



AGENDA

Regular Meeting of the Council of the Village of Chase held in the
Community Hall at 547 Shuswap Avenue, Chase, BC
on Tuesday, December 8, 2020 at 4:00 p.m.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Resolution:

“THAT the December 8, 2020 Village of Chase Regular Council meeting agenda be adopted as presented.”

3. ADOPTION OF MINUTES

3.1 Minutes of the Regular meeting of Council held November 24, 2020 Pages 1-7

Resolution:

“THAT the minutes of the Regular meeting of November 24, 2020 be adopted as presented.”

4. PUBLIC HEARINGS

None

5. DELEGATIONS

6.1 Housing Needs Assessment Report Pages 8-16 Mr. Dylan Houllihan, Urban Systems Ltd., will present Chase's Housing Needs Assessment report

6.2 Chase and District Curling Club Pages 17-19 Blaine Covington and Don Erno will represent the Chase Curling Club

6. PUBLIC INPUT ON CURRENT AGENDA ITEMS

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

7. REPORTS

a) Mayor and Council Reports

b) Staff Reports Pages 20-27

8. UNFINISHED BUSINESS

8.1 Housing Needs Assessment Report Pages 28-73

Recommendation:

“THAT Council adopt the Housing Needs Assessment Report.”

- 8.2 Commercial Business Fire Code Inspections Pages 74-75
This bylaw has received first 3 readings

Resolution:

“THAT Village of Chase Fire Department Establishment and Regulation Amendment Bylaw No. 894-2020 be adopted.”

- 8.3 Fees & Charges Amendment Bylaw Pages 76-81
This bylaw has received first 3 readings

Resolution:

“THAT Village of Chase Fees and Charges Amendment Bylaw No. 895-2020 be adopted.”

- 8.4 Covid-19 Public Health Officer Updates – Community Hall, Creekside Centre
At the November 24, 2020 Regular meeting, Council resolved to close both the Community Hall, and Creekside Seniors Centre except for meetings until December 7, 2020. Council could choose to extend these closures.

Recommendation:

Council direction requested

- 8.5 Skatepark Lighting – Chase Lions Proposal Page 82
Report from the CFO and Manager of Public Works

Recommendation:

Council direction requested

9. NEW BUSINESS

- 9.1 2021 Council Appointments Page 83

Recommendation:

Council direction requested

- 9.2 2021 Council Meeting Schedule Pages 84-86
Report from the Corporate Officer

Recommendation:

“THAT Council adopt the 2021 Council meeting schedule as presented.”

- 9.3 FCABC Road Rescue Grant Opportunity Pages 87-88
Verbal report from Administration

Recommendation:

Council direction requested

10. NOTICE OF MOTION

10.1 Notice of Motion from Mayor Crowe

Page 89

11. IN CAMERA

Resolution:

“THAT Council recess to an In Camera meeting pursuant to Section 90 (1) of the Community Charter, paragraph (k), negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.”

12. RELEASE OF IN CAMERA ITEMS

None

13. ADJOURNMENT

Resolution:

“THAT the December 8, 2020 Village of Chase Regular Council meeting be adjourned.”



Minutes of the Regular Meeting of the Council of the Village of Chase
held at the Chase Community Hall, 547 Shuswap Avenue on
Tuesday, November 24, 2020 at 4:00 p.m.

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

In Attendance: Joni Heinrich, Chief Administrative Officer
Sean O'Flaherty, Corporate Officer
Joanne Molnar, Chief Financial Officer
Joe Matias, Manager of Public Works
Brian Lauzon, Fire Chief

Public Participants: 8

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by Councillor Scott

Seconded by Councillor Lauzon

"THAT the November 24, 2020 Village of Chase Regular Council meeting agenda be adopted as presented."

CARRIED

#2020/11/24_001

3. ADOPTION OF MINUTES

3.1 Regular Meeting held November 10, 2020

Moved by Councillor Maki

Seconded by Councillor Torbohm

"THAT the minutes of the November 10, 2020 Regular Meeting of Council be adopted as presented."

CARRIED

#2020/11/24_002

4. PUBLIC HEARINGS

None

5. DELEGATIONS

5.1 TNRD's Invasive Plant Member Municipality Service

Jamie Viera, Manager of Environmental Services, TNRD and Coleen Hougen, Invasive Plant Management Coordinator, TNRD explained the TNRD's invasive plant program proposed for member municipalities through an amendment to the existing service establishment bylaw. If the Village were to participate the cost to the Village would be 2.5% towards the annual costs of operating the program. The program consists of land owner assistance by way of a rebate program for costs associated with the eradication of invasive plants on private property, sprayer loan-out program, biological control (insects) and private land consultations. In addition the program extends education and outreach to those jurisdictions participating, and coordinate multi-party collaboration on invasive plant management in the region.

5.2 Chase Chamber of Commerce

The Board of Directors, of the Chase Chamber of Commerce reported to Council on their 2020 activities:

- Visitor Centre & Tourism Services – the Chamber reported on the number of visitors they served in 2020, the fact that more virtual conversations and phone calls were dealt with than in previous years, that there were more visits to the Chase centre as the Kamloops and Salmon Arm Visitor Centres were closed most of the year, that support to community groups was provided, and a brochure box was added to the trailhead to Scatchard Mountain trail
- Covid-19 Economic and Visitor Response – members of the Chamber Board participated in discussions with other groups to assist businesses with funding and other support opportunities available and to assist in marketing local businesses
- Ongoing Improvements & Future Project – the Chamber reported that they along with the Chase Lions Club spent time cleaning up the old rest area at the base of Chase Creek Falls, and made some suggestions for improvements at that location

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

Carolyn Parks-Mintz, of 813 Okanagan Avenue, regarding item 9.5, identified herself as being the advertorial writer, and explained the 3-way cost sharing between the business, the Village, and the Sunflower in covering her writing fees.

Ms. Parks-Mintz, regarding item 8.1, stated that Council had flip-flopped on the matter of the operator of the RV Park. She said that transparency is expected and warranted.

Len MacLean of 371 Juniper Street, regarding item 8.2, asked if residential buildings were included in the bylaw.

The Corporate Officer responded stating that only commercial buildings fall under the authority of the bylaw.

Karen Bassett, of 564 Lakeshore Drive, regarding item 9.2, stated that Room B was opened by Council for the Lions yet the Hamper Society has occupied the room and blocked the door with fridges.

7. **REPORTS**

a) Mayor and Council Reports

Mayor Crowe

- November 16 – Attended a Special meeting of Council
- November 19 – Attended a TNRD Board of Directors meeting where the Board unanimously resolved to remove the restrictive covenant from the Chase Arena lands freeing up a portion of the land for the Oncore seniors housing project
- November 23 – Attended a Chase Hamper Society Board meeting

Councillor Lauzon

- November 11 – Attended the Chase Legion's outdoors Remembrance Day ceremony
- November 15 – Assisted at the Chase Hamper Society in preparing for a significant increase in the need for food hampers this year
- November 16 – Attended a Special meeting of Council

- November 23 – Attended a Chase Hamper Society Board meeting
- November 23 – spoke with the Chase Lions regarding how to proceed with the Lion's proposed lighting project at the skatepark

Councillor Maki

- November 11 – Attended the Chase Legion's outdoors Remembrance Day ceremony
- November 16 – Attended a Special meeting of Council
- November 23 - Met with Mr. Endean with Chamber regarding item 9.5 on our agenda
- November 23 - Spoke with both Richard Waugh and Sean O'Flaherty regarding PHO Order
- November 23 - Spoke with Brent Zaharia, Kamloops Health Officer regarding PHO Order
- November 24 - Met with Chair of Chase Country Christmas regarding the parade and Mr. Zaharia's recommendations
- November 24 - Met with a member of the Shuswap Tourism Advisory Committee regarding upcoming meeting

Councillor Scott

- November 16 – Attended a Special meeting of Council
- Citizens on Patrol are now on hiatus until the Spring of 2020

Councillor Torbohm

- November 16 – Attended a Special meeting of Council
- Reviewed agenda, responded to emails, met with staff and local citizens as required

Moved by Councillor Scott

Seconded by Councillor Lauzon

“THAT the reports from Council members be received for information.”

CARRIED

#2020/11/24_003

8. UNFINISHED BUSINESS

8.1 Mayor's Reconsideration – Lions RV Park Lease

Moved by Mayor Crowe

Seconded by Councillor Scott

“THAT the resolution of Council September 16, 2019 to award a 2 year contract to the Lions Club for the Mill Park RV park lands and to put the lease out to a Request for Proposals by November 30, 2020 be rescinded; AND,

“THAT the Chase Lions Club be awarded an exclusive lease of the lands known as the Mill Park RV park lands for the operation of an RV park and that the lease be in effect until December 31, 2026, requiring annual reporting from the Lions to Council, and having renewal terms be reviewed by Council and the Lions Club in or around February 2026.”

CARRIED

MAKI OPPOSED

#2020/11/24_004

8.2 Commercial Business Fire Code Inspections

Moved by Councillor Maki

Seconded by Councillor Scott

"THAT Village of Chase Fire Department Establishment and Regulation

Amendment Bylaw No. 894-2020 be given first reading."

CARRIED

#2020/11/24_005

Moved by Councillor Torbohm

Seconded by Mayor Crowe

"THAT Village of Chase Fire Department Establishment and Regulation

Amendment Bylaw No. 894-2020 be given second reading."

CARRIED

#2020/11/24_006

Moved by Councillor Scott

Seconded by Councillor Lauzon

"THAT Village of Chase Fire Department Establishment and Regulation

Amendment Bylaw No. 894-2020 be given third reading."

CARRIED

#2020/11/24_007

8.3 Fees & Charges Amendment Bylaw

Moved by Councillor Torbohm

Seconded by Councillor Maki

**"THAT Village of Chase Fees and Charges Amendment Bylaw No. 895-2020 be
given first reading."**

CARRIED

#2020/11/24_008

Moved by Mayor Crowe

Seconded by Councillor Scott

**"THAT Village of Chase Fees and Charges Amendment Bylaw No. 895-2020 be
given second reading."**

CARRIED

#2020/11/24_009

Moved by Councillor Lauzon

Seconded by Councillor Maki

**"THAT Village of Chase Fees and Charges Amendment Bylaw No. 895-2020 be
given third reading."**

CARRIED

#2020/11/24_010

8.4 Shuswap Economic Development Society

Moved by Councillor Maki

Seconded by Mayor Crowe

**"THAT the Village of Chase participate in the Shuswap Economic Development
Society under a 1-year trial period."**

DEFEATED

LAUZON, SCOTT, TORBOHM OPPOSED

#2020/11/24_011

Moved by Councillor Scott

Seconded by Councillor Lauzon

**"THAT Council meet with the Chase Chamber of Commerce Board of Directors
to discuss potential participation in the Shuswap Economic Development
Society."**

CARRIED

#2020/11/24_012

9. **NEW BUSINESS**

9.1 2021 Local Government Infrastructure Planning Grant Application

Moved by Mayor Crowe

Seconded by Councillor Maki

"THAT Council approves the submission of a grant application, for a maximum total amount of \$30,000, under the 2020/21 Local Government Infrastructure Planning Grant Program, to complete a drainage and slope stability feasibility study focused on the Bay Drive and Montgomery Place area."

CARRIED

#2020/11/24_013

9.2 Chase Christmas Hamper Society– Community Hall Usage

Moved by Councillor Maki

Seconded by Councillor Scott

"THAT the Chase Christmas Hamper Society be granted use of Room B in the Community Hall at no cost."

CARRIED

#2020/11/24_014

9.3 Chase Country Christmas Fundraiser

Moved by Councillor Maki

Seconded by Councillor Lauzon

"THAT Council purchase a 6 foot Christmas tree at a cost of \$100, such tree to be placed in the former Nationwide Appliance Plus store at 709 Shuswap Avenue."

CARRIED

#2020/11/24_015

9.4 Covid-19 Public Health Officer Directive from November 19, 2020

Moved by Mayor Crowe

Seconded by Councillor Scott

"THAT the Community Hall be closed to all activities until midnight December 7, 2020."

Moved by Councillor Scott

Seconded by Councillor Lauzon

"THAT the motion to close the Community Hall to all activities until midnight December 7, 2020 be amended to allow for meetings."

CARRIED

#2020/11/24_016

A vote was called on the original motion and it was:

CARRIED

#2020/11/24_017

Moved by Mayor Crowe

Seconded by Councillor Lauzon

"THAT the Chase Creekside Seniors hall be closed to all activities except meetings until midnight December 7, 2020."

CARRIED

#2020/11/24_018

Moved by Councillor Scott

Seconded by Councillor Tiorbohm

"THAT staff members be permitted to work from home until January 4, 2021."

Moved by Councillor Scott
Seconded by Councillor Torbohm

"THAT the motion to allow senior staff members to work from home until January 4, 2021 be amended to read that the CAO be subject to working only in the office."

CARRIED
#2020/11/24_019

A vote was called on the original motion and it was:

CARRIED
#2020/11/24_020

Moved by Councillor Scott
Seconded by Councillor Lauzon

"THAT Council meetings be held virtually."

DEFEATED
CROWE, LAUZON, SCOTT TORBOHM OPPOSED
#2020/11/24_021

9.5 Proposal for Advertorials – Promotion of Local Businesses

Moved by Councillor Scott
Seconded by Mayor Crowe

"THAT Council contribute a total of \$400 towards the advertorial collaboration between the Village, the Chase Sunflower, and the advertorial writer."

CARRIED
#2020/11/24_022

10. **NOTICE OF MOTION**

None

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

James Mintz, of 813 Okanagan Avenue, regarding the Highway #1 project through Chase, wanted some answers on emergency vehicle movements under the new configuration.

Mayor Crowe responded by saying that the Ministry has not shared their design with the Village and has indicated they have not finalized their design.

Karen Bassett, of 564 Lakeshore Drive, regarding lighting for the skateboard park, is interested in Council's support for the project. The Lions are committed to funding the project.

Moved by Councillor Scott
Seconded by Councillor Lauzon

"THAT Administration review the Lion's skatepark lighting proposal and bring back a report containing future maintenance obligations and costs to an upcoming meeting."

CARRIED
#2020/11/24_023

12. **RELEASE OF IN CAMERA ITEMS**

None

13. IN CAMERA

Moved by Councillor Scott

Seconded by Councillor Lauzon

"THAT Council recess to an In Camera meeting pursuant to Section 90 (2) (b) negotiations between the municipality and a provincial government or the federal government or both and Section 90 (1) (c) Labour Relations."

CARRIED

#2020/11/24_024

14. ADJOURNMENT

Moved by Councillor Scott

Seconded by Councillor Lauzon

"THAT the November 24, 2020 Village of Chase Regular Council meeting be adjourned."

CARRIED

#2020/11/24_025

The meeting concluded at 7:56 p.m.

