



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, December 13, 2016 at 4:00 p.m.

Prior to Call to Order, CAO Heinrich and Fire Chief Lauzon will be making a presentation to Mayor Berrigan.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Resolution:

“That the December 13, 2016 Village of Chase Regular Council meeting agenda be adopted as presented.”

3. ADOPTION OF MINUTES

Pages 1-6

Regular Meeting held November 22, 2016

Resolution:

“That the minutes of the November 22, 2016 Regular Meeting of Council be adopted as presented.”

4. PUBLIC INPUT ON CURRENT AGENDA ITEMS

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

5. DELEGATIONS

Pages 7-8

5.1 Doug Geller, M.Sc., P.Geo., P.Geol., Principal Hydrogeologist/President,
Western Water Associates Ltd. – Chase Source Water Protection

The Village of Chase engaged Mr. Geller's firm to conduct the Source Water Protection plan for Chase as required by Interior Health. Mr. Geller is in attendance to provide information to Council regarding the purpose and importance of the plan.

6. REPORTS

a) Mayor and Council Reports

b) Staff Reports

Memo from the CAO

Page 9

Memo from Corporate Officer

Page 10

Memo from the Public Works Manager

Page 11

7. UNFINISHED BUSINESS

8. NEW BUSINESS

- 8.1 Fees and Charges Amendment Bylaw 829-2016 Pages 12-31
Memo from the Corporate Officer and a memo from the Director of Finance

“THAT Council give first reading to Village of Chase Fees and Charges Amendment Bylaw No. 829-2016;

THAT Council give second reading to Village of Chase Fees and Charges Amendment Bylaw No. 829-2016;

THAT Council give third reading to Village of Chase Fees and Charges Amendment Bylaw No. 829-2016.”

- 8.2 2017 Council Liaison Appointments Page 32
The 2016 Council Liaison Appointments are provided for reference.

Annually Council Liaison Appointments are considered and either reconfirmed from the previous year or changes are made. Once appointments are made, Administration sends confirmation to each organization of the liaison appointments.

A Council resolution to adopt appointments is required.

- 8.3 2017 Council Meeting Schedule Pages 33-35
Memo from the Corporate Officer.

“THAT Council adopt the 2017 Council meeting schedule as presented.”

- 8.4 2017 Total Budget Considerations Pages 36-39
Memo from the Director of Finance

- 8.5 2017 Capital-Specific Budget Considerations Pages 40-43
Memo from the Director of Finance

- 8.6 Licence of Occupation for water reservoir and access road Pages 44-61
A Council resolution is required to renew this agreement with the Province that allows the Village to occupy land for purposes of a water reservoir, and receive access to the reservoir, on provincial crown land.

“THAT Council renew the Licence of Occupation agreement No. 3401563 with the Province, for a community water system and access over that part of Lot 6, DL 517, KDYD, Plan 1467 lying to the south and east of the Trans-Canada Highway as shown on Plan H843 except Plans 7084, 10673 and H15272, containing 0.1559 ha, more or less, for a ten year term.”

8.7 Destination BC - Tourism Development Workshop – December 13, 2016 Pages 62-64

The Thompson Okanagan Tourism Association (TOTA) in partnership with Shuswap Tourism and Destination BC is holding a workshop to discuss Destination Tourism and how to create destination development strategies. Invitees include Provincial and Local Government representatives, First Nations, Tourism Industry representatives, economic development agencies and not for profit/community groups.

Councilor Lepsoe, being Council's liaison to the Shuswap Tourism Advisory Committee will be attending the workshop. As per usual practice, Council may authorize costs for Councilor Lepsoe's attendance by way of resolution.

8.8 Off Leash Dog Park Pages 65-67

Report from Tim regarding costs and proposed location – Lions Club has said they wish to fundraise and need council's confirmation of location

8.9 Local Government Leadership Academy–2017 Forum for Elected Officials Pages 68-72
Memo from the CAO

8.10 Gas Tax Agreement Community Works Fund Payment Page 73
Letter from the Union of BC Municipalities notifying the Village of the second installment of the Community Works Fund

8.11 Tourism Events Workshop Page 74
Memo from the CAO

8.12 Chase Country Christmas Page 75
Letter from Ms. Foster of the Chase Country Christmas Society

9. RELEASE OF IN CAMERA ITEMS

10. IN CAMERA

11. ADJOURNMENT

Resolution:

"That the December 13, 2016 Village of Chase Regular Council meeting be adjourned."



Minutes of the Regular Meeting of Council of the Village of Chase
held in the Council Chamber of the Village Office at 826 Okanagan Avenue
on Tuesday, November 22, 2016 at 4:00 p.m.

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

Also in Attendance: Joni Heinrich, Chief Administrative Officer
Sean O'Flaherty, Corporate Officer
Leif Peterson, Director of Finance

Regrets: Councillor Ali Maki

Public Gallery: 4
Press: 1

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

Moved by Councilor Scott

Seconded by Councilor Egely

"That the November 22, 2016 Village of Chase Regular Council Agenda be adopted as amended by adding items noted on the Extra Agenda as follows:

8. NEW BUSINESS

8.13 Chase Firefighters Association – Christmas Event

CARRIED
#2016/11/22_001

3. ADOPTION OF MINUTES

Minutes of the November 8, 2016 Regular Council meeting

Moved by Mayor Berrigan

Seconded by Councilor Scott

"That the minutes of the November 8, 2016 Regular Meeting of Council be adopted as presented."

CARRIED
#2016/11/22_002

4. PUBLIC INPUT ON CURRENT AGENDA ITEMS

Acting Mayor Lepsoe called for members of the public to speak to items on the agenda.

5. **REPORTS**

Mayor and Council Reports

Mayor Berrigan

- November 10 – Thompson-Nicola Regional District Regular Board Meeting
- November 11 – Attended the Chase Legion Remembrance Day Parade and Ceremony and laid wreaths on behalf the Village of Chase, and the Honourable Todd Stone, Minister of Transportation and Infrastructure
- November 18 – Special In-Camera Meeting of Council
- November 18 – Meeting with Interior Health Authority regarding re-establishing the community bus service

Councillor Egely

- November 8 – Citizens on Patrol meeting
- November 9 – Chase Museum meeting
- November 11 – Chase Legion Remembrance Day Parade and Ceremony
- November 12 – Chase Firefighters Association and Youth Action Committee Pasta Project dinner
- November 18 – Special In-Camera Meeting of Council

Councillor Lepsoe

- November 9 – Met with Little Shuswap Lake Indian Band Council regarding “Giving the Name Back” for what is now known as Roderick Haig Brown Park
- November 11 – Chase Legion Remembrance Day Parade and Ceremony
- November 16 – Shuswap Tourism Fall Gathering in Salmon Arm
- November 22 – Salmon Society meeting at Quaaout Lodge

Councillor Scott

- November 11 – Chase Legion Remembrance Day Parade and Ceremony
- November 18 – Special In-Camera Meeting of Council

Moved by Mayor Berrigan

Seconded by Councillor Egely

“That the reports from Mayor and Council members be received for information as presented.”

CARRIED
#2016/11/22_003

6. **DELEGATIONS**

Shayne Wright of Buy Local BC acknowledged Council for their participation in the 2016 Buy Local BC map where Chase is featured as a prominent ‘Buy Local’ community. He updated Council on the 2017 enhancements to the program and looks forward to Council’s continued support of the initiative.

7. UNFINISHED BUSINESS

7.1 Municipal Ticket Information Amendment Bylaw No. 830-2016

Moved by Councilor Scott

Seconded by Councilor Egely

"THAT Council adopt Village of Chase Municipal Ticket Information Amendment Bylaw No. 830-2016."

CARRIED

#2016/11/22_004

8. NEW BUSINESS

8.1 Policy to Permit Refunds for Excessive Water Consumption from Leaks

Moved by Mayor Berrigan

Seconded by Councilor Scott

"THAT a policy be developed to provide for the reimbursement of excess water and sewer charges resulting from leakage under the following conditions:

- 1. Upon completion of the repairs to the leaking system**
- 2. For a maximum period of 120 days prior to the date of the repair**
- 3. Based upon the consumption for 30 plus days following the repair; and,**

THAT the water and sewer bylaws be amended to provide for the policy to be adopted."

CARRIED

#2016/11/22_005

8.2 2017 Proposed Budget Meeting Schedule

Moved by Councilor Egely

Seconded by Councilor Scott

"THAT the schedule of public meetings for the 2017 Budget be established as:

Budget is provided 13 December 2016

First special budget meeting 16 January 2017

Second Special Budget Meeting 30 January 2017

Third Special Budget Meeting 6 February 2017

Other special meetings as required." **CARRIED**

#2016/11/22_006

8.3 Secwepemc "Fallen Warriors" Veterans Day Ceremony

Moved by Mayor Berrigan

Seconded by Councilor Egely

"That the Village of Chase provide a \$330 grant-in-aid to cover the Community Hall rental fee for the Secwepemc "Fallen Warriors" Veterans Day Ceremony on November 6, 2016."

CARRIED

#2016/11/22_007

8.4 Request for Use of Village Property

Moved by Mayor Berrigan

Seconded by Councilor Scott

"That the Summer Magic Square Dance participants be permitted to use the Village owned Curling Club parking lot September 15 and 16, 2017." **CARRIED**

#2016/11/22_008

8.5 Chase Country Christmas Parade and Street Closures

Moved by Councilor Egely

Seconded by Councilor Scott

"That Shuswap Avenue be closed to traffic between Chase Street and Haldane Street on Friday December 2, 2016 between 4:30 p.m. and 8:00 p.m. for the Chase Country Christmas Parade activities; and, THAT Brooke Drive and Shuswap Avenue be closed to traffic between 5:30 p.m. and 6:30 p.m. for the Chase Country Christmas Parade."

CARRIED

#2016/11/22_009

8.6 Royal Canadian Legion Chase

Moved by Councilor Scott

Seconded by Councilor Egely

"That the letter of gratitude for Council's grant in aid covering the \$472.50 in Community Hall rental fees for the 2016 Remembrance Day Ceremony be received for information."

CARRIED

#2016/11/22_010

8.7 Shuswap Tourism – Annual Fall Gathering

Moved by Mayor Berrigan

Seconded by Councilor Scott

"That costs associated with Councilor Lepsoe's attendance at the Shuswap Tourism – Annual Fall Gathering November 16 in Salmon Arm be covered as per Council's Expense Policy."

CARRIED

#2016/11/22_011

8.8 Quaaout Lodge – The Ultimate Christmas Party

Moved by Councilor Lepsoe

Seconded by Councilor Egely

"That Councilor Lepsoe is authorized to spend \$207 from his annual grant in aid discretionary budget to pay for three admission tickets to The Ultimate Christmas Party December 17, 2016."

DEFEATED

Berrigan, Egely, Scott Opposed

#2016/11/22_012

8.9 Christmas Closures at Municipal Hall

Moved by Mayor Berrigan

Seconded by Councilor Scott

"That the municipal hall be closed December 26, 27, 28, 29, 30 for the Christmas break."

Moved by Councilor Egely

Seconded by Councilor Lepsoe

"That the main motion be amended to the municipal hall being closed December 26, 27, 30 for the Christmas break."

CARRIED

Berrigan Opposed

#2016/11/22_013

The vote was called on the main motion as amended.

CARRIED

Berrigan Opposed

#2016/11/22_014

8.10 Local Government Management Association 2017 CAO Forum

Moved by Mayor Berrigan

Seconded by Councilor Egely

"That the CAO is authorized to attend the Local Government Management Association's CAO Forum February 22-24 2017 in Richmond BC with expenses to be covered as per Council's Expense Policy."

CARRIED

#2016/11/22_015

8.11 George Massey Tunnel Replacement Project

Moved by Councilor Scott

Seconded by Councilor Egely

"That the Letter from Malcolm D. Brodie, Mayor of Richmond, to The Honourable Christy Clark, Premier of BC, and The Honourable Todd Stone, Minister of Transportation and Infrastructure, copied to all BC Mayors and Councils, regarding the George Massey Tunnel Replacement Project, be received for information."

CARRIED

#2016/11/22_016

8.12 Sewer Treatment Plant Upgrade

Moved by Councilor Egely

Seconded by Mayor Berrigan

"That the verbal update from the CAO regarding the tendering of the Sewer Treatment Plant Upgrade be received for information."

CARRIED

#2016/11/22_017

8.13 Chase Firefighters Association Christmas Party

Moved by Councilor Scott

Seconded by Councilor Egely

"That the Chase Firefighters Association members attend the Chase & District Chamber of Commerce – Business Excellence Awards & Christmas Gala on Saturday December 10, 2016 at their personal discretion and expense."

CARRIED

#2016/11/22_018

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

Acting Mayor Lepsoe called for members of the public to speak on municipal matters.

9. Bruce Nelson of 216 Ash Drive – Mr. Nelson is of the opinion that bicycles should be prohibited on all sidewalks in the Village.

Mayor Berrigan commented that the bicycle restrictions in the bylaw are confusing, are tough to enforce, and it makes better sense to exclude bikes from all sidewalks.

Mr. Nelson asked that snow be cleared from the bridge area near 3rd and Aylmer as pedestrians have difficulty passing through that section when there is snow piled.

Mr. Nelson asked that Council consider instituting a bylaw to restrict vehicle idling.

The CAO noted that Administration will endeavour to provide education around the issue of idling and cycling on sidewalks.

