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**AGENDA**  
COMMITTEE OF THE WHOLE MEETING  
Village of Chase  
Council Chambers, 826 Okanagan Avenue  
4:00 p.m. Tuesday, March 5, 2013

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**1. CALL TO ORDER**

**2. ADOPTION OF AGENDA**

Resolution:

**"That the agenda be adopted as presented."**

**3. ADOPTION OF THE MINUTES**

*Pages 1-5*

Resolution:

**"That the Minutes of the February 5, 2013 Committee of the Whole meeting be adopted as presented."**

**4. DELEGATIONS**

4.1 Multi-Use Recreational Park (Skateboard Plus)

Janeen Teare and Marie Vogel

- Brief Report from the CAO

*Pages 6-7*

**5. UNFINISHED BUSINESS**

5.1 Proposed Community Hall Policy ADM-22

*Pages 8-18*

Report from Corporate Officer

Recommendations:

**"That Parks and Facilities Regulation Bylaw No. 734-2011, Amendment Bylaw No. 734-1, 2013 be read a first, second and third time."**

**"That Village of Chase Policy ADM-22 Community Hall be approved."**

## **6. NEW BUSINESS**

- 6.1 Chase Hamper Society – Request for Cell Phone Assistance *Pages 19-20*  
Letter from the Society accompanied by a staff report.
- 6.2 Regulation of Docks and Buoys on Little Shuswap Lake *Page 21*  
Councillor Lepsoe to introduce.
- 6.3 Council of Forest Industries 2013 Annual Convention *Pages 22-23*  
Does Council wish to send a representative?
- 6.4 Opportunity for the Public to Discuss Local Government Issues of Interest and Concern

## **7. ADJOURNMENT**

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Minutes of the Village of Chase Committee of the Whole Meeting  
held in the Council Chambers of the Village Office at 826 Okanagan Avenue  
on Tuesday, February 5, 2013 at 4:00 p.m.

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Present:	Mayor	R. Anderson
	Councillors	R. Berrigan
		R. Crowe
		D. Lepsoe (Chairperson)
		S. Scott
Chief Administrative Officer		J. Heinrich (Excused)
Supervisor of Works		P. Regush
Corporate Officer		L. Randle
Director of Financial Services		L. Pedersen
Fire & Rescue Chief		B. Chamberlain
Gallery		6
Media		1

**1. CALL TO ORDER**

Chairperson Lepsoe called the meeting to order at 4:00 p.m.

**2. APPROVAL OF THE AGENDA**

Resolution: Moved by Councillor Berrigan  
Seconded by Mayor Anderson

**"That the agenda be amended by adding item 6.2 (a) regarding a request for free use of the Community Hall from an individual wanting to host a mining impact information event and that the agenda be adopted as amended."**

CARRIED

**3. ADOPTION OF THE MINUTES**

Resolution: Moved by Councillor Scott  
Seconded by Councillor Crowe

**"That the Minutes of the December 4, 2012 Committee of the Whole meeting be adopted as presented."**

CARRIED

#### 4. DELEGATIONS

##### 4.1 Robyn Cyr, Economic Development Officer, Shuswap Tourism – Manager

Ms. Cyr is the Economic Development Officer for the Columbia Shuswap Regional District and she manages Shuswap Tourism. She gave a PowerPoint presentation to the Committee. She reviewed 2012 Tourism Initiatives and noted they are starting to put more focus on winter activities.

She reviewed ongoing initiatives including Agri, Eco, Adventure, First Nations and Cultural Tourism matters and stressed the importance of forming solid partnerships to enhance tourism promotion. Some of the ways Chase is being marketed includes having a full page in the Tourism Guide, representation at Trade Shows, representation on the Shuswap Tourism website and representation at local events.

2013 Shuswap Tourism Initiatives include:

- Developing a better Shuswap Tourism Marketing Plan
- Attendance at regional and national travel and trade shows
- Ongoing development of website information
- Partnering in developing and implementing a Shuswap Trail strategy
- Creation of a task force to allow creation of a regional 2% hotel tax
- Maintain a presence on the Thompson Okanagan Tourism Association

Ms. Cyr's presentation was followed by a short question and answer period for members of Council.

#### 5. UNFINISHED BUSINESS

#### 6. NEW BUSINESS

##### 6.1 2013 Secwepemc Tourism Conference

Recommendation: Moved by Councillor Berrigan  
Seconded by Mayor Anderson

**"That Councillor Lepsoe be approved to attend the two-day 2013 Secwepemc Tourism Conference in Kamloops with costs to be covered in accordance with Village of Chase Expense Policy ADM-21."**

CARRIED

6.2 LGLA – 2013 Leading Through Relationships Forum

Recommendation: Moved by Councillor Scott  
Seconded by Mayor Anderson

**"That Councillors Crowe and Berrigan be approved to attend the 2013 LGLA Leading Through Relationships Forum in Richmond, BC from February 20-22, 2013 with costs to be covered in accordance with Village of Chase Expense Policy ADM-21."**

CARRIED

6.2 (a) Request for Facility Rental Waiver – Presentation by Mining Watch Canada

Recommendation: Moved by Mayor Anderson  
Seconded by Councillor Berrigan

**"That the request from Amanda Soper for free use of the Community Hall on February 11, 2013 for an Open House and Presentation by Mining Watch Canada be denied."**

CARRIED

6.3 New Business – Committee Members

This is individual Committee members' opportunity to raise any matters they would like to.

