



**THE CORPORATION OF THE VILLAGE OF ASHCROFT**

**REGULAR AGENDA**

**FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS OF THE VILLAGE OFFICE AT 4:30 PM ON MONDAY SEPTEMBER 14, 2020**

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

**CALL TO ORDER**

**1. ADOPTION OF THE AGENDA**

*Motion to add or delete Agenda items*

*Motion to adopt the Agenda as presented or as amended*

**M/S**

*"THAT the Agenda for the Regular Meeting of Council held on Monday September 14, 2020 be adopted as presented."*

**2. MINUTES**

3.1	Minutes of the Regular Meeting of Council held Monday August 24th, 2020 <i>"That the Minutes of the Regular Meeting of Council held Monday, August 24th 2020 be adopted as presented."</i>	P. 1-9
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**3. DELEGATIONS**

4.1	Vicky Trill - Ashcroft HUB Society	P. 10
4.2	Martina Duncan – St. Alban's Anglican Church	P.11
4.3	Robert Landucci – Government Street	

**4. PUBLIC INPUT**

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

**5. BYLAWS**

5.1	Sign Bylaw No. 840 <i>"That Council endorse 1st and 2nd Reading of the Village of Ashcroft Sign Bylaw No. 840."</i>	P. 12-46
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**6. STAFF REPORTS**

<b>REQUEST FOR DECISION</b>		
6.1	2019 Annual Report <i>Motion to move to Committee of the Whole</i> <i>Discussion</i> <i>Move to Resume Council Meeting</i>	P. 47-124

	<i>Motion to endorse the 2019 Annual Report as recommended or with amendments</i> <i>“That Council endorse the 2019 Village of Ashcroft Annual Report.”</i>	
6.2	<b>EBCM Funding for Bylaw Officer</b> <i>“That Council direct staff to gauge the current interest of Clinton and/or Cache Creek in a shared community bylaw officer. If neighbouring communities are uninterested, staff recommend that Ashcroft draft a plan for how a bylaw officer would be utilized solely within the Village. If one or both neighbouring communities are interested, staff recommend that this partnership and funding be pursued.”</i>	P. 125-126
<b>FOR INFORMATION</b>		
6.3	Public Works Report – Summer Update	P. 127-128
6.4	Legacy Park – August Update	P. 129

## 7. CORRESPONDENCE

<b>FOR ACTION</b>		
7.1	Christopher Dow – Request to Consider Mandatory Masks <i>Motion Required</i>	P. 130
7.2	Ned Hodaly – Prioritization of Rural Connectivity Across Canada <i>Motion Required</i>	P. 131-133
7.3	St. Alban’s Anglican Church – Grant in Aid Request <i>Motion Required</i>	P. 134-138
7.4	Sage Sound Singers – Grant In Aid Request <i>Applicant has been advised max aid is \$500.00</i> <i>Motion Required</i>	P. 139-145
<b>FOR INFORMATION</b>		
7.5	Interior Health – New Phone Numbers Launched to Improve Access to Community Care	P.146-148
7.6	Gold Trail School District - Update on Lytton K-12 Renovation Project	P. 149-150
7.7	Kamloops & District Real Estate Association –Sales Figures	P. 151-153
7.8	TNRD – Improving Rural Internet Connectivity	P. 154
7.9	TELUS Business - Upcoming changes to Analog Private Line Services	P. 155
7.10	Information Correspondence Listing	P. 156

## 8. UNFINISHED BUSINESS

8.1	Motion and Task Tracker	P. 157-159
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## 9. NEW BUSINESS

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

10.1	<b>EDT Steering Committee</b> <i>“That Council approve the EDT Committee Terms of Reference, Code of Conduct and Confidentiality Agreement as presented.”</i>	P. 160-163
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**11. COUNCIL REPORTS**

11.1	Mayor Roden – Report	P. 164-165
11.2	Councillor Anderson	
11.3	Councillor Anstett	
11.4	Councillor Davenport	
11.5	Councillor Tuohey	

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

*Motion required to move to a Closed Meeting*

12.1	<i>Motion to move to a closed meeting to discuss an item under the Community Charter Section 90.1 (c) labour relations, (g) litigation, and (i) legal advice.</i>	
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**13. RESOLUTIONS RELEASED FROM CLOSED MEETING**

13.1		
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**14. ADJOURNMENT**

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
REGULAR MINUTES**

**FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS OF THE VILLAGE OFFICE  
AT 7:00 PM ON MONDAY August 24, 2020**

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

Daniela Dyck, Chief Administrative Officer  
Yoginder Bhalla, Chief Financial Officer  
Brian Bennewith, Director of Public Works  
Amy O'Rourke, NDIT Intern

Media -  
Public - 3

**EXCUSED:** Councillor Jonah Anstett

The HUB Online Network was not in attendance.

**CALL TO ORDER**

Mayor Roden called the meeting to order at 7:00 pm and forwarded Councillor Anstett's regrets to the gallery.

1. **ADOPTION OF THE AGENDA**

*Motion to add or delete Agenda items*

*Motion to adopt the Agenda as presented or as amended*

**M/S Roden / Davenport**

*"THAT the Agenda for the Regular Meeting of Council held on Monday August 24<sup>th</sup>, 2020 be adopted as presented."*

CARRIED – Unanimous (R-2020-186)

2. **MINUTES**

3.1	Minutes of the Regular Meeting of Council held Monday July 27 <sup>th</sup> , 2020 <b>M/S Roden / Anderson</b> <i>"That the Minutes of the Regular Meeting of Council held Monday July 27<sup>th</sup>, 2020 be adopted as presented."</i>	CARRIED Unanimous R-2020-187
3.2	Minutes of the Special Meeting of Council held Monday August 17 <sup>th</sup> , 2020 <b>M/S Roden / Tuohey</b> <i>"That the Minutes of the Regular Meeting of Council held Monday August 17<sup>th</sup>, 2020 be adopted as presented."</i>	CARRIED Unanimous R-2020-188
3.3	Minutes of the Economic Development and Tourism (EDT) Steering Committee held Wednesday July 29 <sup>th</sup> , 2020 <b>M/S Roden / Anderson</b> <i>"That the Minutes of the EDT Steering Committee Meeting held Wednesday, July 29<sup>th</sup>, 2020 be adopted as presented."</i>	CARRIED Unanimous R-2020-189

3.4	<p>Minutes of the Economic Development and Tourism (EDT) Steering Committee held Wednesday August 19<sup>th</sup>, 2020</p> <p><b>M/S Roden / Davenport</b></p> <p><i>“That the Minutes of the EDT Steering Committee Meeting held Wednesday, August 19<sup>th</sup>, 2020 be adopted as presented.”</i></p>	<p>CARRIED Unanimous R-2020-190</p>
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### 3. DELEGATIONS

4.1	<p>Sgt Darren Angman – RCMP Ashcroft Detachment Waiting for relocation process to complete, currently commuting from Kamloops</p> <p>First quarter stats – 414 files -136 in Ashcroft Second quarter stats – 426 files -119 in Ashcroft Overall comparison numbers are down, last year numbers were significantly higher. Ashcroft is on track to finish below last year; however, numbers are trending upwards. Sgt Angman will continue to watch the numbers and if necessary, will advocate for added members Sgt Angman asked for clarification of what Council is looking for in future reports. Items discussed are itemized below:</p> <ul style="list-style-type: none"> <li>• Types of crime stats</li> <li>• What is trending up/down</li> <li>• Is there crime migrating from the larger centres to Ashcroft</li> <li>• Bulk of workload is outside of Ashcroft; more severe cases seem to be from outside of Ashcroft</li> <li>• Lots of general assistance files in Ashcroft</li> <li>• Comments about past crimes of opportunity/ is this cyclical</li> <li>• 2019 detachment strategy to encourage transients to move on</li> <li>• Building awareness with business owners to safeguard security systems and their general business – ie business security checks – great opportunity to train community volunteers to assist with this type of support (crime prevention volunteer program) Sgt. Able to assist with this</li> <li>• Proactive crime prevention is most effective when the community is involved – grants available for this type of program</li> <li>• Traffic – more or less traffic – lull during initial COVID – now an increase of travellers and RV’s</li> <li>• Ashcroft trend is no seatbelts and cell phone use</li> <li>• Government St. speed is still an issue – advise RCMP when these complaints come in, make RCMP aware</li> <li>• COVID enforcement RCMP is now able to fine for infractions</li> <li>• VOA to contact the PHO of infractions and they will dispatch RCMP or contact RCMP and they will get direction from the PHO</li> <li>• RCMP is not regulatory, RCMP is enforcement</li> <li>• Wellbeing checks are additional impacts on resources</li> </ul> <p>Mayor Roden thanked Sgt. Angman and Cnst. Buckland for their attendance and once again welcomed Sgt. Angman to Ashcroft.</p>	
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4. **PUBLIC INPUT**

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

TNRD area resident

3.1 – CN investment announcement – Are any of the funds allocated for the Old Cariboo Rd crossing?

3.2 – Development Permit Applications – are these accessible to the public?

3.3 – EDTC Meeting – Where can the public find the meeting schedule, Agenda’s and Minutes?

3.4 – Mentions reassessing branding – is this something Council is considering?

4.1 – Comment regarding RCMP capacity to assist with Bylaw enforcement – Is TNRD able to provide this service?

5.1 – Clarification regarding the Covenants for the OCP and Zoning amendments and what property these are in respect to.

6.2 – WTP – clarification regarding \$150,000 expenditure request

6.4 – Comment regarding the Recommendation “not to consider” Clarification by presenter – to develop a Heritage Register for property recognition not designation. What are the criteria for recognizing heritage sites?

10.1 – EDT Steering Committee requested that Terms of Reference, Code of Conduct and Confidentiality Agreement be made public.

11.1 – Clarification regarding Ashcroft being marketed as a destination

12.1 – Question in regard to Council releasing closed meeting motions

5. **BYLAWS**

5.1	OCP and Zoning amendments will move forward once covenants are received from the property owners	
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6. **STAFF REPORTS**

<b>REQUEST FOR DECISION</b>		
6.1	Encroachment at 711 Brink Lane <b>M/S Tuohey / Davenport</b> <i>“That Council approve the Encroachment Agreement request for 711 Brink Lane, that all legal and filling costs be expensed to the property owner, and further that the Mayor and CAO be approved to sign the agreement.”</i>	CARRIED Unanimous R-2020-191
6.2	Water Treatment Plant Project Sand Mitigation Proposal <b>M/S Roden / Anderson</b> What is causing this issue – DPW clarified that sand/silt is abrasive and wearing out backing plates, valves etc. some sand/silt is getting past the screen and found in the membrane filters. Flow balancing tank has approx. 1 to 1.5 ft of sand and silt. During sever freshet the system shut down every 3 minutes to flush the sand. <i>(Images were provided as reference on the screen)</i> Nature of turbidity has changed since the fires. We would have been on boil advisory for 6 months without the system this year. Celebrate the win that the WTP provided clean potable water. CFO would have like to apply for a climate change grant but the 2 year turn around is too long we need to mitigate this issue now to limit the damage to the WTP. <i>“That Council approve water treatment separator design, tender and install.”</i>	CARRIED Unanimous R-2020-192

6.3	Financial Updates & Debt Payment CFO Bhalla provided a quarterly financial BI update M/S Roden / Davenport <i>"That Council approve payment of both fire and WTP debt."</i>	CARRIED Unanimous R-2020-193
6.4	July 27 <sup>th</sup> Delegation – Heritage Conservation, Gloria Mertens <b>M/S Roden / Tuohey</b> <i>"That the report be received for information."</i>	CARRIED Unanimous R-2020-194
6.5	Drylands Arena – Re-Opening <b>M/S Anderson / Davenport</b> Clarification - how many staff will work at the arena under the reduced hours - 1 regular, possibly 1 trainee How difficult would it be to open for public skating – Public skating is not included in the COVID-19 Safety Plan How many team members on the ice/arena – Determined in the Safety plan at development following WorkSafe, ViaSport, PHO guidelines. <i>"That Council endorse the Drylands Arena re-opening plan as presented."</i>	CARRIED Unanimous R-2020-195
6.6	TNRD Building Inspection Services Contract Renewal <b>M/S Anderson / Tuohey</b> <i>"That Council accept the terms of the TNRD Building Inspection Contract renewal for a three-year term commencing January 1, 2021 and concluding December 31, 2023; and further that the Mayor and CAO be approved to sign the contract."</i>	CARRIED Unanimous R-2020-196
<b>FOR INFORMATION</b>		
6.7	Legacy Park July 2020 Visitor Activity	
6.8	NDIT Intern Status Update Report	
6.9	EDTC Status Update Report	

## 7. CORRESPONDENCE

<b>FOR ACTION</b>		
7.1	Village of Kaslo – Resolution: A Strategy for Rural Economic Development Through Health Care <b>M/S Roden / Tuohey</b> <i>"Motion to receive and file."</i>	CARRIED Unanimous R-2020-197
7.2	Town of Comox – National Pharmacare Call to Action; Call for National Pharmacare Sample Message <b>M/S Roden / Anderson</b> <i>"That Council send a letter to the Federal Government advocating for the implementation of the proposed national pharmacare program."</i>	CARRIED Unanimous R-2020-198
7.3	CN Rail – Rail Safety Week Letter; Draft Resolution <b>M/S Roden / Tuohey</b> <i>"That Council adopt this Resolution and support national Rail Safety Week to be held from September 21 to 27, 2020"</i>	CARRIED Unanimous R-2020-199
<b>FOR INFORMATION</b>		
7.4	Ministry of Municipal Affairs and Housing - Consultation with Local Governments on COVID-19 and Economic Recovery	
7.5	UBCM - Response to Building BC's Recovery, Together	
7.6	TNRD - Free Disposal Days Cancelled for 2020	
7.7	TNRD - Kamloops and Regional Libraries Reopen to the Public	

7.8	BC Ministry of Agriculture - Information on Order in Council #353/2020 - Amendments to Regulations Under the Agricultural Land Commission Act	
7.9	UBCM – Evacuation Route Planning Grant Payment Letter	
7.10	TNRD – TNRD Secures Land Tenure for New Fire Hall in Loon Lake	
7.11	Brad Vis – Extensive Flooding along the Bonaparte River, BC	
7.12	Information Correspondence Listing <b>M/S Roden / Davenport</b> <i>“That agenda items 7.4 – 7.12 be received and filed.”</i>	CARRIED Unanimous R-2020-200

#### 8. UNFINISHED BUSINESS

8.1		
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#### 9. NEW BUSINESS

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

10.1	EDT Steering Committee <b>M/S Roden / Anderson – tabled to next meetingC</b> <i>“That the EDT Committee Terms of Reference, Code of Conduct and Confidentiality Agreement be attached to the September 14<sup>th</sup> Agenda for consideration.”</i> <b>M/S Roden / Anderson</b> <i>“That Council endorse the EDT Committee request to allocate up to \$5000 for Radio Ads.”</i>	CARRIED Unanimous R-2020-201  CARRIED Unanimous R-2020-202
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#### 11. COUNCIL REPORTS

11.1	Mayor Roden - Report	
11.2	Councillor Anderson	
11.3	Councillor Anstett	
11.4	Councillor Davenport	
11.5	Councillor Tuohey	

#### 12. RESOLUTION TO ADJOURN TO CLOSED MEETING

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

12.1	<b>M/S Roden / Anderson</b> <i>“That Council move to a closed meeting to discuss an item under the Community Charter Section 90.1 (i) the receipt of advice that is subject to solicitor-client privilege necessary for that purpose;”</i>	CARRIED Unanimous R-2020-203
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#### 13. RESOLUTIONS RELEASED FROM CLOSED MEETING

13.1	<b>M/S Roden / Tuohey</b> <i>“That Motion numbers 2020-03, C-2020-24, C-2020-37, C-2020-42 and C-2020-46 be released to the Public at the August 24<sup>th</sup> Regular</i>	CARRIED Unanimous R-2020-204
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	<i>Meeting of Council as per the attached listing.</i>	
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**14. ADJOURNMENT**

**M/S Roden / Davenport**

*“That the regular meeting of Council be adjourned at 9:03 pm*

CARRIED – Unanimous (R-2020-205)

Certified to be a true copy of the  
Minutes for the Regular Meeting of  
Council held Monday August 24, 2020.

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Daniela Dyck,  
Chief Administrative Officer

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Barbara Roden, MAYOR

2020 CLOSED MEETING MOTIONS

Motion Number or Date	Topic of Discussion	Motion	Status	Released to Public
C-2020-03	Land Tenure ofr North Ashcroft Reservoir	"THAT Council approve staff to engage in negotiations with Desert Hills Ranch regarding the transfer of the property the North Ashcroft Reservoir is located on, in order to begin the process of subdivision and transfer of title of the property."	Property owner has been contacted, waiting for reponse.	24-Aug-20
C-2020-05	Resolution to be Released to Open Meeting	"THAT Council resolve to release the attached 2019 Closed Meeting Motions to the Public during the January 13, 2020 Closed Meeting."	Complete	13-Jan-20
C-2020-06	[REDACTED]	[REDACTED]	[REDACTED]	Not-releasable
C-2020-10	[REDACTED]	[REDACTED]	[REDACTED]	Not-releasable
C-2020-17	VPN and Office Closure - COVID-19	"That Council approve the office to be closed to the public as of 4:00 pm Friday March 20, 2020."	Complete	18-Mar-20
C-2020-18	Extension of 10% Early Discount for Utilities	"That the 10% early payment discount for utility payments be extended to April 30, 2020."	Complete	18-Mar-20
C-2020-24	Organizational Structure	"That Council approve the staffing requests as presented in the report."	Complete	24-Aug-20
C-2020-25	[REDACTED]	[REDACTED]	[REDACTED]	Not-releasable

C-2020-26	[REDACTED]	[REDACTED]	[REDACTED]	Not-releasable
C-2020-31	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
C-2020-35	Contract Offer for DPW	"That Council approve the proposed contract for the position of Director of Public Works and that the Interim CAO be approved to offer Brian Bennewith the Position and sign the contract effective June 7, 2020."	Complete	25-May-20
C-2020-36	Interim CAO	"That Council appoint the Interim Chief Administrative Officer as the Chief Administrative Officer for the Village of Ashcroft and that a contract be signed as mutually agreed upon effective June 7, 2020."	Complete	25-May-20
C-2020-37	WTP Capacity Report	"That staff approach AIB and move forward with discussions to supply water from Ashcroft's Water Treatment Plant to AIB residents."	Complete	24-Aug-20

C-2020-42	RCMP Sgt Appointment	“That Mayor Roden will contact the Ashcroft RCMP Detachment to gather information and approach the superintendent in Kamloops about staffing levels and status of new detachment commander for Ashcroft and what the expected arrival date might be.”	Complete	24-Aug-20
C-2020-46	Government Street Development	“That Council approve staff to move source grant funding and secure quotes to move forward with a Engineered Storm Water Runoff Study of the upstream storm water flow impacting Government Street; and allow Landucci’s to move forward with the first property development utilizing a 600mm culver; and further that, if the completed Engineered Study indicates the culvert is not a sufficient size, that it be upgraded at the developers expense.”	Complete	24-Aug-20

## INFORMATION FOR DELEGATIONS

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

1. Name of Organization or Group (if applicable): \_\_\_\_\_
2. Name(s) and title(s) of Person(s) making presentation: \_\_\_\_\_  
\_\_\_\_\_
3. The topic of your presentation: \_\_\_\_\_  
\_\_\_\_\_
4. What are you seeking from Council as a result of your delegation's presentation? (i.e. funding, a letter of support, a change in a bylaw or policy, to provide information only):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. If you or your group are seeking some form of financial assistance, please explain why you feel that the Village should be funding your request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. If seeking financial assistance please attach a budget for your project and expected sources of revenue.
7. If you require a power-point projector or other presentation tool, please advise staff in advance. Paper copies of your presentation should be brought as back up in case of system failure.
8. If you have additional printed materials that you would like Council to read as support for your presentation, please have 7 copies delivered to the office NO LATER THAN the Thursday morning prior to your date of presentation. This will ensure that all Council members receive your materials prior to the meeting and can be better informed as to the background of your presentation.
9. Date requested to make presentation: \_\_\_\_\_  
Alternate date (if necessary): \_\_\_\_\_
10. You should not expect a decision from Council the same night as your presentation unless it is a time sensitive item.

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

## INFORMATION FOR DELEGATIONS

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

1. Name of Organization or Group (if applicable): Soup's On
  
2. Name(s) and title(s) of Person(s) making presentation: Martina Duncan, Priest at St Alban's Anglican Church
  
3. The topic of your presentation: Request for Grant-in-Aid to help sustain the Soup's On Program during the pandemic.
  
4. What are you seeking from Council as a result of your delegation's presentation? (i.e. funding, a letter of support, a change in a bylaw or policy, to provide information only):  
Funding to help sponsor Friday Soup's On luncheons.
  
5. If you or your group are seeking some form of financial assistance, please explain why you feel that the Village should be funding your request:  
We've had to adjust how we deliver the Soup's On Program since the pandemic began  
and teams can no longer host and serve luncheons as we have for the past ten years.  
Donations have decreased and we are looking for financial assistance as the impact of the pandemic increases.
  
6. If seeking financial assistance please attach a budget for your project and expected sources of revenue.
  
7. If you require a power-point projector or other presentation tool, please advise staff in advance. Paper copies of your presentation should be brought as back up in case of system failure.
  
8. If you have additional printed materials that you would like Council to read as support for your presentation, please have 7 copies delivered to the office NO LATER THAN the Thursday morning prior to your date of presentation. This will ensure that all Council members receive your materials prior to the meeting and can be better informed as to the background of your presentation.
  
9. Date requested to make presentation: 14 Sep 2020  
 Alternate date (if necessary): The next time the Council meets.
  
10. You should not expect a decision from Council the same night as your presentation unless it is a time sensitive item.

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

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** September 14, 2020  
**FROM:** Daniela Dyck, Chief Administrative Officer  
**SUBJECT:** Sign Bylaw No. 840 – 1<sup>st</sup> and 2<sup>nd</sup> Reading

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### **Purpose**

To request Council endorsement of the draft Sign Bylaw No. 840 for 1<sup>st</sup> and 2<sup>nd</sup> Reading.

### **Recommendation**

*“That Council endorse 1st and 2nd Reading of the Village of Ashcroft Sign Bylaw No. 840.”*

### **Alternatives**

*“That Council defer the Village of Ashcroft Sign Bylaw No. 840 and be brought back for consideration at a future Council meeting.”*

### **Discussion**

The Village of Ashcroft does not have a bylaw to regulate signage; however, both the OCP and Zoning Bylaws speak to the regulation of signage and bylaw compliance.

The development of the attached Sign Bylaw is a direct result of the updated OCP and Zoning Bylaws and was intended to be completed upon OCP and Zoning Bylaw adoption. The Bylaw was drafted by Urban Systems to keep consistency in language and format as they also drafted the Zoning and OCP Bylaws. The draft bylaw has been reviewed several times by staff with various edits required, we are confident that this draft bylaw meets the needs of the community.

Input from the business community is an important component of the bylaw prior to adoption, as such, staff scheduled a meeting in March to present the draft bylaw to the business community intending to provide an opportunity for input prior to Council consideration; however, the meeting was cancelled due to the COVID-19 outbreak. To ensure business participation and feedback the EDTC will distribute the bylaw to the business community and request that input be forwarded to the Village office prior to 3<sup>rd</sup> reading which is scheduled for October 26, 2020. This provides the business community a six-week window for review and feedback.

Council’s approval of 1<sup>st</sup> and 2<sup>nd</sup> readings will make the bylaw public and enable community and Council input.

### **Strategic/Municipal Objectives**

Official Community Plan

### **Legislative Authority**

N/A

### **Financial Implications**

N/A

### **Attachment Listing**

Village of Ashcroft Sign Bylaw No. 840

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**Respectfully Prepared by:**



Daniela Dyck,  
Chief Administrative Officer

# Village of Ashcroft

## Signage Bylaw No. 840, 2020

**Village of Ashcroft**

**Signage Bylaw No. 840, 2020**

**1.0 TITLE**

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

**2.0 PURPOSE**

2.1 The purpose of this Bylaw is to:

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

**3.0 DEFINITIONS**

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

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

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

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

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

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

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

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

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

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

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

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

- The transition between images occurs instantly (i.e. fading, dissolving, scrolling, and other similar effects are not permitted);
- The display does not change more than once every ten minutes, except in the case of Pylon Signs located on a property with greater than 75 m of lot frontage, in which case the Sign can change no more than once every ten seconds;
- The Sign contains a sensor to automatically reduce the overall brightness during low light; and
- A Sign located within 100 m of a property that is zoned to permit residential as a land use, does not change between 10:00 pm and 7:00 am.

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

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

**Council** means the Council of the Village of Ashcroft.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Village** means the Village of Ashcroft and its direct employees.

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

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

#### **4.0 GENERAL REGULATIONS**

##### *Application*

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

##### *Compliance with Other Laws, Bylaws, and Policies*

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

##### *Exemptions*

- .6 This Bylaw does not apply to:
  - .1 Notices or Signs issued by the Government of Canada, the Government of British Columbia, a Court or the Village;

- .2 Traffic control devices provided for in the *Motor Vehicle Act*;
- .3 Signs on or over Village highways installed or authorized by the Village for the control of traffic and parking, or for street names and directions;
- .4 Signs located in the interior of buildings; and
- .5 Holiday lights and other decorations that contain no commercial message.

*Signs with No Permit Requirement*

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

*Temporary Signs*

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

*Non-Conforming Signs*

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

*Signs Prohibited in All Zones*

- .11 Signs that are not specifically permitted in this Bylaw are hereby prohibited, and without limiting the generality of the foregoing, the following Signs are specifically prohibited:
  - .1 Abandoned Signs;

- .2 Portable Changeable Copy Signs, except those used by the federal or provincial governments and/or the Village of Ashcroft for communications during emergency situations;
- .3 Vehicle Signs; and
- .4 Signs containing statements, words, or pictures of an obscene, pornographic, discriminatory, immoral character, or advertising matter which is untruthful.

#### *Location of Signage*

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

#### *Signs in Public Places*

- .16 No Sign shall be placed, tacked, posted or otherwise affixed to any structure, tree, pole, hydrant, bridge, fence or any other surface within a public place without the approval of the Bylaw Enforcement Officer or their designate and in accordance with this and other Bylaws of the Village.
- .17 Signs advertising community events or activities, and charitable fundraising campaigns may be placed in public places with the approval of Bylaw Enforcement Officer or their designate and in accordance with the Bylaws of the Village.
- .18 Only Banner Signs, Sandwich Board Signs, Inflatable Signs, Directional Signs, or Portable Signs are permitted in public places.
- .19 Signs in public places shall be removed within seven (7) days of the termination of the event or activity which the Sign advertises.

- .20 The Bylaw Enforcement Officer or their designate may remove and impound any Sign found in contravention of section 4.19, at cost to the owner for the removal of the Sign.
- .21 Any Sign impounded under section 4.20 may be reclaimed by its owner within five (5) days of its impoundment. If the Sign has not been reclaimed within five (5) days of its impoundment, the Sign may be destroyed and disposed of by the Village as it sees fit, at cost to the owner, and without compensation for losses suffered by the owners.

