



**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 9, 2019**

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**1. CALL TO ORDER**

**2. MINUTES**

- 2.1. Minutes of the Committee of the Whole Meeting of Council held Monday August 26, 2019 P. 1 - 2**
- 2.2. Minutes of the Regular Meeting of Council held Monday August 26, 2019 P. 3 - 8**

**3. DELEGATIONS**

- 3.1. NONE**

**4. CORRESPONDENCE**

- 4.1. Rotary Ashcroft / Cache Creek - Japanese Canadian Mosaics Unveiling Celebration P. 9**  
- request for use of facilities, equipment, staff assistance and bus costs.
- 4.2. HUB Online Network – Videographer Services P. 10**  
- For information only
- 4.3 Information Correspondence Listing for August 26, 2019 P. 11**

**5. UNFINISHED BUSINESS**

- 5.1. Actionable Motions List - August 2019 P. 12 - 13**

**6. NEW BUSINESS**

- 6.1. Audio and Video Recording of Council Meetings Policy P. 14 - 18**  
- For consideration and adoption
- 6.2 Economic Development and Tourism Strategy P. 19 - 38**  
- Consultant Appointment
- 6.3 Pathways to Wellness – Evans Rd. Walking Path P. 39**  
- For information only
- 6.4 WSP – Consulting P. 40 - 42**  
- CN Railway Cessation Project
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7. **BYLAWS**

7.1. **Introduction and First 3 Readings**

7.1.1. N/A

7.2. **Reconsideration and Final Adoption**

7.2.1 Bylaw No. 832, 2019 – Dog Control and Pound Operation P. 43 - 56

7.2.2 Bylaw No. 833, 2019 – Consolidated Fees and Charges P. 57 - 72

8. **REPORTS**

**Mandatory Committees**

8.1 a) **Finance Committee**  
Mayor Roden, Councillor Anderson, Councillor Davenport

8.2 **Council/Community Committee Reports**

a) **Tourism & Economic Development**  
Councillor Davenport & Councillor Anstett

b) **Heritage**  
Councillor Tuohey & Mayor Roden

8.3 **Appointment Liaison to External Boards and Organizations**

a) **Northern Development Initiative Trust**  
Councillor Anderson Alternate – Councillor Anstett

b) **Gold Country Communities Society**  
Mayor Roden Alternate – Councillor Davenport

c) **Historic Hat Creek**  
Mayor Roden No Alternate permitted

d) **Cache Creek Environmental Assessment**  
Mayor Roden Alternate – Councillor Tuohey

e) **Thompson-Nicola Regional District**  
Mayor Roden Alternate – Councillor Anstett

f) **Transit**  
Councillor Anstett Alternate – Councillor Davenport

g) **Communities in Bloom**  
Councillor Tuohey Alternate – Mayor Roden

h) **Health Care**  
Councillor Anderson Alternate – Councillor Tuohey



- i) **Seniors' Liaison**  
Councillor Anstett Alternate – Councillor Tuohey

**8.4 Other**

**(Motion to receive both verbal and written reports)**

**9. CHIEF ADMINISTRATIVE OFFICER REPORTS**

- 9.1. None**

**10. CHIEF FINANCIAL OFFICER REPORTS**

- 10.1 Financial Update**

**11. DEPUTY CORPORATE OFFICER REPORTS**

- 11.1. None**

**12. QUESTION PERIOD**

**13. INCAMERA**

- 13.1. Motion to move in-camera to discuss an item under the Community Charter Section 90.1 (c) Personnel and (n) the consideration of whether a council meeting should be closed under a provision of this subsection of subsection 2.**

**14. TERMINATION**





THE CORPORATION OF THE VILLAGE OF ASHCROFT

COMMITTEE OF THE WHOLE MINUTES

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS  
OF THE VILLAGE OFFICE AT 6:00 PM ON MONDAY August 26, 2019

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

Ygoinder Bhalla, Chief Financial Officer  
S. Daniela Dyck, Deputy Corporate Officer

Public  
Media

**EXCUSED:** Councillor Jonah Anstett

1. CALL TO ORDER

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

2. PRESENTATIONS

2.1. Pathways to Wellness – Walking Path at Evans Road

Jim Duncan, spokesperson for the committee provided a brief overview of the proposed project to develop a 3km walking path along Evans Road, Mr. Duncan stated that the proposed plan aligns with the Village of Ashcroft OCP and Ashcroft's brand "Wellness Awaits You". Mr Duncan presented a petition to Council with over 100 signatures in support of the pathway. On behalf of the committee Mr. Duncan requested two resolutions of Council:

1. "That Council directs staff to forward a Letter of Support to the ad hoc task force Pathways to Wellness approving in principle the objectives of the project and providing in-kind donations that would allow the project to move forward."
2. "That Council directs staff to research, prepare a report and report back to Council on the process of how to acquire Provincial land along Evans Rd. for the purpose of creating a natural park and accessing the river for the general public."

Members of the public - questions and comments:

1. What is the process to acquire property?
2. Does the project require Department of Fisheries approval?
3. Pedestrian safety – size of no-posts
4. How much maintenance will this add to the PW department?

5. Path previously considered by Council, site deemed too narrow and was not pursued.
6. Concerns regarding winter liability, grading and salting would be required
7. Public access – spring, summer and fall only, path closed for winter.

**2.32 Other:**

Members of the public made further comments as follows:

1. Suggested edit to the Strategic Plan regarding digital sign
2. Legal status of Evans Road – private or public
3. Status of burned out house on Brink St.
4. Status of new CAO

**3. TERMINATION**

**M/S Mayor Roden / Councillor Anderson**

"That the Committee of the Whole Meeting of Council for August 26, 2019 be terminated at 6:32 pm."

**Carried.**

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**Barbara Roden, Mayor**

Certified to be a true and correct copy of the  
Committee of the Whole Minutes of Council  
held Monday, August 26, 2019.

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**S. Daniela Dyck, Deputy Corporate Officer**

/sdd



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR AGENDA

FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS  
OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY AUGUST 26, 2019

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**PRESENT:** Mayor Barbara Roden  
Councillor Marilyn Anderson  
Councillor Nadine Davenport  
Councillor Debra Tuohey  
  
Yoginder Bhalla, Chief Financial Officer  
S. Daniela Dyck, Deputy Corporate Officer  
  
Media & Public

**EXCUSED:** Councillor Jonah Anstett

1. **CALL TO ORDER**  
Mayor Roden called the meeting to order at 7:00 pm.
2. **MINUTES**
  - 2.1. **Minutes of the Public Hearing held Monday July 22, 2019**  
Mayor Roden declared the Minutes of the Public Hearing held on Monday July 22, 2019 adopted as presented.
  - 2.2. **Minutes of the Committee of the Whole Meeting of Council held Monday July 22, 2019**  
Mayor Roden declared the Minutes of the Committee of the Whole meeting of Council held on Monday July 22, 2019 adopted as presented.
  - 2.3. **Minutes of the Regular Meeting of Council held Monday July 22, 2019**  
Mayor Roden declared the Minutes of the Regular Meeting of Council held on Monday July 22, 2019 adopted as amended.
3. **DELEGATIONS**
  - 3.1. NONE
4. **CORRESPONDENCE**
  - 4.1. **Thompson Okanagan Tourism Association - "Drive for Sustainability" badge of support to website**  
M/S Councillor Tuohey / Councillor Davenport  
"That the TOTA Drive for Sustainability be received and filed"  
CARRIED. (01-08-19)

- 4.2. Interior Health - Acknowledgement of Heat Response Partnership and Collaboration**  
**M/S Mayor Roden / Councillor Tuohey**  
 "That the Interior Health acknowledgement of Heat Response Partnership and Collaboration be received and filed."  
**CARRIED. (02-08-19)**
- 4.3. UBCM - Gas Tax Agreement Community Works Fund**  
**M/S Councillor Tuohey / Councillor Anderson**  
 "That the UBCM Gas Tax Agreement – Community Works Fund be received and filed."  
**CARRIED. (03-08-19)**
- 4.4. UBCM - 2019 UBCM Official Opposition Meeting Opportunities**  
**M/S Councillor Davenport / Councillor Anderson**  
 "That the 2019 UBCM Official Opposition Meeting Opportunities be received and filed."  
**CARRIED. (04-08-19)**
- 4.5. Gary Patara - Request for Letter of Support to develop a Taxi Service in the Ashcroft area**  
**M/S Councillor Tuohey / Councillor Anderson**  
 "That Council provide a letter of support for the development of a taxi service in the Ashcroft area to the Passenger Transportation Board."  
**CARRIED. (06-08-19)**
- Motion to Amend**  
**M/S Mayor Roden / Councillor Davenport**  
 "That the letter of support for a Taxi Service in the Ashcroft area be non-business specific."  
**CARRIED (05-08-19)**
- 4.6. Ashcroft Fall Fair – Kat Chatten - Request for Volunteer Judges at Fall Fair**  
**M/S Mayor Roden / Councillor Davenport**  
 "That members of Council forward availability to staff and staff advise Ms. Chatten"  
**CARRIED. (07-08-19)**
- 4.7. Green Communities Committee - Level 4 Achievement of Carbon Neutrality**  
**M/S Councillor Anderson / Councillor Davenport**  
 "That the Green Communities Committee Level 4 Achievement of Carbon Neutrality be received and filed and a copy be forwarded to the CiB Committee"  
**CARRIED. (08-08-19)**
- 4.8. Thompson Rivers University - Education, Skills and Career Services Open House**  
**M/S Mayor Roden / Councillor Touhey**  
 "That the Thompson Rivers University Education, Skills and Career Services Open House be received and filed."  
**CARRIED. (09-08-19)**
- 4.9. Information Correspondence Listing for August 26, 2019**  
**M/S Mayor Roden / Councillor Anderson**  
 "That the Information Correspondence Listing for August 26, 2019 be received and files."  
**CARRIED. (10-08-19)**
- 4.10. Terry Fox Run – Request for free use of Heritage Park**  
**M/S Mayor Roden / Councillor Tuohey**

"That Council approve the request by Jean Norris for free use of Heritage Park on September 15, 2019 to host the annual Terry Fox Run."  
**CARRIED. (11-08-19)**

**4.11 The Office of the Ombudsperson – Quarterly Report**  
**M/S Mayor Roden / Councillor Davenport**

"That the Quarterly Report from the Office of the Ombudsperson be received and filed."  
**CARRIED. (12-08-19)**

**4.12 Vancouver Foundation – Donation from the Jack Gin Family Foundation**  
**M/S Mayor Roden / Councillor Tuohey**

"That staff send a letter of appreciation to the Jack Gin Family Foundation for the generous donation of \$1000.00 to the Ashcroft Museum."  
**CARRIED. (13-08-19)**

**5. UNFINISHED BUSINESS**

**5.1. Actionable Motions List - July 2019**

**M/S Mayor Roden / Councillor Tuohey**

"That the Actionable Motions List for July 2019 be received and filed."  
**CARRIED. (14-08-19)**

**6. NEW BUSINESS**

**6.1. Procurement Policy No. F-01-2019**

**M/S Councillor Tuohey / Councillor Anderson**

"That Procurement Policy No. F01-2019 be adopted as presented."  
**CARRIED. (15-08-19)**

**6.2. Strategic Plan**

**M/S Councillor Anderson / Councillor Davenport**

"That the Strategic Plan 2019 – 2020 be adopted as presented."  
**CARRIED. (16-08-19)**

**6.3. Anti-Whistling Memo - Engineering Report**

**M/S Mayor Roden / Councillor Davenport**

"That the Anti-Whistling Memo – Engineering Report be received for information."  
**CARRIED. (17-08-19)**

**6.4. Relaxation of Watering Restrictions – Villa Fronterra**

**M/S Councillor Tuohey / Mayor Roden**

"That Gateway Property Management be advised that Council is prepared to provide a relaxation of the current watering restrictions at 807 Railway Ave. to allow watering of one-half of the complex on even days and the other half of the complex on odd days, and that Gateway Property Management modify the irrigation system and be bylaw compliant by May 1, 2020."

**CARRIED. (18-08-19)**

**6.5. Ashcroft Mosaics Artists - Wayfinding signage proposal at COTW July 22, 2019**

**M/S Councillor Tuohey / Councillor Davenport**

"That Council defer the project for consideration during the 2020 Budget session; and that this be added as a discussion item at the Mayor's Business Mixer to be hosted later this fall, and further that staff work with the Mosaic Artists to determine size, cost, possible

locations and identify possible funding sources.”  
**CARRIED. (19-08-19)**

**6.6 Water Conservation Plan – Addendum  
M/S Mayor Roden / Councillor Anderson**

“That Council endorse the Addendum to the Village of Ashcroft Water Conservation Plan, and that Council support the implementation of the Plan.”  
**CARRIED. (20-08-19)**

**7. BYLAWS**

**7.1. Introduction and First 2 Readings**

7.1.1. N/A

**7.2. Third Reading**

**7.2.1 Bylaw No. 832, 2019 – Dog Control and Pound Operation  
M/S Councillor Anderson / Councillor Tuohey**

“That Council approve third reading of the Village of Ashcroft Dog Control and Pound Operations Bylaw No. 832, 2019.”  
**CARRIED. (21-08-19)**

**7.2.2 Bylaw No. 833, 2019 – Consolidated Fees and Charges  
M/S Councillor Davenport / Councillor Anderson**

“That Council approve third reading of the Village of Ashcroft Consolidated Fees and Charges Bylaw No. 833, 2019.”  
**CARRIED. (22-08-19)**

**8. REPORTS**

**Mandatory Committees**

**8.1 a) Finance Committee**

Mayor Roden, Councillor Anderson, Councillor Davenport  
N/A

**8.2 Council/Community Committee Reports**

**a) Tourism & Economic Development**

Councillor Davenport & Councillor Anstett  
New initiatives beginning in Spetember

**b) Heritage**

Councillor Tuohey & Mayor Roden

Kudos to the Museum kids summer program Annual Open House; bridge building contest was a creative idea and fun.

