



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, April 12, 2016 at 4:00 p.m.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Resolution:

"That the April 12, 2016 Village of Chase Regular Council meeting agenda be adopted as presented."

3. ADOPTION OF MINUTES

Pages 1 - 5

Resolutions:

"That the minutes of the March 22, 2016 Regular meeting of Council be adopted as presented."

4. PUBLIC INPUT ON CURRENT AGENDA ITEMS

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

5. REPORTS

- a) Mayor and Council Reports
- b) Staff Reports

Pages 7 - 13

6. DELEGATIONS

Page 15

Terra Lundy, Community Hall User

7. UNFINISHED BUSINESS

7.1 Code of Conduct Policy

Pages 17 - 25

This item has been reworked as per Council's request and is now being brought back for review.

7.2 Volunteer Week Update

Pages 27 - 28

A report from the Deputy Corporate Officer is attached.

7.3 Invasive Species Signage

Page 29

A mock-up has been provided.

7.4 Report on Metered Utility Test Billings

Pages 31 - 37

A report from the Director of Financial Services is attached.

8. NEW BUSINESS

8.1 Town Hall Meeting to Address Recent Criminal Activity in Chase

Mayor to Introduce and Explain

8.2 Fire Department - Alternative Personal Protective Equipment

Pages 39 - 42

Memorandum from CAO and Proposed Policy

8.3 CPR Rail Crossings – Required Upgrades

Pages 43 - 44

A report from the CAO is attached.

- 8.4 Development Variance Application #1 – 2016 Pages 45 - 49
A request for a Variance from the provisions of the Zoning Bylaw has been received for 1025 Okanagan Avenue.
- 8.5 Development Permit Application #1-2016 - Home Hardware Pages 51 - 54
A request for a Development Application has been received for Home Hardware.
- 8.6 Road Closure Request – Fire Department – Hose Testing Page 55
Memorandum from CAO for Fire Chief
- 8.7. Rain Barrels – Local Purchasing Opportunity Pages 57 - 62
A report from the Deputy Corporate Officer and Chief Administrative Officer is attached. Councillor Maki will introduce this item.
- 8.8 Secwepemc Cultural Community Day Page 63
There is a Secwepemc Cultural Community Day being held at Quaaout Lodge on Monday, April 18, 2016.
- 8.9 Working Together 6th Annual Traditional Pow Wow Page 65
A request has been received verbally for the Mayor or another member of Council to speak at this event.
- 8.10 2016 SILGA Resolution Page 67
The City of Kelowna has submitted a Resolution to SILGA regarding the option of appointing an Integrity Commissioner for local government in BC.
- 8.11 Local Choice Pages 69
Correspondence has been received requesting Council's support for an initiative which would allow local governments in BC to design their own elections.
- 8.12 Hiring Local Query Pages 71 - 73
Correspondence has been received from Valerie Dubbert regarding the use of local services. The letter and reply from the Chief Administrative Officer are attached.
- 8.13 Chamber of Commerce Pages 75 - 76
The Village membership with the Chamber of Commerce has been renewed.
- 8.14 Farmers Market Page 77
The Farmers Market is requesting use of the Curling Rink parking lot for the Farmers Market as in previous years.
- 8.15 Chase Secondary Grad Fashion Show Page 79
Correspondence has been received requesting a donation for the Silent Auction on
- 8.16 Chase Blades Ice Hockey Club Page 81
Correspondence has been received from the Chase Blades requesting financial assistance in any amount to support their attendance at the all native hockey tournament April 15 – 17, 2016.

OPPORTUNITY FOR THE PUBLIC TO DISCUSS MUNICIPAL MATTERS

RELEASE OF PREVIOUS IN CAMERA ITEMS

Released earlier in agenda (Town Hall meeting regarding crime)

9. IN CAMERA

None.

10. ADJOURNMENT

Resolution:

“That the April 12, 2016 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 of the Village Office at 826 Okanagan Avenue
on Tuesday, March 22, 2016 at 4:00 p.m.

PRESENT: R. Berrigan
N. Egely
D. Lepsoe
A. Maki
S. Scott

DRAFT

In Attendance: J. Heinrich, Chief Administrative Officer
L. Pederson, Director of Financial Services
T. Pretty, Deputy Corporate Officer

Public Gallery: 6
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 Councillor Scott

Seconded by Councillor Maki

“That the March 22, 2016 Village of Chase Regular Council Agenda be adopted as amended with the removal of Item 6.6 Zoning Bylaw 812-2015, and the addition of Items 7.6 and 7.7 Waiver Requests.”

CARRIED

#2016/03/22_001

3. ADOPTION OF THE MINUTES

Moved by Councillor Egely

Seconded by Councillor Scott

“That the minutes of the February 23, 2016 Regular meeting of Council be adopted as presented.”

CARRIED

#2016/03/22_002

4. DELEGATIONS

None

5. REPORTS

a) Mayor and Council Reports

Mayor Berrigan

- March 22 – meeting with Interior Health Authority Managers

Councillor Lepsoe

- March 16 – Music on the Lake Planning meeting
- March 17 – met with Salmon Arm Art Gallery curator to discuss the Mt. Scatchard hiking trail display and book
- March 22 - meeting with Interior Health Authority Managers

Councillor Maki

- March 11 - met with Councilor Egely and our DCO Ms. Pretty regarding the VoC's Shuswap Experience Trade Show booth
- March 15 - met with Councilor Lepsoe regarding Music on the Lake
- March 15 - attended Doctor Recruitment meeting. They are currently seeking approval for a 4.0 FTE and have 2 walk throughs this week!
- March 16 - chaired Music on the Lake meeting. We had 3 confirmed bands and 4 inquiries within the first week, without any advertising, 2 of which are from a Music Management company in Vancouver through Shuswap Tourism contacts. We have established an 8 person committee who are very excited about this initiative.
- March 17 - met with Ms. Bepple, our Administration Staff regarding Canada Day Celebrations. The Festival Society has offered their assistance to the VoC this year to help organize the event. Also the Fire Department has confirmed with staff that they'll be doing the Fire Works this year.

Councillor Scott

- March 9 – attended Chase Minor Hockey Awards
- March 22 - meeting with Interior Health Authority Managers

Councillor Egely

- March 11 – met with Councilor Maki and our DCO Ms. Pretty regarding the VoC's Shuswap Experience Trade Show booth
- March 22 – meeting with Interior Health Authority Managers

6. UNFINISHED BUSINESS

6.1 Music on the Lake

The CAO explained a legal opinion was obtained and it was determined there is no conflict of interest in having Council members coordinate Music on the Lake. The individual who expressed concern has also been informed.

Moved by Councillor Scott

Seconded by Councillor Egely

“That the legal opinion obtained in regard to Village of Chase Council members organizing the Music on the Lake event be received as information.”

CARRIED

#2016/03/22_003

6.2 2016 Proposed Final Budget

Moved by Councillor Scott

Seconded by Councillor Egely

“That the five year financial plan be approved for the preparation of the Five Year Plan Bylaw.”

CARRIED

#2016/03/22_004

6.3 Hysop Road Right of Way

Moved by Councillor Egely

Seconded by Councilor Maki

“That the report regarding the Hysop Road right-of-way improvements plan be received as information.”

CARRIED

#2016/03/22_005

6.4 Lions Club Use of the Community Hall

Moved by Councillor Maki

Seconded by Councillor Scott

“That the Lions Club pays \$1,300 to cover costs for use of the Community Hall in 2015; AND

Further the Lions Club pays \$1,000 to cover costs to use the Community Hall in 2016 for all currently booked items (as at March 22, 2016) and that additional events be charged at the approved not for profit user rates.”

CARRIED

#2016/03/22_006

6.5 2016 Draft Strategic Plan

Moved by Councillor Maki

Seconded by Councillor Egely

“That the Village of Chase 2016 Strategic Plan be adopted.”

CARRIED

#2016/03/22_007

6.6 Zoning Bylaw 812-2015 – 343 Shuswap Avenue

This item was struck as it has previously been adopted.

6.7 Public input at Council meetings

Moved by Councillor Scott

Seconded by Councillor Maki

“That the Village of Chase Council Procedures Bylaw be updated to reflect recent changes as per the 2016 Council Meeting Schedule and there is the addition of an opportunity for members of the public to speak at the beginning of any public Council / Committee meeting on matters related to the current agenda.”

CARRIED

#2016/03/22_008

6.8 Volunteer Week Update

Moved by Mayor Berrigan

Seconded by Councillor Maki

“That the week of April 10 – 16, 2016 be proclaimed as “National Volunteer Week” in the Village of Chase in honour of the commitment our volunteers to their Community.”

CARRIED

#2016/03/22_009

7. NEW BUSINESS

7.1 Invitation

In response to an invitation to Council to the Haldane's 5th Annual Family Potluck, Council members will advise staff if they wish to attend.

7.2 Kidney Foundation Thank You

Moved by Councillor Scott

Seconded by Councillor Egely

“That the thank you letter from S. Bruce Nelson on behalf of the Kidney Foundation be received for information.

CARRIED

#2016/03/22_010

7.3 Grant-in-aid Request

Moved by Councillor Egely

Seconded by Mayor Maki

“That grant-in-aid in the amount of \$250 be provided to the Working Together Pow Wow Society for their 6th Annual Working Pow Wow being held June 24 – 26, 2016.”

CARRIED

#2016/03/22_011

7.4 Board Governance Workshop

Moved by Councillor Maki

Seconded by Mayor Scott

“That members of Council wishing to attend the Board Governance Workshop hosted by the South Shuswap Chamber of Commerce June 11, 2016 have their expenses covered as per expense policy.”

CARRIED

#2016/03/22_012

7.5 Wilderness Committee

Moved by Councillor Scott

Seconded by Councillor Maki

“That the correspondence from the Wilderness Committee entitled “Cleaning Up BC’s Dirty Mining Industry” be received for information.”

CARRIED

#2016/03/22_013

7.6 Waiver Request – Lions Club

The waiver request was struck as it is covered under the Resolution made in item 6.4

7.7 Waiver Request

Moved by Councillor Scott

Seconded by Councillor Lepsoe

“That the rental of the Community Hall for the Indoor Community Garage Sale being held March 26, 2016 be charged at the not for profit rates provided any profit is donated to the Skate Park Society.”

CARRIED

#2016/03/22_014

OPPORTUNITY FOR THE PUBLIC TO DISCUSS MUNICIPAL MATTERS

Len McLean

- Commended Council and Administration on their commitment to allowing for more public input during public meetings.

Graham Bell

- Seconded Mr McLean’s commendation.
- Is there a 2015 vs 2016 budget comparison?
 - Director of Financial Services – one was previously supplied to Council and it will also form part of the Financial Statements once they are complete
- Occasionally Council members attend events (e.g. SILGA) that may provide information of interest to the public – does Council do a report on these sessions or is the information available in some form?

- The organizing committee's do provide the presentation information on their websites and this can be linked from the Village website.

RELEASE OF PREVIOUS IN CAMERA ITEMS

As covered in the 2016 Final Budget document under item 6.2 the following items were released effective March 14, 2016:

- The deferral of capital items to the 2021 budget - New Rescue Truck (\$80,000); Communications Equipment Upgrade for Fire Department (\$68,000); Memorial Park Beach Volley Ball Court (\$30,000); Mountain Sheep Park / Rock Wall (\$30,000);
- The Community Liaison role will be placed in abeyance after the budget is expended until further notice;
- The funds required for Music by the Lake will be moved from the Community Liaison 2016 budget and the remainder be deleted.

8. IN CAMERA

Moved by Councillor Maki

Seconded by Councillor Scott

"That Council recess to an In Camera meeting pursuant to Section 90 (1) of the Community Charter, paragraph (c) regarding labour relations and paragraph (d) regarding the security of the property of the municipality."

CARRIED

#2016/03/22_015

9. ADJOURNMENT

Moved by Councillor Egely

Seconded by Councillor Maki

"That the March 22, 2016 Village of Chase Regular Council meeting be adjourned."

CARRIED

#2016/03/22_016

Mayor Berrigan adjourned the meeting at 5:18 p.m.