Rod Crowe, Mayor

Sean O'Flaherty, Corporate Officer

VILLAGE OF CHASE HOUSING NEEDS ASSESSMENT

Presentation to Council

URBAN
SYSTEMS

PRESENTATION PURPOSE

- Provide a summary of the Housing Needs Assessment project
- Summarize key findings
- Discuss potential implications for Chase



PROJECT BACKGROUND

- Funded by UBCM
- Intended to meet Local Government Act requirements:
- Municipalities have to develop a housing needs assessment reports
- First edition needs to be prepared by April 2022
- Updated every 5 years thereafter
- Must include:
 - Statements about key areas of local need, including affordable housing, rental housing, special needs housing, seniors housing, family housing, and shelters and housing for people at risk of homelessness
 - The number of housing units required to meet current and anticipated housing needs for at least the next five years, by housing type. Housing 'type' is defined as dwelling size (number of bedrooms)
 - The number and percentage of households in core housing need and extreme core housing need

HOUSING NEEDS ASSESSMENT INCLUDES:

- Overview of existing relevant policy
- Community demographics and population trends
- Community income and economic profile
- Current housing profile (housing types, renters/owners, values, and core housing need)
- Review of community engagement (done as part of OCP process)
- Gap analysis (ownership, rentals, homelessness etc.)
- Summary and next steps



CURRENT HOUSING SITUATION

- 72% of housing is single detached housing
- 53% of housing units constructed pre-1980
- 86% of households own their dwellings
- 79% of households are one or two person households
- Significant lack of rental housing
- Low amount of non-market housing
- Hard to get a handle on # of Chase residents on waitlists for affordable housing
- Growth in housing
 - Whitfield Landing area
 - Cedar Flats Estates – townhouse development
 - Potential apartment building

HOUSING INFLUENCES

- Population change
- Aging of population
- Chase lifestyle
- Latent demand for housing from people moving to Chase
- Affordability relative to Kamloops
- 4-laning of highway



HOUSING INFLUENCES

- Core Housing Needs based on 3 criteria
- Suitability – having enough bedrooms for the size of the households
 - 1% of households living in unsuitable housing
- Adequacy – need for major repairs in the housing
 - 8% of households experience inadequate housing
- Affordability – measures housing cost against income with levels above 30% being unaffordable
 - 18% of households experience unaffordability
- Meeting one of these benchmarks and also meeting a relative shelter cost-to-income threshold indicates core housing needs
 - 14% of households experience core housing need

HOUSING GAP ANALYSIS

- Smaller housing units to provide alternatives for older people downsizing
- Smaller housing units (rental and ownership) for younger people starting new households
- More affordable market housing to provide manageable home ownership opportunities
- More rental units
- Long-term care housing



WHAT CAN THE VILLAGE DO?

- Market land available for development
- Continue to enable the development of secondary suites and carriage houses
- Encourage the diversification of housing in Chase
- Work with community organizations to access funding for affordable housing projects
- Advocate for greater housing supports in Chase





Box 363, 227 Wilson Street
Chase, BC V0E1M0

November 24, 2020

Village of Chase
Chase, BC

We are writing to you on behalf of the Chase and District Curling Club in regards to possible funding available from the Village of Chase. Our club is a volunteer run organization that provides much needed sporting and social opportunities to the residents of Chase and the surrounding area.

Like a lot of clubs in smaller communities we have had to be creative in finding ways to make ends meet in recent years. The Covid -19 pandemic has added to this challenge. We were able to develop a plan to allow our members to return to curl safely this fall. Our curling league participation has increased by approximately 25% this year, but a number of revenue sources have been lost because of Covid restrictions. We're not able to open our concession or host our monthly pancake breakfasts and we're not scheduling bonspiels this season, or hosting weddings and banquets.

The club does not have paid staff, all operations and most maintenance is done by volunteers. The Village of Chase owns the facility but we pay for all operating expenses.

The club has been running a deficit for some time and has been making this up with funds that were built up in the past. Even with the increase of league participants we are projecting a deficit of over \$20,000 for this season. The main sources of revenues this year are memberships and league fees, advertising, our provincial gaming grant, and thankfully for this year a contribution from the Lions Club.

Over the past number of years membership has declined and corresponding revenue. Expenses, of course, have not declined. We believe the curling club is a valuable asset for the community and the goal of our board is to get the club back to a position where revenues are covering annual expenses. But without significant annual funding, the club will have to close down operations.

Our request to the Village is for annual deficit funding up to a maximum of \$20,000. Hopefully, when we get back to pre-covid operations, our annual funding input from the Village would be less.

Thank you for your consideration of our request.

Sincerely
Blaine Covington and Don Erno, on behalf of the Board of the Chase Curling Club

2020 Cash Projection October 10

Cash In					\$ 20,000.00	
		Fee	% 2 Leagues	% 1 League		
Revenue:	#					
Tuesday Stick	16	365	0.3		\$ 1,752.00	
	16	275		0.7	\$ 3,080.00	
Wednesday Open	32	365	0.3		\$ 3,504.00	
	32	275		0.7	\$ 6,160.00	
Friday Open	20	365	0.3		\$ 2,190.00	
	20	275		0.7	\$ 3,850.00	
Total League						\$ 20,536.00
Advertising					\$ 1,500.00	
Grant					\$ 6,000.00	
Total Revenue					\$ 28,036.00	

Expense:						
Ice Repairs					\$ 2,400.00	
Ice Power					\$ 24,000.00	
Operating					\$ 14,000.00	
Admin					\$ 3,400.00	
Total Expense					\$ 43,800.00	

Cash Out \$ 4,236.00

Cash Projections for Fiscal 2021

Cash-In June 30, 2020

\$ 23,800.00

Revenue

League Fees as at October 31-2020

Memberships	\$ 4,762.00
League Fees	\$ 8,324.00

50

Total

\$ 13,086.00

Other

Advertising	\$ 2,762.00
Community Gaming	\$ 6,000.00
Facility Rental	\$ -
Pancake Breakfast	\$ -
Lions - one time donation	\$ 5,000.00
Bonspiels	\$ -
Bar	\$ 1,200.00
Concession	\$ -
Locker rentals	\$ -

Total

\$ 14,962.00

Total Projected Revenue

\$ 28,048.00

Expense

Cost of Goods Sold

Bar	\$ 600.00
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\$ 600.00

Operating Expense

Ice Plant Repairs	\$ 2,400.00
Ice Plant Power	\$ 24,000.00
Cleaning supplies	\$ 500.00
Other Repairs	\$ 1,500.00
Nat Gas	\$ 6,800.00
Other Power	\$ 4,000.00
Water sewer garbage	\$ 1,500.00

Total

\$ 40,700.00

Admin Expense

Licenses permits	\$ 400.00
Advertising	\$ 300.00
Bank	\$ 80.00
Computer, Network	\$ 300.00
Rent	\$ 250.00
Insurance	\$ 2,300.00

Total

\$ 3,630.00

Total Projected Expense

\$ 44,930.00

Cash-out June 30, 2021

\$ 6,918.00



VILLAGE OF CHASE

Memorandum

Date: December 3, 2020
To: Mayor and Council
From: CAO
RE: Report of Tasks from November 6, 2020 to December 3, 2020

Various Tasks Performed

- Met with Corporate Officer and representative from Chase Evangelical Free Church regarding impacts of Highway 1 upgrades
- Worked with office staff member to fine tune Covid-19 Safety Plan
- Review and approved invoices for various purchases
- Met with Manager of Public Works and Union President regarding staffing matters
- Provided highlights of Council's November 24, 2020 meeting to the Sunflower
- Met with TRUE consulting engineers to discuss various issues relating to highways construction projects
- Reviewed reports to Council from senior management staff
- Provided information to Council on various issues including upcoming meetings, workshops, and operational matters
- Met with Senior Management team and MOTI staff regarding various technical issues relating to highways construction
- Weekly meetings with Senior Management team to operationalize Council directions and discuss other operational matters needing to be dealt with
- Responded to queries from the public on various municipal matters

Regular duties and responsibilities including:

- Oversee agenda production, reviewed minutes, assisted with follow up correspondence
- Ensure appropriate enquiries and issues come before Council for Council direction
- Ensure regular sharing of information to staff members regarding Council meetings and decisions
- Providing support to all staff on day to day operational matters
- Provide information to the public via various media regarding Council actions, operational issues and changes to procedures
- Receive and distribute all incoming mail, manage email enquiries to general mailbox and delegate matters as required
- Respond to various queries from the public regarding Council directives, policy and procedural matters, in-person meetings with members of the public
- Authorized, with the Mayor, payroll and accounts payable transactions

Respectfully submitted,



VILLAGE OF CHASE

Memorandum

Date: 4 December 2020

To: Mayor and Council

From: Sean O'Flaherty, Corporate Officer

RE: Activities undertaken from November 9, 2020 to December 4, 2020

Regular Duties:

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

Other Duties/Activities During the Reporting Period:

- Weekly discussions with MOTI regarding Trans-Canada Highway
- Daily discussions internally and with consultant regarding Trans-Canada Highway
- Working with Cedar Flats developer on various matters
- Assisted in coordinating some electrical work at the office, including new powered door
- Working on the draft OCP
- Working on the draft Housing Needs Report
- Analyzing latest civil drawings for highway expansion
- Assisted in coordinating 2 fence repairs, one to allow unimpeded access to a hydrant
- Processed 1 Building Permit
- Processed 8 comfort letters
- Processed 1 Freedom of Information request
- Prepared package to TNRD Board for their consideration of removing a restrictive covenant in preparation for the Oncore senior's housing project
- Met with TRUE Consulting regarding a number of ongoing projects
- Discussed land and building matters with owner of burned house at 1162 Shuswap Ave
- Prepared DVP 1-2020 issuance letter and prepared form to register on title
- Prepared and issued referrals for DVP 2-2020
- Attended the 2020 Canadian Institute of Planners Conference November 17-20
- Met with contracted staff regarding 2021 renewals

- Working on an Active Transportation proposal for upcoming grant application
- Improvements of A/V system at the Community Hall are 100% completed
- Working with architect on senior's housing project
- Met with Tyler Harper regarding impacts from the Hwy #1 changes
- Met with Maureen of the Chase Christmas Hamper Society regarding the Hall

Bylaw Enforcement

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

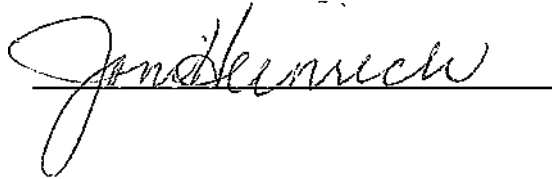
Dog Control

- Dog control matters are normal. There were 2 dogs in the pound and a few happy pet-owner reunions

Respectfully submitted,



Approved for Council Consideration by CAO





VILLAGE OF CHASE

Memorandum

Date: December 3, 2020

To: Council

From: CFO

RE: November 2020 Report

Regular Duties

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

Budget, Property Taxes & Financial Reporting

- Reconcile HOG and submit ETAX statement.
- Reconcile property tax deferrals and notify previous year participants of outstanding property taxes.
- Participated in GFOA webinar regarding HOG centralization program for 2021
- Met with fire chief regarding 2021 Road Rescue budget and Fire department capital budget items.


Grant Applications, Implementation and Reporting

- Prepared Budget Forecast and Periodic Progress Report for Willson Park Footbridge Project.
- Research Infrastructure & Planning grant and prepared report to Council regarding Bay Drive and Montgomery grant option.
- Update Evacuation Route Planning grant application
- Update FCM Roads Conditional Assessment grant application
- Research new grant opportunity announcements

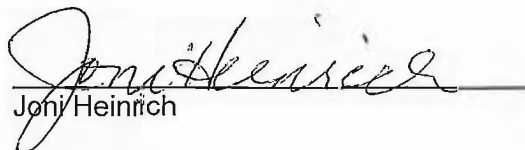
Other

- Participated in MOTI meetings.
- Drafted and finalized RFP for purchase of fire truck
- Pack up 2019 files for basement storage
- Summarize utility information for Chabelos
- Prepared BC Hydro costing for Skate Park lighting project

Respectfully submitted,


Joanne Molnar

Approved for Council Consideration by CAO


Joni Heinrich



VILLAGE OF CHASE

Memorandum

Date: December 01, 2020
To: Mayor and Council
From: Public Works Manager
RE: Public Works Operations Update

Utilities

On November 02/2020, a fire hydrant at Shuswap west was flushed at the dead end of the distribution system, due to a water quality complaint from the business owner at A&W. There were no visible indicators of poor water quality conditions found from our utility operator observations and no further complaints were brought to our attention. An electrical revision was made at the Mill Rd. lift station by a local certified electrician, to address the compromised electrical conduit for the lift station electric motor cables. New conduits have been installed in accordance with the required electrical code and any future lift pump maintenance that requires retrieval. On Nov.19/2020, I attended the AGM Water Supply Association webinar which consisted of six technical presentations on a variety of relevant water topics.

Parks and Recreation

On Nov.13/2020 the seasonal 9 month full time Parks laborer's and temporary Parks staff were laid off and expected to resume their positions in February 2021. The annual Christmas decorations on the downtown light standards were completed by the Public Works staff by Nov.17/2020. Some of the reported dead fall from the 2020 Dyke Inspection had been removed from specific areas of the Chase Creek areas by the Public Works staff. The remaining dead fall will require more specific equipment to complete but continuous monitoring will continue to ensure no safety concerns or obstruction to the Chase Creek flows.

Roads and Drainage

The 2020 Dyke Inspection was completed for the Chase Creek by the Public Works Manager and some of the Public Works staff which was submitted to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development on Nov.06/2020. Two speed signs of 50 km/hr were installed by Public Works on Aylmer Rd. on the north and south ends starting at VLA road, due to several complaints by residents in the area.

I have been participating in the weekly M.O.T.I. management meetings on a regular basis regarding the new highway proposal. Public Works assisted in providing road signage and traffic pylons for the Remembrance Day and the Interior Health Flu clinic in the month of November.

Solid Waste and Recycling

On Nov.18/2020, cross training of operating the garbage recycle truck was conducted with our Public Works Equipment Operator 1 for six days to provide additional cross coverage for holiday relief. Further discussions took place with the Environmental Services Coordinator from TNRD and Village of Chase Management to implement the final transition plan for Recycle BC and ongoing expectations of rolling out in the New Year. On Nov.25/2020, the regular garbage truck equipment operator sustained a job loss injury resulting from a fall when exiting the passenger side of the truck. A WorkSafe BC Form 6A was filled out by the Public Works Manager on the morning of Nov.26/2020 when notified. Further investigation to his strain to his wrist and hand, recommendation to seek medical attention was advised. The local medical clinic has submitted a WorkSafe BC Form 7 to WCB after the clinic visit. Full recovery is expected over the next two weeks. The Village of Chase CAO and accounts payable were advised.

General Duties

Other accomplishments this month include:

- Annual maintenance completed on Public Works backhoe
- The annual re-certification of Unit #9 manlift was completed on Nov.23/2020 to meet the new WorkSafe BC regulations.
- Unit # 10 flat deck truck received necessary repairs to address safety issues with unit.
- Unit #17 required hydraulic hose repairs for the necessary snow removal operation.
- The Village Fire Chief conducted inspections of the Public Works buildings, water treatment plant and Community Hall.

Respectfully submitted,

Joe Matias

Approved for Council Consideration by CAO





VILLAGE OF CHASE

Memorandum

Date: December 8, 2020

To: Village of Chase

From: Chase Fire Department

RE: Fire Chief's report

Fire Chief's Report for November, 2020

Fire Calls for November:

5 calls; 1 – MVI (In fire jurisdiction) 2 – Fire burning complaints, 2 – Chimney fires

Rescue Calls for November:

3 MVI, 3 – Stood down on Scene

To date, Campfire burning permits: 239- Open Burning permits 12

December 18, 2020 is the closing date for the proposed New Fire truck RFP bids.

We have 21 members including 3 juniors. 16 members with their Exterior Operation Certification

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

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

Yearend summary;

Fire Calls –

Response Type	# of Incidents	Staff Hours
AA Ambulance Assist	3	10:38
CO Carbon Monoxide Detector Alarm	2	13:07
CP Railway	1	9:30
DR Duty Roster	2	0:00
FAL False Alarm	4	7:22
FAS False Alarm (Clock Intent)	3	4:05
FC Fire Burning Complaint	9	42:50
FF Furnace Fire	1	43:59
FRG Chimney Fire	2	67:37
FRG Grass	6	183:14
FRR Rubbish	1	2:08
FRS Structural Fire	1	206:47
FKV Vehicle Fire	4	615:1
FW Fire Watch	1	23:00
GB Garbage Bin	1	1:15
HC Hazardous chemical detected	3	29:36
HMI Hazardous Material	1	6:55
HP Hydro Pole	4	22:28
INV Investigation (no fire)	3	27:02
KF Kitchen Fire	3	15:50
KFR Kitchen Fire (false alarm)	1	7:00
LF Landscape fire	3	0:54
MVAMotor Vehicle Incident	3	9:10
NE No Fire (standby only)	2	8:37
PS Public Service	10	47:10
TR Trees	1	10:37
Total Number of Responses	75	862:42

Rescue Calls -31 calls thus far in 2020. 7 of them required extrication to remove trapped passengers. Sadly there was one fatality that we attended and extrication of the victim was required.

