



## **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, September 10, 2019 at 4:00 p.m.

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

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

Resolution:

**“THAT the September 10, 2019 Village of Chase Regular Council meeting agenda be adopted as presented.”**

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

#### **3.1 Minutes of the Special meeting of Council held August 19, 2019** Pages 1-2

Resolution:

**“THAT the minutes of the Special meeting of Council held August 19, 2019 be adopted as presented.”**

#### **3.2 Minutes of the Regular meeting of Council held August 20, 2019** Pages 3-11

Resolution:

**“THAT the minutes of the Regular meeting of August 20, 2019 be adopted as presented.”**

Mayor Crowe recessed the meeting at 4:01 to move into a Public Hearing.

### **4. PUBLIC HEARINGS**

Refer to separate minutes for the Public Hearing.

Pages 12-13

Mayor Crowe reconvened the regular meeting at 4:12 p.m.

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

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

### **6. DELEGATIONS**

#### **6.1 Karen Bassett, Chase Lions Club**

- Mill Park RV Park

#### **6.2 Jeff Conners, Tobacco Reduction Coordinator, Interior Health Authority**

- Becoming Smoke-Free and includes Vaping and Cannabis

### **7. REPORTS**

a) Mayor and Council Reports

b) Staff Reports

Pages 14-17

### **8. UNFINISHED BUSINESS**

#### **8.1 Streets and Parking Bylaw Amendment for Highway Closures – Delegation of Authority**

Pages 18-19

The bylaw had first, second, and third readings on August 20, 2019. Council can now consider adopting the bylaw.

Recommendation:

**“THAT Village of Chase Streets and Parking Bylaw Amendment No. 875-2019 be adopted.”**

- 8.2 Election 2018 – Various Reports Pages 18-35  
A set of reports from the Corporate Officer in response to Beverley Iglesias’ May 14, 2019 handout at Council’s Regular meeting.

- 8.3 Variance of Zoning Regulations – 316 MacPherson Street Pages 36-40  
Report from the Corporate Officer

Recommendation:

**“THAT Council approves Development Variance Permit #2-2019.”**

- 8.4 Emergency Operations Centre Page 41  
Report from the CFO

Recommendation:

**“THAT Council support the Emergency Operation Centre being located in the Public Works Building at 1067 Paquette Road.”**

- 8.5 Asset Management Planning Program Grant Page 42  
Letter from Peter Ronald, Programs Officer, Local Government Program Services, containing a final report and financial summary related to the Village’s 2018 Asset Management Planning Program Grant from UBCM.

Recommendation:

**“THAT the letter from the UBCM Local Government Program Services regarding the payment for the Village’s Asset Management Grant be received as information.”**

- 8.6 Rainbow Crosswalk  
This item was deferred from the August 20, 2019 Regular meeting.

- 8.7 Train Whistle Cessation at Pine Street in Chase Pages 43-44  
Report from the CAO

Recommendation:

**“THAT Administration conduct a community survey to attain feedback from residents as to their level of support for:  
Train whistle cessation only at the Pine Street CP Rail crossing; OR,  
Train whistle cessation only at the Aylmer Road CP Rail crossing; OR,  
Train whistle cessation at both the Pine Street and the Aylmer Road CP Rail crossings; AND,**

**THAT the survey results be brought back to Council for consideration.”**

- 8.8 Mill Park RV Park – Request for Proposals Pages 45-60  
Resolution #2019/08/19\_IC005, directed Administration to publicly request proposals from potential proponents interested in operating the Mill Park RV Park, A draft document has been prepared and is included with this agenda.

## 9. NEW BUSINESS

- 9.1 2020 4-Year Permissive Tax Exemption Bylaw No. 877-2019 Pages 61-63  
Report from the CFO

Recommendation:

**“THAT the 2020 Permissive Tax Exemption Bylaw No. 877-2019 be given first reading.”**

Recommendation:

**“THAT the 2020 Permissive Tax Exemption Bylaw No. 877-2019 be given second reading.”**

- 9.2 2020 1-Year Permissive Tax Exemption Bylaw No. 876-2019 Pages 64-67  
Report from the CFO

Recommendation:

**“THAT the 2020 Permissive Tax Exemption Bylaw No. 876-2019 be given first reading.”**

Recommendation:

**“THAT the 2020 Permissive Tax Exemption Bylaw No. 876-2019 be given second reading.”**

- 9.3 UBCM – Municipal Insurance Authority  
Councillor Scott is currently the Village’s MIA delegate and Councillor Maki is the alternate. Neither of these two Councillors are attending UBCM this year so Council is being requested to appoint another member of Council as the Village’s delegate for the MIA Annual General Meeting which takes place Tuesday, September 24, 2019 during the 2019 UBCM Convention.

- 9.4 Raise-a-Reader 2019 Fundraising and Awareness Campaign Pages 68-69  
Letters requesting volunteers and funding support

Past grants-in-aid to Raise-a-Reader have been consistent at \$500 each year between 2015 and 2018 inclusive.

- 9.5 Commemoration of the 75<sup>th</sup> Anniversary of the Holland Liberation Page 70  
Request from Chase Royal Canadian Legion for the purchase of Canadian Liberator Tulips

- 9.6 Notice of Intent – Medical Cannabis Facility at 987 Chase-Falkland Rd. Page 71  
A mandatory Notice of Intent has been received from Tumbleweed Farms as per Health Canada’s requirements for a Standard Cultivation License.

Resolution:

**“THAT the Notice of Intent from Tumbleweed Farms advising the Village of Chase of their application to Health Canada to become a Licensed Producer at 987 Chase-Falkland Road, be received for information.”**

9.7 Green Communities Committee

Pages 72-74

Letter from Tara Faganello, Assistant Deputy Minister, Local Government Division, Ministry of Municipal Affairs and Housing, congratulating Council in their continued efforts in reducing greenhouse gas emissions.

Resolution:

**“THAT the letter from Tara Faganello, Assistant Deputy Minister, Local Government Division, Ministry of Municipal Affairs and Housing, congratulating Council in their continued efforts in reducing greenhouse gas emissions, be received for information.”**

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

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

**11. RELEASE OF IN CAMERA ITEMS**

None

**12. IN CAMERA**

**“THAT Council recess to an In Camera meeting pursuant to Section 90 (1) of the *Community Charter*, paragraph (k), negotiations and related discussions respecting the proposed provision of a municipal service...”**

**13. ADJOURNMENT**

Resolution:

**“THAT the September 10, 2019 Village of Chase Regular Council meeting be adjourned.”**





Minutes of the Special Meeting of Council of the Village of Chase  
held in the Council Chamber at the Village Office at 826 Okanagan Avenue  
on Monday, August 19, 2019 at 4:05 p.m.

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

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

Public Gallery: 0

**1. CALL TO ORDER**

Mayor Crowe called the meeting to order at 4:03 p.m.

**2. ADOPTION OF THE AGENDA**

Moved by Councillor Scott

Seconded by Councillor Maki

**"THAT the August 19, 2019 Village of Chase Special Council meeting agenda be adopted as presented."**

**CARRIED**

**#2019/08/19\_001**

**3. ADOPTION OF MINUTES**

**4. PUBLIC HEARINGS**

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

**6. DELEGATIONS**

**7. REPORTS**

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

**10. RELEASE OF IN-CAMERA ITEMS**

**11. IN CAMERA**

Moved by Councillor Scott

Seconded by Councillor Lauzon

**"THAT Council recess to an In Camera meeting pursuant to Section 90 (1) (e) the acquisition, disposition or expropriation of land or improvements; and, (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public."**

**CARRIED**

**#2019/08/19\_02**

**12. ADJOURNMENT**

Moved by Councillor Scott

Seconded by Mayor Crowe

**"THAT the August 19, 2019 Village of Chase Special Council meeting be adjourned."**

**CARRIED**

**#2019/08/19\_03**

The meeting concluded at 6:30 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 in the Council Chamber of the Village Office at 826 Okanagan Avenue  
on Tuesday, August 20, 2019, at 4:00 p.m.

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

**Regrets:** Councillor Ali Maki

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

**Regrets:** Clinton Wright, Manager of Public Works Officer

**Public Gallery:** 8

**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 Lauzon

**"THAT the August 20, 2019 Village of Chase Regular Council agenda be adopted with one correction at Item 9.5 - the VIP Luncheon at the Interior Provincial Exhibition and Stampede is being held August 31, 2019 not August 22, 2019."**

**CARRIED**

**#2019/08/20\_001**

**3. ADOPTION OF MINUTES**

**3.1 Special Meeting of Council held July 8, 2019**

Moved by Councillor Scott

Seconded by Councillor Lauzon

**"THAT the minutes of the Special meeting of July 8, 2019 be adopted as presented."**

**CARRIED**

**#2019/08/20\_002**

**3.2 Regular Meeting of Council held July 9, 2019**

Moved by Councillor Torbohm

Seconded by Mayor Crowe

**"THAT the minutes of the Regular meeting of July 9, 2019 be adopted as presented."**

**CARRIED**

**#2019/08/20\_003**

**4. PUBLIC HEARING**

Refer to separate minutes for the Public Hearing.

Mayor Crowe reconvened the regular meeting at 4:12 p.m.

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

Carolyn Parks-Mintz, of 813 Okanagan Avenue, spoke in support of the following initiatives: An off-leash dog park; a rainbow crosswalk; and a new firetruck. She questioned whether Council and Mayor's attendance at events has a set budget limit.

Beverley Iglesias, of 621 3<sup>rd</sup> Avenue, regarding item 8.5, suggested that \$60,000 is too costly for updating the Village of Chase's Official Community Plan (OCP). She suggested that the existing bylaw only needs 'tweaking' and that there has been very little change in the population of the Village since the current OCP was written.

Ms. Iglesias asked if the OCP update budget included staff time and print materials.

The Corporate Officer responded that staff time and print materials are not included in the \$60,000 budget that those costs are included in the existing budget for administrative functions.

Ms. Iglesias, regarding item 9.4, inquired who would manage the acquisition of the new fire truck including who would be writing the proposal.

The CFO responded that staff, likely with the assistance of a consultant, would coordinate the procurement of the new fire truck.

**6. DELEGATIONS**

None

**7. REPORTS**

a) Mayor and Council Reports

Mayor Crowe

- July 10 – Participated in the TNRD Board tour of the Harper Trail Winery, the Village's water treatment plant, and lunch where CAO Heinrich presented on the history of Chase, along with a summary of current development projects
- July 10 - Attended the TNRD Volunteer Appreciation Dinner at Quaaout Lodge
- July 11 – Attended breakfast with the TNRD Board and staff
- July 11 – Attended the Regular TNRD Board meeting at the Chase Community Hall
- July 12 - Attended a Special TNRD Committee of the Whole regarding forestry
- July 16 – Met with the TNRD Chief Building Inspector and other senior staff
- July 17 - Along with the CAO, CFO, and members of Council, met with Jan Hawley, Economic Development Officer from Ontario, regarding her experiences with effective initiatives within a community
- July 19 – Met with Bill Ony of E Bus regarding service for Chase
- July 19-21 - Attended the Little Shuswap Lake Indian Band Pow Wow on behalf of Council
- August 1 – Cut the ribbon at the Grand Opening of Pedal Bros.' enlarged store
- August 8 – Attended the Neskonlith Band Council celebration to recognize outgoing councillors Manual and Anthony, and all incoming members
- August 13 - Attended Cornstock and spoke in recognition of all the volunteers who made the 10<sup>th</sup> anniversary possible
- August 14 – Attended the Fraser Basin Council's Interior Forest Renewal Policy Engagement Workshop
- August 15 - Attended a TNRD Committee of the Whole regarding forestry

- August 15 – Attended the Grand Opening of Chief Atahm School at the Adams Lake Indian Band
- August 15 – Attended a TNRD Regular Board meeting
- August 17 – Attended the Roots & Blues Festival in Salmon Arm along with numerous other regional Mayors
- August 19 – Attended a Special Meeting of Council
- August 19 – Attended an In-Camera Meeting of Council

#### Councillor Lauzon

- July 17 – Along with the CAO, CFO, and members of Council, met with Jan Hawley, Economic Development Officer from Ontario, regarding her experiences with effective initiatives within a community
- July 27 – Attended Rob Johnson's 'Fearless Fighter' fundraiser at the Community Hall
- August 7 – Participated in discussions with both the Chase Hamper Society and Village Administration to help sort out the lease agreement
- August 8 – Attended and spoke on behalf of the Village at the Neskonlith Band Council celebration, in recognizing outgoing councillors Manual and Anthony, and all incoming members
- August 13 - Attended Cornstock and volunteered to shuck corn
- August 13 – Promoted the Village's Fire Smart, and First Responder's programs at Cornstock
- August 19 – Attended a Special Meeting of Council
- August 19 – Attended an In-Camera Meeting of Council
- August 19 – Helped out in the concession during the Interior Savings' Moonlight Movie

#### Councillor Scott

- July 9 - Attended a Citizens on Patrol meeting
- August 13 - Attended Cornstock
- August 19 – Attended a Special Meeting of Council
- August 19 – Attended an In-Camera Meeting of Council

#### Councillor Torbohm

- July 10 - Attended the TNRD Volunteer Appreciation Dinner at Quaaout Lodge
- July 30 - Attended Music on the Lake
- July 31 – Met with a few citizens to hear their concerns
- August 2 – Discussed a drainage issue with the Manager of Public Works
- August 6 - Attended Music on the Lake
- August 13 - Attended Cornstock and volunteered to cook corn
- August 14 – Attended a Chase Chamber of Commerce meeting
- August 18 – Reviewed the Council agenda
- August 19 – Attended a Special Meeting of Council
- August 19 – Attended an In-Camera Meeting of Council

#### b) Staff Reports

##### Fire Chief:

- Fire call outs: 7
- Rescue call outs: 3
- 270 Burning Permits have been issued to date

- There are 22 members and 4 junior fire fighters in the department; 1 member on leave
- Recent training priorities have been on water supplies, pumping, and drafting
- First Responder training in ongoing for a number of members

Reports from the CAO, Corporate Officer, CFO, and Manager of Public Works were included in the agenda package.

