



# AGENDA

## Regular Meeting of Council

Village of Ashcroft Council Chambers, 601 Bancroft Street  
Monday, November 24, 2025, at 6:00 pm

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, November 10, 2025 M/S <i>THAT, the Minutes of the Regular Meeting of Council held Monday, November 10, 2025, be adopted as presented.</i>	P. 1-5
-----	--	--------

### **3. DELEGATIONS**

3.1	N/A	
-----	-----	--

### **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	A-02-2021 Commercial Filming Policy (Edits) M/S	P. 6-19
5.2	A-02-2025 Intrusion and Operational Alarm Policy (New) M/S	P. 20
5.3	A-03-2025 VOA Website Policy (New) M/S	P. 21-22
5.4	C-01-2025 Scheduled Planning Sessions Policy (New) M/S	P. 23
5.5	C-02-2025 Town Hall Meeting and Community Forum Policy (New) M/S	P. 24
5.6	C-03-2025 Unsigned Correspondence Policy (New) M/S	P. 25



# AGENDA

## Regular Meeting of Council

Village of Ashcroft Council Chambers, 601 Bancroft Street  
Monday, November 24, 2025, at 6:00 pm

### 6. STAFF REPORTS

REQUEST FOR DECISION		
6.1	N/A	
FOR INFORMATION		
6.2	<p><b>CAO Verbal Report:</b> Purpose: The purpose of this report and future reports is to provide information to the Council that may not come up during regular meetings or Committee of the Whole. Topics will include operational updates, or other areas of interest to the village.</p> <p>Verbal Report Items:</p> <ul style="list-style-type: none"><li>• TNRD Regional FireSmart Committee Meeting</li><li>• TNRD Regional Fire Fighter Remuneration Discussion</li></ul>	P. 26
6.3	<p><b>CFO Verbal Report:</b> Purpose: The purpose of this report and future reports is to provide information to the Council that may not come up during regular meetings or Committee of the Whole. Topics will include operational updates, or other areas of interest to the village.</p> <p>Verbal Report Items:</p> <ul style="list-style-type: none"><li>• Water Meter Project Updates<ul style="list-style-type: none"><li>◦ Vendor selected</li></ul></li></ul>	P. 27
6.4	<p><b>EDTC Report: Quarterly Report</b></p> <p>Purpose: To provide Council with a brief update regarding Economic Development and Tourism Coordinator (EDTC) position</p>	P.28-29

### 7. CORRESPONDENCE

FOR ACTION		
7.1	AIB – Invitation to AIB's 5 <sup>th</sup> Christmas Tree Lane M/S	P. 30-31
FOR INFORMATION		
7.2	The Equality Project – Thank you for the Grant-in-Aid	P. 32
7.3	School District No. 74 News Release: Co-Chairs Elected for the Board of Education (Trustees Larry Casper and Carmen Ranta)	P. 33
7.4	School District No. 74 – November 2025 Board Bulletin	P. 34
7.5	Expedition Canada Marketing & Media Impact Report ARWC 2025	P. 35-45
7.6	DSCS Student Talon Close – Thank you for Bursary	P. 46



# AGENDA

## Regular Meeting of Council

Village of Ashcroft Council Chambers, 601 Bancroft Street  
Monday, November 24, 2025, at 6:00 pm

### 8. UNFINISHED BUSINESS

8.1	Task Manager	P. 47
-----	--------------	-------

### 9. NEW BUSINESS

9.1		
-----	--	--

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

10.1	Policy Committee Notes – November 13, 2025	P. 48-50
10.2	Joint Para Transit Committee Minutes – November 20, 2025	P. 51-55

### 11. COUNCIL REPORTS

11.1	Mayor Roden	
11.2	Councillor Anstett – Verbal Report  Purpose: The purpose of this verbal report is to provide Council with updates, observations, and information relevant to my Council duties. This may include community engagement activities, committee participation, regional meetings, or emerging issues of interest to the Village.  Verbal Report Items: <ul style="list-style-type: none"><li>UBCM Report</li></ul>	P. 56
11.3	Councillor Clement	
11.4	Councillor Davenport	
11.5	Councillor Tedford – Verbal Report  Purpose: The purpose of this verbal report is to provide Council with updates, observations, and information relevant to my Council duties. This may include community engagement activities, committee participation, regional meetings, or emerging issues of interest to the Village.  Verbal Report Items: <ul style="list-style-type: none"><li>Budget and Finance Seminar – Kamloops November 14, 2025</li><li>Seniors AGM – Update</li></ul>	P. 57

### 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	
------	-----	--



# AGENDA

## Regular Meeting of Council

Village of Ashcroft Council Chambers, 601 Bancroft Street  
Monday, November 24, 2025, at 6:00 pm

### 13. RESOLUTIONS RELEASED FROM CLOSED MEETING

13.1	N/A	
------	-----	--

### 14. ADJOURNMENT



# MINUTES

## Regular Meeting of Council

Village of Ashcroft Council Chambers, 601 Bancroft Street  
Monday, November 10, 2025, at 6:00 pm

**PRESENT** Deputy Mayor, Nadine Davenport  
Councillor, Jonah Anstett  
Councillor, Jessica Clement  
Councillor, Cam Tedford

**EXCUSED** Mayor Barbara Roden

Public – 1  
Media – 1

### **CALL TO ORDER**

Deputy Mayor Davenport called the Regular Meeting for Monday, November 10, 2025 to order at 6:00 pm.

The deputy Mayor shared Mayor Rodens regrets for being unable to attend the meeting this evening.

*"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**

N/A

### **2. MINUTES**

2.1	Minutes of the Regular Meeting of Council held Tuesday, October 28, 2025 M/S Anstett / Clement <i>THAT, the Minutes of the Regular Meeting of Council held Tuesday, October 28, 2025, be adopted as presented.</i>	CARRIED Unanimously R-2025-161
-----	--	--------------------------------------

### **3. DELEGATIONS**

3.1	Dawson Road Maintenance, Caroline Slade, Quality Manager – Meet and Greet New Quality Manager: Caroline Slade thanked Council for the opportunity to present and noted that she is approximately five and a half months into her role as Quality Manager. She advised that her primary purpose was a meet-and-greet, but she welcomed any questions. Where she is unable to provide immediate answers, she will follow up with her supervisor and team. Caroline stated she is working to improve engagement with stakeholders and encouraged Council to forward any questions or	
-----	---	--

# MINUTES

## Regular Meeting of Council

Village of Ashcroft Council Chambers, 601 Bancroft Street  
 Monday, November 10, 2025, at 6:00 pm

	<p>concerns. She advised that a stakeholder engagement session will be held virtually this Friday at 10:00 a.m., and she will forward the meeting invite to Council and staff.</p> <p><b>Questions &amp; Discussion</b></p> <ul style="list-style-type: none"> <li>• <b>Bridge Project (Councillor Tedford):</b>              Councillor Tedford noted progress at the bridge, observing concrete forms and repositioning activity, and asked for an update on the status.              Caroline advised:             <ul style="list-style-type: none"> <li>○ The railing is on order.</li> <li>○ They are expecting to pour concrete, weather permitting.</li> <li>○ Placement of the blocks remains a concern, and options are being reviewed.</li> <li>○ Current efforts are focused on repairing existing damage; future mitigation measures are still being evaluated.</li> <li>○ Weather conditions will likely delay further concrete work until spring.              Caroline will speak with the Superintendent and follow up. Councillor Clement requested that Caroline direct her follow-up by email to the CAO.</li> </ul> </li> </ul> <p><b>Other Questions outside of Ashcroft</b></p> <ul style="list-style-type: none"> <li>• <b>Big Bar:</b>              Awaiting input from CN engineers.</li> <li>• <b>Highway 99 Intersection:</b>              Reported that spray-on asphalt was trialed.</li> <li>• <b>Brine Application:</b>              Caroline explained that brine performed well last season, helping prevent snow from bonding to the road surface. At this time of year, brine is proving more effective than salt, which tends to spray off the road without a "stay factor."              Brine is currently considered the better product.</li> </ul>	
--	---	--

### 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.*

There were no questions or comments received from the public.

### 5. BYLAWS/POLICIES

5.1	Good Neighbour Bylaw No. 879, 2025 – Adoption M/S Tedford / Clement <i>THAT, Good Neighbour Bylaw No. 879, 2025 be adopted.</i>	CARRIED Unanimously R-2025-162
-----	---	--------------------------------------

**6. STAFF REPORTS**

REQUEST FOR DECISION		
6.1	<p>CFO Report: Transfer of Funds to MFA M/S Anstett / Clement <i>THAT, Council authorizes the CFO to transfer a substantial portion of the funds from the credit union to MFA.</i></p> <p><b>Discussion:</b> CFO Bhalla reported that current economic indicators point to increasingly uncertain financial conditions. He highlighted the FRED yield curve, which has been a reliable early warning sign of recessions, and noted recent U.S. job losses—the highest in 25 years—as adding to concerns about a potential downturn and its impact on the Village's investments. Given this outlook, he recommended taking a more conservative investment approach. While the Credit Union is protected by CUDIC, he advised moving a portion of funds to the MFA's AAA-rated Target Maturity Fund to strengthen safety and maintain diversification. In response to Council's questions, CFO Bhalla noted:</p> <ul style="list-style-type: none"> <li>• It is unclear whether conditions will mirror past recessions such as 2008 or the 1980s, but key U.S. indicators are troubling.</li> <li>• Canadian household debt is high, foreclosures are increasing, and several auto lenders have recently declared bankruptcy.</li> <li>• A recession could occur within one to four months, though timing is uncertain.</li> <li>• The yield curve continues to be a strong leading indicator, and the Village should take steps to protect its financial position.</li> </ul> <p>When asked how long the Village may need to stay conservative, he advised the period is unknown but could be three to four years. Staff will continue monitoring financial markets and adjust the investment strategy as needed.</p>	CARRIED Unanimously R-2025-163
FOR INFORMATION		
6.	FireSmart Coordinator Report: Year 1 to Date FireSmart Program	

# MINUTES

## Regular Meeting of Council

Village of Ashcroft Council Chambers, 601 Bancroft Street  
Monday, November 10, 2025, at 6:00 pm

### 7. CORRESPONDENCE

<b>FOR ACTION</b>		
7.1	BC/Yukon Command of the Royal Canadian Legion – 21 <sup>st</sup> Anniversary of the Military Service Recognition Book – Request for support for an ad M/S Anstett / Clement <i>THAT, Council supports the request and purchase a colour business card ad in the 21<sup>st</sup> edition Military Service Recognition Book.</i>	CARRIED Unanimously R-2025-164
<b>FOR INFORMATION</b>		
7.2	Ministry of Housing and Municipal Affairs – Local Government Elections Regulation Amendment	
7.3	IH – Interior Health calls young artists to join Beyond the Buzz 2.0: Youth Voices on Substance Use	
7.4	UBCM – Provincial Response to 2024 Resolutions Councillor Clement noted the correspondence seemed incomplete.	
7.5	EV Site Host Update – The Village will submit a photo for BC Hydro EV Newsletter consideration	
7.6	TNRD News Release – TNRD Board Chair and Vice-Chair Acclaimed for Upcoming Year Clement – congratulations with Council	
7.7	CN Winter Driving Safety Message	
7.8	UBCM Preliminary Findings – Proposed Changes to Heritage Conservation Act	
7.9	UBCM Express Concern with Private Members Bill – Article	

### 8. UNFINISHED BUSINESS

8.1	Task Manager	
-----	--------------	--

### 9. NEW BUSINESS

9.1	N/A	
-----	-----	--

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

10.1	N/A	
------	-----	--

### 11. COUNCIL REPORTS

11.1	Mayor Roden	
------	-------------	--



# MINUTES

## Regular Meeting of Council

Village of Ashcroft Council Chambers, 601 Bancroft Street  
Monday, November 10, 2025, at 6:00 pm

11.2	Councillor Anstett	
11.3	Councillor Clement	
11.4	Councillor Davenport	
11.5	Councillor Tedford – correction	

### 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	
------	-----	--

### 13. **RESOLUTIONS RELEASED FROM CLOSED MEETING**

13.1	N/A	
------	-----	--

### 14. **ADJOURNMENT**

Deputy Mayor Davenport adjourned the Regular Meeting of Council for Monday, November 10, 2025 at 6:29 pm.

