



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, March 27, 2018 at 4:00 p.m.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Resolution:

“That the March 27, 2018 Village of Chase Regular Council meeting agenda be adopted as presented.”

3. ADOPTION OF MINUTES

3.1 Public Hearing held March 13, 2018

Pages 1-7

Resolution:

“THAT the minutes of the March 13, 2018 Public Hearing be adopted as presented.”

3.2 Regular Meeting held March 13, 2018

Pages 8-9

Resolution:

“THAT the minutes of the March 13, 2018 Regular Meeting of Council 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 Road Closure Bylaw – 844-2018

Pages 10-12

Bylaw 844-2018 has received three readings. Council can consider adopting the bylaw.

Recommendation:

“THAT the road closure bylaw 844-2018 be adopted.”

8.2 Thompson Rivers University Funding

Page 13

Leif Douglass, Campaigns Coordinator, Thompson Rivers University Students' Union, requested Council's support for their cause by way of a support letter.

A draft support letter prepared by Mr. Douglass is included in the agenda package.

- 8.3 Chase and District Festival Society – Expenses for Canada Day and Music on the Lake 2017 Page 14
Memo from the CAO

- 8.4 Shuswap Local and Secwepemc Governments Communications Protocol Pages 15-24
Memo from CAO
Meeting Summary March 15, 2018
Draft Protocol Agreement

9. NEW BUSINESS

- 9.1 Council's 2018 Strategic Plan Pages 25-30
At its meeting on March 12, 2018, Council reviewed its 2017 Strategic Plan and updated that plan for 2018. Attached are the four focus areas for 2018 and the associated priorities and performance measures:

- Infrastructure Development
- Financial Practices
- Community Development
- Communications

Recommendation:

“That Council’s 2018 Strategic Plan be adopted.”

- 9.2 Sunshore Golf Course Water Service – Billing for Irrigation Pages 31-32
Report from the CFO
Recommendation:
“That Council approves that the irrigation water services for the Sunshore Golf Course be levied as a bulk user and be invoiced through the Accounts Receivable.”

- 9.3 Sunshore Golf Course Outstanding Water Service Levies Pages 33-34
Report from the CFO
Recommendation:
“That Council approves that the outstanding irrigation water services levies for the Sunshore Golf Course previously transferred to the Tax Roll: 512 00516.005, at 929 Hysop Road held by Chase & District Recreation Centre Society property taxes, be reallocated to an Accounts Receivable account.”

- 9.4 BC Municipal Climate Leadership Council Workshop Page 35
The BC Municipal Climate Leadership Council is hosting a Climate Action Workshop in Revelstoke BC on April 24, 2018 between 1:00 and 3:00 p.m. at the Revelstoke Community Centre prior to SILGA. A resolution of Council will be required to cover travel costs to attend.

- 9.5 Sustainable Service Delivery through Asset Management Pages 36-41
A letter from Cindy Graves, Corporate Officer, Township of Spallumcheen, to David Allen, CAO, City of Courtenay, containing a resolution in support of sound asset management practices.

Also included is the previous original letter from David Allen, CAO, City of Courtenay, to the Association of Vancouver Island and Coastal Communities, with a proposed resolution for their 2018 Annual General Meeting.

- 9.6 Employer Health Tax Page 42
A letter from Nicole Read, Mayor, City of Maple Ridge to the Honourable Carole James, Minister of Finance, requesting that the transition to the Employer Health Tax be cost-neutral for municipalities.

- 9.7 Working Group on Responsible Conduct Pages 43-46
A letter from the Working Group on Responsible Conduct to Mayor and Council with an update on the group's progress since the working group was formed following the 2017 UBCM convention. Also included is a brochure of the Working Group on Responsible Conduct outlining the four foundational principles of *integrity, accountability, respect, and leadership and collaboration*.

- 9.8 Letter from Len McLean regarding Splash Pad Responsibility Page 47
Council may wish Administration to provide a response to Mr. McLean

- 9.9 Letter from James Mintz regarding Use of Command 1 Truck Pages 48-49
The use of Command 1 by the Fire Department is regulated by policy FD-8A – *Utility*. Council may wish Administration to provide a response to Mr. Mintz

10. OPPORTUNITY FOR PUBLIC TO SPEAK ON MUNICIPAL MATTERS

11. RELEASE OF IN CAMERA ITEMS

Resolution #2018/03/13_IC004 has been released from In Camera."

THAT all information relating to the Chase Lions Splash Pad project regarding design drawings and cost specifications be made available to the public immediately.

12. IN CAMERA

13. ADJOURNMENT

Resolution:

"That the March 27, 2018 Village of Chase Regular Council meeting be adjourned."



Minutes of the Regular Meeting of Council of the Village of Chase
held in the Council Chamber at the Village Office at 826 Okanagan Avenue
on Tuesday, March 13, 2018 at 4:00 p.m.

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

Also in Attendance: Joni Heinrich, Chief Administrative Officer
Sean O'Flaherty, Corporate Officer
Joanne Molnar, Chief Financial Officer
Tim Perepolkin, Manager of Public Works
Brian Lauzon, Fire Chief

Public Gallery: 14

1. CALL TO ORDER

Mayor Berrigan called the meeting to order at 4:06 p.m.

2. ADOPTION OF THE AGENDA

Moved by Councillor Egely

Seconded by Councillor Maki

"THAT the March 13, 2018 Village of Chase Regular Council agenda be adopted as presented."

CARRIED

#2018/03/13_001

3. ADOPTION OF MINUTES

3.1 Regular Meeting of Council held February 27, 2018

Moved by Councillor Maki

Seconded by Councillor Scott

"THAT the minutes of the February 27, 2018 Regular Meeting of Council be adopted as presented."

CARRIED

#2018/03/13_002

3.2 Special Meeting of Council held February 27, 2018

Moved by Councillor Egely

Seconded by Councillor Scott

"THAT the minutes of the February 27, 2018 Special Meeting of Council be adopted as presented."

CARRIED

#2018/03/13_003

4. PUBLIC HEARING

There are separate Public Hearing Minutes for Bylaw 847-2018

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

Karen Basset of 564 Lakeshore Drive, regarding item 9.5, requested Council require a report from the Festival Society on how they spent \$25,000 in 2017 before awarding \$17,000 in 2018.

The CAO indicated that a 2017 summary report from the Festival Society will be received before Council approves the \$17,000 during budget deliberations. Furthermore,

Administration is working on drafting a grant-in-aid policy that upon approval from Council will guide grant-in-aid requests moving forward.

Ms. Basset, regarding item 9.7, inquired as to why Council would consider sponsoring the Chase Chamber's trade show when they already sponsor the Chase Chamber with 80% of the business license revenues. The Chase Chamber should acknowledge that the Village of Chase is already a 'platinum [sic] sponsor'.

Councillor Scott asked if the \$17,000 that the Festival Society was seeking had to go into budget deliberations.

The CAO indicated that the \$17,000 is a separate line item in the budget, and it would need to be approved, but ideally these funds should come from part of the grant-in-aid budget.

Carolyn Parks Mintz of 813 Okanagan Avenue, regarding item 9.1, asked if there will be sufficient parking for the proposed secondary suites.

The Corporate Officer responded that the zoning bylaw stipulates an additional parking spot for secondary suites in addition to the two parking spaces that a single-family dwelling requires.

Beverley Iglesias of 621 3rd Avenue, regarding item 9.7, inquired if funding for the music on the lake series came from the Parks budget.

The CAO indicated that the \$17,000 is a separate line item in the budget

6. DELEGATIONS

6.1 Chase and District Chamber of Commerce

Stefan Schielke, President of the Chase and District Chamber of Commerce, updated Council on their operations with a review of 2017 and an outlook for 2018.

6.2 Thompson Rivers University Funding

Leif Douglass, Campaigns Coordinator, Thompson Rivers University Students' Union, presented on the provincial funding shortfall for TRU students and requested a letter of support from the Village to assist their lobby efforts in achieving a fair funding formula from the province.

7. REPORTS

a) Mayor and Council Reports

Mayor Berrigan

- March 5 – Council Closed Meeting
- March 9 – Attended Swearing In of new Chief and Council of the Adams Lake Indian Band
- March 12 – Council Strategic Planning workshop

Councillor Egely

- March 5 – Council Closed Meeting
- March 12 – Council Strategic Planning workshop

Councillor Maki

- March 5 – Council Closed Meeting
- March 12 – Council Strategic Planning workshop

Councillor Lepsoe

- March 5 – Council Closed Meeting
- March 8 – 2018 Salmon Caravan meeting
- March 9 – Attended Swearing In of new Chief and Council of the Adams Lake Indian Band
- March 12 – Council Strategic Planning workshop
- March 13 – Attended funeral at Adams Lake Indian Band
- March 13 – Adams River Salmon Society meet and greet for new DFO Event Planner

Councillor Scott

- March 5 – Council Closed Meeting
- March 9 – Attended Swearing In of new Chief and Council of the Adams Lake Indian Band
- March 12 – Council Strategic Planning workshop

b) Staff Reports

The Manager of Public Works reported:

- One seasonal gardener-labourer is back to work.
- Staff working on clearing catch basin drains and fire hydrants of snow.
- Hauling of stockpiled snow in cul-de-sacs and intersections is complete or nearing completion.
- Starting on sidewalk sweeping as weather permits.
- Down town tree pruning underway with staff, previously a contracted service.
- Working on scheduling contracted street sweeping with hopes to get completed earlier this season, weather permitting.
- Attended diking workshop last week, was provided valuable information on dike authority responsibilities.
- Water supply still surface (river) supply during the week and groundwater on weekends.

The Fire Chief reported:

- Fire calls: 1, Rescue calls:5
- 51 Burning Permits have been issued to date
- There are 17 members and 3 junior fire fighters in the department
- There are 12 members with Exterior Operations certification
- 73 annual fire inspections are complete for 2018 with 60% in compliance
- The Deputy Fire Chief is taking the Fire Officer 1 course
- Three officers took the Incident Command System (ICS 200) course last week
- Ladder testing completed last week with two ladders failing
- There will be an upcoming application to close off the 800 block of Okanagan for annual fire hose testing
- 5 members will be off to Robson BC in September to compete in the 2018 *Fire Fighter Games Challenge*

Council also considered the written reports from the CAO, CO, and CFO that were included in the agenda package.

