



## **AGENDA**

Regular Meeting of the Council of the Village of Chase held in the Council Chamber at the Village Office at 826 Okanagan Avenue on Tuesday, December 8, 2015 at 4:00 p.m.

### **1. CALL TO ORDER**

### **2. ADOPTION OF AGENDA**

Resolution:

**"That the December 8, 2015 Village of Chase Regular Council meeting agenda be adopted as presented."**

### **3. ADOPTION OF MINUTES**

Pages 1 - 5

Resolution:

**"That the minutes of the November 23, 2015 Regular meeting of Council be adopted as presented."**

### **4. PUBLIC HEARINGS**

None

### **5. REPORTS**

- a) Mayor and Council Reports
- b) Staff Reports

### **6. DELEGATIONS**

None

### **7. UNFINISHED BUSINESS**

#### **7.1 Zoning Bylaw 812-2015**

Pages 7 - 9

Council indicated its desire to enter into a covenant with the property owner to ensure added protection for proper screening at the front (Shuswap Avenue) side of the property and where RV storage will be situated. A resolution of Council to enter into the proposed covenant with property owner is required.

Resolution:

**"That the Village of Chase and the property owner at 343 Shuswap Avenue enter into the covenant as provided at the December 8, 2015 Council meeting providing surety for the landscaped or other screening of various portions of the property."**

Resolution:

**"That Village of Chase Bylaw No. 683-2006 Amendment Bylaw No. 812 - 2015 be adopted."**

### **8. NEW BUSINESS**

#### **8.1 Committee of the Whole Recommendations – December 1, 2015**

##### **8.1.2 SBC Insurance**

**"That Council direct Administration to renew the SBC Insurance policy through All Sport Insurance that provides user groups of Village of Chase parks and facilities with low cost liability insurance."**

8.1.3 Council / Committee of the Whole Meetings

**“That Village of Chase Committee of the Whole meetings be moved from the first Tuesday of the month to 3:00 p.m. on the second Tuesday of the month; AND**

**Further that public input on the current Agenda is added to the beginning of the Regular Council meeting Agenda on the fourth Tuesday of the month.”**

**“That Council direct Administration to bring forward a revised 2016 Village of Chase Council meeting schedule.”**

8.1.4 Chase Fire Rescue Department Grant in Aid Request

**“That Council approves a grant-in-aid of \$500 towards Chase Fire Rescue Department’s annual Christmas Dinner and Awards night.”**

8.1.5 Chase Lions Club Request for Waiver

**“That Council approve a waiver of 50% (including gst) for the Chase Lions Club to host the Pancake Breakfast on December 5, 2015 and the New Years Eve Dance subject to Hall availability.”**

**“That it be recommended to Council that the Chase Lions Club be informed they must continue to follow appropriate processes and request waivers for all events.”**

8.1.6 Dogs Running off Leash

**“That signs, doggie waste bags and a garbage bin be installed in the areas identified along the creek by Aylmer Road as prone to dogs being off-leash.”**

8.2 Repeal of Frontage Tax Bylaws

Pages 11 - 13

A report is provided by the Director of Financial Services.

8.3 Residential Care Services

Pages 15 - 16

A reply has been received from Interior Health in response to Council’s letter.

8.4 Gas Tax Agreement Fund

Page 17

Confirmation of funding has been received from UBCM.

8.5 Community Hall Policy

Pages 19 - 25

A draft Community Hall Policy is attached for review.

8.6 PRIMECorp

Pages 27 - 31

PRIMECorp has provided a copy of their Annual Report.

8.7 Chase Secondary School

Page 33

A request for a contribution to the Chase Secondary Appreciation Meal has been received.

**RELEASE OF IN CAMERA ITEMS**

None

**9. IN CAMERA**

**“That Council recess to an In Camera meeting pursuant to Section 90 (1) of the Community Charter, paragraph (c) regarding labour relations and (e) regarding the acquisition, disposition or expropriation of land or improvements.**

**10. ADJOURNMENT**

Resolution:

**“That the December 8, 2015 Village of Chase Regular Council meeting be adjourned.”**



Minutes of the Regular Meeting of the Council of the Village of Chase  
held in the Council Chamber of the Village Office at 826 Okanagan Avenue  
on Monday, November 23, 2015 at 4:00 p.m.

**PRESENT:**

R. Berrigan  
N. Egely  
D. Lepsoe  
A. Maki  
S. Scott

**FINAL**

**In Attendance:**

J. Heinrich, Chief Administrative Officer  
L. Pedersen, Director of Financial Services  
T. Pretty, Deputy Corporate Officer

**Public Gallery:**

7

**Press:**

1

**1. CALL TO ORDER**

Mayor Berrigan called the meeting to order at 4:00 p.m.

**2. ADOPTION OF THE AGENDA**

Moved by Councillor Scott

Seconded by Councillor Egely

**“That the November 23, 2015 Village of Chase Regular Council meeting agenda be adopted with the addition of 8.7 Invitation from BDO Canada.”**

**CARRIED**

**#2015/11/23\_001**

**3. ADOPTION OF THE MINUTES**

Moved by Councillor Maki

Seconded by Councillor Lepsoe

**“That the minutes of the November 10, 2015 Regular meeting of Council be adopted as presented.”**

**CARRIED**

**#2015/11/23\_002**

**4. PUBLIC HEARINGS**

None

**5. REPORTS**

**a) Mayor and Council Reports**

Mayor Berrigan

- Remembrance Day Service
- Hospital Board meeting
- Round table discussion with Neskonlith Indian Band
- Pre budget meeting with Public Works

Councillor Egely:

- Citizens on Patrol – indicated a need to recruit younger volunteers
- Remembrance Day Parade and Service
- Two planning sessions for Village Christmas Parade entry

- Attended the Opening Ceremony of NAAAW Week as Acting Mayor – presented with a berry basket and beautiful winter scarf
- Museum meeting
- Round table discussion with Neskonlith Indian Band
- Chase Heat game as part of the Village's contribution to NAAAW activities
- Pre budget meeting with Public Works

Councillor Lepsoe:

- Remembrance Day Service
- Pictograph meeting
- NAAAW activities:
  - Opening ceremonies
  - Presentation on gang awareness
  - Dinner at Community Hall followed by rattle making
  - Health Fair at Quaaout Lodge followed by dinner around a campfire
  - Dinner at Community Hall
  - Chase Heat game where "NAAAW Bucks" were introduced
  - Closing ceremonies at Adams Lake Indian Band gym followed by dinner and Bear Dancers
- Round table discussion with Neskonlith Indian Band
- Pre budget meeting with Public Works

Councillor Maki

- Round table discussion with Neskonlith Indian Band
- Chase Heat game
- Pre budget meeting with Public Works

Councillor Scott

- Met with owner of Aylmer Road storage
- Remembrance Day Service
- Found table discussion with Neskonlith Indian Band
- Pre budget meeting with Public Works

Moved by Councillor Scott

Seconded by Councillor Egely

**"That the November 23, 2015 Village of Chase Mayor, Council and Staff reports be received as presented."**

**CARRIED**

**#2015/11/23\_003**

## **6. DELEGATIONS**

Darren Stevens, Manager, Chase & District Chamber of Commerce

Each year Shuswap Tourism publishes a glossy booklet featuring areas of interest in the region. Chase is highlighted on a full page and Mr Stevens noted that the ad has not been updated in several years. Based on research using the Explorer Quotient he will be implementing a variety of changes to target those most likely to visit.