**8.3 Appointment Liaison to External Boards and Organizations**

**a) Northern Development Initiative Trust**

Councillor Anderson Alternate – Councillor Anstett  
Next meeting September 17, 2019 in 100 Mile House

- b) **Gold Country Communities Society**  
Mayor Roden Alternate – Councillor Davenport  
GCCS is working with MOTI to display Wildfire story-boards
- c) **Historic Hat Creek**  
Mayor Roden No Alternate permitted  
Hat Creek submitted proposal to continue operate the site. The Province received two Proposals and has deferred the date of announcement 3 times. Waiting for decision, hoping for end of the week.
- d) **Cache Creek Environmental Assessment**  
Mayor Roden Alternate – Councillor Tuohey  
N/A
- e) **Thompson-Nicola Regional District**  
Mayor Roden Alternate – Councillor Anstett  
Recycle Depot location change to old Chip Re-load site. TNRD staff is negotiating the purchase of the property.
- f) **Transit**  
Councillor Anstett Alternate – Councillor Davenport  
Next meeting September 10, 2019 in Clinton, Councillor Davenport will attend.
- g) **Communities in Bloom**  
Councillor Tuohey Alternate – Mayor Roden  
No Report – Kudos to Safety Mart for their recent landscaping renovations.
- h) **Health Care**  
Councillor Anderson Alternate – Councillor Tuohey  
IH is rolling out the Primary Care Network Initiative. The ED closures have moved Ashcroft forward in terms of their application. If approved funding is in place for the program.
- i) **Seniors' Liaison**  
Councillor Anstett Alternate – Councillor Tuohey  
N/A

**8.4 Other – N/A**

**M/S Councillor Anderson / Councillor Davenport**  
"Tha the verbal and written reports be received and filed."  
**CARRIED. (23-08-19)**

**9. CHIEF ADMINISTRATIVE OFFICER REPORTS**

9.1. None

**10. CHIEF FINANCIAL OFFICER REPORTS**

10.1 None

**11. DEPUTY CORPORATE OFFICER REPORTS**

11.1. None

**12. QUESTION PERIOD**

Question regarding Gas Tax dollars

Comment regarding item 4.9 – refresh crosswalk

Question regarding Strategic Plan – portable digital sign

Question regarding Urban System involvement in drafting the Procurement Policy

Comment for Council to consider format change of public input regarding budget

Question regarding Water Conservation Plan

Clarification requested regarding Consolidated Fees and Charges Bylaw

**13. INCAMERA**

**M/S Mayor Roden / Councillor Tuohey**

13.1. Motion to move in-camera to discuss an item under the Community Charter Section 90.1 (c) personnel and (e) the acquisition, disposition and expropriation of land or improvements.”

**CARRIED. (24-08-19)**

**14. TERMINATION**

**M/S Councillor Tuohey / Councillor Anderson**

“That the Regular Meeting of Council terminate at 8:45 pm.”

**CARRIED. (25-08-19)**



September 6, 2019

Ashcroft Village Mayor and Council  
Box 129,  
Ashcroft, BC V0K1A0

Dear Mayor Roden and Council,

Re: Japanese Canadian Mosaics Unveiling Celebration, October 5, 2019

Our club has partnered with the Village of Ashcroft, the New Pathways to Gold Society, the Ashcroft Japanese Community, and the Ashcroft and District Lions Club to celebrate and improve our quality of life by supporting the ongoing process toward harmony between peoples of our world. Mayor and Council's assistance in this endeavor is exemplary!

The Japanese Canadian Mosaics Unveiling Celebration on Saturday, October 5<sup>th</sup> is the next step in this ongoing process and again we need your support. This event is similar to the unveiling of the Harmony Bell Tower project two years ago.

This time we are unveiling two Japanese Canadian mosaics and a Japanese Canadian Heritage Bench at three sites in Ashcroft (the Ashcroft Library, the IDA Pharmacy, and the Harmony Bell Tower), as well as hosting a refreshment and luncheon at the Ashcroft Community Hall. The logistics of this event are somewhat more complex.

We request the use of the community transit bus to assist those that cannot walk or get from site to site. We also request the Village consider paying for the bus for this event.

We would also appreciate approval for the use of the Ashcroft Community Hall and facilities, Heritage Park and facilities, the Village sound system, the use of arena chairs and the assistance to set them up and take them down at the end of the event. At the Harmony Bell Tower unveiling, a village staff person was provided by the village and made all the difference in the world in a successful celebration.

We also request that the Village waive the fees normally attached to these sites and services.

Thank you for considering our request. We look forward to seeing you all in October!

Sincerely,

(original signed by)

Pache Denis,  
for the Japanese Canadian Mosaics Project Celebration Committee  
pdenis@telus.net or 250-319-4502



September 4, 2019

Village of Ashcroft  
admin@ashcroftbc.ca

Dear Anne, and Mayor and Council

***Re: Videographer Services***

The HUB Online Network, (HON) is a collaborative community online channel that connects the communities within the Nlakapmux and Shewkwepmc nations, (Villages of Ashcroft and Cache Creek and the indigenous communities of the Ashcroft and Bonaparte Bands, etc.). The HON produces a variety of video broadcasts on topics that are important to these communities, such as, mini documentaries and weekly "What's Happening" podcasts.

In addition to producing content that matters to our communities, the HON also has the capacity and expertise as videographers for hire. The HON's team consists of local talent with the ability to film, edit and produce videos for your personal, institutional or organizational needs. To see the content already created, visit our *YouTube* Channel. *HUB Online Network*. As part of our first phase of operation, we are offering professional videography services to our communities by donation. Please consider giving the HUB Online Network the opportunity to produce your next video. Not only will you be supporting local, but you'll also be getting a great deal!

If you are interested in learning more about how we can help you promote your business, organization or idea, please connect with us to set up a meeting. Email: hon@ashcrofthub.com or Phone: (250) 457-3877.

We look forward to hearing from you.

Sincerely,

*Jessica Clement*

Jessica Clement  
HON Production Manager

**INFORMATION CORRESPONDENCE  
FOR THE SEPTEMBER 9, 2019 COUNCIL MEETING**

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Province of BC – Ministry of Environment & Climate Change Strategy  
- Action on Plastics – Policy Consultation Webinars

Interior Health  
- The Stigmatizing Language Often Used to Describe Substance Abuse

Canadian Union of Postal Workers  
- The effect of the Federal Election on Canada Post

School District No. 74 (Gold Trail)  
- News Release – Principal Appointment at Cache Creek Elementary School

Courageous Companions  
- Appreciation for Village of Ashcroft Support to Courageous K9 Companions

/nc

Actionable Motion and Task List Tracker

Motion No.	Motion	Staff Respon	Comments	Due Date	Status
06-08-19	"That Council provide a letter of support for the development of a taxi service in the Ashcroft area to the Passenger Transportation Board."	DCO	Non business specific Letter of Support sent via email to Gary Patara	30-Aug	complete
08-08-19	"That the Green Communities Committee Level 4 Achievement of Carbon Neutrality be received and filed and a copy be forwarded to the CiB Committee."	DCO	emailed	asap	complete
11-08-19	"That Council approve the request by Jean Norris for free use of Heritage Park on September 15, 2019 to host the annual Terry Fox Run."	DCO	Forward letter of approval	asap	complete
13-08-19	"That staff send a letter of appreciation to the Jack Gin Family Foundation for the generous donation of \$1000.00 to the Ashcroft Museum."	DCO	Forward letter of appreciation	asap	complete
15-08-19	"That Procurement Policy No. F01-2019 be adopted as presented."	DCO	Finalize and distribute to department heads Forward Council approval to Ombudsperson	asap	complete
16-08-19	"That the Strategic Plan 2019 – 2020 be adopted as presented."	DCO	Finalize and distribute to staff and Council	asap	complete
18-08-19	"That Gateway Property Management be advised that Council is prepared to provide a relaxation of the current watering restrictions at 807 Railway Ave. to allow watering of one-half of the complex on even days and the other half of the complex on odd days, and that Gateway Property Management modify the irrigation system and be bylaw compliant by May 1, 2020."	DCO	Forward letter advising Council decision	asap	complete
19-08-19	"That Council defer the project for consideration during the 2020 Budget session; and that this be added as a discussion item at the Mayor's Business Mixer to be hosted later this fall, and further that staff work with the Mosaic Artists to determine size, cost, possible locations and identify possible funding sources."	DCO	Forward letter advising Council decision	asap	complete



**MEMO TO: Mayor Roden & Council**

**MEMO FROM: Daniela Dyck, Deputy Corporate Officer**

**DATE: September 3, 2019**

**SUBJECT: Audio and Video Recording of Council Meetings Policy A-01-2019**

**Background**

The Village of Ashcroft does not have an existing policy that establishes procedures for the audio and video recordings of regularly scheduled meetings of Council.

**Discussion**

In this digital era, the need for regulating procedures to live stream, and/or audio and video record regularly scheduled meetings of Council is required.

The Ashcroft Online Network has requested to record and live stream the regularly scheduled meetings of Council. As such, a policy needed to be established that regulates the procedures of media recordings and protects the privacy of those not wishing to be included in the recordings. Transparency is of high importance to the Village; live streaming could provide another avenue for Council to engage with the residents of Ashcroft.

Legal advice was obtained and is included in the Policy before Council.

**Recommendation**

**“THAT Council adopt the Village of Ashcroft Audio and Video Recording of Council Meetings Policy A-01-2019”**

Respectfully submitted,



S. Daniela Dyck,  
Deputy Corporate Officer

Approved by:



Anne Yanciw,  
Chief Administrative Officer



## ADMINISTRATION POLICY

<b>TITLE:</b> Audio and Video Recording of Council Meetings Policy		<b>POLICY #:</b> A-01-2019
<b>Authority:</b> Chief Administrative Officer	<b>Effective Date:</b>	
	<b>Review Date:</b>	
<b>Issued By:</b>	<b>Approved By:</b>	
<b>Issued Date:</b>	<b>Approved Date:</b>	
	<b>Resolution #:</b>	

**PURPOSE:** To establish procedures for members of the media who wish to record regular meetings of Council for the Village of Ashcroft, and establish a protocol for those who do not wish to be recorded.

### **POLICY:**

This Policy addresses public media requests to video or audio record regular Council meetings.

#### **Members of the Media**

For the purposes of this Policy, "member of the media" means members of the press (print, photo, radio, television, film, news agencies, and online media) who represent a *bona fide* media organization. The Village must be satisfied that the individuals are professional journalists and represent *bona fide* media organizations. Those media organizations must have demonstrable editorial oversight and a verifiable street address and telephone number (Stand-alone P.O. Box address will not be accepted).

#### **1.0 Application**

- 1.1 Requests from a member of the media must be made to the CAO for each regularly scheduled meeting of Council that the member of the media wishes to record.
- 1.2 Individual meeting requests must be made no less than seven (7) and no more than fourteen (14) working days in advance of the meeting, using the application form attached hereto as Addendum "A".
- 1.3 If submitting a recurring request, include all dates for each regularly scheduled meeting of Council that the member of the media wishes to record.
- 1.4 The Village may require supplementary documentation to evaluate the request.
- 1.5 Applications will be considered on a case-by-case basis and the decisions of the Village are final.
- 1.6 The Village reserves the right to deny or withdraw permission to record from members of the media whose activities run counter to the principles of the *Canadian Charter of Rights and Freedoms*, or who abuse the



privileges so extended, or put the privilege to improper use, or act in a way not consistent with the principles of the Village.

## 2.0 Guidelines

- 2.1 Any audio/visual recording must take place from positions in the room that are pre-approved by the CAO. Filming must be from a fixed camera position in normal view.
- 2.2 All set-up must be done before the meeting starts to ensure the view of members, officers, public, and media representatives is not obstructed.
- 2.3 At each meeting, the Mayor will direct the time at which the audio/visual recording may begin.
- 2.4 The use of flash photography or additional lighting in connection with visual recording is not permitted.
- 2.5 Recording devices must not make any noise or block any person's view of the proceedings.

## 3.0 Security

- 3.1 Any connections to the Village of Ashcroft equipment, power, etc. must be pre-approved by the CAO.
- 3.2 For security purposes, all members of the media must supply their own resources and equipment, including but not limited to, Internet connection and recording devices.

