



AGENDA

Regular Meeting of Council

Village of Ashcroft Council Chambers, 601 Bancroft Street
 Monday May 11, 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

2.1	Minutes of the Committee of the Whole Meeting held Monday April 27, 2026 M/S <i>THAT, the Minutes of the Committee of the Whole Meeting held Monday, April 27, 2026, be adopted as presented.</i>	P. 1-2
2.2	Minutes of the Regular Meeting of Council held Monday April 27, 2026 M/S <i>THAT, the Minutes of the Regular Meeting of Council held on Monday April 27, 2026, be adopted as presented.</i>	P. 3-10

3. DELEGATIONS

3.1	N/A	
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4. PUBLIC INPUT

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

5. BYLAWS/POLICIES

5.1	Five-Year Financial Plan Bylaw No. 884, 2026 PURPOSE: Adoption of the 2026 – 2030 Five-Year Financial Plan Bylaw No. 884, 2026: M/S <i>THAT, the Five-Year Financial Plan Bylaw No. 884, 2026 be adopted as presented.</i>	P. 11-15
5.2	Tax Rate Bylaw No. 885, 2026 PURPOSE: Adoption of the Tax Rates Bylaw No. 885, 2026	P. 16-17



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Monday May 11, 2026, at 6:00 pm

	M/S <i>THAT, the Tax Rates Bylaw No. 885, 2026 be adopted as presented.</i>	
5.3	CAO Report – Local Government Elections and Other Voting Procedures Draft Bylaw No. 886, 2026 Purpose: To present a consolidated and updated bylaw governing procedures for local government elections and other voting, including assent voting. M/S <i>THAT Council give first, second, and third readings to “Village of Ashcroft Local Government Elections and Other Voting Procedures Bylaw No. 886, 2026.</i>	P. 18-24
5.4	CAO Report – Village of Ashcroft Fees and Charges Bylaw No. 887, 2026 Purpose: The purpose of this report is to present Village of Ashcroft Fees and Charges Bylaw No. 887, 2026 for Council’s consideration. The proposed bylaw consolidates the current Fees and Charges Bylaw and its amendments into a single updated document and incorporates modest fee adjustments for selected recreation and facility uses. M/S <i>THAT Council give first, second, and third readings to Village of Ashcroft Fees and Charges Bylaw No. 887, 2026.</i>	P. 25-45
5.5	CAO Report – Council Procedure Bylaw No. 888, 2026 Purpose: To present a consolidated Council Procedure Bylaw that combines Bylaw No. 834, 2020 and its subsequent amendments into one complete, updated bylaw, and incorporates procedural changes approved by Council enabling questions from the public after a delegation presentation. M/S <i>THAT Council give first, second, and third readings to “Village of Ashcroft Council Procedure Bylaw No. 888, 2026.</i>	P. 46-78

6. STAFF REPORTS

REQUEST FOR DECISION		
	N/A	
FOR INFORMATION		
6.1	CAO Report – Verbal Purpose:	P. 79-80



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Monday May 11, 2026, at 6:00 pm

	To provide information to the Council that may not come up during regular meetings or Committee of the Whole. Topics will include operational updates, or other areas of interest to the village.	
6.2	CFO Report – Water Meter Project Update Purpose: To update council on the status of the Water Meter Project.	P. 81-82
6.3	FSC Report – Wildfire Resiliency Summit 2026 Purpose: To provide Council with a report highlighting themes and takeaways from the Wildfire Resiliency Summit.	P. 83-84

7. CORRESPONDENCE

FOR ACTION		
7.1	YMCA – Child Care Resource and Referral – Request for support or participation.	P. 85
FOR INFORMATION		
7.2	AIB – Invitation to Join Indigenous Day Celebrations	P. 86-87
7.3	LGPS – 11666 2025 EOC Payment Notification	P. 88
7.4	Thompson Regional Hospital District – Cardiac Care Study	P. 89-90
7.5	Min. of Housing and Municipal Affairs – Preparing for Water Scarcity and Potential Drought Conditions	P. 91-95

8. UNFINISHED/OLD BUSINESS

8.1	Task Manager	P. 96-97
8.2	Dawson Road Maintenance - Caroline Slade – Follow up from April 27, 2026 Council Meeting	P. 98
8.3	TNRD – Council Presentation – Regional Search and Rescue AAP Follow up from Aril 27, 2026 Council Meeting	P. 99

9. NEW BUSINESS

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

10.1	N/A	



AGENDA

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Village of Ashcroft Council Chambers, 601 Bancroft Street
 Monday May 11, 2026, at 6:00 pm

11. COUNCIL REPORTS

11.1	Mayor Roden – Verbal <ul style="list-style-type: none"> SILGA 	
11.2	Councillor Anstett – Verbal <ul style="list-style-type: none"> SILGA 	
11.3	Councillor Clement	
11.4	Councillor Davenport	
11.5	Councillor Tedford – Verbal <ul style="list-style-type: none"> SILGA 	

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



MINUTES

Committee of the Whole Meeting of Council

Village of Ashcroft Council Chambers, 601 Bancroft Street
Monday April 27, 2026, at 5:00 pm

PRESENT: Mayor , Barbara Roden
Councillor, Jonah Anstett
Councillor, Jessica Clement
Councillor, Cam Tedford

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

EXCUSED: Councillor, Nadine Davenport

Public - 1
Media - 1

1. CALL TO ORDER

Mayor Roden called the Committee of the Whole meeting of Council Monday for April 27, 2026 to order at 5:04 PM.

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

2. ADDITIONS TO OR DELETIONS FROM THE AGENDA

3. MINUTES

All COTW Minutes are adopted at a Regular Meeting of Council.

4. DELEGATIONS

4.1	<p>Doane Grant Thornton LLP – Shaw Birkenhead, Partner – Presentation of the 2025 Audited Financial Statements</p> <p>Mayor Roden welcomed Shawn Birkenhead of Doane Grant Thornton LLP and invited him to present the 2025 audited financial statements. Mr. Birkenhead presented the following to the Committee of the Whole:</p> <ul style="list-style-type: none"> • Printed copies of the financial statements were provided. • Overview of the audit process, including: <ul style="list-style-type: none"> ○ Management’s responsibilities for financial reporting ○ Requirements of an independent auditor’s report ○ Council’s role in approving the statements • Confirmation of a clean audit opinion. • Statement of Financial Position shows an increase of \$3.4 million, primarily due to water meter project funding and cash holdings. 	
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MINUTES

Committee of the Whole Meeting of Council

Village of Ashcroft Council Chambers, 601 Bancroft Street
Monday April 27, 2026, at 5:00 pm

	<ul style="list-style-type: none"> • Review of key financial statements and notes, including: • Accumulated surplus <ul style="list-style-type: none"> ○ Statement of Operations ○ Statement of Change in Net Financial Assets ○ Statement of Cash Flows (year ending December 31, 2025) • No changes to significant accounting policies; disclosures consistent with prior years. • The Village is ending the year in a strong financial position. <p>Council questions included:</p> <ul style="list-style-type: none"> • Use of investment revenues to offset taxation • Reserve levels and potential thresholds for reducing contributions <p>Mayor Roden thanked Mr. Birkenhead for his presentation.</p>	
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5. BYLAWS FOR DISCUSSION

5.1	N/A
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6. STAFF REPORTS

6.1	N/A	
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7. CLOSED MEETING

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

7.1	N/A	
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8. TERMINATION

Mayor Roden adjourned the Committee of the Whole Meeting of Council for Monday April 27, 2026, at 5:30pm.

Certified to be a true and correct copy of the Minutes of the COTW Meeting of Council held Monday, April 27, 2026.

Daniela Dyck,
Chief Administrative Officer

Barbara Roden,
Mayor



MINUTES

Regular Meeting of Council

Village of Ashcroft Council Chambers, 601 Bancroft Street
Monday April 27, 2026, at 6:00 pm

PRESENT: Mayor , Barbara Roden
Councillor, Jonah Anstett
Councillor, Jessica Clement
Councillor, Cam Tedford

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

EXCUSED: Councillor, Nadine Davenport

Public - 3
Media - 1

CALL TO ORDER

Mayor Roden called the Regular Meeting of Council for Monday for April 27, 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

2.1	Minutes of the Regular Meeting of Council held Monday March 23, 2026 M/S Clement / Anstett <i>THAT, the Minutes of the Regular Meeting of Council held Monday, March 23, 2026, be adopted as presented.</i>	CARRIED Unanimous R-2026-58
2.2	Minutes of the Special Meeting of Council held Monday April 13, 2026 M/S Anstett / Tedford <i>THAT, the Minutes of the Special Meeting of Council held on Monday April 13, 2026, be adopted as presented.</i>	CARRIED Unanimous R-2026-59
2.3	Minutes of the Community Forum held Monday April 13, 2026 M/S Tedford / Clement <i>THAT, the Minutes of the Community Forum held Monday, April 13, 2026, be adopted as presented.</i>	CARRIED Unanimous R-2026-60

3. DELEGATIONS

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Village of Ashcroft Council Chambers, 601 Bancroft Street
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<p>3.1</p>	<p>Doane Grant Thornton LLP – Shawn Birkenhead Audited Financial Statement for 2025 Mayor Roden invited Shawn Birkenhead from Doane Grant Thornton LLP to provide his report. Mr. Birkenhead advised he was in attendance to present the Independent Auditor’s Report and provided a brief summary of his previous Committee of the Whole presentation on the 2025 audited financial statements, outlining the respective responsibilities of management and Council and confirming a clean audit opinion. There were no questions from Council or the gallery. It was noted that the full presentation is available on the HUB Facebook page as part of the April 27, 2025 Committee of the Whole meeting.</p>	
<p>3.2</p>	<p>Dawson Road Maintenance – Caroline Slade Caroline Slade provided an update on Dawson Road maintenance operations and discussed the following:</p> <ul style="list-style-type: none"> • Plan to meet with Council bi-annually (spring and fall) to share updates and address concerns • Invitation for Council input on priorities for upcoming summer maintenance • Question asked regarding the bridge railing extension Ms. Slade noted that the section of railing has been received and is waiting for the bridge repair team to install; potential design options suggested (e.g., breakaway/floating element) suggestion to be reviewed by the bridge repair team • Winter maintenance review, including frequent freeze-thaw conditions and effective use of 23% salt brine • Council asked if the brine was being stored locally this year. There are limitations at the Ashcroft yard due to space constraints, therefore the brine is brought in from Clinton. Ms. Slade noted that out of the six Foreman sites, only three are brining facilities. • It was noted that operational practices, including filling and storing trucks at end of shift to enable early deployment could be implemented for next winter. • Council acknowledged the proactive brining efforts and positive feedback from the community • Earlier street sweeping completed using a contractor, improving access within the community • Enhanced communication and public awareness of sweeping schedules <p>Mayor Roden thanked Ms. Slade for her presentation.</p>	



MINUTES

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Monday April 27, 2026, at 6:00 pm

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 public input or questions were received.

5. BYLAWS/POLICIES

<p>5.1</p>	<p>CFO Report – First Three Readings of the Five-Year Financial Plan Bylaw and Tax Rate Bylaw PURPOSE: To initiate approval of the Five-Year Financial Plan Bylaw and Tax Rate Bylaw by granting first three readings, enabling the processing of 2026 property taxes.</p>	
<p>5.2</p>	<p>Five-Year Financial Plan Bylaw No. 884, 2026 PURPOSE: Give first three readings of the Five-Year Financial Plan Bylaw No. 884, 2026: M/S Clement / Tedford 1. <i>THAT, the Five-Year Financial Plan Bylaw No. 884, 2026 be introduced and read a first time by title only.</i> M/S Tedford / Anstett 2. <i>THAT, the Five-Year Financial Plan Bylaw No. 884, 2026 be read a second time.</i> M/S Anstett / Clement 3. <i>THAT, the Five-Year Financial Plan Bylaw No. 884, 2026 be read a third time.</i></p>	<p>CARRIED Unanimous R-2026-61 CARRIED Unanimous R-2026-62 CARRIED Unanimous R-2026-63</p>
<p>5.3</p>	<p>Tax Rate Bylaw No. 885, 2026 PURPOSE: Give first three readings of the Tax Rates Bylaw No. 885, 2026 M/S Clement / Tedford 1. <i>THAT, the Tax Rates Bylaw No. 885, 2026 be introduced and read a first time by title only.</i> M/S Tedford / Anstett 2. <i>THAT, the Tax Rates Bylaw No. 885, 2026 be read a second time.</i> M/S Anstett / Clement 3. <i>THAT, the Tax Rates Bylaw No. 885, 2026 be read a third time.</i></p>	<p>CARRIED Unanimous R-2026-64 CARRIED Unanimous R-2026-65 CARRIED Unanimous R-2026-66</p>

6. STAFF REPORTS

REQUEST FOR DECISION

<p>6.1</p>	<p>CAO Report – Adoption of the Community Wildfire Resiliency Plan PURPOSE: To present the completed Community Wildfire Resiliency Plan (CWRP) for the Village of Ashcroft and request Council’s adoption of the plan. M/S Clement / Anstett <i>THAT Council adopt the Community Wildfire Resiliency Plan (CWRP) as presented;</i> <i>AND THAT the CWRP be submitted to the Union of British Columbia Municipalities to satisfy the Village’s Community Resiliency Investment funding requirements.</i> Comments: <ul style="list-style-type: none"> • TNRD invasive species program not expected to begin until 2027; programs will be linked • CWRP noted as very detailed/in-depth • Reference made to evacuation during the Elephant Hill fire – Ashcroft was not evacuated. • McLean Lake referenced throughout the CWRP. Clarification that the maximum temperature was 48.1 °C (June 2021), not 41°C as noted from the McLean Lake weather station; recommend noting this and including mean temperature data </p>	<p>CARRIED Unanimous R-2026-67</p>
<p>6.2</p>	<p>CFO Report - Adoption of the 2025 Audited Financial Statements PURPOSE: To request adoption of the 2025 Financial Statements as presented by Shawn Birkenhead, Partner, Doane Grant Thornton LLP. M/S Anstett / Tedford <i>THAT, Council adopt the Audited Financial Statements for 2025 as presented by Shawn Birkenhead, Partner at Doane Grant Thornton LLP.</i></p>	<p>CARRIED Unanimous R-2026-68</p>
<p>6.3</p>	<p>EDTC Report – NDIT Marketing Initiatives Grant Application PURPOSE: To request Council endorse a grant application of up to \$10,000.00 to NDIT under the Marketing Initiative funding stream to offset the cost of marketing initiatives as identified by the EDT Working Group for 2026. M/S Clement / Tedford <i>THAT, Council for the Village of Ashcroft extends its full support for the submission of an application to the Northern Development Initiative Trust’s (NDIT) Marketing Initiatives funding stream seeking financial assistance of up to \$10,000.</i></p>	<p>CARRIED Unanimous R-2026-69</p>
FOR INFORMATION		
<p>6.4</p>	<p>EDTC Report – Quarterly Report PURPOSE:</p>	

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Monday April 27, 2026, at 6:00 pm

	To provide Council with a brief update regarding Economic Development and Tourism Coordinator (EDTC) position.	
6.5	<p>FireSmart™ Report – Community Chipping Event</p> <p>PURPOSE: The purpose of this report is to provide Council with highlights and stats from our first FireSmart™ chipping event.</p> <p>Comments:</p> <ul style="list-style-type: none"> • Noted strong overall support • Reduced Public Works clean-up requirements; enabling increased recycling efforts • Acknowledged the Pine Valley team for excellent work • Appreciation extended to Gwen for compiling and analyzing the data 	

7. CORRESPONDENCE

FOR ACTION		
7.1	<p>HAWC – Permission to use the Village Account Number for a Mass Mail Drop</p> <p>PURPOSE: HAWC is requesting permission to use the Village’s Canada Post account number, which allows bulk mail delivery to all post office boxes in Ashcroft, Cache Creek, Clinton, and Spences Bridge—including those that have opted out of receiving flyers.</p> <p>M/S Clement / Tedford <i>THAT, Council authorize HAWC, on behalf of Interior Health, to use the Village’s Canada Post account number for a one-time only bulk mail-out to all post office boxes in Ashcroft, Cache Creek, Clinton, and Spences Bridge, to promote patient attachment at the Ashcroft UPCC, at no cost to the Village.</i></p>	<p>CARRIED Unanimous R-2026-70</p>
7.2	<p>TNRD – Regional Search & Rescue Alternate Approval Process (AAP)</p> <p>PURPOSE: To offer Council an informational presentation on the proposed regional Search and Rescue AAP prior to public launch.</p> <p>M/S Roden / Clement <i>THAT, Council invites representatives from KSAR and the TNRD to discuss the Regional AAP that will be launched in mid May.</i></p> <p>Discussion:</p> <ul style="list-style-type: none"> • To what end will they visit us? - When they attend and deliver the presentation, it will provide an opportunity for both Council and members of the public to view and learn more about the subject and its impact firsthand. 	