Bev Iglesias, President, Chase Lions Club

The Lions Club has committed \$50,000 to the creation of a Splash Park in the Village.

Administration has applied for funding through the Canada 150 grant program but have not yet heard if this has been successful.

The pancake breakfast being served at Chase Country Christmas will be the kick-off to their fundraising efforts and all funds received at that event will go towards the Splash Park. The Lions Club is committed to spearheading the campaign and fundraising, however, they require assistance from Council and Administration as it needs to be determined who will need to be involved and how the process will be handled.

The Lions Club is willing to put forward the \$10,000 required to have a geotechnical assessment carried out on the site.

Moved by Councillor Scott

Seconded by Councillor Egely

**"That Village of Chase Administration work with the Lions Club to determine a suitable site and undertake a geotechnical assessment for a splash park." CARRIED  
#2015/11/23\_004**

## **7. UNFINISHED BUSINESS**

### **7.1 Community Paramedicine Initiative**

Moved by Councillor Scott

Seconded by Councillor Maki

**"That the correspondence from UBCM regarding the policy update on the Community paramedicine Initiative be received for information." CARRIED  
#2015/11/23\_005**

### **7.2 Shuswap Regional Trails Strategy – Roundtable December 2, 2015**

Moved by Councillor Maki

Seconded by Councillor Egely

**"That costs associated with Mayor Berrigan, Councillor Lepsoe and the CAO attending the Shuswap Regional Trails Strategy Roundtable event on December 2, 2015 be covered in line with the Village of Chase Expense Policy." CARRIED  
#2015/11/23\_006**

## **8. NEW BUSINESS**

### **8.1 Chase Legion Branch #107 – 2015 Remembrance Day Ceremony**

Moved by Councillor Scott

Seconded by Councillor Egely

**"That the letter from Chase Legion Branch #107 regarding the waiving of the Community Hall rental fee for the 2015 Remembrance Day Ceremony be received as information." CARRIED  
#2015/11/23\_007**

### **8.2 DNA Analysis Costs (RCMP) Shifting to Local Government**

Councillor Maki noted this download does not apply to the Village as our population is below the 5,000 threshold.

- Moved by Councillor Maki  
Seconded by Councillor Egely  
**"That the correspondence from UBCM regarding DNA Analysis costs shifting to local government be received as information."**  
**CARRIED**  
**#2015/11/23\_008**
- 8.3 Auditor Report – City of Merritt  
Moved by Councillor Maki  
Seconded by Councillor Scott  
**"That the correspondence from the Auditor General regarding the performance audit on the City of Merritt be received as information."**  
**CARRIED**  
**#2015/11/23\_009**
- 8.4 Petition – Chase Falls Picnic Area Sign on Coburn  
Moved by Councillor Egely  
Seconded by Councillor Scott  
**"That the matter of the location of the Chase Falls Picnic Area sign on Coburn Street at the south end of Whitfield Chase Bridge be referred to Administration to find a solution to the blocking of sightlines for vehicle traffic exiting Old Orchard Park."**  
**CARRIED**  
**#2015/11/23\_010**
- 8.5 Safety Concerns at Centennial Park  
Moved by Councillor Egely  
Seconded by Councillor Scott  
**"That the matter regarding additional fencing at Centennial Park be referred to Administration to investigate and bring forward to budget discussions."**  
**CARRIED**  
**#2015/11/23\_011**
- 8.6 Off Leash Dog Park  
The CAO noted this issue has been discussed previously and a location in Mill Park was identified. At that time it was anticipated the cost to fence the area would be approximately \$5,000. The item was in the budget but was subsequently removed due to budget restraints.
- Moved by Councillor Scott  
Seconded by Councillor Maki  
**"That the matter regarding provision of an off-leash dog park be referred to Administration to investigate costs and feasibility and bring forward to budget discussions."**  
**CARRIED**  
**#2015/11/23\_012**
- 8.7 Invitation from BDO Canada LLP  
Moved by Councillor Scott  
Seconded by Councillor Maki  
**"That the costs associated with any member of Council or the CAO to attend the Strategic Business Discussion hosted by BDO on December 4, 2015 be covered as per Village of Chase Expense Policy."**  
**CARRIED**  
**#2015/11/23\_013**

**9. IN CAMERA**

Moved by Councillor Maki

Seconded by Councillor Scott

**"That Council recess to an In Camera meeting pursuant to Section 90 (1) of the Community Charter."**

**CARRIED  
#2015/11/23\_014**

**10. ADJOURNMENT**

Moved by Councillor Maki

Seconded by Mayor Scott

**"That the November 23, 2015 Village of Chase regular meeting of Council be adjourned."**

**CARRIED  
#2015/11/23\_015**

Mayor Berrigan adjourned the meeting at 5:20 p.m.

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R. Berrigan, Mayor

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J. Heinrich, CAO



**VILLAGE OF CHASE**  
**Bylaw No. 812 - 2015**

**A Bylaw to Amend the Village of Chase Zoning Bylaw No. 683-2006**

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**WHEREAS** the Council of the Village of Chase has adopted the Village of Chase Zoning Bylaw No. 683–2006;

**AND WHEREAS** the Council of the Village of Chase deems it necessary to amend Bylaw No. 683-2006;

**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 “Village of Chase Zoning Bylaw No. 683 - 2006, Amendment Bylaw No. 812 - 2015”.
2. Village of Chase Zoning Bylaw No. 683-2006, is hereby amended by adding the following use to Section 6.51 of the C-3 Service Commercial zone specifically pertaining to Lot 4, District Lot 517, Kamloops Division Yale District Plan 4801, PID 010-425-161:
  - “Enclosed self-storage and Recreational Vehicle Storage”
  - “Single Family Dwelling”

All other provisions of Section 6.51 remain in full force and effect.

