

# AGENDA

## Regular Meeting of Council

Village of Ashcroft Council Chambers, 601 Bancroft Street  
Monday February 9, 2026, at 6:00 pm

### 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

<b>2.1</b>	Minutes of the Regular Meeting of Council held Monday, January 26, 2026 M/S <i>THAT, the Minutes of the Regular Meeting of Council held Monday, January 26, 2026, be adopted as presented.</i>	P. 1 - 6
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### 3. DELEGATIONS

<b>3.1</b>	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

<b>5.1</b>	<p>CAO/CFO Report – Water Regulations, Utility Fee Amendments and Enforcement Alignment Bylaws</p> <p>Purpose: To present a coordinated package of bylaws that modernizes the Village's water regulations, updates water, sewer, and solid waste fees, and enables administrative enforcement of the new Water Regulations Bylaw.</p> <p>M/S</p> <p>1. Water Regulations Bylaw No. 881, 2026; <i>THAT Council gives third reading to the Water Regulations Bylaw No. 881, 2026 as presented.</i></p> <p><b>Hard copy to be added as a late item Monday, waiting for Lawyer to return it after Legal review.</b></p>	P. 7 - 23
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Monday February 9, 2026, at 6:00 pm

	<p>M/S</p> <p>2. Fees and Charges Amendment Bylaw No. 882, 2026 (Water, Sewer, and Solid Waste Fees); <i>THAT, Council gives third reading to the Fees and Charges Amendment Bylaw No. 882, 2026 as presented.</i></p> <p>M/S</p> <p>3. Notice of Enforcement Amendment Bylaw No. 883, 2026 (Water Regulations). <i>THAT, Council gives third reading to the Notice of Enforcement Amendment Bylaw No. 883, 2026 as presented.</i></p>	
<b>5.2</b>	<p>CAO Report – Review of Election Procedure Bylaw and its Amendments. Purpose: The purpose of this report is to present the current Election Procedure Bylaw and its subsequent amendment for Council’s review and discussion, and to seek direction regarding potential housekeeping or modernization updates in advance of the October 2026 General Local Election.</p>	P. 24 – 34

### 6. STAFF REPORTS

REQUEST FOR DECISION		
<b>6.1</b>	<p>CAO Report – Appointment of Election Officials The purpose of this report is to request Council’s appointment of Election Officials for the 2026 General Local Election. M/S <i>THAT, Council appoints Daniela Dyck as the Chief Election Officer (CEO) and Maïke Mayden as the Deputy Chief Election Officer (DCEO) for the 2026 General Local Election</i></p>	P. 35 – 36
<b>6.2</b>	<p>CAO Report - Amendments to Travel Reimbursement Policy No. F-03-2021 Purpose The purpose of this report is to present proposed amendments to the Travel Reimbursement Policy No. F-03-2021 to reflect the addition of the Village-owned electric vehicle and other fleet vehicles, and to provide clarity regarding vehicle use, travel reimbursement, and administrative procedures.  M/S <i>THAT, Council adopt the amended Travel Reimbursement Policy No. F-03-2021, including updates related to use of the Village-owned</i></p>	P. 37 – 48

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	<i>electric vehicle and other fleet vehicles, and the addition of Schedule "A" – Travel Advance Request Form and Schedule "C" – Vehicle Use Guidelines.</i>	
<b>FOR INFORMATION</b>		
<b>6.3</b>	Fire Smart Coordinator Report & Presentation	P. 49 – 50

### 7. CORRESPONDENCE

<b>FOR ACTION</b>		
<b>7.1</b>	BC Drag it Challenge - Letter in Support for Drag n Drive	P. 51
<b>7.2</b>	BC Farmers Market – Request Letter of Support	P. 52
<b>7.3</b>	Invitation to the 159th Clinton Annual Ball	P. 53
<b>7.4</b>	BC Rural Health Network – Membership Renewal and Donation Request	P. 54 – 55
<b>7.5</b>	LGLA Forum Registration – Councillor Clement expressed interest in attending For Information: Cost: Registration \$495, Hotel (2 nights at \$229 + taxes/night), Per diem \$85/day, Mileage – EV	P. 56 – 57
<b>FOR INFORMATION</b>		
<b>7.6</b>	2026 General Local Elections – Key Dates	P. 58 – 64
<b>7.7</b>	City of Kamloops – Certified Resolution Heritage Conservation Act SILGA	P. 65 – 66

### 8. UNFINISHED BUSINESS

<b>8.1</b>	<b>Task Manager</b>	P. 67 – 68
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### 9. NEW BUSINESS

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

<b>10.</b>	N/A	
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### 11. COUNCIL REPORTS

<b>11.1</b>	<b>Mayor Roden</b>	
<b>11.2</b>	<b>Councillor Anstett</b>	
<b>11.3</b>	<b>Councillor Clement</b>	



# AGENDA

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11.4	Councillor Davenport	
11.5	Councillor Tedford	

### 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

**PRESENT** Mayor Barbara Roden  
Councillor, Jonah Anstett (zoom)  
Councillor, Jessica Clement  
Councillor, Nadine Davenport

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

**EXCUSED** Councillor, Cam Tedford

Public –  
Media – 1

**CALL TO ORDER**

Mayor Roden called the Regular Meeting of Council for Monday January 26, 2026 to order at 6:00 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**

<b>2.1</b>	<b>Minutes of the Regular Meeting of Council held Monday, January 12, 2026</b> M/S Roden / Davenport <i>THAT, the Minutes of the Regular Meeting of Council held Monday, January 12, 2026, be adopted as amended.</i> Note that Councillor Clement was not in attendance	<b>CARRIED</b> Unanimous R-2026-13
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**3. DELEGATIONS**

<b>3.1</b>	<b>N/A</b>	
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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.*

No comments or questions were received from the public.

## 5. BYLAWS/POLICIES

5.1	Waiting for Legal Review for Bylaw # 881, 2026 – to proceed	
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## 6. STAFF REPORTS

REQUEST FOR DECISION		
6.1	N/A	
FOR INFORMATION		
6.2	<b>CAO Report - Local Government Climate Action Program (LGCAP) Funding – Program Overview and Initial Investments</b> <ul style="list-style-type: none"> <li>Administration advised the Village has received approximately \$50,000 annually in LGCAP funding in recent years, with the most recent allocation of \$150,000 and no imminent additional funding.</li> <li>Several carbon-reduction projects have been completed during those years in alignment with LGCAP guidelines, with approximately \$72,000 remaining.</li> <li>The remaining funds were used to purchase an electric vehicle – Kia EV9, as discussed during the budget process.</li> <li>Mayor Roden noted that changes to the Travel Policy will be required to align with the vehicle purchase.</li> <li>Administration estimated potential Travel Policy savings of approximately \$5,000 annually, noting charging and maintenance costs are greatly reduced compared to fuel vehicles.</li> <li>Vehicle range was noted at approximately 480 km; Mayor Roden advised rural range limitations will be a learning curve.</li> <li>Arena door replacement costs were reduced from \$25,000 to \$15,000 and will be funded through LGCAP.</li> </ul>	
6.3	<b>Wildfire Preparedness Planning – 2026 Rationale and</b> Mayor Roden noted a conversation she recently had with a Environment Canada representative in Kamloops referencing historical data for days over 40 degrees in Kamloops versus current temperatures and the recurring higher temperatures for longer periods of time. – The new normal	
6.4	<b>Mesa Park Playground Upgrade – Upcoming Work and Temporary Closure</b>	

	<ul style="list-style-type: none"> <li>• Administration advised that public notice will be provided to residents regarding the playground closure during construction.</li> <li>• Public Works will begin tear-down and site preparation in the spring.</li> <li>• Council requested that mail-out notices be sent to Mesa residents prior to construction commencing.</li> <li>• Council inquired about salvaging the pea gravel from the playground area; Administration advised it will be hauled to the Public Works shop for reuse.</li> </ul>	
6.5	<p><b>CFO Report – Year-end Finance Review and Budget Update – Power Point Presentation</b></p> <ul style="list-style-type: none"> <li>• Council reviewed the year-end financial report presented by the CFO, noting a surplus of approximately \$163,000 and strong overall financial performance during a challenging inflationary and economic environment.</li> <li>• The CFO advised that the surplus reflects disciplined financial management and a team-based approach, allowing the Village to set aside funds while keeping taxation increases relatively modest compared to other municipalities.</li> <li>• Funds were allocated to reserves to support future capital and operational needs, including approximately \$250,000 toward a future garbage truck replacement, \$100,000 for Emergency Operations preparedness, and \$140,000 for road works, with continued increases to general reserves.</li> <li>• The CFO highlighted that the Village exceeded its financial objectives for the year while completing several major projects, including the purchase of a new fire tender, completion of firewall upgrades, and significant information systems enhancements.</li> <li>• Emphasis was placed on the importance of data security, continued digitization of paper records, and investment in systems that improve operational resilience.</li> <li>• The CFO spoke to broader economic conditions, including inflationary pressures, employment uncertainty, and supply chain risks, noting that administration will continue to monitor conditions closely and may adjust or defer projects if required.</li> <li>• Council asked why property taxes and fees are increasing despite the year-end surplus.</li> <li>• In response, the CFO explained that the surplus represents intentional savings for future capital replacement and risk management, and that tax and fee increases are necessary to address rising operating costs, support long-term financial</li> </ul>	

	sustainability, and reduce reliance on increasingly uncertain grant funding.	
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## 7. CORRESPONDENCE

FOR ACTION		
7.1	<b>Ashcroft Farmers Market – Request to use Pool Park &amp; Location Proposal</b> M/S <i>THAT, Council approves the new location as requested by the Farmers Market subject to negotiating a agreement and rental fees.</i> Discussion: Access to bathrooms during the market. The DPW noted that the Farmers Market could have a similar agreement as the Minor Soccer group. A can be provided for washroom access with the expectation that they lock up and clean the facility prior to leaving the park.	CARRIED Unanimous R-2026-14
7.2	<b>Heritage Week – Stir the Pot – Declaration and Event Coordination Request</b> M/S <i>THAT, Council proclaims the Week of February 15 – 22, 2026 as Heritage Week in Ashcroft.</i> Discussion: Council discussed ways to participate <ul style="list-style-type: none"> <li>• Museum event – has been done in the past but not enough time to coordinate</li> <li>• Bean supper was usually held during Heritage week – always well attended – showcase with images of previous events.</li> <li>• Theme is “stir the pot” with a focus of gathering together and sharing a meal</li> </ul>	CARRIED Unanimous R-2026-15
FOR INFORMATION		
7.3	UBCM – Resolution Guidelines for 2026	
7.4	2026 - Cycling for Courage	
7.5	Intergovernmental Relations Secretariat – Recognizing Excellence in BC	

## 8. UNFINISHED BUSINESS

8.1	Task Manager	
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## 9. NEW BUSINESS

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

10.	N/A	
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## 11. COUNCIL REPORTS

11.1	<b>Mayor Roden noted the following:</b> <ul style="list-style-type: none"><li>• The Thompson-Nicola Regional District (TNRD) board did vote at a recent meeting to initiate an Alternative Approval Process (AAP) to borrow money for a new Kamloops Search &amp; Rescue (KSAR) facility and Fire Hall.</li><li>• The land is owned by the City of Kamloops and has been provided for the project at n cost to the TNRD. on land already owned by the TNRD.</li><li>• TNRD's share of the facility cost is approx. 75 % of the project with remaining costs from the City of Kamloops and KSAR fundraising – KSAR is anticipating raising 1.3 million.</li><li>• The annual Guns and Hoses fundraiser hockey game is on Saturday Jan. 31<sup>st</sup> A little different this year – three periods – looking for a good turn out in support of a great cause. Recipients this year is AFR.</li><li>• Nominations for Citizen of the Year are open. Forward your nominations to Theresa Takacs by Feb 15<sup>th</sup></li></ul>	
11.2	<b>Councillor Anstett – Attended the Campbell Hill Site Visit and noted the following;</b> <ul style="list-style-type: none"><li>• Work is progressing well.</li><li>• The project will be moving into the next phase soon, with additional reporting to be provided at the next meeting.</li><li>• Maintenance issues identified are rectified promptly.</li></ul>	
11.3	<b>Councillor Clement – Attended the HAWK Meeting and noted the following:</b> <ul style="list-style-type: none"><li>• HAWC – sponsored Christmas event to thank all the staff at the health site for their work and commitment to health care the past year. It was well attended and appreciated.</li><li>• Had the opportunity to tour a potential doctor around Ashcroft</li></ul>	
11.4	<b>Councillor Davenport</b>	
11.5	<b>Councillor Tedford</b>	

## 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 January 26, 2026, at 7:03 pm.

Certified to be a true and correct copy of  
the Minutes of the Regular Meeting of Council  
held Monday, January 26, 2026.

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

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



**TO: Mayor and Council**

**MEETING DATE:** February 9, 2026

**FROM:** CAO, Daniela Dyck & CFO, Yoginder Bhalla

**SUBJECT: Water Regulations, Utility Fee Amendments, and Enforcement Alignment Bylaws**

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**RECOMMENDATION:**

**1. Water Regulations Bylaw No. 881, 2026;**

*THAT Council gives third reading to the Water Regulations Bylaw No. 881, 2026 as presented;*

**2. Fees and Charges Amendment Bylaw No. 882, 2026 (Water, Sewer, and Solid Waste Fees);**

*THAT, Council gives third reading to the Fees and Charges Amendment Bylaw No. 882, 2026 as presented; and*

**3. Notice of Enforcement Amendment Bylaw No. 883, 2026 (Water Regulations).**

*THAT, Council gives third reading to the Notice of Enforcement Amendment Bylaw No. 883, 2026 as presented.*

**PURPOSE:**

To present to Council a coordinated package of bylaws that modernizes the Village's Water Regulations, updates the water, sewer, and solid waste fees, and establishes administrative enforcement provisions for the new Water Regulations Bylaw, incorporating the legal advice received from Fulton & Company.

