



## **AGENDA**

Regular Meeting of the Council of the Village of Chase  
To be held at the Chase Community Hall, 547 Shuswap Avenue and Via Zoom  
Tuesday, December 14, 2021 at 4:00 p.m.

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

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

Resolution:

**“THAT the December 14, 2021 Village of Chase Regular Council meeting agenda be adopted as presented.”**

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

#### **3.1 Minutes of the Regular meeting of Council held November 23, 2021**

Pages 1-3

Resolution:

**“THAT the minutes of the Regular meeting of November 23, 2021 be adopted as presented.”**

#### **3.2 Minutes of the Special meeting of Council held November 30, 2021**

Pages 4-5

Resolution:

**“THAT the minutes of the Special meeting of November 30, 2021 be adopted as presented.”**

### **4. PUBLIC HEARINGS**

None

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

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

### **6. DELEGATIONS**

#### **6.1 Rhonda Eden, Thompson Region Division of Family Practice regarding Chase Healthy Community Initiative**

### **7. REPORTS**

a) Mayor and Council Reports

b) Staff Reports

Pages 6-11

Recommendation:

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

## 8. UNFINISHED BUSINESS

### 8.1 BC Provincial Nominee Program Entrepreneur Immigration-Select Committee Page 12-13

Memo from the CAO

Recommendation:

**“That Council establishes a Select Committee for the purposes of screening and hosting candidates for the Provincial Nominee Program – Entrepreneur Immigration Regional Pilot program (PNP\_EIRP); AND**

**That Council appoint Councillor \_\_\_\_\_ to Chair the PNP-EIRP select committee; AND**

**That advertising for additional members of the PNP-EIRP select committee be conducted.**

### 8.2 Development Variance Permit Application – 1162 Shuswap Avenue Pages 14-19 Report from the Corporate Officer

Recommendation:

**“THAT Development Variance Permit #4-2021 be issued.**

## 9. NEW BUSINESS

### 9.1 New Horizons for Seniors Funding Opportunity – Chase Curling Club The Chase & District Curling Club is applying for funding through the New Horizons for Seniors Grant Opportunity and are requesting a letter of support from Mayor and Council. The Curling Club has 60 members this year, 57 of which are 60+ years old.

Recommendation:

**“THAT Council provide a letter of support for the grant submission by the Chase and District Curling Club for funding through the New Horizons for Seniors Program.”**

### 9.2 2022 Council Meeting Schedule Pages 20-22 Report from the Corporate Officer

Recommendation:

**“THAT Council approve the 2022 Council Meeting Schedule.”**

### 9.3 DVP – 775 Cedar Pages 23-30 Report from the Corporate Officer

Recommendation:

**“THAT Council accept the application and direct Administration to complete the referral process.”**

**10. NOTICE OF MOTION**

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

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

**12. IN CAMERA**

Resolution:

**“THAT Council recess to an In Camera meeting pursuant to Section 90 (1) (c) labour relations or other employee relations.”**

**13. RELEASE OF IN CAMERA ITEMS**

None

**14. ADJOURNMENT**

Resolution:

**“THAT the December 14, 2021 Village of Chase Regular Council meeting be adjourned.”**



Minutes of the Regular Meeting of the Council of the Village of Chase  
held at the Chase Community Hall, 547 Shuswap Avenue on  
Tuesday, November 23, 2021 at 4:00 p.m.

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

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

**Also in Attendance:** 4 members of Chase Fire Rescue

**Public Participants:** 4 (1 in person, 3 virtually)

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

Moved by Councillor Scott

Seconded by Councillor Lauzon

**"THAT the November 23, 2021 Village of Chase Regular Council meeting agenda be adopted as presented."**

**CARRIED**

**#2021/11/23\_001**

**3. ADOPTION OF MINUTES**

3.1 Minutes of the Regular meeting of Council held November 9, 2021

Moved by Councillor Torbohm

Seconded by Councillor Lauzon

**"THAT the minutes of the November 9, 2021 Regular Meeting of Council be adopted as presented."**

**CARRIED**

**#2021/11/23\_002**

**4. PUBLIC HEARING**

None

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

None

**6. DELEGATIONS**

None

**7. REPORTS**

a) Mayor and Council Reports

Councillor Lauzon

- November 11 – Attended the Remembrance Day ceremony at the Legion cenotaph
- November 20 – Attended the Chase Lions dinner
- Sitting in on EMBC atmospheric river calls

Councillor Scott

- November 11 – Attended the Remembrance Day ceremony at the Legion cenotaph
- November 15 – Attended an Adams River Salmon Society (TARSS) meeting – the Society is working with Little Shuswap Lake Indian Band regarding the Salute to the Sockeye event in 2022, Pacific Salmon Foundation has offered TARSS assistance from its PR department for the event

Councillor Torbohm

- November 11 – Attended the Remembrance Day ceremony at the Legion cenotaph
- November 16 – met with the CAO to discuss the status of solid waste collection in the new Whitfield Landing strata

Councillor Maki

No report

Mayor Crowe

- November 11 – Attended the Remembrance Day ceremony at the Legion cenotaph
- November 18 – Attended a Thompson Regional Hospital District Board meeting
- November 18 – Attended a TNRD Board of Directors meeting