R. Berrigan, Mayor

T. Pretty, Deputy Corporate Officer



VILLAGE OF CHASE

Memorandum

Date: April 12, 2016
To: Mayor and Council
From: CAO
RE: CAO Staff Report – March 9 to April 4, 2016

The following tasks and activities were performed between March 9 and April 4 2016:

- Regular meetings with Mayor to discuss various matters
- Participated in BC Rural Network Board meeting to discuss potential economic development ideas for Chase and other rural communities
- Participated with Mayor Berrigan and Councillor Egely in welcoming a Social Studies class wishing to learn about local government
- Met with various members of Council relating to their liaison appointments
- Finalized Council's strategic plan for 2016
- Liaised with Lions Club regarding Splash Park proposal and RV park matters
- Dealt with several staffing matters and met with managers/Fire Chief on several occasions to discuss departmental issues
- Continuing to negotiate with developers regarding proposal 76 lot strata subdivision on Aylmer Road
- Met with benefits provider representatives to discuss employee benefits and costs
- Attended Chamber of Commerce lunch meeting with members of Council and MLA Todd Stone
- Met with Mayor and TNRD manager regarding various emergency matters
- Met with Mayor, RCMP Sgt. Heebner and Constable Sauer regarding the planning of a Town Hall meeting to discuss crime reduction
- Met with staff and new Emergency Social Services Director regarding processes and expectations
- Met with various members of staff and managers regarding task assignments and work allocations
- Reviewed several building permit applications

Respectfully submitted,

Original Signed
Joni Heinrich, CAO



VILLAGE OF CHASE

Memorandum

Date: April 12, 2016
To: Mayor and Council
From: Deputy Corporate Officer
RE: DCO Staff Report – March 9 to April 4, 2016

Deputy Corporate Officer contractor reports:

Animal Control

- Dog that was surrendered was successfully adopted
- Dealt with complaints of dogs at large

Bylaw Enforcement

- Dealt with several routine complaints (unsightly premises, unlicensed vehicle, vehicle encroaching on roadway)
- Random patrols

Community Liaison

- Winding up contract
- Coordinating Volunteer Week events
- Attended several meetings relating to Youth Action Committee, Volunteer Week
- Advertising events

Deputy Corporate Officer:

- Completed Village wide mail drop for Hysop right of way open house;
- Working with RCMP to coordinate Town Hall meeting;
- Letter of support for Skatepark Society grant application;
- Working with Councillors Maki and Egely regarding the Village booth at the Tradeshow (meetings, created survey, magnet mock-up, rain barrel research);
- Completed insert for Sunflower on Volunteer Week and sent personalized invitations to appropriate volunteer organizations;
- Met with TRU library student regarding Records Management;
- Provide detailed information to Lions Club on 2015 Hall use;
- Marketing in four publications (Bacroads mapbooks, 101 Things to do in the Shuswap, Shuswap Vacations, Salmon Arm Observer);
- Met with CAO, ESS & TNRD Emergency Services Supervisor;
- Dealt with escalated Bylaw complaint;
- Provide information to Auditors on Minutes and information on insurance claims;

- Provide updated Hall user rates to major user groups;
- Mock up sign for Clean, Dry, Drain boat campaign;
- Published monthly newsletter;
- Research on queries related to Bylaws;
- Preparation for meetings of reports, Agenda's, follow up for meetings with Action items, minutes, correspondence;
- Monitored Twitter and composed tweets;
- Updates to website.

WELCOME TO Chase

A SHUSWAP EXPERIENCE

Chase is an idyllic, peaceful village located on the shores of Shuswap Lake. Characteristic of the region, Chase is surrounded by lofty, thickly forested mountains whose reflections shine on the sparkling blue canvas of the lake, creating a remarkable contrast against the lush lowlands that the town rests upon.

The most popular place to enjoy the outdoors in Chase is at the centrally located public beach, where boaters, kayakers and canoers can set off to explore the immaculate lake, while others choose to just laze on the golden sand and take the occasional dive off the wharf to cool off. Visitors will find a friendly, welcoming atmosphere at the beach, with children's laughter and the amicable buzz of a laid-back rural community creating a relaxing setting for an afternoon in the sun.

For those looking to explore the wilderness around Chase, there are many moderate hiking trails located close to town. Niskoniith Lake is a particularly scenic destination, featuring kaleidoscopic displays of wildflowers in late spring and early summer. Chase Creek Falls are another must-see, with crystal-clear mountain water cascading down a three-tiered drop. To the north of town, Roderick-Haig Brown Provincial Park features an extensive trail system along and around the Adams River, which is world famous for its massive sockeye salmon run. The returning salmon paint the river a bright red, while majestic eagles glide through the sky above in search of an easy meal. The salmon run is truly a sight to behold.

Adrenaline junkies can soar through the air across the Chase Canyon at Treetop Flyers Zipline, or head out for an exciting day of snowmobiling once winter arrives and the snow begins to fall. Nearby Crowfoot and Grizzly mountains offer excellent snowmobile terrain and a consistently deep snowpack that will challenge all levels of sledgers.

For a taste of Chase's small town culture, check out the burgeoning live music scene. The Music on the Lake series runs every Tuesday in July and August in Memorial Park, right on the shores of Shuswap Lake. Or, check out the Art in the Park exhibits and the local Farmer's Market for even more local talent. Chase's "Shop Local/Dine Local" campaign makes it easy to indulge in the unique flavours of this vibrant community. Come for a visit and let yourself be charmed by Chase's Shuswap experience!

“Chase attracts visitors with its interesting history, hot climate and abundance of outdoor adventures.”

TO LEARN MORE, CONTACT

Chase Visitor Centre
400 Shuswap Ave, Chase, BC
Ph: 250-679-8432
www.chasechamber.com



From top to bottom: Chase; Little Shuswap River and South Thompson River viewed from the North - Village of Chase; Pulling Together Canoe Journey from Memorial Park - Village of Chase; ATV fun near Niskoniith Lake - Village of Chase; Ziplining with Treetop Flyers Zipline - Village of Chase.

Order of Business
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COMMUNITY SPIRIT THRIVES IN CHASE!

Nestled at the Southwest end of beautiful Little Shuswap Lake, Chase enjoys a beautiful executive golf course, an ice arena, a curling facility, walking paths, hiking trails, biking routes, fishing spots, x-country skiing and more! Offering community spirit, a favourable climate and a convenient location makes Chase an easy choice.

We hope you will consider visiting Chase, and maybe even settling in. You won't be disappointed!

Order of Business
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Village of Chase

***Best of Luck
to all the 2016
candidates***

Order of Business

Page 13 (12 Apr 2016)
Mayor & Council of Chase

April 4, 2016

Village of Chase

To Mayor and Council:

Our fitness instructor, Terra Lundy, has informed our group that the rent of the community hall is being increased from \$12.00 to \$40.00 per hour for the upper floor and \$7.00 to \$20.00 per hour for the downstairs area that we currently utilize.

We would like to continue to meet at the hall for our classes. We understand that rates go up but this is a substantial increase for any small business. Is there a waiting list for the community hall to be used at 7:00 a.m. to 7:45 a.m. two mornings a week and for one hour Saturday morning in the basement?

A fitness class is a pro-active healthy activity that should be encouraged and supported.

We urge the Village of Chase to reconsider this rate increase and see Terra's work as more of a community service.

Thank you for your consideration in this matter.

Sincerely,

Raymonde Murray
Jane Hanna
Darlene Trousse
Barbara Maker
Beausain

Leanne Mazy
Lisa Bob
Debi Kalinin
Patricea Simpson

RECEIVED
Village of Chase

APR 07 2016

Original _____
File _____
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Agenda _____
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Title:	ADM – 27 Worker Code of Conduct Policy
Date Adopted:	Revised:
Date Effective:	Reviewed:
Special Notes / Cross Reference: This Policy applies to all staff at the Village of Chase regardless of position held	

POLICY: To set expected standards for the behaviour of all individuals working on behalf of the Village of Chase in carrying out their functions.

PURPOSE: To ensure those working for the Village of Chase (“Village”) uphold the highest standards when conducting Village business.

SCOPE: This policy statement applies to all individuals working on behalf of the Village including permanent, temporary, casual, and student staff. This policy applies to all forms of conduct (verbal, non-verbal, electronic, written, etc.).

RESPONSIBILITIES

Chief Administrative Officer

- Provide timely advice to Senior Managers and designated contacts respecting the application of this policy statement including guidance on an appropriate employer response to transgressions of the policy statement;
- Deal with breaches of this policy statement in a timely manner, taking the appropriate action based upon the facts and circumstances;
- Waive the provision on working relationships under the circumstances indicated;
- Delegate authority and responsibility, where applicable, to apply this policy statement within the organization.

Senior Managers

- Advise staff on standards of conduct issues;
- Advise staff of the required standards of conduct and the consequences of non-compliance;
- Promote a work environment that is free of discrimination.

Staff

- Objectively and loyally fulfill their assigned duties and responsibilities, regardless of the party or persons in power and regardless of their personal opinions;
- Disclose and resolve conflicts of interest or potential conflict of interest situations in which they find themselves;
- Maintain appropriate workplace behavior;
- Avoid engaging in discriminatory conduct or comment.

PROCEDURES

All staff will conduct themselves with professionalism, maturity and respect when acting in a capacity on behalf of the Village. Staff are keepers of the public trust and must uphold the highest standards of ethical behavior. The honesty and integrity of the Village demands the impartiality of staff in the conduct of their duties.

All staff will promptly and diligently perform their duties and responsibilities and respect when confidentiality must be maintained. Staff are to be cognizant of their role and act appropriately in all circumstances that involve the reputation of the Village.

Staff who fail to comply with these standards may be subject to disciplinary action up to and including dismissal.

Staff will also comply with any additional terms that relate directly to their job in regard to provincial or federal legislation.

Confidentiality

Confidential information, in any form, that staff receive via their role must not be disclosed, released, or transmitted to anyone other than persons who are authorized to receive the information. Staff with care or control of personal or sensitive information, electronic media, or devices must handle and dispose of these appropriately. Staff who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing, releasing, or transmitting it.

The proper handling and protection of confidential information continues to apply after the work relationship ends.

Confidential information that staff receive in their role must not be used for the purpose of furthering any private interest, or as a means of making personal gains.

Staff must not withhold or suppress information, complaints or reports about any other worker.

Workplace Behaviour

Staff are to treat each other with respect and dignity and must not engage in discriminatory conduct prohibited by the Human Rights Code. The prohibited grounds are race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, age, political belief or conviction of a criminal or summary offence unrelated to the individual's employment.

Further, the conduct of staff in the workplace must meet acceptable social standards and must contribute to a positive work environment. Bullying or any other inappropriate conduct compromising the integrity of the Village of Chase will not be tolerated.

All staff may expect, and have the responsibility to contribute to, a safe workplace. Violence in the workplace is unacceptable. Violence is any use of physical force on an individual that causes or could cause injury and includes attempt or threatened use of force.

Staff must report any incident of inappropriate behavior (violence, harassment, bullying, and discrimination).

Any staff member who becomes aware of a threat must report that threat if there is reasonable cause to believe that the threat poses a risk of injury. Any incident or threat of violence in the workplace must be addressed immediately.

Staff must report a safety hazard or unsafe condition or act in accordance with the provisions of the WorkSafeBC Occupational Health and Safety Regulations and applicable Village of Chase OH&S policies.

Staff are prohibited from:

- reporting for duty, be on duty, or be on stand-by for duty while unfit to do so by reason of the use of alcohol or a drug;
- from consuming alcohol while on duty;
- from consuming controlled drugs and controlled substances under the Controlled Drugs and Substance Act (Canada).

Staff / Council Interaction

Staff should seek advice and approval from the CAO prior to responding to a direct request from Council, except where the request is minor or of a day-to-day operational nature.

Staff are not to lobby Council members on any matter other than it relates to their rights as a resident of the community.

Staff must not make public statements unfairly attacking or reflecting negatively on the Village of Chase, Council members, or other staff members.

Working Relationships

Staff involved in a personal relationship outside work which compromises objectivity, or the perception of objectivity, should avoid being placed in a direct reporting relationship to one another. For example, staff who are direct relatives or who permanently reside together may not be employed in situations where:

- A reporting relationship exists where one staff member has influence, input, or decision-making power over the other staff members performance evaluation, salary, premiums, special permissions, conditions of work, and similar matters; or
- The working relationship affords an opportunity for collusion between the two staff members that would have a detrimental effect on the Village's interest.

Service to the Public

Staff must provide service to the public in a manner that is courteous, professional, equitable, efficient and effective. Staff must be sensitive and responsive to the changing needs, expectations, and rights of a diverse public in the proper performance of their duties.

Conflicts of Interest

A conflict of interest occurs when an staff's private affairs or financial interests are in conflict, or could result in a perception of conflict, with the staff's duties or responsibilities in

such a way that:

- the staff members ability to act in the public interest could be impaired;
- the staff members actions or conduct could undermine or compromise the public's confidence in the staff members ability to discharge work responsibilities;
- the public's expectation of trust of the Village is in jeopardy.

While the Village recognizes the right of staff to be involved in activities as citizens of the community, conflict must not exist between staff' private interests and the discharge of their duties. Upon hiring, staff must arrange their private affairs in a manner that will prevent conflicts of interest, or the perception of conflicts of interest, from arising. Staff who find themselves in an actual, perceived, or potential conflict of interest must disclose the matter to their supervisor.