Councillor Crowe noted that on February 16<sup>th</sup> at the Little Shuswap Lake Indian Band Hall there will be a gathering to show proposed changes being planned for Roderick Haig Brown Provincial Park.

Mayor Anderson noted that on Thursday, February 7<sup>th</sup> there will be a major announcement from the provincial government in Kamloops about the Trans Canada Highway.

6.4 Opportunity for the Public to Discuss Local Government Issues of Interest and Concern

The floor was opened to the public at 4:46 p.m.

Scott Koch – Chase Heat Junior Hockey Society explained that the Chase Heat Jr. Hockey Society is applying to host the April, 2014 Cyclone Taylor Cup in Chase. If the bid is successful, it will have economic benefits for Chase, the Society could make a little money and it would be good for player recruitment. Mr. Koch asked for a letter of support from Council prior to the February 21<sup>st</sup> application deadline.

Recommendation: Moved by Councillor Berrigan  
Seconded by Councillor Crowe

**"That the Village provide a letter to the Chase Heat Junior Hockey Society in support of their application to host the April 3-6, 2014 Cyclone Taylor Cup in Chase."**

CARRIED

Mr. Koch also thanked Council the Welcome to Chase sign that was recently placed in the Chase arena.

The Supervisor of Public Works explained that work on replacing the pier at Memorial Park has now begun and that there may be an opportunity for the public to have some of the old, scrap wood from the removal of the existing pier. He noted that some local labour and equipment is being used on the project.

He also noted that the Village Garbage Truck has had a minor breakdown that is expected to keep it out of order for a day or two this week.

Elena Markin of the Chamber of Commerce suggested that perhaps the museum would like some of the wood from the Memorial Park pier for historical purposes. She also noted several things that the Chamber is working on which includes:

- New community visitor guide
- Arranged for the Ministry of Finance to hold a PST forum at the Community Hall on March 13<sup>th</sup>
- The Chamber's Annual General Meeting and dinner is scheduled for February 26<sup>th</sup> at the Chase Creekside Senior's Centre and is open to the public – tickets are \$20.00
- Ms. Markin asked if Council would write a "welcome" message for new residents that would go in the Shuswap Relocation Guide. She will work with Village Administration on this issue.

Scott Koch noted that the annual awards banquet for the Chase Heat Hockey team will be held this coming Sunday – tickets are \$25.00. He asked if Councillor Lepsoe could attend to say a few words on behalf of the Village of Chase.

Ella Duheme asked where the proposed skate park in Chase is intended to be located. The Supervisor of Public Works stated that Centennial Park is one possible location but that Council's decision and budget on this project is a long way away from being established.

Evelyn Erickson stated that from her experience in Surrey, skate parks are not a good idea and she does not support the concept of one being

established.  
Chairperson Lepsoe called three times for any further input from the public.  
None was forthcoming.

**7. ADJOURNMENT**

Resolution: Moved by Councillor Scott  
Seconded by Councillor Berrigan  
**"That the Committee of the Whole meeting be adjourned."**

CARRIED

Chairperson Lepsoe adjourned the meeting at 5:03 p.m.

These minutes were adopted by a resolution of the Committee of the Whole this \_\_\_\_  
day of \_\_\_\_\_, **2013**.

\_\_\_\_\_  
Chairperson,  
Councillor Lepsoe

\_\_\_\_\_  
Corporate Officer,  
Larry Randle



## *Village Of Chase*

### *Administrative Report*

**TO: Mayor and Council – Committee of the Whole**  
**FROM: CAO**  
**DATE: March 5, 2013**  
**RE: Multi-Use Recreational Park - Skateboard Park**

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#### **HISTORY/BACKGROUND**

On January 11, 2005, Council passed the following resolution:

*“That the Skateboard Committee be given formal approval for the use of the outdoor skating rink area for a multi-use recreational park.”*

In 2005, Councillor Holitzki participated on behalf of Council in the Skateboard Park Committee meetings. Fundraising was just beginning and within several months almost \$3000 was raised. Fundraising continued, and by 2007, the committee had raised almost \$15,000 towards the construction of a skateboard park for Chase.