Moved by Councillor Scott
Seconded by Councillor Egely

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

CARRIED

#2018/03/13_004

8. UNFINISHED BUSINESS

8.1 Zoning Amendment Bylaw 847-2018

Moved by Councillor Scott
Seconded by Councillor Maki

"THAT Village of Chase Zoning Amendment Bylaw 847-2018 be given third reading."

CARRIED

#2018/03/13_005

Moved by Councillor Scott
Seconded by Councillor Egely

"THAT Village of Chase Zoning Amendment Bylaw 847-2018 be adopted."

CARRIED

#2018/03/13_006

8.2 2018 Election Bylaw 848-2018

Moved by Councillor Maki
Seconded by Councillor Egely

"THAT Village of Chase Election Bylaw 848-2018 be adopted."

CARRIED

#2018/03/13_007

8.3 Aylmer Road Sanitary Sewer Lowering Parcel Tax

Moved by Councillor Egely
Seconded by Councillor Scott

"THAT Village of Chase Aylmer Road Sanitary Sewer Lowering Parcel Tax Bylaw 846-2018 be adopted."

CARRIED

#2018/03/13_008

8.4 Zoning Bylaw Amendment for Short-Term Rentals

Moved by Councillor Scott
Seconded by Councillor Maki

"THAT Village of Chase Zoning Amendment Bylaw 850-2018 be given first reading."

CARRIED

#2018/03/13_009

Moved by Councillor Maki
Seconded by Councillor Egely

"THAT Village of Chase Zoning Amendment Bylaw 850-2018 be given second reading."

CARRIED

#2018/03/13_010

Moved by Councillor Egely
Seconded by Councillor Maki

"THAT Village of Chase Zoning Amendment Bylaw Bylaw 850-2018 be submitted to a Public Hearing."

CARRIED

#2018/03/13_011

9. **NEW BUSINESS**

9.1 Zoning Bylaw Amendment – 829 Okanagan Avenue

Moved by Councillor Maki

Seconded by Councillor Egely

“THAT the zoning amendment application for 829 Okanagan Avenue be accepted.”

CARRIED

#2018/03/13_012

Moved by Councillor Scott

Seconded by Councillor Egely

“THAT Village of Chase Zoning Amendment Bylaw 851-2018 be given first reading.”

CARRIED

#2018/03/13_013

Moved by Councillor Maki

Seconded by Councillor Scott

“THAT Village of Chase Zoning Amendment Bylaw 851-2018 be given second reading.”

CARRIED

#2018/03/13_014

Moved by Councillor Egely

Seconded by Councillor Maki

“THAT Village of Chase Zoning Amendment Bylaw 851-2018 be submitted to a Public Hearing.”

CARRIED

#2018/03/13_015

9.2 Road Closure Bylaw – 844-2018

Moved by Councillor Scott

Seconded by Councillor Egely

“THAT the road closure bylaw 844-2018 be given first reading.”

CARRIED

#2018/03/13_016

Moved by Councillor Scott

Seconded by Councillor Maki

“THAT the road closure bylaw 844-2018 be given second reading.”

CARRIED

#2018/03/13_017

Moved by Councillor Scott

Seconded by Councillor Egely

“THAT the road closure bylaw 844-2018 be given third reading.”

CARRIED

#2018/03/13_018

9.3 BC Office of the Ombudsperson – 2017 4th Quarter Report

Moved by Councillor Scott

Seconded by Councillor Maki

“THAT the letter and report from Jay Chalke, Ombudsperson for BC, be received for information.”

CARRIED

#2018/03/13_019

9.4 Letter from Blain Covington regarding Splash Pad Requirements

Moved by Mayor Berrigan

Seconded by Councillor Egely

“THAT the letter from Blain Covington regarding Splash Pad Requirements be received for information; and,

THAT Administration ensures all information pertaining to the costs of the splash pad be made available to Mr. Covington and all other members of the public.

CARRIED

#2018/03/13_020

9.5 Lakeside Music Series 2017 and 2018 Community Events

Moved by Councillor Maki

Seconded by Councillor Egely

"THAT the letter from Brock Endean, Secretary of the Chase and District Festival Society, be received for information; and

THAT Council provide support in principle for allocating \$17,000 in funding from the 2018 budget."

CARRIED

#2018/03/13_021

9.6 Revenue from Cannabis Sales

Moved by Councillor Scott

Seconded by Councillor Egely

"THAT letter from Greg McCune, Mayor of Enderby, acknowledging the Village of Chase's ongoing advocacy for revenue sharing with the province from cannabis sales, be received for information."

CARRIED

#2018/03/13_022

< Councillor Maki left the Meeting at 5:23 p.m. >

9.7 Chamber of Commerce Sponsorship Request

Moved by Councillor Egely

Seconded by Councillor Scott

"THAT that the Village sponsor the Saturday May 5, 2018 Shuswap Experience Trade Show with a Gold Sponsorship package from the Economic Development budget at a cost of \$750; and,

THAT the Village require a full report from the Chase Chamber on the 2018 trade show."

CARRIED

#2018/03/13_023

< Councillor Maki returned to the Meeting at 5:31 p.m. >

10. **RELEASE OF IN CAMERA ITEMS**

Resolution #2017/07/11_IC004 is hereby released from In Camera:

"THAT Administration proceed with the land swap with Don Cavers, exchanging the Village's unimproved highway north-east of and abutting Lot A DL 517 Plan 33650, with a portion of Caver's Lot A DL 517 Plan 33650 abutting Hillside Avenue sharing the costs for the relocation of the BC Hydro poles and line with Mr. Cavers."

Resolution #2017/03/05_IC003 is hereby released from In-Camera:

"THAT resolution #2017/03/14_IC014 that stated:

That it be resolved that no construction will be permitted to start on the Village owned land at Memorial Park that is designated for the future Chase Lions Splash Pad until all funds are raised by the Chase Lions Club and subsequently transferred to the Village of Chase for disbursement for works to be performed. Any in-kind donations must be committed in writing including details of the works to be donated and the monetary value of those works. be rescinded."

Resolution #2017/03/05_IC004 is hereby released from In-Camera:

"THAT no construction will be permitted to start on the Village owned land at Memorial Park that is designated for the future Chase Lions Splash Pad until all funds are raised by the Chase Lions Club."

Resolution #2017/03/05_IC005 is hereby released from In-Camera:

"THAT based on the confirmation from the Chase Lions Club of all funds for the construction of the Splash Pad having been raised, Administration is authorized to enter into an agreement between the Village of Chase and the Chase Lions Club to govern all aspects of the Splash Pad construction project ensuring that the interests of the Village of Chase are protected; AND

That the Chase Lions Splash Pad project be authorized to proceed."

11. IN CAMERA

Moved by Councillor Scott

Seconded by Councillor Egely

"THAT Council recess to an In Camera meeting pursuant to Section 90 (2) of the Community Charter, paragraph (b), regarding negotiations between the municipality and the provincial government; and pursuant to Section 90 (1)(k), 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"

CARRIED

#2018/03/13_024

12. ADJOURNMENT

Moved by Councillor Egely

Seconded by Councillor Maki

"THAT the March 13, 2018 Village of Chase Regular Council meeting be adjourned."

CARRIED

#2018/03/13_025

The meeting concluded at 6:36 p.m.

Rick Berrigan, Mayor

Sean O'Flaherty, Corporate Officer



VILLAGE OF CHASE MINUTES OF PUBLIC HEARING

Held on March 13, 2018 at 4:00p.m. in the Chase Village
Council Chambers, 826 Okanagan Avenue, Chase, BC

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

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

Public Gallery: 17
Press: 0

I. Call to Order

Chair Berrigan called to order the Public Hearing regarding "Village of Chase Zoning Bylaw No. 683-2006, Amendment Bylaw No. 847-2018".

II. Opening Statement

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

III. Introduction of Bylaw

Mayor Berrigan asked the Corporate Officer to introduce the bylaw

The Corporate Officer introduced the bylaw and noted:

- The bylaw will add new definitions for *cannabis* and *retail cannabis*
- The bylaw will amend the definition of *retail* to exclude *retail cannabis*
- The purpose is to prevent cannabis retail in Chase until the federal and provincial statutory regulations are enacted

IV. Public Input

The Corporate Officer confirmed that all statutory public notifications occurred and that there were zero public submissions received in relation to the proposed bylaw.

Chair Berrigan called a first time for public input.

Chair Berrigan called a second time for public input.
Chair Berrigan called a third and final time for public input.

Chair Berrigan called for a motion to adjourn the public hearing.

V. Adjournment

Moved by Councilor Scott

Seconded by Councilor Maki

"That the March 13, 2018 Village of Chase Public Hearing be adjourned."

CARRIED

The Public Hearing was concluded at 4:05 p.m.

These minutes were adopted by a resolution of Council this ____ day of ____, 2018.

Rick Berrigan, Chairperson

Sean O'Flaherty, Corporate Officer

VILLAGE OF CHASE

BYLAW NO. 844 - 2018

A BYLAW TO CLOSE UP AND REMOVE THE DEDICATION OF A PORTION OF HIGHWAY

WHEREAS under the Community Charter a Council may close a highway to traffic, remove the dedication of a highway and dispose of municipal land;

AND WHEREAS the Municipal Council of the Village of Chase deems it expedient to provide for a closure of a portion of highway and to remove the dedication of that same portion of highway;

AND WHEREAS the Municipal Council of the Village of Chase has posted and published notices of its intention to close highway referred to in this Bylaw and remove its dedication, and has provided an opportunity for persons who consider they are affected to make representations to Council;

AND WHEREAS the Municipal Council of the Village of Chase does not consider that the closure will affect the transmission or distribution facilities or works of utility operators;

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

- 1.0 Attached to the Bylaw as Schedule "A" and forming part of the Bylaw is a copy of the Reference Plan of highway closure (the "Plan").
- 1.1 Council hereby authorizes the closure to all types of traffic of that portion of highway created by the deposit of Plan 33659, running between Coburn Street and Macpherson Street, north of Hillside Avenue and south of First Avenue as per Plan EPP76677 (the "Closed Road").
- 1.2 The dedication as highway of the Closed Road is removed.
- 1.3 The Mayor and Corporate Officer are hereby authorized to execute all plans and other instruments as are necessary to effect the aforesaid closure and removal of highway dedication.
- 1.4 On deposit of Plan EPP76677 and instruments necessary for the road closure in the Land Title Office:
 - 1.4.1 the Closed Road is stopped up and closed to all types of traffic and shall cease to be a public highway; and

- 1.4.2 the dedication of highway within the Closed Road is removed.
2. This bylaw may be cited as "Village of Chase Road Closure and Removal of Highway Dedication Bylaw No. 844 - 2018."

