



AGENDA

Regular Meeting of the Council of the Village of Chase
to be held in the Council Chamber at the Village Office, 826 Okanagan Avenue, and via Zoom
on April 11, 2023 at 4:00 p.m.

Join the meeting from your computer, tablet or smartphone:

<https://us02web.zoom.us/j/85167300630?pwd=c0RXL2ZTbGdqYU1FM041TEx1eGRkUT09>

Or join the meeting using your phone:

Dial: 1-778-907-2071

Meeting ID: 851 6730 0630

Passcode: 445350

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Resolution:

“THAT the agenda of the April 11, 2023 Regular Meeting be adopted as presented.”

3. ADOPTION OF MINUTES

3.1 Minutes of the March 28, 2023 Regular Meeting

Pages 1-5

Resolution:

“THAT the minutes of the March 28, 2023 Regular Meeting be adopted as presented.”

4. PUBLIC HEARINGS

None

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

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

6. DELEGATIONS

None

7. REPORTS

a) Mayor and Council Reports

b) Staff Reports

Pages 6-12

8. UNFINISHED BUSINESS

8.1 Visitor Information Services – Proposal for Relocation

Page 13

Councillor Connett gave Notice of a Motion at the March 28, 2023 Council meeting. The report from Councillor Connett is to provide Council with additional information and rationale.

Recommendation:

Council direction is requested.

8.2 Street Sweeper Unit – Proposal for Village to Purchase Pages 14-15

Councillor Connett gave Notice of a Motion at the March 28, 2023 Council meeting. The report from Councillor Connett is to provide Council with additional information and rationale.

Recommendation:

Council direction is requested.

9. **NEW BUSINESS**

9.1 Development Permit DP2023-1 – Whitfield Landing (Chase Creek) Trail Pages 16-44

Report from the Director of Corporate Operations

“THAT Development Permit DP2023-1 be approved.”

9.2 Development DP2023-2 – 910 Sicamous Avenue Pages 45-57

Report from the Director of Corporate Operations

“THAT Development Permit DP2023-2 be approved.”

9.3 Council Code of Conduct Policy Pages 58-88

Report from the Chief Administrative Officer

“THAT Council adopt the code of conduct as presented.”

9.4 British Columbia Provincial Nominee Program Entreprenuer Immigration Regional Pilot (PNP-EIRP) Pages 89-91

Report from the Chief Administrative Officer

“THAT the Village of Chase suspend its participation in the PNP EIRP program in 2023, in order that other projects can be completed, and that the matter be revisited early in 2024 to determine whether there is staff capacity to re-new participation in the program.”

9.5 Road Closure – Shuswap Avenue Page 92

Letter from Ashton Sweetnam, Chase & Area Young Learner's Society

“THAT Shuswap Avenue be closed to traffic between Haldane Avenue and Chase Street between 10:00 a.m. and 2:00 p.m. on Saturday, May 13, 2023 for the purpose of Chase and Area Young Learners Society's Mother's Day event.”

9.6 UBCM letter regarding Provincial Land Inventory for Housing Pages 93-97

Recommendation:

“THAT the letter from Jen Ford, President of UBCM regarding a Provincial Land Inventory for Housing be received as information; AND

That staff compile a list of acceptable Village owned properties in Chase that could be used for housing and send the list to the Province of BC.”

9.7 Chase Secondary Class of 2023 – Dry Grad

Victor and Carmen Miller are organizing a Dry Grad event for 2023 Chase Secondary Class and are requesting a donation from Council for the event either by way of a one time donation, requesting customers donate when visiting the business, or by providing a prize for the event.

- In 2022, Council donated \$500 to the Dry Grad Committee
 - Currently there is \$2110.00 remaining in Council's grant-in-aid budget
- Council has a grant-in-aid policy which provide a process by which applicants can apply – the deadline for applications is November 30 in each year, with grants being considered by Council on or before February 28 of each year. Grants are not intended to provide on-going support for the same service, program or event. The policy also states that Council will set aside a portion of the annual Grants-in-Aid budget for allocation for Extraordinary Requests (those requests that are outside of the annual application deadlines) during the year.

Recommendation:

Council direction is requested.

10. NOTICE OF MOTION

11. OPPORTUNITY FOR PUBLIC TO SPEAK ON MUNICIPAL MATTERS

This opportunity is for members of the gallery to provide input on any municipal matter.

12. IN CAMERA

None

13. RELEASE OF IN CAMERA ITEMS

14. ADJOURNMENT

Resolution:

“THAT the April 11, 2023 Regular Meeting be adjourned.”



MINUTES

of the Regular Meeting of the Council of the Village of Chase
held in the Council Chamber at the Village office at 826 Okanagan Avenue, and via Zoom
on Tuesday, March 28, 2023 at 4:00 p.m.

PRESENT: Mayor David Lepsoe
Councillor Colin Connett
Councillor Ron Harder
Councillor Jane Herman
Councillor Fred Torbohm

In Attendance: Joni Heinrich, Chief Administrative Officer
Sean O'Flaherty, Director of Corporate Operations
Deb Lovin, Chief Financial Officer
Mike McLean, Deputy Corporate Officer (virtual)

Public Participants: 13 in-person, 3 via Zoom

1. **CALL TO ORDER** – 4:01 p.m.

2. **ADOPTION OF AGENDA**

Moved by Councillor Harder

Seconded by Councillor Herman

“THAT the agenda of the March 28, 2023 Regular Meeting be adopted as presented.”

CARRIED
#2023/03/28_001

3. **ADOPTION OF MINUTES**

3.1 Minutes of the March 7, 2023 Special Meeting

Moved by Councillor Torbohm

Seconded by Councillor Connett

“THAT the minutes of the March 7, 2023 Special Meeting be adopted as presented.”

CARRIED
#2023/03/28_002

3.2 Minutes of the March 14, 2023 Regular Meeting

Moved by Councillor Connett

Seconded by Councillor Harder

“THAT the minutes of the March 14, 2023 Regular Meeting be adopted as presented.”

CARRIED
#2023/03/28_003

4. **PUBLIC HEARINGS**

None

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

Jeanne Talbot of 303-743 Okanagan Avenue was in attendance representing the Lions. She expressed thanks for a longer term lease for the use of the Community Hall and noted the Schedule showing the rooms is incorrect and needs to be corrected.

Zilly Palamar of 141 Shuswap Avenue stated that the letters she has been submitting for Mayor and Council have not been put on Council agendas. She also noted that the Village should not be giving out grants-in-aid and the community hall usage should not be given to organizations at no cost.

Bev Iglesias of 621 3rd Avenue spoke about the water rate increases and suggested that with these increases the Village is 'double dipping' in the charges. The CFO explained that the Village in no way is double dipping, it is clear that the costs for water are higher than the fees collected and this needs to be addressed.

6. DELEGATIONS

Kelly McDonald, Community Health Facilitator, Healthy Communities with Interior Health provided a summary of past collaborations with the Village of Chase, including the Official Community Plan and the Active Transportation Plan and also discussed ongoing work, including transportation initiatives, diverse housing options and extreme heat response and adaptation.

7. REPORTS

a) Mayor and Council Reports

Mayor Lepsoe

March 16 – Went to meet and greet lunch with Neskonlith Council

March 17 – Attended TNRD strategic planning session

March 24 – Met briefly with Terri Hadwin, TNRD Film Commissioner, along with Councillor Herman

Councillor Connett

March 14 – Attended the Regular Council meeting

March 14 – Attended the Chase and District Health Services Foundation meeting

Also spoke with community members regarding water rates, meters, buying out own street sweeper, and rocks at the boat launch at Mill Park that impede people when they are launching their boats

Councillor Herman

March 16 – Met with Neskonlith Band Kukpi7 Irvin Wai and Council.

March 16 – Dropped in on the Emergency Planning Meeting at the Chase Fire Hall organized by Alison Lauzon.

March 24 – Met with Terri Hadwin Film Commissioner for the TNRD and showed her around Chase investigating possible locations for filming of a production she is teeing up for the area. Will be continuing to work with her updating contacts and files in their registry.

March 28 – Met with representatives of Open Door and Work BC who are working to implement a new program in Chase soon.

Councillor Harder

March 16 – participated in meeting with Neskonlith Chief and Council

Responded to letters, calls and emails

Confirmed that the rumour floating around the community of him having dementia is untrue.

Councillor Torbohm

Reviewed agendas, monitored emails and responded when necessary, met with staff as needed and responded to local enquiries

Moved by Councillor Torbohm

Seconded by Councillor Harder

“THAT the reports from Council members be received for information.”

CARRIED

#2023/03/28_004

8. UNFINISHED BUSINESS

8.1 Water, Wastewater & Solid Waste 2023 budget considerations

Moved by Councillor Torbohm

Seconded by Councillor Herman

“THAT the Fees and Charges bylaw be amended to include the following modifications effective July 1, 2023:

1. Water fixed charge increase by a minimum of 8%

2. Water consumption rate increase to \$0.98 per m³ with a minimum usage charge of 60m³/quarter, and

3. Sewer consumption rate stays at \$0.875 per m³ and add a minimum charge of \$61.26/quarter.”

CARRIED

Councillor Torbohm OPPOSED

#2023/03/28_005

8.2 Development Variance Permit DVP #1-2023, 668 4th Avenue

Moved by Councillor Connett

Seconded by Councillor Herman

“THAT Development Variance Permit #1-2023 to vary the size of an accessory building from 65m² to 80.3 m² at 668 4th Avenue be issued.”

CARRIED

Councillor Torbohm OPPOSED

#2023/03/28_006

9. NEW BUSINESS

9.1 Lease of Community Hall Space to Food Bank and Chase Lions

Moved by Councillor Torbohm

Seconded by Councillor Harder

“THAT the proposed lease for Community Hall spaces for the Chase Food Bank (Hamper Society) and the Chase Lions be adopted.”

CARRIED

#2023/03/28_007

9.2 Letter from BC Farmers' Markets

Moved by Councillor Herman

Seconded by Councillor Connett

"THAT the Village of Chase write a letter of thanks to the Minister of Health, Adrian Dix, for continuing the BC Farmers' Markets Nutrition Coupon Program."

**CARRIED
#2023/03/28_008**

9.3 Letter from Anne Kang, Minister of Municipal Affairs regarding one-time grant, the Growing Communities Fund

Moved by Councillor Torbohm

Seconded by Councillor Harder

"THAT the letter from Anne Kang, Minister of Municipal Affairs regarding one-time grant, the Growing Communities Fund be received as information."

**CARRIED
#2023/03/28_009**

10. NOTICE OF MOTION

Councillor Connett provided Notice of Motion to relocate the Visitor Information Centre from the Chase & District Chamber of Commerce facility to the Chase & District Museum.

Councillor Connett provided Notice of Motion to use the 2023 capital fleet budget for purchasing a street sweeper truck instead of a snowplow truck.

11. OPPORTUNITY FOR PUBLIC TO SPEAK ON MUNICIPAL MATTERS

Doug Wauters of 609 3rd Avenue stated he doesn't see that an increase from \$.70 per cubic meter to \$.98 per cubic meter is an 8% increase. The CFO explained that that 8% increase is on the flat rates and not the consumption rates.

Bev Igleseas of 621 3rd Avenue stated that if these proposed rates are implemented people's utility bills will go up \$400 per year. This will be difficult to manage for many seniors in our community.

Zilly Palamar of 141 Shuswap Avenue asked about the sewer rates and if they will affect the Adams Lake Indian Band – the CFO explained that everyone will be affected by the sewer rate increases.

Debbie Kalinin of 3234 Lakeshore Drive stated that the Hamper Society appreciates the acknowledgement in the lease agreement of the Society's contribution to upgrades at the Community Hall. She added that the Hamper Society is very happy to work with the Village and others to help the most vulnerable in our community.

Jacqueline Drake of 14-333 Wilson Street stated that the Chase food bank saw an increase of 143% need in the last year alone. The majority of the clients are families, including working parents with children.

12. RELEASE OF IN CAMERA ITEMS

None

13. IN CAMERA

None

14. ADJOURNMENT

Moved by Councillor Herman

Seconded by Councillor Torbohm

“THAT the March 28, 2023 Regular Meeting be adjourned.”

**CARRIED
#2023/03/28_010**

The meeting concluded at 5:12 p.m.

David Lepsoe, Mayor

Sean O’Flaherty, Corporate Officer



VILLAGE OF CHASE

Memorandum

Date: April 5, 2023
To: Mayor and Council
From: CAO
RE: Activities Report March 10 through April 4, 2023

Council Support

- Participated in meeting with Mayor, Council members and Neskonlith Chief and Council March 16 – followed up on various actions and requests from that meeting
- Regular meetings with Mayor, various meetings with members of Council
- Regular meetings with Senior managers to discuss council directives, delegate tasks
- Prepared reports for Council agendas
- Reviewed Administrative reports for Council agendas
- Reviewed Council meeting agendas with Mayor
- Attended March 14 Council meeting via Zoom and March 28 in person
- Met with MoTI and local contractor regarding the need for better communications between the contractor and Village when works affecting Village infrastructure occur
- Met with Neskonlith Executive Director and Water manager March 24 to discuss potential for sewer services for Neskonlith IR#2
- Met with Fire Commissioner representative, Adams Lake Indian Band Community Safety Director and Village Fire Chief to discuss potential for mutual aid
- Met with Councillors Herman and Connett along with representatives of the Chase Environmental Action Society regarding the select committee being formed by the Village to work on Climate Action initiatives
- Various communications with Mayor and Council regarding upcoming meetings with local area community leaders
- Provide support to members of Council on various matters

Management and Staff Support

- Met with Fire Chief and CFO to discuss 2023 budget needs
- Worked with Senior Managers to problem solve various issues
- Authorized accounts payable
- Provided assistance on various public enquiries
- Working with TNRD to arrange a public information session regarding the Village's Emergency Plan and Evacuation Plan and to inform the public regarding their responsibilities in the event of an emergency
- Ongoing work on Downtown Improvement Plan initiative, grant follow up (reporting, supporting CFO)

Respectfully submitted,



VILLAGE OF CHASE

Memorandum

Date: April 4, 2023

To: Mayor and Council

From: Sean O'Flaherty, Director of Corporate Operations

RE: Activities undertaken from March 13, 2023 to April 5, 2023

Regular Duties:

- Attend Council's meetings (Regular, Special, In Camera) and workshops
- Preparation of Council meeting agendas and minutes
- Prepared Council reports and correspondence on various matters
- Responsible for confidential matters, information and privacy, and legislative affairs
- Responding to email and telephone inquiries
- Assisting staff and public with legislative and bylaw interpretations, and general support
- Responding to land use inquiries
- Ongoing human resource management
- Liaising with the Building Inspector on zoning confirmation matters
- Discuss operations with Team Lead Hand daily
- Monday meetings with Mayor
- Weekly staff meetings
- Coordinate Village communications through social media, the Village's website, and the Sunflower newsletter insert

Other Duties/Activities During the Reporting Period:

- Processed 6 Comfort Letters
- Processed 2 Building Permits
- Approved 5 new Business Licenses
- Approved our first Urban Hen permit for 4 laying hens
- Unreadable and defective water meters continue to be replaced
- Continue to add businesses that comply with water cross-connection requirements
- Worked on the floodplain mapping project
- Arranging for disposal of 3 fleet vehicles
- Attended a dike management workshop in Kamloops organized by the provincial dike authority
- Organized an occupancy site inspection at 560 Shuswap with Building officials, and Bylaw
- Attended a Young-Anderson legal workshop on planning matters related to development permits
- Attended a webinar titled Mobilizing Climate Action through Regional Collaboration
- Met with Telus Security to debrief on latest intrusion into Public Works, and improve alarm settings
- Working on proposed Community Hall policy updates
- Completed project to secure situation at 1010 Paquette – towed vehicles and prohibited access
- Completed boulevard clean-up at 545 1st Ave by towing numerous vehicles
- Hired back Tracey Simpson as our term labourer
- Site inspection at Mill Park ball diamond, and boat launch
- Sorted out various infrastructure disruptions related to the contractor working for MoTI
- Working on issuing tender package for Coburn/Shuswap Active Transportation project
- Mill Park lift station genset repairs occurring week of April 3 when it will be pulled offline
- Attended site visit of Whitfield trail with ALIB's Title and Rights Technical Coordinator

- Attended site visit at museum with Executive Director for CAYLS regarding design and irrigation

1st Quarter Statistics:

- Dog Licences: **164** (172 in 2022). This represents a 5% decrease year over year.
- Bus Licenses: **191** (200 for 2022). This represents a 5% decrease year over year.
- Building Permits totalled **\$0.4** million for 2023, a decrease of 55% in value year over year.

