



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 January 10, 2023 at 4:00 p.m.

Join the meeting from your computer, tablet or smartphone:

<https://us02web.zoom.us/j/81410690703?pwd=N0JYbUZWZVFLaENCWjlKNmZPYUkzQT09>

Or join the meeting using your phone:

Dial: 1-778-907-2071

Meeting ID: 814 1069 0703

Passcode: 958187

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Resolution:

“THAT the agenda of the January 10, 2023 Regular Meeting be adopted as presented.”

3. ADOPTION OF MINUTES

3.1 Minutes of the Public Hearing held December 13, 2022

Pages 1-2

Resolution:

“THAT the minutes of the Public Hearing held December 13, 2022 be adopted as presented.”

3.2 Minutes of the December 13, 2022 Regular Meeting

Pages 3-9

Resolution:

“THAT the minutes of the December 13, 2022 Regular Meeting be adopted as presented.”

4. PUBLIC HEARINGS

Refer to Public Hearing Agenda

Zoning Amendment Bylaw No. 922-2022 – 1106 Beach Place

(Bylaw No. 922-2022 was given first and second reading at Council's November 8, 2022 Regular Meeting.)

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

6.1 Jen Bellhouse, Executive Director of Shuswap Trail Alliance

Pages 10-11

Information regarding the Trail Alliance, Various projects and Roundtable Funding Proposal

7. REPORTS

a) Mayor and Council Reports

b) Staff Reports

Pages 12-15

8. UNFINISHED BUSINESS

8.1 Council Procedures Amendment Bylaw No. 925-2023

Pages 16-18

Memo from Deputy Corporate Officer

Recommendation:

“THAT Council Procedures Amendment Bylaw No. 925-2023 be read a first, second and third time.”

8.2 Zoning Amendment Bylaw No. 924-2022 – 622 3rd Ave

Pages 19-21

Bylaw and Letter from Property Owners

The bylaw has received first and second reading, Public Hearing, and third reading. While the owners do not yet have additional off-street parking, Administration is recommending a security bond be charged to the owners to ensure the off-street parking is installed when the frost depth is suitable for construction.

Recommendation:

“THAT the Village of Chase Zoning Amendment Bylaw No. 924-2022 be adopted, conditional upon receipt of \$2,000 security bond from the applicant; AND,

THAT the \$2,000 security bond be refunded upon completion of the installation of an additional off-street parking space no later than June 30, 2023, in accordance with the zoning bylaw as determined by the Approving Officer. Failure to complete this requirement will result in forfeiture of the security bond to the Village, and the property will be considered in violation of the zoning bylaw.”

9. NEW BUSINESS

9.1 Infrastructure Planning Grant Application

Page 22

Memo from Corporate Officer

Recommendation:

“THAT Council approves a grant application under the Infrastructure Planning Grant Program for a maximum of \$10,000 to complete the Wastewater Treatment Plant Feasibility Study, needed to inform a larger grant application for the creation of a Wastewater Treatment Plant Master Plan.”

9.2 Disposition of Retired Fire Truck

The Village of Chase was obliged to purchase a new Fire Truck which was delivered in the fall of 2022. The retired engine is a 1994 Freightliner FL80.

The Village of Chase falls under the Fire Underwriters Survey rules for fire trucks. The municipality can only utilize a fire truck for 20 years before it must be replaced.

The Village could consider keeping the truck for possible deployment during wildfires in BC. While this option would generate some revenue for the Village, requests for equipment from Wildfire BC include the requirement for a minimum

number of personnel to also be deployed. Additionally, the truck must be equipped, insured, maintained and securely stored which would incur additional costs. There have been several enquiries about purchasing the truck – it is in very good condition and is in demand for non local government use.

Recommendation:

“THAT Council approves the disposition of 1994 Frieghliner FL80 Fire Truck.”

9.3 Souther Interior Local Government Association – SILGA

Page 23-24

Call for Nominations for the SILGA Executive

Recommendation:

“THAT the call for Nominations for the SILGA Executive for 2023/24 be received as information.”

9.4 SILGA – Call for Resolutions

Pages 25-26

Letter and 2022 Resolutions

In past years, Councils have submitted resolutions for SILGA to consider at its annual convention whether or not the resolution is worthy of being forwarded to UBCM for consideration at the annual convention.

Council may wish to submit resolutions to SILGA. The deadline for submissions is February 24, 2023.

10. NOTICE OF MOTION

11. IN CAMERA

None

12. RELEASE OF IN CAMERA ITEMS

None

13. ADJOURNMENT

Resolution:

“THAT the January 10, 2023 Regular Meeting be adjourned.”



VILLAGE OF CHASE MINUTES OF PUBLIC HEARING

December 13, 2022 at 4:00 p.m.
Village of Chase Community Hall
at 547 Shuswap Avenue

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

In Attendance: Joni Heinrich, Chief Administrative Officer
Sean O'Flaherty, Director of Corporate Operations
Deb Lovin, Chief Financial Officer
Mike McLean, Deputy Corporate Officer
Brian Lauzon, Fire Chief

Public Participants: Approximately 16 people in attendance (3 virtually)

- I. **Call to Order:**
Chair Lepsoe called to order the Public Hearing regarding *Zoning Amendment Bylaw No. 923-2022* and *Zoning Amendment Bylaw No. 924-2022* at 4:05 pm.
- II. **Opening Statement:**
Chair Lepsoe read the opening statement for the Public Hearing noting that all persons present who believe their interest in the property is affected shall be given an opportunity to be heard or present written submissions. No written submissions were received at this Public Hearing.
- III. **Introduction of Zoning Amendment Bylaw No. 923-2022**
Chair Lepsoe asked the Corporate Officer to provide background information. The Corporate Officer introduced the bylaw and presented by PowerPoint. Some notable aspects of the bylaw included:
 - *Zoning Amendment Bylaw No. 923-2022* would change the zoning designation at 822 Hysop Road from R-1, Low Density Residential to R-1SS, Low Density Residential with Secondary Suite.
- IV. **Public Input**
The Corporate Officer confirmed that all statutory public notifications occurred and that there were no submissions received.

