



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 February 13, 2024 at 4:00 p.m.

Join the meeting from your computer, tablet or smartphone:

<https://us02web.zoom.us/j/81866500320?pwd=QkZmaURzR0l2aFlhY3JCdStvYzdxQT09>

Or join the meeting using your phone:

Dial: 1-778-907-2071

Meeting ID: 818 6650 0320

Passcode: 106073

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Resolution:

“THAT the agenda of the February 13, 2024 Regular Meeting be adopted as presented.”

3. ADOPTION OF MINUTES

3.1 Minutes of the January 23, 2024 Regular Meeting

Pages 1-5

Resolution:

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

3.2 Minutes of the February 6, 2024 Special Meeting

Pages 6-7

Resolution:

“THAT the minutes of the February 6, 2024 Special Meeting be adopted as presented.”

4. PUBLIC HEARINGS

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

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

6. DELEGATIONS

6.1 Jean Holt – 235 Willow Street

Regarding basic water rate increase

6.2 Don Cavers & Thompson-Okanagan Co-Op Housing Society

116 MacPherson Street Development

7. REPORTS

a) Mayor and Council Reports

b) Staff Reports

Pages 8-16

8. UNFINISHED BUSINESS

8.1 Zoning Amendment Bylaw – 743 Cedar Avenue Pages 17-18

Bylaw 934-2024 has received the first 3 readings

Recommendation:

“THAT the Village of Chase Zoning Amendment Bylaw 934-2024 be adopted.”

8.2 Bylaw 935-2024 2023-2027 Amended Financial Plan Bylaw Pages 19-23

Bylaw 935-2024 has received the first 3 readings

Recommendation:

“THAT the Village of Chase 2023-2027 Amended Financial Plan Bylaw 935-2024 be adopted.”

9. NEW BUSINESS

9.1 Report of Official 2024 Local By-Election Results Pages 24-26

Report from the Deputy Chief Election Officer

Recommendation:

“THAT the report on the 2024 By-Election results for the Village of Chase be received for information.”

9.2 Lagoon Headworks Improvements Grant – Village Representative Page 27

Report from the Manager of Public Works

Recommendation:

“THAT Council award the Village Representative for the Lagoon Headworks Improvements Grant to TRUE Consulting in the amount of \$67,000.”

9.3 Award of Contract for Coburn Street Multi-Use Pathway – Phase 1&2 Pages 28-29

Report from the Manager of Public Works

Recommendation:

“THAT Council award the Contract for Coburn Street Multi-Use Pathway – Phase I&II to General Assembly Excavating Ltd. in the amount of \$151,010.75; AND,

THAT the project be funded from the 2023 BC Active Transportation Infrastructure grant, with the remainder funded from the Local Government Climate Action Program grant.”

9.4 UBCM Local Government Program Services Pages 30-31

Community Emergency Preparedness Fund

Emergency Operations Centre Equipment and Training

Report from the Chief Financial Officer

Recommendation:

“THAT the Village of Chase Council supports the current proposed application for funding to purchase a portable generator for use primarily at the Village office during an activated Emergency Operations Centre; AND,

THAT the Village of Chase will provide overall grant management.”

9.5 Bill 34 – District of Sicamous – Request for Support

Pages 32-33

Letter from the District of Sicamous dated January 26, 2024

Recommendation:

“THAT the letter from the District of Sicamous regarding Bill 34 be received for information.”

10. NOTICE OF MOTION

11. IN CAMERA

None

12. RELEASE OF IN CAMERA ITEMS

None

13. ADJOURNMENT

Resolution:

“THAT the February 13, 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 23, 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
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: 17 in-person, 8 virtual

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

Moved by Councillor Connett

Seconded by Councillor Herman

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

CARRIED

#2024/01/23_001

3. ADOPTION OF MINUTES

3.1 Minutes of the January 9, 2024 Regular Meeting

Moved by Councillor Herman

Seconded by Councillor Torbohm

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

CARRIED

#2024/01/23_002

3.2 Minutes of the January 9, 2024 Public Hearing

Moved by Councillor Torbohm

Seconded by Councillor Herman

"THAT the minutes of the January 9, 2024 Public Hearing be adopted as presented."

CARRIED

#2024/01/23_003

4. PUBLIC HEARINGS

None

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

Kelsey Snelgrove of 838 Shuswap Avenue, regarding item 8.3, appealed to Council that their offer for the property purchase is fair, and understands that Council has to balance all interests.

Don Heskett of 200 Ash Drive, regarding item 9.3, expressed his opinion that the proposed purchase amount was high for an air compressor.

James Mintz of 813 Okanagan Avenue, regarding item 9.3, explained that the air compressor is required to fill the air bottles firefighters need for breathing during a fire.

6. DELEGATIONS

None

7. REPORTS

Mayor Lepsoe

January 17 – TNRD training session

January 19 – TNRD Committee of the Whole meeting, Superintendent Jeff Pelley presented; he represents Kamloops and rural area, he outlined his strategic priorities. He also mentioned that there are if priority offenders in the area, 20 repeat offenders, there are 4 crime analysts based out of Kamloops. There are no accident analysts in Kamloops. All meetings are recorded on YouTube and available to the public as well.

