



**THE CORPORATION OF THE VILLAGE OF ASHCROFT**

**REGULAR AGENDA**

**FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS  
OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY, SEPTEMBER 11, 2017**

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**1. CALL TO ORDER**

**2. MINUTES**

- 2.1.** Minutes of the Committee of the Whole Meeting of Council held on  
Monday, August 28, 2017 **P. 1-2**
- 2.2.** Minutes of the Regular Meeting of Council held on Monday, August 28, 2017 **P. 3-9**

**3. DELEGATIONS**

- 3.1.** None

**4. ACCOUNTS PAYABLE**

- 4.1.** Accounts Payable Listing for the period ending August 30, 2017 **P. 10**

**5. CORRESPONDENCE**

- 5.1.** Deb and Cam Tedford  
- Thank you for Village's support of the Terry Fox Run **P. 11**
- 5.2.** National Airlines Council of Canada  
- Response to Federal Government's consideration of for-profit-privatization  
of Canada's airports **P. 12-19**
- 5.3.** Todd Stone, MLA, Official Opposition Critic for Municipal Affairs  
- Invitation to Official Opposition UBCM breakfast on September 29  
- Invitation to meet with MLA Stone during UBCM **P. 20**

**6. UNFINISHED BUSINESS**

- 6.1.** Thompson Nicola Regional District  
- TNRD 50<sup>th</sup> Anniversary Time Capsule **P. 21-22**
- 6.2.** St. Alban's Anglican Church  
- Ashcroft Harmony Project Labyrinth **P. 23-29**
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**7. NEW BUSINESS**

- 7.1. Subdivision Application Guide and Application Form  
- Request for approval of guide and subdivision fees **P. 30-38**
- 7.2. Official Community Plan Consultation Process  
- Approval of Work Program and Communications and Engagement Strategy **P. 39-57**
- 7.3. Ashcroft Water Treatment Plant Project  
- Approval of work program for Detailed Design Stage **P. 58-64**
- 7.4. ICI Electrical Engineering Ltd.  
- Prepare RFP for Booster Pump Stations Back up Power Generators **P. 65-70**

**8. BYLAWS**

**8.1. Introduction and First Three Readings**

8.1.1. None

**8.2. Reconsideration and Final Adoption**

8.2.1. None

**9. INFORMATION CORRESPONDENCE**

- 9.1. Information Correspondence Listing for September 11, 2017 **P. 71**

**10. REPORTS**

**Council Reports**

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

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

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

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

Draft Minutes of the regular Board Meeting held on Tuesday, August 15, 2017 at the Merritt Desert Inn **P. 72-75**

**10.5. TNRD – Mayor Jeyes & Councillor Lambert**

TNRD 50<sup>th</sup> Anniversary Photo Contest **P. 76**

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



- 10.7. School District No. 74 (Gold Trail) Liaison – Councillor Lambert & Mayor Jeyes
- 10.8. Economic Development & Chamber of Commerce - Councillor Roden & Mayor Jeyes
- 10.9. Historic Hat Creek– Mayor Jeyes & Councillor Trill
- 10.10. Heritage – Councillor Roden & Councillor Kormendy
- 10.11. Transit – Councillor Kormendy & Councillor Roden
- 10.12. Wellness & Music (Kids) Festival – Councillor Trill & Councillor Roden
- 10.13. Seniors’ Liaison – Councillor Lambert & Councillor Roden
- 10.14. Communities in Bloom – Councillor Trill & Councillor Roden
- 10.15. Health Care – Mayor Jeyes & Councillor Lambert
- 10.16. Bifuka Sister City Relationship – Councillor Kormendy & Councillor Lambert
- 10.17. Other

(Motion to receive both verbal and written reports)

10.18. Administration

Chief Administrative Officer

10.18.1. None

Chief Financial Officer

10.18.2. None

11. INCAMERA

11.1. Section 90.1.(k) – A matter of negotiations and related discussions respecting the proposed provision of a municipal service

12. TERMINATION





THE CORPORATION OF THE VILLAGE OF ASHCROFT  
COMMITTEE OF THE WHOLE MINUTES

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS  
OF THE VILLAGE OFFICE AT 6:00 PM ON MONDAY, AUGUST 28, 2017

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**PRESENT:**     **Acting Mayor Doreen E. Lambert**  
                  **Councillor Helen A. Kormendy**  
                  **Councillor Barbara H. Roden**  
                  **Councillor W. Alfred Trill**

**J. Michelle Allen, Chief Administrative Officer**  
                  **Wayne Robinson, Deputy Corporate Office**

**Press & Public**

**EXCUSED:**    **Mayor John C. (Jack) Jeyes**  
                  **Yoginder Bhalla, Chief Financial Officer**

1.     **CALL TO ORDER**

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

2.     **PRESENTATIONS**

2.1.   **Ms. Joyce Buckland - Request for reduction in monthly rent at Legacy Park Campground for fire evacuees**

Ms. Buckland did not attend the meeting

2.2.   **St. Alban's Anglican Church & Ashcroft Cache Creek Rotary Club - Presentation on proposed Phase 2 of Harmony Bell Project**

Mr. David Durksen presented a PowerPoint presentation to Council on behalf of St. Alban's Anglican Church. The church is submitting a funding application to develop a labyrinth that would encompass the Harmony Bell project. The labyrinths would be divided into quadrants with each quarter poured from a different coloured concrete. The proposal is for the labyrinth to be at ground level, be 2 feet wide with 2 feet of compacted gravel in between the paths. The labyrinth would be a symbolic pilgrimage and would be wheelchair accessible. The overall size of the project would be 100' square. The committee acknowledged that they do not know what the overall cost of the project nor could they estimate what the cost to the Village would be. Council advised that they would discuss the proposal with the public works crew and would bring the matter back to a future meeting for discussion.

**2.3. Mr. Wayne Holfeld - Alternative Energy Sources**

Mr. Holfeld provided Council with a sketch of his proposal to develop an alternative energy system at the site of the current Bethlehem Haul Pack Truck at Heritage Place Park. He was unable to provide many details relating to the development costs as this is still in the theoretical stages. Council thanked him for his interesting concept.

**3. TERMINATION**

**M/S Councillor Kormendy / Councillor Trill**

“That the committee of the whole meeting terminate at 6:43 pm.”

**Carried.**

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**Doreen E. Lambert, Acting Mayor**

Certified to be a true and correct copy  
Of the Minutes of the Committee of the  
Whole Meeting of Council held Monday,  
August 28, 2017.

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**J. Michelle Allen, Chief Administrative Officer**

JMA/kdw



THE CORPORATION OF THE VILLAGE OF ASHCROFT  
REGULAR MINUTES

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS  
OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY, AUGUST 28, 2017

---

**PRESENT:** Acting Mayor Doreen E. Lambert  
Councillor Helen A. Kormendy  
Councillor Barbara H. Roden  
Councillor W. Alfred Trill

J. Michelle Allen, Chief Administrative Officer  
Wayne Robinson, Deputy Corporate Officer

Press & Public

**EXCUSED:** Mayor John C. (Jack) Jeyes  
Yoginder Bhalla, Chief Financial Officer

1. **CALL TO ORDER**

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

2. **MINUTES**

2.1. **Minutes of the Committee of the Whole Meeting of Council held on Monday, July 24, 2017**

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Acting Mayor Lambert declared the minutes adopted as presented.

2.2. **Minutes of the Regular Meeting of Council held on Monday, July 24, 2017**

Acting Mayor Lambert declared the minutes adopted as presented.

3. **DELEGATIONS**

3.1. None

4. **ACCOUNTS PAYABLE**

4.1. **Accounts Payable Listing for the period ending August 24, 2017**

**M/S Councillor Roden / Councillor Trill**

That the accounts payable listing for the period ending August 24, 2017 be received and filed.

**Carried. (01-08-17)**

5. **CORRESPONDENCE**

5.1. **Reconciliation Canada – Invitation to participate in Walk for Reconciliation, September 24, 2017**

**M/S Councillor Roden / Councillor Trill**

“That the invitation to participate in the Walk for Reconciliation on September 24, 2017 in Vancouver be received and filed.”

**Carried. (02-08-17)**

5.2. **Stg. Kat Thain, Ashcroft RCMP Detachment – Letter of Commendation/Thanks to Fire Chief White, Ashcroft Firefighters and Ashcroft Crew**

**M/S Councillor Roden / Councillor Trill**

“That the letter from Sgt. Thain be received with thanks and be read out during the public information meeting on September 20, 2017, and further that copies of the letter be provided to Fire Chief White and Fire Captain Duchaine.”

**Carried. (03-08-17)**

5.3. **Jati Sidhu, MP, Mission-Matsqui-Fraser Canyon – Expression of Concern following Wildfires in our Area**

**M/S Councillor Roden / Councillor Kormendy**

“That the correspondence from MP Sidhu expressing his concern following the wildfires in our area be received and filed.”

**Carried. (04-08-17)**

5.4. **Thompson Nicola Regional District – Items for 50<sup>th</sup> Anniversary Time Capsule**

**M/S Councillor Roden / Councillor Trill**

“That Council consider one or two items that they would like to see included in the TNRD’s 50<sup>th</sup> Anniversary Time Capsule and further that the suggestions be brought back to the September 11, 2017 regular meeting.”

**Carried. (05-08-17)**

5.5. **Ashcroft & District Fall Fair - Notification that the 2017 Fall Fair has been cancelled due to summer wildfires**

**M/S Councillor Kormendy / Councillor Roden**

“That the notification that the 2017 Ashcroft & District Fall Fair has been cancelled be received and filed.”

5.6. **Southern Interior Local Government Association – Proposed Changes to Eliminate the 1/3 Tax Free Expense Allowance for Local Government Officials**

**M/S Councillor Roden/Kormendy**

“That the correspondence relating to proposed budget changes that would eliminate the 1/3 tax free expense allowance for local government officials be received and filed.”

**Defeated.**

**M/S Councilor Trill / Councillor Kormendy**

“That the Village of Ashcroft send a letter to the Southern Interior Local Government Association advising that they wish to go on record as opposing the proposed changes that would eliminate the 1/3 tax exemption for local government officials as the tax free allowance is used by elected representatives to attend and support public functions as required within their line of duty and further that all citizens are encouraged to run for office and therefore be entitled to this benefit.

Carried. (06-08-17)

**5.7. Union of BC Municipalities – Gas Tax Agreement Community Fund Payment - \$61,065.52**

**M/S Councillor Roden / Councillor Kormendy**

“That the correspondence advising that the Village’s Gas Tax Agreement Community Works Fund payment would be \$61,065.52 be received and filed.”

**Carried. (07-08-17)**

**6. UNFINISHED BUSINESS**

6.1. None

**7. NEW BUSINESS**

**7.1. Municipal Insurance Association of BC – Appointment of voting delegates for 2017 AGM, September 26, 2017**

**M/S Councillor Roden / Councillor Kormendy**

“That the Village appoint Councillor Trill as our voting delegate and Councillor Kormendy and Councillor Roden as alternate delegates for the 2017 Municipal Insurance Association of BC Annual General Meeting.”

**Carried. (08-08-17)**

**7.2. Historic Plaque Applications**  
- **Approval for 210 Brink Street (private residence)**  
- **Ashcroft Bakery**

**M/S Councillor Roden / Councillor Kormendy**

“That Council approve the Historic Plaque applications for the Ashcroft Bakery and 210 Brink Street as presented and further that staff proceed with preparing the plaques for installation.”

Carried. (09-08-17)

**7.3. Community Update Meeting – Proposed Agenda for Community Meeting on September 20, 2017**

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**M/S Councillor Roden / Councillor Kormendy**

“That Council invite Urban Systems to provide information on the water treatment plant project and the official community plan and zoning bylaw updates at the Community Update Meeting scheduled for Wednesday, September 20, 2017.”

Carried. (10-08-17)

**7.4. Letter to the Editor from Andrea Walker – Public Expectation for Village to remove all potential fire hazards**

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**M/S Councillor Roden / Councillor Kormendy**

“That the information on the Strategic Wildfire Prevention Initiative be included in the October planning session agenda for further discussion.”

Carried. (11-08-17)

**8. BYLAWS**

**8.1. Introduction and First Three Readings**

8.1.1. None

**8.2. Reconsideration and Final Adoption**

8.2.1. None

**9. INFORMATION CORRESPONDENCE**

**9.1. Information Correspondence Listing for August 28, 2017**

**M/S Councillor Roden / Councillor Trill**

“That the information correspondence listing for August 28, 2017 be received and filed.”

Carried. (12-08-17)

**10. REPORTS**

**Council Reports**

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

**M/S Councillor Roden / Councillor Kormendy**

"That the Financial Statement for June 30, 2017 be approved as presented."

**Carried. (13-08-17)**

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

Council was advised there is a Cache Creek Landfill Extension Monitoring Committee meeting later this week. Councillor Kormendy requested the date and time to see if she could attend.

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

No report.

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

No report.

**10.5. TNRD – Mayor Jeyes & Councillor Lambert**

Council reviewed The Current – Highlights of the Board of Directors' Meeting held August 17, 2017.

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

Councillor Roden advised that the Visitors' Centre had closed early due to the smoke from the wildfires and the fact that there were very few tourists coming through the area. Council agreed that taking the volunteers out for lunch would be an appropriate thank you.

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

No report.

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

Councillor Roden advised Council that the BC Economic Development Association has established a business recovery hot line where small businesses that have been negatively impacted by the wildfires can register for assistance.

**10.9. Historic Hat Creek– Mayor Jeyes & Councillor Trill**

No report.

**10.10. Heritage – Councillor Roden & Councillor Kormendy**

Councillor Roden advised that the QuestUpon session was attended by approximately a dozen people and it took just over one hour to complete. The Museum Open House that followed was attended by about 2 dozen people and was very entertaining and informative.

**10.11. Transit – Councillor Kormendy & Councillor Roden**

No report.

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

Councillor Trill advised Council that the TRYathlon had been rescheduled from July and took place on Saturday, August 26. There were roughly 30 participants which was about half of the original number. The new route limited the time the children were on public streets which increased the safety aspect of the event.

**10.13. Seniors' Liaison – Councillor Lambert & Councillor Roden**

No report.

**10.14. Communities in Bloom – Councillor Trill & Councillor Roden**

No report.

**10.15. Health Care – Mayor Jeyes & Councillor Lambert**

No report.

**10.16. Bifuka Sister City Relationship – Councillor Kormendy & Councillor Lambert**

Councillor Kormendy advised that the local artists have sent pictures of the various murals to our sister city for their information.

**10.17. Other**

Thank you advertisement regarding recent wildfire events.

**M/S Councillor Lambert / Councillor Trill**

“That the Village purchase a one-half page advertisement in the local newspaper thanking the residents, emergency responders, and neighbours for their cooperation and support during the recent wildfire events.”

**Carried. (14-08-17)**

**M/S Councillor Roden / Councillor Trill**

“That council receive the verbal and written reports as presented.”

**Carried. (15-08-17)**

**10.18. Administration**

**Chief Administrative Officer**

**10.18.1. Notes of the special meeting of council held on Thursday, July 27, 2017 regarding recent wildfire event**

**M/S Councillor Trill / Councillor Roden**

“That the notes of the special meeting of council held on Thursday, July 27, 2017 regarding the recent wildfire event be received and filed.”

**Carried. (16-08-17)**

**Chief Financial Officer**

10.18.2. None

11. **INCAMERA**

11.1. **Section 90. 1. (g) – a matter of litigation or potential litigation affecting the municipality**

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**M/S Councillor Roden / Councillor Trill**

“That the regular meeting move in-camera to discuss an item under Section 90.1(g) of the community charter – a matter of litigation or potential litigation affecting the municipality.”

**Carried. (17-08-17)**

Council returned from the in-camera meeting at 8:23 pm.

**M/S Councillor Trill / Councillor Roden**

“That Council authorizes staff to send a notice to the owner of 404 & 432 Tingley Street outlining the repairs and remediation that must be carried out within the property within 45 days of delivery of the notice or the Village will have the authority to carry out the actions and charge the funds back to the property owner.”

**Carried. (18-08-17)**

12. **TERMINATION**

**M/S Councillor Roden / Councillor Kormendy**

“That the regular meeting of council terminate at 8:24 pm.”

**Carried.**

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**Doreen E. Lambert, Acting Mayor**

Certified to be a true and correct copy  
Of the Minutes of the Regular Meeting of  
Council held Monday, August 28, 2017.

