



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, February 27, 2018 at 4:00 p.m.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Resolution:

"That the February 27, 2018 Village of Chase Regular Council meeting agenda be adopted as presented."

3. ADOPTION OF MINUTES

Regular Meeting held February 13, 2018

Pages 1-5

Resolution:

"That the minutes of the February 13, 2018 Regular Meeting of Council be adopted as presented."

4. PUBLIC HEARINGS

None

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

This opportunity is for members of the gallery to provide input on items on this Agenda

6. DELEGATIONS

None

7. REPORTS

a) Mayor and Council Reports

The Mayor has proclaimed February 19-23, 2018 as '*Chamber of Commerce Week*'.

8. UNFINISHED BUSINESS

8.1 VLA Road Sanitary Sewer Collection System Local Area Service

Pages 6-8

Bylaw 845-2018 has received three readings. Council can consider adopting the bylaw.

Recommendation:

"THAT Village of Chase VLA Road Sanitary Sewer Collection System Local Area Service Establishment Bylaw 845-2018 be adopted."

8.2 Local and Secwepemc Governments – Community to Community Forum to develop Shuswap Region Protocol Agreement

Pages 9-16

Several members of Chase council attended the November 23, 2017 C2C Forum to discuss the development of a 'Shuswap-wide' protocol agreement with Shuswap First Nations communities and non-First Nations communities.

The next meeting to further discuss the region-wide protocol agreement is set for March 25, 2018 in Salmon Arm. Elected officials and appropriate senior staff members are invited to attend to carry on the building of the region-wide protocol agreement.

A resolution of Council is required for the Village to pay costs associated with the attendance of Village representatives to the March 15, 2018 session.

8.3 Memorial Park Lions Splash Pad – Authorization to Proceed

An agreement between the Village of Chase and the Chase Lions Club will be available prior to the meeting.

Recommendation:

“THAT Council provides authorization to the Chase Lions Club to proceed with the construction of the Splash Pad at Memorial Park conditional upon the execution of the agreement and confirmation of all funds being in place.”

8.4 Memorial Park Lions Splash Pad – Post Construction Responsibility Pages 17-18

Memorandum from the CAO and Manager of Public Works

Recommendation:

“THAT Council resolves that the Village of Chase takes ownership of the completed Chase Lions Splash Pad; AND,

THAT the Village of Chase becomes responsible for all costs of the operation of the Chase Lions Splash Pad once construction is fully complete which will include water usage and costs, startup, winterizing, repairs, maintenance, cleaning, programming and any other requirement necessary to safely operate the Chase Lions Splash Pad.”

9. **NEW BUSINESS**

9.1 2018 Election Bylaw 848-2018

Pages 19-26

The required bylaw in relation to a local government election must be adopted at least 8 weeks before the first day of the nomination period of the general local election. Nomination & endorsement packages will be ready for distribution July 27, 2018, and the nomination period begins August 5, 2018.

Recommendation:

“THAT Village of Chase Election Bylaw 848-2018 be given first reading.”

Recommendation:

“THAT Village of Chase Election Bylaw 848-2018 be given second reading.”

Recommendation:

“THAT Village of Chase Election Bylaw 848-2018 be given third reading.”

9.2 Appointment of Election Officers

Pursuant to Section 58(1) of the *Local Government Act*, the Council must appoint a Chief Election Officer and a Deputy Chief Election Officer for the purposes of conducting an election.

Recommendation:

“THAT Corporate Officer Sean O’Flaherty be appointed as the Chief Election Officer for conducting the 2018 Local Government elections with a stipend of twelve hundred (\$1,200) dollars, and the authority to appoint other election officials as required; AND,

THAT Chief Administrative Officer Joni Heinrich be appointed as Deputy Chief Election Officer for conducting the 2018 Local Government elections with a stipend of eight hundred (\$800) dollars, and the authority to appoint other election officials as required.”

9.3 2018 Asset Management Grant Funding Pages 27-39

Report from the CFO

Recommendation:

“THAT Council approves the preparation and submission of a funding application for the 2018 Asset Management Planning Program and once approved, endorses implementation in 2018; AND,

THAT Council supports the proposed activities and willingness to provide overall grant management for the 2018 Asset Management Planning Program Fund application; AND,

THAT Council approves the 2018 Asset Management Planning Program proposal provided by TRUE Consulting for \$30,000, conditional on the approval of UBCM Asset Management grant funding of \$15,000.”

9.4 Aylmer Road Sanitary Sewer Lowering Parcel Tax Pages 40-43

Memorandum from the Corporate Officer

Recommendation:

“THAT Village of Chase Aylmer Road Sanitary Sewer Lowering Parcel Tax Bylaw 846-2018 be given first reading.”

Recommendation:

“THAT Village of Chase Aylmer Road Sanitary Sewer Lowering Parcel Tax Bylaw 846-2018 be given second reading.”

Recommendation:

“THAT Village of Chase Aylmer Road Sanitary Sewer Lowering Parcel Tax Bylaw 846-2018 be given third reading.”

9.5 Chase and District Health Services Foundation – Long Term Residential Care

The Chase and District Health Services Foundation is requesting that Council consider providing support for the Foundation’s initiative to obtain a funding commitment for long term residential care services in Chase.

Recommendation:

“THAT the Village of Chase provides support in principle to the Chase and District Health Services Foundation to assist them in obtaining a commitment from the Interior Health Authority to fund a long term residential care facility in the Village of Chase; AND,

THAT the Mayor acts on behalf of the Village of Chase to assist the Chase and District Health Services Foundation in obtaining a financial commitment from Interior Health to build and maintain a long term residential care facility in Chase.”

- 9.6 Workplace Discrimination, Bullying and Harassment Policy Pages 44-59
Report from the CAO
- 9.7 Worker Code of Conduct Pages 60-67
Memorandum from the CAO
- 9.8 Village of Chase Public Telephone Hours
In January 2016, Council passed a resolution that established the hours of the Village office to be open to the public from 9 a.m. to 4 p.m. Staff begins their work day at 8:30 and works until 4:30.
- Public hours being ½ hour after staff begins work and ½ hour before the end of staff's work day allows time for staff to prepare for dealing with the public either in person or over the phone and allows for completion of paperwork and other tasks after processing transactions for the public.
- Mayor Berrigan is wanting a change to be made to the response to phone calls after 4 p.m.
- Council is being asked to consider this possibility, and to pass a resolution accordingly.
- 9.9 Chase Outdoor Learning School Initiative Pages 68-75
A committee of parents interested in developing an Outdoor Learning School in Chase at the Chase Primary Annex School is asking for letter of support from Village of Chase.
- 9.10 Nifty Fifty Bonspiel Page 76
An invitation from Paul Stanton, Director of the Chase Curling Club, to Mayor and members of Council to attend the Opening Ceremonies on Thursday March 25, 2018 at 11:15 a.m. An addition invitation has been extended to Mayor Berrigan to deliver a welcoming address at this ceremony.
- 9.11 Recycling Council of BC – Zero Waste Conference 2018 Page 77
An invitation from Brock Macdonald, CEO of Recycling Council of BC, to Mayor and Council to attend the Zero Waste Conference 2018 May 30 to June 1, 2018 in Whistler BC. A resolution of Council is required to have costs associated with attendance including travel paid for by the Village of Chase.
- 9.12 Working Together 8th Annual Traditional Pow-wow Pages 78-85
A letter from Lucille Martin, president of the Working Together Pow-wow Society, requesting financial support towards the annual powwow June 30, July 1,2, 2018 at the Neskonlith Powwow grounds. Village Council supported the 2015, 2016, and 2017 events \$250 respectively.
- 9.13 Music on the Lake 2018
In 2017, Council budgeted \$12,000 for the 2017 Music on the Lake Series. Those funds were tranferred to the Chase and District Festival Society who managed the entire series. The Festival Society is once again hoping to manage the 2018 music

series. The Festival Society has indicated that planning and preparations for the 2018 music series could begin now.

Council is being asked to consider approving \$12,000 in this year's budget for the 2018 Music on the Lake Series.

- 9.14 Adams Lake Indian Band – New Chief and Council Welcoming Event Page 86
A letter from Lucille Martin, president of the Working Together Pow-wow Society, requesting financial support towards the annual powwow June 30, July 1,2, 2018 at the Neskonlith Powwow grounds. Village Council supported the 2015, 2016, and 2017 events \$250 respectively.

10. OPPORTUNITY FOR PUBLIC TO SPEAK ON MUNICIPAL MATTERS

11. RELEASE OF IN CAMERA ITEMS

Resolution #2018/01/23_IC003 has been released from In Camera.”

THAT the existing irrigation water meter at the Sunshore Golf Course be replaced with a new, remote reader water meter with the cost of the meter and installation being paid for by the Village of Chase.

Resolution #2018/01/23_IC004 has been released from In Camera.”

THAT the Mayor and CAO be authorized to meet with the Honourable Clare Trevena, Minister of Transportation and Infrastructure, in Victoria, to advocate for appropriate Trans-Canada Highway improvements on behalf of the Village of Chase; AND

That costs associated with the Mayor and CAO's trip to Victoria to meet with Minister Trevena be covered as per Council's ADM-21, Expense policy.

12. IN CAMERA

Resolution:

“That Council recess to an In Camera meeting pursuant to Section 90 (1) of the Community Charter, paragraph (e), the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.”

13. ADJOURNMENT

Resolution:

“That the February 27, 2018 Village of Chase Regular Council meeting be adjourned.”



Minutes of the Regular Meeting of Council of the Village of Chase
held in the Council Chamber at the Village Office at 826 Okanagan Avenue
on Tuesday, February 13, 2018 at 4:00 p.m.

PRESENT: Mayor Rick Berrigan
Councillor Ali Maki
Councillor Steve Scott

Regrets: Councillor David Lepsoe
Councillor Nancy Egely

Also in Attendance: Joni Heinrich, Chief Administrative Officer
Sean O'Flaherty, Corporate Officer
Joanne Molnar, Chief Financial Officer
Tim Perepolkin, Manager of Public Works
Brian Lauzon, Fire Chief

Public Gallery: 17

1. CALL TO ORDER

Mayor Berrigan called the meeting to order at 4:01 p.m.

2. ADOPTION OF THE AGENDA

Moved by Councillor Scott

Seconded by Councillor Maki

"THAT the February 13, 2018 Village of Chase Regular Council agenda be adopted as presented."

CARRIED

#2018/02/13_001

3. ADOPTION OF MINUTES

Minutes of the January 23, 2018 Regular Meeting of Council

Moved by Councillor Maki

Seconded by Councillor Scott

"THAT the minutes of the January 23, 2018 Regular Meeting of Council be adopted as presented."

CARRIED

#2018/02/13_002

4. PUBLIC HEARING

None

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

Bev Iglesias of 621 3rd Avenue regarding 9.1, inquired as to the costs attributed to the VLA Road Sanitary Sewer Collection System Local Area Service.

The Corporate Officer replied that the bylaw to establish a local area service does not consider any costs but rather sets a geographical area containing properties that will benefit from a new sanitary sewer service. Total costs for the project are unknown at this time however costs to date are \$115,000.

6. DELEGATIONS

Sgt. Barry Kennedy is the new Chase RCMP Detachment commander and shared his operational focus, and what residents can expect during his term. He stated that one of his

approaches is to ensure his members are active in community events and provide a consistent presence in the community. He added that if criminals want to be 'famous' he will ensure that anyone conducting criminal activity in Chase will be found and will be made known to the public.

Guy Ramsay is the Manager of the Chase & District Police-based Victim Services and shared his organizations mandate and described the supports available to victims of crime.

Rus Berzins of 724 Hysop Road, requested a support letter from Council regarding his removal of structures off the floor of the South Thompson River. Mr. Berzins stated that he holds all the necessary permissions and authorizations from all relevant government organizations and simply needs Council's letter of support to be submitted to FrontCounter BC to expedite his project in advance of rising water levels which will hamper his efforts.

Moved by Mayor Berrigan

Seconded by Councillor Scott

"THAT the Village provide a letter to Rus Berzins of 724 Hysop Road, indicating support for his private initiative to remove obstacles and hazards from the South Thompson River in the vicinity of the Chase boat launch with the intention that the letter of support will be provided to the appropriate levels of government responsible for this type of activity."

CARRIED

#2018/02/13_003

7. REPORTS

a) Mayor and Council Reports

Mayor Berrigan

- January 27 – Attended the Chase Lions 50th Anniversary Dinner and Awards event
- January 30 – Attended the Chase & District Health Services Foundation committee meeting to discuss the Village's residential care facility needs
- February 1 – Met with the Chase & District Museum & Archives Society to discuss the monument and Village plaque
- February 3 – Attended the Chase & District Fish and Game Banquet & Awards night
- February 6 – Met with the Chase & District Health Services Foundation committee
- February 13 – Attended a Chase & District Chamber of Commerce meeting

Councillor Maki

- No Report

Councillor Scott

- No Report

b) Staff Reports

The Fire Chief reported:

- Attended four fire calls and six rescue calls during the reporting period
- 31 campfire permits have been taken out so far in 2018
- The department is benefitting from a recently improved communications system
- There are 6 newly air brake certified members bringing the total to 14
- 12 members have their 'exterior operations' certificates

- The Chief recently completed certification on N.F.P.A 1851, Advanced Cleaning and Inspection meaning personal protective gear can now be inspected in-house
- The department will receive 200 "Our Partners in Safety" books for distribution during public outreach events
- Incorporating "Share it, don't Wear it", an anti-stigma campaign focused on mental health in First Responders

Council also considered the written reports from the CAO, CO, CFO, and Manager of Public Works that were included in the agenda package.

Moved by Councillor Scott

Seconded by Councillor Maki

"THAT the reports from Council members and Staff be received for information."

CARRIED

#2018/02/13_004

8. UNFINISHED BUSINESS

8.1 Development Variance Permit Application – 343 Shuswap Avenue

Moved by Councillor Scott

Seconded by Councillor Maki

"THAT Development Variance Permit 1-2018 be approved."

CARRIED

#2018/02/13_005

9. NEW BUSINESS

9.1 VLA Road Sanitary Sewer Collection System Local Area Service

Moved by Councillor Maki

Seconded by Councillor Scott

"THAT Village of Chase VLA Road Sanitary Sewer Collection System Local Area Service Establishment Bylaw 845-2018 be given first reading."

CARRIED

#2018/02/13_006

Moved by Councillor Maki

Seconded by Councillor Scott

"THAT Village of Chase VLA Road Sanitary Sewer Collection System Local Area Service Establishment Bylaw 845-2018 be given second reading."

CARRIED

#2018/02/13_007

Moved by Councillor Maki

Seconded by Councillor Scott

"THAT Village of Chase VLA Road Sanitary Sewer Collection System Local Area Service Establishment Bylaw 845-2018 be given third reading."

CARRIED

#2018/02/13_008

9.2 Zoning Bylaw Amendment for Retail Cannabis

Moved by Councillor Scott

Seconded by Councillor Maki

"THAT Village of Chase Zoning Amendment Bylaw 847-2018 be given first reading."

CARRIED

#2018/02/13_009

Moved by Councillor Scott

Seconded by Councillor Maki

"THAT Village of Chase Zoning Amendment Bylaw 847-2018 be given second reading."

CARRIED

#2018/02/13_010

Moved by Councillor Scott
Seconded by Mayor Berrigan

"THAT Village of Chase Zoning Amendment Bylaw 847-2018 be referred to a Public Hearing."

CARRIED
#2018/02/13_011

9.3 Chase Lions Club – Grant-In-Aid Request

Moved by Councillor Scott
Seconded by Councillor Maki

"THAT the Chase Lions Club be awarded a \$250 grant-in-aid to help cover costs associated with their event celebrating 50 years of service."

CARRIED
#2018/02/13_012

9.4 Sun Valley Housing Society – Trans-Canada Highway Impacts

Moved by Mayor Berrigan
Seconded by Councillor Maki

"THAT the letter from John Froese, President of the Sun Valley Housing Society be received for information; AND,

THAT the mentioned letter be brought forward to future meetings with the Ministry of Transportation and Infrastructure regarding the Trans-Canada Highway Impacts."

CARRIED
#2018/02/13_013

9.5 BC Emergency Health Services – Community Paramedicine Initiative

Moved by Councillor Maki
Seconded by Councillor Scott

"THAT the letter from Linda Lupini, Executive Vice President, Provincial Health Services Authority and BC Emergency Health Services be received for information."

CARRIED
#2018/02/13_014

9.6 Prevention of Quagga and Zebra Mussels

Moved by Councillor Scott
Seconded by Councillor Maki

"THAT letter from the Honourable George Heyman, Minister of Environment and Climate Change Strategy regarding the prevention of Quagga and Zebra Mussels be received for information."

CARRIED
#2018/02/13_015

9.7 Monument – Chase Museum

Moved by Councillor Scott
Seconded by Councillor Maki

"THAT the wording on the plaque to be installed on the Chase Museum monument be *"Village of Chase – Together we are Stronger"*."

CARRIED
#2018/02/13_016

9.8 Letter from Chase Rotary – Lifejacket Kiosk and Town Clock

Moved by Councillor Scott
Seconded by Councillor Maki

"THAT the letter from Terri Mindel, Chase Rotary President, requesting the Village install a Rotary plaque on the Rotary Lifejacket Kiosk, and to repair the Rotary clock located in the downtown, as well as the memorandum from the CAO indicating that these items are being dealt with by Village Administration be received for information."

CARRIED
#2018/02/13_017

11. 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, paragraph (k), regarding negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.”

CARRIED

#2018/02/13_018

12. ADJOURNMENT

Moved by Councillor Maki

Seconded by Councillor Scott

“THAT the February 13, 2018 Village of Chase Regular Council meeting be adjourned.”

CARRIED

#2018/02/13_019

The meeting concluded at 6:50 p.m.

Rick Berrigan, Mayor

Sean O'Flaherty, Corporate Officer

VILLAGE OF CHASE
Bylaw No. 845-2018

A BYLAW TO ESTABLISH A LOCAL AREA SERVICE FOR THE DESIGN AND
CONSTRUCTION OF A SANITARY SEWER COLLECTION SYSTEM BENEFITING
PART OF THE MUNICIPALITY

WHEREAS the *Community Charter* provides authority for establishing a local area service;

AND WHEREAS the *Community Charter* provides for a part of the cost to be borne by property owners benefitting from a local area service and for the levy and imposition of a local service tax to be imposed on benefitting properties to recover the owners' portion of the costs;

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

1. CITATION

This bylaw may be cited for all purposes as "Village of Chase VLA Road Sanitary Sewer Collection System Local Area Service Establishment Bylaw 845-2018".

2. ESTABLISHMENT OF LOCAL AREA SERVICE

The Village hereby establishes a local area service under the provisions of Section 210 of the *Community Charter* to be known as the "VLA Road Sanitary Sewer Collection System Local Area Service".

