



AGENDA

Regular Meeting of the Council of the Village of Chase
to be held in the Council Chamber at the Village Office, 826 Okanagan Avenue, and via Zoom
on May 9, 2023 at 4:00 p.m.

Join the meeting from your computer, tablet or smartphone:

<https://us02web.zoom.us/j/86016489739?pwd=TkZCTVVSbIVYVGt1ZVBxRzQ0bnN2dz09>

Or join the meeting using your phone:

Dial: 1-778-907-2071

Meeting ID: 860 1648 9739

Passcode: 294062

1. CALL TO ORDER

In response to a request from the BC Lyme Support Group, the Mayor has proclaimed ***May 2023 as Lyme Disease Awareness Month*** in the Village of Chase to increase awareness of Lyme disease.

2. ADOPTION OF AGENDA

Resolution:

“THAT the agenda of the May 9, 2023 Regular Meeting be adopted as presented.”

3. ADOPTION OF MINUTES

None

4. PUBLIC HEARINGS

Refer to Public Hearing Agenda

Zoning Amendment Bylaw No. 926-2023 – 230/234/238 Aylmer Road

(Bylaw No. 926-2023 was given first and second reading at Council's January 24, 2023 Regular Meeting.)

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

6.1 Brent Ashby, Partner, KPMG – 2022 Village of Chase Financial Statements

6.2 Ashton Sweetnam - Willson Park Forest Garden

6.3 Chase Lions Club – Crime in Chase

7. REPORTS

a) Mayor and Council Reports

b) Staff Reports

8. UNFINISHED BUSINESS

- 8.1 Aylmer Road Storage – 230/234/238 Aylmer Road Page 7
The bylaw has received two readings and a Public Hearing
Recommendation:
“THAT Zoning Amendment Bylaw No. 926-2023 be abandoned.”
- 8.2 2022 Audited Financial Statements Distributed Separately
Recommendation:
“THAT the Village of Chase 2022 Audited Financial Statements be adopted as presented.”
- 8.3 Village of Chase 2023-2027 Financial Plan Bylaw No. 927-2023 Pages 8-14
Recommendation:
“THAT the Village of Chase 2023 to 2027 Financial Plan Bylaw No. 927-2023 be adopted.”
- 8.4 Village of Chase 2023 Tax Rates Bylaw No. 928-2023 Pages 15-16
Recommendation:
“THAT the Village of Chase 2023 Tax Rates Bylaw No. 928-2023 be adopted.”

9. NEW BUSINESS

- 9.1 Secwepemc Landmark Project – Request for Letter of Support Pages 17-18
Backgrounder and Draft Letter of Support

Libby Chisolm, Project Coordinator, Territorial Resource Stewardship, will be available via Zoom to answer any questions Council may have regarding the project.

Recommendation:
“THAT Council provide a letter of support for the Secwepemc Landmark Project as requested”
- 9.2 Development Permit – 360 Shepherd Road Pages 19-41
Report from the Director of Corporate Operations
Recommendation:
“THAT Council approve DP2023-3.”
- 9.3 Development Variance Permit DVP #2-2023, 303 Pine Street Pages 42-47
Report from the Director of Corporate Operations
Recommendation:
“THAT Council accept the application and direct Administration to draft a Development Variance Permit, and initiate the referral process.”

9.4 Demand Notice – 229B Brooke Drive

Pages 48-51

Report from the Corporate Officer

Resolution:

“THAT Council approve issuing Notice to the owner or occupier giving them twenty-one (21) days to bring the property at 229B Brooke Drive into compliance with the Property Maintenance Bylaw 731-2010.”

9.5 Sec. 57 Notice on Title – 229B Brooke Drive

Pages 25-29

Report from the Corporate Officer

Recommendation:

“THAT the ‘Property’ is hereby declared as contravening the *BC Building Code*, the *Village of Chase Building Bylaw 803-2014*, and the *Village’s Zoning Bylaw 683-2006*, and that a Notice on Title be registered on the property’s title pursuant to section 57 of the *Community Charter (SBC 2003)*.”

9.6 Fee for Services Agreement – Visitor Information Services

Pages 60-63

At its April 11, 2023 meeting, Council passed a resolution for Administration to obtain additional information about whether the Visitor Information Services should be provided by the Chamber of Commerce at its current location or should be provided by the Museum at the Museum location. Once information is collected a report will come back to Council.

In the meantime, the Visitor Information Services are being delivered by the Chamber at the 400 Shuswap Avenue location. A new fee for services agreement is required in order for the budgeted payment to be provided to the Chamber.

Recommendation:

“THAT Council ratify the *Fee for Service Agreement* between the Village of Chase and the Chase and District Chamber of Commerce for Visitor Information Services for the balance of 2023.”

9.7 Letter from UBCM – Membership Renewal

Page 64

The membership cost for 2023 for the Village of Chase is \$1891.97
(Estimated population of 2540 at \$0.7094)

Recommendation:

“THAT the letter from the President of UBCM regarding the Village’s renewal for UBCM membership be received as information.”

9.8 Fortis BC – Nominate a Charity

Pages 65-66

Recommendation:

For Council Consideration

10. NOTICE OF MOTION

11. OPPORTUNITY FOR PUBLIC TO SPEAK ON MUNICIPAL MATTERS

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

12. IN CAMERA

None

13. RELEASE OF IN CAMERA ITEMS

14. ADJOURNMENT

Resolution:

“THAT the May 9, 2023 Regular Meeting be adjourned.”



VILLAGE OF CHASE

Memorandum

Date: May 2, 2023
To: Mayor and Council
From: CAO
RE: Activities Report April 5 through May 2, 2023

Council Support

- Participated in workshop with Mayor, Council and Senior staff
- Attended various Council meetings including special budget meetings
- Participated in meeting with Mayor, Council, senior staff and MLA Todd Stone
- Participated in 3 Band and Village meeting with Mayor and Council on April 14, 2-2023 hosted by Adams Lake Indian Band
- Regular meetings with Mayor, various meetings with members of Council
- Regular meetings with Senior managers to discuss council directives, delegate tasks
- Prepared reports for Council agendas
- Reviewed Administrative reports for Council agendas
- Reviewed Council meeting agendas with Mayor
- Attended Town Hall meeting April 20 regarding crime in Chase
- Met with CP Rail communications manager for a 'meet and greet'
- Drafted mutual aid agreement between Village and Adams Lake Indian Band for future council consideration
- Various communications with Mayor and Council regarding upcoming meetings with local area community leaders
- Provide support to members of Council on various matters
- Working with Councillor Herman in relation to the Provincial Nominee Program – Entrepreneurial Immigration program and GoByBike campaign
- Work with Director of Corporate Operations and Youth Action Committee regarding the pump track initiative

Management and Staff Support

- Participated in a 3-session webinar regarding property taxation
- Provided assistance on various public inquiries
- Worked with Senior Managers to problem solve various issues
- Authorized accounts payable
- Working with TNRD and City of Kamloops for May 17 public information session regarding Emergency preparedness
- Ongoing work on Downtown Improvement Plan initiative, grant follow up (reporting, supporting CFO)

Respectfully submitted,

Joni Heinrich



VILLAGE OF CHASE

Memorandum

Date: May 4, 2023

To: Mayor and Council

From: Sean O'Flaherty, Director of Corporate Operations

RE: Activities undertaken from April 5, 2023 to May 4, 2023

Regular Duties:

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

Other Duties/Activities During the Reporting Period:

- Processed 2 Comfort Letters
- Processed 4 Building Permits
- Approved 5 new Business Licenses
- Unreadable and defective water meters continue to be replaced
- Continue to add businesses that comply with water cross-connection requirements
- Worked on the floodplain mapping project
- Advertised surplus fleet vehicles for sale
- Organized re-roofing of the office
- Attended a Council workshop regarding the capital budget
- Attended a Roper-Greyell legal workshop along with CFO on workplace case-law
- Attended a CloudPermit seminar about using technology for permitting processes
- Met with BC Housing project team regarding 360 Shepherd Road
- Met with 5 residents from Brooke Drive regarding 229B Brooke
- Research related to our fleet needs
- Dealing with squatter camp near RV Park
- Finalizing Business Licence renewals which were due April 1. Stepping up enforcement now.
- Finalizing Dog Licence renewals which were due April 1. Stepping up enforcement now.
- Posted for another temporary labourer in Public Works
- Met with Mitch and Shelly Amies regarding their zoning amendment
- Working on land sale transfer of former CPR lands from Village to Chase DevCo
- Attended a BC Building Code Step-Code workshop as is pertains to our Building Bylaw
- Attended an asset management workshop in Kamloops along with CFO

- Met with CPKC's new government liaison representative regarding new corporate structure
- Managed a garbage truck unavailability situation
- Met with Pharmachoice Manager regarding Coburn Street upgrade
- Met with Councillor's Connett and Harder regarding Coburn Street upgrade
- Met with regional ICBL (Inter-Community Business License) working group
- Sorted out various infrastructure disruptions related to the contractor working for MoTI
- Tender package was issued for Coburn/Shuswap Active Transportation project

Respectfully submitted,



Approved for Council Consideration by CAO

Joni Heinrich



VILLAGE OF CHASE

Memorandum

Date: May 2, 2023

To: Council

From: Deb Lovin, Chief Financial Officer

RE: April 2023 Report

Regular Duties

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

Budget, Property Taxes & Financial Reporting

Amend 2022 Property Tax Notice template.
Calculate tax rate options for 2023
Calculate TNRD and Hospital tax rates based on requisitions.
Download and balance revised assessment roll
Preliminary and final budget presentation
Prepare 2023-2027 Five Year Financial Plan Bylaw
Prepare Tax Rate Bylaw
Receive and input BCAA, MFA, School Tax and Police Tax rates
Update mortgage holder's interest for property taxes.
Work with auditors to provide information and support for 2022 Audit.

Grant Applications, Implementation and Reporting

Work with Local Government Infrastructure officers to add changes to the scope of the grant

Other

Participated in GFOA taxation webinar.
Attend Asset Management workshop
Attend Municipal Employers HR meeting
Work with staff to accept donations for Pump Track project

Respectfully submitted,

Approved for Council Consideration by CAO

D Lovin

Deb Lovin

Joni Henrich



VILLAGE OF CHASE

Memorandum

Date: May 1, 2023
To: Mayor and Council
From: Deputy Corporate Officer
RE: Activities Report – April 7, 2023 to April 28, 2023

Legislative Services/Council Support

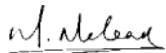
- Attended Council meetings
- Agenda preparation and minutes
- Preparation of bylaws and minutes for archival purposes
- Maintenance of bylaw and resolution indexes
- Bylaw consolidation
- Completed preservation of original bylaws
- Ongoing digitization of records

Operational Support

- Updated social media pages and performed routine website maintenance
- Ongoing IT support, installation of new equipment
- Coordination with Community Hall users
- Preparation of fillable forms and digital documents
- Ongoing indexing of agreements and leases
- Website security modifications
- Review of applications for part time custodian listing (Community Hall)
- Compiled Spring 2023 newsletter/utility insert
- Repairs to Community Hall A/V and lighting system

Respectfully submitted,

Approved for Council Consideration by CAO





VILLAGE OF CHASE

Memorandum

Date: May 1, 2023
To: Mayor and Council
From: Chase Fire Department
RE: Fire Chief's report – April 2023

Fire Calls - 5

1 BCEHS Lift Assist, 1 Miscellaneous, 1 Vehicle Fire, 1 Standby, 1 Fire Burning Complaint.

Rescue Calls - 1

Stood down on scene.

