



## **AGENDA**

Regular Meeting of the Council of the Village of Chase  
to be held in the Council Chamber at the Village Office, 826 Okanagan Avenue, and via Zoom  
on December 12, 2023 at 4:00 p.m.

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**Join the meeting from your computer, tablet or smartphone:**

<https://us02web.zoom.us/j/82777763147?pwd=S3Y1NXBCUDRyOXIxckZybzFMTkRLdz09>

**Or join the meeting using your phone:**

Dial: 1-778-907-2071

Meeting ID: 827 7776 3147

Passcode: 523226

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

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

Resolution:

**“THAT the agenda of the December 12, 2023 Regular Meeting be adopted as presented.”**

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

#### **3.1 Minutes of the November 28, 2023 Special Meeting**

Pages 1-2

Resolution:

**“THAT the minutes of the November 28, 2023 Special Meeting be adopted as presented.”**

#### **3.2 Minutes of the November 28, 2023 Regular Meeting**

Pages 3-8

Resolution:

**“THAT the minutes of the November 28, 2023 Regular Meeting 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**

None

### **7. REPORTS**

a) Mayor and Council Reports

b) Staff Reports

Pages 9-11

## 8. UNFINISHED BUSINESS

### 8.1 Zoning Amendment – 607 3<sup>rd</sup> Avenue Pages 12-16

Report from the Director of Corporate Operations

Recommendation(s):

**“THAT the Village of Chase Zoning Amendment Bylaw No. 933-2023 be read a first time.”**

**“THAT the Village of Chase Zoning Amendment Bylaw No. 933-2023 be read a second time.”**

**“THAT the Village of Chase Zoning Amendment Bylaw No. 933-2023 be submitted to Public Hearing.”**

## 9. NEW BUSINESS

### 9.1 Zoning Amendment – 743 Cedar Avenue Pages 17-24

Report from the Director of Corporate Operations

Recommendation:

**“THAT the zoning amendment application for 743 Cedar Avenue be accepted, and Administration be directed to process the application, and draft a zoning amendment bylaw.”**

### 9.2 2024 Council Meeting Schedule Pages 25-27

Memo from the Corporate Officer

Recommendation:

**“THAT Council adopt the 2024 Council meeting schedule as presented.”**

## 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

Recommendation:

**“THAT Council recess to an In Camera meeting pursuant to Section 90 (1) (I) of the Community Charter, ‘discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98’ of the Community Charter.”**

## 13. RELEASE OF IN CAMERA ITEMS

## 14. ADJOURNMENT

Resolution:

**“THAT the December 12, 2023 Regular Meeting be adjourned.”**



## **MINUTES**

of the Special Meeting of the Council of the Village of Chase  
held in the Council Chamber at the Village office at 826 Okanagan Avenue, and via Zoom  
on Tuesday, November 28, 2023 at 9:00 a.m.

**PRESENT:** Mayor David Lepsoe  
Councillor Colin Connett  
Councillor Jane Herman  
Councillor Fred Torbohm

**In Attendance:** Joni Heinrich, Chief Administrative Officer  
Sean O'Flaherty, Director of Corporate Operations  
Deb Lovin, Chief Financial Officer  
Mike Baker, Public Works Manager

**1. CALL TO ORDER**

Mayor Lepsoe called the meeting to order at 9:00 a.m.

**2. ADOPTION OF AGENDA**

Moved by Councillor Herman  
Seconded by Councillor Torbohm

**“THAT the agenda of the November 28, 2023 Special Meeting be adopted as presented.”**

**CARRIED**

**#2023/11/28\_SP001**

**3. ADOPTION OF MINUTES**

None

**4. PUBLIC HEARINGS**

None

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

None

**6. DELEGATIONS**

None

**7. REPORTS**

None

**8. UNFINISHED BUSINESS**

None

**9. NEW BUSINESS**

None

**10. NOTICE OF MOTION**

None

**11. IN CAMERA**

Moved by Councillor Herman  
Seconded by Councillor Torbohm

**“THAT Council recess to an In Camera meeting pursuant to Section 90 (1) (I) of the Community Charter, ‘discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98’ of the Community Charter.”**

**CARRIED  
#2023/11/28\_SP002**

**13. RELEASE OF IN CAMERA ITEMS**

None

**14. ADJOURNMENT**

Moved by Councillor Connett  
Seconded by Councillor Herman

**“THAT the November 28, 2023 Special Meeting be adjourned.”**

**CARRIED  
#2023/11/28\_SP003**

The meeting concluded at 10:54 a.m.

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David Lepsoe, Mayor

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Sean O’Flaherty, Corporate Officer



## MINUTES

of the Regular Meeting of the Council of the Village of Chase  
held in the Council Chamber at the Village office at 826 Okanagan Avenue, and via Zoom  
on Tuesday, November 28, 2023 at 4:00 p.m.

**PRESENT:** Mayor David Lepsoe  
Councillor Colin Connett  
Councillor Jane Herman  
Councillor Fred Torbohm

**In Attendance:** Joni Heinrich, Chief Administrative Officer  
Sean O'Flaherty, Director of Corporate Operations  
Deb Lovin, Chief Financial Officer  
Mike Baker, Manager of Public Works

Public Participants: 12 in person, 3 via zoom

### 1. CALL TO ORDER

Mayor Lepsoe called the meeting to order at 4:00 p.m.  
The CAO introduced Mike Baker as the new Public Works Manager for the Village of Chase.

