



**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 6:00 PM ON MONDAY, FEBRUARY 10, 2025

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

CALL TO ORDER

"Mayor and Council wish to acknowledge that the meeting today is held within the traditional territory of the Nlaka'pamux people."

1. ADDITIONS TO OR DELETIONS FROM THE AGENDA

2. MINUTES

2.1	Minutes of the Regular Meeting of Council held Monday, January 27, 2025 M/S <i>THAT, the Minutes of the Regular Meeting of Council held Monday, January 27, 2025, be adopted as presented.</i>	P.1-8
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3. DELEGATIONS

3.1	Cam Tedford – Funeral Costs/Cemetery Space and Opportunity for our Village lost	P.9
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4. PUBLIC INPUT

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

5. BYLAWS/POLICIES

5.1	Travel Reimbursement Policy – Updated M/S <i>THAT, Council approves the amended Travel Reimbursement Policy No. F-03-2021 as presented.</i>	P.10-14
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6. STAFF REPORTS

REQUEST FOR DECISION		
6.1	CAO Report – Variance Application 710 Elm Street M/S	P.15-20



	<p>1. THAT, Council issues a "Notice of Intent" to consider approval of Development Variance Permit No. DVP-2025-01 for 710 Elm Street (LOT 1 DISTRICT LOT 378 KAMLOOPS DIVISION YALE DISTRICT PLAN KAP81072).</p> <p>M/S</p> <p>2. THAT, neighborhood notification be sent to property owners within 100m of the subject property to advise consideration of the proposed Development Variance Permit.</p>	
6.2	<p>CAO Report – Emergency Response Plan Updates</p> <p>M/S</p> <p>THAT, Council approves the engagement of Holistic Emergency Management Preparedness and Response (HEMPR) to conduct a review and update of the Village of Ashcroft’s Emergency Response Plan (ERP), ensuring full compliance with the Emergency and Disaster Management Act (EDMA) and Indigenous Engagement Requirements Funding Program (IERFP).</p> <p>AND THAT, Administration be authorized to sign a contract with HEMPR for these services within the approved grant-funded budget of \$40,000, ensuring the necessary updates and training are implemented effectively.</p>	P. 21 - 34
6.3	<p>CAO Report – Tender for Fire Department</p> <p>M/S</p> <p>That, Council approves the purchase of a 2016 Morgan Freightliner Tanker for the Fire Department at a cost of \$194,000 plus applicable taxes.</p>	P.35-38
6.4	<p>EDTC Report – Marketing Initiatives Grant Application</p> <p>M/S</p> <p>THAT, Council for the Village of Ashcroft extends its full support for the submission of an application to the Northern Development Initiative Trust's (NDIT) Marketing Initiatives funding stream seeking financial assistance of up to \$19,275.00</p>	P39-40
FOR INFORMATION		
6.5	BEO Report – 4th Quarter Report October-December 2024	P.41
6.6	EDT Report – Year End Report	P.42 - 43

7. CORRESPONDENCE

FOR ACTION		
7.1	<p>TCMHA – Request for Council to Address Key Issues at the Arena</p> <p>M/S</p> <p>To be determined</p>	P.44
7.2	<p>Ashcroft 4-H Club – Use of Community Hall</p> <p>M/S</p>	P.45



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 6:00 PM ON MONDAY, FEBRUARY 10, 2025

	<i>THAT, Council approves the Ashcroft 4-H Club request to use the Community Hall the first Tuesday every month in 2025 beginning March 1st at 6:00 pm and free use of the Community Hall for February 11th at 6:00 pm for the AGM and again on March 15th from 10:00 am – 1:00 pm for their Communications Day.</i>	
7.3	Ashcroft Hub Society – Letter of Support M/S <i>THAT, Council approves the HUB Society request and provides a letter of support for capital grant applications to replace the roof and HVAC System.</i>	P.46
FOR INFORMATION		
7.4	TNRD Board Meeting Highlights – January 223, 2025	P.47-52
7.5	Capstone Infrastructure Corp. – Proposed Highland Valley Wind Project in the TNRD Project Update	P.53
7.6	Film Commission updates January 2025	P.54-55

8. UNFINISHED BUSINESS

8.1	Task Manager	P.56
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9. NEW BUSINESS

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

10.1	Policy Review Meeting Notes	P.57-58
10.2	EDT -Working Group Meeting Notes	P.59-60

11. COUNCIL REPORTS

11.1	Mayor Roden	
11.2	Councillor Anstett	
11.3	Councillor Clement	
11.4	Councillor Davenport	
11.5	Councillor Lambert	

12. RESOLUTION TO ADJOURN TO CLOSED MEETING

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

12.1	N/A	
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13. RESOLUTIONS RELEASED FROM CLOSED MEETING

13.1	N/A	
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14. ADJOURNMENT



THE CORPORATION OF THE VILLAGE OF ASHCROFT
 REGULAR MINUTES
 FOR THE MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS OF THE
 VILLAGE OFFICE AT 6:00 PM ON MONDAY, JANUARY 27, 2025

PRESENT: Mayor, Barbara Roden
 Councillor, Jonah Anstett
 Councillor, Jessica Clement
 Councillor, Nadine Davenport
 Councillor, Doreen Lambert

CAO, Daniela Dyck
 CFO, Yogi Bhalla
 DPW, Brian Bennewith

EXCUSED:

Media – 1
 Public – 11

CALL TO ORDER

Mayor Roden called the Regular Meeting of Council for Monday, January 27, 2025, to order at 6:01 pm.

“Mayor and Council wish to acknowledge that the meeting today is held within the traditional territory of the Nlaka’pamux people.”

1. ADDITIONS TO OR DELETIONS FROM THE AGENDA

M/S Clement / Lambert

THAT, the Agenda for the Regular Meeting of Council for Monday January 27, 2025, be amended to include an Invitation to the 158th Clinton Annual Ball to be discussed under New Business.

CARRIED Unanimous R-2025-27

2. MINUTES

2.1	Minutes of the Regular Meeting of Council held Monday, January 13, 2025 M/S Lambert / Clement <i>THAT, the Minutes of the Regular Meeting of Council held Monday, January 13, 2025, be adopted as presented.</i>	CARRIED Unanimous R-2025-28
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3. DELEGATIONS

3.1		
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THE CORPORATION OF THE VILLAGE OF ASHCROFT
REGULAR MINUTES
FOR THE MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS OF THE
VILLAGE OFFICE AT 6:00 PM ON MONDAY, JANUARY 27, 2025

4. PUBLIC INPUT

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

Mayor Roden welcomed everyone in the gallery, acknowledging that their attendance was likely related to the Water Meter Grant application. Before addressing the water meter project, she took a moment to inform the public that bullying and harassment of Council members or staff would be met with the full force of the law. She emphasized that a Council member had been both verbally and physically assaulted earlier that day, making it clear that such behavior would not be tolerated.

Mayor Roden then provided background information on the Village’s ongoing water conservation efforts, which have had limited success. She highlighted the opportunity for 100% funding for the proposed water metering project and noted the likelihood of future legislation requiring all communities to implement water meters. Additionally, she pointed out that many grant applications for water and sewer infrastructure upgrades now require municipalities to demonstrate active progress toward metering to be eligible for funding.

Focusing on the Village’s proactive and fiscally responsible approach, Mayor Roden emphasized the importance of preparing for future service delivery and infrastructure needs. She assured the public that if the funding application were approved, there would be extensive public consultation as the project progressed.

Mayor Roden asked all speakers to please note their name and address prior to addressing Council.

Public:

Steve Smith 1266 Heustis Dr.

- Comment – Noticed the EV Charger is being used and commented that in his opinion that type of visitor is not an economic contributor.

Rick Lang 617 Cedar Crescent

- Appreciated the clarification provided about the water metering project and is happy to hear there will be consultation.

Steve Smith

- Comment that he cant see a reason for water metering in Ashcroft, believes conservation is a better approach.
- Comment that some people may not be able to afford to water their trees under a water metering program and turn Ashcroft’s landscape into a baren land.
- Suggested mandating underground sprinklers s an alternative solution.

CFO Bhalla

- Addressed the increasing costs of managing projects in the current post-pandemic, inflationary period. Noted that ongoing monthly expenses, such as gas and hydro, have escalated significantly, requiring the Village to explore alternative solutions for water conservation. Emphasized that higher water usage leads to increased service delivery costs, drawing a comparison to the Water Treatment Plant (WTP) operating costs.
- CFO Bhalla acknowledged the Village's past reluctance to implement a water metering system but emphasized that 100% grant funding is rare, making this an opportunity that should not be overlooked.
- Discussed the WTP's size and capacity, clarifying that the current two trains are fully equipped with membrane filtration and meet the needs of the community, including proposed developments. Noted that if further growth occurs, a third train would need to be installed and populated with membrane filters to accommodate increased water demand.
- Further discussions covered the need for upgrades to the Sewer Treatment Plant and the pursuit of grant funding for the project. Additionally, highlighted the proposed twin reservoir for North Ashcroft.
- CFO Bhalla emphasized that Council and Staff are taking a proactive approach to ensure Ashcroft's future growth is supported by essential infrastructure and services.

Keith Archibald – 505 Pine Street

- Asked about fire mitigation efforts undertaken by the Village
 - Response – Participating in the FireSmart program, currently looking to hire a contracted FireSmart coordinator – first year is mostly public education and engagement and development of the Community Wildfire Resiliency Plan, second year enables implementation and private property assessments. Year two also permits mitigation efforts such as chipping programs.
- Concern that water meter rates will be unaffordable
 - Response – the current water rate for all households is \$550/year. The elderly single person pays the same rate as a family of four, metering will have a base rate, and any usage of the estimated annual consumption rate will have additional charges for those households that exceed the base rate.
- Comment regarding green lawns and trees providing fire protection.

Ken Brown 1311 Western Ave

- Comment about the WTP and pump station at Legacy Park, and ongoing water restrictions, causing his wife to hand water her plants. Wondered what the capacity and base rate for water will be per household?
 - Response – base rate and capacity is unknown at this time, we are at the application stage and if approved will be working through the details and keep the public informed. The Village will draw on the knowledge of other communities that have implemented a similar program and learn from their experience.
- Implementation cost question
 - Unknown at this time but we are applying for the maximum funding. Water Meter and technology price will depend on if the province bulk buys or each municipality will be purchasing individually.

- Concern that the additional work load will require one or two new employees
 - Our intent is not to hire additional employees but reconfigure within. If this isn't possible, usage of water generally offsets all operational costs.

CFO Bhalla discussed parallel billing

- Noting water metering usually runs a dummy pay system the first year after installation so consumers can see what the estimated payments are for the year compared to the current model. This enables consumers to gauge their consumption and adjust usage to manage their bills.
- We are at an impasse, we need to begin looking at water meter implementation at the most affordable level.
- Ashcroft has not had any utility costs increases in the last four years, but our costs have escalated providing an example of Hydro and Fortis costs.

Alexandra Potter 1217 Brunswick Place

- Comment in regards to removal of cedar trees which provided a privacy barrier but required too much water.
- Who determines the water fees with the meters, the province or the Village?
 - Response – the Village will determine costs based on actuals. The fees collected for water and sewer much sustain the systems.
- Concern about a household not using as much water as is estimated in the base rate.
 - CFO Bhalla provided a breakdown of how he determines water fees
 - Variable and fixed costs breakdown explanation of overall expenses provided. Water systems are not a tax – but the system does have to sustain itself ie: cost equals actuals plus statutory reserve (pumps replacement etc).
- When do we anticipate to see the actual costs – will it be based on regular consumption or restricted consumption?