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**J. Michelle Allen, Chief Administrative Officer**

JMA/kdw



Supplier : 150M15 To ZWP15

Cheque Dt. 24-Aug-2017 To 05-Sep-2017

Bank : 1 - INTERIOR SAVINGS CU ACCT #014-260-4

Seq : Cheque No. Status : All

Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
35166	24-Aug-2017	RGEN15	RECEIVER GENERAL FOR CANADA	Issued	97	C	13,910.66
35167	24-Aug-2017	ACEC15	A.C.E. COURIER SERVICES	Issued	98	C	227.14
35168	24-Aug-2017	ALSE15	ALS ENVIRONMENTAL	Issued	98	C	130.20
35169	24-Aug-2017	AIBC15	ASHCROFT BUILDING CENTRE & FEED	Issued	98	C	1,337.97
35170	24-Aug-2017	AVFA15	ASHCROFT VOLUNTEER FIREFIGHTER'S ASS	Issued	98	C	13,421.00
35171	24-Aug-2017	BCIN15	BRENNTAG CANADA INC.	Issued	98	C	527.18
35172	24-Aug-2017	CLAU15	CANADIAN LINEN AND UNIFORM SERVICES	Issued	98	C	62.78
35173	24-Aug-2017	CCBW15	CARIBOO CLEAR BOTTLED WATER CO.	Issued	98	C	78.00
35174	24-Aug-2017	CSSY15	CHUBB EDWARDS	Issued	98	C	328.24
35175	24-Aug-2017	CUMC15	CU CREDIT	Issued	98	C	4,648.86
35176	24-Aug-2017	EMCO15	EMCO CORPORATION CREDIT DEPT	Issued	98	C	195.56
35177	24-Aug-2017	FIIN15	FINNING INTERNATIONAL INC	Issued	98	C	787.73
35178	24-Aug-2017	FOBC15	FORTIS BC -NATURAL GAS	Issued	98	C	52.73
35179	24-Aug-2017	GICO15	GUILLEVIN INTERNATIONAL CO	Issued	98	C	619.90
35180	24-Aug-2017	HOMC15	HUSKY OIL MARKETING COMPANY POUNDE	Issued	98	C	257.60
35181	24-Aug-2017	HVLD15	HVL DISTRIBUTION	Issued	98	C	444.04
35182	24-Aug-2017	KCIN15	KAMLOOPS COMMUNICATIONS INC.	Issued	98	C	1,194.05
35183	24-Aug-2017	KCCE15	KAMLOOPS COMPUTER CENTRE	Issued	98	C	269.01
35184	24-Aug-2017	KOSL15	KAMLOOPS OFFICE SYSTEMS LTD.	Issued	98	C	100.55
35185	24-Aug-2017	KCPR15	KEMP CONCRETE PRODUCTS	Issued	98	C	8,719.20
35186	24-Aug-2017	LSOC15	LIFESAVING SOCIETY THE	Issued	98	C	148.64
35187	24-Aug-2017	LHOT15	LOGIC HOTSPOT	Issued	98	C	163.59
35188	24-Aug-2017	LPLT15	LORDCO PARTS LTD	Issued	98	C	88.69
35189	24-Aug-2017	MFWM15	MINISTER OF FINANCE	Issued	98	C	2,041.68
35190	24-Aug-2017	MTSI15	MTS MAINTENANCE TRAINING SYSTEMS INC	Issued	98	C	1,228.50
35191	24-Aug-2017	RMLT15	REMCO MEMORIALS LTD. (GRACO)	Issued	98	C	175.00
35192	24-Aug-2017	USLT15	URBAN SYSTEMS LTD	Issued	98	C	16,667.50
35193	24-Aug-2017	WURT15	WURTH CANADA LTD	Issued	98	C	24.78
35194	30-Aug-2017	ALIQ15	AIR LIQUIDE CANADA INC	Issued	103	C	176.17
35195	30-Aug-2017	BCTR15	BC TRANSIT	Issued	103	C	2,092.49
35196	30-Aug-2017	BENB15	BENNEWITH, BRIAN	Issued	103	C	199.49
35197	30-Aug-2017	CTAR15	CHANOR TRUCK/AUTO REPAIRS LTD	Issued	103	C	414.40
35198	30-Aug-2017	CFUE15	COLUMBIA FUELS	Issued	103	C	1,432.80
35199	30-Aug-2017	FOBC15	FORTIS BC -NATURAL GAS	Issued	103	C	322.89
35200	30-Aug-2017	FRAJ15	FRANES, JULIA	Issued	103	C	20.88
35201	30-Aug-2017	KCCE15	KAMLOOPS COMPUTER CENTRE	Issued	103	C	53.21
35202	30-Aug-2017	MSPL15	MEDICAL SERVICES PLAN OF B C	Issued	103	C	1,725.00
35203	30-Aug-2017	PBCR15	PACIFIC BLUE CROSS	Issued	103	C	5,050.10
35204	30-Aug-2017	TMOB15	TELUS MOBILITY (BC)	Issued	103	C	173.05
35205	30-Aug-2017	AHSO15	THE ASHCROFT HUB SOCIETY	Issued	103	C	8,000.00
35206	30-Aug-2017	VILN15	VILLENEUVE, NANCY	Issued	103	C	63.05
35207	30-Aug-2017	VFIS15	VOLUNTEER FIREMAN'S INSURANCE SERVIC	Issued	103	C	1,713.00
35208	30-Aug-2017	YINC15	YOURLINK	Issued	103	C	24.59
35209	30-Aug-2017	UBCM15	UNION OF BC C MUNICIPALITIES	Issued	104	C	78.75

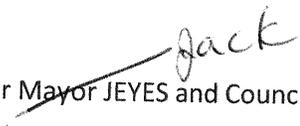
Total Computer Paid :	89,390.65	Total EFT PAP :	0.00	Total Paid :	89,390.65
Total Manually Paid :	0.00	Total EFT File :	0.00		

44 Total No. Of Cheque(s) ...

September 2, 2017

Deborah and Cameron Tedford  
PO Box 572  
ASHCROFT, BC V0K 1A0

Mayor JEYES and Council  
Village of ASHCROFT  
PO Box 129  
ASHCROFT, BC V0K 1A0

  
Dear Mayor JEYES and Council;

On behalf of the Terry Fox Foundation, we would like express our heartfelt thank-you to the Village of Ashcroft, for your generosity in posting Village Signage that includes our 2017 Terry Fox Run date information. This public support and notification cannot be under valued - as it is remarkable and priceless.

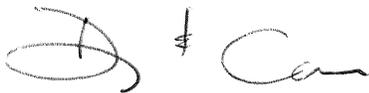
We also thank you so much, for again allowing our runners (and walkers, bikers and crawlers) to use the Heritage Park and Gazebo, and the 'run' of Railway Avenue and Evans Road.

Historically, our participants, who come from Ashcroft, Cache Creek, Savona, Spences Bridge and Clinton have proven 'Ashcroft generosity' to the whole nation. By comparison to other larger BC communities, we are deemed to be one of the most supportive in the province.

Our local success does not come without help - the caring participation and support of a whole community .... which so importantly includes our local Village Council and Administration.

Thank you to everyone at the Village Office, who is once again going to make this an awesome event!

Sincerely, with gratitude;



Deb and Cam TEDFORD

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**NACC**  
National Airlines  
Council of Canada



**CNLA**  
Conseil national des lignes  
aériennes du Canada

**To: Mayor and Council**  
**Re: AIRPORT PRIVATIZATION**

I'm writing to bring to your attention an issue that potentially affects the health and prosperity of all of Canada's cities and communities: airport privatization.

As you may know, the federal government is currently considering the for-profit-privatization of Canada's airports.

Other countries that have privatized airports have found that it often leads to higher fees and reduced services for travellers and airlines. This can damage tourism, business travel, and the local economy. Most of all, it makes it more difficult and expensive to maintain essential connections with the rest of the country and the world.

We hope that, with your support and that of your council, we can mobilize municipal and community leaders across Canada to oppose this plan.

To be clear, our current airport governance model is not without problems, and these must be addressed to make our passenger aviation system more competitive and improve the traveller experience. But as long as for-profit airport privatization remains on the table, it will delay effective action needed to solve these problems.

A number of municipal councils across the country have already adopted resolutions opposing for-profit airport privatization, among them Montreal, Toronto, Vancouver and the Capital Regional District of Victoria.

We urge you and your council to join them in adopting a resolution opposing the for-profit privatization of airports and calling on the federal government to focus on modernizing the current system to lower costs for travelers and enhance the competitiveness of Canada's air transport industry.

I have attached for your information a [template resolution](#) that your council may want to adapt, a [template letter](#) to your local Member of Parliament, as well as a backgrounder on [airport privatization](#) and one on [Canada's airline industry](#).

We believe that successfully stopping this misguided initiative will require a groundswell of opposition. We hope that you will join us in urging the Government of Canada to abandon this plan and focus on the real issues that damage the competitiveness of passenger air transportation in Canada.

If you have any questions, or would like to discuss this further, please do not hesitate to contact me directly at: [mbergamini@airlinecouncil.ca](mailto:mbergamini@airlinecouncil.ca).

Yours truly,

**Massimo Bergamini**  
President and CEO  
**National Airlines Council of Canada**

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### **Template Resolution on Airport Privatization**

**Whereas** in a country as vast and sparsely populated as Canada, safe and efficient air transportation is essential to connecting families and communities and to continued economic prosperity;

**Whereas** Canada's airports are vital assets that contribute to the quality of life and economic growth in the cities, communities and regions they serve;

**Whereas** media reports indicate that the Government of Canada is actively considering selling Canada's airports to for-profit entities to achieve a one-time financial windfall;

**Whereas** the international experience in airport privatization has often resulted in higher fees and reduced services for travellers and airlines as a result of efforts to maximize return on investment;

**Whereas** such outcomes would negatively affect communities of all sizes across Canada by making air travel more expensive and reducing service;

**Whereas** the last decade has seen a massive increase in the number of Canadians using air travel to connect with loved ones, enjoy well deserved vacations and explore the country, or help create jobs;

**Whereas** any increase in fees on air travel resulting from the privatization of airports would constitute an unfair tax on Canada's middle class;

**Whereas** divestiture of airports to local not-for-profit authorities in 1994, led to massive user-financed investments in airport infrastructure which have given Canada an enviable network of world class airports;

**Whereas** the physical infrastructure of airports has been modernized, the governance system under which they operate has not kept up with the times and is now in urgent need of repair;

**Whereas** that situation would only be exacerbated in a privatized for-profit system;

**Be it resolved that** the *municipality of Anytown* calls on the Government of Canada to renounce its push for the for-profit privatization of Canada's airports and clear the way for needed improvements to the current airport governance and financing system; and

**Be it further resolved that** the *municipality of Anytown* urge the Federation of Canadian Municipalities (FCM) bring this matter forward for emergency debate at the next meeting of its National Board of Directors.

## Template letter to Member of Parliament

Dear \_\_\_\_\_:

### Re: NO AIRPORT PRIVATIZATION

I am writing to express our concern about the federal government's continued pursuit of the for-profit privatization of Canada's airports.

Airports and the airlines that serve them and their communities are essential elements of the social and economic infrastructure of our community and region, as they are across the country. Air transportation provides a vital link that connects families and communities and promotes economic growth. It is not a luxury to be treated as a cash cow by governments.

Keeping this plan in play delays much-needed effective action on other issues, such as the burden federal rents and fees place on airlines and air travellers. These are what stand in the way of a more competitive and economical air transportation system for Canada.

We urge you to raise this issue in the House and in your caucus to make it clear to the Government of Canada that our community opposes for-profit airport privatization. The attached motion, recently passed by our council, calls on the federal government to abandon its consideration of for-profit airport privatization and clear the way for the modernization of airport governance.

We will work with the Federation of Canadian Municipalities (FCM) to alert other municipal governments to the damage that for-profit airport privatization can do to their communities, regions and local economies.

We hope that we can count on your support on this issue. Canadian municipalities have a big stake in the success of their airports and of Canada's airlines. There are many things the federal government can do to make our air transportation system more competitive, but selling off these valuable public assets for a quick cash infusion isn't one of them.

Yours truly,



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## **AIRPORT FOR-PROFIT PRIVATIZATION: A CHECKERED TRACK RECORD**

Airport privatization is not a new idea. Public-private partnerships, and private, for-profit ownership have been introduced for the construction, financing, management and operation of many airports around the world. However, the overall track record of airport for-profit privatization is checkered at best. There are justified grounds for caution, even skepticism, before launching such an initiative in Canada.

### **Experience shows dangers**

A major fault-line is that for-profit airports shift their focus away from service to communities and travelers, to concentrate instead on maximizing profits, cutting costs and delivering earnings to shareholders. Global experience has shown this often has negative consequences, such as higher prices and reduced service levels.

### **Underinvesting in infrastructure and services**

Some private entities taking over airports have failed to invest sufficiently in maintaining and upgrading airport infrastructure. In Sydney, Australia, for example, the country's competition watchdog found that the privatized airport increased profits by running down the quality of its services, and showed low responsiveness when public concerns were raised.

### **Overinvesting in the wrong areas**

Other privatization experience shows over-investment or "gold-plating" investments in areas that prove costly or unnecessary. In Mumbai, India, the privatized airport undertook construction of a second terminal, for which cost over-runs were passed on to users, without previous consultation.

### **Dual or hybrid revenue streams that undermine some airport services**

Some profit-driven airports have sought to maximize revenues and cut costs by separating out their revenues into different streams, known as "dual or hybrid till" systems. These allow them to identify and cut costs and services in activities that produce lower revenues, such as



aeronautical services, while building up those, such as commercial airport concessions, that produce more.

Australian airports now collect far more aeronautical revenue per passenger than a decade ago: Brisbane Airport collects 66 percent more in real terms since 2006-07; Perth, 43 percent; and Melbourne, 31 per cent. Sydney's is up just 16 percent, but its revenue-per-passenger is the country's highest at \$17.27.

Price increases by these airports over the decade have resulted in an additional \$1.6 billion assessed to airlines and travellers. In cases such as these, where revenue-per-passenger rises markedly, travelers wind up paying higher prices for flight tickets, parking, airport hotel bills, and pre-flight meals, among others.

### **Higher borrowing costs**

Analysis shows that lenders are likely to price the financial risk of for-profit airports at higher levels than that of public ones, resulting in interest rate hikes for them. Private ownership of airports means that some cash flows will be diverted from airport operations and reinvestment, to instead pay dividends to shareholders and, possibly, income tax. These pressures, as well as regulations imposed on private owners, results in their showing a weaker credit profile than do public airports which are unconstrained by the need to deliver earnings.

### ***The bottom line: risky and not needed in Canada***

Governments have most often sought a private-sector role in running airports where the state lacks either financial resources or the required technical or management expertise to run airports. This is not the case in Canada, where following divestiture to not-for-profit local airport authorities in 1994, massive user-funded investments have resulted in airport infrastructure that has been ranked among the best in the world.

Our airport governance model, however, does need updating. This should include third-party regulatory oversight of airport spending and fees, and a reduction or elimination of the rents airports pay to the federal government, which takes millions of dollars out of the air transportation system with no benefit to passengers or the system. Keeping for-profit privatization on the table will delay these need changes.



## **Airlines that lift Canada's economy burdened by taxes and fees**

*A powerful economic engine and job creator, Canada's air transportation sector faces increasingly stiff headwinds in the form of security surcharges, fuel taxes, and airport rent. Air travel is not a luxury or a privilege. If government truly wants to make air travel more affordable, efficient and competitive, it can stop adding costs and siphoning money out of the system.*

Canada's air transportation sector employs some 141,000 Canadians and contributes about \$35 billion to our country's GDP. Our four major airlines—Air Canada, WestJet, Air Transat and Jazz—fly more than 71 million passengers a year and employ more than 50,000 people.

These member airlines of the National Airlines Council of Canada (NACC) purchase goods and services in Canada worth \$18 billion, creating another 268,000 jobs. They are a vital connector and driver for our tourism industry, which generates more than \$65 billion a year. Airlines also move imports and exports worth more than \$110 billion, making them essential players in our trade-dependent economy.

But this economic engine is laboring under the growing burden of taxation and fees. As recommended in the review of the *Canadian Transportation Act*, fixing air transportation's broken cost structure—including distortions caused by airport rent and related charges, security surcharges and fuel taxes—is the best way to reduce costs for travellers and improve the industry's international competitiveness.

Canada was ranked 124<sup>th</sup> out of 141 countries when it came to ticket taxes and airport charges in the World Economic Forum's 2015 Tourism Competitiveness Report. Statistics Canada reports that Canadian airfares are at their lowest level in six years, but taxes and fees continue to rise without being reinvested in the air transportation system.

