention. We ask that you keep your presentation to a MAXIMUM of ten (10) minutes so that there will be a reasonable amount of time for Council to address any questions that may arise. Delegations are generally scheduled for Committee of the Whole meetings that are held on the 4th Monday of the month, however exceptions are reviewed on a case by case basis.

1. Name of Organization or Group (if applicable): Ashcroft Terminal (ATL) & CN Rail

2. Name(s) and title(s) of Person(s) making presentation: Kleo Landucci, Chief Commercial & Corporate Affairs Officer (ATL)
Lindsay Brumwell, Manager, Public Affairs West (CN Rail), Patty Kinvig, Assistant Terminal Manager (ATL)

3. The topic of your presentation: Update on Ashcroft Terminal Community Working Group / Slough

4. What are you seeking from Council as a result of your delegation's presentation? (i.e. funding, a letter of support, a change in a bylaw or policy, to provide information only):
To provide information.

5. If you or your group are seeking some form of financial assistance, please explain why you feel that the Village should be funding your request:

6. If seeking financial assistance please attach a budget for your project and expected sources of revenue.

7. If you require a power-point projector or other presentation tool, please advise staff in advance. Paper copies of your presentation should be brought as back up in case of system failure.

8. If you have additional printed materials that you would like Council to read as support for your presentation, please have 7 copies delivered to the office NO LATER THAN the Thursday morning prior to your date of presentation. This will ensure that all Council members receive your materials prior to the meeting and can be better informed as to the background of your presentation.

9. Date requested to make presentation: November 9
 Alternate date (if necessary): _____

10. You should not expect a decision from Council the same night as your presentation unless it is a time sensitive item.

Thank you for taking the time to prepare yourself and Council members for your presentation. This form and attachments can be dropped off at the Village Office or emailed to admin@ashcroftbc.ca

INFORMATION FOR DELEGATIONS

In order to appear before Council as a delegation, please take the time to complete this form. It will help you in providing Council and staff with an overview of your presentation and the key points you wish to bring to their attention. We ask that you keep your presentation to a MAXIMUM of ten (10) minutes so that there will be a reasonable amount of time for Council to address any questions that may arise. Delegations are generally scheduled for Committee of the Whole meetings that are held on the 4th Monday of the month, however exceptions are reviewed on a case by case basis.

1. Name of Organization or Group (if applicable): Elizabeth Fry & the Ashcroft HUB Society
2. Name(s) and title(s) of Person(s) making presentation: Trish Schatchal, Executive Director and Vicky Trill, Executive Director
3. The topic of your presentation: Affordable housing. Making it a reality. A community collaborative
4. What are you seeking from Council as a result of your delegation's presentation? (i.e. funding, a letter of support, a change in a bylaw or policy, to provide information only):
We are seeking collaboration, including representative(s) on an affordable housing committee, support in applying for funds to hire a coordinator for the project and to provide a portion of financial support.
5. If you or your group are seeking some form of financial assistance, please explain why you feel that the Village should be funding your request:
This affordable housing project is in alignment with the Village of Ashcroft Housing Assessment report. This project will be supported by a group of organizations so that no individual organization will bear a significant load of work or financial impact. This project has been identified as a significant need.
6. If seeking financial assistance please attach a budget for your project and expected sources of revenue.
7. If you require a power-point projector or other presentation tool, please advise staff in advance. Paper copies of your presentation should be brought as back up in case of system failure.
8. If you have additional printed materials that you would like Council to read as support for your presentation, please have 7 copies delivered to the office NO LATER THAN the Thursday morning prior to your date of presentation. This will ensure that all Council members receive your materials prior to the meeting and can be better informed as to the background of your presentation.
9. Date requested to make presentation: November 9, 2020
 Alternate date (if necessary): _____
10. You should not expect a decision from Council the same night as your presentation unless it is a time sensitive item.

Thank you for taking the time to prepare yourself and Council members for your presentation. This form and attachments can be dropped off at the Village Office or emailed to admin@ashcroftbc.ca

AFFORDABLE HOUSING PROJECT

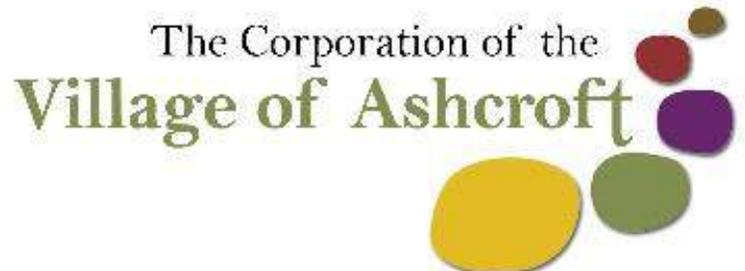
STAGE ONE - Establish a committee & hire a coordinator to do the work of preparing to build affordable housing.

BUDGET

REVENUES		
Corporate	\$	5,000.00
Elizabeth Fry	\$	5,000.00
Northern Development Initiative Trust	\$	40,000.00
Corporate	\$	10,000.00
Village of Ashcroft	\$	7,000.00
	Sub-Total	\$ 67,000.00
In-Kind Income		
Ashcroft HUB Society	\$	17,000.00
Elizabeth Fry		
Village of Ashcroft	\$	2,000.00
	Total	\$ 19,000.00
EXPENSES		
Advertising	\$	500.00
Communication (phone)	\$	1,000.00
Supplies	\$	500.00
Travel	\$	1,000.00
MERCS	\$	14,000.00
Wages	\$	50,000.00
	Sub-Total	\$ 67,000.00
In-Kind Expenses		
Administration	\$	7,000.00
Computer & Office Supplies	\$	5,000.00
Labour	\$	2,000.00
Virtual Tools, support	\$	2,000.00
Spaces, Custodial & Logistics	\$	3,000.00
	Total	\$ 19,000.00
	Total Project	\$ 86,000.00
Surplus/ (Deficit)	\$	-

Village of Ashcroft

Signage Bylaw No. 840, 2020



Village of Ashcroft

Signage Bylaw No. 840, 2020

1.0 TITLE

1.1 This bylaw may be cited as “The Village of Ashcroft Signage Bylaw No. 840, 2020”.

2.0 PURPOSE

2.1 The purpose of this Bylaw is to:

- .1 Protect the appearance of the Village from the effect of Signs which may be inappropriate as to size or location;
- .2 Permit the proper identification of businesses within the Village and indicate to the extent permitted by this Bylaw the types and trade names of goods and series manufactured or sold on the premises in question;
- .3 Protect Signs and lights erected for the direction of traffic from the effects of all conflicting Signs;
- .4 Prevent the confusion which may arise from the undue conflict of commercial and other Signs;
and
- .5 Protect residential areas from inappropriate Signs of all kinds.

3.0 DEFINITIONS

Abandoned Sign means a Sign which advertises an activity, business, product, or service which is no longer conducted or available on the premises on which the Sign is located.

Animated Sign means a Sign which includes action or motion, flashing, or colour changes in all or any part of the Sign.

Awning means a shelter supported entirely from the exterior wall of a building and composed of non-rigid materials except for the supporting framework.

Backlit Sign means a Sign illuminated by artificial light source located behind the front face of the Sign.

Banner Sign means a flexible plastic or fabric Sign, excluding an awning, affixed to a building or a flag.

Bench Sign means a Sign forming part of or attached to a bench.

Billboard Sign means an Off-Premises Sign that advertises goods, products, services, or facilities or directs persons to a different location than where the Sign is located.

Blade Sign means any Sign which is attached to and projects perpendicularly from the face of a building or structure; may be fixed or swing from an arm or span at the top of the Sign.

Bylaw Enforcement Officer means the person appointed by the Council to enforce this Bylaw, or their designate.

Canopy means a permanent hood, cover or shelter, other than a projecting roof, which projects from the wall of a building.

Canopy Sign means a Sign attached to or constructed in, or on the face of a canopy.

Changeable Copy Sign means a Sign or portion of a Sign on which copy can be changed manually through the use of attachable letters, numerals, and pictorial panels, or electronically through the switching of lamps, illuminated tubes, or other technology, provided:

- The transition between images occurs instantly (i.e. fading, dissolving, scrolling, and other similar effects are not permitted);
- The display does not change more than once every 10 seconds;
- The Sign contains a sensor to automatically reduce the overall brightness during low light; and
- A Sign located within 100 m of a property that is zoned to permit residential as a land use, does not change between 10:00 pm and 7:00 am.

Clearance means unobstructed space between a Sign and the ground surface beneath the Sign.

Community Message Sign means a Sign advertising a community service or event which is carried on by a not for profit organization for the betterment of the community.

Council means the Council of the Village of Ashcroft.

Curb Line means the line at the vertical face of the curb nearest the street or roadway. In the absence of a curb, the Curb Line shall be established by Public Works where required.

Development Sign means a Temporary Sign indicating that a construction, development or subdivision project is planned or underway.

Directional Sign means a permanent Sign which only communicates information regarding pedestrian or vehicular movement on the parcel on which the Sign is located.

Fascia Sign means a flat Sign affixed on and parallel to the wall of a building, not extending beyond the horizontal width of the building nor above the roof line of the building.

Flags means a piece of light weight and flexible fabric or other material, natural or synthetic, of distinctive design, shape or colour that is hung from or attached to a mast, vertical pole, string, line, rope, wire, or similar material.

Frontage means the length of each property boundary adjoining a highway, excluding a lane.

Grade means the average ground surface elevation within 6.5 m around a Sign.

Height means the vertical distance from the Grade below the Sign to the highest point of a Sign.

Highway includes a street, road, lane, bridge, viaduct and any other way open to public use, but does not include a private right of way on private property.

Identification Sign means a Sign, including a Window Sign, which displays the name, address and number of a building, institution or person, or a description of an activity in the building or institution or the occupation of the person, and is located on the premises where the building institution, or person, is located.

Illuminated Sign means a Sign in which a source of artificial light is used in order to make readable the message and shall include internally and externally lighted Signs and reflectorized, glowing or radiating Signs; includes LED Signs. Does not include Signs with overhead lighting.

Inflatable Sign means an air inflated structure that is attached to the ground or other structure.

Off-Premises Sign means a Sign devoted exclusively to off-premises advertising.

Monument Sign means a low-profile free-standing Sign that has no vertical Clearance between the ground and the bottom of the Sign.

Political Sign means a Temporary Sign announcing, supporting or drawing attention to a political candidate or party or issues pertaining to any local, provincial or federal election or referendum.

Portable Sign means a Sign not permanently affixed to the ground or to a building.

Public Artwork means art hung or displayed outside or on the wall of a business, home or public building or in a park or along a highway, including murals and mosaics.

Public Place means any area or any lands under the care, occupation, possession, management, and jurisdiction of the Village of Ashcroft, including highways.

Pylon Sign means and includes any Sign except billboards, wholly supported from the ground by a structural member or members, independently of and visibly separated from any building or other structure and permanently fixed to the ground. A Pylon Sign may include a Changeable Copy Sign and/or an Illuminated Sign.

Real Estate Sign means a Temporary Sign indicating the parcel or premises on which the Sign is located is 'for sale', 'for rent', 'for lease', or 'sold'.

Roof Line means the line formed by the intersection of the exterior walls of a building with the roof of the building.

Roof Sign means any Sign erected or placed wholly or partly on a roof or parapet of a building or structure.

Sandwich Board Sign means non-illuminated Signs having an "A" shape which is set upon the ground, must be stabilized and has no external support structure.

Setback means the horizontal distance measured at right angles to the parcel line, between the parcel line and the exterior wall of the building or structure.

Sign means any structure, poster, device or visual display which communicates information or attracts the attention of persons for any purpose.

Sign Area means the total area within the outer edge of the Sign or frame or border of a Sign.

Temporary Sign means a Sign displayed for a limited or specified period of time, including for political campaigns, real estate, and to indicate future and ongoing development activities.