Moved by Councillor Scott

Seconded by Councillor Lauzon

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

**CARRIED**

**#2019/08/20\_006**

**8. UNFINISHED BUSINESS**

**8.1 OCP Amendment Bylaw 874-2019**

Moved by Councillor Torbohm

Seconded by Councillor Scott

**"THAT OCP Amendment Bylaw No. 874-2019 be given third reading."** **CARRIED**

**#2019/08/20\_007**

Moved by Councillor Scott

Seconded by Mayor Crowe

**"THAT OCP Amendment Bylaw No. 874-2019 be adopted."**

**CARRIED**

**#2019/08/20\_008**

**8.2 Chase Golf Course Property OCP Application – Letter**

Moved by Councillor Torbohm

Seconded by Mayor Crowe

**"THAT the letter from Janelle Iglesias complimenting Council's handling of the land use application at 950 Hysop Road, be received for information."**

**CARRIED**

**#2019/08/20\_009**

**8.3 Streets and Parking Bylaw Amendment for Highway Closures-Delegation of Authority**

Moved by Councillor Lauzon

Seconded by Councillor Scott

**"THAT Village of Chase Streets and Parking Bylaw Amendment No. 875-2019 be read a first time."** **CARRIED**

**#2019/08/20\_010**

Moved by Councillor Scott

Seconded by Mayor Crowe

**"THAT Village of Chase Streets and Parking Bylaw Amendment No. 875-2019 be read a second time."** **CARRIED**

**#2019/08/20\_011**

Moved by Councillor Torbohm

Seconded by Councillor Lauzon

**"THAT Village of Chase Streets and Parking Bylaw Amendment No. 875-2019 be read a third time."** **CARRIED**

**#2019/08/20\_012**

8.4 Off-leash Dog Park Request

Moved by Councillor Scott

Seconded by Mayor Crowe

**"THAT Council include the creation of an off-leash dog park into the 2020 budget deliberations."**

**CARRIED**

**#2019/08/20\_013**

8.5 Official Community Plan – Contract Award

Moved by Councillor Scott

Seconded by Councillor Lauzon

**"THAT the Official Community Plan contract be awarded to Urban Systems Limited for the budgeted amount of \$60,000."**

**DEFEATED**

**ALL OPPOSED**

**#2019/08/20\_014**

Moved by Councillor Lauzon

Seconded by Mayor Crowe

**"THAT Hazel Christy, Professional Planner and consultant, who provided an assessment report regarding the Village's current Official Community Plan which was received at Council's January 22, 2019 meeting, be invited to attend a Council meeting to provide more information for Council regarding the Village's Official Community Plan."**

**CARRIED**

**#2019/08/20\_015**

9. **NEW BUSINESS**

9.1 Housing Needs Report

Moved by Councillor Torbohm

Seconded by Councillor Lauzon

**"THAT Council approves the submission of a grant application to UBCM for the Community Housing Needs Report Program for a maximum of \$15,000; AND,**

**THAT the Village of Chase will provide overall grant management for the project."**

**CARRIED**

**#2019/08/20\_016**

9.2 Application to Vary Zoning Regulations – 316 MacPherson Street

Moved by Councillor Scott

Seconded by Mayor Crowe

**"THAT Council accepts the application to vary zoning regulations at 316 MacPherson Street, and directs staff to complete the referral process."**

**CARRIED**

**#2019/08/20\_017**

9.3 Expense Reimbursement for Council Members

Moved by Councillor Scott

Seconded by Mayor Crowe

**"THAT policy ADM-21, *Expense Reimbursement*, be amended by changing the mileage reimbursement rate to be in line with the Canada Revenue Agency's mileage rate; and meal reimbursements for breakfast, lunch, and dinner be changed to a single centre rate of \$15, \$18, and \$40 respectively."**

**CARRIED**

**#2019/08/20\_018**

9.4 Fire Truck Purchasing Options

Moved by Councillor Scott

Seconded by Mayor Crowe

**"THAT the Village of Chase authorize the purchase of a new firetruck for an amount of not more than \$450,000; AND,**

**Authorize the Mayor and Chief Administrative Officer to enter into an equipment loan with Municipal Finance Authority for not more than \$250,000 over a five-year term for the purchase of a new firetruck; AND,**

**THAT the remaining maximum funds required, of not more than \$200,000 be allocated from reserves and/or general surplus for the purchase of the firetruck; AND,**

**THAT a consultant assist Administration with purchase of the new fire truck."**

**CARRIED**

**#2019/08/20\_019**

9.5 Interior Provincial Exhibition & Stampede V.I.P. Luncheon

Moved by Councillor Lauzon

Seconded by Councillor Torbohm

**"THAT Administration extend regrets to the Interior Provincial Exhibition & Stampede Board for being unable to attend the V.I.P. Luncheon."**

**CARRIED**

**#2019/08/20\_020**

9.6 Ministry of Children and Family Development – Childcare BC

Moved by Mayor Crowe

Seconded by Councillor Lauzon

**"THAT Council send a letter of support to the Thompson Region Division of Family Practice's for their Shared Care BC grant application for purposes of creating an Emergency Preparedness Program for Physicians."**

**CARRIED**

**#2019/08/20\_021**

9.7 Shuswap Trail Alliance – Support of Grant Application

Moved by Councillor Scott

Seconded by Councillor Torbohm

**"THAT Council provide a letter of support to the Shuswap Trails Alliance for its application for funding from the Province of BC's Rural Dividend Program."**

**CARRIED**

**#2019/08/20\_022**

9.8 Rainbow Crosswalk

Moved by Mayor Crowe

Seconded by Councillor Scott

**"THAT the Rainbow Crosswalk item be referred to the September 10, 2019 meeting of Council with additional information being provided by Administration relating to potential costs for the installation of such a cross walk and whether there is any funding available."**

**CARRIED**

**#2019/08/20\_023**



9.9 UBCM 2019 Resolutions

Moved by Councillor Torbohm

Seconded by Mayor Crowe

**"THAT the confirmation from UBCM of Council's resolution regarding Highway Rescue be received for information."**

**CARRIED**

**#2019/08/20\_023**

9.10 UBCM Resolutions from City of Prince George

Moved by Councillor Torbohm

Seconded by Councillor Scott

**"THAT Council send a letter of support to the City of Prince George for their resolution to UBCM requesting the sharing of proceeds of crime between the Provincial Government and Local Governments to help address protective services costs."**

**CARRIED**

**#2019/08/20\_024**

Moved by Councillor Lauzon

Seconded by Mayor Crowe

**"THAT Council send a letter of support to the City of Prince George for their resolution to UBCM requesting ongoing Provincial funding to Local Governments to cover the cost of cleaning up needles and drug paraphernalia in their communities."**

**CARRIED**

**#2019/08/20\_025**

9.11 UBCM Resolution -District of West Vancouver- Regulatory

Moved by Councillor Torbohm

Seconded by Councillor Scott

**"THAT the letter from the District of West Vancouver regarding single-use plastic check-out bags be received for information."**

**DEFEATED**

**ALL OPPOSED**

**#2019/08/20\_026**

Moved by Councillor Torbohm

Seconded by Councillor Scott

**"THAT Council support the District of West Vancouver in their UBCM resolution that urges the Province to develop a single-use item reduction strategy and allow local governments the option of participating in restricting single-use items."**

**CARRIED**

**#2019/08/20\_027**

9.12 UBCM Resolutions from North Cowichan

Moved by Councillor Torbohm

Seconded by Mayor Crowe

**"That Council support North Cowichan's UBCM resolution urging the Province of BC to explore the feasibility of adopting a new model for the management of forests in British Columbia that will involve and empower local communities."**

**CARRIED**

**#2019/08/20\_028**

9.13 Ministry of Children and Family Development – Childcare BC

Moved by Councillor Scott

Seconded by Councillor Torbohm

**"THAT the letter from Minister of Children and Family Development and Minister of State for Child Care and backgrounder regarding Childcare BC New Spaces Fund, be received for information."**

**CARRIED**

**#2019/08/20\_029**

9.14 Request to Prohibit Bottling of Groundwater for Sale

Moved by Councillor Lauzon

Seconded by Councillor Scott

**“THAT the letter from Bruce Gibbons of Merville, Comox Valley, BC, requesting that the Village of Chase change their Zoning Bylaw to prohibit the extraction of groundwater for purposes of bottling, be received for information.”**

**CARRIED**

**#2019/08/20\_030**

9.15 Small Talk Forum 2019 – Input Requested for Discussion Items

Moved by Councillor Lauzon

Seconded by Mayor Crowe

**“THAT the Village of Chase submit an application to appear at UBCM’s Small Talk Forum 2019, with the topic being Highway Road Rescue, and the challenges of providing that service.”**

**CARRIED**

**#2019/08/20\_031**

9.16 Request from Mayor of Coquitlam - Letter regarding Ride-hailing

Moved by Mayor Crowe

Seconded by Councillor Scott

**“THAT the Village of Chase send a letter of support to Mayor Richard Stewart of Coquitlam regarding their request of Minister Trevena, Ministry of Highways and Infrastructure to implement ride-hailing.”**

**DEFEATED**

**Scott and Torbohm OPPOSED**

**#2019/08/20\_032**

Moved by Councillor Scott

Seconded by Councillor Lauzon

**“THAT the letter from Mayor Richard Stewart of Coquitlam seeking support for his letter to Minister Trevena, Ministry of Highways and Infrastructure regarding the need for ride-hailing, be received for information.”**

**CARRIED**

**#2019/08/20\_033**

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

James Mintz, of 813 Okanagan Avenue, commented that \$60,000 is a bargain for re-writing the OCP unless Council does not follow the new document’s policies.

Mr. Mintz then commented that Jack Blair (former Director of Fire Operations) did some good things for the Fire Department but also ‘churned up some negative things’. Council needs to clearly state the parameters under which Mr. Blair or any consultant would be working to help in the procurement of a new fire truck and ensure the cost for the consultant is fixed and reasonable.

Carolyn Parks-Mintz, of 813 Okanagan Avenue, commented she is anticipating updates from Administration on the election procedures matter, the branding report, the Thompson Avenue parking matter, and the shipping container bylaw amendment.

Beverley Iglesias, of 621 3<sup>rd</sup> Avenue, asked why the pool was closed on August 18.

The CAO responded by saying the chlorine levels were too high to safely operate the pool that day.

Ms. Iglesias then asked what is the financial impact to the taxpayers of Chase of providing Highway rescue Services.

The CFO responded that she didn't have exact figures at hand, that the service is budgeted for in the annual budget and accurate information can be provided to Mr. Iglesias during office hours.

Ms. Iglesias then inquired about the cost of Highway rescue employees experiencing post-traumatic stress disorder.

The CFO replied that employees have health benefit coverage.

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

Resolution #2019/07/08\_IC003, an update on Council's Strategic Priorities, has been released from In-Camera.

Resolution #2019/08/19\_IC005, directing Administration to publicly request proposals from potential proponents interested in operating the Mill Park RV Park, has been released from In-Camera.

Resolution #2019/08/19\_IC006, directing Administration to publicly solicit '*Expressions of Interest*' from potential proponents interested in operating the Art Holding Memorial Arena, has been released from In-Camera.

**12. IN CAMERA**

None

**13. ADJOURNMENT**

Moved by Councillor Scott

Seconded by Councillor Lauzon

**"THAT the August 20, 2019 Village of Chase Regular Council meeting be adjourned."**

**CARRIED**

**#2019/08/20\_034**

The meeting concluded at 6:09 p.m.

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Rod Crowe, Mayor

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Sean O'Flaherty, Corporate Officer



## VILLAGE OF CHASE MINUTES OF PUBLIC HEARING

Held on August 20, 2019 at 4:01 p.m. in the Chase Village  
Council Chambers, 826 Okanagan Avenue, Chase, BC

**PRESENT:** Mayor Rod Crowe  
Councillor Alison Lauzon  
Councillor Steve Scott  
Councillor Fred Torbohm

Regrets: Councillor Ali Maki

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

Regrets: Clinton Wright, Manager of Public Works

Public Gallery: 7

### **I. Call to Order**

Chair Crowe called to order the Public Hearing regarding "Village of Chase OCP Amendment Bylaw No. 874-2019" at 4:01 p.m.

### **II. Opening Statement on OCP Amendment Bylaw No. 874 – 2019**

Chair Crowe read the opening statement for the Public Hearing noting that all persons present who believe their interest in property is affected by the proposed bylaw shall be given an opportunity to be heard or present written submissions.

### **III. Introduction of Bylaw**

Chair Crowe asked the Corporate Officer to introduce the bylaw.

The Corporate Officer introduced the bylaw and noted:

- The subject property is designated '*General Residential*' in the Official Community Plan Bylaw (OCP) 635-2002
- The proposed land use designation for this property is '*Combination Light Industrial, Service Commercial*'
- The purpose is to prepare the land use for a zoning amendment to '*Light Industrial*' for purposes of developing an industrial park

#### **IV. Public Input**

The Corporate Officer confirmed that all statutory public notifications occurred and that there were no written or verbal submissions received in relation to the proposed bylaw amendment.

Chair Crowe called a first time for public input.

Courtney and Kyle Neilson, of 122-455 VLA Road, spoke to Council as having concerns related to the proposed change of land use designations. They live immediately adjacent to the subject property. The proposed imposing steel building would replace the existing equestrian riding arena, and could be sited 12 metres from their bedrooms. Their specific concerns are noise and dust, both of which could impact the livability of their home.

The Corporate Officer explained that the OCP is the highest level land use plan; that the zoning bylaw also requires an amendment for the proposed industrial uses; that details pertaining to setbacks, fences, berms, noise and dust mitigation will be addressed at 'zoning'; and encouraged the Neilson's to participate in the zoning amendment Public Hearing should Council advance such a hearing.

Chair Crowe called a second time for public input. None was forthcoming.

Chair Crowe called a third and final time for public input. None was forthcoming. Hearing no further input, Chair Crowe called for a motion to close the input opportunity and adjourn the public hearing for Village of Chase OCP Amendment Bylaw No. 874-2019.

#### **V. Adjournment**

Moved by Councillor Scott

Seconded by Councillor Lauzon

**"THAT the input opportunity to hear from affected persons regarding Village of Chase OCP Amendment Bylaw No. 874-2019 be closed; AND,**

**THAT the Public Hearing be adjourned."**

**CARRIED**

The Public Hearing was concluded at 4:11 p.m.

These minutes were adopted by a resolution of Council this day of , 2019.