#### *Construction*

- .22 Every electrical Sign shall be approved and labelled as conforming to the Canadian Standards Association or shall conform to the Provincial Electrical Code of British Columbia.
- .23 Every Pylon Sign shall have the manufacturer's name and the weight of the Sign on a name plate fastened to the exterior of the Sign in a location readily visible when the Sign is in place.

#### *Appearance and Maintenance of Signs*

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

#### *Repair and Removal of Permanent Signs*

- .29 In the case of any Sign erected in contravention of this Bylaw, or which by reason of location, construction or deterioration, constitutes a hazard, the Bylaw Enforcement Officer or their designate may, by written order, direct such Sign to be repaired or removed by the owner within a specified time limit.
- .30 Should the owner fail to comply with a removal order under section 4.29, the Bylaw Enforcement Officer or their designate is hereby authorized to remove and impound the Sign. The Sign shall not be returned to the owner until the Village has been reimbursed for all expenses incurred in its removal.

- .31 Any and all expenses incurred by the Village in the removal of any Sign under section 4.30 shall be payable forthwith by the owner of the said real property upon which the Sign was located, and failure to pay forthwith shall render the said owner liable for the payment thereof and such expenses shall be added to and become a part of the unpaid taxes at the end of any calendar year in which the said expenses remain unpaid.
- .32 The Village shall not be responsible for any damage caused to any Sign, or to any real property from which a Sign was removed under the provisions of this Bylaw as a result of the removal of the Sign by the Village.

#### *Abandoned and Obsolete Signs*

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

#### *Illumination of Signs*

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

#### *Signage Type*

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

#### *Enforcement*

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

.41 The Village is authorized to order the cessation, repair, alteration, correction or removal of any work or sign which is in contravention of the provisions of this Bylaw.

*Penalties*

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

.49 Each day a violation is permitted to exist shall constitute a separate offence.

## 5.0 SIGN SPECIFICATIONS

### 5.1 Inflatable Signs

The following provisions apply to Inflatable Signs:

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

### 5.2 Billboard Signs

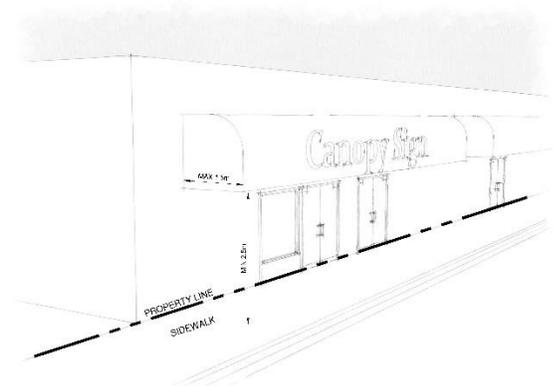
The following provisions apply to Billboard Signs:

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

### 5.3 Canopy Signs

The following provisions apply to Canopy Signs:

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



## **5.4 Fascia Signs**

The following provisions apply to Fascia Signs:

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

## **5.5 Pylon Signs**

The following provisions apply to Pylon Signs:

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

- (a) accumulate mud, rubbish, graffiti or noxious, unsightly or unwholesome matter; or
  - (b) become overgrown with grass, vegetation, shrubs, brush or trees; and
- .9 The minimum setback from the Sign structure to any building on the premises shall be 5.0 m.

### **5.6 Illuminated Signs**

The following provisions apply to Illuminated Signs:

- .1 A Sign located at the rear or side of any building shall not be illuminated if such Sign is within 30 metres of any residential zone;
- .2 Illumination on Signs does not apply to holiday lights; and
- .3 Signs must be set back 1.5 m from the edge of any street or highway.

### **5.7 Blade Signs**

The following provisions apply to Blade Signs:

- 1. No Blade Sign is permitted on a parcel that has a Pylon Sign;
- 2. The Sign area of a Blade Sign shall not exceed 1.25 m<sup>2</sup> per side;
- 3. A Blade Sign shall be attached to the building or premises to which it pertains and shall not extend above the lowest part of the Roof Line of the building or premises to which the Sign is attached;
- 4. A Blade Sign shall have a minimum Clearance of 2.5 m directly below the Sign;
- 5. The maximum projection of a Blade Sign from an exterior wall of a building shall not exceed 2.5 m and shall not project to within 0.6 m horizontally from a Curb Line; and
- 6. Blade Signs may not be illuminated.

### **5.8 Roof Signs**

The following provisions apply to Roof Signs:

- .1 Roof Signs shall not exceed 4.0 m<sup>2</sup>;
- .2 Roof Signs may display or communicate information on both sides of the Sign;
- .3 Roof Signs and their framework, supports and bracing may be made of metal or wood, as long as the wood is creosoted, pressure treated or painted. All connections shall be by means of galvanized bolts. Not more than one (1) Roof Sign is permitted per building; and
- .4 Roof Signs may be illuminated.

## **5.9 Sandwich Board Signs**

The following provisions apply to Sandwich Board Signs:

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

## **5.10 Under-Canopy Signs**

The following provisions apply to Under-Canopy Signs:

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

## **5.11 Monument Signs**

The following provisions apply to Monument Signs:

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

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

## **6.0 SIGN SPECIFICATIONS BY ZONE**

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

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

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

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

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

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

### **6.3 C1 (Commercial Mixed Use 1) Zone**

The following Sign specifications apply within the C1 zone:

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

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

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

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

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

## **7.0 SIGN PERMITS**

### **7.1 Application for Permit**

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

### **7.2 Sign Variance Permit**

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

### **7.3 Sign Permit Fees**

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

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

#### **7.4 Permit Issuance**

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

#### **7.5 Permit Expiry and Fee Refunds**

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

**Schedule A**  
**Sign Permit Application**



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

**SIGN PERMIT APPLICATION**

Municipal Contact: \_\_\_\_\_ Applicant No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

Applicant: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

Registered Landowner: \_\_\_\_\_  
*(if not applicant)*  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

Contractor/Sign Installer: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

Business Name: \_\_\_\_\_  
*(to which the sign refers)*  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Business License Number: \_\_\_\_\_

**SUBJECT PROPERTY**

Land Description: \_\_\_\_\_  
Address: (Site) \_\_\_\_\_

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

Installation Type:  Permanent  Temporary  Other: \_\_\_\_\_

Type of Construction:  New  Alteration  Relocation Other: \_\_\_\_\_

**PROPOSED SIGN DIMENSIONS**

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



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

**REQUIRED SUBMISSIONS**

The following information is required to initiate an Application:

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

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

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

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

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Applicant's Signature)

This application is made with my full knowledge and consent.

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Registered Owner's Signature)

**Schedule B**  
**Sign Glossary**



# Ashcroft Sign Glossary

## Animated Sign



### Definition:

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

### Where Permitted:

Prohibited

### Sign Permit Required:

N/A

## Backlit Sign



### Definition:

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

### Where Permitted:

Prohibited

### Sign Permit Required:

N/A

## Banner Sign



### Definition:

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

### Where Permitted:

On private property within all zones

### Sign Permit Required:

No

## Bench Sign



### Definition:

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

### Where Permitted:

On private property within all zones.

### Sign Permit Required:

No

## Billboard Signs



### Definition:

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

### Where Permitted:

Only adjacent to Highway 1 and Highway 97C

### Sign Permit Required:

Yes

## Blade Sign



### Definition:

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

### Where Permitted:

C1

### Sign Permit Required:

Yes

## Canopy Signs



### Definition:

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

### Where Permitted:

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

### Sign Permit Required:

Yes

## Changeable Copy Sign



### Definition:

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

### Where Permitted:

C1

### Sign Permit Required:

Yes

## Community Message Sign



### Definition:

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

### Where Permitted:

All Zones

### Sign Permit Required:

No

## Development Sign



### Definition:

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

### Where Permitted:

All Zones

### Sign Permit Required:

No

## Directional Sign



### Definition:

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

### Where Permitted:

Within public places

### Sign Permit Required:

No

## Fascia Sign



### Definition:

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

### Where Permitted:

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

### Sign Permit Required:

Yes

## Identification Sign



### Definition:

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

### Where Permitted:

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

### Sign Permit Required:

Depends on Sign type

## Illuminated Sign



### Definition:

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

### Where Permitted:

C1

### Sign Permit Required:

Yes

## Inflatable Signs



### Definition:

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

### Where Permitted:

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

### Sign Permit Required:

No

## Monument Sign



### Definition:

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

### Where Permitted:

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

### Sign Permit Required:

Yes

## Political Sign



### Definition:

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

### Where Permitted:

All Zones

### Sign Permit Required:

No

## Portable Changeable Copy Sign



### Definition:

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

### Where Permitted:

Prohibited in all zones except in emergency situations.

### Sign Permit Required:

N/A

## Pylon Sign



### Definition:

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

### Where Permitted:

A1, RM1, C1

### Sign Permit Required:

Yes

## Real Estate Sign



### Definition:

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

### Where Permitted:

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

### Sign Permit Required:

No

## Roof Sign



### Definition:

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

### Where Permitted:

A1, C1

### Sign Permit Required:

Yes

## Sandwich Board Signs



### Definition:

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

### Where Permitted:

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

### Sign Permit Required:

No

## Temporary Sign



### Definition:

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

### Where Permitted:

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

### Sign Permit Required:

No

## Under-Canopy Signs



### Definition:

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

### Where Permitted:

A1, RR1, C1

### Sign Permit Required:

Yes

## Vehicle Sign



### Definition:

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

### Where Permitted:

Prohibited in all zones

### Sign Permit Required:

N/A

## Wall Signs



### Definition:

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

### Where Permitted:

A1, RR1, C1, M1, M2

### Sign Permit Required:

No

## Window Sign



### Definition:

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

### Where Permitted:

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

### Sign Permit Required:

No



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

**SIGN PERMIT APPLICATION**

Municipal Contact: \_\_\_\_\_ Applicant No.: \_\_\_\_\_ Date Received: \_\_\_\_\_

Applicant: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

Registered Landowner: \_\_\_\_\_  
*(if not applicant)*  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

Contractor/Sign Installer: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

Business Name: \_\_\_\_\_  
*(to which the sign refers)*  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Business License Number: \_\_\_\_\_

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Land Description: \_\_\_\_\_  
Address: (Site) \_\_\_\_\_

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 Blade  Pylon  Roof  Monument  Other: \_\_\_\_\_

Installation Type:  Permanent  Temporary  Other: \_\_\_\_\_

Type of Construction:  New  Alteration  Relocation Other: \_\_\_\_\_

**PROPOSED SIGN DIMENSIONS**

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



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

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

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Applicant's Signature)

This application is made with my full knowledge and consent.

\_\_\_\_\_  
 (Date)

\_\_\_\_\_  
 (Registered Owner's Signature)

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** September 14, 2020  
**FROM:** Daniela Dyck, Chief Administrative Officer  
**SUBJECT:** 2019 Annual Report

---

### Purpose

To request Council endorsement of the draft 2019 Village of Ashcroft Annual Report

### Recommendation

*“That Council endorse the 2019 Village of Ashcroft Annual Report.”*

### Alternatives

*“That Council endorse the 2019 Village of Ashcroft Annual Report as amended.”*

### Discussion

Each year, all municipalities in British Columbia must compile, make available for public inspection, an annual report that includes:

- The municipality's audited annual financial statements for the previous year
- A list of the permissive tax exemptions provided by the municipal council, and for each exemption, the amount of property tax that would have been imposed during the previous year if the exemption had not been granted
- A report on the municipality's services and operations for the previous year
- A progress report on the performance of the municipality with respect to established objectives and measures
- A statement of objectives and measures that will be used as the basis for determining the municipality's performance during the current year and following year
- The details of any declarations of disqualification made against individual council members during the previous year

Council may include any other information that it deems appropriate for the annual report. In the attached draft annual report for 2019, all requirements are included as well as other project and operational information. It is impossible to comment on each project or activity undertaken by Council and staff throughout the year; however, many are highlighted in the report.

Once completed, the annual report must be made available for public inspection. After making the report public, council must wait a minimum of 14 days before holding an annual meeting on the report. This provides citizens with time to review the annual report, ask questions and prepare submissions. Council must give notice of the date, time and place of the annual meeting.

The draft annual report was posted to the Village website August 31, 2020; however, as the report is in draft form, minor edits have been added and the document updated on the website respectively. Generally, the annual report is due June 30 of each year, due to COVID-19 the Province extended the deadline to accommodate for additional work load and restrictions due to the novel coronavirus.

**Strategic/Municipal Objectives**

Annual Reporting

**Legislative Authority**

*Community Charter* Section 98

**Financial Implications**

N/A

**Attachment Listing**

Village of Ashcroft 2019 Annual Report - Draft

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**Respectfully Prepared by:**



Daniela Dyck,  
Chief Administrative Officer



# 2019 ANNUAL MUNICIPAL REPORT

Village of Ashcroft

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# Village of Ashcroft Municipal Office



601 Bancroft Street

PO Box 129

Ashcroft, BC V0K 1A0

Telephone: (250) 453-9161

Fax: (250) 453-9664

Email: [admin@ashcroftbc.ca](mailto:admin@ashcroftbc.ca)

Website: [www.ashcroftbc.ca](http://www.ashcroftbc.ca)

Facebook: <https://www.facebook.com/VillageofAshcroft>

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## MESSAGE FROM THE MAYOR



I am pleased to share with you the Village of Ashcroft's 2019 Annual Report.

The highlight of 2019 was the official completion and opening of the Village's new water treatment plant. The largest infrastructure project in the Village's history, the plant was more than a decade in the planning, development, and construction, and could not have been completed without the hard work and dedication of successive councils, Village staff, and the Village crew.

Various other stakeholders and partners helped make the plant a reality, one that will provide safe, clean water to the Village for decades to come. Not only was the project on time and under budget, there will be enough funds remaining from the federal and provincial grant funding to allow the Village to move ahead with two other water-related infrastructure projects.

Other highlights of the year include the completion of a new centrifuge and conveyor system at the Village's wastewater treatment plant, providing a safer work environment and better end product, and ongoing work on the Village's asset management plan, which promises to deliver a superb "Made in Ashcroft" solution that will be of immense benefit to the community as it plans for the future.

We bid farewell to two senior staff members in 2019. Deputy Corporate Officer Wayne Robinson, who joined the Village in Nov. 2016, departed in February 2019 to become the Chief Administrative Officer of Valemount. Ashcroft's own CAO, Michelle Allen, retired in July 2019 after nearly 35 years with the Village, and her experience and knowledge will be sorely missed. We welcomed new DCO Daniela Dyck in March, and new CAO Anne Yanciw in September.

Although this report covers 2019, I am writing this in 2020 as a global pandemic, the like of which has not been seen in more than a century, continues. The challenges presented by COVID-19 have affected—and will continue to affect—almost every aspect of our lives, but the people of Ashcroft have shown their strength and resolve by working together to sustain our community and support each other. It is by working together to find solutions—as council, staff, residents, and businesses—that we will continue to make Ashcroft a thriving, vibrant, welcoming, and inclusive community.

.....  
Mayor Barbara Roden



### **2018-2022 MAYOR AND COUNCIL**

Councillor Nadine Davenport, Councillors Deb Tuohey, Councillor Marilyn Anderson, Councillor Jonah Anstett  
Mayor Barbara Roden

## **ASHCROFT COUNCIL**

The Village of Ashcroft is governed by an elected Council comprised of the Mayor and four Councillors. The Mayor and Councillors elected October 20, 2018 will serve the Village of Ashcroft through till October 2022. Members of Council are elected at large meaning they each represent the community as a whole, rather than only one specific geographic portion of the community.

Regular Council meetings are scheduled for the first Monday each month beginning at 4:30 pm and the fourth Monday beginning at 7:00 pm in Council Chambers and are open to the public. In addition to Council meetings, the Village of Ashcroft has regular scheduled less formal Committee of the Whole meetings whereby Council may consider items but not decide on business matters, commencing at 6:00 pm the fourth Monday each month prior to the Regular Council meeting. The Committee of the Whole meeting is limited to providing direction to staff and preliminary consideration of matters (prior to Council consideration and adoption).

### **MISSION STATEMENT:**

The Village of Ashcroft is a welcoming, safe and attractive community characterized by an exceptional climate and a strong sense of history and opportunity.

As stewards of the community, Village Council is committed to providing accountable leadership by addressing our fiscal reality through strategic planning and building effective relationships.

**VISION:**

*“The Village of Ashcroft is a welcoming, safe and attractive community where citizens have a strong sense of wellbeing, embrace their history, and believe in their future.”*

**GUIDING PRINCIPALS:**

“As Stewards of the Public Trust, we serve All Citizens in a fair and transparent manner through:

- Accountable Leadership
- Financial Sustainability
- Social Responsibility
- Balanced Decision Making.”

“We will act with Integrity, Fairness and Compassion.”

**COUNCIL APPOINTMENTS**

**Mayor Roden**

- Finance Committee
- Gold Country Communities Society
- Historic Hat Creek Ranch
- Cache Creek Environmental Assessment
- Thompson Nicola Regional District
- Municipal Insurance Association
- Heritage Committee
- Communities in Bloom
- Economic Development & Tourism Committee

Committee

**Councillor Tuohey**

- Heritage Committee
- Committee
- Communities in Bloom
- HUB Board
- Cache Creek Environmental Assessment
- Health Care
- Seniors Liaison
- Municipal Insurance Association
- Ashcroft Terminal Working Group

**Board of Variance**

**Mandate:** To consider minor variances in siting dimensions or size requirements (side yard, back, front height and area coverage) where compliance with the Village of Ashcroft Zoning Bylaw would cause hardship.

**Councillor Anderson**

- Northern Development Initiative Trust
- Health Care
- Finance Committee
- Economic Development & Tourism Committee

**Councillor Davenport**

- Tourism & Economic Development
- Finance Committee
- Gold Country Communities Society
- Ashcroft-Cache Creek-Clinton Transit

**Councillor Anstett**

- Ashcroft-Cache Creek-Clinton Transit
- Seniors Liaison
- Ashcroft Terminal Working Group
- Tourism & Economic Development
- Northern Development Initiative Trust
- Thompson Nicola Regional District

**Safety Committee**

**Mandate:** To review and discuss safety concerns, promote safe work practices and ensure all public owned properties and buildings are safe for staff and public.

**Labour / Management Committee**

**Mandate:** to provide a forum in which Union and Management concerns or problems may be addresses and discussed informally outside of the legislated negotiations, or grievance procedures.

**APPOINTED OFFICIALS**

**Village Officers**

Chief Administrative Officer (Jan 1- July 31, 2019) .....Michelle Allen  
 Chief Administrative Officer (Sept 6 – ongoing) .....Anne Yanciw  
 Deputy Corporate Officer (Jan 1 – Feb 29) .....Wayne Robinson  
 Deputy Corporate Officer (April 29 – ongoing) .....Daniela Dyck  
 Chief Financial Officer .....Yoginder Bhalla

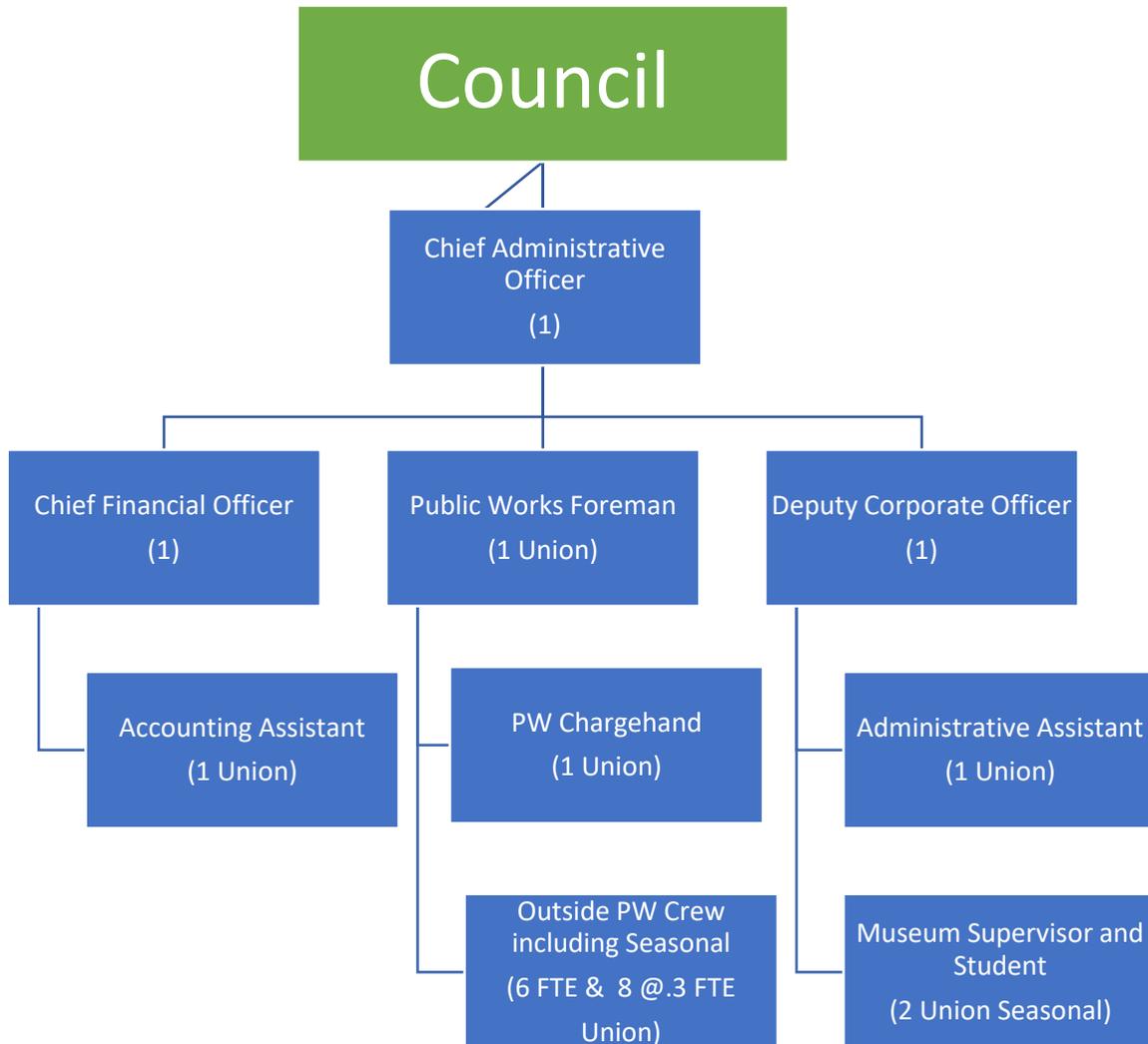
Fire Chief ..... Josh White  
 Deputy Fire Chief ..... Steve Anderson

Municipal Auditors ..... Daley & Company LLP  
 Municipal Bankers..... Interior Savings  
 Municipal Engineers..... Urban Systems  
 Municipal Solicitors..... Fulton & Company



Council with MP Sidhu

VILLAGE OF ASHCROFT ORGANIZATIONAL CHART 2019



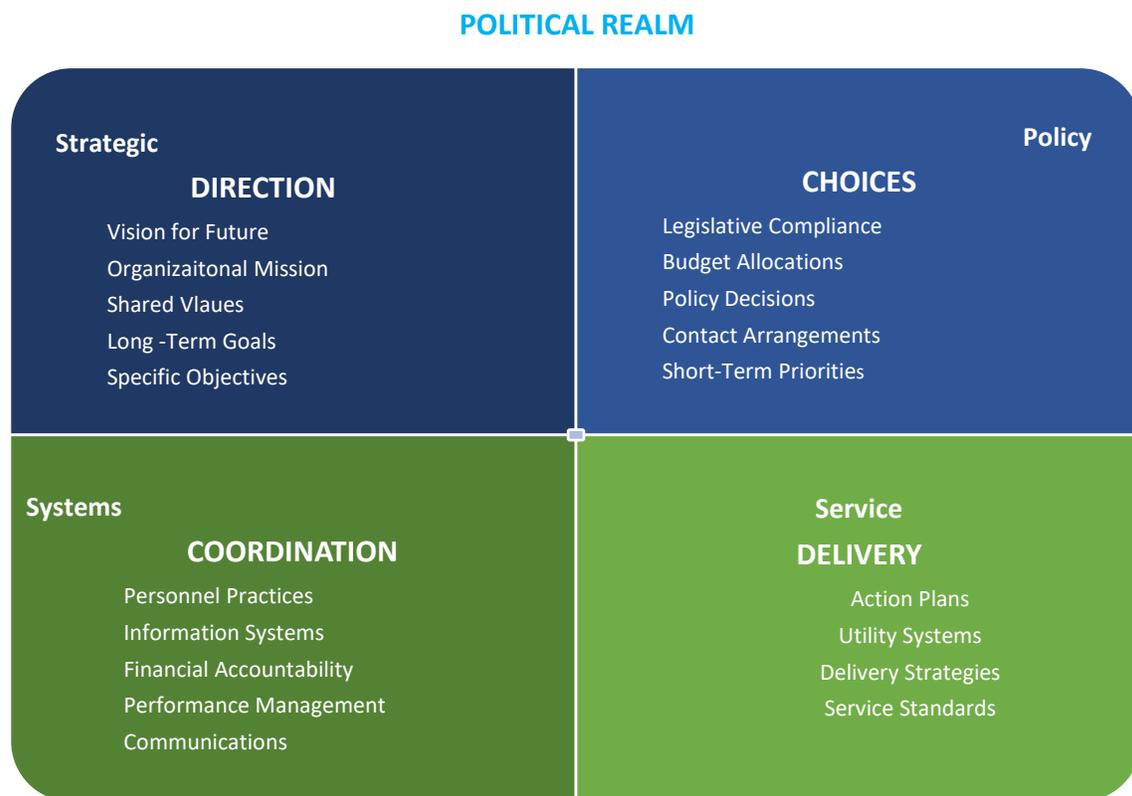
## ROLES AND RESPONSIBILITIES:

### **Local Government Functions**

The Local Government Function Framework depicts the political realm as revolving around the Village's strategic directions and policy choices. It portrays service delivery and system coordination as the primary function in the administration realm.

### **The Elected Official Role**

The Council, in the political realm, is responsible for interpreting the public interest into strategic direction and policy. Council represents, advocates, strategizes, monitors and leads the community.



**ADMINISTRATIVE REALM**

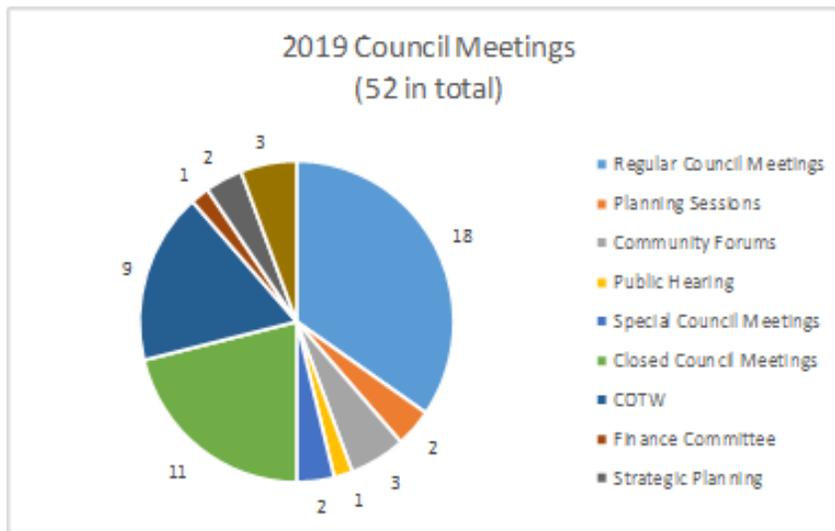
### **The Administrative Role**

The administrative realm is shielded from political interference to ensure efficient services. Administration provides policy advice, implements direction given by Council and provides expertise.

