



# MINUTES

## Regular Meeting of Council

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

### PRESENT

Mayor Barbara Roden  
Councillor, Jonah Anstett  
Councillor, Jessica Clement  
Councillor, Nadine Davenport  
Councillor, Cam Tedford

### EXCUSED

N/A

Public – 1  
Media –

### CALL TO ORDER

Mayor Roden called the Regular Meeting of Council for November 24, 2025, to order at 6:05 pm.

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

### 1. ADDITIONS TO OR DELETIONS FROM THE AGENDA

N/A

### 2. MINUTES

2.1	Minutes of the Regular Meeting of Council held Monday, November 10, 2025 M/S Anstett / Clement <i>THAT, the Minutes of the Regular Meeting of Council held Monday, November 10, 2025, be adopted as presented.</i>	CARRIED Unanimously R-2025-164
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### 3. DELEGATIONS

3.1	N/A	
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### 4. PUBLIC INPUT

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

### 5. BYLAWS/POLICIES

5.1	A-02-2021 Commercial Filming Policy (Edits) M/S Clement / Davenport	CARRIED Unanimously
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	<i>THAT, the Commercial filming Policy #A-02-2021 be adopted as presented.</i>	R-2025-165
<b>5.2</b>	<b>A-02-2025 Intrusion and Operational Alarm Policy (New)</b> M/S Clement / Tedford <i>THAT, the Intrusion and Operational Alarm Policy # A-02-2025 be adopted as presented.</i>	CARRIED Unanimously R-2025-166
<b>5.3</b>	<b>A-03-2025 VOA Website Policy (New)</b> M/S Anstett /Davenport <i>THAT, the Village of Ashcroft Website Policy # A-03-2025 be adopted as presented.</i>	CARRIED Unanimously R-2025-167
<b>5.4</b>	<b>C-01-2025 Scheduled Planning Sessions Policy (New)</b> M/S Davenport / Clement <i>THAT, the Scheduled Planning Sessions Policy # C-01-2025 be adopted as presented.</i> Discussion: It was noted that it appears that the only edit to the policy was the meeting start times.	CARRIED Unanimously R-2025-168
<b>5.5</b>	<b>C-02-2025 Town Hall Meeting and Community Forum Policy (New)</b> M/S Anstett / Davenport <i>THAT, the Town Hall Meeting and Community Forum Policy # C-02-2025 be adopted as presented.</i> Discussion <ul style="list-style-type: none"> <li>Concern was raised that a Community Forum would not occur in November 2025, and that election years also do not include a November Forum.</li> <li>Staff confirmed this and noted that Council may schedule public meetings at any time if needed for a specific topic.</li> <li>It was emphasized that the policy is meant to provide structure, not restrict Council to only the pre-set meeting schedule.</li> <li>It was suggested to amend the policy wording stating that all meetings must be at the Community Hall.</li> <li>Community Forums and other public engagement sessions should be held at the Community Hall unless otherwise advertised.</li> <li>Town Hall meetings will continue to be held in Council Chambers.</li> </ul>	CARRIED Unanimously R-2025-169
<b>5.6</b>	<b>C-03-2025 Unsigned Correspondence Policy (New)</b> M/S Clement / Tedford <i>THAT, the Unsigned Correspondence Policy # C-03-2025 be adopted as presented.</i>	CARRIED Unanimously R-2025-170