3. DESCRIPTION OF SERVICE

The Local Service Area will benefit from the design and construction of a municipal gravity sanitary sewer collection system.

4. BOUNDARIES OF LOCAL SERVICE AREA

The VLA Road Sanitary Sewer Collection System Local Area includes all the parcels within the area shaded in red on the plan attached to and forming part of this bylaw as Schedule 'A' – VLA Road Sanitary Sewer Collection System Local Area Boundaries (the "Local Service Area").

5. METHOD OF COST RECOVERY

The cost recovery method for constructing a sanitary sewer collection system, that is the subject of the local area service established under this bylaw, shall be recovered by way of a parcel tax under Division 4 of Part 7 of the *Community Charter* imposed only within the Local Service Area based on a single amount for each parcel.

As an alternative to the preceding cost recovery method, an owner of a parcel within the Local Service Area may elect to pay their portion of the Local Area Service charge levied for their parcel in the form of a one-time cash payment.

READ A FIRST TIME THIS **13th** DAY OF **FEBRUARY, 2018**.

READ A SECOND TIME THIS **13th** DAY OF **FEBRUARY, 2018**

READ A THIRD TIME **13th** DAY OF **FEBRUARY, 2018**

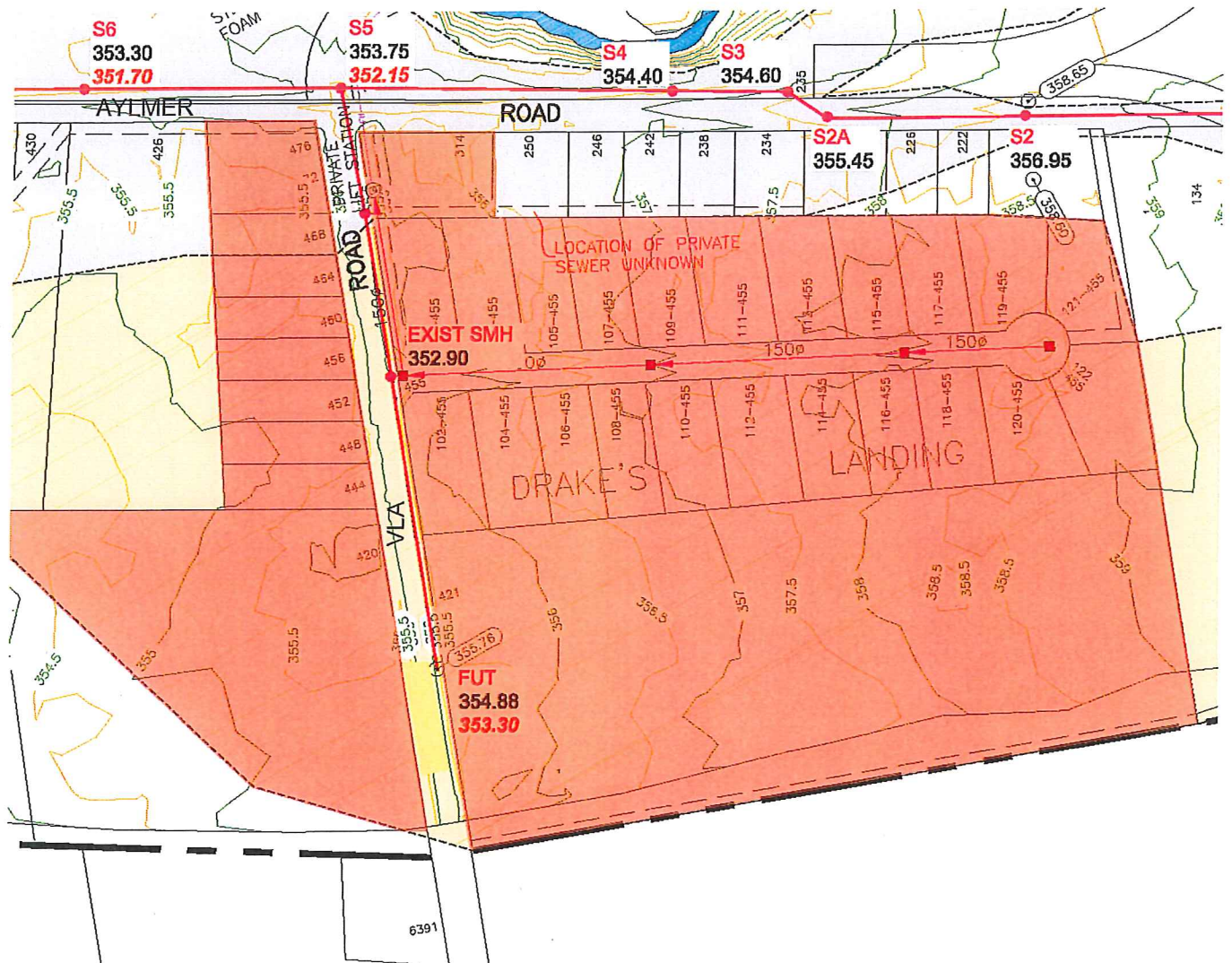
ADOPTED THIS DAY OF ,**2018**.

Rick Berrigan, Mayor

Sean O'Flaherty, Corporate Officer

SCHEDULE A

Local Service Area



Shuswap Local and Secwépemc Governments Community to Community Forum

November 23, 2017

Quaaout Lodge
Little Shuswap Lake, BC



Photo credit: Darren Robinson Photography

Meeting summary as at November 30, 2017

Prepared by:
Mike Simpson, Senior Regional Manager
Fraser Basin Council
200A – 1383 McGill Road
Kamloops, BC V2C 6K7
250 314-9660
msimpson@fraserbasin.bc.ca

Welcoming Comments, Introductions

Thirty people from Secwépemc and local governments gathered to advance the development of a communications protocol across the Shuswap region.

Mike Simpson, Senior Regional Manager, Fraser Basin Council, welcomed everyone. Chief Oliver Arnouse, Little Shuswap Lake Indian Band, acknowledged Secwépemc territory, encouraged governments to communicate more effectively, and work together. Director Larry Morgan, Area F North Shuswap, Columbia Shuswap Regional District, thanked everyone for attending and noted his encouragement at working together to identify opportunities. Introductions were made around the room (see Appendix 2).

Review of Agenda, Objectives for the Day

The agenda was reviewed (see Appendix 1) and the meeting objectives were noted as follows:

- Confirm the relationship between local and First Nations governments in the Shuswap and approach to a communications protocol
- Follow up from discussion at Together Shuswap in February 2017
- Strike an advisory committee to work with Fraser Basin Council
- Build relationships

Local Protocol Example: Chase and Neskonlith

Chief Judy Wilson and Mayor Rick Berrigan spoke about their communications protocol, which was finalized in July 2015. They noted it has been good for enabling regular communications, allowing them to stand together on issues with the provincial and federal governments. There are still gaps to address and issues to resolve, but overall both the mayor and the chief extolled the benefits of having the protocol in place.

Together Shuswap February 2017 Follow Up

A small group breakout session was held with First Nations and Local Government elected officials and staff on February 15, 2017 at the Splatins Community Centre. An excerpt from the Together Shuswap meeting summary was distributed (see Appendix 3).

It was noted in February that the communications protocols in place are working well. In addition to what was originally listed, **the following were added as working well:**

- Lumby and Splatins are joint licensees on the Monashee Community Forest
- Shuswap Trails Roundtable and the Letter of Understanding signed in 2015
- When arriving today, one person noted it felt like they were entering a room full of friends
- Mayors and Chiefs riding in convertibles together in parades
- Identifying Secwépemc culture and history more prominently (e.g., Adams River Pictographs, highway monuments, renaming infrastructure and parks)
- Lots happening even without protocols in place
- Annual canoe journey
- Building the canoe out of cottonwood

Numerous issues were identified to consider in February before developing a communications protocol. The following **issues to consider before developing the protocol were added:**

- Expectations and perspectives – what happens if expectations break down?
- Geographic area, beyond the Shuswap watershed
- Ensure there is a chain of command, who to communicate with, who to report to
- Keep the protocol simple, and build in educational initiatives after
- The ability to recognize that mistakes may be made, that participants may take the wrong step, but it is better than taking no step or staying silent
- Acknowledging that no one person knows everything, but collectively, we know a lot and can find answers together
- Acknowledging that the process of developing the protocol could be more important than the actual protocol itself
- Keep the protocol a living document; review, update, adapt

The following were some **topics to address**, with shared interest and that require communication:

- Land use decisions and development
- Environmental protection, water in particular
- Infrastructure and cost-sharing approaches
- Emergency management and response
- Healing camps, wilderness camps, local food, health
- Skills training and education

The following were topics that are an **educational opportunity** for all parties involved:

- Clarification of which order of government makes which decision on which topics
- Sharing information about how First Nations governments, municipalities and regional districts operate and make decisions, what is within jurisdiction, and their decision making authority

The considerations of **how to develop a Shuswap-wide (Splantsin to Skatsin) communications protocol** identified in February were affirmed. Key points as follows:

- Build on what's working well in existing protocols
- Go slow, put in the political and emotional investment; but not too slow
- Consider capacity of First Nations to meaningfully participate
- Don't "layer over" existing protocols – consider a structure that is broad, general and enabling, and that references existing ones at smaller geographic/local scales, and agrees to develop smaller, local protocols where none exist

Talking Circle

After lunch, participants engaged in a talking circle to answer two questions. It was confirmed that this approach is appropriate, to build on what was previously said rather than repeating the same point, and that you can pass on providing input and participate later, if desired.

Imagine it is five years from now, what does success look like?

- We're beyond the talk, and seeing concrete results and outcomes from working together
- There are no surprises from each other
- Greater transparency, no one is left out, everyone is informed of what's happening
- There's no need for a facilitator to bring Secwépemc and local governments together
- There's a sufficient and comfortable relationship to talk and work together
- Integration of our communities; working together on various initiatives

- Unity
- There's no need for a press release on joint projects – it's just normal, a "no-brainer"
- There's less bureaucracy and protocol to rename a structure or location; it's easier
- No further need to call this a protocol – it's just common-sense
- Things currently being taught by elders are incorporated and being practiced
- There is communication not just a political level, but at the staff level too
- More frequent acknowledgement of Secwépemc'ulecw (Secwépemc territory)
- Secwépemc names are given back at every event that is held
- A unified voice for communicating with the provincial and federal governments
- Capitalizes on structures we already have in place (e.g., Union of BC Municipalities, Union of BC Indian Chiefs)
- Increased staff capacity within Secwépemc communities

What are the elements to include in the communications protocol?

- | | |
|--|---|
| <ul style="list-style-type: none"> ▪ Respect ▪ Communication ▪ Empowerment ▪ Trust ▪ Sustainability/continuity of the protocol –ensure it doesn't end with election cycles ▪ Culture – how do we understand each other ▪ Openness ▪ Unconditional ▪ Clarity of the meaning of the protocol – utilize plain language | <ul style="list-style-type: none"> ▪ Recognize United Nations Declaration on Rights of Indigenous Peoples (UNDRIP) ▪ Caution citing things such as UNDRIP, if we don't know what it means yet ▪ Education opportunities ▪ Meeting frequency and timeframes ▪ Ability to identify practical matters of shared interest to work together on ▪ Strategic alliances ▪ Geography of the protocol ▪ Communication about the protocol to community members |
|--|---|

Next Steps and closing comments

It was agreed that all governments present and invited today would continue to be engaged about the next forum; they can choose whether to participate or not, following discussions at their board or council tables. The following is a list of next steps:

Task	Responsibility	Timing
Meeting summary from today	Mike Simpson	By November 30
Share contact information with all participants	Robyn Cyr	By November 30
Confirm from Sexqéltkemc te Secwépemc (STS Lakes Division) meeting the following: <ul style="list-style-type: none"> ▪ Geographic extent of this protocol (Shuswap watershed, or the larger Secwépemc'ulecw territory) ▪ Whether Shuswap Band (based in Invermere) desires to be included ▪ Which level to engage with on developing this protocol – individual bands, STS Lakes Division, or Shuswap Nation Tribal Council 	Arthur Anthony	After 5 bands meeting Nov 29-30
Connect with Thompson-Nicola Regional District, whether they want to be involved	Nancy Egely, David Lepsoe	By December 22

Task	Responsibility	Timing
Identify who could participate in an Advisory Committee to help shape the next agenda, and work with Mike Simpson on a draft protocol	Individual governments	By December 22
Convene the Advisory Committee of 2-3 Secwépemc representatives and 2-3 local government representatives	Mike Simpson	January at earliest, but before C2C Forum #2
C2C Forum #2 (review draft protocol) ▪ Give a Secwépemc name back?	Mike Simpson to organize	Before March 31
Community input ▪ Presentation at gatherings? ▪ Other formats?	Individual governments to decide best approach Mike Simpson could present	April through August
C2C Forum #3 (sign the protocol)	Mike Simpson to organize	September 2018
Proposed completion date for the communications protocol	All parties	September 30, 2018

Evaluation

When asked about what was accomplished today, the following were the responses:

- Enlightened
- "it's about time"
- Deep gratitude
- Pumped
- Excited for the opportunity
- Thankful
- Positive direction
- Great input
- Happy to see people come together
- Intrigued
- Looking forward to practical, efficient outcomes
- Good start
- Looking forward to shared decision making
- Good relationship building
- Feels like we're moving forward together

Meeting adjourned at 2:55PM.

Appendix 1 – Agenda

Shuswap Local and First Nations Governments Community to Community Forum 9:30AM-3:30PM, Thursday November 23, 2017 Quaaout Lodge, Little Shuswap Lake

Meeting Objectives

- Confirm relationship between local and First Nations governments in the Shuswap and approach to a communications protocol
- Follow up from discussion at Together Shuswap in February 2017
- Strike an advisory committee to work with Fraser Basin Council
- Build relationships

Time	Topic	Who or Format
9:30	Doors open, coffee available, networking	Informal
10:00	Welcome, introductions <ul style="list-style-type: none"> ▪ Elected officials welcome ▪ Introductions around room 	Chief Oliver Arnouse, LSLIB; Rhona Martin and/or Larry Morgan
10:20	Review agenda, objectives for the day, timeline for communications protocol development	Mike Simpson, Fraser Basin Council
10:30	Local example <ul style="list-style-type: none"> ▪ Chase and Neskonlith 	Mayor Rick Berrigan Chief Judy Wilson
11:15	Together Shuswap February 2017 - small group session on communication protocols <ul style="list-style-type: none"> ▪ Recapping the direction provided ▪ Key issue to draw from local example – <i>don't layer over existing protocols; structure that is broad, enabling, references local protocols where they exist, agrees to develop them where they don't exist</i> 	Large group discussion
12:00	Lunch (provided)	-
1:00	Hear from everyone on a few key questions about development of a Shuswap-wide communications protocol: <ul style="list-style-type: none"> ▪ What does success look like? 5 years from now? ▪ What are the most important elements to include? 	Talking circle
2:45	Coffee break	
3:00	Next steps, future meetings <ul style="list-style-type: none"> ▪ Key questions from February – who's in? Geography? Which level of FN to engage with? ▪ Advisory Committee ▪ Future meetings – spring 2018, late summer 2018 ▪ Community input? Approval by councils, boards? ▪ Aim to finalize communications protocol by Sept 30, 2018 	Large group discussion
3:30	Adjourn	

Appendix 2 – List of Participants

The following were present for at least a portion of the day.

Name	Organization	Position	Email
Arthur Anthony	Neskonlith	Councillor	arthuranthony@neskonlith.net
Brian Schreiner	City of Enderby	Councillor	benhogan@telus.net
Carmen Massey	REACH Marketing/Shuswap Tourism	Contractor to CSRD	ctmassey@hotmail.com
Charles Hamilton	Columbia Shuswap Regional District	CAO	chamilton@csrd.bc.ca
Cora Anthony	Neskonlith	Tmicw Assistant	tmicwassistant@neskonlith.net
Dalla Powder	Neskonlith	Communications Officer	communications@neskonlith.net
David Lepsoe	Village of Chase	Councillor	david.lepsoe@chasebc.ca
David Sewell	Regional District of North Okanagan	CAO	david.sewell@rdno.ca
Don Paterson	Adams River Salmon Society	Director	dreen@telus.net
Doug Brown	Little Shuswap Lake Indian Band	Administrator	dbrown@slib.com
Duane Manuel	Neskonlith	Councillor	duanemanuel@neskonlith.net
Fay Ginther	Neskonlith	Councillor	fayginther@neskonlith.net
Greg Witzky	Adams Lake Indian Band	Councillor	gwitzky@alib.ca
Judy Wilson	Neskonlith	Chief	JudyWilson@neskonlith.net
Julie Pilon	Village of Lumby	Councillor	pilonj.director@gmail.com
Kyle Dearing	Kyle Dearing	Contractor to CSRD	kyle@kyledearing.com
Larry Morgan	Columbia Shuswap Regional District	Director Area 'F'	lmorgan@csrd.bc.ca
Lori Mindnich	Village of Lumby	Councillor	lorideann2@gmail.com
Louis Thomas	Neskonlith	Councillor	louisthomas@neskonlith.net
Louise Wallace Richmond	City of Salmon Arm	Councillor	lwallerichmond@salmonarm.ca
Mike Simpson	Fraser Basin Council	Facilitator, recorder	msimpson@fraserbasin.bc.ca
Minnie Kenoras	Neskonlith	Elder	
Nancy Egely	Village of Chase	Councillor	nancy24@telus.net
Nick Hodge	Village of Lumby	Councillor	nick-lumby@mofp.ca
Oliver Arnouse	Little Shuswap Lake Indian Band	Chief	oarnouse@slib.com
Paul Demenok	Columbia Shuswap Regional District	Director Area 'C'	pdemenok@csrd.bc.ca
Rene Talbot	Columbia Shuswap Regional District	Director Area 'D'	rtalbot@csrd.bc.ca
Rick Berrigan	Village of Chase	Mayor	berrigan@telus.net
Robyn Cyr	Columbia Shuswap Regional District	Manager	rcyr@csrd.bc.ca
Wayne Christian	Splatsin	Chief	kukpi7_christian@splatsin.ca

Appendix 3 – Excerpt from Breakout Session at Together Shuswap, February 15, 2017 (see full summary at www.togethershushwap.com)

Key outcome of the session: agreement to explore the development of a communications protocol that covers CSRD to Chase.

Communications protocols were described as a document that may be high-level, or very detailed, that outlines how different governments communicate with each other. They outline the “...nuts and bolts of how to do business together...”

