



**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 4:30 PM ON TUESDAY, OCTOBER 9, 2018**

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**1. CALL TO ORDER**

**2. MINUTES**

- 2.1. Minutes of the Committee of the Whole Meeting of Council held on Monday, September 24, 2018 **P. 1-2**
- 2.2. Minutes of the Regular Meeting of Council held on Monday, September 24, 2018 **P. 3-10**

**3. DELEGATIONS**

- 3.1. None

**4. CORRESPONDENCE**

- 4.1. Jan Mazerall, Ashcroft Legion
  - Invitation to participate and support Remembrance Day Services **P. 11**
- 4.2. Mike LoVecchio, Director Government Affairs, CP
  - CP Holiday Train – Sunday, December 16, 2018 **P. 12-13**
- 4.3. Ashcroft HUB
  - Request for Generic Letter of Support for various funding applications **P. 14-16**
- 4.4. Information Correspondence Listing for October 9, 2018 **P. 17**

**5. UNFINISHED BUSINESS**

- 5.1. None

**6. NEW BUSINESS**

- 6.1. Evacuation Route Planning
    - Work Program and Grant Application Resolution **P. 18-21**
  - 6.2. Investing in Canada Infrastructure Program, Community Culture & Recreation
    - Application for the replacement of the hot tub at the Ashcroft Pool **P. 22-23**
  - 6.3. Sheila & Barry Corneillie
    - Application for Development Variance Permit, 1424 Pears Place, Ashcroft, BC **P. 24-31**
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- 6.4. Agreement to Provide Photography Services to the Village of Ashcroft  
- Municipal Insurance Association of BC Service Provider Agreement **P. 32-36**
- 6.5. Final Steps for Official Community Plan and Zoning Bylaw **P. 37**
7. **BYLAWS**
- 7.1. **Introduction and First Three Readings**
- 7.1.1. None
- 7.2. **Reconsideration and Final Adoption**
- 7.2.1. Bylaw No. 824 – Village of Ashcroft Indemnification and Council  
Remuneration Bylaw No. 824, 2018 **P. 38-40**
8. **REPORTS**
- Council Reports**
- 8.1. **Finance Committee – Mayor Jeyes, Councillor Roden & Councillor Kormendy**
- 8.2. **Cache Creek Environmental Assessment Committee – Mayor Jeyes & Councillor Kormendy**
- 8.3. **Northern Development Initiative Trust – Councillor Trill & Councillor Kormendy**
- 8.4. **Gold Country Communities Society – Councillor Trill & Councillor Roden**
- 8.5. **TNRD – Mayor Jeyes & Councillor Kormendy**
- 8.6. **Tourism – Councillor Roden & Councillor Lambert**
- 8.7. **School District No. 74 (Gold Trail) Liaison – Councillor Lambert & Mayor Jeyes**  
News Update from School District No. 74 – September 2018 **P. 41**
- 8.8. **Economic Development & Chamber of Commerce – Councillor Roden & Mayor Jeyes**
- 8.9. **Historic Hat Creek– Mayor Jeyes & Councillor Trill**
- 8.10. **Heritage – Councillor Roden & Councillor Kormendy**
- 8.11. **Transit – Councillor Kormendy & Councillor Roden**  
Notes from the Para-Transit Committee meeting held Monday, October 1, 2018 **P. 42-44**
- 8.12. **Wellness & Music (Kids) Festival – Councillor Trill & Councillor Roden**
- 8.13. **Seniors' Liaison – Councillor Lambert & Councillor Roden**



8.14. Communities in Bloom – Councillor Trill & Councillor Roden

8.15. Health Care – Mayor Jeyes & Councillor Lambert

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

8.17. Other

(Motion to receive both verbal and written reports)

9. CHIEF ADMINISTRATIVE OFFICER REPORTS

9.1 None

10. CHIEF FINANCIAL OFFICER REPORTS

10.1 None

11. QUESTION PERIOD

12. INCAMERA

12.1. None

13. TERMINATION





**THE CORPORATION OF THE VILLAGE OF ASHCROFT  
COMMITTEE OF THE WHOLE MINUTES**

**FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS  
OF THE VILLAGE OFFICE AT 6:00 PM ON MONDAY, SEPTEMBER 24, 2018**

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**PRESENT:** Mayor John C. (Jack) Jeyes  
Councillor Helen A. Kormendy  
Councillor Doreen E. Lambert  
Councillor Barbara H. Roden,  
Councillor W. Alfred Trill

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

Press and Public

**1. CALL TO ORDER**

Mayor Jeyes called the meeting to order at 6:00 pm.

**2. PRESENTATIONS**

**2.1. Dr. Sue Pollock, Heather Deegan & Jenny Green, Interior Health – Heat Alert and Response System (HARS) Planning Project**

Dr. Pollock and Ms. Deegan thanked Council for the opportunity to present the Heat Alert & Response System (HARS) Planning Project. The project is funded jointly with Health Canada and has a mandate to work with a small local government. Ashcroft was chosen as we are one of the hottest communities in the Province, have a smaller, and aged, population, have experienced extreme heat and smoke conditions and have a history of working on projects with Interior Health. The project will be fully funded, including the hiring of a community facilitator, and will work closely with all community stakeholders. The deliverable will be a multi-faceted program that will provide advice and guidance to residents and government officials during times of extreme heat or smoke. Council thanked Dr. Pollock and Ms. Deegan for considering Ashcroft and they look forward to seeing the final product.

**2.2. Mr. Mike LoVecchio, Director Government Affairs, CP – Annual Update/Rail Safety Week**

Mr. LoVecchio thanked Council for the opportunity to meet with them and provide an update on the Annual Rail Safety Week. Railways are challenged because many people don't understand that they should stay away from rail lines and the dangers that exist when crossing and walking on them. CP has developed a Rail Sense program where CP Police go into schools with a miniature train and explain the hazards of railway tracks. Mr. LoVecchio advised Council that rail business is increasing which results in more frequent and longer trains. He suggested that Council undertake long term planning with regards to rail crossings and other options that may be available. Council thanked Mr. LoVecchio for his presentation.

3. **TERMINATION**

**M/S Councillor Roden / Councillor Kormendy**

“That the Committee of the Whole Meeting terminate at 7:06 pm.”

**Carried.**

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**Mayor John C. (Jack) Jeyes**

Certified to be a true and correct copy of the Minutes of the Committee of the Whole Meeting of Council held Monday, September 24, 2018.

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**J. Michelle Allen, Chief Administrative Officer**

JMA/kdw





THE CORPORATION OF THE VILLAGE OF ASHCROFT

REGULAR MINUTES

FOR THE MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS  
OF THE VILLAGE OFFICE AT 7:00 PM ON MONDAY, SEPTEMBER 24, 2018

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**PRESENT:** Mayor John C. (Jack) Jeyes  
Councillor Helen A. Kormendy  
Councillor Doreen E. Lambert  
Councillor Barbara H. Roden,  
Councillor W. Alfred Trill

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

Press and Public

1. **CALL TO ORDER**

Mayor Jeyes called the meeting to order at 7:10 pm.

2. **MINUTES**

2.1. **Minutes of the Committee of the Whole Meeting of Council held on Monday, August 27, 2018**

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Mayor Jeyes declared the minutes adopted as presented.

2.2. **Minutes of the Regular Meeting of Council held on Monday, August 27, 2018**

Mayor Jeyes declared the minutes adopted as presented.

3. **PETITIONS AND DELEGATIONS**

3.1. None

4. **CORRESPONDENCE**

4.1. **Canadian Federation of Independent Business – Municipal Red Tape Challenge**

M/S Councillor Roden / Kormendy

“That the correspondence from the Canadian Federation of Independent Business regarding the Municipal Red Tape Challenge be received and filed.”

Carried. (01-09-18)

**4.2. Raymond Carriere, Founding President, Communities in Bloom – Thank you for participation and invitation to Awards Ceremony in Strathcona County**

**M/S Councillor Roden / Councillor Kormendy**

“That the correspondence from Raymond Carriere, Founding President of Communities in Bloom be received and filed.”