### 2. ADOPTION OF AGENDA

Moved by Councillor Torbohm  
Seconded by Councillor Herman

**"THAT the agenda of the November 28, 2023 Regular Meeting be adopted as presented."**

**CARRIED**  
**#2023/11/28\_001**

### 3. ADOPTION OF MINUTES

#### 3.1 Minutes of the November 7, 2023 Special Meeting

Moved by Councillor Connett  
Seconded by Councillor Herman

**"THAT the minutes of the November 7, 2023 special meeting be adopted as presented."**

**CARRIED**  
**#2023/11/28\_002**

#### 3.2 Minutes of the November 14, 2023 Regular Meeting

Moved by Councillor Herman  
Seconded by Councillor Torbohm

**"THAT the minutes of the November 14, 2023 Regular Meeting be adopted as presented."**

**CARRIED**  
**#2023/11/28\_003**

### 4. PUBLIC HEARINGS

None

## 5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

Angie McLaren, 462 Maple Place, advocated for the anti-idling education program as it is a project that is a 'low hanging fruit' and idling may have negative impacts to our health.

Don Erno, 326 Lakeshore Drive, advocated for the roof replacement at the curling rink, and thanked Council for considering this project.

## 6. DELEGATIONS

### 6.1 Chase RCMP Report

Sargeant Barry Kennedy introduced Staff Sargeant Begg, advisory NCO from Kelowna and gave an overview to Council of the crime statistics for the past few years. He noted that the majority of calls to the Chase detachment are property crime related and more recently mental health calls are being received. In the summer months they receive additional funds to help with RCMP presence at local events. He added that Chase Citizens on Patrol are extremely helpful to the local RCMP efforts, as are the local guards and the police based victim services.

### 6.2 Shuswap Trail Alliance – 2024-2027 Operational Agreement

Jen Bellhouse, Executive Director of the Shuswap Trail Alliance provided information to Council regarding the make-up of the alliance, its purposes and functions, and what accomplishments have been made this past year. She requested of Council to continue to financially support the work of the STA and the Regional Trails Roundtable.

6.3 Mr. Stevens was unable to attend the meeting to deliver a FireSmart presentation.

## 7. REPORTS

### a) Mayor and Council Reports

#### Mayor Lepsoe

November 16 - Grand opening of the Swelaps Market in Kamloops

November 17 – SILGA Budget 101 seminar

November 22 – Downtown Improvement plan workshop

November 23 – Regular TNRD meeting. Kamloops search and rescue are looking for a new larger base location.

November 24 – 5 community meeting (3 local Indigenous communities, Salmon Arm and Chase) – main topic was coordination of health services amongst communities.

November 28 – Council strategic planning session

#### Councillor Herman

November 14 - Regular Council meeting

November 15 – Choose Chase meeting

November 17 – SILGA local government budgeting 101 seminar

November 20 – Climate Action committee meeting

November 22 – Downtown Improvement Plan workshop

November 24 – 5 community meeting at Neskonlith Health Centre in Salmon Arm

November 24-26 – Volunteered at Regional Intercluc Figure Skaing Championships hosted by our local figure skating club – Shuswap Skating Club

November 28 – Council strategic planning session

Councillor Connett

November 14 – Regular Council meeting  
November 17 – SILGA Budgeting 101 seminar  
November 22 – Downtown Improvement Plan workshop  
November 28 – Strategic planning workshop

Councillor Torbohm

November 14 – Regular Council meeting  
November 22 – Downtown Improvement Plan workshop  
November 24 – 5 community meeting at Neskonlith Health Centre in Salmon Arm  
November 28 – Strategic planning workshop

Moved by Councillor Torbohm

Seconded by Councillor Herman

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

**CARRIED**

**#2023/11/28\_004**

**8. UNFINISHED BUSINESS**

**8.1 Chase Rotary Club – Proposed Playground equipment - Centennial Park**

Moved by Councillor Herman

Seconded by Councillor Torbohm

**“THAT Council accept the proposed Centennial Park playground equipment donation in principle from the Chase Rotary Club, and direct staff to send a letter of gratitude, complete with a commitment to maintain the equipment as needed in perpetuity.”**

**CARRIED**

**#2023/11/28\_005**

**8.2 Oncore Senior Services Society – Thank You Letter and OCP Excerpts**

Moved by Councillor Torbohm

Seconded by Councillor Connett

**“THAT the letter from Oncore Seniors Society thanking the Village of Chase for its support regarding a proposed low cost seniors housing facility in Chase, and accompanying Chase Official Community Plan excerpts relating to housing, be received for information.”**

**CARRIED**

**#2023/11/28\_006**

**8.3 Chase and Area Family Services Society – 2023 Post Event Summary**

**2023 Grant in Aid Program**

Moved by Councillor Connett

Seconded by Councillor Torbohm

**“THAT the report from the Chase and Area Family Services Society regarding their activities in 2023 that were supported by a grant-in-aid from the Village of Chase be received for information.”**

**CARRIED**

**#2023/11/28\_007**

**8.4 Trombia Street Sweeper Update**

Moved by Councillor Herman

Seconded by Councillor Torbohm

**“THAT Council receive the update on the street sweeper as information.”**

**CARRIED**

**#2023/11/28\_008**

8.5 Curling Rink Roof

Moved by Councillor Torbohm

Seconded by Councillor Herman

**“THAT Council authorize a budget amendment by increasing the “Capital Building Maintenance” for the Curling rink by \$110,000 and authorize the use of the Canada Community Building Fund (Gas Tax Fund) to fund the project; AND,**

**THAT Council award the Curling rink roof replacement project to Olympic Roofing Ltd. in the amount of \$103,224.27 + taxes.”**