Gallery Comment:

- What will billing cycle look like?
 - The Village will keep things as simple as possible – ideally bill once a year but show consumption on a more regular basis. We will commit to research what other communities are doing? What do their residents prefer: monthly, quarterly annual billing?
- Will there be a meter cap, for example if residents want to water their lawns to keep their grass green during a wildfire, will the water be shut off when a certain water usage is maxed?
 - Response – during an emergency situation, there will be emergency actions. We have to maintain water for fire flows,
- Will there be penalty charges or water shut off for those using excessive water?
 - Response – No, we wont shut water off, but those residents will be billed for the water they used. There may be a penalty, but these things will be discussed during community meetings keeping in mind there has to be a balance.



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Mayor Roden commented that Stage 1 water restrictions although not discussed to date in regards to a water metering program, will likely not go away it's the norm in most communities. Commenting on the ongoing watering throughout the community in the summer months during the peak heat in the afternoons which is a waste of water as most of it evaporates almost immediately. Moving to levels two, three or four is influenced by drought conditions, wildfire, and many other extenuating factors and cant be addressed today.

Cam Tedford

- Asked how many Closed meetings were held in 2024 and wondered what percentage of motions were released to the public. In his estimation it appears to be 20%.
 - There were eight Closed Meetings in 2024, not all motions are released to the public such as any related to a legal matter or motions approving the previous meetings minutes.
- Clarification requested what can be asked during Public Input, todays questions didn't appear to be on the Agneda.
 - Grey area – the Water Meter project was on the Minutes from the previous meeting which were an agenda item.

Leith – apologised for inability to properly stream the last Council meeting.

5. BYLAWS/POLICIES

5.1		
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6. STAFF REPORTS

REQUEST FOR DECISION		
6.1	<p>CAO Report – Retroactive Request to Waive Ice Time and Liability Insurance Purpose: The purpose of this Council Report is to seek retroactive approval from the Council for the donation of ice time and waiver of liability insurance for the Guns and Hoses Charity Hockey Game, which took place on January 25, 2025, at the Drylands Arena.</p> <p>M/S Lambert / Anstett <i>THAT, Council retroactively approves the donation of ice time for the Guns and Hoses Charity Hockey Game and a two-hour practice session at Drylands Arena; and waive the liability insurance for the event providing liability under the Village policy.</i></p>	<p>CARRIED Unanimous R-2025-29</p>
FOR INFORMATION		



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7. CORRESPONDENCE

FOR ACTION		
7.1	Ashcroft & District Health Care Auxiliary – Request Donation of Community Hall for Thrift Shop Christmas Sale November 12-16, 2025 M/S Clement / Davenport <i>THAT, Council approve the Ashcroft & District Health Care Auxiliary’s request for donation of the Community Hall for the Thrift Shop Christmas Sale, November 12-16, 2025.</i>	CARRIED Unanimous R-2025-30
7.2	Ashcroft & Area Community Resources Society – Request Donation of Community Hall for the Christmas Hamper Drive December 16-20-, 2025 M/S Roden / Lambert <i>THAT, Council approve the Ashcroft & Area Community Resources Society’s request for donation of the Community Hall for the Christmas Hamper Drive, December 16-20, 2025.</i>	CARRIED Unanimous R-2025-31
7.3	British Columbia Rural Health Network (BCRHN) – 2025 Membership Renewal M/S Clement / Anstett <i>THAT, Council approves the membership renewal to the BC Rural Health Network for a fee of \$50.00.</i>	CARRIED Unanimous R-2025-32
7.4	Gold Country BC – Input Needed for New Geocaching Tour Locations in Gold Country <i>Refer to Economic Development and Tourism Working Group</i>	
7.5	BCEDA – Connecting the Dots – Collaboration, Innovation, Resilience – 2025 BC Economic Summit – May 12-15, 2025 Penticton Interested Council members to advise the CAO	
FOR INFORMATION		
7.6	SD 74 Board Bulletin – January 2025	
7.7	SILGA – Joint Area Association Virtual Engagement Session (JAAVES) – Save the Date	
7.8	Recognize Remarkable – Nominations & Programming Updates from BC Achievement Foundation – Nomination Deadline is February 15, 2025 Reminder Rotary is still seeking nominations to January 31st	

8. UNFINISHED BUSINESS

8.1	Task Manager	
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	Installation of parking signs will proceed in the next few weeks	
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9. NEW BUSINESS

9.1	Invitation from the Clinton Annual Ball Society inviting Mayor Roden to the 158 th Annual Ball M/S Lambert / Clement <i>THAT, Council approves the Mayor and guest to attend the 158th Clinton Annual Ball and direct staff to coordinate the tickets.</i>	CARRIED Unanimous R-2025-33
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10. REPORTS/RECOMMENDATIONS FROM COMMITTEES, COTW, and COMMISSIONS

10.		
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11. COUNCIL REPORTS

11.1	Mayor Roden SILGA – coming up this spring in Merrit, organizers are looking at including a trip to the Honour Ranch	
11.2	Councillor Anstett	
11.3	Councillor Clement Attended the HAWK meeting last week – confirmed that there are three full time doctors at the UPCC and noted that anyone without a family doctor can be connected to the UPCC as patient and their file will be transferred.	
11.4	Councillor Davenport	
11.5	Councillor Lambert Attended the Seniors Meeting – sadly only 4 members were present. Encouraged Council to promote seniors attendance as the Society needs members	

12. RESOLUTION TO ADJOURN TO CLOSED MEETING

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

12.1	N/A	
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13. RESOLUTIONS RELEASED FROM CLOSED MEETING

13.1	CAO Report – Closed Meeting January 13, 2025 – Release of Closed Meeting Resolutions For Information	
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THE CORPORATION OF THE VILLAGE OF ASHCROFT
REGULAR MINUTES
FOR THE MEETING OF COUNCIL HELD IN COUNCIL CHAMBERS OF THE
VILLAGE OFFICE AT 6:00 PM ON MONDAY, JANUARY 27, 2025

14. ADJOURNMENT:

Mayor Roden adjourned the Regular Meeting of Council for Monday, January 27, 2025, at 7:28 pm

Certified to be a true and correct copy of
the Minutes of the Regular Meeting of
Council held Monday, January 27, 2025.

Daniela Dyck,
Chief Administrative Officer

Barbara Roden,
Mayor

INFORMATION FOR DELEGATIONS

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

1. Name of Organization or Group (if applicable): Can Tedford

2. Name(s) and title(s) of Person(s) making presentation: Samz

3. The topic of your presentation: Funeral costs / cemetery space and opportunity for our village best.

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

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

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

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

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



9. Date requested to make presentation: February 10 / 2025
 Alternate date (if necessary): _____

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

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

FINANCE POLICY

TITLE: Travel Expense Reimbursement		POLICY #: F-03-2021
Authority: Council	Effective Date: August 26, 2008 Review Date: April 1, 2025	
Issued By: Kristine Hardy, Executive Assistant Issued Date: February 23, 2021	Approved By: Council Approved Date: August 26, 2008 Amended: July 25, 2022 Resolution #: R-2022-187	

PURPOSE: To establish procedures for Council, Staff and Employees traveling on behalf of the Village of Ashcroft.

POLICY:

If a member of Council, staff or employee is authorized to represent the Village, engage in Village business or attend a meeting, course or conference outside the Village’s boundaries, they are entitled to be reimbursed for travel costs incurred as outlined within this policy. For the purpose of this policy an employee also includes a member of the volunteer fire department.

1. Travel Authorization

- a. Members of Council are authorized to attend the annual Union of British Columbia Municipalities (UBCM) and the Southern Interior Local Government Association (SILGA) conventions as per Policy C-01-2021
- b. Members of Council and their alternates who have been appointed to the following boards and committees are authorized to travel to all scheduled meetings:
 - Thompson Nicola Regional District
 - Northern Development Initiative Trust
- c. All other travel by council requires a resolution of Council provided it has been included in the annual budget.
- d. All travel by staff/employees requires prior approval from the **Department Head** and must be included in the annual budget.
- e. All travel by the Chief Administrative Officer requires prior approval by the Mayor and must be included in the annual budget.

2. Expense Claims Approval Authority

- a. The Chief Financial Officer (or delegate) must approve all expense claims.
- b. The Chief Administrative Officer must initial all expense claims submitted by the Mayor and Councillors and Chief Financial Officer.
- c. The Mayor and Chief Financial Officer must initial all expense claims submitted by the Chief Administrative Officer.

3. Eligible Expenses

Transportation

- a. When the use of a private vehicle is used, reimbursement shall be paid at the same rate as that paid by the Province of British Columbia
- b. When a private vehicle is used for municipal business, the owner must ensure that there is adequate insurance coverage. Minimum \$2,000,000 liability insurance is required. The Village will not reimburse any insurance deductible that is applicable. The Village will not assume any liability on behalf of the council member, staff or employee in the event of inadequate insurance coverage.
- c. All other expenses relating to transportation such as taxi/bus fares, parking fees and related charges shall be paid as necessarily incurred and supported by original receipts.
- d. When it is necessary or economically feasible, travel by air will be reimbursed at economy airfare rates supported by original receipts.

Accommodation

- a. Accommodation shall be arranged by the Chief Financial Officer (or designate) and shall be requested with as much advance notice as possible.
- b. Accommodation costs may be claimed based on actual costs, including associated parking levies and telephone charges relative to municipal business, plus applicable taxes and supported by original receipts. The Government rate should always be requested.
- c. Additional accommodation costs that are incurred when a spouse or family member travels are not the Village's responsibility and must be deducted from the expense claim form.
- d. Where accommodation is arranged or accepted at a relative or friend's residence, a nightly rate of \$50 will be paid to cover a house gift or other expression of thanks. No receipt is required.



Daily Expenses

- a. The per diem allowance of ~~\$75~~ \$85 per day when travel is outside the Village boundaries is calculated as follows:

Breakfast	\$15	\$20
Lunch	\$25	
Dinner	\$35	\$40

- b. The per diem must be reduced for each meal included in the meeting, course or conference registration.
- c. When the absence is for less than a full day, only meals within the time period may be claimed at the above rates. When travel for the day originates at their residence, the breakfast allowance may not be claimed.
- d. Receipts are not required when claiming the daily expense rates.

Registrations

- a. Registration fees for training sessions, seminars, conferences, etc. shall be paid in full for each authorized and approved registrant, in advance and directly to the sponsoring organization.
- b. Registration fees for pre-conference functions (such as golfing, wine tours, etc.) are not the responsibility of the Village and must be deducted from the travel expenses claim form.
- c. Registration fees for partners to attend meetings, courses or conferences are not the responsibility of the Village and must be deducted from the travel expenses claim form.

Advances

- a. Travel advance requests must be approved by the Chief Administrative Officer or Chief Financial Officer and shall be for a maximum of 80% of the estimated costs.
- b. Travel advance requests shall be submitted on the designated form attached as Schedule “A” to this policy. Requests must be submitted at least 10 days in advance of the expected date of travel.

Reimbursements

- a. Travel expense claims must be submitted on the prescribed form attached as Schedule “B” to this policy. All applicable and original receipts shall be attached to the expense claim form.
- b. Travel expense claim forms must be submitted within seven days of return.
- c. Travel advances must be included in the travel expense claim form where indicated and unused funds must be returned to the Village within seven days.

4. Cancellation

Valid Reasons for Cancellation

- a. Cancellation due to unforeseen circumstances such as illness, family emergency, bereavement, or other exceptional and unavoidable situations may be considered valid. Documentation supporting the reason for cancellation may be required at the discretion of the Village.

Financial Responsibility for Non-Recoverable Expenses

- a. If a Council member, staff, or employee cancels their attendance without a valid reason as outlined above, they shall be personally responsible for reimbursing the Village for any non-recoverable expenses incurred on their behalf. These expenses may include, but are not limited to:
 - Conference registration fees
 - Non-refundable travel expenses (e.g., flights, accommodations, transportation deposits)
 - Other prepaid costs associated with the event

Notification Requirements

- a. Council members, staff, or employees are required to notify the Village Administration as soon as they become aware of the need to cancel. The Village will make reasonable efforts to minimize costs by canceling or transferring reservations wherever possible.