Certified to be a true and correct copy of  
the Minutes of the Regular Meeting of Council  
held Monday, November 10, 2025.

---

Daniela Dyck,  
Chief Administrative Officer

---

Nadine Davenport,  
Deputy Mayor

## ADMINISTRATION POLICY

<b>TITLE: Commercial Filming Policy</b>		<b>POLICY #: A-02-2021</b>
<b>Authority:</b> Chief Administrative Officer	<b>Effective Date:</b> June 28, 2021 <b>Review Date:</b> November 13, 2025	
<b>Issued By:</b> Kris Hardy, Executive Assistant <b>Issued Date:</b> June 28, 2021	<b>Approved By:</b> Daniela Dyck, CAO <b>Approved Date:</b> June 28, 2021 <b>Resolution #:</b> R-2021-164	

---

---

**PURPOSE:** This Policy attempts to find a harmonious balance between commercial filming and the Village in order to minimize disruptions to residents and businesses. Any person or company who wishes to engage in commercial photography, video, film or television recording within the Village of Ashcroft must obtain a Filming Permit from the Village of Ashcroft. News media are exempt from this requirement.

---

---

### **BACKGROUND**

The community of Ashcroft is endowed with a spectacular natural landscape. It is a landscape that attracts people to the community and significantly shapes its character. Ashcroft residents value the community as a peaceful, close-knit Village, deeply connected to the history of the area. While the community is supportive of the arts, including the film industry in British Columbia, it also values peace and tranquility.

### **POLICY**

#### **1. Policy Objectives:**

- 1.1 To facilitate the motion picture film industry in its production endeavors by providing a centralized and efficient procedure for obtaining Municipal authorization for Commercial Filming in the Village of Ashcroft;
- 1.2 To minimize any inconvenience to the general public, businesses and residents of the Village of Ashcroft as a result of filming activities;
- 1.3 To ensure the Village of Ashcroft residents shall not be unduly inconvenienced by prolonged loss of access to public areas or roadways, or by restricted parking fronting residents' homes;
- 1.4 To ensure the impacts to businesses are managed, losses are minimized and compensation is provided where appropriate;
- 1.5 To ensure that the Municipality recovers all of its direct and indirect costs associated with Filming Activities and Municipal services and assets;



- 1.6 To ensure that Filming Activities fully observe the bylaws of the Municipality and protect the safety, well-being and interests of residents.

## 2. Definitions

- 2.1 The following words and phrases have the meanings ascribed below:

Affected Households and/or Businesses means those primary residences, secondary suites and businesses within an area to be determined by the Municipality, depending upon the nature of the Filming Permit Application, as being affected or potentially affected by proposed filming – non-resident owners are not to be included in determining Affected Households and/or Businesses.

Applicant/Permittee means the person or persons or corporation applying for and/or receiving a Filming Permit.

Commercial Filming means photography, video, film and television recording undertaken for a commercial purpose.

Daytime Filming Hours means 7 am to 7 pm, other than the period from the start of daylight savings time in the spring to the end of daylight savings time in the fall, during which period it shall mean 7 am to 10 pm, and in either event, during which Filming Activity is regularly permitted, notwithstanding Ashcroft's current Noise Control Bylaw;

Extraordinary Services means the provision of Municipal services outside of regular hours (dependent on position) or the need for the Municipality to hire a contractor to address issues related to Filming Activities which were not applied for by the Permittee or expected by the Municipality.

Filming Activity means all outdoor human and mechanical activity related to Commercial Filming and includes all light, sound and the operation or parking of all vehicles, trucks and generators.

Filming Day means any day or portion thereof in which Filming Activity is taking place within the Municipality, except where filming preparation or post-production takedown is solely confined to private property.

Filming Liaison means the Municipal staff person designated by the Village Administrator (CAO) to act as a liaison to Filming Permit Applicants and Permittees.

Filming Permit means the document issued by the Municipality to the Applicant/Permittee granting the conditional right for commercial filming in the Village of Ashcroft.

Municipality means the Village of Ashcroft and includes the adjective Municipal.

Security Deposit means the sum of \$5,000 provided to the Municipality once a Filming Permit has been approved.



Village Administrator (CAO) means the Chief Administrative Officer (CAO), or the person acting in that capacity in the absence of the CAO.

### **3. Application and Approval Process**

- 3.1 All Commercial Filming proponents shall complete a Municipal Filming Permit Application Form.
- 3.2 Applications shall be submitted to the Filming Liaison no later than three (3) weeks prior to the proposed commencement of filming.
- 3.3 Applications will not be processed unless accompanied by written permission from the owner(s) of any private lands where the filming will take place.
- 3.4 If granted, permission to film within the Municipality will be conveyed through the issuance of a Filming Permit issued by the Village Administrator (CAO) once all prerequisites of this policy are met.
- 3.5 If all requirements of this Policy have been met, along with any applicable administrative policies or procedures, Filming Permits may be granted directly by the Village Administrator (CAO) unless:
  - (a) A variance to allow for filming outside of the Daytime Filming Hours is required, or
  - (b) Filming Activity is required repeatedly on non-consecutive days, or
  - (c) Filming Activity is for more than five (5) consecutive days in which case approval by way of Council resolution is required.
- 3.6 A Permittee cannot change dates, locations, filming times or the type of scene to be filmed as set-out in an approved application without first consulting the Filming Liaison and obtaining the consent in writing of the Village Administrator (CAO). Such consent may be conditional upon notification to all persons impacted and other terms that are appropriate in the circumstances.

### **4. Notification and Polling Requirements**

- 4.1 Where Filming Activity is for three (3) or fewer consecutive days and does not require a variance to allow filming outside of Daytime Filming Hours, a notification letter approved by the Village Administrator (CAO) shall be hand delivered by the Applicant to all Affected Households and/or Businesses. A Filming Permit will not be issued until at least seven (7) days have passed from the date of notification letter delivery to allow an opportunity for residents of Affected Households and/or Businesses to provide feedback to the Municipality's Filming Liaison.
- 4.2 Where Filming Activity:



- (a) is for more than three (3) consecutive days,
- (b) requires a variance to allow filming outside of Daytime Filming Hours, or
- (c) requires repeated filming on non-consecutive days:
  - i. a polling notification letter approved by the Village's Administrator (CAO) shall be hand delivered by the Applicant to all Affected Households and/or Businesses;
  - ii. the Applicant shall document its polling efforts and shall make every reasonable attempt to contact the occupants of a Household to determine support or opposition for the proposed filming;
  - iii. offers by the Applicant of compensation and/or alternate accommodations shall be documented and included with the polling information and submitted to the Municipality in confidence;

4.3 The polling threshold for objections from Affected Households and /or Businesses is hereby set in this Policy at no more than 15%.

4.4. Applications under:

- (a) subsection 4.2(a) for up to and including five (5) consecutive days of Filming Activity may be processed by the Village Administrator (CAO) who may issue a Filming Permit if the polling threshold in section 4.3 has been met, along with all other requirements of this Policy, but nothing herein precludes the Village Administrator (CAO) from referring such an application to Council;
- (b) subsection 4.2(a) for more than 5 consecutive days of Filming Activity, or under subsections 4.2(b) and 4.2(c), shall be submitted in a report from Municipal staff to Council for consideration at the next Council meeting.

4.5 The number of Filming Permits which may be approved for any one residential neighbourhood location, shall be determined by the municipality as permit applications are received.

Owners of properties throughout the Village of Ashcroft are encouraged to register their properties with: Creative BC's Location Library and TNRD Film Commissioner Terri Hadwin, email: [thadwin@tnrd.ca](mailto:thadwin@tnrd.ca); cell: 250-319-6211 and Creative BC's Location Library, website: [www.creativebc.com](http://www.creativebc.com); phone: 604-736-7997.



## **5. Use of Municipal Land, Buildings, and Structures**

- 5.1 Municipal lands, including roads and boulevards, may be used for the parking of a Permittee's vehicles and the storage of a Permittee's equipment, subject to submission of a proposed parking plan. Blocking fire hydrants and residents' driveways will not be tolerated.
- 5.2 Municipal land, buildings, or structures may be used for commercial filming purposes subject to availability and the issuance of a Filming Permit in accordance with this Policy and Fees and Charges Bylaw No. 833, as amended.
- 5.3 Approved Filming Permits are conditional upon the receipt of:
  - (a) the applicable filming fees and the Security Deposit;
  - (b) the Certificate of Insurance;
  - (c) the Indemnification Agreement; and
  - (d) any other conditions imposed by the Village Administrator (CAO) or Council.
- 5.4 The Security Deposit may be drawn upon by the Municipality to:
  - (a) remedy any damage to Municipal lands, buildings or structures caused by the Filming Activity, without limitation on the Municipality's right to pursue additional compensation or damages if the Security Deposit is insufficient to provide full restitution;
  - (b) enforce any of the Municipality's bylaws and recover any fine levied or judgment obtained against the Permittee;
  - (c) enforce the Indemnification Agreement;
  - (d) reimburse the Municipality for all actual legal costs and for any other expenses incurred in connection with enforcing the Municipality's bylaws, the Indemnification Agreement and the Permittee's liability insurance policy.
- 5.5 A Traffic Management Plan must be submitted for any request to close, or partially close a road and a professional traffic management contractor may be required at the Permittee's expense, in addition to any fees payable under Fees and Charges Bylaw No. 833, as amended. Closing or partial closing of a public roadway must be approved in writing by the Village Administrator (CAO). Total blockages of public roadways shall not exceed 10 minutes at a time before allowing waiting vehicles to pass, subject only to exceptions granted in writing by the Village Administrator (CAO), which may include terms and conditions required to be fulfilled by the Permittee including, but not limited to, advance public notice.



5.6 Any request for use of a Municipal fire hydrant must be included in a Filming Permit Application. All hydrants will be operated by Municipal employees only and fees in accordance with Fees and Charges Bylaw No. 833, as amended, will apply.