In 2007, the Skateboard Park Committee arranged for a presentation to Council and the public by Jim Barnum of Spectrum Skatepark Creations Ltd. Mr. Barnum outlined a planning, design and construction proposal specifically designed for a skateboard park at the outdoor rink location in Rotary Centennial Park. Shortly after the presentation, one of the main committee members was in a serious accident and was unable to continue leading the initiative forward, and the committee became dormant for several years.

#### **DISCUSSION**

As a result of the Youth Action Committee being struck early in 2012, and with an interest from that committee for a skateboard park, discussions have resumed to energize the Multi-Use Recreational Park initiative. Janeen Teare is spearheading the committee, with the help of Marie Vogel of G-Force Board Shop. Councillor Rick Berrigan has shown support and has attended meetings specifically focused on the Park.

While not everyone in Chase is supportive of such a Park, the committee has obtained written support from several groups in the community including the Rotary Club, the Lions Club, Western Financial Group, and the Chase Legion.

The committee wishes to provide a short presentation to Council at its March 5, 2013 Committee of the Whole meeting, and then ask for a recommendation to reconfirm its 2005 resolution to allow the Park to be constructed at the site of the former outdoor skating rink.

#### **LOCATION**

As was stated earlier, Council in 2005 passed a resolution formalizing the outdoor rink location to be utilized for a multi-use recreational park. The renewed committee has discussed this location as well as others, and agrees that this is the best location for such an amenity. Other locations considered were the western end of the Village Arena parking area, the High School or Elementary School grounds,



Memorial Park, or Willson Park. Most of these secondary choice locations are either too close to residential developments, or too far away from a central location. One of the key successes of any multi-use recreational park is situating it in a central location, with good lighting and high visibility. These factors mitigate negative behaviours while allowing better access for all users.

### **USES**

The term “multi-use recreational park” is being used to show that not only will such a facility enable skateboarders, it will also allow BMX bikes, rollerblades and scooters. Many communities with such facilities see an average of 10-15 users per day, with more on weekends. Not only do people of many ages utilize such facilities, they also encourage spectators, events and tourism. A place where residents’ grandchildren can play while visiting Chase improves the quality of their visit.

### **PUBLIC CONSULTATION/EDUCATION**

The Committee is of the opinion that communication is key to obtaining support from the community for a multi-use recreational park. A Facebook page is planned to receive and disseminate information about the project’s progress and how the park will be used, and an open house is planned at the Community Hall to provide a refresher to the community of the initiative and how it can be well managed, well used, and be a welcomed addition to the Village’s amenities for kids of all ages.

### **FUNDING**

Both the Chase Lions and the Rotary Club have committed to providing funds toward the multi-use recreational park initiative. As noted earlier, the committee has raised \$15,000, and donation tins are located in locations (businesses and other public offices) throughout the Village. It is suggested that the Village approach the neighbouring First Nations Bands for potential monetary contributions, and grant funding is available through recreation programs and private foundation organizations.

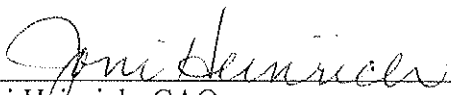
### **DESIGN**

Finally, the key to a successful multi-use recreational park is participation in its creation by those who will ultimately use and enjoy the park. It is intended that a committee of youth and adults be struck to have input into the design. A park that is designed by the people who will use it will be more highly used and will foster a feeling of ownership and respect for the amenity.

### **RECOMMENDATION**

**“That Council confirms the use of the former outdoor rink location at Centennial Park for a multi-use recreational park.”**

Respectfully submitted,

  
 \_\_\_\_\_  
 Joni Heinrich, CAO



## Village Of Chase

TO: Committee of the Whole – March 5, 2013  
DATE: February 28, 2013  
FROM: Larry Randle, Corporate Officer  
RE: Proposed Community Hall Policy ADM-22

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### **Background:**

Draft Community Hall Policy ADM-22 was initially presented to Council for consideration at the February 26, 2013 Regular Council meeting. After discussing the Policy, Council directed Administration to amend the Policy so that it would not create hardship for local, non-profit groups by asking them to pay a \$250.00 security deposit for use of the Hall.

### **Discussion:**

In accordance with Council's direction, amendments which are highlighted in green on page 2 of the attached draft Community Hall Policy ADM-22 address Council's wishes. No other changes to the Policy that was presented at the February 26<sup>th</sup> Council meeting have been made.

It is proposed that Council repeals Schedule E – Community Hall Rental Agreement - of Bylaw 734 and replace it with Community Hall Policy ADM-22. It is recommended that the policy be made effective April 10, 2013 so that there is time to inform regular user groups in advance about the new policy and how it will affect them.