Examples of conflicts of interest include, but are not limited to, the following:

- A staff member uses Village property or equipment or their status, office, or affiliation to pursue personal interests or the interests of another organization;
- A staff member is in a situation where they are under obligation to a person who might benefit from or seek to gain special consideration or favour;
- A staff member, in the performance of official duties, gives preferential treatment to an individual, corporation, or organization, including a non-profit organization, in which the staff member, or a relative or friend of the staff member, has an interest, financial or otherwise;
- A staff member benefits from, or is reasonably perceived to have benefited from, the use of information acquired solely by reason of their position within the Village;
- A staff member benefits from, or is reasonably perceived to have benefited from, a transaction over which the staff member can influence decisions (for example, investments, sales, purchases, borrowing, grants, contracts, regulatory or discretionary approvals, appointments);
- A staff member accepts from an individual, corporation, or organization, directly or indirectly, a personal gift or benefit that arises out of their position in the Village, other than:
 - the exchange of hospitality between persons doing business together;
 - tokens exchanged as part of protocol;
 - the normal presentation of gifts to persons participating in public functions; or
- the normal exchange of gifts between friends;
- A staff member accepts gifts, donations, or free services for work-related leisure activities other than in situations outlined above.

The following four criteria, when taken together, are intended to guide the judgment of worker who are considering the acceptance of a gift:

- The benefit is of nominal value;
- The exchange creates no obligation;
- Reciprocation is easy; and
- It occurs infrequently.

Staff will not solicit a gift, benefit, or service on behalf of themselves or other staff.

Human Resource Decisions

Staff are to disqualify themselves as participants in human resource decisions when their objectivity would be compromised for any reason or a benefit or perceived benefit could accrue to them.

Legal Proceedings

Staff must not sign affidavits relating to facts that have come to their knowledge in the course of their duties for use in court proceedings unless the affidavit has been prepared by a lawyer acting for the Village in that proceeding. Staff are obliged to cooperate with lawyers defending the Village's interest during legal proceedings.

A written opinion prepared on behalf of the Village by any legal counsel is privileged and is, therefore, not to be released in any capacity without prior approval of the Chief Administrative Officer.

Public Comments

Staff may comment on public issues but must not engage in any activity or speak publicly where this could be perceived as an official act or representation (unless authorized to do so).

Staff must not jeopardize the perception of impartiality in the performance of their duties through making public comments or entering into public debate regarding Village policies. Staff must not use their position to lend weight to the public expression of their personal opinions. Staff must not make or sign false, misleading or inaccurate statements.

Unless it is part of the duties of a staff member, staff are prohibited from speaking directly to the media on behalf of the Village without prior consent of Council or the Chief Administrative Officer.

Political Activity

Staff may participate in political activities including membership in a political party, supporting a candidate for elected office, or seeking elected office. Staff political activities, however, must be clearly separated from activities related to their employment.

If engaging in political activities, staff must remain impartial and retain the perception of impartiality in relation to their duties and responsibilities. Staff must not engage in political activities during working hours or use Village owned facilities, equipment, or resources in support of these activities.

Partisan politics are not to be introduced into the workplace; however, informal private discussions among staff are acceptable provided they do not interfere with job duties.

Outside Remunerative and Volunteer Work

Staff may hold jobs outside the Village, carry on a business, receive remuneration from public funds for activities outside their position, or engage in volunteer activities provided it does not:

- interfere with the performance of their duties as a Village staff member;
- bring the Village into disrepute;

- represent a conflict of interest or create the reasonable perception of a conflict of interest;
- appear to be an official act or to represent Village opinion or policy;
- involve the unauthorized use of work time or Village premises, services, equipment, or supplies;
- gain an advantage that is derived from their employment with the Village.

Allegations of Wrongdoing

Staff have a duty to report any situation they believe contravenes the law, misuses public funds or assets, or represents a danger to public health and safety or a significant danger to the environment. Staff can expect such matters to be treated in confidence, unless disclosure of information is authorized or required by law (for example, the Freedom of Information and Protection of Privacy Act). Staff will not be subject to discipline or reprisal for bringing forward, in good faith, allegations of wrongdoing in accordance with this policy.

Where a staff member believes that the matter requires a resolution and it has not been reasonably resolved by the Village, the staff may then refer the allegation to the appropriate authority.

If the staff member decides to pursue the matter further then:

- Allegations of criminal activity are to be referred to the police;
- Allegations of a misuse of public funds are to be referred to the Auditor General;
- Allegations of a danger to public health must be brought to the attention of health authorities;
- Allegations of a significant danger to the environment must be brought to the attention of the Ministry of Environment.

REPORTING PROCEDURES

(a) How to report

Individuals can report incidents or complaints in breach of Code of Conduct verbally or in writing. When submitting a written complaint, please use the Breach of Policy form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

(b) When to report

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

(c) Reporting contact

Report complaints to the Chief Administrative Officer, Deputy Corporate Officer and / or, if applicable, a Union or other appropriate representative. Approaching a member of Council is not appropriate.

(d) Alternate reporting contact

If the employer, the complainant's supervisor, or the reporting contact named in (c) is the person engaging in breach of Policy, contact an appropriate senior member of staff.

(e) What to include in a report

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint, along with anyone who may have been witness to incidents. Attach any supporting documents, such as emails, handwritten notes, or photographs.

(f) Informal Process

Ideally, managers should attempt to resolve issues by directly addressing the person to whom they are having difficulties as early and as informally as possible. The Chief Administrative Officer, Deputy Corporate Officer, Union or other appropriate representative may assist in advising how to have the discussion with on your own.

If an individual does not feel comfortable addressing another person directly or has been unsuccessful in doing so, they are expected to approach the Chief Administrative Officer, Deputy Corporate Officer and / or, if applicable, a Union or other appropriate representative who may assist in facilitating a meeting in an attempt to resolve the issues or a mediator may be brought in to assist.

(g) Formal Process

The Chief Administrative Officer or Deputy Corporate Officer will review the incident information to determine whether a formal investigation is necessary or whether alternate measures may be available to address the situation. This is particularly relevant in circumstances where informal measures have not been attempted.

(h) Investigation

An investigation may be conducted to determine the facts of the situation. Interviews may be conducted with the complainant, the respondent and any witnesses that may have relevant information. The investigator may review all relevant documents and

conduct in-person interviews with the complainant, the respondent, and all necessary witnesses. The investigation will normally commence within two weeks of the filing of the complaint and be completed within 30 working days of commencement. Completion time may be reasonably extended beyond those timelines in order to ensure a thorough investigation has been conducted.

Depending on the severity of the allegations, changes in scheduling or reporting may occur; or the employer may suspend individuals with pay pending the outcome of the investigation if deemed appropriate. The investigation must be in compliance with the current Collective Agreement.

(i) Remedies

The range of remedies for the complainant, if the complaint is upheld, may include, but are not limited to, the following:

- Oral and/or written apology from the respondent and/or Village;
- Any administrative change that is appropriate;
- Coaching;
- Counselling;
- Education;
- Re-orientation to this policy and its purpose;
- Discipline up to and including termination of employment.

(j) Retaliation

Any direct or indirect retaliation against any party, bystander, or witness involved in a complaint or a complaint-resolution process will not be tolerated and may in itself result in disciplinary action by the Village.

(k) Unsubstantiated Complaints

If the investigator finds insufficient evidence to support the complainant's allegations, the investigator will submit that finding. There will be no record of the complaint on the complainant's or respondent's file and there will be no penalty to anyone concerning the incident.

A finding of no evidence is a simple reflection of an absence of evidence to support the claim and nothing more. It is important to differentiate between a finding of no evidence and one that has been made in "bad faith; was vexatious, or frivolous."

In circumstances where the complaint was found by the investigator to have been made in bad faith or to be vexatious or frivolous, appropriate action will be taken, which could include discipline for the complainant up to and including dismissal.

Please sign below to indicate you have read and understand the Village of Chase Code of Conduct policy.

Name: _____
Please Print

Date: _____

Signature: _____

Workplace Code of Conduct complaint form

Name of complainant	
Name of respondent	
Date	Location
Name of investigator	

Person interviewed	Other people involved (e.g., alleged worker, witnesses)	Description of the situation (dates, words, actions, etc.)

Based on the investigation, did a breach in Code of Conduct occur?
 Yes ☐ No ☐

Reason(s) for this conclusion

MEMORANDUM

TO: Mayor and Council
FROM: Deputy Corporate Officer
DATE: April 12, 2016
RE: Volunteer Week Update

ISSUE / PURPOSE:

To provide an update to Council on the activities taking place April 10 – 16, 2016 in honour of Volunteer Week.

HISTORY / BACKGROUND:

At the March 22, 2016 Council proclaimed April 10 – 16, 2016 as “National Volunteer Week” in Chase. A memo provided at that meeting outlined activities that would take place.

Tree Planting Ceremony:

The tree planting ceremony has been confirmed for Thursday, April 14, 2016 at 2:00 p.m. at Haldane School.

Tea and Dessert Volunteer Appreciation Event:

The tea and dessert volunteer appreciation event will take place Friday, April 15, 2016 from 7:00 p.m. to 9:30 p.m. A presentation by Council in recognition of outstanding community service by a group or organization will take place at 8:00 p.m.

Additional initiatives:

- A full page insert from Mayor and Council was placed in the Sunflower thanking volunteers and outlining events taking place the week;
- A personalized invitation to the Appreciation event was issued from Council to groups and organizations who rely on the support of their volunteers;
- An ad was placed in the Connector of which 32,000 copies are delivered through Kamloops This Week, Canada Post and numerous drop off locations;
- A Proclamation was signed proclaiming April 10 – 16, 2016 as Volunteer Week in the Village of Chase.

RECOMMENDATION:

This report is provided for information.

Respectfully submitted,

Original Signed
Tammi Pretty
Deputy Corporate Officer

NATIONAL VOLUNTEER WEEK

April 10-16, 2016

In Chase and area there are more than 30 clubs, organizations, and non-profit groups that rely on volunteers to operate and provide services and programs to residents and visitors. If each of these groups had five people that volunteered 2 hrs/week that would total 15,600 volunteer hours per year! That is the equivalent of 8 people working full time providing volunteer services.

Mayor and Council wish to formally recognize the amazing volunteers who choose to make Chase a better place to live and instill a sense of pride in the community.

Volunteer Appreciation Event

Prospective Volunteers Welcome!

April 15, 2016

A tea and dessert volunteer appreciation event is being held on Friday, April 15th from 7:00-9:30 pm. at the Community Hall to recognize and celebrate all volunteers in Chase!

Entertainment by Howie and Friends

Volunteer Recruitment Opportunities

April 15, 2016

If you are an organization that is keen to recruit new volunteers this is an ideal opportunity for you! Please contact Terri on 250-819-0428 to arrange to have a table to showcase your unique organization and let people know how much you do for the community.

A presentation by Council will take place at 8:00 p.m. to recognize the recipient of outstanding community service by a group or organization in 2015.

Tree Planting Ceremony

We are celebrating the 2016 theme that “volunteers are the roots of strong communities” by planting a tree in honor of all the community volunteers who make Chase a more desirable place to live. The tentative date is Thursday, April 14, 2016 – watch our website and LED sign for more details!





PROOF SHEET FOR:
Village of Chase

PROJECT DESCRIPTION:
18"x24"x3mm
aluminum composite
sign w/digital print

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funksigns.com
Tel. 250.372.3636
Fax 250.374.3636
1506 Lorne Street East
Kamloops, BC V2C 1X5

ATTENTION BOATERS

Don't Move a Mussel!

CLEAN, DRAIN & DRY YOUR BOAT



CLEAN off all plants, animals and
mud from your boat and equipment
(e.g. boots, waders, fishing gear). Use
available power washing stations.



DRAIN onto land all water from
bait buckets, live-wells, pumps, motor,
bilges, and remove drain plugs.



DRY all items completely before
launching the watercraft into another
body of water.

CHECK HIDING SPOTS FOR INVASIVE SPECIES:



Thank you

VILLAGE OF CHASE



- ☐ Approved, please proceed
☐ Approved with changes
☐ Submit revised proof
with changes as indicated

Your Notes
Comments
Changes

Name: _____

Title: (if applicable) _____

Tel: _____



Village Of Chase ***Administrative Report***

TO: Mayor and Council

FROM: Director Financial Services

DATE: 07 April 2016

RE: Report on Metered Utility Test Billings

ISSUE/PURPOSE

Test billing was implemented over the past year to obtain feedback from the water users on the proposed billing structure.

This report and its recommendations will provide guidance to Administration in preparing the draft by-laws, rates and charges, as well as supporting information for the public to assist them in understanding the system of billing that will be implemented. Council may wish to hold a public meeting at which people can express their opinions on the proposed system. The goal is to implement the new metered billing system in the current year.

HISTORY/BACKGROUND

Three four-month test billings were administered. Each included what the costs of the water would be for those periods based on the test water rates proposed.

Significant feedback was received (52 written responses) and approximately 100 calls and personal meetings were received. The written responses have been summarized and Administration's perceptions of the phone inquiries are included here. Copies of the written responses are available for review and include a summary page.

DISCUSSION

Summary of community responses

Most comments included a dislike for the increase in costs. Interestingly, even individuals whose billings went down commented on increases in charges. While most of the accounts saw an increase in costs, these increases were less than the parcel tax, resulting in a net reduction in charges.

It appears that the removal of the parcel tax and its overall impact on people's water billing was not well communicated as this piece of information was not raised by most respondents.