**Carried. (02-09-18)**

**4.3. Sandy Agatiello, Ashcroft Moving Forward Group – Request for Reimbursement of Fall Fair Table Rental – Distribution of Emergency BC Information Pamphlets**

**M/S Councillor Roden / Councillor Kormendy**

“That the Ashcroft Moving Forward Group be reimbursed \$10 for the table rental at the 2018 Ashcroft & District Fall Fair where they distributed emergency preparedness information.”

**Carried. (03-09-18)**

**4.4. Theresa Takacs, President Ashcroft/Cache Creek Rotary Club – Grant in Aid/Donation towards Building Community with Non-violent Communication Skills Workshop**

**M/S Councillor Roden / Councillor Lambert**

“That the Village of Ashcroft provide a \$500 Grant-in-Aid to the Rotary Club of Ashcroft/Cache Creek to assist with the costs to provide a Building Community with Non Violent Communication Skills Workshop on October 10 & 11, 2018.”

**Carried. (04-09-18)**

**4.5. Yasunori Hano, Bifuka Town Council Secretary General – Thank you for sending message to funeral of Chairman Masahiko Kurakane**

**Yasunori Haneno, Bifuka Town Assembly/Council Office Executive Director – Letter of thanks from Chairman Kurakane’s Widow, Mrs. Kurakane for the message**

**M/S Councillor Trill / Councillor Roden**

“That the two items of correspondence from Bifuka Town Council be received and filed.”

**Carried. (05-09-18)**

**4.6. Community Futures Sun Country – Regional Chamber of Commerce Invitation**

**M/S Councillor Roden / Councillor Lambert**

“That all available members of Council attend the Regional Chamber of Commerce community meeting sponsored by Community Futures on Wednesday, October 10, 2018.”

**Carried. (06-09-18)**

**4.7. Information Correspondence Listing for September 24, 2018**

**M/S Councillor Roden / Councillor Trill**

“That the information correspondence listing for September 24, 2018 be received and filed.”

**Carried. (07-09-18)**

**5. UNFINISHED BUSINESS**

**5.1. Council Remuneration Review**

**M/S Councillor Trill / Councillor Roden**

“That the Village of Ashcroft Council Remuneration Policy #1.6 be amended to allow an annual remuneration for the Mayor in the amount of \$14,815 and annual remuneration for each Councillor in the amount of \$8,015 and further that these rates become effective January 1, 2019.”

**Carried. (08-09-18)**

**5.2. Drainage at 5<sup>th</sup> Street & Railway Avenue – Response to letter from Valerie Freestone letter of August 13, 2018**

**M/S Councillor Roden / Councillor Lambert**

“That the staff report regarding drainage at 5<sup>th</sup> Street and Railway Avenue be received and filed.”

**Carried. (08-09-18)**

**5.3. Official Community Plan and Zoning Bylaw – Summary of changes to reflect the proposed signage bylaw**

**M/S Councillor Roden / Councillor Kormendy**

“That the Urban Systems Ltd. Memorandum regarding changes to the Official Community Plan and Zoning Bylaws to reflect the adoption of a proposed signage bylaw be received and filed.”

**Carried. (09-09-18)**

**6. NEW BUSINESS**

**6.1. Danley Carriage & Wheel – Quote to repair wagon wheel**

**M/S Councillor Roden / Councillor Lambert**

“That the Village accept the estimated quote of \$2,200 from Danley Carriage & Wheel to inspect and repair all four wheels on the historic freight wagon and further that Mr. Danley be asked to inspect the rest of the wagon for indications of wear and areas that may require repairs.”

**Carried. (10-09-18)**

**6.2. 2018 General Local Elections – Declaration of Candidates**

**M/S Councillor Roden / Councillor Lambert**

“That the Declaration of Candidates for the 2018 General Local Election be received and filed.”

**Carried. (11-09-18)**

**6.3. Interior Health – Letter of Agreement – Heat Alert & Response Planning Project**

**M/S Councillor Kormendy / Councillor Lambert**

“That the Chief Administrative Officer be authorized to sign the Letter of Agreement – Heat Alert Response Planning Project with Interior Health dated September 14, 2018.”

**Carried. (12-09-18)**

**6.4. New Street Sign for Ashcroft Legion – “Veterans’ Way”**

**M/S Councillor Lambert / Councillor Roden**

“That the Village of Ashcroft request a formal letter requesting that a street sign “Veterans’ Way” be installed on the Ashcroft Legion property and further that the sign have an installation date of November 11, 2018.”

**Carried. (13-09-18)**

**7. BYLAWS AND RESOLUTIONS**

**7.1. Introduction and First Three Readings**

**7.1.1 Bylaw No. 824, Village of Ashcroft Indemnification & Council Remuneration Bylaw, 2018**

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**M/S Councillor Roden / Councillor Trill**

“That Bylaw No. 824, cited as the Village of Ashcroft Indemnification & Council Remuneration Bylaw, 2018 be introduced and read three times.”

**Carried. (14-09-18)**

**7.2. Second Reading**

**7.2.1. Bylaw No. 822, Official Community Plan, 2018**

**M/S Councillor Roden / Councillor Trill**

“That Bylaw No. 822, cited as the Village of Ashcroft Official Community Plan, 2018 be given second reading.”

**Carried. (15-09-18)**

**7.2.2. Bylaw No. 823, Zoning Bylaw, 2018**

**M/S Councillor Roden / Councillor Lambert**

“That Bylaw No. 823, cited as the Village of Ashcroft Zoning Bylaw, 2018 be given second reading.”

**Carried. (16-09-18)**

**7.3. Third Reading**

**7.2.1 None**

**7.4. Reconsideration and Final Adoption**

**7.4.1. None**

**8. COUNCIL REPORTS**

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

No report

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

Mayor Jeyes advised that the Cache Creek Landfill Extension Project has been delayed until the summer of 2019.

Council discussed the challenges that residents are encountering with the new recycling program and the lack of public education. Council was advised that the “Waste Wizard” app is very informative but does not meet everyone’s needs. Council asked Mayor Jeyes to request more public education sessions for our residents when he is at the next board meeting.

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

Councillor Trill advised that he had attended the last meeting in 100 Mile House. A common area of concern for all area communities is the lack of housing and entry level workers.

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

No report.

**8.5. TNRD – Mayor Jeyes & Councillor Kormendy**

Council reviewed The Current – Highlights from the Board of Directors’ meeting held on Thursday, September 20, 2018.

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

Councillor Roden advised Council that she and the Chief Administrative Officer had attended an end of year luncheon for the volunteers at the Visitor Centre. The volunteers enjoyed their time and are making plans for next season.

Community Futures and the Village of Ashcroft are revising the Mosaic Art Walk Map to include many more of the pieces.

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

Council reviewed The Board Bulletin, Highlights from the Board of Education meeting held September 4, 2018. Council was advised that Vicky Trill was elected by acclamation as the Village of Ashcroft School Trustee.

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

Council was reminded to attend to the informational meeting on forming a regional Chamber of Commerce on October 10<sup>th</sup>, the location will be announced.

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

Mayor Jeyes advised that the board is still negotiating with the Provincial Government for an extension to their operating agreement.

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

No report.

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

Councillor Kormendy advised that the Para-Transit Committee is meeting on Monday, October 1, 2018 at 11:00 am to discuss the proposal to have the Village of Cache Creek rejoin the local transit system. Council noted that the local transit bus is well used for various community functions.

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

No report.

**8.13. Seniors' Liaison – Councillor Lambert & Councillor Roden**

No report.

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

Councillor Roden advised that Bruce and Andrea Walker were attending the National Awards ceremony in Alberta. The local committee had applied for 4 special awards and were finalists in 3 of the categories.

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

No report.

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

Councillor Kormendy suggested that the next Council will have to re-evaluate the Bifuka relationship and determine the direction they wish to take it.

**8.17. Other**

Mayor Jeyes advised that the Ash-Creek TV Society is planning on hosting All Candidates Meetings and all candidates will be advised of the details in due course.

