Ashcroft
Wellness Awaits You

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 MONDAY MAY 13, 2019

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1. CALL TO ORDER

2. MINUTES

2.1. Minutes of the Committee of the Whole Meeting of Council held Tuesday, April 23, 2019 **P. 1-2**

2.2. Minutes Regular Meeting of Council held Tuesday, April 23, 2019 **P. 3-9**

3. DELEGATIONS

3.1. Deb Arnott – Community Futures Sun Country – update

4. CORRESPONDENCE

4.1. BC Assessment
- Invitation to attend at UBCM – September 24-25, 2019 **P. 10**

4.2 CN Rail
- Notice – CN Right of Way Vegetation Control **P. 11-16**

4.3 Cariboo Chilcotin Coast Tourism Association
- Invitation to attend AGM and Tourism Summit – November 1-3, 2019 **P. 17**

4.4 Highland Valley Copper
- Invitation to attend Open House – August 5, 2019 **P. 18**

4.5 Gold Country Communities Society
- Confirming FAM Tour date in Ashcroft – May 31, 2019 **P. 19**

4.6 Information Correspondence Listing for May 13, 2019 **P. 20**

5. UNFINISHED BUSINESS

5.1. None

6. NEW BUSINESS

6.1. Committee Appointments
- Requested Changes **P. 21-31**

6.2 Village of Ashcroft / BC Transit
- Annual Operating Agreement **P. 32-45**

6.3 Grant in Aid
- South Cariboo Sportsmen Association **P. 46-53**

6.4 Northern Development Initiative Trust
- Grant Application re: Housing Needs Assessment – part 1 **P. 54-58**

6.5 Union of British Columbia Municipalities
- Grant Application re: Housing Needs Assessment – part 2 **P. 59**

6.6 National Resources Canada
- Grant Application to resubmit for Electric Vehicle Charging Station funding **P. 60**

7. BYLAWS

7.1. Introduction and First 3 Readings

7.1.1. None

7.2. Reconsideration and Final Adoption

7.2.1. Bylaw No. 827 – Five Year Financial Plan, 2019 **P. 61-64**

7.2.2. Bylaw No. 828 – Property Tax Rates Bylaw, 2019 **P. 65-66**

8. REPORTS

Council Reports

8.1. Finance Committee
Mayor Roden, Councillor Anderson, Councillor Davenport

8.2. Northern Development Initiative Trust
Councillor Anstett Alternate – Councillor Anderson

8.3. Gold Country Communities Society
Mayor Roden Alternate – Councillor Davenport

8.4. Historic Hat Creek
Councillor Roden Alternate – Councillor Anderson

8.5. Cache Creek Environmental Assessment
Mayor Roden Alternate – Councillor Tuohey

8.6. Thompson-Nicola Regional District
Mayor Roden Alternate – Councillor Anstett

8.7. Tourism
Councillor Davenport Alternate – Councillor Anstett

8.8. Economic Development
Councillor Davenport Alternate – Councillor Anstett

8.9. Heritage
Councillor Tuohey Alternate – Mayor Roden

8.10. Transit
Councillor Anstett Alternate – Councillor Davenport

8.11. Communities in Bloom
Councillor Tuohey Alternate – Mayor Roden

8.12. Health Care
Councillor Anderson Alternate – Councillor Tuohey

8.13. Seniors' Liaison
Councillor Anderson Alternate – Councillor Tuohey

8.14. 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. DEPUTY CORPORATE OFFICER REPORTS

11.1. None

12. QUESTION PERIOD

13. INCAMERA

13.1. None

14. TERMINATION

Ashcroft
Wellness Awaits You

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 TUESDAY, APRIL 23, 2019

PRESENT: **Mayor Barbara Roden**
Councillor Marilyn Anderson
Councillor Jonah Anstett
Councillor Nadine Davenport

J. Michelle Allen, Chief Administrative Officer
Yoginder Bhalla, Chief Financial Officer

Public

EXCUSED: **Councillor Debra Tuohey**

1. CALL TO ORDER

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

2. PRESENTATIONS

2.1. Andy Anderson, Ashcroft Home Building Centre – Let's Paint the Town Promotion

Mr. Anderson advised Council that Home Hardware was partnering with BeautiTone paint on a "Let's Paint the Town" event. The promotion provides a discount on the cost of primer and paint for commercial buildings. The promotion will run from April 1 – June 30 and there are 200 gallons of paint designated for this event. Mr. Anderson advised that as owners of Home Hardware they are pleased to be able to give back to the community and will promote the Village's Façade Improvement Program at the same time. Council thanked Mr. Anderson for the information and for the valuable contribution to the community.

2.2. Fire Chief Josh White, Ashcroft Volunteer Fire Department – Annual Update on Operations

Chief White congratulated Council on their election and advised that due to his work schedule he is unable to attend a council meeting during the winter. He provided an overview of the activities of the department for the past year; they responded to 56 calls which was the same number as 2017. A statistical breakdown of the calls revealed that most calls are received on Wednesdays around 5:00 pm. He thanked Council for approving the development of a training centre on the public works property. Chief White then provided council with an overview of interface fires and highlighted areas of concern within the village. He summarized with a thank you to the members of the department and their families for their dedication to the safety of the residents. Council asked a number of questions regarding the Fire Smart program and thanked Chief White and his members for their service.

2.3. Off Leash Dog Park Group – PowerPoint Presentation

Mr. Monty Downs made a presentation to Council on behalf of the local dog owners. He advised that the group believes that the section of land at the southern end of Railway Avenue can be developed into a suitable dog park and that it will take some time to raise funds and develop a plan. Mr. Downs requested that council prepare a Memorandum of Understanding between the "Dog Owners Group" and the Village of Ashcroft that would outline fundraising, planning, development, maintenance, signage, etc. for a minimum of 10 years. The purpose of the MOU is to allow both parties to work together within their clearly defined roles. Council thanked Mr. Downs and the other dog owners for their approach to this project and advised that they would have staff review the proposal and bring it back to a future meeting in May.

3. TERMINATION

M/S Councillor Anstett / Councillor Davenport

"That the Committee of the Whole Meeting of Council for April 23 be terminated at 7:02 pm."

Carried.

Barbara Roden, Mayor

Certified to be a true and correct copy of the Committee of the Whole Minutes of Council held Monday, April 23, 2019.

J. Michelle Allen, Chief Administrative Officer

JMA/kdw

Ashcroft
Wellness Awaits You

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 TUESDAY, APRIL 23, 2019

PRESENT: **Mayor Barbara Roden**
Councillor Marilyn Anderson
Councillor Jonah Anstett
Councillor Nadine Davenport

J. Michelle Allen, Chief Administrative Officer
Yoginder Bhalla, Chief Financial Officer

Press and Public

EXCUSED: **Councillor Debra Tuohey**

1. CALL TO ORDER

Mayor Roden called the meeting to order at 7:08 pm.

2. MINUTES

2.1. Minutes of the Regular Meeting of Council held Monday, April 8, 2019

Mayor Roden declared the Minutes of the Regular Meeting of Council held Monday, April 8, 2019 adopted as presented.

3. DELEGATIONS

3.1. None

4. CORRESPONDENCE

4.1. Ashcroft 4H Club – Request for Sponsorship

M/S Mayor Roden / Councillor Anstett

"That the Village of Ashcroft reply to the Ashcroft 4-H club and advise that the Village has a Grant in Aid available in the amount of $500 that they may apply for when they are able to identify a specific project."

Carried. (11-04-19)

4.2. Mayor Michael Morden, City of Maple Ridge – Province's unilateral actions to bypass local government autonomy

M/S Mayor Roden / Councillor Anderson

"That the correspondence from the City of Maple Ridge Mayor Michael Morden regarding the Province's unilateral action to bypass local government autonomy be received and filed."

Carried. (12-04-19)

4.3. Ashcroft District Hospice Program – National Hospice Palliative Care Week May 5-11, 2019

M/S Councillor Anstett / Councillor Anderson

"That the Village of Ashcroft declare May 5-11, 2019 as Palliative Care Week and further that this be included in the next newsletter."

Carried. (13-04-19)

4.4. Ashcroft Art Club – Invitation to 52nd Annual Fine Art Show & Sale, April 26-29, 2019

M/S Councillor Anderson / Councillor Anstett

"That the Ashcroft Art Club invitation to attend the 52nd Annual Fine Art Show and Sale be received and filed."

Carried. (14-04-19)

4.5. Information Correspondence Listing for April 23, 2019

M/S Councillor Davenport / Councillor Anderson

"That the information correspondence listing for April 23, 2019 be received and filed.

Carried. (15-04-19)

5. UNFINISHED BUSINESS

5.1. None

6. NEW BUSINESS

6.1. Waldemar Polnau and Dorothy Smith – Application for Development Variance Permit at 389 Tingley Street

M/S Councillor Anstett / Councillor Davenport

"That the application for a Development Variance Permit at 389 Tingley Street to allow the maximum height of an accessory building to be increased to 6.0 m from 4.5 m and the maximum accessory building floor area be increased to 101.3 m^2 from 70.0 m^2 be approved as outlined in their application dated March 19, 2019.

Carried. (16-04-19)

6.2. Kids TRYathlon, Saturday, July 13, 2019
- **Donation of Pool and Lifeguards for day of event**
- **Donation of Pool time for 4 hours of training**

M/S Councillor Anstett / Councillor Anderson

"That the Village of Ashcroft will continue to support the Annual Kids TRYathlon by donating the use of the pool and lifeguard wages on Saturday, July 13, 2019 for the event and further that the Ashcroft HUB be advised that the Village is not able to donate the use of the pool for the four hours of training prior to the triathlon."

Carried. (17-04-19)

6.3. BC Rural Centre, Economic Development Project – Village of Kaslo "Escape the City Contest

M/S Mayor Roden / Councillor Anderson

"That staff be directed to contact the BC Rural Agency to discuss the possibility of Partnering with them on an initiative similar to the "Escape to Kaslo" project for the Village of Ashcroft."

Carried. (18-04-19)

6.4. Japanese Internment Mosaic Unveiling, Saturday, October 5, 2019 – Invitation to Consul General Takashi Hatori to attend celebration

MS Mayor Roden / Councillor Anderson

"That staff contact the organizers of the Japanese Internment Mosaic Unveiling and request that the Village of Ashcroft be included in the planning as well as be provided with the schedule for the day of the event."

Carried. (19-04-19)

6.5. Ashcroft – Clinton Para-Transit System – Application to purchase one transit shelter through BC Transit

MS Mayor Roden / Councillor Anstett

"That staff be directed to investigate a suitable location for the installation of a transit shelter and further that the current funding program to assist with shelter costs through BC Transit be researched and brought back to Council."

Carried. (20-04-19)

7. BYLAWS

7.1. Introduction and First 3 Readings

7.1.1. Bylaw No. 827 – Five Year Financial Plan Bylaw

MS Councillor Davenport / Councillor Anstett

"That Bylaw No. 827, cited as Five Year Financial Plan Bylaw be given first three readings."

Carried. (21-04-19)

7.1.2. Bylaw No. 828 – Property Tax Rates Bylaw

MS Mayor Roden / Councillor Davenport

"That Bylaw No. 828, cited as Property Tax Rates Bylaw be given first three readings."