## **6. Conduct**

6.1 The Permittee shall comply strictly with all federal, provincial and Municipal regulations and bylaws including, but not limited to, cannabis, alcohol and food service regulations.

6.2 While working within the Municipality, all Filming Permit Applicants/Permittees, including producers, directors, cast, crew members and anyone else working for or associated with an Applicant/Permittee, shall conduct themselves in accordance with the BC Film Commission's *Best Practices – Motion Picture Locations Code of Conduct*.

6.3 The Municipality may fine the Permittee for bylaw infractions and may revoke the Permit without notice and without payment of any damages if the Permittee does not comply with the terms and conditions of the Permit or with applicable enactments.

6.4 The Permittee must designate a Production Liaison to the Municipality who is responsible for all film company activities and must be on site for the duration of production. The representative is responsible for ensuring that all cast and crew are informed of, and abide by, the terms and conditions of the Permit and for correcting any deficiencies with compliance. A 24-hour contact number for the representative must be provided to the Municipality.

## **7. Liability Insurance and Indemnification Agreement**

7.1 All Filming Permit Applicants shall provide a certificate of insurance evidencing liability insurance in an amount not less than \$5,000,000.00 with the Municipality named as an additional insured.

7.2 All Filming Permit Applicants shall cause an authorized signatory to execute the Indemnification Agreement incorporated into the Filming Permit Application as Schedule A.

## **8. Commercial Filming Fees**

8.1 All Filming Permit Applicants and Permittees shall provide the Municipality with fees in accordance with Fees and Charges Bylaw No. 833, as amended.

8.2 Filming service requests for the Ashcroft Fire Rescue (AFR) Department or AFR locations should be made at the earliest possible date but cannot be guaranteed to be available. If utilized per a filming service or location request, emergency calls may interrupt the filming without incurring responsibility or liability for any losses incurred by the Permittee. A filming service or location request, or an emergency response by AFR on account of Filming Activity, shall be charged at the rates applicable in Fees and Charges Bylaw No. 833, as amended.



- 8.3 Any Extraordinary Services shall be charged in accordance with Fees and Charges Bylaw No. 833, as amended.
- 8.4 Fees payable to the Municipality do not include fees that may be payable to the owners of private lands on which filming is taking place.
- 8.5 Fees for daily filming, location and parking fees in relation to film school projects will be waived subject to meeting the following criteria:
  - (a) the school is an accredited and recognized educational institution;
  - (b) the project must be assigned by the instructor and be part of the curriculum;
  - (c) all personnel working on the project are doing so without financial compensation; and
  - (d) the project is for academic use only and is not to be used for commercial gain.

All other requirements of this Policy apply to film school projects.

- 8.6 Refunds for usage and location fees may be considered on a case-by-case basis, depending on the stage of the application and any costs already incurred by the Village.

## **9. Donations and Legacies**

- 9.1 Applicant/Permittees are encouraged to contribute to the community by donating to local community groups, and/or by leaving a needed legacy behind for the community to enjoy. A non-comprehensive listing of local community groups and potential legacies is available from the Municipality for consideration by Permittees.

Adopted by Council:	
Updated:	

## **APPLICATION FOR COMMERCIAL FILMING PERMIT**

### **BACKGROUND INFORMATION**

Local Film Company:	
Applicant Name:	
Location Administrator (CAO):	
Business Address:	
Phone (office):	Phone (cell):
Email:	Fax:

**DESCRIPTION OF FILMING PROPOSAL**

Filming Dates (includes mobilization):	
Location of Filming:	
Hours of Filming:	
Proposed Schedule and Description of Scenes to be Filmed:	
Impact on Neighbourhood Traffic:	
Type of Municipal Facilities Needed:	<input type="checkbox"/> Municipal Road Allowance/ Parking Lot <input type="checkbox"/> Other Municipal Land (eg: Parks, Trails, Open Spaces, etc.) <input type="checkbox"/> Municipal Buildings or Structures

**PRELIMINARY SUBMISSION REQUIREMENTS** (to be submitted with initial application)

- Completed Application Form with non-refundable Application Fee
- Plan showing the way in which Municipal facilities would be used (if applicable)
- Parking Plan for all Vehicles (including Trucks and Generators)
- Letter of authorization from the owner(s) of the land, building or structures where the filming will take place.

**ADDITIONAL SUBMISSION REQUIREMENTS** (as directed by the Filming Liaison or Village Administrator (CAO), and as applicable)

- Filming Notification Letter(s) to Affected Households and/or Businesses
- Polling Notification Letter to Affected Households and/or Businesses
- Polling Information (including offers of accommodation and/or compensation, polling spreadsheets, maps and notes)

**FINAL SUBMISSION REQUIREMENTS** (to be submitted as a condition of issuance of the Filming Permit)

- Daily Filming Activity Fee for Commercial Filming
- Fees for the use of Municipal lands, including roadways, buildings structures
- Any other fees required by this Policy or Fees and Charges Bylaw No. 833, as amended
- Security Deposit of \$5,000 payable to the Municipality
- Executed copy of the Release of Liability and Indemnification Agreement (see attached Schedule A)



- Certificate of Insurance evidencing liability insurance in the minimum amount of \$5,000,000.00 with the Municipality named as an additional insured
- Confirmation that other conditional requirements have been fulfilled (if applicable)

Applicant Signature:	Date
----------------------	------

**Municipal Use Only**

Approved Filming Permit No.:

- Completed Application Form with non-refundable Application Fee
- Authorization Letter from Private Owner(s)
- Parking Plan
- Filming Notification Letter
- Polling Notification Letter (if applicable)
- Polling Information (if applicable)
- Daily Filming Activity Fees
- Other Fees (if applicable)
- Security Deposit
- Release of Liability and Indemnification Agreement (Schedule A)
- Certificate of Insurance
- Other Conditional Requirements



## **SCHEDULE A**

**(Attached to and forming a part of the Application for Commercial Filming Permit)**

### **INDEMNIFICATION AGREEMENT**

I/We, \_\_\_\_\_, (the "Applicant/Permittee"):

- (a) agree that I/we have received good and valuable consideration in exchange for entering into this Indemnification Agreement;
- (b) agree to indemnify, defend and save harmless the Village of Ashcroft, its elected and appointed officials, officers, employees, servants, representatives and agents (collectively the "Indemnified Parties") from and against any and all claims, demands, actions, causes of action, suits, damages, losses, and costs, liabilities, expenses and judgments (including all actual legal costs) incurred in defending any of the foregoing brought or made on behalf of any person or corporation for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons, which any of the Indemnified Parties incur, suffer or are put to arising out of or in connection with any act or omission of the Applicant/Permittee, its directors, officers, employees, agents, contractors or invitees, the Indemnified Parties or caused by or arising out of the condition of any real or personal property owned or controlled by the Indemnified Parties or any of them arising from or in any way connected to the Filming Activity or from the Applicant/Permittee's occupation or use of the property of the Village of Ashcroft;
- (c) agree that the Applicant/Permittee's obligations hereunder will survive the expiry or termination of any permit issued by the Village of Ashcroft to the me/us and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the Indemnified Parties;
- (d) agree that the Applicant/Permittee, upon submitting a Filming Permit application, whether or not a Filming Permit is issued, releases and discharges the Indemnified Parties from any and all losses which the Applicant/Permittee and any of the Applicant/Permittee's directors, officers, employees, volunteers, agents, contractors or invitees may have arising from actions or inactions on the part of the Indemnified Parties;
- (e) hereby waive all rights of recourse against the Village of Ashcroft for loss or damage to the Applicant/Permittee's property, howsoever incurred.

Applicant/Permittee Name: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Title: \_\_\_\_\_

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

Accepted by: \_\_\_\_\_  
Authorized Signatory for the Village of Ashcroft



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

**SAMPLE NOTIFICATION LETTER FROM APPLICANT TO AFFECTED HOUSEHOLDS AND OR BUSINESSES  
(NO POLLING REQUIRED)**

[Applicant letterhead]

[date]

Dear Neighbours of [address of filming]:

[Applicant] has applied to the Village of Ashcroft (the "Municipality") to film a [commercial, TV special/series, movie-of-the-week, feature film] called [title] at [address of proposed shoot] on [date(s)] during Daytime Filming Hours (7 am to 10 pm). Municipal facilities requested include: [eg: street parking (from address to address), occupation of all or portion of the (name of) parking lot, operation of fire hydrant, etc.]

The following is an outline of our proposed dates, times and significant Filming Activities:

[For Each Day and Date]

[Time period] – [List in point form all details of any potential disruptions or other relevant activity, including whether scenes are indoors or outdoors, lighting, traffic control, noise, stunts, special effects and parking)]

The Applicant and the Municipality recognize that there are sometimes inconveniences associated with a location shoot, but we are working hard to ensure that your day-to-day schedule is not disrupted and any impacts are minimized to the extent possible.

If you have any questions or concerns about this location shoot, please contact the Village's Filming Liaison, \_\_\_\_\_ within 7 days of the date of this letter. The Village Administrator (CAO) will review all resident feedback from Affected Households in considering whether to grant a Filming Permit for this application.

For further information about [name of Applicant] or [name of filming project], please contact me at [phone number and email address] or [Production Liaison's name, phone number and email].

For general information about filming in British Columbia, or to comment on ongoing productions in British Columbia contact: **TNRD Film Commissioner Terri Hadwin, email: [thadwin@tnrd.ca](mailto:thadwin@tnrd.ca); cell: 250-319-6211 and Creative BC's Location Library, website: [www.creativebc.com](http://www.creativebc.com); phone: 604-736-7997.**

Yours truly,

[your name] [Applicant name]  
[contact information]



**SAMPLE NOTIFICATION LETTER FROM APPLICANT TO AFFECTED HOUSEHOLDS AND/OR BUSINESSES  
(POLLING REQUIRED)**

[Production company letterhead]

[date]

Dear Neighbours of [address of filming]:

[Applicant] has applied to the Village of Ashcroft (the “Municipality”) to film a [commercial, TV special/series, movie-of-the-week, feature film] called [title] at [address of proposed shoot] on [date(s)]. Due to the proposed filming [covering more than two consecutive days and/or involving filming at night], polling of Affected Households is required.

As part of the proposed filming, Municipal facilities requested include: [eg: street parking (from address to address), occupation of all or portion of the (name of) parking lot, operation of fire hydrant, etc.]

The following is an outline of our proposed dates, times and significant Filming Activities:

[For Each Day and Date]

[Time period] – [List in point form all details of any potential disruptions or other relevant activity, including whether scenes are indoors or outdoors, lighting, traffic control, noise, stunts, special effects and parking)]

The Applicant and the Municipality recognize that there are sometimes inconveniences associated with a location shoot, but we are working hard to ensure that your day-to-day schedule is not disrupted and any impacts are minimized to the extent possible.

Over the next few days, representatives from [name of Applicant] will be coming door to door and asking you to participate in a poll for this proposed filming. You will be asked whether you support or oppose our Filming Application. If you have any questions or concerns, I would be happy to speak or email with you.