**Respectfully Submitted by:**

Yoginder Bhalla  
Chief Financial Officer

Daniela Dyck,  
Chief Administrative Officer

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**BACKGROUND:**

Council previously granted first and second readings to the Water Regulations Bylaw, the Fees and Charges Bylaw amendments, and the related Notice of Enforcement Bylaw. Following those readings, the Water Regulations Bylaw was forwarded to Fulton & Company for legal review to ensure clarity, enforceability, and alignment with current legislation.

During their review, Fulton requested that the associated Fees and Charges Bylaw and Notice of Enforcement Bylaw also be provided to ensure consistency and defensibility across the full bylaw package.

Fulton has returned the revised Water Regulations Bylaw and advised that, while the overall intent of the bylaw remains unchanged, several areas required clarification. They recommended the addition of key prohibitions, refinements to support enforcement provisions, and improvements to strengthen cost recovery mechanisms and overall defensibility for future matters.

Fulton has now incorporated all recommended edits into the bylaw, and the coordinated bylaw package is ready for Council's consideration of adoption.

**Attachments**

Water Regulations Bylaw No, 881, 2026

Fees and Charges Amendment Bylaw No. 882, 2026

Notice of Enforcement Amendment Bylaw No. 883, 2026

**THE CORPORATION OF THE VILLAGE OF ASHCROFT BYLAW  
NO. 881, 2026**

A Bylaw to Regulate Water Connections, Operations, Water Meters, and Charges

WHEREAS Pursuant to Section 194 of the *Community Charter*, Council may regulate, prohibit, and impose requirements in relation to municipal services;

AND WHEREAS the Council of the Corporation of the Village of Ashcroft wishes to update its water regulations to authorize the installation of Water Meters and modernize administration of the Public Water System;

NOW THEREFORE the Council of the Corporation of the Village of Ashcroft, in open meeting assembled, enacts as follows:

**1. CITATION**

**1.1** This Bylaw may be cited for all purposes as *“The Corporation of the Village of Ashcroft Water Regulations Bylaw No. 881, 2026.”*

**2. REPEAL**

**2.1** Bylaw No. 797, cited as *“The Corporation of the Village of Ashcroft Water Regulations Bylaw No. 797, 2015”*, and all amendments thereto, are hereby repealed.

**3. DEFINITIONS AND INTERPRETATION**

**3.1** In this Bylaw, unless otherwise stated, when words or phrases that are defined in this section are used in the body of this Bylaw, they have the following meaning:

**“Building”** means any and all structures used or intended for supporting or sheltering any use or occupancy.

**“CAO”** means the Chief Administrative Officer of the Village of Ashcroft, or their designate.

**“Council”** means the Council of the Corporation of the Village of Ashcroft.

**“Contractor”** means a person or entity authorized by the Village to perform work on its behalf.

**“Curb Stop”** means the shut-off valve installed on the Public Water Line, typically located at or near the property line, which allows the Village to turn the Water Service to a Premises on or off.

**“Director”** means Director of Public Works for the Village, or their designate.

**“Fees and Charges Bylaw”** means the *Corporation of the Village of Ashcroft Fees and Charges Bylaw*.

**“Occupier”** includes an Owner, a tenant, lessee, user, agent, and any other person who has a right of access to, possession, and control of Premises to which this Bylaw applies;

**“Owner”** means the registered Owner of real property and includes their agent and any other person deemed by law to be the owner.

**“Owner’s Water Line”** means the water pipe extending from the Owner’s property line to the Owner’s Building and plumbing system on the property.

**“Pit Meter”** means a type of Water Meter housed in an underground pit or vault for measuring water flow.

**“Premises”** means the whole or any part of a lot of real property and any Building on the real property.

**“Public Water Line”** means a Village-owned and maintained pipe used to distribute potable water within the Public Water System.

**“Public Water System”** means the Village’s potable water supply and distribution system, including, without limitation, all mains, pipes, appurtenances, Water Meters, and fixtures of any kind.

**“Village”** means the Corporation of the Village of Ashcroft.

**“Service Connection”** means a physical connection of a water pipe extending from the Public Water Line or Curb Stop to a Premises for the purpose of conveying potable water from the Public Water System to that Premises.

**“Water Service”** means the supply of potable water from the Public Water System to a Premises.

**“Water Meter”** means a device approved by the Village for measuring water flow, and for clarity, all references to Water Meter in this Bylaw include Pit Meters, except where the context requires otherwise.

**3.2** If any provision of this Bylaw is found to be invalid, the remainder will remain in force and effect.

**3.3** Words or phrases defined in the British Columbia *Interpretation Act*, *Community Charter*, or *Local Government Act*, or any successor legislation will have the same meaning when used in this Bylaw unless otherwise defined in this Bylaw.

**3.4** Any enactment referred to herein is a reference to a provincial or federal enactment, as the case may be, as amended, revised, consolidated, or replaced from time to time, and any bylaw or Village standard or policy referred to herein (as may be cited by short title or otherwise) is a reference to a bylaw, standard, or policy of the Village, as amended, revised, consolidated, or replaced from time to time.

## **4. GENERAL PROVISIONS**

**4.1** No person may connect to, interfere with, alter, or obstruct any part of the Public Water System except as authorized in writing by the Village.

**4.2** The Village is not responsible for the cost of any work performed on private Premises in

connection with the provision of Water Service.

## **5. NO UNAUTHORIZED CONNECTION OR USE**

**5.1** No person may connect to, allow a connection to be made to, or permit a connection to continue to exist from their Premises to the Public Water System, except as authorized by this Bylaw or as explicitly authorized in writing by the CAO or the Director.

**5.2** No person may tamper with, damage, remove, bypass, or interfere with any part of the Public Water System, including, without limitation, any Water Meter, without first obtaining written approval from the CAO or the Director.

## **6. RIGHT OF ACCESS**

**6.1** The Village, through its employees, agents, and Contractors, is entitled to enter, at all reasonable times, any Premises and any Buildings thereon that are serviced by the Public Water System for the purpose of:

- a) installing, inspecting, repairing, maintaining, replacing, or removing any portion of the Public Water System, including, without limitation, any Water Meters;
- b) locating, accessing, or servicing the main water shut-off valve for the Premises;
- c) inspecting any works related to the Water Service, including, without limitation, any works constructed, installed, or maintained on the Premises after the point of connection at the Curb Stop;
- d) inspecting to determine whether the provisions of this Bylaw are being complied with; and
- e) remedying any conditions the CAO or the Director consider may impact public health or safety.

**6.2** Owners and Occupiers must maintain safe and unobstructed access to all areas of the Premises and all Buildings on the Premises, including, without limitation, the main water shut-off, any exterior standpipes and hose bibs, and the approved Water Meter location.

**6.3** If anyone refuses or obstructs access under this Bylaw, the Village may issue written notice directing the Owner or Occupier to comply. If the Owner or Occupier does not provide access after receiving written notice, the Village may, in addition to any other remedy under this Bylaw, discontinue Water Service to the Premises until such time as access is provided in compliance with this Bylaw.

## **7. WATER METERS – GENERAL**

**7.1** The Village may require the installation of a Water Meter on any Premises supplied with water from the Public Water System.

**7.2** Only the Village and its Contractors are authorized to inspect, maintain, repair, and replace Water Meters.

**7.3** All Water Meters installed under this Bylaw remain the property of the Village.

**7.4** No person may install, permit, or maintain any additional Service Connection, branch, or take-off between the Curb Stop and the Water Meter, or otherwise bypass a Water Meter, except as expressly authorized in writing by the CAO or the Director.

## **8. WATER METER LOCATION AND TYPE**

**8.1** The standard Water Meter required by the Village is an indoor 19 mm Water Meter. All Water Meters must be installed in a location and in the manner approved by the Village in writing.

**8.2** The Village does not use Pit Meters as its standard installation.

**8.3** If an Owner requests a Pit Meter instead of the standard indoor Water Meter, the Owner is responsible for all additional costs associated with supplying and installing the Pit Meter as calculated by the Village.

**8.4** The Owner must pay the full cost difference between the purchase and installation of a standard indoor Water Meter and the Pit Meter in advance of installation, in accordance with the Village's *Fees and Charges Bylaw*.

## **9. WATER RATES, FEES, AND PAYMENT**

**9.1** The Village does not currently use volumetric water billing.

**9.2** Water Meters are installed for the following purposes:

- a) system monitoring and management;
- b) leak detection;
- c) water loss analysis; and
- d) future planning.

**9.3** Until Council adopts a volumetric rate structure by bylaw, all Premises will continue to be billed on a flat-rate basis in accordance with the *Fees and Charges Bylaw*.

**9.4** All water rates, discounts, connection and reconnection fees, charges, and other fees of any kind established under this Bylaw are those specified in the *Fees and Charges Bylaw*.

**9.5** Water fees will be billed annually.

**9.6** Non-receipt of a water utility invoice does not exempt a person from paying for the Water Service.

**9.7** Any water fees that remain unpaid after December 31 in the year in which they are imposed will be added to and form part of the taxes payable in respect of the Premise and will be collected in the same manner as property taxes.

## **10. OWNER RESPONSIBILITIES**

**10.1** Owners must, at their own expense, maintain all Owner's Water Lines and other plumbing works



of any kind in a state of good repair and proper working order.

**10.2** Owners must, at their own expense, install and maintain:

- a) pressure-reducing valves (PRVs) that comply with applicable standards of the Canadian Standards Association for domestic water PRVs; and
- b) shut-off valves in accordance with applicable requirements of the *Plumbing Code*.

## **11. DISCONNECTION AND RECONNECTION**

**11.1** Where an Owner or Occupier contravenes this Bylaw, or where the CAO or the Director determines that it is in the public interest to do so, the Village may reduce the flow of water to the Premises or discontinue or disconnect the Water Service to the Premises.

**11.2** The Village may also disconnect the Water Service to a Premises for:

- a) non-payment of any fees, charges, or penalties imposed under this Bylaw;
- b) failure to provide access as required under this Bylaw; or
- c) any contravention of this Bylaw.

**11.3** In the event the Village disconnects the Water Service under section 11.1 or 11.2, the Owner will be responsible for all costs of such disconnection and any reconnection, in accordance with the *Fees and Charges Bylaw*.

## **12. COMPLIANCE ORDERS**

**12.1** In addition to any other authority granted under this Bylaw, if the CAO or the Director finds that:

- a) any provision of this Bylaw has been contravened or not complied with;
- b) any provision of this Bylaw has been improperly complied with or only in part; or
- c) a condition exists that poses a risk to the Public Water System,

the CAO or the Director may issue a written “order to comply” requiring such measures as are necessary to achieve full compliance with this Bylaw. Without limiting the foregoing, such order may require any person to take or refrain from taking any action necessary to remedy the contravention, ensure compliance, or remove the risk to the Public Water System.

## **13. DIRECT ACTION AND COST RECOVERY**

**13.1** A person who is issued an order to comply under section 12.1 must satisfy the requirements within the time specified therein.

**13.2** If the obligations imposed by the terms of an order to comply under section 12.1 are not performed within the time period set out therein, the Village, by its employees, agents, and Contractors, may at all reasonable times and in a reasonable manner enter the Premises to which the order applies and bring about

such compliance at the cost of the Owner and/or the Occupier, all of which said costs will be calculated and invoiced as service fees in accordance with the *Fees and Charges Bylaw*. Such service fees will consist of all costs and expenses incurred by the Village to achieve full compliance with this Bylaw, including, without limitation: a) administrative costs; b) the costs of attending the Premises by Village employees and Contractors; c) the costs of equipment, removal, cleanup, and disposal; and d) the cost of repairs to damaged Village equipment, vehicles, or property.

**13.3** Where a person has, in the opinion of the CAO or the Director, damaged, misused, or abused, any part of the Public Water System, then, in addition to any other penalty or remedy imposed under this Bylaw, the CAO or the Director may order that any applicable repairs and/or replacements be undertaken by the Village, through its employees, agents, or Contractors, at the person's expense and the person must pay the cost of such repairs as service fees.

**13.4** If an Owner or Occupier defaults in paying the service fees referred to in section **Error! Reference source not found.** or 13.3 within thirty (30) days after receipt of demand for payment from the Village, the Village may either:

- a) recover the service fees from the Owner and/or Occupier of the Premises in any court of competent jurisdiction, as a debt due to the Village; or
- b) direct that the amount of the service fees be added to and form part of the property taxes as a charge imposed in respect of work done or services provided in relation to the land or improvements.

## **14. INFRACTIONS AND PENALTIES**

**14.1** A person who:

- a) contravenes any provision of this Bylaw;
  - b) consents to, permits, suffers, or allows any act or thing to be done in contravention of this Bylaw; or
  - c) neglects, refrains from, or fails to do anything required by any provision of this Bylaw;
- commits an offence under this Bylaw.