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Village of Ashcroft Council Chambers, 601 Bancroft Street

Monday April 27, 2026, at 6:00 pm

FOR INFORMATION		
7.3	NDIT - Community Spaces Program - Funding Approval Notification	
7.4	Ministry of Municipal Affairs and Housing - Re: Bill 17 Housing and Municipal Affairs Statutes (Codes of Conduct) Amendment Act, 2026, and Bill 18 Housing and Municipal Affairs Statutes (Parental Leave) Amendment Act, 2026	
7.5	HVC Teck - Construction Workforce Accommodations Plan Quarterly Report Discussion: <ul style="list-style-type: none"> • Comment - It's interesting that housing wasn't specifically where the needs would be. • Query -If these are all short-term rentals, is there was any direct effect on our housing market as far as rentals go? - No, it's likely they've realized that most are staying in the larger center, talk is more about the labour force using our businesses. • Query - <i>Can this information be shared with potential hotel developers</i> -Yes 	
7.6	Enviro Ex-Contracting - Sackum Overhead Construction Replacement HWY 1	
7.7	Min of Health - Farmers Market Response	
7.8	City of Langford - Permanent Daylight Savings Time Impacts on Safe Routes to School	
7.9	SD#74 - April Board Bulletin	
7.10	REDIP - Revitalizing Downtown Ashcroft - Regrets Letter	
7.11	BC Utilities Commission - Regulatory Timetable and Public Hearing Process	
7.12	Cycling for Courage - Update 11	
7.13	TNRD - Parks & Trails Strategic Plan Implementation Discussion: <ul style="list-style-type: none"> • It was noted that Sharon Madden is working to arrange a site walk of the Inukshuk • Trail. The Thompson-Nicola Regional District (TNRD) is currently reviewing the trail as part of its Parks and Trails Master Plan, with an initial focus on achievable ("low-hanging fruit") projects within TNRD jurisdiction. • Suggested that consideration be given to including all local trails. • Noted it is encouraging to see this work progressing and referenced a potential long-term vision for a Bonaparte River canyon trail, as TNRD owns land on both sides of the Bonaparte River. 	
7.14	MHMA - Ministers Statement RE: Bill M216	



MINUTES

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Monday April 27, 2026, at 6:00 pm

8. UNFINISHED BUSINESS

8.1	Task Manager	
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9. NEW BUSINESS

9.1	<p>Notice of Motion – Councillor Tedford – RE: Public Questions Following Delegations</p> <p>Purpose: To consider a Notice of Motion from Councillor Tedford regarding public questions following Council delegation presentations. M/S Tedford / Anstett <i>THAT, following a presentation to Council by a delegation, members of the public in attendance (including those participating electronically) be provided the opportunity to ask questions of the delegation prior to the delegation being dismissed and prior to the call for public input.</i></p> <p>Discussion:</p> <ul style="list-style-type: none"> • Consideration of how to proceed if a delegation declines to answer questions: <ul style="list-style-type: none"> ○ Advise expectations at the time of application; ○ Include a checkbox on the application to indicate willingness to take questions; ○ Allow for “information only” presentations where no public questions are taken. • Clarification of who may ask questions (Council only vs. questions from the gallery). • Emphasis that any grandstanding be addressed and managed by the Chair. • Agreement that the same rules governing public input should apply. • Noted that a revised bylaw will be brought forward for further discussion at a future Council meeting. 	<p>CARRIED Unanimous R-2026-71</p>
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10. REPORTS/RECOMMENDATIONS FROM COMMITTEES, COTW, and COMMISSIONS

10.1	<p>Enhancing Parks, Re., & Culture WG Minutes</p> <p>Receive and File Query regarding the status of the property survey 's at 406 Brink and the cemetery – surveys re completed and waiting to receive the paperwork.</p>	
10.2	<p>Ec. Dev. WG Minutes</p> <p>Receive and File</p>	



MINUTES
Regular Meeting of Council
 Village of Ashcroft Council Chambers, 601 Bancroft Street
 Monday April 27, 2026, at 6:00 pm

11. COUNCIL REPORTS

11.1	Mayor Roden Attended the over 80's luncheon at the Seniors Center – event was well attended Noted that she was away in Victoria last week for the RD-Chairs and CAO Conference. Highlighted the proposed Provincial Code of Conduct – why its being established and that it will supersede local government CoC's	
11.2	Councillor Anstett	
11.3	Councillor Clement HAWC – there have been some physician changes but staffing levels are good. Looking at renovation plan to utilize the old clinic for the UPCC	
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

Mayor Roden adjourned the Regular Meeting of Council for Monday April 27, 2026, at 6:44pm.

Certified to be a true and correct copy of the Minutes of the Regular Meeting of Council held Monday, April 27, 2026.

 Daniela Dyck,
 Chief Administrative Officer

 Barbara Roden,
 Mayor

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 884

Being a bylaw for the Corporation of the Village of Ashcroft to adopt the Five Year Financial Plan commencing the year 2026.

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 “Five Year Financial Plan Bylaw No. 884, 2026.”
2. Schedule “A” and Schedule “B” attached hereto and made part of this bylaw are hereby adopted and are the Five Year Financial Plan of the Village of Ashcroft commencing January 1st, 2026.

READ A FIRST TIME THIS	27 th	DAY OF	APRIL	, 2026
READ A SECOND TIME THIS	27 th	DAY OF	APRIL	, 2026
READ A THIRD TIME THIS	27 th	DAY OF	APRIL	, 2026
ADOPTED THIS		DAY OF	MAY	, 2026

Barbara Roden, Mayor

Daniela Dyck, Chief Administrative Officer

Certified to be a true and correct copy
of Bylaw No.884 as adopted by Council.

Daniela Dyck, Chief Administrative Officer

YSB

THE CORPORATION OF THE VILLAGE OF ASHCROFT
BYLAW NO. 884 - SCHEDULE "A"
FIVE YEAR FINANCIAL PLAN 2026 – 2030

	Year 1 2026	Year 2 2027	Year 3 2028	Year 4 2029	Year 5 2030
Revenues					
Property Taxes	1,989,139	2,058,758	2,130,815	2,205,393	2,282,582
Parcel Taxes	166,000	166,000	166,000	166,000	166,000
Fees and Charges					
Sales of Services	309,000	326,800	326,800	326,800	326,800
Other					
User Fees	1,060,900	1,010,000	1,010,000	1,010,000	1,010,000
Borrowing Proceeds - MFA	0	0	0	0	0
Other Revenue					
Interest	136,000	114,000	114,000	114,000	114,000
Grants/Other Govts.	3,239,272	2,250,000	850,000	850,000	850,000
Other	59,650	101,000	101,000	101,000	101,000
Services to Other Govts.	35,000	30,000	30,000	30,000	30,000
Transfers from Funds					
Reserve Funds	2,484,000	0	0	0	0
DCC	0	0	0	0	0
Transfer from Equity	774,000	662,000	662,000	662,000	662,000
Accumulated Surplus	22,829	0	0	0	0
Total Revenue	10,275,790	6,718,558	5,390,615	5,465,193	5,542,382
Expenses					
Debt Interest	0	0	0	0	0
Debt Principal	0	0	0	0	0
Capital Expenditure	5,020,000	1,682,620	517,795	517,686	466,266
Deficiency	0	0	0	0	0
Other Municipal Purposes	0	0	0	0	0
General Municipal	2,419,230	2,512,657	2,575,473	2,639,860	2,705,857
Fire Protection	377,502	377,000	175,000	180,000	185,000
Water	603,727	600,000	600,000	600,000	600,000
Sewer	565,400	505,000	505,000	505,000	505,000
Transfer to					
Reserve Funds	508,421	311,771	287,836	293,137	350,749
Amortization Expense	774,000	722,000	722,000	722,000	722,000
Accretion Expense	7,510	7,510	7,510	7,510	7,510
Accumulated Surplus	0	0	0	0	0
Total Expenses	10,275,790	6,718,558	5,390,615	5,465,193	5,542,382

**Village of Ashcroft
2026-2030 Financial Plan
Statement of Objectives and Policies
Schedule 'B' of Bylaw No. 884**

In accordance with Section 165(3.1) of the *Community Charter*, the Village of Ashcroft (Town) is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*;
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2026. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and street lighting.

User fees and charges form the second largest portion of planned revenue. Many services can be measured and charged on a user basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licenses, and sale of services – these are charged on a user pay basis. User fees attempt to apportion the value of a service to those who use the service.

Objective

- Over the next five years, the Village of Ashcroft will balance the proportion of revenue that is received from user fees and charges with the projected funds operations require.

Policies

- The Village will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- Where possible, the Village will endeavor to supplement revenues from user fees and charges, rather than taxation, to lessen the burden on its limited property tax base.

Table 1: Sources of Revenue

Revenue Sources	% of Total Revenue	Dollar Value
Property Taxes *	19%	\$ 1,989,139
Parcel Taxes	2%	\$ 166,000
Sales of Service	13%	\$ 1,369,900
Grants/Transfers	64%	\$ 6,555,101
Borrowing Proceeds	0%	\$ -
Other Sources	2%	\$ 195,650
Total	100%	\$10,275,790

* contains \$290,148 Capital Replacement Reserve funds

**Village of Ashcroft
2026-2030 Financial Plan
Statement of Objectives and Policies
Schedule 'B' of Bylaw No. 884**

Distribution of Property Tax Rates

Table 2 outlines the distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of Town services.

Objectives

- Maintain the property tax rate as low as possible while still providing for future needs.

Policies

- Continue to maintain and encourage economic development initiatives designed to attract more retail and commercial businesses to invest in the community. New investment from these areas will help offset tax increases while providing more revenue for the Village.
- Align the distribution of tax rates among the property classes with the social and economic goals of the community, particularly to encourage a range of employment opportunities.
- Regularly review and compare the Village of Ashcroft's tax burden relative to other municipalities in British Columbia.

Table 2: Distribution of Property Tax Rates

Property Class	% of Total Property Taxation	Dollar Value
Residential (1)	47%	\$ 941,056
Utilities (2)	8%	\$ 166,546
Light Industrial (5)	21%	\$ 420,990
Business and Other (6)*	22%	\$ 441,673
Recreation/Non-profit (8)	0%	\$ 774
Farmland (9)	1%	\$ 18,099
Total	100%	\$ 1,989,139

Permissive Tax Exemptions

- The Annual Municipal Report for 2025 contains a list of permissive exemptions granted for the taxation year and the amount of revenue foregone. The list demonstrates the policy of council that permissive exemptions are granted to not-for-profit institutions that form a valuable part of our community. These include religious institutions and some recreational facilities and service organizations.

Objective

- To ensure permissive tax exemptions are utilized to maximize the benefit to the municipality and citizens.

Policy

- To maintain permissive exemptions for religious institutions, recreational facilities, and service organizations.

**Village of Ashcroft
2026-2030 Financial Plan
Statement of Objectives and Policies
Schedule 'B' of Bylaw No. 884**

Capital Asset Reserve

- In 2011 the Village recognized the need to accumulate funds to pay for future replacement of infrastructure. Accordingly, a separate tax was established and funds collected are accounted for separately from general municipal taxes.

Objective

- To establish a reserve to fund future infrastructure replacement.

Policy

- To supplement revenues from government grants wherever possible to lessen the amount of funds utilized from the reserve fund.
- To seek out projects which will reduce the operating costs of the Village enabling them to repay funds back into the reserve over time.

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 885

Being a bylaw for the levying of rates for municipal, hospital, and regional district purposes for the year 2026.

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

- 1. The following rates are hereby imposed and levied for the year 2026:
 - a. For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general and municipal purposes, rates appearing in column "A" of the schedule attached hereto and forming a part hereof.
 - b. For capital asset reserve purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "B" of the schedule attached hereto and forming a part hereof.
 - c. For hospital purposes on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in column "C" of the schedule attached hereto and forming a part hereof.
 - d. For Thompson-Nicola Regional District purposes on the assessed value of land and improvements for hospital district purposes, rates appearing in column "E" of the schedule attached hereto and forming a part hereof.
- 2. The minimum amount of taxation upon a parcel of real property shall be one dollar (\$1.00).
- 3. This bylaw may be cited as "Tax Rates Bylaw No. 885, 2026".

READ A FIRST TIME THIS	27 th	DAY OF	APRIL	, 2026
READ A SECOND TIME THIS	27 th	DAY OF	APRIL	, 2026
READ A THIRD TIME THIS	27 th	DAY OF	APRIL	, 2026
ADOPTED THIS		DAY OF	MAY	, 2026

Barbara Roden, Mayor

Certified to be a true and correct copy of Bylaw No. 885 as adopted by Council.

Daniela Dyck, Chief Administrative Officer

Daniela Dyck, Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 885

SCHEDULE A - TAX RATES 2026

Property Class	Tax Rates (dollars of tax per \$1000 taxable value)					
	A General Municipal	B Capital Reserve	C Regional Hospital District	D Improvement District	E Regional District	F Specified Area
1. Residential	2.8289	0.4993	0.3125		0.6615	0.0000
2. Utility	23.2073	4.0961	1.0938		2.3152	0.0000
2. Utility (Tax Limit Area)	2.5924	0.4576	1.0938		2.3152	0.0000
5. Light Industry	15.8769	2.8023	1.0626		2.2490	0.0000
6. Business	11.3003	1.9945	0.7657		1.6206	0.0000
8. Rec/Non Profit	5.1782	0.9139	0.3125		0.6615	0.0000
9. Farm	11.4154	2.0148	0.3125		0.6615	0.0000

REGULAR MEETING



TO: Mayor and Council

MEETING DATE: May 11, 2026

FROM: Daniela Dyck, CAO,

SUBJECT: Local Government Elections and Other Voting Procedures Bylaw 886, 2026

RECOMMENDATION:

THAT Council give first, second, and third readings to "Village of Ashcroft Local Government Elections and Other Voting Procedures Bylaw No. 886, 2026.

PURPOSE:

To present a consolidated and updated bylaw governing procedures for local government elections and other voting, including assent voting.