Under-Canopy Sign means a Sign suspended from a canopy and contained entirely under such canopy.

Vehicle Sign means a Sign that has been affixed to a vehicle that is parked and not expected to move.

Village means the Village of Ashcroft and its direct employees.

Wall Sign means a form of fascia sign painted on the exterior wall or other integral part of a building. A wall sign is not a mural.

Window Sign means a Sign painted on or attached to or installed inside a window for viewing from outside the premise.

4.0 GENERAL REGULATIONS

Application

- .1 This Bylaw applies to the erection, placement, alteration, maintenance, demolition, removal, number, size, type, form, appearance, and location of Signs on all real property within the Village.
- .2 No person shall construct, place, erect, display, alter, repair or relocate any Sign which does not conform to and comply with the provisions set forth in this Bylaw, except that normal maintenance of an existing legal, nonconforming sign shall be permitted.

Compliance with Other Laws, Bylaws, and Policies

- .3 Nothing in this Bylaw relieves a person from complying with all other applicable enactments, including Federal and Provincial legislation and all Village Bylaws.
- .4 The application of this Signage Bylaw may be subject to a development permit or development variance permit issued by the Village.
- .5 Signs within Development Permit Area No. 4 must adhere to the Downtown Façade Design Guidelines in Schedule G of the Official Community Plan.

Exemptions

- .6 This Bylaw does not apply to:
 - .1 Notices or Signs issued by the Government of Canada, the Government of British Columbia, a Court or the Village;
 - .2 Traffic control devices provided for in the *Motor Vehicle Act*;
 - .3 Signs on or over Village highways installed or authorized by the Village for the control of traffic and parking, or for street names and directions;

- .4 Signs located in the interior of buildings; and
- .5 Holiday lights and other decorations that contain no commercial message.

Signs with No Permit Requirement

- .7 The following Signs shall be permitted within all zones unless otherwise stated, and shall be exempt from the requirement to obtain a Sign Permit, provided however that all other provisions of this Bylaw are met:
 - .1 Memorial plaques, cornerstones, historical markers, and like monuments;
 - .2 Signs located on the property of a public institutional building such as a church, club or lodge, school, or museum, provided they are used only to display the name of the institution, educational material, or notices and non-profit community events;
 - .3 No more than one (1) "No Trespass" or other warning Sign per 25 m of exterior parcel line in zones A1, M1, and M2. The Sign area of each Sign shall not exceed 0.37 m²;
 - .4 Bench Signs on private property;
 - .5 Flags less than 2.0 m²;
 - .6 Banner signs on private property;
 - .7 Sandwich Board Signs;
 - .8 Window Signs;
 - .9 Inflatable Signs;
 - .10 Works of art that do not include a commercial or political message;
 - .11 'Block Parent', 'Block Watch', or other similar Sign;
 - .12 Bulletin boards;
 - .13 No more than one (1) Identification Signs for home occupations, which are permitted only for businesses holding a valid business licence, with a maximum size of 2.0 m² in the A1 and RR1 zones and 1.0 m² in the R1 and RM1 zone; and
 - .14 Identification Signs not more than 2.0 m in height and provided that the cumulative Sign area does not exceed 3.7 m², provided that the Sign is not of a type that requires a Sign permit, for the following uses:
 - .1 Commercial or Industrial Business;
 - .2 Manufactured home park;
 - .3 Multi-family housing development;
 - .4 Recycling centre; and
 - .5 Transportation terminal.

Temporary Signs

- .8 Temporary Signs shall be permitted within all zones unless otherwise stated, and shall be exempt from the requirement to obtain a Sign permit, provided, however that all other provisions of this Bylaw are met:
- .1 Community Message Signs provided they are not displayed longer than forty-five (45) days in a calendar year and subject to their removal within four (4) days following the end of the event or campaign;
 - .2 Real Estate Signs are permitted with a limit of one (1) Sign per property to which the Sign refers. No Off-Premises Signs are permitted with the exception of Signs advertising open houses and directional signs on throughfares directing buyers to out of the way properties wherein one (1) Off-Premises Sign is permitted and one (1) Off-Premise Sign is permitted for the day on which an open house takes place. These signs shall be permitted at intersections on Village right of ways. Maximum Sign area is set at 0.9 m² in zones RR1, R1, RM1, MH1, and C1; and 3.0 m² in zones A1, M1, M2, and VR;
 - .3 Political Signs erected in conjunction with Municipal, Provincial, School Board, or Federal elections and/or referendums are permitted in accordance with the appropriate legislation. Such Signs are not permitted where they may prove to be a traffic hazard and must be removed within 48 hours following the event; and
 - .4 Signs which indicate development activities, which shall not exceed 3 m² in Sign area per side, and which shall not be erected more than one (1) week prior to construction and be removed by the owner or developer within one (1) month following the issuance of the final occupancy permit, or in the case of a subdivision development, upon the sale of 90% of the subdivided parcels.

Non-Conforming Signs

- .9 Any Sign lawfully in existence at the time of adoption of this Bylaw, although such Sign does not conform to the provisions of this Bylaw, may continue to be used provided it is maintained in a clean, safe and state of good repair.
- .10 Any Sign lawfully in existence at the time of adoption of this Bylaw shall not be reconstructed, altered or moved except in full compliance with the provisions of this Bylaw.

Signs Prohibited in All Zones

- .11 Signs that are not specifically permitted in this Bylaw are hereby prohibited, and without limiting the generality of the foregoing, the following Signs are specifically prohibited:
 - .1 Abandoned Signs;
 - .2 Portable Changeable Copy Signs, except those used by the federal or provincial governments and/or the Village of Ashcroft for communications during emergency situations;

- .3 Vehicle Signs; and
- .4 Signs containing statements, words, or pictures of an obscene, pornographic, discriminatory, immoral character, or advertising matter which is untruthful.

Location of Signage

- .12 No Sign shall be located or displayed in such a manner that it may obstruct any window, door opening, passageway, ventilator, fire escape, walkway, stairway or similar feature.
- .13 The construction, erection, posting, displaying and maintenance of posters, handbills, advertising cards or other Signage on street lights, utility poles, fences, or on, or above, any street or highway is prohibited. This section shall not apply to posters, placards, notices or traffic control Signs posted by or on behalf of the Village or other government agency.
- .14 Except as specifically provided by this Bylaw, no Sign shall be displayed except on the premises to which the Sign refers and which the Sign is intended to advertise, identify, provide information on, or attract attention to.
- .15 No Sign shall be displayed where it will interfere or otherwise obstruct any traffic control device, or in any way interfere with visibility when accessing a street, or with visibility from one street to another. A Sign also cannot be located in the field of view near or past the traffic control device or traffic control signal in the sightlines of oncoming vehicle traffic nor be illuminated in such a way as to compete with or dull the contrast of the traffic control device or traffic signal for oncoming vehicular traffic.

Signs in Public Places

- .16 Only Banner Signs, Sandwich Board Signs, Inflatable Signs, Directional Signs, or Portable Signs are permitted in public places.
- .17 Signs in public places shall be removed within seven (7) days of the termination of the event or activity which the Sign advertises.
- .18 The Bylaw Enforcement Officer or their designate may remove and impound any Sign found in contravention of section 4.19, at cost to the owner for the removal of the Sign.
- .19 Any Sign impounded under section 4.20 may be reclaimed by its owner within five (5) days of its impoundment. If the Sign has not been reclaimed within five (5) days of its impoundment, the Sign may be destroyed and disposed of by the Village as it sees fit, at cost to the owner, and without compensation for losses suffered by the owners.

Construction

- .20 Every electrical Sign shall be approved and labelled as conforming to the Canadian Standards Association or shall conform to the Provincial Electrical Code of British Columbia.

- .21 Every Pylon Sign shall have the manufacturer's name and the weight of the Sign on a name plate fastened to the exterior of the Sign in a location readily visible when the Sign is in place.

Appearance and Maintenance of Signs

- .22 It shall be the responsibility of the owner and person or persons constructing, erecting, enlarging, converting, altering or relocating any Sign to ensure that such signage shall be maintained in a safe condition and in compliance with the requirements of this Bylaw.
- .23 All Signs, including non-conforming Signs, shall at all times be maintained structurally sound and free from defects from decay or failure of structural members, fixtures, lighting or appurtenances.
- .24 All Signs must be of high-quality appearance and shall be designed so as to afford ample strength and rigidity and shall be waterproof, except in the case of Temporary Signs.
- .25 All Sign area, background, copy, lighting and embellishments shall be maintained in readable, clean and neatly painted condition, including all metal parts and supports and the site of the Sign shall be maintained free of mud, weeds, debris and rubbish.
- .26 Normal Sign maintenance, including replacement of copy, lighting and refurbishing of Signs shall not require a Sign permit, but shall conform to all other requirements of this Bylaw.

Repair and Removal of Permanent Signs

- .27 In the case of any Sign erected in contravention of this Bylaw, or which by reason of location, construction or deterioration, constitutes a hazard, the Bylaw Enforcement Officer or their designate may, by written order, direct such Sign to be repaired or removed by the owner within a specified time limit.
- .28 Should the owner fail to comply with a removal order under section 4.29, the Bylaw Enforcement Officer or their designate is hereby authorized to remove and impound the Sign. The Sign shall not be returned to the owner until the Village has been reimbursed for all expenses incurred in its removal.
- .29 Any and all expenses incurred by the Village in the removal of any Sign under section 4.30 shall be payable forthwith by the owner of the said real property upon which the Sign was located, and failure to pay forthwith shall render the said owner liable for the payment thereof and such expenses shall be added to and become a part of the unpaid taxes at the end of any calendar year in which the said expenses remain unpaid.
- .30 The Village shall not be responsible for any damage caused to any Sign, or to any real property from which a Sign was removed under the provisions of this Bylaw as a result of the removal of the Sign by the Village.

Abandoned and Obsolete Signs

- .31 When a Sign either no longer serves its intended purpose, or ceases to contain accurate information, the owner of the real property on which the Sign is located shall remove the Sign within fourteen (14) days, at the owner's cost.
- .32 Where a Sign has not been removed under section 4.33, the Bylaw Enforcement Officer or their designate may remove and impound the Sign at the owner's cost.
- .33 Any Sign impounded under section 4.34 may be reclaimed by its owner within five (5) days of its impoundment. If the Sign has not been reclaimed within five (5) days of its impoundment, the Sign may be destroyed and disposed of by the Village as it sees fit, without compensation by the Village.

Illumination of Signs

- .34 A Sign's overall brightness or location cannot compromise traffic safety and/or shall not be a nuisance in the opinion of the Bylaw Enforcement Officer or their designate.

Signage Type

- .35 When a Sign cannot be clearly identified as any of the Sign types in this Bylaw, or being a combination of two or more Sign types, the Village shall determine the Sign type and the applicable regulations.

Enforcement

- .38 The Village is authorized to administer and enforce the provisions of this Bylaw.
- .39 The Village is authorized to enter at all reasonable times upon any property subject to this Bylaw to ascertain whether the regulations and provisions of this Bylaw are being or have been observed and complied with.
- .40 It shall be unlawful for any person to prevent or obstruct, or seek to prevent or obstruct, any official in or from the carrying out of an official duty under this Bylaw.
- .41 The Village is authorized to order the cessation, repair, alteration, correction or removal of any work or sign which is in contravention of the provisions of this Bylaw.

Penalties

- .48 Every person who contravenes any provision of this Bylaw or who causes or suffers or permits any act or thing to be done in contravention of or in violation of any of the provisions of this Bylaw, or who neglects to do or refrain from doing anything required to be done by any of the provisions of this Bylaw, or fails to comply with an order, notice, or direction given under this Bylaw commits an offence punishable upon summary conviction and is liable to a fine of up to ten thousand dollars (\$10,000.00) and the costs of prosecution.
- .49 Each day a violation is permitted to exist shall constitute a separate offence.