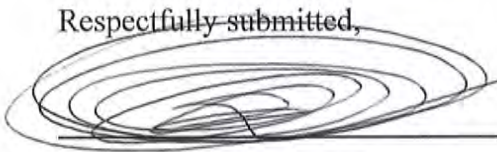
Bylaw Enforcement

- Bylaw Enforcement activity is normal for the season. There are two significant unsightly properties. Business license renewals are now overdue

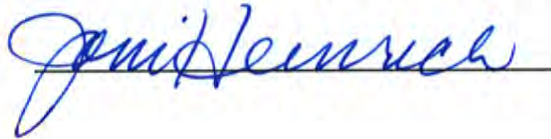
Dog Control

- Dog control matters are normal for the season. Dog license renewals are now overdue

Respectfully submitted,



Approved for Council Consideration by CAO



THOMPSON-NICOLA REGIONAL DISTRICT
BUILDING INSPECTION SERVICES
Mar-23

LOCATIONS	PERMIT VALUE									
	2023-March		2022-March		2023 YTD		2022YTD		% CHANGE YTD	
	#	\$ Value	#	\$ Value	#	\$ Value	#	\$ Value	#	\$ Value
Ashcroft	5	14,635,626	0	0	7	15,869,527	2	42,000	250.0	37684.59
Cache Creek	0	0	1	150,000	0	0	1	150,000	-100.0	-100.00
Clinton	0	0	0	0	0	0	0	0	0.0	0.00
E - Bonaparte Plateau	1	150,000	1	120,000	6	1,800,000	2	325,200	200.0	453.51
I - Blue Sky Country	1	235,000	0	0	1	235,000	1	60,000	0.0	291.67
Chase	1	350,000	1	100,000	3	391,500	4	797,000	-25.0	-50.88
Logan Lake	2	600,000	3	610,000	3	630,000	3	610,000	0.0	3.28
J - Copper Desert Country	7	4,206,000	4	710,000	9	4,246,000	14	5,192,500	-35.7	-18.23
L - Grasslands	5	1,124,000	3	890,000	11	3,256,000	10	2,845,000	10.0	14.45
P - Rivers and the Peaks	0	0	5	2,740,000	5	1,162,500	11	3,466,150	-54.5	-66.46
M - Beautiful Nicola Valley - North	2	580,000	0	0	3	637,000	2	1,147,000	50.0	-44.46
N - Beautiful Nicola Valley - South	0	0	1	350,000	3	989,500	2	500,000	50.0	97.90
Clearwater	5	178,900	0	0	5	178,900	4	810,000	25.0	-77.91
A - Wells Gray Country	1	400,000	0	0	3	700,000	2	364,640	50.0	91.97
B - Thompson Headwaters	0	0	1	2,394,000	0	0	1	2,394,000	-100.0	-100.00
O - Lower North thompson	1	0	3	975,000	1	0	3	975,000	-66.7	-100.00
TOTAL	31	22,459,526	23	9,039,000	60	30,095,927	62	19,678,490	-3.2	52.94



VILLAGE OF CHASE

Memorandum

Date: April 3, 2023

To: Council

From: Deb Lovin, Chief Financial Officer

RE: March 2023 Report

Regular Duties

- Attend Council's meetings (Regular, Special, In Camera) and workshops
- Dealt with property taxes and utility billing issues as required.
- Review daily cash receipting transactions and bank deposits.
- Upload BC Assessment roll updates.
- Monthly Bank Reconciliation.
- Complete monthly eTax (Provincial Property Tax) calculation, reconciliation, and requisition.
- Weekly meetings with Mayor
- Weekly staff meetings
- Preparation of reports to Council.
- Submit quarterly reporting for Employer Health Tax.
- Respond to email and telephone inquiries

Budget, Property Taxes & Financial Reporting

- Download and process HOG information when approved by the Province of BC
- Forward information to auditors as required
- Forward audit letters to all lawyers engaged in 2022
- Participate in GFOA webinar series for Collectors
- Budget discussion with CAO, CO and Fire Chief
- Tax rate calculation options for 2023
- Attend Special Council meeting and present preliminary Five Year Financial Plan to Council

Grant Applications, Implementation and Reporting

- Prepared report to Council for the COVID 19 Restart Grant funding with recommendations.
- Prepared report to Council for the 2023 Water & Sewer rate structure with recommendations.

Other

- Participate in interviews of Receptionist candidates
- Payroll benefits annual review with Jon Corrigan

Respectfully submitted,

D Lovin

Deb Lovin

Approved for Council Consideration by CAO

Joni Heinrich

Joni Heinrich



VILLAGE OF CHASE

Memorandum

Date: April 6, 2023
To: Mayor and Council
From: Deputy Corporate Officer
RE: Activities Report – March 13, 2023 to April 6, 2023

Legislative Services/Council Support

- Attended Council meetings
- Agenda preparation and minutes
- Preparation and distribution of Council Highlights
- Preparation of bylaws and minutes for archival purposes
- Maintenance of bylaw and resolution indexes
- Bylaw consolidation
- Ongoing preservation of original bylaws
- Ongoing digitization of records
- Code of Conduct policy research

Operational Support

- Updated social media pages and performed routine website maintenance
- Ongoing IT support, installation of new equipment
- Coordination with Community Hall users
- Coordination of staff intranet site
- Preparation of fillable forms and digital documents
- Ongoing indexing of agreements and leases
- Review of cyber security measures

Respectfully submitted,

Approved for Council Consideration by CAO



VILLAGE OF CHASE

Memorandum

Date: March 31, 2023
To: Mayor and Council
From: Chase Fire Department
RE: March Fire Chief report

Fire Calls – March:

5 calls-1 BCEHS Lift Assist, 1 False Alarm, 1 Homeless camp fire, 2 Motor Vehicle Incidents (fires)

Rescue Calls - March:

2 calls-1 Stood down on scene, 1 Extrication

First Responder Calls - March

2 calls-1 Chest Pain, 1 Spinal Injury

Chase Fire Rescue now has 22 members including, 1 Junior and 12 with their Exterior Operation Certification.

Fire fighter training is going well. We have implemented the new “Structural Firefighter Minimum Training Standards” by the OFC. This month we are focusing on Wildland, Structural protection and water delivery.

Rescue is functioning well with a good turn out on training days.

Respectfully submitted,

Fire Chief, B. Lauzon

Approved for Council Consideration by CAO

Joni Heinrich



VILLAGE OF CHASE

Memorandum

Date: April 3, 2023
To: Mayor and Council
From: Councillor Connett
RE: Visitor Information Centre Services

INTRODUCTION

It is proposed to Council that the Visitor Information Centre Services that are financially supported by the Village and delivered currently by the Chase and District Chamber of Commerce (Chamber) from their offices at 400 Shuswap Avenue be relocated and delivered by the Chase and District Museum and Archives Society (Museum) from their location at 1042 Shuswap Avenue.

OPTIONS

1. Pass a resolution to defeat the motion to relocate the Visitor Information Centre services.
2. Pass a resolution to enter into discussions with both the Chamber Board of Directors and the Museum Board of Directors regarding moving the Visitor Information Centre Services.
3. Pass a resolution to relocate the Visitor Information Centre Services from the Chamber office to the Museum effective January 1, 2024.

RATIONALE FOR MOTION

The following reasons are provided for the relocation of the Visitor Information Centre Services from the Chamber to the Museum:

- Having to travel through the downtown to get information at the Museum may increase traffic for downtown businesses
- There is ample parking at the museum location (both at the museum and across the road)
- There is a washroom available at the Museum
- The school yard across the street from the Museum could be utilized for picnics/dog walking/children's play
- Would encourage people to spend time at the Museum looking at artifacts and displays
- Safe walking distance to downtown businesses via sidewalk
- No trains going right by the building
- Open hours are more plentiful than the hours currently provided at the Chamber office
- Chamber may not promote businesses that are not members of the Chamber whereas the Museum will promote all businesses

RECOMMENDATION

Council direction is requested.

Respectfully submitted,

Joni Heinrich for Councillor Connett



VILLAGE OF CHASE

Memorandum

Date: April 3, 2023
To: Mayor and Council
From: Councillor Connett
RE: Purchase of Street Sweeper for Village of Chase

INTRODUCTION

The Village of Chase requires the streets to be swept of winter road sand and salt on an annual basis. There are very few companies that contract their street sweeping services to municipalities and are more often than not busy with larger communities before they are able to sweep the streets of smaller communities like Chase.

OPTIONS

1. Pass a resolution to not purchase a street sweeper for the Village of Chase in 2023.
2. Pass a resolution to investigate options and costs for a Village owned street sweeper.

RATIONALE

The amount of sand and salt utilized to ensure safe passage of the streets in Chase during the winter months means a large accumulation of dust once the snow melts and dryer weather conditions exits. Any traffic along the streets creates a large amount of dust. Various issues can be resolved with early-in-the-season street sweeping which could be accomplished if the Village owned a street sweeping device:

- Early on street sweeping is more environmentally friendly than later in the Spring sweeping – removing the road salt and sand reduces the amounts of these particulates as well as oils and bits of plastic from entering into the Village's storm drains and ultimately ending up in the creek and river
- Early in the season sweeping reduces wait times making citizens happier and healthier
- Can sweep ahead of events such as the Canada Day event/parade and other events in various areas of the Village
- Downtown can be swept on a more regular basis
- Sweeping of pavement increases its lifetime reducing long term costs for pavement replacement
- No special certification for operation of a street sweeper unless attached to a specialized piece of equipment

Other Considerations

- There are other imminent equipment purchases to consider such as a plow truck, garbage truck, and a pickup truck
- Single-use equipment such as a sweeper lacks versatility and will be mostly stored
- Staff time – staff operating a street sweeper is not available for other public works tasks including general clean-up, landscaping and lawn care
- Policy may be required to handle public requests for street sweeping in specific locations

RECOMMENDATION

Council direction is requested

Respectfully submitted,

Joni Heinrich for Councillor Connett



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: Director of Corporate Operations
DATE: April 2, 2023
RE: Development Permit DP2023-1, Chase Creek Trail

ISSUE/PURPOSE

To obtain Council's approval for DP2023-1.

OPTIONS

- 1. Approve DP2023-1**
- 2. Deny DP2023-1**

BACKGROUND

This is an internal application.

DISCUSSION

Attached to this report are:

- Letter of Agency from Chase DevCo
- Report and recommendation from Urban Systems
- Letter from Fisheries and Oceans Canada
- Development Permit requirements as per OCP Bylaw 896-2021
- Covenant on property for 'Public Trail'
- Statutory right-of-way (SRW) for trail EPP39072
- Development Permit DP2023-1

REFERRALS

As per Division 7 of the *Local Government Act* no external referrals are necessary.

FINANCIAL IMPLICATIONS

None. The developer, Chase DevCo is responsible for costs, and completion of the trail.

POLICY IMPLICATIONS

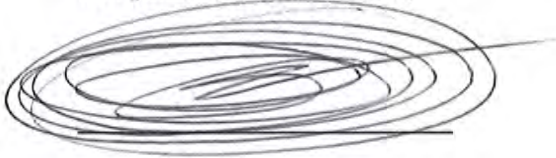
The Village's development permitting policy is contained in Official Community Plan Bylaw 896-2021.

Pursuant to the provisions in the *Local Government Act*, a local government may, by resolution, issue a development permit, in respect of the land covered in the permit.

RECOMMENDATION

"THAT Development Permit DP2023-1 be approved."

Respectfully submitted,



Approved for Council Consideration by CAO



**D.S.Cunliffe, P.Eng.
Consulting Services**

8 – 5260 SQUILAX ANGLEMONT ROAD, CELISTA, B.C. V0E 1M6

Consulting Engineering

CELL (250) 851-6852 FAX (800) 831-5791
EMAIL: DaveCunliffe@AirspeedWireless.ca

November 21, 2022

Sean O'Flaherty
Village of Chase
Box 440, 826 Okanagan Avenue
Chase BC V0E 1M0

Dear Sirs:

Subject: Plan EPS6769
Lot A Plan EPP101849

I am an authorized signatory for the owner of the above noted properties.

Please accept this letter giving agency to the Village of Chase to apply for a Development Permit to construct a trail within the boundaries of Riparian Covenant Plan EPP39071 on the 2 above noted titles.

Please call if you have any questions.

Yours truly,



**Dave
Cunliffe**

Digitally signed by Dave Cunliffe
DN: cn=Dave Cunliffe, o=D.S.
Cunliffe Engineering Services, ou,
email=DaveCunliffe@AirspeedWire
less.ca, c=CA
Date: 2022.11.21 14:36:34 -07'00'

D.S.Cunliffe, P.Eng.
Permit to Practice 1003805

Project Description

The development of a linear park and loop trail along Chase Creek is identified in the Village of Chase's Active Transportation Plan as well as supported through several policies within the Village's Official Community Plan (OCP).

The subdivision application for Chase DevCo's Whitfield Landing East Manufactured Home Park (EMHP) triggered the requirement for a parkland dedication. To satisfy the parkland dedication requirements, the Village of Chase and Chase DevCo reached an agreement for the construction of a paved pathway through the development along Chase Creek (see attached Whitfield Landing Parkland Dedication Requirements letter).

An existing trail is located along the west side of Chase Creek. The intent is to utilize this existing trail alignment where possible, however where the existing trail encroaches too closely to the creek, the trail will be modified. Abandoned portions of the existing trail will be re-vegetated. The trail will be constructed within statutory right-of-way SRW CA4044755 (see attached Plan EPP399072). Chase DevCo is the owner of the property and the Village is the beneficiary under covenant.

As per the Village's OCP, the proposed trail has a 'Parks, Recreation and Open Space' land use designation and is within 'Development Permit Area J – Riparian Area Protection'. This Development Permit requires that a qualified environmental professional (QEP) carries out an assessment of the proposed development in accordance with the *Riparian Areas Protection Regulation (RAPR)* of the *Fish Protection Act*. The requirement for a Riparian Area Assessment Report is also identified in Schedule C of the Village's Zoning Bylaw. Chase DevCo engaged Triton Environmental Consultants to undertake the impact assessment of the Chase Creek trail upgrade (see attached). Based on Triton's report, as well as follow-up discussions with a QEP, it was determined that since the trail improvements are associated with a park/institutional use, the RAPR does not apply. It was also determined that Section 11 of the *BC Water Sustainability Act* does not apply as there are no works taking place below the high-water mark of Chase Creek.

A Request for Review for the proposed trail upgrades was also submitted to the Department of Fisheries and Oceans (DFO) for review. In a letter dated August 10, 2022 (attached), the DFO outlined 7 mitigation measures and stated that, should these measures be incorporated, "the Program is of the view that your proposal is not likely to contravene the above-mentioned prohibitions and requirements."

Recommendation

Based on the August 10, 2022 letter from the DFO, the Chase Creek Trail Upgrade Impact Assessment Report by Triton Environmental Consultants, as well as follow-up correspondence with the QEP, it is our determination that:

- The *Riparian Areas Protection Regulation* does not apply to this park/institutional use.
- The August 10, 2022 DFO letter; Triton Environmental Consultant's Chase Creek Trail Upgrade Impact Assessment Report; and the fact that the proposed works do not trigger the RAPR, together satisfy the requirements of the 'Development Permit

Area J – Riparian Area Protection’ guidelines as outlined in the Village of Chase Official Community Plan; and

- Section 11 of the *BC Water Sustainability Act* does not apply as long as there are no works taking place below the high-water mark of Chase Creek.