READ A FIRST TIME THE 13th DAY OF MARCH, 2018

READ A SECOND TIME THE 13th DAY OF MARCH, 2018

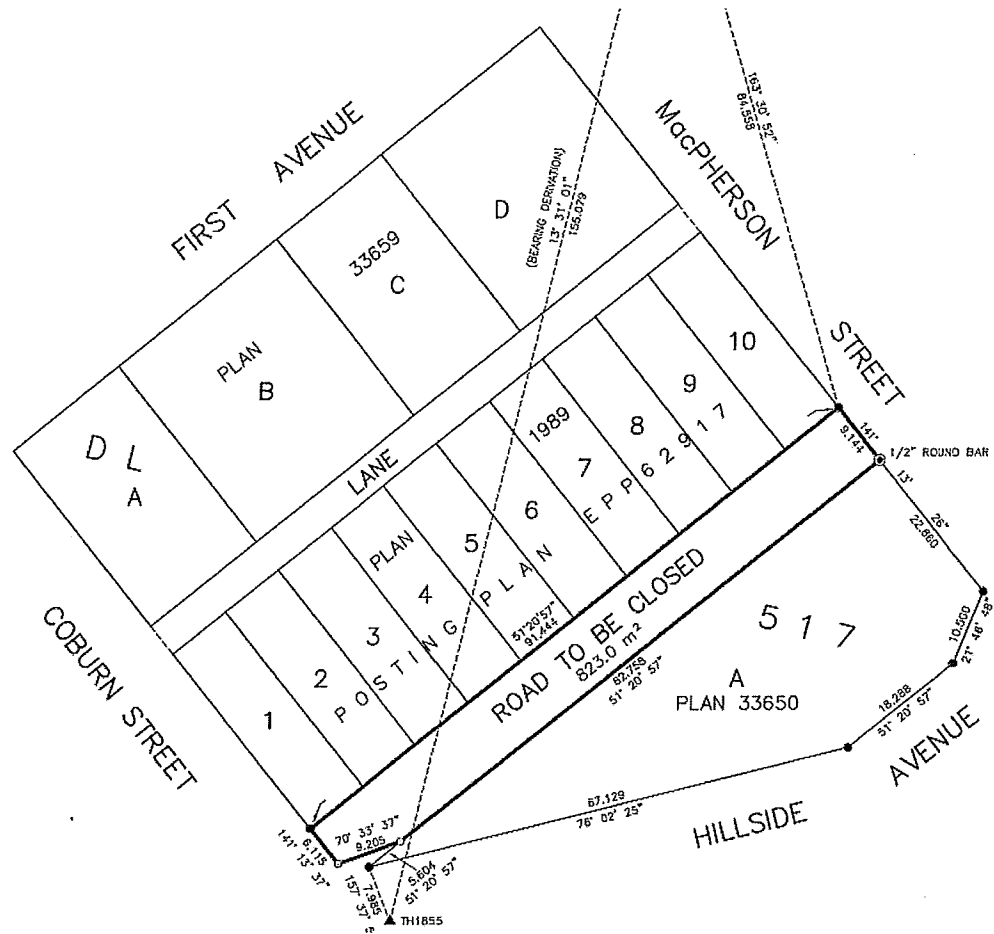
READ A THIRD TIME THE 13th DAY OF MARCH, 2018

ADOPTED THE __ DAY OF __, 2018

Mayor Rick Berrigan

Corporate Officer

Schedule "A"



March 22, 2018

Cole Hickson, Vice-President External
Thompson Rivers University Students' Union
900 McGill Rd
Kamloops, BC
V2C 0C8

Re: TRU Funding Re-evaluation

On behalf of the Village of Chase, I would like to express our concern about the level of government funding that Thompson Rivers University (TRU) receives compared to post-secondary institutions in other regions across the province.

Since TRU became a university in 2005 it has expanded significantly in the number of students it serves as well in as its importance to the Kamloops region. But the level of government funding that TRU receives per student has eroded at the same time, moving TRU to rank 20th out of 25 post-secondary institutions in BC in per student funding. This means that in the last five years alone TRU has been underfunded by more than \$80 million compared to the average post-secondary education institution in BC.

Despite this level of underfunding TRU is the 4th largest employer in the Kamloops region and contributes an estimated \$355 million to the regional economy with only \$64 million in government funding. With appropriate government funding that reflects TRU's expanding role in the province this economic impact could be much higher.

As a result, the Village of Chase is pleased to support the TRU Students' Union's '*Fund the Future*' initiative to request that the provincial government re-evaluate the Thompson Rivers University funding formula.

Sincerely,

Rick Berrigan, Mayor



VILLAGE OF CHASE

Memorandum

Date: March 22, 2018
To: Mayor and Council
From: CAO
RE: Chase and District Festival Society – Expenditures for Canada Day and Music on the Lake 2017

As was requested at the March 13, 2018 Council meeting, the following shows the revenue and expenses incurred by the Chase and District Festival Society for Canada Day and Music on the Lake events in 2017 based on the CDFS's Profit and Loss Statement:

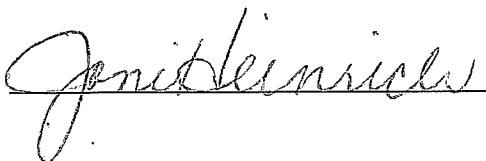
Income from Village of Chase	\$24,000
Other income generated by CDFS during 2017 includes Beer Garden revenue Individual and Business Contributions, Gaming Funds, 50/50 draws –	\$12,000
Total income for Canada Day and Music on the Lake	\$36,000

(Cornstock was also managed by CDFS and has separate revenues and expenses)

Expenses – Canada Day and Music on the Lake

Beer Garden Expenses	\$8471
Promotions/Signage/Advertising	\$2495
Entertainment (Performers/Sound/Green Room/Food/Beverage)	\$22326
Printing/Copying/Administrative Expenses/Insurance	\$4185
Total Expenses Canada Day and Music on the Lake	\$37,477

Respectfully submitted,





VILLAGE OF CHASE

Memorandum

Date: March 23, 2018
To: Mayor and Council
From: CAO
RE: Shuswap Local and Secwepemc Governments' Communications Protocol

Councillor Lepsoe and the CAO attended a meeting on March 15, 2018 with representatives of various Shuswap communities including Columbia Shuswap Regional District Electoral Area Directors, a Council member from Enderby, elected officials from Splatkin, Adams Lake Indian Band, Neskonlith Indian Band, Little Shuswap Lake Indian Band, CSRD Economic Development Officer, and senior staff members from various participating areas including the Regional District of North Okanagan.

The discussion followed direction from the November 23, 2017 Community to Community Forum held at the Quaaout Lodge (Mayor Berrigan and Councillors Egely and Lepsoe attended that forum) to pursue the creation of a Shuswap wide Communications protocol agreement.

On March 15, 2018, a draft protocol agreement was reviewed and discussed, as was the process to bring the protocol to its final stage (consultation amongst the individual communities/governments participating) with a signing ceremony to take place in late June/early July 2018 to celebrate the formalization of the agreement.

Attached is a meeting summary as well as a draft protocol agreement.

RECOMMENDATION

"That Council consider approving the draft Shuswap Local and Secwepemc Governments Communications Protocol agreement."

Respectfully submitted,

Shuswap Local and Secwépemc Governments Community to Community Forum

March 15, 2018

Salmon Arm, BC



Photo credit: Mike Simpson; Salmon River Delta tour, April 2013

Meeting summary as at March 21, 2018

Prepared by:
Mike Simpson, Senior Regional Manager
Fraser Basin Council
200A – 1383 McGill Road
Kamloops, BC V2C 6K7
250 314-9660
msimpson@fraserbasin.bc.ca

Welcome, Introductions

Nineteen people from Secwépemc and local governments gathered to advance the development of a communications protocol across the Shuswap region.

Mike Simpson, Senior Regional Manager, Fraser Basin Council, welcomed everyone. Splat-sin Councillor Theresa William introduced Splat-sin elder Donna Antoine, who gave a prayer and sang. Chair Rhona Martin of the Columbia Shuswap Regional District thanked everyone for attending and noted her encouragement at getting to this point in developing a communications protocol. Mayor Nancy Cooper of Salmon Arm welcomed everyone and also noted her excitement for Salmon Arm to be a part of this initiative. Introductions were made around the room (see Appendix 2).

Review of Agenda, Objectives for the Day

The agenda was reviewed (see Appendix 1) and the meeting objectives were noted as follows:

- Review draft communications protocol
- Identify next steps for community input over spring/summer, and signing protocol in fall
- Build relationships
- Discuss giving a Secwépemc name back

Action Items from November 23, 2017 Community to Community Forum

Mike explained that with no feedback on the action items regarding the geographic extent, which Secwépemc organizations to involve, or whether Shuswap Band (Invermere) seeks to be involved, he proceeded with the draft protocol based on those governments and organizations involved in the two meetings in 2017. Participants noted that this is appropriate for many reasons, among them that Skw-lax (Little Shuswap Lake Indian Band) is neither part of STS Lakes Division, nor Shuswap Nation Tribal Council.

Chase Mayor Rick Berrigan raised the opportunity for the Thompson-Nicola Regional District to be involved with their Chief Administrative Officer (CAO), and it was felt that it was appropriate for Chase to remain involved, but not add the TNRD as only a small portion of that regional district is in the Shuswap and had not been previously engaged in the discussions.

An attempt was made to strike an advisory committee, but limited response and inability to find a date with a balanced number of local and Secwépemc government representatives prohibited this.

All other action items were either complete or part of today's agenda.

Draft Communications Protocol

Mike recounted the history of how we got here, with input from two previous sessions: a Together Shuswap workshop on February 15, 2017 at the Splat-sin Community Centre, and the November 23, 2017 forum at Quaaout Lodge. He emphasized that the draft presented is based on the collective input from those sessions.