First Responder calls - 7

3 Chest Pain, 1 Decreased Level of Consciousness, 1 Fatality, 1 Shortness of Breath,
1 GI bleed.

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

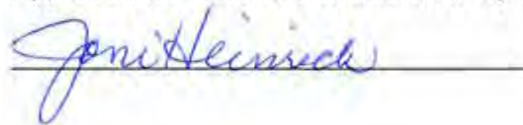
Fire fighter training is going well. This month we are focusing on Wildland, Structural protection,
and water delivery.

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

Respectfully submitted,

Fire Chief, B. Lauzon

Approved for Council Consideration by CAO



**VILLAGE OF CHASE
BYLAW NO. 926 - 2023**

A BYLAW TO AMEND THE VILLAGE OF CHASE ZONING BYLAW NO. 683 - 2006

WHEREAS the Council of the Village of Chase has adopted the Village of Chase Zoning Bylaw No. 683 – 2006;

AND WHEREAS the Council of the Village of Chase deems it necessary to amend Bylaw No. 683;

AND WHEREAS the Council of the Village of Chase has held a Public Hearing pursuant to the *Local Government Act*;

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

1. This Bylaw shall be cited for all purposes as “Village of Chase Zoning Amendment Bylaw No. 926- 2023”.
2. That the Village of Chase Zoning Bylaw No. 683-2006 be amended as follows:
 - a) That the M-1, Light Industrial zone, be amended by adding the following under section 6.82 , “Site Specific”:

(b) For 230 Aylmer Road, 234 Aylmer Road, and 238 Aylmer Road (LOT A DISTRICT LOT 517 KDYD PLAN 33982, LOT B DISTRICT LOT 517 KDYD PLAN 33982, LOT 1 DISTRICT LOT 517 KDYD PLAN KAP52783), Shipping Containers are permitted notwithstanding section 4.14.4.b.ii, and 4.14.5 as it relates to *Service Commercial and Industrial*.

READ A FIRST TIME THIS 24th DAY OF JANUARY, 2023

READ A SECOND TIME THIS 24th DAY OF JANUARY, 2023

PUBLIC HEARING HELD THIS __ DAY OF __, 2023

READ A THIRD TIME THIS __ DAY OF __, 2023

ADOPTED THIS __ DAY OF __, 2023

David Lepsoe, Mayor

Sean O'Flaherty, Corporate Officer

**VILLAGE OF CHASE
BYLAW NO. 927-2023**

A Bylaw to Adopt the Village of Chase 2023 to 2027 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 2023 to 2027 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 2023 to 2027 inclusive.
2. This Bylaw may be cited as "Village of Chase 2023 to 2027 Five Year Financial Plan Bylaw No. 927 -2023".

READ A FIRST TIME THIS **18th DAY OF APRIL, 2023**

READ A SECOND TIME THIS **18th DAY OF APRIL, 2023**

READ A THIRD TIME THIS **2nd DAY OF MAY, 2023**

ADOPTED THIS ____ **DAY OF MAY, 2023**

David Lepsoe, Mayor

Sean O'Flaherty, Corporate Officer

		VILLAGE OF CHASE					
		Bylaw No .927-2023 - Schedule "A"					
		2023 to 2027 Financial Plan					
			2023	2024	2025	2026	2027
		Revenues					
		Property Taxes	(2,258,296)	(2,292,945)	(2,311,391)	(2,356,614)	(2,360,572)
		Payments in Lieu of Taxes	(25,525)	(25,550)	(25,550)	(25,550)	(25,550)
		Utility Tax & Franchise Fees	(75,600)	(75,600)	(75,600)	(75,600)	(75,600)
		Interest and Penalties on taxes	(24,000)	(24,000)	(24,000)	(24,000)	(24,000)
		Collection of taxes for Other Governments	(1,835,805)	(1,835,805)	(1,835,805)	(1,835,805)	(1,835,805)
		Grants General	(621,751)	(621,751)	(621,751)	(621,751)	(621,751)
		Growing Communities Fund	(1,547,000)	0	0	0	0
		Fees					
		Other Revenue Own Sources	(214,855)	(175,955)	(176,505)	(176,805)	(177,105)
		Water utility	(770,500)	(847,900)	(931,400)	(1,023,300)	(1,124,300)
		Sewer utility	(359,750)	(377,750)	(415,250)	(456,750)	(502,350)
		Solid Waste Management	(290,500)	(301,800)	(386,000)	(418,800)	(242,000)
		Other Revenue-COVID 19	0	0	0	0	0
		Disposal of Tangible Capital Assets	0	0	0	0	0
		DCC	(50,000)	(10,000)	(10,000)	(10,000)	(10,000)
		Disposal of Lands	(130,000)	0	0	0	0
		Deferred Revenue	0	0	0	0	0
		Conditional Project Grants					
		General	(917,878)	0	0	0	0
		Water utility	0	0	0	0	0
		Sewer utility	0	0	0	0	0
		Solid Waste Management	0	0	0	0	0
		Transfers from Reserves					
		General	(300,000)	(410,000)	(130,000)	0	0
		Water utility	0	0	0	0	0
		Sewer utility	0	0	0	0	0
		Solid Waste	0	0	0	0	0
		Land Reserve	(160,000)	0	0	0	0
		Fleet Reserve	(307,000)	0	(115,000)	0	0
		Gas Tax Reserve	(535,000)	0	0	0	0
		Transfers from Surplus					
		General	(44,000)	(46,000)	(49,000)	(51,000)	(52,000)
		Water utility	(48,024)	(48,024)	(48,024)	(48,024)	(48,024)
		Sewer utility	(11,526)	(11,526)	(11,526)	(11,526)	(11,526)
		Solid Waste Management	0	0	0	0	0
		Transfers from Surplus for Capital					
		General	(539,750)	(922,000)	(277,000)	(277,000)	(277,000)
		Water utility	(19,000)	0	0	0	0
		Sewer utility	(85,000)	0	0	0	0
		Proceeds from Borrowing	0	0	0	0	0
		Total Revenues	(11,170,760)	(8,026,606)	(7,443,802)	(7,412,525)	(7,387,583)

		2023	2024	2025	2026	2027
Expenditures						
	Payment of taxes to Other Governments	1,835,805	1,835,805	1,835,805	1,835,805	1,835,805
	Grants in aid	31,500	11,500	11,500	11,500	11,500
	Legislative services	97,850	99,650	101,150	105,350	103,950
	Corporate services	974,276	961,100	973,750	1,005,650	1,000,310
	Municipal Enforcement	35,450	36,450	36,450	36,450	36,450
	Emergency Services	9,000	9,000	9,000	9,000	9,000
	Fire service	265,900	269,800	270,616	271,448	272,297
	Rescue service	32,100	48,700	47,700	48,800	48,800
	Planning	10,500	10,500	10,500	12,000	12,000
	Economic Development	46,950	45,700	51,950	50,700	51,950
	Public Works Admin	493,300	497,600	502,300	507,200	512,200
	Fleet	121,000	127,500	117,500	117,500	117,500
	Transportation-Roads & Drainage	276,100	278,000	281,660	283,600	287,100
	Parks	204,150	199,250	201,850	204,450	207,150
	Cemetery	21,900	22,700	23,000	23,300	23,600
	Recreation Facilities	423,300	423,600	423,720	423,720	423,720
	Water	759,400	726,400	732,400	736,900	741,400
	Sewer	457,515	451,150	453,950	456,250	458,550
	Solid Waste	290,500	301,800	386,000	418,800	277,000
Special Project-Reports & Assessments						
	General	155,361	625,000	0	0	0
Capital Expenditures						
	General	1,155,333	457,000	272,000	27,000	27,000
	Water	504,000	0	0	0	0
	Sewer	785,000	0	0	0	0
	COVID 19 Project Allocations	13,934	0	0	0	0
Interest on Debt Repayment						
	Water	47,000	47,000	47,000	47,000	47,000
	Sewer	21,600	21,600	21,600	21,600	21,600
	Fire Truck	11,000	9,000	6,400	3,900	1,300
Debt Repayment						
	Water	48,024	48,024	48,024	48,024	48,024
	Sewer	11,526	11,526	11,526	11,526	11,526
	Fire Truck	44,000	46,000	49,000	51,000	52,000
	DCC	50,000	10,000	10,000	10,000	10,000
	Transfers to Land Reserves	130,000	0	0	0	0
	Transfer to Growing Communities Fund Reserve	1,547,000				
	Transfer to Gas Tax Reserve	165,751	165,751	165,751	165,751	165,751
Transfers to Reserves						
	General	250,000	250,000	250,000	250,000	250,000
	Solid Waste	0	0	0	0	0
	Water	0	0	0	0	0
	Sewer	0	0	0	0	0
Total Expenditures		11,326,025	8,047,106	7,352,102	7,194,224	7,064,483
Total Annual Cash (Surplus)/Deficit		155,265	20,500	(91,700)	(218,300)	(323,100)
	Transfer to/(from)-General	0	0	(0)	0	0
	Transfer to/(from)-Water	35,900	(74,500)	(152,000)	(239,400)	(335,900)
	Transfer to/(from)-Sewer	119,365	95,000	60,300	21,100	(22,200)
	Transfer to/(from)-Solid Waste	0	0	0	0	35,000
Total Transfers		155,265	20,500	(91,700)	(218,300)	(323,100)
Financial Plan Balance (will be \$0)		0	0	0	0	(0)

Village of Chase
Bylaw No. 927-2023
2023 to 2027 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 2023.

<u>Table 1 – 2023 Revenue Sources</u>	
<u>Revenue Source</u>	<u>Percentage of Total</u>
Municipal taxes	20.22%
Other Taxes	17.55%
Fees	12.72%
Grants	27.63%
Other Sources	3.53%
Transfers	18.35%
Borrowing	0.00%
Total	100.00%

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. The Village will factor in the use of non-market growth in the assessment roll due to new construction and development to assist in new revenue to balance the overall financial plan.

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 services including water, sewer and solid waste collection.

The major contributions to the Grant funding are the Small Community Grant and Canada Community Building Fund. There are several other federal, provincial and regional sources which support Village initiatives. In 2023 the Village will receive a one-time funding of \$1,547,000 for the Growing Communities fund.

For 2023, 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, surplus or deferred revenue funds.

Policies and Objectives

Property Taxes: The objective is to balance the budget each year and maintain a reasonable tax burden. 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 does not currently collect parcel taxes within the municipality.

Fees: The Village shall strive to ensure the fees charged for water, sanitary sewer and solid waste services are 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)	78.31%	\$1,768,552
Utilities (2)	1.63%	36,766
Major Industry (4)	6.50%	146,824
Business and Other (6)	13.55%	305,907
Recreation / Non-Profit (8)	0.00%	0
Farm (9)	0.01%	247
Total All Sources	100.00%	\$ 2,258,296

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.

The Village of Chase currently has only one “Major Industry” class property holder, Adams Lake Lumber. The Letters Patent, by which these properties were incorporated into the Village of Chase, requires that the tax rate charges shall be the rate as set by the provincial “Taxation (Rural Area) Act Regulation”. The “Utility” class is also determined by the province under that same regulation and the Village is charging the maximum tax rate (\$40.00) allowed for this class.

Policies and Objectives

- The Village shall continue to provide amenities required for the well-being of the community in a fiscally responsible manner.
- 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.

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 Canada Community Building Fund Agreement, the Village will continue to develop and implement asset management planning in 2023. The municipality will continue to seek funding opportunities for infrastructure assessments, evaluations and reviews to be utilized in the development of the Asset Management 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
Bylaw No. 928, 2023**

**To establish 2023 Property Taxation Rates
for Municipal, Regional District and Regional Hospital District Purposes**

WHEREAS the Community Charter requires that 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; and
- b) The amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body,

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

- 1. The following rates are hereby imposed and levied for the year 2023:
 - a) For general purposes of the municipality on the value of land and improvements taxable for general municipal purposes, the rates appearing in Column A of Schedule "A" attached to and forming part of this Bylaw shall apply.
 - b) For regional district purposes on the value of land and improvements taxable for regional district purposes, rates appearing in Column B of Schedule "A", attached to and forming part of this Bylaw shall apply.
 - c) For hospital purposes on the value of land and improvements taxable for hospital purposes, rates appearing in Column C of Schedule "A", attached to and forming part of this Bylaw shall apply.
- 2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
- 3. This Bylaw may be cited as "Village of Chase 2023 Tax Rates Bylaw No. 928".