Carried. (22-04-19)

7.2. Reconsideration and Final Adoption

7.2.1. None

8. REPORTS

Council Reports

8.1. Finance Committee
Mayor Roden, Councillor Anderson, Councillor Davenport

The Mayor commented that the Chief Financial Officer's presentation at the April 11, 2019 Community Forum was well received.

8.2. Northern Development Initiative Trust
Councillor Anstett Alternate – Councillor Anderson

Next meeting will be June 18 and Councillor Anderson will be attending in place of Councillor Anstett.

8.3. Gold Country Communities Society
Mayor Roden Alternate – Councillor Davenport

No report.

8.4. Historic Hat Creek
Mayor Roden Alternate – Councillor Anderson

Councillor Anderson advised that there are several annual events planned for the site however the board of directors has concerns regarding the lease renewal process with the Province. The next meeting will be held on May 8 at 5:30 pm.

8.5. Cache Creek Environmental Assessment
Mayor Roden Alternate – Councillor Tuohey

No report.

8.6. Thompson-Nicola Regional District
Mayor Roden Alternate – Councillor Anstett

Council reviewed the Current – Highlights of the Board of Directors' meeting held on Thursday, April 18, 2019.

8.7. Tourism
Councillor Davenport Alternate – Councillor Anstett

Councillor Davenport advised that the "soft opening" for the McAbee Fossil site will be on Friday, June 21 – Aboriginal Day. Ashcroft's Visitor Centre will be opening two weeks earlier this year, will be open 7 days a week thanks to volunteers stepping forward. Councillor Davenport has been discussing the formation of a Tourism Committee with Marcie Down from Gold Country Communities Society.

8.8. Economic Development
Councillor Davenport Alternate – Councillor Anstett
Councillor Davenport advised there were two people who have put their names forward for board members on the proposed regional Chamber of Commerce. There are a total of seven seats available. The next meeting to discuss this project will be held in November.

8.9. Heritage
Councillor Tuohey Alternate – Mayor Roden

No report.

8.10. Transit
Councillor Anstett Alternate – Councillor Davenport

Councillor Anstett advised that the Village of Cache Creek has voted to re-join the local Para-Transit System. Next meeting will be held on Tuesday, June 11, 2019 at the Ashcroft Village Office.

8.11. Communities in Bloom
Councillor Tuohey Alternate – Mayor Roden

No report.

8.12. Health Care
Councillor Anderson Alternate – Councillor Tuohey

Councillor Anderson advised that the organizers of the April 15 Health & Wellness Fair considered it to be a success with 230 people attending. Approximately 110 surveys were completed and the results will be shared with Council once they have been tabulated. Vendors at the event reported good interaction with attendees. The organizers plan on having more of these events but the timing has not been determined.

8.13. Seniors' Liaison
Councillor Anderson Alternate – Councillor Tuohey

Councillor Anderson and Mayor Roden attended a presentation at the Seniors' Centre earlier today which was hosted by MLA Jackie Tegart.

8.14. Other

M/S Councillor Davenport / Councillor Anderson

"That Council receive the verbal and written reports as presented."

Carried. (23-04-19)

9. CHIEF ADMINISTRATIVE OFFICER REPORTS

9.1 Summary of Quotes Received
- Clean Up and Secure Properties at 404 and 432 Tingley Street

M/S Councillor Anderson / Councillor Anstett

"That Council approve the quote from Larry Van Leest Construction in the amount of $10,485 + GST to clean up and secure the properties located at 404 & 432 Tingley Street, commonly known at the Tingley Street Apartments, and further that the owners of the property be invoiced for the costs incurred once the project is complete."

Carried. (24-04-19)

10. CHIEF FINANCIAL OFFICER REPORTS

10.1 None

11. QUESTION PERIOD

Jordan Johnson was introduced as the new Black Press correspondent for the Ashcroft Journal. There were no questions at this time.

12. INCAMERA

12.1. None

13. **TERMINATION**

M/S Councillor Davenport / Councillor Anderson

"That the Regular Meeting of Council terminate at 7:45 pm."

Carried.

Barbara Roden, Mayor

J. Michelle Allen, Chief Administrative Officer

JMA/kdw

Michelle Allen

From: Pound, Stephanie BCA:EX <stephanie.pound@bcassessment.ca>
Sent: May 6, 2019 3:54 PM
Subject: BC Assessment Meeting Invitation @ 2019 UBCM

Hello!

BC Assessment is once again proud to support the Union of BC Municipalities, and our ongoing collaboration and engagement with local governments.

As part of this focus, we would like to extend an invitation for a personalized, one-on-one meeting on either Tuesday, September 24 or Wednesday, September 25 at the Vancouver Convention Centre. This opportunity provides the chance to meet with BC Assessment face-to-face to discuss property assessment topics specific to your community, for us to answer general questions about BC Assessment, or to introduce ourselves to newly elected officials.

If you would like to book a one-on-one meeting, please contact BC Assessment Communications by **Friday, May 31**. Please specify which day your group would like to meet, and if you have any identified topics at this time. Closer to the Convention, we will be in touch to confirm meeting details and specific topic choices.

Thank you for your continued partnership and collaboration, and we look forward to meeting with you in September!

Sincerely,
BC Assessment Local Government and First Nations department

Stephanie Pound
Communications & Events Coordinator

BC ASSESSMENT

Waterstone
CANADA'S MOST ADMIRED CORPORATE CULTURES 2018

2019 BC's Top Employers

Michelle Allen

From: Public Inquiry Line <CONTACT@cn.ca>
Sent: Wednesday, April 24, 2019 2:08 PM
To: admin@ashcroftbc.ca
Cc: michelle@ashcroftbc.ca
Subject: NOTICE - CN RIGHT-OF-WAY VEGETATION CONTROL
Attachments: image001.jpg; Notice_BC.pdf; FAQ_EN.pdf

Dear Mayor Roden:

At CN, we are committed to environmental safety and sustainability. We are reaching out in order to advise you, that we will be undertaking vegetation control activities for safety purposes, in your area between June 3, 2019 and June 30, 2019. This information will also be made available on the CN website (www.cn.ca/vegetation) shortly.

If not managed properly, trees, brush or other vegetation can severely compromise public safety, including by impeding the view motorists have of incoming trains, increasing the risk of crossing accidents. Moreover, unwanted vegetation can damage the integrity of the railway, increasing the risk of incidents, interfere with signals and switches, contribute to track side fires, compromise employee safety, reduce visibility for train crews at road crossings, of signals and other track side warning devices, to name only a few risks. Our annual vegetation control program is designed to mitigate these risks by eliminating brush, weeds and other undesirable vegetation.

For 2019, CN has retained Asplundh Services to conduct vegetation control along its Canadian rail network.

Should your Town/City have any noxious weed removal requests, we ask that you contact CN's Public Inquiry Line at contact@cn.ca before June 26, 2019 with the specific information and location. CN will make every effort to include those locations as part of our 2019 Vegetation Management Program. All notices sent after the above mentioned date will be included in the 2020 Vegetation Control Management Plan.

We look forward to collaborating with you and answering any questions you may have regarding our vegetation control activities in your community. In that respect, please find attached the Notices CN is publishing in local papers in order to advise the public. We would kindly ask that you post copies on your Community's website and at City Hall or other central locations for a wider distribution.

For any questions or more information, please contact the CN Public Inquiry Line by telephone at 1-888-888-5909, or by email at contact@cn.ca.

For your convenience, please also find attached a list of FAQ's regarding the program that may be of further assistance.

Best Regards,

Public Inquiry Line

E : Contact@cn.ca
T: 1-888-888-5909

COMMUNITY NOTICE
Annual Vegetation Management Program

CN is required to clear its rights-of-way from any vegetation that may pose a safety hazard. Vegetation on railway rights-of-way, if left uncontrolled, can contribute to trackside fires and impair proper inspection of track infrastructure.

As such, for safe railway operations, the annual vegetation control program will be carried out on CN rail lines in the province of British Columbia. A certified applicator will be applying herbicides on and around the railway tracks (mainly the graveled area/ballast). All product requirements for setbacks in the vicinity of dwellings, aquatic environments and municipal water supplies will be met.

At this time, we expect that the program will take place from June 3, 2019 to June 30, 2019.

Visit www.cn.ca/vegetation to see the list of cities as well as the updated schedule.

For more information, you may contact the CN Public Inquiry Line at 1-888-

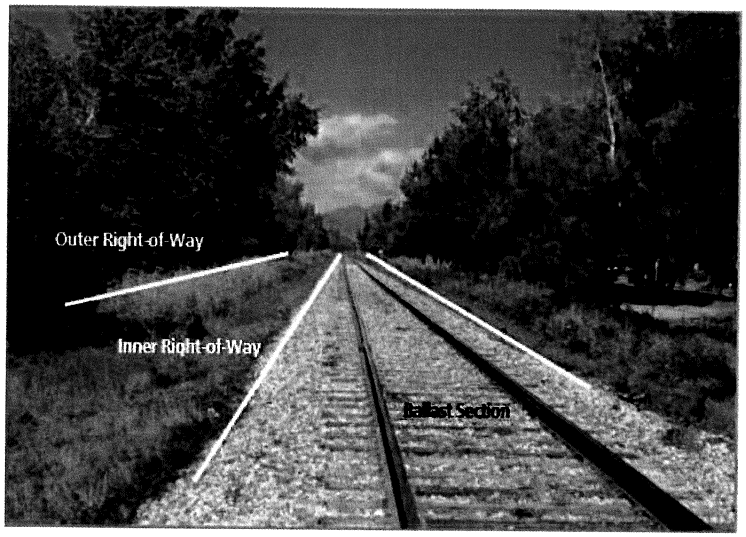
888-5909

FAQ'S

Where can I get more information about CN's vegetation management program?
For more details about CN's Annual Vegetation Management Program, please visit our website at ***www.cn.ca/vegetation***

Why does CN need to remove vegetation along its train tracks annually?
Safety at CN is one of our most important core values, and part of maintaining and operating a safe railway is ensuring vegetation is managed along our corridor. CN also has an obligation, pursuant to the *Rules Respecting Track Safety*, adopted under the *Railway Safety Act*, to ensure that vegetation on or immediately adjacent to the railway roadbed is controlled. More specifically, the Rules require federal railways to ensure the track is free of vegetation that could create fire hazards, affect the track integrity or obstruct visibility of operations and inspections. Separate regulations also require removal of vegetation to ensure every grade crossing meets sightline requirements.

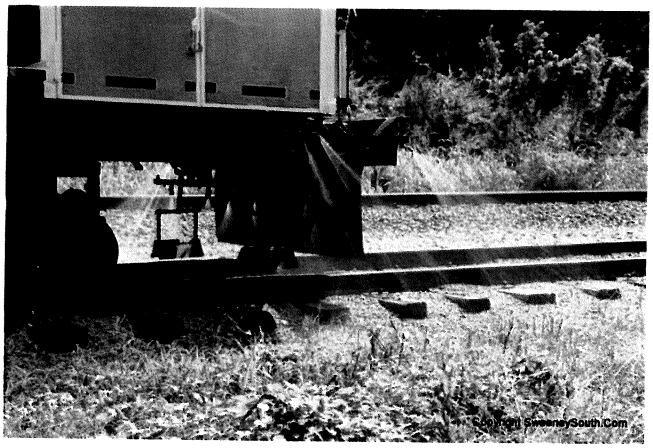
Where does CN remove vegetation?
Please note that for the management of vegetation, CN divides its corridor into two components: the ballast and the right of way. The ballast section (graveled area) covers a 16ft width (4.9m). The right of way section covers a 42ft width (13m) on each side of the ballast (graveled area).