5.0 SIGN SPECIFICATIONS

5.1 Inflatable Signs

The following provisions apply to Inflatable Signs:

- .1 An Inflatable Sign shall be securely anchored to a base, which shall be securely anchored to the surface on which it rests;
- .2 The height of an Inflatable Sign shall not exceed 8.0 m above the base of its supporting structure;
- .3 No Inflatable Sign shall be erected in a location or manner such that if it collapses, vehicular or pedestrian access will be impeded;
- .4 An Inflatable Sign may be illuminated but shall not contain flashing lights or animation devices or vary the intensity of lighting. Illumination shall be from a steady light source that is directed at the Inflatable Sign and is shielded to eliminate glare when viewed by oncoming traffic; and
- .5 No more than one (1) Inflatable Sign per 50 m of frontage shall be erected for each business on real property.

5.2 Billboard Signs

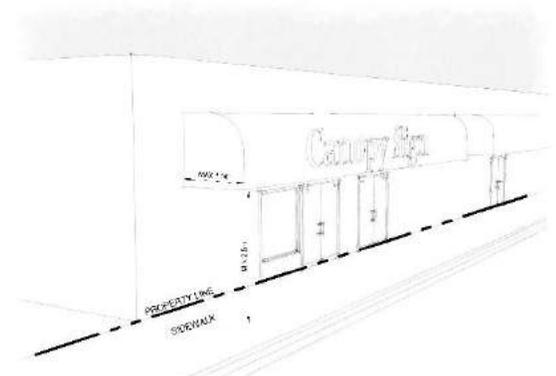
The following provisions apply to Billboard Signs:

- .1 Billboard Signs shall only be located adjacent to Highway 1 and Highway 97C;
- .2 Installation of Billboard Signs will not be permitted closer than 500 m of one another;
- .3 Sign structures shall not exceed a height of 6.0 m and a Sign area of 20 m²; and
- .4 Signs shall be maintained in good condition, and the ground around the Sign shall be kept clean and free of weeds on a regular basis.

5.3 Canopy Signs

The following provisions apply to Canopy Signs:

- .1 The maximum Sign area shall not exceed 1.0 m² per lineal metre of the canopy apron; limited in length to the portion of canopy fronting the premises;
- .2 Canopy Signs must not project below the lower edge of the canopy;
- .3 Canopy Signs must not project more than 1.5 m over public property; and
- .4 A minimum vertical Clearance of 2.5 m shall be maintained between the bottom edge of the Canopy Sign and the ground, except where the Sign is located over a driveway, lane, or parking aisle the minimum Clearance shall be 4.2 m.



5.4 Fascia Signs

The following provisions apply to Fascia Signs:

- .1 One (1) Fascia Sign is permitted for each business occupying real property and if the business fronts on more than one highway, one (1) Fascia Sign is permitted for each highway upon which the business fronts;
- .2 The total area of all Fascia Signs on a building with walls greater than 6.0 m in height above Grade shall not exceed 1 m² for each lineal meter of building wall width to which the Sign is affixed. The total area of all Fascia Signs on a building with walls less than 6.0 m (in height above Grade shall not exceed 0.5 m² for each lineal meter of building wall width to which the Sign is affixed;
- .3 No part of a Fascia Sign which projects more than 15 cm from the face of the building shall have a Clearance of less than 2.5 m above Grade;
- .4 No Fascia Sign shall project beyond 30 cm from a building face and shall not extend above the sill of any window or above guardrails or balustrades immediately above such Sign or beyond the corner of the wall of the building;
- .5 The upper edge of a Fascia Sign shall not be higher than the Roof Line or parapet of a building;
- .6 The loads for Fascia Signs shall be transmitted through the structural frame of the building to the ground in such a manner as not to overstress any of the elements thereof; and
- .7 Fascia Signs may be illuminated.

5.5 Pylon Signs

The following provisions apply to Pylon Signs:

- .1 The number of Signs on each parcel shall not exceed one for every two businesses, not to exceed three total signs for each parcel;
- .2 Pylon Signs shall not exceed a height of 12.0 m measured from the Grade or from the curb elevation of the fronting highway, whichever is higher;
- .3 Pylon Signs located within 30.0 m of residential zones shall be restricted to the maximum height of 4.0 m;
- .4 Pylon Signs shall have side yard setbacks of at least 3.5 m and a rear yard setback of at least 6.0 m;
- .5 Where two or more Signs are permitted on a site, such Signs shall be located no less than 30.0 m apart;
- .6 Pylon Signs shall not project over public property;
- .7 Pylon Signs shall include a landscaped area approved by the Bylaw Enforcement Officer or their designate extending a minimum of 0.6 m around the entire base of the Sign structure;
- .8 The landscape area referred to in section 5.5.7 must be maintained in a clean manner by the Sign permit holder and the Sign permit holder must ensure that the area does not:

(a) accumulate mud, rubbish, graffiti or noxious, unsightly or unwholesome matter; or

(b) become overgrown with grass, vegetation, shrubs, brush or trees; and

.9 The minimum setback from the Sign structure to any building on the premises shall be 5.0 m.

5.6 Illuminated Signs

The following provisions apply to Illuminated Signs:

.1 A Sign located at the rear or side of any building shall not be illuminated if such Sign is within 30 metres of any residential zone;

.2 Illumination on Signs does not apply to holiday lights; and

.3 Signs must be set back 1.5 m from the edge of any street or highway.

5.7 Blade Signs

The following provisions apply to Blade Signs:

1. No Blade Sign is permitted on a parcel that has a Pylon Sign;

2. The Sign area of a Blade Sign shall not exceed 1.25 m² per side;

3. A Blade Sign shall be attached to the building or premises to which it pertains and shall not extend above the lowest part of the Roof Line of the building or premises to which the Sign is attached;

4. A Blade Sign shall have a minimum Clearance of 2.5 m directly below the Sign;

5. The maximum projection of a Blade Sign from an exterior wall of a building shall not exceed 2.5 m and shall not project to within 0.6 m horizontally from a Curb Line; and

6. Blade Signs may not be illuminated.

5.8 Roof Signs

The following provisions apply to Roof Signs:

.1 Roof Signs shall not exceed 4.0 m²;

.2 Roof Signs may display or communicate information on both sides of the Sign;

.3 Roof Signs and their framework, supports and bracing may be made of metal or wood, as long as the wood is creosoted, pressure treated or painted. All connections shall be by means of galvanized bolts. Not more than one (1) Roof Sign is permitted per building; and

.4 Roof Signs may be illuminated.

5.9 Sandwich Board Signs

The following provisions apply to Sandwich Board Signs:

- .1 Shall be limited to one (1) Sign per storefront and shall be located in commercial areas subject to the following conditions:
 - .1 Be located immediately adjacent to the store front to which the Sign pertains;
 - .2 Must not obstruct the flow of pedestrian traffic into or out of other businesses, residences, or along the sidewalk;
 - .3 Must be stabilized to prevent the Sign from being blown over; and
 - .4 Have no security chains, ropes, electrical extensions or other attachments to the Sign.
- .2 Shall be limited to a maximum width of 1.0 m and a maximum height of 1.0 m;
- .3 Must not obstruct visibility;
- .4 Must not contain electrical components; and
- .5 Shall not be permitted adjacent to pedestrian crosswalks or where a business operates on outdoor seating area located on public property.

5.10 Under-Canopy Signs

The following provisions apply to Under-Canopy Signs:

- .1 The maximum Sign area shall not exceed 0.6 m²;
- .2 The vertical dimension shall not exceed 0.4 m; and
- .3 The minimum vertical Clearance shall be 2.5 m.

5.11 Monument Signs

The following provisions apply to Monument Signs:

- .1 The number of Signs on each parcel shall not exceed one for every two businesses, not to exceed three total signs for each parcel;
- .2 Monument Signs shall not exceed a height of 4.0 m measured from the Grade or from the curb elevation of the fronting highway, whichever is higher;
- .3 Monument Signs shall have a front yard setback of at least 1.0 m;
- .4 Monument Signs shall have side yard setbacks of at least 3.5 m and a rear yard setback of at least 6.0 m;
- .5 Where two or more Signs are permitted on a site, such Signs shall be located no less than 30.0 m apart;
- .6 Monument Signs shall not project over public property;
- .7 Monument Signs shall include a landscaped area approved by the Bylaw Enforcement Officer or their designate extending a minimum of 0.6 m around the entire base of the Sign structure;

- .8 The landscape area referred to in section 5.11.7 must be maintained in a clean manner by the Sign permit holder and the Sign permit holder must ensure that the area does not:
 - (a) accumulate mud, rubbish, graffiti or noxious, unsightly or unwholesome matter; or
 - (b) become overgrown with grass, vegetation, shrubs, brush or trees; and
- .9 The minimum setback from the Sign structure to any building on the premises shall be 5.0 m

6.0 SIGN SPECIFICATIONS BY ZONE

6.1 A1 (Agriculture 1) Zone and RR1 (Rural Residential 1) Zone

The following Sign specifications apply within the A1 and RR1 zones:

- .1 The following signs are permitted within the A1 and RR1 zones where associated with a home occupation:
 - .1 Canopy Signs;
 - .2 Fascia Signs;
 - .3 Under-Canopy Signs; and
 - .4 Wall Signs.
- .2 A maximum of one (1) sign is permitted for a home occupation;
- .3 Billboard Signs, Inflatable Signs, Pylon Signs and Roof Signs are permitted in the A1 zone;
- .4 Sign area shall be limited to 6.0 m² with the exception of Billboard Signs; and
- .5 Pylon Signs may not be illuminated.

6.2 R1 (Residential 1) Zone and RM1 (Residential Multiple Dwelling Unit 1) Zone

The following Sign specifications apply within the R1 and RM1 zones:

- .1 The following Signs shall be permitted:
 - .1 Canopy Signs;
 - .2 Pylon Signs (RM-1 Zone only); and
 - .3 Fascia Signs.
- .2 Pylon Signs shall not exceed 2.0 m in height, must not have a Sign area greater than 1 m², shall have a setback of 2.0 m from any road or highway, and shall not be illuminated or be Changeable Copy Signs.

6.3 C1 (Commercial Mixed Use 1) Zone

The following Sign specifications apply within the C1 zone:

- .1 No more than three (3) Signs are permitted to be associated with any one (1) establishment at any time;
- .2 The following Signs are permitted within C1 zone:
 - .1 Blade Sign;
 - .2 Canopy Sign;
 - .3 Changeable Copy Sign;
 - .4 Fascia Sign;
 - .5 Inflatable Sign;

- .6 Pylon Sign;
 - .7 Roof Sign;
 - .8 Sandwich Board Sign;
 - .9 Under-Canopy Sign; and
 - .10 Wall Sign.
- .3 Illuminated Signs may be permitted provided that they do not negatively impact the historical design characteristics of Development Permit Area No. 4, contained in Schedule G – Downtown Façade Design Guidelines of the Official Community Plan; and that they enhance the downtown commercial area; and
- .4 Backlit Signs are prohibited.

6.4 M1 (Industrial 1) and M2 (Industrial 2) Zone

The following Sign specifications apply within the M1 and M2 zones:

- .1 A maximum of three (3) Signs are permitted on each site (not including Signs relating to safety, trespassing, operations, or building or office identification); and
- .2 The following Signs are permitted within the M1 and M2 zones:
 - .1 Canopy Sign;
 - .2 Fascia Sign; and
 - .3 Wall Sign.

