



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 January 23, 2024 at 4:00 p.m.

Join the meeting from your computer, tablet or smartphone:

<https://us02web.zoom.us/j/86929971520?pwd=aU1UMXJvZi9WTXdpWEFHVdKdUZtdz09>

Or join the meeting using your phone:

Dial: 1-778-907-2071

Meeting ID: 869 2997 1520

Passcode: 946548

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Resolution:

“THAT the agenda of the January 23, 2024 Regular Meeting be adopted as presented.”

3. ADOPTION OF MINUTES

3.1 Minutes of the January 9, 2024 Regular Meeting

Pages 1-6

Resolution:

“THAT the minutes of the January 9, 2024 Regular Meeting be adopted as presented.”

3.2 Minutes of the January 9, 2024 Public Hearing

Pages 7-8

Resolution:

“THAT the minutes of the January 9, 2024 Public Hearing 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

7. REPORTS

a) Mayor and Council Reports

8. UNFINISHED BUSINESS

8.1 Building Regulations Amendment Bylaw No. 929-2024

Pages 9-11

Recommendation:

“THAT Building Regulations Amendment Bylaw No. 929-2024 be adopted.”

8.2 Zoning Amendment Bylaw – 743 Cedar Avenue Pages 12-16

Report from the Director of Corporate Operations

Recommendation:

“THAT the Village of Chase Zoning Amendment Bylaw 934-2024 be read a first time.”

Recommendation:

“THAT the Village of Chase Zoning Amendment Bylaw 934-2024 be read a second time.”

Recommendation:

“THAT the Village of Chase Zoning Amendment Bylaw 934-2024 be read a third time.”

8.3 838 Shuswap Avenue – Land Disposition Pages 17-20

Report from the Director of Corporate Operations

Recommendation:

“THAT Council accept the appraisal report from Cosh Property Appraisals, and sell approximately 127m² of unused and undeveloped Village property to the owners of 838 Shuswap Avenue at the appraised rate of \$22,912.”

8.4 Notice of Motion – Speed Signs (5 Locations)

Councillor Connett raised a Notice of Motion at the January 9, 2024 Council meeting regarding the purchase and installation of five radar speed signs in Chase.

Councillor Connett to provide some information for Council to consider.

Recommendation:

Council direction is requested.

9. **NEW BUSINESS**

9.1 Bylaw No. 935-2024 2023 to 2027 Amended Financial Plan Bylaw Pages 21-24

Report from the Chief Financial Officer

Recommendation:

“THAT the Village of Chase 2023 to 2027 Amended Financial Plan Bylaw No. 935-2024 be given First, Second, and Third readings.”

9.2 2024 Grants-in-Aid Application Pages 25-54

Report from the Chief Financial Officer

Recommendation:

“THAT Council approves the funding for the Chase and Area Family services as follows:

1. Water service installation at Willson Park: \$15,000 to be funded through the Canada Community Building fund (formerly Gas Tax)

2. Purchase of Garden Shed: \$5,785 to be funded through the Grants-in-Aid budget.”

9.3 Early Budget Approval for Purchase of Fire Dept. Air Compressor Pages 55-56

Report from the Chief Financial Officer

Recommendation:

“THAT Council provide pre-budget approval to purchase an air compressor for the Fire Department at a maximum cost of \$55,000, \$30,000 of which is grant funded with the unfunded portion of \$25,000 expended from the Village’s surplus funds.”

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

“THAT Council recess to an In Camera meeting pursuant to Section 90 (2) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality, and Section 90 (1) (c) labour relations or other employee relations.”

13. RELEASE OF IN CAMERA ITEMS

None

14. ADJOURNMENT

Resolution:

“THAT the January 23, 2024 Regular Meeting be adjourned.”



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
on Tuesday, January 9, 2024 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 (virtual)
Sean O'Flaherty, Director of Corporate Operations
Deb Lovin, Chief Financial Officer
Mike Baker, Manager of Public Works
Mike McLean, Deputy Corporate Officer

Public Participants: 19 in-person, 7 virtual

1. CALL TO ORDER

Mayor Lepsoe called the meeting to order at 4:02 pm.

2. ADOPTION OF AGENDA

Moved by Councillor Herman
Seconded by Councillor Torbohm

"THAT the agenda of the January 9, 2024 Regular Meeting be adopted as presented."

CARRIED
#2024/01/09_001

3. ADOPTION OF MINUTES

3.1 Minutes of the December 12, 2023 Regular Meeting

Moved by Councillor Torbohm
Seconded by Councillor Connett

"THAT the minutes of the December 12, 2023 Regular Meeting be adopted as presented."

CARRIED
#2024/01/09_002

3.2 Minutes of the December 20, 2023 Special Meeting

Moved by Councillor Herman
Seconded by Councillor Torbohm

"THAT the minutes of the December 20, 2023 Special Meeting be adopted as presented."

CARRIED
#2024/01/09_003

4. PUBLIC HEARINGS

Mayor Lepsoe moved to the Public Hearing at 4:03 p.m.

Zoning Amendment Bylaw No. 933-2023 – 607 3rd Avenue

(Bylaw No. 933-2022 was given first and second reading at Council's December 12, 2023 Regular Meeting.)

Refer to separate minutes for the Public Hearing.

Mayor Lepsoe reconvened the regular meeting at 4:17 p.m.

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

Len McLean of 371 Juniper Street spoke about items 6.3 and 8.2, expressing his concerns about the location of the proposed cannabis retail location due to its impact on the Community Hall and the organizations that use the facility, including kindergarten classes, the summer youth program and Tai Chi classes. Mr. McLean noted that the letter of opposition from the Creekside Seniors Centre represents over 100 members of the community and expressed his interest in hearing answers to the questions raised by members of the public.

Sheryl Gien of 107-455 VLA Road expressed concerns about the location of the proposed cannabis store, with children near the Community Hall and library and the relative proximity to the school.

Wendy Lewis of 727 Cedar Place spoke about item 6.2 and urged Council to take action to reduce highway noise that was described as unbearable and intensifying over time.

The Corporate Officer read a letter from the Chase Legion Branch 107 into the record regarding item 8.2, which expressed opposition to the proposed cannabis retail location at 560 Shuswap Avenue. Concerns included risks to seniors, youth and community members that come together for social and educational events and the safety of the community.

Carolyn Parks-Mintz of 813 Okanagan Avenue expressed her opinion that retail cannabis sales were being unfairly treated by individuals opposed to the proposed location, questioned why alcohol sales do not receive equal scrutiny by the community, and reminded the meeting that cannabis sales are legal.

6. DELEGATIONS

6.1 Chad Marlatt – Rogers Communications Telecommunication installation

Chad Marlatt of Rogers Communications addressed Council regarding potential telecommunications installations in the community and provided an overview of ongoing efforts to install a tower in the area and the difficulties of securing access to suitable locations. Mr. Marlatt also noted that Chase is being serviced by one cell site north of Little Shuswap Lake that is roughly 10 kilometres from the town site and the company is currently looking for a location to build a tower on the agricultural lands southwest of town near the wastewater facility. Council expressed its interest in continuing discussions and its willingness to support the installation of a tower to improve cellular coverage in the area.

6.2 Tom Mataseje – Mountain View Mobile Home Park Highway Noise

Tom Mataseje of Mountain View Mobile Home Park addressed Council regarding highway noise and expressed concerns with the high levels of noise from highway traffic that he characterized as significantly diminishing the quality of life for

residents and damaging the property values of nearby homes. Mr. Mataseje described previous efforts to contact provincial authorities to advocate for lowered speed limits and the construction of a noise-reduction barrier and asked Council for support in seeking a solution or assistance.

6.3 Sandeep Mahal – Barriere Budz Cannabis
Cannabis Retail Application – 560 Shuswap Avenue

Sandeep Mahal, of Barriere Budz Cannabis, addressed Council regarding a proposed cannabis retail store to be located at 560 Shuswap Avenue and asked for a positive recommendation in his application to the Liquor and Cannabis Regulation Branch (LCCRB), which is required to proceed. Mr. Mahal highlighted the discrete nature of the business, the requirements to cover the windows of the store, and the benefits of a product supply that is provincially regulated and discourages illegal sales.

7. REPORTS

a) Mayor and Council Reports

Mayor Lepsoe

December 12 – Regular Council meeting

December 13 – Attended the grand opening of the ALIB Health Centre

December 15 – TNRD Regular Board meeting, board approved the Capital Budget which allows the bidding process to start

December 16 – Spoke at the holiday train

December 20 – Attended Special Council meeting

January 8 – Attended the all-candidates forum for the byelection, about 80 people attended

Councillor Connett

December 12 – Regular Council and In Camera meeting

December 12 – Chase & District Health Foundation meeting

December 20 – Attended In Camera Council meeting

January 8 – Attended the all-candidates forum for the byelection

Councillor Herman

December 12 – Regular Council meeting

December 13 – Attended the grand opening of the ALIB Health Centre

December 14 – Attended the Chase Secondary School Annual Christmas Dinner

December 16 – Enjoyed the 2024 CPKC Holiday Train

December 18 – Attended the Climate Action Meeting at the Village Office

December 18 – Took part in a preliminary meeting at the Riverstone Family Resource Centre via Zoom with Dawn Morrison (Founder of the Wild Salmon Caravan and the working group on Indigenous Food Sovereignty). Discussion was held regarding the possibility of Chase hosting a Wild Salmon Caravan event in Chase in October 2024.

January 8 – Attended the Village of Chase All Candidates Forum for the upcoming by-election. Thanks to the Chase Chamber for organizing!!

January 9 – Took in a Zoom presentation with the CEAS committee with guest Sunil Singal from WE-CAN regarding the Zero Carbon Step Code.

Councillor Torbohm

December 12 – Regular Council meeting

December 20 – Attended Special Council meeting

January 8 – Attended the all-candidates forum for the byelection

Ongoing review of agenda, monitoring emails, answering questions from local residents, and consulted with staff.

Staff reports were included in the agenda package.

Mayor Lepsoe asked the Director of Corporate Operations about the increase in business licences that appeared in his report, which was explained as a modest increase within the regular bounds of variability from year to year.

Moved by Councillor Herman

Seconded by Councillor Connett

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

CARRIED

#2024/01/09_004

8. UNFINISHED BUSINESS

8.1 Zoning Amendment Bylaw No. 933-2023 – 607 3rd Avenue

Moved by Councillor Torbohm

Seconded by Councillor Herman

“THAT the Village of Chase Zoning Amendment Bylaw 933-2023 be read a third time and adopted.”

CARRIED

#2024/01/09_005

8.2 Canabis Retail Store

Moved by Councillor Herman

Seconded by Councillor Torbohm

“THAT Council support the application for a provincial primary license for Barriere Budz Cannabis located at 560 Shuswap Avenue.”

CARRIED

Councillor Connett OPPOSED

#2024/01/09_006

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

Moved by Councillor Herman

Seconded by Councillor Connett

“THAT Development Variance Permit #4-2023 be issued.”

CARRIED

#2024/01/09_007

8.4 Development Variance Permit DVP #5-2023, 607 3rd Avenue

Moved by Councillor Torbohm

Seconded by Councillor Connett

“THAT Development Variance Permit #5-2023 be issued.”

CARRIED

#2024/01/09_008

8.5 Building Regulations Amendment Bylaw No. 929-2024

Moved by Councillor Torbohm

Seconded by Councillor Connett

“THAT Council give Building Regulations Amendment Bylaw No. 929-2024 first three readings.”