Vegetation in the right of way section needs to be controlled to protect sight lines for train crews to see signal systems and at road crossings, prevent trees from fouling the track during storms, reduce fuel loading to prevent fires, minimize wildlife mortality, ensure

good drainage along ditches and culverts, amongst other safety requirements and is primarily controlled mechanically, through mowing and cutting of vegetation. Certain herbicide products are used (excluding glyphosate) to encourage grasses and small plants rather than shrubs and trees.

The ballast section, on the other hand, is the most critical area as it supports the track infrastructure which supports the movement of freight and passengers; this section also provides an area for train crew to safely inspect their train. Given the crucial role it plays in ensuring the safety and integrity of rail operations, this section must be devoid of all vegetation. The only proven way to effectively remove vegetation in the ballast section is through chemical application.



How will you manage dry plants and herbs left once the spraying is complete?
Ensuring vegetation is controlled on an annual basis is the best method to reduce larger volumes of dead and dry plants. This is because it kills plants when they are smaller which reduces the amount and volume of dead plant material. CN's 2019 program has been developed specifically with this in mind. Most plants, once dead, will naturally decay leaving little debris. As for the right of way, the herbicides used are selective and the grass cover will remain intact while any broadleaved species or noxious weeds will be controlled.

Will you be using Glyphosate. If so, is it dangerous for us or my pets ?
All pesticides used in Canada must be registered by Health Canada's Pest Management Regulatory Agency (PMRA) and CN only uses pesticides that have been approved for use in Canada and in the Province within which they are applied. Protection of human health and the environment is Health Canada's primary

objective in the regulation of pesticides and all pesticides must undergo rigorous science-based assessments before being approved for sale in Canada. The PMRA also re-evaluates registered pesticides on a cyclical basis to ensure they continue to meet modern health and environmental standards. In this regard, the PMRA re-evaluated glyphosate in 2017 and reaffirmed its conclusions that products containing glyphosate do not present risks of concern to human health or the environment when used in accordance with revised label directions. CN's vegetation control contractor uses glyphosate in accordance with label directions.

Has CN tried any non-chemical weed control options in the past, such as weed whacking? Have they worked?

CN has used weed cutting in the past to control vegetation, but this does not remove the roots, and actually encourages more growth, therefore it is not an effective long-term solution for vegetation removal along railway tracks. The application of steam injection has also been investigated; however they have proven ineffective in killing the roots, which could compromise the integrity of the rail bed.

CN has also explored other options, such as high concentrate vinegar (acetic acid), however this was deemed not a viable option as the acid reacts negatively with steel and the sensitive electronic monitoring equipment used to regulate safe movement and operation of trains.

I am an organic farmer adjacent to your tracks, should I be worried?

Most of the vegetation control focuses on the ballast section (graveled area) which is 16ft (4.9 meters) wide, leaving about 13 meters of right of way on each side of the ballast. The equipment used for application is a shrouded boom which focuses the spray downward to reduce potential drift. Application must also be done during appropriate weather conditions, including low wind levels.

Can I request my area not be sprayed?

Safety is of upmost importance to CN and vegetation control is a key component of keeping our employees and the communities in which we operate safe. Ensuring vegetation is kept clear of our infrastructure, signals, road crossing sight lines and enabling our teams to inspect and maintain the track is critically important. As a result, we cannot choose to have a reduced safety management process in some areas and so all areas of the CN ballast section must be treated to control vegetation.

CARIBOO
CHILCOTIN
COAST
Tourism Association

April 26, 2019

Council & Mayor Barbara Roden
The Village of Ashcroft
Box 129
Ashcroft BC V0K 1A0

Dear Council & Mayor Roden,

The Cariboo Chilcotin Coast Tourism Association wishes to extend to you an invitation to join us at the Association's Annual General Meeting and Tourism Conference. This event will be taking place November 1 – 3, 2019 in Barkerville Historic Town & Park, British Columbia.

The AGM and Conference are open to everyone in the region who has an interest in learning more about the tourism industry and their regional tourism association. There will be several key speakers, discussions and presentations all in beautiful Barkerville.

We hope your busy schedule will allow you to be with us at some point during the event and we look forward to your reply.

Yours truly,

Amy Thacker
Chief Executive Officer

RECEIVED
APR 30 2019
THE CORPORATION VILLAGE OF ASHCROFT

Cariboo Chilcotin Coast Tourism Association
204-350 Barnard St. Williams Lake, B.C. V2G 4T9
Phone: (250) 392-2226 Toll Free: 1-800-663-5885 Fax: (250) 392-2838
www.landwithoutlimits.com

Highland Valley Copper

Open House

Monday, August 5, 2019

This family day showcases many aspects of HVC including interactive displays and entertainment:

- Mine Tours
- Children's Entertainment
- Donations accepted for fund-raising games in support of the Royal Inland Hospital Foundation.
- Informative Community Displays
- Exhibit Booths from various mine site departments
- Mine Rescue Demonstrations
- Hot Dogs & Refreshments...and so Much More!
- Open to all ages with some age restrictions on various tours
- No booking required
- Bring a refillable water bottle
- Industrial setting
- No open-toed footwear on Mill Tours
- Please leave your pets at home

Open House Hours:
8:30 am - 3:30 pm
Everyone Welcome

For information call
250•523•3802 or 250•523•3737

Michelle Allen

From: Gold Country <goldcountry@telus.net>
Sent: April 25, 2019 1:53 PM
To: 'Michelle Allen'
Cc: 'Tourism Explore Gold Country Margaret Moreira'; 'Kathy Paulos'; Mayor Barbara Roden; Nadine Davenport
Subject: Fam Tour May 31st, 2019

Good afternoon Michelle,

Gold Country Communities Society would like to proceed with co-planning a Fam Tour for Ashcroft, BC on May 31st, if that date is convenient. This date gives all the businesses and tourist attractions time to be open and operational for the tour. We will be inviting visitor centres attendants, musuem curators, GCCS Board members and other guest from our area and adjacent centres. The plan is also to invite media and perhaps a blogger or 2!
Margaret has already begun the prilimenary itenary. It would be wonderful to have a small committee to assist with this adventure.
We have a very limited budget to work with and it would be greatly appreciated if any local businesses would be willing to sponsor refreshements or host a luncheon for this.
We hope to have car pooling available; however, many of the sites are withing walking distance.

Thank you for any assistance you can provide and we look forward to hearing from you.

Marcie Down,

Executive Director
Gold Country Communities Society

Explore GOLD COUNTRY —BRITISH COLUMBIA, CANADA—

Gold Country Communities Society
Email: goldcountry@telus.net
Phone: 250-457-6606
Toll Free: 1-877-453-9467
www.exploregoldcountry.com
Facebook I Instagram I Twitter

INFORMATION CORRESPONDENCE
FOR THE MAY 13, 2019, 2019 COUNCIL MEETING

NDIT
- Economic Development Capacity Building Funding – 2018, Northern Development Project Number 5406 20
- Northern Development board acclaims new chair, committee members

School District No. 74
- News Release: Gold Trail Trustees Elected to BC School Trustee Association Positions

Boil Water Notice Removed
- Water Quality Advisory Still in Effect

Get Cannabis Clarity.ca
- Fact Sheet – Public Consumption

TNRD
- Proposed Boston Flats Eco-Depot

Adventure Charters Inter-City Bus
- Approval to operate two inter-city bus routes

City of Abbotsford
- Resolution: Criminal Justice Reform in British Columbia
- Resolution: Continued Widening of TransCanada Highway #1, through Fraser Valley

Marina Papais
- Japanese Internment Mosaic

City of Burnaby
- Expanding Investment Opportunities

Jati Sidhu, MP
- Monthly Update

Highland Valley Copper
- Spring/Summer 2019 Newsletter

The Roadrunner Publication
- Spring 2019

Cannabis Prospect Magazine
- April 2019

Interfor
- 2018 Corporate Sustainability Report

LGMA
- Exchange Publication Spring 2019

Associated Engineering Group of Companies
- AE Today 2019 Issue #1

CHOA Journal Publication
- Spring 2019

Solid Waste & Recycling Publication

/kw

MEMO TO: **Mayor Roden & Council**

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

DATE: **May 3, 2019**

SUBJECT: **COMMITTEE APPOINTMENTS – REQUESTED CHANGES**

Background

At the Inaugural meeting of Council, or shortly thereafter, the Mayor appoints members of Council to various boards and committees. These appointments may be reviewed and amended throughout the term of Council by Council resolution.

Discussion

Councillor Anderson and Councillor Anstett have advised Mayor Roden that their availability to attend meetings has changed since the committees were appointed and they are requesting modifications. They are requesting that Councillor Anderson become the Village's representative on the Northern Development Initiative Trust Regional Advisory Committee and Councillor Anstett be the alternate. Councillor Anstett has also requested that he be appointed as the Seniors' Liaison. These requests will be addressed later in this report.

Staff suggests that the entire Section 8 – Reports of the current agenda format should be reorganized for clarity. Staff advises that the list of Council reports should be divided into three categories: Mandatory Committees (Finance Committee), Appointment/Liaison to External Boards & Organizations and Council/Community Committees.

The Mandatory Committee is the Finance Committee. Current legislation requires local governments to have a Finance/Audit Committee that meets regularly to review the financial position of the organization. The Chief Financial Officer has developed the Terms of Reference for this committee already.

The second subheading for Section 8 – Reports would be Council/Community Committee Reports and would include the following:

- Tourism
- Economic Development
- Heritage

Staff suggests that these committees are an opportunity to engage residents/businesses and work together on projects for the betterment of the community as a whole. Staff suggests that the Tourism and Economic Development Committees be combined as they share the same goals and objectives. Terms of Reference/Mandates for each of these could be developed that would provide the guidelines to developing a long term plan. This eliminates the impression that the Council member appointed to the committee is solely responsible for the activities.

The third subheading for Section 8 – Reports would be Appointment/Liaison to External Boards and Organizations. The members of Council appointed under this heading would be responsible for attending meetings and be a conduit for sharing information between council and the organization. Under this heading the following items would be included:

- Northern Development Initiative Trust Regional Advisory Committee
- Gold Country Communities Society
- Historic Hat Creek

- Cache Creek Environment Assessment
- Transit
- Communities In Bloom
- Health Care
- Seniors' Liaison

Staff has attached a draft Terms of Reference/Mandate for these appointments.

Staff proposes that Section 8 – Reports on the agenda would now be presented as follows:

8. **REPORTS**

a. Mandatory Committees

Finance Committee
Mayor Roden, Councillor Anderson, Councillor Davenport

b. **Council/Community Committee Reports**

Tourism & Economic Development
Councillor Davenport & Councillor Anstett

Heritage
Councillor Tuohey & Mayor Roden

c. **Appointment/Liaison to External Boards and Organizations**

Northern Development Initiative Trust Regional Advisory Committee
Councillor Anderson Alternate – Councillor Anstett

Gold Country Communities Society
Mayor Roden Alternate – Councillor Davenport

Historic Hat Creek
Mayor Roden No alternate permitted

Cache Creek Environmental Assessment
Mayor Roden Alternate – Councillor Tuohey

Transit
Councillor Anstett Alternate – Councillor Davenport

Communities in Bloom
Councillor Tuohey Alternate – Mayor Roden

Health Care
Councillor Anderson Alternate – Councillor Tuohey

Seniors' Liaison
Councillor Anstett Alternate – Councillor Tuohey

Other

Recommendation

Administration is providing this report to Council for their review and comments. Staff is seeking feedback from Council regarding the proposed restructuring of the Reports section of the agenda and the proposed Terms of Reference.