Reporting and Appeal Process

- a. A written report detailing the cancellation and any associated non-recoverable costs will be submitted to the Policy Review Committee. Council members, staff, or employees may appeal the determination of financial responsibility to the Committee, which will review the circumstances on a case-by-case basis.

4. Mayor's Discretionary Expenses

- a. Any expenditure by the Mayor or Deputy Mayor for the hosting of individuals and/or organizations for municipal purposes will be reimbursed subject to approval by the Chief Administrative Officer. Approval is subject to the funds being included in the annual budget.

5. Municipal Credit Cards

- a. No member of council, including the Mayor, will be provided with a municipal credit card.
- b. The Chief Financial Officer, the Chief Administrative Officer and the Director of Public Works shall be provided with municipal credit cards to be used solely for municipal purchases when no other method of payment is available.

6. Effective Date

August 26, 2008

Amended July 25, 2022

**VILLAGE OF ASHCROFT
TRAVEL EXPENSES**

NAME: _____ **DATE:** _____

TRAVEL DESTINATION: _____ **DATES OF TRAVEL:** _____

REASON FOR TRAVEL: _____

TRANSPORTATION

Own Automobile _____ kms @ \$0.70 **Total Mileage \$** _____ -

ACCOMMODATION (Includes Parking Charges) - Receipt required

Hotel/Motel _____ 0 nights @ _____ 0 **Total Accommodation \$** _____ -

MEALS

Breakfast	_____	x \$20	\$ -		
Lunch	_____	x \$25	\$ -		
Dinner	_____	x \$40	\$ -		
					Total Meals \$ _____ -

OTHER EXPENSES (Air Fare, Ferry, Taxi, etc.) - Receipts required

Details:	Cost:	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
		Total Other Expenses \$ _____ -

<i>Accounts Payable Invoice No.</i> _____	
<i>GL Account</i>	<i>Amount</i>
_____	\$ _____
_____	\$ _____

Total Travel Expenses \$ _____ -

Less Travel Advance \$ _____

Less Pre-Conference/Spousal Activities \$ _____

Amount Due to Applicant \$ _____ -

Amount Returned to Village \$ _____

I hereby certify that the expenses claimed were incurred while I was engaged in the business of Village of Ashcroft

Signature of Applicant

Signature of CFO

NOTE: This form must be accompanied by original receipts where applicable and signed. Please print on green paper.

TO: Mayor and Council

MEETING DATE: February 10, 2025

FROM: Daniela Dyck, CAO

SUBJECT: Variance Application for 710 Elm Street Seniors Housing Development

RECOMMENDATION:

1. *THAT, Council issue a "Notice of Intent" to consider approval of Development Variance Permit No. DVP-2025-01 for 710 Elm Street (LOT 1 DISTRICT LOT 378 KAMLOOPS DIVISION YALE DISTRICT PLAN KAP81072).*
2. *THAT, neighborhood notification be sent to property owners within 100m of the subject property to advise consideration of the proposed Development Variance Permit.*

PURPOSE:

This report seeks Council approval to issue the Notice of Intent and Neighbourhood Notification letters regarding a Development Variance Permit (DVP) application, proposing a reduction in the required off-street parking stalls from 51 to 36 at 710 Elm Street.



Respectfully Submitted by:

Daniela Dyck,
Chief Administrative Officer

DISCUSSION:

During the zoning confirmation process for the proposed 29-unit seniors housing development at 710 Elm Street, it was identified that the development does not meet the parking requirements outlined in Zoning Bylaw No. 823, 2018.

The subject property is zoned Park and Public Use (P1), and the proposed housing complex falls under the Multiple Dwelling Unit category as "Unassisted Seniors Housing" in Table 16:1 of the Bylaw. The required parking allocation for this classification is 1.5 parking stalls per dwelling unit plus one

additional visitor parking stall per every four units. Based on this calculation, the development requires a total of 51 parking stalls.

Variance Request:

The applicant, TVMS, has advised that the site does not have sufficient space to accommodate the required number of parking stalls and has therefore applied for a variance to reduce the parking requirement to one stall per unit (29) plus an additional seven stalls for visitors which is a reduced total of 36 parking stalls for the development.

Mitigation Measures:

To address potential parking concerns, TVMS has entered into an agreement with the operators of the supportive housing units located on the same site to utilize existing underutilized parking stalls. Furthermore, TVMS will implement the following measures to manage parking demand:

Rental Agreement Restriction: Tenants of the new development will be limited to one vehicle per household, which must be parked on-site.

Anticipated Demand: TVMS has indicated that most seniors residing in apartment-style housing typically own only one vehicle, and the organization does not anticipate significant parking demand beyond what is available.

Review and Consideration:

The site plan has been forwarded to the Public Works and Fire Department for review and comment. Any recommendations or concerns from these departments will be presented to Council for consideration.

Strategic/Municipal Objectives

Legislative Authority

Financial Implications

Attachment Listing

Draft Notice of Intent

Draft Notification Letter

TVMS Letter Requesting Variance

Site Plan



601 Bancroft Street
Ashcroft, BC V0K 1A0
Tel: 250-453-9161
Email: admin@ashcroftbc.ca

February 11, 2025

**Notice of Intention to Consider Issuance of a
Development Variance Permit**

Council for the Village of Ashcroft hereby gives Notice of Intention to consider issuance of a Development Variance Permit at its Regular Meeting scheduled for 6:00 pm, Monday, March 10, 2025, in the Council Chamber at 601 Bancroft Street.

File Development Variance Permit No. DVP#2025-01

Applicant Thompson View Manor Society

Location 710 Elm Street - LOT 1 DISTRICT LOT 378 KAMLOOPS DIVISION YALE DISTRICT
PLAN KAP81072.

Proposal Vary section 16 of Zoning Bylaw No. 823 to permit a reduced number of total parking
stalls to 36 off-street stalls.

Purpose To authorize an Unassisted Seniors Housing complex on the same parcel where
the Thompson View Manor Supportive Housing unit is located.

The purpose of this Notice is to acquaint the property owners and residents in the area with the specifics of the proposed variance. We request that the Village receive any written submissions by 4:00 pm Wednesday, March 5, 2025. The submissions will then be distributed for Council's consideration.

Relevant background information and a draft of the permit are available at the Village office for perusal Monday through Friday, except Statutory Holidays, during office hours (8:00 am to 4:00 pm). If you have any questions, please call or email Daniela Dyck at 250-453-9161 or cao@ashcroftbc.ca.

Written submissions may be emailed to admin@ashcroftbc.ca or mailed to:

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

Your Truly,

Daniela Dyck,
Chief Administrative Officer



February 7, 2025

TO OWNERS AND/OR OCCUPIERS:

Subject: Notice of First Reading - Zoning Amendment Bylaw No. 870, 2024
Rezoning Application 02- 2024
Lot 1, District Lot 378, KDYD Plan KAP81072; PID: 026.682.753
710 Elm St, Ashcroft, BC

This letter is for your information and to advise you of bylaw amendments for land within 100 metres of your property.

If approved by Council, the proposed Development Variance Permit # 2025-01, would reduce the number of required off street parking stalls to 36 and enable development of a 29-unit senior residential complex at 710 Elm Street.


This publication serves as notice that **no public hearing** will be held for the proposed zoning amendment. Provincial legislation prohibits local governments from holding a public hearing where the purpose of a bylaw is to permit residential development consistent with an Official Community Plan (see *Local Government Act*, section 464(3)). We notify owners and tenants of property within 100 metres of land that is directly affected by a proposed varinace.

We rely on BC Assessment records to compile our list of property owners and this letter is sent to those on the current list. Further, to meet notice requirements, we ask that property owners pass this information to any tenants of the property. Please advise us if you are unable to pass this notice on to your tenants in occupation. Finally, if you no longer own the property, kindly forward or pass this notice along to the current owner and/or tenant.

Your cooperation is appreciated.

If you have any questions regarding the proposed bylaw amendment, please contact the undersigned at EMAIL: cao@ashcroftbc.ca or PHONE: 250-453-9161

Yours truly,



Daniela Dyck,
Chief Administrative Officer

Encl. Council Report to explain proposal



Thompson View Manor Society

710 Elm Street, PO Box 318

Ashcroft, BC V0K 1A0

Thompson View Manor (Independent Living): 250-453-9223 Email: tvms@telus.net

Thompson View Lodge (Assisted Living): 250-453-0085 Email: tvlodge_cm@telus.net

February 4, 2025

To: Village of Ashcroft

From: Thompson View Manor Society
710 Elm Street
Ashcroft, BC V0K 1A0

RE: New Construction of 29 Unit Unassisted Seniors Housing at 710 Elm Street
Application for Development Variance

To Whom it May Concern,

Thank you for considering our application for Development Variance Permit regarding the number of parking spots for our proposed new building. The architect originally used parking spot calculations for "Supportive Housing", but when we changed the P1 designation to "Unassisted Seniors Housing", it was a design team error that the number of parking spots were not recalculated.

We are asking for a variance from the required 1.5 parking spots per unit, to instead having 1.0 parking spots per unit.

- Our current design provides 35 parking spots for the proposed building.
- Our variance design would need 36 parking spots for the proposed building (29 unit spots + 7 visitor spots). To make up for the 1 additional spot, we can use one or more of the existing TVMS building unused parking spots.

We at Thompson View Manor Society feel that having 1.0 parking spots per unit is sufficient for the following reasons:

1. Most seniors only have one vehicle, and some do not have any, (RV parking will not be allowed on site as the spots are not large enough).
2. TVMS will include in their tenant rental agreements that only 1 parking spot will be provided.
3. The existing TVMS building will have an agreement with the new TVMS building stating that any unused existing building parking spots can be shared with the new building.

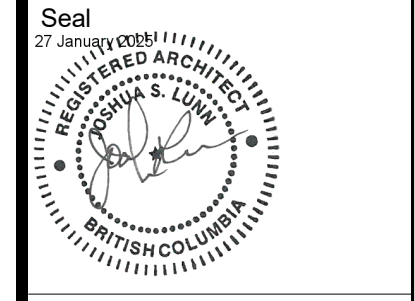
We appreciate your consideration for our request. Feel free to reach out to us if you have any questions.

Respectfully,

Deborah Tedford

Chair

Thompson View Manor Society



THIS DRAWING MUST NOT BE SCALED.
VERIFY ALL DIMENSIONS AND DATUMS PRIOR TO COMMENCEMENT OF WORK. REPORT ALL ERRORS AND OMISSIONS TO THE ARCHITECT.
VARIATIONS AND MODIFICATIONS ARE NOT ALLOWED WITHOUT WRITTEN PERMISSION FROM THE ARCHITECT.
THIS DRAWING IS THE EXCLUSIVE PROPERTY OF THE ARCHITECT.
ANY REPRODUCTION MUST BEAR THEIR NAME AS ARCHITECT.

Client

Consultants

NO. DATE RECORD OF REVISIONS

7	2025.01.27	ISSUED FOR TENDER
6	2025.01.20	RE-ISSUED FOR 95% H/C HOUSING
5	2025.01.10	ISSUED FOR BUILDING PERMIT
4	2024.12.02	ISSUED FOR 95% REVIEW
3	2024.10.18	ISSUED FOR 90% REVIEW
2	2024.09.13	RE-ISSUED FOR DESIGN DEVELOPMENT REVIEW
1	2024.08.02	ISSUED FOR 95% H/C HOUSING REVIEW

NO. DATE RECORD OF ISSUES

Project

ELM STREET

SENIORS HOUSING DEVELOPMENT
710 ELM STREET ASHCROFT, B.C.