### 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 <ul style="list-style-type: none"> <li>○ Meeting designed for dialogue with local governments; attendance was low (only three communities plus TNRD).</li> <li>○ Valuable discussion on additional revenue streams to support FireSmart rebate and related programs.</li> <li>○ Provided useful networking and peer-learning opportunities.</li> <li>○ Next full committee meeting, including First Nations and stakeholders, scheduled for March 2026.</li> </ul> </li> <li>• TNRD Regional Fire Fighter remuneration discussion <ul style="list-style-type: none"> <li>○ Meeting coordinated by Jason Tomlin and Jamie Viera with all member municipalities invited.</li> <li>○ Focus on whether consistent firefighter wage structures across the TNRD are feasible.</li> <li>○ Rising minimum wage is creating challenges for practice and call-out compensation.</li> <li>○ Noted variations in department structures: some have full-time chiefs; others operate similarly to Ashcroft.</li> <li>○ Departments paying higher hourly rates generally do not provide additional stipends.</li> <li>○ Payment methods vary: biweekly payroll, annual payments to associations, or monthly payments (Ashcroft's model).</li> <li>○ TNRD pays firefighters as employees with applicable wage deductions.</li> </ul> </li> <li>• ATL Winter road conditions and commercial truck traffic <ul style="list-style-type: none"> <li>○ Meeting held with Patty Kinvig (ATL) regarding trucks failing to chain up and spinning out on the hill.</li> <li>○ ATL will include chain-up reminders in their winter briefing.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>While ATL has no jurisdiction outside their property, they will notify carrier companies of the safety expectations.</li> <li>Discussion included RCMP/CVSE enforcement options.</li> <li>Consideration of a designated chain-up area near Evans Rd and Hwy 97C with appropriate signage.</li> <li>If a truck is seen spun out, recording the truck number and carrier name will allow ATL to follow up with the company.</li> </ul>	
<b>6.3</b>	<p><b>CFO Verbal Report:</b></p> <p>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>With Urban Systems' support, the Village pre-vetted applicants through an RFQ to confirm capability and quality.</li> <li>Neptune was selected as the preferred vendor.</li> <li>Offers strong technology, solid data management, and an app-based system.</li> </ul> </li> </ul> <p><b>Question – Will there be consumer based access to the app – Yes</b></p> <ul style="list-style-type: none"> <li>Cellular communication will reduce staff workload for meter reading.</li> <li>Vendor has responsive regional/project managers and strong references.</li> <li>Staff will now move into contract discussions.</li> <li>Brief discussion on pit meters and installation considerations.</li> <li>Project helps ensure the Village meets provincial water conservation and reporting requirements.</li> </ul>	
<b>6.4</b>	<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>Question – Which business received the façade funding? Staff will report back to Council.</p>	

## 7. CORRESPONDENCE

FOR ACTION		
7.1	AIB – Invitation to AIB's 5 <sup>th</sup> Christmas Tree Lane	

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	Mayor Roden and Councillor Anstett volunteered to participate in the event, with assistance from the CAO.	
<b>FOR INFORMATION</b>		
<b>7.2</b>	<b>The Equality Project – Thank you for the Grant-in-Aid</b>	
<b>7.3</b>	<b>School District No. 74 News Release: Co-Chairs Elected for the Board of Education (Trustees Larry Casper and Carmen Ranta)</b> Direction to staff – send letter congratulation the co-chairs	
<b>7.4</b>	<b>School District No. 74 – November 2025 Board Bulletin</b>	
<b>7.5</b>	<b>Expedition Canada Marketing &amp; Media Impact Report ARWC 2025</b> Send a letter of thank you of appreciation Direction to staff – send letter thanking the organizers for hosting a portion of the event in Ashcroft.	
<b>7.6</b>	<b>DSCS Student Talon Close – Thank you for Bursary</b>	

### 8. UNFINISHED BUSINESS

<b>8.1</b>	<b>Task Manager</b>	
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### 9. NEW BUSINESS

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

<b>10.1</b>	<b>Policy Committee Notes – November 13, 2025</b>	
<b>10.2</b>	<b>Joint Para Transit Committee Minutes – November 20, 2025</b> Nice new bus!	