The protocol was reviewed, and generally, participants liked that it was brief, non-legalistic, and simple. Feedback was captured on a few key points around the term, amendments, whether an opt-out clause is needed, and clarifying the Secwépemc spelling of the First Nations governments'

names. The seven items under “the signatories will” were reviewed, deemed appropriate, and nothing further was added.

See *Draft communications protocol v2.pdf* circulated with this summary.

Election Cycles

The cycle of elections was discussed, and it was noted that we collectively should avoid joint meetings, forums or events just before an election. The following was noted:

Government	Term	Positions up for election	Future Election Dates
Cst’elneq (Adams Lake Indian Band)	3 years	Chief and councilors	Next one February 2021
Skwlax (Little Shuswap Lake Indian Band)	3 years	Staggered by position	One councilor May 2018; one councillor May 2020; chief May 2021
Sk’atsin (Neskonlith Indian Band)	4 years	Chief and councilors	Next one January 2019
Splatsin	4 years	Chief and councilors	Next one January 2022
Local governments (regional districts, municipalities)	4 years	Regional districts – electoral area director Municipalities – mayor, councilors	Next one October 20, 2018 ¹

Giving a Secwépemc Name Back

The opportunity to “give a Secwépemc name back” to a place or structure was raised in the November 23, 2017 forum, and explored further.

David Lepsoe noted that in 2014, the bridge between Chase and Adams Lake Indian Band across the South Thompson River was given a Secwépemc name. This was relatively simple, since it only needed approval from Ministry of Transportation and Infrastructure (MOTI) and Adams Lake Indian Band, and approval was granted in less than 3 months. Funds were provided by MOTI for a plaque on the bridge.

David Lepsoe and Larry Morgan noted that an initiative is underway to give a Secwépemc name to Roderick Haig-Brown Provincial Park in the North Shuswap. This process has been underway for several years, and involves elders, BC Parks and others.

Theresa William noted that several roads on the Splatsin reserve lands have local names for roads, but they aren’t officially recognized on maps or by MOTI.

Nancy Cooper noted that their council discussed options, noting Dr. Mary Thomas’ contributions. Ideas such as Coyote Park, the new Highway 1 bridge over the Salmon River (symbolic as Dr. Thomas was a bridge builder between cultures), or using a Secwépemc name for the art gallery.

Louis Thomas was open to all ideas, but noted an opportunity to honour his mother’s legacy would be welcome, and to consider an event at Kela7scen (Mt Ida) in the future.

¹ School board elections are also held on this date.

Next Steps

It was agreed to have a celebration-type event, to sign the communications protocol, before the October 2018 local government elections. Due to campaigning, summer activities (holidays, activities on the land), it was agreed to have something in early summer.

The following is a list of next steps:

Task	Responsibility	Timing
Meeting summary from today	Mike Simpson	By March 22
Circulate updated communications protocol	Mike Simpson	By March 22
Confirm whether municipalities not here today are individual signatories (Sicamous, Lumby, Spallumcheen), or just through the regional district	David Sewell and Charles Hamilton	By March 31
Each government to seek approval of this draft protocol, and consider funding support for a signing ceremony event. <ul style="list-style-type: none"> Recommend approval based on consensus input at today's forum Avoid tweaks/edits; that could result in re-circulating it back to all governments again Raise awareness in community newsletters, media, seek community input as necessary 	Each government that is signatory	By April 30
Send logos of each signatory government for the final version to Mike Simpson	Each government that is signatory	By April 30
Invitations to the Signing Ceremony <ul style="list-style-type: none"> Inclusive of Shuswap community groups, businesses and organizations – utilize Together Shuswap attendance list as a start Each government to invite their members, constituents MLAs – Kylo, Foster, Stone Provincial ministers – Fraser (Indigenous Relations and Reconciliation), Robinson (Community Services) Federal ministers – Bennett (Crown-Indigenous Relations) First Nations leaders – AFN, FNS, UBCIC 	Mike Simpson, with support from everyone	Once the signing ceremony date has been confirmed – ideally
Apply for Community to Community funding (C2C) from Union of BC Municipalities	Robyn Cyr	Deadlines March 23 or June 1
C2C Forum #3 – Signing Ceremony <ul style="list-style-type: none"> ALIB has offered to host Possible dates discussed are June 29, July 6 or July 7, 2018 Consider a presentation on Secwépemc title and rights Discuss protocol, gifts 	Gina Johnny to organize with support from Mike Simpson, Robyn Cyr, others	Confirm that ALIB can host and the date by March 31
Consider reconciliation events, giving a Secwepemc name back, honouring Dr. Mary Thomas	Everyone	Future events beyond June 2018

Evaluation

Evaluation of the meeting, and how the communications protocol has progressed was positive. Discussion of the Secwépemc welcome, and how a non-native organizer should go about organizing a welcome was discussed. Some Secwepemc participants opined that Secwépemc people are all related, and it shouldn't matter; others suggested to go with proximity to the closest reserve to the event. It was noted that it's a good sign that we can discuss these issues and learn from them.

Meeting adjourned at 2:40PM.

Appendix 1 – Agenda

Shuswap Local and Secwépemc Governments
Community to Community Forum
10:00AM-3:00PM, Thursday March 15, 2018
Prestige Harbourfront Inn, 251 Harbourfront Dr. NE, Salmon Arm

Meeting Objectives

- Review draft communications protocol
- Identify next steps for community input over spring/summer, and signing protocol in fall
- Build relationships
- Discuss giving a Secwépemc name back

Time	Topic	Who or Format
9:30	Doors open, coffee available, networking	Informal
10:00	Welcome, introductions <ul style="list-style-type: none">▪ First Nations prayer, song▪ Elected officials welcome▪ Introductions around room	Everyone
10:15	Review agenda, objectives for the day, action items from November 23, 2017 forum, and timeline for communications protocol development	Mike Simpson, Fraser Basin Council
10:30	Draft communications protocol <ul style="list-style-type: none">▪ Review and improve the draft	Large group discussion
12:00	Lunch (provided)	-
1:00	Next steps <ul style="list-style-type: none">▪ Updated protocol based on today's input▪ Community input over spring, summer▪ Approval by councils, boards?▪ Signing ceremony?▪ Host a reconciliation event?▪ Aim to finalize protocol by Sept 30, 2018▪ Other considerations?	Large group discussion
2:00	Giving a Secwépemc name back	Large group discussion
2:45	Evaluation (verbal)	Everyone
3:00	Adjourn	

Appendix 2 – List of Participants

The following were present for at least a portion of the day.

Name	Organization	Position	Email
Arthur Anthony	Neskonlith	Councillor	arthuranthony@neskonlith.net
Brian Schreiner	City of Enderby	Councillor	benhogan@telus.net
Charles Hamilton	Columbia Shuswap Regional District	CAO	chamilton@csrd.bc.ca
David Lepsoe	Village of Chase	Councillor	david.lepsoe@chasebc.ca
David Sewell	Regional District of North Okanagan	CAO	david.sewell@rdno.ca
Donna Antoine	Splatsin	Elder	
Erin Jackson	City of Salmon Arm	Corporate Officer	ejackson@salmonarm.ca
Gina Johnny	Adams Lake Indian Band	Councillor	gjohnny@alib.ca
Joni Heinrich	Village of Chase	CAO	cao@chasebc.ca
Larry Morgan	Columbia Shuswap Regional District	Director Area 'F'	lmorgan@csrd.bc.ca
Louis Thomas	Neskonlith	Councillor	louisthomas@neskonlith.net
Mike Simpson	Fraser Basin Council	Facilitator, recorder	msimpson@fraserbasin.bc.ca
Nancy Cooper	City of Salmon Arm	Councillor	ncooper@salmonarm.ca
Paul Demenok	Columbia Shuswap Regional District	Director Area 'C'	pdemenok@csrd.bc.ca
Rene Talbot	Columbia Shuswap Regional District	Director Area 'D'	rtalbot@csrd.bc.ca
Rhona Martin	Columbia Shuswap Regional District	Chair, Director Area 'E'	rmartin@csrd.bc.ca
Robyn Cyr	Columbia Shuswap Regional District	Manager	rcyr@csrd.bc.ca
Shawna William	Splatsin	Member	
Theresa William	Splatsin	Councillor	theresa_william@splatsin.ca
Wes Francois	Little Shuswap Lake Indian Band	Councillor	wfrancois@lslib.com

Shuswap Local and Secwépemc Governments Communications Protocol

Draft v.2 as at 21 March 2018

Purpose of the Communications Protocol

To i) establish and maintain a long-term, cooperative government-to-government relationship and open communication across the Shuswap watershed portion of Secwépemc'ulecw¹, ii) complement existing local protocols, and iii) support the development of local protocols where none exist².

Guiding Principles of Communication

1. A relationship is the foundation of communication.
2. Trust, mutual respect and recognition of each other as legitimate governments, and that this carries over beyond election cycles and political terms.
3. Recognition of Secwépemc title and rights³.
4. Openness, transparency and "no surprises" from neighbouring governments.

Goals

1. Integrate local government and Secwépemc communities on areas of mutual interest through regular communication and working together on joint initiatives⁴.
2. Provide a collective voice to the governments of BC and Canada on common issues.
3. Raise awareness of Secwépemc'ulecw and Secwépemc traditions.
4. Deliver joint education opportunities⁵ for elected officials, staff and residents, members and constituents.

Therefore the signatories of this communications protocol will:

1. Communicate in many formats (e.g., letters, emails, phone calls), but recognize that in-person meetings are most desirable from a relationship-building perspective.
2. Meet with each other at least once per year in a formal setting of elected officials at a mutually beneficial time with respect to elections (e.g., joint council/board meetings, delegations to each other's meetings, annual community to community forum).
3. Meet and communicate with each other informally (e.g., coffee, share a meal, text)
4. Encourage and direct staff to communicate with staff in similar roles in neighbouring governments.
5. Collaborate to work together on initiatives of joint benefit to local and Secwepemc governments.
6. Develop a more detailed, formal agreement⁶ in a smaller geographic area as needed, or where a consultation process needs to be established.
7. Raise awareness of this protocol and its content with their residents, members and constituents.

¹ Territory of the Secwépemc people

² Protocols are known to exist between Chase and Neskonlith, Chase and Adams Lake Indian Band, Enderby and Splatshin, Lumby and Splatshin, and Sicamous and Splatshin.

