



AGENDA

Regular Meeting of the Council of the Village of Chase held in the Council Chamber at the Village Office at 826 Okanagan Avenue on Tuesday, April 9, 2019 at 4:00 p.m.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Resolution:

“THAT the April 9, 2019 Village of Chase Regular Council meeting agenda be adopted as presented.”

3. ADOPTION OF MINUTES

Pages 1-2

3.1 Minutes of the Special meeting of Council held March 11, 2019

Resolution:

“THAT the minutes of the Special meeting of March 11, 2019 be adopted as presented.”

3.2 Minutes of the Regular meeting of Council held March 25, 2019

Pages 3-5

Resolution:

“THAT the minutes of the Special (Budget) meeting of March 25, 2019 be adopted as presented.”

3.3 Minutes of the Regular meeting of Council held March 26, 2019

Pages 6-11

Resolution:

“THAT the minutes of the Regular meeting of March 26, 2019 be adopted as presented.”

4. PUBLIC HEARINGS

Zoning Amendment Bylaw 867-2019

There is a separate Public Hearing agenda

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

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

6. DELEGATIONS

7. REPORTS

a) Mayor and Council Reports

b) Staff Reports

Pages 12-14

8. UNFINISHED BUSINESS

8.1 Building Regulations Bylaw 803, Amendment Bylaw No. 866

Pages 15-20

Recommendation:

“THAT Village of Chase Building Regulations Amendment Bylaw No. 866, 2019 be adopted.”

- 8.2 Expense Reimbursement for Council Members Pages 21-28
Report from the CAO

Council direction is requested

9. NEW BUSINESS

- 9.1 2019 to 2023 Financial Plan - Bylaw 868-2019 Pages 29-35
Report from the CFO

Recommendation:

“THAT the Village of Chase 2019-2023 Five Year Financial Plan Bylaw No. 868, 2019 be read a first time; AND,

“THAT the Village of Chase 2019-2023 Five Year Financial Plan Bylaw No. 868, 2019 be read a second time.”

- 9.2 2019 Tax Rate Bylaw Pages 36-37
Report from the CFO

Recommendation:

“THAT Council approve the 2019 municipal tax rate to remain at the levels established in 2018 for all classes.”

- 9.3 Proposed Special Meeting in April for Budget Bylaws Pages 38-39
Memo from the CAO

Recommendation:

“THAT Council hold a Special Budget meeting Tuesday, April 16, 2019 starting at 4:00 p.m. to consider 3rd reading of the 2019-2023 Financial Plan Bylaw, and 1st, 2nd and 3rd readings of the 2019 Tax Rates Bylaw.”

- 9.4 Sanitary Sewer Regulations Pages 40-49
Memo from the CAO

Recommendation:

“THAT the identified unconnected properties along Aylmer Road and Paquette Road be added to the sewer utility accounts, and incur sewer billing as of March 15, 2019; AND,

THAT the identified unconnected properties along Aylmer Road and Paquette Road be invoiced for their sewer service connection.”

- 9.5 Audio and Video Recording of Council Meetings Pages 50-59
Memo from the Corporate Officer

Council direction is requested

- 9.6 Water Access off Hysop Road and Arbutus Place, Use and Signage Pages 60-64
Memorandum from the CAO

Council direction is requested

- 9.7 National Aquatic Invasive Species Program Pages 65-66
Letter from Mel Arnold, MP North Okanagan Shuswap requesting input into upcoming parliamentary study on Fisheries and Ocean's national aquatic invasive species program. The deadline for input via brief is April 26, 2019

10. RELEASE OF IN CAMERA ITEMS

11. IN CAMERA

12. ADJOURNMENT

Resolution:

"THAT the April 9, 2019 Village of Chase Regular Council meeting be adjourned."



Minutes of the Special Meeting of the Council of the Village of Chase
held in the Council Chamber of the Village Office at 826 Okanagan Avenue
on Monday, March 11, 2019, at 5:00 p.m.

PRESENT: Mayor Rod Crowe
Councillor Alison (Ali) Lauzon
Councillor Steve Scott
Councillor Fred Torbohm

Regrets: Councillor Ali Maki

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

1. CALL TO ORDER

Mayor Crowe called the meeting to order at 5:00 p.m.

2. ADOPTION OF AGENDA

Moved by Councillor Scott

Seconded by Councillor Lauzon

"THAT the March 11, 2019 Village of Chase Special Meeting agenda be adopted as presented."

CARRIED

2019/03/11_SP001

3. ADOPTION OF MINUTES

None

4. PUBLIC HEARINGS

None

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

None

6. DELEGATIONS

None

7. REPORTS

None

8. UNFINISHED BUSINESS

None

9. NEW BUSINESS

None

10. RELEASE FROM IN CAMERA ITEMS

None

11. IN CAMERA

Moved by Councillor Torbohm

Seconded by Councillor Scott

"THAT Council recess to an In Camera meeting pursuant to Section 90 (1) (j) of the *Community Charter*, regarding information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act."

CARRIED

2019/03/11_SP002

12. ADJOURNMENT

Moved by Councillor Lauzon

Seconded by Mayor Crowe

"THAT the March 11, 2019 Village of Chase Special meeting be adjourned."

CARRIED

2019/03/11_SP003

The meeting was adjourned at 6:09 p.m.

Rod Crowe, Mayor

Sean O'Flaherty, Corporate Officer



Minutes of the Special (Budget) Meeting of the Council of the Village of Chase
held in the Council Chamber of the Village Office at 826 Okanagan Avenue
on Monday, March 25, 2019, at 4:30 p.m.

PRESENT: Mayor Rod Crowe
Councillor Alison (Ali) Lauzon
Councillor Ali Maki
Councillor Steve Scott
Councillor Fred Torbohm

In Attendance: Joni Heinrich, Chief Administrative Officer
Joanne Molnar, Chief Financial Officer
Clint Wright, Manager of Public Works
Brian Lauzon, Fire Chief
Maria Beaurain, Deputy Fire Chief

Public Gallery: 12

1. CALL TO ORDER

Mayor Crowe called the meeting to order at 4:30 p.m.

2. ADOPTION OF AGENDA

Moved by Councillor Scott

Seconded by Councillor Maki

"THAT the March 25, 2019 Village of Chase Special (Budget) meeting agenda be adopted as presented."

CARRIED
2019/03/25_SP001

3. NEW BUSINESS

3.1 2019 Operational Budget Review

The Chief Financial Officer spoke to the various departments' expenditures explaining that the proposed 2019 numbers are based on past years' average expenditures.

She added that in her opinion of budgeting for a community with relatively stable service delivery, that the expenditures should not be wildly different from year to year.

She further added that if there are 'one-time' expenditures or areas where purchases need to be made with less frequency than every year, those items are better suited to be realized in a capital budget.

A large number of questions were asked by members of Council and those in the gallery specific to various departments and departmental line items.

Due to the large interest in the various expenditure items, the meeting continued past 7:00 p.m. and Council considered recessing the meeting to the next day.

Moved by Councillor Scott

Seconded by Councillor Maki

“THAT Council recess the March 25, 2019 Special (Budget) meeting to 5:00 p.m. on Tuesday, March 26, 2019.”

**CARRIED
2019/03/25_SP002**

(Meeting was reconvened at 5 p.m. March 26, 2019)

PRESENT: Mayor Rod Crowe
Councillor Alison (Ali) Lauzon
Councillor Ali Maki
Councillor Steve Scott
Councillor Fred Torbohm

In Attendance: Joni Heinrich, Chief Administrative Officer
Sean O’Flaherty, Corporate Officer
Joanne Molnar, Chief Financial Officer
Clint Wright, Manager of Public Works
Brian Lauzon, Fire Chief

Public Gallery: 7

Moved by Councillor Scott

Seconded by Councillor Torbohm

“THAT the March 25, 2019 Special (Budget) meeting be reconvened at 5:00 p.m., March 26, 2019.”

**CARRIED
2019/03/25_SP003**

3.1 2019 Operational Budget Review (continued)

The Chief Financial Officer provided an overview of all the revenue sources available to the Village of Chase. She noted that the assessed values of properties in Chase have increased again in 2019 by an average of 7% which will generate additional revenue for the Village. She also added that the Village is expecting a large proportion of funds to be received by way of grant funding which will allow projects to be completed without the need to access additional taxation funding.

She explained other sources of revenue including payments in lieu of taxes, investment income, sale of goods, burning permits, business licensing fees.

She added that it is the intention of Council to conduct a review of the water and sewer rates in 2019, which if increased at all will generate additional revenue to cover the costs associated with those services.

3.2 Capital Budget Review

The Chief Financial Officer provided an overview of the proposed 2019 Capital Budget as well as proposed capital projects that will need to be considered and funded in future years. Included in the proposed capital projects for 2019 are completion of the review of the GAP analysis which is a grant funded project, OCP Review, Arena Door and Lifts for Equipment, Willson Park Footbridge if grant funding is received, and various other projects that will proceed if grant funding is received including Chase Creek Remediation, Community Wildfire Protection and Resourcing an Emergency Operation Centre.

Several questions were raised by members of the gallery relating to various projects proposed.

Mayor Crowe, Council members and members of the gallery thanked the Chief Financial Officer for her time, and for clearly explaining the Village's budget. Gallery members applauded.

4. **ADJOURNMENT**

Moved by Councillor Lauzon

Seconded by Councillor Torbohm

"THAT the March 25, 2019 Special (Budget) meeting be adjourned.

**CARRIED
2019/03/25_SP004**

The meeting concluded at 6:38 p.m.

Rod Crowe, Mayor

Sean O'Flaherty, Corporate Officer



Minutes of the Regular Meeting of Council of the Village of Chase
held in the Council Chamber at the Village Office at 826 Okanagan Avenue
on Tuesday, March 26, 2019 at 7:00 p.m.

PRESENT: Mayor Rod Crowe
Councillor Alison (Ali) Lauzon
Councillor Steve Scott
Councillor Fred Torbohm
Councillor Ali Maki

Also in Attendance: Joni Heinrich, Chief Administrative Officer
Sean O'Flaherty, Corporate Officer
Joanne Molnar, Chief Financial Officer
Clinton Wright, Manager of Public Works

Public Gallery: ~8

1. **CALL TO ORDER**
Mayor Crowe called the meeting to order at 7:00 p.m.
2. **ADOPTION OF THE AGENDA**
Moved by Councillor Scott
Seconded by Councillor Maki
"THAT the March 26, 2019 Village of Chase Regular Council meeting agenda be adopted as presented."
CARRIED
#2019/03/26_001
3. **ADOPTION OF MINUTES**
 - 3.1 Regular Meeting held March 12, 2019
Moved by Councillor Maki
Seconded by Councillor Torbohm
"THAT the minutes of the March 12, 2019 Regular Meeting of Council be adopted as presented."
CARRIED
#2019/03/26_002
4. **PUBLIC HEARINGS**
None
5. **PUBLIC INPUT ON CURRENT AGENDA ITEMS**
Beverley Iglesias, of 621 3rd Avenue, regarding item 9.8, questioned how the decline of Mountain Caribou is business of Council, and if the costs for the Mayor to attend a recent meeting related to this decline is a valid claim.

The Mayor stated that he would explain how the Village of Chase is impacted when Council deliberates that item.

6. DELEGATIONS

- 6.1 Reg Greenfield, 218 Aspen Drive – Elimination of train whistles at Pine Street
Mr. Greenfield appealed to Council to consider the possibility of supporting the cessation of train whistles at the Pine Street crossing.

Moved by Councillor Maki

Seconded by Councillor Scott

"THAT investigating the possibility of cessation of train whistles at the Pine Street crossing be referred to Administration to provide Council with more detailed information including potential cost implications to the municipality."

CARRIED

#2019/03/26_003

7. REPORTS

a) Mayor and Council Reports

Mayor Crowe

- March 13 – Attended Shuswap Watershed Council meeting
- March 14 – Attended a TNRD Board meeting
- March 15 – Attended a TNRD In-Camera meeting
- March 20 – Met with Dr. Don Patterson, representative for Cindy Derkatz, federal Liberal candidate
- March 21 – Participated in a conference call of Environment Canada with senior administrative staff regarding the long-range weather forecast for our area for fire and flood risk
- March 21 - Took up an invitation from our local librarian for a tour of our library
- March 23rd - Attended a roundtable meeting in Armstrong with Federal MP's Mel Arnold and Bob Zimmer along with representatives of local govt. from Salmon Arm, Sicamous and Armstrong. Representatives from Forestry companies and Tourism businesses were present to discuss caribou-related forest area closures the province wants to implement
- March 25th - Attended a 2019 Budget meeting

Councillor Lauzon

- March 13,14 – Participated in Emergency Management BC's First Nation's Partnership Table
- March 18 – Met with members of the Chase Lions Club to discuss plans for an Easter Celebration. The Lions Club & Chase Fire Rescue have partnered to host a Children's Easter Parade & Easter Egg Hunt to be held April 21st at Willson Park. This event will coincide with the Village's 50th anniversary of incorporation
- March 21 - attended the Chase Hamper Society dinner meeting
- March 25 - Attended a 2019 Budget meeting

Councillor Maki

- March 14 – Attended Shuswap Tourism Advisory Committee meeting
- March 25 - Attended a 2019 Budget meeting

Councillor Scott

- March 12 – Attended Citizens on Patrol meeting
- March 25 - Attended a 2019 Budget

Councillor Torbohm

- March 25 - Attended a 2019 Budget meeting
- Ongoing – liaising with local businesses on various issues

Moved by Councillor Scott
Seconded by Mayor Crowe

“THAT the Council reports be received for information.”

CARRIED
#2019/03/26_004

8. UNFINISHED BUSINESS

None

9. NEW BUSINESS

9.1 Zoning Amendment – Macpherson Street and Hillside Avenue

Moved by Councillor Scott
Seconded by Councillor Lauzon

“THAT the zoning amendment application from Chase Equipment and Supply be accepted; AND,

THAT the Village of Chase Zoning Amendment Bylaw 867-2019 be read a first time.”