- 9.2 Beverley Iglesias of 621 3rd Avenue – Ms. Iglesias would like to see scooters prohibited from sidewalks and suggested that bikes and scooters have warning bells or ringers to alert pedestrians.

Councilor Egely offered to bring up the matter of having ringers or warning bells at the Citizens on Patrol meeting when they discuss the spring bicycle rodeo event.

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 (k) regarding discussions respecting the proposed provision of municipal services.”

12. ADJOURNMENT

Moved by Councilor Egely

Seconded by Councilor Lepsoe

“That the November 22, 2016 Village of Chase Regular Council meeting be adjourned.”

CARRIED
#2016/11/22_019

The meeting concluded at 5:52 p.m.

Rick Berrigan, Mayor

Sean O'Flaherty, Corporate Officer

VILLAGE OF CHASE SOURCE WATER ASSESSMENT SUMMARY REPORT

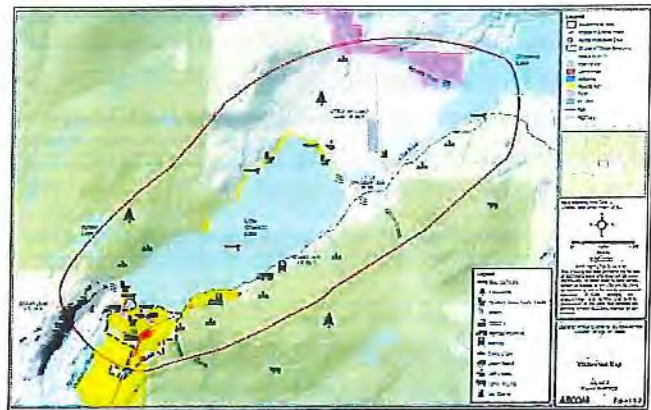


INTRODUCTION

The Village of Chase provides domestic drinking water to 1200 service connections and a population of about 2600 within the municipality. In recent years, the Village completed a number of improvements to its water system. These included the building of a new water treatment plant and the development of a supplemental groundwater supply source.

As a condition of its water operating permit with Interior Health, in late 2015 the Village established a Technical Advisory Committee (TAC) to oversee completion of a Source Water Assessment and framework for a source protection plan for both the South Thompson River surface source and the groundwater well source. The TAC comprised representatives from the Village, Interior Health, and consultants.

Chase has historically relied on a relatively shallow intake in the South Thompson River near the outlet of Little Shuswap Lake. The source water for the intake is highly influenced by the Adams River and the relatively fast turnover of water in Little Shuswap Lake. Accordingly, the assessment area encompassed the water shed as depicted on the map below.



GROUNDWATER ASSESSMENT AREA



The shaded areas in the above map show where groundwater contributes to the Chase well located in the centre of the yellow circle. Inside this area is where the Village should concentrate its protection efforts. The protection area is almost entirely within the municipality, in contrast to the surface watershed which is mostly outside the municipality.

STRENGTHS AND WEAKNESSES OF THE WATER SOURCES

Strengths include:

- ◆ the availability of two high quality water sources;
- ◆ relatively new infrastructure;
- ◆ certified operators;
- ◆ Multi-barrier treatment systems;
- ◆ Relatively low risk residential or undeveloped lands

Weaknesses:

- ◆ No fundamental weaknesses
- ◆ Intake is relatively shallow and accessible
- ◆ Only one well in event of issue with surface source

WATER QUALITY MONITORING

The Village of Chase regularly samples its water sources to ensure compliance with the Drinking Water regulations and its permit to operate the water system. The results show that the water is safe to drink and also help assess the effectiveness of the treatment system.



DRINKING WATER HAZARD AND RISK ASSESSMENT RESULTS

The Source Water Assessment identified approximately 25 potential hazards within the assessment area for both groundwater and surface water that could threaten water quality. Using a risk assessment approach, each hazard was assigned a rating of either low, medium or high risk so that recommendations for protecting water sources could be prioritized.

In summary, the presence of poorly constructed and/or abandoned wells likely poses the greatest risk to groundwater quality, while events such as wildfires and algal blooms present the greatest risks to the surface water source. Very few high consequence risks would affect both sources. The robustness of the Chase water system together with the multi-barrier treatment system mitigates many of the greatest risks. The abandoned wells potentially provide a preferential pathway for contaminants to reach the water table, but fortunately, there are probably only a handful of such wells in the protection area.

NEXT STEPS

The Source Water Assessment marks an end point for planning and a starting point for implementation of source water protection measures, and potentially, additional aquifer characterization. The Village anticipates continuing with a committee-based approach to implementing recommendations from the Source Water Assessment. The need to protect groundwater and surface should be communicated to the public using the Village's website, targeted informational fact-sheets, and other means to be identified by the committee. The Village will also seek to work to the Ministry of Forests Lands and Natural Resource Operations in implementing further studies, monitoring and raising awareness of the source protection areas.



VILLAGE OF CHASE

Memorandum

Date: December 13, 2016
To: Mayor and Council
From: CAO
RE: Activities Report November 9 to December 9, 2016

- Various meetings with department heads regarding initiatives and projects being undertaken including assessment of potential sites for off-leash dog park, personnel matters, policy implementation, labour relations
- Participated in discussions regarding development of Whitfield Landing lands
- Met with senior staff and engineering consultants regarding sewer treatment upgrade project next steps
- Met with senior staff regarding 2017 budget preparation
- Discussions with Ministry of Transportation and Infrastructure staff to determine possible changes to regulations for golf-cart project, access issues into Chase as a result of highway improvements
- Participated in a risk management webinar conducted by MIA
- Participated in discussions at TNRD CAOs meeting regarding the potential for shared services
- Participated in the Shuswap Regional Trails Strategy Roundtable meeting
- Participated in a Tourism Events Workshop sponsored by Kamloops Tourism
- Meetings with property owners regarding potential sewer servicing in conjunction with Whitfield East Mobile Home Park development
- Various legal matters dealt with or in process
- Held office staff meeting to discuss various current matters
- Working with Administrative assistant to organize an informal Christmas get-together for staff and Council

Respectfully submitted,



VILLAGE OF CHASE

Memorandum

Date: 9 December, 2016
To: Mayor and Council
From: Sean O'Flaherty, Corporate Officer
RE: Activities undertaken from November 5 to December 9, 2016

- Preparation of Council meeting agendas and minutes
- Prepared Council reports and correspondence on various matters
- Responding to email and telephone inquiries
- Assisting staff with legislative and bylaw interpretations, and general support
- Reviewed the Village's caretaker contract
- Reviewed rental agreement at 822 Okanagan Avenue
- Met with Acres, contractor for Whitfield Landing project, to discuss details of project
- Drafted an amendment to the *Fees and Charges* bylaw
- Working on consolidating the *Zoning* bylaw
- Consolidated the *Municipal Ticket Information* bylaw
- Prepared the Sunflower newsletter insert containing public service announcements and other general coming events
- Attended the Village's solicitor's annual legal seminar in Vancouver
- Attended workshops "*The Economic Case for Healthy and Resilient Community Planning and Design*" and "*Integrating Health Into All Policies and Actions*"
- Responded to several land use enquiries regarding potential zoning and subdivision opportunities
- Reviewed and authorized 2 Building Permits
- Reviewed and authorized 2 Business Licenses
- Liaised with the Building Inspector on zoning confirmation matters and a couple of building/zoning contraventions
- Ordered a replacement phone system for the office
- Worked with Sun Valley strata and BC Hydro to resolve the process for approving a vinyl wrap
- Contacted SD #73 and the RCMP and provided both with the information from Traffic'd human.org
- Multiple meetings regarding Hillside Avenue
- Multiple meetings regarding Drake's Landing sanitary
- Reviewed the feasibility/scoping study on the Village's 1978 subdivision bylaw
- Completed the GIS webmapping update so that "Chase" data is displayed properly
- Administered multiple requests for community hall grants in aid

Bylaw Enforcement

- Bylaw matters are minimal. The community is adhering to the bylaws

Dog Control

- Low volume of dog complaints according to the Animal Control Officer
- Compliance with dog related matter is high. The community is cooperating with Village bylaws

Respectfully submitted, Sean O'Flaherty



VILLAGE OF CHASE

Memorandum

Date: December 7, 2016
To: Mayor and Council
From: Public Works Manager
RE: Public Work Update

Miscellaneous:

- Staff worked on completing maintenance items at the Community Hall including:
 - Roof drain pipe investigation and repairs
 - Fire Inspection report deficiencies.
 - Plumbing leak into CH Hamper storage area.
- Holiday Wreaths have been installed downtown for the holiday season.
 - 4 wreaths at the Shuswap Bridge have been updated to LED lights, will continue to update annually as existing regular bulbs burn out.
- Winter plowing/sanding equipment is all serviced and ready when needed.
 - Unit 17 – 2002 International Plow has been having intermittent power loss issues. Truck was taken to Kamloops for diagnosis and sensor has been replaced to hopefully rectify the problem.
- Working on a review of all PW staff training and certifications, a more detailed report will be provided once review complete.

Water Treatment/Distribution:

- Working with Corix to establish daily/weekly/monthly maintenance checklists that will document necessary information.
- Provided Interior Health with necessary monthly reporting dating back to June 2016.
- Working on a review of the annual fire hydrant maintenance program, report and recommendations to come at a later date.

Sanitary Sewer:

- PW staff installed sewer service for new modular home at 425 Coburn Street, owner was charged as per the rates and fees bylaw for new service.

Roads:

- Working on a street light inventory and collecting necessary information to prepare a report with upgrade options for future budget consideration.

Respectfully submitted,

Tim Perepolkin



Village Of Chase

Administrative Report

TO: Mayor and Council

FROM: Corporate Officer

DATE: 9 December 2016

RE: Amendment to Fees and Charges Bylaw (Development and Service Connection Fees and Charges)

ISSUE/PURPOSE

To amend the *Fees and Charges Bylaw 820-2016* by implementing fees and charges for development applications, and implementing fees and charges for utility service connections.

OPTIONS

1. Proceed with the first three readings of the *Village of Chase Fees and Charges Amendment Bylaw No. 829-2016* as presented or amended
2. Do not amend the *Village of Chase Fees and Charges Bylaw No. 820-2016*

HISTORY/BACKGROUND

The *Village of Chase Fees and Charges Bylaw No. 820-2016* currently does not contain fees and charges for development applications. The Village has arbitrarily charged \$250 for all development applications regardless of type of application. Sec. 462 of the *Local Government Act* authorizes local governments to establish fees for development applications including different fees for different types of applications.

Similarly, utility service connection fees are not established by bylaw but rather are charged as per a *Schedule of Fees*. Sec. 194 of the *Community Charter* authorizes local governments to establish fees for connecting to sewer and water services.

The proposed bylaw seeks to establish fees and charges for development applications and service connections where they currently do not exist.

DISCUSSION

Development applications include subdivisions, Development Permits, Development Variance Permits, zoning amendments, Official Community Plan amendments, and Temporary Use Permits.

The proposed fees and charges have been researched through the comprehensive collection of municipal databases available through CivicInfo. Also, we have internally estimated the cost of providing these services and have determined that the fees are extremely low and do not account for costs to provide the service. The user pay fee system is one that is fair and democratic. There are costs to processing development applications. There are costs to connecting services from private property to the municipal system. The user pay method is meant to be revenue neutral, that is no profit is made from providing the service, and no loss is incurred where the general taxpayer ends up paying the difference. Our current method of charging fees for service results in the revenue/expense ratio being heavily favoured on the expense side; that is general revenues heavily subsidize these applications. Also, based on our arbitrarily set fees, we arguably charge the lowest fees in the province based on the CivicInfo municipal databases.

The Public Works Manager, Director of Finance, and the CAO have been referred and support the recommendations herein.

FINANCIAL IMPLICATIONS

There are financial implications. Revenues will match expenditures on a user pay basis as closely as possible. Development application and service connections will no longer be subsidized by general revenues.

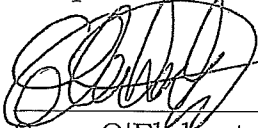
POLICY IMPLICATIONS

There are no policy implications.

RECOMMENDATION

THAT Council give first, second and third reading to Village of Chase Fees and Charges Amendment Bylaw 829-2016.

Respectfully submitted,



Sean O'Flaherty,
Corporate Officer



Village of Chase

Administrative Report

TO: Mayor and Council

FROM: Director Financial Services

DATE: 07 December 2016

RE: Proposed rate increases to Utility Rates in Fees and Charges Bylaw

ISSUE/PURPOSE

To provide information to council regarding rate increases for Utility purposes for the 2017 year

HISTORY/BACKGROUND

Utility rates were established for the new metered billing system effective in July 2016. We have now completed two quarterly billings and the results have been encouraging. We will not have a complete picture of the impact on revenues until April 2017, but we can now make a better estimate of what is happening to our revenues.

DISCUSSION

Administration and Office Fees - we do not collect significant revenues, but the charges recover the costs of the work being performed by staff. The following changes are recommended:

Tax certificates and list of business licences to increase from \$30.00 to \$35.00.

We have not increased this rate for many years.

Village compliance letters to increase from \$30.00 to \$75.00 due to the significant amount of research and work which must be completed for each one

Water and Sewer Utility Service Calls - Minor adjustments to reflect increasing costs.

Requested Service Call increases from \$41.00 to \$42.00 (02%)

Requested service Call other than normal business hours increases from \$125.00 to \$130.00.

Water Service Rates - The water fund is still in the process of catching up to expenses. We have annually increased rates by 10% to achieve this.