Respectfully Submitted by:

Daniela Dyck,
Chief Administrative Officer

BACKGROUND

At the February 9, 2026, Regular Meeting, Council directed staff to prepare a consolidated bylaw that repeals the current election bylaw and its amendments, improves clarity, includes enabling language for special voting opportunities, modernizes legislative references, and streamlines administration.

DISCUSSION:

The proposed bylaw consolidates the existing bylaws into a single document and incorporates the following updates:

- Consolidation and Simplification
Combines Bylaw No. 816 and Bylaw No. 853 into one bylaw, eliminating duplication and improving readability.
- Modernized Legislative References
Aligns all provisions with the current Local Government Act and references relevant sections where appropriate.
- Administrative Flexibility
Provides clear authority for the Chief Election Officer to determine voting locations, dates, and procedures in accordance with the Act.
- Mail Ballot Voting
Maintains authorization for mail ballot voting while allowing procedures and timelines to be established administratively and communicated publicly.

REGULAR MEETING



- Special and Other Voting Opportunities
Includes enabling language for special voting opportunities and clarifies that the bylaw applies to other voting conducted by ballot, including assent voting.
- No Material Procedural Changes
The bylaw reflects existing practices and does not introduce substantive changes to how elections or voting are conducted.

The proposed approach reflects current best practices by maintaining consistency with the Act while avoiding unnecessary procedural detail in the bylaw itself.

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with adoption of this bylaw.

POLICY IMPLICATIONS

The bylaw updates and replaces existing election procedure bylaws and ensures continued compliance with provincial legislation.

STRATEGIC PRIORITIES

This bylaw supports good governance by improving clarity, transparency, and administrative efficiency.

ATTACHMENTS

1. Draft "Village of Ashcroft Local Government Elections and Other Voting Procedures Bylaw No. 886, 2026"

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 886

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

WHEREAS

Pursuant to the *Local Government Act*, RSBC 2015, c.1, as amended from time to time, Council may, by bylaw, determine various procedures and requirements for the conduct of local government elections and other voting;

AND WHEREAS Council has reviewed Bylaw No. 816, 2018 and Amendment Bylaw No. 853, 2022 and wishes to consolidate, modernize, and simplify those bylaws without materially altering election procedures;

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

1. CITATION

This bylaw may be cited as:

“Village of Ashcroft Local Government Elections and Other Voting Procedures Bylaw No. 886, 2026.”

2. DEFINITIONS

In this bylaw:

- “Act” means the *Local Government Act*, RSBC 2015, c.1, as amended from time to time;
- “Chief Election Officer” means the person appointed under section 58 of the Act;
- “Elector” means a person entitled to vote under Division 4 of Part 3 of the Act;
- “Election” means an election for local government office under Part 3 of the Act;
- “General Voting Day” means the date established under section 54 of the Act;
- “Other Voting” means voting on a matter under Part 4 of the Act.

3. NUMBER OF QUALIFIED ELECTORS REQUIRED FOR NOMINATION

As authorized under section 86 of the Act, the minimum number of qualified electors required to make a nomination is ten (10).

4. PUBLIC ACCESS TO NOMINATION DOCUMENTS

In accordance with section 89(7) of the Act:

- a. Nomination documents shall be available for public inspection from the time of delivery until 30 days after the declaration of results under section 146 of the Act;
- b. Documents will be:
 - Available electronically; and
 - Available for inspection at the Village Office during regular business hours.

5. ELECTOR REGISTRATION

As authorized under section 69 of the Act:

- a. The Village shall use same-day voter registration only;
- b. A person may register as an elector only at the time of voting;
- c. Registration applies only to the voting opportunity for which the person is registering.

6. REQUIRED ADVANCE VOTING OPPORTUNITY

As required under section 107 of the Act:

- a. A required advance voting opportunity shall be held on the 10th day before General Voting Day;
- b. The Chief Election Officer shall determine the location and voting hours in accordance with the Act.

7. ADDITIONAL ADVANCE VOTING OPPORTUNITIES

As authorized under section 108 of the Act:

- a. The Chief Election Officer may establish additional advance voting opportunities;
- b. The Chief Election Officer may determine:
 - Dates;
 - Voting hours;
 - Locations;in accordance with the Act.

8. SPECIAL VOTING OPPORTUNITIES

As authorized under section 109 of the Act:

- a. The Chief Election Officer may establish special voting opportunities for electors who may be unable to attend a voting place;
- b. These may include voting at:
 - Hospitals;
 - Care facilities;
 - Other locations as determined appropriate;
- c. The Chief Election Officer shall determine procedures, dates, and times in accordance with the Act.

9. MAIL BALLOT VOTING

9.1 Authorization

In accordance with section 110 of the Act, voting and elector registration may be conducted by mail ballot.

9.2 Application

Electors may apply to vote by mail ballot within timelines established by the Chief Election Officer, which shall comply with the Act and be publicly communicated.

9.3 Mail Ballot Package

The Chief Election Officer shall issue a mail ballot package containing materials required under section 110(7) of the Act and any additional instructions.

9.4 Register of Mail Ballots

The Chief Election Officer shall maintain a Register of Mail Ballots in accordance with the Act.

9.5 Voting Procedure

Electors must complete and return their mail ballot in accordance with the instructions provided and the requirements of the Act.

9.6 Ballot Acceptance

The Chief Election Officer shall review and process mail ballots in accordance with section 110 of the Act, including determining acceptance or rejection.

9.7 Late Ballots

Mail ballots received after the close of voting on General Voting Day shall be handled in accordance with the Act.

10. ORDER OF NAMES ON BALLOT

As authorized under section 116 of the Act, candidates' names shall appear in alphabetical order.

11. SCRUTINEERS

As authorized under section 120(2)(d) of the Act:

- Each candidate may appoint one (1) scrutineer per ballot box.

12. TIE VOTE

In accordance with section 151 of the Act:

- A tie vote shall be resolved by lot.

13. ELECTOR CHALLENGES

Elector challenges shall be conducted in accordance with section 126 of the Act.

14. PUBLIC NOTICE

All public notice requirements shall be provided in accordance with the Act.

15. AUTHORITY OF CHIEF ELECTION OFFICER

The Chief Election Officer may take all necessary actions to conduct elections and voting in accordance with the Act and this bylaw.

16. EXTRAORDINARY CIRCUMSTANCES

Despite any provision of this bylaw, the Chief Election Officer may adjust procedures where necessary to comply with the Act or to address emergency or extraordinary circumstances.

17. OTHER VOTING (INCLUDING ASSENT VOTING)

This bylaw applies to other voting conducted by ballot, including assent voting, in accordance with the Act.

The Chief Election Officer may establish procedures necessary for the conduct of other voting, including voting opportunities, locations, voting hours, and ballot administration.

Where a matter is not addressed in this bylaw, the Act applies.

18. REPEAL

The following bylaws are hereby repealed:

- **Bylaw No. 816, 2018**
- **Bylaw No. 853, 2022**

19. SEVERABILITY

If any portion of this bylaw is invalid, the remainder shall remain in force.

REGULAR MEETING



TO: Mayor and Council

MEETING DATE: May 11, 2026

FROM: Daniela Dyck, CAO,

SUBJECT: Village of Ashcroft Fees and Charges Bylaw No. 887, 2026

RECOMMENDATION:

THAT Council give first, second, and third readings to Village of Ashcroft Fees and Charges Bylaw No. 887, 2026.

PURPOSE:

The purpose of this report is to present Village of Ashcroft Fees and Charges Bylaw No. 887, 2026 for Council’s consideration. The proposed bylaw consolidates the current Fees and Charges Bylaw and its amendments into a single updated document and incorporates modest fee adjustments for selected recreation and facility uses.

Respectfully Submitted by:

Daniela Dyck,
Chief Administrative Officer

BACKGROUND

The Village currently regulates municipal fees and charges through Consolidated Fees and Charges Bylaw No. 869 and its subsequent amendments. Administration has prepared a consolidated replacement bylaw to improve clarity, organization, and ease of administration.

The review of fees was initiated following requests from Pool and Legacy Park staff through their year-end operational reports. Staff identified that several recreation and facility fees had not been reviewed for a number of years and recommended modest increases to better reflect operating costs while maintaining affordability for residents and users.

The proposed fee adjustments primarily relate to:

- Ashcroft Swimming Pool fees;
- Drylands Arena fees;
- Parks and tournament fees;
- Legacy Park campground fees;
- Community Hall rental fees; and
- Selected Public Works equipment and labour rates.

REGULAR MEETING



Most proposed increases remain modest and continue to keep Village facilities and services well below average compared to many surrounding communities and similar facilities.

While the Cemetery Fees Schedule has been included within the consolidated bylaw for continuity purposes, no cemetery fee increases are proposed at this time. Administration notes that a future review of cemetery and columbarium fees will likely be required as costs associated with the new columbaria and related operational expenses are further realized.

DISCUSSION

The draft bylaw consolidates all existing fee schedules into a single updated bylaw document. Highlighted sections within the draft identify the proposed amendments and fee adjustments for Council review.

Administration's objective was to balance affordability for residents and user groups with the increasing costs associated with recreation operations, utilities, staffing, maintenance, and equipment replacement. Even with the proposed increases, Ashcroft's recreation and facility rates remain comparatively affordable and accessible.

In addition to recreation-related adjustments, several Public Works equipment and labour rates are proposed to better reflect current operating and replacement costs.

No changes are proposed to utility rates within this bylaw, as water, sewer, and solid waste fees were previously updated through Bylaw No. 882, 2026.

FINANCIAL IMPLICATIONS

The proposed fee adjustments are expected to provide modest increases in revenue that will help offset rising operational and maintenance costs associated with recreation facilities, parks, campground operations, and Public Works services.

The proposed changes are not expected to generate significant surplus revenue but are intended to support the long-term sustainability of municipal services while maintaining affordability for users.

POLICY IMPLICATIONS

Adoption of this bylaw will repeal and replace Consolidated Fees and Charges Bylaw No. 869 and its amendments, resulting in a single updated bylaw for administration and public reference.

STRATEGIC PRIORITIES

This bylaw supports Council's goals of responsible financial management, sustainable service delivery, and maintaining accessible community recreation and facility services.

ATTACHMENTS

1. Draft "Village of Ashcroft Fees and Charges Bylaw No. 887, 2026"

THE CORPORATION OF THE VILLAGE OF ASHCROFT

FEES AND CHARGES BYLAW NO. 887, 2026

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

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

- (1) **NOW THEREFORE** the Council of the Village of Ashcroft, in open meeting assembled, enacts as follows:
- (2) This Bylaw may be cited as “Village of Ashcroft Fees and Charges Bylaw No. 887, 2026”.
- (3) The Village of Ashcroft Fees and Charges Bylaw No. 887, 2026 shall impose the fees and charges as specified in the Schedules “A” through “M” and forming part of this Bylaw;

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

- (4) That any charge is subject to discount by the Chief Administration Officer up to \$250 per instance. Any discount over \$250 requires a resolution of Council.
- (5) The Chief Administrative Officer or designate may recover any recreation fees or charges for different business activities affecting property or recreation.
- (6) Upon adoption, this bylaw repeals the Village of Ashcroft Consolidated Fees and Charges Bylaw No. 869 and its amendments made thereto.
- (7) If any section, subsection sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

(8) This bylaw will take affect at adoption.

READ A FIRST TIME THIS	11 TH DAY OF	MAY, 2026
READ A SECOND TIME THIS	11 TH DAY OF	MAY, 2026
READ A THIRD TIME THIS	11 TH DAY OF	MAY, 2026
ADOPTED THIS	DAY OF	MAY, 2026

Daniela Dyck, Chief Administrative Officer

Barbara Roden, Mayor

Certified to be a true and correct copy of
Bylaw No. 887 as adopted by Council.

Daniela Dyck, Chief Administrative Officer

Schedule "A"

Administration and Miscellaneous Fees

Rates include GST

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

Schedule "B"
Ashcroft Swimming Pool – Rental Rates
Rates include GST

Classification	Time Period	Rate	Proposed
Infant	N/A	Free	
Child	Public Swim	\$2.50	\$3.00
	Season Pass	\$50.00	\$50.00
	Punch Card*	\$30.00	\$36.00
Youth OR Senior Citizen OR Disabled Persons	Public Swim	\$3.00	\$4.00
	Season Pass	\$55.00	\$60.00
	Punch Card*	\$36.00	\$48.00
Adult	Public Swim	\$4.00	\$5.00
	Season Pass	\$75.00	\$80.00
	Punch Card*	\$48.00	\$60.00
Family (2 adults up to 3 child/youth)	Public Swim	\$15.00	\$15.00
	Season Pass	\$175.00	\$185.00
Group Rental Rate (includes 2 Lifeguards)	Per hour	\$150.00	n/c
Aqua Fit	Per Class	\$5.00	n/c
	Punch Card**	\$60.00	n/c
SWIMMING LESSONS			
Preschool Level	Per level	\$50.00	n/c
Level 1-5	Per level	\$50.00	n/c
Level 6-10	Per level	\$60.00	n/c
Private Lessons per student	Per Hour	\$20.00	n/c
Bronze Cross	Per level	\$150.00	n/c
Bronze Medallion	Per level	\$150.00	n/c
Bronze Cross and Bronze Medallion		\$250.00	n/c

* = 14 Sessions for the price of 12

** = 2 free classes

Schedule "C"
Drylands Arena – Rental Rates
Rates include GST

Classification	Time Period	Rate	Proposed
Infant	N/A	Free	Free
Child	Public Skate	\$2.50	\$3.00
	Season Pass	\$30.00	\$50.00
Youth OR Senior Citizen OR Disabled Persons	Public Skate	\$3.50	\$4.00
	Season Pass	\$50.00	\$60.00
Adult	Public Skate	\$4.00	\$5.00
	Season Pass	\$70.00	\$80.00
Family (2 adults – up to 3 child/youth)	Public Skate	\$10.00	\$15.00
	Season Pass	\$100.00	\$185.00
Drop-in Hockey /person		\$7.00	\$8.00
Mom & Tots Skating		\$2.50	\$3.00
Sticks & Pucks	Per user	\$3.00	\$4.00

Classification	Definition	Rate (per hour)	Proposed
Minor (Use of Ice)	Rentals where the majority of users are 18 years or younger	\$65.00	\$75.00
Adult (Use of Ice)	Rentals where the majority of users are 19 years or older	\$100.00	\$120.00
Ice Time Cancellation For Seasonal Ice Bookings	50% of fees refunded with minimum 2-week cancellation notice. If less than 2 week notice - no refund		
Minor (Dry Floor)	Rentals where the majority of users are 18 years or younger	\$30.00	\$40.00
Adult (Dry Floor)	Rentals where the majority of users are 19 years or older	\$40.00	\$50.00

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

Lounge Rental

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

Non-Resident Users

Ice users who do not physically reside within the boundaries of the Village of Ashcroft will be charged \$50.00 per person per season to a maximum of \$150.00 per family to use the Drylands Arena. Family rate applies to a maximum of five persons of an immediate family who all reside at the same physical address. These funds will be collected by their respective organization and remitted to the Village of Ashcroft along with a listing of their registered members. The payment and listing must be received by the Village by November 15th in each year.

