



AGENDA

Regular Meeting of the Council of the Village of Chase held in the Council Chamber at the Village Office at 826 Okanagan Avenue on Tuesday, June 14, 2016 at 4:00 p.m.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Resolution:

"That the June 14, 2016 Village of Chase Regular Council meeting agenda be adopted as presented."

Oath of Office for Interim Corporate Officer - Chief Administrative Officer to administer

3. ADOPTION OF MINUTES

Resolutions:

3.1 **"That the minutes of the May 16, 2016 Special Meeting of Council be adopted as presented."** Page 1

3.2 **"That the minutes of the May 24, 2016 Special Meeting of Council be adopted as presented."** Page 2

3.3 **"That the minutes of the May 24, 2016 Regular Meeting of Council be adopted as presented."** Pages 3-8

3.4 **"That the minutes of the June 1, 2016 Special Meeting of Council be adopted as presented."** Pages 9-10

4. PUBLIC INPUT ON CURRENT AGENDA ITEMS

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

5. DELEGATIONS

5.1 Chase Excellence Royalty Oath of Office

Mayor to administer Oath of Office to participants

Page 11

6. REPORTS

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

7. UNFINISHED BUSINESS

7.1 Traffic Calming Measures - Pine Street
Report from the Chief Administrative Officer

Pages 12-14

7.2 Chase & District Museum & Archives – Request for Grant in Aid

Page 15

At the May 24, 2016 Regular Meeting, Council received a letter requesting assistance in funding shortfall for summer student wages. The request was somewhat confusing and referred back to staff for clarification. Attached is a letter dated June 9, 2016 requesting funding in the amount of \$1,500.

The 2016 Grants in Aid Budget is \$20,000 with \$5,800 expended to date.

8. NEW BUSINESS

8.1 Sexqéltkemoc te Secwepemc – Invitation to Attend Their Upcoming Meeting

The Sexqéltkemoc te Secwepemc group consists of five Secwepemc Indian Bands; Adams Lake, Neskonlith, Little Shuswap Lake, Splatina and Shuswap. The group is formerly known as the "Lakes Division". This group meets regularly to discuss matters of common interest.

Village of Chase Mayor, Council's First Nations Liaison and the CAO have been invited to address the group at its meeting on June 30, 2016 at 1:00 p.m. as a way of introduction and to share with the group what initiatives, projects and other activities the Village of Chase is pursuing. The Sexqéltkemoc te Secwepemc group hopes to engage with all communities in the region as a way of moving forward together for the betterment of everyone.

Costs associated with attendance for Council members require a Council resolution.

8.2 Canoe Trip from Quaaout Lodge to Music on the Lake Event

Councillor Lepsoe to introduce item

8.3 Quarterly Financial Report to March 31, 2016

Pages 16-25

Report from the Director of Finance

8.4 Metered Water and Sewer Rates – Implementation

Pages 26-36

Report from the Director of Finance
Bylaw 820-2016 for first three readings

8.5 Amend Remuneration of Fire Department Officers and Firefighters

Pages 37-38

Bylaw 821-2016 for first three readings

8.6 Rezoning Application – 141 Shuswap Avenue

Pages 39-47

Report from the Chief Administrative Officer
Bylaw 822-2016 for first two readings

8.7 Signage for "Clean Drain Dry" Program at Boat Launches

Pages 48-51

Report from Supervisor of Works

8.8 Gold Classic Dancers – Request for Reduced Rates

Pages 52-53

Letter dated May 31, 2016 re Request to reduce the rent for use of the Community Hall for round dances. The group normally books the Hall 2-3 times per month for 2 hours per event. On March 1, 2016 the rates for non-profit groups were increased from \$12 per hour to \$20 per hour and groups were charged an additional hour for set up at the beginning and take down at the end of each event.

8.9 Councillor Sav Dhaliwal, Chair of Union of BC Municipalities Nominating Committee

Pages 54-64

Letter dated June 3, 2016 re Call for nominations for UBCM Executive
Deadline for receipt of nominations is Friday, July 29, 2016

8.10 Hon. Peter Fassbender, Minister of Community, Sport and Cultural Development and Minister Responsible for TransLink

Page 65

Letter dated June 8, 2016 regarding Process for requesting a meeting with the Minister during UBCM Convention – Deadline to request meeting is August 12, 2016

9. RELEASE OF IN CAMERA ITEMS

10. IN CAMERA

Resolution:

“That Council recess to an In Camera meeting pursuant to Section 90 (1) of the Community Charter, paragraph (c) regarding labour relations or other employee relations.”

11. ADJOURNMENT

Resolution:

“That the June 14, 2016 Village of Chase Regular Council meeting be adjourned.”



Minutes of a Special Meeting of Council of the Village of Chase
held in the Council Chamber of the Village Office at 826 Okanagan Avenue
on Monday, May 16, 2016 at 1:00 p.m.

PRESENT:

Mayor Rick Berrigan
Councilor Nancy Egely
Councilor David Lepsoe
Councilor Ali Maki
Councilor Steven Scott

FINAL

Also in Attendance: Joni Heinrich, Chief Administrative Officer

1. **CALL TO ORDER**

Mayor Berrigan called the meeting to order at 1:00 p.m.

2. **ADOPTION OF THE AGENDA**

Moved by Councilor

Seconded by Councilor

"That the May 16, 2016 Village of Chase Special Council Agenda be adopted."

CARRIED

#2016/05/16_SP001

3. **ADOPTION OF MINUTES**

None

4. **IN CAMERA**

Moved by Councilor

Seconded by Councilor

"That Council recess to an In Camera meeting pursuant to Section 90(1) of the Community Charter, paragraph (c) labour relations or other employee relations."

CARRIED

#2016/05/16_SP002

5. **ADJOURNMENT**

Moved by Councilor

Seconded by Councilor

"That the May 16, 2016 Village of Chase Special Council meeting be adjourned."

CARRIED

#2016/05/16_SP003

Mayor Berrigan adjourned the meeting at 1:01 p.m.

R. Berrigan, Mayor

J. Heinrich, CAO



Minutes of the Special Meeting of Council of the Village of Chase
held in the Council Chamber of the Village Office at 826 Okanagan Avenue
on Wednesday, May 24, 2016 at 3:15 a.m.

PRESENT:

Mayor Rick Berrigan
Councilor Nancy Egely
Councilor David Lepsoe
Councilor Ali Maki
Councilor Steven Scott

FINAL

Also in Attendance: Joni Heinrich, Chief Administrative Officer

1. CALL TO ORDER

Mayor Berrigan called the meeting to order at 3:15 p.m.

2. ADOPTION OF THE AGENDA

Moved by Councilor Scott

Seconded by Councilor Maki

"That the May 24, 2016 Village of Chase Special Council Agenda be adopted as presented."

CARRIED

#2016/05/24_SP001

3. ADOPTION OF MINUTES

None

4. IN CAMERA

Moved by Councilor Maki

Seconded by Councilor Egely

"That Council recess to an In Camera meeting pursuant to Section 90(1) of the Community Charter, paragraph (c) labour relations or other employee relations and (e) regarding the acquisition, disposition or expropriation of land or improvements."

CARRIED

#2016/05/24_SP002

5. ADJOURNMENT

Moved by Councilor Scott

Seconded by Councilor Maki

"That the May 24, 2016 Village of Chase Special Council meeting be adjourned."

CARRIED

#2016/05/24_SP003

The meeting was concluded at 3:40 p.m.

R. Berrigan, Mayor

J. Heinrich, CAO



Minutes of the Regular Meeting of Council of the Village of Chase
held in the Council Chamber of the Village Office at 826 Okanagan Avenue
on Tuesday, May 24, 2016 at 4:00 p.m.

PRESENT:

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

Also in Attendance:

Joni Heinrich, Chief Administrative Officer
Leif Pederson, Director of Financial Services
Seu Beppe, Recording Secretary

Public Gallery: 12
Press: 1

1. CALL TO ORDER

Mayor Berrigan called the meeting to order at 4:00 p.m.

2. ADOPTION OF THE AGENDA

Moved by Councillor Scott

Seconded by Councillor Maki

"That the May 24, 2016 Village of Chase Regular Council Agenda be adopted as amended by adding 8.10 Amendment to Purchasing Policy and 8.11 Amendments to Lions RV Park Lease."

CARRIED

#2016/05/24_001

3. ADOPTION OF THE MINUTES

Moved by Councillor Maki

Seconded by Councillor Egely

"That the minutes of the May 10, 2016 Regular meeting of Council be adopted with the correction of Jack Esslinger's last name on page 2."

CARRIED

#2016/05/24_002

4. DELEGATIONS

Order of delegations was changed due to late arrival of first delegate.

4.2 Brian Knipstrom, President, Shuswap Lake Security Services

Mr. Knipstrom referred to the handouts he had provided to Council members:

- This is the third year of operation in the local regiona
- Currently four businesses in Chase are provided security patrols by his company
- His company would like to expand its services to the whole of Chase
- His guards are certified through the Ministry of Justice
- He could provide evening patrols four nights a week including some weekdays and weekends
- By having a marked presence it would reduce crime in Chase
- Working alongside COP would provide for lots of coverage
- Costs would be \$7380 for 2 patrols a week for 7 months, \$2000 a month for four patrols a week or \$1000 a month for two patrols a week

Mayor Berrigan thanked Mr. Knipstrom for his presentation.

4.1 Ron Betts – Tree Top Flyers

Mr. Betts explained:

- This year was the earliest opening with 100 guests over the May long weekend – many of these folks were tourists who stayed in local accommodation facilities
- A 'King Swing' similar to the Drop Zone at the PNE is being added to the Zip Line lease area which will attract more visitors to Chase
- They are currently working on signage improvements and would like to work on improving the area at the foot of the canyon to encourage picnic use

Mayor Berrigan thanked Mr. Betts for his presentation.

4.3 Rosemary Derksen – Resident of Pine Street

Ms. Derksen referred to the proposed installation of stop signs at 5th Avenue and Pine Street:

- It appears that speeding has reduced since more speed signs were installed
- Concerned for the placement of stop signs at the 5th Avenue intersection due to safety and personal property enjoyment
- Is asking that Council consider not placing stop signs at 5th Avenue and Pine and that Council consider other options

Council discussion:

- A painted traffic circle could be effective in reducing speeds
- Stop signs will not be effective

Mayor Berrigan thanked Ms. Derksen.

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

Lynn Moyer of 406 Pine Street stated that the current speed signs have not had an impact on slowing traffic. She added that because of the rules of the Community Charter Council cannot reconsider the resolution that is currently on the books.

Ellen Blackburn of 435 Pine Street noted that traffic has slowed down and suggested the installation of a flashing amber light (solar) at the Pine Street end of bridge and a painted cross walk.

Samantha McMullen of 426 Pine Street suggested more RCMP radar checkpoints should be instituted.

Bev Iglesias of 621 Third Avenue questioned whether Tree Top Flyers pays for use of the washrooms at the Arena.

Administration referred Ms. Iglesias to the Recreation Center Society for an answer to her question as the lease arrangement is between the Recreation Center Society and the Tree Top Flyers.

6. REPORTS

a) Mayor and Council Reports

Mayor Berrigan

- May 11 - Emergency protective services (TNRD) meeting
- May 12 - TNRD
- May 24 – Met with Mel Arnold MP regarding policing concerns and possible additions

Councillor Egely

- May 10 – COP meeting
- May 12 – Room A – Community Hall – Volunteered collecting donations with Councillor Maki from 12:00 – 5:00 for Fort McMurray evacuees.
- May 14 – attended as liaison at Museum AGM
- May 16 – In-camera meeting at Village of Chase
- May 24 – Special In-Camera, prior to regular meeting

Councillor Lepsoe

- May 12 – Music on the Lake meeting
- May 13 – Pictograph meeting at LSLIB offices
- May 14 – Museum AGM
- May 19 – Met with new manager of Quaaout Lodge. He has filed and expression of interest to represent the Lodge on the Shuswap Tourism Committee
- May 24 – Took Shuswap Tourism magazine around town to make people more aware of the opportunities available through the Shuswap

Councillor Maki

- May 12 – Volunteered collecting donations for Ft McMurray Relief Fund at the Community Hall
- May 12 – Chaired MOTL Committee meeting
- May 16 – Attended In-camera meeting of Council
- May 24 – Attended Special In-camera meeting of Council

Councillor Scott

- May 16 – Special In-camera meeting of Council
- May 24 – Special In-camera meeting before regular meeting

Moved by Councillor Scott

Seconded by Councillor Maki

“That the reports by Mayor and Council of the Village of Chase be received for information.”