Water Flat rates increase by 10%.

Water consumption was not as accurately forecasted and in order to catch up to originally budgeted revenues an increment of 15% is recommended.

Sewer Service Rates – The sewer fund is generating a regular surplus from operations and a small increment for inflationary purposes can be considered.

Sewer Flat rate will increase 1%

Sewer consumption was not accurately forecast and in order to catch up to originally budgeted revenues, an increment of 15% is recommended.

Solid Waste Service Rates – Establishing a shorter time frame for the life of a garbage truck has reduced the surplus available for placement in reserves to pay for a new truck in seven years. To maintain the funding availability an increase in the amount of 5% is recommended.

FINANCIAL IMPLICATIONS

The rate increases discussed above will maintain the five year budget revenue stream. Larger increments will improve our fiscal position while anything less than the recommended increases will impair our fiscal position. The above recommendations will have the following impacts upon revenues

Water consumption	(15%)	\$24,000
Water Flat Rate	(10%)	\$17,000)
Sewer consumption	(15%)	\$27,000
Sewer Flat Rate	(01%)	\$ 2,000
Garbage Pick Up fees	(05%)	\$10,000

RECOMMENDATION

That the fees and charges rates for the utilities be accepted in the bylaw for adoption to be effective 1st of February 2017.

Respectfully submitted,



Leif Pedersen,
Director Financial Services

Reference only to indicate changes (in red)

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

ADMINISTRATION AND OFFICE FEES Effective 1st January 2017

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% NEW**

- 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) (Was \$30)**
 - ii. Utility Invoice (per parcel) **\$5.00**
 - iii. Accounts Receivable Invoice **\$5.00**
 - iv. List of Business Licenses **\$35.00 (Was \$30)**

- d. Other Fees
 - i. Returned cheques **\$25.00**
 - ii. Commissioner for Taking Affidavits service **\$15.00/signature**
 - iii. Letter regarding status of property (i.e. compliance with Village Bylaws) **\$75.00 (Was \$30.00)**
 - 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 (Previously had no rate)**
 - vi. Maps - **\$50/hour plus copy charges, calculated in 15 minute intervals (Previously had no rate)**
 - vii. Bound reports, studies and plans- **\$50.00/hour plus copy charges, calculated in 15 minute intervals (Previously had no rate)**

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

UTILITIES BILLING CYCLE AND PENALTIES

- (a) The utility billing will be accomplished in 4 billing periods identified as follows:
 - 1 February to 30 April
 - 1 May to 31 July
 - 1 August to 31 October
 - 1 November to 31 January
- (b) Payments are applied to the oldest balance first, then to current charges.
- (c) All water, sewer and garbage charges left unpaid on the second business day after January 1 in each year shall be transferred to property taxes and shall bear interest (at the rate established by the Provincial Government for arrears and delinquent taxes) beginning the second business day after January 1 until paid in full.

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

**WATER AND SEWER UTILITY SERVICE CALLS
Effective 1st February 2017**

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 **(Was \$41.00)**
- (b) Requested Service Call other than normal business hours \$130.00/hr **(Was \$125.00)**
- (c) Meter test \$150.00
- (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
Effective 1st February 2017**

Residential Charges

Annual water rates are based upon the single family residential unit for fixed rate charges. Residential Properties with multiple residential units such as apartments, strata, mobile home parks, etc. are based upon a reduced fixed rate charged for each residential unit upon the property. Fixed rate charges are applied for each unit whether occupied or not occupied.

Fixed Rate charge per single family residential unit \$131.00 **(Was \$119)**

Fixed Rate Charge per Multiple single family residential unit \$ 98.00 **(Was \$89)**

Non Residential Charges

Annual water rates are based upon the size of the meter to service the establishment. The 5/8 inch water line is equivalent to the single family fixed rate with other meter sizes determined by the relative capacity to supply water. Multiple occupancy properties will be charged the single family multiple unit rate for each additional business or occupancy upon the premises.

<u>Meter Size</u>	
5/8 (0.625) inch	\$131.00 (Was \$119)
3/4 (0.750) inch	\$188.60 (Was \$171.40)
1.00 inch	\$335.40 (Was \$304.60)
1.50 inch	\$754.60 (Was \$685.40)
2.00 inch	\$1,341.40 (Was \$1198.00)

Water Consumption Rate

(All water consumed will be charged the same rate)

Water Consumption per cubic meter \$0.500 **(Was 0.435)**

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

**SEWER SERVICE RATES
Effective 1st February 2017**

Residential Charges

Annual sewer rates are based upon the single family residential unit for fixed rate charges. Residential Properties with multiple residential units such as apartments, strata, mobile home parks, etc. are based upon a reduced fixed rate charged for each residential unit upon the property. Fixed rate charges are applied for each unit whether occupied or not occupied.

Fixed Rate charge per single family residential unit \$155.40 **(Was \$154.00)**
Fixed Rate Charge per Multiple single family residential unit \$116.60 **(Was \$116)**

Non Residential Charges

Annual sewer rates are based upon the size of the meter to service the establishment. The 5/8 inch water line is equivalent to the single family fixed rate with other meter sizes determined by the relative capacity to supply water. Multiple occupancy properties will be charged the single family multiple unit rate for each additional business or occupancy upon the premises.

<u>Meter Size</u>	
5/8 (0.625) inch	\$155.40 (Was \$154.00)
3/4 (0.750) inch	\$223.80 (Was \$221.00)
1.00 inch	\$397.80 (Was \$393.00)
1.50 inch	\$895.20 (Was \$884.00)
2.00 inch	\$1,591.40 (Was \$1572.00)

Sewer Consumption Rate

All sewer consumption is based upon water consumption. For the period November to April actual water consumption will be utilized. For the period May to October the winter consumption will be applied to the summer months.

Sewer Consumption per cubic meter \$0.875 **(Was \$0.765)**

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

**SOLID WASTE SERVICE RATES
Effective 1st February 2017**

1. Minimum annual solid waste utility charge: \$168.00 **(Was \$160.00)**
2. Annual cost for the collection and disposal of solid waste from each approved solid waste container:

		1 x / week	2 x / week	
240 L	(Was \$160)	\$168.00	\$336.00	(Was \$320)
360 L	(Was \$240)	\$252.00	\$504.00	(Was \$480)
3. Annual cost to lease each solid waste container from the Village of Chase:

240 L	\$13.40	(Was \$13.00)
360 L	\$20.20	(Was \$19.60)
4. Replacement cost of Village owned solid waste or recycling container: \$79.00
5. Solid waste container exchange rate, per request: \$52.00
7. Any person may be charged retroactively for solid waste collection service.
9. Council may exempt a person from all or part of a solid waste utility charge issued hereunder if they are satisfied that:
 - a) Having considered all of the surrounding circumstances, it would be in the best interests of the Village to exempt the person; or
 - b) Having considered all of the surrounding circumstances, it would be just and fair to so exempt the person.
10. Non-receipt of a utility billing will not exempt the customer from paying for the services received.

VILLAGE OF CHASE
Bylaw No. 829-2016

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. 829-2016".
2. Section 2. Fees, is hereby amended by adding "Schedule "J" – Development Fees", and Schedule "K" – Service Connection Fees"
3. "Schedule "J" – Development Fees", and "Schedule "K" – Service Connection Fees" are attached hereto and form part of the bylaw.
4. The following schedules are hereby replaced in entirety:
 - Schedule "A" – Administration and Office Fees;
 - Schedule "B" – Utilities Billing Cycle and Penalties;
 - Schedule "C" – Water and Sewer Utility Service Calls;
 - Schedule "D" – Water Service Rates;
 - Schedule "E" – Sewer Service Rates;
 - Schedule "F" – Solid Waste Service Rates.

5. 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 DAY OF 2016.

READ A SECOND TIME THIS DAY OF 2016.

READ A THIRD TIME THIS DAY OF 2016.

ADOPTED THIS DAY OF 2016.

Rick Berrigan, Mayor

Sean O'Flaherty, Corporate Officer

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

DEVELOPMENT FEES

1. Every application for amendment to the Official Community Plan shall be charged a fee of Eight Hundred Dollars (\$800.00).
2. Every application for a Zoning Bylaw amendment shall be charged a fee of Eight Hundred Dollars (\$800.00).
3. Every simultaneous application for an Official Community Plan Bylaw amendment and Zoning Bylaw amendment shall be charged a combined fee of Twelve Hundred Dollars (\$1200.00).
4.
 - a) Every application for a minor Development Permit less than one million (\$1,000,000) in construction costs shall be charged a fee of Five Hundred Dollars (\$500.00).
 - b) Every application for a major Development Permit more than one million (\$1,000,000) in construction costs shall be charged a fee of Twelve Hundred Dollars (\$1200.00) per one million (\$1,000,000) in construction cost to a maximum of Forty Eight Hundred Dollars (\$4800.00).
5. Every application for a Development Variance Permit shall be charged a fee of Five Hundred Dollars (\$500.00).
6. Every application for a Temporary Use Permit shall be charged a fee of Four Hundred Dollars (\$400.00).

There shall be no refunds except when any of the following is refused or withdrawn prior to advertising the required notice in a newspaper:

- a) an application for amendment to the Zoning Bylaw; or
- b) an application for amendment to the Official Community Plan; or
- c) an application for a Temporary Use Permit.

The amount of refund in the above situations shall be Two Hundred Dollars (\$200.00).

7. Every application for a subdivision application shall be charged a fee of Five Hundred Dollars (\$500.00), plus One Hundred Dollars (\$100.00) per lot created, plus a 2% administration fee. *Note: the administration fee will be based on a certified estimate of construction value for off-site and on-site municipal services, payable at Final Approval.*

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

SERVICE CONNECTION FEES

WATER CONNECTION CHARGES

EACH OCCURRENCE

Connection charge includes water-on	\$275.00
Service Connection Installation – 19mm	\$1,500.00
Service Connection Installation – over 19mm	Actual Cost
Additional charge for cut and replace asphalt	\$700.00
Additional charge for sidewalk/curb replacement	\$700.00
Water Meter and pit - 19mm	\$1700
Water Meter - over 19mm	Actual Cost

SANITARY CONNECTION CHARGES

EACH OCCURRENCE

Connection charge	\$325.00
Service Connection Installation – 100mm	\$1,200.00
Service Connection Installation – 150mm	\$1,300.00
Additional charge for cut and replace asphalt	\$700.00
Additional charge for sidewalk/curb replacement	\$700.00

STORM DRAINAGE CONNECTION CHARGES

EACH OCCURRENCE

Connection charge	\$325.00
Service Connection Installation– 150mm	\$1,300.00
Service Connection Installation – over 150 mm	Actual Cost
Additional charge for cut and replace asphalt	\$700.00
Additional charge for sidewalk/curb replacement	\$700.00

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

**ADMINISTRATION AND OFFICE FEES
Effective 1st January 2017**

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 **\$25.00**
 - 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 "B" to
Village of Chase Fees and Charges Bylaw No. 820 - 2016**

UTILITIES BILLING CYCLE AND PENALTIES

- (a) The utility billing will be accomplished in 4 billing periods identified as follows:
 - 1 February to 30 April
 - 1 May to 31 July
 - 1 August to 31 October
 - 1 November to 31 January
- (b) Payments are applied to the oldest balance first, then to current charges.
- (c) All water, sewer and garbage charges left unpaid on the second business day after January 1 in each year shall be transferred to property taxes and shall bear interest (at the rate established by the Provincial Government for arrears and delinquent taxes) beginning the second business day after January 1 until paid in full.

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

**WATER AND SEWER UTILITY SERVICE CALLS
Effective 1st February 2017**

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 |
| (b) | Requested Service Call other than normal business hours | \$130.00/hr |
| (c) | Meter test | \$150.00 |
| (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
Effective 1st February 2017**

Residential Charges

Annual water rates are based upon the single family residential unit for fixed rate charges. Residential Properties with multiple residential units such as apartments, strata, mobile home parks, etc. are based upon a reduced fixed rate charged for each residential unit upon the property. Fixed rate charges are applied for each unit whether occupied or not occupied.

Fixed Rate charge per single family residential unit	\$131.00
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Fixed Rate Charge per Multiple single family residential unit	\$ 98.00
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Non Residential Charges

Annual water rates are based upon the size of the meter to service the establishment. The 5/8 inch water line is equivalent to the single family fixed rate with other meter sizes determined by the relative capacity to supply water. Multiple occupancy properties will be charged the single family multiple unit rate for each additional business or occupancy upon the premises.

<u>Meter Size</u>	
5/8 (0.625) inch	\$131.00
3/4 (0.750) inch	\$188.60
1.00 inch	\$335.40
1.50 inch	\$754.60
2.00 inch	\$1,341.40

Water Consumption Rate

Water Consumption per cubic meter	\$0.500
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Schedule "E" to
Village of Chase Fees and Charges Bylaw No. 820 - 2016

SEWER SERVICE RATES
Effective 1st February 2017

Residential Charges

Annual sewer rates are based upon the single family residential unit for fixed rate charges. Residential Properties with multiple residential units such as apartments, strata, mobile home parks, etc. are based upon a reduced fixed rate charged for each residential unit upon the property. Fixed rate charges are applied for each unit whether occupied or not occupied.

Fixed Rate charge per single family residential unit	\$155.40
Fixed Rate Charge per Multiple single family residential unit	\$116.60

Non Residential Charges

Annual sewer rates are based upon the size of the meter to service the establishment. The 5/8 inch water line is equivalent to the single family fixed rate with other meter sizes determined by the relative capacity to supply water. Multiple occupancy properties will be charged the single family multiple unit rate for each additional business or occupancy upon the premises.

