



## **AGENDA**

Regular Meeting of the Council of the Village of Chase held in the Council Chamber at the Village Office at 826 Okanagan Avenue on Tuesday, January 28, 2020 at 4:00 p.m.

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

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

Resolution:

**“THAT the January 28, 2020 Village of Chase Regular Council meeting agenda be adopted as presented.”**

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

#### **3.1 Regular Meeting held January 14, 2020**

Pages 1-5

Resolution:

**“THAT the minutes of the January 20, 2020 Regular Meeting of Council be adopted as presented.”**

#### **3.2 Public Hearing held January 14, 2020**

Pages 6-7

Resolution:

**“THAT the minutes of the Public Hearing held on January 14, 2020 be adopted as presented.”**

### **4. PUBLIC HEARINGS**

None

### **5. PUBLIC INPUT ON CURRENT AGENDA ITEMS**

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

### **6. DELEGATIONS**

None

### **7. REPORTS**

a) Mayor and Council Reports

### **8. UNFINISHED BUSINESS**

#### **8.1 2020 Grant in Aid Application Intake**

Pages 8-41

Report from the CFO

Council direction requested.

#### **8.2 SILGA Call for Resolutions 2020 Convention**

Page 42

Memorandum from the CAO

Resolution:

**“THAT Council provide direction to Administration as to which (if any) of the proposed issues be formatted appropriately and forwarded to the 2020 SILGA Convention.”**

## 9. NEW BUSINESS

- 9.1 Community Emergency Preparedness Fund – Evacuation Route Planning Page 43  
Report from the CFO

Recommendation:

**“THAT Council approves the submission of a grant application to the Community Emergency Preparedness Fund for the Evacuation Route Planning Program for a maximum of \$25,000; AND,**

**THAT the Village of Chase is willing to provide overall grant management for the project.”**

- 9.2 Firefighter’s Remuneration Pages 44-46  
Report from the CFO

Recommendation:

**“THAT Village of Chase Volunteer Fire Department Establishment and Regulation Amendment Bylaw No 885-2020 be read a first time.”**

Recommendation:

**“THAT Village of Chase Volunteer Fire Department Establishment and Regulation Amendment Bylaw No 885-2020 be read a second time.”**

Recommendation:

**“THAT Village of Chase Volunteer Fire Department Establishment and Regulation Amendment Bylaw No 885-2020 be read a third time.”**

- 9.3 Parkside Annual Appreciation Lunch  
All of Council is invited to Parkside’s February 13, 2020 Appreciation Lunch between 11:00 a.m. and 12:30 p.m. Please RSVP to Administration before February 6, 2020 if you are attending.

- 9.4 CivicInfo BC Membership Renewal 2020 Pages 47-50  
Letter from Alberto De Feo, President CivicInfo BC Society.

Recommendation:

**“THAT the letter from Alberto De Feo, President CivicInfo BC Society regarding the services provided be received as information.”**

- 9.5 Notice of Intent – Medical Cannabis Facility at 5741 Louis Road. Page 51  
A mandatory Notice of Intent has been received from Soma Cannabis Inc. as per Health Canada’s Access to Cannabis for Medical Purposes Regulations.  
Resolution:

**“THAT the Notice of Intent from Soma Cannabis Inc. advising the Village of Chase of their application to Health Canada to become a Licensed microcultivator at 5741 Louis Road be received for information.”**

- 9.6 Request for Funding – Youth Action Committee Page 52  
In 2019, Council created a 'line item' in the 2019 budget for the Youth Action Committee and committed \$1500 for that initiative.

**Council's direction is requested.**

**10. NOTICE OF MOTION**

**11. OPPORTUNITY FOR PUBLIC TO SPEAK ON MUNICIPAL MATTERS**

**12. RELEASE OF IN CAMERA ITEMS**

**13. IN CAMERA**

None

**14. ADJOURNMENT**

Resolution:

**"THAT the January 28, 2020 Village of Chase Regular Council meeting be adjourned."**



Minutes of the Regular Meeting of the Council of the Village of Chase  
held in the Council Chamber of the Village Office at 826 Okanagan Avenue  
on Tuesday, January 14, 2020 at 4:00 p.m.

**PRESENT:** Mayor Rod Crowe  
Councillor Alison (Ali) Lauzon  
Councillor Steve Scott  
Councillor Fred Torbohm

**Regrets:** Councillor Ali Maki

**In Attendance:** Joni Heinrich, Chief Administrative Officer  
Sean O'Flaherty, Corporate Officer  
Joanne Molnar, Chief Financial  
Clinton Wright, Manager of Public Works Officer

**Regrets:** Brian Lauzon, Fire Chief

**Public Gallery:** 0

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

Moved by Councillor Scott

Seconded by Councillor Lauzon

**"THAT the January 14, 2020 Village of Chase Regular Council agenda be adopted as presented."**

**CARRIED**

**#2020/01/14\_001**

**3. ADOPTION OF MINUTES**

**3.1 Regular Meeting held December 10, 2019**

Moved by Councillor Scott

Seconded by Mayor Lauzon

**"THAT the minutes of the Regular meeting of Council on December 10, 2019 be adopted as presented."**

**CARRIED**

**#2020/01/14\_002**

**3.2 Special Meeting of Council held December 17, 2019**

Moved by Councillor Torbohm

Seconded by Mayor Crowe

**"THAT the minutes of the Special meeting of Council on December 17, 2019 be adopted as presented."**

**CARRIED**

**#2020/01/14\_003**

**4. PUBLIC HEARING**

Agricultural Land Reserve Exclusion Application

There are separate Public Hearing minutes

**5. PUBLIC INPUT ON CURRENT AGENDA ITEMS**

None

**6. DELEGATIONS**

None

**7. REPORTS**

a) Mayor and Council Reports

Mayor Crowe

- December 11 – Attended a Shuswap Watershed Council meeting
- December 12 – Attended a TNRD Committee of the Whole meeting
- December 12 – Attended a TNRD Regular Board meeting
- December 15 – Attended the CP Rail Holiday Train event in support of the Chase Christmas Hamper Society
- December 15 – Attended the Little Shuswap Indian Band Christmas dinner banquet at Quaaout Lodge
- December 17 – Attended a Special Council meeting
- December 18 – Assisted at the Chase Christmas Hamper Society with handing out Christmas hampers
- December 19 – Attended the Chase Secondary School luncheon
- January 7 - Attended a dinner meeting with Adams Lake Indian Band
- January 13 – Attended the Chase & District Health Services Foundation's Board of Directors meeting

Councillor Lauzon

- December 15 – Attended the CP Rail Holiday Train event in support of the Chase Christmas Hamper Society
- December 17 – Attended a Special Council meeting
- December 19 – Attended a meeting at the Chase Legion to plan the May 2, 2020 celebration of the 50<sup>th</sup> anniversary of the Liberation of Holland
- December 23 – Attended a Village of Chase Christmas social
- January 7 - Attended a dinner meeting with Adams Lake Indian Band

Councillor Scott

- December 17 – Attended a Special Council meeting
- December 23 – Attended a Village of Chase Christmas social
- January 7 - Attended a dinner meeting with Adams Lake Indian Band

Councillor Torbohm

- December 17 – Attended a Special meeting of Council
- December 19 – Attended the Chase Secondary School luncheon
- January 7 – Attended a dinner meeting with Adams Lake Indian Band
- Reviewed agenda, met with staff and local citizens as required

b) Staff Reports

Reports from the CAO, Corporate Officer, CFO, and Fire Chief were included in the agenda package.