The CAO position is the link between the Council and staff. Council makes the decisions, sets municipal direction and engages with the public, the CAO interfaces and coordinates Council’s wishes to staff, staff implement Council directions, provide information and share knowledge.

**ADMINISTRATION SERVICES:**

Project work and staffing changes have dominated much of the organizational activity in 2019. With the resignation of our Deputy Corporate Officer Wayne Robinson and later the retirement of Michelle Allen, Ashcroft’s Chief Administrative Officer of over 10 years, adapting to change in the office was a main focus for some time. Daniela Dyck joined Ashcroft’s team as the new Deputy Corporate Officer in late April and Anne Yanciw assumed the role of Chief Administrative Officer at the beginning of September.



2019 Public Notices	
Newsletters	11
PW Notices / ads	39

The chart above breaks down the types of meetings organized by the Village in 2019. The image below (L) is from the November Planning Session. The session is an opportunity for residents to discuss current projects and initiatives as well as provide input for future considerations. Image (R) is CN Rail’s Jocelyn Young and Peter Sampson presenting to Council at a COTW meeting.



To facilitate governance of the Village, Council hosted 41 meetings open to the public for engagement and 11 closed meetings as permitted by the Community Charter Section 90(1).

Council strives to engage and communicate with the community, as noted in the charts above. Newsletters remain a constant source of communication as do advertisements and notices in the Ashcroft /Cache Creek Journal. Towards the end of 2019 Council undertook a community survey to identify resident's preferred mode of communications from the Village office during times of emergency situations and for alerts and regular correspondence. Results of the survey will be compiled and reported back to Council and the top three preferred methods of communication will be implemented in 2020.



Deb Arnott – Community Futures Sun Country



Spring Town Hall Meeting

## FINANCIAL SERVICES:

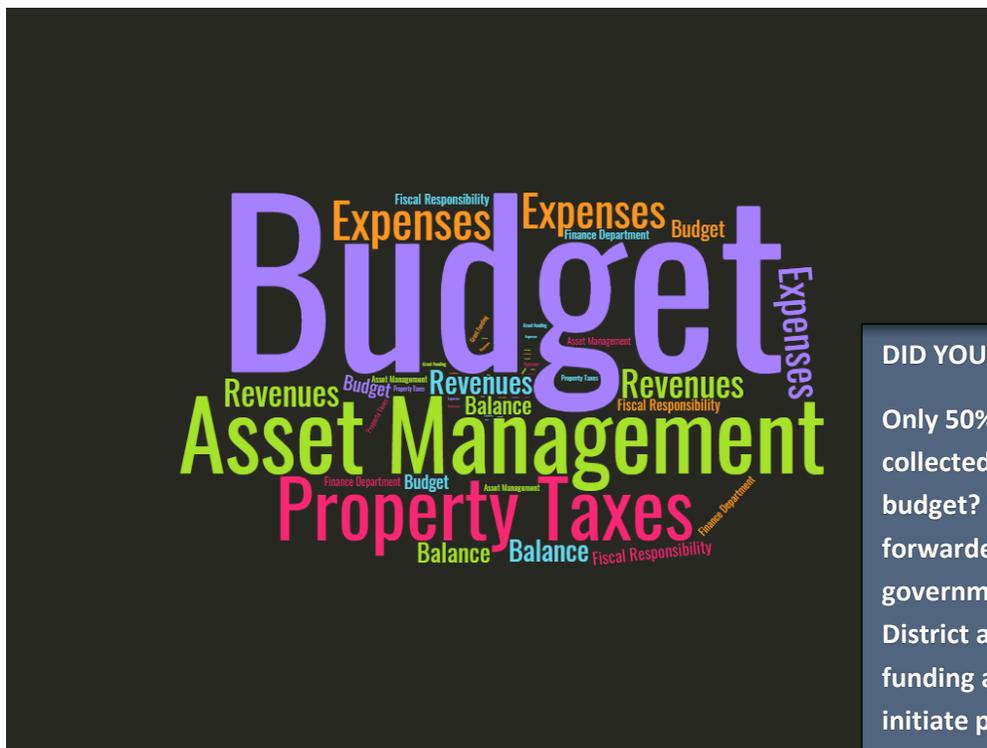
The finance department at the Village is composed of 3 staff - Accounts Receivable/Cashier, Accounts Payable/Payroll and the Chief Financial Officer.

2019 was a very busy and productive year where the finance department kept Ashcroft's daily operations running smoothly but also successfully managed a number of capital projects including the Water Treatment Plant. Some of the project spanned multiple years and consisted of planning, grant funding applications, budgeting, project management and grant funding reporting.

A detailed planning and budgetary process conducted with council yielded excellent results through an improved fiscal position for the Village. All through the year, quarterly updates and discussion took place with council using the visual Business Intelligence interface to highlight any areas of concern.

Asset Management is a function mandated by the Provincial government for municipalities to undertake. Ashcroft successfully concluded a second phase of asset management, integrating it into the budgetary process and into regular reporting. This is a key component of good stewardship of assets, and will help guide the Council in making decisions around buildings, and renewing and decommissioning of physical assets to ensure long term sustainability of the organization and its services.

The year also marked the expansion of the finance department role into Geographic Information Systems (GIS) as we began developing maps not only identifying assets in our community, but also parcel maps, tourism maps and cemetery maps. Ashcroft's audited financial statement is attached and forms part of this Annual Report.



### DID YOU KNOW:

Only 50% of property taxes collected are added to the Village budget? The remainder is forwarded to other levels of government, such as the Regional District and the Province. Grant funding allows the Village to initiate projects such as the Water Treatment Plant.

A great deal of Finance Department resources is required for grant management. In addition to the major grant for the Water Treatment Plant, grant applications were submitted in 2019 for two other major projects – replacement of Lift Station 1, and replacement of the Hot Tub at the Pool. The status of both applications is still pending.

Grants & Applications		
Source	Project	Status
UBCM	Evacuation Route Planning	In-progress
	Gas Tax for capital projects	Ongoing
	Fire Department Training & Equipment	Applied
	Community to Community (C2C) forum	In-progress
	Fire Smart Program	Considering
	EOC Training & Strengthening	Considering
FCM	Asset Management	In-progress
BC & Fed Gov.	Water Treatment Plant, Intake & Backup generation	In-progress
	Carbon Taxes	In-progress
	Hot Tub	Applied
	Lift Station#1 Replacement	Applied
	Level 2 EV charging stations	Successful
NDIT	Economic Development & Tourism Strategy	In-progress
	Housing Needs Assessment	In-progress
	Love Ashcroft Activities	In-progress
	Façade improvements	In-progress
	Grant Writer	In-progress
	Internship	Successful
	Level 2 EV charging stations	Successful
TNRD	Curling rink improvements	Considering
Interior Health	Heat Alert Response System	In-progress
BC Hydro	Tree Canada -Tress at Water Treatment Plant	Complete

## 2019 PERMISSIVE TAX EXEMPTIONS:

Under Section 227 of the *Community Charter* the Village of Ashcroft Council bylaw provides exemption of the total assessed value of the land and improvements of designated properties.

Council approved the Permissive Tax Exemption Bylaw on Monday June 24, 2019 for the following properties:

Roll Number	Registered Owner	Legal Description	Assessment Class	2019 Assessed Value	2019 Municipal Rate	2019 Municipal Tax Exemption
00070.001	Ashcroft & District Curling Club	Lot 8, Plan 21058, DL 423	6	244,900	18.6411	\$4,565.20
00077.010	Fraser Basin Property Society (St. Alban's Anglican Church)	Lot 1, Block 10, Plan 189, DL 423	8	143,300	10.2034	\$1,462.15
00095.000	Roman Catholic Bishop of Kamloops	Lot 7, Block 11, Plan 189, DL 423	8	105,000	10.2034	\$1,071.36
00116.010	Trustees of Zion United Church	Lot 1, Block 14, Plan 189, DL 423	8	130,700	10.2034	\$1,333.59
00173.000	Royal Canadian Legion #77 (Cenotaph Site)	Lot 6, Block 19, Plan 189, DL 423	6	35,300	18.6411	\$658.03
00327.000	Interior Health Authority (Ashcroft & District Hospital)	Lot 56 Plan 12400, DL 378 and Lot 1 KAP81072, DL 378 and pt of Lot 56 (B15126), DL378	6	2,657,000	18.6411	\$49,529.33
00327.025	Interior Health Authority (Ashcroft & District Hospital)	Lot 56 (B15126), DL378	6	485,100	18.6411	\$9,042.78
00327.030	Interior Health Authority (Ashcroft & District Hospital)	Lot 1 KAP81072, DL 378	1	422,000	5.0589	\$2,134.87
00381.361	Trust of the Congregation of Sage Hills Evangelical Free Church	Lot A, Plan KAP51944, DL 423	8	336,800	10.2034	\$3,436.51
				4,560,100		\$73,233.82

## HUMAN RESOURCES SERVICES:

### DID YOU KNOW:

In 2019 the Village employed 26 people in 3 exempt and 21 union positions, including 10 seasonal positions

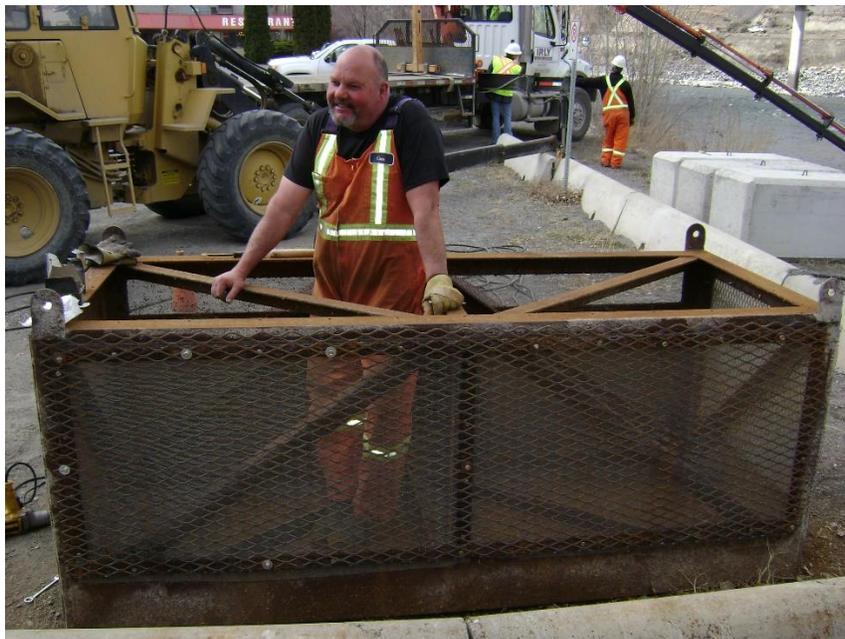
2019

### Employee Movement

Left	2
Joined	2
Moved internally	0

The Village of Ashcroft administration and operations team consists of 2 managers, 3 inside staff, 8 outside staff (public works) and 8 seasonal pool and museum staff. With a small compliment of staff, we strive to maintain a municipality of 1,560 residents as of the 2016 Statistics Canada Census. The public works staff operates the water and sewer treatment plants, all Village properties including parks and recreational facilities, cemetery and buildings, 23,486 metres of roadway, 17,424 metres of sewer lines (wastewater), 26,103 metres of potable water lines and 2,485 metres of storm water lines.

Administrative staff research and compile reports and agendas, carry out Council instructions, plan, budget, correspond with the community and other levels of government, project manage and oversee the day to day operations of the Village. In 2019 administrative staff prepared agendas for 41 public meetings and 11 closed meetings of Council, applied for grant funding and administered in excess of 15 projects some of which will complete in 2020.



Of all resources that corporations manage, human resources are the most vital to any operation. This year the Village of Ashcroft said farewell to two employees and welcomed two newcomers to the team. Wayne Robinson, Ashcroft's Deputy Corporate Officer, was the successful applicant for the Chief Administrative Officer position in Valemount, leaving the Village in February. Michelle Allen, a Village employee for over 30 years, who spent the final 10 years of her tenure with the Village as Chief Administrative Officer retired on July 31, 2019.



Michelle Allen at her retirement tea



The Village participated in the Annual Christmas Parade in 2019. Love Ashcroft funds were used to support Plaid Friday "shop local" activities, including a "We Moose'd Shop Local!" (L) Village float in the Christmas Parade.

The event was an opportunity for staff and Council to have some fun on their time, while supporting a local event.



## PLANNING AND DEVELOPMENT SERVICES

**GUIDING PRINCIPALS** from the Official Community plan (*condensed*)

**Community Building** – *improving the quality of life in Ashcroft;*

**Common Sense** – *increase awareness of municipal financial literacy and development processes with a common-sense approach to development;*

**Innovation** – *encourage new technologies, processes and concepts that lead to the strengthening of our community;*

**Partnerships** – *leverage partnerships with non-profits, local, provincial and federal governments, businesses and Indigenous communities to achieve key community aspirations;*

**Reconciliation** – *support ongoing efforts of reconciliation with Indigenous communities;*

**Economic Development** – *aim to improve the economy of Ashcroft in a sustainable manner that results in jobs and expands the community tax base;*

**Role of the Municipality** – *not necessarily responsible for leading the implementation of the Official Community Plan but can be a sponsor, supporter, facilitator, and/or funder depending on the initiative;*

**Maintain the Character of the Community** – *combine history and the natural environment to create a unique community that encourages new development to fit within the existing character of Ashcroft.*

2019 Land Administration Permits and Applications	
Development Permit	
Development Variance Permit	4
Temporary Use Permit	
Official Community Plan Amendment	
Zoning Amendment	
Subdivision	3

2019 Building Permits		
Accessory Building	1	\$ 19,000
Commercial	1	\$ 175,000
Residential	3	\$ 602,986

Three significant development proposals were proposed in Ashcroft and two are moving forward. An eight-home residential development is in the regulatory process and is almost ready to begin construction, and the Ashcroft Terminal is in active development. A large housing development has not materialized, although the property this was to be located on has good potential for other commercial or residential purposes.

The recently adopted (2018) Zoning Bylaw and OCP provide clarity on property inquiries and application of zoning regulations, and a new Subdivision and Development Servicing Bylaw is in draft form. This will provide clarity to new developments on infrastructure requirements, and is the first phase of a longer-term storm drainage plan.

A Sign Bylaw was commissioned and a draft bylaw is at the review stage. As this is the first Sign Bylaw in Ashcroft, engagement with the Business Community prior to implementation will be critical. A meeting has been arranged, and updated signs compliant with the new Bylaw will be eligible for the annual Business Façade funding.

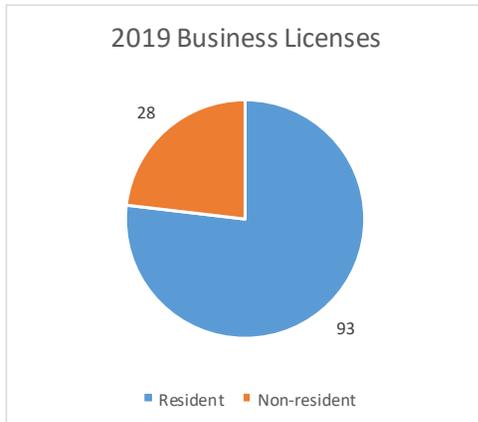
A Housing Needs Assessment was commissioned, is in draft form, and is almost ready for presentation to Council. The Province has mandated that all communities in BC undertake to complete a Housing Needs Assessment by April 2022. The assessment is to provide clarity for the municipality and future developers by identifying the housing needs in each community. This project was 100% grant funded by two grants from Northern Development Initiative Trust and Union of British Columbia Municipalities. Urban Systems was contracted to develop the report. Actions taken included review of village documents, statistical information research, community engagement and current housing stock inventory. The completed assessment is available on the Village of Ashcroft website.

Two additional projects in this department are land tenure acquisition projects. Both the Mesa Vista Water Reservoir and the North Ashcroft Reservoir are situated on land to which the Village does not have tenure. The process of acquiring tenure to the Mesa Vista land was largely completed in the first half of 2019 and all that is still required is final review and sign off by Provincial authorities. The process of acquiring tenure to the North Ashcroft Reservoir, on the other hand, has only just begun and will be considerably more complicated as it is on private land situated in the Agricultural Land Reserve. Agreement on the parcel size was reached in a meeting with the landowner and a survey of the parcel is now in progress.

Twinning of the North Ashcroft Reservoir, which will be a requirement if significant development occurs in Ashcroft, is also a potential priority, but cannot move forward until land tenure is secured.

Approving Officer functions are managed through contract, as are a small portion of more complex Planning functions.

Economic and Tourism development was another initiative undertaken to plan for growth, economic diversity and sustainability in the Village of Ashcroft. EDCD Consulting was contracted to complete the report and provide the Village with an implementation tool that can be used to achieve the identified priorities. This project was 100% funded by a grant from Northern Development Initiative Trust.

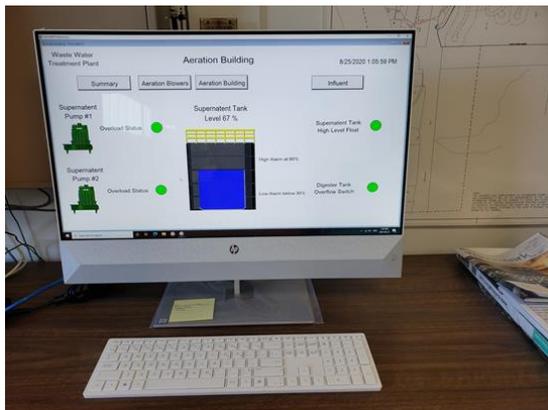


**DID YOU KNOW:**  
**76 Dog Licenses**  
**were issued in 2019**

### OPERATIONAL SERVICES:

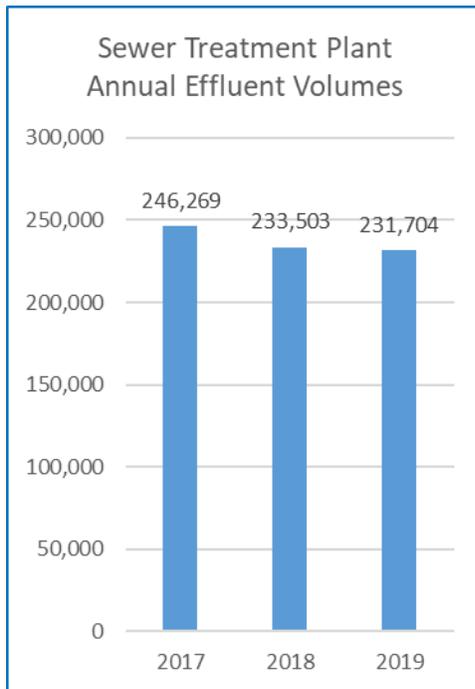
The Public Work department completed three major projects in 2019.

The first project was the installation of the centrifuge at the Sewer Treatment Plant - a machine that uses centrifugal force to separate solids from sludge mixtures. This replaces a 30-year-old roller style drying bed. The upgrade to the Sewer Treatment Plant is a chemical injection system that is comprised of a ventilation system to remove corrosive vapours, direct pump system from the digester tanks and an auger system to remove the sludge to a storage area. The centrifuge was necessary for the plant to produce “dry cake” for the Village to meet environmental regulations that allows for disposal of the bio-solids.





Effluent volumes from the Sewer Treatment Plant have been trending downward for a number of years. With the increase in development within the Village, it is thought that the decrease in flow is related to diligence with sanitary sewer repairs, and the increased awareness within the community to reduce water consumption.



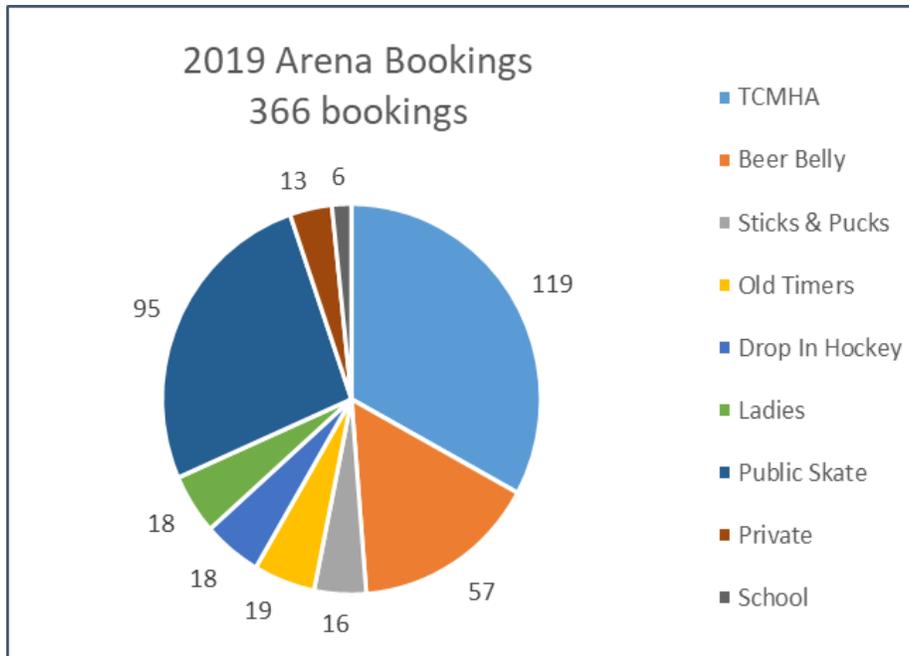
**DID YOU KNOW:**  
**In 2019, 22 tonnes of biosolids were hauled from the Sewer Treatment Plant for land application**

Unfortunately, neither water consumption data nor garbage pick-up data is available for 2019 due to transitions in both of those services. Water data will be available for 2020 with the new Water Treatment Plant, and garbage pickup data when the TNRD scale is re-installed

The last components of bringing the Drylands Arena into WorkSafeBC compliance was the second major Public Works project and were achieved in 2019 with the installation of a continuous ventilation system and a new heater. The new chiller system installed in 2018 is working very efficiently.



The Drylands Arena operated from January 2nd through March 10th, and again from October 9th through December 30th in 2019, for a total of five months. During the latter portion of the 2019/2020 season, the Village experimented with a seven day per week opening. In that time, the arena was booked 366 times, with two tournaments held here. Public Skates averaged 16.5 people in attendance per event.



Construction of the Water Treatment Plant in 2019 is the largest project that the Village has ever undertaken. Effective fiscal management resulted in the project being under-budget by approximately \$800,000, providing an opportunity to include two more critical components of the water system into the project to utilize the remaining grant funding.

These two projects are an Intake Pump Chamber, and a Back-Up Generator for Pump Station 2. They are estimated to cost \$937,000 (\$833,000 for the intake, and \$104,000 for the generator), with the \$137,000 shortfall budgeted to come from the Gas Tax Fund.

<b>Water Treatment Plant Project budget</b>	
<b>Water Treatment Plant</b>	
Concept Design	\$ 54,700
AIB/VOA Servicing Agreement	\$ 27,000
Pre-design	\$ 163,100
Piloting	\$ 36,500
Detailed Design	\$ 492,000
Construction	\$ 6,392,069
Construction Inspection services	\$ 398,000
Record Drawing Commissioning & Post Construction	\$ 100,000
UDF Flushing	\$ 75,000
Reporting	\$ 50,000
Project Contingency	\$ 797,667
<b>Intake Pump Chamber</b>	<b>833000</b>
<b>Pump Station 2 Back Up Generator</b>	<b>104000</b>
<b>Total</b>	<b>\$ 9,523,036</b>

Commissioning the plant required community participation. Ashcroft was on level 4 water restrictions multiple times as key components were installed and water treatment operations were temporarily shut down. The project budget was \$ 8.6 million and came in under budget despite a much worse exchange rate environment. At project inception and original budget provisions, the Canadian to American dollar exchange rate was favourable; however, at time of purchase the Canadian dollar value had dropped substantially and increased the cost of the water treatment and filtration system. Staff worked diligently to manage the project costs to complete the project on budget. As the project came in under budget, the Province is supportive of the Village applying the remaining funds to projects that enhance or increase the resilience of the potable water system.

There are two projects that fit into the funding criteria:

River Intake Project—the construction of a chamber outside the river that will allow access to the pumps, eliminate the risk of inaccessibility and reduce risk to the public works department.

Backup Generator for Pump Station #2—This project allows for uninterrupted supply of power to the pump station. The controls for reservoir levels are fed through this pump station and during a power disruption situation the challenges of keeping the reservoir topped up are challenging.



In November the Village hosted an open house inviting the public to see the Water Treatment Plant first hand and celebrate this significant venture. The Village continues to move forward with improvements to assets and infrastructure for the purpose of providing quality essential services to the residents of Ashcroft.



Inside the Water Treatment Plant



Mayor Roden welcoming residents at the Grand Opening (above)



Commissioning of the Water Treatment Plant

**Other Public Works projects of note include:**

Review of Subdivision Development and Servicing Bylaw; replacement of high lift motors with variable speed motors at the #3 and #4 lift stations; design and funding for generator at #2 water pump station; design and funding for hot tub replacement, quotes for new pool roof, preliminary work on new lot subdivisions; quotes for Curling Rink compressor and roof reinforcements; installation of storage containers at Public Works yard, and Mesa Vista evacuation route planning.

**PARKS AND RECREATIONAL SERVICES:**

Heritage Park remains a favourite with visitors and residents alike. It is an oasis in the downtown core. As you stroll along the pathways, you can imagine Ashcroft's history and the days long ago.



The operation and maintenance of the parks and recreational facilities fall under the public works department.

Ashcroft operates and maintains four parks: Mesa Vista Park, Heritage Park, Legacy RV Park and the Ashcroft Pool Park as well as the Pool and Drylands Arena, and maintains the Ashcroft Curling Rink in collaboration with the Curling Club.

**VISITOR INFO CENTRE:**

Made possible by the dedication and commitment of a small group of volunteers, the Visitor Info Centre is administered by the Village office and was managed by Val Park for the 2019 season and staffed by a group of dedicated ambassadors volunteering their time to ensure tourists a welcoming visit to the Village of Ashcroft.

**DID YOU KNOW:**  
**The Ashcroft Visitor Centre, staffed by volunteers, had 1164 visitors during the summer of 2019**

## ASHCROFT POOL:

The 2019 Ashcroft pool season was significantly busier than the previous year. The staff believe this is attributed to better weather and less smoke than the previous year, as well as other pools in the area not opening at the scheduled time.



Season passes increased from 54 (2018) to 73 (2019). As well, the Saturday “Fun Nights” were a roaring success. Swimming lessons went well again this year, though we had few full levels. The preschool levels offered, Sea Turtle and Sea Otter, were by far the most popular. Private lessons were consistently popular this year, especially in July and August.

