



## **AGENDA**

Regular Meeting of the Council of the Village of Chase  
To be held at the Chase Community Hall, 547 Shuswap Avenue  
Tuesday, November 10, 2020 at 4:00 p.m.

### **1. CALL TO ORDER**

### **2. ADOPTION OF AGENDA**

Resolution:

**“THAT the November 10, 2020 Village of Chase Regular Council meeting agenda be adopted as presented.”**

### **3. ADOPTION OF MINUTES**

#### **3.1 Special Meeting held October 23, 2020**

Pages 1-2

Resolution:

**“THAT the minutes of the October 23, 2020 Special Meeting of Council be adopted as presented.”**

#### **3.2 Regular Meeting held October 27, 2020**

Pages 3-6

Resolution:

**“THAT the minutes of the October 27, 2020 Regular Meeting of Council be adopted as presented.”**

### **4. PUBLIC HEARINGS**

None

### **5. PUBLIC INPUT ON CURRENT AGENDA ITEMS**

This opportunity is for citizens to provide input on items on this Agenda

#### **5.1 Letter from Carolyn Parks-Mintz, regarding item 3.1**

Page 7

### **6. DELEGATIONS**

#### **6.1 Chase & District Lions Club**

Page 8

Jeanne Talbot, President, and Karen Bassett, Secretary for the Chase & District Lions Club, will report to Council on the 2020 financial statement for the Lions RV Park, and future initiatives.

### **7. REPORTS**

a) Mayor and Council Reports

b) Staff Reports

Pages 9-15

### **8. UNFINISHED BUSINESS**

#### **8.1 Development Variance Permit – 1013 Paquette Road**

Pages 16-25

Report from the Corporate Officer

Recommendation:

**“THAT the Development Variance Permit DVP #1-2020 be issued.”**

8.2 Request for Proposals – Caretaker, Animal Control Officer, Bylaw Enforcement Officer

The Corporate Officer reports that all three RFP packages were duly prepared and advertised. The deadline to submit a *proposal* was October 28, 2020. We did not receive any submissions and thus the agreements with all 3 contracted positions remain uncontested, and in full-effect until their respective expiries December 31, 2020. Renewal contracts will be prepared for a Regular meeting before then.

**For Council's information only**

8.3 Economic Development Recovery Plan and Economic Development Service Delivery Models and Costs Pages 26-33  
Report from the CAO

**Council direction is requested.**

**9. NEW BUSINESS**

9.1 Mask Wearing in Publicly Owned Facilities

The City of Kamloops has recently announced that it expects all people entering a City owned facility to wear a face mask. The District of Clearwater has also instituted a similar expectation.

**Council direction is requested relating to the Village of Chase's facilities.**

9.2 Demand Notice – 229B Brooke Drive Pages 34-38  
Report from the Corporate Officer

Resolution:

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

9.3 Application for Development Variance Permit – 1233 Bay Drive Pages 39-49  
Report from the Corporate Officer

Resolution:

**“THAT Council accept the application for a Development Variance Permit at 1233 Bay Drive, and direct staff to complete the referral process.”**

- 9.4 Heritage Infrastructure Funding – Secwepemc Landmarks Project Second Phase  
Shuswap Trail Alliance along with various Secwepemc and Non-Indigenous community partners wish to apply for funding through the Indigenous Cultural Heritage Infrastructure Grant program which supports projects that conserve, repair or develop Indigenous cultural heritage infrastructure.

This is an opportunity for a second phase of Secwepemc Landmarks within the Shuswap. Council is being asked, as a partner to the Secwepemc Landmarks project phase I, to consider providing a letter of support for the Trail Alliance partnership to apply for funding to continue the landmark project.

**Council direction is requested.**

- 9.5 Spectators at Art Holding Memorial Arena  
Report from the CAO

Pages 50-52

**Council direction is requested.**

## **10. NOTICE OF MOTION**

## **11. RELEASE OF IN CAMERA ITEMS**

None.

## **12. IN CAMERA**

None.

## **13. ADJOURNMENT**

Resolution:

**“THAT the November 10, 2020 Village of Chase Regular Council meeting be adjourned.”**



## **EXTRA AGENDA**

Regular Meeting of the Council of the Village of Chase held at the  
Community Hall , 547 Shuswap Avenue, Chase, BC on  
Tuesday, November 10, 2020 at 4:00 p.m.

### **8. UNFINISHED BUSINESS**

#### **8.4 Letter from Skmana Ski and Snowshoe Club regarding Council's Grant in Aid**

Page 33a

The Skmana Ski and Snowshoe Club is requesting Council's approval to utilize the funds that were awarded to the club by the Village of Chase for warming hut repairs towards the purchase of grooming equipment.

**Council direction is requested.**

#### **8.5 Chase Lions RV Park lease**

Councillor Lauzon provided the following Notice of Motion at the October 13, 2020 Regular meeting:

- To revisit the RV Park lease with the Chase Lions Club at the November 10, 2020 Regular meeting; and consider extending or canceling the RFP process, and also consider renewing the lease agreement with the Chase Lions Club

**Council direction is requested.**



ski-skmana.com

October 28, 2020

Mayor and Council  
Village of Chase

In 2019 the Village of Chase very kindly provided the Skmana Ski and Snowshoe Club with a \$1000 Grant- In-Aid towards much needed repairs to our warming hut. Unfortunately we were unable to complete that work last season due to Covid.

We have recently kicked off our 2020/21 season and determined it was safe to proceed with the repairs. When our volunteers went to purchase the building materials, from local businesses, we were very pleasantly surprised to have two businesses offer to donate all of the needed materials.

Given the overwhelming generosity of these businesses, we no longer need the Grant-In-Aid money as requested. With your permission, we would like to put the \$1000 towards the purchase of grooming equipment.

Please let us know how you wish to proceed. If you need more information, please give me a call. Thank you for your time and consideration.

Best regards

😊 *Debi Kalinin*

Debi Kalinin  
President  
Skmana Ski and Snowshoe Club.  
250-371-1602  
kalinin@shaw.ca

Village of Chase  
OCT 28 2020  
**PAID**



Minutes of the Special Meeting of the Council of the Village of Chase  
held at the Creekside Seniors Centre, 542 Shuswap Avenue on  
Friday, October 23, 2020 at 5:00 p.m.

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

**In Attendance:** Joni Heinrich, Chief Administrative Officer  
Sean O'Flaherty, Corporate Officer  
Joanne Molnar, Chief Financial Officer

**Public Participants:** 1

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

Moved by Councillor Scott

Seconded by Councillor Torbohm

**"THAT the October 23, 2020 Village of Chase Special Council agenda be adopted as presented."**

**CARRIED**

**#2020/10/23\_001**

**3. ADOPTION OF MINUTES**

None

**4. PUBLIC HEARING**

None

**5. PUBLIC INPUT ON CURRENT AGENDA ITEMS**

Rolly Mockford, of 504 Pine Street, regarding item 8.1, made the following comments:

- that the Village of Chase has been good to the Recreation Society (Rec. S.) with funding over the years.
- It is disappointing that the Rec. S. have no imagination for other additional funding sources to offset costs. They only run to Council for funding.
- 11% of my taxes are going to the arena yet health care and protective services are more important to me.

**6. DELEGATIONS**

None

**7. REPORTS**

None

**8. UNFINISHED BUSINESS**

**8.1 Arena Operations Partnering Agreement**

Discussion ensued regarding the agreement. Issues that should be addressed include:

- More clarity regarding responsibilities for general operating activities versus maintenance and repairs that are more capital in nature
- Village needs to take responsibility for the items it owns
- It was posed to Administration if the Recreation Centre Society would be eligible to apply for grant funding and the Chief Financial Officer said yes, there are several grant programs available specific to recreation and youth/children
- It was posed to Administration if there would be grants available to purchase a Zamboni and the CFO replied that usually these types of grants are not available
- It was noted that a reserve should be set up for a Zamboni similar (or with) the Village's vehicle and machinery fleet
- Funding should be coming from the region and not just the Village
- Snow removal needs to be addressed as the Society is no longer able to provide for this service

**Administration will draft a more detailed partnering agreement that will be shared with the Recreation Centre Society and Council in advance of a meeting between the Recreation Centre Society and Council.**

**9. NEW BUSINESS**

None

**10. NOTICE OF MOTION**

None

**11. RELEASE OF IN CAMERA ITEMS**

None

**12. IN CAMERA**

None

**13. ADJOURNMENT**

Moved by Councillor Scott

Seconded by Councillor Maki

**"THAT the October 23, 2020 Village of Chase Special Council meeting be adjourned."**

**CARRIED**

**#2020/10/23\_002**

The meeting concluded at 6:33 p.m.

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Rod Crowe, Mayor

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Sean O'Flaherty, Corporate Officer



Minutes of the Regular Meeting of the Council of the Village of Chase  
held at the Chase Community Hall, 547 Shuswap Avenue on  
Tuesday, October 27, 2020 at 4:00 p.m.

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

**In Attendance:** Sean O'Flaherty, Corporate Officer  
Joanne Molnar, Chief Financial Officer

**Regrets:** Joni Heinrich, Chief Administrative Officer

**Public Participants:** 2

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

Moved by Councillor Scott  
Seconded by Councillor Torbohm

**"THAT the October 27, 2020 Village of Chase Regular Council meeting agenda be adopted as presented."**

**CARRIED**

**#2020/10/27\_01**

**3. ADOPTION OF MINUTES**

**3.1 Regular Meeting held October 13, 2020**

Moved by Councillor Maki  
Seconded by Councillor Torbohm

**"THAT the minutes of the September 8, 2020 Regular Meeting of Council be adopted as presented."**

**CARRIED**

**#2020/10/27\_02**

**4. PUBLIC HEARING**

None

**5. PUBLIC INPUT ON CURRENT AGENDA ITEMS**

None

**6. REPORTS**

**a) Mayor and Council Reports**

**Mayor Crowe**

- October 15 – Attended TNRD Board of Directors meeting in Kamloops
- October 16 – Attended TNRD Committee of the Whole meeting in Kamloops
- October 23 – Attended a Special meeting of Council to discuss the partnering agreement for the Art Holding Memorial Arena between the Chase and District Recreational Society and the Village of Chase



Moved by Mayor Crowe  
Seconded by Councillor Maki

**"THAT the Village of Chase contribute \$100 towards the Chase and District Legion's Poppy Campaign."**

**CARRIED  
#2020/10/27\_03**

Councillor Lauzon

- October 14 – Attended a Chase Country Christmas meeting to organize a December 4, 2020 light-up parade
- October 19 – met with Dan Nelson of 1013 Paquette Road to observe his variance for fence height
- October 19 – Volunteered at the Chase Food Bank
- October 19 – Chase & District Fish & Game – work is under way to install a pistol range at the Turtle Valley Gun Range
- October 22 – Met with David Lepsoe to discuss the Chase Country Christmas light-up parade
- October 23 – Attended Special meeting of Council
- October 26 – Attended the Chase Hamper Society dinner meeting to discuss details of distributing hampers during a pandemic

