AGENDA

Regular Meeting of the Council of the Village of Chase
to be held in the Council Chamber at the Village Office, 826 Okanagan Avenue, and via Zoom
on March 28, 2023 at 4:00 p.m.

Join the meeting from your computer, tablet or smartphone:
https://us02web.zoom.us/j/85264155238?pwd=SHBDeGhLc3hNMUl6Z013aDJoMVoyUT09

Or join the meeting using your phone:
Dial: 1-778-907-2071 Meeting ID: 852 6415 5238 Passcode: 006597

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1. **CALL TO ORDER**

2. **ADOPTION OF AGENDA**
   Resolution:
   "THAT the agenda of the March 28, 2023 Regular Meeting be adopted as presented."

3. **ADOPTION OF MINUTES**

   3.1 Minutes of the March 7, 2023 Special Meeting Pages 1-5
   Resolution:
   "THAT the minutes of the March 7, 2023 Special Meeting be adopted as presented."

   3.2 Minutes of the March 14, 2023 Regular Meeting Pages 6-9
   Resolution:
   "THAT the minutes of the March 14, 2023 Regular Meeting 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**
   Kelly McDonald, Community Health Facilitator, Healthy Communities, Interior Health
   - In attendance to provide a summary of past collaborations, and will update Council on continued support in planning/development implementation work related to moving the community forward

7. **REPORTS**
   a) Mayor and Council Reports

8. UNFINISHED BUSINESS

8.1 Water, Wastewater & Solid Waste 2023 budget considerations — Pages 10-15

Report from the Chief Financial Officer

Recommendation:

"THAT the Fees and Charges bylaw be amended to include the following modifications effective July 1, 2023:

1. **Water fixed charge increase by a minimum of 8%**
2. **Water consumption rate increase to $0.98 per m3 with a minimum usage charge of 60m3/quarter, and**
3. **Sewer consumption rate stays at $0.875 per m3 and add a minimum charge of $61.26/quarter."**

8.2 Development Variance Permit DVP #1-2023, 668 4th Avenue — Pages 16-22

Recommendation:

"THAT Development Variance Permit #1-2023 to vary the size of an accessory buidlling from 65m^2 to 80.3 m^2 at 668 4th Avenue be issued."

9. NEW BUSINESS

9.1 Lease of Communty Hall Space to Food Bank and Chase Lions — Page 23-29

Report from the CAO

Draft Lease

Recommendation:

"THAT the propsed lease for Communtiy Hall spaces for the Chase Food Bank (Hamper Society) and the Chase Lions be adopted."

9.2 Letter form BC Farmer's Markets — Page 30

Recommendation:

"THAT the Village of Chase write a letter of thanks to the Minister of Health, Adrian Dix, for continuing the BC Farmers' Market Nutition Coupon Program."

9.3 Letter from Anne Kang, Minister of Municipal Affairs regarding one-time grant, the Growing Communitiues Fund — Pages 31-34

Recommendation:

"That the Letter from Anne Kang be received as information."

10. NOTICE OF MOTION

11. OPPORTUNITY FOR PUBLIC TO SPEAK ON MUNICIPAL MATTERS

This opportunity is for members of the gallery to provide input on any municipal matter.

12. IN CAMERA

None

13. RELEASE OF IN CAMERA ITEMS

None

14. ADJOURNMENT

Resolution:

"THAT the March 28, 2023 Regular Meeting be adjourned."

MINUTES

of the Special Meeting of the Council of the Village of Chase
held in the Council Chamber at the Village office at 826 Okanagan Avenue, and via Zoom
on Tuesday, March 7, 2023 at 4:00 p.m.

PRESENT: Mayor David Lepsoe
Councillor Colin Connett
Councillor Ron Harder
Councillor Jane Herman
Councillor Fred Torbohm

In Attendance: Joni Heinrich, Chief Administrative Officer (via Zoom)
Sean O'Flaherty, Director of Corporate Operations
Deb Lovin, Director of Financial Services
Mike McLean, Deputy Corporate Officer

Public Participants: 18 in-person, 6 via Zoom

1. **CALL TO ORDER**
   Mayor Lepsoe called the meeting to order at 4:00 p.m.

2. **ADOPTION OF AGENDA**
   Moved by Councillor Harder
   Seconded by Councillor Herman
   "THAT the agenda of the March 7, 2023 Special Meeting be adopted as amended to add an opportunity for the public to speak on municipal matters."
   CARRIED
   #2023/03/07_001

3. **ADOPTION OF MINUTES**
   None

4. **PUBLIC HEARINGS**
   None

5. **PUBLIC INPUT ON CURRENT AGENDA ITEMS**
   Carolyn Parks-Mintz along with James Mintz congratulated the Chief Financial Officer for creating the budget report and providing such comprehensive information in the short time she has worked for the Village of Chase.

6. **DELEGATIONS**
   None

7. **REPORTS**
   None

8. **UNFINISHED BUSINESS**
   None

9. NEW BUSINESS

9.1 2023 Covid-19 Safe Restart Fund

The Chief Financial Officer presented a status report on the remaining funds the Village received from the Ministry of Municipal Affairs & Housing's $879,000 COVID-19 Safe Restart Grant.

Moved by Councillor Torbohm
Seconded by Councillor Herman
"THAT the remaining Covid-19 Safe Restart Fund balance of approximately $13,933 be allocated to information technology upgrades for the municipal office, and the fire hall."

CARRIED
#2023/03/07_002

9.2 2023 Operational and Capital Budget Review

The Chief Financial Officer presented the proposed operational and capital budgets for the various Village departments.

<Councillor Connett left at 4:46 p.m.; returned at 4:48 p.m.>

<Councillor Torbohm left at 4:48 p.m.; returned at 4:51 p.m.>

The CFO explained:

- Amortization noting that its an annual expense that is required to be reported on equipment and infrastructure
- The revenues for grants is higher than what was budgeted in 2022 as we received additional grant funds after the 2022 budget was completed
- She explained various expense variances including call-outs for Fire Department, savings in certain areas, and amortization not being expensed in some departments, savings in the Community Hall cleaning contract

The CFO showed two departments' budgets in detail due to concerns about a few expenses. Two new and larger budget items for 2023 in Parks and Recreation are attributed to tree management (removal of dead/dying trees) and fixing the irrigation system at the Museum. She explained that Community Hall budget shows a savings in 2022 as a result of a new cleaning contract.

The CFO showed the comparison between the 2022 and 2023 budgets. She explained that the budget for 2023 is approximately 5% above the 2022 budget, in the amount of approximately $99,850.

The CFO showed slides relating to Capital Projects done in 2022 and ongoing or proposed for 2023.

Upcoming meetings were noted for Financial Plan and Tax Rates bylaws.

Moved by Councillor Harder
Seconded by Councillor Herman
"THAT the Chief Financial Officer's report on the 2023 Operational and Capital Budget be received for information."

CARRIED
#2023/03/07_002

10. NOTICE OF MOTION

None

11. OPPORTUNITY FOR PUBLIC TO SPEAK ON MUNICIPAL MATTERS

Rick Berrigan of 1233 Bay Drive, referred to the Brooke Drive beautification and asked why MoTI is not paying for this. He also asked why the Village is paying for lighting on Brooke Drive between Safety Mart and Shuswap when it is MoTI's design to make that the main entrance into Chase. He also stated that we don't need a new plow truck we should buy a street sweeper and do our streets once a month.

The Corporate Officer responded that MoTI is paying a large portion of the lighting on Brooke Drive, and that they will not pay for any beautification of the roundabout. The $5000 budgeted is for Council to explore various options for beautification.

He added that the plow truck is 22 years old and nearing the end of its life – a truck that will handle a belly blade will be more efficient.

Councillor Connett stated that the plow truck equipment is good – the Village used to have a belly plow years ago and it was never used. He suggested an angle blade on the loader would make much more sense.

Rick Berrigan also noted to put unionized Village staff as operators of the Arena would be very expensive. He asked if the headworks upgrade will alleviate the smell at the lagoons. The corporate officer answered that it will in part with the other works that are being done to the Sewer Treatment facility.

Blaine Covington of 420 Juniper Street was pleased to see the possibility of an emergency coordinator and looks forward to the report regarding this. He also asked what the $35,000 for the Curling rink is for and the CFO explained it is to repair the roof and that the Village is waiting for the federal go-ahead on this project.

Dan Stevens, of 1016 2nd Avenue said that people want to see what is spent on flowers and generally what various department budgets are comprised of. He also asked if the Village is receiving any Active Transportation funding this year, and other than the Mill Park Boat Launch, what the does the Village do in relation to tourism.

Sheri Bojcic of 350 Juniper Street asked why the Village of Chase is giving money to the Arena when they generate income. She also stated that the paving on Juniper stopped halfway through her property which didn't make sense to her and is wondering when the rest of the paving might occur.

Comments were made by members of Council that the Arena generates money to operate but is not enough to cover all the costs of running an Arena.