Sheet Title

SITE PLAN

Job Number 22.1057

Date 2025.01.27

Scale As indicated

Revision Number 0

Drawing Number

A1.0

2025-01-27 11:52:56 AM

UNIT MIX

ADAPTABLE 1-BEDROOM:	12 UNITS	563.00sq.ft
ACCESSIBLE 1-BEDROOM:	2 UNITS	625.00sq.ft
ADAPTABLE 2-BEDROOM:	15 UNITS	810.00sq.ft
TOTAL NUMBER OF UNITS:	29 SUITES	

UNIT TYPES MATRIX

UNIT TYPE	LEVEL 1	LEVEL 2	TOTAL
UNIT A ADAPTABLE	4	6	10
UNIT B ADAPTABLE	7	0	7
UNIT C ADAPTABLE	1	0	1
UNIT D ACCESSIBLE	1	1	2
UNIT E ADAPTABLE	0	8	8
UNIT F ADAPTABLE	0	1	1
TOTAL	13	16	29

ZONING CALCULATIONS

CIVIC ADDRESS: 710 Elm Street Ashcroft, B.C.
PROPOSED ZONING: P1

LOT AREA: 8,241.44 sq.m (88,710.12 sqft)

PROPOSED SETBACKS	REQUIRED	PROPOSED
FRONT	7.5 m	7.5 m
SIDE	3.0 m	3.0 m
REAR	9.0 m	9.0 m

MAX. BLDG HEIGHT: 3 storeys / 2 storeys
BLDG. HEIGHT TOP OF ROOF: 31' - 5"

LANDSCAPE AREA AT THIS BUILDING: 1768.2 sm (19 032.4 sf)

FLOOR AREA RATIO:

LOT AREA = 8,241.44 sq.m (88,710.12 sqft)
BUILDING GFA = 2,661.76 sq.m (28,650.98 sqft)
FLOOR AREA RATIO: 2,661.76 / 8,241.44 = 0.32

SITE COVERAGE

LOT AREA = 8,241.44 sq.m (88,710.12 sqft)
BUILDING FOOTPRINT = 1,330.88 sq.m (14,325.49 sq.ft)
SITE COVERAGE = 1,330.88 / 8,241.44 = 16% (MAX. ALLOWABLE = 40%)

BUILDING DENSITY:

LOT AREA = 8,241.44 sq.m (88,710.12 sqft) [0.824143982676 HA]
SITE DENSITY: 0.824143982676 * 75 = 61 (MAX. 75 DWELLING UNITS PER HECTARE)

UNITS PER ACRE: 29 + 20 / 2.036 acres = 24

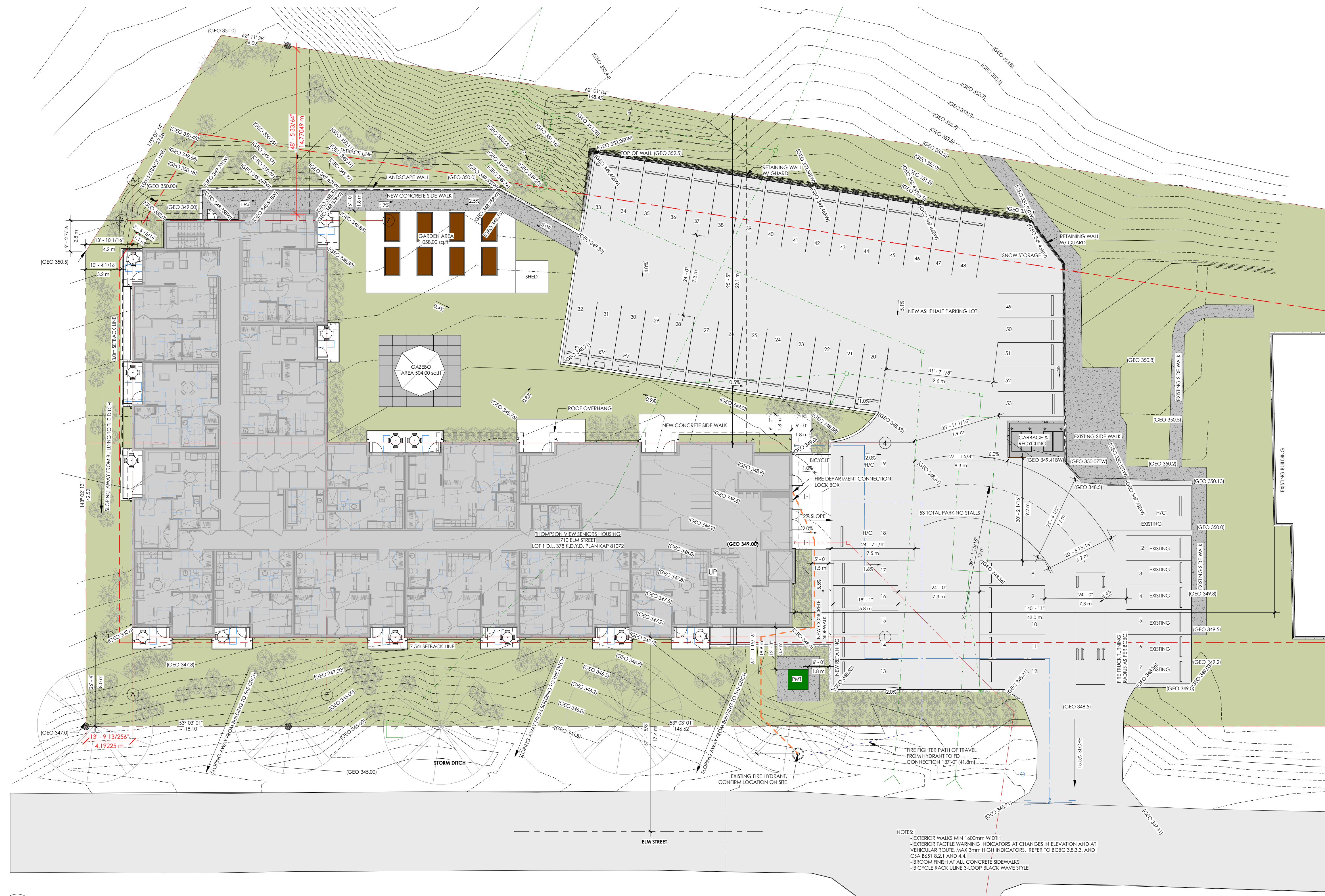
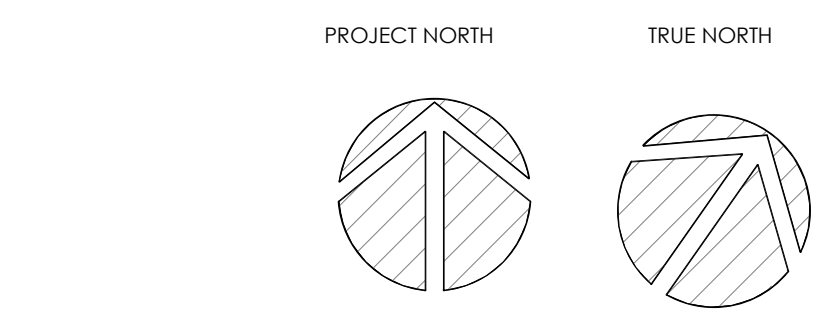
PARKING

PARKING REQUIREMENT	VEHICLES	BICYCLES
EXISTING BUILDING	15 (incl. 1 H/C)	
STAFF PARKING	3	
NEW BUILDING		
29 SUITES	29 (incl. 2 H/C)	
VISITOR PARKING	7	
TOTAL	54	

PARKING PROVIDED: 53 VEHICLES, 24 BICYCLES

Landscape open Space (LOS)
19,091.13sq.ft

NOTE:
REFER TO BCRC 4.1.5.15 - LOAD ON VEHICLE GUARDRAILS FOR ALL STRUCTURAL GUARDRAIL REQUIREMENTS.



NOTES:
- EXTERIOR WALKS MIN 1400mm WIDTH
- EXTERIOR TACTILE WARNING INDICATORS AT CHANGES IN ELEVATION AND AT VEHICULAR ROUTE. MARK 3mm HIGH INDICATORS. REFER TO BCRC 3.8.3.3, AND CSA B651 8.2.1 AND 4.4.
- ROOM FINISH AT ALL CONCRETE SIDEWALKS
- BICYCLE RACK LINE SLOOP BLACK WAVE STYLE

1 SITE PLAN ALT
A0.3 1/16" = 1'-0"

Additionally, the Thompson-Nicola Regional District (TNRD) is the designated agency to take the lead on any emergency response situations in our current EMR plan. However, the Village of Ashcroft takes the lead on all community communication and public engagement. The Village also actively participates in all emergency response meetings and decision-making processes. The TNRD has been notified of the Emergency Response Plan update and has been asked about the level of involvement they would like to have. We are currently waiting for their response.

KEY EDMA REQUIREMENTS & COMPLIANCE MEASURES:

The EDMA mandates that municipal emergency plans must:

1. Address All Four Phases of Emergency Management:
 - Mitigation, Preparedness, Response, and Recovery. – *Included in the quote*
2. Be Based on Completed Risk Assessments:
 - Conduct Hazard, Risk, and Vulnerability Assessments (HRVA) to identify community-specific risks. – *Planned HRVA sessions included in quote*
3. Ensure Consultation & Collaboration with Indigenous Governing Bodies:
 - Engage Indigenous partners during all phases of emergency management. – *HEMPR Plan includes Indigenous Engagement & Joint Planning*
4. Incorporate Indigenous Knowledge & Cultural Safety Considerations:
 - Ensure Indigenous perspectives are reflected in risk assessment and emergency planning. – *Part of Indigenous Consultation Process*
5. Account for Climate Change Impacts & Vulnerabilities:
 - Analyze the effects of climate change on emergency risks, including wildfire, flooding, and extreme weather. – *HRVA Sessions Will Address Climate Change Risks*
6. Develop Business Continuity Plans:
 - Ensure the Village can maintain essential services during an emergency. – *To be included in Plan Updates*
7. Enhance Emergency Operations Training & Preparedness:
 - Conduct Emergency Operations Centre (EOC) training, workshops, and tabletop exercises. – *HEMPR Will Facilitate Training & Exercises*

INDIGENOUS ENGAGEMENT REQUIREMENTS (IERFP) COMPLIANCE:

The IERFP funding supports:

1. Capacity Building – Increasing preparedness among Indigenous and municipal partners. – *Included in Training & Workshops*
2. Relationship Building – Strengthening collaboration between Ashcroft and Indigenous governing bodies. – *HEMPR Will Facilitate Engagement Sessions*
3. Joint Risk Assessments – Ensuring risks are evaluated with Indigenous partners. – *Part of HRVA Process*
4. Agreement Building – Formalizing roles & responsibilities through Memorandums of Understanding (MoUs). – *Village Administration Will Work on Formal Agreements*

HEMPR SCOPE OF WORK & DELIVERABLES:

Based on the provided quote from HEMPR, the following activities will be undertaken:

1. Emergency Plan Review & Update – Ensure compliance with EDMA & IERFP requirements.
2. Hazard, Risk & Vulnerability Assessment (HRVA) – Conducted in multiple sessions, including Indigenous engagement.
3. Emergency Operations Centre (EOC) Training – Level 1 Training (Interactive Tabletop Exercises).
4. Council Workshop on EDMA Compliance – Educating Council & senior leaders.
5. Facilitated Tabletop Exercise & Debrief – Testing emergency readiness & refining the plan.
6. Final Report & Implementation Strategy – To integrate findings into the Village’s updated Emergency Response Plan.

