



AGENDA

Regular Meeting of the Council of the Village of Chase held in the Council Chamber at the Village Office at 826 Okanagan Avenue on Tuesday, October 10, 2017 at 4:00 p.m.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Resolution:

“That the October 10, 2017 Village of Chase Regular Council agenda be adopted as presented.”

3. ADOPTION OF MINUTES

3.1 Regular Meeting held September 12, 2017

Pages 1-6

Resolution:

“That the minutes of the September 12, 2017 Regular Meeting of Council be adopted as presented.”

3.2 Public Hearing held September 12, 2017

Pages 7-8

Resolution:

“That the minutes of the September 12, 2017 Public Hearing be adopted as presented.”

4. PUBLIC HEARING

None

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

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

6. DELEGATIONS

None

7. REPORTS

a) Mayor and Council Reports

The Mayor has signed a proclamation to declare October 16-22 as Waste Reduction Week.

b) Staff Reports

Pages 9-10

8. UNFINISHED BUSINESS

8.1 Permissive Tax Exemptions

Pages 11-12

Resolution:

“That Village of Chase 2018 Permissive Tax Exemption Bylaw No. 843-2017 be given first reading.”

“That Village of Chase 2018 Permissive Tax Exemption Bylaw No. 843-2017 be given second reading.”

“That Village of Chase 2018 Permissive Tax Exemption Bylaw No. 843-2017 be given third reading.”

- 8.2 Development Variance Permit Application (130 Aylmer Road) Pages 13-17
An application to allow the front yard setback to be used for storage
Resolution:
“That Council approve Development Variance Permit 4-2017.”

9. NEW BUSINESS

- 9.1 Quarterly Financial Report to 30 June 2017 Pages 18-27
Report from the Director of Financial Services
Resolution:
“That the Quarterly Financial Report to 30 June 2017 be received as information.”
- 9.2 Notice on Title – 718 Shuswap Avenue (Underwood Hotel) Pages 28-36
Report from the Corporate Officer
Resolution:
“That 718 Shuswap Avenue (Lot 19, Block C, District Lot 517, Kamloops-Yale District Plan 514), is hereby declared as contravening the BC Building Code, and the Village of Chase Building Bylaw 803-2014 and that a Notice on Title be registered on the property’s title pursuant to section 57 of the Community Charter (SBC 2003); and,

That Administration be directed to register the Notice on Title on or after December 10, 2017 if the Owner has not secured the proper building permits to remedy the BC Building Code contraventions.”
- 9.3 Notice on Title – 269 Shuswap Avenue Pages 37-44
Report from the Corporate Officer
Resolution:
“That 269 Shuswap Avenue (LOT 1 DISTRICT LOT 517 KAMLOOPS DIVISION YALE DISTRICT PLAN 26419), is hereby declared as contravening the BC Building Code, and the Village of Chase Building Bylaw 803-2014, and that a Notice on Title be registered on the property’s title pursuant to section 57 of the Community Charter (SBC 2003).”
- 9.4 Okanagan Cannabinoid Business License Application Pages 45-47
Memorandum from the CAO
- 9.5 Shuswap Trails Roundtable Workshop – November 29, 2017 Page 48
For the past several years, Shuswap Trail Alliance in partnership with many Shuswap region stakeholders has been developing a Regional Trails Strategy – annually a roundtable workshop takes place for representatives of the strategy initiative to learn what has been accomplished that year and to discuss future strategy ideas. The 2017 Roundtable event is scheduled for November 29, 2017 from 9 am to 4 pm location yet to be set.

A resolution of council is required for any member of Council wishing to attend and have their attendance costs paid for by the Village of Chase.

9.6 Chase & District Skate Park Society – Request for Grant-in-Aid for Contributors' Thank you Dinner Page 49

The Chase & District Skate Park Society is requesting a grant in aid of \$750 to help with the thank you dinner for contributors to the skate park project.

9.7 Green Communities Committee – Letter of Congratulations for continuing to show efforts to reduce Greenhouse Gas Emissions in Chase Pages 50-52

Resolution:

“That the letter from the Green Communities Committee acknowledging achievement of Level 1 recognition – ‘Demonstrating Progress on Charter Commitments’ be received as information.”

9.8 Village Office – Christmas Closures Pages 53-54

Report from the Corporate Officer

Resolution:

“That Council approve the closure of Municipal Hall to the public effective Monday December 25, 2017 and re-opening Tuesday January 2, 2018.”

10. RELEASE OF IN CAMERA ITEMS

None

11. IN CAMERA

That Council recess to an In-Camera meeting pursuant to Section 90 (1) of the Community Charter, paragraph (e), regarding the acquisition, disposition or expropriation of land or improvements; and (g) litigation or potential litigation affecting the municipality.”

12. ADJOURNMENT

Resolution:

“That the October 10, 2017 Village of Chase Regular Council meeting be adjourned.”



Minutes of the Regular Meeting of Council of the Village of Chase
held upstairs at the Fire Hall, 810 Okanagan Avenue
on Tuesday, September 12, 2017 at 4:00 p.m.

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

Also in Attendance: Joni Heinrich, Chief Administrative Officer
Sean O'Flaherty, Corporate Officer
Tim Perepolkin, Public Works Manager
Brian Lauzon, Fire Chief

Regrets: Mayor Rick Berrigan

Public Gallery: 20

1. CALL TO ORDER

Mayor Berrigan called the meeting to order at 4:14 p.m.

Mayor Berrigan recognized all those involved in suppressing a brush fire near the A&W

Moved by Mayor Berrigan
Seconded by Councilor Scott

"That October be proclaimed as *"Month of the Returning Salmon"*

CARRIED
#2017/09/12_001

2. ADOPTION OF THE AGENDA

Moved by Councilor Egely
Seconded by Councilor Maki

"That the September 12, 2017 Village of Chase Regular Council agenda be adopted as amended by adding *"9.9, Chase Chamber of Commerce Fall Dinner."*

CARRIED
#2017/09/12_002

3. ADOPTION OF MINUTES

Minutes of the August 21, 2017 Special Meeting of Council

Moved by Councilor Maki
Seconded by Councilor Scott

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

CARRIED
#2017/09/12_003

4. PUBLIC HEARING

There are separate Public Hearing Minutes for Bylaw 842-2017

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

Bruce Nelson of 216 Ash Street asked if there were other illegal suites in Chase. The Mayor responded that there is a strong likelihood of other illegal suites in Chase.

6. DELEGATIONS

None

7. REPORTS

a) Mayor and Council Reports

Mayor Berrigan

No report

Councilor Egely

- August 9 – Attended a Chase Museum meeting
- August 21 – Attended a Special Meeting of Council

Councilor Lepsoe

- August 15 – Attended an Adams River Salmon Society meeting
- August 16 – Attended a 2017 Wild Salmon Caravan meeting
- August 19 – Attended the Neskonlith Powwow
- September 7 – Attended a Shuswap Tourism Meeting
- September 11 – Attended a 2017 Wild Salmon Caravan meeting
- September 12 – Attended Shuswap Tourism marketing strategy meeting

Councilor Maki

- August – Multiple meetings with the Chase Festival Society
- August – Attended a Youth Action Committee executive meeting regarding the strategic plan
- August 21 – Attended a Special Meeting of Council
- September 7 – Attended a Shuswap Tourism Meeting

Councilor Scott

- August 8 – Attended a Chase Citizens on Patrol meeting
- August 21 – Attended a Special Meeting of Council

b) Staff Reports

Fire Chief reported:

- Attended eight fire calls and two rescue calls in the August/September reporting period
- Campfire ban is still in effect

The CAO reported:

- Met with staff members regarding various matters including development proposals, bylaw complaints, proposed land purchases/exchanges, finance matters
- Reviewed reports drafted for inclusion on Council agendas
- Managed various staffing and labour management matters
- Liaised with Interim Director of Fire Operations regarding fire department matters
- Drafted correspondence, communicated with various individuals regarding matters of municipal concern, specific Council matters
- The Director of Financial Services position has been advertised and many applications have been received

The Public Works Manager reported:

- Memorial Park LED upgrade complete
- Sewer Upgrade project almost complete
- Rapid infiltration basin #3 was drained and benefitted from comprehensive maintenance
- Aylmer Road development is at substantial completion stage
- Chase water demands have reduced 30% since the end of August and Public Works has reduced water usage by 50%.

Council also considered the written reports from the Corporate Officer that was included in the agenda package.

Moved by Councillor Egely

Seconded by Councillor Scott

"That the reports from Council members and Staff be received for information."

CARRIED

#2017/09/12_004

8. UNFINISHED BUSINESS

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

This item is returning from a Public Hearing

Moved by Councillor Scott

Seconded by Councillor Maki

"That Zoning Amendment Bylaw 842-2017 be read a third time."

CARRIED

#2017/09/12_005

Moved by Councillor Egely

Seconded by Councillor Maki

"That Zoning Amendment Bylaw 842-2017 be adopted."

CARRIED

#2017/09/12_006

8.2 Nuance Dance –Request for the Not-for-Profit Rate for use of Community Hall

Moved by Councilor Scott

Seconded by Councilor Maki

"That Nuance Dance be deemed 'not for profit' only for purposes of Community Hall rental rates."

CARRIED

Lepsoe and Egely OPPOSED

#2017/09/12_007

9. NEW BUSINESS

9.1 Official Community Plan Amendment at 950 Hysop Road

Moved by Councilor Lepsoe

Seconded by Councilor Scott

"That the application from Shawnessy Enterprises Ltd. to amend the Official Community Plan land use designation of 950 Hysop Road from Parks and Open Spaces to Residential be denied."

CARRIED

#2017/09/12_008

9.2 Zoning Bylaw Amendment at 950 Hysop Road

Moved by Councilor Scott

Seconded by Councilor Maki

"That the application from Shawnessy Enterprises Ltd. to amend the Zoning Bylaw zoning designation of 950 Hysop Road from C5, Recreational Commercial to R1, Low Density Residential be denied"

CARRIED
#2017/09/12_009

9.3 Policy Review

Moved by Councilor Scott

Seconded by Councilor Egely

"That Council rescind the following policies:

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

**That Council adopt ADM-29, Information Handling and Privacy;and,
That Council adopt PW-31, Educational Speed Signage."**

CARRIED
#2017/09/12_011

9.4 Development Variance Permit Application (130 Aylmer Road)

Moved by Councilor Scott

Seconded by Councilor Egely

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

CARRIED
#2017/09/12_012

9.5 Village of Chase Annual Report - 2016

Moved by Councilor Maki

Seconded by Councilor Scott

"THAT the 2016 Village of Chase Annual Report be accepted as presented."