Devon Olson of 424 Larch Street questioned the Covid-19 restart funds. $879,000 was the total amount, but only $3,000 went to Chase Community Services. She asked if this is for the vulnerable population of Chase.

Blaine Covington stated that he is part of the Chase Community Service Society, and has two vehicles used to transport seniors and those with disabilities to medical appointments. The $3000 assisted the Society in purchasing their second vehicle.

Devon Olson continued speaking to the Covid-19 fund report, that it refers to funds for vulnerable population individuals and wondering why no funds have been allocated for them. There is no talk of vulnerable persons anywhere in the budget. Staff indicated they would get back directly to Ms. Olson on this matter.

Kim Campbell of 5-746 Thompson Avenue asked about the Arena contractor receiving $180,000 annually. It was noted that the contractor pays for all staffing costs, supplies, WCB costs as the operator of the facility. He also asked why the pathways in Willson Park were paved last year but Thompson Avenue was not paved. Staff noted that the scope of the original projects had to be reduced significantly due to the costs of paving. He added that the Village did receive grant funds to do the intersection improvements at Thompson Avenue and Chase Street.

Mr. Campbell also asked if the Village is aware that public works employees take Village vehicles home. The cost of fuel is significant. The Mayor noted that the employee is on call, and being in a Village owned vehicle allows that staff member to attend directly to the emergency situation.

Beverley Iglesias of 621 3rd Avenue gave kudos to the CFO for preparing a budget after only working with the Village for 3 months. She also asked if the Village applied for a grant to assist with the cost of the Summer Program. The CFO stated that the deadline for the grant was very soon after she started with the Village and the deadline passed before she was able to apply for the grant.

Ms. Iglesias asked if the funds the Village will be receiving from the Province can be used for services toward youth in the community. She also asked if the Recreation Society will be putting something in place for usage of the Arena during the summer months. Councillor Herman noted that in order to offer any activities 30 hours of ice time rental per week is required simply to break even to keep the ice in. There is a dry floor rental cost which can be provided to Ms. Iglesias.

Rollie Mockford of 25-504 Pine Street is concerned about the recreation society business and asked Councillor Herman what she has to do with the Recreation Centre Society. As volunteers it is my opinion that both Councillor Herman and the Mayor are in a conflict of interest in relation to their association with the Recreation Centre Society and should not be voting on matters relating to the Society. People should know that the Village contributes between 11% and 18% of taxation to the Recreation Centre Society for the Arena.

Mayor Lepsoe noted that the Recreation Centre Society has an annual general meeting every year and it is open to the public.

Carolyn Parks-Mintz noted that you get what you pay for. She said she and her husband were amazed when they first moved to Chase about how many amenities the Village of Chase has for such a small community. She added that an Emergency Coordinator would be most beneficial for the Village as we are one highway away from a major wildfire. She also referred to difference between the tax collection on schedule B and the tax rate setting on Schedule D. CFO said she would bet back to Mrs. Parks-Mintz regarding this matter. Mrs. Parks-Mintz asked if the Evacuation Route Plan has been completed and it was confirmed that it has been. She thanked the CFO and Council for their work.

Shirley Papiz of 228 Arbutus asked what the Downtown Improvement Plan is about and why funds are allocated to the downtown clock and the Pocket Park. The Corporate Officer stated it is very preliminary and will provide for a plan to work towards various improvements to the downtown core. The clock is a long standing matter initiated by the former Council and will be completed once the parts are acquired. The pocket park was kept up by a volunteer and once they left the lands were not well kept, and the public requested the Village ensure that land is well maintained.

Kim Campbell asked what the TNRD does for the Village in the event of an emergency.

Zilly Palamar of 141 Shuswap Avenue stated that information about upcoming meetings especially budget meetings should be better advertised – she said she doesn't go on Facebook so putting information there does not help her. She also suggested that the budget meeting dates should be advertised farther in advance in the newspaper as Council knows that they will be doing budget meetings every year. Council meetings should also be advertised in the newspaper.

Ms. Palamar also asked about the Covid-19 restart funds. In 2020 these amounts of moneys were given to us and the allocation was done in 2021 to the Adams River Salmon Society. The Village owns a number of facilities and at the last meeting we gave grant-in-aid money to groups that are operating Village owned facilities – I do not approve of grant-in-aid money. In my opinion this is double dipping.

12. RELEASE OF IN CAMERA ITEMS
None

13. IN CAMERA
None

14. ADJOURNMENT
Moved by Councillor Harder
Seconded by Councillor Connett
"THAT the March 7, 2023 Special Meeting be adjourned."

CARRIED
#2023/03/07_003

The meeting concluded at 5:40 p.m.

David Lepsoe, Mayor

Sean O'Flaherty, Corporate Officer

MINUTES

of the Regular Meeting of the Council of the Village of Chase
held in the Council Chamber at the Village office at 826 Okanagan Avenue, and via Zoom
on Tuesday, March 14, 2023 at 4:00 p.m.

PRESENT: Mayor David Lepsoe
Councillor Colin Connett
Councillor Ron Harder
Councillor Jane Herman
Councillor Fred Torbohm

In Attendance: Joni Heinrich, Chief Administrative Officer (virtual)
Sean O'Flaherty, Director of Corporate Operations
Deb Lovin, Chief Financial Officer
Mike McLean, Deputy Corporate Officer (virtual)

Public Participants: 8 in-person, 1 via Zoom

1. **CALL TO ORDER**
   Mayor Lepsoe called the meeting to order at 4:01 p.m.

2. **ADOPTION OF AGENDA**
   Moved by Councillor Torbohm
   Seconded by Councillor Herman
   "THAT the agenda of the March 14, 2023 Regular Meeting be adopted as presented."
   CARRIED
   #2023/03/14_001

3. **ADOPTION OF MINUTES**
   3.1 Minutes of the February 28, 2023 Regular Meeting
   Moved by Councillor Harder
   Seconded by Councillor Connett
   "THAT the minutes of the February 28, 2023 Regular Meeting be adopted as presented."
   CARRIED
   #2023/03/14_002

4. **PUBLIC HEARINGS**
   None

5. **PUBLIC INPUT ON CURRENT AGENDA ITEMS**
   Anne Grube of 5848 VLA Road very happy that there is a consideration of a committee. We were hoping the word Action would be in the title of the committee. We were wondering about the number of members, we hope we can invite the local bands to participate – we would like more members on the committee.

   Angie McLaren of 462 Maple Place noted that the Chase Environmental Action Society would like to see a youth representative on the committee as well. Councillor Herman stated that she would be working with the CAO on this and ensure that the wishes of the CEAS are honoured.

Bev Iglesias of 621 3rd Avenue regarding the pump track – commended Tyler Harper for his efforts to get this going – she asked what age group will this pump track attract and wanted to know if there is a construction schedule and budget on file. She added that WCB and liability insurance needs to be in place as the works will occur on Village owned lands.

Zilly Palamar of 141 Shuswap Avenue – regarding the input she submitted about the Lobsterfest – she is against Council giving the use of the Community Hall for free as the Lobsterfest group generates funds from the event, they give funds away and then they ask for money from the Village.

6. DELEGATIONS

None

7. REPORTS

a) Mayor and Council Reports

Councillor Connett

- February 28, 2023 Council meeting
- March 7, 2023 Envrionmental Actiong Society meeting
- March 7, 2023 Special Council meeting
- Spoke with many people in town regarding water meters and street sweeping, maybe we can buy a street sweeper

Councillor Herman

- February 25 and 26, 2023 volunteered at the Arena for the Jamboree
- March 7, 2023 Special Council meeting
- March 10-12 District Champtionship youth 13 group which we won
- March 10-12 first even Figure skaing show in Chase
- Ongoing review of Agendas, correspondence, more work with the newcomers club – missed the March 7, 2023 Environmental Action meeting but spoke with Angie about what occurred

Mayor Lepsoe

- March 4, 2023 threw the first gutter ball at the Village Lane's Fun Centre Youth Bowling Canada Provincial Finals
- March 6, 2023 met with a Council member from Little Shuswap Lake Band
- March 7, 2023 attended coffee with the Mayor at Parkside – got to chat with about 15 people – also attended the Special meeting of Council
- March 8, 2023 attended the Shuswap Lake Watershed Committee meeting and attended the Chase and District Festival Society AGM
- March 9, 2023 attended Regular TNRD meeting

Councillor Harder

- Attended March 7, 2023 Special Budget Meeting
- Visited sites in the Village relating to applications before Council
- Answered lots of emails, letters and phone calls, listened to various resident ideas about where the $1.5 million should be sent
- Heard from various residents regarding street sweeping

Councillor Torbohm

- Attended March 7, 2023 Special (Budget) Meeting
- Answered emails, phone calls, spoke with various residents

Questions were asked of staff:

- Cost of road marking will be $26,500
- Do not have street sweeping costs at this time
- Council had not given any direction to staff regarding the Lions Washroom proposal

Moved by Councillor Harder
Seconded by Councillor Connett
"THAT the reports from Council members be received for information."