## 4.0 During the Meeting

- 4.1 The Mayor will announce at the beginning of the meeting that permission to film or record has been requested and permitted. The Mayor will ask those members of the public present whether they agree to be filmed/recorded, and at this point those present can choose to move.
- 4.2 The Mayor will direct when the audio/visual recording may begin.
- 4.3 The Village may revoke permission to record at any time, for any reason, in its sole and absolute discretion. Upon such revocation, the member of the media must immediately cease audio and visual recording, and must remove equipment from the room at the direction of the CAO (if the meeting has not yet convened) or the Mayor (if the meeting has convened).
- 4.4 The Village strongly urges members of the media to adhere to journalistic ethics in the use and distribution of recordings. For examples, please see these websites:

**Ethical Journalism Network:** <https://ethicaljournalismnetwork.org/who-we-are/5-principles-of-journalism>

**RTDNA Code of Ethics:** [https://www.rtdna.org/content/rtdna\\_code\\_of\\_ethics](https://www.rtdna.org/content/rtdna_code_of_ethics)

**CBSC Code of Ethics:** <https://www.cbcs.ca/codes/cab-code-of-ethics/>



Addendum "A"

## APPLICATION TO RECORD

Council meetings and open forums attract a range of people who may or may not wish to be filmed or recorded. All open meetings of Council prioritize public involvement, and as such, the Mayor may wish to prohibit recording if it is seen to be a barrier to creating the right environment for this to happen. Please respect the wishes of others and their right to personal privacy.

Submit your complete application to the CAO seven (7) working days prior to the meeting you wish to record:  
 mail PO BOX 129 Ashcroft, BC V0K 1A0; fax (250) 453-9664; email [admin@ashcroftbc.ca](mailto:admin@ashcroftbc.ca)

Meeting/Hearing Date Request		Date of Request	
Applicant Name ( & Contact Name)			
Title/Organization			
Address			
Contact Phone Number		Fax Number	
Email			
What format will be used to record the meeting?			
Will additional lighting, power, etc. be required? And how will it be set- up?			
What will the recording be used for? (discretionary)			
What part of the meeting do you wish to record?			
Who will record the meeting?			
Where will the recording be retained?			

Personal Information provided on this form is collected in compliance with the *Freedom of Information and Protection of Privacy Act* (FOIPOP) and will be used only for the purposes of the Village of Ashcroft Application to Record. If you require further information regarding the FOIPOP Act, please contact the FOI Coordinator at: [admin@ashcroftbc.ca](mailto:admin@ashcroftbc.ca)



I acknowledge and agree that:

- All recording must take place from positions in the meeting room approved by the CAO.
- Filming will be from a fixed camera position in normal view.
- Set-up must be done before the meeting starts to ensure the view of members, officers, public and media representatives is not obstructed.
- I will not connect to the Village of Ashcroft's equipment or power, unless pre-approved by the CAO.
- I will not connect to the Village of Ashcroft's secure Internet or recording devices.
- The use of flash photography or additional lighting in connection with the recording is not permitted.
- The Mayor will direct when the audio/visual recording may begin.
- The Village may revoke permission to record at any time, for any reason, in its sole and absolute discretion. Upon such revocation, I will immediately cease audio and visual recording, and will remove equipment from the room at the direction of the CAO (if the meeting has not yet convened) or the Mayor (if the meeting has convened).
- I will comply with all directions of the Mayor during the meeting.
- I agree to share the recording in its original and unedited form (retained for four months) with the CAO on request.
- The Village may deny or withdraw all permission to record if my activities run counter to the principles of the *Canadian Charter of Rights and Freedoms*, or if I abuse the privileges so extended, or put the privilege to improper use, or act in a way not consistent with the principles of the Village.
- Failure to comply with these requirements may lead to the refusal of any future requests to record Council meetings.

Any questions regarding the requirements of the application form should be directed to the CAO at (250)453-9161.

\_\_\_\_\_  
Applicant Signature

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

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY	
Date received:	_____
Chief Administrative Officer:	_____
Set up details (e.g. time, location)	_____
_____	
Date approved:	_____
CC: Mayor:	_____

**MEMO TO: Mayor Roden & Council**

**MEMO FROM: Daniela Dyck, Deputy Corporate Officer**

**DATE: Sept. 6, 2019**

**SUBJECT: Ec. Dev. and Tourism Strategy Consultant Approval**

### **Background**

The Village of Ashcroft was successful in obtaining grant funding from Northern Development Initiative Trust to complete a new Economic Development and Tourism Strategy.

### **Discussion**

The Village of Ashcroft wishes to develop a comprehensive plan that will provide direction and implementation strategies for sustainable growth, tourism attraction, business retention, expansion and attraction, and resident attraction.

In accordance with the Village's Procurement Policy, three quotes were requested and two submissions were received by the deadline; EDCD Consulting and Economic Growth Solutions Inc., respectively.

Deliverables to be included in the proposal are:

- A 5-year implementation strategy to support economic development including the development of tourism.
- Economic and Tourism Base Analysis: as an initial step, an Economic Base Analysis should be developed to provide an overview of Ashcroft's economy, tourism sector and demographics will be a foundational document at the start of the project.
- Background review of existing plans and documents
- Stakeholder and community consultation and facilitated visioning exercise: a vision needs to be created that has buy-in from all stakeholders and takes into account their individual perspectives.
- Road map and action plan: a road map should be developed which will describe short, medium and long-term objectives with associated performance metrics.

Both proposals were excellent and met the requested criteria. During the proposal review process, items considered included:

- Scope of service
- Cost comparison
- Timeline
- Product delivery
- Action plan
- Time spent in the community
- Level of community engagement

Councillor Davenport was invited to participate in the proposal review process as this project is within her Portfolio. After consideration and review of both proposals, staff is recommending that Council endorse entering into a contract with EDCD Consulting to complete the Economic Development and Tourism Strategy.

**Recommendation**

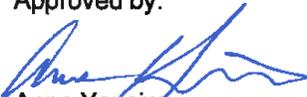
THAT Council approve staff to enter into a contract with EDCD Consulting not to exceed \$35,000 for the development of an Economic Development and Tourism Strategy for the Village of Ashcroft, and further that Council support the project throughout its duration.

Respectfully submitted,



S. Daniela Dyck,  
Deputy Corporate Officer

Approved by:



Anne Yarciv,  
Chief Administrative Officer



## Village of Ashcroft

Economic Development / Tourism Strategy

# Proposal of Services

Submitted to: Daniela Dyck  
Deputy Corporate Officer  
Village of Ashcroft  
daniela@ashcroft.ca

## COVER LETTER

August 12, 2019

VIA EMAIL: [daniela@ashcroft.ca](mailto:daniela@ashcroft.ca)

Daniela Dyck, Deputy Corporate Officer  
Village of Ashcroft  
Box 129, 601 Bancroft Street  
Ashcroft, BC V0K 1A0

Dear Daniela:

**Re: Request for Proposal for Economic Development / Tourism Strategy**

EDCD Consulting is pleased to submit our Proposal of Services to provide consulting services for the completion of an Economic Development and Tourism Strategy. We have read and acknowledged your overview document and have developed a plan to identify the actions required to provide direction for economic development and tourism for the Village of Ashcroft.

EDCD Consulting brings together a wealth of experience and expertise. Our Senior Partners, Dale Wheeldon and Colleen Bond, have a combined 50 plus years of economic development experience including years spent as economic development professionals in communities of various sizes. What this means for your project is that we understand what actually works like no other firm can. We design programs and implementation plans that are realistic and doable. Our senior associates have extensive expertise in tourism and agriculture, along with many years of community and economic development.

Our Proposal of Services provides the scope of work we will undertake to complete this project. We will begin with ensuring our proposed work plan is approved by the Village of Ashcroft and that we are all on the same page as we begin the project. We have outlined a specific stakeholder engagement process to ensure all stakeholders are heard. The final strategy report will be unique to the area based on research and community engagement. The plan will include the identification of economic development initiatives and a detailed implementation plan.

Your consideration of our proposal is greatly appreciated. We welcome your questions and are open to further customizing our scope of work to maximize value.

Yours truly,



Colleen Bond, Partner  
EDCD Consulting

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## EXPERIENCE, REPUTATION AND RESOURCES

### **EDCD Consulting**

Okanagan Region: 2155 Shamrock Drive, West Kelowna, BC V4T 1T9

Vancouver Region: 5428 Highroad Crescent, Chilliwack, BC V2R 3Y1

**Contact for Proposal:** Colleen Bond, Partner  
bond@edcdconsulting.com  
250-308-2905

**Additional Contact:** Dale Wheeldon, Partner  
wheeldon@edcdconsulting.com  
604-319-3309

**Project Team Leader:** Colleen Bond

**Employees:** Senior Partners – 2  
Senior Associates – 2  
Junior Associates – 1

### Overview of Company – About Us

EDCD Consulting is a partnership firm in its eleventh year in business with its senior partners bringing over 50 years of in-depth economic development experience. We are proud of our targeted approach, providing communities with economic development specialization, unlike any other. Our approach is unique because Dale and Colleen have been economic development professionals in their communities. We understand what works and what doesn't because we've been there. This unique "on the ground" economic development experience positions us to understand the challenges that communities and economic development professionals face.

EDCD Consulting provides a team fully committed and engaged in every project, playing a hands-on role in community engagement, coordinating and managing the collection of data, research and input, identifying target industries, creating the tools necessary to attract, retain and expand investment, crafting recommendations, and developing successful strategies. We believe that no two economic development strategies should be the same and should instead focus on the unique needs and resources of a specific community or region. We have two locations with offices in the Greater Vancouver region and the Okanagan.

## Experience

Our team has prepared economic development plans and strategies for communities and organizations of various sizes, including:

- Regional District Central Kootenay – Slokan Valley
- District of Fraser Lake
- District of Houston
- City of Grand Forks
- City of Merritt
- Cowichan Regional District
- City of Nanaimo
- City of Pitt Meadows
- District of Logan Lake
- Squamish-Lillooet Regional District
- Regional District of Okanagan-Similkameen
- District of Tumbler Ridge

In addition to the economic development strategies and plans we have completed; our team has undertaken a wide variety of other projects, including:

- **Investment Readiness Assessments** – District of Tofino, District of Squamish, City of Kamloops, City of Nanaimo, District of Logan Lake, Cowichan Valley Regional District
- **Economic Development Building Blocks** – Developed content and delivered 30 workshops for the Province of BC and throughout the province in 2016/17. These workshops were Phase 2 of the Province’s commitment to enhancing economic development in rural communities.
- **Economic Development Essentials for Local Leader Workshops** – Developed content and delivered workshops throughout Western Canada and other parts of North America
- **Economic Disaster Recovery Program** – the program includes workshops to help communities develop their own economic recovery plans as well as going into communities after a disaster to assist in their recovery efforts
- **Business Retention and Expansion Programs** – District of Squamish, City of Vernon, District of Powell River, City of Penticton, City of Dawson Creek, District of Mission
- **Community Profiles and Investor/Site Selector Guides** – City of Coquitlam, District of Squamish, District of Powell River, City of Powell River, City of Campbell River, District of Logan Lake, Province of BC, Cowichan Valley Regional District, District of Tumbler Ridge
- **Economic Development “How to” Manuals** – Province of Alberta, Economic Developers Alberta, Province of Saskatchewan, British Columbia Economic Development Association
- **Site Selector Database and Sector Fact Sheets** – City of Coquitlam, City of Campbell River, Cowichan Valley Regional District, City of Pitt Meadows, City of Nanaimo, City of Vernon

## Major Project Successes

We have worked on large, complex projects as well as small, single location projects. Our years of economic development experience have provided us with knowledge of best practices, and we work with clients to help implement them. We have worked with communities of all sizes, each with their unique challenges, and this diverse range of experience provides us with a greater understanding of how to approach and mitigate a situation. Over the past years, we have seen many successes in the communities we have worked with.

We worked with the District of Tumbler Ridge, a small rural community of approximately 2,000 located in the Northeast region of British Columbia. Tumbler Ridge is committed to increasing economic viability and expanding investment into the community. EDCD Consulting was contracted to complete an Economic Development and Investment Action Strategy that included a thorough review of Tumbler Ridge's current economic situation to identify gaps in the market that could lead to future investment, diversification and business development opportunities. Our team completed a targeted economic sector study, including a market plan to efficiently and cost-effectively promote opportunities in identified key sectors. The project included the design of a Community Investment and Economic Profile, highlighting the strengths and opportunities of Tumbler Ridge. Three short months after completion of the project, the community has seen a significant increase in investment inquiries and expansion of local businesses. They have also been able to secure several new residents to the area utilizing the promotional marketing materials we developed as part of this project.

In other communities, we have been successful in expanding capacity and support for economic development. Through our work, many communities have been able to secure longer-term commitments for economic development along with a clear direction for success. For example, the District of Houston contracted EDCD Consulting to develop an economic development strategy. Following the development and adoption of the strategy, the Council committed to a three-year program for implementation which helped to secure a long-term economic development office. In Trail, we facilitated an economic development workshop the day after Council had decided to disband the economic development agency. Following the workshop, that decision was reversed, and a new long-term contract was initiated, and we were credited with how the workshop was instrumental in bringing the change. In the Slocan Valley, we completed their economic development strategy and secured two-year implementation funding, including the hiring of a full-time Economic Development Officer.