**CARRIED**

**#2023/11/28\_009**

**9. NEW BUSINESS**

9.1 Zoning Amendment – 607 3<sup>rd</sup> Avenue

Moved by Councillor Herman

Seconded by Councillor Torbohm

**“THAT Administration be directed to proceed with a zoning amendment for 607 3rd Avenue, and draft a zoning amendment bylaw.”**

**CARRIED**

**#2023/11/28\_010**

9.2 Development Variance Permit DVP #4-2023, 515 Pine Street

Moved by Councillor Connett

Seconded by Councillor Torbohm

**“THAT Council accept the application and direct Administration to draft a Development Variance Permit, and initiate the referral process.”**

**CARRIED**

**#2023/11/28\_011**

9.3 Development Variance Permit DVP #5-2023, 607 3<sup>rd</sup> Avenue

Moved by Councillor Torbohm

Seconded by Councillor Herman

**“THAT Council accept the application and direct Administration to draft a Development Variance Permit, and initiate the referral process.”**

**CARRIED**

**#2023/11/28\_012**

9.4 Chase Lions RV Park Financial Summary January 1 - October 31, 2023

Moved by Councillor Torbohm

Seconded by Councillor Herman

**“THAT the Chase Lions RV Park detailed income statement showing revenues and expenses as well as expended net revenues for community benefit for 2023 be received.”**

**CARRIED**

**#2023/11/28\_013**

9.5 Climate Action Committee Update and Proposed Anti-Idling Education Program

Moved by Councillor Herman

Seconded by Councillor Torbohm

**“THAT Council supports an Anti-Idling educational campaign in Chase being led by the Climate Action Committee; AND,**

**That the Village provide signage (funded through Public Works roads budget) to support the campaign with signs installed on existing poles in various locations in Chase.”**

**CARRIED**

**#2023/11/28\_014**

**Councillor Connott OPPOSED**

9.6 FireSmart Coordinator Funding Application

Moved by Councillor Herman

Seconded by Councillor Connott

**“THAT Council supports the application for funding for a FireSmart Coordinator; AND,**

**THAT the Village will provide overall grant management for the program.”**

**CARRIED**

**#2023/11/28\_015**

9.7 2024 Council Remuneration

Moved by Councillor Herman

Seconded by Mayor Lepsoe

**“THAT That Council approve the 2024 Council Remuneration with an increase of 2% over current remuneration.”**

**DEFEATED**

**#2023/11/28\_016**

**Mayor Lepsoe in FAVOUR**

9.8 2023 Christmas Holiday Office Closure

Moved by Councillor Herman

Seconded by Councillor Torbohm

**“THAT Council approves the closure of the Municipal Hall to the public effective Monday, December 25, 2023 reopening Tuesday, January 2, 2023; AND;**

**THAT Council direct staff to develop a Holiday Closure Policy”.**

**CARRIED**

**#2023/11/28\_017**

9.9 2024 Local Government Leadership Academy Education Forum

Moved by Councillor Connott

Seconded by Councillor Torbohm

**“THAT Council approve the attendance of any member of Council wishing to attend the 2024 LGLA Forum with costs paid for by the Village of Chase.”**

**CARRIED**

**#2023/11/28\_018**

**10. NOTICE OF MOTION**

None

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

Rick Berrigan of 1233 Bay Drive welcomed Mike Baker as the new Public Works Manager, and gave 'kudos' to Council for not giving themselves a raise.

Blaine Covington of 420 Juniper Street thanked Council on behalf of the Curling Club for providing the funds to fix the roof of the Curling Rink.

Len McLean of 371 Juniper spoke about the recent structure fire at Parkside and asked why the Village denied the use of the Community Hall for the evacuated residents.

The CAO stated the following:

- The Village did not deny use of the Community Hall in fact the Village public works staff set up tables and chairs for the evacuees
- A member of the Village staff asked a Legion member if the Legion could be used primarily because it had tables and chairs set up, coffee and other beverages were readily available and lunch and snacks could be easily provided
- The TNRD emergency coordinator obtained a task number and mobilized Emergency Support Services in Kamloops as the Village staff were told that approximately 35 people would need to be housed for several days if not longer
- Staff members of Interior Health at some point became involved and did not want the residents going to the hotel that had been procured in Kamloops and ultimately made other arrangements for the residents

She added that the Village staff will be speaking with Interior Health about Parkside so that in future events there is no confusion as to who is responsible for the residents that are not under Interior Health's care at Parkside.

Angie McLaren of 462 Maple Place thanked Council for supporting the anti-idling education project.

**12. IN CAMERA**

None

**13. RELEASE OF IN CAMERA ITEMS**

None

**14. ADJOURNMENT**

Moved by Councillor Connett

Seconded by Councillor Torbohm

**"THAT the November 28, 2023 Regular Meeting be adjourned."**

**CARRIED  
#2023/11/28\_019**

The meeting concluded at 5:19 p.m.

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David Lepsoe, Mayor

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Sean O'Flaherty, Corporate Officer



## VILLAGE OF CHASE

### Memorandum

**Date:** December 6, 2023

**To:** Mayor and Council

**From:** Sean O'Flaherty, Director of Corporate Operations

**RE:** Activities undertaken from November 13, 2023 to December 6, 2023

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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
- Ongoing human resource management
- Liaising with the Building Inspector on zoning confirmation matters
- Weekly staff meetings
- Coordinate Village communications through social media, the Village's website, and the Sunflower

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

- Processed 1 Comfort Letters
- Processed 0 Building Permit
- Approved 0 new Business License
- Continue to add businesses that comply with water cross-connection requirements
- Working on civil work application for multi-family project at 116 MacPherson
- Working on WWTP infrastructure upgrade project
- Working through multiple FOI requests
- Meeting with Gentech on Hillside Road infrastructure planning
- Cremation Garden design meeting
- Mill Park Boat Launch concept planning meeting
- LGCAP meeting with ministry bureaucrats
- Attended a legal seminar
- MoTI winter shutdown walkthrough with ministry staff
- Inspection programme for Coburn bridge in-effect
- Attended a Council workshop centred on strategic planning
- Coordinating curling rink roof replacement
- Completed sale of CPR lands to Chase Devco
- Performed many election duties
- Began accepting nomination papers for by-election
- Attended a wildfire debrief hosted by the TNRD

Bylaw Enforcement

- Bylaw Enforcement activity is normal.

