



## **AGENDA**

Regular Meeting of the Council of the Village of Chase held in the Council Chamber at the Village Office at 826 Okanagan Avenue on Tuesday, February 14, 2017 at 4:00 p.m.

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

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

Resolution:

**“That the February 14, 2017 Village of Chase Regular Council meeting agenda be adopted as presented.”**

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

3.1 Special Meeting held January 23, 2016

Page 1

Resolution:

**“That the minutes of the Special meeting of January 23, 2016 be adopted as presented.”**

3.1 Regular Meeting held January 24, 2016

Pages 2-6

Resolution:

**“That the minutes of the January 24, 2016 Regular Meeting of Council be adopted as presented.”**

3.2 Special Meeting held January 30, 2016

Pages 7-9

Resolution:

**“That the minutes of the January 30, 2016 Special Meeting of Council be adopted as presented.”**

### **4. PUBLIC HEARING**

### **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**

### **7. REPORTS**

a) Mayor and Council Reports

b) Staff Reports

Verbal Report from the CAO

Memo from Corporate Officer

Memo from the Public Works Manager

Page 10

Page 11

### **8. UNFINISHED BUSINESS**

8.1 2017 Revenue Anticipation Bylaw

Page 12

Revenue Anticipation Bylaw 832-2017 has received three readings. Council can now adopt the bylaw.

- 8.2 Zoning Amendment Bylaw 822-2016 – 141 Shuswap Avenue Pages 13-17  
Zoning Bylaw 822-2016 has received three readings and a Public Hearing. The Bylaw has also been approved by the Ministry of Transportation and Infrastructure. Council can now adopt the bylaw.

A copy of the original staff report is included for reference only.

**“THAT Council adopt Village of Chase Zoning Amendment Bylaw No. 822-2016.”**

- 8.3 Zoning Amendment Bylaw 831-2017 – 315 Lakeshore Drive  
Zoning Bylaw 831-2017 has received two readings and a Public Hearing. Council can defeat the bylaw or give third reading. If the bylaw is given third reading, Council can also then adopt the bylaw.

- 8.4 Rocky Road Trail – Scatchard Mountain Project Page 18  
A letter of support from Chief Oliver Arnouse, Little Shuswap Lake Indian Band.

The CAO will verbally explain the next steps

## **9. NEW BUSINESS**

- 9.1 Grant In Aid Request – Terra Lundy Pages 19-21  
Council is asked to consider a grant-in-aid towards Community Hall rental costs that Ms. Lundy pays to provide exercise classes. Her request is for \$3,000.

The 2017 Grants In Aid proposed budget is \$26,000

- 9.2 Fire Department Policy for Command Vehicle Pages 22-23  
Memo from CAO

- 9.3 Banking Services for the Village Page 24  
Report from the Director of Financial Services

Resolution:

**“That the report from the Director of Financial Services regarding Village banking services be received as information and that an RFP for banking services be prepared.”**

## **10. RELEASE OF IN CAMERA ITEMS**

## **11. IN CAMERA**

**“That Council recess to an In Camera meeting pursuant to Section 90 (1) of the Community Charter, paragraph (e) the acquisition, disposition or expropriation of land or improvements.”**

## **12. ADJOURNMENT**

Resolution:

**“That the February 14, 2017 Village of Chase Regular Council meeting be adjourned.”**



Minutes of the Special Meeting of the Council of the Village of Chase  
held in the Council Chamber of the Village Office at 826 Okanagan Avenue  
on Monday, January 23, 2017, at 10:00 a.m.

**PRESENT:**

Mayor Rick Berrigan  
Councillor Nancy Egely  
Councillor Ali Maki  
Councillor David Lepsoe  
Councillor Steve Scott

In Attendance: Joni Heinrich, Chief Administrative Officer  
Leif Pedersen, Director of Financial Services  
Sean O'Flaherty, Corporate Officer  
Tim Perepolkin, Manager of Public Works

Regrets: none

Public Gallery: 0

Press: 0

**1. CALL TO ORDER**

Mayor Berrigan called the meeting to order at 10:00 a.m.

**2. ADOPTION OF AGENDA**

Moved by Councillor Scott

Seconded by Councillor Maki

**"That the January 23, 2017 Village of Chase Special meeting agenda be adopted  
as presented."**

**CARRIED**

**2017/01/23\_SP001**

**3. IN-CAMERA**

Moved by Councillor Egely

Seconded by Councillor Lepsoe

**"That Council recess to an In Camera meeting pursuant to Section 90 (1) of the  
Community Charter, paragraph (I) discussions with municipal officers and  
employees respecting municipal objectives, measures and progress reports for  
the purposes of preparing an annual report."**

**CARRIED**

**2017/01/23\_SP002**

**4. ADJOURNMENT**

Moved by Councillor Scott

Seconded by Councillor Lepsoe

**"That the January 23, 2017 Village of Chase Special meeting be adjourned."**

**CARRIED**

**2017/01/23\_SP003**

The meeting was adjourned at 1:04 p.m.