If you prefer, you may contact the Municipality’s Filming Liaison, \_\_\_\_\_ to express your support for, or concerns about, our application. Please be sure to clearly state your name and address and leave a phone number or email address if you would like to be contacted.

All polling information will be provided to the Municipality, along with particulars of our application, for consideration of Filming Permit approval in accordance with Commercial Filming Policy 2019-02. For further information about [name of Applicant] or [name of filming project], please contact me at [phone number and email address] or [Production Liaison’s name, phone number and email].

For general information about filming in British Columbia, or to comment on ongoing productions in British Columbia contact: Thompson Nicola Film Commissioner Terri Hadwin, email: [thadwin@tnrd.ca](mailto:thadwin@tnrd.ca); cell: 250-319-6211 and Creative BC’s Location Library, website: [www.creativebc.com](http://www.creativebc.com); phone: 604-736-7997.

Yours truly,

[your name] [Applicant name]  
[contact information]



**SAMPLE NOTIFICATION LETTER FROM PERMITTEE TO AFFECTED HOUSEHOLDS AND/OR BUSINESSES**  
[Applicant letterhead]

[date]

Dear Neighbours of [address of filming]:

On behalf of [Permittee], we are providing advance notice that a [commercial, TV special/series, movie-of-the-week, feature film] called [title] will be shooting in this neighbourhood from [dates]. We will be primarily working at [address].

The following is an outline of our proposed dates, times and significant Filming Activities:

[For Each Day and Date]

[Time period] – [List in point form all details of any potential disruptions or other relevant activity, including whether scenes are indoors or outdoors, lighting, traffic control, noise, stunts, special effects and parking)]

The production company has all the necessary permits for this film shoot. Please note that the public [is, is not] permitted to visit the location during filming.

The producers and the Municipality recognize that there are sometimes inconveniences associated with a location shoot, but we are working hard to ensure that your day-to-day schedule is not disrupted, and any impacts are minimized to the extent possible.

If you have any questions or concerns about this location shoot, please contact me at [phone number]. During the shoot, you can also talk to [Production Liaison's name and phone number] who will be on location. If you have further questions about filming within the Village of Ashcroft or specific concerns about this location shoot, you can contact the Village's Filming Liaison, [name] at [contact telephone number and email address].

Thank you. Your cooperation will help make this location shoot a success and help to encourage more producers to visit the Village of Ashcroft in support of British Columbia's billion-dollar production industry. For general information about filming in British Columbia, or to comment on ongoing production in British Columbia contact: **TNRD Film Commissioner Terri Hadwin, email: [thadwin@tnrd.ca](mailto:thadwin@tnrd.ca); cell: 250-319-6211 and Creative BC's Location Library, website: [www.creativebc.com](http://www.creativebc.com); phone: 604-736-7997.**

Yours truly,

[your name] [production company]  
[your contact information]

## Schedule of Filming Fees

<b>Fee</b>	<b>Amount</b>	<b>Per</b>	<b>Notes</b>	<b>Actuals</b>	<b>TOTAL</b>
Application Fee	\$100		Non-Refundable		
Filming Fee - Residential Zone	\$300	Day			
Filming Fee - Commercial Zone	\$200	Day – 3 days			
Municipal Parking Lot Use	\$500	Day			
Municipal Park Use	\$500	Day			
Municipal Park Washroom Cleaning Fee			When film activity does not coincide with the regular cleaning schedule. Fee to be as per Contractor's rate.		
Temporary Closure of Road	\$100	block/day	Plus certified traffic control company at applicant's expense		
Public Works Services	\$80	person/hour			
Street Alteration Permit	\$1,000		Plus additional damage deposit of \$10,000		
On Street Parking: Truck with Generator Dumpster Trailer Over 1 Ton	\$30	day	Fee applies to each unit		
On Street Parking: 1 Ton and Under	\$15	day	Fee applies to each unit		
Extraordinary Services (municipal staff call outs outside regular work hours, or requirement to hire contractor) On Call Phone: 250-457-7354			Hourly Rate x 2.0 or Contractor costs x 1.25		
<b>TOTAL</b>					

<b>Damage Deposit</b>	<b>\$5,000</b>	<b>Separate Cheque</b>	
-----------------------	----------------	------------------------	--



## **ADMINISTRATION POLICY**

<b>TITLE:</b> Intrusion and Operational Alarm Policy	<b>POLICY #:</b> A-02-2025
<b>Authority:</b> Director of Public Works	<b>Effective Date:</b> <b>Review Date:</b>
<b>Issued By:</b> Director of Public Works <b>Issued Date:</b>	<b>Approved By:</b> <b>Approved Date:</b> <b>Resolution #:</b>

---

**PURPOSE:** To establish procedures for employee safety when responding to intrusion and operational alarms.

---

**POLICY:**

This Policy addresses ensuring employee safety while responding to operational and intrusion alarms.

---

**SCOPE:**

The Village receives various facility alarms throughout the year. The alarm call outs are generated by Chubb Security and operational alarms are generated by the various computer systems operating village programs. When received after hours these alarms are received and forwarded to the on-call phone attendant. **The first is an operational alarm which is typically an operational alarm and the second is an intrusion alarm.** There are two types of alarms, Operational and Intrusion. Separate procedures have been developed for each type of alarm.

---

**OPERATIONAL ALARM:**

**Operational alarms** are generated by system alert directly to the on-call phone. These are generally low risk alarms that require a quick reset, however when working alone there is always the potential for risk. The on-call attendant is to call the 4-STAR number when leaving to check the alarm and upon returning home once the check is completed to clear the call.

This procedure is not optional and must be completed by all on-call attendants.

---

**INTRUSION ALARM:**

Intrusion alarms have the potential to be much more volatile in nature and require additional safety precautions. If an on-call attendant receives an intrusion alarm a second employee is to be called out as per the procedures in the collective agreement. Under no circumstances is the on-call employee to attend the intrusion alarm alone.

If upon arrival at the facility, there is a clear breach DO NOT ENTER THE PREMISES call 911 immediately and wait for RCMP to arrive and make entry into the facility.

---



## **ADMINISTRATION POLICY**

<b>TITLE:</b> Privacy Policy – VOA Website	<b>POLICY #:</b> A-03-2025
<b>Authority:</b> Chief Administrative Officer	<b>Effective Date:</b> <b>Review Date:</b>
<b>Issued By:</b> <b>Issued Date:</b>	<b>Approved By:</b> <b>Approved Date:</b> <b>Resolution #:</b>

---

**PURPOSE:** The Corporation of the Village of Ashcroft ("we," "our," "us") is committed to protecting the privacy of visitors to our website. This Privacy Policy outlines how we collect, use, disclose, and safeguard your personal information in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA) of British Columbia.

---

### **POLICY:**

#### **1. Information We Collect**

When you visit our website, we may collect:

- Personal Information: If you voluntarily provide information through forms, applications, surveys, or email correspondence.
- Non-Personal Information: Such as browser type, IP address, pages visited, and time spent on the site, collected through cookies and analytics tools.

#### **2. How We Use Your Information**

We collect and use your information to:

- Provide and improve municipal services.
- Respond to inquiries and requests.
- Process applications and registrations.
- Ensure website security and functionality.
- Meet legal and regulatory requirements.

#### **3. Disclosure of Information**

We do not sell or rent your personal information. However, we may disclose information:

- As required by law under FOIPPA.
- To authorized third-party service providers assisting in municipal operations.
- To protect the rights, property, or safety of the municipality, users, or the public.



#### **4. Cookies and Tracking Technologies**

Our website may use cookies to enhance user experience. You can manage your cookie preferences through your browser settings. Disabling cookies may impact website functionality.

#### **5. Third-Party Links**

Our website may contain links to external sites. We are not responsible for their privacy practices, and we encourage users to review third-party privacy policies.

#### **6. Security Measures**

We implement reasonable safeguards to protect personal information from unauthorized access, disclosure, or loss. However, no online transmission is entirely secure, and users should exercise caution when sharing information online.

#### **7. Access and Correction of Personal Information**

You have the right to request access to or correction of your personal information under FOIPPA.

To make a request, contact us at:

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

#### **8. Updates to this Privacy Policy**

We may update this policy periodically. Changes will be posted on this page with the revised effective date.

#### **9. Contact Us**

For questions or concerns regarding this Privacy Policy, please contact:

Village of Ashcroft  
601 Bancroft Street  
250-453-9161  
[admin@ashcroftbc.ca](mailto:admin@ashcroftbc.ca)

---



## **COUNCIL POLICY**

<b>TITLE:</b> Scheduled Planning Sessions	<b>POLICY #:</b>
<b>Authority:</b>	<b>Effective Date:</b> <b>Review Date:</b>
<b>Issued By:</b> <b>Issued Date:</b>	<b>Approved By:</b> <b>Approved Date:</b> <b>Resolution #:</b>

---

**PURPOSE:** This policy ensures that the Village is holding semi-annual meetings to discuss budget items and long-term plans.

---

**POLICY:**

To ensure that the Village is operating efficiently and with clear goals and objectives, it is necessary for Council and Staff to hold semi-annual meetings to discuss budget items and long term plans, the following meeting schedule amendment is approved:

- a. The Annual Meeting Schedule be amended as follows:
  - i. The Regular Meetings of Council scheduled for the second Monday in February and the second Monday in October be cancelled; and
  - ii. Planning Sessions of Council be scheduled for the second Monday in February and the second Monday in October with a starting time of 3:00 pm

---



## **COUNCIL POLICY**

<b>TITLE:</b> Town Hall Meeting and Community Forum	<b>POLICY #:</b> C-02-2025
<b>Authority:</b> Council	<b>Effective Date:</b> <b>Review Date:</b>
<b>Issued By:</b> Chief Administrative Officer <b>Issued Date:</b>	<b>Approved By:</b> <b>Approved Date:</b> <b>Resolution #:</b>

---

**PURPOSE:** That The Council for the Village of Ashcroft Council establish a schedule for an annual Town Hall Meeting and two Community Forums providing an opportunity for communication between Council and the citizens of Ashcroft. By providing more opportunities for public discussions, Council will be able to make better, more informed decisions.

**PURPOSE:** To establish an annual schedule for one Town Hall Meeting and two Community Forums, creating regular opportunities for dialogue between Council and the citizens of Ashcroft. These discussions will support Council in making well-informed and effective decisions.

---

### **POLICY:**

#### **Town Hall Meeting:**

- Council will hold an annual Town Hall meeting **on** in the first **Monday** full week of May.
- This meeting allows Council to satisfy the legislated public consultation requirement prior to the adoption of the Five Year Financial Plan by May 15<sup>th</sup>.
- The format will allow each member of Council to report on one or more segments of Council activities including standing committees that they may chair.
- A summary of the previous year's financial statements along with the current 5 Year Financial Plan will be presented.
- Following the presentations there will be an opportunity for citizens of Ashcroft to provide feedback to Council on the issues reported as well as other items that may arise.
- Town Hall meetings will be held in the Ashcroft Community Hall.