Moved by Mayor Crowe

Seconded by Councillor Scott

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

**CARRIED**

**#2020/01/14\_004**

**8. UNFINISHED BUSINESS**

8.1 Agricultural Land Reserve Exclusion for Hwy. #1 Widening

Moved by Mayor Crowe

Seconded by Councillor Scott

**"THAT Council authorizes the application be submitted to the Agriculture Land Commission on behalf of the Ministry of Transportation and Infrastructure for excluding the subject property for the purposes of widening the Trans-Canada Highway #1."**

**CARRIED**

**#2020/01/14\_005**

8.2 RCMP Appreciation Day in BC – Provincial Government Proclamation

Moved by Councillor Lauzon

Seconded by Councillor Scott

**"THAT the RCMP Appreciation Day Province of BC proclamation be received as information."**

**CARRIED**

**#2020/01/14\_006**

8.3 Thompson Watershed Flood and Debris Flow Mitigation Project

Moved by Councillor Scott

Seconded by Councillor Lauzon

**"THAT the information provided by the Fraser Basin Council regarding the Thompson Watershed Flood and Debris Flow Mitigation Project be received as information."**

**CARRIED**

**#2020/01/14\_007**

**9. NEW BUSINESS**

9.1 Community Emergency Preparedness Fund- Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning

Moved by Mayor Crowe

Seconded by Councillor Lauzon

**"THAT Council approves the submission of a grant application to the Community Emergency Preparedness Fund under the 2020 Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning Program for the Floodplain Update and Community Consultation project for a maximum of \$150,000; AND,**

**THAT the Village of Chase is willing to provide overall grant management for the project."**

**CARRIED**

**#2020/01/14\_008**

- 9.2 SILGA Community Excellence Awards  
Moved by Councillor Torbohm  
Seconded by Councillor Scott  
**"THAT the request from SILGA to submit nominations for the Community Excellence Awards be received as information."**  
**CARRIED**  
**#2020/01/14\_009**
- 9.3 SILGA Call for Nominations 2020  
Moved by Councillor Scott  
Seconded by Mayor Crowe  
**"THAT the request from SILGA to submit nominations to the SILGA executive be received as information."**  
**CARRIED**  
**#2020/01/14\_010**
- 9.4 SILGA Call for Resolutions for 2020 Convention  
Moved by Councillor Scott  
Seconded by Mayor Crowe  
**"THAT the request from SILGA for resolutions at the 2020 annual convention be referred to Administration to prepare possible resolutions for Council's consideration."**  
**CARRIED**  
**#2020/01/14\_011**
- 9.5 Letter from Jennifer Rice, Parliamentary Secretary for Emergency Preparedness UBCM 2019 Meeting with Council  
Moved by Mayor Crowe  
Seconded by Councillor Scott  
**"THAT the letter from Jennifer Rice, Parliamentary Secretary for Emergency Preparedness regarding Council's meeting at the 2019 UBCM regarding Highway Rescue Services be received as information."**  
**CARRIED**  
**#2020/01/14\_012**
- 9.6 Shuswap Watershed Council and Okanagan Basin Water Board Letter to Minister of Fisheries, Oceans and the Canadian Coast Guard regarding Aquatic Invasive Mussels  
Moved by Councillor Scott  
Seconded by Councillor Torbohm  
**"THAT the letter from the Shuswap Watershed Council and the Okanagan Basin Water Board to the Minister of Fisheries, Oceans and the Canadian Coast Guard regarding preventing the spread of Aquatic Invasive Mussels to British Columbia be received as information."**  
**CARRIED**  
**#2020/01/14\_013**
- 9.7 Chase and District Chamber of Commerce Newsletter  
Moved by Councillor Scott  
Seconded by Mayor Crowe  
**"THAT the January 7, 2020 Newsletter from the Chase and District Chamber of Commerce be received as information."**  
**CARRIED**  
**#2020/01/14\_014**
- 9.8 \$10 a Day Child Care Plan – Alberni-Clayquot Regional District  
Moved by Councillor Lauzon  
Seconded by Councillor Scott  
**"THAT the letter from the ACRD to the Minister of Children & Family Development requesting in implementation of a \$10 a day Child Care Plan be received as information."**  
**CARRIED**  
**#2020/01/14\_015**

10. **NOTICE OF MOTION**  
None

11. **RELEASE OF IN CAMERA ITEMS**  
None

12. **IN CAMERA**  
Moved by Mayor Crowe  
Seconded by Councillor Scott  
**"THAT Council recess to an In Camera meeting pursuant to Section 90 (1) of the Community Charter, paragraph (k), negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public."**

13. **ADJOURNMENT**  
Moved by Councillor Scott  
Seconded by Mayor Crowe  
**"THAT the January 14, 2020 Village of Chase Regular Council meeting be adjourned."**  
**CARRIED**  
**#2020/01/14\_016**

The meeting concluded at 5:30 p.m.

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Rod Crowe, Mayor

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Sean O'Flaherty, Corporate Officer







## VILLAGE OF CHASE MINUTES OF PUBLIC HEARING

Held on January 14, 2020 at 4:01 p.m. in the Chase Village  
Council Chambers, 826 Okanagan Avenue, Chase, BC

**PRESENT:** Mayor Rod Crowe  
Councillor Alison Lauzon  
Councillor Steve Scott  
Councillor Fred Torbohm

Regrets: Councillor Ali Maki

**In Attendance:** Joni Heinrich, Chief Administrative Officer  
Sean O'Flaherty, Corporate Officer  
Joanne Molnar, Chief Financial Officer  
Clinton Wright, Manager of Public Works

Public Gallery: 0

**I. Call to Order**

Chair Crowe called to order the Public Hearing regarding "Agricultural Land Commission Application 59392" at 4:01 p.m.

**II. Opening Statement on Agricultural Land Commission Exclusion Application 59392**

Chair Crowe read the opening statement for the Public Hearing noting that all persons present who believe their interest in property is affected by the exclusion application shall be given an opportunity to be heard or present written submissions.

**III. Introduction**

Chair Crowe asked the Corporate Officer to provide the background.

The Corporate Officer introduced the exclusion application and noted:

- The subject polygon is designated as 'Agricultural Land Reserve' (ALR) under the *Agricultural Land Commission Act*. The Village of Chase is owner of some of the polygon, while the BC Transportation Finance Authority owns the remainder.
- The proposed application seeks to exclude the subject polygon from the ALR.

**IV. Public Input**

The Corporate Officer confirmed that all statutory public notifications occurred and that there were no written or verbal submissions received in relation to the exclusion application.

Chair Crowe called a first time for public input.

Chair Crowe called a second time for public input. None was forthcoming.

Chair Crowe called a third and final time for public input. None was forthcoming. Hearing no further input, Chair Crowe called for a motion to close the input opportunity and adjourn the Public Hearing for Agricultural Land Commission Application 59392.

**V. Adjournment**

Moved by Councillor Scott

Seconded by Councillor Lauzon

**“THAT the input opportunity to hear from affected persons regarding Agricultural Land Commission Application 59392 be closed; AND,**

**THAT the Public Hearing be adjourned.”**

**CARRIED**

The Public Hearing was concluded at 4:08 p.m.

These minutes were adopted by a resolution of Council this day of January 28, 2020.

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Rod Crowe, Mayor

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Sean O’Flaherty, Corporate Officer



## VILLAGE OF CHASE Administrative Report

**TO:** Mayor and Council  
**FROM:** CFO  
**DATE:** January 13, 2020  
**RE:** 2020 Grant in Aid Applications

### ISSUE/PURPOSE

That Council provide staff with recommendations regarding the 2020 grant in aid applications

### OPTIONS

1. Provide direction and/or approvals for 2020 grant in aid applications.
2. Extend review process for the 2020 grant in aid applications.

### HISTORY/BACKGROUND

The Village of Chase Grant in Aid Policy sets out the guidelines for allocating grant in aids. Staff advertised the Grant in Aid intake and process in the Sunflower for two consecutive weeks and sent letters to previous recipients outlining the process and provided copies of the application and the policy.

Three applications were received:

Skmana Ski & Snowshoe Club	\$ 1,500	Warming Hut
Chase Creekside Seniors Organization	\$20,000	Front Porch
The Helping Hand	\$ 1,000	Offset Liability Insurance costs

### DISCUSSION

The past several years has seen consistent dispersals of between \$3,000 and \$4,000 for grant in aid funding. Previous recipients included:

2019-Citizens on Patrol, Museum Society, Chase Country Christmas, Working Together Pow Wow, Chase Secondary School

2018-Chase Hamper Society, Working Together Pow Wow, Team Chase, Chase Literacy, COPS for Kids, Wild Caravan Society, Chase Lions

The Festival Society, Shuswap Trail Alliance, Visitor Services and the Chase Recreational Society – Arena are line items in the budget as “fee for services or marketing expenditures”.

