



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR AGENDA

FOR THE MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY, NOVEMBER 27, 2017

1. **CALL TO ORDER**
 2. **MINUTES**
 - 2.1. Minutes of the Regular Meeting of Council held on Tuesday, November 14, 2017 P. 1-9
 3. **DELEGATIONS**
 - 3.1. None
 4. **CORRESPONDENCE**
 - 4.1. Consul General of Japan
 - Invitation to Mayor Jeyes to attend celebration on December 8, 2017 P. 10
 - 4.2. Jessica Clement, Literacy Outreach Coordinator
 - Donation of Family Free Skate on Saturday, January 27, 2018 P. 11
 - 4.3. Ashcroft & District Chamber of Commerce
 - Santa Madness Event and Parade, December 8, 2017 P. 12-13
 - 4.4. Ambulance Paramedics of BC
 - Ambulance Services in Your Community – Advocacy Documents P. 14-20
 5. **UNFINISHED BUSINESS**
 - 5.1. Long-term Infrastructure and Asset Management Plan
 - Work Program and Project Schedule P. 21-37
 6. **NEW BUSINESS**
 - 6.1. Ashcroft Minor Soccer
 - Request to develop ball field into full size soccer field P. 38-39
 7. **BYLAWS**
 - 7.1. **Introduction and First Three Readings**
 - 7.1.1. None
 - 7.2. **Reconsideration and Final Adoption**
 - 7.2.1. None
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8. **INFORMATION CORRESPONDENCE**

8.1. Information Correspondence Listing for November 27, 2017

P. 40

9. **REPORTS**

Council Reports

9.1. **Finance Committee – Mayor Jeyes, Councillor Roden & Councillor Kormendy**

9.2. **Cache Creek Environmental Assessment Committee – Mayor Jeyes
& Councillor Kormendy**

9.3. **Northern Development Initiative Trust – Councillor Trill & Councillor Kormendy**

9.4. **Gold Country Communities Society – Councillor Trill & Councillor Roden**

9.5. **TNRD – Mayor Jeyes & Councillor Lambert**

9.6. **Tourism – Councillor Roden & Councillor Lambert**

9.7. **School District No. 74 (Gold Trail) Liaison – Councillor Lambert & Mayor Jeyes**

The Board Bulletin – Highlights of the Board of Education Meeting November 7, 2017

9.8. **Economic Development & Chamber of Commerce - Councillor Roden
& Mayor Jeyes**

9.9. **Historic Hat Creek– Mayor Jeyes & Councillor Trill**

9.10. **Heritage – Councillor Roden & Councillor Kormendy**

9.11. **Transit – Councillor Kormendy & Councillor Roden**

9.12. **Wellness & Music (Kids) Festival – Councillor Trill & Councillor Roden**

9.13. **Seniors’ Liaison – Councillor Lambert & Councillor Roden**

9.14. **Communities in Bloom – Councillor Trill & Councillor Roden**

9.15. **Health Care – Mayor Jeyes & Councillor Lambert**

9.16. **Bifuka Sister City Relationship – Councillor Kormendy & Councillor Lambert**

9.17. **Other**

(Motion to receive both verbal and written reports)

9.18. **Administration**

Chief Administrative Officer

9.18.1. None

Chief Financial Officer

9.18.2. None

10. **INCAMERA**

10.1. None

11. **TERMINATION**



THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR MINUTES

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS
OF THE VILLAGE OFFICE AT 4:30 PM ON TUESDAY, NOVEMBER 14, 2017

PRESENT: Councillor Helen A. Kormendy
Councillor Barbara H. Roden
Councillor Wm. Alfred Trill

J. Michelle Allen, Chief Administrative Officer/Clerk
Yoginder Bhalla, Chief Financial Officer
Wayne Robinson, Deputy Corporate Officer

EXCUSED: Mayor John C. (Jack) Jeyes
Acting Mayor Doreen E. Lambert

1. **CALL TO ORDER**

In accordance with the Village of Ashcroft Procedures Bylaw No. 731, Section 9 the Clerk assumed the chair and called the meeting to order at 4:35 pm.

As there was a quorum of Council, Councillor Barbara H. Roden was chosen to chair the meeting in the absence of the Mayor and the Acting Mayor.

Acting Mayor Roden assumed the chair.

2. **MINUTES**

2.1. **Minutes of the Committee of the Whole Meeting of Council held on Monday, October 23, 2017**

Acting Mayor Roden declared the minutes adopted as presented.

2.2. **Minutes of the Regular Meeting of council held on Monday, October 23, 2017**

Acting Mayor Roden declared the minutes adopted as presented.

3. **DELEGATIONS**

3.1. None

4. ACCOUNTS PAYABLE

4.1. Accounts Payable Listing for the period ending November 7, 2017

M/S Councillor Trill / Councillor Kormendy

“That the accounts payable listing for the period ending November 7, 2017 be received and filed.”

Carried. (01-11-17)

5. CORRESPONDENCE

5.1. The Salish Sea – Recognition of December 11th – A Day For Our Common Future

M/S Councillor Kormendy / Councillor Trill

“That the Village of Ashcroft recognize December 11th as A Day For Our Common Future as requested by the Salish Sea Trust.”

Carried. (02-11-17)

5.2. Local Government Leadership Academy – 2018 Leadership Forum, January 31 – February 2, 2018

M/S Councillor Kormendy / Councillor Trill

“That the Local Government Leadership Academy 2018 Leadership Forum be distributed to all members of Council and any member who wishes to attend is authorized to register for the event.”

Carried. (03-11-17)

5.3. Clinton Annual Ball – Invitation to purchase Tickets for 151st Annual Ball, May 19, 2018

M/S Councillor Trill / Councillor Kormendy

“That the Village of Ashcroft purchase two tickets for the 151st Annual Clinton Ball so that the Mayor and his guest may represent the community at the event.”

Carried. (04-11-17)

5.4. Jackie Tegart, MLA, Fraser-Nicola – Information enclosing FireSmart Brochures

M/S Acting Mayor Roden / Councillor Kormendy

“That the FireSmart Brochures be received and filed.”

Carried. (05-11-17)

5.5. BC Community Achievement Awards – Nomination Deadline, January 15, 2018

M/S Acting Mayor Roden / Councillor Kormendy

“That the BC Community Achievement Awards information be received and filed once the information has been placed on our website and in the next newsletter.”

Carried. (06-11-17)

5.6. Hon. Melanie Marks, Minister of Advanced Education, Skills and Training – Follow up to meeting during 2017 UBCM Convention

M/S Councillor Kormendy / Councillor Trill

“That the correspondence from Hon. Melanie Marks, Minister of Advanced Education, Skills and Training enclosing information further to our meeting at the UBCM convention be placed on our website and then be received and filed.”

Carried. (07-11-17)

5.7. Ashcroft & Area Community Resource Society – Request for Donations for 2017 Christmas Hampers

M/S Councillor Roden / Councillor Kormendy

“That the correspondence from the Ashcroft & Area Community Resource Society requesting donations for the 2017 Christmas Hampers be received and filed.”

Carried. (08-11-17)

5.8. Hon. Katrine Conroy, Minister of Children and Family Development – November is Adoption Awareness Month in BC

M/S Councillor Kormendy / Councillor Trill

“That the correspondence from the Hon. Conroy, Minister of Children and Family Development advising that November is Adoption Awareness Month in BC be received and filed.”

Carried. (09-11-17)

6. UNFINISHED BUSINESS

6.1. Village of Ashcroft Finance Committee – Proposed Terms of Reference for Council’s Approval

M/S Councillor Kormendy / Councillor Trill

“That the Terms of Reference for the Finance Committee be approved as presented.”

Carried. (10-11-17)

7. NEW BUSINESS

7.1. Buy Local! Buy Fresh! – Invitation to Participate in 2018 Program

M/S Councillor Trill / Councillor Kormendy

“That the Village of Ashcroft participate in the 2018 Buy Local! Buy Fresh! Program by purchasing a \$500 advertising package.”

Carried. (11-11-17)

7.2. Northern Development Initiative Trust – Request for appointment to Cariboo Chilcotin/Lillooet Regional Advisory Committee and 2018 meeting schedule

M/S Acting Mayor Roden / Councillor Kormendy

“That the Village of Ashcroft confirm that Councillor Alf Trill and Councillor Helen Kormendy will continue to be our representative and alternate on the NDIT Cariboo-Chilcotin/Lillooet Regional Advisory Committee for 2018.”

Carried. (12-11-17)

7.3. Annual Approval of 2018 Council Meeting Dates

M/S Acting Mayor Roden / Councillor Kormendy

“That the 2018 Scheduled Meeting Dates be approved as presented and further that the meeting schedule be posted on the Village of Ashcroft website and that reference to the meeting schedule be included in the annual Christmas advertisement.”

Carried. (13-11-17)

7.4. NDIT Economic Development Capacity Building Grant – Authorization to submit grant application for 2018 program

M/S Councillor Kormendy / Councillor Trill

“That staff be authorized to submit a grant application in the amount of \$50,000 through the NDIT Economic Development Capacity Building Program for 2018 projects.”

Carried. (14-11-17)

7.5. NDIT Love Ashcroft Program- Authorization to submit grant application for 2018 program

M/S Councillor Kormendy / Councillor Trill

“That staff be authorized to submit a grant application in the amount of \$1,200 through the NDIT Love Ashcroft Program for 2018.”

Carried. (15-11-17)

7.6. NDIT Business Façade Improvement Program – Authorization to submit grant application for 2018 program

M/S Councillor Kormendy / Councillor Trill

“That staff be authorized to submit an application in the amount of \$15,000 to participate in the 2018 NDIT Business Façade Improvement Program.”

