



## **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 12, 2017 at 4:00 p.m.

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

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

Resolution:

**“That the September 12, 2017 Village of Chase Regular Council agenda be adopted as presented.”**

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

#### **3.1 Special Meeting held August 21, 2017**

Pages 1-3

Resolution:

**“That the minutes of the August 21, 2017 Special Meeting of Council be adopted as presented.”**

### **4. PUBLIC HEARING**

Zoning Amendment – 426 Pine Street (separate Public Hearing agenda)

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

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

### **6. DELEGATIONS**

None

### **7. REPORTS**

a) Mayor and Council Reports

b) Staff Reports

Page 4

### **8. UNFINISHED BUSINESS**

#### **8.1 Zoning Amendment Bylaw 842-2017 (426 Pine Street)**

This item is returning from a Public Hearing

Resolution:

**“That Zoning Amendment Bylaw 842-2017 be adopted.”**

#### **8.2 Nuance Dance – Weekly Usage of Community Hall**

Previously Council asked for information from the owner of Nuance Dance regarding usage of the community hall under the not-for-profit rate. Information that was provided including number of students (usually 6-10 per class), and whether a significant profit is made on the delivery of the service. It was reported to council that there is not a significant profit made on the delivery of these classes in Chase.

The owner of Nuance Dance has requested Council consider once again providing the rental (3 hours per week) of the main hall (upstairs) at the Community Hall at the not-for-profit rate for dance lessons to promote health and well-being of any child in Chase that wishes to enroll in the dance classes. The classes are popular and the owner wishes to continue to provide the service.

## 9. NEW BUSINESS

- 9.1 Official Community Plan Amendment Bylaw 840-2017 Pages 5-14  
Report from the Corporate Officer  
Resolution:  
**“THAT the OCP amendment application for 950 Hysop Road be accepted;  
and,  
  
THAT OCP Amendment Bylaw No. 840-2017 be referred to School District  
No. #73, and the three neighbouring Secwepemc Indian Bands in  
accordance with Sections 475 of the Local Government Act; and,  
  
THAT the Village of Chase OCP Amendment Bylaw 840-2017 be read a first  
time; and,  
  
THAT the Village of Chase OCP Amendment Bylaw 840-2017 be read a  
second time; and,  
  
THAT the Village of Chase OCP Amendment Bylaw 840-2017 be submitted to  
Public Hearing.”**
- 9.2 Zoning Bylaw Amendment Bylaw 841-2017 Pages 15-26  
Report from the Corporate Officer  
Resolution:  
**“THAT the zoning amendment application for 950 Hysop Road be accepted;  
and,  
  
THAT the Village of Chase Zoning Amendment Bylaw 841-2017 be read a  
first time;  
  
THAT the Village of Chase Zoning Amendment Bylaw 841-2017 be read a  
second time;  
  
THAT the Village of Chase Zoning Amendment Bylaw 841-2017 be submitted  
to Public Hearing.”**
- 9.3 Policy Review Pages 27-60  
Memorandum from the Corporate Officer  
Resolution:  
**“That Council rescind the following policies:  
PW-1, Building Infractions;  
PW-9, Charge-Out Rates;  
PW-10, Materials & Equipment;  
PW-11, Fencing;  
PW-14, Road/Sidewalk Inspection;  
PW-15, Snow Removal Lot Use - 610 Shuswap;  
PW-16, Parks Inspections;  
PW-20, Snow Removal on Private Land;  
PW-23, Utility Payments;  
PW-24, Public Works Crews on Private Property;  
WS-1, Chlorine Handling;  
WS-2, Sewer Treatment Plant;**

**WS-3, Water Treatment System - Chlorine Handling;  
PR-1, Placement of Mobile Homes; and,**

**That Council adopt ADM-29, Information Handling and Privacy.”**

- 9.4 Development Variance Permit Application (130 Aylmer Road) Pages 61-64  
An application to allow the front yard setback to be used for storage  
Resolution:  
**“That Council authorize Administration to proceed with the required notification process, and prepare a draft Development Variance Permit that would vary the use of the required front yard to include outdoor storage.”**
- 9.5 Village of Chase Annual Report - 2016 Pages 65-120  
The required 14 day public inspection period has been satisfied. Council can now consider the annual report.  
Resolution:  
**“THAT the 2016 Village of Chase Annual Report be accepted as presented.”**
- 9.6 Plastic Bag and Film Plastic Recycling Change Pages 121-123  
Letter from TNRD’s Director of Environmental Services  
Village of Chase Administration has been notifying the public regarding the change via social media, Village’s website and print advertising.  
Resolution:  
**“THAT the letter from the TNRD’s Director of Environmental Services announcing that plastic bag and film plastics will no longer be accepted in the TNRD’s mixed recycling collection program be received as information.”**
- 9.7 Request from Southern Interior Local Government Association Pages 124-125  
Federal Government proposal to remove the tax exemption for non-accountable expense allowances paid to local government elected officials  
Local government elected officials in BC are not currently taxed on 1/3 of their annual stipends. The change proposed for 2019 will eliminate this tax exemption. SILGA has requested its members’ opinions to be sent to SILGA in response to this proposed change.
- 9.8 Raise-a-Reader Page 126  
Letter from Barbara Mahar announcing the 2017 *Raise-a-Reader* campaign. The letter invites sponsorship opportunities. In past years Council has sponsored this initiative; \$500 in 2016, and \$500 in 2015. There is \$2,118 remaining in Council’s grant-in-aid budget.

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

**11. RELEASE OF IN CAMERA ITEMS**

None

**12. IN CAMERA**

**13. ADJOURNMENT**

Resolution:

**“That the September 12, 2017 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 of the Village Office at 826 Okanagan Avenue  
on Tuesday, August 21, 2017 at 1:00 p.m.

**PRESENT:** Mayor Rick Berrigan  
Councilor Nancy Egely  
Councilor David Lepsoe  
Councilor Ali Maki  
Councilor Steve Scott

Also in Attendance: Joni Heinrich, Chief Administrative Officer  
Sean O'Flaherty, Corporate Officer  
Leif Pederson, Director of Financial Services  
Jack Blair, Interim Director of Fire Operations

Public Gallery: 7  
Media: 1

**1. CALL TO ORDER**

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

**2. ADOPTION OF THE AGENDA**

Moved by Mayor Berrigan

Seconded by Councilor Egely

**"That the August 21, 2017 Village of Chase Special Council meeting agenda be amended by removing item 6.4, *Team Chase Fashion Show*."**

**CARRIED**

**#2017/08/21\_001**

The Mayor reminded Administration that there are bylaws and policies in effect regarding Community Hall rental fees and that any requests for rental waivers should be encouraged to come to Council as a request for a grant-in-aid to cover costs associated with the use of the hall.

**3. ADOPTION OF MINUTES**

Minutes of the August 8, 2017 Regular Meeting of Council

Moved by Councilor Scott

Seconded by Councilor Egely

**"That the minutes of the August 8, 2017 Regular Meeting of Council be adopted as presented."**

**CARRIED**

**#2017/08/21\_002**

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

Beverley Iglesias of 621 3<sup>rd</sup> Avenue, regarding item 6.2 asked if all the communities attended the event held in February 2017. The Mayor replied that all communities did attend the day long forum.

Ms. Iglesias, regarding item 5.1 asked if there was a fee or policy for use of the Joyce Dunn Theatre or Memorial Park. The Mayor replied that staff is working on formalizing the use of parks.

Dawn Morrison of Neskonlith Indian Band, regarding 5.1 identified herself as the founder of the Wild Salmon Caravan. She encouraged Council to support the caravan in the spirit of truth and reconciliation. She added that the Wild Salmon Caravan is an annual event and every year their route for the caravan changes depending on a number of factors. The purpose is to raise awareness for the protection of wild salmon and wild salmon habitat which is in distress.

She indicated they are looking for use of the Curling Club parking lot, road closures and barricades for a parade, use of Memorial Park and band shell, liability insurance and a cash donation. The Mayor indicated that there are costs when the Village's public works staff performs any works that could be considered 'in-kind' as these tasks take them away from their usual duties.

The Mayor acknowledged Ms. Morrison for her presentation.

**5. UNFINISHED BUSINESS**

**5.1 Wild Salmon Caravan 2017**

Moved by Councilor Lepsoe

Seconded by Councilor Egely

**"That Council support the 2017 Wild Salmon Caravan by providing use of the Curling Club parking lot, road closures and barricades for a parade, use of Memorial Park and band shell, and a cash donation of \$1000 that includes the cost for liability insurance."**

Moved by Councilor Egely

Seconded by Councilor Maki

**"That Council support the 2017 Wild Salmon Caravan by providing use of the Curling Club parking lot, road closures and barricades for a parade, use of Memorial Park and band shell, and a cash donation of \$500 that includes the cost for liability insurance."**

**CARRIED**

**#2017/08/21\_003**

The vote was called on the main motion as amended and it was.

**CARRIED**

**#2017/08/21\_004**

**6. NEW BUSINESS**

Mayor Berrigan introduced Jack Blair as the Interim Director of Fire Operations, Gary Schmidt as the fire department's Training Officer and thanked firefighter Tim Kenning for being in attendance.

**6.1 Firefighting Apparatus Asset Management**

The Interim Director of Fire Operations indicated that there is an active offer to sell the tandem axle pumper tender for \$140,000 CDN; and a current opportunity to purchase a single axle pumper tanker for \$100,000 USD.

Moved by Councilor Egely

Seconded by Councilor Maki

**"That the Interim Director of Fire Operations is authorized to pursue an arrangement for the sale of the tandem axle pumper tender, and the purchase of a single axle pumper tanker."**

**CARRIED**

**#2017/08/21\_005**

**6.2 Regional Community to Community Forum – November 23, 2017**

Moved by Councilor Scott

Seconded by Councilor Egely

**"That any Council member can attend the Regional Community to Community Forum on November 23, 2017 as organized by the Columbia-Shuswap Regional District with a location to be determined, by advising Administration; with costs to be covered as per the ADM-21 Expense Policy."**

**CARRIED**

**#2017/08/21\_006**

**6.3 Community Future Thompson Country – Annual General Meeting**

Moved by Councilor Egely

Seconded by Councilor Maki

**"That any Council member can attend the Community Future Thompson Country's Annual General Meeting on September 11, 2017 in Kamloops, BC, by advising Administration; with costs to be covered as per the ADM-21 Expense Policy."**

**CARRIED**

**#2017/08/21\_007**

**7. IN CAMERA**

Moved by Councilor Egely

Seconded by Councilor Scott

**"That Council recess to an In-Camera meeting pursuant to Section 90 (1) of the *Community Charter*, paragraph (c), employee relations, and 90(1)(j), information prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*."**

**CARRIED**

**#2017/08/21\_008**

**8. ADJOURNMENT**

Moved by Councilor Scott

Seconded by Councilor Lepsoe

**"That the August 21, 2017 Village of Chase Special Council meeting be adjourned."**

**CARRIED**

**#2017/08/21\_009**

The meeting concluded at 2:13 p.m.

---

Rick Berrigan, Mayor

---

Sean O'Flaherty, Corporate Officer



# VILLAGE OF CHASE

## Memorandum

**Date:** 2017 September 8  
**To:** Mayor and Council  
**From:** Sean O'Flaherty, Corporate Officer  
**RE:** Activities undertaken from August 8 to September 8, 2017

---

- 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
- Responded to several land use enquiries
- Liaised with the Building Inspector on zoning confirmation matters
- Ongoing discussions with Chase DevCo regarding Whitfield developments
- Processed 2 Building Permit applications
- Processed 1 zoning amendment applications and 1 variance application
- Performed pre-event walk-throughs of Community Hall events, and general management of the hall
- Prepared the Sunflower newsletter insert containing public service announcements and other general coming events
- Initiated lease renewals for sewer lagoon lands
- Attended provincial court on a bylaw enforcement matter
- Executed lease renewal with Creekside Seniors Centre
- Executed lease renewal with Shuswap Avenue 'pocket park'
- Executed memorandum of understanding with Interior Health
- Fielded two calls from other municipalities about the success of Council's Neighbourhood Golf Cart program
- Met with Neskonlith representative on mutual grant opportunities
- Met with Ministry of Transportation staff and local bands regarding design of 4-laning Hwy #1
- Worked on updating the Village's subdivision bylaw
- Started research on short term rental policy

### Bylaw Enforcement

- Bylaw is focused on unsightly properties with fine fire fuels. Property owners are actively addressing their tall dry grass issues.

### Dog Control

- Animal Control Officer has been regularly patrolling parks for leash compliance. He has also been dealing with barking dog matters.

Respectfully submitted, Sean O'Flaherty



## ***Village Of Chase***

### ***Administrative Report***

**TO:** Mayor and Council

**FROM:** Corporate Officer

**DATE:** 8 September 2017

**RE:** OCP Amendment Bylaw 840-2017

---

#### **ISSUE/PURPOSE**

To introduce Official Community Plan (OCP) amendment bylaw 840-2017 that would amend the land use designation from '*Parks and open Space*' to '*General Residential*'.

#### **OPTIONS**

1. Accept the application and proceed as recommended
2. Do not accept the application

Council has the option to not accept the application. If Council chooses to not accept the application, the applicant will be informed that the application has been refused and a refund will be issued. Alternatively, Council can accept the application, consider which stakeholders to engage and consult with, proceed with consideration of the bylaw, and hold a Public Hearing on the matter. This is the recommended option because the best way to hear from all those who consider their interests affected is to allow the application to proceed, initiate the referral process, and hold a Public Hearing.

#### **HISTORY/BACKGROUND**

The subject property was created through subdivision in June of 2005 and the property has been held by the same owner, Shawnessy Enterprises Ltd. since then. As a condition of that subdivision, the Village required a restrictive covenant to fulfill the *Land Title Act* requirement for public access to water. Then, in July of the same year Council adopted a zoning amendment bylaw to remove campground use from the property thus restricting the use of the land to 'golf course' only. In April of 2006 Shawnessy applied for a zoning amendment to permit a 20-lot recreation vehicle campground however Council defeated that bylaw. Shawnessy took legal action against the Village for 'downzoning' the property but the court dismissed that petition. The Village has not received any sort of application on the subject property in the last 10 years and the lands have existed in a vacant natural vegetative condition.



## **DISCUSSION**

Included in this Report to Council is:

- OCP Amendment Bylaw 840-2017
- Application for a land use amendment
- Property Information Report
- Public notification map indicating adjacent properties within 50m.
- Legal plan KAP78321 showing the road covenant

## **FINANCIAL IMPLICATIONS**

None

## **POLICY IMPLICATIONS**

Section 460 of the *Local Government Act* regulates amendments to land use bylaws. Section 464 of that *Act* states that a Public Hearing is necessary on all land use amendments. Furthermore, as per the Village's development procedures, all property owners within 50m of the subject property must be notified of the bylaw amendment application in advance of any Public Hearing. There is also a requirement to advertise in local newspapers for two consecutive weeks. Section 475 of the *Local Government Act* requires that the Council considers whether early and on-going consultation, in addition to the required Public Hearing, is necessary with one or more persons, organizations or authorities, the Regional District of Thompson-Nicola, local First Nations, the Board of Education of school District #73, and any provincial or federal government and their agencies.

Council can consider that existing protocols and relationships with the above-noted referral agencies be recognized as sufficient consultation as it pertains to section 475 requirements. Furthermore, Council can consider that the statutory advertising in two consecutive weeks in the local newspaper and the Public Hearing itself be recognized as sufficient consultation. Council needs only to *consider* section 475. There is no obligation through this section of the Community Charter to consult but Council must at least consider consulting.

The most significant policy implication revolves around changing the land use designation of the subject property. The current land use designation is 'Parks and Open Space'. If OCP Amendment Bylaw 840-2017 is adopted, the land use designation will become 'Residential'.

It is important for Council to understand that adopting the OCP amendment bylaw will designate the subject property as 'residential'. And once the OCP land use designation changes from 'park' to 'residential' then the zoning bylaw, as subordinate land use policy that must be consistent with the OCP, could not be zoned anything else except as any 'R' zone or comprehensive development zone that has a significant residential component. In this application, there is a concurrent zone change request to become R-1, Low Density Residential.

The staff recommendation herein is merely a recommendation to move the OCP bylaw amendment to a Public Hearing so that all persons who deem their interests to be affected by the application can be heard. The recommendation is

not a staff endorsement of the application, nor does this disclaimer indicate opposition to the application. There is a recommendation to move forward because a Public Hearing is a democratic process that represents the best opportunity to hear from any person and their perspectives, and affords the community an arena to share how they might be affected, and provides Council with an opportunity to listen and make decisions with the best possible information.

If OCP amendment bylaw 840-2017 is defeated then Council cannot consider nor adopt Zoning Amendment Bylaw 841-2017 because there will be inconsistent land uses between the two bylaws. The applicant will be notified and a \$200 refund will be issued for the combined OCP/Zoning amendment application.

### **RECOMMENDATION**

**“THAT the OCP amendment application for 950 Hysop Road be accepted; and,**

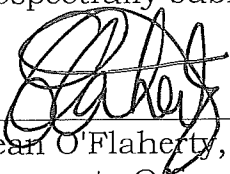
**THAT OCP Amendment Bylaw No. 840-2017 be referred to School District No. #73, and the three neighbouring Secwepemc Indian Bands in accordance with Sections 475 of the Local Government Act; and,**

**THAT the Village of Chase OCP Amendment Bylaw 840-2017 be read a first time; and,**

**THAT the Village of Chase OCP Amendment Bylaw 840-2017 be read a second time; and,**

**THAT the Village of Chase OCP Amendment Bylaw 840-2017 be submitted to Public Hearing.”**

Respectfully submitted,



---

Sean O'Flaherty, RPP  
Corporate Officer

**VILLAGE OF CHASE  
BYLAW NO. 840 - 2017**

A Bylaw to Amend the Official Community Plan Bylaw

---

**WHEREAS** the Council of the Village of Chase has adopted the Village of Chase Official Community Plan Bylaw No. 635 - 2002;

**AND WHEREAS** the Council of the Village of Chase deems it necessary to amend Bylaw No. 635;

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

1. This Bylaw may be cited as "Official Community Plan Amendment Bylaw No. 840-2017".
2. Schedule B, Land Use Map, of the Official Community Plan Bylaw No. 635 is hereby amended by changing the land use designation of Lot A DL 517 Plan KAP78320, KDYD, from 'Parks and Open Space' to 'General Residential' as shown outlined in heavy red line on Schedule "A" attached hereto and forming part of this bylaw."

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

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

PUBLIC HEARING HELD THIS \_\_ DAY OF \_\_

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

ADOPTED THIS \_\_ DAY OF \_\_

---

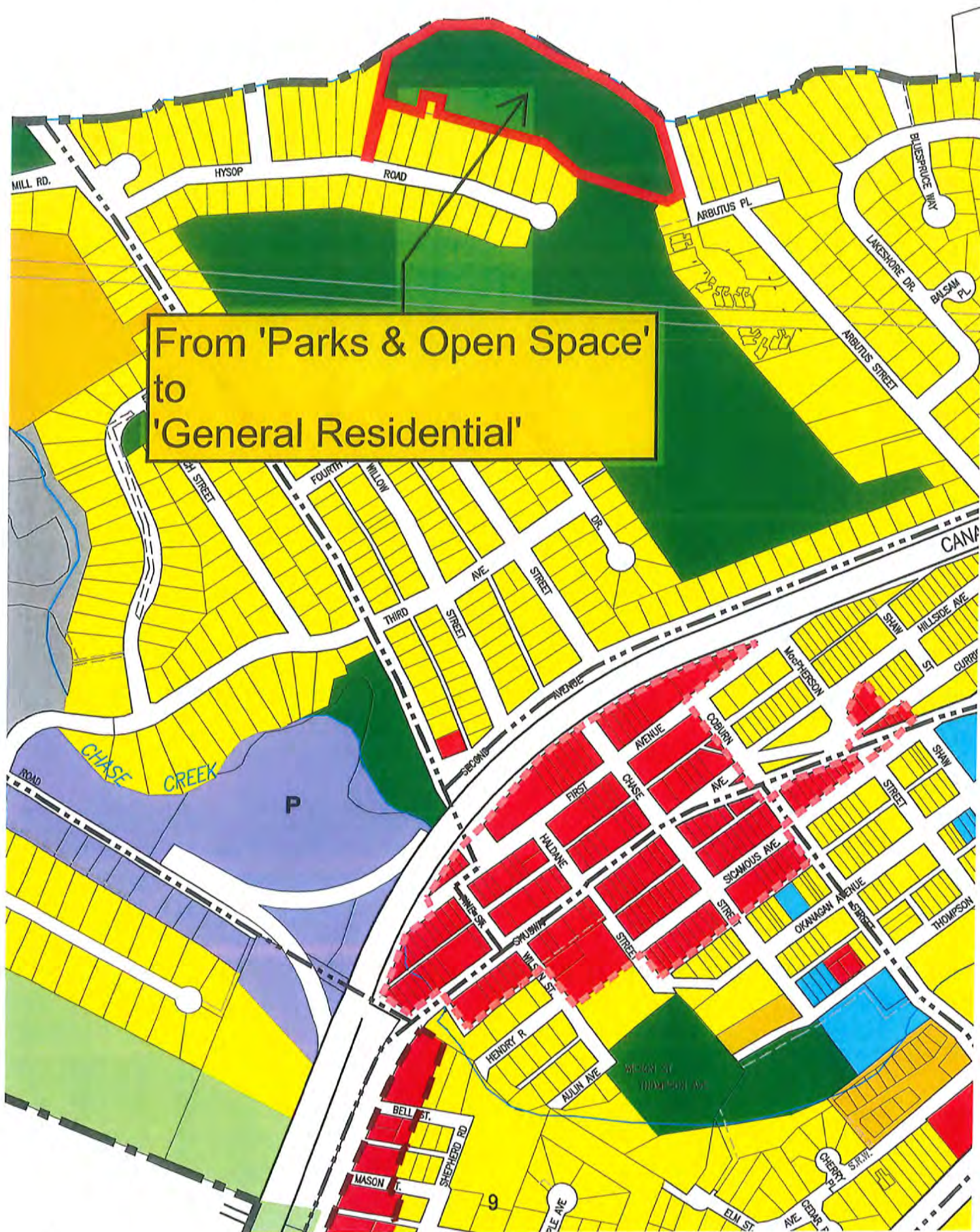
Rick Berrigan, Mayor

---

Sean O'Flaherty, Corporate Officer



# Schedule "A" to Bylaw 840-2017





## VILLAGE OF CHASE

### Application for Official Community Plan Amendment

- 
1. Registered property owner's name, address and telephone number  
  
SHAWNESSY ENTERPRISES LTD., INC.NO. 0727778  
1655 LUCKY STRIKE PLACE  
KAMLOOPS, BC  
V1S 1W5

---

  2. Authorized agent's name, address and telephone number (*If agent is handling application, please supply written authorization from owner*)  
  
STEVE HARTWICK  
WSP CANADA INC.  
420 – 301 VICTORIA STREET  
KAMLOOPS, BC V2C 2A3

---

  3. Legal description and Property Identification Number of subject property  
  
Parcel Identifier: 026-321-319  
Legal Description:  
LOT A DISTRICT LOT 517 KAMLOOPS DIVISION YALE DISTRICT PLAN KAP78320

---

  4. Approximate area of subject property  
  
2.96ha

---

  5. Existing use of subject property  
  
The property has been vacant for approximately 8 years

---

  6. Existing use of adjacent property  
  
Residential and Golf Course

---

  7. Detailed description including drawings, of the project or situation necessitating your application. Please provide additional pages as necessary.  
  
The Client proposes to subdivide and develop the land with serviced, fee simple lots for general residential single family homes. Preliminary design drawings are attached to describe the project scope.  
Note: The developments proposed in the subject OCP and Zoning amendments are located outside of the RAR.