<u>Meter Size</u>	
5/8 (0.625) inch	\$155.40
3/4 (0.750) inch	\$223.80
1.00 inch	\$397.80
1.50 inch	\$895.20
2.00 inch	\$1,591.40

Sewer Consumption Rate

All sewer consumption is based upon water consumption. For the period November to April actual water consumption will be utilized. For the period May to October the winter consumption will be applied to the summer months.

Sewer Consumption per cubic meter	\$0.875
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**Schedule "F" to
Village of Chase Fees and Charges Bylaw No. 820 - 2016**

**SOLID WASTE SERVICE RATES
Effective 1st February 2017**

1. Minimum annual solid waste utility charge: \$168.00
2. Annual cost for the collection and disposal of solid waste from each approved solid waste container:

	1 x / week	2 x / week
240 L	\$168.00	\$336.00
360 L	\$252.00	\$504.00
3. Annual cost to lease each solid waste container from the Village of Chase:

240 L	\$13.40
360 L	\$20.20
4. Replacement cost of Village owned solid waste or recycling container: \$79.00
5. Solid waste container exchange rate, per request: \$52.00
7. Any person may be charged retroactively for solid waste collection service.
9. Council may exempt a person from all or part of a solid waste utility charge issued hereunder if they are satisfied that:
 - a) Having considered all of the surrounding circumstances, it would be in the best interests of the Village to exempt the person; or
 - b) Having considered all of the surrounding circumstances, it would be just and fair to so exempt the person.
10. Non-receipt of a utility billing will not exempt the customer from paying for the services received.

**VILLAGE OF CHASE
2016 Council Appointment Positions**

Acting Mayor

January to March:	Councillor Scott
April to June:	Councillor Maki
July to September:	Councillor Egely
October to December:	Councillor Lepsoe

Liaison Appointments

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

Municipal Insurance Association

Delegate:	Councillor Scott
Alternate:	Mayor Berrigan

Recreation Board of Management

Mayor Berrigan
Councillor Lepsoe
Councillor Scott

Recreation Centre Society

Director of Financial Services
Mayor Berrigan

Signing Authorities

Council Signatories:	Mayor Berrigan Councillor Scott
Staff Signatories:	Chief Administrative Officer, Joni Heinrich Director of Financial Services, Leif Pedersen Deputy Corporate Officer, Tammi Pretty

Thompson-Nicola Regional District Director and Alternate Director

Director:	Mayor Berrigan
Alternate Director:	Councillor Scott



Village Of Chase

Administrative Report

TO: Mayor and Council

FROM: Corporate Officer

DATE: 9 December 2016

RE: 2017 Council Meeting Schedule

ISSUE/PURPOSE

To establish the 2017 Council meeting schedule and acting Mayor appointments.

OPTIONS

1. Adopt the 2017 Council meeting schedule as presented
2. Adopt an amended draft 2017 Council meeting schedule

HISTORY/BACKGROUND

Provincial enabling legislation for municipalities places a number of requirements on local governments in B.C. Each Council must provide a schedule of its meetings and publish notice that the schedule is available. As well, each Council must provide which and when alternative members of Council are acting for the Mayor.

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. 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 2017 Conference is September 25-29, 2017, and the second meeting in December falls on Boxing Day. Further, Section 130 of the Community Charter and Section 4(b) of the Council Procedures Bylaw 783-2012 require that a member of Council be designated to serve on a 3-month rotating basis as the member responsible for acting in place of the Mayor.

DISCUSSION

None

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.

RECOMMENDATION

THAT Council adopt the 2017 Council meeting schedule as presented

Respectfully submitted,

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

Sean O'Flaherty,
Corporate Officer



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 2017 COUNCIL MEETING SCHEDULE

January (acting Mayor S. Scott)

10 Regular Meeting
24 Regular Meeting

February (acting Mayor S. Scott)

14 Regular Meeting
28 Regular Meeting

March (acting Mayor S. Scott)

14 Regular Meeting
28 Regular Meeting

April (acting Mayor A. Maki)

11 Regular Meeting
**25 No Meeting (April 25 – 28
SILGA Convention)**

May (acting Mayor A. Maki)

9 Regular Meeting
23 Regular Meeting

June (acting Mayor A. Maki)

13 Regular Meeting
27 Regular Meeting

July (acting Mayor N. Egely)

11 Regular Meeting

August (acting Mayor N. Egely)

8 Regular Meeting

September (acting Mayor N. Egely)

12 Regular Meeting
27 No Meeting (Sept. 25-29 UBCM)

October (acting Mayor D. Lepsoe)

10 Regular Meeting
24 Regular Meeting

November (acting Mayor D. Lepsoe)

14 Regular Meeting
28 Regular Meeting

December (acting Mayor D. Lepsoe)

12 Regular Meeting
26 No Meeting (Boxing Day)

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

The public will be able to speak on current Agenda 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 Council meeting on the 4th Tuesday of the month.

The Acting Mayor may chair the Council meeting on the 2nd Tuesday of the month.

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



Village of Chase

Administrative Report

TO: Mayor and Council

FROM: Director Financial Services

DATE: 8 December 2016

RE: 2017 Budget Considerations

ISSUE/PURPOSE

To provide preliminary budget information to Council for review in preparation for the initial budget meeting in January 2017. It is not intended to discuss the budget in detail at this preliminary meeting. This will provide council the opportunity to review the budget in detail and submit questions to management for clarification at the first budget meeting in the new year. Hopefully this will facilitate the early completion of the budget for 2017 in order that staff can proceed with proposed projects at the earliest opportunity.

HISTORY/BACKGROUND

The preliminary annual budget is prepared based upon the prior year's budget for general operations with a 1.5% increment for normal operating expenses and a 3% increment for 2017 taxes and 2% increment from 2018 to 2021. Salaries and benefits are based upon an annual increment of 2%.

The costs of employee benefits has increased dramatically over the last two years as pension premiums, health care premiums and insurance in general has risen significantly. The total budget impact for 2017 is expected to be approximately \$42,000 (an increase of 18%). The pension plan report for June 2016 indicates the plan is nearing balance and we do not anticipate any further significant increases.

The following additions are being submitted for council consideration in the annual budget:

Taxes- Permissive tax exemption revenues added annually, \$52,900 for municipal tax and \$39,300 for requisitions. Tax requisitions paid is increased to \$39,300 expense to offset the revenue and permissive tax exemption of \$52,900 is added to Grant expenditures. Net impact on budget is nil.

- Tax revenues increase budgeted for 2017 is \$47,000.

Grants – The small communities grant revenue has been maintained at the new grant level of approximately \$399,000 for the current year. I have increased the budget to \$390,000 per year to reflect the current level of funding.

- Permissive tax exemption added to grant expenses \$52,900
- Grant in aid for Community hall is already \$3,000 above budget for 2016 therefore have increased by \$6,000 to \$12,000.

Legislative (Council) - Increased budget for Council honorarium and per diems by \$6,000.

Administration – Anticipate decline in investment income as the sewage treatment plant project is completed.

- Addition of 610 hours for additional administrative support staff to assist administration with projects, grants and other work at an annual cost of \$13,200 (includes benefits).
- Training Budget increased for Corporate Officer training by \$6,000.
- Addition of an overhead screen for council chamber cost \$4,000
- Reduced Health and Safety contract by \$3,000
- Removed Vadim Upgrade expenses of \$5,500 (costs incurred in 2016)
- Reduced contract computer support by \$3,000 as staff more involved in performing tasks.
- Increased computer acquisition budget for three computers in the new year. Two computers appear to be dying and our oldest one needs to be upgraded. Increased budget \$3,000

Fire Department – Increased supplies budget by \$4,000

- Building maintenance budget to replace old windows increased by \$6,000.

Rescue Services – Increased Training and conferences by \$6,000.

- Increased communications by \$1,400 to cover Iphone and annual charges.

Emergency Services - Unchanged

By law Enforcement – Unchanged

Building Inspection - Unchanged

Solid Waste Management – Equipment repairs reduced \$9,000 with acquisition of new truck.

- Reduced loss on disposal by \$46,200. No trades in 2017.

Planning and Development – Added Postage budget of \$300. Costs for mailings related to subdivisions and approval process.

- Increased budget for Bylaw review to \$25,000 to be funded by reserves in the amount of \$18,000 and from surplus \$7,000.

Economic Development – Increased contract services by \$5,000 funded by Healthy communities grant for Youth Action.

- Increased Music in the Park to \$12,000.

Public Works – Increased Training budget by \$1,700. Training of staff increased in 2016.

Roads - Golf Carts Project, costs unknown. Minor costs of installation of signage etc. will be absorbed by regular budget. No additional budget established.

Drainage – No change

Parks – No changes to total budget.

Recreation Facilities

Arena – Increased grant budget \$2,500 for inflationary increment

Museum – No change

Curling Rink – Increased \$1,000 for miscellaneous maintenance.

Community Hall –2017 budget has no significant changes. \$20,000 is included for the next five year of the upgrade plan.

Other Facilities

Wharf – Budget not increased although 2016 budget exceeded. Unusual major repair of swim ladder completed for \$4,400.

Dyke – No reduction in budget although no works completed in 2016.

Rental Property – No change to budget

Cemetery - Added \$1,000 to revenue budget, no change to expenditure budget.

Water Works - Administration budget unchanged. Supplies over budget due to Rain Barrel project.

- Revenues increased by \$34,000.
- Water Distribution supplies over budget caused by water meter maintenance costs. We anticipate a reduction in costs as the system is fine tuned.
- Water Treatment maintenance budget unchanged.

Waste Water Treatment

- Administration budget revenues increased by \$9,000.
- Collection budget unchanged.
- Sewer treatment budget unchanged.

DISCUSSION

The proposed budget yields a significant cash flow deficit over a five year period in the amount of \$1,468,400 of which \$528,300 has been financed by drawing down all of our available reserves, leaving a net deficit of \$940,100.

The general fund will generate a \$1,097,900 total deficit over five years. This is caused by steady drain by capital projects, vehicle purchases and other projects. We are unable to set aside any reserves for emergencies and capital replacement. The accumulated deficit after five years will be \$1,889,100.

The water fund is in a deficit position temporarily as our planned utility rate increases to catch up will move us into an annual surplus position in 2020. The deficit for the five years will be \$253,600 and the accumulated balance of the water fund deficit will be \$807,900

The waste water fund will temporarily have a deficit as we complete the Sewage Treatment upgrade in 2017 and then revert to a \$200,000 plus surplus each year. We are not increasing sewage rates significantly while we increase the water rates to recover that fund to a surplus position. The waste water surplus for the five years will be \$411,400 which is financing a portion of the deficit caused by the other two funds. The accumulated surplus of the Waste Water Fund will be \$2,511,800 in five years.

Total annual deficit is averaging \$188,000 per year and after five years the village will be in a cash deficit position of \$185,200. The present plans project an accumulated cash deficit position for the entire five years of the plan

FINANCIAL IMPLICATIONS

The village requires funds to operate from January to June when the property taxes are received. Based upon annual taxes of \$1,613,000 the Village should retain a cash surplus on hand in the vicinity of \$800,000 to fund the six months of operations without borrowing. Dropping below this level will require borrowing funds for operational purposes which will cost interest and reduce funds for other operations.

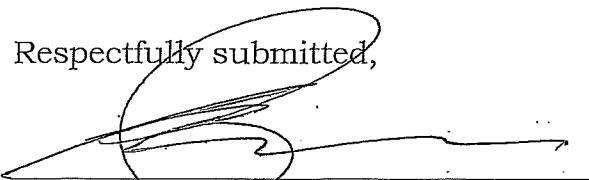
More serious is the fact that we will also be utilizing the bulk of our reserves for capital purposes and without any surplus or reserves, we have no emergency funding available. Almost anything that comes up will require borrowing to cover the situation.

POLICY IMPLICATIONS

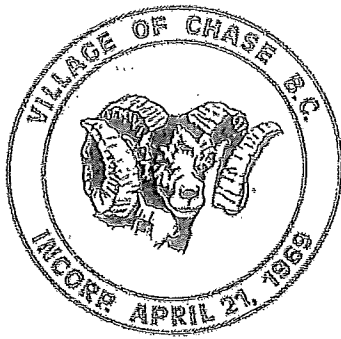
RECOMMENDATION

That staff and council review the budget in depth for the purpose of establishing priorities and that the Village considers developing policy guidelines for capital and project funding to assist in planning and budgeting.

Respectfully submitted,



Leif Pedersen,
Director Financial Services



Village of Chase

Administrative Report

TO: Mayor and Council

FROM: Director Financial Services

DATE: 8 December 2016

RE: 2017 Capital Budget Considerations

ISSUE/PURPOSE

To highlight changes made to the Capital Budget for the 2017 to 2021 period for council review. Changes may be required as the projected five year budget is reviewed by council.

HISTORY/BACKGROUND

The 2016 Capital Budget was approved with a total of \$2,828,800 in expenditures of which \$508,000 was funded out of surplus, \$490,000 from donations and trade-in, \$124,000 from DCC's, \$441,000 from reserves, and the balance of \$1,265,800 from grants. To date only \$1,591,400 has actually been expended. Many of these projects will be carried forward to 2017

Administration

The School Annex Study is presently scheduled for 2018 funded out of surplus for \$10,000.