7.0 SIGN PERMITS

7.1 Application for Permit

- .1 An application for a Sign permit shall be made to the Village in the form of Schedule “A” of this Bylaw and no person shall erect, place, display, alter or move a Sign until that person has obtained a Sign permit issued under the provisions of this Bylaw.
- .2 Every applicant for a Sign permit shall provide the following information:
 - .1 The legal description and civic address of the property on which the Sign is to be located;
 - .2 The name and address of the owner of the property;
 - .3 The Sign manufacturer’s name and address;
 - .4 A drawing of the Sign to scale, showing the copy, Sign area and dimensions of the Sign, material specifications and any supporting structure details;
 - .5 The proposed location of the Sign in relation to the property boundaries and any building on the property;
 - .6 The proposed height and ground Clearance of the Sign;
 - .7 The weight of the Sign and the dimensions of the wall surface of the building to which it is to be attached, if applicable;
 - .8 Dimensions and locations of all existing Signs and buildings on the property. In the case of Blade Signs, the distance from the wall to the street or highway;
 - .9 Estimated costs of the Sign and any supporting structure;
 - .10 Structural and footing details and material specifications for the proposed Sign;
 - .11 All Signs provided with electrical connections shall have a provincial electrical permit which shall be produced to the Village at the time of final inspection by the Village;
 - .12 Where the site conditions, size or complexity of the proposed sign so warrant, the Building Inspector may require professional design and review in accordance with the BC Building Code and good engineering practice. Review of the work by a professional engineer shall include field review as defined in the BC Building Code; and
 - .13 The applicant’s Business License number, where applicable.
- .3 A site inspection by Village staff, and/or its designates, may be required to review the proposed site for the Sign.

7.2 Sign Variance Permit

When a Sign does not conform to the provisions of this Bylaw, the applicant for a Sign may apply to Council for a Sign variance permit to vary the provisions of this Bylaw.

7.3 Sign Permit Fees

- .1 Sign Permit Fees must be paid at the time of application.

- .2 A Sign Permit Fee shall be \$50.00.
- .3 The applicant for a Sign permit shall in no case proceed with the construction, erection, alteration, or relocation of such Sign until the application has been approved and the permit granted.
- .4 A site inspection, if required, will have a separate fee of \$100.

7.4 Permit Issuance

- .1 Upon compliance with all requirements of this Bylaw the Village shall issue a Sign permit.

7.5 Permit Expiry and Fee Refunds

- .1 A Sign permit expires if the authorized work is not commenced within six (6) months from the date of issuance.
- .2 The Sign Fees will be refunded if the application is withdrawn prior to the processing of the Sign application.
- .3 There shall be no refund:
 - .1 after the Sign application has been approved;
 - .2 where the Sign application has been refused; or
 - .3 where the Sign permit has expired under section 7.5.1.

READ A FIRST TIME THIS	14 th	DAY OF	SEPTEMBER	, 2020
READ A SECOND TIME THIS	14 th	DAY OF	SEPTEMBER	, 2020
READ A THIRD TIME THIS	26 th	DAY OF	OCTOBER	, 2020
RECONSIDERED AND ADOPTED THIS		DAY OF		, 20

 Barbara Roden, Mayor

 Daniela Dyck, Chief Administrative Officer

Certified to be a true and correct copy of
 Bylaw No. 840 as adopted by Council.

 Daniela Dyck, Chief Administrative Officer

Schedule A
Sign Permit Application



Village of Ashcroft
Phone: 250-453-9161 Fax: 250-453-9664
Email: admin@ashcroftbc.ca

SIGN PERMIT APPLICATION

Municipal Contact: _____ Applicant No.: _____ Date Received: _____

Applicant: _____
Phone: _____ Email: _____
Address: _____

Registered Landowner: _____
(if not applicant)
Phone: _____ Email: _____
Address: _____

Contractor/Sign Installer: _____
Phone: _____ Email: _____
Address: _____

Business Name: _____
(to which the sign refers)
Phone: _____ Email: _____
Business License Number: _____

SUBJECT PROPERTY

Land Description: _____
Address: (Site) _____

Sign Type: Fascia Canopy Under-canopy Billboard Illuminated
 Blade Pylon Roof Monument Other: _____

Installation Type: Permanent Temporary Other: _____

Type of Construction: New Alteration Relocation Other: _____

PROPOSED SIGN DIMENSIONS

Horizontal: _____ Vertical: _____ Depth: _____
Clearance above grade: _____ Total Height: _____ Weight: _____
Method of Support: _____ Area of Sign: _____
(one side only)



Note: I/We understand and agree that neither the granting of a permit, nor approval of plans and specifications, or inspections made during the erection of the sign shall in any way relieve me/us from full responsibilities from carrying out the work in accordance with all the by-laws of the Village of Ashcroft. And I/we further affirm and agree to be fully responsible for the acts and omissions of my/our subcontractors relative to the work subject to his permit and that the Village of Ashcroft shall be protected and saved harmless from any damages arising out of my/our work.

REQUIRED SUBMISSIONS

The following information is required to initiate an Application:

- Application fee: \$50
- Site inspection fee: \$100 (if required)
- Certificate of Title and BC Company Summary
- Covenants/rights-of-way registered on title (Pylon signs only)
- Sign elevation(s) (including color proof with dimensions)
- Electrical permit (if applicable)
- Site plan (showing proposed sign location)
- Size, type, and location of all other signs on the subject property
- Owner Authorization
- Description of Materials
- Structural and Footing Details
- Sign professional review indicating compliance with the BC Building Code (if applicable)

(The application fee will be DOUBLED should sign(s) be installed either prior to or without an approved Sign Permit.)

I/We _____ of _____ hereby make application for a Sign Permit.
(Print applicant's name) *(Business)*

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand **that this application, including any plans submitted, is public information.** I authorize reproduction of any plans/reports for purpose of application processing and reporting. I understand that personal information collected on this form is collected for the purpose of processing this application and for administrative purposes. Personal information is collected under the authority of the *Local Government Act*.

 (Date)

 (Applicant's Signature)

This application is made with my full knowledge and consent.

 (Date)

 (Registered Owner's Signature)

Schedule B

Sign Glossary



Ashcroft Sign Glossary

Animated Sign



Definition:

Animated Sign means a Sign which includes action or motion, flashing, or colour changes in all or any part of the sign.

Where Permitted:

Permitted in C1 and P1

Sign Permit Required:

Yes

Backlit Sign



Definition:

Backlit Sign means a Sign illuminated by artificial light source located behind the front face of the Sign.

Where Permitted:

Permitted in C1

Sign Permit Required:

Yes

Banner Sign



Definition:

Banner Sign means a flexible plastic or fabric Sign, excluding an awning, affixed to a building or poles

Where Permitted:

On private property within all zones

Sign Permit Required:

No

Bench Sign



Definition:

Bench Sign means a Sign forming part of or attached to a bench.

Where Permitted:

On private property within all zones.

Sign Permit Required:

No

Billboard Signs



Definition:

Billboard Sign means an Off-Premises Sign that advertises goods, products, services, or facilities or directs persons to a different location than where the Sign is located.

Where Permitted:

Only adjacent to Highway 1 and Highway 97C

Sign Permit Required:

Yes

Blade Sign



Definition:

Blade Sign means any Sign which is attached to and projects perpendicularly from the face of a building or structure; may be fixed or swing from an arm or span at the top of the Sign.

Where Permitted:

C1

Sign Permit Required:

Yes

Canopy Signs



Definition:

Canopy Sign means a Sign attached to or constructed in or on the face of a canopy.

Where Permitted:

A1, RR1, R1, RM1, C1, M1, M2,

Sign Permit Required:

Yes

Changeable Copy Sign



Definition:

Changeable Copy Sign means a Sign or portion of a Sign on which copy can be changed manually through the use of attachable letters, numerals and picture panels, or electronically through the switching of lamps, illuminated tubes, or other technology.

Where Permitted:

C1

Sign Permit Required:

Yes

Community Message Sign



Definition:

Community Message Sign means a Sign advertising a community service or event which is carried on by a not for profit organization for the betterment of the community.

Where Permitted:

All Zones

Sign Permit Required:

No

Development Sign



Definition:

Development Sign means a Temporary sign indicating that a construction, development or subdivision project is planned or underway.

Where Permitted:

All Zones

Sign Permit Required:

No

Directional Sign



Definition:

Directional Sign means a permanent Sign which only communicates information regarding pedestrian or vehicular movement on the parcel on which the Sign is located.

Where Permitted:

Within public places

Sign Permit Required:

No

Fascia Sign



Definition:

Fascia Sign means a flat Sign affixed on the parallel to the wall of building, not extending beyond the horizontal width of the building nor above the roof line of the building.

Where Permitted:

A1, RR1, RM1, C1, M1, M2, R1

Sign Permit Required:

Yes

Identification Sign



Definition:

Identification Sign means a Sign, including Window Sign, which displays the name, address and number of building, institution or person, or a description of an activity in the building or institution or the occupation of the person, and is located on the premises where the building institution, or person, is located.

Where Permitted:

A1, RR1, R1, RM1, C1, M1, M2

Sign Permit Required:

Depends on Sign type

Illuminated Sign



Definition:

Illuminated Sign means a Sign in which a source of artificial light is used in order to make readable the message and shall include internally and externally lighted Signs and reflectorized, glowing or radiating Signs; includes LED. Does not include Signs with overhead lighting.

Where Permitted:

C1

Sign Permit Required:

Yes

Inflatable Signs



Definition:

Inflatable Sign means an air-filled structure that is attached to the ground or other structure.

Where Permitted:

A1, RR1, R1, RM1, C1, M1, M2

Sign Permit Required:

No

Monument Sign



Definition:

Monument Sign means a low-profile free-standing Sign that has no vertical Clearance between the ground and the bottom of the Sign.

Where Permitted:

A1, RR1, R1, RM1, C1, M1, M2

Sign Permit Required:

Yes

Political Sign



Definition:

Political Sign means a Temporary Sign announcing, supporting or drawing attention to a political candidate or party or issue pertaining to any local, provincial or federal election or referendum.

Where Permitted:

All Zones

Sign Permit Required:

No

Portable Changeable Copy Sign



Definition:

Portable Sign means a Sign not permanently affixed to the ground or to a building.

Where Permitted:

Prohibited in all zones except in emergency situations.

Sign Permit Required:

N/A

Pylon Sign



Definition:

Pylon Sign means and includes any Sign except billboards, wholly supported from the ground by a structural member or members, independently of and visibly separated from any building or other structure and permanently fixed to the ground. A Pylon Sign may include a Changeable Copy Sign, and/or Illuminated Sign.

Where Permitted:

A1, RM1, C1

Sign Permit Required:

Yes

Real Estate Sign



Definition:

Real Estate Sign means a Temporary Sign indicating the parcel or premises on which a Sign is located is 'for sale', 'for rent', 'for lease', or 'sold',

Where Permitted:

A1, RR1, R1, RM1, C1, M1, M2

Sign Permit Required:

No

Roof Sign



Definition:

Roof Sign means any Sign erected or placed wholly or partly on a roof or parapet of a building or structure.

Where Permitted:

A1, C1

Sign Permit Required:

Yes

Sandwich Board Signs



Definition:

Sandwich Board Sign means non-illuminated Signs having an 'A' shape which is set upon the ground and has no external support structure.

Where Permitted:

A1, RR1, R1, RM1, C1, M1, M2

Sign Permit Required:

No

Temporary Sign



Definition:

Temporary Sign means a Sign displayed for a limited or specified period of time, including for political campaigns, real estate, and to indicate future and ongoing development activities.

Where Permitted:

A1, RR1, R1, RM1, C1, M1, M2

Sign Permit Required:

No

Under-Canopy Signs



Definition:

Under-Canopy Sign means a Sign suspended from a canopy and contained entirely under such canopy.

Where Permitted:

A1, RR1, C1

Sign Permit Required:

Yes

Vehicle Sign



Definition:

Vehicle Sign means a Sign that has been affixed to a vehicle that is parked and not expected to move.

Where Permitted:

Prohibited in all zones

Sign Permit Required:

N/A

Wall Signs



Definition:

Wall Sign means a form of fascia sign painted on the exterior wall or other integral part of a building. A wall sign is not a mural.