There are a number of communications protocols in place in the Shuswap. Here are some ways they were described as working well:

- Built relationships between governments and elected individuals
- Opened up communications between local and First Nations governments, in multiple formats (e.g., sometimes formal joint councils; sometimes informal)
- Enabled a united voice to be presented to other orders of government (i.e., at UBCM conference)
- Addresses issues of mutual interest
- Clarifies how to do business together, both generally and on some specific projects
- Encourages collaboration on funding sources
- Enables long-range planning; adopting a seven generations perspective from First Nations
- Some specific outcomes: procurement policies changed; CP Rail Trail memorandum of understanding; infrastructure projects; economic development; Fortune Park

The following were some issues to consider before developing communications protocols:

- Protocols can build the relationship if it doesn't already exist; if there is a good relationship, perhaps a protocol isn't needed
- Asymmetric needs between the orders of government (e.g., it could be that one government needs the protocol much more than the other)
- Communications protocols can enable continuity between councils/boards as a result of changes to elected officials, and different cycles of local and First Nations government
- Consider which “level” of First Nations government to engage: the band/community; the Sexqéltkmc te Secwépemc Lakes Division; the Shuswap Nation Tribal Council
- Communications protocols can provide for more regular, more frequent communication than sporadic Community to Community Forum events
- Education takes time
- Protocols should enable clarification of roles, jurisdictions and responsibilities of the different partners
- Protocols should clarify expectations and perspectives

In conclusion, there was agreement to further explore the development of a communications protocol that covers CSRD to Chase, with the following considerations:

- Build on what's working well in existing protocols
- Go slow, put in the political and emotional investment; but not too slow
- Consider capacity of First Nations to meaningfully participate
- Consider geographic scope – cover entire Secwépemc territory, or just CSRD and Chase? RDNO felt they need to deal with their own issues first
- Don't “layer over” existing protocols – consider a structure that is broad, general and enabling, and that references existing ones at smaller geographic/local scales, and agrees to develop smaller, local protocols where none exist
- Specific topic to address – First Nations referrals on land use from local government
- CSRD to host next C2C forum

The Columbia Shuswap Regional District will discuss at their next board meeting to determine how they could support the development of this protocol.



VILLAGE OF CHASE

Memorandum

Date: February 22, 2018
To: Mayor and Council
From: CAO and Manager of Public Works
RE: Chase Lions Splash Pad – Memorial Park

The Chase Lions are very close to achieving the goal of entirely funding the construction of a Splash Pad in Memorial Park.

Once the Splash Pad is fully constructed, it will require annual start-up commissioning, annual winterizing, cleaning and inspection and minor repairs/system programming in order to operate. In addition, water is needed to run through the splash park and the facility will need to be insured.

Attached is an annual operating cost budget estimate prepared by the Manager of Public Works. This does not include costs associated with water overflow into the sewer system, or facility insurance costs.

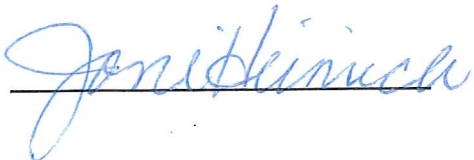
Council has informally discussed taking on long-term ownership and operational costs associated with the Splash Pad. A formal resolution of Council is required to ensure the ownership, maintenance, repairs, water and appropriate insurance is in place for the life of the Splash Pad.

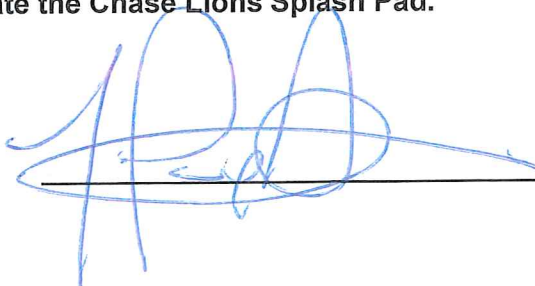
RECOMMENDATION

That Council resolves that the Village of Chase takes ownership of the completed Chase Lions Splash Pad; AND

That the Village of Chase becomes responsible for all costs of the operation of the Chase Lions Splash Pad once construction is fully complete which will include water usage and costs, startup, winterizing, repairs, maintenance, cleaning, programming and any other requirement necessary to safely operate the Chase Lions Splash Pad.

Respectfully submitted,





**PRELIMINARY BUDGET ESTIMATE FOR:
CHASE LIONS SPLASH PAD - Annual Operating & Maintenance Costs**

SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES
(*Denotes Nominal Quantity)

ITEM No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
1.0	Water Consumption				
1.1	Estimated consumption	m3	3,000 *	0.50	\$ 1,500.00
1.2	Meter Base Rate Charge (Bylaw 820-2016) 2" meter	LS	LS	1,341.40	1,341.40
2.0	Operations & Maintenance				
2.1	Annual Startup Commissioning	LS	LS	750.00	750.00
2.2	Annual Winterizing includes antifreeze-blowout	LS	LS	750.00	750.00
2.3	Cleaning and inspection (allowance)	LS	LS	750.00	750.00
2.4	Minor repairs/system programing (allowance)	LS	LS	750.00	\$ 750.00
	<u>SUMMARY</u>				
1.0	Water Consumption				\$ 2,841.40
2.0	Operations & Maintenance				\$ 3,000.00
	TOTAL				\$ 5,841.40

- 1) Estimate does not include any costs associated with disposal to sewerage system, design is to ground infiltration with overflow to sewer.
- 2) Estimate does not include any time or materials for vandalism repairs or maintenance.
- 3) Water consumption is estimated, actual will be based on metered use.

VILLAGE OF CHASE
Bylaw No. 848-2018

ELECTION BYLAW

A Bylaw to provide for the determination of various procedures for the conduct of local
government elections and other voting requirements

WHEREAS under the *Local Government Act*, Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and other voting;

AND WHEREAS Council wishes to establish voting procedures and requirements under that authority;

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

1. **CITATION**

This Bylaw may be cited for all purposes as “Village of Chase Election Bylaw No. 848-2018.”

2. **REPEAL**

Village of Chase Local Government Election Bylaw No. 797-2014 is hereby repealed in its entirety.

3. **DEFINITIONS**

In this Bylaw the following terms have the following meanings:

“Acceptable mark” means a completed arrow which the **vote counting unit** is able to identify, which has been made by an elector in the space provided on the **ballot** opposite the name of any candidate or opposite either ‘yes’ or ‘no’ on any other voting question.

“Automated vote counting system” means a system that counts and records votes and processes and stores election or any voting results which comprises:

- (a) a number of **ballot scan vote counting units**, each of which rests on a two-compartment **ballot** box, one compartment of which is for:
 - (i) voted ballots; and
 - (ii) returned ballots which have been reinserted using the ballot override procedure;

and the other compartment is for the temporary storage of voted ballots during such time as the **vote counting unit** is not functioning; and

- (b) a number of **ballot storage compartments** into which voted **ballots** are deposited where a **vote counting unit** is not functioning or being used which will therefore be counted after the close of voting on general voting day.

“Ballot” means a single ballot card designed for use in an **automated vote counting system**, which shows:

- (a) the names of all of the candidates for each of the offices to be filled; and
- (b) all of the choices on all of the bylaws or other matters on which the opinion or assent of the electors is sought.

“Ballot return override procedure” means the use, by an election official, of a device on a **vote counting unit**, which causes the unit to accept a **returned ballot**.

“Election headquarters” means the Village of Chase municipal office located at 826 Okanagan Avenue, Chase, BC.

“Memory pack” means a computer software cartridge which is inserted into the **vote counting unit** and into which is pre-programmed the names of all the candidates for each of the offices to be filled, and the alternatives of “yes” or “no” for each question on the **ballot**, and which records and retains information on the number of acceptable marks made for each.

“Storage ballot compartment” means a ballot box, for use in the election, where a **vote counting unit** is not being used at the time of voting.

“Results tape” means the printed record generated from a **vote counting unit** at the close of voting on general voting day, which shows the number of votes for each candidate for each of the offices to be filled, and the number of votes for and against each bylaw or other matter on which the opinion or assent of the electors is sought.

“Returned ballot” means a voted **ballot** which was inserted into the **vote counting unit**, but which was not accepted and which was returned to the elector with an explanation of the **ballot** marking error which caused the **ballot** not to be accepted.

“Secrecy sleeve” means an open-ended folder or envelope used to cover **ballots** to conceal the choices made by each elector.

“Vote counting unit” means the device into which voted **ballots** are inserted and which scans each **ballot** and records the number of votes for each candidate and for and against each question on which the opinion or assent of the electors is sought.

4. VOTING DAY REGISTRATION ONLY

For the purposes of all elections and assent voting under Parts 3 and 4 of the *Local Government Act*, a person may register as an elector only at the time of voting.

5. ADVANCE VOTING OPPORTUNITIES

In accordance with Section 107(2) of the *Local Government Act*, a second advance voting opportunity will not be held.

6. MAIL BALLOT VOTING

- (a) As authorized in the *Local Government Act*, voting [and registration] may be done by mail for those electors who meet the criteria in paragraph (b).
- (b) The following electors are permitted to vote by mail ballot [and to register to vote by mail]:
 - (i) those persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity;
 - (ii) persons who expect to be absent from the Village of Chase on general voting day and at the time of the advance voting opportunity;
- (c) The following procedures for voting and registration must apply:
 - (i) Sufficient record will be kept by the Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of the *Local Government Act*;
 - (ii) a person exercising the right to vote by mail may be challenged in accordance with, and on the grounds specified in the *Local Government Act*, until 4:30 pm two days before general voting day.
- (d) The time limits in relation to voting by mail ballot will be determined by the Chief Election Officer.
- (e) As provided in the *Local Government Act*, a mail ballot must be received by the Chief Election Officer before the close of voting on general voting day in order to be counted for an election.

7. ORDER OF NAMES ON BALLOT

- (a) The order of names of candidates on the ballot will be determined by alphabetical order of the candidate's last name.

8. USE OF VOTING MACHINES

Council hereby provides for the use of an **automated vote counting system** for the conduct of elections and other voting on bylaws or other matters on which the opinion or assent of the electors is sought.

9. AUTOMATED VOTING PROCEDURES

- (a) The presiding election official for each voting place shall offer, and if requested, ensure that a demonstration of how to vote using a **vote counting** unit is provided to an elector, as soon as such elector enters the voting place and before a **ballot** is issued.
- (b) Upon completion of the voting demonstration, if any, the elector shall proceed as instructed, to the election official responsible for issuing **ballots**, who, upon fulfilment of the requirements of the *Local Government Act*, shall then provide a **ballot** to the elector, a **secrecy sleeve** if requested by the elector, the ballot marking instrument, and any further instructions the elector requests.
- (c) Upon receiving a **ballot** the elector shall immediately proceed to a voting compartment to vote.
- (d) The elector may vote only by making an **acceptable mark** on the **ballot**:
 - (i) beside the name of each candidate of choice, up to the maximum number of candidates to be elected for each of the offices to be filled; and
 - (ii) beside either 'yes' or 'no' in the case of each bylaw or other matter on which the assent or opinion of the electors is sought.
- (e) Once the elector has finished marking the **ballot**, the elector must either place the **ballot** into the **secrecy sleeve**, if one has been requested, or turn the ballot upside down and proceed to the **vote counting unit**, and under the supervision of the election official in attendance, insert the **ballot** directly from the **secrecy sleeve**, if applicable, into the **vote counting unit** without the **acceptable marks** on the **ballot** being exposed.
- (f) If, before inserting the **ballot** into the **vote counting unit**, an elector determines that a mistake has been made when marking the **ballot**, or if the **ballot** is returned by the **vote counting unit**, the elector may return to the voting compartment to correct the ballot or request a replacement **ballot** by informing the election official in attendance.
- (g) Upon being informed of the replacement **ballot** request, the presiding election official shall issue a replacement **ballot** to the elector and mark the **returned ballot** "spoiled" and shall retain all such spoiled **ballots** separately from all other **ballots**, and they shall not be counted.

- (h) If the elector declines the opportunity to obtain a replacement **ballot** and has not damaged the **ballot** to the extent that it cannot be reinserted into the **vote counting unit**, the election official shall, using the **ballot return override procedure**, reinsert the **returned ballot** into the **vote counting unit** to count any **acceptable marks** which have been made correctly.
- (i) Any **ballot** counted by the **vote counting unit** is valid and any acceptable marks contained on such **ballots** will be counted, subject to any determination made under a judicial recount.
- (j) Once the **ballot** has been inserted into the **vote counting unit** and the unit indicates that the **ballot** has been accepted, the elector must immediately leave the voting place.
- (k) During any period that a **vote counting unit** is not functioning, the election official supervising the unit shall insert all **ballots** delivered by the electors during this time, into the **ballot storage compartment**, on the understanding that if the **vote counting unit**:

- (i) becomes operational, or
- (ii) is replaced with another **vote counting unit**,

the **ballots** in the **ballot storage compartment** shall, as soon as reasonably possible, be removed by an election official and, under the supervision of the presiding election official, shall be inserted into the **vote counting unit** to be counted.

- (l) Any **ballots** which were temporarily stored in the **ballot storage compartment** during a period when the **vote counting unit** was not functioning, which are returned by the **vote counting unit** when being counted shall, through the use of the **ballot return override procedure** and under the supervision of the presiding election official, be reinserted into the **vote counting unit** to ensure that any **acceptable marks** are counted.

10. ADVANCE VOTING OPPORTUNITY PROCEDURES

Vote counting units shall be used at the advance voting opportunity and voting procedures at the advance voting opportunities shall follow, as closely as possible, those described in Section 9 of this Bylaw.

- (a) At the close of voting at the advance voting opportunity, the presiding election official in each case shall ensure that:
 - (i) no additional **ballots** are inserted in the **vote counting unit**;

- (ii) the **ballot storage compartment** is locked to prevent insertion of any **ballots**;
 - (iii) the **results tapes** in the **vote counting unit** are not generated; and
 - (iv) the **memory pack** of the **vote counting unit** is secured.
- (b) At the close of voting at the advance voting opportunity, the presiding election official shall:
 - (i) ensure that any remaining **ballots** in the **ballot storage compartment** are inserted into the **vote counting unit**;
 - (ii) secure the **vote counting unit** so that no more **ballots** can be inserted; and
 - (iii) deliver the **vote counting unit** together with the **memory pack** and all other materials used in the election to the chief election officer at **election headquarters**.

11. PROCEDURES AFTER CLOSE OF VOTING ON GENERAL VOTING DAY

- (a) After the close of voting on general voting day, each presiding election official, shall undertake all of the following, generally in the order stipulated:
 - (i) ensure that any remaining **ballots** in the **ballot storage compartment** are inserted into the **vote counting unit**;
 - (ii) secure the **vote counting unit** so that no more **ballots** can be inserted;
 - (iii) generate three copies of the **results tape** from the **vote counting unit**;
 - (iv) account for the unused, spoiled and voted **ballots** and place them, packaged and sealed separately, together with the **memory pack** from the **vote counting unit** and one copy of the **results tape**, into the ballots and results box;
 - (v) complete the ballot account and place the duplicate copy in the ballots and results box;
 - (vi) seal the ballots and results box;
 - (vii) place the voting books, the original copy of the ballot account, one copy of the **results tape**, completed registration cards, keys and all completed forms into the election materials box.
- (b) At the close of voting on general voting day, the chief election officer shall direct the presiding election official for the advance voting opportunity and any special voting opportunities where **vote counting units** were used, to proceed in accordance with Section 11 (a) of this Bylaw.
- (c) All portable ballot boxes used in the election will be opened, under the direction of the chief election officer, at the close of voting on general voting day and all ballots shall be removed and inserted into a **vote counting unit** to be counted, after which the provision of Sections 11 (a) so far as applicable, shall apply.

- (d) Upon the fulfilment of the provisions of Section 11 (a) to 11 (d) inclusive, the chief election officer shall, to obtain the election results, direct an election official to place the results in a spreadsheet, which may be used for display on the front entrance to the Village office, indicating the total results.

12. RECOUNT PROCEDURE

- (a) If a recount is requested by a candidate after the preliminary election results are announced, it shall be conducted under the direction of the chief election officer using the **automated vote counting system** and generally in accordance with the following procedure:
 - (i) the **memory packs** of all **vote counting units** will be cleared;
 - (ii) a **vote counting unit** will be designated for each voting place;
 - (iii) all voted **ballots** will be removed from the sealed election materials boxes, except spoiled ballots, and reinserted in the appropriate **vote counting unit** under the supervision of the chief election officer;
 - (iv) any **ballots** returned by the **vote counting unit** during the recount process shall, through the use of the **ballot return override procedure**, be reinserted in the **vote counting unit** to ensure that any **acceptable marks** are counted; and
 - (v) to obtain election results, the chief or deputy chief election officer shall place the results of each voting place on spreadsheets so as to tally the total election results.

13. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

- (a) In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with the *Local Government Act*.

14. GENERAL

- (a) Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.

- (b) If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

READ A FIRST TIME THIS __ DAY OF __, 2018

READ A SECOND TIME THIS __ DAY OF __, 2018

READ A THIRD TIME THIS __ DAY OF __, 2018

ADOPTED THIS __ DAY OF __, 2018

Mayor R. Berrigan

Sean O'Flaherty, Corporate Officer



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: CFO
DATE: February 20, 2018
RE: 2018 Asset Management Grant Funding

ISSUE/PURPOSE

To seek Council support for an application to UBCM for the 2018 Asset Management Planning Program and seek the endorsement of the TRUE Consulting proposal to provide the engineering services to complete the works.

OPTIONS

1. Support and endorse the project and commit a Village funding contribution up to a maximum of \$15,000 for the project.
2. Do not proceed with proposal

HISTORY/BACKGROUND

In 2014 the Province of BC introduced a funding opportunity through UBCM to encourage municipalities to develop asset management policies and procedures. The intent of the program is to assist local governments in delivering sustainable services by extending and deepening asset management practices within their organizations. The Village of Chase has not applied for this funding in the past.

Staff has approached TRUE Consulting to provide a proposal to assist the Village of Chase in pursuing the development of asset management policies and strategies in 2018.

DISCUSSION

Asset management is defined as an integrated process bringing together planning, finance, engineering and operations to effectively manage existing and new infrastructure to maximize benefits, reduce risks and provide satisfactory levels of service to the community in a socially, environmentally and economically sustainable manner. Basically, asset management is a system that manages the entire lifecycle of infrastructure to ensure funding is put aside for eventual replacement.

Asset management planning and implementation has become necessary for municipalities to be eligible for provincial and federal funding. The funding has been ongoing to ensure municipalities have had the opportunity to meet their asset management commitments under the Gas Tax Fund.

TRUE Consulting has supplied asset management engineering services to many communities within the TNRD area with a high level of success.

FINANCIAL IMPLICATIONS

The total 2018 UBCM Asset Management Planning Program proposal provided by TRUE Consulting Ltd. is \$30,000. The 2018 Asset Management Planning Program provides up to 50% of the total project costs to a grant maximum of \$15,000. The remaining 50% (\$15,000) is required to be funded through Village contributions. Applicants can use Community Works Funds (Gas Tax) to meet the community contribution requirement for the project funding.