CARRIED
#2017/09/12_013

9.6 Plastic Bag and Film Plastic Recycling Change

Moved by Councilor Scott

Seconded by Councilor Egely

"THAT the letter from the TNRD's Director of Environmental Services announcing that plastic bag and film plastics will no longer be accepted in the TNRD's mixed recycling collection program be received as information."

CARRIED
#2017/09/12_014

9.7 Request from Southern Interior Local Government Association

Moved by Mayor Berrigan

Seconded by Councilor Maki

"That Administration be directed to draft a letter to the Southern Interior Local Government Association stating opposition to the federal government's initiative to tax 100% of local government's elected officials annual stipends ."

CARRIED
#2017/09/12_015

9.8 Raise-a-Reader

Moved by Councilor Maki

Seconded by Councilor Egely

"That the Village sponsor the 2017 Raise-a-Reader campaign with a \$500 grant-in-aid."

CARRIED

#2017/09/12_016

< Councilor Maki excused herself from item 9.9 at 5:00 p.m.>

9.9 Chase Chamber of Commerce Fall Dinner

Moved by Councilor Scott

Seconded by Councilor Egely

"That any member of Council wishing to attend the Chase Chamber of Commerce Fall Dinner be responsible for their own respective costs." **CARRIED**

#2017/09/12_017

< Councilor Maki returned to the meeting at 5:01 p.m.>

10. OPPORTUNITY FOR PUBLIC TO SPEAK ON ANY MUNICIPAL MATTERS

Bruce Nelson of 216 Ash Street inquired about an odour emanating from the sewage lagoons.

The Public Works Manager responded that odour from the lagoons is negligible if not absent and suggested it might be from another source

Bev Iglesias of 621 3rd Avenue inquired about a requirement for helmets at the skateboard park, and strongly recommended the signage include such a requirement

The CAO responded that signs for the skateboard park were currently being designed and helmet usage will be on those signs

The Mayor added that there should be a sign recognizing the efforts of all the volunteers who made the skateboard happen

Ellen Blackburn of 435 Pine St. added that helmets should be mandatory

Larry Sherman of 1036 Arbutus Place congratulated Council on how well the Municipality is run

Mr. Nelson inquired about water usage and who the heavy users were

The Public Works Manager responded by saying there is a Water Conservation Plan being developed

There were some comments from the gallery on improving the boat launches

The Mayor responded that the biggest barrier to improving the boat launches is Fisheries

Scott Cooke of 1050 Arbutus acknowledged Council for their direct and indirect support of the Chase Heat Junior B hockey team. He added that there is a benefit event for Rhonda Kenora, a longtime supporter of the team who has recently passed.

11. RELEASE OF IN-CAMERA ITEMS

None

12. **IN CAMERA**
None

13. **ADJOURNMENT**
Moved by Councilor Scott
Seconded by Councilor Egely
"That the September 12, 2017 Village of Chase Regular Council meeting be adjourned."

CARRIED
#2017/09/12_020

The meeting concluded at 5:54 p.m.

Rick Berrigan, Mayor

Sean O'Flaherty, Corporate Officer



VILLAGE OF CHASE MINUTES OF PUBLIC HEARING

**Held on September 12, 2017 at 4:00p.m. in the Chase Village
Council Chambers, 826 Okanagan Avenue, Chase, BC**

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

In Attendance: Joni Heinrich, Chief Administrative Officer
Sean O'Flaherty, Corporate Officer
Tim Perepolkin, Public Works Manager

Public Gallery: 20
Press: 0

I. Call to Order

Chair Berrigan called to order the Public Hearing regarding "Village of Chase Zoning Bylaw No. 683-2006, Amendment Bylaw No. 842-2017".

II. Opening Statement

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

III. Introduction of Bylaw

Mayor Berrigan asked the Corporate Officer to introduce the bylaw

The Corporate Officer introduced the bylaw and noted:

- The property is located at 426 Pine Street
- Current zoning is R-1, Low Density Residential does not allow for a "secondary suite"
- Parking requirements state 3 parking spaces
- Utilities are charged as per the Fees & Charges Bylaw. Water usage is metered and sanitary sewer is based on water consumption

IV. Public Input

The Corporate Officer confirmed that all statutory public notifications occurred and that there was one written submission received in relation to the proposed bylaw. Bob and Audrey Boyd of 418 Pine Street were opposed to the bylaw amendment because they 'selected a single family area to buy their home'.

There were four support letters received from non-residents.

Chair Berrigan called a first time for public input.

Chair Berrigan called a second time for public input.

Chair Berrigan called a third and final time for public input.

Chair Berrigan called for a motion to adjourn the public hearing.

V. Adjournment

Moved by Councilor Scott

Seconded by Councilor Maki

"That the September 12, 2017 Village of Chase Public Hearing be adjourned."

CARRIED

The Public Hearing was concluded at 4:14 p.m.

These minutes were adopted by a resolution of Council this ___ day of ___, 2017.

Rick Berrigan, Chairperson

Sean O'Flaherty, Corporate Officer



VILLAGE OF CHASE

Memorandum

Date: 2017 October 6
To: Mayor and Council
From: Sean O'Flaherty, Corporate Officer
RE: Activities undertaken from September 11 to October 6, 2017

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 enquiries
- Liaising with the Building Inspector on zoning confirmation matters
- Performed pre-event walk-throughs of Community Hall events, and general management of the hall
- Prepared the Sunflower newsletter insert containing public service announcements and other general coming events

Other Duties During the Reporting Period:

- Ongoing discussions with Chase DevCo regarding Whitfield developments
- Processed 1 Building Permit applications and 2 Notice on Title reports
- Processed 1 Development Variance Permit application
- Initiated lease renewals for sewer lagoon lands
- Worked on updating the Village's subdivision bylaw
- Started research on short term rental policy
- Was acting Collector for the annual tax sale September 25
- Preparing terms of reference for Active Transportation Advisory Committee

3rd Quarter Statistics:

- Dog licences for the third quarter: **256** (218 for Q3 of 2016)
- Business licences for the third quarter: **206** (179 for Q3 of 2016)
- Building Permit statistics for the third quarter of 2017 are attached

Bylaw Enforcement

- Bylaw priorities recently include dogs off leash, RVs stored on boulevards, and businesses operating without licenses.

Dog Control

- Animal Control Officer has been regularly patrolling parks for leash compliance. He has also been dealing with barking dog matters issuing 2 warning tickets. There was one dog in the pound in September.

Respectfully submitted, Sean O'Flaherty

THOMPSON-NICOLA REGIONAL DISTRICT
BUILDING INSPECTION SERVICES
 Sep-17

LOCATIONS	PERMIT VALUE									
	2017-September		2016-September		2017-YTD		2016-YTD		% CHANGE YTD	
	#	\$ Value	#	\$ Value	#	\$ Value	#	\$ Value	#	\$ Value
Ashcroft	0	0	0	0	3	339,200	5	690,545	-40.0	-50.88
Cache Creek	3	140,000	0	0	5	407,000	6	323,000	-16.7	26.01
Clinton	0	0	0	0	7	225,800	4	34,000	75.0	564.12
Lytton	1	5,000	0	0	2	25,000	4	526,000	-50.0	-95.25
E - Bonaparte Plateau	5	1,361,309	5	242,000	33	4,508,829	28	2,578,990	17.9	74.83
I - Blue Sky Country	1	139,000	0	0	13	1,295,790	12	967,460	8.3	33.94
Chase	1	250,000	1	7,000	14	1,480,170	17	1,580,000	-17.6	-6.32
Logan Lake	1	278,410	1	235,000	14	2,594,250	10	4,113,145	40.0	-36.93
J - Copper Desert Country	5	400,040	4	414,200	38	8,328,259	36	6,370,616	5.6	30.73
L - Grasslands	3	413,900	4	1,453,630	37	5,099,396	26	4,041,129	42.3	26.19
P - Rivers and the Peaks	5	691,120	4	844,150	47	5,195,502	49	8,731,128	-4.1	-40.49
M - Beautiful Nicola Valley - North	6	765,000	6	2,848,600	30	7,747,700	34	8,419,560	-11.8	-7.98
N - Beautiful Nicola Valley - South	4	322,900	1	60,000	11	1,071,823	13	1,056,755	-15.4	1.43
Clearwater	3	200,000	2	1,000,000	15	1,540,685	23	3,166,140	-34.8	-51.34
A - Wells Gray Country	1	12,000	2	125,000	7	261,000	17	1,447,680	-58.8	-81.97
B - Thompson Headwaters	0	0	0	0	1	100,000	6	401,563	-83.3	-75.10
O - Lower North Thompson	0	0	2	0	14	1,330,313	11	870,300	27.3	52.86
TOTAL	39	4,978,679	32	7,229,580	291	41,550,717	301	45,318,011	-3.3	-8.31

VILLAGE OF CHASE

Bylaw No. 843-2017

A Bylaw to provide for Permissive Tax Exemptions for the year 2018

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

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

1. The following assessments shall be exempt from taxation for the taxation year 2018:
 - a) Chase and District Curling Club
District Lot 517, Plan KAP19733, KDYD
PID 012-870-285
Exempt all land and improvements utilized for the purposes of the Club.
 - b) Chase Creekside Seniors Organization, Lease/Permit/License #343509,
Block A, District Lot 517, Plan KAP514, KDYD
PID 012-290-246
Exempt all land and improvements utilized for the purposes of the Organization.
 - c) Chase Evangelical Free Church
Lot A, District Lot 517, Plan KAP41858, KDYD
PID 014-902-486
Exempt all lands utilized for the purposes of the Church.
 - d) Jehovah's Witness Congregation
Lots 17-20, Block P, District Lot 517, Plan KAP514, KDYD
PID 012-295-965, PID 012-295-981, PID 012-295-990, and PID 012-296-015
Exempt all lands utilized for the purposes of the Church.
 - e) Roman Catholic Bishop of Kamloops
Lot B, District Lot 517, Plan KAP36502, KDYD
PID 003-648-168
Exempt all lands and auxiliary improvements utilized for the purposes of the Church.
 - f) Chase and District Museum and Archives Society
Lot 6, District Lot 517, Plan KAP1467, KDYD
PID 004-971-531
Exempt all lands and improvements utilized for the purposes of the society.
 - g) Chase and District Chamber of Commerce
located on Village of Chase Right-of-Way between Shuswap Avenue and Canadian Pacific Rail
Line, West of Aylmer Road
Exempt all lands and improvements utilized for the purposes of the organization.