Chair Lepsoe called a first time for public input.

Chair Lepsoe called a second time for public input.

Chair Lepsoe called a third and final time for public input.

Hearing no further input, Chair Lepsoe moved to the next item in the Public Hearing

V. **Introduction of Zoning Amendment Bylaw No. 924-2022**

Chair Lepsoe asked the Corporate Officer to provide background information.

The Corporate Officer introduced the bylaw and presented by PowerPoint.

Some notable aspects of the bylaw included:

- *Zoning Amendment Bylaw No. 924-2022* would change the zoning designation at 622 3rd Avenue from R-1, Low Density Residential to R-1SS, Low Density Residential with Secondary Suite.

VII. **Public Input**

The Corporate Officer confirmed that all statutory public notifications occurred and that there were no submissions received.

Chair Lepsoe called a first time for public input.

Chair Lepsoe called a second time for public input.

Chair Lepsoe called a third and final time for public input.

Hearing no further input, Chair Lepsoe called for a motion to close the input opportunity and adjourn the Public Hearing.

VII. **Adjournment**

Moved by Councillor Harder

Seconded by Councillor Connett

“THAT the input opportunity to hear from affected persons regarding Zoning Amendment Bylaw 923-2022 and Zoning Amendment Bylaw No. 924-2022 be closed; AND,

THAT the Public Hearing be adjourned.”

CARRIED

The Public Hearing was concluded at 4:29 p.m.

David Lepsoe, Mayor

Sean O'Flaherty, Corporate Officer



MINUTES

of the Regular Meeting of the Council of the Village of Chase
held at the Community Hall at 547 Shuswap Avenue, and via Zoom
on Tuesday, December 13, 2022 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
Sean O'Flaherty, Director of Corporate Operations
Deb Lovin, Chief Financial Officer
Mike McLean, Deputy Corporate Officer
Brian Lauzon, Fire Chief

Public Participants: 16 in-person, 3 via Zoom

1. CALL TO ORDER – 4:00 p.m.

2. ADOPTION OF AGENDA

Moved by Councillor Harder

Seconded by Councillor Herman

“THAT the agenda of the December 13, 2022 Regular Meeting be adopted as presented.”

CARRIED
#2022/12/13_001

3. ADOPTION OF MINUTES

3.1 Minutes of the November 22, 2022 Special Meeting

Moved by Councillor Torbohm

Seconded by Councillor Harder

“THAT the minutes of the November 22, 2022 Special Meeting be adopted as presented.”

CARRIED
#2022/12/13_002

3.2 Minutes of the November 22, 2022 Regular Meeting

Moved by Councillor Torbohm

Seconded by Councillor Harder

“THAT the minutes of the November 22, 2022 Regular Meeting be adopted as presented.”

CARRIED
#2022/12/13_003

4. PUBLIC HEARINGS

Zoning Amendment Bylaw No. 923-2022 – 822 Hysop Road
(Bylaw No. 923-2022 was given first and second reading at Council's November 22, 2022 Regular Meeting.)

Zoning Amendment Bylaw No. 924-2022 – 622 3rd Avenue
(Bylaw No. 924-2022 was given first and second reading at Council's November 22, 2022 Regular Meeting.)

Mayor Lepsoe called the public hearing to order at 4:05 p.m.

Refer to separate minutes for the Public Hearing.

Mayor Lepsoe reconvened the regular meeting at 4:22 p.m.

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

None.

6. DELEGATIONS

6.1 United Way – Social Issues and Solutions in our Community

Signy Madden and Jeanne Legua of the United Way British Columbia presented to Council via Zoom regarding social issues and information about United Way investments, partnerships and operations, including emergent response efforts during the 2021 flood events.

6.2 Chase and Area Young Learners Society (CAYLS) – Summer Program for School Aged Children

Representatives from the Chase and Area Young Learners Society (CAYLS) addressed Council regarding the Summer Program for School Aged Children. They stated their disappointment with the previous Council's decision to not fund the program in 2022. CAYLS will not be providing Summer Recreation programming in 2023 as it wishes to pursue other projects, and urged Council to provide for Summer Recreation programming and pursue grant funding to cover some of the expenses for 2023 and beyond.

6.3 Citizens on Patrol

Members of Citizens on Patrol addressed Council regarding the role of the organization in the community, the need for volunteers, issues with the collection of refundable containers and enforcement of non-smoking regulations.

6.4 Beverley Iglesias and other 3rd Avenue residents regarding truck route for Chase

Residents of 3rd Avenue addressed Council regarding the impact of heavy truck traffic along 3rd Avenue and Juniper Street and urged Council to consider establishing a truck route for Chase that would designate certain roads or areas for use by heavy trucks and prohibit heavy trucks from all other Village roads except where necessary to carry out certain functions.

