

Minutes of the Regular Meeting of the Council of the Village of Chase held  
in the Council Chambers of the Village Office at 826 Okanagan Avenue  
on Tuesday, March 13, 2012 at 4:00 p.m.

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Present:	Mayor	R. Anderson
	Councillors	R. Crowe
		D. Lepsoe
		R. Berrigan
		S. Scott
Chief Administrative Officer		J. Heinrich
Corporate Officer		L. Randle
Chief Financial Officer		R. Shepherd
Fire Chief		B. Chamberlain
Supervisor of Public Works		P. Regush
Gallery		5
Press		2

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

Resolution: Moved by Councillor Berrigan  
Seconded by Councillor Scott

**"That the agenda be amended by adding late items 7.2 - letter from the Chase & District Recreation Society and item 8.3 regarding April 12<sup>th</sup> Emergency Program training and that the agenda be adopted as amended."**

*CARRIED*

**3. ADOPTION OF MINUTES**

**3.1 Regular Council Meeting of February 28, 2012**

Resolution: Moved by Councillor Lepsoe  
Seconded by Councillor Scott

**"That the minutes of the February 28, 2012 Council Meeting be adopted as presented."**

*CARRIED*

#### 4.1 Staff Departmental Reports

##### 4.1.1 Fire Chief's Report for February, 2012

The Fire Chief reported:

1. Burning Permits issue out of Village office for February were: eight.
2. Fire Call outs for February were:  
Fire: 1  
Rescue: 3
3. Attended the Youth Task Force Table Top session at the Fire Hall on Feb 21<sup>st</sup>.
4. On February 25 myself and Bill Banting attended the Miss Chase Excellence Program Dinner and Silent Auction.
5. Spring time is upon us, people are getting out to do yard cleanup and general spruce ups. So please be mindful/respectful if and when you are doing some burning. If at all possible please take the yard debris (whether big or small) to the land fill.

Resolution: Moved by Councillor Berrigan  
Seconded by Councillor Crowe

**"That the Fire Chief's February, 2012 report be received."**

CARRIED

##### 4.1.2 Public Works Supervisor's Report

- Routine maintenance continues;
- Work is being done on Village signs and potholes in roads;
- Pruning of trees is underway;
- Street sweeping will commence next week.

Resolution: Moved by Councillor Scott  
Seconded by Councillor Berrigan

**"That the Public Works report for February, 2012 be received."**

CARRIED

#### 4.1.3 Chief Administrative Officer's Report

- Managing several Human Resource issues;
- Working with Fire Chief and department officers relating to operations of the Fire Department;
- Overseeing and participating in the creation of the 2012-2016 financial plan;
- Responding to Freedom of Information requests.

Resolution: Moved by Councillor Berrigan  
Seconded by Councillor Crowe

**"That the Chief Administrative Officer's report for February, 2012 be received."**

CARRIED

#### 4.1.4 Bylaw Enforcement Officer's Report

The Bylaw Enforcement Officer reported:

- Addressed a "no smoking" issue in the downtown core;
- Will be meeting with Commissionaires of BC next week.

Resolution: Moved by Councillor Scott  
Seconded by Councillor Berrigan

**"That the Bylaw Enforcement Officer's February, 2012 report be received."**

CARRIED

#### 4.1.5 Land Use Planning Report

- One new Zoning Bylaw Amendment Application was received;
- An update on the status of Whitfield Landing subdivision application was provided.

Resolution: Moved by Councillor Crowe  
Seconded by Councillor Lepsoe

**"That the land use planning report for February, 2012 be received."**

CARRIED

#### 4.1.6 Chief Financial Officer's Report

The Chief Financial Officer reported:

- Working on the preparation of the 2012 budget with the CAO's assistance – participated in a budget workshop discussion with Council and facilitated Council's first 2012 budget meeting
- Year end tasks - completed tax sale administration fee entries, sent trial balance to financial consultant to complete, printed financial consultant's expense claim, performed three journal entries to correct coding, reviewed all of financial consultant's entries, completed final preparation for auditors review which is scheduled for March 19 through 23, 2012
- Prepared a detailed cost analysis for Union's contract proposals
- Reviewed various newly created job descriptions, prepared agenda for budget meeting, reviewed account payable report, payroll entries and approved Municipal Pension plan payment
- Utilities – reviewed three accounts based on public enquiries, trained finance clerk (Debi) on utility billing adjustments and assisted with the preparation and printing of the first tri-annual billing for 2012
- Property Taxes – submitted Home Owner Grant extract and Final Claim form, filed two retroactive claims, closed, balanced and printed reports for January 2012
- Completed January and February bank reconciliations

Resolution: Moved by Councillor Berrigan  
Seconded by Councillor Lepsoe

**"That the Chief Financial Officer's February, 2012 report be received."**

CARRIED

#### 4.2 Mayor and Council Reports

##### Mayor Anderson

- Attended the Emergency Program exercise on March 6<sup>th</sup>;
- Attended Council budget workshop on March 7<sup>th</sup>;
- Attended workshop at TNRD on dangerous dogs;
- Will attend eco-depot meeting tomorrow in Pritchard;
- Attended budget meeting for the Village today.