CARRIED
#2019/03/26_005

Moved by Councillor Maki
Seconded by Councillor Scott

“THAT the Village of Chase Zoning Amendment Bylaw 867-2019 be read a second time.”

CARRIED
#2019/03/26_006

Moved by Councillor Maki
Seconded by Mayor Crowe

“THAT the Village of Chase Zoning Amendment Bylaw 867-2019 be submitted to Public Hearing.”

CARRIED
#2019/03/26_007

9.2 Building Regulations Bylaw 803, Amendment Bylaw No. 866

Moved by Councillor Scott
Seconded by Councillor Torbohm

“THAT Village of Chase Building Regulations Amendment Bylaw No. 866, 2019 be read a first time.”

CARRIED
#2019/03/26_008

Moved by Councillor Scott
Seconded by Councillor Maki

“THAT Village of Chase Building Regulations Amendment Bylaw No. 866, 2019 be read a second time.”

CARRIED
#2019/03/26_009

Moved by Councillor Lauzon
Seconded by Councillor Torbohm

“THAT Village of Chase Building Regulations Amendment Bylaw No. 866, 2019 be read a third time.”

CARRIED
#2019/03/26_010

9.3 Chase and District Health Services Foundation-Support Request

Moved by Councillor Torbohm

Seconded by Councillor Lauzon

"THAT a letter be written from Council to verify the existence of the Chase and District Health Foundation; to confirm that the Foundation provides improvements of patient services in the Chase and District catchment area through fundraising and by providing support for development, equipment, education and research; and that the Village of Council Council supports the Foundation's efforts in obtaining grant funding to secure a new passenger vehicle for transporting patients for medical and day program purposes."

CARRIED

#2019/03/26_011

9.4 Letter from M & C Klein regarding 2nd Avenue and Train Speeds

Moved by Councillor Maki

Seconded by Councillor Torbohm

"THAT the letter from M & C Klein regarding 2nd Avenue and Train Speeds be received for information; AND,

THAT Administration be directed to respond to M & C Klein that the Village will contact CP Rail on their behalf regarding trains speeds, and that they be encouraged to contact the RCMP regarding observed vehicles that are speeding."

CARRIED

#2019/03/26_012

9.5 Invitation - Coalition of Canadian Municipalities for Energy Action

Moved by Councillor Scott

Seconded by Councillor Lauzon

"THAT the email and letter from Municipal Advocacy Solutions regarding invitation from the Town of Bonnyville, Alberta, to join the Coalition of Canadian Municipalities for Energy Action to advocate against the Federal Bill C-69 be received for information."

CARRIED

#2019/03/26_013

9.6 Request to Support RCMP Appreciation Day in BC

Moved by Councillor Lauzon

Seconded by Councillor Maki

"THAT Council send a letter of support to the Vernon Committee regarding the establishment of an annual RCMP Appreciation Day Day in BC."

CARRIED

#2019/03/26_014

9.7 Road Closure Request – Easter Parade

Moved by Councillor Torbohm

Seconded by Mayor Crowe

"THAT permission be granted to the Chase Firefighters Association to close the Easter parade route along Shuswap Avenue between Coburn Street and Willson Street, and along Willson Street between Shuswap Avenue and Willson Park, from approximately 12:30 p.m. to 1:30 p.m. on Sunday April 21, 2019."

CARRIED

#2019/03/26_015

9.8 Costs for Mayor to attend Roundtable hosted by MP Mel Arnold

Mayor Crowe explained that he was invited to attend a meeting by our MP Mel Arnold in Armstrong on Saturday, March 23, 2019. The meeting was arranged by MP Mel Arnold and MP Bob Zimmer to discuss the potential impacts of forest closures for the protection of Mountain Caribou. As you know, the Village of Chase receives annual taxation from the Adams Lake Lumber Mill, which gets a large amount of its wood supply from forests in the region – their business will be impacted by the forest closures and this could impact the financial support the Village of Chase receives from Interfor. In addition, the mill employees roughly 150 people who reside in Chase, which if their situation is impacted that will impact the Village' economy.

Moved by Councillor Maki

Seconded by Councillor Scott

"THAT the Mayor's costs to attend a roundtable meeting Saturday, March 23, 2019 in Armstrong, hosted by MP Mel Arnold and MP Bob Zimmer (Prince George-Peach River-Northern Rockies) regarding management plans for the Mountain Caribou and potential impacts on stakeholders in the region be covered as per Council's *Expense Policy ADM-21*, AND,

THAT Administration be directed to prepare a report with various options for Council to consider in order to amend the existing expense reimbursement policy regarding the reimbursement of per diem and other associated costs for members of Council while undertaking Village business."

**Torbohm OPPOSED
CARRIED
#2019/03/26_016**

9.9 Letter from Chase Lions Club regarding Community Hall Rates

Moved by Councillor Maki

Seconded by Councillor Scott

"THAT Council refer the issue of Community Hall Rates to Administration for review."

**CARRIED
#2019/03/26_017**

10. OPPORTUNITY FOR PUBLIC TO SPEAK ON MUNICIPAL MATTERS

Beverly Iglesias, of 621 3rd Avenue, regarding 9.8 and costs claimed by Mayor Crowe, recalled a similar instance in 2018 when then Councillor Lepsoe claimed for costs subsequent to attending an event rather than prior.

11. RELEASE OF IN-CAMERA ITEMS

Moved by Councillor Scott

Seconded by Councillor Maki

"THAT the *Village of Chase 2019 Strategic Plan* is released from In-Camera as per resolution #2019/02/25_IC002."

**CARRIED
#2019/03/26_018**

12. **IN CAMERA**
None

13. **ADJOURNMENT**

Moved by Councillor Maki

Seconded by Councillor Lauzon

"THAT the March 26, 2019 Village of Chase Regular Council meeting be adjourned."

CARRIED

#2019/03/26_019

The meeting concluded at 7:49 p.m.

Rod Crowe, Mayor

Sean O'Flaherty, Corporate Officer



VILLAGE OF CHASE

Memorandum

Date: April 5, 2019
To: Mayor and Council
From: CAO
RE: Activities from March 13, 2019 to April 5, 2019

Council Support/Meetings

- Performed follow-up to various Council decisions from March 12 and March 26 meetings
- Reviewed draft Council minutes for inclusion on agendas
- Prepared various reports for Council agendas
- Oversaw preparation of meeting agendas
- Liaised with various organizations and individuals wishing to bring items forward to Council
- Met with Mayor and individual Councillors relating to municipal matters
- Provided regular updates to Council on governance and other pertinent matters
- Provided mid-week information to Council as required
- Prepared and submitted various information items to local newspaper and other media regarding Council activities and Village business

Regular Duties

- Prepared highlights of Council's regular meetings (March 12, 2019) and March 26, 2019 as well as Council budget meeting highlights from March 25 and 26 for the Sunflower and the Shuswap Market News
- Updated items on Village's Facebook page of interest to the community
- Received all incoming mail and email enquiries and delegated items to appropriate staff members for response
- Met with Fire Chief and Deputy Fire Chief relating to various operational matters of the Fire Department
- Met with staff and management in relation to various operational matters
- Provided support to staff in the undertaking of their duties
- Met with various members of the public regarding requests for information
- Met with Management Team to discuss handling of various operational matters
- Authorized, with the Mayor, payroll and accounts payable transactions
- Participated in conference calls and other meetings relating to region wide initiatives and approaches to various municipal matters
- Liaised with staff members of other organizations regarding issues of importance to the Village
- Arranged for the organization of a 50th anniversary celebration for Chase

Respectfully submitted,



VILLAGE OF CHASE

Memorandum

Date: 4 April 2019

To: Mayor and Council

From: Sean O'Flaherty, Corporate Officer

RE: Activities undertaken from March 11 to April 5, 2019

Regular Duties:

- Preparation of Council meeting agendas and minutes
- Prepared Council reports and correspondence on various matters
- Responding to email and telephone inquiries
- Assisting staff and public with legislative and bylaw interpretations, and general support
- Responding to land use enquiries
- Liaising with the Building Inspector on zoning confirmation matters
- Performed pre-event walk-throughs of Community Hall events, and general management of the hall
- Prepare and distribute Village communications through social media, the Village's website, and the Sunflower newsletter insert.

Other Duties/Activities During the Reporting Period:

- Attended various Regular, Special, and In-Camera Meetings
- Met with the Chase & District Museum Society
- Worked on the proposed Subdivision Bylaw and Development Procedures Guidelines
- Working with developers on various projects

1st Quarter (2019) Statistics:

- Dog licences: **156** (147 for Q1, 2018)
- Business licences: **144** (137 for Q1, 2018)
- Building Permit statistics are null so far in 2019

Bylaw Enforcement

- Bylaw enforcement activity has picked up, mostly unsightly property complaints

Dog Control

- Dog control activity has picked up, mostly unlicensed dogs, and dogs off-leash

Respectfully submitted,

Approved for Council Consideration by CAO



VILLAGE OF CHASE

Memorandum

Date: April 4, 2019

To: Council

From: CFO

RE: March Report

Dealt with customer property taxes and utility issues as required
Submit School Tax and HOG reconciliation
Upload BC Assessment updates
Review Accounts Payable and Payroll Batches
Month end account reconciliations
Participated in Management meetings
Preparation of reports to Council
Met with Fire department to finalize Fire and Rescue needs.
Budget meeting with Public Works, accounts revamp and setup
Reconciled and reviewed year end payroll and T4s
Prepared and submitted information to auditors in preparation for year end.
Supported auditors in annual visit; provide information, document review and consultation
Established Gas Tax Reserve fund; cashable GIC at the Royal Bank
Completed UBCM annual surveys
Submitted Flood Mitigation grant application.
Respond to and met with TNRD representative regarding Fire Department and Cemetery grant funding
Participated in Vadim "Additional School Tax" webinar
Registered for Health Service Tax
Forwarded grant agreement confirmations for Child Care and Emergency Operations Centre
Prepared and presented PowerPoint overview of Operational and Capital budgets at public Special Meeting of Council.
Prepared 5 year Financial Plan Bylaw.

Respectfully submitted,

Approved for Council Consideration by CAO


Joanne Molnar


Joni Heinrich

VILLAGE OF CHASE

BYLAW No. 866-2019

A Bylaw to Amend the Village of Chase Building Regulations Bylaw 803-2014

WHEREAS the Village of Chase Council has adopted Building Regulations Bylaw No. 803-2014;

AND WHEREAS the Village of Chase Council considers it advisable to amend the Building Regulations Bylaw No. 803-2014;

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

1. TITLE

This Bylaw may be cited for all purposes as the "Village of Chase Building Regulations Amendment Bylaw No. 866-2019".

2. AMENDMENTS

2.1 Part 1 of Building Regulations Bylaw No. 803 is amended by adding the following as section "1.9 Limited Application to Existing Buildings":

- "1.9.1 Except as provided in the Building Code or to the extent an existing building is under construction or does not have an occupancy permit, when an existing building has been constructed before the enactment of this Bylaw or any prior building bylaw in effect at the time, the enactment of this Bylaw is not to be interpreted as requiring that the building must be reconstructed and altered, unless it is expressly so provided by this or another bylaw, regulation or statute.
- 1.9.2 This Bylaw applies if the whole or any part of an existing building is moved either within or into the Village, including relocation relative to parcel lines created by subdivision or consolidation.
- 1.9.3 If an alteration is made to an existing building, the alteration must comply with this Bylaw and the Building Code and the entire building must be made to comply with this Bylaw and the Building Code, but only to the extent necessary to addresses any new infractions introduced in the remainder of the building as a result of the alteration.
- 1.9.4 If an alteration creates an addition to an existing building, the alteration or addition must comply with this Bylaw and the Building Code and the entire building must be made to comply with this Bylaw and the Building Code, but only to the extent necessary to address any new infractions introduced in the remainder of the building as a result of the alteration or addition."

2.2 Part 2 of Building Regulations Bylaw No. 803 is amended by replacing the definition of *Agent* with the following:

"**Agent** means a person, firm, or company representing the **owner**, by written designation or contract, and includes a hired tradesperson or contractor."

- 2.3 Part 2 of Building Regulations Bylaw No. 803 is amended by adding the following definitions in alphabetic order:

"Addition means an alteration to any building which will increase the total aggregate floor area or height and includes provision of two or more separate buildings with openings between each other."

"Alteration means a change, repair, or modification of the construction or arrangement of use of any building or structure, or to an occupancy regulated by this Bylaw."

"Occupancy Certificate" means a certificate required or issued pursuant to this Bylaw and includes a provisional occupancy certificate or, for minor construction, a written occupancy approval otherwise provided by the Building Official."

- 2.4 Part 2 of Building Regulations Bylaw No. 803 is amended by replacing the definition of *"Health and Safety Aspects of the Work"* with the following:

"*"Health and Safety Aspects of the Work"* means design and construction regulated by the *Building Code* but excluding Parts 1, 2, 5,6, and Part 9 sections 9.1 to 9.3 inclusive, 9.5, 9.11, 9.14, 9.25, 9.26, 9.30, and 9.36."

- 2.5 Section 5.1 of Building Regulations Bylaw No. 803 is amended by adding the following as subsection 5.1 (c) and renumbering the subsequent clause:

"confirm that every building or structure or addition to a building or structure meets the siting requirements and any height limitations of the zoning bylaw in effect;"

- 2.6 Part 15 of Building Regulations Bylaw No. 803 is amended by adding the following as section 15.4:

"Notwithstanding the requirement for inspection under section 16 of this Bylaw, a *Building Official* may, when unable to attend a *construction site* on the date of a required inspection due to travel distance or time constraint, alternatively determine on the basis of information provided by the *owner* or contractor the acceptability of work shown or described within that information. The *Building Official* may require that photographs, electronic data or transmissions or written reports from certified persons be provided for review prior to authorizing the concealment of that work."