CARRIED

#2024/01/09_009

8.6 Shuswap Trail Alliance –Financial Support - Working Group/Annual Roundtable

Moved by Councillor Herman

Seconded by Councillor Torbohm

“THAT the Village of Chase contributes \$1605 per year for four years (2024 through 2028) towards the operations of the Shuswap Trail Alliance; AND

THAT the Village of Chase contribute \$500 per year for three years (2024 through 2027) towards the Roundtable initiative.”

CARRIED

#2024/01/09_010

9. NEW BUSINESS

9.1 Southern Interior Local Government Association – SILGA

Call for Nominations for the SILGA Executive

Moved by Councillor Herman

Seconded by Councillor Connett

“THAT the call for Nominations for the SILGA Executive for 2024/25 be received as information.”

CARRIED

#2024/01/09_011

9.2 SILGA – Call for Resolutions

Mayor Lepsoe stated that in past years, Councils have submitted resolutions for SILGA to consider at its annual convention whether or not the resolution is worthy of being forwarded to UBCM for consideration at the annual convention. Council may wish to submit resolutions to SILGA. The deadline for submissions is February 29, 2024.

9.3 Mill Park Boat Launch Preliminary Design

Presentation by the Director of Corporate Operations

The Director of Corporate Operations provided an overview of preliminary designs and conceptual renderings of improvements at the Mill Park Boat Launch.

10. NOTICE OF MOTION

Councillor Connett provided Notice of Motion to consider purchasing radar speed signs for installation in various locations in Chase.

11. IN CAMERA

None

12. RELEASE OF IN CAMERA ITEMS

Council's 2024-2025 Strategic Plan has been adopted and is hereby released to the public.

13. ADJOURNMENT

Moved by Councillor Herman

Seconded by Councillor Torbohm

“THAT the January 9, 2024 Regular Meeting be adjourned.”

CARRIED

#2024/01/09_012

The meeting concluded at 5:31 p.m.

David Lepsoe, Mayor

Sean O'Flaherty, Corporate Officer



VILLAGE OF CHASE MINUTES OF PUBLIC HEARING

January 9, 2024 at 4:04 p.m.
Council Chamber - Village Office
at 826 Okanagan Avenue

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

In Attendance: Joni Heinrich, Chief Administrative Officer (virtual)
Sean O'Flaherty, Director of Corporate Operations
Deb Lovin, Chief Financial Officer
Mike McLean, Deputy Corporate Officer

Public Participants: Approximately 19 people in attendance and 7 virtually

I. Call to Order:

Chair Lepsoe called to order the Public Hearing regarding *Zoning Amendment Bylaw No. 933-2023* at 4:04 pm.

II. Opening Statement:

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

III. Introduction of Zoning Amendment Bylaw No. 933-2023

Chair Lepsoe asked the Corporate Officer to provide background information.

The Corporate Officer introduced the bylaw. Some notable aspects of the bylaw included:

- The subject property is currently not zoned, was formerly surplus land from a 1978 subdivision and was dedicated as highway
- Proposed zoning as R-1, Low Density Residential
- Lands are already designated 'Residential' in the Village's Official Community Plan
- Completion of a Riparian Assessment in 2018 that confirms the land is conducive to residential development and therefore developable
- Completion of an updated appraisal in 2018 valuing the land at \$103,000
- Completion of the road closure September 1, 2022
- The Village owns a property that has no civic purpose and if disposed, the revenue can offset costs to date (approximately \$9,000) and other land acquisition costs on Shepherd Road

IV. **Public Input**

The Corporate Officer confirmed that all statutory public notifications occurred, and that no written submissions were received.

Chair Lepsoe called a first time for public input.

Bev Iglesias of 621 Third Avenue expressed concerns about the setback distance from Chase Creek.

Chair Lepsoe called a second time for public input.

Myron Malinsky of 370 Juniper Street expressed concerns about the size of the lot and doubted there is enough room there for a house.

Bev Iglesias commented on zoning setbacks noting that instead of six metres, the setbacks will now be four metres from the road.

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

Hearing no further input, Chair Lepsoe called for an adjournment to the Public Hearing.

V. **Adjournment**

Moved by Councillor Torbohm

Seconded by Councillor Herman

“THAT the input opportunity to hear from affected persons regarding Zoning Amendment Bylaw 933-2023 be closed; AND,

THAT the Public Hearing be adjourned.”

CARRIED

The Public Hearing was concluded at 4:17 p.m.

David Lepsoe, Mayor

Sean O'Flaherty, Corporate Officer

VILLAGE OF CHASE
Bylaw No. 929-2024

A Bylaw to Amend the Village of Chase Building Regulations Bylaw No. 803-2014

WHEREAS the Village of Chase Council has adopted Building Regulations Bylaw No. 803-2014;

AND WHEREAS the Village of Chase Council considers it advisable to amend the Building Regulations Bylaw No. 803-2014;

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 Building Regulations Amendment Bylaw No. 929-2024".
2. Village of Chase Building Regulations Bylaw 803-2014 is amended as follows:

- (a) By adding the following as section 1.7 and renumbering the subsequent sections accordingly:

"In relation to the conservation of energy, *construction* on or after May 1, 2023 may meet the prescriptive requirements of s. 9.36.2 to 9.36.4 of Division B of the *Building Code*."

- (b) By replacing section 4.5 in entirety with:

"Upon expiration of a building *permit*, the *Building Official* may grant *permit* renewal for a period of one year each, up to three times, provided construction is progressing and inspections are being called and passing; notwithstanding the forgoing, if construction is impacted by a declaration of a provincial *State of Emergency* or a *State of Local Emergency*, then additional renewals may be approved."

- (c) By replacing section 6.3 in entirety with:

"The *Building Official* shall prescribe, and may from time to time modify, the form of application for matters within the scope of this Bylaw; and in so doing, may prescribe different forms for different categories of applications. Such forms may require, but not be limited to, the following:

- a) name and contact information of owner and any agents delegated on their behalf;

- b) disclosures such as a condition upon lands, history of buildings, and the intended use of the lands and buildings;
- c) copy of certificate of title, including applicable encumbrances thereupon; and
- d) site or property plans, surveys, surveyor site certificates, geotechnical reports, building plans and specifications, utility information, engineering, site servicing information, photos, and related information.”

(d) By replacing clause 16.4(d) vii. in entirety with:

“when insulation and vapour barrier are complete but prior to placement of any finish thereon; and, in the case where performance base criteria supported by a blower-door test result is required, an intermediate test must be undertaken at this inspection stage;”

(e) By replacing section 17.3 in entirety with:

“A *Building Official* may issue a provisional occupancy certificate valid for ninety (90) days from the date of issuance, where construction of a building or structure has been substantially completed and the health and safety requirements of this Bylaw and the *Building Code* have been met. Such provisional occupancy certificate may be renewed a maximum of three times, conditionally, based upon any terms or conditions specified by the *Building Official*; thereafter, occupancy may be revoked, and an order may be posted if the outstanding conditions have not been met. The *owner* shall pay the provisional occupancy certificate fee as specified in Appendix “A” to this Bylaw prior to issuance of the certificate or any extensions.”

3. Village of Chase Building Regulations Amendment Bylaw 803-2014, Appendix A, is amended as follows:

(a) Item E. PERMIT FEE SURCHARGE is replaced with the following:

“In addition to other fees payable in accordance with this Appendix at the time of *permit* issuance, a surcharge will apply to all building *permits* as follows:

- (1) \$500 where the *construction* value is less than \$50,000; or
- (2) \$1500 where the *construction* value exceeds \$50,000; and

if work associated with a building *permit* is completed and the *permit* closed within two years of the date of issue, the *Building Official* shall rebate the surcharge fee to the original payee.”

(b) Item F. SPECIAL INSPECTION FEE shall be replaced with the following:

“Additional inspections such as those for ICF construction and voluntary inspections such as those to establish compliance, status, or notice on title release \$150.”

(c) Item I. PROVISIONAL OCCUPANCY CERTIFICATE FEE shall be revised to \$100.

(d) Item O. DOUBLE PERMIT FEE is replaced with the following:

“Where work for which a *permit* is required by this bylaw has been commenced prior to issuance of a *permit*, the applicant shall pay to the *Building Official* double the fee prescribed in this Schedule, up to an additional \$2,000.”

READ A FIRST TIME THIS 9th DAY OF JANUARY, 2024

READ A SECOND TIME THIS 9th DAY OF JANUARY, 2024

READ A THIRD TIME THIS 9th DAY OF JANUARY, 2024

ADOPTED THIS ____ DAY OF _____

David Lepsoe, Mayor

Sean O'Flaherty, Corporate Officer



Village Of Chase

Administrative Report

TO: Mayor and Council

FROM: Director of Corporate Operations

DATE: January 12, 2024

RE: Zoning Amendment Bylaw – 743 Cedar Avenue

ISSUE/PURPOSE

To amend Zoning Bylaw 683-2006 by changing the zoning designation at 743 Cedar Avenue (LOT 9 DISTRICT LOT 517 KAMLOOPS DIVISION YALE DISTRICT PLAN 29079) from *R-1, Low Density Residential* to *R-1SS, Low Density Residential with Secondary Suite*.

OPTIONS

1. Read the bylaw three times
2. Do not advance the bylaw

Council can proceed with reading the bylaw a first time, a second time, and a third time. A Public Hearing is not necessary when the zoning change on a property is supported by the Official Community Plan (OCP). The OCP supports secondary suites on this subject property.

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

Secondary suites are supported and encouraged in the OCP specifically:

- **5.2, Human Settlement** - Promote the use of secondary suites and carriage homes
- **6.2.1.9, Housing Policies** - Support and encourage the development of...secondary suites in appropriate areas of the community
- **12.2.1.8, General Residential designations** - Permit the development of secondary suites within single detached homes

Included in this Report to Council is:

- Zoning Amendment Bylaw 934-2024
- Property Information Report

FINANCIAL IMPLICATIONS

None

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 land use amendments except when already consistent with the Official Community Plan.

Furthermore, all property owners within 50m of the subject property have been notified of the pending application in advance of any readings of the bylaw. There is no 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 934-2024 be read a first time.”

“THAT the Village of Chase Zoning Amendment Bylaw 934-2024 be read a second time.”

“THAT the Village of Chase Zoning Amendment Bylaw 934-2024 be read a third time.”

