AGENDA

Committee of the Whole Meeting of Council

Village of Ashcroft Council Chambers, 601 Bancroft Street
Tuesday November 23, 2026, at 5:30 pm

1. **CALL TO ORDER**

"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**

3.1	**NONE**	

5. **BYLAWS FOR DISCUSSION**

3.1	**NONE**	

6. **STAFF REPORTS**

6.1	**CAO Report Council Committee, Working Group and External Board Appointments 2026–2030** PURPOSE: To provide Council with an opportunity to review and discuss committee appointments, external board representation, and Council portfolios for the 2026–2030 term. M/S *THAT, the Committee of the Whole rise and report its recommended appointments to the Regular Meeting of Council immediately following the Committee of the Whole meeting for Council's consideration and approval as follows:*	

1. **CLOSED MEETING**

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

7.1	**NONE**	

2. **TERMINATION**

COTW MEETING

TO: Mayor and Council **MEETING DATE:** November 23, 2026

FROM: Daniela Dyck, CAO,

SUBJECT: **Committee, Working Group and External Board Council Appointments**

RECOMMENDATION:

THAT, the Committee of the Whole rise and report its recommended appointments to the Regular Meeting of Council immediately following the Committee of the Whole meeting for Council's consideration and approval.

PURPOSE:

To provide Council with an opportunity to review and discuss committee appointments, external board representation, and Council portfolios for the 2026–2030 term.

Respectfully Submitted by:



Daniela Dyck,
Chief Administrative Officer

BACKGROUND:

Council members serve on a variety of internal committees, external boards, and working groups that support municipal operations, community partnerships, and Council's strategic priorities.

With the commencement of a new four-year term, it is appropriate for Council to review these appointments and consider the interests, experience, and availability of individual members.

Attached for reference are the previous Council's appointments and a proposed list of committees, boards, and working groups for the 2026–2030 term.

Several appointments, including the Deputy Mayor rotation, Finance Committee, and Thompson-Nicola Regional District representation, have already been identified. The remaining appointments are presented for Council's consideration.

DISCUSSION

The Committee of the Whole provides an opportunity for open discussion, allowing Council members to express their interests and preferences for committee and portfolio assignments.

In considering appointments, Council may wish to balance individual interests and experience with the responsibilities and time commitments associated with each position. Consideration should also be given to distributing responsibilities among Council members while maintaining effective representation on external boards and community organizations.

Council is also encouraged to consider the continued relevance of existing committees and working groups, recognizing that some may be adjusted, combined, or discontinued as priorities evolve.

Strategic Planning and Working Groups
The proposed working groups reflect the priorities established during the previous Council term. Following Council's upcoming strategic planning sessions, these groups may require adjustments to align with newly established priorities.

For the time being, Council may wish to make preliminary appointments, recognizing that the working groups and their membership may be revisited following strategic planning.

Northern Development Initiative Trust
Northern Development has requested that Council appoint one elected representative and one alternate to the Cariboo-Chilcotin/Lillooet Regional Advisory Committee (RAC).

The RAC provides regional input into economic development initiatives and funding recommendations. Northern Development encourages the appointment of representatives with an interest or experience in economic development.

The committee meets quarterly, with meetings generally lasting approximately four hours. At least two meetings are typically held in person, generally in 100 Mile House, and members are expected to attend a minimum of 75% of meetings annually. An alternate is expected to attend when the appointed representative is unavailable.

The first meeting is scheduled for January 26, 2027, and Northern Development has requested confirmation of appointments by November 30, 2026.

Flexibility Throughout the Term
Although appointments are intended to provide continuity throughout the four-year term, they are not necessarily permanent.

Council may review and reassign appointments at its discretion to accommodate changing priorities, availability, interests, or operational requirements, subject to any applicable committee or external organization requirements.

FINANCIAL IMPLICATIONS
There are no immediate financial implications associated with this discussion. Attendance at certain external board and committee meetings may involve travel and related expenses, which will be managed in accordance with applicable Village policies and external organization reimbursement provisions.