Carried. (16-11-17)

7.7. UBCM Long Term Infrastructure and Asset Management Plan – Request to apply for project extension to June 30, 2018

M/S Councillor Kormendy / Councillor Trill

“That Council authorize staff to request an extension of the deadline for the UBCM Village of Ashcroft Long Term Infrastructure & Asset Management Grant to June 30, 2018”

Carried. (17-11-17)

7.8. Proposal for Emergency Responder Mosaic – Installed on side of Fire Hall

M/S Acting Mayor Roden / Councillor Kormendy

“That the Village of Ashcroft commission a mosaic mural for the front of the Ashcroft Fire Hall No. 2 to honour the fire fighters, RCMP and other first responders who put their lives on hold to protect our community during the 2017 Elephant Hill Wildfire.”

Carried. (17-11-17)

7.9. Ashcroft Navy League – Request for Grant-In-Aid

M/S Councillor Kormendy / Councillor Trill

“That the Village of Ashcroft provide a 2017 Grant in Aid to the Ashcroft Navy League Branch in the amount of \$500 as requested in their letter dated November 7, 2017.”

Carried. (18-11-17)

8. BYLAWS

8.1. Introduction and First Three Readings

8.1.1. None

8.2. Reconsideration and Final Adoption

8.2.1. Bylaw No. 814, cited as “Village of Ashcroft Waste Removal and Disposal Bylaw Amendment Bylaw No. 814, 2017

M/S Acting Mayor Roden / Councillor Kormendy

“That Bylaw No. 814, Village of Ashcroft Waste Removal and Disposal Bylaw Amendment Bylaw No. 814, 2017 be reconsidered and finally adopted.”

Carried. (19-11-17)

9. INFORMATION CORRESPONDENCE

9.1. Information Correspondence Listing for November 14, 2017

M/S Councillor Trill / Councillor Kormendy

“That the information correspondence listing for November 14, 2017 be received and filed.”

Carried. (20-11-17)

10. REPORTS

Council Reports

10.1. Finance Committee – Mayor Jeyes, Councillor Roden & Councillor Kormendy

Council met with the Auditors earlier in the day to review the interim audit findings and review the roles and responsibilities of the Finance and Audit Committees

10.2. Cache Creek Environmental Assessment Committee – Mayor Jeyes & Councillor Kormendy

Next meeting is December 13, 2017 at the Cache Creek Village Office

Council was advised that Belcorp Environmental Services Inc. are currently advertising for people interested in sitting on the Cache Creek Landfill Extension Advisory Committee.

10.3. Northern Development Initiative Trust – Councillor Trill & Councillor Kormendy

No report

10.4. Gold Country Communities Society – Councillor Trill & Councillor Roden

No report

10.5. TNRD – Mayor Jeyes & Councillor Lambert

Council reviewed the Current – Highlights from the Board of Directors’ meeting held on November 9, 2017

10.6. Tourism – Councillor Roden & Councillor Lambert

Council reviewed the Ashcroft Museum 2017 Annual Report. Acting Mayor Roden advised that she was working with Kathy Paulos on the 2018 Annual Heritage Event.

10.7. School District No. 74 (Gold Trail) Liaison – Councillor Lambert & Mayor Jeyes

No report

10.8. Economic Development & Chamber of Commerce - Councillor Roden & Mayor Jeyes

Council was advised that the Chamber of Commerce and the Zarthan Lodge were sponsoring the 2017 Santa Madness Parade.

10.9. Historic Hat Creek– Mayor Jeyes & Councillor Trill

No report

10.10. Heritage – Councillor Roden & Councillor Kormendy

No report

10.11. Transit – Councillor Kormendy & Councillor Roden

No report

10.12. Wellness & Music (Kids) Festival – Councillor Trill & Councillor Roden

No report

10.13. Seniors' Liaison – Councillor Lambert & Councillor Roden

Council was advised that the Seniors' Annual Fall Bazaar was a success and well attended by the public.

10.14. Communities in Bloom – Councillor Trill & Councillor Roden

No report

10.15. Health Care – Mayor Jeyes & Councillor Lambert

M/S Councillor Kormendy / Acting Mayor Roden

“That Council invite representatives from Interior Health to a meeting to discuss how we can support residents as they age and further have a discussion regarding innovative approaches to the medicalization of aging and maintaining a quality of life in their later years.”

Carried. (21-11-17)

10.16. Bifuka Sister City Relationship – Councillor Kormendy & Councillor Lambert

10.17. Other

Ashcroft Museum Annual Report for 2017 – Highlights and attendance figures

M/S Councillor Trill / Councillor Kormendy

“That Council receive the verbal and written reports as presented.”

Carried. (22-11-17)

10.18. Administration

Chief Administrative Officer

10.18.1. Summary of meetings held during UBCM Convention, September 25-30, 2017

Council reviewed the summary of meetings held during the 2017 UBCM Convention

10.18.2. Notes of the Community Forum held on Thursday, November 2, 2017

Council reviewed the notes of the Community Forum held on Thursday, November 2, 2017

10.18.3. Siding Options for Historic Fire Hall

The CAO provided Council with samples of siding options for the Historic Fire Hall. There was cedar siding with stain and hardie plank samples.

M/S Councillor Trill / Acting Mayor Roden

“That the Village of Ashcroft reside the historic fire hall with hardie plank on the hose tower and use cedar siding on the main structure of the building to allow for some fire protection as well as reduced maintenance and further that this change in materials must meet the funding guidelines for the project.”

Carried. (23-11-17)

Chief Financial Officer

10.18.4. The Chief Financial Officer advised that the Auditor had no objections to no longer providing council with paper copies of the monthly financial statements provided the on line programs were updated monthly. A report will be brought back to council for the next meeting.

M/S Councillor Trill / Acting Mayor Roden

“That the Village of Ashcroft cease including the Accounts Payable listing in the regular council meeting agendas due to privacy concerns and further that this change be reflected in the next procedure bylaw review.”

Carried. (24-11-17)

11. **INCAMERA**

11.1. **Section 90.1.(i) – A matter that requires legal advice prior to a decision**

M/S Acting Mayor Roden/Councillor Trill

“That the regular meeting of council move in-camera to discuss an item under Section 90.1.(i) of the Community Charter at 5:50 pm.”

Carried. (25-11-17)

12. **TERMINATION**

M/S Councillor Trill / Acting Mayor Roden

“That the regular meeting of council terminate at 6:33 pm.”

Carried.

Barbara H. Roden, Acting Mayor

Certified to be a true and correct copy of
the Minutes of the Regular Meeting of Council
held Tuesday, November 14, 2017.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw



*To celebrate the 84th Birthday of His Majesty The Emperor
Consul General of Japan Asako Okai
and Mr. Tomoaki Okai
request the pleasure of the company of*

Mayor Jack Jeyes

*at a Reception
on Friday, December 8th, 2017 from 6:00 to 8:00 p.m.
at Grand Ballroom, The Westin Bayshore,
1601 Bayshore Drive, Vancouver*

*R.S.V.P. by November 30th
Tel: 604-684-5868 (Ext: 230)
Fax: 604-684-6939
Email: cgoffice@vc.mofa.go.jp*

*Dress: Business Attire / National Dress
Please present this card at the reception
This invitation is non-transferable*

November 14, 2017
Village of Ashcroft
601 Bancroft Street
Ashcroft, BC V0K 1A0

Dear Mayor and Council,

Each year towards the end of January, hundreds of children and adults in Canada celebrate Family Literacy Week by participating in activities designed to promote reading and learning as a family. This special week communicates the important message to children and parents in our community that the reading and learning habits we develop at an early age set the stage for our success later in life.

The members of Bridging to Literacy are committed to seeing children and adults prosper. They understand the importance of learning through family activities, and wish to promote many types of literacy, physical activity being one.

I am writing to request that you proclaim the week of January 22, 2018 as Family Literacy Week in Ashcroft. An official recognition of this week as Family Literacy Week will serve to reinforce Ashcroft Council's commitment to literacy and to securing a solid foundation for our children.

As a partner in literacy, we would like to ask the mayor and council to donate the use of the Community Skating Arena for a free family skating afternoon on January 27, 2018 and would like to ask if you would put the information about this event in your Newsletter. Bridging to Literacy will be setting the agenda early in January 2017 and if you would like to host the free public skating, please let me know.

We would also like to invite you to experience Family Literacy Day for yourselves by attending the activities we have planned in our area for the week of January 22, 2018.

Thank you for your consideration of this proposal.

Sincerely,

Jessica Clement
Literacy Outreach Coordinator
Bridging to Literacy
250-457-7128

ASHCROFT & DISTRICT CHAMBER OF COMMERCE
PO BOX 741
ASHCROFT, BC
V0K 1A0

November 2017

To the Members, Businesses and Community Organizations of Ashcroft and District

We wish to invite you to again participate in our District wide Santa Madness Event. This year will be the 17th Annual Parade and it will happen on Friday December 8nd. **Floats and other parade entries will marshal by the CPR tracks south of the Blue Truck at 5:30 pm. The parade will begin at 6:00 pm.** (Please note: we have Mr. and Mrs. Claus on the Santa Float and to prevent confusion for the younger children we will not have any other Santa's in the parade. Elves, etc. are fine.)

The Ashcroft the Santa Madness Parade is a very special time to gather families in our community and the surrounding area. We are looking forward to having another exceptional event this year and we know the families and members of the community will turn out to support our community.

Each of the Ashcroft businesses will be having their own Santa Madness Events and specials in store so those who attend will want to check these out both before and possibly after the parade.

Thank you for joining us to create a very special Christmas event for our area. If you have any additional questions, contact Albert or David.