---

  8. Zoning Designation.  
• Existing C5
-

• Proposed R1

9. Official Community Plan Designation

• Existing Parks & Open Space  
• Proposed General Residential

10. Is the subject property within the floodplain of the Little Shuswap Lake, South Thompson River or Chase Creek?

X Yes                      No

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



Signature of Owner or Agent

May 18 2017

Date

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



## Property Information Report

Report Generated On: June 21, 2017 10:30:16 PM

Thompson-Nicola Regional District

300 - 465 Victoria St

Kamloops, BC V2C 2A9

T (250) 377-8673

F (250) 372-5048

E [gisinfo@tnrd.ca](mailto:gisinfo@tnrd.ca)

950 Hysop Rd

### Parcel Description & Location

[More Details](#)

#### Legal Description:

L A PL KAP78320 DL 517

#### District Lot:

517

#### Land District:

KDYD

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

Square Meter:

34170.71

Acre:

8.444

Hectare:

3.417

#### Community:

Local Authority: Village of Chase

School District: Kamloops/Thompson

### TNRD Services

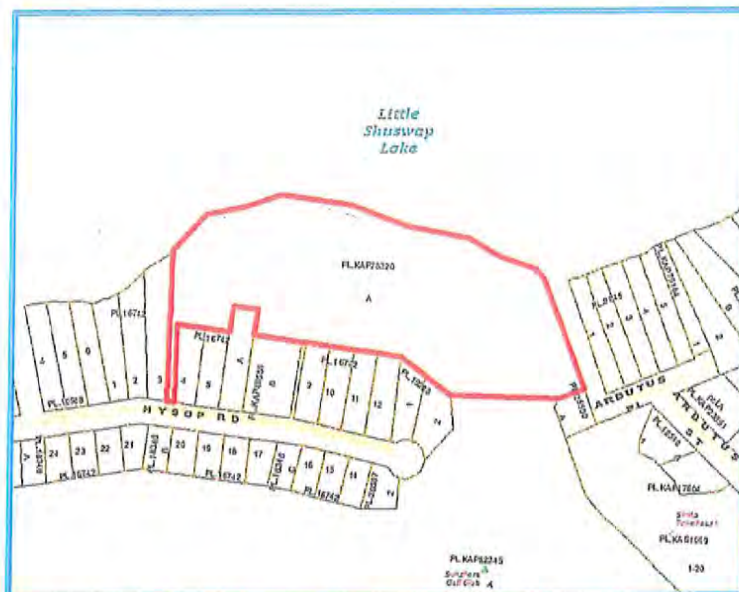
(Contact the Local Authority for services, or visit the website for more information)

[More Details](#)

Water Service: N/A

Sewer Service: N/A

Fire Protection: N/A



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

[More Details](#)

Future Debt: A

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

[More Details](#)

Zoning Bylaw: 683

Zoning: C-5, C5

Lakeshore Development Guidelines (Intersect): Yes

Lake Name: Little Shuswap Lake

Lake Classification: Development Lake, Special Case Lake

Fringe Area: N/A

Floodplain Information: Village of Chase designated floodplain (Zoning Bylaw 683).

Site Specific Zoning: Not Applicable

Development Permit Area: N/A

Official Community Plan Name: N/A

OCP Designation: N/A

Agriculture Land Reserve (Intersect): No

Riparian Area (Source: TRIM)(Intersect): Yes

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

[More Details](#)

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

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

[More Details](#)

Folio:	Land Title PID:	Assess Year:	Land:	Improvement:	Property Class:
512.00555.015	026-321-319	2017	\$210,000.00	\$0.00	6-Bus/Oth
512.00555.015	026-321-319	2016	\$210,000.00	\$0.00	6-Bus/Oth
Folio:	Actual Use:		Manual class:		
512.00555.015	2 ACRES OR MORE (VACANT)		None		





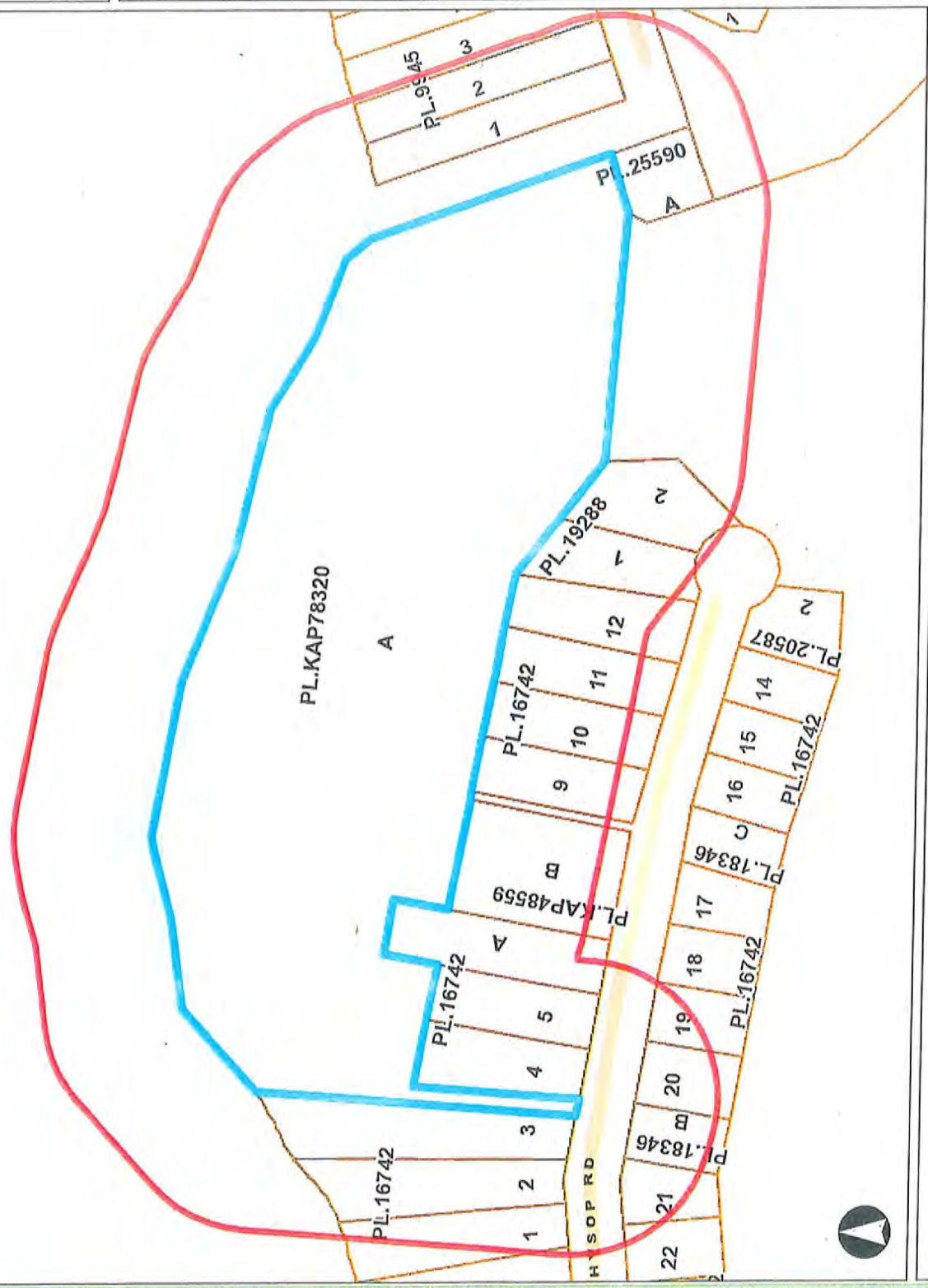
**Legend**

- Emergency Services
- Police Station
- Ambulance Station
- Fire Station
- Hospital
- Local Authority Office
- Facility
- Other
- Cemetery
- Community Hall
- Education
- Emergency Response
- Government Building
- Health
- Landmark
- Recreation
- Transportation
- Utility
- Parcel
- TNRD Boundary (Outline)
- Administrative Boundary (Outline)
- First Nations Reserve (Outline)
- Provincial Parks & Protected Areas



Referral Properties within 50m

Author:



THIS IS NOT A LEGAL SURVEY PLAN. This map is a user generated static output from the Thompson-Nicola Regional District Internet Mapping site and is provided on an "as is" and "as available" basis, without warranties of any kind, either expressed or implied. The information was generated from Geographic Information System (GIS) data maintained by different source agencies. Information contained in the map may be approximate, and is not necessarily complete, accurate or current. While all reasonable efforts have been made to ensure the accuracy of the data, reliance on this information without verification from original records is done at the user's own risk.

0.2 0 0.09 0.2  
Kilometers

1: 3,400

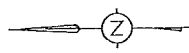
Projection: WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere

August 21, 2017



# REFERENCE PLAN TO ACCOMPANY A COVENANT IN LOT A, PLAN KAP78320 AND LOT 1, (EXCEPT PLANS 21270, 25589, 25590, KAP48559 KAP78320), PLAN 20587, DISTRICT LOT 517, K.D.Y.D.

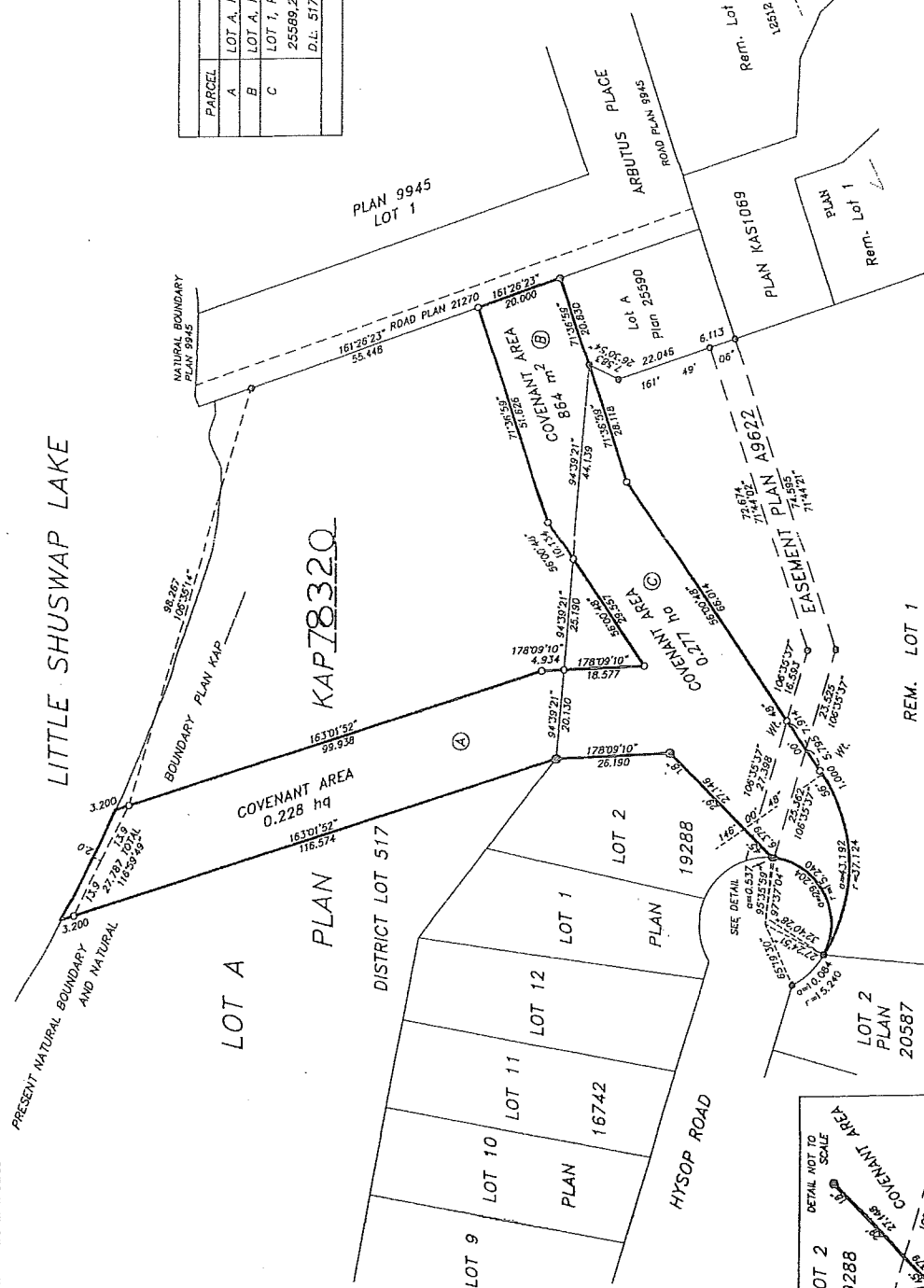
PURSUANT TO SECTION 99 (1) (E) OF THE LAND TITLE ACT, B.C.G.S. 82 L.082



PLAN KAP 78321  
DEPOSITED IN THE LAND TITLE OFFICE AT KAMLOOPS, BC  
ON THIS 17th DAY OF March 2004

*Leo Coster*  
REGISTRAR

*Leo Coster*  
KAP 78320



PARCEL	BOOK OF REFERENCE	DESCRIPTION	AREA
A	LOT A, PLAN KAP78320	D.L. 517, K.D.Y.D.	0.228 ha
B	LOT A, PLAN KAP78320	D.L. 517, K.D.Y.D.	864 m²
C	LOT 1, PLAN 20587, (EXC. PLANS 21270, 25589, 25590, KAP48559 AND KAP78320)	D.L. 517, K.D.Y.D.	0.277 ha
		TOTAL	0.591 ha

LEGEND  
 ○ ...STANDARD IRON POST FOUND  
 ○ ...STANDARD IRON POST PLACED  
 WI ...DENOTES WITNESS  
 BEARINGS ARE ASTRONOMIC AND ARE DERIVED FROM PLAN KAP 78320

THIS PLAN LIES WITHIN THE THOMPSON-NICOLA REGIONAL DISTRICT.

I, LEO COSTER, A BRITISH COLUMBIA LAND SURVEYOR, OF THE CITY OF KAMLOOPS, IN BRITISH COLUMBIA, CERTIFY THAT I WAS PRESENT AT AND PERSONALLY SUPERINTENDED THE SURVEY REPRESENTED BY THIS PLAN AND THAT THE SURVEY AND PLAN ARE CORRECT. THE FIRST SURVEY THIS PLAN WAS COMPLETED 6th DAY OF NOVEMBER 2004. THE PLAN WAS COMPLETED AND THE CHECKLIST FILED UNDER ECP #24365, ON THE 25th DAY OF NOVEMBER 2004.

*Leo Coster*  
LEO COSTER B.C.L.S.

COSTER AND SINGER  
 BC AND CANADA LAND SURVEYORS  
 #301-7 ST. PAUL STREET WEST,  
 KAMLOOPS, BC V2C 1E9  
 TEL: 250-374-5531 FAX: 250-374-5532  
 DRAWN BY: LC  
 DRAINING NO: 043215  
 FB: .

ORIGINAL



## ***Village Of Chase***

### ***Administrative Report***

**TO: Mayor and Council**

**FROM: Corporate Officer**

**DATE: 8 September 2017**

**RE: Zoning Amendment Bylaw 841-2017**

---

#### **ISSUE/PURPOSE**

To introduce Zoning Bylaw 841-2017 that would amend the zoning on the subject property from 'C-5, *Recreational Commercial*' to 'CD-B, *Lakeshore Residential*'.

#### **HISTORY/BACKGROUND**

The subject property was created through subdivision in June of 2005 and the property has been held by the same owner, Shawnessy Enterprises Ltd. since then. As a condition of that subdivision, the Village required a restrictive covenant to fulfill the *Land Title Act* requirement for public access to water. Then, in July of the same year Council adopted a zoning amendment bylaw to remove campground use from the property thus restricting the use of the land to 'golf course' only. In April of 2006 Shawnessy applied for a zoning amendment to permit a 20-lot recreation vehicle campground however Council defeated that bylaw. Shawnessy took legal action against the Village for 'downzoning' the property but the court dismissed that petition. The Village has not received any sort of application on the subject property in the last 10 years and the lands have existed in a vacant natural vegetative condition.

Shawnessy submitted an application on June 9, 2017. They applied to 1) amend the Official Community Plan Bylaw (OCP) by changing the land use designation from 'Parks and Open Space' to 'Residential', and 2) amend the Zoning Bylaw by changing the zone on the subject property from 'C-5, *Recreational Commercial*' to 'CD-B, *Lakeshore Residential*'. The OCP amendment bylaw must be considered in advance of this zoning application and this zoning amendment cannot proceed if the OCP amendment bylaw is not adopted by Council.

#### **DISCUSSION**

Included in this Report to Council is:

- Zoning Amendment Bylaw 841-2017
- Application for a land use amendment
- Property Information Report
- Public notification map indicating adjacent properties within 50m.
- Legal plan KAP78321 showing the road covenant

Council should consider the best use of these lands. The subject property is one of two remaining large waterfront development properties in Chase; the other property in Whitfield Landing is already zoned for single family residential. Practical options include doing nothing, or changing the use to parkland, agricultural, residential, commercial, or industrial. Each zoning type is briefly examined below:

**Industrial:** An industrial use of the land is not conducive to waterfront development and not appropriate considering the surrounding uses comprised of residential and recreational commercial (golf course) properties. Industrial zoning is not recommended.

**Agricultural:** Traditional agricultural uses would not complement the surrounding uses and agricultural practices can create nuisance situations. There are impressive neo urbanism examples of agri-residential blending. Most are located in highly urbanized areas and emerge from population pressures and high land values, neither of which are the current reality in Chase. Agricultural zoning is not recommended.

**Commercial:** The land is zoned commercial, albeit *C-5, Recreational Commercial* at the low impact end of the commercial spectrum with permitted uses of golf course and campground except for the subject property which excludes 'campground' as a permitted use. Other commercial uses that make sense on the subject property include resort hotel, a restaurant, or a comprehensive marina development.

**Parkland:** Parkland along lakeshore is almost always a desirable use of land. Chase however, based on internationally recognized levels for parkland space per capita already exceeds the recommended ratio. This means Chase is over represented with park space having more than twice the acceptable area. Furthermore park dedications form a mandatory requirement of developing lands. The *Local Government Act*, applied through the powers of the local Approving Authority, must require 5% of the subject property as parkland in lands or as cash-in-lieu.

**Residential:** All forms of residential are acceptable. The best residential use of these lands might be townhomes, low density single family, apartment building(s), institutional, or mixed-use residential combining a pocket of medium or high density with some low density residential.

Staff has also considered the best use of these lands. Please note that the recommendation from staff, as presented in the prepared zoning amendment bylaw, does not reflect Shawnessy's application which clearly requests '*R-1, Low Density Residential*' to install 19 conventional residential lots, although R-1 zoning having a minimum lot size of 550m<sup>2</sup> would mathematically allow for more than 30 lots. Rather, the bylaw amendment controls the density by increasing the minimum lots sizes while still allowing some versatility for the applicant.

## **FINANCIAL IMPLICATIONS**

There will be some minor taxation implications based on assessed value and change in mill rate however there is no way to predict this outcome as it is controlled by an outside agency (BC Assessment).

## POLICY IMPLICATIONS

Section 460 of the *Local Government Act* regulates amendments to land use bylaws. Section 464 of the *Local Government Act* states that a Public Hearing is necessary on all land use amendments. Furthermore, all property owners within 50m of the subject property will be notified of the pending application in advance of any Public Hearing. There is also a requirement to advertise in local newspapers for two consecutive weeks. The use of land is regulated by the Village of Chase, specifically the Zoning bylaw and the Official Community Plan (OCP).

## OPTIONS

### **A. Do not accept the application**

Council has the option to not accept the application. If Council chooses to not accept the application, the applicant will be informed that the application was refused, and be provided a partial refund.

### **B. Accept the application and consider the bylaw as per the recommendation**

Council can accept the application, proceed with first and second reading of the bylaw, and submit the bylaw to a Public Hearing. This is the recommended option.

### **C. Accept the application and alter the bylaw to reflect different permitted uses, regulations, and conditions, and then consider the bylaw**

Council can accept the application, and then tweak or overhaul the draft bylaw before giving it first reading. For instance, Council could choose to adhere to the applicant's request for 'R-1, *Low Density Residential*' which staff is not recommending, or consider adding 'hotel' as a permitted use.

### **D. Defer consideration of the application to a future meeting**

Council can defer consideration of the application to a future Meeting. The purposes for deferral could be far ranging but an example might be that Council requires more time to consider alternate land use options, require further information or clarification from staff that requires research, or an integral person is absent at the Meeting, etc...

## RECOMMENDATION

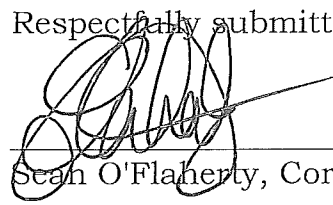
**THAT the zoning amendment application for 950 Hysop Road be accepted; and,**

**THAT the Village of Chase Zoning Amendment Bylaw 841-2017 be read a first time;**

**THAT the Village of Chase Zoning Amendment Bylaw 841-2017 be read a second time;**

**THAT the Village of Chase Zoning Amendment Bylaw 841-2017 be submitted to Public Hearing.**

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Sean O'Flaherty", is written over a horizontal line.

Sean O'Flaherty, Corporate Officer

**VILLAGE OF CHASE  
BYLAW NO. 841 - 2017**

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

---

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

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

**AND WHEREAS** the zoning amendment conforms to the Village of Chase Official Community Plan Bylaw No. 635, 2002 as amended from time to time;

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

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

1. This Bylaw shall be cited for all purposes as “Village of Chase Zoning Amendment Bylaw No. 841- 2017”.
2. Schedule A, *Zoning Map*, of Zoning Bylaw No. 683-2006, is hereby amended by changing the land use designation of Lot A DL 517 Plan KAP78320, KDYD, from ‘C-5 – Recreation Commercial’ to ‘CD-B – Lakeshore Residential’ as shown outlined in heavy blue line on Schedule “A” attached hereto and forming part of this bylaw.
3. Village of Chase Zoning Bylaw No. 683 – 2006 is hereby amended by adding the following as a new zone classification of *CD-B, Comprehensive Lakeshore Residential* immediately after *CD-A, Comprehensive Residential*:

**“CD-B Comprehensive Lakeshore Residential**

**6.45.1 Intent**

The purpose of this zone is to permit residential housing options along the lakeshore of Little Shuswap Lake through a single family fee simple configuration or in combination with a multi-family strata arrangement.

**6.45.2 Permitted Uses**

The following principal uses and no others shall be permitted in the zoning district designated CD-B:

- a. Single family dwellings
- b. Multiple family dwellings;
- e. Accessory buildings except for cargo containers;
- g. Parks and playgrounds.

**6.45.3 Subdivision Regulations**

- a. Minimum Parcel area for:

- i. Single family dwelling: 1,400 m<sup>2</sup>;
- ii. Multiple family dwellings: 6,000m<sup>2</sup>;

#### 6.45.4 Site Development Regulations

##### a. Maximum Density:

- i. Single family residential parcels: 5 dwelling units per hectare or 15 parcels, whichever is less;
- iii. Multi-family dwelling units: 60 dwelling units per hectare or 30 dwelling units, whichever is less;
- iv. Multi-family residential development area must only be adjacent to and share common boundary with C-5, Recreational Commercial.

##### b. Minimum Setbacks:

- i. Front yard: 6 metres;
- ii. Side yard: 2.0 metres, except in the case of accessory buildings where it shall be 1.5 metres;
- iii. Rear yard: 6 metres except in the case of accessory buildings where it shall be 1.5 metres.