Where Permitted:

A1, RR1, C1, M1, M2

Sign Permit Required:

No

Window Sign



Definition:

Window Sign means a Sign painted on or attached to or installed inside a window for viewing from outside the premise.

Where Permitted:

A1, RR1, R1, RM1, C1, M1, M2

Sign Permit Required:

No

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: November 9, 2020
FROM: Daniela Dyck, Chief Administrative Officer
SUBJECT: Ashcroft Slough Society – Delegation Report

Purpose

Provide a report to Council in regard to the Ashcroft Slough Society requests made as a delegation at the October 26, 2020 Regular Meeting of Council.

Recommendation:

Grant in Aid:

1. *“That Council deny the Grant in aid request from the Slough Society.”*

Alternative:

2. *“That Council approve the grant in aid request, with the provision that the Society provide a detailed budget itemizing what the funds will be expensed to.”*

Recommendation:

Steward of Funds:

1. *“That Council deny the Society’s request that the Village of Ashcroft steward any grant funding received and direct the Society to the Kamloops United Way.”*

Letter of Support:

1. *“That the letter of support “in principal” request made by the Slough Society be denied.”*

Discussion

The Ashcroft Slough Society’s delegation objectives were presented to Council as:

1. To provide a brief history leading up to the delegation presentation;

Mr. Collett provided a power point presentation to Council detailing some of the historical information in regards to gaining access to the Slough and developing a trail along Evans Road. Community volunteers have been advocating for access to the slough using various methods of public outreach, Council engagement and conversations with CN Rail and the Ashcroft Terminal. Today, access to the slough has not been granted by CN Rail or the Ashcroft Terminal and the Evans Road trail has not been developed by the Village.

2. Introduce Council to the newly formed Ashcroft Slough Society;

“The Ashcroft Slough Society was incorporated on September 1, 2020 to be a voice for the user groups of the slough, not just to be heard but to be listened to.”

The society states *“they support the inland port, but is convinced that economic development can co-exist with community well-being. The educational opportunities for such cooperation are profound.”* The Board of Directors are long time community volunteers passionate about working for the well-being of present and future generations, advocating for recreational opportunities and most importantly re-establishing access to the slough. Members of the Slough Society were invited to participate at the recently formed Ashcroft Terminal working group; however, they felt that their ideas and potential solutions were dismissed and their voices were not heard, as such, the Slough Society was formed.

The Slough Society also asks Council to consider the walking path on Evans Rd. reminding Council that the walking path has been a topic of discussion since 2013 by previous Councils, during elections and most recently by the working group.

3. Request a grant-in-aid of \$500 as seed money to support the advocacy work of the society;

The Society's request for a grant-in-aid falls under the "Social, Educational, Environmental and Other category of Ashcroft's Grant-in-aid Policy #2006-05. Criteria for funding includes providing a project budget, a total of \$4950 is included on the application; however, as this is a newly established Society and the funding request is for "seed" money, it does not provide clarity in regards to what the seed money will be used for.

The Society is established to represent and advocate on behalf of the community in its interest to gain legal access to the slough. As you are aware, accessing the slough requires CN Rail and Ashcroft Terminal approval. As such, Council must be certain that providing this funding does not expose the Village to potential liable actions, construe that Council is in support of trespassing on private property or that Council is in support of legal action against CN Rail or the Ashcroft Terminal.

4. Request that the Village agree to be an umbrella organization to steward any grant monies received; and

The Village has received previous requests to act as steward of grant funding. At that time, Council set a precedent to remain at arms length and encouraged the applicants to contact the Untied Way as they provide this service to the community.

5. Request a letter of support in principle for the Sough Society's purpose.

The Society's request for a letter of support requires Council to consider the whole picture including Council's position in regard to the Slough and potentially Evans Road. The delegation's presentation did not include future plans or actions to be undertaken by the Society, other than the noted objective of gaining legal access to the Slough, these unknown factors may put the Village into an undesirable position in the future.

Requesting a letter of support "in principal" seems simple enough, in consideration that the Society is advocating for public access to public zoned lands (lands below highwater mark) at the Slough; Council must also consider access requires public to cross privately owned industrial lands and cross CN Rail which is a federal jurisdiction. The Village should remain impartial to issues that affect multiple sectors of the community. While recognizing the desire to gain public access to the slough, Council must also recognize the rights of property owners, consider public safety and remain unbiased to all parties.

Summary:

The delegation pointed out to the gallery that *"it is the mandate of Council to represent and advocate for the interests of the public that it serves,"* in retrospect, providing recreational opportunities is a priority that Council is passionate about. The subject of access to the slough has been a contentious issue in the community for many months, clearly the public wishes to have continued access; however, the rights of land owners must be respected.

Collaboration between all parties would be the best solution to this issue; nonetheless, it seems that the Village is caught in the middle, Council must be neutral, erring on the side of community safety, mitigating risk and exploring options to provide alternative recreational opportunities. Undeniably, the residents of Ashcroft have enjoyed access to the slough for generations, and many residents wish to continue to do so, but industrial growth and CN's refusal to provide access causes unmeasurable risk to the public.

Council's recent plan to move forward with the development of a Trails Master Plan to be completed by a Consultant with no ties to the community may provide some alternative options for recreation near the river. Fresh eyes on an existing issue may provide insight towards moving forward.

Strategic/Municipal Objectives

Provision of Safe Recreational Opportunities

Legislative Authority

Canada Transportation Act

Community Charter

Local Government Act

Financial Implications

\$500 if Council approves the Grant in Aid request

Attachment Listing

Grant in Aid Application

Prepared by:



Daniela Dyck,
Chief Administrative Officer

**Village of Ashcroft
Grant Application - Organizations**

Organization Official Name: Ashcroft Slough Society and Pathways to Wellness	
Mailing Address: 420 Mesa Vista Drive, Box 1511	
Ashcroft, BC	V0K 1A0
Phone: 250-534-9125	Fax: _____ Email: <u>ashcroftsloighsociety@gmail.com</u>
Contact Person: <u>Susan McLean</u>	Title: <u>President</u>
<p>Briefly describe your organizations purpose: to work with stakeholders having an interest, whether it be recreational, cultural, educational, social, artistic, ecological, geological, spiritual, historical, or economic in obtaining safe and legal pedestrian access to the area known as the Ashcroft Slough and sharing the space with all stakeholders.</p>	
<p>Briefly describe how the requested grant money will be used: the money will be used for advocacy work representing the voice of a number of locals, former residents, repeated visitors to the area, and interested stakeholders who are seeking continued access to the slough. Stories will be gathered and collated. Research will be conducted and consultations with various authorities will be made.</p>	
What amount of Grant-in-Aid is being requested?	\$ <u>500.00</u>
Total organization operating budget for current year	\$ <u>4,950.00</u>
Total budget for project the grant is being applied for	\$ <u>4,950.00</u>
Did you receive a Grant-in-Aid last year?	Yes ___ No <u>X</u>
If yes what was the amount of the grant?	\$ _____
<p>Attachments: Please provide the following to your application (if available): Financial Statement, Current Year Budget, Project Budget</p>	
<p>Forward completed applications to: Village of Ashcroft, Box 129, Ashcroft, BC V0K 1A0 Or via email to admin@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.</p>	

**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: _____

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: November 9, 2020
FROM: Daniela Dyck, Chief Administrative Officer
SUBJECT: Inter-Community Bylaw Enforcement Officer

Purpose

To provide a Bylaw Enforcement Officer working group meeting update and request Council endorsement of the working group recommendation.

Recommendation

“That Council endorses the Village of Ashcroft to enter a 5 Year Inter-Community Bylaw Enforcement shared service agreement, and commit to budget up to \$50,000 for Bylaw Enforcement for 2021 and \$30,000 for each subsequent year to end of the term.”

Alternatives

“That Council not endorse the recommendation and ask the working group to conceptualize alternative solutions at their next meeting and bring a new recommendation forward for Council consideration.”

Discussion

The working group continues to meet bi-weekly to move the inter-community Bylaw Enforcement Officer proposal forward.

Attached to this report are the minutes from the October 27, 2020 meeting for Council information.

Strategic/Municipal Objectives

Bylaw Enforcement

Legislative Authority

Community Charter

Financial Implications

Up to \$50,000 for the 2021 budget

Attachment Listing

BEO Working Group Meeting Minutes for October 27, 2020

Prepared by:



Daniela Dyck,
Chief Administrative Officer



**Inter-Community
Bylaw Enforcement Officer Working Group
Meeting Minutes
Thursday, October 27, 2020 – 1:00 pm
Clinton Council Chambers**

In Attendance: Sue Peters, Village of Cache Creek
 Councillor, Christine Rivett, Village of Clinton
 CAO, Martin Dalsin, Village of Cache Creek
 CAO, Murray Daly, Village of Clinton
 CAO, Daniela Dyck, Village of Ashcroft
 SGT. Darren Angman, RCMP Ashcroft/Cache Creek

Regrets: Councillor, Marilyn Anderson, Village of Ashcroft

1. Welcome by Clinton CAO Murray Daly

CAO Daly thanked everyone for attending and welcomed everyone to Clinton for the Bylaw Enforcement Officer Working Group meeting. The working group welcomed RCMP Sgt. Darren Angman to the meeting; Sgt. Angman stated that the RCMP welcomes enforceable bylaws for community infractions and his detachment is willing to participate in the enforcement process.

2. Review of Minutes from October 15, 2020 meeting

(Distributed previously) The working group members approved the minutes with one amendment, Change the heading title to Minutes.

3. Unfinished Business

a. MTI vs BNA

- Cache Creek Council endorsed the working group recommendation of moving forward with the implementation of the BNA system;
- Ashcroft Council endorsed the working group recommendation of moving forward with the implementation of the BNA system;
- Clinton Council has not had a meeting to date and will consider the recommendation at the October 28th meeting.

b. Bylaw development

- CAO Daly spoke with Troy DeSouza of Dominion GovLaw LLP and was advised that the BNA Bylaw will require Attorney General approval.
- It is unclear if we have to develop a service establishing bylaw prior to the BNA Bylaw or if the bylaw can be all encompassing; CAO Daly will bring clarification back to the working group at the next meeting.

- c. Contract position vs. employee
 - The working group agrees to move forward with the employee model;
 - CAO Daly is willing to assume a mentoring role to an entry level BEO
 - Justice Institute Training will be included in the budget.

- d. Budget
 - It was suggested the working group reconsider the annual salary, noting upon research the average BEO salary ranges between \$60,000 - \$65,000 plus benefits, not the original proposed \$50,000. It was suggested that each community budget \$25,000 for annual salary and benefits.
 - There was further discussion in regard to keeping the salary at entry level and providing training to the BEO.
 - Electric Vehicle:
 - Approximate cost for EV (Chevy Bolt, Nissan Leaf) is \$48,000 - \$50,000. (Consider budgeting \$60,000 all in - \$20,000 each)
 - MFA does not provide lease services
 - Working group will consider leasing vs purchasing
 - Cache Creek prefers purchasing over leasing due to current interest rates paid on investments – suggests that each community consider \$20,000 for vehicle purchase
 - Need to determine annual vehicle maintenance and insurance budget (EV maintenance costs are much lower)
 - Laptop - \$1,000 (\$350 each)
 - Legal review of bylaws and service agreements - \$1,500 (\$500 each)
 - JIBC Training - \$3,000 (\$1000 each)
 - Uniform (2) - \$600 (\$200 each)
 - Business Cards and municipal logos for vehicle - TBD
 - Ticket books – TBD – samples received
 - Contingency costs
 - CAO Dyck to prepare budget spreadsheet and bring it back to the working group for the next meeting
 - One community should assume all costs and invoice the other communities accordingly, gross costs to be shared at 1/3 each community.
 - Budget should be inflated at \$50,000 for the first year (based on vehicle purchase) and reduced to \$30,000 annually for the remaining term
 - Service agreement term should be for 5 years

- e. Other
 - Sgt. Angman asked if the BEO would be able to assist with traffic control during emergency situations – RCMP would be willing to provide training.