Moved by Councillor Torbohm

Seconded by Councillor Scott

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

**CARRIED**

**#2021/11/23\_003**

**8. UNFINISHED BUSINESS**

<Councillor Lauzon recused herself from the meeting at 4:05 p.m. as she is a member of the Chase Fire Rescue department>

**8.1 First Responders Agreement – BC Emergency Health Services**

Moved by Councillor Scott

Seconded by Councillor Torbohm

**“That the First Responder Program be approved to proceed for a 3 year term with a provision for renewal with a budget for 2022 of \$11,000.”**

Samantha Sampson, Safety Officer with the Chase Fire Rescue department noted:

- There is no standby time associated with the department’s participation in this program
- The department would prefer a one year term

Council comments:

- The Village taxpayer should not have to pay for a service the Province of BC is supposed to be providing
- \$11,000 is a 3/4 percent tax increase

Moved by Councillor Scott

Seconded by Mayor Crowe

**“THAT the previous motion be amended by deferring the matter of call-out pay and coordinator stipend for the First Responder program to the 2022 budget discussions.”**

**CARRIED**

#2021/11/23\_004

The Vote was called on the main motion as amended and it was

**CARRIED**  
#2021/11/23\_005

<Councillor Lauzon returned to the meeting at 4:19 p.m.>

**9. NEW BUSINESS**

**9.1 Development Variance Permit Application – 1162 Shuswap Avenue**

Moved by Councillor Scott

Seconded by Councillor Lauzon

**“THAT Council accepts the application for a Development Variance Permit at 1162 Shuswap Avenue and directs Administration to complete the referral process.”**

**CARRIED**  
#2021/11/23\_006

**10. NOTICE OF MOTION**

None

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

Angie McLaren of 462 Maple Place, asked what the Village is doing to prepare for the kind of emergency that has been experienced in Merritt, Princeton and Abbotsford recently. She also spoke of the removal of trees along the riparian area of a property on Aylmer Road and noted that the Chase Environmental Action Group is offering to re-plant trees along that riparian area.

**12. IN CAMERA**

Moved by Councillor Scott

Seconded by Councillor Maki

**“THAT Council recess to an In Camera meeting pursuant to Section 90 (2) (c) of the Community Charter, labour relations or other employee relations.”**

**CARRIED**  
#2021/11/23\_007

**13. RELEASE OF IN CAMERA ITEMS**

None

**14. ADJOURNMENT**

Moved by Councillor Scott

Seconded by Councillor Lauzon

**“THAT the November 23, 2021 Village of Chase Regular Council meeting be adjourned.”**

**CARRIED**  
#2021/11/23\_008

The meeting concluded at 5:03 p.m.

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Rod Crowe, Mayor

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Sean O'Flaherty, Corporate Officer



Minutes of a Special Meeting of the Council of the Village of Chase  
held at the Chase Community Hall, 547 Shuswap Avenue and via Zoom  
on Tuesday, November 30, 2021 at 4:00 p.m.

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

**In Attendance:** Joni Heinrich, Chief Administrative Officer  
Sean O'Flaherty, Corporate Officer (virtual)  
Joanne Molnar, Chief Financial Officer

**Public Participants:** 1

**1. CALL TO ORDER**

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

**2. ADOPTION OF AGENDA**

Moved by Councillor Scott

Seconded by Councillor Lauzon

**"THAT the November 30, 2021 Village of Chase Special Council meeting agenda be adopted as presented."**

**CARRIED**

**#2021/11/30\_S001**

**3. ADOPTION OF MINUTES**

No minutes

**4. PUBLIC HEARING**

No Public Hearing

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

None

**6. DELEGATIONS**

**6.1 Christina Benty, Strategic Leadership Solutions**

Ms. Benty shared her expertise with Council and the public in attendance regarding asset management for Local Governments. Highlights of her presentation included:

- In order to have sustainable service delivery, local governments need sustainable asset management practices – Asset management is a formalized plan and process for managing the infrastructure and services
- It is important for Councils to have honest conversations with the public about the need for infrastructure renewal and funding for same
- Local governments have an obligation to maintain and ultimately replace aging infrastructure
- Beneficial for local governments to change the 'narrative' around public negativity toward government – local government represents the provision of civilized services and systems

- It is common that in most communities across Canada, taxes and fees have not kept up with the cost to provide the services and 1/3 of the assets in Canadian communities are in poor or very poor condition
- Need to ensure we are providing appropriate services and at the right levels
- Assets are only useful if they are providing a service – the services they provide are not just pavement and pipes, they are parks, green infrastructure and humans
- Asset management includes risk assessment – how much life do certain assets have left in them? If an asset fails, what is the cost and level of service disruption? It also includes a financial plan to pay for maintenance and replacement
- An important part of this strategy is educating the public about the need for planning ahead for our assets – taxpayers need to know the costs for the services they receive

**6.2 Dave Underwood, TRUE Consulting**

Dave Underwood shared with Council and the gallery what information has been gathered to date regarding the water, sewer and road assets in the Village of Chase and what are the highest criticality areas for replacement in each of the three asset areas.