Please fill in the attached entry for our 2017 parade and e-mail it to albert44@telus.net or phone Albert at 250-457-7114 so that we can begin to arrange the event.

Albert Gullason
albert44@telus.net
250-457-7114 (c)

David Durksen
ddurksen@coppervalley.bc.ca
250-457-3227 (h) 250-457-3020 (c)

2017 Ashcroft and District Santa
Celebration of Light Parade



Parade Entry Registration:

Name of Business/Organization or entry name: _____

Contact Person: _____

Phone #'s: _____

E-mail contact info: _____

Youth Organization we will work with: _____

Ambulance Paramedics

of British Columbia - CUPE 873



Tel: 604-273-5722 | Fax: 604-273-5762 | Toll Free: 1-866-273-5766 | Toll Free Fax: 1-866-273-5762
105 - 21900 Westminster Hwy., Richmond, BC V6V 0A8
info@apbc.ca | www.apbc.ca

November 21, 2017

To: Mayors and Councillors of British Columbia

Re: Ambulance services in your community

Dear Mayors and Councillors,

It was a true pleasure for our executive team and staff to connect with you at the end of September at the annual Union of BC Municipalities (UBCM) conference in Vancouver. Attending this annual event is very important to our organization because of the precious opportunity it provides us to connect with you, mayors and council members from communities across the entire province. It gives us the chance to hear directly from the leaders in rural and larger communities about your specific concerns and needs with regard to ambulance service and community paramedicine care and needs in your areas. We also appreciate the opportunity to share with you what our top priorities are in terms of our advocacy efforts with government and to discuss what you can do to help us improve ambulance and paramedicine service in your community.

For UBCM, we prepared info sheets outlining our key issues in rural and in urban communities.

The three main issues we are facing at the moment are:

1. Downloading of emergency response to firefighters
2. Opioid addiction, abuse and death in both rural and urban communities
3. Community Paramedicine Initiative

We are attaching copies of the advocacy documents we shared with you at UBCM. One is tailored for urban communities and the other for rural communities. We would like to renew our invitation to you to reach out to our provincial government to deliver on the mandated instructions from the premier to "invest in more paramedics" which would help us provide better care and shorter response times in your community. Please take a moment to review the action steps we recommend for each issue and reach out to your government representative. We know that by working together we can achieve our goals of improving service to the residents of BC, as we saw with the initial implementation of the Community Paramedicine Initiative last year.

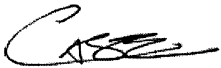
At UBCM, our executive leadership had the opportunity to liaise directly with Minister of Health, Adrian Dix, Minister of Mental Health and Addictions, Judy Darcy, as well as other key government officials. We spoke about investing in more paramedics (a pdf of the mandate letter is also attached for your reference) and about other key priorities including; rural health care gaps, seniors home care, chronic disease treatment, the overdose epidemic and ambulance response times. Those conversations left us feeling optimistic, as new funding for paramedic services has been established and government is focusing in on addressing these issues.

Page 1 of 2

We look forward to continuing our positive dialogue with you. Please stay in touch and let us know if you would like to meet with us in your community. We would be more than pleased to come to hear and see what's working in your community and what we can work on improving together.

Thank you for your continued commitment to serving your constituents. We look forward to working together to help you provide the level of ambulance service and care they deserve.

Sincerely,



Cameron Eby
Provincial President
Ambulance Paramedics and Emergency Dispatchers of BC
CUPE Local 873

Attachments:

Rural Communities briefing document
Urban Communities briefing document
Letter of Mandate from Premier Horgan to Minister of Health, Adrian Dix.

CE/sw/MoveUp





Ambulance Paramedics Community Solutions

RURAL COMMUNITIES

VISIT US AT BOOTH 617

UBCM 2017

*Let's work together to find solutions to the **most critical public healthcare issues facing BC's Rural Communities:***

1. Opioid addiction, overdose and death
2. Downloading paramedics' work to fire fighters
3. Community Paramedicine Initiative

Did you know...?

The national benchmark for ambulance response times to urgent calls is 9 minutes.

Currently the BCAS averages approximately 13 minutes in urban areas and significantly longer in rural areas.

Response times suffer due to staffing shortages in rural areas.

Most other Provinces in Canada have implemented new community-based paramedic services to address falling response times and workload issues.

Challenges in BC's Rural Communities

Many small- to medium-sized British Columbia communities are facing serious Paramedic recruitment and retention problems. Low emergency call volumes prevent adequate funding to justify the expense of full time Paramedic staffing. The withdrawal of locally funded Paramedic training has resulted in a steep decline of applicants for rural communities. Today, we face critical staffing shortages across the province.

This staffing shortage leaves many communities facing long periods of time with reduced or no ambulance service at all. With an aging population, it is even more important that all British Columbians have an active and reliable ambulance service in their community.

Along with staffing shortages, the regionalization of more and more healthcare services means patients face longer and longer travel times to receive the care they need.

The BC Ambulance Service must respond to these challenges by adapting to local needs and ensuring a reliable service to connect patients to the care they require.

Healthcare costs continue to grow and the need to find efficiencies within existing budgets is becoming more and more important. In order to maximize efficiencies, we need to consider new healthcare delivery models on a specific, community-by-community basis.

The implementation of new ambulance delivery models requires all key stakeholders to work together. The existing bargaining structure prevents these discussions and means the issues facing the BC Ambulance Service are difficult to address.

Dealing with Opioid Addiction, Overdose and Death

Opioid addiction, overdose and death are tragically part of our new reality in both urban and rural communities and we need to find new solutions to this devastating phenomenon. Paramedics are working collaboratively with government and other emergency responders to aggressively explore better ways to help. The Premier has mandated a greater investment in paramedics and that's an important first step but we **urgently need to see more paramedics out on the front line now.**

According to B.C.'s chief coroner overdose fatalities increased from 414 to 780 during the period between January and June from 2016 to 2017. Fentanyl was detected in almost 80 per cent of fatalities between January and May 2017.

TAKE ACTION! How Mayors and Councillors can help:

- Speak to your MLA and government about the Premier's mandate to "Invest in more paramedics"; ask when you can expect to see additional paramedics in your community.
- Let them know how urgently your community needs more paramedics.
- Provide them with the specific and unique situation in your area.
- Share this information with other community leaders and members and urge them to reach out to their MLA and government.

As a municipal leader, you know the unique health care needs and health-related emergencies in your community. Your constituents are counting on you to mobilize and work with our Ministers and APBC to bring about the changes and improvements in health services they desperately need.

Patients deserve access to front-line medical professionals, paramedics and the continuum of care to the hospital.

Let's talk
about your community health concerns and how paramedics can help.
Bronwyn Barter, President
APBC – booth 617

Contact Resources:

Hon. Adrian Dix,
Minister of Health
adrian.dix.MLA@leg.bc.ca
Ph. (250) 953-3547 or
Vancouver constituency
office (604) 660-0314
<https://goo.gl/WRM428>

Hon. Judy Darcy,
Minister of Mental Health
and Addictions
judy.darcy.MLA@leg.bc.ca
Ph. (250) 952-7623 or New
Westminster constituency
office (604) 775-2101
<https://goo.gl/mfjNWB>



**Ambulance
Paramedics of BC**
Ph. 604 273 5722
Fax 604 273 5762
E-mail info@apbc.ca
Web www.apbc.ca

Downloading Ambulance Service to Firefighters is dangerous and costly

Given their superior level of training and equipment, BC Paramedics are the only frontline medical professionals qualified to handle BC patients during a medical crisis for early assessment, critical intervention, treatment, monitoring, transport and continuum of care to the emergency department.

By downloading emergency medical response to firefighters communities take on increased liability for those medical responses. In addition, we put patients and their communities at risk and overlap the use of valuable resources, which risks to over-load and exhaust our firefighters who have their own crucial role to play in keeping us safe.

TAKE ACTION! How Mayors and Councillors can help:

- Speak to government about the Premier's mandate to "Invest in more paramedics"; ask when you can expect to see more paramedics in your community.
- Express your concern to government and to your constituents about the risks to communities and to firefighters that come with downloading. Seek their commitment to oppose this trend with clear legislation.

Community Paramedicine Initiative (CPI)

The CPI launched in April 2015 in nine prototype communities, followed by a provincial rollout that began in April 2016 with the inclusion of the first rural and remote communities. So far, the CPI has been implemented in 76 communities across the province, with more to come by March 2018. The further expansion of the CPI is on the horizon, including establishment of Advanced Care Paramedic CP's, which will be able to provide an even higher level of in-home care. Quite simply, Community Paramedicine makes sense for BC's rural and urban communities, both economically and also in terms of improving safety and the quality of healthcare we provide for our communities.

Benefits of the Community Paramedicine Initiative to the people of BC:

- CPI mainly serves patients 65 years and older who are living with chronic conditions such as heart failure, chronic obstructive pulmonary disease (COPD) and diabetes, or are at risk of falls.
- CPs assess/triage patients in their homes and transport to hospital only if needed, helping to alleviate ED overcrowding.
- The CPI is a sensible and cost-effective way to retain emergency responders on duty who can also make drop-in home visits to ensure the safety and health status of the elderly or infirmed.
- The CPI integrates CPs into the healthcare system without displacing other healthcare professionals.
- According to the March 2017 evaluation and snapshot report on the CPI, the initiative is making substantive progress in reaching its goals:
- Helping stabilize paramedic staffing in rural and remote communities by introducing community paramedics.
- Bridging health service delivery gaps in communities as identified in collaboration with local primary care teams.
- Reducing the number of 911 calls and emergency department visits.