ATTACHMENTS
Council Appointments 2023–2026
Proposed Council Appointments 2026–2030
Northern Development Initiative Trust – Appointment Request
Northern Development – Regional Advisory Committee Guide
Northern Development – 2027 Meeting Schedule

COUNCIL APPOINTMENTS 2023 - 2026

Deputy Mayor Appointments:
Councillor Anstett – Nov. 1, 2022 – Oct. 31, 2023
Councillor Clement Nov. 1, 2023 – Oct. 31, 2024,
Councillor Davenport Nov. 1, 2024 – Oct. 15, 2026 (extended due to by-election)
Councillor Tedford - TBD

Active Standing Committees:
Finance Committee – B. Roden / J. Clement / C. Tedford
Policy Review Committee – B. Roden / J. Clement / Alternate: J. Anstett

Select Committees:
Japanese Mural Repair – N. Davenport / C. Tedford

External Boards:
Thompson Nicola Regional District – B. Roden / Alternate: Deputy Mayor
Northern Development Initiative Trust – J. Clement / Alternate: N. Davenport
Gold Country Communities Society – B. Roden / Alternate: J. Clement
Historic Hat Creek Ranch – B. Roden / Alternate: N. Davenport
Landfill Monitoring Committee – J. Anstett / Alternate: C. Tedford
Health Care (HAWC) – J. Clement / Alternate: N. Davenport
School District #74 – J. Clement / Alternate: B. Roden
Ashcroft Cache Creek Seniors Association – C. Tedford / Alternate: J. Anstett
Municipal Insurance Association – B. Roden / Alternate: Deputy Mayor
Ashcroft HUB Society – N. Davenport / Alternate: C. Tedford

Internal Boards:
Ashcroft Fire Rescue – C. Tedford/ Alternate: N. Davenport
Emergency Support Services – J. Anstett / N. Davenport
Para Transit Committee – J. Anstett / Alternate: B. Roden
Economic Development & Tourism – J. Clement / N. Davenport

Working Groups:
Governance, Public & Inter-Governmental Engagement – B. Roden / J. Clement
Enhancing Parks, Recreation, Arts & Culture Amenities – N. Davenport / J. Clement
Safety & Protection – J. Anstett / C. Tedford
Managing Infrastructure and Assets – B. Roden / J. Anstett
Community Planning and the Natural Built Environment – B. Roden / J. Anstett
Upholding Fiscal Responsibilities & Promoting Transparency – 2 Council members plus 1 alternate*
Excellence in Service Delivery – 2 Council members plus 1 alternate*

*Currently does not have actions assigned that would require meetings

COUNCIL APPOINTMENTS 2026 – 2030

Deputy Mayor Appointments:
November 3, 2026 – October 31, 2027 – Councillor, Jonah Anstett
November 1, 2027 – October 31, 2028 – Councillor, Nadine Davenport
November 1, 2028 – October 31,2029 – Councillor, Jessica Mike
November 1, 2029 – October 19, 2030 – Councillor, Warren Wall

Active Standing Committees:
Finance Committee – Mayor Roden, Councillors Anstett and Mike
Policy Review Committee –

Select Committees: (2 Council Members)
Japanese Mural Repair –
Add – **75th Anniversary of Incorporation**

External Boards:
Thompson Nicola Regional District – Mayor Roden – Alternate - Deputy Mayor
Northern Development Initiative Trust – Requires quarterly RAC Regional meetings in person or virtual.
~~**Gold Country Communities Society –**~~ ?
~~**Historic Hat Creek Ranch –**~~ ?
Landfill Monitoring Committee – Requires quarterly site visit and follow up virtual meeting
Health Care (HAWC) –
School District #74 –
Ashcroft Cache Creek Seniors Association – TVMS Invitation should this be renamed Seniors Liaison and be more inclusive?
Municipal Insurance Association –
Ashcroft HUB Society –

Internal Boards:
Ashcroft Fire Rescue –
Emergency Support Services –
Para Transit Committee –
Economic Development & Tourism –

Working Groups: Appoint 2 Council members plus 1 alternate. These will change after strategic planning sessions
Governance, Public & Inter-Governmental Engagement –
Enhancing Parks, Recreation, Arts & Culture Amenities –
Safety & Protection –
Managing Infrastructure and Assets –
Community Planning and the Natural Built Environment –
Upholding Fiscal Responsibilities & Promoting Transparency –
Excellence in Service Delivery –

NORTHERN DEVELOPMENT

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Fax: 250-561-2563

info@northerndevelopment.bc.ca
www.northerndevelopment.bc.ca

October 27, 2026

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

Attention: **Daniela Dyck**
Chief Administrative Officer

Subject: **Appointments to the Cariboo-Chilcotin/Lillooet Regional Advisory Committee Following Local Government Elections - Northern Development Initiative Trust**

Northern Development Initiative Trust (Northern Development) is an independent regional economic development corporation focused on stimulating economic diversification and job creation in central and Northern British Columbia.

Northern Development's board of directors is advised by four regional advisory committees comprised of elected local government leaders from each of the regions. This ensures that local knowledge is incorporated into Northern Development's Strategic Plan as well as funding approval processes.