Respectfully submitted,



Approved for Council Consideration by CAO



**VILLAGE OF CHASE
BYLAW NO. 934 - 2024**

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

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. 934- 2024”.
2. That the Village of Chase Zoning Bylaw No. 683-2006 is hereby amended by changing the zoning designation on LOT 9 DISTRICT LOT 517 KAMLOOPS DIVISION YALE DISTRICT PLAN 29079 (743 Cedar Avenue) from “*R-1, Low Density Residential* to *R-1SS with Secondary Suite.*”

READ A FIRST TIME THIS ____ DAY OF _____

READ A SECOND TIME THIS ____ DAY OF _____

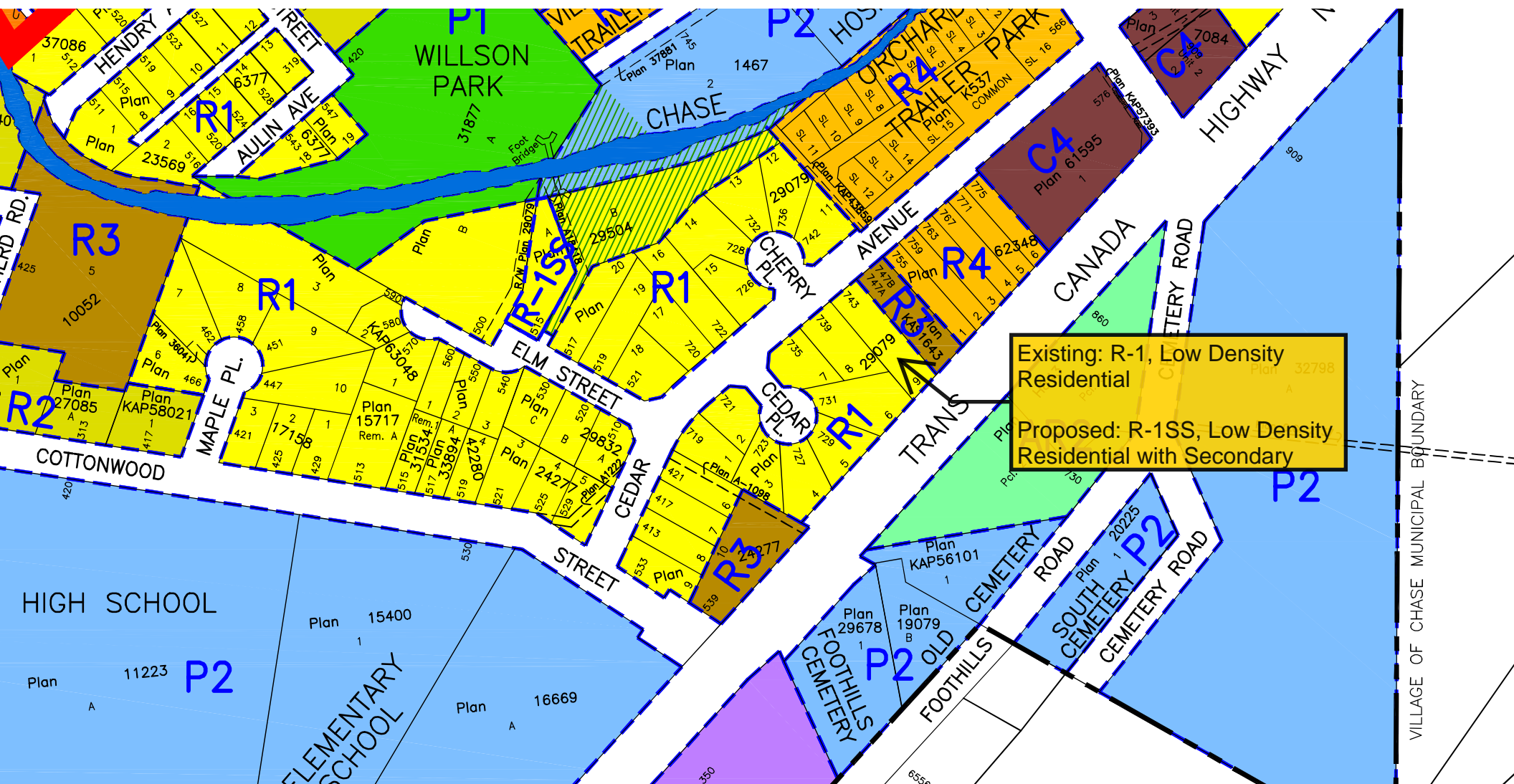
PUBLIC HEARING HELD THIS ____ DAY OF _____

READ A THIRD TIME THIS ____ DAY OF _____

ADOPTED THIS ____ DAY OF _____

David Lepsoe, Mayor

Sean O'Flaherty, Corporate Officer





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

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

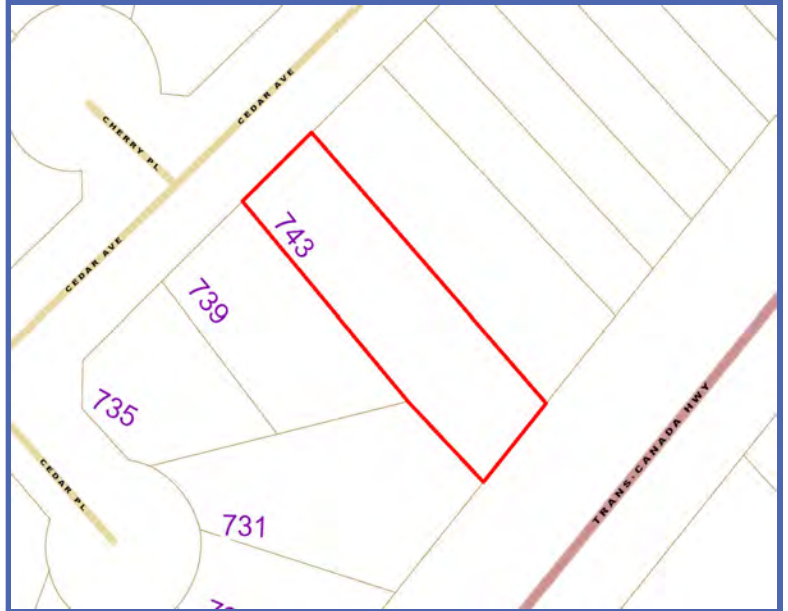
Hectare:

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

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:
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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:
512.00083.009	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

Date: January 17, 2023

To: Mayor and Council

From: Sean O'Flaherty, Corporate Officer

RE: 838 Shuswap Avenue – Land Disposition

At the February 8, 2022 Regular meeting, Council supported a request from owners Paul Matheson and Kelsey Snelgrove to purchase some unused and undeveloped Village property (a laneway) to legalize their unpermitted property improvements. These improvements are currently in trespass.

The owners secured a property appraisal dated May 10, 2023 from Cosh Property Appraisals. The appraisal values the 127m² of laneway at \$22,912.

Then at the June 27, 2023 Regular meeting, Council received a report that included the appraisal, with a recommendation to accept the appraised value for the land. Council deliberated and resolved:

“THAT the decision on the value of the land sale to the owner at 838 Shuswap Avenue be deferred until the owner gets another appraisal and/or more information regarding the value of the land and contacts Village staff to bring the issue back to Council.”

The owners have not pursued another appraisal and have instead submitted a new offer letter for the property which is attached to this report.

In this new offer letter, the owners are suggesting that the land value should be comparable to 101 Aylmer Road, however this property is not a comparable property as it was excluded as a comparable property in the professional appraisal.

The Cosh Property Appraisals valuation of 838 Shuswap Avenue is the best representation of market value.

Council now has the benefit of having an appraisal and an opinion valuation from the owner. Council can establish any asking price it wants for the land and should weigh what is a fair sale price as it relates to the general taxpayer in Chase, with this individual property owner who will benefit from the increased assessed value from owning a larger consolidated parcel. Once Council has established a selling price, the next broad steps are:

- The Village to advertise its intent to dispose of land with requisite advertisements in accordance with Section 94 of the *Community Charter*. The ad must give the particulars of the property to be disposed of, the consideration (sale price) received by the municipality, the persons or public authority who are to acquire the land, the nature and term of the disposition. This ad can be run in conjunction with the road closure ad
- The owner to have their land surveyor prepare a Road Closure legal plan
- The Village to prepare a road closure bylaw for 3 readings, advertise proposed road closure bylaw in two consecutive weekly publications as required by Section 94 of *Community Charter*, and adopt the bylaw
- The owner to have their land surveyor prepare a subdivision consolidation plan, and concurrently register the Plan of Closed Road, and Plan of Subdivision, with the Land Title & Survey Authority. The owner is also responsible for conveyancing.

RECOMMENDATION

“THAT Council accept the appraisal report from Cosh Property Appraisals, and sell approximately 127m² of unused and undeveloped Village property to the owners of 838 Shuswap Avenue at the appraised rate of \$22,912.”

Respectfully submitted,



Approved for Council Consideration by the CAO



To Village of Chase Mayor and Council,

As discussed at the June 27th, 2023 Council meeting, we are approaching you with a request to purchase the unused and undeveloped land adjacent to our property of 838 Shuswap Avenue.

We presented Council with an appraisal that determined that “the highest and best use of the subject continues to be the residential utilization in place, with the large, older home on the site with the current utilization... the subject in the residential use is the highest and best use for the lands in question.”

Mayor and Council agreed with that sentiment, but that the price provided seemed excessively high. We were generously offered the opportunity to re-propose a purchase price.

A comparable land sale agreement in the Village’s recent history is the property of 101 Aylmer Road in 2021. The land was sold to the home owners at a cost of \$5.05/sq. ft.

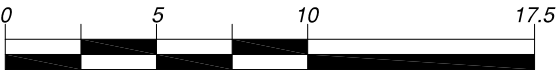
Adjusted for inflation today, that would be approximately \$5.82/sq. ft., making our 1367 sq. Ft. strip of unused laneway \$7955.94.

We request Council sell us the 127 m² of land next to our house for \$8000. The land has no practical value otherwise, but it would allow us to legalize improvements that we, and many previous owners of the home, have made.