FINANCIAL IMPLICATIONS:

Item	Cost Estimate
HEMPR Emergency Plan Review & Updates	\$4,785.00
HRVA Sessions (4 Total)	\$4,785.00
EOC Training (2 Days)	\$3,190.00
Facilitated EOC Tabletop Exercise	\$4,785.00
Council Workshop	\$2,392.50
Training Materials & Supplies	\$835.35
Travel & Incidentals	\$7,128.67
Total Estimated Cost	\$32,472.15
IERFP Grant Allocation	\$40,000.00
Remaining Contingency Funds	\$7,527.85

The total cost for the HEMPR engagement fulfills the requirements of the EDMA and meets IERFP compliance. The quote falls within the approved IERFP grant funding of \$40,000, ensuring that updates can be implemented without additional financial strain on the Village.

NEXT STEPS:

1. Council Approval: Authorize the engagement of HEMPR for emergency plan updates.
2. Formalize Agreements: Work with Indigenous governing bodies to establish MoUs outlining collaborative emergency management roles.
3. Initiate Emergency Plan Review & HRVA: Begin the phased implementation of risk assessments and plan updates.
4. Training & Exercises: Conduct EOC training, tabletop exercises, and a final review of the updated emergency response plan.

5. Final Report Submission: Integrate findings into the Village's official emergency management framework.

CONCLUSION:

The Village of Ashcroft must update its Emergency Response Plan to comply with new EDMA regulations and IERFP funding requirements. The engagement of HEMPR ensures that necessary plan updates, training, and Indigenous collaboration measures are effectively implemented within the allocated budget. By approving this engagement, the Village will strengthen its emergency preparedness while fostering meaningful partnerships with Indigenous communities and regional partners.

Administration seeks Council's approval to proceed with the engagement of HEMPR to facilitate the necessary updates to Ashcroft's Emergency Response Plan.

Strategic/Municipal Objectives

Emergency Management Compliance

Legislative Alignment with EDMA

Indigenous Collaboration & IERFP Utilization

Strengthened Emergency Readiness

Legislative Authority

Province Ministry of Emergency Management and Climate Readiness

Financial Implications

Grant Funding \$40,000

Attachment Listing

HEMPR Quote



January 12, 2025

Village of Ashcroft

PO BOX 129
Ashcroft, BC
VOK 1A0

Request

The Village of Ashcroft has requested assistance with Emergency Management activities to support the Village of Ashcroft and Ashcroft Indian Band Collaborative Emergency Management Programs. With the new legislation and requirements for modernization of the Emergency and Disaster Management Act(EDMA) the village has requested support with continued relationship building with their regional partners.

Recommended Next Steps;

Below are the recommended next steps for further development and preparedness for the joint emergency program:

- Step 1: Holistic EPR will conduct a review and update session of the current Emergency Management Plans to ensure they meet the requirements of the updated EDMA.
- Step 2: HEPR will facilitate and conduct Hazard, Risk and vulnerability Assessment sessions. One session will be held in person utilizing the Ministry of Emergency Management and Climate Readiness(EMCR) tool kit and additional sessions will be conducted as required remotely to develop supporting information as required through the new EDMA.
- Step 3: Holistic EPR will facilitate a joint community Policy Group/Council Emergency Management workshop. This session will focus on the information that is required for Elected officials/councils to understand the requirements of the updated EDMA. Holistic EPR staff will provide information on the roles and responsibilities of the local program to include liability and risk.
- Step 4: Holistic EPR will conduct Level 1 - All Functions Emergency Operations Centre (EOC) Training to be held over two days as an interactive tabletop exercise.
- Step 5: Develop and conduct a community emergency management Tabletop Exercise. Holistic EPR staff will support joint emergency programs exercise development and facilitation of an EOC exercise to include regional partners.

Mailing Address:

206 – 1995 Cliffe Ave
Courtenay, BC, V9N 2L2

Contact Info:

778-225-0500 / office@holisticepr.com
www.holisticepr.com



Session 1

Date: TBA

Location: In Person

Educator/Facilitator: TBA

Day 1 - Community Emergency Management Plans - Review

Holistic EPR staff will facilitate a session to conduct a review and update on the community emergency plans with Namgis and Village, Cormorant Island Emergency Management Team. This will include a focus on these areas.

- Emergency and Disaster Management Act Requirements
- Contact and key personnel information lists
- Evacuation and Response Guides
- EOC Activation
- Roles and Responsibilities

After session is complete, Holistic EPR staff will conduct updates and improvements to plan as required.

Mailing Address:

206 – 1995 Cliffe Ave
Courtenay, BC, V9N 2L2

Contact Info:

778-225-0500 / office@holisticpr.com
www.holisticpr.com



Day 2 - Hazard, Risk and Vulnerability Assessment(HRVA)(Part 1)

HEPR staff will facilitate a session to complete an updated Joint HRVA. This first session will require some preparations as follows to be completed with community representatives.

Step 1 - Getting Started

- Identify the Team that will support the process
- Complete an Inventory of Existing Assessments & Other Documents
- Identify & Engage Partners & Subject Matter Experts

Once this Information Is determined then the first session can be conducted.

Step 2 - Identify Hazards

- Orientation to EMCR HRVA Tool
- Acquire maps and Resources to support process
- Conduct Hazard Identification
- Assign Hazard Likelihood
- Define any unique Local Hazards
- Complete Hazard Report

Mailing Address:

206 – 1995 Cliffe Ave
Courtenay, BC, V9N 2L2

Contact Info:

778-225-0500 / office@holisticpr.com
www.holisticpr.com



Session 2

Date: TBA

Location: ZOOM - Virtual

Educator/Facilitator: TBA

Hazard, Risk and Vulnerability Assessment (HRVA)(Part 2)

Step 3 - Community Resilience

- Determine Hazard Consequence/Vulnerability
- Identify Critical Assets & Infrastructure
- Identify Social & Economic Vulnerabilities
- Identify Physical & Environmental Vulnerabilities
- Identify Underlying Risk Drivers

Step 4 - Assess Hazard Likelihood

- Determine Historical Likelihood Score
- Understand & Document Changing Likelihood
- Complete a Historical Hazard List
- Assess Future Likelihood

Mailing Address:

206 – 1995 Cliffe Ave
Courtenay, BC, V9N 2L2

Contact Info:

778-225-0500 / office@holisticpr.com
www.holisticpr.com



Session 3

Date: TBA

Location: ZOOM - Virtual

Educator/Facilitator: TBA

Hazard, Risk and Vulnerability Assessment(HRVA)(Part 3)

Step 5 - Assess Consequences

- Review Consequence Categories & Rating System
- Rate & Document Consequences

Step 6 - Review Risk Profile

- Generate Report
- Analyze Your Risk Results
- Interpret the Risk Table
- Interpret the Consequence Table
- Research and Document Supporting Materials for findings
- Prioritize Hazards

Step 7 - Identify Risk Reduction Strategies

- Review Risk Reduction Measures Already in Place
- Recommend New Risk Reduction Measures

The Next step will be conducted by HEPR staff.

Step 8 - Generate Report

Mailing Address:

206 – 1995 Cliffe Ave
Courtenay, BC, V9N 2L2

Contact Info:

778-225-0500 / office@holisticpr.com
www.holisticpr.com



The Emergency Program will then be required to complete the Next Step.

Step 9 - Review and Approval

- Obtain Feedback
- Determine Maintenance Schedule
- Create Community Versiion
- Publish and Share
- Integrate Into Emergency Plan

This Information can then be used to update community response guides for top identified community hazard and risks.



Session 4

Date: TBA

Location: TBA

Educator: TBA

Day 1 - Part 1 – Morning – EOC Level 1– EOC Kit Orientation Refresher

0900 – 1600 Review of Staff Positions in an Emergency Operations Centre

- ✓ Summary of duties and responsibilities of the Management Positions within the EOC that are required in an Emergency Operations Centre (EOC).
- ✓ Topics include: A review of the roles and responsibilities of each of the positions including completion of the key forms and reports that are required of each position.
- ✓ HEPR Staff Will Complete a Refresher on the Communities EOC kit
- ✓ During the 2-day training session students will have the opportunity to conduct activities that will continue and progress to the end of second day.

Day 1 - Part 2 - Council Evening Workshop

6:00pm – 9:00pm: Explore BC Emergency Management System (BCEMS) and how an Emergency Operations Centre (EOC) operates using a standard emergency response structure.

Areas that will be discussed and reviewed are:

- BCEMS
- Levels of Response Structure
- Emergency Operation Centre (EOC) structure, responsibilities, and activation
- Review of the roles and responsibilities of the Policy Group/ Chief and Council, CAO/ED, EPC, and Emergency Management Committee/Team.
- EDMA Updates, what does this mean for elected officials.
- Discuss Business Continuity during disaster and events

Mailing Address:

206 – 1995 Cliffe Ave
Courtenay, BC, V9N 2L2

Contact Info:

778-225-0500 / office@holisticpr.com
www.holisticpr.com



Questions and discussion are encouraged throughout our time together. As a **senior leader**, what have you been thinking about with emergencies, what keeps you up at night...what should keep you up at night? Let's bring all of these items up with the Policy Group (Chief and Council, Senior Executive and Leaders).

Day 2 - EOC Level 1 - Continued from Day 1

Session 5

Day 1 - EOC Tabletop Exercise

1) Lesson Plan - Objectives and Principals

All participants will work to complete the following processes and forms with all appropriate information.

- a. Position Log (all positions)
- b. Status Report (all positions)
- c. Contact Directory (all position)
- d. Action Plan (developed as collective group during EOC briefing meeting – created by planning)
- e. EAF – EOC Expenditure Authorization Form (completed by Finance Personnel)
- f. EOC Daily Expenditure Form or spreadsheet (completed by Finance personnel)
- g. Declaration of State of Local Emergency and Evacuation Order (Prepared by Planning)
- h. Complete resource requests (Logistics and Operations Sections)

Mailing Address:

206 – 1995 Cliffe Ave
Courtenay, BC, V9N 2L2

Contact Info:

778-225-0500 / office@holisticepr.com
www.holisticepr.com



2) Activities

- i. Ensure everyone in the EOC is signed in and accounted for, using the EOC Sign-In sheet.
- ii. Create an Event Status Board to track individual incidents with the event – (with coaching)
- iii. Obtain and outline specific areas on a map (provided) that are impacted by the Event (Alert Area)
- iv. Establish Priorities
- v. Complete an Action Planning Session
- vi. Communicate Key information to PREOC and Partner Shareholders
- vii. Complete an operational EOC Management Team Briefing
- viii. Prepare and determine how information will be communicated to community and stakeholders.

Day 2 - Exercise Review and Emergency Plan Update

HEPR staff will facilitate a debrief of prior day exercise to include documenting outcomes. This information will be used to update and identify areas of emergency plans and program that require improvements.

Mailing Address:

206 – 1995 Cliffe Ave
Courtenay, BC, V9N 2L2

Contact Info:

778-225-0500 / office@holisticpr.com
www.holisticpr.com



Joint Planning Sessions - Training Budget			
EM Training Activities	Number of Days/Item	Daily Rate	Total
Training Days - EOC Level 1	2	\$1,595.00	\$3,190.00
HEPR - Lesson Planning/EM Plan Follow Up Work	2	\$1,595.00	\$3,190.00
Training Materials/Supplies - Printing	3	\$278.45	\$835.35
Emergency Planning Session/Review - Update Plan (Includes Background Updates time)	3	\$1,595.00	\$4,785.00
Hazard, Risk and Vulnerability Session (2 In Person, 2 Remote Sessions)	3	\$1,595.00	\$4,785.00
Facilitated EOC Tabletop Exercise/ Debrief/Delivery and Preparations	3	\$1,595.00	\$4,785.00
Council EDMA Workshop - Delivery and Preparations	2	\$1,595.00	\$2,392.50
Total			\$23,962.85
EM Organization Travel	Day/Distance	Rate	Total
Emergency Trainer - travel time (2 hrs ea/visit + if required out of region instructor)	3	\$1,495.00	\$4,485.00
Mileage (\$/km) (4 Trips - Lillooet to Ashcroft 101km ea./way)	808	\$0.600	\$484.80
Meals/Incidental (\$/day) Breakfast/Lunch (4 Trips)	4	\$54.95	\$219.80
Meals/Incidental (\$/day) Breakfast/Lunch (1 Trip - Instructor out of region)	3	\$129.25	\$387.75
Transportation (Flight/parking/rental vehicle/fuel) - If required out of Area Instructor)	1	\$1,054.64	\$1,054.64
Accommodations	2	\$248.34	\$496.68
Total			\$7,128.67
		Subtotal	\$31,091.52
		GST/HST	\$1,380.63
		PST	
		Total	\$32,472.15

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www.holisticpr.com

Item	Cost
2016 Morgan Freightliner Tanker	\$194,000
GST (Estimated)	\$9,700
PST (Estimated)	\$13,580
Transport to Red Deer, Alberta (Lowbed)	Included
Inspection & Minor Adjustments	Included
Transport to Ashcroft	Included
Total Estimated Cost	\$217,280
Funding Sources:	
TNRD Tanker Replacement Fund	\$58,000
Village 2025 Operating Budget	\$159,280

PROCUREMENT AND LOGISTICS:

The Village’s Procurement Policy (Sections 8.3 and 8.4) allows the Chief Administrative Officer (CAO) and Chief Financial Officer (CFO) to approve purchases up to \$250,000. The policy also encourages obtaining three quotes when possible. However, due to the rarity of this opportunity and the time-sensitive nature of the purchase, comparable quotes were not sought.