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Rod Crowe, Mayor

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Sean O'Flaherty, Corporate Officer



## VILLAGE OF CHASE

### Memorandum

**Date:** September 6, 2019  
**To:** Mayor and Council  
**From:** CAO  
**RE:** Report of Tasks from August 19 to September 6, 2019

---

#### Council Support/Meetings

- Oversee Council agenda preparation
- Assist in informing staff members of Council decisions and initiatives
- Assist in follow-up tasks related to Council decisions
- Review minutes for inclusion on Council agendas
- Met with various individuals relating to matters from Council meetings and in relation to upcoming matters
- Met with Mayor and individual Councillors relating to various matters
- Prepared and submitted various information items to local newspaper and other media regarding Council activities and Village business

#### Regular Duties

- Met with staff members and managers relating to various operational matters
- Provided support and advice to management team and staff relating to various matters
- Updated items on Village's Facebook page of interest to the community and submitted Village information to the local newspaper
- Received all incoming mail and email enquiries and delegated items to appropriate staff members for response
- Met with various members of the public regarding requests for information
- Authorized, with the Mayor, payroll and accounts payable transactions

#### Other

- Prepared for and participated in Council Workshop discussions
- Attended Chase Chamber of Commerce Special meeting
- Preparations for Council's attendance at UBCM

Respectfully submitted,



## VILLAGE OF CHASE

### Memorandum

**Date:** 6 September 2019

**To:** Mayor and Council

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

**RE:** Activities undertaken from August 19 to September 6, 2019

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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
- Performed pre-event walk-throughs of Community Hall events, and general management of the hall
- Prepare and distribute Village communications through social media, the Village's website, and the Sunflower newsletter insert.

#### Other Duties/Activities During the Reporting Period:

- Working with developers on various residential housing developments
- Processed 2 Building Permits
- Finalized the Chase Hampers' Society lease agreement
- Worked with RBC and Interior Savings on building permit details
- Met with Ministry of Transportation and Infrastructure regarding Brooke Drive improvements
- Working on the RV Park Request for Proposal package

#### Bylaw Enforcement

- Bylaw Enforcement activity is minimal, primarily unsightly premises

#### Dog Control

- Dog control matters are normal

Respectfully submitted,

Approved for Council Consideration by CAO



## VILLAGE OF CHASE

### Memorandum

**Date:** September 5, 2019  
**To:** Council  
**From:** CFO  
**RE:** August 2019 Report

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#### Regular Duties

- Dealt with customer property taxes and utility issues as required.
- Upload BC Assessment updates.
- Review Accounts Payable and Payroll Batches.
- Reconcile Utilities, Property Taxes and Accounts Receivable ledgers.
- Monthly Bank Reconciliation.
- Participated in Management meetings.
- Preparation of reports to Council.

#### Budget, Property Taxes & Financial Reporting

- Balanced Home Owner Grant, Reporting and Payment Submission.
- Filed 2019 PILTs for Provincial Housing & RCMP Requisitions for School and Police Tax.
- Updated Mortgage holder's information.
- Continued Tax Sale notifications (currently 5 properties & 4 mobiles). First newspaper ads scheduled for September 19. Tax Sale date September 30, 2019, 10 am, in Council Chambers.
- Reconcile tax deferment payments and applications received to date.
- Met with Fire Department updates on budget and fire truck purchase.

#### Grant Applications, Implementation and Reporting

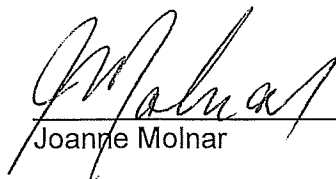
- Reviewed Permissive Tax Exemption packages and prepared bylaws for Council.
- Emergency Operation Centre report to Council and research and source supplies.
- Completed TNRD 2020 Provisional Budget requests for Fire and Cemetery funding.
- Telephone conference with Little Shuswap Indian Band re: CRI grant progress. Community Wildfire Protection Plan in progress; fuel management prescriptions in progress will coordinate with Interfor harvest plans within the prescription area; hopeful to complete project by yearend.
- Review CRI funding opportunity for 2020, will meet with Little Shuswap Indian Band to assess regional grant possibilities, grant deadline October 18, 2019.

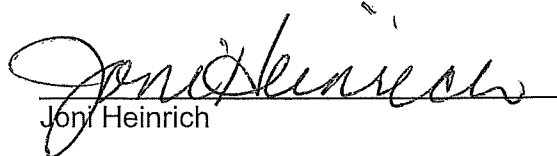
#### Other

- Review fleet insurance packages and complete notifications.
- Prepare consultant request for proposal for support in the purchase of fire truck.
- Attended Chase & District Recreation Centre Society Annual General Meeting.
- Participated in MOTI meeting.
- Updated Utility information for rate review process.

Respectfully submitted,

Approved for Council Consideration by CAO

  
Joanne Molnar

  
Joni Heinrich





# VILLAGE OF CHASE

## Memorandum

**Date:** September 05, 2019  
**To:** Mayor and Council  
**From:** Public Works Manager  
**RE:** Public Works Operations Update

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### Utilities

Diana Tesic-Nagalingam met with me and our Utility Operator at the Chase Water Treatment Plant last week. Diana is our new CPHI(C) Specialist Environmental Health Officer, Drinking Water Systems Program, for Environmental Public Health with Interior Health. We discussed amongst many things the positive results from our first year of our new annual uni-directional water main flushing program and the improvements it made to our water quality, we reviewed our current testing schedule and shared our plans to install sample stations in key areas of Chase to improve our ability to monitor characteristics of our treated water. We look forward to working with Diana to exceed the basic Drinking Water Quality Standards for testing and monitoring.

### Parks and Recreation

We have reached that time of the year where our Parks and Recreational facilities are beginning to see a decrease in use as the warm summer weather begins to cool down and kids are back in school. The Centennial Park Public Wading Pool is now closed for the season and Public Works staff are less occupied with general maintenance of our green spaces and start to transition to fall weather activities.

Splash Park deficiencies will be investigated this fall and repaired in time for Spring start up in 2020.

### Roads and Drainage

Village staff will be addressing some of the drainage ditch and boulevard issues that came to light during heavy rain events this past summer. Due to unexpected events and holiday scheduling, a few of these projects slated for Summer program work were delayed but will be accomplished before winter weather arrives.

Respectfully submitted,

Clinton Wright

Approved for Council Consideration by CAO

Jon Hennessey

**VILLAGE OF CHASE**  
**Bylaw No. 875-2019**

A Bylaw to Amend the Village of Chase Streets and Parking Bylaw No. 732-2011

**WHEREAS** the Council of the Village of Chase has adopted the Village of Chase Streets and Parking Bylaw No. 732-2011;

**AND WHEREAS** The Council of the Village of Chase deems it necessary to amend Bylaw No. 732-2011;

**AND WHEREAS** The Council, under the authority of the *Community Charter*, can temporarily restrict or prohibit all or some types of traffic on a highway;

**AND WHEREAS** The Council, under the authority of the *Community Charter*, can authorize a municipal employee or any other person to control traffic on a highway, or to temporarily restrict or prohibit all or some types of traffic on a highway;

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

This bylaw may be cited for all purposes as "Village of Chase Streets and Parking Amendment Bylaw No. 875-2019".

1. The definition for "SUPERVISOR OF PUBLIC WORKS" is replaced in its entirety with:

"'MANAGER OF PUBLIC WORKS' means the person holding the position of Manager of Public Works for the Village, or their delegate to act in their place."

2. Section 7 is hereby inserted as:

**7. DELEGATION OF POWERS**

Subject to Policy PW-32, and subject to first-time events being approved by Council, the Manager of Public Works, their superior, or their delegate, is authorized to:

- (1) Approve a temporary road closure of any section of highway on behalf of Council along the route of any parade or in the vicinity of large public gatherings and install or authorize installation of appropriate signage consistent with the *Motor Vehicle Act*.
- (2) Temporarily close any section of highway and cause a change in the flow of traffic so as to accommodate construction and maintenance works.

All subsequent sections are hereby renumbered in numerical sequence

READ A FIRST TIME THIS **20** DAY OF **AUGUST, 2019.**

READ A SECOND TIME THIS **20** DAY OF **AUGUST, 2019.**

READ A THIRD TIME THIS **20** DAY OF **AUGUST, 2019.**

ADOPTED \_\_ DAY OF \_\_, **2019**

---

Rod Crowe, Mayor

---

Sean O'Flaherty

Handout May 14/19  
Council

**Council Presentation – Chase, BC - May 14, 2019**  
**by Bev Iglesias on behalf of Advocacy Committee for Electoral Reform**

It is commendable that municipal operations in Chase include the opportunity for citizens to bring issues to the attention of Council and Administration. I'm here as a member of an Advocacy Committee which formed last fall in the hope of bringing constructive change to electoral procedure and process within a community that is a great place to live.

The 2018 municipal election in the Village was a close one, especially for the position of Mayor, with five candidates running. In the end, a mere eleven votes determined the Mayoralty winner and just sixty three votes separated the top candidate from the fifth place candidate.

Soon after the vote, a concerned citizen called me to advise that she had learned she should not have been allowed to vote, as she did not live in Chase.

My subsequent examination of the handwritten voters' lists indicated additional individuals who were not eligible to vote because of non-residency, invalid addresses, or questionable ID. These irregularities were confirmed by several other residents of Chase who also checked through voters' lists. The most glaring was a declared residence given as a house number on the TransCanada Highway which is actually an empty field.

Post-election issues and questionable action within the community did little to inspire confidence in the electoral process, and in fact, led to more speculation.

Our concerns were reported to the Chase Chief Elections Officer and eventually to the Ministry of Municipal Affairs & Housing, Governance & Structure Branch. An analyst from that department provided a provincial form to request adjudication around the validity of the Chase election. This was filed with the B.C. Provincial Court. Unfortunately, the analyst had made an error and actually should have directed us to the B.C. Supreme Court.

Given the resultant delays and a less than positive legal opinion obtained, the timeline for filing with the Supreme Court for a judgement expired, and the application process had to be abandoned.

In March, members of the Advocacy Committee met with MLA Todd Stone who recommended contacting the Minister of Municipal Affairs and Housing, Selina Robinson. Minister Robinson responded to our correspondence with the following comments and recommendations:

- Local governments are responsible for the administration of elections in accordance with their by-laws and the rules of the Local Government Act and the Community Charter.
- Provincial legislation stipulates that municipal governments are required to maintain a list of the electorate, have the authority to create their own lists, use same day registration or utilize the provincial list for voter registration.

- B.C. courts are the correct authority to adjudicate questions of due process, administration, voter eligibility, and the validity of a given election.
- Minister Robinson also recommended contacting Village Council and Administration with regard to a review of election by-laws and suggested amendments.

To this end, the Advocacy Committee requests consideration of the following recommendations:

- That provincially issued or municipally developed voters' lists be utilized in future village elections.
- That online registration be encouraged and voter eligibility requirements be widely publicized through pre-election advertising, information, and forums.
- That citizens have the option to register, with proof of valid Chase residency, through the Village office in advance of voting day.
- That same-day day registration to vote require two valid pieces of identification, one that is photo ID, and both of which verify current residential address. If current official address verification is not available, a valid tenancy agreement, utility invoice, or property tax bill could serve this purpose.
- That same-day voter registration should take place at a separate table in order to facilitate a prompt voting process and avoid inordinately long delays.
- That distinct designation and separation of voting stations be provided in order to direct voters to the correct area, i.e. municipal election, district election, school board trustee, etc.
- That staffing of polling stations be by knowledgeable and experienced individuals, such as Village employees. Village staff are a valuable resource—they know and recognize residents of the community, and are familiar with municipal street names and village boundaries.
- That effective resources be provided for Deputy Returning Officers, the Presiding Officer, and Poll Clerks, such as up-to-date municipal maps with street names and boundaries.
- That the Village by-law governing candidates' signage be revised and enforced with regard to restricting signs to certain designated areas of public land, limiting the number of signs allowed in such locations, and that signs should not be placed outside municipal boundaries in order to avoid confusion as to who is eligible to vote.

The Advocacy Committee appreciates the time allowed today for our concerns, as well as Council's consideration of our proposals. Implementing practical and productive amendments will do much to instil trust in the electoral process and ultimately, in future elections. An expeditious decision is respectfully requested given that by-elections can happen at any time.

Thank you.



## VILLAGE OF CHASE Administrative Report

TO: Mayor and Council  
FROM: Corporate Officer  
DATE: August 29, 2019  
RE: Elections – Use of Voters Lists and Local Voter Registration

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### ISSUE/PURPOSE

To provide options for Council regarding how to register voters.

### HISTORY/BACKGROUND

The Village of Chase *Election Bylaw* No. 848-2018 (Sec. 4) specifies that a person may register as an elector only at the time of voting. This was also the practice for the 2014 election.

### DISCUSSION

The *Local Government Act* only allows local governments to choose ONLY one of three options for registering electors for local government elections:

- Voting day registration only (LGA 69)
- Maintain a municipal register of resident and non-resident property electors and provide advance elector registration (LGA 75)
- Use the Provincial list of voters as the register of resident electors (and maintain a municipal register of non-resident property electors (LGA 76)

Regardless of which option is chosen, qualified resident electors and non-resident property electors can always register at the time of voting, if they are not already registered on a municipal or provincial list.