Of the written and in-person/phone call response, only a handful were angry. These individuals raised concerns that charging fees based on metered consumption is unfair and they are totally opposed to this type of billing. Most people noted their concerns for the increase in rates but have a fundamental understanding of why the increases exist.

In the first two test billing cycle, the sewer usage costs were based directly on the water usage costs. The most significant concern was this direct relationship. After discussions with individuals, it was gleaned that approximately two thirds of the respondents are in favour of utilizing individual winter average consumption for sewer throughout the year, and one third are in favour of a flat rate or community average being applied.

Most people accepted the proposed fee structure, although there is a divide within the community between a higher or lower proportion being consumption based. The division matches the divide between high and low consumers.

The following comments were also made:

- All village parks and facilities should also be metered and pay for water
- A multiple rate system should be implemented to charge higher fees to large volume users
- Some consideration should be given for businesses when they close
- Concerns about the method of notification required for house sales or tenant changes to allocate charges if they are based on consumption

Special Cases

- Areas in which services are not available and cannot be connected should not be charged for the service flat rate
- Private members RV Parks (other than year round caretakers for example) should not be subject to annual billing if most of their residents are living there only from 15 April to 15 October each year.
- Hotels and Motels, business facilities, campgrounds, Schools, Hospitals, Extended Care facilities and similar accommodation types have several units for rental or use but they are not the equivalent burden on the infrastructure as an equal number of homes. A special unit rate should be applied for the flat rate structure. There should be more emphasis on the consumption rate for water, less on the flat rate
- Council should also consider certain categories of users who may have special needs for health care purposes. Their personal situations may require the consumption of large amounts of water for medical reasons
- Special requirements from Interior Health for certain businesses may require large amounts of water for certain operations

Review and Analysis of the Test Results and Options

The original rates established for the tests were based on several criteria:

1. Council did not wish to use the change to metered system to generate more funds in the first year of implementation

The test rates utilized generated approximately 10% more funds than anticipated. Garbage was down 1%, water was up 14% and sewer was up 15%. The tests illustrated that some of the assumptions made regarding units etc. were incorrect. There is general support for the necessity of funding utility costs, but most respondents favor a gradual increment. Based upon the direction council gives, Administration will develop new rates that do not increase the overall revenues generated by utilities in the first year of implementation.

2. We attempted to generate approximately a 50/50 split on Flat rate vs consumption which came in fairly close;

There is a divide within the community regarding the weighting of the consumption charge vs the flat rate charge. The divide corresponds generally with the use of water. We will need some guidance from council regarding the type of weighting guideline they wish to follow.

3. We utilized a universal residence unit model.

The tests worked well for apartments, mobile home parks etc., but did not work for hotels, motels, hospitals, schools and other types of specialized facilities. The flat rate charges for these facilities become extreme when charged in this manner. An alternative would be the utilization of the meter size to represent the flat rate requirement. A 2" meter would be charged at a ratio of 4 times as much as a one inch meter based on the flow capabilities of the various meters. This would normally reduce the billing for flat rates for those properties not equivalent to a number of single family dwellings.

4. We utilized a direct water consumption relationship for sewer consumption in the first two test cycle

A large majority of the respondents were opposed to the direct linkage of the sewer charges to the volume of water consumed, indicating their opinion that it is an unfair and unreasonable linkage.

As reported earlier, 2/3 of respondents favour the usage of winter water consumption volumes for estimating the summer sewer charges, adjusted for those people who vacate their properties in the winter time. This system appears to be possible and would provide the most accurate sewage charge relationship. It is supported by Administration.

5. We utilized a single water consumption rate.

There were a few people who felt that a multiple level rate should be used to encourage individuals to conserve water by charging higher rates for excess usage. This can work, but it can also have unintended consequences for industrial users. It could require the implementation of special rates for businesses who utilize large volumes of water. Establishing workable ranges can be difficult. Council's direction in this regard is requested.

6. When business premises become vacant

Currently there is no process for handling a reduction in costs if businesses become vacant. The flat rate charges continue and if any water is used there will be a charge. Council's direction is requested in relation to this situation.

7. When people sell or change ownership

Currently there is no process in place to handle notifications of change of ownership in terms of performing readings and calculating prorated billings based upon the time of occupancy. It is not required that the utility costs be allocated on a pro-rata basis when ownership changes, but I would recommend it. Council's direction on this situation is requested.

8. Meters are not installed on all municipal properties

This makes it difficult for us to monitor all of the consumption of the village and costs are not all allocated appropriately. I recommend that council approve a policy of installing water meters in all facilities for the purpose of monitoring water usage and allocating costs between departments.

9. When access to water or sewer lines is not possible

Those individuals who do not have the capability to connect to our system feel very strongly about being required to contribute through flat rate charges towards the cost of providing utility services. Throughout the Province there are various approaches to the problem. The two most common involve parcel taxes for the service even though the people do not receive it, and the other is to charge no fees until the opportunity to connect is available and charge a connection fee for the service at that time. The Village's parcel tax did not charge those who could not connect. I recommend the use of a fee at the time of installation of the service to the area to offset major costs for providing the service to an area. If the service is available but not connected a base charge would be levied, and when they are connected a connection fee to cover costs of connection should be levied.

10. Special consideration should be given to individuals with special needs for water

A few individuals or businesses may require large quantities of water for health reasons. Direction from Council is requested regarding the provision of guidelines to enable staff to handle such requests administratively.

11. Billing periods were based upon the Tri Annual system utilized in the past

There were concerns about the December tri annual billing being issued in mid-December and being due and payable prior to the end of December with unpaid balances being rolled over to taxes in January. The billing system requires that invoices be issued following the meter reading for the end of the period being billed. The old manual system could be billed in advance, and the new metered system cannot. For timing purposes and to make the system relatively accurate, we will perform a monthly meter reading. It is recommend that we bill quarterly and that the billing dates be end of January, April, July and October. This will provide people two months to pay their accounts prior to the January roll over to taxes.

12. Parcel Taxes switch over to utility billing.

As indicated earlier, most people did not notice the intention to cancel the parcel taxes being levied (\$78,000 for water and \$218,000 for sewer), which has an impact upon the utility charges. There are a large number of multiple residential (mostly Mobile homes, but also apartments) which do not contribute under the parcel tax. The change in procedure will increase their contribution and reduce the individual home owner portion. In a case of 50 mobile homes on one parcel, they contribute per year \$6 each while a single family contributes \$300. This is a situation where the change to the utility billing system converts the charge to a more equitable system. The fees charged to multiple residential users are reduced since the individual connections and lines are provided by the owner of the park.

Administration recommends that Council proceeds with the change to cancel the parcel tax and move the costs on to the utility billing. In this case, a surcharge will need to be established to collect the 4 month portion not collected in the April flat rate billing system. This would amount to approximately \$100,000 additional charge which could be spread over the next three billings or levied all on the July billing.

13. Implementation of the metered billing system.

Many people wish to have the opportunity to speak to council about their issues and concerns for the utility billing system. In order to provide this opportunity, I suggest that Council approve issuing the April utility billing under the old flat rate system with the intention of issuing the first metered billing based upon the meter readings from mid-April to

mid-July 2016. This will enable us to prepare detailed information for the public and enable council if it wishes to have a public meeting to discuss the final selections for rates and procedures.

Staff will have guidance from this meeting and time to develop detailed bylaw and information for the public to have a better understanding of how the system will probably work.

14. Mobile home parks billed to owners, not to residents

At this time all except one mobile home park utilities are billed to the owners. Several parks were set up with individual meters on each unit, and several parks have only a group meter. Information was not provided to individual metered units, only the persons receiving billings were provided data. It is technically private information, but we did advise them to get the information from their owners.

Each owner receives information on every unit that is metered to enable them to address any problems, and the information can be utilized by them privately. Many residents of mobile home parks thought they were to receive the bills directly. The problem with billing directly to the mobile home owner, the unpaid bills become part of the delinquent tax arrears and subject to tax sale. The utility portion may exceed the taxes levied. Mobile homes are very difficult to handle in a tax sale because the values are generally low and it may be necessary for the new owner to move to a new location, leading to additional costs which are difficult to recover.

As less than half the parks have individual meters, there is no way to provide everyone with individual consumption billings. Direction from Council is requested on this matter.

Other Considerations

Other matters that will be addressed in the bylaw include:

- a) Dealing with leaks. Provide for reduction of charge when a leak has been repaired.
- b) Authority for public works to turn off water if bills are not paid
- c) Authority to handle meter repairs and charges
- d) Request for testing of meters
- e) Requests for detailed meter reports
- f) Electronic billing procedures

FINANCIAL IMPLICATIONS

It is the intention of Council that there is no overall change in revenues collected for the 2016 budget as a result of the change in billing structure. It does alter the timing of revenues since the parcel tax is no longer collected with taxes at end of June. Utilities can no longer be billed and collected in advance since consumption cannot be calculated.

RECOMMENDATION

That Administration be directed to prepare draft bylaws and public information to replace the flat rate utility billing system with a metered water consumption billing system utilizing the following guidelines:

- 1. That the rates established generate the budgeted revenues for 2016;**
- 2. That the balance between consumption revenue to flat rate charges be approximately 60% consumption based and 40% flat rate based for water and sewer;**
- 3. That the base rate be established for single family residential units and that a rate based upon meter size multiples be utilized for specialized units such as schools, hospitals, hotels, motels etc.;**
- 4. That sewer consumption be based upon the low volume winter months which will be applied to the summer months based upon individual consumption and winter vacant homes will be charged a minimum consumption volume based upon community residential average during the summer;**
- 5. That multiple rates based upon different volumes will not be considered at this time;**
- 6. That vacant premises will not receive any consideration on their flat rate component;**
- 7. That a notification system for properties changing ownership will be established with final invoices being sent to the old owner, but the bylaw will include requirements that unpaid utilities will be rolled onto the tax bill of the new owners;**
- 8. That meters be installed within all municipal properties that utilize water, and that the water usage be charged to the appropriate departments;**
- 9. That those properties that have no ability to access a waterline or sewer line will not have any charges for the service, but if access is available and there is no connection a base charge will be levied;**
- 10. That if a resident has special needs for large quantities of water they may apply for assistance to reduce hardship;**
- 11. That a quarterly billing period be established with bills to be issued at the end of April, July, October and January.**
- 12. That parcel taxes for water and sewer bylaws be repealed and the charges moved on to the utility bills;**
- 13. That the uncollected January to April parcel tax levy be collected with a special surcharge on the July 2015, October 2015 and January 2016 billings**
- 14. That mobile home parks utilities not be billed to the individual residents even if they have individual meters (except for the one park already being billed individually)**

Respectfully submitted,

Original Signed

Leif Pedersen, Director of Financial Services



VILLAGE OF CHASE

Memorandum

Date: April 12, 2016
To: Mayor and Council
From: CAO
RE: Policy for Purchase of Alternative Personal Protective Equipment
by members of the Fire and Rescue Department

The Village's Fire and Rescue Department has requested approval for members to purchase alternative personal protective equipment for use by them instead of the 'standard issue' equipment during practices and call-outs, and for them to take with them the purchased items upon resignation or dismissal from the department.

A policy is attached for Council's consideration – the following summary is provided:

- The Village purchases 'standard issue' personal protective equipment for fire fighters including gloves, boots, helmets, balaclavas, jackets, and pants
- The Village has recently purchased some more expensive protective equipment (boots) for members who have proven their dedication to the department for five years or more – these items last longer than regular boots, and can be re-soled and repaired – life span of 5-7 years for regular boots and 10-15 for leather boots that are more comfortable and easier to work in provides a small incentive for members who have shown longer term dedication to the department – if these individuals wish to have these boots once they leave the department they are permitted to purchase them
- Some of the members of less than 5 years are interested in purchasing their own more expensive personal protective equipment that they would be able to take away with them if they resign (or are dismissed) from the department
- A process has been developed whereby if a member in good standing wishes to purchase their own alternative to the standard issue personal protective equipment they are permitted as long as there are earned funds in their call-out/practice pay account and they have given prior written permission to the Village to deduct the cost of the items from their call-out/practice pay
- Purchase of items will only be permitted when the office accounting staff have authorized that the earnings are present

RECOMMENDATION

“That Policy FD-7 Purchase of Alternative Personal Protective Equipment be approved.”

Original Signed

Respectfully submitted,
Joni Heinrich, CAO

FD – 7 Purchase of Alternative Personal Protective Equipment

Date Adopted:

Revised:

Date Effective:

Special Notes/Cross Reference:

POLICY: Members of the Village of Chase Fire Department are permitted to purchase alternatives to the personal protective equipment supplied by the Village such as boots, helmets, gloves, balaclavas for their use while active members of the department and may, upon resignation or dismissal from the Fire Department, take these purchased items with them.