In follow-up to the local government elections held on October 17, 2026, please consider this letter as Northern Development Initiative Trust's request to have appointments to the Cariboo-Chilcotin/Lillooet Regional Advisory Committee listed as an agenda item at your November 2026 council/board meeting. Please appoint an elected official to the Cariboo-Chilcotin/Lillooet Regional Advisory Committee as well as an alternate who may represent your appointee in his/her absence.

We are seeking appointees with experience or interest in economic development, where possible. Attached with this letter is a brief outline of the role of the regional advisory committee, time requirements, meeting dates for 2027 and the committee's terms of reference.

It is important that you advise our office by Monday, November 30, 2026, so that we can send an agenda package to the appropriate representative prior to the first scheduled regional advisory committee meeting in January 2027.

The first meeting of the Cariboo-Chilcotin/Lillooet Regional Advisory Committee is scheduled for Tuesday, January 26, 2027. At that meeting, committee members will elect a Chair and Vice Chair for the Cariboo-Chilcotin/Lillooet Regional Advisory Committee. Please note, the appointed member will receive additional information to support orientation in the weeks following the appointment.

Please confirm receipt of this request. If you have any questions or concerns with this request, please contact Angela Anfield, Corporate Administrator, Northern Development by telephone at 250-561-2525 or via email at angela@northerndevelopment.bc.ca.

Thank you.

Sincerely,

Benjamin Campbell
Chief Executive Officer

Northern Development Initiative Trust

Regional Advisory Committee Guide

Overview of the Regional Advisory Committee's Role

The regional advisory committee's role is to provide advice to the board on governing the Trust's assets and corporate policy. It is also the responsibility of the committees to elect two of their members to represent them on the board for two-year terms. Although each regional advisory committee member is appointed by a local government or represents a provincial constituency or appointment, the committees are intended to function in the best interests of the corporation and to make decisions by consensus or vote.

The board of directors should ensure that the money in each regional development account is spent in accordance with the recommendation of the regional advisory committee for the region. That said, the board of directors may reject any recommendation made to them by the regional advisory committee.

The regional advisory committees may identify projects that they consider appropriate for the application of the money in the Cross Regional Account and the Pine Beetle Recovery Account and may recommend to the board the ways in which the money in the regional development account, applicable to their region, could be spent.

The regional advisory committees are critical to the success of the Trust as they provide important local area intelligence that informs the Trust's program and initiatives and are the source of most directors who join the board of the corporation. In this way, it is important to work with each committee to identify and develop possible board candidates to ensure the long-term continuity of the corporation.

Each regional advisory meets quarterly, approximately one month prior to a meeting of the Trust's board of directors. This is done to ensure that each committee has an opportunity to provide support, advice or direction on projects and initiatives within its area before the board deliberates on specific projects or initiatives.

Time requirements

Regional advisory committee members meet four time per year. Meetings are generally four hours in length but can be longer or shorter depending upon the size of the meeting agenda. At least two of the four meetings are held in person each year, typically the first two meetings of the year.

Committee members are required to attend 75% of meetings each year. Each year's meeting dates are adopted by the regional advisory committee in the autumn of the previous year. If committee members can't attend a meeting, they are to notify the Trust's Executive Coordinator and arrange to have their alternate attend on their behalf.

Committee members are required to review each meeting agenda prior to the meeting. Agendas are typically sent out 1-2 weeks ahead of each meeting.

In-person meetings are held in centralized location to maximize attendance from committee members who represent vast geographic areas.

- **Cariboo-Chilcotin/Lillooet Regional Advisory Committee meeting location:** District of 100 Mile House (municipal hall)
- **Northwest Regional Advisory Committee meeting location:** City of Terrace (municipal hall)
- **Northeast Regional Advisory Committee meeting location:** City of Fort St. John (municipal hall)
- **Prince George Regional Advisory Committee meeting location:** City of Prince George (Northern Development boardroom)

NORTHERN DEVELOPMENT

Cariboo-Chilcotin/Lillooet Regional Advisory Committee
Terms of Reference
January 19, 2021