Staff recommends the following resolution of Council:

THAT the Village of Ashcroft representative on the Northern Development Initiative Trust Regional Advisory Committee be changed to Councillor Anderson and the alternate on this board be Councillor Anstett and further that the Seniors' Liaison be changed to Councillor Anstett.

Respectfully submitted,

J. Michelle Allen,
Chief Administrative Officer

Ashcroft
Wellness Awaits You

THE VILLAGE OF ASHCROFT

TERMS OF REFERENCE – APPOINTMENT/LIASISON TO EXTERNAL BOARDS & ORGANIZATIONS

COMMITTEE NAME: ***NORTHERN DEVELOPMENT INITIATIVE TRUST REGIONAL ADVISORY COMMITTEE (NDIT RAC)***

TYPE OF COMMITTEE: ***APPOINTMENT TO NDIT REGIONAL ADVISORY COMMITTEE***

PURPOSE: To ensure that the interests of the community are represented at the NDIT RAC meetings.

To speak to, and provide support for, applications from the Village of Ashcroft and neighbouring communities

To provide updates to Council on activities, changes and announcements regarding NDIT.

AUTHORITY: The Council member, or their appointed alternate, are authorized to vote on matters presented at the NDIT RAC meetings that will provide benefit to our community and the area in general

APPOINTMENT: At the Inaugural Meeting of Council following a General Local Election. Appointments may be revisited at the pleasure of the Mayor or by a request from a member of Council

ATTENDANCE AT MEETINGS: The Council member, or their appointed alternate, are authorized to travel to attend scheduled meetings of the NDIT RAC. Travel costs are to be covered by NDIT.

REPORTING: The Council member, or their appointed alternate, will report at the next regular council meeting immediately following the committee meeting. It is understood that items discussed may be considered privileged and details will have to be withheld. Written reports should be provided.

REVIEW: The Terms of Reference will be reviewed in the year following a general local election. Interim reviews are permitted if required.

Adopted by Council for the Village of Ashcroft this _____ day of _____, 2019.

DRAFT

Ashcroft
Wellness Awaits You

THE VILLAGE OF ASHCROFT

TERMS OF REFERENCE – APPOINTMENT/LIASISON TO EXTERNAL BOARDS & ORGANIZATIONS

COMMITTEE NAME: ***GOLD COUNTRY COMMUNITIES SOCIETY (GCCS)***

TYPE OF COMMITTEE: ***APPOINTMENT TO GCCS BOARD OF DIRECTORS***

PURPOSE: To ensure that the interests of the community are represented at GCCS meetings.

To provide updates to Council on activities, changes and announcements regarding GCCS.

To provide updates to GCCS on activities, changes or announcement regarding Village activities.

DRAFT

AUTHORITY: The Council member, or their appointed alternate, are authorized to vote on matters presented at GCCS meetings that will provide benefit to our community and the area in general

APPOINTMENT: At the Inaugural Meeting of Council following a General Local Election, or at the regular meeting of council immediately thereafter. Appointments may be revisited at the pleasure of the Mayor or by a request from a member of Council

ATTENDANCE AT MEETINGS: The Council member, or their appointed alternate, are authorized to travel to attend scheduled meetings of the GCCS. Village policy states that travel to meetings within 25 km of Ashcroft village limits does not qualify for travel costs.

REPORTING: The Council member, or their appointed alternate, will report at the next regular council meeting immediately following the committee meeting. It is understood that items discussed may be considered privileged and details will have to be withheld. Written reports should be provided.

REVIEW: The Terms of Reference will be reviewed in the year following a general local election. Interim reviews are permitted if required.

Adopted by Council for the Village of Ashcroft this _____ day of _____, 2019.

Ashcroft
Wellness Awaits You

THE VILLAGE OF ASHCROFT

TERMS OF REFERENCE – APPOINTMENT/LIASISON TO EXTERNAL BOARDS & ORGANIZATIONS

COMMITTEE NAME: ***HISTORIC HAT CREEK (HHC)***

TYPE OF COMMITTEE: ***APPOINTMENT TO THE HHC BOARD OF DIRECTORS***

PURPOSE: To ensure that the interests of the community are represented at HHC meetings.

To provide updates to Council on activities, changes and announcements regarding HHC.

To provide updates to HHC on activities, changes or announcement regarding Village activities.

AUTHORITY: The Council member is authorized to vote on matters presented at HHC meetings that will provide benefit to our community and the area in general. HHC bylaws do not allow an alternate appointee to the board.

APPOINTMENT: At the Inaugural Meeting of Council following a General Local Election, or at the regular meeting of council immediately thereafter. Appointments may be revisited at the pleasure of the Mayor or by a request from a member of Council

ATTENDANCE AT MEETINGS: The Council member is authorized to travel to attend scheduled meetings of the HHC. Village policy states that travel to meetings within 25 km of Ashcroft village limits does not qualify for travel costs.

REPORTING: The Council member will report at the next regular council meeting immediately following the committee meeting. It is understood that items discussed may be considered privileged and details will have to be withheld. Written reports should be provided.

REVIEW: The Terms of Reference will be reviewed in the year following a general local election. Interim reviews are permitted if required.

Adopted by Council for the Village of Ashcroft this _____ day of _____, 2019.

DRAFT

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Wellness Awaits You

THE VILLAGE OF ASHCROFT

TERMS OF REFERENCE – APPOINTMENT/LIASISON TO EXTERNAL BOARDS & ORGANIZATIONS

COMMITTEE NAME: ***CACHE CREEK ENVIRONMENTAL ASSESSMENT (CCEA)***

TYPE OF COMMITTEE: ***APPOINTMENT TO CAMPBELL HILL LANDFILL ADVISORY COMMITTEE AND THE CACHE CREEK LANDFILL ADVISORY COMMITTEE***

PURPOSE: To ensure that the interests of the community are represented at CCEA meetings.

To provide updates to Council on activities, changes and announcements regarding CCEA.

To provide updates to CCEA on activities, changes or announcement regarding Village activities.

DRAFT

AUTHORITY: The Council member, or their appointed alternate, is authorized to vote on matters presented at CCEA meetings that will provide benefit to our community and the area in general.

APPOINTMENT: At the Inaugural Meeting of Council following a General Local Election, or at the regular meeting of council immediately thereafter. Appointments may be revisited at the pleasure of the Mayor or by a request from a member of Council

ATTENDANCE AT MEETINGS: The Council member, or their appointed alternate, is authorized to travel to attend scheduled meetings of the CCEA. Village policy states that travel to meetings within 25 km of Ashcroft village limits does not qualify for travel costs.

REPORTING: The Council member, or their appointed alternate, will report at the next regular council meeting immediately following the committee meeting. It is understood that items discussed may be considered privileged and details will have to be withheld. Written reports should be provided.

REVIEW: The Terms of Reference will be reviewed in the year following a general local election. Interim reviews are permitted if required.

Adopted by Council for the Village of Ashcroft this _____ day of _____, 2019.

Ashcroft
Wellness Awaits You

THE VILLAGE OF ASHCROFT

TERMS OF REFERENCE – APPOINTMENT/LIASISON TO EXTERNAL BOARDS & ORGANIZATIONS

COMMITTEE NAME: ***TRANSIT***

TYPE OF COMMITTEE: ***APPOINTMENT TO THE PARA-TRANSIT COMMITTEE***

PURPOSE: To ensure that the interests of the community are represented at Para-Transit Committee meetings.

To provide updates to Council on activities, changes, announcements regarding the Para-Transit service.

To provide updates to the Para-Transit Committee on activities, changes or announcement regarding Village activities.

DRAFT

AUTHORITY: The Council member, or their appointed alternate, is authorized to vote on matters presented at Para-Transit Committee meetings that will provide benefit to our community and the area in general.

APPOINTMENT: At the Inaugural Meeting of Council following a General Local Election, or at a regular meeting of council immediately thereafter. Appointments may be revisited at the request of the Mayor or a member of Council

ATTENDANCE AT MEETINGS: The Council member, or their appointed alternate, is authorized to travel to attend scheduled meetings of the Para-Transit Committee. Village policy states that travel to meetings within 25 km of Ashcroft village limits does not qualify for travel costs.

REPORTING: The Council member, or their appointed alternate, will report at the next regular council meeting immediately following the committee meeting. It is understood that items discussed may be considered privileged and details will have to be withheld. Written reports should be provided.

REVIEW: The Terms of Reference will be reviewed in the year following a general local election. Interim reviews are permitted if required.

Adopted by Council for the Village of Ashcroft this _____ day of _____, 2019.

Ashcroft
Wellness Awaits You

THE VILLAGE OF ASHCROFT

TERMS OF REFERENCE – APPOINTMENT/LIASISON TO EXTERNAL BOARDS & ORGANIZATIONS

COMMITTEE NAME: ***COMMUNITIES IN BLOOM (CIB)***

TYPE OF COMMITTEE: ***APPOINTMENT TO THE CIB COMMITTEE***

PURPOSE: To provide updates to Council on activities, changes and announcements regarding the CIB Committee.

To provide updates to the CIB Committee on activities, changes or announcement regarding Village activities.

AUTHORITY: The Council member, or their appointed alternate, is authorized to vote on matters presented at CIB Committee meetings that will provide benefit to our community and the area in general.

APPOINTMENT: At the Inaugural Meeting of Council following a General Local Election, or at the regular meeting of council immediately thereafter. Appointments may be revisited at the request of the Mayor or a member of Council

ATTENDANCE AT MEETINGS: The Council member, or their appointed alternate, is authorized to travel to attend scheduled meetings of the CIB Committee. Village policy states that travel to meetings within 25 km of Ashcroft village limits does not qualify for travel costs.

REPORTING: The Council member, or their appointed alternate, will report at the next regular council meeting immediately following the committee meeting. Written reports should be provided.

REVIEW: The Terms of Reference will be reviewed in the year following a general local election. Interim reviews are permitted if required.

Adopted by Council for the Village of Ashcroft this _____ day of _____, 2019.

DRAFT

Ashcroft
Wellness Awaits You

THE VILLAGE OF ASHCROFT

TERMS OF REFERENCE – APPOINTMENT/LIASISON TO EXTERNAL BOARDS & ORGANIZATIONS

COMMITTEE NAME: ***HEALTH CARE***

TYPE OF COMMITTEE: ***APPOINTMENT TO THE WELLNESS AND HEALTH ACTION COALITION (WHAC) AND OTHER HEALTH RELATED MEETINGS***

PURPOSE:

To ensure that the interests of the community are represented at the WHAC meetings.

To ensure that the Village of Ashcroft is represented at Health Care related events and meetings within the region.

To provide updates to Council on activities, changes and announcements regarding the WHAC Committee.

To provide updates to the WHAC Committee on activities, changes or announcement regarding Village activities.

AUTHORITY:

The Council member, or their appointed alternate, is authorized to vote on matters presented at WHAC Committee meetings that will provide benefit to our community and the area in general.

The Council member, or their appointed alternate, will bring forward to Council other health related meetings or events that they wish to attend. Authorization must be approved prior to attendance.