- h) Chase & District Recreation Centre Society
Lot A, District Lot 517, Plan KAP82245
PID 026-854-449
Exempt all lands and improvements utilized for the purposes of the Society except residential apartment Class R1
 - i) Chase & District Lions Community Club
Portion of Lot 1, District Lot 517, Plan 43085 and Portion of Plan B264 except Plan A 18415 and Plan A 1315 (the lands identified in Schedule A of the lease dated 14 April 2015)
Exempt all land utilized for the purposes of the Club.
 - j) Royal Canadian Legion Branch 107
Lot A, District Lot 517, Plan 37207, KDYD
PID 004-896-955
Exempt all lands utilized for the purposes of the Legion.
2. This bylaw may be cited as “The Village of Chase 2018 Permissive Tax Exemption Bylaw No. 843-2017”.

READ A FIRST TIME THIS DAY OF , 2017

READ A SECOND TIME THIS DAY OF , 2017

READ A THIRD TIME THIS DAY OF , 2017

Advertised pursuant to the *Community Charter* on October and , 2017

ADOPTED THIS DAY OF , 2017

Rick Berrigan, Mayor

Sean O’Flaherty, Corporate Officer



Village Of Chase

Administrative Report

TO: Mayor and Council
FROM: Corporate Officer
DATE: October 6, 2017
RE: Development Variance Permit 4-2017
A Variance to Zoning Bylaw 683-2006 Regulations

ISSUE/PURPOSE

For Council to consider approving Development Variance Permit 4-2017 which will vary a regulation allowing storage use within the required front yard setback on the property located at 130 Aylmer Road.

OPTIONS

- 1. Authorize the Development Variance Permit to vary the regulation allowing use of the required front yard setback to include outdoor storage.**
- 2. Do not authorize the Development Variance Permit.**

BACKGROUND

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

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

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

REFERRALS

As per section 499 of the *Local Government Act*, mandatory notifications were sent out to property owners within 50 metres of the subject property. As of the date of this writing, no responses have been received as a reply to the notifications.

The Manager of Public Works was referred on the variance application. He has indicated that the interests of the Public Works department are not affected by this variance.

The Fire Chief was also referred on the variance application. He has indicated that the interests of the Fire Department are not affected by this variance.

ANALYSIS

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

The Village of Chase zoning bylaw requires proper screening on industrial properties. A variance will benefit the property owner who can utilize the front setback area, and will benefit the public through aesthetic improvements. The variance will benefit the property owner by allowing storage in the front yard setback area, and benefit the community in general by screening all the storage on the property from public view. Screening is already a bylaw requirement. The applicant is basically requesting use of the front yard setback area and as a condition of this allowance will provide proper screening.

As the community grows and matures, implementing Village bylaw requirements and encouraging better design standards can foster light industrial uses and residential uses to co-exist in mixed-use neighbourhoods.

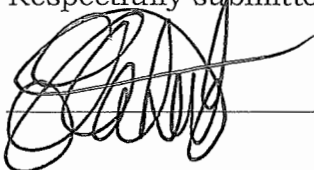
POLICY IMPLICATIONS

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

RECOMMENDATION

"That Council approve Development Variance Permit 4-2017."

Respectfully submitted,

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



VILLAGE OF CHASE

Development Variance Permit No. 4-2017

Authorizing resolution of the Council of the Village of Chase passed at its Regular Meeting on the ___ Day of ___, 2017.

1.0 LEGAL DESCRIPTION

**L 20 PL 3575 DL 517 EXC PL KAP82199
PID 010-850-201**

CIVIC ADDRESS

**130 Aylmer Road
Chase, BC**

2.0 HOLDER & ADDRESS

**MJ Reid & Co. Ltd.
PO Box 93
Chase, BC
V0E 1M0**

3.0 CONDITIONS TO BE VARIED OR SUPPLEMENTED:

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

6.83.2.a Regulations

On a parcel located in an area zoned as M-1, no outdoor storage is permitted within the required front yard.

Variance to Regulations

Section 6.83.2.a is hereby varied to permit outdoor storage within the required front yard subject to screening of the required front yard that will be used as a storage area consisting of a solid fence or wall having previously been erected having a minimum height of 2.5m and a maximum height of 3.5m.

4.0 SECURITY REQUIRED: _____ YES X NO

5.0 GENERAL NOTES:

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

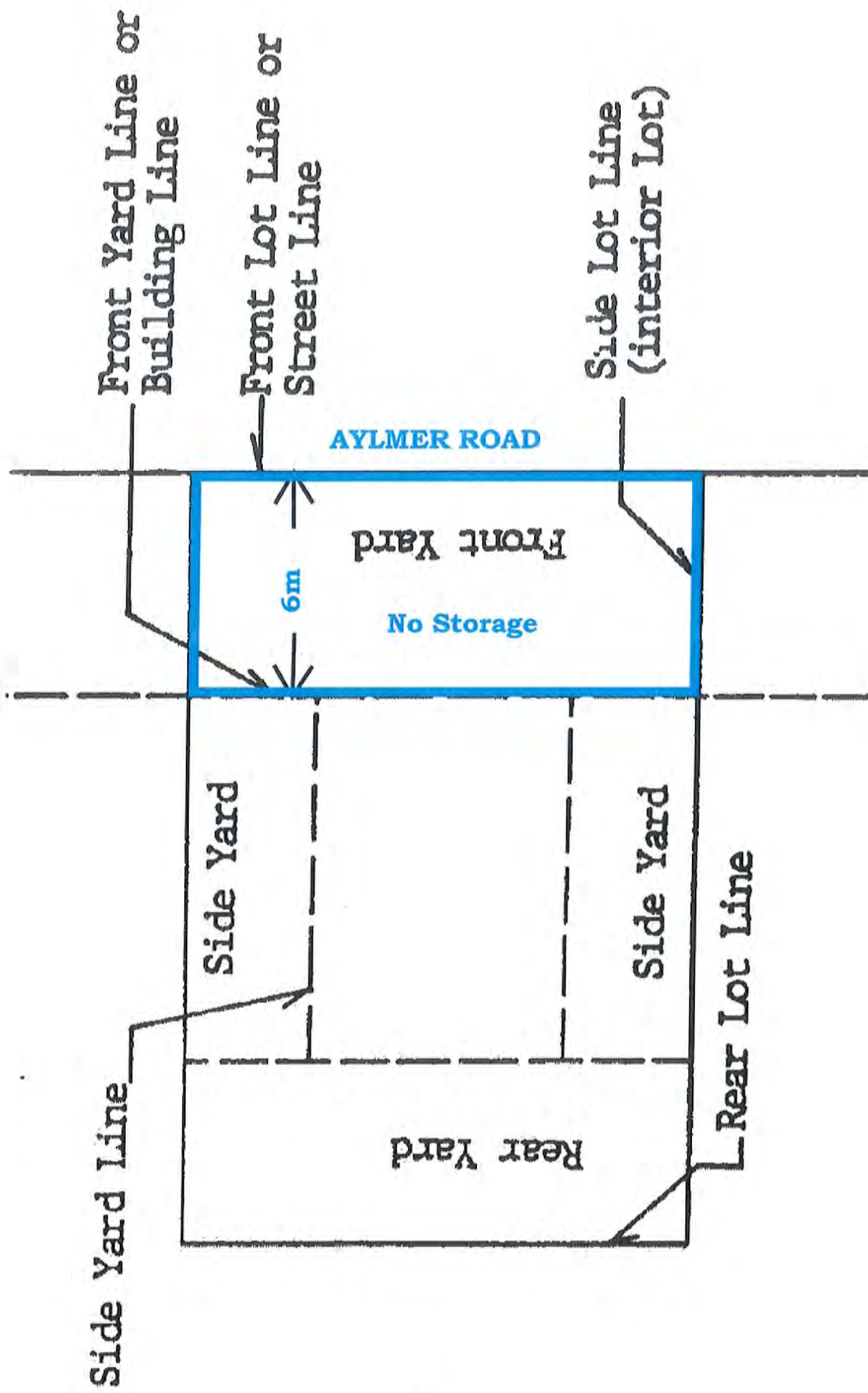
5.2 This Permit applies to and only to those lands within the Village of Chase described in 1.0 above.

5.3 This Permit is not a Building Permit.

6.0 APPROVAL REQUIRED BY MINISTRY OF TRANSPORTATION AND
INFRASTRUCTURE:

_____ YES X NO

Approved by Village of Chase Council on the ____ Day of ____, **2017**.





Village of Chase

Administrative Report

TO: Mayor and Council
FROM: Director Financial Services
DATE: 12 August 2017
RE: Quarterly financial report to 30 June 2017

ISSUE/PURPOSE

For council information. The Quarterly Summary financial report presents the total revenues and expenditures for each general function within each fund and a summary of the capital. The Quarterly Detailed financial report presents more detailed information for sub functions, summarizing revenues and expenditure for each.

DISCUSSION

Requisition payments recorded in July and August will reduce the tax revenue variance by \$1,600,000 and will show on the next quarterly financial report.

Grant in aid expenditures are impacted by the permissive tax exemption grants in the amount of \$87,000 in revenues and expenditures. Regular grant in aid expenditures are at \$750 out of \$10,000 budget.

Legislative (Council) has utilized a major portion of the travel budget for Leadership academy and SILGA.

By-law Enforcement may go over budget as the Village pursues some enforcement issues more vigorously.

Fire Protection is running well under budget as of June 30, 2017

Rescue Services incurred an unexpected maintenance cost this quarter.