7. REPORTS

a) Mayor and Council Reports

Mayor Lepsoe

Nov. 23 – Thompson-Nicola Regional District (TNRD) orientation
Nov. 24 – TNRD Regular Meeting
Nov. 25 – First Falls landmark/upgrade meeting with Shuswap Trails Alliance
Nov. 29 – Met with Councillor Herman and P. Simpson regarding an initiative for Chase that would welcome newcomers to the area
Nov. 30 – Attended meeting with MLA for Kamloops-South Thompson Todd Stone
Nov. 30 – Helped decorate float for the Chase Country Christmas parade
Dec. 1 – Spoke with 3rd Avenue residents regarding truck traffic
Dec. 2 – Participated in the Chase Country Christmas Parade and festivities
Dec. 6 – Attended information session on policies and procedures at Village office
Dec. 8 – Attended CSS annual Christmas dinner
Dec. 10 – Attended Christmas dinner at Creekside Seniors Centre
Dec. 23 – Attended long-service award ceremony at Village office

Councillor Connett

Nov. 30 – Helped decorate float for the Chase Country Christmas parade
Dec. 2 – Participated in the Chase Country Christmas Parade and festivities

Councillor Harder

Nov. 30 – Helped decorate float for the Chase Country Christmas parade
Dec. 2 – Participated in the Chase Country Christmas Parade and festivities

Councillor Herman

Nov. 29 – Met with P. Simpson regarding the possibility of an initiative for Chase that would welcome newcomers to the area
Nov. 30 – Met with Christina Lutterman of the Chase Chamber to talk about strategies for welcoming newcomers and the ways that the Chamber could help with the above initiative
Nov. 30 – Participated in the decorating of the Village float for the Chase Country Christmas Parade
Dec. 2 – Participated in the Chase Country Christmas Parade and festivities
Dec. 6 – Attended information session on policies and procedures at Village office
Dec. 7 – Met with representative from Chase and Area Young Learners Society to discuss possible upcoming programs to be offered for youth in Chase
Dec. 8 – Attended Chase Secondary School Annual Christmas Dinner as an invited guest
Dec. 12 – Attended the Adams River Salmon Society AGM via Zoom

Councillor Torbohm

Nov. 23 – Met with Chief Administrative Officer for clarification regarding emergency coordinator
Nov. 25 – Met with Neskonlith and Adams Lake Band, Ministry of Transportation and Infrastructure, Shuswap Trails Alliance and sculptor to discuss Secwepemc landmark sculpture at Chase Creek Falls
Nov. 28 – Spoke with Mayor Robin Smith of Logan Lake about an emergency planner position, who stated that the District of Logan Lake does not have an emergency planner as the role is fulfilled using internal personnel. Contacted staff at

the Village of Clinton, who confirmed that they also do not employ a dedicated emergency planner as the role is fulfilled by their Chief Administrative Officer.
Nov. 30 – Attended meeting with MLA for Kamloops-South Thompson Todd Stone
Nov. 30 – Helped decorate float for the Chase Country Christmas parade
Dec. 2 – Participated in the Chase Country Christmas Parade and festivities
Dec. 3 – Helped dismantle the Chase Country Christmas Parade
Dec. 6 – Attended information session on policies and procedures at Village office
Dec. 8 – Spoke with local citizen about emergency plan

Staff reports were included in the agenda package.

Moved by Councillor Torbohm
Seconded by Councillor Herman

“THAT the reports from Council and staff members be received for information.”

CARRIED
#2022/12/13_004

8. UNFINISHED BUSINESS

8.1 Zoning Amendment Bylaw No. 923-2022 – 822 Hysop Road

Moved by Councillor Torbohm
Seconded by Councillor Herman

“THAT the Village of Chase Zoning Amendment Bylaw No. 923-2022 be read a third time.”

CARRIED
#2022/12/13_005

Moved by Councillor Torbohm
Seconded by Councillor Connett

“THAT the Village of Chase Zoning Amendment Bylaw No. 923-2022 be adopted.”

CARRIED
#2022/12/13_006

8.2 Zoning Amendment Bylaw No. 924-2022 – 622 3rd Avenue

Moved by Councillor Torbohm
Seconded by Councillor Connett

“THAT the Village of Chase Zoning Amendment Bylaw No. 924-2022 be read a third time.”

CARRIED
#2022/12/13_007

8.3 Health and Welfare Benefits for Council Members

Moved by Councillor Harder
Seconded by Councillor Connett

“THAT the Village of Chase pay half of the single rate premium for each Council member who wishes to participate in the benefits program until May 31, 2023.”

CARRIED
OPPOSED: HERMAN, TORBOHM
#2022/12/13_008

9. NEW BUSINESS

9.1 Council Procedure Bylaw - Acting Mayor and Agenda Deadlines

Moved by Councillor Torbohm

Seconded by Councillor Harder

“THAT the current procedures for Acting Mayor be used to appoint the Acting Mayor on a quarterly roster basis with remuneration of \$100 per month.”

CARRIED

#2022/12/13_009

Moved by Councillor Torbohm

Seconded by Councillor Herman

“THAT the procedure bylaw be amended to provide more time for agenda preparation and distribution to Council and the public by setting noon, seven (7) days prior to any meeting as the deadline for submissions and the preceding Friday as the deadline for which agendas will be distributed to Council and the public.”

CARRIED

#2022/12/13_010

9.2 2023 Council Meeting Schedule

Moved by Councillor Torbohm

Seconded by Councillor Herman

“THAT Council adopt the 2023 Council meeting schedule as presented.”

CARRIED

#2022/12/13_011

9.3 Council Meeting Location – January 10, 2023

Moved by Councillor Torbohm

Seconded by Councillor Connett

“THAT Council meetings be moved back to the Council Chamber in the Village office starting with the January 10, 2023 Regular Meeting.”

CARRIED

#2022/12/13_012

9.4 Council Remuneration

Moved by Councillor Herman

Seconded by Councillor Harder

“THAT Council approve the 2023 Council Remuneration as presented.”