READ A FIRST TIME THIS 18th DAY OF APRIL, 2023

READ A SECOND TIME THIS 18th DAY OF APRIL, 2023

READ A THIRD TIME THIS 2nd DAY OF MAY, 2023

ADOPTED THIS ____ DAY OF MAY, 2023

David Lepsoe, Mayor

Corporate Officer, Sean O'Flaherty

VILLAGE OF CHASE

Bylaw No. 928, 2023 Schedule "A"

2023 Property Taxation Rates
For Municipal, Regional District and Regional Hospital District purposes.

Tax Rates (dollars of tax per \$1,000 of taxable value)

		Column A	Column B	Column C
PROPERTY CLASS	Class Number	GENERAL MUNICIPAL	REGIONAL DISTRICT	REGIONAL HOSPITAL
Residential	1	3.3723	0.7087	0.3421
Utilities	2	40.0000	2.4805	1.1974
Major Industry	4	7.09	2.4096	1.1631
Light Industry	5	15.0000	2.4096	1.1631
Business and Other	6	9.3295	1.7363	0.8381
Recreation/Non-Profit	8	9.3295	0.7087	0.3421
Farm	9	3.3723	0.7087	0.3421

****SUPPLEMENTARY LETTERS PATENT, February 24th, 2005, CLASS 4 (MAJOR INDUSTRY)
MUNICIPAL AND REGIONAL DISTRICT TAX RATE LIMITATIONS**

The municipality shall, in the area newly included within the municipality by these Supplementary Letters Patent, levy a tax rate pursuant to section 359(1) of the Local Government Act, on property class 4 (Major Industry) prescribed by the Lieutenant Governor in Council under section 26 of the Assessment Act, except that the tax rate shall not exceed the sum of:

A:) the tax rate for the prevailing taxation year set pursuant to the Taxation (Rural Area) Act for property Class 4 (Major Industry); and

B:) the tax rate for the prevailing year for property Class 4 (Major Industry) set by the Surveyor of Taxes for the purpose of recovering the costs of services of the regional district for which the service area includes all of Electoral Area P as the sole participating area or in combination with one or more other electoral participating areas.



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

MEMO

To: Village of Chase

From: Libby Chisholm, Territorial Resource Stewardship Dept., Skwłax te Secwépemcúłecw

Re: FPCC Heritage Infrastructure Program Grant Application

Date: 9th May 2023

To Mayor David Lepsoe and Council,

The Skwłax Cultural Heritage Protection Department drafted an application to the First Peoples Cultural Council Heritage Infrastructure Program. This grant budget totals **\$131,298**, and the purpose of the grant is to fund additional anticipated costs for Phase 2 of the Secwépemc Landmarks Project. This includes the upgrading of the Chase Creek Falls trail by decommissioning the current trail where there are erosion issues where the trail is eroding into the creek, and reconstructing a more accessible trail for persons with disabilities that is sustainably built. This grant also includes funding for Phase Two Secwépemctsín signage review; honoraria, gas cards, and food for blessing ceremonies at each Phase Two sculpture location (led by one Elder from each community); one sculpture unveiling celebration; an archaeology impact assessment with a PFR component for the Chase Creek Falls trail; and additional project coordination and technical hours. The grant would be managed by the Skwłax Cultural Heritage Protection Department, under the Territorial Resource Stewardship Governance Sector.

To review, there have been a total of 27 Elders Advisory Committee meetings for the Secwépemc Landmarks project, to date: 2 meetings in 2019, 6 meetings in 2020, 9 meetings in 2021, and 10 meetings in 2022. There is one additional Elders meeting planned for spring 2023 to review all draft designs and signage resulting from the project. The Secwépemc Landmarks project will be installing 16 sculptures over the next year, designed by several teams of Secwépemc and non-Secwépemc artists, that highlight Secwépemc oral histories and place names in each area. These sculptures are proposed at the following locations: Salmon Arm wharf (Complete); Haney Heritage (May 2023); Little Mountain (June 2023); Fly Hills Skyview Rotary Lookout (July 2023); South Canoe Bluffs (August 2023); Tappen Bluffs (September 2023); Bastion Mountain (October 2023). Phase 2 locations, scheduled to be installed in 2024, are proposed at the following locations: 1) Mara Lake; 2) Sekmáws (Sicamous); 3) Splatsín; 4) Tsutswécw Park; 5) Quaaout Lodge; 6) Skmana Lake; 7) White Lake; and 8) Steglgelxús (Chase Creek Falls).



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tel 250.679.3203 • fax 250.679.3220

The Secwépemc Landmarks project team is also working to install trailhead posts carved by youth from Secwépemc Child and Family Services, Shihiya, Chief Atahm, and five schools in School District No. 83, by fall 2023. These trailhead posts were carved with the guidance of Kenthen Thomas who designed the curriculum for the workshops, and from Splotsín carvers Hop You and Vern Clemah. Close to two hundred youth carved just under 100 trailhead posts, which will be installed on trail systems throughout the Shuswap Lakes region of Secwepemcúlecw.

We respectfully request endorsement from Mayor David Lepsoe and Council for the Skwłáx application to the FPCC Heritage Infrastructure Program to support the Chase Creek Falls trail upgrade and Phase Two of the Secwépemc Landmarks Project through a signed Letter of Support.

We respectfully welcome any questions or concerns.

Kukstsemc,

Libby Chisholm (Project Coordinator, Territorial Resource Stewardship)

Cc: Beverly Bull, Executive Director, Territorial Resource Stewardship
Councilor Shelley Witzky, Adams Lake Band



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: Director of Corporate Operations
DATE: April 4, 2023
RE: Development Permit DP2023-3, 360 Shepherd Road

ISSUE/PURPOSE

To obtain a Council decision on issuance of a development permit for a multi-family development.

OPTIONS

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

BACKGROUND

BC Housing is the owner of 360 Shepherd Road and have applied for a development permit in Area "E". Multi-Family Residential. A development permit is required before any development can occur on the lands.

DISCUSSION

This multi-million-dollar housing project is the most significant property development investment in Chase since the Royal Bank property was redeveloped in 2019.

Schedule B of the OCP has prescribed the subject property as General Residential, and this development adheres to the preferred land use of the area.

Some of the considerations for a development permit in Area "E" are;

- Landscaping
- Form and character, massing, and geometries
- Colour selection
- Parking surfacing
- Lighting for function, safety, and light pollution control
- Electric vehicle charging spaces
- Bicycle rack provision
- Screened refuse areas
- Screened rooftop appurtenances

Upon review of the submitted drawings it is apparent they have designed the project in accordance with all relevant legislation and bylaw requirements.

The project complies with Council's policies related to housing. It is the policy of Council to increase the supply of housing, the range and type of housing, and also safe and affordable housing. Section 6.2.1 and 6.2.4 of the OCP states:

It is the policy of Council to:

.1 Ensure a diverse range of safe and comfortable housing is available and maintained that meets the current and projected needs of the community by:

.1) Promoting the development of a greater range of housing types including various forms of multi-family housing and diversifying the types of single-family houses to include smaller, one storey houses.

.4) Working with BC Housing and other agencies to provide affordable social housing within Chase, particularly for seniors

The project complies with the development permit guidelines under 21.6.6.

The applicant has requested a variance to reduce the parking requirement from 17 parking spaces to 16. They have provided a rationale in the agenda package, and staff supports this reasonable request.

Council should also be aware that offsite works will be a requirement however they will be established during the building permit process. The Village can expect some public-beneficial improvements/additions such as curb, gutter, sidewalk, lighting, road works, water, sewer, storm, etc.

Attached to this report are:

- Application for Development Permit, and Development Variance Permit
- Owner authorization and property title
- Property Information Report
- Development permit requirements for Area "E" as per OCP Bylaw 896-2021
- Development Permit DP2023-3

REFERRALS

As per Division 7 of the *Local Government Act* no external referrals are necessary for a Development Permit. However, due to the variance requested, and while not a statutory requirement our practice is to notify property owners and occupiers within 50m of the subject property. Also, internal referrals with Public Works and Chase Fire Rescue will occur during the Building Permit process.

FINANCIAL IMPLICATIONS

There is an application fee of \$4,800.

Development cost charges are applicable to the project and are expected to receive more than \$6,000.

There is a landscaping bond requirement and the Village will hold a security deposit equivalent to 120% of the total stated value of the landscape cost estimate until the works are completed.

POLICY IMPLICATIONS

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

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

RECOMMENDATION

"THAT Development Permit DP2023-3 be approved subject to receipt of a landscaping security bond as per Section 21.1.1 of the OCP bylaw."

Respectfully submitted,

A handwritten signature in dark ink, consisting of several overlapping loops and a trailing line, positioned above a horizontal line.

Approved for Council Consideration by CAO

A solid horizontal line, intended for a signature, positioned below the text "Approved for Council Consideration by CAO".

VILLAGE OF CHASE

Application for Permit

(please check one)

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

-
1. Registered property owner's name, address and telephone number

4555 Kingsway Suite 101 Burnaby, BC V5H 4V8 Canada - Kirsten Khera - M: (604) 802-8941 (BCH Contact)

2. Authorized agent's name, address and telephone number (*If agent is handling application, please supply written authorization from owner*)

Anne-Frédérique Paradis - Cover Architectural Collaborative Inc. #1 - 96 Baker St. Nelson BC V1L 4G9
annef@coverac.ca office: 250.354.4445 ext. 4

3. Legal description and Property Identification Number of subject property

L 1 PL KAP57923 DL 517 EXC PL KAS1880

4. Approximate area of subject property

2137.8 SQ M

5. Existing use of subject property

Vacant

6. Existing use of adjacent property

Commercial

7. Detailed description including drawings, of the project or situation necessitating your application. Please provide additional pages as necessary.

See Development Permit Package

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



Signature of Owner or Agent

16 February 2023

Date

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

VILLAGE OF CHASE

Application for Permit

(please check one)

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

-
1. Registered property owner's name, address and telephone number

4555 Kingsway Suite 101 Burnaby, BC V5H 4V8 Canada - Kirsten Khera - M: (604) 802-8941 (BCH Contact)

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annef@coverac.ca office: 250.354.4445 ext. 4

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2137.8 SQ M

5. Existing use of subject property

Vacant

6. Existing use of adjacent property

Commercial

7. Detailed description including drawings, of the project or situation necessitating your application. Please provide additional pages as necessary.

See attached form - Total spaces required: 17 Total spaces provided: 16 A variance relaxation is requested for the one missing parking space.

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

Khera

Signature of Owner or Agent

27 April 2023

Date

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



**Architectural
Collaborative
Inc**

7-96 Baker Street
Nelson, BC V1L 4G9
T. 250 354 4445
E. info@coverac.ca

Variance Application Parking Requirement Relaxation

Project Name: Chase Transition House
Address: 360 Shepherd Rd.
Date: April 26, 2023
Total Pages: 02

Recipient:
☒ Village of Chase

Contact:
Sean O'Flaherty

Email:
soflaherty@chasebc.ca

Phone:
(250) 679 3238

The following request is issued to the Village of Chase in accordance with zoning bylaw No. 683 (Consolidated June 2021).