#### 6.45.5 Conditions of Use

- a. For uses permitted under section 6.45.2, no exterior storage of any kind, and no garages for the repair and maintenance of equipment shall be permitted.
- b. Accessory buildings are only permitted as an accessory to a single family dwelling and no more than one accessory building shall be permitted on a parcel.
- c. The maximum floor area of an accessory building shall be 65 m<sup>2</sup>,
- d. Maximum height of a single family dwelling is 9.0 metres and 5.0 metres for an accessory building.
- e. Maximum height of a multi-family dwelling is 12.0 metres
- f. No private wharf, dock, or floats
- g. Home based business."

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

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

PUBLIC HEARING HELD THIS \_\_ DAY OF \_\_

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

ADOPTED THIS \_\_ DAY OF \_\_

---

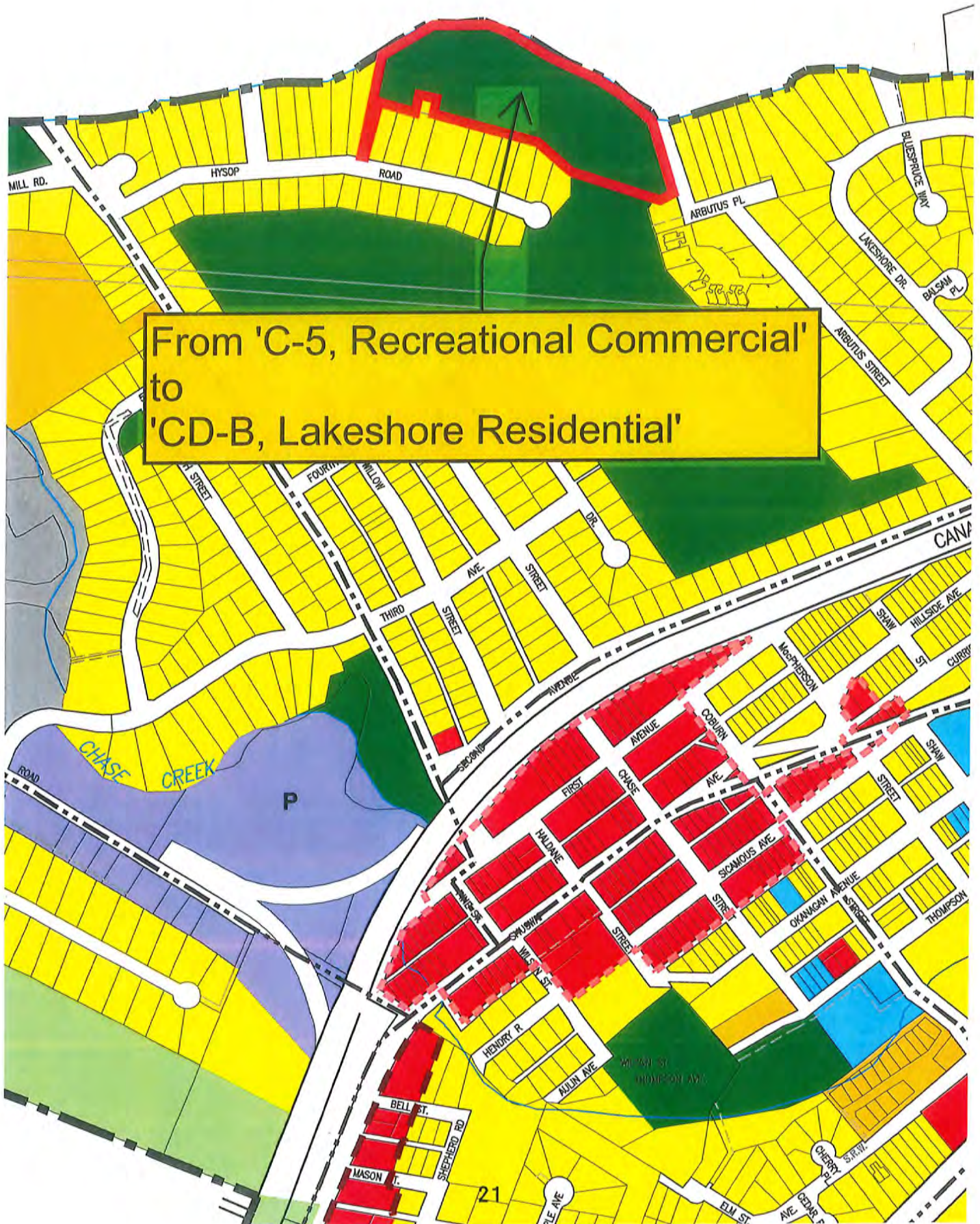
Rick Berrigan, Mayor

---

Sean O'Flaherty, Corporate Officer



# Schedule "A" to Bylaw 841-2017





## VILLAGE OF CHASE

### Application for Official Community Plan Amendment

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

SHAWNESSY ENTERPRISES LTD., INC. NO. 0727778  
1655 LUCKY STRIKE PLACE  
KAMLOOPS, BC  
V1S 1W5

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

STEVE HARTWICK  
WSP CANADA INC.  
420 – 301 VICTORIA STREET  
KAMLOOPS, BC V2C 2A3

3. Legal description and Property Identification Number of subject property

Parcel Identifier: 026-321-319  
Legal Description:  
LOT A DISTRICT LOT 517 KAMLOOPS DIVISION YALE DISTRICT PLAN KAP78320

4. Approximate area of subject property

2.96ha

5. Existing use of subject property

The property has been vacant for approximately 8 years

6. Existing use of adjacent property

Residential and Golf Course

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

The Client proposes to subdivide and develop the land with serviced, fee simple lots for general residential single family homes. Preliminary design drawings are attached to describe the project scope.  
Note: The developments proposed in the subject OCP and Zoning amendments are located outside of the RAR.

8. Zoning Designation

• Existing C5

\* **Proposed** R1

9. **Official Community Plan Designation**

- Existing Parks & Open Space
- Proposed General Residential

10. **Is the subject property within the floodplain of the Little Shuswap Lake, South Thompson River or Chase Creek?**

X Yes        No

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



\_\_\_\_\_  
Signature of Owner or Agent

May 18 2017

\_\_\_\_\_  
Date

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



## Property Information Report

Report Generated On: June 21, 2017 10:30:16 PM

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

950 Hysop Rd

### Parcel Description & Location

[More Details](#)

#### Legal Description:

L A PL KAP78320 DL 517

District Lot:  
517

Land District:  
KDYY

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

Square Meter:  
34170.71

Acre:  
8.444

Hectare:  
3.417

Community:

Local Authority: Village of Chase

School District: Kamloops/Thompson

### TNRD Services

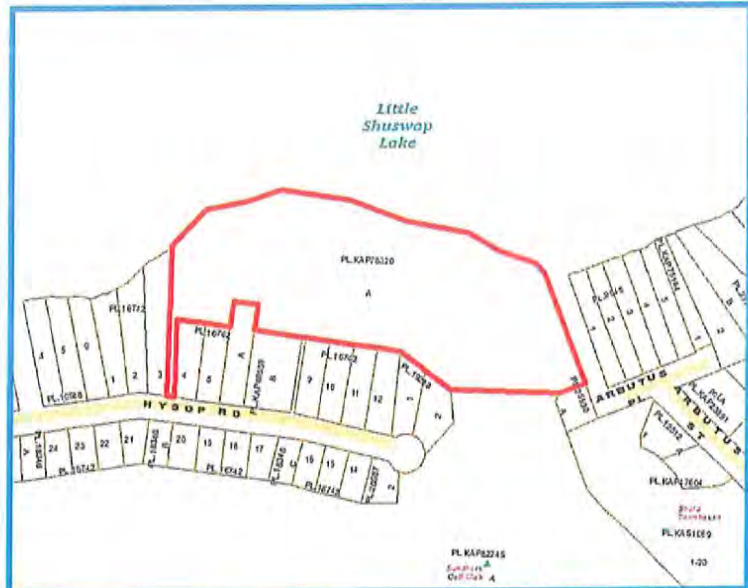
(Contact the Local Authority for services provided by other jurisdictions)

[More Details](#)

Water Service: N/A

Sewer Service: N/A

Fire Protection: N/A



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

[More Details](#)

Future Debt: A

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

[More Details](#)

Zoning Bylaw: 683

Zoning: C-5, C5

Lakeshore Development Guidelines (Intersect): Yes

Lake Name: Little Shuswap Lake

Lake Classification: Development Lake, Special Case Lake

Fringe Area: N/A

Floodplain Information: Village of Chase designated floodplain (Zoning Bylaw 683).

Site Specific Zoning: Not Applicable

Development Permit Area: N/A

Official Community Plan Name: N/A

OCP Designation: N/A

Agriculture Land Reserve (Intersect): No

Riparian Area (Source: TRIM)(Intersect): Yes

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

[More Details](#)

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

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

[More Details](#)

Folio:	Land Title PID:	Assess Year:	Land:	Improvement:	Property Class:
512.00555.015	026-321-319	2017	\$210,000.00	\$0.00	6-Bus/Oth
512.00555.015	026-321-319	2016	\$210,000.00	\$0.00	6-Bus/Oth
Folio:	Actual Use:		Manual class:		
512.00555.015	2 ACRES OR MORE (VACANT)		None		





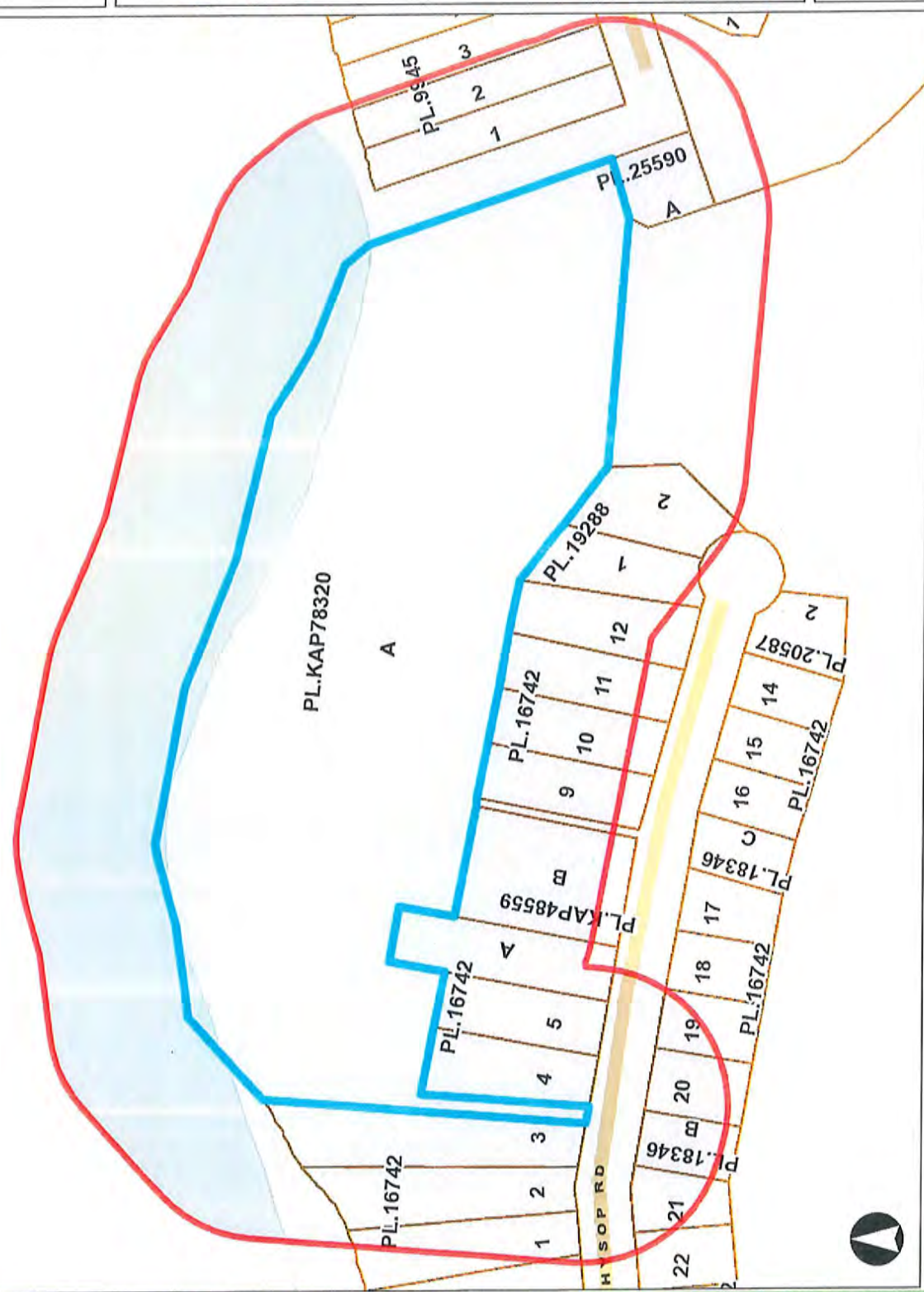
### Legend

- Emergency Services
- Police Station
- Ambulance Station
- Fire Station
- Hospital
- Local Authority Office
- Facility
- Other
- Cemetery
- Community Hall
- Education
- Emergency Response
- Government Building
- Health
- Landmark
- Recreation
- Transportation
- Utility
- Parcel
- TNRD Boundary (Outline)
- Administrative Boundary (Outline)
- First Nations Reserve (Outline)
- Provincial Parks & Protected Areas



Referral Properties within 50m

Author:



THIS IS NOT A LEGAL SURVEY PLAN. This map is a user generated static output from the Thompson-Nicola Regional District Internet Mapping site and is provided on an "as is" and "as available" basis, without warranties of any kind, either expressed or implied. The information was generated from Geographic Information System (GIS) data maintained by different source agencies. Information contained in the map may be approximate, and is not necessarily complete, accurate or current. While all reasonable efforts have been made to ensure the accuracy of the data, reliance on this information without verification from original records is done at the user's own risk.

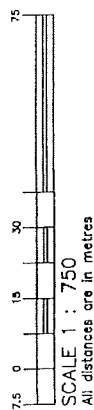
0.2 0 0.09 0.2  
Kilometers

1: 3,400

Projection: WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere August 21, 2017

# REFERENCE PLAN TO ACCOMPANY A COVENANT IN LOT A, PLAN KAP 78320 AND LOT 1, (EXCEPT PLANS 21270, 25588, 25589, 25590, KAP 48559 KAP 19320), PLAN 20587, DISTRICT LOT 517, K.D.Y.D.

PURSUANT TO SECTION 99 (1) (E) OF THE LAND TITLE ACT.  
B.C.G.S. 82 L. 082

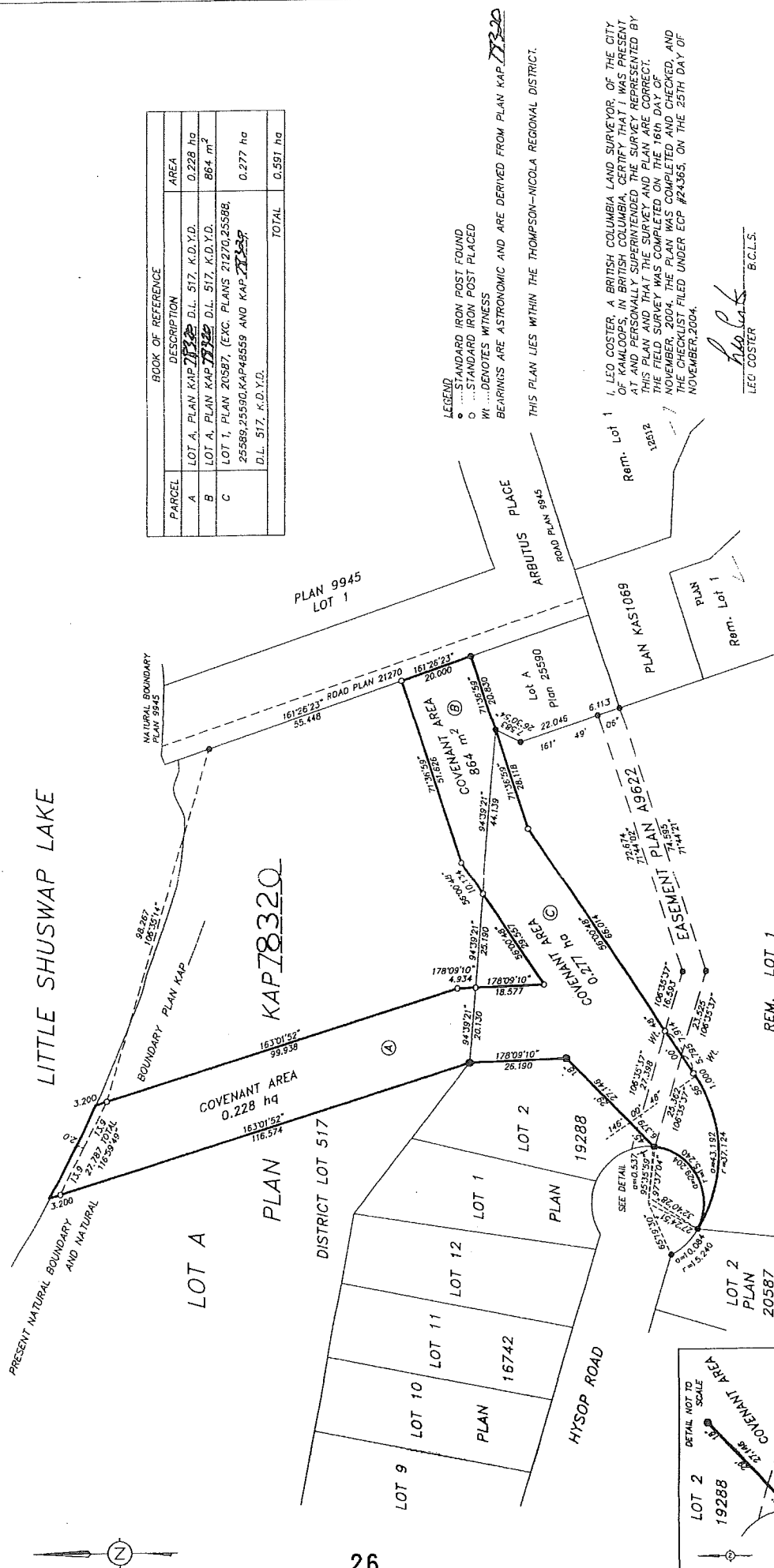


PLAN KAP 78321

DEPOSITED IN THE LAND TITLE OFFICE AT KAMLOOPS, B.C. ON THIS 17th DAY OF 2005

*Leo Coster*  
REGISTRAR

*Leo Coster*  
KAP 78320



PARCEL	DESCRIPTION	AREA
A	LOT A, PLAN KAP 78320 D.L. 517, K.D.Y.D.	0.228 ha
B	LOT A, PLAN KAP 78320 D.L. 517, K.D.Y.D.	864 m²
C	LOT 1, PLAN 20587, (EXC. PLANS 21270, 25588, 25589, 25590, KAP 48559 AND KAP 19320) D.L. 517, K.D.Y.D.	0.277 ha
	TOTAL	0.551 ha

LEGEND  
 ● ... STANDARD IRON POST FOUND  
 ○ ... STANDARD IRON POST PLACED  
 W ... DENOTES WITNESS  
 BEARINGS ARE ASTRONOMIC AND ARE DERIVED FROM PLAN KAP 77320

THIS PLAN LIES WITHIN THE THOMPSON-NICOLA REGIONAL DISTRICT.

I, LEO COSTER, A BRITISH COLUMBIA LAND SURVEYOR, OF THE CITY OF KAMLOOPS, IN BRITISH COLUMBIA, CERTIFY THAT I WAS PRESENT BY PERSONAL SURVEY AT THE SURVEY AND THAT THE SURVEY AND THIS PLAN ARE CORRECT. THE FIELD SURVEY WAS COMPLETED ON THE 16th DAY OF NOVEMBER, 2004. THE PLAN WAS COMPLETED AND CHECKED, AND THE CHECKLIST FILED UNDER ECP #24363, ON THE 25TH DAY OF NOVEMBER, 2004.

*Leo Coster*  
LEO COSTER B.C.L.S.

COSTER AND SINGER  
 BC AND CANADA LAND SURVEYORS  
 #507-374 KAMLOOPS STREET WEST,  
 KAMLOOPS, B.C. V2C 1E6  
 TEL: 250-374-0341 FAX: 250-374-5332  
 DRAWING NO: 043215COV  
 FILE NO: 043215  
 FB: .

ORIGINAL



## VILLAGE OF CHASE

### Memorandum

**Date:** 8 September 2017  
**To:** Mayor and Council  
**From:** Corporate Officer  
**RE:** Policy Review

Administration has initiated a thorough review of Council's policies. Many of the policies are no longer valid, or warranted, or have been replaced with newer policies, or require updating.

The attached spreadsheet represents Council's policies all of which are in-effect save for two that are in draft form. Council is being asked to rescind 14 policies that in the opinion of administration are no longer required. The spreadsheet contains the rationales for the recommendation below. There is no risk to the Village for rescinding these policies. Council is also being asked to adopt one new policy that addresses how the Village handles personal information as it pertains to privacy and freedom of information.

The remaining policies identified on the spreadsheet for rescinding require further actions and will be brought back before Council at a future Regular Meeting.

The intention of this policy review is to reduce and remove confusion for staff by providing only a slate of policies that are functional.