**7. REPORTS**

None

**8. UNFINISHED BUSINESS**

None

**9. NEW BUSINESS**

None

**10. NOTICE OF MOTION**

None

**11. IN CAMERA**

None

**12. RELEASE OF IN CAMERA ITEMS**

None

**13. ADJOURNMENT**

Moved by Councillor Scott

Seconded by Councillor Lauzon

**“THAT the November 30, 2021 Village of Chase Special Council meeting be adjourned.”**

**CARRIED**

**#2021/11/30\_S002**

The meeting concluded at 5:37 p.m.

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Rod Crowe, Mayor

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Sean O'Flaherty, Corporate Officer





## VILLAGE OF CHASE

### Memorandum

**Date:** December 8, 2021  
**To:** Mayor and Council  
**From:** CAO  
**RE:** Activities Report

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#### **Council Support**

- Provided Council with various communications relating to matters occurring in the community
- Submitted highlights of November 2021 Council meetings to the Chase Sunflower
- Assisted with planning for the Village of Chase's float in the Chase Country Christmas parade
- Met with Senior managers to discuss Council directives from Council's November meetings – delegated various tasks as appropriate
- Wrote letters and sent other correspondence as follow-up to Council directives from November 2021 meetings
- Monitor orders and information from Public Health Officer relating to Covid-19
- Prepared reports for Council agendas for November and December
- Reviewed draft reports regarding Chase Creek Floodplain Mapping, Wastewater Treatment Plant Operability
- Participated in two virtual workshops regarding NG9-1-1
- Assisted Fire Department to obtain extension to First Responder agreement between Village and BC Emergency Health Services
- Participated in several EMBC calls regarding flooding and highway connection disruptions
- Participated in workshop on Asset Management
- Participated in Shuswap Watershed Council working group
- Participated in the Shuswap Regional Trails Annual Roundtable workshop
- Participated in PNP-EIRP workshop
- Finalized application and community profile for the PNP program
- Met with Adams Lake Indian Band Executive Director and two Council members regarding updating the sewer collection agreement
- Communication with podcast supplier to proceed with historical podcase about Chase

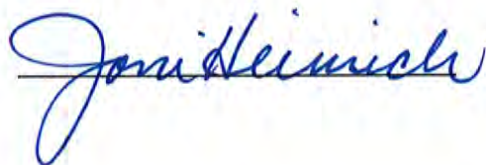
#### **Management and Staff Support**

- Worked with Fire Chief and Deputy on various department matters including purchases and agreements
- Worked with Senior Managers to problem solve various issues
- Assisted Senior Managers with development of job descriptions, contractor specifications, job advertisements

**Other Activities**

- Met with members of Chase RCMP and Corporate Officer regarding dog control solutions for them
- Met with leadership group of Chase Jehovah's Witness to discuss improvements to intersection at Chase Street and Thompson Avenue and how it will affect them
- Met with Community Hall caretaker to discuss various issues and find solutions
- Assisting with various Community Hall bookings
- Met with Mayor Crowe, Rhonda Eden of Thompson Region Division of Family Practice, Brock Endean, consultant, and Jenny Green of BC Healthy Communities regarding local Chase Health Table
- Shared information regarding New Horizons for Seniors funding with Chase and District Health Foundation, Chase Community Services Society, Chase and District Curling Club
- Acted as Commissioner for Taking Affidavits on a number of occasions
- Initiate meeting with Recreation Centre Society regarding priorities for 2022
- Met with Mayor and owner of Kamloops Mazda regarding business ideas in Chase
- Assisted Chase Literacy coordinator Barbara Maher regarding Literacy events in January 2022
- Provided Covid-19 information to citizens, event organizers

Respectfully submitted,

A handwritten signature in blue ink, reading "Joni Heinrich". The signature is written in a cursive style with a horizontal line underneath the name.



## VILLAGE OF CHASE

### Memorandum

**Date:** 9 December 2021

**To:** Mayor and Council

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

**RE:** Activities undertaken from November 6, 2021 to December 9, 2021

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#### Regular Duties:

- Attend Council's meetings (Regular, Special, In Camera) and workshops
- Preparation of Council meeting agendas and minutes
- Prepared Council reports and correspondence on various matters
- Responsible for confidential matters, information and privacy, and legislative affairs
- Responding to email and telephone inquiries
- Assisting staff and public with legislative and bylaw interpretations, and general support
- Responding to land use inquiries
- Liaising with the Building Inspector on zoning confirmation matters
- Prepare and distribute Village communications through social media, the Village's website, and the Sunflower newsletter insert
- Coordinate resolution to IT issues
- Coordinating cemetery
- Coordinating Community Hall bookings

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

- Occasional discussions with MOTI regarding Trans-Canada Highway
- Processed 5 Comfort Letters
- Fielded many calls on residential and commercial real estate
- Discuss operations with Acting Lead Hand as needed
- Approved 10 Building Permits
- Met with TRUE to discuss wastewater plant
- Many meetings with cemetery clients
- Working on Stone Orchard integration with VADIM
- Met with Community Hall cleaning contractor
- Attended a Special meeting of Council regarding Community Hall, Room A
- Attended Lidstone & Co. Annual Legal Seminar
- Participated and presented at BC Healthy Community's 'Small Towns Big Steps' conference on Chase's Active Transportation Plan
- Finalized Floodplain restrictive covenant for Building Permit on Lakeshore Drive
- Working with DFO on Whitfield Landing Creekside multi-use pathway application
- Coordinated scraping and desludging of plugged RIBs
- Met with leadership group of Jehovah's Witness to explain the Active Transportation revitalization of the Thompson/Chase intersection and how it will affect them
- Met with members of Chase RCMP regarding dog control solutions for them