- 2.7 Part 17 of Building Regulations Bylaw No. 803 is amended by replacing section 17.3, with the following, *Provisional Occupancy Certificate*:

"A *Building Official* may issue a *provisional occupancy certificate* where the *construction* of a building or *structure* has been substantially completed and where the health and safety requirements of this Bylaw and the *Building Code* have been met. The *provisional occupancy certificate* shall be valid for 90 days from the date of certificate issuance and may be extended for an additional 90 days upon any terms or conditions specified by the *Building Official*. The *owner* shall pay the *provisional occupancy certificate* fee as specified in Appendix "A" to this Bylaw prior to issuance of the certificate or extensions.

- 2.8 Part 20 of Building Regulations Bylaw No. 803 is amended by replacing section 20.1 with the following:

"Any person who violates or who causes or permits a violation of any provision of this Bylaw or who fails to do any act or thing required to be undertaken pursuant to this Bylaw, commits an offence against this Bylaw and is liable to the penalties imposed herein; whereby, each day that a new contravention of or failure to comply continues constitutes a separate offence of this Bylaw."

- 2.9 Part 20 of Building Regulations Bylaw No. 803, section 20.5, is amended by replacing 3.14 with 3.1(d).

- 2.10 Part 20 of Building Regulations Bylaw No. 803 is amended by adding the following as sections 20.7 and 20.8:

"20.7 Any person who contravenes any provision of this Bylaw, or who suffers or permits any act or thing to be done in contravention of any provision of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this Bylaw, commits an offence against this Bylaw and is subject to:

- (a) a fine under the Village Municipal Ticket Information Bylaw if any information respecting the contravention is laid by means of a ticket;
- (b) upon summary conviction, a fine not exceeding \$10,000 and costs of prosecution;
- (c) a fine not exceeding \$500 in accordance with the Local Government Bylaw Notice Enforcement Act if a bylaw notice is issued respecting the contravention; or
- (d) any combination of the above.

20.8 Any penalty imposed pursuant to this Bylaw shall be in addition to, and not in substitution for, any other penalty or remedy imposed pursuant to any other applicable statute, law, or regulation."

- 2.11 APPENDIX "A": SCHEDULE OF PERMIT FEES to Bylaw No. 803 is replaced in its entirety with Schedule "1" as attached hereto and forming a part of this Bylaw.

3. EFFECTIVE DATE

This Bylaw shall come into effect on June 1st of 2019.

READ A FIRST TIME this 26th day of MARCH, 2019.

READ A SECOND TIME this 26th day of MARCH, 2019.

READ A THIRD TIME this 26th day of MARCH, 2019.

ADOPTED this day of _____, 2019.

Rod Crowe, Mayor

Sean O'Flaherty, Corporate Officer

SCHEDULE "1"**APPENDIX "A": SCHEDULE OF PERMIT FEES**

- A. For the purpose of calculating the fee for *permits* under this bylaw, the value of *construction* shall be the total contract price for the work including all subcontracts or the value of *construction* as determined by the *Building Official* on the basis of plans, specifications and information available to him or her, whatever value shall be greater.

B. BUILDING PERMIT APPLICATION FEES

A non-refundable *permit* application fee of \$200 or the calculated building *permit* fee, whichever is less, shall be charged for all *permits*. The building *permit* fee shall include this non-refundable application fee.

C. BUILDING PERMIT FEE

(1)	<u>Construction Value</u>	<u>Fee</u>
(a)	\$1 to \$1,000;	\$50
(b)	\$50 plus for each \$1,000 or part thereof by which the value exceeds \$1,000 up to a maximum of \$400,000 as additional fees; and	\$9
(c)	each additional \$1,000 or part thereof by which the value exceeds \$400,000 as additional fees	\$6

D. PLUMBING PERMIT FEE

(1)	Minimum fee for any plumbing <i>permit</i> or first fixture	\$75
(2)	<i>Permit</i> fee for each fixture after the first fixture	\$10
(3)	<i>Permit</i> fee for an interceptor or catch basin	\$15
(4)	<i>Permit</i> fee for the installation of a backflow prevention device in any plumbing system.	\$15
(5)	<i>Permit</i> fee for any fire sprinkler system	
(a)	First 25 sprinkler heads	\$50
(b)	Each additional sprinkler head after the first 25	\$1.

E. PERMIT FEE SURCHARGE

- (1) In addition to other fees payable in accordance with this Appendix at the time of *permit* issuance, a surcharge will apply to all building *permits* as follows:
- (a) \$50 where the *construction* value is less than \$10,000;
 - (b) \$200 where the *construction* value is from \$10,000 to \$50,000 or;
 - (c) \$500 where the *construction* value is in excess of \$50,000.
- (2) When all work associated with a building *permit* is completed within thirty six (36) months of the date of issue, the *Building Official* shall rebate the surcharge fee as follows:
- (a) \$50 where the *construction* value is less than \$10,000;
 - (b) \$200 where the *construction* value is from \$10,000 to \$50,000 or;
 - (c) \$500 where the *construction* value is in excess of \$50,000.

F. SPECIAL INSPECTION

Voluntary inspection to establish conformance or status of a building. \$150

G. MANUFACTURED HOMES OR BUILDING RELOCATION

(1) *Permit* fee for manufactured homes including skirting, foundation, blocking, landing and stairs up to 2m² (21 ft²), water and sewer service connections \$500

(2) *Permit* fee for manufactured homes or relocated buildings placed on permanent foundations extending below ground level will be \$500 plus an additional fee based on the value of the foundation as determined by the *Building Official*.

H. RENEWAL PERMIT FEE

The fee for a renewal *permit* shall be \$200 each renewal period of one year.

I. PROVISIONAL OCCUPANCY CERTIFICATE FEE

The fee for a provisional occupancy certificate shall be \$80 for each issuance period of 90 days.

J. TEMPORARY BUILDING

Fee for a *permit* to construct, place or occupy a temporary building for one year or part thereof \$100

K. CHIMNEY / SOLID FUEL APPLIANCE

Fee for the installation of a chimney, fireplace or solid fuel-burning appliance. \$100

L. REMOVAL OF NOTICE ON LAND TITLE

Fee for the removal of a land title notice. \$200

M. DEMOLITION OR RELOCATION

The fee for a *permit* to demolish a building. \$50

N. REINSPECTION FEE

Where any re-inspection carried out pursuant to this Bylaw discloses faulty work and a subsequent inspection is thereby made necessary, the fee for each subsequent inspection shall be \$50.

O. DOUBLE PERMIT FEE

Where work for which a *permit* is required by this bylaw has been commenced prior to issuance of a *permit*, and a stop work order has been posted on that work, the applicant shall pay double the fee prescribed in this Schedule, provided that the additional fee shall not exceed \$2,000.

P. PERMIT FEE REFUND

Where no construction has commenced within six (6) months of building permit issuance, should the *permit* holder apply in writing to cancel the application or *permit*, the *Building Official* shall refund 75% of the original *permit* fee.

Q. FEE REDUCTION FOR PROFESSIONAL SUPERVISION

Where a professional engineer or architect is retained by the *owner* and an undertaking is provided to coordinate design and field reviews on the project, the building *permit* fee will be reduced by 5%.

R. PERMIT APPLICATION LEGAL CHANGE

The fee for any legal change on title, such as ownership or subdivision, requiring revisions to the *permit* application records. \$75

S. PERMIT DESIGN AND CONSTRUCTION MAJOR MODIFICATION

If an issued *permit* is active or application plans have been reviewed and the *owner* proposes significant modifications to the building whereby the design changes and the value of the work changes, regardless whether the value increases or decreases, a fee of \$100 per hour will be charged based on the hours, or portions thereof, expended for modified plan review.



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: CAO
DATE: April 2, 2019
RE: Expense Reimbursement for Council members while undertaking Village related business

ISSUE/PURPOSE

To provide options for Council to consider for additions to the existing Expense Reimbursement policy relating to expenses incurred by Council members while undertaking Village related business.

(Council's current policy is attached to this report for reference)

HISTORY/BACKGROUND

In 2018, a member of Council attended the 2018 Working Together Pow Wow on behalf of the Mayor and asked Council to reimburse him for some of his expenses related to his attendance. Typically, a per diem would not be paid for a Council member attending a meeting or other event if that Council member were the appointed liaison. At its July 10, 2018 meeting, Council considered the request and passed the following resolutions:

1. *"That Councillor Lepsoe be reimbursed for one day of attendance on behalf of the Mayor at the 2018 Working Together Pow-wow at the Neskonlith Pow-wow grounds."*
2. *"That Administration provide information to Council at the August 7, 2018 meeting regarding past payments of per diems for members of Council attending the Working Together Pow-wow."*

The following information was provided to Council at its August 7, 2018 meeting:

- 2015, no per diem was paid for attendance at the Working Together Pow Wow
- 2016, no per diem was paid for attendance at the Working Together Pow Wow
- 2017, no per diem was paid for attendance at the Working Together Pow Wow

Further, on August 7, 2018, the following resolutions were passed by Council:

"That the Council member per diems for attendance at Working Together Pow wow memo (information provided on agenda) be received for information."

"That Council's Expense Reimbursement Policy ADM-21 be referred to Administration to prepare clear guidelines for per diem reimbursement."

Since that meeting, the Village was in the midst of election activities. Council's resolution on March 26, 2019 reads:

"THAT Administration be directed to prepare a report with various options for Council to consider in order to amend the existing expense reimbursement policy regarding the reimbursement of per diem and other associated costs for members of Council while undertaking Village business."

The following review and subsequent options are provided for Council's consideration as per the March 26, 2019 resolution. Whichever approach Council wishes to take, Administration will incorporate that approach into a policy amendment.

DISCUSSION

Several other similar policies have been researched to show examples of other municipalities' approaches:

CSRD

- Policy provides for detailed reimbursements, with no requirement to obtain the Board's permission – Board members are given individual discretion
- Policy determines appropriate and eligible reimbursement for travel, mileage, meals, accommodation and other expenses for elected officials and staff and costs are reimbursed based on actual costs (except mileage which is a set rate)
- Specifics are outlined in terms of travel outside the CSRD for more than 4 hours if no overnight stay required and if meals are included with the event being attended
- Ineligible expenses are also outlined including motor vehicle infractions, alcohol, parking tickets, optional and social activities and spouse/partner programs

District of Lantzville

- Policy establishes parameters for reimbursement of expenses incurred by District Council members and employees
- Council members do not need approval from Council for each situation – expenses incurred are reviewed and approved by the Director of Finance if compliant with the policy
- Similar to Chase and CSRD, set allowances for meals are provided, receipts required, accommodation costs must be reasonable for the location, actual airfare at economy rates are reimbursed, parking, taxi and other costs are reimbursed upon provision of receipts
- Claims cannot be made after 90 days of the expense being incurred

Town of Smithers

- Council members are reimbursed for all reasonable travelling expenses incurred by them in the course of attending Council/municipal oriented out-of-town business
- Council is not required to obtain council resolutions for such attendance or reimbursement as long as the attendance is for municipal business and the expenses are outlined in the policy
- Any variances to the policy must be approved by the Mayor

City of Merritt

- Similar to other examples provided, no pre-authorization is required of Council for attendance at various events, functions and the like that are municipal business oriented
- When choice is made to use a private vehicle in lieu of air transportation, payment shall not exceed the combined total expense of airfare mileage to and from the airport, airport parking fees and transportation to and from the meeting place

Town of Gibsons

- Travel outside of the Sunshine Coast Regional District or outside of British Columbia must be authorized by Council resolution in advance
- Travel claims submitted by members of Council are reviewed and approved by the Mayor
- Travel claims submitted by the Mayor are reviewed and approved by the CAO or the Treasurer
- Reimbursement of costs are similar to other municipalities including air fare, parking, mileage, accommodation, meals

Chilliwack

- Council members may attend FCM, UBCM and LMGLA – if Council members wish to attend other conferences directly related to their duties, the Mayor may approve the attendance for expediency – alternatively the member may bring the request to a council meeting for consideration
- Actual cost reimbursements are similar to other policies

Of all policies researched, few, other than Chilliwack, require approval by Council at a Council meeting for the Mayor and Councillors' attendance at events that are of importance to the municipality or have value to the individual Council members in their role on Council. In most cases, each member of Council is given discretion, with parameters for reimbursement set out in the policy.

FINANCIAL IMPLICATIONS

None unless reimbursements rates are increased.

POLICY IMPLICATIONS

Both situations that have triggered Council to ask for a review of the Village's expense reimbursement policy relate to the timing of the authorization of the Mayor or a Councillor's attendance at an event and whether or not the events in question are either related to the role of the Mayor or Councillors or are of importance to the municipality and warrant reimbursement of expenses incurred:

- A. Is there or should there be a mechanism for reimbursement of expenses for either the Mayor or a Councillor's attendance at an event that is either role related or of importance to the municipality if the event occurs before a scheduled meeting where Council would normally consider such a request?
- B. Does Council require a mechanism to determine whether or not participation at an event is related to the role of the Mayor or the Councillors or is of municipal importance and therefore qualifies for cost reimbursement by the Village?

OPTIONS

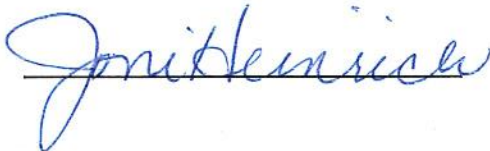
1. **Provide discretion to the Mayor and Councillors to determine whether events are of value to them in their role or are important to the municipality as a whole and if so they will be eligible to be reimbursed by the Village as long as budget is approved and the policy followed.**
2. **Require each Councillor to consult with the Mayor to determine whether attendance and reimbursement are appropriate.**
3. **Require the Mayor to consult with at least 2 Councillors to determine whether attendance and reimbursement are appropriate.**

4. Require Council to consider the issue at a Council meeting unless the event is occurring in advance of a Council meeting, requiring each Councillor to consult with the Mayor to determine whether attendance and reimbursement is appropriate.
5. Require Council to consider the issue at a Council meeting unless the event is occurring in advance of a Council meeting, requiring the Mayor to consult with at least 2 Councillors to determine whether attendance and reimbursement is appropriate.
6. Create a definition in the policy of the types of events/meetings where attendance is appropriate because of importance to the municipality or related to Mayor/Councillor roles and then employ options 2 and 3.
7. Deny any reimbursement to any event that cannot be pre-authorized by Council at a duly constituted meeting regardless of importance to the municipality.
8. Provide for a set amount of discretionary funds for each member of Council to be reimbursed for costs associated with attendance at events at their discretion.
9. Provide for a one time per year pre-approval for the Mayor and each Councillor to attend at an event that in opinion is important for the municipality to have representation and receive reimbursement.