#### Same-Day Elector Registration Discussion:

The advantages include:

- Avoids the additional staff time and associated cost involved with maintaining a municipal register of electors and non-resident electors
- Avoids the additional staff time and associated costs in handling a Provincial list and maintaining the non-resident elector list (i.e. residents moving into or out of the village, or relocating within the village, residents turning 18 or becoming deceased; ongoing property sales requiring changes in non-resident property elector list). This data must be kept up to date and accurate on an ongoing basis in order to be usable
- Saves the cost and time of advertising advance registration
- Saves the cost of printing lists of electors

- Note that most local governments in the Thompson Okanagan, and Okanagan Regions use same-day voter registrations

The disadvantages include:

- More time required to process electors on voting day because all electors must provide proof of identity and residency which must be recorded
- Potential for frustration or inability to vote if some electors do not have the documents required
- Candidates do not have a list of electors to use in campaigning

#### Municipal Register Discussion:

The advantages include:

- Candidates will have a list of electors to use in campaigning
- Registered electors (those on the list) are not required to provide proof of identity or residency which can reduce frustration for electors and reduce the time needed for processing

The disadvantages include:

- An inconvenient process whereby residents and non-residents are required to attend the Village office in advance of the election to register as a voter. The current process offers the electorate the convenience of registering and voting with 1 visit
- Will add to the workload of the Village's front staff who will now have to respond to random elector registrations. There will be a requirement for staff training and organizational implications related to the management of the official municipal register.
- Even if a municipal register is maintained, same-day registration must still be available for all eligible voters that require it. This means voting books must be still be prepared and elections staff must be trained to use them in qualifying voters
- Requires data management system
- The register will never be current either containing names of those who have moved out of Chase and do not still own property, or those who have yet to register
- Even if a municipal register is maintained, a separate non-resident electors list must still be maintained by the Village
- Additional start-up costs
- Extra costs and time for staff training and operations
- Extra costs and time for advertising
- Extra costs of printing lists of electors

#### Provincial Register Discussion:

The advantages include:

- Candidates will have a list of electors to use in campaigning
- Costs are reduced because only the non-resident register needs to be maintained by the municipality
- The Provincial list will likely be more current than a municipal register because it is informed and populated by Canada Revenue Agency, BC

Vital Statistics, and ICBC. A municipal voters list would rely on each individual voter to register

- Registered electors (those on the list) are not required to provide proof of identity or residency which can reduce frustration for electors and reduce the time needed for processing

The disadvantages include:

- Provincial electoral boundaries differ from municipal boundaries, so staff time is required to ensure the accuracy of the list based on geography
- Even if a provincial register is utilized, a separate non-resident electors list must still be maintained by the Village
- The register will never be current either containing names of those who have moved out of Chase and do not still own property, or those who have yet to register
- Extra costs of printing lists of electors

Elections BC provided voters lists to 91 municipalities prior to the 2018 General Local Elections. In the lead up to the local elections, Civic Info conducted a survey. Of the municipalities that responded, 18 maintained a municipal register of resident electors and 68 used same-day voter registration. If the Village wishes to change its current practice, bylaws establishing local government election and assent voting procedures must be amended at least 56 days before the first day of the nomination period for a general local election (LGA 56(2)(a) and at least 42 days before the first day of the nomination period for a by-election (LGA 56(2)(b).

### **FINANCIAL IMPLICATIONS**

There will be financial implications if a municipal register is kept, and there may be financial implications if using a Provincial voters list. There will be no additional financial implications for keeping the same-day voter registration process.

### **POLICY IMPLICATIONS**

None unless Council resolves to make changes.

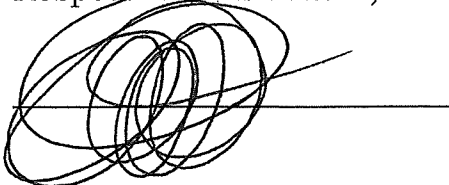
### **OPTIONS**

1. Status quo. This is the recommendation.
2. Utilize the Provincial list of voters
3. Maintain a municipal register of voters

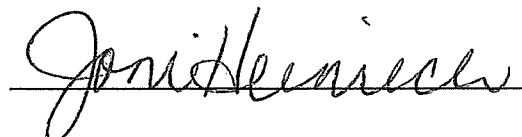
### **RECOMMENDATION**

**“THAT the Village of Chase maintain the current practice of same-day voter registration.”**

Respectfully submitted,



Approved for Council Consideration by CAO







## **VILLAGE OF CHASE Administrative Report**

**TO:** Mayor and Council  
**FROM:** Corporate Officer  
**DATE:** August 29, 2019  
**RE:** Elections – Online Voter Registration

---

### **ISSUE/PURPOSE**

**For Council to consider online voter registration.**

### **HISTORY/BACKGROUND**

Online registration is not currently permitted as per the Village of Chase's *Election Bylaw* No. 848-2018 (Sec. 4) which specifies that a person may register as an elector only at the time of voting. This was also the practice for the 2014 election.

### **DISCUSSION**

Online registration is currently delivered through the Elections BC website which informs the provincial voters list. Elections BC's online voter registration 'system' benefits from a provincial economy of scale, and benefits from data sharing agreements with Canada Revenue Agency (via Elections Canada), the ICBC database, and BC Vital Statistics database. In the last provincial election, the provincial voters list was 94.4% accurate, leaving just over 5% to register same-day.

While it is possible for Chase to create a municipal voter registry and utilize online registration, the systems setup would be cost-prohibitive. In a conversation with Elections BC staff, it appears that only Victoria, BC is capable of handling online voter registration for their municipal register.

### **FINANCIAL IMPLICATIONS**

There will be financial implications to implement municipal online voter registrations.

### **POLICY IMPLICATIONS**

None unless Council resolves to make changes.

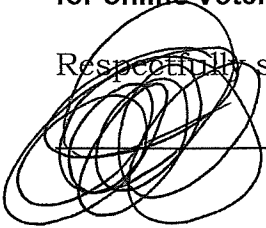
## OPTIONS

1. Status quo. This is the recommendation.
2. Establish a municipal online voter registration system

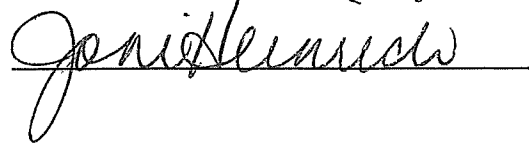
## RECOMMENDATION

**"THAT the Village of Chase continue to use same-day registration which does not allow for online voter registration."**

Respectfully submitted,

A handwritten signature, possibly "J. Smith", written in dark ink over a horizontal line.

Approved for Council Consideration by CAO

A handwritten signature, possibly "Jennifer Smith", written in dark ink over a horizontal line.



## VILLAGE OF CHASE Administrative Report

TO: Mayor and Council  
FROM: Corporate Officer  
DATE: August 29, 2019  
RE: Elections – Voter Eligibility Requirements

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### ISSUE/PURPOSE

To review the legislation pertaining to voter eligibility requirements and consider increasing the amount of advertising to ensure voters are aware of these requirements.

### HISTORY/BACKGROUND

Voter eligibility requirements are legislatively mandated. Each voter must declare that they are eligible to vote. Each voter is not required to prove that they are eligible to vote. Voter eligibility requirements were well publicized during the 2018 election, however advertising and promotion of voter eligibility could be enhanced moving forward.

### DISCUSSION

Information on voter eligibility is provided prior to the election through the required Notice of Election advertising, on the Village website, and at the polling place through the use of posters, notices, on-site greeters and election officials.

Resident electors must be 18 or older at time of registration; must be a Canadian citizen; must have been a resident of British Columbia for at least six (6) months immediately preceding the day of registration; must be a resident of the electoral area for at least 30 days immediately preceding the day of registration; must not be disqualified by the Local Government Act or any other enactment from voting in an election or be otherwise disqualified by law.

## **6.1 WHO MAY VOTE**

### **6.1(1) GENERAL ELECTOR QUALIFICATIONS**

**LGA 64** A person must meet the following requirements to vote in a local or school election or  
**VC 22**  
**SA 39** an assent vote:

- be a resident elector or non-resident property elector at the time of voting;  
and
- be registered as an elector of the municipality, electoral area, or trustee electoral area; and
- not be disqualified under the *Local Government Act, Vancouver Charter, School Act* or any other enactment from voting in an election or be otherwise disqualified by law.

## **6.2 RESIDENT ELECTORS**

### **6.2(1) RESIDENT ELECTOR QUALIFICATIONS**

**LGA 65** To vote as a resident elector, a person must:  
**VC 23**  
**SA 40**

- be 18 years of age or older on the day of registration, or if an election or assent vote is in progress, 18 years of age or older on general voting day (see section 6.1(2) of this Manual);
- be a Canadian citizen;
- have been a resident of BC for at least 6 months immediately before the day of registration;
- have been a resident of the municipality, electoral area, or trustee electoral area for at least 30 days immediately before the day of registration; and
- not be disqualified under the LGA, VC, SA, or any other enactment from voting in an election or be otherwise disqualified by law.

Non-resident electors must not be entitled to register as a Resident Elector; must be 18 or older at time of registration; must be a Canadian citizen; must have been a resident of British Columbia for at least six (6) months immediately preceding the day of registration; must be a registered owner of real property in the proposed service area, either as joint tenants or tenants in common for at least 30 days immediately preceding the day of registration; must not be disqualified by the Local Government Act or any other enactment from voting in an election or be otherwise disqualified by law. When 2 or more people own a parcel, only one is entitled to register as an Elector.

### 6.3(1) NON-RESIDENT PROPERTY ELECTOR QUALIFICATIONS

LGA 66 To vote as a non-resident property elector, a person must:  
VC 24  
SA 41 & 43

- not be entitled to register as a resident elector of the municipality or electoral area (i.e., cannot vote as both a resident and non-resident property elector in the same municipality or electoral area);
- not be entitled to register as a resident elector of *any* trustee electoral area of the school district (a person cannot vote in more than one trustee electoral area or as both a resident and a non-resident property elector – see section 6.3(3) of this Manual);
- be 18 years of age or older on the day of registration, or if an election or assent vote is in progress, 18 years of age or older on general voting day (see section 6.1(2) of this Manual);
- be a Canadian citizen;
- have been a resident of BC for at least 6 months immediately before the day of registration;
- have been a registered owner\* of real property\*\* in the municipality, regional district electoral area or trustee electoral area for at least 30 days immediately before the day of registration; and
- not be disqualified under the LGA, VC, SA, or any other enactment from voting in an election or be otherwise disqualified by law.

\* "Registered owner of real property" is defined in LGA s.66(4), VC s.24(4) or SA s.41(4).

\*\* "Real property" is defined in the *Definitions and Rules of Interpretation Schedule of the Community Charter*, as land, with or without improvements.

### FINANCIAL IMPLICATIONS

There may be financial implications as it relates to advertising costs.

### POLICY IMPLICATIONS

None unless Council resolves to make changes.

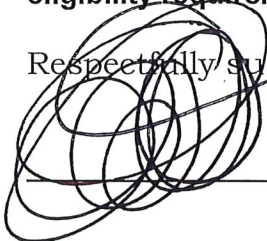
### OPTIONS

1. Status quo.
2. Increase the amount of pre-election voter eligibility awareness. This is the recommendation.

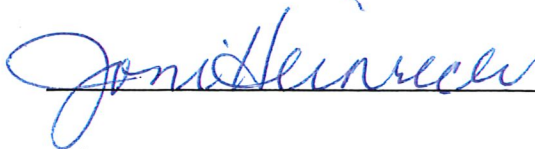
### RECOMMENDATION

"THAT more intensive, advanced and ongoing advertising and promotion regarding voter eligibility requirements occur for future elections."

Respectfully submitted,

  
\_\_\_\_\_

Approved for Council Consideration by CAO

  
\_\_\_\_\_





## VILLAGE OF CHASE Administrative Report

**TO:** Mayor and Council  
**FROM:** Corporate Officer  
**DATE:** August 29, 2019  
**RE:** Elections – Identification Requirements for Voter Registration

---

### ISSUE/PURPOSE

To review the identification requirements needed to receive a ballot to vote.

### HISTORY/BACKGROUND

A member of the public has suggested that for same-day voter registration, two valid pieces of identification with one being photo ID and both containing the current residential address is required. They have further suggested that a valid tenancy agreement, utility bill or property tax bill can also be used to verify the address.

The *Local Government Act* requires that eligibility be established as to the residence and identity for a resident elector, and identity and ownership for a non-resident property elector. For a resident elector, two pieces of ID are required, one with a signature, that together will establish identity and residence. Photo ID is not a requirement under the *Local Government Act*.

Any two documents that establish identify and residence to the satisfaction of the senior election officials are acceptable. Examples of such documents (utility bill, credit card bill, property tax statement, tenancy agreement, healthcare card and others) are advertised prior to the election and posted at the polling station.

Information on voter eligibility requirements is provided prior to the election through the required Notice of Election advertising, on the Village website, and at the polling place using posters, notices and on-site greeters and polling staff.

It is also possible for an elector to swear an affidavit of residency or another qualified elector to vouch for the identity of a prospective elector by swearing an affidavit where documentation is lacking. Affidavits must be sworn in front of the Chief Election Officer or Presiding Election Official. This process is called a declaration, the voter is declaring they meet the election legislation requirements.

All senior election officials have the authority to take statutory declarations regarding residency and identity where standard documents are not available, reducing the chances of eligible voters being turned away for lack of documentation.

All polling staff are required to enter all acceptable documentation provided into the voting book record, as well as emphasizing to each elector the solemnity of swearing the affidavit of eligibility prior to receiving a ballot.

Establishing eligibility of non-resident property electors requires different documentation pursuant to the *Local Government Act*.

It is the responsibility of the senior election officials at the polling place to ensure that no eligible voter is denied their right to vote.

### **DISCUSSION**

The Village must (statutorily) continue to follow the eligibility requirements for electors as set out in the *Local Government Act*, and all senior election officials are enabled by the legislation to use their experience and knowledge in interpreting the legislation to determine if the eligibility requirements can be met and documented, so that no eligible voter is turned away.

### **FINANCIAL IMPLICATIONS**

N/A

### **POLICY IMPLICATIONS**

None unless Council resolves to make changes.

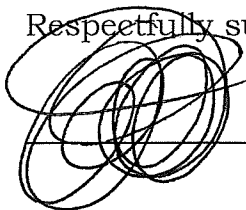
### **OPTIONS**

1. None. The eligibility requirements are established through legislation

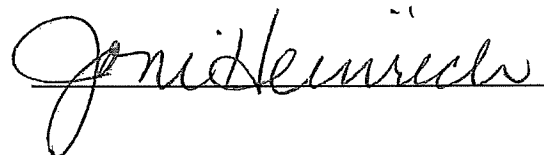
### **RECOMMENDATION:**

**“THAT the report regarding identification requirements for voter registration, be received for information.”**

Respectfully submitted,

  
\_\_\_\_\_

Approved for Council Consideration by CAO

  
\_\_\_\_\_



## **VILLAGE OF CHASE Administrative Report**

**TO:** Mayor and Council  
**FROM:** Corporate Officer  
**DATE:** August 29, 2019  
**RE:** Elections - Processing Same-day Voter Registrants;  
Separate Voting Areas (municipal, school district, regional district);  
Knowledge of Election Officials;  
Election Resources for Verifying Voter Residence

---

### **ISSUE/PURPOSE**

To review some of the management details of administering an election.