CARRIED

#2016/05/24_003

7. UNFINISHED BUSINESS

7.1 Chase Citizens of Patrol – Thank You for Table at Trade Show

Moved by Councillor Egely

Seconded by Maki

“That the letter dated May 9, 2016 from the Chairperson of COP be received as information.”

CARRIED

#2016/05/24_004

8. NEW BUSINESS

8.1 Big Horn Sheep – Safety on Trans-Canada Highway

Moved by Mayor Berrigan

Seconded by Councillor Scott

That the letter from Mr. McLaren be received as information; AND

That the Village of Chase Council advocate for the safety of the mountain sheep and vehicles along the Trans Canada Highway along the eastern border of Chase by raising the matter with MLA and Minister of Highways Todd Stone.”

**CARRIED
#2016/05/24_005**

8.2 Auditor General for Local Government – Drinking Water Auditees

Moved by Councillor Scott

Seconded by Councillor Maki

“That the May 16, 2016 News Release from the AGLG regarding Drinking Water Auditees be received as information.”

**CARRIED
#2016/05/24_006**

8.3 Council Member Discretionary Grants-In-Aid – Proposal to Reinstate

Moved by Councillor Lepsoe

Seconded by Councillor Maki

“That Council Members’ Discretionary Grants-In-Aid of \$500 per Council member be immediately reinstated; AND

That the funds be allocated from the existing grant-in-aid budget.”

**CARRIED
#2016/05/24_007**

8.4 Handicapped Parking Space for Community Hall

Moved by Councillor Egely

Seconded by Councillor Maki

“That Public Works install handicapped signage and a handicapped parking space at the Community Hall on Willson Street.”

**CARRIED
#2016/05/24_008**

8.5 Sun Valley Housing Society – Thank You for Dust Control

Moved by Councillor Scott

Seconded by Councillor Egely

“That the letter dated May 10, 2016 from the President of the Sun Valley Housing Society thanking the Village for Dust Control on the Arena parking lot be received for information.”

**CARRIED
#2016/05/24_009**

8.6 Access to Labour: Community Solutions – Workshop May 25, 2016

Moved by Mayor Berrigan

Seconded by Councillor Scott

“That Council authorize the costs for attendance by members of Council at the Access to Labour: Community Solutions Workshop be paid for by the Village of Chase.”

**CARRIED
#2016/05/24_010**

Moved by Councillor Maki

Seconded by Councillor Egely

“That the CAO be authorized to attend the Access to Labour: Community Solutions Workshop and that costs associated be paid for by the Village of Chase.”

**CARRIED
#2016/05/24_011**

8.7 Chase Citizens on Patrol – Request for Waiver of Rental Fees

Moved by Mayor Berrigan

Seconded by Councillor Scott

“That Council grant a full waiver of the rental costs for the COP 2016 coffee house events that have already taken place at the Community Hall.”

**CARRIED
#2016/05/24_012**

8.8 Chase & District Museum & Archives – Request for Grant-in-Aid

Moved by Councillor Egely

Seconded by Councillor Maki

“That the letter requesting funding for summer student wages for the Museum be referred back to Administration for clarification.”

**CARRIED
#2016/05/24_013**

8.9 Provincial River Outlook as of May 19, 2016

Moved by Councillor Egely

Seconded by Councillor Maki

That the report from the River Forecast Centre be received as information.

**CARRIED
#2016/05/24_014**

8.10 Purchasing Policy Amendment

Moved by Councillor Egely

Seconded by Councillor Scott

“That the amendments to the purchasing policy to reduce spending limits of Administration and to include language that will ensure local trades are provided opportunities to quote on work being contracted by the Village of Chase be approved.”

**CARRIED
#2016/05/24_015**

8.11 Lions RV Park Lease

Moved by Councillor Make

Seconded by Councillor Egely

"That the proposed amendments to the Lions RV Park Lease that change the lease area to exclude the public walking paths, remove the requirement for an annual contribution to a Village amenity, include a request for the Lions to seriously consider any funding requests from the Village for Special Events and other initiatives and the removal of the requirement for the Village to level the camping area and provide grass seed be approved."

CARRIED

#2016/05/24_016

9. OPPORTUNITY FOR THE PUBLIC TO DISCUSS MUNICIPAL MATTERS

Lynn Moyer of 406 Pine Street asked when the stop signs for 5th Avenue and Pine Street will be installed.

Mayor Berrigan indicated that as this was Council's most recent resolution public works will install the signs as their work schedule permits.

10. RELEASE OF PREVIOUS IN CAMERA ITEMS

None.

11. IN CAMERA

Moved by Councillor Scott

Seconded by Councillor Egely

"That council recess to an In Camera meeting pursuant to Section 90 (2) of the Community Charter, paragraph (b) regarding the consideration of matters between the municipality and senior levels of government."

CARRIED

#2016/05/24_017

12. ADJOURNMENT

Moved by Councillor Maki

Seconded by Councillor Egely

"That the May 24, 2016 Village of Chase Regular Meeting be adjourned."

CARRIED

#2016/05/24_018

The meeting concluded at 6:35 p.m.

R. Berrigan, Mayor

J. Heinrich, CAO



Minutes of a Special Meeting of Council of the Village of Chase
held in the Council Chamber of the Village Office at 826 Okanagan Avenue
on Tuesday, June 1, 2016 at 4:00 p.m.

PRESENT:

Mayor Rick Berrigan
Councilor Nancy Egely
Councilor Ali Maki
Councilor David Lepsoe

FINAL

Regrets:

Councilor Steven Scott

In Attendance:

Joni Heinrich, Chief Administrative Officer

1. CALL TO ORDER

Mayor Berrigan called the meeting to order at 4:00 p.m.

2. ADOPTION OF THE AGENDA

Moved by Councilor Maki

Seconded by Councilor Egely

"That the June 1, 2016 Village of Chase Special Council Agenda be adopted."

CARRIED

#2016/06/01_SP001

3. NEW BUSINESS

3.1 BC Rural Dividend Program – Resolution for Funding Application

Moved by Councilor Egely

Seconded by Councilor Maki

"That the Village of Chase Council authorizes the submission of an application to the BC Rural Dividend Program for an Economic Development Asset Mapping project for Chase and the immediate trading area, and that Council support this project through its duration."

CARRIED

#2016/06/01_SP002

4. IN CAMERA MEETING

Moved by Councilor Egely

Seconded by Councilor Maki

"That Council recess to an In Camera meeting pursuant to Section 90(2) of the Community Charter, paragraph (b) regarding the consideration of information received and held in confidence relating to negotiations between the Municipality and the Provincial Government."

CARRIED

#2016/06/01_SP003

5. **ADJOURNMENT**

Moved by Councilor Egely

Seconded by Councilor Maki

"That the June 1, 2016 Village of Chase Special Council meeting be adjourned."

CARRIED

#2016/06/01_SP004

Mayor Berrigan adjourned the meeting at 4:31 p.m.

R. Berrigan, Mayor

J. Heinrich, CAO

Isabell Hadford

From: ChaseBC
Sent: Thursday, June 09, 2016 12:34 PM
To: Isabell Hadford
Subject: FW: Oath of Office

From Pam...☺

Renata Rawn
Admin Support/Client Services
Village of Chase
Box 440, 826 Okanagan Ave.
Chase, BC, V0E1M0
250.679.3238 Office
250.679.3070 Fax



From: Pam Hartley [mailto:pam_hartley@hotmail.com]
Sent: Thursday, June 09, 2016 10:30 AM
To: ChaseBC <chase@chasebc.ca>
Subject: Oath of Office

Pam Hartley has shared a OneDrive file with you. To view it, click the link below.

 [OATH OF OFFICE.doc](#)



Hi Isabell

Her is a copy of the Oath of Office that the girls sign.
The Village copies this on their Letter Head.
Girls names are
Miss Chase----- Makayla Lahuha
Chase Princess --- Bianca Dametto
Miss Congeniality ---- Ashley Nickerson

Any questions please contact myself.
See you on Tuesday June 14, 2016 at 4.00 pm.

Thanks
Pam Hartley



Village Of Chase

Administrative Report

TO: Mayor and Council

FROM: CAO

DATE: June 14, 2016

RE: Traffic Calming Measures – Pine Street

ISSUE/PURPOSE

To provide some additional options for Council to consider regarding traffic calming along Pine Street.

OPTIONS

1. **Request Administration to provide more detailed information to Council regarding traffic calming options for Pine Street for potential inclusion in the 2017 budget.**
2. **Direct Administration to install stop signs at Pine Street and 5th Avenue.**
3. **Rescind the motion to install stop signs and do nothing further regarding traffic calming on Pine Street.**

HISTORY/BACKGROUND

- October 6, 2015 Committee of the Whole – a request to Council to find a permanent solution to the traffic issues (speeding) along Pine Street was put forward
- Subsequent meetings, Council discussed installation of stop signs as a measure to reduce speeds – installation locations were discussed at various intersections along Pine Street
- The most recent resolution was to install stop signs at Pine Street and 5th Avenue
- Residents of Pine Street have spoken to individual Council members, Administration and have approached Council at recent Council meetings regarding displeasure with the various proposed locations for stop signs
- Signs have not yet been installed, additional 50km/hr signage has been installed along Pine Street which has anecdotally reduced some vehicle speeds

DISCUSSION

Some concerns still exist regarding vehicles driving above the speed limit along Pine Street. The physical nature of Pine Street lends itself to drivers having a tendency to travel faster than the posted speed limit.

Following is a list of some traffic calming measures that could be considered by Council as more permanent and acceptable by the local residents:

Traffic Calming Measure	Costs (High/Medium/Low)	Effectiveness	Other Comments
Bike Path adjacent to sidewalks	Low – Paint and a few signs	May slow traffic when cyclists are on pathway	When no cyclists on pathway, roadway appears as it currently does-may not discourage speeding by vehicle traffic
Small Painted Traffic Circle	Low – Paint and few signs	May slow traffic	Vehicles may drive over top of a painted circle – need to determine which intersection(s) would be appropriate
Actual traffic circle	High – concrete, signage, plantings	Effective – traffic circles are proven effective speed reduction measures	May not be enough space for a proper traffic circle Possibly provides challenges for snow plow equipment Need to determine which intersection
Modified traffic circle	Medium	Effective particularly if it is smaller than a normal sized circle	Provides for a small painted hump in center of roadway - slows traffic – less challenges presented for snow plowing equipment– need to determine which intersection
Diagonal vehicle parking (one side of street)	High– paint, signs and realign road center (pavement)	May slow traffic as acts as visual and physical road width restriction	Roadway too narrow for parking on both sides – realignment of road center required to ensure proper drainage of roadway
Bulbs/Chokers	Medium - concrete bulbs installed at various intervals on both sides of street adjacent to sidewalks with plantings in bulb areas	Effective – bulbs reduce the width of the roadway at various intervals and provide a physical and psychological encouragement for speed reduction	Require some ongoing maintenance – are typically appealing to local residents Include cross walks at each 'bulb/choker' area
Chicanes	Medium to High – sidewalk extensions that jog from one side of a street to the other to replicate a more circuitous (curvy) route	Effective – provide narrowing, curving roadway which encourages motorists to drive more slowly and carefully	Best used on narrow roads – prevents cars from swinging out to maintain their speed around the bends. Can be formed using parking, plantings, trees, and other stationary infrastructure Undulating path interrupts any clear view ahead and compels drivers to slow down
Widening Sidewalks or installing a strip of plantings/grass along the length of the roadway in the center	High – installation and maintenance	Effective – provides a buffer for traffic travelling both directions	Provides other areas for residents to enjoy green spaces
Movable speed bumps	Medium	Somewhat Effective	Would need a few – if movable could be removed for winter and could also be moved around to reduce complacency
Regular speed bumps	Medium	Somewhat effective	Challenge for snow removal



ATTENTION BOATERS

*Inspect for
Invasive Species*

**CLEAN,
DRAIN
& DRY
YOUR BOAT**

Thank You



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



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



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

CHECK HIDING SPOTS FOR INVASIVE SPECIES:



VILLAGE OF CHASE





ATTENTION BOATERS

*Don't Move
a Mussel!*

**CLEAN,
DRAIN
& DRY
YOUR BOAT**



Thank You



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



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



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

CHECK HIDING SPOTS FOR INVASIVE SPECIES:



VILLAGE OF CHASE





Chase & District Museum & Archives

Box 160 - 1042 Shuswap Ave, Chase, BC. V0E1M0

250-679-8847 info@chasemuseum.com

www.chasemuseum.com

June 9, 2016

Dear Village Council

We, the board of the Chase Museum are seeking funding to cover the final 4 weeks of employment for our summer student.