RECOMMENDATION

Council discretion is requested.

Respectfully submitted,





Village of Chase Policy Manual

Title:	<u>ADM – 21 Expense Reimbursement</u>
Revised: February 23, 2016	Effective:
Date Originally Adopted: January 27, 2009	Date Originally Effective: January 27, 2009
Special Notes / Cross Reference: Rescinds ADM 4, ADM 16, ADM 17	

POLICY: Village of Chase Council members and staff shall receive reimbursement for expenses incurred while undertaking Village related business in accordance with this policy and approved annual budget allocations

PURPOSE: It is the purpose of this Policy to establish a fair and equitable method of compensation for Council approved expenses incurred by members of Council and staff while representing or acting on behalf of the Village of Chase.

DEFINITIONS: Council shall mean the Mayor and Councillors of the Village of Chase
Staff shall mean all workers of the Village of Chase
Larger centres are defined as Vancouver, Greater Victoria or Whistler within British Columbia, or a major city in Canada

PROCEDURES:

1. All members of Council and staff are required to submit a signed claim form, Schedule "A", in order to receive an expense reimbursement.
2. The Village of Chase Chief Administrative Officer reviews the claim for accuracy, signs and forwards to Accounts Payable Clerk for processing.

GUIDELINES / PROCEDURES / RESPONSIBILITIES

MEETING PER DIEM AND REIMBURSEMENT OF EXPENSES:

All claims related to this policy will be paid when:

- a) pre-authorization for attendance is given by resolution of Council, with the exception of the Annual UBCM Convention and the Annual SILGA Convention
- b) the claim is in accordance with available budget funds
- c) expenses are not otherwise reimbursed through other agencies / organizations
- d) mileage for trips of 10 kilometres or less will not be reimbursed without justification approved by Council



Village of Chase Policy Manual

Expenses incurred related to social events/functions that members of Council and staff have been requested to attend on behalf of the Village will be compensated. Acceptable items for reimbursement include items that are not for personal gain (i.e. food hamper, gifts as per cultural protocol, hosting of distinguished guests of the Village).

If a spouse or guest is requested or expected to be in attendance, these expenses will also be compensated. Costs such as meal tickets and mileage, will be considered, however, it is expected that appropriate discretion will be used in all cases.

- A. PER DIEM** – The amount paid to members of Council on a daily basis for travel time, attendance at conventions, seminars, workshops, and other functions or business shall be as follows:

Per Diem Rates

\$100.00 per day	-	four (4) hours or more in duration
\$ 75.00 per day	-	less than four (4) hours

- B. EXPENSE REIMBURSEMENT** – Costs incurred while travelling to and from meetings and attendance at meetings or other Village-related functions that are approved by Council includes the following: mileage, meals, telephone, accommodation, personal expenses, telephone and registrations.

Travel – Personal Vehicle

Mileage rate will be consistent with the provincial Government rates, to be adjusted annually as required (last increase occurred April 1, 2013). Travel distance must be greater than 10 kilometres one way to qualify for reimbursement.

Effective March 1, 2016 the rate is \$0.52 per kilometre

Travel – Accommodation

Unless otherwise requested, accommodation will be coordinated through the Village office and paid for in advance where possible with the Village credit card. All authorized, business related incidentals will also be charged to the Village credit card. A letter of authorization will be sent to the relevant property. Any incidentals not relevant to Village business will be deducted from the individual's remuneration.

Travel – Taxi, Bus, Airplane, Rental Vehicle, Parking

Shall be reimbursed as per receipts submitted with claim.



Village of Chase Policy Manual

Meal Allowance

Local & Smaller Centres

\$15.00 – Breakfast

\$18.00 – Lunch

\$25.00 – Dinner

Or as per receipts submitted with claim.

Larger Centres

\$20.00 – Breakfast

\$25.00 – Lunch

\$40.00 – Dinner

Telephone

All Telephone charges related to Village Business will be reimbursed upon submission of receipts. Claimants will be reimbursed for charges of one (1) personal telephone call to their place of residence per 24 hour period of absence, however, it is expected that appropriate discretion will be used in all cases.

Registration Fees

Registration fees will be reimbursed if not paid directly by the Village.



Village of Chase Policy Manual

Title: ADM – 21 Expense Reimbursement

Revised: February 23, 2016 **Effective:**

Date Originally Adopted: January 27, 2009 **Date Originally Effective:** January 27, 2009

Special Notes / Cross Reference: Rescinds ADM 4, ADM 16, ADM 17

NAME: _____

ADDRESS: _____

TIMES AND DATE(S) OF TRAVEL: _____

REASON FOR TRAVEL: _____

EXPENSES

TRAVEL: _____ KM @ \$.52/KM \$ _____
Must be greater than 10 kilometres one way or a Council resolution is required.

MEALS:

<u>Local & Smaller Centres</u>	<u>Larger Centres</u>	
\$15.00 – Breakfast	\$20.00 – Breakfast	\$ _____
\$18.00 – Lunch	\$25.00 – Lunch	\$ _____
\$25.00 – Dinner	\$40.00 – Dinner	\$ _____

Or as per receipts submitted with claim

PER DIEM: (Council only)

\$100.00 per day	- four (4) hours or more	\$ _____
\$ 75.00 per day	- less than four (4) hours	\$ _____

AIRFARE *Actual cost, receipt required* \$ _____

ACCOMMODATION \$ _____ per day _____ days \$ _____

OTHER *Taxis, Telephone, Gratuities, Miscellaneous*

_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL CLAIM

\$ _____

 Claimant Signature

 Date

 Department Head

 Date

 Approved by

 Date



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: Joanne Molnar, CFO
DATE: April 3, 2019
RE: 2019-2023 Financial Plan Bylaw

ISSUE/PURPOSE

To seek 1st and 2nd reading of Bylaw No. 868, 2019-2023 Five Year Financial Plan.

OPTIONS

1. To give 1st and 2nd reading to Bylaw No 868, 2019-2023 Five Year Financial Plan
2. To give 1st and 2nd reading to Bylaw No 868, 2019-2023 Five Year Financial Plan and recommend necessary changes.

HISTORY/BACKGROUND

The Community Charter Section 165 states a municipality must have a financial plan that is adopted annually, by bylaw, and outlines the necessary requirements to be included in the plan. A public consultation process regarding the proposed financial plan development must also be undertaken, as per Section 166 of the Community Charter.

DISCUSSION

Staff has presented the proposed plan to Council and the public in several public meetings, including December 18, 2018, which outlined the proposed Water, Sanitary Sewer and the Solid Waste service budgets and on March 25th and 26th, which outlined the proposed General Operations and Capital budgets. Council and public were given opportunity to provide feedback and ask questions. No additional comments have been received. The Bylaw has been updated to reflect the changes to the Federal Gas Tax Community Works Fund allocation as outlined in the April 2, 2019 updates.

FINANCIAL IMPLICATIONS


The proposed 2019-2023 5 Year Financial Plan outlines the revenues and expenditures for the operational and capital services and projects proposed for the years 2019 to 2023.

RECOMMENDATION

"THAT Village of Chase 2019-2023 Five Year Financial Plan Bylaw No. 868, 2019 be read a first time; AND,

"THAT Village of Chase 2019-2023 Five Year Financial Plan Bylaw No. 868, 2019 be read a second time.

Respectfully submitted,


Joanne Molnar, CFO

Approved for Council Consideration by CAO


Joni Heinrich, CAO

**VILLAGE OF CHASE
BYLAW NO. 868**

A Bylaw to Adopt the Village of Chase 2019 to 2023 Financial Plan

WHEREAS the Community Charter requires that municipalities must establish a Five Year financial plan that is adopted annually by bylaw;

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

1. Schedule "A", Village of Chase 2019 to 2023 Financial Plan and Schedule "B" Statement of Objectives and Policies, attached hereto, shall form part of this Bylaw and are hereby adopted as the Five Year Financial Plan for the Village of Chase for the years 2019 to 2023 inclusive.
2. This Bylaw may be cited as "Village of Chase 2019 to 2023 Five Year Financial Plan Bylaw No. 868".

READ A FIRST TIME THIS th DAY OF , 2019

READ A SECOND TIME THIS th DAY OF , 2019

READ A THIRD TIME THIS th DAY OF , 2019

ADOPTED THIS th DAY OF , 2019

Mayor, R. Crowe

Corporate Officer, S. O'Flaherty

VILLAGE OF CHASE
Bylaw No. 868 - Schedule "A"
2019 to 2023 Financial Plan

	2019	2020	2021	2022	2023
Revenues					
Property Taxes	(1,940,176)	(1,962,000)	(1,980,000)	(1,990,000)	(2,000,000)
Payments in Lieu of Taxes	(15,228)	(15,250)	(15,300)	(15,450)	(15,450)
Utility Tax & Franchise Fees	(63,980)	(65,000)	(67,000)	(67,000)	(67,000)
Interest and Penalties on taxes	(27,500)	(27,500)	(26,300)	(25,800)	(23,100)
Collection of taxes for Other Governments	(1,711,150)	(1,744,650)	(1,778,655)	(1,813,455)	(1,813,455)
Grants	(776,219)	(592,950)	(600,646)	(600,746)	(608,551)
Fees					
Other Revenue Own Sources	(140,750)	(141,950)	(135,350)	(136,050)	(137,550)
Water utility	(500,300)	(522,800)	(587,800)	(612,800)	(662,500)
Sewer utility	(388,350)	(382,100)	(387,100)	(390,100)	(390,100)
Solid Waste Management	(236,600)	(236,600)	(236,600)	(236,600)	(236,600)
Other Revenues	0	0	0	0	0
Disposal of Tangible Capital Assets	(7,500)	(5,000)	(2,000)	0	0
DCC	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
Disposal of Lands	0	0	0	0	0
Deferred Revenue	(10,000)	0	0	0	0
Gas Tax Reserve	(70,000)	0	0	0	0
Conditional Project Grants	(1,656,905)	(5,000)	0	0	0
Transfers from Reserves					
General	0	0	(300,000)	0	0
Water utility	0	0	0	0	0
Sewer utility	0	0	0	0	0
Transfers from Surplus Debt	(251,150)	(163,650)	(163,650)	(145,150)	(145,150)
Transfers from Surplus for Capital					0
General	(462,350)	(420,000)	(243,446)	(450,000)	(250,000)
Solid Waste	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
Water utility	(10,000)	(10,000)	0	0	0
Sewer utility	(15,000)	(50,000)	0	0	0
Proceeds from Borrowing	0	0	0	0	0
Total Revenues	(8,328,158)	(6,386,450)	(6,565,847)	(6,525,151)	(6,391,486)
Expenditures					
Payment of taxes to Other Governments	1,711,150	1,744,650	1,778,655	1,813,455	1,813,455
Grants in aid	31,000	31,000	31,000	31,000	31,000
Legislative services	85,600	83,800	85,300	86,750	90,100
Corporate services	820,930	823,430	830,400	858,300	851,800
Municipal Enforcement	29,300	29,300	30,300	30,300	30,300
Fire service	219,200	234,100	240,700	239,850	239,850
Rescue service	31,750	28,650	29,150	30,250	30,350
Planning	12,500	7,500	7,500	6,000	6,000
Economic Development	66,925	66,525	62,775	62,600	63,850
Public Works Admin	449,700	456,175	439,750	444,950	449,050
Fleet	89,050	91,200	90,900	91,300	92,100
Transportation-Rds & Drain	270,350	265,050	264,250	265,250	267,500
Parks	185,200	185,800	189,200	193,600	196,600
Cemetery	19,290	19,790	20,540	21,040	21,065
Recreation Facilities	401,200	405,000	406,000	406,650	406,700
Water	611,675	611,650	615,225	617,650	620,025
Sewer	333,075	335,550	341,400	341,500	343,925
Solid Waste	213,400	214,850	216,290	218,100	218,100
Leases	0	70,000	70,000	70,000	70,000
Capital Expenditures					
General	1,874,255	40,000	315,000	215,000	15,000
Water	10,000	10,000	0	0	0
Sewer	25,000	50,000	0	0	0
Arena Debt Payment	87,500	0	0	0	0
CP Rail Debt Repayment	18,500	18,500	18,500	0	0
Interest on Debt Repayment	85,600	99,100	99,100	99,100	99,100
Debt Repayment	59,550	59,550	59,550	59,550	59,550
DCC	2,000	2,000	2,000	2,000	2,000
Transfers to Land Reserves	0	0	0	0	0
Transfer Gas Tax Reserve	316,719	151,350	158,446	158,446	165,751
Transfers to Reserves					
General	150,000	150,000	0	0	0
Solid Waste	40,000	40,000	40,000	40,000	40,000
Water	0	0	0	0	0
Sewer	0	0	0	0	0
Total Expenditures	8,250,419	6,324,520	6,441,931	6,402,641	6,223,171
Total Annual Cash (Surplus)/Deficit	(74,739)	(61,930)	(123,916)	(122,510)	(168,285)
Transfer to/(from)-Surplus	74,739	61,930	130,470	122,510	168,285
Financial Plan Balance (will be \$0)	0	0	6,554	0	0

Village of Chase
Bylaw No. 868
2019 to 2023 Financial Plan
Schedule "B" – Statement of Objectives and Policies

In accordance with Section 165(3.1) of the *Community Charter*, the Five Year Financial Plan must include objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from the following funding sources described in Section 165(7) of the *Community Charter*:
 - (a) revenue from property value taxes;
 - (b) revenue from parcel taxes;
 - (c) revenue from fees;
 - (d) revenue from other sources;
 - (e) proceeds from borrowing.
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

FUNDING SOURCES

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2019.