### **Recommendations:**

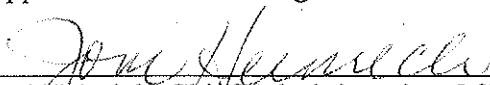
**“That Parks and Facilities Regulation Bylaw No. 734-2011, Amendment Bylaw No. 734-1, 2013 be read a first, second and third time.”**

**“That Village of Chase Policy ADM-22 Community Hall be approved.”**

Respectfully submitted,

  
\_\_\_\_\_  
Larry Randle, Corporate Officer

Approved for Council Agenda

  
\_\_\_\_\_  
Joni Heinrich, Chief Administrative Officer

**VILLAGE OF CHASE  
BYLAW NO. 734-1, 2013**

**A BYLAW TO AMEND THE VILLAGE OF CHASE  
PARKS AND FACILITIES REGULATION BYLAW NO. 734-2011**

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**WHEREAS** the Council of the Village of Chase has adopted the Parks and Facilities Regulation Bylaw No. 734-2011;

**AND WHEREAS** the Council of the Village of Chase deems it necessary to amend Bylaw No. 734 - 2011;

**NOW THEREFORE**, the Council of the Village of Chase in open meeting assembled, enacts as follows:

1. This Bylaw may be cited for all purposes as "Parks and Facilities Regulation Bylaw No. 734-2011, Amendment Bylaw No. 734-1, 2013".
2. Parks and Facilities Regulation Bylaw No. 734-2011 is hereby amended by repealing Schedule E of the Bylaw – Community Hall Rental Agreement – in its entirety.

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, **2013**

READ A SECOND TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, **2013**

READ A THIRD TIME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, **2013**

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, **2013**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**Schedule to be  
repealed**

SCHEDULE "E" TO BYLAW NO. 734-2011

**COMMUNITY HALL RENTAL AGREEMENT**

APPLICATION DATE: \_\_\_\_\_ RENTAL DATE(S): \_\_\_\_\_

DOES THE FUNCTION INCLUDE THE PROVISION OF ALCOHOL? \_\_\_\_\_ IF YES;  
**\*A CERTIFICATE OF ALCOHOL LIQUOR LIABILITY INSURANCE MUST BE PROVIDED\***

CONTACT PERSON: \_\_\_\_\_  
(THE "RENTER")

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CREDIT CARD INFORMATION:  
NAME: \_\_\_\_\_ TYPE & NO. \_\_\_\_\_

EXPIRY: \_\_\_\_\_ CVC # \_\_\_\_\_

(\$200.00 SECURITY DEPOSIT FOR ALL BANQUETS/DANCES/WEDDINGS, \$50.00 SECURITY DEPOSIT FOR ALL OTHER EVENTS – REFUNDABLE UPON DETERMINATION BY THE VILLAGE OF NO DAMAGE, MISSING ITEMS OR THE REQUIREMENT FOR EXTRAORDINARY CLEAN UP.)

**\*FACILITY FEE WAIVER - LETTER REQUIRED – SUBJECT TO COUNCIL APPROVAL\***

**COMMUNITY HALL:**

AREAS REQUIRED: MAIN HALL \_\_\_\_\_ ROOM C \_\_\_\_\_ BAR \_\_\_\_\_  
PA \_\_\_\_\_ ROOM A \_\_\_\_\_ ROOM B \_\_\_\_\_ KITCHEN \_\_\_\_\_

(Rental fees are in accordance with the Fees and Charges Bylaw)

TOTAL RENTAL RATE: \$ \_\_\_\_\_ + HST Paid: YES \_\_\_\_\_ NO \_\_\_\_\_

KEY DEPOSIT: \$20.00 KEY NUMBER: \_\_\_\_\_ EXTRA KEYS: \_\_\_\_\_

Paid: YES \_\_\_\_\_ NO \_\_\_\_\_ RETURNED: \_\_\_\_\_

Comments:

SECURITY DEPOSIT \$ \_\_\_\_\_ Paid: YES \_\_\_\_\_ NO \_\_\_\_\_

RETURNED: \_\_\_\_\_

Comments:

P.A. DEPOSIT: \$50.00 Paid: YES \_\_\_\_\_ NO \_\_\_\_\_

RETURNED: \_\_\_\_\_

Comments:

\_\_\_\_\_ for the VILLAGE OF CHASE

\_\_\_\_\_ APPLICANT'S SIGNATURE

(permit valid only if signed by Village of Chase authorized employee)

Schedule to be Repealed

SCHEDULE "E" TO BYLAW NO. 734-2011 (continued)  
Community Hall Renters/Users Obligations