READ A FIRST TIME THIS      13th    DAY OF      October, 2015

READ A SECOND TIME THIS    13th    DAY OF      October, 2015

PUBLIC HEARING HELD THIS    3rd     DAY OF      November, 2015

READ A THIRD TIME THIS      10th    DAY OF      November, 2015

Approved by the Ministry of Transportation pursuant to Section 52 (3) (a) of the Transportation Act

*Original signed*

*November 30, 2015*

\_\_\_\_\_  
Ministry of Transportation Signature

\_\_\_\_\_  
Date

ADOPTED THIS

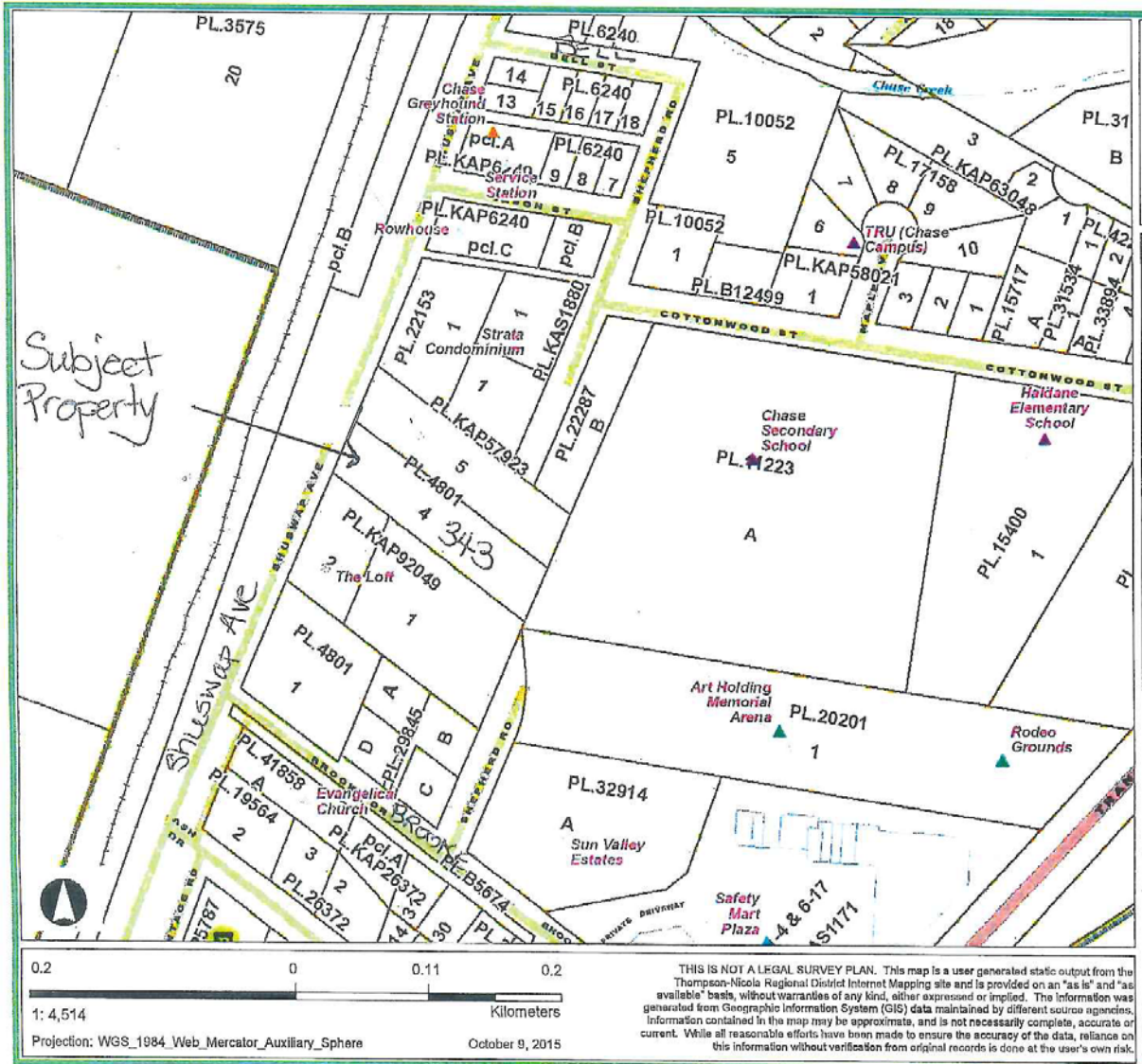
DAY OF

2015

\_\_\_\_\_  
R. Berrigan, Mayor

\_\_\_\_\_  
T. Pretty, Deputy Corporate Officer

Schedule "A" to Bylaw No. 812-2015









# **Village Of Chase**

## **Administrative Report**

**TO: Mayor and Council**

**FROM: Director Financial Services**

**DATE: 03 December 2015**

**RE: Repeal of Frontage Tax bylaws**

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### **ISSUE/PURPOSE**

To eliminate the frontage based parcel tax in order to enable the Village of Chase to establish a new customer oriented utility rate with a base charge and a consumption based component.

### **HISTORY/BACKGROUND**

These bylaws generate \$80,000 for the water system and \$220,000 for the Waste water system. The Water Bylaw was established in 1993 and the Waste Water bylaw was established in 1983. Frontage taxes are utilized by local governments to fund all or part of a service provided by the municipal government.

### **DISCUSSION**

The tax is based upon a flat rate levy on each parcel of land within the village, excluding only certain parcels that cannot be serviced. Each parcel of land contributes an amount varying with the frontage size of the lot regardless of the use made of the utilities. Council wish to make the funding of utilities more equitable. Each residential unit and other classifications will begin to make more equitable contributions for the infrastructure required by the village to provide the services.

The funds presently raised by the parcel taxes will in future be raised through utility charges which are still being developed.

### **FINANCIAL IMPLICATIONS**

The above changes will have no impact upon the village revenues. There will be a reduction in the cost for small operations which have a single utility component, but multiple unit properties such as apartments, mobile home parks, malls etc will see an increase in rates related to the number of units they are serving.

**RECOMMENDATION**

**That council gives three readings to Village of Chase Water and Sewer Frontage  
Tax Repeal Bylaw No 814-2015**

Respectfully submitted,

*Original Signed*

Leif Pedersen, Director Financial Services

## VILLAGE OF CHASE

### Bylaw No. 814 - 2015

**A Bylaw to Repeal Bylaw No. 265 - A Bylaw to Impose a Sanitary Sewer Frontage Tax on Owners of Land and to repeal Bylaw No 486 – A Bylaw to Impose a Tax on Frontage on Owners of Land (Water Frontage Tax).**

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**WHEREAS**, under the authority of the Community Charter, the Council for the Village of Chase may by bylaw make changes to the manner in which revenues are raised to fund its operations,

And Whereas it is the intention of council to fund all of its Water Services and Waste Water Services by levying a combination of flat rate charges and consumption charges for Utilities

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

1. This Bylaw may be cited as the Village of Chase Water and Sewer Frontage Tax Repeal Bylaw No 814-2015
2. “Bylaw No. 265 a bylaw to impose a Sanitary Sewer Frontage Tax on Owners of Land” and any amendments thereto is hereby repealed in its entirety.
3. “Bylaw No. 486 a bylaw to impose a Tax on Frontage on Owners of Land” and any amendments thereto is hereby repealed in its entirety.