### FINANCIAL IMPLICATIONS

Previous year's total budget allocations for grant-in-aid have been \$10,000

### POLICY IMPLICATIONS

Because the grant-in-aid process has changed significantly from how it was previously handled, some organizations who may benefit from a grant-in-aid may not yet be aware of the new policy and process. Administration is recommending that Council continue to accept individual grant in aid applications that may be submitted until October 2020 and that further advertising regarding Council's policy be undertaken.

### RECOMMENDATION

That Council provide direction to Administration regarding the 3 grant-in-aid applications that have been received.

Respectfully submitted,

Approved for Council Consideration by CAO



## Village of Chase Policy Manual

**Title: ADM – 31 Grant-In-Aid Policy**

**Date Adopted: January 22, 2019**

**Revised:**

**Date Effective: January 22, 2019**

**Reviewed:**

**Special Notes / Cross Reference:** This Policy is to be used in conjunction with all other applicable Bylaws and legislation

**Policy:** Council provides grants-in-aid to non-profit community groups who demonstrate a funding need for a service or program that will benefit the community and local area.

**Policy Goal:** To set out guidelines for allocating grants-in-aid.

### Policy Objectives

1. Council will establish a budget for allocating grants-in-aid in a calendar year. The amount of the budget will be reviewed annually as part of the budget deliberation process.
2. The Chief Financial Officer will advertise annually in October the criteria for grant-in-aid with a deadline for submissions of November 30, to be considered for a grant in the following calendar year. Applicants are required to submit a description of their service/program, financial statements or other financial information from the current and previous year, and a listing of other funding sources. Applicants must demonstrate that the funds will be used for a program/service of benefit to the community or local area and that the group is unable to raise all of its required funds from other sources.
3. During budget deliberations, Council will review the grant-in-aid submissions and allocate funds at their discretion to the budget amount set. Council will make a final decision on the approved grants by February 28 each year, with notification given to all of the applicants immediately thereafter. Council will set aside a portion of the Grants- in-Aid budget for allocation to Extraordinary Requests during the year.
4. These grants are not intended to provide on-going support and all approvals shall be considered on a year-to-year basis. Continuing support should not be anticipated.
5. Grants-in-aid will not be considered for any business enterprise.



## Village of Chase Policy Manual

### Requirements for General Applications

Applications for grants-in-aid are to be made on the application form as provided by the Chief Financial Officer. Incomplete applications will NOT be considered by Council.

Applications MUST include:

- Mailing address and contact information for organization
- Prove the provision of a service to persons residing in Chase and the surrounding areas
- Confirm the organization is non-partisan, non-denominational and non-profit
- Provide annual financial statements or other financial information that shows revenue and expenses for the year prior and the current year
- The current annual operating budget for the organization
- A business plan showing how the organization intends to become less reliant on the Village's financial assistance over time
- A detailed budget for the event/program for which the grant in aid will be used
- Information regarding other sponsors of the program/service

### **Extraordinary Grants-in-Aid**

As referred to in Section 3 above, Council will set aside a portion of the annual Grants-in-Aid budget for allocation for Extraordinary Requests (those requests that are outside of the annual application deadlines) during the year. Once the Extraordinary Grant-in-Aid account has been depleted, no further requests for grants-in-aid will be accepted in that calendar year.

Non-profit groups or organizations who have a new event or need for assistance via a grant in aid and can demonstrate valid reasons for not being able to have applied during the normal process, may apply to Council for consideration of an extraordinary grant.

Any non-profit group or organization is eligible for an extraordinary grant in aid on a one time only basis and future requests must be directed through annual grant in aid process.

### Extraordinary Applications

Applications for extraordinary grants in aid must be submitted in the form of a letter to Council and include the following information in addition to the standard application:

- A detailed explanation/description for the requirement of the grant (is the event new?)
- An explanation of why the grant was not applied for in the normal grant-in-aid process (why was the deadline not met?)



## **Village of Chase Policy Manual**

### Other General Criteria for Grant Considerations

- Grants will not be made to other local governments
- Grants will not be utilized to fund functions that are funded through taxation
- Grants will not be made to industrial, commercial or business undertakings
- Grants will not be accepted to relieve a group specifically of the fees associated with the rental of the Community Hall or other Village facility – groups are encouraged to request grants-in-aid to assist in funding events/programs/services, not for targeted costs
- Award recipients in the amounts of \$500 or more will be required to submit a post event summary of how the grant-in-aid was utilized within 60 days of the event including revenues and expenses, attendance at event and a statement of value achieved by the event – failure to provide information to Council as to how a grant was utilized will affect the recipient's eligibility for a grant in the following year

The Helping Hand  
Beverley Iglesias  
Box 934  
Chase, B.C.  
VOE1M0

November 1, 2019

Village of Chase  
Box 440  
Chase, B.C.  
VOE1M0

To whom it may concern:

RE: GRANT IN AID – FUNDRAISING EVENTS

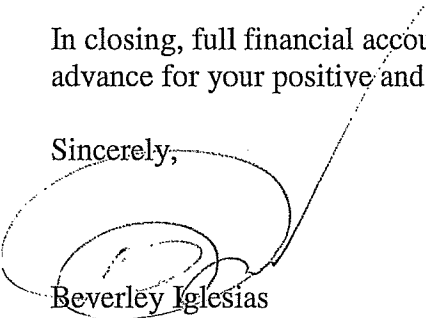
The Helping Hand is a small volunteer group who take pride in offering support to other non profit groups, as well as, individuals and societies who assist in the wellbeing of others.

In 2019, our group held several fundraising events that generated funds for charitable organizations and individuals who required emergency financial assistance. We will continue to provide this service within the community.

The Grant in Aid Application attached for years 2020 – 2025 would offset our Liability Insurance cost of \$300.00 per event.

In closing, full financial accounting after each project could be provided, if required. Thank you in advance for your positive and continued support.

Sincerely,



Beverley Iglesias  
Chair  
The Helping Hand





RECEIVED  
Village of Chase

NOV - 7 2010

For information only - not for filing  
This document is for information only and does not constitute a grant.  
It is the responsibility of the applicant to ensure that all information provided is accurate and complete.

## GRANT IN AID APPLICATION

PLEASE READ APPLICATION PROCESS DOCUMENT BEFORE PRECEEDING

TYPE OF GRANT  
REQUESTED

FINANCIAL AID GRANT

### Contact Information

Full Legal Organization Name

The Helping Hand

Street Address

621-3rd Avenue

City

Chase

Prov

BC

Postal Code

V0E1M0

Organization Website

n/a

Organization President /  
Executive Director

Beverley Iglesias

Title

Chair

Phone Number

250-371-7136

E-Mail  
Address

iglesias@cablelan.net

Contact Person  
(if different)

Title

Phone Number

E-Mail  
Address

# Organization Information

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Not for profit? ☒ Yes  
☐ No

Year Established

Registration Number

Address

---

Total Organization Budget

Total # of Board  
Members

Total # of Staff

Total # of Volunteers

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**Organizational Mission  
Statements**  
(350 characters or less)

Our nonprofit organization's mission is to encourage interaction with nonprofit groups by supporting financially and lending a "helping hand".

**Brief Description of  
Organization**  
(500 characters or less)

Through fundraising projects, we provide financial aid to:  
\* other volunteer groups  
\* families with medical emergencies  
\* societies who assist with major crises

**Population Served**  
(200 characters or less,  
describe who will be served )

The people, societies and non profit groups within the Village of Chase. One of our major charities - 2019 Ronald McDonald House.

## Proposal Request

**Program / Project Name**

Various

**Total Program Budget**

\$10,000.00

**Requested Grant Amount**

\$1,000.00

**Percent of Total Budget**

10%

*(percentage of grant to actual complete budget, eg. \$1,000 grant would be 10% of a \$10,000 event)*

**Type of Request**

General Operating

**Grant Period From**

2020

**Grant Period**

**To**

2025

**Multi-Year Event?**

☒ Yes

☐ No

**Description of Project or Event**

Chase Show and Shine - date to be determined;

Chase Memorial Park - June 27, 2020 - Triple Rock Band & Eagles Tribute Band

Please don't hesitate to provide additional supporting documents that will provide further explanation of the event or organization.