It is further recommended that:

- Village of Chase Mayor and Council approve a Development Permit application for the Chase Creek trail improvements with the following conditions:
 - Triton Environmental prepare a revegetation plan for the proposed works;
 - Chase DevCo to notify Fisheries and Oceans Canada and the Village of Chase 10 days prior to the start of work; and
 - All 7 bulleted recommendations in the Department of Fisheries and Oceans Canada August 10, 2022 letter be followed.

Following the issuance of a Development Permit, the Village of Chase and Chase DevCo can proceed with the Chase Creek trail improvements as proposed.

Thank you,

Chris Rempel, RPP, GISP

URBAN
systems

501 – 121 5th Avenue
Kamloops, BC V2C 0M1
T: 250 374 8311

crempel@urbansystems.ca
urbansystems.ca



Fisheries and Oceans
Canada

Pacific Region
Ecosystems Management Branch
985 McGill Place
Kamloops, BC, V2C 6X6

Pêches et Océans
Canada

Région du Pacifique
Gestion des écosystèmes
985 place McGill
Kamloops, BC, V2C 6X6

August 10, 2022

Our files *Notre référence*
21-HPAC-01275

Village of Chase
ATTENTION: Sean O'Flaherty

Via email: soflaherty@chasebc.ca

Dear Sean O'Flaherty:

Subject: Trail Upgrades, Chase Creek, Chase – Implementation of Measures to Avoid and Mitigate the Potential for Prohibited Effects to Fish and Fish Habitat

The Fish and Fish Habitat Protection Program (the Program) of Fisheries and Oceans Canada (DFO) received your proposal on September 29, 2021. We understand that you are proposing to upgrade a walking trail adjacent to Chase Creek in Chase, BC. The works are scheduled during the summer/fall of 2022 and will include:

- Widening approximately 550 m of an existing walking trail along Chase Creek from 2 m to 3 m using a small excavator.
- Re-aligning a 70 m long section of the walking trail, moving it from the stream edge to a distance of greater than 15 m so it is no longer encroaching on the creek.
- Approximately 210 m² of limited vegetation removal associated with the 70 m long section of the trail that will be re-aligned away from the creek. The new section has been designed to follow a natural clearing, minimizing the number of trees to be affected, and the old trail section will be decommissioned and revegetated to provide restored riparian function immediately adjacent to the creek.
- No in-water works or works below the high water mark.

Our review considered the following information:

- Updated Request for Review form received via email on November 29, 2021.
- Supporting design drawings and photographs received via email on September 29, 2021.
- Email correspondence between Bill Rublee (Triton Environmental Consultants Ltd.) and Andy Morris (the Program).

Your proposal has been reviewed to determine whether it is likely to result in:

- the death of fish by means other than fishing and the harmful alteration, disruption or destruction of fish habitat which are prohibited under subsections 34.4(1) and 35(1) of the *Fisheries Act*; and

- effects to listed aquatic species at risk, any part of their critical habitat or the residences of their individuals in a manner which is prohibited under sections 32, 33 and subsection 58(1) of the *Species at Risk Act*.

The aforementioned outcomes are prohibited unless authorized under their respective legislation and regulations.

In addition to the mitigation measures outlined in the Request for Review form to avoid and mitigate the potential for prohibited effects to fish and fish habitat (as listed above), we recommend implementing the measures listed below:

- An experienced Qualified Environmental Monitor should oversee all works, directing mitigation measures and recommending improvements as necessary.
- Install effective erosion and sediment control measures prior to beginning works to stabilize all erodible and exposed areas.
- Regularly monitor the watercourse for signs of sedimentation and deleterious substances and take corrective action as required, including stopping work.
- Avoid impacts to riparian vegetation between areas of on-land activity and the high water mark; use existing trails, roads or cut lines wherever possible and avoid mature tree removal. Remove only that vegetation required to complete the required works.
- Re-vegetate disturbed areas with native species suitable for the site.
- Keep an emergency spill kit on site during the work, undertaking or activity.
- Maintain all machinery on site in a clean condition and free of fluid leaks.

Provided that you incorporate these measures into your plans, the Program is of the view that your proposal is not likely to contravene the above-mentioned prohibitions and requirements.

Should your plans change or if you have omitted some information in your proposal, further review by the Program may be required. Consult our website (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) or consult with a qualified environmental consultant to determine if further review may be necessary. It remains your responsibility to comply with the *Fisheries Act*, the *Species at Risk Act* and the *Aquatic Invasive Species Regulations*.

It is also your Duty to Notify DFO if you have caused, or are about to cause, the death of fish by means other than fishing and/or the harmful alteration, disruption or destruction of fish habitat. Such notifications should be directed to the DFO-Pacific Observe, Record and Report phone line at 1-800-465-4336 or by email at DFO.ORR-ONS.MPO@dfo-mpo.gc.ca.

We recommend that you notify this office at least 10 days before starting your project and that a copy of this letter be kept on site while the work is in progress. It remains your responsibility to meet all other federal, territorial, provincial and municipal requirements that apply to your proposal.

Please note that this Letter of Advice does not provide relief from the obligations set out in the government of British Columbia's Riparian Areas Protection Regulations (RAPR), and cannot be

construed to provide authorization pursuant to section 3(2) of the RAPR, for any work, undertaking or activity within the Riparian Assessment Area. For more information on the RAPR, including contacts, please visit: <https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/fish/aquatic-habitat-management/riparian-areas-regulation>.

Please note that the advice provided in this letter will remain valid for 1 year from the date of issuance. If you plan to execute your proposal after the expiry of this letter, we recommend that you contact the Program to ensure that the advice remains up-to-date and accurate. Furthermore, the validity of the advice is also subject to there being no change in the relevant aquatic environment, including any legal protection orders or designations during the 1-year period.

If you have any questions with the content of this letter, please contact Andy Morris at 250-299-6153, or by email at Andy.Morris@dfo-mpo.gc.ca. Please refer to the file numbers referenced above when corresponding with the Program.

Yours sincerely,



Mike Henry, PhD
Section Head – BC Interior
Fish and Fish Habitat Protection Program
Ecosystems Management Branch
Fisheries and Oceans Canada / Government of Canada

Cc. Bill Rublee, Triton Environmental Consultants Ltd.
Via email : BRublee@triton-env.com

- .2 For buildings three storeys or higher, the upper storeys should be set back in order to retain a pedestrian oriented scale.
- .3 Elements of the local Secwépemc culture should be encouraged within the building and landscaping design.
- .4 Plantings, trees, decorative fencing, a landscaped berm or other suitable buffer should be provided adjacent to single family residential properties.
- .5 Parking areas and service areas should be screened and landscaped.
- .6 Lighting should be designed to maximize safety for pedestrians and parking areas and designed not to shine on adjacent residential properties.
- .7 Outdoor storage areas should be located out of view of the public access areas along the waterfront and should not be visible from Memorial Park and 2nd Avenue.
- .8 Waste and recycling bins and commercial building appurtenances should be screened with planting, fencing or screening structure.
- .9 The quality of the development should be high enough such that the value of nearby and adjacent properties are either maintained or enhanced.
- .10 Transportation impacts of proposed developments on the adjacent neighbourhoods must be addressed in development proposals.
- .11 Pedestrian pathways will be required through the subject properties with linkages to the Village's active transportation network.
- .12 Public access to the waterfront will be required, including amenities such as benches and garbage receptacles.
- .13 Appropriate transition areas are encouraged between private and public open space areas.
- .14 Direct access from 2nd Avenue will be encouraged and vehicular access eliminated from Cummings Street.
- .15 Fencing or solid berms should be discouraged along 2nd Avenue and Cummings Street.
- .16 Trees, flower beds and other features are encouraged to be used to provide separation between 2nd Avenue and the Memorial Park access road and the development.

21.11. Development Permit Area J – Riparian Area Protection

21.11.1 Authorization

Lands adjacent to streams, Little Shuswap Lake, Adams Lake and the South Thompson River are designated as a Development Permit Area pursuant to Section 488(1)(a) of the *Local Government Act* for the protection of the natural environment, its ecosystems and biological diversity.

21.11.2 Area

Development Permit Area J – Riparian Area Protection is as illustrated on **Schedule C**.

21.11.3 Justification

Development Permit Area J – Riparian Area Protection seeks to protect riparian areas to support fish life processes. Council seeks to protect this resource from any potentially negative impacts associated with development.



21.11.4 Development Permit Triggers

The *Local Government Act* imposes development permit requirements in development permit areas. Unless exempted by 21.11.5, a development permit must be obtained when any of the following types of development activity occur in Development Permit Area J, in accordance with Section 489 of the *Local Government Act*:

- .1 Subdivision of land;
- .2 Construction, addition or alteration of a building or other structure; or
- .3 Alteration of land.

21.11.5 Exemptions

In Development Permit Area J, a development permit is not required for the following:

- .1 Development Permit Area J does not apply to the reconstruction or repair of a permanent structure if the structure remains on its existing foundation.
- .2 Development Permit Area J does not apply to agricultural, mining, or forestry related development.

21.11.6 Guidelines

- .1 A qualified environmental professional carries out an assessment of the proposed development in accordance with the *Riparian Areas Protection Regulation* of the *Fish Protection Act*, and shows that the proposed development protects riparian areas as required by the *Riparian Areas Protection Regulation*; and a notification is received from the appropriate federal and provincial government ministries stating that they have been notified of the development proposal as per the requirements of the *Riparian Areas Protection Regulation*; or
- .2 The relevant federal government ministries or a regulation under the *Fisheries Act* (Canada) authorizes the harmful alteration, disruption, or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area that would result from the implementation of the development proposal.



TERMS OF INSTRUMENT
STATUTORY RIGHT OF WAY - PUBLIC WALKWAY

WHEREAS:

- (a) The Transferor is the registered owner of an estate in fee simple of the lands and premises as shown in Item 2 of the Form C (hereinafter called the "Lands").
- (b) The Transferee has applied to the Transferor for permission to install and maintain a walkway adjacent to Chase Creek (hereinafter called the "Walkway") over, under, and through the surface of a portion of the Lands hereinbefore described.
- (c) The Transferor has agreed to grant the Transferee in respect of the Walkway such rights as are necessary for the operation, maintenance and use of the Transferee's undertaking.

WITNESSETH:

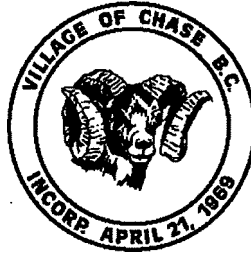
1. FOR GOOD AND VALUABLE CONSIDERATION given by the Transferee to the Transferor (the receipt whereof by the Transferor is hereby acknowledged), and the covenants and agreements herein contained, the Transferor HEREBY GRANTS, CONVEYS, AND CONFIRMS unto the Transferee, its successors, servants, agents and invitees, a full, free, and uninterrupted right, licence, liberty, easement, privilege, and permission to construct, lay down, operate, maintain, inspect, alter, remove, replace, reconstruct, and repair the Walkway over, under, and through that part of the Lands of the Transferor shown in heavy bold outline as Statutory Right of Way on Plan EPP39072 (hereinafter called the "Right-of-Way Area").
2. The Transferor further grants to the Transferee the right to:
 - a) make surveys, tests, inspections, and examinations upon the Right-of-Way Area;
 - b) clear the Right-of-Way Area and keep it clear of all or any trees, buildings, obstructions, or damaging or interfering growth, now or hereafter on the Right-of-Way Area; and
 - c) generally to do all acts necessary or incidental to the business of the Transferee and the general public in connection with the use of the Walkway.
3. The Transferee covenants and agrees with the Transferor that it will:
 - a) construct, lay down, maintain and repair the Walkway as may be reasonable and proper in the circumstances and keep the Walkway in a proper state of repair;
 - b) pay for all expenses incurred in the construction of the Walkway and for repairs, alterations, and maintenance thereto and in the performing of any and all of the covenants and agreements herein agreed to be performed by the Transferee;

-
- c) not commit or suffer any wilful or voluntary waste, spoil or destruction on the Right-of-Way Area, or do or suffer to be done thereon anything in excess of the rights granted hereunder which may be or become a nuisance or annoyance to the Transferor;
 - d) on behalf of itself and its administrators, successors and assigns, indemnify and save harmless the Transferor and its successors and assigns from and against all loss, damage, costs, actions, suits, debts, accounts, claims and demands which the Transferor may suffer or incur or be put to arising out of or in conjunction with any breach of any covenant or agreement on the part of the Transferee contained in this agreement or arising out of or in connection with any negligent error or omission by the Transferee in the exercise of its rights hereunder;
 - e) if the Transferee elects to abandon the Right of Way Area or the Walkway, the Transferee will:
 - (i) forthwith restore the surface soil and surfacing materials of the Right-of-Way Area to, as nearly as possible, the same condition as it was prior to the entry for the aforesaid purpose or purposes, and
 - (ii) discharge this Right of Way at the relevant Land Title Office, and
 - (iii) pay for all expenses incurred in the removal of the Walkway and for repairs, alterations and restoration of the Right-of-Way Area.
4. The Transferor covenants and agrees with the Transferee that it will:
- a) not plant any trees or shrubs or make, place, erect, or maintain any building, structure, foundation, pavement, excavation, pile of material, or obstruction upon the Right-of-Way Area which, in the opinion of the Transferee, might interfere with the safe and efficient operation of the Walkway, or any part thereof, or might obstruct access to the Walkway or any part thereof by the Transferee; and
 - b) not do or knowingly permit to be done any act or thing which will interfere with or injure the construction or maintenance of the Walkway.
5. The covenants herein contained shall be covenants running with the Lands and shall be perpetual and the Right-of-Way Area hereby granted shall be perpetual.
6. There are no representations, warranties, guarantees, promises, agreements, covenants, or conditions on the part of either party other than those set forth in this agreement which may only be altered in a written amendment signed by both parties.
7. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

0 10 20 30 40 50 100
SCALE 1:1250 All distances are in metres

NOTE: THIS PLAN SHOWS ONE OR MORE WITNESS POSTS WHICH ARE NOT SET ON THE TRUE CORNER(S).





VILLAGE OF CHASE

DEVELOPMENT PERMIT DP2023-1

1. This Development Permit is issued subject to all the bylaws of the Village of Chase, except as specifically varied or supplemented herein.
2. This Development Permit applies only to those lands within the Village of Chase described below and any developments thereon:

Permittee: Village of Chase

Street Address: N/A

Legal Description: LOT A DISTRICT LOT 517 KAMLOOPS DIVISION
YALE DISTRICT PLAN EPP101849 EXCEPT STRATA PLAN EPS6769

3. The development shall be undertaken in accordance with the terms and conditions of this Permit and the provisions of the Village of Chase Official Community Plan Bylaw No. 896 – 2021, **Development Permit Area “J”**.
4. The permittee will ensure that all works, including landscaping, undertaken in any right-of-way, public property, Riparian Area or Agricultural Land Reserve will not be done until all applicable approvals have been granted.
5. The provisions of all applicable codes, legislation and regulations are not otherwise varied by this Permit.
6. This Development Permit is valid for one year unless an extension is granted by resolution of the Village Council. If the permittee does not commence the development permitted under the authority of this Permit within one year from the date of issuance, this Permit shall be deemed to have lapsed.
7. Any application to amend this Permit shall be considered a new application unless specifically authorized by the Village Council.
8. This Development Permit is not a Development Variance Permit.
9. This Development Permit is not a Building Permit.

10. Authorizing resolution of the Council of the Village of Chase passed the ___ day of ___ **2023**.
11. Permit issued this ___ day of ___ **2023**.

Attachments: Schedule A

Date: October 12, 2021

Reference: Triton Project #10945

Village of Chase
Box 440 Chase BC
V0E 1M0

Attn: Mr. Sean O'Flaherty

Re: Chase Creek Trail Upgrade Impact Assessment Report

Mr. Bill Rublee R.P. Bio QEP has been retained on behalf of the Village of Chase to undertake an Impact Assessment on an existing trail that parallels Chase Creek along the west side of the creek from 3rd Avenue to the bridge connecting Pine Street (Figure 1). The Official Community Plan (OCP) for the village identifies the need to provide multiuse pedestrian pathways to enhance its community values. The existing trail while well used is not user friendly to disadvantaged persons and many seniors. Upgrading this trail will allow for universal access for this popular area. The trail is identified within the Village of Chase Active Transportation Plan (Figure 4).