APPOINTMENT:

At the Inaugural Meeting of Council following a General Local Election, or at the regular meeting of council immediately thereafter. Appointments may be revisited at the pleasure of the Mayor or by a request from a member of Council

ATTENDANCE AT MEETINGS:

The Council member, or their appointed alternate, is authorized to travel to attend scheduled meetings of the WHAC Committee. Village policy states that travel to meetings within 25 km of Ashcroft village limits does not qualify for travel costs. Attendance at other meetings and events will be approved on an individual basis.

REPORTING:

The Council member, or their appointed alternate, will report at the next regular council meeting immediately following the committee meeting or other events. Written reports should be provided.

REVIEW:

The Terms of Reference will be reviewed in the year following a general local election. Interim reviews are permitted if required.

Adopted by Council for the Village of Ashcroft this _____ day of _____, 2019.

DRAFT

Ashcroft
Wellness Awaits You

THE VILLAGE OF ASHCROFT

TERMS OF REFERENCE – APPOINTMENT/LIASISON TO EXTERNAL BOARDS & ORGANIZATIONS

COMMITTEE NAME: ***SENIORS' LIAISON***

TYPE OF COMMITTEE: ***AUTHORIZATION TO REPRESENT COUNCIL AT LOCAL SENIOR CENTRE EVENTS***

PURPOSE: To ensure that the Village of Ashcroft is represented at events relating to Seniors including the local Ashcroft Cache Creek Seniors' Association meetings.

To provide updates to Council on activities, changes and announcements regarding the Seniors' Centre.

To provide updates to the Seniors' Centre on activities, changes or announcement regarding Village activities.

AUTHORITY: The Council member, or their appointed alternate, is authorized to speak to matters presented at the Seniors' Centre meetings that will provide benefit to our community and the area in general.

The Council member, or their appointed alternate, will bring forward to Council other senior related meetings or events that they wish to attend. Authorization must be approved prior to attendance.

APPOINTMENT: At the Inaugural Meeting of Council following a General Local Election, or at the regular meeting of council immediately thereafter. Appointments may be revisited at the pleasure of the Mayor or by a request from a member of Council

ATTENDANCE AT MEETINGS: The Council member, or their appointed alternate, is authorized to travel to attend scheduled meetings of the Seniors' Centre. Village policy states that travel to meetings within 25 km of Ashcroft village limits does not qualify for travel costs. Attendance at other meetings and events will be approved on an individual basis.

REPORTING: The Council member, or their appointed alternate, will report at the next regular council meeting immediately following the committee meeting or other events. Written reports should be provided.

REVIEW: The Terms of Reference will be reviewed in the year following a general local election. Interim reviews are permitted if required.

Adopted by Council for the Village of Ashcroft this _____ day of _____, 2019.

DRAFT

MEMO TO: **Mayor Roden & Council**

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

DATE: **May 7, 2019**

SUBJECT: **VILLAGE OF ASHCROFT/BC TRANSIT ANNUAL OPERATING AGREEMENT**

Background

The Village of Ashcroft and the Village of Clinton operate a local transit service in partnership with BC Transit and Yellowhead Community Services (YCS). The Village of Ashcroft is the signatory on the partnership agreement with BC Transit. We have a second funding agreement with the Village of Clinton.

Discussion

In 2017 the five year operating agreement was replaced with a Transit Service Agreement (TSA) which is an accompanying document to the Annual Operating Agreement (AOA). The TSA outlines the responsibilities of all parties, provides a definition of service and defines the service area and service standards.

The AOA contains similar information but also establishes the fees to use the system, service specification (ie: days and hours of service) and a budget summary. The term of the AOA is from April 1, 2019 to March 31, 2020. A copy is attached for your reference.

The Village is pleased with the operation of the transit system and believe that it is operating efficiently and cost effectively. The projected budget can be accommodated within the annual budgets established by the Village of Clinton and ourselves. As Council is aware, the lease fees have had an impact on our budgets but we are confident that we have sufficient reserves to cover any unforeseen expenses.

Recommendation

Administration is seeking the following resolution:

"THAT the Chief Administrative Officer be authorization to sign the Annual Operating Agreement with BC Transit for the period April 1, 2019 to March 31, 2020."

Respectfully submitted,

J. Michelle Allen,
Chief Administrative Officer

BCTransit
Connecting People and Communities

May 1, 2019

Attn: Michelle Allen
Chief Administrative Officer
Village of Ashcroft
P.O. Box 129
Ashcroft, BC V0K 1A0

Dear Michelle,

SUBJECT: 2019-20 Annual Operating Agreement

Further to the information provided in your budget forecast and subsequent budget discussions, please find enclosed your final 2019-2020 Annual Operating Agreement (AOA) for approval.

The transit industry continues to evolve, and the transportation landscape has changed significantly since 2009 when BC Transit completed its first strategic plan. With emerging technologies, evolving customer expectations, and significant funding opportunities, the next decade will likely alter the industry for years to come. In response to this, BC Transit is in the process of updating our Strategic Plan, which will guide our priorities and decision-making over the next five to ten years.

As your participation is integral to our strategic plan, we encourage you to join us at this year's BC Transit Workshop where we will be discussing and envisioning the future in support of this effort. This year's Workshop will be held from June 3-6, 2019 at the Coast Kamloops Hotel and Conference Centre. Our Workshop provides an opportunity to collectively influence transit on a provincial scale and participate in dialogue with partners from various roles and backgrounds within the provision of public transit. Some of this year's topics will include Going Green: BC Transit Low Carbon Fleet Strategy, The Future of Fares and Technology and our annual Local Government Roundtable session. I hope to see you there!

BC Transit continues to capitalize on the significant investment in transit infrastructure made possible by the Government of Canada and the Province of British Columbia through the Investing in Canada Infrastructure Program (ICIP). This funding is currently supporting the construction of new infrastructure projects around the province, and the on-going implementation of our SmartBus program. This program includes technologies that enable real time information to passengers via the NextRide platform and advanced fare payment options.

As you may recall from previous years, the budget schedule attached to the AOA has been streamlined to facilitate information sharing and publication, and to protect commercially-confidential information subject to protection by the *Freedom of Information & Protection of Privacy Act*. Detailed budget information is provided separately to staff.

If you have any questions regarding your AOA, or have any feedback on how we can most effectively support local government decision making around transit system budgets, please contact me at your convenience.

Sincerely,

Chelsea Mossey
Manager, Government Relations BC Transit

ASHCROFT-CLINTON

ANNUAL OPERATING AGREEMENT

between

VILLAGE OF ASHCROFT

and

BRITISH COLUMBIA TRANSIT

Effective

April 1, 2019

INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. CONSULT WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.

ANNUAL OPERATING AGREEMENT

BETWEEN:

VILLAGE OF ASHCROFT

(the "Municipality")

AND:

BRITISH COLUMBIA TRANSIT

(the "Authority")

WHEREAS the Authority is authorized to contract for transit services for the purpose of providing and maintaining those services and facilities necessary for the establishment, maintenance and operation of a public passenger transportation system in the Transit Service Area;

WHEREAS the Municipality is authorized to enter into one or more agreements with the Authority for transit services in the Transit Service Area;

WHEREAS the parties hereto have entered into a Transit Service Agreement which sets out the general rights and responsibilities of the parties hereto;

WHEREAS the Municipality and the Authority are authorized to share in the costs for the provision of a Public Passenger Transportation System pursuant to the *British Columbia Transit Act*;

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Transit Service Agreement, the specific terms and conditions for the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants hereinafter contained, the parties covenant and agree with each other as follows:

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SECTION 1: DEFINITIONS

Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Transit Service Agreement shall apply to this Annual Operating Agreement including:

a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendments negotiated and entered into by the parties subsequent hereto;
b) "Transit Service Agreement" shall mean the Transit Service Agreement between the parties to this Annual Operating Agreement, including any amendments made thereto;

SECTION 2: INCORPORATION OF SCHEDULES

All schedules to this agreement are incorporated into the agreement, and form part of the agreement.

SECTION 3: INCORPORATION OF TRANSIT SERVICE AGREEMENT

Upon execution, this Annual Operating Agreement shall be deemed integrated into the Transit Service Agreement and thereafter the Transit Service Agreement and Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the *British Columbia Transit Act*, as amended from time to time.

SECTION 4: TERM AND RENEWAL

a) The parties agree that the effective date of this agreement is to be April 1, 2019, whether or not the agreements have been fully executed by the necessary parties. Once this agreement and the associated Transit Service Agreement are duly executed, this agreement will replace all provisions in the existing Transit Service Agreement and Master Operating Agreement with respect to the rights and obligations as between the Authority and the Municipality.
b) Upon commencement in accordance with Section 4(a) of this agreement, the term of this agreement shall be to March 31, 2020 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Transit Service Agreement shall likewise be so terminated or not renewed, as the case may be.
c) Either party may terminate this agreement as follows:
    a. Cancellation by the Authority: In the event that the Authority decides to terminate this Agreement for any reason whatsoever, the Authority shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.
    b. Cancellation by the Municipality: In the event that the Municipality decides to terminate this Transit Service Agreement for any reason whatsoever, and by extension the Annual Operating Agreement, the Municipality shall provide at least one hundred and eighty (180) days prior written notice. Such notice to be provided in accordance with Section 10.

SECTION 5: FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This Agreement and the parties hereto are subject to the provisions of the *Freedom Of Information And Protection Of Privacy Act* ("FOIPPA"). Any information developed in the performance of this Agreement, or any personal information obtained, collected, stored pursuant to this Agreement, including database information, shall be deemed confidential and subject to

the provisions of the FOIPPA including the handling, storage, access and security of such information. Confidential information shall not be disclosed to any third party except as expressly permitted by the Authority or pursuant to the requirements of the FOIPPA.

SECTION 6: SETTLEMENT OF DISPUTES

In the event of any dispute arising between or among the parties as to their respective rights and obligations under this Agreement, or in the event of a breach of this Agreement, the parties agree to use their best efforts to find resolution through a mediated settlement. However, in the event that mediation is not successful in finding a resolution satisfactory to all parties involved, any party shall be entitled to give to the other notice of such dispute and to request arbitration thereof; and the parties may, with respect to the particular matter then in dispute, agree to submit the same to a single arbitrator in accordance with the applicable statutes of the Province of British Columbia.