CARRIED
#2023/03/14_003

8. UNFINISHED BUSINESS

8.1 Pump Track

Moved by Councillor Herman
Seconded by Councillor Torbohm
"THAT Council authorizes usage of a portion of 221 Shepherd Road, LOT 1 DISTRICT LOT 517 KAMLOOPS DIVISION YALE DISTRICT PLAN 20201, for purposes of a pump track; AND,

THAT Administration be directed to ensure proper siting of the pump track in accordance with the 4 stakeholders, and that any necessary agreements and insurance are obtained; AND,

THAT any fundraising amounts that exceed the cost of construction be allocated towards insurance and signage costs."

CARRIED
#2023/03/14_004

8.2 Chase Environmental Action Society – Committee Structrure

Moved by Councillor Herman
Seconded by Councillor Connett
"THAT Council establish a Select Committee for Climate Action AND,

THAT Councillors Herman and Connett be appointed to sit on the Committee."

Councillor Herman and Connett will work with the CAO and the Chase Environmental Action Society to develop terms of reference for the committee and then advertise for members to sit on the committee.

CARRIED
#2023/03/14_005

8.3 Support Letter Request from Chase Canada Academy
Moved by Councillor Torbohm
Seconded by Councillor Herman
"THAT Council issue a Letter of Support to Harwinder Sandhu, Parliamentary Secretary for Seniors' Services and Long-Term Care, in support of Chase Canada Academy's request for a $185,000 one-time seed funding from the province, and copied to our local MLA." **CARRIED #2023/03/14_006**

9. NEW BUSINESS

9.1 Chase & District Chamber of Commerce – 2022 Yearly Report
Moved by Councillor Torbohm
Seconded by Councillor Harder
"THAT the Chase & District Chamber of Commerce's 2022 Yearly Report be received for information." **CARRIED #2023/03/14_007**

Christina Lutterman, Manager of the Chase & District Chamber of Commerce noted:

- Regarding Treetop Flyers landing site (Chase Canyon) – the Chamber had a clean-up crew that went to the site, and was surprised that the site has been allowed to deteriorate given that it is right on the highway-is a poor representation of Chase for tourists
- The one remaining owner told the Chamber that the ZipLine would be open in 2022 but it was not
- Are participating in the newcomers' endeavour
- Noted that there are currently 65 members of the Chamber

10. NOTICE OF MOTION

None

11. OPPORTUNITY FOR PUBLIC TO SPEAK ON MUNICIPAL MATTERS

None

12. RELEASE OF IN CAMERA ITEMS

None

13. IN CAMERA

None

14. ADJOURNMENT

Moved by Councillor Connett
Seconded by Councillor Herman
"THAT the March 14, 2023 Regular Meeting be adjourned." **CARRIED #2023/03/14_008**

The meeting concluded at 4:23 p.m.

David Lepsoe, Mayor

Sean O'Flaherty, Corporate Officer

VILLAGE OF CHASE
Administrative Report

TO: Mayor and Council

FROM: Deb Lovin, CFO

DATE: March 28, 2023

RE: Water, Wastewater & Solid Waste 2023 budget considerations

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ISSUE/PURPOSE

To obtain direction from Council regarding fees for water, wastewater, and solid waste utilities bylaw amendment.

OPTIONS

1. Approve the recommendations to increase water and wastewater rates, effective July 1, 2023.

2. Do not approve the recommendations and provide other direction.

HISTORY/BACKGROUND

On February 21, 2023, Council was presented with a report regarding the water, wastewater & solid waste 2023 budget consideration. Council passed a resolution at that meeting as follows:

> ***"THAT Council instruct staff to bring forward bylaw modifications with water and wastewater rate changes effective July 1, 2023."***

DISCUSSION

The water, wastewater & solid waste utilities are funded by user fees. Revenues within these funds must be sufficient to cover all operating and capital costs of each utility on an annual basis.

The last time user fees were increased was in 2020. The fees established for the water and wastewater utilities were established to cover two types of costs:

- A flat rate fee covers the costs of infrastructure (pipes, treatment plant, pumps). All properties pay these fees.
- A meter rate fee that is based on consumption, the meter rate was based on an average usage so that the Village would recover the annual costs of operating the water and wastewater utility (staff time, electricity, chemicals). All properties using water pay these fees.

The user fees collected for water do not cover the costs of the water and wastewater annual utilities. There are currently no reserve funds for any of the utilities being discussed, the fees are strictly to cover operational costs at this time.

Water fund

In addition to the fact that the water fees do not cover the costs of the utility, the Village is experiencing a decline in revenue generated from the meter rates, many water meters are 13 years old and are failing aggregately which is increasing the replacement and repair costs.

Despite the efforts of our Public Works' utilities personnel who repaired in excess of 120 water meters in 2022, meters continue to fail and thus negatively impact revenues from water usage volumes. When water meters break down, they start reading with a lower flow, it's very unusual for a meter to read high, thus contributing to a decline in revenues.

The 2023 budget amounts which are needed are broken down between the consumption rate billing and flat rate billing:

WATER FUND	2023 Proposed Annual Budget	Quarterly needed	2022 Q4 Actual
EXPENSES			
Water Administration	$ 277,900		
Water Treatment	139,500		
Meter/Consumption billing	$ 417,400	$ 104,350	$ 34,302
Water Distribution (Fixed rate billing	389,000	97,250	88,459
GRAND TOTAL	$ 806,400	$ 201,600	$ 122,761

By continuing with these fees, the water system is drawing $78,839 each quarter from taxation as there are currently no reserves in the water fund.

Fixed Rate fees

The fixed rate for a basic single family dwelling (SFD) is currently $60/quarter ($240/annum). To obtain the needed $97,250 per quarter the fixed rate charge should be increased by a minimum of 8%. This would bring the SFD fee up to a charge of $65/quarter (at minimum).

Consumption Rate fees

This fee when broken down by user into a flat rate/quarter, would equal:

	FLAT RATE	QUARTERLY	ANNUAL
Number of users	1035	$ 100.82	$ 403.29

Using these parameters, staff have run some scenarios to determine what the collection of fees would look like. These calculations are based on the October to December usage, so its at a lower end of usage. Summer usage is expected to partially increase the annual billing revenue.

Water Period	Parameters	Rate/m3	Total quarterly billing	Annual billing	Quarterly Minimum Charge
2023 Q1 Actual	No min m3	0.70	$ 34,302.39	$ 137,209.56	na
2023 Q1 Projected	min 40m3	0.70	$ 45,722.73	$ 182,890.92	28.00
2023 Q1 Projected	min 50m3	0.70	$ 49,991.83	$ 199,967.32	35.00
2023 Q1 Projected	min 50m3	0.85	$ 61,715.86	$ 246,863.44	42.50
2023 Q1 Projected	min 60m3	0.85	$ 68,665.12	$ 274,660.48	51.00
2023 Q1 Projected	min 60m3	0.98	$ 79,166.88	$ 316,667.52	58.80
2023 Q1 Projected	MIN $100	0.98	$ 103,480.46	$ 413,921.84	100.00

Wastewater fund

The wastewater utility collects revenues comprised of two charges similar to the water utility, the last time user fees were increased was in 2020. The fees established for the wastewater utility were established to cover these two types of costs:

- A flat rate fee covers the costs of infrastructure (pipes, treatment plant, pumps). All properties pay these fees.
- A meter rate fee that is based on water consumption, the consumption rate was based on an average usage so that the Village would recover the annual costs of operating the wastewater utility (staff time, electricity, chemicals). All properties using water pay these fees.

In the wastewater utility (like the water utility) "sewer collection" fee is based on the water usage, because of this the revenue has also started to decline in 2022.

At the time of the previous reporting (Feb 21, 2023) it was unknown to the new CFO that the wastewater consumption fees are set each year (with the first quarter billing) at the rate of water consumption in the January-March quarter. Thus, making it more fair to customers that they aren't paying sewer fees on water utilized in the summer for outside use. The customers who are without a working water meter were automatically set at a 5m3 minimum for "wastewater consumption".

These unknown variables make it difficult to forecast the needed rate as each resident has a different base amount.

WASTEWATER FUND	2023 Proposed Annual Budget	Quarterly needed	2022 Q4 Actual
Waste Water Administration	$ 176,550		
Waste Water Treatment	245,650		
Meter/Consumption billing	$ 422,200	$ 105,550	32,363
Waste Water Collection (Fixed	56,915	14,229	58,515
GRAND TOTAL	$ 479,115	$ 119,779	90,878

By continuing with these fees, the wastewater system is drawing $ 28,901 each quarter from taxation.

Fixed rate charge

The revenue being generated exceeds the needed, therefore it is recommended to not change this rate, but adjust the "Consumption" billing to generate the total revenue needed.