Every Summer the Museum employs a Curatorial Assistant. This position is funded by by Canada Summer Jobs and the position is most suitable to University students as it runs for 16 weeks from May to the end of August. Canada summer jobs has funded 10 weeks only.

We are asking for your help in funding our student for the 4 week shortfall in Katlynns case. We are fundraising the amount of \$2000. Which is the total shortfall.

We have already managed to source funding of \$500.00 and are requesting the amount of \$1500.00 from the Village of Chase.

Thank you for your consideration of this matter.

Warm regards,

Anne Lamoureux
President



Village Of Chase

Administrative Report

TO: Mayor and Council

FROM: Director Financial Services

DATE: 31 May 2016

RE: Quarterly financial report to 31 March 2016

ISSUE/PURPOSE

For council information

DISCUSSION

Tax revenues will be recorded in May 2016; therefore the quarterly report shows a significant cash deficit of \$618,363 for the current period.

With the planning work being done on the proposed subdivisions, the planning budget has already expended major funds primarily for professional services. Cemetery and wharf expenditures are high but within budget. Expenditures are not expected to continue at this level throughout the year as projects are completed. The budgets are quite small.

The general fund operations as a whole are within budget limits.

Water fund revenues are not recorded until April, but the expenditures are within budget limitations.

Waste water revenues are not recorded until April, but expenditures are within budget limitations.

Capital expenditures were not significant in the first three months as the budget had not been approved and therefore projects were not begun. The total cash deficit to date is \$618,363. This will improve when tax and utility revenues are recorded in April and May.

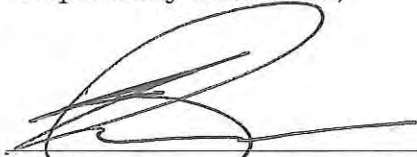
Ensuring we have funding for this seasonal situation is the purpose of our Revenue Anticipation Borrowing Bylaw each year.

The overall budget is in good condition.

RECOMMENDATION

That the Quarterly financial report be accepted as presented.

Respectfully submitted,

A stylized, handwritten signature in black ink, appearing to be 'Leif Pedersen', written over a horizontal line.

Leif Pedersen, Director Financial Services

*Reviewed by CAO
Jon H. Hennrich*

Village of Chase
Quarterly Summary Financial Report
Period ended 31 March 2016

	Annual Budget	YTD Actual	Budget Remaining	% Remaining
General Fund				
Revenues				
Taxation	1,653,300	1,270	(1,652,030)	(99.92%)
General Government	326,100	32,666	(293,434)	(89.98%)
Protective Services	35,200	8,717	(26,483)	75.24%
Solid waste Management	230,200	(380)	(230,580)	(100.17%)
Development Services	19,300	3,496	(15,804)	(81.89%)
Transportation	0	0	0	#DIV/0!
Parks, recreation and Culture	115,200	10,706	(104,494)	#DIV/0!
Property Management	7,600	1,845	(5,755)	(75.72%)
Other Services	6,800	1,635	(5,165)	(75.96%)
Total General Fund Revenues	2,393,700	59,955	(2,333,745)	(97.50%)
Expenditures				
General Government	633,000	137,695	495,305	78.25%
Protective Services	314,100	69,043	245,057	78.02%
Solid waste Management	250,500	35,672	214,828	85.76%
Development Services	143,100	42,143	100,957	70.55%
Transportation	769,700	168,342	601,358	78.13%
Parks, Recreation and Culture	722,200	138,714	583,486	4
Property Management	3,000	499	2,501	83.37%
Other Services	41,000	13,166	27,834	67.89%
Total General Fund Expenditures	2,876,600	605,274	2,271,326	78.96%
Net General Fund Operations Surplus (Deficit)	(482,900)	(545,320)	(62,420)	(12.93%)
Capital Transactions				
Amortization Offset	580,200	135,949	(444,251)	(76.57%)
Reserve transfers	230,000	0	(230,000)	(100.00%)
Debt Funding	(109,500)	(4,250)	105,250	(96.12%)
Capital expenditures	(1,032,800)	(27,951)	1,004,849	97.29%
Net General Capital Fund Surplus (Deficit)	(332,100)	103,748	435,848	131.24%
Net General Fund Surplus (Deficit)	(815,000)	(441,571)	373,429	45.82%

Village of Chase
Quarterly Summary Financial Report
Period ended 31 March 2016

	Annual Budget	YTD Actual	Budget Remaining	% Remaining
Water Services Fund				
Revenues	348,800	1,542	(347,258)	(99.56%)
Expenditures	734,700	180,743	553,957	75.40%
Net Water Services Fund Operations Surplus (Deficit)	(385,900)	(179,201)	206,699	(53.56%)
Capital Transactions				
Amortization Offset	350,700	85,566	(265,134)	(75.60%)
Reserve transfers	0	0	0	#DIV/0!
Debt Funding	(48,000)	(24,012)	23,988	(49.98%)
Capital expenditures	(34,800)	(4,249)	30,551	87.79%
Net Water Services Capital Fund Surplus (Deficit)	267,900	57,306	(210,594)	78.61%
Net Water Services Fund Surplus (Deficit)	(118,000)	(121,895)	(3,895)	(3.30%)
Waste Water Services Fund				
Revenues	1,748,500	123,479	(1,625,021)	(92.94%)
Expenditures	379,500	79,311	300,189	79.10%
Net Waste Water Services Fund Operations Surplus (Deficit)	1,369,000	44,168	(1,324,832)	96.77%
Capital Transactions				
Amortization Offset	164,600	35,941	(128,659)	(78.16%)
Reserve transfers	156,000	0	(156,000)	(100.00%)
Debt Funding	(11,500)	(11,526)	(26)	0.22%
Capital expenditures	(1,675,000)	(123,479)	1,551,521	92.63%
Net Waste Water Services Capital Fund Surplus (Deficit)	(1,365,900)	(99,064)	1,266,836	92.75%
Net Waste Water Services Fund Surplus (Deficit)	3,100	(54,896)	(57,996)	(1870.84%)
Total Village Surplus (Deficit)	(929,900)	(618,363)	311,537	33.50%
Balance of Surplus and Reserves at the end of the period				
General Government	(774,256)	(832,827)		
Water Fund	(560,372)	(564,267)		
Sewer Fund	2,093,140	2,035,144		
Total	758,512	638,049		

Village of Chase
Quarterly detailed Financial Report
Period ended 31 March 2016

	Annual Budget	YTD Actual	Budget Remaining	% Remaining
General fund				
Taxation				
Municipal	1,566,000	0	(1,566,000)	(100.00%)
Penalties and Interest	38,000	1,270	(36,730)	(96.66%)
Utilities Linear 1% Tax	38,000		(38,000)	(100.00%)
Payments in Place of Taxes	11,300		(11,300)	(100.00%)
	1,653,300	1,270	(1,652,030)	(99.92%)
Taxes Collected for others	1,816,600	0	(1,816,600)	(100.00%)
Taxes Remitted to Others	1,816,600	0	1,816,600	100.00%
Net Taxes collected for Others	0	0	0	
Net Tax Revenues	1,653,300	1,270	(1,652,030)	(99.92%)
General Government				
Grant Revenues	273,000		(273,000)	(100.00%)
Grants in Aid	26,000	7,154	18,846	72.49%
Net Grants	247,000	(7,154)	(254,154)	(102.90%)
Investment Income	9,000	4,640	(4,360)	(48.44%)
Legislative Expense	(70,100)	(15,248)	54,852	(78.25%)
Administration Revenues	44,100	28,026	(16,074)	(36.45%)
Administration Expense	536,900	115,294	421,606	78.53%
Net Administration	(492,800)	(87,268)	405,532	82.29%
Net General Government	(306,900)	(105,029)	201,871	65.78%
Protective Services				
Bylaw Enforcement Revenues	4,700	2,937	(1,763)	(37.51%)
Bylaw Enforcement Expenses	42,200	7,486	34,714	82.26%
Net Bylaw Enforcement	(37,500)	(4,549)	32,951	87.87%
Fire Protection Revenues	22,500	3,180	(19,320)	(85.87%)
Fire Protection Expenses	232,100	58,371	173,729	74.85%
Net Fire Protection	(209,600)	(55,191)	154,409	73.67%
Rescue Services Revenue	8,000	2,600	(5,400)	(67.50%)
Rescue Services Expense	24,400	2,395	22,005	90.19%
Net Rescue Services	(16,400)	205	16,605	101.25%
Emergency Preparedness Revenue	0		0	#DIV/0!
Emergency Preparedness Expense	4,000	791	3,209	80.21%
Net Emergency Preparedness	(4,000)	(791)	3,209	80.21%
Building Inspection Expense	(11,400)	0	11,400	100.00%
Net Protective Services	(278,900)	(60,326)	218,574	78.37%

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Village of Chase
Quarterly detailed Financial Report
Period ended 31 March 2016

	Annual Budget	YTD Actual	Budget Remaining	% Remaining
Solid Waste and Recycling				
Solid Waste Revenues	230,200	(380)	(230,580)	(100.17%)
Solid Waste Expenses	250,500	35,672	214,828	85.76%
Net Solid Waste and Recycling	(20,300)	(36,052)	(15,752)	77.60%
Development Services				
Planning and Subdivision Revenue	2,500	250	(2,250)	(90.00%)
Planning and Subdivision Expense	49,200	18,421	30,779	62.56%
Net Planning and Subdivision	(46,700)	(18,171)	28,529	(61.09%)
Economic Development Revenue	16,800	3,246	(13,554)	(80.68%)
Economic Development Expense	93,900	23,722	70,179	74.74%
Net Economic Development	(77,100)	(20,476)	56,625	(73.44%)
Net Development services	(123,800)	(38,647)	85,153	(68.78%)
Transportation and Transit				
Common Services Revenues	0	0	0	#DIV/0!
Common Services Expense	312,400	77,063	235,337	75.33%
Net Public works	(312,400)	(77,063)	235,337	(75.33%)
Roads Revenues	0	0	0	#DIV/0!
Roads Expenses	373,300	72,915	300,385	80.47%
Net Roads	(373,300)	(72,915)	300,385	80.47%
Street Lighting Revenues	0	0	0	#DIV/0!
Street Ligts Expense	54,200	11,914	42,286	78.02%
Net Street Lights	(54,200)	(11,914)	42,286	78.02%
Sidewalk Revenues	0	0	0	#DIV/0!
Sidewalk Expenses	2,400	984	1,416	59.00%
Net sidewalks	(2,400)	(984)	1,416	59.00%
Drainage Revenues	0	0	0	#DIV/0!
Drainage Expenses	27,400	5,466	21,934	80.05%
Net Drainage	(27,400)	(5,466)	21,934	80.05%
Net Transportation and Transit	(769,700)	(168,342)	601,358	78.13%