<u>Table 1 – 2019 Revenue Sources</u>		
<u>Revenue Source</u>	<u>Amount</u>	<u>Percentage of Total</u>
Municipal taxes	\$1,940,176	23.30%
Other Taxes	1,817,858	21.84%
Fees	1,125,250	13.52%
Grants	2,433,124	29.23%
Other Sources	230,250	2.77%
Transfers	778,500	9.35%
Borrowing	0	0.00%
<u>Total</u>	<u>\$8,325,158</u>	<u>100.00%</u>

Municipal property taxation, generally the largest revenue source, offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as maintenance of streets, sidewalks, parks, general administration, fire protection, bylaw enforcement, and snow removal.

Other taxes are taxes collected on behalf of other authorities, which are then remitted to the corresponding taxing authority. Franchise fees and payments in lieu of taxes and interest and penalties collected on outstanding property taxes are also included as other taxes.

Fees are user fees and charges which fund specific service including water, sewer and solid waste collection.

The major contributions to the Grant funding are the Small Community Grant and Community Works Fund. There are several other federal, provincial and regional sources which support Village initiatives.

For 2019, the Village of Chase has applied for a significant amount of additional grant funding for several major Capital projects, which shall only be undertaken if the grant funding applications are successful.

Other Sources include revenues collected from the use and rental of Village assets; investment interest and disposition of capital assets.

Transfers consist of revenues transferred from reserve or surplus funds.

Policies and Objectives

Property Taxes: The objective is to balance the budget each year and maintain a reasonable tax burden. That the Village shall strive to implement stable, fair and representative tax rates for all property classes, while seeking funding sources and opportunities to offset tax collection requirements.

Parcel Taxes: The Village of Chase no longer collects parcel taxes within the municipality.

Fees: The Village shall strive to ensure the fees charged for water, sanitary sewer and solid waste services be on a cost recovery basis. The Village shall review and revise the user fees to ensure they are meeting the capital and operational costs of the services for which they are collected.

Other Sources: The objective is to maximize other revenue sources including, grant funding from higher levels of government, to reduce the taxation burden and provide support to Council priorities and directives.

Borrowing: The objective is to identify the borrowing needs in advance and ensure the funding option supports the objectives noted above.

DISTRIBUTION OF PROPERTY TAX RATES

Table 2 outlines the distribution of property tax rates among the property classes.

<u>Table 2 - Distribution of Municipal Property Taxes</u>		
<u>Property Classification</u>	<u>% of Total Property Taxation</u>	<u>Value</u>
Residential (1)	76.73%	\$1,488,693
Utilities (2)	1.56%	30,210
Major Industry (4)	6.98%	135,385
Business and Other (6)	14.60%	283,296
Recreation / Non-Profit (8)	0.06%	1,166
Farm (9)	0.07%	1,425
<u>Total All Sources</u>	<u>100.00%</u>	<u>1,940,175</u>

The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class forms the largest proportion of the assessment base and consumes the majority of Village services.

Municipalities generally charge a higher rate of tax to business and industry based on the theory that they proportionately consume a greater portion of the Village services.

Our only "Major Industry" class, Adams Lake Lumber, is a special situation as the Letters Patent by which their property was incorporated into the Village of Chase requires that the tax rate to be used is set by the provincial "Taxation (Rural Area) Act Regulation". The "Utility" class is also determined by the province under that same regulation and we are already using the maximum tax rate allowed and therefore it cannot change.

Policies and Objectives

- The Village shall continue to maintain and encourage economic development initiatives designed to attract more retail, commercial and industrial businesses to invest in the community to create employment.
- The Village shall continue to seek opportunities to increase densification and development to increase the tax base and provide additional housing.
- The Village shall regularly review the property tax rates and revenue distribution to maintain proportional consistency within the property classes.

PERMISSIVE TAX EXEMPTIONS

The Village has adopted a Permissive Tax Exemption policy which outlines the goals and objectives and provides guidelines for the administration and approval of permissive tax exemptions.

Objectives and Policies: The Village will consider additional permissive tax exemptions as allowed under the Community Charter. Council shall review the permissive tax exemptions being granted, in keeping with the policy, to ensure fair access, consistent standards and appropriate allocations are implemented.

Goal of Council

The goal of Council is to improve the financial health of the Village of Chase, while maintaining the current service levels and protecting the health and sustainability of the community infrastructure. In keeping with the obligations under the Gas Tax Community Works Fund Agreement, the Village will continue to develop and implement asset management planning in 2019. The municipality will continue to seek funding opportunities for infrastructure assessments, evaluations and reviews to be utilized in the development of an Infrastructure Master Plan which shall outline the need and priorities necessary for the protection and sustainability of the Village's infrastructure. The Village shall continue to seek grant funding opportunities for all projects related to infrastructure sustainability, community health and safety and ongoing community development.



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: CFO
DATE: April 4, 2019
RE: 2019 Tax Rate Bylaw

ISSUE/PURPOSE

To seek a Council resolution to maintain the 2019 municipal tax levies at the rates established for 2018.

OPTIONS

1. To set the 2019 municipal property taxation rates at the same rates established in 2018 as recommended during the 2019-2023 Five Year Financial Plan public meetings.
2. To provide direction to staff of changes required to establish the 2019 municipal property taxation rates.

HISTORY/BACKGROUND

Section 197 of the Community Charter states:

Each year, after the adoption of the financial plan but before May 15, a council must, by bylaw, impose property value taxes for the year by establishing tax rates for:

- a:) the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan..

DISCUSSION

Staff is proposing to maintain the municipal tax rates for 2019 at the 2018 levels, based on the 2019-2023 Financial Plan and the 2019 BC Assessment property values and exemptions.

As outlined in the Financial Plan, Council has the authority to set the municipal tax rates for Class 1 (Residential), Class 6 (Business /Other), Class 8 (Recreation/Non Profit) and Class 9 (Farm). Municipal tax rates for Class 2 (Utilities) and Class 4 (Major Industry) are restricted due to Letters Patent and Provincial legislation.

The 2019 revised assessment roll shows an increase in property values over 2018 levels. This increase will generate approximately \$106,000 over 2018 revenues. The main source of the increase is due to increases to the Class 1 (Residential) assessments.

The 2019-2023 Financial Plan has indicated that the anticipated revenue levels generated from taxation are adequate to meet the financial obligations for 2019, including transferring funds for future reserves.

Many of the proposed capital projects to be undertaken in 2019 are reliant on grant funding; if the funding application are unsuccessful the projects will not proceed.

The water and sanitary sewer rates are scheduled to be re-evaluated in 2019; this review may result in increased service costs to residents and businesses.

It is anticipated that the 2019, grant subsidized, Asset Management project will result in a "Long-Term Asset Investment Forecast", which will serve to guide the municipality in understanding the annual investment needs for asset renewal as well as identifying existing infrastructure deficiencies. The forecast will assist in developing funding strategies, policies and bylaws to ensure the long-term health and sustainability of vital infrastructure.

FINANCIAL IMPLICATIONS

Maintaining the 2019 municipal property tax levies for all classes at 2018 levels is reflective of the property tax collection revenues required to support the 2019-2023 Financial Plan. It is anticipated that 23.74% of the overall funding requirements for the 2019 Financial Plan will be derived from municipal property tax levies.

<u>Property Classification</u>	<u>2019 Proposed Municipal Tax Rate</u>	<u>Approximate Collection</u>
Residential (1)	4.4181	\$1,488,693
Utilities (2)	40.0000	30,210
Major Industry (4)	Provincial Set	135,385
Business and Other (6)	11.4871	283,296
Recreation/Non-Profit (8)	9.7198	1,166
Farm (9)	16.7888	1,425
<u>Total All Sources</u>		<u>1,940,175</u>

POLICY IMPLICATIONS

Changes to the proposed Tax Rate Bylaw will directly impact the proposed 2019-2023 Financial Plan Bylaw.

RECOMMENDATION

"That Council approve the 2019 municipal tax rate remain at the levels established in 2018 for all classes."

Respectfully submitted,



Joanne Molnar, CFO

Approved for Council Consideration by CAO



Joni Heinrich, CAO



VILLAGE OF CHASE

Memorandum

Date: April 4, 2019
To: Mayor and Council
From: CAO
RE: Proposed Special meeting in April for Budget Bylaws

Attached is a calendar showing various dates for budget bylaw consideration by Council.

The Revised BC Assessment roll was received April 3, 2019 and has been uploaded into the Village's financial system.

The TNRD's deadline to provide member municipalities with its annual requisition is April 10, 2019. At the writing of this memo the final TNRD requisition has not yet been received.

The deadline for all financial bylaws and some reporting to be submitted to the Province of BC is May 15, 2019. Rather than trying to 'fit' special budget meetings in to Council's schedule at the last minute, Administration is suggesting the following schedule as per the attached calendar page:

Tuesday, April 9, 2019 Regular Council 4:00 p.m.

- Financial Plan Bylaw for consideration for 1st and 2nd Reading.

Tuesday, April 16, 2019 Special Budget meeting 4:00 p.m.

- Consider 3rd reading of Financial Plan bylaw
- Consider 1st, 2nd and 3rd readings of the Tax Rate Bylaw

Tuesday, April 23, 2019 Regular Council 7:00 p.m.

- Consider adoption of Financial Plan Bylaw and Tax Rates Bylaw
- Auditors tentatively schedule to present 2018 Financial Statements

RECOMMENDATION

"That Council hold a Special Budget meeting Tuesday, April 16, 2019 starting at 4:00 p.m. to consider 3rd reading of the 2019-2023 Financial Plan Bylaw and 1st, 2nd and 3rd readings of the 2019 Tax Rates Bylaw."

Respectfully submitted,

April

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Public can submit comments/concerns this week regarding budget	2	3 Revised Assessment Roll Received from BC Assessment	4	5	6
7	8	9 Financial Plan Bylaw 1 st and 2 nd Readings at Regular Council starting at 4:00 pm	10 Deadline for TNRD to provide Requisitions to member municipalities	11	12	13
14	15	16 Special Budget Meeting 4:00 p.m. 3 rd Reading Financial Plan 1 st , 2 nd & 3 rd readings of Tax Rates Bylaw	17	18	19	20
21	22	23 Adoption of Financial Plan and Tax Rates Bylaws at Regular Meeting 7:00 p.m. Auditors tentatively scheduled to present 2018 Financial Statements	24	25	26	27
28	29	30				



VILLAGE OF CHASE

Memorandum

Date: 2019 April 5
To: Mayor and Council
From: Corporate Officer
RE: Sanitary Sewer Regulations – Mandatory Sewer Connection

The previous Council determined it important to transition septic sewer users onto proper municipal sewerage collection. Under Council's direction, staff initiated the 18-month process to notify unconnected property owners about the bylaw requirement to stop operating private sewerage systems and connect to municipal sewer. That 18-month grace period for those properties unconnected to the municipal sewer system expired on March 15, 2019. The previous Council clearly directed Administration to implement the process for properties to be connected to municipal sewer. Administration is seeking Council's re-confirmation that the bylaw requirements need to be met by the remaining 11 properties that fall into this situation.

The Village's *Sewer Regulations Bylaw 750-2010* requires that all properties under 2ha (5 acres) in size must be connected to the municipal sewer system when that property is within immediate proximity to a sewer main. The Village's *Fees & Charges Bylaw 820-2016* requires that the property owners must pay for those sewer service connections.

There are 7 properties on Aylmer Road not connected to municipal sewer and are instead using private septic systems. Likewise, there are 4 properties not connected on Paquette Road not connected to municipal sewer and instead using private septic systems.

The Aylmer Rd. sewer main project was completed in 2018. 9 individual property service connections were installed at an additional project cost of \$22,000. The property service connections were installed in conjunction with installation of the sewer mainline because 1) the bylaw says that properties in immediate proximity must connect 2) this is proper infrastructure planning and development 3) it pre-empts having to disturb pavement and disrupt business and traffic in the future when a property owner requests a service connection on a 1-off install basis. This proactive approach also **saves these unconnected property owners up to \$1,400 because they are relieved of the cost to cut and patch the asphalt/concrete at a later date.** It is important to note that the property owners at 117 and 222 Aylmer Road paid the \$1,625 sewer connection fee in 2018, and are now connected to municipal sewer.

The Paquette Rd. sewer main project was completed in 2012 at a cost of approximately \$200,000. There are 6 individual property sewer services, and 2 of the 6 properties have connected. The Village is only collecting 30% of the possible sewer utility revenues, and 30% of the costs for the installation of those individual services directly to the property line. Similar to Aylmer Road, the property service connections were

installed in conjunction with installation of the sewer mainline and therefore **saves these unconnected property owners up to \$1,400 because they are relieved of the cost to cut and patch the asphalt/concrete at a later date.**

POLICY

The *Community Charter*, Sec. 69, authorizes the Village, by bylaw, to require property owners to connect to municipal sewer (attached). This enabling legislation supports the provincial *Public Health Act* in moving properties off septic systems within municipal boundaries, and by providing local governments with tools to properly plan, install, maintain and replace sewer infrastructure through asset management. Municipal sewer is a significant contributor to public health and environmental protection.

It is the policy of Council, pursuant to section 9.2 of the *Official Community Plan Bylaw* No. 635-2002 to “*provide water, sanitary sewer and storm drainage systems that will ensure good health and comply with recognized need, servicing standards, environmental standards and the ability of residents to pay for services.*”

It is the policy of Council, pursuant to section 9.3 of the *Official Community Plan Bylaw* No. 635-2002 to “work toward providing community sanitary sewer services to all urban residential areas.”