POLICY IMPLICATIONS

All federal and provincial grant funding now has an asset management component. To be eligible for funding municipalities must submit a summary of the current state of asset management practices within the organization and a summary of activities that improve asset management practices within the organization.

RECOMMENDATION

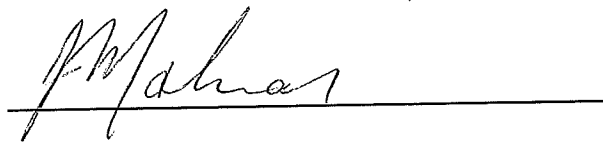
“That Council approves the preparation and submission of a funding application for the 2018 Asset Management Planning Program and once approved, endorses implementation in 2018; and

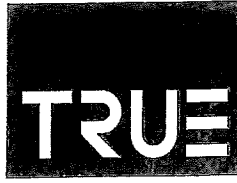
That Council supports the proposed activities and willingness to provide overall grant management for the 2018 Asset Management Planning Program Fund application; and

That Council approves the 2018 Asset Management Planning Program proposal provided by TRUE Consulting for \$30,000, conditional on the approval of UBCM Asset Management grant funding of \$15,000.”

Respectfully submitted,

Joanne Molnar, CFO

A handwritten signature in dark ink, appearing to read 'J. Molnar', is written over a horizontal line.



February 6, 2018

Proposal

Village of Chase
PO Box 440
Chase, BC
V0E 1M0

Attn: Joanne Molnar

Dear Ms. Molnar:

RE: *Proposal for Engineering Services for the 2018 UBCM AMPP*

The intent of this letter is to provide the Village of Chase with a proposal for engineering services to apply for and complete works under the 2018 UBCM Asset Management Planning Program (AMPP). The proposed works are as follows:

- Application to the 2018 UBCM AMPP (no cost to the Village of Chase)
- Upon award of grant funding, Planning and Assessment of the current assets contained within the Village of Chase. This stage will include the following steps:
 - Kick-off Meeting and Presentation
 - Review of Existing Village of Chase Data
 - Roundtable Assessment Planning Meeting
- Preparation of deliverables including Asset Management Policy and Asset Management Strategy followed by a Review Meeting
- Development of Asset Data Frameworks for Village assets including Water, Sanitary, Storm, and Transportation
- Assessment of Consequence of Failure for:
 - Water Distribution System
 - Sanitary Sewer Collection System
- Asset Management Plan

This proposal is structured as follows:

Section 1.0	Introduction
Section 2.0	Project Team
Section 3.0	Consultant's Work Program
Section 4.0	Consulting Costs – Fees and Disbursements

.../2

Section 1.0 Introduction

Asset Management will allow the Village of Chase to understand, evaluate, and plan for current and future needs of all their assets. The activities involved in a successful Asset Management program will provide the tools and data necessary to develop educated plans regarding operation, upkeep, replacement, and financing of the Village's assets.

The overall goal of the 2018 Asset Management Planning Program is to develop an Asset Management Plan (AMP). An AMP is a governing document, or set of documents, that assists in directing the goals and intentions of the Village's Asset Management practices and delegates how the Village of Chase will meet those goals.

TRUE Consulting intends to provide support to the Village of Chase in successfully accomplishing the 2018 Asset Management Planning Program. This year's program will focus on four main activities – Planning and Assessment, Preparation of Deliverables, Development of Infrastructure Frameworks, and Completing Infrastructure Risk Assessments. These activities are broken down in further detail as shown on Page 1 of this letter, and explained in Section 3.0.

Asset Management is an ongoing process that provides increasingly accurate data for the Village to assess, analyze, and ultimately enhance its assets. The resulting Asset Management Plan will be continually refined and consequently produce stronger community systems on an ongoing basis.

Section 2.0 Project Team

It is proposed to utilize Mr. Dave Underwood, P. Eng., as Project Manager as well as Mr. Daniel Grant, P. Eng., and Ms. Ariana Paulson, EIT, as Project Engineers to undertake all project management and engineering work involved in the scope of work.

The following list of project personnel to be involved in the project, including their position and charge-out rate, has been used in the preparation of the project fee budget.

Project Manager	PM	D. Underwood, P. Eng.	\$130/hr
Project Engineer	PE	D. Grant, P. Eng.	\$100/hr
Project Engineer	PE	A. Paulson, EIT	\$90/hr
Drafting	D		\$85/hr
Administrator	A		\$65/hr

Section 3.0 Consultant's Work Program

TRUE proposes four phases for the 2018 AMPP work program. As previously mentioned, these four phases are as follows:

1. Planning and Assessment

1.1 Presentation and Kick-off Meeting: TRUE will host a Presentation and Kick-off Meeting with the stakeholders of the Village of Chase. These stakeholders are to include those

.../3

who operate, maintain, or plan for the Village of Chase's assets. TRUE's presentation will introduce and develop a unified concept of what Asset Management is and how it will benefit the Village of Chase.

The kick-off meeting will immediately follow TRUE's presentation and provide stakeholders with an opportunity to discuss what information currently exists and what additional information or means of data gathering they may have to assist in developing and applying successful Asset Management practices. The goal of this meeting is to establish a baseline of information and learn the Village of Chase's goals and intentions for implementing Asset Management practices. The kick-off meeting will conclude with an action list for each stakeholder to identify the status of existing system asset information and providing this information (records, lists, drawings, etc.) to TRUE for further assessment and analysis.

1.2 *Review of Existing Client Data:* Upon receipt of all existing asset data from the Village of Chase, TRUE will proceed with a detailed review and assessment. The goal of this assessment is to determine the 'gaps' that may exist within the data and produce a work plan outlining what tasks are required to complete the Village of Chase's asset information. This work plan will become an integral part of the overall Asset Management deliverables.

1.3 *Roundtable Assessment Planning Meeting:* TRUE will facilitate a second meeting with the same stakeholders who were present at the first meeting. The objective of this meeting is to outline the goals of each stakeholder and determine the capacity available within the Village of Chase to complete the work plan defined in TRUE's data analysis phase (section 1.2). The outcome of this meeting(s) will be an updated list of tasks and/or responsibilities for the stakeholders to collect the missing information and later maintain and update it to ensure the overall Asset Management Plan is being followed. The actual collection of this asset information is outside of the eligible scope of the 2018 UBCM Asset Management Planning Program.

2. Preparation of Deliverables

2.1 / 2.2 *Asset Management Policy and Strategy:* These two document submittals create the foundation for the overall Asset Management Plan. As defined in *Asset Management for Sustainable Service Delivery – A BC Framework*, Policy is "a document that broadly outlines the principals and mandated requirements for undertaking asset management across an organization in a systematic and coordinated way, consistent with the organization's goals" whereas Strategy is "the high-level approach to asset management, including plans and objectives for managing assets".

TRUE will work with the Village of Chase stakeholders to complete both an Asset Management Policy and Strategy that are in alignment with the Villages goals and objectives for the community. The development of Strategy and Policy will occur in congruence with the Roundtable Assessment Planning as outlined previously.

.../4

2.2 Review Meeting: Upon completion of the draft Asset Management Policy and draft Asset Management Strategy deliverables, TRUE will facilitate a meeting for the Village of Chase to provide comment. Once discussions have been completed and the Village of Chase feels the provided deliverables accurately represent the goals and objectives of their community, TRUE will finalize these documents. These will become an integral component of the overall Asset Management Plan.

3. Develop Infrastructure Frameworks

3.1 – 3.4 Develop Water, Sewer, Storm, and Transportation Frameworks: As mentioned previously, the actual collection of asset information is outside the scope of the 2018 UBCM Asset Management Planning Program. An alternative is to develop a framework for each of the systems around the asset information. These frameworks will provide direction to the Village of Chase as to what information needs to be collected and maintained, how those tasks of collection and maintenance are to be completed, where the information should be stored, and who is responsible for managing the information. During this process, TRUE will work with the Village staff to identify any required details to be addressed by the frameworks.

The result of this stage will be ongoing, long-term documents that will evolve with the Village's everchanging need for information. For the current scope of work, the proposed frameworks will focus on the storage and maintenance of existing data, and collection, storage, and maintenance of missing information such as condition assessment, replacement costs, risk assessments, and linkages between mapping and tabulated information.

3.5 Review Meeting: TRUE will facilitate a meeting to review the scope of work completed within this stage of the AMPP and provide the Village of Chase with the Framework status of their system assets.

4. Complete Infrastructure Risk Assessments

4.1/4.2 Water and Sanitary Risk Assessment: The data that was compiled in the previous stages of the AMPP will be used to conduct both a Water Risk Assessment and a Sanitary Risk Assessment. This analysis is comprised of two main components – Consequence of Failure, and Chance of Failure.

TRUE proposes to complete this analysis based primarily on the physical layout of the water and sanitary systems. TRUE will assign a level of consequence of failure to each asset within the given network. This level of consequence will correspond with the overall impact to the Village (both operationally and financially) should a given asset fail to perform.

The outcome of these analyses will be twofold; first, the Village will have a level of knowledge with which to augment the prioritization of renewal and replacement of assets, and second, the Village will have a ranking with which to prioritize the assessment of condition for each asset group (i.e. asset of a high consequence of failure may hold a higher priority for determining the likeliness of failure).

5. Asset Management Plan

Throughout stages 1 through 4 of this AMPP, all information and analysis acquired will allow the Village to build an overall Asset Management Plan. Upon completion and acceptance by the Village of Chase of the previously created Asset Management Policy, Strategy, Frameworks, and Risk Assessments, TRUE will produce the first draft of the Asset Management Plan. This Plan will be the governing document for the Village that details and outlines the information to be documented about each asset, and asset type, which stakeholders are responsible to maintain the various portions of asset information and how each stakeholder will utilize and contribute to the overall Asset Management practices. The AMP will further provide results from the initial water and sanitary risk assessments detailing what the next steps should be and a prioritized list of activities moving forward.

An Asset Management Plan is an ever-evolving document which changes and grows with the communities needs and resources. This document will allow the Village to increase the accuracy of data and consequently build a stronger plan to be maintained by the Village of Chase.

Section 4.0 Consulting Costs – Fees and Disbursements

TRUE estimates a fee of \$30,000 (inclusive of disbursements and excluding taxes) based on the work program identified herein.

The scope of these proposed works is eligible for 50% funding (matching contribution) under the 2018 UBCM Asset Management Planning Program. Submissions for this program are due March 31, 2018, via email to UBCM. TRUE would be pleased to prepare and submit an application for the proposed works on behalf of the Village. A Council Resolution supporting the proposed works would be required to support the application for funding assistance. The funding limit for the 2018 Program is \$15,000 (total project budget of \$30,000).

Please refer to the 2018 AMPP Project Budget enclosed for a further breakdown of the fees and disbursements. The AMPP 2018 Program and Application Guide has also been attached for reference.

Yours truly,

TRUE CONSULTING



Ariana Paulson, EIT

Enclosures (2)

AP/dg



Project Budget 2018 Asset Management Planning Program



	TEAM MEMBER	Project Manager	Project Engineer	Admin	Sub-Total	Disb.	TOTAL
PROJECT TASK	Hourly Rate	\$130	\$100	\$65	Fees		Fees & Disb.
1.0 Planning and Assessment							
1.1 Presentation and Kick-off Meeting	8	8	2		\$1,970	\$100	\$2,070
1.2 Review of Existing Client Data	16	30			\$5,080		\$5,080
1.3 Roundtable Assessment Planning Meeting	8	8			\$1,840	\$100	\$1,940
2.0 Preparation of Deliverables							
2.1 Asset Management Policy	4	16	2		\$2,250		\$2,250
2.2 Asset Management Strategy	4	16	2		\$2,250		\$2,250
2.3 Review Meeting	8	8			\$1,840	\$100	\$1,940
3.0 Develop Infrastructure Frameworks							
3.1 Develop Water Framework	4	14	2		\$2,050		\$2,050
3.2 Develop Sewer Framework	4	14	2		\$2,050		\$2,050
3.3 Develop Storm Framework	4	14	2		\$2,050		\$2,050
3.4 Develop Transportation Framework	4	14	2		\$2,050		\$2,050
3.5 Review Meeting	8	8			\$1,840	\$100	\$1,940
4.0 Complete Infrastructure Risk Assessments							
4.1 Water Risk Assessment	2	12	2		\$1,590		\$1,590
4.2 Sanitary Risk Assessment	2	12	2		\$1,590		\$1,590
5.0 Asset Management Plan							
5.1 Asset Management Plan	2	8	2		\$1,190		\$1,190
Total Hours	78	182	20				
Total Fees	\$10,140	\$18,200	\$1,300		\$29,640		
Total Disbursements						\$400	
TOTAL ESTIMATED FEES & DISBURSEMENTS							\$30,000

+ GST

* Disbursements include:
- Vehicle mileage at \$0.60/km.



Asset Management Planning Program

Phone 250 356-2947 E-mail: lgps@ubcm.ca

525 Government Street, Victoria, BC, V8V 0A8



2018 Program & Application Guide

1. Introduction

Background

The Asset Management Planning Program was created in 2014 through a \$1.5 million contribution from the Ministry of Community, Sport & Cultural Development. Since that time, an additional \$1.1 million has been contributed to the program in order to support planning grants, training subsidies and the development of asset management resources.

The intent of the program is to assist local governments in delivering sustainable services by extending and deepening asset management practices within their organizations. Since 2015, 142 grants have been awarded to 100 local governments through the program.

Matching grants of up to \$15,000.00 are available under the 2018 Asset Management Planning Program to support activities that advance a local government's asset management planning or practices, and that facilitate better integration of asset management planning with long term financial planning.

Program Goals & Objectives

All local governments in BC own, operate and maintain a wide array of assets. These include, but are not limited to, transportation and water distribution networks, sewage collection systems, information technology, vehicle and equipment fleets, parks and civic facilities.

Asset management is defined as an integrated process bringing together planning, finance, engineering and operations to effectively manage existing and new infrastructure to maximize benefits, reduce risks and provide satisfactory levels of service to community users in a socially, environmentally and economically sustainable manner.

Asset management brings together the skills, expertise and activities of people with information about a community's physical assets and financial resources so that informed decisions can be made to ensure the sustainable service delivery for citizens today and in the future.

Each local government is different in its scale and chosen approach to asset management. Each local government will define their own activities based on their unique context, starting point and priorities.

The program seeks to support local governments to take next steps on the path to better asset management practices. A further objective of the program is to support local governments in meeting their asset management commitments under the Gas Tax Fund.

In 2016, local governments were required to complete a survey that identified the current status of their asset management practices. Moving forward, local governments are required to commit to building and strengthening the asset management capacity within their organization.

2. Key Resources

The following resources are recommended to assist local governments advance asset management within their organizations. These will help guide communities through the stages of ongoing asset management practice: assessment, planning and implementation.

Asset Management for Sustainable Service Delivery: A BC Framework, 2014

Designed to reflect best practices and with the diversity of BC's communities in mind, the Framework establishes a high-level, systematic approach that supports local governments in moving toward service, asset and financial sustainability through an asset management process. The Framework is dedicated to helping local governments understand what asset management is, why it is important and how it can be implemented.

The Framework has been approved as a key reference document providing guidance to local governments on meeting their asset management commitments under the Gas Tax Fund.

The following tools support implementation of the Framework. All are available on the Asset Management B.C. website.

- Asset Management Roadmap
- AssetSmart
- Asset Management Policy Template
- Asset Management Policy Model Bylaw
- National Asset Management Strategy (NAMS)
- International Infrastructure Management Manual (IIMM)
- ISO 55000

Training for Asset Management

Asset Management B.C. provides information on training opportunities for local governments to advance asset management practices. Refer to their website for current training offerings.

The Asset Management Planning program training subsidy can cover up to 50% of the registration fee for up to three staff per local government for eligible Asset Management BC training events. Funding permitting, one training subsidy is available per local government and prior training without the subsidy does not impact eligibility.

Other Funding Programs

The following funding programs offer complementary resources supporting asset management:

- Federation of Canadian Municipalities: Municipal Asset Management Program
- Gas Tax Fund: Community Works Fund – Capacity Building
- BC Ministry of Community, Sport & Cultural Development: Infrastructure Planning Grant Program

3. Eligible Applicants

Eligible applicants are local governments (municipalities and regional districts) in British Columbia. Please see Section 6 for other important information on applicant responsibilities.

4. Funding Priorities, Eligible Activities & Costs

As described in the Framework, asset management activities fall broadly under the categories of Assess, Plan and Implement. The focus of the program is capacity building, supporting initial and improved assessment and planning activities.

Priority will be given to applications that demonstrate cost-effective progress in asset management policy and/or practice and to applications from applicants that have not previously received funding through the Asset Management Planning program.

See Table 1 for examples of eligible activities.

Table 1: Eligible Activities	
Eligible Activity	Examples
Assessing	<ul style="list-style-type: none"> • <i>Conducting organizational/corporate capacity assessments</i> • <i>Risk assessments</i>
Planning	<ul style="list-style-type: none"> • <i>Development of an Asset Management Policy</i> • <i>Development of an Asset Management Plan</i> • <i>Development of an Asset Management Plan component</i> <ul style="list-style-type: none"> ◦ <i>i.e. Condition Assessment Framework or Level of Service Framework</i> • <i>Development of an Asset Management Strategy</i> • <i>Development of a Long Term Financial Plan</i>
Implementing	<ul style="list-style-type: none"> • <i>Providing Asset Management Training</i> • <i>Outcome reporting</i> • <i>Performance measurement</i>

Eligible Costs & Required Community Contribution

Eligible costs can only be incurred from the date of application submission until the final report is submitted. The Program can provide up to 50% of total project costs to the grant maximum (\$15,000). The remainder (50%) is required to be funded through community contributions.

The community contribution for a project must be directly related to activities approved in the application and can come from a number of sources, including:

- Cash contribution from local government
- In-kind contribution from local government
- Third-party contribution
- Other grant funding (see below)

Ineligible activities

Ineligible activities include:

- Feasibility studies
- Acquisition of a tangible capital asset, including software
- Any activity which is considered general operation and maintenance
- Activities required to meet PSAB standards
- Development (i.e. data collection) of Asset Inventories/Registers

Other grant funding

Gas Tax Fund

Applicants can use Community Works Funds to meet the community contribution requirement for projects funded under the 2018 Asset Management Planning program.

For a defined project, eligible applicants may either be approved for funding under the Strategic Priority Fund **or** the Asset Management Planning program, **but not both**. It is recommended that

the same project not be applied for under both programs. Projects that are approved under the Asset Management Planning program are deemed ineligible projects under the SPF-Capacity Building Stream, unless they are identified as a distinct or phased component of the overall project.

FCM Municipal Asset Management Program

For a defined project, eligible applicants may apply to both the FCM MAMP and the Asset Management Planning program for activities that are eligible under both programs. As FCM will fund up to 80% (to maximum of \$50,000) and UBCM will fund up to 50% (to a maximum of \$15,000), applicants can leverage both programs to meet the community contribution requirements.