READ A FIRST TIME THIS            DAY OF            , **2015.**

READ A SECOND TIME THIS       DAY OF            , **2015.**

READ A THIRD TIME THIS        DAY OF            , **2015.**

ADOPTED THIS       DAY OF            , **2016.**

\_\_\_\_\_  
Mayor

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







November 13, 2015

Village of Chase  
PO Box 440, 826 Okanagan Ave.  
Chase, BC V0E 1M0

RECEIVED  
Village of Chase

NOV 24 2015

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**Attn: Mayor Rick Berrigan**

Dear Mayor Berrigan;

**RE: Residential Care Service in Chase, BC**

Thank you for your letter of October 20, 2015 advocating for an investment in residential beds for the Village of Chase.

Interior Health is motivated to promote aging in place for residents where it is possible. Given the broad geography within the health authority, there is sometimes a requirement for travel of short distances in order to access services located in the larger centres.

Planning for residential care capacity is based on population projections for people over the age of 75. The Village of Chase is included in the Kamloops local health area and currently our bed projections for this area show that we are meeting our planning targets for residential beds.

As I am sure you will understand, the health authority is challenged to make resource decisions that balance effectiveness and efficiency, ensuring the best access for the most individuals living within our boundaries. I would like to thank you for taking the time and advocating for an investment in services within the Village of Chase. This information will be taken into consideration when planning is underway for future capacity for the Kamloops local health area.

Sincerely,

**Karen Bloemink**  
Executive Director  
Residential Services/ALC Management  
Interior Health

cc: Dr. Trevor Corneil, Chief Medical Health Officer  
Donna Lommer, VP Residential Services & Chief Financial Officer

Bus: (250) 423-8284  
Email: karen.bloemink@interiorhealth.ca  
Web: www.interiorhealth.ca

Interior Health, Residential Services  
PO Box 670, 1501 5<sup>th</sup> Ave  
Fernie, BC V0B 1M0

COPY



## Village of Chase

PO Box 440, 826 Okanagan Ave,  
Chase, British Columbia V0E 1M0  
Office: 250.679-3238  
Fax: 250.679-3070  
[www.chasebc.ca](http://www.chasebc.ca)

October 20, 2015

Interior Health Authority  
1340 Ellis Street  
Kelowna, BC  
V1Y 9N1

Attention: Dr. Robert Parker, Medical Health Officer

**RE: Residential Care Service in Chase, BC**

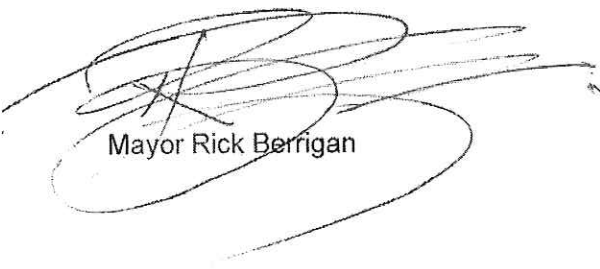
Please accept this letter as a request from the Mayor and Council of the Village of Chase for Interior Health to seriously consider funding residential care beds in Chase.

While the Village of Chase is situated 50 km from both Salmon Arm and Kamloops, the availability of residential care beds within the community of Chase would add a level of service to Interior Health's mandate to assist people to 'age in place'.

As you are aware, the strength of any small community depends on services being available within the community. Interior Health providing the funding for several residential care beds within Chase will not only serve the residents of Chase but our larger trading area which include the North Shuswap, Sorrento, Falkland, Chase Creek and Pritchard. Travel to and from larger centers would be lessened, reducing GHG emissions, providing more safety for those who visit their loved ones in residential care, and providing more sustainability for the local economy.

Please give serious consideration to providing funding for residential care beds within the Village of Chase and proceeding with an RFP process to secure this service – it is very much needed, and the contribution of such a service in Chase is more than the service, but would enhance many aspects of our community for many years into the future.

Sincerely,  
VILLAGE OF CHASE

  
Mayor Rick Berrigan

COPY

November 26, 2015

RECEIVED  
Village of Chase

NOV 30 2015

Original \_\_\_\_\_  
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Agenda \_\_\_\_\_



Mayor Rick Berrigan  
Village of Chase  
Box 440  
Chase, BC V0E 1M0

Dear Mayor Rick Berrigan:

**RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2015/2016. An electronic transfer of \$76,305.84 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

UBCM is also making an additional payment towards CWF funding for fiscal 2015/2016 from interest accumulated over the term of the first Gas Tax Agreement.

CWF Payment (2015/2016): \$75,119.33  
Interest Payment (2015/2016): \$1,186.51  
Total EFT Transfer: \$76,305.84

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at [www.ubcm.ca](http://www.ubcm.ca).

For further information, please contact Brant Felker, Gas Tax Policy and Program Manager, by e-mail at [bfelker@ubcm.ca](mailto:bfelker@ubcm.ca) or by phone at 250-356-0893.

Sincerely,

A handwritten signature in blue ink that reads "Al Richmond". The signature is fluid and cursive, with the first letters of the first and last names being capitalized.

Chair Al Richmond  
UBCM President

PC: Leif Pedersen, Chief Financial Officer





## Village of Chase Policy Manual

**Title:** ADM – 22 Community Hall

**Date Adopted:** xx

**Revised:** December 2015

**Date Effective:** xx

**Reviewed:** \_\_\_\_\_

**Special Notes / Cross Reference:**

Schedule “E” of Bylaw 734-2011 rescinded by Bylaw 734-1, 2013

**POLICY:**

This policy intends to ensure the responsible use of the Village of Chase Community Hall.

**PURPOSE:**

It is the purpose of this Policy to establish guidelines for the general use of the Community Hall. This policy is to be used in conjunction with the Fees and Charges Bylaw.

This policy will be used to:

- Ensure that only authorized user groups have access to and use of the Community Hall;
- Establish consistent, fair and equitable procedures for the rental and use of the Community Hall;
- 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:**

**Agreement Holder** means the signatory on the General Rental Agreement or Long-Term User Agreement.

**Casual User** is an occasional renter / user that does not use a regularly scheduled time slot through a season.

**Commercial Organization** is an organization which operates on a for-profit basis.

**Community Event** means rental of time to community groups for non-profit community activities.

**Long term user group** means an organization or group that uses the Facility on a regular basis, whether for the purpose of regularly scheduled events, events or storage.

**Facility** refers to the Village of Chase Community Hall located at 547 Shuswap Avenue.



## Village of Chase Policy Manual

**Non-Profit Organization** is a group of individuals joined together on a non-profit basis or a non-profit organization incorporated under the Society Act of BC. To be eligible for the Non-Profit rate, the following conditions must apply:

- Membership of the group is open and available to any Village of Chase resident;
- The purposes and practices of the group are not contrary to the BC Human Rights Act or the group is not involved in the promotion of unlawful activities;
- The purpose of the group will enrich the community;
- Must have exclusive control of the booked time and be able to directly pay the rental fees;
- Must be legally responsible and liable for all activities related to the event;
- Must direct any net profit from the event to the purposes of the non-profit organization;
- May employ or contract others on a "fee for service" for the delivery of the event.