Councillor Maki

- October 14 – Attended Chase Country Christmas meeting
- October 18 – met with Dan Nelson of 1013 Paquette Road to observe his variance for fence height
- October 23 – Attended Special meeting of Council
- October 23 – Met with member of Chase Country Christmas committee
- October 24 – email communications with Festival Society regarding Canada Day 2021

Councillor Scott

- October 23 – Attended Special meeting of Council
- Dealing with a couple of citizen's concerns

Councillor Torbohm

- October 16 – Attended a virtual Shuswap Trail Alliance working group meeting
- October 21 – Attended Willow Natural Foods and Eye Candy to discuss various business concerns
- October 23 – Attended Special meeting of Council
- Reviewed agenda, met with staff and local citizens as required

Moved by Councillor Maki  
Seconded by Councillor Scott

**"THAT the reports from Council members be received for information."**

**CARRIED  
#2020/10/27\_04**

**7. DELEGATIONS**

None

**8. UNFINISHED BUSINESS**

**8.1 2021 1-Year Permissive Tax Exemption Bylaw No. 893-2020**

Moved by Councillor Torbohm

Seconded by Councillor Lauzon

**"THAT the 2020 Permissive Tax Exemption Bylaw No. 893-2020 be adopted."**

**CARRIED**

**#2020/10/27\_05**

**8.2 Development Cost Charge Bylaw – Review and Update**

Moved by Councillor Scott

Seconded by Mayor Crowe

**"THAT Administration commence works on reviewing the Village's Development Cost Charges bylaw."**

**CARRIED**

**#2020/10/27\_06**

**9. NEW BUSINESS**

**9.1 Village of Chase Water Utilization Strategy**

Moved by Mayor Crowe

Seconded by Councillor Maki

**"THAT the Village of Chase Water Utilization Strategy be approved by Council."**

**CARRIED**

**#2020/10/27\_07**

**9.2 Christmas Closures**

Moved by Councillor Scott

Seconded by Councillor Lauzon

**"THAT Council approve the closure of Municipal Hall to the public effective noon, Thursday December 24, 2020 reopening Monday January 4, 2021."**

**CARRIED**

**#2020/10/27\_08**

**9.3 2021 Budget Direction**

Moved by Councillor Torbohm

Seconded by Mayor Crowe

**"THAT the 2021 operational budget levels be maintained at 2020 levels for all departments."**

**CARRIED**

**#2020/10/27\_09**

**9.4 Liability Insurance for Chase Country Christmas Parade**

Moved by Councillor Maki

Seconded by Councillor Scott

**"THAT the Village of Chase take on overall responsibility for the 2020 Chase Country Christmas parade and extend liability coverage to the participants."**

**CARRIED**

**#2020/10/27\_10**

**10. NOTICE OF MOTION**

None

**11. OPPORTUNITY FOR PUBLIC TO SPEAK ON MUNICIPAL MATTERS**

Blaine Covington, of 420 Juniper Street, regarding Chase Community Services, announced that the transit bus is back in operation, allowing 2 mask-wearing patrons at a time, and following stringent cleaning protocols.

**12. RELEASE OF IN CAMERA ITEMS**  
None

**13. IN CAMERA**

Moved by Councillor Maki

Seconded by Councillor Lauzon

**"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**

**#2020/10/27\_11**

**14. ADJOURNMENT**

Moved by Mayor Crowe

Seconded by Councillor Scott

**"THAT the October 27, 2020 Village of Chase Regular Council meeting be adjourned."**

**CARRIED**

**#2020/10/27\_12**

The meeting concluded at 4:40 p.m.

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Rod Crowe, Mayor

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Sean O'Flaherty, Corporate Officer

**Joni Heinrich**

Nov 10, 2020

**From:** Joni Heinrich  
**Sent:** Monday, October 26, 2020 4:14 PM  
**To:** carolyn@computerelite.ca  
**Cc:** Ali Maki; Alison Lauzon; rob.crowe@chasebc.ca; Steven Scott; Fred Torbohm; Sean O'Flaherty  
**Subject:** RE: Mill Park RV Site

Thank your for your opinion – we will make sure it is included in the November 10, 2020 Council agenda information – that is when the issue of the RV Park (annual revenue report) and Councillor Lauzon's notice of motion to discuss the lease agreement will be considered by Council.

**Joni Heinrich, CAO**  
Village of Chase  
826 Okanagan Ave, PO Box 440  
Chase, BC V0E 1M0  
Tel. 250-679-3238 Fax. 250-679-3070  
Email: [cao@chasebc.ca](mailto:cao@chasebc.ca) Web: [www.chasebc.ca](http://www.chasebc.ca)



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**From:** carolyn@computerelite.ca <carolyn@computerelite.ca>  
**Sent:** Monday, October 26, 2020 4:00 PM  
**To:** Joni Heinrich <cao@chasebc.ca>  
**Cc:** Ali Maki <ali.maki@chasebc.ca>; Alison Lauzon <alison.lauzon@chasebc.ca>; rob.crowe@chasebc.ca; Steven Scott <steven.scott@chasebc.ca>; Fred Torbohm <fred.torbohm@chasebc.ca>  
**Subject:** Mill Park RV Site

Writing to submit comments regarding the RFP and future of management of the RV park: it would seem only fair (and probably informative) to issue a Request for Proposals this fall as planned, thereby facilitating the opportunity for others to apply, to provide input, and to submit new ideas. The current management group would undoubtedly respond to the RFP and if it proves to be the best option, so be it. However, no one group or club should have an ad infinitum monopoly over village-owned operations or property.

Thank you for the opportunity to express this opinion.

*Carolyn Parks Mintz*  
*Author, Journalist*  
*and Freelance Writer*

## Chase Lions R.V. Park Project

### January 1, 2020 – December 31, 2020

#### Revenue

R.V. Park	\$50,745.00
Sani Dump	\$ 2458.56
Total Revenue	<u>\$53,203.56</u>

#### Expenses

Caretaker expense	\$ 3160.06
Customer refunds	\$ 384.00
Lawnmower gas	\$ 175.00
Internet	\$ 601.00
Repairs/Maint.	\$ 2471.34
Permits (fire)	\$ 25.00
Hydro	\$ 2530.94
Water/sewer/garbage	\$ 1812.46
Insurance	\$ 1072.92
Advertising	\$ 657.02
Office Supplies	\$ 427.80
Telephone	\$ 848.82
Donations	<u>\$46,265.01</u>

Total Expenses \$60,431.37

Total Revenue

After Expenses \$-7227.81

#### Breakdown of Donations

Senior Activities (Parkside)	\$ 1000.00
RIH Foundation Eye Center	\$ 1000.00
Chase off leash dog park	\$24751.10
Chase Literacy Program	\$ 500.00
LCIF Donation	\$ 500.00
Western Blind Curling Assoc	\$ 200.00
Variety Club	\$ 1000.00
Easter medals	\$ 163.91
Bursaries	\$ 2000.00
Guide Dogs Foundation	\$ 2000.00
MD 19 Care Program	\$ 150.00
Community Garden upgrades	\$ 3000.00
Skateboard park completion	\$ 5000.00
Royal Canadian Legion (Covid relief)	\$ 5000.00
Total donations	<u>\$46,265.01</u>

#### Donations allocated but not paid out yet

Camp Winfield	\$ 1000.00
Potential lighting project (Skateboard park)	\$20,000.00

Total Donations (plus allocations) paying out for 2020

\$67,265.01

Chase Lions Club Members have logged in 3842 hours of volunteer work to maintain and operate the Chase Lions RV Park from April through to October.  
 At minimum wage of \$14.60, the cost would have been \$56,093.20  
 RV Park revenue was down approximately 17% equalling \$10,828.00  
 Percentage of donations back to Community Projects in Chase is 91.7%  
 Excess funds were / are being spend from previous reserves



## VILLAGE OF CHASE

### Memorandum

**Date:** November 5, 2020  
**To:** Mayor and Council  
**From:** CAO  
**RE:** Report of Tasks from October 9, 2020 to November 5, 2020

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#### Regular duties and responsibilities including:

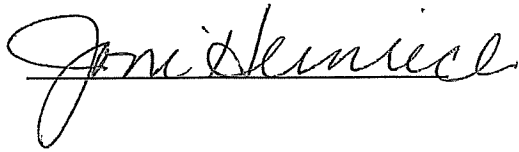
- Oversee agenda production including reports from other members of Administration, reviewed minutes, assisted with follow up correspondence
- Ensure appropriate enquiries and issues come before Council for Council direction
- Ensure the sharing of information to staff members regarding Council meetings and decisions
- Provide regular updates to Council on various matters, share incoming information with Council members
- Regular (weekly) meetings with Management staff to discuss operationalizing Council directives and planning for upcoming Council meetings
- Providing support to all staff on day to day operational matters
- Provide information to the public via various media regarding Council actions, operational issues and changes to procedures
- Receive and distribute all incoming mail, manage email enquiries to general mailbox and delegate matters as required
- Respond to various queries from the public regarding Council directives, policy and procedural matters, in-person meetings with members of the public
- Authorized, with the Mayor, payroll and accounts payable transactions
- Participated in EMBC calls regarding Covid-19 updates

#### Other Activities:

- Participated in Special Council meeting October 23, 2020 to discuss issues relating to Arena Operations Partnering Agreement
- Coordinated letters of support for Council's application to the Community Economic Recovery Program grant for funding for walking paths and sidewalk construction at East end of Willson Park
- Reviewed RFP document for procurement of new Fire Truck – met with Fire Chief, Deputy Chief and Chief Financial Officer to discuss and refine
- Assisted with coordination of Emergency Social Services workshop arranged by Rebecca Cooke, Community Development and ESS Coordinator, City of Kamloops and Kevin Skrepnek, Emergency Program Coordinator, TNRD
- Met with Corporate Officer and representative from Chase Evangelical Free Church regarding coordination of various works associated with upgrades to Brooke Drive in conjunction with Highway 1 construction works
- Observer – discovery – October 20, 2020 – legal suit against Village
- Observer – discovery – October 30, 2020 – property usage infractions
- Met with Manager of Public Works, Joe Matias and Jamie Viera, Manager of Environmental Services, TNRD to discuss Recycle BC contract and logistics

- Worked with Chase Environmental Action Group to upload survey on Village website – feedback will help inform pesticide bylaw
- Provided information to Council on various issues including upcoming meetings and workshops, operational matters and specifically requested information
- Liaised with the Recreation Centre Society relating to Arena usage (number of participants) in light of the increase in Covid-19 cases in Interior Health
- Met with Senior Management team and MOTI staff regarding various technical issues relating to highways construction
- Drafted reports for Council regarding Economic Development/Economic Recovery and Arena operations during pandemic

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Jon Skene", written over a horizontal line.