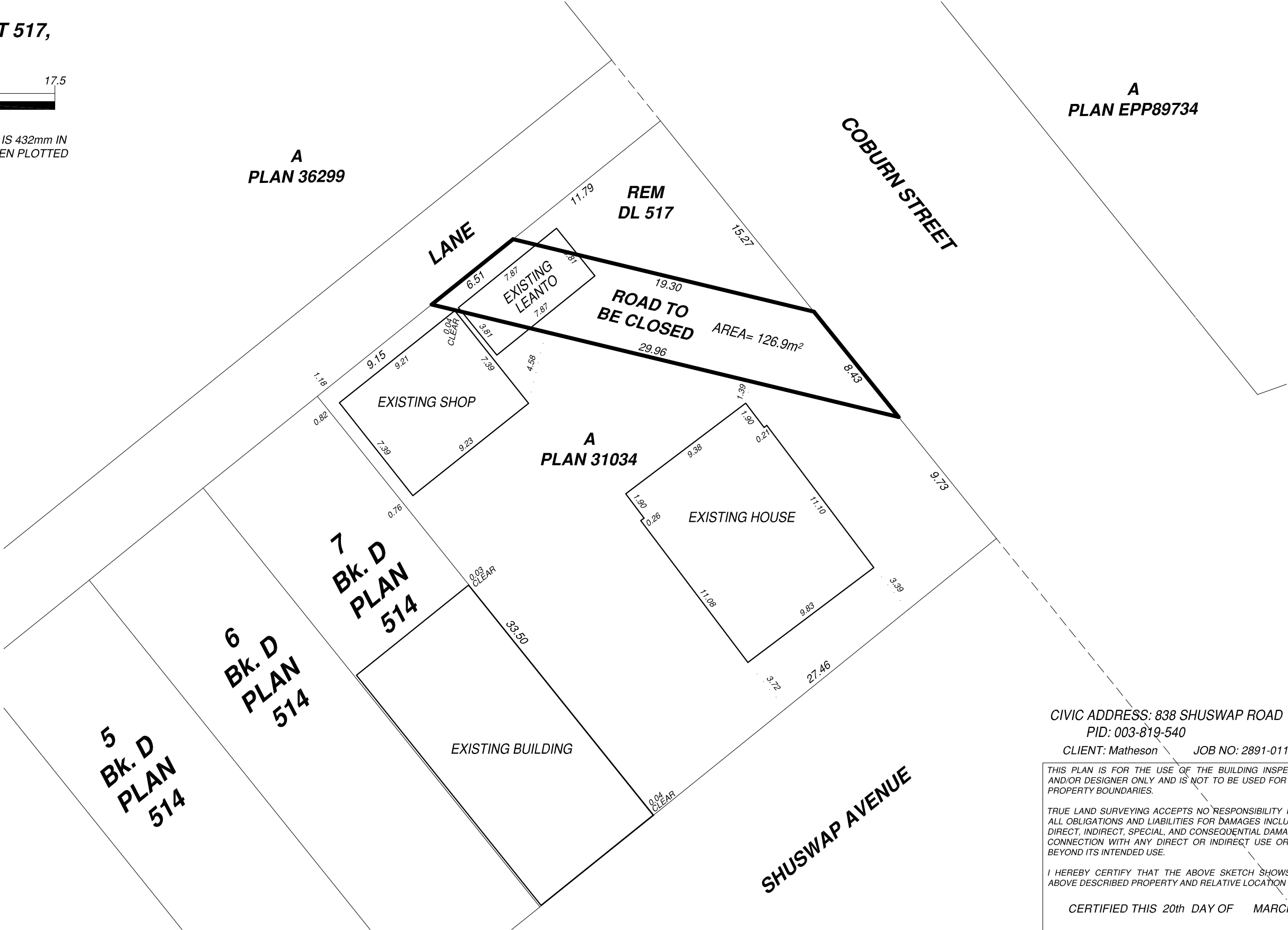
Thank you for this opportunity,

Kelsey Snelgrove and Paul Matheson

SKETCH PLAN DETAILING ROAD
TO BE CLOSED NEAR
LOT A
BLOCK D, DISTRICT LOT 517,
KDYD PLAN 31034



ALL DISTANCES ARE IN METRES
THE INTENDED PLOT SIZE OF THIS PLAN IS 432mm IN
WIDTH BY 280mm IN HEIGHT (B SIZE) WHEN PLOTTED
AT A SCALE OF 1:250.



CIVIC ADDRESS: 838 SHUSWAP ROAD
PID: 003-819-540
CLIENT: Matheson JOB NO: 2891-011

THIS PLAN IS FOR THE USE OF THE BUILDING INSPECTOR AND/OR MORTGAGEE
AND/OR DESIGNER ONLY AND IS NOT TO BE USED FOR THE RE-ESTABLISHMENT OF
PROPERTY BOUNDARIES.

TRUE LAND SURVEYING ACCEPTS NO RESPONSIBILITY FOR AND HEREBY DISCLAIM
ALL OBLIGATIONS AND LIABILITIES FOR DAMAGES INCLUDING, BUT NOT LIMITED TO,
DIRECT, INDIRECT, SPECIAL, AND CONSEQUENTIAL DAMAGES ARISING OUT OF OR IN
CONNECTION WITH ANY DIRECT OR INDIRECT USE OR RELIANCE UPON THE PLAN
BEYOND ITS INTENDED USE.

I HEREBY CERTIFY THAT THE ABOVE SKETCH SHOWS THE BOUNDARIES OF THE
ABOVE DESCRIBED PROPERTY AND RELATIVE LOCATION OF BUILDINGS THEREON.

CERTIFIED THIS 20th DAY OF MARCH , 2023 .

BCLS

©



201 - 2079 Falcon Road ■ Kamloops BC ■ V2C 4J2
tel 250.828.0881 ■ fax 250.828.0717
info-kam@TRUE.bc.ca



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: Deb Lovin, CFO
DATE: January 12, 2024
RE: 2023 to 2027 Amended Financial Plan Bylaw

ISSUE/PURPOSE

To consider adoption of amendments to revise the financial plan bylaw for updates after the bylaw was adopted on May 9, 2023.

HISTORY/BACKGROUND

Council adopted the "2023 to 2027 Financial Plan Bylaw No. 927-2023" on May 9, 2023.

DISCUSSION

Since the adoption of the financial plan bylaw there have been amendments approved by council:

These amendments included adding:

Shepherd Road Watermain extension (cost higher than budget):	\$ 10,000	on June 27, 2023
Shepherd Road Watermain extension (change order):	\$ 6,000	on Oct 10, 2023
Arena additional capital needs:	\$ 50,000	on Oct 24, 2023
Curling Rink roof repairs:	\$110,000	on Nov 28, 2023

FINANCIAL IMPLICATIONS

The financial implications of these amendments were discussed with council at the time of the amendment request. This bylaw amendment is required as part of the Community Charter.

POLICY IMPLICATIONS

Section 165 of the Community Charter states that a municipality must have a financial plan bylaw that is adopted annually. The Section further states that the financial plan may be amended by bylaw at any time.

STRATEGIC PLAN REFERENCE

Administration and Finance: ensuring activities conform to applicable legislation, bylaws, Council policies and procedures, while maintaining transparency and accountability through our actions.

RECOMMENDATION

THAT the Village of Chase "2023 to 2027 Amended Financial Plan Bylaw No. 935-2024" be given First, Second, and Third readings.

Respectfully submitted,

Deb Lovin

Deb Lovin, CFO

Approved for Council Consideration by CAO

Joni Heinrich

Joni Heinrich, CAO

**VILLAGE OF CHASE
BYLAW NO. 935-2024**

A Bylaw to Amend the Village of Chase 2023 to 2027 Financial Plan

WHEREAS the Community Charter requires that municipalities must establish a Five Year financial plan that is adopted annually by bylaw;

AND WHEREAS the Community Charter stipulates that for certainty, the financial plan may be amended by bylaw at any time;

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

1. Schedule "A", Village of Chase 2023 to 2027 Financial Plan attached hereto, shall form part of the Village of Chase 2023 to 2027 Financial Plan Bylaw No. 927-2023, is deleted in its entirety and replaced with Schedule "A", Village of Chase Amended 2023 to 2027 Financial Plan attached to and forming part of this bylaw.
2. This Bylaw may be cited as "Village of Chase Amended 2023 to 2027 Five Year Financial Plan Bylaw No. 935-2024".

READ A FIRST TIME THIS ____ DAY OF __, 2024

READ A SECOND TIME THIS ____ DAY OF __, 2024

READ A THIRD TIME THIS ____ DAY OF __, 2024

ADOPTED THIS ____ DAY OF __, 2024

David Lepsoe, Mayor

Sean O'Flaherty, Corporate Officer

		VILLAGE OF CHASE					
		Bylaw No .935 - Schedule "A"					
		2023 to 2027 Amended Financial Plan					
			2023	2024	2025	2026	2027
		Revenues					
		Property Taxes	(2,258,296)	(2,292,945)	(2,311,391)	(2,356,614)	(2,360,572)
		Payments in Lieu of Taxes	(25,525)	(25,550)	(25,550)	(25,550)	(25,550)
		Utility Tax & Franchise Fees	(75,600)	(75,600)	(75,600)	(75,600)	(75,600)
		Interest and Penalties on taxes	(24,000)	(24,000)	(24,000)	(24,000)	(24,000)
		Collection of taxes for Other Governments	(1,835,805)	(1,835,805)	(1,835,805)	(1,835,805)	(1,835,805)
		Grants General	(621,751)	(621,751)	(621,751)	(621,751)	(621,751)
		Growing Communities Fund	(1,547,000)	0	0	0	0
		Fees					
		Other Revenue Own Sources	(214,855)	(175,955)	(176,505)	(176,805)	(177,105)
		Water utility	(770,500)	(847,900)	(931,400)	(1,023,300)	(1,124,300)
		Sewer utility	(359,750)	(377,750)	(415,250)	(456,750)	(502,350)
		Solid Waste Management	(290,500)	(301,800)	(386,000)	(418,800)	(242,000)
		DCC	(50,000)	(10,000)	(10,000)	(10,000)	(10,000)
		Disposal of Lands	(130,000)	0	0	0	0
		Deferred Revenue	0	0	0	0	0
		Conditional Project Grants					
		General	(917,878)	0	0	0	0
		Water utility	0	0	0	0	0
		Sewer utility	0	0	0	0	0
		Solid Waste Management	0	0	0	0	0
		Transfers from Reserves					
		General	(300,000)	(410,000)	(130,000)	0	0
		Land Reserve	(160,000)	0	0	0	0
		Fleet Reserve	(307,000)	0	(115,000)	0	0
		Gas Tax Reserve	(661,000)	0	0	0	0
		Transfers from Surplus					
		General	(44,000)	(46,000)	(49,000)	(51,000)	(52,000)
		Water utility	(48,024)	(48,024)	(48,024)	(48,024)	(48,024)
		Sewer utility	(11,526)	(11,526)	(11,526)	(11,526)	(11,526)
		Solid Waste Management	0	0	0	0	0
		Transfers from Surplus for Capital					
		General	(589,750)	(922,000)	(277,000)	(277,000)	(277,000)
		Water utility	(19,000)	0	0	0	0
		Sewer utility	(85,000)	0	0	0	0
		Proceeds from Borrowing	0	0	0	0	0
		Total Revenues	(11,346,760)	(8,026,606)	(7,443,802)	(7,412,525)	(7,387,583)

		2023	2024	2025	2026	2027
Expenditures						
	Payment of taxes to Other Governments	1,835,805	1,835,805	1,835,805	1,835,805	1,835,805
	Grants in aid	31,500	11,500	11,500	11,500	11,500
	Legislative services	97,850	99,650	101,150	105,350	103,950
	Corporate services	974,276	961,100	973,750	1,005,650	1,000,310
	Municipal Enforcement	35,450	36,450	36,450	36,450	36,450
	Emergency Services	9,000	9,000	9,000	9,000	9,000
	Fire service	265,900	269,800	270,616	271,448	272,297
	Rescue service	32,100	48,700	47,700	48,800	48,800
	Planning	10,500	10,500	10,500	12,000	12,000
	Economic Development	46,950	45,700	51,950	50,700	51,950
	Public Works Admin	493,300	497,600	502,300	507,200	512,200
	Fleet	121,000	127,500	117,500	117,500	117,500
	Transportation-Roads & Drainage	276,100	278,000	281,660	283,600	287,100
	Parks	204,150	199,250	201,850	204,450	207,150
	Cemetery	21,900	22,700	23,000	23,300	23,600
	Recreation Facilities	423,300	423,600	423,720	423,720	423,720
	Water	759,400	726,400	732,400	736,900	741,400
	Sewer	457,515	451,150	453,950	456,250	458,550
	Solid Waste	290,500	301,800	386,000	418,800	277,000
	Special Project-Reports & Assessments					
	General	155,361	625,000	0	0	0
	Capital Expenditures					
	General	1,315,333	457,000	272,000	27,000	27,000
	Water	520,000	0	0	0	0
	Sewer	785,000	0	0	0	0
	COVID 19 Project Allocations	13,934	0	0	0	0
	Interest on Debt Repayment					
	Water	47,000	47,000	47,000	47,000	47,000
	Sewer	21,600	21,600	21,600	21,600	21,600
	Fire Truck	11,000	9,000	6,400	3,900	1,300
	Debt Repayment					
	Water	48,024	48,024	48,024	48,024	48,024
	Sewer	11,526	11,526	11,526	11,526	11,526
	Fire Truck	44,000	46,000	49,000	51,000	52,000
	DCC	50,000	10,000	10,000	10,000	10,000
	Transfers to Land Reserves	130,000	0	0	0	0
	Transfer to Growing Communities Fund Reserve	1,547,000				
	Transfer to Gas Tax Reserve	165,751	165,751	165,751	165,751	165,751
	Transfers to Reserves					
	General	250,000	250,000	250,000	250,000	250,000
	Solid Waste	0	0	0	0	0
	Water	0	0	0	0	0
	Sewer	0	0	0	0	0
	Total Expenditures	11,502,025	8,047,106	7,352,102	7,194,224	7,064,483
	Total Annual Cash (Surplus)/Deficit	155,265	20,500	(91,700)	(218,300)	(323,100)
	Transfer to/(from)-General	0	0	(0)	0	0
	Transfer to/(from)-Water	35,900	(74,500)	(152,000)	(239,400)	(335,900)
	Transfer to/(from)-Sewer	119,365	95,000	60,300	21,100	(22,200)
	Transfer to/(from)-Solid Waste	0	0	0	0	35,000
	Total Transfers	155,265	20,500	(91,700)	(218,300)	(323,100)
	Financial Plan Balance (will be \$0)	0	0	0	0	(0)



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: Deb Lovin, CFO
DATE: January 12, 2024
RE: 2024 Grants-in-Aid Applications

ISSUE/PURPOSE

To obtain a Council resolution regarding the 2024 grants-in-aid application.