TAKE ACTION! How Mayors and Councillors can help:

- Speak to government about the Premier's mandate to "Invest in more paramedics" and ask when you can expect to see more paramedics in your community.
- Inform government about your community's specific need for Community Paramedicine and ask when the CPI can be rolled out in your community.
- Share this information with other community leaders and constituents and urge them to reach out to government.



July 18, 2017

Honourable Adrian Dix
Minister of Health
Parliament Buildings
Victoria, British Columbia V8V 1X4

Dear Minister Dix:

Congratulations on your new appointment as Minister of Health.

It has never been more important for new leadership that works for ordinary people, not just those at the top.

It is your job to deliver that leadership in your ministry.

Our government made three key commitments to British Columbians.

Our first commitment is to make life more affordable. Too many families were left behind for too long by the previous government. They are counting on you to do your part to make their lives easier.

Our second commitment is to deliver the services that people count on. Together, we can ensure that children get access to the quality public education they need to succeed, that families can get timely medical attention, and that our senior citizens are able to live their final years with dignity.

These and other government services touch the lives of British Columbians every day. It is your job as minister to work within your budget to deliver quality services that are available and effective.

Our third key commitment is to build a strong, sustainable, innovative economy that works for everyone, not just the wealthy and the well-connected. Together, we are going to tackle poverty and inequality, create good-paying jobs in every corner of the province, and ensure people from every background have the opportunity to reach their full potential.

These three commitments along with your specific ministerial objectives should guide your work and shape your priorities from day to day. I expect you to work with the skilled professionals in the public service to deliver on this mandate.

.../2

**Office of the
Premier**

Web Site:
www.gov.bc.ca

Mailing Address:
PO Box 9041 Stn Prov Govt
Victoria BC V8W 9E1

Location:
Parliament Buildings
Victoria

As you are aware, we have set up a *Confidence and Supply Agreement* with the B.C. Green caucus. This agreement is critical to the success of our government. Accordingly, the principles of “good faith and no surprises” set out in that document should also guide your work going forward.

As minister, you are responsible for ensuring members of the B.C. Green caucus are appropriately consulted on major policy issues, budgets, legislation and other matters as outlined in our agreement. This consultation should be coordinated through the Confidence and Supply Agreement Secretariat in the Premier’s Office. The secretariat is charged with ensuring that members of the B.C. Green caucus are provided access to key documents and officials as set out in the agreement. This consultation and information sharing will occur in accordance with protocols established jointly by government and the B.C. Green caucus, and in accordance with relevant legislation.

British Columbians expect our government to work together to advance the public good. That means seeking out, fostering, and advancing good ideas regardless of which side of the house they come from.

Our government put forward a progressive vision for a Better B.C. that has won broad support with all members of the legislature. There is consensus on the need to address many pressing issues such as reducing health-care wait times, addressing overcrowded and under-supported classrooms, taking action on climate change, tackling the opioid crisis, and delivering safe, quality, affordable child care for all. As one of my ministers, I expect you to build on and expand that consensus to help us better deliver new leadership for British Columbians.

As part of our commitment to true, lasting reconciliation with First Nations in British Columbia our government will be fully adopting and implementing the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and the Calls to Action of the Truth and Reconciliation Commission. As minister, you are responsible for moving forward on the calls to action and reviewing policies, programs, and legislation to determine how to bring the principles of the declaration into action in British Columbia.

In your role as Minister of Health I expect that you will make substantive progress on the following priorities:

- Prioritize the provision of team-based primary care by establishing urgent family-care centres across the province.
- Improve rural health services and expand the medical travel allowance for those who must travel for care.
- Work with the Parliamentary Secretary for Seniors to improve and strengthen services to ensure seniors receive dignified and quality care.
- Invest in more paramedics.
- Work to reduce wait times and implement province-wide co-ordination to manage and actively monitor waitlists.

.../3

- Provide the Therapeutics Initiative with the resources it needs to do its job effectively.
- Work with the federal government towards a national Pharmacare program and work with the B.C. Green caucus to develop a proposal to implement an essential drugs program.

All members of Cabinet are expected to review, understand and act according to the *Members Conflict of Interest Act* and to conduct themselves with the highest level of integrity. Remember, as a minister of the Crown, the way you conduct yourself will reflect not only on yourself, but on your Cabinet colleagues and our government as a whole.

I look forward to working with you in the coming weeks and months ahead.

It will take dedication, hard work, and a real commitment to working for people to make it happen, but I know you're up to the challenge.

Sincerely,

A handwritten signature in black ink that reads "John Horgan". The signature is written in a cursive, flowing style.

John Horgan
Premier

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: November 21, 2017

SUBJECT: LONG-TERM INFRASTRUCRE AND ASSET MANAGEMENT PLAN

Background

In 2014 the Village of Ashcroft was awarded a grant in the amount of \$48,700 for the captioned project. The project was extended to December 31, 2017 and on November 14, 2017 Council authorized staff to request a further extension to June 30, 2018.

Discussion

USL had completed a large portion of the water system during the preparation of the Water Master Plan and Council agreed to have them continue with the captioned project. The Chief Financial Officer has been working on the Long-Term Infrastructure and Asset Management Plan with representatives of Urban Systems Ltd. He has managed to complete a large portion of the project in house while continuing to monitor other projects and carry out his day to day duties.

Attached to this memo is an updated work plan and project schedule. We are confident that the work will be completed in accordance with the schedule as outlined on page 10. It is important to note that this is the first phase of the project and there is still a great deal of work to be completed in the next few years.

Also attached to this memo is the Funding Agreement Amendment authorizing a project extension to June 30, 2018.

Recommendation

Administration is requesting a resolution of Council authorizing the Mayor and Corporate Officer to sign the Amendment Agreement to extend the completion date of the Strategic Priorities Fund Agreement to December 31, 2017 as well as authorization for the Chief Financial Officer to sign the Agreement for Consulting Services with Urban Systems Ltd.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer

**STRATEGIC PRIORITIES FUND
UNDER THE ADMINISTRATIVE AGREEMENT ON THE FEDERAL GAS TAX FUND IN BRITISH
COLUMBIA
FUNDING AGREEMENT AMENDMENT FOR PROJECT 442 Village of Ashcroft Long-Term
Infrastructure & Asset Management Plan**

This Strategic Priorities Fund Amendment Agreement is made as of _____, 20__.

BETWEEN: VILLAGE OF ASHCROFT (the Recipient)

AND: UNION OF BRITISH COLUMBIA MUNICIPALITIES as continued by section 2 of the *Union of British Columbia Municipalities Act* SBC 2006, c.18, as represented by the President (UBCM).

The Strategic Priorities Fund Funding Agreement made between the Recipient and the UBCM executed by the UBCM on June 09, 2016 (the Agreement) for project 442 Village of Ashcroft Long-Term Infrastructure & Asset Management Plan is hereby amended as follows:

- (1) In Section 4.2, paragraph (a) is struck out and the following is substituted:
- (a) The Recipient will implement the Eligible Project in a diligent and timely manner, and has commenced or will commence carrying out the Eligible Project on or about April 01, 2016, (the Commencement Date) and will complete the Eligible Project no later than June 30, 2018 (the Completion Date).

- (2) Section 7 is struck out and the following is substituted:

This Strategic Priorities Fund Agreement shall commence on the date that it is fully executed by both Parties and shall expire on July 01, 2019.

SIGNATURES

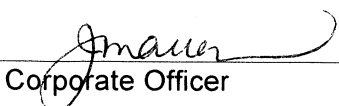
This Strategic Priorities Fund Funding Agreement Amendment has been executed on behalf of the Recipient and the Union of British Columbia Municipalities by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

VILLAGE OF ASHCROFT

UNION OF BC MUNICIPALITIES

Recipient Mayor

UBCM Corporate Officer



Corporate Officer

General Manager, Victoria Operations

MEMORANDUM

Date: November 01, 2017
To: Yogi Bhalla, Chief Financial Officer
Village of Ashcroft
From: Rick Collins, P.Eng.
File: 1093.0000.00
Subject: Long-term Infrastructure and Asset Management Plan

Urban Systems is pleased to present this updated work program for Long-term Infrastructure and Asset Management Plan for the Village of Ashcroft. Some minor changes to the project scope have occurred to better tailor the approach to current priorities and to reflect that the Village is able to complete some of the initial work to help streamline subsequent steps.

1.0 BACKGROUND & PROJECT UNDERSTANDING

Asset Management is an integrated process, bringing together skills, expertise and activities of people; with information about a community's physical assets; and finances; so that informed decisions can be made, supporting Sustainable Service Delivery. It's about being good stewards of infrastructure and community assets by making sure infrastructure is well cared for and that decisions about how to maintain and invest in infrastructure are adequately informed.

In alignment with the provincial asset management framework "Asset Management for Sustainable Service Delivery: A BC Framework", the Village would like to conduct an assessment of both asset management practices and investments in assets. To be of value, this assessment must also outline tangible recommendations and actions to help the municipality build momentum towards managing infrastructure.

The benefits of conducting a comprehensive assessment include:

- Aligning staff and Council around what asset management is, where the Village is currently at, and the priorities for improvement
- Identifying the current strengths, gaps, and priorities related to asset management practices
- Expediting the development of an asset management plan, by identifying the state and location of existing information, and developing a common understanding among staff
- Developing a useful action plan that will direct next steps
- Establishing a benchmark to track the improvement of asset management practices in the future, and communicate improvements with senior government or other granting agencies

Building on Previous Work

Last year the Village completed a Water Master Plan that helps to identify long term investments in the Water Utility and the financial implications of those investments to help ensure that a sustainable system is maintained. During that process the Village recognized the value of adopting a long-term approach to capital investment and asset management.