Special thank you to the South Cariboo Elizabeth Fry Society for sponsoring the Saturday public swims for the summer, the swims were a huge success!

Despite a non-operational hot tub, pool use was high in 2019, with \$19,300 collected. The pool was open for 86 days, during which a total of 107 swimming lessons were scheduled.

Pool staff report that approximately 1 in 3 clients wish to pay by debit, and often do not have cash as an alternative. In 2020, pool customers will be able to pay by debit card, which will further increase pool usage.

### DID YOU KNOW:

**Swimming lessons are one of the best ways to reduce and prevent water related deaths**



The Drylands Arena opened for the season on October 9, 2019 and was promptly decorated for Halloween. Hockey was active at the arena as was public skating. The Chief Engineer and Arena Attendant, under the direction of the Village Foreman, see to the day to day operations of the facility. Upgrades to the ventilation and ammonia systems added a new level of safety for arena users.



Regrettably the Curling Rink was unable to open for the 2019 season. The Village commissioned a Building Assessment of the Curling Facility in 2019 and a Technical Safety BC assessment of the Curling Facility resulted in a decision to replace the chiller. Quotes for this job have recently been received and the funding sources to complete the work are being confirmed. WorkSafeBC began an assessment which they have been unable to complete until the plant is operational.

#### **ASHCROFT MUSEUM:**

The Ashcroft Museum hosted another eventful season under the direction of Curator Kathy Paulos and summer student Breana. The ladies organized many fun and interactive events throughout the season, as well as hosting visitors to the Museum. The season was extended in 2019 to determine if a longer fall season was feasible. Staff determined that there were not enough visitors to continue to operate into the off season.

Staff focused on digital archive updates for much of the season for better information availability and data integrity. This project will continue next year as we hope to develop a publicly accessible database.

**DID YOU KNOW:**  
**The Ashcroft Museum had 1775 visitors during the summer of 2019**

Museum staff contributed information and photos to a book which will be titled "Time to Wonder; A Kid's Guide To Regional Museums in BC". Artifacts chosen for the book were: a tomato knife, the telephone switchboard and a horsefly net.

The chart below demonstrates that attendance at the Museum continues to increase each year since the 2017 Wildfires.

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



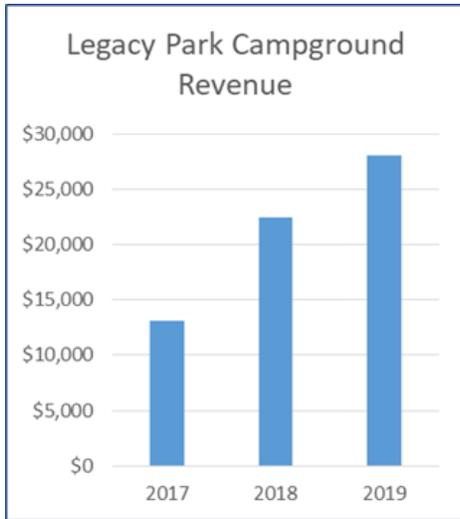
**LEGACY RV PARK:**

Legacy RV Park opened as usual on May 1<sup>st</sup>. However, we extended the days of operation by 2 weeks to see if hunters and tourists visiting Ashcroft during the beginning of October would utilize the park.

Legacy Park Campground revenues are trending upward, bearing in mind that 2017 was a wildfire year, 2018 was impacted by smoke and mudslides, and 2019 had a number of WTP construction workers using the park. The experimental two-week extension in September did not result in a lot of uptake. A new sign and enhanced advertising for the park is planned for 2020, and with the new washrooms and laundry facilities, the profile of the park will be raised.

May 1 – October 14, 2019 totalled \$28,765.

Throughout the season, regular maintenance and repair was undertaken by the Camp Host as is required in the contract. Public Works assists when items need repairs outside of the contract.

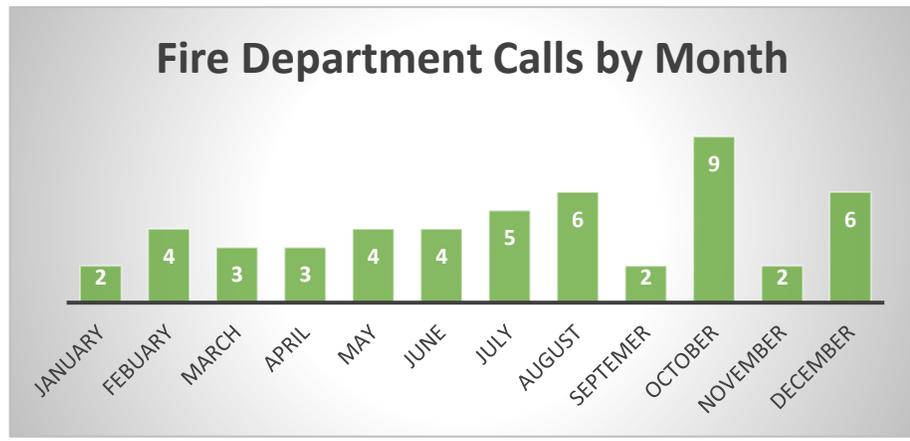
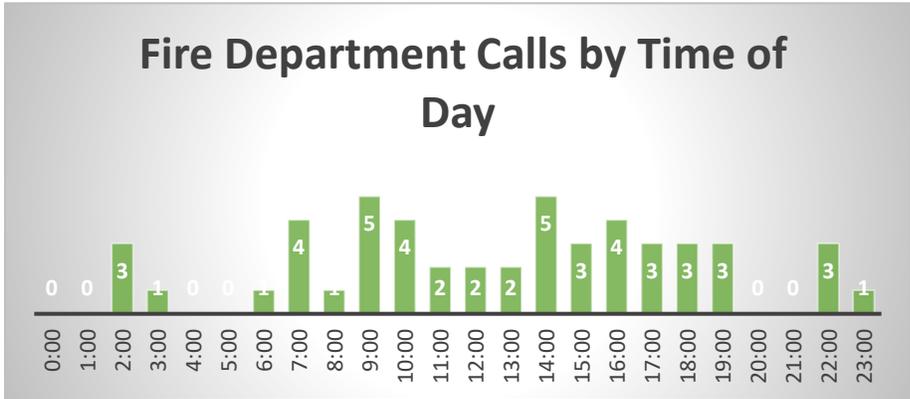


## PROTECTIVE SERVICES:

Under the leadership of Fire Chief Josh White and his team, the Ashcroft Volunteer Fire Department consists of 23 members. The fire station is located at 210 Railway Ave in the heart of downtown Ashcroft and serves 1560 residents. The service area for the fire protection is 210 square kilometers and highway rescue is in excess of that.

Within Ashcroft Fire Rescue's structural fire protection boundary lies the Ashcroft Indian Reserve, a roughly 100 square kilometer area of the TNRD, and the Village of Ashcroft itself. With such a large area to oversee and three distinct levels of government to navigate affairs with, we recognize our mission is not without challenge. Our goal, and the duty we have undertaken, is to provide well-trained firefighters to protect this area for years to come.

2019 Fire Department Call Outs	
Village of Ashcroft calls	15
Cache Creek Assist (Mutual Aid)	1
Fire TNRD	6
Hazmat VOA	3
Hazmat TNRD	1
False Alarms	6
Highway Rescue	17
Assist BCEHS	1
<b>TOTAL</b>	<b>50</b>



Another service the Ashcroft Fire Department provides is Highway Rescue. Not all members of the Fire Department participate in providing this service; highway rescue is completely voluntary. To develop skills, a two-day auto extraction course was hosted in September. Ten cars and trucks were donated to the Fire Department by the public for training purposes.

Public engagement and community education are a large part of the Fire Service. Each year the Department participates in Fire Prevention Week and teaches children in preschool to grade 6 basic fire prevention skills. In addition to Fire Prevention Week, members of the department participated in the Desert Sands Community School Family Fun Day, where kids and adults were able to handle charged fire hoses and see the equipment first hand. Community participation and education is the best course of fire prevention and the Fire Department is committed to teaching and engaging with the communities they protect.

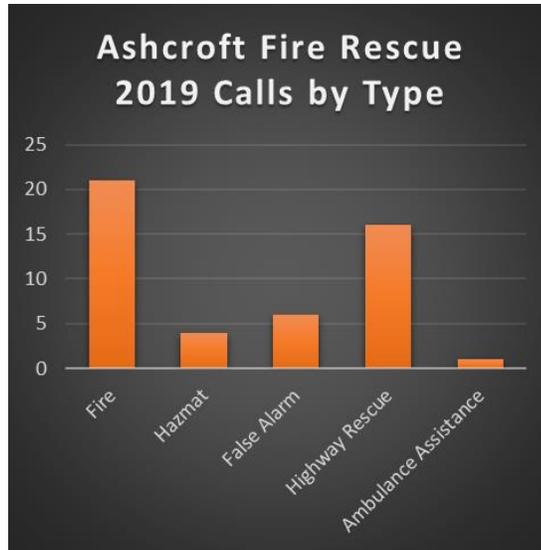
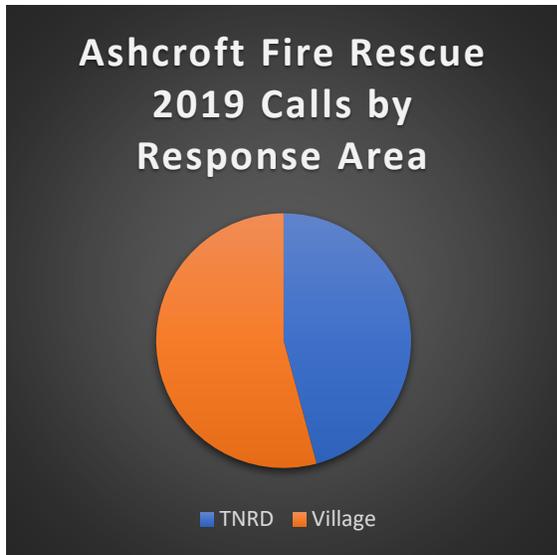
Not all time spent at the Fire Hall is hard work, learning and practice; sometimes a little challenge comes along that ignites a rival spirit. That was certainly the case as members of the Fire Department began planning for the first of hopefully many Charity Hockey games starring firefighters versus RCMP. Planning started in August of 2019 and the game was scheduled for January 2020.



Highway rescue practice

In addition to the yearly call outs, the Fire Department meets Tuesdays at 7:00 pm for weekly fire practices. To continue development of firefighter skills, the Fire Department participated in monthly firefighter basic training sessions with Neil Campbell over the course of 9 months. To provide further learning opportunities the Fire Department training centre was constructed behind the public works yard. (Images previous page)

**DID YOU KNOW:**  
**23 Volunteer Firefighters in the Ashcroft Fire Department dedicated 1190 hours to training in 2019.**



A draft Evacuation Route Plan has been made and is waiting for LIDAR data before being finalized. An update of the Emergency Response Plan was also planned for this year. However, the province is updating the Emergency Program Act, and some of the proposed changes could impact what local government’s responsibilities are and how local government ERPs are written.

Council has also prioritized effective emergency communications and staff has done considerable research on the most efficient, effective and economical means of communicating with the public for both regular and emergency communications.

In honour of all First Responders a mosaic artwork by Marina Papais and Daniel Collett was installed at the Fire Hall in October 2019.



Fire Chief Josh White



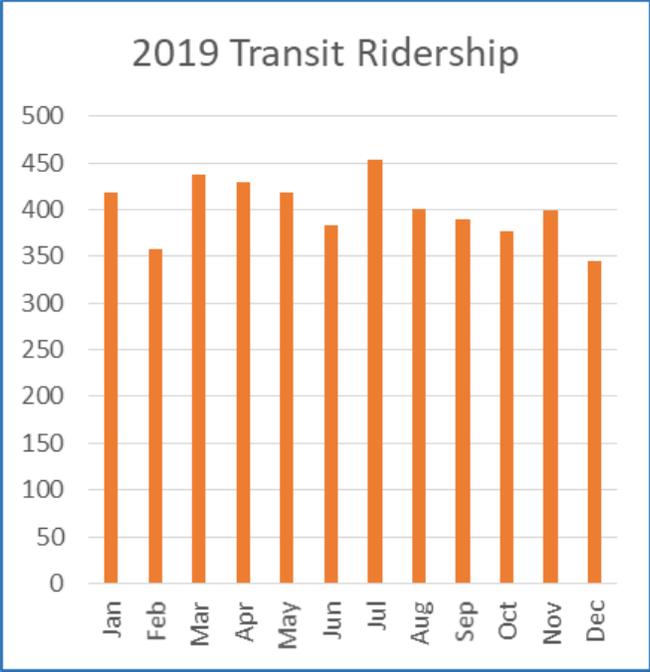
## MISCELLANEOUS COMMUNITY SERVICES:

A Whistle Cessation Study for the CN Railway Crossing at Old Caribou Road has been budgeted for several years, with completion being challenged by the availability of qualified contractors to conduct the study. A suitable contractor was found in fall of 2019 and this work will be completed in spring of 2020.

A smaller grant from Interior Health was received by the Village to design and pilot a Heat Alert Response System. This project is ongoing.

The Ashcroft/Clinton Transit Service brought Cache Creek in as an additional funding partner in 2019. Ridership has not yet increased which is typical for a new service – users take time to develop awareness, change habits and adapt schedules. Marketing of the service in Cache Creek will help boost ridership.

A new clearer form for reporting transit ridership has been implemented for 2020 to ease the complexity of reporting on a three-partner transit system, and to help the communities understand their specific ridership numbers. The chart below shows that ridership remains stable throughout the year, without significant seasonal changes.



**DID YOU KNOW:**  
**The Ashcroft/Clinton/Cache Creek Transit service had a total of 4810 riders in 2019 and cost the Village \$4548**



2019 Transit Driver Appreciation Day

## STRATEGIC PLAN:

<b>GOAL #1</b>	<b>UPDATE EMERGENCY RESPONSE AND EVACUATION PLAN</b>
<b>INTENT:</b>	Review the existing Emergency Response Plan (ERP) and develop a more defined/detailed document
<b>ACTIONS:</b>	
<b>STEP #1: BACKGROUND INFORMATION</b>	
<ul style="list-style-type: none"> <li>• Gather all existing documents including             <ul style="list-style-type: none"> <li>○ Village of Ashcroft Emergency Response and Evacuation Plan 2013, Updated 2017</li> <li>○ Village of Ashcroft Emergency Measures Bylaw No. 735, 2004</li> <li>○ TNRD Bylaws                 <ul style="list-style-type: none"> <li>▪ TNRD Emergency Management Program Regulatory Bylaw No. 1905, 2002</li> <li>▪ TNRD Emergency Program Service Establishment Bylaw No. 1818, 2000 and</li> <li>▪ TNRD Emergency Program Service Establishment Amending Bylaw No. 2016, 2004</li> <li>▪ Emergency Management and Protective Services Committee Establishment and Regulation Bylaw No. 2215, 2008</li> </ul> </li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Gather all fire protection agreements:             <ul style="list-style-type: none"> <li>○ TNRD Fire Protection Agreement</li> <li>○ Ashcroft Indian Band Fire Protection Agreement</li> <li>○ Logan Lake, Merritt, Ashcroft Fire Protection Agreement</li> <li>○ Cache Creek/Ashcroft Mutual Aid Agreement with fire departments</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• Discussions with key stakeholders:             <ul style="list-style-type: none"> <li>○ Emergency Management BC</li> <li>○ Nick Quigley, TNRD Emergency Program Coordinator</li> </ul> </li> <li>• Discussions with industry/institutional stakeholders:             <ul style="list-style-type: none"> <li>○ RCMP</li> <li>○ Fire Department</li> <li>○ BC Ambulance Service</li> <li>○ Ashcroft Terminal</li> <li>○ Koppers</li> <li>○ IG Machine &amp; Fibres</li> <li>○ School District #74 (Gold Trail)</li> <li>○ Interior Health</li> <li>○ Dawson Road Maintenance (formerly Interior Road Maintenance)</li> <li>○ Desert Hills Ranch</li> <li>○ Blue Goose Cattle (Ashcroft Ranch)</li> <li>○ Bradner Farms</li> </ul> </li> <li>• With neighbours             <ul style="list-style-type: none"> <li>○ Village of Cache Creek</li> <li>○ Ashcroft Indian Band</li> <li>○ TNRD Area I – Director Rice</li> <li>○ Bonaparte Indian Band</li> </ul> </li> </ul>	

- District of Logan Lake
- With community
  - Ashcroft Moving Forward

**Step #2: UPDATING/MOVING FORWARD**

- Plan Development
  - Review/amend existing Emergency Response Plan
  - Review the identified risk priorities and action plans
  - Develop checklists for each risk and action plan
- Financial Planning
  - Identify annual action items and budget requirements
  - Identify training requirements and costs
  - Identify infrastructure/supplies that must be acquired and a replacement program
- Community Committee
  - ESS or local committee
  - Mandate – designed to support the official roles of the Emergency Response Plan
  - Structure – One point of contact
  - Community members or Council as well
  - Terms of reference and roles and responsibilities for the committee

**STEP #3: REPORTING OUT**

- Public meeting to review new Emergency Response Plan
  - Educate public on importance of developing their own Emergency Response Plan
    - Ensure all family members are involved in the plan
- Develop public handout
  - Maintain a print supply
  - Place on website
- Obtain samples of Grab ‘n’ Go Kits
  - Hold community workshop on developing/customizing kits
- Annual Review of Emergency Response Plan

**Goal #1 Update:**

Review of the current Emergency Response Plan (ERP) is underway but not completed in 2019. Review to be completed in 2020, stakeholder meetings to be scheduled and plan update to begin in collaboration with the TNRD.

<b>GOAL #2</b>	<b>STORM DRAINAGE – PHASE I</b>
<b>INTENT:</b>	Review existing drainage concerns in North Ashcroft area and develop a plan. This is a priority due to the planned residential development for the Government and Elm Street areas

**ACTIONS:**

**STEP #1: IDENTIFY CURRENT CONCERNS/CHALLENGES**

- Drainage from Highway 97C onto Village lands
- Climate change
- Culverts undersized/filling in
- Residents filling ditches in to increase parking but not installing culverts
- Increased residential development

**STEP #2: ACTION PLAN**

- Complete the Subdivision Servicing and Development Bylaw
- Have discussions with potential developers/Approving Officer/engineers
  - Advise developers of additional studies that may be required
- Engage engineers to develop a work plan and budget for a Storm Drainage Plan – to be implemented in phases

**STEP #3: MOVING FORWARD**

- Establish development costs and identify potential funding opportunities
- Develop a process to address lack of culverts in existing residential areas
  - Determine costs to remove existing driveways and install adequate culverts
    - Establish process for assessing costs – will property owners be responsible for entire cost to remove inadequate culverts and replacement or will village cost share
  - Contact property owners
  - Educate the public on importance of drainage
  - Prepare a public handout outlining steps property owner should take to ensure proper access and drainage is maintained

**STEP #4: REPORTING OUT**

- Public meeting
- Provide public handout and CIB Planting Guide to new building permit applicants

**Goal #2 Update:**

The draft Subdivision and Servicing Bylaw is complete and undergoing a Legal review. The Bylaw will be brought to Council for consideration in 2020. There are two potential developments in north Ashcroft that have sparked further drainage and run off discussions. Research is underway to ensure accurate consideration of storm water flow is addressed to protect the natural environment and private property. Goal #2 to be completed in 2020.

<b>GOAL #3</b>	<b>DIGITAL SIGN - PORTABLE</b>
<b>INTENT:</b>	Purchase a digital sign that could be used in times of emergency as well as to provide community updates and information. A portable sign with solar power capabilities that can be located in various locations
<b>ACTIONS:</b>	
<b>STEP #1: IDENTIFY SIZE AND STYLE</b>	
<ul style="list-style-type: none"> <li>• Determine style <ul style="list-style-type: none"> <li>○ Mounted on a trailer that can be towed and installed in various locations</li> </ul> </li> <li>• Determine number of lines of text <ul style="list-style-type: none"> <li>○ Text should be large and easy to read</li> <li>○ Text should change frequently to allow larger messages to be displayed</li> </ul> </li> <li>• Single or double sided for message display</li> </ul>	
<b>STEP #2: ACTION PLAN</b>	
<ul style="list-style-type: none"> <li>• Policy development <ul style="list-style-type: none"> <li>○ Determine what type of event will warrant the use of the sign</li> <li>○ Identify locations within the community where the sign could safely be installed</li> <li>○ If the event is not a Village function, develop an application form and fee schedule</li> <li>○ Ensure sign is used when necessary, residents will take note when it is out</li> <li>○ Contact MOTI to determine rules regarding portable signs on highway right of ways</li> <li>○ Develop key messages that are approved for routine events</li> </ul> </li> <li>• Investigate costs <ul style="list-style-type: none"> <li>○ Purchase costs as well as insurance</li> <li>○ Maintenance and replacement costs</li> <li>○ Do we have a vehicle capable of towing?</li> <li>○ Identify potential funding opportunities</li> </ul> </li> </ul>	
<b>STEP #3: REPORTING OUT</b>	
<ul style="list-style-type: none"> <li>• Include information during a public meeting</li> </ul>	

**Goal #3 Update:**

During the Preferred Method of Communications Public Survey conducted in late 2019, it was determined that a digital sign did not rate as a preferred method, therefore this Strategic Priority has been quashed.

## CURRENT PROJECTS:

### **WHAT WE SAID WE WOULD DO vs. WHAT WE DID**

<b>PROJECT NAME</b>	<b>What We Said We Would Do</b>	<b>What We Did</b>
Water Treatment Plant	<ul style="list-style-type: none"> <li>Expected to be completed by August 2019</li> <li>Commissioning to take place July 2019</li> </ul>	<ul style="list-style-type: none"> <li>Online and operational</li> <li>Project complete</li> </ul>
Asset Management Program	<ul style="list-style-type: none"> <li>Phase 1 completed</li> <li>Phase 2 underway</li> <li>Council and employee orientation sessions to be completed 2019/20</li> </ul>	<ul style="list-style-type: none"> <li>Phase 2 Complete</li> <li>Planning for collaborations with neighbouring communities in 2020</li> </ul>
Housing Needs Assessment	<ul style="list-style-type: none"> <li>Funding applications have been submitted to UBCM and NDIIT</li> <li>Funding requested - \$25,000</li> <li>Work program and budget prepared by Urban Systems Ltd.</li> <li>Work to be completed by July 15, 2020</li> </ul>	<ul style="list-style-type: none"> <li>Complete</li> <li>Implement strategies for development in 2020</li> </ul>
Subdivision Development and Servicing Bylaw	<ul style="list-style-type: none"> <li>Currently under review</li> <li>USL and Foreman have reviewed the technical specifications</li> <li>Work to be completed by December 31, 2019</li> </ul>	<ul style="list-style-type: none"> <li>Draft Bylaw complete</li> <li>Waiting for Legal Review to be finalized</li> </ul>
Evacuation Route Planning	<ul style="list-style-type: none"> <li>Funding awarded under the Community Emergency Preparedness Fund - \$25,000</li> <li>Base mapping and conceptual plan for evacuation routes</li> <li>Work to be completed by February 28, 2020</li> </ul>	<ul style="list-style-type: none"> <li>In- progress</li> <li>To be completed in 2020</li> </ul>
Lift Station #1 Replacement	<ul style="list-style-type: none"> <li>Village has submitted 2 applications under the Investing in Canada Infrastructure Program</li> <li>Funding awards have not yet been announced</li> <li>Project cost - \$1,380,000</li> </ul>	<ul style="list-style-type: none"> <li>Grant funding pending</li> <li>Project to span 2020/2021</li> </ul>
Hot Tub Replacement	<ul style="list-style-type: none"> <li>Application under the Investing in Canada Infrastructure Program for \$175,000</li> </ul>	<ul style="list-style-type: none"> <li>Grant funding pending</li> </ul>

	<ul style="list-style-type: none"> <li>No funding awards announced to date</li> </ul>	<ul style="list-style-type: none"> <li>Project to be completed in 2020</li> </ul>
Off Leash Dog Park	<ul style="list-style-type: none"> <li>Memorandum of Understanding drafted and sent to dog owner group</li> <li>Dog owners investigating next steps</li> <li>Will report back to Council late summer or early fall</li> </ul>	<ul style="list-style-type: none"> <li>Draft MOU sent to dog owner group</li> <li>Waiting for response</li> </ul>
Land Tenure for Mesa Vista Reservoir	<ul style="list-style-type: none"> <li>Application for Province of BC Land Tenure submitted</li> <li>Advertisement and staking done July 2019</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing- waiting for final approval from the Province</li> </ul>
Residential Subdivisions	<ul style="list-style-type: none"> <li>Small (7-8 parcel) residential subdivision being proposed for corner of Government and Elm Streets</li> <li>Large residential development (60 single family homes/50+ strata town houses) being developed for former rodeo ground area</li> <li>Approving Officer Lee Dodds hired to assist with developments</li> <li>SDSB under development</li> <li>Large housing development will require a rezoning – still under discussion</li> </ul>	<ul style="list-style-type: none"> <li>Development ongoing but delayed</li> <li>Storm drainage and culvert sizing concerns</li> <li>Large development ongoing</li> <li>Lee Dodds is working with the property owner</li> <li>SDSB is under development to be completed in 2020</li> </ul>
Pump Chamber Option for River Pump house	<ul style="list-style-type: none"> <li>Preliminary plans under development</li> <li>Would permit river pumps to be accessed/serviced without the use of divers</li> <li>Involves excavation into river bank and building concrete chamber in parking area</li> </ul>	<ul style="list-style-type: none"> <li>Preliminary investigation complete</li> <li>Funding secured</li> <li>To be completed low freshet 2021</li> </ul>
Twinning North Ashcroft Reservoir	<ul style="list-style-type: none"> <li>This was identified as a priority in the Water Master Plan</li> <li>Currently on the edge of being able to provide adequate fire flows – all large institutional buildings are in North Ashcroft</li> <li>New housing development will put more pressure on water demands</li> </ul>	<ul style="list-style-type: none"> <li>Actively sourcing grant funding opportunities</li> </ul>
North Ashcroft Reservoir – Securing Site	<ul style="list-style-type: none"> <li>Reservoir built on Desert Hills Property – outside village boundaries</li> <li>No formal agreement in place</li> <li>Porters willing to work with Village to secure</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing conversation with property owner</li> <li>Move timeline for competition to 2020</li> </ul>

	<ul style="list-style-type: none"> <li>• Survey and appraisal done – value of land \$20,000</li> <li>• Land is in ALR so may be difficult to get removed</li> <li>• May have to look at having an easement or right of way filed on title to protect investment</li> </ul>	
Heat Alert & Response System (HARS)	<ul style="list-style-type: none"> <li>• Village chosen by Interior Health and Health Canada for pilot project</li> <li>• Initial guidelines, protocols and notices prepared and under review</li> <li>• Goal is to have draft HARS document done by July 31, 2019</li> </ul>	<ul style="list-style-type: none"> <li>• Unable to implement in 2019 due to lack of extreme weather events</li> <li>• Move to complete in 2020</li> </ul>

**PRIORITIES IDENTIFIED IN THE OFFICIAL COMMUNITY PLAN:**

<b>PROJECT NAME</b>	<b>PRIORITY</b>	<b>LEADERSHIP</b>	<b>STATUS</b>
Develop marketing materials for tourism	Moderate	Gold Country	In-progress
Restart the Chamber of Commerce	Moderate	Business Community	No Change
Review feasibility of a Mexican Sister City	Low	Village	No Change
Install visually attractive signs on Highway 1	Moderate	Village/MOTI/Gold Country	In-progress
Develop an Agricultural Strategy for leveraging agriculture as an economic development driver	Moderate	BC Ministry of Agriculture	No Change
Support Urban Tree Program	Moderate	Communities in Bloom/Village	No Change
Educate residents on reducing Greenhouse Gas Emissions	Low	Village	On-going working on EV fast charger installation
Consider Adoption of Anti-Idling Program	Low	Village	No Change
Develop Trails Master Plan	Moderate	Village	To be considered at next Strategic Planning Session

Develop Community Energy Plan – Options for alternative energy	Moderate	Village	No Change
Review feasibility of a community compost system	Low	Village	No Change
Develop more community events	Moderate	Community Groups/Village	Ongoing
Develop a community garden	Low	Community Groups/Village	No Change – work with CiB
Develop a community food security program	Low	Community Groups/Village/Interior Health	No Change
Develop a community heritage register	Low	Village	No Change
Install gateway signage and landscape entrances to community	Low	Village	In progress
Review the feasibility of downtown revitalization tax exemption	Moderate	Village	No change
Develop a parks and recreation master plan	Moderate	Village	To be considered at the next strategic planning session
Upgrade pedestrian connections throughout community where feasible and warranted	Moderate		To be considered at the next strategic planning session
Review options for CP and Highway 97C crossing	Moderate	Village/MOTI/CP Rail	Explore options with CP when they are available
Implement a maximum traffic speed of 30 km/h on all non-arterial roads	Moderate	Village	No Change
Develop a Safe Routes to School program	Moderate	School District #74 (Gold Trail)/Village	No Change

## SCHEDULE A

The following documents are the audited 2019 Financial Statement for the Village of Ashcroft



**THE CORPORATION OF THE VILLAGE OF ASHCROFT**

**FINANCIAL STATEMENTS**

**December 31, 2019**

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING	
INDEPENDENT AUDITOR'S REPORT	
CONSOLIDATED STATEMENT OF FINANCIAL POSITION	
CONSOLIDATED STATEMENT OF ACCUMULATED SURPLUS	
CONSOLIDATED STATEMENT OF OPERATIONS	
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS	
CONSOLIDATED STATEMENT OF CASH FLOWS	
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS	
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS	APPENDIX 1
STATEMENT OF FINANCIAL ACTIVITIES - SEGMENTED	APPENDIX 2

**SUPPLEMENTARY INFORMATION:**

**FUND STATEMENTS:**

GENERAL REVENUE FUND	SCHEDULES 1 - 3
WATER REVENUE FUND	SCHEDULES 4 - 5
SEWER REVENUE FUND	SCHEDULES 6 - 7
STATUTORY RESERVE FUNDS	SCHEDULE 8

## MANAGEMENT'S RESPONSIBILITY FOR REPORTING

The financial statements have been prepared by management in accordance with Canadian public sector accounting standards. Financial statements are not precise since they include certain amounts based on estimates and judgments. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly, in all material respects.