OPTIONS

1. Approve a Grant-In-Aid for all or part of the Garden Shed request from the Chase and Area Family Services Society and require the Society to seek the rest of the funding from other sources.
2. Approve a grant-in-aid for all or part of the water service request from the Chase and Area Family Services Society and require the Society to seek the rest of the funding from other sources.
3. Approve all funding requests using grant-in-aid funds and Gas Tax Funds.
4. Require the Chase and Area Family Services Society to seek funding from other sources.

HISTORY/BACKGROUND

Council typically budgets \$10,000 annually for grants-in-aid. The intention of the program is to either help a fledgling community service group start up or to provide assistance for an existing group's community initiative.

The Village of Chase Grants-in-Aid Policy (attached for Council's reference) sets out the guidelines for allocating grants-in-aid. Staff advertised the Grants-in-Aid intake in the Sunflower for two consecutive weeks and sent letters to previous recipients outlining the process and provided copies of the application and the policy.

The only application received for 2024 is:

Chase and Area Family Services	\$20,784.80
Two requests:	
Water service installation at Willson Park	\$15,000.00
And Garden Shed purchase	\$ 5,784.80

Council heard from the Society representatives at their meeting of July 18, 2023. The following resolutions were passed at that meeting:

“THAT Council approve the use of 123’ x 38’ of space at Willson Park located between the existing community garden and Wilson Street for the Chase and Area Young Learners Society’s ‘Forest Garden’.”

“THAT Council defer funding the “Installation of Water service to Willson Park” project until the spring of 2024, when the estimated cost can be attributed.”

In 2022 and 2023 the Village provided grants to these nine groups:

Year	Group	Amount	Reason
2022	Chase and Area Young Learners Society	3,920.00	GIA-Out of Smoke program-Community Hall & Arena rental fees, plus program costs
2022	Chase Creekside Seniors Centre	2,750.00	Grant-Sidewalk widening
2022	Shuswap Skating Club	5,000.00	GIA-program assistance
2023	Chase and Area Young Learners Society	2,690.00	After School Arts & Recreation
2023	Chase and District Museum	2,500.00	Deck replacement
2023	Chase Country Christmas Committee	842.40	Liability insurance
2023	Chase Creekside Seniors Centre	1,050.00	Signage - printer & sound equipment replacement
2023	Chase Dry Grad	200.00	dry grad
2023	Chase Environmental Action	500.00	Go By Bike initiative
2023	Chase Literacy Program	500.00	Donation
2023	Shuswap Skating Club	1,650.00	Skate Canada Interclub competition
2023	Working together PowWow	250.00	PowWow

DISCUSSION

Grants-in-Aid Policy: “Council provides grants-in-aid to non-profit community groups who demonstrate a funding need for a service or program that will benefit the community and local area.”

Grants-in-Aid Policy objective 5, states, “These grants are not intended to provide on-going support for the same service, program, or event. All approvals shall be considered on a year-to-year basis. Groups can request grants-in-aid in subsequent years if the program, service, or event is new.”

Chase and Area Family Services request is made up of two requests, water service in Willson Park and the purchase of a Garden Shed for the Willson Park Learning Garden program.

Program	Quote/supplies	Amount
Water Service-Willson Park	Quote to install	\$15,000
Purchase of Garden Shed	Supplies	5,785

The program description is attached to the application. The goal of the project is to create safe habitat and food sources for local pollinators.

FINANCIAL IMPLICATIONS

Council may increase the grants-in-aid budget for 2024 to accommodate this request.

The policy states “Council will set aside a portion of the annual Grants-in-Aid budget for allocation for Extraordinary Requests (those requests that are outside of the annual application deadlines) during the year”. It is recommended that \$1500 be held back for possible extraordinary requests in 2024.

Other options for current funding sources from the Village include:

Parks & Recreation reserve – balance \$46,000

Canada Community-Building fund (formerly Gas Tax) – eligible if it is a project that is promoting stronger communities and cleaner environment benefiting several residents.

Growing Communities fund – eligible under the “Park additions/maintenance/upgrades including washrooms/meeting space and other amenities” projects.

Options for other funding sources – Ask the **Chase and Area Family Services** group to seek their own fund raising to cover the costs of the water standpipe installation.

POLICY IMPLICATIONS

The Grants-in-Aid policy states that Council will make a final decision on the approved grants by February 28th each year, with notification given to all applicants immediately thereafter.

At the time of application not all funding streams for this project have been approved therefore the Village would not initiate the grant request until there is confirmation that the project is proceeding.

Council should also consider that this water service will be a Village of Chase asset which the Village will have to maintain into the future. Currently there is no specific Village need for this installation. The installation would specifically be for the “Willson Park Learning Garden”.

RECOMMENDATION

That Council approves the funding for the Chase and Area Family services as follows:

1. Water service installation at Willson Park: \$15,000 to be funded through the Canada Community Building fund (formerly Gas Tax)
2. Purchase of Garden Shed: \$5,785 to be funded through the Grants-in-Aid budget.

Respectfully submitted,

Approved for Council Consideration by CAO

Deb Lovin

Deb Lovin, CFO

Joni Heinrich

Joni Heinrich, CAO



Rec'd
Village of Chase
Nov 22, 2023

GRANT IN AID APPLICATION

PLEASE READ APPLICATION PROCESS DOCUMENT BEFORE PRECEEDING

TYPE OF GRANT
REQUESTED

FINANCIAL AID GRANT

Contact Information

Full Legal Organization Name

Street Address

City Prov

Postal Code

Organization Website

Organization President /
Executive Director

Title

Phone Number E-Mail Address

Contact Person
(if different)

Title

Phone Number E-Mail Address

Organization Information

Not for profit? ☒ Yes
☐ No

Year Established

Registration Number

Address

Total Organization Budget

Total # of Board Members

Total # of Staff

Total # of Volunteers

Organizational Mission
Statements
(350 characters or less)

We aim to provide opportunities to children and families in the Chase area to access resources, activities and community spaces that will enhance their quality of life.

Brief Description of
Organization
(500 characters or less)

We fulfill our mandate by providing programs and services that are otherwise difficult to access in our small community. In our three years of operating as a society we have overseen many different events and activities, making efforts to offer new opportunities to youth that will enrich our community and enhance their learning journey. We have created a few very popular ongoing programs that run throughout the year, and we look forward to continuing them into 2023.

Population Served
(200 characters or less,
describe who will be served)

We serve children, youth and their families in the Chase area. This includes Turtle Valley, Sorrento, Blind Bay, Pritchard, Adams Lake Reserve, Neskonlith Reserve, and Shuswap Lake Reserve

Proposal Request

Program / Project Name

Total Program Budget 118,140.74

Requested Grant Amount

Percent of Total Budget

(percentage of grant to actual complete budget, eg. \$1,000 grant would be 10% of a \$10,000 event)

Type of Request

Grant Period From

Grant Period To

Multi-Year Event? ☒ Yes

☐ No

Description of Project or Event

Please See Attached Document

Please don't hesitate to provide additional supporting documents that will provide further explanation of the event or organization.

Geographic Area Served

Please estimate the anticipated economic impact of the event or organization. (eg. spending, social impact, or environmental, hotel rooms, visitors & general tourism)

We anticipate that this Learning Garden will be a demonstration project that will attract attention from other communities and growers throughout our region. For information on how this garden will impact our community, please see attached documents

Priority funding areas
of grant makers
(indicate how your request fits
within Council's strategic
plan[s])

This fits with the strategic plan in that it creates more resources
and community spaces for chase residents.

Most recent grants received from the Village:

Amount (1)

Date (1)

Amount (2)

Date (2)

Current Fundraising
Initiatives:

- Annual Mothers Day Plant Sale
- Pollinator Garden Installations

Please explain how your event
or organization will be self
sufficient in the future:

We are applying for funding opportunities that offer multi year
funding to cover ongoing labour and material costs. We have
also formed organizational partnerships and will be cultivating a
strong volunteer base for the project.

Please provide a detailed budget for your event/operating year and also your organization's most
recent Certified Financial Statements.

Applicants carrying budgetary surpluses must clearly explain their intended use of these funds. If a
deficit exists, the applicant must demonstrate that a realistic deficit reduction/elimination plan is in
place.

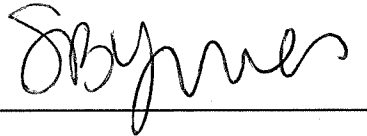
Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The information provided in this grant application is subject to the Freedom of Information and Protection of Privacy Act. The Village cannot guarantee that any of the information provided by you will be treated as confidential if a request for access is made under the Act.
- 3) Neither the Village of Chase nor any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Print Name of Board Chair or
President

Shannon Byrnes

Signature:



Date:

11/20/2023

Print Name of Person
completing the application:

Ashton Sweetnam

Signature:

Date:

11/20/2023

Balance Sheet

Chase and Area Family Services

As of Nov 22, 2023



ACCOUNTS

Nov 22, 2023

Assets	
Cash and Bank	
C.A.Y.L.S Int. Sav. Chequing	\$28,474.84
Money in transit, uncashed cheques	-\$307.10
Total Cash and Bank	\$28,167.74
Other Current Assets	
Accounts Receivable	-\$140.00
Total Other Current Assets	-\$140.00
Long-term Assets	
Cycling Program Equipment	\$11,913.46
Depreciation of Cycling Program Equipment	-\$281.19
Total Long-term Assets	\$11,632.27
Total Assets	\$39,660.01

Liabilities	
Current Liabilities	
Accounts Payable	\$94.02
Payroll Liabilities	\$1,272.82
Total Current Liabilities	\$1,366.84
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$1,366.84

Equity**Retained Earnings**

Profit for all prior years	\$2,738.80
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Profit between Jan 1, 2023 and Nov 22, 2023	\$35,554.37
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Total Retained Earnings	\$38,293.17
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Total Equity	\$38,293.17
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Cash Flow

Chase and Area Family Services

Date Range: Jan 01, 2023 to Nov 20, 2023



CASH INFLOW AND OUTFLOW

Jan 01, 2023
to Nov 20, 2023

Operating Activities

Sales	\$130,286.57
Purchases	-\$35,393.00
Payroll	-\$57,990.58
Net Cash from Operating Activities	\$36,902.99