Total Fire /Rescue calls for the year - 106.

248 post inspection truck checks have been completed.

129 L.A.F.C. Fire Inspection have been completed to date this year.

We still have a number of smoke/CO detectors available to the citizens of the Village of Chase. There are number of our member's available to check old smoke detectors and/or and install new smoke detectors in homes in our community.

Respectfully submitted,

Fire Chief, B. Lauzon

Approved for Council Consideration by CAO

P.P. Sro -

HOUSING NEEDS ASSESSMENT

Village of Chase
November 17, 2020

Village of Chase Housing Needs Assessment

Village of Chase

Sean O'Flaherty
Corporate Officer

0511.0039.01

200 - 286 St. Paul Street, Kamloops, BC V2C 6G4 | T: 250.374.8311

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TABLE OF CONTENTS

1	INTRODUCTION	4
1.1	Report Structure	4
1.2	Purpose	5
1.3	Existing Housing Policies	5
1.4	About the Community	6
1.5	Methodology	6
2	DEMOGRAPHIC PROFILE	9
2.1	Population Characteristics	9
2.1.1	Overall Population	9
2.1.2	Age	10
2.1.3	School Enrolment	11
2.1.4	Mobility	12
2.1.5	Homelessness	13
2.1.6	Post-Secondary Students	13
2.2	Household Profile	14
2.2.1	Households	14
2.2.2	Household Size	15
2.2.3	Household Tenure	16
2.2.4	Households in Subsidized Housing	16
2.3	Community Growth	16
2.3.1	Population Projections	16
2.3.2	Household Projections	17
2.4	Key Findings	18
3	INCOME AND ECONOMIC PROFILE	19
3.1	Household Incomes	19
3.1.1	Household Median Incomes	19
3.1.2	Households by Income Bracket	20
3.1.3	Owner Versus Renter Household Income	20
3.2	Economy	22
3.2.1	Labour Force	22
3.2.2	Workers by Industry	23
3.2.3	Commuting	24
3.3	Key Findings	25
4	HOUSING	26
4.1	Dwelling Units	26
4.1.1	Structure Type	26
4.1.2	Period of Construction	27
4.1.3	Short-Term Rentals	27
4.1.4	Long-Term Rentals	28
4.1.5	Non-Market Housing	28

4.1.6	Building Permit Data	28
4.1.7	New Homes Registry	29
4.1.8	Proposed New Housing	30
4.1.9	First Nations Housing	30
4.2	Housing Values	30
4.2.1	Rental Rates	30
4.2.2	Average Owner-Estimated Housing Values	31
4.2.3	Assessed Housing Values and Sales Price	31
4.3	Core Housing Need	33
4.4	Key Findings	34
5	COMMUNITY ENGAGEMENT	36
6	GAP ANALYSIS	38
6.1	Market Ownership	38
6.2	Market Rental	39
6.3	Non-Market Rental	40
6.4	Future Housing Needs	40
6.5	Indicated Housing Gap Summary	41
7	SUMMARY AND NEXT STEPS	42

TABLES

Table 2.1:	Household Size (2016)	15
Table 2.2:	Chase Household Tenure (2016)	16
Table 3.1:	Household Median Income by Location	19
Table 3.2:	Households by Income Bracket (2016)	20
Table 3.3:	Households Tenure by Income Bracket (2016)	21
Table 3.4:	Labour Force Status	22
Table 3.5:	Employment in Chase by NAICS Category	23
Table 3.6:	Workforce Commute (2016)	24
Table 4.1:	Types of Dwelling Units	26
Table 4.2:	Dwelling Units in Chase by Age	27
Table 4.3:	Number and Value of Permits (2010 to 2019)	28
Table 4.4:	New Homes Registry	29
Table 4.5:	Average Owner-Estimated Value	31
Table 4.6:	Average Assessed Value and Housing Sale Price (2019)	32
Table 6.1:	Housing Costs as a Proportion of Monthly Income	39
Table 6.2:	Anticipated Housing Needs	41

FIGURES

Figure 2.1:	Population Change	9
Figure 2.2:	Comparative Age Demographics	10
Figure 2.3:	Demographic Change Between 2006 to 2016	11
Figure 2.4:	Chase School Enrolment	12

Figure 2.5: Number of Movers by Type (2016)	13
Figure 2.6: Number of Households (2006 to 2016)	14
Figure 2.7: Chase Household Type (2016)	15
Figure 2.8: Projected Households	17
Figure 4.1 Average Assessed Value and Housing Sale Price (2019)	32

1 INTRODUCTION

This document has been created to provide a concise Housing Needs Assessment (Assessment) for the Village of Chase. The Assessment involved significant community engagement, a review of previous reports and studies, and a review of the current housing situation in Chase to provide guidelines for the Village to develop community housing goals and address key needs. It is intended to meet the requirements of the *Local Government Act* that stipulate that local governments must prepare a housing needs report by April 2022 and every 5 years thereafter. The preparation of the Chase Housing Needs Assessment was undertaken in conjunction with the ongoing development of the Village's Official Community Plan and is timely for providing direct guidance on housing-related policies.

1.1 REPORT STRUCTURE

The Assessment is structured with seven main sections including existing data analysis, housing gap analysis, and a summary and next steps section. Each analysis section has a "key findings" section which summarizes the main findings of the section.

1. Introduction – this section provides background information on the development of the Housing Needs Assessment.

2. Demographic Profile – this section provides insight into the historical and current population characteristics, age demographics, school enrolment, mobility, homelessness, and education levels of people living in the Village.

3. Income and Economic Profile – this section focuses on household incomes and the local/regional economy.

4. Housing – this section focuses on types of dwelling units, types of rental housing, housing values, and core housing needs.

5. Community Engagement – this section summarizes the key themes related to housing which emerged during community engagement sessions.

6. Gap Analysis – this section provides analysis and summarizes the housing gaps within the community.

7. Summary and Next Steps – this section provides a summary of key findings and recommendations and outlines next steps for the community.

1.2 PURPOSE

The purpose of this Housing Needs Assessment is to provide the Village of Chase with:

- A better understanding of the housing situation in the community;
- A summary of the most prominent housing-related issues;
- An understanding of what gaps might exist in housing policy and housing supply; and
- A strategy for addressing gaps in policy and supply.

This work is particularly important as the Village is in the process of updating its Official Community Plan and there is an opportunity to incorporate more in-depth housing policies into the OCP.

1.3 EXISTING HOUSING POLICIES

Policies for housing development in the Village of Chase have been articulated in the following documents:

Official Community Plan (2002) - The Official Community Plan (OCP) is a policy document used by local governments to guide land use decisions and to establish policies and goals regarding community development. As a long-term, visionary document, the OCP supports Chase in managing and planning housing, parks and recreation, economic development, infrastructure, transportation, community health and wellbeing, and other key aspects of community development.

The Village's most recent OCP was adopted in 2002. The OCP identified several areas of vacant land that might be suitable for the development of housing. While the OCP is in the process of being updated, it is likely that these areas will continue to be designated for some form of residential development. The updated OCP will also provide more robust guidance on land use and community development needs including housing and the development of residential land.

The OCP is currently being rewritten. Some of the draft housing policies pertain to diversifying the housing stock; working with BC Housing and other agencies to provide affordable social housing within Chase; increasing the supply of rental housing; supporting the addition of secondary suites and carriage suites where they are appropriate; and encouraging the development of new long-term care homes and assisted living facilities in the community.

Zoning Bylaw (adopted in 2006, consolidated in 2018) - Chase's Zoning Bylaw regulates the use and development of land and includes zones for residential, agricultural, rural, commercial, industrial, park, and public use within the Village. There are 12 zones within the Village that permit residential use. The majority of land zoned for residential use is R-1 Low Density Residential which enables the development of single detached houses. There are a number of parcels that are zoned for R-2 Medium

Density Residential and R-3 High Density Residential that generally consist of multi-unit housing complexes, semi-detached homes, and apartments, as well as independent living centres. In addition, there are a number of mobile home park developments. There are a limited number of rural lots with a small number of homes.

1.4 ABOUT THE COMMUNITY

Long an important settlement area for the Secwèpemc Nation, the Chase area began to be colonized in the latter part of the 19th century with significant growth happening when the Adams River Lumber Company located in the community at the beginning of the 20th century. The Village of Chase is located approximately 60 km east of Kamloops along the Trans Canada Highway. The community is located within the Thompson Nicola Regional District (TNRD) and is bordered by the Trans Canada Highway, the South Thompson River, and Little Shuswap Lake. The community is within the Traditional Territory of the Secwèpemc Nation. The Village prides itself on providing a peaceful lifestyle in a scenic valley.

There are a variety of commercial businesses including retail stores, a grocery store, pharmacies, and restaurants. Institutions include two schools, the TNRD library, RCMP detachment, and health centre. Main employers include the Interfor Adams Lake Lumber Mill, School District 73, and Interior Health. The economy is based on forestry, tourism, agriculture, and government services.

1.5 METHODOLOGY

The methodology for the development of the Housing Needs Assessment included the following:

Data Collection – statistical information that help describe issues relating to housing in Chase was collected through the Statistics Canada Census, BC Stats, BC Assessment, and the Ministry of Education. Wherever possible trends were established based on a review of historical data. Most data used in this study has been sourced from the Statistics Canada Census, particularly data pertaining to population, demographics, households, income, and the economy. The focus is on data from 2016 with comparisons to the 2001, 2006, and 2011 data sets in order to show recent trends. In order to contextualize certain information, other similarly sized communities within the Thompson Nicola Regional District (TNRD) have been included, as well as the TNRD as a whole, and sometimes British Columbia (BC). According to the census profile information online for 2016, the non-response rate for the Village of Chase for the short-form questionnaire was 6.7% with the non-response rate for the long-form census (which provides 25% sample data) being 11.5%.

Some Statistics Canada Census data is only provided for private households through the custom tabulation program used to process the quantitative data for the Housing Needs Assessment. This would exclude the elderly in long-term care homes for example, and so this data has been used as little as possible. Where it has been used, a note is provided to indicate this.

Regarding the 2011 census data, it should be noted that certain items which are normally part of the short-form census, particularly income and housing need (core and extreme), were instead included in the National Household Survey, and are based on a sample. Therefore, this information is not as reliable in 2011 as it is for other years.

As a general note, the study has favoured using medians rather than averages for indicators such as income or age. Medians can provide a clearer picture of the situation by indicating the middle data marker and does not skew data based on anomalies (e.g. with income, one or two very high salaries or very low salaries could skew average income data) in the same way that averages (means) can.

To provide greater context to population and demographic trends, school enrolment information provided by the Ministry of Education and School District 73 has also been incorporated into the analysis.

BC Assessment data has been used to determine housing values while BC Housing information has helped to identify up-to-date subsidized housing numbers.

Community Engagement– Community engagement was conducted as part of the OCP development process and supported the development of the Housing Needs Assessment. Engagement activities included:

- Community survey – this collected information on a variety of OCP-related topics including housing and collected 180 responses.
- Community engagement sessions – a Residents Workshop and Community Open House were held over the course of a week in March 2020 to seek input from residents on key issues in the community. This was augmented by more informal engagement through a ‘stop and chat’ whereby residents were invited to talk to members of the consulting team at a storefront that was rented in downtown Chase.
- Stakeholder engagement – meetings were held with representatives from key community organizations discussing important community issues from the perspective of their organization. While many of these organizations do not have a direct or even indirect linkage to housing, they did offer insights into some of the housing issues that are experienced in Chase. The organizations and representatives included:
 - Sunshore Golf
 - Citizens on Patrol
 - Curling Club
 - Chase Rotary Club
 - Adams Lake Mill
 - Volunteer Fire Department
 - Community Paramedic Services
 - Chase Festival Society
 - Chase Legion
 - Chase Museum Society
 - Chase Food Bank
 - Chase Youth Action Committee
 - Chase Health Centre

- Chase and District Chamber of Commerce

- Interior Community Services

2 DEMOGRAPHIC PROFILE

This section introduces key information which will form the basis of the analysis of housing needs in Chase. It includes a population profile to identify age characteristics, mobility, and homelessness. Households, including the size and the number of households renting or owning their homes, will also be discussed. Based on population and household growth, key projections will be made which will be a first step to understanding future housing needs in Chase.

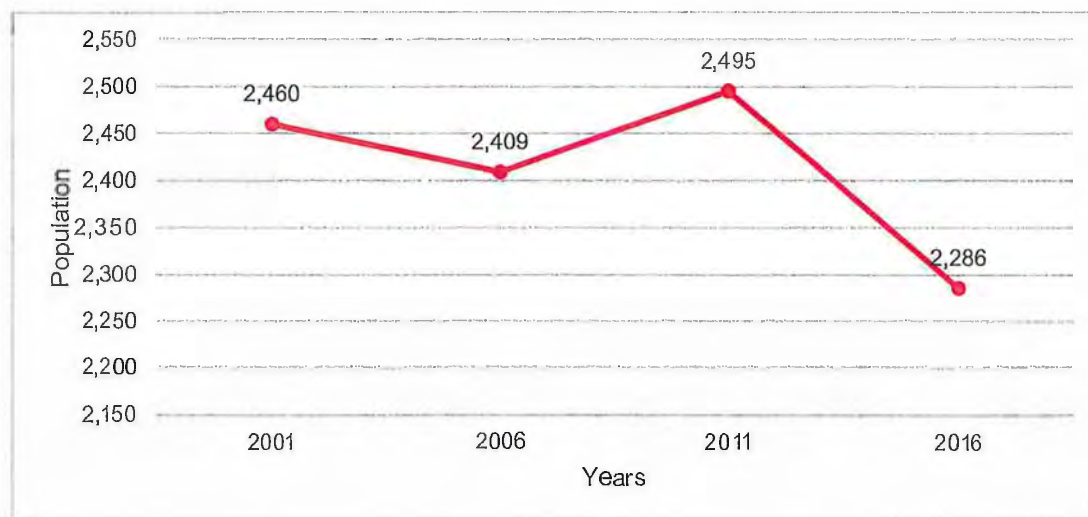
2.1 POPULATION CHARACTERISTICS

2.1.1 Overall Population

From 2006 to 2011 Chase increased in population by 4%, followed by a decrease between 2011 and 2016 by 8%. Overall, from 2001 to 2016, the Village of Chase has had a population decrease of 7%. As of 2016, the Village has a population of 2,286. From 2006 to 2016, the average annual population growth rate was -0.52%.

Figure 2.1 shows the community's population change from 2001 to 2016.

Figure 2.1: Population Change



While Statistics Canada data has suggested there has been a population decline in Chase, BC Stats has estimated the population of Chase to be 2,478 in 2019, with indications that the population has been growing since 2016 when the population was estimated to be 2,344 people according to their methodology. This indicates an annual growth rate of approximately 1.85%.

While the BC Stats information cannot form the basis of the overall analysis (census data provides the more complete dataset in a variety of areas) BC Stats population estimates have been taken into account in the overall findings and recommendations.