The Village would now like to consider other civil infrastructure, such as sanitary, drainage, roads and other major community-owned facilities within a similar framework that will align with the Water Master Plan work. Specifically, the goal is to integrate the information and asset management decision making within a common framework. This approach will help inform decision making related to how best manage the Village's infrastructure.

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This is an essential next step in Ashcroft's community development and capacity building. The approach will be encapsulated in a collaborative and integrated manner by developing a Long-term Infrastructure and Asset Management Plan. Village Council and senior staff will be engaged at the outset. Public information will also be created as a project deliverable.

2.0 APPROACH

The reality is that there is usually a funding shortfall for maintenance works and capital replacement. Extensive field investigations and engineering analysis provides minimal value if there is no expectation that sustainable funding levels must be first identified and then achieved. We have therefore structured the approach to build financial context at the outset. The program should also begin with a broad overview of all assets and practices rather than taking a detailed approach regarding a few selected types of infrastructure.

Our approach to conducting an assessment of asset management practices and creating the Long-term Infrastructure and Asset Management Plan is based on the BC Asset Management Framework, and produces an action plan and deliverables that can be used to benchmark future progress.

Meeting the community's sustainability objective of providing key services in a sustainable manner must consider the economic, social and environmental aspects of local government service delivery. To be successful in its development and implementation, the Plan must be created using a methodology that enables:

- Input from Village staff
 - Draw from the history and experience that staff has in service delivery
 - Realize efficiencies by leveraging their understanding of existing capital investments and operational procedures
- Timely guidance and direction from Council
 - Ensure the vision for the community is supported in process
 - Ensure Council is kept informed and engaged as part of key making decisions
- Integration and Collaboration
 - Appreciate and leverage the integration of other community plans and provincial objectives
 - Entrench triple bottom line thinking into the Village's decision making process and activities
- Capacity building within staff and Council
 - Acknowledge that staff and Council will be stewards of sustainable service delivery
 - Provide supporting policies and procedures that promote sustainable operations

The proposed approach to developing the Infrastructure Master Plan revolves around ***achieving a consistent and sustainable program for the investment and management of key infrastructure components in an environmentally, socially and economically responsible manner such that the Village of Ashcroft remains a vital and thriving community.*** This overarching program objective can be realized by following a sound process and by exercising good judgement.

Considerations should be assessed in view of a twenty year time horizon, which fits into the longer term vision for the Village's ongoing operations and decision making framework.

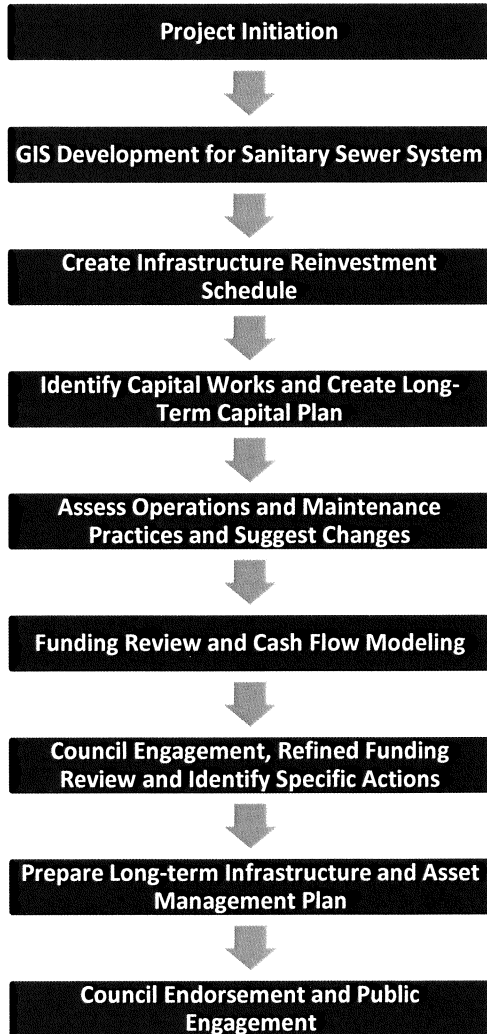
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The following flowchart page summarizes the key steps involved with additional details about each of these steps being provided in the text that follows this flow chart.

Steps to Create the Plan



Task 1: Project Initiation

Successful project initiation is essential for ensuring the process begins in a collaborative and engaging manner. The following is proposed preparatory work:

- Confirm key tasks, responsibilities and scheduling with Village staff
- Review background documents provided by the Village related to assessing the municipality's infrastructure and identifying required upgrades
- Leverage those previous plans by reviewing relevant capital investments and related details
- Discuss key findings from previous work with Village staff to clarify context, priorities and preferences

Task 2: GIS Development

The financing and funding identified below perhaps can be done using the existing TCA information. However, the level of detail in that reporting may not be sufficient to complete a useful analysis.

The CAD base and TCA information can be used together and supplemented and enhanced. Processing the data through a GIS to create a simple foundation to facilitate subsequent analysis and capital planning mapping. It would also help to create a more specific capital inventory for the proposed Infrastructure Reinvestment Schedule noted below and be an essential tool for future hydraulic modeling. We have found that GIS is a better tool for the spatial analysis and record keeping associated with completing Asset Management across multiple asset classes.

The water system was created in GIS as part of the Water Master Plan process. Review of the CAD information indicates that the storm sewer information may not be complete but the sanitary sewer mains are identified. This project step would involve importing the CAD information that is already available for the sanitary sewer. It is expected that in a future phase the investment in detailing the storm sewer can be accomplished.

We also recommend that the Province's road GIS information, from the Digital Road Atlas, be incorporated as well to serve as the basis of the Village's road GIS.

Please note that we intend to use readily available digital files, as-constructed drawings and Village staff knowledge to compile the infrastructure inventory. We do not intend to conduct any field data collection or surveying as part of

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this project. We have purposely excluded service connections as these records can be time consuming to add and this information can be added later once the core systems are compiled.

The GIS development also provides opportunity to engage Public Works staff early in the process. Their buy-in is essential as they will be active participants in the operations and maintenance updates that will result as part of long term Asset Management. This will involve asking them to review and fill in gaps in the inventory information. It will also involve asking them to share their history and knowledge about the infrastructure. Examples of that sharing include identifying where sewer flushing is routinely required, where storm system is overwhelmed and similar issues that will help highlight infrastructure condition and capacity concerns.

The following steps are proposed for this task:

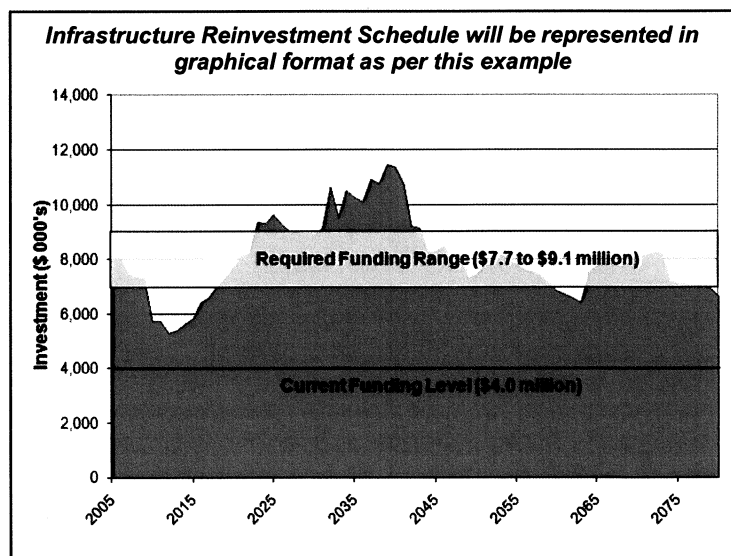
- Import existing CAD base into a GIS database
- Apply filters to help visualize on maps data gaps and inconsistencies
- Focus on inputting date installed, diameters (for pipes) and material for road and sanitary sewer system infrastructure from record drawings and Public Works input
- Does not include base development for the drainage system (i.e. excludes ditches and culverts and will focus only on mains that are already mapped)
- Provide mapping to Public Works to work with them to obtain their input
- Conduct in-person review of infrastructure operations with key Public Works staff
- Update GIS to provide a solid foundation for analysis, cost estimating and mapping

The cost to complete the GIS development can vary greatly depending on available information and needed data processing. Based on our understanding of the Village's infrastructure a \$8,000 allowance for this project step is appropriate. We will work with the Village to determine the best return on investment for GIS development within that funding envelope. If the Village would like to further enhance their GIS inventory (e.g. manhole inverts, field reviews to fill in gaps) then a separate budget and process can be suggested for that work.

Task 3: Create Infrastructure Reinvestment Schedule

Preparing for PSAB 3150 compliance resulted in the Village compiling information about the physical attributes of the infrastructure in terms of construction materials and the year built. This also included the system's original cost, replacement costs, estimates of residual life and depreciated replacement cost.

The collected information does not provide forecast information describing the specific replacement requirements or what financial resources will need to be allocated to maintain current levels of service. As such, the objective in creating an Infrastructure Reinvestment Schedule is to **provide an overview of long**



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term investments driven by the need to replace and rehabilitate infrastructure that is nearing the end of its useful life. The related 20 year (and longer) funding levels will also be approximated to help provide context regarding the Village's current and anticipated capital spending needs.

The theoretical capital reinvestments for the infrastructure system will be summarized in graphs to help communicate replacement schedules and the related expenditure levels. This approach will help inform the Initial Funding Plan. As an example to help outline the degree of analysis, the replacement schedule for the Sanitary Utility infrastructure will be organized by mains, manholes and major facilities. The collection system will not be further divided into services, valves or fittings as that level of accuracy is not warranted for the initial financial planning purposes.