4. **Business**

N/A

5. **New Business**

N/A

6. **Next Steps**

Follow Up:

- Vehicle information, actual costs for lease vs. purchase
- Ticket information and costs
- Attorney General process and requirement information
- Budget listing – draft

7. **Council Recommendations for Endorsement**

The working group recommends:

That each Council commit to entering a 5 Year Inter-Community Bylaw Enforcement shared service agreement, and commit to budget \$50,000 for Bylaw Enforcement for 2021 and \$30,000 for each subsequent year to end of the term.

8. **Date for Next Meeting** – November 10, 2020 at 1:00 pm in Ashcroft Council Chambers

9. **Termination**

Motion to adjourn,

M/S

“That the Inter-community Bylaw Enforcement Officer working group meeting be adjourned at 2:14 pm.”

CARRIED – Unanimous

The foregoing is based on the writer's interpretation of the discussions held.



Daniela Dyck, Chief Administrative Officer
Village of Ashcroft

STAFF REPORT TO COUNCIL – OPEN MEETING

MEETING DATE: November 9, 2020
FROM: Yogi Bhalla, Chief Financial Officer
SUBJECT: Request from Ashcroft Seniors' Center

Purpose

Request to Council to waive Hydro fees due to COVID19

Recommendation

Council waive Hydro fees for the Seniors Center from March onwards until seniors are able to meet again.

Alternatives

No waiver.

Discussion

Ashcroft Seniors' Center has requested that the Village waive Hydro fees due to COVID. The account has been paid up to March 17, 2020. The current balance of the account is \$467.96. The seniors who are the most vulnerable group are unable to utilize their center due to COVID. The village bills them on a quarterly basis.

Strategic/Municipal Objectives

NA

Legislative Authority

NA

Financial Implications

Reduction in village revenue.

Attachment Listing

Letter from the Seniors Center.

Prepared by:



Yogi Bhalla,
Chief Financial Officer

Approved for submission to Council:



Daniela Dyck,
Chief Administrative Officer

October 29, 2020

Dear Mayor Barbara Roden and Council

Due to COVID 19, the Ashcroft Cache Creek Seniors Association agreed to follow the health guidelines set down by the Provincial Government. Given the current status regarding activities which normally take place at the Seniors Centre we continue to do so.

This has caused a disruption in our fundraising as well as use of our rental facilities. Given the situation we ask that you consider deferring hydro fees for our space during this time of (COVID) 19 shutdown.

Sincerely,

Patricia Kuit President

Truman Skrawl

TRES
SEC

PO Box 985
ASHCROFT, BC
V0K1A0



STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: November 9, 2020
FROM: Brian Bennewith, Director of Public Works
SUBJECT: Hot Tub Replacement Update

Purpose

To update Council in regard to the Hot Tub replacement project.

Recommendation

For Information Only

Alternatives

N/A

Discussion

Staff is actively in discussion with Exceed Engineering and HPF Engineering to have approved drawings and design to present to the Interior Health Engineering for approval.

We have received a reply from Interior Health Engineering in regard to our application for a permit to replace our hot tub. Our application was denied pending clarification. We have to provide additional information for the replacement and installation of the Hot Tub and have the design sealed and certified by an Engineer.

Strategic/Municipal Objectives

N/A

Legislative Authority

Interior Health – Engineering

Financial Implications

Additional cost Engineering and inspecting. Rough cost, \$10 to 20,000

Attachment Listing

Prepared by:



Brian Bennewith,
Director of Public Works

Approved for submission to Council:



Daniela Dyck,
Chief Administrative Officer



Interior Health
Every person matters

October 30, 2020

W – 0661014

Village of Ashcroft
PO Box 129
Ashcroft BC V0K 1A0

Attention: Brian Bennewith

Re: Application for Construction Permit for Ashcroft Outdoor Whirl Pool Replacement

Thank you for your submission of the application to alter the Whirl Pool for the Village of Ashcroft. We have completed our review and approval is denied pending clarification or correction of the following;

The application is incomplete, and it is inconclusive if the works and alterations meet with BC Pool Design Guidelines. The slope of the pool deck, drains, specifications of pipes, fittings, etc. cannot be fully assessed as insufficient detail was provided, and the scope of the works warrants a submission by an Engineer.

If you wish to proceed with the works, submit a new application for review accompanied by the plans and specification for construction/ installation, completed Pool Data Sheet (inclusive of design flow rates, pipe and suction velocity calculations, skimmer information, main drain cover information, etc.), all sealed and certified by an Engineer. Please provide a revised submission as soon as possible. Do not hesitate to call if you have any questions.

If you have any questions, please contact the undersigned at (250) 770-5540.

Yours truly,

Tristin Wilson, CPHI(C)
Specialist Environmental Health Officer

TW/gb

cc Alan Leung, EHO, IHA

REPORT TO COUNCIL – OPEN MEETING

DATE: November 9, 2020
FROM: Kathy Paulos – Museum Supervisor
SUBJECT: Museum Report 2020

Purpose:

To provide the Village with a report that provides a summary of the 2020 season.

Recommendations:

For Information

Alternatives:

N/A

Discussion:

As we were not able to open as normally scheduled due to the Covid 19 virus we made plans to communicate with guests virtually, our Museum webpage on the Village website was created as well as a face book page.

We continued with our monthly newsletter as well as creating 17 videos featuring some of our history. Topics included the history of several of our old buildings, pioneers in the Ashcroft cemetery and happenings in Ashcroft. We had some guest speakers that also participated in these, our thanks go out to Bob Tuohey, Barbara Roden, Noah Paulos and Kory Cudmore. These historical videos were also put on You-tube. The videos were very popular and received a lot of viewings.

As we also were unable to hold our Kids fun day sessions, a page was created for Young Pioneers. Themes that we had used at previous fun days as well as new themes were posted to the page for parents and children to participate at home. The sessions included art, power points, activities and a story. Thank you to Kara Williams who read Dip Netting with Dad and inserted words from the Secwepemc language.

Other items that were put on the website- were guess the artifact and where do you think this photo was taken. Guests were asked to reply and add their own interesting artifacts. Breana also created a find the artifacts game – this was a laminated page for children to use as they browsed the museum. Then after use the page was cleaned with disinfectant. A big thank you to Breana Paulos for her technical expertise and creativity that allowed us to share this information with the public.

This year our changing display case featured dolls. We received some beautiful old dolls this year from the Cameron family and along with others in our archives (paper dolls and Barbies) and some on loan we were able to create an interesting display. Also, on display this year was a series of letters, gas masks and a comic book that David Dumont and his division 4 students from Cache Creek Elementary created. The letter was in response to a letter that Ashcroft soldier Chris Bose wrote to his sisters on Christmas day 1917.

The BCMA (British Columbia Museum Association) offered weekly webinars and short videos, Breana and I participated in several of these. BCMA saved these to their web page so they can be viewed at any time.

After careful consideration regarding visitor and staff safety, we felt that we could open the museum to the public. The museum opened June 15, with policies and procedures posted on the front door. Guests were asked to wear

masks and use sanitizers, and follow the one-way arrows. The majority of our guests were happy to follow the procedures.

We had two events that we invited the community to participate in; these were our "Project of Hearts" tile painting and our Plein Air painting event. We had 44 participants that painted tiles, the majority of our tile painting participants chose to pick up a tile and paint it at home, and some of these tiles were done by students from Cache Creek elementary and DSCS. The tiles were then glued on plywood and the mosaic is on display at the Museum. Our plain air event saw 6 painters join us for morning paint at the Millennium Park; these paintings were displayed at the museum over the season, and have now been returned to the painters.

Yogi created a computer program for the museum that allows us to track our inventory. Work has begun on entering the data, and we will continue to work on it next year until it is complete, then it will be added to as we get new donations over the years. This data base will be very valuable in tracking where artifacts can be found in the museum.

BCMA conference was held by zoom this year. There were several good topics, and discussions, many of these centered on how museums and other cultural centers that were unable to open (or opened later than usual) created on line programs for the public during coved time. Other topics were on healing and reconciliation, and Indigenous involvement in creating museum displays.

The museum staff worked with "Mark of Distinction" to select some photos for display at the Interior Savings. For those of you who haven't been in recently to the credit Union, do go in and have a look at the fantastic photos of Ashcroft. It was great to work with the company and they sent us a photo of our Cannery as a thank you!

Attached you will find a record of our attendance; understandably we are down in numbers as per previous years. (the museum didn't open until June 15, and we were not open on weekends this year, and shortened our day up by ½ hour to clean.)

Thanks also to the Village crew who kept us well supplied with cleaning products and masks, and whatever else we needed.

Strategic Municipal Objectives

Financial Implications:

Attachment Listing:

Attendance Record

Prepared by:

Kathy Paulos,
Museum Supervisor

Approved for submission to Council:



Daniela Dyck,
Chief Administrative Officer

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

Ashcroft Ladies Hockey

Ashcroft Ladies Hockey
dfhorsting@gmail.com

Village of Ashcroft Mayor and Council Ashcroft BC, V0K 1A0

Dear Mayor Roden and Village Council of Ashcroft,

I am writing on behalf of the Ladies Hockey in Ashcroft. We wanted to express our disappointment on the decision to cancel all adult's hockey for the 2020-21 hockey season.

We understand that this year has been very different due to the COVID restrictions and that extra precautions need to be taken, but the decision to close the arena to adult use without any consultation with the user groups is confusing and disappointing. We, as a group, had discussed the willingness to make the necessary precautions and follow any changed rules and everyone was willing to follow the rules. We have also reached out to many other communities (including small communities like ours) and they were ALL offering hockey for adults. There are the guidelines that must be followed, such as wearing masks when entering the arena and following physical distancing to keep our community safe. We would have eagerly worked with the Village to ensure we are all safe. How can we work together to make hockey happen this season?

Some of our concerns are that we live in a community with limited options in the winter for Wellness and Healthy Living, but the decision was made to shut down one of our options. This is a great support for Mental and Physical Health, in a community that says they strive to support this. We are concerned that this a financial drain on the community because the Village is still opening the arena for minor hockey but this will be one less source of income. We DO NOT want to see the downfall of the arena in Ashcroft. We are disappointed to not even be consulted or told that we would not be able to use the arena for Ladies or Co-Ed Hockey on Thursday nights. We look forward to hearing from you as Ashcroft Village Mayor and Council on how you are going forward to plan for the future of hockey in Ashcroft. If you have any questions on resources we are very willing to share the information we have found.

Warm regards,

Deanna Horsting
Ashcroft Ladies Hockey



November 2, 2020

Ref: 257671

Daniela Dyck
Chief Administrative Officer
Village of Ashcroft
Box 129
Ashcroft BC V0K 1A0

Dear Daniela Dyck:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two of the streams (“Development Services” for \$15 million and “Strengthening Communities” for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the “COVID-19 Safe Restart Grants for Local Governments” and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

I am pleased to advise you that **Ashcroft** is the recipient of a **\$659,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your local government in the coming days.

.../2

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on two components: a flat funding amount and an “adjusted per-capita” amount. The flat amount is \$169,000, and the “adjusted per-capita” amount is \$308.34 per adjusted population.

The adjusted population formula is designed to ensure that larger municipalities receive more money than smaller ones, but that smaller municipalities receive higher per capita funding than larger ones. This is because small municipalities often lack a diverse tax base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a municipality of 43,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 population of **1,588** to determine both your adjusted population and total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each municipality.