## VILLAGE OF CHASE

### Memorandum

**Date:** 4 November 2020

**To:** Mayor and Council

**From:** Sean O'Flaherty, Corporate Officer

**RE:** Activities undertaken from October 9, 2020 to November 6, 2020

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Regular Duties:

- Preparation of Council meeting agendas and minutes
- Prepared Council reports and correspondence on various matters
- Responding to email and telephone inquiries
- Assisting staff and public with legislative and bylaw interpretations, and general support
- Responding to land use inquiries
- Liaising with the Building Inspector on zoning confirmation matters
- Prepare and distribute Village communications through social media, the Village's website, and the Sunflower newsletter insert
- Dealing with IT issues

Other Duties/Activities During the Reporting Period:

- discussions with MOTI regarding Trans-Canada Highway
- Working on the draft OCP
- Working on the draft Housing Needs Report
- Analyzing latest civil drawings for highway expansion
- Processed 4 Building Permits
- Processed 2 comfort letters
- Produced educational brochure for resident as it relates to shipping containers
- Met with TRUE Consulting regarding a number of ongoing projects
- Met with consultant to move DCC bylaw review forward
- Working on an Active Transportation proposal for upcoming grant application
- Met with persons with an interest in changes caused from highway expansion
- Submitted report to TRND Board regarding removing covenant on arena lands
- Closed RFP process for contracted staff
- Improvements of A/V system at the Community Hall are 75% completed
- Working with architect on senior's housing project
- Working on 2 active variance applications
- Coordinated effort with Manager of Public Works to relocate some infrastructure as a result of highway improvements
- Working with agents on 2 significant and currently confidential land developments



Bylaw Enforcement

- Bylaw Enforcement activity is normal. We have gained compliance on many unsightly properties, with 1 remaining file/property in contravention

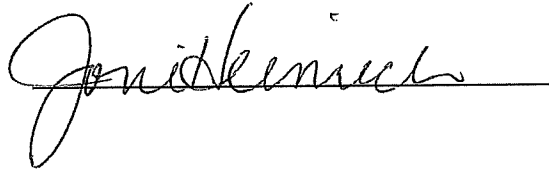
Dog Control

- Dog control matters are normal. There was 1 dog in the pound and a few other happy reunions

Respectfully submitted,



Approved for Council Consideration by CAO





## VILLAGE OF CHASE

### Memorandum

**Date:** November 5, 2020

**To:** Council

**From:** CFO

**RE: October 2020 Report**

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#### **Regular Duties**

- Dealt with property taxes and utility billing issues as required.
- Upload BC Assessment roll updates.
- Reconcile Utilities, Property Taxes and Accounts Receivable ledgers.
- Monthly Bank Reconciliation.
- Preparation of reports to Council.

#### **Budget, Property Taxes & Financial Reporting**

- Reconcile HOG and submit ETAX statement.
- Reconcile property tax deferrals.
- Update and provide information for BC Hydro & Telus 2021 Grant-in-Lieu.
- Apply Property tax penalties.
- Participated in GFOA webinar regarding HOG centralization program for 2021.
- Completed GFOA Property Tax surveys.

#### **Grant Applications, Implementation and Reporting**


- Prepared Budget Forecast and Periodic Progress Report for Willson Park Footbridge Project.
- Research, prepare and submit grant application for the Willson Park access improvement grant under the Community Economy Recovery Infrastructure program.
- Water Intake and Pine/Hysop upgrade grant application submitted.

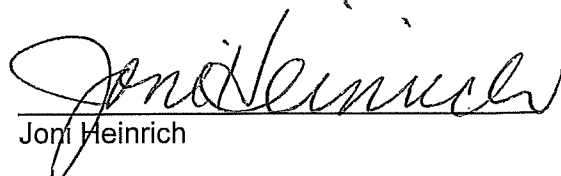
#### **Other**

- Participated in MOTI meetings.
- Established Municipal Finance Money Market Fund for the Gas Tax funds.
- Meeting regarding IT connectivity options.
- Participated in Municipal Pension Plan webinar regarding changes for 2021.
- Meet with fire department and prepared RFP for fire truck purchase.
- Prepare for and attend Special meeting of Council regarding Chase & District Recreation Society-Arena.
- Attended Chase & District Recreation Society AGM.

Respectfully submitted,

Approved for Council Consideration by CAO

  
Joanne Molnar

  
Joni Heinrich



## VILLAGE OF CHASE

### Memorandum

**Date:** November 5, 2020

**To:** Village of Chase

**From:** Chase Fire Department

**RE:** Fire Chief's report

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Fire Chief's Report for October, 2020

Fire Calls for October:

9 calls; 2 – Public Service Calls, 1 – Hydro Lines Down, 2 – Hazardous Chemical, 1 – MVI (In town) 1 – Gas Leak, 1 – Kitchen Fire, 1 – Vehicle Fire.

Rescue Calls for September:

1 MVI, 1-Extrication

To date, Campfire burning permits: 237

The RFP has been handed in to administration for a new fire truck. The Fire department has reviewed the RFP document and has entered our recommendation on specification for the fire truck.

We have 21 members including 3 juniors. 14 members with their Exterior Operation

Training is going good; we will be focusing on skills evaluation this month so more members will become certified in Exterior Operations.

Rescue training has been going well with good attendance and skills practice.

I have been keeping in touch with our CAO, Joni Heinrich regarding policies, directives and general updates via emails.

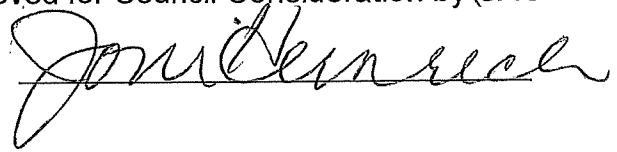
On Halloween night we decorated the fire hall and set up a candy bag chute for social distancing, we had 105 kids come to the fire hall and receive some candy.

A number of our members have been busy handing out and/or checking old smoke detectors and installing new smoke detectors in homes in our community. So far 20 smoke detectors have been handed out or installed.

Respectfully submitted,

Fire Chief, B. Lauzon

Approved for Council Consideration by CAO

A handwritten signature in black ink, appearing to read "Jon Deane", written over a horizontal line.



## **VILLAGE OF CHASE Administrative Report**

**TO:** Mayor and Council  
**FROM:** Corporate Officer  
**DATE:** 5 November, 2020  
**RE:** Application to Vary Regulations of Village of Chase Zoning Bylaw 683-2006  
1013 Paquette Road

---

### **ISSUE/PURPOSE**

To obtain Council's approval for a Development Variance Permit which varies development regulations.

### **OPTIONS**

- 1. Authorize issuance of Development Variance Permit #1-2020.**
- 2. Deny issuance of the permit thus requiring the property owner to install a fence that meets the bylaw requirement.**

### **BACKGROUND**

The applicant, owner of the property at 1013 Paquette Road has applied to vary the permitted height for a fence in a back yard. The maximum fence height is 2.0m (6.6 feet) according to the zoning bylaw, and the application requests a variance to allow up to a 2.74m (9 foot) high fence.

The applicant wants to maintain an already-constructed 2.74m (8.8 feet) along the entire length of the rear parcel line, and partially along the rear-side parcel line which separates the property from the adjacent property. A variance to the fencing regulations in the zoning bylaw would have to be approved and issued to permit this fence.

The original application was presented to, and subsequently accepted by Council at the October 13, 2020 Regular meeting.

### **DISCUSSION**

The applicant states the purpose for having a higher fence adjacent to the Trans-Canada Highway (TCH) is primarily for noise suppression and visual obscurity. This issue will most likely intensify with higher traffic volumes and in some locations, higher elevations of the upgraded highway.

There may be some additional noise suppression and visual obscurity gained from allowing 2.74m fences in all rear yard sides.

Attached to this report are:

- DVP #1-2020
- Site Plan for 1013 Paquette
- Picture of the fence
- 3 neighbourhood referral letters
- 1 MoTI referral email

### **REFERRALS**

Notifications were sent out to property owners within 50 metres of the subject property. Section 499 of The Local Government Act requires notice be provided to affected property owners and tenants. As of the date of this report, three (3) written responses have been received from any affected property owner. I personally called a neighbour to confirm their statement.

### **FINANCIAL IMPLICATIONS**

None

### **POLICY IMPLICATIONS**

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

A variance application can come forward at any time to vary a regulation pertaining to construction and development. Council needs to consider whether it is in the best interests of the neighbouring residents to allow the variance, and whether or not granting the variance will set a precedence.

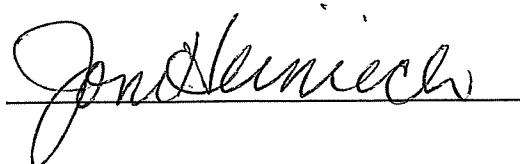
### **RECOMMENDATION**

**"THAT Development Variance Permit #1-2020 be issued."**

Respectfully submitted,



Approved for Council Consideration by CAO





## VILLAGE OF CHASE

### Development Variance Permit No. 1-2020

Authorizing resolution of the Council of the Village of Chase passed at its Regular Meeting on the \_\_\_ Day of **November, 2020**.

- 1.0 LEGAL DESCRIPTION  
**LOT 1, PLAN EPP96422, DISTRICT LOT 517, KAMLOOPS DIVISION OF YALE DISTRICT**

CIVIC ADDRESS  
**1013 Paquette Road  
Chase, BC**

- 2.0 HOLDER & ADDRESS  
**NELSON, DANIEL  
468 VLA ROAD  
CHASE, BC  
V0E 1M1**

- 3.0 CONDITIONS TO BE VARIED OR SUPPLEMENTED:

- 3.1 Village of Chase Zoning Bylaw No. 683 - 2006 and amendments thereto states:

4.10.2 Regulations

In all zones except C-3, M-1, M-2 and M-3 zones, fences, walls or hedges which do not exceed 2.0 metres in height may be located on a parcel to the rear of the required front yard;

Variance to Regulations

Section 4.10.2 is hereby varied on the subject property as follows:

In all zones except C-3, M-1, M-2 and M-3 zones, fences, walls or hedges which do not exceed 2.74 metres in height may be located on a parcel to the rear of the required front yard.