### **HISTORY/BACKGROUND**

The 2018 election in Chase had a higher than usual turnout as there were 5 candidates vying for Mayor. There was also a larger voter presence for the school trustee position, as there was a local candidate running. Voting activity was heavily condensed in the morning of October 20, 2018. Lessons were learned and many of the recommendations for improvements, which are duly noted, have already been the subject of consideration for the next election.

### **DISCUSSION**

There could be an extra table in the voter registration area to handle same day voter registrations. Alternatively, there could be additional staff at the end of each table to handle same day voter registration without causing delays to the queue. A separate queue might also have to be established. Extra tables and queues, however, can lead to more confusion when one of the underlying goals is to reduce confusion.

Local governments must host or conduct school trustee elections, however there is no requirement to host or conduct the TNRD elections. At the next election it will be determined whether separate locations are needed for the TNRD election.

As far as election officials' knowledge, the best approach to confirming where an elector resides is through improved election official education, and sound election procedures. Administration recognizes that the mapping, and official interactions with voters in the queue can be significantly improved. Mapping must be improved; be current and readable and presented to each voter in the queue. Maps can also be taped to each registration desk and voters may be subject to a secondary confirmation of the location of their residence by one of the officials working at the desk. The ultimate responsibility in declaring where an elector resides still rests on each elector.



Regardless of the many election procedure details discussed here, these logistical decisions are best left to the Chief Election Officer to ensure that appropriate space, use of space, resources, personnel, protocols are in place.

#### **FINANCIAL IMPLICATIONS**

There will be financial implications if more staff are needed.

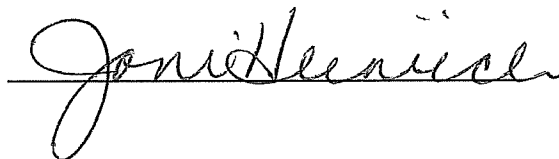
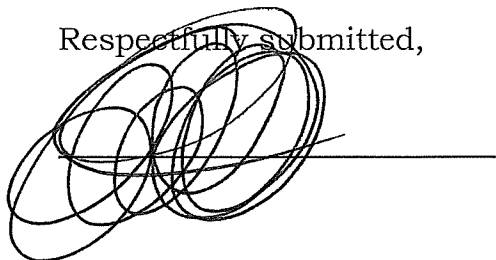
#### **POLICY IMPLICATIONS**

Recommendation:

**“THAT the report regarding the processing same-day voter registrants; separating voting areas (municipal, school district, regional district); knowledge base of Election Officials; and election resources for verifying a voter’s residence, be received for information.”**

Respectfully submitted,

Approved for Council Consideration by CAO





## VILLAGE OF CHASE Administrative Report

TO: Mayor and Council  
FROM: Corporate Officer  
DATE: August 29, 2019  
RE: Elections – Election Signage

---

### ISSUE/PURPOSE

To provide options for Council regarding how many election signs to allow per candidate, and where those signs can be placed.

### HISTORY/BACKGROUND

During the 2018 Chase election, there was what a few residents perceived as a proliferation of election signs throughout Chase. And it was also reported that there were some election signs placed outside the municipal boundary. The Chief Election Officer received a few calls citing signage 'clutter'. Furthermore, a few election signs were placed on parkland, in violation of the *Signage Bylaw* and were subsequently confiscated.

### DISCUSSION

Election signs are prohibited on public property. This regulation was heavily enforced upon park lands, and conservatively enforced on boulevards where safety concerns existed such as within intersections. Election signs placed upon public boulevards are condoned and not enforced. Election signs cannot be placed within 100m of a voting place.

Administration supports prohibiting election signage on all public property.

### FINANCIAL IMPLICATIONS

None

### POLICY IMPLICATIONS

None unless Council resolves to make changes.

### OPTIONS

1. Status quo
2. Enforce the signage bylaw which prohibits election signage on all public property

3. Other

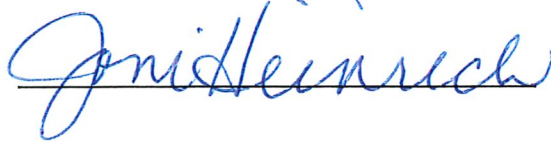
**RECOMMENDATION**

**"THAT election signage be prohibited on all public property, and consistently enforced."**

Respectfully submitted,



Approved for Council Consideration by CAO





## VILLAGE OF CHASE Administrative Report

**TO:** Mayor and Council  
**FROM:** Corporate Officer  
**DATE:** 4 September, 2019  
**RE:** Variance of Regulations of Village of Chase Zoning Bylaw 683-2006  
316 Macpherson Street

---

### ISSUE/PURPOSE

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

### OPTIONS

- 1. Authorize issuance of Development Variance Permit #2-2019.**
- 2. Deny issuance of the permit thus requiring the property owner to develop the property within the required rear and exterior side parcel line setbacks.**

### BACKGROUND

The owners of 316 Macpherson Street have applied to vary 1) the rear parcel setback distance from 6.0m to 3.2m (2.8m reduction) to allow for an addition to the original structure, and 2) the exterior side setback distance from 3.0m to 2.68m (0.32m reduction) to allow for a carport. It is important to note that the original construction, from over 40 years ago, is already encroaching into both the rear and side setbacks.

### DISCUSSION

Attached to this report are:

- DVP #2-2019
- Site Plan showing variances
- Referral response

### 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, only one neighbour submitted a written response and indicated he was not in objection.

### **FINANCIAL IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

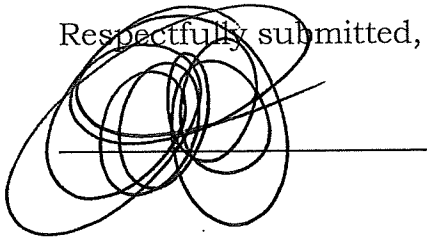
Pursuant to the provisions in the Local Government Act, a local government may, by resolution, issue a development variance permit, in respect of the land covered in the permit, the provisions of a bylaw that regulates Zoning. As a limit to Council's authority, the use or density of land cannot be varied.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

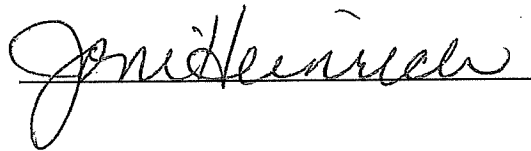
### **RECOMMENDATION**

**"THAT Development Variance Permit #2-2019 be issued."**

Respectfully submitted,



Approved for Council Consideration by CAO





**VILLAGE OF CHASE**  
**Development Variance Permit No. 2-2019**

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Authorizing resolution of the Council of the Village of Chase passed at its Regular Meeting on the \_\_\_ Day of \_\_\_, 2019.

1.0 LEGAL DESCRIPTION  
**Parcel Z, Block L DL 517 PL 514**  
**PID 012-295-531**

CIVIC ADDRESS  
**316 MacPherson Street**  
**Chase, BC**

2.0 HOLDER & ADDRESS  
**Joe Lacasse, M. Gauthier**  
**Box 723**  
**Chase, BC**  
**VOE 1M0**

3.0 CONDITIONS TO BE VARIED OR SUPPLEMENTED:

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

6.14 Regulations

Minimum setback from a front parcel line	6.0 m
Minimum setback from a exterior parcel line	3.0 m

Variance to Regulations

Section 6.14 is hereby varied by way of development variance permit to allow a decrease to the minimum setback from a front parcel from 6.0m to 3.20m.

Section 6.14 is hereby varied by way of development variance permit to allow a decrease to the minimum setback from an exterior parcel from 3.0m to 2.68m.

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.

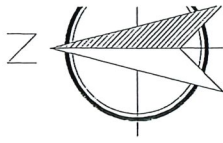
5.2 This Permit applies to and only to those lands within the Village of Chase described in 1.0 above.

5.3 This Permit is not a Building Permit.

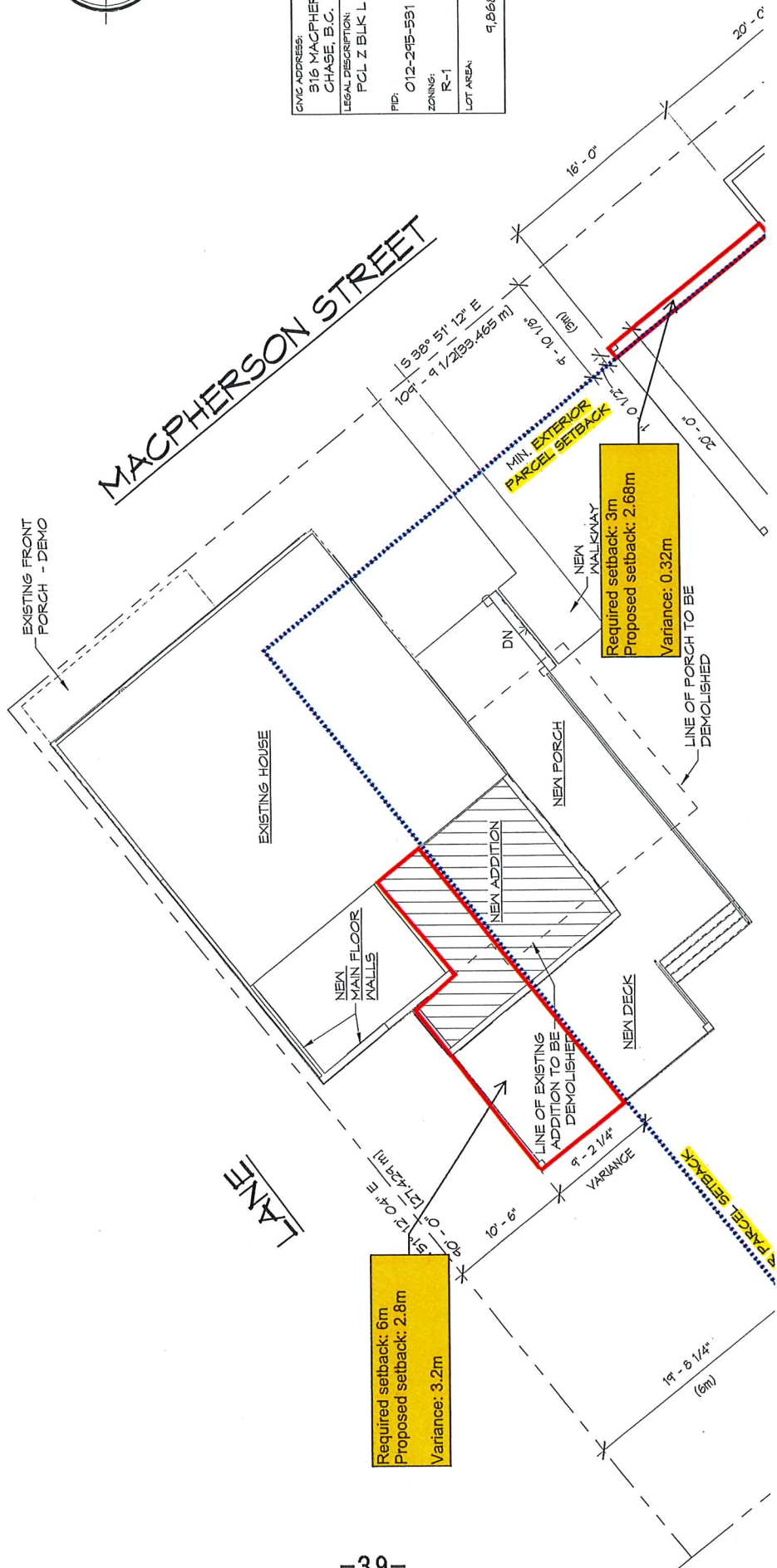
6.0 APPROVAL REQUIRED BY MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE:

\_\_\_\_\_ YES \_\_\_X\_\_\_ NO





CIVIC ADDRESS:	316 MACPHERSON ST
	CHASE, B.C.
LEGAL DESCRIPTION:	PCL Z BLK L PL 514 DL E
PID:	012-245-591
ZONING:	R-1
LOT AREA:	9,868 ft <sup>2</sup> (916.81)



Required setback: 6m  
Proposed setback: 2.8m  
Variance: 3.2m

Required setback: 3m  
Proposed setback: 2.68m  
Variance: 0.32m

**Sean O'Flaherty**

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**From:** ChaseBC  
**Sent:** September 3, 2019 12:21 PM  
**To:** Joni Heinrich; Sean O'Flaherty  
**Subject:** FW: Development Variance Permit for 316 MacPherson Street Chase B.C. Comment

-----Original Message-----

From: Doug rensaw <[doug\\_rensaw@yahoo.ca](mailto:doug_rensaw@yahoo.ca)>  
Sent: Tuesday, September 03, 2019 10:31 AM  
To: ChaseBC <[chase@chasebc.ca](mailto:chase@chasebc.ca)>  
Subject: Development Variance Permit for 316 MacPherson Street Chase B.C. Comment

To Whom It May Concern:

I have no opposition to the variance(s) to 2 setbacks described in the letter dated August 29, 2019 and received by me.

On another note I consider the correspondence I received to be very explicit , well documented, timely and organized thereby making my consideration valid and well informed of the issues involved.

Sincerely,  
Douglas Renshaw-- Owner 941 Sicamous Avenue, Chase, B.C.





## VILLAGE OF CHASE Administrative Report

TO: Mayor and Council  
FROM: CFO  
DATE: September 10, 2019  
RE: Emergency Operation Centre

### ISSUE/PURPOSE

To seek Council support to relocate the Emergency Operation Centre to the Public Works building on Paquette Road.

### OPTIONS

1. Support the proposal to relocate the Emergency Operation Centre to the Public Works building.
2. Do not support the proposal to relocate the Emergency Operation Centre to the Public Works building and provide alternative location options.

### HISTORY/BACKGROUND

The Village was awarded a grant for \$24,200 from the Province of BC, Community Emergency Preparedness Funds administered by UBCM to fund the purchase of Emergency Operations Centre equipment and supplies. The funding has very specific eligible expenditures. Most supplies outlined in the funds budget are portable, i.e. vests, administration supplies, flip charts, cabinets, however, the funding also includes the installation of an electrical retrofit, transfer switch and generator receptacle.