The schedule for the works will be based on typical useful lives as taken from the PSAB 3150 analysis but with some refinements to reflect more accurately useful lives from an engineering perspective rather than what is appropriate for the TCA accounting process. This approach will help inform the subsequent Funding Plan, where funding levels are further refined.

It is suggested that the long term investment process consider capital reinvestment needs within a common framework in order to clearly communicate replacement schedules and the related expenditure levels. Reinvestment Schedules will be created for sanitary, storm sewer, transportation, buildings and facilities. The water one was already completed as part of the Water Mater Plan.

Task 4: Identify Capital Works and Create Long-Term Capital Plan

Up to this stage in the process infrastructure investments are considered as independent works. The real value is in considering those works in a more holistic manner by coordinating works into common projects with consideration for priorities and funding impacts across asset classes.

In reality, the Village does not consider investment needs and service improvements in isolation. Developing a realistic investment schedule and financial plan requires the appreciation that there are other investments that are considered **within the municipality's financial capacity.**

The process of refining priorities needs will include:

- Determining general short, medium and long term infrastructure investment priorities based on community variables (e.g. affordability, development pressures)
- Develop a long term investment list for the 20 year timeframe. Maps will also be developed that will show the location of each project.
- Align infrastructure priorities with available funds

It is proposed that the process of refining the Village's reinvestment needs and including other capital needs into the Infrastructure Investment Inventory will include the following tasks:

- Extract relevant capital investments from previous plans that are collected as part of Task 1
- Complete project identification workshop with Village senior staff
- Prepare capital costs, suitable for preliminary budgeting, and represent projects spatially in GIS
- Set general priorities (i.e. short / medium / long term) while acknowledging that priority will be influenced by more than rehabilitation needs in isolation. Other factors to be considered included affordability, community expectations and development pressures.

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- Incorporate water system projects that were identified as part of the Water Master Plan.
- Identify how best to address information gaps that may be present and review procedures/assumptions necessary for filling those gaps
- Conduct a brief comparison of the infrastructure priorities to available funds as a method of quantifying the infrastructure funding gap
- Develop Capital Plan
 - Combine capital works priorities with revenue strategy
 - Develop, through an iterative process with Village staff, a Capital Plan for each of the next five years in spreadsheet and map format
 - Develop a longer term capital list for the 5 to 10 year timeframe. Maps will also be developed that will show the location of each project
 - It is assumed that any information regarding buildings, vehicles, equipment and miscellaneous items to be included in the Capital Plan will be provided by the Village

It is proposed that this task will involve a workshop with staff to help create and refine the anticipated infrastructure investments. That meeting will also include a review of the Infrastructure Reinvestment Schedules and overall capital investment expectations in order to provide context for long term affordability.

It is expected that the development of the capital projects for storm and sanitary sewers will not be an extensive process as sewer condition inspections are not extensive. It is expected that the Reinvestment Schedule information will serve as the primary basis to serve as a funding envelope. The sanitary treatment plant has just undergone recent upgrades so a thorough analysis of that facility is not included in this project scope. Time will be taken, however to conduct a visual review of the roads to help estimate capital investments in roads.

A thorough road condition assessment is beyond the scope of this assignment. Instead, a brief visual inspection of the roads will be conducted and input from Public Works staff about road repair needs and priorities will be identified. Roads will be divided into short, medium and long-term timings and budgetary funding envelopes will be identified to a level satisfactory to help identify approximate funding shortfalls.

To provide consistency the Capital Plan and related mapping will be in the same format as the Water Master Plan.

Task 5: Assess Operations and Maintenance Practices and Suggest Changes

While capital investments in infrastructure do represent significant financial outlays, the continued operations and maintenance of the utility represents substantial expenditures on an annual basis. Sound operations and maintenance practices can also help to extend the lives of certain assets and help to identify problems before they require emergency repairs or replacements. In addition, there may be operating procedures or reporting that should be improved to support service to the community (e.g. drinking water testing and system operations monitoring).

The goal of this phase would be to review current and planned operations and maintenance practices and outline activities and funding allocations. It is not suggested that a detailed operations plan or maintenance management plan will be developed. Instead, general investments in operations and maintenance changes will be highlighted and major items will be included in the long-term Plan, similar to the Water Master Plan process, to ensure that financial implications are noted and planned for.

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It is suggested that this phase would involve reviewing current practices with operations staff in order to obtain important input and perspectives from the individuals that operate and manage the infrastructure on a daily basis. This will involve meeting with key Public Works staff to obtain an overview of main operations tasks related to sanitary, drainage and road maintenance. By considering their perspectives as well as typical industry benchmarks and best practices a summary of suggested practices can be outlined. The financial implications of those practices would also be weighed against financial capacity to help ensure that service can be affordable to the community.

Task 6: Funding Review and Cash Flow Modeling

The purpose of the Funding Review task is to provide an indication of required future funding levels. Expenditures will be based on the projects outlined in the previous phases, including capital and operations costs. This effort will involve developing a cash flow model to help outline revenue needed to pay for projects in the context of:

- What could be affordable to utility customers and tax payers
- Ensuring a clear allocation of capital costs between development driven works, service level increases and general reinvestment in infrastructure

The Funding Review will involve:

- Considering accepted balance of pay-as-you-go, debt financing and funding from reserves
- Highlight development driven investments and their exclusion from utility rate calculations
- Develop cash flow model to help identify future revenue shortfalls and status of reserves
- Calculate approximate revenue increase necessary to reduce or eliminate the funding gap

It is expected that the first few years of the budget will be based primarily on existing revenue levels (i.e. existing utility rates and taxes). As the infrastructure reinvestment funding deficit increases there may be a gap between available funds and preferred timing of projects. The cash flow options will help identify the potential funding gap. The selection and refinement of the preferred funding envelopes will occur as part of Task 8 once Council considers issues of affordability and development finance.

The cash flow model will outline funding changes in terms of relative percent increases in revenue. It will not outline specific changes to taxes across the various types of customers.

It has been assumed that for this phase the Village will provide a concise summary of the following key financial information regarding the various classes of infrastructure:

- Current revenues, debt payments and reserve levels;
- Appropriate maximum debt servicing allowance; and
- Current operations and maintenance annual budget amount.

Task 7: Council Engagement and Refined Funding Review

While input from the local elected officials should be sought throughout the process, this milestone in the program development will provide a second formal opportunity to solicit Council input. During this meeting an overview of plausible changes to service delivery can be discussed. Advantages and disadvantages of reasonable investment options can be reviewed and the impact of each option on risk management and overall community sustainability can

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be discussed. It is intended that Council then select preferred approaches for each service delivery priority area to include as part of the Long-term Infrastructure and Asset Management Plan.

It is suggested that a Council workshop would be the best forum to cover the variety of important issues and decisions necessary to shape the program. The purpose of the interactive workshop will be to:

- Introduce summary of rehabilitation needs and related financial implications
- Review program framework and discuss implementation strategy
- Identify that ongoing Council support is a necessity (program will span a number of Council terms)
- Discuss how to engage the public and garner their support

Based on Council direction an adjustment of the cash flow model may be warranted. We will take the opportunity of this visit to review the capital plan and operations investments through discussions with key staff members.

It is also anticipated that this step would provide guidance for implementation of valuable policies and practices to support financial sustainability. Potential areas of focus could include:

- Working with the Village to outline policies and practices for updating utility rates and property taxes
- Consider if investing in specific development finance tools is warranted and then outline appropriate actions for that investment
- Providing recommendations for transitioning from the current funding practices to new policies

The actual updating or creating of these policies or practices are not included within this current scope of work but will be outlined as part of the action plan.

Task 8: Prepare Long-term Infrastructure and Asset Management Plan

This step in the process involves compiling the infrastructure investments, potential service delivery changes and cost estimates into a comprehensive Draft Plan, and submission of that document for review by the Village.

The value of the Plan will be greatly enhanced if it also outlines next steps in advancing the initiative. An Implementation Plan will be created and included in the Plan to aid in sustaining momentum. This concluding step of the Plan's creation will include outlining initiatives such as:

- Next steps for technical, engineering analysis if the need for more focused investigations arises during the plan's development
- Process(es) to revise any bylaws or policies that deserve updates in the short-term (actual updates are not included as part of this proposed scope of work)
- Potential opportunities for subsequent public education and engagement
- Provide recommendations for transitioning from the current funding practices to new policies

We will submit a draft copy of the overall report, including digital and hardcopy maps. A conference call meeting with the Village will be held to review the draft of the report and obtain feedback. Based on that feedback the final Plan will be crafted.

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Task 9: Public Engagement

Most infrastructure funding and related capital planning initiatives involve some degree of public engagement. Communicating progress is beneficial for maintaining transparency and for building community buy-in, especially if their future support of taxes and rates increases is needed. Proactive communications should involve providing education about the importance of managing the municipal infrastructure wisely, while also engaging the community and other stakeholders.

The goal of public engagement is to raise awareness of the current initiative, seek input related to main service delivery options and provide a forum for public education. It is proposed that displays and feedback opportunities address the following:

- Provide an overview of the Village's infrastructure and services in order to improve the understanding of municipal operations and the managing of capital assets
- Highlighting the value and importance of Asset Management investments
- Outline potential capital works and potential funding requirements
- Solicit input related to affordability targets

Increasing public awareness could involve using tools such as press releases, mail outs, Village website and public meetings to help communicate key messages. Council can decide during the process the degree to which these tools can be employed during future asset management phases and have therefore not been included in our budget. However, it has been assumed that a concluding milestone of this project is the conducting of a public information forum similar to what occurred for the Water Master Plan. Graphical display panels will be produced as communication tools and a public open house will occur.