**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.

### GENERAL TERMS & CONDITIONS

**Agreement:** The Agreement Holder is authorized to only use the Hall for the event, date and times as set out in the Agreement. All renters must adhere to the Terms & Conditions as set out in the User Agreement. All requested information must be received prior to the event (e.g. proof of insurance coverage, damage deposit, contact details, etc). The Agreement Holder will not allow any other person, group or organization to use or sub-lease the Hall.

**Agreement with Chase Lions Club:** This Policy does not cover the Chase Lions Club as they are part of a separate agreement.

**Agreement Changes:** Any changes to the Agreement must be made in writing and signed by the Agreement Holder and a Village representative. While all attempts to accommodate changes will be made, some changes may not be allowed.

#### Cancellations:

- Cancellation by Agreement Holder:** All bookings are subject to a cancellation fee. If the Agreement Holder delivers written notice of cancellation at least fourteen (14) days prior to the date of the event, the Agreement Holder is not required to pay the Rental Fee for the event. However, a cancelled booking regardless of the number of days notice, will result in the forfeit of the rental deposit. Transferability of the rental deposit may be allowed at the sole discretion of the Village.
- Cancellation by Village for Agreement Holder's Breach:** Without limiting other remedies available to the Village, the Village may cancel the Agreement, prevent the Agreement Holder from holding the event or remove the Agreement Holder from the Hall during the event. In each those instances the Village can keep the damage deposit if the



## Village of Chase Policy Manual

- Agreement Holder breaches any term or condition of this Agreement.
- iii. **Cancellation for other reasons:** If the Agreement Holder is prevented from using the Hall on the date or dates set out in the Agreement for the event because a labour dispute is in progress or a natural disaster has destroyed or damaged the Hall, the Village may cancel the Agreement and may reimburse the Rental Fee and/or Deposit to the Agreement Holder.

**Clean Up:** The Agreement Holder must leave the Hall in a clean, neat and tidy condition following the event so the Hall is returned to the condition it was at handover. The Agreement Holder must clean as per the Terms & Conditions of the User Agreement.

**Code of Conduct:** All those accessing the Community Hall are required to comply with rental rules and regulations or may be subject to suspension of rental privileges for up to one year.

**Compliance with Laws:** The Agreement Holder must comply with all applicable Municipal, Provincial and Federal laws, regulations and bylaws in its use of the Facility. Failure to do so may result in termination of the Agreement and/or denial of future rental privileges.

**Event Checklist:** Depending on size and nature of event, user group(s) may be required to meet with a designated official to complete the pre/post Event Checklist as part of the preparation and clean-up of special events.

**Facility Damages:** User groups are required to cooperate with Village staff by reporting damage to the Facility, equipment and unsafe conditions prior to the event or at their earliest convenience. The Agreement Holder will be liable for any damage to the building occurring as a result of their use during the renter's contract time.

**Fire Code Regulations:** The Agreement Holder will not permit over-crowding in excess of the limits set by the Fire Commissioner, and will not permit blocking of hallways, exits, etc. with equipment. The Agreement Holder will strictly adhere to all Fire Code regulations.

**First Aid:** The Agreement Holder is responsible for the provision of first aid.

**Future Rental Requests:** There will be no bookings taken beyond 12 months in the future.

**Hall Access:** The Agreement Holder must make arrangements to collect and return the Hall key(s) during Village office hours.

### **Liquor:**

- i) The Agreement Holder must not allow alcohol to be sold, offered for sale or consumed at the Facility/Event unless authorized under the Agreement.
- ii) If Liquor is permitted the Agreement Holder must not allow alcohol to be brought to the Facility/Event by participants or persons attending. All Permitted alcohol must be supplied and served by the Agreement Holder. The Agreement Holder must obtain and display at the site, a valid liquor license from the Province which must comply with regulations of the Liquor Control and Licensing Branch, Ministry of Public Safety and Solicitor General.





## Village of Chase Policy Manual

**Litter Control:** Agreement Holders are responsible for collection and removal of litter generated by their event including picking up litter and broken glass from the area around the Hall at the conclusion of the event.

**Maintenance:** The Village reserves the right to schedule both routine and special maintenance on all Village owned facilities, which may require the closure of facilities for the appropriate amount of time based on the maintenance application.

**No Smoking:** The Agreement Holder will not allow anyone to smoke in the Facility. Smoking is not permitted within 3 metres of public or workplace doorways, open windows or air intakes (i.e. a "buffer zone").

**Removal of Goods & Belongings:** The Agreement Holder is responsible for removing all goods and belongings on or before the end of their booking (including food). In the event that the Agreement Holder does not remove such items the Village may remove and store them and will not be liable for any damage to or loss of the said goods and belongings during such removal or storage, or both. All items brought to the Facility will be the sole responsibility of the Agreement Holder and the Village will not be liable for any damage to or loss of these items from any cause whatsoever.

**Rental Request Approval:** Village Senior Management Staff reserve the right to approve, cancel or deny any rental request at their sole discretion.

**Rental Request Deadlines:** Requests received with 7 days or less notice may not be accommodated if it is deemed there is not sufficient time to meet obligations.

**Right of Entry:** The Agreement Holder agrees that the Village staff or such other person(s) designated from time to time to carry out the functions on behalf of the Village for purposes of this Agreement, will at all reasonable times be entitled to enter and inspect the Facility and to make such alterations, repairs or additions as may be necessary.

**Suitability:** It is the Agreement Holder's responsibility to assess the Hall and be satisfied that it is suitable and safe for its event. The Village makes no promises, warranties or representations as to the suitability of the Hall for the Agreement Holder's event.

**Vacating the Hall:** The Agreement Holder and all guests must vacate the Hall by the end of the time indicated in the Agreement.

### GENERAL INFORMATION ON FEES & CHARGES

All fees and charges are as outlined in the Village of Chase Fees and Charges Bylaw.

- a) All commercial rates are set higher than the "non-profit" rate.
- b) Payment options include cash, cheque, Credit Card and Debit Card. The Village reserves the right to demand prior payment of any charges at the time of signing the Agreement, which will apply in the case of most bookings received from outside the municipality.
- c) A service charge may be applied to credit card transactions greater than \$2,500.