**Schedule “D”
Parks – Rental Rates
Rates include GST**

Ashcroft Pool Park

Annual Fees

Classification	Rates (per Year)	Proposed
All Users before 17:00 hours	Free	Free
Minor Soccer – 18 years old and younger after 17:00 hours	\$3.00 per player	\$5.00 per player
Adult Soccer – 19 years old and older after 17:00 hours	\$6.00 per player	\$7.50 per player
Minor Ball – 18 years old and younger after 17:00 hours		\$3.00 per player
Adult Ball – 19 years and older after 17:00 hours		\$6.00 per player

Tournament Fees

Classification	Rates (per Day)	Proposed
Minor Soccer – Up to 16 teams (4 fields)	\$55.00	\$100.00
Minor Soccer – Over 16 teams (4 fields)	\$110.00	\$200.00
Adult Soccer – Up to 16 teams (4 fields)	\$110.00	\$200.00
Adult Soccer – Over 16 teams (4 fields)	\$220.00	\$300.00
Minor Ball – Up to 8 teams (2 fields)		\$50.00
Adult Ball – Up to 8 teams (2fields)		\$100.00

Base Use Deposit
Per set = \$200.00 per use

Damage/Clean Up Deposit
Per Tournament = \$300.00

Other User Fees

Classification	Proposed
Gazebo – Private Function	\$25.00 per day
Green Space/Field – Private Function	\$25.00 per day

Legacy Park

Classification	Rates	Proposed
RV Sites	\$35.00 / night	\$40.00 / night
Weekly RV Site Rate	\$190.00	\$220.00
Monthly RV Site Rate (max 50% capacity)	\$750.00	\$820.00
Tenting Sites	\$20.00 / night	n/c
Sani Dump	\$5.00 /use	n/c

Heritage Park

Classification	Rates (per Day)
Gazebo	\$25.00
Park Event Use	\$100.00

** ALL PUBLIC FACILITY RENTALS REQUIRE INSURANCE – SOLD SEPERATELY

Schedule "E"
Ashcroft Community Hall – Rental Rates
Rates include GST

Type of Use	Time Period	Rate	Proposed
Kitchen	Per Day	\$10.00	\$15.00
Not-for-Profit Use	Hourly	\$5.00	\$10.00
	Per Day	\$40.00	\$50.00
Commercial/Private Use – Adults	Hourly	\$10.00	\$15.00
	Per Day	\$80.00	\$100.00
Hall Cleaning Fee*	Hourly	\$50.00	n/c

* = If complaint is received or public works does a random facility cleanliness inspection and cleaning is required, the last facility users will be invoiced accordingly.
 During winter months and inclement weather throughout the year, floors must be swept and mopped after each use.
 Facility users are required to clean the hall as per the user agreement.

Schedule "F"
Ashcroft Museum – Research Fees
Rates include GST

Classification	Unit of Charge	Rate
Research	\$25.00/first 30 minutes and \$12.50 per every ¼ hour afterwards	\$50.00/hour
Photocopying	Per Page	See Schedule "A"
Digital Imaging	Personal Commercial	\$15.00 \$30.00

Schedule "G"
Dog Control and Pound Operation Fees
Rates include GST
Consolidated - Bylaw 873, 2024

Annual License Fee	Rate
Each Altered Dog	\$25.00
Each Unaltered Dog	\$45.00
Dangerous Dog	\$100.00
Replacement of lost or damaged tag	\$5.00
Kennel	\$150.00
Surcharge applied after February 28 each calendar year	\$5.00
Impound Fees	
For seizing and impounding any LICENSED dog	
Seized and returned immediately to the owner	\$10.00
First Impoundment	\$25.00
Second Impoundment	\$50.00
Third Impoundment	\$100.00
Fourth and subsequent impoundments	\$200.00
Daily boarding fee	\$10.00
For seizing and impounding any UNLICENSED dog	
First impoundment	\$50.00
Daily boarding fee	\$10.00
Dog license (must purchase upon return of animal)	See appropriate fee above
For seizing and impounding any DANGEROUS dog	
Each offence	\$200.00
Daily boarding fee	\$10.00
If unlicensed, Dangerous dog license must be purchased upon return of animal	\$100.00
Animal Adoption	
Animal adoption fee	\$100.00

**Schedule “H”
Cemetery Fees
Rates include GST**

Grave Space	Rate
Adult size grave space – resident (includes \$125.00 to Care)	\$500.00
Adult size grave space – non-resident (includes \$250.00 to Care)	\$1000.00
Cremated Remains – resident (includes \$50.00 to Care)	\$200.00
Cremated Remains – non-resident (includes \$100.00 to Care)	\$400.00
Columbarium Space	
Niche – resident (includes \$250.00 to Care)	\$1000.00
Niche – non-resident (includes \$375.00 to Care)	\$1500.00
Services	
Opening and closing for Burial - Adult size	\$500.00
Opening and closing - Cremated Remains	\$250.00
Exhumation for Burial – Adult size	\$1000.00
Exhumation for Cremated Remains	\$500.00
After Hours Burials	
Burials after 3:30 pm Monday – Friday – regular fee plus	\$350.00
Burials on Saturday, Sunday or Statutory Holiday – regular fee plus	\$500.00
Transfer of License	
Transfer of License (resident to non-resident)	\$200.00
Transfer of License (all other)	\$75.00
Memorial Installation	
Single: (30cm x 50 cm); (20 cm x 28 cm); (30 cm x 60 cm); (includes \$25.00 to Care)	\$150.00
Double: (45 cm – 75 cm); (includes \$50.00 to Care)	\$250.00
Engraving and handling of niche plates (includes \$62.50 to Care)	\$350.00
Grave Liners	
Full size grave (concrete)	\$800.00
Full size grave (poly)	\$625.00
Cremated Remains (poly)	\$150.00

Schedule “I”**Water Fees****Rates include GST****Consolidated - Bylaw 882, 2026**

Category	Rate
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 time³⁹, 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
Consolidated - Bylaw 882, 2026

Category	Rate
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
Consolidated - Bylaw 882, 2026

Classification	Service Level / Item	Rate
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.

Schedule “L”
Development and Subdivision Fees
Rates include GST

Category	RATE
Variance Permit Application	\$300.00
Temporary Use Permit	\$250.00
Official Community Plan Amendment (OCP)	\$1000.00
Zoning Bylaw Amendment	\$1000.00
Development Permit	\$500.00
If OCP and Zoning Amendments are in tandem, combined fee	\$1800.00
Subdivision Application Fees	
Preliminary Layout Approval (PLA):	
First Parcel	\$350.00
Subsequent Parcels	\$150.00
Final Plan Examination Fees:	
Base Fee	\$500.00
Final Plan or Document Re-signing	\$250.00
Subdivision Application Fees (STRATA)	
Form “P” Approval	\$350.00
Phased Strata Approval – application fee for each phase	\$350.00
Form “Q” – per each additional Strata lot	\$150.00
Bare Land Strata – application fee	\$350.00
- Per each Strata lot created	\$150.00
Strata Conversion - application fee	\$350.00
- Each Strata unit created	\$150.00
Form or Document Re-signing	\$150.00
Submission of a Contaminated Site Profile form	\$150.00
Preliminary Layout Approval Renewal	\$150.00

**Schedule “M”
Public Works Equipment Fees**

CLASSIFICATION	RATE	PROPOSED
Cat 430E Backhoe	\$105.00 / HR	
CAT Front End Loader	\$85.00 / HR	
CAT 1404 Grader	\$125.00 / HR	
Single Axle Dump Truck	\$70.00 / HR	\$80.00 / HR
John Deere W/Flail Mower	\$80.00 / HR	
Elgin Sweeper	\$160.00 / HR	
Pick Up Truck W/Operator	\$65.00 / HR	
Water Tanker	\$65.00 / HR	\$90.00 / HR
Compressor – Hourly Compressor Per Day	\$45.00 / HR \$125.00	
Tamper VR12	\$20.00 / HR	
Vibrator Roller	\$60.00 / HR	
Sewer Flusher	\$75.00 / HR	\$85.00 / HR
Kubota (Sidewalk Snow Removal)	\$50.00/Incident	
Labourer	\$40.00 / HR	\$50.00 / HR
Foreman (Crew Leader)	\$50.00 / HR	\$60.00 / HR
Sewer Line Inspection (Video Camera)		\$150.00 / HR

CONDITIONS

- All rentals are for a minimum of one (1) hour and invoiced in ½ hour increments thereafter.
- All equipment rates include an operator except the Tamper & Vibrator Roller.
- 5% Administration Fee added to all invoicing.
- 5% GST applicable

REGULAR MEETING



TO: Mayor and Council

MEETING DATE: May 11, 2026

FROM: Daniela Dyck, CAO,

SUBJECT: Council Procedure Bylaw No. 888, 2026

RECOMMENDATION:

THAT Council give first, second, and third readings to "Village of Ashcroft Council Procedure Bylaw No. 888, 2026.

PURPOSE:

To present a consolidated Council Procedure Bylaw that combines Bylaw No. 834, 2020 and its subsequent amendments into one complete, updated bylaw, and incorporates procedural changes approved by Council enabling questions from the public after a delegation presentation.

Respectfully Submitted by:

Daniela Dyck,
Chief Administrative Officer

DISCUSSION:

The proposed bylaw consolidates the Village's existing Council Procedure Bylaw and amendments into a single document, improving clarity, consistency, and ease of use.

The bylaw incorporates the direction provided by Council at the April 27th Regular Meeting, implementing a formal process that enables members of the public to ask questions of a delegation following their presentation, at the discretion of the presiding member. This change also establishes clear expectations for delegations at the time of application and provides structure for managing public participation during this portion of the meeting.

Providing the opportunity for public questions to delegations at the discretion of the presiding member ensures that this process remains orderly, respectful, and consistent with the overall conduct of Council meetings. While the intent is to enhance transparency and public engagement, discretion allows the Chair to manage time, prevent debate or inappropriate questioning, and ensure fairness to both the delegation and other participants. This discretion is not intended to eliminate the opportunity for questions, but rather to ensure they are conducted in a controlled and appropriate manner. This approach aligns with the presiding member's existing authority under the *Community Charter* to maintain order and regulate proceedings and supports a balanced and effective meeting process.

REGULAR MEETING



In addition to consolidation and the above procedural update, the bylaw includes minor formatting, wording, and organizational improvements to enhance readability and align with current legislative references and administrative practices. No substantive changes have been made to Council procedures beyond those directed by Council.

WHAT HAS NOT CHANGED

- Council decision-making processes remain unchanged
- Voting procedures remain unchanged
- Public Input rules remain unchanged
- Committee and commission structures remain unchanged
- Existing practices have been maintained and clarified, not altered

OVERALL OUTCOME

The new bylaw provides a clear, consolidated framework for Council procedures that:

- Improves readability and usability
- Enhances transparency and public participation
- Aligns with the *Community Charter*
- Reduces the need for future amendments

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with adoption of this bylaw.

POLICY IMPLICATIONS

The bylaw consolidates and replaces Bylaw No. 834, 2020 and its amendments, and incorporates updated procedures respecting delegations and public participation. The bylaw ensures continued compliance with applicable provincial legislation, including the *Community Charter*.

STRATEGIC PRIORITIES

This bylaw supports good governance by improving clarity, consistency, and usability of Council procedures, while enhancing transparency and structured public participation in Council meetings.

ATTACHMENTS

1. Draft "Village of Ashcroft Council Procedure Bylaw No. 888, 2026"



Council Procedure Bylaw No. 888, 2026

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VILLAGE OF ASHCROFT

BYLAW NO. 888, 2026

A BYLAW TO ESTABLISH THE GENERAL PROCEDURES TO BE FOLLOWED
BY COUNCIL AND COUNCIL COMMITTEES IN CONDUCTING THEIR BUSINESS

WHEREAS

Council is required under the Community Charter to establish rules of procedure for the conduct of its business;

AND WHEREAS Council wishes to consolidate Bylaw No. 834, 2020 and amendments thereto and incorporate updated procedures respecting delegations and public participation;

NOW THEREFORE the Council of the Corporation of the Village of Ashcroft enacts as follows:

PART 1 – INTRODUCTION

Title

1 This bylaw may be cited as the *“The Village of Ashcroft Council Procedures Bylaw No. 888, 2026”*.

Interpretation

2 (1) In this bylaw,

“Committee” means a Standing, Select, or other Committee of Council, but does not include COTW;

“COTW” means the Committee of the Whole of Council;

“Corporate officer” means the corporate officer for the Village or their designate;

“Council” means the Council of the Village of Ashcroft;

“Village” means the Corporation of the Village of Ashcroft;

“Mayor” means the Mayor of the Village;

“Village Office” means Ashcroft Village Office located at 601 Bancroft Street, Ashcroft British Columbia;

“Public notice posting place” means the notice board at the Village Office and Public Posting board on the exterior of the Village Office.

- (2) Unless otherwise provided in this bylaw, words and phrases used herein have the same meaning as in the *Community Charter, Local Government Act* and the *Interpretation Act* as the context and circumstances may require.
- (3) A reference to an Act in the Bylaw refers to a statute of British Columbia, and a reference to any statute, regulation, bylaw or other enactment refers to that enactment as it may be amended or replaced from time to time.
- (4) Words in their singular include the plural and words in the plural include the singular
- (5) Headings are for convenience only and must not be construed as defining or limiting the scope or intent of the provisions.

Application of rules of procedure

- 3 (1) The provisions of this bylaw govern the proceedings of Council, COTW and all Standing and Select Committees of Council, as applicable.
- (2) In cases not provided for under this bylaw, The New Robert's Rules of Order, apply to the proceedings of Council, COTW, and all Standing and Select Committees of Council to the extent that those rules are
 - (a) applicable in the circumstances, and
 - (b) not inconsistent with provisions of this bylaw or the *Community Charter*.

PART 2 – COUNCIL ROLES, RESPONSIBILITIES AND DUTY TO RESPECT CONFIDENTIALITY

Roles and responsibilities of Council members

- 4 Every member of Council has the following responsibilities:
 - (a) to consider the well-being and interests of the Village and its community;
 - (b) to contribute to the development and evaluation of the policies and programs of the Village respecting its services and other activities;
 - (c) to participate in Council meetings, Committee meetings and meetings of other bodies to which the member is appointed;
 - (d) to carry out other duties assigned by the Council;
 - (e) to carry out other duties assigned under the *Community Charter, Local Government Act* or any other Act;
 - (f) to foster a positive working environment by treating other elected officials and staff members with mutual respect; and
 - (g) to appreciate diverse opinions brought forward for reflection and consideration.

Roles and responsibilities of the Mayor

- 5 (1) The Mayor is the head and chief executive officer of the Village.
- (2) In addition to the Mayor's responsibilities as a member of Council, the Mayor has the following responsibilities:
- (a) to provide leadership to the Council, including by recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the Village;
 - (b) to communicate information to the Council;
 - (c) to preside at Council meetings when in attendance;
 - (d) to provide, on behalf of the Council, general direction to municipal officers respecting implementation of municipal policies, programs and other directions of the Council;
 - (e) to establish Standing Committees in accordance with the provisions of the *Community Charter* and this bylaw;
 - (f) to suspend municipal officers and employees in accordance with the *Community Charter*;
 - (g) to reflect the will of Council and to carry out other duties on behalf of the Council;
 - (h) to carry out other duties assigned by the *Community Charter* or any other Act.

Duty to respect confidentiality

- 6 (1) A Council member or former Council member must, unless specifically authorized otherwise by Council,
- (a) keep in confidence any record held in confidence by the Village, until the record is released to the public as lawfully authorized or required; and
 - (b) keep in confidence information considered in any part of a Council meeting or Council Committee meeting that was lawfully closed to the public, until the Council or the Committee discusses the information at a meeting that is open to the public or releases the information to the public.
- (2) If the Village suffers loss or damage because a person contravenes subsection (1) and the contravention was not inadvertent, the Village may recover damages from the person for the loss or damage.