Site Assessment were conducted on July 30 and August 17, to record site conditions and trail ecological values. The July 30, 2021, assessment was done in collaboration with Mr. Dave Cunliffe, Project Manager and Mr. James Gardner P. Eng. Allnorth land surveyors, to walk the existing alignment and undertake any necessary modification to the trail layout. The intent was to minimize vegetation encroachment by utilizing the existing footprint. However, in trail sections that encroached too closely to Chase Creek to modify the trail. The trail is located along the west side of Chase Creek. The Riparian community along the length of the path consists of underbrush and a dominant Cottonwood forest. Tree species present included Cottonwood, Balsam Poplar, Rocky Mountain Maple, Chokecherry, Black Hawthorn, Birch, Apple White Willow and Fir. Shrub species include Rose, Snowberry, and Thimbleberry. The existing vegetation buffers Chase Creek from the trail through most of its length (Photos 1-6) with the exception of Section 5,6 and 7. In this area it encroaches on the creek and has resulted in some bank deterioration. The trail will be relocated through this section and the historic trail decommissioned and restored (Figure 2, Photos 10, 11,12 and 13). The realignment will result in increasing existing setbacks from 0-7 m to 15 to 20 m. The bypass trail will not result in removal of trees it has been designed to remove a minimum number of shrubs. Lost vegetation will be off-set by revegetation of the historic footprint. The new trail (Figure 3) will be developed with a semi permeable surface that will provide access for buggies, wheelchairs, and walkers. Signage will be placed along the trail to educate users on environmental values associated with Chase Creek.



Figure 1: Chase Creek Trail

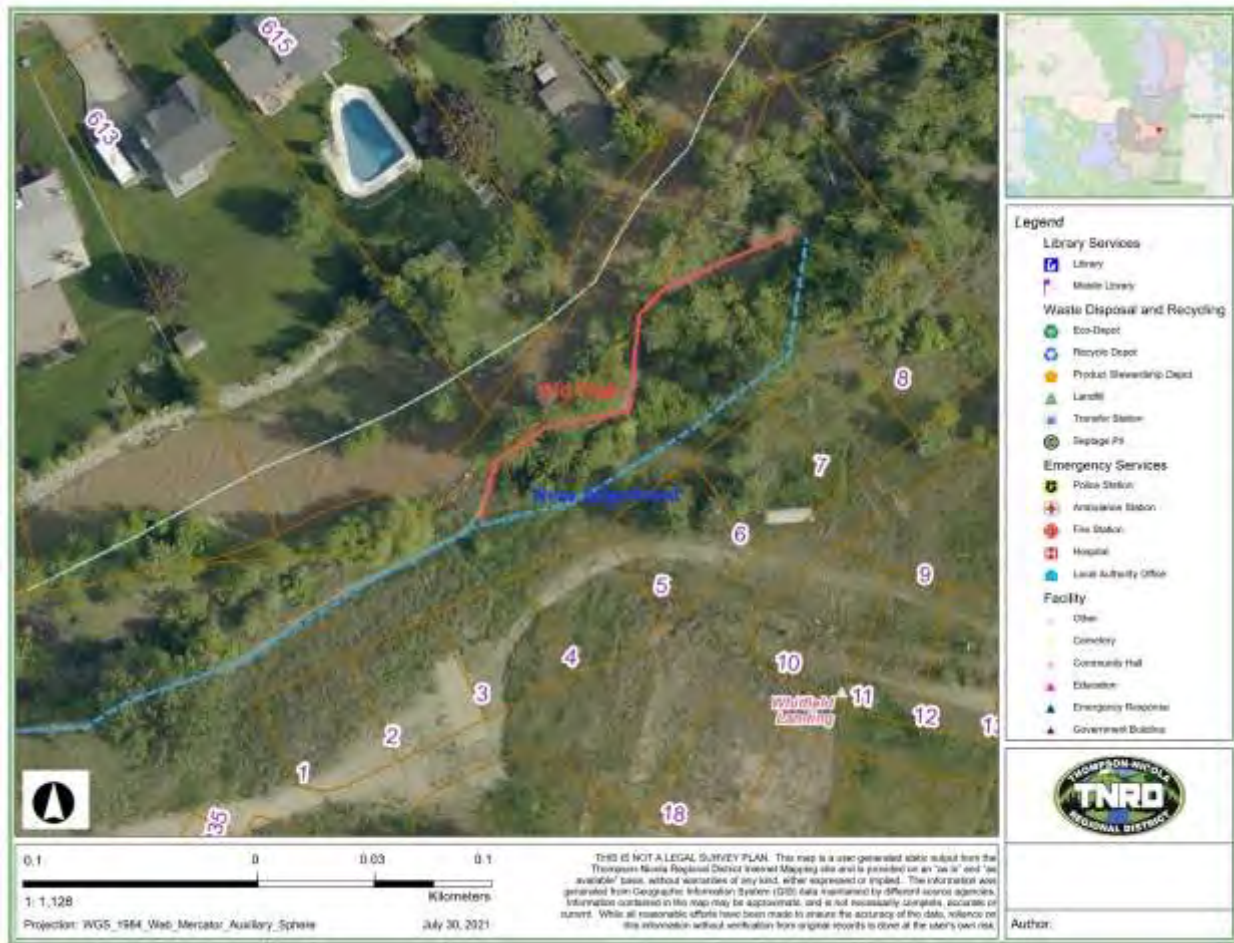


Figure 2 Chase Creek Trail with modified section



Figure 3 Trail layout and cross section.



Figure 4 Village of Chase Active Transportation Plan.

It is my opinion that the trail upgrade will result in improved environmental values over the current erodible surface which encroaches Chase Creek in some areas. It also fulfills the Village of Chases OCP commitment to increase ambulatory access to recreational amenities and is identified in the Villages Active Transportation Plan.

Triton Environmental Consultants Ltd.

Bill Rublee R.P. Bio, QEP

Cc. Dave Cunliffe P. Eng.



PHOTOS



Photo 1 View from 3rd avenue, north end of trail section 1 July 29, 2021



Photo 2 Section 2 75 m along trail July 29, 2021



Photo 3 Trail section 3 along Aylmer Road July 29, 2021



Photo 4 Trail Section 4 along tracks and Aylmer Road July 29, 2021



Photo 5 Trail Section 5 Along Aylmer Road July 29, 2021



Photo 6 Mature Cottonwood at end of section 5, trail will be built away from the tree. July 29, 2021



Photo 7 1st Storm outfall July 29, 2021



Photo 8 Section 6 along lock block wall July 29, 2021.



Photo 9 Section 7 July 29, 2029



Photo 10 Section 7 where the trail will be realigned to move away from the old trail which encroaches Chase Creek. July 29, 2021



Photo 11 Trail section to be abandoned eroded section centre back in the photo July 29, 2021.



Photo 12 Close up of eroded section July 29, 2021



Photo 13. Section 8 where new alignment rejoins original path on south end July 29, 2021



Photo 14 Section 9 Trail within open Cottonwood Forest area. July 29, 2021



Photo 15 Section 9 Trail in area with new Cottonwood growth. July 29, 2021



Photo 16 South end of trail July 29. 2021



Photo 17 Footbridge over Chase Creek at south end of trail. July 29, 2021



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: Director of Corporate Operations
DATE: March 31, 2023
RE: Development Permit DP2023-2, 910 Sicamous Avenue

ISSUE/PURPOSE

For Council to consider Development Permit application DP2023-2.

OPTIONS

1. **Approve DP2023-2**
2. **Deny DP2023-2**
3. **Defer DP2023-2 pending design changes or requiring more information**

BACKGROUND

The owners of 910 Sicamous Avenue applied for a development permit on February 14, 2023 in order to develop within 'Area A - Village Core Revitalization Area'. They want to build an addition on to their existing garage.

DISCUSSION

A Development Permit is required before a Building Permit can be issued in *Area A - Village Core Revitalization Area*. The applicant must meet the guidelines contained in the bylaw for Development Permit area 'A'.

The subject property has a Sicamous Avenue address however the property also abuts Shuswap Avenue and Coburn Street.

The development permit guidelines place importance on the look and feel of any project, and how the project integrates within the existing streetscape. Both the existing improvements, and the proposed improvements appear to complement the streetscape as there are other character homes in the neighbourhood.

While the highest and best use on this property in the Village Core is a commercial building, there is already an existing character residential house on the property that has been improved over time and appears to be in good condition. And the OCP supports more residential uses, typically higher density developments, to add vibrancy to the downtown by mixing commerce with residents that actually live in the downtown. Furthermore, the proposed project appears to meet the development permit guidelines as per the OCP.

Attached to this report are:

- Application
- Property Information Report
- Overview map
- Site Plan
- Development permit requirements as per the OCP
- Development Permit DP2023-2

REFERRALS

As per Division 7 of the Local Government Act no external referrals are necessary. Internal referrals with Public Works and Chase Fire Rescue will occur at the Building Permit stage.

FINANCIAL IMPLICATIONS

Improvements to the subject property will result in a higher property assessment as it relates to residential taxes collected.

POLICY IMPLICATIONS

The Village's development permitting policy is contained in Official Community Plan Bylaw 896-2021.

It is a policy of Council to provide for the continued development of the Village Core area to ensure it remains the focal point of the community. Future retail, office, institutional, cultural and related commercial facilities shall be encouraged to locate in the downtown core area and along Shuswap Avenue. Appropriate commercial activity in this area would include, but is not necessarily limited to restaurants, hotels, financial institutions, office buildings, retail outlets and personal services.

It is a policy of Council to require new developments to conform to the Development Permit Area guidelines for commercial areas and for the Village Core. Council should proceed knowing the downtown commercial area is special, and proceed with all development approvals in the downtown with a respect for the future of the downtown.

Some of the development permit requirements (as per Official Community Plan Bylaw 896-2021) that Council should weigh the application against are:

- Council wants to ensure that redevelopment in the downtown area be undertaken in a manner that enhances the visual quality and function of the downtown business and commercial core. Council intends to retain a mix of old and new buildings in the area, while recognizing that some buildings may be subject to redevelopment and/or renovation.
- The form and character of streetscape improvements and facade improvements should be complementary to the evolving vision of the Village Core streetscape.
- The development of new buildings and renovations to existing buildings should be sympathetic to the scale, mass, materials and colours found in heritage and commercial buildings, without being exact replicas. Wherever possible, local materials and building styles should be encouraged.

The OCP development permit guidelines, while regulatory in nature, is broad on requirements, allowing significant variety in assessing development applications. While this gives Council a lot of latitude in what qualifies as acceptable development as it pertains to meeting the requirements, it can equally allow too much flexibility to achieving what Council actually wants in the downtown.

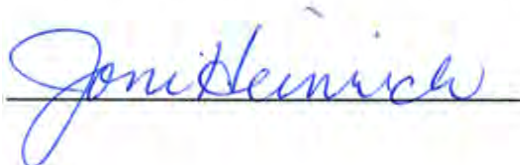
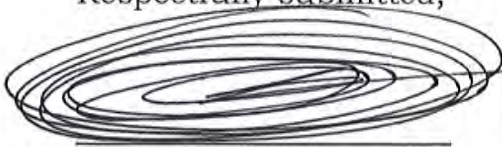
Pursuant to the provisions in the *Local Government Act*, a local government may, by resolution, issue a development permit, in respect of the land covered in the permit.

RECOMMENDATION

THAT Council approve DP2023-2

Respectfully submitted,

Approved for Council Consideration by CAO



VILLAGE OF CHASE

Application for Permit

(please check one)

- ☒ Development Permit
☒ Development Variance Permit
☐ Temporary Use Permit

1. Registered property owner's name, address and telephone number 250-682-6386
MARGARET ANN SEREDIUK ; PO BOX 614, CHASE, BC V0E 1M0
2. Authorized agent's name, address and telephone number (If agent is handling application, please supply written authorization from owner)
MARKEN DRAFTING & DESIGN LTD. 250-571-9429
DAMIAN MARKEN PO BOX 1238, CHASE, BC V0E 1M0
3. Legal description and Property Identification Number of subject property
PARCEL B (BEING A CONSOLIDATION OF LOTS 19 AND 20, SEE
CA9908504) BLOCK F DISTRICT LOT 517 KAMLOOPS DIVISION YALE
DISTRICT PLAN 5K1 ; PID: 031-688-462
4. Approximate area of subject property
594.95 m²
5. Existing use of subject property
RESIDENTIAL USE
6. Existing use of adjacent property
RESIDENTIAL USE
7. Detailed description including drawings, of the project or situation necessitating your application. Please provide additional pages as necessary.
AN ADDITION TO A DETACHED GARAGE EXCEEDING THE SIZE
ALLOWED BY ZONING.

I hereby declare that the information contained herein is, to the best of my knowledge, factual and correct.


Signature of Owner or Agent

20-OCT-2022
Date

Note: Please see attached sheet for additional information to be included with application



Property Information Report

Report Generated on: April 02, 2023 12:01:31 AM

Thompson-Nicola Regional District
300 - 465 Victoria St
Kamloops, BC V2C 2A9
T (250) 377-8673
F (250) 372-5048
E gisinfo@tnrd.ca

910 Sicamous Ave

Parcel Description & Location

[More Details](#)

Legal Description:

PARCEL B (BEING A CONSOLIDATION OF LOTS 19 AND 20, SEE CA9908504) BLOCK F DISTRICT LOT 517 KAMLOOPS DIVISION YALE DISTRICT PLAN 514

Plan Number:

KAP514

Parcel Type (Class):

SUBDIVISION

Owner Type:

PRIVATE

Lot Size(Calculated)(+/-5%):

Square Meter:

594.95

Acre:

0.147

Hectare:

0.059

Community: Chase

Local Authority: Village of Chase

School District: Kamloops/Thompson



TNRD Services (Contact the Local Authority for services provided by other jurisdictions)

[More Details](#)

Water Service: N/A

Sewer Service: N/A

Fire Protection: N/A

Future Debt (Loan Authorization) (For enquiries, contact the Local Authority)

[More Details](#)

Future Debt: Unknown - contact Village of Chase for any future debt.

Planning & Zoning (For enquiries, contact the Local Authority)

[More Details](#)

Zoning Bylaw: 683

Zoning: C-2

Lakeshore Development Guidelines (Intersect): Yes

Lake Name: Little Shuswap Lake

Lake Classification: Development Lake, Special Case Lake

Fringe Area: N/A

Floodplain Information: Refer to Local Government floodplain regulation.