The Village maintains systems of internal accounting and administrative controls of high quality, consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the Village's assets are appropriately accounted for and adequately safeguarded.

The Village Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements.

The Audit Committee reviews the Village's financial statements and recommends their approval to Village Council. The Audit Committee meets periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the financial statements and the external auditors' report. The Mayor and Council take this information into consideration when approving the financial statements for issuance to the residents. The Mayor and Council also consider the engagement of the external auditors.

The financial statements have been audited by Daley & Company CPA LLP in accordance with Canadian generally accepted auditing standards on behalf of the ratepayers. Daley & Company CPA LLP has full access to the Council and management.

On behalf of The Corporation of the Village of Ashcroft

  
\_\_\_\_\_  
Yoginder Bhalla, CFO

  
\_\_\_\_\_  
Date



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Kevin Cooper, CPA, CA  
Incorporated Professionals

## INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council,  
THE CORPORATION OF THE VILLAGE OF ASHCROFT

### **Opinion**

We have audited the accompanying consolidated financial statements of THE CORPORATION OF THE VILLAGE OF ASHCROFT (the Village), which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of accumulated surplus, consolidated statement of operations, consolidated statement of change in net financial assets and consolidated statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of THE CORPORATION OF THE VILLAGE OF ASHCROFT as at December 31, 2019, and the results of its consolidated operations, consolidated changes in its net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Emphasis of Matter**

The recent outbreak of COVID-19, which has been declared by the World Health Organization as a pandemic has spread across the globe and is impacting worldwide economic activity. A public health pandemic such as COVID-19, poses the risk that employees, contractors, suppliers, and other partners may be prevented from conducting business activities for an indefinite period, including due to shutdowns that may be requested or mandated by governmental authorities. While it is not possible at this time to estimate the impact that COVID-19 could have on the Village's business, the continued spread of COVID-19 and the measures taken by governments could disrupt regular operations of the Village and adversely impact the Village's business, financial condition or results of operations. The extent to which the COVID-19 outbreak impacts the financial results will depend on future developments that are highly uncertain and cannot be predicted, including new information that may emerge concerning the severity of the virus and the actions to contain its impact. These financial statements do not reflect any adjustments or reclassification of assets and liabilities, resulting from the COVID-19 pandemic.

### **Responsibilities of Management and Those Charged with Governance for the Financial Statements**

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

*(continues)*

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Daley & Company LLP*

Chartered Professional Accountants

Kamloops, BC  
March 25, 2020

#### **Disclaimer of Liability**

These consolidated financial statements were examined and this Audit Opinion issued solely for the use of THE CORPORATION OF THE VILLAGE OF ASHCROFT. Daley & Company CPA LLP makes no representations of any kind to any other person in respect of these consolidated financial statements and accepts no responsibility for their use by any other person in the absence of the written consent of Daley & Company CPA LLP.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
December 31, 2019**

<b>FINANCIAL ASSETS</b>	<b>2019</b>	<b>2018</b>
Cash (Note 4)	\$ 3,895	\$ 1,075,536
Restricted cash (Note 4)	3,708,718	3,495,963
Accounts receivable (Note 5)	1,489,510	1,450,442
Taxes and utilities receivable	<u>223,979</u>	<u>179,692</u>
	<u>5,426,102</u>	<u>6,201,633</u>
 <b>LIABILITIES</b>		
Accounts payable and accrued liabilities	379,562	714,680
Deferred revenue (Note 6)	25,733	969,946
Demand loans (Note 7)	<u>1,367,789</u>	<u>382,190</u>
	<u>1,773,084</u>	<u>2,066,816</u>
<b>NET FINANCIAL ASSETS</b>	<u>3,653,018</u>	<u>4,134,817</u>
 <b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 8)	14,610,962	9,277,909
Prepaid expenses	<u>112,734</u>	<u>17,178</u>
	<u>14,723,696</u>	<u>9,295,087</u>
<b>ACCUMULATED SURPLUS (Note 9)</b>	<u>\$ 18,376,714</u>	<u>\$ 13,429,904</u>

**COMMITMENTS AND CONTINGENCIES (Note 10)**

APPROVED ON BEHALF OF MAYOR AND COUNCIL:

  
Yoginder Bhalla, CFO

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
CONSOLIDATED STATEMENT OF ACCUMULATED SURPLUS  
Year ended December 31, 2019**

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	2019	2018
ACCUMULATED SURPLUS, beginning of year	\$ 13,429,904	\$ 11,097,761
ANNUAL SURPLUS	<u>4,946,810</u>	<u>2,332,143</u>
ACCUMULATED SURPLUS, end of year	<u>\$ 18,376,714</u>	<u>\$ 13,429,904</u>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
Year ended December 31, 2019

	Budget (Note 15)	2019	2018
<b>REVENUES:</b>			
Municipal taxation (Note 12)	\$ 1,477,211	<b>\$ 1,474,508</b>	\$ 1,444,716
Sales of services	976,437	<b>1,057,668</b>	1,157,292
Government grants	7,486,767	<b>5,363,783</b>	2,562,129
Borrowings, licences, permits, penalties and fines	113,550	<b>153,747</b>	187,384
	<u>10,053,965</u>	<u><b>8,049,706</b></u>	<u>5,351,521</u>
<b>EXPENSES:</b>			
General government services	484,109	<b>431,955</b>	452,685
Protective services	173,295	<b>154,943</b>	195,389
Transportation services	650,507	<b>533,534</b>	589,436
Environmental and public health services	349,101	<b>370,611</b>	289,133
Recreational and cultural services	756,826	<b>734,365</b>	699,310
Water and sewer services	878,790	<b>877,488</b>	793,425
	<u>3,292,628</u>	<u><b>3,102,896</b></u>	<u>3,019,378</u>
<b>ANNUAL SURPLUS</b>	<b>\$ 6,761,337</b>	<b>\$ 4,946,810</b>	<b>\$ 2,332,143</b>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**  
Year ended December 31, 2019

	Budget	2019	2018
ANNUAL SURPLUS	\$ 6,761,337	\$ 4,946,810	\$ 2,332,143
Acquisition of tangible capital assets	(6,942,000)	(5,620,488)	(2,914,912)
Amortization of tangible capital assets	296,146	287,435	306,750
Change in prepaid expenses	-	(95,556)	33,406
	<hr/>	<hr/>	<hr/>
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	115,483	(481,799)	(242,613)
NET FINANCIAL ASSETS, beginning of year	<hr/> 4,134,817	<hr/> 4,134,817	<hr/> 4,377,430
NET FINANCIAL ASSETS, end of year	<hr/> \$ 4,250,300	<hr/> \$ 3,653,018	<hr/> \$ 4,134,817

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
Year ended December 31, 2019

	2019	2018
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Annual surplus	\$ 4,946,810	\$ 2,332,143
Non-cash changes to operations:		
Amortization	287,435	306,750
(Increase) decrease in:		
Accounts receivable	(39,068)	(1,200,609)
Taxes and utilities receivable	(44,287)	(66,736)
Prepaid expenses	(95,556)	33,406
Increase (decrease) in:		
Accounts payable	(335,118)	333,433
Deferred revenue	(944,213)	93,639
Cash flows from operations	<u>3,776,003</u>	<u>1,832,026</u>
<b>CASH FLOWS FROM CAPITAL ACTIVITIES:</b>		
Acquisition of tangible capital assets	<u>(5,620,488)</u>	<u>(2,914,912)</u>
Cash flows used in capital	<u>(5,620,488)</u>	<u>(2,914,912)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Proceeds from demand loan	1,000,000	-
Repayment of demand loan	<u>(14,401)</u>	<u>(14,908)</u>
Cash flows from financing	<u>985,599</u>	<u>(14,908)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Statutory reserve fund	(198,446)	(192,747)
Reserve for future expenditures	<u>(14,309)</u>	<u>(202,393)</u>
Cash flows used in investing	<u>(212,755)</u>	<u>(395,140)</u>
<b>DECREASE IN CASH RESOURCES</b>	<b>(1,071,641)</b>	<b>(1,492,934)</b>
<b>CASH RESOURCES, beginning of year</b>	<b><u>1,075,536</u></b>	<b><u>2,568,470</u></b>
<b>CASH RESOURCES, end of year</b>	<b>\$ 3,895</b>	<b>\$ 1,075,536</b>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2019**

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**NOTE 1. ENTITY:**

The Corporation of the Village of Ashcroft was incorporated in 1952 under the Municipal Act, a statute of the Province of British Columbia. Its principal activities include the provision of local government services to the residents of the incorporated area. These services include administrative, protective, transportation, environmental, recreational, water, sewer and fiscal services.

**NOTE 2. SIGNIFICANT ACCOUNTING POLICIES:**

Basis of Presentation:

These consolidated financial statements have been prepared by management in accordance with Canadian generally accepted accounting principles for governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. These consolidated financial statements include the operations of the General, Water, Sewer, and Reserve Funds.

Basis of Accounting:

The resources and operations of the Village have been separated for accounting and financial reporting purposes into four funds. Each fund is treated as a separate entity which is identified in its statements of financial position and where applicable, its statements of operations and accumulated surplus. Fund statements are presented as supplementary information to the consolidated financial statements.

a) **General Revenue Fund:**

The purpose of the General Revenue Fund is to reflect the operating activities, administration, protection, transportation, environmental & public health, and recreation and cultural services functions of the Village.

b) **Water Revenue Fund:**

The purpose of the Water Revenue Fund is to reflect the operating activities related to the treatment and distribution of water throughout the Village.

c) **Sewer Revenue Fund:**

The purpose of the Sewer Revenue Fund is to reflect the operating activities related to the treatment of sewage and transportation network of sewer mains and pump stations.

d) **Reserve Funds:**

Under the Community Charter of British Columbia, the Council may, by bylaw, establish reserve funds for specified purposes. Money in a reserve fund, and interest earned thereon, must be expended by bylaw only for the purpose for which the fund was established. If the amount in a reserve fund is greater than required, the Council may, by bylaw, transfer all or part of the amount to another reserve fund.

Principles of Consolidation:

The consolidated financial statements include the accounts of all funds of the Village. Interfund balances and transactions have been eliminated.

Cash and Short-term Investments:

The Village's cash equivalents and pooled bond funds are recorded at cost, which approximates market value. Short-term investments are held with the Municipal Finance Authority and are held in short term bonds and a money market fund.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
December 31, 2019**

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**NOTE 2. SIGNIFICANT ACCOUNTING POLICIES (continued):**

**Non-financial Assets:**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the annual surplus, provides the Change in Net Financial Assets for the year.

a) **Tangible Capital Assets:**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

**Major Asset Category**

Buildings	20 to 70 years
Machinery and equipment	5 to 25 years
Pool, arena and other facilities	50 to 100 years
Roads	25 to 75 years
Storm sewer	100 years
Plants and facilities	20 to 70 years
Underground networks	100 years

The Village reviews the useful lives and the carrying values of its tangible capital assets at least annually or more frequently if events or changes in circumstances indicate that the assets might be impaired, by reference to the assets' contribution to the Village's ability to provide services. When assets no longer have any long-term service potential to the Village, the assets are considered to be impaired. An impairment loss is measured at the amount by which the carrying amount of the assets exceeds their fair value, which is estimated as the expected service potential of the assets.

b) **Contributions of Tangible Capital Assets:**

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt.

c) **Leases:**

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

**Revenue Recognition:**

Taxation for municipal purposes is recorded as revenue in the period the taxes are levied. Interest is recorded on the accrual basis and is recognized when earned. Government grants are recorded when they are receivable and amounts can be reasonably determined. All other sources of revenue are recorded as services are provided.

**Government Transfers:**

Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2019**

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**NOTE 2. SIGNIFICANT ACCOUNTING POLICIES (continued):**

Retirement Benefits:

The Village's contributions due during the period to its multi-employer defined benefit plan are expensed as incurred. See Note 10 for further details.

Demand Loans/Callable Debt:

The Village's demand loans are classified as current liabilities because the lender has the right to demand repayment within one year.

Expense Recognition:

Expenses are recorded on the accrual basis and are recognized as they are incurred as a result of the receipt of goods and services or the creation of a legal obligation to pay.

Deferred Revenue:

Grants, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired.

Use of Estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates. A significant area requiring management estimates includes the recoverable amount of tangible capital assets. Management reviews these estimates on a periodic basis and, where necessary, makes adjustments prospectively.

Contaminated sites

Governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standard, the government has responsibility for remediation, future economic benefits will be given up and a reasonable estimate can be made. The Village has not recognized any liabilities for remediation of contaminated sites.

**NOTE 3. FINANCIAL INSTRUMENTS:**

Fair Values of Financial Assets and Financial Liabilities:

The carrying values of cash and restricted cash, accounts receivable, and accounts payable and accruals approximate their fair value due to the relatively short periods to maturity of these items. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant currency or credit risks arising from its financial instruments.

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Village manages exposure through its normal operation and financing activities. It is management's opinion that the Village is not exposed to significant interest rate risk by its demand loan.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
December 31, 2019

NOTE 4. CASH AND RESTRICTED CASH:	2019	2018
Statutory Reserve Fund	\$ 2,056,794	\$ 1,858,348
Reserve for future expenditures	<u>1,651,924</u>	<u>1,637,615</u>
Restricted cash	3,708,718	3,495,963
Unrestricted cash	<u>3,895</u>	<u>1,075,536</u>
	<u>\$ 3,712,613</u>	<u>\$ 4,571,499</u>
Consists of:		
Cash	\$ 2,187,896	\$ 3,082,751
Investments in pooled bond funds (Market Value: \$1,491,839)	<u>1,524,717</u>	<u>1,488,748</u>
	<u>\$ 3,712,613</u>	<u>\$ 4,571,499</u>
NOTE 5. ACCOUNTS RECEIVABLE:	2019	2018
Province of BC - Water Treatment Plant grant	\$ 1,342,677	\$ 1,240,216
Province of BC - Sewer Treatment Plant grant	-	16,497
Other	<u>146,833</u>	<u>193,729</u>
	<u>\$ 1,489,510</u>	<u>\$ 1,450,442</u>
NOTE 6. DEFERRED REVENUE:	2019	2018
Federal Gas Tax Agreement - Community Works Fund:		
Opening balance of unspent funds	\$ 849,097	\$ 710,594
Add: Amount received during the year	247,765	127,060
Interest earned	16,637	11,443
Less: Revenue recognized during the year	<u>(1,107,766)</u>	<u>-</u>
Closing balance of unspent funds	<u>5,733</u>	<u>849,097</u>
Other Funding:		
Interior Health - Heat Alert & Response Planning Project	12,500	12,500
Union of BC Municipalities - Housing Needs Assessment Project	<u>7,500</u>	<u>-</u>
	<u>20,000</u>	<u>12,500</u>
Sewer Revenue - Clean Water and Wastewater Fund:		
Opening balance of unspent funds	108,349	126,713
Less: Revenue recognized during the year	<u>(108,349)</u>	<u>(18,364)</u>
Closing balance of unspent funds	<u>-</u>	<u>108,349</u>
Total	<u>\$ 25,733</u>	<u>\$ 969,946</u>

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 6. DEFERRED REVENUE (continued):**

**a) Community Works Fund:**

Community Works funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Community Works funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

**b) Other Funding:**

Other funding has been deferred until related expenses are incurred

**NOTE 7. DEMAND LOANS:**

	<b>2019</b>	<b>2018</b>
Municipal Finance Authority of BC loan, repayable in monthly installments of \$1,979, maturing December 13, 2021, with a daily floating interest rate of 2.5% (rate effective as of December 31, 2019).	<b>\$ 367,789</b>	<b>\$ 382,190</b>
Municipal Finance Authority of BC loan, repayable in monthly interest payments only at daily floating interest rate of 2.6% (rate effective as of December 31, 2019). The principal amount is due on the maturity date of February 4, 2024.	<u><b>1,000,000</b></u>	<u><b>-</b></u>
	<u><b>\$ 1,367,789</b></u>	<u><b>\$ 382,190</b></u>

Principal repayment terms are approximately:

2019	\$	16,091
2020		16,404
2021		16,767
Thereafter		<u>1,318,527</u>
	<u>\$</u>	<u><u>1,367,789</u></u>

Under a short term loan arrangement with the Municipal Finance Authority of BC, the Village may borrow up to a maximum amount of \$2 million. The amount currently unused as at December 31, 2019 was \$1 million.

**NOTE 8. TANGIBLE CAPITAL ASSETS:**

	<b>2019</b>	<b>2018</b>
Tangible capital assets consist of the following:		
Land	<b>\$ 600,280</b>	<b>\$ 600,280</b>
Pool, arena and other facilities	<b>957,502</b>	<b>992,426</b>
Buildings	<b>381,096</b>	<b>395,810</b>
Machinery and equipment	<b>1,051,285</b>	<b>1,141,862</b>
Roads	<b>491,644</b>	<b>535,425</b>
Storm sewer	<b>372,717</b>	<b>377,961</b>
Plants and facilities	<b>9,766,894</b>	<b>4,268,614</b>
Underground networks	<u><b>989,544</b></u>	<u><b>965,531</b></u>
	<u><b>\$ 14,610,962</b></u>	<u><b>\$ 9,277,909</b></u>

For additional information, see the Consolidated Schedule of Tangible Capital Assets (Appendix 1).

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS  
December 31, 2019**

NOTE 9. ACCUMULATED SURPLUS:	2019	2018
Accumulated surplus consists of individual fund surpluses and reserves as follows:		
Surplus from operations	<u>\$ 1,424,823</u>	<u>\$ 1,038,222</u>
Invested in tangible capital assets	<u>13,243,173</u>	<u>8,895,719</u>
Statutory reserve funds:		
Capital works reserve	1,896,488	1,701,130
Machinery and equipment replacement reserve	<u>160,306</u>	<u>157,218</u>
	<u>2,056,794</u>	<u>1,858,348</u>
Reserves for future expenditure:		
General	360,500	360,500
Fire department	333,649	331,358
Curling club	56,940	55,842
Transit	77,769	66,849
Water	706,966	706,966
Sewer	<u>116,100</u>	<u>116,100</u>
	<u>1,651,924</u>	<u>1,637,615</u>
	<u>\$ 18,376,714</u>	<u>\$ 13,429,904</u>

**NOTE 10. COMMITMENTS AND CONTINGENCIES:**

a) Lease Commitment:

The Village has operating lease agreements for the rental of equipment.

Future minimum lease payments as at December 31, 2019, are as follows:

2020	4,237
2021	<u>1,059</u>
	<u>\$ 5,296</u>

b) Operation and Maintenance Agreement:

The Village has an operating and maintenance agreement for the water treatment plant.

Future minimum monthly payments as at December 31, 2019, are as follows:

2020	\$ 40,800
2021	40,800
2022	<u>23,800</u>
	<u>\$ 105,400</u>

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2019**

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**NOTE 10. COMMITMENTS AND CONTINGENCIES (continued):**

- c) The employer and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2018, the plan has about 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry- age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability

The most recent valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2.866 million funding surplus for basic pension benefits on a going concern basis.

The Village paid \$85,633 (2018 - \$91,452) for employer contributions to the plan in 2019. Active members include approximately 12 contributors from the Village.

The next valuation will be as at December 31, 2021, with results available in 2022.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

- d) The Village was approved for a Small Communities Fund grant in 2017 for construction of a water treatment plant. The total project is expected to cost \$9.873 million over four years, with the grant covering 2/3 of this amount for a total of \$5.725 million. Cumulative costs on this project to the year-end date are \$7.764 million. Cumulative grant amounts received from the Small Communities Fund to the year-end date are \$5.113 million. The remaining cost of the project is to be covered by Village sources, including borrowings of \$1 million.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 11. PERPETUAL CARE TRUST FUND:**

The Village operates a cemetery in accordance with the Cemetery and Funeral Services Act. The Village is required to maintain a trust fund which is not included in these consolidated financial statements. Details of the trust funds are as follows:

	2019	2018
BALANCE, beginning of year	\$ 58,349	\$ 54,191
Add:		
Proceeds from sale of plots and monuments	2,074	3,288
Interest earned	1,143	870
	<u>\$ 61,566</u>	<u>\$ 58,349</u>
The perpetual care trust fund is represented by:		
Cash and short-term investments	\$ 61,466	\$ 58,249
Due from General Revenue Fund	100	100
	<u>\$ 61,566</u>	<u>\$ 58,349</u>

**NOTE 12. TAXATION REVENUE:**

The Village is required to collect taxes on behalf of and transfer these amounts to the government agencies noted below:

	2019	2018
Tax collected:		
General purposes	\$ 1,474,508	\$ 1,444,716
Collections for other governments	1,013,526	1,066,966
	<u>2,488,034</u>	<u>2,511,682</u>
Less transfers to other governments:		
Province of BC - school taxes	629,456	644,652
Thompson-Nicola Regional District	202,870	239,136
Thompson Regional Hospital District	96,896	101,822
Municipal Finance Authority	43	40
BC Assessment Authority	10,492	10,990
Policing	73,769	70,326
	<u>1,013,526</u>	<u>1,066,966</u>
	<u>\$ 1,474,508</u>	<u>\$ 1,444,716</u>

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2019**

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**NOTE 13. SEGMENTED INFORMATION:**

The Village of Ashcroft is a diversified municipal government institution that provides a wide range of services to its citizens. Distinguishable functional segments have been separately disclosed. The nature of the segments and the activities they encompass are as follows:

**Government Services – Mayor & Council, Finance, and Human Resources:**

The Departments within General Government Services are responsible for adopting bylaws; adopting administrative policy; levying taxes; acquiring, disposing and managing Village assets; ensuring effective financial management; monitoring performance and ensuring that high quality service standards are met.

**Protective Services – Fire Protection:**

Fire Protection includes all of the operating activities for fire prevention and suppression.

**Transportation Services - Public Transit and Street Maintenance:**

Public Transit and Street Maintenance involve the repair and maintenance of the road network and traffic services.

**Environmental and Public Health Services - Waste Management:**

Waste Management includes all of the revenue and expenses related to the collection and disposal of solid waste and community development, tourism and promotional activities.

**Recreational and Cultural Services - Parks, Recreation and Culture:**

The Parks, Recreation and Culture Department is responsible for providing, facilitating the development of, and maintaining high quality parks, recreation facilities, and cultural services.

**Water Services - Water Department:**

The Water Department includes all the operating activities related to the treatment and distribution of water throughout the Village.

**Sewer Services - Sewer Department:**

The Sewer Department operates network sewer mains and pump stations.

**Reserve Funds - Statutory Reserve Funds:**

The Statutory Reserve Fund is comprised of the machinery and equipment replacement reserve and capital works reserve.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 2. For additional information see the Statement of Financial Activities - Segmented (Appendix 2).

**NOTE 14. CASH FLOW INFORMATION:**

During the year, the Village received \$74,048 (2018 - \$84,923) in interest income.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**December 31, 2019**

**NOTE 15. BUDGET:**

The Financial Plan Bylaw adopted by Council included capital transactions such as acquisition of tangible capital assets, borrowing proceeds for the purchase of capital assets, and debt principal repayments. In addition, internal transfers between services, transfers to reserves, and transfers from surplus were included.