Consumption rate charge

This fee when broken down by user into a flat rate/quarter, would equal:

	FLAT RATE	QUARTERLY	ANNUAL
Number of users	1000	$ 61.26	$ 245.05

Using these parameters, staff have run some scenarios to determine what the collection of fees would look like.

Sewer				
Period	Parameters	Rate/m3	Total quarterly billing	Annual billing
2023 Q1 Actual	min 5 m3	0.875	$ 31,243.04	$ 124,972.16
2023 Q1 Projected	min 10m3	0.875	$ 32,362.64	$ 129,450.56
2023 Q1 Projected	MIN $61.26		$ 70,463.89	$ 281,855.56

Scenarios for consideration – the yellow highlight is the staff recommendation.

AVERAGE USER	CURRENT QUARTERLY	WATER 60m3 @ .98 SEWER @ 10m3	WATER 60m3 @ .98 SEWER @ $61.26 min
SEWER BASIC	38.85	38.85	38.85
GARBAGE-PICK UP SMALL 1/WEEK	42.00	42.00	42.00
GARBAGE CONTAINER LEASE	3.35	3.35	3.35
WATER BASIC	60.00	**65.00**	**65.00**
WATER CONSUMPITON (53.84 m3)	37.69	**58.80**	**58.80**
SEWER CONSUMPTION	30.63	**30.63**	**61.26**
TOTAL BIILLING	$ 212.52	$ 238.63	$ 269.26

BELOW AVERAGE USER	CURRENT QUARTERLY	WATER 60m3 @ .98 SEWER @ 10m3	WATER 60m3 @ .98 SEWER @ $61.26 min
SEWER BASIC	38.85	38.85	38.85
GARBAGE-PICK UP SMALL 1/WEEK	42.00	42.00	42.00
GARBAGE CONTAINER LEASE	3.35	3.35	3.35
WATER BASIC	60.00	**65.00**	**65.00**
WATER CONSUMPITON (.03 m3)	0.02	**58.80**	**58.80**
SEWER CONSUMPTION	4.38	**8.75**	**61.26**
TOTAL BIILLING	$ 148.60	$ 216.75	$ 269.26

ABOVE AVERAGE USER	CURRENT QUARTERLY	WATER 60m3 @ .98 SEWER @ 10m3	WATER 60m3 @ .98 SEWER @ $61.26 min
SEWER BASIC	38.85	38.85	38.85
GARBAGE-PICK UP SMALL 1/WEEK	42.00	42.00	42.00
GARBAGE CONTAINER LEASE	3.35	3.35	3.35
WATER BASIC	60.00	**65.00**	**65.00**
WATER CONSUMPITON (80.56 m3)	56.39	**78.95**	**78.95**
SEWER CONSUMPTION	61.25	61.25	**61.26**
TOTAL BIILLING	$ 261.84	$ 289.40	$ 289.41

FINANCIAL IMPLICATIONS

It is important that Council understand the financial implications of the decisions regarding these two (2) utilities, if the new rates are effective July 1, 2023, property owners would not see the impact until the October billing cycle.

POLICY IMPLICATIONS

Raising fees is not always popular. However, no operation or service can be sustained without fee increases to cover ever increasing costs.

RECOMMENDATION

"THAT the Fees and Charges bylaw be amended to include the following modifications effective July 1, 2023:

1. **Water fixed charge increase by a minimum of 8%**
2. **Water consumption rate increase to $0.98 per m3 with a minimum usage charge of 60m3/quarter, and**
3. **Sewer consumption rate stays at $0.875 per m3 and add a minimum charge of $61.26/quarter."**

Respectfully submitted,

D Lovin

Deb Lovin, CPA, CGA
Chief Financial Officer

Approved for Council Consideration by CAO

Joni Heinrich

2022-2023 Residential Rates

As at February 16 2023

Community	Annual Water Flat	Fixed Capital Charge	Metered rate/cubic meter	Level 1	Level 2	Level 3	Sewer Flat	Sewer User Fee
Chase	**240.00**		**0.70**				**155.40**	**0.88**
100 Mile House	**468.00**		n/a				**280.00**	n/a
Armstrong	**300.00**		0.59	0.82	0.99		**200.00**	211.00
Ashcroft	**550.00**		n/a				**378.00**	n/a
Barriere	**373.80**		1.05				**907.56**	n/a
Clearwater	**388.00**		n/a				**340.00**	n/a
Clinton	**450.00**		n/a				**200.00**	n/a
Lumby	**228.00**		0.65					
Kimberely	**496.44**		n/a				**439.00**	n/a
Montrose	**405.57**		n/a				**522.00**	n/a
Oosyoos	**495.55**		0.66				**379.82**	1.32/m3 if metered
Princeton	**404.40**		n/a				**187.20**	n/a
Revelstoke	**539.00**		n/a				**449.00**	n/a
Merritt	**347.88***		0.76				**192.54**	0.59
Trail	**435.00**		0.85	0.74	0.71		**286.00**	n/a

*Equivalent Monthly Consumption 39 m3

		Zero to 40 m3	Over 40 to 80 m3	Over 80		
Vernon	**420.00**	0.95	1.90	2.86	**218.20**	2.66

Per m3 above 20m3 if water use in excess in first quarter

		First 150 m3	Next 50 m3	Balance	
Invermere	**264.00**	0.96	1.03	1.16	**478.32**

VILLAGE OF CHASE
Administrative Report

TO: Mayor and Council

FROM: Director of Corporate Operations

DATE: March 23, 2023

RE: Development Variance Permit DVP #1-2023, 668 4th Avenue, Chase BC

ISSUE/PURPOSE

To obtain Council's approval for a Development Variance Permit which varies the maximum size of an accessory building.

OPTIONS

1. **Authorize issuance of Development Variance Permit #1-2023**

2. **Deny issuance of the permit**

BACKGROUND

The applicant, owner of the property at 668 4th Avenue has applied to vary the size of an accessory building. The maximum size of an accessory building is 65 m^2 according to the zoning bylaw, and the application requests a variance to allow the accessory building to be 80.3 m^2.

Council accepted the application and directed staff to proceed with the referral process at the January 24, 2023 Regular meeting.

DISCUSSION

Zoning regulations including prescribed setbacks are meant to retain order and consistency. Regulations are intended to reflect what's in the best interest of the overall community, and contains a set of rules (such as setbacks) that apply to everyone. And while Council has the utmost discretion in considering applications to vary certain requirements of zoning bylaws, variances should be reserved only for exceptional circumstances to avoid setting precedence, and to avoid undermining a consistent form and character within neighbourhoods. Otherwise, variances, or similarly spot zoning creates a patchwork of what's allowed, blurs the certainty of zoning regulations and becomes a tracking management issue.

In the current case, the owner originally planned to build a 2 bay garage with a carport. As their lot has lots of space, and will not impeded on the neighbours, the applicant has applied for a variance to building a 3 bay garage, to use the space for woodworking, personal automotive work and storage/parking. Referrals were sent out to neighbouring property owners.

Attached to this report are:

- Referral package
- DVP #1-2023

REFERRALS

Notifications were sent out to property owners within 50 metres of the subject property. Section 499 of The Local Government Act requires notice be provided to affected property owners and tenants. As of the date of this report, one written response has been received from the Fire Chief, with no concerns. No other responses have been received as of the date of this report.

FINANCIAL IMPLICATIONS

None

POLICY IMPLICATIONS

Pursuant to the provisions in the Local Government Act, a local government may, by resolution, issue a development variance permit, in respect of the land covered in the permit, the provisions of a bylaw that regulates Zoning. As a limit to Council's authority, the use or density of land cannot be varied. In the existing case, the use and density of the property is not affected by the granting of the variance request.