**14.2** Upon conviction of an offence under this Bylaw, a person will be liable:

- a) if issued a notice under the *Corporation of the Village of Ashcroft Notice of Enforcement Bylaw No. 845, 2023*, to pay a fine of not more than \$500; or
- b) if proceedings are brought under the *Offence Act*, to pay a fine of not less than Five Hundred Dollars (\$500.00) and not more than fifty thousand dollars (\$50,000.00), and any further amounts that may be ordered by the court under the *Community Charter* or the *Offence Act*.

**14.3** Any fee, charge, penalty, or other remedy imposed pursuant to this Bylaw will be in addition to, and not in substitution for, any other fee, charge, penalty, or remedy imposed pursuant to any other applicable statute, law, or regulation. Nothing in this Bylaw limits the authority of the Village to enforce this Bylaw by any lawful means.

**14.4** Each day that a contravention of this Bylaw continues constitutes a separate and distinct offence.

**15. SERVICE OF NOTICES AND COMPLIANCE ORDERS**

**15.1** Service of a notice or an order made under this Bylaw will be deemed to be sufficient:

- a) in the case of the Owner of the Premises, on the day on which it is personally delivered, or on the fifth business day after being mailed by regular post to the address shown on the current year's property assessment roll; and
- b) in the case of the Occupier of the Premises or any Building thereon, on the day on which it is personally delivered, or the day on which it is posted on the Building, or on the fifth business day after being mailed by regular post to the address of the Building.

**15.2** If a notice or an order has been posted in accordance with section 15.1, no person may remove, deface, or destroy the notice or the order.

READ A FIRST TIME THIS	12 <sup>TH</sup>	DAY OF	JANUARY	,2026
READ A SECOND TIME THIS	12 <sup>TH</sup>	DAY OF	JANUARY	,2026
LEGAL REVIEW THIS	9 <sup>TH</sup>	DAY OF	FEBRUARY	,2026
READ A THIRD TIME THIS		DAY OF	FEBRUARY	,2026
ADOPTED THIS		DAY OF		,2026

Certified to be a true copy of  
Bylaw No. 881, 2026 as adopted  
by Council.

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

\_\_\_\_\_  
Daniela Dyck  
Corporate Officer

# THE CORPORATION OF THE VILLAGE OF ASHCROFT

## BYLAW NO. 882, 2026

---

A Bylaw to Amend the Fees and Charges Bylaw No. 869, 2024 (Utility Fees)

---

WHEREAS the Council of the Corporation of the Village of Ashcroft has authority under the Community Charter to establish fees and charges for municipal services;

AND WHEREAS Council wishes to update water, sewer and solid waste removal and disposal (utility) fees to support ongoing operation, maintenance, and infrastructure sustainability;

NOW THEREFORE the Council of the Corporation of the Village of Ashcroft, in open meeting assembled, enacts as follows:

### 1. Citation

1.1 This bylaw may be cited as “Village of Ashcroft Fees and Charges Amendment Bylaw No. 882, 2026 (Utility Fees).”

### 2. Amendment

2.1 The Fees and Charges Bylaw is amended by replacing Schedule “I” – Water Fees with the schedule attached to and forming part of this bylaw.

2.2 The Fees and Charges Bylaw is further amended by replacing Schedule “J” – Sewer Fees with the schedule attached to and forming part of this bylaw.

2.3 The Fees and Charges Bylaw is further amended by replacing Schedule

### 3. Effective Date

3.1 This bylaw comes into force and effect upon adoption.

READ A FIRST TIME THIS	12 <sup>th</sup>	DAY OF	JANUARY	, 2026
READ A SECOND TIME THIS	12 <sup>th</sup>	DAY OF	JANUARY	, 2026
READ A THIRD TIME THIS		DAY OF		, 2026
ADOPTED THIS		DAY OF		, 2026

Certified to be a true and correct copy  
of Bylaw No. 882, 2026 as adopted by  
Council.

---

Barbara Roden,  
Mayor

---

Daniela Dyck,  
Corporate Officer

**SCHEDULE “I”**  
**WATER FEES**

*Rates include GST- reflect a 5% increase in 2026*

<b>Category</b>	<b>Rate</b>
Single Family Dwelling	\$577.50
Multi Family Dwelling – per single unit	\$577.50
Mobile Home	\$577.50
Hotel (including restaurant, beer parlour, rooms, lounge)	\$6,943.65
Restaurant 1–20 seats	\$735.00
Restaurant 21–50 seats	\$1,575.00
Restaurant 51+ seats	\$3,150.00
Licensed Lounge	\$1,861.65
Laundromat, per washer	\$247.80
Service Station	\$620.55
Clinic / Train Station	\$1,447.95
Commercial – 1–2 Washrooms	\$577.50
Post Office	\$1,117.20
Supermarket	\$1,861.65
Church / Community Hall	\$577.50
School, per classroom	\$577.50
Community Incubator (8 x SFD)	\$4620.00
Hospital, per bed	\$577.50
Industrial Plant – 1–2 Washrooms	\$3,644.55
RCMP Station	\$3,725.40
Curling Rink	\$577.50
Racquet and Leisure Centre	\$4,341.75
Courthouse	\$3,748.50
Unspecified – 1–2 Washrooms	\$577.50
Irrigation	\$5,251.05
Drip Irrigation	\$2,572.50
Car Wash – Per Bay	\$735.00
Water on/off for repair	\$50.00
Cross Connection Turn On Fee	\$200.00
2026 cost differential estimated at \$11,687 (small pit meter) less \$937 (Indoor 19mm meter)	Actual cost differential
Third Party Purchase of Bulk Water	No Bulk Water Sales
Application for Connection to Village Water Supply	\$1,575.00

**Enforcement and Cost Recovery – Water Regulation Bylaw**

Where the Village undertakes work to achieve compliance with the Water Regulation Bylaw, including work performed pursuant to an Order or where damage, misuse, or abuse of the Public Water System has occurred, the Owner and/or Occupier shall pay all costs incurred by the Village, including but not limited to:

- a) Public Works labour and equipment charged at the rates established in Schedule “M” of the Fees and Charges Bylaw, as amended from time to time, including overtime rates where applicable.
- b) Contractor services charged at actual invoice cost plus a fifteen percent (15%) administration fee;
- c) Materials, supplies, removal, hauling, and disposal costs charged at actual cost plus a fifteen percent (15%) administration fee;
- d) Full repair or replacement costs for damage to the Public Water System, including meters, hydrants, valves, service connections, vehicles, or other Village property;
- e) An administrative and enforcement fee equal to fifteen percent (15%) of total costs incurred, or \$250.00, whichever is greater;
- f) Interest on outstanding amounts at the rate established annually by Council.

All unpaid amounts may be recovered in accordance with the Water Regulation Bylaw and applicable legislation.

**SCHEDULE “J”****SEWER FEES**

*Rates include GST – reflect a 5% increase in 2026*

<b>Category</b>	<b>Rate</b>
Single Family Dwelling	\$529.20
Multi Family Dwelling – per single unit	\$529.20
Mobile Home	\$529.20
Hotel (including restaurant, beer parlour, rooms, lounge)	\$2,428.65
Restaurant 1–20 seats	\$735.00
Restaurant 21–50 seats	\$1,575.00
Restaurant 51+ seats	\$3,150.00
Licensed Lounge	\$1,916.25
Laundromat, per washer	\$232.05
Service Station	\$529.20
Clinic / Train Station	\$529.20
Commercial – 1–2 Washrooms	\$529.20
Post Office	\$529.20
Supermarket	\$1,320.90
Church / Community Hall	\$284.55
School, per classroom	\$529.20
Community Incubator (8 x SFD)	\$4233.60
Hospital, per bed	\$529.20
Industrial Plant – 1–2 Washrooms	\$1,058.40
RCMP Station	\$1,058.40
Curling Rink	\$529.20
Racquet and Leisure Centre	\$3,302.25
Courthouse	\$3,433.50
Unspecified – 1–2 Washrooms	\$529.20
Car Wash – Per Bay	\$630.00
Sewer Disconnection / Re-connection	Actual cost
Video or Snake Sewer Lines on Private Property	\$131.25 per hour

**Enforcement and Cost Recovery – Sewer Regulation Bylaw**

Where the Village undertakes work to achieve compliance with the Sewer Regulation Bylaw, including work performed pursuant to an Order or where damage, misuse, or interference with the Public Sewer System has occurred, the Owner and/or Occupier shall pay all costs incurred by the Village, including but not limited to:

- a) Public Works labour and equipment charged at the rates established in Schedule “M” of the Fees and Charges Bylaw, as amended from time to time, including overtime rates where applicable;
- b) Contractor services charged at actual invoice cost plus a fifteen percent (15%) administration fee;

c) Materials, supplies, removal, excavation, hauling, restoration, and disposal costs charged at actual cost plus a fifteen percent (15%) administration fee;

d) Full repair or replacement costs for damage to the Public Sewer System, including mains, service connections, manholes, cleanouts, pumps, vehicles, equipment, or other Village property;

e) An administrative and enforcement fee equal to fifteen percent (15%) of total costs incurred, or \$250.00, whichever is greater;

f) Interest on outstanding amounts at the rate established annually by Council.

All unpaid amounts may be recovered in accordance with the Sewer Regulation Bylaw and applicable legislation.



**SCHEDULE “K”****SOLID WASTE COLLECTION, REMOVAL AND DISPOSAL FEES**

*Rates include GST reflect a 5% increase in 2026*

<b>Classification</b>	<b>Service Level / Item</b>	<b>Rate</b>
Collection Fees – Once per Week		
Solid Waste Residential Cart (240 litre)	Once per week collection	\$157.50
Solid Waste Business Container (360 litre)	Once per week collection	\$236.25
Solid Waste Commercial Container (1100 litre)	Once per week collection	\$722.40
Collection Fees – Twice per Week		
Solid Waste Residential Cart (240 litre)	Twice per week collection	N/A
Solid Waste Business Container (360 litre)	Twice per week collection	\$420.00
Solid Waste Commercial Container (1100 litre)	Twice per week collection	\$1,417.50
Additional Receptacle / Replacement Costs		
Solid Waste Residential Cart	Entire unit replacement	\$105.00
Solid Waste Residential Cart	Replacement lid	\$52.50
Solid Waste Residential Cart	Replacement wheels	\$31.50
Solid Waste Business Container	Entire unit replacement	\$157.50
Solid Waste Business Container	Replacement lid	\$63.00
Solid Waste Business Container	Replacement wheels	\$31.50
Solid Waste Commercial Container	Entire unit replacement	\$787.50
Solid Waste Commercial Container	Replacement lid	\$210.00

Replacement and additional receptacle fees apply where damage, loss, or replacement is required due to misuse or at the request of the owner.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**  
**BYLAW NO. 883, 2026**

---

A Bylaw to Amend the Village of Ashcroft Notice of Enforcement Bylaw (*Water Regulations Violations*)

---

WHEREAS, Council of the Corporation of the Village of Ashcroft has adopted a Bylaw Notice Enforcement system pursuant to the Local Government Bylaw Notice Enforcement Act;

AND WHEREAS Council has adopted Water Regulations Bylaw No. 881, 2026, which regulates water connections, water meters, access, and related matters;

AND WHEREAS Council wishes to enable administrative enforcement of the Water Regulations Bylaw through the issuance of bylaw notices;

NOW THEREFORE the Council of the Corporation of the Village of Ashcroft, in open meeting assembled, enacts as follows:

**1. CITATION**

1.1 This bylaw may be cited as “Village of Ashcroft Notice of Enforcement Amendment Bylaw No. 883, 2026 (Water Regulations)”

**2. AMENDMENT**

2.1 The Village of Ashcroft Notice of Enforcement Bylaw, as amended, is hereby further amended by adding Schedule “G” Violations and Penalties Water Regulations Bylaw No. 881, 2026, as attached to and forming part of this bylaw.

**3. SEVERABILITY**

3.1 If any portion of this bylaw is held invalid by a court of competent jurisdiction, such invalid portion shall be severed and the remainder of the bylaw shall remain in full force and effect.

**4. EFFECTIVE DATE**

4.1 This bylaw comes into force and effect upon adoption.

READ A FIRST TIME THIS	12 <sup>th</sup>	DAY OF	JANUARY	, 2026
READ A SECOND TIME THIS	12 <sup>th</sup>	DAY OF	JANUARY	, 2026
READ A THIRD TIME THIS		DAY OF		, 2026
ADOPTED THIS		DAY OF		, 2026

---

Barbara Roden,  
Mayor

Certified to be a true and correct copy  
of Bylaw No. 883, 2026 as adopted by  
Council.

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Daniela Dyck,  
Chief Administrative Officer

**SCHEDULE “G”**  
**VIOLATIONS AND PENALTIES**  
*Water Regulations Bylaw No. 881, 2026*

Description	Section	Penalty	Early Payment	Second Offence	Third and Subsequent Offences
Contravention of any provision of the Water Regulations Bylaw not otherwise specified	General	\$100	\$70	\$250	\$500
Refusal or obstruction of access required for meter installation, inspection, maintenance, or repair	5	\$250	\$175	\$400	\$500
Failure to comply with written notice issued under the Water Regulations Bylaw	5.3	\$250	\$175	\$400	\$500
Tampering with, damaging, bypassing, or interfering with a water meter	6.3	\$500	\$350	\$500	\$500
Unauthorized connection, reconnection, or interference with the public water system	4.1	\$500	\$350	\$500	\$500
Failure to install, maintain, or protect a required water meter or meter pit	6	\$250	\$175	\$400	\$500

**Continuing Offence**  
Each day that a contravention continues shall constitute a separate offence.

- No Limitation on Other Remedies**  
Nothing in this Schedule limits the Village’s right to:
- Recover costs pursuant to the Water Regulations Bylaw;
  - Pursue prosecution under the Offence Act; or
  - Pursue any other legal enforcement options available to the Village.