\_\_\_\_\_  
R. Berrigan, Mayor

\_\_\_\_\_  
S. O'Flaherty, Corporate Officer



Minutes of the Regular Meeting of Council of the Village of Chase  
held in the Council Chamber of the Village Office at 826 Okanagan Avenue  
on Tuesday, January 24, 2017 at 4:00 p.m.

**PRESENT:** Mayor Rick Berrigan  
Councillor Nancy Egely  
Councillor David Lepsoe  
Councillor Ali Maki  
Councillor Steve Scott

Also in Attendance: Joni Heinrich, Chief Administrative Officer  
Sean O'Flaherty, Corporate Officer

Regrets: none

Public Gallery: 3  
Press: 1

**1. CALL TO ORDER**

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

**2. ADOPTION OF THE AGENDA**

Moved by Councilor Scott

Seconded by Councilor Maki

**"That the January 24, 2017 Village of Chase Regular Council Agenda be adopted as amended by adding 9.0 OPPORTUNITY FOR PUBLIC TO SPEAK ON MUNICIPAL MATTERS."**

**CARRIED**

**#2017/01/24\_001**

**3. ADOPTION OF MINUTES**

**3.1 Minutes of the January 10, 2017 Regular Council meeting**

Moved by Councilor Egely

Seconded by Councilor Scott

**"That the minutes of the January 10, 2017 Regular Meeting of Council be adopted as presented."**

**CARRIED**

**#2017/01/24\_002**

**3.2 Special (Budget) Meeting held January 16, 2017**

Moved by Councilor Maki

Seconded by Councilor Egely

**"That the minutes of the January 16, 2017 Special Meeting of Council be adopted as presented."**

**CARRIED**

**#2017/01/24\_003**

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

Mayor Berrigan called for members of the public to speak to items on the agenda.  
No comments were forthcoming.

5. **DELEGATIONS**

None

6. **REPORTS**

Mayor and Council Reports

Mayor Berrigan

- January 15 – Attended funeral service for past Chief Arthur Manuel of Neskonlith Indian Band
- January 16 – Participated in the budget meeting
- January 18 - Attended a meeting with Todd Stone and staff from the Ministry of Transportation and Infrastructure regarding Trans-Canada Highway upgrades
- January 18 – Attended the Town Hall Meeting with Todd Stone regarding the Neighbourhood Golf Cart program
- January 19 – Attended the Thompson Nicola Regional District Regular Meeting
- January 22 – Attended the tree ceremony with Little Shuswap Indian Band where they are building an authentic cottonwood canoe
- January 23 – Attended strategic planning workshop

Councilor Egely

- January 16 – Participated in the budget meeting
- January 18 - Attended a meeting with Todd Stone and staff from the Ministry of Transportation and Infrastructure regarding Trans-Canada Highway upgrades
- January 18 – Attended the Town Hall Meeting with Todd Stone regarding the Neighbourhood Golf Cart program
- January 19 – Meeting with Chase Country Christmas President
- January 23 – Attended strategic planning workshop

Councilor Lepsoe

- January 15 – Attended funeral service for past Chief Arthur Manuel of Neskonlith Indian Band
- January 16 – Participated in the budget meeting
- January 18 - Attended a meeting with Todd Stone and staff from the Ministry of Transportation and Infrastructure regarding Trans-Canada Highway upgrades
- January 18 – Attended the Town Hall Meeting with Todd Stone regarding the Neighbourhood Golf Cart program
- January 22 – Attended the tree ceremony with Little Shuswap Indian Band where they are building an authentic cottonwood canoe
- January 23 – Attended strategic planning workshop
- January 24 – Attended the Adams River Salmon Society meeting

Moved by Mayor Berrigan

Seconded by Councilor Scott

**“That costs associated with Councilor Lepsoe’s attendance at the February 15, 2017 Indigenous Tourism workshop at the Garden Gymnasium in TK’emlups be covered as per Council’s ADM-21, Expense Policy.”**

**CARRIED**

**#2017/01/24\_004**

Councillor Maki

- January 14 - Attended the installation of officers at the Chase Branch of the Royal Canadian Legion as Deputy Mayor
- January 16 – Participated in the budget meeting
- January 18 – Attended a meeting with Todd Stone and staff from the Ministry of Transportation and Infrastructure regarding Trans-Canada Highway upgrades
- January 18 – Attended the Town Hall Meeting with Todd Stone regarding the Neighbourhood Golf Cart program
- January 23 – Attended strategic planning workshop