³ The Canadian Constitution (s.35) recognizes and affirms current and future Aboriginal rights, including land claims.

⁴ Topics to be discussed may include, but are not limited to: annual priorities; land use and development; environmental protection; water; infrastructure and cost-sharing approaches; emergency management and response; health, healing, local foods and wilderness camps; skills training and education.

⁵ Joint education opportunities may include, but are not limited to: clarification of which order of government makes decisions on different topics; sharing and supporting information about Secwepemc history and traditions; and sharing information about how Secwepemc governments, regional districts and municipalities operate, generate revenue, make decisions, their jurisdiction and decision making authority

⁶ Agreement could be a communications protocol, a memorandum of understanding, or a letter of intent

Term, Amendments and Opt-out Clause

This protocol is intended to be long-term, and is proposed to have no term. It may be reviewed periodically at joint meetings (#2 above) and amended with the agreement of all parties as needed. If a signatory wants to opt-out of this protocol, it shall be discussed at a joint meeting (#2 above); an amendment to this protocol shall be proposed and discussed.

Signatories (add logos to final) – signed ____, 2018 at ____:

Cst'elneq (Adams Lake Indian Band)	Skwlax (Little Shuswap Lake Indian Band)	Sk'atsin (Neskonlith Indian Band)	Splatsin
Columbia Shuswap Regional District	Regional District of North Okanagan	Village of Chase	City of Salmon Arm
City of Enderby	District of Sicamous	Village of Lumby	

VILLAGE OF CHASE
2018 STRATEGIC PLAN, PRIORITIES AND MEASURES
INFRASTRUCTURE DEVELOPMENT

<p style="text-align: center;">2018</p> <p style="text-align: center;"><i>Goal-Ensure Required Infrastructure is properly designed and grant funded</i></p>		
FOCUS AREA	PRIORITY	PERFORMANCE MEASURE
Infrastructure	<p>VLA Road Sewer Engineering</p> <p>Council direction is that this project should only benefit from grant funding IF the grant funding received does not sacrifice another project that benefits the whole community – otherwise this is a user-pay infrastructure project with built in cost recovery for the Village</p>	<ul style="list-style-type: none"> • Obtain costs for engineering of project • Ensure funds are available to engage engineer • Engineer to provide design drawings, budget • Include construction costs in 2019 budget
	<p>Asset Management Planning</p>	<ul style="list-style-type: none"> • Partner with TRUE Engineering to apply for asset management planning grant • If grant secured, Village contributes \$15,000 to project • TRUE Engineering begins project – 2018/2019 implementation
	<p>Hillside Avenue/Aylmer Road Water Infrastructure Replacement</p>	<ul style="list-style-type: none"> • Obtain costs for engineering of both projects • Ensure funds available to engage engineer • Engineer to provide design drawings, budget for construction • Include construction costs in 2019 budget

VILLAGE OF CHASE
2018 STRATEGIC PLAN, PRIORITIES AND MEASURES
INFRASTRUCTURE DEVELOPMENT

2018		
<i>Goal—Ensure Required Infrastructure is properly designed and grant funded</i>		
FOCUS AREA	PRIORITY	PERFORMANCE MEASURE
Infrastructure	Chase Creek Dike	<ul style="list-style-type: none"> • Determine what parts of creek dikeing is Village responsible for in 2018 • Research and apply for grant funding in 2018 for comprehensive dike integrity assessment • 2019 Complete assessment if funding secured • 2019 research and apply for grant funds for upgrades, repairs and installation of any new infrastructure
	Facilities Review (Preliminary contacts have been made with known facilities assessment company)	<ul style="list-style-type: none"> • Fund in 2018 to hire consultant to conduct full review of all municipal facilities • 2019 begin to set aside funds and find grant funding for necessary upgrades/repairs

VILLAGE OF CHASE
2018 STRATEGIC PLAN, PRIORITIES AND MEASURES
FINANCIAL PRACTICES

2018		
<i>Goals – Practice Solid and Responsible Financial Practices</i>		
FOCUS AREA	PRIORITY	PERFORMANCE MEASURE
Financial Practices	Expenditure Control Note: Permissive Tax Exemption workshop planned for June 2018	<ul style="list-style-type: none"> • Grant-in-Aid policy • Community Hall rate structure review • Permissive Tax Exemption analysis for 2019 tax year • Research financial policies pertaining to reserves, borrowing and asset management
	Increase Revenues	<ul style="list-style-type: none"> • Complete Cemetery Rates review and implement • Review Water/Sewer/Solid Waste Rates • Complete Water Conservation Plan

VILLAGE OF CHASE
2018 STRATEGIC PLAN, PRIORITIES AND MEASURES
COMMUNITY DEVELOPMENT

2018		
Goals – Market Chase to attract new residents and business – Build Community Relationships		
FOCUS AREA	PRIORITY	PERFORMANCE MEASURE
Community Development	Create Marketing/ Advertising Policy	<ul style="list-style-type: none"> Review Chase Tourism Inventory and Gap Analysis conducted in 2006 – Include History and Secwepemc information - Update for 2019 Implementation Plan
	Way-finding signage (include Secwepemc and historical references)	<ul style="list-style-type: none"> Combine with Active Transportation Plan work Research Nakusp and other Communities' approaches Fund in 2018 budget to construct and place way-finding sign at corner of Coburn and Shuswap Avenue
	Advertising signage at various locations in Chase	<ul style="list-style-type: none"> Research costs and develop plan to refurbish information kiosk at Community Hall Research costs and develop plan for a second kiosk at Brooke/Shuswap
	Secwépemc relationship building	<ul style="list-style-type: none"> Build relationship with new Adams Lake Indian Band Chief and Council Continue engaging with Neskonlith Indian Band – existing communications protocol Invite Little Shuswap Lake Indian Band to partner in a communication protocol with Village of Chase (Mayor Berrigan and Councillor Lepsoe) Continue to engage in process to develop Shuswap wide protocol agreement

VILLAGE OF CHASE
2018 STRATEGIC PLAN, PRIORITIES AND MEASURES
COMMUNITY DEVELOPMENT

2018		
Goals –Market Chase to attract new residents and business – Build Community Relationships		
FOCUS AREA	PRIORITY	PERFORMANCE MEASURE
Community Development	Youth Engagement in Community	<ul style="list-style-type: none"> • Work with existing committee and other interested individuals to find a champion to lead the implementation of the Youth Strategic Plan • Partner with Skatepark Society to include skatepark activities in Village's summer program
	Other Levels of Government	<ul style="list-style-type: none"> • Regional Districts – develop information package to submit to local Regional Districts to accompany request for Visitor Information services funding • Provincial Government – regular meetings with MLA • Federal Government – regular meetings with MP

VILLAGE OF CHASE
2018 STRATEGIC PLAN, PRIORITIES AND MEASURES
COMMUNICATIONS

2018		
<i>Goal –Promote Open Communications with the Public</i>		
FOCUS AREA	PRIORITY	PERFORMANCE MEASURE
Communications between Village Council and the Public	Continue Promoting Communications between Village and the public	<ul style="list-style-type: none"> • Continue with newsletter, regular updates to community and information on website and Facebook page • Consider other opportunities to share information (booth at Trade Show/Info Table at Public Events)
	Obtain Regular Public Input	<ul style="list-style-type: none"> • Conduct surveys relating to specific issues requiring public input • Consider other opportunities to obtain information when it is required
	Involve and Thank Community and its Volunteers	<ul style="list-style-type: none"> • Host a community celebration with Spring Clean-Up event – May 2018



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: Chief Financial Officer
DATE: March 20, 2018
RE: Sunshore Golf Course Water Service

ISSUE/PURPOSE

To allow the irrigation water service billing of the Sunshore Golf Course property to be invoiced as a bulk water user through the Accounts Receivable method; instead of the traditional Utility billing system.

OPTIONS

1. Continue to transfer all outstanding irrigation water service billings at year end to the Sunshore Golf Course property taxes.
2. Invoice all irrigation water services to Sunshore Golf Course through accounts receivable method.

HISTORY/BACKGROUND

Historically the Sunshore Golf Course has received water services for both the clubhouse facilities and the irrigation system. All utilities for the property which were outstanding on the second business day after January 1 in each year were transferred to property taxes, as per the Village of Chase Fees and charges Bylaw No. 820-2016 Schedule B

DISCUSSION

The golf course is a high water user with a very short season, unlike other water users the Sunshore Golf Course usage is predominantly from May to September. Its usage is split between the Clubhouse and the irrigation system, each service is independently metered. The Clubhouse water services are similar to other business within the community and therefore should remain consistent with the existing bylaws which govern the water services.

The golf course irrigation water system however is unique; it is a large volume bulk water user. Under the current billing structure of 4 billing periods annually Nov 1-Jan 31, Feb 1- April 30, May 1-July 31, and Aug 1-Oct 31, the Sunshore Golf Course would receive its final annual billing in November with the expectation it be paid in full by year end to avoid the outstanding amounts being transferred to taxes.

To invoice the Golf course irrigation system as a bulk water user and bill the organization through the accounts receivable, would allow the organization to make regular payments on any outstanding amounts without the threat of outstanding amounts being transferred to property taxes, until such time that the user is able to thoroughly investigate alternative irrigation water sources.

FINANCIAL IMPLICATIONS

There is no financial implication to the Village of Chase; all fees for the irrigation water service remain unchanged and are due and payable to the Village of Chase.

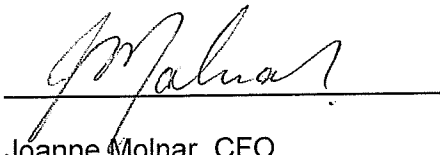
POLICY IMPLICATIONS

The Village of Chase currently sells bulk water to individuals or businesses through an Accounts Receivable method. Levies are based on the current Fees and Charges Bylaw and capacity is restricted by the approval Chief Administrative Officer or their designate. Outstanding amounts, however, are not transferred to property taxes at yearend, since most bulk water users do own property within the Village boundaries.

RECOMMENDATION

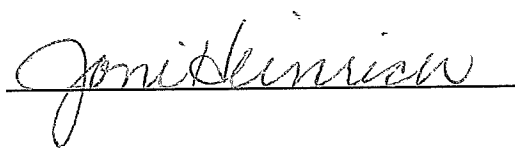
"That Council approves that the irrigation water services for the Sunshore Gold Course be levied as a bulk user and be invoiced through the Accounts Receivable."