PART 3 – CONFLICT OF INTEREST

Application of this part

- 7 This part applies to Council members in relation to:
- (a) Council and COTW meetings;

- (b) Committee meetings; and
- (c) meetings of any other Village body referred to in this bylaw.

Declaration required

- 8 If a Council member attending a meeting considers that they are not entitled to participate in the discussion of a matter, or to vote on a motion or question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter or another interest in the matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case.

Restrictions on participation following the declaration

- 9 After making a declaration under section 8, the Council member must not:
- (a) remain or attend any part of a meeting referred to in section 7 during which the matter is under consideration;
 - (b) participate in any discussion of the matter at such a meeting;
 - (c) vote on a motion or question in respect of the matter at such a meeting; or
 - (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

Withdrawal of declaration after legal advice

- 10 (1) As an exception to section 9, if a Council member has made a declaration under section 8 and, after receiving legal advice on the issue, determines that they were wrong respecting their entitlement to participate in respect of the matter, the member may:
- (a) return to the meeting or attend another meeting of the same body;
 - (b) withdraw the declaration by stating in general terms the basis on which the member has determined that they are entitled to participate; and
 - (c) after this, participate and vote in relation to the matter.
- (2) For certainty, a Council member who makes a statement under subsection (1) remains subject to section 13 of this bylaw.

Member must not be present

- 11 After making a declaration under section 8, unless a statement is made under section 10, the person presiding at a meeting referred to in section 7 or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.

Recording of declaration in the minutes

- 12 When a declaration or a statement is made under section 8 or 10, the person recording the minutes of the meeting must record the member's declaration or statement, the reasons given for it, and the time of the member's departure from the meeting room and, if applicable, of the member's return.

Restrictions on participation if in conflict whether or not a declaration is made

- 13 (1) This section applies if a Council member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 8.
- (2) The Council member must not:
- (a) remain or attend any part of a meeting referred to in section 7 during which the matter is under consideration;
 - (b) participate in any discussion of the matter at such a meeting;
 - (c) vote on a motion or question in respect of the matter at such a meeting; or
 - (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

Restrictions on inside influence

- 14 A Council member must not use their office to attempt to influence in any way a decision, recommendation or other action to be made or taken at a meeting referred to in section 7, by an officer or an employee of the Village, or by a delegate under section 154 [*Delegation of Council authority*] of the *Community Charter*, if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

Restrictions on outside influence

- 15 In addition to the restrictions in section 14, a Council member must not use their office to attempt to influence in any way a decision, recommendation or action to be made or taken by any other person or body, if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

Exceptions from conflict restrictions

- 16 (1) Sections 7 to 15 do not apply if one or more of the following circumstances apply:
- (a) the pecuniary interest of the Council member is a pecuniary interest in common with the electors of the Village generally;
 - (b) in the case of a matter that relates to a local service, the pecuniary interest of the Council member is in common with other persons who are or would be liable for the local service tax;
 - (c) the matter relates to remuneration, expenses or benefits payable to one or more Council members in relation to their duties as Council members;
 - (d) the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter; or
 - (e) the pecuniary interest is of a nature prescribed by regulation.
- (2) Despite sections 7 to 15, if a Council member has a legal right to be heard in respect of a matter or to make representations to Council and is restricted by one or more of those sections from exercising that right in relation to the matter, the Council member may appoint another person as a representative to exercise the member's right on their behalf.

Disclosure of contracts with Council members and former Council members

- 17 (1) If the Village enters into a contract in which a Council member or a person who was a Council member at any time during the previous six (6) months, has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practicable at a Council meeting that is open to the public.
- (2) In addition to the obligation under sections 8 to 12, a Council member or former Council member must advise the Corporate Officer, as soon as is reasonably practicable, of any contracts that must be reported under subsection (1) in relation to that person.

Restrictions on use of insider information

- 18 A Council member or former Council member must not use information or a record that was obtained in the performance of the member's office, and is not available to the general public, for the purpose of gaining or furthering a direct or indirect pecuniary interest of the Council member or former Council member.

Disqualification from holding office

- 19 A Council member who contravenes sections 13, 14, 15, 16 or 18 of this bylaw is disqualified from holding office described in, and for the period established by, section 108.1 [*Disqualification from office for contravening conflict rules*] of the *Community Charter*, unless the contravention was done inadvertently or because of an error in judgement made in good faith.

PART 4 – COUNCIL MEETINGS

Inaugural Meeting

- 20 (1) Following a general local election, the first Council meeting must be held on the first Tuesday in November in the year of the election.
- (2) If a quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and location of meetings

- 21 (1) All Council meetings must take place within the Village Office except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings will be held:
- (a) on the second Monday and the fourth Monday at 6:00 pm of each month, except:
 - i. the months of July and August, meetings will be held on the fourth Monday of that month at 6:00 pm;
 - ii. the months of September and December, meetings will be held on the second Monday of that month at 6:00 pm;

- (b) be adjourned at 10:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 46; and
 - (c) when such meeting falls on a statutory holiday, be held on the next day the Village Office is open.
- (3) Regular Council meetings may, by a resolution of Council:
- (a) be cancelled, provided that two consecutive meetings are not cancelled; and;
 - (b) be postponed to a different day, time and place determined by the Mayor, provided the Corporate Officer is provided at least 2 days written notice.
- (4) Other Council meetings:
- (a) Council may choose to host a separate public meeting for the sole purpose of ensuring public process for development of the financial plan in compliance with the *“Section 166 of the Community Charter, Council must undertake a process of public consultation regarding the proposed financial plan before it is adopted.”*
 - (b) Council may at their discretion host:
 - i. Town Hall Meetings
 - ii. Community Forums
 - iii. Planning Sessions

Electronic meetings and participation by Council members

- 22 (1) Provided the conditions set out in section 128(2) [*Electronic meetings and participation by members*] of the *Community Charter* are met, a member of Council who is unable to attend a Council meeting, COTW or Committee meeting, as applicable, may participate by means of electronic audio or other communication facilities, if
- (a) the reason for the absence is due to a medical leave, or
 - (b) their participation is necessary to preserve quorum.
- (2) The member presiding at a Council meeting, COTW or a Committee meeting must not participate electronically.
- (3) No more than one (1) member of Council, COTW or Committee may participate electronically at any meeting.
- (4) In the event of a declared state of emergency and the public is advised not to congregate by orders of the Federal or Provincial government, Council may restrict public attendance at Council meetings, provided that alternate ways of public participation are established. Agendas are posted and available to the public, public engagement is permitted via email and telephone, and the meeting is broadcast online.
- (5) In the event of a declared state of emergency and if public gatherings are not permitted by orders of the Federal or Provincial government, in the interest of public safety, Council may

choose to participate in electronic meetings without the requirement for a quorum to be physically present in one location. Each member of Council may join the meeting electronically to conduct Village business.

Notice of Council meetings

- 23 (1) In accordance with section 127 [*Notice of Council meetings*] of the *Community Charter*, Council must make available to the public a schedule of the date, time and place of regular Council meetings and give notice of the availability of the schedule in accordance with section 94 [*Public notice*] of the *Community Charter* at least once a year and by posting the schedule at the Public Notice Posting Place and the Village website.
- (2) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place and Village website which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

Notice of Special meetings

- 24 (1) Except where notice of a special meeting is waived by unanimous vote of all Council members under section 127(4) [*Notice of Council meetings*] of the *Community Charter*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by
- (a) posting a copy of the notice at the Public Notice Posting Place and Village website, and
- (b) emailing a copy of the notice to each Council member.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Corporate Officer.

PART 5 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

- 25 (1) Following a general local election, at the first Council meeting of the newly elected Council, Council must designate Councillor's to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (2) If both the Mayor and the member designated under subsection (1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (3) The member designated under subsection (1) or chosen under subsection (2) has the same powers and duties as the Mayor in relation to the applicable matter and must fulfill the responsibilities of the Mayor in his or her absence.

PART 6 – COUNCIL PROCEEDINGS

Community Charter provisions

26 Matters pertaining to Council proceedings are governed by the *Community Charter*.

Attendance of public at meetings

- 27
- (1) Except where the provisions of section 90 [*Meetings that may or must be closed to the public*] of the *Community Charter* apply, all Council meetings must be open to the public.
 - (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 [*Requirements before meeting is closed*] of the *Community Charter*.
 - (3) This section applies to all meetings of the bodies referred to in section 93 [*Application of rules to other bodies*] of the *Community Charter*, including without limitation:
 - (a) COTW;
 - (b) Standing and Select Committees;
 - (c) Parcel Tax Review Panel;
 - (d) Board of Variance;
 - (e) Commission created by Council.
 - (4) Despite section 27(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 25 may expel or exclude from a Council, COTW, or any other Committee meeting, a person in accordance with section 133 [*Expulsion from meetings*] of the *Community Charter*.

Minutes of meetings to be maintained and available to public

- 28
- (1) Minutes of the proceedings of Council must be
 - (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer; and
 - (c) signed by the Mayor or other member presiding at the meeting.
 - (2) Subject to subsection (3), and in accordance with section 97(1)(b) [*Other records to which public access must be provided*] of the *Community Charter*, minutes of the proceedings of Council must be available for public inspection at the Village Office during its regular office hours.
 - (3) Subsection (2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 [*Meetings that may or must be closed to the public*] of the *Community Charter*.

- (a) Reports and resolutions from Closed meetings will be released to the public as often as possible once confidentiality is no longer required.

Calling meeting to order

- 29 (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor must take the Chair and call the meeting to order; however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 25 must take the Chair and call the meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 25 do not attend within 15 minutes of the scheduled time for a Council meeting
 - (a) the Corporate Officer must call to order the members present, and
 - (b) the members present must choose a member to preside at the meeting.

Adjourning meeting where no quorum

- 30 If there is no quorum of Council present within 30 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
 - (a) record the names of the members present, and those absent, and
 - (b) adjourn the meeting until the next scheduled meeting.

Agenda

- 31 (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The Corporate Officer must make the agenda available to the members of Council on or before the Friday afternoon prior to the meeting.
- (3) The Corporate Officer must make the agenda available to the members of the public on the Friday afternoon prior to the meeting.
- (4) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 33.

Order of proceedings and business

- 32 (1) The agenda for all regular Council meetings will contain the following headings:
 - 1. ADOPTION OF THE AGENDA
 - (a) Motions to Add or Delete Agenda Items
 - (b) Approval of the Agenda as Presented or Amended
 - 2. MINUTES

3. DELEGATIONS
4. PUBLIC INPUT
5. BYLAWS
6. STAFF REPORTS
 - (a) Request for Decision
 - (b) For Information
7. CORRESPONDENCE
 - (a) For Action
 - (b) For Information
8. UNFINISHED BUSINESS
9. NEW BUSINESS
10. REPORTS/RECOMMENDATIONS FROM COMMITTEES, COTW and COMMISSIONS
11. COUNCIL REPORTS
12. RESOLUTION TO ADJOURN TO CLOSED MEETING
13. REPORTS/RESOLUTIONS RELEASED FROM CLOSED MEETINGS
14. ADJOURNMENT

- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Late Items

- 33 (1) An item of business not included on the agenda must not be considered at a Council meeting unless introduction of the late item is approved by 2/3 of the Council members present at the time allocated on the agenda for such matters; and, the item is emergent or time sensitive requiring Council consideration prior to the next scheduled Council meeting.
- (2) If Council makes a resolution under subsection (1), information pertaining to late items must be distributed to the members.

Voting at meetings

- 34 The following procedures apply to voting at Council meetings:
 - (a) When debate on a matter is closed, the presiding member must put the matter to a vote of Council members;
 - (b) When the Council is ready to vote, the presiding member must put the matter to a vote by stating:

"On the motion, those in favour, and then; those opposed?"

- (c) When the presiding member is putting the matter to a vote under paragraphs (a) and (b), a member must not
 - (i) cross or leave the room;
 - (ii) make a noise or other disturbance; or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
- (d) After the presiding member finally puts the question to a vote under paragraph (b), a member must not speak to the question or make a motion concerning it;
- (e) The presiding member's decision about whether a question has been finally put is conclusive;
- (f) The presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative.

Delegations, Petitions and Correspondence

- 35 (1) Delegation requests, submitted in writing or on the form prescribed by the Village, must be received by the Corporate Officer by 12:00 p.m. (noon) on the Tuesday prior to the meeting date requested and must include any presentation material(s).
- (2) Subject to subsection (1), a limit of two (2) delegations per regular Council meeting is preferred. Each delegation is limited to fifteen (15) minutes including time for questions unless a longer period is agreed to by a 2/3 vote of the members present. Presentation materials such as video and slides by a delegation are included in the time permitted for the delegation.
- (3) Where written application has not been received by the Corporate Officer as prescribed in subsection (1), an individual or delegation may address the meeting if approved by a 2/3 vote of the members present.
- (4) Council shall not act on a request from a delegation until the next regular meeting.
- (5) Council must not permit a delegation to address a Council meeting regarding a bylaw in respect of which a public hearing has been held.
- (6) The Corporate Officer must refuse delegation requests in the following circumstances:
 - (a) If the matter is regarding an issue that is the subject of a staff report not yet presented at a Council meeting;
 - (b) If the matter is regarding an issue for which a public consultation has been held, is ongoing, or is scheduled to be held;
 - (c) If the delegation has previously addressed Council, or a Committee, on the same issue and no new material information is being provided;

- (d) If the matter is regarding the Village's labour relations or other employee relations;
 - (e) If the matter is the subject of a Closed meeting discussion that has not been authorized for release by Council; or
 - (f) If the matter is regarding legal action commenced by the Village or in which the Village has been named as a respondent, and for which judgement has not been rendered.
- (7) For certainty, a person or organization must not address Council on any matter involving an application, project or other initiative that will be or has been dealt with through another process under this bylaw.
- (8) The Corporate Officer may schedule delegations to another Council meeting, COTW or advisory body as deemed appropriate according to the subject matter of the delegation.
- (9) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.
- (10) In accordance with the requirements of the *Community Charter*, a petition filed with the Corporate Officer shall be deemed as presented to Council and must include the full name and residential address of each petitioner.
- (a) Communications addressed to Council which relate to matters that fall within the responsibility of a Village department may be referred directly to that department by the Corporate Officer.
 - (b) If a matter is referred under subsection 10(a), a copy of the communication shall be distributed to each Council member and to the appropriate staff. Upon receipt of the communication, an acknowledgement shall be provided to the writer advising where the matter has been referred.
 - (c) The Corporate Officer has the authority to forward correspondence items to the meeting considered to be most appropriate according to the subject matter.
 - (d) An appeal from any referral under subsections 10(a) and 10(c), may be made to the Chief Administrative Officer who shall determine the final disposition of the matter.
 - (e) All petitions or other written communications which require a report may be referred to the Chief Administrative Officer through a formal motion.
- (11) Following a presentation by a delegation, and prior to the delegation being dismissed, may at the discretion of the presiding member, provide members of the public in attendance, including those participating electronically, with an opportunity to ask questions of the delegation.

(12) At the time of application, delegations shall be advised that they may be asked questions by members of the public following their presentation.

(13) A delegation may indicate at the time of application whether their presentation is:

(a) open to questions from the public; or

(b) for information only, in which case no public questions will be permitted.

(14) All questions from the public shall:

(a) be directed through the presiding member;

(b) be limited in time and scope consistent with the rules governing Public Input under section 36; and

(c) not include debate, commentary, or grandstanding, as determined by the presiding member.