#### **Community Forums:**

- The Village of Ashcroft Council will hold two Community Forums each year, one in April and the second in November.
- The Community Forums table topics will be determined by Council.
- The format allows for small group discussions on a variety of topics with more open and direct dialogue between Council and the citizens.
- The Community Forums discussions will help determine budget discussions by engaging the public on Village Services.
- Community Forums will be held in the Ashcroft Community Hall from 7:00 pm – 9:00 pm.
- No Community Forum will be held during November in the year of a Local General Election.



## **COUNCIL POLICY**

<b>TITLE:</b> Unsigned Correspondence	<b>POLICY #:</b> C-03-2025
<b>Authority:</b> Council	<b>Effective Date:</b> <b>Review Date:</b>
<b>Issued By:</b> Chief Administrative Officer <b>Issued Date:</b>	<b>Approved By:</b> <b>Approved Date:</b> <b>Resolution #:</b>

---

**PURPOSE:** This policy outlines the process in which the Village of Ashcroft receives unsigned correspondence addressed to the Mayor and Council or Staff

---

**POLICY:**

Incoming, unsigned correspondence to the Mayor and Council or Staff will be treated on an unofficial basis and not acknowledged;

Such correspondence will not be placed on the Council Agenda;

Such correspondence, if directed to the Mayor and Council, will be copied for their information only;

Depending on the issue or matter the correspondence addresses, at their discretion, Staff may investigate and follow-up as they see fit.

If possible Staff will contact the sender of the correspondence and inform them of the unsigned correspondence policy.

---

**TO:** Mayor and Council

**MEETING DATE:** November 24, 2025

**FROM:** Daniela Dyck, CAO

**SUBJECT:** Verbal Report

---

**PURPOSE:**

The purpose of this report and future reports is to provide information to the Council that may not come up during regular meetings or Committee of the Whole. Topics will include operational updates, or other areas of interest to the village.

---

**DISCUSSION:**

In the interest of transparency and to allow Council the opportunity for questions and dialogue during meetings, topics for verbal reports will be included on the agenda using this report template.

Verbal Report Items:

- TNRD Regional FireSmart Committee Meeting
- TNRD Regional Fire Fighter Remuneration Discussion
- ATL - Winter Road Conditions and Transport Vehicles



**TO:** Mayor and Council

**MEETING DATE:** November 24, 2025

**FROM:** Yoginder Bhalla, CFO

**SUBJECT:** Verbal Report

---

**PURPOSE:**

The purpose of this report and future reports is to provide information to the Council that may not come up during regular meetings or Committee of the Whole. Topics will include operational updates, or other areas of interest to the village.

---

**DISCUSSION:**

In the interest of transparency and to allow Council the opportunity for questions and dialogue during meetings, topics for verbal reports will be included on the agenda using this report template.

Verbal Report Items:

- Water Meter Project Updates
  - Vendor selected

## STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: November 10, 2025

FROM: Margaret Moreira, Economic Development & Tourism Coordinator

SUBJECT: Quarterly Report

---

### RECOMMENDATION:

*Receive for information*

### PURPOSE:

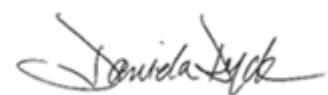
To provide Council with a brief update regarding Economic Development and Tourism Coordinator (EDTC) position.

Prepared by:



---

Margaret Moreira  
Economic Development & Tourism Coordinator



---

Danieal Dyck  
Chief Administrative Officer

---

### DISCUSSION:

#### 1. Community BBQ:

The Village hosted its annual community BBQ, this year's event had a FireSmart theme with Ember, the FireSmart mascot in attendance. The event offered residents a chance to connect and learn about fire smarting their residents. Despite lower attendance due to the extreme heat, those who attended enjoyed the free swimming, bouncy castles, burgers, hotdogs, cookies, and beverages. Many also enjoyed the Fire Department's demonstration of their water cannon, which provided a refreshing reprieve from the sun.

#### 2. NDIT Façade Grant:

The Village applied for the Façade Grant in 2024 and had one successful project that year. We then carried over \$15,000 into 2025 and again had one successful application. For 2026, we applied once more; however, we only qualified for \$10,000 because we did not receive enough applications over the past two years to fully subscribe to the \$20,000 annual allocation.

#### 3. Business Walk:

The EDTC Working Group conducted a Business Walk in May to assess interest in staying open late for special events, business mixers, workshops, and potential membership in the EDTC Working Group. The Business Walk also provided a valuable opportunity to engage with local businesses and have brief face-to-face conversations to continue building a strong connection between the municipality and the business community.

4. Business Mixer:

The EDTC Working Group hosted a Business Mixer on November 2. We received 38 RSVPs, and 20 attendees joined us for an evening of food, conversation, and networking. Participants connected with fellow businesses and had the opportunity to meet and speak with the Mayor and Council. Information brochures on accessibility, downtown beautification and Façade grant were available for attendees to take home, and two door prizes were drawn at the end of the evening.

5. Website:

Continued work on updating events, creating posts, pages, managing and updating the business directory, and working with Marian Lowe to create an Investor Page, which is expected to be completed before the end of the year.

6. 2025 Adventure Racing World Series:

The 2025 Adventure Racing World Championship, hosted in British Columbia by Hoodoo Adventures Co., featured more than 60 international teams of four competitors each. Racers biked, trekked, paddled, and rappelled over 800 km of rugged terrain during the nine-day expedition.

Ashcroft's Legacy Park served as a key transition point, where competitors arrived by mountain bike before kayaking down the Thompson River for the next leg of their journey. The route began in Penticton and concluded in Princeton. During the four days the event passed through Ashcroft, more than 40 media teams, volunteers, and ARWS media personnel utilized local community amenities and services.

7. Marketing Brochures:

Currently working with our designer Marian Lowe to create Museum and Legacy Park brochures for distribution in 2026

## CONCLUSION

The Village continues to strengthen community connections and support local businesses. From the FireSmart-themed Community BBQ to the Business Mixer and Business Walk, residents and businesses had opportunities to engage, learn, and collaborate. The NDIT Façade Grant and updated marketing materials helped enhance our downtown and promote key attractions, while hosting the Adventure Racing World Series brought international visitors and media to our community.

---

## STRATEGIC ALIGNMENT:

Economic Development & Tourism Strategy

**From:** Diana Hoggard <[diana@ashcroftband.ca](mailto:diana@ashcroftband.ca)>

**Sent:** November 21, 2025 11:25 AM

**Subject:** AIB's 5th Christmas Tree Lane!

Hi Everyone,

It's that time of the year again, and the Christmas Trees have been ordered!!

We are planning our big Christmas Tree Lane decorating contest for Friday December 5<sup>th</sup> at 11AM  
We look forward to this every year and hope you can attend.

You will each have your own tree to decorate and will be judged by all attendees!  
May the best team win!! (No pressure)

We will try to keep the Ashcroft Police department and the Ashcroft Fire department at opposite ends of the tree line to avoid any sabotage from either group 😊  
Winner gets bragging rights and a Timmy's card.

We will have hot chocolate, coffee and cookies ready for you!

**Please let me know by end of this week if you are able to make it.**





Thanks everyone,

Hope to see you all then!

Diana

*Diana Hoggard*

**Community Engagement Coordinator**  
**Ashcroft Indian Band**  
**Box 440, Ashcroft, BC V0K 1A0**  
**250-453-9154**  
[diana@ashcroftband.ca](mailto:diana@ashcroftband.ca)





# The Equality Project

## "People helping People"

BOX 52

Cache Creek, BC V0K 1H0

Phone: 250-457-6485

Email: [info@theequalityproject.ca](mailto:info@theequalityproject.ca)

Village of Ashcroft  
601 Bancroft Street  
Ashcroft, BC V0K 1A0  
October 22, 2025

RECEIVED  
NOV 10 2025  
THE CORPORATION VILLAGE OF ASHCROFT

To Citizens and Council of Ashcroft,

This letter is written to express our appreciation for the Grant-in-Aid which was recently received.

It is difficult to articulate how very much this grant means to our Society. Although our Clubhouse is located in Cache Creek, we have many members from Ashcroft and area. This grant allows our Society to continue the vital work of providing food, social & spiritual experiences, and a lot of happiness to our members. The importance of this is highlighted by the fact that we are the only social service agency in Cache Creek and many folks would be impacted should our doors have to close.

Again, please accept our heartfelt thanks on behalf of our members.

The Board of Directors

The Equality Project Society



# School District No. 74 (Gold Trail)

Our Goals: Success ♦ Reconciliation ♦ Team ♦ Communication ♦ Sustainability

---

## NEWS RELEASE

### Co-Chairs Elected for the Board of Education

At the November 4, 2025 Board of Education Meeting, Trustees Larry Casper and Carmen Ranta were elected as Co-Chairs of the Board.

In addition, Trustee Ranta was elected as the BC Public School Employers' Association (BCPSEA) representative and Trustee Valerie Adrian was elected as the BC School Trustees Association (BCSTA) Provincial Council representative.

Superintendent Vessy Mochikas noted that Co-Chairs Casper and Ranta have a great deal of experience as trustees and she looks forward to their continued positive, calm and stable leadership so that the Board can continue focusing on what is best for students. The trustees support each other and work well as a cohesive unit to focus on the District's priorities.

**12 November 2025**

---

*Gold Trail respectfully acknowledges that the land on which we gather is the unceded and traditional territory of the Nlaka'pamux, St'át'imc and Secwépemc First Peoples.*



# BOARD BULLETIN

## BOARD APPROVES SOFI REPORT

The Board approved the 2024/2025 Statement of Financial Information (SOFI) which must be submitted by school districts in B.C. within six months of their fiscal year end. The SOFI report serves to provide transparency and accountability in public sector financial reporting. It is designed to inform the public about the financial activities of the District.

## BOARD APPROVES YEAR-TO-DATE FINANCIAL INFORMATION

The Board approved the year-to-date financial report to September 30, 2025.

## B.C. ADOLESCENT HEALTH SURVEY

The Board received a presentation on the results of the 2023 Adolescent Health Survey from Evelyn McGowan from the McCreary Centre Society. The survey was completed by 2,784 B.C. youth aged 12-19. More information can be found on their [website](#).

 Did you know?

Meetings of the Board of Education are open to the public. Agendas, which include reports mentioned here, can be found on the [District Website](#).

## 2025-2026 OPERATIONAL PLAN

The Board received an update on the 2025/2026 Operational Plan which outlines the District's progress towards achieving its strategic goals.

 On Remembrance Day, the Board honours the brave individuals who served and sacrificed for our freedom. Their legacy reminds us of the importance of peace, courage, and community. As a school board, we encourage students, staff, and families to take time to reflect, wear a poppy, and remember those who gave so much. *Lest we forget.*

## Board approves motions to BCSTA Thompson-Okanagan (TO) Branch

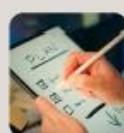
The Board approved four motions for submission at the upcoming Branch meeting of the B.C. School Trustees Association (BCSTA). These motions urge the TO Branch to include an Indigenous Elder/Knowledge Keeper on the executive, and represent one meaningful step toward honouring and respecting Indigenous Nations. Including an Indigenous Elder or Knowledge Keeper on the Thompson Okanagan Branch Executive will provide valuable guidance, leadership, and cultural perspective. It will also foster mutual learning and growth for all Branch members, including the Elder or Knowledge Keeper.