The replacement of our computer server is imminent. We did not need to proceed with this in 2016 and \$25,000 is reserved for possible use in 2017. When it becomes necessary, it will need to be completed immediately.

Fire Department

Fire Hydrant Replacement is budgeted for \$15,000 each year. Funds were not utilized for 2016 and are reserved for use in 2017. Incremental costs budgeted each subsequent year for two additional fire hydrants per year.

Command half ton for 2017 at a cost of \$15,000 funded from surplus is increased to \$20,000.

Training Containers for 2017 at a cost of \$25,000 funded from surplus is reduced to \$20,000 and transferred to 2019.

Replacement Fire Engine at a cost of \$350,000 is increased to \$400,000 funded from surplus for the year 2020.

Upgrade to Air compressor at a cost of \$48,000 funded from surplus for the year 2018.

Upgrade to Communications System at a cost of \$68,000 funded from surplus for 2021 is reduced to cost of \$25,000

Rescue Department

Rescue Truck at a cost of \$80,000 funded from surplus in 2021 is increased to a cost of \$90,000

Hydraulic Tools at a cost of \$65,000 funded from surplus in 2018 is changed to \$35,000 per year in 2019 and 2020.

Public Works

Plow Truck in the amount of \$90,000 funded from surplus in 2018.

Flat Bed Truck for parks in the amount of \$40,000 removed from five year plan pending vehicle replacement review in 2017.

I have removed the projected Aylmer Road upgrade at a cost of \$325,000 funded from DCC's scheduled for 2020. Major portion will be funded by new development in 2017. The village may be required to fund some works, information will be coming forward.

I have moved the Cottonwood Water upgrade at a cost of \$775,000 and Street upgrades at a cost of \$440,000 originally scheduled for 2017 to 2019.

The land acquisition for roads in the amount of \$45,000 has been moved into 2017 funded from reserves.

Cul-de sac works are re-scheduled at a cost of \$41,000+ per year for 2018 to 2020 funded from surplus.

Lane way works between Pine Street and Willow Street is added for a cost of \$27,500 funded from surplus in 2019. Additional cost of water works related to project in the amount of \$66,000 funded from surplus in 2019.

Hillside Street works is added at a cost of \$89,600 from Surplus in 2018. Additional cost of water works in the amount of \$56,000 to be funded from surplus in 2018.

Street Lights (25) for Shuswap Avenue are added at a cost of \$34,000 funded from Surplus in the future.

Parks

Memorial Park power pedestals at a cost of \$7,500 are scheduled for 2017 funded from Surplus

Wilson Park Phase 2 walkway in the amount of \$25,000 is scheduled for 2020 funded from grants.

Wilson Park phase 2 Parking in the amount of \$35,000 is scheduled for 2020 funded from surplus.

Wilson Park Footbridge in the amount of \$150,000 is scheduled for 2019 funded from surplus.

Memorial Park Solar Lights replacement in the amount of \$25,000 is scheduled for 2017 funded from surplus.

Memorial Park Playground equipment in the amount of \$25,000 is scheduled for 2018 funded from surplus.

Trails Master plan in the amount of \$10,000 is scheduled for 2017 funded from grant.

West Shuswap Avenue Improvements in the amount of \$20,000 is scheduled for 2018 funded from surplus.

Arena

Arena drainage and parking lot paving – estimated in the amount of \$75,600 for works to be completed in 2017 funded from surplus.

Community Hall

Community Hall annual capital renovation project for works to be completed annually at a cost of \$25,000 will be funded from surplus. An additional \$25,000 has been provided to remediate the leakage situation which was identified in 2016.

Water Fund

VLA Waterline Loop along Aylmer Road to be completed in 2017 at a cost of \$70,000 to be funded from surplus.

Water Chlorination modules added to for three year replacement cycle in the amount of \$10,000 per year for 2017 to 2019 to be funded from committed reserve.

Waste Water Treatment

Mill Park Lift Station Pump replacement at a cost of \$30,000 to be funded \$15,000 from Surplus and \$15,000 from reserve, and an additional smaller pump is to be acquired in 2019 for \$10,000 funded from surplus.

Sewage Treatment Plant to be completed in 2017. Balance of the old project in progress is \$1,401,000 with additional costs of \$833,000 plus standard 15% engineering overhead of \$127,000 added brings total costs to \$2,361,000. Funding is from grant remaining of \$873,000, DCC of \$126,000, Statutory Capital Sewer Reserve of \$303,000, Contingency reserve carried forward from 2016 of \$184,000, Gas Tax Grant of \$374,000 and \$501,000 from surplus.

Drakes Landing sewage line conversion to gravity feed capability in conjunction with works being performed by the developer for the Aylmer Road sewage line will cost approximately \$160,000 in 2017 funded from surplus.

DISCUSSION

The five year plan for capital provides for the acquisition of \$5,686,700 in assets. The largest single item is in 2017 for the Sewage treatment plant for \$2,391,000 which will utilize \$502,000 in reserves and \$501,000 in surplus funds.

We will have no liquidity to handle emergencies and the single year shock will have an impact upon the future.

But the long term problem is not the utility funds. The Waste Water Fund will have a one year dip with a deficit of \$476,900 but in the future generates surpluses in excess of \$200,000 per year. In five years the Waste Water Cash Surplus will be \$2,511,800. The Water Fund is gradually recovering from its deficit position and in 2020 will begin to generate a surplus. In five years the water fund will have an accumulated deficit of \$807,900. The General Fund is where we have a major problem. It continues to operate at a

deficit averaging \$414,000 per year and in five years the accumulated deficit will be \$1,907,600.

The Capital expenditures are the major contributing factor, costing a total of \$2,446,700 from revenues over five years, of which \$1,568,700 is in the general fund.

Based on our budget for 2016 we will begin 2017 with a cash surplus of \$754,900. **At the end of 2017 we will have a cash deficit of \$31,600 which is not permitted.** The preliminary budget indicates the village will be in a deficit position for the next five years.

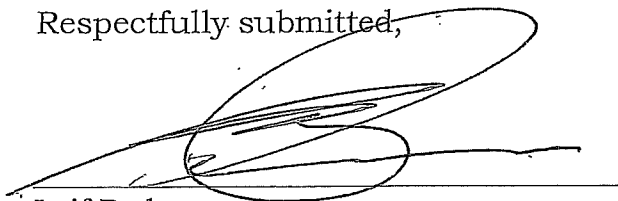
FINANCIAL IMPLICATIONS

The high level of capital spending relative to the total budget will create a fiscal crunch in 2017. The water treatment plant cost over runs result in the Village losing significant grant revenues that could go a long way towards eliminating the situation. Original budget was \$1,600,000 and the grant approved on that basis was \$1,045,000. With the costs incurred and the tenders received for the remainder of the project the estimated cost will be \$2,590,000, an increase near \$1,000,000. Grants are not available for the increased cost portion of the project and the entire cost will be absorbed by the Village. Changes are being worked on to reduce the scope of work required to be completed. This could enable us to receive grants on a portion of the over run in the future as a separate project. It will reduce the costs incurred and will improve the Village cash position temporarily.

RECOMMENDATION

That staff and council review the capital budget in depth for the purpose of establishing priorities and that the village begins to prepare policy guidelines for capital and project funding for future budgeting.

Respectfully submitted,

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

Leif Pedersen,
Director Financial Services



RECEIVED
Village of Chase

OCT 18 2016

Original _____
File _____
Copy _____
Media _____

LICENCE OF OCCUPATION

Licence No.:

File No.: 3401563

Disposition No.: 919270

THIS AGREEMENT is dated for reference July 7, 2016 and is made under the *Land Act*.

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, represented by the minister responsible for the *Land Act*, Parliament Buildings, Victoria, British Columbia

(the "Province")

AND:

CORPORATION OF THE VILLAGE OF CHASE
PO Box 440
Chase BC V0E 1M0

(the "Licensee")

The parties agree as follows:

ARTICLE 1 - INTERPRETATION

1.1 In this Agreement,

"Agreement" means this licence of occupation;

"Commencement Date" means July 7, 2016;

"disposition" has the meaning given to it in the *Land Act* and includes a licence of occupation;

"Fees" means the fees set out in Article 3;

"Hazardous Substances" means any substance which is hazardous to persons, property or the environment, including without limitation

(a) waste, as that term is defined in the *Environmental Management Act*; and

- (b) any other hazardous, toxic or other dangerous substance, the use, transportation or release into the environment of which, is now or from time to time prohibited, controlled or regulated under any laws or by any governmental authority, applicable to, or having jurisdiction in relation to, the Land;

“Improvements” includes anything made, constructed, erected, built, altered, repaired or added to, in, on or under the Land, and attached to it or intended to become a part of it, and also includes any clearing, excavating, digging, drilling, tunnelling, filling, grading or ditching of, in, on or under the Land;

“Land” means that part or those parts of the Crown land either described in, or shown outlined by bold line on, the schedule attached to this Agreement entitled “Legal Description Schedule” except for those parts of the land that, on the Commencement Date, consist of highways (as defined in the *Transportation Act*) and land covered by water;

“Realty Taxes” means all taxes, rates, levies, duties, charges and assessments levied or charged, at any time, by any government authority having jurisdiction which relate to the Land, the Improvements or both of them and which you are liable to pay under applicable laws;

“Security” means the security referred to in section 6.1 or 6.2, as replaced or supplemented in accordance with section 6.5;

“Term” means the period of time set out in section 2.2;

“we”, “us” or “our” refers to the Province alone and never refers to the combination of the Province and the Licensee: that combination is referred to as “the parties”; and

“you” or “your” refers to the Licensee.

- 1.2 In this Agreement, “person” includes a corporation, partnership or party, and the personal or other legal representatives of a person to whom the context can apply according to law and wherever the singular or masculine form is used in this Agreement it will be construed as the plural or feminine or neuter form, as the case may be, and vice versa where the context or parties require.
- 1.3 The captions and headings contained in this Agreement are for convenience only and do not define or in any way limit the scope or intent of this Agreement.
- 1.4 This Agreement will be interpreted according to the laws of the Province of British Columbia.
- 1.5 Where there is a reference to an enactment of the Province of British Columbia or of Canada in this Agreement, that reference will include a reference to every amendment to it, every

regulation made under it and any subsequent enactment of like effect and, unless otherwise indicated, all enactments referred to in this Agreement are enactments of the Province of British Columbia.

- 1.6 If any section of this Agreement, or any part of a section, is found to be illegal or unenforceable, that section or part of a section, as the case may be, will be considered separate and severable and the remainder of this Agreement will not be affected and this Agreement will be enforceable to the fullest extent permitted by law.
- 1.7 Each schedule to this Agreement is an integral part of this Agreement as if set out at length in the body of this Agreement.
- 1.8 This Agreement constitutes the entire agreement between the parties and no understanding or agreement, oral or otherwise, exists between the parties with respect to the subject matter of this Agreement except as expressly set out in this Agreement and this Agreement may not be modified except by subsequent agreement in writing between the parties.
- 1.9 Each party will, upon the request of the other, do or cause to be done all lawful acts necessary for the performance of the provisions of this Agreement.
- 1.10 Any liabilities or obligations of either party arising, or to be performed, before or as a result of the termination of this Agreement, and which have not been satisfied or remain unperformed at the termination of this Agreement, any indemnity and any release in our favour and any other provision which specifically states that it will survive the termination of this Agreement, shall survive and not be affected by the expiration of the Term or the termination of this Agreement.
- 1.11 Time is of the essence of this Agreement.
- 1.12 Wherever this Agreement provides that an action may be taken, a consent or approval must be obtained or a determination must be made, then you or we, as the case may be, will act reasonably in taking such action, deciding whether to provide such consent or approval or making such determination; but where this Agreement states that you or we have sole discretion to take an action, provide a consent or approval or make a determination, there will be no requirement to show reasonableness or to act reasonably in taking that action, providing that consent or approval or making that determination.
- 1.13 Any requirement under this Agreement for us to act reasonably shall not require us to act in a manner that is contrary to or inconsistent with any legislation, regulations, Treasury Board directives or other enactments or any policy, directive, executive direction or other such guideline of general application.

ARTICLE 2 - GRANT AND TERM

- 2.1 On the terms and conditions set out in this Agreement, we grant you a licence of occupation of the Land for community water system and access purposes, and you acknowledge this licence of occupation does not grant you exclusive use and occupancy of the Land.
- 2.2 The term of this Agreement commences on the Commencement Date and terminates on the 10th anniversary of that date, or such earlier date provided for in this Agreement. We reserve the right to terminate this Agreement in certain circumstances as expressly provided in this Agreement.

ARTICLE 3 - FEES

- 3.1 The Fee for the Term is \$1.00, the receipt of which we acknowledge.