- ICBL bylaw amendment – end of pilot project, Council to decide on permanency
- Met with MB Construction regarding irregular invoice
- Receiving and reviewing applications for DCO and OCC positions
- Update our ICBC agreement based on latest FOIPPA regulations
- Registered variance permits on respective titles as Council approves
- Reviewed monthly Recycle BC Collector Claim Report
- Participated in a regional meeting on Investigating and Enforcing bylaws in Salmon Arm
- Working with MoTI on 1162 Shuswap zoning amendment bylaw
- Received and reviewed the Wastewater Treatment Plant Operability Report
- Met with owner of 909 TCH and 909 Foothills regarding TUP application, and trails
- Working with engineers and architects on 116 MacPherson St multi-family development
- Working on 2022 budget
- Attended a Special meeting of Council regarding asset management
- Reviewing next phase approvals for Cedar Flats
- Performed annual dike inspection
- Along with Team Lead Hand, inspected Rotary clock, took pictures, need to return
- Arranging for Telus to handle monitoring of Community Hall (replace Securtek)
- Attended a legal seminar in Salmon Arm
- Arranged for annual hearing tests for staff
- Reviewed the WWTP Operability Report
- Reviewed the Floodplain Mapping Report

Respectfully submitted,



Approved for Council Consideration by CAO





## VILLAGE OF CHASE

### Memorandum

**Date:** December 9, 2021

**To:** Council

**From:** CFO

**RE: November Report**

#### **Regular Duties**

- Dealt with property taxes and utility billing issues as required.
- Review daily cash receipting transactions and bank deposits.
- Upload BC Assessment roll updates.
- Reconcile Utilities, Property Taxes and Accounts Receivable ledgers.
- Monthly Bank Reconciliation.
- Preparation of reports to Council.
- Payroll reconciliations for benefits and retroactive payments as required.
- Complete monthly eTax (Provincial Property Tax) calculation, reconciliation, and requisition.
- Submit quarterly reporting for GST, WCB, and Employer Health Tax.
- Attend Council meetings and workshops
- Respond to email and telephone inquiries

#### **Budget, Property Taxes & Financial Reporting**

- Complete Province of BC property tax deferment information requests.
- Download and process HOG information when approved by the Province of BC
- Begin working documents for 2022 budget
- Attend PILT workshop for property taxes and services updates

#### **Grant Applications, Implementation and Reporting**

- Prepared Budget Forecast and Periodic Progress Report for Willson Park Footbridge Project.
- Prepared Budget Forecast and Periodic Progress Report for Community Hall Roof Project.
- Open tenders for the Community Hall Roof project
- Review tender results with project manager for Community Hall grant project.
- Award Community Hall project tender
- Order signage for Community Hall project
- Meet with representatives of the Chase Jehovahs Witness Congregation regarding Thompson Ave Active Transportation project
- Mailed out Grant in Aid package and submitted advertisement to Sunflower
- Review Floodplain Mapping Chase Creek DRAFT report
- Process Chase & District Curling Club COVID restart funding

## Other

- Provide Cashier/ Receptionist training
- Reconcile and clean up 2021 Business License clients and transactions
- Issue 2022 Business Licenses invoices
- Complete accounts receivable invoicing for cemetery, facility usage and service provisions as required.
- Finalize Asset Management workshop
- Update ICBC insurance on F450 to reflect the installation of the manlift
- Update property insurance to include new Zamboni

Respectfully submitted,

  
Joanne Molnar

Approved for Council Consideration by CAO

  
Joni Henrich



## VILLAGE OF CHASE

### Memorandum

**Date:** December 8, 2021  
**To:** Mayor and Council  
**From:** CAO  
**RE:** Provincial Nominee Program – Entrepreneur Immigration Regional Pilot  
Select Committee for screening applicants

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At the October 12, 2021 Regular meeting of Council, the following resolution was passed:

***“THAT the Village of Chase apply to participate in the BC Provincial Nominee Program Entrepreneur Immigration Regional Pilot Program for 2022.”***

Administration subsequently applied to participate, provided a Community Profile, set parameters regarding what businesses might fit within the community, has participated in a number of workshops, and has reached out to other communities to gather insight and examples of processes to follow in accepting applications and managing the screening process.

It is suggested that a Select Committee of Council be struck to assist the Deputy Corporate Officer (who will ultimately be handling this initiative) to screen applicants to determine if an exploratory visit is warranted, to meet with candidates who do get accepted for exploratory visits, and to provide written comments to the Deputy Corporate Officer for submission to the Provincial staff upon favourable screening.

A select committee as defined by the Community Charter Section 142 states:

“A Council may establish and appoint a select committee to consider or inquire into any matter and to report its finding and opinion to the council. At least one member of a select committee must be a council member. Persons who are not council members may be appointed to a select committee.”