M/S Councillor Kormendy / Councillor Roden

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

**Carried. (16-09-18)**

**9. CHIEF ADMINISTRATIVE OFFICER REPORTS**

**9.1.** The Chief Administrative Officer advised that the current policy allowed a planning meeting in place of the first meeting in October. With the new election schedule Council was asked if they wish to hold a planning session, cancel the meeting or hold a regular meeting.

**M/S Councillor Trill / Councillor Lambert**

“That the Planning Meeting scheduled for Tuesday, October 9 be rescheduled to a regular council meeting to be held at 4:30 pm.”

**Carried. (17-09-18)**

**9.2.** The Chief Administrative Officer advised that the water treatment plant contractor was prepared to give the Council a tour of the construction site early in October. Potential dates and times will be forwarded to Council for their consideration.

**10. CHIEF FINANCIAL OFFICER REPORTS**

**10.1** None

**11. QUESTION PERIOD**

There were no questions from the public.

**12. INCAMERA**

**12.1. M/S Councillor Trill / Councillor Roden**

“That this regular meeting of council move in-camera to discuss an item under Section 90.1 (e) of the *Community Charter* at 8:20 pm.”

**Carried. (18-09-18)**

13. **TERMINATION**

**M/S Councillor Trill / Councillor Kormendy**

"That the Regular Meeting of Council terminate at 9:30 pm."

**Carried. (19-09-18)**

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**John C. (Jack) Jeyes, Mayor**

Certified to be a true and correct copy  
of the Minutes of the Regular Meeting of  
Council held Monday, September 24, 2018

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**J. Michelle Allen, Chief Administrative Officer**

JMA/kdw



Dear Comrades,

November 11<sup>th</sup> is just about here and that means it is time for us to work together to support our Veterans and our Legion.

November 11<sup>th</sup> 1918, was a day of great celebration and relief, but also a day for feelings and profound loss and grief. In our country and many others, people were left with a yearning to remember those who had fought and died.. The following year saw the marking of the first Armistice Day and over time, November 11<sup>th</sup> came to be known as Remembrance Day. A time for us pause and honour all those who had served and died in the cause of peace and freedom. A century after the end of the First World War, **how will you observe Remembrance Day 2018.**

We invite you to attend the Remembrance Day ceremony at the Ashcroft Legion .

Breakfast will be served from 8:00 – 10:00 followed by assembly at the Cenotaph at 10:50 am

Wreaths, Green Crosse and White Crosses are available for sale at the branch at a cost of \$27.00.

Volunteers are needed for Poppy tagging as usual, please contact myself or sign up at the branch.

I can be reached at [250-453-9096](tel:250-453-9096)/[jmaz@live.ca](mailto:jmaz@live.ca)

Respectfully

*Jan Mazerall*  
Jan Mazerall

RECEIVED

SEP 27 2018

The Corporation  
Village of Ashcroft

**From:** Mike LoVecchio <[Mike\\_LoVecchio@cpr.ca](mailto:Mike_LoVecchio@cpr.ca)>  
**Sent:** September-28-18 3:56 PM  
**To:** [jjeves@ashcroftbc.ca](mailto:jjeves@ashcroftbc.ca)  
**Subject:** 2018 CP Holiday Train



September 28, 2018

Mayor Jack Jeyes  
Village of Ashcroft  
601 Bancroft Street  
PO Box 129  
Ashcroft BC V0K 1A0

via email: [jjeves@ashcroftbc.ca](mailto:jjeves@ashcroftbc.ca)

Dear Mayor Jeyes:

I am pleased to announce that the 2018 CP Holiday Train will be making a stop in Ashcroft on Sunday, December 16, 2018. Thanks to the generous support of great communities like yours, the Holiday Train raised over \$1.5 million and 300,000 pounds of food in 2017, bringing our total to \$14.5 million and 4.3 million pounds of food raised since 1999 to help those in need.

#### **FOOD BANK DONATIONS**

During promotion of the Holiday Train event in your community, CP will encourage donations be made to the local food bank of your choice. In previous years, your community's chosen organization has been the Ashcroft and Area Food Bank. If this has changed, please let us know by November 1<sup>st</sup> what organization you would like to support. We recommend connecting with your chosen food bank as soon as possible. The most successful Holiday Train stops are those where a true partnership is present between the food bank and elected officials.

#### **CP HAS HEART**

CP Has Heart is our community investment program aimed at improving the heart health of men, women and children in communities across North America. Heart disease can affect anyone regardless of age or gender, but is manageable and in some cases preventable using the right proactive measures.

Prevention is key to eliminating the effects of heart disease and one of the ways in which we hope to help is by spreading the message of quality nutrition. This year, we continue to encourage those

attending the events to make a monetary donation or donate heart healthy food items, because regardless of circumstance, we believe everyone should have access to healthy, nutritious food.

#### **HOSTING A SAFE & FUN EVENT**

Safety is always our top priority, and our goal is to continue to make the Holiday Train event safe and fun for everyone. To this end, we ask your office to manage any road or crossing blockages related to this event, including marking a safe perimeter around the Holiday Train for the duration of the show. We have found that something as simple as “Do Not Cross” tape works well for this purpose, although our preference, if possible, would be to erect barricades that clearly mark out the area. This offers a safe zone for lowering the stage door as well as getting people on and off the train, and helps to prevent people from trying to cross through the train as well. Additionally, police or security presence at nearby train track crossings can help to ensure safe passage for the train into and out of your community.

Members of the CP Police Service will be on hand to help manage crowds, but we do appreciate your continued support – including the involvement of your local enforcement officials – in keeping the Holiday Train event in your community a safe one.

#### **SOCIAL MEDIA**

We use social media to invite community members to the event and encourage food bank donations. Follow us on Facebook, Twitter and Instagram and share our message with #CPHolidayTrain and #HealthyDonations.

#### **EVENT INFORMATION**

We will be in touch with you within the next few weeks to discuss additional event information such as the exact stop location, promoting the event, riding the train and confirmation you will be able to join us on stage at this year’s event to help present a donation to your chosen charitable organization.

Your CP contacts for this year’s Holiday Train are community relations members Christine Brown and Brenda Land. They will be contacting you soon with further information, and can be reached at [Holiday\\_Train@cpr.ca](mailto:Holiday_Train@cpr.ca).

I look forward to your community’s participation in this year’s CP Holiday Train program.

Sincerely,



Mike LoVecchio  
Director Government Affairs  
Canadian Pacific  
General Yard Office  
1670 Lougheed Highway  
Port Coquitlam BC V3B 5C8  
Tel: 778 772-9636  
Email: [mike\\_lovecchio@cpr.ca](mailto:mike_lovecchio@cpr.ca)

## Michelle Allen

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**From:** Vicky Trill <executivedirector@ashcrofthub.com>  
**Sent:** Monday, October 01, 2018 4:35 PM  
**To:** Michelle Allen  
**Subject:** Letter of Support Request  
**Attachments:** MissionVisionValues.pdf

Hello Michelle,

We are at the start of another grant writing "season" and looking for letters of support to attach to our requests.

We will apply for various grants such as:

- Community Gaming (Social Service category)
- BC Interior Community Foundation
- United Way
- TNRD
- NDIIT
- other various applicable opportunities as they arise

Grant asks will vary in specifics, but no matter what the program, capital project or operational request, all will align with our mission, vision and values. (attached)

Would Mayor and Council provide the Ashcroft HUB with a letter of support of the community work we do?

If you require more information, please don't hesitate to contact me.

Vicky Trill  
Executive Director  
Ashcroft HUB Society  
[www.ashcrofthub.ca](http://www.ashcrofthub.ca)  
711 Hill St. PO Box 599  
Ashcroft, BC V0K 1A0  
(250) 453-9177



## **MISSION, VISION, VALUES**

### **MISSION – Our purpose**

To provide a public amenity by operating and maintaining a multi-use recreational facility for the community of Ashcroft; and to undertake activities ancillary and incidental to the attainment of the above mentioned charitable purpose.