Just in airport rent, the federal government has taken more than \$5 billion out of the air transportation sector since 1994. It's expected to collect an additional \$12 billion in the next 40 years. These charges contribute nothing to the safety and efficiency of the air transportation system. Canadian airlines also pay jet-fuel excise taxes that are more than triple those in the United States. These revenues are not re-invested in air transportation but are rolled into the federal government's general revenue.



**NACC**  
National Airlines  
Council of Canada

Air travel is not a luxury and shouldn't be taxed as one. Air travel in Canada has increased by more than 38 percent since 2006. In a country as vast and sparsely populated as ours, this should come as no surprise. What is surprising is that governments continue to view air transportation as source of revenue instead of an economic engine and an essential link connecting people and communities.

Canadian airlines have managed to bring base fares to their lowest level in six years. Adjusted for inflation, domestic base fares dropped almost 20 percent between 2008 and 2015. By contrast, airport fees, government taxes and third-party charges are at historic highs.

It's time our governments stopped treating air transportation as a cash cow and started viewing it as the essential economic driver it is.

August 29, 2017

Mayor Jack Jeyes  
and Members of the Council  
Village of Ashcroft  
jjeyes@ashcroftbc.ca

**Re: 2017 UBCM Meeting Opportunity**

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To Mayor Jack Jeyes,

With the 2017 Union of BC Municipalities (UBCM) conference in Vancouver fast approaching, the Members of the Official Opposition would like to extend an invitation to meet during the UBCM conference. As the Official Opposition, we continue to value the positive working relationships we have with local governments, and intend to strongly advocate for you in Victoria. As the Opposition Critic for Municipal Affairs, I look forward to learning more about the unique challenges and opportunities facing your community.

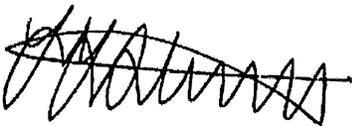
Serving as an MLA for the past four and half years, I have developed tremendous respect for the work of local governments. The passion you have for bettering your communities is inspiring. The dedication of local government elected officials is moving; I witnessed first-hand the commitment of Chairs, Mayors, Board and Council members to their residents during our wildfire crisis in the Interior. I was proud to work side-by-side with local government officials and fellow MLAs as we pulled together to ensure our residents were safe and homes were protected. Whether it was distributing emergency supplies or hosting public information meetings, elected officials were the first to step up to support the evacuees and those affected by the wildfires. Thank you for all that you have done and will continue to do.

Local governments are often thought of as the "boots on the ground" when it comes to government interaction with our shared constituents. While times of crisis allow you to demonstrate the responsiveness and flexibility of your governments, your consistent and reliable delivery of services such as water, solid-waste collection, the arts, and recreation programs, are essential to the quality of life we all enjoy as BC residents. It is my job to ensure that you are being provided the necessary Provincial resources and supports to continue to provide those quality-of-life services to your residents.

I hope each of you will take the time to meet with me during UBCM so I can connect directly, learning of your greatest needs and opportunities. Solutions are possible when we work together towards creative and positive outcomes for our communities.

Our Caucus will be hosting the Official Opposition UBCM Breakfast at the Fairmont Waterfront in the Mackenzie Ballroom for all delegates from 6:30am to 7:55am on Friday, September 29<sup>th</sup> and I invite you to join us for a hot breakfast. If you would like to set up a time to meet with myself or any of our opposition critics at UBCM, please contact Gul Gulsen at [Gul.Gulsen@leg.bc.ca](mailto:Gul.Gulsen@leg.bc.ca), or via phone at 604-660-2630.

Sincerely,



Todd G. Stone, MLA  
Official Opposition Critic for Municipal Affairs

**MEMO TO: Mayor Jeyes & Council**  
**MEMO FROM: Michelle Allen, Chief Administrative Officer**  
**DATE: September 5, 2017**  
**SUBJECT: TNRD 50<sup>TH</sup> ANNIVERSARY TIME CAPSULE**

**Background**

As part of their 50<sup>th</sup> Anniversary celebrations the TNRD is putting together a time capsule that will be opened in 2042. Each member municipality is invited to provide an item or two for inclusion.

**Discussion**

Council received the correspondence at the August 28<sup>th</sup> regular meeting. The TNRD is inviting each member municipality to “contribute an item or two that represents your municipality in 2017”. Suggested items included lapel pins, flags, letter, commemorative letter or photo.

Council discussed possible items that included burn debris from the recent wildfire, copies of the articles from the Journal chronicling the wildfires and a lapel pin. Council directed that the item be brought back to the September 11 meeting for further consideration.

**Recommendation**

Administration has no recommendation, the information is provided for further consideration.

Respectfully submitted,



J. Michelle Allen,  
Chief Administrative Officer



# Thompson-Nicola Regional District

THE REGION OF BC'S BEST



Department:

July 28, 2017

Mayor and Council  
Village of Ashcroft  
Box 129  
ASHCROFT BC V0K 1A0

RECEIVED

AUG - 3 2017

The Corporation  
Village of Ashcroft

**RE: TNRD 50<sup>th</sup> Anniversary Time Capsule**

The Thompson-Nicola Regional District was incorporated and held its first Board meeting on November 24, 1967. To help commemorate the occasion of the TNRD's 50<sup>th</sup> anniversary, we will be burying a time capsule at the TNRD offices at 450 Victoria Street in Kamloops. It is intended that the time capsule will be re-opened in 2042 when the TNRD reaches its 75<sup>th</sup> anniversary.

We are requesting that your council contribute an item or two that represents your municipality or this region in 2017 that we can include in the TNRD 50<sup>th</sup> Anniversary time capsule. Through the objects placed in the time capsule, we are hoping to send messages to the next generation (or two) about life in the TNRD in 2017. Possible items to consider: lapel pin, flag, letter, commemorative brochure/report (acid-free paper is best – no staples or paper clips) or photo. Perhaps memorabilia from a community sporting or cultural event? Maybe something representing Canada's 150<sup>th</sup>, BC politics in 2017 or the current wildfire situation? What would you find intriguing to discover if you were to open the time capsule in 25 years?

The time capsule items will be displayed throughout the evening of November 23<sup>rd</sup> at an event celebrating the TNRD's 50<sup>th</sup> Anniversary. Photos of the items will also be posted on the TNRD's 50<sup>th</sup> anniversary website for all residents to view. A sealing ceremony is intended to take place on November 24<sup>th</sup> during the TNRD Board meeting.

Please deliver your time capsule contribution to the attention of Carolyn Black, Director of Legislative Services at the TNRD by October 14<sup>th</sup>. If you have any questions about the article or item you would like to contribute, please contact Carolyn Black at 250-377-7051 or email [cblack@tnrd.ca](mailto:cblack@tnrd.ca).

Thank you in advance for your contribution to our 50<sup>th</sup> anniversary commemoration.

Sincerely,

P.A.J. Ranta,  
Chair

300 - 465 Victoria Street  
Kamloops, BC Canada V2C 2A9  
Tel. (250) 377-8673 Fax. (250) 372-5048  
Toll Free in BC: 1-877-377-8673  
Email: [admin@tnrd.ca](mailto:admin@tnrd.ca)  
Website: [www.tnrd.ca](http://www.tnrd.ca)

**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"

**MEMO TO: Mayor Jeyes & Council**

**MEMO FROM: Michelle Allen, Chief Administrative Officer**

**DATE: September 5, 2017**

**SUBJECT: ST. ALBAN'S ANGLICAN CHURCH ASHCROFT HARMONY BELL PROJECT**

### **Background**

At the August 28<sup>th</sup>, 2017 Committee of the Whole meeting a delegation from St. Alban's Anglican Church presented a proposal for Phase 2 of the Harmony Bell Project that included a labyrinth surrounding the initial bell project.

### **Discussion**

Council was advised that the delegation from St. Alban's Anglican Church was submitting a grant proposal within the next day or two and they were seeking a letter of support in principal from Council. Council and staff had not seen the proposal prior to the presentation at the meeting.

The proposed Phase 2 expands the footprint of the project from 20' x 20' to 100' x 100' which is a significant change. A copy of the PowerPoint presentation is attached to this memo for Council's reference. Staff has discussed the proposal with both the Foreman and the Building Inspector and we wish to bring the following items to your attention:

1. The original tower structure (Phase 1) indicated an overhang of 1' on all four sides however the design that was included in the Phase 2 documents show a 4' overhang on all four sides. This drastically increases the size of the structure, will require changes to the support structure and will require the Engineer to review his drawings and likely make the necessary changes.
2. The Phase 2 Labyrinth shows pathways 2' wide and curves of 180 degrees. The delegation indicated that the paths were intended for wheelchairs and/or people with mobility challenges. The Building Inspector has pointed out that the building code requires 36" for any wheelchair accessibility and while the labyrinth will not require a building permit a 2' wide path is not reasonable for a wheelchair.
3. The Phase 2 design indicates that there will be 2' wide strips of gravel between the concrete pathways. The Foreman has indicted that it is very difficult to ensure that gravel pathways are at the exact same level as the concrete paths and that if a wheelchair got off the concrete it could be difficult for the person to get the chair back onto the solid surface.
4. The Phase 2 design indicates that there will be 2' wide strips of gravel between the concrete pathways. The Foreman advises that the gravel will migrate onto the concrete surface making walking more difficult and will require staff to sweep the pathways regularly.
5. The Phase 2 design has several hundred feet of pathways and a nearly equal number of feet of gravel areas. Even with landscaping fabric and other precautions these areas will require ongoing maintenance to ensure that the weeds are kept under control.

6. The delegation indicated that they would like drip irrigation in areas of the gravel to allow shrubs, etc. to be planted along the paths. There is not currently any water lines to this area, and the original Phase 1 project did not require any form of irrigation. While this does not have to be decided prior to the commencement of the project it is easier to complete the site preparation all at once.
7. The delegation indicated that they were submitting a grant application for this project however they expect that 5% - 15% of the overall project would not be covered and the Village may have to cover these costs. While they were asked what that cost could be they did not provide a proposed budget to Council. The engineering fees have not been determined, and they may increase due to the change in design, and the original site preparation for Phase 1 will be at the Village's cost.

Administration recognizes that a significant amount of work has gone into the project design and that the purpose of the labyrinth is to provide a pilgrimage to the harmony bell. The original completion date for the project was the end of September however due to a number of factors they are now looking at a date in mid-October.

Administration has discussed the project on a number of occasions with the engineer and expressed our concerns for the ever decreasing time frame to complete this project. Should the design drawings require modifications that will delay the project yet again.

**Recommendation**

Administration has no recommendations for Council, the items outlined above are brought to Council's attention for their consideration.

Respectfully submitted,

J. Michelle Allen,  
Chief Administrative Officer

# Ashcroft Harmony Project

## LABYRINTH

### Reconciliation

St. Albans wishes to thank council for your support of the Harmony Project. With funds from our ministry we are making a grant application to the Anglican Foundation to allow for the addition of a labyrinth to this project.

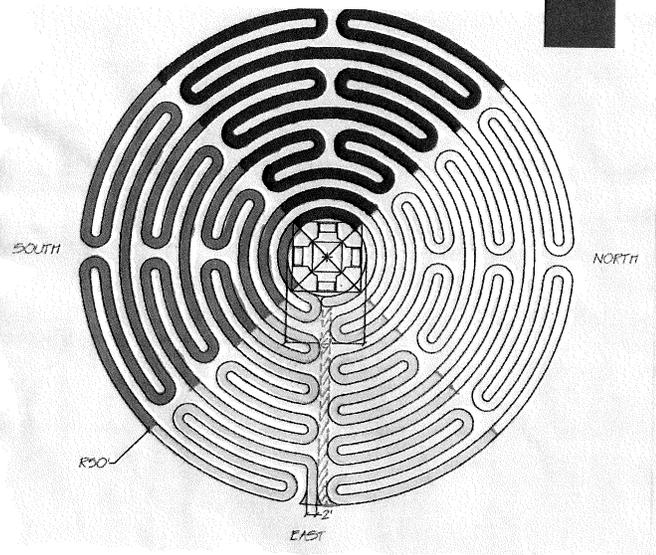
Reconciliation is not an event but a journey.



## Reconciliation

The Federal and Provincial levels of government are now embracing not only the need but the power of consciously creating paths to reconciliation in all aspects of community life.

This year the Anglican Church of Canada is supporting reconciliation initiatives that will create the opportunity for ongoing reconciliation.



## Reconciliation

The journey of this project has taken years. It now reaches into each segment of our community.

Along with the rest of the mosaic art installations, Quest Upon the Harmony project with the labyrinth will provide an opportunity for people to stop in our community and encounter reconciliation.



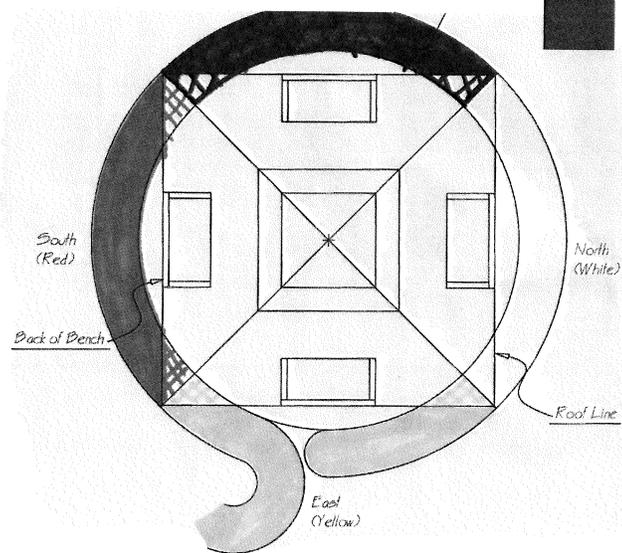
## Reconciliation

The labyrinth and the bell tower base have been designed to allow wheel chair access. It also has a path from the center of the east entrance directly to the bell for those who do not wish to walk the labyrinth.



## Reconciliation

The tower and base include four benches to allow for people to relax and view each of the featured mosaics.



## Reconciliation Mosaics

The First Nations Mosaic was created with input from the local bands and assistance from a number of FN students and families from Desert Sands Community School



## Reconciliation Mosaics

The Ashcroft Japanese community contributed key ideas to the mosaic that will represent them as Canadians of Japanese origin and vital members of our community.