## Project Lead and Team Members

EDCD Consulting brings decades of experience in economic development, community development, tourism and stakeholder facilitation. Resumes for the senior partners are provided. No sub-consultants will be utilized for this project. Resumes for Senior Partners are included as Appendix A.

**Colleen Bond** – Colleen is a partner with EDCD and has over 23 years of economic development experience. She has her diploma in Economic Development from the University of Waterloo and is a Certified Economic Developer. Colleen has extensive knowledge in building economic development programs and delivering practical and realistic strategic plans. Colleen’s specialties include business retention and expansion and entrepreneurship.

*Role: Economic development consultation, research, analysis and writing. Colleen will be the Project Lead.*



**Dale Wheeldon** – Dale is a partner with EDCD and brings over 25 years of knowledge along with a varied background in economic development and local government. Dale is a frequent speaker at economic development events and seminars and has been retained as an instructor by the International Economic Development Council (IEDC). Dale’s specialties include local government policies, land management and agriculture.

*Role: Economic development consultation, stakeholder facilitation and research.*



**Robyn Cyr** – Before joining EDCD, Robyn was an economic development professional and tourism specialist with Shuswap Economic Development. She has been a board director of the Thompson Okanagan Tourism Association and the Tourism Industry Association of BC. One of Robyn’s strengths is the ability to bring communities together to work on collaborative projects and to develop strategic partnerships.

*Role: Economic development consultation and research.*



**Geoff Millar** – Geoff has over 30 years of economic development experience with a focus on tourism and agriculture. He was an economic development professional in several communities, most recently on Vancouver Island. Geoff delivered both economic development and tourism services to the Cowichan Valley region for over 14 years. Before moving to Vancouver Island, Geoff lived in the Okanagan, providing economic development and tourism services in Summerland.

*Role: Economic development consultation and research.*



**Ashleigh Voicz** – Ashleigh has a wide range of experience and knowledge in economic development, complements her graphic design proficiency. Being an in-house graphic designer ensures that every minute detail, input and feedback is collected, processed, and acted upon. She has specialized knowledge of methods and techniques of graphic design and layout and has a high level of proficiency in design, web and multimedia software and applications such as Adobe Creative Suite and InDesign.

*Role: Project management, data collection and graphic design.*



## Resources

EDCD Consulting has the capacity and necessary resources to complete the project and will deliver the final plan by December 15, 2019. We are open to discussing alternative timelines that may be better suited to the requirements of the Village of Ashcroft.

It should be noted the BC Rural Dividend Fund is an excellent program to assist communities and their economic development goals. We are very familiar with the program and in the past have worked with our clients to provide select qualifying recommendations ahead of strategy completion and assisted in preparing successful funding applications to the program. We are pleased to say that to date, 100% of our recommended strategies have been approved for funding. Should the call for BC Rural Dividend applications be announced before strategy completion we will work to identify the applicable strategies to ensure the application timeline is met.

## Proposed Methodology

### Description of Methods

We have designed and developed a tailored approach to this assignment based on the parameters within the project's overview document. Our approach is based on consistent and sound project management principles. We use a people-focused community engagement approach that emphasizes broad and extensive participatory engagement methods to create collaborative environments that produce strategies and plans that are built on consensus. Our overall approach reflects the most efficient use of resources, is time-sensitive and is cost-effective.

### Assumptions and Proposed Comparisons

Our Proposal for Services and the proposed work plan are based on the following assumptions:

- Project Manager for the project will be Daniela Dyck, Deputy Corporate Officer.
- Requests for changes and/or approvals to draft deliverables will be completed within the time specified in the project timeline. Failure may result in project delays.
- The project work plan may change as new information and issues are revealed.
- Contract start date will be August 20, 2019.

### Stakeholder and Public Input

Any economic development planning process must strive to build consensus among board members, stakeholders and the community as a whole, creating a unified vision for the future. Through a well-managed public consultation process, you can help to build consensus among stakeholders who represent different values and interests. In our experience, consensus can be difficult to achieve unless people come with an open mind and a desire to recognize the values that others represent. We have found that most people will indeed buy into a longer-term vision through an open engagement process. This process allows stakeholders to recognize that although their specific wants may not be directly incorporated into a plan, they can be achieved through the broader initiatives. There are four elements for ensuring the public consultation process is well managed and inclusive (additional information can be found in our proposed work plan, including time and resources and identification of stakeholder groups):

- Active listening – begins with the refinement of the process
- Data gathering and alternatives – choosing the right approach for the community

- Community empowerment – enable more people to play an active role in the decisions that affect their community
- Ongoing communication – ensures everyone is aware of the progress being made throughout the project

**Challenges or considerations**

At present, there are no constraints defined for this project.

**Implementation of Recommendations**

Our firm is proud of the rate of implementation our plans receive – while many other plans sit on the shelf, our plans get implemented because we take the time to include an implementation matrix and we provide follow up assistance during the implementation process. Our proposed work plan provides additional details on the implementation of recommendations.

## PROPOSED WORK PLAN

This important planning project for the Village of Ashcroft involves the development of an Economic Development and Tourism Plan. The project will help address the community's ability to accommodate investment, diversification of the economy, identification of partnerships, enhanced collaboration, strengthen industry relationship and help reduce socio-economic issues. The proposed work plan is described in the following paragraphs (steps).

### **1. Getting Started – Kick-off Meeting**

The project set up phase will set the tone for the entire process by defining expectations. Before beginning work on the project, we will work with the Project Manager to confirm project objectives and expectations. We will hold a telephone conference call to confirm the following:

- Project roles and responsibilities
- Timeline for each step of the project, completion of deliverables
- Discuss requests for changes to the proposed work plan
- Contact points and staff responsibilities
- Identify public input and key stakeholder involvement resulting in an approved Stakeholder Engagement Plan

### **2. Literature Review**

Our team will conduct a desk review of the existing reports and data relating to the region's past and current economic development activities and efforts. During the "kick-off" meeting, we will rely on the Project Manager to provide us with a list of reports and materials they believe should be included in our review. It will be important to review the 2015 Economic Development Strategy and any specific tourism plans completed for the community and surrounding region, to determine what initiatives have been successfully implemented, what is currently in progress and what initiatives have not been acted on and reasons why.

### **3. Demographic and Economic Scan**

During this time, we will conduct an economic snapshot of the community. This snapshot will provide our team with a better understanding of the competitive/locational advantages, economic and demographic trends, etc. Policies, trends and issues to be analyzed will include but not be limited to:

- Population growth trends
- Employment data and trends in terms of growth, employment/unemployment
- Trends in labour force data
- Income data and trends
- Reports on both economic and industry trends
- Tourism sector analysis

The above documentation and activities will be reviewed to:

- Set the context for the profile of leading industries and potential key and target sectors

- Understand the positive or negative impacts of current policies and programs on economic development
- Facilitate discussions to ensure an even understanding between participants

#### **4. Stakeholder Engagement Plan**

At the “kick-off” meeting, we will discuss the stakeholder engagement process, including preliminary identification of individuals, groups, agencies, and other key stakeholders to be engaged. After the meeting, our team will continue to develop the stakeholder engagement process and submit a draft engagement plan to the Project Manager for review and modification as required.

Our team utilizes several methods to ensure the public has options for participation. The following methods will be identified in the Stakeholder Engagement Plan:

- one-on-one interviews
- focus groups (tourism will be an important group to bring together)
- community (public) meeting
- on-line engagement (survey)
- youth engagement
- Indigenous communities

The community engagement process will involve comprehensive online engagement with the public throughout the study area. Along with the delivery of the Engagement Plan, we will develop and deliver a survey. This survey will be designed to collect answers from the public regarding how they envision economic development, key priorities, that would help to ensure long-term success and the strengths and challenges of the area. We will work with the Project Manager to draft the survey prior to delivering a final survey for approval. It is intended the survey will be made available on-line during the engagement process (Step 5).

#### **5. Community Stakeholder Engagement**

Once the engagement plan has been approved, our team will visit the community to complete the stakeholder engagement process. We will arrive a day or two early to tour the area and visit key assets within the region that can play an instrumental role in future economic development activities.

Prior to our visit, all meeting will be scheduled, and with the assistance of the Project Manager, organized community meeting details as identified in the engagement plan will also be scheduled and confirmed. All meeting schedules will be the responsibility of the Project Manager or other identified representative from the Village.

The stakeholder engagement process will provide our team with the opportunity to deliver facilitated community consultation to identify a vision that will guide the final plan and create buy-in from stakeholders.

#### **6. SWOT and Competitive Advantage**

The public consultation process will provide information necessary to form part of our analysis of strengths, weaknesses, opportunities and threats (SWOT) as it relates to the position of the community to address issues and gaps and identify opportunities. Our SWOT analysis will be utilized to:

- Confirm and/or identify “Where we are now”
- Confirm the sub-regions competitive advantages (strengths/assets) and disadvantages (weaknesses/constraints)
- Provide intelligence of existing gaps and potential opportunities
- Identify key strategic goals “Where do we want to go?”
- Set direction for what’s most important

The results of the SWOT will be validated, refined and incorporated into the final report. The Village’s locational advantages (and disadvantages) will be documented. This information will be critical to the development of the opportunities that the Village could pursue or threats/weaknesses that must be addressed for development success.

**7. Roadmap and Implementation Plan - Draft**

All of the information, feedback and intelligence from the previous steps will be thoroughly analyzed by the team. We will then further build on the key themes, strategic directions, opportunities and action plans to build a draft plan. The draft plan will identify key objectives and strategies, partnering opportunities and identify strategies and specific actions.

An implementation plan will be prepared and will include the preparation of an action and implementation matrix (an example of which is shown below). It will include specific action steps, responsibilities, timelines, budget and financial and/or partnership opportunities for the first-year implementation. It will also include recommended specific performance indicators by which successes and/or failures can be measured.

**Action and Implementation Matrix**

Action Plans		Implementation Strategy			
Actions	Key Stakeholders	Resources Required	Responsibility	Timeline	Budget

To know if the plan is working, it is important to have a plan in place to monitor and evaluate the implementation of the strategy and its actions. The plan will include monitoring and evaluation tools to guide the implementation by asking:

- Are our actions actually being implemented?
- Are our actions having the desired effect and outcome?

The draft document will be prepared and delivered to the Project Manager. The report will identify the strategic opportunities to retain and attract new business and investment, to diversify the economy and to generate new wealth. Supporting implementation resources – samples, templates, worksheets, etc. – will be included in the final plan deliverable.

A benefit our team members bring to this project is our “on the ground” experience of working in organizations where we have created or restructured organizations to be more reflective of the community’s needs and to be accountable and cost-effective. In other words, we have a clear understanding of the implementation steps required. Our plans include clear, specific steps and

actions for implementation including timelines, responsibilities, partners, budget and other resources. The draft roadmap/implementation plan will be provided to the Working Group in preparation for presentation.

**8. Final Report Submission**

Incorporating any additional feedback received, a final report will be completed and presented to the Project Manager for approval. The final report will be submitted as an electronic copy. We are prepared to present the final plan to community stakeholders as required.

## PROPOSED PROJECT SCHEDULE

Our plan is based on completing the strategic planning process over four months. We have scheduled the contract starting August 20, 2019, and final strategy delivered on December 15, 2019. We are familiar with the BC Rural Dividend Fund, and we will ensure the plan is compatible with potential funding sources where possible – including the BC Rural Dividend Fund. We have in the past provided select qualifying recommendations ahead of the strategy completion and assisted in preparing successful funding applications. We are pleased to say that to date, 100% of our recommended strategies have been approved for funding. It is possible another round of applications will be called for prior to December 15<sup>th</sup>, and we will work with the Village of Ashcroft to put together an application for funding should that be the case.

The following table outlines the steps and deliverables. Dates may be adjusted according to actual project start date as required.

Steps and Deliverables	Timeline
Step 1: Getting Started – Kick-off Meeting	August 26, 2019
Step 2: Literature Review Step 3: Economic Scan and Tourism Analysis Step 4: Stakeholder Engagement Plan	September 30, 2019
Step 5: Community Engagement Process	October 31, 2019
Step 6: SWOT and Competitive Advantage	November 15, 2019
Step 7: Roadmap and Implementation Plan (Draft)	December 10, 2019
Step 8: Final Report Submission Presentation	December 20, 2019

## FINANCIAL EXPECTATIONS

The cost of the Scope of Work described in this proposal is \$29,700 for professional services inclusive of all travel and incidental costs and exclusive of applicable taxes (GST). Should there be changes or adjustments to the agreed work plan, the following rates will apply. For additional public or Council meetings not identified in the RFP any time required for preparation and meeting(s) will be charged at the rate below. Travel time will be charged at 50% of the hourly fee, and any expenses (i.e. accommodation, mileage, etc.) will be charged as incurred.