**TO:** Mayor and Council

**MEETING DATE:** February 9, 2026

**FROM:** Daniela Dyck, CAO

**SUBJECT:** Review of Election Procedure Bylaw No. 816 (2018) and Amendment Bylaw No. 853 (2022)

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**RECOMMENDATION:**

*For Council discussion and direction to staff*

**PURPOSE:**

The purpose of this report is to present the current Election Procedure Bylaw and its subsequent amendment for Council's review and discussion, and to seek direction regarding potential housekeeping or modernization updates in advance of the October 2026 General Local Election.

**Respectfully Submitted by:**

Daniela Dyck,  
Chief Administrative Officer

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**BACKGROUND:**

The Village currently operates under:

- Bylaw No. 816 – Local Government Elections and Other Voting Procedures (2018); and
- Bylaw No. 853 – Amendment Bylaw (2022), which introduced mail ballot provisions and delegated additional advance voting authority to the Chief Election Officer.

Staff have reviewed both bylaws against the current provisions of the *Local Government Act* in preparation for the upcoming general local election. The review confirms that the bylaws are compliant and operationally sufficient to conduct the October 2026 election.

**DISCUSSION:**

**What's Working Well**

The current bylaw framework:

- Provides for voting day registration only;
- Establishes clear nomination requirements (10 qualified electors);
- Sets required advance voting in accordance with legislation;
- Delegates authority to the Chief Election Officer to establish additional advance voting opportunities and locations;
- Provides comprehensive mail ballot voting procedures;
- Establishes alphabetical ballot order;
- Sets scrutineer limits; and
- Provides for tie vote resolution by lot.

The 2022 amendment strengthened administrative flexibility and aligns with current best practice. As such, no amendments are required in order to proceed with the October 2026 election.

## HOUSEKEEPING CONSIDERATIONS

While compliant, Council may wish to consider minor housekeeping updates, including:

1. Future Legislative Alignment  
Adding a clause stating that references to the *Local Government Act* are deemed to refer to the Act "as amended from time to time."  
This future-proofs the bylaw against legislative section renumbering.
2. Simplified Mail Ballot Timelines  
The current bylaw restates certain mail ballot processing deadlines. Council may wish to consider referencing timelines "in accordance with the Local Government Act" to reduce prescriptive wording and provide greater flexibility.
3. Special Voting Opportunities  
Although not required (as authority already exists under the Act), Council may wish to formally include enabling language authorizing the Chief Election Officer to establish special voting opportunities (e.g., hospitals, seniors' facilities).

These items would not materially alter election procedures but would modernize and clarify the bylaw.

## POLICY OPTIONS

Council may consider the following options:

### Option 1 – No Changes

Council may determine that the current bylaws remain appropriate and defer any amendments until after the 2026 General Local Election.

Pros:

- No procedural changes in an election year
- Maintains continuity
- Lowest administrative impact

Cons:

- Minor housekeeping items remain unaddressed

### **Option 2 – Housekeeping Amendment Only**

Council may direct staff to prepare a limited amendment bylaw that:

- Adds dynamic legislative reference language; and/or
- Adds enabling language for special voting opportunities; and/or
- Simplifies mail ballot timeline references.

Pros:

- Future-proofs the bylaw
- Enhances flexibility
- Minimal operational impact

Cons:

- Maintains two separate bylaws (original and amendment)

### **Option 3 – Consolidated Replacement Bylaw (Full Rewrite)**

Council may direct staff to prepare a new consolidated bylaw that:

- Amalgamates Bylaw No. 816 and Bylaw No. 853 into one document;
- Incorporates housekeeping updates;
- Modernizes legislative references;
- Includes enabling language for special voting opportunities; and
- Repeals the prior bylaws.

Pros:

- Clean, modern single bylaw
- Eliminates need to reference amendment bylaw
- Simplifies future administration

Cons:

- Slightly more drafting effort
- Requires repeal and replacement process

### **TIMING CONSIDERATION**

While amendments may be adopted prior to the October 2026 election, best practice suggests avoiding substantive procedural changes in an election year unless necessary. Housekeeping or consolidation amendments would not materially alter voting procedures; however, should Council wish to amend the bylaw, the amendment bylaw must be adopted by Council no later than July 6<sup>th</sup>, 2026.

### **CONCLUSION:**

The Village's current Election Procedure Bylaw framework remains compliant and sufficient for the upcoming General Local Election. Council is invited to review the bylaws and provide direction on whether to:

- Maintain the status quo;
- Undertake limited housekeeping amendments; or
- Proceed with a consolidated replacement bylaw.

Staff will take direction from Council following discussion.

# THE CORPORATION OF THE VILLAGE OF ASHCROFT

## BYLAW NO. 816

---

Being a bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting.

---

Whereas under the *Local Government Act*, Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and other voting;

And whereas Council wishes to establish voting procedures and requirements under the authority;

Now therefore, the Council of the Corporation of the Village of Ashcroft, in open meeting assembled, enacts as follows:

### 1. **DEFINITIONS**

In this bylaw:

**“Elector”** means a person eligible to vote as defined under Part 3, Division 4 of the *Local Government Act [RSBC 2015]*, and as amended;

**“Election”** means an election for the number of persons required to fill a local government office, as defined in Part 3, Division 1 of the *Local Government Act [RSBC 2015]*, and as amended;

**“General Local Election”** means the elections held for the Mayor and all Councillors of the Village which must be held the year 2014 and in every fourth year after that;

**“General Voting Day”** means:

- a. for a general local election, the third Saturday of October in the year of the election;
- b. for other elections, the date set under Sections 74(5), 55(1) or 55(3) of the *Local Government Act [RSBC 2015]*, and as amended;
- c. for the other voting, the date set under Section 174 of the *Local Government Act [RSBC 2015]*;

**“Jurisdiction”** means, in relation to an election, the municipality for which it is held;

**“Local Government”** means, in relation to the municipality, the Council;

**“Local Government Act”** means the *Local Government Act of British Columbia [RSBC 2015]* and as amended and may be referred to as ‘*the Act*’.

**“Other Voting”** means voting on a matter referred to in Section 170 of the *Local Government Act*.

**“Village Office”** means the Village of Ashcroft Administrative Office located at 601 Bancroft Street in Ashcroft, British Columbia.

**2. NUMBER OF QUALIFIED ELECTORS REQUIRED FOR NOMINATION**

- a. The minimum number of qualified electors required to make a nomination for the office as a member of Council shall be ten (10).

**3. PUBLIC ACCESS TO NOMINATION DOCUMENTS**

- a. As authorized under Section 89(7) of the *Local Government Act*, public access to nomination documents will be provided electronically on the Village of Ashcroft website from the time of delivery until 30 days after the declaration of the election results under Section 146 of *the Act*.
- b. Nomination documents will be available for public inspection during regular business hours, Monday through Friday, excluding statutory holidays, at the Village Office for the time period as stated in paragraph “3.a.” of this bylaw.

**4. VOTING DAY REGISTRATION ONLY**

- a. For the purposes of all elections and other voting under Part 3 and 4 of the *Local Government Act*, a person may register as an elector only at the time of voting.
- b. Registration as an elector under paragraph “4.a.” of this bylaw is effective only for the voting or other matters for which the opinion of the electors is being sought at that time of voting.

**5. REQUIRED ADVANCE VOTING OPPORTUNITY**

- a. The required advance voting opportunity as authorized under Section 107 of the *Local Government Act*, is as follows:
  - i. The required advance voting opportunity will be held at the Ashcroft Community Hall on the 10<sup>th</sup> day before General Voting Day; and
  - ii. The voting hours for the required advance voting opportunity will be from 8:00 a.m. to 8:00 p.m.

**6. ADDITIONAL ADVANCE VOTING OPPORTUNITIES**

- a. In addition to the required advance voting opportunity on the 10<sup>th</sup> day before general voting day, the following days are hereby established as additional advance voting opportunities:
  - i. The 4<sup>th</sup>, 3<sup>rd</sup> and 2<sup>nd</sup> day before general voting day
- b. The additional advance voting opportunities specified in section “6.a.” shall be held at the Ashcroft Community Hall as follows:
  - ii. From 8:00 a.m. to 4:00 p.m.
- c. Additional advance voting opportunities specified in section “6.a.” shall not be held on any statutory holiday recognized within the Province of British Columbia.



**7. ORDER OF NAMES ON BALLOT**

As authorized under Section 116 of the *Local Government Act*, the order of names of candidates on the ballot will be determined by alphabetical order.

**8. NUMBER OF SCRUTINEERS AT VOTING PLACES**

As authorized under Section 120(2)(d) of the *Local Government Act*, the number of scrutineers for each candidate that may attend at a voting place is a maximum of one (1) scrutineer for each ballot box in use.

**9. TIE VOTE**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with Section 151 of the *Local Government Act*.

**10. CITATION**

This bylaw may be cited for all purposes as "Village of Ashcroft Local Government Elections and Other Voting Procedures Bylaw No. 816, 2018".

**11. REPEAL**

Bylaw No. 790, cited as "Local Elections and Other Voting Procedures Bylaw No. 790, 2014" is hereby repealed in its entirety.

READ A FIRST TIME THIS	12th	DAY OF	March	, 2018
READ A SECOND TIME THIS	12th	DAY OF	March	, 2018
READ A THIRD TIME THIS	12th	DAY OF	March	, 2018
RECONSIDERED AND ADOPTED THIS	26th	DAY OF	March	, 2018

---

Jack Jeyes, Mayor

---

J. Michelle Allen, Chief Administrative Officer

Certified to be a true and correct copy  
of Bylaw No. 816 as adopted by  
Council.

---

J. Michelle Allen, Chief Administrative Officer

WR/kw

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 853

---

A bylaw for the Village of Ashcroft to amend the Local Government Elections and Other Voting Procedures Bylaw No. 816, 2018

---

The Council of the Corporation of the Village of Ashcroft, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as “The Corporation of the Village of Ashcroft Local Government Elections and Other Voting Procedures Amendment Bylaw No. 853, 2022”.
2. Bylaw No. 816, 2018 Local Government Elections and Other Voting Procedures is amended as follows:  
Section 5 – Required Advance Voting Opportunity
  - i. The required advance voting opportunity will be held at the Ashcroft Community Hall on the 10th day before General Voting Day; and

**Section 5 i. as noted above be removed from the bylaw and replaced with**

- i. The required advance voting opportunity will be held on the 10th day before General Voting Day at a location determined by the Chief Election Officer.
3. Section 6 – Additional Advance Voting Opportunities
  - a. In addition to the required advance voting opportunity on the 10th day before general voting day, the following days are hereby established as additional advance voting opportunities:
    - i. The 4th, 3rd and 2nd day before general voting day;
  - b. The additional advance voting opportunities specified in section “6.a.” shall be held at the Ashcroft Community Hall as follows:
    - i. From 8:00 a.m. to 4:00 p.m.; and
  - c. Additional advance voting opportunities specified in section “6.a.” shall not be held on any statutory holiday recognized within the Province of British Columbia.

**Section 6 a, b and c as noted above be removed from the bylaw and replaced with:**

- a. As authorized under Section 108 of the Local Government Act, Council authorizes the Chief Election Officer to establish additional voting opportunities to be held in advance of general voting day and to designate the voting places and set the hours for these voting opportunities.

## **ADDITION OF MAIL BALLOT VOTING**

### **4. AUTHORIZATION AND DEFINITIONS**

4.1 Voting may be done by mail ballot and registration of elector may be done by mail in conjunction with mail ballot voting.

4.2 The chief election officer may establish the time limits in relation to voting by mail.

4.3 In this bylaw,

Applicant means: an elector who wants to vote by mail and make a request for a mail ballot;

Authorized Person means: a person that the applicant has authorized, on the applicant's behalf, to:

- a. pick up a mail ballot package; or
- b. drop off a completed mail ballot package.

Register of Mail Ballots means: the records that the Chief Election Officer must keep in order to address any challenges to an elector's right to vote.

### **5. APPLICATION PROCEDURE**

5.1 An Applicant shall apply by giving their name and address to the Chief Election Officer during the period:

- c. commencing 7 days before, the first day of advance voting; and
- d. ending at 4:00 pm on the Thursday before general voting day.

5.2 Upon the Applicant making a request for a mail ballot, the Chief Election Officer shall, on the first day of advance voting and until 4:00 p.m. on the Thursday before general voting day:

- a. make available to the Applicant, a mail ballot package which contains:
  - i. the content set out in section 110(7) of the Local Government Act;
  - ii. additional instructions; and
  - iii. a statement advising the elector that
    - The elector must meet the eligibility to vote criteria, and
    - The elector must attest to such fact; and
- b. record in the Register of Mail Ballots and, upon request, make available for inspection:
  - i. the name and address of the elector to whom the mail ballot package was issued; and
  - ii. the number of the elector, the number of the voting division in which the person is registered as an elector, or "new elector", if that person is not registered as an elector; and
  - iii. any other information that the Chief Election Officer deems helpful to maintain the register of mail ballots.