SECTION 7: MISCELLANEOUS PROVISIONS

a) Amendment: This agreement may only be amended in writing signed by the Municipality and the Authority and specifying the effective date of the amendment.
b) Assignment: This Agreement shall not be assignable without prior written consent of the parties.
c) Enurement: This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
d) Operating Reserve Fund: In accordance with OIC 594, in fiscal year 2015/16, BC Transit established a Reserve Fund to record, for each local government, the contributions that BC Transit has received but has not yet earned.
    a. BC Transit will invoice and collect on monthly Municipal invoices based on budgeted Eligible Expenses.
    b. Any expenditure of monies from the Reserve Fund will only be credited towards Eligible Expenses for the location for which it was collected.
    c. Eligible Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:
        i. For Conventional Transit Service:
            1. the operating costs incurred in providing Conventional Transit Service excluding interest and amortization;
            2. the amount of any operating lease costs incurred by BC Transit for Conventional Transit Services;
            3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
            4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
        ii. For Custom Transit Service:
            1. the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by BC Transit to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
            2. the amount of any operating lease costs incurred by BC Transit for Custom Transit Service;

3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and,
4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;

d. Eligible Expenses exclude the costs of providing third-party 100%-funded services; and,
e. BC Transit will provide an annual statement of account of the reserves received and utilized, including any interest earned for each local government.

e) The parties agree that this agreement is in substantial compliance with all relevant legislative requirements to establish the rights and obligations of the parties as set out in the *British Columbia Transit Act*.
f) BC Transit acknowledges receipt of a copy of that certain Community Transit Partnership Agreement between the Municipality and the Thompson Nicola Regional District and Interior Health Authority (the "Partner") effective April 1, 2006. BC Transit herby provides written consent for the Municipality to enter into the Community Transit Partnership Agreement; provided, however, that:
   a. In the event the Partner provides one years' notice of its intention to terminate the Community Transit Partnership Agreement, the Municipality will immediately notify the Authority in writing of such termination;
   b. In the event the Partner provides the Municipality with a payment in lieu of providing notice of termination pursuant to Section 4 of the Community Transit Partnership Agreement, the Municipality will immediately forward to BC Transit the full amount of such payment, without setoff whatsoever; and,
   c. In the event the Partner provides the Municipality with payment in accordance with the subsection above, and the Municipality fails or neglects to forward such payment to the Authority, the Authority shall have the right to include such amount in its monthly invoice to the Municipality for immediate payment by the Municipality.

SECTION 8: GOVERNING LAW

This Agreement is governed by and shall be construed in accordance with the laws of the Province of British Columbia, with respect to those matters within provincial jurisdiction, and in accordance with the laws of Canada with respect to those matters within the jurisdiction of the government of Canada.

SECTION 9: COUNTERPARTS

This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.

SECTION 10: NOTICES AND COMMUNICATIONS

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a designated officer of the parties hereto to whom it is addressed or if mailed by prepaid registered mail to the Authority at:

BRITISH COLUMBIA TRANSIT
c/o President & CEO
P.O. Box 610
520 Gorge Road East
Victoria, British Columbia V8W 2P3

and to the Municipality at:

VILLAGE OF ASHCROFT
c/o Chief Administrative Officer
PO Box 129
Ashcroft BC, V0K1A0

and, if so mailed, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF, the parties have hereunto set their hand this ___ day of _____, 2019.

VILLAGE OF ASHCROFT

_____

_____

BRITISH COLUMBIA TRANSIT

_____
Kevin Schubert – Director, Regional Transit Systems
BC Transit

_____
Grant Brilz – Manager, Contracted Operations
BC Transit

SCHEDULE "A": TARIFF AND FARES

Effective November, 2017

Cash Fares:

Adult/Student/Senior	$2.00
Child, 4 or under	Free
Door-to-door	$2.00
Kamloops	$5.00
100 Mile House	$5.00
Health Connections	$5.00

SCHEDULE "B": SERVICE SPECIFICATIONS

The Local Transit Service Area for the boundaries of the Ashcroft-Clinton Transit Service Area shall be defined as the Village of Ashcroft, Village of Cache Creek, Village of Clinton, District of 100 Mile House, Electoral Area' 'E' & 'I' of the Thompson Nicola Regional District and Electoral Area' 'G' of the Cariboo Regional District. It also includes all areas between: 1) Lillooet and Kamloops, 2) Lillooet and Lytton 3) Lytton and Kamloops, and 4) the Clinton and 100 Mile House.

The Annual Service Level for Ashcroft-Clinton Transit Service shall be 2,300 Revenue Service Hours.

The Exception Days recognized annually for the Ashcroft-Clinton Transit Transit Service are:

Exception Day	Service Level
Good Friday	No Service
Easter Monday	No Service
Victoria Day	No Service
Canada Day	No Service
BC Day	No Service
Labour Day	No Service
Thanksgiving Day	No Service
Remembrance Day	No Service
Christmas Day	No Service
Boxing Day	No Service
New Years Day	No Service
Family Day (2020)	No Service

SCHEDULE "C": BUDGET

ASHCROFT-CLINTON PARATRANSIT

	BASE BUDGET 2019/20
TOTAL REVENUE	$19,378
TOTAL OPERATING COSTS	$180,202
TOTAL COSTS (including Local Government Share of Lease Fees)	$199,877
NET LOCAL GOVERNMENT SHARE OF COSTS	**$117,311**

MEMO TO: **Mayor Roden & Council**

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

DATE: **May 6, 2019**

SUBJECT: **GRANT IN AID – SOUTH CARIBOO SPORTSMAN ASSOCIATION**

Background

The Village of Ashcroft Grants in Aid Policy states that all applications for a Grant in Aid will be brought to a Council meeting for consideration. The policy suggests that these application be considered at a Committee of the Whole meeting, however past Councils have considered them during regular council meetings. A copy of the Grant In Aid Policy is attached for your reference.

Discussion

Attached to this report is an application from South Cariboo Sportsman Association (the "Association") seeking financial assistance to assist with repairs to the road to their clubhouse and trap shooting range. The application falls within the Sports and Recreation Grant in Aid category.

The Association was impacted by the 2017 Elephant Hill wildfire. Their rifle and pistol ranges were destroyed and the hillside was completely burned off. The subsequent rains have resulted in mud and debris flows washing out their access road, contaminating their water source and covering many of their ranges with mud. The repairs to the road will be completed in stages, with the initial stage being the supply and installation of a culvert. The total cost for stage 1 is $11,200 plus GST. Once the road is stabilized the Association will proceed with additional repairs necessary to bring their clubhouse back to full operation. The Association's site is outside of the Village of Ashcroft boundaries however many of their members are residents of Ashcroft. The club organizes a number of events throughout the year which bring visitors to our area.

Attached to this memo is the completed application form, the financial statement and the project budget. WRAPS has not received a grant in aid for any other project during 2018.

Recommendation

Administration advises that Council has two options regarding this application:

a. Council can approve the application for a Grant-in-Aid in the amount of $500 to the South Cariboo Sportsman Association to assist with repairs to the access to their site; or
b. Council can deny the application for a Grant-in-Aid in the amount of $500 to the South Cariboo Sportsman Association.

Respectfully submitted,

J. Michelle Allen,
Chief Administrative Officer

Attachments

RECEIVED
APR 30 2019
THE CORPORATION VILLAGE OF ASHCROFT

Grants in Aid Policy
Organizations / Individuals

Mission Statement

The Village of Ashcroft Council wishes to provide fair and equitable decisions regarding applications for Grants in Aid to the community.

Policy

The Village of Ashcroft provides Grant-in-Aid funding in order to assist non-profit societies/organizations that provide a community benefit. Funding is not guaranteed from year to year to encourage organizations to work toward financial independence. Only one Grant-in-Aid may be provided to an organization each calendar year.

A Grant-in-Aid may also be given to a group or individual that will be representing the community at a provincial or national level event.

Each year, as part of the budget process, Council will establish a maximum amount for Grant-in-Aid funding for the year's budget. No single Grant-In-Aid will exceed the amount of $500 (five hundred dollars). No single grant-in-aid will exceed 25% of the proposed budget for the event.

Applications will be considered by Council at the Committee of the Whole (COW) meeting each month. On or before the second Friday of each month, applications will be accepted for Grant-in-Aid funding. Applications arriving after the second Friday will not be considered by Council until the next month's COW meeting. Applications will be considered from non-profit societies and organizations as well as individuals.

The attached application form must be used and accompanied by the required additional documentation listed below:

- latest financial statement
- budget summary
- project budget
- annual report (if available)

Incomplete applications will not be accepted and will be returned to the applicant. All complete applications meeting the specified criteria will be reviewed by Council.

Staff will prepare a summary report for each of the applications received, confirming eligibility requirements. This report will be attached to the applications and the applications sorted according to the categories listed below. Staff will prepare a report, category by category, listing the society/organization name and the amount applied for.

Grant-In-Aid Categories are:

- Arts and Culture
- Sports and Recreation
- Museums and Heritage
- Social, Educational, Environmental and Other

Preference given to the following:

- requests from an individual or group/team that has earned the right to represent Ashcroft at a provincial or national competition;
- requests for one time only start up costs for new programs;
- requests for one time events that have a benefit to the Municipality;
- requests that show initiative to work toward financial independence;
- requests for operating costs for societies/organizations without the ability to become self supporting;
- requests from societies/organizations showing a significant benefit to the Municipality (as per the following criteria):
    - societies/organizations that promote volunteer participation and citizen involvement;
    - societies/organizations that use new approaches and techniques in the solution of community needs;
    - societies/organizations whose activities/programs are accessible to a large portion of the community's residents;
    - societies/organizations that exercise co-ordination, co-operation and collaboration with other groups to prevent duplication of projects, programs, services or events

Applicants will be notified in writing as to whether or not their request has been successful and, if successful, the amount they will receive.

All successful applicants must notify the Village in writing, once the grant monies have been spent, and provide detail on how the money was used.

Policy Goal

It is intended that the policy will better facilitate the decision making process and provide a fair and equitable means of providing grants-in-aid to the citizens of Ashcroft.

Village of Ashcroft
Grant Application - Organizations

Organization Official Name: SOUTH CARIBOO SPORTSMEN ASSOC

Mailing Address: BOX 341
ASHCROFT BC

Phone: _____ Fax: _____ Email: MWFJWF@TELUS.NET

Contact Person: TERRY FIDDICK Title: RESIDENT

Briefly describe your organizations purpose: To provide a safe & approved facility to support the responsible use of all types of firearms & to promote both youth and seniors to participate in our organized shoots

Briefly describe how the requested grant money will be used:
To repair our access road to our clubhouse & trap range.

What amount of Grant-in-Aid is being requested? $ 500.00

Total organization operating budget for current year $ 8,000.00

Total budget for project the grant is being applied for $ 11,760.00

Did you receive a Grant-in-Aid last year? Yes ___ No X

If yes what was the amount of the grant? $ _____

Attachments: Please provide the following to your application (if available):

Financial Statement ✓, Current Year Budget, Project Budget ✓

Forward completed applications to: Village of Ashcroft, Box 129, Ashcroft, BC V0K 1A0
Or via email to council@ashcroftbc.ca. Applications are reviewed by Council at the second meeting each month. Applications must be received by the second Friday of each month to be considered in that month.

Village of Ashcroft
Grant Application - Organizations

Office Use Only

Date Application Received: _____

Application confirmed to be complete Date: _____

Checklist: Completed application form _____

Financial Statement _____

Budget for current year _____

Project Budget _____

Category: Arts & Culture _____ Sports & Recreation _____

Museum & Heritage _____ Social/Educational/Environmental/Other _____

Amount of Grant-in-Aid Applied for: $ _____ Approved $ _____

Denied _____

Comments:

Letter sent to applicant regarding decision Date:

Cheque sent to applicant if appliable Date:

South Cariboo Sportsmen Association

2019 Budget

Annual Budget

Revenue - $8,000.00 (Memberships)

Expenses - Management and Administration - $3,000.00

Community programming and
Range upkeep and improvement - $5,000.00

And in addition we work on moving forward in regard to the consequences of the 2017 Elephant Hill wildfire. Ie: Rifle and Pistol ranges destroyed and all of the hillside burnt off resulting in runoff with mud/debris flow washing out our access roads, contaminating our water system for the clubhouse, mud covering our Trap range, etc.