Respectfully submitted,



Joanne Molnar, CFO

Approved for Council Consideration by CAO





VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: Chief Financial Officer
DATE: March 20, 2018
RE: Sunshore Golf Course Outstanding Water Service levies

ISSUE/PURPOSE

To allow outstanding irrigation water services levies of the Sunshore Golf Course property, previously transferred to property taxes, to be removed from property taxes and reallocated to an Accounts Receivable account.

OPTIONS

1. Leave all current levies and transfers to property taxes as assigned to the property known as Sunshore Golf Course, 929 Hysop Road.
2. Allow all outstanding irrigation water services levies assigned to the property known as Sunshore Golf Course, 929 Hysop Road, previously transferred to property taxes to be redirected to an Accounts Receivable account.

HISTORY/BACKGROUND

All utilities service charges which are outstanding on the second business day after January 1st in each year are transferred to property taxes, as per the Village of Chase Fees and charges Bylaw No. 820-2016 Schedule B.

DISCUSSION

The golf course is a high water user with a very short season, unlike other water users the Sunshore Golf Course usage is predominately from May to September. Its usage is split between the Clubhouse and the irrigation system, each service is independently metered. The Clubhouse water services are similar to other business within the community and therefore should remain consistent with the existing bylaws which govern the water services.

The golf course irrigation water system however is unique; it is a high volume, bulk water user. Under the current billing structure of 4 billing periods annually Nov 1-Jan 31, Feb 1- April 30, May 1-July 31, and Aug 1-Oct 31, the Sunshore Golf Course would receive its final annual billing in November with the expectation it be paid in full by year end to avoid the outstanding amounts being transferred to taxes.

Previous outstanding levies which have been transferred to taxes include \$4,220.11 transferred from the 2016 Utility Billing and \$31,647.19 transferred from the 2017 Utility Billing.

By transferring all outstanding irrigation water levies to an Accounts Receivable account, the user group will be given an opportunity to fully investigate alternative water sources for irrigation purposes, without the threat of the property being in a Tax Sale position in any given year.

FINANCIAL IMPLICATIONS

There is no financial implication to the Village of Chase; all fees for the irrigation water service remain unchanged and are due and payable to the Village of Chase.

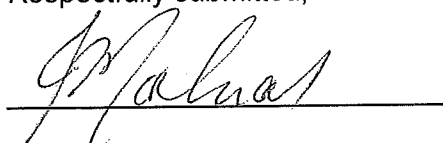
POLICY IMPLICATIONS

The Village of Chase does administer an Accounts Receivable system. All charges are based on the current Fees and Charges Bylaw and accounts are invoiced regularly. All outstanding accounts are monitored and reviewed monthly.

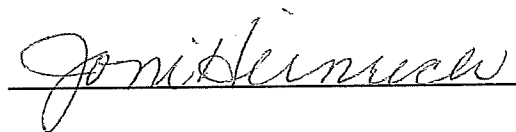
RECOMMENDATION

"That Council approves that the outstanding irrigation water services levies for the Sunshore Golf Course previously transferred to the Tax Roll: 512 00516.005, at 929 Hysop Road held by Chase & District Recreation Centre Society property taxes, be reallocated to an Accounts Receivable account."

Respectfully submitted,


 Joanne Molnar, CFO

Approved for Council Consideration by CAO



High Impact Leadership on Climate Action Workshop



Building on the recent success of the *Climate Leadership Institute* (www.bcmclc.ca/CLI), the BC Municipal Climate Leadership Council is hosting the **High Impact Leadership on Climate Action** workshop immediately prior to the SILGA AGM & Convention on **April 24 from 1-3 pm at the Revelstoke Community Centre**. This workshop will tailor sessions from CLI for locally elected officials attending this SILGA event.

Join Travis Streb, a leadership and communications coach with High Impact Lab, for an interactive session on communicating with conviction, building support for climate action, and the need for high impact leadership.

Learn about effective programs and policies for climate change and energy action from Trish Dehnel, Senior Energy Specialist for the Regional District of Central Kootenay. Find out how BC Energy Step Code adoption, green building rebates, solar gardens, electric vehicle strategies, and community outreach programs can be adapted to communities of all sizes and locations.

Small discussion groups will focus on leadership as well as tools and next steps to help elected officials lead their community into a green future.

To register for this event, visit <https://www.civicinfo.bc.ca/event/2018/SILGA>. The workshop is free but space is limited. Please contact Janice Keyes of the Community Energy Association at jkeyes@communityenergy.bc.ca or 604-628-7076, ext. 705 for any questions about BCMCLC or the workshop.



THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN

4144 Spallumcheen Way, Spallumcheen, BC V0E 1B6
Phone: 250-546-3013 • Fax: 250-546-8878 • Toll Free: 1-866-546-3013
Email: mail@spallumcheentwp.bc.ca • Website: www.spallumcheentwp.bc.ca



February 22nd, 2018

David Allen
Chief Administrative Officer
City of Courtenay
830 Cliffe Ave., Courtenay, BC
V9N 2J7

To David Allen:

Re: 2018 Resolution – Asset Management

Thank you for your email dated February 13th, 2018, providing a copy of the City of Courtenay's letter that was sent to the Association of Vancouver Island and Coastal Communities regarding Asset Management.

This is to advise that the Township of Spallumcheen Council passed the following resolution at its Monday, February 19th, 2018 Regular Meeting:

"WHEREAS the purposes of a British Columbia Municipality and Regional District included providing for stewardship of the public assets of its community;

AND WHEREAS, the power, duties and functions of British Columbia municipal and regional district Chief Administrative Officers include:

- (a) Overall management of the operations of the local government;***
- (b) Ensuring that the policies, programs and other directions of the council or board are implemented; and***
- (c) Advising and informing the council or boards on the operation and affairs of the local government.***

NOW THEREFORE BE IT RESOLVED THAT the Township of Spallumcheen supports sound Asset Management practices as the means to achieve local Sustainable Service Delivery;

THAT BC municipalities and regional districts, their respective CAO's and Staff would benefit from guidance to a common communications approach to enhance Asset Management Practices; and

THAT the Township of Spallumcheen recommends the Union of BC Municipalities resolve to develop and implement such a common communications approach in partnership with the LGMA and Asset Management BC."

If you have any questions in this regard, please contact the undersigned.

Respectfully,


Cindy Graves
Corporate Officer

Cc: All BC Municipalities

*Legislative Services Department
830 Cliffe Avenue
Courtenay, B.C.
V9N 2J7*



*Phone (250) 334-4441
Fax (250) 334-4241
jward@courtenay.ca*

City File No.: 390-20

February 13, 2018

Association of Vancouver Island
And Coastal Communities
525 Government Street
Victoria, B.C. V8V 0A8

Re: 2018 Resolution – Asset Management

Please be advised that the City of Courtenay submits the following resolution for the 2018 AVICC Annual General Meeting:

***Common Asset Management Policy
City of Courtenay***

WHEREAS the purposes of a British Columbia municipality and regional district include providing for stewardship of the public assets of its community;

AND WHEREAS, the powers, duties and functions of British Columbia municipal and regional district Chief Administrative Officers include:

(a) overall management of the operations of the local government;

(b) ensuring that the policies, programs and other directions of the council or board are implemented; and

(c) advising and informing the council or board on the operation and affairs of the local government.

NOW THEREFORE BE IT RESOLVED THAT the Association of Vancouver Island Coastal Communities supports sound Asset Management practices as the means to achieve local Sustainable Service Delivery;

THAT BC municipalities and regional districts, their respective CAOs and staffs would benefit from guidance to a common communications approach to enhance Asset Management Practices; and

THAT the AVICC recommends the Union of BC Municipalities Resolve to develop and implement such a common communications approach in partnership with the LGMA and Asset Management BC.

I trust the above is satisfactory, and please do not hesitate to contact me if you require further information.

Yours truly,

ORIGINAL SIGNED BY

John Ward, CMC
Director of Legislative and Corporate Services
Deputy Chief Administrative Officer

BACKGROUND

Common Asset Management Policy

Asset Management BC (AMBC) has been providing awareness of Asset Management best practices for nearly a decade and throughout that time senior City Staff have been closely affiliated with AMBC. The City has benefited from that relationship by adopting many of the practices AMBC devised or has otherwise supported and after several years, the positive impacts are beginning to be felt.

AMBC is a group of Associations, governments and first nations with a collective interest in Asset Management. It's important to emphasize that AMBC quite deliberately refers to itself as a "Community of Practice", meaning it does not depend upon or represent a particular entity or sector. Therefore, the various observations and suggested practices are motivated only by objectivity and excellence in Asset Management practices.

Given its chosen position as a neutral party, it might be considered presumptuous of AMBC to offer advice to elected officials without it first being requested. That is possibly why there has not yet been a collation of policy practices offered in support of CAOs and council/board elected officials where, from a public administrator's perspective, something of that nature would be very useful. Ironically, our affiliation with AMBC has helped us to recognize that this form of guidance does exist, but it is located in various places and has not been provided or promoted in a coherent, unified way. The guidance is located in statutes, senior government publications and Courtenay Council's Asset Management Policy.

Beyond the operational aspects, to be successful over the long-term a local government AM program depends upon three intertwined yet distinct communications channels and their respective content:

1. The **relationship between council members/regional directors with their constituents** to consider and agree upon continuing levels of service balanced with the constituents' willingness to pay;
2. The **relationship between council members/regional directors and their respective CAOs** to agree upon policy objectives (and reporting) and provision of the means to achieve them; and
3. The **relationship between municipal/regional district CAOs and their staffs** to set the operational and capital work plans in place to achieve sustainable service delivery through sound AM practices.