PURPOSE: It is the purpose of this Policy:

- To provide a mechanism by which members of the Village of Chase Fire Department may purchase alternatives to the personal protective equipment supplied by the Village, to utilize while an active member of the department
- To permit members who have purchased alternative personal protective equipment to be taken from the department upon resignation or dismissal

DEFINITIONS: Alternative Personal Protective Equipment means personal protective equipment that is an alternative to the personal protective equipment that is supplied by the Village. Any alternative personal protective equipment must be approved for use in fire and training situations to the same level as is the personal protective equipment supplied by the Village.

Equipment means personal protective equipment such as boots, balaclavas, helmets, gloves and other equipment donned by a member for use during practices and fire call-outs.

Member shall mean a member of the Village of Chase Fire Department who is in good standing, having successfully completed the required probationary period and is a regularly attending/participating member of the department.

PROCEDURES:

1. Initial Request for Purchase of Alternative Personal Protective Equipment

A member must, in writing, indicate their wish to purchase alternative personal protective equipment, and such equipment must be specifically indicated in the written request (i.e. specific type of equipment, material, any other pertinent details).

Such request will include the member's signature authorizing the purchase cost be deducted from the members earned call-out/practice pay.

2. Approval of Request Prior to Purchase

In order that the request be approved, it must be reviewed by the Village's accounting staff to ensure the member wishing to purchase the alternative personal protective equipment has earned enough in practice/call-out pay that has not yet been paid out, in order that the purchase of the alternative personal protective equipment can be paid for entirely by the call-out/practice earnings at the time of purchase.

3. Purchase of Alternative Personal Protective Equipment

Purchase requests for alternative personal protective equipment will only be executed once the required paperwork is completed and authorized by the accounting staff as indicated in Section 2.

4. Record of Purchases

A record of individual member purchases for alternative personal protective equipment will be held by the Fire Chief and the Accounting office for reference where needed.

5. Liability for Lost/Stolen/Damaged Alternative Personal Protective Equipment

Any member of the Fire Department who purchases alternative personal protective equipment will be solely responsible for any loss, damage or destruction of alternative personal protective equipment during at all times.

The Village will replace any damaged alternative personal protective equipment with regularly supplied personal protective equipment and only when such damage occurs due to normal practice and/or call-out situations.

6. Unclaimed Equipment Upon Resignation or Dismissal

If a member resigns or is dismissed and does not take his or her personally purchased alternative personal protective equipment with him or her, and the equipment is not claimed within 3 months of the date at which the member was deemed to have resigned or was dismissed, the equipment will become the property of the Village of Chase.

7. Longer Serving Members-Over Five Years

Members in good standing with the department for more than 5 years may be issued alternative personal protective equipment for use during call-outs and practices. If these members wish to purchase this equipment they are permitted to do so, as per the guidelines outlined above.



VILLAGE OF CHASE

Memorandum

Date: April 12, 2016
To: Mayor and Council
From: CAO
RE: CPR Rail Crossings – Required Upgrades

The Village of Chase has been informed by CP Rail of required upgrades to both the Pine Street and Aylmer Road crossings.

As with other crossings of roadways over rail rights-of-way, by virtue of owning the roads within its jurisdiction the municipality is responsible to pay for a large portion of the costs associated with the crossings.

The estimates provided by CPR for the costs payable by the Village of Chase are as follows:

Pine Street

Concrete Panels	\$23,000
Paving	\$10,000
Traffic Control	\$10,000
Equipment Rentals	<u>\$25,000</u>
Total	\$68,000

Aylmer Road

Concrete Panels	\$15,000
Paving	\$ 6,000
Traffic Control	\$ 5,000
Equipment Rentals	<u>\$15,000</u>
Total	\$41,000

The Village of Chase has agreed to provide directly for the paving and traffic control in both cases, reducing the estimated costs to the Village by approximately one quarter for those components. CP Rail representatives have also informed the Village that the cost estimates are high to ensure that there are no surprises or cost overruns.

As these costs were not budgeted in 2016, Administration has requested and has received approval for the costs to be paid back to CP Rail over a five year period. All expenditures will be paid for out of the Public Works capital budget.

RECOMMENDATION

That the report regarding the Village's costs for upgrades to the rail crossings at Pine Street and Aylmer Road be received as information.

Original Signed

Respectfully submitted,
Joni Heinrich, CAO

Village Of Chase

Administrative Report

TO: Mayor and Council

FROM: CAO

DATE: April 12, 2016

RE: Application to Vary provisions of Village of Chase Zoning Bylaw
1025 Okanagan Avenue - DVP #1-2016

ISSUE/PURPOSE

To obtain approval from Council to proceed with public notification for the application to vary Section 4.9 of the Village's Zoning Bylaw pertaining to vision clearances at intersections and Section 6.9 pertaining to the maximum height of accessory buildings.

OPTIONS

- 1. Authorize Administration to proceed with the public notification process associated with DVP application #1-2016. This process involves notifying residents within a 50 meter radius of the subject property. No public hearing is held for such a situation, although Council may if it wishes hear from anyone at the meeting at which it will consider the variance.**
- 2. Do not authorize Administration to proceed with the public notification process.**

BACKGROUND

The owner of 1025 Okanagan Avenue wishes to construct a detached garage and carport as an accessory use to the principal building, adjacent to the lane backing onto the property. (see drawing #1 attached)

The owner is requesting consideration of two variances to the Village's Zoning Bylaw:

1. Section 4.9 of the Bylaw provides regulations for vision clearances at intersections. It states that nothing is to obstruct vision clearance in the area bounded by the intersection parcel lines at a street or lane corner, and a line joining points alongside parcel lines 6.0 meters from their point of intersection (see drawing #2 attached).

The proposed carport structure will be constructed such that:

- One support post will extend into the 6m vision clearance area by 0.15 meters (0.5 feet/6 inches)
- The proposed carport roofline (overhang) will extend into the 6m (19.69 feet) vision clearance area by 1.32 meters (4.3 feet)

(see drawing#3 attached)

This variance request proposes to have a minor effect in terms of traffic negotiating the corner from Shaw Street onto the laneway. While the vision clearance will be obstructed by one carport post to a maximum distance of 6 inches, the vision clearance will not be obstructed by the overhang of the carport roof, except in exceptional cases where a very large vehicle is turning from Shaw Street onto the laneway.

2. Section 6.9 of the Bylaw requires the maximum building height for an accessory building be 5 meters (16.4 feet).
 - The property owner hopes to construct an enclosed garage which is proposed to be a height of 5.59 meters (18.3 feet) in height – this is a difference in height of 0.59 meters or 2.65 feet

In a technical context, this variance request does not post any safety concerns. The variance request may have an effect on neighbouring property views.

RECOMMENDATION

That Council authorizes Administration to proceed with the public notification process associated with the Development Variance permit application #1-2016, giving notification of Council's intent to consider the variance request at its meeting of April 26, 2016.

Respectfully submitted,

Original Signed
Joni Heinrich, CAO

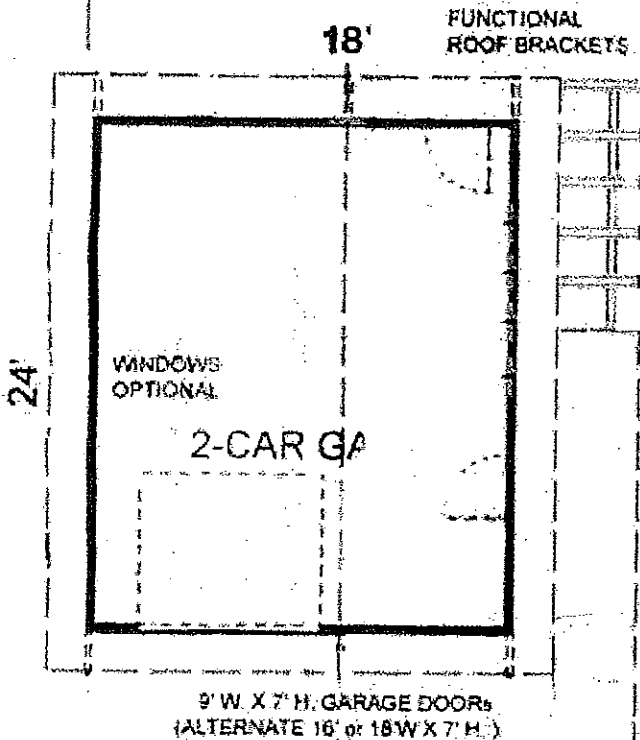
7. Drawing #1

ADJUSTED PLAN

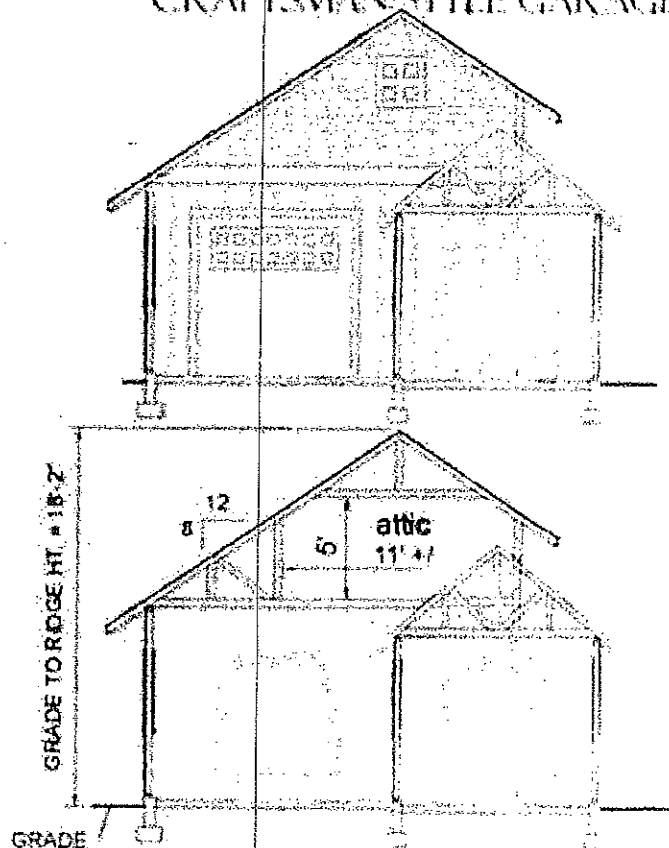


PLAN #576-14 CRAFTSMAN-STYLE GARAGE

NOTATIONS INCLUDED TO
ALLOW WRITING IN AN
ALTERNATE DEPTH DIMENSION
ON THE FLOOR PLAN (34' MAX.)