CARRIED

#2022/12/13_013

9.5 Letter of Introduction from Shuswap Trail Alliance

Moved by Councillor Herman

Seconded by Councillor Harder

“THAT the Executive Director of the Shuswap Trail Alliance be invited to attend a Council meeting in January, 2023 to further explain the structure and activities of the Shuswap Trail Alliance and the Shuswap Regional Trails Strategy.”

CARRIED

#2022/12/13_014

9.6 Letter of Introduction from BC SPCA

Moved by Councillor Torbohm

Seconded by Councillor Herman

“THAT the letter from the BC SPCA be received for information.”

CARRIED

#2022/12/13_015

10. NOTICE OF MOTION

None

11. OPPORTUNITY FOR PUBLIC TO SPEAK ON MUNICIPAL MATTERS

Carolyn Parks-Mintz of 813 Okanagan Avenue expressed support for Council’s decision to move future meetings to the Village office due to difficulty hearing in the Community Hall and discussed the importance of climate strategies.

Beverly Iglesias of 621 3rd Avenue spoke about the hazards of icy and narrow sidewalks that are difficult for pedestrians to safely use.

Blaine Covington of 420 Juniper Street expressed concern with a lack of sanding and slippery sidewalks.

Len McLean of 371 Juniper Street spoke about the importance of effective snow plowing and expressed concern that the Memorial Park paths may pose a hazard due to slippery surfaces.

12. IN CAMERA

Moved by Councillor Harder

Seconded by Councillor Torbohm

“THAT Council recess to an In Camera meeting pursuant to Section 90 (1) (e), the acquisition, disposition or expropriation of land and improvements and Section 90 (1) (g) litigation or potential litigation affecting the municipality.”

CARRIED

#2022/12/13_016

Mayor Lepsoe reconvened the regular meeting at 6:47 p.m.

13. RELEASE OF IN CAMERA ITEMS

“THAT it be released to the public immediately that Council met with representatives from the Ministry of Transportation and Infrastructure on November 22, 2022 to discuss various aspects of the highway improvement projects and the works being performed within the boundaries of Chase.”

14. ADJOURNMENT

Moved by Councillor Harder

Seconded by Councillor Connett

“THAT the December 13, 2022 Village of Chase Regular Council meeting be adjourned.”

CARRIED
#2022/12/13_017

The meeting concluded at 6:48 p.m.

David Lepsoe, Mayor

Sean O’Flaherty, Corporate Officer

Shuswap Regional Trails Roundtable – ANNUAL FUNDING PROPOSAL Revised for 2023 based on 2018 Original & Working Group Updates

Updated: October 28, 2022

To: Chief and Council – Adams Lake/Little Shuswap/Neskonlith/Splatsin; Board of Directors – Columbia Shuswap Regional District and Municipal Mayors and Councils; Regional District North Okanagan and Municipal Mayors and Councils; Province of BC, Recreation Sites and Trails BC, and BC Parks; and all Regional Trail Partners and Organizations...

From: The Shuswap Regional Trails Roundtable Working Group (Contact: Jen Bellhouse, Shuswap Trail Alliance: 250-804-3530, email: jen@shuswaptrails.com)

Title: *Shuswap Regional Trails Roundtable Annual Funding Proposal 2023*

Background:

- Collaboratively driven by Secwepemc, municipal, regional, community, and provincial leadership
- Shuswap Regional Trails Strategy developed over a 16-year process together
- Shuswap Trail Protocol established to promote Secwepemc interests, reduce/repair ecological damage, and manage land access appropriately when developing and maintaining trails
- Shuswap Trails Roundtable now into seventh year since formally established in 2015 – founded on principles: Y’icwetsutce (Stewardship) ~ Indigenous Values ~ Collaboration ~ Respect
- See Shuswap Regional Trails Strategy Summary, Overview Planning Map, and full Strategy at <https://shuswaptrails.com/resources/trail-strategy-roundtable/>

Success Highlights:

- **Signed Commitment to Collaborate** – by Secwepemc and Municipal/Regional governments (Shuswap Lakes/North Okanagan), trail stewardship organizations (motorized & non-motorized), environment, education, health, economic development, tourism, culture, business, and industry sectors committed to working together, building relationships, and accountable protocols for consultation, accommodation, and consent; and supported by Provincial land management agencies, transport, tourism, and rural development.
- **Adaptive, Cumulative, Environmental Planning & Management** – committed to adaptive planning process, successfully piloted, and implemented projects around the region, including a proposal for implementing the CEA process for trail planning recommending a collaborative approach with Secwepemc leadership and others in the Shuswap watershed; educates/guides community leadership and supports land-management framework and agencies.
- **Priority Planning Areas** – supports collaborative recreational access management planning priorities, including: Joss-Tsuius-Mabel, Owlhead/Kingfisher/Cummings/Blue Lake, Sicamous-to-Armstrong Rail-Trail, Kela7scen (Mt Ida), West Bay Trail, Adams River Pictograph Protection, Scatchard Mountain Rocky Road Trail (See: *Regional Trail Strategy Work Plan and Planning Map*)
- **Community Active Transportation (Walking, Bicycling) Collaborative Planning** – strategy group formed with Healthy Communities coalition to support joint Secwepemc/Municipal/Regional planning with MoTI; draft proposal to facilitate collaborative Active Transportation Planning throughout the region (See Draft Proposal)
- **Shuswap Trail Sign Protocol** – Roundtable ready for Secwepemc leadership and elders to direct naming/education/interpretation protocol for all trails and signage in the Shuswap.

ANNUAL FUNDING Proposal Outline:

Purpose: to ensure ongoing implementation of the Shuswap Regional Trails Roundtable & Strategy

Goal: to establish a shared 4-year resource strategy to maintain working group and roundtable meetings

Outcomes: x 4 annual working group meetings, x1 annual roundtable conference, regular communications & strategy updates; greater recognition, protection, and enhancement of trails; clarity on priority planning areas; improved communication and protocols; increased value and security, and more effective marketing of trail system assets, through consistent trail design and sign standards; optimization of limited shared resources; improved land management; and stronger collaboration.