**Geographic Area Served**

Chase, Sorrento, North Shuswap, Pritchard

**Please estimate the anticipated economic impact of the event or organization. (eg. spending, social impact, or environmental, hotel rooms, visitors & general tourism)**

Last year the Music performances by tribute bands drew over 1000 patrons to the park. Many visitors brought motorhomes and came from as far as Abbotsford, 100 mile house and Vancouver Island.

The car show and shine brought participants from Vernon, Salmon Arm and Kamloops.

We anticipate a substantial increase to tourism, local spending, hotel, food and general spending with these two ongoing projects.

**Priority funding areas  
of grant makers**  
(indicate how your request fits  
within Council's strategic  
plan[s])

A plan to bring tourism falls into any Council strategic plan. The more people who attend functions within our Community, the better for the whole economy and sustainability of Chase.

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**Most recent grants received from the Village:**

Amount (1)

0

Date

0

(1)

Amount (2)

0

Date

0

(2)

Current Fundraising  
Initiatives:

At the present time, The Helping Hand is working with the Chase & District Skatepark Society to complete the project. We anticipate fundraising efforts of \$30,000.00 to complete the Park.

Please explain how your event  
or organization will be self  
sufficient in the future:

We will never be self sufficient. We will continue to fundraise to help other organizations provide service to the Village of Chase. At this time, I personally finance all events and surplus funds are distributed throughout the year to groups or individuals as needed.

Please provide a detailed budget for your event/operating year and also your organization's most recent Certified Financial Statements.

Applicants carrying budgetary surpluses must clearly explain their intended use of these funds. If a deficit exists, the applicant must demonstrate that a realistic deficit reduction/elimination plan is in place.

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The information provided in this grant application is subject to the Freedom of Information and Protection of Privacy Act. The Village cannot guarantee that any of the information provided by you will be treated as confidential if a request for access is made under the Act.
- 3) Neither the Village of Chase nor any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or  
President

Beverley Iglesias

Signature:

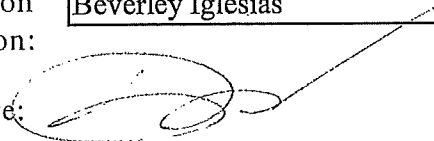


Date: November 1, 2019

Print Name of Person  
completing the application:

Beverley Iglesias

Signature:



Date: November 1, 2019

**RONALD MCDONALD HOUSE BC AND YUKON**

**COMPLETELY CREEDENCE BAND CONCERT**

<b>452 TICKETS @ \$25.00</b>	<b>\$11,300.00</b>
<b>BEER GARDEN    528 DRINKS X \$5.00</b>	<b>2,640.00</b>
<b>FOOD VENDOR INCLUDING DONATIONS</b>	<b>3,351.80</b>

**LESS EXPENSES PAID BY BEVERLEY IGLESIAS PERSONALLY**

• TICKETS	48.38	
• LIQUOR PERMIT	253.66	
• LIABILITY INSURANCE	300.00	
• GK SOUND SYSTEM	831.82	
• QUAAOUT LODGE (ROOMS BAND)	531.39	
• FOOD – GP WHOLESALE	16.81	
• WATER – FOOD VENDOR	19.82	
• FOOD – SUPERSTORE	35.28	
• FOOD – COSTCO	386.17	
• ALCOHOL – BC LIQUOR STORE	653.13	
• ALCOHOL – IRON ROAD BREWING	378.00	
• FENCING BEER GARDEN	4.45	
• WRIST BANDS – BEER GARDEN	24.88	
• PETRO CAN GIFT CARDS – C.O.P.	100.00	
• COMPELTELY CREEDENCE BAND	<u>5,000.00</u>	
	<b>8,583.80</b>	<b>(8,583.80)</b>

<b>BANK DRAFT</b>	<b>\$8,708.00</b>
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# The Helping Hand Transactions by Account As of 1 November 2019

Type	Date	Numb	Name	Memo	Cir	Split	Amount	Balance
<b>The Helping Hand</b>								
Deposit	30/09/2019	DEP	CASH	EAGLES TRL...		Contributions ...	11,680.00	0.00
Deposit	30/09/2019	DEP	CASH	POPCORN S...		Contributions ...	310.00	11,990.00
Cheque	30/09/2019	debit	Beverley Iglesias	for transer to ...		Other Miscella...	-310.00	11,680.00
Cheque	30/09/2019	debit	Beverley Iglesias	Expenses for...		Other Miscella...	-7,803.81	3,876.19
Deposit	01/10/2019	DEP	CASH	Citizens on P...		Other Miscella...	-400.00	3,476.19
Deposit	01/10/2019	DEP	CASH	Bottle refund ...		Contributions ...	61.00	3,537.19
Deposit	01/10/2019	DEP	CASH	Interest Sept...		Royal Bank (In...	0.10	3,537.29
Deposit	01/10/2019	DEP	CASH	Bonus Intere...		Royal Bank (In...	3,537.39	3,537.39
Deposit	02/10/2019	DEP	CASH	DONATION J...		Contributions ...	100.00	3,637.39
Cheque	05/10/2019	46	Beverley Iglesias	Deposit for J...		Mur-Man Prod...	-500.00	3,137.39
Cheque	05/10/2019	3781	Beverley Iglesias	Deposit for J...		Mur-Man Prod...	-500.00	2,637.39
Total The Helping Hand							2,637.39	2,637.39
<b>TOTAL</b>							<b>2,637.39</b>	<b>2,637.39</b>





# GRANT IN AID APPLICATION

PLEASE READ APPLICATION PROCESS DOCUMENT BEFORE PRECEEDING

TYPE OF GRANT  
REQUESTED

FINANCIAL AID GRANT

## Contact Information

---

Full Legal Organization Name

Street Address

City  Prov

Postal Code

Organization Website

---

Organization President /  
Executive Director

Title

Phone Number  E-Mail Address

---

Contact Person  
(if different)

Title

Phone Number  E-Mail Address

# Organization Information

---

Not for profit? ☒ Yes

☐ No

Year Established

Registration Number

Address

---

Total Organization Budget

Total # of Board Members

Total # of Staff

<sup>Members</sup>  
Total # of Volunteers

---

Organizational Mission  
Statements  
(350 characters or less)

To provide a gathering place  
for activities for our seniors.

Brief Description of  
Organization  
(500 characters or less)

Seniors club which  
is used daily.

**Population Served**  
(200 characters or less,  
describe who will be served )

Over 2000 in Chase and area.

## Proposal Request

Program / Project Name

Front entrance upgrade.

Total Program Budget

\$20,000.00.

Requested Grant Amount

\$20,000.00.

Percent of Total Budget

100 %

(percentage of grant to actual complete budget, eg. \$1,000 grant would be 10% of a \$10,000 event)

Type of Request

Grant in Aid.

Grant Period From

March 2020

Grant Period

To

completion  
2020

Multi-Year Event?

☐ Yes

☒ No

**Description of Project or Event**

To replace front entrance and walk way to bring this up to 2024 regulations for access.

We must expand existing porch to accomodate 6 Scooters and wheel chair access, this includes extension of roof.

2 contractor quotes enclosed

Please don't hesitate to provide additional supporting documents that will provide further explanation of the event or organization.

**Geographic Area Served**

Chase and surrounding area.

Please estimate the anticipated economic impact of the event or organization. (eg. spending, social impact, or environmental, hotel rooms, visitors & general tourism)

Will attract and keep Seniors in Chase therefore paying taxes and supporting businesses.

**Priority funding areas  
of grant makers**  
(indicate how your request fits  
within Council's strategic  
plan[s])

Government grants and taxes.

---

**Most recent grants received from the Village:**

Amount (1)

Date (1)

Amount (2)

Date (2)

**Current Fundraising  
Initiatives:**

Memberships and economical  
activities for seniors. ~~and~~

**Please explain how your event  
or organization will be self  
sufficient in the future:**

We are able to maintain  
the building and grounds except for  
major necessary improvements.

Please provide a detailed budget for your event/operating year and also your organization's most recent Certified Financial Statements.

Applicants carrying budgetary surpluses must clearly explain their intended use of these funds. If a deficit exists, the applicant must demonstrate that a realistic deficit reduction/elimination plan is in place.