### 11. COUNCIL REPORTS

<b>11.1</b>	<p><b>Mayor Roden:</b> Requested that staff send a letter to the Loon Lake Fire Department congratulating Chief Daryl Hart on his retirement and move to Cranbrook and welcome Frank Borri into his new role as Fire Chief. Background: Chief Hart joined the department in 2017 during the Elephant Hill wildfire and stayed on and became Fire Chief in 2020 Frank Borri has been a Fire Department member for almost 30 years and steps into the Fire Chief role Dec 1, 2025. Mayor Roden also noted she will be off to Victoria tomorrow with the TNRD as they have meetings with Minister and the Premier.</p>	
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11.2	<p><b>Councillor Anstett – Verbal Report</b></p> <p>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.</p> <p>Verbal Report Items:</p> <ul style="list-style-type: none"> <li>• UBCM Report <ul style="list-style-type: none"> <li>○ Thanked the community for the opportunity to attend the convention.</li> <li>○ Gained valuable learning and appreciated the networking opportunities.</li> <li>○ Noted the benefit of being able to reach out to colleagues for guidance.</li> <li>○ Attended sessions on resilient local leadership and mental health support for elected officials.</li> <li>○ Participated in discussions on tiny homes.</li> <li>○ Met with SILGA counterparts.</li> <li>○ Overall, a positive experience and appreciated the chance to represent Ashcroft</li> </ul> </li> </ul>	
11.3	<p><b>Councillor Clement</b></p> <ul style="list-style-type: none"> <li>• HAWC <ul style="list-style-type: none"> <li>○ Unable to attend last HAWC meeting</li> <li>○ Noted a new brochure laying out services available at the UPCC was developed and she has copies available at the HUB.</li> </ul> </li> </ul>	
11.4	<p><b>Councillor Davenport</b></p>	
11.5	<p><b>Councillor Tedford</b></p> <p>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.</p> <p>Verbal Report Items:</p> <ul style="list-style-type: none"> <li>• Attended the Budget and Finance Seminar in Kamloops on November 14, 2025. <ul style="list-style-type: none"> <li>○ Facilitated by FIT Consulting</li> <li>○ Noted much of the information was new, even with an economics background.</li> <li>○ Reviewed budget timing and key deadlines for when local government budgets must be finalized.</li> <li>○ Spent the day learning alongside elected officials from neighbouring communities.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ Participated in a case study on declining services during periods of growth.</li> <li>○ Discussed non-market tax increases and long-term cost pressures including frontage, roads, infrastructure.</li> <li>○ Appreciated the opportunity to attend – and noted the food was great.</li> <li>○ Example shared: Oak Bay's 2089 sewer replacement and MFA guarantee investment fund which is in excess of the CPI by 3%.</li> <li>• Seniors AGM – Update <ul style="list-style-type: none"> <li>○ Attended a spirited meeting with the association.</li> <li>○ Membership cost is \$15, with approximately 30% attendance at the meeting.</li> <li>○ Partial executive changes noted: Cliff Marsh elected as Chair; Bev Campbell as Secretary/Treasurer.</li> <li>○ Discussion was lively; a suggestion was made to arrange a future meeting with Councillor Tedford and Administration.</li> <li>○ Councillor Tedford officially joined the association and is planning to attend the Christmas potluck on December 17.</li> <li>○ Interested to see how the upcoming year unfolds.</li> </ul> </li> <li>• Fire Department Liaison: <ul style="list-style-type: none"> <li>○ Reached out to Chief White to connect with the department in the new liaison role.</li> <li>○ Awaiting confirmation from the department on whether December 2nd or 9th works best for him to attend his first meeting.</li> </ul> </li> </ul>	
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### 12. RESOLUTION TO ADJOURN TO CLOSED MEETING

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

12.1	N/A	
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### 13. RESOLUTIONS RELEASED FROM CLOSED MEETING

13.1	N/A	
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### 14. ADJOURNMENT

Mayor Roden adjourned the Regular Meeting of Council for Monday, November 24, 2025, at 6:53



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Certified to be a true and correct copy of  
the Minutes of the Regular Meeting of Council  
held Monday, November 24, 2025.

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Daniela Dyck,  
Chief Administrative Officer

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Barbara Roden,  
Mayor