Budget: (based on 2018/2019 expense tracking {2020 & 2021 online and 2022 hybrid due to Covid-19})*

*Below budget is based on in-person working group meetings.

Action	Budget	4-Year Budget	Notes
Project Coordination (Est 100 hours)	\$6,150	\$24,600	STA funded, planning, admin
Four Working Group Meetings – Jan, Apr, June, Oct (x \$1,500 ea.)	\$ 6,000	\$24,000	Facilitation X 4 working group meetings; x 1 annual Roundtable; database coordination; communications; minutes; conference space and catering; mileage
Annual Shuswap Trails Roundtable – November/December	\$ 5,000	\$20,000	
Additional Materials & Supply	\$500	\$2000	Documents, meeting supply, honorariums
Totals	\$17,650.00	\$70,600.00	

Note: Proposal Budget does not include Recreational Access Management Planning or Trail Development Project funding. These are developed and resourced separately.

Revenue Proposal:

1. Secwepemc, Provincial, Municipal/Regional Governments – 4-year annual funding commitment
2. Non-Government Sectors & Stewardship Organizations – annual in-kind commitment (includes coordination, reporting, meeting space, lunches/coffee, photocopies, maps, administration)

Proposed Contributing Partners	Annual Budget	4-Year Budget	Notes
Secwepemc Lakes Governments	\$1000	\$4000	Facilitation X 4 working group meetings; x 1 annual Roundtable; database coordination; communications; minutes; conference space and catering; mileage
Province – Rec Sites & Trails BC	\$2500	\$10,000	
CSRD	\$1500	\$6000	
RDNO	\$1500	\$6000	
Salmon Arm	\$1500	\$6000	
Sicamous, Enderby, Chase	\$1500	\$6000	
Other Partners – funding	\$1000	\$4000	Roundtable & Working group support
Clubs and Member Organizations	\$1000	\$4000	
NGO Sectors & Stewardship Organizations (STA etc.)	\$6,150	\$24,600	STA funded, planning, admin
Total Revenue	\$17,650	\$70,600.00	Coordination support, planning, meeting space, lunches/coffee, photocopies, maps, administration

For more information on this proposal: Jen Bellhouse, 250-804-3530/jen@shuswaptrails.com



VILLAGE OF CHASE

Memorandum

Date: January 6, 2022
To: Mayor and Council
From: CAO
RE: Activities Report December 9, 2022 through January 6, 2023

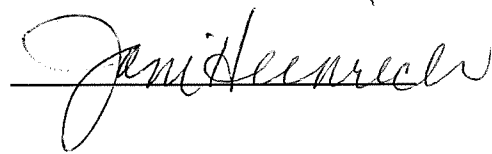
Council Support

- Regular meetings with Mayor, various meetings with members of Council
- Regular meetings with Senior managers to discuss council directives, delegate tasks
- Prepared reports for Council agendas
- Reviewed Administrative reports for Council agendas
- Attended all Regular and In Camera Council meetings
- Reviewed Council meeting agendas with Mayor
- Assisted in the preparation of topics for Council workshop – attended workshop

Management and Staff Support

- Met with Fire Chief and CFO to discuss 2023 budget needs
- Worked with Senior Managers to problem solve various issues
- Authorized payroll and accounts payable
- Assist new CFO to familiarize with various matters
- Assisted with outstanding tasks from Interim CFO
- Transferred authorities to new CFO for various banking matters
- Provided assistance on various public enquiries
- Reviewed report regarding Coburn Street bridge
- Met with consultant regarding Fire Smart funding opportunities
- Followed up on various grant reporting requirements

Respectfully submitted, (





VILLAGE OF CHASE

Memorandum

Date: January 5, 2023

To: Mayor and Council

From: Sean O'Flaherty, Director of Corporate Operations

RE: Activities undertaken from December 12, 2022 to January 5, 2022

Regular Duties:

- Attend Council's meetings (Regular, Special, In Camera) and workshops
- Preparation of Council meeting agendas and minutes
- Prepared Council reports and correspondence on various matters
- Responsible for confidential matters, information and privacy, and legislative affairs
- Responding to email and telephone inquiries
- Assisting staff and public with legislative and bylaw interpretations, and general support
- Responding to land use inquiries
- Liaising with the Building Inspector on zoning confirmation matters
- Coordinate Village communications through social media, the Village's website, and the Sunflower newsletter insert

Other Duties/Activities During the Reporting Period:

- Processed 6 Comfort Letters
- Approved 1 Building Permit
- Approved 1 new Business Licenses
- Discuss operations with Team Lead Hand on daily basis
- Continue to work on Stone Orchard cemetery system implementation
- Unreadable and defective water meters continue to be replaced
- Organized staff training on new phone system
- Met with consultant on some grant opportunities
- Destroyed election materials in accordance with the *Local Government Act*
- Met with cemetery consultant regarding final memorial wall and scatter garden deliverable
- Attended a Council workshop
- Working on a Building Permit for stairs at the arena
- Staff meeting regarding leases and operating agreements
- Registered Chase with Nations Connect referral information system
- Met with homebuilder about a Development Variance Permit
- Met with homeowner regarding sloughing driveway
- Met with designer on a downtown Development Permit application
- Reviewed an engineering report on the Coburn Bridge
- Bylaw Enforcement activities are normal. Issued one Order to Comply
- Animal Control activities are normal, working on 2023 dog license reminders