FLOOR PLAN
PROPOSED
CARPORT



CROSS-SECTION

CONCRETE FOUNDATION
PLAN INCLUDES FTG./STEM WALL
OR MONOPOUR SLAB/FTG/

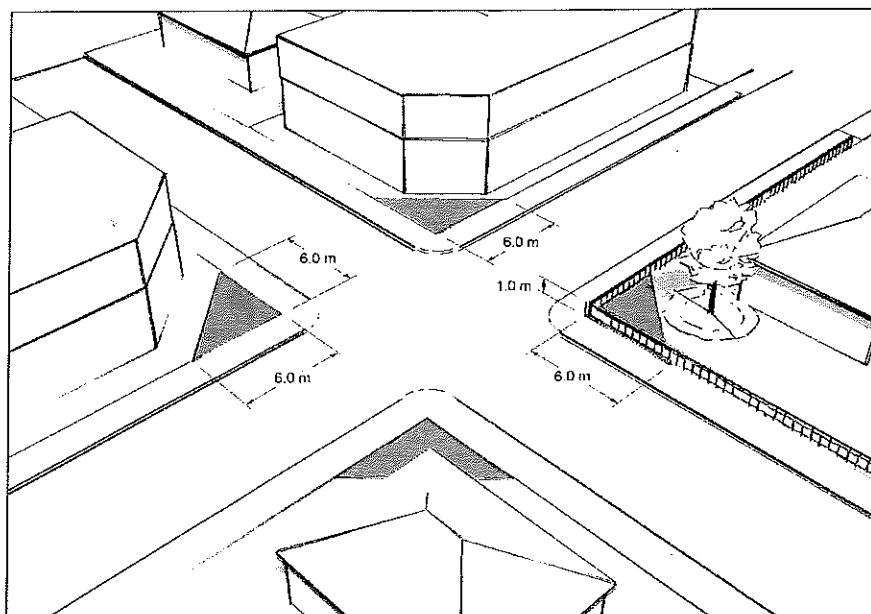
BEHM DESIGN PLAN #576-14

TO ORDER PLANS CALL 1-800-210-6776

Drawing#2

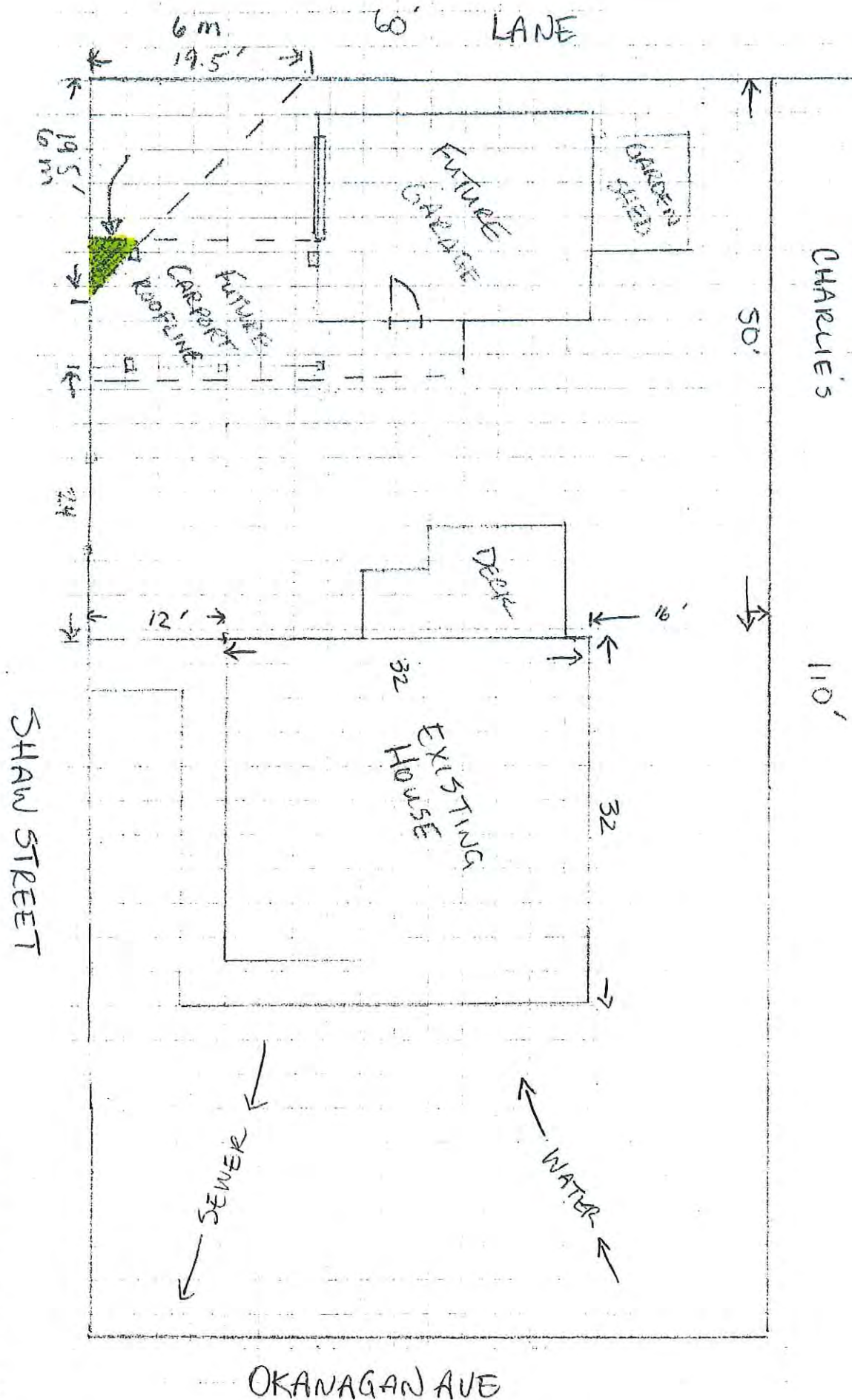
4.9 VISION CLEARANCE AT INTERSECTIONS

In any zone, no fence, wall or structure shall be erected to a height greater than 1.0 metre and no hedge, bush, shrub, tree or other growth shall be maintained or allowed to grow so as to obstruct vision clearance in the area bounded by the intersecting parcel lines at a street or lane corner and a line joining points along side parcel lines 6.0 metres from their point of intersection.



Drawing #3

7a.)



1 SQUARE = 3' X 3'



Village Of Chase

Administrative Report

TO: Mayor and Council
FROM: CAO
DATE: April 12, 2016
RE: Development Permit Application – 197 and 189 Shuswap Avenue
Home Hardware - Chase

ISSUE/PURPOSE

To obtain approval from Council for Development Permit No. 1-2016 for the property at 197 and 189 Shuswap Avenue associated with the expansion of several accessory buildings.

OPTIONS

- 1. Approve the Development Permit.**
- 2. Deny the Development Permit**

HISTORY/BACKGROUND

The property owners of 189 and 197 Shuswap Avenue wish to expand three accessory buildings associated with the business at that location. Council has approved a Development Variance Permit allowing for the expansion of the accessory buildings. A development permit is required in order that a building permit for the construction can be issued.

DISCUSSION

A Development Permit Area allows the municipality, through its OCP, to establish objectives and provisions of guidelines for the *form and character* of commercial, industrial or multi-family residential development.

The subject property is part of Area B – Highway Entry Corridor, and as such requires a Development Permit. The guidelines outlined in the OCP (attached as Schedule #1 to this report) are meant to provide direction to the property owner for appropriate screening, landscaping and large building articulation on areas that are seen from Shuswap Avenue or the Trans-Canada Highway.

In the current case, the three accessory buildings being expanded are behind the large retail building and are not in view of traffic on Shuswap Avenue. The property has some existing trees and plantings near the Southeast edge of the property adjacent to the Trans-Canada Highway – the property owner will be asked to retain these plantings (see attachment Schedule #2).

Expanded buildings are being constructed to the requirements set out in the Development Variance Permit and have been designed to be unobtrusive yet still functional for the operation of the business.

It is the opinion of Administration that the proposed development will, by virtue of its location behind the main large retail building and the existence of vegetative screening along the Trans-Canada Highway, meet the intent of the DP guidelines.

RECOMMENDATION

That Council approves issuance of Development Permit #1-2016.

Respectfully submitted,

Original Signed
Joni Heinrich, CAO

Development Permit #1-2016 Schedule #1



Official Community Plan
Bylaw Number 635, 2002

Category

Area B - Highway Entry Corridor

- .2.5 The Highway Entry Corridor Development Permit Area is designated under the *Local Government Act* in regards to the establishment of objectives and the provisions of guidelines for the form and character of commercial, industrial or multi-family residential development.

Area

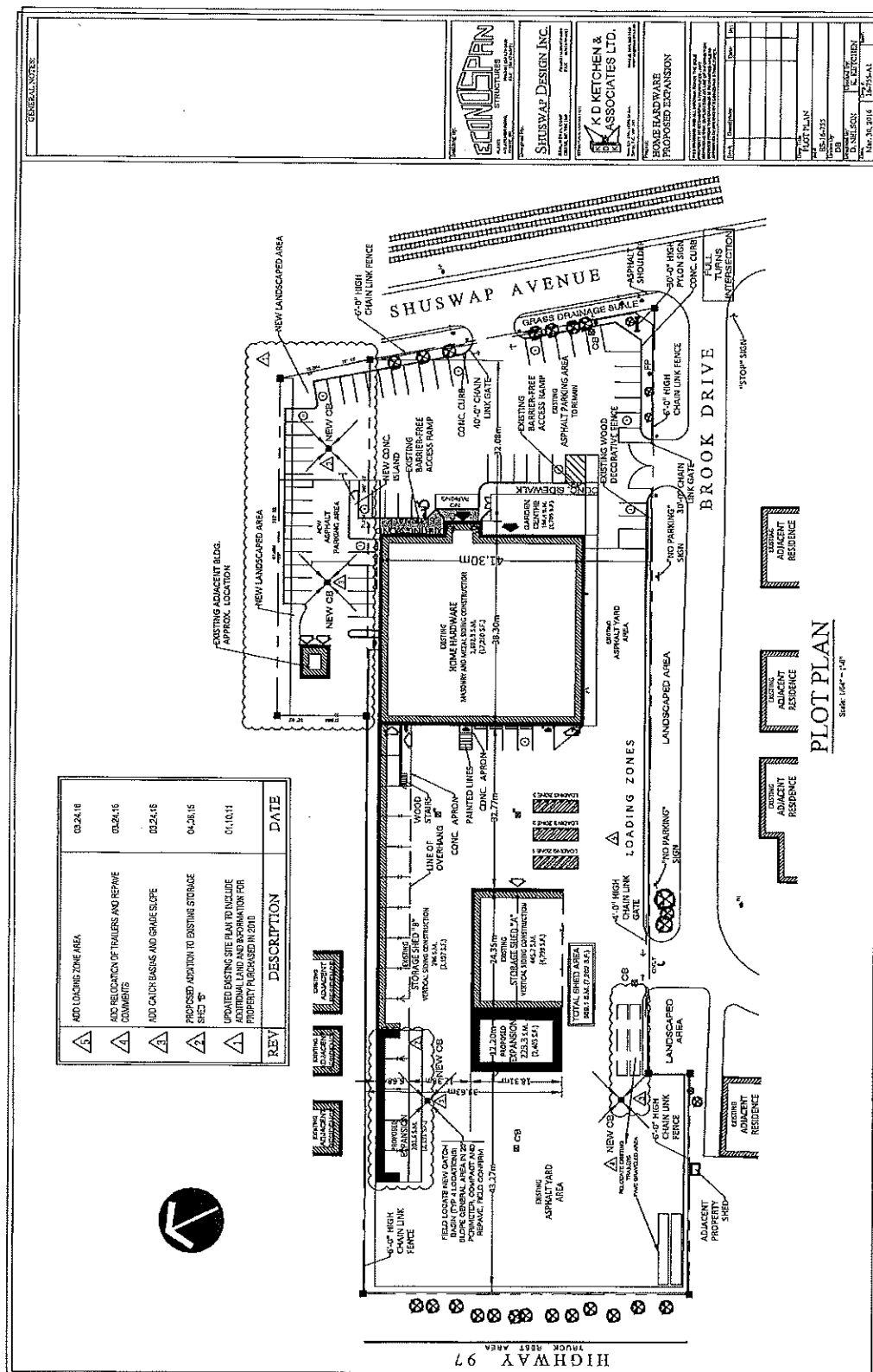
- .2.6 Development Permit Area B – Highway Entry Corridor as shown on Schedule C - Development Permit Area Map.

Justification

- .2.7 A portion of the highway entry corridor is visible to a high volume of traffic on the Trans-Canada Highway with the entire corridor providing the first impression of Chase for motorists entering from the southwest along Shuswap Avenue.

Guidelines

- .2.8 .a A landscaped and planted strip should be provided along Shuswap Avenue and the Trans-Canada Highway.
- .b Large buildings should be articulated by offsetting and planting to give the appearance of smaller blocks.
- .c Access should be from Shuswap Avenue whenever possible.
- .d Parking areas should be in smaller groups with visual breaks and landscaping.
- .e Free standing signs should be enhanced by landscaping or planting at the base.
- .f Signs should be carefully integrated into the landscape to form an integral part of the building. They should relate to the structure by means of colour, material or graphic association.
- .g Outdoor storage should be screened by planting, fencing or a screening structure to ensure that the storage is not visible from Shuswap Avenue or the Trans-Canada Highway.
- .h Building and site lighting should be designed to satisfy normal safety or security standards, not for advertising purposes.
- .i The use of fencing along roads or property lines should be discouraged unless there is an absolute requirement for security, screening or delineation of the property, or where the decorative aspect contributes to the specific design solution.





VILLAGE OF CHASE

Memorandum

Date: April 12, 2016
To: Mayor and Council
From: CAO for Fire Chief
RE: Road Closure Request – Fire Hose Testing

The Village's Fire Department is planning a hose testing session on Sunday, April 17, 2016 from 8:00 a.m. to 6:00 p.m.

They are requesting permission from Council to close the 800 block of Okanagan Avenue to traffic for the hose testing event. This would in effect close Okanagan Avenue from vehicle traffic.

The Fire Department has alerted Village Public Works about the proposed closure. The Fire Department will ensure that advertising is done through the Village office, and will be alerting the residents of the 800 block of Okanagan Avenue of the closure so they can make alternate arrangements.

RECOMMENDATION

That Council permit the closure of the 800 block of Okanagan Avenue (between Coburn and Chase Street) on Sunday April 17, 2016 from 8:00 a.m. to 6:00 p.m. for Fire Department hose testing.

Respectfully submitted,

Original Signed
Joni Heinrich, CAO



VILLAGE OF CHASE

Memorandum

Date: April 12, 2016
To: Mayor and Council
From: Deputy Corporate Officer/CAO
RE: Rain Barrels-Local Purchasing Opportunity

As most of Council is aware, the City of Kamloops is offering the purchase of rain barrels at a reduced cost to residents of Kamloops as well as to residents in the Thompson Nicola Regional District (which includes Chase).

Being a common and popular way to conserve water, and with Council's efforts to promote water conservation, it is being recommended that Council consider a separate purchase offering of rain barrels in conjunction with the Shuswap Experience Trade Show 2016 being held at the Art Holding Memorial Arena in Chase May 7, 2016.