To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spent this grant. This will be part of your annual financial reporting under section 167 of the Community Charter. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds, and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by phone at: 778 698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch
Yoginder Bhalla, Chief Financial Officer, Village of Ashcroft

Attachment: Example Calculation for a Municipality with 43,000 People

City of Rockridge

Population	43,000
Adjusted Per Capita Funding	\$308.34 per adjusted population
Flat Funding Amount	\$169,000

Funding model

A		B	E = C (up tp 43,000)			
Population Range		C=B-A	D	Rockridge Pop	F = E x D	F
From	to	Range	Adjustmen t Ratio	Rockridge Pop	Adjusted Pop Calc	Adjusted Pop
-	2,000	2,000	1	2,000	= 2,000 x 1	2,000
2,001	5,000	3,000	0.8	3,000	= 3,000 x 0.8	2,400
5,001	10,000	5,000	0.6	5,000	= 5,000 x 0.6	3,000
10,001	20,000	10,000	0.4	10,000	= 10,000 x 0.4	4,000
20,001	40,000	20,000	0.2	20,000	= 20,000 x 0.2	4,000
40,001	150,000	110,000	0.1	3,000	= 3,000 x 0.1	300
150,001	900,000	750,000	0.05	-	= 0 x 0.05	-
Sum				43,000		15,700 G=ΣF
				Per capita funding		\$308.34 H
				Funding per Adjusted Pop		4,840,938 I=GxH
				Flat Funding Amount		169,000 J
				Total Funding Amount		5,009,938 K=I+J

Thus, a municipality with a population of 43,000 would have an adjusted population of 15,698. With per capita funding of \$308.34, the funding per adjusted population would \$4.84 million. Plus a flat funding amount of \$169,000, the total funding to this municipality would be \$5.009M.

The Population data was taken from the Ministry's Local Government Stats System for 2018 (Schedule 201).

<https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/statistics>

VIA EMAIL

Monday, October 26, 2020

Her Worship Mayor Barbara Roden
Mayor of Ashcroft, British Columbia
601 Bancroft Street
Box 129, Ashcroft, BC

Re: Ashcroft Terminal Community Working Group engagement and rail safety

Dear Madam Mayor,

We hope this letter finds you safe and healthy and that your loved ones are also doing well.

We are writing to clarify some recent comments that we believe encourage the public to trespass on CN's right-of-way and rail tracks near Ashcroft Terminal, and request the Village's support in sharing our rail safety messages to your residents.

On behalf of both CN and Ashcroft Terminal, safety is a core value, but we also know that rail safety is a shared responsibility.

Each year, more than 100 Canadians are seriously injured or killed as a result of railway crossing or trespassing incidents. Our ultimate goal is to bring railroad crossing/trespassing accidents down to zero. There is a misperception that a crossing guarantees safety, but ongoing preventable incidents at crossings each year demonstrate that this is not the reality. Therefore, CN will not accommodate any crossing requests at this location or request to install infrastructure on, over or under rail tracks. The integrity of the rail network infrastructure is critical to the ability to operate safely.

CN participated alongside Ashcroft Terminal in Community Working Group meetings that included members of the Ashcroft Slough Society and local Village officials among others. At the September 2020 meeting, a presentation was shared that addressed CN's positions on trespassing and why it is dangerous and illegal. As part of these comments, we covered the federal legal regulatory framework that has jurisdiction over this issue.

Together, we have stressed that CN tracks and Ashcroft Terminal property are not hiking trails and taking a shortcut or crossing rail tracks is illegal and always has been. In addition, trespassers can be seriously injured or killed. Rail bridges and structures, including underneath CN's bridge are part of CN's right-of-way and accessing this area is very dangerous and illegal too. For your reference, a copy of the presentation provided to the Community Working Group is enclosed.

We appreciate the analysis presented, feedback provided, concerns raised, and the discussions that took place throughout the Community Working Group process. Furthermore, we look forward to future work stemming from the Group's Final Report and working closely with the Village of Ashcroft to prioritize rail safety.

There are public and free resources to learn more about rail safety and crossing regulations at either <https://www.operationlifesaver.ca/> or <https://www.cn.ca/en/safety/neighbours/rail-safety/> that I hope you will find helpful.

On behalf of CN and Ashcroft Terminal, we hope you will share this letter and the information provided with Village Council. Should you wish to discuss rail safety or have any questions, we are both available by email and phone, included below.

Sincerely,

L. Brumwell



Lindsay Brumwell,
Manager, Public Affairs, West, CN
Lindsay.brumwell@cn.ca
306-956-5401

Kleo Landucci
Chief Commercial & Corporate Affairs Officer, Ashcroft Terminal
kleo@ashcroftterminal.com
604-563-5595

Cc: Brad Vis, MP, Mission – Matsqui – Fraser Canyon - Brad.Vis@parl.gc.ca
Jackie Tegart, MLA, Fraser – Nicola Electoral District - jackie.tegart.MLA@leg.bc.ca
Daniela Dyck, Chief Administrative Officer, Village of Ashcroft – cao@ashcroftbc.ca
Inspector Robert Dixon, CN Police – Robert.dixon@cn.ca



Ashcroft Terminal Working Group

September 10, 2020

**BE
RAIL
SMART**
*STOP. LOOK. LISTEN.
LIVE.*

Safety is a shared responsibility.

- Average 2,100+ crossing accidents per year.
- 1000+ rail accidents per year
- **The safest crossing is no crossing.**
- Trespassing on CN property is dangerous and illegal.
- Rail tracks and right-of-way are not trails or public lands.

<https://www.operationlifesaver.ca/>



Stop Track Tragedies

2,100 North Americans are killed or seriously injured in railway crossing and trespassing incidents every year.

66 SEE THE REAL IMPACT >



BE RAIL SMART

STOP. LOOK. LISTEN.
LIVE.



CN's Right of Way & Rail Safety Tips

- Trespassing
 - Taking a shortcut or crossing rail tracks or **being on railway property is illegal**, and trespassers can be seriously injured or killed.
- Tunnels and Bridges
 - Tunnels, bridges and trestles are designed for only for trains. **Trespassers can be seriously injured or killed.** It is also illegal.
- Any time is train time.
 - **Trains do not always run on schedule.** They can run at any time, on any track and come from either direction.
- Rail safety is a shared responsibility.
 - **Will you act today, and take the rail safety pledge. Mysafetypledge.com**

All crossings are federally regulated.

- Crossings are regulated by Transport Canada.
- “Under the Grade Crossings Regulations, railway companies, road authorities (provinces, municipalities and band councils) and private authorities (farmers, commercial businesses or private individuals) **share responsibility for managing the safety at federally-regulated grade crossings**”.
- “if railway tracks intersect with a privately owned road that's owned and used by private parties, like farmers, commercial businesses or private individuals”
 - Then a public crossing is not an available option.

<https://tc.canada.ca/en/rail-transportation/grade-crossings>

About CN

- CN is a railway company under federal jurisdiction
- All matters that are vital or essential to CN's operations are under exclusive federal jurisdiction, including safety
- Rail crossings, works and maintenance are required to comply with federal regulations governing safe rail operations
- Safety is a core value at CN

Thank you





CN Police want you to Stay Safe this Winter

No matter where you live, chances are you will face some challenging driving conditions in the months ahead. Freezing rain, snow, sleet and whiteouts can make winter driving downright dangerous.

In fact, according to the Transportation Safety Board, there's a spike in railway crossing incidents during the winter months. This is due to many factors, including:

- Ice and snow making it harder for drivers to stop and manoeuvre their vehicles;
- Snowy roads that hide pavement markings;
- Blowing snow, fog, and sleet that reduce visibility;
- Snowbanks and snow in trees reducing sight lines;

Reducing the likelihood of being in a serious car accident in winter starts with proper planning and knowing your rail-safety basics.

Following these simple tips can help keep you safe when you encounter train tracks this winter:

Plan ahead and check the weather forecast before travelling—not only for your current location, but also for your final destination. If conditions deteriorate while you're on the road, stop at the nearest town or rest area and wait until it's safe to continue driving.

Reduce your speed when road conditions are poor. Always slow down well in advance of a railway crossing. The more time you have to react, the better chance you have of avoiding a collision.

Avoid distractions when approaching railway crossings turn off your radio and heating fans so you can listen for trains. Reduced visibility and sounds from a storm can make it more difficult to see and hear if a train is coming. Roll down your window—especially if it's frosty or foggy—and look both ways before crossing the tracks.

Look for railway warning signs and signals snow may cover train tracks at a crossing, making them look like the road. Look for warning signs and other indications that there is a railway crossing ahead so you can prepare to stop, especially when driving at night.

Use winter tires they have treads designed to grip ice and snow, so you will be less likely to slide on the road or into the side of a train. All-season tires can begin to lose their traction when the temperature drops below 7°C.

Don't drive impaired alcohol and drugs such as marijuana reduce your ability to pay attention, react quickly and make safe driving choices.

Remember "any time is train time". Be rail-smart this winter: Look. Listen. Live.



BY EMAIL

November 1, 2020

SUBJECT: Recommended Snow Removal Operations, Rail-Road Crossings

To whom it may concern,

During the winter months, snow removal operations are carried out in order for roads to be safe for its users. Unfortunately, we notice far too often that a build-up of snow on the side of the road, caused by snow removal, is obstructing motorist's visibility at rail-road crossings. In addition, this snow build-up can affect the proper operation of the Automatic Warning Devices (AWD) at the crossing.

Since winter is approaching, CN considers it appropriate to circulate proper snow clearing procedures to road authorities, for distribution to snowplow operators and roadway maintenance workers. To ensure proper snow removal operations, please refer to the Operation Lifesaver brochure entitled *Tips for Snowplow Operators* attached.

In addition to the tips listed in the brochure, the following are some of the best practices for snow removal operations:

- When ploughing snow at crossings, the snowplough blade must be raised before going over the crossing surface to ensure that the blades do not damage the rails.
- Windrows must not be left between the rails or within 5 metres of the track. This can result in unsafe conditions with reduced sightlines at the crossing, malfunctioning warning systems, and trains hitting windrows which could result in injuries and or vehicle damage caused by thrown snow and ice.
- Snow also must not be piled up so as to restrict sightlines on the approach to the crossing.
- When plowing bridges over CN tracks, ensure the plow is not directing snow over the sides of the bridge onto CN's tracks beneath as this can cause damage to our cables and track operations.

CN requests your cooperation in ensuring that these best practices are communicated promptly to snow plow operators and roadway maintenance workers in order to ensure the safety of public level crossings in your jurisdiction. Please be reminded that the Road Authority is responsible to ensure that snow removal operations do not affect, in any way, the safety of public level crossings. We thank you in advance for your cooperation. In the case that snow is permitted to accumulate on the crossing, near the AWD's, or any other location where it may compromise vehicular safety or affect railway operations, please be advised that CN will undertake corrective work at the cost of the Road Authority.

In case of an incident, CN identifies all public crossings with a mile and subdivision marker which is located on the crossing posts or signal box near crossings. A 24-hour emergency number is also identified. 1-800-465-9239. **Any incident involving damage to signage, crossing surface or rails at a crossing should be called in to the emergency number immediately.**

Should you have any questions or concerns, please do not hesitate to contact the undersigned.

Sincerely,

Daniel Suh
Public Works Officer - Pacific Region
Daniel.Suh@cn.ca



Tips for Snow Plow Operators

Snowplow operators frequently encounter highway-railway crossings. Special caution is required at these crossings to protect the operator, roadway users, the railway and employees.

Laws and policies vary in each province and company—know the law, regulations and policies that apply in your province and within your organization!

Following the plowing procedures recommended below can prevent needless tragedies.

Approaching a Crossing

- › If required, stop the plow before reaching the crossing no closer than five (5) metres from the nearest rail;



OLOG-018-P rev. Nov/11

- › Before resuming, make sure there is enough room on the other side for the whole unit to clear the tracks, including your vehicle's overhang. Know the length of your vehicle! Remember, the train will be at least a metre wider than the rails on both sides;
- › Ensure it is safe to cross the tracks by looking both ways. Open windows/doors and turn off radios or fans so as to see and hear better. Ensure you can see past obstructions such as mirrors, pillars, or attachments;
- › Raise the plow blade and wing or other attachments high enough to clear the tracks and signals;
- › To avoid stalling, use a gear which will let you cross the tracks without shifting;
- › Be especially careful at crossings without gates, flashing lights or bell. Even if there are active warning signals, and they do not indicate a train is approaching, you must look and listen to be sure it is safe to proceed;
- › After you have started over the tracks, if the crossing lights begin to flash, **KEEP GOING**. It is safer to continue forward than to reverse.