Dog Control

- Dog control matters are normal.

Respectfully submitted,

A handwritten signature, possibly "Joni Heinrich", written in black ink over a horizontal line.

Approved for Council Consideration by CAO

A handwritten signature, possibly "Joni Heinrich", written in black ink over a horizontal line.



## VILLAGE OF CHASE

### Memorandum

**Date:** November 26, 2023  
**To:** Mayor and Council  
**From:** Fire Chief  
**RE:** Fire Chief's report for November 2023

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#### Fire Calls - 5

1 BCEHS lift assist, 1 Contents fire, 2 Fire Burning Complaint, 1 Faults Alarm

#### Rescue Calls - 1

Stood down on arrival.

#### First Responder calls – 1

Shortness of breath

Chase Fire Rescue has 25 members, 3 on Leave of Absence (LOA), including 1 Junior and 18 with their Exterior Operation Certification.

Rescue is functioning well with a good turn out on training days.

Training this month focused on Thermal Imaging Cameras, Forcible Entry and SCBA.

Respectfully submitted,

Brian Lauzon

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Approved for Council Consideration by CAO

*Jon Heinrich*

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## ***Village Of Chase***

### ***Administrative Report***

**TO: Mayor and Council**

**FROM: Director of Corporate Operations**

**DATE: December 6 2023**

**RE: Zoning Amendment Bylaw – 607 3<sup>rd</sup> Avenue**

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#### **ISSUE/PURPOSE**

To amend Zoning Bylaw 683-2006 by adding a zoning designation to 607 3<sup>rd</sup> Avenue (PLAN EPP82790) of *R-1, Low Density Residential*.

#### **OPTIONS**

1. Read the bylaw twice and then send to a Public Hearing
2. Do not advance the bylaw

Council can proceed with reading the bylaw a first time, a second time, and send the bylaw to a Public Hearing. This is the recommended option.

#### **HISTORY/BACKGROUND**

The subject land was formerly a road, a remainder part of a 1978 subdivision that created the 3<sup>rd</sup> Avenue residential subdivision. A Riparian Areas Regulation assessment was completed on June 9, 2018 which confirmed that the lot is available to be used as a residential building lot, appropriately sized for the envelope of a standard single family dwelling. A road closure was completed September 1, 2022 as ordered from the Minister of Transportation and Infrastructure.

Council released the following In-camera resolution:

#2023/11/07\_IC003

*“THAT staff prepare this Village-owned property for future sale on the open market by installing a water and sewer connection and initiating the Development Variance Permit process to reduce the front parcel line setback from 6.0m to 4.0m.”*

#### **DISCUSSION**

Included in this Report to Council is:

- Zoning Amendment Bylaw 933-2023
- Property Information Report

### **FINANCIAL IMPLICATIONS**

This is an internal application. The Village owns this land asset last appraised in 2018 at a value of \$103,000.

The Village's approximate cost to date to close the road (including the legal survey, RAR, appraisal, and legal costs related to land titles) and raise title is \$9,000.

The proceeds from the sale of the property are earmarked to pay for the acquisition of lands needed to complete the Shepherd Road thoroughfare.

### **POLICY IMPLICATIONS**

Section 460 of the *Local Government Act* regulates amendments to land use bylaws. Section 464 of the *Local Government Act* states that a Public Hearing is necessary on all land use amendments except when already consistent with the Official Community Plan. Furthermore, all property owners within 50m of the subject property will be notified of the pending application in advance of any Public Hearing. There is also a requirement to advertise in local newspapers.

The use of land is regulated by the Village's Zoning Bylaw #683, and the Official Community Plan (OCP). The proposed use of the land is consistent with Chase's OCP.

### **RECOMMENDATION**

**"THAT the Village of Chase Zoning Amendment Bylaw 933-2023 be read a first time."**

**"THAT the Village of Chase Zoning Amendment Bylaw 933-2023 be read a second time."**

**"THAT the Village of Chase Zoning Amendment Bylaw 933-2023 be submitted to Public Hearing."**

Respectfully submitted,



Approved for Council Consideration by CAO





# Property Information Report

Report Generated on: November 22, 2023 12 01:14 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)

## Parcel Description & Location

[More Details](#)

### Legal Description:

THAT PART OF DISTRICT LOT 517 KAMLOOPS DIVISION YALE  
DISTRICT SHOWN ON PLAN EPP82790

### Plan Number:

EPP82790

### Parcel Type (Class):

SUBDIVISION

### Owner Type:

MUNICIPAL

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

#### Square Meter:

1283.19

#### Acre:

0.317

#### Hectare:

0.128

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: b'Unknown - contact Village of Chase for any future debt.'