Councillor Connett

January 9 – Regular Council meeting

Councillor Herman

January 9 – Regular Council meeting

January 15 – Attended a Climate Action Meeting at the Village Office

January 16 – Attended Zoom meeting of Adams River Salmon Society

January 17 – Met with some members of the Chase Environmental Action Society to apply for a grant for the Go by Bike BC program to take place June 3-9

January 22 – Attended Community Collaboration Meeting

Councillor Torbohm

January 9 – Regular Council meeting

January 19 – Shuswap Trail Alliance Working Group meeting

January 22 – Attended Community Collaboration meeting

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

Moved by Councillor Herman

Seconded by Councillor Torbohm

“THAT the reports from Council members be received for information.” CARRIED
#2024/01/23_004

8. UNFINISHED BUSINESS

8.1 Building Regulations Amendment Bylaw No. 929-2024

Moved by Councillor Connett

Seconded by Councillor Herman

“THAT Building Regulations Amendment Bylaw No. 929-2024 be adopted.”
CARRIED
#2024/01/23_005

8.2 Zoning Amendment Bylaw – 743 Cedar Avenue

Moved by Councillor Torbohm

Seconded by Councillor Herman

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

CARRIED

#2024/01/23_006

Moved by Councillor Herman

Seconded by Councillor Torbohm

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

CARRIED

#2024/01/23_007

Moved by Councillor Herman

Seconded by Councillor Torbohm

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

CARRIED

#2024/01/23_008

8.3 838 Shuswap Avenue – Land Disposition

Moved by Councillor Torbohm

Seconded by Councillor Herman

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

DEFEATED

OPPOSED: All

#2024/01/23_009

Moved by Councillor Connett

Seconded by Mayor Lepsoe

“THAT Council sell approximately 127 m² of unused and undeveloped Village property to the owners of 838 Shuswap Avenue for \$8,202.”

CARRIED

#2024/01/23_010

8.4 Notice of Motion – Speed Signs (5 Locations)

Moved by Councillor Connett

Seconded by Councillor Herman

“THAT the Village commit to purchasing up to five radar speed signs pending funding from Vision Zero or ICBC.”

CARRIED

#2024/01/23_011

9. **NEW BUSINESS**

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

Moved by Councillor Torbohm

Seconded by Councillor Herman

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

CARRIED

#2024/01/23_012

9.2 2024 Grants-in-Aid Application

Moved by Councillor Herman

Seconded by Councillor Torbohm

“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.”

DEFEATED
OPPOSED: All
#2024/01/23_013

Moved by Councillor Torbohm

Seconded by Mayor Lepsoe

“THAT the Village contribute \$3,000 to Chase and Area Family Services for the purchase of garden shed.”

CARRIED
#2024/01/23_014

9.3 Early Budget Approval for Purchase of Fire Dept. Air Compressor

Moved by Councillor Herman

Seconded by Councillor Torbohm

“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.”

CARRIED
OPPOSED: Councillor Connett
#2024/01/23_015

10. NOTICE OF MOTION

None

11. OPPORTUNITY FOR PUBLIC TO SPEAK ON MUNICIPAL MATTERS

Carolyn Parks-Mintz of 813 Okanagan Avenue expressed her interest in learning more about Council’s intention with available funding from the Growing Communities Fund and highlighted train whistle cessation, a fire department vehicle, water service at Willson Park and the Mill Park boat launch as potential projects. Ms. Parks-Mintz also expressed her support for Council’s decision to approved the purchase of an air compressor for the fire department.

James Mintz of 813 Okanagan Avenue expressed his gratitude to Council for approving the purchase of an air compressor for the fire department.

Dan McLean of 21-312 Arbutus Street spoke about the Community Collaboration Initiative, which he described as an invaluable venue to deconflict community events and strengthen the relationship amongst the various the organizations in the community. Mr. McLean also expressed his hope that Council and staff have reviewed the community’s response to last summer’s wildfire and that plans have been revised for the upcoming fire season.

Charlene Cash of 735 Cedar Avenue, regarding item 8.2, expressed her dissatisfaction with Council’s decision to waive the public hearing and her limited ability to submit her comments on the proposed amendment. The Corporate Officer explained that current legislation allows municipalities to bypass a public hearing if the proposed amendment is consistent with provisions in the Official Community Plan (OCP) and noted that residents can still submit their comments to Council.

12. IN CAMERA

Moved by Councillor Herman
Seconded by Councillor Connett

“THAT Council recess to an In Camera meeting pursuant to the *Community Charter*, 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.”

CARRIED

#2024/01/23_016

13. RELEASE OF IN CAMERA ITEMS

None

14. ADJOURNMENT

Moved by Mayor Lepsoe
Seconded by Councillor Herman

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

CARRIED

#2024/01/23_017

The meeting concluded at 6:53 p.m.

David Lepsoe, Mayor

Sean O’Flaherty, Corporate Officer



MINUTES

of the Special Meeting of the Council of the Village of Chase
held in the Council Chamber at the Creekside Seniors Centre at 826 Okanagan Avenue
on Tuesday, February 6, 2024 at 4:00 p.m.

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

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

Public Participants: 10 in-person, 6 virtual

1. CALL TO ORDER

Mayor Lepsoe called the meeting to order at 4:00 pm.

2. ADOPTION OF AGENDA

Moved by Councillor Herman

Seconded by Councillor Connett

"THAT the agenda of the February 6, 2024 Special Meeting be adopted as presented."