### Schedule of Hourly Rates

	<i>Hourly Rate</i>
Colleen Bond, Partner	\$150.00
Dale Wheeldon, Partner	\$150.00
Robyn Cyr, Senior Associate	\$85.00
Geoff Millar, Senior Associate	\$85.00
Ashleigh Volcz, Research Assistant	\$40.00

### Proposed Payment Schedule

#### **Project Payment Schedule**

The following outlines the proposed schedule of payment. Each invoice will include details of work performed the number of hours worked for each day and date, the disbursements expended and the totals for the period.

Professional fees, including all disbursements, are quoted at \$29,700 (plus applicable taxes). The following is our proposed payment schedule based on 25% deposit and three equal payments (4 total payments) based on completion of steps. We are happy to adjust the payment schedule as required.

Description	Amount (exclusive of GST)	Date
<b>Invoice 1</b> – 25% deposit	\$7,425.00	August 26, 2019
<b>Invoice 2</b> – completion of Literature Review, Economic Scan/Tourism Analysis and Stakeholder Engagement Plan	\$7,425.00	October 20, 2019
<b>Invoice 3</b> – completion of Community Stakeholder Engagement, Engagement Synopsis and SWOT	\$7,425.00	November 20, 2019
<b>Invoice 4</b> – completion of draft and final Economic Development Plan (September 30, 2018) and Presentation (October 10, 2018)	\$7,425.00	December 20, 2019

## Total Estimated Cost of the Project

The following provides a breakdown of project costs by task, personnel and estimated times.

Project Tasks in Days	EDCD (senior)	EDCD (Associate)	EDCD (staff)	Total
<b>Getting Started – Kick-off Meeting</b>	2.0	0.0	0.0	2.0
Project confirmations, roles and responsibilities				
<b>Literature Review</b>	1.0	0.0	0.0	1.0
Identify all relevant material & resources – Review process				
<b>Economic Scan / Tourism Analysis</b>	1.0	3.0	4.0	8.0
Data collection and analysis.				
<b>Stakeholder Engagement Plan</b>	1.0	0.0	1.0	2.0
Development and delivery of engagement plan – development and delivery of on-line survey				
<b>Community Stakeholder Engagement</b>	10.0	2.0	0.0	12.0
Community Tour. Community input development and facilitation – data collection				
<b>SWOT &amp; Competitive Advantages</b>	4.0	2.0	1.0	7.0
SWOT analysis and identification of competitive advantages				
<b>Roadmap and Implementation Plan (Draft)</b>	7.0	4.0	3.0	14.0
Draft implementation plan including specific activities and actions required				
<b>Delivery of Final Report</b>	4.0	1.0	2.0	7.0
Incorporate revisions from draft report, finalize				
<b>Total (Days)</b>	<b>30.0</b>	<b>12.0</b>	<b>11.0</b>	<b>53.0</b>
<b>Total (Hours)</b>	<b>240.0</b>	<b>96.0</b>	<b>80.0</b>	<b>424.0</b>
<b>Total (Fees)</b>				<b>\$29,700.00</b>
<b>Additional Fees:</b>				
All fees (travels, disbursements, expenses) have been incorporated into the above.				<b>\$0</b>
No additional costs will be charged unless contract requirements are changed or adjusted.				
<b>Total Fees &amp; Disbursements</b>				<b>\$29,700.00</b>
<b>Taxes – GST</b>				<b>\$1,485.00</b>
				<b>TOTAL inclusive of taxes and disbursements \$31,185.00</b>

## References

<b>Project Title, Location, Date of Completion</b>	Economic Development and Investment Action Strategy District of Tumbler Ridge January 2018
<b>Project Description and Budget</b>	<p>There were several project sections with multiple components within each:</p> <ul style="list-style-type: none"> <li>• A thorough review of Tumbler Ridge’s current economic situation with a view to identifying gaps in the market that could lead to future investment and business development opportunities.</li> <li>• A target economic sector study to identify Tumbler Ridge’s key competitive strengths and opportunities. The target sector study includes a plan to efficiently and cost-effectively promote opportunities. An additional key component of the study includes a resident attraction plan targeting the demographics that typically work in the identified sectors.</li> <li>• Completion of Community Economic and Investment Profiles in accordance with the economic direction of the community and a marketing plan to ensure these profiles reach target audiences.</li> <li>• Investment Readiness Assessment and Action Strategy. Particular attention was paid to land use planning, engaging with the business community, industrial land inventory and economic development capacity and marketing toolbox.</li> <li>• A final Economic Development and Investment Action Strategy that included public consultation and brought all the components together with specific initiatives and strategies, including a detailed action implementation matrix, for Tumbler Ridge.</li> </ul>
<b>Client/Reference Name and Contact Information:</b>	John Powell, Economic Development Manager jpowell@dtr.ca 250-242-4242

<b>Project Title, Location, Date of Completion</b>	Economic Development Strategy Columbia Shuswap Regional District October 2017
<b>Project Description and Budget</b>	The Shuswap Economic Development (SED) department wanted to understand the process and framework for undertaking an economic development strategy to guide their activities and programs for the next 3 – 5 years. The project including a review of existing work done to date, a facilitated workshop with stakeholders, an economic and demographic

	assessment of the region and sub-regions, identification of economic sector strengths and potential growth sectors, review of regulatory barriers, and comprehensive community/public consultation. The result was a strategy that outlined specific initiatives and programs for the SED, along with a detailed action implementation matrix. An added component to the project included a review of the existing structure and a recommendations report for restructuring.
<b>Client/Reference Name and Contact Information:</b>	Kyle Dearing, Economic Development kdearing@shuswapecdev.ca 250-832-8194

<b>Project Title, Location, Date of Completion</b>	Slocan Valley Economic Development Strategy Regional District of Central Kootenay April 2017
<b>Project Description and Budget</b>	The purpose of the project was to provide a foundational strategic and implementation plan for regional economic development collaboration between the four rural communities with the Slocan Valley located in the Central Kootenays. The final plan created a unified, holistic regional approach to prioritize and action relevant past recommendations in concert with current and future community and regional interests. The plan leverages partners, funding sources and created a tangible project-oriented and aligned approach to economic development in the Slocan Valley. A key component of the project was an Economic Development Structure Report recommending how regional services should be delivered. The structure report and final economic development plan were unanimously accepted, and the community has begun implementation and funding for regional economic development.
<b>Client/Reference Name and Contact Information:</b>	Bruce Woodbury, Chief Administrative Officer cao@newdenver.ca 250-538-2316

**MEMO TO: Mayor Roden & Council**

**MEMO FROM: Daniela Dyck, Deputy Corporate Officer**

**DATE: Sept. 6, 2019**

**SUBJECT: Pathways to Wellness – Evans Road Walking Path**

**Background**

Jim Duncan presented a proposal to research the construction of a walking path along Evens Road at the August 26, 2019 Committee of the Whole meeting on behalf of the Pathways to Wellness group.

**Discussion**

Generally, after a Committee of the Whole meeting, a report is provided for Council consideration at the next regularly scheduled Council meeting.

Staff has endeavored to research historical information to provide a complete report for Council's consideration. At this time Staff has not been able to access previous reports and information. Staff will continue to research this project and provide a report at the October 28, 2019 regular scheduled meeting of Council.

**For Information Only**

**Recommendation**

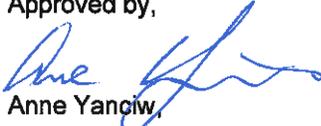
N/A

Respectfully submitted,



S. Daniela Dyck,  
Deputy Corporate Officer

Approved by,



Anne Yanciw,  
Chief Administrative Officer

**MEMO TO: Mayor Roden & Council**

**MEMO FROM: Daniela Dyck, Deputy Corporate Officer**

**DATE: Sept. 6, 2019**

**SUBJECT: WSP Canada Group Ltd. – CN Railway Cessation Project**

**Background**

At the June 10, 2019 regular meeting of Council staff was directed to move forward and obtain a site investigation and Anti-Whistling Report at a cost not to exceed \$12,000 with MMM Consulting Group.

**Discussion**

In a previous report presented to Council at the August 26, 2019 regular meeting of Council, staff indicated that three quotes were requested in accordance with the Village's Procurement Policy from MMM Consulting Group, WSP Canada Group Ltd. and Parsons and ND Lea Inc. The Village received one quote submission from WSP (attached) and is moving forward with the project.

This memo is for Council information only.

**Recommendation**

N/A

Respectfully submitted,



S. Daniela Dyck,  
Deputy Corporate Officer

Approved by:



Anne Yanciw,  
Chief Administrative Officer



August 30, 2019

Confidential

Ms. Daniela Dyck  
The Corporation of the  
Village of Ashcroft

**Re: Fee Proposal Professional Consulting Services for CN Railway Cessation Project**

Dear Ms. Dyck:

As requested, WSP Canada Group Limited (WSP) has prepared the following proposal to provide The Corporation of the Village of Ashcroft with consultation assistance in the form of a Railway Crossing Safety Assessment Report.

- **Project Description:** Currently the Old Cariboo Road crossing (Ashcroft Subdivision – CN Mile 49.05) is a passive two track crossing that is controlled by railway crossing and stop signs. It is understood that The Village of Ashcroft has been asked by the community to engage with CN to obtain anti-whistle approval for the crossing, as they have previously obtained a similar agreement with CP. To assist in the approval of the anti-whistling request, a Railway Crossing Safety Assessment needs to be undertaken first.
- **Scope of Services:** WSP will conduct the Railway Crossing Safety Assessment in three main tasks. Firstly, WSP will initiate the project and establish a detailed workplan and schedule. WSP would then gather all background information before conducting a field inspection/audit and analyse the conclusions from the investigation. Once finalized, WSP will highlight any issues surrounding the support of an anti-whistling requirements with an assessment and recommendation report. The following tasks detail the scope of service breakdown:
  - Data collection
  - Field Investigation (assume 1 day)
  - Information Review
  - Analysis
  - Assessment & Recommendations
  - Additional Expenses and Disbursements
  - Submission and coordination with CN Rail.
  - Contingent Scope excluded – Level Crossing Design (see below)

The schedule of fees and disbursements total to a **Fixed Fee of \$7,857.00 (excluding GST)**. This includes expenses with the assumption that The Corporation of the Village of Ashcroft will

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wsp.com

WSP Canada Inc.



provide WSP with vehicle/pedestrian count estimates at the crossing. Table 1 shows our estimated level of effort and hourly rates for our services and disbursements.

Contingent Scope: CN may request a Level Crossing Design to accompany the Whistle Cessation Application. Although we do not think they will in this case as the crossing appears to only be used by CN for business reasons. However, in the event that they request this WSP will apply a cash allowance of \$9,700 to prepare and submit a Level Crossing Design to Transport Canada standards.

We look forward to working with the Village of Ashcroft, with the aim of assisting the village in obtaining a whistle cessation agreement with CN. Should you have any questions, please do not hesitate to contact the undersigned at 604-601-6830 or at [Ben.Prashaw@wsp.com](mailto:Ben.Prashaw@wsp.com).

Yours sincerely,

A handwritten signature in black ink that reads 'Ben Prashaw'. The signature is cursive and fluid.

Ben Prashaw, P.Eng  
British Columbia Rail and  
Transit Lead

**MEMO TO: Mayor Roden & Council**

**MEMO FROM: Daniela Dyck, Deputy Corporate Officer**

**DATE: September 3, 2019**

**SUBJECT: Dog Control and Pound Operation Bylaw No. 832, 2019**

**Background**

The Village of Ashcroft Dog Regulation and Impounding Bylaw No. 502 and all its amendments required updating. Staff provided a draft bylaw for Council consideration.

**Discussion**

Council approved third reading of the Dog Control and Pound Operation Bylaw No. 832, 2019 on August 26, 2019. The Bylaw is being brought back to Council for adoption.

**Recommendation**

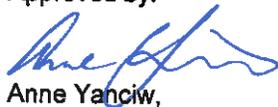
That Council adopt the Village of Ashcroft Dog Control and Pound Operation Bylaw No. 832, 2019.

Respectfully submitted,



S. Daniela Dyck,  
Deputy Corporate Officer

Approved by:



Anne Yanciw,  
Chief Administrative Officer

**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
DOG CONTROL AND POUND OPERATION BYLAW NO. 832, 2019**

**A BYLAW TO PROVIDE FOR THE CONTROL AND LICENSING OF DOGS AND THE OPERATION OF A  
POUND FACILITY IN THE VILLAGE OF ASHCROFT**

**NOW THEREFORE** the Council of the Corporation of the Village of Ashcroft, in open meeting assembled, **ENACTS AS FOLLOWS:**

**1. CITATION**

This Bylaw shall be cited for all purposes as the Village of Ashcroft “Dog Control and Pound Operation Bylaw No. 832, 2019”

**2. REPEAL**

The “Corporation of the Village of Ashcroft Dog Regulation and Impounding Bylaw No. 502” and all its amendments are hereby repealed.