Site Specific Zoning: Contact Local Authority

Development Permit Area: Area A

Official Community Plan Name: CONTACT LOCAL AUTHORITY

OCP Designation: CONTACT LOCAL AUTHORITY

Agriculture Land Reserve (Intersect): No

Riparian Area (Source: TRIM)(Intersect): No

Post-Wildfire Geohazard Risk Restrictions: Unknown

Development Applications & Permits - from July 2009 to Present (For enquiries, contact the Local Authority)

[More Details](#)

Folio:	Development Application Number:	Development Application Type:	Status:
--------	---------------------------------	-------------------------------	---------

Folio:	File Number:	Application Date:	Issued Date:	Completion Date:	Status:
--------	--------------	-------------------	--------------	------------------	---------

Type of Construction:

BC Assessment (For enquiries, contact BC Assessment Authority)

[More Details](#)

Folio:	Land Title PID:	Assess Year:	Land:	Improvement:	Property Class:
512.00160.001	031-688-462	2023	\$148,000.00	\$349,000.00	1-Res

Folio:	Actual Use:
512.00160.001	SINGLE FAMILY DWELLING

Manual class:
2 STY SFD-AFTER 1930-FAIR

Disclaimer: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and the Thompson-Nicola Regional District (TNRD) is not responsible for its accuracy, completeness or how current it may be. View full [Disclaimer and Terms of Use](#)



Legend

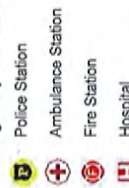
Library Services



Waste Disposal and Recycling



Emergency Services



Local Authority Office



Facility



910 Sicamous

Author:



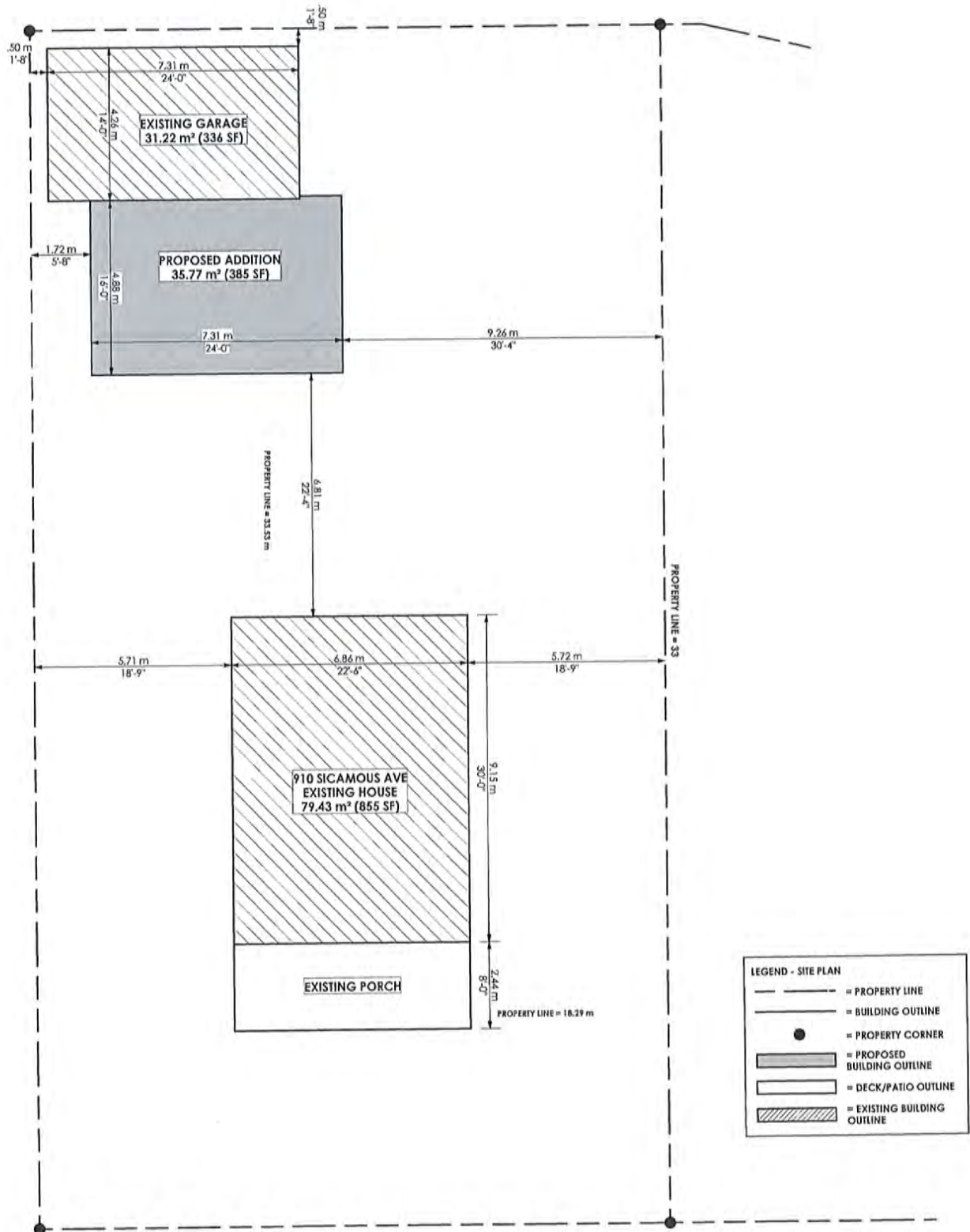
THIS IS NOT A LEGAL SURVEY PLAN. This map is a user generated static output from the Thompson-Nicola Regional District Internet Mapping site and is provided on an "as is" and "as available" basis, without warranties of any kind, either expressed or implied. The information was generated from Geographic Information System (GIS) data maintained by different source agencies. Information contained in the map may be approximate, and is not necessarily complete, accurate or current. While all reasonable efforts have been made to ensure the accuracy of the data, reliance on this information without verification from original records is done at the user's own risk.

0.1 0 0.03 0.1
Kilometers
1: 1,128
Projection: WGS_1984_Web_Mercator_Auxiliary_Sphere
April 3, 2023

SITE PLAN

SHUSWAP AVE

COBURN ST



Development Permit Area A - Village Core Revitalization

21.2.1 Authorization

The Village Core Revitalization Development Permit Area is designated as a Development Permit Area pursuant to Section 488(1)(d) of the *Local Government Act* for the revitalization of an area in which a commercial use is permitted.

21.2.2 Area

Development Permit Area A – Village Core Revitalization Area as shown on Schedule D - Development Permit Area Map.

21.2.3 Justification

Council wants to ensure that redevelopment in the Village Core is undertaken in a manner that enhances the visual quality and function of the downtown business and commercial core. Council intends to retain a mix of old and new buildings in the area, while recognizing that some buildings may be subject to redevelopment and/or renovation.

21.2.4 Development Permit Triggers

The *Local Government Act* imposes development permit requirements in development permit areas. Unless exempted by 21.2.5, a development permit must be obtained when any of the following types of development activity occur in Development Permit Area A, in accordance with Section 489 of the *Local Government Act*:

- .1 Subdivision of land;
- .2 Construction, addition or alteration of a building or other structure; or
- .3 Alteration of land.

21.2.5 Exemptions

In Development Permit Area A, a development permit is not required for the following:



- .1 The alteration of a building that is limited to the addition, replacement or alteration of doors, windows, building trim, awnings, or roofs as long as these alterations conform with the guidelines of Development Permit Area A;
- .2 Interior alterations to buildings;
- .3 The construction of new buildings or structures less than 10 square metres in area; or
- .4 The erection of a sign or fence.

21.2.6 Guidelines

Historical Considerations

- .1 Historically significant sites are encouraged to be preserved and where practical and within economic reason, these sites should be rehabilitated.

Façade and Street Frontage

- .2 The form and character of streetscape improvements and facade improvements should be complementary to the evolving vision of the Village Core streetscape.
- .3 The main floor of commercial buildings fronting onto Shuswap Avenue should have large windows allowing pedestrians to see into buildings.
- .4 Streetscape improvements should be encouraged to include pedestrian enhancements such as benches and bike racks.

Building Characteristics

- .5 The development of new buildings and renovations to existing buildings should be sympathetic to the scale, mass, materials and colours found in heritage and commercial buildings, without being exact replicas. Wherever possible, local materials and building styles should be encouraged.
- .6 Large buildings should be designed to minimize domination of the streetscape and should be articulated by offsetting and planting to give the appearance of smaller blocks.
- .7 For buildings three storeys or higher, the upper storeys should be set back in order to retain a pedestrian oriented scale.
- .8 Soft, warm lighting should be encouraged for signage and the exterior of buildings that is in addition to streetlighting.
- .9 Building design incorporating residential uses shall use balconies. Balconies shall be large enough to allow active use and seating.
- .10 Building design shall use lighting fixtures that create visual interest and that are located on the building and the site at a human scale rather than an automobile orientation.

Building Siting

- .11 A buffer of landscaping with trees and planting should separate commercial or institutional uses from adjacent residential areas.
- .12 There should a minimum front yard setback of 0 m and a maximum front yard setback of 1 m on Shuswap Avenue between Haldane Street and Coburn Street
- .13 Commercial and institutional buildings should be set back from adjacent properties designated for residential use.



Parking

- .14 Adjacent properties should be encouraged to provide shared parking with one entrance and one exit point. Large parking areas, greater than 8 stalls, or parking areas that abut one another should be segmented by trees or plantings for visual breaks.
- .15 Parking areas should be located at the back of buildings with access from lanes or minor streets.
- .16 Parking areas should be paved.
- .17 Parking lot illumination should be designed for when people are not in their vehicles and should avoid light pollution or the spilling of light onto adjacent properties but should provide adequate lighting for safety purposes.
- .18 Landscaping should be provided to screen all parking that may be visible from any street.
- .19 Bicycle storage areas should be identified.

Signage

- .20 Exterior signs should either be incorporated into the design of the building or relate to the character of the site and the streetscape.
- .21 Signage shall be incorporated into the building in a manner that creates a coordinated and visually relative and appealing manner to that of the facade design.
- .22 Signage shall be principally pedestrian-oriented, made of durable, weather-resistant material, opaque, and coloured in such a way so as to coordinate with the facade of the building.

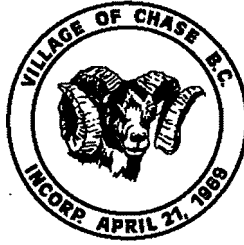
Outdoor Storage

- .23 Outdoor storage areas, waste and recycling bins and commercial building appurtenances, including those on rooftops, should be screened with planting, fencing or screening structure.

Landscaping

A Landscape Plan and Cost Estimate as outlined in Section 21.1.1 should be included for any landscaping requirements.





VILLAGE OF CHASE

DEVELOPMENT PERMIT DP2023-2

1. This Development Permit is issued subject to all the bylaws of the Village of Chase, except as specifically varied or supplemented herein.
2. This Development Permit applies only to those lands within the Village of Chase described below and any developments thereon:

Permittee: Margret Ann Serediuk
Street Address: 910 Sicamous Avenue
Legal Description: PCL B BLK F PL 514 DL 517

3. The development shall be undertaken in accordance with the terms and conditions of this Permit and the provisions of the Village of Chase Official Community Plan Bylaw No. 635 – 2002, Development Permit Area “A”.
4. The permittee will ensure that all works, including landscaping, undertaken in any right-of-way, public property, Riparian Area or Agricultural Land Reserve will not be done until all applicable approvals have been granted.
5. The provisions of all applicable codes, legislation and regulations are not otherwise varied by this Permit.
6. This Development Permit is valid for one year unless an extension is granted by resolution of the Village Council. If the permittee does not commence the development permitted under the authority of this Permit within one year from the date of issuance, this Permit shall be deemed to have lapsed.
7. Any application to amend this Permit shall be considered a new application unless specifically authorized by the Village Council.
8. This Development Permit is not a Development Variance Permit.
9. This Development Permit is not a Building Permit.

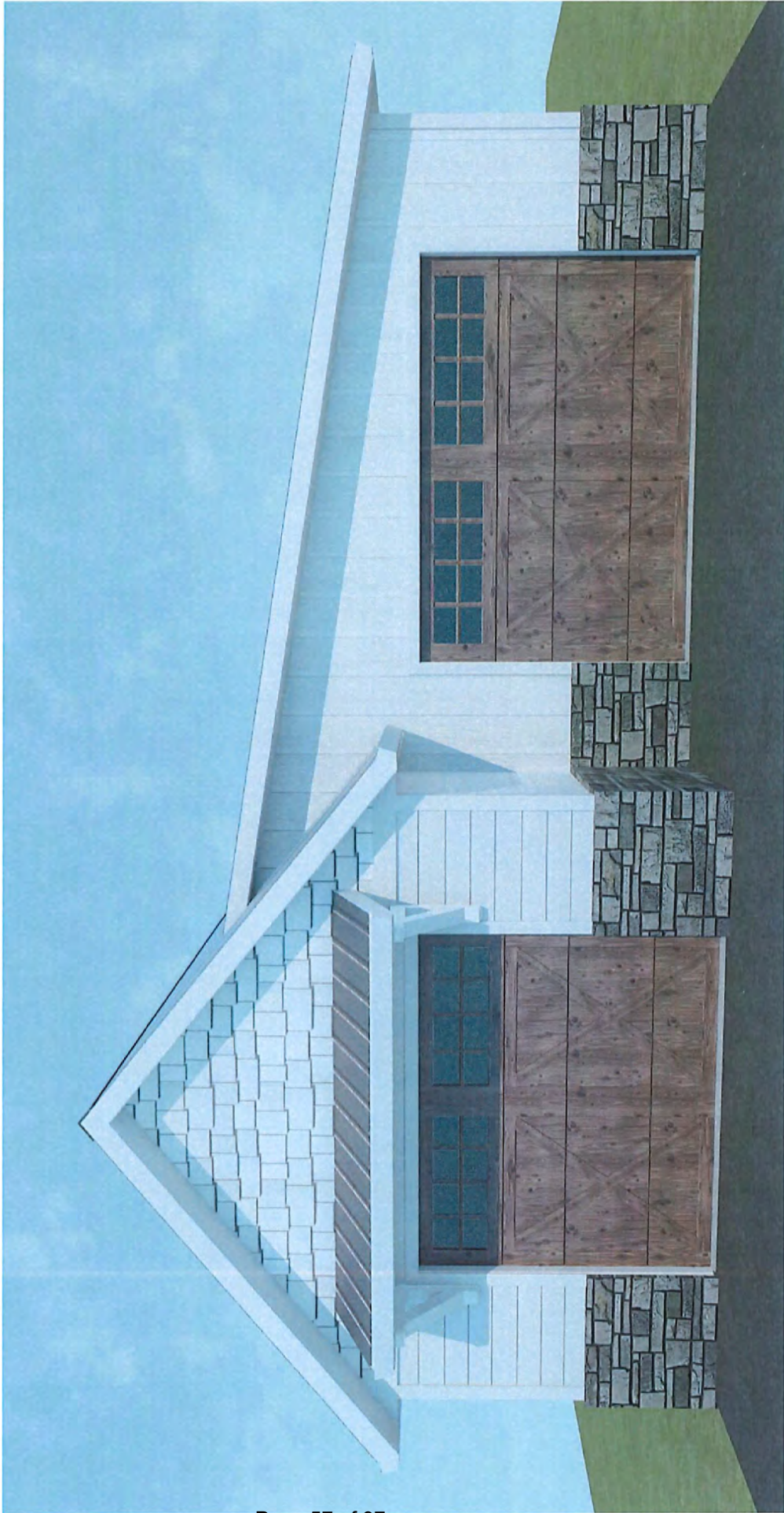
10. Authorizing resolution of the Council of the Village of Chase passed the ____ day of ____, **2023**.

11. Permit issued this ____ day of ____, **2023**.

Attachments: Schedule A

SCHEDULE "A"

910 SICAMOUS AVE - GARAGE ADDITION





VILLAGE OF CHASE

Administrative Report

TO: Mayor and Council
FROM: Chief Administrative Officer
DATE: March 31, 2023
RE: Council Code of Conduct Policy

ISSUE/PURPOSE

The purpose of this report is to outline the legislative framework for council codes of conduct for local governments in British Columbia (BC), provide examples from other municipalities (Attachment "A"), present a draft Council code of conduct (Appendix "B") for consideration and provide an opportunity for Council to make recommendations and/or provide further direction to Administration.

OPTIONS

1. Do not adopt a code of conduct and make the reason publicly available.
2. Adopt the code of conduct as presented.
3. Adopt the code of conduct with amendments.

HISTORY/BACKGROUND

New legislative requirements for codes of conduct came into force on June 13, 2022, with the *Municipal Affairs Statutes Amendment Act* (No. 2), 2021. Within six months after the first regular council meeting following the general local elections, a council must decide whether to adopt or review a code of conduct for the council members. Before making a decision, a council must consider the principles for codes of conduct prescribed by regulation.

If a council decides not to adopt or review a code of conduct, they must make the reasoning behind their decision publicly available. If the council decided not to establish or review a code of conduct, they must reconsider that decision before January 1 of the year of the next general local election (i.e., by the end of 2025).

DISCUSSION

The legislated requirements regarding council codes of conduct noted above are enacted in Part 4, Division 8 of the *Community Charter* (Charter). As the November 8, 2022 Regular Meeting was Council's first regular meeting following the 2022 election, Council must decide whether or not to adopt a Code of Conduct by May 8, 2023.

The principles for council codes of conduct noted above and prescribed by BC Regulation 136/2022 are as follows:

- (a) council members must carry out their duties with integrity;

- (b) council members are accountable for the decisions that they make, and the actions that they take, in the course of their duties;
- (c) council members must be respectful of others;
- (d) council members must demonstrate leadership and collaboration.