CARRIED
#2024/02/06_001

3. ADOPTION OF MINUTES

None

4. PUBLIC HEARINGS

None

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

None

6. DELEGATIONS

None

7. REPORTS

None

8. UNFINISHED BUSINESS

None

9. NEW BUSINESS

9.1 Oath of Office – Dan Stevens

The Corporate Officer administered the oath of office to Councillor-elect Stevens.

Councillor Stevens addressed Council and the gallery.

9.2 Acting Mayor and Council Liaison Appointments for 2024

Moved by Councillor Stevens

Seconded by Mayor Lepsoe

“THAT the Council Liaison and Appointments be adopted as presented.”

CARRIED

#2024/02/06_002

10. NOTICE OF MOTION

None

11. IN CAMERA

None

12. RELEASE OF IN CAMERA ITEMS

Budget meetings will be held as follows:

March 6, 2024 – Open House at the Community Hall starting at 6:30 p.m.

This will be an opportunity for the public to provide input into the Village’s 2024 budget including Water and Sewer rates.

March 12, 2024 – Budget discussion during regular Council meeting to consider public input received at March 6, 2024 open house

April 9, 2024 – Budget discussion during Regular Council meeting to consider tax rate impact before bylaw is drafted

April 23, 2024 – Financial Plan and Tax Rates Bylaws to be considered for first 3 readings

May 14, 2024 – Consideration of adoption of both Financial Plan and Tax Rates bylaws

13. ADJOURNMENT

Moved by Councillor Stevens

Seconded by Mayor Lepsoe

“THAT the February 6, 2024 Special Meeting be adjourned.”

CARRIED

#2024/02/06_003

The meeting concluded at 4:16 p.m.

David Lepsoe, Mayor

Sean O’Flaherty, Corporate Officer



VILLAGE OF CHASE

Memorandum

Date: February 5, 2024
To: Mayor and Council
From: CAO
RE: Activities Report January 3 to February 5, 2024

Council Support

- Regular Council meeting January 9 via Zoom
- Regular Council meeting January 23
- Ensured strategic plan finalized and uploaded to Village website
- Climate Action Committee meeting January 15
- Prepared reports for Council meeting agendas
- Reviewed various reports for Council agendas
- Reviewed Council meeting minutes
- Regular meetings with Mayor, various meetings with members of Council
- Regular meetings with Senior managers to discuss council directives, delegate tasks
- Provide support to members of Council on various matters
- Along with Corporate Officer and Chief Financial Officer, met with incoming Council member Dan Stevens to go over roles and responsibilities, conflicts of interest, and processes relating to Council meetings

Management and Staff Support

- Election Officials Training for Advance and General Voting – By-Election
- Reviewed documentation relating to the by-election
- Participate in weekly Manager's meetings
- Met with Fire Chief and CFO to discuss various matters relating to the services provided by the Fire Department including budget
- Met with Crown Land representative regarding an enforcement matter in Chase
- Assisted during Advance Voting for by-election on January 10, 2024
- Met with Emergency management specialist along with CFO regarding training opportunities
- Met with Chase and Area Family Services Society ED to explore opportunities for space usage in Chase
- Participated in Climate Action Committee meeting
- Met several times with consultant regarding broadband performance testing in Chase
- Participated in a demonstration of utility rates revenue forecasting software
- Participated in Municipal Insurance Association webinar regarding risk management legal cases
- Participated in meetings with various residents regarding water rate increases
- Worked with Senior Managers to problem solve various issues
- Worked with CFO on a number of grant applications

- Reviewed and authorized a variety of invoices for services and supplies
- Discussions with senior staff regarding human resource matters and resourcing needs
- Responded to email and telephone inquiries

Respectfully submitted,

Joni Heinrich



VILLAGE OF CHASE

Memorandum

Date: February 5, 2024

To: Mayor and Council

From: Sean O'Flaherty, Director of Corporate Operations

RE: Activities undertaken from January 7, 2024 to February 2, 2024

Regular Duties:

- Attend Council's meetings (Regular, Special, In Camera) and workshops
- Preparation of Council meeting agendas and minutes
- Prepared Council reports and correspondence on various matters
- Responsible for confidential matters, information and privacy, and legislative affairs
- Responding to email and telephone inquiries
- Assisting staff and public with legislative and bylaw interpretations, and general support
- Responding to land use inquiries
- Ongoing human resource management
- Liaising with the Building Inspector on zoning confirmation matters
- Weekly staff meetings
- Coordinate Village communications through social media, the Village's website, and the Sunflower

Other Duties/Activities During the Reporting Period:

- Processed 2 Comfort Letters
- Processed 0 Building Permit
- Approved 5 new Business Licenses
- Continue to add businesses that comply with water cross-connection requirements
- Working on WWTP infrastructure upgrade project
- Cremation Garden design meeting
- Met with MoTI on a driveway access matter
- Coburn Street tenders have been received and awaiting recommendation of award
- Completed annual reporting to Recycle BC
- Attended an Emergency Management Legislation Summary workshop
- Working on budget
- Attended a Waterworth utility management webinar
- Attended by-election voting opportunities
- Completed most by-election duties as Deputy Chief Election Officer
- Attended a Ministry of Housing Bill 44, 46, 47 webinar

Bylaw Enforcement

- Bylaw Enforcement activity is below normal with only 4 active files. BEO assisting with Business Licence renewals.

Dog Control

➤ Dog control matters are below normal. ACO working on Dog Licence renewals.