## Village of Chase Policy Manual

- d) In the event of a rate change, the rate charged will be the rate that is or will be applicable at the time of the rental.
- e) Payment by casual users is due in advance of use. No exceptions.
- f) Deposits:
  - i. Damage Deposit: The Agreement Holder is liable for any damages and must provide a Deposit to the Village 14 days in advance of the event. The Village reserves the right to determine the amount of the Damage Deposit based on the nature of the event and the Agreement Holder agrees that the Village may keep all or part of the Deposit as a payment toward the repair of damage to the Facility and/or to cover any outstanding charges. If damages exceed the amount of the deposit the Agreement Holder will pay all additional amounts owed. Even though the Village may keep the Deposit, the Village is still entitled to pursue other legal remedies to pursue amounts owing from the Agreement Holder. Damage deposits must be paid thirty (30) days prior to the event or at the time of booking if less than 30 days.
  - ii. Rental Deposit: A non-refundable rental deposit is due and payable at the time of booking to secure the rental. The amount is dependent upon the Agreement total and any exceptions are noted in the applicable section of this policy.
- g) NSF Payments: The Village's current service charge will be applied on all payments returned NSF. Three (3) occurrences of NSF payments will require all future payments to be made in cash, credit or debit card or by certified cheque.
- h) Overdue Accounts are subject to being sent to collections and may result in the termination of privileges for booking of Village owned facilities or programs until account is paid in full.
- h) Any organization being favoured with a Grant-In-Aid or rent free usage of a Facility, must also sign an Agreement for the Facility in the usual manner and the rental charges will be paid for internally by the Village.
- i) Regularly scheduled groups are required to pay within 30 days of the current month end.
- j) At the discretion of staff they may, from time to time, approve alternate payment arrangements. It is the responsibility of the Agreement Holder to clearly demonstrate a need to an alternate payment plan.
- k) Senior staff are able to negotiate a rate to secure a business, as long as the negotiated rate is within 20% of the set commercial rate. The purpose of this is to facilitate the development of opportunities that further utilize facility space.
- l) Interest: Any amounts owing by the Agreement Holder to the Village after the time payment is due will bear interest at the current Village rate, calculated monthly not in advance.

### GENERAL INSURANCE

All renters will be responsible to have comprehensive General Liability Insurance as described in the following sections:

#### Options

- The Village can forward a request and payment directly to their current insurers as a service to the renter - the Village is not an insurance agent, broker or representative of the insurer.
- Insurance Company of choice – should a renter choose to purchase insurance at the Insurance Company of the renter's choice, the insurance requirements required by the Village are provided below:



## Village of Chase Policy Manual

### Renter to Provide

Renter shall without limiting its obligations or liabilities under the permit/contract, procure and maintain at its own expense and cost, the insurance policies listed with limits no less than those shown in the respective items, unless the Village advises in writing that it has determined that the exposure to liability justifies less limits. The insurance policies shall be maintained continuously from commencement of the Agreement until the date of termination of the Agreement or such longer period as may be specified.

- a) Worker's Compensation Insurance covering all employees of the renter engaged in the contract in accordance with the statutory requirements of the province or territory having jurisdiction over such employees;
- b) Comprehensive General Liability Insurance providing for an inclusive limit of not less than \$2,000,000.00 for each occurrence or accident;
  - (i) Providing for all sums which the renter shall become legally obligated to pay for damages because of bodily injury (including death at any time resulting there from) sustained by any person or persons or because of damage to or destruction of property caused by an occurrence or accident arising out of or related to this rental agreement or any operations carried on in connection with this rental Agreement;
  - (ii) Including coverage for Participant Injury, Products/Completed Operations, Blanket Contractual, Contractor's Protective, Personal Injury, Contingent Employer's Liability, Broad Form Property Damage, Tenant's Legal Liability and Non-Owned Automobile Liability;
  - (iii) Including a Cross Liability clause providing that the inclusion of more than one Insured shall not in any way affect the rights of any other Insured hereunder, in respect to any claim, demand, suit or judgment made against any other Insured.
- c) The Village must be named as an Additional Insured and the policies are primary without any right of contribution from any insurance otherwise maintained by the Village.
- d) The renter agrees to submit Certificates of Insurance to the Village prior to commencement of the rental Agreement. Such certificate shall provide that 30 days' written notice shall be given to the Village, prior to any material change or cancellation of any such policy.
- e) After reviewing the rental Certificate of Insurance, the Village may require other insurance or alterations to any applicable insurance policies in force during the period of the rental Agreement and will give notifications of such requirement. Where other insurances or alterations to any insurance policies in force are required by the Village and result in increased insurance premium, such increased premium shall be at the renter's expense.
- f) The renter may take out such additional insurance, as it may consider necessary and desirable. All such additional insurance shall be at no expense to the Village.
- g) All insurance which the renter is required to obtain, with respect to the Agreement, shall be with insurance companies registered in and licensed to underwrite such insurance in the Province of British Columbia.
- h) If the renter fails to do all or anything which is required of it with regard to insurance, the Village may do all that is necessary to affect and maintain such insurance and any monies expended by the Village shall be repayable by and recovered from the renter. The renter expressly authorizes the Village to deduct from any monies owing by the renter to the Village or otherwise accepts that the Village will invoice the renter for costs incurred to insure.



## Village of Chase Policy Manual

- i) The Agreement Holder must provide proof of liability insurance appropriate for the Facility Agreement use, to the Village at least 48 hours prior to holding its event at the Facility. If proof of insurance is not provided to the Village within the time required, the Village may cancel this Agreement, prevent the Agreement Holder from holding its event, and retain the Deposit.
- j) If the Village has accepted insurance for the Agreement Holder as required for any program whereby the Village has collected fees for such insurance, it is understood that the Village is NOT an agent or broker of insurance and makes NO representations or warranties with respect to the appropriateness of such insurance whatsoever. Agreement Holders are strongly encouraged to consult a licensed insurance broker and/or legal advisor regarding insurance for their activities related to this Agreement. The Village's acceptance of insurance as meeting the requirements, in no way limits the liability of the Agreement Holder.
- k) The Agreement Holder shall be liable for all loss, costs, damages, and expenses whatsoever incurred or suffered by the Village, its elected officials, officers, employees and agents (the Indemnities) including but not limited to damage to or loss of property and loss of use thereof and injury to or death of a person or persons resulting from or in connection with the performance, purported performance, or non-performance of this permit/contract, excepting only where such loss, costs, damages and expenses are as a result of the sole negligence of the Indemnities.
- l) The Agreement Holder shall defend, indemnify and save harmless the Indemnities from and against all claims, demands, actions, proceedings and liabilities whatsoever and all costs and expenses incurred in connection therewith and resulting from the performance, purported performance, or non-performance of the Agreement, excepting only where such claim, demand, action, proceeding or liability is based on the sole negligence of the Indemnities.
- m) If the Agreement Holder is composed of more than one person (whether that person is an individual or a society or a company), each person is jointly and severally responsible for complying with all the terms of this Agreement.