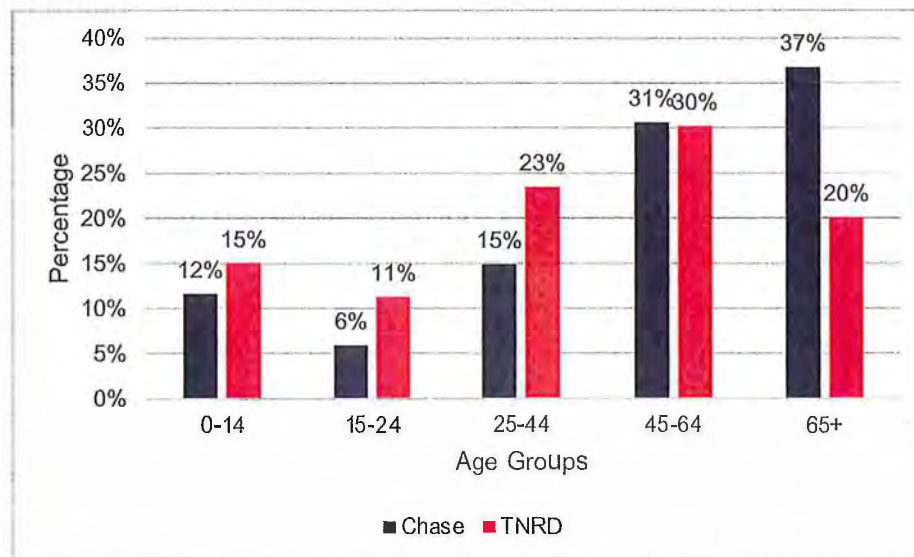
2.1.2 Age

The median age of the population has increased from 54 years old in 2011 to 58 years old in 2016. The 2016 median age of Chase is 13 years older than the median age of the TNRD (45).

By age, the largest demographic group within Chase is individuals 65 years and over which accounts for 37% of the population. Comparatively, the largest demographic group in the TNRD is the 45 to 64 years of age. As a result of the high proportion of the population aged 65 and over, the younger age groups in Chase are comparatively lower than elsewhere, with just 18% of Chase's population below the age of 25. Meanwhile in the TNRD, 26% of the population is less than 25 years old.

Figure 2.2 compares the proportions of the population within each age group in Chase and the TNRD.

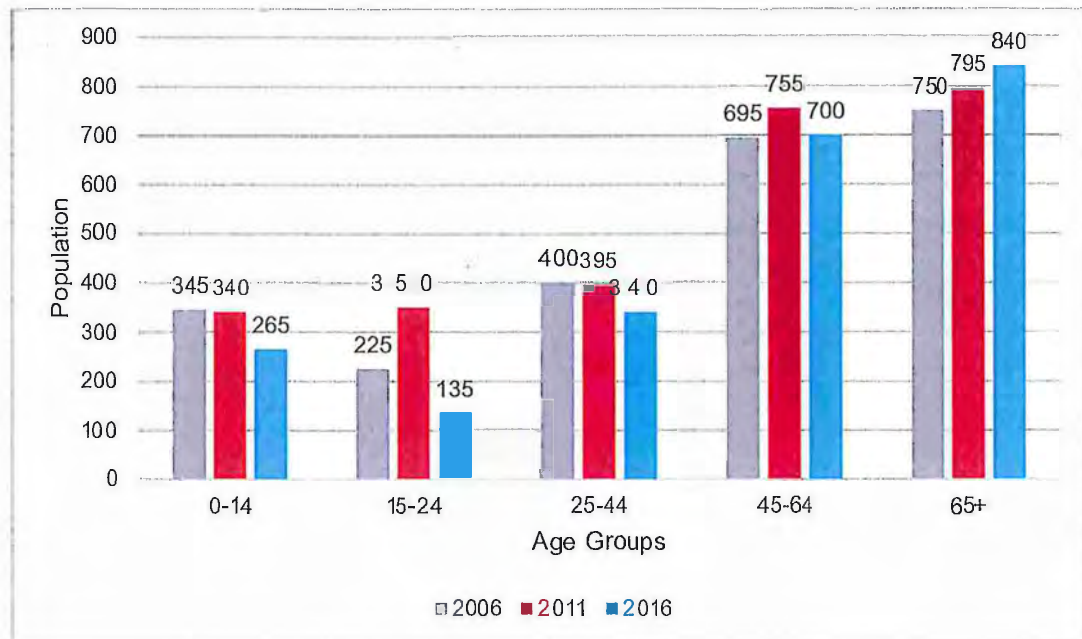
Figure 2.2: Comparative Age Demographics (2016 Census data)



Chase's population has gotten older over time with fewer youth aged 0 to 14 and 15 to 24, and an increase in the number of people 65 years and over. Between 2011 and 2016, the number of people 65 and over age group was the only group that experienced any growth in population.

Figure 2.3 illustrates the shift in each age group between census years (2006 to 2016).

Figure 2.3: Demographic Change Between 2006 to 2016



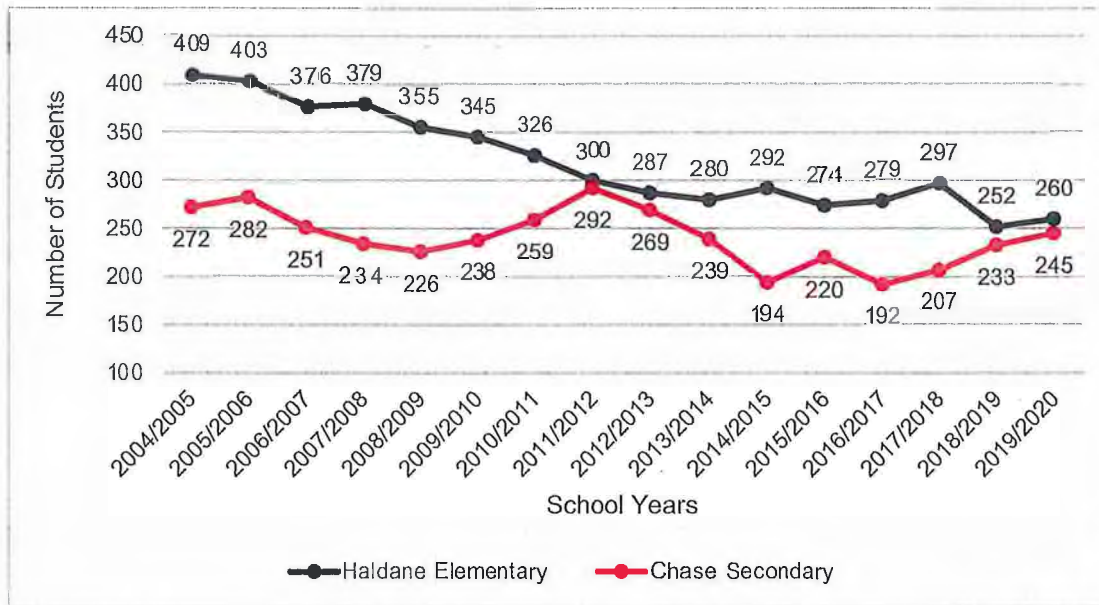
2.1.3 School Enrolment

In Chase, there are two schools operating which including Haldane Elementary and Chase Secondary. The Chase schools serve the Village along with the surrounding rural area which includes Pritchard, Neskonlith Indian Band, Adams Lake Indian Band, Little Shuswap Lake Band and Turtle Valley.

Since 2004, total school enrolment in the community has decreased by 26% from 681 to 505 in 2020. In the same time period, Haldane Elementary School has seen a 36% decrease in enrolment while Chase Secondary School has seen a 10% decrease in student enrolment. In part, the decrease at Haldane Elementary School is due to Grade 7 classes moving to Chase Secondary School in 2018. There has been some growth in overall enrolment in recent years, however, with enrolment numbers in 2019/20 at their highest since 2013/14.

Figure 2.4 shows the enrolment numbers for both Haldane Elementary and Chase Secondary from 2004 to the 2019/2020 school year.

Figure 2.4: Chase School Enrolment



Chief Atahm School is located on the Adams Lake Indian Band reserve and provides Secwepemc-based education up to Grade 10. School enrolment statistics were not available for Chief Atahm School.

2.1.4 Mobility

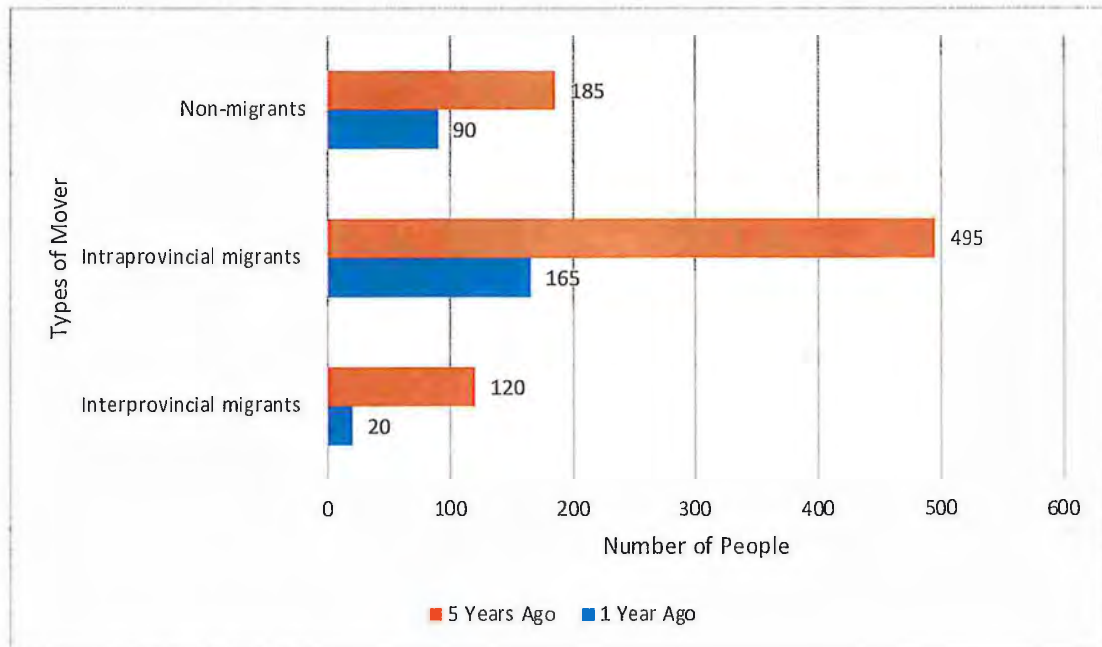
Mobility is a natural part of a community's population flow. Mobility, in this context, indicates the number of people moving within a jurisdiction or to it from another jurisdiction. Understanding mobility and movement will provide a better understanding of population flow.

The census uses the terms "movers" and "non-movers" to indicate people who have moved or not moved within a certain time period. Within the "movers" category, these individuals are further broken down as "migrants" who come from outside the community, and "non-migrants", those who moved within the community. The census looks at the number of "movers" and "non-movers" within the last year and the past five years.

According to the 2016 census, between 2011 and 2016, 38% of residents were movers. This means that 38% of residents had moved either to another location in Chase, or had moved from elsewhere to Chase. In the year previous to the census, 12% of residents were movers. The largest group of movers within either one or five years before the 2016 census was intraprovincial migrants (8%), or residents of BC relocating to Chase. The next largest group was non-migrants, those moving within the Village. There were also a number of interprovincial migrants, those moving from other provinces. There were no migrants from outside of Canada.

Figure 2.5 shows the number of movers within five years and one year before the 2016 census.

Figure 2.5: Number of Movers by Type (2016)



The data would suggest that there are a large number of people moving to Chase. Given that there has not been significant population growth, it can be inferred from the data that a number of people have left Chase during the same time period.

The proportion of movers in Chase (38% in the past five years), is only 2% less than in the TNRD. Of movers, the proportion of migrants versus non-migrants is 10% higher in Chase (29%) than in the TNRD.

2.1.5 Homelessness

According to various sources in the community, including the Chase food bank and BC Housing, homelessness is not a problem in Chase. Several people indicated that there may be one to two people that are homeless in Chase at any one time.

2.1.6 Post-Secondary Students

Chase does not have a post-secondary school. There may be some students that commute to Thompson Rivers University in Kamloops or to Okanagan College in Salmon Arm, however this information is not readily available.

2.2 HOUSEHOLD PROFILE

Housing need is determined in part by the household composition of households in Chase, including the household size and whether or not they include children. This section provides information on the number of households in Chase, the size of households, the tenure of households (as owners or renters), and the number of households in subsidized housing.

2.2.1 Households

According to the 2016 census, the Village of Chase has a total of 1,089 households. From 2011 to 2016, the total number of households decreased by 4%.

Table 2.1 summarizes the number of households in Chase in each census year from 2006 to 2016.

Table 2.1: Number of Households (2006 to 2016)

Year	# of Households
2006	1,086
2011	1,128
2016	1,089

Households can take a variety of forms. These include:

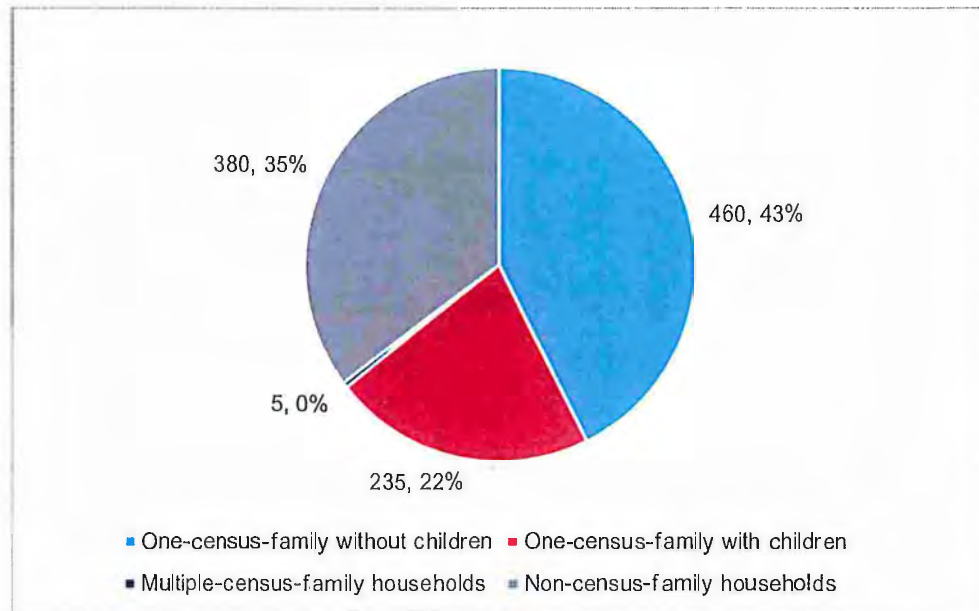
- “Census family” which means either a couple (married or common-law) or parents/caregivers who share a house and their dependents. There may be one-census family or multiple-census-family households.
- “Non-census family” which are households comprised of one person or two or more people occupying the same home but not constituting a census family due to the lack of an economically dependent relationship.

The largest proportion of households in Chase are one-census family households (64%), which includes couples with and without children as well as lone-parent families. One-census families with no children account for 42% of households and one-census families with children account for 22% of overall households. The proportion of families with children in Chase is slightly less than other small towns in the region (e.g. Clearwater and Logan Lake) and the proportion is 10% lower than in the TNRD. The number of lone-parent families in Chase is 6% lower than in the TNRD.

Non-census-family households, either one or two persons living together but not as a census family, constitute 35% of households as well. Multiple-census-families are few in Chase, which is similar to other small communities in in the TNRD and the regional district as a whole.

Figure 2.6 shows the different family structures in Chase.