ARTICLE 4 - COVENANTS

- 4.1 You must
- (a) pay, when due,
 - (i) the Fees to us at the address set out in Article 10,
 - (ii) the Realty Taxes, and
 - (iii) all charges for electricity, gas, water and other utilities supplied to the Land for use by you or on your behalf or with your permission;
 - (b) deliver to us, immediately upon demand, receipts or other evidence of the payment of Realty Taxes and all other money required to be paid by you under this Agreement;
 - (c) observe, abide by and comply with
 - (i) all applicable laws, bylaws, orders, directions, ordinances and regulations of any government authority having jurisdiction in any way affecting your use or occupation of the Land or the Improvements including without limitation all laws, bylaws, orders, directions, ordinances and regulations relating in any way to Hazardous Substances, the environment and human health and safety, and
 - (ii) the provisions of this Agreement;

- (d) in respect of the use of the Land by you or by any person who enters upon or uses the Land as a result of your use of the Land under this Agreement, keep the Land and the Improvements in a safe, clean and sanitary condition satisfactory to us, and at our written request, rectify any failure to comply with such a covenant by making the Land and the Improvements safe, clean and sanitary;
- (e) not commit any wilful or voluntary waste, spoil or destruction on the Land or do anything on the Land that may be or become a nuisance to an owner or occupier of land in the vicinity of the Land;
- (f) use and occupy the Land only in accordance with and for the purposes set out in section 2.1;
- (g) not construct, place or affix any Improvement on or to the Land except as necessary for the purposes set out in section 2.1;
- (h) pay all accounts and expenses as they become due for work performed on or materials supplied to the Land at your request, on your behalf or with your permission, except for money that you are required to hold back under the *Builders Lien Act*;
- (i) if any claim of lien over the Land is made under the *Builders Lien Act* for work performed on or materials supplied to the Land at your request, on your behalf or with your permission, immediately take all steps necessary to have the lien discharged, unless the claim of lien is being contested in good faith by you and you have taken the steps necessary to ensure that the claim of lien will not subject the Land or any interest of yours under this Agreement to sale or forfeiture;
- (j) take all reasonable precautions to avoid disturbing or damaging any archaeological material found on or under the Land and, upon discovering any archaeological material on or under the Land, you must immediately notify the ministry responsible for administering the *Heritage Conservation Act*;
- (k) permit us, or our authorized representatives, to enter on the Land at any time to inspect the Land and the Improvements, including without limitation to test and remove soil, groundwater and other materials and substances, where the inspection may be necessary or advisable for us to determine whether or not you have complied with your obligations under this Agreement with respect to Hazardous Substances, provided that we take reasonable steps to minimize any disruption of your operations;
- (l) indemnify and save us and our servants, employees and agents harmless against all claims, actions, causes of action, losses, damages, costs and liabilities, including fees of solicitors and other professional advisors, arising out of one or more of the following:
 - (i) any breach, violation or non-performance of a provision of this Agreement,

- (ii) any conflict between your use of the Land under this Agreement and the lawful use of the Land by any other person, and
- (iii) any personal injury, bodily injury (including death) or property damage occurring or happening on or off the Land by virtue of your entry upon, use or occupation of the Land,

and the amount of all such losses, damages, costs and liabilities will be payable to us immediately upon demand; and

(m) on the termination of this Agreement,

- (i) peaceably quit and deliver to us possession of the Land and, subject to paragraphs (ii), (iii) and (iv), the Improvements in a safe, clean and sanitary condition,
- (ii) within 90 days, remove from the Land any Improvement you want to remove, if the Improvement was placed on or made to the Land by you, is in the nature of a tenant's fixture normally removable by tenants and is not part of a building (other than as a tenant's fixture) or part of the Land and you are not in default of this Agreement,
- (iii) not remove any Improvement from the Land if you are in default of this Agreement, unless we direct or permit you to do so under paragraph (iv),
- (iv) remove from the Land any Improvement that we, in writing, direct or permit you to remove, other than any Improvement permitted to be placed on or made to the Land under another disposition, and
- (v) restore the surface of the Land as nearly as may reasonably be possible, to the condition that the Land was in at the time it originally began to be used for the purposes described in this Agreement, but if you are not directed or permitted to remove an Improvement under paragraph (iii), this paragraph will not apply to that part of the surface of the Land on which that Improvement is located,

and all of your right, interest and estate in the Land will be absolutely forfeited to us, and to the extent necessary, this covenant will survive the termination of this Agreement.

4.2 You will not permit any person who enters upon or uses the Land as a result of your use of the Land under this Agreement to do anything you are restricted from doing under this Article.

4.3 You must not use all or any part of the Land

- (a) for the storage or disposal of any Hazardous Substances; or
- (b) in any other manner whatsoever which causes or contributes to any Hazardous Substances being added or released on, to or under the Land or into the environment from the Land;

unless

- (c) such storage, disposal, release or other use does not result in your breach of any other provision of this Agreement, including without limitation, your obligation to comply with all laws relating in any way to Hazardous Substances, the environment and human health and safety; and
- (d) we have given our prior written approval to such storage, disposal, release or other use and for certainty any such consent operates only as a consent for the purposes of this section and does not bind, limit, or otherwise affect any other governmental authority from whom any consent, permit or approval may be required.

4.4 Despite any other provision of this Agreement you must:

- (a) on the expiry or earlier termination of this Agreement; and
- (b) at any time if we request and if you are in breach of your obligations under this Agreement relating to Hazardous Substances;

promptly remove from the Land all Hazardous Substances stored, or disposed of, on the Land, or which have otherwise been added or released on, to or under the Land:

- (c) by you; or
- (d) as a result of the use of the Land under this Agreement;

save and except only to the extent that we have given a prior written approval expressly allowing specified Hazardous Substances to remain on the Land following the expiry of the Term.

4.5 We may from time to time

- (a) in the event of the expiry or earlier termination of this Agreement;
- (b) as a condition of our consideration of any request for consent to an assignment of this Agreement; or

- (c) if we have a reasonable basis for believing that you are in breach of your obligations under this Agreement relating to Hazardous Substances;

provide you with a written request to investigate the environmental condition of the Land and upon any such request you must promptly obtain, at your cost, and provide us with, a report from a qualified and independent professional who has been approved by us, as to the environmental condition of the Land, the scope of which must be satisfactory to us and which may include all such tests and investigations that such professional may consider to be necessary or advisable to determine whether or not you have complied with your obligations under this Agreement with respect to Hazardous Substances.

- 4.6 You must at our request from time to time, but not more frequently than annually, provide us with your certificate (and if you are a corporation such certificate must be given by a senior officer) certifying that you are in compliance with all of your obligations under this Agreement pertaining to Hazardous Substances, and that no adverse environmental occurrences have taken place on the Land, other than as disclosed in writing to us.

ARTICLE 5 - LIMITATIONS

- 5.1 You agree with us that

- (a) in addition to the other reservations and exceptions expressly provided in this Agreement this Agreement is subject to the exceptions and reservations of interests, rights, privileges and titles referred to in section 50 of the *Land Act*;
- (b) other persons may hold or acquire rights to use the Land in accordance with enactments other than the *Land Act* or the *Ministry of Lands, Parks and Housing Act*, including rights held or acquired under the *Coal Act*, *Forest Act*, *Geothermal Resources Act*, *Mineral Tenure Act*, *Petroleum and Natural Gas Act*, *Range Act*, *Water Sustainability Act* or *Wildlife Act* (or any prior or subsequent enactment of the Province of British Columbia of like effect); such rights may exist as of the Commencement Date and may be granted or acquired subsequent to the Commencement Date and may affect your use of the Land;
- (c) other persons may hold or acquire interests in or over the Land granted under the *Land Act* or the *Ministry of Lands, Parks and Housing Act*; such interests may exist as of the Commencement Date; following the Commencement Date we may grant such interests (including fee simple interests, leases, statutory rights of way and licences); you acknowledge that your use of the Land may be affected by such interests and the area or boundaries of the Land may change as a result of the granting of such interests;
- (d) you have no right to compensation from us and you release us from all claims, actions, causes of action, suits, debts and demands that you now have or may at any time in the

future have against us arising out of any conflict between your use of the Land under this Agreement and any use of, or impact on the Land arising from the exercise, or operation of the interests, rights, privileges and titles described in subsections (a), (b), and (c);

- (e) this Agreement does not limit any right to notice, compensation or any other benefit that you may be entitled to from time to time under the enactments described in subsection (b), or any other applicable enactment;
- (f) you will not commence or maintain proceedings under section 65 of the *Land Act* in respect of any interference with your use of the Land as permitted under this Agreement that arises as a result of the lawful exercise or operation of the interests, rights, privileges and titles described in subsections (a), (b) and (c);
- (g) you will not remove or permit the removal of any Improvement from the Land except as expressly permitted or required under this Agreement;
- (h) any interest you may have in the Improvements ceases to exist and becomes our property upon the termination of this Agreement, except where an Improvement may be removed under paragraph 4.1(m)(ii), (iii) or (iv) in which case any interest you may have in that Improvement ceases to exist and becomes our property if the Improvement is not removed from the Land within the time period set out in paragraph 4.1(m)(ii) or the time period provided for in the direction or permission given under paragraph 4.1(m)(iii); and
- (i) if, after the termination of this Agreement, we permit you to remain in possession of the Land and we accept money from you in respect of such possession, a tenancy from year to year will not be created by implication of law and you will be deemed to be a monthly occupier only subject to all of the provisions of this Agreement, except as to duration, in the absence of a written agreement to the contrary.

ARTICLE 6 - SECURITY AND INSURANCE

6.1 On the Commencement Date, you will deliver to us Security in the amount of \$0.00 which will

- (a) guarantee the performance of your obligations under this Agreement;
- (b) be in the form required by us; and
- (c) remain in effect until we certify, in writing, that you have fully performed your obligations under this Agreement.

6.2 Despite section 6.1, your obligations under that section are suspended for so long as you

maintain in good standing other security acceptable to us to guarantee the performance of your obligations under this Agreement and all other dispositions held by you.

- 6.3 We may use the Security for the payment of any costs and expenses associated with any of your obligations under this Agreement that are not performed by you or to pay any overdue Fees and, if such event occurs, you will, within 30 days of that event, deliver further Security to us in an amount equal to the amount drawn down by us.
- 6.4 After we certify, in writing, that you have fully performed your obligations under this Agreement, we will return to you the Security maintained under section 6.1, less all amounts drawn down by us under section 6.3.
- 6.5 You acknowledge that we may, from time to time, notify you to
- (a) change the form or amount of the Security; and
 - (b) provide and maintain another form of Security in replacement of or in addition to the Security posted by you under this Agreement;

and you will, within 60 days of receiving such notice, deliver to us written confirmation that the change has been made or the replacement or additional form of Security has been provided by you.

- 6.6 You must
- (a) without limiting your obligations or liabilities under this Agreement, at your expense, purchase and maintain during the Term the following insurance with insurers licensed to do business in Canada:
 - (i) Commercial General Liability insurance in an amount of not less than \$2,000,000.00 inclusive per occurrence insuring against liability for personal injury, bodily injury (including death) and property damage, including coverage for all accidents or occurrences on the Land or the Improvements. Such policy will include cross liability, liability assumed under contract, provision to provide 30 days advance notice to us of material change or cancellation, and include us as additional insured;
 - (b) ensure that all insurance required to be maintained by you under this Agreement is primary and does not require the sharing of any loss by any of our insurers;
 - (c) within 10 working days of Commencement Date of this Agreement, provide to us evidence of all required insurance in the form of a completed "Province of British Columbia Certificate of Insurance";

- (d) if the required insurance policy or policies expire or are cancelled before the end of the Term of this Agreement, provide within 10 working days of the cancellation or expiration, evidence of new or renewal policy or policies of all required insurance in the form of a completed "Province of British Columbia Certificate of Insurance";
- (e) notwithstanding subsection (c) or (d) above, if requested by us, provide to us certified copies of the required insurance policies.

6.7 We may, acting reasonably, from time to time, require you to

- (a) change the amount of insurance set out in subsection 6.6(a); and
- (b) provide and maintain another type or types of insurance in replacement of or in addition to the insurance previously required to be maintained by you under this Agreement;

and you will, within 60 days of receiving such notice, cause the amounts and types to be changed and deliver to us a completed "Province of British Columbia Certificate of Insurance" for all insurance then required to be maintained by you under this Agreement.

6.8 You shall provide, maintain, and pay for any additional insurance which you are required by law to carry, or which you consider necessary to insure risks not otherwise covered by the insurance specified in this Agreement in your sole discretion.

6.9 You waive all rights of recourse against us with regard to damage to your own property.

ARTICLE 7 - ASSIGNMENT

7.1 You must not sublicense, assign, mortgage or transfer this Agreement, or permit any person to use or occupy the Land, without our prior written consent, which consent we may withhold.

7.2 Prior to considering a request for our consent under section 7.1, we may require you to meet certain conditions, including without limitation, that you provide us with a report as to the environmental condition of the Land as provided in section 4.5.

ARTICLE 8 - TERMINATION

8.1 You agree with us that

- (a) if you
 - (i) default in the payment of any money payable by you under this Agreement, or

- (ii) fail to observe, abide by and comply with the provisions of this Agreement (other than the payment of any money payable by you under this Agreement),

and your default or failure continues for 60 days after we give written notice of the default or failure to you,
- (b) if, in our opinion, you fail to make diligent use of the Land for the purposes set out in this Agreement, and your failure continues for 60 days after we give written notice of the failure to you;
- (c) if you
 - (i) become insolvent or make an assignment for the general benefit of your creditors,
 - (ii) commit an act which entitles a person to take action under the *Bankruptcy and Insolvency Act* (Canada) or a bankruptcy petition is filed or presented against you or you consent to the filing of the petition or a decree is entered by a court of competent jurisdiction adjudging you bankrupt under any law relating to bankruptcy or insolvency, or
 - (iii) voluntarily enter into an arrangement with your creditors;
- (d) if you are a corporation,
 - (i) a receiver or receiver-manager is appointed to administer or carry on your business, or
 - (ii) an order is made, a resolution passed or a petition filed for your liquidation or winding up;
- (e) if you are a society, you convert into a company in accordance with the *Society Act* without our prior written consent;
- (f) if this Agreement is taken in execution or attachment by any person; or
- (g) if we require the Land for our own use or, in our opinion, it is in the public interest to cancel this Agreement and we have given you 60 days' written notice of such requirement or opinion;

this Agreement will, at our option and with or without entry, terminate and your right to use and occupy the Land will cease.