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Village of Chase
Quarterly detailed Financial Report
Period ended 31 March 2016

	Annual Budget	YTD Actual	Budget Remaining	% Remaining
Parks, Recreation and Culture				
Parks Revenue	49,500	0	(49,500)	(100.00%)
Parks Expenses	265,300	43,538	221,762	83.59%
Net Parks	(215,800)	(43,538)	172,262	79.83%
Recreation Program Revenues	19,200	0	(19,200)	(100.00%)
Recreation Program Expenses	36,600	63	36,537	99.83%
Net Recreation Programms	(17,400)	(63)	17,337	99.64%
Arena Revenues	30,000	8,798	(21,202)	(70.67%)
Arena Expenses	285,300	64,095	221,205	77.53%
Net Arena	(255,300)	(55,297)	200,003	78.34%
Community Hall Revenues	16,500	1,908	(14,592)	(88.44%)
Community Hall Expenses	129,300	29,419	99,881	77.25%
Net Community Hall	(112,800)	(27,511)	85,289	75.61%
Museum Revenues		0	0	#DIV/0!
Museum Expenditures	5,700	1,601	4,099	71.91%
Net Museum	(5,700)	(1,601)	4,099	71.91%
Curling Rink Revenues	450,000	0	(450,000)	(100.00%)
Curling Rink Expenses	18,000	0	18,000	100.00%
Net Museum	432,000	0	(432,000)	100.00%
Net Parks, Recreation and Culture	(175,000)	(128,008)	46,992	26.85%
Property Management				
Property Revenues	7,600	1,845	(5,755)	(75.72%)
Property Expenses	3,000	499	2,501	83.37%
Net Property Management	4,600	1,346	(3,254)	(70.74%)
Other Services				
Cemetery Revenue	6,800	1,635	(5,165)	(75.96%)
Cemetery Expense	13,100	5,068	8,032	61.31%
Net Cemetery	(6,300)	(3,433)	2,867	(45.50%)
Memorial Park Wharf Revenue	0		0	#DIV/0!
Memorial Park Wharf Expense	22,200	8,098	14,102	63.52%
Net Memorial Park	(22,200)	(8,098)	14,102	(63.52%)
Dykes Revenues	0	0	0	#DIV/0!
Dykes Expenses	5,700	0	5,700	100.00%
Net Dykes	(5,700)	0	5,700	(100.00%)
Net Other Services	(34,200)	(11,531)	22,669	(66.28%)
Net General Fund Operating	(50,900)	(545,320)	(494,420)	971.35%

Village of Chase
Quarterly detailed Financial Report
Period ended 31 March 2016

	Annual Budget	YTD Actual	Budget Remaining	% Remaining
Non Operating				
Amortization Offset	580,200	135,949	(444,251)	(76.57%)
Reserve Transfers				
From Reserves	255,000		(255,000)	(100.00%)
To Reserves	25,000		(25,000)	(100.00%)
Total Reserve Transfers	230,000	0	(230,000)	(100.00%)
Debt				
Debt Received			0	#DIV/0!
Debt Paid	109,500	4,250	105,250	96.12%
Net Debt	(109,500)	(4,250)	105,250	(96.12%)
Capital Expenditures				
General Government	25,000		25,000	100.00%
Fire Service	74,500	440	74,060	99.41%
Bylaw Enforcement	5,500		5,500	
Community Development			0	#DIV/0!
Solid Waste	208,800		208,800	100.00%
Roads	50,000	13,300	36,700	73.40%
Parks	49,000		49,000	100.00%
Community Hall	40,000	5,413	34,587	86.47%
Arena	30,000	8,798	21,202	70.67%
Curling Rink	550,000	0	550,000	100.00%
Wharf			0	#DIV/0!
	(1,032,800)	(27,951)	1,004,849	(97.29%)
Net General Capital fund	(332,100)	103,748	435,848	(131.24%)
Net General Cash Surplus (Deficit)	(383,000)	(441,571)	(58,571)	15.29%
Balance of General Cash Surplus (Deficit)- beginning	(391,256)	(391,256)		
Balance of General Cash Surplus (Deficit) - Ending	(774,256)	(832,827)		

Village of Chase
Quarterly detailed Financial Report
Period ended 31 March 2016

	Annual Budget	YTD Actual	Budget Remaining	% Remaining
Water Utility				
Administration Revenues	341,000	0	(341,000)	(100.00%)
Administration Expenses	88,000	10,570	77,430	87.99%
Net Water Administration	253,000	(10,570)	(263,570)	(104.18%)
Distribution Revenues	3,000	0	(3,000)	(100.00%)
Distribution Expenses	149,200	32,773	116,427	78.03%
Net Distribution	(146,200)	(32,773)	113,427	77.58%
Treatment Revenues	4,800	1,542	(3,258)	(67.88%)
Treatment Expenses	497,500	137,401	360,099	72.38%
Net Treatment	(492,700)	(135,859)	356,841	(72.43%)
Net Water Utility Operating	(385,900)	(179,201)	206,699	(53.56%)
Non Operating				
Amortization Offset	350,700	85,566	(265,134)	
Reserve Transfers				
From Reserves			0	#DIV/0!
To Reserves			0	#DIV/0!
Total Reserve Transfers	0	0	0	#DIV/0!
Debt				
Debt Received		0	0	#DIV/0!
Debt Paid	48,000	24,012	23,988	49.98%
Net Debt	(48,000)	(24,012)	23,988	(49.98%)
Capital Expenditures				
Distribution		0	0	#DIV/0!
Treatment	34,800	4,249	30,551	87.79%
	(34,800)	(4,249)	30,551	(87.79%)
Net Water Capital fund	267,900	57,306	(210,594)	(78.61%)
Net Water Cash Surplus(Deficit)	(118,000)	(121,895)	(3,895)	3.30%
Balance of Water Cash surplus (Deficit)- beginning	(442,372)	(442,372)		
Balance of Water Cash Surplus (Deficit)-End	(560,372)	(564,267)		

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Village of Chase
Quarterly detailed Financial Report
Period ended 31 March 2016

	Annual Budget	YTD Actual	Budget Remaining	% Remaining
Waste Water Utility				
Administration Revenues	427,000	0	(427,000)	(100.00%)
Administration Expenses	46,900	9,174	37,726	80.44%
Net Administration	380,100	(9,174)	(389,274)	(102.41%)
Collection Revenues	1,500	0	(1,500)	(100.00%)
Collection Expenses	85,100	20,295	64,805	76.15%
Net Collection	(83,600)	(20,295)	63,305	(75.72%)
Treatment Revenues	1,320,000	123,479	(1,196,521)	(90.65%)
Treatment Expenses	247,500	49,842	197,658	79.86%
Net treatment	1,072,500	73,637	(998,863)	(93.13%)
Net Wastewater Utility Operating	1,369,000	44,168	(1,324,832)	(96.77%)
Non Operating				
Amortization Offset	164,600	35,941	(128,659)	(78.16%)
Reserve Transfers				
From Reserves	156,000	0	(156,000)	(100.00%)
To Reserves			0	#DIV/0!
Total Reserve Transfers	156,000	0	(156,000)	(100.00%)
Debt				
Debt Received		0	0	#DIV/0!
Debt Paid	11,500	11,526	(26)	(0.22%)
Net Debt	(11,500)	(11,526)	(26)	0.22%
Capital Expenditures				
Collection	15,000	0	15,000	100.00%
Treatment	1,660,000	123,479	1,536,521	92.56%
	(1,675,000)	(123,479)	1,551,521	92.63%
Net Wastewater Capital Surplus (Deficit)	(1,365,900)	(99,064)	1,266,836	92.75%
Net Wastewater Cash Surplus (Deficit)	3,100	(54,896)	(57,996)	(1870.84%)
Balance of Wastewater Cash Surplus (Deficit) - beginning	2,090,040	2,090,040		
Balance of Wastewater Cash Surplus (Deficit) - end	2,093,140	2,035,144		
Total to date Village Cash Surplus	(497,900)	(618,363)		
Total Accumulated Village Cash Surplus	758,512	638,049		

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Village of Chase

Administrative Report

TO: Mayor and Council

FROM: Director Financial Services

DATE: 14 June 2016

RE: Metered Water and Sewer Rates - Implementation

ISSUE/PURPOSE

To provide for a fees and charges bylaw to incorporate new metered rates for water and sewer services and to provide for a minimal increase in solid waste collection fees.

DISCUSSION

Basing the development of water and sewer utility charges from Council guidelines, it is estimated that 50% of the gross revenues will be generated by consumption fees and 50% from flat rate portions of the billings.

The rates and charges bylaw amendment will establish a quarterly billing procedure with invoices to be issued for the period ending January, April, July and October of each year. The meter readings are completed in the middle of each month, therefore the bills can be prepared and mailed before the end of the month, but no later than the meter reading for the following month.

Solid Waste Collection

The current annual rate for once a week solid waste collection is \$157.50/240L container and \$236.25/360L container. Container lease is \$12.75 and \$18.75 respectively. A small increase of 2% is recommended for these charges.

Water Treatment and Distribution

The current base rate for water is \$183 per single family unit with multiple specialized rates for various types of users.

The base of the new rate system for collecting water charges is the single family unit for residential properties paying a base fixed rate charge of \$119 per year, with multiple residential properties paying a reduced rate (from previous) of \$89 for each residential unit.

Non-residential properties will pay a fixed rate charge based upon the relative meter sizes, with the 5/8 inch meter equal to a single family unit. Multiple unit properties will also benefit from a reduced rate similar to residential properties.

At this time, all water consumption will be charged a single rate of \$0.435 per m³.

Waste Water Collection and Treatment

The current base rate is \$151.50 per single family unit with multiple specialized rates for various types of uses.

The new rates for single family units will be \$154 with multiple residential properties paying a reduced rate for each individual unit of \$116. Non-residential properties will pay a fixed rate charge based upon the relative sizes of meters with 5/8 inch meter equal to a single family unit. Multiple unit properties will also benefit from a reduced rate similar to residential properties.

All sewer consumption will be charged a single rate of \$0.765 per m³. Consumption for the months of November through April will be based upon actual water consumption, and the consumption from May to October will be based upon the lower of individual measured winter water consumption or actual.

FINANCIAL IMPLICATIONS

The proposed rates are designed to yield the budgeted 2016 revenues for utilities. There is a necessary one time flat rate fee being charged for water and sewer based upon recovery of the \$28,000 water frontage and \$73,00 sewer frontage taxes for the 1/3 billing in April 2016 which did not include any charges to offset the elimination of the frontage tax. The metered rates that will be coming on stream will include the frontage taxes within the base rates, making them more equitable for all users.

Metered rates mean that the system is paid for by the users of the system in a more equitable way.

For the purposes of equity for multiple use owners, we have utilized a 25% discount as an allowance towards maintaining a private distribution system within the organization that is funded by them.

RECOMMENDATION

That Council give first, second and third readings to Village of Chase Bylaw No. 820-2016 which will:

- **Increase solid waste rates by 2%**
- **Provide for a flat rate for water treatment and distribution fee and a volume based consumption rate**
- **Provide for a flat rate for waste water collection and treatment and a volume based consumption rate based on water usage in the winter months**
- **Maintain other fees and charges as current levels**

Respectfully submitted,

Leif Pedersen, Director Financial Services

Approved for Council Agenda

Joni Heinrich, CAO

VILLAGE OF CHASE
Bylaw No. 820 - 2016

A Bylaw to Establish Specified Fees and Charges in relation to Municipal Services

WHEREAS the *Community Charter*, Chapter 26, S.B.C. 2003, and amendments thereto, empowers the Council to impose fees and charges in respect of all or part of a service of the municipality;

AND WHEREAS the Municipal Council of the Village of Chase deems it necessary to provide for the imposition of such fees and charges;

NOW THEREFORE, the Municipal Council of the Village of Chase in open meeting assembled, **ENACTS AS FOLLOWS**:

1. TITLE

This bylaw may be cited as "Village of Chase Fees and Charges Bylaw No. 820 - 2016".