5.3 As per the Applicant's direction, the Chief Election Officer may distribute the mail ballot package in any of the following ways:

- a. sending the mail ballot package by Canada Post;
- b. sending the mail ballot package by courier at the expense of the applicant;
- c. having the mail ballot package picked up by the Applicant at a designated time and location; or
- d. having the mail ballot package picked up by an Authorized Person at a designated time and location.

5.4 The Chief Election Officer may request that the Authorized Person show identification and sign a form before providing the Authorized Person with the mail ballot package.

## 6. VOTING PROCEDURE

6.1 To vote by a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.

6.2 After marking the ballot, the elector shall:

- a. place the ballot in the secrecy envelope provided and seal the secrecy envelope;
- b. place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
- c. place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope; and
- d. mail, or have delivered, the outer envelope and its contents to the chief election officer at the address specified so that it is received by the chief election officer no later than the close of voting on general voting day.

## 7. BALLOT ACCEPTANCE OR REJECTION

7.1 Until 4:00 pm on the Thursday, 2 days before general voting day, the Chief Election Officer shall, upon receipt of the return envelope and its contents:

- a. immediately record the date of receipt in the Register of Mail Ballots; and
- b. open the return envelope.

7.2 When the Chief Election Officer examines the certification envelope, the Chief Election Officer shall:

- a. confirm the identity of the elector as an Applicant on the Register of Mail Ballots;
- b. determine the fulfilment of the requirements in section 70 of the *Local Government Act* and the completeness of any application to register, if required; and
- c. determine the completeness of the certification envelope.

7.3 If the Chief Election Officer is satisfied that the elector has met the requirements in section 7.2, the Chief Election Officer shall:

- a. mark the certification envelope as "accepted";
- b. place the accepted certification envelope with the other certification envelopes.

7.4 If the Chief Election Officer determines that:

- a. the Chief Election Officer is not satisfied as to the identify to the elector; or
- b. the elector has not completed the application to register properly;

the Chief Election Officer shall mark the certification envelope as “rejected”, indicate the reason for the rejection and set aside the rejected certification envelope unopened.

7.5 The Chief Elections Officer shall retain in their custody all opened and unopened certification envelopes.

7.6 That after 4:00 pm on the Thursday, 2 days before general voting day, the Chief Election Officer, in the presence of at least 1 other person, including any candidate representatives, shall:

- a. deal with any challenges to the electors involving the accepted certification envelopes;
- b. open the certification envelopes;
- c. remove the secrecy envelopes containing the ballots; and
- d. place the secrecy envelope containing the ballot in the ballot box.

7.7 If the Chief Election Officer receives a return envelope with its contents after 4:00 pm on the Thursday, 2 days before general voting day but before the close of general voting, the Chief Election Officer shall:

- a. handle those return envelopes in accordance with sections 7.1 at the time that the Chief Election Officer receives the return envelopes;
- b. retain all accepted certification envelopes until the close of general voting day;
- c. process the accepted certification envelopes in accordance with sections 7.2 to 7.5 after the close of general voting day.

7.8 As soon as possible after all of the secrecy envelopes have been placed in the ballot box, in the presence of at least 1 other person and any candidate representatives, the Chief Election Officer shall supervise:

- a. the opening of the ballot box;
- b. the opening of the secrecy envelopes; and
- c. the counting of the ballots in accordance with the provisions of the *Local Government Act*.

7.9 If the Chief Election Officer receives a return envelope with its contents after the close of general voting day, the Chief Election Officer shall:

- a. Mark the return envelope as “rejected”;
- b. indicate the reason why the return envelope was rejected on the return envelope; and
- c. place the unopened return envelope with the other rejected return envelopes.

8. CHALLENGE OF ELECTOR

8.1 A person who qualifies under section 126 of the *Local Government Act* may challenge the right of a person to vote by mail ballot on the grounds set out in section 126 of the *Local Government Act* up until 4:00 pm on the Thursday, 2 days before general voting day.

9. ELECTOR'S NAME ALREADY USED

9.1 If, upon receiving a request for a mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot in the elector's name, the Chief Election Officer shall comply with section 127 of the *Local Government Act*.

10. REPLACEMENT OF SPOILED BALLOT

10.1 If an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by:

- a. advising the Chief Election Officer of the ballot spoilage; and
- b. mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer.

10.2 Upon receipt of the spoiled ballot package, the Chief Election Officer shall, record such fact, and proceed in accordance with Part 5 of this bylaw.

READ A FIRST TIME THIS	25 <sup>th</sup>	DAY OF	APRIL	, 2022
READ A SECOND TIME THIS	25 <sup>th</sup>	DAY OF	APRIL	, 2022
READ A THIRD TIME THIS	9 <sup>th</sup>	DAY OF	MAY	, 2022
ADOPTED THIS	24 <sup>th</sup>	DAY OF	MAY	, 2022

Certified to be a true and correct copy  
of Bylaw No. 853, 2022 as adopted  
by Council.

---

Barbara Roden,  
Mayor

Original Bylaw is signed by Mayor and  
CAO

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Daniela Dyck,  
Chief Administrative Officer

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Daniela Dyck,  
Chief Administrative Officer



**TO:** Mayor and Council

**MEETING DATE:** February 9, 2026

**FROM:** Daniela Dyck, CAO

**SUBJECT:** Appointment of Election Officials for the 2026 General Local Election

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**RECOMMENDATION:**

*THAT, Council appoints Daniela Dyck as the Chief Election Officer (CEO) and Maike Mayden as the Deputy Chief Election Officer (DCEO) for the 2026 General Local Election.*

**PURPOSE:**

To request Council's appointment of Election Officials for the 2026 General Local Election.

**Respectfully Submitted by:**

Daniela Dyck,  
Chief Administrative Officer

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**DISCUSSION:**

General Local Elections in British Columbia are held every four years on the third Saturday in October. The next election is scheduled for Saturday, October 17, 2026.

Pursuant to Section 58(1) of the *Local Government Act*:

"For the purposes of conducting an election, the local government must appoint a chief election officer and a deputy chief election officer."

The Chief Election Officer is responsible for administering and conducting the election in accordance with provincial legislation, including nomination procedures, advance voting opportunities, election day operations, ballot accountability, and the declaration of results. The Deputy Chief Election Officer assists the CEO and assumes responsibilities as required.

Maike Mayden recently shadowed the former Deputy Chief Election Officer, Kristine Hardy, during the 2025 by-election. This hands-on experience provided valuable insight into the election process and has supported succession planning within the organization following Kristine's retirement.

Appointing the CEO and DCEO at this time ensures sufficient preparation and planning in advance of the 2026 election cycle and confirms Council's compliance with legislative requirements. Staff are looking forward to working together to deliver a smooth, transparent, and successful election.

To support the CEO and DCEO in administering the election in accordance with current legislation, an updated Election Manual has been purchased from the Local Government Management Association (LGMA)

**Strategic/Municipal Objectives**

Legislative compliance and accountable governance.

**Legislative Authority**

Municipal Elections Act

**Financial Implications**

Election-related expenses have been incorporated into the 2026 operating budget

**Attachment Listing**

N/A





**TO: Mayor and Council**

**MEETING DATE:** February 9, 2026

**FROM: Daniela Dyck, CAO**

**SUBJECT: Amendments to Travel Reimbursement Policy No. F-03-2021**

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**RECOMMENDATION:**

*THAT Council adopt the amended Travel Reimbursement Policy No. F-03-2021, including updates related to use of the Village-owned electric vehicle and other fleet vehicles, and the addition of Schedule "A" – Travel Advance Request Form and Schedule "C" – Vehicle Use Guidelines.*

**PURPOSE:**

The purpose of this report is to present proposed amendments to the Travel Reimbursement Policy No. F-03-2021 to reflect the addition of the Village-owned electric vehicle and other fleet vehicles, and to provide clarity regarding vehicle use, travel reimbursement, and administrative procedures.

**Respectfully Submitted by:**

Daniela Dyck,  
Chief Administrative Officer

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**BACKGROUND:**

On January 26, 2026, Council received a report outlining the Village's Local Government Climate Action Program (LGCAP) funding and recent investments made using those funds.

As part of the 2026 budget discussions, Council supported using a portion of LGCAP funding to offset the cost of purchasing an electric SUV for municipal use. Council was advised at that time that amendments to the Travel and Expense Reimbursement Policy would be brought forward to reflect the addition of the Village-owned EV and its integration into the municipal fleet.

The current Travel Reimbursement Policy provides for mileage reimbursement when personal vehicles are used but does not contemplate the availability of a shared municipal or fleet vehicle.

**DISCUSSION:**

With the addition of the Village-owned EV to the fleet, and recognizing that other fleet vehicles may also be appropriate for certain travel purposes, it is appropriate to update the Travel Reimbursement Policy to ensure:

- Municipal fleet vehicles (including the EV) are utilized effectively where suitable;
- Travel reimbursement practices remain fair and transparent;
- Administrative processes are clearly documented;
- The Village continues to demonstrate fiscal responsibility; and
- The Village advances its climate action and emissions reduction objectives.

The proposed amendments:

- Establish the Village-owned electric vehicle (EV) or other fleet vehicle as the preferred mode of transportation when available and operationally suitable;
- Provide clarity regarding mileage reimbursement where a personal vehicle is used while a Village vehicle was available;
- Maintain full reimbursement where no fleet vehicle is available or prior approval has been granted;
- Add Schedule “A” – Travel Advance Request Form to formalize advance payment procedures and improve financial accountability;
- Update Schedule “B” – Travel Expense Claim Form to reflect fleet vehicle use and mileage provisions; and
- Add Schedule “C” outlining expectations for safe operation, driver eligibility, fines and violations, passenger provisions, and travel coordination.

The intent of these amendments is to ensure the Village realizes the operational, financial, and environmental benefits associated with its fleet investments while maintaining clarity and consistency for Council and staff.

As the Village is currently engaged in collective bargaining, any provisions that intersect with the Collective Agreement will be administered in accordance with the terms of the Collective Agreement, as amended from time to time.

**CONCLUSION:**

Council previously supported the purchase of the Village’s electric SUV as part of its LGCAP investment strategy and 2026 budget discussions. Updating the Travel Reimbursement Policy ensures that the Village’s travel practices align with the addition of fleet vehicles while supporting fiscal responsibility, climate action objectives, and clear administrative procedures.

The amendments provide clarity and consistency for Council and staff while enabling the Village to realize the operational, financial, and environmental benefits of its fleet investments.

**FINANCIAL IMPLICATIONS:**

The EV purchase was supported through the 2026 budget discussions and partially offset through

LGCAP funding.

The proposed amendments are expected to:

- Support appropriate utilization of Village fleet vehicles;
- Improve administrative clarity around travel advances and expense claims; and
- Promote prudent stewardship of public funds.

**POLICY IMPLICATIONS:**

This represents an operational update to reflect current fleet practices and administrative processes. Schedules "A" (Travel Advance Form), "B" (Travel Expense Claim Form), and "C" (Village Vehicle Use Guidelines) form part of the amended policy.

## **FINANCE POLICY**

<b>TITLE:</b> Travel Expense Reimbursement		<b>POLICY #:</b> F-03-2021
<b>Authority:</b> Council		<b>Effective Date:</b> August 26, 2008 <b>Review Date:</b> February 10, 2024
<b>Issued By:</b> Kristine Hardy, Executive Assistant <b>Issued Date:</b> February 23, 2021 <b>Revised:</b> February 10, 2025 <b>Resolution:</b> R-2025-35		<b>Approved By:</b> Council <b>Approved Date:</b> August 26, 2008 <b>Resolution #:</b> R-2022-187

### **PURPOSE:**

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

### **POLICY:**

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

#### **1. Travel Authorization**

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

## **2. Expense Claims Approval Authority**

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

## **3. Eligible Expenses**

### Transportation

- a. When the use of a private vehicle is used, reimbursement shall be paid at the same rate as that paid by the Province of British Columbia
- b. When a private vehicle is used for municipal business, the owner must ensure that there is adequate insurance coverage. Minimum \$2,000,000 liability insurance is required. The Village will not reimburse any insurance deductible that is applicable. The Village will not assume any liability on behalf of the council member, staff or employee in the event of inadequate insurance coverage.
- c. All other expenses relating to transportation such as taxi/bus fares, parking fees and related charges shall be paid as necessarily incurred and supported by original receipts.
- d. When it is necessary or economically feasible, travel by air will be reimbursed at economy airfare rates supported by original receipts.
- e. The Village-owned electric vehicle (EV) or other fleet vehicle is the preferred mode of transportation for authorized municipal travel where it is available and operationally suitable for the intended trip.
- f. Where a personal vehicle is used for municipal travel and the Village-owned vehicle was available and appropriate for the trip, reimbursement shall be limited to fifty percent (50%) of the Province of British Columbia mileage rate.
- g. Where the Village-owned vehicle is unavailable, unsuitable, or prior approval has been granted by the Chief Administrative Officer (or CFO in the case of the CAO) to use a personal vehicle, reimbursement shall be paid at the full Province of British Columbia mileage rate.
- h. Use of the Village-owned vehicle shall be subject to the requirements set out in Schedule "C" attached to and forming part of this Policy.

### Accommodation

- a. Accommodation shall be arranged by the Chief Financial Officer (or designate) and shall be requested with as much advance notice as possible.
- b. Accommodation costs may be claimed based on actual costs, including associated parking levies and telephone charges relative to municipal business, plus applicable taxes and supported by original receipts. The Government rate should always be requested.