FINANCIAL IMPLICATIONS

Poor conduct may result in legal costs to the municipality. A code of conduct can assist in preventing this and the potential impact on taxpayers.

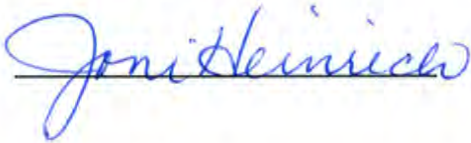
POLICY IMPLICATIONS

Conduct in accordance with the prescribed principles can foster healthy relationships among Council members, their constituents, and Village staff, and can provide a strong foundation for the leadership Council offers the organization and the broader community.

RECOMMENDATION

"That Council adopt the code of conduct as presented."

Respectfully submitted,

A handwritten signature in blue ink, reading "Joni Heinicke", is written over a horizontal line.



Village of Chase Policy Manual

Title:	<u>Council Code of Conduct Policy</u>
Date Adopted:	Replaces: n/a
Date Effective:	Reviewed:
Special Notes / Cross Reference:	

PURPOSE

To formalize the process for the responsible conduct of Council.

POLICY

As local government representatives, we recognize that responsible conduct is essential to providing good governance for the Village of Chase.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, leadership and collaboration.

Council requires each elected official to conduct themselves to the highest ethical standards by being an active participant in ensuring these foundational principles, and the standards of conduct set out in this policy and elsewhere, are followed in all interactions with every person, including with other members of Council, staff, and the public.

APPLICATION & INTERPRETATION

It is each member of Council's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, the public and all other levels of government.

Members of Council must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted and applied by members of Council in a manner that is consistent with all applicable Federal and Provincial laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to members of Council individually or as a collective Council.

Annually, Council members are to sign the statement (attached as Appendix A) affirming they have read and understood this policy. In addition, Council will review the Code of Conduct policy every two years, consider recommendations and update the policy as necessary.

STANDARDS OF CONDUCT

Standards of Conduct for Council include exhibiting the key principles of integrity, respect, accountability, leadership and collaboration.



Village of Chase Policy Manual

Integrity: Integrity is demonstrated by members of Council by upholding the public interest, being truthful and honourable, and includes the following conduct:

- Members of Council will be truthful, honest, and open in all dealings, including those with other members, staff and public.
- Members of Council will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members of Council will behave in a manner that promotes public confidence in their Conduct and actions.

Respect: Respect is demonstrated by members of Council by fostering an environment of trust by demonstrating due regard for the perspectives, wishes and the rights of others and an understanding of the role of local government, and includes the following conduct:

- Members of Council will treat every person with dignity, understanding and respect.
- Members of Council will show consideration for every person's values, beliefs and contributions to discussions.
- Members of Council will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes unwanted physical contact, or other aggressive actions that may threaten, bully or harass any person.

Accountability: Accountability is demonstrated by members of Council when they individually and collectively accept responsibility for their actions and decisions, and includes the following conduct:

- Members of Council will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective Council.
- Members of Council will listen to and consider the opinions and needs of the community in all decision-making and allow for appropriate opportunities for discourse and feedback.
- Members of Council will carry out their duties in an open and transparent manner so the public can understand the process and rationale used to reach decisions.

Leadership and Collaboration: Leadership and collaboration is demonstrated by members of Council by encouraging individuals to work together in pursuit of collective objectives, leading, listening to, and positively influencing others and includes the following conduct:

- Members of Council will behave in a manner that builds public trust and confidence in the local government.
- Members of Council will consider the issues before them and make decisions as a collective body. As such, members will actively and respectfully participate in debate about



Village of Chase Policy Manual

the merits of a decision. Once a decision has been made, all members will recognize the democratic majority, and acknowledge its rationale when communicating their opinions on the decision.

- Members of Council will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- Members of Council will always recognize the importance of the role of the chair of the meetings and treat that person with respect.

COLLECTION & HANDLING OF INFORMATION

Council members must:

- Collect, use and disclose personal information in accordance with the British Columbia *Freedom of Information and Protection of Privacy Act* and the policies and guidelines as established by the Village;
- Protect information that is specifically marked confidential, that is personal information, and any other material identified or understood to be confidential in nature;
- Refrain from discussing or disclosing confidential information with staff or with persons outside the organization, except as authorized;
- Refrain from discussing or disclosing any personal information with or to other Council members, staff, or with persons outside the organization except in a manner consistent with the duty to protect personal information under the British Columbia *Freedom of Information and Protection of Privacy Act*.
- Take reasonable care to prevent the examination of confidential material or access to personal information by unauthorized individuals;
- Not use confidential information except for the purpose for which it is intended to be used;
- Only access information held by the Village as required for Village business;
- Not disclose decisions, resolutions or reports forming part of the Council agenda for or from a closed meeting of Council until a corporate decision has been made for the information to become public.

CONFLICT OF INTEREST

- Conflict of Interest is dealt with under sections of the *Community Charter*. Ultimately, the interpretation of these sections is a matter for the courts. This Code of Conduct policy is intended to provide additional guidance to Council members.



Village of Chase Policy Manual

- Council members are expected to make decisions that benefit the community. They are to be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests.
- Council members must attempt to resolve any conflict or incompatibility between their personal interests and the impartial performance of their duties. Council members must ensure they are observing the statutory requirements of the *Community Charter*.

USE OF SOCIAL MEDIA

- Council members must not purport to speak on behalf of the Village or Council unless expressly authorized to do so.
- Council members will use caution in reporting decision-making by way of their social media profiles and websites before the Village has released any formal communication.
- Council members will refrain from using or permitting the use of their social media accounts for purposes that include:
 - a) defamatory remarks, obscenities, profane language or sexual content;
 - b) negative statements disparaging staff or calling into question the professional capabilities of staff;
 - c) content that endorses, promotes or perpetuates discrimination or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation;
 - d) promotion of illegal activity.

INTERACTIONS WITH STAFF

- Council members are only to contact staff, including Municipal Officers, according to the procedures authorized by Council and the Village's Chief Administrative Officer regarding the interaction of Council members and staff.
- Council members are to direct inquiries regarding departmental issues or questions to the Village's Chief Administrative Officer and refrain from contacting staff directly.
- Advice to Council members from staff will be vetted and approved by the Chief Administrative Officer.
- Council members are not to issue instructions to any of the Village's staff, contractors, tenderers, consultants or other service providers unless expressly authorized to do so.
- Council members must not publish or report information or make statements attacking or reflecting negatively on staff or Council members. Any complaint should be brought to the attention of the Chief Administrative Officer for follow up.



Village of Chase Policy Manual

- Council members must treat members of the public, Council, and staff with respect and without bullying, abuse or intimidation.

PUBLIC/MEDIA INTERACTIONS

- Council Members will communicate accurately the decisions of the Council, even if they disagree with the majority decision made, and by so doing affirm the respect for and integrity in the decision-making processes of Council.
- When discussing publicly whether a Council member did not support a decision, or voted against the decision, or that another Council member did not support a decision or voted against a decision, a Council member will refrain from making disparaging comments about other Council members or about Council's processes and decisions.

RECEIPT AND DISCLOSURE OF GIFTS

- Council members will treat with extreme caution any offer or gift, favour or hospitality that is made to them personally. A council member must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the member's performance of the duties of office.
- The regulations around receiving and disclosing gifts are outlined in the *Community Charter*. Council members are personally responsible for avoiding the risk of damage to public confidence in local government. The receipt or offer of gifts should be reported to the Chief Administrative Officer.

Approval Date:		Approved by:	Mayor and Council
1. Amendment Date:		Approved by:	
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	



Village of Chase Policy Manual

APPENDIX A

MEMBER STATEMENT

Council of the Village of Chase and Council Appointees to Boards, Committees, Commissions and Task Force

As a member of Council of the Village of Chase, I agree to:

- Uphold the Code of Conduct policy that has been adopted by Council and conduct myself in accordance with the foundational principles of integrity, accountability, respect, leadership, and collaboration.
- Protect confidential information, personal information, and other information that has been made available to me by virtue of my role as a member of Council, in accordance with legislation and the provisions outlined in the Code of Conduct Policy.
- Avoid any real or perceived conflict of interest and declare at the earliest opportunity any interest that is or may be in conflict with the business of the body of the Village of Chase in which I am participating.
- Ensure all my interactions with staff, the public, the media, and my use of social media is respectful and in accordance with the provisions of the Code of Conduct policy.

I affirm that I have read and understood the Village of Chase Code of Conduct Policy.

Signature: _____

Date: _____

Name: _____
(Please print)

Office: _____
(Mayor / Councillor)



City of Armstrong

POLICY MANUAL

Title:	Council Code of Conduct
Policy #:	3-300-20
Section:	Legislative: Council

PURPOSE:

To formalize the process for the responsible conduct of Council.

POLICY STATEMENT

As local government representatives, we recognize that responsible conduct is essential to providing good governance for the City of Armstrong.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, leadership and collaboration.

Council requires each elected official to conduct themselves to the highest ethical standards by being an active participant in ensuring these foundational principles, and the standards of conduct set out in this policy, are followed in all interactions with every person, including with other members of Council, staff, and the public.

1. Application and Interpretation

It is each member of Council's individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other members, staff, the public and all other levels of government.

Members of Council must conduct themselves in accordance with the law. This Code of Conduct is intended to be developed, interpreted, and applied by members of Council in a manner that is consistent with all applicable Federal and Provincial laws, as well as the bylaws and policies of the local government, the common law, and any other legal obligations which apply to members of Council individually or as a collective Council or board.

Annually, Council members are to sign the statement (attached as Appendix A) affirming they have read and understood this policy. In addition, Council will review the Code of Conduct policy on a regular basis, consider recommendations, and update the policy as necessary.



City of Armstrong

POLICY MANUAL

2. Standards of Conduct

Standards of Conduct for Council include exhibiting the key principles of integrity, respect, accountability, leadership and collaboration.

Integrity: Integrity is demonstrated by members of Council by upholding the public interest, being truthful and honourable, and includes the following conduct:

- Members of Council will be truthful, honest, and open in all dealings, including those with other members, staff, and public.
- Members of Council will ensure that their actions are consistent with the shared principles and values collectively agreed to by the Council or board.
- Members of Council will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members of Council will direct their minds to the merits of the decisions before them, ensuring that they act based on relevant information and principles, and in consideration of the consequences of those decisions.
- Members of Council will behave in a manner that promotes public confidence in all their dealings.

Respect: Respect is demonstrated by members of Council by fostering an environment of trust by demonstrating due regard for the perspectives, wishes and the rights of others and an understanding of the role of local government, and includes the following conduct:

- Members of Council will treat every person with dignity, understanding and respect.
- Members of Council will show consideration for every person's values, beliefs, and contributions to discussions.
- Members of Council will demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.
- Members of Council will not engage in behaviour that is indecent, insulting, or abusive. This behaviour includes unwanted physical contact, or other aggressive actions that may threaten, bully, or harass any person.



City of Armstrong

POLICY MANUAL

Accountability: Accountability is demonstrated by members of Council when they individually and collectively accept responsibility for their actions and decisions, and includes the following conduct:

- Members of Council will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective Council or board.
- Members of Council will listen to and consider the opinions and needs of the community in all decision-making and allow for appropriate opportunities for discourse and feedback.
- Members of Council will carry out their duties in an open and transparent manner so the public can understand the process and rationale used to reach decisions.

Leadership and Collaboration: Leadership and collaboration is demonstrated by members of Council by encouraging individuals to work together in pursuit of collective objectives, leading, listening to, and positively influencing others, and includes the following conduct:

- Members of Council will behave in a manner that builds public trust and confidence in the local government.
- Members of Council will consider the issues before them and make decisions as a collective body. As such, members will actively and respectfully participate in debate about the merits of a decision. Once a decision has been made, all members will recognize the democratic majority, and acknowledge its rationale when articulating their opinions on the decision.
- Members of Council will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, members of Council will calmly face challenges, and provide considered direction on issues as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members of Council will recognize, respect, and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and the public.
- Members of Council will always recognize the importance of the role of the chair of the meetings and treat that person with respect.



City of Armstrong

POLICY MANUAL

3. COLLECTION AND HANDLING OF INFORMATION

Council members must:

- Collect, use and disclose personal information in accordance with the British Columbia Freedom of Information and Protection of Privacy Act and the policies and guidelines as established by the City;
- Protect information that is specifically marked confidential, that is personal information, and any other material identified or understood to be confidential in nature;
- Refrain from discussing or disclosing confidential information with staff, or with persons outside the organization, except as authorized;
- Refrain from discussing or disclosing any personal information with or to other Council members, staff, or with persons outside the organization except in a manner consistent with the duty to protect personal information under the British Columbia Freedom of Information and Protection of Privacy Act.
- Take reasonable care to prevent the examination of confidential material or access to personal information by unauthorized individuals;
- Not use confidential information except for the purpose for which it is intended to be used;
- Only access information held by the City as required for City business;
- Not disclose decisions, resolutions or reports forming part of the Council agenda for or from a closed meeting of Council until a corporate decision has been made for the information to become public;

4. CONFLICT OF INTEREST

- Conflict of Interest is dealt with under sections of the Community Charter. Ultimately, the interpretation of these sections is a matter for the courts. This Code of Conduct policy is intended to provide additional guidance to Council members.



City of Armstrong

POLICY MANUAL

- Council members are expected to make decisions that benefit the community. They are to be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests.
- Council members must attempt to resolve any conflict or incompatibility between their personal interests and the impartial performance of their duties. Council members must ensure they are observing the statutory requirements of the Community Charter.

5. USE OF SOCIAL MEDIA

- Council members must not purport to speak on behalf of the City or Council unless expressly authorized to do so.
- It is not the role of individual Council members to report directly on City related business. Council members will use caution in reporting decision-making by way of their social media profiles and websites before the City has released any formal communication.
- When speaking for themselves as individual Council or Committee members on social media or to the press, Council members will include “in my opinion” or use a similar disclaimer to ensure it is expressly clear they are speaking for themselves and not the City or Council as a whole.
- Council members will refrain from using or permitting the use of their social media accounts for purposes that include:
 - a) defamatory remarks, obscenities, profane language or sexual content;
 - b) negative statements disparaging staff or calling into question the professional capabilities of staff;
 - c) content that endorses, promotes, or perpetuates discrimination or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation;
 - d) statements that indicate a closed-mind in relation to a matter that is to be the subject of a statutory or other public hearing; or,
 - e) promotion of illegal activity.
- Council members must regularly monitor their social media accounts and immediately take measures to deal with the publication of messages or postings by others that violate the terms of this Code of Conduct.



City of Armstrong

POLICY MANUAL

6. INTERACTIONS WITH STAFF

- Council members are only to contact staff, including Municipal Officers, according to the procedures authorized by Council and the City's Chief Administrative Officer regarding the interaction of Council members and staff.
- Council members are to direct inquiries regarding departmental issues or questions to the City's Chief Administrative Officer and refrain from contacting staff directly.
- Advice to Council members from staff will be vetted and approved by the Chief Administrative Officer.
- Council members are not to issue instructions to any of the City's contractors, tenderers, consultants or other service providers unless expressly authorized to do so.
- Council members must not publish or report information or make statements attacking or reflecting negatively on staff or Council members. Any complaint should be brought to the attention of the Chief Administrative Officer for follow up.
- Information obtained by any member of Council, which is likely to be used in a Council or political debate, should be provided to all other Council members, and to the Chief Administrative Officer as soon as possible.
- Council members must treat members of the public, Council, and staff with respect and without bullying, abuse or intimidation.

7. PUBLIC/MEDIA INTERACTIONS

- Council Members will communicate accurately the decisions of the Council, even if they disagree with the majority decision made, and by so doing affirm the respect for and integrity in the decision-making processes of Council.
- When discussing publicly whether a Council member did not support a decision, or voted against the decision, or that another Council member did not support a decision or voted against a decision, a Council member will refrain from making disparaging comments about other Council members or about Council's processes and decisions.