- 4.0 SECURITY REQUIRED: \_\_\_\_\_ YES      X   NO

- 5.0 GENERAL NOTES:

- 5.1 This Development Variance Permit is issued subject to all of the Bylaws of the Village of Chase applicable thereto, except as specifically varied or supplemented by this Permit.

5.2 This Permit applies to and only to those lands within the Village of Chase described in 1.0 above.

5.3 This Permit is not a Building Permit.

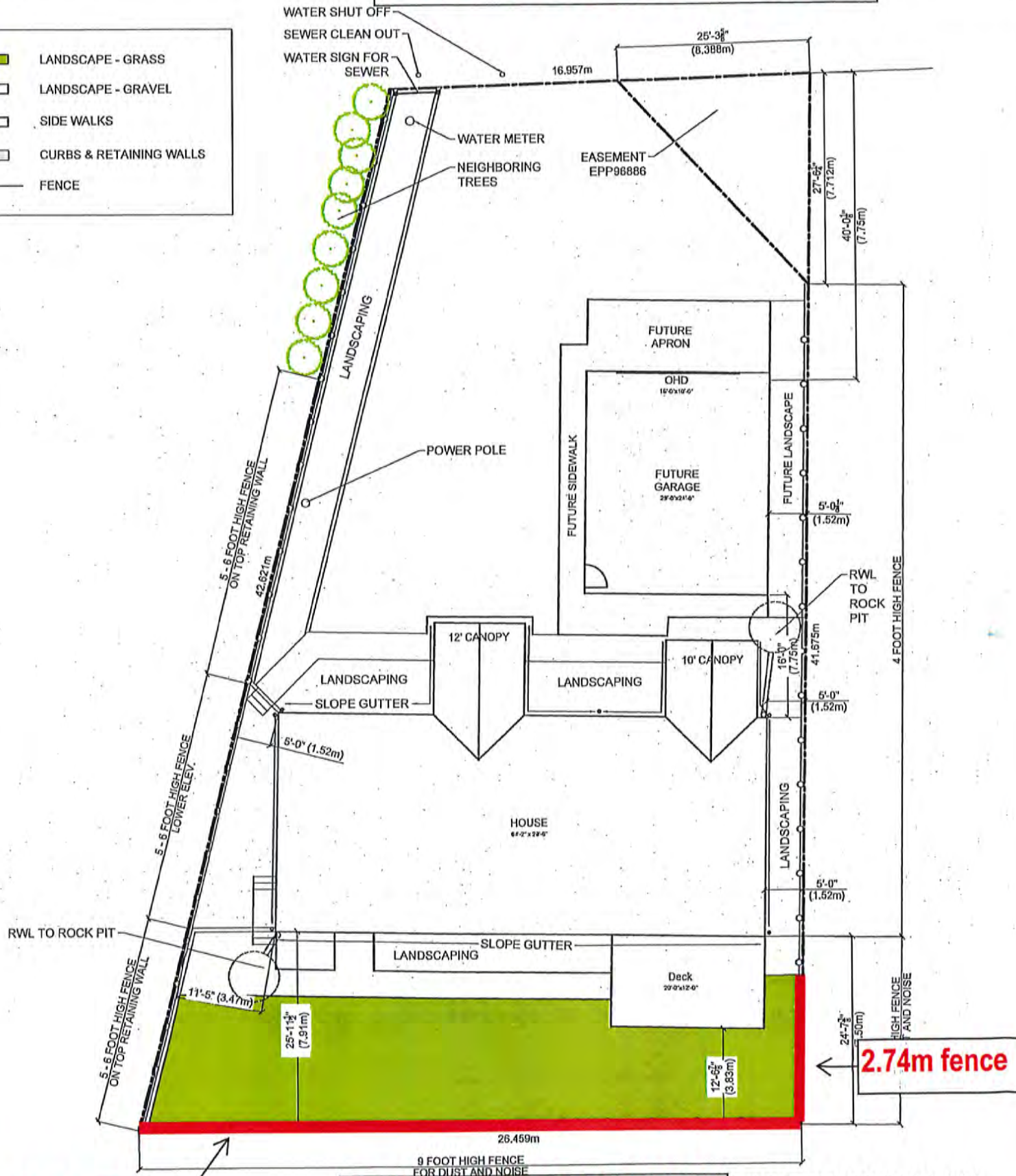
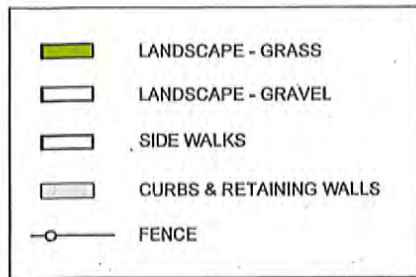
6.0 APPROVAL REQUIRED BY MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE:

\_\_\_\_\_ YES      X   NO

Approved by Village of Chase Council on the \_\_\_\_ Day of **Novémber** \_\_, \_\_.



# 1013 Paquette Rd.



2.74m fence

TRANS-CANADA HIGHWAY

LARGED SITE PLAN

Scale: 3/32" = 1'-4"







Sept. 21/2020

To Whom it may concern,

I am writing this letter in hopes that a variance will be allowed for the fence that has been installed down the street.

We as neighbors do not have a problem with the height of the fence as it acts as a great sound barrier.

It is also very nice to see that there is some great improvement in our neighborhood,

Thanks

Doug + Amanda Noel  
1009 Paquette Rd,

**Dan Nelson**

---

**From:** kevin watt <kandjwatt@yahoo.ca>  
**Sent:** Tuesday, September 22, 2020 1:08 PM  
**To:** Shop@econospan.com  
**Subject:** New home on Paquette

Sent from my iPhone. I am writing this letter to you to let you know that we have absolutely no problem with your fence facing rear highway. I'm sure it will be a great buffer from the highway noise. Also I would like to say at this time that it is nice to see someone that is looking after doing improvements to higher standards . Home looks great, just what we needed for a neighboring property. Thanks again Kevin and Joanne Watt

Chase, BC

September 23, 2020

To whom it may concern,

I'm writing this letter in support of our neighbours, Dan and Pam Nelson.

It has come to our attention that a complaint was filed against the Nelsons' for erecting a fence on the back of their property which borders the TCH. This fence being too high for some people who don't live in this part of Chase.

We are the closest neighbours to the Nelsons' and have no issues with the height nor the material used to erect this fence.

The fence is to limit the noise from road traffic as well as eliminate the visual effect of traffic going by.

I hear that our bylaw system in Chase is complaint driven. If this is so, then I also believe neighbours closest around this property should have a say about how we feel about this situation. Therefore, we are writing this letter to the village.

I've discussed this issue with a couple of the neighbours in the area and no-one has stated they have a complaint against the fence.

What Dan and Pam have done to improve this lot in Chase in such a short span of time should be commended. It's being a major improvement so far.

You should be thanking them instead.

Sincerely, *Ray Jackson* 1011 Paquette Road, Chase  
*Mauri Jackson*

## Sean O'Flaherty

---

**From:** LeBlanc, Lindsey TRAN:EX <Lindsey.LeBlanc@gov.bc.ca>  
**Sent:** Wednesday, September 30, 2020 4:22 PM  
**To:** Sean O'Flaherty  
**Subject:** FW: Fence Heights - Chase

Hi Sean,

According to Elizabeth Keam, MoTi do not have interest in fencing so you are good to go!

Kind regards,

**Lindsey LeBlanc**  
**Assistant Project Manager**  
Ministry of Transportation and Infrastructure  
Southern Interior Region  
Cell: 250 318 8647 Office: 250 828 4960

---

**From:** Sean O'Flaherty <[soflaherty@chasebc.ca](mailto:soflaherty@chasebc.ca)>  
**Sent:** September 29, 2020 3:12 PM  
**To:** LeBlanc, Lindsey TRAN:EX <[Lindsey.LeBlanc@gov.bc.ca](mailto:Lindsey.LeBlanc@gov.bc.ca)>  
**Subject:** Fence Heights - Chase

**[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.**

Hi Lindsey – thanks for looking into this for me. I am looking for any height restrictions that MoTi can impose. We anticipate that a favourable decision from our Council to allow higher fence heights adjacent to the TCH will set off many copycat applications. Can you also confirm if MoTi requires a referral on Development Variance Permits? Based on the attached guidelines document I don't think so unless there has been an update to Sec. 52.

Thanks

**Regards,**

**Sean O'Flaherty, RPP**  
**Corporate Officer**

**Village of Chase**  
Box 440, 826 Okanagan Ave.  
Chase, BC, V0E1M0  
250.679.3238 Office  
250.679.3070 Fax





## VILLAGE OF CHASE

### Memorandum

**Date:** October 28, 2020  
**To:** Mayor and Council  
**From:** CAO  
**RE:** Economic Development Recovery Plan and Economic Development Service Models

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At its April 14, 2020 meeting Council passed the following motion:

9.5 Economic Recovery Plan

Moved by Councillor Scott

Seconded by Councillor Lauzon

**"THAT Administration bring back options for creating an economic development recovery plan."**

**CARRIED**

**#2020/04/14\_017**

Subsequently, Councillor Maki asked that Paul Demenok, Columbia Shuswap Regional District Electoral Area C Director be invited to attend a Council meeting to discuss the initiative being organized with various Electoral Areas of the CSRD to provide Council with an option for Economic Development. Mr. Demenok attended Council's July 14, 2020 meeting to explain how the newly formed society would work.

At the following meeting of Council (August 11, 2020) Administration provided costing information to Council for the Village to participate in the CSRD initiative (\$16,500). After consideration, the following resolution was passed:

8.3 Shuswap Economic Development Society Initiative

Moved by Councillor Maki

Seconded by Councillor Torbohm

**"THAT the report from the CFO regarding the Village's costs to participate in the Shuswap Economic Development Society Initiative be received for information and that the Village does not participate in the initiative at this time, until further information is brought forward from Administration regarding various Economic Development Service models and associated costs."**

**CARRIED**

**#2020/08/11\_007**

Two directives have been provided to Administration:

1. To develop an economic recovery plan for the Village of Chase; AND
2. To research various economic service delivery models and associated costs for such models.

## 1. Economic Development Recovery Plan

The Village of Chase, as with all other communities in BC, have been dealing with the Covid-19 pandemic since the pandemic was declared March 18, 2020.

The **Province of BC** introduced its **Re-start Plan** on May 6, 2020, which includes 4 phases:

**Phase I** - Essential travel only, physical distancing and business closures to help stop the spread of COVID-19

**Phase II** – Essential travel only, physical distancing, restart of many businesses including those that were ordered closed

**Phase III** – We are in this phase now - Smart and safe travel within the province, restart of in-person K-12 and post-secondary classes

**Phase IV** - International tourism, restart of large gatherings including concerts and conferences

The key element for an economic boost for Chase is to encourage smart and safe travel within the province. Chase is primarily a retirement community with tourism opportunities. While it is not a destination, Chase provides supports for other local destination tourism locations such as Shuswap Lake attractions, trails, Neskonlith Lake Provincial Park, and outdoor winter activities including Skmana Cross Country Ski area.