- c. Additional accommodation costs that are incurred when a spouse or family member travels are not the Village's responsibility and must be deducted from the expense claim form.
- d. Where accommodation is arranged or accepted at a relative or friend's residence, a nightly rate of \$50 will be paid to cover a house gift or other expression of thanks. No receipt is required.

#### Daily Expenses

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

Breakfast	\$20
Lunch	\$25
Dinner	\$40
- b. The per diem must be reduced for each meal included in the meeting, course or conference registration.
- c. When the absence is for less than a full day, only meals within the time period may be claimed at the above rates. When travel for the day originates at their residence, the breakfast allowance may not be claimed.
- d. Receipts are not required when claiming the daily expense rates.

#### Registrations

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

#### Advances

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

#### Reimbursements

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

#### **4. Cancellation**

##### Valid Reasons for Cancellation

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

##### Financial Responsibility for Non-Recoverable Expenses

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

##### Notification Requirements

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

##### Reporting and Appeal Process

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

#### **5. Mayor's Discretionary Expenses**

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

#### **6. Municipal Credit Cards**

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

## SCHEDULE "A"

**VILLAGE OF ASHCROFT**  
**TRAVEL ADVANCE REQUEST FORM**  
*(Schedule "A" to Travel Reimbursement Policy No. F-03-2021)*

Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_ Travel Destination: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Dates of Travel: \_\_\_\_\_

### ESTIMATED EXPENSES

Expense Category	Estimated Cost
Accommodation	\$
Transportation (airfare, ferry, etc.)	\$
Mileage (if applicable)	\$
Per Diem (meals)	\$
Registration Fees	\$
Other (specify):	\$

Total Estimated Expenses: \$ \_\_\_\_\_

### **ADVANCE REQUEST**

As per policy, travel advances shall not exceed 80% of estimated costs.

Advance Requested (maximum 80%): \$ \_\_\_\_\_

### **CERTIFICATION**

I certify that the above travel has been authorized in accordance with Travel Reimbursement Policy No. F-03-2021 and that the estimated costs are reasonable and related to approved municipal business.

I understand that:

- A travel expense claim form (Schedule "B") must be submitted within seven (7) days of return;
- All original receipts must be attached;
- Any unused advance funds must be returned to the Village within seven (7) days of return.



**Applicant Signature:** \_\_\_\_\_

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

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**APPROVALS**

**Department Head (if applicable):**

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

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

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**FINANCE USE ONLY**

Advance Approved: \$ \_\_\_\_\_ GL Account: \_\_\_\_\_

Accounts Payable Invoice No.: \_\_\_\_\_

CFO Signature: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**VILLAGE OF ASHCROFT**  
**SCHEDULE "B" - Travel Reimbursement Policy No. F-03-2021**  
**TRAVEL EXPENSES**

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TRAVEL DESTINATION:** \_\_\_\_\_ **DATES OF TRAVEL:** \_\_\_\_\_

**REASON FOR TRAVEL:** \_\_\_\_\_

**TRANSPORTATION**

Village-Owned Vehicle Used? Yes ☐ No ☐

If personal Vehicle Used: Total Kilometres \_\_\_\_\_

**REIMBURSEMENT  
RATE**

Full Provincial Rate ☐ \$0.65/km \$ \_\_\_\_\_

50% Provincial Rate (Village vehicle was available) ☐ \$0.325/km \$ \_\_\_\_\_

**ACCOMMODATION (Includes Parking Charges) - Receipt required**

Hotel/Motel \_\_\_\_\_ nights @ \_\_\_\_\_

**Total Accommodation**  
\$ \_\_\_\_\_

**MEALS**

Breakfast \_\_\_\_\_ x \$20 \$ \_\_\_\_\_  
 Lunch \_\_\_\_\_ x \$25 \$ \_\_\_\_\_  
 Dinner \_\_\_\_\_ x \$40 \$ \_\_\_\_\_

**Total Meals \$** \_\_\_\_\_

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

Details:	Cost:
_____	\$ _____
_____	\$ _____
_____	\$ _____

**Total Other Expenses**  
\$ \_\_\_\_\_

Accounts Payable Invoice No. \_\_\_\_\_

GL Account Amount

_____	\$ _____
_____	\$ _____

**Total Travel Expenses \$** \_\_\_\_\_

**Less Travel Advance \$** \_\_\_\_\_

**Less Pre-Conference/Spousal  
Activities \$** \_\_\_\_\_

**Amount Due to Applicant \$** \_\_\_\_\_

**Amount Returned to Village \$** \_\_\_\_\_

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

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

Signature of CFO \_\_\_\_\_

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

## **SCHEDULE "C"**

### **VILLAGE OF ASHCROFT Village OWNED VEHICLE USE GUIDELINES (Schedule "C" to Travel Reimbursement Policy No. F-03-2021)**

The Village-owned vehicle is provided to support authorized municipal business, reduce travel costs, and promote environmentally responsible operations. All Council members, staff, and employees using the vehicle are expected to comply with the following:

#### **1. Authorized Use**

- a. The vehicle may only be used for approved municipal business.
- b. Personal use is not permitted unless expressly authorized by the Chief Administrative Officer.

#### **2. Licensing & Eligibility**

- a. Drivers must hold a valid driver's licence appropriate for the vehicle class.
- b. Drivers must immediately report any licence suspension or restriction to the Chief Administrative Officer.
- c. The Village may request a current driver's abstract where deemed necessary.

#### **3. Safe Driving Expectations**

- a. Safety is the Village's priority at all times.
- b. Drivers must comply with all federal, provincial, and local traffic laws.
- c. The Village does not expect or permit drivers to rush or take unnecessary risks while conducting municipal business.
- d. Use of handheld devices while driving is prohibited.

#### **4. Fines and Violations**

- a. Any traffic violations, parking tickets, toll charges, or fines incurred while operating the Village vehicle are the personal responsibility of the driver.
- b. The Village will not reimburse or pay fines or penalties.

#### **5. Accidents and Damage**

- a. Any accident, damage, or incident involving the vehicle must be reported immediately to the Chief Administrative Officer.
- b. Drivers must cooperate fully with insurance reporting requirements.
- c. The Village is not responsible for personal property lost or damaged while using the vehicle.

#### **6. Care of Vehicle**

- a. The vehicle must be returned in clean and orderly condition.
- b. Charging levels should be maintained at reasonable operational levels.
- c. Any mechanical concerns or warning indicators must be reported promptly.

## **7. Passengers**

- a. A spouse, partner, or immediate family member may accompany the authorized Council member or employee, provided the travel is primarily for municipal business.
- b. Any additional costs associated with a spouse or family member (accommodation upgrades, meals, registrations, etc.) are the personal responsibility of the traveler and must not be charged to the Village.
- c. Only authorized Council members or employees of the Village are permitted to operate the Village-owned vehicle.
- d. Under no circumstances may a spouse, partner, or other accompanying individual drive the Village vehicle.

## **8. Travel Coordination and Priority Use**

- a. Where multiple Council members, staff, or employees are attending the same meeting, conference, or training session, shared use of the Village-owned vehicle is encouraged where practical and operationally feasible.
- b. Priority use of the Village vehicle shall be given to authorized Council members and staff traveling for approved municipal business.
- c. Travel arrangements should be coordinated in advance through Village Administration to maximize cost efficiency and operational effectiveness.
- d. Separate travel arrangements may be approved where scheduling, operational requirements, or other reasonable circumstances warrant.

## **9. Booking and Allocation of Village Vehicles**

- a. Booking of the Village-owned vehicle shall be coordinated through Village Administration.
- b. Where multiple authorized users require the vehicle for overlapping dates, priority shall generally be given to:
  - Travel required for statutory, legislated, or board-appointed obligations;
  - Travel approved within the annual budget and directly related to municipal operations;
  - Travel for training, conferences, or discretionary meetings.
- c. The Chief Administrative Officer (or designate) shall have final authority to allocate use of the vehicle where scheduling conflicts arise.
- d. Operational requirements of the Village may take precedence over travel requests where necessary.

## STAFF REPORT TO COUNCIL – OPEN MEETING

**DATE:** February 9, 2026  
**FROM:** Gwen Dost, FireSmart Coordinator  
**SUBJECT:** FireSmart Program Update

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### **RECOMMENDATION**

#### **Purpose:**

The purpose of this report is to inform council to adjustments being made to the provincial FireSmart application and funding program.

#### **Prepared by:**

Gwen Dost,  
FireSmart Coordinator

#### **Approved for submission to Council:**



Daniela Dyck,  
Chief Administrative Officer

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### **Background:**

On January 28<sup>th</sup>, 2026, it was brought to our attention that the province of B.C. will be closing the open intake process for FireSmart funding on January 30<sup>th</sup>, 2026, which is a first come, first served system, and will be moving to a competitive adjudication process based on merit and priority that will begin on February 2<sup>nd</sup>, 2026, and will close on April 30<sup>th</sup>, 2026.

### **Discussion:**

The plan is to have a solid application submitted by April 30<sup>th</sup>, 2026. There is an option of submitting an interim report at the end of April that should allow the Village to keep our current application open while we wait for a final decision on the 2026/27 application. This seems to be the best option so we can continue the FireSmart program with the funds that remain in our current application.

In the event that the Village's FireSmart funding application is not approved, senior staff and the FireSmart Coordinator have discussed options to ensure program continuity and maintain momentum. While Council ultimately determines whether the program would continue, administration strongly encourages Council's support for sustaining FireSmart initiatives at the local level. Under this approach, the Village would transition to a Village-funded and Village-operated FireSmart program, aligned with the principles of the British Columbia FireSmart Program, to continue advancing wildfire resilience in Ashcroft.

It is anticipated that service levels may be adjusted to reflect available funding and staffing resources. This may include the elimination of private homeowner mitigation rebates and modifications to some Village led mitigation activities. Core program elements including education and public engagement, Home Ignition Zone assessments, community clean-up days, and strengthening defensible perimeters in high-risk areas would remain priorities.

**Conclusion:**

Our intention is to have a strong application submitted by April 30<sup>th</sup>, 2026, but with the application process changing, we are looking ahead to have a solid plan in place should our application be denied, or if other changes to the FireSmart program come to light in the coming weeks.

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Good Afternoon,

I have an event I would like to bring to Ashcroft.

I would like to bring the participants of BC's only Drag n Drive event to Ashcroft again in June. (before they race at Cache Creek Airport) I have been in touch with a person with the Farmers Market and the response was very positive.

The BC DragiT Challenge was created by us and we are now in our 4 year. The event starts @ Cache Creek airport then off to Prince George, McBride, Merritt, and then back to Cache Creek airport for the last day. (Racers arrive in each town the night before the race)

During the event Racers have mandatory checkpoints they must go to throughout the route & photo to prove they were indeed there.

What I'm planning again for 2026 the Racers will arrive in Ashcroft June 21<sup>st</sup> to see the town, meet some local folks & possibly have dinner (will be announced to racers that food will be available). This will be the Races mandatory checkpoint for the day.

The plan is to contact local restaurants and stores to let everyone know about the group cool cars that will be arriving. The cars will park in designated parking spots on the street not on any grass surface.

We are asking for approval of this event and the use of Railway st. 2nd ave to 7<sup>th</sup> st. by the Blue Truck If the event location is approved, the racers will have to go into Ashcroft as one of their mandatory checkpoints.

We think this would be great for Restaurants, local shops & tourism.

thanks for your time.....

Sincerely,

Mark & Dianne

Date June 21st

Time between 4-7pm

This year's event we had 100 cars and we are expecting double that for next year.

Mark & Dianne Boutilier

MBT Holdings Ltd

contact us @ 604-897-4432

fb page...BC Dragit Challenge

bcdragit@gmail.com



February 2, 2026

Dear Mayor Barbara Roden and Council,

Last year in March 2025, the Ministry of Health renewed funding support for the 2025 BC Farmers' Market Nutrition Coupon Program season. BCAFM is proud to deliver this incredible program and share its positive impact in your community.

### **A Positive Impact in Ashcroft**

The BC Farmers Market Nutrition Coupon Program is addressing nutrition needs, affordability and food security for lower-income pregnant people, families with children, and seniors/elders in your community.

We collaborate with *South Cariboo Elizabeth Fry Society* who provide program participants with \$27 a week for 16 weeks to purchase fresh, local foods – including fruits, vegetables, cheese, eggs, nuts, fish, meat, herbs, and honey—directly from BC farmers at your local farmers' market.

We've tallied up the results, and more than **15** lower-income households redeemed **\$6,480** in coupons at *Ashcroft Farmers and Artisans Coop* in 2025.

Your community members received access to healthy food while fostering stronger community connections. At the same time, local farmers, with the additional sales, can sustain and grow their farms, strengthening our local and regional food systems and contributing to a healthier, more connected community.

### **Our Request to You**

BCAFM does not have secured funding for the 2026 program season and beyond. We are asking for your support to secure continued funding for this powerful program. Sending a letter to The Honourable Josie Osborne, BC Minister of Health, would go a long way in demonstrating the importance of continued and expanded funding investment for the BC Farmers' Market Nutrition Coupon Program in your riding.

We look forward to continuing this meaningful work with your community.