Applicants should apply to FCM first and then forward the complete MAMP application package with the FCM notice of funding approval with their Asset Management Planning program application.

5. Application Process

Application Deadlines

Applications can be submitted at any time; however, funding permitting, applications will only be reviewed two times in 2017/18. Applicants will be advised of the status of their application within 60 days of the following application deadlines:

- November 10, 2017
- March 31, 2018

Application Contents

All applicants are required to submit:

- Signed application form
- Council or Board resolution indicating support for the proposed activities and willingness to provide overall grant management.
- Detailed project budget
- For eligible projects that are also funded through FCM, the complete MAMP application package and notice of funding approval from FCM is also required to be submitted.

Review of Applications

Applications will be assessed based on the guiding principles and funding priorities. Higher application review scores will be given to applications that:

- Are from applicants that have not previously received funding through the program
- Align with the Asset Management Framework
- Complement priorities and commitments under provincial and federal programs
- Include collaboration or partnering with one or more other local governments (regional opportunities, training, etc.)
- Demonstrate transferability and add value to other local governments

Please note the following important points when preparing your application:

- The maximum grant is \$15,000 and is to be matched by local government contributions
- Only one application per municipality will be accepted. Reflecting differences in service delivery, regional districts may submit up to three applications
- Funds are for activities that support asset management and are not for capital costs or for on-going operations

- All funded activities are to take place within 12 months of approval and the final report is due within 30 days of project completion.
- The detailed budget must indicate proposed expenditures and align with the proposed activities outlined in the application form

6. Grant Management & Applicant Responsibilities

Notice of Approval

All applicants will receive written notice of the funding decision as well as the terms and conditions of any grant that is awarded. Grant payments are issued when the approved project is complete and UBCM has received and approved the required final report and a financial summary.

Applicant Responsibilities

Please note: Grants are awarded to local governments only. When collaborative projects are undertaken with community partners, the local government remains the primary organization responsible for the grant.

Due to this, and in addition to the terms and conditions that will be provided to all successful applicants, local governments are responsible for:

- Proper fiscal management, including acceptable accounting records
- Final reports (using UBCM forms) and certification of costs.

Final Reports

All funded activities are to take place within one year of notification of funding approval and the final report will be due within 30 days of project completion. Applicants are required to complete the final report form, which is available on the UBCM website.

The certification of costs on the final report must identify community contribution amounts and sources and be signed by the local government Chief Financial Officer.

Changes to Funded Activities

Approved applicants are required to advise UBCM of any significant variation from the approved project as described in the completed application form. Approval from UBCM is required in advance for such changes.

Extensions

Please note that any requests for extensions beyond the stated reporting deadline must be in writing and be approved by UBCM.

7. Additional Information & Where to Apply

All application materials should be addressed to Local Government Program Services. For enquiries about the application process or general enquiries about the program, please contact:

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca
Phone: (250) 356-2947



Village Of Chase

Memorandum

TO: Mayor and Council

FROM: Corporate Officer

DATE: 23 February 2018

RE: Aylmer Road Sanitary Sewer Lowering Parcel Tax

Early in 2017 sewer mains were installed in Aylmer Road to service a new residential development planned for development in 2018. At the April 11, 2017 Regular meeting, Council passed a resolution to proceed to have the sewer main on a portion of Aylmer Road lowered in order that future connections to sewer service would be possible for 9 VLA Road properties who currently utilize septic disposal methods and 22 properties who currently pump into the municipal sanitary sewer system through a private lift station.

Had the Aylmer Road sewer main not been lowered at the time it was being installed, gravity sewer service might never have been possible for any properties along VLA Road due to significant costs in the future.

Lowering of the sewer main during the installation of this infrastructure was an additional cost to the developer that was not a needed construction expense for their development. The lowering is entirely attributable to the 31 benefitting properties along VLA Road. The Village paid the developer the additional costs associated for the lowering, and the Village will recover the cost of the lowering from the 31 benefitting properties by way of a parcel tax.

To set parcel tax rates, first a local service area must be established, and then the costs of the 'service' are divided among the benefitting properties. Bylaw 845-2018, *VLA Road Sanitary Sewer Collection System Local Area Service Establishment Bylaw*, established the local service 'area'. The \$115,000 cost of the project is divided among the 31 benefitting properties and paid back to the Village over a maximum 10-year term, and includes early payout options.

Council is being requested to give first, second and third readings to Bylaw No. 846-2018.

Respectfully submitted,



Sean O'Flaherty
Corporate Officer

VILLAGE OF CHASE
Bylaw No. 846-2018

A BYLAW TO IMPOSE A SEWER PARCEL TAX ON ALL BENEFITING PARCELS IN
THE VLA ROAD SANITARY SEWER COLLECTION SYSTEM LOCAL SERVICE AREA

WHEREAS the Village of Chase has enacted "Village of Chase VLA Road Sanitary Sewer Collection System Local Area Service Establishment Bylaw 845-2018" to establish a local area service for the costs attributable to lowering the sanitary sewer collection system along Aylmer Road for the particular benefit of the local service area under that Bylaw; and,

AND WHEREAS Section 200 of the *Community Charter* authorizes the Council to impose and levy a parcel tax to meet the cost of works and services that benefit land within the local sewer service area; and,

AND WHEREAS Council wishes to impose a parcel tax for paying the cost of designing and constructing the portion of sanitary sewer system on Aylmer Road;

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

1. CITATION

This bylaw may be cited for all purposes as "Aylmer Road Sanitary Sewer Lowering Parcel Tax Bylaw 846-2018".

2. PURPOSE

The tax imposed under this Bylaw is for the purpose of paying the cost of designing and lowering the depth of the sanitary sewer system along Aylmer Road that is the subject of the local area service established by "Village of Chase VLA Road Sanitary Sewer Collection System Local Area Service Establishment Bylaw 845-2018."

3. BASIS OF PARCEL TAX

The parcel tax imposed under this Bylaw shall be imposed based on a single amount for each parcel which is capable of being connected with any sewer main, whether or not the parcel of land is connected with such sewer main.

4. IMPOSITION OF PARCEL TAX

A tax in the amount of \$453.45 per year for each parcel within the local area service established under "Village of Chase VLA Road Sanitary Sewer Collection System Local Area Service Establishment Bylaw 845-2018" will be charged.

5. TERM

The parcel tax imposed under this Bylaw will be imposed annually for a ten (10) year term.

6. PARCEL TAX ROLL

Every parcel tax assessment roll and every revision thereof shall be considered and dealt with by a parcel Tax Roll Review Panel, appointed pursuant to the provisions of the *Community Charter*.

7. SEVERABILITY

If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed, and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

READ A FIRST TIME THIS __ DAY OF __, **2018**.

READ A SECOND TIME THIS __ DAY OF __, **2018**.

READ A THIRD TIME THIS __ DAY OF __, **2018**.

ADOPTED __ DAY OF __, **2018**

Rick Berrigan, Mayor

Sean O'Flaherty, Corporate Officer

Map of Proposed Local Service Area





VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: CAO
DATE: February 23, 2018
RE: Workplace Discrimination, Bullying and Harassment Policy-Revised

ISSUE/PURPOSE

To obtain a resolution of Council to adopt the revised Workplace Discrimination, Bullying and Harassment Policy for the Village of Chase.

OPTIONS

1. **Adopt the revised Workplace Discrimination, Bullying and Harassment Policy which will supersede the Workplace Bullying and Harassment Policy adopted by Council May 26, 2015.**
2. **Do not adopt the revised Workplace Discrimination, Bullying and Harassment Policy.**
3. **Another option as Council wishes.**

HISTORY/BACKGROUND

In November of 2013, WorkSafe BC Board of Directors approved three Occupational Health and Safety policies under sections 115, 116 and 117 of the Workers Compensation Act, dealing with workplace bullying and harassment. The policies define bullying and harassment, and explain the duties of employers, workers, and supervisors to prevent and address workplace bullying and harassment.

Council at its May 26, 2015 Regular meeting adopted ADM-23 Workplace Bullying and Harassment Policy. That policy has recently been reviewed and Council is being asked to adopt revised ADM-23 policy entitled Workplace Discrimination, Bullying and Harassment Policy.

DISCUSSION

Changes to the Village's original policy are outlined below:

1. The Purpose of the policy has been expanded to include:
 - a. The promotion and fostering of a respectful workplace environment for everyone working for the Village of Chase and to state clearly that discrimination, bullying and harassment of any kind are unacceptable and will not be tolerated by the Village;
 - b. To reassure all individuals covered by the policy that any claims of discrimination, bullying or harassment will be dealt with in accordance with the terms of the policy;
 - c. To prevent all forms of discrimination, bullying and harassment of any kind; and

- d. The provision of better procedures for prompt handling and resolving of complaints of discrimination, bullying and harassment, and to assist all those to whom this policy applies in doing so.
2. The policy refers to a commitment to a safe and professional workplace environment where Council members, officers, employees, contractors and volunteers of the Village are treated with respect and dignity. The policy also refers to the Occupational Health and Safety Policies of the Workers Compensation Act, and to the Employment Standards Act.
3. The policy applies to the resolution of all informal or formal complaints of discrimination, bullying or harassment made by anyone to which the policy pertains.
4. The policy expands on discrimination, bullying and harassment to include situations during and outside of regular business hours and away from the workplace such as business functions, travel, and work-related social functions.
5. The policy is also triggered when a complaint is received by someone to whom the policy applies where discrimination, bullying or harassment is allegedly perpetrated by a member of the public.
6. A clear and comprehensive definition of discrimination is included in the policy.
7. A clear and comprehensive definition of Bullying and Harassment is included in the policy.
8. A clear and comprehensive definition of Sexual Harassment is included in the policy.
9. Definitions of complainant, respondent, mediation, investigator and fairness are clearly outlined.
10. The policy will be reviewed annually with anyone to whom the policy applies.
11. A clear description of roles, responsibilities and actions in response to complaints whether informal or formal is outlined.
12. A clear and comprehensive complaint resolution procedure is outlined.

POLICY IMPLICATIONS

By adopting this policy, Council is communicating a clear message to all members of Council, all officers, all employees, all contractors, all volunteers and all members of the public that discrimination, bullying and harassment has no place in the workings of the Village of Chase.

RECOMMENDATION

“That ADM – 23 Workplace Discrimination, Bullying and Harassment Policy revised as of February 15, 2018 be adopted.”

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Joni Heinrich", is written over a horizontal line.



Village of Chase Policy Manual

Title:	ADM – 23 Workplace Discrimination, Bullying and Harassment Policy
Date Adopted: May 26, 2015	Revised: February 15, 2018
Date Effective: May 26, 2015	Amended by Council: •
Special Notes / Cross Reference: See also ADM-27 Worker Code of Conduct Policy	

1. PURPOSE:

- a. The purposes of this Policy are to:
 - i. promote and foster a respectful workplace environment for everyone working for the Village of Chase and to state clearly that discrimination, bullying and harassment of any kind are unacceptable and will not be tolerated by the Village;
 - ii. reassure all individuals covered by this Policy that any claims of discrimination, bullying or harassment will be dealt with in accordance with the terms of this Policy;
 - iii. aim to prevent all forms of discrimination, bullying and harassment of any kind;
 - iv. provide procedures for prompt handling and resolving of complaints of discrimination, bullying and harassment, and to assist all those to whom this Policy applies in doing so.

2. POLICY:

- a. The Village of Chase is committed to a safe and professional workplace environment where Council members, officers, employees, contractors and volunteers of the Village are treated with respect and dignity.
- b. The Village of Chase is committed to providing a workplace that is free from discrimination, bullying and harassment, and to complying with the *Workers Compensation Act*, R.S.B.C. 1996, c. 492, the *Occupational Health and Safety (OHS) Policies*, the *Employment Standards Act*, R.S.B.C. 1996, c. 113, and the *Human Rights Code*, R.S.B.C. 1996, c. 210, all as amended from time to time.

3. APPLICATION:

- a. This Policy applies to the resolution of all informal or formal complaints of discrimination, bullying or harassment made by Council members, officers, employees (including permanent, temporary, casual, student and contract workers) and volunteers of the Village. This Policy applies to all forms of communication (verbal, non-verbal, electronic, written, etc.).
- b. This Policy applies to all situations where activities are connected to work with the Village and could impact employment during and outside of regular business hours at and away from the workplace. Discrimination, bullying or harassment



Village of Chase Policy Manual

can occur at, but is not limited to, the following:

- i. the workplace and Village premises;
 - ii. work-related business functions, such as meetings, conferences, training sessions or workshops;
 - iii. work-related travel;
 - iv. in-person / telephone conversations, emails, text messages, and social media messaging;
 - v. work-related social functions.
- c. The application of this Policy is also triggered when a complaint is received by a Council member, officer, employee (including permanent, temporary, casual, student and contract worker) or volunteer of the Village where discrimination, bullying or harassment is allegedly perpetrated by a member of the public.
- d. This Policy does not cover legitimate and good faith management of the workplace.

4. DEFINITIONS

Discrimination:

- a. Whether intentional or unintentional, it is the adverse differential treatment of an individual or group on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity, gender expression, age or a criminal conviction unrelated to employment or to the intended employment of that person. ("Prohibited Ground") [BC Human Rights Code, Section 13]
- b. Adverse treatment has the effect of imposing burdens, obligations or disadvantages on an individual or group that are not imposed on others. Adverse treatment may also withhold or limit access to opportunities, benefits and advantages available to other individuals or groups. It is important to note that discriminatory conduct is not only a breach of this Policy, it may also be a breach of the BC Human Rights Code.
- c. Means any conduct, comment or gesture or contact that is likely to cause offence or humiliation to any person based on a prohibited ground. Discrimination is based on the erroneous assumption that a particular individual shares attributes, usually negative, stereotypically associated with a group to which he or she is perceived to belong. Discrimination imposes burdens on, or denies opportunities to, individuals or groups and is unfair because it is not based on actual academic or job performance, or any other form of competence.
- d. Any conduct, comment or gesture which harms, intimidates, offends, degrades or humiliates another person, whether intentionally or unintentionally committed on the basis of a Prohibited Ground constitutes discrimination.

Bullying and Harassment:



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- a. This includes unwanted and unwelcome comments or conduct from a person who knows, or reasonably ought to know, such comments or conduct are unwelcome and would cause the person to feel humiliated or intimidated.
- b. Can consist of a single incident or several or repeated incidents over a period of time which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals or which create an uncomfortable environment or which might reasonably be expected to cause insult, embarrassment, intimidation, humiliation, insecurity, discomfort, or offence to a person or group.
- c. Includes, but is not limited to:
 - i. written or verbal abuse, intimidation, teasing, undermining, bullying or threats, including swearing, shouting or making derogatory gestures or comment to or about an individual;
 - ii. physical assault;
 - iii. unwelcome remarks, jokes, innuendoes, criticisms or taunting about a person's body, sexual orientation, gender identity, gender expression, attire, age, marital status, ethnic or racial origin, religion, or family members etc.;
 - iv. practical jokes which cause or which should reasonably be known to cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - v. isolation practices, hazing or initiation rites;
 - vi. condescension, paternalism, or patronizing behavior which undermines self-respect or adversely affects performance or working conditions;
 - vii. rude, belittling, sarcastic or slanderous comments or malicious gossip;
 - viii. vandalizing personal belongings;
 - ix. false accusations of harassment, motivated by malice or mischief, meant to cause others harm;
 - x. sexual harassment, as further described below.
- d. Excludes and reasonable action taken by an employer or supervisor in relation to the good faith and legitimate management and direction of workers or the workplace, appropriate exercise of managerial authority and appropriate discipline.

Sexual Harassment:

- a. This includes the making of unwanted and offensive sexual advances or of sexually offensive remarks or acts, which might, on reasonable grounds, be perceived as placing a condition on a person's future employment, assignments or opportunity for promotion or training, or which may have detrimental effect on



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the work environment or lead to adverse job related consequences for the victim of the harassment.

- b. Sexual harassment may include but is not limited to:
 - i. unwanted or inappropriate physical contact including but not limited to touching, including pinching, grabbing, patting, rubbing, or purposefully brushing up against another person;
 - ii. unwanted verbal abuse or advances, invitations or propositions of sexual nature or repeated invitations after previous requests have been refused;
 - iii. displaying, sending or sharing sexually inappropriate images or videos, such as pornography, or suggestive letters, notes, or e-mails with co-workers;
 - iv. telling lewd jokes, sharing sexual anecdotes or asking sexual questions, such as questions about someone's sexual history or their sexual orientation;
 - v. leering, staring in a sexually suggestive or offensive manner, or whistling;
 - vi. making sexual comments about appearance, clothing, body parts, personal life; or
 - vii. making offensive comments about someone's sexual orientation or gender identity;

Complainant: An individual who believes that he or she has been subject or witness to discrimination, bullying or harassment and brings forward a complaint under this Policy.

Respondent: An individual against whom an allegation of discrimination, bullying or harassment has been made and to which he or she is responding.

Mediation: A voluntary process used to resolve conflict by having a neutral, trained third party help the disputing parties arrive at a mutually acceptable solution.

Investigator: The person assigned to investigate the complaint. The Investigator may be the Chief Administrative Officer or designate, or at the CAO's discretion, an external third party.

5. FAIRNESS

- a. All parties, including complainants, respondents and witnesses, have a right to fair treatment in the adjudication of complaints made under this Policy.
- b. Fair treatment includes the following:
 - i. the right to bring forward concerns and have them addressed in a timely manner;



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- ii. the right to be informed in a timely manner of complaints made against them and an opportunity to respond;
- iii. an impartial and objective consideration and evaluation of each complaint, through formal or informal resolution processes;
- iv. confidentiality to the extent possible in the circumstances;
- v. protection from retaliation;
- vi. being informed of the outcome of any formal investigation or intervention (complainants and respondents only).

6. ANNUAL REVIEW

- a. This policy statement will be reviewed on an annual basis. All individuals working on behalf of the Village of Chase will be advised and educated on this policy and program when they are hired through the employee orientation process.