#### **RECOMMENDATION**

Resolution:

**"That Council rescind the following policies:**

**PW-1 Building Infractions;  
PW-9 Charge-Out Rates;  
PW-10 Materials & Equipment;  
PW-11 Fencing;  
PW-14 Road/Sidewalk Inspection;  
PW-15 Snow Removal Lot Use - 610 Shuswap;  
PW-16 Parks Inspections;  
PW-20 Snow Removal on Private Land;  
PW-23 Utility Payments;  
PW-24 Public Works Crews on Private Property;  
WS-1 Chlorine Handling;  
WS-2 Sewer Treatment Plant;  
WS-3 Water Treatment System - Chlorine Handling;  
PR-1 Placement of Mobile Homes; and,**

**That Council adopt ADM-29, Information Handling and Privacy."**

Respectfully submitted,

Sean O'Flaherty



# Village of Chase Policy Index



## LEGEND:

retention	Keep this policy
rescinding	Rescind this policy
updating	Keep this policy - needs improvements
draft	Draft policy for Council's consideration

Administration		Recommended for:	Rationale:
ADM-1	Leave of Absence	retention	
ADM-2	Bylaw Enforcement	retention	
ADM-3	Employee Evaluations	retention	
ADM-4 (2010)	Employee Service Awards	retention	
ADM-5 (2010)	Tangible Capital Assets	retention	
ADM-6 (2010)	Asset Management	retention	
ADM-7	Umbrella Insurance	retention	
ADM-8 (2010)	Removal from Waste Management Service	retention	
ADM-11 (2010)	Purchasing Procedure	retention	
ADM-12	Fair Wage Policy	retention	
ADM-13	Interest on overdue accounts	retention	
ADM-15	Records Management	retention	
ADM-19	Council Remuneration	retention	
ADM-20	Donation of Lapel Pins	retention	
ADM-21	Expense Reimbursement	retention	
ADM-22	Community Hall	retention	
ADM-23	Bullying & Harassment	retention	
ADM-24	Mobile Vending Policy	retention	
ADM-25	No Smoking - workplace	retention	
ADM-26	Employee Performance Review	draft	
ADM-27	Worker Code of Conduct Policy	retention	
ADM-28	Permissive Property Tax Exemption	retention	
ADM-29	Information Handling and Privacy	draft	

## Village of Chase Policy Index

Fire Department				
FD-1	Fire Attendance	retention		
FD-2	Hydrant Maintenance	rescinding		Consolidate in to PW-26 and then rescind
FD-3	Fire Inspections	retention		
FD-4	Practice Attendance	retention		
FD-5	Charge Out Rates	retention		
FD-6	Lost Wages	retention		
Public Works				
PW-1	Building Infractions	rescinding		superceded by Building Bylaw 803, 2014, BC Building Code, and TNRD Building officials
PW-2	Canopies/Awnings	updating		consolidation of PW-4, 5, 6, 18, 19, 25
PW-3	Construction Permit	updating		Consolidate into PW-3 and then rescind
PW-4	Single Driveway Access	rescinding		Consolidate into PW-3 and then rescind
PW-5	Driveway Access Permits	rescinding		Consolidate into PW-3 and then rescind
PW-6	Driveway Installation	rescinding		Consolidate into PW-3 and then rescind
PW-7	Dyke Maintenance	updating		
PW-8	Energy Efficiency	updating		
PW-9	Charge Out Rates	rescinding		covered in Fees & Charges Bylaw. Hiring out of personnel and equipment is an antiquated practise
PW-10	Materials & Equipment	rescinding		covered in Fees & Charges Bylaw. Hiring out of personnel and equipment is an antiquated practise
PW-11	Fencing	rescinding		superceded by Zoning Bylaw 683, 2006
PW-14	Road/Sidewalk Inspection	rescinding		superceded by PW-26
PW-15	Snow Removal Lot Use - 610 Shuswap	rescinding		agreement no longer required
PW-16	Parks Inspections	rescinding		superceded by PW-26
PW-18	Driveway Culverts	rescinding		Consolidate into PW-3 and then rescind
PW-19	Curb & Gutter Replacement	rescinding		Consolidate into PW-3 and then rescind
PW-20	Snow Removal on Private Land	rescinding		past practise should be completely abandoned



## Village of Chase Policy Index

PW-21	Snow Removal Priorities	updating	
PW-23	Utility Payments	rescinding	DFS recommends rescinding
PW-24	Public Works Crews on Private Property	rescinding	past practise should be completely abandoned
PW-25	Driveway Extensions	rescinding	Consolidate into PW-3 and then rescind
PW-26	Maintenance Inspections	updating	
PW 28	Boulevard Maintenance	updating	
PW 30	Memorial Benches	updating (including renaming)	
WS-1	Chlorine Handling	rescinding	There is no longer a chlorine gas system
WS-2	Sewer Treatment Plant	rescinding	Village has new treatment plant. Not needed
WS-3	Water Treatment System - Chlorine Handling	rescinding	There is no longer a chlorine gas system
PR-1	Placement of Mobile Homes	rescinding	superceded by Zoning Bylaw 683, 2006
PR-2	Sequential Selling of Burial Plots	retention	
PR-3	Commercial Vehicle Parking	retention	

VILLAGE OF CHASE

POLICY MANUAL

PW-1

PAGE \_\_\_\_\_ PART \_\_\_\_\_

SUBJECT: BUILDING INFRACTIONS  
- 750.1

MUNICIPAL POLICY

PREPARED BY: JKS. \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

RE-APPROVED: \_\_\_\_\_

1) "USE OF SECTION 750."

is as per attached.

## VILLAGE OF CHASE

### POLICY

1. A certified letter to be mailed to the landowner requesting the infraction be cleared within 15 days of receipt of the letter. Also notify the landowner at this time if the infractions are not cleared, that we will be proceeding under Sec. 750.1 (copy to be attached).
2. If no response is received within the time stated in the letter, then the landowner is notified by certified mail that he has the opportunity to appear before Council and state his case at the earliest Council meeting (minimum of 2 weeks), the landowner is also notified that if he does not appear, the Council will make its decision without their opportunity for the presentation.
3. Copy of letter 1. to the Administrator for presentation to Council.
4. If Council so directs, then the notice will be registered against the title. The cost to the Village of Chase for filing a notice against the title is \$10.00, plus any charges for Village of Chase or T.N.R.D. for staff time involved.
5. Once the notice is filed against the title, the first notice of infraction is to be mailed by Certified Mail requesting the infraction be cleared within 15 days. Notification will be given to the owner that a notice has been filed against the title, and when the infractions are cleared, the notice will be cancelled.
6. If no response within the specified time requested in the first notice is received; then the second notice of infraction is mailed indicating the notice against the title will remain until the infractions are cleared.
7. If no response from the landowner is received after the filing of notices under (5) and (6) above, then the file would become inactive, but remain incomplete. The instruction of our solicitor is that we have made every attempt to clear the infractions and should not be held liable. (See Section 750.2(10)).

211,10

1ST. LTR.

VILLAGE OF CHASE

BUILDING

PERMIT # \_\_\_\_\_

LIST OF INFRACTIONS NOTICE

CERTIFIED MAIL

DATE:

REGISTERED OWNER:

LEGAL DESCRIPTION:

AREA:

Dear

Re: Building Permit No.

On \_\_\_\_\_, a site inspection was conducted and the following deficiencies were found:

Please be advised that if the above listed infractions are not cleared within 15 days of receipt of this letter, the Building Department will recommend to the Council that we proceed under Section 750.1 of the Municipal Act. (copy attached)

Yours truly,

encl. Copy of Section 750.1 of the Municipal Act

c.c. Shep Canning, Chief Building Inspector - T.N.R.D.

2

Background Information  
for use of 750.1 of Municipal Act

POLICY

Re: Building Infractions and  
Section 750.1 of the Municipal Act

Further to our brief discussion of Council, I would confirm that you wished something from staff in relation and similar to that of the T.N.R.D. covering Section 750.1 of the Municipal Act.

The following is an extract from the T.N.R.D.'s solicitor changed to reflect the Village of Chase is the Municipal body.

1. Purpose.

The purpose of the Section is to permit a notice to be filed on the title to the property at the Land Title Office. This charge on the title would make anyone dealing with the property aware that there were problems with the buildings or structures on the land. If the Village of Chase chose not to proceed in a Civil Court action to compel enforcement of its building by-laws, and instead proceeded in this manner (by filing a charge on the title), it could say that it had fulfilled any duty owed to those subsequently dealing with the land. A subsequent purchaser would be even less likely to successfully sue the Village of Chase for its failure to enforce its building by-laws because he is deemed to have had notice by the filing on the title.

In a Civil Court proceeding to compel compliance with a by-law there is no provision for filing a charge on the title. Section 750.1, therefore, is a relatively expeditious way of ensuring that subsequent purchasers have notice of problems. It might be particularly valuable in a situation where an owner has not complied with a By-law and it was believed he was in the process of selling the land.

Background Information

for the use of 750.1 of the Municipal Act

The Section might also be a way to reduce the legal costs associated with running Civil by-law enforcement actions that, when contested, can become lengthy and expensive. In Civil Court proceedings, because of the Supreme Court Rules and the schedule of costs contained in those Rules, even when the Village of Chase is awarded costs, those costs are not its actual legal costs. Additionally, the Courts are often reluctant to award costs to a municipality or Regional District as the public purse is seen as being best able and responsible for such legal costs. Lastly, the Village of Chase may have a problem in collecting costs from impecunious owners.

2. Procedure

The procedure is generally that if a building inspector, during the course of carrying out his job, discovers a breach of a building by-law, he may recommend to Council that they proceed under Subsection (2) of Section 750.1. There is an important limitation in Subsection (1) as to what kind of breaches can be proceeded upon, however. Under Section 750.1 (1)(a), if a building inspector, during the course of carrying out his job, actually observes a breach of a building by-law and as a result of that breach, believes the building may be unsafe or unlikely to be usable for its expected purpose during its normal lifetime, he may recommend the Council proceed under the rest of the Section. Subsection (1)(a) requires that there be a breach of a by-law and the breach must make the building unsafe or unlikely to be usable. Under Subsection (1)(b), if the building inspector, during the course of carrying out his job, discovers that a building permit has not been obtained or an inspection has not been satisfactorily completed he can similarly recommend the Council proceed. The limitation to the Section may be in situations where a building permit was obtained, inspections carried out but there were defects in construction that do not threaten safety of the use of the building.

Once the building inspector has recommended that the Council proceed, the Clerk gives the registered owner notice in writing and the matter is placed before the Council. The Village Council then hears the building inspector and the owner and then decides whether a notice should be filed on the title. Once the defect has been rectified, the building inspector advises the Clerk who files a cancellation.

## Background Information

for the use of 750.1 of the Municipal Act

notice. If the building inspector does not request cancellation, the owner can apply to the Council to have the notice cancelled. If the Council refuses to cancel the notice on the application of the owner, the owner can then make application to the Supreme Court for an Order for cancellation. Subsection (10) says neither the building inspector nor the Board will be liable for damages for anything they do or do not do under Section 750.1.

3. Deciding whether to use Section 750.1.

Whether the Section should be used by the Village of Chase and, if so, when and how must be decided after considering a number of factors. We have already mentioned the potential saving in legal costs, the limited situation where the use of Section 750.1 may not be available and the situation where (because of a potential sale) the Section may be most valuable. There are other considerations:

- a) Time - the hearing of this issue must necessarily use some of the Council's time. With a litigious owner this could be considerable.
- b) Natural Justice - the owner is entitled to know the case he has to meet, be given reasonable time to respond and the opportunity to make full answer to the issue. The decision must be made without bias or bad faith. All the rules of Natural Justice apply and, if the Village of Chase or the Council breached those rules, the owner could petition the Supreme Court under the Judicial Review Procedure Act for a review of the Council's decision. This would result in legal costs.
- c) Continuing Obligations - the filing of a notice would not relieve the Village of Chase of its continuing obligations under the Municipal Act and its by-laws to inspect, post "stop work" orders, etc. Proceeding under this Section would not protect the Village of Chase from its own negligence.
- d) Reliance - if the Village of Chase adopted a policy of proceeding under Section 750.1, in all cases reliance would come to be placed upon the Village of Chase by those dealing with land. If notice was not put on title in a particular situation, a subsequent purchaser might complain that the Village of Chase was negligent in not giving them notice of a defect.

## Background Information

for the use of 750.1 of the Municipal Act

- e) Representations - if a notice was filed and the records of the Village of Chase indicated there was a particular defect, those records could be taken as a representation that the defects or breaches shown were the only ones. If there were others, a purchaser might again complain that the Village of Chase was negligent or misrepresented the true state of affairs.
- f) Serious Safety Problems - we do not believe that if there were defects or breaches of such a nature as to raise concerns of safety, that it would be sufficient to simply proceed by notice. Civil Court proceedings would still be required to protect the safety of the public or individuals or to prevent property damage. Injunctions can be obtained through the Court fairly rapidly in situations where there is true risk to life or health and in those situations a notice on title would not be sufficient.
- g) Mixed Remedies - Section 750.1 says that the building inspector may proceed by notice "in addition to any other action that he is authorized or permitted to take". He can, and probably has an obligation, to continue to inspect, post "stop work" orders and give notice of breaches of a by-law. The Council can have a notice filed on the title and still proceed with Civil action to compel compliance. In some situations it may be desirable to do both.

#### 4. Recommendations.

We are of the opinion that the Council should not adopt a policy of proceeding under this Section in all cases. Our reasons are that the public would allege reliance upon this policy and allege misrepresentation if there were other defects of which we were unaware. From a practical point of view, the Council may well be forced to considerable time in notice hearings with some owners.

The Section should be used selectively. As mentioned previously, it would be particularly valuable in situations where the defects do not pose an immediate hazard to anyone's health or property and the owner is expected to sell the property in a relatively short time. This would compel the owner to remedy the defects prior to the sale.

....5



## BUILDING

PERMIT # \_\_\_\_\_

DATE:

REGISTERED OWNER:

LEGAL DESCRIPTION:

AREA:

Dear

Re: Building Permit No. \_\_\_\_\_

Upon the decision of the Village of Chase to take action for the contravention of a bylaw under the provisions of Sec. 750.1(2) of the Municipal Act. The landowner is entitled to appear before the Council with respect to the infraction under Building Permit No. \_\_\_\_\_.

Please be advised that you are scheduled to appear at the Board of Directors meeting to be held on \_\_\_\_\_, 19\_\_\_\_, commencing at \_\_\_\_\_ p.m. in the Council Chambers of the Village of Chase, 809 Shuswap Avenue, Chase, B.C.

If you wish to speak to the Council concerning the infractions, the time allowed for your presentation will be 15 minutes. If more time is required, please notify the writer. Please be advised that if you fail to appear, the Board of Directors will make a decision without your opportunity for input.

Yours truly,

John K. Spahier  
Clerk/Treasurer  
Village of Chase

VILLAGE OF CHASE

BUILDING

PERMIT # \_\_\_\_\_

BUILDING

DATE:

Registrar of Titles  
455 Columbia Street  
Kamloops, B.C.  
V2C 6K4

Dear Sir:

Re: Notice to be registered in accordance to Section 750.1  
Legal Description:

Please find attached a Notice to be registered against the property noted above. It would be appreciated if you would return a copy of the Notice showing its registration number.

Yours truly,

Clerk/Treasurer  
Village of Chase

4th LTR

VILLAGE OF CHASE

BUILDING

PERMIT # \_\_\_\_\_

1ST INFRACTION NOTICE

CERTIFIED MAIL

DATE:

REGISTERED OWNER:

LEGAL DESCRIPTION:

AREA:

Dear

Re: Building Permit No. \_\_\_\_\_

This letter will serve as FIRST NOTICE with respect to the Village of Chase bylaw infraction.

It is required that you contact the undersigned to resolve the infraction within 15 days of the date of this notice.

Please be advised that a Notice has been filed against the Title of your property and when the infractions are corrected and we are advised and satisfied they have been, we will apply to the Registrar to have the notice cancelled in accordance with Section 750.1 (4) of the Municipal Act.

Yours truly,

Building Inspector

c.c. Shep Canning, Chief Building Inspector - T.N.R.D.

5TH. LTR.

VILLAGE OF CHASE

BUILDING

PERMIT # \_\_\_\_\_

2nd INFRACTION NOTICE

CERTIFIED MAIL

DATE:

REGISTERED OWNER:

Re: Legal Description: \_\_\_\_\_

Area: \_\_\_\_\_

Dear

This letter will serve as SECOND NOTICE with respect to the Village of Chase bylaw infraction.

Since contact has not been made within the period stipulated in the first notice, we are permitting another 15 days. If the infraction is not remedied within 15 days of the date of this 2nd Notice, the Notice against your title will remain until the infraction/s is/are cleared.

Yours truly;

Building Inspector

c.c. Shep Canning, Chief Building Inspector - T.N.R.D.



Extracted from the Municipal Act

(a) the registrar is not liable nor is the Crown liable vicariously, and

(b) the assurance fund or the Attorney General as a nominal defendant is not liable under Part 20 of the Land Title Act.

(6) An owner of land with respect to which a notice has been filed under this section, may apply to the Council for a resolution that the note be cancelled, and the council may, after hearing the applicant, pass a resolution directing the clerk to file a cancellation notice.

(7) Where a resolution has been passed under subsection (6), the clerk shall file a cancellation notice in the land title office and the registrar shall, on receiving the notice, cancel the note against the title to which it is related.

(8) Where the Council does not pass a resolution under subsection (6), the owner may apply to the Supreme Court and notify the municipality to attend before the court to show cause why the note should not be cancelled, and the court may, after reviewing any evidence that the owner and the municipality may adduce, make an order directing the registrar to cancel the note made under subsection (3), and the registrar shall, on receiving the order, cancel the note accordingly.

(9) The note of a filing of a notice under this section is extinguished when a new title to the land issues in consequence of the deposit of a plan of subdivision or a strata plan.

(10) Neither the building inspector nor the municipality is liable for damage of any kind for the doing of anything, or the failure to do anything, under this section that would have, but for this subsection, constituted a breach of duty to any person.

(11) This section applies to a Regional District as though the board was Council and the secretary was the clerk.

## VILLAGE OF CHASE

### POLICY MANUAL

---

**POLICY NUMBER:** PW-9

**SUBJECT:** CHARGE OUT RATES - PUBLIC WORKS  
EQUIPMENT AND PERSONNEL

**EFFECTIVE DATE:** JUNE 25, 1996

**APPROVED BY COUNCIL:** JUNE 25, 1996

---

A policy to establish rates for equipment and manpower for private or custom work undertaken by the Village of Chase Public Works Department.

It is the policy of the Village of Chase, that wherever possible, work on private property should be undertaken by the private sector, by businesses holding valid Village of Chase business licences.

In situations where the private sector is unable to undertake certain works, the Village Public Works Department may, upon request, subject to availability and scheduling, and subject to the rates contained within this Policy, undertake private or custom work where it is apparent that no other option exists for undertaking the work. In addition, and in accordance with the Bylaws and Policies of the Village of Chase, works undertaken by the Public Works Department for which a fee for service applies, in addition to, distinct from, or any fee or charge based upon actual cost, noted in the Bylaw or Policy, the rates contained within this policy shall be applied. In these cases the following charge out rates are applicable, and a minimum charge out rate of 1 hour applies:

<u>Equipment</u>	<u>Rate/hr</u>	<u>Operator Rate/hr</u>	<u>Total Rate/hr</u>
Pick Up Trucks	\$ 5.00	\$25.00	\$30.00
Dump Truck	\$20.00	\$25.00	\$45.00
Parks Truck	\$ 5.00	\$25.00	\$30.00
Sand Truck	\$20.00	\$25.00	\$45.00
Backhoe	\$30.00	\$25.00	\$55.00
Front End Loader	\$40.00	\$25.00	\$65.00
Ford Tractor w/ Mower or Snowblade	\$10.00	\$25.00	\$35.00
Water Tapping Machine	\$10.00	\$25.00	\$35.00
Tennant Street Sweeper	\$15.00	\$25.00	\$40.00

VILLAGE OF CHASE

POLICY MANUAL

PW-10

PAGE	PART	SUBJECT: PUBLIC WORKS MUNICIPAL EQUIPMENT AND MATERIALS
MUNICIPAL POLICY:		PREPARED BY: JKS
EFFECTIVE DATE:		
APPROVED:		RE-APPROVED: June 25/1992

6.3.4. MATERIALS SALES AND EQUIPMENT RENTAL TO THE PUBLIC

So as not to compete with local businesses, material will not be sold nor Municipal equipment rented unless the item cannot otherwise be obtained locally, e.g. sale of culvert pipe.

JKS/ss  
POLICY.FOR

VILLAGE OF CHASE  
POLICY MANUAL

PW-11

PAGE 1 PART

SUBJECT: "Good Neighbour"  
Statement for fencing

MUNICIPAL POLICY \_\_\_\_\_

PREPARED SF

EFFECTIVE DATE:

APPROVED:

RE-APPROVED:

- 1) Council wishes to be a Good Neighbour with Property owners where the Municipality has an interest in the need for a fence.
- 2) The Municipality may share in the cost of constructing a fence where the Municipality has a direct interest in having the fence constructed.
- 3) The contribution to the cost of construction will be not more than 50% of actual construction cost. The cost share may be less at Council's discretion.
- 4) The policy will be practiced subject to availability of funds in the Municipal budget.
- 5) Applications for assistance must be made including detailed cost estimates for materials and labour.
- 6) Council is the deciding authority on any application. Council to assist in making a decision may require staff input prior to making a decision.
- 7) Council's decision is final.

SF/sd  
POLICY.MAN



PW-14

RE-APPROVED:

VILLAGE OF CHASE  
POLICY MANUAL

PW-15

PAGE \_\_\_\_\_ PART \_\_\_\_\_

SUBJECT: Snow Removal Use of  
Lot

MUNICIPAL POLICY \_\_\_\_\_

PREPARED \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

APPROVED: JUNE 14, 1990

RE-APPROVED \_\_\_\_\_

File No. 123.005 Use of Lot A - Plan 34165 - Pine at Shuswap  
610 Shuswap Avenue.

This is a verbal agreement between Jake and Ruby Frank that the Village of Chase in the winter dump snow on this Vacant Lot and in turn we mow the grass in the Summer on Gratis Bases.

VILLAGE OF CHASE

POLICY MANUAL

PW-16

PAGE	PART	SUBJECT: GUIDELINES FOR PARKS, PLAYGROUND, PARKS & PLAYGROUND EQUIP. ETC.
MUNICIPAL POLICY:		PREPARED BY: JKS
EFFECTIVE DATE:		
APPROVED: June 24th. 1993		RE-APPROVED:

GUIDELINES FOR REASONABLE INSPECTION FOR PARKS, PLAYGROUND AND PARKS & PLAYGROUND EQUIPMENT ETC.

- (1) Due to limitations of budget and manpower, inspection will be in about March and August in each year in case additional priority and budgetary funding may be required by Council.
- (2) The Public Works Department will maintain a log of inspections.
- (3) The inspections report will be provided to Council via the Public Works Committee.
- (4) All inspection work on repairs will be logged and recorded by the Public Works Department thru inspections and or request for services reviewed by the Village Foreman from concerned citizens.

JKS/ss  
POLICY.FOR

VILLAGE OF CHASE  
POLICY MANUAL

PW-20

PAGE 1      PART 1

SUBJECT: Snow Ploughing  
Private Property

MUNICIPAL POLICY \_\_\_\_\_

PREPARED JKS

EFFECTIVE DATE:

APPROVED: January 15th. 1993

RE-APPROVED:

That there be no snow ploughing on Private Property other than the Curling Rink property due to existing agreement.

JKS/ss  
POLICY.MAN



VILLAGE OF CHASE

POLICY MANUAL

PW-23

PAGE

PART

SUBJECT: Payment of Utilities  
not covered by special  
agreement.

MUNICIPAL POLICY

PREPARED BY: JKS

EFFECTIVE DATE: Jan. 1st. 1993

APPROVED: March 12th. 1992

RE-APPROVED:

1992 list of utility users advised of Policy March 19th. 1992

- A policy to provide for collection of service fees not covered by Special Agreements where collection cannot be made thru Municipal Taxes.

- Users to be invoiced, after initial application in January of each year for Utilities provided.

- A discount (currently 5%) as provided in Utility Bylaw (water, sewer, & garbage) will apply if paid by the March 1st. in any given year.

- If account is not paid in full by March 31st. in any given year the service will be discontinued.

- Standard letter of notification attached.

JKS/ss

POLICY.FOR

VILLAGE OF CHASE  
POLICY MANUAL

PW-24

PAGE _____ PART _____	SUBJECT: PUBLIC WORKS Municipal Equipment and Materials
MUNICIPAL POLICY	PREPARED BY: _____
EFFECTIVE DATE: _____	
APPROVED: _____	RE-APPROVED: _____

6.3.2 Equipment and Public Works Crew on Private Property

Municipal employees and equipment shall not work on private property except in the following cases:

- a) emergencies such as fire or flooding;
- b) snow ploughing and sanding on a road on private property used as a public artery, e.g. access roads in trailer parks where arrangements have been approved by Council
- c) under purchase order where such work does not conflict with private enterprises, provided, however, that such work shall be subject to approval of Council.
- d) as directed by the Administrator or Foreman
- e) except for those areas covered by the Unsightly Lot Bylaw where notice has been given pursuant to the Bylaw.

PR-1

VILLAGE OF CHASE

RESOLUTION PASSED: APRIL 8, 1993

SUBJECT: PLACEMENT OF MOBILE HOMES

---

MOVED BY COUNCILLOR MCMURCHY,  
SECONDED BY COUNCILLOR MACDOUGALL,

"THAT MOBILE HOMES PLACED IN M-1, AR-1, AR-2 M-2 AND R-4 ZONES BE  
PERMITTED WITH BLOCCKING AND PADS; AND THOSE MOBILE HOMES  
PERMITTED IN OTHER ZONES OF BYLAW #450 BE PERMITTED WITH  
FOUNDATIONS.

CARRIED.

- \* Note that an acceptable foundation should be determined in accordance with the Building Code.

Certified a True Copy



C.D. Coates  
Clerk

VILLAGE OF CHASE

POLICY MANUAL

WS-1

PAGE \_\_\_\_\_ PART \_\_\_\_\_

SUBJECT: HANDLING CHLORINE IN  
SEWAGE TREATMENT PLANT &  
WATER PLANT (PINE ST.)