Respectfully submitted,

Approved for Council Consideration by CAO

Joni Heinrich



VILLAGE OF CHASE

Memorandum

Date: February 5, 2024

To: Council

From: Deb Lovin, Chief Financial Officer

RE: January 2024 Report

Regular Duties

Attend Council's meetings (Regular, Special, In Camera) and workshops

Dealt with property taxes and utility billing issues as required.

Review daily cash receipting transactions and bank deposits.

Reconcile Utilities, Property Taxes and Accounts Receivable ledgers.

Monthly Bank Reconciliation.

Preparation of reports to Council.

Complete monthly eTax (Provincial Property Tax) calculation, reconciliation, and requisition.

Respond to email and telephone inquiries

Budget, Property Taxes & Financial Reporting

Updated Interest Rates for Arrears and Delinquent Property Taxes as per Province of BC.

Download and process HOG information when approved by the Province of BC

Reconcile and set up 2024 accounts

Met with staff regarding 2024 budgets

Transfer outstanding utility services to property taxes

Year End reconciliation and closure for Business Licenses, Pet Licensing, Accounts Receivable, Property Taxes and Utilities

Continue working on documents for 2024 budget

Grant Applications, Implementation and Reporting

Receive grant in aid applications

Follow up on Grants and reporting progress

Other

Executing Vadim Year end closure procedures

Supply input and review Village January newsletter

Review new utility rates

Meet with CAO and the coordinator of broadband testing

Respectfully submitted,

Approved for Council Consideration by CAO

Deb Lovin

Deb Lovin

Joni Henrich

Joni Henrich



VILLAGE OF CHASE

Memorandum

Date: February 5, 2024

To: Council

From: Mike Baker, Manager of Public Works

RE: January 2024 Report

Regular Duties

Attend Council's meetings (Regular, Special, In Camera) and workshops.

Working documents for 2024 operational and capital budget.

Invoice processing

Processing and completing service requests.

Reviewing operations and staffing of Public Works.

Review of development proposals and variances.

Review of Bylaws for familiarity and proposed revisions.

Preparation of reports to Council.

Health and Safety crew talks.

Respond to email and telephone inquiries.

Utilities

Familiarize myself with Chase Water and Sewer infrastructure.

Reviewed water and sewer master plans.

Met with staff and consultants to review current operation of water and sewer system.

Working on proceeding to design of the confirmed grant for lagoon improvements.

Changing out non-functioning water meters.

Implementing changes to process for changing out meters including possible Bylaw amendments.

Water service break on Lakeshore Drive.

Research portable generator for EOC.

Parks and Recreation

Community Hall rentals

Mill Park boat launch design review.

Cremation Garden design review.

Cemetery maintenance issues.

Roads and Drainage

Street sweeper installation scheduled for this winter.

Snow removal as required.

Ordered new snowblower.

Research speed boards

Drainage maintenance with warmer temperatures.

Solid Waste and Recycling

Continuing with recycling audits

Respectfully submitted,

Approved for Council Consideration by CAO

Mike Baker

Mike Baker

Joni Henrich

Joni Henrich



VILLAGE OF CHASE

Memorandum

Date: February 5, 2023
To: Mayor and Council
From: Deputy Corporate Officer
RE: Activities Report – January 5, 2023 to January 27, 2024

Legislative Services/Council Support

- Agenda preparation and minutes
- Preparation of bylaws and minutes for archival purposes
- Maintenance of bylaw and resolution indexes
- Bylaw consolidation
- Election official during by-election

Operational Support

- Updated social media pages and performed routine website maintenance
- Ongoing IT support, installation of new equipment
- Coordination with Community Hall users
- Preparation of forms and digital documents
- Records management support
- Ongoing indexing of agreements and leases
- IT equipment replacement
- Support for cemetery management software

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "M. McLean", written over a horizontal line.

Approved for Council Consideration by CAO

A handwritten signature in cursive script, appearing to read "Joni Heinrich", written over a horizontal line.



VILLAGE OF CHASE

Memorandum

Date: February 4, 2024
To: Mayor and Council
From: Chase Fire Chief
RE: Fire Chief's report for January 2024

Fire Calls - 6

2 Commercial fire alarm, 1 Public Service, 1 False Alarm, 1 Motor Vehicle Incident (MVI),
1 BC Ambulance lift assist.

Rescue Calls - 2

Both calls, Road Rescue was stood down on arrival.

First Responder (BC Ambulance Assist) calls - 7

2 Shortness of breath, 3 Chest Pain, 1 Diabetic Coma, 1 Severe Burn

General Department Update

Chase Fire Rescue has 25 members including 1 Junior member.
One member is on Leave of Absence (LOA)
18 members are trained with Exterior Operation Certification.

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

Training focus this month - Equipment Checks, Rapid Intervention Team (RIT) and
Wildfire review.