The vehicle is currently located in Alabama and will be transported via lowbed to Red Deer, Alberta, where it will undergo a full inspection and minor adjustments, including the installation of a 10” manual Newton pump valve. Some additional items may be installed prior to deliver such as a bracket or holding system for our deployable water tank, front mount pump fed spray bar, pump fed rear mount spray bar, and front mount remote nozzle. Once completed, it will be transported to Ashcroft for integration into the Fire Department fleet.

CONCLUSION:

The acquisition of the 2016 Morgan Freightliner tanker is a cost-effective solution that meets the needs of the Fire Department while staying within financial constraints. The identified tanker aligns with existing equipment, ensuring operational efficiency. Given the urgency of this opportunity, administration has proceeded with issuing a Purchase Order. Council approval is sought to finalize the procurement and allocate necessary funds accordingly.

- Strategic/Municipal Objectives
- Fire Protection / Community Safety
- Legislative Authority
- Financial Implications
- Attachment Listing
- Rocky Mountain Phoenix Quote



January 29,2025

Ashcroft VFD / Village of Ashcroft.
PO Box 129, 302 Railway Ave
Ashcroft BC. V0K 1A0

Attention: Joshua White. Fire Chief

Reference: 2016 Morgan Tanker Purchase

Dear: Joshu

Rocky Mountain Phoenix would like to thank Ashcroft VFD, for the opportunity to provide a quote for your department’s fire truck requirements, we are pleased to offer as follows:

One (1) 2016 Morgan/Freightliner stainless steel Tanker, Ser# 3ALACXDT1GDHE9712

CND BASIC PRICE	\$ 194,000.00
G.S.T. EXTRA 5%	\$ 9,700.00
P.S.T. EXTRA 7%	\$ 13,5800.00
	=====
F.O.B. Ashcroft VFD, B.C.	\$ 217,280.00

APPARATUS SPECIFICATIONS

- As per attached Flyer

OPTIONS FOR YOUR CONSIDERATION

- Graphics to be quoted upon receipt of Fire Departments artwork.

TERMS

- Price is subject to US dollar increase above 1.48.
- Subject to Frame pictures being acceptable to Ashcroft VFD
- 10% deposit required upon Acceptance of Financing.
- Final payment due upon or before delivery of truck
- Full thread changes to BAT fire thread.
- PDI.
- MVI.
- RIV
- Full Chassis B service
- Pump service.
- 10” manual Newton Dump valve installation c/w extension.



EMERGENCY VEHICLES, EQUIPMENT & SERVICE

- Installation for 6 new Sailun Grip Tire. M+S.

DELIVERY

- Delivery is FOB Ashcroft VFD, B.C.

YOUR SERVICE CENTRE AND AREA REPRESENTATIVE ARE:

ROCKY MOUNTAIN PHOENIX
103-2285 Queen Street
Abbotsford, BC
V2T 6T3
1-888-815-0500

MIKE ROGERS
Specialty Vehicles
Abbotsford, BC
604-226-8707
mrogers@rockymountainphoenix.com

Rocky Mountain Phoenix has service and repair facilities with fully qualified emergency vehicle technicians, a mobile service fleet, parts, and personal protective equipment available for ongoing support, maintenance, and repair of all of your apparatus, SCBA, and equipment needs.

We look forward to serving you and your community. Should you have any questions, please call me at 1-604-226-8707

Yours truly,

ROCKY MOUNTAIN PHOENIX

Mike Rogers
Specialty Vehicles and Used

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: February 10, 2025
FROM: Margaret Moreira, EDTC
SUBJECT: **NDIT – Marketing Initiatives Grant Application**

RECOMMENDATION

THAT, Council for the Village of Ashcroft extends its full support for the submission of an application to the Northern Development Initiative Trust's (NDIT) Marketing Initiatives funding stream seeking financial assistance of up to \$19,275.00.

Purpose:

Request Council endorse a grant application in the amount of \$19,275.00 to NDIT under the Marketing Initiative funding stream to offset the cost of marketing initiatives as identified by the EDT Working Group for 2025.

Prepared by:



Margaret Moreira,
Economic Development & Tourism Coordinator,

Approved for submission to Council:



Daniela Dyck,
Chief Administrative Officer

Introduction:

This report outlines the Economic Development and Tourism Working Group's initiative to attract investors to our community by implementing a comprehensive marketing campaign. While the group has previously focused on tourism attraction and will continue to do so, the priority for 2025 will be investor attraction. This initiative includes advertising in InvestBC magazine, updating our investment promotional videos and tradeshow materials with our new brand logo, adding a dedicated 'Investor' page to our website, and creating new imagery for use in marketing brochures and guides.

A key component of this initiative is conducting a Tourism and Hospitality Market Assessment along with an Infrastructure and Site Development Assessment. These studies will offer critical insights into market trends, visitor behaviour, and economic impacts, equipping us with the data needed to make informed decisions and strategically attract investors, particularly for hotel development.

Working Group Initiatives:

1. **InvestBC:** Advertising in InvestBC magazine will showcase Ashcroft's investment opportunities to a targeted audience of potential investors.
2. **Imagery:** Developing new imagery for marketing brochures and guides will highlight our community's strengths, further attracting investor and visitor interest.
3. **Investor Page:** A dedicated 'Investor' page on our website will provide essential information and resources, making it easier for potential investors to evaluate opportunities
4. **Brand Evolution & Promotional Guide:** Updating our promotional materials with the new brand logo ensures a cohesive and modern representation of our community, enhancing our appeal

5. **Tourism & Hospitality Market Assessment & Infrastructure and Site Development:** Conducting a Tourism and Hospitality Market Assessment alongside an Infrastructure and Site Development Assessment will provide critical insights into market demand, visitor behavior, and economic viability. These assessments will support ongoing tourism attraction efforts while also providing the necessary data to make informed decisions and strategically target potential investors, particularly for hotel development.

Grant Funding Opportunities:

1. **NDIT Marketing Grant:** The projects outlined above align with the Northern Development Initiative Trust (NDIT) Marketing grant criteria. The maximum grant Ashcroft will request is \$19,257.00, covering 50% of eligible costs. The village has a provision in the budget for tourism and marketing, indicating preparedness for these initiatives.
2. **Grant Leveraging:** The Economic Development and Tourism Coordinator (EDTC) will actively seek other grant funding opportunities to supplement the NDIT grant. Seeking additional grants to leverage project costs will maximize financial support for the proposed projects, ensuring their successful implementation.

Conclusion:

The initiatives undertaken by the Economic Development and Tourism Working Group, represent a strategic and proactive approach to community development. The pursuit of NDIT Marketing grant funding, combined with efforts to explore other grant opportunities, showcases the village's commitment to sustainable growth and marketing excellence. These initiatives collectively contribute to the realization of a vibrant and appealing community.

Strategic/Municipal Objectives

Economic Development & Tourism Strategy

Legislative

Authority Financial

Implications

Grant application is 50% NDIT and Village contributions are not to exceed \$19,275.00.

Attachment Listing

STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: January 2025
FROM: Reggie Amyotte, BEO
SUBJECT: 4th Quarterly Report for 2024

Purpose

To provide council with detail updates and status of the bylaw files for the last quarter of 2024.

Recommendation

For information

Discussion

The activities and complaints of the final quarter of 2024, show that the dog complaints have diminished. We were able to make changes to the dog licensing process, requiring dog owners to purchase a license for the life of the dog instead of annually. This is a process that has worked in other communities. The benefit to the dog owners is that they will not have to remember to purchase a dog license every year. It will also benefit the Village office financially and administratively. The unsightly files involved mostly piles of brush and branches being left in front of homes. I guess the message that there is only spring clean up hasn't reached some of the residents since some still believe that there is a fall one as well. They all complied once they received the proper information. Since the Postal strike dragged on throughout those months, I resorted to emails, texts and phone conversations to communicate my concerns to the residents. There were 4 new Fire Pit permits given during this report period.

I wrote 20 letters, and I was able to resolve 11 more complaints in that time frame.

Conclusion:

I will spend some of my time going forward, revisiting older bylaws to see if we can update them and perhaps help implement them into a Good Neighbour Bylaw.

Strategic/Municipal Objectives

Bylaw Compliance

Legislative Authority

Financial Implications

Attachment Listing

Prepared by:



Reggie Amyotte,
Bylaw Enforcement Officer

Approved for Submission to Council:



Daniela Dyck,
Chief Administrative Officer



3. Marketing: Promoting the community was on the forefront in 2024 with distribution of the new Art/History Walking Tour map, Legacy Park and Village ads in various paper medium and promotion of local events via LED, Website calendar and social media
4. Website update: The Village website was set to be launched in December but due to the heavy content and design delays, the website will be launched in early spring of 2025.
5. Wayfinding Signage: Signage has been created and will be installed in various locations throughout the community to enhance navigation and visitor experience.

CONCLUSION:

As we reflect on the achievements of 2024, the Economic Development and Tourism Working Group is proud of the progress made in strengthening Ashcroft's identity and economic vitality. Through strategic planning, community engagement, and dedicated efforts, we have laid a solid foundation for future growth. While some projects will carry into 2025, the momentum gained this year ensures that Ashcroft continues to thrive as a unique and welcoming destination. We look forward to building on this success, fostering new opportunities, and further enhancing the community's economic and tourism landscape in the year ahead.

Strategic/Municipal Objectives

Legislative Authority

Financial Implications

Attachment Listing

From: Taylor Orr <taylororr@icloud.com>
Sent: January 30, 2025 7:09 PM
To: Brittany Giesbrecht <admin@ashcroftbc.ca>
Subject: Addressing Key Issues at the Arena: Request for Council Attention

Dear Mayor and Council,

I am writing on behalf of the Thompson Cariboo Minor Hockey Association to bring attention to some important issues regarding our local arena.

First, the female dressing room lacks basic amenities, including both water and a toilet. This not only creates significant inconvenience but also highlights an imbalance in facility standards, making it unfair for female athletes compared to their male counterparts. Ensuring equitable facilities for all players is essential for fostering inclusivity and respect in our community.

Additionally, the absence of a water fountain in the arena makes it difficult for players to stay properly hydrated during practices and games, which is a basic necessity for their health and performance.

We kindly request that the council consider the feasibility of addressing these issues. Improving the facilities will not only enhance the experience for our athletes but also contribute to the enjoyment of all who use the arena.

We appreciate your attention to this matter and look forward to your response.