Councillor Scott

- January 10 – Attended Citizens on Patrol monthly meeting
- January 16 – Participated in the budget meeting
- January 18 - Attended a meeting with Todd Stone and staff from the Ministry of Transportation and Infrastructure regarding Trans-Canada Highway upgrades
- January 18 – Attended the Town Hall Meeting with Todd Stone regarding the Neighbourhood Golf Cart program
- January 23 – Attended strategic planning workshop

Moved by Councillor Egely

Seconded by Councillor Maki

**“That the reports from Mayor and Council members be received for information.”**

**CARRIED**

**#2017/01/10\_005**

**7. UNFINISHED BUSINESS**

**7.1 Sewer Treatment Plant Upgrade Project**

Moved by Councillor Egely

Seconded by Councillor Maki

**“That Council awards the Sewer Treatment Plant Upgrade project contract to desludge Cell #1, replace aeration equipment in Cells 1 and 2, and to install screening between the cells and the intake into the rapid infiltration basins and other associated works to Extreme Excavating Ltd. in the amount of \$1,481,000.”**

**CARRIED**

**#2017/01/24\_006**

**8. NEW BUSINESS**

**8.1 2017 Revenue Anticipation Bylaw**

Moved by Councillor Scott

Seconded by Councillor Maki

**“THAT the Village of Chase Revenue Anticipation Bylaw 832-2017 be given first, second and third reading.”**

**CARRIED**

**#2017/01/24\_007**

**8.2 Chase and District Fish and Game Banquet**

Moved by Councillor Egely

Seconded by Councillor Scott

**“That any costs associated with Mayor Berrigan’s attendance at the February 4, 2017 Chase and District Fish & Game Banquet at the Adams Lake Gymnasium be covered as per Council’s ADM-21, Expense Policy.”**

**CARRIED**

**#2017/01/24\_008**

**8.3 2017 CivicInfo BC Membership Renewals**

Moved by Councilor Egely

Seconded by Councilor Maki

**"That the Village of Chase's membership information package with CivicInfo BC be received for information."**

**CARRIED**

**#2017/01/24\_009**

**8.4 Village of Chase Flag at Chase Heat Game**

Moved by Mayor Berrigan

Seconded by Councilor Scott

**"That Council authorizes Administration to purchase another set of flags for the Village, and that Council members be permitted to borrow the existing set of flags for purposes of displaying them at the Chase Heat hockey game February 13, 2017."**

**CARRIED**

**#2017/01/24\_010**

**8.5 Speed Limit Downtown**

Moved by Councilor Egely

Seconded by Councilor Lepsoe

**"That Council is interested in community feedback regarding a 30km/hr speed limit along Shuswap Avenue between Coburn Street and Pine Street, and directs Administration to communicate the concept through appropriate community engagement methods."**

**CARRIED**

**#2017/01/24\_011**

**8.6 2015 Annual Report**

Moved by Councilor Egely

Seconded by Councilor Lepsoe

**"That Village of Chase 2015 Annual Report containing the Statement of Financial Information and Audited Financial Statements Report be approved."**

**CARRIED**

**#2017/01/24\_012**

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

Beverley Iglesias, 621 3<sup>rd</sup> Avenue

Ms. Iglesias spoke about the Village's delay in publishing the 2015 Annual Report

The CAO indicated that staffing shortages contributed to the matter and that the situation would not re-occur.

**10. RELEASE OF IN-CAMERA ITEMS**

Council released the following resolution:

**"That Council is not entitled to per diem reimbursements for attending budget meetings."**

**11. IN CAMERA**

None

**12. ADJOURNMENT**

Moved by Councilor Egely

Seconded by Councilor Maki

**"That the January 24, 2017 Village of Chase Regular Council meeting be adjourned."**

**CARRIED**

**#2017/01/24\_025**

The meeting concluded at 4:23 p.m.

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Rick Berrigan, Mayor

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Sean O'Flaherty, Corporate Officer



Minutes of the Special (Budget) Meeting of the Council of the Village of Chase  
held in the Council Chamber of the Village Office at 826 Okanagan Avenue  
on Monday, January 30, 2017, at 10:00 a.m.

**PRESENT:**

Mayor Rick Berrigan  
Councillor Nancy Egely  
Councillor Ali Maki  
Councillor David Lepsoe

In Attendance: Joni Heinrich, Chief Administrative Officer  
Leif Pedersen, Director of Financial Services  
Sean O'Flaherty, Corporate Officer  
Tim Perepolkin, Manager of Public Works  
Brian Lauzon, Fire Chief

Regrets: Councillor Steve Scott

Public Gallery: 14

Press: 0

**1. CALL TO ORDER**

Mayor Berrigan called the meeting to order at 10:00 a.m.