Parking Variance Request:

Occupancy breakdown of the building is as follows:

- 7 x Short-term studio suites (1st stage transition housing)
- 6 x Single family town house units (2nd stage transition housing)
- 3 x Offices (staff administrative space)

Based on Table 1 "required off-street parking spaces", a breakdown of the parking requirement calculation is as follows:

Use	Parking Requirements
Single and Two-Family Dwelling	2 spaces per dwelling unit
Short Term Rental	1 space per two guest rooms
Civic Uses (administrative spaces)	1 space per 50 m2 of Gross Floor Area

- 7 x Short-term studio suites
 - These have been considered "short term rentals" and parking requirements calculated as 1 space per two guest rooms.
 - $7 / 2 = 3.5$ (round up to 4 spaces)
- 6 x Single family town house units
 - These have been considered "single family dwelling" and parking requirements calculated as 2 spaces per dwelling unit.
 - $6 \times 2 = 12$ spaces
- 3 x Offices
 - These have been considered "civic uses" because this classification accounts for office/ administrative space, and parking requirements calculated as 1 space per 50m2 of Gross Floor Area.
 - $3 \times \text{offices} \rightarrow 23\text{m}^2 / 50\text{m}^2 = .46$ (round up to 1 space)

Cover Architectural Collaborative Inc.

Total spaces required: 17

Total spaces provided: 16

A variance relaxation is requested for the one missing parking space.

***NOTE**

- Two accessible spaces will be provided.
- A dual EV charger will be installed (for two stalls), as well as rough in for a future dual charger (for and additional two stalls).

Issued by the Consultant:

Shannon Kitley

Name



Signature

April 26, 2023

Date

Cover Architectural Collaborative Inc.

Owner Authorization – BC Housing/PRHC

Property Address: 360 Shepherd Rd, Chase

Legal Description: Lot 1 Plan KAP57923 District Lot 517 Excluding Plan KAS1880

Owner Information:

Provincial Rental Housing Corporation

4555 Kingsway Suite 1701, Burnaby BC V5H 4VB

Contact: Kirsten Khera kkhera@bchousing.org 604 802-8941

Please be advised that we, the registered owners of the above mentioned property authorize the following agent to apply for all applications related to the above mentioned project on our behalf.

Agent Information:



Agent Name: Anne-Frederique Paradis

Company: Cover Architectural Collaborative Inc.

Address: 1-96 Baker Street, Nelson BC V1L 4G9

Contact: annef@coverac.ca 250 354-4445 ext. 4

Owner Signature

	February 15, 2023
Print Name: John McEown, Director	Date
	February 15, 2022
Print Name:	Date

TITLE SEARCH PRINT

2023-02-15, 13:47:19

File Reference:

Requestor: Manveer Sanghera

Declared Value \$299700

****CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN******Land Title District**

Land Title Office

KAMLOOPS

KAMLOOPS

Title Number

From Title Number

CA8500209

CA8404347

Application Received

2020-10-16

Application Entered

2020-10-30

Registered Owner in Fee Simple

Registered Owner/Mailing Address:

PROVINCIAL RENTAL HOUSING CORPORATION, INC.NO.
BC0052129
1701 - 4555 KINGSWAY
BURNABY, BC
V5H 4V8**Taxation Authority**Kamloops Assessment Area
Chase, Village of**Description of Land**

Parcel Identifier:

031-181-091

Legal Description:

LOT A DISTRICT LOT 517 KAMLOOPS DIVISION YALE DISTRICT PLAN EPP104830

Legal NotationsNOTICE OF INTEREST, BUILDERS LIEN ACT (S.3(2)), SEE CA8500210
FILED 2020-10-16**Charges, Liens and Interests**

Nature:

STATUTORY RIGHT OF WAY

Registration Number:

KL8446

Registration Date and Time:

1997-01-28 13:34

Registered Owner:

BRITISH COLUMBIA HYDRO AND POWER AUTHORITY
INTER ALIA

Remarks:

TITLE SEARCH PRINT

2023-02-15, 13:47:19

File Reference:

Requestor: Manveer Sanghera

Declared Value \$299700

Nature:

STATUTORY RIGHT OF WAY

Registration Number:

KL8447

Registration Date and Time:

1997-01-28 13:34

Registered Owner:

BC TEL

INCORPORATION NO. 1801A

Remarks:

INTER ALIA

Duplicate Indefeasible Title

NONE OUTSTANDING

Transfers

NONE

Pending Applications

NONE



Property Information Report

Report Generated on: April 26, 2023 12:01:29 AM

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

360 Shepherd Rd

Parcel Description & Location

[More Details](#)

Legal Description:

LOT A DISTRICT LOT 517 KAMLOOPS DIVISION YALE DISTRICT
PLAN EPP104830

Plan Number:

EPP104830

Parcel Type (Class):

SUBDIVISION

Owner Type:

CROWN AGENCY

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

Square Meter:

2139.36

Acre:

0.529

Hectare:

0.214

Community: Chase

Local Authority: Village of Chase

School District: Kamloops/Thompson



TNRD Services

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

[More Details](#)

Water Service: N/A

Sewer Service: N/A

Fire Protection: N/A

Future Debt (Loan Authorization)

(For enquiries, contact the Local Authority)

[More Details](#)

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

Planning & Zoning

(For enquiries, contact the Local Authority)

[More Details](#)

Zoning Bylaw: 683

Zoning: R-3

Lakeshore Development Guidelines (Intersect): No

Lake Name: N/A

Lake Classification: N/A

Fringe Area: N/A

Floodplain Information: Refer to Local Government floodplain regulation.

Site Specific Zoning: Contact Local Authority

Development Permit Area: Area F.5, Area B

Official Community Plan Name: CONTACT LOCAL AUTHORITY

OCF Designation: CONTACT LOCAL AUTHORITY

Agriculture Land Reserve (Intersect): No

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

Post-Wildfire Geohazard Risk Restrictions: Unknown

Development Applications & Permits

- from July 2009 to Present (For enquiries, contact the Local Authority)

[More Details](#)

Folio:	Development Application Number:	Development Application Type:	Status:
Folio:	File Number:	Application Date:	Issued Date:
		Completion Date:	Status:
Type of Construction:			

BC Assessment

(For enquiries, contact BC Assessment Authority)

[More Details](#)

Folio:	Land Title PID:	Assess Year:	Land:	Improvement:	Property Class:
512.00021.010	031-181-091	2023	\$259,000.00	\$0.00	1-Res
Folio:	Actual Use:		Manual class:		
512.00021.010	MULTI-FAMILY (VACANT)		None		

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

21.6. Development Permit Area E - Multi-Family Residential

21.6.1 Authorization

The Multi-Family Residential Development Permit Area is designated as a Development Permit Area pursuant to Section 488(1)(f) of the *Local Government Act* for the establishment of objectives and the provisions of guidelines for the form and character of commercial, industrial or multi-family residential development.

21.6.2 Area

Development Permit Area E - Multi-Family Residential applies to all multi-family residential developments in excess of 2 units. For the purposes of this Official Community Plan, 'Multi-Family Residential Development Permit Areas' shall mean those areas of the Village of Chase now zoned, or hereafter zoned for multi family use of 3 units or more. Current areas with relevant zoning and the attendant Development Permit Area designation at the time of adoption of this bylaw are shown as Development Permit Area E – Multi-Family Residential on Schedule D - Development Permit Area Map.

21.6.3 Justification

To ensure that existing neighbourhood character is not compromised. Most residential areas in Chase already contain a variety of housing types and tenure which should be encouraged as a positive aspect of Chase.

21.6.4 Development Permit Triggers

The *Local Government Act* imposes development permit requirements in development permit areas. Unless exempted by 21.6.5, a development permit must be obtained when any of the following types of development activity occur in Development Permit Area E, in accordance with Section 489 of the *Local Government Act*:

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

21.6.5 Exemptions

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

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



21.6.6 Guidelines

- .1 The development of new buildings should be sympathetic to the scale, mass, materials and colours found in the existing neighbourhood.
- .2 For buildings three storeys or higher, the upper storeys should be set back in order to retain a pedestrian oriented scale.
- .3 The use of porches, balconies, dormers, bay windows and sub-roofs should be encouraged to break up the massiveness of the structure in order to create the appearance of several smaller structures rather than one large block.
- .4 The use of complementary colour tones on exterior walls is encouraged to increase the visual appeal of the building.
- .5 Parking areas and service areas should be screened and landscaped.
- .6 Access to parking areas should be clearly defined.
- .7 Parking areas should be paved.
- .8 Garages will be encouraged to be accessed from a minor street or from a laneway and should not front onto a major road.
- .9 Parking lot illumination should be designed for when people are not in their vehicles and should avoid light pollution or the spilling of light onto adjacent properties but should provide adequate lighting for safety purposes.
- .10 A suitable number of Electric Vehicle charging stations should be included.
- .11 A suitable number of secured indoor bicycle storage lockers should be included.
- .12 A Landscape Plan and Cost Estimate as outlined in Section 21.1.1 should be included for any landscaping requirements.
- .13 Landscaping should be compatible with materials currently in place to reinforce continuity of character and to soften the visual effect of the streetscape. Land clearing and alteration should be minimized.
- .14 Outdoor storage areas and waste and recycling bins should be screened with planting, fencing or screening structure.
- .15 Planting, trees, decorative fencing, a landscaped berm or other suitable buffer should be provided adjacent to single family residential properties.
- .16 Lighting should be designed to maximize safety for pedestrians and parking areas and designed not to shine on adjacent residential properties.
- .17 The quality of the development should be high enough so that the value of nearby and adjacent properties are either maintained or enhanced.
- .18 Transportation impacts of multi-family developments on the adjacent neighbourhoods must be addressed in development proposals.
- .19 Other aspects of development such as access routes and pedestrian pathways which are relevant to individual development proposals must be addressed.
- .20 Exterior walls of buildings should use a variety of complementary colours and materials
- .21 Ensure high quality outdoor space for multi-family residential development that includes balconies, patio space and landscaped areas.
- .22 Rooftop appurtenances should be adequately screened to not be visible from the street.



6. Housing

Like many places in BC, housing is an important topic in Chase. The keys issues raised by residents and stakeholders included:

- A need to ensure a diverse range of housing in the community, including affordable housing;
- A need for more housing to accommodate people with mobility issues; and
- Gaps in the existing housing supply, including:
 - Housing for new families and first-time home buyers
 - Rental accommodations
 - Multi-family housing
 - Housing for seniors looking to downsize into from their larger family homes
 - Long-term care facilities and nursing homes

At the same time, there appears to be a latent demand for people wanting to move to Chase but being unable to find the type of housing that meets their needs and desires. Addressing these housing issues will be important to Chase continuing to grow and to enhance its economy and reshape its demographic profile. A Housing Needs Assessment has been completed and forms the basis of housing policy for the OCP.

6.1. Objectives

It is the objective of Council to:

- .1 Ensure a diverse range of safe and comfortable housing is available and maintained that meets the current and projected needs of the community.

6.2. Policies

It is the policy of Council to:

- .1 Ensure a diverse range of safe and comfortable housing is available and maintained that meets the current and projected needs of the community by:
 - .1 Promoting the development of a greater range of housing types including various forms of multi-family housing and diversifying the types of single-family houses to include smaller, one storey houses.
 - .2 Supporting options to increase the supply of rental accommodations within the Village.



- .3 Ensuring there is affordable market housing available in Chase, particularly for younger adults forming their first household.
- .4 Working with BC Housing and other agencies to provide affordable social housing within Chase, particularly for seniors.
- .5 Encouraging housing types that accommodate seniors downsizing from single family residential homes (i.e. single story, low maintenance houses).
- .6 Ensuring there are suitable housing options available for young families moving to the community.
- .7 Encouraging the development of a long-term care facility in Chase for seniors.
- .8 Encouraging the development of new assisted living facilities in Chase to give people greater opportunities to age in the community.
- .9 Supporting and encouraging the development of carriage suites and other forms of secondary suites in appropriate areas of the community.
- .10 Supporting the development of tiny homes and pocket neighbourhoods in appropriate areas.
- .11 Encouraging the development of housing with level entry access and living space and washrooms on the main floor to encourage accessibility and allow people to live in their homes longer.