SOUTH CARIBOO SPORTSMEN ASSOCIATION

Statement of Revenue and Expenditures

SUMMARY OF REVENUE & EXPENDITURES	2019		(full year) 2018	
Revenues				
Memberships	8,460.00		7,500.00	
Keys	280.00		250.00	
Range Rental	-		-	
Trap	-		3,291.00	
Black Powder	-		798.00	
Handgun	-		-	
Miscellaneous (Red Cross, fundraiser, interest)	-		16,228.60	
Total Revenues		**8,740.00**		**28,067.60**
Expenses				
Annual Report & Form 10	-		-	
Range lease	-		-	
Shooting Federation of Canada				
Affiliation & Insurance	2,250.00		2,150.00	
Trap targets & shoots	-		405.00	
Black Powder	-		775.39	
Rifle	-		-	
Keys	-		804.32	
Signs	-		587.52	
R&M	2,076.81		9,015.02	
Hydro	-		200.00	
Office & Postage (m-ship cards, AGM ad & chqs)	124.50		764.29	
Range Officer training	-		-	
Boundary extension	-		-	
Service charges	33.70		193.08	
Total Expenses		**4,485.01**		**14,894.62**
NET INCREASE (DECREASE) IN CURRENT ASSETS FOR THE YEAR		**4,254.99**		**13,172.98**

SUMMARY OF CURRENT ASSETS

Bank balance at	01-Jan-19	13,409.36		298.98	
GIC balance at	01-Jan-19	5,680.31		5,617.71	
Undeposited cash at	01-Jan-19				
Petty cash at	01-Jan-19	38.26		38.26	
Target inventory at	01-Jan-19	4,033.58		4,033.58	
Total Opening Current Assets			23,161.51		9,988.53
Plus/minus net increase (decrease) from above			**27,416.50**		**23,161.51**
Broken down as follows:					
Bank balance at	22-Mar-19	17,694.35		13,409.36	
GIC balance at	22-Mar-19 (estimated)	5,680.31		5,680.31	
Undeposited cash at	22-Mar-19				
Petty cash at	22-Mar-19	8.26		38.26	
Target inventory at	22-Mar-19 (estimated)	4,033.58		4,033.58	
TOTAL CURRENT ASSETS			**27,416.50**		**23,161.51**

Hydrive Resources Inc

6385 Vernon Ave
Peachland BC V0H 1X8

Phone (778) 479-7771 ~ Fax (778) 479-2088

South Cariboo Sportsmen Association

Quote #: 00000763

Date: 1/25/2019

Customer PO #:

Supply one 1600mm x 14m Culvert @ 550.00/m	$7,700.00GST
Delivery of 1600mm x 14m Culvert	$1,500.00GST
Installation of 1600mm x 14m Culvert	$2,000.00GST

Subtotal	$11,200.00
GST	$560.00
Total	$11,760.00

GST Registration #: 821080389 RT0001

MEMO TO: **Mayor Roden & Council**

MEMO FROM: **Daniela Dyck, Deputy Corporate Officer**

DATE: **May 7, 2019**

SUBJECT: **Northern Development Initiative Trust – Housing Needs Assessment Grant**

Background

The Northern Development Initiative Trust (NDIT) provides an opportunity for municipalities to apply for funding under various funding streams. Many of the grants require a Resolution of Council to complete the application. The Council resolution ensures that Council is in favour of the project and will support the initiative throughout its duration.

Discussion

The Province of British Columbia has mandated in the Local Government Act, Division 22, Section 585 that all Municipalities and Regional Districts must complete a Housing Needs Report within 3 years ending 2021.

As the development of a Housing Needs Assessment is mandated by the Province of BC, with the potential developments in north Ashcroft, this is the ideal time to complete the assessment. The completed report should provide detailed information regarding the housing needs and wants of the community and provide direction to staff and developers as these projects move forward.

A quote to complete the Housing Needs Assessment was provided to the Village from Urban Systems Ltd. (attached). Total cost of the project is quoted at $25,000. Staff has identified two funding sources that will fund the project in its entirety.

NDIT is currently accepting grant applications to complete Housing Needs Assessments to a maximum of $10,000 leveraged at 50%; meaning NDIT will fund up to half of the project costs. UBCM also offers grant funding for Housing Needs Assessments, Ashcroft qualifies for up to $15,000. Staff's intent is to use these two funding opportunities and leverage the total cost of the project. With Council's endorsement we will submit simultaneous applications to NDIT and UBCM.

Recommendation

Administration advises that Council has two options regarding this application:

a. **THAT, Council approve the application to Northern Development Initiative Trust to complete the Housing Needs Assessment in the amount of $10,000 and further that, Council support the project throughout its duration;** or

b. **THAT, Council deny the application to Northern Development Initiative Trust to complete the Housing Needs Assessment and reconsider this project at a later date.**

Respectfully submitted,

Daniela Dyck

S. Daniela Dyck,
Deputy Corporate Officer

URBAN systems

Date:	May 7, 2019
To:	Daniela Dyck, Deputy Corporate Officer
cc:	Michelle Allen, CAO
From:	Dylan Houlihan
File:	1093.0000.00
Subject:	Housing Needs Assessment - Detailed Quote

Thank you for the opportunity to provide the Village of Ashcroft with a detailed quote to support your application to the Northern Development Initiative Trust and the Union of British Columbia Municipalities to complete a Housing Needs Assessment. We understand that Ashcroft is needing to assess potential future housing needs in both the rental market and market housing.

Urban Systems has the experience and capacity to undertake this specialized work in the Village of Ashcroft. We aim to complement our experience in the community with detailed housing data analysis and meaningful engagement, in order to provide an accurate picture of the housing needs in Ashcroft and key next steps.

We will leverage our housing specialist team which works across the company, led by Matt Thomson, as well as our Kamloops team, led by Dylan Houlihan, who has in-depth experience in Ashcroft.

This letter will provide a detailed breakdown of tasks and costs, as well as additional information about the consulting team.

1. Task Summary and Quote

Task	Cost
Component 1: Information Review	
Task 1.1: Project Initiation Meeting A meeting will be scheduled between Kamloops team members and Village staff, with the option of calling in a housing specialist team member.	$1,500
Task 1.2: Summary of Background Information This will include a review of relevant council meeting minutes, as well as Village Bylaws and Policies (e.g. OCP, Zoning, Subdivision)[DH1].	$1,300
Task 1.3: Collect Relevant Data This task consists of collecting available data, which include census data, BC Housing data, rental housing listings, local real estate board data, non-profit housing data such as waitlists, income levels and demographic information, tenancy ratios (the number of home owners versus renters), affordability determinants (proportion of income spent on housing), and demand and supply indicators.	$2,200[DH2]

Task 1.4: Data Summary[DH3] Data collected as part of Task 1.3 will be organized and summarized in order to inform the qualitative research carried out in Component 2 and the Gap Analysis in Component 3. The data summary will be provided to Village staff and next steps discussed.	$1,800
Task 1.5: Project Team Check-In Call The project team will hold a teleconference to confirm next steps and organize work.	$500[DH4]
Component 2: Stakeholder Engagement	
Task 2.1: Engagement Strategy An Engagement Strategy will be created to identify potential stakeholders to be interviewed. These will be individuals or organization representatives with knowledge of the local rental and housing market such as local housing societies, property management companies, and real estate agents.	$1000
Task 2.2: Stakeholder Interviews Stakeholder interviews will be scheduled and carried out by phone in most cases. Notes from phone calls will be compiled during this process.	$1,700[DH5]
Task 2.3: Preparation of "What We Heard Summary" A summary of input from interviewees will be compiled and submitted to the Village for feedback.	$1,700
Task 2.4: Project Team Check-In Call The project team will hold a teleconference to confirm next steps and organize work.	$500
Component 3: Gap Analysis	
Task 3.1: Analyze Qualitative and Quantitative Data Based on the quantitative data collected in Task 1.3 as well as qualitative information gathered in Task 2.2, we will identify housing types that are needed, the gap in housing units, the relative demand for tenancy versus home ownership, assess the market housing price range and rental rates which would are most likely to address present housing needs based on income levels in Ashcroft, and look at potential future housing need based on population projections. .	$2,400
Task 3.2: Summary of Gaps and Needs The analysis of Gaps and Needs carried out in Task 3.1 will be summarized and provided to Village staff for feedback.	$2,300

Task 3.3: Project Team Check-In Call The project team will hold a teleconference to confirm next steps and organize work.	$500[DH6]
Component 4: Reporting	
Task 4.1: Draft Next Steps and Recommendations Based on the Summary of Gaps and Needs and feedback from staff, we will draft a Next Steps and Recommendations document which will form part of the final document. This will be provided to Village staff for feedback.	$1,600[DH7]
Task 4.2: Project Team Call to Confirm Recommendations The project team will hold a teleconference to confirm recommendations.	$500
Task 4.3: Draft Report A draft Housing Needs Assessment report will be drafted which includes: - Introduction with background information and methodology; - Summary of Gaps and Needs; and - Next Steps and Recommendations.	$3,000
Task 4.4: Finalize Report The report will be provided to Village staff and upon receiving feedback, the report will be finalized.	$1,000
Task 4.5: In-Person Presentation to Village The final Housing Needs Assessment will be presented to Ashcroft Council.	$1,500
Total	$25,000

2. Team Members

Dylan Houlihan, MCIP – Community Planner

Dylan has been a community planner in Urban Systems for the past 18 years. During that time he has worked on a wide variety of projects including transportation plans, land use plans, community sustainability plans, and community and municipal corporate energy and greenhouse gas emissions planning. Dylan is known for bringing innovative and creative, yet practical thinking to projects. He has also worked extensively with the Village of Ashcroft and has a deep knowledge of the Village's priorities and challenges. Dylan would lead the project team.

Alison Rustand, MA – Community Consultant

Alison has worked with Urban Systems since 2016 and during this time undertaken planning work in the First Nation and municipal context. Her experience has focused primarily on developing community plans, zoning bylaws, land use plans, housing strategies, and economic development planning. Alison would carry out much of the team/client coordination and manage the day to day deliverables of the project.

Matt Thomson – MAP – Community Housing Lead

Matt is the Community Housing Lead for Urban Matters and also works through Urban Systems. He has extensive experience working with housing providers and all levels of government to develop community-based analysis of housing needs and demands to inform municipal development. His recent work includes working with the City of Calgary to develop neighborhood-level needs assessments for the redevelopment of two affordable housing sites. Matt recently completed the development of the City of Vernon and the Social Planning Council of the North Okanagan's Attainable Housing and Homelessness Strategies. Matt Thomson would lead the qualitative and quantitative data collection and analysis and develop the next steps and recommendations.

Jodee Ng – Community Housing Analyst

Jodee specializes in housing analysis and uses both quantitative and qualitative data to help communities understand local housing challenges. She brings policy development and public consultation experience from the infrastructure and housing sectors, including engaging community members and incorporating feedback into project recommendations. She holds a Post-Baccalaureate degree in Urban and Regional Planning from Ryerson University. Jodee would support data collection and analysis.

3. Closure

Thank you for accepting our quote to support your Housing Needs Assessment project. Please get in touch with any questions or concerns regarding this quote.

Sincerely,

URBAN SYSTEMS LTD.