## SCHOOL DISTRICT NAME CHANGE

The Board of Education is initiating a process to rename the Gold Trail School District, recognizing the harmful impacts of the gold rush on Indigenous communities—including displacement, cultural loss, and environmental damage. This change reflects a commitment to reconciliation and moving away from colonial associations. The process will begin with forming a Name Engagement Committee followed by public consultation.

## REPORTS ON ENROLMENT AND CLASS SIZE

The Board received a report on District enrolment which shows a decline in student enrolment of 48 students. The Class Size and Composition Report must be provided each year to ensure that legislative requirements have been met.



## BOARD RECEIVES INFORMATION ON MINISTERIAL ORDERS

A recent amendment to the Support Services for Schools Ministerial Order, effective July 1, 2025, now requires all school boards to have a public policy in place for responding to unexpected health emergencies—and to ensure AEDs and naloxone kits are easily accessible in schools. Secondary schools must meet this requirement by December 31, 2025, with full implementation across all schools by September 2026. Our district is already ahead of the curve: Operational Procedures 6.410 (AED Guidelines) and 6.420 (Opioid Overdose Response) meet the new standards, and nasal naloxone kits are available in all schools and facilities. The Operational Procedures Advisory Committee reviewed OP 6.420 on October 29, and naloxone kits will soon be distributed to buses once drivers complete training.



Expedition Canada

# Marketing & Media Impact Report

ARWC 2025

Event Period  
22 Sep - Oct 6

Prepared by  
Hoodoo Adventure Co





# Table of Contents

<b>03</b>	Executive Overview	<b>07</b>	Broadcast & Press Coverage
<b>04</b>	Social Media & Influencers	<b>08</b>	Economic Impact
<b>05</b>	Reach and Performance	<b>09</b>	Sponsor Value & Legacy
<b>06</b>	Media Impact	<b>10</b>	Conclusion

# Executive Overview



Between January and October 2025, Hoodoo Adventures and Expedition Canada executed the most impactful marketing campaign in ARWS history. Working with a lean but highly effective budget, the team reached millions of viewers worldwide, generated record-breaking web traffic, and significantly elevated the global profile of the Adventure Racing World Championship in Penticton, BC.

These efforts not only strengthened relationships with integral partners such Subaru Canada and positioned them as a premier supporter of outdoor adventure, but also proved how future investment in sport tourism can further amplify visibility, engagement, and long-term brand alignment with one of the most authentic adventure regions in the world.

The Adventure Racing World Championship (ARWC) 2025 placed Penticton, BC and the surrounding Okanagan region on the global map as a premier destination for endurance, nature, and adventure tourism. Over 500 elite athletes, media teams, volunteers and supporters from more than 25 countries participated in an 800 km expedition through Canada's diverse landscapes, inspiring millions of viewers worldwide.

Through the collaboration of Hoodoo Adventures, Subaru Canada, AR World Series, and community partners, the event achieved record-breaking international exposure, high-impact marketing performance, and a transformative economic benefit for the host region.

Prepared by  
**Lyndie Seddon**

Prepared for  
**Event Sponsors, Partners,  
Communities & Tourism Bodies**

# Social Media & Influencer Amplification



Strategic Investment



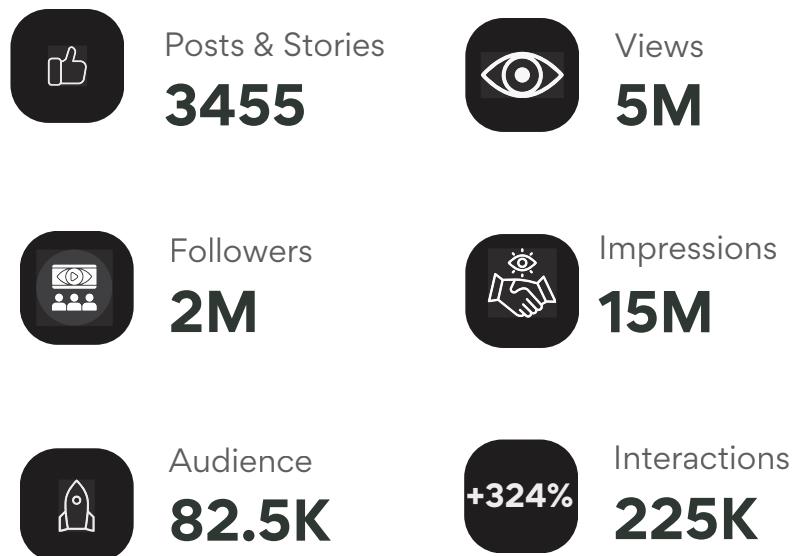
**Top countries:** Canada, Brazil, Colombia, USA, Ecuador, Argentina, UK.

#ARWC2025, #ARWC25, and #ARWorldChamps generated millions of impressions globally, with standout engagement from:

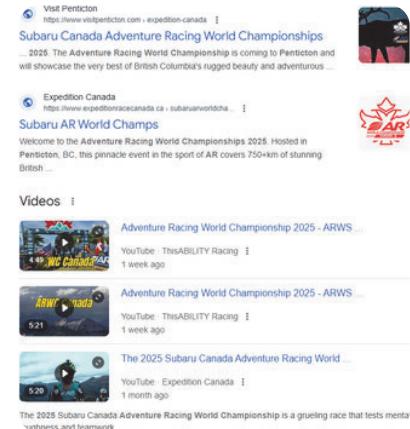
- Swedish Armed Forces Adventure Team – viral win coverage and high media syndication.
- Team East Wind (Japan) – large international fan following, shared widely on adventure sport platforms.
- Teams from Brazil, Ecuador, France, and the USA – daily content amplified by regional audiences.

**Estimated combined organic impressions: 10–15 million across all team and partner pages.**

**Key Takeaway:** Pre-event META ads generated exceptional engagement and traffic at a very low cost-per-click (average \$0.06). Ads featuring racers, countdowns, and community storytelling performed strongest, confirming that emotionally driven content converts best.



# Global Digital Reach & Performance



## DIGITAL POST REACH

Clicks, views, interactions

Reach	<b>2.7M+</b>
Engagements	<b>180K+</b>
Ad Spend	<b>\$5200cad</b>
ROI	<b>\$10.40/\$1</b>

## WEBSITE & SEARCH

Online Performance

Visitors	<b>82,686</b>
Sessions	<b>124,300</b>
Top Sources	  
Increase	<b>101%</b>

## PAID ADVERTISING

Google & Meta Ads

Spend	<b>\$5250</b>
Clicks	<b>37K</b>
Impressions	<b>2.7M</b>
CPC	<b>\$0.04-\$0.06</b>

### Key Takeaway Google Ads:

Achieved global awareness at an outstanding cost-efficiency. With more investment, click-through and conversion rates could easily double, strengthening event registrations and tourism-driven exposure for sponsors and communities.

### Key Takeaway Social Media:

Engagement more than tripled year-over-year. Global audiences are actively connecting with the event's storytelling, visual content, and human moments, further validating the opportunity for continued investment in organic and paid social growth.

# Media Investment & Production Impact



National and international broadcast reach across Canada, Brazil, Europe, and North America, including placement through AdventurAR TV, Box Brazil, and Band Networks, reaching over 42 million households daily.

Comprehensive on-site production, capturing race coverage, interviews, and storytelling used across global channels, ensuring world-class content distribution.

7 professional tourism videos produced to highlight Penticton and surrounding regions, now to be used by community and tourism boards for long-term destination marketing.

The level of broadcast exposure achieved provides extraordinary value for both the event and its sponsors, delivering wide-reaching national visibility, strengthening brand credibility, and creating sustained awareness that extends far beyond the race itself—ultimately driving higher engagement, greater tourism interest, and measurable long-term return on investment.

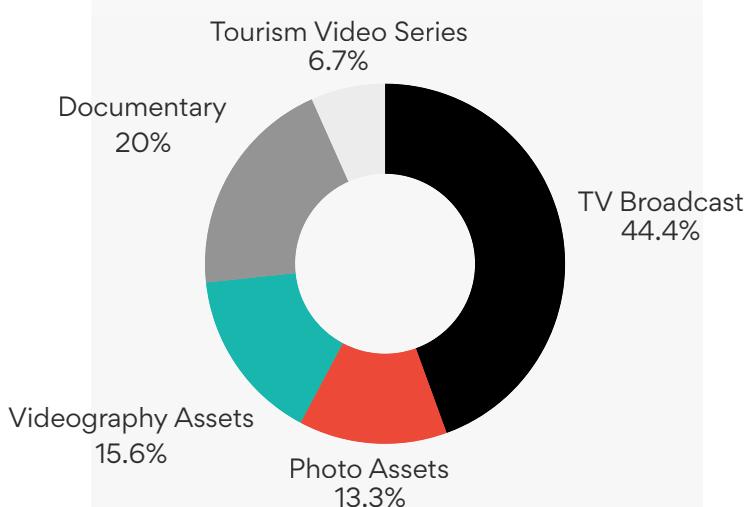
## Production Viewership

■ National ■ International

42M

1.2M

## Category Investments



## Key Take Aways

These creative investments built a high-quality media library representing the region's landscapes, people, and spirit, providing long-term promotional assets for sponsors, tourism and future events.

939 National Commercial Spots

Broadcast Investment \$100K+

Photo/Video Asset Investment \$100K+

7 Tourism Videos Produced

Documentary Production w/ key distribution

# Global Broadcast & Press Coverage



## Television & Streaming

AdventuraAR TV feature	42M Viewers
Canada Ad Broadcast	1.2M Viewers
ARWS Online	4.4M viewers

## Press & Digital Media

Impressions 5M+

### Featured Articles

- Travel and Tour World, Advendure Greece, and other international outlets.
- Regional and community-level exposure via newspaper features, tourism videos, and digital ads coordinated by Hoodoo Adventures.

Television and streaming coverage for ARWC 2025 delivered outstanding national exposure in Canada, with the event featured across Rogers Sports & Media platforms and broadcast widely throughout major Canadian markets. This strong domestic presence ensured that Canadian audiences, sponsors, and communities were prominently engaged with the championship from start to finish.

Internationally, the event reached major networks such as Band, ClaroTV, VivoTV, and Sky. Additional visibility was generated through Box Brazil, C3TV, ARWS YouTube channels, and global highlight reels, extending the event's reach across South America, Europe, and Asia. Media coverage exceeded 5 million impressions worldwide, supported by prominent articles in Travel and Tour World, Advendure Greece, AR World Series publications, AFV News, Squirt Cycling Products, StayHappening, and other influential adventure and sports platforms. Regional exposure was further strengthened by Hoodoo Adventures through local newspaper features, tourism video productions, and targeted digital advertising.

Together, this layered and far-reaching media presence created one of the most comprehensive coverage environments in the event's history—significantly elevating sponsor visibility, boosting tourism interest, and showcasing Penticton and surrounding communities to a global audience. This broad and coordinated promotional reach not only amplified the stature of the championship but also cemented the region's position as an international destination for adventure, exploration, and world-class outdoor events.