RECEIVED  
Village of Chase

NOV 30 2015

3301 East Pender Street, Vancouver BC, V5K 5J3 Canada  
t 604-215-4702

Original \_\_\_\_\_  
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Agenda \_\_\_\_\_

November 20, 2015

Village of Chase  
Box 440  
Chase, BC  
VOE 1M0

Dear Mayor and Council,

I am pleased to provide you with a copy of PRIMECorp's Annual Report for the April 1, 2014 – March 31, 2015 reporting year. The report outlines both PRIMECorp's financial results and operational highlights.

We continue to work with our partners within the policing community to ensure the most effective and secure records management system possible. I am pleased to report the organization ended the 2014-2015 fiscal year in a favourable financial position for the second year in a row, and our staff worked diligently on many initiatives to support our primary objectives of service and security.

Our Annual Report is one element of our ongoing efforts to keep you informed about PRIME-BC and we hope you find it of value. To obtain copies of PRIMECorp's 2014-2015 Audited Financial Statements, including the Auditor's Report and Notes to the Financial Statements, please visit our new web site, [www.primecorpbc.ca](http://www.primecorpbc.ca), launched earlier this year.

If you have any questions, please do not hesitate to contact me.

Sincerely,

David W. Guscott  
PRIMECorp CEO

604.215.5002  
[david.guscott@primebc.ca](mailto:david.guscott@primebc.ca)

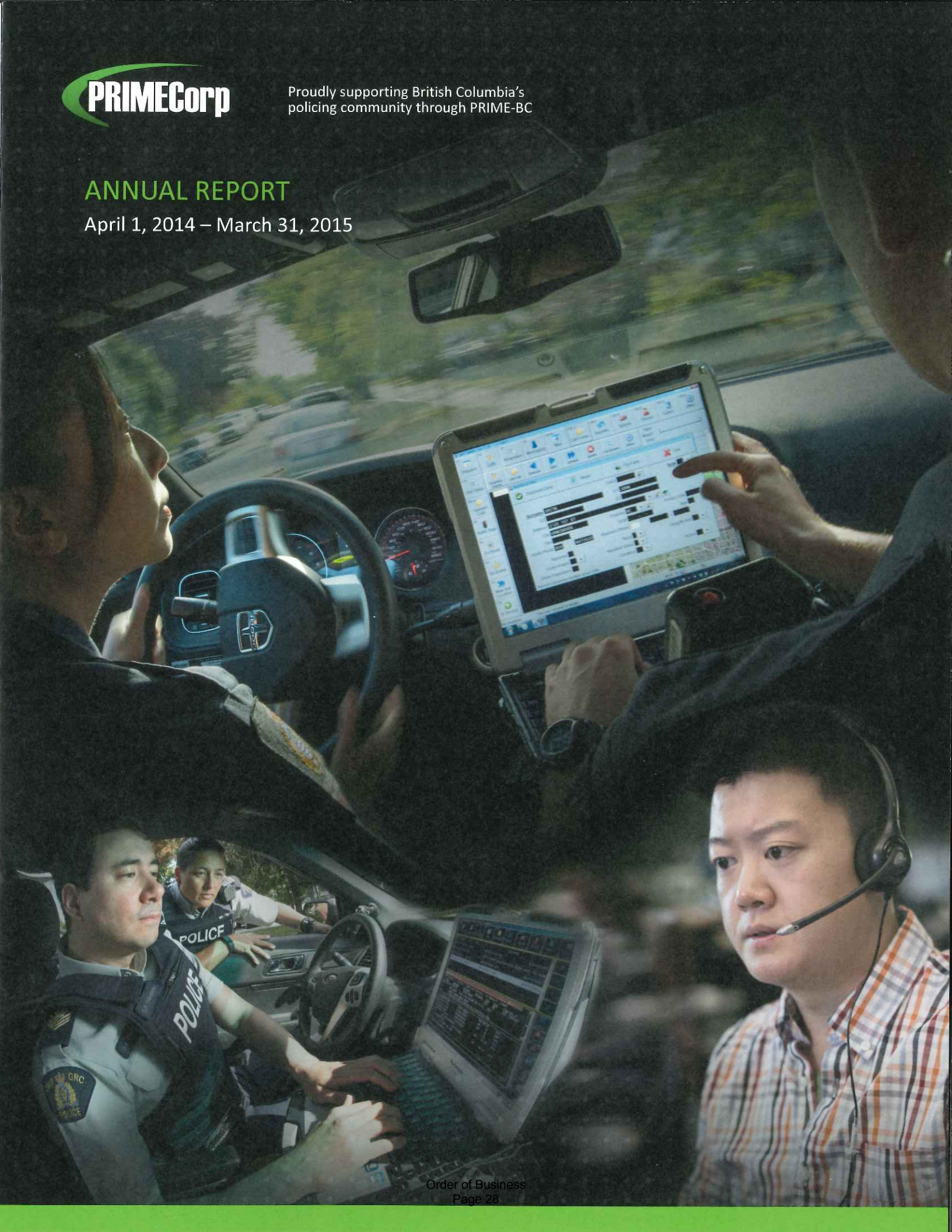




Proudly supporting British Columbia's  
policing community through PRIME-BC

## ANNUAL REPORT

April 1, 2014 – March 31, 2015





#### ABOUT PRIMECORP

PRIMECorp is the organization that provides operational and technical support for the provincial police information management system known as PRIME-BC. PRIMECorp acts as the custodian of the information and data contained within the PRIME-BC system on behalf of police agencies.

A ten-member board of directors composed of municipal, provincial and police representatives oversee PRIMECorp. The Board is responsible for the organization's strategic direction, as well as oversight of its operational and financial results.

#### ABOUT PRIME-BC

PRIME-BC is one of the broadest multi-jurisdictional police records management (RMS) and computer-aided dispatch (CAD) systems in North America. It has been described as unique, leading edge and a model for sharing critical police information. PRIME-BC allows for real-time access to the vital data that supports front-line policing, criminal investigations and crime analysis.

The PRIME-BC system supports 13 independent and provincial police agencies and 135 RCMP detachments in British Columbia. More than 9,500 police personnel interact with PRIME-BC.

#### 2014-2015 OVERVIEW

Up-to-date information that is readily accessible and shared among law enforcement agencies is a mission-critical tool for a police officer, whether responding to an in-progress crime, investigating ongoing criminal activity or analyzing crime trends.

PRIMECorp's goal is to help the policing community in its efforts to support public safety by making the information contained in PRIME-BC easy for police personnel across British Columbia to enter, access and exchange in the most secure way possible.

In 2014-2015, PRIMECorp continued its efforts to improve the organization's overall financial position and worked on initiatives that support its primary objectives of providing quality service to its police partners and providing a secure and resilient PRIME-BC system.

The organization ended the 2014-2015 fiscal year in a favourable financial position for the second year in a row, with overall results significantly better than budgeted.

Another key focus was the development of internal expertise and capacity by building a team of qualified subject matter experts who are working closely with user agencies to enhance the PRIME-BC system, from both operational and technical perspectives. Building this internal knowledge has not only strengthened the PRIME-BC system overall in terms of system performance and security, but has also resulted in staff being able to focus increased attention on new projects and initiatives that support policing.