MUNICIPAL POLICY

PREPARED BY: JKS. \_\_\_\_\_

EFFECTIVE DATE: June 15, 1988

APPROVED: \_\_\_\_\_

RE-APPROVED: \_\_\_\_\_

- 1) HANDLING CHLORINE IN SEWAGE TREATMENT PLANT & WATER  
TREATMENT PLANT ( PINE ST. )

is as per attached.



SEWER TREATMENT PLANT AND SEWER SYSTEM

June 15, 1980

WS-2

SAFETY EQUIPMENT

- 1 - Model MX241 Oxygen and Combustible Gas Monitor.
- 1 - Body Harness for entering manholes and confined spaces.
- 1 - C.S.A. approved nylon safety rope with snap buckets.
- 1 - Two-way radio/telephone communication.

PROCEDURES FOR WORKMEN

1. No Workman shall enter a manhole or confined space without another workman present.
2. Workmen who enter a manhole or confined space must first be trained in the operation of the oxygen deficiency indication meter.
3. No workman shall enter a manhole or confined space without first checking the atmosphere with the oxygen deficiency meter. Also check for flammable gases using the same monitor. Keep a record of the readings on each test.

If the tests are okay, proceed with entry.

4. 5. If the tests are not okay - ventilate and retest.

6. When OXYGEN DEFICIENCY indicator measures 18% or less, workmen shall not enter area until it has been ventilated and oxygen deficiency indicator reading has increased to at least 20%. Such confined space shall be ventilated and tested until work is completed and workman is clear of confined space.

7. When tests indicate concentrations of FLAMMABLE SUBSTANCES above 20% of the lower explosive limit (LEL) ventilate and retest. Such confined space shall be ventilated and tested until work is completed and workman is clear of confined space.

8. If, after retesting, the atmosphere cannot be made safe, workman must put on self-contained breathing apparatus (S.C.B.A.) and safety harness with life line before entry.

9. A workman entering a manhole or confined space shall, over and above his normal safety gear, have on a body harness and safety rope with at least one workman assisting him should he come in contact with harmful gases or oxygen deficiency. The life line attached to harness shall be tended at all times by another person stationed outside the entrance to the confined space, who shall be equipped for and capable of effecting rescue.

10. When entering a manhole or confined space, workman shall have on site, a vehicle, safety equipment and communication (radio-phone) at all times.

TELEPHONE NUMBERS

The Main Village Office, Public Works Foreman and Firehall Employee's constantly monitor the radio/telephone.

Plain Village Office - 672-3230  
Fire Hall - 679-3311  
Police - R. C. M. P. - 679-3221  
Ambulance - 1-374-5937

B) LEAK DETECTION AND CONTROL

If a leak has been detected, immediately leave the chlorine room, close the door and put on the S.C.B.A.

1. In the case of a chlorine leak the red light, located outside the pumphouse, would light up, (control set at 1.5 parts per million). Our employee would immediately don S.C.B.A., then enter the chlorine room and shut off the cylinder valve.

2. If the "ammonia" test indicates a leak after a cylinder change, immediately close the main cylinder valve. Leave the room and put on the S.C.B.A. Re-enter the chlorine room and repeat the cylinder hook-up procedure. Open (and close) the main cylinder valve and repeat the "ammonia" test. If a leak is still indicated, make one further attempt to obtain a good seal using a new lead washer. If the leak cannot be corrected, activate EMERGENCY PROCEDURES then remove this cylinder from service and contact the supplier. Ensure that there is no leak from this cylinder with the main valve closed. A different cylinder shall be connected to the chlorination system. Do not leave the location until the chlorine alarm has automatically shut off.

3. If the chlorine alarm has been activated during routine operation of the system, a minimum of TWO PEOPLE must respond. See No. 1 above.

C. EMERGENCY PROCEDURE

As there are no houses within 150 feet of the pumphouse, the chlorine room would be vented by means of an exhaust fan.

In the event the leak cannot be immediately corrected, the following EMERGENCY PROCEDURE must be followed:

1. Notify the Public Works Foreman and all employees.
2. Notify the R. C. M. P. and Fire Department.
3. Evacuate surrounding area until the chlorine cylinder empties.

TELEPHONE NUMBERS:

The main Village Office, Public Works Foreman, and Firehall employees constantly monitor the radio/telephone.

Main Village Office - 679-3238  
Fire Hall - 679-3311  
Police - R.C.M.P. - 679-3221  
Ambulance - 1-374-5997

June 13, 1988

WS-3

INTRODUCTION

A concrete block constructed pumphouse for the Village water is located at the foot of Pine Street (at head end of the South Thompson River). There is a separate chlorine room for the two 150 pound chlorine cylinders - one cylinder in use and one spare. This room is equipped with a chlorine alarm system.

On site, stored in the main pumphouse, is a self-contained breathing apparatus (SCBA).

A) CHANGING CHLORINE CYLINDERS:

Only a competent employee should change cylinders.

Providing the alarm has not been activated, proceed as follows:

1. Turn on the light and visually check the chlorine room thru' the window to ensure the room is safe to enter.
2. Turn on the exhaust ventilation before entering the building.
3. Close main chlorine container valve.
4. Check that flowmeter float drops to zero and remains there.
5. Loosen chlorinator (auxiliary valve or vacuum regulator) and remove from cylinder.
6. Replace cap on empty chlorine cylinder.
7. Remove and discard the old gasket. Inspect and clean mating surfaces and install a new gasket. Never clean with oil-based material or water.
8. Position chlorinator (auxiliary valve or vacuum regulator) carefully to the new chlorine cylinder and gently tighten the connector. Do not tighten excessively.
9. Crack open the chlorine cylinder valve and reclose quickly. If the valve will not open, carefully loosen the packing gland. Open the main cylinder valve and reclose quickly.
10. Check for leaks with 25% ammonia solution. If a leak is indicated, activate leak control procedure. Leave chlorine room immediately.
11. When no leaks are indicated, open the chlorine cylinder valve no more than one half turn and leave the cylinder wrench on the valve.
12. Ensure the alarm system is functioning.
13. Turn off the exhaust ventilation and lights when leaving.

IF THE ALARM HAS BEEN ACTIVATED, FOLLOW THE EMERGENCY PROCEDURE.



## Village of Chase Policy Manual

**Title:** ADM – 29 Information Handling and Privacy Policy

**Date Adopted:**

**Revised:**

**Date Effective:**

**Reviewed:**

**Special Notes / Cross Reference:**

### **POLICY:**

The *Freedom of Information and Protection of Privacy Act (The Act)* governs how public bodies are to collect, use and retain personal information. The Village of Chase has a duty to ensure that information is legitimately collected, stored securely, kept current and used only for the purposes for which it is collected

### **PURPOSE:**

To establish guidelines for the collection, use, disclosure, storage and retention of personal information by the Village and to ensure personal information in the custody or under the control of the Village of Chase is protected.

To ensure the Village, as a public body, is in compliance with its privacy obligations under the *Act*.

### **PROCEDURES:**

#### **Collection of Personal Information:**

The *Act* imposes limitations on the collection of personal information. Section 26(b) of the *Act* states that a public body may collect personal information for the purposes of law enforcement (includes bylaw enforcement). Any information will be collected by the Village's Corporate Officer, Chief Administrative Officer, or Peace Officer's.

The Village of Chase will only collect personal information in accordance with section 26 of *Act*.

#### **Use of Personal Information:**

The *Act* expresses the principle that individuals own their personal information and have the right to exercise control over its use and disclosure.

The Village of Chase will ensure that personal information in its custody or under its control is used only:

- For the purpose for which that information was obtained or compiled, or for a use consistent with that purpose;
- If the individual the information is about has identified the information and has consented, in the prescribed manner to the use; or



### **Village of Chase Policy Manual**

- For a purpose for which that information may be disclosed under Sections 33 to 36 of the *Act*.

#### **Disclosure of Personal Information:**

The Village of Chase will only disclose personal information in certain circumstances; the most common of which are as follows:

- If the individual the information is about has consented in writing
- For the purpose of complying with a law of British Columbia or Canada
- For the purpose of complying with a subpoena, warrant or court order
- To a public body or a law enforcement agency in Canada to assist in a law enforcement matter
- To an officer or employee of the public body if the information is necessary for the performance of his/her duties or safety ("need-to-know" principle)
- For research, statistical, archival or historical purposes

The Village will maintain a record of the disclosure of any personal information under section 33 to 36 of PIPPA for one year after the date of such disclosure in order to facilitate correction of personal information where requested.

In addition to the provisions in this policy, the Village will comply with the information handling provisions set out in Appendix A.

#### **Security, Retention and Disposal:**

The security of personal information is one of the most important privacy related issues that the Village of Chase has to deal with.

Staff will practice good privacy protection by:

- Using individual user ID's and complex passwords
- Locking computers when away from work station
- Turning monitors away from public view
- Using locks on cabinets
- Not leaving completed application forms and other records containing personal information in high traffic and/or public areas
- Ensuring adequate protection for sending and receiving personal information by email, fax and courier

The personal information collected will be retained and disposed in accordance with the Local Government Management Association's Records Classification and Retention Schedule in the Records Management Manual (the "LGMA Manual"), as amended from time to time.

The personal information collected will not be stored, disclosed or accessible outside of Canada.





## **Village of Chase Policy Manual**

### **Correction of Personal Information:**

Section 29 of the Act states that applicants have the right to ask a public body to correct their personal information if it is wrong or to provide additional information if it is incomplete.

Applicants may request the correction of their personal information, either in person or in writing with adequate proof. The Village of Chase will provide the corrected information to any other public body or third party to whom that information has been disclosed during the one year period before the correction was requested.

### **Privacy Complaints:**

The Village of Chase will accept privacy complaints either in person or in writing. All privacy complaints will be received and handled by the Village of Chase's Corporate Officer.

The Village of Chase's Corporate Officer will ensure the following upon receiving a privacy complaint:

- Receipt of the complaint will be acknowledged and dated
- The individual will be contacted to clarify the complaint, if required
- The complaint will be investigated in a fair, impartial and confidential process
- The complainant will be notified of the outcome of the investigation including any corrections, preventative steps taken, or any required changes to policies, procedures or practices that have occurred



## Village of Chase Policy Manual

### APPENDIX A

### ICBC - INFORMATION SHARING

#### **COLLECTION OF PERSONAL INFORMATION**

1. The Village will collect the following personal information from ICBC:
  - (a) vehicle license;
  - (b) vehicle description; and
  - (c) registered owner.
2. The Village will collect the personal information from ICBC for the purpose of:
  - (a) collecting a debt or fine owing to the Village; and
  - (b) assisting in a specific investigation of a municipal bylaw violation, including parking violations, undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result.
3. The authority for the collection is found under the following sections of FIPPA:  
33.1(1)(c), 33.1(1)(i), and 33.2(i).

#### **USE OF PERSONAL INFORMATION**

4. The Village will only use the personal information under section 1 for the purpose for which it was collected for and for no other purpose.
5. The personal information will be only accessible to and used by authorized Village employees and third parties.

#### **DISCLOSURE OF PERSONAL INFORMATION**

6. If personal information is disclosed to a third party, the Village will ensure the third party only uses the personal information for a purpose consistent with the same purpose for which it was collected by the Village.
7. The Village will provide a list of third parties to ICBC, upon request, to which the personal information under section 1 has been disclosed to.



## **Village Of Chase**

### **Administrative Report**

**TO:** Mayor and Council  
**FROM:** Corporate Officer  
**DATE:** September 8, 2017  
**RE:** Application to Vary Regulations of Village of Chase Zoning Bylaw 683-2006

---

#### **ISSUE/PURPOSE**

To obtain Council's consideration to proceed with the notification process in relation to the application for variance of the use of property within the required front yard setback in M-1, Light Industrial.

#### **OPTIONS**

- 1. Authorize Administration to proceed with the required notification process, and prepare a draft Development Variance Permit that would vary the use of the required front yard to include outdoor storage.**
- 2. Do not authorize Administration to proceed and deny the Development Variance Permit application.**

#### **BACKGROUND**

14 of the 16 properties on Aylmer Road between Shuswap and Third Avenue are M1, Light Industrial. The zoning bylaw states that no outdoor storage can occur in the required front yard (6m or 20 feet), and any outdoor storage on all M1 properties must be screened from the road with a solid fence or wall between 2.5m high and 3.5m high depending on the height of the storage materials.

The owner of 130 Aylmer Road is required to screen their property by way of installing a solid fence or wall between 2.5m high and 3.5m high. The owner is agreeable to screening his property, however they want to be able to store materials directly behind the 'screen' within the 6m front yard setback.

On August 30, 2017 the Village received an application from the owner to vary the use of the required front yard. If the variance is granted, the owner must build a fence or wall on the property line before using the 6m (20 feet) of required front yard for outdoor storage. There are conditions embedded in the Permit that will require the installation of the fence/wall first before utilization of the front yard for storage purposes. If the variance is not granted, the owner will still be required to install the fence however the 6m (20 feet) of required front yard will continue to be prevented from use as a storage area.

## REFERRALS

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

## ANALYSIS

The neighbourhood is characterized as light industrial. The properties are all zoned M1, Light Industrial and there is an assortment of businesses, building types, and uses of property. There is even some non-conforming residential uses on a few of these industrial properties. The subject property is currently home to a construction company containing heavy equipment and storage of various other equipment and supplies.

The Village of Chase requires proper screening on industrial properties. A variance will be a functional improvement to the subject property, and installation of screening will improve the aesthetics of the neighbourhood. The variance will benefit the property owner by allowing storage in the front yard setback area, and benefit the community in general by screening all the storage on the property from public view. Screening is already a bylaw requirement. The applicant is basically requesting use of the front yard setback area and as a condition of this allowance will provide proper screening.

As the community grows and matures, complementary design installations such as simple screening can allow light industrial and other uses such as residential to co-exist in mixed-use neighbourhoods.

## POLICY IMPLICATIONS

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

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

## RECOMMENDATION

**"That Council authorize Administration to proceed with the required notification process, and prepare a draft Development Variance Permit that would vary the use of the required front yard to include outdoor storage."**

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'D. Hays', written over a horizontal line.





## Property Information Report

Report Generated On: August 30, 2017 10:30:14 PM

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

140 Aylmer Rd  
134 Aylmer Rd  
130 Aylmer Rd  
128 Aylmer Rd

### Parcel Description & Location

[More Details](#)

#### Legal Description:

L 20 PL 3575 DL 517 EXC PL KAP82199

#### District Lot:

517

#### Land District:

KDYD

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

Square Meter:

29267.12

Acre:

7.232

Hectare:

2.927

#### Community:

Local Authority: Village of Chase

School District: Kamloops/Thompson

### TNRD Services

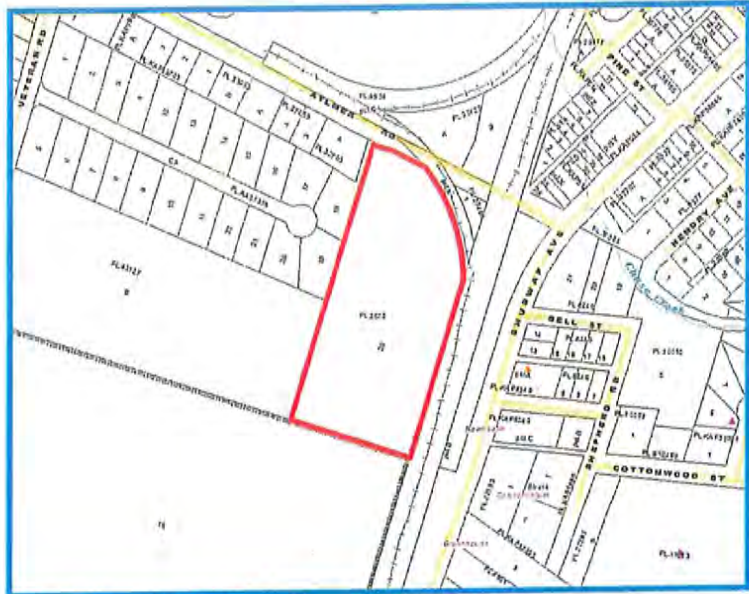
(Contact the Local Authority for services provided by other jurisdictions)

[More Details](#)

Water Service: N/A

Sewer Service: N/A

Fire Protection: N/A



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

[More Details](#)

Future Debt: A

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

[More Details](#)

Zoning Bylaw: 683

Zoning: M-1,AR-1

Lakeshore Development Guidelines (Intersect): Yes

Lake Name: Little Shuswap Lake

Lake Classification: Development Lake, Special Case Lake

Fringe Area: N/A

Floodplain Information: Not applicable

Site Specific Zoning: Not Applicable

Development Permit Area: Area E

Official Community Plan Name: N/A

OCP Designation: N/A

Agriculture Land Reserve (Intersect): Yes

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

### Development Applications & Permits - from July 2008 to Present (For enquiries, contact the Local Authority)

[More Details](#)

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

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

[More Details](#)

Folio:	Land Title PID:	Assess Year:	Land:	Improvement:	Property Class:
512.00379.000	010-850-201	2017	\$19,500.00	\$57,100.00	6-Bus/Oth
512.00379.000	010-850-201	2017	\$219,100.00	\$151,000.00	1-Res
512.00379.000	010-850-201	2016	\$19,500.00	\$58,900.00	6-Bus/Oth
512.00379.000	010-850-201	2016	\$215,300.00	\$147,000.00	1-Res

#### Folio: Actual Use:

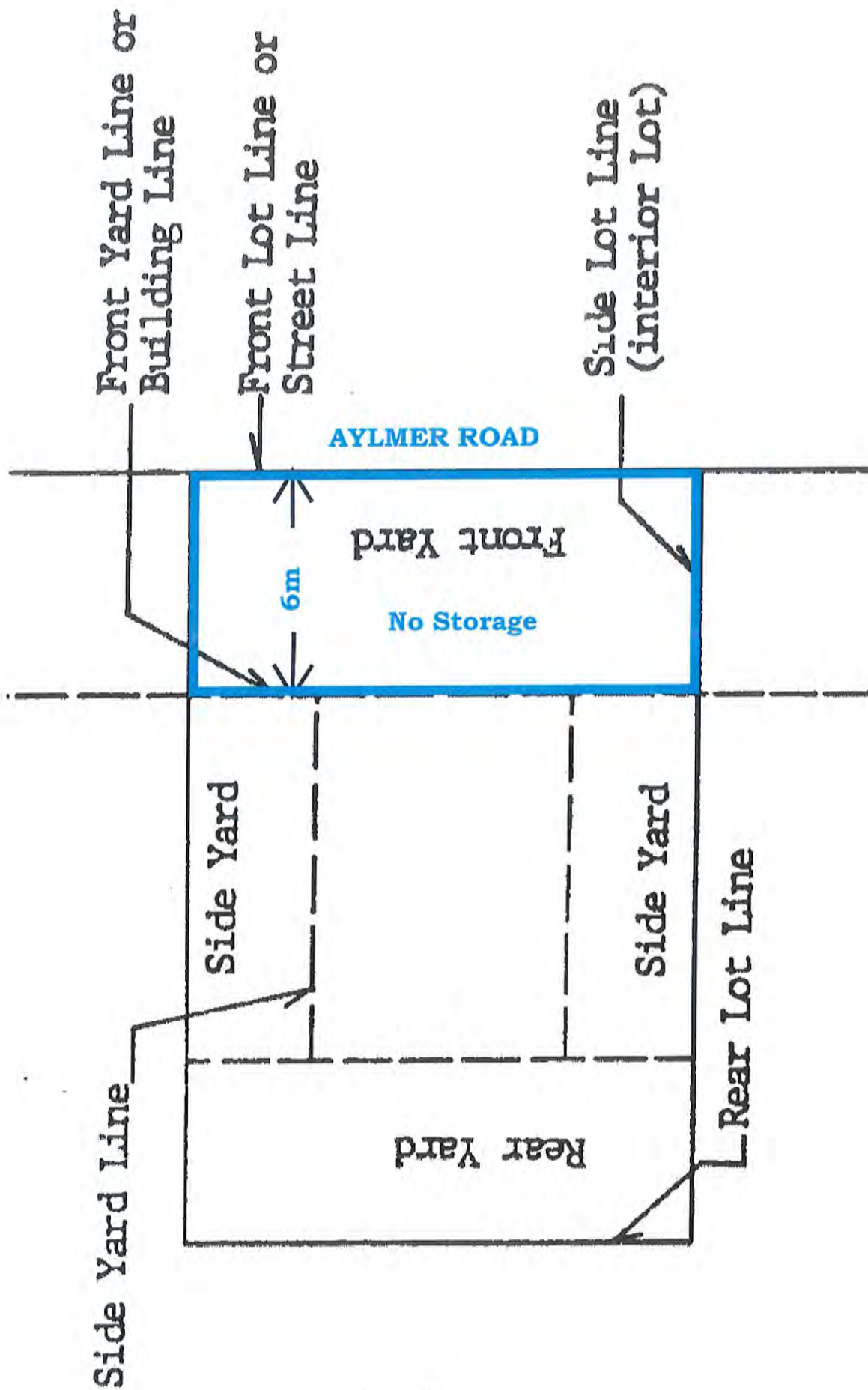
512.00379.000 2 ACRES OR MORE (SINGLE FAMILY DWELLING, DUPLEX)

#### Manual class:

1 STY SFD-AFTER 1930-FAIR

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







## **Chase – A Shuswap Experience**

### **2016 Annual Report**

826 Okanagan Avenue  
PO Box 440  
Chase, BC V0E 1M0  
250-679-3238  
Fax 250-679-3070  
[www.chasebc.ca](http://www.chasebc.ca)  
[facebook](#)  
[Twitter](#)

## Contents

Mayor's Message	1
Council in 2016	2
Report on Municipal Services and Operations	3-4
Statement of Objectives and Measures for 2016	5
Statement of Objectives and Measures for 2017	6
Tax Exemptions Permitted in 2016	7
2016 Statement of Financial Information	8-14
2016 Financial Statements	Appendix 1

## MAYOR'S MESSAGE

Welcome to the Village of Chase! On behalf of Council, staff and the entire community, I invite you to visit Chase, and to consider living in our wonderful corner of the world.



Chase is very much a "Shuswap Experience" and is becoming a four season destination. Our authentic visitor/resident experiences are shaped by beautiful parks, clean beaches, safe areas to walk and cycle within our community and a reasonable cost of living. Our popular tourism sector includes quaint coffee shops, distinctive shopping experiences, and comfortable restaurants. Tree Top Flyers Zipline is a unique experience, where one can jump, swing or zip over the cascading Chase Creek falls. And trails surrounding Chase allow hikers to take in the majestic Neskonlith Meadows in Spring, the rustic history of the Flume Trail, and fantastic views from the Mount Scatchard trails.

Our community is very active, boasting a lovely 9 hole golf course, the beautiful Skmana Lake cross country skiing and snowshoeing trails, bowling, curling, and hockey. Community gathering activities include our popular outdoor Lakeside Music series (a once a week free music event in our beautiful Memorial Park by the lake), a lively Canada Day celebration kicked off by a pancake breakfast and parade, our CornStock Festival in August that celebrates all things Chase and in particular our famous sweet corn, and our winter festival, Chase Country Christmas that includes a parade, craft fair and events for all ages.

Not only does Chase boast a small town atmosphere, with lots to do, we are also close to a lot of other locations with many amenities including Kamloops, Salmon Arm, Sun Peaks and the Okanagan. We are proud to call ourselves a small town haven.

The current Council has been working hard to ensure that growth can occur while we maintain the small-town-feel that is Chase. The Village continued to work in 2016 towards creating an environment for business, industry, and residents to achieve success in the activities undertaken in the community.

We continue to foster positive relationships with our First Nations neighbours including the Adams Lake Indian Band, the Neskonlith Indian Band and the Little Shuswap Lake Indian Band. We are working to promote shared services where possible, and helping to support one another as we move forward into the future.