**2. ADOPTION OF AGENDA**

Moved by Councillor Maki

Seconded by Councillor Egely

**"That the January 30, 2017 Village of Chase Special (Budget) meeting agenda be  
adopted as presented."**

**CARRIED  
2017/01/30\_SP001**

**3. UNFINISHED BUSINESS**

2017 Proposed Budget

The Director of Financial Services explained the overall 5-year financial situation for the Village, noting that the sewer and water funds are in relatively good shape but the General Fund is still operating at a deficit and will arrive at a \$1.9 million deficit after 5 years without changes. There are two ways to relieve this situation:

1. Increase revenues through taxation and other sources OR
2. Reduce costs

The CAO explained the Drakes Landing sanitary connection project and why it is no longer a budget item.

Discussion of the General Fund, Water Fund and Sewer Fund

The Director of Financial Services (DFS) explained the various funds including the current balance and the projected balance after 5 years.

Questions were permitted from the gallery:

- James Mintz asked if the money in the funds could be transferred between funds and the DFS replied that only Council could authorize that
- Scott Cooke asked about the purposes of the funds and the DFS response was that the funds are used for infrastructure replacement
- Carolyn Mintz asked if grants are recognized in the accounting numbers and the DFS clarified that grants are tracked but cautioned that grants are not free because they rarely cover the total cost
- Beverley Iglesias asked if the 2008 fire hall is part of the problem and the DFS reported that \$1,000,000 in cash was spent and taxes were not raised afterwards to recharge the funds
- Carolyn Mintz asked about the \$10,000 for the school annex and the Mayor replied that it is for a study to determine best use of the closed school on Shuswap Avenue
- Beverley Iglesias asked about the fleet and the CAO reported that there may be a surplus in the fleet and the Village was investigating the idea of selling a Nissan Versa, a 1981 fire truck, and a Public Works vehicle
- Scott Cooke asked about fire hydrants being an asset
- Fraser stated that hydrant servicing costs are allocated to Public Works while the capital costs are allocated to the Fire Department. It was re-iterated that the public is made aware that the reason hydrants are included under the Fire Department and not Public Works is that hydrants exist for purposes of fire suppression.
- Barbara asked if the solar lights at Memorial Park will last and the Mayor responded that they will last and that the existing lights are inefficient
- Beverley Iglesias asked why there was no money in the budget for the spray park for operations in the event that the Lions cannot meet the costs every year and the Mayor stated that it is premature to put monies in the budget when there is not even an agreement in place and the project is not built yet
- Carolyn Mintz asked about ~\$700,000 allocated to the curling club and the DFS replied that the Village paid \$100,000 for this ~\$700,000 asset
- Scott Cooke made the comment that the TNRD owns the arena in Clearwater, and posited that outside users should have to pay more to use Village amenities, and that the Village should lobby other levels of government to help support the arena. The Mayor said that this could be brought up at a Regular Meeting
- Nancy Fierhurst also added that there should be a 2-tiered systems for user fees based on residents and non-residents.

Mayor Berrigan announced that the next budget meeting is scheduled for February 6, 2017 at 10:00 a.m.

The Director of Financial Services explained that the numbers presented at this meeting will have final year-end adjustments for the February 6 meeting.

**6. IN-CAMERA**  
None

**7. ADJOURNMENT**  
Moved by Councillor Egely

Seconded by Councillor Maki

**"That the January 30, 2017 Village of Chase Special (Budget) meeting be  
adjourned."**

**CARRIED  
2017/01/30\_SP002**

The meeting was adjourned at 12:56 p.m.

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Rick Berrigan, Mayor

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Sean O'Flaherty, Corporate Officer



# VILLAGE OF CHASE

## Memorandum

**Date:** 10 February, 2017  
**To:** Mayor and Council  
**From:** Sean O'Flaherty, Corporate Officer  
**RE:** Activities undertaken from January 7 to February 10, 2017

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- Preparation of Council meeting agendas and minutes
- Prepared Council reports and correspondence on various matters
- Responding to email and telephone inquiries
- Assisting staff with legislative and bylaw interpretations, and general support
- Prepared the Sunflower newsletter insert containing public service announcements and other general coming events
- Responded to several land use enquiries regarding potential zoning and subdivision opportunities
- Liaised with the Building Inspector on zoning confirmation matters
- Have started reviewing Council's policies. Many are dated and ineffective.
- Finalized the crossing agreement with CPR for infrastructure on Aylmer Road
- Worked with owner of 343 Shuswap to help them meet screening requirements
- Community engagement programme regarding neighbourhood golf carts
- Worked on community engagement for the Neighbourhood Golf Cart pilot project
- Met with the Chase Chamber of Commerce executive
- Attended the tender opening of the sewer treatment plant upgrade project
- Reviewed draft memorandum from Urban Systems on the development bylaw update
- Met with Minister Stone and his MOTI staff regarding Chase-related highway improvements
- Attended a town hall meeting regarding Neighbourhood Golf Cart pilot project
- Attended In-Camera meeting related to municipal objectives
- Participated in a historic tour of Chase courtesy of David Lepsoe