**3. DEFINITION**

In this Bylaw:

<b>ALTERED</b>	a) refers to an animal which has been spayed or neutered.
<b>ANIMAL CONTROL OFFICER</b>	means: a) A person employed or contracted by the Village to be an Animal Control Officer or Bylaw Enforcement Officer; b) A municipal employee, officer or agent designated by Council as an Animal Control Officer for the purposes of this Bylaw; c) An RCMP officer; and d) A Province of British Columbia conservation officer.
<b>AT LARGE</b>	means: a) Being elsewhere than on lands or premises owned or occupied by the owner and not on a leash, or b) On unfenced land and not securely tethered, or c) Not under the physical control of its owner or owner’s agent, or d) In the care and control of a person who an Animal Control Officer considers is not a competent person.
<b>CHIEF ADMINISTRATIVE OFFICER (CAO)</b>	means: a) The Chief Administrative Officer of the Village or their designate, and includes anyone authorized by Council to act on their behalf.
<b>COMPETENT PERSON</b>	means: a) A person who is physically and mentally able to control a dog and to ensure compliance with this Bylaw at all times.
<b>COUNCIL</b>	means: a) The municipal Council of the Village of Ashcroft.
<b>DANGEROUS DOG</b>	means: a) A dangerous dog as defined by the Community Charter.
<b>DOG</b>	means: a) A domestic animal of the <i>Canis lupus</i> species.

<b>ENCLOSURE</b>	<p>means:</p> <ul style="list-style-type: none"> <li>a) A fence or structure: <ul style="list-style-type: none"> <li>(i) Allowing the humane confinement of an animal,</li> <li>(ii) Allowing the safe and unrestricted movement of the animal,</li> <li>(iii) With any gates to be self-closing,</li> <li>(iv) Capable of preventing the entry of a child aged 10 years or younger, and</li> <li>(v) Adequately constructed to prevent the animal confined within it from escaping.</li> </ul> </li> </ul>
<b>HUMANE</b>	<p>means:</p> <ul style="list-style-type: none"> <li>a) Not causing pain, and causing no discomfort or causing minimal discomfort.</li> </ul>
<b>IMPOUNDED</b>	<p>means:</p> <ul style="list-style-type: none"> <li>a) An animal that has been seized by the Animal Control Officer and is in the custody of the Animal Control Officer.</li> </ul>
<b>KENNEL</b>	<p>means:</p> <ul style="list-style-type: none"> <li>a) A facility for the care of three (3) or more dogs, cats or other household pets, where such animals are kept commercially for boarding, propagation, training, grooming or sale.</li> </ul>
<b>LEASH</b>	<p>means a device, or use of a device:</p> <ul style="list-style-type: none"> <li>a) No more than 2.0 metres (6.6 feet) in length, and</li> <li>b) Of a sufficient strength and design to restrain the animal for which it will be used, and</li> <li>c) Securely affixed to an animal, with the other end of the leash held by a competent person.</li> </ul>
<b>MICROCHIP</b>	<p>means:</p> <ul style="list-style-type: none"> <li>a) An approved National Companion Animal Coalition Canadian standard encoded identification device intended to be implanted into an animal, which contains a unique code that permits or facilitates access to owner information, including the name and address of the owner of the animal, which is stored in a central database.</li> </ul>
<b>MITIGATING FACTOR</b>	<p>means a circumstance that excuses the aggressive behavior of an animal and may include but is not limited to:</p> <ul style="list-style-type: none"> <li>a) Responding to an attack by a person or aggressive animal;</li> <li>b) Responding to an attack against its offspring by a person or animal;</li> <li>c) Responding to teasing, provocation or torment;</li> <li>d) Protecting its owner from physical harm;</li> <li>e) Defending the real or personal property of its owner from trespass, damage or theft;</li> <li>f) Attempting to prevent a person from committing an unlawful act; or</li> <li>g) Performing law enforcement work.</li> </ul>
<b>MUZZLE</b>	<p>means a humane device or application of a humane device that:</p> <ul style="list-style-type: none"> <li>a) Fits over the mouth of an animal, and</li> <li>b) Cannot be removed by the animal, and</li> <li>c) Prevents the animal from biting.</li> </ul>

<b>OWNER</b>	means any person: (a) Whose name appears on a dog license, or (b) Who has the care, custody or control of an animal, or (c) Who possesses, harbours or allows an animal to remain about a house, land or in premises owned or occupied by that person.
<b>POUND</b>	means: a) A premise designated by contract with the Village for the impoundment, care and feeding of animals pursuant to this Bylaw.
<b>POUNDKEEPER</b>	means: a) Any person appointed by Council to operate the pound, usually the Animal Control Officer.
<b>SECURE ENCLOSURE</b>	means a structure: a) Allowing the humane confinement of an animal, b) Allowing the safe and unrestricted movement of the animal, c) With any gates to be self-closing, d) Constructed and locked in such a fashion as to prevent the escape of an animal and to prevent the entry of any person other than those authorized by the owner, e) With no side in common with a perimeter fence, f) Approved by the Animal Control Officer for a specific animal, and g) Depending on the security and design of the structure, and the animal it will house, the Animal Control Officer may additionally require that the structure be: (i) at least 1.8 metres (5.9 feet) in height, (ii) having a concrete or asphalt floor, (iii) with wire or steel mesh sides and roof, and (iv) with the floor securely attached to the sides or the sides embedded in the ground to a minimum depth of 30 centimeters (1.0 foot).
<b>SERIOUS INJURY</b>	means an injury that: a) Includes a broken bone, disfiguring lacerations or extensive lacerations, b) Requires sutures or cosmetic surgery, or c) Is determined to be severe by a Court upon hearing the evidence.
<b>SERVICE ANIMAL</b>	means an animal trained by an accredited institution, and on duty: a) As a law enforcement animal, or b) To provide assistance to a hearing- or visually-impaired, physically- or developmentally-challenged person.
<b>TETHER</b>	means: a) A device or the application of a device such as a rope or chain with one end securely attached to an animal, and the other end securely attached to a stationary object or pulley and cable, and used to humanely confine an animal to a certain area.
<b>UNLICENSED DOG</b>	means a dog: a) For which the dog license for the current year has not been obtained, or b) To which a current dog license tag is not attached.

<b>VILLAGE</b>	means: a) The Corporation of the Village of Ashcroft or the area within the municipal boundaries of the Village of Ashcroft, depending on the context.
<b>ZONING BYLAW</b>	means: a) The Village of Ashcroft Zoning Bylaw as amended from time to time.

**4. ADMINISTRATION**

4.1. The Animal Control Officer is authorized to administer and enforce this Bylaw.

4.2. The Village may contract with any person, firm, society, or corporation as it deems appropriate for the purpose of maintaining and operating a pound, and providing for the collection, distribution and payment of revenue and expenditures derived from the operation of the pound.

4.3. No person shall hinder, delay, threaten, prevent, or obstruct in any manner, directly or indirectly, the Animal Control Officer while carrying out their duties pursuant to this Bylaw, including but not limited to obstruction by:

- a) Providing false information;
- b) Unlocking, unlatching, or otherwise opening a vehicle or any enclosure in which an impounded animal has been placed;
- c) Removing or attempting to remove any animal from the possession of a pound keeper, Animal Control Officer or Village employee;
- d) Removing or attempting to remove an animal from the pound, except in accordance with this Bylaw.

4.4. The Animal Control Officer may enter, at all reasonable times, upon any land in order to ascertain whether this Bylaw is being contravened.

**5. DOG CONTROL**

5.1. An owner shall not permit, suffer or allow a dog to be at large.

5.2. For the purposes of this bylaw, a dog is deemed to be at large where it is not under control by being:

- a) Elsewhere than on land or premises owned or occupied by the owner and not on a leash, or
- b) On unfenced land and not securely tethered, or
- c) Not under the physical control of its owner or owner’s agent, or
- d) In the care and control of a person who an Animal Control Officer considers is not a competent person.

5.3. An owner shall immediately remove any and all of their dog's excrement from another person's property or any public street, lane, sidewalk or any other public or private property and dispose of it in a sanitary manner.

5.4. An owner who is legally blind is exempt from section 5.3 in respect to excrement deposited by a service animal, when not accompanied by a sighted person aged 12 years or over.

5.5. An owner shall not permit a dog to continuously cry or bark which disturbs the quiet, rest, enjoyment, comfort or convenience of a neighbourhood or a person(s) in the vicinity or place where the dog is being housed or maintained.

5.6. An owner shall not tie, secure or tether any dog for a period longer than eight (8) hours at any one time for each twenty-four (24) hour period.

5.7. An owner shall not permit, suffer or allow a dog to be in the Chinese or municipal cemeteries or Village Parks at any time.

5.8. An owner of a female dog in heat shall keep the dog on the owner's property, and:

- a) Confined indoors, or
- b) Leashed and under the control of a competent person aged 16 years or older, or
- c) Confined within an enclosure with any gate locked at all times when the dog is within.

5.9. No more than two (2) dogs over the age of three (3) months shall be kept in a residentially zoned area in the Village at one time, unless the property is zoned Rural Residential and a kennel license has been purchased for the property.

## 6. DOG LICENSING

6.1. No person shall own, possess or harbour an unlicensed dog within the boundaries of the Village.

6.2. The categories of dog license are:

- a) Altered dog,
- b) Unaltered dog,
- c) Dangerous dog

6.3. The licensing fees shall be as set out as Schedule "G" in the Village of Ashcroft Consolidated Fees and Charges Bylaw No. 833, 2019 as amended from time to time.

6.4. In order to purchase an altered dog license, the owner of the dog must sign a declaration to certify that the dog has been altered on the annual Dog License Application as set out in Schedule "A" of this Bylaw (attached).

6.5. The owner of an altered dog may be required to produce a certificate from a qualified veterinarian to prove that the dog has been altered.

6.6. No refund shall be given if a dog is altered after its owner purchases a dog license.

6.7. Dog licensing fees shall not be pro-rated during the year.

6.8. The owner of a dog shall obtain a license in accordance with the provisions of this Bylaw before the last day of February in each year, or as soon thereafter as such dog shall attain three (3) months of age.

6.9. A license issued pursuant to this Bylaw is valid for the year for which it is purchased and shall expire on the 31st day of December in that year.

6.10. Issuance of a license shall be an administrative function of the municipal office under the direction of the Chief Administrative Officer.

6.11. Every person who obtains a license shall be given a tag which shall be, at all times, fastened to a collar or harness worn by the dog for which the license was purchased.

6.12. The number on the dog license shall correspond to the stamped number on the tag.

6.13. Where the tag issued by the Village has been lost or is no longer legible, a replacement tag shall be acquired by the owner for the remainder of the current licensing year, upon producing proof of previous purchase and payment of a prescribed fee.

6.14. The following dogs are exempt from the requirements of this section:

- a) Service animals,
- b) Dogs under the age of three (3) months, and
- c) Dogs that visit the Village for a total of 30 or fewer days in a calendar year.

## **7. DANGEROUS DOG**

7.1. In determining whether a dog is dangerous, mitigating factors may be considered.

7.2. No person shall own, possess or harbour any diseased or dangerous animal within the Village unless the same is kept sufficiently secured so as to prevent it from endangering the safety of any person or other animal, including a person lawfully entering upon the premises where the animal is located.

7.3. Without limiting the generality of the foregoing, no person who owns, possesses or harbours a dangerous dog shall permit, suffer or allow the dog to be on any highway, any public place or common property, or any place not owned or controlled by that person, unless the dog is sufficiently muzzled to prevent it from biting another animal or human.

7.4. Upon receiving a complaint in writing that a dog has attacked or attempted to attack any animal or human, if the owner of the dog can be ascertained, the Animal Control Officer shall notify the owner of the dog in writing of the complaint, and shall notify the owner of the dog in writing that the dog is now considered to be a " dangerous dog" as defined by the Special Powers in relation to dangerous dogs in the Community Charter and that the Village will follow the steps outlined in that legislation.

7.5. The Animal Control Officer may, at any time and in their sole discretion, humanely euthanize any animal suffering from any incurable disease, injury or mutilation, to prevent cruel suffering or the spread of disease.

## 8. KENNELS

8.1. The following Kennel provisions apply to all dogs except those under three (3) months of age:

8.2. Every owner of three (3) or more dogs shall possess a valid and subsisting kennel license.

8.3. A kennel license shall be obtained by applying to the Village and paying the prescribed kennel license fee and applicable dog license fee set out in Schedule "G" of the Consolidated Fees and Charges Bylaw No. 833, 2019.

8.4. No kennel shall be permitted unless:

- a) Adequate floor space of for each dog to lie flat on their sides outside their bed in the sleeping area.
- b) The kennel complies with all laws and regulations in force in the Province of British Columbia, all Municipal Bylaws and conforms to the Code of Practice for Canadian Kennel Operations as amended from time to time, including but not limited to construction requirements, lighting, temperature control and access to exercise space.
- c) A building permit for the kennel has been obtained in accordance with the provisions of the Village.

8.5. A kennel license issued may be suspended or revoked at any time by the Animal Control Officer if the provisions of the Bylaw are not observed by the licensee.

8.6. Every licensee shall, at all reasonable times, permit the Animal Control Officer, to enter and inspect any kennel for the purposes of ascertaining whether the provisions of this Bylaw are being observed.