These three channels have their origins in the following references:

- *Community Charter (CC)* and *Local Government Act (LGA)*;
<http://www.bclaws.ca/>
- Auditor General for Local Government (AGLG) Perspectives Series Booklet, “Asset Management for Local Governments”;
<https://www.aglg.ca/> and
- City of Courtenay **Policy #1670.00.02** “Asset Management Policy”.
<http://www.courtenay.ca/EN/main/city-hall/asset-management.html>

COUNCIL/BOARD MEMBERS AND CONSTITUENTS:

As most will know, municipalities and regional districts are distinct, but are both referred to as ‘local governments’ and the *Community Charter* and *Local Government Act* are the two principal sources of their respective authority. These statutes provide for the purposes of these two forms of local government. One purpose is “providing for stewardship of the public assets of its community”.¹ They also stipulate that ‘the powers, duties and functions of a municipality or regional district are to be exercised and performed by its council or board’² as the case may be.

The BC AGLG provides even more succinct guidance to the elected officials:

“Local residents, as service customers and taxpayers, expect to be advised and consulted on how you are spending tax dollars... It is important for you to... engage and educate members of the community on what asset management involves, why it is important and the implications if your local government fails to proactively manage publicly-owned assets. This communication provides an opportunity for your local government to ask the community about their service level expectations and their willingness to pay the costs of meeting those expectations.”³

This guidance is echoed the City’s Asset Management Policy: “...council members are responsible for adopting policy and ensuring that sufficient resources are applied to manage the City’s capital assets” and for providing “...those we serve with services and levels of service for which they are willing to pay”.⁴

COUNCIL/BOARD AND THEIR CAOs:

The *CC* and *LGA* speak to this relationship, too: CAOs’ powers, duties and functions include overall management of operations of the local government; ensuring that the policies, programs and other directions of the council/board are implemented; and advising and informing the council/board on the operation and affairs of the local government.⁵

1 *Community Charter* s. 7 and *Local Government Act* s. 185.

2 *Community Charter* s. 114 and *Local Government Act* s. 194.

3 Auditor General for Local Government (AGLG) Perspectives Series Booklet, “Asset Management for Local Governments”, pp. 17-18.

4 This latter policy statement is reiterated in the City of Courtenay Strategic Priorities 2016-2018.

5 Paraphrased for convenience from *Community Charter* s. 147 and *Local Government Act* s. 235.

The AGLG also considers this relationship:

“Elected officials have a stewardship responsibility and an oversight role, while staff are responsible for implementation and for reporting back to the council/board. It is important for both parties to understand and respect the distinction between governance and management and to maintain an appropriate balance of accountability... As elected officials, you can help ensure effective asset management by supporting staff in their efforts to develop and implement asset management planning.”⁶

Council’s AM Policy commits to “Ensuring necessary capacity and other operational capabilities are provided” and to “...providing sufficient financial resources to accomplish them”. As a reflection of the legislation and AGLG guidance, the Policy goes on: “The Chief Administrative Officer has responsibility for Asset Management plans, strategies and procedures as well as reporting to Council on the effectiveness of Asset Management practices and their outcomes.”

CAOs AND THEIR STAFF:

Communications as part of this relationship is a matter of leadership style and public administration practices. How these manifest themselves locally is a function of the individuals’ education and experience along with ongoing professional development. This is offered by agencies such as the Local Government Management Association of BC and more formalized training through various academic institutions.

While the statutes do not speak to this particular relationship, the AGLG does provide some guidance:

“Asset management is a highly integrated activity requiring staff from across the local government to interact and share knowledge and data. It requires a shift to a new business model based on sustainable service delivery. To succeed, your chief administrative officer must champion asset management, select the right group of staff from finance, planning, operations, information technology and engineering, give them the proper authority and make them accountable for action.”⁷

This AGLG guidance coincides with the City’s AM Policy as provided above.

As is obvious, the guidance to successfully develop these three channels of communication does exist. However, it would be more effective if it were coalesced in a singular form that could be consistently referred to by local governments wishing to more effectively develop Asset Management for Sustainable Service Delivery. One way of accomplishing this could be for BC local governments to collectively request it be done on their behalf by an organization or agency such as Asset Management BC.

6 Auditor General for Local Government (AGLG) Perspectives Series Booklet, “Asset Management for Local Governments”, pp. 17 & 13.

7 Auditor General for Local Government (AGLG) Perspectives Series Booklet, “Asset Management for Local Governments”, p. 18.



Office of the Mayor

March 14, 2018

Honourable Carole James
Minister of Finance
PO Box 9048 Stn Prov Govt
Victoria, BC V8W 9E2

RE: Employer Health Tax

Dear Minister Carole James,

We appreciate the recently announced Employer Health Tax is administratively more efficient and replaces a regressive form of taxation; however, it results in a significant cost increase to municipalities.

The direct impact of this change for the City of Maple Ridge will be a doubling of what was paid under Medical Service Plan (MSP) premiums. It is likely that there will also be indirect cost increases with Employer Health Tax implications being passed on by contracted service providers. Municipalities, unlike businesses, have not benefited from recent business tax reductions.

Municipalities have few options to cover cost increases. If unchanged, the payroll tax will result in increases to property taxes or reductions to municipal services resulting from funds being reallocated to cover the Employer Health Tax. School Districts have even fewer options to cover the increased costs, unless the Province decides to make exemptions or other adjustments to compensate.

Please consider options to attempt to make the transition to the Employer Health Tax cost neutral for municipalities.

Respectfully,

Nicole Read
Mayor

cc: UBCM Members (via emails)
Maple Ridge Council
Paul Gill, Chief Administrative Officer
Kelly Swift, General Manager: Parks, Recreation & Culture
Frank Quinn, General Manager: Public Works & Development Services

City of Maple Ridge

11995 Haney Place, Maple Ridge, British Columbia V2X 6A9 CANADA

Telephone: 604-463-5221 • Fax: 604-467-7329 • Email: enquiries@mapleridge.ca • www.mapleridge.ca



March 6, 2018

RE: Update on the Working Group on Responsible Conduct

Dear Mayor and Council, Chair and Board and Chief Administrative Officers:

This letter provides an update on the status of the work being undertaken by the Working Group on Responsible Conduct (Working Group).

Responsible conduct -- which broadly refers to how local government elected officials conduct themselves with their elected colleagues, with staff, and with the public -- continues to be an important topic of interest in British Columbia. In fall 2016, the Working Group was formed to better understand issues related to responsible conduct and to explore how British Columbia's responsible conduct framework could be further strengthened. The Working Group is a staff level committee with members from the Union of British Columbia Municipalities (UBCM), the Local Government Management Association (LGMA) and the Ministry of Municipal Affairs and Housing (MAH).

At the 2017 UBCM Convention, UBCM members endorsed a policy paper prepared by the Working Group that included several recommendations to strengthen British Columbia's responsible conduct framework. The Working Group has since been collaboratively working to start implementing the recommendations.

Foundational principles of responsible conduct are now available for use

As its first priority, the Working Group has identified and defined four foundational principles -- *integrity, accountability, respect, and leadership and collaboration* -- that can be used as a resource to guide the conduct of both individual elected officials and the collective council/board. While the principles are already reflected in the actions of elected officials in communities across British Columbia, they will be of real value in enhancing everyone's shared understanding of expectations around responsible conduct.

We encourage each of you to use these principles by integrating them into your everyday actions, as well as your governments' policies and practices, as you see fit. As a start, for instance, there may be value in including these principles in information materials for prospective candidates, and in orientation materials for when new councils and boards are elected after October 2018.

Working Group members have begun to integrate the foundational principles into resources, such as education materials for the 2018 general local elections, and will continue to incorporate them into other guidance materials as opportunities arise. The LGMA will also be working with its members to determine how the foundational principles could be further embedded into other local government documents, such as oaths of office, procedure bylaws, and existing codes of conduct, in advance of the 2018 elections.

.../2

Moving towards developing a code of conduct framework

Moving forward, the Working Group will be focusing on developing a code of conduct framework – that means thinking not just about the content of a code of conduct but also about the mechanisms for implementing such a code.

Developing this framework needs to be done thoughtfully and carefully – it will involve a number of important design choices along the way as important questions are considered about, for example, how a code of conduct is reviewed and adopted, how a code of conduct is enforced, and what happens if it is breached. We know from UBCM's and LGMA's consultations with members in spring 2017 that while there is agreement that a code of conduct framework would be useful in enhancing responsible conduct, there is not yet any consensus on the specific design for such a framework.

The Working Group will be focusing on developing the content of a "default" or "model" code of conduct -- which could be of real value as new and returning elected officials come together after the October 2018 elections -- while starting to identify the many design questions that will need to be answered as the complete framework is developed. Input on this work will be sought from UBCM and LGMA members -- specifically about code of conduct content -- in the next few months. For the 2018 UBCM Convention, the Working Group is also aiming to have prepared a critical path of key questions and considerations for the development of a code of conduct framework.

We very much appreciate the collaborative work undertaken by the Working Group to date and expect that the code of conduct framework will be developed thoughtfully, and will lead to an approach that respects the autonomy of local governments, is supported by elected officials and provides confidence for the public.

We look forward to the Working Group's ongoing collaboration to further strengthen responsible conduct and support the good governance of local governments in British Columbia.

If you have any questions about the Working Group's activities, please contact any of the member organizations.

Sincerely,



Selina Robinson
Minister of Municipal Affairs & Housing
LGgovernance@gov.bc.ca
250 387-4020



Wendy Booth
President, UBCM
UBCM@UBCM.ca
604 270-8826



Patti Bridal
President, LGMA
office@lgma.ca
250 383-7032

Leadership and Collaboration: an ability to lead, listen to, and positively influence others; coming together to create or meet a common goal through collective efforts.

- Demonstrate behaviour that builds and inspires public trust and confidence in local government.
- Calmly face challenges and provide considered direction on the issues of the day, while empowering colleagues and staff to do the same.
- Create space for open expression by others, take responsibility for one's own actions and reactions, and accept the decisions of the majority.
- Accept that it is the equal responsibility of the individual elected official, the council/board as a collective, the community and stakeholders to work together to achieve common goals.

45

Be an active participant in ensuring the foundational principles are followed in all local government dealings (e.g., including among elected officials, between council/board members and staff, with community members, with other orders of government, in the decisions of a council/board, and in services and other activities of the local government).