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

[More Details](#)

Zoning Bylaw: 683

Zoning: AF-1

Lakeshore Development Guidelines (Intersect): Yes

Lake Name: Little Shuswap Lake

Lake Classification: Development Lake, Special Case Lake

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): Yes

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

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

[More Details](#)

Folio:	Land Title PID:	Assess Year:	Land:	Improvement:	Property Class:
512.00411.320	030-571-588	2023	\$215,000.00	\$0.00	1-Res

Folio:	Actual Use:	Manual class:
512.00411.320	VACANT RESIDENTIAL LESS THAN 2 ACRES	None

**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](#).

**VILLAGE OF CHASE  
BYLAW NO. 933 - 2023**

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

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

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

**AND WHEREAS** the zoning amendment conforms to the Village of Chase Official Community Plan Bylaw No. 896-2021 as amended from time to time;

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

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

1. This Bylaw shall be cited for all purposes as “Village of Chase Zoning Amendment Bylaw No. 933- 2023”.
2. That the Village of Chase Zoning Bylaw No. 683-2006 is hereby amended by implementing a zoning designation on PLAN EPP82790 (607 3rd Avenue) of “*R-1, Low Density Residential*.”

READ A FIRST TIME THIS \_ DAY OF \_, 2023

READ A SECOND TIME THIS \_ DAY OF \_, 2023

PUBLIC HEARING HELD THIS \_ DAY OF \_, 2024

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

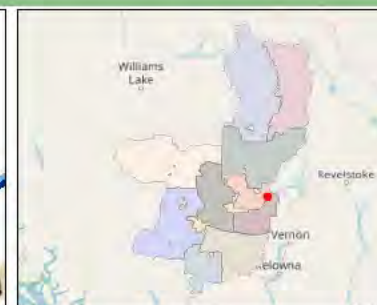
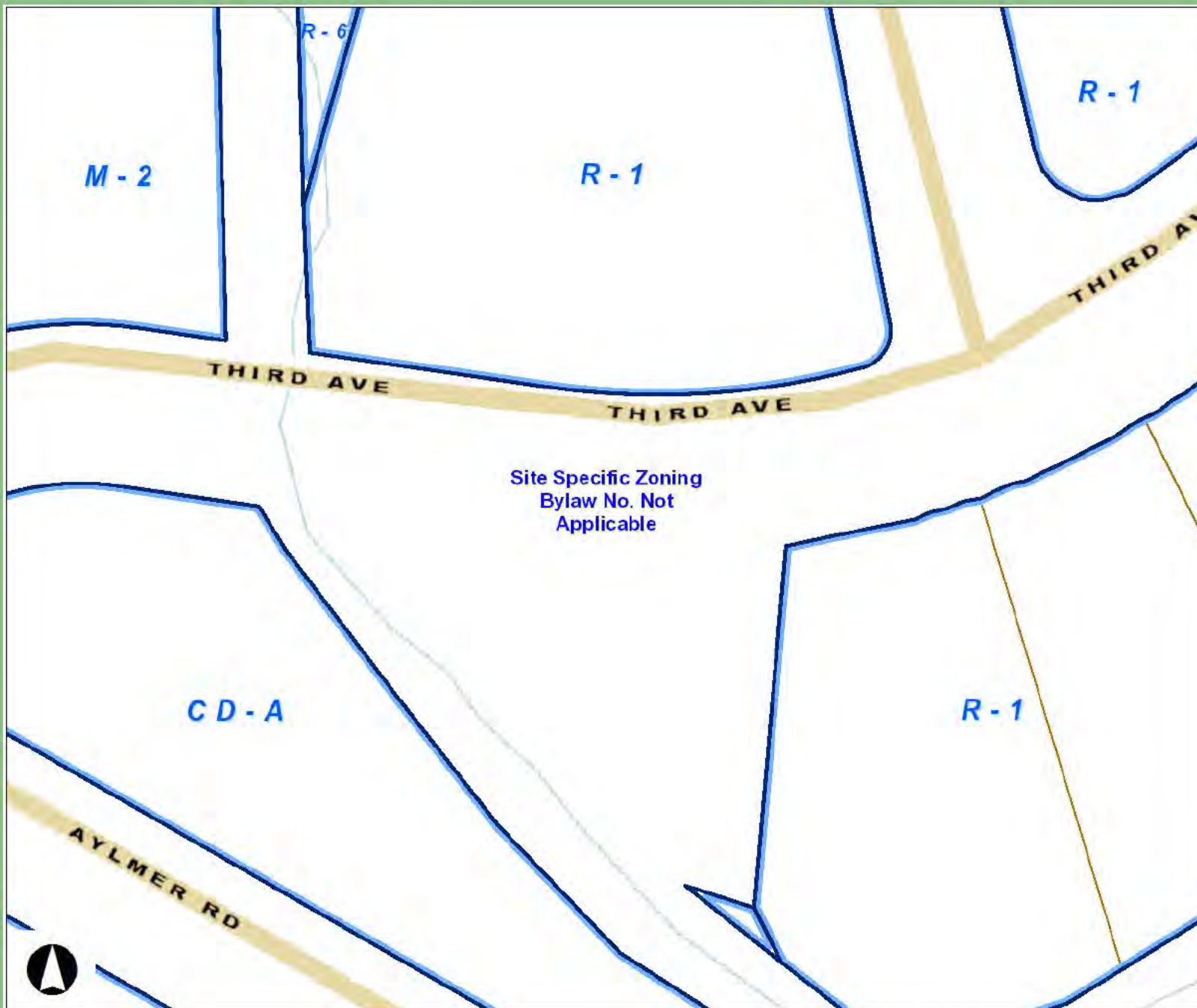
ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_

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David Lepsoe, Mayor

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Sean O’Flaherty, Corporate Officer