1. The Renter shall be responsible for the set up and take down of all furnishings and equipment used during the Renters use of the Facility. For use of the Main Hall:  
**\*Tables must be wiped down and stacked face to face and returned to the storage room.**  
**\*Chairs must be stacked 10 high and returned to the storage room.**
2. The Renter shall clean all items used and leave the Facility in the condition it was prior to function, including the packaging of all waste materials.
3. Check and lock all doors prior to vacating the premises. Ensure the "bolts" are applied to front doors.
4. Promptly return all keys issued for the function to the Village Office 826 Okanagan Avenue.
5. The Renter shall be responsible to cover all costs associated with the repair of any damage to any Facility or appurtenances therein caused by the Renters to said Facility.
6. Small, open flame (i.e. table candles) permitted only if contained within a glass/metal vessel or dish with water.
7. The Renter acknowledges that the Village of Chase is hereby indemnified and shall not be held liable for injuries to persons or property resulting from the Renting of a Facility.
8. The Renter shall provide evidence of liability insurance satisfactory to the Village and naming the Village of Chase on the Certificate of Insurance. If the Renter's use of a Facility includes the provision of alcohol, the Renter must provide evidence of liability insurance for the provision of alcohol. Insurance is available locally at Chase Agencies.
9. The Renter shall at all times be responsible for the conduct of persons in attendance during the Renters use of the Facility and acknowledges damage or disorderly conduct may result in denial of future rental requests.
10. The Renter shall be responsible to pay any fees to any organization in connection with the playing of pre-recorded music.
11. The Renter agrees to pay a \$20.00 deposit for key(s) to the Community Hall. The deposit is refundable upon the return of all keys provided.
12. The Renter of the Community Hall for the purposes of a banquet/dance event will provide a security deposit in the form of a credit card number and information or other form acceptable to the Village in the amount of \$200.00 which will be used to pay for any damage, missing items or exceptional clean up that may be required after the event. The Caretaker and/or Village of Chase booking clerk will inspect the Facility after each event – prior to the return of any or all of the security deposit.

13. Forgotten something? Contact the Village Office – Monday to Friday 8:30 am – 4:30 pm at 250-679-3238.

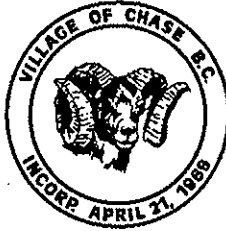
Having fully read and understood the conditions of this rental agreement, the undersigned agrees to the terms and conditions herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Name of Organization

**Schedule to be  
repealed**



## Village of Chase Policy Manual

<b>Title:</b>	<u>ADM – 22 Community Hall</u>	
<b>Date Adopted:</b>	_____, 2013	<b>Revised:</b> _____
<b>Date Effective:</b>	<u>April 10, 2013</u>	<b>Reviewed:</b> _____
<b>Special Notes / Cross Reference:</b>		

**POLICY:** Village of Chase Policy ADM 22 Community Hall provides consistent guidelines and procedures for rental and use of the Community Hall.

**PURPOSE:** It is the purpose of this Policy:

- To ensure that only authorized user groups have access to and use of the Community Hall
- To establish consistent, fair and equitable procedures for the rental and use of the Community Hall
- To define the amounts to be collected for key and security deposits
- To provide consistent guidelines and procedures to be followed for Village staff and all Community Hall user groups to ensure sustainable and efficient administration and management of the Hall

**DEFINITIONS:** User Group means any group or individual who uses the Community Hall for a private or public function  
Village Staff means unionized and non-union staff and contractors hired by the Village of Chase but does not include elected officials

### PROCEDURES:

#### 1. APPLICATION TO USE THE COMMUNITY HALL

All user groups must read the Community Hall Rental Agreement Application – Schedule “A” and complete and sign their portion of the Agreement thereby indicating their understanding and willingness to comply with all aspects of the User Group Agreement. Completion of the Agreement is deemed to be an application to use the Community Hall but does not guarantee approval to use the Hall, which is subject to availability, agreement to comply with this Policy, Village Bylaws and any other rules, regulations, laws, etc. that may apply.



Village of Chase Policy Manual

VILLAGE OF CHASE  
COMMUNITY HALL RENTAL AGREEMENT APPLICATION – SCHEDULE “A”

Date(s) of Rental: \_\_\_\_\_ Event: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Area(s) required: Main Hall (key #) \_\_\_\_\_  
Room A \_\_\_\_\_ Room B \_\_\_\_\_ Room C \_\_\_\_\_ Kitchen \_\_\_\_\_ PA \_\_\_\_\_ Bar \_\_\_\_\_

Rental Fee: \_\_\_\_\_ + taxes \_\_\_\_\_ = \_\_\_\_\_  
\$ \_\_\_\_\_ (Hr) x \_\_\_\_\_ (Hrs) + \_\_\_\_\_ taxes = \_\_\_\_\_

Key deposit \$50.00 \_\_\_\_\_ returned \_\_\_\_\_ \$250.00 Security deposit \_\_\_\_\_  
\_\_\_\_\_ amount returned \_\_\_\_\_  
\_\_\_\_\_ amount returned \_\_\_\_\_

Deposits confirmed by pre-authorized credit card? Yes \_\_\_ No \_\_\_

Credit card type and name \_\_\_\_\_

Liability insurance: Company \_\_\_\_\_ Copy of proof of liability insurance provided? \_\_\_\_\_

Date application submitted: \_\_\_\_\_

Rental Fee and/or Security Deposit Waiver requests require a letter to Council for consideration, prior to the event.