1. The Cariboo-Chilcotin/Lillooet (CCL) RAC shall consist of one member from each incorporated municipality within the regional districts, two members from the board of the Cariboo Regional District, two members from the board of the Thompson-Nicola Regional District, two members of the board from the Squamish-Lillooet Regional District and the member of the legislature (MLA) from each provincial electoral area. Provincially appointed directors of the Northern Development Initiative Trust board are invited to attend as ex-officio non-voting members.
    a. Each municipal council shall elect by majority vote, a member of council to represent their municipality at the CCL RAC and an alternate member of council to attend in case of absence.
    b. The Cariboo Regional District (CRD), the Thompson-Nicola Regional District (TNRD) and the Squamish-Lillooet Regional District (SLRD) shall appoint, two electoral area directors and an alternate director to attend in case of absence.
    c. Each municipality and regional district shall notify Northern Development staff in writing of their selections.
    d. The CCL RAC shall consist of nineteen (19) voting members.
    e. A quorum shall consist of nine (9) voting members. In the event that a quorum is not present at the meeting, the meeting will proceed, however, Northern Development staff will poll the CCL RAC members for recommendations on projects that have been submitted for RAC review.
    f. Member local governments consist of the District of 100 Mile House, Village of Ashcroft, Village of Cache Creek, Village of Clinton, District of Lillooet, District of Logan Lake, Village of Lytton, City of Quesnel, District of Wells, City of Williams Lake, Cariboo Regional District, Squamish-Lillooet Regional District and the Thompson-Nicola Regional District.

2. At the first meeting of each year, the CCL RAC members shall select a chair and vice-chair. Selection criteria is:
    a. Must be a duly elected member of a local government and appointed by that local government to the CCL RAC.
    b. Must be duly nominated and the nomination must be accepted by the member of the CCL RAC.

NORTHERN DEVELOPMENT

Cariboo-Chilcotin/Lillooet Regional Advisory Committee
Terms of Reference
September 16, 2025

The Cariboo-Chilcotin/Lillooet Regional Advisory Committee (CCL RAC), by majority resolution, adopts the following amended Terms of Reference (TOR) at the CCL RAC board meeting held on Tuesday, September 16, 2025.

1. The Cariboo-Chilcotin/Lillooet (CCL) RAC shall consist of one member from each incorporated municipality within the regional districts, two members from the board of the Cariboo Regional District, two members from the board of the Thompson-Nicola Regional District, two members of the board from the Squamish-Lillooet Regional District and the member of the legislature (MLA) from each provincial electoral area. Provincially appointed directors of the Northern Development Initiative Trust board are invited to attend as ex-officio non-voting members.
    a. Each municipal council shall elect by majority vote, a member of council to represent their municipality at the CCL RAC and an alternate member of council to attend in case of absence.
    b. The Cariboo Regional District (CRD), the Thompson-Nicola Regional District (TNRD) and the Squamish-Lillooet Regional District (SLRD) shall appoint two electoral area directors and an alternate director to attend in case of absence.
    c. Each municipality and regional district shall notify Northern Development staff in writing of their selections.
    d. The CCL RAC shall consist of nineteen (19) voting members.
    e. A quorum shall consist of nine (9) voting members. In the event that a quorum is not present at the meeting, the meeting will proceed, however, Northern Development staff will poll the CCL RAC members for recommendations on projects that have been submitted for RAC review.
    f. Member local governments consist of the District of 100 Mile House, Village of Ashcroft, Village of Cache Creek, Village of Clinton, District of Lillooet, District of Logan Lake, Village of Lytton, City of Quesnel, District of Wells, City of Williams Lake, Cariboo Regional District, Squamish-Lillooet Regional District and the Thompson-Nicola Regional District.

2. At the first meeting of each year, the CCL RAC members shall select a chair and vice-chair. Selection criteria is:
    a. Must be a duly elected member of a local government and appointed by that local government to the CCL RAC.
    b. Must be duly nominated and the nomination must be accepted by the member of the CCL RAC.
    c. The chair shall be elected with a simple majority vote held by secret ballot. The same process will be held for the vice-chair.
    d. The election will be conducted by Northern Development Initiative Trust staff.

3. The chair will be responsible for the following:
    a. Approving the agenda.
    b. Coordinating meeting dates, places and times with Northern Development Initiative Trust staff.
    c. Ensuring minutes are duly recorded, reviewed, approved and distributed.
    d. Chair the meeting (or vice-chair in the absence of the chair).
        1. If both the Chair and the Vice-Chair are not present at a meeting, the committee members present may elect an acting Chair who, during that meeting, has all the powers of the Chair and is subject to all rules applicable to the Chair.
    e. Ensuring each CCL RAC member meets the Terms of Reference and is a duly elected official. Should a member cease to be eligible, the chair (or vice-chair in the absence of the Chair) shall notify the member municipality, CRD, TNRD, SLRD or provincial electoral area that the member no longer meets the requirements of the legislation.

4. The terms of a member, chair and vice-chair are:
    a. Local government representatives will be appointed at the discretion of the municipality or regional district.
    b. The chair and vice-chair of the regional advisory committee will be appointed for a one (1) year period, commencing at the first meeting of the year and expiring at the first meeting the following year.