City of Armstrong

POLICY MANUAL

8. RECEIPT AND DISCLOSURE OF GIFTS

- Council members will treat with extreme caution any offer or gift, favour or hospitality that is made to you personally. A council member must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the member's performance of the duties of office.
- The regulations around receiving and disclosing gifts are outlined in the Community Charter. Council members are personally responsible for avoiding the risk of damage to public confidence in local government. The receipt or offer of gifts should be reported to the Chief Administrative Officer.

Approval Date:	December 12, 2022	Approved by:	Mayor and Council
1. Amendment Date:		Approved by:	
2. Amendment Date:		Approved by:	
3. Amendment Date:		Approved by:	



City of Armstrong

POLICY MANUAL

"APPENDIX A"

MEMBER STATEMENT

Council of the City of ARMSTRONG and Council Appointees to Boards, Committees, Commissions and Task Forces

As a member of Council of the City of Armstrong, I agree to:

- Uphold the Code of Conduct policy that has been adopted by Council and conduct myself in accordance with the foundational principles of integrity, accountability, respect, leadership, and collaboration.
- Protect confidential information, personal information, and other information that has been made available to me by virtue of my role as a member of Council, in accordance with legislation and the provisions outlined in the Code of Conduct Policy.
- Avoid any real or perceived conflict of interest and declare at the earliest opportunity any interest that is or may be in conflict with the business of the body of the City of Armstrong in which I am participating.
- ensure all my interactions with staff, the public, the media, and my use of social media is respectful and in accordance with the provisions of the Code of Conduct policy.

I affirm that I have read and understood the City of Armstrong Code of Conduct Policy.

Signature: _____

Date: _____

Name: _____
(Please print)

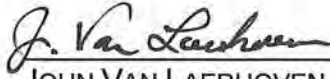
Office: _____
(Mayor / Councillor)



DISTRICT OF KENT POLICY

NAME OF POLICY: **COUNCIL CODE OF CONDUCT - 2018.03**
PREPARED BY: WALLACE MAH, CHIEF ADMINISTRATIVE OFFICER
EFFECTIVE DATE: OCTOBER 22, 2018
AMENDED DATE:

AUTHORIZED:


JOHN VAN LAERHOVEN
MAYOR


WALLACE MAH
CHIEF ADMINISTRATIVE OFFICER

WHEREAS the residents of the District of Kent are entitled to have a fair, ethical and accountable municipal Council that has earned the public's full confidence for integrity. The purpose of this Code is to establish guidelines for the ethical and interpersonal conduct of members of Council ("Members").

AND WHEREAS the public expects a responsive local government with the highest standards of professional conduct from Members elected to it. Honesty, integrity, objectivity, due diligence and accountability are some of the core ethical values reflected in this Code. Members are expected to perform their functions of office faithfully and to the best of their knowledge and ability, in accordance with these core ethical values.

THEREFORE LET IT BE RESOLVED THAT this code applies to all Members of the District Council and Council shall act in the public interest by conducting its business with integrity, in a fair, honest and open manner.

Comply with the Laws:

Members shall comply with all applicable federal, provincial, and municipal laws in the performance of their public duties, including but not limited to: the *Local Government Act*, the *Community Charter*, the *Freedom of Information and Protection of Privacy Act*, the *Financial Disclosure Act*, and all the applicable District bylaws and policies.

Conduct of Members:

The conduct of members in the performance of their duties and responsibilities with the District must be fair, open and honest. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, committees, the District staff or the public.

Respect for Process:

Members shall perform their duties in accordance with the policies and procedures and the rules of order established by the District Council governing the deliberation of public policy issues, involvement of the public, and implementation of policy decisions of the Council by District staff.

Conduct of Meetings:

Members shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand. Members shall not interrupt other speakers, make personal comments not germane to the business of the body, or otherwise interfere with the orderly conduct of a meeting.

Decisions Based on Merit:

Members shall base their decisions on the relevant merits and substance of the matter at hand, including input received from District staff and the public.

Sharing Substantive Information:

Subject to paragraph 10, members shall share with Council substantive information that is relevant to a matter under consideration by the Council, which they may have received from sources outside of the public decision-making process. If a member has a concern regarding whether the information received should be shared, the member shall first consult with the District Chief Administrative Officer (CAO) or the Director of Corporate Services.

Conflict of Interest:

Members shall familiarize themselves and act in accordance with the provisions set out in the conflict of interest sections of the *Community Charter*.

Gifts:

Members must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the member's performance of their duties, except in accordance with the provisions of the *Community Charter*.

Confidential Information:

Members shall respect the confidentiality of the information concerning the property, personnel, legal affairs, or other information of the District distributed for the purposes of, or considered in, an In Camera Council meeting. Members shall neither disclose confidential information without proper authorization, nor use such information to advance their own or anyone's personal, financial or other private interests. Without limiting the generality of the foregoing, members shall not disclose Council resolutions or staff report contents from an In Camera meeting of Council unless and until a Council decision has been made for the information to become public, and shall not disclose detail on Council's In Camera meeting deliberations or how individual members voted on a question in an In Camera meeting.

Use of Public Resources:

Members shall not use the District public resources such as staff time, equipment, supplies or facilities, for private gain or personal purposes. Specifically, members shall not undertake municipal election campaign related activities at District Hall or on other premises owned by the District during regular working hours, unless such activities are organized by the District (e.g. all-candidate information sessions). Members shall not use District-owned equipment, technology or other property for municipal election campaign work (e.g. photocopiers, computers, etc.).

Advocacy:

Members shall represent the official policies or positions of the District Council to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent Council or the District, nor shall they allow the inference that they do.

Policy Role of Members:

Members shall respect and adhere to the Council-District structure of municipal government as practised in the District. In this structure, the Council determines the policies of the District with the advice, information and analysis provided by the District staff and Council committees. Members therefore shall not interfere with the day to day administrative functions of the District or with the professional duties of District staff, nor shall they impair the ability of staff to implement Council policy decisions.

Positive Work Place Environment:

Members shall treat other members, the public and District staff with respect and shall be supportive of the personal dignity, self-esteem and well being of those whom they come in contact with during the course of their professional duties. Comments about the District staff performance shall only be made to the District CAO through private correspondence or conversation.

Member Questions/Inquiries to District Staff:

Member's requests for information from staff shall be directed to the District CAO. If the response constitutes more than a technical clarification, then the response shall be provided to all Members so that all members have access to the same information.

Implementation:

As an expression of the standards of the conduct for members expected by the District, this Code is intended to be self-enforcing. This Code therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, this Code shall be provided as information to candidates for Council. Members elected to Council shall be requested to sign a member statement affirming they have read and understand this Code, and that they agree to conduct themselves in accordance with it.

Compliance and Enforcement:

This Code expresses standards of ethical conduct expected for Members of Council. Members themselves have the primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the District of Kent.

The District will not retaliate against Members of District staff who, in good faith, report a known or suspected violation of this Code. No reprisals or threat of reprisals shall be made against such a complainant, or against anyone for providing relevant information in connection with a suspected violation of this Code. Members shall respect the integrity of this Code and the enforcement of it.

District Council may impose sanctions on members whose conduct does not comply with this Code, including but not limited to a motion of censure.

To ensure procedural fairness, a member who is accused of violating any provision of this Code shall have a minimum of two weeks, or the time between two consecutive Council meetings, whichever is greater, to prepare his or her response to these allegations. Specifically, before considering a sanction, Council must ensure that a member is provided with:

- 1) A copy of a written report setting out the alleged breach of this Code, and possible sanctions that may be considered against him or her; and
- 2) A minimum of two weeks, or the time between two consecutive meetings, whichever is greater, to prepare a response against any allegations and possible sanctions; and
- 3) An opportunity to make representations and be heard by Council.

A violation of this Code shall not be considered a basis for challenging the validity of a Council decision.



City of Port Moody

Bylaw No. 3164

A Bylaw to govern the conduct of members of Council.

The Council of the City of Port Moody enacts as follows:

1. Citation

- 1.1 This Bylaw may be cited as "City of Port Moody Council Code of Conduct Bylaw, 2018, No. 3164".

2. Definitions

2.1 In this Bylaw,

- a) "Administration" means the administrative and operational arm of the Municipality, composed of various departments and business units and including all employees who operate under the leadership and supervision of the City Manager;
- b) "City Manager" means the chief administrative officer of the Municipality, or any other person designated to act in the place of the City Manager;
- c) "Investigator" means Council or the individual or body appointed by Council to investigate and report on complaints;
- d) "Member" means a member of Council and includes a Councillor or the Mayor; and
- e) "Municipality" means the municipal corporation of the City of Port Moody.

3. Purpose and Application

- 3.1 The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

4. Representing the Municipality

4.1 Members shall:

- a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability, and transparency;
- c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council, and other bodies to which they are appointed by Council; and
- d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. Communicating on Behalf of the Municipality

5.1 A Member must not claim to speak on behalf of Council unless authorized to do so.

5.2 Unless Council directs otherwise, the Mayor is Council's official spokesperson and, in the absence of the Mayor, it is the Acting Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

5.3 A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.

5.4 No Member shall make a statement when they know that statement is false.

5.5 No Member shall make a statement with the intent to mislead Council or members of the public.

5.6 Member communication includes all forms of communication, including written, verbal, and social media.

6. Respecting the Decision-Making Process

6.1 Decision-making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in the Administration, agents, contractors, consultants, or other service providers or prospective vendors to the Municipality.

6.2 Members shall conduct and convey Council business and all their duties in an open and transparent manner, other than for those matters which by law are authorized to be dealt with in a confidential manner in a closed session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

- 6.3 Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.
- 6.4 Council members have the right and responsibility to speak publicly and explain their position and agreement or disagreement with the overall Council decision.

7. Adherence to Policies, Procedures, and Bylaws

- 7.1 Members shall uphold the law established by the Parliament of Canada and the Legislature of British Columbia and the bylaws, policies, and procedures adopted by Council.
- 7.2 Members shall respect the Municipality as an institution, its bylaws, policies, and procedures and shall encourage public respect for the Municipality, its bylaws, policies, and procedures.
- 7.3 A Member must not encourage disobedience of any bylaw, policy, or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

8. Respectful Interactions with Council Members, Staff, the Public, and Others

- 8.1 Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
- 8.2 Members shall treat one another, employees of the Municipality, and members of the public with courtesy, dignity, and respect and without abuse, bullying, or intimidation.
- 8.3 No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality, or any member of the public.
- 8.4 No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation.
- 8.5 Members shall respect the fact that employees in the Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6 Members must not:
 - a) involve themselves in matters of Administration, which fall within the jurisdiction of the City Manager;
 - b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding, or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or

- c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

9. Confidential Information

- 9.1 Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public or until disclosure has been lawfully authorized.
- 9.2 Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.
- 9.3 No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.
- 9.4 Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order, or by contract, or is required to refuse to disclose under the *Freedom of Information and Privacy Protection Act* or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:
 - a) personal information;
 - b) labour relations or other employee relations;
 - c) the security of the property of the Municipality;
 - d) a proposed or pending acquisition or disposition of land or other property;
 - e) law enforcement matters;
 - f) litigation or potential litigation, including matters before administrative tribunals;
 - g) advice subject to solicitor-client privilege;
 - h) contract negotiations and discussions respecting the proposed provision of a service; and
 - i) discussions with other levels of government.

10. Conflicts of Interest

- 10.1 Members have a statutory duty to comply with the Conflict of Interest provisions as set out in the *Community Charter*.
- 10.2 Members may request that the City Manager seek a legal opinion from the City Solicitor with respect to situations that may result in a real or perceived conflict of interest.
- 10.3 Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends, or associates, business or otherwise.
- 10.4 Members shall approach decision-making with an open mind that is capable of persuasion.

11. Improper Use of Influence

- 11.1 No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 11.2 No Member shall act as a paid agent to advocate on behalf of any individual, organization, or corporate entity before Council or a committee of Council or any other body established by Council.
- 11.3 Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 11.4 Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members, or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

12. Use of Municipal Assets and Services

- 12.1 Members shall use municipal property, equipment, services, supplies, and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
 - a) municipal property, equipment, service, supplies, and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges; and
 - b) electronic communication devices, including but not limited to desktop computers, laptops, tablets, and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not offensive, inappropriate, or for personal gain.

13. Orientation and Other Training Attendance

- 13.1 Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
- 13.2 Unless excused by Council, every Member must attend the Elected Officials Seminar offered by the Local Government Leadership Academy in the first quarter of the year following local government elections.
- 13.3 Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.

14. Remuneration and Expenses

- 14.1 Members are stewards of public resources and shall avoid waste, abuse, and extravagance in the use of public resources.
- 14.2 Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies, and procedures regarding claims for remuneration and expenses.

15. Gifts and Hospitality

- 15.1 Members have a statutory duty to comply with provisions of the *Community Charter* on restrictions on accepting gifts.
- 15.2 Members shall not accept gifts, hospitality, or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
- 15.3 Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

16. Election Campaigns

- 16.1 No Member shall use any facilities, equipment, supplies, services, municipal logo, or other resources of the Municipality for any election campaign or campaign-related activity.

17. Informal Complaint Process

- 17.1 Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
 - a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop; or
 - b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Acting Mayor.
- 17.2 Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw; however, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

18. Formal Complaint Process

- 18.1 Any person who has identified or witnessed conduct by a Member that the person reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
 - a) all complaints shall be made in writing and shall be dated and signed by an identifiable individual;
 - b) all complaints shall be addressed to the Investigator and Council may, in the case of any complaint, either appoint an Investigator, or investigate such complaint itself;
 - c) the complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;

- d) if the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator and be given the opportunity to provide an initial response to the complaint, prior to the decision being made as to whether to investigate, pursuant to section 18.1(e);
- e) upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint, including any initial response by the Member who is the subject of the complaint, and decide whether to proceed to investigate the complaint. If the Investigator is of the opinion that a complaint is frivolous, vexatious, or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
- f) if the Investigator decides to investigate the complaint, the Investigator shall take such steps as may be considered appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
- g) if the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation for Council's consideration, including any decision or imposition of a sanction and if Council is the Investigator and decides to investigate pursuant to section 18.1(f), such investigation shall be conducted pursuant to section 18.1(h) below;
- h) a Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations at the time of receipt by Council of the Investigator's report, where Council is not the Investigator and in any event before Council deliberates and makes any decision or any sanction is imposed; and
- i) a Member who is the subject of an investigation is entitled to be represented by legal counsel at the Council meeting where any decision is to be made or any sanction may be imposed, at the City's expense once, and subsequently, at the Member's sole expense, unless Council has, in advance, agreed to be responsible for such legal costs.

19. Compliance and Enforcement

- 19.1 Members shall uphold the letter, the spirit, and the intent of this Bylaw.
- 19.2 Members are expected to cooperate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 19.3 No Member shall:
 - a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person; or
 - b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

19.4 Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:

- a) a letter of reprimand addressed to the Member;
- b) requesting that the Member issue a letter of apology;
- c) publication of a letter of reprimand or request for apology and the Member's response;
- d) requirement to attend training;
- e) suspension or removal of the appointment of a Member as the Acting Mayor;
- f) suspension or removal from some or all internal and external Council committees and bodies to which Council has the right to appoint members;
- g) restricting the Member from attending events as a representative of Council;
- h) imposing further limits on Council related travel or expenses beyond those set out in Corporate policies;
- i) requiring the return of Municipal property provided for convenience;
- j) limiting access to certain municipal facilities;
- k) restricting how documents are provided to the Member; and
- l) any other sanction Council deems reasonable and appropriate in the circumstances, provided that the sanction does not prevent a Member from fulfilling the legislated duties of a Member and the sanction is not contrary to Provincial Legislation.

20. Review

20.1 This Bylaw shall be brought forward for review at the beginning of each term of Council and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

21. Severability

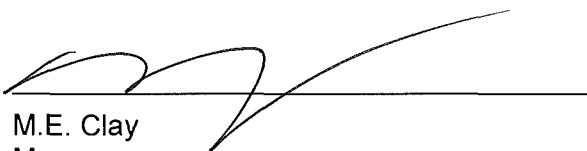
21.1 If a portion of this Bylaw is found invalid by a court, it will be severed and the remainder of the Bylaw will remain in effect.

Read a first time this 17th day of July, 2018.