Investing Activities

Property, Plant, Equipment	-\$11,632.27
Net Cash from Investing Activities	-\$11,632.27

Financing Activities

Net Cash from Financing Activities	\$0.00
---	---------------

OVERVIEW

Starting Balance	\$2,697.02 As of 2023-01-01
Gross Cash Inflow	\$144,669.68
Gross Cash Outflow	\$119,398.96
Net Cash Change	\$25,270.72
Ending Balance	\$28,167.74 As of 2023-11-20

Profit and Loss

Chase and Area Family Services

Date Range: Jan 01, 2023 to Nov 20, 2023



Jan 01, 2023
to Nov 20, 2023

ACCOUNTS

Income	
Canada Summer Jobs Funding	\$36,910.00
Direct Public Support – Corporate Contributions	\$9,302.21
Direct Public Support – Individual Contributions	\$12,857.65
Non Profit Organization Grants	\$50,352.00
Program Income – Program Service Fees	\$5,341.30
Sales	\$15,795.41
Sales Discounts	-\$322.00
Total Income	\$130,236.57
Total Cost of Goods Sold	\$0.00
Gross Profit	\$130,236.57
As a percentage of Total Income	100.00%
Operating Expenses	
Banking Fees	\$50.00
Contract Services	\$908.70
Entertainment Fees	\$898.75
Forest Garden Expenses	\$1,560.00
Fundraising Products Expenses	\$524.00
Liability Insurance	\$2,244.86

Operating Expenses

Mural Expenses	\$3,500.00
Office Supplies	\$1,157.45
Payroll Employer Taxes	\$5,446.19
Payroll Gross Pay	\$65,235.13
Payroll – Salary & Wages	-\$11,486.14
Pollinator Program	\$1,904.60
Printing and Reproduction	\$467.48
Programming Expense - Cycling Program	\$6,104.65
Programming Expense - EverWild Explorers	\$1,240.75
Programming Expense - Summer Art Programs	\$3,212.03
Rent Expense	\$1,717.00
Rent Expense - Riverstone	\$2,415.00
Repairs & Maintenance	\$31.42
Riverstone Renovation and Setup	\$4,170.33
Staff and Volunteer Training	\$3,380.00
Total Operating Expenses	\$94,682.20

Net Profit

\$35,554.37

As a percentage of Total Income

27.30%



Chase & Area
Family Services

Pollinators Program 2023/2024

The CAFS Pollinators Program is a project that began in the Spring of 2022 that serves as a hub for many smaller endeavors. The goal of this project is to create safe habitat and food sources for local pollinators and promoting nature connection alongside its known benefits for community members. This program not only serves as a means of promoting and protecting local pollinators, but has grown to become a full educational program on local ecosystems and nature connection. The Pollinator Program has initiated multiple artistic and garden installations, food justice initiatives, and many learning opportunities since its inception and is now widely recognized in our community and has gained the attention of both Provincial and National Organizations.

Our society recognizes the difficulties associated with having a family at this time. Costs of living have skyrocketed, and wages have not been keeping up. Transportation costs are formidable, and for rural living families this results in barriers to accessing nutritious food. Our society endeavors to make our programs as accessible as possible to everyone.

The majority of our programs are free or very low cost and offered through schools, over the summer months, or after school. For the programs that require fees for registration, we have a bursary program that is available upon request to any family that self identifies as needing additional financial support. This bursary program is accessed heavily by the community and makes up about one third of all registrations for our programs.

In 2023, we had four employees working within the Pollinator Program: Our Sustainability Coordinator, two Youth Environmental Leaders, and the Executive Director, who is also our lead Forest School Practitioner. We also had 55 individual volunteers who helped out as both ongoing program volunteers and or at one time events related to the Pollinator Program. 146 children and youth between the ages of 1-18 participated in the program in 2023. 352 adults participated either on their own at educational events or alongside their children in our program. We aim to grow participation significantly in 2024.

2023 Pollinator Program Activities and Projects

EverWild Explorers runs from September-June annually

**Summer Bike Sesh operates weekly in July and August, visiting, caring for and learning about pollinator gardens **

January	<ul style="list-style-type: none"> - Applying for funding for Pollinator Gardens - Fundraising with CAFS Kids Store, Raffle Baskets and bake sales
February	<ul style="list-style-type: none"> - Seed starting commences
March	<ul style="list-style-type: none"> - Hire Sustainability Coordinator to begin making plans for gardens and making community connections and education plans - March 27-29, Spring Break Camp- Seed starting with kids from seeds that were saved as a part of programming in 2022
April	<ul style="list-style-type: none"> - CAFS presents to Chase Village Council regarding gaining land use permission for learning garden - April 22, Garden boxes built and installed for first pollinator garden at Chase Public Library
May	<ul style="list-style-type: none"> - Begin installing backyard pollinator gardens in private residences - May 14 & 15th, Seed to Sprout Block Party and Plant Sale Fundraiser - May 19th, Garden boxes at library planted by staff and children at Growing Minds Childcare. - May 19th, Garden at Interior Savings planted by members of the 'Sunshine Club' - EverWild Explorers breaks for summer months
June	<ul style="list-style-type: none"> - Pollinator Garden at Museum is landscaped and built, planted by June 26
July	<ul style="list-style-type: none"> - July 4, Youth Environmental Leaders begin working to promote and carry out activities for Pollinator Program - Summer Cycle Sesh Commences - July 13-30, Pollinator mural is created
August	<ul style="list-style-type: none"> - August 12-30, Youth pollinator mural created - Work bee at Pollinator Gardens to take care of weeds and general maintenance.
September	<ul style="list-style-type: none"> - Sept 11, EverWild Explorers resumes for autumn session - Sept 4, Youth Environmental Leaders end season - Sept 4, end of Summer Cycling Sesh
October	<ul style="list-style-type: none"> - Seed saving projects with school groups and EverWild Explorers
November	<ul style="list-style-type: none"> - Pollinator Garden Clean up and preparation for winter - Consultation in progress with Indigenous working groups on Learning Garden design and follow through - Meetings with Village of Chase administration and consulting company regarding costs of and progress of tap installation at Leaning Garden

December	<ul style="list-style-type: none"> - Fundraising through CAFS initiatives for Pollinator Program - Preparing seed order and garden plans for garden projects
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2024 Calendar of Pollinator Program Activities

EverWild Explorers runs from September-June annually

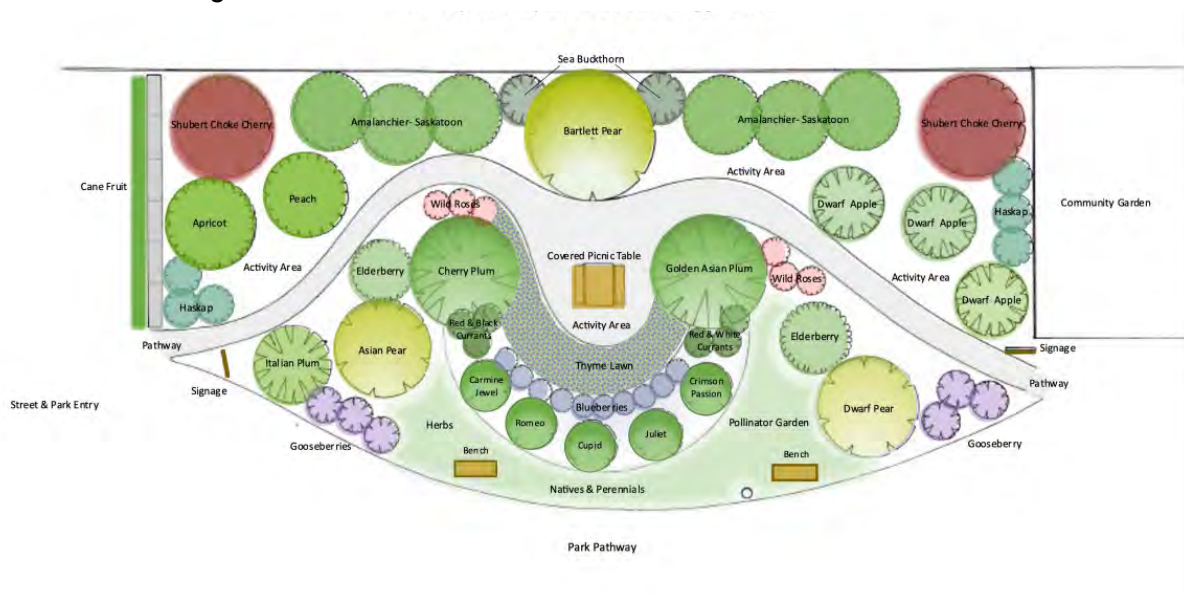
Summer Bike Sesh operates weekly in July and August, visiting pollinator gardens and doing projects at Learning Gardens

January	<ul style="list-style-type: none"> - Seed starting and ordering plants for gardens from plant nurseries
February	<ul style="list-style-type: none"> - Purchasing tools and equipment for Learning Garden Project - Continuing seed starting
March	<ul style="list-style-type: none"> - Hire Pollinator Program Manager to begin making plans for gardens and making community connections and education plans - March 25-29, Spring Break Camp- Seed starting with kids from seeds that were saved as a part of programming in 2022
April	<ul style="list-style-type: none"> - Building garden shed at Learning Garden Site - Beginning landscaping and purchasing gardening materials for Learning Garden - Designing and printing directional and informational signage for Learning Garden - Soil amendment and mulching at pollinator gardens
May	<ul style="list-style-type: none"> - May 14 & 15, Plant Sale Fundraiser - Planting Pollinator Gardens and Learning Garden (trees, shrubs, perennials and annuals)- school groups, EverWild Explorers, daycares, etc. - Work bee with community and organizational volunteers to set up garden, do garden projects. - Monthly potlucks at learning garden community table commence - Monthly Learning sessions open to the community commence at Learning Garden. Learning goals: Direct Seeding, Permaculture Principles - Installing Learning Garden signage
June	<ul style="list-style-type: none"> - Installing mason bee and bird houses at pollinator gardens and Learning Garden - Monthly potlucks - Monthly Learning sessions. Learning goals: Transplanting seedlings and planting trees, Mason Bees, pollinators
July	<ul style="list-style-type: none"> - July 2, Youth Summer Team begins working on Pollinator Project - Monthly potluck - Monthly Learning sessions. Learning goals: Permaculture principles- Building swales and rain garden
August	<ul style="list-style-type: none"> - Monthly potluck

	<ul style="list-style-type: none"> - Monthly Learning sessions. Learning goals: Problem solving- Blights, Diseases, Drought, etc. - Food harvesting and processing with groups - Plant identification walks. Tea and medicine making session - Summer art team creates art installation at Learning Garden for garden with kids art sessions
September	<ul style="list-style-type: none"> - Sept 2, Youth Summer Team ends season - Monthly potluck - Monthly Learning sessions. Learning goals: Harvest and food processing
October	<ul style="list-style-type: none"> - Monthly potluck - Monthly Learning sessions. Learning goals: Transitioning to the winter - Working Bee with staff and volunteers: Pruning, mulching, cutting plants back - Season end maintenance at Pollinator Gardens - Seed Saving education sessions for children and adults. Begin seed library to be stored at Riverstone Family Resource Centre
November	<ul style="list-style-type: none"> - Season recap, meeting of all garden participants to discuss how season went: Problems, successes, plans for next year.
December	<ul style="list-style-type: none"> - Begin fundraising for Pollinator Program 2025 - Seed and plant ordering preparation

Program Activities, Projects & Services

Willson Park Learning Garden



Our organization has been developing this permaculture based learning garden over the past two years with the help of numerous other partnering organizations and individuals including the Chase Food Bank, The Chase Rotary Club, The Chase Environmental Action Society, the Working Group on Indigenous Food Sovereignty, the Village of Chase, the community garden that neighbors the Learning Garden site and The Sunshine Club. In the spring of 2023 we were granted land access permission from the Village of Chase to use Wilson Park for the Learning Garden. The Village has agreed to install a water tap for specific watering needs and irrigation.