5. Election of CCL RAC members to Northern Development board
    a. Two (2) of the CCL members shall be appointed by election as directors to the Northern Development board.

b. The term of office of a director of the Northern Development board shall be two years from the expiry of the term of the retiring director that he or she replaces.

c. The CCL RAC has the authority under the NDIT Act to remove and replace, in accordance with any procedures it has established for that purpose, any individual the regional advisory committee has appointed as a director of the Northern Development Initiative Trust.

d. Those directors appointed to the Northern Development board shall attend a minimum of three (3) regular meetings in each calendar year. Any director who does not fulfill this obligation may be removed from the Northern Development board forthwith.

e. If a director is removed and replaced under Section 5 (c) and (d):

   i) The CCL RAC must promptly notify the directors of Northern Development of the replacement appointment; and

   ii) The term of office of the replacement director is the remainder of the term of the director he or she replaces.

6. Other:

   a. Only one member from each municipality, two members from the CRD, two members from the TNRD, two from the SLRD and one from each provincial electoral area may cast a vote at a CCL RAC meeting.

   b. Alternate directors may attend all CCL RAC meetings. An invitation to speak will be by majority vote by CCL RAC members. Alternate directors attending meetings in the presence of the director shall not be eligible for reimbursement of costs or per diem.

   c. Meetings shall normally be held four times per year prior to Northern Development Initiative Trust board meetings.

   d. Matters pertaining to proposal evaluation shall be addressed in an in-camera portion of the scheduled CCL RAC meeting.

   e. Phone or video conference meetings of the CCL RAC are appropriate.

7. Annual Account Allocation Procedures and Policies:

   a. Funding support will be focused on projects that have confirmed all other sources of funding in order to ensure that the highest possible amount of approved funding is provided to projects that are in a position to move forward in the year they are approved. Staff may present projects for consideration where all other funding is not confirmed, and staff due diligence should indicate that the likelihood of confirmation is high and there is a date proposed for final funding confirmation that allows the project to proceed within the timelines identified, or there are other compelling reasons for project funding consideration.

3.5 Expense Reimbursement

Expense claims (and associated receipts) must be received by Northern Development office a maximum of thirty days following the meeting date. In the event of extenuating circumstances while traveling, claims must provide a brief explanation for any costs in excess of the normal charges.

Board members and Regional Advisory Committee members may claim the following expenses:

1. Hotel:

Due to lengthy travel distances in some regions, a hotel stay may be required to facilitate members' attendance at meetings. Board members and Regional Advisory Committee members that are elected local government officials are eligible for the municipal rate when booking rooms and that rate should be requested at the time of booking. Miscellaneous charges for mini-bar, movies, or alcoholic beverages, etc. will not be reimbursed.

2. Airfare:

Return airfare costs may be incurred to attend meetings. These expenses should be the most direct flight option available and will be paid upon receipt of the paid invoice.

3. Mileage:

This expense is for use of a personal vehicle to attend meetings. Return mileage from the member's home location to the meeting location is claimable at a rate of $0.53 per kilometre.

4. Meals and Per Diem:

The per diem allowance is designed to cover all meal and gratuity costs for the member to attend the meeting. Members of the Board and Regional Advisory Committee are entitled to claim $100.00 per diem for each meeting day in lieu of out of pocket expenses. Where travel is required, if the member leaves prior to 12:00 noon to travel to the meeting, he/she is entitled to claim $100 full day per diem. If the member leaves after 12:00 noon, he/she is entitled to claim a ½ day per diem of $50. Members may claim $30 per month for cell phone/internet use as long as they are not being reimbursed by another community or organization. This amount is only to be claimed for the month the meeting was held.

5. Miscellaneous Expenses:

Incidental expenses incurred in the normal course of attending a meeting (e.g. taxi, parking, and/or telephone charges) may be claimed. All receipts must be attached. Northern Development will not accept claims for fines or dues.

Northern Development Initiative Trust

2027 Meeting Schedule

January 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	BCNRF			22	23
24/31	25	26	27	28	29	30

February 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	COFI			10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	BCEDA				21	22
23	24	25	26	27	28	29
30	31					

June 2027

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2027

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2027

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	UBCM					25
26	27	28	29	30		

October 2027

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2027

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Northern Development board meetings

Cariboo-Chilcotin/Lillooet RAC meetings

Northeast RAC meetings

Northwest RAC meetings

Prince George RAC meetings

Cut-off dates for receiving completed application packages for Community Development programs.

2027 Statutory Holidays

Meeting Dates - 2027