Our infrastructure is very sound and includes a water treatment system that treats both surface and groundwater to a very high quality. We undertook upgrades to our Sewer Treatment facility to eliminate odour and to increase efficiency and capacity. Our Community Hall and Arena have both had upgrades to electrical systems and lighting, we purchased a new garbage truck in 2016 which ensures our garbage and recycling collection system will be provided with minimal disruptions, the Curling Club continues to provide a solid winter recreational experience, and our Fire Department has all necessary equipment to ensure the protection of persons and property.

Please feel free to contact our Village office at 250.679.3238 ([chase@chasebc.ca](mailto:chase@chasebc.ca)) to find out more about the services and amenities available in Chase. You may also wish to contact the Chase and District Chamber of Commerce and Visitor Information Centre at 250.679.8432. We welcome you to visit us anytime, and perhaps plant roots. Choose Chase!

Regards,  
Mayor Rick Berrigan

## COUNCIL in 2016

### **Members of Council**

Mayor Rick Berrigan, Councilor Nancy Egely, Councilor David Lepsoe,  
Councilor Ali Maki and Councilor Steve Scott

Council Meetings were held on the Second and Fourth Tuesdays of each month beginning at 4:00 p.m. in the Council Chamber at 826 Okanagan Avenue, Chase, BC. with exceptions for conventions and statutory holidays.

### **Council Member Appointments in 2016**

#### Acting Mayor

January to March	Councilor Steven Scott
April to June	Councilor Ali Maki
July to September	Councilor Nancy Egely
October to December	Councilor David Lepsoe

#### Thompson-Nicola Regional District

Director Mayor Rick Berrigan, Alternate Director Councilor Steve Scott

#### Municipal Insurance Association

Delegate	Councilor Steve Scott
Alternate	Mayor Rick Berrigan

Recreation Board of Management – Councillors Berrigan, Lepsoe and Scott

#### Liaison Appointments

Adams River Salmon Society	Councillor Lepsoe
Chamber of Commerce	Councillor Maki
Chase and District Museum and Archives Society	Councillor Egely
Chase Festival Events	Councillor Egely & Councillor Maki
Chase Physician Recruitment Committee	Mayor Berrigan
Citizens on Patrol	Councillor Egely
Fire Department	Councillor Scott
First Nations Liaison	Mayor Berrigan & Councillor Lepsoe
Shuswap Tourism Advisory Committee	Councillor Lepsoe
Youth Action Committee	Councillor Maki



## Report on Municipal Services and Operations - 2016

### General Government Services/Administration

In 2016, Administration carried out its duties in the following areas:

- Advised Council on Policy;
- Implemented policies, programs and special projects;
- Assisted Council to develop short and long range plans;
- Prepared agendas for Council meetings, followed up on Council actions, ensured legal conformity of all actions taken by Council and staff;
- Received correspondence, reviewed, distributed as appropriate for information and action and prepared responses;
- Monitored contracts with consultants, engineers and other professionals hired to perform work on behalf of the Village;
- Administration of Cemetery, building permits, dog licenses, burning permits, etc.;
- Administration and bookings for the Community Hall and Village parks;
- Administration of the Village's Summer Program, which employs youth to provide activities for children.

### Finance

Staff continued to work to ensure the Village was being fiscally responsible while maintaining sufficient service levels. Annual responsibilities included:

- Review and valuation of tangible capital assets;
- Financial administration including budget preparation, financial planning
- Preparation of quarterly financial reports for Council;
- Accounts payable and receivable, payroll, utility billing;
- Prepare internal finance reports, review internal controls;
- Property tax preparation and administration.

### Public Works

The Public Works Department consists of the people on staff that are the "most front and center" to residents. This department ensures the day-to-day functionality of the systems and infrastructure that provide our basic community needs for living and include the following general responsibilities:

- Road maintenance including snow removal, street lighting, street sweeping, line painting, pothole repair, etc.;
- Vehicle maintenance and repair;
- Cemetery maintenance;
- Maintenance of water treatment and distribution infrastructure;
- Maintenance of waste water collection and treatment systems;
- Solid Waste collection and disposition including a curbside recycling system;
- Building and facility operation and maintenance;
- Maintenance and enhancement of parks and green space.

### Fire Department

The Chase Fire Department provides both emergency and non-emergency services to the Village of Chase and to outlying areas that request and pay for fire suppression. In addition, the department has provided road rescue services, assisting the RCMP and the BC Ambulance Service in relation to persons involved in motor vehicle crashes. This service is provided by our highly-trained, committed and well-equipped volunteer fire department members. General responsibilities include:

- While the Village Emergency Program was managed through the Thompson-Nicola Regional District (TNRD), there was a Village Council liaison as well as a staff liaison to ensure smooth communication between the TNRD and the Village;
- The Emergency Program organized preparedness training as well as the initiation of Emergency Operations Centres when necessary, and would provide for the needs of evacuees during an emergency, emergency responder support, and volunteer training;
- Fire Protection Services within the Village's boundaries were provided by the Chase Volunteer Fire Department. In addition to the Village service area, the department also provided fire protection to properties to the West of the Village (VLA Flats), and to the Northeast of the Village to Matthey Hill properties, receiving financial reimbursement on a flat fee basis from the Regional District for the VLA Flats properties and a formula-based fee from the Matthey properties. Commercial and public assembly building fire inspection services mandated by the Provincial Fire Commissioner were also provided by the Chase Fire Department;
- When there were sufficient firefighters to ensure fire protection, Road Rescue Services were also provided for the arterial highway along the South Thompson valley corridor extending East and West for approximately 30 km in each direction, as well as for the Kamloops Shuswap road to Pritchard along the west side of the South Thompson River, parts of Blind Bay, up to the south end of the Adams Lake and into Seymour Arm area of Shuswap Lake.

### Bylaw Enforcement

This department provides Bylaw Enforcement and Animal Control services. The role of Bylaw Services is to try to resolve issues by obtaining voluntary compliance. Most issues dealt with in 2016 included dogs off leash, noise complaints and unsightly premises complaints.

### Village Staff

The Chief Administrative Officer (CAO), reports directly to Council and is responsible for coordinating and directing the administrative organization of the Village, advising Council on policy and ensuring Council decisions are carried out. These functions are implemented in accordance with the Community Charter, Local Government Act and other legislation as well as Village of Chase policies, procedures, bylaws and the goals articulated through Council's Strategic Priorities.

Reporting to the CAO, administration assists the CAO in supporting Council in fulfilling its strategic priorities and in serving the economic, physical, environmental and social needs of the community. Senior staff included in 2016 a Deputy Corporate Officer for a portion of the year, a Corporate Officer for a portion of the year, the Director of Financial Services, Supervisor of Public Works for a portion of the year and a Manager of Public Works for a portion of the year. In addition, support staff in the Village office and in Public Works ensures that day to day tasks are completed and that services are delivered to the members of the community as quickly and effectively as possible.

### Statement of Objectives and Measures for 2016

Objective	Measure
Communications with the Public	<ul style="list-style-type: none"> <li>Once a month Newsletters inserted into the local weekly newspaper to inform public of various activities</li> <li>Regular advertising in Local community newspapers advising of Council meeting deliberations and decisions</li> <li>Ongoing public information shared on Village's website and social media page</li> <li>Various public opportunities provided to obtain input from the community on Village issues</li> <li>Council meetings continued to allow for input from those in attendance by way of Committee of the Whole meetings where the public was invited to speak on matters of municipal concern</li> </ul>
Economic Development	<ul style="list-style-type: none"> <li>Continue working with Shuswap Tourism and ensure Village representation on committee</li> <li>Continued to build relationships with local First Nations communities</li> <li>Continued to promote Chase by marketing/advertising in various locations directly and through the Visitors service operated by the Chase and District Chamber of Commerce</li> <li>Ensure website updated regularly</li> <li>2016 Strategic Priorities developed and advertised to the public</li> </ul>
Fiscal responsibility	<ul style="list-style-type: none"> <li>Reduction of operational budgets continued</li> <li>Grants accessed wherever possible for planned projects</li> <li>Fees and charges reviewed and increased</li> <li>Budget process and meeting open to the public, Council very cognizant of the need for fiscal restraint over the next few years</li> </ul>

### Statement of Objectives and Measures for 2017

Objective	Measures
Communications between Village Council and the Public	<ul style="list-style-type: none"> <li>• Develop Public Communications Policy to address the provision of a monthly newsletter, including regular update to the community on Council meeting deliberations and updated to the community on specific municipal matters</li> </ul>

Objective	Measures
<b>Economic Development</b>	<ul style="list-style-type: none"> <li>• Create Marketing/Advertising Policy to include participation with Shuswap Tourism and other partners for advertising and promotion</li> <li>• Promote Chase's History by pursuing downtown signage</li> <li>• Pursue way-finding and Secwepemc historical interpretive signage opportunities</li> <li>• Continue building relationships with Secwepemc neighbouring communities</li> <li>• Engage youth in various initiatives</li> <li>• Conduct asset mapping that will help inform economic development strategic plan</li> </ul>

Objective	Measures
Fiscal Responsibility	<ul style="list-style-type: none"> <li>• Control spending by developing a grants-in-aid policy and process, by adhering to adopted community hall rental rates, by developing a policy with criteria for accepting donations for projects, funding projects appropriately and finalizing permissive tax exemption policy for 2018 tax year</li> <li>• Increase revenues by increasing cemetery rates, consolidating user fees into Fees and Charges bylaw and reviewing annually, and using existing resources (staff) and contractors where no costs involved to secure grant funding</li> <li>• Ensure flexibility for projects by removing projects or deferring when new and higher priority projects are desired</li> </ul>

### Tax Exemptions Permitted in 2016

On October 27, 2015 "The Village of Chase Tax Exemption Bylaw No. 809-2015" was adopted. In that bylaw, tax exemptions were granted for the year 2016, pursuant to the Community Charter.

The following lands and improvements were provided with a permissive tax exemption from the Village of Chase for the year 2016:

Property Name	Legal Description	Estimated Value of Tax Exemption
Chase and District Curling Club	Parcel Z, District Lot 517, Plan 19733, K.D.Y.D. except Plan KAP57419, of Lots A & B SEE (KC5244); PID 012-870-285	\$12,305
Chase Creekside Seniors	Lease/Permit/License #343509, Parcel Y (DD M14002) Block A, District Lot 517, Plan 514, K.D.Y.D, PID 012-290-246	\$3,173
Chase and District Museum and Archives Society	Part of Lot 6, Plan B757 District Lot 517, K.D.Y.D. of Plan 1467, PID 004-971-531	\$6,795
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	\$2,055
Chase & District Recreation Centre Society	Lot A, Plan KAP 82245; PID 026-854-449, and Lot 1, Plan KAP 81631 District Lot 517, K.D.Y.D.; PID 026-771-748	\$17,334

All churches receive a statutory (Provincial Legislation) exemption from taxation for the place of worship. Those values are not included in the values of permissive exemptions granted by Council for 2016:

Property Name	Legal Description	Estimated Value of Tax Exemption
Evangelical Free Church of America	Evangelical Free Church of America: Lot A, District Lot 517, Plan 41858, K.D.Y.D.; PID 014-902-486	\$1,304
United Church of Canada	Lot A, District Lot 517, Plan 8227, K.D.Y.D.; PID 009-868-992	\$1,716
Jehovah's Witness Congregation	Lots 17-20, Block P, District Lot 517, Plan 514, K.D.Y.D. PID 012-295-965, PID 012-295-981, 012-295-990, and 012-296-015.	\$986
Roman Catholic Bishop of Kamloops	Roman Catholic Bishop of Kamloops, Lot B, Plan 36502, District Lot 517, K.D.Y.D, of Plan 1467, PID 003-648-168	\$3,135

#### **Land Only Exempted:**

Royal Canadian Legion Branch 107	Royal Canadian Legion Branch 107: Lot A, District Lot 517, Plan 37207, K.D.Y.D. PID 004-896-955	\$3,490
----------------------------------	---	---------

In addition to the these annual exemptions, Council has approved a bylaw providing an annual exemption for the Chase & District Recreation Centre Society for the Arena for a period of ten years expiring in 2019 for which the exemption is estimated at \$37,973 in 2016.



**VILLAGE OF CHASE  
2016 FINANCIAL INFORMATION**

**Schedule of Remuneration and Expenses Paid To Or On Behalf of Each Elected Official:**

Schedule of Remuneration and Expenses Paid to Councillors				
		Remuneration	Expenses	Total
Berrigan, Rick	Myor	14,879	7,647	22,526
Lepsoe, David	Councillor	10,334	615	10,949
Scott, Steven	Councillor	9,760	3,267	13,027
Maki, Alison	Councillor	9,960	3,755	13,715
Egely, Nancy	Councillor	10,285	4,590	14,875
				0
		\$ 55,218	\$19,874	\$75,092
		Remuneration	Expenses	Total
<b>Other Employees with Remuneration Exceeding \$75,000.00</b>				
Heinrich, Joni		105,687	4,043	109,730
Connett, Colin		101,685	750	102,435
Pedersen, Leif		93,454	0	93,454
Spencer, Guy		75,681	845	76,526
Consolidated Total for all employees with remuneration of \$ 75,000 or less		586,799	18,014	604,813
		\$ 963,306	23,652	986,958
Reconciliation		Remuneration	Expenses	Total
Total remuneration - elected officials	\$	55,218	19,874	75,092
Total remuneration - other employees		963,306	23,652	986,958
	\$	1,018,524	43,526	1,062,050
Total per Statement of Operations		1,243,484	55,113	1,298,597
VARIANCE	\$	-224,960	-11,587	-236,547
Statement of Revenue & Expenditure includes benefits as per Note 13 to statements		224,960		224,960
	\$	0	(11,587)	(11,587)

Prepared under the Financial Information Regulation, Schedule 1, section 6(2),(3),(4),(5) and (6)

**VILLAGE OF CHASE  
2016 FINANCIAL INFORMATION  
STATEMENT OF SEVERANCE AGREEMENTS**

NIL - Statement

There were no severance agreements made between The Village of Chase and its non-unionized employees during the fiscal year 2016

---

Prepared under the Financial Information Regulation 1, subsection 6(8)

A handwritten signature, possibly "P.B.", is written over the horizontal line.

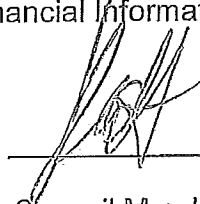
VILLAGE OF CHASE  
2016 FINANCIAL INFORMATION  
STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the Financial Information Act.



Leif Pedersen  
Director Financial Services

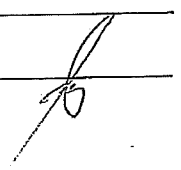
Date: 12 July 2017



Council Member on behalf of Council

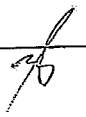
Date: 12 July 2017

Prepared pursuant to the Financial Information Regulation, Schedule 1, section 9



**VILLAGE OF CHASE  
2016 FINANCIAL INFORMATION  
SCHEDULE OF DEBTS**

The Schedule of debts is presented in Note 5 - Demand Promissory Note, and Note 6 - Obligations under capital leases, and note 7 - Term Debt of the annual audited financial statements for the year ended 31 December 2016.

A handwritten signature, possibly reading 'JL', is written over the bottom line of a double horizontal line that spans the width of the page.

**VILLAGE OF CHASE  
2016 FINANCIAL INFORMATION  
SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS**

Information on all guarantees and indemnities for the Village of Chase is included in Note 14 to the audited annual financial statements for the year ended 31 December 2016.



**VILLAGE OF CHASE**  
**2016 FINANCIAL INFORMATION**  
**Schedule of Suppliers of Goods or Services: Section 7**

**Schedule of Payments Made for the Provision of Goods and Services**

1. List of Suppliers receiving aggregate payments exceeding \$ 25,000

THOMPSON -NICOLA REGIONAL DISTRICT (Tax Requisitions)	517,771
MINISTRY OF PROVINCIAL REVENUE	310,796
ROLLINS MACHINERY LIMITED	297,400
RECEIVER GENERAL OF CANADA	270,819
TNRD (THOMPSON-NICOLA REGIONAL DISTRICT (Services Provided)	216,867
THOMPSON REGIONAL HOSPITAL DISTRICT	194,506
BC HYDRO	145,975
MUNICIPAL PENSION PLAN	145,505
GENERAL ASSEMBLY EXCAVATING (1994) LTD	139,369
URBAN SYSTEMS LTD.	134,113
MUNICIPAL FINANCE AUTHORITY	109,585
CHASE AND DISTRICT CURLING CLUB	108,640
GROUP HEALTH BENEFIT SOLUTIONS	87,379
DAWSON CONSTRUCTION LIMITED	83,482
CHASE & DISTRICT RECREATION CENTRE SOCIETY	78,750
CORIX UTILITIES	37,116
ROYAL BANK VISA	36,650
NEDERMAN CANADA LIMITED	36,564
TURNER, BRENDA	34,248
WESTERN WATER ASSOCIATES LTD	33,952
SPOONER ELECTRIC LTD	33,438
B.C. ASSESSMENT AUTHORITY FINANCIAL SERVICES	31,809
CAPRI INSURANCE	31,742
SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)	29,291
GUILLEVIN INTERNATIONAL INC	27,142

Total aggregate amount paid to suppliers \$ 3,172,909 (A)

2 Consolidated total paid to suppliers receiving aggregate payments of \$25,000 or less:

\$ 959,792 (B)

\$ \$4,132,701

3 Total of payments to suppliers for grants and contributions exceeding \$25,000

CHASE & DISTRICT RECREATION CENTRE SOCIETY 50,000

\$ 50,000 (C)

*[Signature]*

**VILLAGE OF CHASE**  
**2016 FINANCIAL INFORMATION**  
**Schedule of Suppliers of Goods or Services: Section 7**

**Schedule of Payments Made for the Provision of Goods and Services**

4 Reconciliation	
Total aggregate payments exceeding \$25,000 paid to suppliers	3,172,909 (A)
Consolidated total of payments of \$25,000 or less paid to suppliers	959,792 (B)
Consolidated total of all grants and contributions exceeding \$25,000	50,000 (C)

Reconciling items

Property Tax payments to other governments net of Revenue	(1,750,005)
Home Owner Grants deducted from other Government payments	688,006
Rebatable GST Included in Schedule of supplier payments	(90,529)
Changes in Accruals	152,311
Acquisition of TCAs	(1,769,100)
Amortization of TCAs	1,068,884
Loss on disposal of assets	(33,467)
Donated Asset	734,500
Pension payments not an expense	(82,854)
Change in Prepaid expenses	44,265
Principal payments on capital lease obligations	(15,561)
Principal payments on term debt	(66,885)
Principal payments on demand Promissory Note Issued	(87,500)
Property tax refunds not an expense	0
Wages and Salaries included in expenses in Statement of Operations	1,018,524
Employee EI/CPP/Tax not an expense	(223,958)
Employee Benefits not an expenses	20,831
School tax admin fee	3,084

Total of Reconciled Payments to Suppliers \$ 3,793,247

Total per Statement of Operations \$ 3,791,262

Variance \$ -1,985

Prepared under the Financial Information Regulation, Schedule 1, section 7 and the Financial Information Act, section 2

## Appendix 1

Financial Statements of

## **THE VILLAGE OF CHASE**

Year ended 31 December 2016



# THE VILLAGE OF CHASE

## Financial Statements

Year ended 31 December 2016

Management's Responsibility for the Financial Statements	1
Independent Auditors' Report	2
Statement of Financial Position	4
Statement of Operations	5
Statement of Changes in Net Financial Assets (Debt)	6
Statement of Cash Flows	7
Notes to Financial Statements	8 to 24
Schedule of Tangible Capital Assets	25 to 26
Segmented Disclosures Schedules	27 to 37



# THE VILLAGE OF CHASE

## Management's Responsibility for the Financial Statements

Year ended 31 December 2016

The accompanying financial statements of The Village of Chase (the "Village") are the responsibility of management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. The significant accounting policies are described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Village's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to the approval of the financial statements by Council.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by the Village. The accompanying Independent Auditors Report outlines their responsibilities, the scope of their examination and their opinion on the Village's financial statements.



Chief Administrative Officer



Director of Financial Services



KPMG LLP  
200-206 Seymour Street  
Kamloops BC V2C 6P5  
Canada  
Telephone (250) 372-5581  
Fax (250) 828-2928

## **INDEPENDENT AUDITORS' REPORT**

To the Mayor and Council of the Village of Chase

We have audited the accompanying financial statements of the Village of Chase (the "Village"), which comprise the statement of financial position as at December 31, 2016, and the statements of operations, changes in net financial assets (debt) and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal controls relevant to the Village's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Village of Chase as at December 31, 2016, and the results of its operations, changes in net financial assets (debt), and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

A handwritten signature in dark ink that reads 'KPMG LLP'. The signature is written in a cursive, stylized font and is underlined with a single horizontal stroke.

Chartered Professional Accountants

Kamloops, Canada  
May 9, 2017

# THE VILLAGE OF CHASE

## Statement of Financial Position

31 December 2016, with comparative information for 2015

	2016	2015
<b>Financial assets:</b>		
Cash and short-term investments (note 2)	\$ 2,183,206	\$ 2,033,509
Accounts receivable:		
- Taxes receivable	232,273	252,795
- Other	507,348	624,880
Total financial assets	2,922,827	2,911,184
<b>Liabilities:</b>		
Accounts payable and accrued liabilities	352,862	210,388
Accrued payroll expenses	155,531	145,694
Deferred revenue (note 3)	674,640	645,190
Demand promissory note (note 4)	262,500	350,000
Obligations under capital lease (note 5)	6,579	22,140
Term debt (note 6)	2,198,538	2,266,623
Total financial liabilities	3,650,650	3,640,035
<b>Net financial assets (debt)</b>	<b>(727,823)</b>	<b>(728,851)</b>
<b>Non-financial assets:</b>		
Tangible capital assets (note 8)	33,165,450	32,541,501
Prepaid expenses	36,885	81,150
Total non-financial assets	33,202,335	32,622,651
<b>Accumulated surplus (note 9)</b>	<b>\$ 32,474,512</b>	<b>\$ 31,893,800</b>

Commitments and contingencies (note 13)

The accompanying notes are an integral part of these financial statements.

Approved:

  
\_\_\_\_\_  
Director of Financial Services

# THE VILLAGE OF CHASE

## Statement of Operations

Year ended 31 December 2016, with comparative information for 2015

	Budget (note 15)	2016	2015
Revenue			
Taxation (note 10)	\$ 1,653,300	\$ 1,643,313	\$ 1,631,420
Parcel taxes collected	-	-	301,877
Government transfers (note 11)	1,585,800	777,232	859,568
User charges	1,116,400	1,156,736	782,844
Other transfers	500	6,418	3,500
Development cost charges	124,000	-	-
Investment income	9,000	30,780	21,785
Other	2,000	22,995	10,325
Contributed tangible capital assets (note 8(b))	450,000	734,500	-
Total revenue	4,941,000	4,371,974	3,611,319
Expenses			
General government	633,000	656,682	698,393
Protective services	314,100	283,708	423,401
Development services	143,100	140,513	103,953
Transportation services	769,700	723,798	684,765
Parks, recreation and culture	740,200	704,069	686,784
Solid waste management	250,500	241,404	202,268
Water utility	734,700	683,749	572,530
Waste water utility	379,500	311,240	328,955
Other services	44,000	46,099	41,589
Total expenses	4,008,800	3,791,262	3,742,638
Annual surplus (deficit)	932,200	580,712	(131,319)
Accumulated surplus, beginning of year	31,893,800	31,893,800	32,025,119
Accumulated surplus, end of year	\$ 32,826,000	\$ 32,474,512	\$ 31,893,800

The accompanying notes are an integral part of these financial statements.