### **VISION**

The Ashcroft HUB's vision is to increase community engagement and minimize the rural population decline by providing more opportunities for community members to connect in synergy through wellness, recreation and the arts.

**VALUES** – Our work will be guided and informed by our beliefs and commitments to (being):

Welcoming: We respect people, value diversity and are committed to equality

Collaboration: We value and recognize the contribution of volunteers and partnerships within organizations and communities.

Integrity: We value honesty and recognize the importance of transparency and accountability.



## **MISSION, VISION, VALUES**

REMOVE AND ADD TO STRATEGIC PLAN

Additional Notes:

Program Plan:

- After school programming
- Not so senior, Seniors' programs
- Quarterly potluck socials
- Dance fundraiser
- Day care

Building/Grounds Plan

- HVAC upgrades
- Roof upgrades
- Window and doors upgrades
- Commercial kitchen
- Improve outdoor areas
- Walking path
- Bike racks outside
- Improve "curb appeal"
- Wax floors

**INFORMATION CORRESPONDENCE  
FOR THE OCTOBER 9, 2018 COUNCIL MEETING**

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Ministry of Public Safety and Solicitor General

- Provincial Keep of Prisoners Program

TNRD

- Fire Protection
- Gold Country Communities

Annie Bourret

- Constant Barking by two dogs
- Official complaint about steady barking from 1229 Vista Heights Drive

The Ashcroft HUB

- Happening at the HUB Newsletter

Make Children First

- Newsletter

Mineral Exploration

- Fall 2018 Magazine

CHOA Journal

- Fall 2018

Transition

- Fall 2018 Magazine

BC Forest Professional

- September/October 2018 Magazine

Public Works Association

- The Roadrunner Fall 2018 Magazine

SICA (Southern Interior Construction Association)

- Fall 2018 Magazine

/kw

**MEMO TO: Mayor Jeyes & Council**  
**MEMO FROM: Michelle Allen, Chief Administrative Officer**  
**DATE: October 3, 2018**  
**SUBJECT: COMMUNITY EMERGENCY PREPAREDNESS FUND**  
**- EVACUATION ROUTE PLANNING FUNDING APPLICATION**

**Background**

At the August 27<sup>th</sup> meeting of Council staff was directed to obtain a work program and budget from Urban Systems Ltd. to prepare a funding application for the caption program. This work program was to be brought back to Council for approval prior to commencing any work.

**Discussion**

The Evacuation Route Planning Program and Application Guide defines eligible projects as:

*“In order to qualify for funding, applications must demonstrate the extent to which the proposed project addresses existing challenges to successfully implement evacuations in the event of an emergency.”*

Attached is a memorandum from Dylan Houlihan, Community Planner with Urban Systems Ltd. He has provided a detailed work plan that includes a budget and expected deliverables for each step. The total budget is \$25,000. The captioned funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$25,000, so the Village will be applying for the maximum amount. The deadline to submit the funding application is November 30, 2018.

It is important for Council to understand that this resulting document will be the first step towards establishing alternate evacuation routes. It will be a detailed planning document that identifies potential routes, the environmental and property impacts that the routes will have and the work that would be required to bring them to a reality. The process involves discussions with a number of stakeholders including the public, private property owners, emergency responders and the regional district. The document will be used to apply for additional funding to carry out the recommendations and proceed to the next step(s). Urban Systems Ltd. has offered to complete the funding application on our behalf at no cost.

**Recommendation**

Administration is seeking the following resolution from Council to be included with the funding application:

*“That the Village of Ashcroft submit an funding application in the amount of \$25,000 to the Community Emergency Preparedness Fund – Evacuation Route Planning to determine possible emergency evacuation routes for areas of our community and further that the Village of Ashcroft will be responsible for monitoring the grant and submitting the required reporting forms.”*

Respectfully submitted,



J. Michelle Allen,  
Chief Administrative Officer



# MEMORANDUM

Date: September 25, 2018  
To: Michelle Allen, CAO  
From: Dylan Houlihan  
File: 1093.0000.00  
Subject: Evacuation Route Planning

## Introduction

The Village of Ashcroft is looking at developing evacuation routes in response to concerns in the community about access and egress in the event of an emergency, particularly during a wildfire. The need for this type of evacuation route emerged following the 2017 wildfire season and, in particular, the concerns for the Mesa Vista neighbourhood which has only one egress serving 2.7 km of development. While the Mesa Vista neighbourhood is the key priority, there is a desire to explore the potential for evacuation route options for all areas of the community. These evacuation routes would be gated and would only be opened in the event of the need for evacuation. It is understood that the Village has some general ideas on where these evacuation routes could be located.

The Village would like to apply for funding from UBCM through the Evacuation Route Planning program to develop and review potential route alignments and identify any issues that might arise from the various evacuation routes.

## Work Program

Our work program includes the following steps:

- 1.) Start-up meeting – we will meet with Village officials to determine the vision for evacuation routes. This would include identifying for what types of emergencies the evacuation routes would be used for, what neighbourhoods they need to serve, potential locations for evacuation routes, and what additional uses the routes could have (i.e. could they be used as trails). This will help provide context for the remainder of the project.

*Deliverable – Meeting Notes*

- 2.) Acquire base mapping – we will compile base mapping for the evacuation route areas. This will include:

- Topographical data
- Orthophotos
- Cadastral data illustrating property ownership
- Existing roads and infrastructure

Where necessary and cost effective, we will acquire data that will enable better mapping. This will include orthophotography and topographical data.

*Deliverable – Base Map*

- 3.) Develop conceptual plan for evacuation routes – we will work with the Village to identify the construction route standards. This will include identifying the types of vehicles that would use the route and determine road materials, widths and maximum road grades. We will also work with

MEMORANDUM

Date: September 25, 2018  
File: 1093.0000.00  
Subject: Evacuation Route Planning  
Page: 2 of 3



the Village of Ashcroft to identify, in general, the preferred connections for evacuation routes. Based on these preferred connections, we will develop conceptual route alignments based on topographical and property constraints. We will develop up to 4 alignments for further review. We will develop Class D cost estimates for each alignment option.

*Deliverable – Conceptual plans illustrating evacuation routes*

- 4.) Evaluate route alignments – we will evaluate the route alignments in order to enable comparison between the various options in order to identify the preferred options. Potential evaluation criteria will include cost, constructability, environmental impacts, property impacts, and other criteria deemed important by the Village. We will prepare a memo summarizing the evaluation of the route alignment options and identified the preferred options. The memo will be discussed with Village staff to obtain feedback.

*Deliverable – Memo summarizing route alignment evaluation*

- 5.) Review with the public and key stakeholders – we will review the route alignments with the public and key stakeholders (i.e. Ashcroft Fire Department, TNRD) including the evaluation of each of these alignments. We will seek feedback from the public and stakeholders and make any alterations to the preferred route alignments as necessary.

*Deliverable – Presentation materials and meeting notes*

- 6.) Prepare Final Report – we will prepare a final report that will identify the preferred route alignments and describe the key next steps that will likely include the need for preliminary and detailed design, seeking funding for construction, etc.

*Deliverable – Final Report*

**Budget**

Our budget for this project is summarized in the table below.

<b>Task</b>	<b>Budget</b>
Start-up Meeting	\$1,500
Acquire Base Mapping	\$5,000
Develop Conceptual Plan for Evacuation Routes	\$9,500
Evaluate Route Alignments	\$2,000
Review with Public and Key Stakeholders	\$3,500
Prepare Final Report	\$3,500
<b>Total</b>	<b>\$25,000</b>

MEMORANDUM

Date: September 25, 2018  
File: 1093.0000.00  
Subject: Evacuation Route Planning  
Page: 3 of 3



**Closure**

We would like to thank you for the continued opportunity to be a part of your community and we look forward to working with you on this exciting initiative. Should you have any questions regarding this work program, please do not hesitate to contact us.