Dylan Houlihan, MCIP
Community Planner

file://usl.urban-systems.com/projects/Projects_KAM/1093/0000/2019%20Housing%20needs

MEMO TO: **Mayor Roden & Council**

MEMO FROM: **Daniela Dyck, Deputy Corporate Officer**

DATE: **May 7, 2019**

SUBJECT: **Union Of British Columbia Municipalities – Housing Needs Assessment Grant**

Background

The Union of British Columbia Municipalities (UBCM) provides an opportunity for municipalities to apply for funding to develop a Housing Needs Assessment as mandated by the Province. The grant requires a Resolution of Council to complete the application. The Council resolution ensures that Council is in favour of the project and will support the initiative throughout its duration.

Discussion

The Province of British Columbia has mandated in the Local Government Act, Division 22, Section 585 that all Municipalities and Regional Districts must complete a Housing Needs Report within 3 years ending 2021.

As the development of a Housing Needs Assessment is mandated by the Province of BC, with the potential developments in north Ashcroft, this is the ideal time to complete the assessment. The completed report should provide detailed information regarding the housing needs and wants of the community and provide direction to staff and developers as these projects move forward.

A quote to complete the Housing Needs Assessment was provided to the Village from Urban Systems Ltd. (attached to NDIT Memo). Total cost of the project is quoted at $25,000. Staff has identified two funding sources that will fund the project in its entirety.

UBCM is currently accepting grant applications to complete Housing Needs Assessments to a maximum of $15,000. Staff would like to leverage these funds with the NDIT funding application request in the amount of $10,000 to maximize grant opportunities for the development of a Housing Needs Assessment at no cost to the Village of Ashcroft.

Recommendation

Administration advises that Council has two options regarding this application:

a. **THAT, Council approve the application to the Union of British Columbia Municipalities in the amount of $15,000 to complete a Housing Needs Assessment and further that, Council support the project throughout its duration;** or

b. **THAT, Council deny the application to the Union of British Columbia Municipalities to complete the Housing Needs Assessment and reconsider this project at a later date.**

Respectfully submitted,

Daniela Dyck

S. Daniela Dyck,
Deputy Corporate Officer

MEMO TO: **Mayor Roden & Council**

MEMO FROM: **Daniela Dyck, Deputy Corporate Officer**

DATE: **May 7, 2019**

SUBJECT: **Grant Application to Natural Resources Canada – Electric Vehicle Charging Station**

Background

Natural Resources Canada grant application intake is open for submissions until May 16, 2019 under the Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative (EVAFIDI) funding stream. This grant opportunity would enable the Village to leverage the cost of the purchase and installation of the Electric Vehicle Fast Charging Station that was proposed at the Water Treatment Plant.

Discussion

In 2018 the Village of Ashcroft submitted a grant application to Natural Resources Canada (NRCan) under the EVAFIDI for purchase and install one Electric Vehicle Fast Charging Station as part of the Water Treatment Plant infrastructure. The application was not approved at that time.

The installation of the Electric Vehicle Fast Charging Station as included in the design of the Water Treatment Plant. During construction the conduit cable was installed in preparation of the future installation of the charging station.

At this time the Village would like to resubmit a revised version of the application with Council's approval. NRCan's funding program will approve grants up to $50,000. The original projected cost, was approximately $117,000, the Village of Ashcroft will be responsible for the remainder of the costs. If funding is not approved this project will not move forward as the entire cost of the project is not a consideration in the 2019 budget.

Recommendation

Administration advises that Council has two options regarding this application:

a. **THAT, Council approve to submit a grant application to Natural Resource Canada under the Electric Vehicle and Alternative Infrastructure Deployment Initiative in the amount of $50,000 to offset the purchase and installation cost of one Electric Vehicle Fast Charging Station to be installed at the Water Treatment Plant; and further that, Council support the project throughout its duration;** or

b. **THAT, Council deny the application to Natural Resource Canada's Electric Vehicle and Alternative Infrastructure Deployment Initiative grant program to offset the cost of one Electric Vehicle Fast Charing Station to be installed at the Water Treatment Plant.**

Respectfully submitted,

Daniela Dyck

S. Daniela Dyck,
Deputy Corporate Officer

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 827

Being a bylaw for the Corporation of the Village of Ashcroft to adopt the Five Year Financial Plan commencing the year 2019.

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

1. This bylaw may be cited for all purposes as the "Five Year Financial Plan Bylaw No. 827, 2019."

2. Schedule "A" and Schedule "B" attached hereto and made part of this bylaw are hereby adopted and are the Five Year Financial Plan of the Village of Ashcroft commencing January 1st, 2019.

READ A FIRST TIME THIS	23rd	DAY OF	April	, 2019
READ A SECOND TIME THIS	23rd	DAY OF	April	, 2019
READ A THIRD TIME THIS	23rd	DAY OF	April	, 2019
RECONSIDERED AND ADOPTED THIS		DAY OF		, 2019

_____
Barbara Roden, Mayor

_____
J. Michelle Allen, Chief Administrative Officer

Certified to be a true and correct copy
of Bylaw No. 827 as adopted by Council.

_____
J. Michelle Allen, Chief Administrative Officer

YSB/kdw

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 827 - SCHEDULE "A"

FIVE YEAR FINANCIAL PLAN 2019 - 2023

	Year 1 2019	*Year 2* 2020	*Year 3* 2021	*Year 4* 2022	*Year 5* 2023
Revenues					
Property Taxes	1,263,319	1,294,902	1,327,275	1,360,456	1,394,468
Parcel Taxes	168,500	168,500	241,561	241,561	241,561
Fees and Charges					
Sales of Services	222,175	227,175	227,175	227,175	227,175
Other					
User Fees	758,562	855,406	892,674	892,674	892,674
Borrowing Proceeds - MFA	0	0	0	0	0
Other Revenue					
Interest	41,000	41,000	41,000	41,000	41,000
Grants/Other Govts.	7,508,159	850,000	850,000	850,000	850,000
Other	68,250	73,250	73,250	73,250	73,250
Services to Other Govts.	24,000	24,000	26,000	28,000	30,000
Transfers from Funds					
Reserve Funds	0	0	0	0	0
DCC	0	0	0	0	0
Transfer form Equity	296,146	296,146	296,146	296,146	296,146
Accumulated Surplus	203,601	0	0	0	0
Total Revenue	10,553,712	3,830,379	3,975,081	4,010,262	4,046,274
Expenses					
Debt Interest	46,000	81,160	81,160	81,160	81,160
Debt Principal	58,550	65,215	65,215	65,215	65,215
Capital Expenditure	6,942,000	50,000	99,510	100,000	100,000
Deficiency	0	0	0	0	0
Other Municipal Purposes	0	0	0	0	0
General Municipal	2,010,543	2,010,807	2,051,023	2,092,043	2,133,884
Fire Protection	167,295	170,641	140,000	140,000	140,000
Water	383,195	425,000	500,000	500,000	500,000
Sewer	389,449	375,000	380,000	385,000	385,000
Transfer to	0	0	0	0	0
Reserve Funds	260,534	356,411	362,027	350,698	344,869
Amortization Expense	296,146	296,146	296,146	296,146	296,146
Accumulated Surplus	0	0	0	0	0
Total Expenses	10,553,712	3,830,379	3,975,081	4,010,262	4,046,274

Village of Ashcroft
2019-2023 Financial Plan
Statement of Objectives and Policies
Schedule 'B' of Bylaw No. 827

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

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

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2019. Property taxes form the greatest proportion of revenue. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult to fund on a user-pay basis. These include services such as general administration, fire protection, police services, bylaw enforcement and street lighting.

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

Objective

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

Policies

- The Village will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.

- Where possible, the Village will endeavor to supplement revenues from user fees and charges, rather than taxation, to lessen the burden on its limited property tax base.

Table 1: Sources of Revenue

Revenue Sources	% of Total Revenue	Dollar Value
Property Taxes	12%	$ 1,263,319
Parcel Taxes	2%	$ 168,500
Sales of Service	9%	$ 980,737
Grants/Transfers	76%	$ 8,031,906
Borrowing Proceeds	0%	$ -
Other Sources	1%	$ 109,250
Total	**100%**	**$10,553,712**

* contains 17.65% ($183,185) Capital Replacement Reserve funds

Distribution of Property Tax Rates

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

Objectives

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

Policies

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

Table 2: Distribution of Property Tax Rates

Property Class	% of Total Property Taxation	Dollar Value
Residential (1)	60%	$ 764,159
Utilities (2)	10%	$ 129,522
Light Industrial (5)	0%	$ 3,313
Business and Other (6)*	28%	$ 349,383
Recreation/Non-profit (8)	0%	$ 649
Farmland (9)	1%	$ 16,293
Total	**100%**	**$ 1,263,319**

Permissive Tax Exemptions

- The Annual Municipal Report for 2018 contains a list of permissive exemptions granted for the taxation year and the amount of revenue foregone. The list demonstrates the policy of council that permissive exemptions are granted to not-for-profit institutions that form a valuable part of our community. These include religious institutions and some recreational facilities and service organizations.

Objective

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

Policy

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

Capital Asset Reserve

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

Objective

- To establish a reserve to fund future infrastructure replacement.

Policy

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

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 828

Being a bylaw for the levying of rates for municipal, hospital, and regional district purposes for the year 2019.

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

1. The following rates are hereby imposed and levied for the year 2019:

   a. For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general and municipal purposes, rates appearing in column "A" of the schedule attached hereto and forming a part hereof.

   b. For capital asset reserve purposes on the assessed value of land and improvements taxable for general municipal purposes, rates appearing in column "B" of the schedule attached hereto and forming a part hereof.

   c. For hospital purposes on the assessed value of land and improvements taxable for hospital district purposes, rates appearing in column "C" of the schedule attached hereto and forming a part hereof.

   d. For Thompson-Nicola Regional District purposes on the assessed value of land and improvements for hospital district purposes, rates appearing in column "E" of the schedule attached hereto and forming a part hereof.

2. The minimum amount of taxation upon a parcel of real property shall be one dollar ($1.00).

3. This bylaw may be cited as "Tax Rates Bylaw No. 828, 2019".

READ A FIRST TIME THIS	23rd	DAY OF	April	, 2019
READ A SECOND TIME THIS	23rd	DAY OF	April	, 2019
READ A THIRD TIME THIS	23rd	DAY OF	April	, 2019
RECONSIDERED AND ADOPTED THIS		DAY OF		, 2019

Barbara Roden, Mayor

Certified to be a true and correct copy
of Bylaw No. 828 as adopted by Council.

J. Michelle Allen, Chief Administrative Officer

J. Michelle Allen, Chief Administrative Officer

YSB/kw

THE CORPORATION OF THE VILLAGE OF ASHCROFT

BYLAW NO. 828

SCHEDULE A - TAX RATES 2019

Property Class	Tax Rates (dollars of tax per $1000 taxable value)					
	A General Municipal	B Capital Reserve	C Regional Hospital District	D Improvement District	E Regional District	F Specified Area
1. Residential	4.3000	0.7589	0.4550		0.9526	0.0000
2. Utility	31.8798	5.6268	1.5923		3.3341	0.0000
2. Utility (Tax Limit Area)	4.8032	0.8478	1.5923		3.3341	0.0000
5. Light Industry	19.1023	3.3716	1.5468		3.2388	0.0000
6. Business	15.8445	2.7966	1.1146		2.3338	0.0000
8. Rec/Non Profit	8.6727	1.5307	0.4550		0.9526	0.0000
9. Farm	9.6395	1.7014	0.4550		0.9526	0.0000