The *Liquid Waste Management Plan: Stage 1,2 and 3 Report* from 2001 references unsewered areas within the Village and the importance of working with the health authority regarding on-site septic systems. The Interior Health Authority has expressed concern over the age of many on-site septic systems in Chase, particularly in the vicinity of Paquette Road and Aylmer Road. The report states: “for the individual units and businesses to connect to this service it would require the construction of an internal collection system” (a municipal system).

Now that ‘internal collection systems’ have been installed along both Paquette Rd. and Aylmer Rd., these formerly underserved properties now benefit from proximity to this extended municipal sewer system. The ‘bylaw’ provides the mechanism to require property owners to connect to the Village’s municipal sewer service.

The Village’s *Fees & Charges Bylaw 820-2016* requires that the property owners pay for sewer service connections. The bylaw fees are as follows:

SANITARY CONNECTION CHARGES - EACH OCCURRENCE

Connection charge	\$325.00
Service Connection Installation – 100mm	\$1,200.00
Service Connection Installation – 150mm	\$1,300.00
Additional charge for cut and replace asphalt	\$700.00
Additional charge for sidewalk/curb replacement	\$700.00

All affected property owners have been well informed of their requirement to connect to municipal sewer over the last 19 months. Letters were sent to them on November 14, 2017, March 14, 2018, September 15, 2018, and December 13, 2018. The \$325 service connection charge can be delayed until the point of time that an actual physical connection is required. This reduces the sewer service installation charge by \$325.

Connecting to municipal sewer is the most responsible direction any community can take to ensure the public is safe and healthy; in promoting environmental protection; and in supporting and promoting all types of economic development.

OPTIONS

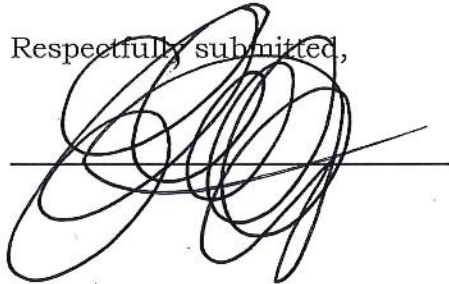
- **Re-confirm the previous Council's direction that all unconnected properties meet the requirements of the *Sewer Regulations Bylaw***
- **Initiate the sewer utility charge, and extend the grace period for the sewer service connection charge for 6 months to September 15, 2019**
- **Some other option**

Recommendation:

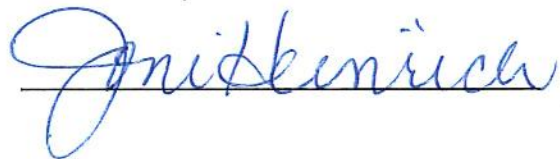
"THAT the identified unconnected properties along Aylmer Road and Paquette Road be added to the sewer utility accounts, and incur sewer billing as of March 15, 2019; AND,

THAT the identified unconnected properties along Aylmer Road and Paquette Road be invoiced for their sewer service connection."

Respectfully submitted,

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke at the bottom.

Approved for Council Consideration by CAO

A handwritten signature in blue ink, appearing to read "J. Nidkerich", written over a horizontal line.



Village of Chase

PO Box 440, 826 Okanagan Ave,
Chase, British Columbia V0E 1M0
Office: 250.679-3238
Fax: 250.679-3070
www.chasebc.ca

December 13, 2018

Dear Property Owner:

RE: Paquette Road Municipal Sewer Services

This letter serves as a follow-up to my November 14, 2017, March 14, 2018, and September 15, 2018 letters. The purpose of this follow-up letter is to remind you that the *Village of Chase Sanitary Sewer Regulations Bylaw 750-2010* requires you to connect to municipal sanitary sewer on or before March 15, 2019. The fee for a sewer connection is \$1,525.

On March 15, 2019, the Village will invoice all properties receiving this letter a sewer connection fee of \$1,525 regardless of whether you have connected or not.

Additionally, quarterly sanitary sewer utility billing will begin whether the property is physically connected to the sewer main or not.

The quarterly charges you can expect for the sewer services based on current rates (which will be subject to change) is as follows:

Sewer Basic Charge - \$38.85 every three months (quarterly billing) - this is a standard basic charge per residence. (You will be charged a pro-rated amount of \$19.43 on your first utility bill in May 2019).

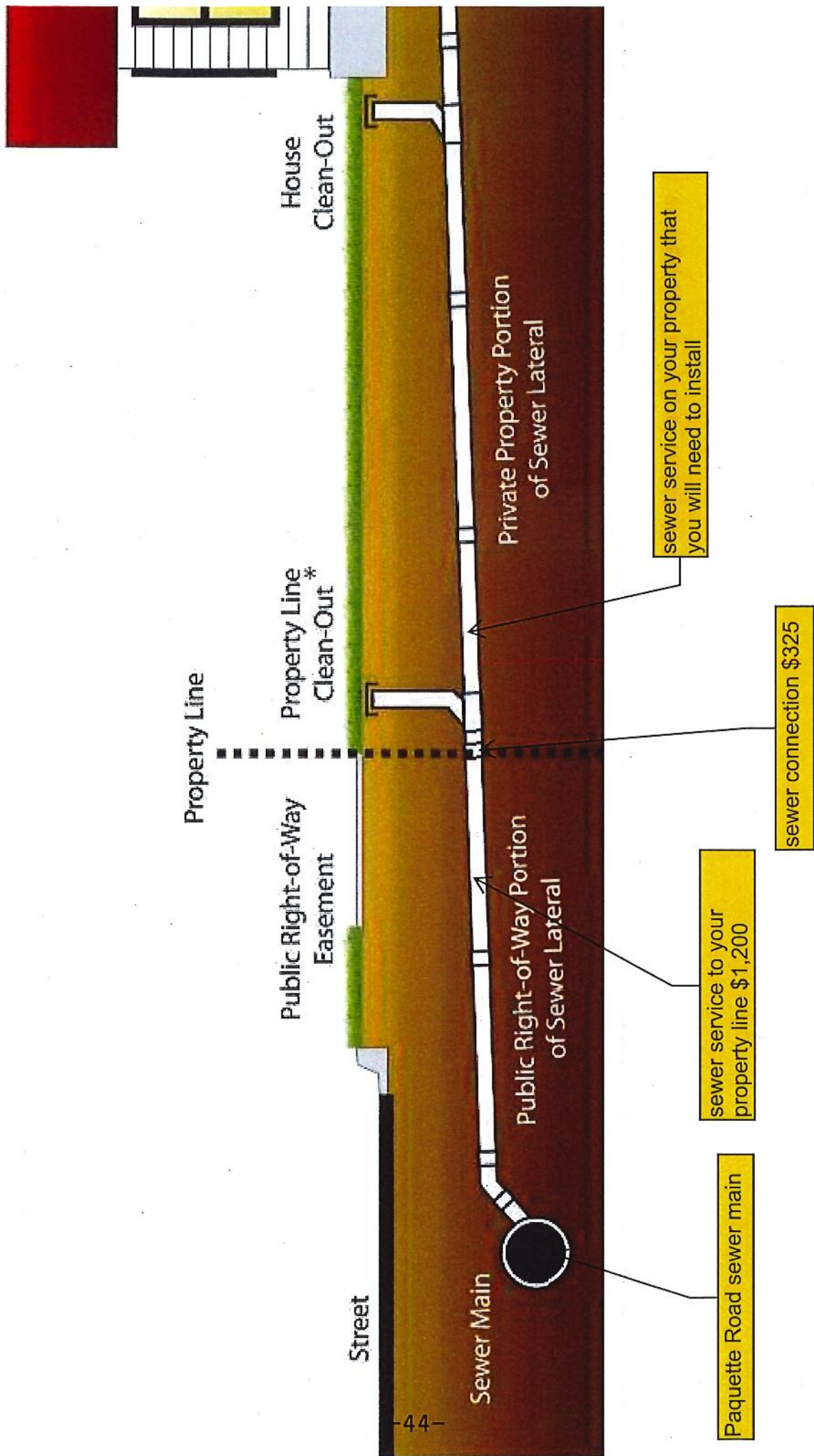
Sewer Consumption Charge – this is a charge for sewer based on your water volume consumption during the winter months. This amount will vary on each bill as your water consumption changes. For reference purposes, the average quarterly consumption for residential properties is 33 cubic metres so based on the current rate of .875 per m³, your quarterly consumption charges will be approximately \$29.

For more information please contact the undersigned.

Sincerely,
VILLAGE OF CHASE

Sean O'Flaherty, Corporate Officer

Copy: Joanne Molnar, Chief Financial Officer



Specific authority in relation to drainage, sewage and dikes

69 A council may, by bylaw, do one or more of the following:

(a) in relation to drainage and sewerage works provided by persons other than the municipality,

(i) regulate their design and installation, and

(ii) require property owners to connect their buildings and structures to the works in the manner specified in the bylaw;

6.6 The sewer service to any utility customer may be disconnected for any of the following reasons:

- (a) Repair
- (b) Want of capacity
- (c) Non-payment of accounts rendered
- (d) Defective piping, or
- (e) For any reason which the Supervisor of Works or Council considers sufficient.

6.7 All connections to the sewer utility, whether specified in this bylaw or not, shall require the prior approval of the Village.

6.8 A premise shall be approved for occupancy by the Building Inspector only after all provisions of this bylaw have been complied with.

6.9 Any property up to two (2) hectares in area within the Village of Chase on which there is located a building, and which abuts upon any Village highway, right-of-way or easement in which there is now or hereafter located a sanitary sewer main, the owner is hereby required to connect that property directly to the Village sanitary sewer at the owner's expense, in accordance with the British Columbia Plumbing Code and this Bylaw within thirty (30) days after notice from the Public Works Manager, and otherwise within 18 months. In the event of any owner failing to make the required connections within the specified time, the Manager of Public Works shall complete the works at the expense of such owner and the cost of work shall be deemed to be a charge for the works completed and the provisions of the Community Charter for the collection of special fees, will apply.

It is further provided that such connection will be required within thirty (30) days of being provided notice from the Interior Health Authority, if, in the opinion of the Medical Health Officer, a nuisance or health hazard exists as a result of any building not being connected to the sanitary sewer. In the event of any owner failing to make the required connections within the specified time, the Manager of Public Works shall complete the works at the expense of such owner and the cost of work shall be deemed to be a charge for the works completed and the provisions of the Community Charter for the collection of special fees, will apply.

All costs resulting from a required sanitary sewer connection shall become due and payable by the owner upon invoice. If the invoice is not paid prior to the end of the calendar year, the amounts outstanding will be transferred to the property tax account as arrears. (Amending Bylaw No. 839)

6.10 At such time that the Village Sanitary Sewer System becomes available to a property by abutting upon any Village highway, right-of-way or easement, and that property is serviced by a private sewage disposal system, the conditions of Section 6.9 of this bylaw shall apply. Any septic tank, cesspool, or similar facility shall then be abandoned and filled with sand or suitable material as approved by the Building Inspector. (Amending Bylaw No. 839)

Schedule "K" (Amending Bylaw No. 823)
Village of Chase Fees and Charges Bylaw No. 820-2016

SERVICE CONNECTION FEES

WATER CONNECTION CHARGES

EACH OCCURRENCE

Connection charge includes water-on	\$275.00
Service Connection Installation – 19mm	\$1,500.00
Service Connection Installation – over 19mm	Actual Cost
Additional charge for cut and replace asphalt	\$700.00
Additional charge for sidewalk/curb replacement	\$700.00
Water Meter and pit - 19mm	\$1700
Water Meter - over 19mm	Actual Cost

SANITARY CONNECTION CHARGES

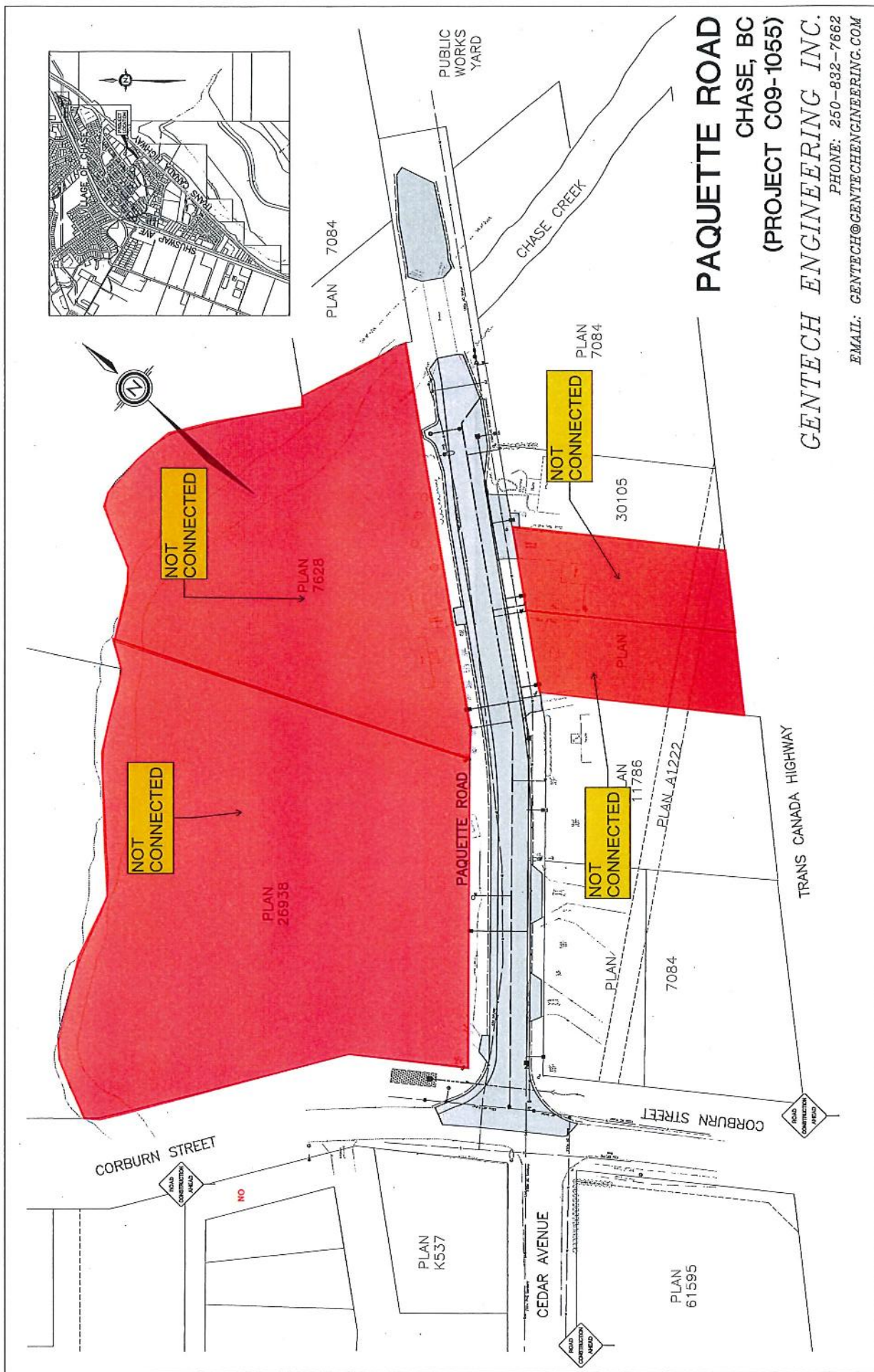
EACH OCCURRENCE

Connection charge	\$325.00
Service Connection Installation – 100mm	\$1,200.00
Service Connection Installation – 150mm	\$1,300.00
Additional charge for cut and replace asphalt	\$700.00
Additional charge for sidewalk/curb replacement	\$700.00