**With gratitude,**

Heather O'Hara  
BCAFM Executive Director

Wylie Bystedt  
Chair, BCAFM Board of Directors





PO Box 185  
Clinton BC V0K 1K0  
Phone (250) 459-2759  
Email: [clintonannualball@clintonannualball.com](mailto:clintonannualball@clintonannualball.com)  
Website: [www.clintonannualball.com](http://www.clintonannualball.com)

January 27, 2026

PO Box 129,  
Ashcroft, BC.  
V0K 1A0

Dear Mayor Barbara Roden,

RE: Invitation to the 159th Clinton Annual Ball

The 159<sup>th</sup> Clinton Annual Ball will be held on Saturday, May 16th, 2026, at the Clinton Memorial Hall.

The Annual Ball Committee is planning another fabulous evening of dining, entertainment and dancing and we are looking forward to celebrating the history of Women of the Cariboo.

The Annual Ball Committee would be delighted to have you and your guest join us again for this special occasion; we are holding 2 tickets for you. Tickets are \$85 each and can be obtained by calling 250-459-7069 or emailing [tickets@clintonannualball.com](mailto:tickets@clintonannualball.com). As only a limited number of tickets are still available, if you can attend, we would appreciate knowing at your earliest convenience.

We look forward to seeing you at the Ball!

Sincerely,

*Charlene Boscott*

Charlene Boscott,  
Chair, Clinton Annual Ball Committee

**From:** [Paul Adams](#)  
**To:** [Paul Adams](#)  
**Subject:** BC Rural Health Network membership renewal and request for support  
**Date:** February 2, 2026 8:54:56 AM

---

Dear Members and Supporters,

I hope you are keeping well. I am writing to ask you to renew your membership with the BC Rural Health Network and, if you are able, to consider an additional donation.

### **Why your support matters right now**

Rural and remote communities across British Columbia continue to face real barriers to care, including ongoing instability in emergency coverage, persistent gaps in primary care, and the growing burden of travel and accommodation costs when services are centralized. Our role is to ensure rural voices are consistently included in policy development, and that decision makers are guided by lived experience and evidence, not assumptions.

If you joined within the last six months, renewal is optional. And if renewing is not financially possible right now, please know this: your voice and participation matter more to us than your membership fee. We would much rather keep you connected and engaged than create any barrier to belonging in the network.

### **What we are focused on in 2026**

We are continuing to elevate rural lived experience, support evidence informed policy solutions, and work with partners across communities, health authorities, researchers, and government to improve access and outcomes. This includes bringing forward practical rural policy recommendations and documenting the compounding impacts of distance, cost, and service gaps on patients and caregivers.

### **A transparent note on finances**

This will be a difficult year for many nonprofits. Costs are up, funding is uncertain, and the demands on community organizations keep growing. Membership renewals are essential for our stability. Donations, in addition to membership, are also critically important to sustain our work and strengthen our capacity to show up consistently for rural communities.

### **Renew, donate, and stay connected**

Please renew your membership here: <https://bcruralhealth.org/membership-form/>

If you are able to add a donation, you can do so here: <https://bcruralhealth.org/donate-stripe/>

Membership and donations are eligible for income tax purposes, and official tax receipts and invoices are provided through the online process.

To stay current on our work, [please sign up for our newsletter here](#). It is the best way to receive updates, resources, and opportunities to engage. We also welcome nominations and stories for our Member of the Month feature.

If you have questions, or if you would like to share a rural access experience that can inform our advocacy, please reply to this email or contact us at [info@bcruralhealth.org](mailto:info@bcruralhealth.org).

Thank you for being part of this amazing network of leaders and champions. Your support helps ensure rural communities are not an afterthought in health system planning.

Yours in health and wellness,

Paul

Paul Adams ||Executive Director|| **BC Rural Health Network** ||

Cell: 250-295-5436

<https://bcruralhealth.org/>|| ✉ [paul.adams@bcruralhealth.org](mailto:paul.adams@bcruralhealth.org)|| [LinkedIn](#)

***The BCRHN is the healthcare voice of the rural residents of British Columbia and seeks better health outcomes for all people, through solutions-based approaches with governments, and information provision to residents.***

***The BCRHN is grateful to live, work, and be in relation with people from across many traditional and unceded homelands, covering all regions of British Columbia. We are honoured to live on this land and are committed to reconciliation, decolonization, and building relationships in our communities.***

***We are a registered charity listed as the RHC Education Foundation (dba. BC Rural Health Network) CRA# 70083 3130 RR0001***



Please consider the environment before printing this e-mail.

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**January 29, 2026**

**ATTN: Local Government and First Nation Elected Officials and Senior Staff**

**RE: Register Now for the 2026 LGLA Leadership Forum**

Dear Elected Officials and Senior Staff,

I am very pleased to invite you to the **2026 LGLA Leadership Forum**, taking place in Richmond from **March 11–13, 2026**. Registration is now open at [lgla.ca](https://lgla.ca).

This annual gathering offers a unique opportunity for elected officials and senior staff from local governments and First Nations to come together, learn from one another, and strengthen the leadership practices that support healthy, resilient communities.

This year's theme, **Finishing Strong: Legacy, Leadership & What Comes Next**, invites participants to reflect on the culmination of their term, honour their accomplishments, and prepare for the transitions ahead. "Finishing Strong" is about more than closing a chapter—it is about stewarding resources wisely, strengthening relationships, capturing the stories that define your leadership, and shaping a legacy that endures.

We are preparing an ambitious and thoughtful [program](#) for this year's forum. Here's a preview of what's in store:

- **Lead with a Story: Turning Your Journey into Impact**  
Renowned speaker Bill Baker guides participants through the power of storytelling in leadership—helping leaders craft messages that inspire, persuade, and reflect the journey they've taken and the impact they're shaping.
- **Stewarding the Finish Line: Legacy, Leadership, and Lasting Value**  
A reflective panel session exploring how financial stewardship, asset management decisions, and long-term planning become part of an enduring legacy.
- **It Seemed Like a Good Idea at the Time...**  
This session is not your average PowerPoint panel. We've lined up a lively set of stories from elected officials who know first-hand that best laid plans don't always work out as imagined. In the fourth year of your term, we'll take some time to learn from the mistakes, failures and flops along the way, with levity and fun.
- **After the Storm: The Enduring Legacy of Local Leadership in Disasters**  
An exploration of how crisis leadership shapes community resilience, trust, and long-term recovery—and how these defining moments become part of a leader's lasting impact.

- **Additional sessions** include sessions exploring **truth and reconciliation in practice**, lessons for **approaching elections with integrity and optimism**, and a **sneak-peek at LGLA's upcoming online course offerings**. Follow LGLA on LinkedIn and Facebook for more details and speaker announcements.

The 2026 Forum promises to be a reflective, energizing, and forward-looking experience—one that supports leaders in finishing their term with clarity, confidence, and purpose. Participants will also benefit from meaningful opportunities for collaboration and connection with colleagues from across the province.

Accommodations for the 2026 LGLA Leadership Forum are limited and the room block will close on **February 9**, so we encourage you to register and book your stay as soon as possible. Please also check [lgla.ca](http://lgla.ca) for information on **airline discounts** for forum travel provided by **Air Canada**, **WestJet**, and **Helijet**. Any related questions can be directed to [Angela Turner](#).

We look forward to welcoming you to Richmond for what promises to be an inspiring and impactful leadership event.

Warm regards,



**Councillor Laurey-Anne Roodenburg**  
President, Local Government Leadership Academy

February 2, 2026

Reference: 190012

Dear Chief Administrative Officers, Corporate Officers and Chief Election Officers:

Looking toward the 2026 General Local Elections scheduled for **October 17, 2026**, I wanted to share a few important reminders, including a summary of key local election dates for your convenience.

### Election Bylaws

Local government election bylaws or amendments to existing election bylaws **must be adopted by July 6, 2026**. It is recommended to review election bylaw(s) early and decide if any amendments will be required. Please consider whether:

- Voting machines will be used, and if so, the procedures that will govern their use
- Mail ballot voting will be used, and if so, the procedures that will govern its use
- Additional advance voting opportunities will be offered beyond the required advance voting opportunities
- For communities of less than 5,000, whether the second required advance voting opportunity exception will be applied and the requirement waived
- Voter registration will be offered in advance or limited to voting day only, and if the local government offers advance registration, if it will use the Provincial Voter List for resident electors
- Nomination deposits will be required and what the minimum number of nominators will be
- How ties between two or more candidates will be broken after a judicial recount

### Legislative Amendments

While reviewing the election bylaw and preparing your 2026 election plan, take time to review the recent legislative amendments that were outlined in the circulars sent on May 30, 2025, and November 4, 2025 regarding [Miscellaneous Statutes Amendments Act \(Bill 13\)](#) and [Local Government Elections Regulation](#) (Regulation).

Bill 13 contains several amendments to the *Local Government Act*, *Vancouver Charter*, *Local Elections Campaign Financing Act*, with consequential amendments to the *School Act* and *Islands Trust Act* as they relate to local elections. These amendments include changes to nomination document requirements, improved protection of candidate privacy, and more flexibility for receipt of mail ballot packages. The new rules are in effect for the 2026 General Local Elections.

The recent change to the Regulation expands the list of acceptable identity documents to be more inclusive of Indigenous voters. We encourage local governments to connect with neighbouring [First Nations](#) and [Métis Nation British Columbia](#). This can be helpful for familiarizing oneself with issued citizenship or membership cards and incorporating training for election officials.

### Provincial Voters Lists

A local government may, by bylaw, use the most current available Provincial Voters List prepared by Elections BC rather than maintaining its own register of resident electors. Please note that in order to adopt the Provincial Voters List as the list of electors, local governments should submit a request to Elections BC **by August 24, 2026**.

For complete instructions on requesting an extract of the Provincial voters list, visit Elections BC's website: [Voters Lists for Local Governments | Elections BC](#).

### Election Notices

Prior to posting election notices, such as the notice of nomination, local governments are encouraged to take extra time and care to verify that notices are accurate and include updated information (i.e., 2026 expense limits and 2026 third party advertising limits).

The expense and spending limits for the 2026 General Local Elections will be published on the Elections BC website by May 31, 2026.

### Local Elections Key Contact Information and Responsibilities

#### *Ministry of Housing and Municipal Affairs*

If you have questions about the legislative amendments or legislative requirements for local elections (not related to campaign financing), or if your local election may have an insufficient number of candidates, please contact the Ministry's Governance and Structure Branch. You can reach the Governance and Structure Branch by phone or email at: 250-387-4020 or [LGGovernance@gov.bc.ca](mailto:LGGovernance@gov.bc.ca).

Updated resources will be available on our [website](#) closer to the 2026 general local elections.

Please note that the Minister of Housing and Municipal Affairs is the Minister responsible for local government elections. As such, any requests for Minister's Orders (e.g., for a late candidate withdrawal) during a local election need to be sent to the Governance and Structure Branch. The Minister of State for Local Governments and Rural Communities does not have a role in General Local Elections.

#### *Local Government Management Association (LGMA)*

LGMA offers a [resource page](#) on their website that includes links to resources and training opportunities for the 2026 General Local Elections. CivicInfo BC also hosts a discussion forum for all CEOs that can help answer questions about technical aspects of general local elections. You can register for the Local Election Officials discussion forum on the [CivicInfo BC website](#).

#### *Elections BC*

For answers to questions about elector organization registration, election advertising, third party sponsors or campaign financing please contact Elections BC. You can reach Elections BC by phone or email at: 250-387-5305 or [electoral.finance@elections.bc.ca](mailto:electoral.finance@elections.bc.ca). Elections BC also has resources available online at: [2026 General Local Elections | Elections BC](#)

#### *Ministry of Education and Child Care – School Trustee Elections*

For questions related to school trustee elections, please contact the Governance and Legislation Branch at the Ministry of Education and Child Care by phone or email at: 250-387-8037 or by email at: [EDUC.Governance.Legislation@gov.bc.ca](mailto:EDUC.Governance.Legislation@gov.bc.ca).

#### *British Columbia School Trustee Association (BCSTA)*

BCSTA provides a range of election-related resources to support boards and candidates, including *A Guide for School Trustee Candidates*, legal bulletins, a template election bylaw, and access to legal advice for school districts. These resources are available at: [www.bcsta.org](http://www.bcsta.org)

#### Linking to Resources

As election resources become available online, it is recommended that resources external to the local government, such as elections guidance materials developed by the Ministry, Elections BC and LGMA, are shared via a link to a main resource page rather than directly to the document. This will future proof your elections materials by preventing any hyperlink breaks over time.



The main resource pages are available online at:

**Ministry of Housing and Municipal Affairs:** [www.gov.bc.ca/localelections](http://www.gov.bc.ca/localelections)

**Ministry of Education and Child Care:** <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/legislation-policy/school-trustee-election-procedures>

**Elections BC:** [2026 General Local Elections | Elections BC](https://www.electionsbc.ca)

**LGMA:** <https://www.lgma.ca/election-resources>

Wishing you success in your preparations.

Yours truly,

A handwritten signature in dark ink, appearing to read 'Tara Faganello', with a stylized, cursive script.