These capital transactions and transfers have been removed from the Financial Plan and presented as the budget in these Financial Statements as follows:

	Financial Plan Bylaw	Adjustments for capital transactions and transfers	Budget
<b>REVENUES:</b>			
Municipal taxation	\$ 1,477,211	\$ -	\$ 1,477,211
Sales of services	976,437	-	976,437
Government grants	7,486,767	-	7,486,767
Borrowings, licences, permits, penalties and fines	113,550	-	113,550
Transfer from Surplus	499,747	(499,747)	-
	10,553,712	(499,747)	10,053,965
<b>EXPENSES:</b>			
General government services	484,109	-	484,109
Protective services	173,295	-	173,295
Transportation services	650,507	-	650,507
Environmental and public health services	349,101	-	349,101
Recreational and cultural services	756,826	-	756,826
Water and sewer services	878,790	-	878,790
Debt principal repayment	58,550	(58,550)	-
Acquisition of tangible capital assets	6,942,000	(6,942,000)	-
Transfer to reserves	260,534	(260,534)	-
	10,553,712	(7,261,084)	3,292,628
<b>ANNUAL SURPLUS</b>	<b>\$ -</b>	<b>\$ 6,761,337</b>	<b>\$ 6,761,337</b>

**NOTE 16. COMPARATIVE FIGURES:**

Some of the comparative figures have been reclassified to conform to the current year's presentation.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS  
Year ended December 31, 2019**

	General					Water		Sewer		Totals		
	Land	Pool, Arena and Other	Buildings	Machinery & Equipment	Roads	Storm Sewer	Plants & Facilities	Underground Networks	Plants & Facilities	Underground Networks	2019	2018
<b>Cost</b>												
Balance, beginning of year	\$ 600,280	\$ 2,203,108	\$ 1,747,086	\$ 2,534,038	\$ 7,268,341	\$ 530,323	\$ 4,895,494	\$ 1,305,053	\$ 1,750,937	\$ 771,867	\$ 23,406,626	\$ 20,556,128
Add: Additions during the year	-	-	-	32,798	-	-	4,902,613	-	740,391	44,856	5,820,488	2,914,912
Less: Disposals during the year	-	-	-	(18,017)	-	-	-	-	-	-	(18,017)	(64,414)
Balance, end of year	600,280	2,203,108	1,747,086	2,548,820	7,268,341	530,323	9,498,077	1,305,053	2,491,328	816,833	29,009,097	23,406,626
<b>Accumulated amortization</b>												
Balance, beginning of year	-	1,210,880	1,351,276	1,392,177	9,732,916	152,362	1,356,725	890,887	821,062	420,852	14,126,717	13,898,391
Add: Amortization	-	34,824	14,714	123,376	43,731	5,244	11,200	12,986	33,524	7,897	287,435	306,750
Less: Disposals during the year	-	-	-	(18,017)	-	-	-	-	-	-	(18,017)	(64,414)
Balance, end of year	-	1,245,604	1,365,990	1,487,535	9,776,697	157,606	1,367,925	703,873	854,586	428,319	14,398,135	14,128,717
<b>Net Book Value of Tangible Capital Assets</b>	<b>\$ 600,280</b>	<b>\$ 957,502</b>	<b>\$ 381,096</b>	<b>\$ 1,061,285</b>	<b>\$ 491,644</b>	<b>\$ 372,717</b>	<b>\$ 8,130,152</b>	<b>\$ 601,180</b>	<b>\$ 1,636,742</b>	<b>\$ 388,364</b>	<b>\$ 14,610,962</b>	<b>\$ 9,277,909</b>

Included in Plants & Facilities is \$7.764 million (2018 - \$3.054 million) of tangible capital assets under construction. These assets have not been amortized. The Village paid interest of \$19,558 (2018 - \$Nil) which has been added to the cost of Plant & Facilities (Water).

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**STATEMENT OF FINANCIAL ACTIVITIES - SEGMENTED**  
**Year ended December 31, 2019**

	Government Services	Protective Services	Transportation Services	Environmental & Public Health Services	Recreational & Cultural Services	Water Services	Sewer Services	Reserve Funds	Total 2019	Total 2018
<b>REVENUES:</b>										
Municipal taxation	\$ 1,307,053	\$ -	\$ -	\$ -	\$ -	\$ 84,380	\$ 83,075	\$ -	\$ 1,474,508	\$ 1,444,716
Sales of services	3,727	10,374	-	130,539	96,955	456,712	359,571	-	1,057,878	1,157,332
Government grants	502,997	24,000	2,256	230,390	-	4,116,644	487,496	-	5,363,783	2,562,129
Borrowings, licences, permits, penalties and fines	26,172	-	-	-	-	-	-	-	26,172	30,238
Interest income	44,493	-	-	-	-	13,514	931	15,110	74,048	84,923
Donations and miscellaneous	31,777	516	-	-	20,770	253	-	-	53,317	72,163
	<u>1,916,219</u>	<u>34,890</u>	<u>2,256</u>	<u>360,929</u>	<u>117,725</u>	<u>4,671,503</u>	<u>931,073</u>	<u>15,110</u>	<u>8,049,706</u>	<u>5,351,521</u>
<b>EXPENSES:</b>										
Consulting and professional	48,330	7,849	3,918	47,631	-	-	15,091	-	122,819	114,523
Grants	8,258	-	-	-	-	-	-	-	8,258	8,750
Insurance	17,623	2,879	400	-	26,401	18,616	8,861	-	74,580	54,491
Interest	-	9,393	-	-	-	-	-	-	9,393	6,635
Office and administration	194,369	2,741	-	31,105	416	3,213	1,956	-	233,794	228,409
Amortization	222,039	-	-	-	-	24,186	41,211	-	287,436	306,750
Repairs and maintenance	15,509	-	71,708	176,482	125,400	119,794	76,383	-	585,276	519,481
Salaries and benefits	463,154	3,975	294,116	64,409	341,537	92,596	117,814	-	1,377,601	1,363,072
Supplies and materials	-	92,421	77,262	-	932	2,543	507	-	175,178	235,442
Utilities and telephone	12,705	8,933	61,734	-	76,362	40,052	28,775	-	228,561	181,825
Overhead allocations	(550,032)	26,652	24,396	50,052	161,712	131,260	153,640	-	-	-
	<u>431,955</u>	<u>154,343</u>	<u>533,534</u>	<u>370,611</u>	<u>734,365</u>	<u>430,244</u>	<u>447,244</u>	<u>-</u>	<u>3,102,896</u>	<u>3,019,378</u>
<b>EXCESS (DEFICIENCY)</b>										
<b>REVENUES OVER EXPENSES</b>	1,484,264	(120,053)	(531,278)	(9,682)	(616,640)	4,241,259	483,829	15,110	4,946,810	2,332,143
<b>INTERFUND TRANSFERS</b>	(1,460,969)	120,053	531,278	9,682	616,640	-	-	183,336	-	-
<b>ANNUAL SURPLUS</b>	<u>\$ 23,275</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,241,259</u>	<u>\$ 483,829</u>	<u>\$ 198,446</u>	<u>\$ 4,946,810</u>	<u>\$ 2,332,143</u>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**STATEMENT OF FINANCIAL ACTIVITIES - SEGMENTED**  
**Year ended December 31, 2018**

	Government Services	Protective Services	Transportation Services	Environmental & Public Health Services	Recreational & Cultural Services	Water Services	Sewer Services	Reserve Funds	Total 2018
<b>REVENUES:</b>									
Municipal taxation	\$ 1,276,255	\$ -	\$ -	\$ -	\$ -	\$ 84,959	\$ 83,502	\$ -	\$ 1,444,716
Sales of services	2,892	240,630	-	126,706	79,662	383,121	324,321	-	1,157,332
Government grants	557,203	22,000	1,393	223,960	1,519	1,702,820	53,234	-	2,562,129
Borrowings, licences, permits, penalties and fines	30,238	-	-	-	-	-	-	-	30,238
Interest income	57,192	-	-	-	-	12,680	873	14,178	84,923
Donations and miscellaneous	55,485	481	-	-	15,067	150	-	-	72,183
	<u>1,980,265</u>	<u>263,111</u>	<u>1,393</u>	<u>350,666</u>	<u>96,248</u>	<u>2,183,730</u>	<u>461,930</u>	<u>14,178</u>	<u>5,351,521</u>
<b>EXPENSES:</b>									
Consulting and professional	44,035	12,079	-	39,856	-	-	18,553	-	114,523
Grants	8,750	-	-	-	-	-	-	-	8,750
Insurance	14,943	2,318	421	-	17,899	10,521	8,389	-	54,491
Interest	-	6,635	-	-	-	-	-	-	6,635
Office and administration	212,977	1,218	91	7,093	410	4,264	2,356	-	228,409
Amortization	241,353	-	-	-	-	24,186	41,211	-	306,750
Repairs and maintenance	17,737	-	61,798	123,961	96,845	137,991	81,149	-	519,481
Salaries and benefits	458,150	1,804	344,731	66,729	348,762	56,367	86,529	-	1,363,072
Supplies and materials	-	127,142	102,250	1,585	1,154	1,167	2,144	-	235,442
Utilities and telephone	12,002	8,439	59,121	-	73,019	-	26,244	-	181,825
Overhead allocations	(548,376)	26,868	21,024	49,908	161,220	132,192	157,164	-	-
	<u>461,571</u>	<u>155,503</u>	<u>589,436</u>	<u>289,132</u>	<u>699,309</u>	<u>366,888</u>	<u>426,739</u>	<u>-</u>	<u>3,019,378</u>
<b>EXCESS (DEFICIENCY)</b>									
REVENUES OVER EXPENSES	1,518,694	76,808	(588,043)	61,534	(603,061)	1,817,042	35,191	14,178	2,332,143
<b>INTERFUND TRANSFERS</b>	<u>(1,231,531)</u>	<u>(76,608)</u>	<u>588,043</u>	<u>(61,534)</u>	<u>603,061</u>	<u>-</u>	<u>-</u>	<u>178,569</u>	<u>-</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 287,163</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,817,042</u>	<u>\$ 35,191</u>	<u>\$ 192,747</u>	<u>\$ 2,332,143</u>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
GENERAL REVENUE FUND  
STATEMENT OF FINANCIAL POSITION  
December 31, 2019**

<b>FINANCIAL ASSETS</b>	<b>2019</b>	<b>2018</b>
Cash	<u>\$ 2,187,896</u>	<u>\$ 3,082,751</u>
Investments in pooled bond funds	<u>315,618</u>	<u>309,203</u>
Receivables:		
Taxes and utilities	<u>223,979</u>	179,692
General	<u>146,833</u>	193,731
	<u>370,812</u>	<u>373,423</u>
	<u>2,874,326</u>	<u>3,765,377</u>
 <b>LIABILITIES</b>		
Accounts payable and accrued liabilities	<u>218,723</u>	534,124
Accrued wages and employee benefits	<u>160,854</u>	180,570
Deferred revenue	<u>25,733</u>	861,596
Demand loan	<u>367,789</u>	382,190
Due to (from) Own Funds:		
Water Revenue Fund	<u>(401,163)</u>	(748,017)
Sewer Revenue Fund	<u>171,398</u>	524,219
Machinery and Equipment Replacement Reserve Fund	<u>33,968</u>	33,968
Perpetual Care Trust Fund	<u>100</u>	100
Capital Works Reserve Fund	<u>1,404,678</u>	1,221,342
	<u>1,982,080</u>	<u>2,990,092</u>
 <b>NET FINANCIAL ASSETS</b>	<u>892,246</u>	<u>775,285</u>
 <b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	<u>3,854,524</u>	4,043,765
Prepaid expenses	<u>112,734</u>	17,178
	<u>3,967,258</u>	<u>4,060,943</u>
 <b>ACCUMULATED SURPLUS</b>	<u>\$ 4,859,504</u>	<u>\$ 4,836,228</u>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
GENERAL REVENUE FUND  
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS  
Year ended December 31, 2019**

	Budget	2019	2018
<b>REVENUES:</b>			
Municipal taxation	\$ 1,308,711	\$ 1,307,053	\$ 1,276,255
Sales of services	217,875	241,595	449,890
<b>Government Grants:</b>			
Unconditional transfers from Provincial Government	437,000	423,532	411,939
Unconditional transfers from Local Government	225,000	230,390	223,960
Conditional transfers from regional and other governments	552,634	105,721	170,176
<b>Borrowings, licences, permits, penalties and fines:</b>			
Professional and business licences	10,000	10,760	11,070
Other	700	516	481
Animal violation	150	-	-
Municipal auto plates	400	-	353
Interest received	30,000	44,493	57,192
Penalties and interest on taxes	12,500	26,172	30,238
Rentals	12,500	17,155	12,529
Donations and other	31,000	24,633	47,600
	<u>2,838,470</u>	<u>2,432,020</u>	<u>2,691,683</u>
<b>EXPENSES (Schedule 3)</b>	<u>2,413,838</u>	<u>2,225,408</u>	<u>2,225,953</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	424,632	206,612	465,730
<b>TRANSFER TO STATUTORY RESERVE FUNDS</b>	<u>(210,534)</u>	<u>(183,336)</u>	<u>(178,569)</u>
<b>ANNUAL SURPLUS</b>	214,098	23,276	287,161
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>4,836,228</u>	<u>4,836,228</u>	<u>4,549,067</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 5,050,326</u>	<u>\$ 4,859,504</u>	<u>\$ 4,836,228</u>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
GENERAL REVENUE FUND  
STATEMENT OF EXPENSES  
Year ended December 31, 2019**

	Budget	2019	2018
<b>General Government Services:</b>			
Legislative Expense:			
Council indemnities and expenses	\$ 46,875	\$ 47,435	\$ 43,646
General Administration Expenses:			
Office	79,300	50,799	40,380
Building operation and maintenance	23,500	28,935	29,737
Legal and professional	37,000	48,330	44,037
Salaries and employee benefits	494,250	463,154	458,150
Other General Government Expenses:			
Amortization	230,000	222,039	241,353
Asset management program	26,880	25,163	40,454
Travel	5,000	4,691	6,919
Insurance	20,631	17,623	14,943
Election and referendum	-	348	11,858
Grants to organizations	10,908	8,258	8,750
Sundry	59,800	65,209	60,834
Less amounts transferred to other services	(550,035)	(550,029)	(548,376)
	<u>484,109</u>	<u>431,955</u>	<u>452,685</u>
<b>Protective Services:</b>			
Administration	29,331	28,520	26,564
Volunteer stipends and benefits	25,100	22,206	18,753
Building operation and maintenance	10,700	8,933	8,439
Equipment	43,200	55,886	55,664
Emergency measures	27,200	1,578	49,330
Building inspection	4,414	4,414	4,414
Animal pest control	8,000	3,435	7,665
Sundry	25,350	29,971	24,560
	<u>173,295</u>	<u>154,943</u>	<u>195,389</u>
<b>Transportation Services:</b>			
Administration	333,940	280,011	308,733
Equipment operation and maintenance	74,000	69,718	94,554
Building operation and maintenance	69,500	66,948	37,686
Road and street maintenance	99,367	59,480	84,025
Street lighting	48,000	41,627	45,867
Traffic services	23,700	15,750	18,571
Sundry	2,000	-	-
	<u>650,507</u>	<u>533,534</u>	<u>589,436</u>
<b>Environmental and Public Health Services:</b>			
Garbage and waste collection	124,452	153,096	120,761
Cemetery	20,652	17,914	21,256
Planning and zoning	1,000	20,205	-
Community development	142,700	138,088	114,951
Natural resource development	18,796	15,011	9,711
Tourism and promotion	3,000	367	274
Sundry	38,501	25,930	22,180
	<u>349,101</u>	<u>370,611</u>	<u>289,133</u>
<b>Recreational and Cultural Services:</b>			
Administration	261,460	248,104	255,499
Community hall	17,400	11,310	9,990
Lady Minto building	21,410	16,239	16,741
Swimming pool	145,875	130,679	134,237
Arena	155,100	181,461	147,927
Parks and playgrounds	69,345	77,362	78,784
Historic sites	26,613	3,142	5,241
Museum	55,623	48,581	46,955
Curling club	4,000	17,487	3,936
	<u>756,826</u>	<u>734,365</u>	<u>699,310</u>
<b>TOTAL EXPENSES</b>	<b>\$ 2,413,838</b>	<b>\$ 2,225,408</b>	<b>\$ 2,225,953</b>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
WATER REVENUE FUND  
STATEMENT OF FINANCIAL POSITION  
December 31, 2019**

<b>FINANCIAL ASSETS</b>	<b>2019</b>	<b>2018</b>
Investments in pooled bond funds	\$ 552,869	\$ 539,355
Accounts receivable	1,342,677	1,240,214
Due to Own Funds: General Revenue Fund	<u>(401,163)</u>	<u>(748,017)</u>
	<b>1,494,383</b>	<b>1,031,552</b>
 <b>LIABILITIES</b>		
Demand loan	<u>1,000,000</u>	<u>-</u>
<b>NET FINANCIAL ASSETS</b>	<b>494,383</b>	<b>1,031,552</b>
 <b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	<u>8,731,333</u>	<u>3,952,905</u>
<b>ACCUMULATED SURPLUS</b>	<u><b>\$ 9,225,716</b></u>	<u><b>\$ 4,984,457</b></u>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**WATER REVENUE FUND**  
**STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS**  
Year ended December 31, 2019

	Budget	2019	2018
<b>REVENUES:</b>			
Municipal taxation - water levy	\$ 85,000	\$ 84,380	\$ 84,959
Sale of services	419,762	456,502	383,081
Government grants	4,445,133	4,116,644	1,702,820
Other revenues	13,300	13,977	12,870
	<u>4,963,195</u>	<u>4,671,503</u>	<u>2,183,730</u>
<b>EXPENSES:</b>			
Maintenance and administration	423,195	406,058	342,501
Amortization	24,935	24,186	24,186
	<u>448,130</u>	<u>430,244</u>	<u>366,687</u>
<b>ANNUAL SURPLUS</b>	4,515,065	4,241,259	1,817,043
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>4,984,457</u>	<u>4,984,457</u>	<u>3,167,414</u>
<b>ANNUAL SURPLUS</b>	<u>\$ 9,499,522</u>	<u>\$ 9,225,716</u>	<u>\$ 4,984,457</u>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
SEWER REVENUE FUND  
STATEMENT OF FINANCIAL POSITION  
December 31, 2019**

<b>FINANCIAL ASSETS</b>	<b>2019</b>	<b>2018</b>
Investments in pooled bond funds	\$ 38,084	\$ 37,153
Account receivable	-	16,497
Due from Own Funds:		
General Revenue Fund	<u>171,398</u>	<u>524,219</u>
	<u>209,482</u>	<u>577,869</u>
 <b>LIABILITIES</b>		
Deferred revenue	<u>-</u>	<u>108,349</u>
 <b>NET FINANCIAL ASSETS</b>	 <u>209,482</u>	 <u>469,520</u>
 <b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	<u>2,025,107</u>	<u>1,281,240</u>
 <b>ACCUMULATED SURPLUS</b>	 <u>\$ 2,234,589</u>	 <u>\$ 1,750,760</u>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
SEWER REVENUE FUND  
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS  
Year ended December 31, 2019**

	Budget	2019	2018
<b>REVENUES:</b>			
Municipal taxation - sewer levy	\$ 83,500	\$ 83,075	\$ 83,502
Sale of services	338,800	359,571	324,321
Government grants	1,827,000	487,496	53,234
Other revenues	3,000	931	873
	<u>2,252,300</u>	<u>931,073</u>	<u>461,930</u>
<b>EXPENSES:</b>			
Maintenance and administration	389,449	406,033	385,527
Amortization	41,211	41,211	41,211
	<u>430,660</u>	<u>447,244</u>	<u>426,738</u>
<b>ANNUAL SURPLUS</b>	1,821,640	483,829	35,192
<b>ACCUMULATED SURPLUS, beginning of year</b>	<u>1,750,760</u>	<u>1,750,760</u>	<u>1,715,568</u>
<b>ACCUMULATED SURPLUS, end of year</b>	<u>\$ 3,572,400</u>	<u>\$ 2,234,589</u>	<u>\$ 1,750,760</u>

See accompanying notes to financial statements.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
STATUTORY RESERVE FUNDS  
STATEMENT OF FINANCIAL POSITION  
December 31, 2019**

<b>FINANCIAL ASSETS</b>	Machinery and Equipment Replacement Reserve	Capital Works Reserve	<b>Total 2019</b>	Total 2018
Investments in pooled bond funds	\$ 126,338	\$ 491,809	\$ 618,147	\$ 603,038
Due from General Revenue Fund	<u>33,968</u>	<u>1,404,679</u>	<u>1,438,647</u>	<u>1,255,310</u>
	<u>\$ 160,306</u>	<u>\$ 1,896,488</u>	<u>\$ 2,056,794</u>	<u>\$ 1,858,348</u>
<b>RESERVES</b>				
BALANCE, beginning of year	\$ 157,218	\$ 1,701,130	\$ 1,858,348	\$ 1,665,601
REVENUE: Interest earned	3,088	12,022	15,110	14,178
TRANSFERS: From General Revenue	<u>-</u>	<u>183,336</u>	<u>183,336</u>	<u>178,569</u>
BALANCE, end of year	<u>\$ 160,306</u>	<u>\$ 1,896,488</u>	<u>\$ 2,056,794</u>	<u>\$ 1,858,348</u>

See accompanying notes to financial statements.

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** September 14, 2020  
**FROM:** Amy O'Rourke - Intern  
**SUBJECT:** EBCM Funding for Bylaw Officer

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### Purpose

Council directed staff to confirm whether EBCM funding would offset the cost of a bylaw officer.

### Recommendation

*"That Council direct staff to gauge the current interest of Clinton and/or Cache Creek in a shared community bylaw officer. If neighbouring communities are uninterested, staff recommend that Ashcroft draft a plan for how a bylaw officer would be utilized solely within the Village. If one or both neighbouring communities are interested, staff recommend that this partnership and funding be pursued."*

### Alternatives

*"That Council direct staff to gauge the current interest of Clinton and/or Cache Creek and pursue funding individually if neighbouring communities are uninterested in a joint community bylaw officer."*

*"That Council direct staff to gauge the current interest of Clinton and/or Cache Creek but not pursue funding if neighbouring communities are uninterested in a joint community bylaw officer."*

*"That Council not pursue funding to hire a bylaw officer."*

### Discussion

Funding for the full salary of a bylaw officer is available through Emergency Management BC (EMBC), Policy 5.13:

*"Local government or First Nations without bylaw officers can hire up to one FTE for COVID Public Awareness through EAF when supported by a plan for how the resource will be utilized. Duration not to exceed the provincial emergency declaration."*

As a small community Ashcroft likely does not have a high enough work demand to employ a full-time bylaw officer. For this reason, a partnership with Clinton and/or Cache Creek would better justify this position. However, given the current public health climate, hiring a bylaw officer with EBCM funding increases Village capacity to support compliance with public health orders, and provides an opportunity to increase COVID-19 public awareness. Helping to locally manage COVID-19 increases work load.

Staff previously approached Cache Creek and Clinton regarding a joint community bylaw officer, to which they did not express interest. Given the provincial state of emergency and new COVID-19 enforcement measures this conversation may reach a new conclusion if reopened.

Employing a bylaw officer with EBCM funding could be a starting point for Village employment of a long-term bylaw officer, to enforce Village bylaws beyond the present state of public emergency. Further, a bylaw officer may be valuable in their ability to support local RCMP.

**Strategic/Municipal Objectives**

Short-term or long-term bylaw officer

**Legislative Authority**

EBCM

**Financial Implications**

Salary funded for the duration of the pandemic

**Attachment Listing**

N/A

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**Prepared by:**



Amy O'Rourke  
Intern

**Approved for submission to Council:**



Daniela Dyck,  
Chief Administrative Officer

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** September 14, 2020  
**FROM:** Brian Bennewith, Director of Public Works  
**SUBJECT:** Public Works Report – Summer Update

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### Purpose

To provide Council with an update regarding Summer activities in the Public Works department.

### Recommendation

For Information

### Alternatives

N/A

### Discussion

Staff summer vacation time has come to an end and the PW crew is near full capacity and working on catching up projects that have been sidelined due to capacity. With COVID protocols and social distancing requirements in place we did not hire summer students this year. For the months of July and August we operated with a 4-person crew, of which 2 were new team members.

Over the course of the past week, two service line leaks on Brink and Ash street have been repaired, a new sewer install is scheduled for the week of September 14<sup>th</sup> and we have received a request for a residential service upgrade on Tingley St.

Road patching is underway, Peter Brothers are working in the area and have been contacted to assist. One of the larger patches is near the cemetery.

A construction permit application has been submitted to Interior Health for the replacement and installation of the new hot tub. Once approval is received, we will move forward with quote requests.

Curling Clubs upgrades have been going well, our crews completed the structural support required by Watson Engineering to put the condenser unit on the roof top, they gave us the OK to proceed but still have to come and do a final inspection. Norlock refrigeration has installed all the component's I do believe and Associated Electric has finished the wiring upgrades required for the equipment. Norlock still has to finish some installations and pressure test the systems. Safety Authority and Work Safe will still have to come for an inspection and advise if there is any further requirements prior to operation. As well, a new roof has been installed on the ice plan, and a new space heater.

Pool season has come to an end, big thank you to the pool staff for working through this pandemic and providing a safe environment for the community and others to cool down over this warm summer. A special thanks to Nancy and Hannah for all their work to have safety protocols in place before opening. The Pool roof is scheduled for replacement sometime this month.

The water Treatment plant has had some challenges, but with the Freshet over and the turbidity levels decreased operations are getting back to normal. We are still working with Exceed Engineering on programing issues that need to be changed and with Urban Systems for a sand-separators to be installed by next Freshet to reduce the impact on our membrane filter system during the freshet season. Ed Aie and Bob Sidwell are registered for a Water Treatment Level II course, if they are successful, we will be looking at ending our agreement with Corix Utilities for

the plant supervision that is required under our permit. Water Treatment Plant is classified as a Level II. Progress is being made with Urban Systems on the new intake system with hopefully tenders going out late fall. The #1 lift station replacement project is moving along, staff and engineers has a site meeting late last week, final design is well under way and we plan to tender the project before the end of the year.

Sewer Treatment plant has been going well; however, there have been some unusual foaming issues occurring that we believe might be new operational procedures from the Water Treatment Plant, we believe that the issue has been rectified. Hats off to our two intern operators that are working at the plant in the absence of our Chief Plant Operator. Josh White has been logging hours at the plant and is scheduled for a course to achieve his Level I Waste Water Treatment. Bob Sidwell is a Level II operator and is overseeing the plant operation at this time.

Other projects on the schedule include: installation of the generator at #2 water pump station, cleaning of reservoirs, water line and sewer line flushing and sidewalk and curbing installation.

Last but not least, we are in conversation with TCMHA, with a meeting scheduled for the 16th to discuss the potential of opening the arena. Prep work has been taking place in anticipation that this will be a go, ice paint ordered, Zamboni repairs complete, Ice plant over hauls complete, there are some other maintenance issues needing to be addressed.

**Strategic/Municipal Objectives**

Operations

**Legislative Authority**

N/A

**Financial Implications**

N/A

**Attachment Listing**

N/A

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**Prepared by:**

Brian Bennewith,  
Director of Public Works

**Approved for submission to Council:**



Daniela Dyck,  
Chief Administrative Officer

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** September 14, 2020  
**FROM:** Barry Tripp Legacy Park Camp Host  
**SUBJECT:** August 2020 Visitor Activity

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### Purpose

To provide Council with an update regarding Legacy Park visitor activity for August 2020

### Discussion

Summary of the Park activities for August 2020

- Billable daily receipts	128 @	\$20.00	\$ 2560.00
- Billable weekly receipts	34 @	\$100.00	\$ 3400.00
- Sani dump	67 @	\$5.00	\$ 335.00

Total receipts \$ 6295.00

August was another busy month for site rentals with a number of nights being fully booked. People are still arriving without reservations, we have been able to accommodate some of the drop in's, others have been turned away. It seems in the past, reservations weren't as critical as they are in today's world. Requests for reservations via email are becoming more popular than in other months.