8.7. Every kennel license issued under this Bylaw:

- a) expires on the 31<sup>st</sup> day of December of the year in which it is issued.
- b) is valid only in respect of the kennel for which it is issued; and
- c) shall be renewed no later than the 1<sup>st</sup> day of February in the following calendar year.

8.9. The Village shall maintain a record of all kennel licenses issued.

**9. SEIZURE AND IMPOUNDMENT**

9.1. The Animal Control Officer may seize and impound any animal which is found by the Animal Control Officer to be:

- a) Unlicensed, if there is a requirement that it be licensed; or
- b) At large on a highway or in a public place; or
- c) Straying or trespassing on private property; or
- d) On unfenced land and not securely tethered or contained, if there is a requirement to be securely fenced, tethered or contained; or
- e) A dangerous dog.

9.2. Upon seizure and impoundment of an animal, the Animal Control Officer shall make a reasonable effort to inform the owner, if known, that the animal has been seized and impounded.

9.3. If an owner is unknown, all reasonable efforts will be made to advise the public of the impounded animal being housed at the pound.

9.4. An animal delivered to the Animal Control Officer by the public may be dealt with in the same manner as an animal seized and impounded pursuant to this Bylaw.

9.5. It shall be unlawful for any person to release or rescue or attempt to release or rescue any dog lawfully in the custody of the Animal Control Officer, and no person shall intervene or otherwise interfere with the Animal Control Officer in the lawful exercise of his/her duties.

9.6. An owner may claim their impounded animal upon:

- a) Proving ownership to the pound keeper or Animal Control Officer, and
- b) Purchasing a licence if required by this Bylaw, and
- c) Paying the applicable fees and charges set out in Schedule "G" of the Consolidated Fees and Charges Bylaw No. 833, 2019.

9.7. In the case the owner is not known or the owner so notified does not within three (3) days of notification referred to in Section 9.2 hereof, appear at the pound and release the dog so impounded by the payment of the lawful fees as outlined in Schedule "G" of the Consolidated Fees and Charges Bylaw No. 833, 2019, the Animal Control Officer may put the dog or dogs up for adoption as provided for in this Bylaw.

9.8. In the event that the owner of an impounded dog is unable to claim the dog, he/she may sign an Authorization to Surrender Animal form as outlined in Schedule "B" of this Bylaw (attached).

9.9. The Animal Control Officer may advertise the unclaimed dog available for adoption no less than three (3) days after impounding and notification as per section 9.7. Interested parties must complete

the Animal Adoption Application as set out in Schedule "C" of this Bylaw, to assist the Animal Control Officer in determining if the applicant would be a suitable owner of the dog.

9.10. An animal may be seized and humanely euthanized if:

- a) It is determined by the Animal Control Officer or the pound keeper that the animal is suffering and the animal's suffering cannot be otherwise reasonably addressed; and
- b) The Animal Control Officer has made a reasonable effort to inform the owner, if known, of the seizure, impoundment, and condition of the animal; and the intent to have the animal humanely euthanized; and
- c) A veterinarian licensed to practice in British Columbia is retained to humanely euthanize the animal.

**10. ENFORCEMENT**

10.1 Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw or neglects to do, or refrains from doing anything required to be done by any of the provisions of this Bylaw, shall be deemed to be guilty of an infraction thereof, and liable to the penalty or penalties as stated in Schedule "G" of the Consolidated Fees and Charges Bylaw No. 833, 2019.

**11. SEVERABILITY**

11.1 If any section, subsection sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

READ A FIRST TIME THIS 22<sup>nd</sup> DAY OF JULY, 2019.

READ A SECOND TIME THIS 22<sup>nd</sup> DAY OF JULY, 2019.

READ A THIRD TIME THIS 26<sup>th</sup> DAY OF AUGUST, 2019.

RECONSIDERED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

Certified to be a true and correct copy  
of the Village of Ashcroft Dog Control and  
Pound Operation Bylaw No. 832, 2019  
as adopted by Council.

\_\_\_\_\_  
Barbara Roden, MAYOR

\_\_\_\_\_  
, CAO

\_\_\_\_\_  
, CAO

THE CORPORATION OF THE VILLAGE OF ASHCROFT  
DOG CONTROL AND POUND OPERATION BYLAW NO. 832, 2019  
SCHEDULE "A"

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**APPLICATION FOR DOG LICENCE**

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DATE: \_\_\_\_\_

OWNER: \_\_\_\_\_

PHONE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

BOX: \_\_\_\_\_

TOWN: ASHCROFT, BC

DOG'S NAME: \_\_\_\_\_

SEX: \_\_\_\_\_

SPAYED OR NEUTERED: \_\_\_\_\_

COLOR: \_\_\_\_\_

BREED: \_\_\_\_\_

TAG NO.: \_\_\_\_\_ TAG YEAR: 2019

I hereby swear that the above described dog has in fact been altered and is a neutered male or spayed female canine.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

THE COPORATION OF THE VILLAGE OF ASHCROFT  
DOG CONTROL AND POUND OPERATION BYLAW NO. 832, 2019  
SCHEDULE "B"

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**AUTHORIZATION TO SURRENDER ANIMAL**

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Person Name: _____
Person Address: _____
Home Phone: _____ Cell: _____
Identification Type: _____
Animal Detail: _____
Type Breed: _____
Mixed Colour _____ Colour _____ Gender _____

I, the undersigned, being the owner, or having control of the animal described within and assuming all responsibility and releasing the VILLAGE OF ASHCROFT of all risk and damage which may arise from whatever cause, do hereby surrender the said animal to the VILLAGE OF ASHCROFT and its representatives. I also hereby agree to indemnify and save the VILLAGE OF ASHCROFT harmless from all claims, actions or demands which may be made against it by anyone claiming to be the owner of said animal or otherwise. Persons surrendering the animal(s) are advised ownership is transferred to the VILLAGE OF ASHCROFT and no information regarding animals will be released to previous owners.

Owner/Agent (Print Name): \_\_\_\_\_

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

Witness Name (Print Name): \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THE CORPORATION OF THE VILLAGE OF ASHCROFT  
DOG CONTROL AND POUND OPERATION BYLAW NO. 832, 2019

SCHEDULE "C"

**ANIMAL ADOPTION APPLICATION**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_  
Other adults in the home: Y / N Children in the home Y / N Children's ages \_\_\_\_\_  
Will the dog come into contact with young children? Y / N Please provide details: (grandkids, visitors, daycare etc.) \_\_\_\_\_  
\_\_\_\_\_  
Other pets in the home: Y / N How many: \_\_\_\_\_ Age of pets \_\_\_\_\_  
Type: \_\_\_\_\_ Breed \_\_\_\_\_ Gender \_\_\_\_\_  
Why would you like to adopt this dog? \_\_\_\_\_  
\_\_\_\_\_  
Do you have adequate space for the dog to roam / play outside (ie fenced yard)? Y / N  
Where will you keep the dog during the day? \_\_\_\_\_  
Where will you keep the dog during the night? \_\_\_\_\_  
Behaviours you are willing to work on (please circle all that apply)? Chewing, Wandering, Howling, Barking, Digging, House Training, Fearfulness, Separation anxiety, Obedience,  
Other (please list) : \_\_\_\_\_  
I am not willing to work on any problems: Y / N I need more information to decide: Y / N  
I would like my dog to:  
Be friendly with children: Y / N Be friendly with other dogs: Y / N Be friendly with cats: Y / N  
Be friendly with me: Y / N Be calm: Y / N Be playful: Y / N Be quiet: Y / N Be independent: Y / N

Have you previously rescued a dog? Y / N

Please describe the experience:

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Describe the type of dog you are looking to adopt:

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Are you willing to have the Animal Control Officer do a home visit by appointment? Y / N

Under what circumstances would you return the dog? \_\_\_\_\_

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**REFERENCES:**

Do you have a Veterinarian? Y / N Veterinary Clinic: \_\_\_\_\_

Does the Village of Ashcroft have your permission to contact the above listed Veterinary Clinic? Y / N

Personal Reference:

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

Phone: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

FALSIFIED INFORMATION WILL LEAD TO AUTOMATIC REJECTION OF THE APPLICATION. THE VILLAGE OF ASHCROFT RESERVES THE RIGHT TO REFUSE ANY APPLICANT.

I understand that it is my responsibility to see and evaluate the dog for myself before agreeing to adoption. The adoption of a lifelong animal friend should not be impulsive, but rather a carefully thought out decision, which will ensure a loving, lasting relationship.

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

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

**MEMO TO: Mayor Roden & Council**

**MEMO FROM: Daniela Dyck, Deputy Corporate Officer**

**DATE: September 3, 2019**

**SUBJECT: Consolidated Fees and Charges Bylaw No. 833, 2019**

**Background**

Council reviewed and has approved third reading of the Consolidated Fees and Charges Bylaw No. 833, 2019. Staff is bringing the bylaw back to Council for adoption.

**Discussion**

At the August 26, 2019 Regular Meeting of Council, Council approved third reading of the "Village of Ashcroft Consolidate Fees and Charges Bylaw No. 833, 2019".

**Recommendation**

**That Council adopt the Village of Ashcroft Consolidated Fees and Charges Bylaw No. 833, 2019.**

Respectfully submitted,



S. Daniela Dyck,  
Deputy Corporate Officer

Approved by:



Anne Yanciw,  
Chief Administrative Officer

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**CONSOLIDATED FEES AND CHARGES BYLAW NO. 833, 2019**

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A bylaw for the charging of rates for goods and services in the Village of Ashcroft

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**WHEREAS** the Council of the Village of Ashcroft wishes to charge fees in accordance with Section 194 of the *Community Charter*, a Council may impose fees with respect to all or part of a service of the municipality, the use of municipal property, or the exercise of authority to regulate, prohibit or impose requirements;

- (1) **NOW THEREFORE** the Council of the Village of Ashcroft, in open meeting assembled, enacts as follows:
- (2) This Bylaw may be cited as "Village of Ashcroft Consolidated Fees and Charges Bylaw No. 833, 2019".
- (3) The Village of Ashcroft Consolidated Fees and Charges Bylaw No. 833, 2019 shall impose the fees and charges as specified in the Schedules "A" through "K" and forming part of this Bylaw;

Schedule "A" Administration and Miscellaneous Fees  
Schedule "B" Ashcroft Swimming Pool Rental Rates  
Schedule "C" Drylands Arena Rental Rates  
Schedule "D" Parks Rental Rates  
Schedule "E" Ashcroft Community Hall Rental Rates  
Schedule "F" Ashcroft Museum Research Fees  
Schedule "G" Dog Control and Pound Operation Fees  
Schedule "H" Cemetery Fees  
Schedule "I" Water Fees  
Schedule "J" Sewer Fees  
Schedule "K" Solid Waste Collection Fees  
Schedule "L" Development and Subdivision Fees

- (4) That any charge is subject to discount by the Chief Administration Officer up to \$250 per instance. Any discount over \$250 requires a resolution of Council.
- (5) The Chief Administrative Officer or designate may recover any recreation fees or charges for different business activities affecting property or recreation.
- (6) That the following Schedules of the listed Bylaws be repealed:

Schedule "B" Bylaw No. 808, 2016 "Recreation Fees Bylaw"  
Schedule "C" Bylaw No. 808, 2016 "Recreation Fees Bylaw"  
Schedule "D" Bylaw No. 808, 2016 "Recreation Fees Bylaw"  
Schedule "E" Bylaw No. 808, 2016 "Recreation Fees Bylaw"  
Schedule "F" Bylaw No. 808, 2016 "Recreation Fees Bylaw"

Schedule "B" Bylaw No. 770, 2010 "Cemetery Amending Bylaw"  
 Schedule "A" Bylaw No. 797 "Water Regulations"  
 Schedule "A" Bylaw No. 796 "Sewer Regulations"  
 Schedule "A" Bylaw No. 785 "Solid Waste Collection Removal and Disposal  
 Bylaw"

- (7) If any section, subsection sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.
- (8) This bylaw will take affect at adoption.

READ A FIRST TIME THIS	22 <sup>nd</sup>	DAY OF	JULY	, 2019
READ A SECOND TIME THIS	22 <sup>nd</sup>	DAY OF	JULY	, 2019
READ A THIRD TIME THIS	26 <sup>th</sup>	DAY OF	AUGUST	, 2019
RECONSIDERED AND ADOPTED THIS		DAY OF		, 2019

\_\_\_\_\_  
 Barbara Roden, Mayor

\_\_\_\_\_  
 , Chief Administrative Officer

Certified to be a true and correct copy of  
 Bylaw No. 833 as adopted by Council.