### Bylaw Enforcement

- Bylaw ensuring sidewalks are clean of snow and ice, and ensuring nothing parked in boulevard is affecting plow operators. Otherwise, bylaw matters are minimal. The community is adhering to the bylaws

### Dog Control

- Low volume of dog matter and dog complaints according to the Animal Control Officer
- Have worked with the Animal Control Officer on animal shelter tracking system.
- Compliance on dog related matters is high. The community is cooperating with Village bylaws

Respectfully submitted, Sean O'Flaherty



# VILLAGE OF CHASE

## Memorandum

**Date:** February 9, 2017  
**To:** Mayor and Council  
**From:** Public Works Manager  
**RE:** Public Work Update

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### Miscellaneous:

- Winter season is still bringing significant snowfall. Public Works staff are following existing policies for priority plowing, sanding and cleaning-up of piled snow as necessary.
- I have been working on review and finalizing of Capital and Operational budget items for the 2017 budget.
- One of our seasonal Labourer/Gardener's is returning to work on February 15<sup>th</sup>, the other is on maternity leave for the 2017 season and administration is working on a temporary fill for her position for this season.

### Water Distribution:

- Between January 20<sup>th</sup> and Feb 2<sup>nd</sup> we received reports of two separate water leaks. Staff investigated and determined both instances to be leaking on City owned service pipes. A local contractor was hired to complete both repairs. One leak was the result of an old style 'flared' connection in the copper pipe at the curb stop, this was repaired with the installation of a new curb stop and compression style fittings. The other leak was a short piece of galvanized pipe leaking on an old service pipe that was no longer in use, this was repaired by abandonment at the water main. Restoration will be completed in the spring and involves lawn repairs at one location and curb, sidewalk and asphalt repairs at the other.

### Sanitary Sewer:

- Construction is scheduled to commence in early March on the Sewer Lagoon Treatment Upgrade. Extreme Excavating from Kamloops was the successful low bidder, we will be holding necessary start up meetings and ensuring all required documentation is in place prior to start-up.

Respectfully submitted,

Tim Perepolkin

**VILLAGE OF CHASE  
BYLAW NO. 832 – 2017  
REVENUE ANTICIPATION BORROWING BYLAW  
A BYLAW TO AUTHORIZE BORROWING OF MONEY IN ANTICIPATION OF REVENUE**

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**WHEREAS** the municipality may not have sufficient money on hand to meet the current lawful expenditures of the municipality;

**AND WHEREAS** it is provided by Section 177 of the *Community Charter* Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the Village of Chase provided that the total of the outstanding liabilities does not exceed the sum of;

- a) The whole amount remaining unpaid of taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year, the amount of taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediate preceding year; and
- b) The whole amount of any sums of money remaining due from other governments;

**NOW THEREFORE**, the Council of the Village of Chase in open meeting assembled **ENACTS AS FOLLOWS:**

1. This bylaw may be cited as “REVENUE ANTICIPATION BORROWING BYLAW NO. 832 - 2017.
2. The Council is hereby authorized and empowered to borrow upon the credit of the Village of Chase from a financial institution, the sum of up to Two million dollars (\$2,000,000),
3. That money so borrowed shall be used solely to meet the lawful expenditures of the Village of Chase,
4. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the authorized signing officers.
5. When collected, revenues from property taxes must be used to repay the money borrowed under this bylaw.

READ A **FIRST** TIME THIS 24<sup>th</sup> DAY OF JANUARY, 2017

READ A **SECOND** TIME THIS 24<sup>th</sup> DAY OF JANUARY, 2017

READ A **THIRD** TIME THIS 24<sup>th</sup> DAY OF JANUARY, 2017

**ADOPTED THIS** \_\_\_\_ DAY OF \_\_\_\_\_, 2017

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Rick Berrigan, Mayor

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Sean O'Flaherty, Corporate Officer

**VILLAGE OF CHASE**  
**Bylaw No. 822 - 2016**

**A Bylaw to Amend the Village of Chase Zoning Bylaw No. 683-2006**

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**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. 683-2006;

**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 Zoning Bylaw No. 683 - 2006, Amendment Bylaw No. 822 - 2016".
2. Village of Chase Zoning Bylaw No. 683-2006, is hereby amended by adding the following to Section 6.51 as an additional permitted use:

"Single family residential"

Specifically for the property at 141 Shuswap Avenue, PCL B (DD 149269F and Plan B6910), of that Part of DL 517 Shown on Plan B5021, KDYD Except Plan H843 as shown on the attached map that forms part of this bylaw.