#### STAFF WORKED ON SEVERAL INITIATIVES IN 2014-2015 THAT SUPPORT SERVICE AND SECURITY:

- > Launched a comprehensive security program with focus on new policy, procedure and education components.
- > Formed new partnerships for early detection and response to cyber threats.
- > Implemented new technologies that support enhanced capture and sharing of criminal fingerprint information within the police domain.
- > Established a framework for a proposed new governance structure that will support effective decision-making and accountability into the future.





## OPERATIONAL OVERVIEW

Service and security continued to be key areas of focus for PRIMECorp Operations in 2014-2015. Staff worked on various initiatives that further enhance information security, data quality and assurance, and provide for faster and more efficient processes for managing and communicating service changes, issues and upgrades.

### 2014/15 HIGHLIGHTS

- > Introduction of new security standards, policies and procedures.
- > Staff completed training on new and emerging cyber threats.
- > Establishment of new partnerships at the national and international level for early detection and response to information technology cyber threats.
- > Implementation of a province-wide repository of offender photographs, for use by participating PRIME-BC agencies. The integrated system provides live scanning and capture of criminal fingerprints for real-time submission to the national police fingerprint database in Ottawa. These new technologies facilitate rapid identification of offenders and support ongoing criminal investigations.
- > Introduction of new quality assurance measures, including a new review process designed to ensure compliance with PRIME-BC operational policies and procedures.

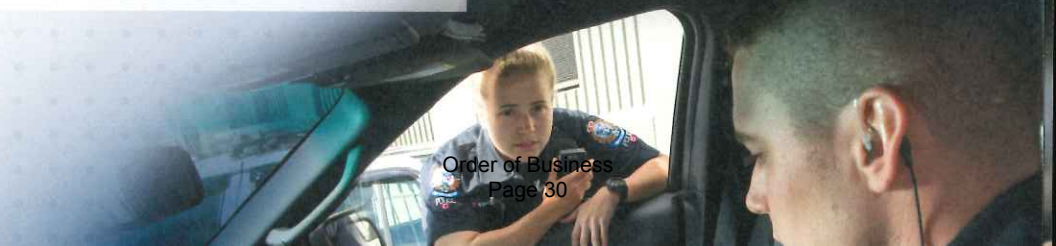
## TECHNOLOGY OVERVIEW

The PRIME-BC system requires a robust and stable infrastructure to ensure the security of data and quality of service to participating agencies.

Throughout 2014-2015 PRIMECorp and its technical service partner, E-Comm, continued to enhance the delivery of PRIME-BC services through a variety of technical and security enhancements and investments in training and tools for technical staff. The PRIME-BC systems have provided consistent, stable service to the police user community throughout the year, during the ongoing program of updates and enhancements.

### 2014/15 HIGHLIGHTS

- > Transition of the provincial booking system (photos and fingerprints for criminal charges) into an operational mode, including electronic links to national information repositories for real-time transfer of biometric data.
- > Development of a strategy for the long-term evolution of PRIME-BC infrastructure.
- > Design work to develop a new data extraction service that supports business intelligence and crime analysis programs used by the PRIME-BC police community.





## 2014-2015 FINANCIAL HIGHLIGHTS

### Statement of Operations

Year ended March 31, 2015, with comparative information for 2014

	Budget	2015	2014
Revenue	\$10,164,730	\$10,342,957	\$10,143,145
Expenses	10,357,000	9,668,551	10,267,381
Annual Deficit	(192,270)	674,406	(124,236)
Accumulated surplus, beginning of year	4,280,729	4,280,729	4,404,965
Accumulated surplus, end of year	\$4,088,459	\$4,955,135	\$4,280,729

To obtain copies of PRIMECorp's 2014-2015 Audited Financial Statements, including the Auditor's Report and Notes to the Financial Statements, please visit [primecorpbc.ca](http://primecorpbc.ca).

## 2014-2015 PRIMECORP BOARD OF DIRECTORS

<b>Clayton Pecknold</b>	Assistant Deputy Minister and Director of Police Services, Ministry of Justice
<b>David Guscott</b>	President & CEO, E-Comm
<b>David Jones</b>	Chief Constable, New Westminster Police Department
<b>John Kubat</b>	Superintendent, RCMP
<b>Paul Hames</b>	Chief Constable, Central Saanich Police Department
<b>Norman Lipinski</b>	Assistant Commissioner, RCMP
<b>Peter Milobar</b>	Mayor, City of Kamloops
<b>Daryl Wiebe</b>	Superintendent, Vancouver Police Department

**Dianne Watts**, former Mayor of the City of Surrey and  
**Malcolm Brodie**, Mayor of the City of Richmond, were on the  
board until January and March 2015 respectively.

## PRIMECORP LEADERSHIP TEAM

<b>David Guscott</b>	Chief Executive Officer
<b>Bob Gehl</b>	Chief Operating Officer
<b>Beatrice Nicolato</b>	CPA, CGA, Chief Financial Officer
<b>Michael Webb</b>	P.Eng, Chief Technology Officer
<b>Jody Robertson</b>	Communications Officer & Corporate Secretary



**PRIMECorp**

Proudly supporting British Columbia's  
policing community through PRIME-BC

[primecorpbc.ca](http://primecorpbc.ca)



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Order of Business

Page 3



November 27<sup>th</sup>, 2015

To whom it may concern,

This year, Chase Secondary would like continue the tradition of providing the students with a celebration and meal prior to the Christmas break. We would like to call this the Second Annual Chase Secondary Appreciation Meal and it will be held on December 15<sup>th</sup> at the school gym. Our hope is that this can become an annual tradition that continues to help foster a better relationship between staff, students, and community. The vision is that we have a casual meal the week prior to students going on their holiday break where teachers, students, and member of the community and business community can interact outside of the classroom. Teachers and other volunteers can serve the students a hot and healthy meal and then share a few laughs, smiles, and stories before the break. This year, we have decided to make a hot beef dip meal with salad and a desert for the students. **I am writing to invite you to attend this event.** It will start at 12:00. If you would like to volunteer your time, please let me know in advance what time you will be at the school. We would love volunteers from 9:00 am to 12:00 to help prepare and serve the meal. Also, I would like to see if there is any way that you can support this venture. Feeding two hundred students, staff, and community will not be an easy task, but with a little help, this could be a great success that can continue for years to come. Were looking for both donations and volunteers. If there is any way that you, or someone you know from your organization can contribute in any way, please contact me at the school. If you have any questions, please do not hesitate to ask.

Sincerely,



Phil Arkinstall  
Counsellor, Chase Secondary  
250 679 3218  
parkinstall@sd73.bc.ca

RECEIVED  
Village of Chase

DEC 10 2015

Original \_\_\_\_\_  
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Agenda \_\_\_\_\_