2. FEES

Various fees and charges for the Village of Chase are established as set out in the following schedules, attached hereto and forming part of this Bylaw:

Schedule "A" – Administration and Office Fees;

Schedule "B" – Water, Sewer, Garbage Utilities Billing Cycle and Penalties;

Schedule "C" – Water and Sewer Utility Service Calls;

Schedule "D" – Water Service Rates;

Schedule "E" – Sewer Service Rates;

Schedule "F" – Solid Waste Service Rates;

Schedule "G" – Business License Rates.

3. REPEAL

"Village of Chase Fees and Charges Bylaw No. 808-2015" and any amendments thereto are hereby repealed in its entirety.

4. SEVERANCE

If any portion of this bylaw is declared ultra vires by a Court of competent jurisdiction or found to be illegal or unenforceable, that part or section shall be considered to be separate and severable from the bylaw to the intent that the remainder of the bylaw shall continue in full force and effect and shall be enforceable to the fullest extent permitted by law.

READ A FIRST TIME THIS DAY OF , 2016

READ A SECOND TIME THIS DAY OF , 2016

READ A THIRD TIME THIS DAY OF , 2016

ADOPTED THIS DAY OF , 2016

Rick Berrigan, Mayor

Joni Heinrich, CAO

**Schedule "A" to
Village of Chase Fees and Charges Bylaw No. 820 - 2016**

ADMINISTRATION AND OFFICE FEES

The following fees are hereby fixed: (GST and HST to be charged in addition to fees in accordance with Federal and Provincial regulations)

- a. Photocopies (colour copies are double the price, high visibility paper- add 10¢)
 - i. 8½ x 11 **\$0.50 per page**
 - ii. 8½ x 14 **\$0.50 per page**
 - iii. 11 x 17 **\$1.00 per page**
 - iv. Photocopy of Legal Plan **\$5.00 (plus copy charge)**

- b. Facsimile
 - i. First 5 Pages **\$5.00 (flat fee)**
 - ii. More than 5 Pages **\$10.00 (flat fee)**

- c. Computer Documents (per Document)
 - i. Tax Certificate (per parcel) **\$30.00 (includes fax fee)**
 - ii. Utility Invoice (per parcel) **\$5.00**
 - iii. Accounts Receivable Invoice **\$5.00**
 - iv. List of Business Licenses **\$30.00**

- d. Other Fees
 - i. Returned cheques **\$25.00**
 - ii. Commissioner for Taking Affidavits service **\$15.00/signature**
 - iii. Letter regarding status of property (i.e. compliance with Village Bylaws) **\$30.00**
 - iv. Provision of Current Gross Tax amount for other than the property owner **\$10.00**
 - v. Custom Research/Specific Request - hourly rate plus copy charges
 - vi. Maps - hourly rate plus copy charges
 - vii. Bound reports, studies and plans - hourly rate plus copy charges

**Schedule "B" to
Village of Chase Fees and Charges Bylaw No. 820 - 2016**

UTILITIES BILLING CYCLE AND PENALTIES

- (a) The utility billing will be accomplished in 4 billing periods identified as follows:
 - 1 February to 30 April
 - 1 May to 31 July
 - 1 August to 31 October
 - 1 November to 31 January
- (b) Payments are applied to the oldest balance first, then to current charges.
- (c) All water, sewer and garbage charges left unpaid on the second business day after January 1 in each year shall be transferred to property taxes and shall bear interest beginning the second business day after January 1 until paid in full at the rate established by the Provincial Government for arrears and delinquent taxes.

**Schedule "C" to
Village of Chase Fees and Charges Bylaw No. 820 - 2016**

WATER AND SEWER UTILITY SERVICE CALLS

For the purpose of this section of the Rate Schedule, normal business hours shall be those hours established by resolution of council from time to time Monday through Friday except statutory holidays.

- | | | |
|-----|---|------------------------|
| (a) | Requested Service Call during normal business hours | \$41.00/hr |
| (b) | Requested Service Call other than normal business hours | \$125.00/hr |
| (c) | Meter test | \$150.00 |
| (d) | Water service turn-on or turn-off | \$50.00 per occurrence |

**Schedule "C" to
Village of Chase Fees and Charges Bylaw No. 820 - 2016**

WATER SERVICE RATES

Residential Charges

Annual water rates are based upon the single family residential unit for fixed rate charges. Residential Properties with multiple residential units such as apartments, strata, mobile home parks, etc. are based upon a reduced fixed rate charged for each residential unit upon the property. Fixed rate charges are applied for each unit whether occupied or not occupied.

Fixed Rate charge per single family residential unit	\$119.00
Fixed Rate Charge per Multiple single family residential unit	\$ 89.00

Non Residential Charges

Annual water rates are based upon the size of the meter to service the establishment. The 5/8 inch water line is equivalent to the single family fixed rate with other meter sizes determined by the relative capacity to supply water. Multiple occupancy properties will be charged the single family multiple unit rate for each additional business or occupancy upon the premises.

<u>Meter Size</u>	
5/8 (0.625) inch	\$119.00
3/4 (0.750) inch	\$171.40
1.00 inch	\$304.60
1.50 inch	\$685.40
2.00 inch	\$1,198.00

Water Consumption Rate

(All water consumed will be charged the same rate)

Water Consumption per cubic meter	\$0.435
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One Time fixed charge to recover January to April 2016 Parcel tax

One time fixed charge per Single family Unit	\$19.50
One time fixed charge per Multiple single family unit	\$14.50
One time fixed charge for Non Residential	
5/8 (0.625) inch	\$19.50
3/4 (0.750) inch	\$28.00
1.00 inch	\$50.00
1.50 inch	\$112.00
2.00 inch	\$199.00

**Schedule "E" to
Village of Chase Fees and Charges Bylaw No. 820 - 2016**

SEWER SERVICE RATES

Residential Charges

Annual sewer rates are based upon the single family residential unit for fixed rate charges. Residential Properties with multiple residential units such as apartments, strata, mobile home parks, etc. are based upon a reduced fixed rate charged for each residential unit upon the property. Fixed rate charges are applied for each unit whether occupied or not occupied.

Fixed Rate charge per single family residential unit	\$154.00
Fixed Rate Charge per Multiple single family residential unit	\$116.00

Non Residential Charges

Annual sewer rates are based upon the size of the meter to service the establishment. The 5/8 inch water line is equivalent to the single family fixed rate with other meter sizes determined by the relative capacity to supply water. Multiple occupancy properties will be charged the single family multiple unit rate for each additional business or occupancy upon the premises.

<u>Meter Size</u>	
5/8 (0.625) inch	\$154.00
3/4 (0.750) inch	\$221.00
1.00 inch	\$393.00
1.50 inch	\$884.00
2.00 inch	\$1,572.00

Sewer Consumption Rate

All sewer consumption is based upon water consumption. For the period November to April actual water consumption will be utilized. For the period May to October the winter consumption will be applied to the summer months.

Sewer Consumption per cubic meter	\$0.765
-----------------------------------	---------

One Time fixed charge to recover January to April 2016 Parcel tax

One time fixed charge per Single family Unit	\$51.50
One time fixed charge per Multiple single family unit	\$38.50
One time fixed charge for Non Residential	
5/8 (0.625) inch	\$51.50
3/4 (0.750) inch	\$74.00
1.00 inch	\$132.00
1.50 inch	\$296.50
2.00 inch	\$527.00

**Schedule "F" to
Village of Chase Fees and Charges Bylaw No. 820 - 2016**

SOLID WASTE SERVICE RATES

1. Minimum annual solid waste utility charge: \$160.00
2. Annual cost for the collection and disposal of solid waste from each approved solid waste container:

	1 x / week	2 x / week
240 L	\$160.00	\$320.00
360 L	\$240.00	\$480.00
3. Annual cost to lease each solid waste container from the Village of Chase:

240 L	\$13.00
360 L	\$19.60
4. Replacement cost of Village owned solid waste or recycling container: \$79.00
5. Solid waste container exchange rate, per request: \$52.00
7. Any person may be charged retroactively for solid waste collection service.
9. Council may exempt a person from all or part of a solid waste utility charge issued hereunder if they are satisfied that:
 - a) Having considered all of the surrounding circumstances, it would be in the best interests of the Village to exempt the person; or
 - b) Having considered all of the surrounding circumstances, it would be just and fair to so exempt the person.
10. Non-receipt of a utility billing will not exempt the customer from paying for the services received.

**Schedule "G" to
Village of Chase Fees and Charges Bylaw No. 820 - 2016**

FEES PAYABLE FOR THE BUSINESS LICENSING PERIOD

Category	Description	Annual Fee	Discount Rate if paid on or before April 1st	Pro-rated Fee after July 31st (new licences only)
Home Occupation	Based in residence	\$80	\$64	\$40
Home Occupation – Mobile Operator	Operates from temporary locations	\$80	\$64	\$40
Other Business		\$125	\$100	\$62.50
Direct Sales	Soliciting	\$340	\$272	\$170
Businesses not based in Chase and not falling into any other category	n/a	\$125	\$100	\$62.50
Circus, horse show, dog show, or other itinerant show/exhibition or entertainment	n/a	Daily License Fee \$75	n/a	n/a

Transfer and Change Fees

1. To transfer a license from one location to another \$20.00
2. To change the owner and/or the name of the business on a license \$20.00

VILLAGE OF CHASE

Bylaw No. 821-2016

A Bylaw to amend Bylaw 795-2014 that Establishes and Regulates a
Volunteer Fire Department for the Village of Chase

The Council of the Village of Chase in open meeting ENACTS as follows:

1. INTRODUCTION

1.1 This bylaw may be cited as “Village of Chase Volunteer Fire Department Establishment and Regulation Bylaw No. 795, 2014, Amendment Bylaw No. 821, 2016”.

2. SCHEDULE “C” - REMUNERATION – OFFICERS AND FIREFIGHTERS

Schedule “C” to Bylaw 795-2014 is hereby deleted and replaced with the attached Schedule “C” – Remuneration – Officers and Firefighters.

READ a First time this	day of June, 2016
READ a Second time this	day of June, 2016
READ a Third time this	day of June, 2016
ADOPTED this	day of June, 2016

Rick Berrigan, Mayor

Joni Heinrich, CAO

Schedule "C" to Bylaw 821-2016
Remuneration – Officers and Firefighters

Officers*

Fire Chief	\$6,300/annum
Deputy Fire Chief	\$3,000/annum
Safety Officer	\$1,800/annum
Training Officer	\$1,000/annum
Road Rescue Training & Scheduling	\$1,000/annum
Captain	\$1,000/annum
Lieutenant	\$1,000/annum

*Any officer that takes on the responsibilities of more than one officer role will be granted 100% of the honorarium of the additional role(s).

Firefighters

Firefighter	\$14 per hour**
Maintenance Personnel (non-officer position)	\$850/annum

*Call-outs and training/practices



Village Of Chase **Administrative Report**

TO: Mayor and Council
FROM: CAO
DATE: June 14, 2016
RE: Application to Amend Zoning – 141 Shuswap Avenue

ISSUE/PURPOSE

To obtain a resolution of Council to give Zoning Amendment Bylaw No. 822-2016 first and second readings and refer the bylaw to a public hearing.

OPTIONS

1. Proceed with first and second readings and refer to public hearing.
2. Deny the request to amend the zoning bylaw.

REFERENCE

- Bylaw No. 822-2016
- Excerpt from Zoning Bylaw – C-3 Service Commercial

DISCUSSION

The property owner of 141 Shuswap Avenue has applied for a site specific zoning amendment to legalize a non-conforming single family dwelling.