This design was built to produce food for the families in our programs, to distribute through both Riverstone Family Resource Centre and the Food Bank. This learning garden will include a large community table where groups can come together to eat and celebrate, and with benches that fold in so that it can also be used for harvest and food processing projects. Chase is a town with little in regards to community gathering spaces, and we hope that the Learning Garden in Willson Park will serve this function.

As a part of the CAFS Pollinator Program, we intend to include children and families by engaging them in the creation and care of the Learning Garden. We will invite school groups and other educational groups to the pollinator gardens to learn about our local ecosystems and better ways to support and interact with them. Experienced growers, elders and knowledge keepers from the nearby Bands will be consulted in the creation of garden signage related to plant identification, garden systems and culturally significant plants to the Secwepemc. In addition, the garden will beautify the park and will add a new play space for children and families in Chase. The plants chosen will be drought tolerant, mostly perennial, and known to attract varying pollinator species.

A food forest is an 'edible landscape' that mimics nature as a diverse ecology of integrated biological systems. Forest gardens are a low maintenance/management food production system that works with the laws of nature, creating regenerative and self-sustaining perennial polycultures and ecological services. A food forest consists of dwarf orchard trees, native species and traditional wild foods, small fruit species, herbs, annual and perennial companion plants or ecological support species for pollinators, wildlife and humans alike. Food forests additionally support greater environmental functions in soil regeneration, water cycling, carbon sequestration, habitat restoration and many other ecological services and educational opportunities!

The design layout will provide access to the forest garden through paths, directional signage, focal points, natural play and rest areas, and specific planting that encourages engagement and education. The paths will be compacted shale for permeability and ease in mobility. There will be garden 'rooms' to showcase various environmental systems and encourage visitors to explore and engage in the garden. There will be an informational kiosk, with signage and direction throughout the garden. Seating, gathering and experiential play stations providing learning opportunities (ie, water harvesting, vermicomposting/composting and soil health, entomology and biodiversity & ecological immersion) will be an important part of the Food Forest.

The initial concept design was created as collaboration between a regenerative landscape designer, representatives of Chase and Area Family Services, representatives of the community garden, and representatives of the Village of Chase. Moving forward we plan to work with local bands, knowledge keepers and elders, to provide a relationship building experience for kids and families at the nearby schools and in the community. We will be consulting with a paid working group of knowledgeable representatives for the nearby Secwepemc bands to ensure that we proceed with cultural sensitivity and accurate information.

Following are some strategies that are being incorporated to fit with the proposed Truth and Reconciliation themes interwoven into the garden:

- We are working with knowledgeable indigenous community members to choose culturally significant plants to incorporate into the garden and consult on garden design.
- The name of the garden will reflect the unceded Secwépemc land on which it is located.
- When knowledge keepers and cultural leaders come to work with kids and consult on the garden, they will be appropriately compensated for their time and knowledge.
- Signage will be incorporated into the project that educates visitors on the cultural significance of native plants in the garden, and with information about Secwepemcúl'ecw and the history of the people who have lived here and cared for this land
- We plan to include regular community meals in this project to bring people together and promote discussion and relationship building.

Pollinator Murals

We launched the Pollinator Program in the Summer of 2022 with a pollinator themed mural in partnership with artist Joey Nash. We hired Joey to co create a mural with a group of twenty-two children aged 6-12 from our activities on the topic of pollinators on a large wall in the town center. The group spent time visioning and brainstorming together on the significance of the mural, why it was an important time for its creation, and what they would like the viewers to feel when they looked at it. They decided on a landscape view of Neskonlith Meadows, a culturally significant area for the local Secwépemc people for gathering food and medicine. Wildflowers and native plants were featured as well as many of our known local pollinators, primarily different species of bees and birds.





This past summer of 2023, two more murals were created with children participating in the Pollinator Program. A second partnership was formed with Joey Nash to put another mural beside the 2022 project. Joey followed the same process as the first of visioning and creating. This time the group decided on a view of the Shuswap Lake which artistically mirrored the existing mural. Again, wildflowers and native plants known to grow by

the lake were included as well as pollinators common in the area.

Our final mural to celebrate the pollinators on whom we depend so heavily was led by a group of local indigenous youth who were employed for our summer art projects. These youth took a more broad approach to the theme and examined the larger ecosystem of whom the pollinators are a part of. They included culturally significant animals: Bears, deer, otters, salmon. These were integrated with native plants, pollinators, and weather systems- symbolically showing how they are all a part of the same interdependent system and no one of them can function and live on its own.



Seedling Growth and Care

With the assistance of the children involved in our membership, and after consulting with elders, knowledge keepers and gardeners, we grew almost 2000 seedlings. These seedlings were used for the pollinator gardens, our annual plant sale fundraiser and to gift to other local pollinator garden initiatives. These seed varieties were chosen based on being plants native to our area, their drought tolerance, and their value as a food

source for local pollinators. We printed resources that were given away with the seedlings that provided information on the plants, their care, and their value in local Secwépemc culture and to pollinators.

Seed to Sprout Block Party and Plant Sale



CAFS hosts an annual plant sale fundraiser on Shuswap Avenue for the Pollinator Program on the Mothers Day weekend. We include a selection of traditional bedding plants and hanging planters, but we also do our best to promote annuals and perennials that are more suitable to our climate and that are pollinator friendly. Some of the seedlings that are grown with the participation of the children involved in the Pollinator Program are sold at the plant sale. This is a family event that includes free live music, entertainment and games. In 2023, the event was sponsored by Interior Savings who made it possible to bring in Uncle Chris the Clown and a lively string quartet. Interior Savings is interested in sponsoring the event again in 2024, and it will be held in Willson Park beside the Learning Garden.

Pollinator Gardens



The Autumn and Winter of 2022 were spent laying down the groundwork to create local habitat for pollinators. We worked with the Chase Environmental Action Society, Interior Savings, The Chase Literacy Society, Purity Feed, The Chase and District Lions Club, The Sunshine Club, The Chase Museum and Archives, and The Chase Library to install three pollinator gardens throughout the Village. We hired a Sustainability Coordinator to manage these projects, and an enthusiastic team of volunteers worked through the summer to install and care for the gardens. We had children from local schools and our own activities participate in the planting and subsequent care of the gardens.

Pollinator gardens were installed at the Chase Library, beside Interior Savings, and at the Chase and District Museum and Archives. In addition, many individual households in our area chose to transition their yards or existing gardens to include more native, pollinator friendly plants to support local wildlife as a part of the Program. Our Sustainability Coordinator hosted events and

educational sessions with local residents on transitioning yards to food sources for pollinators. As a fundraiser, we also planted pollinator gardens' in local residents' yards in exchange for a donation to the Pollinator Program. We look forward to seeing how our little Village can continue its transformation to support local ecology through the transition of lawns and gardens to plants that are better adapted to our climate and pollinator needs.

Summer Cycle Sesh



We ran multiple groups as a part of the Pollinator Program that were heavily involved with the care of the gardens that met weekly through the summer months. The Summer Cycle Sesh was one of these- a free cycling group with twenty registered participants aged 6-12 who met on Mondays from 4:30-6:30 each week through July and August. They explored our local ecosystems, learned cycling skills with trained coaches, and visited the pollinator gardens to learn about the life cycles of plants and pollinators through hands-on interactions and educational activities. Through weekly interactions with the gardens, youth learned which plants certain pollinators were drawn to, how to identify and care for the plants in the garden, and finally, about saving seeds from the plants for next year's projects.

Our society owns a fleet of bikes, safety equipment and a transportation trailer. We were able to offer program participants free access to the bikes and our CycleBC certified coaches did a great job of teaching the kids to ride safely from location to location in our adventures of learning. Each session included a snack, and registrants were given a 'Summer Cycle Sesh' t-shirt.

We plan to offer this program again in 2024.

EverWild Explorers



This full or half day Forest School Program is for children aged 5-12 that meets at varying outdoor locations in the Chase area with a focus on nature education and play. Each themed

session includes an art and/or science project, and we meet year round, in all weather. The result is a group of children who are accustomed to being out in the elements, skilled in self-regulation, and who are able to work together to meet the group's needs and accomplish goals.

Forest School is an educational ethos and practice that centres the Land and the child-at-play. Children and educators build a relationship with the Land through regular and repeated access to the same outdoor space over an extended period of time. Educators support learning through a pedagogical framework that is rooted in place and play, directed and inspired by the child (emergent curriculum), and driven by a process of inquiry.

Children can find magic in the most ordinary of spaces. What matters is that they build a relationship to a place, through regular and repeated access to it, in the way that is most fitting to them: through play. Children at play in nature – that's at the heart of EverWild Explorers.

We currently run a weekly full day meet up on Fridays, as well half day groups with classes at the Haldane Elementary School. These groups are central to carrying out the goals and projects of the CAFS Pollinator Program. The kids who participate visit and care for the pollinator gardens and when the Learning Garden is completed, it will be the primary Forest School location.

In 2023, 103 children participated in EverWild Explorers program at the Friday sessions and in-school sessions. Since we began offering these sessions in 2020, we have had a consistent waitlist for our Friday sessions. We plan to train more staff as Forest School Practitioners in 2024 and begin offering pre-school and parent & child sessions.