## Reconciliation Mosaics

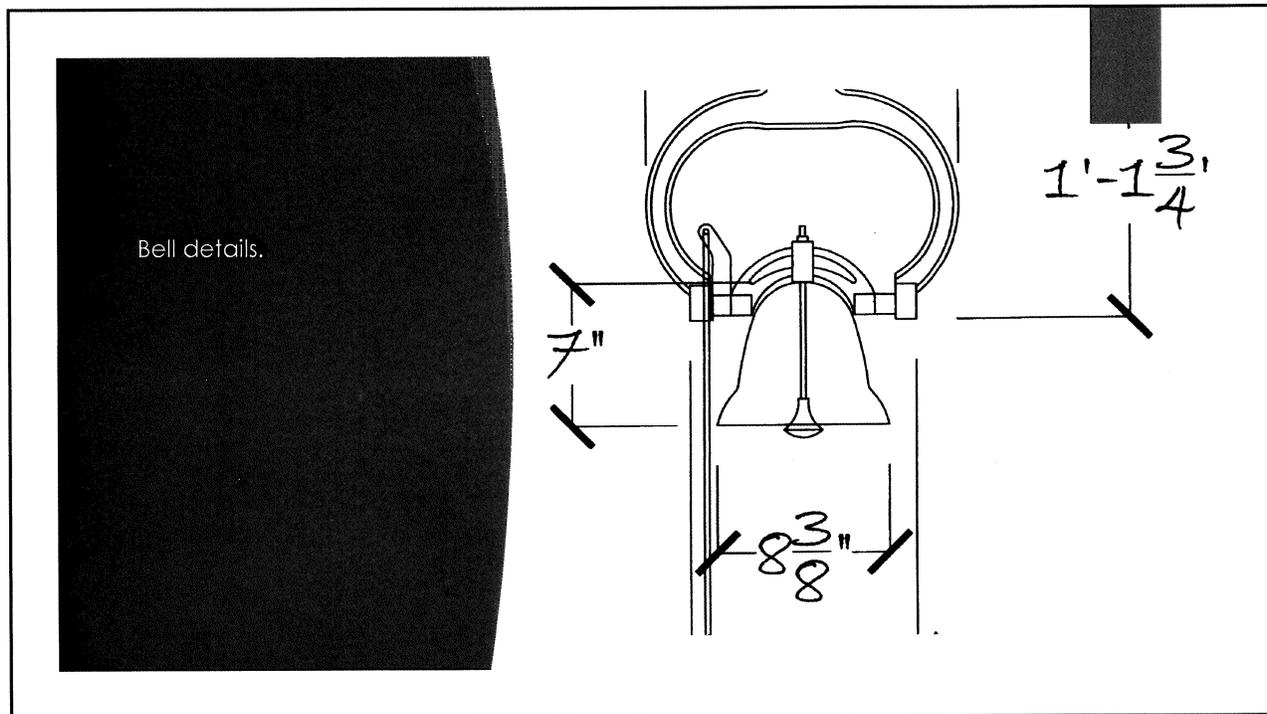
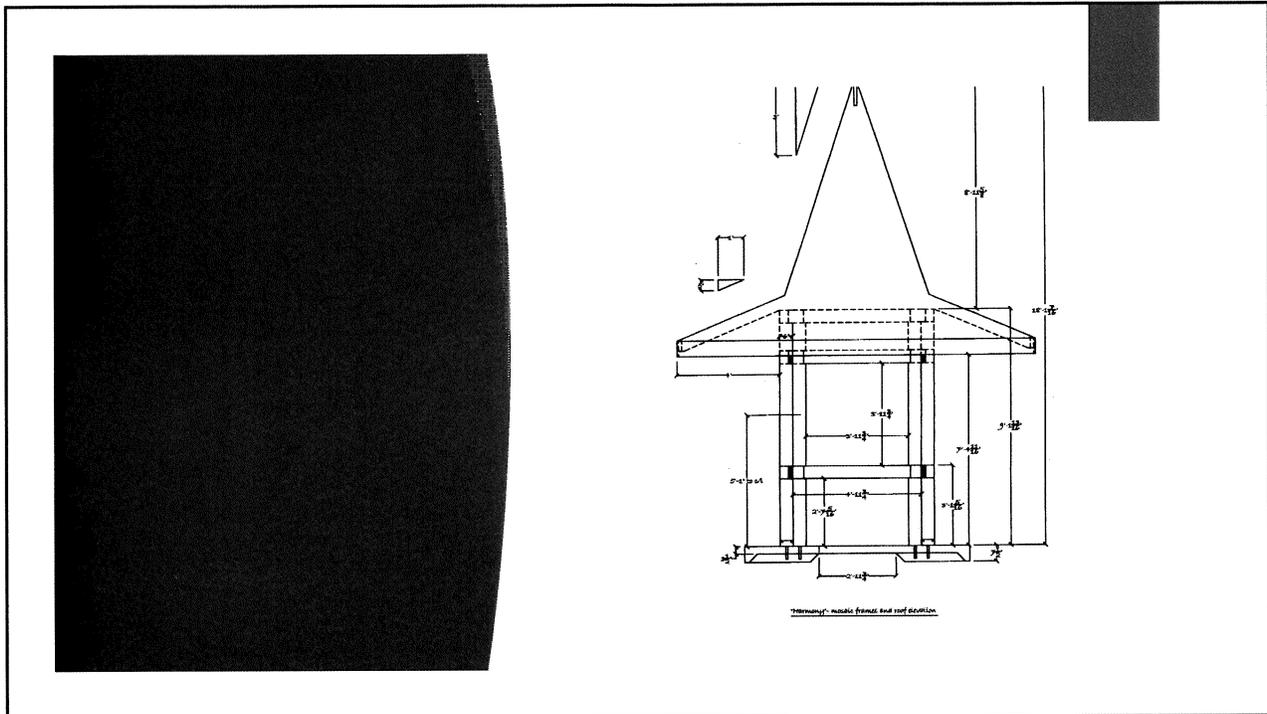
This picture from the Museum Archives, men from various cultures sharing a soda in front of Wing Tong Chi store was the choice of the Chinese community for their mosaic. This mosaic includes pre-mandarin calligraphy written by a well known Taiwanese artist related to Ashcroft and includes her chop.



## Reconciliation Mosaics

As with all the mosaics the museum archives were a rich resource for ideas and images. The Settler mosaic touches on the hard work that was invested in our community by all four of our founding groups. This picture is prior to the mosaic being completed.





**MEMO TO: Mayor Jeyes & Council**

**MEMO FROM: Michelle Allen, Chief Administrative Officer**

**DATE: August 31, 2017**

**SUBJECT: SUBDIVISION APPLICATION GUIDE AND APPLICATION FORM**

**Background**

The Village of Ashcroft did not have any form of subdivision application guide that we could provide to property owners when they inquired about subdividing their property. Administration found this frustrating and have put together a brief guide that outlines the general process for subdivisions.

**Discussions**

Administration receives a few queries each year from property owners who are interested in subdividing their property. The reasons vary from dividing one large lot into two separate lots to something minor such as purchasing a small section of land from a neighbour and adding it to their existing lot.

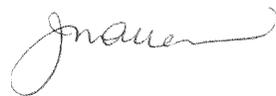
Over the years the rules and requirements have changed and each application now requires a number of reviews and a considerable amount of time by the Approving Officer. Administration has reviewed the legislation as well as guides produced by other local governments and developed a guide that provides the basic information required for our community.

Administration has attached a copy of the guide as well as the application fee. Again, we have researched what similar sized communities are charging for this service and believe that the proposed fees are on the lower end of the scale. To take one piece of property and divide it into two would be a total fee of \$350 while purchasing a section of land and adding it to an existing lot would be \$250.

**Recommendation**

Administration is recommending that Council approve the Subdivision Application Guide and Application Form and further that Council approve subdivision fees of \$250 for the first parcel and \$100 for each additional parcel created by the subdivision.

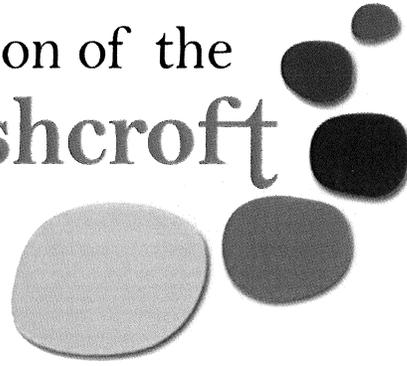
Respectfully submitted,



J. Michelle Allen,  
Chief Administrative Officer

Attach.

The Corporation of the  
**Village of Ashcroft**



**Subdivision Application Guide**



Village of Ashcroft

*Last updated March 2017*

## **Introduction – Subdivision Applications**

Subdivision of land is officially defined as “the division of a parcel of land into parts for which a separate title to each is obtained.” In the Village of Ashcroft, an Approving Officer (CAO) ensures land is subdivided with due regard to the public interest and conforms to the Official Community Plan (OCP). You must receive approval before you subdivide to ensure that all statutory and Village Bylaw requirements are met. These requirements include:

- Appropriate Zoning;
- Does your application require ALC approval?
- Legal/adequate physical access to all lots;
- Minimum lot size and satisfactory building area;
- Adequacy of roads, lanes and emergency vehicle access;
- Adequacy of parks, open spaces and walkways;
- Preservation of natural features including streams, ravines and trees;
- Adequacy of sewer, water, drainage and other services and utilities;
- Compatibility of overall subdivision pattern with the existing neighbourhood and protection of future subdivision;
- Hazard avoidance/mitigation (steep slopes, flood plains, etc.).

The Village of Ashcroft is building a positive reputation for projects that are affordable, support healthy lifestyle and are sustainable. We are here to work with you to ensure that the subdivision process, whether it be for one lot or multiple lots, is as efficient as possible for everyone involved, while at the same time ensuring community sustainability. This guide provides you with information about the process, the types of information that may be required, and suggestion as to how you can make the process as smooth as possible. Our subdivision approval process consists of a number of steps that must be completed before an Approving Officer signs the survey plan (prepared by a B.C. Land Surveyor).

### **How long will the application process take?**

Every project is unique, so no definite timeline can be provided. Factors that influence the speed of application processing are:

- The type, size and complexity of the project
- The number of other application in the progress
- Your ability to provide complete information and supply financing to guarantee the installation of essential works and utilities

Simple applications may take several weeks, whereas complex application involving Rezoning and a Development Permit may take much longer to finalize. Approvals required from outside agencies such as Ministry of Transportation and Infrastructure, Department of Fisheries and Oceans Canada, Ministry of Environment and Agricultural Land Commission (ALC) may also extend the process.

Generally speaking, you can expedite your proposal by discussing it with staff, by providing information in a timely manner, and by employing consultants such as a planner, architect, engineer, landscape

architect or surveyor who are knowledgeable regarding the Village of Ashcroft's standards and processes.

### **How much will it cost?**

Depending on the project, the costs to subdivide can vary. See the Subdivision Application Fees schedule for the current structure. The fee schedule is posted on the Village website, or a hard copy can be obtained in person at the Village Office.

Other costs may include:

- Works and services for off-site requirements to bring the property into conformance with the zone you are applying for (these are items like waterlines, sewer lines, sidewalks, roads etc.)
- Legal and survey fees
- Consultant fees
- Development cost charges
- Landscaping
- Building Permit application fees
- Development Permit application fees
- Servicing agreement fees

We encourage you to talk to professionals before making any financial or other commitments.

### **7 Steps to the Subdivision Approval Process**

1. Subdivision Inquiry Meeting
2. Submission of completed application form with required documentation and fees
3. Circulation of application (technical review by staff and outside agencies)
4. Preliminary layout approval (PLA)
5. Secure for complete subdivision works and services
6. Final subdivision approval
7. Subdivision plan/legal documents registration at Land Titles Office

#### ***Step 1: Schedule a Subdivision Inquiry Meeting***

Call 250-453-9161 to schedule your meeting with Village staff.

Meet with Village Staff and determine if the application is consistent with the requirements established by the Village's bylaws and policies. If the application is consistent with those requirements, the applicant may complete the Subdivision Application Form.

After this meeting you will be familiar with the Village's basic zoning, servicing, lot size, frontage, easement and layout requirements. If it impacts your project, you'll also learn about requirements regarding the natural environment.

Please note: information obtained in your meeting should not be used as a basis for making financial or other commitments without first obtaining your own professional legal, planning and engineering advice.

## ***Step 2: Complete and Submit the Application***

What you need to submit:

- Completed development application form.
- State of Title Certificate;
- Agent's Authorization Form. If you are applying on behalf of the property owner, an agent's form must be signed by the property owner(s) and submitted with the application. You must also indicate to whom all correspondence shall be sent. Staff will only deal with the applicant.
- A complete Site Profile pertaining to possible soil contamination of the property from types of industrial or commercial purposes or activities.
- Plans of the proposed subdivision indicating all existing and proposed lot boundaries and dimensions.
- A topographic contour survey at maximum 1 metre intervals showing location and accurate depiction of ravines, streams, existing contours, utilities. The Approving Officer may request that the tree survey be supported by a report from a Professional Arborist or Forester. Proposed new lot lines are also to be shown on this plan.
- A completed Archaeological study of proposed subdivision land.
- A survey certificate prepared by a B.C. Land Surveyor where any existing buildings are to be retained.
- Copies of any non-financial charges registered against title.
- Application fee.

## ***Step 3: Circulation of Application:***

After submitting your application it will be reviewed by the Approving Officer and external agencies if applicable. Referrals may be made to the following:

- Ministry of Transportation and Infrastructure reviews all subdivision applications where the subject lands abut a Provincial Highway.
- If your subdivision is to be serviced by wells or a septic field, you are required to perform specific testing procedures as required by the Interior Health Authority. Your application cannot proceed if your well or septic field do not meet standards and requirements of the Interior Health Authority.

Other departments and agencies may also be asked to advise the Approving Officer. These include: Fire Department, B.C. Hydro, Fortis BC, Telus, Ministry of Environment, Department of Fisheries and Oceans and others.

After the review by the Approving Officer you may be required to submit revised plans and documents to address the issues identified by staff and/or external agencies.

#### **Step 4: Preliminary Layout Approval (PLA)**

After examination of the application and consideration of comments from the external agencies, the Approving Officer shall either grant or refuse preliminary layout approval. If approval is granted, a letter of Preliminary Layout Approval (PLA) will be issued authorizing you to apply for Final Approval once the requirements outlined in the letter are satisfied.

- Preliminary Layout Approval is valid for one year
- It may be renewed for another six months upon submission of a fee and written request.

If the Approving Officer refuses Preliminary Layout Approval of the subdivision application, reason(s) for refusal will be outlined in a letter of notification.

To satisfy all of the requirements of the PLA, you may have to retain the services of engineering consultants, landscape architect/designers, lawyers, and other professionals. A B.C. Land Surveyor (BCLS) is also retained at this stage to prepare the final legal survey plan.

*Please note that PLA shall neither exempt the applicant from obtaining Final Approval prior to deposit of the subdivision plan in the Land Title Office nor shall it bind the Approving Officer to grant Final Approval.*

#### **Step 5: Secure for/Complete all Subdivision Works & Services**

Upon receipt of PLA and approval of Engineering Works and Services design drawings:

- The applicant may carry out the construction and once proof is provided to the Villages satisfaction the work has been completed according to Village standards, may apply for Final Approval.
- Alternatively, the Approving Officer may sign the subdivision plan, enabling registrations at the Land Title Office, prior to constructions of works and services, if the applicant provides sufficient securities to cover the construction and signs a servicing agreement to this effect.

After all required works and services are satisfactorily completed, the amount of security held by the Village from the developer is reduced and a one year warranty period begins. During this time, the developer is responsible for maintenance and correcting any deficiencies in the installed works and services.

Near the end of the warranty period, a final inspection takes place and if the works and services are found to be acceptable, the remainder of the developer's warranty deposit is returned.

#### **Step 6: Final Subdivision Approval:**

Once you have addressed all the conditions outlined in the PLA letter, you may submit an application for Final Approval to the Approving Officer. The forms you will need are available at the Village Office. Include the following items with your application:

1. Final survey plans prepared by a B.C. Land Surveyor including:
  - 1 signed Mylar original
  - 1 Mylar print
  - 10 paper prints

2. Final examination fee as established by Council Bylaw
3. Payment of Development Cost Charges, if applicable
4. Securities to bond for any remaining required works, services and landscaping
5. Documentation satisfying all requirements of the PLA

Electronic filing of documentation will be considered under certain circumstances. For further information, please discuss with the Approving Officer.

### **Step 7: Subdivision Plan Registration**

When your subdivision plans are signed by the Approving Officer, your solicitor can arrange to have the plans and all other associated legal documentation registered at the Land Title and Survey Authority Office in Kamloops, B.C.

To expedite release of the subdivided lots for building permits, your next steps are to:

- Provide us with registration particulars once the plans are accepted by the Land Title Office for registration (this information is also required to finalize addressing of the lots)
- Obtain Certificate of Substantial Completion ensuring that all works and services and outstanding deficiencies have been completed.

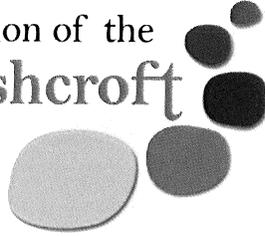
### **Questions?**

We are here to help make the Subdivision Application process as smooth as possible. If you have any questions, please contact us.

Village of Ashcroft  
PO Box 129, 601 Bancroft Street  
Ashcroft, B.C. V0K 1A0

Telephone: 250-453-9161  
Fax: 250-453-9664  
Email: [admin@ashcroftbc.ca](mailto:admin@ashcroftbc.ca)

*This brochure is not a legal document but a guideline to assist with subdivisions. Any contradiction, dispute or difference between the contents of this brochure and applicable Village bylaws, plans, policies and guidelines will be resolved by reference to the bylaws or other official document.*



## **SUBDIVISION APPLICATION**

Date: \_\_\_\_\_

File No.: \_\_\_\_\_

Legal Description of Land to be Subdivided: \_\_\_\_\_

Parcel Identifier(s): \_\_\_\_\_

Civic Address of Subject to be Subdivided: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Registered Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant(s) Name (same as owner) \_\_\_\_\_ or

Applicant(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Owner/Applicant Signature

Are you aware of any contaminated soils on the property from industrial or commercial activities?

Please initial: Yes \_\_\_\_\_

No \_\_\_\_\_

Does your property contain waterways that fall under the Riparian Area Regulations?

Please initial: No \_\_\_\_\_

Yes \_\_\_\_\_ The services of a Qualified Environmental Professional will be required

**EACH APPLICATION FOR SUBDIVISION MUST BE ACCOMPANIED BY:**

- a. An application fee in the amount set out as follows:

**Subdivision Applications:**

- i. \$ 250.00 for the first parcel proposed to be created by subdivision, plus
  - ii. \$ 100.00 for each additional parcel
  - iii. Payable to the Village of Ashcroft.
- b. Letter outlining the proposed development.
- c. Current State of Title Certificate dated no more than 10 days prior to submission.
- d. Plan of Draft Subdivision.
- e. Letter of Authorization if Applicant is not owner.