Respectfully submitted,

Approved for Council Consideration by CAO



VILLAGE OF CHASE

Memorandum

Date: January 6, 2023

To: Council

From: Deb Lovin, Chief Financial Officer

RE: November & December 2022 Report

Regular Duties

- Attend Council's meetings (Regular, Special, In Camera) and workshops
- Dealt with property taxes and utility billing issues as required.
- Review daily cash receipting transactions and bank deposits.
- Upload BC Assessment roll updates.
- Reconcile Utilities, Property Taxes and Accounts Receivable ledgers (catch up)
- Monthly Bank Reconciliations (catch up)
- Preparation of reports to Council.
- Complete monthly eTax (Provincial Property Tax) calculation, reconciliation, and requisition.
- Submit quarterly reporting for Employer Health Tax.
- Attend Council meetings and workshops
- Respond to email and telephone inquiries
- Advertising Utility billing deadline before transfer to taxes

Budget, Property Taxes & Financial Reporting

- Download and process HOG information when approved by the Province of BC
- Prepare and send Property tax and Utility reminder letters

Grant Applications, Implementation and Reporting

- Complete and submit 2022 UBCM Asset Management reporting
- Mailed out Grant in Aid package and submitted advertisement to Sunflower
- Final reporting on BC Hydro Regreening Grant

Other

- Onboarding work with Interim Chief Financial Officer and Chief Administrative Officer
- Print and review Vadim Year end closure procedures
- Issue 2023 Business Licenses invoices

Respectfully submitted,

Approved for Council Consideration by CAO

D Lovin

Deb Lovin

Jon Henrich

Jon Henrich



VILLAGE OF CHASE

Memorandum

Date: January 6, 2023
To: Mayor and Council
From: Deputy Corporate Officer
RE: Activities Report – December 12, 2022 to January 6, 2023

Legislative Services/Council Support

- Attended Council meetings, assisted with setup
- Assisted with agenda preparation and minutes
- Preparation and distribution of Council Highlights
- Updated documents to reflect 2023 Council calendar
- Prepared bylaws and minutes for archival purposes
- Drafting of Council Procedure Amendment Bylaw No. 925-2022
- Maintenance of bylaw and resolution indexes
- Preparation of 2023 meeting notices
- Ongoing digitization of records

Operational Support

- Updated social media pages and performed routine website maintenance
- Assisted with setup of A/V system for Community Hall events
- Ongoing IT support, installation of new equipment
- Coordination with Community Hall users
- Updating of digital subscription services
- Preparation of intranet site
- Preparation of newsletter/utility bill insert
- Backyard Hens application, information sheet

Respectfully submitted,

Approved for Council Consideration by CAO



VILLAGE OF CHASE

Memorandum

Date: January 6, 2023
To: Mayor and Council
From: Deputy Corporate Officer
RE: Council Procedure Amendment Bylaw No. 925-2023

During its December 13, 2022 Regular Meeting, Council passed a resolution directing Administration to prepare amendments to *Council Procedures Bylaw No. 783* that establish a deadline for the submission of agenda items and distribution to the public. The proposed amendments would provide Administration with approximately four and a half business days to compile and prepare the agenda for distribution.

According to provincial legislation (section 124 of the *Community Charter*), councils and boards are required to establish procedures for meetings, including how resolutions are passed and bylaws are adopted, the taking and certifying of minutes at meetings and identifying public notice posting places. A council or board may adopt additional rules related to conducting their business, including the establishment of submission and distribution deadlines. In an informal sample of twenty-five municipalities in British Columbia (see Schedule A), results showed that 17 (68 percent) had deadlines for the submission of agenda items.

Although the *Council Procedures Bylaw No. 783-2012* includes a provision that requires four days between the distribution of agendas to Council members and regular meetings, there is no existing deadline for the distribution to the public or for the submission of items. The proposed amendments would set the Friday before meetings as the deadline for the distribution of the agenda to the public and noon on the eighth day preceding the meeting as the deadline for all submitted agenda items to the Corporate Officer for inclusion on the agenda (except for items related to Public Hearings and items introduced by members of Council as a "Notice of Motion" pursuant to Section 12). This is intended to allow sufficient time for staff to compile reports, perform essential quality control checks and prepare for distribution in both digital and physical formats.

RECOMMENDATION

"THAT Council Procedure Amendment Bylaw No. 925-2023 be read a first, second and third time."

Respectfully submitted,

Approved for Council Consideration by CAO

Schedule A: Sample of Municipal Procedure Bylaw Submission Deadline Provisions

Municipality	Agenda Item Submission Provisions	Meeting Days
City of Campbell River	3:00 pm on the Tuesday preceding the meeting	Monday
District of Central Saanich	noon on the Wednesday preceding the Council meeting	Monday
City of Chilliwack	1:00 p.m. on the Wednesday preceding the regular meetings of Council	Tuesday
City of Cranbrook	4 p.m. on the fifth business day prior to the day of a meeting	Monday
City of Delta	None	Monday
City of Kelowna	prior to 12:00 pm (noon) on the Wednesday preceding a Monday meeting	Monday
City of Maple Ridge	None	Tuesday
City of Merritt	after 12 Noon on the Thursday preceding the regular meeting	Tuesday
District of Mission	4:30 pm Friday, 10 days in advance of the date of the Council Meeting	Monday
City of Nanaimo	8:30 a.m., the Tuesday two weeks prior to the meeting date	Monday
City of New Westminster	None	Monday
Town of Oliver	12:00 noon on the Wednesday prior to the meeting	Monday
City of Penticton	None	Tuesday
City of Pitt Meadows	None	Tuesday
City of Port Moody	9:30 am on the Monday of the week prior to the meeting	Tuesday
City of Richmond	5:00 p.m. on the Wednesday prior to the issuance of the relevant agenda	Tuesday
City of Revelstoke	12:00 Noon on the Monday, one week prior to the day of the scheduled meeting	Tuesday
City of Salmon Arm	1:00 p.m. on the Monday prior to the meeting	Monday
District of Sicamous	4:30 p.m. on the Wednesday prior to the Meeting	Wednesday
District of Squamish	12:00 p.m. on the Tuesday preceding the day of the meeting of Council	Tuesday
District of Summerland	None	Monday
City of Surrey	None	Monday
City of Vernon	4:00 p.m. on the Monday prior to the Regular meeting	Monday
City of Victoria	None	Thursday
City of West Kelowna	10:00 a.m. 7 days preceding the meeting	Tuesday
City of Campbell River	3:00 pm on the Tuesday preceding the meeting	Monday
District of Central Saanich	noon on the Wednesday preceding the Council meeting	Monday
City of Chilliwack	1:00 p.m. on the Wednesday preceding the regular meetings of Council	Tuesday