**USER GROUP OBLIGATIONS**

1. The User Group shall be responsible for setting up, taking down of all furnishings, decorations, tables and chairs etc. and equipment used during the User Group's use of the Community Hall. (See Closing the Community Hall – Schedule “B”)
2. The User Group shall ensure all items used are clean and the Hall is left in the condition it was prior to the function. Any breakages, damages or missing items must be reported to the caretaker or the Village office.
3. User Groups shall limit their use of the Community Hall to those areas specified in this application. If a User Group rents the kitchen and Rooms A and B for example, they are not authorized to use the Main Hall and vice versa, etc. The User Group will obey all signs and notices in the Hall which say “do not touch” or “leave on”, etc.
4. The User Group shall be responsible to cover **ALL** costs associated with the repair of any damage or extra cleaning resulting from the User Group's use of the Community Hall. Extra time required for cleaning or putting away tables, chairs, etc. will be deducted from the Security





**Village of Chase Policy Manual**

Deposit at a minimum rate of \$25.00 per hour. Damages and/or cleaning that exceed the value of the Security Deposit will be charged to the User Group's credit card.

- 5. Lock **ALL** doors prior to vacating the premises and ensure bolts on front doors are set.
- 6. The User Group shall at all times be responsible for the conduct of persons in attendance during their use of the Community Hall and acknowledges damage or disorderly conduct may result in denial of future rental requests and/or payment of associated costs incurred will be deducted from the Security Deposit and/or charged to the User Group's credit card.
- 7. The User Group shall provide evidence of liability insurance satisfactory to the Village, prior to use of the Hall.
- 8. The User Group acknowledges that the Village of Chase is hereby indemnified and shall not be held liable for injuries to persons or property resulting from the User Group's use of the Community Hall.
- 9. The User Group shall be responsible to pay any fees to any organization in connection with the provision and/or use of audio visual services of any kind.
- 10. The User Group agrees to pay the security and key deposits noted in this Agreement which are returnable upon return of the keys and confirmation from the caretaker that there are no missing items, no damage has occurred and no excessive cleaning is required.
- 11. Frivolous or non-essential after hour calls to Public Works or the Caretaker will be deducted from the security deposit at a rate of \$25.00 per call.
- 12. Promptly return all keys issued for the function to the Village Office 826 Okanagan Ave for return of the key deposit. A \$50.00 charge per key will apply for each key not returned to the Village office.

**Having fully read and understood the conditions of this rental agreement and having the authority to represent the User Group, the Undersigned hereby agrees to the terms and conditions herein (must be 18 yrs or older).**

\_\_\_\_\_  
User Group Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized by Village Staff (signature and the date approved)

Forgotten something? Contact the Village office 8:30 – 4:30 Monday to Friday at 250-679-3238  
If there is an after-hours emergency only (broken water pipe, major heating problem, etc.) you may contact the Village's Public Works Emergency Standby person by calling 250-318-2467.



## Village of Chase Policy Manual

### VILLAGE OF CHASE CLOSING THE COMMUNITY HALL – SCHEDULE “B”

When your event is finished:

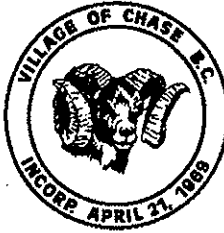
1. If you have used tables and chairs – wipe down tables, stack on dollies 10 high. Stack chairs 10 high and neatly place them in the storage room.
2. If you have used the audio visual (A/V) equipment – make sure the screen is raised and all A/V equipment has been turned off.
3. Garbage – pack up garbage and put into bins (laneway - back of building) make sure basement door is locked behind you.
4. Take bottles/cans with you.
5. Sweep floors, wipe up any spills. The Caretaker will wash the floors.
6. Check washrooms and common areas to make sure everyone has left the building and that these areas are generally tidy.
7. Check that downstairs back door (pull on bar) and back, side and front outside doors, are closed, push on doors not bars (slam shut if necessary).
8. Close front doors make sure that upper and lower “bolts” are set.
9. Lock front door with key. Pull on doors to ensure that bolts are set. The doors will not open if done properly.
10. Ensure the inside and outside doors are locked properly.
11. Take all belongings with you – the Village cannot guarantee the security of items left in the Hall.
12. Turn off all the lights.



## Village of Chase Policy Manual

### KITCHEN CLOSURE

1. If you have rented the kitchen or have a caterer – the dishes, pots and pans, etc. must be washed, dried and put away (follow the posted Public Health Guidelines and dishwasher directions).
2. All food must be removed from kitchen, fridges and freezers. Any food left behind will be discarded.
3. Ensure counters and hard surfaces are washed down and floors are swept.
4. Put all garbage in bins at back of building.
5. The Caretaker will clean the grill and wash the floors.