VILLAGE OF CHASE

DEVELOPMENT PERMIT DP2023-2

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

Permittee: Provincial Rental Housing Corporation, BC0052129

Street Address: 360 Shepherd Road

Legal Description: LOT A DISTRICT LOT 517 KDYD PLAN EPP104830

3. The development shall be undertaken in accordance with the terms and conditions of this Permit and the provisions of the Village of Chase Official Community Plan Bylaw No. 896 – 2021, Development Permit Area “E”.
4. The permittee will ensure that all works, including landscaping, undertaken in any right-of-way, public property, Riparian Area or Agricultural Land Reserve will not be done until all applicable approvals have been granted.
5. The provisions of all applicable codes, legislation and regulations are not otherwise varied by this Permit.
6. This Development Permit is valid for one year unless an extension is granted by resolution of the Village Council. If the permittee does not commence the development permitted under the authority of this Permit within one year from the date of issuance, this Permit shall be deemed to have lapsed.
7. Any application to amend this Permit shall be considered a new application unless specifically authorized by the Village Council.
8. Zoning Bylaw 683-2006, Section 4.13.3, Regulations for Parking, are hereby varied by reducing the number of parking spaces from 17 to 16.
9. This Development Permit is not a Building Permit.

10. Authorizing resolution of the Council of the Village of Chase passed the ____ day of ____, **2023**.
11. Permit issued this **13th** day of ____, **2023**.

Attachments: Schedule A

SAFE AND AFFORDABLE HOUSING FOR WOMEN

FOR DEVELOPMENT PERMIT

CHASE, BC

WSP Project No: 221-00057-00

Date: 2023-02-02

We see the future more clearly and design for it today.

SCHEDULE A



DRAWING LIST:

Sheet Number	Sheet Title
221-00057-00- C000	TITLE SHEET
221-00057-00- C001	GENERAL NOTES
221-00057-00- C100	EXISTING CONDITIONS PLAN
221-00057-00- C101	SITE PLAN
221-00057-00- C102	GRADING PLAN
221-00057-00- C103	SHEPHERD ROAD PLAN & PROFILE



WSP Canada Inc. #420-301 Victoria Street, Kamloops, BC V2C 2A3 T 250-374-5252 | www.wsp.com








REGION					
B.	2022-02-02	FOR DEVELOPMENT PERMIT	SFF		
A.	2022-01-08	PRIORITARY - NOT FOR CONSTRUCTION	SF		
NO.	DATE		ECLIPSE/PIN	SP	

FILE NUMBER	CONFIDENTIAL
<p>This document contains information that is exempt from public release under the Freedom of Information Act, 5 U.S.C. 552. It is being furnished to you for your official use only. It is not to be distributed outside your agency. If you are not an authorized addressee, please notify the sender. If you are an authorized addressee, please do not disseminate this information to the public or to other personnel who do not have a valid "need-to-know" without prior approval of the sender. If you are not an authorized addressee, please do not disseminate this information to the public or to other personnel who do not have a valid "need-to-know" without prior approval of the sender. If you are an authorized addressee, please do not disseminate this information to the public or to other personnel who do not have a valid "need-to-know" without prior approval of the sender.</p>	
DATE NOTED	11-11-06 18
BY	
REASON	
COMMENTS	<p>FBIHQ 10/26/06, 10/27/06, 10/28/06, 10/29/06, 10/30/06, 10/31/06, 11/1/06, 11/2/06, 11/3/06, 11/4/06, 11/5/06, 11/6/06, 11/7/06, 11/8/06, 11/9/06, 11/10/06, 11/11/06, 11/12/06, 11/13/06, 11/14/06, 11/15/06, 11/16/06, 11/17/06, 11/18/06, 11/19/06, 11/20/06, 11/21/06, 11/22/06, 11/23/06, 11/24/06, 11/25/06, 11/26/06, 11/27/06, 11/28/06, 11/29/06, 11/30/06, 12/1/06, 12/2/06, 12/3/06, 12/4/06, 12/5/06, 12/6/06, 12/7/06, 12/8/06, 12/9/06, 12/10/06, 12/11/06, 12/12/06, 12/13/06, 12/14/06, 12/15/06, 12/16/06, 12/17/06, 12/18/06, 12/19/06, 12/20/06, 12/21/06, 12/22/06, 12/23/06, 12/24/06, 12/25/06, 12/26/06, 12/27/06, 12/28/06, 12/29/06, 12/30/06, 12/31/06, 1/1/07, 1/2/07, 1/3/07, 1/4/07, 1/5/07, 1/6/07, 1/7/07, 1/8/07, 1/9/07, 1/10/07, 1/11/07, 1/12/07, 1/13/07, 1/14/07, 1/15/07, 1/16/07, 1/17/07, 1/18/07, 1/19/07, 1/20/07, 1/21/07, 1/22/07, 1/23/07, 1/24/07, 1/25/07, 1/26/07, 1/27/07, 1/28/07, 1/29/07, 1/30/07, 1/31/07, 2/1/07, 2/2/07, 2/3/07, 2/4/07, 2/5/07, 2/6/07, 2/7/07, 2/8/07, 2/9/07, 2/10/07, 2/11/07, 2/12/07, 2/13/07, 2/14/07, 2/15/07, 2/16/07, 2/17/07, 2/18/07, 2/19/07, 2/20/07, 2/21/07, 2/22/07, 2/23/07, 2/24/07, 2/25/07, 2/26/07, 2/27/07, 2/28/07, 2/29/07, 2/30/07, 3/1/07, 3/2/07, 3/3/07, 3/4/07, 3/5/07, 3/6/07, 3/7/07, 3/8/07, 3/9/07, 3/10/07, 3/11/07, 3/12/07, 3/13/07, 3/14/07, 3/15/07, 3/16/07, 3/17/07, 3/18/07, 3/19/07, 3/20/07, 3/21/07, 3/22/07, 3/23/07, 3/24/07, 3/25/07, 3/26/07, 3/27/07, 3/28/07, 3/29/07, 3/30/07, 3/31/07, 4/1/07, 4/2/07, 4/3/07, 4/4/07, 4/5/07, 4/6/07, 4/7/07, 4/8/07, 4/9/07, 4/10/07, 4/11/07, 4/12/07, 4/13/07, 4/14/07, 4/15/07, 4/16/07, 4/17/07, 4/18/07, 4/19/07, 4/20/07, 4/21/07, 4/22/07, 4/23/07, 4/24/07, 4/25/07, 4/26/07, 4/27/07, 4/28/07, 4/29/07, 4/30/07, 5/1/07, 5/2/07, 5/3/07, 5/4/07, 5/5/07, 5/6/07, 5/7/07, 5/8/07, 5/9/07, 5/10/07, 5/11/07, 5/12/07, 5/13/07, 5/14/07, 5/15/07, 5/16/07, 5/17/07, 5/18/07, 5/19/07, 5/20/07, 5/21/07, 5/22/07, 5/23/07, 5/24/07, 5/25/07, 5/26/07, 5/27/07, 5/28/07, 5/29/07, 5/30/07, 5/31/07, 6/1/07, 6/2/07, 6/3/07, 6/4/07, 6/5/07, 6/6/07, 6/7/07, 6/8/07, 6/9/07, 6/10/07, 6/11/07, 6/12/07, 6/13/07, 6/14/07, 6/15/07, 6/16/07, 6/17/07, 6/18/07, 6/19/07, 6/20/07, 6/21/07, 6/22/07, 6/23/07, 6/24/07, 6/25/07, 6/26/07, 6/27/07, 6/28/07, 6/29/07, 6/30/07, 7/1/07, 7/2/07, 7/3/07, 7/4/07, 7/5/07, 7/6/07, 7/7/07, 7/8/07, 7/9/07, 7/10/07, 7/11/07, 7/12/07, 7/13/07, 7/14/07, 7/15/07, 7/16/07, 7/17/07, 7/18/07, 7/19/07, 7/20/07, 7/21/07, 7/22/07, 7/23/07, 7/24/07, 7/25/07, 7/26/07, 7/27/07, 7/28/07, 7/29/07, 7/30/07, 7/31/07, 8/1/07, 8/2/07, 8/3/07, 8/4/07, 8/5/07, 8/6/07, 8/7/07, 8/8/07, 8/9/07, 8/10/07, 8/11/07, 8/12/07, 8/13/07, 8/14/07, 8/15/07, 8/16/07, 8/17/07, 8/18/07, 8/19/07, 8/20/07, 8/21/07, 8/22/07, 8/23/07, 8/24/07, 8/25/07, 8/26/07, 8/27/07, 8/28/07, 8/29/07, 8/30/07, 8/31/07, 9/1/07, 9/2/07, 9/3/07, 9/4/07, 9/5/07, 9/6/07, 9/7/07, 9/8/07, 9/9/07, 9/10/07, 9/11/07, 9/12/07, 9/13/07, 9/14/07, 9/15/07, 9/16/07, 9/17/07, 9/18/07, 9/19/07, 9/20/07, 9/21/07, 9/22/07, 9/23/07, 9/24/07, 9/25/07, 9/26/07, 9/27/07, 9/28/07, 9/29/07, 9/30/07, 10/1/07, 10/2/07, 10/3/07, 10/4/07, 10/5/07, 10/6/07, 10/7/07, 10/8/07, 10/9/07, 10/10/07, 10/11/07, 10/12/07, 10/13/07, 10/14/07, 10/15/07, 10/16/07, 10/17/07, 10/18/07, 10/19/07, 10/20/07, 10/21/07, 10/22/07, 10/23/07, 10/24/07, 10/25/07, 10/26/07, 10/27/07, 10/28/07, 10/29/07, 10/30/07, 10/31/07, 11/1/07, 11/2/07, 11/3/07, 11/4/07, 11/5/07, 11/6/07, 11/7/07, 11/8/07, 11/9/07, 11/10/07, 11/11/07, 11/12/07, 11/13/07, 11/14/07, 11/15/07, 11/16/07, 11/17/07, 11/18/07, 11/19/07, 11/20/07, 11/21/07, 11/22/07, 11/23/07, 11/24/07, 11/25/07, 11/26/07, 11/27/07, 11/28/07, 11/29/07, 11/30/07, 12/1/07, 12/2/07, 12/3/07, 12/4/07, 12/5/07, 12/6/07, 12/7/07, 12/8/07, 12/9/07, 12/10/07, 12/11/07, 12/12/07, 12/13/07, 12/14/</p>

	<p>VSP Canada Inc. A-25-351 Victoria Street, Kemptville, ON J2Z 3A3 1-800-945-4555 / 1-800-945-4555</p>	<p>PROJECT NUMBER: 21-0055-001</p>	<p>CLIENT</p>
<p>COVER ARCHITECTURE COLLABORATIVE INC.</p>	<p>CLIENT # BC HOUSING 8999 835-2120381</p>		

PROJECT	TITLE		NO.		B	
SITE PLAN			C101			
DRAWING NUMBER						



	HARDIE BOARD & BATTEN "IRON GREY"
	HARDIE BOARD & BATTEN "MOUNTAIN SAGE"
	STAINED WOOD "LIFEWIDE WOOD PRESERVER"
	HARDIE BOARD TRIM "IRON GREY"
	EXTERIOR DOOR TO MATCH "MOUNTAIN SAGE"



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: Director of Corporate Operations
DATE: April 19, 2023
RE: Development Variance Permit DVP #2-2023, 303 Pine Street

ISSUE/PURPOSE

To obtain Council's authorization to proceed with the referral process for a development variance permit to vary the fence height.