You will be notified in writing when a decision has been determined or when further information may be required.

**FOR OFFICE USE ONLY**

Application Fee: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

Zone: \_\_\_\_\_ Development Permit Area: \_\_\_\_\_

Agricultural Land Reserve \_\_\_\_\_ Riparian Area \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

**MEMO TO: Mayor Jeyes & Council**

**MEMO FROM: Michelle Allen, Chief Administrative Officer**

**DATE: September 6, 2017**

**SUBJECT: OFFICIAL COMMUNITY PLAN CONSULTATION PROCESS**

### **Background**

At the June 26, 2017 regular meeting of Council a motion was passed authorizing staff to work with Urban Systems Ltd. (USL) to develop a Communication and Engagement Strategy and the associated Terms of Reference for the OCP project.

### **Discussion**

To meet the requirements of the Local Government Act, Section 475, Council must consider and decide on who it will consult with in the community and the process that will be employed.

Staff met with our USL team and developed a draft strategy, action plan and TOR. Unfortunately due to the wildfire event this information was not brought forward to Council during the summer and is being presented now. Staff has continued to work on individual tasks within the action plan and believe that the project can still proceed on time.

Attached to this memo are the three documents mentioned above and we have provided comments for your consideration.

### **Communication and Engagement Strategy**

This document provides the framework for the entire project. It outlines the purpose of the OCP and Zoning Bylaws, why it is important to have public input from all demographics and stakeholder groups and provides guidance on the groups that should be targeted. Administration does not believe that there are any changes required to this document.

### **Community Stakeholder Engagement Strategy Action Plan**

This document outlines the four main phases of this project and we have commented on them below:

#### **Initial Community Engagement**

Staff has proceeded with some of the tasks within this phase. The OCP and Zoning Primer was mailed out in early summer. The photo contest was advertised in July and we have extended the deadline until November 15<sup>th</sup> in an effort to obtain a wider range of photos. The second survey was mailed in early August and closes on September 14<sup>th</sup>. Staff understands that there have been a number of surveys deposited at the post office and approximately 20 or so have been completed on line.

#### **OCP in a Week**

Dylan Houlihan of USL presented to Council May 8, 2017 and discussed the "OCP in a Week" concept. The week that was chosen to carry out these meetings is October 16 – 20. Please ensure that you have this week marked in your calendar as there will be a number of meetings scheduled. Staff has no comments to make regarding this phase of the action plan.

**Engagement on 1<sup>st</sup> Draft of OCP and Zoning Bylaw**

This phase follows the legislative requirements and staff has no comments to make regarding the proposal.

**Adoption Process**

Staff has no comments regarding this phase of the proposal. The Deliverables and Timeline will require minor changes.

**Planning Advisory Committee – Terms of Reference**

Staff has no comments regarding this document.

**Recommendation**

Administration recommends the following resolution:

Whereas Council has considered whether the opportunities for consultation with persons, organizations and authorities should be early and ongoing, and Council has decided to follow the process outlined in the attached Work Program for the Official Community Plan and the Communications Engagement Strategy;

And whereas Council has specifically considered, and agreed to, consultation with the Thompson Nicola Regional District, First Nations, School District #74 (Gold Trail) and the Provincial and Federal Governments and their agencies including the Ministry of Transportation and Infrastructure, Ministry of Environment and Interior Health Authority;

Now therefore it is moved that Council approve the consultation process as set out above and in the attached work plan.

Respectfully submitted,



J. Michelle Allen,  
Chief Administrative Officer

Date: June 21, 2017  
To: Michelle Allen, CAO  
From: Dylan Houlihan  
File: 1093.0046.01  
Subject: Communications and Engagement Strategy

### **Introduction and Purpose**

The Village of Ashcroft is undertaking an update to its Official Community Plan (OCP) and Zoning Bylaw in order to reflect current conditions in the community and plan for future development and evolution of Ashcroft. It is important to Ashcroft that the community be engaged in a meaningful way throughout the process. In order to do this, we have developed a communications and engagement strategy that, when implemented, will provide a variety of ways for all demographics and stakeholder groups in the Village of Ashcroft a way to provide input. The purpose of this communications and engagement strategy is to ensure that the leaders of this project from Urban Systems and the Village of Ashcroft have a defined road map for ensuring that residents of Ashcroft have ample opportunity to provide input.

### **Key Messages**

An effective engagement process relies on having a consistent message communicated to the public and other stakeholders. These should be repeated whenever appropriate at engagement events or through published printed or online materials. Key messages will include:

- The OCP is a foundational community planning document which provides an opportunity to develop policy around all aspects of life in the Village of Ashcroft.
- The OCP is central to planning future development to match community goals and values.
- The Zoning Bylaw will support the implementation of land use related policies from the OCP.
- The OCP and Zoning Bylaw will build on previous iterations of these community documents and update them for the current context.

### **Goals and Target**

The goal of community engagement is to:

- Ensure that the general public and key stakeholders have the opportunity to provide meaningful input into the planning project;
- Ensure that a wide range of perspectives are provided;
- Ensure that a majority of the population of Ashcroft has an opportunity to participate meaningfully in the planning process.

### **Principles for Community Engagement**

The key principles for community engagement are to:

- Ensure a variety of groups within the Village are represented in the process, particularly young families who have been traditionally underrepresented in other planning exercises

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- Provide platforms for people to engage in the planning process in a variety of ways that goes beyond public meetings and surveys. This is particularly important for people that do not like attending large meetings or tend to have quieter voices in public forums
- Go to where people are rather than always asking them to come to specific events in order to allow people to manage their time appropriately
- Consider and utilize innovative techniques of engaging people in the process
- Ensure people are well informed of key engagement opportunities by providing at least two weeks notice of meeting dates and ensuring that relevant background materials are provided well in advance

**General Public Engagement**

A detailed Community Engagement Strategy Action Plan is attached to this memo. The following briefly summarizes how the general public will be engaged throughout the project process:

- Mail-outs – community mail-outs, via Canada Post are inexpensive and will be used to distribute information to the community about the planning process. This will include background descriptions of OCPs and Zoning Bylaws, key project dates, and description of progress on the plan. This will include newsletters and pamphlets on key subject matter. We anticipate up to 2 mail-outs during the process
- Village Webpage – a separate webpage will be created and populated with news, events, and updated draft materials pertaining to the plan. It is anticipated that Village staff will update the website for content.
- Community Survey – a community survey will be distributed in Summer 2017. Feedback on key community issues will be sought. The survey will be available via paper-based copies and online. A summary of the community survey will be posted on the Village’s website.
- Residents Workshop – a workshop will be held allowing residents to provide feedback on key community issues. Depending on the number of attendees, it will either be small group discussion or one large discussion. This will occur during the ‘OCP in a Week.’
- Public Open Houses – a public open house will be held in October 2017 in order to report back to the community feedback received during the planning week. A second open house will be held in January or February 2018 to report to the community the first drafts of the OCP and the Zoning Bylaw.
- Public Hearing – a public hearing will be held as part of the adoption process.

**First Nations**

The following First Nations will be consulted with:

- Ashcroft Indian Band
- Bonaparte Indian Band
- Oregon Jack Indian Band

These three Bands will be invited to provide input into the OCP process. We will contact the Ministry of Forest, Lands, and Natural Resource Operations to determine if any other Band’s will be contacted. A letter, from the mayor to the Chief of each of these Bands will be provided allowing each Band to determine if they are interested in the planning process and how they wish to be engaged.

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**Key Stakeholders**

**Table 1** identifies community groups, organizations and other stakeholders that could provide meaningful input into the planning project. These stakeholders will be contacted and offered the opportunity to provide input throughout the project process. It is desired that we seek their input in order to ensure that the OCP and Zoning Bylaws are meaningful documents. It is important to note that attempts to contact and engage all groups will be made, it is unlikely that we will be able to meet with all the groups listed.

**Table 1: Stakeholder Groups**

<b>Group</b>	<b>Rationale</b>	<b>Engagement Type</b>
Village Staff	Gain input on key land use, servicing issues	Ongoing discussions
Parents Advisory Committee	Review issues facing children and education in the community	Group meetings/discussions
Service Groups (i.e. Lions Club, Rotary)	Review issues facing the community	Presentation and discussion
Industry (i.e. Ashcroft Terminal, IG Machine and Fibres, etc.)	Determine how they will use Ashcroft in the future	Group meetings/discussions
School Students (senior)	Review issues facing teenagers in Ashcroft	Discussion group with senior students at school
School Students (Grades 5/6)	Review what they like about Ashcroft to get an appreciation of children’s perspectives	‘Mayor for a Day’ exercise
Local Businesses	Determine the current context for local businesses operating in Ashcroft	Meeting
Wellness and Health Action Coalition	Review health and wellness issues in Ashcroft	Meeting
Communities in Bloom Committee	Review key issues with respect to community enhancement	Meeting
Health Unit	Get local perspective from Health Unit workers on health care in Ashcroft	Meeting

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Group	Rationale	Engagement Type
RCMP	Obtain perspective on key issues	Meeting
Ashcroft and Area Community Resource Society	Obtain perspectives on key social issues in the community	Meeting
Thompson Nicola Regional District	Obtain perspective on regional issues	Meeting at office in Kamloops
Winding River Arts and Performance Society	Obtain perspective on arts in Ashcroft which is emerging as a key community resource	Meeting
Community Futures Sun Country	Discuss small business development in Ashcroft	Meeting
Gold Country Communities Society	Discuss tourism opportunities in Ashcroft	Meeting

A summary of each of the stakeholder group meetings will highlight the following:

- Values – what does the group value about Ashcroft
- Concerns – what are the critical issues from their perspective
- Contribution to project process – how else do they want to contribute to the planning project?
- Contribution to Implementation – how do they envision contributing to the implementation of the adopted OCP and Zoning Bylaw

These summaries will be posted on the Village’s website

In general, the first meetings with these groups will happen during the OCP in a Week. For the most part, we will meet with each of the groups independent of one another. In addition, there will be stakeholder meetings in January/February 2018 to present first drafts of the OCP and Zoning Bylaw. Not all the groups listed in Table 1 will be consulted with at this time and some meetings may be consolidated.

**Provincial Government Agencies**

According to the Local Government Act, the Village must consult with the following provincial government agencies:

- School District 74
- Ministry of Environment
- Ministry of Transportation and Infrastructure

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- Thompson Nicola Regional District
- Agricultural Land Commission
- Interior Health Authority

Each of these agencies will be provided a draft copy of the Official Community Plan and the Zoning Bylaw following the 2<sup>nd</sup> reading of the Bylaws. These agencies will be given one month to provide their feedback.

**Approach to Project Team Communications**

Throughout the process of updating the OCP and Zoning Bylaw, communications between the Village of Ashcroft and the project consultants should follow a particular procedure in order for all concerned to receive the necessary information to be up to date and have the correct information on hand should a member of the public request it. Approaches to communication include:

- Emails from staff or Councillors at the Village of Ashcroft to Urban Systems, should be sent to [dhoulihan@urbansystems.ca](mailto:dhoulihan@urbansystems.ca) and copied to Michelle Allen. Likewise, emails from Urban Systems to members of staff or Councillors should be copied to Michelle Allen if not being sent directly to the CAO.
- Pertinent information regarding upcoming events or key advances in the project should be forwarded or shared with all staff and/or project consultants.
- All decisions relating to any changes to the project process or scope will be made in writing

This approach is not intended to stifle conversations but rather to ensure that everyone involved in leading the project is kept abreast of important developments.

**Closure**

We look forward to discussing this Communications and Engagement Strategy with you further. Please let me know if you have any questions or comments.

Sincerely,

**URBAN SYSTEMS LTD.**

Dylan Houlihan, MCIP  
Community Planner

**Title:** | Community and Stakeholder Engagement Strategy Action Plan  
**Date:** | June 21, 2017  
**File:** | 1093.0046.01

The Community and Stakeholder Engagement Strategy contains a variety of activities that are designed to enable residents and stakeholders in Ashcroft to provide input to the development of the OCP and Zoning Bylaw. The following section describes proposed engagement activities and outlines the responsibilities and deliverables for each task. Community and stakeholder engagement would include the following broad phases:

1. Initial Community Engagement – intended to get the word out about the OCP and Zoning Bylaw process and to gather some initial feedback on potential directions
2. ‘OCP in a Week’ – this would involve a number of community and stakeholder engagement activities over the course of a week to discuss the OCP
3. Engagement on First Draft of OCP and Zoning Bylaw – the drafts of the OCP and Zoning Bylaw would be shared with the public
4. Adoption Process – this will include agency referrals and the public hearing

#### **1. Initial Community Engagement**

Initial community engagement will include the following activities:

##### *1. OCP and Zoning Bylaw Primer*

The Primer is intended to provide local residents, stakeholder groups, and agencies information about the Village of Ashcroft’s upcoming document update process. It is meant to make planning concepts accessible to the public but still include detailed information to all relevant stakeholders. The Primer will be designed to be attractive and easy to read. It will be published in PDF format to be easily printed and distributed by mail, made available as an email attachment, and/or through the Village of Ashcroft website. Key parts of the Primer could also be converted into poster format to be printed and displayed at the Village office or other key locations.

Responsibility: Urban Systems to develop Primer, Village of Ashcroft to distribute/publish online

##### *2. Photo Contest*

Village residents will be invited to submit photos of their favourite places and activities in the community. The theme would be something along the lines of “My Favourite Place or Thing to do in Ashcroft.” These photos would become the property of the Village and could be used within the final OCP document as well as on the project website. Community members may also feel that they are more involved in the process and more engaged if they are asked to contribute in this way.

Responsibility: Village of Ashcroft staff would be responsible for advertising the photo contest and receiving submissions. Council will judge submissions with winner announced at Fall Fair

### 3. *Community Survey*

A community survey will be undertaken which delves deeper on issues introduced in the 2016 community survey. The responses garnered from the previous survey will serve as preliminary indications of community priorities which will shape the types of questions asked in the present survey. Discussion with Village of Ashcroft staff will also help pinpoint the areas which need more or less depth in the survey.

Given the high number of responses from older Ashcroft residents to the previous survey, it will be important to distribute this survey in a way that encourages younger residents to respond. One method may be to ensure that convenient distribution and submission locations be organized (i.e. to the Ashcroft Pool Park, Desert Sands Community School, Ashcroft Hospital and Community Health Care Centre, and key businesses) in addition to making them available at the Village office. A link to the online survey (using the Survey Monkey platform) should also be made available on the Village's website and be emailed out to key community contacts or to all residents.

The community survey will be open for approximately one month. All submissions will be collected and delivered to Urban Systems for input and analysis using the Survey Monkey platform.

Responsibility: Urban Systems to develop community survey, Village of Ashcroft to distribute/make copies available at different locations and pickup responses if necessary

### 4. *Online Platform*

A space on the Village of Ashcroft website should be made available for updates on the planning process, including: engagement dates, a link to the online survey, links to the survey, Primer, and draft OCP and Zoning Bylaw for download. Information on any other relevant updates should also be included here. Having all pertinent information together in one place would help increase community awareness, involvement, and ownership in the process.

Responsibility: Urban Systems to develop content, Village of Ashcroft to develop website and update as necessary

### 5. *Going to the People*

It may be possible (depending on time constraints, project team availability, staff availability and other factors) for the public to be engaged at additional events. This could include passive displays at key community facilities, and having a booth at community events such as the Fall Fair and Farmers Market. This would provide an opportunity to engage community members. In addition, from time to time we will provide updates/news releases that could be published in the Ashcroft-Cache Creek Journal.

Responsibility: Urban Systems to prepare materials and facilitate, Village of Ashcroft to provide table and coordinate with event organizers

## 6. *Consultation Resolution*

A resolution should be passed by Council that clearly outlines who will be engaged as part of the OCP development process and how they will be engaged. This is particularly important for identifying how nearby First Nations and public agencies will be consulted in the process.

Responsibility: Urban Systems to work with Village of Ashcroft staff to prepare draft resolution, Village of Ashcroft Council to adopt resolution

## 7. *OCP Committee Terms of Reference*

A Terms of Reference for the OCP Committee will be developed. It is anticipated that this committee will include representatives from various groups in the community, particularly those groups that are traditionally underrepresented in planning processes. It is anticipated that the OCP Committee would be formed in Fall 2017 and would meet periodically to review draft materials for the OCP and Zoning Bylaw.