Figure 2.6: Chase Household Type (2016)



2.2.2 Household Size

Households range in size from one person to five or more people with approximately 79% of households in Chase having two or fewer people in them. These households could be comprised of couples or non-census-family individuals living together in one house, or census families with additional individuals constituting one household. The average household size in Chase has had little change since 2006. In 2016 the average household size in Chase was two people, compared to 2006 when the average household size was 2.2¹.

Table 2.1 summarizes household size breakdown in 2016.

Table 2.1: Household Size (2016)

Household Size	Number of Households	Proportion of Households
1-Person Household	350	32%
2-Person Household	510	47%
3-Person Household	115	11%
4-Person Household	75	7%
5 or More Persons	40	4%

¹ Census 2006

2.2.3 Household Tenure

Approximately 86% of households in Chase live in privately-owned dwellings while the remaining households live in rented dwellings.

The rate of 86% ownership in Chase is slightly higher than the TNRD which has an ownership rate of 75%. However, in Logan Lake, which is similar in size to Chase, the ownership rate is 85%.

Table 2.2 shows the number and percentage of households by tenure type.

Table 2.2: Chase Household Tenure (2016)

Household Tenure	Number of Households	Proportion of Households
Owner	930	86%
Renter	155	14%

2.2.4 Households in Subsidized Housing

According to the 2016 census profile, of the 155 renter-households in Chase, 45 (29%) are living in subsidized housing. From 2011 to 2016, the number of renter households in subsidized housing increased by 30.

2.3 COMMUNITY GROWTH

This section provides projections on community growth from 2016, the year of the last census, to 2025. Projections are based on historical growth rates derived from census data. While it is possible to consider mobility and demographics which may positively influence growth in the future, it is not possible to take into account more unexpected surges, such as a surge in employment locally which suddenly increases the population or from the latent demand that is experienced with retirees wanting to move to the community.

2.3.1 Population Projections

Population projections for Chase are based on historical annual growth rates 2006 to 2016 based on census data and were extrapolated to estimate the population to 2025. From 2006 to 2016, the

average annual growth rate was -0.07%. BC Stats population estimates are also used to inform population projections.

Using this approach, the population is estimated to decrease to 2,269; a loss of 17 people from 2016. It is important to keep in mind new housing development, more employment, or an increase in young families with children, may cause the number to change very abruptly.

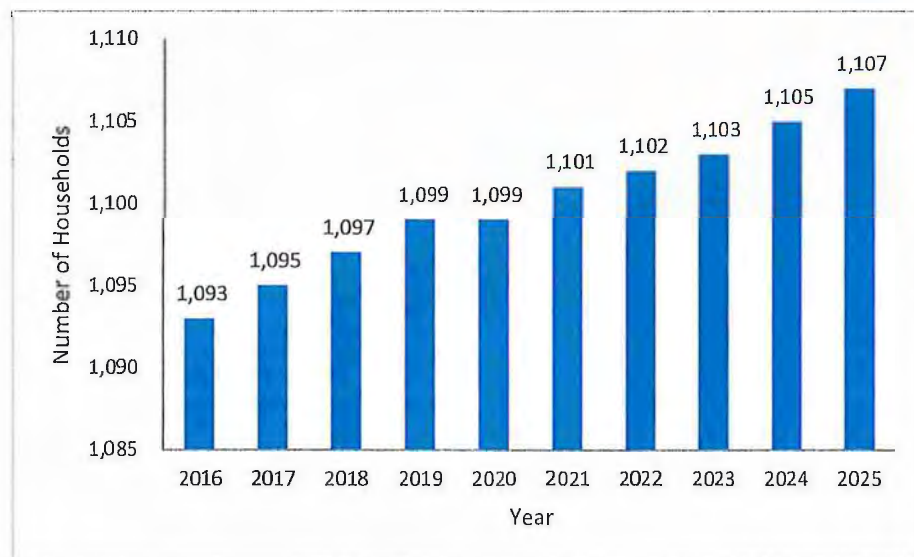
It is also important to note that recent BC Stats data has suggested that the population of Chase has experienced some growth since 2016. If this growth continues, population projections within a few years would be more positive.

2.3.2 Household Projections

Although the total population of Chase is projected to decrease, using the historical growth data, the number of households is projected to increase due to the household size diminishing slightly. Population and household projections are created using census and BC Stats population estimates, which show a slight increase for population growth from 2016 to 2019. Therefore, the number of households used as a baseline was 1,093 (2016 census shows 1,090) which averages census and BC Stats numbers. If the population growth identified in the BC Stats population estimates continues, there may be even more significant growth in the number of households in Chase.

Figure 2.7 shows the total projected number of households in Chase in 2025 is 1,107, an increase of 14 from the 1,093 in 2016.

Figure 2.7: Projected Households



2.4 KEY FINDINGS

Key findings for the demographic profile of Chase are:

- The population decreased by 7% between 2001 to 2016. As of 2016, the Village has a total population of 2,286. Using population growth rate derived from the Statistics Canada Census from 2006 to 2016, it is anticipated that the population may decline to 2,269 people by 2025 based on the census data. While much of the analysis was based on census data, recent BC Stats population estimates for Chase suggest some growth in population for the community.
- There has been a shift towards an aging population with fewer youth and young adults. The median age has increased from 54 in 2011 to 58 in 2016, 13 years older than the median age in the TNRD.
- As of 2016, the Village of Chase had a total of 1,090 households.
- The largest proportion of households in Chase are one-census family households (64%), which includes families with children (22%) and families without children (42%).
- The 2016 average household size in Chase is two people. The average household size has declined since 2006 when the average size was 2.2. Approximately 79% of households in Chase have less than 3 people in them, indicative of the significantly older population demographic that lives in the community.
- While the population of Chase may decline, the number of households is projected to increase because the size of households is declining slightly. The total projected number of households in Chase in 2025 is 1,107, indicating an increase of 14 households since 2016. It is also important to note that there appears to be latent demand for housing for people of retirement age wanting to move to Chase due to the quality of life and affordable housing compared to other communities. Furthermore, the population growth identified in the BC Stats information may result in even greater increases in new households in Chase.
- Since 2004, total school enrolment in Chase has decreased by 26%, from 681 to 505 in 2020.
- In the five years before the 2016 census, 38% of Chase residents had moved from elsewhere to Chase or had moved within the Village boundaries.
- The majority of dwelling units in Chase are privately owned homes (86%) while the remaining dwelling units are rented.
- According to the 2016 census profile, of the 155 renter-households in Chase, 45 (29%) are living in subsidized housing.

3 INCOME AND ECONOMIC PROFILE

This section provides information income, employment, and workforce characteristics in the community.

3.1 HOUSEHOLD INCOMES

Understanding economic indicators for residence and households helps to define financial capacity for spending on housing, either rented or owned. This section reviews income and other economic data to determine the capacity for households to maintain housing. Data is sourced from the census.

3.1.1 Household Median Incomes

In the TNRD and across the province, the trend is towards a rising median income. The median income in Chase, as of the 2016 census profile, is almost \$12,000 lower than Clearwater and Logan Lake. The median income in Chase continues to be lower than that of the TNRD and BC. This is likely due to a higher proportion of seniors in Chase, who tend to have lower incomes than working adults.

The income gap between Chase and the TNRD has increased since 2006, from approximately \$5,000 in 2006 to approximately \$19,000 in 2016. A similar trend has occurred with the income gap between Chase and BC, from approximately \$7,000 in 2006 to approximately \$19,000 in 2016.

Table 3.1 provides household before tax median income in Chase in comparison to other similarly sized communities in the region, to the TNRD and to BC as whole.

Table 3.1: Household Median Income by Location²

Community	2006	2011	2016
Chase	\$46,049	\$45,567	\$50,560
Clearwater	N/A	\$57,672	\$62,432
Logan Lake	\$52,237	\$48,094	\$61,931
TNRD	\$50,618	\$59,385	\$69,308
British Columbia	\$52,709	\$60,333	\$69,995

² Census Profile 2006, 2011, 2016

3.1.2 Households by Income Bracket

Household income by income bracket can reflect changes in social mobility and could influence homeownership/rental trends, as well as existing and future housing needs. Nearly 50% of households had incomes less than \$50,000.

Table 3.2 outlines the proportion of households within Chase in each income bracket category.

Table 3.2: Households by Income Bracket (2016)³

Income Bracket	Proportion of Households
Under \$5,000	1%
\$5,000 to \$9,999	0%
\$10,000 to \$14,999	3%
\$15,000 to \$19,999	7%
\$20,000 to \$29,999	12%
\$30,000 to \$39,999	15%
\$40,000 to \$49,999	10%
\$50,000 to \$59,999	8%
\$60,000 to \$79,999	13%
\$80,000 to \$99,999	13%
\$100,000 to \$124,999	8%
\$125,000 to \$149,999	5%
\$150,000 and over	5%

3.1.3 Owner Versus Renter Household Income

According to census data,⁴ the median income of households who own their home is \$55,091, while the median income of households renting their home is \$22,801. The larger part of households (57%) that own their dwelling earn more than \$50,000 per year while 54% of households that rent their

³ Census Profile 2016

⁴ Income by household tenure information is custom data provided only for private households.

dwellings earn less than \$30,000 per year. This clearly indicates that the financial means of renter-households is generally lower than owner-households and therefore can afford less in terms of monthly shelter costs.

Table 3.3 shows the number and proportion of households in each income bracket by whether they own or rent their home.

Table 3.3: Households Tenure by Income Bracket (2016)⁵

Income Bracket	Proportion of Households (Owner)	Proportion of Households (Renter)
Under \$5,000	0%	0%
\$5,000 to \$9,999	1%	0%
\$10,000 to \$14,999	2%	20%
\$15,000 to \$19,999	5%	20%
\$20,000 to \$29,999	11%	14%
\$30,000 to \$39,999	16%	11%
\$40,000 to \$49,999	8%	20%
\$50,000 to \$59,999	11%	0%
\$60,000 to \$79,999	12%	0%
\$80,000 to \$99,999	16%	0%
\$100,000 to \$124,999	10%	9%
\$125,000 to \$149,999	4%	6%
\$150,000 and over	4%	0%
Median Income	\$55,091	\$22,801

⁵ Census Profile 2016

3.2 ECONOMY

This section provides information on key economic indicators such as labour force participation, occupation, and commuting.

3.2.1 Labour Force

A community's labour force status is a key measure of economic activity. Labour force status is measured among all people aged 15 and over. A few key concepts are important in understanding the significance of labour force measures.

- The *participation rate* is the proportion of residents aged 15 and over which is in the labour force (are either working or seeking work) versus the proportion which is not.
- The *employment rate* is the proportion of residents 15 years and over who are actively working.
- The *unemployment rate* is measured only among those in the labour force (working or seeking work) and indicates the proportion of people actively seeking work versus those who are currently working.

There are a number of short-term trends which are apparent. As indicated in **Table 3.4**, the number of people participating in the labour force has decreased since 2006. This corresponds to a significant decrease in the number of people in the 15 to 64 year old age group, which has declined from 1,320 people to 1,175 people. At the same time, the absolute and relative number of residents that are employed has decreased with only about one-third of residents employed.

Table 3.4: Labour Force Status⁶

Labour Force Status	2006	2011	2016
In labour force	1,025	1,045	845
Employed	945	985	760
Unemployed	80	60	90
Not in labour force	990	1,105	1,105
Participation rate	50.9%	48.7%	43.2%
Employment rate	46.9%	45.9%	38.9%
Unemployment rate	7.8%	5.7%	10.7%

⁶ Census Profiles 2006, 2011, 2016

3.2.2 Workers by Industry

Data is gathered regularly on labour using the North American Industry Classification System (NAICS), however it is only available by municipality through the census profiles, and this information is delayed by approximately four years. NAICS data available in the census is based on 25% sample data.

The trend since 2006 has been substantial decreases in employment in manufacturing and retail trade and increases in employment in health and administrative positions. The largest employment sectors in 2016 were retail trade, health care and social assistance, and construction⁷, which together account for approximately 37% of all residents' employment.

Table 3.5 shows the proportion of workers living in Chase by NAICS category.

Table 3.5: Employment in Chase by NAICS Category⁸

NAICS Category	2006	2011	2016
Agriculture, forestry, fishing and hunting	6%	0%	6%
Mining, quarrying, and oil and gas extraction	1%	1%	1%
Utilities	0%	0%	1%
Construction	9%	7%	11%
Manufacturing	15%	12%	8%
Wholesale trade	3%	5%	2%
Retail trade	18%	21%	13%
Transportation and warehousing	4%	2%	6%
Information and cultural industries	0%	0%	1%
Finance and insurance	1%	0%	4%
Real estate and rental and leasing	2%	3%	4%
Professional, scientific and technical services	2%	3%	5%
Management of companies and enterprises	0%	0%	0%

⁷ Census Profile 2016

⁸ Census Profiles, 2006, 2011, 2016

NAICS Category	2006	2011	2016
Administrative and support, waste management and remediation services	1%	3%	5%
Educational services	3%	1%	1%
Health care and social assistance	9%	17%	12%
Arts, entertainment and recreation	3%	4%	2%
Accommodation and food services	7%	11%	4%
Other services (except public administration)	7%	3%	4%
Public administration	6%	4%	8%

3.2.3 Commuting

Workforce commuting information is based on 25% sample census data from 2016. The majority of workers, 75%, work at a regular workplace which is not at their home address or outside Canada. Of those with a regular place of work, the largest proportion, 35%, work in the same census subdivision, meaning within Chase. Another 25% work in a different census subdivision (i.e. outside of Chase) within the same census division (TNRD), suggesting that many people may work in Kamloops. In addition, 13% of employed Chase residents work outside of the census division. With Chase being located so close to the boundary of the Columbia Shuswap Regional District (CSRD), a number of workers appear to commute east towards Sorrento or Salmon Arm for work. Only 2% of the workforce works in a different province.

Table 3.6 summarizes the total number of workers, and the percentages, commuting for employment as of 2016.

Table 3.6: Workforce Commute (2016)⁹

Commute Destination	Population
Total employed labour force 15 and over	755 (100%)
Worked at home	55 (7%)
Worked outside Canada	0 (0%)
No fixed workplace address	130 (17%)

⁹ Census Profile 2016

Commute Destination	Population
Worked at usual place	570 (75%)
<ul style="list-style-type: none"> Worked in census subdivision of residence 	265 (35%)
<ul style="list-style-type: none"> Worked in different census subdivision, within census division of residence 	190 (25%)
<ul style="list-style-type: none"> Worked in different census division 	95 (13%)
<ul style="list-style-type: none"> Worked in different province 	15 (2%)

3.3 KEY FINDINGS

Key findings for the income and Chase's economic profile are:

- A large proportion of jobs (37%) are in retail trade, health care and social assistance, and construction industries.
- The median household income in Chase increased by 10% from 2006 to \$50,560 in 2016 but is still lower than other nearby jurisdictions, likely due to the low number of people that are employed in the community and the high number of retirees.
- Renter-households have a considerably lower median income than home-owner households.
- The population aged 15 to 64 decreased by 11% between 2006 and 2016, while the labour force decreased by 18% during this time frame.
- The absolute number of economically active people decreased by 180 between 2006 and 2016.
- A total of 75% of those employed work in a regular workplace outside the home, and 35% of that group work within the village with others working in another census subdivision within the TNRD (e.g. Kamloops) and others working in another census division (i.e. CSRD).

4 HOUSING

This section provides the housing profile for Chase, which includes a breakdown of dwelling units by type; building permits; and housing values which inform the gap analysis in the following sections.

4.1 DWELLING UNITS

The dwelling units in Chase are profiled by structure type (e.g. apartments, single detached homes), period of construction, short-term rentals, and cooperatives and subsidized housing. Information on building permits has also been provided by the TNRD and included in this section.