Councillor Berrigan

- Attended the Emergency Program exercise on March 6<sup>th</sup>;
- Attended Council budget workshop on March 7<sup>th</sup>;
- Attended budget meeting for the Village today.

Councillor Crowe

- Attended the Emergency Program exercise on March 6<sup>th</sup>;
- Attended Council budget workshop on March 7<sup>th</sup>;
- Attended budget meeting for the Village today;
- Attended March 12<sup>th</sup> dinner and swearing in ceremony for the Adams Lake Indian Band Chief and Council.

Councillor Lepsoe

- Attended the Emergency Program exercise on March 6<sup>th</sup>;
- Attended Council budget workshop on March 7<sup>th</sup>;
- Attended budget meeting for the Village today;
- Attended March 12<sup>th</sup> dinner and swearing in ceremony for the Adams Lake Indian Band Chief and Council;
- Attended Chamber of Commerce Executive Board meeting on March 6<sup>th</sup>.

Councillor Scott

- Attended Council budget workshop on March 7<sup>th</sup>;
- Attended Chamber of Commerce Executive Board meeting on March 6<sup>th</sup>;
- Attended budget meeting for the Village today.

**5. COMMITTEE OF THE WHOLE**

**6. DELEGATIONS**

**7. UNFINISHED BUSINESS**

7.1 Shuswap Regional Development Session

Resolution: Moved by Councillor Lepsoe  
Seconded by Councillor Scott

**"That Councillor Crowe be authorized to attend the April 19<sup>th</sup> and 20<sup>th</sup> Shuswap Regional Planning workshop in Salmon Arm with normal expenses to be covered by the Village."**

**CARRIED**

7.2 Chase & District Recreation Society – request for funds

Resolution: Moved by Councillor Berrigan  
Seconded by Councillor Lepsoe

**"That the Chase & District Recreation Society be provided with \$26,850.00 which is the difference between the amount they are guaranteed annually for their mortgage payment and the actual mortgage payment for 2012 which was reduced due to lower interest rates, such difference to be authorized for use as operating costs."**

CARRIED

8. **NEW BUSINESS**

Resolution: Moved by Councillor Berrigan  
Seconded by Councillor Scott

**"That all correspondence be received."**

CARRIED

8.1 For Action:

8.1.1 Support Letter Request from The Chase & District Museum & Archives Society

Resolution: Moved by Councillor Berrigan  
Seconded by Councillor Crowe

**"That the Village provide a letter of support to the Chase & District Museum & Archives Society for their annual application to BC Gaming for program funding."**

CARRIED

8.2 Strategic Community Investment Funds agreement

Resolution: Moved by Councillor Berrigan  
Seconded by Councillor Scott

**"That the Corporate Officer sign the Strategic Community Investment Funds Agreement between the Village of Chase and the Ministry of Community, Sport and Cultural Development and promptly forward it to the province."**

CARRIED

8.3 Emergency Program Training Opportunity

Resolution: Moved by Councillor Lepsoe  
Seconded by Councillor Scott

**"That Councillor Berrigan and Councillor Crowe be authorized to attend the April 12<sup>th</sup> Emergency Program workshop in Kamloops with normal expenses to be covered by the Village."**

CARRIED

9. **IN CAMERA**

Resolution: Moved by Councillor Berrigan  
Seconded by Councillor Scott

**"That Council recess to an In Camera meeting pursuant to Section 90 (1) of the Community Charter, paragraph (c) labour relations and paragraph (k) proposed provision of a service."**

CARRIED

The Regular Meeting was recessed at 4:25 p.m.  
Council returned to the Regular meeting at 5:25 p.m.

10. **ADJOURNMENT**

Resolution: Moved by Councillor Scott


**"THAT THE MEETING BE ADJOURNED."**

CARRIED

Mayor Anderson adjourned the meeting at 5:25 p.m.

These minutes were adopted by a resolution of Council this 27<sup>th</sup> day of MARCH, 2012.

  
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Mayor,  
R. Anderson

  
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Corporate Officer,  
L. Randle