Sincerely,

**URBAN SYSTEMS LTD.**

Dylan Houlihan, MCIP  
Community Planner

/deh

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DRAFT

**MEMO TO: Mayor Jeyes & Council**

**MEMO FROM: Michelle Allen, Chief Administrative Officer**

**DATE: October 3, 2018**

**SUBJECT: INVESTING IN CANADA INFRASTRUCTURE PROGRAM  
- COMMUNITY, CULTURE AND RECREATION INTAKE**

### **Background**

The Canada-British Columbia Investing in British Columbia Infrastructure Program was announced in June 2018 with 4 funding streams: Public Transit; Green Infrastructure; Community, Culture & Recreation; and Rural and Northern Communities Program. The details for the first 2 streams were announced in June and the details for the latter two were announced during UBCM in September. The Village has submitted a funding application for the replacement of the Lift Station #1 under the "Green Infrastructure" stream.

### **Discussion**

Administration has given the two new programs a quick review and advise that the purpose of the grant is defined as:

*"The ICIP Community, Culture and Recreation Stream will help communities address their infrastructure needs, while improving access to and/or increased quality of Community, Culture and Recreation infrastructure for Canadian, including Indigenous people and vulnerable populations."*

The ICIP Community, Culture and Recreation program guide addresses the Eligible Projects as follows:

*"The Program reflects an outcome based rather than a project category based approach. Project eligibility is based on its ability to meet the following outcomes set out by Infrastructure Canada:*

- *Improved access to Community, Culture and Recreation infrastructure for Canadians including Indigenous people and vulnerable populations.*
- *Increased quality of Community, Culture and Recreation infrastructure for Canadians including Indigenous people and vulnerable populations."*

The program guides goes on to state that to be eligible for funding a project must:

- be community-oriented, open to the public and not limited to a private membership;
- be publicly accessible, multi-purpose spaces that bring together a variety of services, etc. to reflect the community needs;
- if it is a health facility have specific benefit to Indigenous peoples by advancing the Truth and Reconciliation Commission's Calls to Action;
- be put forward by an applicant who demonstrates that they will be able to operate and maintain the resulting infrastructure over the long term;
- be for the construction, renewal, rehabilitation or material enhancement of infrastructure, excluding normal maintenance or operation;
- must have a minimum project value of \$150,000.

The cost sharing formula for this program is Government of Canada will contribute up to 40%, Province of British Columbia up to 33.33% which leaves a minimum of contribution of 26.67% from the Village. On a \$150,000 project our share would be \$40,000. Local governments are limited to one application per funding stream per intake. The deadline for applications is January 23, 2019.

The Village has had a number of complaints over the past two years because the hot tub and the pool has been taken out of service. Administration feels that an application to replace the existing hot tub with a new, more energy efficient model that continues to be wheel chair accessible may fit the application guidelines. The original estimate for repairs was in the \$100,000 - \$110,000 range so to increase the costs to \$150,000 by including energy saving options as well as therapeutic accessories that would be a benefit to our elderly population.

**Recommendation**

Administration is providing this for council's information and discussion.

Respectfully submitted,



J. Michelle Allen,  
Chief Administrative Officer

**MEMO TO: Mayor Jeyes & Council**

**MEMO FROM: Michelle Allen, Chief Administrative Officer**

**DATE: October 3, 2018**

**SUBJECT: APPLICATION FOR DEVELOPMENT VARIANCE PERMIT (DVP)  
- 1424 Pears Place, Ashcroft, BC – CORNEILLIE, Barry and Sheila**

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### **Background**

In accordance with Section 499 of the Local Government Act, property owners may apply for a Development Variance Permit when their proposed project does not meet the current zoning requirements.

### **Discussion**

The Village has received an application for a DVP from Mr. and Mrs. Corneillie who are building a new home at 1424 Pears Place. They are proposing to build a single family residence and a detached garage and have requested the following variance:

- a. Rear parcel setback reduced from 6.0 m to 5.696 m (approximately 12 inches) to allow the installation of a support post for the rear covered deck.

As stated in their application all other setbacks as well as total lot coverage will be within the requirements of the current Village of Ashcroft Zoning Bylaw. As an aside, their proposal will meet all other setbacks and total lot coverage of the Zoning Bylaw that is currently being drafted. The residence cannot be moved forward on the lot as driveway access to the rear of the property would be greatly reduced. This is considered to be a minor variance.

Upon receipt of the application, all of the adjacent property owners were notified that this application would be going before Council on Tuesday, October 9, 2018 at 4:30 pm. We have received no comments either written or verbal relating to this application.

As part of the review process, staff contacted the Building Inspector, Fire Chief and the Village Foreman and requested their comments regarding this application. There were no concerns brought forward regarding this proposal.

The applicants have been advised that their application will be presented to Council at the October 9<sup>th</sup> meeting and they have the right to attend. In this situation, Council may also address questions directly to the applicant if further clarification is required.

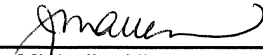
### **Recommendation**

Upon review of the application and following discussions with the Fire Chief, the Building Inspector and the Foreman, Administration advises that Council has the following options:

1. Council may approve the application as presented. A notice will be placed on title advising future purchasers that this structure was approved.

2. Council may deny the application as it does not meet the zoning requirements. The applicants will be advised that they may appeal Council's decision directly to the Board of Variance if they wish.

Respectfully submitted,

  
\_\_\_\_\_  
J. Michelle Allen,  
Chief Administrative Officer

/jma

SCHEDULE A5 (i)

VILLAGE OF ASHCROFT

PROCEDURES BYLAW NO. 500, 1989

SCHEDULE A5 - APPLICATION FOR A PERMIT

I/We hereby make application under the provisions of Part 29 of the Municipal Act for a (check where applicable):

Development Variance Permit

Temporary Commercial and Industrial Permit

to permit the proposed development as described in the attached form upon (legal description of property):

LOT 52, DC 378, KDYD, PLAN 28260  
Roll # 00379.152

and located at (street address or general location) 1424 PEARS PLACE

Required application fee of \$ 300.00 and the completed Permit Information Forms are attached.

\_\_\_\_\_  
Date Applicant's Signature

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

Sept 26 - 18 \_\_\_\_\_  
Date Registered Owner's Signature

Where the Applicant is NOT the REGISTERED OWNER the Application must be signed by the REGISTERED OWNER or his SOLICITOR.



PERMIT INFORMATION FORM

THE INFORMATION REQUESTED IN THIS FORM IS REQUIRED TO EXPEDITE THE APPLICATION AND ASSIST THE STAFF IN PREPARING A RECOMMENDATION.

This form is to be completed in full and submitted with all requested information, Permit Application, Application Fee and Certificate of State and Title or of indefeasible Title for the subject property.

Applicant and Registered Owner

1. (1) Applicant's Name Same as Owner  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Home \_\_\_\_\_

(2) Registered Owner's Name Barry & Sheila Corneillie  
 Address PO BOX 1095  
ASHCROFT BC Postal Code V0K 1A0

Telephone: ~~Business~~ \_\_\_\_\_ Home 250 457-3044  
Cell \_\_\_\_\_

(3) A copy of a State of Title Certificate, or a copy of Certificate of Indefeasible Title, dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership.

Application Fee

2. An Application Fee as set out in Fees Bylaw No. \_\_\_\_\_ (applicable section of which is attached) shall be made payable to the Village of Ashcroft and shall accompany the Application.

Subject Property and Development

(1) Legal Description in Full LOT 52, DL 378, KDVA, PLAN 28260

(2) Location (street address of property, general description or map) 1424 PEARS PLACE

A5 (iii)

(3) Present Zoning/Designation R1

(4) Description of the Existing Use/Development \_\_\_\_\_

BARE LAND

(5) Full Description of the Proposed Development (use separate sheet if necessary) \_\_\_\_\_

CONSTRUCT DETACHED RESIDENCE

(6) Proposed Variation and/or Supplementation to Existing Regulations (use separate sheet if necessary) \_\_\_\_\_

SITE PLAN ENCLOSED

REQUIRE A VARIANCE TO THE  
NORTH EAST CORNER OF THE HOUSE  
FOR A POST TO SUPPORT THE CORNER  
OF THE DECK AND ROOF.