Responsibility: Urban Systems to work with Village of Ashcroft staff to prepare draft Terms of Reference, Village of Ashcroft Council to Terms of Reference

## 2. **'OCP in a Week'**

The 'OCP in a Week' process is intended to enable deep community engagement during the course of a week. Activities would include:

### 1. *Engagement Preparation*

This step in the process involves preparing informational materials for engagement with stakeholders and community members as well as coordinating meetings and ensuring that word gets out about the events that are to take place. Interactive materials would also be prepared which may include a map which the public is invited to write on and colour as well as other brainstorming activities. Where appropriate, activities for children would also be prepared. Materials would be designed to inspire creativity and discussion.

Responsibility: Urban Systems to prepare and produce materials. Urban Systems and Village of Ashcroft to coordinate meetings. Village of Ashcroft to advertise events

### 2. *Meeting with Staff*

A meeting with staff and project consultants will be carried out at the beginning of the week in order to confirm key issues and make the best use of meetings with stakeholders, engagement with the public, and the Council workshop.

Responsibility: Urban Systems to prepare and bring any appropriate materials

### *3. Council Workshop*

The 'OCP in a Week' will include a workshop with Council, facilitated by the project team. The workshop will include discussions on a wide range of topics to understand the current community context and key issues which Council is dealing with. The workshop will offer the opportunity to discuss community development priorities and concerns which should be addressed in the OCP and Zoning Bylaw.

Responsibility: Urban Systems to prepare materials and summarize results, Village of Ashcroft to organize workshop location and attendance

### *4. Workshop with OCP Committee*

A workshop will be held with the OCP Committee to introduce the OCP process, review survey results and seek feedback on key issues and a vision for Ashcroft moving forward.

Responsibility: Urban Systems to prepare materials, facilitate workshop and summarize results, Village of Ashcroft to organize workshop location and attendance

### *5. Stakeholder Meetings*

Meetings with stakeholders will occur over the course of the engagement week with local associations and representatives of community groups (i.e. School kids, Parent Advisory Committee, Lions Club, Rotary Club, Volunteer Fire Department, businesses). Community groups will be engaged in discussions on a variety of topics which will help inform the OCP and Zoning Bylaw.

Responsibility: Urban Systems to prepare materials and results, Village of Ashcroft to organize meetings

### *6. Public Workshop*

It is important for the general public to also be engaged in a format which elicits in-depth discussion and is open to all age groups. An invitation to the public will be issued for a workshop where various planning-related topics are discussed. It will be key to begin forming a vision for the OCP through the stakeholder meetings and public workshop.

Responsibility: Urban Systems to prepare materials and facilitate, Village of Ashcroft to send out invitation/publicize the event

### *7. Community Open House*

An open house will be held to offer community members, key stakeholders, and Council the chance to take a look at the material gathered so far and to further contribute ideas and their perspective on key issues.

Responsibility: Urban Systems to prepare materials and facilitate, Village of Ashcroft to organize venue

### *8. Drop-in Centre*

During the 'OCP in a Week' an office would be set up at a community facility to answer questions and engage the community casually. This would provide space for our team to work as well as for people to drop-in and chat with the team.

At the same time, we anticipate that our project team will reach out to individuals at events such as hockey practices in an effort to obtain feedback from parents of kids in Ashcroft, which is often times a tougher demographic to attract to specific events.

Responsibility: Urban Systems to prepare materials and facilitate, Village of Ashcroft to provide space for drop-in centre

#### *9. Meet with Local First Nations*

Ashcroft Indian Band, Bonaparte Indian Band and Oregon Jack Indian Band will be engaged separately to describe the OCP and Zoning Bylaw update process and the results so far. We anticipate presenting to the Chief and Council of each band to discuss the OCP and gather their perspective.

Responsibility: Urban Systems will liaise with First Nations, coordinate, and facilitate meetings

### **3. Engagement on 1<sup>st</sup> Draft of OCP and Zoning Bylaw**

This phase of engagement involves the review of the 1<sup>st</sup> drafts of the OCP and Zoning Bylaw. Activities include:

#### *1. Meeting and Workshop with Staff and Council*

A meeting will take place between Urban Systems and Village staff to confirm and discuss the draft outlines of the OCP and Zoning Bylaw. After further revisions, Urban Systems will facilitate a workshop with staff and Council to discuss the drafts of the OCP and Zoning Bylaw and further review issues and set a direction for the final draft of the OCP and Zoning Bylaw. We will go through each of the key topic areas in detail to ensure that we are accurately reflecting the wishes of Council and the community at-large. We will make required edits to the plan and submit to staff for further review.

Responsibility: Urban Systems will prepare any necessary materials and/or presentation and facilitate workshop, Village staff will help to organize the meeting and workshop

#### *2. OCP Committee Workshop*

A workshop would be held with the OCP Committee to review the draft OCP. Copies of the OCP would be distributed in advance of the workshop so that committee members would be prepared to discuss key issues in the draft.

Responsibility: Urban Systems will prepare any necessary materials and/or presentation and facilitate workshop, Village staff will help to organize the meeting and workshop

#### *3. Prepare a Summary Newsletter*

We will prepare a summary newsletter outlining the approach and directions set out in the plan intended to be circulated within the community and posted on the Village's website. This will be a document that is easy to read and understand, so that residents have a clear sense of what the planning documents comprise. Copies of the draft documents will also be made available on-line as well as hard copies at various locations throughout Ashcroft including the Village office and other appropriate venues.

Responsibility: Urban Systems to prepare newsletter, Village staff to distribute as needed

#### *4. Meet with Key Stakeholders*

We will prepare a presentation and deliver this to key stakeholders to gather their input on the OCP and Zoning Bylaw. We expect there could be multiple presentations over the course of a day.

Responsibility: Urban Systems to prepare materials and presentation, Village staff to help coordinate meetings and venue

#### *5. Host Public Open House*

We will engage the public to provide their opinions and feedback on the draft OCP and Zoning Bylaw through an open house format. The deliverable for this open house task will be to validate the objectives and policies of the draft OCP and Zoning Bylaw.

Responsibility: Urban Systems to prepare materials and presentation, Village staff to help coordinate time and venue and advertise event

#### **4. Adoption Process**

This phase of engagement is intended to meet the requirements of the Local Government Act for consultation on the OCP. Activities include:

##### *1. Agency and First Nations Referrals*

The OCP and Zoning Bylaw will be referred to various agencies for their review. These agencies include:

- Thompson Nicola Regional District
- Village of Cache Creek
- Ministry of Transportation and Infrastructure
- School District # 74
- Agricultural Land Commission
- Ministry of Environment
- Local First Nations

Responsibility: Urban Systems will identify key contacts and will write draft referral letters that the Village of Ashcroft can distribute to relevant agencies

##### *2. Public Hearing for OCP and Zoning Bylaw*

The Public Hearing for both the OCP and Zoning Bylaw will be held in accordance with the Local Government Act. We will attend the Public Hearing to answer any questions that might arise.

Responsibility: Village of Ashcroft to organize public hearing. Urban Systems will attend if the public hearing is expected to generate significant interest

### 3. DELIVERABLES AND TIMELINE

The deliverables, responsibilities and timeline for each of the proposed community engagement activities is summarized in the table below:

Activity	Responsibilities and Deliverables	Timeline
<b>Initial Community Engagement</b>		
OCP and Zoning Bylaw Primer	<ul style="list-style-type: none"> <li>USL: develop primer document</li> <li>VoA: distribute primer to community</li> </ul>	July
Photo Contest	<ul style="list-style-type: none"> <li>VoA: advertise contest and judge submissions</li> </ul>	July – August
Community Survey	<ul style="list-style-type: none"> <li>USL: develop survey and summarize results</li> <li>VoA: review and comment on draft survey, distribute survey to community</li> </ul>	July - September
Online Platform	<ul style="list-style-type: none"> <li>USL: develop content</li> <li>VoA: review content and upload to website</li> </ul>	Ongoing
Going to the People	<ul style="list-style-type: none"> <li>USL: prepare materials and summarize feedback</li> <li>VoA: coordinate participation in key events</li> </ul>	Ongoing
Consultation Resolution	<ul style="list-style-type: none"> <li>USL: prepare draft resolution</li> <li>VoA: edit draft resolution and adoption by Council</li> </ul>	July 24 <sup>th</sup> Council Meeting
OCP Committee Terms of Reference	<ul style="list-style-type: none"> <li>USL: prepare draft ToR</li> <li>VoA: edit draft ToR and adoption by Council</li> </ul>	July 24 <sup>th</sup> Council Meeting
<b>OCP in a Week</b>		
Engagement Preparation	<ul style="list-style-type: none"> <li>USL: Prepare engagement materials, itinerary, coordinate meetings</li> <li>VoA: Provide meeting space, assist with meeting coordination</li> </ul>	September - October
OCP in a Week Activities	<ul style="list-style-type: none"> <li>USL: Facilitate meetings, summarize feedback</li> <li>VoA: Participate in meetings</li> </ul>	October 16 – 20
<b>Engagement on First Draft of OCP and Zoning Bylaw</b>		
Meeting and Workshop with Staff and Council	<ul style="list-style-type: none"> <li>USL: Prepare materials and facilitate workshop, summarize feedback</li> <li>VoA: Coordinate meeting</li> </ul>	November
OCP Committee Workshop	<ul style="list-style-type: none"> <li>USL: Prepare materials and facilitate workshop, summarize feedback</li> <li>VoA: Coordinate meeting</li> </ul>	November
Summary Newsletter	<ul style="list-style-type: none"> <li>USL: Prepare newsletter</li> <li>VoA: Distribute newsletter</li> </ul>	January
Meet with Key Stakeholders	<ul style="list-style-type: none"> <li>USL: Prepare materials and facilitate meeting, summarize feedback</li> <li>VoA: Coordinate meeting</li> </ul>	January

Activity	Responsibilities and Deliverables	Timeline
Host Public Open House	<ul style="list-style-type: none"> <li>USL: Prepare materials and facilitate open house</li> <li>VoA: Provide venue, advertise open house</li> </ul>	January
<b>Adoption Process</b>		
Agency and First Nations Referrals	<ul style="list-style-type: none"> <li>USL: Identify agency contacts and prepare referral letters</li> <li>VoA: Distribute referral notices</li> </ul>	February
Public Hearing	<ul style="list-style-type: none"> <li>USL: Prepare any relevant materials</li> <li>VoA: Schedule and facilitate public hearing</li> </ul>	March

# **Village of Ashcroft**

## **Planning Advisory Committee**

### **Terms of Reference**

#### **Official Community Plan and Zoning Bylaw Update**

#### **1.0 Introduction**

Advisory Committees are established pursuant to the *Local Government Act*, section 142 of the *Community Charter*, and other enabling legislation to provide public input on municipal matters to Council. The Committee is advisory in nature and functions within the parameters set out in their Terms of Reference.

#### **2.0 Committee Mandate**

The purpose of the Planning Advisory Committee is to offer input and feedback throughout the community planning process to advise the Village on developing the Official Community Plan (OCP) and Zoning Bylaw and to monitor the Village's progress in drafting, reviewing, and adopting these bylaws.

#### **3.0 Scope of Work**

Following are the parameters of work of the Planning Advisory Committee:

1. Provide input in the development of OCP and Zoning Bylaw.
2. Examine trends, opportunities, and challenges that may impact the implementation of the OCP and Zoning Bylaw.
3. Assist in informing the community about the development of the OCP and Zoning Bylaw and encourage participation by diverse members of the community.
4. Be a communication resource to the community on issues, events, and activities associated with the planning process, as required.
5. On matters referred to it, provide advice to Staff, the Consultant, and Council on the community engagement process and to review and provide general guidance on background information, draft materials, draft vision statement, and draft plan sections.
6. Be available for consultation by Staff and Consultants as they implement, adjust, and evaluate various stages of the community engagement process.
7. Participate in the specified engagement activities as a way to provide guidance on the draft OCP and Zoning Bylaw review process and monitor, from a public perspective, the quality of the process and its outcomes.
8. Assist in identifying and connecting the Village and Consultant with key stakeholder groups through personal and/or professional contact networks as requested.
9. Act in a strictly advisory role. Council may consider the advice and recommendations of the Planning Advisory Committee, but is in no way bound by such recommendations.

10. Report to and communicate to Council through regular update reports prepared by Staff on the Committee's behalf.

#### **4.0 Membership Appointment and Composition**

The Planning Advisory Committee should be comprised of individuals who represent a range of local interests, ages, and cultural diversity of the Village of Ashcroft. The Committee should also be balanced in regard to social, economic, and environmental concerns. The Committee will be made up in the following way:

1. Applications to serve on the Committee will be received by the Village of Ashcroft and forwarded to the Council for review.
2. Members shall be appointed by Council.
3. In the case of a vacancy, new applications will be received by the Village of Ashcroft and reviewed by Council.
4. The Committee shall consist of seven voting members who include:
  - a. One member from Council
  - b. Four members from citizens selected "at large" to represent teens, young families, business community, and seniors.
5. Committee members shall serve without remuneration.
6. The Chief Administrative Officer may, at any time, remove any member of the Committee.
7. Any member of the Committee may resign at any time upon sending written notice to Council.

#### **5.0 Procedures and Conduct**

The following procedures and conduct apply to the Planning Advisory Committee:

1. The Committee will convene meetings as necessary during the planning process.
2. The Committee reports to the Village of Ashcroft Chief Administrative Officer or their authorized designate.
3. Council reserves the right to recommend amendments to the structure of the Committee.
4. Committee members have a responsibility to make recommendations based on the best interests of the community-at-large.
5. In providing its advice and opinion to Council, the Committee shall have due regard for applicable statutes, bylaws and policies of the Village.
6. The Committee will operate on a consensus basis. Consensus means there is substantial agreement where all group members can accept a decision. Where consensus is not achieved, all positions will be recorded in summary.
7. Members shall conduct themselves in accordance with *Robert's Rules of Order* which shall govern the conduct of meetings, and the *Community Charter*.
8. Members must declare any conflicts of interest, including property interests, and must excuse themselves from recommendations or deliberations related to said interests.
9. Members shall not speak on behalf of the Committee or represent themselves as having any authority beyond that delegated by Council.
10. The Committee is not authorized to call public meetings, commit funds, enter into contracts or represent the Village.
11. A respectful and cooperative decorum will be maintained at all times between Committee members, Staff and Consultants.

12. Agendas will be made available to Committee members and the public at least 24 hours prior to a meeting.
13. Committee members who are absent for three consecutive meetings shall forfeit their appointment unless such absence is authorized by the Chief Administrative Officer.
14. The Committee shall be dissolved upon the adoption of the OCP and Zoning Bylaw, unless the Council provides their approval to extend Committee activities.

## **6.0 Meeting Minutes**

Meeting minutes shall be made according to the following procedures:

1. Minutes of all meetings shall be kept and made available to the public in the municipal office and on the Village of Ashcroft website and shall include the following information:
  - a. The date, time and place of the meeting.
  - b. The members of the Committee present.
  - c. Other persons present at the meeting.
  - d. The items dealt with by the Committee.

## **7.0 Recommendations**

Recommendations from the Planning Advisory Committee to Council are to be made according to the following procedures:

1. Recommendation of the Committee must be adopted by the Committee prior to presentation to Council.
2. Recommendations must be in writing and must include the following information:
  - a. The date, time, and place of the meeting.
  - b. The members of the Committee present.
  - c. Other persons present at the meeting.
  - d. The item(s) dealt with by the Committee.
  - e. Recommendations of the Committee which states one of the following:
    - i. Item to be recommended for approval with reasons stated.
    - ii. Item recommended subject to stated conditions.
    - iii. Item not approved of with reasons stated.

## **8.0 Chairperson**

The following applies to the selection and responsibilities of the Chairperson of the Planning Advisory Committee:

1. The Chairperson shall be selected by the Planning Advisory Committee at its inaugural meeting.
2. The Chairperson shall be a voting member of the commission.
3. The Chairperson shall preside at all meetings of the Committee, maintain order, and ensure that the rules of the Committee are followed.
4. An Alternate Chairperson will be selected by the members of the Committee in the event of an absence of the Chairperson.

5. The Chairperson or designate shall report to Council on behalf of the Committee a minimum of once every three months, and shall provide other reports to Council, as needed from time to time.