Respectfully submitted,

Fire Chief, B. Lauzon

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 23rd DAY OF JANUARY, 2024

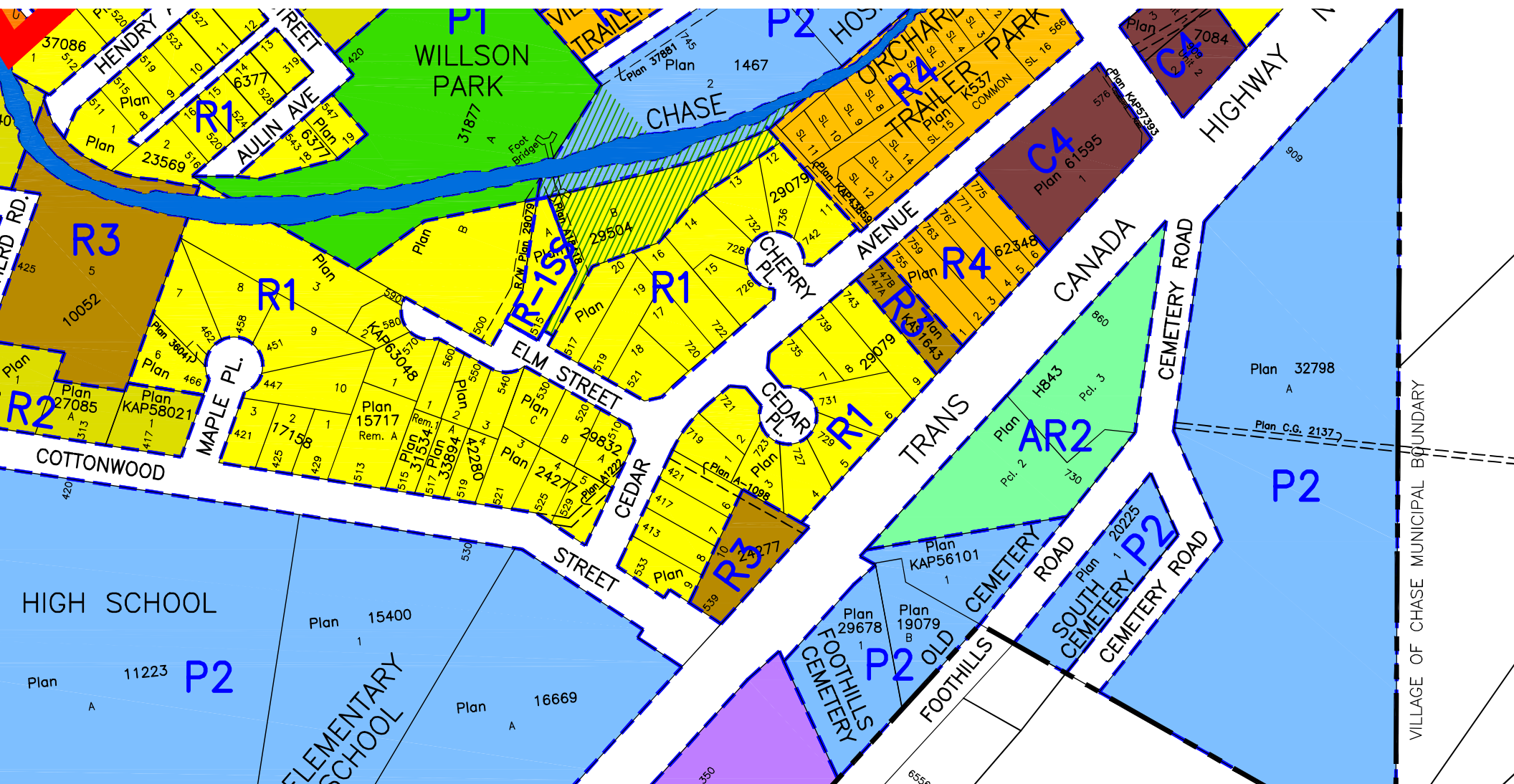
READ A SECOND TIME THIS 23rd DAY OF JANUARY, 2024

READ A THIRD TIME THIS 23rd DAY OF JANUARY, 2024

ADOPTED THIS ____ DAY OF _____

David Lepsoe, Mayor

Sean O'Flaherty, Corporate Officer



**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 **23rd DAY OF JANUARY, 2024**

READ A SECOND TIME THIS **23rd DAY OF JANUARY, 2024**

READ A THIRD TIME THIS **23rd DAY OF JANUARY, 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
Revenues		
Property Taxes		(2,258,296)
Payments in Lieu of Taxes		(25,525)
Utility Tax & Franchise Fees		(75,600)
Interest and Penalties on taxes		(24,000)
Collection of taxes for Other Governments		(1,835,805)
Grants General		(621,751)
Growing Communities Fund		(1,547,000)
Fees		
Other Revenue Own Sources		(214,855)
Water utility		(770,500)
Sewer utility		(359,750)
Solid Waste Management		(290,500)
DCC		(50,000)
Disposal of Lands		(130,000)
Deferred Revenue		0
Conditional Project Grants		
General		(917,878)
Water utility		0
Sewer utility		0
Solid Waste Management		0
Transfers from Reserves		
General		(300,000)
Land Reserve		(160,000)
Fleet Reserve		(307,000)
Gas Tax Reserve		(661,000)
Transfers from Surplus		
General		(44,000)
Water utility		(48,024)
Sewer utility		(11,526)
Solid Waste Management		0
Transfers from Surplus for Capital		
General		(589,750)
Water utility		(19,000)
Sewer utility		(85,000)
Proceeds from Borrowing		0
		(11,346,760)