1 FOOT (12 inch) VARIANCE IS REQUESTED  
AT THAT ONE POINT ONLY

A5 (1v)

Reasons in Support of Application

4. Reasons and comments in support of the application (use separate sheet if necessary) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Attachments

5. At the time of providing Application and information forms to the applicant the Village Clerk Treasurer or designated official shall indicate which of the following attachments are required or not required for this Application. The Village Clerk Treasurer or designated official may require additional information.
- (1) A dimensioned Sketch Plan drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ showing the location of existing buildings, structures and uses.
- REQUIRED: Yes \_\_\_\_\_ No \_\_\_\_\_
- (2) A dimensioned Site Development Plan drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ showing the proposed use, buildings and structures, highway access, etc.
- REQUIRED: Yes \_\_\_\_\_ No \_\_\_\_\_

A5 (v)

(3) A Contour Map (Plan) drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ with contour interval of \_\_\_\_\_, of the subject site.

REQUIRED: Yes \_\_\_\_\_ No \_\_\_\_\_

(4) A dimensioned Sketch Plan drawn to a scale of \_\_\_\_\_ to \_\_\_\_\_ of the proposed subdivision, where subdivision is contemplated.

REQUIRED: Yes \_\_\_\_\_ No \_\_\_\_\_

(5) Technical information or reports and other information required to assist in the preparation of the Permit, listed below:

Specific Reports: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

General: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicants Signature

-----  
FOR OFFICE USE ONLY

Sent to Applicant date \_\_\_\_\_ by \_\_\_\_\_

Application form duly completed and received by Sept. 26. 2018

Application fee \$ 300 received Receipt No. \_\_\_\_\_

Sept. 26 / 18  
Date

*J. Mauer*  
Signature of Officer



**MEMO TO: Mayor Jeyes & Council**

**MEMO FROM: Michelle Allen, Chief Administrative Officer**

**DATE: October 3, 2018**

**SUBJECT: AGREEMENT TO PROVIDE PHOTOGRAPHY SERVICES TO VILLAGE**

**Background**

As part of our Economic Development strategy the Village wished to develop a bank of local photographs. These photos are to be used on our new website, which is under development, but also can be used in any promotional materials that the Village may produce.

**Discussion**

The Village recently posted a request for proposals from local photographers to provide a collection of 200 local photographs taken over the course of a year. The photos will become the property of the Village.

We had a couple of inquiries regarding the project but received only one proposal from Wendy Coomber. The Village is familiar with Ms. Coomber as we contracted with her a few years ago to provide photos for the Knowledge Network Picture BC program. The photos that she submitted at that time met all of the requirements and were accepted by the Knowledge Network.

Administration has attached a service agreement between Ms. Coomber and the Village outlining the photo requirements and payment terms. The funding for this initiative will be covered under the NDIT Economic Development Capacity Program.

Administration has also attached a copy of the Service Provider Agreement which would allow the Village to provide liability insurance coverage to Ms. Coomber under our Municipal Insurance Association policy. The cost for this is under \$150/year.

**Recommendation**

Administration is seeking a resolution of Council authorizing the Chief Administrative Officer to sign an Agreement to Provide Photography Services to the Village of Ashcroft and further that Council approves the Municipal Insurance Association Service Provider Agreement between the Village of Ashcroft and Wendy Coomber for the period November 1, 2018 to October 31, 2019.

Respectfully submitted,



J. Michelle Allen,  
Chief Administrative Officer

# THE CORPORATION OF THE VILLAGE OF ASHCROFT

## Agreement to Provide Photography Services to the Village of Ashcroft

**BETWEEN:**                    **Wendy Coomber**  
PO Box 958  
Cache Creek, BC. V0K 1H0

**AND:**                         **THE CORPORATION OF THE VILLAGE OF ASHCROFT (Village)**  
PO Box 129  
Ashcroft, BC. V0K 1A0

The Village wishes to enter into an agreement whereby the Contractor will provide a collection of photographs depicting the Village of Ashcroft solely for the Village of Ashcroft's use.

**The term of the agreement shall be from November 1, 2018 to October 31, 2019  
This agreement is not renewable.**

The Contractor agrees to provide following deliverables to the Village while adhering to the conditions set out within this agreement:

### **1. Deliverables:**

1. Provide a collection of 200 photographs including:
  - a. not less than 5 images per season of people taking part in an activity, including but not limited to: fishing, tobogganing, walking, biking, swimming, sports, artists, performers, nature viewing, etc.;
  - b. not less than 10 landscape photographs from each season;
  - c. Community events; and
  - d. Community landmarks and Village facilities.

### **2. Deliverable Requirements:**

1. Photographs must be taken within a 40 minute drive from the Village of Ashcroft and not include images of neighboring communities or landmarks solely associated with those neighboring communities.
2. Submitted photographs are provided in .jpg format;
3. Submitted photographs will be edited in a manner that enhances the image but does not appear unrealistic;
4. All submitted photographs will be provided in colour;
5. All submitted photographs will be provided to the Village in two sizes: 300 dpi high resolution format suitable for large prints and a 72 dpi for use on the web.
6. The contractor will submit no less than 20 photographs, four times within the year, preferably at the end of each season, with the remaining balance of photographs due no more than 30 days after the end date of this agreement;
7. Submitted photographs are to be provided to the Village on a USB memory stick of suitable capacity that is free of any malicious software or virus.

**THE CORPORATION OF THE VILLAGE OF ASHCROFT**

- 8. The photographer will retain copies of all photos submitted for one year after the date the final submission of photographs is made, and provide copies to the Village at no additional charge upon request within that year if the original photos provided to the Village become corrupted or lost for any reason whatsoever.
- 9. The photographer will assign the full ownership of the photographs to the Village for any use it deems desirable.

**3. Additional Terms of this Agreement**

- 10. The Contractor agrees to the terms set in Attachment A: Municipal Insurance Authority or British Columbia's (MIABC) Service Provider Agreement.
- 11. The contractor acknowledges and agrees they are responsible for all costs associated with fulfilling the Deliverables as set out in this agreement.
- 12. The contractor agrees not to represent themselves as an employee of the Village and to adhere to all laws and bylaws applicable within the jurisdiction the work is carried out.
- 13. Either party may terminate this agreement with 30 calendar days' notice to the other party;
- 14. If either party terminates this agreement prior to the end date, payment will be prorated to reflect the proportion of the number of photographs submitted to the Village from the Contractor, as an example 100 approved photographs provided will result in 50% of the total amount of financial compensation stated in Section 4.1 of this agreement paid to the Contractor.
- 15. This agreement may not be transferred or assigned to a another person or a sub-contractor without the expressed permission of the Village Chief Administrative Officer

**4. Consideration by the Village for the Services Provided in this Agreement:**

- 1. The Village agrees to pay the contractor \$2000.00 total for the Contractor meeting the Deliverables and Terms of this agreement.
- 2. Payment will made as follows:
  - a. \$500 to be paid at the commencement of this agreement;
  - b. \$1500 to be paid at the end of the agreement when all deliverables have been received by the Village from the Contractor.
- 3. The Village will provide to the Contractor commercial general liability insurance coverage through the MIABC with respect to third party liability claims arising solely from the performance of the Contractor's work as outlined in this agreement.

Agreed by both parties this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**The Corporation of the  
Village of Ashcroft**

**Contractor**

\_\_\_\_\_  
**Michelle Allen, CAO**

\_\_\_\_\_  
**Wendy Coomber**





MUNICIPAL INSURANCE ASSOCIATION  
OF BRITISH COLUMBIA

## SERVICE PROVIDER AGREEMENT

This Service Provider Agreement (the “Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and in between the Village of Ashcroft (the “Local Government”) and Wendy Coomber (the “Service Provider”).

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

Photography services as defined in the Agreement to Provide Photography Services to the Village of Ashcroft.

- The term of the Agreement is from the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.
- The term of the Agreement is perpetual commencing the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government.