### DISCUSSION

Before proceeding with the electrical installation, staff is seeking Council support to locate the Emergency Operation Centre to the Public Works building. After review of Village owned buildings it has been suggested that the Public Works building is the best location for an EOC. Factors considered include:

Accessibility, available space, and ample parking. The location of the EOC will not impede the Public Works operations, even during times of emergency. This location provides the necessary telephone and data lines require for communication equipment and can support the electrical retro fit and storage of generator and other required EOC equipment and supplies.

The firehall top floor location, though is accessible utilizing the elevator, has limited parking and in times of emergency will be a high use building for first responders and fire department members. In addition, the maximum occupancy load for the second floor of the firehall is fifty (50) people only, which maybe inadequate in times of emergency operations. The Council Chambers, though accessible will be required by Council for a meeting space during times of emergency.

### FINANCIAL IMPLICATIONS

None

### RECOMMENDATION

"That Council support the Emergency Operation Centre being located in the Public Works building on Paquette Road."

Respectfully submitted,

Approved for Council Consideration by CAO

RECEIVED  
Village of Chase

AUG 27 2019

Original \_\_\_\_\_  
File \_\_\_\_\_  
Copy \_\_\_\_\_  
Agenda \_\_\_\_\_

August 9, 2019

Mayor Crowe and Council  
Village of Chase  
Box 440  
Chase, BC V0E 1M0

**RE: 2018 Asset Management Planning Program (Asset Management Investment Plan)**

Dear Mayor Crowe and Council,

Thank you for providing a final report and financial summary for the above noted project. We have reviewed your submission and all reporting requirements have been met.

The final report notes a total expenditure of \$23,791.10. Based on this, a payment in the amount of \$11,895.55 will follow shortly by electronic fund transfer. This transfer represents full payment of the grant and is based on 50% of the total reported expenditure.

I would like to congratulate the Village of Chase for undertaking this project and responding to the opportunity to advance asset management practice in your local government.

As a reminder, funding permitting, the next application deadline 2019 Asset Management Planning program is October 4, 2019.

If you have any questions, please contact Local Government Program Services at 250 356-2947 or lgps@ubcm.ca.

Sincerely,



Peter Ronald, Programs Officer  
Local Government Program Services

cc: Joanne Molnar, CFO, Village of Chase

*The Asset Management Planning program is funded by the Province of BC*





## VILLAGE OF CHASE Administrative Report

TO: Mayor and Council  
FROM: CAO  
DATE: September 6, 2019  
RE: Train Whistle Cessation Request from Member of the Public

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### ISSUE/PURPOSE

To provide background to Council and options regarding the potential of initiating train whistle cessation at the Pine Street/Aylmer Road CP Rail crossings.

### OPTIONS

1. Conduct a survey of residents regarding opinions relating to train whistle cessation at the Pine Street CP Rail crossing.
2. Conduct a survey of residents regarding opinions relating to train whistle cessation at both the Pine Street and Aylmer Road crossings.
3. Proceed with the process to apply for train whistle cessation at the Pine Street CP Rail crossing.
4. Proceed with process to apply for whistle cessation at Pine Street and to install the necessary infrastructure for Aylmer Road to enable train whistle cessation.
5. Do not proceed with any tasks associated with train whistle cessation for either crossing in Chase.

### HISTORY/BACKGROUND

At Council's March 26, 2019 regular meeting, Council heard from Reg Greenfield of 218 Aspen Drive, who appealed to Council to consider the possibility of supporting the cessation of train whistles at the Pine Street crossing.

Council passed the following resolution after hearing from Mr. Greenfield:

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

### DISCUSSION AND FINANCIAL IMPLICATIONS

Details of the process to stop train whistling at railway crossings has been investigated:

1. Pine Street Crossing  
In order to apply to stop train whistling at the Pine Street crossing a straightforward process can be undertaken. Initial consultation with CP rail is necessary to ensure that the request is feasible. Preliminary discussions with CP Rail representatives have indicated that all necessary infrastructure is in place at the Pine Street crossing, therefore a process of public notification is required, Council then passes a council resolution which upon receipt by the railway company

must be acted upon by issuing special instructions to all train operators to stop train whistling at that crossing.

2. Aylmer Road Crossing

Because the Pine Street crossing and the Aylmer Road crossing are very close to one another, it may, after public consultation, be the desire of the community to stop the train whistling at both crossings. The Aylmer Road Crossing does not currently have the proper infrastructure in order to allow for train whistle cessation – in order to install the necessary infrastructure, the municipality would be responsible for such costs. An estimate from the Village's CP Rail contact is in the neighbourhood of \$50,000 to \$75,000 for the necessary infrastructure at the Aylmer Road crossing to enable train whistle cessation.

There is some grant funding available to install additional infrastructure at railways crossing – municipalities can apply for a maximum of 80% of eligible costs. More details would need to be obtained to determine exact costs for the necessary infrastructure and how much of those costs would be considered eligible for grant funding.

If Council were to proceed with necessary upgrades at the Aylmer Road crossing in order to effect train whistle cessation, the estimated cost to the municipality would be in the range of \$15,000 to \$20,000.

**POLICY IMPLICATIONS**

Stopping the train whistling at the Pine Street crossing without stopping the whistling at the Aylmer Road crossing may be ineffective.

Council may wish to consider obtaining the opinion of other residents of Chase prior to proceeding with any further action in relation to the Mr. Greenfield's request.

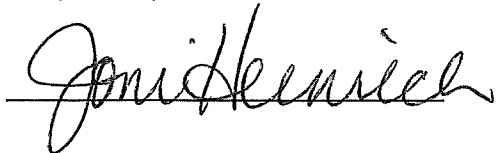
**RECOMMENDATION**

**"THAT Administration conduct a community survey to attain feedback from residents as to their level of support for:**

**Train whistle cessation only at the Pine Street CP Rail crossing; OR,  
Train whistle cessation only at the Aylmer Road CP Rail crossing; OR,  
Train whistle cessation at both the Pine Street and the Aylmer Road CP Rail crossings;  
AND,**

**THAT the survey results be brought back to Council for consideration."**

Respectfully submitted,



**Request for Proposals**  
**Village of Chase - Mill Park RV Park**  
**RFP #: 2019-002**

**DRAFT**



**Proposals to be submitted by Mail, Courier or Hand Delivered**

Two (2) printed copy and one (1) electronic copy on USB stick in envelope clearly marked with the name and address of the Consultant and **“Request for Proposals – Mill Park RV Park”** must be delivered by mail, hand or courier to:

Village of Chase  
Sean O’Flaherty, Corporate Officer  
826 Okanagan Avenue  
PO Box 440, Chase BC V0E 1M0  
[soflaherty@chasebc.ca](mailto:soflaherty@chasebc.ca)

**Closing Date and Time:**

**Must be received no later than 4.00 pm PST October 31, 2019.** Proposals can be submitted in confidence and will not be opened in public. A Consultants’ meeting will not be held.



## **Executive Summary**

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### **1. Summary of Requirement**

*The Village of Chase is seeking proposals for management and operation of the Mill Park RV Park as per schedules described in this document. It is intended that any contract entered into as a result of this Request for Proposal, will be for a three year period.*

## **Administrative Requirements**

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The following terms will apply to this Request for Proposal and to any subsequent Contract. Submission of a proposal in response to this Request for Proposal indicates acceptance of all the following terms.

### **2. Request for Proposal Terminology**

Throughout this Request for Proposal, terminology is used as follows:

- a) "Contract" means the written agreement resulting from this Request for Proposal executed by the Village of Chase and the Contractor;
- b) "Contractor" means the successful Proponent to this Request for Proposal who enters into a written Contract with the Village;
- c) "Village" means the Village of Chase.
- d) "must", or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;
- e) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this "Request for Proposal"; and
- f) "should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

### **3. Request for Proposal Process**

#### **3.1 Receipt Confirmation Form**

Proponents are advised to fill out and return the attached Receipt Confirmation Form (Appendix C). All subsequent information regarding this Request for Proposal, including changes made to this document, will be directed only to those Proponents who return the form. Subsequent information will be distributed by the method authorized on the Receipt Confirmation Form.

#### **3.2 Enquiries**

All enquiries related to this Request for Proposal are to be directed, in writing, to the following person. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the Village's option.

Sean O'Flaherty, Corporate Officer  
826 Okanagan Avenue  
PO Box 440, Chase BC V0E 1M0  
[soflaherty@chasebc.ca](mailto:soflaherty@chasebc.ca)

#### **3.3 Closing Date**

Two completed copies of this proposal, plus one digital copy, must be received by 4:00 PM, Pacific Time, on, Friday, October 31, 2019 at:

Village of Chase  
P.O. Box 440  
826 Okanagan Ave  
Chase, B.C. V0E 1M0  
Attention: Sean O'Flaherty, Corporate Officer

Proposals and their envelopes should be clearly marked with the name and address of the Proponent and the project or program title.

Late proposals may not be accepted and will be returned to the Proponent unopened.

### **3.5 Eligibility**

- a) Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Village's opinion, give rise to a conflict of interest in connection with this contract.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents

### **3.6 Evaluation Committee**

Evaluation of proposals will be by a committee formed by the Village.

### **3.7 Evaluation and Selection**

The evaluation committee will check proposals against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The Village's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

### **3.8 Negotiation Delay**

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the Village may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposal process and not enter into a Contract with any of the Proponents.

### **3.9 Debriefing**

At the conclusion of the Request for Proposal process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing with the Village.



The following timetable outlines the anticipated schedule for the Request for Proposal and contract process. The timing and the sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by the Village.

<b>Event</b>	<b>Anticipated Date</b>
Request for proposal is issued	September 30, 2019
Closes proposal	October 31, 2019
Evaluation complete	November 30, 2019
Contract is signed	December 15, 2019
Service delivery starts	January 2, 2020

## **Proposal Preparation**

### **4.1 Signed Proposals**

The proposal must be signed by a person authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal. The Proponent should ensure its proposal includes a letter or statement(s) substantially similar in content to the sample Proposal Covering Letter provided in Appendix A.

### **4.2 Alternative Solutions**

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

### **4.3 Irrevocability of Proposals**

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Village.

### **4.4 Changes to Proposal Wording**

The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Village of Chase for purposes of clarification.

### **4.5 Working Language of the Village**

The working language of the Village of Chase is English and all responses to this Request for Proposal must be in English.

### **4.6 Proponents Expenses**

proposal and for subsequent negotiations with the Village, if any.

#### **4.7 Limitation of Damages**

If the Village elects to reject all proposals, the Village will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

#### **4.8 Currency and Taxes**

Prices quoted are to be:

- a) in Canadian dollars; and
- b) exclusive of Goods and Services Tax and Provincial Sales Tax.  
(Taxes to be reported separately).

### **5. Additional Terms**

#### **5.1 Sub-Contracting**

Using a sub-contractor is not acceptable in the regular operating months April 1 to October 31, except in emergency situations and with the prior approval of the Village. Use of a sub-contractor for a period of time, between November 1 and April 1 is acceptable upon approval by the Village.

#### **5.2 Acceptance of Proposals**

- a) This Request for Proposal should not be construed as an agreement to purchase goods or services. The Village is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Village will be under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional Village or municipal statute, regulation or bylaw.

#### **5.3 Definition of Contract**

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

#### **5.4 Liability for Errors**

While the Village has used considerable efforts to ensure an accurate representation of information in this Request for Proposal, the information

Proponents. The information is not guaranteed or warranted to be accurate by the Village, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposal is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

### **5.5 Ownership of Proposals**

All documents, including proposals, submitted to the Village become the property of the Village. They will be received and held in confidence by the Village, subject to the provisions of the "*Freedom of Information and Protection of Privacy Act*."

### **5.6 Use of Request for Proposal**

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

### **5.7 Confidentiality of Information**

Information pertaining to the Village obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the Village.

### **5.8 Reciprocity**

The Village may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

## **6. SELECTED CONTRACT CLAUSE**

### **6.1 Registration with WorkSafe BC**

The Contract may contain a provision that the Contractor and any approved sub-contractors must be registered with the WorkSafe in which case WorkSafe coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Contractor may be required to submit a Worksafe Clearance Letter indicating that all WorkSafe assessments have been paid.

### **6.2 Business Registration**

The successful Proponent must hold a valid Village of Chase business licence.

### **6.3 Laws of British Columbia**

Any Contract resulting from this Request for Proposal will be governed by and will be construed and interpreted in accordance with the laws of the

#### **6.4 Arbitration**

All disputes arising out of or in connection with the Contract must, unless the parties otherwise agree, be referred to and finally resolved by arbitration pursuant to the Commercial Arbitration Act.

#### **6.5 Indemnity**

The Contractor will indemnify and save harmless the Village, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the Village at any time or times (either before or after the expiration or sooner termination of this Contract) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Contractor or by any servant, employee, officer, director or sub-Contractor of the Contractor pursuant to the Contract excepting always liability arising out of the independent acts of the Village.

#### **6.6 Insurance**

Any Contract resulting from this Request Proposal may require that the Contractor, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurances with insurers licensed in British Columbia in forms acceptable to the Village. All required insurance will be endorsed to provide the Village with 30 days advance written notice of cancellation or material change. The Contractor will provide the Village of Chase with a Certificate of Insurance, immediately following execution and delivery of the Contract.

Comprehensive General Liability in an amount not less than \$5,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the Contract. The Village is to be added as an additional insured and the policy shall contain a cross liability clause.

Automobile Liability on all motor vehicles owned, operated or licensed (as per federal and provincial regulations), in the name of the Contractor in an amount not less than \$5,000,000.

#### **6.7 Compliance with Laws**

The Contractor will give all the notices and obtain all the licenses and permits required to perform the work. The Contractor will comply with all laws applicable to the work or performance of the Contract.

### **Project or Program Requirements**

## **7. SITUATION OVERVIEW**

## **7.1 Village Responsibility**

The Village of Chase requires a local individual or not-for-profit organization or corporation to manage and operate a public RV Park facility owned by the Village known as the Mill Park RV Park, with proceeds of revenue to be returned to the community in the form of services for people and families in need.

## **7.2 Background**

The Park has been serviced by a not-for-profit service group since it was built over Twenty-five years ago. Village Council has determined that for accountability purposes, a request for proposals for the contract to operate the RV Park is being made available.

# **8. Requirements and Project Scope**

## **8.1 Project Scope and Time Frames**

**8.1.1** - The Village requires a Contractor for the management and operation of its public RV Park. The Contractor should have the following attributes:

- Professionalism
- Good communication, PR and marketing skills
- Good "handyman" type of skills
- Previous experience in property management
- The commitment to return revenues generated to the local community

**8.1.2** - The term of the contract will be for January 1, 2020 to December 31, 2022 with an option to renew for an additional one year term upon mutual agreement of both parties.