The property is Zoned C-3 (Service Commercial) which provides for a multitude of uses, as is shown on the excerpt attached to this report but does not specifically allow for a single family dwelling.

Official Community Plan

The Official Community Plan Land Use Map designates the subject property as Combination Light Industrial/Service Commercial and provides guidelines under Section 3.0 entitled Commercial. Objectives under this heading include:

- To direct retail, service sector and related uses into the downtown commercial core to maintain a strong commercial focus in the downtown area
- To promote expansion of the commercial area along Shuswap Avenue secondary to the Downtown Core
- To encourage mixed commercial and residential use of buildings in areas designated for commercial use
- To permit residential uses where they currently exist. Residential use will also be permitted in combination with a commercial use in a designated commercial area

Zoning

The residence on the subject property has existed for well over 80 years, before the incorporation of the Village of Chase and the implementation of land use regulations.

Based on the contemplation of the OCP to encourage the expansion of commercial uses along Shuswap Avenue secondary to the downtown core, most properties along Shuswap Avenue were originally zoned Service Commercial when the Village's zoning regulations were first implemented. While the Village continues at this time to promote service commercial uses along Shuswap Avenue, not all properties will conform exactly to that regulation based on historical factors and market driven changes.

Administration is of the opinion that a site specific zoning change to allow for the legalization of the existing single family dwelling, and the reconstruction of such if it were destroyed, is an appropriate use of the subject property and is consistent with the Village's Official Community Plan.

POLICY IMPLICATIONS

While Zoning bylaws are put in place to regulate land use, there are variations that do arise in certain instances. Council has the authority to make amendments to its bylaws that are relevant and provide for the best use of lands within the community based on the interests of property owners as well as the community as a whole.

RECOMMENDATION

That Council gives Zoning Bylaw No. 683-2006, Amendment Bylaw No. 822-2016, first and second readings and refers the bylaw to a public hearing.

Respectfully submitted,

Joni Heinrich, CAO

C-3 SERVICE COMMERCIAL**6.50 INTENT**

The purpose of this zone is to accommodate commercial uses of a service-oriented nature which have a repair, maintenance, service or distribution component or are small-scale manufacturing uses. C-3 uses usually are developed with large outdoor areas designated for storage, handling and service of material, goods and equipment.

6.51 PERMITTED USES * SITE SPECIFIC – SEE BELOW

The following uses and no others are permitted in the C-3 zone:

- animal hospital
- auction room
- automobile repair shop, paint shop, body shop
- automobile, boat, trailer and recreation vehicle showroom and sales
- mobile home sales and storage
- restaurant
- business and professional office
- car washing establishment
- commercial nursery and greenhouse
- community care facility including daycare
- delivery and express service
- office, storage building and yard for trade contractor
- service establishment including dry-cleaning and laundry, appliance repair, locksmith, shoe repair, upholstery and similar uses
- public transportation depot
- building supply establishment
- retail sale, rental and repair of tools and small equipment
- tire shop
- retail sale of new automobile parts and accessories
- truck and truck trailer sales, rental and repair establishments
- fuel service station
- recycling depot
- motel
- fire hall and police station

- public utility
- warehouse
- accessory use
- vehicle storage yards
- welding shop
- small-scale manufacturing including but not limited to:
 - non-metallic product industries
 - clothing and garment industries
 - electrical product industries
 - leather goods industries
 - wood product industries
 - tent, awning and allied products
 - fabrication industries

*** Permitted Uses – Site Specific**

For the following site only, the permitted uses are different than those above, as described below:

- (a) For 125 Shuswap Avenue (Lot 2, DL 517, KDYD, Plan 5030) as per Bylaw 654, “machinery, farm implement and heavy equipment sale and repair” is an additional permitted use.

6.52 REGULATIONS

On a parcel located in an area zoned as C-3, no building or structure shall be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in the table below in which column I sets out the matter to be regulated and column II sets out the regulations.

Column I	Column II
Minimum setback from:	
front parcel line	3 m.
rear parcel line	3 m.
Minimum parcel area for:	
motel	1,700 m. ²
all other permitted uses	550 m. ²

Minimum parcel frontage	15 m.
Maximum building height for:	
principal building	12 m.
accessory use building	10 m.
Maximum floor area for accessory use building	10 m. ²

6.53 CONDITIONS OF USE

6.53.1 Special Provisions for Parcels Abutting a Residential Zone

Where a parcel zoned C-3 abuts a parcel in a R-1, R-1A, R-2, R-2A, R-3, R-4 or R-5 zone, the minimum setback from a side parcel line shall be 6 m.

6.53.2 Special Provisions for Fuel Service Stations

- a. Fuel service stations shall comply with the following regulations:
Screening of not less than 1 metre in height shall be provided and properly maintained along any boundary of the parcel which abuts a parcel in a R-1, R-1A, R-2, R-2A, R-3, R-4 or R-5 zone.
- b. Fuel service pumps on pump islands shall be located a minimum of 4.5 metres from any parcel line.
- c. All servicing equipment other than that normally located on a pump island shall be entirely enclosed within a building.

6.53.3 Outdoor Storage and Display Areas

- a. Outdoor storage and display areas shall be permitted in the C-3 zone in accordance with the following regulations:
- b. Outdoor storage shall not be permitted in required front yards.
- c. Any part of a parcel used or intended to be used as an outdoor storage area shall be enclosed by screening consisting of a solid 2.5 metre high fence or wall.
- d. Outdoor display of items for sale or rental shall be permitted within the required front yard.

- e. A front yard used for display of items for sale or rental shall be separated from an adjoining highway by a fully landscaped strip not less than 2 metres in width.
- f. No materials stored in a yard shall exceed the height of the surrounding fence or 2.5 metres.
- g. Outdoor storage of Recreational Vehicles shall not be permitted within 10 metres of a front parcel line.
- h. None of the permitted uses in this zone are to be interpreted to include Automobile Wrecking Yard.

VILLAGE OF CHASE
Bylaw No. 822 - 2016

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. 683-2006;

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

1. This Bylaw may be cited for all purposes as "Village of Chase Zoning Bylaw No. 683 - 2006, Amendment Bylaw No. 822 - 2016".
2. Village of Chase Zoning Bylaw No. 683-2006, is hereby amended by adding the following to Section 6.51:

"Single family residential is an additional permitted use for the property at 141 Shuswap Avenue, Plan B5021, DL 517, KDYD,"

as shown on the attached map that forms part of this bylaw.

All other provisions of Section 6.51 remain in full force and effect.

READ A FIRST TIME THIS	DAY OF	, 2016
READ A SECOND TIME THIS	DAY OF	, 2016
PUBLIC HEARING HELD THIS	DAY OF	, 2016
READ A THIRD TIME THIS	DAY OF	, 2016

Approved by the Ministry of Transportation pursuant to Section 52 (3) (a) of the
Transportation Act

Ministry of Transportation Signature

Date

ADOPTED THIS

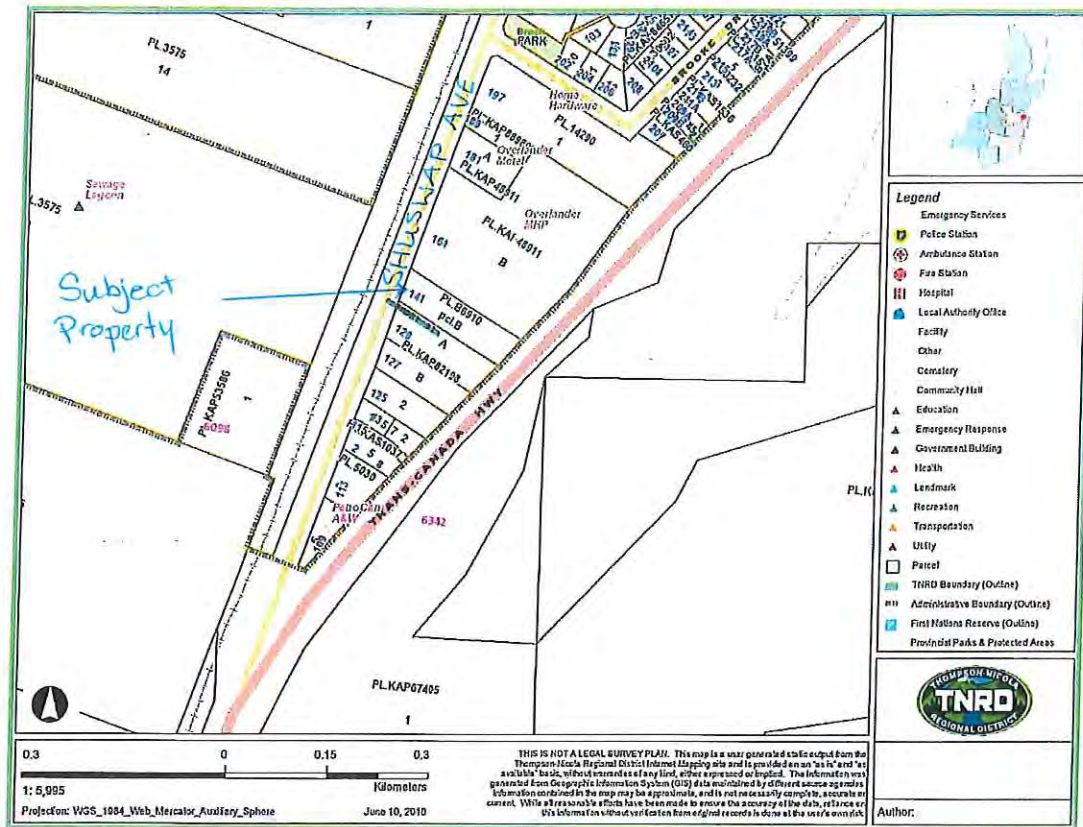
DAY OF

2016

R. Berrigan, Mayor

J. Heinrich, CAO

Schedule "A" to Bylaw No. 822-2016





Village Of Chase

Administrative Report

TO: Mayor and Council

FROM: Supervisor of Works

DATE: 9 June 2016

RE: Signage for "Clean Drain Dry" Program at Boat Launches

ISSUE/PURPOSE

To provide signage at boat launches requesting boaters to clean, drain, and dry their boats when exiting Little Shuswap Lake.

HISTORY/BACKGROUND

The Invasive Species Council of BC (ISCBC) has a program that encourages boaters to "clean drain dry" all boats and equipment to help reduce the spread of invasive plants and organisms such as Eurasian Watermilfoil and zebra mussels, to BC waters. ISCBC asks boaters and outdoor recreation enthusiasts to commit to following the Clean Drain Dry principles as soon as their boat or watercraft is removed from the water:

1. CLEAN off all plant parts, animals, and mud from boat and equipment (e.g. boots, waders. Fishing gear).
2. DRAIN onto land all items that can hold water (e.g. buckets, wells, bilge, and ballast).
3. DRY all items completely before launching into another body of water.

The ISCBC is encouraging local governments to get involved by posting signage at boat launches located within their jurisdictions.

DISCUSSION

Staff has researched the cost of putting up signs in the two boat launch areas and attached two options that are being considered.

Staff also researched the possibility of providing power washing stations in the boat launch areas, however there is not enough room for the stations at the boat launch areas and there is no water at the site.

FINANCIAL IMPLICATIONS

Prices have been obtained for 3 mil aluminum composite single sided signs in 2 sizes:

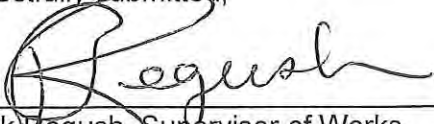
- 18" high X 24" wide are \$89.75 each (the person would need to fairly close to read this sign but it could be installed on one post)
- 24" high X 32" wide are \$119.75 each

Taxes would be extra. The total cost of the installation of two signs, including posts and cement would be approx. \$1,000.

RECOMMENDATION

That Council authorizes the installation of three 24" X 32" "Clean Drain Dry" signs at the 2 boat launches on Little Shuswap Lake, at an estimated cost of \$1,000 to be taken from the Parks, Recreation and Culture budget.