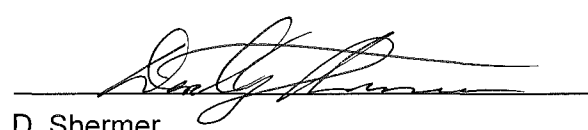
Read a second time this 17th day of July, 2018.

Read a third time this 17th day of July, 2018.

Adopted this 24th day of July, 2018.

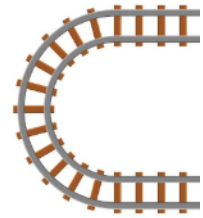


M.E. Clay
Mayor



D. Shermer
Corporate Officer

WHAT HAPPENS WHEN ETHICS GO OFF THE RAILS?



ETHICS CONTINUES TO BE AT THE FOREFRONT OF ISSUES FACING LOCAL GOVERNMENTS. WITH THE ABUNDANCE OF PUBLICLY SHARED INFORMATION AND PUBLIC SCRUTINY, QUESTIONS OF ETHICS OFTEN ARISE, DESPITE THE DIFFICULTY IN AGREEING ON A DEFINITION OR CONSISTENCY IN ASSIGNING VALUES TO WHAT APPROPRIATE ETHICS ARE.

As a society, we continually teach and scrutinize ethics, explicitly and implicitly, without really knowing or agreeing what it is. We teach ethics when we teach our children right from wrong. As a CPA, I teach my students how to get to the proper conclusion when examining evidence. But why is it that if we can break down ethics to be a simple concept in every-day situations, it is at the same time complex to break down in a local government?

Whether you are an elected official, senior management, or a unionized member within a local government, you are constantly making decisions that to some degree influence how to spend the money of your ratepayers. What I think is a good use of money will probably differ from my neighbour's, and therein lies the challenge for local governments—everyone has a different view on what good value for money and use of tax dollars is.

As a start, legislation has been created to deal with:

- Conflicts of interest;
- Inside and outside influence;
- Exceptions from conflict restrictions;
- Gifts;
- Contracts; and
- Use of insider information.

If we look beyond what these specific guidelines look to achieve, ultimately they have one common thread—preventing an elected official or employee from gaining a financial advantage as a consequence of the office or

position they hold. Although lawyers are often charged with handling ethics, finance professionals in local government have an equally important role to play.

While suspected breaches of ethics make for interesting headlines, the damage goes much deeper when ethics go off the rails in the public sector. Ethical breaches cause a loss of trust and confidence with your stakeholders, and, more importantly, the issues often impact the whole organization, not just the person responsible for the breach. Further, when there are allegations of unethical behavior, the questions relating to value for money are sure to follow. For this reason, everyone has a duty to ensure that ethics are upheld within your organization.

Enforcing ethical behaviour is difficult, especially given that everyone has different values; however, it is not impossible. The key starts with creating an appropriate organizational culture of good behavior. Defining your organizational values, along with the expectations of appropriate stewardship of funds, is a key step in getting everyone within the organization aligned to what proper ethical behavior means. These values need to be guiding principles in the development of a code of conduct and code of ethics that define what behaviors are acceptable, along with a proper system of internal controls that will help prevent the opportunity for an ethical breach.

Ultimately, the journey to having a culture of ethics is on-going and is not simple, but it far outweighs the risks of doing nothing. ◦



MARIO PIRODDI, CPA, CA, CISA is the BC Local Government Industry leader for BDO Canada LLP and an assurance partner based out of the Kamloops office. While Mario is an auditor by trade, he is passionate about helping communities across the province through working with local governments to help build capacity, transparency and public trust.



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: CAO
DATE: April 4, 2023
RE: British Columbia Provincial Nominee Program
Entrepreneur Immigration Regional Pilot (PNP-EIRP)

ISSUE/PURPOSE

To obtain direction from Council regarding the Village of Chase's continuation in the BC Provincial Nominee Program-Entrepreneur Immigration Regional Pilot (PNP-EIRP)

OPTIONS

1. Suspend participation in the program at this time, revisiting the matter in early 2024 to determine if there is capacity at that time to renew participation in the program.
2. Continue participating in the program.

BACKGROUND/DISCUSSION

At its August 10, 2021, then Council heard from Amit Goel, Director, Goel's Solutions Ltd., Kevin Kruger, Kruger Consulting Ltd., and Arjun Kadaleevanam, General Manager trainee, Goel's Solutions Ltd. regarding the BC Regional Pilot Program. The program requires the local government to apply for and manage applicants from other countries who wish to relocate to a community in BC to start a new business and become residents of the community.

The program is intended to facilitate immigration of families into Canada, and to enhance the economic fabric of small communities with the creation of new businesses owned and operated by the new immigrants.

Provincial Nominee Program - Entrepreneur Immigration Regional Pilot – Process

- Local government must identify community's priority economic development industry subsectors (3 subsectors are recommended but there can be more) – these could be crop production, educational services, food services and drinking places, accommodation services, retail, specialty trade contractors or any other business sectors that may fill a need in the community
- In late 2021, Council directed staff to apply to the Province to proceed with the program – approval was granted
- Information generated by the community about the community is shared by the Province on a dedicated website, applications from interested individuals are received by the local government. Applications are reviewed by municipal staff to determine suitability in terms of the types of businesses that may be appropriate for the community (the priority economic development industry subsectors identified by the municipality), whether the applicant has sufficient funds, and ensure other requirements are met as outlined by the Provincial program
- If an applicant is fully compliant after review of all documentation by staff, that application would be referred to the committee that had been struck (Councillor Maki and four members of the public sat on the committee) to confirm or deny an invitation to the community

- If an applicant is approved by the municipal staff, the applicant must visit the community (exploratory visit)
- The staff member would then contact the applicant and make arrangements for a date to visit the community. The staff member and committee meets the applicant and the committee tours them around the community and in particular to the business sector and discusses opportunities for business development
- If the committee approves of the applicant after the exploratory visit, the application is given a referral to the Provincial staff
- Applicants must ensure business is within the community and that the applicant and family lives within the community
- Business must employ at least one full-time equivalent Canadian citizen or permanent resident of Canada

FINANCIAL IMPLICATIONS

While there appears to be a minimal outlay of money to participate in the PNP-EIRP program, there is a significant amount of staff time required to manage the program:

- Receiving applications via email, reviewing those applications to ensure all documentation required is submitted, preparing documentation to monitor all applications received, managing aspects of the committee including meetings times and locations, filling vacant positions on the committee, referring appropriate applications to the committee for review, making arrangements for the selected applicant(s) to travel and visit the community, hosting with the committee the applicant when they are in the community, forwarding information to the Province once the exploratory visit is successful, follow up with the individual if they relocate and start up a business
- Other communities in BC have participated in the program – smaller communities seem to have the most difficulty in managing the program due to the time commitment involved
- A small community in the Interior of BC reported that in 2019 they received 120 applications and of them 6 were invited to apply – one applicant was successful in starting up a business in the community – not all communities receive this many applications – in the first 5 months of 2022, the Village received approximately 15 requests for information/applications not all of which were complete
- The community staff member noted above stated that the community does not regret taking on the program, however if a local government does not have the capacity to take on a time consuming project, they recommend serious consideration before proceeding

POLICY IMPLICATIONS

Mr. Goel provided additional information to the Village in 2021:

- He believed at that time that the Village of Chase would likely only receive 10-15 queries/applications per year
- He suggested the Village could hire temporary staff paid for by the applicant, to handle the local government's requirements of program
- Mr. Goel had offered his support and assistance as long as there are no conflicts of interest for him or his firm

Council may wish to consider whether the PNP EIRP program is the most effective for generating economic development activity within the Village, or whether there are other initiatives or programs that could be more effective with less commitment of staff time.

OTHER INFORMATION

When Council first initiated the Village's participation in the program, a select committee was struck to review applicants that had been referred to them by Village staff. At that time, Councillor Maki was the Council member appointed to the committee, and there were four community members. One member has since resigned.

If the Village's participation in the program is postponed, the committee members will be informed. If the program is renewed in 2024, Council can determine at that time if a committee is required.

RECOMMENDATION

That the Village of Chase suspend its participation in the PNP EIRP program in 2023, in order that other projects can be completed, and that the matter be revisited early in 2024 to determine whether there is staff capacity to re-new participation in the program.

Respectfully submitted,

Jani Heinrich

Sean O'Flaherty

From: Ashton Sweetnam <chaseyounglearners@gmail.com>
Sent: Thursday, March 16, 2023 3:49 PM
To: Sean O'Flaherty
Subject: Seed to Sprout Block Party

Hi Sean,

We have had exciting news recently that our annual Mothers Day Plant Sale will be sponsored by Interior Savings this year. This will mean live music and the old fan favourite, Uncle Chris the Clown. We will be inviting farmers and gardening groups and offering multiple educational opportunities for local residents who have an interest in gardening and/or making changes to incorporate more native, drought tolerant, pollinator friendly plants to their landscapes.

The goal of this event is both as a fundraiser and to create momentum for the Chase Pollinators Initiative. Funds will go towards pollinator gardens, the proposed Willson Park Forest Garden, and an expansion to the community mural project. Everyone is invited and it will be as accessible as possible. We will have free entertainment and will be inviting local businesses and organizations to set up to provide family friendly games and activities, Celebrating mothers on Mother's Day!

The event will be on May 13th from 10-2. We hope to have Shuswap Avenue closed off for the event and to put the entertainment tent in the Pocket Park. Can you please send me the documentation necessary to begin gaining approval for this event?

Also, I have been told that there is a possibility of being able to use Village insurance? Thanks for your help!

Ashton Sweetnam
Executive Director
Chase and Area Young Learners Society

March 24, 2023

Dear Mayor and Chief Administrative Officer,

In a spirit of continued partnership with the provincial government to address the issue of housing, which is pressing in so many of our member communities both rural and urban, we are writing to convey a voluntary request on behalf of the Ministry of Housing. The Ministry is seeking your assistance with respect to documenting potential municipal land for housing as the Province rolls out and implements its refreshed housing strategy in the coming months and years.

The provincial government is currently undertaking an inventory of provincial lands that could potentially be used for the creation of affordable housing of all sorts: co-ops, non-profits, affordable home ownership and other opportunities to get more people into housing they can afford.

At the same time, the Ministry of Housing would like to invite willing local governments to provide a list of municipally owned land that could potentially be used for housing. This can include bare land. And they are also encouraging local governments to think ahead for the next five to ten years: in addition to potential bare land, is there a community centre, library, firehall or other municipal infrastructure that you plan to build or rebuild where, through partnership, housing could be part of the development or redevelopment?

Providing a list to the Ministry creates no obligation on behalf of the Province or the local government to take any further action. The purpose at this point is to get a sense of public land available for housing and understand which municipalities might be interested down the road in partnerships to create more housing in their communities. All information shared with the Province will be kept confidential.

To make it simple, the Ministry is providing an example (see Appendix A) of the kind of information they are seeking. All that is being requested at this point, as per the Appendix, is a simple description of the lot or lots and any maps or information easily available to share.

Please submit any information you wish to share in confidence with the Ministry by July 31st 2023 by email to housing.policy@gov.bc.ca

In Minister Kahlon's words, "The Province and local governments have been working together to address the housing crisis and together we've had success. In 2017, our government committed \$7 billion to get housing built for people and today we see new affordable housing opening in communities across the province. Yet still with a strong economy and high quality of life, our province, and your communities, continue to grow. That's why in budget 2023 our government is

committing another \$4.2 billion to continue to work with you to build housing that working people, families and seniors can afford, so they can make a good life and have a good home in your cities and towns.”

Sincerely,

A handwritten signature in dark ink, appearing to read "JCFord". The letters are cursive and fluid, with the "J" and "C" being particularly prominent.

Jen Ford
UBCM President

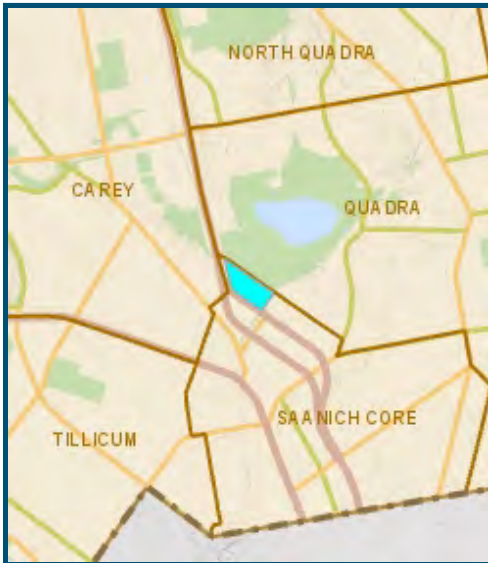
APPENDIX A

770 Vernon Avenue (C-4 Office and Apartment Zoned) 366,775 sq ft. This property houses the District of Saanich Municipal Hall, Fire Station and Police Station, which would all need to be incorporated into a redeveloped building on the site (unless suitable alternate location(s) are found).



District of Saanich Property Information Report

Report generated 3/14/2023 2:01:10 PM



Property location within District of Saanich



Property Map

770 VERNON AVE

Property Information

Folio: 65-2046-999

PID: 004-317-211

Status: ACTIVE

Property Number: 114568

LTO Number: EM6832

Legal: LOT A SECTION 33 VICTORIA DISTRICT PLAN 14934 EXCEPT PLAN 33545 AND PT IN 803RW.

Land Attributes

Exemption/ Taxation Code:	SAANICH OWNED PROPERTY
School District:	SCHOOL DISTRICT 61
BCAA Lot Size:	366775 SQUARE FEET
BCAA Manual Class:	WAREHOUSE - STORAGE
BCAA Neighbourhood Code:	SWAN LAKE/CREASE-CADILLAC
Development Cost Charge Area:	----
Municipal Parks DCC Area:	----
Year Built:	1962
Zoning:	C-4 OFFICE AND APARTMENT
Local Area:	SAANICH CORE
Development Permit Area:	SAANICH CORE

Property Tax Levies and Assessments Summary

Notice Date	Total Levy	Class	Gross Land	Gross Improvement	Gross Assessment	Net Assessment
May 11, 2022	0.00	6-Bus/Other	41,627,000	175,000	41,802,000	0
May 11, 2021	0.00	6-Bus/Other	36,423,000	179,000	36,602,000	0

Property Activity

Building Permits: (any)	YES
Engineering Permits: (any)	YES
Active Tree Permits:	NO
Active Development Applications:	NO
Active Business License:	NO
Active Bylaw Calls:	NO
Covenants on File With Saanich:	NO

It is the responsibility of the client to confirm through a title search at the Land Title Office whether there are covenants or other charges on title. A YES or NO in this field only indicates that the District of Saanich does or does not have a copy of a covenant on file.

If you require additional information, call 250-475-5457 (Inspection Enquiries).

Local Service / Business Improvement Areas

There is no additional information.

Additional Comments

Category	Date	Details
PLANNING	Dec 19, 2011	STREAMSIDE DP AREA
PLANNING	Jul 29, 2003	DEVELOPMENT PERMIT NUMBER DPR2003-00001 proposed construction of a single storey addition for vehicle maintenance bays, with basement, at the north end of the existing municipal fire hall.
PLANNING	Jul 29, 2003	VARIANCE PERMIT DVP97-00007; DVP93-00008 DVP99-00007
PLANNING	Mar 29, 2007	CONTROLLED ACCESS CLASSIFICATION CONTACT MINISTRY OF TRANSPORTATION REGARDING ACCESS TO OR FROM MINISTRY CONTROLLED ROADS
PLANNING	Sep 02, 2008	CONTROLLED ACCESS CLASSIFICATION CONTACT MINISTRY OF TRANSPORTATION REGARDING ACCESS TO OR FROM MINISTRY CONTROLLED ROADS
PLANNING	Sep 02, 2008	DEVELOPMENT PERMIT NUMBER DPR2003-00001 - PROPOSED CONSTRUCTION OF A SINGLE STOREY ADDITION FOR VEHICLE MAINTENANCE BAYS, WITH BASEMENT, AT THE NORTH END OF THE EXISTING MUNICIPAL FIRE HALL
PLANNING	Sep 02, 2008	VARIANCE PERMIT DVP97-00007 DVP93-00008 DVP99-00007