## **8.2 Basic Requirements**

The services the Contractor will provide to the Village are as follows:

- Manage and operate a staffed public RV Park for tents and recreational vehicles including the maintenance of a reservation system for taking advance bookings of campsites.
- Be responsible for all costs of labour and supplies and material used on the premises, for the normal day to day operation and maintenance during the terms of this contract, and
  - ( i) to provide commercial and recreational entertainment compatible with RV Parks and for the guests of the Park.
  - ( ii) to provide each guest with a copy of the RV Park regulations and to enforce those regulations.

of maintenance, including;

( i) to irrigate all grass, together, with any trees and shrubs pertaining to the premises.

( ii) to mow and rake all grass and trim all trees and shrubs when required, and dispose of the yard waste and leaves appropriately as per Village bylaws and policy.

( iii) to clean and maintain the toilet, showers, and washroom facilities daily, and to gather all garbage and refuse from those areas and ensure it is disposed of in the Village supplied refuse bins, so as to maintain the premises in a neat, clean and tidy condition.

( iv) all decisions relating to landscaping, and the physical layout of the park must have written approval from Village of Chase.

( v) maintain roadways, parking lot and sites in an appropriate manner including snow clearing, sweeping, weed control and cleaning as required.

( vi) carry out all minor repairs and maintenance within the park, including the buildings, and park fencing and inform the Village when major repairs are necessitated.

(vii) Maintain the operation and cleanliness of the 'sani-dump' and collect and track donations provided from its use. Contactor will be responsible for repairs.

(viii) Supply and maintain all cleaning supplies, paper products, cleaning equipment, containers and maintenance supplies and equipment necessary to carry out the efficient operation of the public RV Park.

(ix) Properly document all usage of the facilities and prepare annual statements for all revenue received from site rentals. Also, track where guests are coming from, and the number in the party.

(x) If applicable, obtain proper registration with Canada Revenue Agency for purposes of collecting and remitting the Goods and Services Tax and employee source deductions from wages. Registration will also be made with WorkSafe BC and necessary remittances on any wages paid to employees of the Contractor will be made. A copy of the notification of registration from these authorities will be provided to the CFO prior to commencement of operations.

(xi) Maintain park security for the term of the contract.

(xii) Ensure Village policies in regard to water usage are enforced throughout the park.

### **8.3 Statement of Compliance**

Proponents must include a statement of compliance indicating that if they are the successful Proponent, they will have in place and maintain the following requirements throughout the term of the contract:

- a. hold a valid Village of Chase business licence
- b. hold a current registration number and are in good standing with WorkSafe BC
- c. Certificates of Insurance in accordance with Section 6.6 of the document

## **9. Evaluation Criteria**

### **9.1 Mandatory Criteria**

The following are mandatory requirements. Proposals not clearly demonstrating that they meet the mandatory criteria, will receive no further consideration during the evaluation process.

- a) Two (2) copies of the proposal must be submitted;
- b) Proposal must be in English and must not be sent by facsimile;
- c) Proposals must be received at the closing location by the closing date;
- d) Proposals must be signed by an authorized person to sign on behalf of the Proponent;
- e) The proposal must include a statement of compliance that the Proponent has in place and will maintain, those requirements as listed in Section 8.3, throughout the term of the contract.

### **9.2 Desirable Criteria**

Proposals meeting the mandatory requirements will be further assessed against the following desirable criteria:

- a) Proponent's background:
  - proponent's experience on work of a similar nature
  - qualifications and experience of proponent and employees
  - three references
- b) Staffing:
  - ability to maintain a reservation system
  - communication system
  - dress code and staff identification
- c) Response times including:
  - reservations or request for information
  - ability to respond to public complaints
  - suitability of vehicles/equipment used to provide service
- d) Pricing:
  - An outline of the revenue arrangement being proposed

sharing, or no revenue sharing, or other.

e) Revenues:

- How revenues will be spent in the community – who will benefit from the revenues generated

## 10. **Proponent Response**

In order to receive full consideration during evaluation, proposals should include the following:

- a) An overview of the organization, background experience and stating compliance with the mandates referred to in Section 9.1.
- b) A description of the qualifications and experience of employees/volunteers.
- c) A description of the training provided that maintains the proponent's professionalism, communications and performance skills.  
The proponent may include a copy of the organization policy and procedures manual.
- d) A description of the staffing levels that will be operating the facilities.
- e) Ability and experience to operate a reservation system for efficient park bookings.
- f) A description communication system for taking messages as it relates to booking (i.e. answering service, pagers, cell phones, etc.)
- g) A description of the proponent's process and response time once a reservation, complaint or request for information has been received.
- h) Provide three independent references, include name and phone number.  
These references may be contacted to verify performance and experience.
- i) Pricing is to be provided in the following format:

An outline of the revenue sharing arrangement to be entered into showing the amounts, which could be on a percentage basis, shared dollar amount basis and/or annual fixed amount guaranteed basis that the Village will receive and the amount that the Proponent will receive.



## **11. Proposal Format**

Evaluation of proposals is made easier when Proponents respond in a similar manner. The following format and sequence should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Title Page, showing Request for Proposal number, Proponent's name and address, Proponent's telephone number, Proponent's e-mail and the name of a contact person.
- b) A one page letter of introduction signed by the person or persons authorized to sign on behalf of and bind the Proponent to statements made in the proposal.
- c) Table of contents including page numbers.
- d) A short (one or two page) summary of the key features of the proposal.
- e) The body of the proposal, including pricing, i.e. the "Proponent Response".
- f) Any additional information.

## **12. Proponent Checklist**

This checklist has been provided solely for the convenience of the Proponent. Its use is not mandatory and it does not have to be returned with the proposal. However, the Receipt Confirmation form should be returned upon receipt of the Request for Proposal.

- The requirements of the Request for Proposal have been read and understood by everyone involved in putting together the proposal.
- The Receipt of Confirmation Form has been completed and sent in.
- The proposal addresses everything asked for in the Request for Proposal.
- The proposal meets all the mandatory requirements of the Request for Proposal.
- The proposal clearly identifies the Proponent, the project, and the Request for Proposal number.
- The Proponent's name and the Request for Proposal number appear on the proposal envelope.
- Every care has been taken to make sure the proposals are at the closing location in plenty of time, as late proposals will be rejected.
- The proposal is being delivered by hand, courier, or mail, as faxed proposals are not accepted.

## **Appendix A - Proposal Covering Letter**

*Letterhead or Proponent's name and address*

*Date*

Corporate Officer  
Village of Chase  
P.O. Box 440  
Chase, BC  
VOE 1M0

Dear Sir;

Subject: **Request for Proposal # 2019 - 002**

The enclosed proposal is submitted in response to the above-referenced Request for Proposal. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposal.

We have carefully read and examined the Request for Proposal and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in this proposal and to any agreement resulting from the proposal.

Yours truly,

***signature***

Name: Title:  
Legal name of  
Proponent:  
Date:

## **Appendix C – Receipt Confirmation Form**

### **VILLAGE OF CHASE Management and Operation of Mill Park RV Park**

#### **Request for Proposal**

**Due date: October 31, 2019**

To receive any further information about this Request for Proposal  
please return this form to:

Attention: Sean O'Flaherty  
Corporate Officer  
Village of Chase  
P.O. Box 440  
Chase, BC V0E 1M0  
Fax: 250-679-3070  
[soflaherty@chasebc.ca](mailto:soflaherty@chasebc.ca)

COMPANY: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY / PROVINCE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

MAILING ADDRESS (if different): \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



## VILLAGE OF CHASE Administrative Report

TO: Mayor and Council  
FROM: CFO  
DATE: September 10, 2019  
RE: 2020 4 Year Permissive Tax Exemption Bylaw

---

### ISSUE/PURPOSE

To give 1<sup>st</sup> and 2<sup>nd</sup> Reading to the 2020 Permissive Tax Exemption Bylaw No. 877, 2019, with a four-year term.

### OPTIONS

- 1.) Give 1<sup>st</sup> and 2<sup>nd</sup> Reading of Bylaw 877, 2019, thereby enabling staff to prepare and implement the public notice process for the proposed bylaw.
- 2.) Provide further direction to staff regarding changes or modifications to the proposed bylaw

### HISTORY/BACKGROUND

Under Section 224 of the Community Charter, Councils have the authority, by bylaw, to exempt certain lands and/or improvements from taxation. For example, although Section 220 provides Statutory Exemption for churches and to the lands the buildings they rest upon; Council has the authority to grant a permissive tax exemption on the surrounding lands and auxiliary buildings. There is no obligation to give permissive tax exemptions and a tax exemption cannot be granted if the owner does not qualify under the requirements of the Community Charter.

The purpose of these exemptions is to assist organizations providing useful services to the residents of a community that are not directly available from the municipality itself. The exemptions enable these organizations to remain viable within the community.

The bylaw under section 224 must establish the term of exemption,  
-which may not be more than ten (10) years;  
-must comply with the notice requirements of section 227;  
-and must come into force and effect before 31 October in the preceding calendar year.

A call for Permissive Tax Applications was advertised in the Sunflower on July 5, 2019. On June 28, 2019, Permissive Tax Application packages were mailed to all previous applicants. Included in the package was an outline of all required information and copies of the Permissive Tax Exemption

Policy (ADM-28), the Application Form and a copy of the *Community Charter*, Section 224 pertaining to Property Qualified for Permissive Tax Exemptions.

### **DISCUSSION**

Historically, Council has consistently given a full tax exemption to eligible church properties, including the statutory exemption on building and lands, as well as all other lands, parking and auxiliary buildings, which fall under the permissive tax exemption. Since the Community Charter enables Council to set a term of “not more than 10 years” for the bylaw; staff has created a permissive tax exemption bylaw for the church properties to include 2020, 2021, 2022 and 2023.

Staff reasoning for the term of the bylaw is based on the next municipal election date of October 15, 2022 and the Community Charter requirement of adoption on the Permissive Tax Exemption bylaw by October 31<sup>st</sup>.

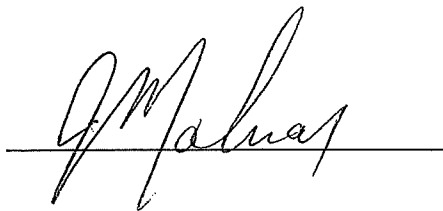
### **FINANCIAL IMPLICATIONS**

Based on the 2019 assessment values and the 2019 tax rates the Municipal property and a marginal increase annually, the taxes being exempted under this bylaw are estimated at \$4,093 in 2020, \$4,175 for 2021, \$4,258 for 2022, and \$4,343 for 2023

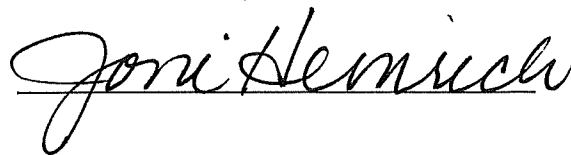
### **RECOMMENDATION**

That Council proceed with 1<sup>st</sup> and 2<sup>nd</sup> reading of the 2020 Permissive Tax Exemption Bylaw-Bylaw No. 877, 2019

Respectfully submitted, CFO



Approved for Council Consideration by CAO



## VILLAGE OF CHASE

### Bylaw No. 877-2019

A Bylaw to provide for Permissive Tax Exemptions for the year 2020, 2021, 2022 and 2023

---

**WHEREAS**, under the authority of the Community Charter, a Council may by bylaw exempt land or improvements, or both, from taxation;

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

1. The following assessments shall be exempt from taxation for the taxation years of 2020, 2021, 2022 and 2023:
  - a) Chase Evangelical Free Church  
Lot A, District Lot 517, Plan KAP41858, KDYD  
PID 014-902-486  
Exempt all lands utilized for the purposes of the Church.
  - b) Jehovah's Witness Congregation  
Lots 17-20, Block P, District Lot 517, Plan KAP514, KDYD  
PID 012-295-965, PID 012-295-981, PID 012-295-990, and PID 012-296-015  
Exempt all lands utilized for the purposes of the Church.
  - c) Roman Catholic Bishop of Kamloops  
Lot B, District Lot 517, Plan KAP36502, KDYD  
PID 003-648-168  
Exempt all lands and auxiliary improvements utilized for the purposes of the Church.
2. This bylaw may be cited as "The Village of Chase 2020 Permissive Tax Exemption Bylaw No. 877-2019".

READ A FIRST TIME THIS \_\_\_\_ DAY OF \_\_\_\_, 2019

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_, 2019

READ A THIRD TIME THIS \_\_\_\_ DAY OF \_\_\_\_, 2019

ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_, 2019

\_\_\_\_\_  
Rod Crowe, Mayor

\_\_\_\_\_  
Sean O'Flaherty, Corporate Officer



## VILLAGE OF CHASE Administrative Report

TO: Mayor and Council  
FROM: CFO  
DATE: September 10, 2019  
RE: 2020 1 Year Permissive Tax Exemption Bylaw

---

### ISSUE/PURPOSE

To give 1<sup>st</sup> and 2<sup>nd</sup> Reading to the 2020 Permissive Tax Exemption Bylaw No. 876, 2019, for a term of one year.

### OPTIONS

- 1.) Give 1<sup>st</sup> and 2<sup>nd</sup> Reading of Bylaw 876, 2020, thereby enabling staff to prepare and implement the public notice process for the proposed bylaw.
- 2.) Provide further direction to staff regarding changes or modifications to the proposed bylaw

### HISTORY/BACKGROUND

Under Section 224 of the Community Charter, Councils have the authority, by bylaw, to exempt certain lands and/or improvements from taxation. For example, although Section 220 provides Statutory Exemption for churches and to the lands the buildings they rest upon; Council has the authority to grant a permissive tax exemption on the surrounding lands, parking lots and auxiliary buildings. There is no obligation to give permissive tax exemptions and a tax exemption cannot be granted if the owner does not qualify under the requirements of the Community Charter.

The purpose of these exemptions is to assist organizations providing useful services to the residents of a community that are not directly available from the municipality itself. The exemptions enable these organizations to remain viable within the community.

The bylaw under section 224 must establish the term of exemption,  
-which may not be more than ten (10) years;  
-must comply with the notice requirements of section 227;  
-and must come into force and effect before 31 October in the preceding calendar year.