Common Services is well under budget. Maintenance and fuel are very low as of June 30, 2017.

Transportation (Roads) is well under budget. Maintenance is very low as of June 30, 2017.

Parks is a seasonal operation and work will escalate in the summer, especially for the summer programs.

Arena grants increase during the summer when revenues decline for covering operating costs.

Community Hall is under budget for wages and maintenance.

Curling Rink is over budget due to increased insurance costs higher than anticipated.

Cemetery labour costs increased over last year.

Wharf costs increasing with higher labour and insurance costs.

Water and sewer reflect lower revenues due to winter consumption considerably reduced from the summer. This will continue until third quarter report.

All other budget areas are within anticipated limits.

Capital spending for general purposes is beginning to be utilized, all within budget at this time. The sewage treatment project is proceeding and is currently within budget and on schedule.

As of June 30, 2017 and at this time we are in good position on the budget. There are no areas of concern.

RECOMMENDATION

That the June 2017 Quarterly financial report be accepted as presented.

Respectfully submitted,

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

Leif Pedersen, Director Financial Services

Village of Chase
Quarterly Summary Financial Report
Quarter Ended 30 June 2017

	Annual Budget	YTD Actual	Budget Remaining	% Remaining
General Fund				
Revenues				
Taxation	1,718,900	3,288,020	1,569,120	91.29%
General Government	542,000	534,404	(7,596)	(1.40%)
Protective Services	36,000	16,426	(19,574)	(54.37%)
Solid waste Management	241,000	115,848	(125,152)	(51.93%)
Development Services	36,400	19,252	(17,148)	(47.11%)
Transportation	0	414	414	#DIV/0!
Parks, recreation and Culture	52,500	10,602	(41,898)	(79.81%)
Property Management	7,600	3,782	(3,818)	(50.24%)
Other Services	8,000	2,120	(5,880)	(73.50%)
Total General Fund Revenues	2,642,400	3,990,867	1,348,467	51.03%
Expenditures				
General Government	767,200	416,011	351,189	45.78%
Protective Services	361,000	154,585	206,415	57.18%
Solid waste Management	204,100	93,606	110,494	54.14%
Development Services	174,600	86,447	88,153	50.49%
Transportation	779,600	310,037	469,563	60.23%
Parks, Recreation and Culture	727,800	269,598	459,904	63.19%
Property Management	3,000	835	2,165	72.17%
Other Services	39,600	21,025	18,575	46.91%
Total General Fund Expenditures	3,056,900	1,352,143	1,706,459	55.82%
Net General Fund Operations Surplus (Deficit)	(414,500)	2,638,724	3,054,926	737.01%
Capital Transactions				
Amortization Offset	603,400	298,635	(304,765)	(50.51%)
Reserve transfers	76,000	(175,750)	(251,750)	(331.25%)
Debt Funding	(94,100)	(6,108)	87,992	(93.51%)
Capital expenditures	(173,800)	(21,195)	152,605	87.80%
Net General Capital Fund Surplus (Deficit)	411,500	95,581	(315,919)	76.77%
Net General Fund Surplus (Deficit)	(3,000)	2,734,305	2,739,007	91300.23%

Village of Chase
Quarterly Summary Financial Report
Quarter Ended 30 June 2017

	Annual Budget	YTD Actual	Budget Remaining	% Remaining
Water Services Fund				
Revenues	378,000	153,345	(224,655)	(59.43%)
Expenditures	747,800	333,838	413,962	55.36%
Net Water Services Fund Operations Surplus (Deficit)	(369,800)	(180,493)	189,307	(51.19%)
Capital Transactions				
Amortization Offset	356,400	175,139	(181,261)	(50.86%)
Reserve transfers	0	0	0	#DIV/0!
Debt Funding	(56,200)	(24,012)	32,188	(57.27%)
Capital expenditures	(70,000)	(1,790)	68,210	97.44%
Net Water Services Capital Fund Surplus (Deficit)	230,200	149,337	(80,863)	35.13%
Net Water Services Fund Surplus (Deficit)	(139,600)	(31,155)	108,445	77.68%
Waste Water Services Fund				
Revenues	1,810,500	1,284,455	(526,045)	(29.06%)
Expenditures	373,400	149,962	223,438	59.84%
Net Waste Water Services Fund Operations Surplus (Deficit)	1,437,100	1,134,493	(302,607)	21.06%
Capital Transactions				
Amortization Offset	164,600	71,882	(92,718)	(56.33%)
Reserve transfers	242,000	(199,000)	(441,000)	(182.23%)
Debt Funding	(14,600)	(11,526)	3,074	(21.06%)
Capital expenditures	(1,730,000)	(1,083,416)	646,584	37.37%
Net Waste Water Services Capital Fund Surplus (Deficit)	(1,338,000)	(1,222,060)	115,940	8.67%
Net Waste Water Services Fund Surplus (Deficit)	99,100	(87,567)	(186,667)	(188.36%)
Total Village Surplus (Deficit)	(43,500)	2,615,583	2,660,785	6116.75%
Balance of Surplus and Reserves at the end of the period				
General Government	(394,256)	2,343,049		
Water Fund	(581,972)	(473,527)		
Sewer Fund	2,189,140	2,002,473		
Total	1,212,912	3,871,995		

Village of Chase
Quarterly detailed Financial Report
Quarter Ended 30 June 2017

	Annual Budget	YTD Actual	Budget Remaining	% Remaining
General fund				
Taxation				
Municipal	1,628,600	1,627,949	(651)	(0.04%)
Penalties and Interest	36,500	(1)	(36,501)	(100.00%)
Utilities Linear 1% Tax	38,000	0	(38,000)	(100.00%)
Payments in Place of Taxes	15,800	26,158	10,358	65.56%
	1,718,900	1,654,106	(64,794)	(3.77%)
Taxes Collected for others	1,763,100	1,633,914	(129,186)	(7.33%)
Taxes Remitted to Others	1,763,100	0	1,763,100	100.00%
Net Taxes collected for Others	0	1,633,914	1,633,914	
Net Tax Revenues	1,718,900	3,288,020	1,569,120	91.29%
General Government				
Grant Revenues	487,800	490,081	2,281	0.47%
Grants in Aid	115,100	96,214	18,886	16.41%
Net Grants	372,700	393,867	21,167	5.68%
Investment Income	7,000	8,466	1,466	20.94%
Legislative Expense	(76,400)	(41,563)	34,837	(45.60%)
Administration Revenues	47,200	35,857	(11,343)	(24.03%)
Administration Expense	575,700	278,233	297,467	51.67%
Net Administration	(528,500)	(242,377)	286,123	54.14%
Net General Government	(225,200)	118,393	343,593	152.57%
Protective Services				
Bylaw Enforcement Revenues	4,800	4,366	(434)	(9.04%)
Bylaw Enforcement Expenses	45,000	26,530	18,470	41.05%
Net Bylaw Enforcement	(40,200)	(22,164)	18,036	44.87%
Fire Protection Revenues	23,200	6,370	(16,830)	(72.54%)
Fire Protection Expenses	268,800	109,246	159,554	59.36%
Net Fire Protection	(245,600)	(102,876)	142,724	58.11%
Rescue Services Revenue	8,000	5,690	(2,310)	(28.88%)
Rescue Services Expense	30,700	17,888	12,812	41.73%
Net Rescue Services	(22,700)	(12,198)	10,502	46.26%
Emergency Preparedness Revenue	0	0	0	#DIV/0!
Emergency Preparedness Expense	5,100	921	4,179	81.93%
Net Emergency Preparedness	(5,100)	(921)	4,179	81.93%
Building Inspection Expense	(11,400)	0	11,400	100.00%
Net Protective Services	(325,000)	(138,159)	186,841	57.49%

Village of Chase
Quarterly detailed Financial Report
Quarter Ended 30 June 2017

	Annual Budget	YTD Actual	Budget Remaining	% Remaining
Solid Waste and Recycling				
Solid Waste Revenues	241,000	115,848	(125,152)	(51.93%)
Solid Waste Expenses	204,100	93,606	110,494	54.14%
Net Solid Waste and Recycling	36,900	22,242	(14,658)	(39.72%)
Development Services				
Planning and Subdivision Revenue	2,500	3,750	1,250	50.00%
Planning and Subdivision Expense	63,400	28,776	34,624	54.61%
Net Planning and Subdivision	(60,900)	(25,026)	35,874	(58.91%)
Economic Development Revenue	33,900	15,502	(18,398)	(54.27%)
Economic Development Expense	111,200	57,670	53,530	48.14%
Net Economic Development	(77,300)	(42,168)	35,132	(45.45%)
Net Development services	(138,200)	(67,195)	71,005	(51.38%)
Transportation and Transit				
Common Services Revenues	0	89	89	#DIV/0!
Common Services Expense	337,800	130,875	206,925	61.26%
Net Public works	(337,800)	(130,786)	207,014	(61.28%)
Roads Revenues	0	0	0	#DIV/0!
Roads Expenses	355,100	141,752	213,348	60.08%
Net Roads	(355,100)	(141,752)	213,348	60.08%
Street Lighting Revenues	0	0	0	#DIV/0!
Street Ligts Expense	57,200	21,959	35,241	61.61%
Net Street Lights	(57,200)	(21,959)	35,241	61.61%
Sidewalk Revenues	0	0	0	#DIV/0!
Sidewalk Expenses	2,000	1,853	147	7.35%
Net sidewalks	(2,000)	(1,853)	147	7.35%
Drainage Revenues	0	325	(325)	#DIV/0!
Drainage Expenses	27,500	13,597	13,903	50.55%
Net Drainage	(27,500)	(13,272)	13,578	49.37%
Net Transportation and Transit	(779,600)	(309,623)	469,327	60.20%