All other provisions of Section 6.51 remain in full force and effect.

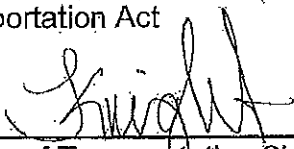
READ A FIRST TIME THIS 14th DAY OF June, 2016

READ A SECOND TIME THIS 14th DAY OF June, 2016

PUBLIC HEARING HELD THIS 12 DAY OF JULY, 2016

READ A THIRD TIME THIS 26 DAY OF JULY, 2016

Approved by the Ministry of Transportation pursuant to Section 52 (3) (a) of the Transportation Act

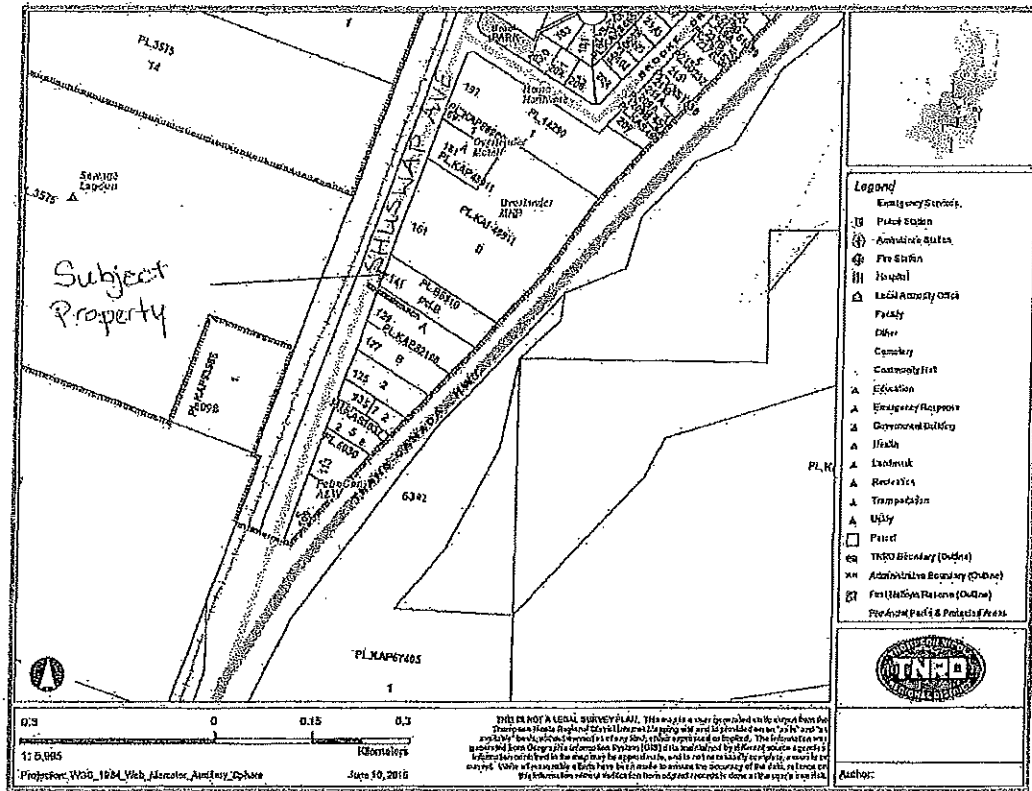
  
Ministry of Transportation Signature

  
Date

2016.

**J. Heinrich, CAO**

# Schedule "A" to Bylaw No. 822-2016





## *Village Of Chase*

### *Administrative Report*

**TO:** Mayor and Council  
**FROM:** CAO  
**DATE:** June 14, 2016  
**RE:** Application to Amend Zoning – 141 Shuswap Avenue

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#### **ISSUE/PURPOSE**

To obtain a resolution of Council to give Zoning Amendment Bylaw No. 822-2016 first and second readings and refer the bylaw to a public hearing.

#### **OPTIONS**

1. Proceed with first and second readings and refer to public hearing.
2. Deny the request to amend the zoning bylaw.

#### **REFERENCE**

- Bylaw No. 822-2016
- Excerpt from Zoning Bylaw – C-3 Service Commercial

#### **DISCUSSION**

The property owner of 141 Shuswap Avenue has applied for a site specific zoning amendment to legalize a non-conforming single family dwelling.

The property is Zoned C-3 (Service Commercial) which provides for a multitude of uses, as is shown on the excerpt attached to this report but does not specifically allow for a single family dwelling.