7. ROLES, RIGHTS, RESPONSIBILITIES

a. Management

- i. The Chief Administrative Officer is responsible for the implementation and administration of this Policy.
- ii. The Chief Administrative Officer shall assess the complaint for appropriate action and exercise his/her discretion as to who in management is advised of the complaint and its findings.
- iii. The Chief Administrative Officer ("CAO") shall:
 - Report incidents of discrimination, bullying or harassment;
 - Listen to any complaint, treating it sensitively, seriously and confidentially;
 - When required, provide a timely, thorough, confidential and objective investigation of any allegation and answer any complaints in accordance with this Policy;
 - If necessary, appoint a third-party investigator to review any allegations or complaints;
 - Consult with the investigator(s) to set a reasonable period for the completion of the investigation;
 - Review the findings and recommendations;
 - Determine, in cooperation with Human Resources (if applicable) the outcome and the appropriate action to be taken, which may include education, training or disciplinary action, dependent upon the results;



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- Ensure the Complainant and Respondent are informed of the outcome, in writing, in a timely fashion and that appropriate education and such other proactive measures as necessary for a workplace free from bullying, harassment and discrimination; and
 - Maintain confidentiality of all involved.
- iv. Managerial staff have a responsibility to:
- Ensure that the workplace is free from harassment and to ensure the principles of the Policy are reflected in the execution of their duties, operational policies and practices within their area of responsibility;
 - Model inclusive and professional behaviour and not participate in discriminatory, bullying or harassing behaviour;
 - Report incidents of discrimination, bullying or harassment;
 - Listen to any complaint, treating it sensitively, seriously and confidentially;
 - Take appropriate action if anyone is found to have engaged in conduct contrary to this Policy; and
 - Provide reasonable and appropriate remedies for anyone who has been the target of discrimination or harassment.
- b. **Complainants**
- i. Complainants have a right to:
- Make a complaint and receive a copy of the complaint;
 - Be informed regarding the status and progress of the investigation;
 - Be informed of the results of the investigation in writing including any corrective action that has or will be taken as a result of the investigation;
 - Not be subject to retaliation;
 - Withdraw a complaint at any time during the procedure; however, depending upon the nature and severity of the allegations, the CAO or its designate, or Mayor may determine that an investigation is required and the process will continue notwithstanding the withdrawal.
- ii. Complainants have a responsibility to:
- Maintain confidentiality with respect to the investigation and sign a Discrimination, Bullying and Harassment Confidentiality Agreement.



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c. Respondents

- i. Respondents have a right to:
 - Seek advice from Chief Administrative Officer, or designate, or Mayor;
 - Retain a record of what occurred;
 - Be informed that a complaint has been filed;
 - Information regarding the status and progress of the investigation;
 - Have the allegations provided to the Investigator;
 - Be informed of the allegations against them and be provided an opportunity to respond;
 - Be informed of the results of the investigation in writing and validation of corrective action that has been taken or will be taken as a result of the investigation.
- ii. Respondents have a responsibility to :
 - Follow all procedures under this Policy;
 - Cooperate with all those responsible for dealing with the investigation of the complaint;
 - Maintain confidentiality with respect to the investigation and sign a Discrimination, Bullying and Harassment Confidentiality Agreement.

d. Witnesses

- i. Witnesses have the right to:
 - Not be subject to retaliation because he/she has participated as a witness.
- ii. Witnesses have a responsibility to:
 - Meet with the investigator and to cooperate with all those responsible for the investigation of the complaint;
 - Maintain confidentiality with respect to the investigation and sign a Discrimination, Bullying and Harassment Confidentiality Agreement.

e. Investigator

- i. The investigator shall:



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- Ensure the Respondent is informed of the allegations;
- Ensure all parties involved have been informed of their rights and responsibilities;
- Interview the parties concerned and any witnesses;
- Collect all pertinent information;
- Recommend a mediation process where appropriate;
- Prepare a written report;
- Ensure the investigation is completed in a timely fashion taking into account particular circumstances;
- Maintain confidentiality.

8. COMPLAINT RESOLUTION PROCEDURE

- a. Complainants are encouraged to resolve complaints and concerns about discrimination, bullying or harassment with others as soon as they arise, first using the individual conversation or informal processes unless it is clearly inappropriate in the circumstances.
- b. Without limiting its application, the informal resolution process is commonly used in circumstances where the alleged conduct appears to be non-repetitive (such as a "one-off" interaction or discussion) and relatively minor in severity or seriousness, considering its content, potential impact on the health and safety of the individual and/or of the organization overall. Although a complainant may wish to proceed by way of the informal resolution process, the Village may at any time exercise its discretion to initiate a formal process based upon its overall review of the circumstances.
- c. A Complainant should approach his or her direct supervisor or the CAO with their concerns. If the Respondent is the Complainant's direct supervisor, or the Complainant is uncomfortable approaching their direct supervisor, the Complainant should approach the CAO. If the Respondent is the CAO, the Complainant should approach the Mayor. If the Respondent is a Council member, the Complainant should approach the CAO.
- d. If the Complainant is a Council member, the Complainant should approach the CAO. If the Complainant is the CAO, the CAO should approach the Mayor, unless the Respondent is the Mayor. In such case, the CAO should approach •[the Chief Financial Officer].

9. STEP 1: INDIVIDUAL CONVERSATION

- a. A Complainant should first bring the matter to the attention of the Respondent in a direct and discreet manner as soon as possible following the incident and advise them that their conduct is unwelcome and ask that the conduct cease.

10. STEP 2: INFORMAL COMPLAINT PROCESS



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- a. If the conduct persists, the Complainant should approach his or her direct supervisor or the CAO (or its designate) with their concerns (the "Facilitator"), including particular examples of inappropriate statements or behaviour by the Respondent. The Complainant should provide as much detail as is possible, including dates, times, and witnesses to the alleged conduct. This should be done as soon as reasonably possible following the incident(s).
- b. Complainants should keep written records of date(s), time(s), what was said and done, and the name of any witnesses to the incident(s), if any.
- c. The Facilitator will review the concern(s) and must directly or indirectly facilitate a resolution of the complaint in a manner that he or she considers to be effective and reasonable considering all of the circumstances. The filing of a written complaint under Step 2 does not automatically mean that a formal investigation will be conducted. The manner in which the complaint is resolved will be determined by the Village, following consultation with the parties and will depend on a number of factors, including the nature, extent and severity of the allegations brought forward by the Complainant(s) and the history of circumstances leading up to the filing of the written complaint.
- d. Interventions may include one of more of the following:
 - i. Meeting separately with each person involved in the alleged conduct to discuss and investigate the situation;
 - ii. Meeting together with the persons involved to facilitate a discussion aimed at understanding and resolving the issue in a practical, non-punitive manner or mediating a solution that works for all persons;
 - iii. Coaching one or more of the parties (verbally or in writing) on workplace expectations regarding appropriate workplace conduct;
 - iv. Recommending or applying progressive discipline where warranted;
 - v. Engaging an external third party facilitator or mediator to work with the parties involved to achieve a practical and mutually agreeable resolution to outstanding concerns without making findings against the parties.
- e. Step 2 should be completed within thirty (30) days of receiving a complaint unless the circumstances reasonably permit an extension of this timeline.
- f. At the completion of Step 2, the Facilitator must prepare a written report to the CAO (or Mayor if the CAO is the Respondent) which should contain the following:
 - i. The facts from the interviews with the Complainant, Respondent, and Witness(es), if any;
 - ii. Steps the Facilitator took to resolve the complaint, including coaching or discipline imposed;
 - iii. Any recommendations designed to ensure that further discrimination, bullying or harassment does not occur.



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- g. If mediation is not successful in resolving the complaint, or if the Complainant is not satisfied with the result, the Complainant can submit a formal complaint as set out in Step 3 within ten (10) business days.
- h. If at any time during Step 2 the Facilitator concludes that, given the severity of the alleged complaint, including the potential for physical or psychological harm on the Complainant or other individuals protected by this Policy, a formal investigation is warranted, then the matter should be immediately referred to Step 3.

11. STEP 3: FORMAL COMPLAINT PROCESS

- a. The formal process involves an objective and fulsome investigation of a complaint of discrimination, bullying or harassment brought forward to the attention of a supervisor or the CAO, or by the Facilitator.
- b. **File a Complaint:** Individuals can formally report incidents or complaints of workplace discrimination, bullying and harassment either verbally or in writing. When submitting a written complaint, individuals are to use the Respectful Workplace Complaint Form (see Appendix A). When reporting verbally, the person who receives the complaint, along with the Complainant, will be required to fill out the Respectful Workplace Complaint Form.
- c. **Deadline to File a Complaint:** Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident but within three (3) months of the last alleged incident. This allows the incident to be investigated and addressed promptly.
- d. **Documentation to Include:** Individuals must provide as much information as possible in the complaint form, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint, along with anyone who may have been witness to the incidents. Attach any supporting documents, such as emails, handwritten notes, or photographs. Include the impact of the behaviour complained of on the Complainant and any steps that have already been taken under either Steps 1 or 2 of this Policy and the outcome of those steps.
- e. **Screening and Acknowledgement of the Complaint:** Within ten (10) business days of the receipt of the Respectful Workplace Complaint Form, the CAO (or its designate) or the Mayor will review the complaint and exercise its discretion to either conduct an investigation, appoint a neutral third party to investigate the complaint or dismiss the complaint if it would not constitute a violation of this policy or the Human Rights Code.
 - i. If the CAO (or its designate) or the Mayor decides not to conduct an investigation, he/ she will inform the Complainant in writing of the reasons.
 - ii. If an investigation is determined necessary, the procedures are outlined below.
- f. **Appointment of Investigator:** The Village will retain either an internal or external investigator depending on the overall complexity of the facts/ law related to the complaint, the parties to the complaint, the anticipated length of time necessary to



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conduct the investigation, the potential severity of the outcome of the investigation to the Respondent should the complaint be substantiated, and any other relevant considerations.

- i. For complaints brought against the Mayor, members of council or the CAO, an external investigator with expertise regarding the matters covered under this Policy will be retained.
 - ii. In cases involving the Mayor as Respondent, the investigator will be retained by, and will report directly to, the CAO. In cases involving other Council members as Respondents, the investigator will be retained by, and will report directly to, the Mayor and CAO. In cases involving the CAO as Respondent, the investigator will be retained and report directly to the Mayor.
- g. **Investigation:** An investigation will be conducted as quickly as possible to determine the facts of the situation. The investigator will review all relevant documents and conduct interviews with the Complainant, the Respondent and any Witnesses that may have relevant information.
 - i. Each party has the right to be accompanied or represented by a person of their choosing (union representative, another employee, legal representative). All participants will be asked to maintain confidentiality and sign off accordingly.
 - ii. The Respondent will be provided with the Complainant's name and information on the particulars of the complaint and offered an opportunity to respond.
 - iii. The investigation will normally commence within two (2) weeks of the filing of the complaint and be completed within thirty (30) business days following such time. Completion time may be reasonably extended beyond those timelines in order to ensure a thorough investigation has been conducted.
 - iv. During the investigation, depending on the severity of the allegations, changes in scheduling or reporting may be implemented; or the Village may suspend individuals with pay pending the outcome of the investigation if deemed appropriate.
 - v. Following the completion of the investigation, the investigator will file a written report with the instructing officer of the Village (CAO, or their designate, or Mayor).
 - vi. The CAO (or designate) or Mayor will review the report to determine if the investigation reveals evidence to support the allegation(s) made in the complaint. He or she will then inform the Complainant and Respondent, in writing, of the findings and, if warranted, validation of corrective action that has been or will be taken and any other action (s) the Village may take.
 - vii. Determining culpability and discipline will be the sole responsibility of the CAO (or designate) or Mayor depending on the circumstances.
- h. **Remedies:** Any individual covered by this Policy, who is found to have engaged



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in, or known about and took no action to report or stop discrimination, bullying or harassing behaviour in the workplace contrary to this Policy may be subject to appropriate disciplinary action, up to and including termination of employment for just cause or legal action, depending up on the severity of the misconduct. The range of appropriate disciplinary action may include, but is not limited to, the following:

- i. Oral and/or written apology from the respondent and/or Village;
 - ii. Any administrative change that is appropriate (i.e.: job site or position transfer; no contact for a period of time, temporary or permanent changes to reporting structures or work assignments)
 - iii. Coaching;
 - iv. Counselling;
 - v. Training or education;
 - vi. Re-orientation to this Policy and its purpose;
 - vii. Discipline up to and including termination of employment for just cause.
- i. **Unsubstantiated Complaints:** If the investigator finds insufficient evidence to support the Complainant's allegations, the investigator will submit that finding. There will be no record of the complaint on the Complainant's or Respondent's file and there will be no penalty to anyone concerning the incident. A finding of no evidence is a simple reflection of an absence of evidence to support the claim and nothing more.
- j. **No Reprisals or Retaliation:** It is a violation of this Policy to directly or indirectly reprise or retaliate against any Complainant (or person closely related to or associated with the Complainant), Witness, Respondent or employee responsible for implementing this Policy and procedure, who in good faith:
- i. makes a complaint alleging workplace discrimination, bullying or harassment;
 - ii. identifies or opposes a practice that he or she reasonably believes to constitute workplace discrimination, bullying or harassment;
 - iii. implements or participates in a discrimination, bullying or harassment investigation, proceeding or hearing under this Policy or pursuant to any applicable statutory complaint process.
 - iv. Any reprisal or retaliatory action that is related, in any way, to the circumstances noted above violates this Policy and will not be tolerated.
- k. **Vexatious Allegations and Complaints:** Any individual covered by this Policy who makes an allegation or complaint under this Policy that is subsequently found to have been made in a deliberately vexatious or malicious manner, or otherwise to have been made in bad faith, will be subject to appropriate disciplinary action, which action may include the termination of employment for



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just cause.

- I. **Discipline for Reprisals and Retaliations:** Any individual covered by this Policy who is found to have engaged in any reprisal or retaliation in violation of this Policy will be subject to appropriate disciplinary action, which action may include the termination of employment for just cause.



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Appendix A

Respectful Workplace Complaint Form

Name and position of Complainant
Name and position of Respondent
Address or location where the incident(s) occurred
Date(s) and time of each incident
Detailed summary of all of the specific incidents or examples of behaviour that have led to the filing of the complaint (continue on separate page if needed)
Name(s) of any potential witness(es)
Impact of the behaviour / incident complained of
Any steps that have already been taken under either Steps 1 or 2 of this Policy to resolve the complaint and the outcome of those processes.



VILLAGE OF CHASE

Memorandum

Date: February 23, 2018
To: Mayor and Council
From: CAO
RE: Worker Code of Conduct - Updated

Council adopted a Worker Code of Conduct policy in 2016. Since then, legislative changes as well as incidents having occurred in the workplace have necessitated an update to the original policy.

The attached updated Worker Code of Conduct Policy differs from the previous policy in a number of ways:

- The purpose and scope of the policy is expanded to state that residents and business of the Village of Chase are entitled to fair, honest and open local government which earns the public's full confidence through the upholding of high ethical standards – the code of conduct assists the Village in achieving these goals
- The updated code includes more well defined standards of performance for all workers including the requirement to comply with the standards of conduct as a condition of employment
- The updated code spells out more clearly the responsibility of staff and volunteers to respect the confidentiality of information pertaining to all transactions relating to Village business
- The code includes a statement regarding the proper handling and protection of confidential information and that it continues to apply after the work or volunteer relationship ends
- The code includes a statement that confirms that the Village of Chase adheres to the Human Rights Code to ensure family or close relationships do not unduly or unfairly enhance or restrict a person's opportunity to pursue employment with or the carrying out of their duties for the Village
- Staff who are direct relatives or who reside together may not be placed in a direct reporting relationship to one another
- Staff must provide service to the public in a manner that is courteous, professional, equitable, efficient and effective
- Staff must act and be perceived by the public to act in a fair and impartial manner in the performance of their duties
- Staff must not make public statements unfairly attacking or reflecting negatively on the Village, Council members, or other staff members

Recommendation:

"That updated ADM -27 Worker Code of Conduct Policy be adopted."

Respectfully submitted,



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Title: ADM – 27 Worker Code of Conduct Policy

Date Adopted: April 12, 2016

Revised: February 15, 2018

Date Effective: April 12, 2016

Amended by Council: •

Special Notes / Cross Reference: See also ADM – 23 Workplace Discrimination, Bullying and Harassment Policy

PART 1: PURPOSE AND SCOPE OF THIS POLICY:

1. The residents and businesses of the Village of Chase ("Village") are entitled to fair, honest and open local government which earns the public's full confidence through the upholding of high ethical standards. In keeping with its values, the Village seeks to maintain and enhance the quality of life for all Village residents through responsible, fair, community-minded and sustainable government.
2. To help achieve this goal, the Council of the Village has adopted a Code of Conduct applicable to all individuals working on behalf of, and volunteering for, the Village including permanent, temporary, casual, and student staff in the carrying out of their duties and responsibilities, as well as all forms of conduct and communications (verbal, non-verbal, electronic, written, etc.) with the public, Council members and each other.

PART 2: RESPONSIBILITIES

1. Chief Administrative Officer

- a. Provide timely advice to Managers and designated individuals in regards to the application of this Policy, including guidance on an appropriate employer response to transgressions of this Policy;
- b. Deal with breaches of this Policy in a timely manner, taking the appropriate action based upon the facts and circumstances;
- c. Waive the provision on working relationships under the circumstances indicated;
- d. Delegate authority and responsibility, where applicable, to apply this Policy within the organization.

2. Managers and Supervisors

- a. Advise staff on standards of conduct issues;
- b. Advise staff of the required standards of conduct and the consequences of non-compliance;
- c. Promote a respectful workplace through training on this and other Village policies.



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3. Workers

- a. Fulfill their assigned duties and responsibilities objectively and loyally, regardless of the party or persons in power and regardless of their personal opinions;
- b. Disclose and resolve conflicts of interest or potential conflict of interest situations in which they find themselves;
- c. Maintain appropriate workplace behavior and integrity;
- d. Avoid engaging in discriminatory, bullying, or harassing conduct or comment.

PART 3: STANDARDS OF PERFORMANCE

1. Condition of Employment

- a. The requirement to comply with these standards of conduct is a condition of employment. All staff will conduct themselves with the highest degree of professionalism, maturity and respect when acting in a capacity on behalf of the Village. Staff are the keepers of the public trust and must uphold the highest standards of ethical behavior. The honesty and integrity of the Village demands the impartiality of staff in the conduct of their duties.
- b. All staff will promptly and diligently perform their duties and responsibilities and respect when confidentiality must be maintained. Staff are to be cognizant of their role and act appropriately in all circumstances that involve the reputation of the Village. Staff will also comply with any additional terms that relate directly to their job in regard to provincial or federal legislation as required or communicated to them from time to time.
- c. Staff who fail to comply with these standards may be subject to disciplinary action up to and including dismissal for just cause.

2. Confidentiality

- a. Staff and volunteers shall respect the confidentiality of information concerning the property, personnel or legal affairs of the Village. Information, in any form, that staff receive via their role must not be disclosed, released, or transmitted to anyone without proper authorization other than persons who are authorized to receive the information. Information that staff receives in their role must not be used or disclosed for the purpose of furthering any private, personal, financial or other private interest.
- b. Staff with care or control of personal or sensitive information, electronic media, or devices must handle and dispose of these appropriately. Staff who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing, releasing, or transmitting it.
- c. The proper handling and protection of confidential information continues to apply



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after the work or volunteer relationship ends.

- d. Staff must not withhold or suppress information, complaints or reports about any other worker.