Sincerely,

Taylor Orr
Secretary
Thompson Cariboo Minor Hockey Association

From: Pamela Krause

To: Kris Hardy

Subject: Ashcroft 4-H Club

Date: February 6, 2025 5:57:52 PM

To Whom It May Concern:

Ashcroft 4-H club would like to thank the village of Ashcroft for the use of the Ashcroft Hall for our monthly meetings and events. We greatly appreciated it for the year of 2024. We are making a request to the village for the year of 2025 to use the Ashcroft hall for monthly meetings scheduled for every first Tuesday of the month at 6pm and hoping the rental fees could be waived for our 4-H club. We will commit to cleaning up after meetings and make sure the hall is as good as we found it.

We are looking to use the hall on Feb 11 6pm for our AGM meeting and also on March 15 10 am-1 pm for our club's communication day and then starting in March the 1st Tuesday of the month at 6 pm.

Thank you for your consideration.

Ashcroft 4-h Club



Feb 6, 2025

Mayor & Council
Village of Ashcroft
Box 129
Ashcroft, BC V0K 1A0

Dear Mayor Roden & Council,

Re: Request for letter of support

The Ashcroft HUB Society is an enterprising non-profit with a mandate to contribute to the vitality of our community through wellness, recreation and the arts. Over the past 9 years, the HUB has become a well-used & relevant place for the community. The HUB board is pleased with our progress to date, and we continue to strive to understand and meet the needs of our community.

We would like to request a letter of support of the HUB to include in upcoming capital grant application to replace the roof and HVAC systems that are well past their life expectancy. Having the support of the Village Council would go a long way in showing funders that we are an integral part of the community.

Thank you for your consideration.

Yours Truly,

Susan McLean
Board Chair
Ashcroft HUB Society



THOMPSON-NICOLA
REGIONAL DISTRICT
The Region of BC's Best



TNRD Board Meeting Highlights

Meeting of January 23, 2025

Board Meetings are held in the TNRD Civic Building Boardroom in Kamloops, B.C., unless otherwise noted. Meetings are open to the public to attend in person or online. Meetings are live-streamed, timestamped, and available to watch on the TNRD YouTube channel.

[View Agenda](#)

[View Meeting Recording](#)

Paul Lake Waterworks System Public Assent Process

The Board approved a public assent process being initiated for the TNRD to potentially acquire the Paul Lake Waterworks (PLWW) system and for borrowing one-third of estimated capital costs for system upgrades. If approved by public assent, the TNRD would only acquire the system if grant funding is successful for the remaining two-thirds of capital costs.

In 2024, a feasibility study was completed to look into the possibility of the TNRD acquiring this water system; this process was requested by the PLWW District. The TNRD and PLWW District then hosted a community meeting in June 2024 to share results of the study and explain potential next steps. Further, an informal, non-binding survey was held for

PLWW customers in September 2024 and 29 of 31 respondents (94%) signalled that they would like the TNRD to take over operation of the water system.

The PLWW system has approximately 48 connections. This privately-operated system was built in 1980.

The Utility Systems Committee recommended Board approval of this recommendation during the most recent meeting on December 11, 2024.

[Read Utility Systems Committee Minutes / Presentation](#)

Return of Community Assistance Reserve Funds

The Board approved returning the Community Assistance Reserve Funds to their respective Electoral Area Recreation budgets over a three-year period, as was recommended by the Electoral Area Directors Committee during the January 22, 2025 meeting. Returning these reserve funds will offset taxation in each Electoral Area by varying amounts in 2025, 2026, and 2027.

During the Electoral Area Directors Committee meeting, staff outlined that Community Assistance Reserve Funds were created in 2017 to collect taxation for capital costs of any future park projects in each Electoral Area. In 2023, current TNRD administration recommended that the Community Assistance Reserve Fund Policy be repealed due to the policy not aligning with intended uses specified in section 263(1) of the *Local Government Act*, and the Board approved repealing this policy. Since 2017, funds have remained available in each Community Assistance Reserve Fund and have accrued annual interest.

The combined value of all 10 Community Assistance Reserves is now \$989,407, with amounts by Electoral Area varying between \$35,488 and \$198,528 which will be returned to each Electoral Area over three years. (Note: Reserve Fund values in this newsletter are updated as of January 23, 2025, to include updated interest amounts).

Community Assistance Reserve Fund	Amount to be returned to TNRD Recreation Budget (equally in 2025, 2026, and 2027)
Electoral Area "A"	\$64,772
Electoral Area "B"	\$73,745
Electoral Area "E"	\$198,528
Electoral Area "I"	\$98,478
Electoral Area "J"	\$35,388
Electoral Area "L"	\$124,601
Electoral Area "M"	\$148,012

Electoral Area "N"	\$52,702
Electoral Area "O"	\$60,455
Electoral Area "P"	\$132,725

[Read Report](#)

Mosquito Control Program Contract (Nicola Valley)

The Board authorized a five-year contact with Duka Environmental Services to deliver the Mosquito Surveillance and Reduction Program in the Nicola Valley (Electoral Areas "M" and "N"). The contract value is \$375,000 and is a fixed price over the contract term.

[Read Report](#)

Mosquito Control Program Contract (Thompson Region)

The Board authorized a five-year contact with Setetkwe Environmental to deliver the Mosquito Surveillance and Reduction Program in the Thompson region (Electoral Areas "J," "L," "O," and "P," and the municipalities of Barriere, Chase, Clearwater, Kamloops, Logan Lake, and Sun Peaks). The contract value is \$1,625,000 with fixed rates in the first three years and charge-out rates in the final two years based on the Consumer Price Index.

[Read Report](#)

Corporate Officer / Deputy Corporate Officer Appointments

Following the CAO Report, the Board approved appointing Marnie Jeremiah as Corporate Officer for the purpose of carrying out statutory duties as prescribed in Section 236 of the *Local Government Act*, and Kara Nickerson Wright as Deputy Corporate Officer for the

purpose of carrying out duties of the Corporate Officer in the absence of the Corporate Officer, or as directed by the Corporate Officer.

Committee Appointments

The Board received an overview of internal TNRD committees (appointed by the Chair) and elected positions for external committees (appointed by the Board). Committee appointments are as follows:

Internal Committees (Chair Appointed):

- **Finance Committee:** Directors Hall, Kershaw, Laird, Middleton, and O'Toole.
- **Regional Solid Waste Management Committee:** Directors Blackwell, Graham, Grenier, Haughton, Onslow, Sarai, J. Smith, R. Smith, and Stanke.
- **Policy and Governance Committee:** Directors Bass, Hall, Kershaw, Laird, Middleton, Morris, Roden, R. Smith, and Thorpe.
- **Utility Systems Committee:** Directors Grenier, Haughton, Hayward, Morris, Onslow, J. Smith, Thorpe, and Tsao.
- **Fraser Basin Council (External):** Director Thorpe (alternate: Director Ranta).

External Committees (Board Appointed):

- **Thompson-Nicola Invasive Plant Management Committee:** Directors Haughton, Hayward, and Thorpe.
- **Accessibility Advisory Committee:** Directors Bass and Hayward.
- **Municipal Finance Authority:** Director Ranta (alternate: Director Thorpe).
- **Municipal Insurance Association:** Director Bass (alternate: Director Blackwell).
- **Shuswap Watershed Council:** Directors Karpuk and Lepsoe (alternates: Directors Tsao and Neustaeter).
- **Community Energy Association:** Director Bass (alternate: Director Blackwell).
- **Kamloops Airport Authority:** Director Morris (alternate: Director Grenier).

[Read Report](#)

Liquor License Application 31 (Lac Le Jeune)

The Board recommended that the Liquor and Cannabis Regulation Branch (LCRB) approve a liquor primary license at Lac Le Jeune Resort, located at 5665 Lac Le Jeune Road in Electoral Area "J" (Copper Desert Country).

Local governments do not make a final determination on liquor license applications; however, local government must review specific criteria that is set by the LCRB and pass a resolution.

[Read Report](#)

Zoning Amendment Bylaw 2861 (Pritchard)

The Board approved first, second, and third reading of Zoning Amendment Bylaw 2861, affecting property at 1620 Lance Road located in Pritchard in Electoral Area “L” (Grasslands).

The proposed Zoning Amendment would rezone the subject property from *AF-1: Agricultural Forestry* to *SH-1: Small Holding Zone*, to enable subdivision of the property. The property is close to 22 acres in size and has never been used for forestry, and currently contains two single-family dwellings and three accessory buildings.

The zoning amendment bylaw requires approval from the Ministry of Transportation and Infrastructure prior to being adopted by the Board.

[Read Report](#)

Floodplain Exemption Application 15 (Loon Lake)

The Board approved Floodplain Exemption Application 15, affecting property at 98 Cornell Road located in Loon Lake in Electoral Area “E” (Bonaparte Plateau).

This floodplain exemption will reduce the horizontal setback of the property from 45 to 29.8 metres away from the Bonaparte River’s natural boundary, to enable a building permit for a manufactured home on the property. An engineer report obtained by the property owner certified that the intended use of a manufactured home is safe for occupancy at the current location.

[Read Report](#)

Delegation: Kamloops White Cane Club

The Board heard a presentation from Vern Short, Kamloops White Cane Club Vice President and Director & Public Relations Chairperson for Canadian Council of the Blind – BC-Yukon Division. Short presented about the upcoming National White Cane Week, held from February 2-8, 2025.

Short provided statistics on British Columbians living with lost vision and blindness. Short invited Directors to attend the annual Kamloops White Cane Club bowling event on February 7, 2025 from 11:00 am to 2:00 pm at Falcon Lanes in Valleyview.

Next TNRD Board Meeting:

February 20, 2025, 1:30 pm

TNRD Civic Building Boardroom (4th Floor)

465 Victoria Street, Kamloops, B.C., V2C 2A9



Upcoming Meetings:

- * Inaugural Hospital District Board Meeting: February 20, 2025, 10:00 am
- Regular Board Meeting: February 20, 2025, 1:30 pm
- Committee of the Whole Meeting: February 21, 2025, 9:00 am
- Finance Committee: February 21, 2025, 1:30 pm

** Each year, at the inaugural Thompson Regional Hospital District Board Meeting (the first Hospital District Meeting in the calendar year), Province of BC legislation requires the Board to elect one Director to serve as Chair and one as Acting Chair for a one-year term.*

[Full Board Meeting Schedule](#)

[Board and Committee Meeting Minutes](#)

To view archives of TNRD Board Meeting highlights, [click here](#).



January 29, 2025

Via mail and email (cao@ashcroftbc.ca)

Village of Ashcroft
Attn: Daniela Dyck, CAO
601 Bancroft Street
Ashcroft, BC V0K 1A0

**RE: Proposed Highland Valley Wind Project in the Thompson-Nicola Regional District –
Project Update**

Dear Ms. Dyck,

We are pleased to announce that BC Hydro selected the Highland Valley Wind Project (“the Project”) in the recent BC Hydro 2024 Call for Power. Capstone, alongside our Indigenous partner Ashcroft Indian Band, has executed a 30-year Electricity Purchase Agreement (“EPA”) with BC Hydro. The Project is expected to generate approximately 528,000 MWh of clean, renewable electricity every year, enough to power more than 58,000 average homes.

As a next step, we are planning environmental work for 2025, including field surveys for the Project. Although further clarity on the regulatory process from the provincial government is still forthcoming, British Columbia has strict environmental protections and we expect that the Project will go through a thorough provincial permitting process. In the meantime, we remain committed to consulting with local communities and designing the Project in a way that minimizes or avoids any significant adverse effects.

Please do not hesitate to reach out to us with any feedback, questions or suggestions.