Due to the nature of the PNP-EIRP program, it is suggested that in addition to a member of Council, the committee also consist of two members of the local business community (business owners/operators) and one individual from the Chase and District Chamber of Commerce.

In order to provide for transparency and equity, it is recommended that advertising be conducted inviting interested business owner/operators to apply to sit on the select committee. The Councillor that is appointed to this committee can discuss the opportunity with the Chase and District Chamber of Commerce for one member of the executive to sit on the committee. Appointment recommendations can come forward to Council at a January, 2022 meeting for ratification.



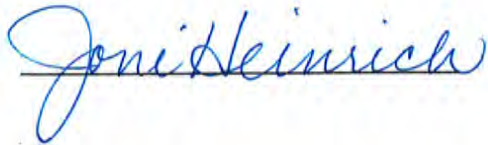
**RECOMMENDATION**

That Council establishes a Select Committee for the purposes of screening and hosting candidates for the Provincial Nominee Program – Entrepreneur Immigration Regional Pilot program (PNP-EIRP); AND

That Council appoint Councillor \_\_\_\_\_ to Chair the PNP-EIRP select committee;  
AND

That advertising for additional members of the PNP-EIRP select committee be conducted.

Respectfully submitted,

A handwritten signature in blue ink, reading "Joni Heinrich", is written over a horizontal line.





## **VILLAGE OF CHASE Administrative Report**

**TO: Mayor and Council**  
**FROM: Corporate Officer**  
**DATE: 9 December, 2021**  
**RE: Application to Vary Regulations of Village of Chase Zoning Bylaw 683-2006  
1162 Shuswap Avenue**

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### **ISSUE/PURPOSE**

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

### **OPTIONS**

- 1. Authorize issuance of Development Variance Permit #4-2021.**
- 2. Deny issuance of the permit.**

### **BACKGROUND**

The applicant, owner of 1162 Shuswap Avenue, has applied to vary the rear setback distance from 6.0m to 3.0m to allow him to build a single-family home with a secondary suite.

The original application was presented to, and subsequently accepted by Council at the November 23, 2021 Regular meeting.

There is a concurrent zoning amendment application to allow a secondary suite that has received 3<sup>rd</sup> reading from Council.

### **DISCUSSION**

Zoning regulations including prescribed setbacks are meant to retain order and consistency. Regulations are intended to reflect what's in the best interest of the overall community and contains a set of rules (such as setbacks) that apply to everyone. And while Council has the utmost discretion in considering applications to vary certain requirements of zoning bylaws, variances should be reserved only for exceptional circumstances to avoid setting precedence, and to avoid undermining a consistent form and character within neighbourhoods. Otherwise, variances, or similarly spot zoning creates a patchwork of what's allowed, blurs the certainty of zoning regulations and becomes a tracking management issue.

### Setbacks:

There are times when a proposed building location doesn't meet the minimum setback requirement for the property. This may be due to the shape of the property, natural features that are present on the site, or other reasons. The Village's zoning regulations can be varied to allow property owners to propose a different setback when there are exceptional conditions that affect the owner's ability to meet the minimum requirements.

In this case, the owner is challenged by an irregular lot shape such that the property boundaries and the design of the proposed dwelling units do not meet at right angles. The lot configuration has resulted in at least 4 iterations of the house design process.

Attached to this report are:

- Setback map
- DVP #4-2021

### **REFERRALS**

Notifications were sent out to property owners within 50 metres of the subject property. Section 499 of The Local Government Act requires notice be provided to affected property owners and tenants. As of the date of this report, no written responses have been received from any affected property owner.

The Fire Chief was issued a referral and asked to comment on the variance application.

### **FINANCIAL IMPLICATIONS**

None

### **POLICY IMPLICATIONS**

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

A variance application can come forward at any time to vary a regulation pertaining to construction and development. Council needs to consider whether it is in the best interests of the neighbouring residents to allow the variance, and whether or not granting the variance will set a precedence.

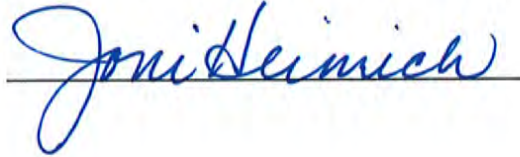
**RECOMMENDATION**

**"THAT Development Variance Permit #4-2021 be issued."**

Respectfully submitted,

\_\_\_\_\_

Approved for Council Consideration by CAO

\_\_\_\_\_







## VILLAGE OF CHASE

### Development Variance Permit No. 4-2021

Authorizing resolution of the Council of the Village of Chase passed at its Regular Meeting on the \_\_\_ day of \_\_\_, 2021.