# Economic & Tourism Impact

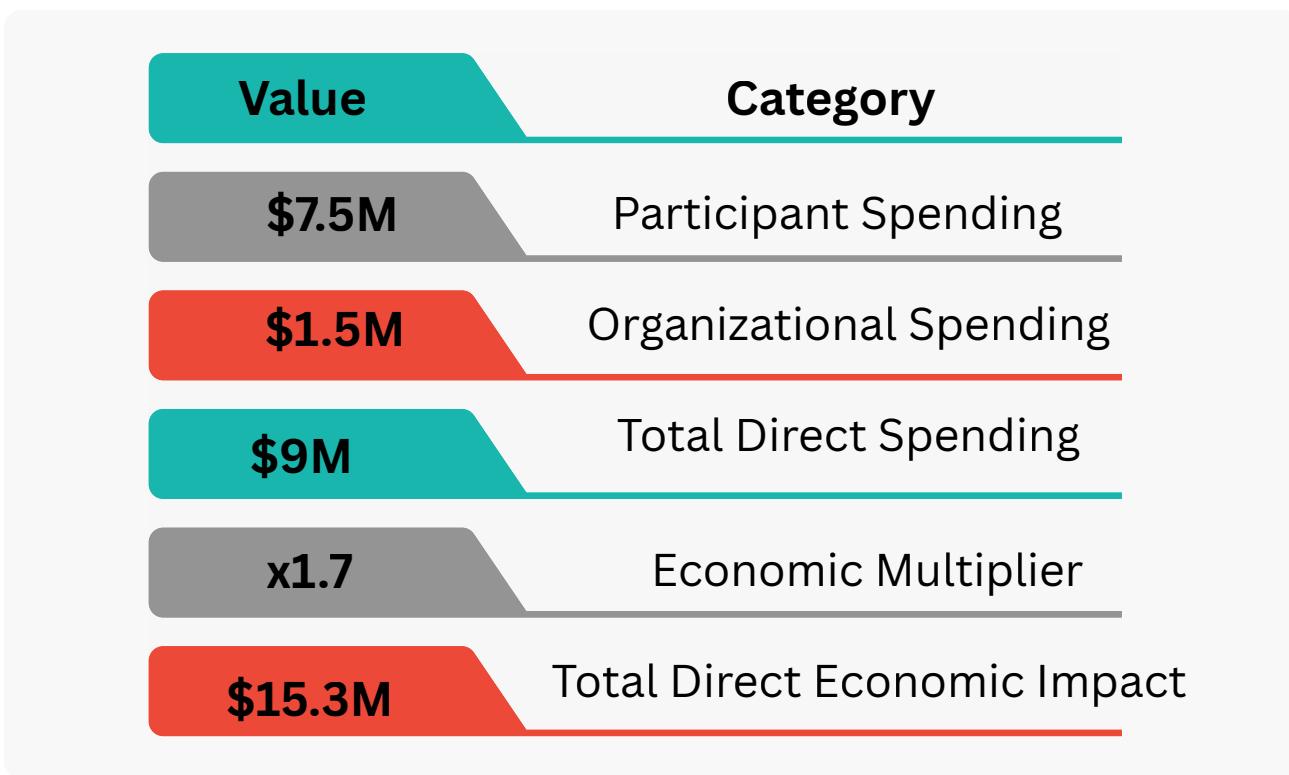


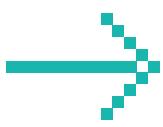
## Regional Benefits

- Increase in hotel and accommodation occupancy during the event.
- Surge in restaurant, retail, and transportation spending.
- Creation of local employment through logistics, tourism services, and media production.
- 7 local communities experienced direct tourism uplift and brand exposure.

## Long-Term Legacy

- Permanent positioning of Penticton and region as an international adventure destination.
- Infrastructure improvements and new content for tourism marketing.
- Ongoing global exposure valued at millions in earned media.



 Based on industry-standard valuation models for television broadcasting, global streaming, earned press, digital impressions, and social media exposure, **the 2025 Adventure Racing World Championship generated an estimated \$1.5 million in total marketing value.**

This level of exposure rivals that of major endurance races and represents a powerful return for sponsors, tourism partners, and host communities—achieved through a uniquely integrated mix of national broadcasts, global TV distribution, high-impact press coverage, and widespread organic social engagement.

# Sponsor Value & Legacy



## Subaru Canada

- Primary sponsor featured across all digital and broadcast platforms.
- Strong brand alignment with performance, endurance, and outdoor adventure.
- Estimated direct media value: \$500,000+

## Strategic Partners

- Garmin, Shokz, Strava, Impex – reinforced ARWS's image as a modern, tech-driven endurance platform.
- Canadian Tire, Mt. Waddingtons, MRS, Squirt – showcased community and adventure.

## Legacy Outcomes

- 7 regional tourism videos for ongoing destination marketing.
- High-quality media archive for continued global promotion.
- Expanded partnerships between municipalities, tourism agencies, ARWS & Hoodoo Adventures.
- Sustained digital visibility for Subaru Canada through Adventure Racing events.

**Hosting international adventure events brings powerful tourism, economic, and brand-building benefits to regions, driven by both their global visibility and the extended length of stay typical for participants—often averaging 15 days.**

**This long duration results in substantial direct spending on accommodations, restaurants, transportation, retail, and outdoor services, while teams, families, media crews, and spectators further multiply the economic impact.**

**For sponsors, these events offer exceptional value by aligning their brands with authentic adventure, endurance, and international storytelling, supported by wide-reaching global broadcasts, social media amplification, and extensive press coverage.**

**Sponsors benefit from meaningful, trust-building visibility within highly engaged adventure communities, as well as broad public exposure that elevates brand perception and increases customer loyalty. Together, these factors make international adventure events uniquely powerful engines for regional economic development and high-impact platforms for sponsors seeking global reach and long-term brand resonance.**

# Conclusion



## Summary

- 12 communities involved
- Tourism videos created for Pemberton, Bridge Valley, Seton Portage, Lillooet, Ashcroft, Princeton and Penticton
- \$250,000 plus in donated tourism and asset content
- Media reach in 25 plus countries valued at \$1M+
- 5,000,000 plus social and broadcast engagements
- Global viewership estimated at 50,000,000+
- \$5,000 donated to community orgs and trail societies
- \$20,000 to Indigenous artists, performers and speakers
- \$32,000 to local outdoor outfitters
- \$10,000 in supplies donated to communities and youth programs
- 60 native trees planted at Historic Hat Creek Ranch

The 2025 Subaru Canada Adventure Racing World Championship delivered exceptional global impact on a strategic investment — combining television and media production to generate millions of impressions, \$15.3 million in regional economic benefit, and a lasting tourism legacy.

The event not only elevated Penticton as a world-class adventure tourism destination, but also showcased the power of authentic storytelling, strategic brand alignment, and community collaboration in driving measurable returns for sponsors, tourism partners, and the Canadian outdoor industry.

# Thank you!

Thank you for taking the time to read this report. If you have any questions or would like to discuss our findings further, please don't hesitate to reach out to us.



-  250-490-6084
-  [lyndie@hoodooadventures.ca](mailto:lyndie@hoodooadventures.ca)
-  [expeditionracecanada.ca](http://expeditionracecanada.ca)
-  Media Contact - Lyndie Seddon



**SUBARU**



Thank you

Dear Village of Ashcroft

Thank you for Supporting the graduating class at Desert Sands Community School, and for choosing me as the recipient of your \$500 bursary.

I am currently Wait-listed for the level B Welding course at TRU, and look forward to continuing my training as soon as there is space in the program.

Thank you again for your generous support!

Talon Close

Actionable Motion and Task List Tracker 2025

NOVEMBER

Motion No.	Motion	Staff Responsible	Comments	Other	Status
<b>2025 MOTIONS</b>					
R-2025-149	THAT, staff continue to seek alternate grant opportunities to fund a Hotel Investment Attraction Study, and connect with Miles Bruns and Al Boldt to identify best practices for advancing hotel investment attraction.	CAO	CEDD - eligible funding source		in-progress
R-2025-162	THAT, Good Neighbour Bylaw No. 879, 2025 be adopted.	EA	Prepare Bylaw for Signatures		completed
R-2025-163	THAT, Council authorizes the CFO to transfer a substantial portion of the funds from the credit union to MFA.	CFO	Transfer Funds		completed
R-2025-164	THAT, Council supports the request and purchase a colour business card ad in the 21st edition Military Service Recognition Book.	EA	Purchase Ad		completed



# POLICY REVIEW COMMITTEE

## Meeting Notes

Thursday, November 13, 2024, at 10:00 am

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

### 1. Discussion

#### a. **A-02-2021 Commercial Filming Policy**

- *List the Thompson-Nicola Film Commission (TNFC) as the Primary Contact, before Creative BC:*

- TNFC

*Contact: Terri Hadwin, Thompson Nicola Film Commissioner*

*Email: [thadwin@tnrd.ca](mailto:thadwin@tnrd.ca)*

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

- Creative BC (Formerly the British Columbia Film Commission)

*Phone: 604-736-7997*

*Website: [www.creativebc.com](http://www.creativebc.com)*

- **Park Washroom Cleaning Fee**

- *Add a fee for cleaning park washrooms when film activity does not coincide with the regular cleaning schedule.*

- **On-Street Parking Fees**

- *Update the following on the Schedule of Filming Fees: “On Street Parking for: Trucks with Generator Dumpster Trailer” to simply “On Street Parking.”*

- *Add tiered fees as follows:*

- *1 ton and under: \$15 per day per unit*

- *Over 1 ton: \$30 per day per unit (keep at \$30)*

- **Refund Policy**

- *The application fee that is noted as non-refundable on pg. 9 of the policy, should be highlighted in bold for clarity.*

- *Introduce a refund policy for usage and location fees under section 8 (pg. 7) to read:*

- *New section 8.6: Refunds for usage and location fees may be considered on a case-by-case basis, depending on the stage of the application and any costs already incurred by the Village.*

#### b. **Draft Policies for Review**

- **A-01-2025 Cell Phone Use Policy**

- *Committee reviewed and recommends Policy be brought to the next JLM meeting on Nov. 27/25*