VILLAGE OF CHASE		
Bylaw No .927-2023 - Schedule "A"		
2023 to 2027 Financial Plan		
		2023
Revenues		
Property Taxes		(2,258,296)
Payments in Lieu of Taxes		(25,525)
Utility Tax & Franchise Fees		(75,600)
Interest and Penalties on taxes		(24,000)
Collection of taxes for Other Governments		(1,835,805)
Grants General		(621,751)
Growing Communities Fund		(1,547,000)
Fees		
Other Revenue Own Sources		(214,855)
Water utility		(770,500)
Sewer utility		(359,750)
Solid Waste Management		(290,500)
Other Revenue-COVID 19		0
Disposal of Tangible Capital Assets		0
DCC		(50,000)
Disposal of Lands		(130,000)
Deferred Revenue		0
Conditional Project Grants		
General		(917,878)
Water utility		0
Sewer utility		0
Solid Waste Management		0
Transfers from Reserves		
General		(300,000)
Water utility		0
Sewer utility		0
Solid Waste Management		0
Land Reserve		(160,000)
Fleet Reserve		(307,000)
Gas Tax Reserve		(535,000)
Transfers from Surplus		
General		(44,000)
Water utility		(48,024)
Sewer utility		(11,526)
Solid Waste Management		0
Transfers from Surplus for Capital		
General		(539,750)
Water utility		(19,000)
Sewer utility		(85,000)
Proceeds from Borrowing		0
		(11,170,760)

Gas Tax revenues
Original bylaw \$535,000
Shepherd Raod 16,000
Curling Rink roof 110,000
Amended Gas Tax \$661,000

Transfer from General Surplus
Original Bylaw \$ 539,750
Arena capital 50,000
Amended Transfer \$589,750

Total Revenues

Amended plan

Original Plan

	2023
Expenditures	
Payment of taxes to Other Governments	1,835,805
Grants in aid	31,500
Legislative services	97,850
Corporate services	974,276
Municipal Enforcement	35,450
Emergency Services	9,000
Fire service	265,900
Rescue service	32,100
Planning	10,500
Economic Development	46,950
Public Works Admin	493,300
Fleet	121,000
Transportation-Roads & Drainage	276,100
Parks	204,150
Cemetery	21,900
Recreation Facilities	423,300
Water	759,400
Sewer	457,515
Solid Waste	290,500
Special Project-Reports & Assessments	
General	155,361
Capital Expenditures	
General	1,315,333
Water	520,000
Sewer	785,000
COVID 19 Project Allocations	13,934
Interest on Debt Repayment	
Water	47,000
Sewer	21,600
Fire Truck	11,000
Debt Repayment	
Water	48,024
Sewer	11,526
Fire Truck	44,000
DCC	50,000
Transfers to Land Reserves	130,000
Transfer to Growing Communities Fund Reserve	1,547,000
Transfer to Gas Tax Reserve	165,751
Transfers to Reserves	
General	250,000
Solid Waste	0
Water	0
Sewer	0
Total Expenditures	11,502,025
General Capital Expenditures	
Adopted bylaw \$1,155,333	155,265
Arena Capital 50,000	0
Curling Rink roof 110,000	35,900
Amended Bylaw \$1,315,333	119,365
Total Transfers	155,265
Financial Plan Balance (will be \$0)	0

	2023
Expenditures	
Payment of taxes to Other Governments	1,835,805
Grants in aid	31,500
Legislative services	97,850
Corporate services	974,276
Municipal Enforcement	35,450
Emergency Services	9,000
Fire service	265,900
Rescue service	32,100
Planning	10,500
Economic Development	46,950
Public Works Admin	493,300
Fleet	121,000
Transportation-Roads & Drainage	276,100
Parks	204,150
Cemetery	21,900
Recreation Facilities	423,300
Water	759,400
Sewer	457,515
Solid Waste	290,500
Special Project-Reports & Assessments	
General	155,361
Capital Expenditures	
General	1,155,333
Water	504,000
Sewer	785,000
COVID 19 Project Allocations	13,934
Interest on Debt Repayment	
Water	47,000
Sewer	21,600
Fire Truck	11,000
Debt Repayment	
Water	48,024
Sewer	11,526
Fire Truck	44,000
DCC	50,000
Transfers to Land Reserves	130,000
Transfer to Growing Communities Fund Reserve	1,547,000
Transfer to Gas Tax Reserve	165,751
Transfers to Reserves	
General	250,000
Solid Waste	0
Water	0
Sewer	0
Total Expenditures	11,326,025
Water Capital Expenditures	
Adopted Bylaw \$504,000	155,265
Shepherd Road 16,000	0
Amended Bylaw \$520,000	35,900
Transfer to/(from) Sewer	119,365
Transfer to/(from) Solid Waste	0
Total Transfers	155,265
Financial Plan Balance (will be \$0)	0

		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: Deputy Chief Election Officer
DATE: January 23, 2024
RE: Report of Official 2024 Local By-Election Results

HISTORY/BACKGROUND

In accordance with Section 158 of the *Local Government Act*, within 30 days after the declaration of official election results the Chief Election Officer must submit a report of the election results to the local government for information purposes. The report must include a compilation of the information on the ballot account for the election.

Attached to this report is Form No. 13-6 which is a complete account of the ballots used in 2024 By-Election. Unofficial election results were announced at 8:25 p.m. on January 20th, 2024. The Determination of Official Election results occurred at 9:00 a.m. Tuesday, January 23rd, 2024. The Official Election Results were declared immediately thereafter and were precisely the same as the unofficial election results announced on January 20th.

There were 9 total spoiled ballots. A total of 11 mail-in ballots were received of which 11 were processed and 0 being rejected.

RECOMMENDATION

“That the report on the 2024 By-Election results for the Village of Chase be received for information.”