- 1.0 LEGAL DESCRIPTION  
**LOT 26 BLOCK 3A DISTRICT LOT 517 KAMLOOPS DIVISION  
YALE DISTRICT PLAN 1441 EXCEPT PLAN 42725**

CIVIC ADDRESS  
**1162 Shuswap Avenue  
Chase, BC**

- 2.0 HOLDER & ADDRESS  
**SHERMAN, KYLA A AND SHERMAN, PATRICK G  
1162 Shuswap Ave  
CHASE, BC  
V0E 1M0**

- 3.0 CONDITIONS TO BE VARIED OR SUPPLEMENTED:

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

Regulations

6.14 Regulations for Setback

Minimum setback from a rear parcel line 6.0 m

Variance to Regulations

Section 6.14 is hereby varied by way of development variance permit to allow:

a decrease to the minimum setback from a rear side parcel from 6.0m to 3.0m

4.0 SECURITY REQUIRED: \_\_\_\_\_ YES   X   NO

5.0 GENERAL NOTES:

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

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

5.3 This Permit is not a Building Permit.

6.0 APPROVAL REQUIRED BY MINISTRY OF TRANSPORTATION AND  
INFRASTRUCTURE:

\_\_\_\_\_ YES   X   NO

Approved by Village of Chase Council on the \_\_\_ Day of \_\_\_ 2021.



## ***Village Of Chase***

### ***Administrative Report***

**TO: Mayor and Council**

**FROM: Corporate Officer**

**DATE: 1 December 2021**

**RE: 2022 Council Meeting Schedule**

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#### **ISSUE/PURPOSE**

To establish the 2022 Council meeting schedule.

#### **OPTIONS**

1. Approve the 2022 Council meeting schedule as presented
2. Amend and then adopt the 2022 Council meeting schedule.

#### **HISTORY/BACKGROUND**

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

Meetings of Council generally take place on the second and fourth Tuesdays of each month at the Community Hall, 547 Shuswap 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 2022 Conference is September 12-16, 2021. SILGA, another conference that Council typically attends, is not referenced in the procedures bylaw, however Council could certainly add a Regular meeting on April 26, 2022 and not attend the conference that day.

#### **DISCUSSION**

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

**FINANCIAL IMPLICATIONS**

None

**POLICY IMPLICATIONS**

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

Council has adopted the *Council Procedures Bylaw 783-2012*. Council has until January 15, 2022 to adopt the 2022 meeting schedule.

**RECOMMENDATION**

**“THAT Council approve the 2022 Council meeting schedule as presented.”**

Respectfully submitted,



Approved for Council Consideration by CAO







# 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](http://www.chasebc.ca)

## VILLAGE OF CHASE 2022 COUNCIL MEETING SCHEDULE

### January

11 Regular Meeting  
25 Regular Meeting

### February

8 Regular Meeting  
22 Regular Meeting

### March

8 Regular Meeting  
22 Regular Meeting

### April

12 Regular Meeting  
**No Meeting SILGA April 26 and 29**

### May

10 Regular Meeting  
24 Regular Meeting

### June

14 Regular Meeting  
28 Regular Meeting

### July

12 Regular Meeting

### August

9 Regular Meeting

### September

**No Meeting (Sept. 12-16 UBCM)**  
27 Regular Meeting

### October

11 Regular Meeting  
**15 Local Government Elections**

### November

1 Inaugural Meeting of New  
Council  
8 Regular Meeting  
22 Regular Meeting

### December

13 Regular Meeting  
**No Meeting - Christmas**

Meetings begin at 4:00 p.m. unless otherwise advertised  
Meeting are held in the upper Main Room at the Village's Community Hall  
at 547 Shuswap Avenue, Chase, B.C

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

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

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

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



## VILLAGE OF CHASE Administrative Report

TO: Mayor and Council  
FROM: Corporate Officer  
DATE: 9 December 2021  
RE: Application to Vary Regulations of Village of Chase Zoning Bylaw 683-2006  
775 Cedar Avenue

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### ISSUE/PURPOSE

To obtain Council's authorization to proceed with the referral process for a development variance permit to vary the rear parcel line setback.

### OPTIONS

1. **Accept the application and authorize Administration to proceed with the required referral process and prepare a draft Development Variance Permit that would vary the rear parcel line setback.**
2. **Do not accept the application.**

### BACKGROUND

The applicant, whom has been granted agency from both owners of the property at 775 Cedar Avenue, has applied to vary the rear parcel line setback distance. The rear parcel setback requires as per the zoning bylaw is 4.5 metres and the application requests a 4.5 metre relaxation resulting in a 0.0m setback.

The applicant, a current tenant and prospective purchaser of the property, has assumed a pre-existing situation where the accessory building, a 500 sq ft. (46m<sup>2</sup>) metal fabricated shop was engineered and installed without a proper Building Permit. A *Community Charter*, Section 57, Notice on Title was registered against the property for this infraction, on September 1, 2021. The Building Permit matter can be treated as a separate matter from this variance application.

It is important to know that both the TNRD and the Regional Project Manager, Ministry of Transportation and Infrastructure for the Chase East project have been referred early on this application for the benefit of the applicant, and both have indicated they are unaffected.