**VILLAGE OF CHASE
BYLAW NO. 925-2023**

A BYLAW TO AMEND COUNCIL PROCEDURES BYLAW NO. 783 - 2012

WHEREAS the Council of the Village of Chase has adopted the Village of Chase Council Procedures Bylaw No. 783-2012;

AND WHEREAS the Council of the Village of Chase deems it necessary to amend Bylaw No. 783-2012;

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

1. This Bylaw may be cited as "Council Procedures Amendment Bylaw No. 925-2023".
2. Section 9 b) is replaced with the following:

The Corporate Officer shall prepare an Agenda prior to every Regular Council Meeting and shall circulate a copy to each member of Council, and make it available to the public at least four days (96 hours) prior to the meeting. The deadline for all submitted agenda items to the Corporate Officer for inclusion on the Agenda, except for items related to Public Hearings and items introduced by members of Council as a "Notice of Motion" pursuant to Section 12, is noon, eight days prior to the meeting. Council may temporarily waive the order of business on the Agenda, by resolution of the majority of those members present at the meeting.

READ A FIRST TIME THIS ____ DAY OF _____

READ A SECOND TIME THIS ____ DAY OF _____

PUBLIC HEARING HELD THIS ____ DAY OF _____

READ A THIRD TIME THIS ____ DAY OF _____

ADOPTED THIS ____ DAY OF _____

David Lepsoe, Mayor

Sean O'Flaherty, Corporate Officer

**VILLAGE OF CHASE
BYLAW NO. 924 - 2022**

A BYLAW TO AMEND THE VILLAGE OF CHASE ZONING BYLAW NO. 683 - 2006

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

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

AND WHEREAS the zoning amendment conforms to the Village of Chase Official Community Plan Bylaw No. 896-2021 as amended from time to time;

AND WHEREAS the Council of the Village of Chase has held a Public Hearing pursuant to the *Local Government Act*;

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

1. This Bylaw shall be cited for all purposes as “Village of Chase Zoning Amendment Bylaw No. 924- 2022”.
2. That the Village of Chase Zoning Bylaw No. 683-2006 is hereby amended by changing the zoning designation on LOT A DISTRICT LOT 517 DIVISION KAMLOOPS DIVISION YALE DISTRICT PLAN 28697 (622 3rd Avenue) from “*R-1, Low Density Residential* to *R-1SS with Secondary Suite*.”

READ A FIRST TIME THIS 22nd DAY OF NOVEMBER, 2022

READ A SECOND TIME THIS 22nd DAY OF NOVEMBER, 2022

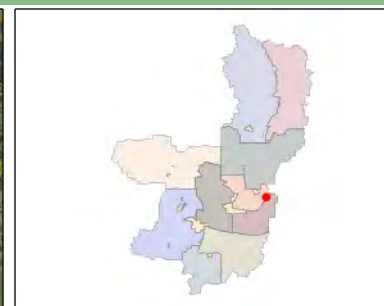
PUBLIC HEARING HELD THIS 13th DAY OF DECEMBER, 2022

READ A THIRD TIME THIS 13th DAY OF DECEMBER, 2022

ADOPTED THIS ____ DAY OF _____

David Lepsoe, Mayor

Sean O'Flaherty, Corporate Officer



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
- Cemetery
- Community Hall
- Education
- Emergency Response
- Government Building



Projection: WGS_1984_Web_Mercator_Auxiliary_Sphere

November 18, 2022

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.

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Author:

Kelly Rolfe
P.O. Box 745
622 3rd Avenue
Chase BC, V0E 1M0
780-718-1130
kellyrolfe042@gmail.com

January 4, 2023

Re: Zoning Amendment – Secondary Suite 622 3rd Avenue

Dear Council of the Village of Chase,

You advised our family that the zoning amendment could not be approved without the creation of an additional parking space. We have made arrangements with a contractor to do the work when weather permits. If it is agreeable to the Council, we would like to offer a \$2,000 deposit so that the application can proceed to approval at this time. This amount would allow us to have sufficient funding to pay both the deposit and the contractor. Thank you for your time and consideration.

Sincerely,

Kelly Rolfe



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: Director of Corporate Operations
DATE: January 5, 2023
RE: Local Government Infrastructure Planning Grant

ISSUE/PURPOSE

To seek Council approval to apply to the Infrastructure Planning Grant Program for grant funding to advance the Wastewater Treatment Plant Feasibility Study into a Wastewater Treatment Plant Master Plan.