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The information provided in this grant application is subject to the Freedom of Information and Protection of Privacy Act. The Village cannot guarantee that any of the information provided by you will be treated as confidential if a request for access is made under the Act.
- 3) Neither the Village of Chase nor any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or  
President

Paul Relland

Signature:

*Paul W Relland*

Date:

Sept 24 / 19

Print Name of Person  
completing the application:

Billie Phillips

Signature:

*B Phillips*

Date:

Sept 24 / 19

# CHASE CREEKSIDE SENIORS ORGANIZATION

## BUDGET FOR 2019

### REVENUE (GENERAL ACCOUNT)

KITCHEN/CATERING	8,000.00
ACTIVITIES	7,000.00
CRAFT FAIRS & BAKE SALE	700.00
HALL USE & DONATIONS	3500.00
MEMBERSHIPS	2400.00
MISC. & INTEREST	100.00
<b>TOTAL REVENUE BUDGET (GENERAL ACCOUNT)</b>	<b>== \$21,700.00</b>

GAMING ACCOUNT == \$1700.00

---

### EXPENSES

KITCHEN & CATERING	6,000.00
REPAIRS & MAINTENANCE	15,000 (need new porch)
UTILITIES	4300.00
EQUIPMENT	1000.00
DONATIONS	800.00
INSURANCE	1200.00
OFFICE	200.00
MISC.	1500.00

TOTAL EXPENSE BUDGET (GENERAL ACCOUNT) & use of G.I.C.'s =  
\$30,000.00

GAMING ACCOUNT == \$2500. (for prizes and general upkeep)

**FINANCIAL STATEMENT FOR THE YEAR ENDED**  
**DECEMBER 31, 2018**

**CHASE CREEKSIDE SENIORS ORGANIZATION**

**GENERAL ACCOUNT**

<b><u>REVENUE</u></b>		<b>(2017)</b>
KITCHEN & CATERING	11,418.50	6773.00
ACTIVITIES	7898.50	8679.00
CRAFT FAIRS & BAKE SALE	767.00	1161.00
HALL USE & DONATIONS	5407.35	4981.00
MEMBERSHIPS	2665.00	2225.00
INTEREST	.14	.13

**TOTAL REVENUE 2018**                      **\$28,156.49**

**DEBITS**

KITCHEN & CATERING SUPPLIES	9159.08	5463.78
REPAIRS & MAINTENANCE	8273.29 (Painting)	19,798.80 (new roof)
UTILITIES	4017.84 (inc. Village)	3545.07
EQUIPMENT & FURNISHINGS	772.19	31.30
DONATIONS	350.00	1225.00
INSURANCE	1120.00	1100.00
OFFICE	144.64	83.22
NEW G.I.C.	5000.00	
MISCELLANEOUS	1477.64	1645.02