### **Visitors to Chase**

There are several components to an economic development recovery plan, particularly in the midst of a global pandemic. Currently, the Village of Chase cannot promote large gatherings including concerts and conferences. However, the Village can promote visitations from people in the rest of BC to enjoy a quiet, quaint and unique location in the Shuswap.

The Village already markets Chase through various advertisements including the Salmon Arm Observer Tourism publications, Shuswap Tourism, Shuswap Trail Alliance, various Kamloops advertisement opportunities and via the Village's website.

During the pandemic, marketing of Chase can continue. Part of the marketing to visitors from other parts of BC should include reminders to travel safely and respectfully, and include the 'Covid-19' lens regarding hand washing, practising safe distancing, spending time in small groups and open spaces and using disinfectant wipes regularly during travel.

Some towns, communities and regions who rely on tourism are eager to welcome B.C. visitors with safety measures in place. Chase is one of those communities, and advertises at each entrance that we practice physical distancing.



## **Infrastructure Enhancements/Improvements**

The Village has been working towards the enhancement of its infrastructure which attracts visitors and new residents, building economic capacity. Several initiatives the Village has completed to improve infrastructure supporting the building of the Rocky Road trail on Scatchard Mountain, supporting the Shuswap Trail Alliance in their efforts to develop more trail networks near Chase, and ensuring the Ministry of Transportation and Infrastructure includes pedestrian connections to existing and future trails.

More recently, the Village has applied for and received funding to build a footbridge over Chase Creek in Willson Park, has applied for funding to enhance sidewalks and walking paths into the Eastern end of Willson Park, and is working on creating a design for a pedestrian and bicycle friendly corridor along portions of Pine Street as per the Active Transportation Plan 'priority projects'.

Enhancements to infrastructure that are appealing for activities attract visitors and new residents. Improvements to Willson Park will lead to more enhancements, improvements to lighting along the entrance corridor to Chase will be attractive and inviting and ensuring roads, water and sewer utilities are well maintained is a large part of economic sustainability.

## **Economic Development and Tourism Strategy**

The Village developed an Economic Development and Tourism Strategy in 2019/2020 prior to the pandemic declaration. Existing activities that have been or are being leveraged for funding and ultimate improvements in infrastructure include the Village's Active Transportation Plan, and ongoing participation in the Shuswap Trails initiative and continuing to encourage small residential development.

### Promotion of Indigenous Cultural Tourism Opportunities

The Economic Development and Tourism Strategy identified the promotion of indigenous cultural tourism opportunities. The local indigenous communities have recently developed the Secwepemc Lake Tourism Initiative. There are also activities being planned and discussed with the larger area indigenous community. Chase can achieve greater tourism outcomes by supporting the effort already underway within the local Indigenous communities.

### Business Promotion

The Village's Economic Development and Tourism Strategy identified several business development initiatives including:

- Work with Store Owners to Occupy Empty Building Spaces  
(An initiative such as 'Win this Space' could be employed, or simply utilizing empty storefronts for art presentation, Village of Chase information, regional tourism opportunities information and the like)

- Attract Entrepreneurs Interested in Visitor-based Activities and Rentals  
Advertise Chase's outdoor activity experiences to potential activity delivery business proprietors and include winter activities (snowshoeing, cross country skiing, ice fishing)
- Attract Entrepreneurs interested in providing unique shopping experiences that one cannot find in the big box store areas of larger centres. Encouraging unique shops that sell high quality merchandise not available in usual places will provide variety to Chase's downtown core and will encourage visitations from outside the community. Stores such as unique bookstores, shops that sell organic cleaners and soaps, retail cannabis, distillery or brew pub, musical instrument and supplies stores, and unique dining experience venues (perhaps international cuisine such as Thai or Vietnamese) will add to the eclectic and unique variety that can attract visitors to Chase

### **Other Community Development Initiatives the Village is Currently Undertaking**

Early Childhood Education Assistant Training program begins in November 2020. This course will see 12 people trained for ECE Assistant certification and is fully funded by a grant from Skills Training BC. Holding the training in Chase showcases Chase to anyone in course that does not live in Chase, and will provide trained individuals to provide more child care in Chase.

#### Community Wildfire Protection Plan

The adoption of this plan will lead to FireSmart initiatives in Chase, which when advertised to potential new residents will provide a level of comfort that Chase is a safe place to live. Wildfire threats are ever increasing, and safety is a large reason why people choose to reside in one community over another.

#### Financial Support to Chase and District Chamber of Commerce – Visitor Information Services

The Village currently supports the Chase and District Chamber of Commerce in the amount of \$20,000 annually to provide for comprehensive and friendly information about Chase and the surrounding areas.

### **Supports Specific to Businesses in the Downtown Core**

#### Provincial Grants for Small and Medium Sized Businesses

The Province of BC is offering grants of between \$10,000 and \$30,000 are available with an additional \$5,000 to \$10,000 to eligible tourism-related businesses that have been hit especially hard by Covid-19. The Village in conjunction with the Chase and District Chamber of Commerce can encourage small and medium sized businesses to apply for recovery grants available.

#### Business Recovery Task Force

A task force can be created to address and respond to business needs. Such a task force should include diverse members of the business community, Village Council representation, Chase and District Chamber of Commerce representatives and other like-minded and interested individuals. The mandate of a business recovery task force

should be to develop recommendations to support the return to work of Chase's workforce, to support business operations in the recovery efforts and future growth, and to identify opportunities to propel our community beyond the recovery stage.

#### Strategy for Recruitment and Retention and Business Building Skills

A strategy can be developed beyond that of the Economic Development and Tourism strategy to address various challenges associated with recruitment, retention, and development of the workforce. Components of this can include but are not limited to a job resource board, skill development, hiring fairs, and a Workforce Retention Expansion Program.

#### Work with Non-Profit Groups to Understand Volunteer Needs in the Community

Volunteerism is a large contributor to the economic viability of any community. Without volunteers, many activities will not be undertaken and many services will not be delivered. A task force specific to non-profit groups can be created to understand volunteer needs, to develop skills and confidence among volunteers and to recruit new volunteers.

#### Partnering with Thompson Rivers University

TRU students looking for work experience in various fields could provide for supports to existing businesses in need of additional staff. Setting up a formal arrangement between Chase businesses and TRU can provide another element of economic development.

#### Close portions of a street in the downtown core

Physical distancing can be promoted and business owners can be encouraged to expand onto the sidewalks and into parking spaces to safely accommodate customers during the pandemic. An alternative to closing any streets or parking stalls is to reduce the speed of traffic to 30 km/hour in the downtown core.

#### Information Repository

The development of a database of information for existing businesses and new businesses would provide various business information such as:

- Business Tools – Work with industry experts to develop a set of tools to support business continuity planning, re-hire agreements, staffing needs overview, marketing and planning.
- Financial Aid – Directing businesses to financial aid provided by the various levels of government and private sector supports
- Employee Supports – Provide information for social supports including housing, transportation and other basic living requirements
- Supports for the Self-Employed – Direct self-employed individuals to applicable resources

All activities that a municipality or partnership engages in provide overall benefit to the strength of a community in terms of its business sector, infrastructure and partnerships with other agencies/communities.

The Village of Chase is currently supporting several entities financially that provide some services that are considered 'economic development activities'. Participating in an established society or partnership that provides these and other services may be the most economical approach for the Village of Chase to benefit from economic development activities.

## **2. Economic Development Service models and associated costs**

Economic development gets its roots in the formation more than 50 years ago of the Industrial Developers Association of Canada which more recently became the Economic Developers Association of Canada. The broader scope of the profession includes commercial, tourism, downtown renewal, branding and community development.

Municipal focus in economic development includes business attraction, business retention and expansion, labour market development, tourism destination, marketing and development. A service delivery model requires an organizational structure that connects the economic development officer(s) to the business community as well as the municipal council and administration. The economic development office needs to have strong ties with the municipal staff which help develop relationships and move smoothly through any development processes governed by the municipality.

Five main models exist for the purposes of the delivery of economic development services: (1) internal model, where an internal department reports through Administration to the municipal Council; (2) an external model (service contract model) in which a not-for-profit corporation provides economic development services and is governed by a Board of Directors; (3) Municipally owned model which features a separate agency incorporated and owned by the municipality, but with its own Board of Directors and staff; (4) Hybrid approaches which combine aspects of other models for service delivery.

All models have their pros and cons. Typically an external or hybrid model includes a strong governance structure focusing on a set list of tasks and values, and clearly set out roles and responsibilities. A Board of Directors that is made up of sector specific individuals brings more expertise to this model.

Possible scopes of services for either an in-house or external service model include:

- Economic development strategy/economic reporting
- Contract Management
- Policy Development
- Coordination of Efforts
- Business Attraction
- Partnerships with existing tourism operators/economic development supporting organizations
- Investment Fund creation and management

Council may wish to consider coordinating an economic development plan with its Strategic Plan.