Village of Chase
Quarterly detailed Financial Report
Quarter Ended 30 June 2017

	Annual Budget	YTD Actual	Budget Remaining	% Remaining
Parks, Recreation and Culture				
Parks Revenue	10,500	2,267	(8,233)	(78.41%)
Parks Expenses	245,800	81,798	164,002	66.72%
Net Parks	(235,300)	(79,531)	155,769	66.20%
Recreation Program Revenues	19,500	(974)	(20,474)	(104.99%)
Recreation Program Expenses	35,300	0	35,300	100.00%
Net Recreation Programms	(15,800)	(974)	14,826	93.84%
Arena Revenues	0	0	0	#DIV/0!
Arena Expenses	287,400	118,046	169,354	58.93%
Net Arena	(287,400)	(118,046)	169,354	58.93%
Community Hall Revenues	22,500	9,309	(13,191)	(58.63%)
Community Hall Expenses	135,300	46,105	89,195	65.92%
Net Community Hall	(112,800)	(36,796)	76,004	67.38%
Museum Revenues	0	0	0	#DIV/0!
Museum Expenditures	5,000	2,947	2,053	41.06%
Net Museum	(5,000)	(2,947)	2,053	41.06%
Curling Rink Revenues	0	0	0	#DIV/0!
Curling Rink Expenses	19,000	20,702	(1,702)	(8.96%)
Net Museum	(19,000)	(20,702)	(1,702)	(8.96%)
Net Parks, Recreation and Culture	(675,300)	(258,996)	416,304	61.65%
Property Management				
Property Revenues	7,600	3,782	(3,818)	(50.24%)
Property Expenses	3,000	835	2,165	72.17%
Net Property Management	4,600	2,947	(1,653)	(35.93%)
Other Services				
Cemetery Revenue	8,000	2,120	(5,880)	(73.50%)
Cemetery Expense	11,700	7,465	4,235	36.20%
Net Cemetery	(3,700)	(5,345)	(1,645)	44.46%
Memorial Park Wharf Revenue	0	0	0	#DIV/0!
Memorial Park Wharf Expense	22,200	12,055	10,145	45.70%
Net Memorial Park	(22,200)	(12,055)	10,145	(45.70%)
Dykes Revenues	0	0	0	#DIV/0!
Dykes Expenses	5,700	1,505	4,195	73.60%
Net Dykes	(5,700)	(1,505)	4,195	(73.60%)
Net Other Services	(31,600)	(18,906)	12,694	(40.17%)
Net General Fund Operating	(414,500)	2,638,724	3,052,574	(736.45%)

Village of Chase
Quarterly detailed Financial Report
Quarter Ended 30 June 2017

	Annual Budget	YTD Actual	Budget Remaining	% Remaining
Non Operating				
Amortization Offset	603,400	298,635	(304,765)	(50.51%)
Reserve Transfers				
From Reserves	146,000	2,550	(143,450)	(98.25%)
To Reserves	70,000	178,300	108,300	154.71%
Total Reserve Transfers	76,000	(175,750)	(251,750)	(331.25%)
Debt				
Debt Received			0	#DIV/0!
Debt Paid	94,100	6,108	87,992	93.51%
Net Debt	(94,100)	(6,108)	87,992	(93.51%)
Capital Expenditures				
General Government	25,000	560	24,440	97.76%
Fire Service	3,300	7,858	(4,558)	(138.11%)
Rescue		0	0	
Solid waste		0	0	#DIV/0!
Community Development		0	0	#DIV/0!
Common Services (PW)		0		
Roads	45,000	937	44,063	97.92%
Parks	42,500	11,605	30,895	72.69%
Community Hall	50,000	0	50,000	100.00%
Arena	8,000	235	7,765	97.06%
Curling Rink		0	0	#DIV/0!
Museum		0	0	#DIV/0!
	(173,800)	(21,195)	152,605	(87.80%)
Net General Capital fund	411,500	95,581	(315,919)	(76.77%)
Net General Cash Surplus (Deficit)	(3,000)	2,734,305	2,736,655	(91221.84%)

Village of Chase
Quarterly detailed Financial Report
Quarter Ended 30 June 2017

	Annual Budget	YTD Actual	Budget Remaining	% Remaining
Water Utility				
Administration Revenues	375,000	144,969	(230,031)	(61.34%)
Administration Expenses	82,500	31,787	50,713	61.47%
Net Water Administration	292,500	113,182	(179,318)	(61.31%)
Distribution Revenues	3,000	8,376	5,376	179.20%
Distribution Expenses	163,400	79,969	83,431	51.06%
Net Distribution	(160,400)	(71,592)	88,808	55.37%
Treatment Revenues	0	0	0	#DIV/0!
Treatment Expenses	501,900	222,082	279,818	55.75%
Net Treatment	(501,900)	(222,082)	279,818	(55.75%)
Net Water Utility Operating	(369,800)	(180,493)	189,307	(51.19%)
Non Operating				
Amortization Offset	356,400	175,139	(181,261)	
Reserve Transfers				
From Reserves			0	#DIV/0!
To Reserves			0	#DIV/0!
Total Reserve Transfers	0	0	0	#DIV/0!
Debt				
Debt Received		0	0	#DIV/0!
Debt Paid	56,200	24,012	32,188	57.27%
Net Debt	(56,200)	(24,012)	32,188	(57.27%)
Capital Expenditures				
Distribution	70,000	0	70,000	100.00%
Treatment		1,790	(1,790)	#DIV/0!
	(70,000)	(1,790)	68,210	(97.44%)
Net Water Capital fund	230,200	149,337	(80,863)	(35.13%)
Net Water Cash Surplus(Deficit)	(139,600)	(31,155)	108,445	(77.68%)

Village of Chase
Quarterly detailed Financial Report
Quarter Ended 30 June 2017

	Annual Budget	YTD Actual	Budget Remaining	% Remaining
Waste Water Utility				
Administration Revenues	436,000	207,316	(228,684)	(52.45%)
Administration Expenses	61,200	22,360	38,840	63.46%
Net Administration	374,800	184,956	(189,844)	(50.65%)
Collection Revenues	1,500	1,300	(200)	(13.33%)
Collection Expenses	71,700	38,679	33,021	46.05%
Net Collection	(70,200)	(37,379)	32,821	(46.75%)
Treatment Revenues	1,373,000	1,075,839	(297,161)	(21.64%)
Treatment Expenses	240,500	88,922	151,578	63.03%
Net treatment	1,132,500	986,917	(145,583)	(12.86%)
Net Wastewater Utility Operating	1,437,100	1,134,493	(302,607)	(21.06%)
Non Operating				
Amortization Offset	164,600	71,882	(92,718)	(56.33%)
Reserve Transfers				
From Reserves	242,000	0	(242,000)	(100.00%)
To Reserves		199,000	199,000	#DIV/0!
Total Reserve Transfers	242,000	(199,000)	(43,000)	(17.77%)
Debt				
Debt Received		0	0	#DIV/0!
Debt Paid	14,600	11,526	3,074	21.06%
Net Debt	(14,600)	(11,526)	3,074	(21.06%)
Capital Expenditures				
Collection	229,000	7,577	221,423	96.69%
Treatment	1,501,000	1,075,839	425,161	28.33%
	(1,730,000)	(1,083,416)	646,584	37.37%
Net Wastewater Capital Surplus (Deficit)	(1,338,000)	(1,222,060)	513,940	38.41%
Net Wastewater Cash Surplus (Deficit)	99,100	(87,567)	211,333	213.25%
Total to date Village Cash Surplus	(43,500)	2,615,583		



Village Of Chase

Administrative Report

TO: Mayor and Council

FROM: Corporate Officer

DATE: 6 October 2017

RE: 718 Shuswap Avenue (Underwood Hotel) – Notice on Title

ISSUE/PURPOSE

To declare the property in contravention of regulations by placing a Section 57 Notice on Title on the property title.

OPTIONS

1. Authorize a Notice on Title as recommended
2. Do not authorize a Notice on Title

Council has the option to not authorize the Notice. This is not a recommended option as there may be legal implications if problems were to arise in relation to the contraventions. The purpose of a Section 57 Notice on Title is to inform and ultimately protect the general public and persons directly affected.

DISCUSSION

Despite the efforts made by the Village's building officials over the last 3 years to assist the property owner in addressing the outstanding deficiencies and contraventions to both the BC Building Code and the Village's building bylaw, the owner continues to evade ongoing requests for compliance and remediation.

In order to warn prospective purchasers of outstanding infractions and to reduce potential liability to the Village of Chase, a Notice on Title should be filed against the property's land title in accordance with Section 57 of the Community Charter.

The Village's building officials indicate that there the underlying health and safety concerns on the property continue unabated.

Included in this Report to Council is:

- Recommendation from the Registered Building Official to place Notice on Title
- History report provided by the Registered Building Official
- Letter to property owner with his Opportunity to be Heard
- Section 57 brochure

FINANCIAL IMPLICATIONS

None

POLICY IMPLICATIONS

The Community Charter contains the authority for Council to act on bylaw contravention situations. Section 57 is commonly used as a method to achieve compliance related to property that exists in contravention of bylaws and legislation.

Furthermore, the property owners are afforded an opportunity to be heard. The Village always sends a registered letter to the property owners advising them of their right to be heard and encourages them to approach Council if they have concerns about the process or requirements of the Order.

The situation is an ongoing concern for the community and due to the lack of willingness of the owner; the Village has a responsibility to act as necessary to protect the rights of all citizens and particularly the inhabitants of the building. In this case there is an ongoing safety concern and the approach of using a Section 57 Notice on Title can be useful in compelling property owners to remedy the situation.

RECOMMENDATION

“WHEREAS the property at 718 Shuswap Avenue (Lot 19, Block C, District Lot 517, Kamloops-Yale District Plan 514) has been improved without the proper building permits;

AND WHEREAS the Village of Chase has tried repeatedly over the last several years to have the Owner(s) of the property address the legislative and bylaw requirements and the Owner(s) have neglected to do so;

AND WHEREAS the Village’s Building Inspector have expressed serious concerns in regards to health and safety arising from the property condition and its usage having been improved without the proper permits;

NOW THEREFORE BE IT RESOLVED THAT 718 Shuswap Avenue (Lot 19, Block C, District Lot 517, Kamloops-Yale District Plan 514), is hereby declared as contravening the BC Building Code, and the Village of Chase Building Bylaw 803-2014 and that a Notice on Title be registered on the property’s title pursuant to section 57 of the Community Charter (SBC 2003); and,

THAT Administration be directed to register the Notice on Title on or after December 10, 2017 if the Owner has not secured the proper building permits to remedy the BC Building Code contraventions.”