OPTIONS

1. **Accept the application and authorize Administration to proceed with the required referral process and prepare a draft Development Variance Permit.**
2. **Do not accept the application.**

BACKGROUND

The applicant, owner of the property at 303 Pine Street has applied to vary the fence height along the side parcel line higher than what is permitted in the Zoning Bylaw. The purpose of the fence is to contain dogs.

DISCUSSION

There is a technicality related to this application because zoning bylaws in BC typically define the front yard as having the narrowest part of a property adjacent to a public road. In this case the narrowest part of the parcel is along Pine Street and thus, by definition, classified as the front yard which can only benefit from a 1.1m high fence.

Attached to this report are:

- Application
- Property Report
- Legal survey

REFERRALS

If the application proceeds, notifications will be sent out to property owners within 50 metres of the subject property. Section 499 of The *Local Government Act* requires notice be provided to affected property owners and tenants.

FINANCIAL IMPLICATIONS

None

POLICY IMPLICATIONS

Pursuant to the provisions in the Local Government Act, a local government may, by resolution, issue a development variance permit, in respect of the land covered in the permit, the provisions of a bylaw that regulates zoning. As a limit to Council's authority, the use or density of land cannot be varied. In the existing case, the use and density of the property is not affected.

A variance application can come forward at any time to vary a regulation pertaining to construction and development. Council needs to consider whether it is in the best interests of the neighbouring residents to allow the variance. The best way to hear from neighbouring residents is to allow the application to proceed and initiate the referral process.

RECOMMENDATION

"THAT Council accept the application and direct Administration to draft a Development Variance Permit, and initiate the referral process."

Respectfully submitted,

Approved for Council Consideration by CAO



VILLAGE OF CHASE

Application for Permit

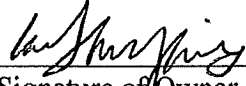
(please check one)

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

-
1. Registered property owner's name, address and telephone number
Cody Matthew Nathaniel Keeping 778 808 1501
2. Authorized agent's name, address and telephone number (If agent is handling application, please supply written authorization from owner)

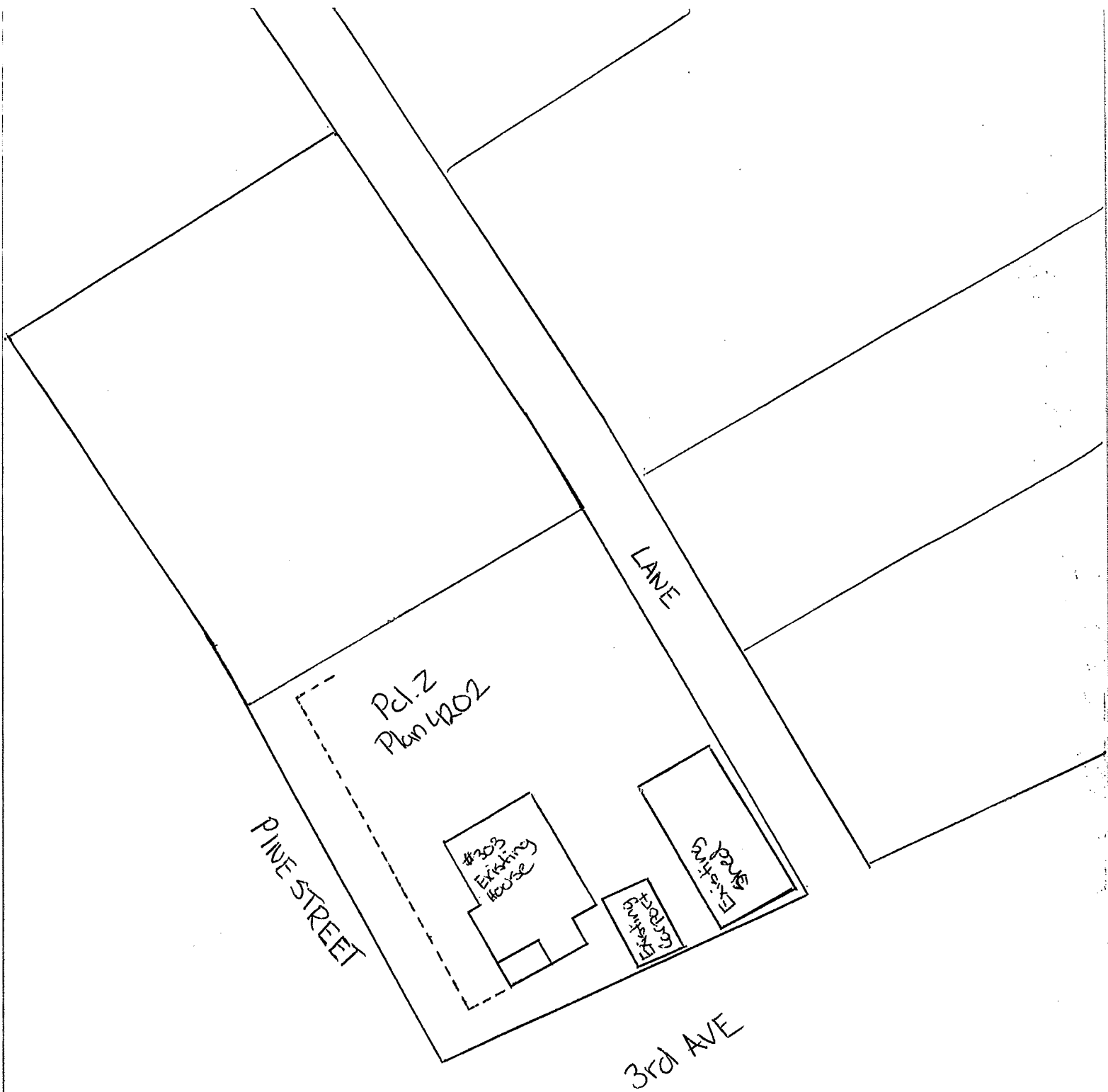
3. Legal description and Property Identification Number of subject property
Parcel 2, plan KAP4202, DL 517 PID 004-210-875
4. Approximate area of subject property
.25 acre
5. Existing use of subject property
Residential Home
6. Existing use of adjacent property
Residential Home
7. Detailed description including drawings, of the project or situation necessitating your application. Please provide additional pages as necessary.
A fence approximately 6.5' in height, starting on the SW corner of house going around front yard following existing shrub/fence line.

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


Signature of Owner or Agent

14/04/2023
Date

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



dotted line = proposed fence location
solid line = property line



Property Information Report

Report Generated on: May 01, 2023 12:01:21 AM

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

307 Pine St
303 Pine St

Parcel Description & Location

[More Details](#)

Legal Description:

PARCEL Z (DF K47075) DISTRICT LOT 517 KAMLOOPS DIVISION
YALE DISTRICT PLAN 4202

Plan Number:

KAP4202

Parcel Type (Class):

SUBDIVISION

Owner Type:

PRIVATE

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

Square Meter:
964.72

Acre:
0.238

Hectare:
0.096

Community: Chase

Local Authority: Village of Chase

School District: Kamloops/Thompson



TNRD Services

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

[More Details](#)

Water Service: N/A

Sewer Service: N/A

Fire Protection: N/A

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

[More Details](#)

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

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

[More Details](#)

Zoning Bylaw: 683

Zoning: R-1

Lakeshore Development Guidelines (Intersect): Yes

Lake Name: Little Shuswap Lake

Lake Classification: Development Lake, Special Case Lake

Fringe Area: N/A

Floodplain Information: Refer to Local Government floodplain regulation.

Site Specific Zoning: Contact Local Authority

Development Permit Area: N/A

Official Community Plan Name: CONTACT LOCAL AUTHORITY

OCP Designation: CONTACT LOCAL AUTHORITY

Agriculture Land Reserve (Intersect): No

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

Post-Wildfire Geohazard Risk Restrictions: Unknown

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

[More Details](#)

Folio:	Development Application Number:		Development Application Type:		Status:
Folio:	File Number:	Application Date:	Issued Date:	Completion Date:	Status:
Type of Construction:					

BC Assessment (For enquiries, contact BC Assessment Authority)

[More Details](#)

Folio:	Land Title PID:	Assess Year:	Land:	Improvement:	Property Class:
512.00433.000	004-210-875	2023	\$184,000.00	\$223,000.00	1-Res
Folio:	Actual Use:			Manual class:	
512.00433.000	SINGLE FAMILY DWELLING			1 STY SFD-AFTER 1930-FAIR	

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

**BRITISH COLUMBIA LAND SURVEYORS
CERTIFICATE OF LOCATION
PARCEL Z (DF 47075),
DL 517 KDYD, PLAN 4202**



NOTE:

SURVEY MONUMENTATION FOUND IN AREA HAD LARGE DISCREPANCIES TO THE ORIGINAL SURVEY PLAN. REFERENCE PLAN REQUIRED FOR A MORE ACCURATE DETERMINATION OF PROPERTY BOUNDARIES.

TRUE
LAND SURVEYING

201 - 2079 Falcon Road • Kamloops BC • V2G 4J2
tel 250.828.0681 • fax 250.828.0717
info-kan@TRUE.bc.ca

C.U.C. - CARPORT UNDER CONSTRUCTION

PID: 004-855-054 JOB NO: 1674-011
CLIENT: PATTYSON CONTR. SCALE: 1:250

THIS PLAN IS FOR THE USE OF THE BUILDING INSPECTOR AND/OR MORTGAGEE ONLY AND IS NOT TO BE USED FOR THE RE-ESTABLISHMENT OF PROPERTY BOUNDARIES.

TRUE LAND SURVEYING ACCEPTS NO RESPONSIBILITY FOR AND HEREBY DISCLAIMS ALL OBLIGATIONS AND LIABILITIES FOR DAMAGES INCLUDING, BUT NOT LIMITED TO, DIRECT, INDIRECT, SPECIAL, AND CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON THE PLAN BEYOND ITS INTENDED USE.

I HEREBY CERTIFY THAT THE ABOVE SKETCH SHOWS THE REGISTERED DIMENSIONS OF THE ABOVE DESCRIBED PROPERTY AND RELATIVE LOCATION OF BUILDINGS THEREON.

CERTIFIED THIS 8th DAY OF MAY, 2019.

[Signature]

BCLS

MJ
©



VILLAGE OF CHASE Bylaw Enforcement Report

TO: Mayor and Council
FROM: Director of Corporate Operations
DATE: May 2, 2023
RE: UNSIGHTLY PROPERTY – 229 B Brooke Drive

The Bylaw Enforcement office has received complaints regarding the unsightly appearance of property situated at **229 B Brooke Drive, Chase, BC** legally described as L 6 PL 34082 DL 517, and registered in the name of TIARE PHILLIPS.

A Order to Comply was issued on April 14, 2023 to the occupiers and owners of the property requiring that the premises be brought into compliance. There continues to be a pattern of disregard for the bylaw and the property continues to exist in a state that contravenes the Property Maintenance Bylaw 731-2010.

The Opportunity to be Heard for the owner will be scheduled for May 23, 2023. The enactment of the Order becomes in-effect May 31, 2023 after which the Village can commence clean-up in compliance with the bylaw.

It is request of Council to authorize proceeding with a notice to the owner giving them twenty-one (21) days to bring the property into compliance with the Property Maintenance Bylaw, or compliance will be completed by the Village of Chase, its authorized agents or contractors, and all costs will be borne by the owner and in the case where costs are not repaid by December 31 of the calendar year can be transferred to taxes.