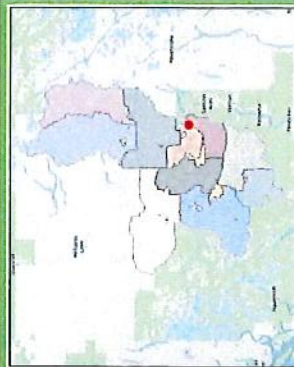
STORM DRAINAGE CONNECTION CHARGES

EACH OCCURRENCE

Connection charge	\$325.00
Service Connection Installation– 150mm	\$1,300.00
Service Connection Installation – over 150 mm	Actual Cost
Additional charge for cut and replace asphalt	\$700.00
Additional charge for sidewalk/curb replacement	\$700.00



PAQUETTE ROAD
CHASE, BC
(PROJECT C09-1055)
GENTECH ENGINEERING INC.
PHONE: 250-832-7662
EMAIL: GENTECH@GENTECHENGINEERING.COM

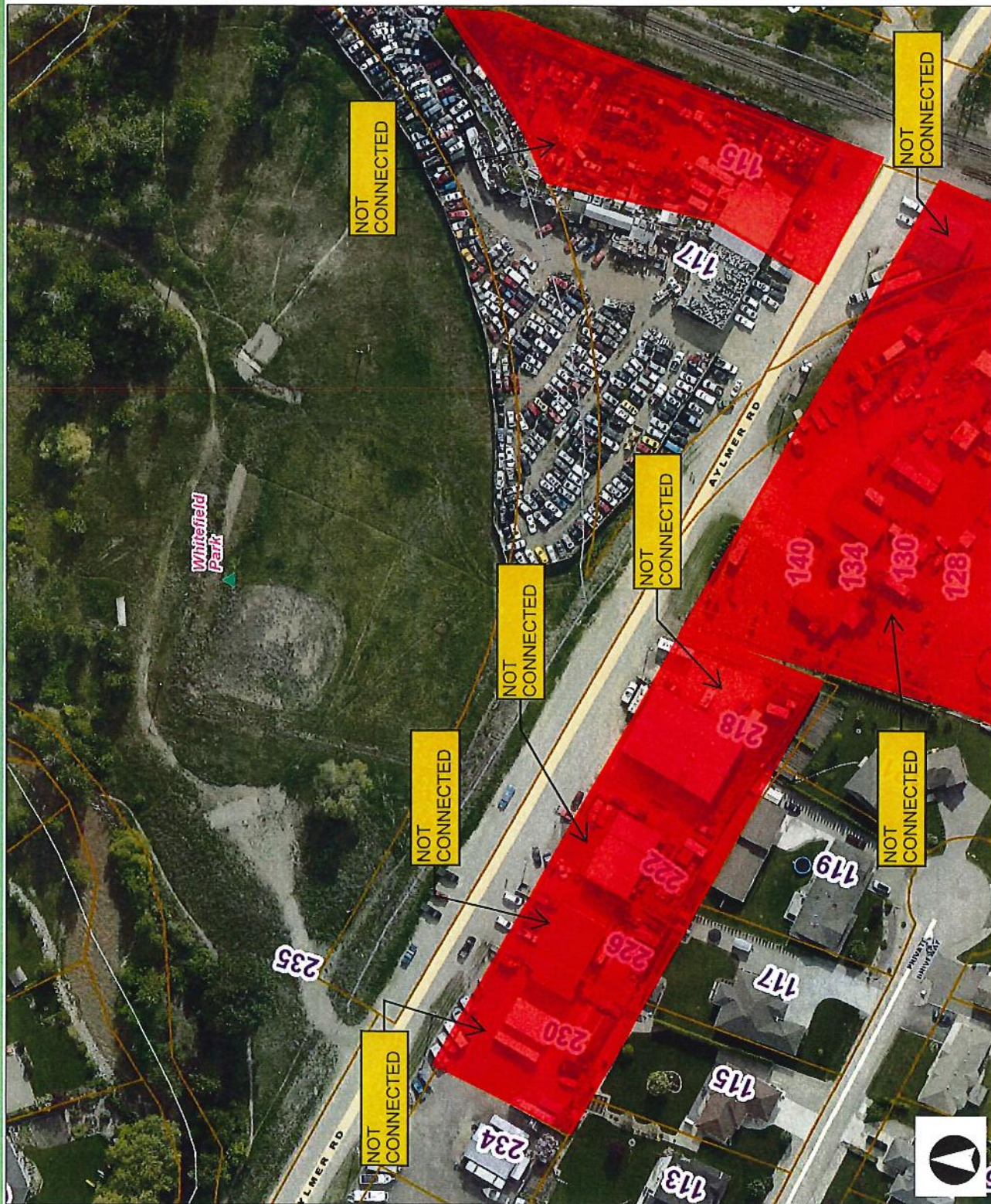


- Legend**
- | |
|------------------------------|
| Library Services |
| Library |
| Mobile Library |
| Waste Disposal and Recycling |
| Eco-Depot |
| Recycle Depot |
| Product Stewardship Depot |
| Landfill |
| Transfer Station |
| Septage Pit |
| Emergency Services |
| Police Station |
| Ambulance Station |
| Fire Station |
| Hospital |
| Local Authority Office |
| Facility |
| Other |
| Cemetery |
| Community Hall |
| Education |
| Emergency Response |
| Government Building |



Aylmer Road

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.



Projection: WGS_1984_Web_Mercator_Auxiliary_Sphere



VILLAGE OF CHASE

Memorandum

Date: 2019 April 5
To: Mayor and Council
From: Corporate Officer
RE: Audio/Video Recording of Council Meetings

At the November 27, 2018 Regular meeting, Council directed Administration to research options for taping (audio and video), and live-streaming Council meetings. Administration has now contacted 5 potential companies that can provide such a service, and of the 5 have selected 3 for Council's review: **iCompass**, **Playfullscreens**, and **Ricoh**. A brief overview of each proponent is below and attached to the report is supplementary information from each of them.

iCompass

Pros:

- Robust bundle includes Video Manager and Meeting Manager Pro which is basically a Council agenda/minutes organizer

Cons:

- Annual subscription fee of approximately \$7,000
- Cost of audio/video equipment is an additional 1-time initial cost
- They do not install audio/video equipment

Summary: First year costs are approximately \$11,000, and approximately \$7,000 per annum thereafter. They do not provide 'Video Manager' as an 'unbundled' independent option.

Ricoh

Pros:

- After the 1-time equipment and setup cost of \$9,500, there are no annual subscription fees

Cons:

- Lack of video encoder means HD quality may not be possible

Summary: There is an annual subscription fee but it is optional at \$6,600 per annum. Therefore, all service calls are pay-as-you-go.

Playfullscreens

Pros:

- Are locally proven as they live-stream Chase Heat games
- Includes equipment, setup, training
- Will support portable external events such as Town Hall meetings

Cons:

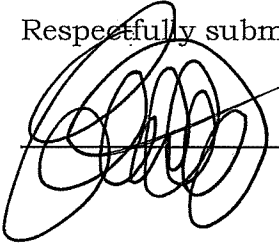
- Annual subscription fee of approximately \$7,000
- Cost of audio/video equipment is an additional 1-time initial cost

Summary: First year costs are approximately \$11,000, and approximately \$7,000 per annum thereafter.

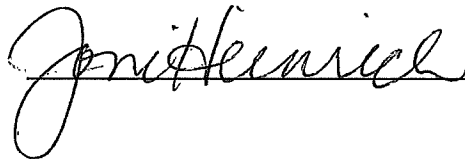
The proposed 5-year financial plan currently provides for \$7,000 per annum towards costs related to this service.

Council Direction Required

Respectfully submitted,

A handwritten signature, possibly reading "J. Smith", written over a horizontal line.

Approved for Council Consideration by CAO

A handwritten signature, possibly reading "J. Smith", written over a horizontal line.

Sean O'Flaherty

From: Bucky Parks <rparks@diligent.com>
Sent: Tuesday, December 18, 2018 10:40 AM
To: Sean O'Flaherty
Subject: iCompass Meeting Manager and Video Manager
Attachments: Teradek Vidiu Pro Encoder Quick Start.pdf

Sean,

It was great to connect with you this morning, and thanks again for providing the current priorities for Chase. I did confirm that you do need our Meeting Manager solution in order to utilize the Video Manager portion. Below you will find a brief summary of our discussion. Please let me know if I have missed any key details.

Actions/Next Steps - Description / Owner / Target Date

1. Provide meeting summary with break-out pricing / Bucky / See Below
2. Chase internal discussions/Sean and team/ next few weeks
3. Quick check in prior to January Council meeting/ Bucky and Sean/ TBD

Discussed

- Key wins for Chase:
 - Meeting Manager Pro
 - A much faster and more efficient Agenda Item Submission, Review, Approval, Creation, and Delivery process.
 - Improve transparency by providing easy access to public meeting information (e.g. Agendas and Minutes), with indexed video in a fully ADA compliant, auto-updating portal
 - Easy access to the agenda packet and backup information on iPads or PC's by members of Council and staff.
 - Remove the headaches associated with late agenda items.
 - Provides a central system to track and manage follow-up items across the organization.
 - Real time creation of meeting minutes and tracking of voting history
 - Video Manager
 - Indexed video for meetings increasing the accessibility and transparency for the public
 - Eliminates the need to in-depth minutes
 - Fully integrate with iCompass Meeting Manager so you can Time-stamp the video while doing your minutes (During the meeting, or afterwards)
 - Live and On-Demand (archived) video playback on any device
 - No flash player required (IT loves this ☺)
- We also reviewed pricing:
 - Meeting Manager Pro- \$3,850
 - Video Manager HD- \$5,600
 - **bundled pricing \$7,250 total****
 - Agreement terms are net30 and the term length is 12 months. We can easily pro rate or delay effective date
 - All iCompass services come with unlimited users, unlimited training, 24/7/365 support



A: SD Card slot
B: Video Input Status
C: Encoder Status
D: Broadcast Status
E: Warning Indicator

F: Start/Stop Joystick
G: Menu Joystick
H: USB Port
I: HDMI input
J: MIC/Line input

K: Headphone output
L: Reset Button
M: Ethernet
N: DC Input
O: Power Switch



Streaming Solution

RICOH
imagine. change.



- **Owner-furnished laptop or PC with monitor**
 - This device will act as the streaming device
- **Pan-Tilt-Zoom HD USB camera with distance extender kit**
 - Connected to the streaming PC/Laptop via USB
 - 10x Optical Zoom Digital with 90° wide horizontal field of view
 - IR remote for camera control
 - Wall-mount (ceiling mount extra)
 - 2 Year Limited Hardware Warranty
- **Digital Signal Processor (DSP) and Ceiling Microphone kit**
 - Ceiling mounted beamtracking microphone captures every spoken word for an excellent far-end audio experience
 - Professional grade DSP optimizes the audio quality, allowing far-end conference participants to experience the conversational naturally
 - Connect to the streaming PC/Laptop via USB

Streaming Solution

RICOH
imagine. change.

Option 2 – Logitech Camera



- Surface mounted wiremold
 - Mounts to drywall ceiling
 - Protects cabling from ceiling microphone to streaming PC/Laptop
- Owner-furnished cabinet
 - Store streaming PC/Laptop and DSP
- Streaming Software Option
 - Stream across the web and to Facebook Live, YouTube, Periscope and more
 - Livestream (\$95 CAD/month), monthly streaming service not included in budget co
- Budget Cost: \$9,500



15142 Victoria Ave
White Rock, BC, Canada, V4B 1G3
604.664.7774

January 30, 2019

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

Re: Web broadcast for Council and Civic meetings

Dear Sean;

Contained within this letter you will find our pricing for CouncilCast services. We bill these annually and breakdown the pricing for you on a monthly basis.

The quote for CouncilCast will include events identified as Council Meetings, and Civic Meetings. These are determined annually.