Respectfully submitted,



Sean O'Flaherty

From: Patrick Luscombe <pluscombe@tnrd.ca>
Sent: Wednesday, October 04, 2017 11:04 AM
To: 'sbates.office@gmail.com'
Cc: Sean O'Flaherty; Marvin Friesen
Subject: Details of Contraventions - 718 Shuswap Ave.
Attachments: Scanned from a Xerox Multifunction Printer.pdf

Attn: Ms. Shirley Bates – Asst., Underwood Hotel, Chase B.C.

Good morning Ms Bates;

As per your telephone message and Mr. Vic Calvert's request, I am sending information regarding contraventions to local and provincial regulations that exist in the hotel/residential building located at 718 Shuswap Ave.

The basic contraventions, as noted on information attached above, result from a failure to obtain a required Building Permit for renovations to the subject building and from the occupancy of renovated areas prior to issuance of an Occupancy Certificate.

Mr. Calvert and I have spoken on the phone and he appears to be interested in rectifying the contraventions. Please note that recommendation to file a Bylaw Contravention Notice on the title of the subject property will continue to stand and will, in all likelihood, move forward for Council deliberation at the Village of Chase Office on Tuesday, October 10, 2017 at 4:00 p.m.

I would strongly advise Mr. Calvert to consider attending the meeting to provide Council with pertinent information, including any intent to bring the subject property into compliance, in order to assist Council in their deliberations.

If you, or Mr. Calvert, have any questions regarding this information, please don't hesitate to either give me a call or contact me via e-mail.

Regards,

Pat Luscombe
Chief Building Inspector

Thompson-Nicola Regional District

**300-465 Victoria St.
Kamloops BC V2C 2A9**

p: 250.377.7066 or 1.877.377.7066 (BC only)

f: 250.372.5048 e: pluscombe@tnrd.ca



Sean O'Flaherty

From: Marvin Friesen <mfriesen@tnrd.ca>
Sent: Tuesday, September 26, 2017 8:51 AM
To: Sean O'Flaherty
Subject: Stop Work Order Underwood Hotel - 718 Shuswap Avenue, Chase, BC

Good morning, Sean,

Re: the Stop Work Order on the Underwood Hotel property at 718 Shuswap Road in Chase, FOLIO # 512.00135.000

Please be advised that I am recommending to the Village of Chase Council to proceed with placing a Notice on the Title of the property.

Thank you.

Sincerely,

Marvin D. Friesen, RBO, CRBO
Building Inspector

New *Interactive Mapping System*

Launch MYRegionView

The information contained in this transmission may contain privileged and confidential information of the TNRD – Thompson-Nicola Regional District. It is intended for review only by the person(s) named above. Dissemination, distribution or duplication of this communication is strictly prohibited by all recipients unless expressly authorized otherwise. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message. Thank you.



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

REGISTERED AND REGULAR MAIL

DATE: September 26, 2017

REGISTERED OWNER: ES Plastics Inc
718 Shuswap Ave
Chase BC V0E 1M0

LEGAL DESCRIPTION: Lot19, Block C, District Lot 517, Kamloops-Yale District
Plan 514

AREA: Electoral Area "P" – 718 Shuswap Ave, Chase, BC

To Whom It May Concern:

Subject: Proposed Notice on Title

On July 15, 2014, a site visit was conducted at the above noted property and revealed the Construction & alternations to a commercial building without the Building Permit. A Stop Work Order was posted on site and a letter dated July 18, 2014 detailing the violation was sent to you.

Numerous notifications, site meetings, additional letters and orders regarding outstanding permit requirements have not been complied with.

Please note that you are in violation of the Village of Chase Building Regulations Bylaw No. 803 – 2014. For this reason, a recommendation is being put before the Village of Chase Council that a notice be filed on the title of the above-mentioned property in accordance with Section 57 of the *Community Charter*. Enclosed please find an information sheet explaining the potential ramifications of a s. 57 notice being registered on a property's title and how this may affect you as the owner.



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

.../2

You are entitled to appear before Village of Chase Council as a delegation at its meeting to be held on **Tuesday, October 10, 2017** commencing at 4:00 p.m. in the council chambers of the Village of Chase to address this issue.

Delegations are generally heard at the commencement of the meeting or immediately following any public hearings that may be scheduled. You must confirm your attendance five days prior to the Council meeting should you wish to attend.

Please be advised that if you fail to appear, the Council will make a decision without your input. You should also be aware that the Council is unable to vary any of the provisions of the Building Code.

In an effort to have this correspondence to reach you, we are sending it via registered and regular mail. If you have any questions or need more information, including how to resolve the Building Bylaw matter, please contact the undersigned.

Yours truly,

Sean O'Flaherty, RPP
Corporate Officer

MDF/mdf
enclosure



Bylaw Contravention Notice on Property Title

What is a section 57 notice?

Section 57 of the *Community Charter* was provided to local governments by the Province of British Columbia as a tool to administer and enforce the BC Building Code and local building bylaws. It enables local governments to register a notice, via the Land Title Office registrar, on the title of a property where there is or has been a building code or bylaw infraction, including where a permit is not held in good standing. For example, notices may be registered where:

- a building permit is lapsed but work has not been completed and/or inspections are outstanding
- work proceeded with no permit, or
- there is a dangerous condition.

Why file a sec. 57 notice?

The filing of a notice of contravention is not intended to be a punitive action; rather, it is an efficient way to secure compliance to the BC Building Code and serves as a disclosure mechanism protecting future owners and other parties with an interest in the property. It is important that owners involved in the building process understand the potential impacts of a s. 57 notice and the effects it may have on matters related to their property.

Building Bylaw (the 'Bylaw')

The Bylaw requires that building construction be carried out with a building permit. Under the Bylaw, permits are valid for a period of 2 years from the date of issue. Owners of building construction projects that do not obtain a permit, do not complete the work in accordance with the Bylaw and the BC Building Code, or do not complete the work within the required time (without permit renewal), are in violation of the Bylaw and can be subject to a notice being filed on their property title. In order to disclose the status of deficiencies and code violations to prospective purchasers or other persons involved with these properties (insurers, mortgage companies, etc.), local governments are authorized to register a notice on the subject property title.

What Impact will a sec. 57 have on a property owner?

While properties with building bylaw contraventions may be sold at any time, the presence of a notice registered on title *may* negatively affect a property's potential sale, perceived property value, access to a mortgage, and/or (re)financing. If a notice is registered upon the title of your land, you are advised to undertake inquiries with your lenders, insurance companies, and any other relevant parties to determine how it may impact you now and in the future.

How is a notice 'discharged' or removed from title?

Once the condition or contravention that gave rise to the filing of the notice has been corrected (to the satisfaction of the Building Inspector), the Village files a cancellation or discharge notice with the registrar of land titles who then removes the notice from the property's title. Pursuant to the Bylaw, the Village's fee to issue a cancellation or discharge notice is \$200.

The Village makes no representations or warranties about the accuracy of the information contained in this document. The contents are provided for information purposes only and do not constitute legal advice.

CONTRAVENTION OF BUILDING REGULATIONS

Property Information

Folder Number: **BP013613**
 Electoral Area: **"P"**
 Legal Description: **Lot19, Block C, District Lot 517, Kamloops-Yale District Plan 514**

 Street Address: **718 Shuswap Avenue, Chase, BC**
 Property Owner(s): **Underwood Hotel Ltd., Inc. No. BC0554272**
 Occupants:
 Permit Issue Date: **Not issued**
 Permit Expiry Date: **Not Issued**
 Construction Type: **Building Alterations**

Details of Contravention

Description: **Work without a Building Permit**
 Bylaw Offended: **Village of Chase Building Regulations Bylaw No. 678, 2006 (and later, Village of Chase Building Regulations Bylaw No. 803, 2014)**
 Potential Hazard: **Yes**

Notice of Contravention Brought to Attention of Owner(s)/ Occupiers

Date	Contact with	Type of Contact	Contact Details	Staff
Jul 15, 2014	Underwood Hotel (Vic Calvert, Owner)	STOP WORK ORDER	Posting of Stop Work Order	MDF
Jul 18, 2014	Underwood Hotel (Vic Calvert, Owner)	Registered Letter	Letter advising owner of Bylaw Contravention	MDF
Sep 11, 2014	Owner; Joni Heinrich, Village of Chase CAO; Brian Lauzon, Village of Chase Fire Dept.; Marvin Friesen, Village of Chase Building Inspector	Site meeting with owner	Layout of issues with the construction that has taken place (and continues to take place) without a building permit)	MDF, JH, BL
Feb 24, 2015	Vic Calvert	Inspection Report	Order to cease all work until a Building Permit can be issued.	PM
Mar 07, 2015	Vic Calvert	Second Registered Letter	Second letter reminding owner of Bylaw Contravention	PM
May 05, 2017	Vic Calvert	Letter	Letter reminding owner of Bylaw Contraventions that have been ignored and that we will be proceeding with further enforcement. (This letter returned as "unclaimed"	MDF

Jun 06, 2017	Vic Calvert	Registered Letter	Same as May 05, 2017 letter but Registered	MDF
Jul 27, 2017	Vic Calvert	Site visit	Met with Owner at Hotel accompanied by Richard Waugh, BEO – Village of Chase; hand delivered June 06, 2017 letter.	MDF and RW
Sep 26, 2017	Vic Calvert	Registered Letter	Registered Letter advising owner of meeting date with Village Council regarding Notice on Title.	MDF

Bylaw Violation Details	Bylaw Section
Construction and Alterations without Building permit	3.1

Details of Violations:

- Section 3.1. (a) Carried out construction alterations and modifications without possessing a valid building permit;
- Section 3.1. (d) occupied, used and allowed the occupancy of the building or part thereof contrary to the posting by the Building Inspector;
- Section 5.10. Failed to obtain an Occupancy Permit from the Building Inspector;
- Section 5.11. Failed to perform the work in accordance with the Building Bylaw;
- Section 6.6. Failed to provide sufficient information with the Application to establish that the proposed work will substantially conform with this Bylaw.