(15) The presiding member may:

(a) determine who may ask questions and the order of speakers;

(b) limit the number and duration of questions; and

(c) terminate the question period where it is not conducted in accordance with this bylaw or becomes disruptive.

Public Input

36 (1) The following conditions apply to all Public Input:

(a) No more than 15 minutes will be allocated to Public Input;

(b) Input should be limited to 2 minutes per question or point each and respect equal opportunity for other community members in the gallery;

(c) Should only be regarding an item on the current Council agenda;

(d) Items put forth must not be regarding topics which are normally dealt with by Village staff as a matter of routine;

(e) Individuals must state their name and address for identification purposes;

(f) Public Input shall be addressed through the Chair and answers given likewise;

- (g) Debates with or by individual Council members, staff members or members of the public are not allowed;
- (h) No commitments shall be made by Council in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

Points of order

- 37 (1) Without limiting the presiding member's duty under section 132(1) [*Authority of presiding member*] of the *Community Charter*, the presiding member must apply the correct procedure to a motion
- (a) if the motion is contrary to the rules of procedure in this bylaw; and
 - (b) whether or not another Council member has raised a point of order in connection with the motion.
- (2) When the presiding member is required to decide a point of order
- (a) the presiding member must cite the applicable rule or authority if requested by another Council member;
 - (b) another member must not question or comment on the rule or authority cited by the presiding member under paragraph (a);
 - (c) the presiding member may reserve the decision until the next Council meeting.

Conduct and debate

- 38 (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, acting Mayor, or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) A member must not interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member
- (a) must immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal to Council for its decision on the point of order in accordance with section 132 [*Authority of presiding member*] of the *Community Charter*.
- (7) Members speaking at a Council meeting

- (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded; and
 - (e) must adhere to the rules of procedure established under this bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
- (a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer from the member's seat; and
 - (b) if the member apologizes to Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (10) The following rules apply to limit speech on matters being considered at a Council meeting:
- (a) a member may speak more than once in connection with the same question only
 - (i) with the permission of Council, or
 - (ii) if the member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a member who has made a substantive motion to Council may reply to the debate;
 - (c) a member who has moved an amendment, or an instruction to a Committee may not reply to the debate;
 - (d) a member may speak to a question, or may speak in reply, for longer than a total time of 10 minutes only with the permission of Council.

Motions generally

- 39 (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) A Council member may make only the following motions, when Council is considering a question:

- (a) to refer to Committee;
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time;
 - (f) to move the previous question;
 - (g) to adjourn.
- (4) A motion made under section (3)(c) to (g) is not amendable or debatable.
 - (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.
 - (6) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution subject to the restrictions set out in Section (4).

Motion to commit

- 40 Until it is decided, a motion made at a Council meeting to refer to Committee precludes an amendment of the main question.

Motion for the main question

- 41 (1) In this section, "main question", in relation to a matter, means the motion that first brings the matter before Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:
 - (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) if the vote is decided in the negative, Council may again debate the question, or proceed to other business.

Amendments generally

- 42 (1) A Council member may, without notice, move to amend a main question that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of a main question.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the presiding member.

- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been negated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The presiding member must put the main question and its amendments in the following order for the vote of Council:
 - (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under paragraph (a) is positive; and
 - (c) the main question.

Notice of Motion

- 43 (1) Any Council member may give a "Notice of Motion" respecting an item which he or she intends to present by giving a copy of the motion to the Corporate Officer during a Council meeting and upon the Council member being acknowledged by the Mayor and the Notice of Motion being read to the meeting.
- (2) A copy of the motion presented under Section 43.1 shall appear in the Minutes of that meeting as a "Notice of Motion". The Corporate Officer shall place the motion on the Agenda of the next Council meeting, or other future meeting designated by the Council member bringing forward the Notice of Motion.

Reconsideration by Mayor

- 44 (1) Without limiting the authority of Council to reconsider a matter, the Mayor may require Council to reconsider and vote again on a matter that was the subject of a vote.
- (2) As restrictions on the authority under subsection (1),
 - (a) the Mayor may only initiate a reconsideration under this section
 - (i) at the same Council meeting as the vote took place, or
 - (ii) within the 30 days following that meeting, and
 - (b) a matter may not be reconsidered under this section if
 - (i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by Council, or
 - (ii) there has already been a reconsideration under this section or section 43 in relation to the matter.

- (3) On a reconsideration under this section, Council
 - (a) must deal with the matter as soon as convenient; and
 - (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- (4) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

Reconsideration by Council member

- 45 (1) Subject to subsection (6), a Council member may, at the next Council meeting,
 - (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken; and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the matter referred to in subsection (1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may reconsider a matter only when it has not
 - (a) had the approval or assent of the electors and been adopted;
 - (b) been reconsidered under subsection (1) or section; or
 - (c) been acted on by an officer, employee, or agent of the Village.
- (6) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.
- (7) A bylaw, resolution, or proceeding that is reaffirmed under subsection (1) or section 44 is as valid and has the same effect as it had before reconsideration.

Privilege

- 46 (1) In this section, a matter of privilege refers to any of the following motions:
 - (a) fix the time to adjourn;
 - (b) adjourn;

- (c) recess;
 - (d) raise a question of privilege of Council; and
 - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

Reports from Committees

- 47 Council may take any of the following actions in connection with a recommendation it receives from COTW, a Committee, or other body of Council:
- (a) adopt or affirm the recommendation;
 - (b) amend the recommendation;
 - (c) refer the recommendation back to the COTW or other Committee or body of Council which made the recommendation; and
 - (d) postpone its consideration of the recommendation.

Adjournment

- 48 (1) A Council may continue a Council meeting after 10:00 p.m. only by an affirmative vote of 2/3 of the Council members present.
- (2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.
- (3) Subsection (2) does not apply to either of the following motions:
- (a) a motion to adjourn to a specific day; or
 - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.

PART 7 – BYLAWS

Copies of proposed bylaws to Council members

- 49 A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting or if all Council members unanimously agree to waive this requirement.

Form of bylaws

- 50 A bylaw introduced at a Council meeting must
- (a) be printed;

- (b) have a distinguishing name;
- (c) have a distinguishing number;
- (d) contain an introductory statement of purpose; and
- (e) be divided into sections.

Bylaws to be considered separately or jointly

- 51 Council must consider a proposed bylaw at a Council meeting either
- (a) separately when directed by the presiding member or requested by another Council member; or
 - (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

Reading and adopting bylaws

- 52 (1) A bylaw must receive three readings before it can proceed to final adoption. This process allows Council to provide input into the bylaw and make necessary changes before it is adopted. The various “readings” are taken to mean:
- (a) first reading – tabling or introduction;
 - (b) second reading – discussion in principle and on the content of the bylaw;
 - (c) third reading – final discussion, including any changes made along the way.
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*. Once third reading is complete changes can still be made to the bylaw, however, third reading must be repealed and the bylaw read a third time again.
- (4) Subject to section 477 [*Adoption procedures for official community plan*] of the *Local Government Act*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members.
- (5) In accordance with section 135 [*Requirements for passing bylaws*] of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (6) Bylaws that do not require provincial or other approval, must have at least one clear day between third reading and final adoption of a bylaw.
- (7) Despite section 135(3) [*Requirement for passing bylaws*] of the *Community Charter*, and in accordance with section 480 [*Adoption of municipal zoning bylaw*] of the *Local Government Act*, Council may adopt a proposed official community plan bylaw or zoning bylaw at the same meeting at which the bylaw passed third reading.

Bylaws must be signed

- 53 After a bylaw is adopted and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the Village 's records for safekeeping and endorse upon it
- (a) the dates of its readings and adoption; and
 - (b) the date of ministerial approval or approval of the electorate if applicable.

PART 8 - RESOLUTIONS

Copies of resolutions to Council members

- 54 A resolution may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting or if all Council members unanimously agree to waive this requirement.

Form of resolution

- 55 A resolution introduced at a Council meeting must be printed.

Introducing resolutions

- 56 The presiding member of a Council meeting may
- (a) have the Corporate Officer read the resolution; and
 - (b) request a motion that the resolution be introduced.

PART 9 - COMMITTEE OF THE WHOLE

Going into COTW

- 57 (1) At any time during a Council meeting, Council may by resolution go into COTW.
- (2) In addition to subsection (1), a meeting, other than a Standing or Select Committee meeting, to which all members of Council are invited to consider but not to decide on matters of the Village 's business, is a meeting of COTW.
- (3) A COTW meeting may be scheduled at the discretion of the Corporate Officer or at the request of a majority of Council to provide an opportunity for open dialogue in regard to a matter prior to consideration at a future Council meeting.

Notice for COTW meetings

- 58 (1) Subject to subsection (2), a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by
- (a) posting a copy of the notice at the Public Notice Posting Place and Village website, and

- (b) emailing a copy of the notice to each Council member.
- (2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 57, during a Council meeting for which public notice has been given under sections 23 or 24.
- (3) A COTW meeting for which public notice has been given under sections 23 or 24 may be cancelled by resolution of Council or at the discretion of the Mayor with the consent of the majority of Council members, provided the Corporate Officer is given at least two (2) days written notice.

Minutes of COTW meetings to be maintained and available to public

- 59 Minutes of the proceedings of COTW must be
- (a) legibly recorded;
 - (b) certified by the Corporate Officer;
 - (c) signed by the member presiding at the meeting; and
 - (d) open for public inspection in accordance with section 97(1)(c) [*Other records to which public access must be provided*] of the *Community Charter*; and
 - (e) be included on the agenda of the next regularly scheduled meeting of Council.

Presiding members at COTW meetings and quorum

- 60
- (1) The Deputy Mayor shall be presiding member of the COTW.
 - (2) If the Deputy Mayor is not present, the members of Council attending a meeting of the COTW must appoint a presiding member for the COTW meeting.
 - (3) The quorum of COTW is the majority of Council members.

Points of order at meetings

- 61 The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and debate

- 62 The following rules apply to COTW meetings:
- (a) a member may speak any number of times on the same question; and
 - (b) a member must not speak longer than a total of 10 minutes on any one question.

Voting at meetings

- 63
- (1) Votes at a COTW meeting must be taken by a show of hands if requested by a member.
 - (2) The presiding member must declare the results of voting.

Reports

- 64 (1) COTW may consider reports and bylaws only if
- (a) they are printed and the members each have a copy; or
 - (b) a majority of the Council members present decide without debate that the requirements of paragraph (a) do not apply.
- (2) A motion for COTW to rise and report to Council must be decided without debate.

Rising without reporting

- 65 (1) A motion made at a COTW meeting to rise without reporting
- (a) is always in order and takes precedence over all other motions;
 - (b) may be debated; and
 - (c) may not be addressed more than once by any one member.
- (2) If a motion to rise without reporting is adopted by COTW at a meeting constituted under section 57(1), the Council meeting must resume and proceed to the next order of business.

PART 10 – COMMITTEES

Duties of Standing Committees

- 66 (1) Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the Committee;
 - (b) matters that are assigned by Council; and
 - (c) matters that are assigned by the Mayor.
- (2) Standing Committees must report and make recommendations to Council at all of the following times:
- (a) in accordance with the schedule of the Committee's meetings; and
 - (b) on matters that are assigned by Council or the Mayor
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting if Council or the Mayor does not specify a time.

Duties of Select Committees

- 67 (1) Select Committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the Committee by Council.
- (2) Select Committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Schedule of Committee meetings

- 68 (1) At its first meeting after its establishment, a Standing or Select Committee must establish a regular schedule of meetings if the meeting schedule has not been set out in the Committee's terms of reference.
- (2) The chair of a Committee may call a meeting of the Committee in addition to the scheduled meetings or may cancel a meeting.

Notice of Committee meetings

- 69 (1) Subject to subsection (2), after the Committee has established the regular schedule of Committee meetings, including the times, dates and places of the Committee meetings, notice of the schedule must be given by
- (a) posting a copy of the schedule at the Public Notice Posting Place and the Village website; and
 - (b) providing a copy of the schedule to each member of the Committee.
- (2) Where revisions are necessary to the annual schedule of Committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place and Village website which indicates any revisions to the date, time and place or cancellation of a Committee meeting.
- (3) The chair of a Committee must cause a notice of the day, time and place of a meeting called under section 68(2) be given to all members of the Committee at least 24 hours before the time of the meeting.

Attendance at Committee meetings

- 70 Council members who are not members of a Committee may attend the meetings of the Committee.

Minutes of Committee meetings to be maintained and available to public

- 71 Minutes of the proceedings of a Committee must be
- (a) legibly recorded;
 - (b) certified by the Corporate Officer;
 - (c) signed by the chair or member presiding at the meeting; and
 - (d) open for public inspection in accordance with section 97(1)(c) [*Other records to which public access must be provided*] of the *Community Charter*; and

- (e) be included on the agenda of the next regularly scheduled meeting of Council.

Quorum

72 The quorum for a Committee is a majority of all of its members.

Conduct and debate

- 73 (1) The rules of the Council procedure must be observed during Committee meetings, so far as is possible and unless as otherwise provided in this bylaw.
- (2) Council members attending a meeting of a Committee, of which they are not a member, may participate in the discussion.

Voting at meetings

74 Council members attending a meeting of a Committee of which they are not a member must not vote on a question.

PART 11 - COMMISSIONS

Schedule of commission meetings

- 75 (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings if the meeting schedule has not been set out in the Committee's terms of reference.
- (2) The chair of a commission may call a meeting of the commission in addition to the scheduled meetings or may cancel a meeting.

Notice of commission meetings

- 76 (1) Subject to subsection (2), after the commission has established the regular schedule of commission meetings, including the times, dates and places of the commission meetings, notice of the schedule must be given by
 - (a) posting a copy of the schedule at the Public Notice Posting Place and Village website; and
 - (b) providing a copy of the schedule to each member of the commission.
- (2) Where revisions are necessary to the annual schedule of the commission meetings, as soon as possible, post notice at the Public Notice Posting Place and Village website which indicates any revisions to the date, time and place or cancellation of a commission meeting.
- (3) The chair of a commission must cause a notice of the day, time and place of a meeting called under section 75(2) to be given to all members of the commission at least 24 hours before the time of the meeting.

Minutes of commission meetings to be maintained and available to the public

77 Minutes of the proceedings of a commission must be:

- (a) legibly recorded;
- (b) signed by the recording secretary;
- (c) signed by the chair or a member presiding at the meeting, and open for public inspection in accordance with section 97(1)(c) [*Other records to which public access must be provided*] of the *Community Charter*; and
- (d) be included on the agenda of the next regularly scheduled meeting of Council.

Quorum

78 The quorum of a commission is a majority of all of its members.

Conduct and Debate

79 The rules of the Council procedure must be observed during commission meetings, so far as is possible and unless as otherwise provided in this bylaw.

PART 12 – GENERAL

80 If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

81 This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 [*Requirements for public notice*] of the *Community Charter*.

82 “Village of Ashcroft Council Procedures Bylaw No. 834, 2020”, and amendments made thereto, is hereby repealed.