**TOTAL DEBITS 2018**                      **\$30,314.68**

**GENERAL ACCOUNT BALANCE JANUARY 1, 2018 = \$18,781.55**

**GENERAL ACCOUNT BALANCE DECEMBER 31, 2018 == \$16,623.36**

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---



## G.I.C. ACCOUNTS

- TOTAL INTEREST FOR G.I.C.'S 2018 == \$61.85**  
**BALANCE in 2 G.I.C.'S - December 31, 2018 == \$13,550.67**  
 ~~~~~

**BALANCE IN GAMING ACCOUNT December 31, 2018 == \$2858.78**

**AS OF DECEMBER 31, 2018 ===== \$33,032.81**

Diana Ball (Diana Ball)



BOX 82  
PRITCHARD BC  
V0E2P0  
250-319-9100  
[edsrenos@hotmail.com](mailto:edsrenos@hotmail.com)  
GST # 88703 6523RP  
Phone : (250) 319-9100  
Email: [edsrenos@hotmail.com](mailto:edsrenos@hotmail.com)  
GST # 88703 6523RP

**Quote for Creekside Seniors Center**

542 Shuswap ave  
Chase BC  
and  
Ed's Renovations

New addition to the front of exsisting building.

Remove old decking from exsisting floor, repair subfloor and resheet with 3/4" Plywood.

Add 6 x 17 covered deck to the font of the building as per the plan. Using vinyl decking and aluminum railing . White aluminium soffets and ceiling.  
Mteal roof to match exsisting roof.

Decorative face board to be painted colour of your choice.

Materials and labour 17,200.00 + GST of 5%

Any lighting or electrical additions will be at an extra cost.

**\*Note**

*Front sidewalk must be removed before work can proceed. @ an extra cost*

Thank You  
E's Renovations

A handwritten signature in black ink, appearing to be 'Ed's Renovations' or a similar name, written over a horizontal line.

## "MR.-FIX-IT"

### PEARSON CONSTRUCTION

PHONE 778 765 4417 FAX: 778 765 4417 CELL: 250-804 5508

E-MAIL: hugger@telus.net

BOX 1467-12-161 SHUSWAP AVE. CHASE B.C. V0E 1M0

IF THE JOB IS TOO TOUGH FOR ANYONE ELSE, IT IS JUST RIGHT FOR US

DATE : JULY 07, 2018  
TO : SENIORS CLUB CHASE B.C.  
ATTEN. : BUILDING COMMITTEE  
ADDRESS : CREEK SIDE  
PHONE : 250 679 3375  
RE : REBUILD ENTRY WAY

DEAR BUILDING COMMITTEE:

I AM PLEASED TO QUOTE ON THE RENOVATIONS TO THE ENTRY WAY OF YOUR BUILDING AS FOLLOWS.

- [1] DIG IN NEW FOOTINGS AT REQUIRED LEVEL, REINFORCE WITH #10 REBAR AND FILL WITH 3000 LB CONCRETE.
- [2] REMOVE EXISTING DECK AND RAMP ENOUGH TO ACCOMMODATE NEW DECK.
- [3] BUILD NEW DECK WITH 2" X 10" PRESURE TREATED JOISTS ON 12" CENTERS COVERED 5/8 T&G PLYWOOD, COVERED WITH 60 MIL VINYL DECKING, WITH 1" JOINTS AND PROPER GLUE.
- [4] INSTALL METAL TRIM AROUND EDGES OF VINYL WITH METAL FINISHING DESIGNED FOR THIS PURPOSE.
- [5] INCLOSE UNDER DECK WITH TREATED WOOD AND WITH PROPER VENTING TO PREVENT FUTURE ROT FROM DEAD AIR.
- [6] MOVE EXISTING FACADE TO FRONT OF NEW DECK TO MAINTAIN HERITAGE APPEARANCE AND REFINISH TO MATCH EXISTING.

PAGE TWO OF TWO

[7] INSTALL NEW ROOF TO MATCH EXISTING USING ENGINEERED TRUSSES AND MATCHING EXISTING METAL ROOFING ON 1" X 4" STRAPPING ON 24" CENTERS COVERED BY 40 LB FELT AND 29 GAGE METAL ROOFING.

PAGE TWO

[8] INSTALL A NEW LIGHT IN CEILING WITH A MOTION DETECTOR TO LIGHT WALK WAY

[9] PAINT ALL NEW EXPOSED WOOD TO MATCH EXISTING.

[10] CLEAN UP SITE AND LEAVE IN A NEAT AND TIDY CONDITION.

[11] JOB COMPLETE IN A GOOD AND WORKMAN LIKE MANNER, INCLUDING ALL MATERIALS AND LABOUR FOR THE SUM OF SEVENTEEN THOUSAND ONE HUNDRED AND FORTY SIX DOLLARS.

\$17,140.00

TAX 7%

\$ 1199.80

TOTAL

\$18,339.80

THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS WORK FOR YOU, I HOPE IT MEETS WITH YOUR APPROVAL AND LOOK FORWARD TO BEING OF SERVICE.

YOURS TRULY

DAVID PEARSON

PS: PERMITS TO BE SUPPLIED BY OTHERS

PPS: PROJECT TO BE PAID IN TWO PAYMENTS, ONE WHEN WORK COMMENSES AND THE BALANCE ON COMPLETION AND APPROVAL.



November 29, 2019

Village of Chase  
Attention: Joanne Molnar, Chief Financial Officer

Dear Ms. Molnar:

Attached is a Financial Aid Grant Application from the Skmana Ski & Snowshoe Club.

Unfortunately I did have a bit of difficulty with the formatting on the online application. An example: you will notice that the information about 'population served' is located at the bottom of the 'economic, etc. impact' box. I have printed and attached the application rather than sending it electronically.

We would be pleased to provide any additional information or clarification you require.

Thank you for your kind consideration.

Best regards

Debi Kalinin  
President, Skmana Ski & Snowshoe Club  
250-371-1602  
[Kalinin@shaw.ca](mailto:Kalinin@shaw.ca)  
[Ski-skmana.com](http://Ski-skmana.com)



# GRANT IN AID APPLICATION

VILLAGE OF CHASE, B.C. OFFICE OF THE DEPUTY MAYOR (ADMINISTRATIVE)

TYPE OF GRANT  
APPLIED

FINANCIAL AID GRANT

## Contact Information

Applicant Organization Name

Skmana Ski & Snowshoe Club

Street Address

Box 786

City

Chase

Prov

BC

Postal Code

V0E 1M0

Organization Website

ski-skmana.com

Authorized Representative

Debi Kalinin

Designation

Title

President

Phone Number

250 371 1602

Mobile

Cellular

kalinin@shaw.ca

Organization Name

As above

Address

City

Postal Code

Prov

Cellular

# Organization Information

Nonprofit ☒ Yes

☐ No

Year Established

1990

Registration Number

S0026489

Address

Box 786, Chase, BC

Total Operating Budget

\$4000.00

Total # of Board Members

8

Total # of Staff

0

Total # of Volunteers

20

Organization Mission Statement  
(500 character or less)

Provide accessible, safe and fun cross country skiing or snowshoeing experiences at the Skmana Lake Recreation Site. To make this possible, we:

- Maintain and enhance 18 kms trails
- Operate and maintain a fleet of trail grooming equipment
- Maintain a Warming Hut and outhouse facilities
- Offer Bunny and Jack Rabbits Ski programs for children

Brief Description of Organization  
(500 character or less)

Skmana Ski & Snowshoe Club is run by very dedicated volunteers. We take care of the trails and the warming hut in a way that provides the best experience possible for our visitors. We work closely with others, including: Shuswap Trail Alliance, Shuswap Tourism, Chase Chamber, North Shuswap Chamber to market and enhance Skmnana. We have both prepaid memberships and day use fees. This money is our only source of income and we fundraise to support our larger requirements

Project: [blank]  
Request: [blank]  
Amount: [blank]

[Large empty box for project details]

### In progress Request

Project Name

Warming Hut Upgrades

Project Budget

\$1500.00

Project Cost

\$1,500.00

Percent of Total Budget

100%

Comments: [blank]

Type of Request

General Operating

Request Date

Jan 2020

Request Period

Dec 2020

Requesting Office

☐ Yes

☒ No



### Skmana Warming Hut Upgrades

Our goal is provide a safe and healthy winter outdoor option for the community and our Warming Hut is at the heart of that.

Our Warming Hut is a safe and cozy focal point for members and visitors...meeting at the hut, sharing food at the hut, warming up at the hut, sharing stories at the hut.... enhances the experience of spending a day skiing, snowshoeing, or simply walking into the hut

Our Warming Hut is currently in need of repairs that will ensure we can continue to provide a safe environment for our many users. This includes roofing, siding and wood stove repair. The hut is 20+ years old

Please don't hesitate to provide additional supporting documents that will provide further explanation of the event or organization

### Geographic Area Served

These estimates are based on the estimated economic impact of the event or organization on the community, social impacts, environmental impacts, total impact, visitors to the event, and other factors.

### Chase, North & South Shuswap, Kamloops

We do not have any data regarding the economic impact. Likely some of our visitors will support local businesses in some way – gas, food....?

Our Social, health and environmental impacts are all positive and straight forward and we have room to grow

We contribute to enhancing winter tourism for Chase and the Shuswap.

Population Served: The Skmana Lake area is open to the public through a prepaid membership to the Skmana Ski & Snowshoe Club or through a day use fee (paid at the hill )

In our 2018/2019 Season we had over 50 paid memberships and we had over 400 day use visits.

These funding uses  
are part of the  
budget for the year 2015/16  
and are not to be used for  
other purposes.

We contribute in a small way to all four of the Village of Chase Strategic Focus Areas by providing a healthy, safe winter destination that is attractive to residents and visitors.

Does your group need to leave the Village?

Amount:

\$1500.00

Date:

2015/16

Amount:

Date:

Other Funding  
Needs

We are starting a larger campaign to raise \$ to replace some aging equipment. We are currently researching and working with the Shuswap Trail Alliance to access grants in this need

Does your group have any other  
requests for funding?  
If so, please list them here.

This is a one time request.

Please provide a detailed budget for your event/operation year and to your organization's board  
and Certified Financial Statements

Applicants claiming alignment with the purpose of the grant must not have a conflict of interest. If a  
conflict exists, the applicant must demonstrate that a realistic conflict resolution plan is in  
place.

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The information provided in this grant application is subject to the Freedom of Information and Protection of Privacy Act. The Village cannot guarantee that any of the information provided by you will be treated as confidential if a request for access is made under the Act.
- 3) Neither the Village of Chase nor any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Mayor, Chair or  
President:

Signature:

---

Date:

Print Name of Person  
Completing the application:

Signature:

---

Date:

SKMANA SKI & SNOWSHOE CLUB  
 OPERATING BUDGET  
 2019/2020 SEASON

|                                                   |           |           |  |  |
|---------------------------------------------------|-----------|-----------|--|--|
| <b>Projected Income</b>                           |           |           |  |  |
| -membership fees                                  | 1,500.00  |           |  |  |
| -day use fees                                     | 2,000.00  |           |  |  |
| Total:                                            |           | 3,500.00  |  |  |
|                                                   |           |           |  |  |
| <b>Projected Operating Expenses</b>               |           |           |  |  |
| -Insurance                                        | 500.00    |           |  |  |
| -Equipment operation and repair                   | 1,500.00  |           |  |  |
| -Fees & Website                                   | 300.00    |           |  |  |