Village Of Chase

Administrative Report

TO: Mayor and Council

FROM: Corporate Officer

DATE: 6 October 2017

RE: 269 Shuswap Avenue – Notice on Title

ISSUE/PURPOSE

To declare the property in contravention of regulations by placing a Section 57 Notice on Title on the property title.

OPTIONS

1. Authorize a Notice on Title as recommended
2. Do not authorize a Notice on Title

Council has the option to not authorize the Notice. This is not a recommended option as there may be legal implications if problems were to arise in relation to the contraventions. The purpose of a Section 57 Notice on Title is to inform and ultimately protect the general public and persons directly affected.

DISCUSSION

Despite the efforts made by the Village's building officials to assist the property owner in addressing the outstanding deficiencies and contraventions to both the BC Building Code and the Village's building bylaw, the owner continues to evade ongoing requests for compliance and remediation.

In order to warn prospective purchasers of outstanding infractions and to reduce potential liability to the Village of Chase, a Notice on Title should be filed against the property's land title in accordance with Section 57 of the Community Charter.

The Village's building officials indicate that there the underlying health and safety concerns on the property continue unabated.

Included in this Report to Council is:

- Recommendation from the Registered Building Official to place Notice on Title
- History report provided by the Registered Building Official
- Letter to property owner with his Opportunity to be Heard
- Section 57 brochure

FINANCIAL IMPLICATIONS

None

POLICY IMPLICATIONS

The Community Charter contains the authority for Council to act on bylaw contravention situations. Section 57 is commonly used as a method to achieve compliance related to property that exists in contravention of bylaws and legislation.

Furthermore, the property owners are afforded an opportunity to be heard. The Village always sends a registered letter to the property owners advising them of their right to be heard and encourages them to approach Council if they have concerns about the process or requirements of the Order.

The situation is an ongoing concern for the community and due to the lack of willingness of the owner; the Village has a responsibility to act as necessary to protect the rights of all citizens and particularly the inhabitants of the building. In this case there is an ongoing safety concern and the approach of using a Section 57 Notice on Title can be useful in compelling property owners to remedy the situation.

RECOMMENDATION

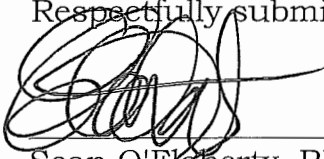
“WHEREAS the property at 269 Shuswap Avenue (LOT 1 DISTRICT LOT 517 KAMLOOPS DIVISION YALE DISTRICT PLAN 26419) has been constructed or improved without the proper building permits;

AND WHEREAS the Village of Chase has tried repeatedly over the last several years to have the Owner(s) of the property address the legislative and bylaw requirements and the Owner(s) have neglected to do so;

AND WHEREAS the Building Inspector have expressed serious concerns in regards to safety arising from the property condition;

NOW THEREFORE BE IT RESOLVED that 269 Shuswap Avenue (LOT 1 DISTRICT LOT 517 KAMLOOPS DIVISION YALE DISTRICT PLAN 26419), is hereby declared as contravening the BC Building Code, and the Village of Chase Building Bylaw 803-2014 and that a Notice on Title be registered on the property's title pursuant to section 57 of the Community Charter (SBC 2003).”

Respectfully submitted,



Sean O'Flaherty, RPP
Corporate Officer

Sean O'Flaherty

From: Marvin Friesen <mfriesen@tnrd.ca>
Sent: Tuesday, September 26, 2017 8:47 AM
To: Sean O'Flaherty
Subject: Palamar Stop Work Order file

Good morning, Sean,

Re: the Stop Work Order on the Palamar property at 269 Shuswap Road in Chase, FOLIO # 512.00010.020

Please be advised that I am recommending to the Village of Chase Council to proceed with placing a Notice on the Title of the property.

Thank you.

Sincerely,

Marvin D. Friesen, RBO, CRBO
Building Inspector

 **New Interactive Mapping System**

Launch MYRegionView

The information contained in this transmission may contain privileged and confidential information of the TNRD – Thompson-Nicola Regional District. It is intended for review only by the person(s) named above. Dissemination, distribution or duplication of this communication is strictly prohibited by all recipients unless expressly authorized otherwise. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message. Thank you.

CONTRAVENTION OF BUILDING REGULATIONS

Property Information

Folder Number	«14867
Electoral Area:	“P”
Legal Description:	LOT 1 DISTRICT LOT 517 KAMLOOPS DIVISION YALE DISTRICT PLAN 26419
Street Address:	269 Shuswap Ave. Chase, BC
Property Owner(s):	Palamar, Todd P
Occupants:	
Permit Issue Date:	
Permit Expiry Date:	
Construction Type:	Construction of a pergola addition to a single family dwelling & roof cover structure overtop a shipping container

Details of Contravention

Description: **Construction carried out without a Building Permit**
Bylaw Offended: **Village of Chase Building Bylaw No. 803, 2014**
Potential Hazard: **Yes**

Notice of Contravention Brought to Attention of Owner(s)/ Occupiers

Date	Contact with	Type of Contact	Contact Details	Staff
Jun 15, 2017		Posting of Stop Work Order	Stop Work Order placed along with 2 Permit Applications	MDF
Jun 16, 2017	Owner	First letter	Advising owner of contravention of Building Bylaw	MDF
Jul 31, 2017	Owner	Second letter	Advising owner of failure to respond to first letter.	MDF
Sep 26, 2017	Owner	Third letter	Advising owner that matter is being sent to Village Council for further enforcement action	MDF

Bylaw Violation Details	Bylaw Section
Construction of a Pergola addition to a single family dwelling	3.1
Construction of a roof covering overtop a shipping container	3.1

Details of Violations:

- A pergola was constructed as an addition to the single family dwelling without meeting the requirement of a building permit.
- A roof covering was constructed overtop a shipping container without meeting the requirement of a building permit.



Village of Chase

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Chase, British Columbia V0E 1M0

Office: 250. 679-3238
Fax: 250. 679-3070

www.chasebc.ca

REGISTERED AND REGULAR MAIL

DATE: September 26, 2017

REGISTERED OWNER: Palamar, Todd P
269 Shuswap Ave
PO Box 752
Chase BC V0E 1M0

LEGAL DESCRIPTION: LOT 1, DISTRICT LOT 517, KAMLOOPS DIVISION YALE
DISTRICT PLAN 26419

AREA: Electoral Area "P" – 269 Shuswap Ave, Chase, BC

To Whom It May Concern:

Subject: Proposed Notice on Title

On June 15, 2017 a site visit was conducted at the above noted property and revealed the Construction of pergola addition to a single family dwelling & roof cover structure overtop a shipping container; neither of which meet the requirement of having a valid Building Permit. A Stop Work Order was posted on site and a letter dated June 16, 2017 detailing the violation was sent to you.

Our previous notifications regarding outstanding permit requirements have not been complied with.

Please note that you are in violation of Building Regulations Bylaw No. 803, 2014. For this reason, a recommendation is being put before the Village of Chase Council that a notice be filed on the title of the above-mentioned property in accordance with Section 57 of the *Community Charter*. Enclosed please find an information sheet explaining the potential ramifications of a s. 57 notice being registered on a property's title and how this may affect you as the owner.

BI-10



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.../ 2

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Yours truly,


Sean O'Flaherty, RPP
Corporate Officer

MDF/mf
enclosure

BI-10



Bylaw Contravention Notice on Property Title

What is a section 57 notice?

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VILLAGE OF CHASE

Memorandum

Date: October 5, 2017
To: Mayor and Council
From: CAO
RE: Application for Business License – Okanagan Cannabinoid Therapy

Background

At its July 5, 2017 Council meeting, Council discussed various issues relating to cannabis and heard from Sam Dabner of Fulton & Company on the subject:

- The Federal Government will be de-criminalizing cannabis in July 2018
- Local governments will be in a good position to deal with production, distribution and sales if they start to discuss and plan regulatory schemes now
- Several communities in BC are already experiencing dispensaries – some communities are letting the dispensaries do business 'under the radar' while other are actually licensing these dispensaries even though the sale of cannabis is not technically legal unless the activity fits under the Federal government's regime for medical purpose use and distribution.
- Federally at this time, Health Canada does not authorize the operation of retail storefronts such as "compassion clubs" or "dispensaries"
- If someone has been given a prescription from their doctor for medical cannabis, they must obtain the cannabis from a Federally authorized and regulated producer (there are currently 14 in BC) that have to follow strict procedures for the production and distribution of the product – no storefront sales are permitted
- The Village of Chase was previously approached by Okanagan Cannabinoid Therapy about the possibility of setting up a dispensary in Chase, ahead of the Federal rules changing for such activity

Mr. Kevin Adams of Okanagan Cannabinoid Therapy addressed Council at their July 11, 2017 meeting and explained that he (at that time) operated 4 retail outlets in communities in BC, he only serves people with medical diagnoses that are helped by the use of cannabis, he has support from RCMP in the jurisdictions he operates in, and he obtains his product from federally regulated producers. Village Administration in consultation with legal counsel, confirms that at this time, there is no federal procedure or regulatory scheme for the transfer of cannabis from a federally regulated producer to a retail sales operator.

Mr. Adams has since applied to the Village for a business license to operate retail sales of medical cannabis.

Provincial Government Involvement

Currently, the Provincial Government of BC is working towards the creation of legislation and processes that will be necessary in order for the production and sales of recreational cannabis, as well as wider procedures affecting medical cannabis and its distribution. Until those procedures are identified and explained, it is difficult for any municipality in BC to permit dispensaries from operating in their jurisdictions – there is a void where regulation and authority is concerned – municipalities technically do not have authority from either federal or provincial legislation to regulate the sales of medical cannabis.

The Province of BC has recently initiated a full consultation process in order that information obtained from the citizens of BC can be incorporated into the regulatory and legislative framework that will be developed by the Provincial government to complement the Federal rules set to be in place July 1, 2018.

The Province's website to send comments is <https://engage.gov.bc.ca/BCcannabisregulation/>

While the Cannabis Act will provide for the federal government to regulate commercial production, the provinces and territories will have authority to regulate certain aspects like distribution, retail and range of other matters – as they do for tobacco and liquor. For example, BC will determine how and where cannabis can be sold and where it can be consumed in our province.