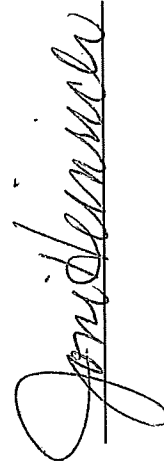
# Survey of Various Community Economic Development Services

Community/Area	Positions	Compensation for staffing/Cost for Partners	Services Provided	Model
Okanagan Falls (RDOS)	Economic Development Coordinator Regular FT employee	\$60,000 per annum	<ul style="list-style-type: none"> <li>Implementation of work programs, strategic projects and initiatives related to business and industry attraction, retention, and expansion</li> <li>Economic diversification</li> <li>Community marketing and tourism</li> <li>Small business support services</li> </ul>	Internal
Comox Valley Economic Development Society 1321	1 Executive Director & 1 Business Development Manager (Both Employees of Society)	At least 1 employee makes >\$75,000 per year based on reporting requirements	<ul style="list-style-type: none"> <li>Deliver economic development and tourism services including destination marketing, visitor services, online tour booking agreement program, downtown Comox Ambassador program, retail consignment program, VI Visitor Centre Summer at a Glance</li> <li>Works with potential investors and entrepreneurs to encourage investment in Comox Valley</li> <li>Immigrant &amp; Entrepreneur Relocation</li> </ul>	External
Burns Lake	EDO – Employee	\$67,600 per annum	<ul style="list-style-type: none"> <li>Entrepreneur programs, business retention and attraction, economic diversification, community marketing and tourism</li> </ul>	Internal
Chetwynd	EDO – Employee	\$96,367 per annum	<ul style="list-style-type: none"> <li>Economic Development Activities including business attraction, existing business supports, marketing, tourism activities, building relationships</li> </ul>	Internal
Logan Lake	EDO – Employee	\$58,000 per annum	<ul style="list-style-type: none"> <li>Implementation of work programs, strategic projects and initiatives related to business and industry attraction, retention, and expansion</li> <li>Economic diversification, community marketing and tourism</li> <li>Business support services</li> </ul>	Internal
Tumbler Ridge	EDO - Employee	\$87,077 per annum	<ul style="list-style-type: none"> <li>Business supports including attraction, retention, and expansion</li> <li>Community marketing and tourism</li> </ul>	Internal

Nelson and Area Economic Development Partnership	Partnership Employees EDO	City of Nelson pays \$80,000 2 Electoral Areas pay \$20,000 each (pays for EDO and office overhead costs)	<ul style="list-style-type: none"> <li>Community marketing, visitor information services, business support services, economic diversification, strategic initiatives and planning</li> </ul>	External
Sunshine Coast Economic Development Organization	Partnership Employs EDO	Costs for each participating area – 50% based on assessed values and 50% based on population (except Electoral Area assessment only)	<ul style="list-style-type: none"> <li>Economic diversification, relationship building, governance training, marketing, long term planning, local area business strengthening, training and support</li> </ul>	External
Creston Valley Kootenay Lake Economic Action Partnership	Partnership Employs EDO	Creston \$58,000 annually RD Central Kootenay Area A \$41,000 annually RD Area B \$54,000 RD Area C \$31,000	<ul style="list-style-type: none"> <li>Area marketing, communications, business attraction, local business supports (training), encourage entrepreneurship</li> </ul>	External
Salmon Arm Economic Development Society	Society Employs EDO	Annual Economic Development Function budget is \$200,000-City of SA only recipient of Services	<ul style="list-style-type: none"> <li>Business support services, marketing, business recovery services, strategic planning, economic diversification, marketing</li> </ul>	External

**Council direction is requested.**

Respectfully submitted,





## VILLAGE OF CHASE Bylaw Enforcement Report

TO: Mayor and Council  
FROM: Corporate Officer  
DATE: 4 November 2020  
RE: UNSIGHTLY PROPERTY – 229 B Brooke Drive

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

A Order to Comply was issued on October 8, 2020 to the occupier and owners of the property, and after no improvement a Demand Notice was issued on October 28, 2020 requesting that the premises be brought into compliance. There has been an insufficient attempt at remedying the condition of the property.

I request therefore that Council proceed with notice to the owner or occupier giving him or her twenty-one (21) days to bring the property into compliance with the Property Maintenance Bylaw, or compliance will be achieved by the Village of Chase, its authorized agents or contractors, and the costs will be borne by those responsible.

### RECOMMENDATION

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

Respectfully submitted,

Approved for Council Consideration by CAO









# Village of Chase

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

October 9, 2020

File: 229B Brooke Drive

## ORDER TO COMPLY

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

Dear Owner:

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

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

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

### **Bylaw 731-2010 Property Maintenance Bylaw:**

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

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

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

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



# Village of Chase

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

## **FAILURE TO COMPLY:**

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

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

## **OWNER RESPONSIBLE FOR COSTS:**

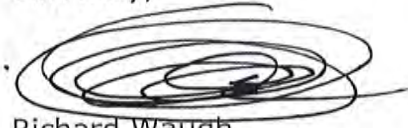
This is your notice that the subject property must be in compliance with Village bylaws by **October 26, 2020**. Failure to comply by this date will result in escalated bylaw enforcement measures.

On or after **October 26, 2020**, the Village will issue you a ***Notice of Hearing*** whereby you will be required to provide representation before the municipal Council who will hear your case. Council may then choose, by its staff or agents, to enter upon your property and perform or complete the cleanup, at the expense of the owner of such property as per Section 10 of the bylaw. It will be more cost effective for you to remedy the situation than the Village.

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

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

Sincerely,

P.P. 

Richard Waugh,  
Bylaw Enforcement Officer

cc: Sean O'Flaherty, Corporate Officer

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

**S.B.C. 2003 CHAPTER 26**

**AND**

**IN THE MATTER OF L 6 PL 34082 DL 517**

TO:

**TIARE PHILLIPS**

229B Brooke Drive, Box 689

Chase, BC

VOE 1M0

**NOTICE OF HEARING**

**TAKE NOTICE** that the Municipal Council of the **Village of Chase**, pursuant to Sections 8(3)(h) and 64 of the *Community Charter* and Property Maintenance Bylaw No. 731-2010, will at the hour of 16:00, on the 10<sup>th</sup> day of November, 2020 at the Community Hall, 547 Shuswap Avenue in Chase, British Columbia hear representations by TIARE PHILLIPS, or agent, as to whether, with respect to the lands more particularly described above, the Owner/Occupier shall be required to remove the accumulation thereon of **all discarded materials, and rubbish.**

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

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

**THIS NOTICE** is given by the Municipal Council of the **Village of Chase** this 28<sup>th</sup> day of October, 2020.



Sean O'Flaherty,  
Corporate Officer





## VILLAGE OF CHASE Administrative Report

TO: Mayor and Council  
FROM: Corporate Officer  
DATE: 5 November 2020  
RE: Application to Vary Regulations of Village of Chase Zoning Bylaw 683-2006  
1233 Bay Drive

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### ISSUE/PURPOSE

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

### OPTIONS

1. **Accept the application and authorize Administration to proceed with the required referral process and prepare a draft Development Variance Permit that would vary the maximum size of an accessory building.**
2. **Do not accept the application.**

### BACKGROUND

The applicant, owner of the property at 1233 Bay Drive has applied to vary the allowable maximum size of an accessory building. The maximum size of an accessory building is **65 m<sup>2</sup>** according to the zoning bylaw, and the application requests a variance to allow an addition to a garage with a total size of **125 m<sup>2</sup>**.

The applicant applied for and was granted in 1999 a variance to increase the size of the same accessory building from **65 m<sup>2</sup>** to **72.5 m<sup>2</sup>**. Another variance to the maximum size of an accessory building regulation in the zoning bylaw would have to be approved and issued to permit the applicant's project.

### DISCUSSION

The applicant has prepared a thorough application complete with drawings, explanations, and includes support letters from many of his neighbours.

Attached to this report are:

- Application
- Property Report
- 3 neighbourhood referral letters

## REFERRALS

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

## FINANCIAL IMPLICATIONS

None

## POLICY IMPLICATIONS

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

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

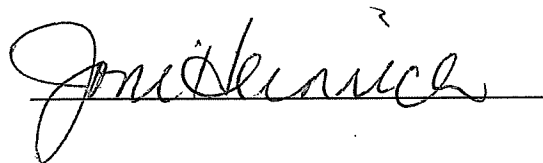
## RECOMMENDATION

**"THAT Council accept the application and direct staff to complete the referral process."**

Respectfully submitted,



Approved for Council Consideration by CAO





## Property Information Report

Report Generated On: November 02, 2020 10:30:27 PM

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

1233 Bay Dr

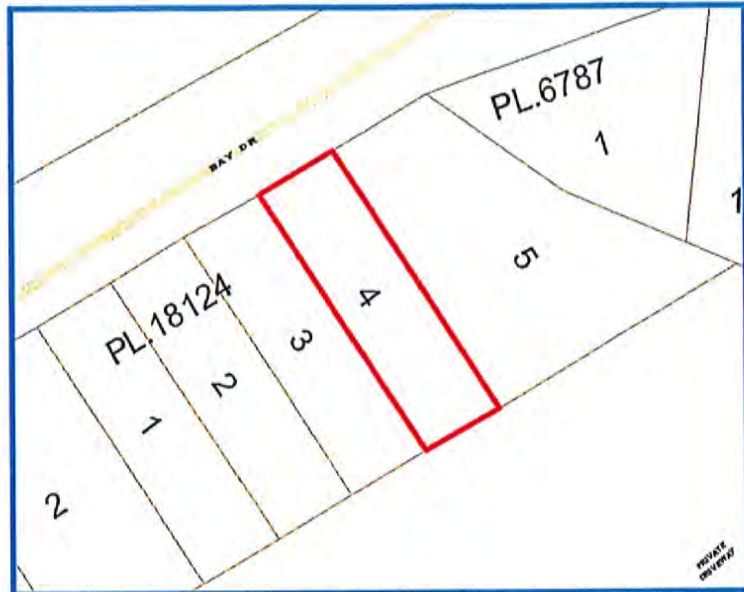
### Parcel Description & Location

[More Details](#)

Legal Description:  
L 4 PL 18124 DL 517

District Lot: 517	Land District: KDYD	
Lot Size (Calculated) (+/-5%): Square Meter: 1148.77	Acre: 0.284	Hectare: 0.115

Community: Chase  
Local Authority: Village of Chase  
School District: Kamloops/Thompson



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

[More Details](#)

Water Service: N/A  
Sewer Service: N/A  
Fire Protection: N/A

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

[More Details](#)

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

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

[More Details](#)

Zoning Bylaw: 683	Site Specific Zoning: Not Applicable
Zoning: R-1	Development Permit Area: N/A
Lakeshore Development Guidelines (Intersect): Yes	Official Community Plan Name: CONTACT LOCAL AUTHORITY
Lake Name: Little Shuswap Lake	OCP Designation: CONTACT LOCAL AUTHORITY
Lake Classification: Development Lake, Special Case Lake	Agriculture Land Reserve (Intersect): No
Fringe Area: N/A	Riparian Area (Source: TRIM)(Intersect): No
Floodplain Information: Refer to Local Government floodplain regulation.	Post-Wildfire Geohazard Risk Restrictions: Unknown

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

[More Details](#)

Folio:	Development Application Number:		Development Application Type:		Status:
Folio:	File Number:	Application Date:	Issued Date:	Completion Date:	Status:
512.00358.000	BP012267	Apr 05, 2011	Apr 29, 2011	Mar 29, 2012	COMPLETED
	Type of Construction:				
	Construct and close in existing deck onto single family dwelling				
Folio:	File Number:	Application Date:	Issued Date:	Completion Date:	Status:
512.00358.000	BP016380	Oct 09, 2020			ACTIVE
	Type of Construction:				
	Construct a carport to an accessory building				

### BC Assessment (For enquiries, contact BC Assessment Authority)

[More Details](#)

Folio:	Land Title PID:	Assess Year:	Land:	Improvement:	Property Class:
512.00358.000	008-312-940	2020	\$108,000.00	\$266,000.00	1-Res
512.00358.000	008-312-940	2019	\$102,000.00	\$259,000.00	1-Res
Folio:	Actual Use:	Manual class:			
512.00358.000	SINGLE FAMILY DWELLING	1 STY SFD-AFTER 1960-MOD. STD			

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



VILLAGE OF CHASE

Application for Permit

- ☐ Development Permit  
☒ Development Variance Permit  
☐ Temporary Commercial and Industrial Permit

Village of Chase

\$500

PAID

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

RICK & LORI BERRIGAN, Box 497-1233 BAY DRIVE 250318-1318

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

3. Legal description and Property Identification Number of subject property

LOT 4, DISTRICT LOTS 17, KDYD 18124

4. Approximate area of subject property

63.5 x 18.3

5. Existing use of subject property

RESIDENTIAL

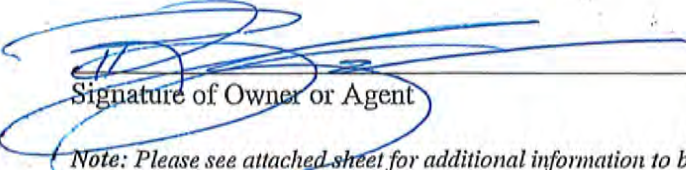
6. Existing use of adjacent property

RESIDENTIAL

7. Description of project or situation necessitating your application

ADD CARPORT TO EXISTING GARAGE

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

  
Signature of Owner or Agent

Oct. 20, 2020  
Date

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

Oct 22 2020

Messages

To whom it my concern.