8.2 If the condition complained of (other than the payment of any money payable by you under this

Agreement) reasonably requires more time to cure than 60 days, you will be deemed to have complied with the remedying of it if you commence remedying or curing the condition within 60 days and diligently complete the same.

8.3 You agree with us that

- (a) you will make no claim against us for compensation, in damages or otherwise, upon the lawful termination of this Agreement under section 8.1; and
- (b) our remedies under this Article are in addition to those available to us under the *Land Act*.

ARTICLE 9 - DISPUTE RESOLUTION

- 9.1 If any dispute arises under this Agreement, the parties will make all reasonable efforts to resolve the dispute within 60 days of the dispute arising (or within such other time period agreed to by the parties) and, subject to applicable laws, provide candid and timely disclosure to each other of all relevant facts, information and documents to facilitate those efforts.
- 9.2 Subject to section 9.5, if a dispute under this Agreement cannot be resolved under section 9.1, we or you may refer the dispute to arbitration conducted by a sole arbitrator appointed pursuant to the *Commercial Arbitration Act*.
- 9.3 The cost of the arbitration referred to in section 9.2 will be shared equally by the parties and the arbitration will be governed by the laws of the Province of British Columbia.
- 9.4 The arbitration will be conducted at our offices (or the offices of our authorized representative) in Kamloops, British Columbia, and if we or our authorized representative have no office in Kamloops, British Columbia, then our offices (or the offices of our authorized representative) that are closest to Kamloops, British Columbia.
- 9.5 A dispute under this Agreement in respect of a matter within our sole discretion cannot, unless we agree, be referred to arbitration as set out in section 9.2.

ARTICLE 10 - NOTICE

- 10.1 Any notice required to be given by either party to the other will be deemed to be given if mailed by prepaid registered mail in Canada or delivered to the address of the other as follows:

to us

MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS
441 Columbia Street

Kamloops BC V2C 2T3;

to you

CORPORATION OF THE VILLAGE OF CHASE
PO Box 440
Chase BC V0E 1M0;

or at such other address as a party may, from time to time, direct in writing, and any such notice will be deemed to have been received if delivered, on the day of delivery, and if mailed, 7 days after the time of mailing, except in the case of mail interruption in which case actual receipt is required.

- 10.2 In order to expedite the delivery of any notice required to be given by either party to the other, a concurrent facsimile copy of any notice will, where possible, be provided to the other party but nothing in this section, and specifically the lack of delivery of a facsimile copy of any notice, will affect the deemed delivery provided in section 10.1.
- 10.3 The delivery of all money payable to us under this Agreement will be effected by hand, courier or prepaid regular mail to the address specified above, or by any other payment procedure agreed to by the parties, such deliveries to be effective on actual receipt.

ARTICLE 11 - MISCELLANEOUS

- 11.1 No provision of this Agreement will be considered to have been waived unless the waiver is in writing, and a waiver of a breach of a provision of this Agreement will not be construed as or constitute a waiver of any further or other breach of the same or any other provision of this Agreement, and a consent or approval to any act requiring consent or approval will not waive or render unnecessary the requirement to obtain consent or approval to any subsequent same or similar act.
- 11.2 No remedy conferred upon or reserved to us under this Agreement is exclusive of any other remedy in this Agreement or provided by law, but that remedy will be in addition to all other remedies in this Agreement or then existing at law, in equity or by statute.
- 11.3 The grant of a sublicense, assignment or transfer of this Agreement does not release you from your obligation to observe and perform all the provisions of this Agreement on your part to be observed and performed unless we specifically release you from such obligation in our consent to the sublicense, assignment or transfer of this Agreement.
- 11.4 This Agreement extends to, is binding upon and enures to the benefit of the parties, their heirs,

executors, administrators, successors and permitted assigns.

11.5 If, due to a strike, lockout, labour dispute, act of God, inability to obtain labour or materials, law, ordinance, rule, regulation or order of a competent governmental authority, enemy or hostile action, civil commotion, fire or other casualty or any condition or cause beyond your reasonable control, other than normal weather conditions, you are delayed in performing any of your obligations under this Agreement, the time for the performance of that obligation will be extended by a period of time equal to the period of time of the delay so long as

- (a) you give notice to us within 30 days of the commencement of the delay setting forth the nature of the delay and an estimated time frame for the performance of your obligation; and
- (b) you diligently attempt to remove the delay.

11.6 You acknowledge and agree with us that

- (a) this Agreement has been granted to you on the basis that you accept the Land on an "as is" basis;
- (b) without limitation we have not made, and you have not relied upon, any representation or warranty from us as to
 - (i) the suitability of the Land for any particular use, including the use permitted by this Agreement;
 - (ii) the condition of the Land (including surface and groundwater), environmental or otherwise, including the presence of or absence of any toxic, hazardous, dangerous or potentially dangerous substances on or under the Land and the current and past uses of the Land and any surrounding land and whether or not the Land is susceptible to erosion or flooding;
 - (iii) the general condition and state of all utilities or other systems on or under the Land or which serve the Land;
 - (iv) the zoning of the Land and the bylaws of any government authority which relate to the development, use and occupation of the Land; and
 - (v) the application of any federal or Provincial enactment or law to the Land;
- (c) you have been afforded a reasonable opportunity to inspect the Land or to carry out such other audits, investigations, tests and surveys as you consider necessary to investigate those matters set out in subsection (b) to your satisfaction before entering into this Agreement;

- (d) you waive, to the extent permitted by law, the requirement if any, for us to provide you with a "site profile" under the *Environmental Management Act* or any regulations made under that act;
- (e) we are under no obligation, express or implied, to provide financial assistance or to contribute toward the cost of servicing, creating or developing the Land or the Improvements and you are solely responsible for all costs and expenses associated with your use of the Land and the Improvements for the purposes set out in this Agreement; and
- (f) we are under no obligation to provide access or services to the Land or to maintain or improve existing access roads.

11.7 You agree with us that nothing in this Agreement constitutes you as our agent, joint venturer or partner or gives you any authority or power to bind us in any way.

11.8 This Agreement does not override or affect any powers, privileges or immunities to which you are entitled under any enactment of the Province of British Columbia.

The parties have executed this Agreement as of the date of reference of this Agreement.

SIGNED on behalf of HER MAJESTY
THE QUEEN IN RIGHT OF THE
PROVINCE OF BRITISH COLUMBIA
by the minister responsible for the *Land Act*
or the minister's authorized representative

Minister responsible for the *Land Act*
or the minister's authorized representative

Licence

File No.: 3401563
Disposition No.: 919270

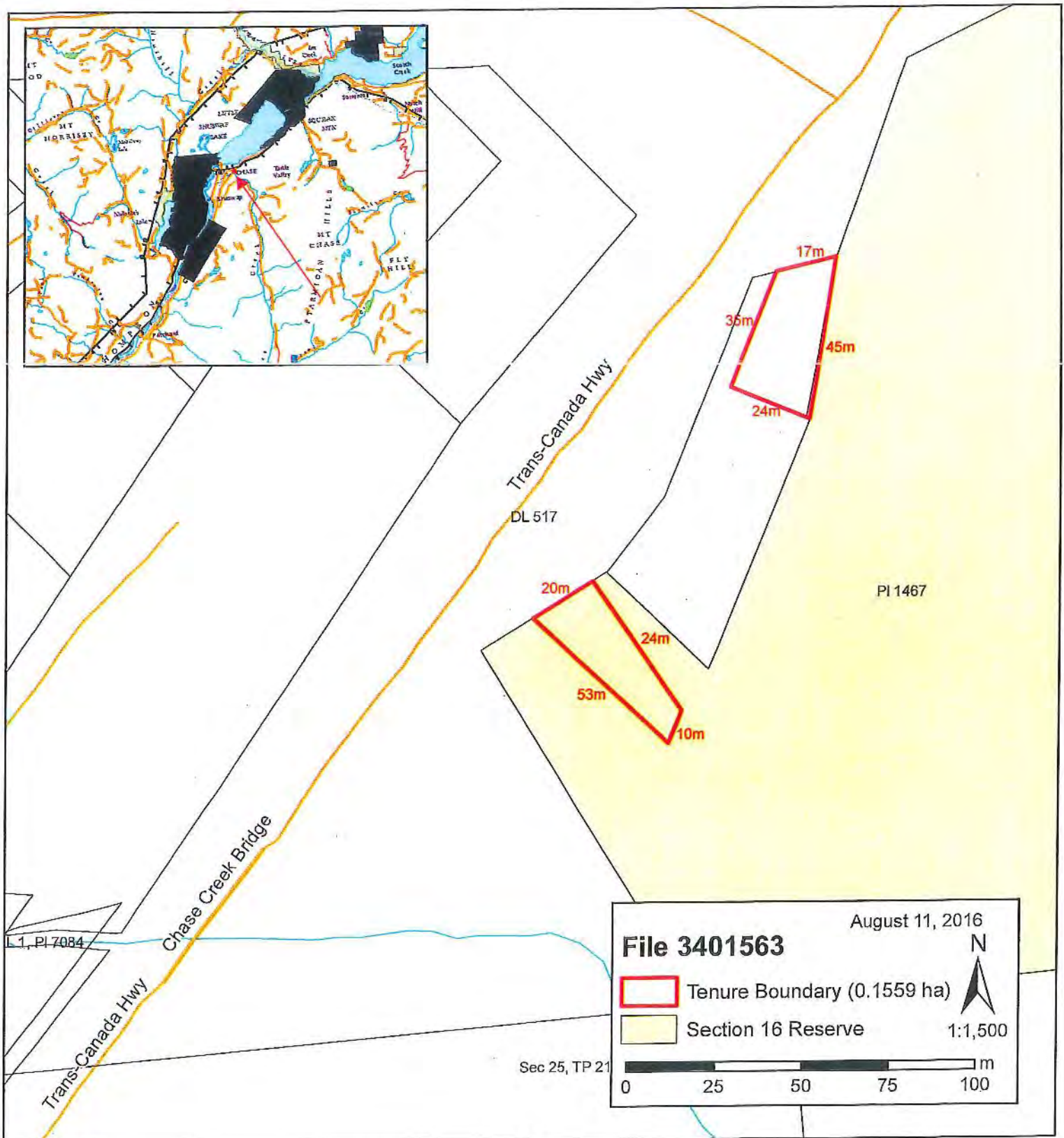
SIGNED on behalf of

CORPORATION OF THE VILLAGE OF CHASE
by a duly authorized signatory

Authorized Signatory

LEGAL DESCRIPTION SCHEDULE

That part of Lot 6, District Lot 517, Kamloops Division Yale District, Plan 1467 lying to the south and east of the Trans-Canada Highway, as shown on Plan H843 except Plans 7084, 10673 and H15272, containing 0.1559 hectares, more or less.





DESTINATION DEVELOPMENT PROGRAM OVERVIEW

Destination British Columbia is offering destination development planning assistance to support the ongoing viability of BC's tourism sector. The Destination Development Program will facilitate the collaboration of local, regional and provincial agencies, First Nations, destination marketing organisations (DMOs), tourism operators and other community interests to guide the long-term growth of tourism experiences and revenues.

The Program will provide strategic direction to the tourism industry to enhance the quality of the visitor experience by ensuring tourism services, amenities and practices are exceptional.

PROGRAM OVERVIEW

Destination development is the strategic planning and development of defined areas to support the evolution of desirable destinations for travelers. Destination development strategies will pull together planning, policy and capacity building efforts to ensure areas around the province are well positioned to make future strategic decisions, address impediments to tourism growth and capitalize on future tourism opportunities.

Through destination development, we envision a province that is a world-class tourism destination, offering remarkable products and experiences that are authentic, driven by visitor demand, and exceed expectations.

PROGRAM GOALS

- Make British Columbia the most highly recommended destination in North America.
- Create strategic plans for tourism development and improve return-on-investment for government and private sector investments in tourism assets.
- Elevate British Columbia's ability to compete as a premium destination while making the province more attractive for investment.

PROGRAM OUTCOMES

By taking a coordinated approach to destination development planning, there will be better alignment of long term planning and development efforts that would support:

- Strategically targeted, well-informed and leveraged investments of public and private sector funds; and,
- Increased tourism revenue and higher levels of repeat visits and recommendations to communities around the province.

DESTINATION DEVELOPMENT PROGRAM OVERVIEW

As a result of the destination development planning process, the following outputs will be created in each planning area:

1. **Situation Analysis** that will provide an in depth overview of the current market trends and existing destination development activities or issues that are directly affecting tourism in your area
2. **Asset Inventory** that will provide an updated list of tourism assets to assist in strategy development, implementation and further tourism planning.
3. **10-Year Destination Development Strategy** to guide long term planning and development that will include:
 - a. Identification of the area's unique products, amenities and experiences;
 - b. Identification of strategic priorities;
 - c. Identification of policy areas that may impede future development activities;
 - d. Identification of partners and resources needed to support goals, and
 - e. Guidance on action and implementation planning

PLANNING APPROACH

Destination development focuses solely on the supply side of tourism by providing compelling experiences, quality infrastructure and remarkable service to entice repeat visitation. Components include: planning and management; product development; festivals and events; tourism investment and funding; policy; and access, transportation, signage and way-finding.