The Local Government agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker’s compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

- The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

Agreement to Provide Photographic Services to the Village of Ashcroft: Attachment – A

- The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**ON BEHALF OF THE VILLAGE OF ASHCROFT    ON BEHALF OF WENDY COOMBER**

Name:  
\_\_\_\_\_

Name:  
\_\_\_\_\_

Title:  
\_\_\_\_\_

Title:  
\_\_\_\_\_

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

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

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

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

**MEMO TO: Mayor Jeyes & Council**

**MEMO FROM: Michelle Allen, Chief Administrative Officer**

**DATE: October 3, 2018**

**SUBJECT: OFFICIAL COMMUNITY PLAN AND ZONING BYLAW – FINAL STEPS**

**Background**

Council has been working on the redevelopment of our Official Community Plan and Zoning Bylaw for over two years. They have carried out extensive community consultation through surveys, open houses and drop in sessions. In addition, Council formed a Select Committee of Council to review the documents and make recommendations to Council. All of the information gathered through these processes have been incorporated and reflected in the new bylaws.

**Discussion**

Council has given Bylaw No. 822, Official Community Plan and Bylaw No. 823, Zoning Bylaw first and second readings. Prior to receiving third reading a Public Hearing must be held and the Local Government Act requires an advertisement in two issues of a local newspaper. Administration has submitted the notice to the Journal and this ad will be in the October 11 and 18 issues.

As in past practice, the Public Hearing will be held from 5:00 pm – 6:00 pm on Monday, October 22<sup>nd</sup>. Representatives from Urban Systems Ltd. will be present to answer questions and provide clarification. Council is required to consider comments that are made during a Public Hearing but they are not obligated to change the bylaw to incorporate those comments. Based on the amount of public input the bylaws have received Administration is not expecting to receive requests for significant changes to either of the bylaws.

Should Council be satisfied that both the Official Community Plan and the Zoning Bylaw meet the needs of our community, and that significant changes are not required, both bylaws can be given third reading during the regular meeting of Council on October 22<sup>nd</sup>.

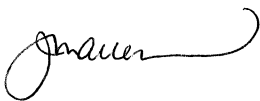
Section 477 (6) and Section 480 of the Local Government Act state that despite section 135 (3) of the Community Charter (at least one day between third reading and adoption) a council may adopt an official community plan and a zoning bylaw at the same meeting at which the bylaw passed third reading. This would allow Council to adopt both bylaws at the regular meeting of Council on October 22<sup>nd</sup>.

It has been the goal of this Council to have both bylaws completed by the end of their term and unless significant issues are raised at the Public Hearing to be held at 5:00 pm on October 22<sup>nd</sup> this goal will be met.

**Recommendation**

Administration has no recommendation, this is provided for information and discussion purposes.

Respectfully submitted,



J. Michelle Allen,  
Chief Administrative Officer

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 824

---

A bylaw to provide for the indemnification of municipal officials and to establish the remuneration and reimbursement of expenses for members of Council.

---

Whereas under the *Local Government Act*, section 740(2)(a), a local government may, by bylaw, provide indemnity to municipal officers, employees and elected officials acting reasonably and in good faith in performing the duties and functions of their positions with the Village;

And whereas Council may, by bylaw, provide for remuneration to Council members for discharge of the duties of office and for payment of expenses incurred when Council members represent the Village, engage in Village business;

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

**DEFINITIONS**

1. In this bylaw:

**“Community Charter”** means the *Community Charter [SBC 2003], Chapter 26* and as amended.

**“Council”** means the duly elected Mayor and Councillors of the Village of Ashcroft.

**“indemnify”** means to pay the amounts required or incurred:

- (a) to defend an action or prosecution brought against a person in connection with the exercise or intended exercise of the person's powers of the performance or intended performance of the person's duty or functions;
- (b) to satisfy a judgement, award or penalty imposed in an action or prosecution referred to in paragraph (a); or
- (c) in relation to an inquiry under the *Public Inquiry Act*, or to another proceeding, that involves the administration of the Village or the conduct of Village business;
- (d) but does not extend to a fine that is imposed as a result of a conviction for an offense, other than a strict or absolute liability offence.

**“Local Government Act”** means the *Local Government Act [RSBC 2015], Chapter 1*, and as amended.

**“municipal official”** means:

- (a) a current or former member of Council;
- (b) a current or former employee or officer of the Village; or
- (c) a person who is or was a person referred to in section 738(1) of the *Local Government Act*, but only in relation to the exercise of powers or performance of duties or functions on behalf of the Village; but

- (d) does not include an independent service provider, professional advisor or contractor engaged by the Village from time to time on a fee for service basis.

**“willful misconduct”** means in relation to a municipal official, includes, without limitation, willfully acting contrary to the terms and conditions of his or her employment, legislation governing elected officials, or to a lawful direction or order of a superior.

**“Village”** means the Corporation of the Village of Ashcroft located in British Columbia.

## **INDEMNIFICATION**

2. The Village will indemnify every municipal official against an action or prosecution brought against the municipal official, including, for certainty, reasonable legal costs incurred in relation to the proceeding, if the person to be indemnified:
  - (a) promptly, after being served with a document initiating an action or prosecution, delivers a copy of the same to the Village’s Corporate Officer;
  - (b) does not admit or assume liability, enter into a settlement, or enter a guilty plea except with the approval of Council;
  - (c) consents in writing to the Village having sole discretion to appoint and instruct legal counsel, conduct all necessary investigations, to negotiate and settle the action or prosecution, provided that if the person believes they have an interest that is in conflict with the interest of the Village the person is entitled to independent legal counsel; and
  - (d) assists in providing and securing information, evidence, and witnesses, cooperates with the Village and their legal counsel in the defense of the action or prosecution.
3. Notwithstanding section 2, the Council will not seek indemnity against a municipal official in respect of any action of the municipal official which results in a claim for damages against the Village, except where a court of competent jurisdiction makes a finding that the person has been guilty of dishonesty, gross negligence, or malicious or willful misconduct.

## **REMUNERATION AND TRAVEL EXPENSES**

4. The following remuneration and expenses will be carried out in accordance to the Village’s *Council Annual Remuneration Policy, No. 1.6*, and as amended:
  - (a) remuneration for the duly elected Mayor of the Village of Ashcroft;
  - (b) remuneration for each duly elected Councillor for the Village of Ashcroft;
  - (c) reimbursement of travel expenses directly associated with the roles and responsibilities required to carry out Village business.
5. Pursuant to Section 168 of the Community Charter, at least once a year Council must have a report prepared which separately lists for each Council member the total amount of remuneration paid to the member for discharge of the duties of the office, including any amount specified as an expense allowance.
6. In January of every year containing a general municipal election, Council will create a committee to review the amount of remuneration provided to the Mayor and each Councillor.

**CITATION**

This bylaw may be cited for all purposes as "Village of Ashcroft Indemnification and Council Remuneration Bylaw No. 824, 2018".

READ A FIRST TIME THIS	24 <sup>th</sup>	DAY OF	September	, 2018
READ A SECOND TIME THIS	24 <sup>th</sup>	DAY OF	September	, 2018
READ A THIRD TIME THIS	24 <sup>th</sup>	DAY OF	September	, 2018
RECONSIDERED AND ADOPTED THIS		DAY OF		, 2018

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John C. (Jack) Jeyes, Mayor

---

J. Michelle Allen, Chief Administrative Officer

Certified to be a true and correct copy  
of Bylaw No. 824 as adopted by  
Council.

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J. Michelle Allen, Chief Administrative Officer

WR/kw



# NEWS – UPDATE

from School District No. 74

## September, 2018

### News From the Board of Education

The Board extends a warm welcome to students, staff and community and wishes everyone a successful school year.