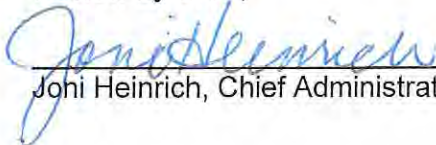
Respectfully submitted,



Patrick Regush, Supervisor of Works

Attachments: 2 proposed options for signs

Review by CAO,



Joni Heinrich, Chief Administrative Officer

PROPOSED SIGN FOR 'CLEAN DRAIN DRY' PROGRAM - OPTION 1



ATTENTION BOATERS

*Inspect for
Invasive Species*

**CLEAN,
DRAIN
& DRY
YOUR BOAT**



Thank You



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



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



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

CHECK HIDING SPOTS FOR INVASIVE SPECIES:



VILLAGE OF CHASE





ATTENTION BOATERS

*Don't Move
a Mussel!*

**CLEAN,
DRAIN
& DRY
YOUR BOAT**



Thank You



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



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



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

CHECK HIDING SPOTS FOR INVASIVE SPECIES:



VILLAGE OF CHASE



May 31, 2016

Mayor and Council
Village of Chase

My name is Norman Dobbs. I am Leader/Teacher of Gold Classic Dancers and have been renting your Community Hall since about 1999/2000.

Our dancing is called Round Dancing and we use ballroom rhythms and figures to pre-choreographed dances to special pieces of music. The figures and levels are standardized by an International Association and is danced world wide. This group have progressed to the Intermediate Level. Even though we have had new people join us over the years the numbers continue to drop. We are in our 60's 70's and 80's.

There have been studies done that have shown that dancing is very good for ones health. Some of the results; music by itself is good for ones well being; of course we are physically moving so exercise is involved; we are continually learning new figures and dances and even add another rhythm occasionally so our brains get used; and fourth one - lots of socializing is involved.

So - we need to continue dancing. I'm sure the dancers will be willing to pay more towards your new rates. But that is a huge increase. Prior to April 2016, we were paying \$24.00 for two hours of dancing. Now we are being invoiced \$60.00, plus tax in both cases, for the same amount of dance time.

As a Round Dance Club we come under the umbrella of Square Dancing and are members of the Thompson Valley Square and Round Dance Association. As such, our rent for the Chase Hall is based on the Not For Profit Users schedule.

Because we are a very small club, are there any variations you can make to these rates so it will be easier for us financially? The Chase Community Hall is a great venue. We appreciate it and do our bit to take care of it.

Thank you for the TLC (renovation) you have given it.

I look forward to your reply.

Norman Dobbs
Gold Classic Dancers

ITEM 7. VILLAGE OF CHASE
COMMUNITY HALL RENTAL APPLICATION

NOT FOR PROFIT USERS

Schedule "H" to

Village of Chase Fees and Charges Bylaw No. 817 - 2016

RENTAL FEES:

Upper Hall – Day*	125.00 (maximum 8 hours)
Upper Hall – Half Day*	82.50 (maximum 5 hours)
Upper Hall – Hourly*	20.00 per hour
Dance/Entire Hall	300.00 (from 5:00 p.m. Friday to 5:00 p.m. Sunday)
Memorial / Funeral	37.50 per event
Room A - Day	75.00 (maximum 8 hours)
Room A - Half Day	50.00 (maximum 5 hours)
Room A - Hourly	12.50 per hour
Room B - Day	60.00 (maximum 8 hours)
Room B - Half Day	42.50 (maximum 5 hours)
Room B - Hourly	10.00 per hour
Room C - Day	60.00 (maximum 8 hours)
Room C - Half Day	42.50 (maximum 5 hours)
Room C - Hourly	10.00 per hour
Kitchen (dishes only)	25.00 per event
Full Kitchen (downstairs)	40.00 per event
Table Cloths**	No Charge
Chair Linen**	No Charge
PA System	No Charge
Audio Visual Equipment	No Charge

* Includes use of bar at no additional charge

**A charge Of \$5.00 per linen / cloth will apply if they are unreasonably soiled

Events that do not have a cover charge and are for the sole benefit of residents of the community (Remembrance Day, Pancake Breakfasts, Children's Health Fair, etc) will not be required to pay to use the Hall, however, normal booking procedures will apply. These requests will be approved at the discretion of Senior Management.

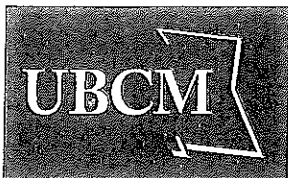
ADDITIONAL FEES:

Damage Deposit	No Charge
Key deposit	50.00 per event or 25.00 per key for long term users
Cleaning Charges	60.00 per hour plus 15% administration fee (in the event users do not clean to the standard discussed in the initial walkthrough)

CANCELLATION FEES:

More than 30 days before event	No Charge
15 – 30 days before event	No Charge
Less than 15 days before event	10% of total charge

The Chase Lions Club use of the Hall for Bingo, meetings in Room B and storage of supplies is covered under a separate agreement. Other users groups utilizing storage is also covered under a separate agreement.



June 3, 2016

TO: UBCM Members
ATTN: ELECTED OFFICIALS

FROM: Councillor Sav Dhaliwal
Chair, Nominating Committee

RE: Call for Nominations for UBCM Executive

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination. The deadline for advance nominations is **Friday July 29, 2016**.

1. Positions Open to Nomination

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C. The relevant extract from the UBCM Bylaws is attached as Appendix D.

2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government, using the attached nomination and consent form (Appendix A).

The Nominating Committee reviews the qualifications of each candidate. The members of the 2016 Nominating Committee are:

- Councillor Sav Dhaliwal, Immediate Past President, UBCM, Chair
- Councillor Laurey-Anne Roodenburg, North Central Local Government Association
- Councillor Chad Eliason, Southern Interior Local Government Association
- Mayor Deb Kozak, Association of Kootenay & Boundary Local Governments
- Councillor Corisa Bell, Lower Mainland Local Government Association
- Councillor Barbara Price, Association of Vancouver Island & Coastal Communities

4. Advance Nominations & Nominating Committee Report

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **Friday July 29, 2016**.

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate's advantage to submit an advance nomination, since the candidate's name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

5. Nominations Off the Floor

Any qualified candidate may be nominated "off the floor" at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Report on Nominations or the Convention Program for these times.

As with advance nominations, the candidate must be nominated by two elected officials from a UBCM member local government.

6. Further Information

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention > Nominations & Elections.

Inquiries about the UBCM Executive nominations process should be directed to:

Councillor Sav Dhaliwal
Chair, Nominating Committee
60-10551 Shellbridge Way
Richmond BC V6X 2W9

Chair email: sav.dhaliwal@burnaby.ca
Chair tel: 778.228.0247 (cell)
604.420.8188 (home)

UBCM Contact:

Marie Crawford
Associate Executive Director

Email: mcrawford@ubcm.ca
Tel: 604-270-8226 ext. 104

1615/60/Call for Nominations-Items/Call for Nominations

1 NOMINATIONS FOR THE 2016/2017 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Position (Mayor/Chair/Councillor/Director): _____

Local government: _____

Nominated for: _____

NOMINATED BY:

Name: _____ Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws². I will also forward by July 29, 2016 to the Chair of the Nominating Committee, the following documentation:

- Nomination & Consent Form, completed and signed;
- Portrait photograph* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG); and
- Biographical information*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

* Photo and bio will be published in the Report on Nominations.

CANDIDATE:

Name: _____ Position: _____

Local government: _____

Nominated for: _____

Signature: _____ Date: _____

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the attention of the Chair, Nominating Committee, via email: mcrawford@ubcm.ca

Submission Deadline: July 29, 2016

¹ Nominations require two elected officials of members of the Union [Bylaw 4(b)].

² All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)].
Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.

BACKGROUND INFORMATION FOR CANDIDATES TO THE UBCM EXECUTIVE

1. RESPONSIBILITY OF UBCM EXECUTIVE

Under the UBCM Bylaws:

The Executive shall have the power and it shall be their duty to put into effect the will of the Union as expressed by resolutions at any of its meetings. Between meetings they shall manage the affairs of the Union and shall report all the transactions of the year to the Annual Convention.

2. UBCM EXECUTIVE STRUCTURE

Executive

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Representative
- GVRD (Metro Vancouver) Representative
- Immediate Past President
- Area Association Rep. (5 positions)
- Vancouver Metro Area Rep. (2 positions)

Committees

The President appoints Executive members to Committees – of which the following are currently active:

- Presidents
- Resolutions
- Convention
- Community Safety
- Environment
- Healthy Communities
- First Nations Relations
- Community Economic Development

Each Executive member generally serves on two committees.

3. EXECUTIVE MEETINGS

The full Executive meets six times a year, over 2-3 days, following this general pattern:

- Friday, the last day of the Annual Convention (1 hour)
- 2nd or 3rd week of November (2 days)
- 2nd or 3rd week of January (2 days)
- 2nd or 3rd week of April (2-3 days)
- 3rd full week of July (2-3 days)
- Sunday afternoon preceding the Annual Convention (half day)

Executive meetings, other than the two coinciding with Convention, usually take place over a Thursday and Friday. Committee meetings are held Thursday and the full Executive meets on Friday.

Committee Chairs or Table Officers may be called on for more frequent representation. In addition, certain Committees' activities require attendance at meetings or conferences throughout the year.

Executive members' travel expenses and a per diem for meals and incidentals are reimbursed for all activities on behalf of UBCM.

However, for Executive members attending the Annual Convention, UBCM provides reimbursement only for the added expenses that would not normally be incurred by attending as a delegate from a local government.

UBCM EXECUTIVE NOMINATION & ELECTION PROCEDURES

UBCM EXECUTIVE STRUCTURE

The ongoing administration and policy work of the UBCM is governed by an Executive Board that is elected and appointed at the Annual Convention. The Board is comprised of 21 members, with the following structure:

13 Elected Positions

President
First Vice-President
Second Vice-President
Third Vice-President
Director at Large (5 positions)
Small Community Representative
Electoral Area Representative
Vancouver Metro Area Representative (2 positions)

8 Appointed Positions

Immediate Past President
Vancouver Representative
GVRD (Metro Vancouver) Representative
Area Association Representatives: AKBLG, AVICC, LMLGA, NCLGA & SILGA

NOMINATING COMMITTEE

In accordance with the UBCM Bylaws, a **Nominating Committee** is appointed to oversee the nomination and election process. The Committee is comprised of the Immediate Past President and representatives of the five Area Associations.

The **Nominating Committee** reviews all nomination documents to verify that nominees meet the qualifications for office. It is not the role of the Nominating Committee to recommend any one candidate. The Committee's mandate is to ensure that nominations are complete and in accordance with policies and procedures.

NOMINATION PROCESS

May/June

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations to be included in the Report on Nominations
- general duties of an Executive member

The Call for Nominations will include instructions on how to access additional information on UBCM Executive responsibilities and how to submit a nomination.

July 29, 2016

Advance nominations close.

APPENDIX C

Following the July 29th advance nominations deadline, the Nominating Committee will review nominees' qualifications and prepare a Report on Nominations. For all qualifying nominees, photos and biographical information received by the advance nominations deadline will be included in the Report on Nominations.

Mid-August

The Report on Nominations will be distributed to all UBCM members and will include the following information for each candidate:

- name and the position for which he or she has been nominated
- portrait photograph
- biographical information

On-Site at Convention

Any qualified candidate may be nominated off the floor of the Convention. The specific times when nominations will be accepted from the floor are given below.

ELECTION PROCESS

Step 1 – Election of Table Officers

WEDNESDAY, SEPTEMBER 28

- 9:20 a.m. Nominating Committee presents the list of advance nominees for Table Officer positions: President, First Vice-President, Second Vice-President, and Third Vice-President.
- 11:55 a.m. Nominations from the floor for Table Officer positions.
- 1:45 p.m. Candidate speeches if necessary.
- 2:30-5:00 p.m. Elections for Table Officer positions (as necessary).