4.1.1 Structure Type

There are 1,090 private dwellings currently being occupied within the Village of Chase, according to the 2016 census. Based on the census, the predominant housing or dwelling type reported within the Village is the single-detached house (72%). Mobile homes account for 12% of dwellings and a mixture of other dwelling types including semi-detached houses, row houses, and duplexes account for 16% of dwelling units.

Table 4.1 summarizes the quantity and proportion of different dwelling types in the Village.

Table 4.1: Types of Dwelling Units¹⁰

Types of Dwelling Unit	# of Dwelling Units	Proportion of Dwelling Units
Single Detached House	780	72%
Semi-Detached House	30	3%
Row House	65	6%
Apartment or Flat in a Duplex	75	7%
Mobile Home	130	12%
Other Single Attached House	10	1%
Total	1,090	

¹⁰ Census 2016

The majority of dwelling units are 2 or 3 bedroom units. Only 6% of homes have one bedroom, 37% have two bedrooms, 34% have three bedrooms, and 22% have four or more bedrooms. This matches with the smaller household sizes in Chase and the lower number of families in the community.

4.1.2 Period of Construction

According to the 2016 census, approximately 53% of houses within the Village were constructed prior to 1980 thus indicating that the majority of dwelling units are over 40 years old. The count does not include homes built after 2016.

Table 4.2 summarizes the age of dwellings within Chase.

Table 4.2: Dwelling Units in Chase by Age¹¹

Period of Construction	# of Dwelling Units Constructed	Proportion of Dwelling Units
1960 or Before	165	15%
1961 to 1980	410	38%
1981 to 1990	165	15%
1991 to 2000	210	19%
2001 to 2005	40	4%
2006 to 2010	75	7%
2011 to 2016	25	2%
Total	1,090	

4.1.3 Short-Term Rentals

There is only one short-term accommodation registered on AirBnB in Chase and none on VRBO.¹²

¹¹ Census 2016

¹² AirBnB.

https://www.airbnb.ca/rooms/18327999?source_impression_id=p3_1589996900_IW1aCfElaXNnS6hW&guests=1&adults=1

4.1.4 Long-Term Rentals

Long-term rental information is not available specifically for Chase. Unfortunately, all data sources group Chase with Kamloops. Through community engagement, it was noted that there is a shortage of long-term market rentals in Chase and that any available supply usually gets absorbed quickly and often times through word-of-mouth.

4.1.5 Non-Market Housing

According to BC Housing data from 2020, non-market in Chase has the following characteristics:

- There are 23 units providing transitional and supportive living. The 23 units of transitional and supportive living provide housing for seniors requiring support.
 - There are 30 units of low-income seniors in the independent social housing category.
 - There are 13 units receiving rental assistance. Rental assistance is typically targeted towards seniors or families.
 - There are no cooperative housing units in Chase.
-

4.1.6 Building Permit Data

The Village of Chase issues permits for any construction or demolition work occurring within municipal boundaries and is provided by the TNRD. This data has been made available for the past 10 years.

Table 4.3 shows the total value per year, the number of permits, and the value per permit.

Table 4.3: Number and Value of Permits (2010 to 2019)

Year	Value	Number of Permits	Average Value per Permit
2010	\$992,800	35	\$28,366
2011	\$476,074	12	\$39,673
2012	\$1,690,735	25	\$67,629
2013	\$1,961,560	20	\$98,078
2014	\$1,024,900	16	\$64,056
2015	\$2,106,020	27	\$78,001

Year	Value	Number of Permits	Average Value per Permit
2016	\$2,892,350	27	\$107,124
2017	\$1,856,170	17	\$109,186
2018	\$1,916,575	28	\$68,449
2019	\$2,540,317	21	\$120,967
2020 (to October)	\$3,508,940	25	\$140,357

4.1.7 New Homes Registry

The new homes registry¹³ includes homes in the following categories:

- Single-detached homes include both those enrolled in the home warranty insurance and owner-builder authorization homes which are exempt from licensing and home warranty insurance.
- Multi-unit homes means homes in multi-unit buildings (two or more dwelling units) enrolled with home warranty insurance, excluding multi-unit buildings with rental exemptions.
- Rental exemption homes are in multi-unit buildings built specifically for rental purposes and are not covered by home warranty insurance.

Most new homes registered between 2016 and 2018 are single-detached homes. Multi-unit and purpose-built rentals account for fewer than five new homes registered over these three years.

Table 4.4 shows the number of homes included in the new homes registry from 2016 through 2018.

Table 4.4: New Homes Registry

	2016	2017	2018
Single Detached	10	6	7
Multi-Unit	<5	<5	<5
Purpose-Built Rental	<5	<5	<5

¹³ New homes registry information is provided by BC Housing.

4.1.8 Proposed New Housing

There are proposed market housing developments that are in various stages of development. This will alleviate some of the potential demand for housing and in some cases diversify housing options. Examples of proposed development include:

- Whitfield Landing Modular Home Park – ultimately, this development is intended to have 70 or more lots available for modular house installation. The first phase of development consists of 26 services lots with a number of these lots having already been sold, primarily to people moving into Chase, purportedly to quite a few retirees.
- Cedar Flats Estates – is a 17-unit townhome development that is in construction on Shepherd Avenue.
- Downtown apartment building – a 30-unit apartment building has been approved for downtown Chase
- Whitfield Landing – development in this area along Aylmer Road has long been identified as a potential opportunity for either residential and/or commercial and industrial development. A conceptual plan for approximately 70 residential lots has been developed for this area.

4.1.9 First Nations Housing

Chase is located between the reserves with residential areas belonging to Neskonlith Indian Band (Neskonlith IR # 1, Neskonlith IR # 2), Adams Lake Indian Band (Sahhalkum IR # 4), and Little Shuswap Lake Band (Quaaout IR # 1, Chum Creek IR # 2). Each of these Bands has their own housing programs and have been developing housing plans for development of on-reserve housing.

4.2 HOUSING VALUES

Housing values are available through the census, as owner-estimated value of dwellings, and from BC Assessment.

4.2.1 Rental Rates

Through community engagement and discussion, high rent was mentioned multiple times. One participant indicated paying \$900 for a two-bedroom apartment within the community. Another 2-bedroom, 1 bath house was listed on PadMapper for \$1200 per month. A common theme in community engagement was that rental housing does not become available often in the community and gets absorbed quickly.

Usually data and information on rental rates is provided through Canadian Mortgage and Housing Corporation (CMHC), but due to the small size of Chase, there is no information currently available.

4.2.2 Average Owner-Estimated Housing Values

According to census data, the average house value estimated by owners in Chase increased by 34% between 2006 and 2011 and decreased by 12% from 2011 to 2016. The perceived increase between 2006 and 2011 is similar to that experienced in the TNRD during the same time period.

Table 4.5: shows the average owner-estimated value of dwellings from 2006 to 2016.

Table 4.5: Average Owner-Estimated Value¹⁴

Year	Chase Average Value	Chase% Change	TNRD Average Value	TNRD% Change
2016	\$241,175	-12%	\$366,218	5.8%
2011	\$274,758	34%	\$346,125	39.1%
2006	\$205,599		\$248,744	

4.2.3 Assessed Housing Values and Sales Price

BC Assessment provides the average value for properties according to the number of different property classes as well as by bedroom count. The assessed value and conveyance or sales price provides a general idea of the value of homes in Chase. Where one bedroom single family dwellings have an average assessed value of \$237,980, homes with three or more bedrooms have an average assessed value of \$339,927.

Assessed values or sale prices may be higher for different categories depending on the properties which have been sold and market demand. The lower average assessed value of two bedroom units than one bedroom units is likely due to the fact that single family dwellings make up the very large majority of one bedroom units counted, while manufactured homes make up more than 40% of 2 bedroom units. Generally, manufactured homes have lower assessed values than single family homes.

Table 4.6 shows the average value and conveyance, or sale, price based on number of bedrooms in Chase in 2019. This is not an exhaustive list but is representative of BC Assessment categories.

¹⁴ Census profiles 2006, 2011, 2016

Table 4.6: Average Assessed Value and Housing Sale Price (2019)

Property Category	Average Assessed Value	Average Sale Price	Sale Price Difference
1-bedroom	\$237,980	\$279,000	\$41,020
2-bedroom	\$179,288	\$161,155	\$18,133
3-or-more-bedrooms	\$339,927	\$319,343	\$20,584

In 2019, single family homes, dwellings with suites, and apartments had a higher average assessed value than average housing sale price. Multi-unit housing (duplex, triplex etc.), row houses, and manufactured homes had lower assessed values compared to their sale price. No seasonal homes or “other” types of dwellings were sold in 2019. The average assessed value of seasonal homes is significantly higher than single family homes or dwellings with suites.

Figure 4.1 shows the average assessment value and conveyance or housing sale price for select dwelling types in Chase.

Figure 4.1 Average Assessed Value and Housing Sale Price (2019)



It is important to recognize that average house sale prices can be greatly influenced by the number of waterfront houses that sell in the community in a given year due to the high prices generally attached to these houses. According to Realtor.ca, there are 29 houses for sale in Chase. These are generally

in the \$350,000 - \$450,000 for non-waterfront single family homes; \$350,000 - \$400,000 for new townhouses; \$100,000 - \$150,000 for mobile homes; and nearly \$1 million for waterfront homes.

4.3 CORE HOUSING NEED

According to Statistics Canada census data, core housing need refers to households living in the following situations:

- *Suitability* - Housing suitability relates to the number of bedrooms and the size of the household. Housing suitability is determined based on the National Occupancy Standard, which defines the number of bedrooms needed for the household depending on age, sex, and relationships between household members. According to the 2016 census 1% of Chase households were living in unsuitable housing, or housing which does not have a sufficient number of bedrooms or composition.
- *Adequacy*-Adequacy refers to home condition¹⁵ (the need for major repairs). Based on the 25% census sample data, the principal measure of home condition is that major repairs are needed, or there are considerable plumbing, electrical, or structural concerns. Of all households in 2016, 8% experience inadequate housing¹⁶.
- *Affordability* - Affordability is determined by measuring housing costs (i.e. rent/mortgage) against income. If housing costs are equal or above 30% of the cost of housing, this is determined to be unaffordable. In Chase, the proportion of households facing unaffordable housing has dropped since 2011 to 18% of households in 2016.

Being below one of these standards and meeting a relative shelter cost-to-income threshold, indicates core housing need. Being below two benchmarks, such as affordability and suitability, indicates extreme core housing need. Another indicator of extreme core housing need is putting 50% or more of pre-tax income towards shelter costs.

Overall core housing need has risen from 12% to 14% since 2011. The rate of core housing need is 1% higher than in the TNRD, but 1% lower than in BC. Renters see a significantly higher rate of core housing need than owners, 42% versus 10%. Whereas owners see only a 4% rate of extreme core housing need¹⁷, 19% of renters experience this condition.¹⁸

Figure 4.Error! Reference source not found.2 illustrates the proportion of households within Chase experiencing unsuitable, inadequate, and unaffordable housing in the census years 2011, and 2016 as well as overall core housing need,. No data was available for 2006.

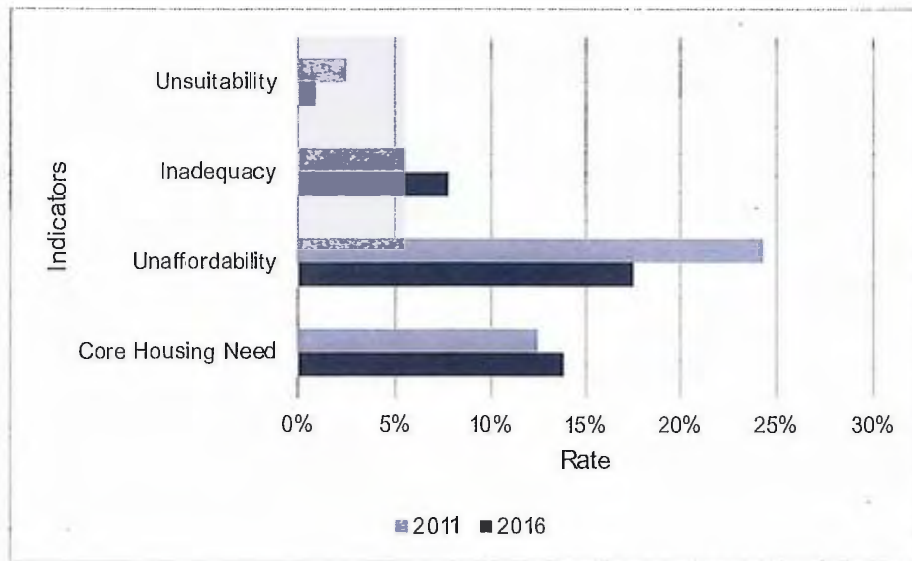
¹⁵ Statistics Canada, Dwelling Condition

¹⁶ Census Profile, 2016

¹⁷ Two core housing need dimensions as well as spending over 50% on shelter costs.

¹⁸ Core housing need by tenure is custom data limited to private households.

Figure 4.2: Rate of Core Housing Need Indicators



4.4 KEY FINDINGS

The key findings pertaining to housing characteristics in Chase housing include:

- There are 1,090 private dwellings currently being occupied within Chase¹⁹. The predominant dwelling type is the single-family home (72%) followed by mobile homes (12%) suggesting that there is little variety in dwelling types in the community.
- Approximately 53% of dwellings within Chase were constructed between prior to 1980 and are thus over 40 years old.
- There are 23 units providing transitional and supportive living, as well as 30 units low-income seniors housing in the independent social housing category. There are also 13 households receiving rental assistance²⁰.
- There is a dearth of market rental housing in Chase which can create issues with people moving to the community as well as people wanting to form new households for the first time.
- In 2019, there were 21 building permits issued in Chase, down from the 28 permits issued in 2018. By October 2020, there had already been 25 permits issued in Chase for 2020, with two months remaining.
- The average assessed value for single family homes in Chase is \$329,261 in 2019.

¹⁹ Census profiles 2016.

²⁰ BC Housing data 2020.

- While market prices for non-waterfront homes in Chase are lower than what is experienced in nearby Kamloops, prices are increasing.
- In 2016, 14% of Chase households were experiencing core housing need. This rate is slightly lower compared to BC, where 15% experience core housing need.

5 COMMUNITY ENGAGEMENT

The consulting team spent a week in the community of Chase, from March 9th to March 13th, 2020 to engage with the community and gather valuable perspectives on housing and community development. During the week multiple events were held including a residents' workshop, focus groups, school visits, and an open house. Members of the consulting team were also available at a storefront in downtown Chase which allowed members of the public to stop in and discuss community planning issues with the team. Over the week, the team met with approximately 100 people. During the engagement week, key themes about housing within Chase emerged including:

- A need for housing suitable for more young families and younger people moving to Chase.
- Being close to Kamloops can be a benefit in attracting new people to live in Chase as the community has good proximity to the services offered in Kamloops, though this can also be a challenge in terms of operating a business as many residents travel out of the Village for their needs.
- There is a need for more affordable housing and rental options within the community.
- There is a need for a greater diversity of housing in the community including more multi-family housing options.
- Many community members expressed the need for more land within the community that can be developed for housing.
- There is a need for extended seniors/elder care/end of life care along with assisted living, long term care homes and independent living options within the community.
- There is a significant number of people moving to Chase from out of town to take advantage of the lifestyle offered in the community.
- The development of an access road to Sun Peaks could dramatically impact the current character of Chase, transforming it into a 4-season tourism-oriented community which could have potential impacts on housing in the community.
- There appears to be a latent demand for new housing in the community, both for people moving to the community as well as those moving within the community.
- Some of the affordable housing offered in Chase has a waiting list that includes people not living in Chase currently. Therefore it is difficult to use this metric as an illustration of housing need.
- The key housing gaps identified through community engagement were:
 - Homes for younger people forming their first households (i.e. single people, young couples with and without children)

- Homes for people who can still live independently (i.e. 'Empty Nesters') but need a smaller home than a typical single family house – this would also add larger single family houses to the market that may be more attractive to families
- Long term care homes that will allow people to live in Chase rather than moving to more comprehensive facilities in Kamloops and Salmon Arm.