In preparation for the CouncilCast streaming, we will install hardware and cameras. The encoder and the video switching hardware may be located in the media room or in Chambers depending on site visit and configuration. The camera(s) are HD 1080p 30fps and these are hardwired back to the media room / encoder. Audio signal is captured from one or two microphones in chambers and runs through a signal balancing device to avoid line noise and hum.

In our quote, we have allowed for the possibility of external events, if you choose to broadcast a budget meeting, town hall, ceremony or other type of event external to Council Chambers, we will see to it that the event is published, streamed and archived at no additional cost.

Having a company based in Vancouver is a benefit to the Village of Chase, should there ever be servicing required we can have a technician on site within one day. You are also supporting BC business by choosing us and we greatly appreciate the opportunity to quote our services to your Municipality.

Please let me know if you have any questions or issues with our proposal and or pricing.

Yours truly,

Dave McIlroy
President,
PlayFullScreen Internet Broadcasting Ltd.

Pricing Schedule

A one year agreement is required to receive the pricing detailed below.

Hardware:

Hardware	Unit Cost	Installation	Testing	Misc	Months / units	Total
HD Box camera	\$790.00	TBD *	included		1	\$790.00
Encoder Unit	\$155.00	included	included		12	\$1,860.00
Boundary Mic	\$150.00	included	included		2	\$300.00
Cables	\$300.00	TBD *	included		1	\$300.00
Adaptors						
Licenses	\$97.00	included	included		1	\$97.00

* Requires site visit to determine labour / time

PLEASE NOTE: After the first 12 months, the encoder monthly cost is \$0.00 for any additional months going forward

Streaming / Archiving / Hosting and Technical Support

Service	Monthly Rate	Storage	Bandwidth	Months	Total
CouncilCast	\$609.00	up to 100GB / year	included	12	\$7,308.00
				Bandwidth Support Customization Set up	N/A included requires quote included

** Set up – this fee relates to programming of a new event or series of events. 1 or many,

The term will commence July 1, 2019 and run through June 30, 2020

The agreement will continue on a month to month basis after June 30, 2020 until such time as the service agreement is terminated or a new agreement is in effect.

System Configuration:

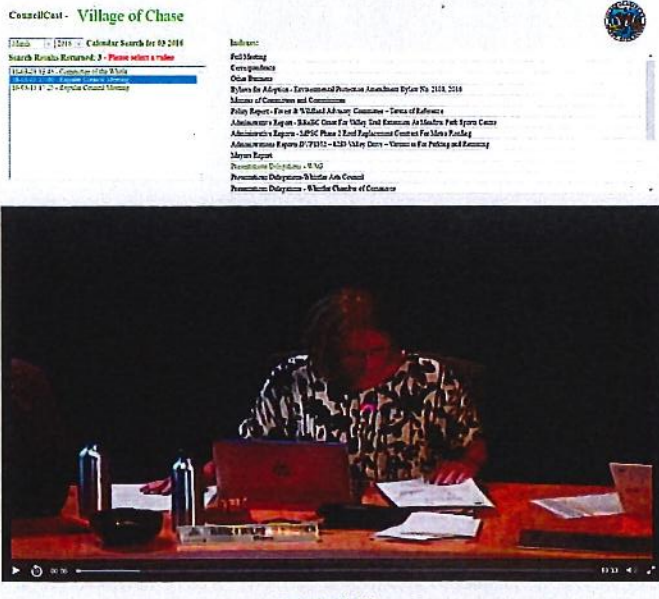
Environment:

The meeting room is 20' x 20'

Mayor and Council will be seated at a single table.

Staff and Delegations address council from the side

<p>Camera requirements:</p> <ul style="list-style-type: none"> Minimum 1 camera Possible 2 required for full coverage * switched cameras using VMix Software IP addressable for focus and resolution tuning * based on site survey 	
<p>Audio microphones</p> <ul style="list-style-type: none"> Minimum 1 boundary microphone for council table Possible 2 required for Staff and or Delegations * 3-pin XLR to external powered audio mixer * based on site survey 	
<p>Encoding hardware device</p> <ul style="list-style-type: none"> Small footprint remote accessibility HD capable streaming On board recording backup 	

<p>CouncilCast Platform</p> <p>Search for meetings by day, month, year</p> <p>Agenda items indexed for each meeting</p> <p>Customized player page for HD video stream live and archived.</p> <p>Admin:</p> <ul style="list-style-type: none"> Schedule meeting broadcasts, edit times and dates as required, Index markers (agenda) for live and on demand Unlimited meetings, unlimited time. 	
---	--

Observations and recommendations:

If choosing two camera configuration, we recommend changing the encoder hardware to a PC tower. In this case, the tower/encoder can be used externally to Council Chambers. The hardware could be used to capture a town hall meeting or public meeting where an archive recording of the event would be beneficial.

The hardware can be accessed remotely to set up for a unique production at a remote location. This configuration would not use the cameras from Council Chamber but instead integrate camcorder(s) for the remote event.

Technical Support and Emergency Assistance:

Playfullscreen is based in White Rock, BC which is a four hour drive from Chase, BC. In the event of a critical failure or emergency service, Playfullscreen can dispatch a technician to troubleshoot and swap out any defective hardware.

Canadian Hosting and Serving:

Vidizu Internet Broadcasting Inc. (doing business as Playfullscreen) is a Canadian corporation registered in the Province of British Columbia. All video meeting files are captured, archived and served on networks and computers which are located exclusively in Canada at 555 West Hastings St. Vancouver, BC, Canada. We are 100% Canadian owned and operated. Your data is secured, backed up and residing in Canada 100% of the time. **

** Given recent sensitivities between Canada and other foreign countries, it is now more imperative than ever to maintain governmental business data in a sovereign jurisdiction. Playfullscreen guarantees that your data is kept in Canada.



VILLAGE OF CHASE

Memorandum

Date: April 4, 2019
To: Mayor and Council
From: CAO
RE: **Water Access Points, Use and Signage**
Hysop Road Access and Arbutus Place Access

At its meeting held September 25, 2018, Council passed a resolution to put signage at the Hysop Road Water Access and the Arbutus Road Water Access to restrict overnight camping at those water access areas.

The resolution read as follows:

"That signage indicating that no camping is permitted at the Chase water access areas (Hysop Road and Arbutus) be placed at prominent locations at both water access areas as soon as possible."

Signage was purchased and erected later that fall.

Early in 2019, Administration was contacted by a member of the public regarding the signage at the Hysop Road water access, asking why the signs stated, "No overnight parking". Part of that query is attached to this report for reference.

After checking the Council resolution and the signage, it was determined that the signs were incorrect based on Council's resolution of September 25, 2019 so Administration made corrections to the signage by removing the words "No overnight parking" so that the signs state what was directed by Council.

Since correcting the signs, another member of the public contacted the Village office regarding the signage as it pertains to the Arbutus Road water access, stated concerns that the signs should not only restrict overnight camping but overnight parking should also be restricted. Part of that query is also attached to this report for reference.

While one constituent is advocating to allow overnight parking at water accesses, another is advocating not to allow overnight parking.

Council's Park Bylaw includes the following definition:

"Parkland" includes named Municipal Parks and other public lands that are maintained by the Village of Chase for the public's enjoyment.

The bylaw goes on to read:

- (3) No person shall enter or be in Centennial Park, Memorial Park, Mill Park or Willson Park between the hours of 11:00 p.m. and 6:00 a.m., or as otherwise established through signage, unless such person has been issued an authorization by the Village of Chase.**
- (4) No person or registered owner of a vehicle shall permit such vehicle to enter or remain in Centennial Park, Memorial Park, Mill Park or Willson Park between the hours of 11:00 p.m. and 6:00 a.m., or as otherwise established through signage, unless such person has been issued an authorization by the Village of Chase.**
- (5) Any vehicle unlawfully occupying a portion of parklands may be removed and impounded at owner's expense.**

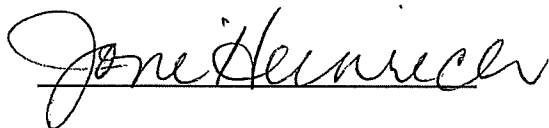
OPTIONS

- 1. Change signage based on the two individuals' comments/queries and wishes already received.**
- 2. Obtain the opinion of more community members regarding how water accesses should be regulated.**
- 3. Another option as directed by Council.**

RECOMMENDATION

Council direction is requested.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jane Heinrich", written over a horizontal line.



ORIGINAL SIGNAGE

PROOF SHEET FOR:
Village of Chase

DATE:
October 9, 2018

PROJECT DESCRIPTION:
(x4) 75cm x 60cm
Reflective Aluminum
Signs

- 62 -

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





PROOF SHEET FOR:
Village of Chase

DATE:
October 9, 2018

PROJECT DESCRIPTION:
(x4) 75cm x 60cm
Reflective Aluminum
Signs

1031

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Tel. 250.372.3636
Fax 250.374.3636
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Kamloops, BC V2C 1X5

CORRECTED SIGNAGE (AS

PER

COUNCIL'S

Resolution

Sept 25/18)

NO
OVERNIGHT
CAMPING ON
PUBLIC
RIGHT
OF WAY

Village of Chase

The following message was received when the signs at Hysop Road and Arbutus Place accesses showed "no overnight parking":

Date: 2019-03-01 10:37 AM (GMT-08:00)

To: rod.crowe@chasebc.ca

Subject: Hysop Rite-a-way

Good morning Rod,

I have been meaning to question the new sign on Hysop rite-a-way stating "No overnight parking". Where did this stem from? What is the purpose of not allowing people of chase or tourists to park on the rite-a-way for boating & swimming. There is an elderly couple who only has boat access to the other side of the lake. They usually park their car on rite-a-way. How about people like us, [REDACTED], plant shop owner who park and stay a night or two on the lake and park here. This is ridiculous!! [REDACTED]

[REDACTED] dock for community has been a great asset for residents that do not have a dock. [REDACTED] has always been against this and these people don't do anything wrong. They park their vehicles on [REDACTED] rite-a-way and there has never been any problems. As a community we should have been consulted and people from Hysop should have been notified like Mr. Berrigan did when he was mayor..... [REDACTED] wanted to put no-posts on Hysop rite-a-way. We had a meeting at Village Office and everyone was totally against it. [REDACTED] said there has never been any issues on Hysop in [REDACTED] 40 years. Everyone was welcome to park and use this rite-a-way.

The following message came in after 'no overnight parking' was removed from the signs at Hysop Road and Arbutus Place water access areas:

> -----Original Message-----

> From: [REDACTED]

> Sent: March-05-19 12:55 PM

> To: Joni Heinrich <cao@chasebc.ca>

> Subject: Re: [REDACTED]

>

> Can you please tell me why the sign at the end of arbutus was changed

> it's defeated what all the issues were about now it's just a waste of

> tax payer money can someone reply to me please

>

> Sent from my iPad

>



Mr. Rod Crow, Mayor
Village of Chase

Via Email

March 28, 2019

Dear Mr. Crow,

On October 30, 2018, the House of Commons Standing Committee on Fisheries and Oceans (FOPO) passed a motion I presented mandating a study of the Department of Fisheries and Oceans' (DFO) national aquatic invasive species (AIS) program.

This motion specifically mandated a study focussing on:

- a) the Department's resources dedicated to preventing and eliminating aquatic invasive species;
- b) and whether such resources are distributed across Canada in an equitable and consistent manner and
- c) whether the AIS program has the resources required to be effective in its mandate.

I am writing to you today to seek your support of this study.

As you know, AIS pose acute threats of ecological and economic harm, especially in regions where they are not yet introduced. In Ontario alone, zebra and quagga mussels (ZQM) infestations have created annual costs of nearly \$100 M for the provincial, regional and municipal governments, utility companies, business owners and citizens. The ecological harms caused by AIS infestations are substantial as they disrupt aquatic ecosystems and the species that depend on them for habitat.

This is why I introduced the motion for FOPO to study DFO's national AIS program, the resources the program is provided and the manner in which those resources are distributed across Canada.

FOPO's study of the national AIS program is currently scheduled to begin in late April. Although it appeared this study would be granted the same amount of time as previous committee studies, the study is now slated to be shorter than I had hoped.

Regardless, it would be of assistance to the committee's work to receive your input on the threats that AIS pose to your region. As the committee studies the national AIS program and the manner in which resources are allocated, I feel it is especially important for the committee to receive input from all regions of Canada, especially those that currently receive a small portion of national funding for AIS activities.

This study is an opportunity for you to express how important AIS prevention is to your region's ecology and economy. As such, I invite you to send an email to the Chair of the committee requesting to appear as a witness for the study on aquatic invasive species.

Appearance can be in person, via video conference or teleconference. If you are able to do so, please email your request to appear before March 29, 2019.

Please send your request to appear to:

- * FOPO committee Chair, MP Ken McDonald Ken.McDonald@parl.gc.ca
- * Cc the committee Clerk, Ms. Nancy Vohl, at Nancy.Vohl@parl.gc.ca
- * Cc my office at Mel.Arnold.A1@parl.gc.ca

Because of the limited timeline for this study and resulting limited number of witnesses that will be heard, I would also request that you begin compiling a brief to submit to the committee in case the committee does not elect to host you as a witness. By submitting a brief for the study, your input can still be delivered to the committee and factored into the study's report.

If you do not appear as a witness during the study, please submit a brief to the same email addresses listed above. All briefs must be distributed by the Clerk in both official languages, so your brief will need to be sent for translation by the Clerk if you submit in one official language.

Based on the current committee calendar, briefs should be submitted by April 26, 2019.

It is important to note that while these dates reflect the committee's current work plan, dates could change.

It is my sincere hope that by adding your voice to this study, together we can help the federal government recognize the acute risks our regions face from the threats of aquatic invasive species and the resulting need for federal resources supporting prevention.

If you have any questions or comments, please contact Mr. Joel Taguchi in my office at 613-995-9098 or Mel.Arnold.A1@parl.gc.ca

Thank you!

Sincerely,



Mel Arnold, MP
North Okanagan-Shuswap