I Bill Currie of 1229 Bay Drive have no issues with my neighbour Rick & Lori Berrigan wanting to build a Carport addition from they're garage.

Bill Currie

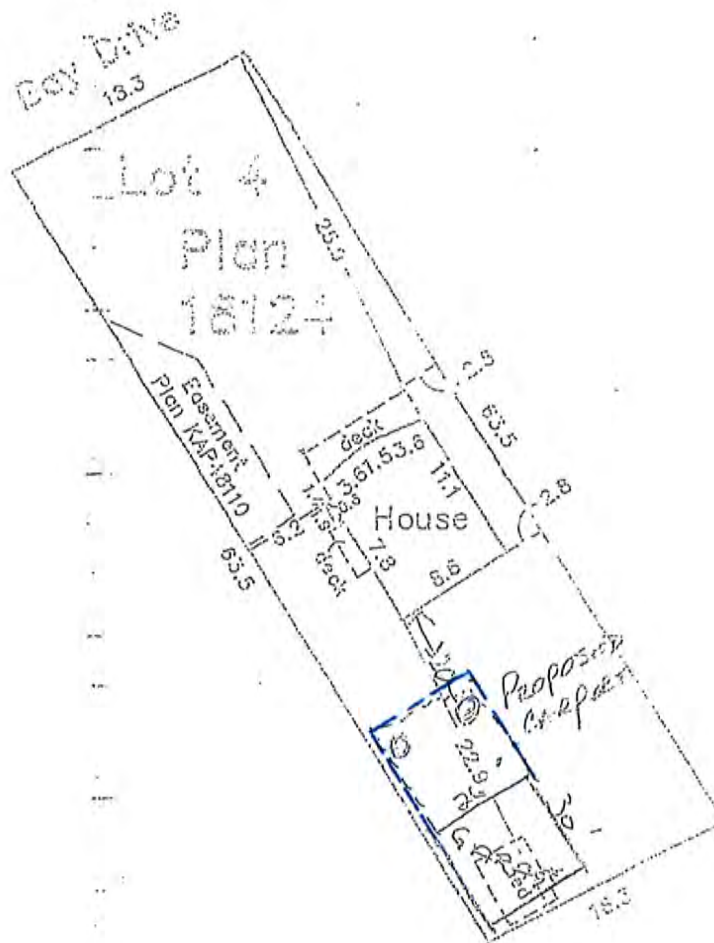




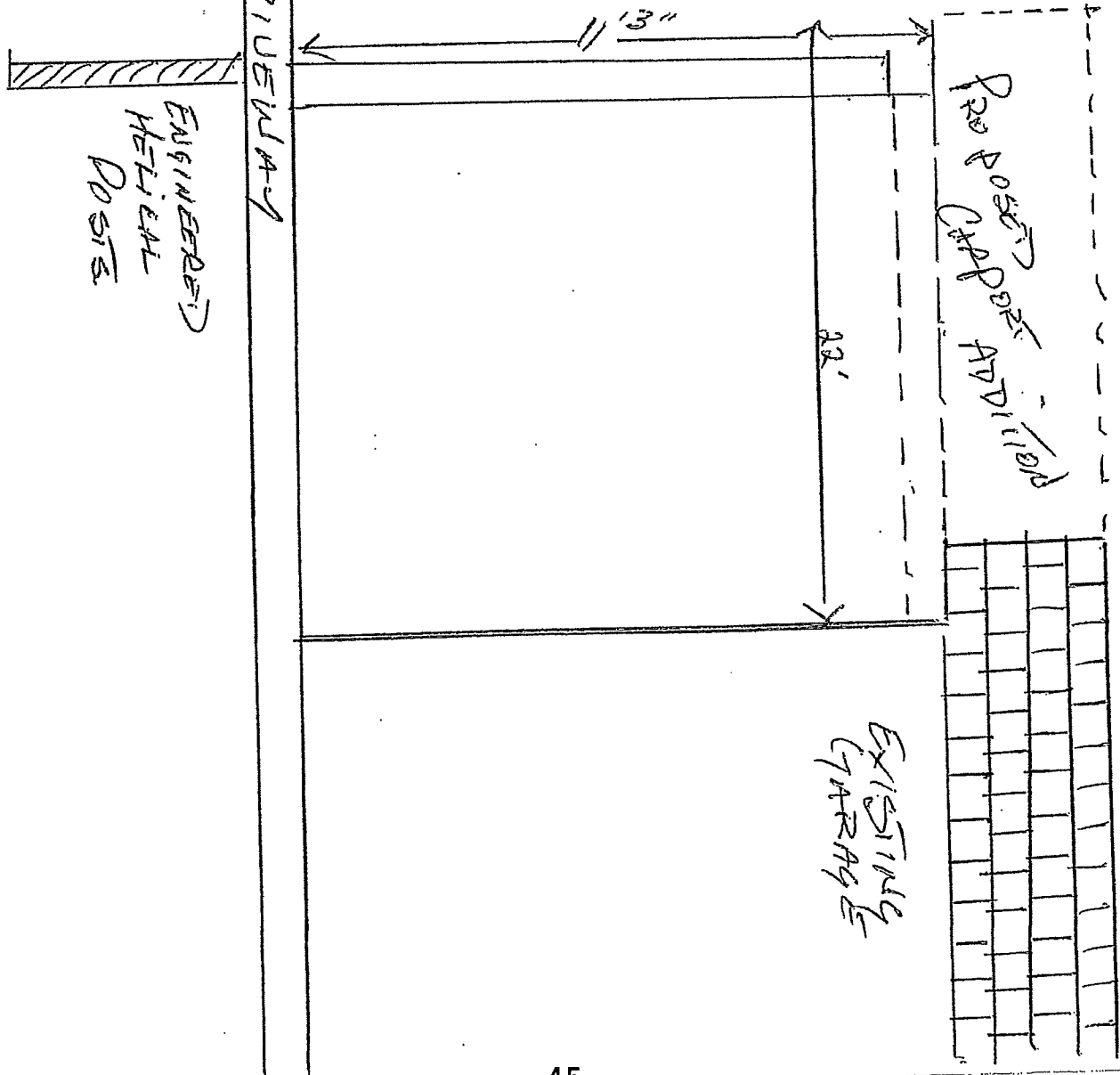
c/o Christopher H. Johnston,  
Barrister & Solicitor,  
#201 - 101 First Street East,  
Revelstoke, B.C. VOE 2S0

K.D.V.D.

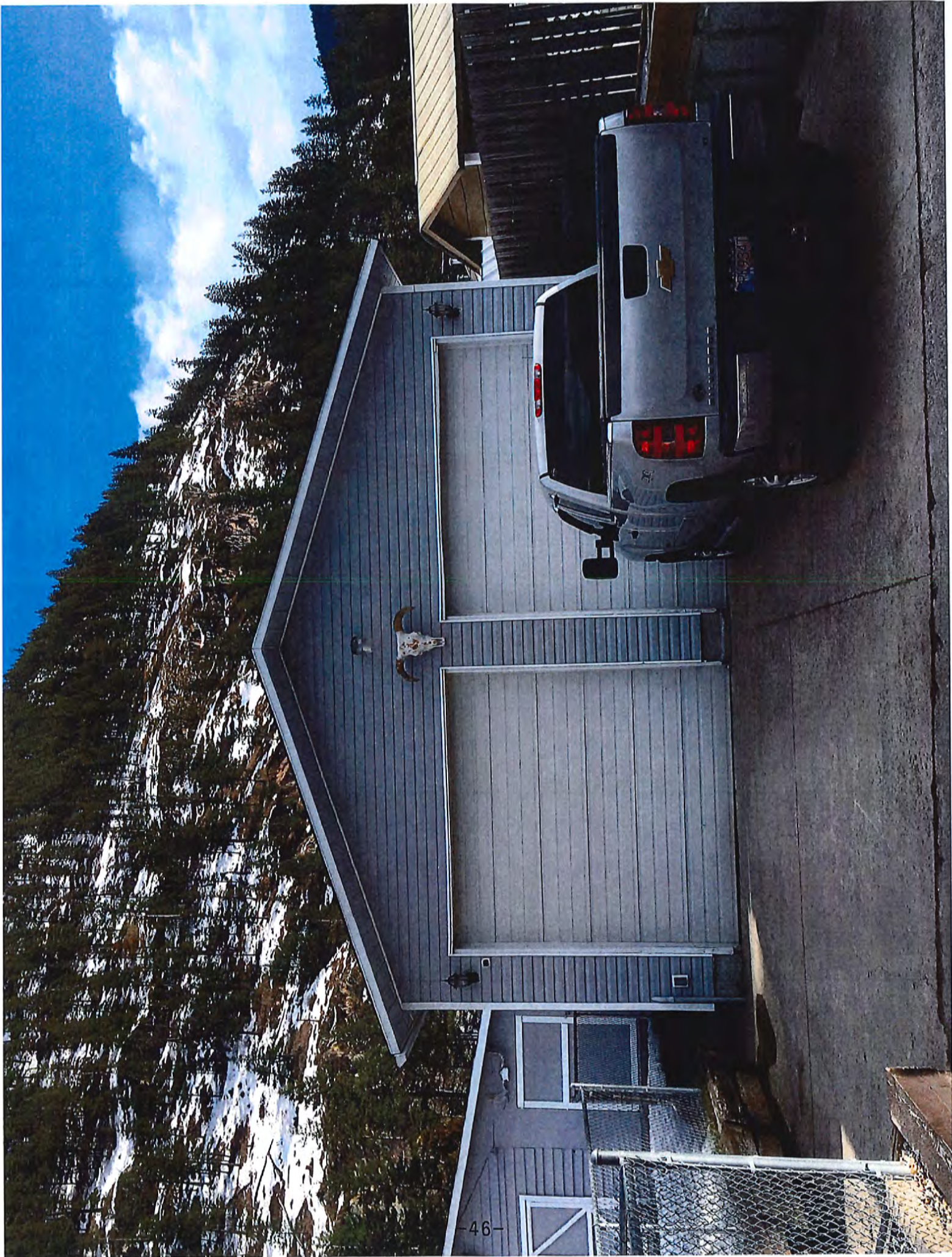
Civic Address: 1233 Bay Drive, Chase  
Your File: 9990 (BERRIGAN, Richard Paul)



LOT 4 DL517 KD'D 18124









October 22, 2020

Village of Chase

Box 440 826 Okanagan Ave.