Tara Faganello  
Assistant Deputy Minister  
Local Government Division  
Ministry of Housing and Municipal Affairs

Attachment: 2026 General Local Election Key Dates

2026 GENERAL LOCAL ELECTION KEY DATES		
ACTION OR DEADLINE	ACT/S.#	DATE
Start of Election Period	LECFA: s.10(1)(a)(i)	January 1, 2026
Candidate B.C. Residency Deadline	LGA: s.81(1)(c)	March 10, 2026
Elector Residency Deadline	LGA: s.65(1)(c) & s.66(1)(d)	April 16, 2026
Election Bylaw Adoption Deadline	LGA: s.56(2)(a)	July 6, 2026
Start of Pre-Campaign Period	LECFA: s. 10(1.1)(a)	July 20, 2026
Start of Period for Notice of End of Advance Elector Registration	LGA: s.50, 71(5)	July 27, 2026
Start of Period for Notice of List of Registered Electors	LGA: s.77(6)	August 4, 2026
Start of Period for Notice of Nominations	LGA: s.85(1)	August 4, 2026
Election Bylaw Adoption Deadline – Board of Education	SA: s.45(6)	August 4, 2026
End of Period for Notice of Close of Advance Elector Registration	LGA: s.71(5)	August 18, 2026
End of Period for Notice of Nominations	LGA: s.85(1)	August 25, 2026
End of Period for Notice of List of Registered Electors	LGA: s.85(1) & s.77(6)	August 25, 2026
End of Advance Elector Registration	LGA: s.71(4)	August 25, 2026
Adoption of Provincial Voters List	LGA: s.76	August 26, 2026
Start of Nomination Period	LGA: s.84(1)	September 1, 2026
Start of Challenge to Nomination and Endorsement Period	LGA: s.91	September 1, 2026
Start of Inspection of List of Registered Electors Period	LGA: s.77(3)	September 1, 2026
Start of Objections to Elector Registration Period	LGA: s.79(2)	September 1, 2026
Start of Period for Notice of Required Advance Voting	LGA: s.107(5)	September 8, 2026
End of Nomination Period	LGA: s.84(1)	September 11, 2026
Declaration of Candidates	LGA: s.97(1) & s.97(2)	September 11, 2026
End of Period of Objections to Elector Registrations	LGA: s.79(2)	September 11, 2026
End of Extended Nomination Period	LGA: s.97(2)	September 14, 2026
End of Challenge to Nomination and Endorsement Period	LGA: s.91	September 15, 2026
Non-Resident Property Elector Local Ownership Deadline	LGA: s.66(1)(e)	September 16, 2026
Start of Period for Notice of Election	LGA: s.99(1)	September 17, 2026
Court Decision on Challenge of Nomination	LGA: s.91(9)	September 18, 2026

2026 GENERAL LOCAL ELECTION KEY DATES		
ACTION OR DEADLINE	ACT/S.#	DATE
Candidate Nomination Withdrawal Deadline	LGA: s.101(1)	September 18, 2026
Elector Organization Endorsement Withdrawal Deadline	LGA s. 95	September 18, 2026
End of Pre-Campaign Period	LECFA: s. 10(1.1)(b)	September 18, 2026
End of Election Period (12:00 Midnight)	LECFA: s.10(1)(b)	September 18, 2026
Start of Campaign Period (12:01 am)	LECFA: s.10(2)	September 19, 2026
Declaration of Election by Voting or Acclamation	LGA: s.98(2) & s.98(3)	September 21, 2026
End of Period for Notice of Required Advance Voting	LGA: s.107(5)	September 30, 2026
Required Advance Voting Opportunity	LGA: s.107(1)	October 7, 2026
End of Period for Notice of Election	LGA: s.99(1)	October 9, 2026
General Voting Day	LGA: s.52	October 17, 2026
Mail Ballot Voting Deadline	LGA: s.110(9)	October 17, 2026
Announcement of Preliminary Election Results	LGA: s.144(1)	October 17, 2026
End of Period for Inspection of List of Electors	LGA: s.77(3)	October 17, 2026
End of Campaign Period	LECFA: s.10(1) and (2)	October 17, 2026
Start of Advance Registration for Next Election	LGA: s.71(4)	October 19, 2026
Last Day for Chief Election Officer to Submit Election Report (Acclamation)	LGA: s.158(1)	October 20, 2026
Last Day for Declaration of Official Election Results by Voting	LGA: s.146(1)	October 21, 2026
Start of Period to Apply for Judicial Recount	LGA: s.148(3)	October 21, 2026
Start of Public Inspection of Voting Day Materials	LGA: s.160(3)	October 21, 2026
End of Period to Apply for Judicial Recount	LGA: s.148(3)	October 26, 2026
Start of Period to Make Oath of Office	LGA: s.147(1)	October 27, 2026
Deadline for Completion of Judicial Recount	LGA: s.149(1)	October 30, 2026
First Day to Hold Runoff Election	LGA s.152(4)	October 31, 2026
Start of Period to Hold First Council Meeting	CC: s.124(2)(g)	November 1, 2026
End of Period to Hold First Council Meeting	CC: s.124(2)(g)	November 10, 2026
Last Day for Chief Election Officer to Submit Election Report (Voting)*	LGA: s.158(1)	November 19, 2026
End of Period for Public Inspection of Nomination Documents*	LGA: s.89(7)	November 20, 2026
End of Public Inspection of Voting Day Materials*	LGA: s.160(3)	November 20, 2026

2026 GENERAL LOCAL ELECTION KEY DATES		
ACTION OR DEADLINE	ACT/S.#	DATE
End of Period for Application to the Supreme Court to Invalidate Election*	LGA: s.153(3)	November 20 2026
End of Period to Make Oath of Office (Voting* & Acclamation)	LGA: s.202(1)(a) & (b); CC: s.120(1)(a) & (b)	December 4, 2026
Start of Period to Destroy Election Material*	LGA: s.160(8)	December 17, 2026
End of Period for Runoff Election	LGA: s.152(5)	December 19, 2026
End of Period to File Campaign Financing Disclosure Statement with Elections BC	LECFA: s.47(1), s.56 & s.90	January 15, 2027
Start of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC (with late filing fee)	LECFA: s.47(2) & s.56	January 16, 2027
End of Period for Late Filing of Campaign Financing Disclosure Statement with Elections BC (with late filing fee)	LECFA: s.47(2) & s.56	February 16, 2027

\*Deadline depends on when official election results declared

*Acronyms:*

- a) CC – means *Community Charter*
- b) LGA – means *Local Government Act*
- c) LECFA – means *Local Elections Campaign Financing Act*
- d) SA – means *School Act*

**Note:** These key dates are taken from the LGMA 2026 BC Local Elections Calendar. This circular does not substitute for legal advice.

**From:** EA Council <[eacouncil@kamloops.ca](mailto:eacouncil@kamloops.ca)>

**Sent:** February 4, 2026 10:27 AM

**To:** COUNCIL-Councillors <[COUNCIL-Councillors@kamloops.ca](mailto:COUNCIL-Councillors@kamloops.ca)>; Byron McCorkell <[bmccorkell@kamloops.ca](mailto:bmccorkell@kamloops.ca)>

**Cc:** Sarah Candido <[scandido@kamloops.ca](mailto:scandido@kamloops.ca)>; Crystal Gelineau <[cgelineau@kamloops.ca](mailto:cgelineau@kamloops.ca)>; Maria Mazzotta <[mmazzotta@kamloops.ca](mailto:mmazzotta@kamloops.ca)>; Southern Interior Local Government Association <[yoursilga@gmail.com](mailto:yoursilga@gmail.com)>

**Subject:** Resolution for Consideration Ahead of Local Association Deadlines

Good morning Municipalities of British Columbia,

I hope this message finds you well. We have attached a certified resolution from the City of Kamloops that has been sent to the Southern Interior Local Governance Association (SILGA). These important issues hold significant relevance and impact within your area of government.

We strongly encourage you to utilize this resolution as a template and present it before your local governance association prior to your resolution deadline. This can help you address similar issues effectively and align with the objectives we all strive to achieve. Collectively, all five local governance associations bring a strong unified front of advocacy in Victoria.

Should you require any further clarification or additional information, please do not hesitate to reach out. We are here to support you in any way we can.

Warm regards,

**Chrissy Cossentine**

Executive Assistant to City Council | City of Kamloops

[eacouncil@kamloops.ca](mailto:eacouncil@kamloops.ca)

P: 250-828-3494 | [Kamloops.ca](http://Kamloops.ca) | [LetsTalk.Kamloops.ca](http://LetsTalk.Kamloops.ca)



**MAKING  
KAMLOOPS  
SHINE**

*If you receive this in error, please contact the sender by return email and delete all copies of this email and any attachments. Please be aware that City of Kamloops records, including emails, may be requested and released in accordance with the British Columbia Freedom of Information and Protection of Privacy Act. If you receive this in error, please contact the sender by return email and delete all copies of this email and any attachments.*

## CITY OF KAMLOOPS

RESOLUTION FROM THE MINUTES OF A REGULAR MEETING OF THE MUNICIPAL COUNCIL OF THE CITY OF KAMLOOPS, HELD IN COUNCIL CHAMBERS, CITY HALL, 7 VICTORIA STREET WEST, KAMLOOPS, BC

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WHEREAS local governments in British Columbia are responsible for land-use planning, infrastructure, permitting, and development approvals, all of which are directly affected by provincial reconciliation policy, archaeology requirements, and the *Heritage Conservation Act* and Regulations;

AND WHEREAS the Province of British Columbia is implementing the Declaration on the Rights of Indigenous Peoples Act (DRIPA) and also undertaking reviews of reconciliation, archaeology, and heritage policy frameworks;

AND WHEREAS local governments are not consistently included as formal partners in provincial policy development related to DRIPA implementation, archaeology processes, and heritage legislation, despite being responsible for implementation at the community level and for public infrastructure projects that are significantly impacted by these policies;

AND WHEREAS the current *Heritage Conservation Act* is outdated, and existing archaeology processes create uncertainty, delays, and cost impacts for local governments, Indigenous communities, and the public, which further contribute to challenges in delivering affordable development and housing in British Columbia;

THEREFORE BE IT RESOLVED that this resolution be forwarded to the Southern Interior Local Government Association, Association of Vancouver Island and Coastal Communities, North Central Local Government Association, Lower Mainland Local Government Association, and Association of Kootenay and Boundary Local Governments, urging the Province of British Columbia to ensure that senior representatives of all local government associations in British Columbia are formally included in discussions and decision-making related to the review, reform, and implementation of DRIPA, reconciliation policy, archaeology processes, and any replacement or reform of the *Heritage Conservation Act*.

CARRIED.

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I HEREBY CERTIFY that this is a true copy of a resolution from the minutes of a meeting of the Kamloops City Council held on the 3rd day of February, 2026.

Dated at Kamloops, BC, this 3rd day of February, 2026.



---

M. Mazzotta  
Corporate Officer

Actionable Motion and Task List Tracker - 20+A2:F1921					
Actionable Motion and Task List Tracker 2026					
JANUARY					
Motion No.	Motion	Staff Responsible	Comments	Time line	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		On-going
	<b>2026 MOTIONS</b>				
R-2026-03	THAT Council gives first and second reading to the Water Regulations Bylaw No. 881, 2026;	CAO	Forward to Legal for review - bring back to Council when legal review is received.	Forwarded to Fulton January 15, 2026 - workign through edits with Denise	On-going
R-2026-04	THAT, Council gives first and second reading to the Fees and Charges Amendment Bylaw No. 882, 2026;	CAO	Hold until Legal review is received for Water Reg. Bylaw		On-going
R-2026-05	THAT, Council gives first and second reading to the Notice of Enforcement Amendment Bylaw No. 883, 2026.	CAO	Hold until Legal review is received for Water Reg. Bylaw		On-going
R-2026-07	THAT, Council authorizes the Chief Administrative Officer to attend the 2026 CAO Forum in Richmond, BC, February 17–19, 2026, and approve associated travel, accommodation, registration, and related expenses consistent with Village policy.	CAO	Register for conference		Complete
R-2026-08	THAT, Council authorizes staff to destroy the 2025 Local By-Election materials in accordance with section 160(8) of the Local Government Act, as the required retention period has passed.	CAO	Shred documents		Complete
R-2026-09	THAT, Council approve staff to proceed with acceptance of the attached quotation from Park N Play Design Company Ltd. for the supply and installation of new playground equipment and safety surfacing at Mesa Vista Park, in the amount of \$263,264.99 (including GST), and further authorize staff to pursue applicable grant and leveraged funding opportunities to offset project costs.	CAO/EDTC	Seek and apply for funding to offset the cost of the project - NDIT, Tire Stewardship, Kal Tire, Sponsorships etc.	NDIT Appliotion is submitted	Complete

R-2026-10	THAT, Council supports the submission of a grant application to the Northern Development Initiative Trust for funding in the amount of \$50,000 under the Economic Development Capacity Building stream to support the continued position of the Economic Development and Tourism Coordinator for the Village of Ashcroft and further supports the position and associated project for the duration of the grant period.	CAO/EDTC	CAO - Certify Resolution EDTC - Submit application		Complete
R-2026-2011	THAT, Council waive the ice rental fee for January 31, 2026, for the Guns and Hoses fundraising game	CAO	Send letter advising Council approval		Complete
R-2026-14	THAT, Council approves the new location as requested by the Farmers Market subject to negotiating a agreement and rental fees.	CAO	Send approval draft Agreement	Advised Farmer Market of approval, agreement in progress	in-progress
R-2026-15	THAT, Council proclaims the Week of February 15 – 22, 2026 as Heritage Week in Ashcroft.	CAO/EDTC	Draft Proclamation post to Website, Bulltetin Board, Social Media		Complete