83 This bylaw comes into force and effect as of the date of adoption.

READ A FIRST TIME this

READ A SECOND TIME this

READ A THIRD TIME this

ADOPTED this

Daniela Dyck, Chief Administrative Officer

Barbara Roden, Mayor

TO: Mayor and Council
FROM: Daniela Dyck, CAO
SUBJECT: Verbal Report

MEETING DATE: May 11, 2026

PURPOSE:

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

DISCUSSION:

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

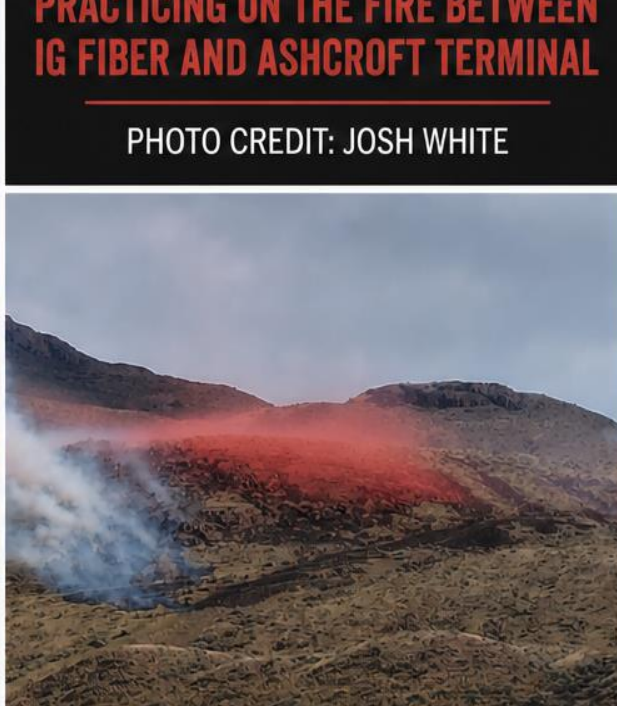
Verbal Report Items:

- Annual Community BBQ
 - Tentative Dates
 - August 22 (Saturday)
- UBCM Minster and MACC Staff Meetings
- Emergency Response & Preparedness
 - Training
 - Hydrant Flush
 - Old Tender
 - Fire above ATL



BCWF AIR SUPPORT
PRACTICING ON THE FIRE BETWEEN
IG FIBER AND ASHCROFT TERMINAL

PHOTO CREDIT: JOSH WHITE



TO: Mayor and Council
FROM: Yoginder Bhalla, CFO
SUBJECT: Water Meter Project Update

MEETING DATE: May 11, 2026

RECOMMENDATION:

For information only

PURPOSE:

To update council on the status of the Water Meter Project

Respectfully Submitted by:

Approved for Submission to Council:



Yoginder Bhalla,
Chief Financial Officer



Daniela Dyck,
Chief Administrative Officer

BACKGROUND:

The current focus of Ashcroft's Universal Water Metering Program is residential meter installations, followed by pit meter installations, and finally the installation of larger commercial and institutional meters.

DISCUSSION:

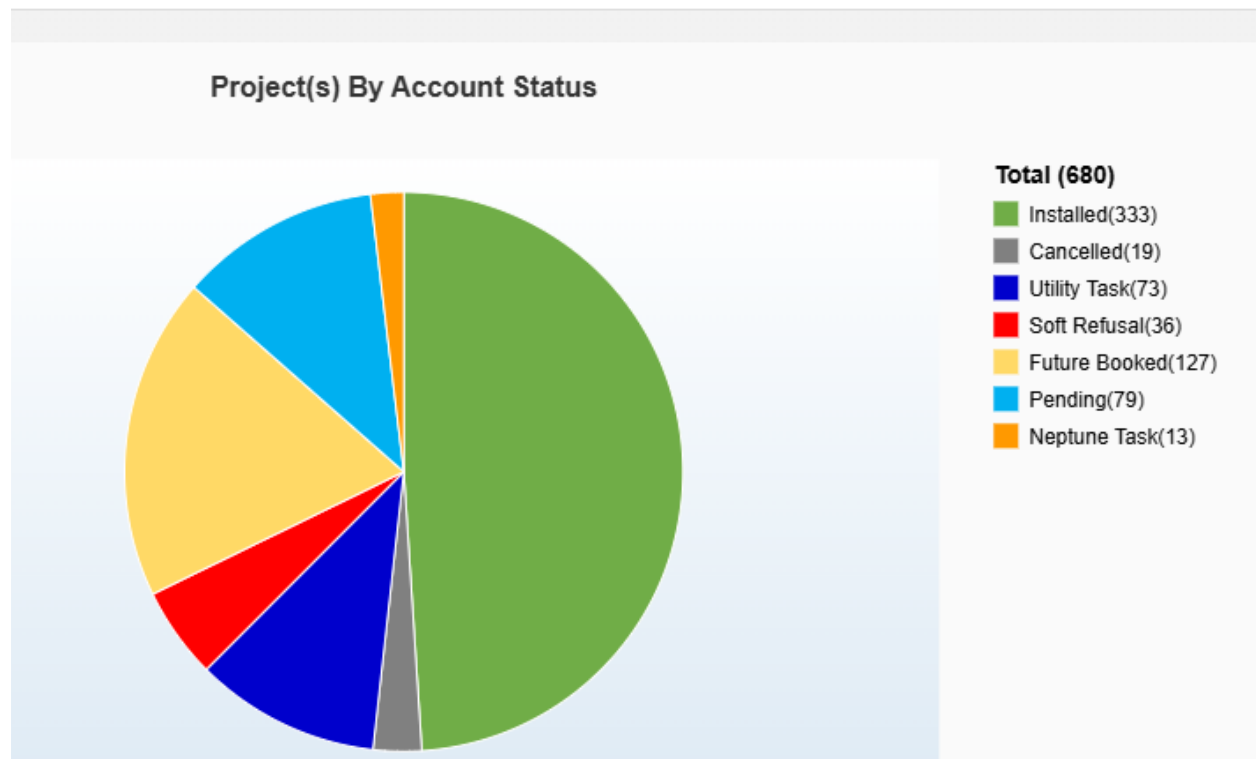
The project has come with some challenges, including hesitation from some residents to move forward with installations. Front office staff have handled a high volume of calls and questions, and when needed have directed residents to myself and Brian, who are taking the lead on the project.

There has also been some confusion regarding pit meter installations in situations where Neptune has identified technical reasons preventing a regular indoor meter from being installed. To clarify, when Neptune determines that a pit meter is required, the cost of the installation is covered through grant funding. However, if a homeowner refuses installation after several attempts by both Neptune and the Village to work with them, and a pit meter installation becomes necessary, the additional cost difference between the standard indoor meter and the pit meter installation will be the responsibility of the homeowner and an invoice will be issued.

There have been several installations where homeowners felt certain aspects of the work were not completed to an appropriate standard. In those situations, we have encouraged residents to bring their concerns forward so they can be reviewed with Neptune and Village staff. Where installation-related damage or deficiencies are identified, follow-up work or reasonable repairs will be addressed to ensure the installation is completed to an acceptable standard.

Additionally, there have been a number of non-responses to a series of letters from the village and Neptune to schedule the meter installations. Brian and myself have now started following up with the non-responses by going door to door and requesting appointments. We are continuing to see a reasonable rate of success, with many residents scheduling appointments with us directly and, in some cases, already having appointments booked with Neptune prior to our door-to-door visits. We will continue our door-to-door visits to help schedule appointments and keep the project moving forward for the installer.

All in all the project is moving forward as expected, the pie chart below breaks down by account status of the installs:



Strategic/Municipal Objectives

Legislative Authority

Financial Implications

Attachment Listing:


STAFF REPORT TO COUNCIL – OPEN MEETING

DATE: April 27, 2026
FROM: Gwen Dost, FireSmart Coordinator
SUBJECT: Wildfire Resiliency and Training Summit 2026

Prepared by:

Gwen Dost
Gwen Dost,
FireSmart Coordinator

Approved for submission to Council:


Daniela Dyck,
Chief Administrative Officer

I had the privilege of attending the 2026 Wildfire Resiliency and Training Summit in Victoria April 8 – 11. It was attended by approximately 750 firefighting professionals, FireSmart experts and Indigenous, municipal and community leaders who came together to work on furthering our commitment to wildfire resiliency. The theme of the conference was Collective Action: Empowering Communities.

Themes and Takeaways

1. Secondary Effect of Wildfire: Community Response and Land-Based Recovery

A presentation on the effect wildfires have on rural and remote communities and the challenges that are faced during and after a fire.

- Community based effects like road closures, utility failures, health care impacts are challenges all communities face.
- Land Based effects like hydrophobic soil and water quality disruptions can affect the community's living conditions for years after an event.

2. How to Engage, Empower, and Equip Your Community to be Effective Partners in Wildfire Resiliency

A presentation on what a small off-grid island community has done to engage and educate their residents to FireSmart their homes. The key takeaways from this are:

- making the education events fun and interactive for families
- making sure sprinklers and water supply is functioning
- having a way of communicating with residents during a disaster event is key to people feeling supported and informed

3. Care Democracy Amidst Climate Crises: Identifying Strategies to Connect Lived-Experiences Through Intersectional Perspectives

This presentation touched on the importance of creating policies around our most vulnerable citizens during climate events. Supporting vulnerable citizens through extreme climate events like a heat dome or wildfire can be complicated based on personal feelings and values. The importance of mitigating trauma during and after events is also very important by checking on vulnerable citizens, keeping the public well informed of event, and debriefing with the EOC staff, emergency responders, and residents after the event.

4. Local Government Bylaw Development

There was a strong focus throughout the summit on local bylaw development to empower communities to act on creating bylaws that will build resiliency using the FireSmart practices. Ashcroft is doing very well with FireSmart principles currently being built into the Good Neighbor Bylaw and the OCP; to address the concerns the Village has being in a high-risk zone for wildfire. I, as the FireSmart coordinator, will continue to promote FireSmart principles as I work with Bylaw to encourage residents to see these bylaws as a positive initiative for the Village.

5. FireSmart Workshops

I took part in two workshops – one was a station style where questions were asked to FireSmart BC leaders about different aspects of the program like Farm and Ranch and the Landscaping program. This was a great way to source information for the unique grasslands we live in that doesn't often get touched on in regular FireSmart meetings. The second workshop was a tabletop exercise to discuss and share the experience and evidence that FireSmart reduces losses and is an indispensable program. We shared our success stories and the measurable impact they are having on our community. This was so the FireSmart BC program can build a business case for longer term funding and support.

6. FireSmart Coordinator Professional Development Day

This was a fun final day that connected me with other coordinators working in communities of similar size to Ashcroft. Most everyone at my table was newer to the program, so there were good ideas bounced around on what is working for educating the public, especially ways to engage with youth.

Final Thoughts

Overall, it was a wonderful four days of making connections and absorbing information. I am confident that Ashcroft is on the right path within the FireSmart program, and I feel our program will strengthen and grow from the ideas I was able to take away from the summit. I was able to connect with coordinators from Cook's Ferry FN, Bonaparte FN, and Village of Lillooet, with whom I pitched the idea of building a local collaborative within the coming months so we can work together for community connection and resilience. I appreciate the opportunity to attend the summit, and I plan on using what I learned to further the program for Ashcroft.



YMCA Child Care Resource and Referral
711 Hill st
Ashcroft BC, V0K 1A0

April 19, 2026

On behalf of the Ashcroft YMCA/CCRR, I would like to invite your agency/center to collaborate in or participate in our 1st Annual Teddy Bear Picnic on Friday, June 19th, at Ashcroft Pool Park.

This free community event is designed for children aged 0–6, along with their families and caregivers. It aims to promote health, early literacy, and interactive play in a fun and welcoming environment. The event also provides a valuable opportunity for local organizations to build connections, share resources, and support the well-being of families within our community. We would be delighted to have your organization involved in this exciting day. Your participation would help enrich the experience for attendees and strengthen the network of support available to young children and their caregivers in Ashcroft.

Please let us know if you are interested in participating or would like more information. We would be happy to discuss how you can be involved.

Thank you for considering this opportunity. We hope to partner with you to make this event a meaningful and memorable experience for our community.

Sincerely,

Misty Williams
Ashcroft Early Learning and Care Consultant
Ashcroft CCRR
misty.williams@ymca.bc.ca

From: [Diana Hoggard](#)
To: [Damian Couture](#); [Daniela Dyck](#); [Courtney Dash](#); [Harris, Denise \(RCMP/GRC\)](#); [Ashcroft Fire Department](#); [Kolby Voisey](#); [Trish Schachtel](#); [Michelle Blackburn](#); [Gregory Bernardini](#); [Pauline Mansey](#); [Peter Hildebrand](#); [Geoffrey Stager](#); [Chris Larouche](#); [Lisa Thompson](#); [Alana Peters](#); [Leah Blain](#)
Cc: [Jodene Blain](#)
Subject: FW: Indigenous Day Celebration - Friday June 20th
Date: May 1, 2026 3:02:01 PM
Attachments: [image001.png](#)

Good afternoon everyone,

We will be hosting our Indigenous Day Celebration at our Recreational Facility (Campground/ Ball Fields) on Friday June 19th.

Opening ceremony will start at 9:45

Crafts, games, face painting, and inflatables will run from 10AM – 1:00PM

Lunch will be served from 11:00AM – 12:30.

We will have craft tables, inflatables, door prizes, Bbq and Indian Tacos with all the fixins.

Denise, we hope that you and/ or one of your members will be joining us at the Grill again this year.

Leah (CNA), Trish (E-Fry) and Michelle (Red Cross), we'd love it if you would join us with a craft table/ information table again this year.

If anyone has any questions, please let me know!

We look forward to seeing you all there

Thank you,
Diana

Diana Hoggard

Community Engagement Coordinator

Ashcroft Indian Band

Box 440, Ashcroft, BC V0K 1A0

250-453-9154

diana@ashcroftband.ca



AIB's 2026 Indigenous Day CELEBRATION!



Door Prizes to be won

Hamburgers—Hot Dogs—Indian Tacos—Desserts

Cultural Crafts

Friday, June 19th

Location: Campsite Building/ Ball Fields

Time: Opening Ceremony at 9:45 AM
A variety of Bouncy Castles and Games.
Crafts from 10:00 AM - 1:00 PM
Lunch served from 11:00 AM—12:30PM



May 1, 2026

Mayor Barbara Roden and Council
Village of Ashcroft
PO Box 129
601 Bancroft Street
Ashcroft, BC V0K 1A0

Reference: LGPS-11666

**RE: 2025 CEPF: Emergency Operations Centres Equipment and Training –
Portable EOC Kit Equipment, Level 1 EOC Training, and Exercises**

Dear Mayor Roden and Council,

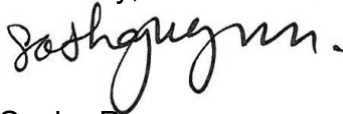
Thank you for providing a final report and financial summary, dated April 20, 2026, for the above-noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total expenditure of \$37,323.68. Based on this, a payment in the amount of \$37,323.68 will follow shortly by electronic funds transfer. This amount represents full payment of the grant and is based on 100% of the total reported expenditure.

I would like to congratulate the Village of Ashcroft for undertaking this project and responding to the opportunity to increase the resiliency of BC communities.

If you have any questions, please contact the Community Emergency Preparedness Fund at 250-952-9177 or cepf@ubcm.ca.

Sincerely,



Sasha Pryn
Program Officer

cc: Daniela Dyck, CAO, Village of Ashcroft

The Community Emergency Preparedness Fund is funded by the Province of BC

NEWS RELEASE

Hospital District Board Sponsors Study Aiming to Improve Cardiac Care in Kamloops

Kamloops, BC – April 29, 2026 – In response to local efforts by medical professionals and community leaders for improvements to cardiac care, the Thompson Regional Hospital District (TRHD) Board of Directors has voted unanimously to provide in-kind (non-funding) sponsorship for a third-party study on cardiac care outcomes for its regional residents.