# POLICY REVIEW COMMITTEE

## Meeting Notes

Thursday, November 13, 2024, at 10:00 am

- **A-02-2025 Intrusion and Operational Alarm Policy**
  - Under Scope: replace “*The first is an operational alarm which is typically an operational alarm and the second is an intrusion alarm.*” with: “*There are two types of alarms, Operational and Intrusion.*”
- **A-03-2025 Privacy - VOA Website Policy**
  - Committee reviewed – no changes.
- **A-04-2025 Progressive Discipline Policy**
  - Committee reviewed – no changes
- **C-01-2025 Scheduled Planning Sessions Policy**
  - Change i. to : “*The Regular Meetings of Council scheduled for the second Monday in February and October be rescheduled to 5:00 pm followed by a Planning Session.*”
  - Change ii. to: *Planning Sessions of Council be scheduled for the second Monday in February and October following the Regular scheduled meeting at 5:00 pm.*
- **C-02-2025 Town Hall Meeting and Community Forum Policy**
  - Under PURPOSE: rewrite section to read this:
    - “**PURPOSE:** To establish an annual schedule for one Town Hall Meeting and two Community Forums, creating regular opportunities for dialogue between Council and the citizens of Ashcroft. These discussions will support Council in making well-informed and effective decisions.”
- **C-03-2025 Unsigned Correspondence Policy**
  - Item PURPOSE: Add “ed” to “Address”
- **R-01-2025 Drylands Arena Advertising Policy**
  - Item “2. GENERL” add an “A”
  - Item 2.3 change to read: “*Village of Ashcroft Council*”...
  - Item 3.4 change to read: “*Naming Rights Sponsorship:*”
  - Item 5.2 remove “*Ashcroft municipal*” and replace with “*Village of Ashcroft Council*”
  - Item 6.1 remove “*municipal*” and replace with “*Village of Ashcroft Council*”...
  - Item 8.2 remove “*biennially*” and replace with “*regularly*”

## 2. Next Steps

- A-02-2021 Commercial Filming Policy – Bring to Council for approval
- A-01-2025 Cell Phone Policy – Bring to JLM meeting Nov. 27/25
- A-02-2025 Intrusion and Operational Alarm Policy – Bring to Council for approval
- A-03-2025 VOA Website Policy – Bring to Council for approval
- A-04-2025 Progressive Discipline Policy – Bring to JLM meeting Nov. 27/25
- C-01-2025 Scheduled Planning Sessions Policy – Bring to Council for approval
- C-02-2025 Town Hall Meeting and Community Forum Policy – Bring to Council for approval
- C-03-2025 Unsigned Correspondence Policy – Bring to Council for approval



# POLICY REVIEW COMMITTEE

## Meeting Notes

Thursday, November 13, 2024, at 10:00 am

### 3. Date for Next Meeting

TBD

### 4. Adjournment

The Policy Review Committee meeting was adjourned at 11:10 am.

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

A handwritten signature in blue ink, appearing to read "Kris Hardy".

Kris Hardy  
Recording Secretary



## Joint Para- Transit Committee

### Meeting Minutes

Nov. 20, 2025 -11:00am  
Ashcroft – TEAMS

In Attendance: Daynika White, BC Transit Govt Relations Manager  
Damian Couture, VoCC  
Daniela Dyck, VoA  
Cnclr. Peters, VoCC  
Cnclr. Anstett, VoA  
Michelle Wall, YCS  
Nikki Vincent, YCS

Regrets: Brian Doddridge, VoC  
Cnclr. Park, VoC  
Christine Peterson, YCS

#### **1. Welcome**

Daniela welcomed everyone to the meeting apologizing for technical difficulties and the delayed Zoom meeting invite.

#### **2. Review of Notes from August 20 2025, Meeting**

Distributed previously and attached. No changes were requested.

#### **3. Additions to or Deletions from the Agenda**

N/A

#### **4. Delegation:**

N/A

#### **5. Unfinished Business**

a. N/A

#### **6.**

**Business**

a. BC Transit Government Relations Manager – Daynika White – update

- Service Review
  - Sign off ToR:  
Daynika noted the Terms of Reference (TOR) require final sign-off with one minor change which amended “minimal” to “one round” of public engagement.
  - Confirm BCT is separating Ashcroft and Clinton Ridership:  
Daynika confirmed that BCT is now separating Ashcroft and Clinton ridership.
  - Service Review timeline and next steps - any planned public engagement sessions (open houses / survey):  
Daynika noted that Jen Getz will be the BC Transit team member leading the service review and public engagement. However, she is currently working on a robust engagement initiative in the Kootenay’s and will not be able to work on ours until the new year.  
Review timeline will include public engagement sessions (open houses, surveys).
    - Engagement likely is best in the summer,
    - Engagement will include some in-person sessions.
    - Advertising options discussed: social media, website channels, kiosks, local radio, community billboards.
    - Service engagement ideas:
    - “Ride the bus” day
    - Pop-ups at grocery stores, post office, Farmers Market, or other community events
    - Leverage local knowledge from riders
    - One-day in-person engagement event. (In one community only)
    - It was suggested that Graffiti Days may be a good event to leverage as members from all three communities attend this event
    - Engagement with new potential partners.
    - Flexibility to run engagement all summer and adapt methods as needed.
- Placement in provincial fare review queue – Discussion
  - Fare adjustments without formal review:
    - Daynika clarified that local governments may implement fare changes without undergoing a formal fare review.
    - For small, cash-only systems, changes are straightforward as long as rider and community consultation occurs.
  - History of fare increases:
    - The system has not implemented a fare increase since it was established.
    - Keeping fares affordable remains a priority, as many vulnerable community members rely on the service.
  - Potential fare adjustments:
    - Typical increases range from \$0.25 (modest) to \$0.50 (larger) and are not expected to generate significant new revenue.
    - Due to rising costs across all sectors, the group discussed adopting minimal fare increases every other year.

- Daynika suggested \$2.25 as a reasonable modest fare increase for consideration.
- BC Transit requires a minimum of 2 months to update the Rider Guide and website once fare changes are approved.

Health Connections fare:

- The current fare remains \$5.
- Interior Health Authority (IHA) covers 100% of Health Connections operating costs.
- Riders pay the fare directly to the transit system, and all revenue is retained locally to help offset Para Transit operational costs.

Digital payment options:

- The group discussed the inconvenience of requiring exact change for bus fare.
- Options such as UMO and Square were mentioned for digital or tap payment.
- Daynika will research whether a simple tap-payment solution is possible through either system.

b. YCS – Transit Manager – Michelle Wall noted the following: (Report attached to these minutes)

- Hwy 12 Road Closure Support (Lillooet–Lytton):

The rotating road closure on Hwy 12 ended on October 21 after six weeks. To keep the Thursday Health Connections route operating for Lytton and Spences Bridge, BC Transit and Interior Health funded an extra bus and driver. Simon Larkin (Ashcroft) covered the additional work, and passengers expressed strong appreciation for maintaining service throughout the closure.

- New Buses Received:

A brand-new bus arrived on October 15 and entered service in November to replace Bus 2752 in Ashcroft.

Features include:

- 18 seats
- 3-point seatbelts
- 2 integrated child seats
- InQline mobility loading system
- Space for 2 wheelchairs
- Wider bike rack for modern bikes

Another new bus is arriving November 24, to be placed in service in December and assigned to Lillooet to replace Bus 2751.

- Updated Bus Capacities (for Emergency Planning):

Bus #3220 (Lillooet) & Bus #3219 (Ashcroft):

- 18 seated, 0 mobility aids
- 16 seated, 1 mobility aid
- 12 seated, 2 mobility aids

- New Casual Driver – Ashcroft:

Corrine Rouleau has been hired as a new casual backup driver and began training on November 17.

- Holiday Event Shuttle:  
The Ashcroft Terminal has booked the bus for round-trip staff transportation for their holiday party on December 16.
- Holiday Service Closures:  
No service will operate on December 25, December 26, and January 1, 2026 across all systems.

c. Community Updates:

- Clinton – N/A
- Cache Creek – Nothing to report
- Ashcroft – Nothing to report

**7. Summary of Ridership/Financial**

a. Report of Revenue and Ridership to October 31, 2025

b. CFO Bhalla - 2026 Budget Projections:

Daniela reported that CFO Bhalla is recommending a 10% budget increase for Transit services for each community. While the final 2025 figures are still pending, he is confident that this estimate accurately reflects the anticipated 2026 budget needs.

The group further discussed affordability concerns, emphasizing the importance of the upcoming Service Review in identifying additional potential partners such as the TNRD and nearby First Nations communities to help share costs and support long-term sustainability.

**8. New Business**

**9. Date for Next Meeting – February 18, 2026, at 11:00 am - Village of Cache Creek (Virtual option)**

**10. Adjournment**

The meeting was adjourned at 11:48am.

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

Daniela Dyck, CAO, Ashcroft

Encl: Report from Transit Manager Michelle Wall

Transit Update: Nov 20, 2025

- The rotating road closure on Hwy 12 between Lillooet and Lytton ended Oct 21 and lasted for 6 weeks. To keep the Thursday Health Connection route running for Lytton and Spences Bridge passengers, BC Transit along with Interior Health funded an extra bus and driver to service those areas and keep them connected to the full route. Simon Larkin from Ashcroft was the driver, we were very appreciative he was able to accommodate the extra time. Passengers were also very grateful a solution could be found to keep them connected.
- Oct 15 – We received a brand-new bus from BC Transit. This bus has just been put into service in November to replace Bus 2752 out of Ashcroft. Comes equipped with 18 total seats for passengers, upgraded 3-point passenger seatbelts, 2 ICS caregiver seats (integrated child seat) which is essentially a built-in car seat for children. These buses also have the InQline Mobility Assist Loading System, and room for 2 wheelchairs. In addition, they come with a wider bike rack assembly, which accommodates the new style of bikes with wider tires. We also just received notice that another brand-new bus is set to arrive on Nov 24! This bus will be put into service sometime in December and sent to Lillooet to replace Bus 2751.



Please be sure to update the bus capacity information we sent out last meeting for emergency preparedness planning. New bus capacity are as follows:

**Bus #3220 (Lillooet) and #3219 (Ashcroft) Standard Configuration:**

18 Seated Passengers - Room For 2 Mobility Aid Positions

- 18 Seated Passengers & 0 Mobility Aids
- 16 Seated Passengers & 1 Mobility Aid
- 12 Seated Passengers & 2 Mobility Aids

- We have just hired a new casual back up driver for the Ashcroft route. Corrine Rouleau will join the team and has started her training November 17.
- Dec 16 – The Ashcroft Terminal has booked the bus to provide transportation to and from their holiday party for staff.
- Dec 25/26 and Jan 1, 2026 – No service on all our systems due to holiday closures.

DATE: November 24, 2025  
FROM: Councillor – Jonah Anstett  
SUBJECT: Verbal Report

---

## PURPOSE

The purpose of this verbal report is to provide Council with updates, observations, and information relevant to my Council duties. This may include community engagement activities, committee participation, regional meetings, or emerging issues of interest to the Village.

---

## DISCUSSION

To support transparency and create opportunities for dialogue during Council meetings, the following topics are provided in advance as part of my verbal report. These updates represent matters I have been involved in or have received information about that may not otherwise appear on the meeting agenda.

---

## Verbal Report Items

- UBCM Report

**DATE:** November 24, 2025  
**FROM:** Councillor – Cam Tedford  
**SUBJECT:** Verbal Report

---

## PURPOSE

The purpose of this verbal report is to provide Council with updates, observations, and information relevant to my Council duties. This may include community engagement activities, committee participation, regional meetings, or emerging issues of interest to the Village.

---

## DISCUSSION

To support transparency and create opportunities for dialogue during Council meetings, the following topics are provided in advance as part of my verbal report. These updates represent matters I have been involved in or have received information about that may not otherwise appear on the meeting agenda.

---

## Verbal Report Items

- Budget and Finance Seminar – Kamloops November 14, 2025
- Seniors AGM – Update