Councillor Maki who is working with Councillor Egely in organizing the Village's booth for the Trade Show received some information from *Ecotainer Recycling Equipment & Containers* for 'Orbis System Rail Barrels'. The company is offering the following:

- The company will provide one rain barrel for display at the Trade Show for the cost to the Village of shipping (\$12.61)
- They will allow a pre-order purchasing procedure at a cost to individuals of \$60 (\$47.10 per barrel + 12.61 shipping). While this is \$5 per barrel more than the offer through the City of Kamloops, it would provide local residents with an opportunity to purchase a rain barrel and have them available for pick up right in Chase rather than having to drive to Kamloops for pick-up
- A total of 105 barrels must be purchased in order for the shipment to be viable for the company and for the costs per barrel to be kept low
- Promotion of purchase (pre-orders) can occur at the Trade Show and can be extended at the Village Office until the 105 quota is reached, at which time the barrel order can be placed
- The skids of barrels can be stored at Public Works - barrels can then be distributed from the Village office to those who have purchased them (a number can be stored in the basement and they are easy to carry)

Administration is able to work on an advertising poster for the Trade Show, and the pre-order opportunity can be advertised locally in the Chase Sunflower as well as on the Village's website and on social media.

RECOMMENDATION

“That Council authorize Administration to proceed with a pre-ordering process for a total of 105 rain barrels from *Ecotainer Recycling Equipment & Containers* for ‘Orbis System Rain Barrels’ to be promoted at the Shuswap Experience Trade Show May 7, 2016 and afterward through the Village office.”

Respectfully submitted,

Original Signed

Tammi Pretty, Deputy Corporate Officer
Joni Heinrich, CAO



RAIN BARREL PRE SALE

VISIT THE VILLAGE OF CHASE BOOTH AT
THE SHUSWAP EXPERIENCE TRADE SHOW

\$60



System Rain Barrel

55 Gallon Capacity

As part of the Norseman Environmental brand of products, the SYSTEM Rain Barrel can lower municipal water demands and save energy at water treatment facilities by reducing water pollution and storm water runoff. Rain water, free from chlorine and water treatment chemicals, is an excellent water source for lawns, plants and gardens.

FEATURES

- Unique shape and neutral color that blends into any garden-scape
- 208 litre / 55 gallon capacity
- Content of up to 50% recycled materials
- Mosquito mesh to keep bugs and leaf debris out
- Lid that can be screwed onto base for added safety
- Easy installation with existing downspouts
- Overflow hose that can be linked to another SYSTEM or can be directed away from the house
- Contoured, easy-to-use spigot
- Installation instructions, spigot, screws, overflow hose and clamp included
- Other colors availability
- Cover included

PRODUCT DETAILS

Product ID:	NPL 315
Diameter:	26.1"
Height:	34.0"
Capacity:	55 gallon / 208 litre
Weight:	16.0 lbs
Truckload Quantity:	1,035



SUSTAINABLE SOLUTIONS



ORBIS Corporation
(Formerly Norseman Environmental)
Corporate Headquarters
1055 Corporate Center Drive
Oconomowoc, WI 53066 USA

Phone 262-560-5000

Fax 262-560-5841

www.norsemanenvironmental.com
www.orbiscorporation.com



SYSTEMN

RAIN BARREL

INSTALLATION INSTRUCTIONS

WHAT'S INCLUDED

- 1 SYSTEMN Rain Barrel
- 1 SYSTEMN Rain Barrel lid
- 1 mesh screen, stainless steel (pre-installed in lid)
- 1 package containing:
 - 1 overflow hose, 4 feet long
 - 1 faucet, with washer and nut
 - 1 clamp for overflow hose
 - 4 screws, Phillips, for securing lid
 - 1 copy of installation instructions



TOOLS REQUIRED

- Screwdriver, Phillips, for lid screws
- Screwdriver, slot, to tighten overflow clamp, and to tap out overflow plug
- Pump pliers, to tighten faucet nut
- Hammer
- Tape measure and marker
- Hack saw, to cut downspout
- Spirit level
- Eye protection and gloves, (for cutting the downspout)

TO PURCHASE (OPTIONAL)

- If not already a part of the existing downspout, you will need a 45° elbow
- Extra clamp, 1-1/2" (for multiple installations)

LOCATING

The neutral colour of your SYSTEMN Rain Barrel makes it easy to blend in anywhere around your house. Naturally, it needs to be adjacent to a downspout and ideally not in the way of people traffic.

Make sure that the ground is firm, level and flat. A good idea is to use an inexpensive concrete paving stone, at least 30" x 30" in size, as a base.

Temporarily put the SYSTEMN Rain Barrel lid in place (don't screw it down yet) and place the rain barrel to one side of the downspout. Now's the time to decide if the location you've chosen is the right one or if you want to try somewhere else.

ASSEMBLY

Lay out all of the parts and make sure nothing is missing. Gather the tools required.

Faucet

Remove only the nut, insert the threaded end with the rubber washer on it, into the hole "A" at the front of the SYSTERN Rain Barrel. From the inside of the rain barrel, replace the nut. Finger tighten only, then with the pump pliers, tighten another ½ turn.

Overflow Hose

Decide on which side you want the overflow on. Using the slot screwdriver as a chisel, insert it from the outside into the overflow spout. With a hammer, gently tap around the edge of the disc covering the hole until the disc pops out. Make sure the clamp is open enough and locate it over one end of the hose. Apply some water to the inside of the hose to act as a lubricant and slide it onto the spout. Hand-tighten the clamp using the slot screwdriver.

Lid

The insect screen is assembled at the factory. Place the lid on the rain barrel and line up the four screw holes with the holes in the top rim of the barrel. Using the Phillips screwdriver, install the four #8 x 1-1/2" screws provided. Congratulations, your SYSTERN Rain Barrel is now properly assembled, sealed against entry of insects and safe for use around children.

INSTALLATION

Again - gather the tools required.

Location

With the rain barrel placed once again adjacent to the downspout, measure and remove enough downspout (using the hacksaw) so that there is enough room to attach (or re-attach) the 45° degree elbow and still allow the rain barrel to fit easily underneath, with about 2" clearance to the lid. Be careful of sharp edges.

Overflow Hose

Place the free end of the hose into the lower portion of the downspout. If you wish, you can also connect the hose to additional piping that will convey the excess rain water to another part of your garden. Whatever you do, ensure that the hose is directed away from the building.

All you need now is rain! Attach a garden hose to the faucet or fill a watering can to water your lawn, garden and plants.

MAINTENANCE

The SYSTERN Rain Barrel is virtually maintenance free. Periodically brush the screen to free it of any accumulated debris, especially roof shingle gravel. That's it!

Spare Parts

The faucet is standard, as are the screws and clamp and, along with the overflow hose, can be obtained from any DIY home or building supply outlet. The overflow hose and clamp can also be obtained from any pool supply store. If a replacement screen is required, it can be obtained by e-mailing info@norsemanenviro.com.

WINTERIZING

In those municipalities where winter temperatures can dip below freezing, it is very important to winterize your SYSTERN Rain Barrel. Before the first frost it is recommended to discontinue use of your SYSTERN. First, open the faucet to drain most of the water. Next, remove the SYSTERN Rain Barrel lid and tip the barrel to empty any residual water. The overflow hose can remain connected. Clean both the lid and barrel using a brush with some dishwashing liquid and warm water (You could do this the next time you wash the car!) Thoroughly clean the screen by running a hose onto it from the underside of the lid. Store the barrel upside down so that water cannot re-accumulate. You may want to put a rock on top to prevent it from blowing around if you are leaving the unit outside. The downspout can be left as is to run onto the concrete paver or you can re-connect it to the ground storm drain (local regulations permitting).

Secwepemc Cultural Community Day

(Professional Development Day - School District 73 & 83)



CO- SPONSORED BY

- ♦ Adams Lake Band
- ♦ Bonaparte Band
- ♦ Little Shuswap Band
- ♦ Neskonlith Band
- ♦ Qwemstin Health Society
- ♦ Simpcw First Nations
- ♦ Skeetchestn Band
- ♦ First Nations Health Authority

*Rebuilding our connections with
our secwepemc communities.*

Monday April 18th, 2016

Time: 8:45am

Venue: Quaaout Lodge

& Talking Rock Golf Resort

(1663 Little Shuswap Lake Road, west)

Some Activities include:

- | | |
|-----------------|----------------------|
| ♦ Canoeing | ♦ Scavenger hunt |
| ♦ Story Telling | ♦ Guest Speakers TBA |
| ♦ Hand Drumming | ♦ Pithouse |

All hand drummers welcome!

For more information contact:

Dawn Francois
250.679.3702



Working Together 6th Annual Traditional POWWOW

June 24, 25 & 26, 2016

Neskonlith Powwow Grounds

(7km west of Chase, BC)

Host Drum: Star Child, Vancouver

MC: Gord Cuthbert, Vancouver

Arena Director: Everett White, Arizona



Specials:

Tiny Tots – mixed

Junior Girls – mixed

Junior Boys Grass

Mens Grass

Womens Golden Age

Mens Golden Age

Registration Table:

- Vendors/booths
- Drummers
- Dancers
- Hand drum contest
- Drum group contest
- Princess & Lil Brave Pageant
- Lahal tourney
- Bingo @Nesk Hall
- Texas Hold'em

**Powwow Society
will have a
Bannock Booth**

Only concession
permitted selling
Bannock during
this event

**Loonie Auction
Table**

**Grand Entry
@7pm Friday**

*Everyone
Welcome to attend*



~ Free Admission & Free Camping ~

**The Working Together Powwow Society will be serving Saturday / Sunday
breakfast & Saturday supper at Neskonlith Hall free of charge.**

**Powwow Committee & Chief/Council are NOT responsible for lost, stolen or
injuries while attending this event.**

**Absolutely No Drugs or Alcohol allowed on the grounds.
Security on Grounds Full-Time**

Contact Informtaion

Lucille Martin Ph: (250) 819-1508 Ph: (250) 679-8098

E: snjootli@rocketmail.com

Order of Business
Page 65 (12Apr2016)

February 15, 2016

SILGA RESOLUTION

Re: Integrity Commissioner for Local Government

WHEREAS the current legislative tools available to local government in British Columbia regarding matters of questionable conduct and breaches of code of conduct of elected officials result in expensive quasi-judicial processes, eroding public confidence, strained internal relationships, and produce limited viable outcomes;

AND WHEREAS elected officials in local government do not have access to independent advice regarding conflict of interest or other matters related to Codes of Conduct, nor an effective process to objectively resolve contraventions, accusations or public complaints;

THEREFORE, BE IT RESOLVED that UBCM lobby the Provincial Government to enact enabling legislation that would empower local governments with the ability to appoint local independent Integrity Commissioners who would serve the public and elected officials in an advisory, educational and investigative role in the application and enforcement of Codes of Conduct.

Office of the City Clerk
1435 Water Street
Kelowna, BC V1Y 1J4
TEL 250 469-8645
FAX 250 862-3315
kelowna.ca

Background:

The *Community Charter* addresses ethical considerations for elected officials in Part 4, Division 6 and 7 with legislation related to conflict of interest. There is no legislation in British Columbia however that speaks to, or provides for the adoption of enforceable Codes of Conduct. Local Governments in British Columbia are increasingly aware of the impacts, both to public confidence in political processes and unnecessary legal costs, when the definitions of conflict, ethics and integrity for an elected local government official are not commonly shared, and/or are challenged.

Furthermore, the current legislated authority to enforce and/or impose restrictions or sanctions for elected officials distracts from good governance. The process relies on a local government to act in a quasi-judicial setting towards a member of their own board or council. When there are questions or challenges, the involved elected official is left without independent advice or is compelled to engage independent legal counsel of their own. These processes are divisive and costly, and distract from the priority business of the local government. When the process requires the involvement of a corporate lawyer to ensure procedural fairness, the costs and stakes escalate.

Within British Columbia the two recent court cases of *Barnett v CRD* and *Skakun v Prince George* have established the required procedure for local governments and also highlighted the need for a different and more effective process.

Local governments across Canada are developing Code of Conduct policies in order to help guide and inform elected officials, staff and the public with regards to expectations related to acceptable conduct while in office as well as clearly defining roles and responsibilities. The Provincial Governments in Alberta and Saskatchewan are amending current legislation related to the establishment of codes of conduct at the local government level. The City of Calgary, in early 2015, voted to create a part time Integrity Commissioner.

In Ontario, legislation provides a model for local governments with the option to adopt a Code of Conduct for members of Council and local boards through their own bylaws. This voluntary legislation also enables a Local Government to appoint an Integrity Commissioner to address the application of the Code and, if delegated, the procedural and policy decision-making authority related to the enforcement of Codes of Conduct. While investigation and regulation are part of the role, the Ontario experience in several municipalities demonstrates the positive role of an Integrity Commissioner in an advisory capacity to elected officials.

The proposed resolution to allow the option of appointing an Integrity Commissioner would serve to strengthen the foundation of good governance for local governments in BC. An Integrity Commissioner in an advisory role could further educate and inform elected officials and the public on acceptable conduct for political leaders as defined by a local government. Furthermore, an Integrity Commissioner could establish a process to conduct impartial investigations into informal or formal complaints from the public and/or elected officials that would serve as a supplement to existing statutes, documents and policies that govern the conduct of elected officials. It is further expected that the Integrity Commissioner could be empowered to recommend appropriate sanctions or dismiss unfounded claims all in a transparent public venue.