### Legend

- Site Specific Zoning
- Zoning Outline
- Emergency Services**
  - Police Station
  - Ambulance Station
  - Fire Station
  - Hospital
  - Local Authority Office
- Facility**
  - Other
  - Cemetery
  - Community Hall
  - Education
  - Emergency Response
  - Government Building
  - Health
  - Landmark
  - Recreation
  - Transportation
  - Utility
- Parcel
- TNRD Boundary (Outline)
- Administrative Boundary (Outline)



0.1 0 0.03 0.1  
 1:1,128  
 Kilometers  
 Projection: WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere June 7, 2018

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

Author:



## ***Village Of Chase***

### ***Administrative Report***

**TO: Mayor and Council**

**FROM: Director of Corporate Operations**

**DATE: December 5 2023**

**RE: Zoning Amendment – Secondary Suite, 743 Cedar Avenue**

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#### **ISSUE/PURPOSE**

To amend Zoning Bylaw 683-2006 by changing the zoning designation at 622 3<sup>rd</sup> Avenue from *R-1, Low Density Residential* to *R-1SS, Low Density Residential with Secondary Suite*. The applicant intends to install a secondary suite.

#### **OPTIONS**

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

Council has the option to not accept the application. If Council chooses to not accept the application the applicant will be informed that the application was refused and a partial refund will be provided. Alternatively, Council can accept the application, proceed with consideration of an amendment to the bylaw, to be followed by a Public Hearing on the matter. This is the recommended option.

#### **HISTORY/BACKGROUND**

The subject property is located in R-1, Low Density Residential which does not allow secondary suites. A secondary suite can only be permitted through a zoning amendment.

#### **DISCUSSION**

The secondary suite can occupy only 40% of the house.

Included in this Report to Council is:

- Application
- Property Information Report

#### **FINANCIAL IMPLICATIONS**

The applicant has paid the \$800 zoning amendment application.

## **POLICY IMPLICATIONS**

Section 460 of the *Local Government Act* regulates amendments to land use bylaws. Section 464 of the *Local Government Act* states that a Public Hearing is necessary on all land use amendments. Furthermore, all property owners within 50m of the subject property will be notified of the pending application in advance of any Public Hearing. There is also a requirement to advertise in local newspapers.

The proposed residential use of the land is consistent with Chase's OCP particularly section 12.2.1.13.

## **RECOMMENDATION**

**THAT the zoning amendment application for 743 Cedar Avenue be accepted, and Administration be directed to process the application, and draft a zoning amendment bylaw.**

Respectfully submitted,

A handwritten signature, likely of Joni Heinrich, written in dark ink. The signature is stylized and cursive, with a horizontal line underneath it.

Approved for Council Consideration by CAO

A handwritten signature, likely of Joni Heinrich, written in dark ink. The signature is stylized and cursive, with a horizontal line underneath it.

## VILLAGE OF CHASE

### Application for Zoning Bylaw and/or Official Community Plan Amendment

1. Registered property owner's name, address and telephone number  
Kyle, Enya Radcliffe 743 Cedar Ave Chase B.C V0E 1M0 [REDACTED]
2. Authorized agent's name, address and telephone number *(If agent is handling application, please supply written authorization from owner)*
3. Legal description and Property Identification Number of subject property  
Lot 9, Plan KAP29079, District Lot 517, Kamloops Div of Yale land district, PID: 004-450-582
4. Approximate area of subject property  
13,500 sqft
5. Existing use of subject property  
Residential
6. Existing use of adjacent property  
Residential
7. Description of project or situation necessitating your application  
To Add a in-law suite to allow us to take care of aging parents.
8. Zoning Designation
  - Existing R1
  - Proposed R1-SS
9. Official Community Plan Designation
  - Existing Residential
  - Proposed Residential
10. Is the subject property within the floodplain of the Little Shuswap Lake, South Thompson River or Chase Creek?  
Yes X No


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

Signature of Own

[REDACTED]

11/24/2023  
Date

Chase, British Columbia

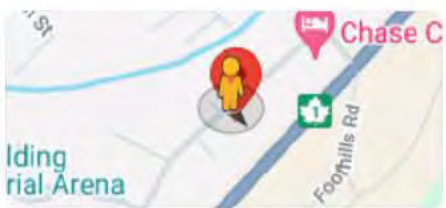
 Google Street View

Sep 2022

[See more dates](#)



Image capture: Sep 2022 © 2023 Google



CHASE, BC V0E 1M0  
BUILDING PERMIT PLANS - ISSUED 12-JUN-23

PROJECT ADDRESS: 743 OXFORD AVE CHASE, BEVERLY HILLS  
 (LOCAL DESCRIPTION OF PROJECT): 101 EMBROIDERY GARDEN, 2222 OXFORD AVE, 2010  
 PO BOX 480, MO.

Rock	6.0 m
Soil (surface)	1.2 m
RA2	6.0 m
(OT 55)	1.30 m
PROPOSED LOT COVERAGE	20.5 m <sup>2</sup> / 1,664.60 m <sup>2</sup> (38%)
ADJUTANT BUILDING HEIGHT	8 m
PROPOSED BUILDING HEIGHT	12.2 m (40')

2014-18 FLOOD PLAIN INTEREST	NO
2014-18 FLOOD PLAIN INTEREST	NO
FLOOD PLAIN ELEVATION	N/A
DESTRUCTION FLOOD ELEVATION	NO
AND INTEREST	NO
PER DEPARTMENT IS ANY RESPONSE	NO
SET & USE SUBJECT	NO
SPRINKLER AREA INTEREST	NO
CONSTRUCTION INTEREST	NO

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CLIMATE ZONE	ZONE 1 - Colder AC
OCCUPANCY TYPE	GROUP 1 - RESIDENTIAL, OFFICE
Building Area	
SPRINKLER FLOOR	1,471 SF
SPRINKLER GARAGE	454 SF
SPRINKLER STOR.	300 SF
Unsprinkled Footprint	2,445 SF (2250 sq ft)
PROPOSED WORK FLOOR	1,471 SF (1200 sq ft)
PROPOSED OFFICE FLOOR	454 SF
SPRINKLER GARAGE	454 SF (300 CHANGING)
SPRINKLER STOR.	300 SF (300 CHANGING)
PROPOSED FOOTPRINT	2,445 SF (2250 SF) (200 CHANGING)

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE IRC BUILDING CODE AND ALL OTHER LOCAL BUILDING CODES AND ORDINANCES.

2. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, DETAILS, STRUCTURE, MATERIALS AND CONDITIONS SHOWN ON THE DRAWINGS OF RECORD AND THE SPECIFICATIONS PRIOR TO THE START OF ANY WORK OR ORDERING OF MATERIALS, AND SHALL REPORT ANY PROPOSED CHANGES OR ANY ERRORS OR OMISSIONS TO THE DESIGNER IMMEDIATELY.

3. The construction of conventional WSDs is not necessarily based on any standards from the drawings and specifications, or from conditions encountered at the job site. So, WSDs often fail to

4. THE DESIGNER SHALL NOT BE RESPONSIBLE FOR ANY DISCREPANCY FROM THE DRAWINGS AND SPECIFICATIONS AUTHORIZED BY ANY FOREIGN AUTHORITY DUE TO THE LOSS OF OR DAMAGE TO THE ORIGINALS.

3. 1-4 (EFFECTOR OR OWNERS) MUST RESPOND FOR CORRECT PLACEMENT OF THE BUILDING ON THE SITE, STAGE OF BUILDING AND BE VERIFIED BY A LOCAL LAND SURVEYOR PRIOR TO PLACING AND CONCRETE, AND MUST BE IN

4. THE DESIGNER SHALL NOT BE RESPONSIBLE FOR ANY CONDITIONS SUCH AS BEARING CAPACITY, DEPTH OF WATER TABLE OR FLOOD STRUCTURES.

8. LAMINATE DRAWING & DESIGN ITS NAME & DESIGN ACCORDING TO ALL THE WORK IN PROGRESS.

9. WRITTEN COMBINATION MAP PREPARES OVER SCALED DYNAMIC DRAWING(S) ARE NOT INTENDED TO BE SCALED.

11. ALTHOUGH THIS BUILDING IS DESIGNED USING STANDARD ENGINEERING AND

CONTRACTOR OR OWNER SHALL BE RESPONSIBLE FOR MAKING ARRANGEMENTS FOR SUCH SERVICE.

f. All extrajurisdictional deaths and all grave injuries and this subject after the deaths cannot be removed from the domain for consideration.

1. BUILDING MUST COMPLY WITH THE PRESCRIPTIVE REQUIREMENTS OF SECTIONS 9.5.1 THROUGH 9.5.4 OF CBC.

- [illegible]

Author	Method	Year
...	...	...

[illegible]

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743 CEDAR AVE - RENOVATIONS

REVISIONS	DESCRIPTION
NO. DATE	BY - JSS/BC
1 12-30-21	

## PROJECT OVERVIEW

PROJECT INFORMATION:  
SITE ADDRESS: 473 CEDAR AVE. CHASE, BC V6E 1A9  
LEGAL: LOT 9 DISTRICT LOT 517 KAMLOOPO DIVISION TALE  
DISTRICT PLAN 2007

CLARENCE  
FIVE & DVA RAC  
745 CEDAR AVE  
CHASE BC 101

DRAWN BY:  
CHECKED BY:  
PROJECT NUMBER:  
DATE:  
SCALE:



Page 21 of 27

DRAWINGS SCALED TO ARCH D  
(24" X 36") PAPER SIZE



**CONSTRUCTIVIST ASSUMPTIONS**

**1.1** **WHICH ASSUMPTIONS ARE ASSOCIATED WITH CONSTRUCTIVISM?**  
Constructivism is a learning theory that suggests that people construct their own meaning of the world through their experiences and interactions with others. It is a social and cultural process. Key assumptions include:  
• Knowledge is constructed by the learner.  
• Learning is an active process.  
• Learning is a social process.  
• Learning is a cultural process.  
• Learning is a contextual process.