3. Workplace Behaviour

- a. Staff are to treat each other with respect and dignity and must not engage in discriminatory conduct prohibited by the Human Rights Code. Differential treatment of others on the basis of the grounds of race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, gender identity or gender expression, age, political belief or conviction of a criminal or summary offence unrelated to the individual's employment will not be tolerated.
- b. Further, the conduct of staff in the workplace must meet acceptable social standards and must contribute to a positive work environment. All staff may expect, and have the responsibility to contribute to, a safe workplace free from violence, bullying or harassment of any kind, or any other inappropriate conduct compromising the integrity of the Village will not be tolerated.
- c. Staff must report any incident of inappropriate behavior (violence, harassment, bullying, and discrimination), safety hazard or unsafe condition as soon as possible to a supervisor or the Chief Administrative Officer.

4. Staff / Council Interaction

- a. Staff should seek advice and approval from the Chief Administrative Officer prior to responding to a direct request from Council, except where the request is minor or of a day-to-day operational nature.
- b. Staff are not to lobby Council members on any matter other than it relates to their rights as a resident of the community.

5. Working Relationships

- a. The Village adheres to the Human Rights Code to ensure family or close relationships do not unduly or unfairly enhance or restrict a person's opportunity to pursue employment with or the carrying out of their duties for the Village.
- b. Employees have an obligation to immediately disclose to their immediate supervisor the nature of the relationship between themselves and other employees when they are in a direct reporting relationship with direct relatives, or someone with whom they reside or have a close personal or sexual relationship with.
- c. Staff who are direct relatives or who reside together may not be placed in a direct reporting relationship to one another. For example:
 - A reporting relationship exists where one staff member has influence,



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input, or decision-making power over the other staff members
performance evaluation, salary, premiums, special permissions,
conditions of work, and similar matters; or

- The working relationship affords an opportunity for collusion between the two staff members that would have a detrimental effect on the Village or the public's interest.
- d. "Relatives" for the purpose of this Policy means spouse, common law spouse, parent, parent-in-law, child, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, grandparent, grandchild, "step" relative of the employee in any of the foregoing categories.
- e. The supervisor together with the Chief Administrative Officer and/or Deputy Chief Administrative Officer will determine what safeguards must be put in place to ensure that the interests of the corporation and the public are not, or are not perceived to be, compromised.

6. Service to the Public

- a. Staff must provide service to the public in a manner that is courteous, professional, equitable, efficient and effective. Staff must be sensitive and responsive to the changing needs, expectations, and rights of a diverse public in the proper performance of their duties, while respecting the legislative framework within which service to the public is provided.

7. Conflicts of Interest

- a. While the Village recognizes the right of staff to be involved in activities as citizens of the community, staff must not act in such a way as to constitute a conflict of interest. As a condition of employment, staff must arrange their private affairs in a manner that will prevent conflicts of interest, or the perception of conflicts of interest, from arising relating to the discharge of their duties.
- b. A conflict of interest occurs when a person's private affairs or financial interests are in conflict, or could result in a perception of conflict, with the staff's duties or responsibilities in such a way that the staff member's:
 - ability to act in the public interest could be impaired;
 - actions or conduct could undermine or compromise the public's confidence in the staff member's ability to discharge work responsibilities or the trust that the public places in the Village's delivery of service to the public.
- c. Examples of conflicts of interest include, but are not limited to, the following:
 - i. A staff member uses Village property or equipment or their status, office, or affiliation to pursue personal interests or the interests of another organization;



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- ii. A staff member is in a situation where they are under obligation to a person who might benefit from or seek to gain special consideration or favour;
 - iii. A staff member, in the performance of official duties, gives preferential treatment to an individual, corporation, or organization, including a non-profit organization, in which the staff member, or a relative or friend of the staff member, has an interest, financial or otherwise;
 - iv. A staff member benefits from, or is reasonably perceived to have benefited from, the use of information acquired solely by reason of their position within the Village;
 - v. A staff member benefits from, or is reasonably perceived to have benefited from, a transaction over which the staff member can influence decisions (for example, investments, sales, purchases, borrowing, grants, contracts, regulatory or discretionary approvals, appointments);
 - vi. A staff member accepts from an individual, corporation, or organization, directly or indirectly, a personal gift or benefit that arises out of their position in the Village, other than:
 - the exchange of hospitality between persons doing business together;
 - tokens exchanged as part of protocol;
 - the normal presentation of gifts to persons participating in public functions; or
 - the normal exchange of gifts between friends;
 - vii. a staff member solicits or accepts gifts, donations, or free services for work-related leisure activities other than in situations outlined above.
- d. Staff with questions regarding interpretation of this Policy may discuss them with their supervisor or human resources person. Staff who find themselves in an actual, perceived, or potential conflict of interest must disclose the matter to their supervisor or the Chief Administrative Officer. Staff who fail to disclose a conflict or perceived conflict of interest may be subject to disciplinary action up to and including dismissal for just cause.

8. Human Resource Decisions

- a. Staff are to disqualify themselves as participants in human resource decisions when their objectivity would be compromised for any reason or a benefit or perceived benefit could accrue to them.



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9. Legal Proceedings

- a. Staff must not sign affidavits relating to facts that have come to their knowledge in the course of their duties for use in court proceedings unless the affidavit has been prepared or approved by a lawyer acting for the Village in that proceeding. Staff are obliged to cooperate with lawyers defending the Village's interest during legal proceedings.
- b. A written opinion prepared on behalf of the Village by any legal counsel is privileged and is, therefore, not to be released in any capacity without prior approval of the Chief Administrative Officer.

10. Public Comments

- a. Staff may comment on public issues but must not engage in any activity or speak publicly where this could be perceived as an official act or representation (unless authorized).
- b. Staff must act and be perceived by the public to act in a fair and impartial manner in the performance of their duties. Therefore, staff and volunteers must not jeopardize the perception of impartiality in the performance of their duties through making public comments and must avoid entering into public debate or criticism. Staff must not make public statements unfairly attacking or reflecting negatively on the Village, Council members, or other staff members. Staff must not use their position to lend weight to the public expression of their personal opinions. Staff must not make or sign false, misleading or inaccurate statements.
- c. Unless it is part of their duties, staff and volunteers are prohibited from speaking directly to the media on behalf of the Village without prior consent of Council or the Chief Administrative Officer or unless it is their job to communicate on behalf of the Village.

11. Political Activity

- a. Staff may participate in political activities including membership in a political party, supporting a candidate for elected office, or seeking elected office. Staff political activities, however, must be clearly separated from activities related to their employment.
- b. If engaging in political activities, staff must remain impartial and retain the perception of impartiality in relation to their duties and responsibilities. Staff must not engage in political activities during working hours or use Village owned facilities, equipment, or resources in support of these activities.
- c. Partisan politics are not to be introduced into the workplace; however, informal private discussions among staff are acceptable provided they do not interfere with job duties.



Village of Chase Policy Manual

12. Outside Remunerative and Volunteer Work

- a. Staff may hold jobs outside the Village, carry on a business, receive remuneration from public funds for activities outside their position, or engage in volunteer activities provided it does not:
 - i. interfere with the performance of their duties as a Village staff member;
 - ii. bring the Village into disrepute;
 - iii. represent a conflict of interest or create the reasonable perception of a conflict of interest;
 - iv. appear to be an official act or to represent Village opinion or policy;
 - v. involve the unauthorized use of work time or Village premises, services, equipment, or supplies to which they have access by virtue of their employment with the Village;
 - vi. gain an advantage, or confer a benefit, on anyone that is derived from their employment with the Village.

13. Allegations of Wrongdoing

- a. Staff have a duty to report any situation they believe contravenes the law, misuses public funds or assets, or represents a danger to public health and safety or a significant danger to the environment. Staff can expect such matters to be treated in confidence, unless disclosure of information is authorized or required by law (for example, the Freedom of Information and Protection of Privacy Act).
- b. Staff will not be subject to discipline or reprisal for bringing forward, in good faith, allegations of wrongdoing in accordance with this Policy. Staff must report their allegations or concerns to their immediate supervisor, unless the concern involves such person, in which case the employee must report to the Chief Administrative Officer.
- c. Where a staff member believes that the matter requires a resolution and it has not been reasonably resolved by the Village, the staff may then refer the allegation to the appropriate authority. For example:
 - i. Allegations of criminal activity are to be referred to the police;
 - ii. Allegations of a misuse of public funds are to be referred to the Auditor General;
 - iii. Allegations of a danger to public health must be brought to the attention of health authorities;
 - iv. Allegations of a significant danger to the environment must be brought to the attention of the Ministry of Environment.

February 17, 2018

Rick Berrigan, Mayor Chase, BC

RE: Letter of Support Proposed Chase Outdoor Learning School

A committee of parents interested in the proposed Chase Outdoor Learning School, are moving forward to have the vacant Chase Primary Annex School, re-opened as a SD73 school of choice. Registration would be open to all families with elementary-aged children, residing in SD73.

We are reaching out to all potential community partners and resources, to ask for letters of support for this endeavor that we are so passionate about.

Letters of support would include, that you support the above proposal. In addition, how you could support the overall school. For example, the outdoor learning activities or programs for the children.

The letters received will be packaged as part of our presentation to the Board of Education. Please forward your letters to chaseoutdoorlearning@gmail.com by March 15th, 2018.

Your letters will be addressed to:

Kamloops/ Thompson Board of Education, SD73
1383 9th Ave.
Kamloops, B.C.
V2C 3X7

To assist you in finding further information on this endeavor, please access the Chase Outdoor Learning School page on Facebook, a public group, or contact Stephanie Stumph at chaseoutdoorlearning@gmail.com to have any answers provided for your questions.

Your support is greatly appreciated, thank you.

Sincerely,



Chase Outdoor Learning School Parent Working Committee

RECEIVED
Village of Chase

FEB 20 2018

Original _____
File _____
Copy _____
Agenda _____



Outdoor learning is a popular way for young people to be educated. Black Press file photo.

Idea for Chase Primary floated

An outdoor learning school would require parent support and commitment.

MARTHA WICKETT / Jan. 25, 2018 11:30 a.m. / NEWS

A retired Chase teacher has an idea for the former Chase Primary School that he would like parents to consider.

Brian David thinks Chase Primary would be the ideal location for a School of Choice – an outdoor learning school for Kamloops-Thompson School District.

David emphasizes that a school of choice can only open if a sufficient number of parents step forward to show serious interest, and if sufficient numbers of parents within the entire district will commit to enroll their children.

He says he doesn't want the community to get the impression that they can go to the board office and ask a trustee to open the school.

"That's not how it works for a school of choice. It's totally parent-driven."

David notes that the North Okanagan-Shuswap School District has recently approved the opening of an outdoor learning school in Salmon Arm. More than 80 students have committed to enrol in the vacant elementary school, and a district survey indicated 522 families expressed an interest in enrolling.

Related link: Outdoor school to open in Salmon Arm

Related link: Outdoor school to start registration

"Parents in Chase and throughout SD73, please study the North Okanagan – Shuswap SD83 website, an excellent initial resource to learn about and understand the philosophy and vision of outdoor learning schools," he urges.

David attended three schools in Chase, including Chase Primary. He retired from teaching from the same high school in Chase where he graduated.

"I'm attempting to be a catalyst here to bring this opportunity to the community... I'm not a parent, and not an educator in the system anymore, I just see an opportunity and with my past experience in teaching and in business, and as a past Chase resident, I feel there's a window of opportunity."

He presents reasons why he thinks an outdoor learning school could fly in Chase.

One is the former Chase Primary, which is now vacant. Another is the fact that no such school exists in the district, with the McQueen Lake Outdoor Learning Centre structured only for short-stay school visits. An outdoor learning school would also be in close proximity to excellent four-season water and land-based learning opportunities, within Secwepemc lands and the village.

David says if all parents within the school district who are interested in the option gather, and a thorough plan is created – perhaps via a working committee, then parents could ask to make a formal presentation to the school board.

"My thoughts are that there will be a tremendous amount of interest," he says. "It would be a huge boost for Chase for the community to see that school open... It's very appealing."

@SalmonArm

marthawickett@saobserver.net

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Outdoor school to open in Salmon Arm

South Canoe school to be reopened in September with new program

TRACY HUGHES / Dec. 20, 2017 11:20 a.m. / NEWS

An outdoor learning school will open to North Okanagan-Shuswap students in September at the previously closed South Canoe Elementary School site.

The school is to be opened as a K-Grade 6 model, with the possibility of adding a grade in each of two years to eventually become a K-Grade 8 school.

The timing of the program's introduction seemed ideal as it would help deal with overcrowding at some Salmon Arm elementary schools and would be a cost saving to the district. School district staff were supportive as research shows enhanced academic performance from students in outdoor programs.

It is cheaper to reopen the closed school rather than install portables at various school sites. The cost per portable is \$192,500, and eight are projected to be needed, for an estimated \$1.5 million cost. The one-time capital cost of reopening South Canoe would be \$455,000.

Official trustee Mike McKay had high praise for the committee working on the outdoor learning proposal.

"You have created a sacred trust with this work. You are showing us the research that this is good for kids, the community interest and the costs savings — there are all the pieces here to make this thrive," he said. "I'm pleased to say 'let's make it happen.' Think of the legacy this will create and be sustained over time."

[Related link: Plenty of interest in outdoor school](#)

[Related link: New life envisioned for former school](#)

There are already 88 K-Grade 6 students whose parents have signed intent-to-register forms for the outdoor program. Students from across the school district would be welcome to register, as with French immersion. However, parents are responsible for transporting their children to the

school. Bus routes will not be added to accommodate the outdoor program, as the cost would run more than \$100,000.

There has been considerable support from teachers and parents for developing an outdoor school program in the district, with more than 125 parents attending an interest meeting.

McKay pointed out there are a few challenges to be overcome before the school can open. Some roof repairs are needed as well as electrical system upgrades.

Since the property is in the Agricultural Land Reserve and the school was previously closed, its reopening must be authorized by the Agricultural Land Commission — a process which usually takes some time. The school district is hoping this can be expedited, as the property use will be unchanged from its previous status.

McKay noted that enrolment pressures may eventually mean the South Canoe school will need to be used as a conventional neighbourhood school, resulting in the need for shared space with the outdoor program.

He also encouraged the outdoor program educators to share the knowledge and resources of their program with other school classes, possibly through a buddy system, or field trips for regular classes to participate alongside the full-time outdoor students.

“We could have kids guiding and learning from each other and that would be a beautiful thing.”

@SalmonArm

newsroom@saobserver.net

Like us on Facebook and follow us on Twitter



Ida and Maisie Newnes play in the snow in their backyard. Their parents plan to register both their children in the new South Canoe Outdoor Learning School. Registration opens Feb. 1. - Photo contributed.

Outdoor school to start registration

Parents can enrol their children in the new program for South Canoe on Feb. 1.

TRACY HUGHES / Jan. 22, 2018 12:00 a.m. / NEWS

It may be January, but Clea Roddick is already looking forward to the next school year.

Roddick, a mother of three, is already onboard with registering her school-aged daughters in the Outdoor Learning School to open in South Canoe. The school will offer an outdoor-based program for kindergarten to Grade 6 and will open in September 2018. It may also expand to Grade 8 in future years.

The North Okanagan-Shuswap School District will be opening registration for the South Canoe Outdoor Learning School on Thursday, Feb. 1. Registration will occur at the District Education Support Centre at 341 Shuswap St. SW, from 6 to 8 p.m.

"Anyone registering during this time period will be considered on 'equal basis'. We anticipate space for everyone. However, if we have more than we can accommodate at South Canoe then we would use a lottery for those that registered between 6-8 p.m.," says a statement from the school district.

This means, unlike the popular French Immersion program, there will be no lineup and no first come, first serve.

Roddick is delighted to be enrolling her daughter into Grade 6 of the program, and plans to enrol her younger daughter into the kindergarten program in the fall of 2019.

"I'm ecstatic about the chance for my kids to learn the B.C. curriculum in a public system but through an ecological lens," says Roddick. "There is the sense they will be learning to care for the the Earth, themselves and each other. My daughter is excited to explore new places in the community, enjoy being outside and, frankly, it just sounds like a very fun way to learn."

Related link: Outdoor School to open in Salmon Arm

A committee investigating the outdoor school found plenty of research that outdoor learning programs have social and physical benefits, and are academically sound.

As part of the program, students will be spending learning time outdoors in all types of weather, although the former South Canoe Elementary will be available for indoor classroom time.

"Part of it will be educating the kids on how to dress and be smart outdoors. Maybe don't jump in the puddle and get your pants soaked if you are going to be out in the cold," laughs Roddick. "But I have every confidence in the teachers. I'm not afraid my children are going to freeze."

Roddick says she is also looking forward to becoming part of a larger community stemming from the outdoor school.

"I think the whole family is going to gain from participating. It's a unique way to support Salmon Arm's environment and agriculture. These schools are popping up all over the country, so I'm glad Salmon Arm is ready for this and South Canoe is really the perfect place."

After Feb. 1, it will be first come, first serve with registration moving to Bastion Elementary.

Parents are advised to bring their child's birth certificate and care card to registration.

There is one caveat.

The school district is still awaiting approval from the City of Salmon Arm and the Agricultural Land Commission to use the land for school purposes.

"We are optimistic that we will receive approval prior to September 2018. However, if we do not receive approval to re-open South Canoe for September 2018, then all students will remain registered in their current school," says the school district memo.

Questions about registration can be directed to Carl Cooper, Director of Instruction, at 250-804-7826.

You may also visit the North Okanagan-Shuswap School District No. 83 website at www.sd83.bc.ca for more information about the Outdoor Learning School or <https://www.outdoorlearning.ca/south-canoe-outdoor-learning-school>.

February 13, 2018

Mayor Rick Berrigan
Village of Chase
826 Okanagan Avenue
P.O. Box 440
Chase, BC
VOE 1M0

Re. Invitation to the Opening Ceremonies of the Nifty Fifty Bonspiel

Dear Mayor Berrigan:

I am writing you on behalf of the Chase Curling Club, and as a member of the Nifty Fifty Bonspiel Planning Committee to invite you or one of your Council Members to the Opening Ceremonies of The Nifty Fifty Bonspiel on Thursday March 15, 2018 at 11:15am at the Chase Curling Club Rink.

The Nifty Fifties Bonspiel is a curling event held every year in British Columbia for ladies over the age of 50 who love to curl. The Chase Curling Club is honoured to host this event this year, which we are calling 'The Shamrock Shuffle' from March 15 to 18, 2018. We are expecting 28 teams from around the province (over 100 guests) to spend a weekend in the Chase area, curling and enjoying the sights and experiences of visiting Chase and the Shuswap area.

We would also like to invite you Mr. Mayor, or a Village representative to deliver a welcoming address to our curling guests during the Opening Ceremonies.

Please let me know if you will be able to accommodate this request.