Sincerely,



Marina Spahlinger
Development Manager
mspahlinger@capstoneinfra.com | projects@capstoneinfra.com
+1 (587) 315-7284

From: [Terri Hadwin](#)
To: cao@cachecreek.ca; [Joni Heinrich](#); [CAO Lytton](#); cao@loganlake.ca; [Byron McCorkell](#); [Daniela Dyck](#); [Deanna Campbell](#); cynthia.white@merritt.ca; [Chief Administrative Officer](#); [Chief Administrative Officer](#); ddrexler@barriere.ca
Cc: [Scott Hildebrand](#)
Subject: Film Commission updates January 2025
Date: January 28, 2025 1:13:41 PM

Good Afternoon,

In an effort to share awareness of the ongoing efforts of the Thompson-Nicola Film Commission, I share a monthly update with the TNRD Board of Directors via email. I believe that these communications might be useful for municipality CAO's as well. I hope that you will find the info shared to be interesting.

All the best in 2025!



Terri Hadwin (she/her)

Thompson-Nicola Film Commissioner

300 - 465 Victoria Street | Kamloops, BC | V2C 2A9

Cell 250-319-6211 | Main Office: 250-377-8673

Located on the traditional Tk'emlúps te Secwépemc territory, within the unceded, ancestral lands of the Secwépemc Nation.

tnrd.ca

filmthompsonnicola.com

[Facebook](#) [Instagram](#)

[LinkedIn](#) [Twitter](#)

From: Terri Hadwin
Sent: January 28, 2025 1:04 PM
To: All TNRD Board <alltnrdboard@tnrd.ca>
Cc: Scott Hildebrand <shildebrand@tnrd.ca>; Colton Davies <cdavies@tnrd.ca>; Katie Brooks <kbrooks@tnrd.ca>; TNFC Special Projects <tnfcspecialprojects@tnrd.ca>
Subject: Film Commission updates January 2025

Here is a brief update on some of the recent Film Commission activities:

- **“Sugarcane” Nominated for Best Documentary Feature Film.** A National Geographic Documentary, filmed in the Cariboo Chilcotin and the Thompson-Nicola Regional District. The 97th Academy Awards has listed this emotion eliciting film as a potential winner. You can stream [“Sugarcane”](#) currently on Disney+.
- **Kamloops Selected as one of the “Top 10 Cities to Work/Live as a Filmmaker.”** For the third year in a row, [MovieMaker Magazine](#) has named Kamloops as a top small city to live and work as a filmmaker. The cover image for the story showcases Kamloops and was taken by one of our scout photographers, Bonnie Pryce.
- **Large Production coming to Sun Peaks and Kamloops.** Filming for a romantic comedy feature film will take place in the next 6 weeks in Sun Peaks and Kamloops. I would like

to recognize the efforts provided by our partners in Tourism Sun Peaks, Sun Peaks Art Zone, and Sun Peaks Municipality to make this happen during the busiest part of their season. I have not been in contact yet with the production publicist so I cannot comment much further, but there are opportunities for folks to be background performers in a paid position. If you know of anyone that would be interested to apply, email me and I can provide you with application information.

- **Upcoming Film Festivals**, The Second Annual Black Film Festival takes place Feb 1-2 and the 29th Annual Kamloops Film Festival takes place Mar. 6-15. Visit their site for more details [Kamloops Film Society](#).
- On March 7/8 we are hosting a 2-day **(L.A.F.) Learn About Film** event in partnership with the Kamloops Film Festival. This event will be focused on helping local emerging filmmakers build knowledge and skills that will allow them to approach national level funders and broadcasters. Representatives from the National Film Board, Knowledge Network, and Webseries Canada will be joined by award-winning filmmaker / show runner Kevin Eastwood and Digital Marketing and Audience Development Specialist Annelise Larson to give local filmmakers a solid foundation as they create larger projects that showcase the local industry.

Feel free to reach out if you have follow up inquiries. Thank you for your ongoing support of Film Industry growth in the Thompson-Nicola.



Terri Hadwin (she/her)

Thompson-Nicola Film Commissioner

300 - 465 Victoria Street | Kamloops, BC | V2C 2A9

Cell 250-319-6211 | Main Office: 250-377-8673

Located on the traditional Tk'emlúps te Secwépemc territory, within the unceded, ancestral lands of the Secwépemc Nation.

tnrd.ca

filmthompsonnicola.com

[Facebook](#) [Instagram](#)

[LinkedIn](#) [Twitter](#)

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JANUARY

Motion No.	Motion	Staff Responsible	Comments	Time line	Status
2024 MOTIONS					
R-2024-159	THAT, Council direct staff to move forward with the installation of three 15-minute parking stalls on 3rd Street. One in front of the Bakery and two in front of the Liquor Store.	DPW	Install Signage	As per PW priority work schedule	completed
R-2024-187	THAT Council adopt the 2024 Housing Needs Assessment as prepared by Urbanics Consultants and direct staff to develop an implementation strategy based on the recommendations outlined in this report.	CAO	Develop an implementation strategy		in-progress
2025 MOTIONS					
R-2025-04	THAT, the municipality commits to pay the applicant share of eligible costs, ineligible costs, cost overruns and ongoing operating and other costs associated with water metering with funding secured through adequate municipal reserves and appropriate tax increases necessary to fully fund the service; and THAT, Council commits appropriate staff to actively participate in the adjunct research pilot project and community of practice; and further, THAT, Council commits to provide information, including but not limited to water production and consumption data, to the research project administrator in the format and data interval specified by the Ministry.	CFO	Submit application with supporting documents. CAO to provide supporting documents.		completed
R-2025-05	THAT, Council direct staff to prepare a Good Neighbour Bylaw to be brought back for consideration.	BEO/CAO	Develop Draft Bylaw		in-progress
R-2025-29	THAT, Council retroactively approves the donation of ice time for the Guns and Hoses Charity Hockey Game and a two-hour practice session at Drylands Arena; and waive the liability insurance for the event providing liability under the Village policy.	EA	Email Chief White of approval for donation of ice time & waive of Liability Insurance		completed

In Attendance: Mayor, Barbara Roden
Councillor, Jessica Clement
CAO, Daniela Dyck
EA, Kris Hardy – Recording Secretary

1. Discussion

- a. November 28, 2024 Meeting Notes – previously distributed
- b. Amended Policies for Review
 - F-03-2021 Travel Reimbursement Policy
 - *Committee reviewed the proposed changes and is recommending the Policy be brought to Council for approval.*
 - O-01-2024 Sidewalk Inspection and Maintenance Policy – approved
 - O-03-2024 Cross Contamination of Equipment between Water & Sewer – approved
 - P-01-2020 Respectful Workplace Policy – approved
 - P-02-2020 Workplace Bullying and Harassment Policy
 - *Committee reviewed the WBHP Manual and edits to be brought back to next PRC meeting*
 - P-03-2020 Communicable Illness – approved
 - P-01-2021 COVID-19 Employee Health and Safety Policy
 - *Repealed as this policy falls under P-03-2020 Communicable Illness Policy*
 - P-01-2022 Impairment at Work – approved

2. Policies for Review:

- R-01-2025 Drylands Arena Advertising Policy
 - *Pg. 2 under “5.2” replace “Arena Advertising Committee (AAC)” with “Village Staff.” Remove remainder of sentence.*
 - *Pg. 2 under “5.3” replace “The AAC” with “Village Staff”*
 - *Pg. 3 Remove 9. in its entirety*
 - *Add Arena Advertisement Rental Agreement to policy*
 - *Under Terms and Conditions add “Other types of advertising will be considered on a case-by-case basis”*
- P-01-2025 Personnel Cell Phone Use Policy
 - *Pg. 1 under “4. Prohibited Activities” add comma after “activities”; remove “such as” add “including but not limited to” before “online shopping...”; add comma after “media use”*
- P-01-2024 Earbud/Headphones in the Workplace Policy – no changes
- R-01-2021 Use of Swimming Pool in Off Hours Policy
 - *Remove “addresses the establishment of” and replace with “establishes”*
- PS-01-2024 Declared Fire Operations Service Level Policy – *New policy being drafted*

3. Next Steps

- a. Bring the following policy edits to Council for approval:
 - F-03-2021 Travel Reimbursement Policy – *bring to Council for approval*
- b. Bring the following policy edits to next PRC Meeting:
 - P-02-2020 Workplace Bullying and Harassment Policy
 - *Committee reviewed the WBHP Manual and made edits to be brought back to next PRC meeting*
 - P-01-2025 Personnel Cell Phone Use Policy
 - R-01-2021 Use of Swimming Pool in Off Hours Policy
 - R-01-2025 Drylands Arena Advertising Policy

4. Date for Next Meeting

February 27, 2025 at 10:00 am

5. Adjournment

The Policy Review Committee meeting was adjourned at 12:20 pm

The foregoing is the writer's interpretation of the discussions held:



Kris Hardy, EA
Recording Secretary



Economic Development & Tourism

Working Group - Meeting Notes

Wednesday, February 5, 2025 – 9:00 am

In Attendance: Margaret Moreira, EDTC
Daniela Dyck, CAO
Jessica Clement, Councillor
Nadine Davenport, Councillor
Linsie Lachapelle, General Manager, Community Futures

Via Zoom: Marian Lowe, Design CoCreate

Call to Order
9:00 a.m.

1. Discussion

Marian presented a draft of the new website to the WG, highlighting the functionality and design.

Notes:

- Hero images: Marian asked if one image was good for home page as opposed to a carousel of images so to not slow down website functionality. WG suggested four images for home page that could change with the seasons.
- Accessibility: Link at the bottom of the website will link to Accessibility page. WG asked if there was a way to make the website more readable for those with vision impairments, Marian noted that those with visual limitations usually have a read program that reads documents and page content. She recommended adding descriptions to images.
- Village Projects: Projects can be added as they come up, Marian will revisit how it will look on website.
- Alert Colours: WG to decide the colour options for Stage 1, 2, 3, 4. Marian recommended Stage 1-Red, Stage 2-Orange, Stage 3-Yellow, Stage 4 could be green or a shade of brown/tan
- Events: WG recommended adding a “submit your event button” but had concerns that some events might not be appropriate. Marian suggested the events be sent to an email for approval. WG recommended a policy be drafted to define what can and cannot be posted on Village calendar.
- EDT to update staff directory to include Brittany and contact emails that were missing.
- Marian recommended downloading Red Hat Font to keep all documents consistent with website.
- WG discussed doing a soft launch in mid February with the most important pages complete but decided that doing a full launch on March 3rd would give Marian enough time to complete entire website.

2. Letter from Gold Country Communities Society

Gold Country Communities Society is refreshing all caches in the Gold Country Geo-tour. Ashcroft currently has 8 active and 1 archived and 1 removed.

- Suggested areas from GC:

- Canoe Planter: this site would not work due to it being located on private property
 - Library
 - Legacy Park Campground: there is a private virtual one located near the train mural.
 - Chinese Cemetery-GC would need to reach out to CP as it is on their property and/or Rotary/Lions as they maintain the site.
- Locations were discussed, EDT voiced concern as to why GC caches were being removed from Heritage Park and would reach out to GC Managing Director for clarification.
 - WG suggested sites:
 - Bench at the West end of the bridge,
 - Wind Phone that will be going in Village owned Cemetery
 - Parking lot at the top of Legacy Park Campground
 - Harmony Bell Tower or Blue Truck.
 - WG requested a map be emailed that shows of all currently active geocaches in Ashcroft so that the group has a better idea of where to add new caches.

3. Next Steps

- EDT to update contact information on new website as some did not have emails as well as adding Brittany to list.
- EDT to send a screenshot of current geocaches located within the municipal boundaries to WG.
- EDT will reach out to Gold Country for rationale behind the removing all GC caches from Heritage Park and a follow up email to WG.
- Once sites are finalized, email will be sent to GC Managing Director with EDT WG recommendations.

4. Recommendation

5. Date for Next Meeting

February 26, 2025 @ 9am

6. Adjournment

10:50 a.m.

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



Margaret Moreira,
Economic Development & Tourism Coordinator