Not being able to offer tent camping this year has raised the question about the financial ramifications of bringing it back next year. Most tenters set up in RV sites because of the necessity to maintain regular watering of the lawns at the park. The difference in rental rates would have a significant impact on our bottom line. Some food for thought and discussion at the end of the season.

### Financial Implications

Revenues received \$6295.00

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**Prepared by:**

Barry Tripp  
Legacy Park Camp Host

**Approved for submission to Council:**

  
\_\_\_\_\_  
Daniela Dyck,  
Chief Administrative Officer

**From:** [Kris Woodworth](#)  
**To:** [Daniela Dyck](#)  
**Subject:** FW: Covid  
**Date:** September 9, 2020 8:37:04 AM

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**From:** Christopher Dow [REDACTED]  
**Sent:** September 8, 2020 11:17 PM  
**To:** Kris Woodworth <admin@ashcroftbc.ca>  
**Subject:** Covid

Hello my name is Christopher Dow. I am a resident of Ashcroft. For a while now I have been noticing that very few people are wearing masks in businesses. Is there a way to make it mandatory that all people must wear a mask when In businesses? I see in Calgary it is mandatory. I feel this is a good idea to help prevent the disease from spreading further. There are many people from out of town that stop in the village. On that note one of my neighbours has an American friend over and they go out almost everyday. The government is saying it is the young people that are spreading this virus; I am 24 and I wear my mask, it is not hard to do.

Please take this into consideration

Thank you

Christopher Dow

**From:** [Ned Hodaly](#)  
**Subject:** Prioritization of Rural Connectivity Across Canada  
**Date:** September 10, 2020 12:02:44 PM  
**Attachments:** [image001.png](#)  
[Letter to PM - Rural connectivity.docx](#)

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## Prioritization of Rural Connectivity Across Canada

September 10, 2020

Good Afternoon,

As a follow up to the update I sent earlier today, I'm reaching out to gauge your interest in sending a letter to Prime Minister Justin Trudeau to request that his government prioritizes rural connectivity in the upcoming Speech from the Throne on September 23. Municipalities of all sizes play a role in representing rural and remote communities and know too well the essential role connectivity infrastructure plays in the daily lives of Canadians.

COVID-19 has reinforced the importance of access to high speed internet and wireless services not only to stay in touch with loved ones, but to enable telecommuting, virtual health care services, and remote learning. While many Canadians and businesses have been able to adapt to this new reality, there are still too many rural Canadians that are being left behind.

That is why we need your help to urge the Government of Canada to prioritize policies that encourage private sector investment in connectivity for rural and remote communities, including a new approach to spectrum policy.

To assist, we've taken the liberty of providing a proposed draft letter (**attached**) to the Prime Minister, that can be customized as you see fit.

If you have any questions, please let me know.

Sincerely,

Ned Hodaly  
General Manager  
Cell: (604) 209-8605

September XX, 2020

The Right Honourable Justin Trudeau, P.C., M.P.  
Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

By email: [pm@pm.gc.ca](mailto:pm@pm.gc.ca)

CC: [Chrystia.Freeland@canada.ca](mailto:Chrystia.Freeland@canada.ca) (Hon. Chrystia Freeland, Minister of Finance)

CC: [ISI.minister-ministre.ISI@canada.ca](mailto:ISI.minister-ministre.ISI@canada.ca) (Hon. Navdeep Bains, Minister of Innovation, Science and Industry)

CC: [Alyx.holland@pmo-cpm.gc.ca](mailto:Alyx.holland@pmo-cpm.gc.ca); [ryan.dunn@canada.ca](mailto:ryan.dunn@canada.ca); [elder.marques@canada.ca](mailto:elder.marques@canada.ca);  
[jeremy.broadhurst@dpmo-cvpm.gc.ca](mailto:jeremy.broadhurst@dpmo-cvpm.gc.ca)

Dear Prime Minister,

On behalf of [INSERT NAME OF MUNICIPALITY], I am writing to you to raise the urgent need for increased rural connectivity, and to ask that you **prioritize rural connectivity in the upcoming Speech from the Throne** on September 23. The ongoing COVID-19 pandemic has reinforced the essential role connectivity services play in the daily lives of Canadians, not only to stay in touch with loved ones, but to telecommute, access virtual health care services, and enable remote learning. While many Canadians and businesses have been able to adapt to the new reality we find ourselves in, there are still too many rural Canadians that are being left behind.

As you prepare to lay out the Government of Canada's priorities in the Speech from the Throne, we urge you to prioritize policies that **encourage private sector investment in connectivity for rural and remote communities**. The need for new or improved broadband connectivity in [MUNICIPALITY], and communities like ours, is urgent.

To deliver better connectivity to our communities – and all of rural Canada – we ask that the federal government encourage rural network investment and deployment by:

1. **Expediting the 3500 MHz and 3800 MHz spectrum auctions** so that this spectrum can be put to use for all Canadians, sooner;
2. Imposing meaningful deployment conditions across accelerated timelines to all spectrum holders. For example, a **“use it or lose it” spectrum policy** that requires greater rural deployment within five years of a license grant, where failure to build results in forfeiture of that license;
3. **Ending the use of spectrum set asides**, particularly for rural areas, as set-aside eligible telecoms companies do not have a track record of deploying in rural Canada, and that spectrum goes unused; and
4. Continuing to invest in rural connectivity programs by launching the Universal Broadband Fund, supporting the CRTC Broadband Fund, and identifying opportunities to match or **coordinate funding programs with the provinces**.

We can no longer afford delays to the roll out of wireless connectivity. We hope that you will include rural connectivity as a key priority in the Speech from the Throne. We ask that these commitments be reflected in new ministerial mandate letters, reflecting your government's commitment to **encourage private sector investment in connectivity for [INSERT NAME OF MUNICIPALITY]**, and all of rural Canada.

I look forward to hearing from you on how your government is going to prioritize rural connectivity to ensure equal access for all Canadians to reliable wireless services and high speed internet.

Sincerely,

[INSERT NAME]

**Village of Ashcroft  
Grant Application - Organizations**

Organization Official Name: <u>St Alban's Anglican - Soup's On Program</u>	
Mailing Address: <u>PO Box 246</u> <u>Ashcroft BC V0K1A0</u>	
Phone: <u>250 453 9909</u>	Fax: _____ Email: <u>mboier34@gmail.com</u>
Contact Person: <u>Martina Duncan</u> Title: <u>Priest</u>	
Briefly describe your organizations purpose: <u>Soup's On is a community connections program providing a healthy lunch to guests and participants each Friday since Jan 2009.</u>	
Briefly describe how the requested grant money will be used: <u>Since the COVID-19 pandemic shut down in March we've had to adjust our program to takeout and vouchers (meal) for local restaurants. This insures connections are maintained with guests as well as supporting local restaurants in this pandemic.</u>	
What amount of Grant-in-Aid is being requested?	\$ <u>500<sup>00</sup></u>
Total organization operating budget for current year	\$ _____
Total budget for project the grant is being applied for	\$ _____
Did you receive a Grant-in-Aid last year?	Yes ___ No <input checked="" type="checkbox"/>
If yes what was the amount of the grant?	\$ _____
Attachments: Please provide the following to your application (if available):  Financial Statement, Current Year Budget, Project Budget	
Forward completed applications to: Village of Ashcroft, Box 129, Ashcroft, BC V0K 1A0 Or via email to <a href="mailto:admin@ashcroftbc.ca">admin@ashcroftbc.ca</a> . Applications are reviewed by Council at the second meeting each month. Applications must be received by the second Friday of each month to be considered in that month.	

**Village of Ashcroft  
Grant Application - Organizations**

**Office Use Only**

Date Application Received: \_\_\_\_\_

Application confirmed to be complete Date: \_\_\_\_\_

Checklist: Completed application form \_\_\_\_\_

Financial Statement \_\_\_\_\_

Budget for current year \_\_\_\_\_

Project Budget \_\_\_\_\_

Category: Arts & Culture \_\_\_\_\_ Sports & Recreation \_\_\_\_\_

Museum & Heritage \_\_\_\_\_ Social/Educational/Environmental/Other \_\_\_\_\_

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

Denied \_\_\_\_\_

Comments:

Letter sent to applicant regarding decision Date: \_\_\_\_\_

Cheque sent to applicant if applicable Date: \_\_\_\_\_

*Soup's On Report 2020*  
*for AGM 09 Feb 2020*

The Soup's On Program, continues at St Alban's, however, due to health issues, Kathey has handed the organizational part of this program back to Martina. She is looking for someone who is willing to take on the leadership responsibilities—organizing and supporting teams and ensuring supplies are kept stocked in the pantry.

South Cariboo Elizabeth Fry has put together a team to host luncheon every six weeks as has the Women of Wisdom team; and another local, David Dubois, has volunteered to host luncheons on occasion. We are thankful for Maryann and Bob Simpson who head up a faithful team of volunteers on a regular basis.

The United Steelworkers Union, the local Lions Club and the Ashcroft and District Hospital Auxiliary hosted luncheons over the summer of 2019, and each group was enthusiastically received by our guests.

We continue to have community members and organizations donate items to our pantry and/or for guests to pick up at a Friday luncheon. Of particular note is the garden produce donated weekly by Paulette Thille throughout the summer and fall months. Gerda Rieck is a regular garden produce donator as well and their gifts are gratefully received by the hosting team and guests in attendance. This year we had donations from the Seventh Adventist Church (\$200 put towards new tablecloths), Second Time Around (\$1,000 put towards the Christmas dinner costs) and just before Christmas, a young man came in and offered us \$140 in Safety Mart Gift Certificates for groceries to support our ministry. He did not want any acknowledgement and did not give us his name—he simply wanted to help out! Other SDA members have donated many, many loaves of Squirrely Bread for sharing with guests—another blessing for everyone.

While at this time we are financially solvent, we still are not donating any funds to cover the costs of the utilities used for the program. We are thankful for the financial donations that come in during the luncheons and especially thankful for the monthly financial assistance that arrives through St Alban's offering plate. Our communities benefit greatly from the generosity of guests and donors.

We would welcome additional people to assist with the weekly luncheons—we are great teachers on how to host a luncheon—and all team members have a fun time cooking and serving the meals and visiting with our guests.

We at St Alban's are so very grateful for the support of many volunteers who see the benefit of this program for our communities.

Respectfully submitted with thanks and blessings,

Rev Martina Duncan

**St. Alban's 2020 Operating Budget**

<b>Income</b>	<b>2020</b>	<b>2019</b>	<b>Notes</b>
<b>Offerings</b>	35,000.00	34,983.26	
<b>Designated Gifts</b>	2,000.00	29,596.73	
<b>Pass Through</b>	5,500.00	-3,919.48	
<b>Other Income</b>	500.00	122.38	
<b>Soup's On</b>	2,000.00	5,938.22	
<b>Total Income</b>	44,500.00	67,513.53	
<b>Expenses</b>			
<b>Administration</b>	12,000.00	10,102.44	
<b>Donations</b>	1,000.00	614.78	
<b>Ministry</b>	16,000.00	8,214.08	
<b>Property</b>	14,500.00	35,823.76	
<b>Total Expenses</b>	41,000.00	15,000.00	
<b>AFC Grant Repayment</b>	44,500.00	71,868.83	
<b>Income Over/Under Exp</b>	00.00	-4,355.30	

We are working towards replacing the roof on the Church and looking into the costs of a heat exchange system to allow for cooling of the church and hall during the heat of summer. This system may also allow us to reduce our gas bills during the shoulder season. Both these projects will be updated during our Collaborative Ministry sessions on Sundays.

We will be improving the yard and heating system in the rectory. This work will be paid for from the rectory rental income.

Soup's On will have access to the surplus funds from 2019 and will again be run on a break even basis.

St. Alban's Income and Expenses

Income	2019	2018	Notes
<b>Offerings</b>	34,983.26	32,937.58	
<b>Designated Gifts</b>	29,596.73	1,743.82	
<b>Pass Through</b>	-3,919.48	0.00	
<b>Other Income</b>	122.38	458.38	
<b>Soup,s On</b>	5,938.22		
<b>Total Income</b>	67,513.53	40,454.30	
<b>Expenses</b>			
<b>Administration</b>	10,102.44	14,970.18	
<b>Donations</b>	614.78	290.00	
<b>Ministry</b>	8,214.08	13,656.80	
<b>Property</b>	35,823.76	24,367.20	
<b>Uncategorized</b>	15,000.00		
<b>Total Expenses</b>	71,868.83	54,887.10	
<b>Income Over/Under Exp</b>	-4,355.30	-14,432.80	

Note 1: Income – offerings slightly higher than 2018. Designated gifts include the Anglican Foundation Grant and gifts to support the Mosaic Reconciliation Ministry

Note 2: Ministry – is lower as we had less continuing education expenses were lower.

Note 3: Administration –

Note 4: Property Rectory – Rental income for the whole year – installed new furnace and air conditioner. Yard work will be completed in March. Both paid from rental income.

Note 5: Property Church/Hall- Solar installation cost just over \$21,400. Balance is new sign and regular repairs and maintenance.

Note 6: Soup's On – had significant donations above and beyond Friday income. We are still balancing this account and will report late.

Note 7: Projects for 2020 – Rectory landscaping will be completed this year. We need to begin to set aside funds to replace the roof on the church. We will need to get estimates but likely in the 15 – 18,000 range.

Ministry focus will be on implementing Collaborative Ministry at all levels of activity.

August 18, 2020

Village of Ashcroft  
Grant In Aid

Hello,

I'm Michelle Reid, the Music Director and Conductor of the Sage Sound Singers and President of Twisted Desert Music Society.

Today, I am asking for a Grant In Aid to help our Community choir stay in operation. Covid-19 has presented unforeseen expenses as you can see in the attachment of our projected Fall 2020 budget.

This community choir has been running since Fall 2009 and has provided yearly fall and spring concerts. We have had up to 24 members, ranging from 15 to 84 years of age. Our goal is to provide entertainment to the community, young and old. We also provide a musical outlet for our members.

We are asking for a maximum amount of \$1000.00 so we can help fund the cost of doing a Virtual Christmas Concert this year. The recording and transmission of our Christmas Concert will be done by the HUB ON LINE NETWORK and will cost \$1,500.00.

This is the first time that our choir has applied for the Grant In Aid from the Village of Ashcroft, and we would not do so if it wasn't a necessity.

The operation of our choir, this fall, will depend solely on the financial help we receive.

Thank you,

Sincerely,



Michelle Reid





Village of Ashcroft  
Grant Application - Organizations

Organization Official Name: TWISTED DESERT MUSIC SOCIETY / SAGE SOUND SINGERS

Mailing Address: PO Box 142  
ASHCROFT BC V0K1A0

Phone: (250) 457-0701 Fax: \_\_\_\_\_ Email: dreid2046@gmail.com

Contact Person: MICHELLE REID Title: PRESIDENT / MUSIC DIRECTOR-CONDUCTOR

Briefly describe your organizations purpose:  
Our goal is to provide entertainment to the community, young and old. We also provide a musical outlet for our members.

Briefly describe how the requested grant money will be used:  
We are asking for funding to be able to put on a Virtual Christmas Concert. The recording and transmission of our Christmas Concert will be done by the HUB ON LINE NETWORK and will cost \$1,500.00

What amount of Grant-in-Aid is being requested? \$ 1000.00

Total organization operating budget for current year \$ PLEASE SEE ATTACHMENT

Total budget for project the grant is being applied for \$ PLEASE SEE ATTACHMENT

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

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

Attachments: Please provide the following to your application (if available):  
Financial Statement, Current Year Budget, Project Budget

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

# Twisted Desert Music Society

Balance Sheet

Dec 31 2019

<b>Current Assets</b>		<b>2019</b>
Cash in bank		1,689
	<b>Total Current Assets</b>	<b>1,689</b>
<b>Capital Assets</b>		
Furnishing & Equipment		434
Music Library		3,505
	<b>Total Capital Assets</b>	<b>3,939</b>
<b>Total Assets</b>		<b>5,628</b>
<b>Current Liabilities</b>		
Accounts Payable		0
Accrued Expenses		0
	<b>Total Liabilities</b>	<b>0</b>
<b>Fund Balances</b>		
Externally Restricted		0
Internally Restricted		0
Unrestricted		5,628
	<b>Total Fund Balances</b>	<b>5,628</b>
<b>Total Liabilities &amp; Fund Balances</b>		<b>5,628</b>

Approved by President: \_\_\_\_\_

Approved by Treasurer: *James W. Martin* \_\_\_\_\_



Twisted Desert Music Society  
Statement of Functional Expenses  
Jan 1, 2019 to Dec 31, 2019

2019

Program 1: Hiatus	Program Services		Supporting Services For All Programs	
	Program 1 (Spring)	Program 2 (Fall)	Fund Raising	General & Admin Expense
Accompanist Expense	-0-	\$3,487.75	-0-	-0-
Administrative Expense	-0-	\$252.73	-0-	\$252.73
Advertising Expense	-0-	\$111.70	-0-	-0-
Conductor Expense	-0-	-0-	-0-	-0-
Electronics Expense	-0-	\$173.95	-0-	-0-
Fundraising Expense	-0-	-0-	-0-	-0-
HUB Room Rental Expense	-0-	\$1,144.50	-0-	-0-
HUB Storage Room Rental Expense	-0-	\$949.20	-0-	-0-
Insurance Expense	-0-	-0-	-0-	-0-
Music Recording Expense	-0-	\$980.00	-0-	-0-
Other Expense	-0-	\$283.90	-0-	-0-
Printing and Supplies	-0-	\$198.06	-0-	-0-
Props and Set Expense	-0-	\$540.54	-0-	-0-
Refreshment Expense	-0-	\$69.92	-0-	-0-
Sheet Music Expense	-0-	\$136.41	-0-	-0-
Software Expense	-0-	\$272.27	-0-	\$272.27
Sound/Lighting Rental Expense	-0-	\$145.60	-0-	-0-
<hr/>				
<hr/>				
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$8,746.53</b>	<b>\$0.00</b>	<b>\$525.00</b>

Approved by President: \_\_\_\_\_

Approved by Treasurer: *Jane M. Miller*

## Sage Sound Singers Budget for Fall 2020 Christmas Concert

INCOME		EXPENSE	
Description	Amount	Description	Amount
* Membership Fee Income	\$1,275.00	Accompanist - Rehearsals & "Concert"	-\$2,730.00
* Online Ticket Sales	\$580.00	Accompanist - Recordings	-\$500.00
Cash available from Chequeing	\$626.77	HUB Rehearsal Room Rental	-\$346.50
		HUB Gym Rental for Concert	-\$94.50
		HUB Gym Rental Insurance	-\$120.00
		HUB Online video and editing	-\$1,500.00
		Sound and Light Rental	-\$150.00
		Advertising Expense	-\$100.00
		Printing Expense	-\$150.00
		Personal Protective Equipment (PPE) (Covid-19)	-\$140.00
<b>TOTAL</b>	<b>\$2,481.77</b>	<b>TOTAL</b>	<b>-\$5,831.00</b>
* = ESTIMATED	Shortfall:	-\$3,349.23	

Approved by: President \_\_\_\_\_

Approved by: Treasurer *James R. Miller*

## Sage Sound Singers Budget for 2020

INCOME Description	Amount	EXPENSE Description	Amount
* Membership Fee Income	\$2,975.00	Accompanist - Rehearsals & "Concert"	-\$4,161.00
* Online Ticket Sales	\$580.00	Accompanist - Recordings	-\$1,675.55
Other Income	\$1,241.49	HUB Rehearsal Room Rental	-\$525.00
Grant Income For Spring Program	\$1,500.00	HUB Gym Rental for Concert	-\$94.50
		HUB Gym Rental Insurance	-\$120.00
		HUB Online video and editing	-\$1,500.00
		Sound and Light Rental	-\$150.00
		Advertising Expense	-\$100.00
		Printing Expense	-\$150.00
		Personal Protective Equipment (PPE) (Covid-19)	-\$140.00
		Other Expense	-\$539.50
<b>TOTAL</b>	<b>\$6,296.49</b>	<b>TOTAL</b>	<b>-\$9,155.55</b>
* = ESTIMATED	<b>Shortfall: -\$2,859.06</b>		

Approved by: President \_\_\_\_\_

Approved by: Treasurer *[Signature]*

For Immediate Release | September 8, 2020

## New phone numbers launched to improve access to community care

SOUTH OKANAGAN – Interior Health is making it easier for the public and clinicians in the South Okanagan to access and navigate community-based supports for mental health and substance use, home and community care, and chronic disease management services.

New phone numbers have launched that will provide a single point of access for residents to connect to health care services they need.

The South Okanagan launch is part of a phased roll-out that will be expanded to other areas of Interior Health later this year. Communities included in this first phase include: Penticton, Okanagan Falls, Summerland, Kaleden, Naramata, Oliver, Osoyoos, Princeton, Hedley, Upper Similkameen, Tulameen, Keremeos, Cawston, Olalla, and Lower Similkameen.

- **Mental Health & Substance Use (MHSU)** services can be accessed during regular business hours by calling **310-MHSU (6478)**.
  - Calls will be automatically routed to a community MHSU centre, where staff will determine where to direct the call, and connect the caller through to the appropriate service. People should call 310-MHSU if they are seeking support for:
    - ongoing difficulties with mental health concerns including anxiety, depression, paranoia, psychosis, or if they're unsure if they need support
    - ongoing difficulties with substance use
- **Home and Community Care** can be accessed during regular business hours by calling **1-800-707-8550**. There is also a new single FAX number: 1-844-770-3470.
  - People calling this number will reach a central intake office in the South Okanagan, and will be connected to the appropriate service. Programs included are:
    - care management services
      - community nursing, occupational therapy, physiotherapy, dietitian, social work, speech language, and respiratory therapy
      - home support for activities of daily living such as personal care, special exercises, medication assistance, and in-home respite
      - adult day services
      - eligibility assessment for funded assisted living and long-term care homes
    - chronic disease management programs
      - diabetes, cardiac health, kidney care
    - palliative care services
      - community nursing, social work, and hospice care
    - acquired brain injury services

**Note:** The new single-point-of-access numbers **do not replace** existing contact numbers, including the Interior Health crisis line (1-888-353-2273), 811 (HealthLinkBC), acute or emergency services, or 911. People requiring services after regular business hours should consider these alternatives.

The phone services have been developed in response to feedback from clients and the public, to make it simpler for people to find and access the services they need.

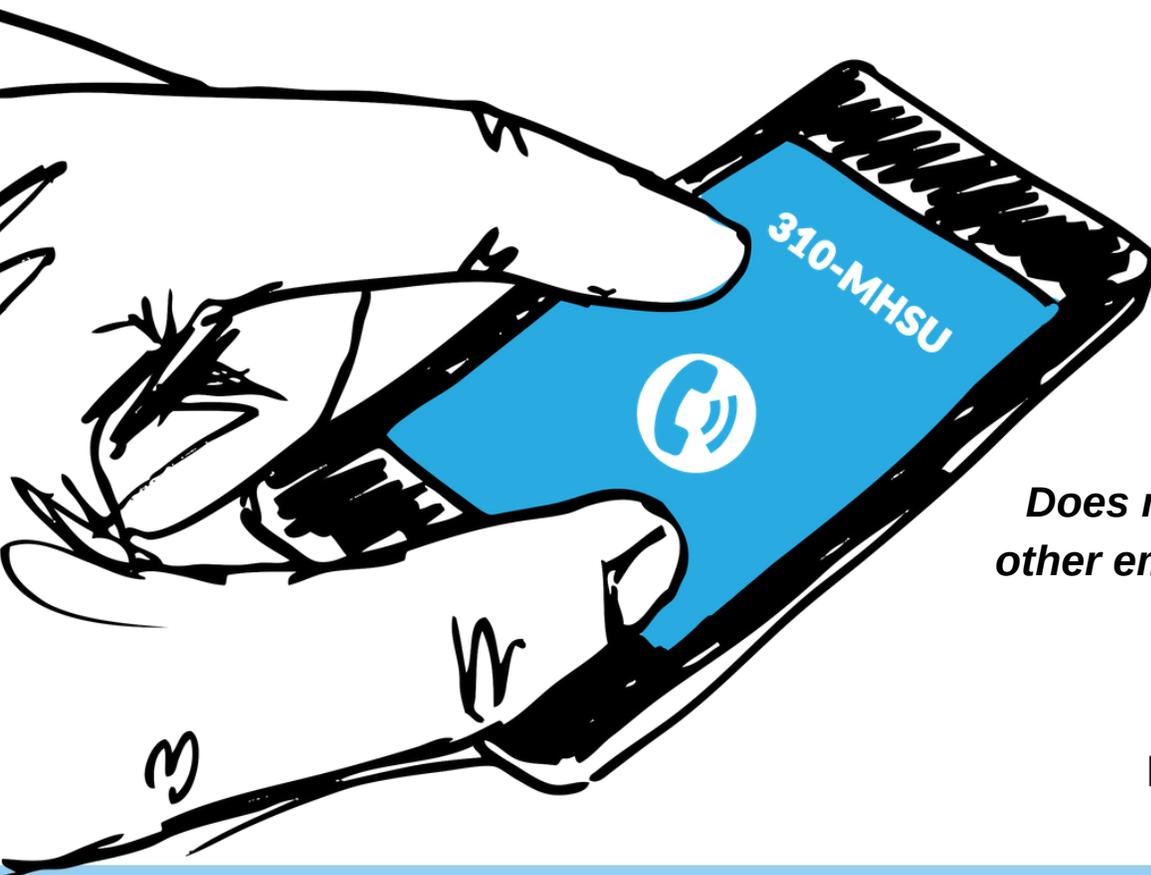
**NEW! ACCESS MENTAL HEALTH & SUBSTANCE USE (MHSU) SERVICES IN THE SOUTH OKANAGAN WITH A SINGLE PHONE NUMBER**

# 310-MHSU (6478)

## Mental Health & Substance Use services

Call 310-MHSU if you need support for:

- ongoing difficulties with mental health concerns including anxiety, depression, paranoia, psychosis, or if you're unsure if you need support
- ongoing difficulties with substance use



*Does not replace 911 and other emergency/crisis lines*



Interior Health  
*Every person matters*

**NEW! ACCESS HOME & COMMUNITY CARE AND  
CHRONIC DISEASE MANAGEMENT PROGRAMS IN THE  
SOUTH OKANAGAN WITH A SINGLE PHONE NUMBER**

# 1-800-707-8550

## Care Management services

- community nursing, occupational therapy, physiotherapy, dietitian, social work, speech language, and respiratory therapy
- home support for activities of daily living such as personal care, special exercises, medication assistance and in home respite
- adult day services
- eligibility assessment for funded assisted living and long-term care homes

## Chronic Disease Management programs

- diabetes, cardiac health, kidney care

## Palliative Care services

- community nursing, social work,  
& hospice care

## Acquired Brain Injury services

*Does not replace 911 and  
other emergency/crisis lines*



## **Update on Lytton K-12 Renovation Project August 31, 2020**

The Lytton K-12 school renovation project is well underway with Greyback Construction providing the project oversight. The project team is working diligently towards the anticipated completion date of December 2020.