## DISCUSSION

Attached to this report are:

- Application
- Drawings
- Property Report

## REFERRALS

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

## FINANCIAL IMPLICATIONS

None

## POLICY IMPLICATIONS

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

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

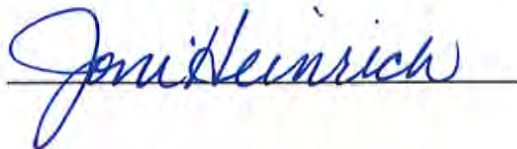
## RECOMMENDATION

**"THAT Council accept the application and direct staff to complete the referral process."**

Respectfully submitted,

Approved for Council Consideration by CAO

\_\_\_\_\_

\_\_\_\_\_

## VILLAGE OF CHASE

### Application for Permit

- ☐ Development Permit  
☒ Development Variance Permit  
☐ Temporary Commercial and Industrial Permit

1. Registered property owner's name, address and telephone number  
(1250) 272-3443 Ken Hynes - 5538 Ben Hynes rd. / Gillian Gunson (1778) 689-6918 #612-1351 Continental St  
PO Box 45 HARROGATE, B.C. V0A 1J0 Vancouver B.C. V6Z 0C6
2. Authorized agent's name, address and telephone number (If agent is handling application, please supply written authorization from owner)  
Jeffrey Milne - 775 Cedar Ave Chase B.C. V0E 1M0  
604 375 2289
3. Legal description and Property Identification Number of subject property  
Lot 6 DISTRICT LOT 517 Kamloops Division Yale DISTRICT PLAN  
KAP62348
4. Approximate area of subject property  
Chase B.C. 600-700 block CEDAR AVE
5. Existing use of subject property  
Residential
6. Existing use of adjacent property  
Commercial + Residential
7. Description of project or situation necessitating your application  
Setback Requirement from back of property line (45m)  
Existing SHOP Placement within 8" on South-East Corner

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

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

\_\_\_\_\_  
Date

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

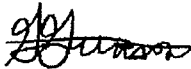
Gillian Gunson  
#612 - 1351 Continental St  
Vancouver, BC  
V6Z 0C6  
778-689-6918  
ggunson@gmail.com

September 7, 2021

To: Village of Chase  
Re: Authorization for Jeffrey Milne / Development Variance Permit - 775 Cedar Ave, Chase,  
B.C. V0E 1M0

I, Gillian Gunson, executor to the estate of Linda MacNeill (co-owner of 775 Cedar Ave, Chase),  
give consent to Jeffrey Milne to act on behalf of the property, as the future property owner, in  
applying for a Development Variance Permit.

Regards,

A handwritten signature in black ink, appearing to read 'Gillian Gunson', with a stylized flourish at the end.

Gillian Gunson

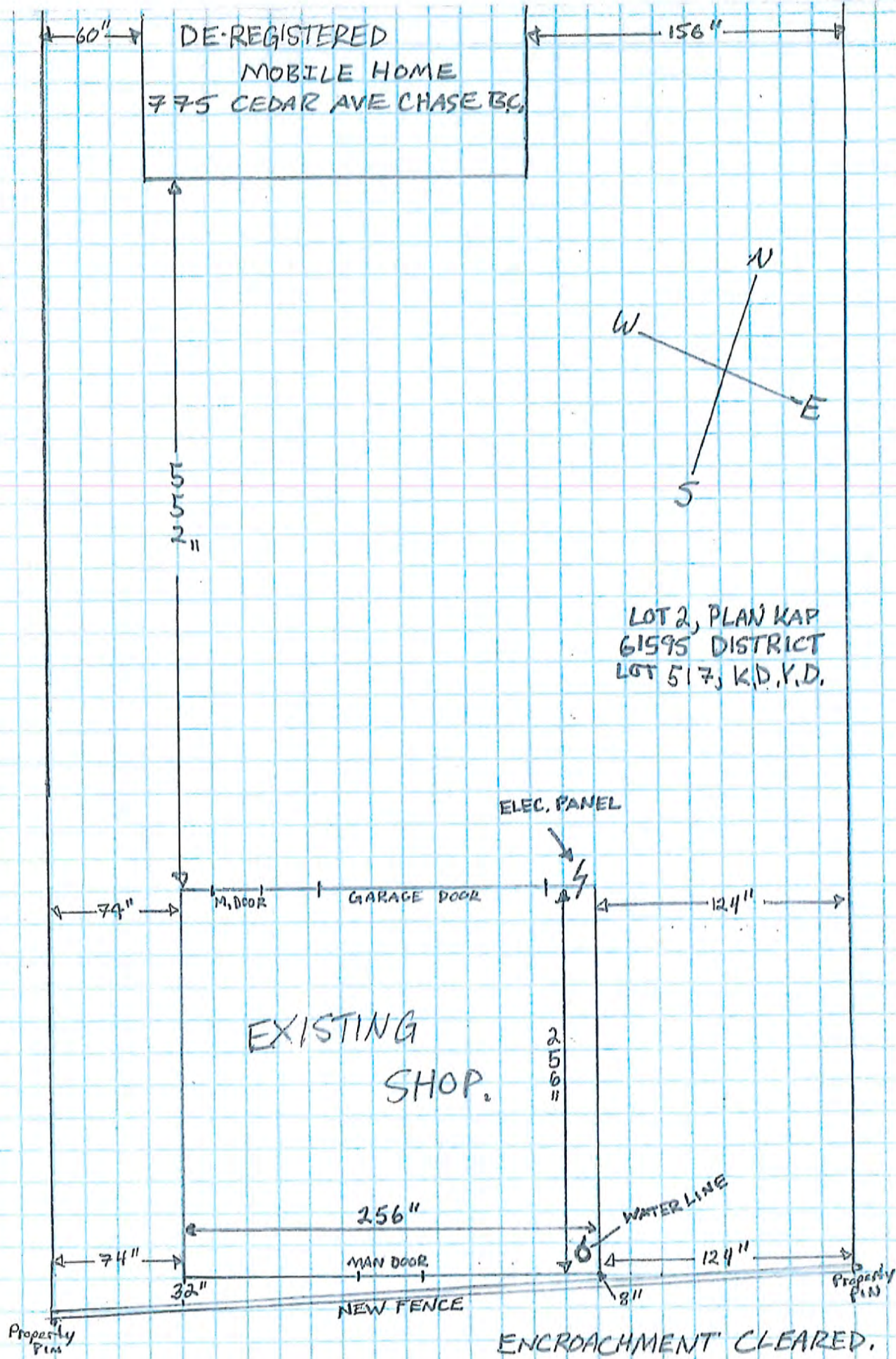
Ken Hynes  
5538 Ben Hynes rd.  
Harrogate, B.C.  
VOA 1J0 box43  
August 31, 2021