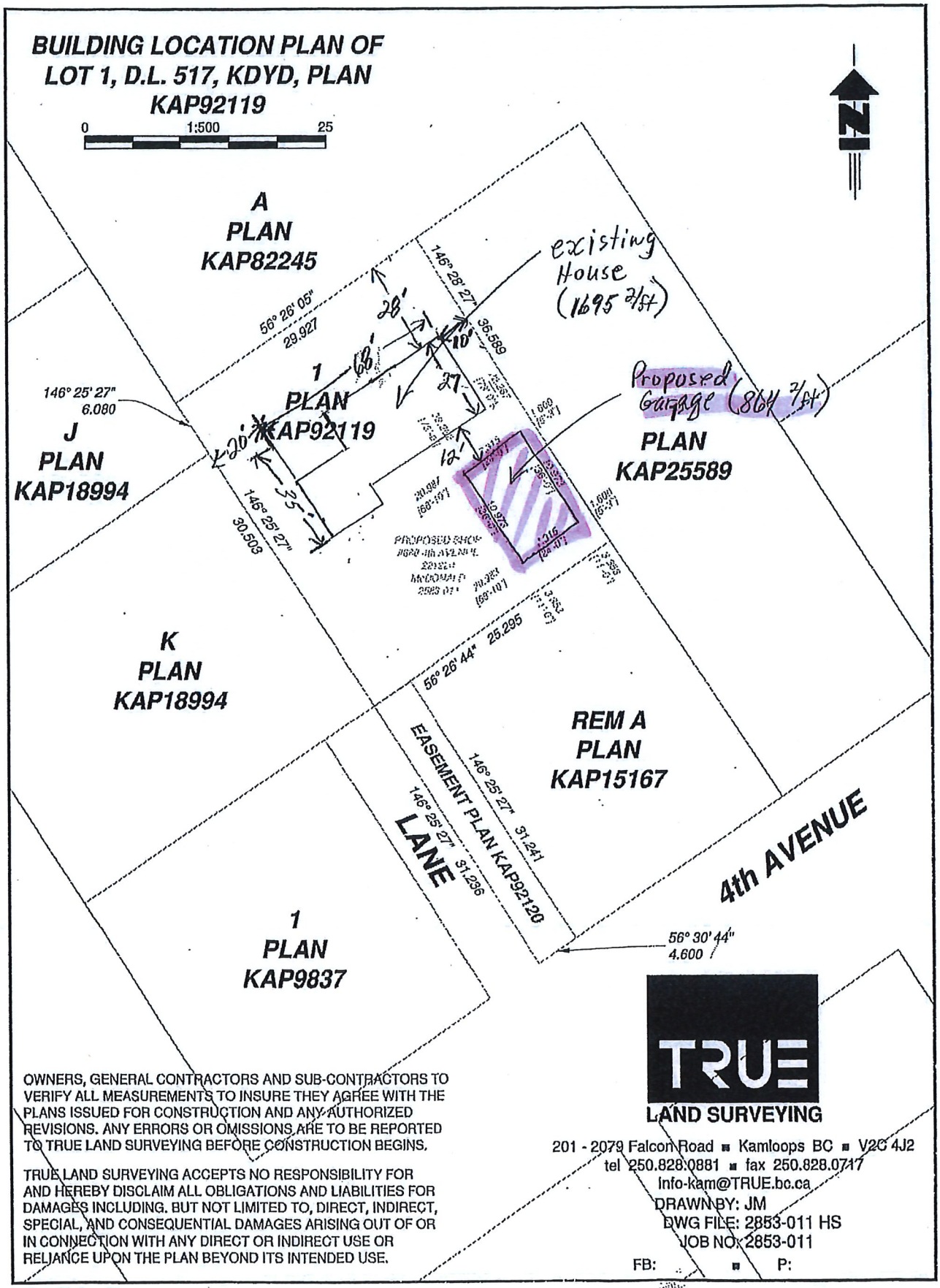
A variance application can come forward at any time to vary a regulation pertaining to construction and development. Council needs to consider whether it is in the best interests of the neighbouring residents to allow the variance, and whether or not granting the variance will set a precedent.

RECOMMENDATION

"THAT Development Variance Permit #1-2023 be issued."

Respectfully submitted,

Approved for Council Consideration by CAO

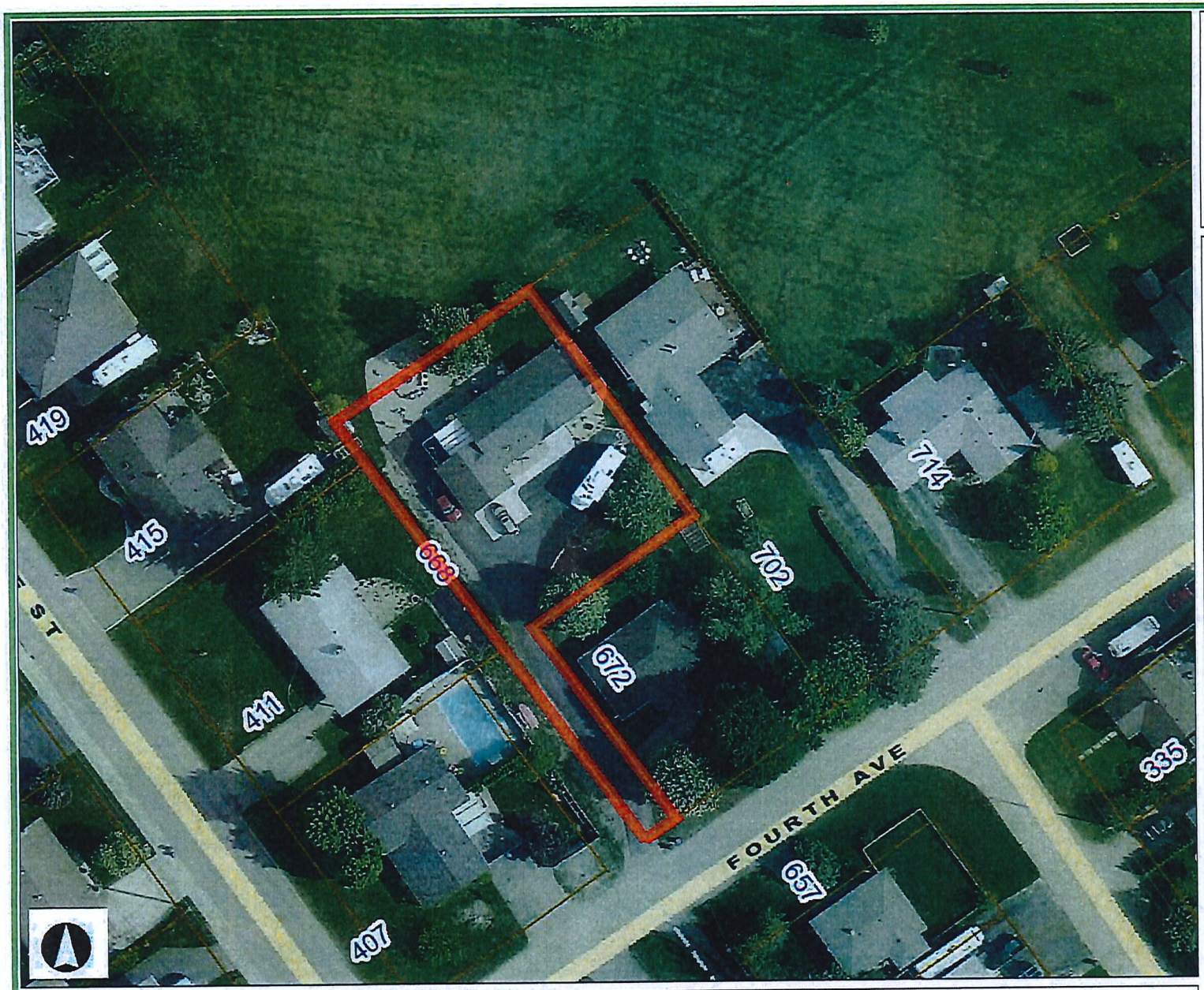


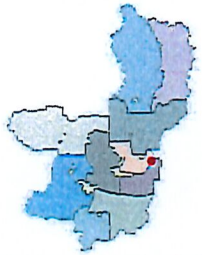
OWNERS, GENERAL CONTRACTORS AND SUB-CONTRACTORS TO VERIFY ALL MEASUREMENTS TO INSURE THEY AGREE WITH THE PLANS ISSUED FOR CONSTRUCTION AND ANY AUTHORIZED REVISIONS. ANY ERRORS OR OMISSIONS ARE TO BE REPORTED TO TRUE LAND SURVEYING BEFORE CONSTRUCTION BEGINS.

TRUE LAND SURVEYING ACCEPTS NO RESPONSIBILITY FOR AND HEREBY DISCLAIM ALL OBLIGATIONS AND LIABILITIES FOR DAMAGES INCLUDING, BUT NOT LIMITED TO, DIRECT, INDIRECT, SPECIAL, AND CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON THE PLAN BEYOND ITS INTENDED USE.

TRUE
LAND SURVEYING
201 - 2079 Falcon Road ■ Kamloops BC ■ V2C 4J2
tel 250.828.0881 ■ fax 250.828.0717
Info-kam@TRUE.bc.ca

DRAWN BY: JM
DWG FILE: 2853-011 HS
JOB NO: 2853-011
FB: ■ P:





Legend

Library Services
- Library
- Mobile Library

Waste Disposal and Recycling
- Eco-Depot
- Recycle Depot
- Product Stewardship Depot
- Landfill
- Transfer Station
- Septage Pit

Emergency Services
- Police Station
- Ambulance Station
- Fire Station
- Hospital
- Local Authority Office

Facility
- Other
- Community Hall
- Health
- Transportation
- Education
- Utility

THOMPSON-NICOLA REGIONAL DISTRICT TNRD

0.1 0 0.03 0.1

Kilometers

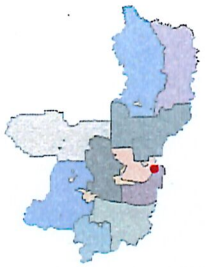
1: 1,128

Projection: WGS_1984_Web_Mercator_Auxiliary_Sphere

January 9, 2023

THIS IS NOT A LEGAL SURVEY PLAN. This map is a user generated static output from the Thompson-Nicola Regional District Internet Mapping site and is provided on an "as is" and "as available" basis, without warranties of any kind, either expressed or implied. The information was generated from Geographic Information System (GIS) data maintained by different source agencies. Information contained in the map may be approximate, and is not necessarily complete, accurate or current. While all reasonable efforts have been made to ensure the accuracy of the data, reliance on this information without verification from original records is done at the user's own risk.