RECOMMENDATION

“THAT Council approve issuing a Demand Notice to the owner of 229B Brooke Drive giving them twenty-one (21) days to bring the property into compliance with the Property Maintenance Bylaw.”

Respectfully submitted,

Sean O'Flaherty

Approved for Council Consideration by CAO

Joni Heinrich



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

April 17, 2023

File: 229B Brooke Drive

ORDER TO COMPLY

Tiare Phillips
229B Brooke Drive
Box 689
Chase, BC
V0E 1M0

Dear Owner:

Re: Property Maintenance Bylaw Violations, 229B Brooke Drive, Chase BC

The Village of Chase requires that all real property be maintained to a neat and tidy standard. These property standards are in place for reasons of safety and the elimination of nuisances to keep our Village looking its best. Tidy neighborhoods are important to the overall image of our Village, can positively impact property values, and form a positive statement for visitors.

The Village is in receipt of a complaint with respect to the condition of your property. The following is a summary of infractions:

Bylaw 731-2010 Property Maintenance Bylaw:

REFUSE means and includes, but is not limited to, food wastes, market wastes, paper, cardboard, plastics, yard trimmings and brush, stumps, metal cans, glass containers, bulky wastes such as furniture, appliances, mattresses, tires, construction and demolition waste, unlicensed, unused or stripped automobiles, trucks, trailers, boats, vessels, machinery, tools, equipment, mechanical or metal parts.;

UNSIGHTLY means an untidy or otherwise non-aesthetic accumulation of brush, trees, noxious weeds and other unsightly growths, filth, discarded materials, junk, refuse or clutter and includes the storage of any type of vehicle(s)...;

Section 6(1)(a) of that bylaw states:

"No person may allow property to become or remain unsightly by the accumulation of filth, discarded materials, rubbish or the storage of anything in a manner that is not permitted by Zoning Bylaw No. 683 - 2006 and all amendments thereto."



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

FAILURE TO COMPLY:

Violations of Section 6(1)(a) can result in an infraction ticket in the amount of \$75. Each and every day the violation exists can constitute a new and distinct offence.

Furthermore, if after the expiration of the compliance period of 14 days, the work required to be performed by such Order remains either wholly or partially incomplete, the offence under this bylaw is liable on summary conviction to a fine not exceeding \$2,000 and the costs of prosecution.

OWNER RESPONSIBLE FOR COSTS:

This is your notice that the subject property must be in compliance with Village bylaws by **May 2, 2023**. Failure to comply by this date will result in escalated bylaw enforcement measures.

On or after **May 2, 2023**, the Village will issue you a ***Notice of Hearing*** whereby you will be required to provide representation before the municipal Council who will hear your case. Council may then choose, by its staff or agents, to enter upon your property and perform or complete the cleanup, at the expense of the owner of such property as per Section 10 of the bylaw. It will be more cost effective for you to remedy the situation than the Village.

The total cost shall, if not paid by the 31st day of December in the year in which they were incurred, be added to and form a part of the taxes payable in respect of that property as taxes in arrears.

It is your responsibility to understand Village bylaws. The bylaws are available on the Village's website at www.chasebc.ca. Please adhere to this notice and remedy the infractions on the subject property. Thank you for your cooperation.

Sincerely,

Richard Waugh,
Bylaw Enforcement Officer

cc: Sean O'Flaherty, Corporate Officer

IN THE MATTER OF SECTIONS 8(3)(h) and 64 *Community Charter*

S.B.C. 2003 CHAPTER 26

AND

IN THE MATTER OF L 6 PL 34082 DL 517

TO:

TIARE PHILLIPS

229B Brooke Drive, Box 689

Chase, BC

V0E 1M0

NOTICE OF HEARING

TAKE NOTICE that the Municipal Council of the **Village of Chase**, pursuant to Sections 8(3)(h) and 64 of the *Community Charter* and Property Maintenance Bylaw No. 731-2010, will at the hour of 16:00, on the 23rd day of May 2023 in the Council Chamber at 826 Okanagan Avenue in Chase, British Columbia hear representations by TIARE PHILLIPS, or agent, as to whether, with respect to the lands more particularly described above, the Owner/Occupier shall be required to remove the accumulation thereon of **all discarded materials, and rubbish.**

AND FURTHER TAKE NOTICE that should Council require the Owner/ Occupier to remove the described accumulation, and the owner/occupier defaults, the Council may direct its employees and others to enter and effect the removal at the expense of the person defaulting. The charges for doing so, if unpaid on December 31st in the year in which the **Village of Chase** effects the removal, shall be added to and form part of the taxes payable in respect of the real property in question, as taxes in arrears.

AND FURTHER TAKE NOTICE that should you wish to make representation to the Council regarding the lands and premises listed above, you should appear at that time, date and place to make your presentation to Council.

THIS NOTICE is given by the Municipal Council of the **Village of Chase** this 3rd day of May, 2023.

Sean O'Flaherty,
Corporate Officer



Village Of Chase

Administrative Report

TO: Mayor and Council

FROM: Corporate Officer

DATE: May 1, 2023

RE: 229B Brooke Drive – Notice on Title

ISSUE/PURPOSE

To declare the property in contravention of Building regulations by placing a Section 57 Notice on Title on the property title.

OPTIONS

1. Authorize a Notice on Title as recommended
2. Do not authorize a Notice on Title

Council has the option to not authorize the Notice. This is not a recommended option as there may be legal implications if problems were to arise in relation to the contraventions. The purpose of a Section 57 Notice on Title is to inform and ultimately protect the general public and other persons directly affected such as a prospective purchaser.

DISCUSSION

The owner was issued a Stop Work Order November 12, 2021 for multiple *BC Building Code* and bylaw contraventions, but ultimately for building things without a Building Permit.

Safety is a primary consideration for the Section 57 process as people should be residing in safe housing. Safety of the owners/occupiers of 229A must also be paramount as the adjoining dwelling, part of the comprehensive structure, is currently at the whim of the happenings at 229B.

Secondary to safety, there is a density consideration, as the owner has installed at least one suite into the otherwise single-family dwelling. Increased density in a one half of a two-family dwelling (duplex) is not permitted according to both the OCP and Zoning Bylaws.

In order to warn prospective purchasers of outstanding infractions and to reduce potential liability to the Village of Chase, a Notice on Title is filed against the property's land title in accordance with Section 57 of the Community Charter.

Also, while a separate process, this owner and this property is a repeat contravener of the Property Maintenance Bylaw, and has been recently issued an *Order to Comply* regarding the unsightliness of the property.

Included in this Report to Council are:

- Recommendation from the Village's Registered Building Official to place a Notice on Title, April 19, 2023
- Letter to property owner with his Opportunity to be Heard April 21, 2023
- Stop Work Order, November 12, 2021
- Map of property
- Section 57 brochure

FINANCIAL IMPLICATIONS

None

POLICY IMPLICATIONS

The *Community Charter* contains the authority for Council to act on bylaw contravention situations. Section 57 is commonly used as a method to achieve compliance related to property that exists in contravention of bylaws and legislation.

Furthermore, the property owners are afforded an opportunity to be heard. The Village always serves or sends a registered letter to the property owners advising them of their right to be heard and encourages them to approach Council if they have concerns about the process or requirements of the Order.

The situation is an ongoing concern for the community and due to the lack of willingness of the owner; the Village has a responsibility to act as necessary to protect the rights of all citizens and particularly the inhabitants of the building. In this case there is an ongoing safety concern and the approach of using a Section 57 Notice on Title can be useful in compelling property owners to remedy the situation.

RECOMMENDATION

“THAT the ‘Property’ is hereby declared as contravening the *BC Building Code*, the Village of Chase Building Bylaw 803-2014, and the Village’s Zoning Bylaw 683-2006, and that a Notice on Title be registered on the property’s title pursuant to section 57 of the *Community Charter* (SBC 2003).”

Respectfully submitted,

Approved for Council Consideration by CAO,

MEMORANDUM

TO: Sean O'Flaherty, Director of Corporate Operations April 19, 2023
Village of Chase

FROM: Travis Backmeyer, BUILDING INSPECTOR
THOMPSON-NICOLA REGIONAL DISTRICT

SUBJECT: PHILLIPS, TIARE M &
LT 6, PL KAP34082, DL 517, KDYD, SEC 26, TWP 21, RGE 13, MER 6
B 229 BROOKE DR

On November 9th, 2021, a site visit was conducted at the above noted property and revealed that construction of an enclosed carport, addition of a suite, and stairs to the rear deck were being built without a building permit. A Stop Work Order was posted on site.

The November 9th, 2021, Stop Work Order posting advised the property owners that the construction being done requires a permit. A registered letter was sent on November 12th, 2021, notifying the owners that they were in violation of the Building Bylaw. Repeated attempts to initiate discussion at the property have yielded no response.

To date there has been no response, and a resolution does not appear likely. Accordingly, it is recommended a Notice be filed against the title advising prospective purchasers building bylaw contraventions exist, and that the work may not comply with BC Building Code.

A recommendation is being put before the Council for the Village of Chase that a notice be filed on the title of the above-mentioned property in accordance with Section 57 of the *Community Charter*.

Yours truly,



Travis Backmeyer
Building Inspector



Village Of Chase

DATE: April 21, 2023

REGISTERED OWNER: PHILLIPS, TIARE M
B-229 Brooke Drive
PO Box 689
Chase BC V0E 1M0

LEGAL DESCRIPTION: LOT: 6; SECTION: 26; RANGE: 13; MERIDIAN: W6; PLAN
NUMBER: KAP34082; DISTRICT LOT: 517; LAND
DISTRICT: 25

To Whom It May Concern:

Subject: Proposed Notice on Title

Building has occurred at the above noted property without the required Building Permits. A Stop Work Order was issued November 12, 2021.

You have not taken any action to date on this situation.

Please note that you are in violation of the Village of Chase Building Regulations Bylaw No. 803 – 2014, and Zoning Bylaw 683 - 2006. For this reason, a recommendation is being put before the Village of Chase Council that a Notice be filed on the title of the above-mentioned property in accordance with Section 57 of the *Community Charter*. Enclosed please find an information sheet explaining the potential ramifications of a s. 57 notice being registered on a property's title and how this may affect you as the owner.

.../ 2

You are entitled to appear before Village of Chase Council as a delegation at its meeting to be held on **Tuesday, May 9, 2023** commencing at 4:00 p.m. at the Council Chamber, 826 Okanagan Avenue to address Council on this issue.

Delegations are generally heard at the commencement of the meeting or immediately following any public hearings that may be scheduled. You must confirm your attendance prior to the Council meeting should you wish to attend.

Please be advised that if you fail to appear, the Council will make a decision without your input. You should also be aware that the Council is unable to vary any of the provisions of the *BC Building Code*.

In an effort to have this correspondence to reach you, we are sending it via registered and regular mail. If you have any questions or need more information, including how to resolve the Building Bylaw matter, please contact the undersigned.

Sincerely,

A handwritten signature in dark ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Sean O'Flaherty, RPP
Corporate Officer



THOMPSON-NICOLA
REGIONAL DISTRICT
The Region of BC's Best

300-465 Victoria Street
Kamloops, BC V2C 2A9
Tel: 250-377-8673
Toll Free in BC: 1-877-377-8673
Email: admin@tnrd.ca

Department: Building

REGISTERED

November 12, 2021

Tiare Phillips
B-229 Brooke Dr
PO Box 689
Chase BC V0E 1M0

Dear Sir/Madam:

Subject: Stop Work Order (File No. 16991) - Enclose carport, addition of suite and stairs to rear deck (upper floor)
Lt 6, Pl KAP34082, DL 517, KDYD, Sec 26, Twp 21, Rge 13
B 229 Brooke Dr

A site visit was conducted on November 9, 2021 at the above noted property and revealed the construction of an enclosed carport, addition of a suite and stairs to rear deck (upper floor) without a building permit. A Stop Work Order was posted at the site. All work on this project must cease immediately.