## **9.0 Staff Support**

Staff support will be provided to the Planning Advisory Committee on the following basis:

1. The Village of Ashcroft will provide Staff to prepare and distribute meeting agendas and minutes, distribution of materials for review and assist in facilitating discussions.
2. At the direction of the Chief Administration Officer or their authorized designate, professional and technical advice may be provided by the appropriate department representative, consultant, or professional expert to explain or clarify the legislative and technical contexts which affects the planning process and the implications of recommendations proposed by the Committee.
3. Additional support and resources may be provided at the discretion of Council.

## **10.0 Public**

Public participation will be welcome at Planning Advisory Committee meetings in the following ways:

1. All meetings of the Planning Advisory Committee will be open to the public and Council for observation only.
2. Members of the public who wish to provide comment or input to the Committee may do so by making a submission in writing or by attending scheduled public open houses or workshop events.
3. Members of the public may be allowed to speak to the Committee at the discretion of the Chairperson, who has the authority to limit the number and duration of presentations.

**MEMO TO: Mayor Jeyes & Council**

**MEMO FROM: Michelle Allen, Chief Administrative Officer**

**DATE: September 5, 2017**

**SUBJECT: DETAILED DESIGN STAGE FOR WATER TREATMENT PLANT PROJECT**

### **Background**

The Village of Ashcroft has received a grant of \$5.7 million towards the cost of a water treatment plant. Council has reviewed the filtration options and chose to proceed with a membrane system. The predesign state has been completed and the next step of the project is to complete a detailed design stage.

### **Discussion**

Urban Systems Ltd. (USL) has provided a draft work program and cost estimate to complete the detailed design stage of the project. A copy is attached to this memo.

The detailed design stage will include the following items:

1. **Project Field Work**

This task involves further investigation of the existing sewer lines in Legacy Park. The current sewer lines are where the new building will be located so they will have to be re-routed.

In addition, this task will also involve the ordering and installation of two new intake pumps as well as the associated electrical equipment and upgrades. The work program includes all of the engineering however it does not include the cost of the intake pumps.

2. **PALL Equipment Supply**

Now that Council is satisfied with the performance of the PALL membrane system, this task will involve a complete review of the PALL detailed design plans to ensure that they meet the Village's requirements and are in accordance with our operating needs.

3. **Detailed Design**

The detailed design will include detailed drawings and specifications for all components of the project including:

- Site and landscaping plan
- Plant layout and piping needs
- Building design and architectural requirements
- Electrical connections and integration of plant with the PALL system
- HVAC and building mechanical systems

During this task Village personnel will have the opportunity to review the drawings at the 60% and 90% completion stages. This will allow comments and input from the operators to be considered and incorporated into the final design. The Village will also have the drawings reviewed by our safety consultant to ensure that all of the WorkSafe requirements are included.

4. **Regulatory Approvals**

This phase of the project will include consultation with Interior Health and the application for the Waterworks Construction Permit. The preliminary design report will be provided to Interior Health for their comment and input, so that changes can be incorporated into the detailed design.

In addition environmental approvals will be required as part of this task.

**5. Tender Period Services**

Once the detailed design has been completed and the scope of work and budget confirmed the Tender Documents will be completed. USL will prepare all aspects of these documents including the coordination of sub consultants and preparation of all conditions and specifications necessary for the construction of this project.

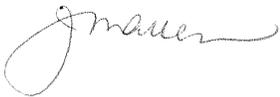
The tender will be advertised on BC Bid and posted on the MERX website to ensure and open and broad reaching contractor audience. USL is suggesting that a contractor pre-qualification process be included in the tender process. We used this process with the membrane stage and it ensured that the suppliers considered had the appropriate experience and capacity. As this does involve additional support from USL they have included an additional \$6,100 in the budget if this option is chosen.

**Summary**

Administration has reviewed the draft predesign stage for the water treatment plant and confirm that the scope of the work program and budget are in line with the water master plan and the grant application. We wish to point out that the budget for this phase of the project is under-budget by approximately \$90,000 which provides adequate room for a 10% contingency should unexpected items come to light.

Administration recommends a motion approving the detailed design work program for the water treatment plant as presented in the report dated September 1, 2017 and further that Urban Systems Ltd. be authorized to proceed with the development and design of the water treatment plant.

Respectfully submitted,



J. Michelle Allen,  
Chief Administrative Officer

September 01, 2017

File: 1093.0041.02

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

**Attention: Michelle Allen, Chief Administrative Officer**

**RE: DETAILED DESIGN FOR WATER TREATMENT PLANT**

## **1.0 BACKGROUND INFORMATION AND PROJECT UNDERSTANDING**

The Village of Ashcroft (Village) was successful in receiving funding through the New Building Canada Fund – Small Communities Fund for a new water treatment plant (WTP). The proposed WTP will address two key aspects of water quality that currently do not meet the Guidelines for Canadian Drinking Water Quality:

1. Turbidity, and
2. Microbiological parameters including protozoa, bacteria and viruses.

The conceptual design for the WTP was completed in the spring of 2016. Preliminary design, and piloting for a membrane filtration system was completed in 2017.

The next phase in the project is to complete detailed design and the proposed work program for this next phase includes design and tendering.

## **2.0 WORK PROGRAM – DETAILED DESIGN**

### **Task 1 – Field Work**

During preliminary design, it was identified that more information will be required for the sanitary sewer tie-in at the proposed WTP. The existing sewer runs through the basement of the proposed WTP and will need to be re-routed. It is recommended that the sanitary sewer manhole inverts be surveyed near the existing washroom facility, at the campground sani-dump and in the hotel parking lot to confirm there is adequate grade.

The installation of two new intake pumps and associated electrical equipment will also proceed prior to the general contract. There is a short window between ice melt and freshet when the river pumps could be replaced. It is anticipated that this equipment will need to be ordered in early fall to be ready for installation in early 2018.

Attention: Michelle Allen, Chief Administrative Officer  
Date: September 01, 2017  
File: 1093.0041.02  
Subject: Detailed Design for Water Treatment Plant  
Page: 2 of 5



### **Task 2 – PALL Equipment Supply**

PALL has provided detailed submittals for approval. The process and electrical components will be reviewed. Urban will work with PALL to ensure that it is in accordance with the Village's project and operating needs. The PALL equipment will be purchased and installed as part of the general contract.

### **Task 3 – Detailed Design**

The detailed design will include detail design drawings and specifications for all components of the project including civil, electrical, structural, and mechanical components. Some of these components will include:

- Site and landscaping plan;
- Plant layout and piping needs;
- Building design and architectural;
- Electrical connections and integration of plant with the PALL system; and
- HVAC and building mechanical systems.

Design includes design calculations, drawing production, confirming equipment details with suppliers and producing equipment specifications that will be provided to the contractor for construction.

Design reviews will be completed in person with Village staff at the 60% and 90% completion stages. A Class 'A' construction cost estimate will be provided, prior to going to tender. These design reviews will allow the Village the opportunity to provide additional feedback or direction related to the project. Other informal meetings will be scheduled with Village staff throughout the detailed design phase to address questions as they arise and ensure Village staff are providing input on all aspects of the design.

### **Task 4 – Regulatory Approvals**

The Interior Health Waterworks Construction Permit will be completed as part of the detailed design phase of this project. The preliminary design report will be provided to them for their comment and their input; where applicable, any changes, as a result of their comments will be incorporated into the detailed design.

Environmental approvals will also be required for the construction of the residuals discharge on the bank of the Thompson River. A notification of work will need to be submitted for approval and there may be scheduling constraints around the timing of this work.

### **Task 5 – Tender Period Services**

Once the detailed design has been completed and the completed scope of work and budget confirmed, Tender Documents will be completed for this project. It is anticipated a CCDC 2 - Stipulated Price Contract

Attention: Michelle Allen, Chief Administrative Officer  
Date: September 01, 2017  
File: 1093.0041.02  
Subject: Detailed Design for Water Treatment Plant  
Page: 3 of 5



will be used. Urban Systems will prepare all aspects of the Tender Documents including coordination of sub consultants, and preparation of all conditions and specifications necessary for the construction of the project.

Once the design is finalized, a tendering process will be conducted. The tender would be advertised on BC Bid and posted on the MERX website to help ensure an open and broad reaching contractor audience. Urban will provide technical assistance to the Village in clarifying technical questions during tendering and by assisting in the review and recommendation of tender award.

An option item that could be included in the tender process is contractor pre-qualification so that a contractor with appropriate experience and capacity is selected. This process can also help improve interest and increase the quality of bids. If this optional process is selected, a qualifications request would be posted on the BC Bid and MERX website. Following this, an invitational tender would be issued to pre-qualified contractors.

### 3.0 PROJECT TEAM

Our proposed project team includes the following members:

Project Manager and Senior Engineer	Peter Coxon, P. Eng.
Senior Process Review	Sean Dodd, A.Sc.T.
Design Engineer	Travis Pahl, EIT
Process Designer	Jen Adair, A.Sc.T.
Project Coordinator	Connie Blair
Architect	Richard Hunter Architects
Structural Engineer	CWMM Consulting Engineers
Geotechnical Engineer	Thurber Engineering
Electrical and HVAC Engineer	ICI Electrical Engineering

### 4.0 PROJECT SCHEDULE – DETAILED DESIGN

The various tasks of the predesign will be completed as per the following timing:

Task 1 – Field Work	September 2017
Task 2 – Review Pall Submittals	September 2017
Task 3 – Detailed Design	September – December 2017
Task 4 – Permitting	December – March 2018
Task 5 – Tendering and Contract Award	January – March 2018

Attention: Michelle Allen, Chief Administrative Officer  
 Date: September 01, 2017  
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 Subject: Detailed Design for Water Treatment Plant  
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Note that it is anticipated that the river pump equipment would be installed early 2018 between ice thaw and freshet.

## 5.0 FEE ESTIMATE

Based on the tasks outlined in the Section 2.0, the fee estimate to complete this work is outlined in Table 5.1. Please note that the budget carried from the grant program was \$580,000. The proposed budget of \$492,500 is below the original estimate. We propose a 10% contingency allowance in addition to the proposed fees to be used if required during design. Approval would be requested from the Village prior to the use of contingency funds.

**Table 5.1 – Fee Estimate**

TASK		FEEES
<b>1</b>	<b>Project Field Work</b>	
	Sanitary Survey and Coordination	\$ 5,000
	River Pump Design and Install Contract Coordination	\$ 15,200
<b>2</b>	<b>Membrane Equipment Submittal Review</b>	
	Review PALL Water Submittals	\$ 7,600
<b>3</b>	<b>Detailed Design</b>	
	Civil/Process Design	\$ 34,800
	Design Drawings and Review Meetings (Civil, Process, Landscaping)	\$ 189,800
	Electrical and HVAC Design (ICI Electrical Engineering)	\$ 99,100
	Structural Design (CWMM Consulting)	\$ 25,500
	Architectural (Richard Hunter Architects)	\$ 26,800
	Geotechnical (Thurber Engineering)	\$ 2,000
	Preparing Contract Documents	\$ 30,200
<b>4</b>	<b>Permitting</b>	
	Interior Health Permit	\$ 5,200
	Environmental Permitting	\$ 29,200
<b>5</b>	<b>Tender Services</b>	
	Project Contractor Prequalification (Optional)	\$ 6,100
	Project Tender	\$ 13,400
	Tender Award Recommendation and Notice of Award	\$ 2,600
	<b>TOTAL<sup>1</sup></b>	<b>\$ 492,500</b>

<sup>1</sup> Please note the cost estimate above excludes taxes, but includes all disbursements and travel costs.

The next project phases after detailed design will be construction administration, post construction services and a uni-directional flushing program. Separate work programs will be prepared for each phase as the project progresses.

Attention: Michelle Allen, Chief Administrative Officer  
Date: September 01, 2017  
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Subject: Detailed Design for Water Treatment Plant  
Page: 5 of 5



We look forward to working with the Village on this project. Should you have any questions regarding this work program and the information contained within, please feel free to contact us.

Best Regards,

**URBAN SYSTEMS LTD.**

A handwritten signature in black ink that reads "Travis Pahl".

Travis Pahl, EIT  
Design Engineer

A handwritten signature in black ink that reads "Peter Coxon".

Peter Coxon, P. Eng.  
Project Manager and Engineer

/TP

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**MEMO TO: Mayor Jeyes & Council**

**MEMO FROM: Michelle Allen, Chief Administrative Officer**

**DATE: September 5, 2017**

**SUBJECT: BOOSTER STATION STANDBY POWER, REQUEST FOR PROPOSAL**

### **Background**

During the recent wildfire event the Village lost power for over 30 hours. During this outage one area of the community, Mesa Vista Subdivision, ran out of water in their reservoir and the Village was unable to pump additional water until the power was restored.

### **Discussion**

As Council is aware the Village had an unprecedented power outage of over 30 hours from July 7 – 8, 2017 as a result of the wildfire. During this outage the Village had no way to refill the water reservoirs and as a result one of the pump houses ran out of water. This lack of water, while inconvenient for residents, presents a safety concern as the fire department is not able to provide fire protection. During the event in July the fire department strategically placed large water bladders throughout the entire community and filled them with water so that they could refill their tankers locally should a structure fire have broken out.

The water treatment plant design includes a backup power system that will ensure that water can be pumped from the river into the main reservoir. However, at this point, the Village does not have the ability to pump water from the main pump house to pump houses #2 and #3.

Following the wildfire event, one of the items that Council discussed was have backup power available for our entire water system. Staff discussed with USL the two options, one having permanent generators installed at each of the pump houses or having a portable generator that could be hauled between the pump houses. The discussions brought to light a number of concerns including the potential lack of manpower during a power outage to ensure that the generators are moved between pump houses on a timely basis and the ability to tow a generator to the sites especially during the winter. It was resolved that the best solution was to investigate having a permanent generator installed at each of the pump houses that would automatically switch on should there be a power outage.

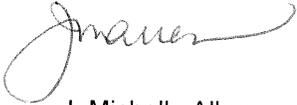
Urban Systems Ltd. and ICI Electrical Engineering have agreed to prepare a scope of work and request for proposal for the supply and installation of this equipment. The RFP will be posted on BC Bid and the submissions will be evaluated and the preferred proposal selected as part of the project. The estimated fees to complete this process are \$7,300.

Administration recommends that the Village proceed with the work program and the review of submissions with the understanding that the Village will only be proceeding with the project if funding opportunities are available to assist with the costs.

**Recommendation**

Administration recommends that Council approve the work program for the Booster Station Standby Power as outlined in the Urban Systems letter dated September 5, 2017 at a total cost of \$7,300.

Respectfully submitted,



J. Michelle Allen,  
Chief Administrative Officer

September 05, 2017

File: 1093.0041.02

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

**Attention: Michelle Allen, Chief Administrative Officer**

**RE: BOOSTER STATION STANDBY POWER, REQUEST FOR PROPOSAL**

The Village of Ashcroft (Village) is interested in incorporating permanent standby power installations at the No. 2 and No. 3 Pump Houses. The scope would include a generator, fuel tank, transfer switch and associated equipment for each Pump House.

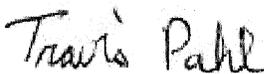
Urban will work with ICI Electrical Engineering to prepare a scope of work and request for proposal (RFP) for this supply and installation of this equipment. The RFP will outline a scope of work and engineering requirements for each standby power system. The RFP will be posted on BC Bid. Results will be evaluated and preferred proposal selected as part of the project. ICI's work program to prepare and evaluate RFP results is attached for reference. Urban will assist with administration and evaluation of the RFP.

The estimated fees for Urban Systems and ICI are \$2,500 and \$4,800 respectively. The total fee estimate is \$7,300.

We look forward to working with the Village on this project. Should you have any questions regarding this work program and the information contained within, please feel free to contact us.

Best Regards,

**URBAN SYSTEMS LTD.**



Travis Pahl, EIT  
Design Engineer

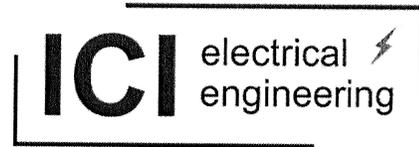


Peter Coxon, P. Eng.  
Project Manager and Engineer

/TP

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September 5, 2017



Urban Systems, Ltd  
200-286 St. Paul Street  
Kamloops, BC V2C 6G4

ATTN: Travis Pahl, E.I.T.  
ICI Project No.: Proposal

**Re: Village of Ashcroft Booster Station Backup Power Design and RFP**

### Situation Appraisal

ICI Electrical Engineering was contacted by Travis Pahl of Urban Systems regarding the sizing and design of back-up power for two municipal water booster stations within the Village of Ashcroft.

ICI has prepared a proposal Scope of Work and Fee Estimate as noted below for the Electrical Engineering components of this request.