Author:



Legend

Library Services
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Waste Disposal and Recycling
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Facility
- Other
- Community Hall
- Health
- Transportation
- Education
- Utility

THOMPSON-NICOLA REGIONAL DISTRICT TNRD

0.1 0 0.06 0.1

Kilometers

1: 2,257

Projection: WGS_1984_Web_Mercator_Auxiliary_Sphere

January 25, 2023

THIS IS NOT A LEGAL SURVEY PLAN. This map is a user generated static output from the Thompson-Nicola Regional District Internet Mapping site and is provided on an "as is" and "as available" basis, without warranties of any kind, either expressed or implied. The information was generated from Geographic Information System (GIS) data maintained by different source agencies. Information contained in the map may be approximate, and is not necessarily complete, accurate or current. While all reasonable efforts have been made to ensure the accuracy of the data, reliance on this information without verification from original records is done at the user's own risk.

Author:

VILLAGE OF CHASE

Development Variance Permit No. 1-2023

Authorizing resolution of the Council of the Village of Chase passed at its Regular Meeting on the ____ Day of_____, **2023**

1.0 LEGAL DESCRIPTION
LOT 1 DISTRICT LOT 517 KAMLOOPS DIVISION YALE DISTRICT PLAN KAP92119
PID 028-598-725

CIVIC ADDRESS
668 4th Avenue
Chase, BC

2.0 HOLDER & ADDRESS
McDonald, STUART and MARYLIN
668 4TH AVE
CHASE BC
V0E 1M0

3.0 CONDITIONS TO BE VARIED OR SUPPLEMENTED:

3.1 Village of Chase Zoning Bylaw No. 683 - 2006 and amendments thereto states:

6.14 Regulations

On a parcel located in an area zoned as R-1, no building or structure shall be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in the table below in which column I sets out the matter to be regulated and column II sets out the regulations.

Maximum floor area for accessory use building 65 m^2

Variance to Regulations

Section 6.14 is hereby varied to allow an increase to the maximum floor area of an accessory use building from **65 m^2** to **80.3 m^2**.

4.0 SECURITY REQUIRED: _____ YES ___X__ NO

5.0 GENERAL NOTES:

5.1 This Development Variance Permit is issued subject to all of the Bylaws of the Village of Chase applicable thereto, except as specifically varied or supplemented by this Permit.

5.2 This Permit applies to and only to those lands within the Village of Chase described in 1.0 above.

5.3 This Permit is not a Building Permit.

6.0 APPROVAL REQUIRED BY MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE:

_____ YES ___X__ NO

Approved by Village of Chase Council on the ____ Day of_____, **2023**

VILLAGE OF CHASE

Memorandum

Date: March 23, 2023

To: Mayor and Council

From: CAO

RE: Community Hall – Lease - Hamper Society and Chase Lions Club

---

Regular Usage of Space at Village's Community Hall

Both the Hamper Society and the Chase Lions Club utilize portions of the Community Hall in conjunction with the services they provide.

The Hamper Society Food Bank operates out of the lower level of the Community Hall – the Primary Operating Area and Room A. The Lions hold their bi-monthly member meetings in Room A.

Both these uses are included in the lease agreement as being provided to the two community groups as no cost use (i.e. $1.00 annually).

Additional Usage

The Hamper Society also operates several other services through the year:
Inclusive Café once per month – usage of Room B and the Community Hall kitchen
Christmas Hamper and Toy Shop services November and December – usage of Room B, the main hall (upstairs) and Room C (upstairs). While these uses at this point are not charged for, the lease agreement includes a clause that the value of this additional usage is approximately $7,000 annually.

The Lions Club also uses various other space in the Community Hall:
Room B, the majority of Room A, and the Kitchen to prepare fundraising pancake breakfasts and dinner meetings associated with their club's activities, several times per year. While these uses at this point are not charged for, the least agreement includes a clause that the value of this additional usage is approximately $1,000 annually.

As with other usage of Village owned property, the lease agreement includes clauses that require annual reporting from both groups as to the value to their organization of the usage of the spaces.

Both the Hamper Society and the Chase Lions provide valuable services in the community.

RECOMMENDATION

"That the Lease for Community Hall Usage for the Hamper Society and the Chase Lions for a two year term from April 1, 2023 to March 31, 2025 be adopted."

Respectfully submitted,

Joni Heinrich

LEASE AGREEMENT

THIS LEASE AGREEMENT is dated the ____ day of _____, 2023.

Between:

VILLAGE OF CHASE having an office at 826 Okanagan Avenue, Chase, BC and a mailing address of PO Box 440, Chase, BC, V0E 1M0
(the "Village")

And:

CHASE CHRISTMAS HAMPER SOCIETY, 887640662RR0001, being a not-for-profit organization operating in Chase, BC, and having a mailing address of PO Box 137, Chase, BC, V0E 1M0
(the "Hamper")

And: **CHASE AND DISTRICT LIONS COMMUNITY CLUB SOCIETY** "Chase Lions Club", a body corporate under the Societies Act, Certification of Incorporation No. S0008618, and having a mailing address of PO Box 12, Chase, BC, V0E 1M0
(the "Lions")

Whereas:

A. The Village is the registered owner in fee simple of that parcel of land legally described as: PID: 010-846-778, Parcel 7 District Lot 517
Kamloops Division Yale District Plan 3532
(the "Land")

and the improvements located thereon; AND

B. The Hamper and the Lions wish to enter into an agreement to lease a portion of the Premises subject to and in accordance with the terms, covenants and conditions contained within this Agreement; AND

C. The Hamper provides food bank services, operates a monthly community lunch and senior meal program, and provides a Christmas Toy and Hamper service to those in need; AND

D. The Lions meet regularly at the premises, hold various meetings with Zone leadership, and wish to host at least two (2) pancake breakfast fundraising events each year;

Now therefore, in consideration of mutual covenants and agreements contained within this Agreement, the parties agree as follows:

1. **Grant of Lease – Hamper Society**

1.1 The Village hereby grants to the Hamper exclusive use of the premises known as the "Primary Operating Area" and 2/3 of Room A, for the Food Bank, as shown on Appendix A to this Lease for the sum of $1.00 annually, for which receipt and sufficiency is hereby acknowledged by the Village.

1.2 The Village hereby grants to the Hamper the right to use other portions of the building located on the Lands as shown on Appendix A to this lease, including Room B and the Main Kitchen, for Soup Kitchen and Senior Meal Program, usage to be in collaboration with the Lions.

1.3 The Village hereby grants the Hamper use of Room C and the Main Hall (upper) in the Premises as shown in Appendix B, as well as Room B, and the community kitchen (lower) as shown in Appendix A, for the purpose of Christmas Hamper client registration, a Christmas Toy Shop, and Christmas Hamper preparation and distribution.

1.4 The Hamper hereby acknowledges the use of Room B, the Kitchen, the Upper Hall and Room C for the various programs operated by the Hamper are valued at approximately $7,000 annually.

1.5 The Hamper will inform Village staff by January 31 in each year of all usages of all Rooms for the year, with the exception of their Primary Operating Area.

1.6 The Hamper will act diligently and use all proper and reasonable efforts consistent with good societal practice at all times in the use of the premises.

1.7 Save and except for as specifically provided for within this Agreement, the Hamper will not assign or otherwise transfer this Agreement or any of the rights and privileges contained herein, nor sub-lease or share possession of the Premises in each case in whole or in part other than as outlined in this lease, without first obtaining the prior written consent of the Village in each and every case, which consent may be withheld in the Village's sole discretion.

2. Grant of Lease – Lions Club

2.1 The Village hereby grants to the Lions use of a portion of Room A as shown on Appendix A during the term of this agreement for the purposes of holding their regular bi-monthly member meetings for the sum of $1.00 annually, for which receipt and sufficiency is hereby acknowledged by the Village.

2.2 The Village hereby grants to the Lions exclusive use of Room A except the southwest quarter as shown on Appendix A, as well as Room B and the Kitchen for the purpose of various Zone dinner meetings. The Lions will be required to book the spaces in advance with the Village, and the Lions will give the Hamper at least 2 weeks' notice of each dinner meeting. The Hamper will ensure that Room A is cleared of all Hamper equipment and product except for the area shown on Appendix A.