A call for Permissive Tax Applications was advertised in the Sunflower on July 5, 2019. On June 28, 2019, Permissive Tax Application packages were mailed to all previous applicants. Included in the package was an outline of all required information and copies of the Permissive Tax Exemption



Policy (ADM-28), the Application Form and a copy of the *Community Charter*, Section 224 pertaining to Property Qualified for Permissive Tax Exemptions.

### **DISCUSSION**

Historically, Council has provided full tax exemption to all Village owned properties leased by non-profit groups for a purpose of the local authority, as outlined in Section 224 (2b) of the Community Charter. These properties include: Museum, Seniors Center, Chamber office, RV Park, Curling Rink, and Arena.

Council has also consistently provided tax exemption, for the **LAND Only**, portion of the property held by the Royal Canadian Legion, which is class a Class 8 Recreational, (\$2,383 in 2019) consistent with Section 224 (2) of the Community Charter.

and the Class 8, Recreational, **LAND Only**, held by the Chase & District Recreation Centre Society, Golf Course greens and fairways, (\$8,059 in 2019) consistent with Section 225 (2e).

The Community Charter Section 224 (3) provides that the Permissive Tax Exemptions must not contravene Section 25 (1) **Prohibition against assistance to business** therefore; the Chase and District Recreational Society, Restaurant/clubhouse lands and improvements, Class 6, Business, has been eliminated from the bylaw.

Staff has maintained a one-year term for the above mentioned properties due to potential changes in operations of some of the facilities in 2020.

### **FINANCIAL IMPLICATIONS**

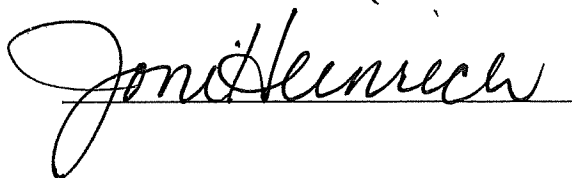
Based on the 2019 assessment values and the 2019 tax rates the Municipal property taxes being exempted under this bylaw is estimated at \$47,505.

### **RECOMMENDATION**

That Council proceed with 1<sup>st</sup> and 2<sup>nd</sup> reading of the 2020 Permissive Tax Exemption Bylaw-Bylaw No. 876, 2019

Respectfully submitted, CFO

Approved for Council Consideration by CAO



## **VILLAGE OF CHASE**

### **Bylaw No. 876-2019**

A Bylaw to provide for Permissive Tax Exemptions for the year 2020

---

**WHEREAS**, under the authority of the Community Charter, a Council may by bylaw exempt land or improvements, or both, from taxation;

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

1. The following assessments shall be exempt from taxation for the taxation year 2020:
  - a) Chase and District Curling Club  
District Lot 517, Plan KAP19733, KDYD  
PID 012-870-285  
Exempt all land and improvements utilized for the purposes of the Club.
  - b) Chase Creekside Seniors Organization, Lease/Permit/License #343509,  
Block A, District Lot 517, Plan KAP514, KDYD  
PID 012-290-246  
Exempt all land and improvements utilized for the purposes of the Organization.
  - c) Chase and District Museum and Archives Society  
Lot 6, District Lot 517, Plan KAP1467, KDYD  
PID 004-971-531  
Exempt all lands and improvements utilized for the purposes of the society.
  - d) Chase & District Lions Community Club  
Portion of Lot 1, District Lot 517, Plan 43085 and Portion of Plan B264 except Plan A 18415 and Plan A 1315 (the lands identified in Schedule A of the lease dated 14 April 2015)  
Exempt all land utilized for the purposes of the Club.
  - e) Chase and District Chamber of Commerce  
located on Village of Chase Right-of-Way between Shuswap Avenue and Canadian Pacific Rail Line, West of Aylmer Road  
Exempt all lands and improvements utilized for the purposes of the organization.
  - f) Chase & District Recreation Centre Society (Arena)  
Lot 1, District Lot 517, K.D.Y.D., Plan 20201, Except Plan KAP49449,  
all leased to the Chase & District Recreation Society; except that portion leased to Chase Canyon Eco-Adventures for the operation of a Zip-Line business.

- g) Chase & District Recreation Centre Society  
Lot A, District Lot 517, Plan KAP82245  
PID 026-854-449  
Exempt Class 8 (Recreational) Land Only utilized for the purpose of the Golf Course
  - h) Royal Canadian Legion Branch 107  
Lot A, District Lot 517, Plan 37207, KDYD  
PID 004-896-955  
Exempt all Class 8 (Recreational) Land Only utilized for the purposes of the Legion.
2. This bylaw may be cited as "The Village of Chase 2020 Permissive Tax Exemption Bylaw No. 876-2019".

READ A FIRST TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019

READ A THIRD TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019

ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2019

\_\_\_\_\_  
Rod Crowe, Mayor

\_\_\_\_\_  
Sean O'Flaherty, Corporate Officer

# Raise-a-Reader



Dear Mayor and Council

The Raise a Reader Committee is eagerly preparing for Chase's annual Raise-a-Reader campaign scheduled for

**Wednesday, September 25th, 2019 from 7:00 a.m. to 10:00 a.m**

The Chase Raise-a-Reader campaign is designed to boost awareness about literacy and raise funds to support literacy programs throughout the Chase area. We are pleased and proud to facilitate this national Post Media initiative in our community.

On September 25th, volunteers from local organizations, sports teams of the community will be at various locations around the Village of Chase. Surrounded by signage and wearing the campaign's signature bright orange T-shirts, we will be hawking a special Raise-a-Reader edition of Kamloops This Week to exchange newspapers for donations to literacy programs.

**Programs (a few not all that we do) that are supported by this fundraising are:**

Books provided FREE to:

- ❖ K'Fair, Reading with Santa, Family Fun Skate (January at arena)
- ❖ Bright Red Bookshelf,
- ❖ Adult computer classes
- ❖ Christmas Hampers and Reading with Santa
- ❖ Family Literacy Week- Free Family Skate and Crafts
- ❖ New programs: bench program and walking program

**Volunteers:**

We need volunteers on the morning of Sept 25th to help raise money in exchange for a special edition of Kamloops this Week

**Donate:**

Monies that are raised in Chase stay in Chase. Monies raised also receive some government matching funds. (Donations over \$250 will receive special recognition in community thank you in local paper and on our Facebook page)

If you would like more information or would like to donate or volunteer  
I may be reached at [literacyinchase@gmail.com](mailto:literacyinchase@gmail.com)

Thank you for your support  
Barbara Maher  
Literacy Outreach Coordinator  
Chase



# Raise-a-Reader

**Wednesday September 25th, 2019 7:00-10:00 a.m**

The Raise a Reader Committee is once again preparing for Chase's annual Raise-a-Reader campaign

The Chase Raise-a-Reader campaign is designed to boost awareness about literacy and raise funds to support literacy programs throughout the Chase area. We are pleased and proud to facilitate this national Post Media initiative in our community.

**IF you would like to see these Programs continue, please support us Sept 25th:**

**Books provided FREE to:**

- ❖ K'Fair, Reading with Santa, Bright Red Bookshelf

**Community Event:**

- ❖ Family Literacy Week- Free Family Skate and Crafts-

**Programs:**

- ❖ Adult computer classes (spring and fall sessions)
- ❖ One to One Reading, Come read with me, Cultural Literacy Initiative

**New programs Fall 2019.**

'Bench Program- 'Elder Wisdom and Buddy Bench' and 'Chase Walking Program' 'Plain Language (for businesses)' The elder wisdom is for secondary students and we will be looking for volunteers to build the benches as well as volunteers to share their experience, strength and hope with students. Are you interested??

**Volunteers:**

We need volunteers on the morning of Sept 25th to help raise money in exchange for a special edition of Kamloops this Week

**Donate:**

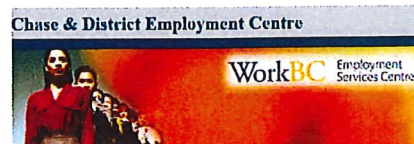
**Monies that are raised in Chase stay in Chase.** Monies raised also receive some government matching funds. (Donations over \$250 will receive special recognition in community thank you in local paper and on our Facebook page) Donations may be accepted up until Sept 25<sup>th</sup>- payable to Chase Literacy Program

If you would like more information or would like to donate or volunteer

I may be reached at [literacyinchase@gmail.com](mailto:literacyinchase@gmail.com)

Thank you for your support Barbara Maher Literacy Outreach Coordinator Chase

**Sponsors 2018**







RECEIVED  
Village of Chase

AUG 30 2019

ROYAL CANADIAN LEGION CHASE

BRANCH # 107

515 Shuswap Ave., Box 122

Chase B.C.

PHONE # 250-679-3536

email piperangus@hotmail.com

File \_\_\_\_\_  
Copy \_\_\_\_\_  
Agenda \_\_\_\_\_

30th August 2019

Chase Village Mayor & Council

I am writing on behalf of Chase Legion Branch 107 requesting the Chase Village Mayor and Council purchase 2 boxes of the Canadian Liberator Tulip at \$10 each for a total of \$20.

The Tulips are in commemoration of the 75<sup>th</sup> anniversary of the liberation of Holland.

Yours in comradeship

John H. Angus  
Poppy Chairman  
Chase Legion BR # 107

# TUMBLE WEED FARMS

A: 987 Chase Falkland Road, Chase, British Columbia, V0E 1M1  
E: maria@tumbleweedfarms.com  
P: 250-679-2851  
M: 778-220-6972

RECEIVED  
Village of Chase

AUG 20 2019

Original \_\_\_\_\_  
File \_\_\_\_\_  
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Agenda \_\_\_\_\_

August 20, 2019

## **FIRE CHIEF**

**Mr. Brian Lauzon**

826 Okanagan Ave. (P.O. Box 440)  
Chase, B.C. Canada  
V1E 1M0

## **SUBJECT: NOTICE OF ISSUED LICENCE – TUMBLEWEED FARMS CORPORATION – LICENSED CULTIVATOR**

We are writing to inform that the Licence has been issued under the Cannabis Regulations on August 16, 2019 to Tumbleweed Farms Corporation. The Licensed Site 987 CHASE/FALKLAND RD., Chase, B.C. Canada, V0E 1M1. (Lot 1, Section 18, Township 21, Range 12, W6M, Kamloops Division, Yale District, Plan 34093).

Sincerely



Maria Giorgio

Responsible Person/ Head of Security  
TUMBLEWEED FARMS CORPORATION





RECEIVED  
Village of Chase

AUG 19 2019

Original \_\_\_\_\_  
File \_\_\_\_\_  
Copy \_\_\_\_\_  
Agenda \_\_\_\_\_

Ref: 247225

August 15, 2019

His Worship Mayor Rod Crowe and Councillors  
Village of Chase  
Box 440  
Chase BC V0E 1M0

Dear Mayor Crowe and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for your efforts to reduce greenhouse gas emissions in your corporate operations and community over the 2018 reporting year.

As a signatory to the Climate Action Charter (Charter) you have demonstrated your commitment to work with the Province and UBCM to take action on climate change and to reduce greenhouse gas emissions in your community and corporate operations.

The work that local governments are undertaking to reduce their corporate emissions demonstrates significant climate leadership and sets the stage for broader climate action in the community. Your leadership and commitment continues to be essential to ensuring the achievement of our collective climate action goals.

The GCC was established under the Charter to support local governments in achieving their climate goals. In acknowledgement of the efforts of local leaders, the GCC is again recognizing the progress and achievements of local governments such as yours through the multi-level Climate Action Recognition Program. A description of this program is enclosed for your reference.

As a Charter signatory who has demonstrated progress on the fulfillment of one or more of your commitments, the GCC is pleased to acknowledge your achievement of Level 1 recognition – 'Demonstrating Progress on Charter Commitments.'

.../2

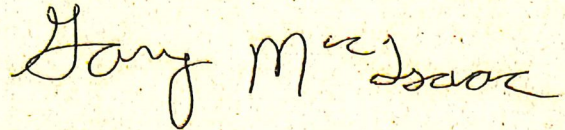


Congratulations again on your progress. We wish you continued success in your ongoing commitment to the goal of corporate carbon neutrality and your efforts to reduce emissions in the broader community.

Sincerely,

A handwritten signature in black ink, appearing to read 'T Faganello', with a large, sweeping flourish at the end.

Tara Faganello  
Assistant Deputy Minister  
Local Government Division  
Ministry of Municipal Affairs and Housing  
Enclosure

A handwritten signature in black ink, appearing to read 'Gary MacIsaac', with a stylized, cursive script.

Gary MacIsaac  
Executive Director  
Union of British Columbia Municipalities





## **GCC Communiqué on the Climate Action Recognition Program**

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B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of B.C. local government leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to continue the Climate Action Recognition Program (*Recognition Program*) for the 2018 reporting year. This multi-level program provides the GCC with an opportunity to review and publicly recognize, on an annual basis, the progress and achievements of each Climate Action Charter (*Charter*) signatory on their *Charter* commitments. Recognition is provided according to the following:

### ***Level 1: Demonstrating Progress on Charter Commitments***

Local governments who demonstrate progress on fulfilling one or more of their *Charter* commitments receive a letter from the GCC acknowledging their accomplishments.

### ***Level 2: Measuring GHG Emissions***

Local governments that achieve level 1, have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with their [community's community energy and emissions inventory](#) receive a letter from the GCC and a 'BC Climate Action Community 2018' logo, for use on websites, letterhead, etc.

### ***Level 3: Accelerating Progress on Charter Commitments***

Local governments that achieve levels 1 and 2 and demonstrate significant corporate or community-wide climate action to reduce GHG emissions in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2018 – Climate Leader' logo, for use on websites, letterhead, etc.

### ***Level 4: Achievement of Carbon Neutrality***

Local governments that achieve [carbon neutrality](#) in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2018 – Climate Leader - Carbon Neutral' logo, for use on websites, letterhead, etc.

To be eligible for the *Recognition Program*, local governments must fulfill the public reporting requirements (including reporting progress to carbon neutrality) of the Climate Action Revenue Incentive Program (CARIP). Recognition levels for the *Recognition Program* are based on the information included in each local government's annual CARIP public report. For more information on CARIP and the public reporting requirements go to:

<https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/climate-action-revenue-incentive-program-carip>