Thank you for your consideration. I look forward to your reply.

Paul Stanton
Director, Chase Curling Club
paul@paulandpattie.com
403 370-3276



Suite 10
119 West Pender St
Vancouver, BC
V6B 1S5
Canada

phone:
(604) 683-6009

fax:
(604) 683-7255

email:
rcbc@rcbc.ca

web:
www.rcbc.ca

January 26, 2018

Mayor Rick Berrigan and Council
Village of Chase
826 Okanagan Avenue
Chase, BC V0E 1M0
Canada

Dear Mayor Rick Berrigan and Council:

Re: Recycling Council of British Columbia Annual Zero Waste Conference 2018

Established in 1974, the Recycling Council of British Columbia (RCBC) is Canada's first non-profit waste prevention organization. Since that time, the Council has worked side-by-side with local governments to eliminate waste in B.C. and develop a sustainable circular economy.

We invite you to attend **RCBC 2018 "Rethink: A World Without Waste" from May 30 to June 1, 2018 in Whistler, B.C.**, featuring a variety of topics relevant to local governments in B.C. Programming for RCBC 2018 (www.rcbcconference.ca) will include:

- extended producer responsibility
- illegal dumping
- reuse and repair
- waste prevention
- communications and engagement

As well, we plan to address a variety of waste, recycling, and diversion-related issues your council may be facing now or in the near future. We provide a three-day experience of workshops, presentations, and opportunities to network with professionals and area experts to become better informed. B.C.'s industry stewardship agencies, such as RecycleBC, Regeneration, and Encorp Pacific will be in attendance, as well as the BC Ministry of Environment.

RCBC provides comprehensive public education to support recycling and waste-related programs and services through the BC Recycling Hotline, the online Recyclepedia and the free BC Recyclepedia phone app. Last year alone, we answered more than 280,000 questions from people in communities just like yours.

In our public policy work, we engage a variety of stakeholders to collaboratively develop and recommend progressive waste prevention initiatives and legislation. RCBC also facilitates the sharing of knowledge, good practices, and professional development. All of those elements are included as part of Canada's longest running waste prevention event, the annual RCBC Zero Waste Conference, now in its 44th year.

Thank you for your continued support. Let us keep working together to make a waste-free province through the application of sustainable circular economy principles. If you have any questions, you can reach me at 604-683-6009 ext. 307 or at brock@rcbc.ca.

Sincerely,

A handwritten signature in black ink, reading "Brock Macdonald".

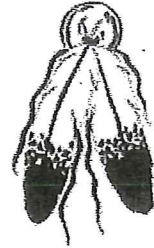
Brock Macdonald
Chief Executive Officer



Working Together Pow-wow Society

PO Box 628, Chase, BC, V0E 1M0 FAX: (250) 674-8779

Lucille Martin (President) Ph: (250) 674-8098 Cell: (250) 814-1508



January 25, 2018

Attention:

Village of Chase
Box 440
8260 Okanagan.
Chase BC
V0E1M0

To Whom It May Concern:

The "Working Together Pow-wow Society" (Number S-57964) is a registered non-profit society. We are a small First Nations society based out of Chase, BC, within the Neskonlith Indian Reserve. Our community sits along both sides of the Thompson River, which is approximately 7 kms west of Chase, British Columbia, Canada, close to the spectacular views of Shuswap Lake.

We will be hosting our 8th annual traditional pow-wow on June 30 & July 1, 2, 2018 at the Neskonlith community pow-wow arbour and grounds. A traditional pow-wow is a festive celebration that welcomes everyone to join us and feel united through the First Nation's culture. Our traditional pow-wow provides free-of-charge breakfasts and dinners for our guests from Saturday morning to Sunday evening. This event will include free admission and camping all weekend. We only ask that people join our celebration before we all go into our busy summer season.

As you may know it takes a lot to plan and organize an event like this. We are anticipating 500 people to attend within our three-day pow-wow. There are many areas that need financial support. We, as a society, would greatly appreciate the support of your company with a monetary contribution towards the "Working Together Pow-wow Society". We are also fund raising in other ways (ie. raffle tickets, 50/50, etc.) so we can raise enough money to host this event that will enrich unity through song, dance and culture.

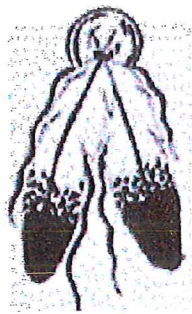
All Businesses, Organizations, Families, or Individuals will be thanked and recognized in the "Working Together Pow-wow Society" weekend program booklet, and also mentioned during the honouring ceremony at the pow-wow festivities. If you are able to make a donation of support towards this year's pow-wow please make a cheque payable to:

"Working Together Pow-wow Society" PO Box 628, Chase, BC, V0E 1M0

We sincerely appreciate your time,

Lucille Martin (President)





Specials:

Tiny-Tots Teddy Bear

Give away

Junior Girl's – mixed

Junior Boy's Grass

Men's Grass

Men's Traditional

Women's Jingle

Women's Golden Age

Men's Golden Age

Registration Table:

Vendors/Booths
Drummers
Dancers
Hand Drum Contest
Drum Group Contest
Princess & Lil Brave
Pageants
Lahal Tourney
Bingo @Nesk Hall
Loonie Auction Table

Powwow Society
will have a
Bannock Booth
Only concession
permitted selling Bannock
during this event.

Hand Drum Contest
Lahal Tourney

Starts:

Grand Entry
@7pm Friday

Everyone
Welcome

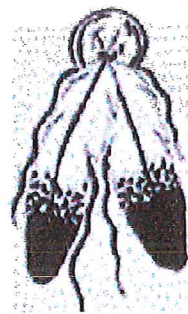
Working Together 8th Annual Traditional Powwow June 30, July 1 & 2, 2018 Neskonlith Powwow Grounds (7km west of Chase, BC)

Host Drum
Battle Mountain Singers

MC

Chris Wells

Arena Director
Everett White



Free Admission
& Free Camping

The Working
Together Powwow
Society will be
serving Saturday /
Sunday breakfast &
Saturday supper at
Neskonlith Hall free
of charge.

Powwow Committee
& Chief/Council are
NOT responsible for
lost, stolen or injuries
while attending this
event.

Absolutely No Drugs
or Alcohol allowed
on the grounds.

Security on Grounds
Full-Time

Contact Information

Lucille Martin
Ph: (250) 679-8092
C: (250) 819-1508
Fax: (250) 679-3155
E: snjootli@rocketmail.com



SOCIETY ACT

CERTIFICATE OF INCORPORATION

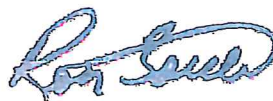
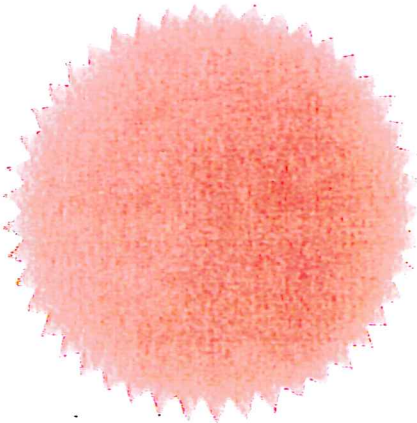
I Hereby Certify that

WORKING TOGETHER POW WOW SOCIETY

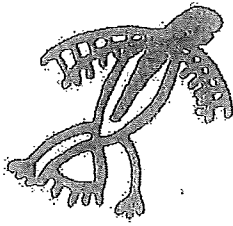
has this day been incorporated under the *Society Act*

Issued under my hand at Victoria, British Columbia

on March 07, 2011



RON TOWNSHEND
Registrar of Companies
PROVINCE OF BRITISH COLUMBIA
CANADA

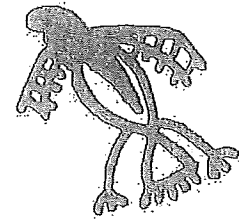


Neskonlith Indian Band



Box 318, Chase, BC V0E 1M0
Phone (250) 679-3295 Fax (250) 679-5306

www.neskonlith.org



November 9, 2017

To: Whom It May Concern

Re: Letter of Support for Working Together Pow-Wow Society

Please accept this letter of support for Working Together Pow-Wow Society on behalf of the Neskonlith Indian Band to host the seventh annual traditional Pow Wow on June 30, July 1 & 2, 2018.

The Working Together Pow Wow Society will provide an opportunity to help promote and sustain our traditions and culture through such a positive and uplifting event. This Pow Wow is a celebration for our community and surrounding area to come together and celebrate before the busy summer season.

Neskonlith Indian Band is committed to supporting the Society with the traditional cultural efforts.

Sincerely,

Chief Judy Wilson on behalf of the
Neskonlith Indian Band Council,
Councillor Joan Manuel
Councillor Duane Manuel
Councillor Arthur Anthony
Councillor Louis Thomas
Councillor Fay Ginther

FORM 1 SOCIETY ACT CONSTITUTION

The name of the society is Working Together Paw Wow Society

The purpose of the society is to:

- a) the enhance our community in a positive and healthy environment
- b) and keep our cultural & traditional ways alive & carried on through our youth and future generations.

BYLAWS

The bylaws of the society are those set out in Schedule B to the Society Act.

Dated: February 10th, 2011

WITNESS(ES)	APPLICANTS FOR INCORPORATION
<p><u>Christine Andrews</u> Witness #1, 2, 3, 5 CHRISTINE ANDREWS 6565 Centre Road Chase BC V0E 1M0</p>	<p>1 <u>L V Martin</u> Laelle V Martin 3558 Deneaultville, Chase BC V0E 1M0</p>
<p><u>Jason Biron</u> Witness to share signature of #4 JASON BIRON 5982 Old Highway, Neeskonik #2 Chase BC V0E 1M0</p>	<p>2 <u>Livia Sampollo</u> Livia Sampollo 6059 ID Manuel Dr Chase BC V0E 1M0</p>
	<p>3 <u>Samh Hoot</u> Samh Hoot 3558 Deneaultville, Chase BC V0E 1M0</p>
	<p>4 <u>Christine Andrews</u> Christine Andrews 6565 Centre Road Chase BC V0E 1M0</p>
	<p>5 <u>Jason Biron</u> Jason Biron 5982 Old Highway, Neeskonik #2 Chase, BC V0E 1M0</p>



**BRITISH
COLUMBIA**
The Official Language

Ministry
of Finance
BC Registry Services

Mailing Address:
PO Box 9451 Stn Prov Govt
Victoria BC V8W 9V6
Location:
2nd Floor - 240 Blanshard Street
Victoria BC
www.fir.gov.bc.ca/registry

FORM 4
(Section 2)
Society Act

Telephone: 256 655-2509

Freedom of Information Act / Loi sur l'accès à l'information (FOI / LAI)
Personal information provided on this form is collected, used and
disclosed under the authority of the FOI / LAI and the Society Act for
the purposes of registration. Questions regarding the collection,
use and disclosure of personal information can be directed to the
Privacy Officer of the BC Registry Services at 256 655-1159,
PO Box 9451 Stn Prov Govt, Victoria BC V8W 9V6.

LIST OF FIRST DIRECTORS OF Working Together PowWow Society (Name of Society)

FULL NAMES

RESIDENTIAL ADDRESSES*

1. Lucille V Martin 5824 Denaultville, Chill BC V0E 1M0
2. Ivira M. Scapellato 6059 I.D. Heavill Dr. Chill BC V0E 1M3
3. Sarah Ngootli 3558 Denaultville Chill BC V0E 1M0
4. Christine Andrew 6456 Centre Rd. Chill BC V0E 1M0
5. Tasen Biron 5982 Old Highway, Nakasq Chill BC V0E 1M5

Note: (a) One director must be ordinarily resident in British Columbia.

(b) Full names and residential addresses are required for all directors.

* This address must be a complete physical address. You may include general delivery, post office box, rural route, etc or camp, number as part of the address, but the Registry cannot accept this information as a complete address. You must also include a postal code. If an area does not have street names by numbers, please provide a description that will readily allow a person to locate the office.

YYYY/MM/DD

Dated on 11, 02, 10

Working Together PowWow Society
(Name of Society)

by Lucille V Martin
(Signature)

Director
(Relationship to Society)

FN 774WES Rev. 2007/11/15

Special Events Liability
Cover note of insurance

Insurers subscribing: 100% certain underwriters at Lloyds, London, UK through PAL Insurance Brokers
Canada Ltd. #400 - 1400 1st Street S.W., Calgary, Alberta T2R 0V8
Contract # WNR/BGH/10/0022

Certificate #: WGL384

INSURED INFORMATION

Name of insured: WORKING TOGETHER POWWOW SOCIETY
Address: 5824 DENAULTVILLE BOX 628
City: CHASE Province: BC Postal Code: V0E1M0
Additional insured: NESKONLITH INDIAN BAND
Additional insured(s) have been added only with respect to liability arising out of the operations of the named insured.

EVENT INFORMATION

Event Type: POW WOW
Effective date: June 27th, 28th, 29, 2014
Number of attendees: 75
Name of event Location: NESKONLITH RESERVE
Address: 743 CHIEF NESKONLITH DRIVE
City: CHASE, B.C. Province: BC
Alcohol served: None

COVERAGE DETAILS

Limit of liability: \$ 2,000,000.00 per occurrence and in the aggregate
Tenants Legal Liability: \$ 500,000.00
Deductible: \$ 1,000.00
NET PREMIUM: \$ 203.00

COMMERCIAL GENERAL LIABILITY INCLUDING: Bodily injury and property damage, Personal Injury, Tenants Legal Liability

Medical payment (\$2 500.00 pp/ \$25 000.00 max), Non-Owned Auto, Products/ Completed operations (Food and beverages only), Cross Liability, Employees/ Volunteers as Additional Insured, Host Liquor Liability

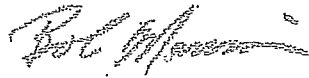
SUBJECT TO: Endorsement # 1E *Please read attached endorsement carefully

SPECIAL ACCEPTANCE TERMS AND CONDITIONS:

RETAIL BROKER CONTACT

Brokerage: WESTERN FINANCIAL GROUP CHASE
Address: 630 SHUSWAP AVE
City: CHASE Province: BC Postal Code: V0E 1M0
Phone #: 250-679-8824

Signature of authorized representative:



Per: PAL Insurance Brokers Ltd.

THIS POLICY CONTAINS A CLAUSE(S) THAT MAY LIMIT THE AMOUNT PAYABLE



Ministry
of Finance
BC Registry Services

Mailing Address:
PO Box 6431 Stn Prov Govt
Victoria BC V8W 5V3
www.fin.gov.bc.ca/registries

Location:
2nd Floor -- 640 Blanshard Street
Victoria BC

MAINTAINING YOUR BC SOCIETY

The British Columbia *Society Act* requires all incorporated societies to file information about the society with the Corporate Registry Office. These filings are:

ANNUAL REPORT (Form 11) FILING FEE \$25.00

A British Columbia society must file an annual report each year within 30 days after each annual general meeting. An annual general meeting must be held once in every calendar year. Approximately three weeks prior to the anniversary date of the last annual general meeting of the society, an annual report reminder is mailed to the society at the last address we have on file. The society or its solicitor completes the form (if necessary), signs it and returns the form to this office.

CHANGE IN ADDRESS OF SOCIETY (Form 5) FILING FEE \$15.00

Notice of every change in the address of the society must be filed without delay and the change takes effect on the day after the notice is filed with this office. This address must be a physical address where the society can be served legal documents. It is important to file this form as the registered society address is also the address used for mailing the annual report reminder (Form 11) and any notices concerning the commencement of dissolution of your society. If the physical address is not a mailing address, add a mailing address (e.g., PO Box number) to the Form 5.

CHANGE IN DIRECTORS (Form 7) FILING FEE \$15.00

Notice of every change in the directors, other than at an annual general meeting, must be filed without delay. A separate form is required for each date a change takes place.

CHANGE IN CONSTITUTION/BYLAWS (Form 10) FILING FEE \$50.00

Any change made to the constitution or bylaws of a society must be filed with the registrar on a special resolution form. These changes do not take effect until the registrar has accepted them for filing.

The Corporate Registry is the repository of the bylaws for public access. Therefore, it is important for you to ensure your bylaws comply with section 8 of the *Society Act* before submitting to this office.

Failure to comply with the filing requirements of the *Society Act* may result in a society being dissolved and struck from the register.

REGISWEB Rev. 2007/11/5

FINANCIAL STATEMENTS

The directors of a British Columbia society must place financial statements before each annual general meeting of the society. The financial statements must be for the period ending not more than six months before the annual general meeting and be approved and signed by two directors. If the society is a reporting society, the financial statements must be professionally audited as well as approved and signed by two directors.

Societies are not required to submit the financial statements to the Corporate Registry, however, under section 85(3) of the *Society Act* the financial statements are to be provided to the public upon request.

REGISTRAR OF COMPANIES

The primary role of the Registrar of Companies is to make sure that societies comply with the filing requirements of the Act. The Registrar does not supervise the conduct of societies or intervene in the internal affairs of a society. If members are unhappy with the society's conduct, they may exercise their rights by calling a meeting or voting for a different board of directors (refer to section 21 and 23 of the Act.)

If a society breaches the Act or does not comply with its constitution or bylaws, section 85 of the Act permits members to seek remedy in the courts.

ADDITIONAL INFORMATION

For information regarding completion of forms, contact the Society/Cooperative Unit at 250 385-5509 or fax 250 387-3055. If calling from the Greater Vancouver area, direct dial 604 775-1042.

Forms are available from this office or may also be available from your local government agent's office. In addition, you may download the above mentioned forms from the Corporate Registry Web site at www.fin.gov.bc.ca/registries

Every director should have a copy of the *Society Act* and be aware of its contents. It is a useful source of information and may be purchased from Crown Publications Inc. You may contact them at 250 385-4558, or fax 250 385-0221, or Web site www.crownpub.bc.ca, or write to 105 Ontario Street, Victoria BC V8V 1M9. To view the Act, go to the Queen's Printer Web site www.qp.gov.bc.ca/statereg

An additional source of information is the *Society Guide for British Columbia*. This booklet is produced by the Community Legal Assistance Society and you may contact them to enquire about the purchase of this booklet by calling 604 385-3425 or writing to 800-1140 West Pender Street, Vancouver BC V6E 4G1.

Mayor Rick Berrigan and Councillors,

You are invited to join us in welcoming
Adams Lake Indian Bands new Chief and Council

Friday, March 9th, 2018

Time: 5–8 pm

At the Adams Lake Recreation and Conference Centre
6349 Chief Jules Dr
Chase, BC V0E 1M0

We would also like to honor the former Chief and Council
for all of their hard work and dedication to the Adams Lake Indian Band.

Please RSVP to Stacey Berryman by **March 1, 2018**

sberryman@alib.ca

(250) 679-8841 Ext: 2201