This study has been initiated by a group that includes surgeons, cardiologists, local business leaders, community leaders, and philanthropists, and is being supported by the TRHD Board and Royal Inland Hospital Foundation. The study seeks to ensure equitable access to cardiac procedures for residents in the Thompson-Cariboo-Shuswap (TCS) health area, who often must travel to Kelowna for care due to a lack of cardiac services available at Royal Inland Hospital in Kamloops. The study is being fully funded by philanthropists advocating for cardiac care improvements.

Since the spring of 2025, local healthcare professionals, community leaders, and the TRHD Board have requested the Minister of Health and Provincial Health Services Authority (PHSA) to provide cardiovascular data on health outcomes for TCS residents, which is public health data. Requests to the Minister of Health and PHSA have been made in person and in writing on multiple occasions. While both agencies have committed to providing this healthcare data, it has not been made available.

Data requested has included, but is not limited to, frequency of adverse events including mortality resulting from delayed transport to Kelowna General Hospital from the TCS region, referral and completion timelines for catheterization procedures done in Kelowna for TCS residents, and more.

“Our Board supports our many medical specialists whose mission is to deliver the highest standard of cardiac care for our residents, and we will continue to advocate for more cardiac procedures being available in Kamloops, closer to home. Being able to analyze cardiac care outcomes could justify improvements that could save lives,” said Mike O’Reilly, TRHD Board Chair.

“It’s unfortunate that a third-party study on healthcare outcomes is necessary, as it is a duty of public health agencies to ensure reasonable access to public health data. We are disappointed by the lack of willingness from the Minister of Health and PHSA to collaborate with local leaders and medical professionals on cardiac care improvements in Kamloops, but we hope for improved collaboration moving forward that will focus on equitable access to healthcare.”

This study on cardiac care outcomes for TRHD residents has already commenced, and more information will be provided once available. While the TRHD is not funding this study, the Board unanimously voted to support this initiative during its most recent meeting on March 26, 2026.

About the Thompson Regional Hospital District:

The TRHD finances construction projects or equipment purchases at healthcare facilities within its boundaries. Capital projects are cost-shared between the Province and the TRHD. To learn more about the TRHD, visit: tnrd.ca/trhd.

Media Contact:

Mike O'Reilly, Board Chair
Thompson Regional Hospital District
Tel.: 250 819-3165
Email: director.moreilly@tnrd.ca

Circular No. 26:09

May 7, 2026

To: Chief Administrative Officers

Re: **Preparing for Water Scarcity and Potential Drought Conditions in 2026**

Please be advised that drought conditions experienced across the province in recent years may occur again. As of April 1, 2026, the [average provincial snowpack](#) is 92% of normal with high variability across watersheds; and many basins are either well below or well above normal snowpack. While the risk of summer drought is currently highest for the South Coast and Southern Interior, conditions will greatly depend on weather patterns in the coming months, and we recommend all water suppliers once again prepare for an increased risk of experiencing drought in 2026.

Understanding drought versus water scarcity

Drought and water scarcity are related but distinct concepts that influence water management in different ways.

Drought is a natural climate condition that occurs when an area experiences an extended period of abnormally dry conditions relative to long-term historical patterns. Drought can be caused by low precipitation, low snowpack, early snowmelt and prolonged hot and dry conditions.

Water scarcity occurs when there is a lack of available water to meet human or ecological needs. It is shaped by both local climate conditions and human influences such as water use and infrastructure capacity. Unlike drought, water scarcity can occur even when conditions are not abnormally dry, especially in watersheds where demand regularly approaches or exceeds available supply.

At the local level, water scarcity depends on factors like source reliability, storage, infrastructure, and demand. Local governments and water suppliers are best positioned to assess their own system risks and take appropriate action.

Drought can make water scarcity worse by putting additional pressure on already constrained water supply systems, aquatic ecosystems, and community services. Proactive planning, preparedness, monitoring, and water management remain critical to strengthening long-term resilience to both drought and water scarcity.

Stay informed about current Drought Conditions and Water Scarcity Risks

The Province's [drought preparation and response website](#) has several online resources to support water suppliers through drought conditions. Each year, the Province updates B.C.'s operational plan for drought and water scarcity, which provides an overview of the provincial role in drought monitoring and water scarcity management.

Please look for the updated 2026 plan on the [BC drought information website](#) later this Spring.

To understand water scarcity risks, it is important to regularly monitor local conditions. The Province produces datasets to support water scarcity risk assessments including:

- The [Drought Portal](#) that displays provincial drought levels, streamflow, groundwater levels, and information on risks to aquatic ecosystems, and
- a [Map of 7-Day Average Streamflow](#) that displays Water Survey of Canada streamflow gauges relevant to your area.

Provincial drought levels provide information about how dry conditions are and how often these dry conditions may recur, at broad scales only. They cannot tell you if your systems will be impacted, or at risk of being impacted as this depends on the resilience of each water supply system in times of drought.

Agricultural water suppliers can find helpful resources on the Ministry of Agriculture and Food's [Drought in Agriculture](#) website. It includes factsheets, videos, tools, and information on financial support programs to help with on-farm water management and drought and water scarcity preparedness.

Take part in the water supply status survey

The province, in partnership with the Regional Health Authorities, will again reach out directly to drinking water suppliers across the province to invite you to submit water supply status information from June to October.

The Ministry of Water, Land and Resource Stewardship Drinking Water Team will send these survey invitations at regular intervals. We encourage you to take part and help us understand the state of drinking water supplies. By sharing information with the Province, we can better assess which communities are at risk of water supply issues, and where support may be needed.

Improve resilience to water scarcity, drought and other hazards

Actions local governments can take to better prepare your community for water scarcity, drought, and other hazards include:

- **Get to know your water source:**

The new Drinking Water Sources Dataset is now publicly available as an interactive online map on the provincial [Source Water webpage](#). This new dataset brings together information on drinking water sources including location information on drinking water systems, [intakes and wellheads](#), along with the [protection zones](#) and the [source areas](#) that supply them.

- **Establish a water supply monitoring program:**

If your water sources (raw water storage and inflows, or groundwater levels) are not gauged, consider establishing a water supply monitoring program, which will enable you to quantify the water available to your community and adjust water use accordingly. Professional consultants can help design an appropriate monitoring program for your systems. To improve drought resilience, it is recommended that all local governments monitor water supplies to gauge their current conditions and anticipate future water scarcity.

- **Prepare/update an emergency response and contingency plan:**

As a water licence holder, you hold rights and responsibilities under the Water Sustainability Act. Water licence holders are also required to ensure compliance with other applicable legislation. For example, section 10 of the [Drinking Water Protection Act](#) (DWPA) requires all water suppliers to have a written emergency response and contingency plan (ERCP) to be implemented in the event of an emergency or abnormal operational circumstances. Having an updated ERCP that includes drought response actions will help ensure water systems are prepared to deal with water shortages.

- **Implement water conservation measures:**

- **Prepare/update a water conservation plan:** The [Water Conservation Guide](#) provides guidance on creating these plans, which should be kept current and reviewed and updated at least every five years. An up-to-date water conservation plan endorsed by a local government's Council or Board is required for water and wastewater application-based capital funding through the Ministry of Housing and Municipal Affairs.
- **Bylaws:** A Water Conservation Plan can help you develop or update, a Water Conservation Bylaw, which may limit water use seasonally or in stages based on projections of water availability. Bylaws can be used to implement water use restrictions and bylaws can also be tied to permit approval processes, such as building or plumbing bylaws that offset additional water demands through conservation improvements or require water efficient or drought tolerant landscaping.

- Communication: Public outreach and communication can be an effective way to explain the importance of water conservation and incentivize people to take part in water conservation actions themselves.
 - Water metering: Universal water metering is also a very useful tool for demand management. If you have water metering, consider pricing structures that encourage water conservation.
 - Other examples of opportunities for conservation: Rebates for businesses and residents towards the use of low flow appliances and rain barrels, or the elimination of once-through cooling systems in commercial buildings could be considered.
- **Plan for the long term and future:**
It is helpful to consider drought resilience options for the future, even if these cannot be ready for 2026. Capital projects and investments that can improve drought resilience include leakage reduction, universal water metering, water reuse or reclamation, increased raw water storage, and developing secondary or back-up water sources.
 - **Share key drought and water management resources:**
Distribute the Ministry of Agriculture and Food's [Quick Guide to Drought Resources](#), a two-page summary of agricultural water-related supports. Encourage agricultural communities to subscribe to AgriService BC's monthly [Regional E-bulletins](#) for timely, region-specific updates on programs, events, and resources.

Keep up-to-date on the resources available to you

Caretaking the natural cycle that results in recharge of local water sources can also ensure that fresh water is retained or returned to local waterbodies and aquifers to maintain availability of drinking water and environmental flows. Consider how to protect watersheds and retain and absorb stormwater run-off. Permeable infrastructure and natural assets can retain valuable water.

The following sites have associated resources:

- [B.C. Climate Action Toolkit's Green Bylaws Toolkit](#) provides practical tools for protecting green infrastructure
- [Integrated stormwater management](#) information webpage
- Asset Management B.C.'s framework: [Asset Management for Sustainable Service Delivery](#)
- [The Partnership for Water Sustainability in B.C.](#) also has some additional resources

Thank you for your cooperation and attention to preparing for drought this year.

Brian Bedford

A handwritten signature in blue ink, appearing to read "Bedford", enclosed within a blue oval scribble.

Executive Director
Local Government Infrastructure and Finance Branch
Ministry of Housing and Municipal Affairs

Actionable Motion and Task List Tracker 2026

APRIL						
Date	Motion No.	Motion	Staff Responsible	Comments	Updates	Status
2025 MOTIONS						
	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-hold for intake and partner
2026 MOTIONS						
	R-2026-21	<p>bylaw that:</p> <ul style="list-style-type: none"> •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.	CAO	Prepare new bylaw, bring to council for adoption before end of July 6th deadline as per legislation		Complete
46090	R-2026-40	THAT, Policy C-05-2024 be referred to the Policy Review Committee for review and that recommendations clarifying the inclusion of In-kind contributions and donation requests within the Village's support framework be brought forward to Council at a future meeting.	CAO/EDT	Add to the Policy Review Committee discussion items list and schedule a meeting when there are enough agenda items. Consider including Facility use and other donations in the GIA Policy framework.		In-progress
46125	S-2026-01	THAT, Council authorize staff to submit an application to the Union of BC Municipalities (UBCM) Community Resiliency Investment (CRI) – 2026 FireSmart™ Community Funding intake; AND THAT, Council support the continuation of FireSmart™ programming in the Village of Ashcroft, with program scope to be aligned with approved grant funding.	CAO/EDT	Prepare Certified Resolution and submit application		Complete
46139	R-2026-61-63	THAT Council give first three reading to the Five Year Financial Plan Bylaw No. 884, 2026	CAO/CFO	Prepare Bylaw for adoption and bring to next meeting.		Complete
46139	R-2026-64-66	THAT, Council give first three reading of the Tax Rates Bylaw No. 885, 2026	CAO/CFO	Prepare Bylaw for adoption and bring to next meeting.		Complete
38834	R-2026-67	THAT Council adopt the Community Wildfire Resiliency Plan (CWRP) as presented; AND THAT the CWRP be submitted to the Union of British Columbia Municipalities to satisfy the Village's Community Resiliency Investment funding requirements.	CAO/FSC	Forward signed signature page to consultant for submission to UBCM.		Complete
46139	R-2026-68	THAT, Council adopt the Audited Financial Statements for 2025 as presented by Shawn Birkenhead, Partner at Doane Grant Thronton LLP	CFO			Complete
46139	R-2026-69	THAT, Council for the Village of Ashcroft extends its full support for the submission of an application to the Northern Development Initiative Trust's (NDIT) Marketing Initiatives funding stream seeking financial assistance of up to \$10,000.	CAO/EDT	Prepare Certified Resolution and submit application to NDIT		Complete
46139	R-2026-70	THAT, Council authorize HAWC, on behalf of Interior Health, to use the Village's Canada Post account number for a one-time only bulk mail-out to all post office boxes in Ashcroft, Cache Creek, Clinton, and Spences Bridge, to promote patient attachment at the Ashcroft UPCC, at no cost to the Village.	Admin	Notify HAWC of the approval		Complete

46139	R-2026-71	THAT, Council invites representatives from KSAR and the TNRD to discuss the Regional AAP that will be launched in mid May.	CAO	Notify TNRD and KSAR of Council's request and schedule the presentation		Complete
46139	R-2026-71	THAT, following a presentation to Council by a delegation, members of the public in attendance (including those participating electronically) be provided the opportunity to ask questions of the delegation prior to the delegation being dismissed and prior to the call for public input.	CAO	Update the bylaw and bring it back to Council for consideration		Complete

From: [Caroline Slade](#)
To: [Mayor, Village of Ashcroft](#); [Daniela Dyck](#); [Courtney Dash](#)
Subject: Follow up for April 27th Council Meeting
Date: May 7, 2026 11:45:39 AM

Hello,

Thank you for having me attend the April 27th Council meeting.

To follow up with the questions from the meeting, please review below:

1. Railing on Ashcroft Bridge – I have followed up with our Bridge Crew on the railing repair, and I was informed that we are holding off on repairing the railing at this time. Ministry is currently assessing this corner regarding all the strikes and are looking at re-engineering and possibly widening this section to give a wider birth for these semis to make the corner. Until we get this assessment back from Ministry, there is no further work we can complete at this time. Our bridge crew will continue to monitor this section. I will keep you posted as I know more.

2. Preloading Brining – by the way, this is a great idea. I have brought this forward to our staff in the area and we will take this into consideration for the next winter season. Thank you

3. Summer works – we have an update from Ministry on a big paving project being completed this year. They are paving Hwy 1 from Venables through Cache Creek and carry on to the junction of Hwy 97 and Hwy 99. This rough section at the junction will be fixed up. I do not have dates as to when this will start, but it is in the works.

Please let me know if there is any further information you need.

Have a great day!



CAROLINE SLADE
Quality Manager – SA16
M:236.593.2349 P: 250.374.3657
W: DawsonRoadMaintenance.ca
A: 6-1540 Springhill Drive, Kamloops, BC V2E 2H1

Connect with us on:



From: [Nina Johnson](#)
To: [Daniela Dyck](#)
Subject: RE: Reminder: Offer of Council Presentation - Regional Search and Rescue AAP
Date: May 1, 2026 11:52:12 AM
Attachments: [image001.png](#)
[image002.png](#)

Hi Daniela,

Thanks for your patience. Jamie and Paula are available to do a 10-minute virtual presentation to your Council on Monday, May 25th.
When you have the link, I'll pass it on.

Thanks,
Nina



Nina Johnson

Administrative Assistant,
Thompson-Nicola Regional District
300 - 465 Victoria Street | Kamloops, BC | V2C 2A9
Office: (250) 377-8673 | Fax: (250) 372-5048

tnrd.ca

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

From: Daniela Dyck <cao@ashcroftbc.ca>
Sent: April 30, 2026 9:48 AM
To: Nina Johnson <njohnson@tnrd.ca>
Subject: RE: Reminder: Offer of Council Presentation - Regional Search and Rescue AAP

EXTERNAL EMAIL

Do not click links or open attachments from unknown senders.

Hello Nina,

Following up on our previous conversations; Council would like to have a presentation in regard to the Regional Search and Rescue AAP.

Please advise your availability, council meets the second and fourth Monday of each month.

My best
Daniela

Daniela Dyck

Chief Administrative Officer

VILLAGE OF ASHCROFT
PO Box 129, Ashcroft, BC V0K 1A0