6 GAP ANALYSIS

The gap analysis looks at housing needs from a number of perspectives: income versus housing cost in the housing ownership and rental market, as well as the need for non-market rental units. The total number of anticipated units required up until 2025 is also provided.

6.1 MARKET OWNERSHIP

The cost of market ownership for households is an indicator of housing affordability. The threshold for housing affordability is 30% of monthly household income. Affordability has been estimated for different household types in Chase in the following way:

- The assessed values of different housing types in Chase has been used to calculate mortgage costs.
- A general 3-year fixed and closed mortgage with a 3.69% interest rate and 25-year amortization period has been applied to a 20% and 10% down payment scenario in order to estimate monthly mortgage costs. The mortgage costs do not include credit insurance.²¹
- Additional housing costs such as utilities, strata, or pad rent have not been taken into account.
- The estimated monthly costs were then applied to the median income for different household and housing types.

The household type with the highest median income, and therefore the lowest housing costs as a proportion of income, are couples with children. Couples with and without children are both within the affordability range carrying the mortgage for a single-family home.

Lone parent families, with a 20% down payment, would spend almost half of their monthly earnings on housing. Single family home ownership is out of reach for those not in economic families (single persons). Housing begins to be more affordable for lone parent families and single persons in looking at row housing or manufactured homes.

Given the relatively high upfront cost of homeownership, it is common for home buyers to initially put down less than 20%. Having only a 10% down payment makes home ownership more challenging for lone parent families and single persons. The only housing types requiring under 30% of monthly income for lone parent families are apartment and manufactured homes, while single persons are limited to manufactured homes.

Table 6.1 indicates the median income for the different household types and the monthly costs for with a 20% down payment by housing type.

²¹ The CIBC mortgage payment calculator was used: <https://www.cibc.com/en/personal-banking/mortgages/calculators/payment-calculator.html>

Table 6.1: Housing Costs as a Proportion of Monthly Income

		Single-family	Duplex/Triplex	Row Housing	Apartment	Manufactured Home
20% Down Payment	Median Income	Monthly Costs: \$1,440	Monthly Costs: \$1,200	Monthly Costs: \$925	Monthly Costs: \$597	Monthly Costs: \$401
Overall	\$50,560	34%	28%	22%	14%	10%
Couples without children	\$61,376	28%	23%	18%	12%	8%
Couples with children	\$93,952	18%	15%	12%	8%	5%
Lone-parent families	\$37,376	46%	39%	30%	19%	13%
Persons not in economic families	\$25,536	68%	56%	43%	28%	19%

6.2 MARKET RENTAL

Unfortunately, the lack of data about rental availability through CMHC limits the opportunity to comment on the occupancy rate and any potential shortage in rental units. There are a limited number of rental units advertised online, but not a sufficient number to provide a benchmark for affordability. Engagement with stakeholders has indicated that it is extremely difficult to find rental housing and that when units become available they are quickly absorbed by the market.

Rental units over one bedroom appear to cost in the \$1,000/month range (refer to section 4.2.1). If median renter-household income is \$22,801 (refer to section 3.1.3), monthly income would be \$1,900. This means that the average monthly shelter costs would account for 53% of income.

While this situation may seem extreme, it is also confirmed to an extent by the census' shelter cost indicator. Of renter households, 41% spend over 30% on housing. This rate is comparable to the TNRD rate of 44%, but higher than other small towns in the area, including Clearwater (30%) and Logan Lake (35%).

6.3 NON-MARKET RENTAL

Non-market rentals are generally referred to as subsidized housing. According to the 2016 census there are 45 renter households/single persons in subsidized housing, or 29% of renters in Chase.

However, in addition to households and single persons currently accessing subsidized housing, there are 65 renter households in core housing need facing challenges of affordability. This suggests that there is a need for additional non-market or subsidized rental housing.

6.4 FUTURE HOUSING NEEDS

The anticipated future housing needs provided in this section have been calculated according to a standard housing needs assessment methodology. Future housing needs are based on a relatively optimistic population projection which assumes that there will be additional in-migration. This approach takes into account that a high number of people, considering the overall population, moved to Chase in the five years previous to the 2016 census²². This approach also reflects the proximity of Chase to the neighbouring city of Kamloops which has relatively high sales and rental housing costs, which may drive households to relocate to nearby communities. In addition, there has been a slight increase in the population as per BC Stats Population Estimates, which has informed population and household projections.

Using this approach, the anticipated household growth from 2016 to 2025 is 14, leading to a need for 14 more homes. Even though the current year is 2020, housing need is calculated from 2016 as population is projected from the census year.

Based on household size proportions and the relative abundance of existing single family homes, it is estimated that the greatest need is for 1-bedroom housing units. Building smaller housing units may also lead to small households being able to right-size for their circumstances or need for accessibility or ease of care.

It should be noted however that, if more housing were available in Chase in the coming years, there could be demand to match. The anticipated housing needs calculated here have not accounted for the latent demand for housing that is likely being experienced in Chase meaning that new homes could be absorbed by people moving to the community.

Table 6.2 shows the number of households which may be added to the population between 2016 and 2025, the number of housing units which would be required to meet the demand for housing, and the size of housing which may best respond to housing need.

²² In the five years prior to the 2016 census, 615 individuals moved to Chase.

Table 6.2: Anticipated Housing Needs

	2016-2020	2020-2025	Total
Anticipated Household Growth	7	7	14
Anticipated Housing Units	7	7	14
No Bedroom / Studio	1	1	2
1 Bedroom	4	4	7
2 Bedroom	2	2	3
3+ Bedroom	1	1	2

6.5 INDICATED HOUSING GAP SUMMARY

The greatest housing needs indicated by the gap analysis are the following:

- Smaller homes/housing units to provide alternatives for smaller households to right-size from single-family homes.
- More affordable market housing to provide financially manageable home ownership opportunities to households with lower incomes (e.g. lone parent families).
- More rental units to provide more options in terms of adequacy and affordability for renter households, increase inventory to potentially lower rental costs in general, and decrease the difficulty of finding rental accommodations.

7 SUMMARY AND NEXT STEPS

The Village of Chase is in a unique position to plan for future housing. There are potential housing projects in development which could soon greatly impact both supply and local housing requirements. It is understood that there is one development at the moment, Whitfield Landing, which will ultimately have 70 lots available for modular homes and has sold a significant portion already while a 17-unit townhouse project is in development. Another apartment building and residential lot development also on the horizon. These projects would accommodate the projected 14 anticipated households up until 2025 and accommodate demand related to in-migration.

Retirees living in Kamloops or other, more expensive urban centres, may see an opportunity to sell their property and buy a home in Chase. Families also facing a housing crunch, either not able to move from renting to ownership, or to find an adequately sized home at their price point, may also look to a smaller community with lower housing costs. The housing conditions in nearby cities such as Kamloops or Salmon Arm (another city facing a housing affordability challenge), will have an impact on the demand for housing in Chase. On the one hand, the housing demand in nearby cities may be a boon to housing developers looking to attract people to Chase, while on the other it may lead to rising housing prices as pressure is exerted on housing stock availability in the region in general. The housing situation could also be greatly influenced by the potential development of an alternate access to Sun Peaks which would significantly reduce the distance to Sun Peaks from Chase and enhance Chase's status as a tourism community as well as place with great access to lifestyle amenities.

Housing stock in Chase right now consists of a majority of single family homes, with the remainder a mix of attached dwellings (e.g. row housing, low-rise apartments). The majority of homes (71%) are either two or three-bedroom. The average assessed value of a single-family home in 2019 was just under \$330,000, with multi-unit dwellings ranging from \$135,000 to high \$200,000s, and manufactured homes close to \$100,000. Median incomes in Chase, for couples with and without children in particular, make home ownership in Chase relatively affordable. For the majority of these households, the primary concern could be that they are unable to find housing which is large enough to accommodate a growing family, considering the high number of two or three-bedroom homes. It could also be challenging to find newer homes, given that a large number of homes were built pre-1980.

The research indicates that there are both owner and renter households however which face challenges of affordability. For lone parent families and individuals, home ownership for most types of dwellings, with the exception of apartments and manufactured homes, is costly, if not prohibitive. Renting can be more affordable, however incomes for renters place a number of households in the extreme housing need category, spending over half of their income on rent, and potentially living in inadequate or unsuitable housing.

A community characteristic which is already impacting housing in Chase and is set to do so more in the future, is the aging demographic. Population projections are suggesting that the median age is rising and the proportion of residents over 65 is going up each year. To ensure that these residents are able to age in the community, in their own homes and/or in homes with assistance, the need for accessible housing (e.g. apartments with elevators or small homes with level entry) will only increase.

Providing appropriate housing for seniors will enable right-sizing for empty nesters, ensure safety, reduce outdoor upkeep (e.g. driveway shovelling), and also free up single-family homes for new families. Adding long-term housing to the range of housing available would further extend the options available for families and seniors who want to stay in Chase. The Province of BC recently announced that Interior Health would be receiving 495 long-term care beds over the next five years. Kamloops will benefit from 100 of these beds although the exact location of beds has not yet been decided, so there may be some flexibility in locating some in surrounding communities.

Chase is in a position similar to many other communities in BC where housing affordability and supply are being challenged by pressure on the housing market and aging demographics. If the Village of Chase aims to maintain a community where diverse housing is inclusive of seniors, new as well as established families, those of means as well as those with limited means, there are a range of strategies which can be employed. To explore a range of strategies, the following next steps are suggested:

1. Zoning

As a municipality, the main tools available to the Village are related to zoning. Options could include:

- Creating a special type of zone for a particular type of housing (e.g. tiny homes). The District of Clearwater for example has pre-emptively zoned an area for tiny homes. Tiny homes have been a popular way for single people or couples to own their own homes while avoiding hefty mortgages.
- Being open to creative housing ideas from community groups, societies, or developers which may not align with zoning as it is currently.
- Expanding options for secondary suites or detached suites to encourage home owners to create rental housing stock.
- Encouraging developers to be aware of median incomes in Chase in order to tailor their housing prices to these levels.
- Encouraging developers to include affordable or rent-geared-to-income²³ housing in new development. In larger urban centres such as Vancouver, incentives are provided to developers who will include affordable housing in their housing development.
- Encouraging or providing incentives for developers to build purpose-built rental housing.

2. Advocate for Housing Needs

The Housing Needs Assessment has provided qualitative and quantitative evidence of a range of needs including a need for affordability, the need to accommodate new and growing families, the need for rentals, and the need to accommodate retirees' and seniors' changing housing needs. Advocating could take a few different forms, including:

²³ According to BC Housing, 30% of household total gross income, subject to minimum rent based on the number of people. <https://www.bchousing.org/housing-assistance/rental-housing/subsidized-housing>

- Private developers interested in developing housing in Chase could be made aware of the need for affordable housing, or the need for accessible homes for seniors. This could influence them to gear their development idea towards that market.
- A community organization (e.g. Interior Community Services) could be made aware of the results of the Housing Needs Assessment, particularly the need for housing for people with low incomes.
- Appropriate community groups could be engaged to discuss the need for affordable housing to see if there is interest in spearheading a community project to seek funding for such a development.
- The Housing Needs Assessment could be provided private assisted living providers in Chase and the Village could advocate for expansion to accommodate the aging population both in Chase and the region.
- The Village could advocate to Interior Health for the allocation of public long-term care in Chase.
- The Village could engage local home owners interested in becoming landlords in learning about the *Residential Tenancy Act* and options to develop legal suites under Zoning Bylaw No. 683.

VILLAGE OF CHASE
Bylaw No. 894-2020

A Bylaw to Amend *Village of Chase Volunteer Fire Department Establishment and Regulation* Bylaw No. 795-2014

WHEREAS the Council of the Village of Chase has adopted the Village of Chase Volunteer Fire Department Establishment and Regulation Bylaw No. 795-2014;

AND WHEREAS The Council of the Village of Chase deems it necessary to amend Bylaw No. 795-2014;

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

This bylaw may be cited as "Village of Chase Volunteer Fire Department Establishment and Regulation Bylaw Amendment Bylaw No. 894-2020".

1. Section 3, "*Administration*" is hereby amended by adding:

Inspection and Testing

- 3.27 The Fire Chief, or any qualified inspector, may at all reasonable hours enter into and upon any vehicles, lands, or buildings for the purpose of testing and inspecting:

a) The said vehicles, lands, or buildings, as required or permitted by the Fire Services Act;

b) The water supply, so as to determine if Chase Fire Rescue has satisfactory access to an adequate water supply for fire suppression purposes; and

c) To determine if the requirements of this bylaw are being carried out.

If more than one re-inspection of vehicles, lands, or buildings is performed by the Fire Chief to ensure that fire safety violations discovered during a previous regular inspection have been rectified, a fee as set out in the *Fees & Charges* bylaw will be charged to the owner or occupant of the vehicles, lands, or buildings. If the owner or occupant of the vehicles, lands, or buildings fails to pay to the Village the aforesaid fee, then the Village may recover the fee in the same manner as municipal property taxes.

Entry for Inspection

- 3.28 No person may obstruct, hinder, or prevent any authorized Chase Fire Rescue member from entering into or upon any vehicles, lands, or buildings for the purposes of inspection or testing.

Assistance in Inspection

- 3.29 The owner, occupier, or lessee of vehicles, lands, or buildings or any other person having knowledge of the vehicles, lands, or buildings shall, upon request, give to the Fire Chief or an inspector such assistance as he may require in carrying out an inspection or test.

Indemnity

3.30 Neither the Village nor any officer or employee of the Village is liable for any damages or loss, including economic loss sustained by any person, or to the property of any person, resulting from:

- a) Any inspection carried out under this bylaw;
- b) Any failure to carry out an inspection under this bylaw;
- c) Any permit or notice issued under this bylaw; or
- d) The approval or disapproval of any equipment under this bylaw.

READ a First time this **24 DAY OF NOVEMBER, 2020.**

READ a Second time this **24 DAY OF NOVEMBER, 2020.**

READ a Third time this **24 DAY OF NOVEMBER, 2020.**

ADOPTED this DAY of , 2020

Rod Crowe, Mayor

Sean O'Flaherty, Corporate Officer

VILLAGE OF CHASE
Bylaw No. 895-2020

A Bylaw to Amend the Village of Chase Fees and Charges Bylaw No. 820-2016

WHEREAS the Council of the Village of Chase has adopted the Village of Chase Fees and Charges Bylaw No. 820-2016;

AND WHEREAS The Council of the Village of Chase deems it necessary to amend Bylaw No. 820-2016;

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

1. This bylaw may be cited for all purposes as "Village of Chase Fees and Charges Amendment Bylaw No. 895-2020".
2. Section 2. *Fees*, is hereby amended by adding "*Schedule "M" – Fire Department Fees*"
3. "*Schedule "M" – Fire Department Fees*" is attached hereto and form part of the bylaw.
4. The following schedules are hereby replaced in entirety:

"Schedule "A" – Administration and Office Fees";

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

"Schedule "D" - Water Service Rates";

"Schedule "E" – Sewer Service Rates".

SEVERANCE

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

READ A FIRST TIME THIS **24** DAY OF **NOVEMBER, 2020**.

READ A SECOND TIME THIS **24** DAY OF **NOVEMBER, 2020**.

READ A THIRD TIME THIS **24** DAY OF **NOVEMBER, 2020**.

ADOPTED THIS THIS ____ DAY OF ____, **2020**.