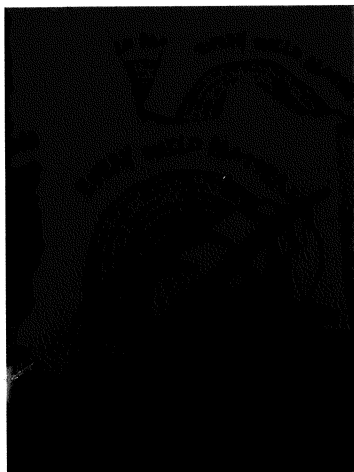
The Board looks forward to working with staff to carry out its mandate and continuing to focus its efforts on providing students an inclusive learning environment that meets all learners' needs. The Board developed a three year Strategic Plan 2015 – 2018 which is comprised of five goals and strategic objectives to achieve those goals. The Strategic Plan can be viewed on the district website at [www.sd74.bc.ca](http://www.sd74.bc.ca)

### News in Education

Orange Shirt Day began in 2013 as a result of residential school survivor, Phyllis Jack Webstad, discussing her experience when she arrived at a residential school. Phyllis was a six-years-old, third generation residential school attendee, when the new orange shirt she excitedly chose for her first day of school was removed. She never saw it again.

Though the district is honouring Orange Shirt day on September 28, the date of September 30 was chosen for the annual event because it is the time of year in which Indigenous children were historically removed from their homes and taken to residential schools.

Montana Abbott, student at Desert Sands Community School designed the district's t-shirt that is being distributed to every student and staff member in Gold Trail in support of this day.



### News in Business

The declaration of election by voting or candidates declared elected by acclamation occurred on Monday, September 24. The following trustees were elected by acclamation for a four year term starting November 1, 2018:

- Trustee Larry Casper – Area A
- Trustee Valerie Adrian – Area B
- Trustee Nancy Rempel – Area C
- Trustee Carmen Ranta – Area D
- Trustee Donna Aljam – Area E
- Trustee Vicky Trill – Village of Ashcroft

On October 20 there will be an election for the District of Lillooet school trustee. The candidates are:

- Orra Storkan
- Carl Pawlychka

Summer project work was completed at various sites throughout the district during July and August. The following are some of the projects completed or scheduled for completion this fall:

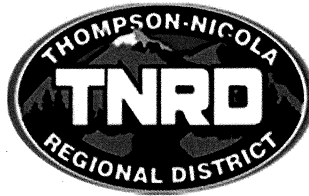
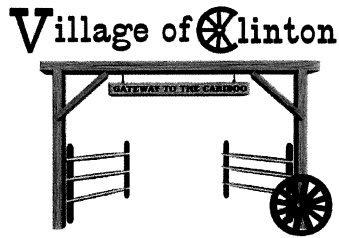
- Mechanical upgrade (HVAC system)
- Upgrade of outdoor sprinkler system
- Support for upgrades to the water system in Lytton
- Kitchen upgrade for food program
- Change room upgrade

In May, the Board approved the closure of Lytton Elementary upon the renovation of Kumsheen Secondary to a K-12 school. The Lytton K-12 team met in September to discuss potential plans for the renovation project. The team consists of staff, student, parent and Elder representatives and the work of the committee is to plan for a successful integration of students into a K-12 school.

RECEIVED

SEP 26 2018

The Corporation  
Village of Ashcroft



**NOTES FROM THE JOINT PARA- TRANSIT COMMITTEE MEETING, MONDAY,  
OCTOBER 1, 2018 AT 11:00 AM IN THE ASHCROFT COUNCIL CHAMBERS**

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**PRESENT:** Councillor Barbara Roden, Village of Ashcroft  
Councillor Wayne Marchant, Village of Clinton  
Director Steve Rice, TNRD Area I  
Jack Keough, Yellowhead Community Services  
Jack Watson, Yellowhead Community Services  
Chris Fudge, BC Transit (via telephone)  
Ryan Little, BC Transit (via telephone)  
David Little, BC Transit (via telephone)  
Wayne Robinson, Deputy Corporate Officer, Village of Ashcroft  
Michelle Allen, Chief Administrative Officer, Village of Ashcroft

**1. Welcome by Ashcroft Councillor Roden**

Councillor Roden welcomed everyone to the meeting and thanked them for taking the time to meet one last time before the general local elections.

**2. Introductions of those in attendance**

A quick round table introduction was done of everyone in the room and those on the telephone.

**3. Review of Notes from April 5, 2017 meeting**

The committee reviewed the notes and had no changes. The notes had previously be circulated on April 7, 2017.

**4. Unfinished Business**

a. None

**5. New Business**

a. **Summary of Costs & Ridership January 1 – June 30, 2018**

The committee reviewed the summary of costs and ridership report for the first six months of 2018. The ridership remains very steady and there are several regular users of the system. The monthly trip to 100 Mile House has been popular however due to the statutory



holidays in July, August and September falling on the first Monday of each month this trip has not taken place for a while. First trip would be today.

Councillor Roden advised that the new driver had inquired about having an AED on the bus as his clientele is elderly and he travels in remote areas. BC Transit advised that this is contrary to their Health and Safety Policies. Jack Keough advised that YCS would look into having the drivers trained in basic first aid.

**b. 2018/19 Annual Operating Agreement Budget - Confidential**

The committee was provided with the 2018/19 AOA budget which is a confidential document. The document outlined the implementation of the lease fees and the balance that would have to be paid once the \$25,000 from the Capital Vehicle Replacement Fund. This was provided for the committee's information.

**c. 2017/18 Annual Performance Summary (has been requested from BC Transit)**

Chris Fudge advised that BC Transit had implemented new systems and this report had been delayed. He will send it along as soon as it is ready.

**d. Request for change in 100 Mile House Schedule**

Councillor Roden brought forward the situation that most statutory holidays fall on the first Monday of the month and this resulted in the 100 Mile House trip being cancelled for 3 months this summer. The committee suggested that it would be better to have the 100 Mile House trip fall on the last Monday of the month as this would likely only be impacted by Christmas and New Year's Day.

BC Transit advised that this would be a Service Request Change and it takes time to have the request processed through the transit system. We currently have a large supply of Rider's Guides so there is no urgency to change the schedule. BC Transit will start the process and the exact date for the change to become effective will be determined in the spring of 2019. BC Transit's marketing department will craft the Information Bulletin at the appropriate time and new guides can be re-ordered or can be manually changed.

**e. Request by Village of Cache Creek for Information on Rejoining the Para-Transit System**

The committee reviewed the staff report and agreed with the four points that were outlined as the financial contribution required by the Village of Cache Creek in order to rejoin the local transit system. The four points were:

1. Establishes an "in house" reserve of \$43,950 (This is the average of the reserves currently held by Clinton and Ashcroft)
2. Contributes \$25,000 to the Capital Vehicle Replacement Fund (Ashcroft & Clinton have both contributed \$25,000 to this fund and this is being used toward replacement vehicles)

3. Establish an annual operating budget of \$13,750 (This is the average of the operating budgets of Ashcroft and Clinton)
4. Agrees to transfer any remaining operating budget into the "in house" reserve account to be used to fund future lease fees or operating increases.

The committee directed CAO Allen to send a letter to the Village of Cache Creek outlining the financial situation and stating that members of the Para-Transit System would be more than happy to attend a meeting to answer questions and provide more information.

CAO Allen advised she would endeavour to send the letter to the Village of Cache Creek today and would copy the committee members on the email.

**f. Village of Clinton direction to Village of Ashcroft to source funders**

Councillor Marchant advised that the intent of the motion was to have the two communities work together as a partnership to secure funding and not to place the responsibility on the Village of Ashcroft.

**g. Other**

Jack Keough advised that Jack Watson was no the Manager of our local transit systems.

Councillor Marchant thanked everyone on the committee and for their flexibility in ensuring the transit system met the needs of the various communities.

Director Rice suggested that Gold Country Communities Society have a short vignette produced on the different routes and loaded onto their website.

**6. Summary**

Councillor Roden thanked everyone for attending.

**7. Date for Next Meeting**

The next meeting will be on Monday, November 26 at 11:00 am in the Ashcroft Village Office.

The meeting ended at 12:10 pm.

  
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J. Michelle Allen, Chief Administrative Officer