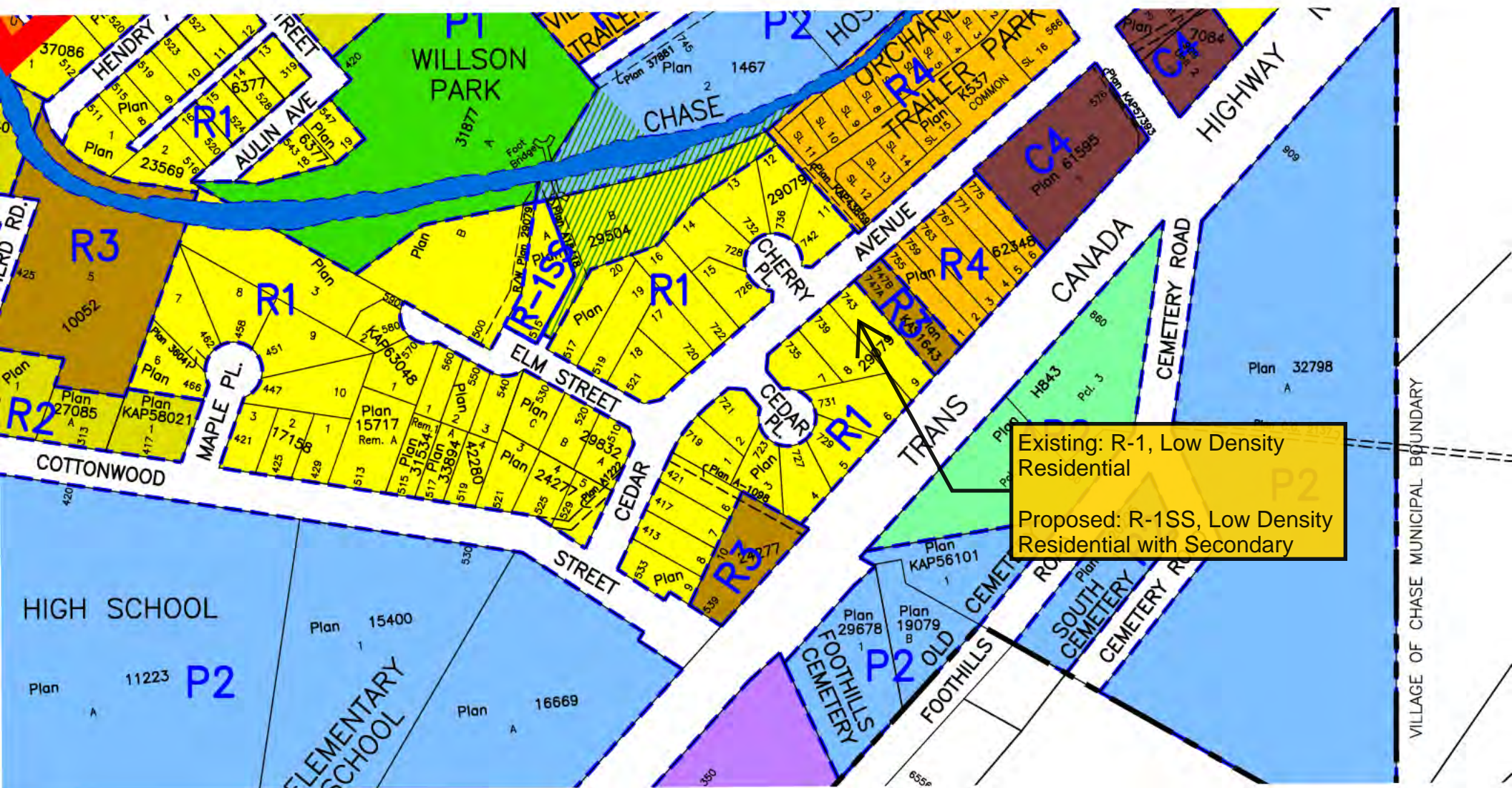
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**1.5** **WHICH ASSUMPTIONS ARE ASSOCIATED WITH CONSTRUCTIVISM?**  
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• Learning is an active process.  
• Learning is a social process.  
• Learning is a cultural process.  
• Learning is a contextual process.







# Property Information Report

Report Generated on: December 04, 2023 12 01:14 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)

743 Cedar Ave

## Parcel Description & Location

[More Details](#)

### Legal Description:

LOT 9 DISTRICT LOT 517 KAMLOOPS DIVISION YALE DISTRICT  
PLAN 29079

### Plan Number:

KAP29079

### Parcel Type (Class):

SUBDIVISION

### Owner Type:

PRIVATE

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

#### Square Meter:

1246.37

#### Acre:

0.308

#### Hectare:

0.125

### 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:** b'Unknown - contact Village of Chase for any future debt.'

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

[More Details](#)

### Zoning Bylaw: 683

### Zoning: R-1

### 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

### OCF 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:
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Type of Construction:

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

[More Details](#)

Folio:	Land Title PID:	Assess Year:	Land:	Improvement:	Property Class:
512.00083.009	004-450-582	2023	\$136,000.00	\$562,000.00	1-Res

Folio:	Actual Use:	Manual class:
512.00083.009	SINGLE FAMILY DWELLING	1 STY SFD - NEW STANDARD

**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](#).



## VILLAGE OF CHASE

### Memorandum

**TO:** Mayor and Council  
**FROM:** Corporate Officer  
**DATE:** December 8, 2023  
**RE:** 2024 Council Meeting Schedule

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#### **ISSUE/PURPOSE**

To establish the 2024 Council meeting schedule.

#### **OPTIONS**

1. Adopt the 2024 Council meeting schedule as presented.
2. Amend and adopt the 2024 Council meeting schedule.

#### **HISTORY/BACKGROUND**

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

Meetings of Council generally take place on the second and fourth Tuesdays of each month in the Chase Community Hall at 547 Shuswap Avenue, Chase, B.C. and begin at 4:00 p.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 No. 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". Both the Union of British Columbia Municipalities (UBCM) and SILGA conventions are scheduled for dates that do not conflict with the second and fourth Tuesdays.

#### **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.

**RECOMMENDATION**

**“THAT Council adopt the 2024 Council meeting schedule as presented.”**

Respectfully submitted,

A handwritten signature in black ink, appearing to be "Joni Heinrich", written over a horizontal line.

Approved for Council Consideration by CAO

A handwritten signature in black ink, appearing to be "Joni Heinrich", written over a horizontal line.

# 2024 Council Calendar

January						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30				

May						
Su	Mo	Tu	We	Th	Fr	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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21	22	23	24	25	26	27
28	29	30	31			



August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

 Regular Council Meeting  
 Statutory Holiday

 SILGA 2024  
 UBCM 2024