The Province is in a unique position to enact legislation to include the appointment of local independent Integrity Commissioners that would better meet the needs of local governments, their elected officials and the public in service to their community.

-----Original Message-----

From: info@localchoicebc.ca [mailto:info@localchoicebc.ca]

Sent: Saturday, April 02, 2016 12:05 PM

To: Joni Heinrich

Cc: Tammi Pretty

Subject: Re: Local Choice in BC

Hi Joni,

Thanks for your reply and questions. First, I would like to let you know that all of the council in Chase should have received our e-mail. We are looking for individual councillors and mayors, or the collective council to endorse our initiative.

Our initiative is exactly what you alluded to in your first question. We believe that local governments in BC should be permitted in designing their own elections. We do not advocate for any specific reform or that any council should change their electoral system. We believe that municipal leaders should be allowed to have more flexibility, if they wish, to change how to run elections in their city or town.

We are doing this for multiple reasons. One being that cities such as Vancouver have asked to change their electoral process, multiple times, and have been denied each time. At the same time, Ontario Liberals will be introducing legislation, Monday April 4th, to give municipalities some more flexibility. Currently, the Local Government Act is quite restrictive on innovation on how elections can be held. We believe that if the federal government can change the rules on how elections are held federally, and if the province can change their rules on how elections are held provincially, then municipalities should be given the power to change how to run civic elections.

If you have any other questions, I would be happy to answer them.

Thanks you and cheers,
Keith Poore

On 2016-04-01 10:30, Joni Heinrich wrote:
Hello Mr. Poore,

One of our Council members received an email from you regarding your initiative.

As our Council makes decisions as a collective, she has asked that the item be brought forward to a Council meeting for discussion and consideration.

Am I correct in saying that Local Choice BC is not advocating any one particular type of alternative voting, but is simply advocating that local governments in BC be permitted to design their own elections? I understand there is of course majority rule, and proportional representation which has some variations (RCV for example).

If you don't mind me asking, what is the impetus for your campaign?

Thanks for your assistance.

RECEIVED
Village of Chase

March 14, 2016

MAR 16 2016

Original _____
File _____
Copy _____
Agenda _____

Village of Chase
Box 440
Chase, B.C. V0R 1M0

Re: Hire Local.
Attention Village Council,

This letter is to protest the hiring of people and businesses from outside of our community to be hired for tasks done within our Village. If someone is hired one of the stipulations should be that they are local. And I believe if a foreman is hired one of the stipulations should be that they live within the community!

I do realize that some jobs cannot be done by locals and must be tendered out. Even if they are not the low bid, but are from the community, they should be given preference.

This is my opinion. Thank you for listening!

Regards

Heide Dubbert



Village of Chase

PO Box 440, 826 Okanagan Ave,
Chase, British Columbia V0E 1M0

Office: 250. 679-3238
Fax: 250. 679-3070

www.chasebc.ca

March 18, 2016

Valerie Dubbert

Dear Ms. Dubbert:

RE: Your letter dated March 14, 2016 regarding the Purchase of Local Services

Thank you for your letter as noted above. We appreciate hearing from our residents and others in the community.

Your letter was addressed to Village Council – I am providing an initial response and will be sharing this response and your letter with Council on its April 12, 2016 public Council agenda. If you wish your letter not to appear on that agenda, please contact our office at 250-679-3282 prior to April 7, 2016 and ask to speak with either me or our Deputy Corporate Officer Tammi Pretty.

There are three issues addressed in your letter – I will respond to them separately.

1. You protest the hiring of people and businesses from outside of our community for work to be done within our community.

You may not be aware, that the Village of Chase does spend a lot of money with service providers in the Village. As an example, in 2015, the Village did business with Tony Adshead who does contract work for the Village with regard to water metering (he lives in Chase), Bill Banting who does construction work and lives in Chase, Ashton's Floor Covering Centre (Chase), Big O Tires, Chase Equipment & Supply Ltd., Chase Auto & Window Glass Ltd., Chase Medical Clinic, Chase Irrigation District, Gerald Twerdochlib, RBC (Chase), Clean Clothes by Kookaburra, Craig's Bakery, Chase Plaza Dollar Store, Home Hardware (Chase), JJ Mechanical, Last Chance Lumber (Chase), Lordco Auto Parts (Chase), Mascon Cable Systems, Matthey Brothers Ltd., MB Construction (Chase), NAPA Auto Parts (Chase), Nationwide Appliance (Chase), Patricia Ross Artistry (Chase), Peoples Drug Mart (Chase), Petro-Canada (Chase), Pete's Pizza and Pasta, Safety Mart, Shuswap Prairie Publishing (Chase Sunflower), Springhill Excavating, Chase Subway, Tag Auto Center, Team Equipment Ltd, and Tru Hardware (Chase).

In addition to the above businesses and contractors the Village of Chase patronizes, the Village also has four contractors (bylaw enforcement, animal control, community hall custodian and community liaison) all of which live in the Village of Chase.

There are some suppliers that the Village needs to engage that we cannot hire locally as these services are not provided by local businesses. For example, we cannot get paving done by a local company. We also cannot have some construction projects done by local contractors as they are complex and larger in scope than any local contractor can perform. Examples of these types of contracts include the construction of the water treatment plant, upgrades to the sewer treatment plant, some more complex construction projects at the Community Hall, Fire Hall and Village Office to name a few. Also, there are no security firms in Chase, no engineers, no water testing companies, no courier services, no safety and fire suppression equipment suppliers, no communications company to deal with our fire department and public works communications systems, no health benefit providers, no industrial cleaner suppliers, no document destruction companies, no office supply businesses, no computer supply businesses, and limited access to garden supplies and plumbing specialists.

2. Your second issue is the residency of the staff of the Village. You mention the public works foreman who does not live in Chase, and this should be a requirement of employment. At this time in our society's legislative situation, the Village is not permitted to require that any employee live within the boundary within which they work. In fact, RCMP members are not required to live in the boundary of the area they serve, and the same situation exists for teachers. Some other members of the Village staff do not live within the boundaries of the Village, as some members of the local RCMP detachment do not live within the Village. There are many teachers that do not live in Chase but teach at the Chase Elementary and Secondary Schools, and there are doctors practicing in Chase that live outside our boundaries.


You may be interested to know that some of the business owners/operators within the Village of Chase do not live within the boundaries of the municipality.

3. Lastly, you suggest that local persons/businesses should be given preference even if their costs are higher than service providers that are outside of the boundaries of Chase. Some of the costs to do business that are already done within the Village's boundaries are at a higher cost than services outside the boundaries. In addition, the municipality has rules it must follow in terms of how it engages service providers – there are provincial government rules as well as policies adopted by Council that try to ensure that the municipality gets the best 'bang for the taxpayers' buck' – if we engage local service providers simply because they are local, and we have to pay more money, that cost is reflected of course in the cost of property taxes, as that is how the Village generates funds to provide the services it does.

We hope this helps to clarify some of your concerns. Thank you again for writing.

Sincerely,

VILLAGE OF CHASE



Joni Heinrich, CAO



Chase & District Chamber of Commerce
Box 592, Chase, BC, V0E 1M0 ~ 400 Shuswap Avenue
Phone: (250) 679-8432 / Fax: (250) 679-3120
www.chasechamber.com email: admin@chasechamber.com

March 14, 2016
Re: Chamber Membership 2016

RECEIVED
Village of Chase

MAR 29 2016

Original _____
File _____
Copy _____
Agenda _____

Hello Village of Chase,

On behalf of the Board of Directors of Chase & District Chamber of Commerce, I thank you for your 2016 Membership renewal.

I am also enclosing more information on other benefits the Chamber could provide you with. If you are interested in any of them please let me know and I will provide you with further details. Other enclosures: Member's Certificate and the new Chase Visitor Guide.

Thank you for being a Member in good standing! If you have any comments or ideas of how we can help your business prosper please contact me to discuss. Your Chamber is here for you!

Sincerely,

Brenda Murray
Chamber Manager
Chase & District Chamber of Commerce

Chase... A Shuswap Experience!

BC CHAMBER OF COMMERCE



YOUR MEMBERSHIP CAN SAVE YOU MONEY.

Access exclusive member rates on:

- Employee Benefit plans
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- Hotels and Car Rentals - worldwide
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Chamber of Commerce Group Insurance is Canada's #1 plan for group benefits. The plan enables you to customize an employee benefits plan that matches your needs. Comprehensive medical, dental, disability options are available. The plan is available to all industries, including one-person firms, home business and farms. Chamber of Commerce Group Insurance provides a guaranteed renewable contract. Chamber members receive exclusive rates.



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First Data's Merchant solutions help businesses reach more customers by offering fast and secure payment processing options in tandem with a wide selection of devices. BC Chamber members are provided exclusive low rates on merchant services, credit and debit card transactions and products tailored to suit your business needs.



VERSA PAY™

VersaPay offers industry leading payment processing, credit card terminals and merchant accounts. VersaPay offers Chamber members preferential processing rates on Visa, MasterCard, debit and e-commerce.

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Payworks' innovative online solutions for payroll, human resources, and employee time management increase payroll accuracy and reduce costly errors. Features include: direct deposits, automatic government remittances, year-end tax filing/T4s submission and electronic records of employment. Payworks Chamber of Commerce affinity pricing offers members access to Payworks' payroll solutions at a member discount.



**PARK'N FLY.
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Canada's only national airport parking company, Park'N Fly offers BC Chamber Members exclusive, lower than web rates which can be used for both leisure and business travel. Chamber Members that travel frequently can register online to expedite their service and receive the discount automatically every time they park with us, additional services are included with rewards program.



The BC Chamber of Commerce hotel and car rental discount program is provided exclusively for our members and their employees. Access worldwide business and leisure travel discounts and car rental discounts. Chamber members access exclusive discounts on hotels and car rentals. Savings may be as much as 50%, and average 10 to 20% below market rates.

Find out more on exclusive member benefits at BCChamber.org

Mayor and Council
Village of Chase
826 Okanagan Avenue
Chase, BC V0E 1M0

March 21, 2016

RE: Chase Farmers' Market

The Farmers' Market would like to request the use of the curling rink parking lot as the market location for 2016, the same as previous years. We also request the use of the washroom for vendors, as in previous years, and ask if we may store a canopy, folding table and 2-3 folding chairs in the utility room during market months.

The market will run every Friday from 10 AM until 2:00 PM beginning the May long weekend and throughout the market season until Labour Day weekend. The location provides ample parking and space for both vendors and customers with visibility from Shuswap Avenue. It is also in close proximity to the Curling Club and we kindly ask for permission to use the washrooms as we did last year.

We are aware of the square dance group that uses the parking lot during their events. As we did in previous years, we would still hold the market in the parking lot as the market closes in the early afternoon and the vendors are gone before the majority of RV's arrive. Those that arrive early are able to enjoy a stroll through the market.

We have liability insurance in place for the market as well as membership with the BC Farmers' Market Association.

We appreciate your support in granting our request and keeping the market in the community. We look forward to another successful season.

Sincerely,

Connie Orr
Market Manager
250 679-2166
redtruckfoods@cablelan.net

2016 Chase Secondary Grad Fashion Show

Feb 4, 2016

The Grads of 2016 will be holding their annual Fashion Show on April 28 2016

This is an educational and entertaining evening for the entire Community. The Fashion Show is also the main contributor to the Grad 2016 fund-raising campaign.

A lot of hard work must go into the show to make it rewarding for both audience as well as the Grads.

During the evening's presentation of local fashions, we will also be holding a SILENT AUCTION as an additional fund raiser.

It is our hope that your business will be able to assist with a donation of merchandise, or a gift certificate that we may use in our silent auction. Even something small can be put together with others to create a basket of goodies.

It is a major fundraiser for us, and we hope you will consider helping us.

We would also like to welcome you to come and watch our Fashion Show on April 28th. It always proves to be an exciting event.

Thank you in advance for any help you can give.

Sincerely,

Chase Grads of 2016

For more information contact please contact

Thank you for your support!
Please call : Larry Copping
250 319-7519

April 1, 2016

Village of Chase

On behalf of the Chase Blades hockey team I would like to request your support as we attend this year's all native hockey tournament in Cochrane Alberta, April 15-17.

Chase Blades have long enjoyed traveling and representing our area in all native hockey events. Our club has had great success in BC tournaments and this will be our first trip into Alberta in 20 years. We have supported and represented chase for many years, including continually renting the chase rink to keep our skills up.

We fell we will be a competitive team at this tournament, and hope to bring back some hardware to Chase.

In order to attend this event we will be raising

\$ 900 for team entry fee

\$ 1600 for team hotel rooms

\$2500 total

Any financial assistance your organization can donate would be greatly appreciated.

Chase Blades Ice Hockey Club

Shawn Billy

250-572-2924