Questions the Province want people to consider are things such as minimum age, personal possession limits, public consumption, drug-impaired driving, personal cultivation and distribution and retail models.

Zoning for Specific Location in Chase

The location at which Mr. Adams is wishing to start a medical cannabis dispensary is currently zoned C-2, which *does permit* retail sales. However, as has been explained above and has been discussed with Council, it is difficult for a staff member authorized to grant licenses, or a legislative body (Council) to grant a license that will permit the sale of a substance that is currently not legally authorized for sale by way of a retail outlet through the only jurisdiction that is currently regulating the substance, and that jurisdiction is the Federal government.

The Village's Business License bylaw does permit the staff member(s) that have been delegated to administer the bylaw to refer the decision of granting or refusing to grant a license to Council.

Decision Request

Council is being asked to consider whether or not it wishes to allow Mr. Adams to open a retail sales location to sell medical cannabis, in a location that is zoned appropriately, within the Village of Chase, in advance of the legislative authority to allow such sales by granting a business license for this purpose.

Respectfully submitted,



Schedule "A" to Bylaw No. 735 - 2011
Village of Chase

Business License Application

Name of Business CHADRON CANNABINOID THERAPY

Business Street Address B-834 THOMPSON AVE

Business Mailing Address _____

Postal Code _____

Business Phone Number 778-214-9347 Business Fax Number _____

Type of Business CANNABIS RETAIL MEDICAL ACCESS CENTRE

Home Based Business ☐ Yes ☒ No Number of Employees 4

Name of Business Owner KEVIN ADAMS

Address of Owner 189 HWY 33 KELCUNA Postal Code V1X2A1

Name of Operator (if different from Owner) _____

Address of Operator _____

Postal Code _____

Operator's Home Phone Number _____ Is the Property ☐ Owned ☒ Leased

Name of Property Owner (if leased) TEAM EQUIPMENT LTD

Address of Property Owner 8826 HOLDING ROAD Postal Code V0E-1M2
CHASE BC

Number of Units (campsites, rooms) _____ Number of Seats (restaurant/pub) N/A

Other Permits or Licenses Required: ☐ Film Classification ☐ Ministry of Environment Permit
(attach approval) ☐ Liquor Licence ☐ Health Permit
☐ Fire Inspector ☐ Other _____

I understand that a Business License is an annual requirement and must be renewed each year; that my Business may require permits or licenses from other government agencies; that satisfactory proof of their approval must be provided prior to the issuance of a Business License; that my Business must abide by the bylaws of the Village of Chase which include a sign regulation and water, sewer and waste disposal bylaws which may establish annual or other rates to be paid for certain services; that these rates also apply to home based businesses; that any fees for services payable are effective the date of issuance of this permit; and, that this Business License is issued on the condition that any changes to the information provided will be provided immediately to the License Inspector. I hereby submit my application for Business License and fully understand the conditions contained herein.

Signature of Applicant [Signature]

Date of Application Sept 7/17

SAVE THE DATE: Shuswap Trails Roundtable on November 29th 2017

[View this email in your browser](#)



SAVE THE DATE: Wednesday November 29th 2017

The Shuswap Trails Roundtable meeting will be held on November 29th, approximately 9:00 AM - 4:00 PM. The location is yet to be determined.

Who should attend the Roundtable? Anyone and everyone with an interest or part in trail stewardship, development, management, and promotion in the Shuswap is encouraged to participate in the Roundtable. Please forward this save-the-date notice to your membership, elected officials, or colleagues that may be interested in participating in this year's Roundtable.

An agenda is being developed. Registration details to come later this fall.

About the Shuswap Trails Roundtable

The purpose of the Roundtable is for people to meet face-to-face, share information, build relationships, provide input and hear updates on the Shuswap Regional Trails Strategy, and 'talk all things trails' in the Shuswap. You can read more about the Roundtable and the Strategy [here](#).

The Fraser Basin Council is facilitating the Shuswap Trails Roundtable on behalf of the Shuswap Trail Alliance. Any questions or comments, please contact Phil McIntyre-Paul at 250 832-0102.

We look forward to seeing you on November 29th.

September 28, 2017

To Mayor and Council, Village of Chase

The Chase and District Skate Park Society is excited to announce that we will be holding a Grand Opening on Saturday, October 14th from noon -2 pm. Please join us in celebrating the progress this project has made and be there while for the unveiling of the name of the park. We would love to see Mayor and Council, as well as members of the administration team there!

Later on the same day, October 14th, we are hosting a dinner to thank the contractors and tradespeople who helped make this project happen. Without the donations, or discounted pricing of materials, labour, equipment, and other resources, this project could easily have cost another \$100,000! They have been completely integral to the project's success this summer and they need to be thanked for their contributions.

Our budget for the event is \$1500. We are requesting a grant-in-aid from the Village of Chase to cover half of the budget for the party to show our appreciation to these contractors who made this project possible this year.

Sincerely,
Kelsey Snelgrove

Chase & District Skate Park Society



RECEIVED
Village of Chase

SEP 08 2017

Original
File
Copy
Agenda

Ref: 206633

September 1, 2017

His Worship Mayor Rick Berrigan and Councillors
Village of Chase
Box 440
Chase BC V0E 1M0

Dear Mayor Berrigan and Councillors:

On behalf of the joint Provincial-Union of British Columbia Municipalities (UBCM) Green Communities Committee (GCC), we would like to extend our congratulations for your efforts to reduce greenhouse gas emissions in your corporate operations and community over the 2016 reporting year.

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

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

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

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

.../2



GCC Communiqué on the Climate Action Recognition Program

B.C. local governments continue to play a critical role in reducing GHG emissions across the province. In acknowledgment of the ongoing efforts of local leaders, the joint Provincial-UBCM Green Communities Committee (GCC) is pleased to continue the Climate Action Recognition Program (*Recognition Program*) for B.C. local governments for the 2016 reporting year. This is a multi-level program that provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (*Charter*) signatory. Recognition is provided on an annual basis to local governments who demonstrate progress on their *Charter* commitments, according to the following:

Level 1: Demonstrating Progress on Charter Commitments

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

Level 2: Measuring GHG Emissions

Local governments that achieve level 1, have completed a corporate carbon inventory for the reporting year and demonstrate that they are familiar with the [Community Energy and Emissions Inventory \(CEEI\)](#) for their community receive a letter from the GCC and a 'BC Climate Action Community 2016' logo, for use on websites, letterhead, etc.

Level 3: Accelerating Progress on Charter Commitments (NEW this year)

Local governments that achieve levels 1 and 2 and demonstrate significant corporate or community-wide climate action to reduce GHG emissions in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2016 – Climate Leader' logo, for use on websites, letterhead, etc.

Level 4: Achievement of Carbon Neutrality

Local governments that achieve [carbon neutrality](#) in the reporting year receive a letter from the GCC and a 'BC Climate Action Community 2016 – Climate Leader - Carbon Neutral' logo, for use on websites, letterhead, etc.

To be eligible for the *Recognition Program*, local governments must fulfill the public reporting requirements of the [Climate Action Revenue Incentive Program \(CARIP\)](#) including reporting on their progress to carbon neutrality. The GCC will determine recognition levels for the *Recognition Program* based on the information included in each local government's annual CARIP public report. Further information on CARIP and the public reporting requirements is available [online](#).

Mayor Berrigan and Councillors
Page 2

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

Sincerely,



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



Gary MacIsaac
Executive Director
Union of British Columbia Municipalities

Enclosures



Village Of Chase

Administrative Report

TO: Mayor and Council

FROM: Corporate Officer

DATE: 6 October 2017

RE: Christmas – Municipal Hall closure

ISSUE/PURPOSE

The purpose of this report is to obtain a resolution of Council for Municipal Hall closures during Christmas.

OPTIONS

1. Approve the Municipal Hall closure Monday, December 25, 2017 through Friday, December 29, 2017 as recommended.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25-Closed	26-Closed	27 -Closed	28- Closed	29- Closed	30

2. Approve the Municipal Hall closure Monday, December 25, 2017, Tuesday, December 26, 2017, and Monday January 1. The Staff Leave Policy ADM-01 would apply to those requesting additional leave December 27-29 inclusive.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25-Closed	26-Closed	27	28	29	30
31	1 - Closed	2	3	4	5	6

3. Approve some other schedule for closing Municipal Hall over the Christmas period

HISTORY/BACKGROUND

In some years, Municipal Hall was closed on only the statutory holidays or the customary days in lieu between Christmas and New Year's Day. In other years Municipal Hall was closed the entire week of Christmas. Neither type of closure scenario appear to have inconvenienced the public, as no complaints have been received in this regard.

In 2016 the Village office remained open Christmas week except for the two statutory holidays. Public traffic attending the office was very light.

DISCUSSION

In accordance with Article 14(a) of the Collective Agreement, Staff are entitled to three Statutory Holidays during the Christmas holiday season (Christmas Day, Boxing Day and New Year's Day). During the upcoming Christmas period these three statutory vacation days fall on Monday December 25, Tuesday December 26, and Monday January 1, 2017 respectively.

If the Village office was closed the entire week and an employee does not have sufficient vacation time left, or does not want to take the additional three days off, they will be permitted to work in the office for these days and their supervisor will assign specific projects to the employee to be worked on during those three days. The office would still be advertised as closed.

Given that the demands on municipal staff are lighter during the holiday season, Administration is confident that the closure of municipal operations for the two non-statutory holiday days during the week between Christmas and New Year's will not significantly impact the residents of Chase.

FINANCIAL IMPLICATIONS

There are no financial implications.

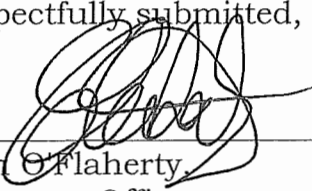
POLICY IMPLICATIONS

There is no policy on Christmas Municipal Hall closures. Regardless of which days Municipal Hall is closed during the holiday season, public notice of the holiday hours will be posted on the Village's website, Notice Board at the Village office and in the Chase Sunflower.

RECOMMENDATION

THAT Council approve the closure of Municipal Hall to the public effective Monday December 25 and re-opening Tuesday January 2.

Respectfully submitted,



Sean O'Flaherty,
Corporate Officer