Chase and Area Family Services			
VOC Grant in Aid 2024			
Willson Park Learning Garden Expenses			
<i>*Highlighted items are requests from VOC Grant in Aid Program</i>			
Suggested Trees & Shrubs	Total	Suggested Plantings	Total
2 Choke Cherry- Prunus Virginiana/ Alternatively Shubert Choke Cherry (\$110/Each)	\$220.00	Thyme Lawn : 2 flats and seeding	\$100.00
6 Amelanchier- Saskatoon Amelanchier alnifolia (\$90/Each)	\$540.00	Mixed perennial herbs: Oregano, thyme, sage, Marjory, anise hyssop, tarragon, camomille, sorrel, chives, society garlic, mint...	\$100.00
Bartlett Pear	\$60.00	Edible flowers: Daylily, dianthus, violas, snap dragons, calendula, nasturtium, chrysanthemum, viola...	\$100.00
Peach	\$70.00	Mixed perennial pollinators/natives: Beebalm/bergamont, yarrow, aster, echinacea, lavender, milkweed, rudebeckia, false indigo, hollyhock, phlox, Goldenrod, penstemon, liatris, nepeta, salvia, heliopsis, Russian sage, dianthus, coreopsis...	\$200.00
Apricot	\$80.00	Other perennials: rhubarb, asparagus, comfrey, sunchoke...	\$50.00
Plum	\$65.00	SubTotal	\$550.00
Golden Asian Plum	\$70.00		
Italian Plum	\$60.00	Materials Estimate	
Asian Pear	\$75.00	Soil- approx. 6200 sq ft 3 inch depth = 57 yards	\$2,500.00
Dwarf Pear	\$60.00	Mulch- Fir bark mulch/ arbourist chips=5000 sq ft @ 4 inch depth= 40 + yards (or arbourist chips Free!)	\$1,600.00
3 Dwarf Apple (\$60/Each)	\$180.00	Fine black bark mulch= 800 sq ft- 7 yards	\$420.00
6 Dwarf Cherry Romance Series- Cupid, Romeo, Juliet and Valentine... (\$20/Each)	\$120.00	Pathway Shale/Crusher chip- 860 sq ft = 10 yards	\$260.00
2 Elderberry- Sambucus cerulea (\$25/Each)	\$50.00	Pest Management (dormant oil, fruit/nut spray, B.T.)	\$230.00
2 Seabuckthorn- Hippophae rhamnoides (\$25/Each)	\$50.00	Seeds	\$45.23
6 Gooseberries- Ribes uva crisa 'Pixwell' (\$15/Each)	\$90.00	Sub Total	\$5,055.23
10 blueberries- Vaccinium corymbosum 'Elliot, Duke & Bonus'" (20/Each)	\$200.00		
6 Haskap- Honeyberry- Lonicera caerulea (\$15/Each)	\$90.00	Structures	
6 Wild roses- Rosa acicularis 'Woodsii' #2 (\$15/Each)	\$90.00	Covered picnic harvest table	\$3,000.00
6 Currants- Ribes rubrum 'Primus', Black Crandal, 'Red Lake' #2 (\$18/Each)	\$110.00	2 benches	\$300.00
2 Flats wild strawberry- Fragaria vesca	\$110.00	Log and stone play area/climbing structure	\$2,500.00
1 Flat June bearing Strawberry- Fragaria X	\$55.00	Stone for rain garden	\$200.00
2 lg Blackberry- Rubus fruticosus 'Triple Crown Thornless'	\$40.00	Bird houses, mason bee houses & bug hotels	\$200.00
2 Sm Blackberry- Rubus ulmifolius 'Chester'	\$25.00	Plant Walk Wayfinder Signage (Guides to the plants, cultural uses and historical significance, Information on pollinators and biodiversity, guides to edible plants)	\$1,846.00
4 Golden Raspberry- Rubus idaeus var. 'Golden'	\$32.00	Forest Garden Sign and Map -Impact Graphic Panel	\$1,235.50
6 June Raspberry- Rubus idaeus 'June Bearing'	\$42.00	Garden Shed, 10 x 10 (Old Hickory Buildings)	\$5,784.80
SubTotal	\$2,584.00	Sub Total	\$22,676.76
Equipment			
Jora Composters x 2- 106 Gallon Outdoor Dual Chamber Steel Compost Tumbler Bin	\$2,129.99	Learning Garden Total Expenses	\$118,140.74
Installation of Tap for Irrigation	\$15,000.00		
Tools	\$532.76		
Sub Total	\$17,662.75		
Staff and Administration			
Administration	\$6,720.00		
Landscape Design	\$1,500.00		
Contractor- Project Management by Landscape Designer, \$70/hr (10 hrs/week from April-September)	\$4,200.00		
Summer Youth Positions x 2	\$10,625.74		
Garden Manager 30 hours/wk x \$30/hr (April-November)	\$40,800.00		
Employee Benefits (\$250/month for family benefits)	\$2,000.00		
CPP Contributions	\$2,126.10		
EI Premiums	\$398.16		
Worksafe Premiums (Rate 1.67%)	\$681.36		
Vacation Pay	\$644.64		
Honorariums for Secwepemc Elder and knowledge keeper consultation on landscape design and opening ceremony	\$2,500.00		
Sub Total	\$72,196.00		

Chase and Area Family Services		
VOC Grant in Aid 2024		
Willson Park Learning Garden Revenues		
Grants		<i>Status</i>
BC Hydro Grass Greening Communities	\$1,000.00	Confirmed
United Way Food Infrastructure Grant	\$20,000.00	Pending
Village of Chase Grant in Aid	\$20,000.00	Pending
Tree Grant	\$10,000.00	Pending
Canada Summer Jobs Wage Subsidy	\$10,625.74	Pending
Work BC Wage Subsidy	\$15,489.30	Pending
Community Gaming Grant	\$30,000.00	Pending
Organizational Donations		
Chase Literacy Program	\$3,000.00	Confirmed
Fundraising		
Backyard Pollinator Garden Installation	\$3,000.00	Pending
Annual Plant Sale Fundraiser	\$5,000.00	Pending
Total Garden Projected Revenues	\$118,115.04	

Chase and Area Family Services				
VOC Grant in Aid 2024				
Willson Park Learning Garden Revenues & Expenses				
Total Projected Revenues	\$118,115.04		Requests from VOC Grant in Aid Program	
Total Expenses	\$118,140.74		Garden Shed, 10 x 10 (Old Hickory Buildings)	\$5,784.80
			Installation of Tap for Irrigation	\$15,000.00
Revenues-Expenses	-\$25.70		Total Requests	\$20,784.80



Village of Chase Policy Manual

Title: ADM – 31 Grant-In-Aid Policy

Date Adopted: January 22, 2019

Revised: April 12, 2022

Date Effective: January 22, 2019

Reviewed:

Special Notes / Cross Reference: This Policy is to be used in conjunction with all other applicable Bylaws and legislation

Policy: Council provides grants-in-aid to non-profit community groups who demonstrate a funding need for a service or program that will benefit the community and local area.

Policy Goal: To set out guidelines for allocating grants-in-aid.

Policy Objectives

1. Council will establish a budget for allocating grants-in-aid in a calendar year. The amount of the budget will be reviewed annually as part of the budget deliberation process.
2. The Chief Financial Officer will advertise annually in October the criteria for grant-in-aid with a deadline for submissions of November 30, to be considered for a grant in the following calendar year. Applicants are required to submit a description of their service/program, financial statements or other financial information from the current and previous year, and a listing of other funding sources. Applicants must demonstrate that the funds will be used for a program/service of benefit to the community or local area and that the group is unable to raise all of its required funds from other sources.
3. During budget deliberations, Council will review the grant-in-aid submissions and allocate funds at their discretion to the budget amount set. Council will make a final decision on the approved grants by February 28 each year, with notification given to all of the applicants immediately thereafter. Council will set aside a portion of the Grants- in-Aid budget for allocation to Extraordinary Requests during the year.
4. Types of costs that may be considered include operational costs, rental fees, supplies, and other costs incurred in the delivery of the service, program or event.
5. These grants are not intended to provide on-going support for the same service, program or event. All approvals shall be considered on a year-to-year basis. Groups can request grants-in-aid in subsequent years if the program, service or event is new.
6. Grants-in-aid will not be considered for any business enterprise.



Village of Chase Policy Manual

Requirements for General Applications

Applications for grants-in-aid are to be made on the application form as provided by the Chief Financial Officer. Incomplete applications will NOT be considered by Council.

Applications MUST include:

- Mailing address and contact information for organization
- Prove the provision of a service to persons residing in Chase and the surrounding areas
- Confirm the organization is non-partisan, non-denominational and non-profit
- Provide annual financial statements or other financial information that shows revenue and expenses for the year prior and the current year
- The current annual operating budget for the organization
- Documentation demonstrating how the organization intends to become less reliant on the Village's financial assistance over time
- A detailed budget for the event/program for which the grant in aid will be used
- Information regarding other sponsors of the program/service

Extraordinary Grants-in-Aid

As referred to in Section 3 above, Council will set aside a portion of the annual Grants-in-Aid budget for allocation for Extraordinary Requests (those requests that are outside of the annual application deadlines) during the year. Once the Extraordinary Grant-in-Aid account has been depleted, no further requests for grants-in-aid will be accepted in that calendar year.

Non-profit groups or organizations who have a new event or need for assistance via a grant in aid and can demonstrate valid reasons for not being able to have applied during the normal process, may apply to Council for consideration of an extraordinary grant.

Any non-profit group or organization is eligible for an extraordinary grant in aid on a one time only basis and future requests must be directed through annual grant in aid process.

Extraordinary Applications

Applications for extraordinary grants in aid must be submitted in the form of a letter to Council and include the following information in addition to the standard application:

- A detailed explanation/description for the requirement of the grant (is the event new?)
- An explanation of why the grant was not applied for in the normal grant-in-aid process (why was the deadline not met?)



Village of Chase Policy Manual

Other General Criteria for Grant Considerations

- Grants will not be made to other local governments
- Grants will not be utilized to fund functions that are funded through taxation
- Grants will not be made to industrial, commercial or business undertakings
- Grants may be made to assist a group with fees associated with the rental of a Village facility - groups are encouraged to request grants-in-aid to assist in funding events/programs/services
- Award recipients in the amounts of \$500 or more will be required to submit a post event summary of how the grant-in-aid was utilized within 60 days of the event including revenues and expenses, attendance at event and a statement of value achieved by the event – failure to provide information to Council as to how a grant was utilized will affect the recipient's eligibility for a grant in the following year



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: Deb Lovin, CFO
DATE: January 12, 2024
RE: Early budget approval for purchase of Fire Department Air Compressor

ISSUE/PURPOSE

To seek the Council's approval to proceed with the purchase of a new air compressor for the Fire Department.

OPTIONS

1. Proceed with the purchase of the recommended air compressor.
2. Do not proceed with the purchase of the recommended air compressor.
3. Discuss options for funding during the budget discussions.

HISTORY/BACKGROUND

At the October 24, 2023 meeting of Council, Resolution #2023/10/24_013 was approved which stated:

UBCM Grant Opportunity – Volunteer & Composite Fire Departments – Equipment and Training

“THAT the Village of Chase Council support the proposed application for \$30,000 to go toward the purchase of a new air compressor for the Village’s Fire Department with the remaining amount needed to be considered by Council during 2024 budget discussions.”

After obtaining the approval to proceed with the grant application, Administration and the Fire Department submitted the application to UBCM to replace the aging air compressor.

The confirmation of grant funding was received and publicly announced on January 11, 2024.

The equipment’s delivery time range is between 18 and 22 weeks. Staff are requesting that Council consider the Village’s portion of the expense earlier than the budget discussions.

DISCUSSION

The Fire Department is currently using an old, SCBA air compressor that was built in 1993. It has required numerous costly repairs to ensure it functions properly when needed. The compressor currently requires a seal repair to the crankcase, but the cost of the repair it is more the compressor is worth. Additionally, while extending the life of the compressor, its age surely means that other components of the equipment will break down and need repairs.

FINANCIAL IMPLICATIONS

The budget for the new air compressor	\$55,000.
UBCM Equipment and Training grant	<u>(30,000)</u>
Village of Chase required funding	\$25,000

The Growing Communities fund and Canada Community Building Fund (formerly Gas Tax) consider this type of expense ineligible.

Given these factors, it is suggested that the funding should be sourced from Surplus.

POLICY IMPLICATIONS

As outlined in the Village of Chase Purchasing policy ADM11 (2010), any purchase not listed in the “5 year financial plan” and exceeding \$20,000 requires Council’s approval for the purchase and funding of the air compressor.

RECOMMENDATION

“THAT Council approves the early budget approval request to purchase an air compressor for the Fire Department to a maximum of \$55,000.

AND

That Council approve to pay the unfunded portion, to a maximum of \$25,000 from the Village of Chase surplus.”

Respectfully submitted,

Approved for Council Consideration by CAO

Deb Lovin

Joni Heinrich

Deb Lovin, CFO

Joni Heinrich, CAO