**Village of Chase Policy Manual**

**Community Hall Use**

\_\_\_\_\_  
Date of event

\_\_\_\_\_  
Type of event

The set up, take down and storage of tables and chairs in the storage room and user obligations for use of the Hall generally has been explained to me and I understand my obligations and agree with the terms of use.

Explained by:

Explained to:

\_\_\_\_\_  
Signature here

\_\_\_\_\_  
Signature here

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name here

\_\_\_\_\_  
Print name here

**Community Hall Kitchen Use**

The use of the stove, dishwasher and kitchen facilities generally including user obligations has been explained to me and I understand and agree with the terms of use.

Explained by:

Explained to:

\_\_\_\_\_  
Signature here

\_\_\_\_\_  
Signature here

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name here

\_\_\_\_\_  
Print name here

I decline to receive an explanation for use of the Community Hall and/or use of the Kitchen and understand that this does not in any way relieve me of any of the responsibilities and obligations contained within this Agreement.

\_\_\_\_\_  
Signature here

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name here

Failure to comply with these rules may result in partial or total forfeiture of your Security Deposit and possibly additional charges because someone else will have to be paid to do the things necessary to make the Hall ready for the next user group.

Thank you, Village of Chase.



## Village Of Chase

TO: Committee of the Whole – March 5, 2013  
DATE: February 28, 2013  
FROM: Larry Randle, Corporate Officer  
RE: Chase Hamper Society – Request for Cell Phone Assistance

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### **Background:**

Attached is a letter from Chuck Wyld, Treasurer of the Chase Hamper Society. The letter is self-explanatory: the Society is asking if the Village would acquire a cell phone on behalf of the Society with the Society being responsible for 100% of the costs of the phone. The only cost to the Village would be in the form of staff time to initially establish the cell phone contract and a small amount of ongoing administration.

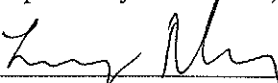
The risk, albeit small, is that the Society would be unable to pay the cost of the cell phone or that they should dissolve prior to expiration of such a contract. In either case, the Village would then become responsible for the costs of the cell phone contract. The Society has been in place since 1987 and has therefore proven to the community that they are a sustainable, viable organization that has been helping families in need for more than a quarter century.

If the Village of Chase is in favour of supporting the request for acquisition of a cell phone on behalf of this local, social service agency, it could be considered as support-in-kind.

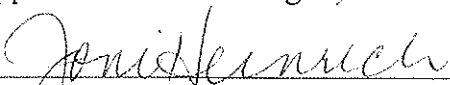
### **Recommendations:**

**“That the Village of Chase enter into a cell phone contract for up to three years on behalf of the Chase Hamper Society on the condition that the Society is responsible for paying 100% of the cost of the cell phone service and contract.”**

Respectfully submitted,

  
\_\_\_\_\_  
Larry Randle, Corporate Officer

Approved for Council Agenda

  
\_\_\_\_\_  
Joni Heinrich, Chief Administrative Officer

Mayor and Council  
Village of Chase  
Feb.23/2013

Dear Mayor and Council,

The Chase Hamper Society is asking the Village of Chase to supply the Society with cell phone service.

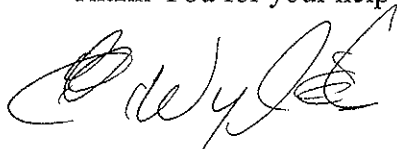
Cell phone service suppliers will not sell directly to the Society; therefore a volunteer board member has to acquire the phone in their own name. The phone we presently have is in the name of a former board member from three years ago.

We are not attempting to avoid the cost but need to be able to handle this in a more professional manner. We would pay all the costs on a yearly or monthly basis depending which is most convenient to Admin. Staff.

The Society cell phone is our direct link to those in need and is manned by a volunteer at all times.

The Society is a member of both the Canada and BC food bank associations, is a registered charity, has a CRA taxation number and has been assisting low income families in our communities since 1987.

Thank You for your help and assistance.



Chuck Wyld  
Treasurer  
Chase Hamper Society

RECEIVED  
VILLAGE OF CHASE

## CSRD News in Brief

- **Final Public Hearing For Lakes Zoning Bylaw 900**

About a dozen people attended the public hearing on January 12<sup>th</sup> for the bylaw that will regulate docks & buoys around the Shuswap.

CSRD Planner Marcin Pachcinski explained that the purpose of Bylaw No. 900 is to regulate moorage uses and structures on: Shuswap Lake, Mara Lake, Adams Lake, White Lake, Little White Lake, Humamilt Lake and Hunakwa Lake. During his presentation Pachcinski explained this final public hearing was being held because there were changes to a handful of properties as well as text amendments resulting from legal review.