To: Village of Chase  
Re: Authorization for Jeffrey Milne / Development Variance Permit - 775 Cedar Ave, Chase,  
B.C. V0E 1M0

I Kenneth Hynes, owner of 775 Cedar Ave, Chase BC. Give Consent to Jeffrey Milne, to act  
on behalf of the property, as the future property owner. In applying for a Development  
Variance Permit..

Kenneth Hynes

A handwritten signature in black ink, appearing to read 'Ken Hynes', written below the printed name.







# **\*\*DRAFT\*\* Property Information Report**

Report Generated on: December 01, 2021 12:00:19 AM

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

775 Cedar Ave

## Parcel Description & Location

[More Details](#)

### Legal Description:

LOT 6 DISTRICT LOT 517 KAMLOOPS DIVISION YALE DISTRICT  
PLAN KAP62348

### Plan Number:

KAP62348

### Parcel Type (Class):

SUBDIVISION

### Owner Type:

PRIVATE

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

Square Meter:

639.24

Acre:

0.158

Hectare:

0.064

### Community: Chase

### Local Authority: Village of Chase

### School District: Kamloops/Thompson



## TNRD Services

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

[More Details](#)

### Water Service: N/A

### Sewer Service: N/A

### Fire Protection: N/A

## Future Debt (Loan Authorization)

(For enquiries, contact the Local Authority)

[More Details](#)

Future Debt: Unknown - contact Village of Chase for any future debt.

## Planning & Zoning

(For enquiries, contact the Local Authority)

[More Details](#)

### Zoning Bylaw: 683

### Zoning: R-4

### Lakeshore Development Guidelines (Intersect): No

### Lake Name: N/A

### Lake Classification: N/A

### Fringe Area: N/A

### Floodplain Information: Refer to Local Government floodplain regulation.

### Site Specific Zoning: Contact Local Authority

### Development Permit Area: N/A

### Official Community Plan Name: CONTACT LOCAL AUTHORITY

### OCP Designation: CONTACT LOCAL AUTHORITY

### Agriculture Land Reserve (Intersect): No

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

### Post-Wildfire Geohazard Risk Restrictions: Unknown

## Development Applications & Permits

- from July 2009 to Present (For enquiries, contact the Local Authority)

[More Details](#)

Folio:	Development Application Number:		Development Application Type:		Status:
Folio:	File Number:	Application Date:	Issued Date:	Completion Date:	Status:
512.00086.110	BP013762	Oct 16, 2014	Dec 22, 2014	Feb 02, 2016	COMPLETED
	Type of Construction:				
	Construct an accessory building				
Folio:	File Number:	Application Date:	Issued Date:	Completion Date:	Status:
512.00086.110	BP014798	May 03, 2017		Jan 29, 2018	CANCELLED
	Type of Construction:				
	Construct a carport addition to an existing manufactured home				
Folio:	File Number:	Application Date:	Issued Date:	Completion Date:	Status:
512.00086.110	BP014374	Jun 03, 2016	Jul 22, 2016	Apr 22, 2020	COMPLETED
	Type of Construction:				
	Construct an addition to an existing manufactured home				

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



<b>Folio:</b>	<b>File Number:</b>	<b>Application Date:</b>	<b>Issued Date:</b>	<b>Completion Date:</b>	<b>Status:</b>
512.00086.110	BP014502	Aug 19, 2016	Jan 26, 2018	Apr 12, 2018	COMPLETED
<b>Type of Construction:</b>					
Construct a carport					

<b>BC Assessment</b> (For enquiries, contact BC Assessment Authority)	<a href="#">More Details</a>
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<b>Folio:</b>	<b>Land Title PID:</b>	<b>Assess Year:</b>	<b>Land:</b>	<b>Improvement:</b>	<b>Property Class:</b>
512.00086.110	024-204-935	2021	\$56,700.00	\$111,000.00	1-Res
512.00086.110	024-204-935	2020	\$57,300.00	\$111,000.00	1-Res

<b>Folio:</b>	<b>Actual Use:</b>	<b>Manual class:</b>
512.00086.110	MANUFACTURED HOME (NOT IN MANUFACTURED HOME PARK)	Manufactured Home-Single Wide - Good Q