### Project Scope

ICI will provide the following services and deliverables:

- Site visit to each booster station to inventory existing equipment and electrical loads.
- Single Line Diagram for each booster station showing generator tie-in and auto transfer switch (ATS).
- Prepare RFP documentation for uploading to BC Bid.
- Review and recommend award for successful bidder.

### Deliverables

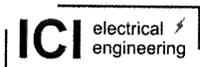
- Single Line Diagrams
- Design Specifications
- RFP Documentation

### Excluded from Scope

- Posting RFP to BC Bid.
- Administering RFP on BC Bid.

### Timing and Requirements

ICI Electrical Engineering is available to commence work on this project within 5 business days of receipt of signed proposal. Work estimated herein shall be completed within 12 months of the proposal date. Base building drawings are to be provided in AutoCAD format.



ICI Electrical Engineering Ltd.  
200-1425 Pearson Place • Kamloops, BC • V1S 1J9 • 250.372.1486

**Fee Estimate**

ICI Electrical Engineering proposes the following engineering fee budget as outlined in the Project Scope.

<b>Electrical Engineering Services</b>		
Design to RFP	\$4,800	Fixed Fee
<b>ESTIMATE TOTAL</b>		<b>\$4,800</b>

Applicable taxes are not included in fee estimates. ICI will invoice monthly based upon task completion. Our standard Terms of Engagement apply to these fees as attached to this proposal. This proposal is valid for 30 days.

Thank you for choosing ICI Electrical Engineering.

Sincerely,

Joshua C Laye, P.Eng  
Project Engineer

**Acceptance**

The proposal will be deemed accepted by your signature below.

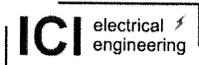
Accepted By \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Table 1 – Hourly Rates /hr**

Engineer and Drafting Support	\$60
Project Coordinator	\$75
Intermediate Technologist	\$90
Junior Engineer (EIT)	\$90
Senior Designer	\$100
Intermediate and Project Engineer	\$120
Senior Engineer	\$150
Vehicle Expense Rate	\$0.62/km
Disbursements	Cost + 10%

Vehicle use for site visits calculated from head office in Kamloops (1425 Pearson Place).

Date	Revision	Status	Author	Checked	Approved
20170809	0	For Submittal	HBH		JCL
20170828	1	Revised. For Submittal.	HBH	JCL	JCL
20170905	2	Revised. For Submittal.	HBH	JCL	SRB



# Terms of Engagement

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## Limitation of Liability

1. You (the Client) expressly agree that any and all claims you have or hereafter may have against us (the "Consultant") in any way arising out of or relating to the services provided by the Consultant under this Agreement, whether in contract, tort and/or any other cause of action in law, shall be deemed to constitute a single claim (the "Claim").
2. In consideration of the services provided by the Consultant, the Client expressly agrees that a Claim which it has or hereafter may have against the Consultant, howsoever arising, whether in contract, tort and/or any other cause of action in law, shall be absolutely limited to the amount of the Consultant's professional liability insurance in effect when the Consultant is first notified of the Claim, and only to the extent that such insurance is available to the Consultant to satisfy the Claim.
3. The Consultant will at any time prior to substantial performance of the contract or termination of the Consultant's services pursuant to this Agreement provide to the Client, at its request, a copy of the Consultant's professional liability insurance policy then in effect, including any related certificates of insurance.
4. In further consideration of the services provided by the Consultant, the Client expressly agrees that the Consultant's liability shall be absolutely limited to a Claim brought within a period of two (2) years from the date of the suspension or abandonment of the Project, the Certificate of Completion or Substantial Performance for the Project or the termination or suspension of the Consultant's services, whichever first occurs (the "Limitation Period"). The Client further agrees that, following the expiration of the Limitation Period, the Consultant's liability for a Claim brought by the Client shall absolutely cease to exist and the Client shall bring no proceedings against the Consultant.

## Consultant's Employees and Principals

5. For the purposes of the limitation of liability provisions, the Client expressly agrees it has entered into this Agreement with the Consultant, both on its own behalf and as agent on behalf of its employees and principals.
6. The Client expressly agrees that the Consultant's employees and principals shall have no personal liability to the Client in respect of a claim whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the Consultant's employees or principals in their personal capacity.

## Independent Contractors and Sub-consultants

7. Where the Consultant retains independent contractors or sub-consultants required to perform the services provided by the Consultant under this Agreement, the Client expressly agrees that those independent contractors or sub-consultants are retained for and on behalf of the Client. The Consultant shall have no liability for any breach of contract, tort and/or any other cause of action in law caused or contributed to by any independent contractor or sub-consultant.

## Field Reviews

8. "Field Reviews" shall be limited to such reviews as are necessary to reasonably determine that the construction is being undertaken in general conformance with Consultant's design. The Client expressly acknowledges that such field reviews shall comprise a random sampling from time to time of the construction, and that because the Consultant has not been engaged to supervise the construction or otherwise ensure 100% conformance with the Consultant's design, the Consultant cannot be responsible for any loss arising from any defects or deficiencies in the construction that were not obvious to a reasonable and prudent Consultant.

## Payment of Fees

9. The Client expressly agrees that all invoices rendered by the Consultant will be paid within thirty (30) days of the date of the invoice, and that interest will be payable thereafter at a rate of twenty four (24) percent per annum.
10. The Client expressly agrees that a claim brought against the Consultant is made against the Consultant's policy of professional liability insurance only, as noted in paragraph 2 above, and the Client has no rights of setoff as against any invoices for fees and disbursements owed by the Client to the Consultant pursuant to the performance of services under this Agreement.
11. The Client expressly agrees that, in the event that it withholds any fees owed to the Consultant, the Consultant is entitled to:
  - a. terminate this Agreement at its sole discretion; and/or
  - b. withdraw any and all letters of assurance it has previously provided to any authority having jurisdiction with respect to this Project and refuse to provide a Schedule C as referenced in the British Columbia Building Code, or equivalent thereto, unless and until the Client has made full payment to the Consultant of the Consultant's outstanding fees and accrued interest.
12. The Client agrees that if for any reason they fail to remit payment for work performed by the Consultant that the Consultant will recover from the Client all costs incurred in association with the collection of monies owed.

**INFORMATION CORRESPONDENCE  
FOR THE SEPTEMBER 12, 2017 COUNCIL MEETING**

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The Office of the Ombudsperson

- Quarterly Report April 1 – June 30, 2017

CiviciInfo BC

- Daniel Burrus, Leading futurist on global trends and innovation – October 25, 2017

FCM

- Cannabis Legalization Primer – August 2017

Cultures West

- Immigrant and Refugee Children: The Early Years

/kw

**Gold Country Communities Society  
Regular Meeting Agenda  
Tuesday August 15th at 10:30 am  
Merritt Desert Inn: 2350 Voght St. in Merritt**

In attendance:

Chair, Steven Rice, TNRD I, Blue Sky Country  
Vice Chair, Ronaye Elliot, TNRD J, Copper Desert Country  
Treasurer, Charlie Weir, District of Logan Lake, Councillor  
Secretary, Deb Arnott, TNRD Area I, Blue Sky Country, Community Futures Sun Country  
Indigenous Executive Director, Gerome Garcia, Urban Coyote Enterprises Inc., Merritt  
Director, Jack Jeyes, Village of Ashcroft, Mayor  
Director, Barbara Wiebe, District of Lillooet, Councillor  
Director, Charlene Vandean, Logan Lake, Community Development Officer  
Director, Martin Pilar, Village of Lytton, Economic Development and Corporate Officer  
Director, Ginny Prowal, City of Merritt, Councillor  
Director, Will George, City of Merritt, Economic Development and Tourism Manager  
Director, Randy Murray, TNRD Area M, Beautiful Nicola Valley North  
Director, Etelka Gillespie, TNRD Area N, Beautiful Nicola Valley South, City of Merritt Chamber of Commerce  
Guests: Tori Teneda, Student Regional Indigenous Tourism Specialist for Thompson Okanagan Tourism Association representative  
Staff: Terri Hadwin, Chief Operating Officer

Regrets:

Executive Director at Large, Lisa Dafoe, Village of Cache Creek, Councillor  
Executive Director at Large, Yvette May, Clinton Museum, Spirit of Clinton  
Director, Diana Guerin, Village of Clinton, Councillor  
Director, Melody Thacker, District of Lillooet, Chamber of Commerce  
Director, Jessoa Lightfoot, Village of Lytton, Mayor  
Director, Terry Raymond, TNRD J, Copper Desert Country, Director FRVD Area A

Absent:

Director, Alfie Trill, Village of Ashcroft, Councillor  
Director, Sally Watson, TNRD Area E, Bonaparte Plateau, TNRD  
Director, Ken Huber, TNRD Area E, Bonaparte Plateau, BC Horseman  
Director, Herb Graham, TNRD Area N, Beautiful Nicola Valley South

**1) Call to order**

By Chair Steve Rice at 10:35

**2) Approval of Agenda of August 15, 2017**

MOTION: To adopt the agenda with additions by Randy Murray/Jack Jeyes. Carried Unanimously.

**3) Approval of Minutes of Regular Meeting: May 10, 2017**

(Attachment A)

MOTION: To adopt by Etelka Gillespie/Ginny Prowal. Carried Unanimously.

4) **Approval of Minutes of Special Meeting: June 26, 2017**

(Attachment B)

MOTION: To adopt by Ronaye Elliot/Jack Jeyes. Carried Unanimously.

5) **Board Member Request**

Council for the Village of Lytton has appointed Economic Development and Corporate Officer, Martin Pilar, as the second representative for Lytton to the Gold Country Board (in addition to Mayor Lightfoot who is our other appointed member).

MOTION: To accept Martin Pilar as Village of Lytton representative by Jack Jeyes/Will George. Carried Unanimously.

6) **Business Arising from Minutes**

a) Carriers of our geocaching guides have been informed that we are no longer retailing the guides and are distributing them for free. They have been offered prize packs as an expression of gratitude for carrying the guides.

Note: Staff is to report at the next Board Meeting the annual average cost of maintenance of the geotour geocaches.

b) The Village of Cache Creek has been informed that GCCS will not be submitting a proposal to operate the Visitor Info Centre in 2018.

Note: Staff is to follow up with Village of Cache Creek to ensure the letter of notification has been received.

c) Corrections are being made to info that was within the DRAFT Business Plan. A survey will be sent to our stakeholders by the end of August. They will have until the end of September to complete the survey. Results will be shared with the Board of Directors via email and a Final Business Plan will be approved at the next Board Meeting to be held in December.

d) Human Resource Committee: due to wildfires the committee has not had an opportunity to meet. Staff is collecting data from resources to create a policy to be reviewed by HR Committee.

Note: Chair Steve Rice to write a letter to Destination BC, informing them on challenges we have been facing due to the wildfires in our area. Carbon Copy BC Economic Development Association.

7) **New Business**

a) Presentation from Tori Teneda, Student Regional Indigenous Tourism Specialist for Thompson Okanagan Tourism Association representative.

MOTION: Send a thank you letter to TOTA for Indigenous Specialist presentation. Request a response of how Thompson Okanagan Tourism Association will respond to tourism stakeholders dealing with wildfire issues. A request for a follow up presentation for all overall marketing with strategic focus within the Gold Country region by Will George/Ginny Prowal. Carried Unanimously.

b) BCEDA Wildfire Recovery Hotline by Deb Arnott

Encourage businesses with 50 employees or under call the hotline, takes 10-15 minutes. Distribute e-newsletter.

NOTE: TNRD reps to bring up small business support at the next meeting. Speak with TOTA and CCCTA about what their priorities are so that we have voices that can rally support for those initiatives.

- c) Red Cross Funding has been applied for GCCS on Monday August 14th. COO recommends that if this funding is approved, that it should be equally divided by the four employees to cover lost wages during the office closure. MOTION: To approve the recommendation by Ronaye Elliot/Barb Wiebe. Carried Unanimously.

**8) C.O.O Report**

- a) Preparations are nearly complete for the final geocaching event. At this time, no volunteers have come forward to continue with the event in the future. The release of the 8 new geotour geocaches is projected to go ahead with the September long weekend. \$20,500 has been raised to move forward with the expansion of the geotour and the 5<sup>th</sup> Annual Geocaching event. Funding came from TNRD, NDIT, New Pathways to Gold, Village of Lytton and City of Merritt. Since 2013, \$68,000 has been raised and spent on the 5 Annual Geocaching Events. NOTE: With fire and smoke conditions, COO advises that we postpone the event to early Spring of 2018. This will create more work for staff, and the event will not be hosted in conjunction with Canada 150. However, there are benefits to be had by holding it after the fires and smoke have cleared. Brand it Canada 150 plus #BCStrong! MOTION: To approve the recommendation by Ginny Prowal/Martin Pilar. Carried Unanimously.
- b) Valerie Diamond will complete her summer student position with Gold Country at the end of August. Management has been especially impressed with this student. Her drive to learn and present herself as a professional team member has been nothing short of exceptional. The majority of the cost to employ her has come from the Aboriginal Skills Employment and Training summer student fund.
- c) Most of our stakeholders have at minimum been somewhat effected by the fires and smoke with losses of revenue, while we have some stakeholders at the extreme measure, have suffered loss of assets from fire damage. Effect of Wildfires impact surveys have been distributed. NOTE: In the next newsletter we will share the Red Cross and BCEDA Hotline number information.
- d) Minimum wage increases by \$0.40 in September. If we increase each staff member's wage by \$0.40 to reflect this change, it would cost Gold Country an estimated extra \$2000 a year.

**9) Correspondence**  
(Attachment C)

- a) Letter from SIDIT, declining funding  
NOTE: Letter from Chair clarification as to why the grant was denied. SIDIT has been encouraging businesses to apply for this funding, but there is no clear indication why the grant application was unsuccessful.
- b) Letter from Go2HR, transitioning away from WorldHost

**10) Financial Reports**

(Separate Attachment)

MOTION: To approve the financial reports of Gold Country Communities Society Comparative Balance Sheet and Income Statement for June 30, 2017 as presented by Ronaye Elliot/Charlie Weir. Carried unanimously.

**11) Date and Location for next Board Meeting**

December Wednesday 6 Ashcroft or Cache Creek.

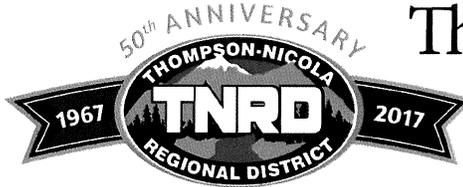
Logan Lake requests to host in Spring

**12) In camera Session**

MOTION: To move meeting to in camera session by Jack Jeyes/Ronaye Elliot. Carried Unanimously.

**13) Adjournment of meeting**

By Will George at 2pm



# Thompson-Nicola Regional District



Thompson-Nicola  
Film Commission  
BRITISH COLUMBIA

tnrd.ca



## Photos Sought for 50th Anniversary Contest

### For Immediate Release

**(August 29/17):** The Thompson-Nicola Regional District (TNRD) is continuing its 50th anniversary celebrations with a photo contest that runs from Friday, September 1, until midnight on Tuesday, October 31. The contest features the chance to win prizes, including an Android TV 4K Media Player Streaming Box for the first-place winner.



Amateur photographers are invited to capture and share photos that depict local landscapes and scenery. Submitted photos that meet the criteria will be posted on the TNRD's 50th anniversary Instagram page (@TNRD50), where viewers can help select contest winners.

Photographs must have been taken within the boundaries of the TNRD. Only photos representing nature, landscape and scenery will be accepted — photos with identifiable individuals or businesses will not be eligible. Photos can be in colour or in black and white.

The contest is open to all residents of the TNRD. For full rules and more information, go to <http://50th.tnrd.ca/>

-30-

**For more information contact Carolyn Black, Director of Legislative Services:  
250.377.8673; cblack@tnrd.ca**

The TNRD covers 11 municipalities (Ashcroft, Barriere, Cache Creek, Chase, Clearwater, Clinton, Kamloops, Logan Lake, Lytton, Merritt and Sun Peaks) and 10 Electoral Areas - "A" (Wells Gray Country), "B" (Thompson Headwaters), "E" (Bonaparte Plateau), "I" (Blue Sky Country), "J" (Copper Desert Country), "L" (Grasslands), "M" (Beautiful Nicola Valley - North), "N" (Beautiful Nicola Valley - South), "O" (Lower North Thompson) and "P" (Rivers and the Peaks). The TNRD provides over 120 services including planning and building inspection, solid waste management, emergency preparedness, 9-1-1 services, recreation, utilities, television rebroadcasting, river buoys, transit, tourism, library services and operates a film commission.