#### **Official Community Plan**

The Official Community Plan Land Use Map designates the subject property as Combination Light Industrial/Service Commercial and provides guidelines under Section 3.0 entitled Commercial. Objectives under this heading include:

- To direct retail, service sector and related uses into the downtown commercial core to maintain a strong commercial focus in the downtown area
- To promote expansion of the commercial area along Shuswap Avenue secondary to the Downtown Core
- To encourage mixed commercial and residential use of buildings in areas designated for commercial use
- To permit residential uses where they currently exist. Residential use will also be permitted in combination with a commercial use in a designated commercial area

### Zoning

The residence on the subject property has existed for well over 80 years, before the incorporation of the Village of Chase and the implementation of land use regulations.

Based on the contemplation of the OCP to encourage the expansion of commercial uses along Shuswap Avenue secondary to the downtown core, most properties along Shuswap Avenue were originally zoned Service Commercial when the Village's zoning regulations were first implemented. While the Village continues at this time to promote service commercial uses along Shuswap Avenue, not all properties will conform exactly to that regulation based on historical factors and market driven changes.

Administration is of the opinion that a site specific zoning change to allow for the legalization of the existing single family dwelling, and the reconstruction of such if it were destroyed, is an appropriate use of the subject property and is consistent with the Village's Official Community Plan.

### POLICY IMPLICATIONS

While Zoning bylaws are put in place to regulate land use, there are variations that do arise in certain instances. Council has the authority to make amendments to its bylaws that are relevant and provide for the best use of lands within the community based on the interests of property owners as well as the community as a whole.

### RECOMMENDATION

**That Council gives Zoning Bylaw No. 683-2006, Amendment Bylaw No. 822-2016, first and second readings and refers the bylaw to a public hearing.**

Respectfully submitted,

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Joni Heinrich, CAO



1886 Little Shuswap Lake Road • Chase BC • V0E 1M2  
tel 250.679.3203 • fax 250.679.3220

Feb 1/17

May or Rick Berrigan

Village of Chase

PO Box 440

Chase, BC V0E 1M0

RECEIVED  
Village of Chase

FEB 06 2017

Dear Mr. Mayor:

This letter will confirm that Little Shuswap Lake Indian Band strongly supports the Rocky Road Trail – Scatchard Mountain project. We look forward to cooperating with you on this important project and we wish you every success.

Sincerely,

A handwritten signature in blue ink, appearing to read "Oliver Arnouse".

Chief Oliver Arnouse

## Sean O'Flaherty

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**From:** Terra Lundy <leolundy70@gmail.com>  
**Sent:** Thursday, February 02, 2017 12:05 PM  
**To:** leolundy70@gmail.com; Sean O'Flaherty  
**Subject:** Hall Fees

To Mayor and Council,

Good Afternoon.I spoke with Council last year when the new Hall increases came into effect.A decision was made at that time to allow me to continue to rent the hall to provide fitness classes to the Community of Chase for a lower rate.I was asked to come back to discuss this the following year.I have had some discussions starting 3rd week of January but have not settled this yet.

Here is my position and expenses  
I make \$8pp=Aprox \$64/session

- 1-Gas from Pritchard
- 2-Equipment I purchase for classes
- 3-Business Licence/Personal Insurance
- 4-Music License Fees
- 5-Instructor Certification Annual fees
- 6-First Aid
- 7-Hall rental fees
- 8-2 hrs of time a session used for planning and teaching

This is not a lucrative business but rather something I really enjoy doing and want to give back to the Community.I believe health both mentally and physically is so important along with the social connection.We use the space at a time that other user groups don't need and are always willing to move a class if another user group paying larger fees needs it.

I currently have 8-10 ladies who are professional women who take an active roll and support many things that happen in this wonderful community.We love using the hall as it has the feeling of Community and has lots of good memories for people.

We keep the hall clean,turn off all the lights that many times are on in different areas when I arrive.We take off our boots at the door and truly respect the integrity of the hall.

I will attend the next council meeting in person to address any other questions you may have.Thank you so much for your consideration.

Terra Lundy

**Sean O'Flaherty**

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**From:** Terra Lundy <leolundy70@gmail.com>  
**Sent:** Monday, February 06, 2017 6:20 PM  
**To:** Sean O'Flaherty; leolundy70@gmail.com  
**Subject:** Grant-in-aid request

To Mayor and Council,

It is my understanding my request with monetary amounts would be helpful in determining your acceptance of my Grant -in-aid request.