Respectfully submitted,

Approved for Council Consideration by CEO

VILLAGE OF CHASE
BALLOT ACCOUNT RECONCILIATION

ADVANCE VOTING
CHASE MUNICIPAL OFFICE, 826 OKANAGAN AVENUE
JANUARY 10, 2024

Office – COUNCILLOR

Number of valid votes cast:

NAME	NUMBER
Berrigan, Rick	35
Campbell, Kim	5
Iglesias, Beverley	25
Lauzon, Alison (Ali)	23
Stevens, Dan	64
Wilson, Tanja	0
	<u>152</u>

(1) Number of ballots received for use (see Note 1)		<u>1500</u>
(2) Ballots without objection	<u>152</u>	
(3) Ballots accepted subject to objection under LGA s.140		
(4) Ballots rejected without objection (including blanks)		
(5) Ballots rejected subject to objection under LGA s.140 (VC s.102)		
(6) Spoiled ballots that were replaced under LGA s.128	<u>6</u>	
(7) Number of ballots given to the electors (2+3+4+5+6)	<u>158</u>	
(8) Unused ballots (see Note 2)	<u>1342</u>	
(9) Number of ballots not accounted for	<u>0</u>	
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		<u>1500</u>



CEO, DCEO or PEO



Form, No. 13-6.2
LGA s.141

VILLAGE OF CHASE
BALLOT ACCOUNT RECONCILIATION

By-Election Voting Saturday, January 20, 2024
Chase Community Hall 547 Shuswap Avenue, Chase, BC

Councillor

Number of valid votes cast:

NAME	NUMBER
Berrigan, Rick	75
Campbell, Kim	11
Iglesias, Beverley	120
Lauzon, Alison (Ali)	69
Stevens, Dan	169
Wilson, Tanja	6
	<u>451</u>

(1) Number of ballots received for use (see Note 1)		<u>1342</u>
(2) Ballots without objection	<u>451</u>	
(3) Ballots accepted subject to objection under LGA s.140	<u> </u>	
(4) Ballots rejected without objection (including blanks)	<u> </u>	
(5) Ballots rejected subject to objection under LGA s.140	<u> </u>	
(6) Spoiled ballots that were replaced under LGA s.128	<u>3</u>	
(7) Number of ballots given to the electors (2+3+4+5+6)	<u>454</u>	
(8) Unused ballots (see Note 2)	<u>888</u>	
(9) Number of ballots not accounted for	<u>0</u>	
(10) TOTAL (7+8+9) No. 1 & No. 10 must agree		<u>1342</u>

CEO, DCEO or PEO



VILLAGE OF CHASE

Memorandum

Date: February 7, 2024
To: Mayor and Council
From: Manager of Public Works
RE: Lagoon Headworks Improvements Grant – Village Representative

In 2023, the Village of Chase conducted repairs to our sanitary sewer treatment system with the Rapid Infiltration basins being repaired and remediated. During the investigation into this work, a grant application for headworks improvements at the treatment plant was submitted to the Province, by TRUE Consulting, on behalf of the Village of Chase. The grant was approved in 2023, to the sum of approximately \$5.8M.

TRUE Consulting was involved in the sanitary repairs in 2023 and has been actively looking at ways to improve our treatment process. As the expected design fees exceed our ability to award the project design to TRUE Consulting, staff are proposing to utilize TRUE Consulting as a Village Representative for the project. The scope of work proposed includes preparation of a request for proposals for the engineering design services, the supply of base drawings and additional background information to the successful proponent, permit assistance and technical review.

On January 29, 2024, Village staff received a proposal from TRUE Consulting to act as the Village Representative. The estimate to complete the work through the design phase, is \$67,000, excluding taxes. TRUE Consulting is a local engineering firm based out of Kamloops and has experience working with the Village of Chase sewer treatment system.

If approved, the next steps would be to award the Village Representative contract and proceed with Request for Proposals for engineering services.

Funding for this work comes from the approved grant, not from municipal reserves and will not affect taxation.

RECOMMENDATION

“THAT Council award the Village Representative for the Lagoon Headworks Improvements Grant to TRUE Consulting in the amount of \$67,000.”

Respectfully submitted,

Approved for Council Consideration by CAO

M. Baker



VILLAGE OF CHASE

Memorandum

Date: February 7, 2024
To: Mayor and Council
From: Manager of Public Works
RE: Award of Contract for Coburn Street Multi-Use Pathway – Phase 1&2

At the October 25, 2022 Regular meeting of Council, it was resolved:

“THAT Council supports the application for BC Active Transportation Infrastructure 2022/2023 funding to pursue pedestrian improvements along Coburn Street; AND,

THAT Council confirms the Coburn Street pedestrian improvement project is a municipal priority, is shovel-ready, and will be completed by the end of March 2024; AND,

That the Village of Chase will contribute the remaining 30 percent of project costs and cover any project overruns; AND,

THAT Administration will submit the authorized Council resolution following the Council meeting on October 25th, 2022, and before December 1st, 2022.”

The first phase of the project was tendered in 2023 with the costs coming in over budget. A decision was made at that time to defer the project to 2024, secure funding and tender both phase I&II in 2024. An invitation to tender was issued December 15, 2023 to provide construction services for the construction of a multi-use pathway. The invitation was sent to three (3) contractors with submissions being received from two (2) contractors on February 1, 2024. The submissions were reviewed for errors or omissions with both submissions qualifying. Submissions were as follows:

D Webb Contracting Ltd.	\$196,480.00
General Assembly Excavating Ltd.	\$151,010.75

General Assembly Excavating Ltd. Is a local contractor based out of Salmon Arm.