Please be advised that building permits are required for all construction within the Village of Chase. We have enclosed a Building Permit application form and a 'Guide to Building Permits' for your convenience. Please complete the application and forward it with the required documentation to:

Thompson-Nicola Regional District
300 - 465 Victoria Street
Kamloops, BC V2C 2A9

Failure to comply with this request within 20 days of the date of this notice may result in continued enforcement action by the Village of Chase.

If you have any questions regarding this notice please contact the undersigned in the Kamloops office at (250) 377-8673 or toll free 1-877-377-8673.

Yours truly,

Shannon Beler
Building Inspector

SB/ld
enclosures Building Permit Application Package
Bylaw Contravention Information Sheet
c.c. BC Assessment

Sean O'Flaherty, Corporate Officer, Village of Chase

MUNICIPALITIES: Ashcroft | Barriere | Cache Creek | Chase | Clearwater | Clinton
Kamloops | Logan Lake | Lytton | Merritt | Sun Peaks

ELECTORAL AREAS: A " B " E " I " J " L " M " N " O " P "

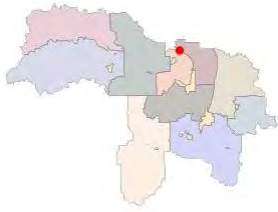
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www.tnrd.ca



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Projection: WGS_1984_Web_Mercator_Auxiliary_Sphere
April 21, 2023

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.



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
 - Community Hall
 - Health
 - Transportation
 - Education
 - Utility



229 B Brooke Drive

Author: SO



Bylaw Contravention Notice on Property Title

What is a section 57 notice?

Section 57 of the *Community Charter* was provided to local governments by the Province of British Columbia as a tool to administer and enforce the BC Building Code and local building bylaws. It enables local governments to register a notice, via the Land Title Office registrar, on the title of a property where there is or has been a building code or bylaw infraction, including where a permit is not held in good standing. For example, notices may be registered where:

- a building permit is lapsed but work has not been completed and/or inspections are outstanding
- work proceeded with no permit, or
- there is a dangerous condition.

Why file a sec. 57 notice?

The filing of a notice of contravention is not intended to be a punitive action; rather, it is an efficient way to secure compliance to the BC Building Code and serves as a disclosure mechanism protecting future owners and other parties with an interest in the property. It is important that owners involved in the building process understand the potential impacts of a s. 57 notice and the effects it may have on matters related to their property.

Building Bylaw (the 'Bylaw')

The Bylaw requires that building construction be carried out with a building permit. Under the Bylaw, permits are valid for a period of 2 years from the date of issue. Owners of building construction projects that do not obtain a permit, do not complete the work in accordance with the Bylaw and the BC Building Code, or do not complete the work within the required time (without permit renewal), are in violation of the Bylaw and can be subject to a notice being filed on their property title. In order to disclose the status of deficiencies and code violations to prospective purchasers or other persons involved with these properties (insurers, mortgage companies, etc.), local governments are authorized to register a notice on the subject property title.

What impact will a sec. 57 have on a property owner?

While properties with building bylaw contraventions may be sold at any time, the presence of a notice registered on title *may* negatively affect a property's potential sale, perceived property value, access to a mortgage, and/or (re)financing. If a notice is registered upon the title of your land, you are advised to undertake inquiries with your lenders, insurance companies, and any other relevant parties to determine how it may impact you now and in the future.

How is a notice 'discharged' or removed from title?

Once the condition or contravention that gave rise to the filing of the notice has been corrected (to the satisfaction of the Building Inspector), the Village files a cancellation or discharge notice with the registrar of land titles who then removes the notice from the property's title. Pursuant to the Bylaw, the Village's fee to issue a cancellation or discharge notice is \$200.

The Village makes no representations or warranties about the accuracy of the information contained in this document. The contents are provided for information purposes only and do not constitute legal advice.

FEE FOR SERVICE AGREEMENT

Visitor Information Centre Services

This agreement dated for reference this 15th day of May, 2023 is

Between:

Village of Chase

having an office at 826 Okanagan Avenue, Chase, BC
and a mailing address of PO Box 440, Chase, BC, V0E 1M0
(the “Village”)

And:

Chase and District Chamber of Commerce

located at 400 Shuswap Avenue, Chase, BC
and having a mailing address of PO Box 592, Chase, BC, V0E 1M0
(the “Chamber”)

WHEREAS The Village wishes to provide for visitor information services;

AND WHEREAS The Chamber is willing to provide the service of visitor information for a fee;

NOW THEREFORE in consideration of the mutual covenants and other recited considerations the parties agree as follows:

SERVICE

1. The Chamber will provide Chase Visitor Information Services (the “services”) for Chase and surrounding areas to visitors and others from the Chamber office at 400 Shuswap Avenue or from other locations from which the Chamber may need to operate from time to time.
2. The services will include, but not be limited to:
 - Ensuring that all personnel providing services are trained according to the standards and requirements established by Destination BC for centers operating as part of Destination BC’s Visitor Information Centre Network
 - Ensuring that all personnel providing services meet the dress and behavioural standards as required by Destination BC
 - Providing at least one familiarization tour (FAM TOUR) of local attractions for personnel providing services
 - Preparing and distributing tourism and resident attraction materials
 - Providing other regional Information Centers with a sufficient number of copies of Chase promotional materials as appropriate

- Promoting tourism, selling tourism related products, providing community information, welcoming new residents who may visit the Chamber office and providing opportunities for visitors and residents to receive information about services available in Chase and surrounding areas
- Information provided regarding services and amenities both within the community and the surrounding areas will be current and relevant.

HOURS

The Chase Visitor Information Centre (the “VIC”) shall maintain flexible hours based on an analysis of visitor traffic patterns over the previous seasons and the Ebus schedule. The hours will be confirmed and posted at the beginning of each season.

The Chamber will be permitted to set the hours to offer services, within the following requirements:

- April and May – 20 hours per week
- June – 25 hours per week
- July and August – 40 hours per week – summer student dependent
- September – 25 hours per week
- October – 20 hours per week
- November and December – 12 hours per week

The Chamber will apply for additional employment assistance grants such as the Canada Summer Jobs Program to help increase the hours of service provided in the summer months (June through September).

DESTINATION BC MEMBERSHIP

The Chamber will maintain its membership with Destination BC and ensure that the VIC meets the network terms, conditions and criteria of a full status VIC.

STAFFING

The Chamber will employ, train and provide support to qualified staff and volunteers in accordance with Destination BC standards.

All business oriented inquiries will be dealt with under the auspices of the Chamber of Commerce.

WEBSITE

The Chamber will maintain an up-to-date website that will include postings of local events, a link to the Village’s website and other suitable sites tourism related websites.

PREMISES, EQUIPMENT AND MAINTENANCE

The Chamber will provide a premise for the purposes of a VIC and will supply furniture, display racks and other required equipment to operate the VIC to its full potential. The Chamber will maintain the interior of the premises in good order, suitable and inviting to all those entering into the premises.

The Chamber will maintain the exterior of the premises in good order, and will maintain landscaping, sidewalks, handicap ramps, exterior stairs, parking areas, and other components of the premises in safe and inviting manner for all those entering the property.

The Village will continue to mow the lawn and provide irrigation.

ACTIVITY REPORTS

The Chamber will provide to the Village on or before October 15, 2023 a record of activities of the VIC which will include the number of visitors and groups entering the VIC and the nature of their inquiries.

FINANCIAL INFORMATION

The Chamber will provide annual financial statements within 180 days of the Chamber's fiscal year end. Should the Village require audited statements, the cost of the audit will be paid by the Village.

JOINT EVALUATIONS

The Chamber and the Village will meet on or before October 15, 2023 to discuss the services provided during the term of this agreement, the service levels and other aspects of the fee for service agreement.

FEE FOR SERVICE

A fee of \$20,000.00 will be paid to the Chamber by the Village for 2023, in one installment, on or about June 15, 2022.

ONGOING IMPROVEMENT

The Village and the Chamber agree that the provisions of this agreement will be given such reasonable interpretation as will facilitate a full and proper handling of visitors and general information services for all residents and visitors to Chase. Both parties agree to communicate openly with each other to continually improve upon the services provided.

TERM

This agreement will be in effect from May 15, 2023 ending December 31, 2023.

This agreement may be terminated by either party by serving 90 days written Notice.

IN WITNESS WHEREOF the parties have executed this Agreement on the day and year first written above.

Village of Chase authorized signatories:

Chase and District Chamber of Commerce authorized signatories:

March 17, 2023



Council Members
Village of Chase
Box 440
Chase, BC V0E 1M0

Dear Council Members:

Re: UBCM Membership

I am writing to invite Village of Chase to renew its annual membership in the Union of B.C. Municipalities (UBCM).

Local governments everywhere throughout the province are delivering services to support healthy, safe and complete communities. As we do so, we are facing significant challenges related to a lack of attainable housing, the complex care needs of unhoused populations, public safety issues related to random violence, aging infrastructure, inflationary pressures and the impacts of climate change and associated extreme weather events.

These are challenging times, and the need for a close effective relationship with other orders of government will be critical for navigating our way forward. UBCM is working with the Province of B.C. on the most urgent issues facing B.C.'s communities, guided by the common interest of every local government in the province.

UBCM has been a longstanding advocate for better infrastructure funding and streamlined delivery. Last month I was pleased to join Premier Eby when he announced \$1 billion in new funding to expand and upgrade the core facilities for every local government in the province. As I write this, we are just three weeks away from a housing summit hosted by UBCM to bring together local elected leaders, the Province and key stakeholders from across the housing sector to reimagine housing policy. Plans are also underway for UBCM's administration of doubled funding for emergency preparedness. Preparations are also underway for negotiations to deliver the multi-billion-dollar Canada Community-Building Fund. These examples, drawn from the past few weeks provide a window into our year-round efforts to advocate on behalf of our members and deliver funding that is critical for strengthening B.C.'s communities.

Our strength as an organization is grounded in the support of our membership. For over 40 years, UBCM has attained 100% support from local governments in B.C. I thank you for the renewal by Village of Chase this past year. Over the coming year, I am dedicated to working with my fellow Executive members and our secretariat to maintain the support of communities across the province.

As always, if you have questions or feedback about our work, please contact me directly.

Sincerely,

A handwritten signature in black ink that reads "JCFord". The signature is written in a cursive, flowing style.

Councillor Jen Ford
UBCM President

Sean O'Flaherty

From: David Lepsoe
Sent: Thursday, May 04, 2023 7:28 AM
To: Joni Heinrich; Sean O'Flaherty
Subject: Fwd: Nominate a charity worthy of receiving \$15,000 from FortisBC



Please join us again this year in celebrating the charities and non-profits working to strengthen our communities.

Thank you to those who have already submitted their nomination!

Giving back to the communities where we live and work is an important part of helping to create a sustainable future for British Columbians. As we reach out once again to members of the Union of BC Municipalities, we invite each of you to [nominate a local charity or non-profit](#)

[organization](#) deserving of a **\$15,000** donation to support a project in your community. Since 2017, 20 grassroots organizations have received the award. [Read about last year's winners](#) for some nomination inspiration.

The deadline for submissions is **May 14, 2023**. Three awards of **\$15,000** will be given. Winners will be announced by **September 30**. Odds of being selected to receive funding will depend on the number of nominations received and the nominated organization's ability to meet the funding criteria set out in the [Terms and Conditions](#). Preference will be given to organizations/projects that align with one or more of the following categories: safety, education, environment, and Indigenous initiatives. [Terms and conditions](#) apply.

Nominate a charity now

Connect with us



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