LGMA

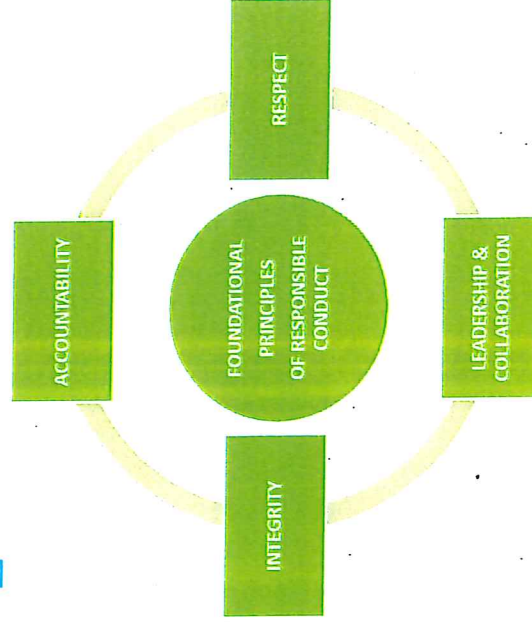


The Working Group on Responsible Conduct is a joint initiative between the UBCM, LGMA and the Ministry of Municipal Affairs & Housing. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.

How do the principles “fit” with legal obligations?

It is the duty of elected officials to understand and abide by all legal requirements that apply to elected officials and local governments¹, and nothing in this document should be interpreted as taking precedence over such legal obligations.

Local government elected officials should interpret the principles described below in accordance with the responsibilities and obligations set out in B.C.'s local government legislation, other applicable legislation, the common law and the policies and bylaws of the local government.



¹ Many legal obligations apply to elected officials and local governments, including but not limited to rules about: ethical standards such as conflict of interest; open meetings; protecting confidential information; workplace safety such as harassment; and expenditure of local government funds.

Foundational Principles Of Responsible Conduct

FOR B.C.'S LOCAL GOVERNMENTS

Key Foundational Principles

- ◇ INTEGRITY
- ◇ ACCOUNTABILITY
- ◇ RESPECT
- ◇ LEADERSHIP & COLLABORATION

PRODUCED BY THE WORKING GROUP ON RESPONSIBLE CONDUCT

January 2018

What are foundational principles?

This document outlines four key foundational principles – *integrity, accountability, respect, and leadership & collaboration* – to guide the conduct of local government elected officials in B.C.

The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public.

These principles are intended to guide both the conduct of individual elected officials and the collective behaviour of the local government council or board. The principles are also meant to guide local governments in fulfilling their corporate functions and responsibilities to their communities.

Responsible conduct at all of these levels is key to furthering a local government's ability to provide good governance to its community.

"The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public."

Integrity: being honest and demonstrating strong ethical principles.

- Be truthful, honest and open in all dealings.
- Behave in a manner that promotes public confidence in local government, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct.
- Uphold the public interest, serving citizens diligently to make decisions in the best interests of the community.
- Ensure alignment between stated values and actions, including following through on commitments, engaging in positive communication with the community, and correcting errors in a timely, transparent manner.

Accountability: an obligation and willingness to accept responsibility or to account for one's actions.

- Be transparent in how an elected official individually, and a council/board collectively, conducts business and carries out their duties.
- Ensure information is accessible, and citizens can view the process and rationale behind each decision and action, while protecting confidentiality where appropriate or necessary.
- Accept and uphold that the council/board is collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for the decisions they make in fulfilling their roles as council/board members.
- Listen to and consider the opinions and needs of the community in all decision making, and allow for discourse and feedback.

Respect: having due regard for others' perspectives, wishes, and rights; displaying deference² to the offices³ of local government, and the role of local government in community decision making.

- Treat every person, including other members of council/board, staff and the public, with dignity, understanding and respect.
- Show consideration at all times for colleagues and staff, including by honouring people's values, beliefs, ideas, roles, contributions and needs.
- Create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.
- Value the role of diverse perspectives and debate in decision making.
- Act in a way that is respectful of the roles and responsibilities of the offices of Mayor/Chair and Councillor/Director.
- Value the distinct roles and responsibilities of local government staff and the community in local government considerations and operations, and commit to foster a positive working relationship between staff, the public and elected officials.
- Call for and expect respect from the community towards elected officials and staff, and their roles and responsibilities within the local government system.

² Displaying deference is acting in a way that is respectful of both the tradition and legacy enshrined in the various local government positions, as well as their intended functions.

³ 'Offices' of local government refers to the roles/responsibilities of the various roles and positions within the local government system, such as Mayor, Chair, Councillor or Director.

Mayor and Council,
Village of Chase, Chase, BC

March 11th 2018

Mr. Mayor Rick Berrigan and Council:

Re: Post Construction Responsibility – Lion's Splash Pad

During the past several months I have attempted to bring attention to the long term costs associated with the Village being 'gifted' with the responsibility for the 'Splash Pad' which the Lion's Club President has proposed. It now appears Council has accepted this additional responsibility based on the preliminary budget estimates of the Public Works Department of \$5,841.40 per year.

The actual annual operation costs are not known by either the proponents engineering firm TRUE Consulting, (quoting water consumption of 70 Gal per minute), or our Public Works estimate of 3000 Cubic Metres over 3-4 Months period. TRUE Consulting says "Until the park is in service the actual water consumption volumes will be unknown".

The 17 nozzels indicated on the engineering plans are rated at a combined minimum flow rate of 187 gpm, which the Engineer says can be scaled back. By comparison, a similar 17 nozzle CSRD Spray Park at Sorrento (scaled back) still consumed 686,000 gallons (2596.8 Cu M) of water in its 766 hours of operation during the 2016 season.

My verbal presentation given to Council on February 27th was based on Public Works 3000 Cu M. (792,516.2 US Gal) estimate at \$0.50 cost. As a taxpayer I would pay \$6,000 for that amount of water, and \$10,500 for sewer disposal (\$16,500 total). The Village estimate for that water cost is \$2,841.40, so there is a potential loss of \$13,658.60 revenue to the Village which at some point in the Water Budget will have to be accounted for. I understand we already have a projected deficit in that Department.

In my calculations based on information supplied: 70 gal/min (estimate by TRUE Consult.) = 4200 g/hr. In one 4 hour day 16,800 gal (63.59 cu meters). 3000 cu m allows for 47 x 4 hr days (6 weeks) operation. 766 hrs operation (Sorrento model): 4200 gal x 766 hrs = 3,217,200 gal (12,178.4 cu meters) @ \$.50 = \$6,089.21

187 gal/min (min rating on plans supplied) = 11,220 g/hr. In one 4 hour day 44,880 gal (169.8 cu meters). 3000 cu m allows for 17.6 x 4 hr days (2.5 weeks) operation. 766 hrs operation (Sorrento model): 11,220 x 766 hrs = 8,594,520 gal (32,533.8 cu meters) @ \$.50 = \$16,266.90

From the taxpayer's standpoint, it can only be hoped that the actual consumption rate can be kept below 70 gal/min but considering the suggested (mfd. rate) it will probably fall somewhere in between. Despite that the overflow (sewer) rate has not been taken into consideration, nor has repairs or safety supervision. In my opinion, ALL of this type of information should have been provided to Administration by the proponent in a plan or feasibility study before being presented to Council. Since there is no Surety Bond Indemnity agreement, it appears to me the Village is acting on a lot of good faith between all the parties concerned.

Have we determined where this un-planned expenditure will be accounted for in the current and future Village budgets and what other project(s) will be impacted by its inclusion?
Respectfully,

J.L. McLean, 371 Juniper Street, Chase, BC

Cc: Joni Heinrich, Councillors: Egely, Maki, Lepsoe, and Scott

RECEIVED
Village of Chase

MAR 23 2018

Original _____
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Agenda _____

813 Okanagan Avenue

Chase, B.C. V0E 1M0

March 23, 2018

To the Mayor and Council

Village of Chase

Chase, BC.

Dear Mayor and Council

As concerned ratepayers, my wife Carolyn and I attend Village Council meetings frequently.

I seem to remember from attending meetings concerning the budget last year that a considerable amount of money was spent on re-furbishing one of the village's pick-up trucks to serve as a Command Vehicle for the Fire Department.

The rationale given at the time, was that the Fire Chief would be able to drive this vehicle on department business, and also to have the truck at his house so that he could respond more quickly and directly to emergency scenes.

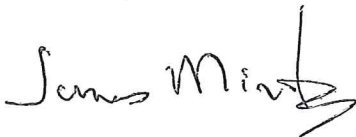
However, this vehicle now seems to sit unused for weeks at a time in the parking lot at the fire hall.

My question is, why is the truck not being used as proposed?

It seems to me, as a former Volunteer Fire Department Captain, that this is a significant asset, that is critical to the prompt attendance at, and assessment of, a fire or accident scene. If it is not going to be used as intended, then the vehicle should be sold and other essential fire fighting equipment purchased.

I would like this matter to be placed on the agenda for discussion at a future council meeting.

Sincerely,



James Mintz.



Village of Chase Policy Manual

FD – 8A Utility Vehicle Usage Policy (formerly Command Vehicle Usage Policy)

Date Adopted: February 14, 2017

Revised: October 24, 2017

Date Effective: October 25, 2017

Special Notes/Cross Reference:

POLICY: The Village of Chase owns a crew cab pick-up truck which is designated as the Fire Department Utility Vehicle. This policy outlines the usage of that vehicle by various personnel of the fire department when appropriate.

DEFINITIONS: Utility Vehicle means the 2013 Dodge Ram 1500 Crew Cab which is part of the vehicle fleet of the Village of Chase Fire and Rescue Department.

Officer in Charge means the member of the fire department that is in charge at any given time, usually the Chief or Deputy Chief but may also be the Captain or Lieutenant.

PROCEDURES:

1. Use of the Utility Vehicle (Utility 1)

The Utility vehicle will be parked at the Village's Fire Hall and will be available for use for general fire department purposes by the member(s) of the fire department upon approval of the Officer in Charge.

Usage of Utility 1 will include:

- Travelling to and from Fire Inspections
- Travelling to and from Fire Investigations
- Traveling to and from Training sessions both in Chase and outside of Chase boundaries
- Picking up and delivering of fire department supplies and equipment both in Chase and outside of Chase boundaries
- Carrying equipment to and from fire suppression activities
- Running approved errands
- Responding to emergency calls in accordance with the standard operating guidelines

Fire fighters driving Department vehicles must have a valid BC Driver's License.

2. Record of Use

All uses of the Utility 1 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 (date, time, kilometers traveled, first and last name of driver, first and last name of any and all passengers, reason for usage), of the vehicle for each time used.