# THE VILLAGE OF CHASE

## Statement of Changes in Net Financial Assets (Debt)

Year ended 31 December 2016, with comparative information for 2015

	Budget (note 15)	2016	2015
Annual surplus (deficit)	\$ 932,200	\$ 580,712	\$ (131,319)
Acquisition of tangible capital assets	(2,828,000)	(1,769,100)	(876,210)
Amortization of tangible capital assets	1,095,500	1,068,884	922,058
Proceeds from disposition of tangible capital assets	-	42,800	70,812
Loss on disposition of tangible capital assets	(86,200)	33,467	128,033
	(886,500)	(43,237)	113,374
Acquisition of prepaid expenses	-	(36,885)	(81,150)
Use of prepaid expenses	-	81,150	49,460
	-	44,265	(31,690)
Change in net financial assets	(886,500)	1,028	81,684
Net financial assets, beginning of year	(728,851)	(728,851)	(810,535)
Net financial assets (debt), end of year	\$ (1,615,351)	\$ (727,823)	\$ (728,851)

The accompanying notes are an integral part of these financial statements.

# THE VILLAGE OF CHASE

## Statement of Cash Flows

Year ended 31 December 2016, with comparative information for 2015

	2016	2015
<b>Cash provided (used) by:</b>		
<b>Operating activities:</b>		
Annual surplus (deficit)	\$ 580,712	\$ (131,319)
Items not involving cash:		
Amortization of tangible capital assets	1,068,884	922,058
Loss on disposal of tangible capital assets	33,467	128,033
Contributions of tangible capital assets, net of term debt assumed	(734,500)	-
Change in non-cash operating assets and liabilities:		
Accounts receivable	138,054	916,612
Accounts payable and accrued liabilities	142,474	(645,181)
Accrued payroll expenses	9,837	(12,529)
Deferred revenue	29,450	148,913
Prepaid expenses	44,265	(31,690)
Net change in cash from operating activities	1,312,643	1,294,897
<b>Capital activities:</b>		
Proceeds on disposition of tangible capital assets	42,800	70,812
Acquisition of tangible capital assets	(925,960)	(876,210)
Net change in cash from capital activities	(883,160)	(805,398)
<b>Financing activities:</b>		
Principal payments on obligations under capital lease	(15,561)	(70,993)
Principal payments on term debt	(176,725)	(65,466)
Proceeds from demand promissory note issued	-	-
Repayment of demand promissory note	(87,500)	(87,500)
Net change in cash from financing activities	(279,786)	(223,959)
Net change in cash and short-term investments	149,697	265,540
Cash and short-term investments, beginning of year	2,033,509	1,767,969
Cash and short-term investments, end of year	\$ 2,183,206	\$ 2,033,509
<b>Supplemental cash flow information:</b>		
Cash received from interest	\$ 30,780	\$ 21,785
Cash paid for interest	92,485	92,325

The accompanying notes are an integral part of these financial statements.

# THE VILLAGE OF CHASE

## Notes to Financial Statements

Year ended 31 December 2016

---

The Village of Chase (the "Village") was incorporated on 21 April 1969 under statute of the Province of British Columbia and operates under the provisions of the Local Government Act and the Community Charter of British Columbia.

The Village provides municipal services to residents of the incorporated area. These include fire protection, transportation and roads maintenance, solid waste collection and disposal, parks and recreation and maintenance of green spaces, water utility, sewer utility and other general government services.

### 1. Significant accounting policies:

The financial statements of the Village are prepared by management in accordance with Canadian generally accepted accounting principles for governments as prescribed by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada ("CPA"). Significant accounting policies adopted by the Village are as follows:

#### (a) Reporting entity:

##### (i) Funds of the Village

The financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all funds of the Village, segregated into general, water utility and sewer utility funds.

The Village has not identified any external entities that are owned or whose boards are controlled by the Village and that are accountable to the Village for the administration of their financial affairs and resources; however it is the policy of the Village that any such entities would also form part of the reporting entity.

Inter-departmental and inter-fund transactions and balances between these funds have been eliminated in the financial statements.

##### (ii) Accounting for other government organizations and School Board transactions

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of other government entities and the School Boards with which the Village interacts are not reflected in these financial statements. Funds collected by the Village on behalf of these other entities and transmitted to them are summarized in note 10. Funds received by the Village as transfers or grants from other government entities are summarized in note 11.

# THE VILLAGE OF CHASE

## Notes to Financial Statements (continued)

Year ended 31 December 2016

---

### 1. Significant accounting policies (continued):

#### (iii) Trust funds

Trust funds and their related operations administered by the Village are not included in these financial statements.

#### (b) Basis of accounting:

The Village follows the accrual method of accounting for revenues and expenses. Revenues are recognized in the year in which they are earned, can be measured and there is reasonable assurance that they will be collected. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

#### (c) Revenue recognition:

Property taxes, parcel taxes, frontage taxes, special assessments and grants in lieu of taxes are recognized as revenue in the year in which they are assessable. Water and sewer user rates, connection fees, sale of services, interest and penalties are recognized as revenue in the year the related service is provided, and when the amount to be received can be reasonably estimated and collection is reasonably assured.

Government transfers received or receivable are recognized in the financial statements as revenue in the year that the event giving rise to the transfer occurs, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

Investment income is reported as revenue in the year earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

#### (d) Deferred revenue:

Deferred revenue represents grants, development cost charges ("DCCs"), licenses and other fees which have been collected, but for which the related expenditures or services have yet to be performed or incurred. These amounts will be recognized as revenues in the year the services are performed or expenses incurred.

# THE VILLAGE OF CHASE

Notes to Financial Statements (continued)

Year ended 31 December 2016

---

## 1. Significant accounting policies (continued):

### (e) Government transfers:

Government transfers (other than unconditional grants) are recognized in the financial statements as revenues in the years in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made unless the transfer contains stipulations that create a liability, in which case the transfers are recognized as revenue in the years that the liability is extinguished. Grants in lieu of taxes are recognized at the earlier of when received or when money is determined to be more likely than not collected.

### (f) Cash and short-term investments:

Cash and short-term investments include cash and highly liquid investments with a term to maturity of 90 days or less at acquisition and that are readily convertible to cash.

### (g) Reserves:

Reserves for operating and capital purposes represent amounts within accumulated surplus reserved either internally or by statute for specific future purposes.

### (h) Term debt:

Term debt acquired through the Municipal Finance Authority ("MFA") is recorded net of the related sinking fund balances. Earnings on sinking fund investments are allocated to the Village as an actuarial adjustment, which is recorded as a revenue and reduction in the related debt.

### (i) Employee future benefits:

(i) The Village provides certain employee benefits which will require funding in future periods. These benefits include sick leave and banked overtime provided to all its unionized employees. The costs of sick leave and banked overtime arising from past service and expected to be paid out in a future period have been accrued as a liability and have been determined using management's best estimate of salary and utilization rates. Non-vesting sick leave benefit entitlements in excess of these amounts are not accrued, as they are unlikely to be utilized prior to retirement.

(ii) The costs of multi-employer defined contribution pension plan benefits, such as the Municipal Pension Plan, are the employer's contributions due to the plan in the period.



# THE VILLAGE OF CHASE

## Notes to Financial Statements (continued)

Year ended 31 December 2016

### 1. Significant accounting policies (continued):

#### (j) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

#### (i) Tangible capital assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land and landfill sites, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful life - years
Land improvements	15-70
Buildings and building improvements	30-75
Vehicles, machinery and equipment	3-25
Roads, bridges and drainage	10-80
Water and waste water infrastructure	10-80

Annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

#### (ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

#### (iii) Natural resources

Natural resources that have not been purchased are not recognized as assets in the financial statements.

#### (iv) Works of art and cultural and historic assets

The Village manages and controls various works of art and non-operational historical cultural assets including paintings and sculptures located at Village sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

# THE VILLAGE OF CHASE

Notes to Financial Statements (continued)

Year ended 31 December 2016

---

## 1. Significant accounting policies (continued):

### (v) Interest capitalization

The Village does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

### (vi) Leased tangible capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

### (k) Use of estimates:

The preparation of the financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions based on current conditions and laws that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates. Significant estimates include assumptions used in estimating provisions for the estimated useful lives of tangible capital assets and in performing actuarial valuations of employee future benefits.

Management reviews these estimates on a periodic basis and, where necessary, makes adjustments prospectively.

### (l) Contaminated Sites:

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of chemical, organic, or radioactive material or live organism that exceeds an environmental standard.

A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- a) An environmental standard exists
- b) Contamination exceeds the environmental standard
- c) The organization is directly responsible or accepts responsibility for liability
- d) Future economic benefits will be given up, and
- e) A reasonable estimate of the liability can be made

# THE VILLAGE OF CHASE

## Notes to Financial Statements (continued)

Year ended 31 December 2016

### 2. Cash and short-term investments:

Cash and short-term investments reported on the statement of financial position have costs that approximate market value. Short-term investments of \$58,163 (2015 - \$57,705) consist of investments primarily in MFA pooled money market funds with an annual rate of return of approximately 0.8% (2015 - 0.9%).

Restrictions around use of cash and cash equivalents are as follows:

	2016	2015
Restricted:		
Reserves	\$ 530,476	\$ 738,991
Development cost charges	323,224	318,361
MFA debt reserve fund	29,122	28,330
	882,822	1,085,682
Unrestricted	1,300,384	947,827
Total	\$ 2,183,206	\$ 2,033,509

### 3. Deferred revenue:

Deferred revenue, reported on the statement of financial position, is made up of the following:

	2016	2015
DCC's	\$ 323,224	\$ 318,361
Gas Tax funding	325,617	279,074
Cash in lieu of parkland	15,421	15,300
Other	10,378	32,455
Total deferred revenue	\$ 674,640	\$ 645,190

# THE VILLAGE OF CHASE

Notes to Financial Statements (continued)

Year ended 31 December 2016

## 3. Deferred revenue (continued):

Continuity of deferred revenue is as follows:

	2016	2015
Balance, beginning of year:		
DCC's	\$ 318,361	\$ 306,117
Gas Tax funding	279,074	169,794
Cash in lieu of parkland	15,300	15,171
Other	32,455	5,195
	645,190	496,277
Contributions:		
DCC's	2,445	9,600
Gas Tax funding	157,751	150,239
Other	9,781	46,821
Interest earned	4,919	6,669
	174,896	213,329
Revenues recognized	(145,446)	(64,416)
Balance, end of year	\$ 674,640	\$ 645,190

Gas tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Village and the Union of British Columbia Municipalities. Gas tax funding may be used towards designated public transit, local roads and infrastructure, community energy, water, wastewater, solid waste and capacity building projects, disaster mitigation and culture, tourism, sport and recreation infrastructure as specified in the funding agreements.

Development cost charges ("DCCs") are amounts received from developers to be used by the Village for specific infrastructure upgrades, improvements and projects. The above amounts have been deferred and are to be recognized as revenue in the year the related project expenditures are incurred.

## 4. Demand promissory note:

During 2014, the Village obtained a demand promissory note from the MFA. The note matures 10 January 2019 and has a current interest rate of 1.44% per annum.

# THE VILLAGE OF CHASE

Notes to Financial Statements (continued)

Year ended 31 December 2016

## 5. Obligations under capital lease:

To finance the acquisition of certain tangible capital assets, the Village has entered into various capital lease agreements with maturity dates in 2017. The required minimum lease payments and net obligation under capital lease is as follows:

	2016	2015
2016	-	15,821
2017	6,708	6,708
Total minimum lease payments	6,708	22,529
Less amount representing interest (at rates ranging from 1.25% to 2.00% per annum)	129	389
Present value of net minimum capital lease payments	\$ 6,579	\$ 22,140

Interest of \$245 (2015 - \$784) relating to capital lease obligations has been included in expenses on the statement of operations. See note 14 for detail of allocation to various functions.

## 6. Term debt:

The Village issues debt instruments through the MFA of British Columbia, pursuant to term capital borrowing, loan authorization and security issuing bylaws under authority of Sections 178, 179 and 181 of the Community Charter, to finance certain capital expenditures.

During the year, the Village assumed liability for the term debt relating to the contribution of a tangible capital asset (note 8(b)). The debt has been fully repaid during the year.

The balance of term debt reported on the statement of financial position is made up of the following:

	2016	2015
MFA debt instrument with a maturity date of April 2038, bearing interest at a rate of 3.15% per annum	\$ 925,044	\$ 951,016
MFA debt instrument with a maturity date of October 2036, bearing interest at a rate of 3.25% per annum	869,944	898,034
MFA debt instrument with a maturity date of April 2035, bearing interest at a rate of 4.50% per annum	403,550	417,573
Term debt, end of year	\$ 2,198,538	\$ 2,266,623

Page 15



# THE VILLAGE OF CHASE

## Notes to Financial Statements (continued)

Year ended 31 December 2016

### 6. Term debt (continued):

Total interest on term debt reported in the statement of operations amounted to \$85,600 (2015 - \$85,600).

The term debt issued in the name of the Village has been approved by bylaw. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs.

The total principal payments for the next five years and thereafter are as follows:

2017	70,808
2018	73,641
2019	76,586
2020	79,650
2021	82,835
Thereafter	1,815,018
	<u>\$ 2,198,538</u>

Scheduled debt repayments may be suspended due to excess sinking fund earnings with MFA.

### 7. Municipal Finance Authority debt reserve:

As a condition of the MFA borrowings made by the Village, and as required by legislation, a debt reserve fund is maintained in the amount of one-half the average annual installment of principal and interest as set out in the agreements entered into. The reserve is funded in part by cash, being the withholding of 1% of the total issue proceeds, and the remainder being funded by a demand note whereby the Village may be required to loan certain amounts to the MFA. Details of the cash deposits and demand notes on hand at year end are as follows:

	2016	2015
Cash deposits	\$ 29,122	\$ 28,330
Demand notes	47,775	47,775
Debt reserve fund balance	<u>\$ 76,897</u>	<u>\$ 76,105</u>

# THE VILLAGE OF CHASE

## Notes to Financial Statements (continued)

Year ended 31 December 2016

### 8. Tangible capital assets:

Transactions related to tangible capital assets are presented in Schedules 1 and 1a.

#### a) Assets under construction

Assets under construction have not been amortized. Amortization of these assets will commence when the asset is put into service. Where projects have been completed during the year, accumulated costs are reclassified to the appropriate category of asset and included in related additions in the current year.

#### b) Contributed tangible capital assets:

During the year, the Village received a curling rink as a contributed asset recorded in land, buildings, and equipment. Fair value for the curling rink assets at the date of contribution was \$842,000 offset by the \$101,229 (note 6) paid to remove the debt from the building and \$6,271 in costs of acquisition resulting in a net contribution of \$734,500. No contributed assets were received during 2015.

### 9. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2016	2015
<b>Surplus:</b>		
Invested in tangible capital assets	\$30,697,833	\$29,902,738
Unrestricted	1,246,203	1,252,071
<b>Total surplus</b>	<b>31,944,036</b>	<b>31,154,809</b>
<b>Reserves set aside by Council for specified purposes:</b>		
Committed	219,721	223,464
Equipment replacement	8,857	8,857
Garbage truck	-	204,772
Recreation	75	75
	<b>228,653</b>	<b>437,168</b>
<b>Reserve funds set aside by Council for capital purposes:</b>		
Statutory - general capital works and machinery	-	-
Statutory - water capital works	-	-
Statutory - sewer capital works	301,823	301,823
	<b>301,823</b>	<b>301,823</b>
<b>Total accumulated surplus</b>	<b>\$32,474,512</b>	<b>\$31,893,800</b>

# THE VILLAGE OF CHASE

Notes to Financial Statements (continued)

Year ended 31 December 2016

## 9. Accumulated surplus (continued):

The committed reserve was established by Council at the end of 2012 for the purpose of tracking budgeted amounts which had not been utilized in the current year.

## 10. Taxation:

Taxation revenue, reported on the statement of operations, is made up of the following:

	2016	2015
Municipal and school property taxes levied	\$ 3,314,010	\$ 3,286,266
Payments-in-lieu of property taxes	16,469	25,464
Utilities 1% tax	38,693	37,849
Penalties and interest on property taxes	24,146	53,472
	3,393,318	3,403,051
Less transfers to other governments:		
Thompson-Nicola Regional District	517,771	531,278
Thompson Regional Hospital District	194,506	190,695
Province of B.C. - School taxes	868,478	878,543
Province of B.C. - Police taxes	137,356	138,304
B.C. Assessment Authority	31,809	32,729
Municipal Finance Authority	85	82
	1,750,005	1,771,631
Taxation revenue available for municipal purposes	\$ 1,643,313	\$ 1,631,420

## 11. Government transfers:

The Village recognizes the transfer of government funding as revenues or expenses in the period that the events giving rise to the transfer occurred. Government funding sources are primarily Federal, Provincial or a combination of both. The Government transfers reported on the statement of operations and accumulated surplus are:

# THE VILLAGE OF CHASE

## Notes to Financial Statements (continued)

Year ended 31 December 2016

### 11. Government transfers (continued):

	2016	2015
B.C. Small Communities grant	\$ 399,478	\$ 419,303
Building Canada Grant - Water Treatment Plant	2	345,011
New Building Canada Fund	196,830	-
Canada Day grant	-	2,000
Climate Action Review Incentive Plan	4,159	4,785
Gas Tax grant	113,587	44,854
Gas Tax - ICS Planning Project	3,110	745
Provincial Emergency Plan	14,284	6,614
Smart Communities grant	(9,000)	1,123
Thompson-Nicola Regional District:		
Fire response area	15,000	14,500
Cemetery grant	3,000	3,000
Arena Upgrade	27,367	17,633
Youth employment grant	9,415	-
Total government transfer revenues	\$ 777,232	\$ 859,568

### 12. Trust funds:

The Village operates the Chase Municipal Cemetery and maintains a cemetery perpetual care fund in accordance with the Cemetery and Funeral Services Act. Trust fund assets and related reserve balance have been excluded from the financial statements, as the assets are only held beneficially in trust for unrelated third parties. At 31 December 2016 the Village held \$49,866 (2015 - \$48,775) in trust.

### 13. Commitments and contingencies:

- (a) The Village, as a member of the Thompson-Nicola Regional District, is liable for its proportion of any operating deficits or term debt related to functions in which it participates.
- (b) The Village has guaranteed the loan principal and interest payments on a mortgage for the Chase and District Recreation Society (the "Society") to a maximum of \$550,000 for the Chase golf course. At 31 December 2016 the mortgage balance was \$445,075 (2015 - \$494,129). The Village provides annual grants up to \$50,000 and a contract fee for operations in the amount of \$ 75,000 to assist the Society with general operating costs. In the event the Society was to default on the mortgage payments, the golf course would become the property of the Village.

# THE VILLAGE OF CHASE

## Notes to Financial Statements (continued)

Year ended 31 December 2016

---

### 13. Commitments and contingencies (continued):

- (c) The Village and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2016 the plan has about 189,000 active members and approximately 85,000 retired members. Active members include approximately 37,000 contributors from local governments.

Every three years an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal costs method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent valuation for the Municipal Pension Plan as of 31 December 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis.

The Village paid \$82,940 (2015 - \$85,183) for employer contributions while employees contributed \$62,651 (2015 - \$63,782) to the Plan in fiscal 2016.

The next valuation will be at 31 December 2018 with results available in 2019.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.

- (d) The Village provides benefits for sick leave to all its employees. All employees accumulate sick leave entitlement on a monthly basis and can only use this entitlement for paid time off under certain circumstances. Per the current collective agreement, employees earn sick leave benefits at the rate of 1.5 days for every month of service, which accumulate and roll forward year to year, up to a maximum of 150 days per employee.

# THE VILLAGE OF CHASE

## Notes to Financial Statements (continued)

Year ended 31 December 2016

---

### 13. Commitments and contingencies (continued):

The Village has not recorded a liability for this sick leave benefit entitlement as the current entitlement is unlikely to be utilized before retirement. However, at 31 December 2016 the sick leave benefits entitlement accumulated to date totals were approximately 3,562 hours (2015 - 4,680) or approximately \$120,600 (2015 - \$151,800).

The Village also provides benefits on retirement. After five years of employment, 20% of the sick pay benefits will be paid out plus an additional 2% for each additional year employed to a maximum of 150 days. The Village has recorded a liability of \$61,439 (2015 - \$62,384) for these benefits due to vested retirement benefits.

- (e) From time to time the Village is brought forth as defendant in various lawsuits. The Village reviews its exposure to any potential litigation for which it would not be covered by insurance and assesses whether a successful claim against would materially affect the financial statements. The Village is currently not aware of any claims brought against it that if not defended successfully would result in a material change to the financial statements of the Village.
- (f) The Village is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible the Village, along with the other participants, would be required to contribute towards the deficit.

### 14. Segmented information:

Segmented information has been identified based upon lines of service provided by the Village. Village services are provided by departments and their activities are reported by functional area in the body of the financial statements. Certain lines of service that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

Segmented information is presented in Schedules 2 to 2j.

#### (i) Taxes

Taxes include all taxation revenues and tax related revenues except parcel taxes which are allocated to the specific functions for which they are collected.

#### (ii) General government

General government operations provide the functions of corporate administration, finance, human resources, legislative services, building services and maintenance, and other functions not categorized to a specific department. It includes general revenues and transfers not allocated to specific functions.



# THE VILLAGE OF CHASE

Notes to Financial Statements (continued)

Year ended 31 December 2016

---

## 14. Segmented information (continued):

### (iii) Protective services

Protection is comprised of the fire and rescue service, bylaw enforcement and animal control, and building inspection services. The mandate of the fire department is to provide fire suppression services; fire prevention programs; training and education related to prevention; and detection or extinguishment of fires. The bylaw and animal control department provides licensing and bylaw enforcement services. The building inspection service provides enforcement of municipal bylaws and the Provincial Building Code and regulations.

### (iv) Development services

Development provides planning assistance to guide developers in complying with the Village zoning bylaws, Official Community Plan and development procedures for subdividing lands and providing the necessary infrastructure to support those developments.

### (v) Transportation

The Village public works department is responsible for the delivery of municipal services related to the planning, development and maintenance of roadway systems, street lighting, and drainage systems.

### (vi) Parks, recreation and culture

The Village public works and parks department provides public services related to the maintenance of parks, open spaces, the Community Hall, the Museum and provision of various seasonal recreation programs. Administration provides funding and liaison with Chase and District Recreation Centre Society which administers the arena and golf course.

### (vii) Solid waste management

The Village is responsible for environmental programs including solid waste collection and disposal and recycling.

### (viii) Water utility

The Village is responsible for environmental programs including the engineering and operation of the potable water system to obtain, treat and deliver water.

### (ix) Waste water utility

The Village is responsible for environmental programs including the engineering and operation of the waste water collection, treatment and disposal.

# THE VILLAGE OF CHASE

Notes to Financial Statements (continued)

Year ended 31 December 2016

---

## 14. Segmented information (continued):

(x) Other services

The Village provides public services related to Chase Cemetery, the public wharf and dykes within the community.

Certain allocation methodologies are employed in the preparation of segmented financial information. User charges and other revenue have been allocated to the segments based upon the segment that generated the revenue. Government transfers have been allocated to the segment based upon the purpose for which the transfer was made. Development cost charges revenues were allocated to the segment for which the charge was utilized.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

## 15. Budget data:

The budget data presented in these financial statements is based upon the 2016 operating and capital budgets approved as the 2016 Financial Plan by Council on 10 May 2016. The legislative requirements of the Financial Plan are that the cash inflows for the period must equal planned cash outflows.

Cash inflows and outflows include such items as transfers to and from reserves and surplus and capital expenditures. These items are not recognized as revenues and expenses in the statement of operations and accumulated surplus as they do not meet the public sector accounting standards requirements. PSAB requires that budget figures be presented on the same basis of accounting as actual and comparative figures.