THURSDAY, SEPTEMBER 29

- 8:00-9:00 a.m. Elections continue for Table Officer positions (as necessary).

Step 2 – Election of Remaining Executive Positions

THURSDAY, SEPTEMBER 29

- 8:30 a.m. Nominating Committee presents the list of advance nominees for the remaining Executive positions: Director at Large, Small Community Representative, Electoral Area Representative and Vancouver Metro Area Representative.
- 11:35 a.m. Nominations from the floor for the remaining Executive positions.
- 11:40 a.m. Candidate speeches if necessary.
- 2:30-5:00 p.m. Elections for the remaining Executive positions (as necessary).

FRIDAY, SEPTEMBER 30

- 7:30-8:30 a.m. Elections continue for the remaining Executive positions (as necessary).

For further information on the nomination and election process, please contact the Chair of the UBCM Nominating Committee.

**EXTRACT FROM THE UBCM BYLAWS:
EXECUTIVE COMPOSITION, NOMINATIONS & ELECTIONS**

UBCM BYLAWS SECTIONS 2 TO 5

2. OFFICERS:

The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.

3. EXECUTIVE:

(a) There shall be an Executive which shall be composed of:

- the Officers of the Union;
- the Immediate Past President, who shall be the last president to have completed the term of office as President;
- a Vancouver Representative, who shall be a member of the Vancouver City Council;
- a Small Community Representative, who shall be a member of a Council of a Village or a municipality with a population not greater than 2,500;
- an Electoral Area Representative, who shall be an Electoral Area Director of a Regional Board;
- a GVRD Representative who must be a member of the GVRD Board;
- five Directors representing the five Area Associations as defined in Section 21;
- five Directors at Large; and
- two representatives ("Vancouver Metro Area Representatives") who must be elected members of either or both a council of a member municipality of the GVRD or of the GVRD Board.

The members of the Executive shall be the Directors of the Union.

- (b) The Officers, the Directors at Large, the Small Community Representative, the Electoral Area Representative and the Vancouver Metro Area Representatives, shall be elected annually at the Annual Convention, and except as herein otherwise provided, shall hold office until their successors are elected at the next Annual Convention. The Vancouver Representative shall be appointed annually by the Vancouver City Council, the GVRD Representative shall be elected annually by the Board of the GVRD, and the five Area Association Directors shall each be appointed by their respective Area Associations as identified in Section 21. All such appointments shall be communicated to the Nominating Committee by the appointing body pursuant to Section 4(b).
- (c) Except for the Immediate Past President, all members of the Executive, including Officers of the Union, shall hold office only so long as they remain elected representatives of a member of the Union. If a person holding the office of Immediate Past President ceases to be an elected representative of a member of the Union while holding the office such person shall only hold the office for the remainder of the then current term.

- (d) No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union.

In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

In the event of a vacancy:

- amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;
 - amongst the Directors at Large, the Small Community Representative, the Electoral Area Representative, or the Vancouver Metro Area Representatives, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;
 - in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.
- (e) The Union shall pay the expenses of the Executive incurred on authorized business of the Union, except for attendance at the annual Convention. For attendance at the Executive meeting immediately preceding the annual Convention such expenses shall be limited to the per diem rates and extra hotel accommodation costs incurred for the period of that Executive meeting only. No travelling expenses nor any part of other expenses ordinarily incurred by Executive members in attending the annual Convention will be borne by the Union. In the event that the Immediate Past President no longer holds municipal office, while still remaining a member of the Executive, his or her expenses incurred in attending the annual Convention and the Executive meeting immediately prior to it shall be paid by the Union.

4. NOMINATIONS FOR ELECTION OF OFFICERS AND EXECUTIVE:

- (a) There is constituted a committee of the Executive to be known as the Nominating Committee consisting of the Immediate Past President (if any) and the five appointed Area Association Directors provided that where any of the five appointed Area Association Directors declares an interest in seeking election to the Executive of the Union, the Area Association that appointed such Area Association Director may name another elected official of a member of the Union to serve on the Nominating Committee.
- (b) The Nominating Committee shall elect a Chair from amongst the members of the Committee and shall prior to the Annual Convention:
- issue a call for nominations for each of the positions of Officer of the Union and for the positions of Small Community Representative, Electoral Area Representative, the five Directors at Large, and the Vancouver Metro Area Representatives;
 - encourage potential nominees to come forward as candidates for office and as requested provide information to such person relating to duties, responsibilities and roles pertaining to the various offices;

- review the credentials of nominees to ensure that each nominee is qualified to hold office pursuant to Section 4(j);
 - accept qualified nominees nominated by two elected officials of members of the Union;
 - obtain the name of a qualified person who has been appointed by the City of Vancouver to assume office as the Vancouver Representative, the name of the GVRD Representative and the names of the five Area Association Directors who have each been appointed to assume the office of Area Association Director by the respective Area Association;
 - at least 30 days prior to the Annual Convention, prepare and provide to all members of the Union a report on nominations accepted for each office that have been received by the close of business on the last business day of July and on the persons appointed by the City of Vancouver, by the GVRD and the five Area Associations. Such report shall be neutral and the Nominating Committee shall not recommend any nominee or group of nominees.
- (c) In making its report the Nominating Committee, taking into consideration the names of appointees submitted by the City of Vancouver, the GVRD and the five Area Associations, shall ensure they are balanced and representative nominations including:
- that sufficient nominations are received;
 - that each general area of the Province is represented on the Executive nominated or appointed.
- The Nominating Committee shall not recommend any nominee or group of nominees.
- (d) The Chair of the Nominating Committee, during the morning session of the first day of the Annual Convention, shall present the nominations for the positions of Officers on the UBCM Executive, i.e. President, First Vice-President, Second Vice-President, and Third Vice-President. After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Officers, in addition to the names presented by the Nominating Committee.
- (e) If, at the close of nominations, only one candidate for each position of Officer stands validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidate elected.
- (f) If, at the close of nominations, more than one candidate stands validly nominated for any of the positions of Officers, the Chair of the Nominating Committee shall cause an election to be held.
- (g) On the second day of the Annual Convention at the time after the results of the election of Officers has been announced, the Chair of the Nominating Committee shall present the nominations for the positions of:
- Small Community Representative;
 - Electoral Area Representative;
 - for the five positions of Director at Large; and
 - the two Vancouver Metro Area Representatives.

After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Small Community Representative, Electoral Area Representative, for the five positions of Director at Large, and the two Vancouver Metro Area Representatives.

- (h) If, at the close of nominations: only one person stands validly nominated for the position of Small Community Representative, or only one person stands validly nominated for the position of Electoral Area Representative, or in the case of the five positions of Directors at Large, only five persons stand validly nominated; or in the case of the two Vancouver Metro Area Representatives, only two persons stand validly nominated, the Chair of the Nominating Committee shall forthwith declare the only candidates in each of the categories to be elected.
- (i) If, at the close of nominations, more than one person stands validly nominated for the positions of Small Communities Representative, Electoral Area Representative, or in the case of the five positions of Director at Large, more than five persons stand validly nominated, or in the case of the two Vancouver Metro Area Representatives more than two persons stand validly nominated, the Chair shall cause an election to be held.
- (j) Where a nomination is made from the floor, the nominators must advise the Chair that the nominee is qualified pursuant to Section 3 to hold the office and that he or she has consented to be nominated. The Chair shall forthwith ask the nominee to confirm such consent from the floor and if the nominee is not present on the floor at the time of nomination, the nominators may either withdraw the nomination or immediately provide the Chair with the written and signed consent of the nominee.
- (k) Nominations shall require two nominators. The nomination shall state only the candidate's name, elected office, municipality, regional district or other membership affiliation, and Area Association, and that the consent of the person nominated has been received.

5. ELECTION OF OFFICERS AND EXECUTIVE:

- (a) If, at the close of nominations, more than one candidate stands validly nominated for each position of the Officers, and for the position of Small Community Representative, and for the position of Electoral Area Representative, or in the case of the five positions of Director at Large, more than five such candidates stand, or in the case of the two Vancouver Metro Area Representatives, more than two candidates stand, the Chair of the Nominating Committee shall cause elections to be held as may be required.
- (b) The election of Officers shall be held on the afternoon of the first day and the morning of the second day of the Annual Convention.
- (c) The election of Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two positions of Vancouver Metro Area Representative shall be held on the afternoon of the second day and the morning of the third day of the Annual Convention.
- (d) If any election is to be held, ballot papers shall be prepared and distributed. In the case of an election for Officer positions, one ballot shall be used. In the case of elections for Small

Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two Vancouver Metro Area Representatives, individual ballots shall be used for each category. The names of the candidates shall be printed alphabetically in order of surnames on the ballots, and shall show only the candidates' names, official positions, municipality, regional district or other member affiliation and Area Association. Before any ballot is taken, any person nominated may decline or withdraw his or her name by giving two hours' notice thereof following the time of the candidates' speeches.

- (e) Scrutineers shall be appointed by the President and it shall be among the duties of such Scrutineers to count the votes on such ballots and declare the result of such elections to the Chair of the Nominating Committee who shall report the results of the elections to the Convention. In the case of a ballot vote being held for the five positions of Director at Large, and the two Vancouver Metro Area Representatives, all ballots marked for more than the number to be elected shall be counted as spoiled ballots.
- (f) All elected representatives from members who are present at the Convention shall be entitled to vote for Directors at Large. Only representatives from Small Communities members who are present at the Convention shall vote for the Small Community Representative, only representatives from Electoral Areas who are present at the Convention shall vote for the Electoral Area Representative, and only representatives of the GVRD and the delegates from its member Municipalities may vote for Vancouver Metro Area Representatives. No vote by proxy shall be recognized or allowed.
- (g) In the event that the result of election for the position of any Officer of the Union, Small Community Representative or Electoral Area Representative cannot be declared because of an equality of votes between two or more persons receiving the greatest number of votes, then the Chair shall hold a run-off election amongst those persons who received equal votes.

In the case of an election for the position of Vancouver Metro Area Representative, the Chair shall declare elected the two candidates who receive the highest number of votes. If a candidate cannot be elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

In the case of an election for office as Director at Large, the Chair shall declare elected the five candidates who received the highest number of votes, provided that if a candidate cannot be declared elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.



June 8, 2016

Dear Mayors and Regional District Chairs:

It is my pleasure to write to you regarding scheduling appointments at the upcoming annual UBCM Convention taking place in Victoria, September 26 to 30, 2016.

You will have recently received a letter from the Honourable Christy Clark, Premier, containing information about the online process for requesting a meeting with Premier Clark and other Cabinet Ministers. I am pleased to provide you with information regarding the process for requesting a meeting with me, as well as with provincial government, agency, commission and corporation staff.

If you would like to meet with me at the Convention, please complete the online form available as of **June 13, 2016**, at: [CSCD Minister's Meeting](#) and submit it to the Ministry of Community, Sport and Cultural Development before **August 12, 2016**. Meeting arrangements will be confirmed by early September. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting, it would be helpful if once you make your meeting request, you could provide a one to one and one-half page summary of the matter(s) to be discussed (a template will be provided online). By providing this information in advance of the meeting, I will have a better understanding of your delegation's interests and it will allow for discussions that are more productive. In the event I am unable to meet with you, arrangements may be made for a meeting post-Convention.

Ministry staff will email the provincial appointment book. This lists all government, agency, commission and corporation staff available to meet with delegates at the Convention, as well as details on how to request a meeting online.

I look forward to my second Convention as Minister responsible for local government and meeting with many of you and hearing about your priorities in the year ahead.

Sincerely,

Peter Fassbender
Minister

pc: The Honourable Christy Clark, Premier
Mr. Al Richmond, President, Union of British Columbia Municipalities

Ministry of Community,
Sport and Cultural Development and
Minister Responsible for TransLink

Office of the Minister

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