3.0 PROJECT TEAM

The following individuals are proposed to lead the proposed work outlined in this memo.

Rick Collins, P.Eng.

Rick will be the primary contact person and the project manager. He is a principal of the company and one of our company's leaders in the delivery of asset management and capital planning projects for small municipalities.

Rick has provided engineering and asset management consulting services to a number of small to medium sized municipalities in British Columbia during the past 16 years. He appreciates that practical, efficient solutions are what communities seek when developing strategies for investing in infrastructure. His design and operations planning for water, sanitary, drainage and road infrastructure provides him with context for capital works decision making and condition assessments. Through open dialogue with public works staff and community leaders Rick is able to create approaches to help move asset management theory into application. His results based approach will help ensure the Village has a clear direction for implementing asset management.

Wade Turner, GISP

Wade has worked extensively in both BC and Alberta over his past 19 years with Urban Systems. He is the GIS lead and technical advisor on asset management programs, integrated transportation frameworks, tangible capital asset assessments and infrastructure risk assessments for our municipal clients. Wade brings extensive knowledge of GIS

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techniques and tools for asset management programs and the application of these tools to support decision-making for our engineering, planning and environmental practices. Wade also has extensive experience in facilitating training sessions and team building related to GIS to improve organizational capacity.

Wade’s experience will ensure we are able to efficiently assess the current status of the Village’s infrastructure and TCA data. He will also be able to recommend practical steps to help integrate the Village’s infrastructure data within the GIS.

4.0 SCHEDULE

The following is a proposed schedule for completing the project.

	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18
GIS Development	Refining GIS will continue as project information adds data							
Prepare Reinvestment Schedules	█	█						
Create Draft Capital Plan		█	█	█				
Recommend Changes to O&M Practices			█	█				
Prepare Draft Cashflow Model				█				
Submit Key Findings and Mapping to Village for Review					█			
Prepare for and Conduct Council Engagement Session (2 Council Meeting Date Choices)						█		
Prepare Refined Capital Plan and Cashflow Model Based on Council Input							█	
Prepare Long-term Infrastructure and Asset Management Plan								█
Village Review Period of Draft Plan								█
Complete Report Edits								█
Prepare for Public Engagement Session								█
Timeframe for Public Engagement Session (Final Date to be Confirmed)								█
Finalize Report (i.e. Incorporate Items that Arise from Public Meeting)								█

5.0 FEE ESTIMATE

The following is a summary of the work program tasks and associated fees but not taxes.

Task	Fee Estimate
1. Project Initiation	\$1,000
2. GIS Development	\$8,000
3. Create Infrastructure Reinvestment Schedule	\$3,100
4. Identify Capital Works and Create Long-Term Capital Plan*	\$7,500
5. Assess Operations and Maintenance Practices and Suggest Changes	\$3,500
6. Funding Review and Cash Flow Modeling	\$4,500
7. Council Engagement and Refined Funding Review *	\$3,400
8. Prepare Long-term Infrastructure and Asset Management Plan	\$9,500
9. Public Engagement (i.e. prepare for and attend open house) *	\$4,200
Total	\$44,700

* Includes travel and related disbursements

MEMORANDUM

Date: November 01, 2017
File: 1093.0000.00
Subject: Long-term Infrastructure and Asset Management Plan
Page: 11 of 11



6.0 CLOSE

We look forward to working with the Village to establishing the foundation of an asset management program and a continuous improvement process that is grounded in best practices, tailored to the community's priorities and aspirations, and owned by Village staff and leadership.

Please don't hesitate to contact me to discuss this work program further.

URBAN SYSTEMS LTD.

A handwritten signature in black ink, appearing to read "Rick Collins".

Rick Collins, P.Eng.
Asset Management Consultant, Principal

/rc

\\usl.urban-systems.com\projects\Projects_KAM\1093\0000\2015 BD\2015-04-09.Ashcroft_Work_Program.docx

AGREEMENT FOR CONSULTING SERVICES

THIS AGREEMENT is entered into this _____ day of _____, 2017 between

Village of Ashcroft referred to as "the CLIENT",

AND

Urban Systems Ltd., referred to as "USL".

WHEREAS the CLIENT desires USL to perform certain services on behalf of the CLIENT, and USL desires to perform the same for compensation in accordance with the following terms and conditions.

BOTH PARTIES AGREE TO THE FOLLOWING:

1. Both parties agree to the attached STANDARD CONDITIONS OF AGREEMENT FOR USL'S SERVICES.
2. USL shall perform Work as defined by attached proposal to undertake Long-term Infrastructure and Asset Management, October 27, 2017. Any changes to the scope of this Work will require the written authorization of the CLIENT.
3. The CLIENT will compensate USL in accordance with the fee schedule or other commercial terms attached to this agreement. The CLIENT is not obliged to compensate USL for any Work outside the defined scope, and any changes not authorized in writing.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed, as set forth below.

Village of Ashcroft

By: Yoginder Bhalla

Date: _____

Title: Chief Financial Officer



Urban Systems Ltd.

By: Rick Collins

Date: November 1, 2017

Title: Project Manager

STANDARD CONDITIONS OF AGREEMENT FOR USL'S SERVICES

1. INDEPENDENT CONSULTANT

USL shall be and operate as an independent consultant in the performance of the Work. USL shall perform the Work in accordance with its own methods in an orderly and professional manner and shall have complete control over and responsibility for all personnel performing the Work. Except as authorized in writing by the CLIENT, USL shall not enter into any agreements or undertakings for or on behalf of the CLIENT or act as or be an agent or employee of the CLIENT.

2. PERFORMANCE OF USL

USL shall provide and pay for all equipment, personnel, materials, and whatever else is needed for the proper execution and completion of the Work. The Work shall be performed in a timely, efficient manner. USL shall be properly licensed, equipped, organized, and financed to perform the Work, and shall pay all sales, consumer, use and other similar taxes required by law, and shall secure all permits, fees and licenses necessary for the execution of the Work including but not limited to GST/HST and Workers' Compensation registration.

USL shall carry out the Work in a manner that is consistent with the level of care and skill exercised by members of a profession currently working under similar conditions.

USL shall ensure that all persons who perform the Work shall be competent and properly qualified. USL will be responsible for the acts and omissions of its employees, subcontractors and agents.

USL shall not assign or sublet the Work without the written consent of the CLIENT, said consent not to be unreasonably withheld. Such consent shall not relieve USL of its obligations or liabilities under the agreement.

USL shall comply with all laws, rules and regulations applicable to the Work.

USL is solely responsible for the payment of all contributions or taxes to be paid on or to persons employed by USL on Work performed hereunder and will indemnify and hold harmless the CLIENT from any such liability.

USL shall be responsible for the health and safety, and shall provide and maintain a safe working environment, for all its employees, agents, subcontractors and invitees. USL shall adopt, supervise, and enforce reasonable and adequate safety requirements, including the CLIENT's site safety rules and any safety plan or requirements which may be established by the CLIENT, and shall at all times observe and comply fully with all applicable laws, codes, ordinances, rules and regulations relating to health and safety. Notwithstanding the acceptance of these responsibilities, USL shall not be the Prime Contractor for the Work as defined and contemplated by Workers' Compensation regulations.

The CLIENT may award other contracts for additional work and USL shall fully co-operate with such other contractors and carefully fit its own Work to that provided under the other contracts, as may be directed by the CLIENT. USL shall not commit or permit any act which will unreasonably interfere with the performance of work by another.

3. PAYMENT

The CLIENT shall only be obligated to reimburse USL for the performance of Work authorized by the CLIENT. Unless otherwise agreed, USL shall provide monthly invoices to the CLIENT, together with any necessary supporting documentation. The CLIENT will pay USL within thirty days of the date of USL's monthly invoice.

Invoiced amounts not paid by the CLIENT within thirty days shall bear interest at the rate of 3% above the prime commercial lending rate of the Royal Bank of Canada, which amount shall be due and payable until paid. Such interest shall be calculated and added to any unpaid amounts monthly.

4. TITLE TO DATA AND INFORMATION

The CLIENT agrees that all legal interest and title to documents, photographs, drawings, analyses, graphs, reports, or other subject matter, including all copyright and intellectual property, prepared, procured, or produced in the rendition of the services shall at all times remain the property of USL.

The Geographic Information System data, related layering and mapping prepared as part of the Work shall be the property of the CLIENT.

The Client shall have the right to copy and use any of the above described items for any purpose in relation to the Work or any other projects or work undertaken by the Village.

5. NONDISCLOSURE

USL shall not disclose to third parties without the written consent of the CLIENT any information produced, developed, or obtained in connection with the performance of this Agreement. If so requested by the CLIENT, USL shall execute a nondisclosure agreement and shall require its suppliers and subcontractors to execute a similar nondisclosure agreement.

6. INDEMNIFICATION

USL agrees to indemnify and hold harmless the CLIENT from damages incurred by the CLIENT or any third parties (including the CLIENT's employees) to the extent arising out of or in connection with errors, omissions, or negligent or unlawful performance of the Work by USL. The CLIENT agrees to indemnify USL for damages incurred by USL or any third parties (including USL's employees) to the extent the CLIENT commits errors or omissions or is found to be negligent.

Neither party shall be liable to any other for any consequential damages arising out of or related to this Agreement.