# THE VILLAGE OF CHASE

## Notes to Financial Statements (continued)

Year ended 31 December 2016

### 15. Budget data (continued):

The following reconciles the budget figures reported in these financial statements to the approved Financial Plan.

	Budget amount
Surplus - Statement of Operations	\$ 932,200
Adjust for budgeted cash items not included in Statement of Operations:	
Offset for amortization budgeted	1,095,500
Transfers to and from reserves	386,000
Proceeds from capital leases	86,200
Disposal of tangible capital assets	(2,828,800)
Acquisition of tangible capital assets	(87,500)
Demand Promissory Note	(59,500)
Principal payments on term debt	(22,000)
Principal payments on capital lease obligations	497,900
Net transfers from surplus	(932,200)
Total Adjustments	
Financial Plan Balance	\$ -

# **THE VILLAGE OF CHASE**

## Schedule 1 - Tangible Capital Assets

Year ended 31 December 2016

Tangible Capital Assets (notes 1, 3)									
	Land	Land Improvements	Buildings & Building Improvements	Vehicles, Machinery & Equipment	Roads, Bridges & Drainage	Water Infrastructure	Waste Water Infrastructure	Capital Works in Progress	Total
<b>Cost</b>									
Balance, beginning of year	\$ 6,591,932	1,492,071	12,840,247	6,013,736	8,016,248	4,526,054	3,949,135	126,222	43,555,645
Additions	245,330	28,780	577,418	445,532	111,198	-	-	1,769,100	3,177,358
Disposals	-	-	-	(254,222)	-	-	-	-	(254,222)
Transfer of costs, completed projects	-	-	-	-	-	-	-	(1,408,258)	(1,408,258)
Balance, end of year	6,837,262	1,520,851	13,417,665	6,205,046	8,127,446	4,526,054	3,949,135	487,064	45,070,523
<b>Accumulated Amortization</b>									
Balance, beginning of year	-	567,537	1,796,302	1,919,814	3,427,473	1,271,219	2,031,792	-	11,014,144
Disposals	-	-	-	(177,955)	-	-	-	-	(177,955)
Amortization expense	-	66,862	377,957	335,152	147,777	62,970	78,166	-	1,068,884
Balance, end of year	-	634,399	2,174,266	2,077,011	3,575,250	1,334,189	2,109,958	-	11,905,073
<b>Net book value, end of year</b>	<b>\$ 6,837,262</b>	<b>\$ 886,452</b>	<b>\$ 11,243,399</b>	<b>\$ 4,128,035</b>	<b>\$ 4,552,196</b>	<b>\$ 3,191,865</b>	<b>\$ 1,839,177</b>	<b>\$ 487,064</b>	<b>\$ 33,165,450</b>

# THE VILLAGE OF CHASE

## Schedule 1a - Tangible Capital Assets

Comparative information for Year Ended 31 December 2015

Tangible Capital Assets (notes 1, 8)									
	Land	Land Improvements	Buildings & Building Improvements	Vehicles, Machinery & Equipment	Roads, Bridges & Drainage	Water Infrastructure	Waste Water Infrastructure	Capital Works in Progress	Total
<b>Cost</b>									
Balance, beginning of year	\$ 6,591,932	1,325,125	9,632,949	4,013,262	7,959,662	2,932,302	3,949,135	6,524,780	42,929,147
Additions	-	166,946	3,207,298	2,250,186	56,586	1,593,752	-	876,210	8,150,978
Disposals	-	-	-	(249,712)	-	-	-	-	(249,712)
Transfer of costs, completed projects	-	-	-	-	-	-	-	(7,274,768)	(7,274,768)
Balance, end of year	6,591,932	1,492,071	12,840,247	6,013,736	8,016,248	4,526,054	3,949,135	126,222	43,555,645
<b>Accumulated Amortization</b>									
Balance, beginning of year	-	504,956	1,489,406	1,692,142	3,282,952	1,219,871	1,953,626	-	10,142,953
Disposals	-	-	-	(50,867)	-	-	-	-	(50,867)
Amortization expense	-	62,581	306,903	278,539	144,521	51,348	78,166	-	922,058
Balance, end of year	-	567,537	1,796,309	1,919,814	3,427,473	1,271,219	2,031,792	-	11,014,144
<b>Net book value, end of year</b>	<b>\$ 6,591,932</b>	<b>\$ 924,534</b>	<b>\$ 11,043,938</b>	<b>\$ 4,093,922</b>	<b>\$ 4,588,775</b>	<b>\$ 3,254,835</b>	<b>\$ 1,917,343</b>	<b>\$ 126,222</b>	<b>\$ 32,541,501</b>

# THE VILLAGE OF CHASE

## Schedule 2 - Summary of Segmented Information

Year ended 31 December 2016, with comparative information for 2015

	Budget (note 15)	2016	2015
<b>Revenue</b>			
Taxation (note 10)	\$ 1,653,300	\$ 1,643,313	\$ 1,631,420
Parcel taxes collected	-	-	301,877
Government transfers (note 11)	1,585,800	777,232	859,568
User charges	1,116,400	1,156,736	782,844
Other transfers	500	6,418	3,500
Development cost charges	124,000	-	-
Investment income	9,000	30,780	21,785
Other	2,000	22,995	10,325
<b>Total revenue</b>	<b>4,941,000</b>	<b>4,371,974</b>	<b>3,611,319</b>
<b>Expenses</b>			
Salaries and benefits	1,335,600	1,298,597	1,251,722
Grants in aid	89,500	86,109	99,515
Operating costs	1,344,600	1,211,720	1,241,317
Interest on debt	97,400	92,485	92,325
Other expenditures	46,200	33,467	135,701
Amortization	1,095,500	1,068,884	922,058
<b>Total expenses</b>	<b>4,008,800</b>	<b>3,791,262</b>	<b>3,742,638</b>
<b>Surplus (deficit)</b>	<b>\$ 932,200</b>	<b>\$ 580,712</b>	<b>\$ (131,319)</b>



# THE VILLAGE OF CHASE

## Schedule 2a - Taxes

Year ended 31 December 2016, with comparative information for 2015

	Budget	2016	2015
Taxes collected			
Municipal taxes	\$ 1,566,000	\$ 1,564,226	\$ 1,514,579
Taxes collected on behalf of others	1,816,600	1,749,784	1,771,687
Payment in lieu of tax	11,300	16,469	25,464
Utilities tax	38,000	38,693	37,849
Penalties and interest	38,000	24,146	53,472
Total taxes collected	3,469,900	3,393,318	3,403,051
Transfer of taxes to others			
Thompson Nicola Regional District	555,000	517,771	531,278
Thompson Regional Hospital District	194,000	194,506	190,695
Province of BC - school taxes	895,000	868,478	878,543
Province of BC - police taxes	138,000	137,356	138,304
BC Assessment Authority	34,500	31,809	32,729
Municipal Finance Authority	100	85	82
Total taxes transferred	1,816,600	1,750,005	1,771,631
Net taxes collected	\$ 1,653,300	\$ 1,643,313	\$ 1,631,420

# THE VILLAGE OF CHASE

## Schedule 2b - General Government

Year ended 31 December 2016, with comparative information for 2015

	Budget	2016	2015
Revenue			
User charges	\$ 41,600	\$ 52,585	\$ 44,363
Government transfers (note 11)	275,000	403,637	426,088
Other transfers	500	1,661	300
Investment income	9,000	15,883	15,161
Total revenue	326,100	473,766	485,912
Expenses			
Salaries and benefits	394,000	437,618	448,023
Grants in aid	26,000	22,546	51,006
Operating costs	197,200	183,199	180,496
Interest on debt	-	-	-
Amortization	15,800	13,319	18,868
Total expenses	633,000	656,682	698,393
Deficit	\$ (306,900)	\$ (182,916)	\$ (212,481)

# THE VILLAGE OF CHASE

## Schedule 2c - Protective Services

Year ended 31 December 2016, with comparative information for 2015

	Budget	2016	2015
Revenue			
User charges	\$ 12,200	\$ 15,502	\$ 10,943
Government transfers (note 11)	23,000	29,284	21,114
Other	-	-	3,200
Other revenues	-	80	-
Total revenue	35,200	44,866	35,257
Expenses			
Salaries and benefits	130,400	110,414	102,833
Operating costs	137,700	127,242	139,403
Interest on debt	-	-	130
Other expenditures	-	-	135,701
Amortization	46,000	46,052	45,334
Total expenses	314,100	283,708	423,401
Deficit	\$ (278,900)	\$ (238,842)	\$ (388,144)

# THE VILLAGE OF CHASE

## Schedule 2d - Planning and Development Services

Year ended 31 December 2016, with comparative information for 2015

	Budget	2016	2015
Revenue			
User charges	\$ 19,300	\$ 19,938	\$ 22,827
Government transfers (note 11)	-	(9,000)	1,123
Other transfers	-	4,757	-
Other revenues	-	7,385	-
Total revenue	19,300	23,080	23,950
Expenses			
Salaries and benefits	31,800	29,875	18,722
Grants in aid	13,500	13,563	13,509
Operating costs	53,500	52,563	27,482
Amortization	44,300	44,512	44,240
Total expenses	143,100	140,513	103,953
Deficit	\$ (123,800)	\$ (117,433)	\$ (80,003)

# THE VILLAGE OF CHASE

## Schedule 2e - Transportation Services

Year ended 31 December 2016, with comparative information for 2015

	Budget	2016	2015
Revenue			
User charges	\$ -	\$ 6,279	\$ 100
Government transfers (note 11)	-	-	-
Development cost charges	-	-	-
Other	-	15,530	-
Total revenue	-	21,809	100
Expenses			
Salaries and benefits	266,400	253,850	217,398
Operating costs	313,100	276,843	276,608
Interest on debt	-	244	660
Amortization	190,200	192,861	190,099
Total expenses	769,700	723,798	684,765
Deficit	\$ (769,700)	\$ (701,989)	\$ (684,665)

# THE VILLAGE OF CHASE

## Schedule 2f - Parks, Recreation and Culture

Year ended 31 December 2016, with comparative information for 2015

	Budget	2016	2015
Revenue			
User charges	\$ 29,200	\$ 34,920	\$ 23,832
Government transfers (note 11)	84,000	51,954	62,488
Contributed tangible capital assets (note 8(b))	450,000	734,500	-
Other	2,000	-	10,325
Total revenue	565,200	821,374	96,645
Expenses			
Salaries and benefits	199,100	199,411	191,277
Grants in aid	50,000	50,000	35,000
Operating costs	271,400	241,024	266,759
Interest on debt	6,300	6,641	5,935
Other expenditures	-	-	-
Amortization	213,400	206,993	187,813
Total Expenses	740,200	704,069	686,784
Surplus (deficit)	\$ (175,000)	\$ 117,305	\$ (590,139)



# THE VILLAGE OF CHASE

## Schedule 2g - Solid Waste Management

Year ended 31 December 2016, with comparative information for 2015

	Budget	2016	2015
Revenue			
User charges	\$ 230,200	\$ 225,201	\$ 222,210
Government transfers (note 11)	-	-	-
Total revenue	230,200	225,201	222,210
Expenses			
Salaries and benefits	72,700	79,118	72,733
Operating costs	79,300	75,878	83,291
Interest on debt	-	-	-
Other expenditures	46,200	33,467	-
Amortization	52,300	52,941	46,244
Total expenses	250,500	241,404	202,268
Surplus (deficit)	\$ (20,300)	\$ (16,203)	\$ 19,942

# THE VILLAGE OF CHASE

## Schedule 2h - Water Utility

Year ended 31 December 2016, with comparative information for 2015

	Budget	2016	2015
Revenue			
Parcel taxes	\$ -	\$ -	78,958
User charges	344,000	376,518	236,756
Government transfers (note 11)	4,800	3,112	345,755
Development cost charges	-	-	-
Investment income	-	10,001	4,521
Total revenue	348,800	389,631	665,990
Expenses			
Salaries and benefits	131,600	97,004	116,132
Operating costs	182,900	172,467	164,867
Interest on debt	69,500	64,000	64,000
Amortization	350,700	350,278	227,531
Total expenses	734,700	683,749	572,530
Surplus (deficit)	\$ (385,900)	\$ (294,118)	\$ 93,460

# THE VILLAGE OF CHASE

## Schedule 2i - Waste Water Utility

Year ended 31 December 2016, with comparative information for 2015

	Budget	2016	2015
Revenue			
Parcel taxes	\$ -	\$ -	222,919
User charges	428,500	411,839	209,727
Government transfers (note 11)	1,196,000	295,245	-
Development cost charges	124,000		-
Investment income	-	4,896	2,103
Total revenue	1,748,500	711,980	434,749
Expenses			
Salaries and benefits	97,900	78,950	73,052
Operating costs	95,400	66,928	90,540
Interest on debt	21,600	21,600	21,600
Amortization	164,600	143,762	143,763
Total expenses	379,500	311,240	328,955
Surplus	\$ 1,369,000	\$ 400,740	\$ 105,794

# THE VILLAGE OF CHASE

## Schedule 2j - Other Services

Year ended 31 December 2016, with comparative information for 2015

	Budget	2016	2015
Revenue			
User charges	\$ 11,400	\$ 13,954	\$ 12,086
Government transfers (note 11)	3,000	3,000	3,000
Total Revenue	14,400	16,954	15,086
Expenses			
Salaries and benefits	11,700	12,357	11,552
Operating costs	14,100	15,576	11,871
Amortization	18,200	18,166	18,166
Total Expenses	44,000	46,099	41,589
Deficit	\$ (29,600)	\$ (29,145)	\$ (26,503)



# Thompson-Nicola Regional District

THE REGION OF BC'S BEST

Department: Environmental Services



August 16, 2017

Village of Chase  
Box 440  
Chase, BC V0E 1M0

RECEIVED  
Village of Chase

AUG 29 2017

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

Attention: Joni Heinrich, Chief Administrative Officer

## **RE: Plastic Bag and Film Plastic Recycling Change**

At the July 20, 2017 Thompson-Nicola Regional District (TNRD) Board of Directors meeting, a resolution to remove and divert plastic bags and film plastic from the TNRD's mixed recycling program was adopted. This change is spreading throughout British Columbia and will occur region wide in the TNRD on September 5, 2017.

Mixed recycling will no longer be permitted to contain plastic bags and film plastic. The TNRD will accept plastic bags and film plastic if they are separated from the mixed recycling that is brought to TNRD solid waste transfer stations and eco-depots.

All TNRD transfer stations and eco-depots will have collection bins for customers to deposit plastic bags and film plastic into for recycling.

In efforts to communicate this change to regional businesses, First Nations and member municipalities, a communications plan has been developed. Promotional rack cards, posters and frequently asked questions (FAQ) documents are currently being distributed and can be made available to your organization upon request.

We recognize that this change will take some effort to introduce within some organizations and so please feel free to contact us early and often if we can be of assistance.

To receive the above noted communication material, please contact Jamie Vieira at (250) 377-8673 or [jvieira@tnrd.ca](mailto:jvieira@tnrd.ca).

Yours Truly,

Jake Devlin, P. Eng.  
Director of Environmental Services

JD/md  
Enclosure  
Cc: Manager of Environmental Services



## TNRD Mixed Recycling Change

### Frequently Asked Questions- Chase and Area

When does this change take effect?

September 5, 2017

Who will be affected by this change?

All residents of the TNRD outside of the City of Kamloops, including residents with curbside collection service. All residents of the TNRD who haul their own refuse and recycling directly to TNRD Eco Depots or Transfer Stations.

What will no longer be allowed in my mixed recycling?

All plastic bags such as grocery bags, sandwich bags, bags for dry cleaning, bread bags, produce bags, dry bulk food bags, and garbage bags of any colour (including clear and blue tinted clear bags).

All soft plastic wrap or packaging including overwrap for mattresses, food wrap, and outer bags for items like tissues or paper towels.

What about shredded paper? Can I bag that?

Yes. You can bag your shredded paper. This is the only exception where plastic bags will be allowed in your mixed recycling. Please ensure that only shredded paper is inside the bag.

How will this affect my curbside collection service?

It won't. If your recycling is collected at curbside in a cart, you can put items into the cart loose instead of bagged. Please ensure that you do not put plastic bags or plastic wrap in your curbside recycling collection cart.

Does this include the clear plastic "blue bag" as well?

Yes. You are still able to use the blue bags to bring your recycling to the Eco Depot or Transfer Station, but you will have to empty the contents of the bags in the mixed recycling bin or area.

What will I do with my mixed recycling at the Transfer Station or Eco Depot?

Bring your mixed recycling to the Transfer Station or Eco Depot loose in a reusable box, tote, or recycling bin, or continue to bring it a clear plastic bag. Once at the Transfer Station or Eco Depot, you will be instructed to empty the contents of your container or bag in the designated recycling area or bin.

You will then have the option of depositing your plastic bags or wrap in a separate bin so that they can be recycled. Please do not put any plastic bags or wrap in the mixed recycling area.

Why is this change happening? Why can't things stay the same?

Communities across BC are becoming part of Recycle BC (formerly MMBC). With the prevalence of this program, many recycling facilities have been required to upgrade their sorting lines. Their new equipment cannot process plastic bags when mixed in with other materials. In response to this, the TNRD has to change the mixed recycling program in order to divert plastic bags and plastic wrap. **These items can be recycled separately at TNRD Transfer Stations and Eco Depots- they just can't be included in your mixed recycling any longer.**

## So, what CAN go in the TNRD mixed recycling?

You can still include the following items in your TNRD mixed recycling:

- Pulp board and paper fibre products
- All printed paper
- Metal/tin containers
- Boxboard
- Cardboard
- Plastic containers #1-7

There are many other items that are recyclable at TNRD Transfer Stations and Eco Depots. Contact the TNRD for details on what can be accepted for recycling at the TNRD facility nearest you.

## What can I do with my plastic bags?

- Recycle them!
  - Recycle them separately from your mixed recycling at any TNRD Transfer Station or Eco Depot
  - **Chase: Plastic bags are not accepted at the Village of Chase recycling depot located behind the Art Holding Memorial Arena, but can be brought to the North Shuswap Bottle Depot located at 120 Aylmer Rd.**
  - Check with your grocery store to see if they have a “take back” program for plastic bags
  - Ask your local bottle depot if they recycle plastic bags
- Reuse them!
  - to clean up after your pets
  - as garbage bags in your smaller garbage cans or in your vehicle
  - to pad parcels for shipping
  - as grocery bags
- Reduce the amount of plastic bags you have by carrying reusable bags or totes instead

Am I allowed to throw plastic bags and plastic wrap in my household garbage? Will I be penalized in some way?

Although there are many other options for your plastic bags, you are also able to include them in your household garbage.

For more information or clarification, please check the TNRD website at [tnrd.ca](http://tnrd.ca), contact the TNRD at 250 377 8673, or email [recyclenow@tnrd.ca](mailto:recyclenow@tnrd.ca).





## Joni Heinrich

---

**From:** ChaseBC  
**Sent:** August-22-17 1:25 PM  
**To:** Joni Heinrich  
**Subject:** FW: Elimination of the Municipal Officers' tax free expense allowance  
**Attachments:** SLRD Information Report - 2017 Federal Budget.pdf

**From:** southern interior local government [<mailto:yoursilga@gmail.com>]

**Sent:** Tuesday, August 22, 2017 1:18 PM

**To:** Carolyn Black; christy malden; City Of Armstrong; City Of Enderby; City Of Kamloops; City Of Kelowna; City Of Merritt; City Of Penticton; City Of Revelstoke; City Of Salmon Arm; City Of Vernon; CSRD; District Of Barriere; District Of Clearwater; District Of Coldstream; District Of Lake Country ...; District Of Lillooet; District Of Logan Lake; District Of Peachland; District Of Sicamous; District Of Summerland; District Of West Kelowna; RDCO; RDNO; Rebecca Narinesingh; Sharon Thompson; SLRD; Sun Peaks Resort Municipality; TNRD; Town Of Oliver; Town Of Osoyoos; Town Of Princeton; Township Of Spallumcheen; Village Of Ashcroft; Village Of Cache Creek; ChaseBC; Village Of Clinton; Village Of Keremeos; Village Of Lumby; Village Of Lytton

**Subject:** Elimination of the Municipal Officers' tax free expense allowance

Good afternoon,

Please forward to both council and staff.

The attached letter was brought to SILGA's attention from the SLRD.

The Federal Budget is proposing the elimination of the 1/3 tax free expense allowance for local government officials. This change will impact mayors, councillors and directors directly on their net taxable income.

SILGA would like feedback from its members on how we should proceed with this issue. If you have any comments, please forward them to the SILGA office by email by Sept 12th.

Thanks, Alison

--

Alison Slater, Executive Director

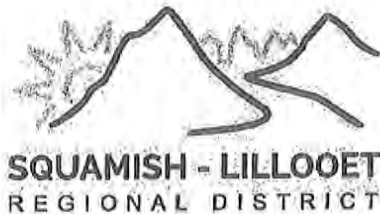
SILGA

PO Box 27017 Cityview PO

Kamloops, BC V2E 0B2

[250-851-6653](tel:250-851-6653)

[www.silga.ca](http://www.silga.ca)



## Information Report 2017 Federal Budget Highlight – Elimination of the Municipal Officers' Expense Allowance

Date of Meeting: Board of Directors – June 28, 2017

### Key Information:

On March 22, 2017, the Canadian federal budget for the fiscal year 2017 was presented to the Canadian House of Commons. This budget includes several changes that the federal government feels enhance the fairness in the tax system and also improves its efficiency and effectiveness.

From the Budget paper – "Building a Stronger Middle Class #Budget2017":

*"The Government remains committed to building a fair tax system that benefits the middle class and those working hard to join it. The review of federal tax expenditures identified opportunities to make existing tax measures more effective, equitable and accessible to Canadians. The review also found a number of tax measures that could be eliminated because they are inefficient or no longer relevant. In other cases, the review identified tax changes that could improve consistency in the treatment of similar kinds of income and the consistency of tax measures with other priorities of the Government and current economic conditions. The measures proposed in Budget 2017 will lead to a simpler and fairer tax system."*

*"Budget 2017 also makes changes to improve consistency in the treatment of similar kinds of income and the consistency of tax measures with other priorities of the Government and current economic conditions."*

*"Remove the tax exemptions for non-accountable expense allowances paid to members of provincial and territorial legislative assemblies and to certain municipal office-holders. This exemption is only available to certain provincial, territorial and municipal office holders, and provides an advantage that other Canadians do not enjoy."*

One of the items mentioned in the budget that will have an impact to the SLRD Board of Directors is the elimination of the 1/3 non-accountable expense allowances paid to Board members.

Currently 1/3 of the annual stipends and meeting fees paid to Directors and alternate Directors are deemed tax-free. As such, if a Director is paid a total combined amount in meeting fees and stipends totalling \$30,000 for a calendar year, \$10,000 will be deemed to be for expenses, resulting in \$20,000 being deemed taxable income and taxable, and the \$10,000 "expense" portion would be a tax-free allowance in the hands of the Director.

Effective January 1, 2019, this tax-free allowance will be eliminated, resulting in the full \$30,000 noted above being considered taxable income, resulting in an increased tax burden to all Directors. Expenses reimbursed supported by receipts (i.e. mileage, cell phone expenses, etc.) will still remain a non-taxable benefit to Directors.

Submitted By: Kevin Welsh, Senior Accountant

Approved By: Lynda Flynn, CAO



# Raise-a-Reader



Dear Mayor and Council

The Raise a Reader Committee is eagerly making preparations for Chase's 8th annual Raise-a-Reader campaign scheduled for

**Tuesday, September 26th, 2017 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 26th, volunteers from local organizations, sports teams of the community will join together 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 in an effort 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, Chase Hampers
- ❖ Adult computer classes
- ❖ Christmas Hampers and Reading with Santa
- ❖ Family Literacy Week- Free Family Skate and Crafts

**Volunteers:**

We need volunteers on the morning of Sept 26th 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