This project is 100% funded by the province, and a 30% Village contribution is no longer required. The funding is partially derived from a 2023 BC Active Transportation Infrastructure grant in the amount of \$59,852; and the remainder of the funding is derived from the Local Government Climate Action Program funding program.

RECOMMENDATION

“THAT Council award the Contract for Coburn Street Multi-Use Pathway – Phase I&II to General Assembly Excavating Ltd. in the amount of \$151,010.75: AND,

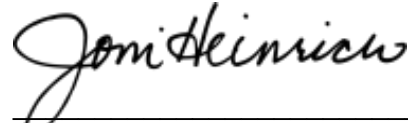
THAT the project be funded from the 2023 BC Active Transportation Infrastructure grant, with the remainder funded from the Local Government Climate Action Program grant.”

Respectfully submitted,

Approved for Council Consideration by CAO

M. Baker

Mike Baker



Joni Henrich



VILLAGE OF CHASE

Memorandum

Date: February 5, 2024
To: Mayor and Council
From: Chief Financial Officer
RE: UBCM Local Government Program Services
Community Emergency Preparedness Fund
Emergency Operations Centre Equipment and Training

On August 2, 2023 the Village of Chase activated its Emergency Operations Centre (EOC) due to the impending threat of wildfire to the Adams Lake Lumber Mill which is located in a satellite portion of the Village of Chase boundaries.

As the fire grew in intensity, a state of local emergency was declared for the portion of Chase that encompasses the lumber mill, and subsequently a state of local emergency was declared for the entire Village on August 18, 2023.

Evacuation alerts were issued during this time period first for the lumber mill, and then for the entire Village, while an evacuation order was issued for the lumber mill on August 18, 2023.

During the height of the firestorm that swept through the Skwłax te Secwepemculecw community and beyond towards Sorrento, the Emergency Operations Centre situated at the Village office lost power. The EOC was relocated to the Public Works Office, which was found to be inadequate for communications with BC Wildfire Service, the TNRD, Emergency Management and Climate Readiness, and other authorities, due to unavailability of the main computer server, telephone connections and poor cell service.

It was quickly determined that the Emergency Operations Centre is better located at the Village office which houses all administrative services needed to support the EOC and communications to Mayor, Council and the public.

Staff wishes to apply for funding from the UBCM Local Government Program Services Community Emergency Preparedness Fund Emergency Operations Centre Equipment and Training to purchase a generator that can be used at the Village office when power is down during emergency and other situations where administrative connectivity and communications to the public is critical.

As with most grant opportunities, the application package must contain a resolution of Council indicating support for the current proposed activities and willingness to provide overall grant management.

RECOMMENDATION

“That Village of Chase Council supports the current proposed application for funding to purchase a portable generator for use primarily at the Village office during an activated Emergency Operations Centre; AND

That the Village of Chase will provide overall grant management.”

Respectfully submitted,

Deb Louie

Approved for Council Consideration by CAO

Joni Heinrich

District of Sicamous

446 Main Street
PO Box 219
Sicamous, BC
VOE 2V0

T: 250 836 2477
F: 250 836 4314
E: info@sicamous.ca
sicamous.ca



January 26, 2024

The Honourable David Eby, MLA
Premier of the Province of British Columbia
premier@gov.bc.ca

DELIVERED VIA EMAIL

Re: Support for Bill-34

Dear Premier,

District of Sicamous council would like to express its support for Bill 34 and the *Restricting Public Consumption of Illegal Substances Act*.

We are disappointed by the Supreme Court's decision to grant a temporary injunction against Bill-34, which would protect children and youth from being exposed to illicit drug use and impose fines on those who choose to use drugs openly in public parks, sports fields and beaches.

Council urges the Province to appeal the Supreme Court decision.

When decriminalization came into force, council saw that the pilot program lacked guardrails and undermined provincial legislation regulating the possession and consumption of alcohol, tobacco and cannabis in public spaces.

For Sicamous, it was important to ban drug use in our parks, aligning with existing prohibitions for smoking, alcohol and cannabis. We knew we had to keep parks safe and welcoming for families. Amending our parks regulation bylaw allowed the District to implement its own guardrails and we were pleased to see the Province taking a similar approach.

Public spaces should continue to be enjoyed and used for their intended purpose.

Decriminalization aims to reduce the stigma that prevents illicit drug users from accessing lifesaving supports and services. We fear decriminalization will not solve the toxic drug crisis. Many of us have either lost a friend or loved one from toxic drugs or know someone who has lost a friend or family member. The number of overdoses, the lives lost, in our Province is devastating.

Increased funding and immediate access to addiction supports and treatment beds are

needed to help individuals and families suffering from addiction.

When help is sought, and a glimmer of hope exists, it must be available at that moment for there to be healing and change.

Sincerely,

A handwritten signature in black ink, appearing to read "Colleen Anderson". The signature is fluid and cursive, with the first name "Colleen" and the last name "Anderson" clearly distinguishable.

Colleen Anderson, Mayor
DISTRICT OF SICAMOUS

cc. Mel Arnold, MP North-Okanagan Shuswap
Greg Kylo, MLA Shuswap
B.C. Municipalities and Regional Districts