You may have heard about the remarkable artifact found at the school site this summer. A large pestle, used for crushing or grinding substances such as spices, was discovered by contractors while preparing for new water lines. The district has worked with the local communities, NNTC and the necessary provincial organizations to ensure the appropriate archaeological and environmental aspects of the project were followed. The artifact was delivered to Lytton First Nations and highlights the important history and beauty of the area.

The lower level renovations will be complete in September. Structural changes are complete with the ceilings lifted in most areas, the opening of classroom walls to the corridor, bathrooms retiled and new fixtures installed. New windows, flooring and painting have been added and the addition of skylights has greatly enhanced the natural daylight in what was a classroom with limited natural light. With new insulation and proper sealing of the exterior walls, air quality is also improved.

Other highlights of the project include the following:

- The end wall of the school has been opened up and a window wall installed that will allow natural light into both levels of the school. This work has resulted in a partial removal of the mural on that section of the school, however, parts of the removed mural will be recreated on the glass.
- School entrances have been enhanced with the addition of two wooden canopies that provide more prominence to the entrances and also provide covered areas for students and staff. Office renovations will allow for a more open and welcoming entrance while still allowing for a secure area once staff leave the building.
- The school community has worked together on the playground equipment selection and Habitat has been chosen as the playground provider. The equipment will be installed this fall.



With the secondary students and staff relocated to the lower level for September, the work on the upper floor will continue with a goal to having all students at the school this school year. The district also recognizes that delays can still occur so are committed to having the school project complete before the students of Lytton Elementary join the school.

Still to come is the school naming process that will occur in the fall. Watch for details from the schools about the process for selecting a name for the new K-12 school.

**For Immediate Release**

**Kamloops residential sales figures at their best in 2020, and the trend is set to continue.**

**Kamloops, BC – 03-09-2020:** Kamloops And District Real Estate Association (KADREA) reports that a total of 349 residential unit sales were recorded by the Kamloops & District Multiple Listing Service® (MLS®) in August 2020. This is 33.2% above the numbers that were recorded in August 2019. The average MLS® residential price in the area was \$456,662, a rise of 8.8% per cent from \$419,702 recorded the previous year. Total sales dollar volume in August stood at \$159.3 million, a 44.9 per cent rise over 2019, which was \$109.9 million. There were 454 new listings recorded by the MLS® last month.

“The pandemic has shown us some strange market behaviour this year. While we were prepared for a slow summer, sales in the region tell a different story. This year we were close to reaching our best August figures in the last decade. This very well goes to show that people continue to buy homes with full confidence in the Kamloops region”, says KADREA President Wendy Runge. “In these difficult times, continuing to do business has been a challenge but REALTORS® have been resilient enough to ensure that we transition into new ways of working and completing transactions with minimal contact” added Runge.

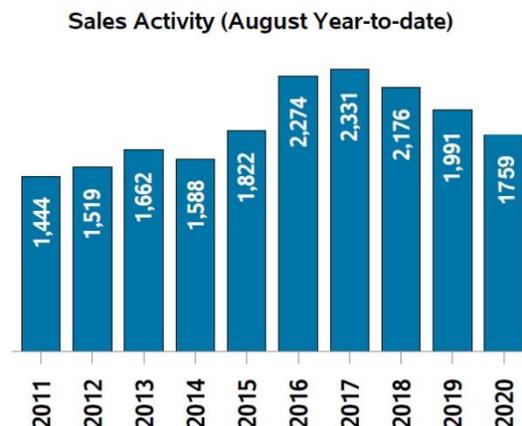
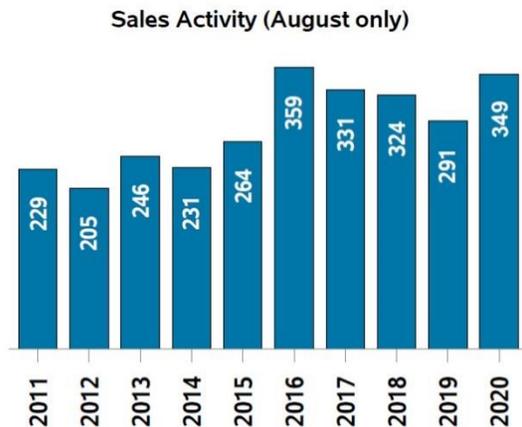
Over the past several months, there has been a consistent rise in residential average price in the region. “We expect this trend to continue through the year. Here, it is important to note that our inventory numbers have been consistent and have not grown substantially in the last decade. In fact, the number of active listings right now are at an all time low. With continued high demand for single-family homes expected, higher average prices in the region are anticipated. But this does not mean that we’ve had a record-breaking year.”

Experts say that 2019 was not really a great year in terms of market performance and we are still about 12% lower than where we were by August 2019. “We cannot deny that the market suffered a little in spring when our inventory took a major hit. But since people continue to buy, and average prices continue to rise, there will be more sellers showing confidence in the market in the coming days.”

Year-to-date, Kamloops & District’s residential sales dollar volume was down by 7.6 per cent to \$780.1 million, compared to the same period in 2019. Residential unit sales have decreased by 12.1 per cent to 1759 units (Y-T-D), while the average MLS® residential price was up 5.1 per cent to \$433,461. The total number of active listings in Kamloops & Dist. at the end of August 2020 (August Y-T-D) was 1040\*.

**For more information contact:**

KADREA  
101-418 St. Paul Street, Kamloops, BC  
V2C2J6  
[support@kadrea.com](mailto:support@kadrea.com)  
250-372-9411



\* The year-to-date active listings figure is a monthly average of the number of homes on the market at the end of each month so far this year.

## August 2020 Units Sold, Dollar Volume and Average Sales:

Top 5 Areas

Sub-Area**	August 2020 Sold Listings (Units)	August 2019 Sold Listings (Units)	% Change	August 2020 Sales Volume (\$)	August 2019 Sales Volume (\$)	% Change	August 2020 Average Price (\$)	August 2019 Average Price (\$)	% Change
Kamloops	266	198	34.3	\$124,649,395	\$88,360,378	41.6	\$468,606	\$446,267	5
Merritt & Area	51	37	37.8	\$19,004,400	\$9,941,618	91.1	\$372,653	\$268,692	38.6
Barriere & Area	17	12	41.6	\$5,623,900	\$3,007,500	86.9	\$330,817	\$250,625	31.9
Logan Lake	9	4	125	\$1,995,500	\$984,500	102.6	\$221,772	\$246,125	-9.9
Chase & Area	13	11	18.1	\$6,271,500	\$3,238,500	93.6	\$482,423	\$294,409	63.8

## Y-T-D 2020 Units Sold, Dollar Volume and Average Sales:

Top 5 Areas

Sub-Area**	YTD 2020 Sold Listings (Units)	YTD 2019 Sold Listings (Units)	% Change	YTD 2020 Sales Volume (\$)	YTD 2019 Sales Volume (\$)	% Change	YTD 2020 Average Price (\$)	YTD 2019 Average Price (\$)	% Change
Kamloops	1407	1605	-12.3	\$659,830,814	\$709,681,432	-7.2	\$468,962	\$442,169	6
Merritt & Area	209	227	-7.9	\$69,721,962	\$67,113,309	3.8	\$333,597	\$295,653	12.8
Barriere & Area	98	95	3.1	\$28,472,356	\$25,952,500	9.7	\$290,534	\$273,178	6.3
Logan Lake & Area	46	51	-9.8	\$10,682,800	\$13,021,014	-17.9	\$232,234	\$255,314	-9.3
Chase & Area	58	71	-18.3	\$22,201,800	\$26,851,106	-17.3	\$382,789	\$378,184	1.2

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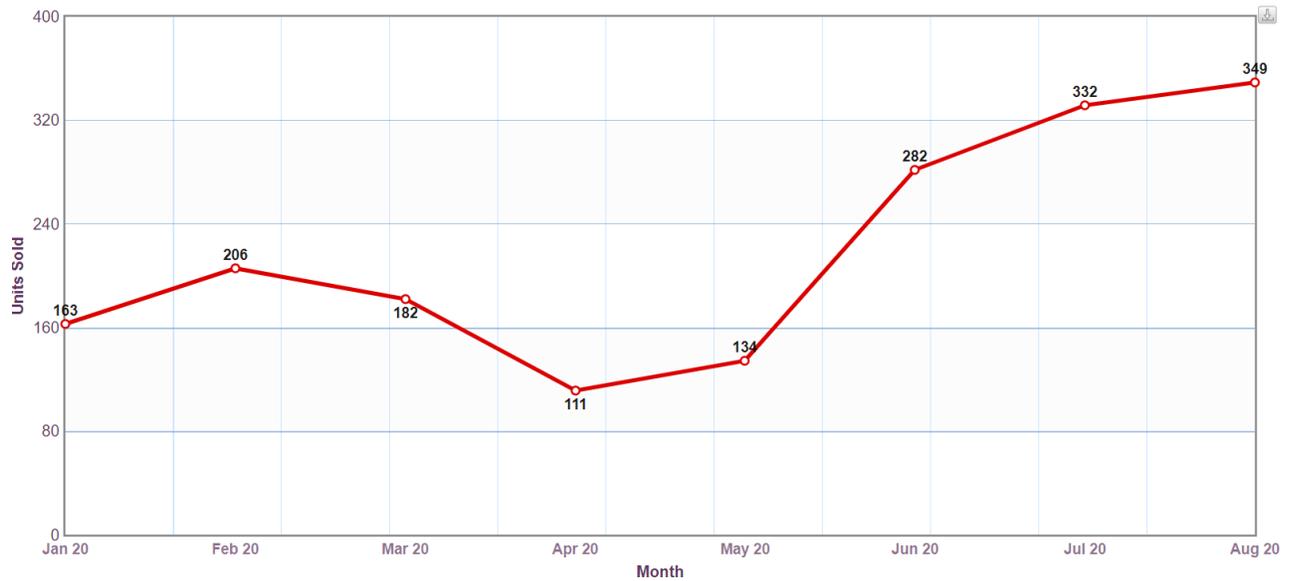
**Kamloops:** Brocklehurst, Sahali, North Kamloops, Aberdeen, South Kamloops, Sun Peaks, Barnhartvale, Dallas, Westsyde, Campbell Creek/Deloro, Pineview Valley, Valleyview, Batchelor Heights, Cherry Creek/Savona, Dufferin/Southgate, Heffley, Juniper Heights, Pinantan, Rayleigh, South Thompson Valley, Sun Rivers, Knutsford-Lac Le Jeune, Tobiano.

**Merritt & Area:** Merritt, Ashcroft, Cache Creek, Clinton, Lillooet.

**Barriere & Area:** Barriere, Clearwater, McLure / Vinsula.

**Chase & Area:** Chase, South Shuswap, Monte Lake / Westwold, North Shuswap, Pritchard

## Units Sold (Jan 2020 onward) comparison:



## Average Sales Price (Jan 2020 onward) Comparison:





## IMPROVING RURAL INTERNET CONNECTIVITY



- Do you have internet issues?
- Do you want to see a change in your ability to get connected and participate in modern communications?
- Do you have a residence, business or organization outside a municipality in the TNRD?

In recognition of the importance of internet connectivity, the Thompson-Nicola Regional District (TNRD), together with telecommunications engineering consultant TANEx Engineering Corporation, are preparing a strategy to address improvements to rural internet connectivity.

To provide background to the strategy development, we are asking residents, business owners, institutions and organizations in the rural areas of the TNRD to complete a survey. This will enable us to gain insight into services available, appetite for internet services and impacts of existing service levels.

We can't change this alone, however, and need your input! We urge you to complete this survey (which takes approximately 5-10 minutes) to provide important information which will help form the foundation for the strategy to improve connectivity in the rural and remote areas of the region. **Show that you want better connectivity - complete the survey!**

Both surveys (Residential and Business) can be completed online at :

- [tnrd.ca/stay-connected/surveys/](http://tnrd.ca/stay-connected/surveys/)

We recognize that connectivity challenges exist in certain areas of the TNRD, and can mail out a paper version if you contact Community Services Admin at 1-877-377-8673. Completed paper versions can then be mailed back to the TNRD in the provided self addressed -stamped envelope.

Survey deadline for completion is Monday, October 5, 2020

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"

RECEIVED

SEP - 8 2020

THE CORPORATION

www.tnrd.ca



VILLAGE OF ASHCROFT

September 11, 2020

## Upcoming changes to your Analog Private Line services

Dear valued customer,

In 2014, the Canadian Radio-television and Telecommunications Commission (CRTC) approved to de-standardize Analog Private Line services effective June 10, 2015. Since this date, TELUS has not sold Analog Private Line services to new customers.

These services, introduced in the 1980s, are becoming obsolete as advances in technology occur. Further, replacement parts for associated hardware are no longer available and it is becoming increasingly difficult for TELUS to repair, support, and maintain these services. TELUS has been able to extend the support of these services by utilizing capacity and equipment that has become available as customers migrate to alternative solutions, but this is not a sustainable situation.

As a result, TELUS plans to file a request with the CRTC to stop supporting moves, adds, and changes to existing Analog Private Line services starting November 2020. This will be the first phase of TELUS' plan to discontinue Analog Private Line services.

### What this means to your Analog Private Line service

As an existing subscriber, there will be no immediate impact to the Analog Private Line services you have today, however, you will no longer be able to move, add, or rearrange components of these services once the CRTC approves our application.

### Alternative solutions

In order to mitigate the potential impact on your business, we'd like to work with you to migrate all of your remaining Analog Private Line services to an alternative solution.

To learn more or discuss alternative solutions for your business, please contact your Account Executive or call TELUS at 1-877-710-0404.

We welcome the opportunity to further discuss your business requirements and select an appropriate service that can meet your current and future information technology needs.

We value your business and look forward to keeping you connected.

**TELUS Business Solutions**

Stay connected



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You are subscribed as [admin@ashcroftbc.ca](mailto:admin@ashcroftbc.ca). We would like to hear from you. If you would like to

**INFORMATION CORRESPONDENCE**  
**MONDAY, September 14th, 2020**

Bill Karsten, President of the Federation of Canadian Municipalities

- Why Collaboration is Key to Canada's Recovery

Interior Health

- Interior Health Operations Return to Normal in Penticton

TELUS

- COVID-19 Update: Supporting Our Communities and Helping Them Stay Connected

/kw

Actionable Motion and Task List Tracker - 2020

Motion No.	Motion	Staff Responsible	Comments	Time line	Status
<b>2020 MOTIONS</b>					
R-2020-29	"That a meeting between Council and the Curling Club be scheduled."	DPW	Meeting to be scheduled once repairs are underway to update the CC meeting was held with staff Spet. 11, 2020		Complete
R-2020-86	"That Council defer the Outdoor Burning Bylaw Report until the COVID-19 pandemic is over and public is able to attend scheduled Council meetings."	CAO	Bring back to Council after COVID-19 orders are lifted to include public input		on temporary hold
R-2020-87	"That Council moves option 1 status quo for this year Direction to staff - Look at chipper costs, or bringing chipping company in. consider a regional initiative with the TNRD."	DPW	Research and request estimates. Used chipper located,		in-progress
R-2020-136	"That Council direct staff to move forward with the implementation of the three preferred communication methods."	CAO	Draft Social Media Policy completed, participated Voyent Alert demo, contract and quotes are received.		Complete
R-2020-159	"That the Mayor and Chief Administrative Officer be authorized to execute the Section 219 'no disturbance' covenant on behalf of the Village of Ashcroft for rezoning application RZ-20-01"	CAO	Ongoing, waiting for property owners lawyers to forward covenant for signatures		in-progress
R-2020-160	"That Council approve staff to research and develop an updated Business License Bylaw for the Village of Ashcroft and bring it back to Council for consideration."	CAO/ Intern/AA	Research is underway prior to drafting Bylaw		in-progress

R-2020-172	"That Council approve the Asset Management Project Resolution as attached and approve the letter of commitment for collaborative work on Asset Management with Cache Creek."	CFO			Complete
R-2020-173	"That Council direct staff to request meetings with the Agricultural Land Commission (ALC), BC Hydro and Ministry of Municipal Affairs and Housing (MMAH) the week prior to the UBCM Convention."	CAO			Complete
R-2020-174	"That Council approve Village of Ashcroft Asset Management Program be considered for Union of BC Municipalities 2020 Community Excellence Awards."	CFO			Complete
R-2020-175	"That the Village of Ashcroft continue with the regular scheduled Tax Sale for 2020."	CFO			in-progress
R-2020-177	"That Council defer the Mosaic Card request to the Economic Development and Tourism Committee for future consideration."	CAO	Letter sent advising Marina of deferral to EDTC		Complete
R-2020-178	"That any Council member attending please contact the CAO for registration by August 1, 2020."	Council / CAO	CAO To register Council members		Complete
R-2020-179	"That a letter be sent to Ms. Murraray advising that the Village encourages other forms of payments but will accept cash transactions."	CAO			Complete
R-2020-180	"That Council approve the South Cariboo Sportsmen Association Grant in Aid request for \$500."	CAO	Letter sent advising organization of approval		Complete
R-2020-181	"That staff contact CN to see if any of this funding has been allocated to the crossing at Old Cariboo Road."	CAO			Complete
R-2020-182	"That Council send a letter of congratulations to Clinton's new CAO Mr. Daly."	CAO			Complete
R-2020-191	"That Council approve the Encroachment Agreement request for 711 Brink Lane, that all legal and filling costs be expensed to the property owner, and further that the Mayor and CAO be approved to sign the agreement."	CAO	Letter sent to Fulton requesting the documents be drawn up. Property owner notified.		in-progress

R-2020-192	"That Council approve water treatment separator design, tender and install."	CFO			in-progress
R-2020-193	That Council approve payment of both fire and WTP debt."	CFO			in-progress
R-2020-195	"That Council endorse the Drylands Arena re-opening plan as presented."	DPW/CAO/ Intern	Minor Hockey notified. Develop detailed COVID-19 facility plan		in-progress
R-2020-196	"That Council accept the terms of the TNRD Building Inspection Contract renewal for a three-year term commencing January 1, 2021 and concluding December 31, 2023; and further that the Mayor and CAO be approved to sign the contract."	CAO	Print copies/signatures/forward to TNRD		complete
R-2020-198	"That Council send a letter to the Federal Government advocating for the implementation of the proposed national pharmacare program."	Intern			in-progress
R-2020-199	"That Council adopt this Resolution and support national Rail Safety Week to be held from September 21 to 27, 2020"	Intern			Complete
R-2020-201	"That the EDT Committee Terms of Reference, Code of Conduct and Confidentiality Agreement	EDT/CAO	Bring back to Council at the September 14th meeting		Complete
R-2020-202	That Council endorse the EDT Committee request to allocate up to \$5000 for Radio Ads."	EDT/CFO	EDT to move forward with this initiative		Complete

## Economic Development and Tourism Steering Committee Code of Conduct

Strive to attend all meetings, sending apologies to the chair for necessary absences.

Prepare for the meeting by reading the agenda, papers and any emails before the meeting.

Talk to the chair before the meeting if you need to clarify anything.

Arrive on time. Stay to the end.

Participate fully in the meeting;

- a) Listen to what others have to say and keep an open mind.
- b) Contribute positively to the discussions.
- c) Try to be concise and avoid soliloquies.

Help others concentrate on the meeting. Discourage side conversations.

Have the best interests of the organisation/beneficiaries in mind at all times

Draw attention to any potential conflicts of interest that may arise in the meeting.

Fulfil any responsibilities assigned to you at the meeting and be prepared to report back on your progress at the next meeting.

Respect the confidentiality of committee meetings (as per signed confidentiality agreement)

# Economic Development and Tourism Steering Committee

## Confidentiality Agreement

The committee will, at times, be discussing business or information that requires strict confidentiality. We require the committee members to demonstrate professionalism, good judgment, and care at all times in handling any information related to Economic Development & Tourism Strategy to avoid unauthorized or improper disclosures of confidential information.

As a volunteer of the EDT Steering committee you are required to agree to the following:

1. That any written or oral information disclosed to you as "confidential" during your term will remain in the strictest confidence.
2. That all "confidential" material given to you as a result of ~~their~~ volunteering on the committee, will be maintained, and when necessary, disposed of in a secure and confidential manner.
3. Not to publicize any of the confidential aspects of encountered volunteering, orally or by written word or any other medium of communication.
4. To exercise due care to ensure that any information you may give to others in the course of your term will be given only to persons you believe are entitled to received such information.

### Certification

I have read the Economic Development & Tourism Steering Committee Confidentiality Agreement and agree to abide by the requirements; and further agree to inform the Committee Chair immediately if I believe any violation (unintentional or otherwise) of this agreement has occurred.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Received:

\_\_\_\_\_  
Margaret Moreira, EDTC



## ECONOMIC DEVELOPMENT AND TOURISM STEERING COMMITTEE

### TERMS OF REFERENCE

#### **Purpose**

The purpose of the EDT Steering Committee is to provide guidance on the implementation of the Economic Development and Tourism Strategy as set out by the Village of Ashcroft. This committee was established in June of 2020 and will be ongoing until terminated by Council.

#### **Membership**

Membership open to all business within the Ashcroft boundaries and as set out by the Council with restrictions on numbers as follows:

“That Council establish a Select Committee of Council to support Economic Development and COVID-19 Recovery and further that the Committee be comprised of two (2) members of Council, up to four (4) members from the business community, the Village of Ashcroft Economic Development contracted agent, one (1) representative from CFSUN, and no more than four (4) community not for profit members;”

Current members are as follows:

Margaret Moreira, Economic Development and Tourism Coordinator, Village of Ashcroft  
Barbara Roden, Mayor, Village of Ashcroft  
Marilyn Anderson, Councillor, Village of Ashcroft  
Ogesh Chand, Owner/Operator, Grand Central Café  
Barry Tripp, Legacy Park Campground Manager  
Andrea Walker, Chair, Ashcroft Communities in Bloom  
Jessica Clement, WRAP's and The HUB Online Network  
Kathy Paulos, Curator, Ashcroft Museum  
Harpeet Dawar, Manager, Chevron KFC  
Marshal Kraus, Intern, Community Futures  
Deb Arnott, Manager, Community Futures

#### **Roles and Responsibilities**

The EDT Steering Committee is accountable for:

- Fostering collaboration;
- Maintaining at all times the focus of the EDT Steering Committee on the agreed scope, outcomes and benefits;

The membership of the steering committee will commit to:

- attending all scheduled EDT Steering Committee meetings either in person or via ZOOM, if a member is unable to attend, regrets are to be forwarded to the EDTC at least 24 hours prior to the meeting;
- wholeheartedly championing the EDT Strategy and provide direction to the Coordinator;
- sharing all communications and information across all EDT committee members;
- making timely decisions and taking action so as to not hold up projects;
- notifying members of the EDT Steering Committee, as soon as practical, if any matter arises which may be deemed to affect the direction of the EDT Strategy;

Members of the advisory group will expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner;
- to be given reasonable time to make key decisions.

### **Meetings**

- All meetings will be chaired by Economic Development and Tourism Coordinator
- A meeting quorum will be seven (7) members of the EDT Steering Committee
- Decisions made by consensus, if not possible, EDT Steering Committee chair makes final decision
- Meeting agendas minutes will be provided by the EDTC this includes:
  - Preparing agendas and supporting papers
  - Preparing meeting notes and information.
- Meetings will be held monthly the third Wednesday each month at 7:00 pm in Council Chambers with the exception of July, August and December.
- Meetings should not exceed one (1) hour

### **Amendment, Modification or Variation**

This Terms of Reference may be amended, varied or modified after consultation and agreement by the EDT Steering Committee. All proposed amendments must be approved by Council.

## COUNCIL COMMITTEE AND LIAISON REPORT

**DATE:** September 14, 2020

**TO:** Council

**FROM:** Mayor Roden

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**Assigned Committees:**

Finance Committee

Gold Country Communities Society (GCCS)

Historic Hat Creek Ranch

Cache Creek Environmental Assessment

TNRD

Municipal Insurance Association (MIA)

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**Alternate:**

Heritage

Communities in Bloom (CiB)

### **August 25: Landfill monitoring committee**

One landfill gas header at the Cache Creel landfill has settled, and major remediation work is underway. The budget implications are not known at this time. The landfill, which closed in Dec. 2016, is progressively starting to dry as landfill gas and leachates are collected. Security fencing at the site has been beefed up, and a debris flow control structure is waiting for lease approval before work can begin.

The Campbell Hill landfill (formerly known as the landfill extension) had a soft opening on Aug. 19, 2020 and accepted its first load. The site has gone “high tech” on security: all customers have badges which they need to swipe to get in (the landfill is not open to the public for use), and there is a very sophisticated high resolution camera system that is triggered after hours by movement. Loudspeakers on the site can broadcast messages, giving people an opportunity to leave before the police arrive.

### **August 31: Promotional video filming**

Peter from Mastermind Studios was in Ashcroft to film a promotional video targeted at the hotel industry and showcasing Ashcroft, the need for a new hotel, and the hotel study. I was interviewed and answered a number of questions, to provide quotes that could be used in the finished promotional film.

### **September 4: Art Route Blue art unveiling**

Gold Country Communities Society unveiled a work by Ashcroft artist Royden Josephson, part of its Art Route Blue project to link Gold Country communities and promote tourism.

### **September 9: McAbee trails project**

Attended the official start of work on the trails system at the McAbee Fossil Beds. The site has been surveyed and assessed for trail potential, and for the next six weeks a crew will be working on an initial trail of more than two kilometres with a grade of about 10 per cent, taking people to a knoll overlooking the fossil beds and surrounding areas. In spring 2021 a second, wider trail

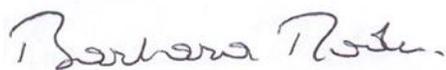
with a more gentle grade, suitable for those in wheelchairs or with mobility issues, will be constructed taking people to a different viewpoint where there is a sign describing the site.

**September 9: COVID-19 helpline ZOOM meeting**

Discussion about the COVID-19 helpline for Ashcroft/Cache Creek residents, involving representatives from the HUB, E. Fry, Equality Project, Community Resource Society, Sage Hills Church, Ashcroft Moving Forward, Better at Home, Soup's On, Spences Bridge Community Club, BC Ambulance Service, VOA, and Village of Clinton.

- The E. Fry Society Food Bank has seen nearly double the numbers they usually do during summer. The drive-thru pick-up is continuing, and they are bracing to see what fall/winter brings.
- Community Resource Society is getting about one call a week for assistance. Most of the people they have had calls from have been connected with the service(s) they need. They are planning for the Christmas Hamper drive and what it will look like this year.
- Soup's On is continuing with the voucher system; people can go to St. Alban's and get fruit, a bun, and cookies, as well as a \$10 voucher redeemable at one of five Ashcroft restaurants. They are looking for more sponsors as they are now at the end of their funds (sponsors would send volunteers to pass out food/vouchers on a Friday and pay for the cost of the food and vouchers, about \$500 per lunch).
- The Equality Project has been quieter than usual. They are soon going to be part of a food recovery program that will see them receive new, usable packaged food that is near its sell-by date. The food can be given out, or used to prepare meals (hot lunches or prepared, frozen meals).

Respectfully submitted,



Barbara Roden, Mayor