It is anticipated that the creation of a destination development strategy will take up to six months. Destination BC will provide expertise and assistance to facilitate planning sessions and tourism partner interviews, while additional sub-groups may be created to work on specific destination development topics.

PLANNING PARTICIPANTS

Your Regional Destination Marketing Organization (RDMO) will work with you to ensure the destination planning process in your planning area is adequately represented by a variety of partners to enable well-rounded discussions, perspectives and guidance. Participants in your planning process might include individuals from the following organizations:

- Tourism Industry (CDMOs, tourism businesses and associations)
- Local and Regional government, including First Nations
- Provincial Government Ministries
- Local and Regional Economic Development & Economic Development Trusts
- Not-for-Profit Organizations (heritage/arts/cultural organizations, community groups)



DESTINATION DEVELOPMENT PROGRAM OVERVIEW

PARTICIPANT COMMITMENT

A planning area process will typically involve multiple face-to-face facilitated meetings to gather input. The locations of these meetings will be based on participant feedback. On average, a program participant can expect to be part of two to three planning sessions over a six month period.

COST

The cost of creating a planning area's destination development strategy will be covered by Destination British Columbia.

CONTACTS

Thompson Okanagan Tourism Association.

Simone Carlysle-Smith
Industry & Community Development Specialist
community@tota.org
250-860-5999 (ext. 214)

Destination British Columbia

Alison McKay
Manager, Destination Development
Alison.McKay@DestinationBC.ca
604-660-3754



VILLAGE OF CHASE

Memorandum

Date: December 7, 2016
To: Mayor and Council
From: Public Works Manager
RE: Proposed Dog Park

Background:

Some time ago a budget consideration was brought forward to council for fencing off an area adjacent the Mill Park ballfield to allow for a 'Dog off leash area' (Dog Park), the projects was removed from the budget to save money. Recently, the Lions Club have approached the Village advising they support a Dog Park at this location and are willing to fundraise for all associated construction costs.

Discussion:

Construction of a Dog Park would provide an area for people to bring their dogs and allow them to run off leash. The following items should be taken into consideration in determining the best suitable location:

- Access, parking and directional signage
- Noise and barking
- Hours of operation
- Location for seating (benches) and shade trees

While taking the above noted items into consideration, staff reviewed two possible locations, Willson Park, and an area at Mill Park between the ballfield and Water Treatment Facility. Of these locations, staff determined the Mill Park location would be best suited for a Dog Park.

Costs:

Estimated costs associated with construction of a Dog Park at the Mill Park location would be as follows:

• Fencing - 90 metres c/w gates	\$ 6,500
• Signage - various	,500
• Benches (2) Trees (4)	<u>2,500</u>
TOTAL	\$ 9,500

Page 2

Date: December 7, 2016

RE: Proposed Dog Park

Recommendation:

THAT Council accept Lions Club offer to fundraise for construction of a Dog Park and THAT Council approve location for a Dog Park after a public consultation occurs.

Respectfully submitted,

Tim Perepolkin

Encl (1)



proposed 'Dog Park' area (shaded)

trees & benches

proposed fencing

existing access

parking



VILLAGE OF CHASE

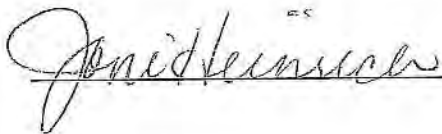
Memorandum

Date: December 13, 2016
To: Mayor and Council
From: CAO
RE: Local Government Leadership Academy – 2017 Forum for Elected Officials

Attached is information relating to the upcoming 2017 LGLA Leadership Forum for Elected Officials in Richmond February 1-3, 2017.

Council is asked to consider whether any of you wish to attend and if so, a resolution to cover costs associated with attendance is needed.

Respectfully submitted,





LOCAL GOVERNMENT LEADERSHIP ACADEMY

[Home](#)[About](#)[Programs](#)[Events](#)[Resources](#)[Links](#)[News](#)[Contact Us](#)

2017 LGLA Leadership Forum

Registration now open! LGLA's next province-wide Leadership Forum will be held **February 1-3, 2017** at the [Radisson Hotel Vancouver Airport](#) in Richmond. The theme for the 2017 Forum is "**Communication: Listening, Connecting, Leading**" and the program will include sessions on public speaking, navigating difficult conversations, different communication styles, aboriginal awareness, local government communications tools, and more.

Agenda (*Updated, November 18, 2016*)

Program-at-a-Glance (*Updated November 18, 2016*)

One-page Program Overview (*Updated November 18, 2016*)

Full Program (*Updated November 18, 2016*)

Registration is now open at a rate of **\$310/person + GST**.

UBCM is once again hosting the Electoral Area Directors Forum (January 31-February 1) immediately preceding the LGLA's 2017 Leadership Forum. Both events take place at the Radisson. Please click here to [register](#) for the EAD Forum.

Accommodation is available at the [Radisson Hotel Vancouver Airport](#) in Richmond at a rate of **\$125/night**. Please email reservations@radissonvancouver.com or call 1.800.333.3333 or 604.279.8384 to make your reservation. Be sure to mention you are registering for the LGLA Forum to take advantage of the special rate.

Questions? Please contact LGLA Program Manager Errin Morrison at emorrison@lgla.ca or 778-800-9952 (ext. 101)

~

Please note: Although the October 15 deadline has passed, we are still accepting applications for the inaugural **Cathy Watson Memorial Award** – announced this summer and providing one elected official who may otherwise be unable to attend the annual forum with complimentary registration, accommodation and travel assistance. Application details are available at lgla.ca/programs.

WEDNESDAY, FEBRUARY 1, 2017

12:30 p.m. - 1:30 p.m.	Registration Ballroom Foyer
1:30 p.m. - 1:45 p.m.	Welcome President Ballroom, Salon B & C Chair Rhona Martin, LGLA President
1:45 p.m. - 3:00 p.m.	Keynote Address The Power of Storytelling President Ballroom, Salon B & C Richard Wagamese, Award Winning Author & Storyteller
3:00 p.m. - 3:10 p.m.	Introduction of Forum Graphic Recorder President Ballroom, Salon B & C Sam Bradd, Drawing Change
3:10 p.m. - 3:30 p.m.	Refreshment Break - Ballroom Foyer
3:30 p.m. - 5:00 p.m.	Communication Styles for Constructive & Effective Communications LGMA/LGLA Joint Session President Ballroom, Salon B & C Mayor/Chair Sharon Gaetz, Councillor Murry Krause Facilitator - TBD
5:00 - 5:15 p.m.	MLA Selina Robinson Opposition Spokesperson for Seniors, Local Government & Sport President Ballroom, Salon B & C
5:15 p.m. - 7:00 p.m.	Networking Reception Ballroom Foyer Sponsor TBC

Note: All session rooms are located on Level 2 of the Radisson Hotel.

THURSDAY, FEBRUARY 2, 2017

7:00 a.m. - 8:30 a.m.	Breakfast - Ballroom Foyer		
7:30 a.m. - 8:15 a.m.	LGLA Founding Partner Clinic - UBCM President Ballroom, Salon B & C Participants TBD Moderator - TBD		
8:30 a.m. - 10:00 a.m.	LISTENING #1 Aboriginal Awareness & Communication Cambie Room Robert Laboucane, Aboriginal Awareness Canada Moderator - TBD	CONNECTING #1 Bullying? Bad Behaviour? Business as Usual? President Ballroom, Salon A Tracey Lorenson, Paragon Strategic Moderator - TBD	LEADING #1 Speaking as a Leader - Part I President Ballroom, Salon B & C The Humphrey Group Moderator - TBD
10:00 a.m. - 10:30 a.m.	Refreshment Break - Ballroom Foyer		
10:30 a.m. - Noon	LISTENING #1 Repeat - Cambie Room	CONNECTING #1 Repeat - President Ballroom, Salon A	LEADING #1 Repeat - President Ballroom, Salon B & C
Noon - 1:00 p.m.	Lunch Foyer & President Ballroom, Salon B & C Sponsor - TBC Moderator - Chair Rhona Martin		
1:00 p.m. - 2:30 p.m.	LISTENING #2 Understanding & Engaging Diversity Cambie Room SFU Centre for Dialogue Moderator - TBD	CONNECTING #2 Collaborative Conversations: Shift Happens President Ballroom, Salon B & C Carol Ann Fried, Freedom Training & Coaching Moderator - TBD	LEADING #2 Speaking as a Leader - Part II President Ballroom, Salon A The Humphrey Group Moderator - TBD
2:30 p.m. - 3:00 p.m.	Refreshment Break - Ballroom Foyer - Sponsor TBC		
3:00 p.m. - 4:30 p.m.	LISTENING #2 Repeat - Cambie Room	CONNECTING #2 Repeat - President Ballroom, Salon B & C	LEADING #2 Repeat - President Ballroom, Salon A
4:30 p.m. - 7:00 p.m.	Dinner - On Your Own		
7:00 p.m. - 9:00 p.m.	Introduction to Graphic Recording: a Hands-on Skill-building Workshop President Ballroom, Salon B&C Presenter - Sam Bradd Moderator - TBD	Communications Coaching Forum President Ballroom, Salon A Coaches - TBD Moderator - TBD	

2

FRIDAY, FEBRUARY 3, 2017

7:00 a.m. - 8:30 a.m.	Breakfast - Ballroom Foyer - Sponsor TBC	
7:15 a.m. - 8:00 a.m.	LGLA Founding Partner Clinic - TBD President Ballroom, Salon B & C Presenter TBD Moderator - TBD	
8:00 a.m. - 8:45 a.m.	LGLA Founding Partner Clinic - TBD President Ballroom, Salon B & C Presenter TBD Moderator - TBD	
8:45 a.m. - 9:00 a.m.	Refreshment Break - Ballroom Foyer	
9:00 a.m. - 9:15 a.m.	Greetings from the Minister President Ballroom, Salon B & C The Honourable Peter Fassbender Minister of Community, Sport & Cultural Development & Minister Responsible for Transtlink	
9:15 a.m. - 10:25 a.m.	Leadership at the Apex: Seeking Political/Administrative Alignment President Ballroom, Salon B & C Dr. Gordon McIntosh, Local Government Leadership Institute Moderator - TBD	Ethics & Communications President Ballroom, Salon A Jerry Berry, JB Consultants Inc. Moderator - TBD
10:25 a.m. - 10:45 a.m.	Refreshment Break - Ballroom Foyer	
10:45 a.m. - 11:45 a.m.	Connecting with Local Government through Performance Audits President Ballroom, Salon B & C Gordon Ruth, Auditor General for Local Government Moderator - TBD	11 Ways You Can Get the Most from CivicInfo BC's Communication & Information Tools President Ballroom, Salon A Todd Pugh, Executive Director, CivicInfo BC Society Moderator - TBD
11:45 a.m. - 12:15 p.m.	Graphic Recorder's Report President Ballroom, Salon B & C Sam Bradd, Drawing Change	
12:15 p.m. - 12:30 p.m.	Forum Closing President Ballroom, Salon B & C Chair Rhona Martin, LGLA President	

November 18, 2016

RECEIVED
Village of Chase

NOV 24 2016

November 18, 2016

Original _____
File _____
Copy _____
Agenda _____

Mayor Rick Berrigan
Village of Chase
Box 440
Chase, BC V0E 1M0

Dear Mayor Berrigan:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payments for fiscal 2016/2017. An electronic transfer of \$78,875.33 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement, and details on the Renewed Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Sincerely,



Councillor Murry Krause
UBCM President

PC: Leif Pedersen, Chief Financial Officer



VILLAGE OF CHASE

Memorandum

Date: December 13, 2016
To: Mayor and Council
From: CAO
RE: Tourism Events Workshop - Summary

Mayor Berrigan, Councilor Lepsoe and the CAO attended the above noted workshop Friday December 2, 2016 in Kamloops. Highlights included:

- Sponsored by Whistler Centre for Sustainability and Kamloops Tourism
- Various success stories were shared including Kamloopa Powwow and how it is run successfully, Arts Wells (Wells, BC), and the Roots and Blues Festival Salmon Arm
- Main areas of focus during the workshop included:
 - Marketing
 - Volunteers – how to recruit, retain, motivate
 - Sponsorships – how to obtain and retain sponsorships
 - What grant funds (government resources) are available to support events in your community
 - Strengthening Aboriginal Tourism Opportunities
 - Developing a winning bid (larger events/communities)

The workshop was well worth the time and cost to attend (\$85 per person).

It was recommended that significant planning including the development of a strategy for any event be conducted well in advance of the event's occurrence to ensure adequate funding is in place, volunteers are available, relationships can be fostered and the event can be marketed well.

Respectfully submitted,

November 28, 2016

OPEN LETTER TO:

Mayor & Council Members

RE: Chase Country Christmas

This letter is written to request a special grant for use of the Community Hall for Chase Country Christmas.

We believe it is worth mentioning that the volunteer Committee which does the planning for this event is not a private club or association. The sole reason for our participation is to showcase the Village of Chase and attract participants to the area; nothing is gained by the Committee other than to work for our community and its needs. The by-products of this event go to the businesses and citizens of Chase only.

In light of this goal, it seems unsupportive of the Village of Chase to continue to increase our rental costs of the Community Hall every year.

This request is respectfully submitted for your consideration.

Sincerely,



for Chase Country Christmas Committee.

RECEIVED
Village of Chase

DEC 02 2016

Original _____
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