| -Kids Programs                                    | 500.00    |           |  |  |
| Total:                                            |           | 2,800.00  |  |  |
|                                                   |           |           |  |  |
| <b>Projected Operating Surplus for the Season</b> |           | 700.00    |  |  |
|                                                   |           |           |  |  |
|                                                   |           |           |  |  |
| <b>Future Expenditures 1 - 2 years</b>            |           |           |  |  |
| Warming Hut Repair                                | 1,500.00  |           |  |  |
| Grooming Equipment                                | 23,000.00 |           |  |  |
| Total:                                            |           |           |  |  |
|                                                   |           |           |  |  |
| <b>Current Contingency Fund:</b>                  | 8,000.00  |           |  |  |
|                                                   |           |           |  |  |
| <b>Projected Gap</b>                              |           | 16,500.00 |  |  |

Skmana Ski and Snowshoe  
Financial statement for AGM end 2018/19 season

Balance forward: 4120.93

CREDITS

Bottles. 80.00

Donations 3000.00 Grant

350.00 Kal Tire

1000.00 Govt BC

500.00 Anonymous

400.00 Rotary

Memberships. 1598.00

Day use. 2052.50

Bank int. 1.03. 8981.53

DEBITS

Fees. 70.00 Chase Chamber/Trail Alliance

Bank charges. 15.76

Repairs/gas. 900.24

Insurance. 372.00

Bunny rabbits:

Ski fleet. 2760.80

Expenses 496.32. 4655.12

March 28/2019. 8447.34

Jan

--

-----  
Skmana Ski & Snowshoe Club

18 km of trails @ Skmana Lakes Forestry Recreation Site

Chase, BC

ski-skmana.com

skiskmana@gmail.com



## VILLAGE OF CHASE

### Memorandum

**Date:** January 23, 2020  
**To:** Mayor and Council  
**From:** CAO  
**RE:** SILGA Call for Resolutions 2020 Convention

---

At its January 14, 2020 meeting, Council received a letter from SILGA asking for resolutions to the 2020 annual convention. The issue was referred to Administration to prepare possible resolutions for Council's consideration. Below are suggested issues for Council to consider submitting as resolutions to the 2020 SILGA Convention:

- Sustainable Funding for Highway Rescue Services
- Integration of Active Transportation Infrastructure in Highways upgrades projects adjacent to populated areas
- Provision of funding for upgrading, enhancing or rebuilding local community Recreation infrastructure
- Request that the BC Provincial Government vehemently lobby the Federal government to provide more support for protection of watercourses from aquatic invasive mussels
- Funding and technical support to small communities (under 10,000 population) to achieve uninterrupted High Speed Internet services to enhance communications, economic development and maintain communications during a disaster
- Funding to ensure upgrades to municipally owned infrastructure needing replacement or upgrading as a result of Highways improvements

It is important to note that resolutions submitted to SILGA and ultimately supported and forwarded to UBCM should be topics that are of local government concern province-wide.

### **RECOMMENDATION**

**That Council provide direction to Administration as to which (if any) of the proposed issues be formatted appropriately and forwarded to the 2020 SILGA Convention.**

Respectfully submitted,





## VILLAGE OF CHASE Administrative Report

**TO:** Mayor and Council  
**FROM:** CFO  
**DATE:** January 23, 2020  
**RE:** Community Emergency Preparedness Fund- Evacuation Route Planning

### ISSUE/PURPOSE

To seek Council approval to submit a grant application to the Community Emergency Preparedness Fund under the 2020 Evacuation Route Planning Program.

### OPTIONS

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

### HISTORY/BACKGROUND

Community Emergency Preparedness Fund is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM). The intent of this funding stream is to support eligible applicants to develop Evacuation Route Plans for communities that would otherwise be challenged to successfully undertake an evacuation operation during an emergency.

### DISCUSSION

The Village has actively been updating Emergency Operations processes, training, supplies and equipment as funding becomes available. The Evacuation Route Plan would be an extension of the TNRD Emergency Management Plan and provide the Village with vital information to ensure an efficient and safe evacuation in the event of an emergency.

The Community Emergency Preparedness Funding for Evacuation Route Planning would fund the completion of an Evacuation Route Plan which would identify routes and their capacities, methods of evacuations, modes of transportation, available early warning systems, identification of vulnerable populations, and other factors that could impact an evacuation. The plan would also identify the roles, duties and responsibilities of individual required initiate and implement an evacuation.

There is opportunity under this funding stream for regional applications, however given that Village of Chase does not have an existing plan to draw from, there is a significant amount of time and input required to ensure the Village compiles a comprehensive plan which identifies and focuses on the community's resources, needs and priorities.

### FINANCIAL IMPLICATIONS


The Community Emergency Preparedness Funding for Evacuation Route Planning funding stream is 100% of the cost of eligible activities to a maximum of \$25,000.


### RECOMMENDATION

"That Council approves the submission of a grant application to the Community Emergency Preparedness Fund under the Evacuation Route Planning Program for the completion of an Evacuation Route Planning project to a maximum of \$25,000; and that the Village of Chase will provide overall grant management for the project.

Respectfully submitted,

Approved for Council Consideration by CAO

  
Joanne Molnar

  
Joni Heinrich







## VILLAGE OF CHASE Administrative Report

TO: Mayor and Council  
FROM: CFO  
DATE: January 22, 2020  
RE: Firefighters Remuneration

---

### ISSUE/PURPOSE

To amend Volunteer Firefighter remuneration rates.

### OPTIONS

1. Support a rate increase for firefighters with exterior operations certification.
2. Do not support a rate increase for firefighters with exterior operations certification.

### HISTORY/BACKGROUND

The Officer and Firefighter remuneration was established in Schedule C to Bylaw 795-2014 on July 8, 2014. The firefighter remuneration was set at \$14.00 per hour for callouts and training/practices.

Council passed resolution at the April 26, 2016 meeting to set the Service Level for the Village of Chase Volunteer Fire Department at "Exterior Operations" in accordance with the new BC Fire Service Playbook.

Schedule C of Bylaw 821-2016 adopted in June 2016, which amended the rates for the Officer positions and maintained the firefighter rate at \$14.00.

In 2019 staff conducted survey on similar sized fire department to determine remuneration levels for firefighters. Rates varied, some departments paid based on position, some paid based on level of training. Firefighter rate ranged from \$7.00-\$15.00 for training and practices.

### DISCUSSION

In discussions with the fire chief, it was proposed to increase the firefighter rate for those members who have attained their exterior operation certification. Currently the Chase Volunteer Fire department has 9 members that have their Exterior Operation Certification. To encourage and acknowledge members training commitment and achievements, it is proposed to increase the exterior operation certified firefighter rate to \$15.00 per hour for callouts, training and practices.

### FINANCIAL IMPLICATIONS

A total of 2,345 hours was put in for callouts, training and practices for the 9 members, with exterior operation certification, in 2019 and the proposed rate increase is \$1 per hour.

Respectfully submitted,

Approved for Council Consideration by CAO

**VILLAGE OF CHASE**  
**Bylaw No. 885-2020**

A Bylaw to Amend the Village of Chase Volunteer Fire Department Establishment and  
Regulation Bylaw No. 795-2014

---

**WHEREAS** the Council of the Village of Chase has adopted the Village of Chase Volunteer Fire Department Establishment and Regulation Bylaw No. 795-2014

**AND WHEREAS** The Council of the Village of Chase deems it necessary to amend Bylaw No. 795-2014;

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

1. This bylaw may be cited for all purposes as "Village of Chase Volunteer Fire Department Establishment and Regulation Amendment Bylaw No 885-2020."
2. The following schedule is hereby replaced in entirety:

Schedule "C" – Remuneration-Officer and Firefighters.

READ A FIRST TIME THIS DAY OF, **2020**

READ A SECOND TIME THIS DAY OF, **2020**

READ A THIRD TIME THIS DAY OF , **2020**

ADOPTED THIS THIS DAY OF, **2020**

---

Rod Crowe, Mayor

---

Sean O'Flaherty, Corporate Officer

**Schedule "C" to  
Village of Chase Volunteer Fire Department Establishment  
and Regulation Bylaw No. 795- 2014**

**Renumeration – Officers and Firefighters**

**Officers\***

|                                              |                      |
|----------------------------------------------|----------------------|
| <b>Fire Chief</b>                            | <b>\$6,300/annum</b> |
| <b>Deputy Fire Chief</b>                     | <b>\$3,000/annum</b> |
| <b>Safety Officer</b>                        | <b>\$1,400/annum</b> |
| <b>Training Officer</b>                      | <b>\$1,100/annum</b> |
| <b>Captain</b>                               | <b>\$1,100/annum</b> |
| <b>Lieutenant</b>                            | <b>\$1,000/annum</b> |
| <b>Road Rescue Training &amp; Scheduling</b> | <b>\$1,000/annum</b> |

\*Any officer that takes on the responsibilities of more than one officer role will be granted 100% of the honorarium of the additional role(s).

**Firefighters**

|                                                          |                        |
|----------------------------------------------------------|------------------------|
| <b>Firefighter</b>                                       | <b>\$14 per hour**</b> |
| <b>Firefighter with Exterior Operation Certification</b> | <b>\$15 per hour**</b> |
| <b>Maintenance Personnel (non-officer position)</b>      | <b>\$850/annum</b>     |

\*\*Call-outs and training/practices





January 2, 2020

Joni Heinrich  
Box 440  
Chase, BC V0E 1M0

Attention: Chief Administrative Officer

**Re: CivicInfo BC Membership Renewal, 2020**

Dear Colleagues,