Pachcinski said one of the changes included removing any mention of a 1.5 metre water depth requirement for docks. Pachcinski said the CSRD took the legal advice to remove the requirement because, depending on water levels, a property owner could be in compliance with the zoning bylaw during some months of the year, while out of compliance in others.

Some of public comments included frustration at the proliferation of buoys. Pachcinski said the CSRD does not have the ability to remove existing buoys that were placed legally in the

water but Bylaw 900 will prevent haphazard placement of buoys in the future and give the CSRD a bylaw it can enforce.

"It cannot magically solve everything [but] this bylaw gives the CSRD a tool for the future," said Pachcinski.

He added that Transport Canada regulates some issues concerning buoys such as safety and placement.

Third reading of Bylaw 900 is scheduled for the February CSRD Board meeting. If it is approved, it will go to Victoria for final approval before coming back to the Board for adoption. Also in February, a separate public hearing will be held to repeal the existing foreshore zones to avoid having overlapping regulations.



# 2013 Annual Convention Program

Updated: January 23, 2013

Visit [www.cofi.org](http://www.cofi.org) and click on "COFI Convention 2013" regularly for program updates and to register

## Thursday, April 4, 2013

- 7:00 am Exhibitors Early Risers Continental Breakfast Hour (Exhibitor and Pre-function Area)
- 8:00 am **Opening / Welcome Address** (Auditorium 103)  
• **Nick Arkle - COFI Chair**
- 8:15 am **Minister of Forests Address** (Auditorium 103)  
• **The Hon. Steve Thomson**  
Minister of Forests, Lands and Natural Resource Operations  
Moderator: **Nick Arkle - Chief Forester, Gorman Bros.**
- 8:45 am **Panel Session #1 - Global Macro Economics** (Auditorium 103)  
• **Russ Taylor, President - International Wood Markets Group**  
• **Daryl Swetlishoff, Analyst - Raymond James Ltd.**  
• **Peter Woodbridge, President - Woodbridge Associates**  
Moderator: Ken Shields, CEO - Conifex Inc.
- 9:55 am Morning Coffee Break (Exhibitor and Pre-function Area)
- 10:20 am **Panel Session #2 - Timber Supply** (Auditorium 103)  
BC's goal to maximizing fibre value and fibre security in a post Mountain Pine Beetle world relative to world trends in fibre supply  
• **Dave Peterson, Chief Forester - Province of BC**  
• **Industry VP/Chief Forester - Mark Feldinger, VP Forestry/Environment & Energy - Canfor**  
• **Community Leader - Gerry Thiessen, Mayor of Vanderhoof**  
Moderator:
- 11:50 am Pre-Luncheon Reception (Exhibitor and Pre-function Area)
- 12:25 pm **Luncheon with Keynote Speaker** (Auditorium 101-102) - TBA
- 2:20 pm **Panel Session #3 - Skills & Training** (Auditorium 103)  
Skilled Labour, Addressing a Scarce Commodity  
Moderator: Pat Bell, Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour



- 3:30 pm Afternoon Coffee Break (Exhibitor and Pre-function Area)
- 3:50 pm **Panel Session #4 - Safety** (Auditorium 103)
- 5:00 pm Exhibitors Hospitality Hour (Exhibitor and Pre-function Area)
- 6:30 pm **Networking Reception** (Auditorium 101-102)  
A fine evening of abundant food and excellent networking - Don't plan dinner out !

## Friday, April 5, 2013

- 7:15 am Exhibitors Early Risers Continental **Breakfast Hour** (Exhibitor and Pre-function Area)
- 8:15 am **Panel Session #5 - Bio-Economy** (Auditorium 103)  
Effective Partnerships Necessary for the New Bio-economy?  
  - **Solid Wood Subsector - Ken Shields - CONIFEX**
  - **Pulp & Paper Subsector - Bill Adams, Domtar**
  - **Global Perspective - TBC**
Moderator: Michael Weedon, Executive Director - BC Bioenergy Network
- 9:45 am Morning Coffee Break (Exhibitor and Pre-function Area)
- 10:15 am **Panel Session #6 - Markets & Trades**  
Wood Products in Sustainable Building - From Neighbourhoods to Nations  
(Auditorium 103)  
  - **Janna Foit, Principal - Perkins + Will Architects**  
Innovative Wood Use In High Performance Buildings
  - **Janna Foit, Principal - Perkins + Will Architects**  
Creating Sustainable Neighbourhoods
  - **Wang Youwei, Executive Director - China Green Building Council**  
Performance Design to Meet National Needs
  - **Peter Moonen, Canada Wood Council**  
Wood Products & Sustainability - Trends and Opportunities
Moderator: Michael Giroux, CEO - Canada Wood Council
- 11:30 am Pre-Luncheon Reception (Exhibitor and Pre-function Area)
- 12:00 pm Luncheon with **Keynote Speaker** (Auditorium 101-102)
- 2:00 pm Convention Ends



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