OPTIONS

1. Endorse the submission of the grant application
2. Do not endorse the submission of the grant application

HISTORY/BACKGROUND

The Infrastructure Planning Grant Program assists local governments in developing sustainable infrastructure that will provide economic, social and environmental benefits. The funding formula is based on the first \$5,000 is 100% funded the next \$10,000 or less is 50% funded. Those applications that demonstrate how they meet the selection criteria and how the application could lead to a capital project have the greatest opportunity for approval. The grant intake is continuous, however the next intake closing, and review will be in September 2023.

DISCUSSION

The Infrastructure Planning Grant Program would enable the Village to offset the cost of finalizing the Wastewater Treatment Plant Feasibility Study, and the preparation of a larger grant application for a Wastewater Treatment Plant Master Plan.

FINANCIAL IMPLICATIONS

If successful, the project costs would maximize the funding available, \$10,000, which would be funded at \$5,000 for the first \$5,000 and \$5,000 for the remaining \$10,000. Total project cost \$15,000, total grant funding of \$10,000 and \$5,000 municipal costs.

POLICY IMPLICATIONS

None

RECOMMENDATION

"That Council approves a grant application under the Infrastructure Planning Grant Program for a maximum of \$10,000 to complete the Wastewater Treatment Plant Feasibility Study, needed to inform a larger grant application for the creation of a Wastewater Treatment Plant Master Plan."

Respectfully submitted,

Sean O'Flaherty

Approved for Council Consideration by CAO

Joni Heinrich

SILGA *Southern Interior Local Government Association*

December 12, 2022

To: All SILGA Members

Re: SILGA Convention – Call for Nominations 2023

As per the Constitution of the Southern Interior Local Government Association (amended 2017), the “Call for Nominations” is now going out to all member Mayors, Councillors, Regional Chairs and Directors who wish to seek a position on the SILGA Executive for the 2023/24 term. Elections will be held during the SILGA Convention from April 25th to April 28th, 2023.

Offices to be filled are President, 1st Vice President, 2nd Vice President and seven Directors. One member of the SILGA board must be an Electoral Area Director of a member Regional District. Those presently serving may run for another term if they so wish.

Excerpt from the SILGA constitution regarding new voting procedures:

7.10 The election of Officers to the Executive shall be held at the Annual General Meeting on a first ballot and that of the Directors at Large subsequently on a second ballot. Any candidate that is unsuccessful in obtaining an Officer position on the first ballot may become a candidate for a Director at Large position on the second ballot.

7.11 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is elected, the Director at Large positions will then be filled by the candidates with the most votes.

7.12 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is not elected, then in the election of the Directors at Large, the candidate - of those candidates that are Electoral Area Directors of a regional district - with the most votes will be elected as a Director at Large and the balance of the Director at Large positions will be filled by the remaining candidates with the most votes. If only one Electoral

Area Director of a regional district candidate runs for a Director at Large position, that candidate will be acclaimed.

Deadline for nominations is Friday, February 24, 2023. You will be asked to complete a biography and submit a photo for the printing of the official Nominating Committee Report to be contained in the Convention Package.

The SILGA nomination committee is chaired by Past President Lori Mindnich, Village of Lumby.

All those interested in serving are asked to contact Councillor Mindnich by email at lorideann2@gmail.com or at the SILGA office at 250-851-6653. All information should be forwarded to both Councillor Mindnich and the SILGA office (yoursilga@gmail.com).

Alison Slater
General Manager, SILGA

December 12, 2022

To: All SILGA Members

Call for Resolutions for 2023 Convention

The SILGA Annual General Meeting and Convention is scheduled to be held in Vernon between April 25th and April 28th, 2023. The SILGA Constitution requires that resolutions to be considered at the Annual Meeting are to be received by the Secretary-Treasurer no later than 60 days prior to this meeting. Friday February 24th, 2023 will be the deadline for receipt of resolutions.

If your local government wishes to submit a resolution for consideration at the 2022 SILGA Convention, please forward by email your resolution to yoursilga@gmail.com. Any background information on the resolution would be helpful. Each resolution should be endorsed by the sponsoring Member's Municipal Council or Regional Board. The resolution should be relative to regional issues and should not pertain to a finite local interest.

If you do not receive a confirmation email regarding your resolution, please contact the SILGA office at 250 851 6653.

For information on how to properly write a resolution please refer to the UBCM website below.

<http://www.ubcm.ca/EN/main/resolutions/resolutions/resolutions-procedures.html>

or go to the resolutions page on the SILGA website at

<http://www.silga.ca/convention/resolutions/>

Resolutions not received by February 24th, 2023 will be considered late resolutions and must go through the following procedures to be considered at the AGM.

Late Resolutions

- (1) Resolutions submitted following the expiry of the regular deadline noted in section 10.4 shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution shall be provided to SILGA by noon on the Friday preceding the date of the Annual General Meeting. The resolutions committee will meet on the Tuesday preceding the Annual General Meeting to provide recommendations as to whether the late resolution(s) should be brought to the Members for inclusion in the resolution debate. All late resolutions must be adopted by a Special

Resolution of the Member Representatives in attendance at the Annual General Meeting to be included in the discussion.

- (2) Late resolutions will be reviewed by the Resolutions Committee prior to the Meeting and only those of a subject matter which could not have been submitted by the normal deadline date outlined in section 10.4 will be considered.
- (3) Late Resolutions shall be available for discussion after resolutions printed in the resolutions book have been considered.
- (4) Late Resolutions admitted for plenary discussion shall be dealt with in the order presented in the Late Resolutions report.
- (5) In the event that a late resolution is recommended to be admitted for discussion, the sponsoring member of the late resolution shall produce sufficient copies for distribution to the Members at the Annual General Meeting.
- (6) The Late Resolution will, after reading, be properly before the meeting, and the regular procedures for handling resolutions will apply.

Alison Slater
General Manager, SILGA