Rod Crowe, Mayor

Sean O'Flaherty, Corporate Officer

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

ADMINISTRATION AND OFFICE FEES
Effective 1st January 2021

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

- a. Photocopies (colour copies are double the price, high visibility paper- add 10¢)
 - i. 8½ x 11 **\$0.50 per page**
 - ii. 8½ x 14 **\$0.50 per page**
 - iii. 11 x 17 **\$1.00 per page**
 - iv. Photocopy of Legal Plan **\$5.00 (plus copy charge)**
 - v. Land Titles Document Retrieval **Actual Cost Plus 15%**
- b. Facsimile
 - i. First 5 Pages **\$5.00 (flat fee)**
 - ii. More than 5 Pages **\$10.00 (flat fee)**
- c. Computer Documents (per Document)
 - i. Tax Certificate (per parcel) **\$35.00 (includes fax fee)**
 - ii. Utility Invoice (per parcel) **\$5.00**
 - iii. Accounts Receivable Invoice **\$5.00**
 - iv. List of Business Licenses **\$35.00**
- d. Other Fees
 - i. Returned cheques **\$40.00**
 - ii. Commissioner for Taking Affidavits service **\$15.00/signature**
 - iii. Letter regarding status of property (i.e. compliance with Village Bylaws) **\$75.00**
 - iv. Provision of Current Gross Tax amount for other than the property owner **\$10.00**
 - v. Custom Research/Specific Request - **\$50.00/hour calculated in 15 minute intervals**
 - vi. Maps - **\$50/hour plus copy charges, calculated in 15 minute intervals**
 - vii. Bound reports, studies and plans- **\$50.00/hour plus copy charges, calculated in 15 minute intervals**

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

WATER AND SEWER UTILITY SERVICE CALLS

Effective 1st January 2021

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

- (a) Requested Service Call during normal business hours \$42.00/hr per employee
- (b) Requested Service Call other than normal business hours \$130.00/hr per employee
- (c) Meter test \$150.00 per test
- (d) Water service turn-on or turn-off \$50.00 per occurrence

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

WATER SERVICE RATES

Residential Water Service Charges	Annual Charge
Fixed Rate charge per single family dwelling property (Effective January 1, 2022)	\$200.00 \$240.00
Fixed Rate charge per residential unit other than a single family dwelling property (Effective January 1, 2022)	\$175.00 \$210.00

*Fixed rate charges are applied for each unit whether occupied or not.

Non Residential Water Service Charges	Annual Charge
Meter Size 5/8 inch (Effective January 1, 2022)	\$200.00 \$240.00
Meter Size 3/4 inch (Effective January 1, 2022)	\$250.00 \$350.00
Meter Size 1.00 inch (Effective January 1, 2022)	\$350.00 \$420.00
Meter Size 1.50 inch and larger (Effective January 1, 2022)	\$800.00 \$960.00
Fixed Rate charge per additional business or occupancy on property (Effective January 1, 2022)	\$175.00 \$210.00

*Fixed rate charges are applied for each unit whether occupied or not.

Water Consumption Rate	Volume Charge
Metered water consumption per cubic meter effective October 1, 2020	\$0.700

* The water service fee is a recurring annual charge renewing on the first day of every calendar year, and billed in 4 equal instalments January 1, April 1, July 1, and October 1.

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

SEWER SERVICE RATES

Residential Sewer Service Charges	Annual Charge
Fixed Rate charge per single family dwelling property	\$155.40
Fixed Rate charge per single family dwelling property with Secondary Suite	\$213.70
Fixed Rate charge per residential unit other than a single family dwelling property	\$116.60

Non Residential Sewer Service Charges	Annual Charge
Meter Size 5/8 inch	\$155.40
Meter Size 3/4 inch	\$223.80
Meter Size 1.00 inch	\$397.80
Meter Size 1.50 inch and larger	\$895.20
Fixed Rate charge per additional business or occupancy on property	\$116.60

Sewer Consumption Rate	Volume Charge
Effluent discharge based on metered water consumption per cubic meter	\$0.875

* The sewer service fee is a recurring annual charge renewing on the first day of every calendar year, and billed in 4 equal instalments January 1, April 1, July 1, and October 1.

** All sewer consumption shall be based on the metered water consumption during the period January to March of the current year, with a minimum volume charge of 5.0 cubic meters per quarter.

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

FIRE DEPARTMENT FEES

More than one re-inspection	\$50 per re-inspection
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VILLAGE OF CHASE

Memorandum

Date: December 3, 2020
To: Mayor and Council
From: CFO and Manager of Public Works
RE: Proposed lighting at Skatepark – Lions Offer to Purchase and Install

At its November 24, 2020 Council meeting, Council directed Administration:

“THAT Administration review the Lion’s skatepark lighting proposal and bring back a report containing future maintenance obligations and costs to an upcoming meeting.”

Summary of issues relating to the proposed lighting project:

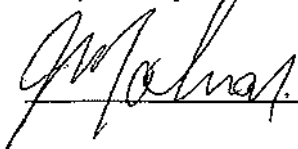
- No light pollution will be generated to homes or traffic on Pine Street
- Lights will operate on timers or photoresistors (lights will come on at dusk and go off at dawn)
- Estimated costs to operate the lights once installed (BC Hydro Costs) will be approximately \$300 per year based on the current rates
- Replacement of LED bulbs will likely only occur every 5 – 10 years – costs unknown until replacement is required
- Estimate of costs for repairs due to potential vandalism will likely be less than \$500 per year
- Other vandalism should be mitigated by the lighting of the area reducing Village costs

OPTIONS

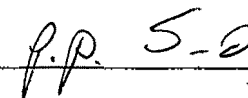
1. Direct the Public Works Manager to proceed with the project, working with the Chase Lions Club who is proposing to pay for the equipment and installation.
2. Do not proceed with this project.

Council direction is requested.

Respectfully submitted,



Approved for Council Consideration by CAO



VILLAGE OF CHASE
2021 Council Appointment Positions

Acting Mayor

January to March:	Councillor Ali Maki
April to June:	Councillor Fred Torbohm
July to September:	Councillor Alison Lauzon
October to December:	Councillor Steve Scott

Liaison Appointments

Adams River Salmon Society	Councillor Steve Scott
Business Community and Chase Chamber of Commerce	Councillor Fred Torbohm
Chase and District Festival Society	Councillor Ali Maki
Chase and District Health Services Foundation	Mayor Rod Crowe
• Extended Care Facility Committee (of Chase and District Health Services Foundation)	Councillor Alison Lauzon
Chase Service Clubs	Councillor Alison Lauzon
Citizens on Patrol	Councillor Steve Scott
First Nations	Mayor Rod Crowe, Alternate Councillor Ali Maki
RCMP Liaison	Councillor Fred Torbohm
• Mayor Rod Crowe to participate in any advocacy to E Division South East District	
Shuswap Regional Trails Strategy	Councillor Fred Torbohm
Shuswap Tourism Advisory Committee	Councillor Ali Maki

Standing Committees

Youth Action Committee	Councillor Alison Lauzon
	<i>Councillor Ali Maki – Alternate</i>

Select Committees

Child Care Planning Program	Councillor Alison Lauzon
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Municipal Insurance Association

Delegate:	Councillor Steve Scott
Alternate:	Councillor Ali Maki

Recreation Board of Management

Mayor Rod Crowe
Councillor Steve Scott
CAO

Signing Authorities

Council Signatories:	Mayor Rod Crowe Councillor Steve Scott
Staff Signatories:	Chief Administrative Officer, Joni Heinrich Director of Financial Services, Joanne Molnar Corporate Officer, Sean O'Flaherty

Thompson-Nicola Regional District Director and Alternate Director (2020)

Director:	Mayor Rod Crowe
Alternate Director:	Councillor Steve Scott



Village Of Chase

Administrative Report

TO: Mayor and Council

FROM: Corporate Officer

DATE: 1 December 2020

RE: 2021 Council Meeting Schedule

ISSUE/PURPOSE

To establish the 2021 Council meeting schedule.

OPTIONS

1. Adopt the 2021 Council meeting schedule as presented
2. Amend and then adopt the 2021 Council meeting schedule. For example, Council might consider replacing the April 27 Regular meeting with SILGA which is scheduled for April 27-30, 2021.

HISTORY/BACKGROUND

Provincial enabling legislation for municipalities places several requirements on local governments in B.C. One such requirement is that municipalities must annually provide a schedule of its meetings, post the schedule, and publish a notice indicating the schedule is available.

Meetings of Council generally take place on the second and fourth Tuesdays of each month in the Council Chambers at Village office, 826 Okanagan Avenue, Chase, B.C., and begin at 4:00p.m. During our current pandemic however, meetings are currently being held at the Community Hall. The attached is a schedule of meetings required by the *Community Charter* and by *Village of Chase Council Procedures Bylaw No. 783-2012*. Upon approval, public notice will be provided pursuant to Section 94 of the *Community Charter*.

The *Council Procedures Bylaw 783-2012* states that Regular meetings occur on the second and fourth Tuesdays of each month except: "when a Regular meeting conflicts with the annual UBCM Convention"; "during the months of July and August when a Regular meeting will be scheduled on the second Tuesday of the month only"; and, "when the fourth Tuesday falls between Christmas and New Year's". The UBCM 2021 Conference is September 13-17, 2021. SILGA, another conference that Council typically attends, is not referenced in the bylaw, however Council could certainly drop the April 27, 2021 meeting which conflicts with these conference dates.

DISCUSSION

The *Council Procedures Bylaw 783-2012* allows Council to hold Special meetings in circumstances when the posted schedule cannot accommodate a timely decision.

FINANCIAL IMPLICATIONS

None

POLICY IMPLICATIONS

Section 127 (1) of the *Community Charter* requires Council to establish and make available a schedule of its meetings and to give notice that this schedule is available.

Council has adopted the *Council Procedures Bylaw 783-2012*. Council has until January 15, 2021 to adopt the 2021 meeting schedule.

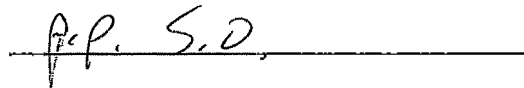
RECOMMENDATION

"THAT Council adopt the 2021 Council meeting schedule as presented."

Respectfully submitted,

A handwritten signature consisting of several overlapping loops, written over a horizontal line.

Approved for Council Consideration by CAO

A handwritten signature that appears to read 'P. P. S. D.', written over a horizontal line.



Village of Chase

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

VILLAGE OF CHASE 2021 COUNCIL MEETING SCHEDULE

January

12 Regular Meeting
26 Regular Meeting

February

9 Regular Meeting
23 Regular Meeting

March

9 Regular Meeting
23 Regular Meeting

April

13 Regular Meeting
27 Regular Meeting

May

11 Regular Meeting
25 Regular Meeting

June

8 Regular Meeting
22 Regular Meeting

July

13 Regular Meeting

August

10 Regular Meeting

September

No Meeting (Sept. 13-17 UBCM)

28 Regular Meeting

October

12 Regular Meeting
26 Regular Meeting

November

9 Regular Meeting
23 Regular Meeting

December

14 Regular Meeting
No Meeting (Christmas)

Meetings begin at 4:00 p.m. unless otherwise advertised

Meeting are held in Council Chambers at Village office, 826 Okanagan Avenue, Chase, B.C

The public will be able to speak on current Agenda business items at the beginning of all Regular Council meetings.

The opportunity to speak on any municipal matter will be provided at the end of the second Council meeting of the month, except when there is only one meeting in a month in which case an opportunity to speak on any municipal matter will be provided at that meeting.

The Acting Mayor may chair the Council meeting on the first Council meeting of the month.

If required Special meetings will be convened with appropriate notice as per the *Community Charter* and Council policy



Fire Chiefs' Association of BC:

Road Rescue Grant Program – Program Overview

Program overview

The Fire Chiefs' Association of BC (FCABC) with funding provided by Emergency Management BC (EMBC) OFC, has developed a program to help support providers of "Out of Jurisdiction Road Rescue" (the Program). The intent is to enhance the ability of providers to cover equipment and training cost related to their participation by creating a grant funding program.

Project description

This one-time grant funding program was established to support existing BC fire departments, fire brigades, fire societies, SAR Groups and First Nation communities that meet the criteria to apply as determined by the FCABC and EMBC. To apply the agency must be a registered provider of Out of Jurisdiction Road Rescue with EMBC. Funding will be available for 1) equipment purchases and/or 2) training expenses.

To be eligible for consideration of funding, applicants must submit information on the form provided. The FCABC, in consultation as needed with EMBC, will determine if the applicant meets the criteria, are potentially eligible for grant funding and what amount they may receive. As limited funds are available not all applicants may receive a grant or to the level requested.

A funding application form (Schedule A) must be submitted to the FCABC and receive written approval prior to purchase of equipment and/or delivery of the training.

Maximum eligible grant funding requests are pro-rated on a sliding scale tied to the requesting agencies operating budget, as outlined below. A record of the annual operating budget must be included in the application as part of the approval process to be considered for grant funding.

1. \$0 to \$100,000 are potentially eligible for up to a maximum of \$50,000
2. \$100,000 to \$150,000 are potentially eligible for up to a maximum of \$40,000
3. \$150,000 to \$250,000 are potentially eligible for up to a maximum of \$30,000
4. \$250,000 to \$500,000 are potentially eligible for up to a maximum of \$20,000
5. \$500,000 to \$1,000,000 are potentially eligible for up to a maximum of \$10,000

Equipment purchase funding

An application may be made for grant funds for the reimbursement of eligible expenses incurred by the organization for road rescue related equipment purchases. Equipment applications will require the specifics of type and model. Payment for approved projects may be made directly to the vendor or applicant at the discretion of the FCABC.

Prior to the purchase of any equipment or upgrades, the organization must obtain written approval from the FCABC in order to be considered eligible for reimbursement. Approval will be at the discretion of the FCABC, in consultation as needed with EMBC.

Equipment eligible for grant funding would include:

- Extrication, stabilization and lifting equipment
- Other equipment related to the delivery of this service (excluding firefighting equipment)
- Replacement of worn or damaged equipment related to the delivery of the service
- Other specialized equipment related to the delivery of the service

The application and approval processes are as follows:

- The agency of a proposal approved in principle will be contacted and notified of next steps
- All submissions must include all delivery costs to the department (FOB)
- Upon approval of the project, the department will proceed with ordering the equipment. Invoice's must match the pre-approved amount
- Successful applicants will be required to submit a report on completion of the project.

Training program funding

It is intended that training programs will be delivered "in house" by qualified instructors. A qualified instructor could be a private contractor, external training organization instructor or a department "in house" instructor. Courses to build capacity or knowledge in the delivery of road rescue will be considered.

Funding will be in the form of reimbursement for expenses incurred. Eligible expenses would include:

1. Necessary and reasonable travel related expenses of instructors
2. Administrative materials and resources related to the course delivery
3. Training materials such as manuals, booklets, handouts.

The application and approval processes are as follows:

- Proposals approved in principle would then require further submission defining the means of course delivery and a breakdown of all related costs (eligible expenses as outlined above)
- Upon approval of the training the department will proceed with the project
- Invoices will be submitted by the supplier and where applicable, the department, as directed by the FCABC for payment
- Invoices must include course rosters signed by the course instructor
- Invoices must not exceed the pre-approved amounts
- Successful applicants will be required to submit a report on completion of the project.

Approval of all training programs will be at the discretion of the FCABC in consultation as needed with EMBC.

Questions should be directed to roadrescue@fcabc.ca.

Deadline for submitting a Grant Application is 1200 hrs December 11, 2020.

Sean O'Flaherty

From: Rod Crowe
Sent: Thursday, December 03, 2020 1:32 AM
To: Joni Heinrich; Sean O'Flaherty

I would like to know if a motion was made at a council meeting to have administration report out to the public in the Sunflower regarding the achieved goals of the strategic plan. If not I would like to have the item of reporting out to the public included on the December 8th Council meeting.