Snow, Salt, & Chemicals

Avoid piling snow on or near railway crossings. Windrows must be kept to a minimum as they reduce visibility at crossings and may be hit by a passing train.

Thrown ice or hard packed snow could result in possible injury to the public.

- › Do not pile snow under gate arms or mechanisms. This may result in the malfunction of railway signal equipment;
- › When possible, do not pile snow on access roads parallel and adjacent to the tracks;
- › When possible, "clear" crossing approaches to bare pavement in order to expose railway/pavement markings.
- › Never dump salt or chemicals directly on or near any highway-railway crossing. Salt or chemicals reduce the resistant properties of track ties and rock ballast. This in turn can cause the electrical signals carried through the rails to short out, resulting in activation of flashing light warning devices or malfunction of train signals.
- › To prevent sand from being carried onto the tracks, ensure sand is not applied within three (3) metres of railway crossing tracks;
- › To prevent a build-up at the crossing, which could contribute to derailments, avoid or limit the use of abrasives at railway crossings.

Maintenance Considerations

Contact the railway before performing work in proximity to a crossing!

If maintenance requires work within eight metres of the trackage, you need permission from the railway before starting in order to ensure safety and compliance with regulations.

Please remember: **ANYTIME IS TRAIN TIME!** As you carry out maintenance at a railway crossing, crossing signals may activate as little as 20 seconds before a train arrives. An average large truck can take 18 seconds to clear the track area from a standing start.

Emergency Situations/Reporting Hazards

If your plow stalls or gets stuck on a crossing, get out immediately and move quickly to a point at least 30 metres away from the track and the truck. This will reduce the chances of being struck by flying debris if a train hits the vehicle.

If the plow or wing accidentally hits the rail, signage, or signal equipment, report it immediately. Notify your dispatcher and/or contact the railway directly.

Many railway companies post their emergency numbers prominently at crossings. If the number cannot be located immediately, call 911 or the local emergency number.

Police Officer or Flag Person at the Crossing

If a police officer or properly identified railway flag person is at the crossing, obey directions. Remember, however, you are not relieved of the responsibility to ensure your personal safety and you must confirm it is safe to cross the tracks by looking and listening for the approach of a train.

For additional railway safety information, please visit:

- › **Website:** www.operationlifesaver.ca
- › **Facebook:** www.facebook.com/oplifesaver
- › **Twitter:** www.twitter.com/oplifesaver

LOOK, LISTEN, LIVE!

OPERATION LIFESAVER

901 – 99 Bank Street, Ottawa, Ontario K1P 6B9
 Tel.: 613-564-8100
 Fax: 613-567-6726
 E-mail: admin@operationlifesaver.ca





THOMPSON-NICOLA

REGIONAL DISTRICT

The Region of BC's Best

300-465 Victoria Street
Kamloops, BC V2C 2A9

Tel: 250-377-8673

Toll Free in BC: 1-877-377-8673

Email: admin@tnrd.ca

Department: Environmental Services

November 4, 2020

Daniela Dyck
Chief Administrative Officer
Village of Ashcroft
Box 129, 601 Bancroft St.
Ashcroft BC, V0K 1A0

Subject: Campbell Hill Landfill

Dear Ms. Dyck,

As you are aware, Belcorp Environmental Service Inc. (BESI) recently began operations at the new Campbell Hill Landfill. The purpose of this letter is to clarify solid waste disposal processes and operations for waste generated within the western TNRD moving forward.

The TNRD has entered into an agreement with BESI for landfill services for all waste generated within the western TNRD. This includes all waste from the communities of 70 Mile, Clinton, Loon Lake, Cache Creek, Ashcroft, Savona, Logan Lake, Spences Bridge, and Lytton.

All waste generated within the western TNRD will continue to be processed through TNRD facilities. This means TNRD member municipalities and other local area businesses will not be permitted to have separate disposal agreements with BESI, access to the landfill will only be permitted through the TNRD.

The new landfill will result in very few operational changes at TNRD disposal sites. All TNRD facilities will continue to operate normally, including the Cache Creek transfer station located on Campbell Hill Road. There are no changes planned to disposal fees, hours of operation, or services offered due to the landfill opening.

The TNRD will determine which loads and/or customers will be sent directly to landfill vs unload at the transfer station. Access to the landfill will only be permitted through the TNRD's disposal agreement with BESI.

It is our intent that regularly scheduled loads from the Village of Ashcroft and Village of Cache Creek will be directed to the landfill. Prior to this beginning, the TNRD will require a separate disposal agreement with each municipality. This agreement will ensure all correct operational procedures are followed and that only acceptable waste materials are dumped.

Commercial customers (i.e. construction waste) may be directed to the landfill at the TNRD's discretion, in these instances a TNRD representative will escort the hauler in and out of the landfill. For clarity, there will be no independent public access to the landfill. Access to the landfill is controlled by an automated (unattended) scale terminal.

MUNICIPALITIES: Ashcroft | Barriere | Cache Creek | Chase | Clearwater | Clinton
Kamloops | Logan Lake | Lytton | Merritt | Sun Peaks

ELECTORAL AREAS: "A" "B" "E" "I" "J" "L" "M" "N" "O" "P"

On a related note, the TNRD is proceeding with construction of the new Eco-Depot in Cache Creek which will be constructed at the old chip reload site (Campbell Hill Rd East). This new facility will service all recycling and disposal needs to the area residents and businesses. The project was delayed due to Covid 19, however construction is expected to begin in spring 2021.

Feel Free to contact me if you have any further question.

Sincerely,

A handwritten signature in black ink, appearing to read "Jamie Vieira". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jamie Vieira,
Manger of Environmental Services

Chairs Elected for the First Peoples Education Council

The purpose of the First Peoples Education Council (FPEC), through the members of Indigenous communities and the Board of Education, is to improve the life choices, opportunities for success, and overall achievement of Indigenous learners.

At the FPEC meeting held on October 21, 2020, the election of Chairs representing the three nations were held, and the following individuals elected:

- Georgetta Ned of Ts'kw'aylaxw was elected to represent the St'at'imc Nation,
- Keith Zabetel of Bonaparte Indian Band was elected to represent the Secwépemc Nation, and
- Angie Thorne of Cooks Ferry Band was elected to represent the Nlaka'pamux Nation.

Together Georgetta Ned, Keith Zabetel, and Angie Thorne are the Chairs of the First Peoples Education Council.

26 October, 2020

Motion No.	Motion	Staff Responsible	Comments	Time line	Status
	2020 MOTIONS				
R-2020-86	"That Council defer the Outdoor Burning Bylaw Report until the COVID-19 pandemic is over and public is able to attend scheduled Council meetings."	CAO	Bring back to Council after COVID-19 orders are lifted to include public input		on temporary hold
R-2020-159	"That the Mayor and Chief Administrative Officer be authorized to execute the Section 219 'no disturbance' covenant on behalf of the Village of Ashcroft for rezoning application RZ-20-01"	CAO	Ongoing, waiting for property owners lawyers to forward covenant for signatures		in-progress
R-2020-160	"That Council approve staff to research and develop an updated Business License Bylaw for the Village of Ashcroft and bring it back to Council for consideration."	CAO/ Intern/AA	Intern and Admin are working on a draft under the supervision of the CAO		in-progress
R-2020-191	"That Council approve the Encroachment Agreement request for 711 Brink Lane, that all legal and filling costs be expensed to the property owner, and further that the Mayor and CAO be approved to sign the agreement."	CAO	Legal documents received, home owner notified. Waiting for homeowner review and signatures		in-progress
R-2020-232	"That Council approve 3rd Reading of the Village of Ashcroft Signage Bylaw No. 840, 2020 as presented."	CAO	Update		in-progress
R-2020-233	"That Council approve 1st and 2nd Reading of the Village of Ashcroft Subdivision and Development Servicing Bylaw No. 839, 2020 as presented."	CAO	Invite USL to present bylaw and answer questions Council may have		in-progress
R-2020-234	"That Council supports the Village of Ashcroft submitting a \$20,000 grant application to Northern Development Initiative Trust under the Community Development Business Façade Improvement funding stream, and that Council will support the initiative throughout the duration of the project."	CFO/EDT	Grant App submitted		completed

R-2020-235	"That Council is in support of the Village of Ashcroft submitting a \$20,000 grant application to Norther Development Initiative Trust under the Community Development Marketing Initiative funding stream for development of marketing material, and further that, Council support the initiative throughout the duration of the project."	CFO/EDT	Grant App submitted		completed
R-2020-236	"That Council approve the TCMHA request to allow game play at Drylands Arena; and that the TCMHA COVID-19 Safety Plan be approved; and further that any future edits to the COVID-19 Safety Plan and game play be reviewed and approved by staff."	DPW	Game play reviewed by DPW		completed
R-2020-237	"That Council approve the Ashcroft and Area Community Resources Society Christmas Hampers Grant-In-Aid request in the amount of \$500."	AA	Letter sent advising approval of \$500 grant-in-aid		completed
R-2020-238	"That Council send a letter to Arjen Singh congratulating him on his election to the board"	CAO	Letter sent		completed
R-2020-240	"That, Council for the Village of Ashcroft support the Working Group recommendation to move forward with the Bylaw Notice Adjudication system for bylaw enforcement in Ashcroft by virtue of the Inter Community Bylaw Enforcement Officer collaboration."	CAO	Working Group notified of Council endorsement		completed

COUNCIL COMMITTEE AND LIAISON REPORT

DATE: November 9, 2020
TO: Council
FROM: Mayor Roden

Assigned Committees:

Finance Committee
Gold Country Communities Society (GCCS)
Historic Hat Creek Ranch
Cache Creek Environmental Assessment
TNRD
Municipal Insurance Association (MIA)

Alternate:

Heritage
Communities in Bloom (CiB)

October 27: Radio interview

Interviewed by Victor Kaiser of CHNL Radio in Kamloops about the NDP promise to keep the Ashcroft Emergency department open 24/7, the Liberal promise of \$2 million to develop the McAbee Fossil Beds site and the implication of that, and the prospect of becoming part of a Primary Care Network.

October 28: Radio interview

Along with Kamloops mayor Ken Christian, appeared on CBC Radio (Kamloops) with host Shelley Joyce for a segment discussing the provincial election result and the implications for our municipalities in terms of representation, funding, urban/rural split, etc.

October 30: Landfill meetings

Had meetings (via Zoom) about post-closure activities at the Cache Creek landfill, and the ongoing activities at the new Campbell Hill landfill. Ongoing settlement at the Cache Creek landfill site has meant that the gas flare is being moved. There is also work being done on some of the sumps, such as waterproofing the lids. At the Campbell Hill landfill, entrance and traffic signage has been increased; ditching work continues; and an after hours monitoring system has been installed. The new landfill has contracts with a few entities, and is working on more.

November 3: TNRD Gold Country Communities Society special meeting

GCCS held a special closed board meeting.

November 3: Curling Club opening

Along with TNRD Area "I" director Steve Rice, cut the ribbon and threw out the first rock at the opening of the Ashcroft curling rink.

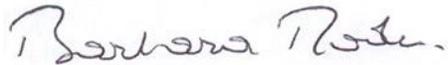
November 4: GCCS meeting

Met with two other members of the GCCS board to discuss an emergent situation and attempt to find a resolution.

November 6: Poppy volunteer

Spent the morning at Safety Mart as a Poppy volunteer for the Ashcroft Legion.

Respectfully submitted,



Barbara Roden, Mayor