7. INSURANCE AND LIABILITY

USL represents that it now carries and shall make reasonable efforts to continue to carry the following insurance coverage and limits:

- | | |
|--|------------------------|
| a. Worker's Compensation | Statutory Requirements |
| b. Automobile Insurance | \$2,000,000 |
| c. Comprehensive General Liability Insurance | |
| - Each Occurrence | \$10,000,000 |
| - Aggregate | \$10,000,000 |
| d. Professional Liability Insurance | |
| - Each Occurrence | \$10,000,000 |
| - Aggregate | \$10,000,000 |

USL's liability for claims which the CLIENT has or may have against USL or USL's employees, agents, representatives and subconsultants under this agreement, whether these claims arise in contract, tort, negligence or under any other theory of liability, will be limited:

- a. To claims brought within the limitation period prescribed by law in the jurisdiction in which the project is located, or where permitted by law, within ten years of completion or termination of the Work, whichever occurs first; and
- b. To the amount of insurance carried by USL as noted above.

CLIENT acknowledges this contract is with USL, the corporation, and agrees to limit any claim they may have to the corporation without liability on any part of any officer, director, member, employee, or agent of the corporation.

8. TERMINATION

At the CLIENT's convenience, the CLIENT may terminate this Agreement by giving USL written notice of such termination. In the event of such termination, an equitable adjustment shall be made in the compensation to be paid to USL under this Agreement. Upon receipt of any notice of termination USL shall immediately stop performance of the Work to the extent specified in such notice. In no event shall the CLIENT be liable for any loss of revenue or profit incurred by USL as a result of any termination.

If the CLIENT fails to make payment to USL in accordance with this Agreement, USL may by written notice to the CLIENT require that such default be corrected. If within five business days of receipt of such notice, the CLIENT has not corrected the default by making payment or by taking such other steps as are acceptable to USL, USL may immediately terminate this Agreement. In such event, all invoiced but unpaid amounts shall be immediately due and payable.

In the event of any other default by the CLIENT, USL shall have the right to claim damages but not terminate this Agreement.

The rights and obligations created by this Agreement shall survive the completion, termination or cancellation of this Agreement.

9. DISPUTE RESOLUTION

At the written request of either the CLIENT or USL, the CLIENT and USL shall attempt to resolve any dispute between them arising out of or in connection with this agreement by entering into non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. Failing such agreement, the mediator shall be appointed by reference to a Judge of the Court of the province within which the project is located.

If a dispute cannot be settled within a period of thirty calendar days with the assistance of a mediator as outlined in this section or such longer period of time as may be agreed to by the parties, the dispute may, with the written concurrence of both parties, be referred to and resolved by way of binding arbitration by a single arbitrator. The arbitrator shall be appointed by agreement of the parties. Failing such agreement, the arbitrator shall be appointed by reference to a Judge of the Court of the province within which the project is located. The decision of the arbitrator shall be final and binding on the parties.

10. SUCCESSORS AND ASSIGNMENT

This agreement shall enure to the benefit of and be binding upon the parties hereto, and except as provided herein, shall be binding upon their successors, assigns, executors and administrators.

Except as set forth herein, neither party may assign this Agreement without the prior written consent of the other.

MEMO TO: Mayor Jeyes & Council

MEMO FROM: Michelle Allen, Chief Administrative Officer

DATE: November 21, 2017

SUBJECT: SOCCER FIELDS AT ASHCROFT POOL PARK

Background

In July Council had a presentation from the South Cariboo Minor Soccer Association. They provided Council with an update on their organization and a request to develop the ball field into another full size soccer field.

Discussion

Ms. Lee Hand and Mr. Tom Watson attended the July 24 Committee of the Whole meeting and provided Council with an update on the soccer association. Their registration has grown from 210 children in 2014 to 340 in 2017. They hold two or three tournaments during their season (April 1 – June 30) and host as many as 26 teams on those weekends.

The soccer association advised that they hold all of their events on one night per week so that children can continue to be involved in other activities such as dance and karate. They are requesting that the main ball field, with the clay infield, be developed into a full size soccer field. They suggest that the ball field infrastructure remain so that the field could be used for either sport.

Softball has not been active in our community for a number of years however the Volunteer Fire Department held a successful tournament in the spring and had planned to hold a second tournament until the wildfires happened during the summer. The field in question is often used by residents who go there to play scrub ball or to toss the ball around with young children.

Public works has concerns regarding having soccer lines defined in the ball field as it could pose a tripping hazard and if a ball hit the line it would likely bounce differently. The soccer association has not been receptive in the past to painting the soccer lines on the fields as it has to be done weekly and they find it too time consuming.

Administration has concerns regarding modifying an existing field to accommodate a group for one night per week 3 months out of the year. Minor hockey holds practices on three or four nights out of the week and children still seem to be able to participate in other extra-curricular activities. We would suggest that the soccer association has grown to a size where they may have to consider holding soccer two nights per week in order to schedule all of the teams onto existing fields.

The Village has been advised that the Ashcroft Indian Band is in the process of developing ball and soccer fields and perhaps minor soccer will be able to use their fields for some practices/games as well.

An item of concern that arises during tournament weekends is the parking along Elm and Government Streets. Vehicles park in all directions, on both sides of the street, creating a hazard for both pedestrians and vehicles. In addition, tournaments generally take place during Desert Hills season which increases traffic along that corridor. Administration suggests that the soccer association should have signs posted advising that there is a tournament taking place as well as a traffic control person to direct traffic. When the rodeo was active they had an arrangement with the owners of the vacant lot along Government Street to use it for parking and perhaps the soccer association should investigate a similar arrangement. Staff are

concerned that if the current parking situation continues it is only a matter of time until there is a serious accident.

Summary

Administration applauds the South Cariboo Minor Soccer Association for the work that they have undertaken and their success introducing more area youths to the sport. The Village has been very supportive of the group and have allowed the development of soccer fields in most of the park, however we only have one ball field left. While softball may not be an organized sport the field is used by residents and it is ready for tournament or league play when requested.

There would be a cost involved to install soccer nets and develop the ball field into a soccer field however the cost would not be substantial. Once the lines have been defined using lime they will not fill back in and will always be present on the ball field.

Administration finds it difficult to recommend modifying the ball field for a weekly event over a 3 month period when there are other options available including expanding to two night per week or contacting the Ashcroft HUB or Ashcroft Indian Band about using their fields.

Administration is concerned that the volume of traffic during tournament weekends is too large to be accommodated along Elm and Government Streets and the soccer association should be requested to find alternative arrangements.

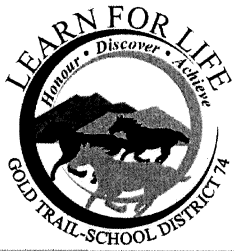
Recommendation

Administration is providing this information to Council for their consideration.

Respectfully submitted,



J. Michelle Allen,
Chief Administrative Officer



The Board Bulletin

News from School District No. 74

Highlights from the Board

The Board of Education met at the School District Administration Office in Ashcroft on November 7, 2017.



Election

Trustees Vicky Trill and Valerie Adrian were elected as Co-Chairs of the Board. Other elected positions included Trustee Ranta re-elected as the representative on the BC Public School Employers' Association (BCPSEA) Representative Council and Trustee Vicky Trill re-elected as the representative on the BC School Trustees Association (BCSTA) Provincial Council.

Action Plans for Learning

The Board of Education approved the schools' 2017/18 Action Plans for Learning. The plans include an appreciative inquiry cycle for growth which focuses on the positive aspects of the school community. The schools' focuses are:

Si'il Mountain Community School, Our dream is to develop a sense of pride among all of our students, but especially our secondary students. We want our students to enjoy being at school by instilling the habits of deep thinking and desire for life-long learning.

Gold Bridge Community School, The three-year goal will be to manifest a school program that embodies an academically rigorous, arts integrated, experiential curriculum within the structure of BC's Redesigned Curriculum.

Lytton Elementary School, Our dream is to have a school where all students want to come to and are happy to participate and engage in all aspects of learning.

Kumsheen Secondary School, Our dream is that all students graduate from Kumsheen Secondary School with the skills to be self-motivated, resilient, and self-regulated learners. We hope to develop a reputation of a school of excellence; empower our students to build a strong voice, community connections and sense of engagement in their own learning. We plan to empower

each learner to achieve learning to high expectations.

David Stoddart School, To ensure all students grow into their full potential through fostering their curiosity by applying critical and creative thinking.

Desert Sands Community School, We believe that learning happens when students are connected to their families, their peers, and the adults at school. We foster personal and academic growth through personalized, authentic learning experiences and support our students to become self-directed, collaborative members of the school and larger community.

Cache Creek Elementary School, To explore innovative, project-based theories and practices; to embrace interdisciplinary ways of teaching, to build learners who have the capacity for compassion, determination and resourcefulness.

Policy

The board adopted revisions to the following policies:

- Policy 2.30 Budget and Capital Plan Development
- Policy 2.50 Accumulated Operating Surplus
- Policy 4.20 Procedure for Registering Concerns
- Policy 1.120 Superintendent of Schools and Secretary Treasurer Roles and Responsibilities
- Policy 1.40 Trustee Remuneration
- Policy 7.30 Emergency Response (New)

Upcoming Board Meeting

January 9 @ District Administration Office time 2:00 pm

School District No. 74 Board of Education

Rural Area B	Valerie ADRIAN	vadrian@sd74.bc.ca
Rural Area A	Larry CASPER	lcasper@sd74.bc.ca
Rural Area D	Carmen RANTA	cranta@sd74.bc.ca
Rural Area C	Nancy REMPEL	nrempel@sd74.bc.ca
Dist. of Lillooet	Orra STORKAN	ostorkan@sd74.bc.ca
Village of Ashcroft	Vicky TRILL	vtrill@sd74.bc.ca
Rural Area E	Mavourneen VARCOE-RYAN	mvarcoeryan@sd74.bc.ca

School District No. 74 (Gold Trail) PO Box 250
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