I have 3 classes/week, each an hour. The bylaw rates would specify 3 hours @ \$40/hour = \$120

It is my hopes to pay 3 hours @ \$15/hour = \$45

My grant-in-aid request is \$120 - \$45 = **\$75/week=\$300/month for 6 months**

**Exception from May-Oct only need 2 times a week \$200/month 6 months**

**Thank you for your Consideration**

**Terra Lundy**

February 7, 2017

Village of Chase

To Council:

I find myself writing a letter in support of Terra Lundy's fitness classes as a loyal participant as I did last April, 2016. I will reiterate that using the hall at 7:00 a.m. – 7:45 a.m. two mornings per week and Saturday morning in the basement shouldn't have a waiting list from other users. Therefore it would be lost revenue for the Village.

Again, a fitness class is a pro-active healthy activity that can be supported and encouraged by our Mayor and Council.

I trust negotiations will be fair to both sides and allow Terra to continue doing her excellent work for our fitness group. If this is not to outcome Terra will no longer be able to afford to be our instructor.

Thank you for your consideration.

Sincerely

Raymonde Murray



## *VILLAGE OF CHASE*

### *Memorandum*

**Date:** February 14, 2017  
**To:** Mayor and Council  
**From:** CAO  
**RE:** Policy regarding Use of Command Vehicle – Fire Department

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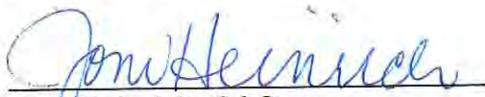
Attached is a draft policy for Council's consideration regarding the use of the Command Vehicle recently transferred into the Fire Department from the Public Works Department.

The policy outlines the appropriate use of the Command Vehicle and required reporting of such use.

#### **RECOMMENDATION**

**"That Policy FD-8, "Use of Fire Department Command Vehicle" be adopted and be effective March 1, 2017.**

Respectfully submitted,

  
Joni Heinrich, CAO



## Village of Chase Policy Manual

### FD – 8 Use of Command Vehicle by Incident Command Personnel

Date Adopted:

Revised:

Date Effective:

Special Notes/Cross Reference:

**POLICY:** The Village of Chase owns a crew cab pick-up truck which has been designated by Council as the Fire Department Command Vehicle. The Command vehicle requires emergency lights, a siren, and decals indicating to the public that the vehicle is a Village of Chase Fire Department command vehicle. This policy outlines the usage of that vehicle by various personnel of the fire department when appropriate.

**PURPOSE:** It is the purpose of this Policy:

- To provide criteria for the use of the Fire Department Command Vehicle

**DEFINITIONS:** Command Vehicle means the 2013 Dodge Ram 1500 Crew Cab.

Officer in Charge means the member of the fire department that is in charge at any given time.

### **PROCEDURES:**

#### 1. Use of the Command Vehicle

The Command vehicle will be available for use for fire department purposes by the member of the fire department that is the Officer in Charge.

If the Officer in Charge is required to be at work within the Village of Chase, he or she may have the Command Vehicle available.

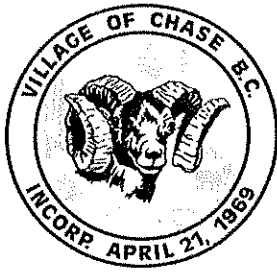
If the Officer in Charge is off work and at home within the Village of Chase, he or she may have the Command Vehicle available.

The Command vehicle may be utilized to transport fire department members and their gear and equipment to out of town training sessions.

Personal use of the Command vehicle is restricted.

#### 2. Record of Use

All use of the Command Vehicle will be recorded daily and a report provided to the Village's finance department monthly. The report will indicate the person in command and the detailed usage of the vehicle for each shift of command.



# ***Village Of Chase***

## ***Administrative Report***

**TO: Mayor and Council**

**FROM: Director Financial Services**

**DATE: 10 February 2016**

**RE: Banking Services - Royal Bank**

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### **ISSUE/PURPOSE**

Our arrangements with the Royal Bank of Canada expired on 31 January 2017. Administration have renewed the contract which contains a 90 day notification of cancellation clause in order that the Village can maintain the current level of costs while preparing a request for services from the two local banks.

### **HISTORY/BACKGROUND**

The Village has maintained a relationship with the local Royal Bank (with administration services out of Kamloops) for many years. In keeping with Council directive to maintain a transparent administrative approach, we arranged to have time to prepare a request for proposals from our local banks to ensure the best possible value is obtained.

### **DISCUSSION**

The present arrangement is a fairly good one and the service provided has been excellent. The local Credit Union is interested in providing the service. This will keep the service within the community. I anticipate preparing the request for the end of February and receiving responses a month later. A decision would be made upon analysis of the responses to determine the successful candidate.

### **FINANCIAL IMPLICATIONS**

Signing the agreement pending a request for proposals will protect the current level of costs and revenues.

### **RECOMMENDATION**

That the report regarding banking services be received for information and that a RFP for banking services be prepared.

Respectfully submitted,

Leif Pedersen,  
Director Financial Services