Enclosed with this letter, please find your 2020 renewal notice for membership in the CivicInfo BC Society.

With your continued support, CivicInfo BC ([www.civicinfo.bc.ca](http://www.civicinfo.bc.ca)) is able to provide local governments with a wide range of information services that are used daily by thousands of local government employees, elected officials, and members of the public. A list of those services, along with key statistics and other highlights, can be found on the enclosed information sheets.

This is a milestone year for CivicInfo BC, as 2020 marks 20 years of service to British Columbia's local government community. We've come a long way in the past two decades. When we launched in April 2000, our portal website had just over 800 page views in the first month. Today, the speed at which we reach 800 page views is measured in minutes, and our annual traffic is approximately **15,000,000** page views generated by **1,500,000** visitor sessions.

Thanks to your ongoing support, since 2000 we have processed, posted, and shared approximately:


- 54,000 job postings;
- 98,000 Tweets through our @BCHeadlines news service;
- 7,900 press releases;
- Several million datapoints collected through hundreds of surveys;
- Tens of thousands of sample documents;
- 7,200 conferences, courses, workshops, and seminars;
- 7,700 bid opportunities;
- 12,000 contact records in our local government directories;
- 13,000 candidate profiles over four local election cycles; and
- 850 grant opportunities.

CivicInfo BC is truly a unique resource for local governments, and although we're celebrating the past, we're squarely focussed on the future. We are constantly looking for new and better ways to serve our local government members, and the past twelve months were no exception. In 2019:

- We completed a transition to Amazon Web Services Canada to ensure that we have the infrastructure, storage, and bandwidth necessary to meet our growing needs.
- We built a new "member login" service that, when rolled out fully in 2020, will give individual users easier access tools like our CivicStats data visualization system, and our custom contact list generator.
- We created a shared mobile app service called CivicLabs; a service that will make basic citizen-to-city hall smartphone apps available and affordable to even the smallest municipalities.
- We continued to expand our document collections, and to make these resources easier to find, we will be launching a new and more versatile online-library and research database platform in early 2020.

Your support is what makes everything we do at CivicInfo BC possible. We encourage you to renew your membership quickly. If you have any questions at all, please contact our staff at 250-383-4898, or e-mail [info@civicinfo.bc.ca](mailto:info@civicinfo.bc.ca). We look forward to serving you in the year ahead.

Sincerely,



Alberto De Feo  
President, CivicInfo BC Society

Enclosures

cc: Corporate Administrator  
Financial Administrator

**CivicInfo BC Directors (Alphabetical by Last Name)**

Brian Carruthers – CAO, Cowichan Valley Regional District  
Megan Chorlton – Director of Member Services, Municipal Insurance Association of BC  
Ross Coupé – Corporate Manager, Northern Rockies Regional Municipality  
Alberto De Feo – CAO, District of Lake Country  
Paul Gipps – CAO, City of West Kelowna  
Gord Howie – Director at Large, CivicInfo BC  
Jim Martin – CAO, Fraser-Fort George Regional District  
Todd Pugh – Executive Director, CivicInfo BC (Ex-Officio)  
Josh Van Loon - Senior Policy Analyst, Union of BC Municipalities



# CIVICINFO BC

## BY THE NUMBERS

CivicInfo BC ([www.civicinfo.bc.ca](http://www.civicinfo.bc.ca)) belongs to our members; the local governments and related agencies in British Columbia. On a daily basis, thousands of people use us to find information that helps build stronger communities.

**14,641,745**  
**PAGE VIEWS**

CivicInfo BC received over 14,600,000 page views in 2019. Overall, the views of the site are slightly lower than 2018. This is due to the traffic that we received from the 2018 Local Government Election. If we exclude the traffic received from the election, CivicInfo BC had another record year.

It now takes only 1.4s to load a CivicInfo BC Page

**1.4**  
Seconds Per Page

CivicInfo BC has seen a 12% year over year decrease in the amount of time it takes to load the average page. This is important because it ensures that people are able to use our site effectively regardless of the device they use or the location where they are accessing our site from.

Continuing the strong growth that CivicInfo BC encountered in 2018, subscriber growth continues to be the fastest growing element of CivicInfo BC.

**SUBSCRIBERS**  
**86%**  
GROWTH  
TO **7250**

Today we have over 7250 subscriber profiles who receive local government information.

The directories service on CivicInfo BC received 41% more traffic than in 2018. New directories and greater detail has been met with increased user engagement.

**DIRECTORY**  
**PAGE VIEWS**  
**1.2 Million**  
**PAGE VIEWS**

CivicInfo BC Directory Listings see more than 1.2 million views a year. It remains the most current and up-to-date local government directory.

The Bids and Tenders service is completely free to local governments in British Columbia. Bid advertisements on average receive 475 views, and the information is directly emailed to interested suppliers.

**300k**  
BIDS &  
TENDERS  
PAGE VIEWS

Each posting receives over 475 views.

After receiving a significant increase from 2017-2018. The Jobs posting service received a slight increase in 2019 over the previous year.

The BC Local Government Job Posting service is a partnership between CivicInfo BC and LGMA BC. We offer top-tier customer service at affordable rates.

**6313**  
**JOBS POSTED**





Data and information services for British Columbia's local government sector.

## Services & Benefits

|                                                                                                        | Supported by<br>Memberships | Only for Member<br>Organizations |
|--------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------------|
| British Columbia's master <b>online directory</b> of local governments and related agencies.           | ✓                           |                                  |
| <b>Legislative calendar</b> that highlights all key dates from 31 statutes and regulations.            | ✓                           |                                  |
| Current and historical <b>local government election information</b> and results.                       | ✓                           |                                  |
| Searchable <b>document libraries</b> with thousands of relevant and practical items.                   | ✓                           |                                  |
| An up-to-date database of local government <b>grant opportunities</b> .                                | ✓                           |                                  |
| Local government <b>media headline feed</b> (Twitter, @BCHeadlines) and press releases, updated daily. | ✓                           |                                  |
| <b>Online discussion boards</b> for various local government professional groups.                      | ✓                           |                                  |
| Lists of <b>training opportunities</b> for local government employees and officials.                   | ✓                           |                                  |
| Weekly <b>newsletters</b> , often featuring important news and innovations.                            | ✓                           |                                  |
| Use of the <b>CivicStats.ca</b> tool for research, data visualization, and performance measurement.    | ✓                           | ✓                                |
| Access to the contact list tool, where members can create mail and <b>e-mail distribution lists</b> .  | ✓                           | ✓                                |
| Complimentary postings on our " <b>Bids &amp; Tenders</b> " service.                                   | ✓                           | ✓                                |
| Discounts on pre-paid <b>job posting packages</b> .                                                    | ✓                           | ✓                                |
| A say and a vote in the <b>governance</b> of the CivicInfo BC Society.                                 | ✓                           | ✓                                |

Village of Chase  
Chief Administration Officer Joni Heinrich  
826 Okanagan Ave  
Chase BC, V0E 1M0

January 13, 2020

Dear CAO Heinrich,

This letter is to inform you that I am applying for a Cannabis Microcultivation Licence through Health Canada. As part of the licencing requirements, notification of local police, fire, and municipal authorities is necessary. The company name and address of the application is:

Soma Cannabis Inc  
5741 Louie RD  
Chase BC  
V0E 1M0

The Micro Cultivation license is limited to 200m<sup>2</sup> of plant canopy and cannabis cultivation will be a seasonal outdoor operation. All activities applied for in this license are strictly cultivation with bulk sales to a licensed Processor.

A previous letter was sent to you last year stating the same intent from this address; however this letter is updated to inform you that the license application was changed from an individual to a company.

If you have any further questions please contact me.

Best Regards,

Tas Hynek  
tashynek1@gmail.com  
604-417-3443



Chase Youth Action Committee  
Box 440  
Chase, BC V0E 1M0

January 23, 2020

Village of Chase  
Box 440,  
Chase BC V0E 1M0

Attention: Mayor and Council  
Regarding: Chase Youth Action Committee

Dear Mayor and Council,

The Chase Youth Action Committee (YAC) is submitting our financial request to assist in providing youth programs and services towards the operation of the Youth Action Committee for 2020.

We are requesting \$3000 towards:

- \$1500 to supplement Summer youth worker wages
- Support a youth to attend UBCM
- Jam Can Curling Tournament
- Working with the High School Leadership class to implement an environmental community project around plastic bag usage
- Youth Conference in the Fall

YAC looks forward to working with Mayor and Council, to continue to develop and implement the four strategic goals identified in the Youth Strategic Plan, approved by Mayor and Council in 2018:

- Create and Strengthen Partnerships
- Grow and improve youth programs and services
- Expand youth leadership capacity
- Increase youth funding and resources

Sincerely,

Terri Mindel  
Secretary  
Chase Youth Action Committee  
250-819-0428