2.3 The Village hereby grants to the Lions use of Room A except the southwest quarter as shown on Appendix A, as well as Room B and the Kitchen for fundraising pancake breakfasts, usually held on Mother's Day and during the Chase Country Christmas event. Dates will be determined by the Lions, who will be responsible to inform the Village and the Hamper no later than 2 weeks before the breakfast events. The Hamper will ensure that Room A is cleared of all Hamper equipment and product except for the area shown on Appendix A.

2.4 The Lions hereby acknowledge the use of Room B and the Kitchen for various meetings and fundraising activities is valued at approximately $400 annually.

2.5 The Lions will act diligently and use all proper and reasonable efforts consistent with good societal practice at all times in the use of the premises.

2.6 Save and except for as specifically provided for within this Agreement, the Lions will not assign or otherwise transfer this Agreement or any of the rights and privileges contained herein, nor sub-lease or share possession of the Premises in each case in whole or in part other than as outlined in this lease, without first obtaining the prior written consent of the Village in each and every case, which consent may be withheld in the Village's sole discretion.

3. ANNUAL REPORTING

Both the Hamper and the Lions covenant and agree to provide the Village with:

- An annual detailed income statement outlining all revenues and expenditures specific to the activities carried out in the Community Hall.

4. TERM

The term of this Agreement shall be for a period of two (2) years (the "Term"), commencing on April 1, 2023 (the "Effective Date") and expiring on March 31, 2025.

5. ENUREMENT

This Lease Agreement will enure to the benefit of and be binding upon each of the Village, the Hamper and the Lions and their respective successors and permitted assigns.

6. COUNTERPART AND ELECTRONIC TRANSMISSION

This Lease Agreement may be executed and delivered in counterparts and by electronic transmission, and each such execution and delivery shall be deemed lawfully binding on the Village, the Hamper and the Lions.

In Witness, the parties hereto have executed this Lease Amendment as of the date first above written:

VILLAGE OF CHASE, by its authorized signatories:

_____
Mayor

_____
Corporate Officer

CHASE CHRISTMAS HAMPER SOCIETY, by
its authorized signatories:

_____
Authorized Signatory

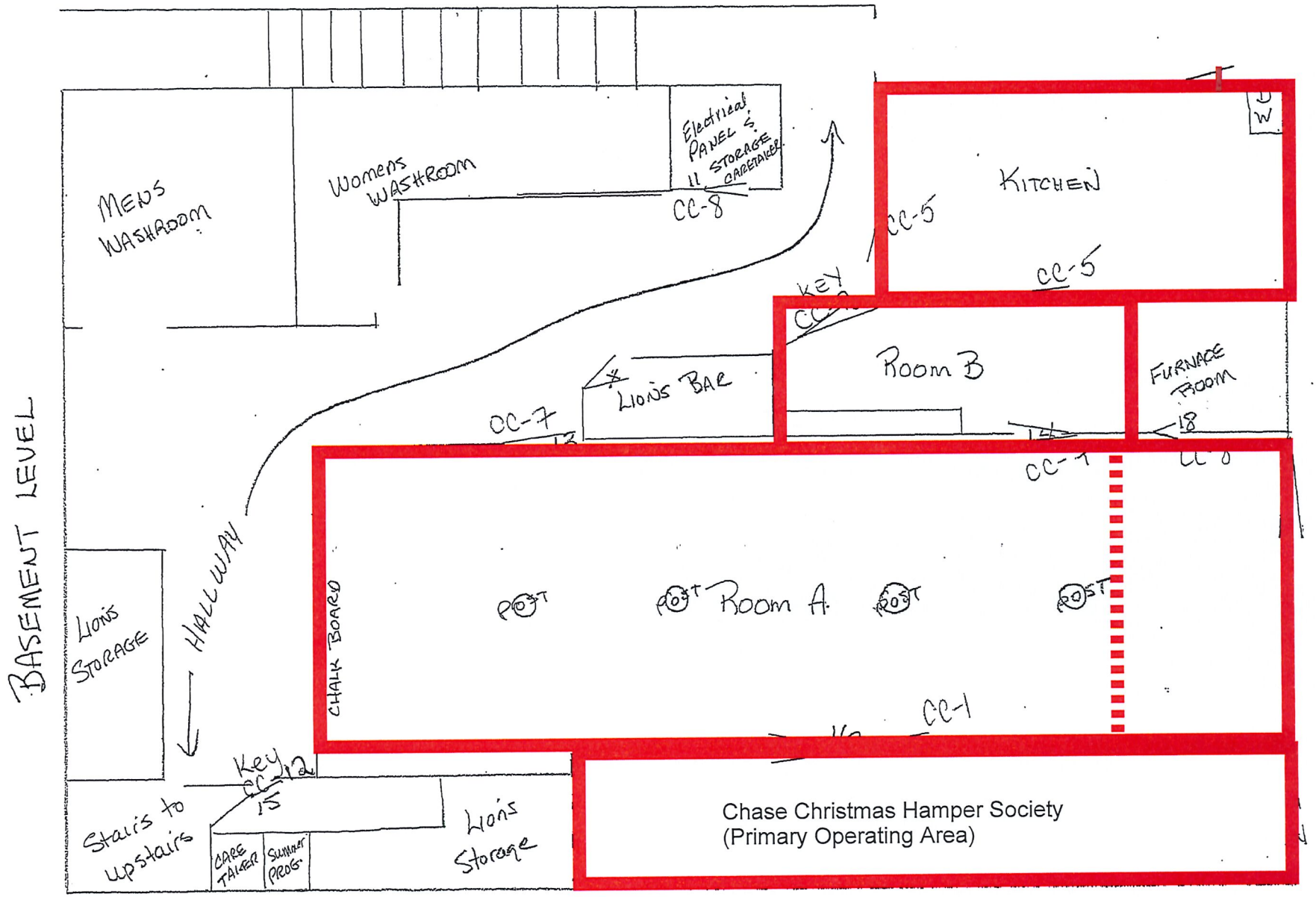
_____
Authorized Signatory

CHASE AND DISTRICT LIONS COMMUNITY CLUB SOCIETY, by
its authorized signatories:

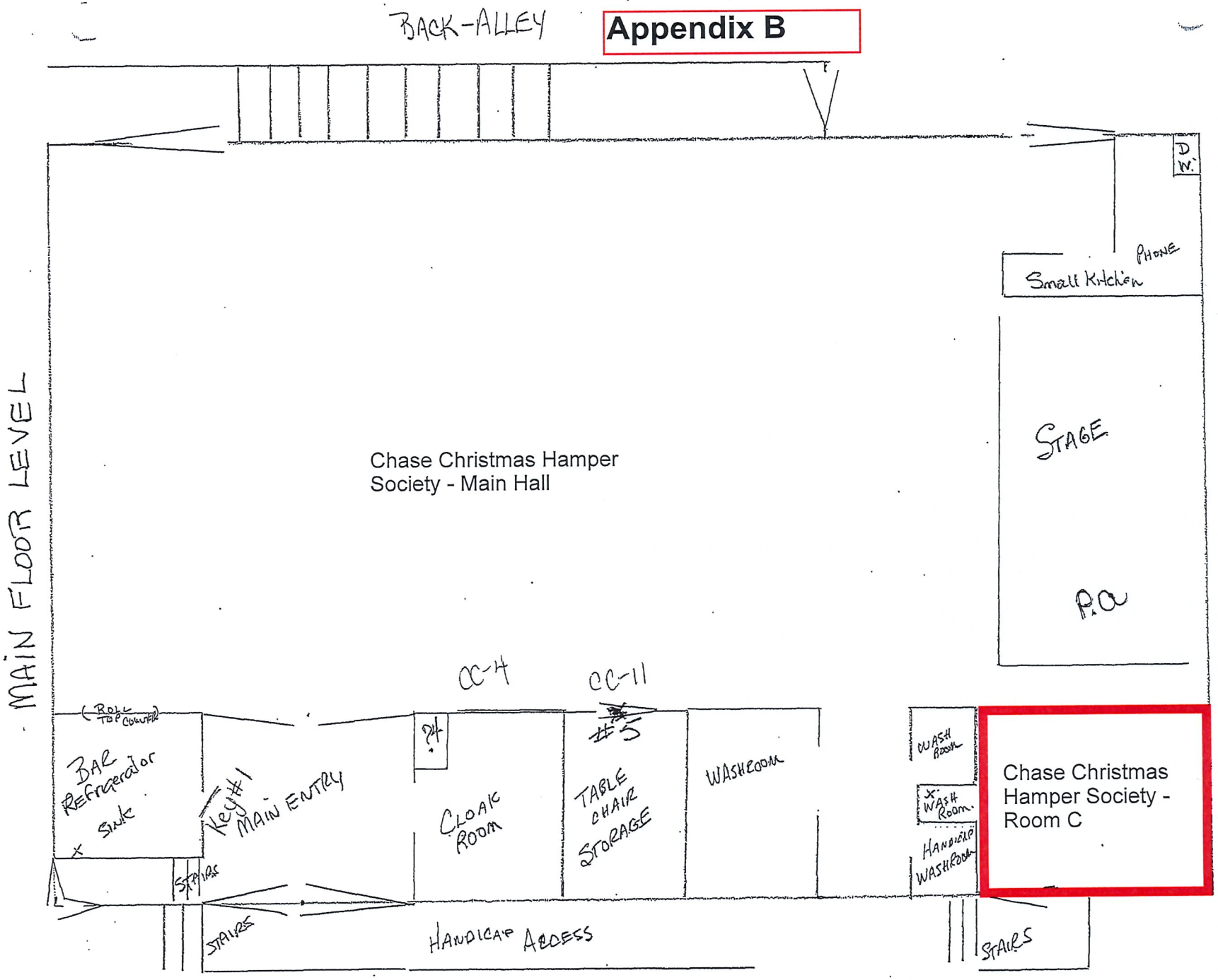
_____
Authorized Signatory

_____
Authorized Signatory

Appendix A


BASEMENT LEVEL
MENS WASHROOM
WOMENS WASHROOM
Electrical PANEL & STORAGE CABINETS
CC-8
KITCHEN
CC-5
CC-5
KEY
Room B
FURNACE ROOM
LIONS BAR
CC-7
18
CC-7
HALLWAY
LIONS STORAGE
CHALK BOARD
POST
POST
Room A
POST
POST
CC-1
Key
CC-12
15
Stairs to upstairs
CARE TAKER
SUMMER PROG.
Lions Storage
Chase Christmas Hamper Society
(Primary Operating Area)

Appendix B



x MASTER KEY DOES NOT WORK

February 16, 2023

David Lepsoe
Mayor, Village of Chase
Box 440
Chase, BC V0E 1M0

Dear Mayor David Lepsoe and Council,

We are writing to share a great story from your community with wonderful outcomes:

- People in your community accessed fresh, healthy local food from local farmers.
- Local farmers saw greater economic activity - strengthening their sustainability.

Each year, with funding from the Province of British Columbia, the BC Association of Farmers Markets delivers the BC Farmers' Market Nutrition Coupon Program across the province. In 2022, through an increase in funding we expanded the number of seniors and elders in the program and increased the weekly coupon allocation per family from $21 to $27.

In Your Community
In **Chase**, we proudly partnered with **Chase Hamper Society** who provided lower-income pregnant persons, families, and seniors with coupons to purchase fresh fruits, vegetables, cheese, eggs, nuts, fish, meat, herbs and honey directly from farmers at your local farmers' market.

And with these coupons they redeemed **$9,837** with local farmers at the **Chase Farm and Craft Market**.

Over **60** lower-income residents from **Chase** ate and enjoyed more local, fresh foods, learned about healthy eating, and felt connected to their community. At the same time, your local food system was strengthened with farmers in your community who benefited from this additional income to sustain their farms.

Our Request To You
If you agree the BC Farmers' Market Nutrition Coupon Program is a valuable program, we kindly ask you to send a thank you letter to the Minister of Health, Adrien Dix. Your encouragement and feedback means a lot and can strengthen support for ongoing funding for the BC Farmers' Market Nutrition Coupon Program.

We are ready to dig in and work with your community again in 2023!

With gratitude,

Heather O'Hara
Executive Director

Wylie Bystedt
President, Board of Directors

RECEIVED
Village of Chase
MAR 14 2023
Original
File
Copy
Agenda

BC Association of Farmers' Markets
208 1089 West Broadway Vancouver, BC V6H 1E5
604 734 9797 bcfarmersmarket.org bcfarmersmarkettrail.com

-30-

March 16, 2023

Ref: 271994

Their Worship Mayor David Lepsoe
Village of Chase
PO Box 440
Chase BC V0E 1M0

Dear Mayor Lepsoe:

The population of B.C. has increased consistently over the past decade and is projected to keep growing in the next 10 years. The provincial government understands the need to facilitate greater housing supply for our growing population. The province will support local governments in addressing the multiple funding and financing constraints to aid in the construction of infrastructure and amenities for all B.C. communities. Local governments' investment in core community infrastructure and amenities increases the amount of land that is ready to be developed to a higher density.

The Government of B.C. has invested considerable resources in infrastructure and amenities in the past 10 years and has strategically leveraged federal funding to that effect. More than $1.6 billion in federal and provincial funding have been invested in our communities since 2018 through the Investing in Canada Infrastructure Program. However, as there is still more to be done for infrastructure and amenities, the provincial government is pleased to provide the Growing Communities Fund (GCF) for local governments province-wide.

As a one-time grant, the GCF will provide up to $1 billion through direct grants to local governments to support all B.C. communities, with a focus on those communities that need to increase the pace and scale of housing supply. The principal objective of the GCF is to increase the local housing supply with investments in community infrastructure and amenities. Municipalities are encouraged to work closely with adjacent local First Nations, in recognition of the *Declaration on the Rights of Indigenous Peoples Act*, as this collaboration strengthens our communities and regions.

The funding provided through the GCF should be limited to one-off costs needed to build required infrastructure and amenities rather than funding ongoing or operational activities. These funds are to be incremental to currently planned investments and should accelerate the delivery of capital projects. Eligible costs are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Local portion of affordable/attainable housing developments;

.../2

Ministry of Municipal Affairs Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Parliament Buildings
Victoria BC V8V 1X4

http://www.gov.bc.ca/muni

- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation-related amenities.

Further to the above-noted capital costs, one-off costs can include:

- Costs of feasibility studies (including infrastructure capacity assessment); other early-stage development work; costs of designing, tendering and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and, in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

I am pleased to advise you that the Village of Chase is the recipient of a $1,547,000 grant under the Growing Communities Fund. This amount will be directly transferred to your local government by March 31, 2023.

Under part 7 of the Local Government Grants Regulations, the amount of the grant to each local government is set by the Minister of Municipal Affairs. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on three components: a flat funding amount, an "adjusted population" amount and a "population growth" amount. The flat amount is $500,000. The "adjusted population" amount is $365 per adjusted population. The population adjustment ensures smaller municipalities get a higher per capita share of funding despite larger municipalities receiving more funding in absolute dollars. The "population growth" amount is $1,000 per capita population growth between 2016 and 2021.

.../3

As a condition of this funding, the grant must be placed in a segregated reserve fund established by bylaw under section 188 of the *Community Charter* for the Capital and Planning purposes of the GCF. This fund must be separate from other existing reserve funds. To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spends this grant. This will be part of the annual financial reporting required under section 167 of the *Community Charter*. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

Further to the financial reporting, an annual report that identifies work-related Housing Needs Reports and pre-zoning requirements, as applicable, is required. The province also encourages highlighting projects that align with provincial priorities such as CleanBC and childcare; as well as those that align with the province's Environmental, Social and Governance framework for capital projects.

Finally, requirements will include parameters for public recognition of the funding related to projects. The province must be consulted prior to any proactive media events or news releases related to the project. Funded projects must also acknowledge the province's contribution through temporary and permanent on-site signage. The provincial government anticipates that the funds will be expended within approximately five years of receipt.

If you have any questions or comments regarding this letter, please feel free to contact the Local Government Infrastructure and Finance Branch by email at: LGIF@gov.bc.ca. Further information on the program will be available on the following webpage: https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/bc-s-growing-communities-fund.

The province welcomes this opportunity to support the growth of the supply of housing throughout British Columbia. We believe that this funding will contribute to the capacity of B.C. local governments to provide critical services as our province and economy grows.

Sincerely,

Anne Kang
Minister

pc: Joni Heinrich, Chief Administrative Officer, Village of Chase
Debi Lovin, Chief Financial Officer, Village of Chase

Attachment with Example Calculation for a Municipality with 15,000 People

Population Range	From	To	Adjustment Factor
1. Very Small	0	2,000	100%
2. Small	2,001	5,000	80%
3. Small-Med	5,001	10,000	60%
4. Medium	10,001	20,000	40%
5. Large-Med	20,001	40,000	20%
6. Large	40,001	150,000	10%
7. Very Large	150,001	900,000	5%

To illustrate, for a city of 15,000 people, the adjusted population is:

- For this first 2,000 residents, adjustment of 100% = 2,000 x 100% = 2,000
- For the next 3,000 (up to 5,000), adjustment of 80% = 3,000 x 80% = 2,400
- For the next 5,000 (up to 10,000), adjustment of 60% = 5,000 x 60% = 3,000
- For the last 5,000 (up to 15,000), adjustment of 40% = 5,000 x 40% = 2,000

Thus, the city of 15,000 people has an adjusted population of 9,400 (=2,000 + 2,400 + 3,000 + 2,000).

If the city grew by 4,500 people between 2016-2021, the total grant amount is calculated as follows:

Component	Calculation	Result
Flat Funding	$500,000	$500,000
Adjusted Population	= 9,400 x $365	$3,431,000
Population Growth	= 4,500 x $1,000	$4,500,000
Total Grant		$8,431,000