\_\_\_\_\_  
 , Chief Administrative Officer

/sdd

**Schedule "A"**

**Administration and Miscellaneous Fees**

**Rates include GST**

<b>Administration</b>	<b>Unit of Charge</b>	<b>Rate</b>
NSF Cheque Service Charge		\$ 25.00
Property Tax Certificate Request		\$ 25.00
Building Information Request (BIR)	Per Request	\$ 75.00
Routinely Releasable Information	\$25.00/ first 30 minutes and \$12.50 per every ¼ hour afterwards)	\$50.00/hour
<b>Photocopies</b>		
Greyscale 8.5x11 per copy	Per page	.50
Greyscale 8.5x14 per copy	Per page	.50
Greyscale 11x17 per copy	Per page	1.00
Colour 8.5x11 per copy	Per page	1.00
Colour 8.5x14 per copy	Per page	1.25
Colour 11x17 per copy	Per page	2.00
Bulk copying may be negotiated		
Faxes and Scans, per page		.50
<b>Other Services</b>		
Official Community Plan	Per Document	\$ 10.00
Zoning Bylaw -photocopy	Per Document	\$ 10.00
Subdivision Servicing & Development Bylaw	Per Document	\$ 10.00
Reprinted Tax/Utility Bills or Business License	Per Document	\$ 5.00
Business License Listing	Per Document	\$ 5.00
Village Pins	Each	\$ 1.00

**Schedule "B"**

**Ashcroft Swimming Pool – Rental Rates**

**Rates include GST**

<b>Classification</b>	<b>Time Period</b>	<b>Rate</b>
Infant	N/A	Free
Child	Public Swim	\$2.00
	Season Pass	\$40.00
	Punch Card*	\$20.00
Youth OR Senior Citizen OR Disabled Persons	Public Swim	\$2.50
	Season Pass	\$45.00
	Punch Card*	\$25.00
Adult	Public Swim	\$3.00
	Season Pass	\$60.00
	Punch Card*	\$30.00
Family	Public Swim	\$10.00
	Season Pass	\$140.00
Group Rental Rate (includes 2 Lifeguards)	Per hour	\$125.00

\* = 14 Sessions for the price of 10

**Schedule "C"**

**Drylands Arena – Rental Rates**

Rates include GST

Classification	Time Period	Rate
Infant	N/A	Free
Child	Public Skate	\$1.50
	Season Pass	\$20.00
Youth OR Senior Citizen OR Disabled Persons	Public Skate	\$2.50
	Season Pass	\$40.00
Adult	Public Skate	\$3.00
	Season Pass	\$60.00
Family	Public Skate	\$10.00
	Season Pass	\$100.00
Drop in Hockey		\$5.00
Mom & Tots Skating		\$2.50
Sticks & Pucks	Per user	\$3.00

Classification	Definition	Rate (per hour)
Minor (Use of Ice)	Rentals where the majority of users are 18 years or younger	\$60.00
Adult (Use of Ice)	Rentals were the majority of users are 19 years or older	\$100.00
Minor (Dry Floor)	Rentals where the majority of users are 18 years or younger	\$30.00
Adult (Dry Floor)	Rentals were the majority of users are 19 years or older	\$40.00

Classification	Definition	Rate
Minor Special Events (Ice Use)	Rentals where the majority of users are 18 years or younger. These events could include tournaments, fundraising, exhibition games, etc.	6 Hours - \$325.00 8 Hours - \$400.00 12 Hours - \$575.00 16 Hours - \$725.00 Weekend - \$1500.00
Adult Special Events (Ice Use)	Rentals where the majority of users are 19 years or older. These events could include tournaments, fundraising, exhibition games, etc.	6 Hours - \$575.00 8 Hours - \$750.00 12 Hours - \$1100.00 16 Hours - \$1325.00 Weekend - \$2250.00
Special Events (Dry Floor) - Regular *	This covers a 3-day period - one day to setup, one day for event and one day for takedown. Beyond 3 days, \$50 will be charged per day	\$700.00
Special Events (Dry Floor) - Non- Profit*		\$300.00
Other Charges	Damage Deposit	\$500.00

#### Lounge Rental

Per hour	\$10.00
Per Day – tournament	\$30.00
Per 2 Days – tournament	\$50.00
Per 3 Days – tournament	\$75.00

#### Non-Resident Users

Ice users who do not physically reside within the boundaries of the Village of Ashcroft will be charged \$30.00 per person per season to a maximum of \$100.00 per family to use the Drylands Arena. Family rate applies to a maximum of five persons of an immediate family who all reside at the same physical address. These funds will be collected by their respective organization and remitted to the Village of Ashcroft along with a listing of their registered members. The payment and listing must be received by the Village by November 15<sup>th</sup> in each year.

**Schedule "D"**

**Parks – Rental Rates**  
**Rates include GST**

**Annual Fees**

<b>Classification</b>	<b>Rates (per Year)</b>
All Users before 17:00 hours	Free
Minor – 18 years old and younger after 17:00 hours	\$3.00 per player
Adult – 19 years old and older after 17:00 hours	\$6.00 per player

**Tournament Fees**

<b>Classification</b>	<b>Rates (per Day)</b>
Minor – Up to 16 teams	\$55.00
Minor – Over 16 teams	\$110.00
Adult – Up to 16 teams	\$110.00
Adult – Over 16 teams	\$220.00

**Base Use Deposit**

Per set = \$200.00 per use

**Damage/Clean Up Deposit**

Per Tournament = \$300.00

**Schedule "E"**

**Ashcroft Community Hall – Rental Rates**  
**Rates include GST**

Type of Use	Time Period	Rate
Kitchen	Per Day	\$10.00
Not-for-Profit Use	Hourly	\$5.00
	Per Day	\$40.00
Commercial/Private Use – Adult Aged	Hourly	\$10.00
	Per Day	\$80.00

**Schedule "F"**

**Ashcroft Museum – Research Fees**

**Rates include GST**

<b>Classification</b>	<b>Unit of Charge</b>	<b>Rate</b>
Research	\$25.00/first 30 minutes and \$12.50 per every ¼ hour afterwards	\$50.00/hour
Photocopying	Per Page	\$0.50
Digital Imaging	Personal	\$15.00
	Commercial	\$30.00

**Schedule "G"**

**Dog Control and Pound Operation Fees**  
**Rates include GST**

<b>Annual License Fee</b>	<b>Rate</b>
Each Altered Dog	\$10.00
Each Unaltered Dog	\$30.00
Dangerous Dog	\$100.00
Replacement of lost or damaged tag	\$5.00
Kennel	\$150.00
Surcharge applied after February 28 each calendar year	\$5.00
<b>Impound Fees</b>	
<b>For seizing and impounding any LICENSED dog</b>	
Seized and returned immediately to the owner	\$10.00
First Impoundment	\$25.00
Second Impoundment	\$50.00
Third Impoundment	\$100.00
Fourth and subsequent impoundments	\$200.00
Daily boarding fee	\$10.00
<b>For seizing and impounding any UNLICENSED dog</b>	
First impoundment	\$50.00
Daily boarding fee	\$10.00
Dog license (must purchased upon return of animal)	See appropriate fee above
<b>For seizing and impounding any DANGEROUS dog</b>	
Each offence	\$200.00
Daily boarding fee	\$10.00
If unlicensed, Dangerous dog license must be purchased upon return of animal	\$100.00
<b>Animal Adoption</b>	
Animal adoption fee	\$100.00

## Schedule "H"

### Cemetery Fees

Rates include GST

<b>Grave Space</b>	<b>Rate</b>
Adult size grave space – resident (includes \$125.00 to Care)	\$500.00
Adult size grave space – non resident (includes \$250.00 to Care)	\$1000.00
Cremated Remains – resident (includes \$50.00 to Care)	\$200.00
Cremated Remains – non resident (includes \$100.00 to Care)	\$400.00
<b>Columbarium Space</b>	
Niche – resident (includes \$250.00 to Care)	\$1000.00
Niche – non-resident (includes \$375.00 to Care)	\$1500.00
<b>Services</b>	
Opening and closing for Burial - Adult size	\$350.00
Opening and closing - Cremated Remains	\$150.00
<b>After Hours Burials</b>	
Burials after 3:30 pm Monday – Friday – regular fee plus	\$200.00
Burials on Saturday, Sunday or Statutory Holiday – regular fee plus	\$200.00
<b>Transfer of License</b>	
Transfer of License (resident to non-resident)	\$200.00
Transfer of License (all other)	\$75.00
<b>Memorial Installation</b>	
Single: (30cm x 50 cm); (20 cm x 28 cm); (30 cm x 60 cm); (includes \$25.00 to Care)	\$100.00
Double: (45 cm – 75 cm); (includes \$50.00 to Care)	\$200.00
Engraving and handling of niche plates (includes \$62.50 to Care)	\$250.00
<b>Grave Liners</b>	
Full size grave (concrete)	\$500.00
Cremated Remains (poly)	\$150.00

## Schedule "I"

### Water Fees

Rates include GST

Category	2019	2020 \$ Subsequent
Single Family Dwelling	\$478.00	\$550.00
Multi Family Dwelling – per single unit	\$478.00	\$550.00
Mobile Home	\$478.00	\$550.00
Hotel (including restaurant, beer parlour, rooms, lounge)	\$5750.00	\$6613.00
Restaurant 1-10 seats	\$687.00	\$790.00
Restaurant 11+ seats	\$1542.00	\$1773.00
Licensed Lounge	\$1542.00	\$1773.00
Laundromat, Per Washer	\$205.00	\$236.00
Service Station	\$514.00	\$591.00
Clinic / Train Station	\$1199.00	\$1379.00
Commercial 1-2 Washrooms	\$478.00	\$550.00
Post Office	\$925.00	\$1064.00
Supermarket	\$1542.00	\$1773.00
Church / Community Hall	\$478.00	\$550.00
School, Per Classroom	\$478.00	\$550.00
Hospital, Per Bed	\$478.00	\$550.00
Industrial Plant 1-2 Washrooms	\$3018.00	\$3471.00
RCMP Station	\$3085.00	\$3548.00
Curling Rink	\$478.00	\$550.00
Racquet and Leisure Centre	\$3596.00	\$4135.00
Courthouse	\$3104.00	\$3570.00
Unspecified, 1-2 Washrooms	\$478.00	\$550.00
Irrigation	\$4349.00	\$5001.00
Drip Irrigation	\$2130.00	\$2450.00
Car Wash – 2 Bay	\$1677.00	\$1929.00
Water on/off for repair	\$50.00	\$50.00
Cross Connection Turn on Fee	\$200.00	\$200.00
Third Party Purchase of Bulk Water	\$75.00 fixed rate and \$1.00 /m3 of water purchased	\$75.00 fixed rate and \$1.00 /m3 of water purchased
Application for Connection to Village Water Supply (if the Village has put in the connection)	\$1500.00 minimum fee	\$1500.00 minimum fee

**Schedule “J”**

**Sewer Fees  
Rates include GST**

<b>Category</b>	<b>2020</b>	<b>2021 Subsequent</b>
Single Family Dwelling	\$458.00	\$504.00
Multi Family Dwelling – per single unit	\$458.00	\$504.00
Mobile Home	\$458.00	\$504.00
Hotel (including restaurant, beer parlour, rooms, lounge)	\$2103.00	\$2313.00
Restaurant 1-10 seats	\$715.00	\$787.00
Restaurant 11+ seats	\$1659.00	\$1825.00
Licensed Lounge	\$1659.00	\$1825.00
Laundromat, Per Washer	\$201.00	\$221.00
Service Station	\$458.00	\$504.00
Clinic / Train Station	\$458.00	\$504.00
Commercial 1-2 Washrooms	\$458.00	\$504.00
Post Office	\$458.00	\$504.00
Supermarket	\$1144.00	\$1258.00
Church / Community Hall	\$246.00	\$271.00
School, Per Classroom	\$458.00	\$504.00
Hospital, Per Bed	\$458.00	\$504.00
Industrial Plant 1-2 Washrooms	\$916.00	\$1008.00
RCMP Station	\$916.00	\$1008.00
Curling Rink	\$458.00	\$504.00
Racquet and Leisure Centre	\$2859.00	\$3145.00
Courthouse	\$2973.00	\$3270.00
Unspecified, 1-2 Washrooms	\$458.00	\$504.00
Car Wash – 2 Bay	\$1605.00	\$1766.00
Sewer Disconnection/Re-connection	Actual cost	Actual cost



**Schedule "L"**

**Development and Subdivision Fees**  
**Rates include GST**

<b>Category</b>	<b>RATE</b>
Development Variance Permit	\$300.00
Temporary Use Permit	\$250.00
Official Community Plan Amendment (OCP)	\$800.00
Zoning Bylaw Amendment	\$800.00
Development Permit	\$500.00
If OCP and Zoning Amendments are in tandem, combined fee	\$1000.00
<b>Subdivision Application Fees</b>	
Preliminary Layout Approval (PLA):	
First Parcel	\$250.00
Subsequent Parcels	\$100.00
Final Plan Examination Fees:	
Base Fee	\$250.00
Final Plan or Document Re-signing	\$100.00
<b>Subdivision Application Fees (STRATA)</b>	
Form "P" Approval	\$100.00
Phased Strata Approval – application fee for each phase	\$250.00
Form "Q" – per each additional Strata lot	\$100.00
Bare Land Strata – application fee	\$250.00
- Per each Strata lot created	\$100.00
Strata Conversion - application fee	\$250.00
- Each Strata unit created	\$100.00
Form or Document Re-signing	\$100.00
Submission of a Contaminated Site Profile form	\$100.00
Preliminary Layout Approval Renewal	\$100.00