Chase B.C. V0E1M0

Mr. Sean O'Flaherty RPP

Corporate Officer

Rick Berrigan

Box 497 1233 Bay Drive

Chase B.C. V0E1M0

Re: Variance on Property Lot 4 DL 517, KDYD 18124

1233 Bay Drive0-

Sir;

I'm writing this letter requesting a Variance on my Property to attach a carport to the existing garage. The reason for this is so I can be able to have my vehicles under cover and out of the elements. It will also help with less snow removal. Further speaking with you about putting up a free standing carport in front of garage I went to do measurements on post placements and realized this could not be done, as there is utilities below ground where the posts would have to go. I also feel this addition will only add to the look of the building and in no way hinder nor be an obstruction. I have spoken with my neighbors and they are in agreement it would add to the look. I have attached letters from my adjacent neighbors with their comments I hope this is explanation is suitable along with the drawings and my variance application is what you are needing. If you require further do not hesitate to call me at 250-318-1318.

Thank you for your time.

Sincerely,

Rick Berrigan

Messages

To whom it my concern.

I Bill Currie of 1229 Bay Drive have no issues with my neighbour Rick & Lori Berrigan wanting to build a Carport addition from they're garage.

Bill Currie

*Bill Currie*

*Oct 22 2020*

OCT 22-2020

IT IS MY UNDERSTANDING, THAT  
RICK BERRIGAN RESIDING AT 1233  
BAY DR. CHASE B.C. VOEIMO,  
WOULD LIKE TO DO AN EXTENSION  
TO HIS CURRENT GARAGE. RICK HAS  
SHOWN ME WHAT HE IS DOING  
AND I HAVE NO OBJECTION TO  
HIS PLANS.

Bill Banting  
1237 - BAY DR. CHASE  
B.C. VOEIMO  
250 574 2797



## VILLAGE OF CHASE

### Memorandum

**Date:** November 5, 2020  
**To:** Mayor and Council  
**From:** CAO  
**RE:** Arena Operations – Spectators during increasing numbers of Covid-19 cases in BC

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As Council is aware, when the Covid-19 pandemic was declared in March 2020, all Village owned facilities were closed. As the Province of BC slowly began the 're-opening', Council approved the slow re-opening of various publicly owned facilities including the Creekside Seniors, the Curling Club, the Museum and the Art Holding Memorial Arena.

Since the re-opening of the Art Holding Memorial Arena, usage at the facility has been robust – Chase Heat has been renting ice, Chase Minor Hockey has been renting ice and other groups have been renting ice particularly as other arenas have limited operations.

Recently, the Chase Heat have indicated their wish to allow a limited number of spectators into Chase Heat games. Chase Heat relies on revenues to support their club, and without any ticket sales, ongoing financial stability is tenuous. If spectators are permitted to Chase Heat games, other groups (Chase Minor Hockey in particular) may wish to allow spectators at their games as well.

BC Hockey, a not-for-profit organization and member of Hockey Canada is in charge of governing amateur hockey at all levels in BC and the Yukon Territory. BC Hockey has been communicating regularly to all hockey clubs and groups during the Covid-19 pandemic, providing advice and guidance pandemic protocols in relation to time on the ice, time in dressing rooms, entering and exiting the facilities, general protocols for hygiene and the allowance (or not) of spectators.

viaSport, is an organization that works with the Province of BC to promote innovation with partners to research and pilot changes required to make sport more inclusive, and enables sport leader capacity through education, evaluation and standards.

viaSport's role is to focus on the safe return of participants to sport activities in BC. While viaSport has indicated that spectators are permitted in facilities based on the Public Health Officer's Order: Gatherings and Events, spectators may still be limited because of the challenges in accommodating them in facilities.

viaSport supports each municipality's decision on spectator access. In other words, viaSport has indicated that the municipality has the ultimate decision regarding allowing spectators during the Covid-19 pandemic.



### Chase Heat – Rationale for Permitting Spectators

- Believes that 50 spectators can safely attend games as the spectators are separated from the players (by glass)
- Will ensure volunteers are available to monitor the activities of the spectators and ensure all protocols are met
- Chase Heat has developed a seating plan for 50 spectators in the spectator seating area which they believe will ensure physical distancing of unrelated individuals at all times
- Chase Heat has developed Spectator Return Plan (attached)
- According to KIJHL communications as of October 5, 2020, while it is up to each arena to determine how the rules will be interpreted and applied, WorkSafe BC has stated that in an arena with multiple areas of play, the order from the public health officer governing mass gatherings applies to each area of play, not the facility as a whole-players would not be typically included in the calculation since they are physically separated from fans and spectators

### Recreation Centre Society – Rationale for Not Permitting Spectators at this time

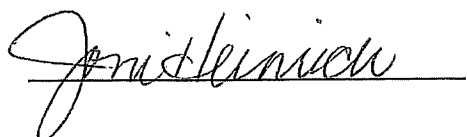
- While WorkSafe BC has stated that an arena with multiple areas of play can permit spectators, the Society is concerned about the assurance of control of those spectators to physically distance at all times
- The Covid-19 numbers in BC continue to increase which indicates an increase in risk of virus transmission
- While Heat has committed to providing responsible volunteers to ensure physical distancing, other hockey groups may not be able to provide knowledgeable volunteers to ensure physical distancing
- Once other groups learn that Chase Heat could allow spectators, those other groups will want to allow spectators for their games as well, control over spectator behaviour becomes more challenging
- Chilliwack Minor Hockey has ceased its activities entirely as Covid-19 cases increase
- KIJHL teams the 100 Mile House Wranglers, the Beaver Valley Nitehawks as well as the Spokane Braves in Washington State are not fielding teams this fall, into 2021
- Concerns that if there is a case of Covid-19 because spectators are permitted, the players will suffer (play will not be able to continue, facility could be shut down) – Arenas were re-opened primarily to promote the safe return of *participants* in sport activities
- Allowing spectators into the Arena will be challenging for Arena staff members – not enough staff in Arena to monitor spectator activity and overseeing volunteers

Council is being asked to provide guidance at this time for the Society and the users of the Arena:

### **OPTIONS**

1. Allow Chase Heat Spectators only
2. Allow Chase Heat Spectators and other groups' spectators
3. Do not allow any spectators at this time and re-evaluate the request early in January, 2021 based on Provincial Covid-19 numbers and other factors

Respectfully submitted,



## **CHASE HEAT JR HOCKEY CLUB COVID-19 – Spectator Return Plan**

The Chase Heat Jr Hockey Club has developed its spectator return plan in compliance with both Government orders and guidelines provided by ViaSport, BC Hockey and WorkSafe BC. Input was provided by our members as well.

Our goal is to provide a safe recreational environment for our patrons. The guidelines we are providing are subject to change based on the ongoing coronavirus requirements issued by the Provincial Health Officer, Minister of Public Safety, Solicitor General, WorkSafe BC, ViaSport, Village of Chase, and BC Hockey.

### **Spectator Return Protocols**

- Masks must be worn at all times within the arena.
- Hand sanitizing must be done
- Spectators will be temperature checked and signed in by a Heat volunteer before being allowed entry. There will be 2 volunteers temperature checking and signing in spectators to expedite the process and avoid any gatherings.
- Spectator seating will be pre-determined. There will be no walk-up spectators. Spectator capacity has been limited to 50 persons maximum. A list will be generated with contact information for all spectators in advance of an event to allow for contact tracing. The temperatures of all spectators will be added to this list. Spectators will be sent a covid-19 participation form when purchasing their seat informing them of the potential covid-19 risks and expectations.
- Financial transactions will be completed and done cashlessly via e-transfer/ credit card prior to entry.
- Spectator arrival times will be pre-determined to avoid any gatherings/ wait time at the entrance
- Upon entry and check in, spectators will be ushered to their seats by a Heat volunteer.
- Arena seating will be spaced to allow social distancing among spectators. Seats that are unavailable will be marked as such. There will be 3 Heat volunteer ushers to expedite this process and discourage any gatherings. After the game the ushers will help spectators leave in a similar fashion to discourage gatherings as well.
- Spectators are expected to remain in their seats during the game except to use the washrooms. There will be no congregating even during intermissions.
- Washroom use will be allowed, however no more than 2 persons at a time and they will be expected to sanitize their hands afterward
- Food and drink are prohibited within the arena.
- Seats will be sanitized after each event.

### Chase Heat Spectator PARTICIPANT AGREEMENT

All Spectators and Volunteers agree to abide by the following rules when entering club facilities and/or participating in club activities under the Covid-19 plan and the RTP protocol.

- I agree to symptom screening checks and will let my club know if I have experienced any Covid-19 symptoms in the last 14 days.
- I agree to stay home if feeling sick and stay away for 14 days if experiencing Covid-19 symptoms.
- I agree to sanitize my hands upon entering and exiting the facility with soap or sanitizer.
- I agree to follow social distancing protocols including staying 2m away from others.
- I agree to abide by all of the facility Covid-19 policies and guidelines.
- I understand that if I do not abide by the aforementioned policies and guidelines that I may be asked to leave the arena to help protect myself and other participants.
- I acknowledge that there are risks associated with entering the arena facilities and/or participating in an event, and that the measures taken by the club and participants, including those set out in the Chase Heat Jr Hockey Spectator Return Plan, will not entirely eliminate those risks.
- I further acknowledge and understand that the sport of hockey has some inherent risks. The puck may leave the playing surface at any time and injury may occur.