



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 March 12, 2024 at 4:00 p.m.

Join the meeting from your computer, tablet or smartphone:

<https://us02web.zoom.us/j/88528542168?pwd=NzNLcEp6ZlprcmE4bTNJRdVDdEVtdz09>

Or join the meeting using your phone:

Dial: 1-778-907-2071

Meeting ID: 885 2854 2168

Passcode: 708238

1. CALL TO ORDER

Mayor Lepsoe has proclaimed March 26, 2024 as *Purple Day* in the Village of Chase to raise Epilepsy awareness.

2. ADOPTION OF AGENDA

Resolution:

“THAT the agenda of the March 12, 2024 Regular Meeting be adopted as presented.”

3. ADOPTION OF MINUTES

3.1 Minutes of February 26, 2024 Special Meeting

Pages 1-2

Resolution:

“THAT the minutes of the February 26, 2024 Special meeting of Council be adopted as presented.”

3.2 Minutes of the February 27, 2024 Regular Meeting

Pages 3-5

Resolution:

“THAT the minutes of the February 27, 2024 Regular Meeting be adopted as presented.”

3.3 Minutes of the March 4, 2024 Special Meeting

Pages 6-7

Resolution:

“THAT the minutes of the March 4, 2024 Special Meeting be adopted as presented.”

4. PUBLIC HEARINGS

None

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

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

6. DELEGATIONS

None

7. REPORTS

a) Mayor and Council Reports

b) Staff Reports

Pages 8-13

8. UNFINISHED BUSINESS

None

9. NEW BUSINESS

9.1 2024 Operational & Capital Budgets

Pages 14-26

Report from the Chief Financial Officer

Schedules to the report include:

- Proposed 5 Year Financial Plan
- Operations Summary
- Tax Rate Comparison 2023 to Proposed 2024 Rates
- Water, Sewer, Solid Waste Funds
- Proposed Capital Budget

9.2 CAO Report - Arena Partnering Agreement renewal

Pages 27-29

Report from the CAO

Recommendation:

“THAT the partnering agreement between the Village of Chase and the Chase and District Recreation Centre Society be renewed beginning April 1, 2024 for a 3 year term with:

- **A contribution from the Village of \$157,500 in 2024**
- **A 3% increase in each of the next two years**
- **The provision of a \$25,000 contingency for emergency repairs to major equipment**
- **Budgeting annually by the Village in consultation with the Society to ensure major components of the facility can be replaced as needed**
- **The completion of a facility condition assessment by the Village.”**

9.3 Request of additional handicap parking stall–Creekside Seniors’ Centre Pages 30-31

Memorandum from the Manager of Public Works

Recommendation:

“THAT That Council direct staff to install a handicap parking stall on the South side of the access to 542 Shuswap Avenue, to be funded from the 2024 Public Works line painting budget.”

9.4 BC Farmers’ Markets – Nutrition Coupon Program in Chase

Page 32

Letter from BC Farmers’ Markets – Chase Hamper Society – Coupons to Purchase fresh produce locally

Recommendation:

“THAT a letter be sent to the BC Minister of Health, Honourable Adrian Dix to support and expand the BC Farmers’ Market Nutrition Coupon Program which provides local healthy food to those in need and supports local area food producers.”

10. NOTICE OF MOTION

11. IN CAMERA

None

13. RELEASE OF IN CAMERA ITEMS

None

14. ADJOURNMENT

Resolution:

“THAT the March 12, 2024 Regular Meeting be adjourned.”



MINUTES

of the Special Meeting of the Council of the Village of Chase
held in the Council Chamber at the Village Office, 826 Okanagan Avenue
on Monday, February 26, 2024 at 10:30 a.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

Public Participants: 0 in-person, 0 virtual

1. CALL TO ORDER

Mayor Lepsoe called the meeting to order at 10:35 a.m.

2. ADOPTION OF AGENDA

Moved by Councillor Herman

Seconded by Councillor Torbohm

"THAT the agenda of the February 26, 2024 Special Meeting be adopted as presented."

CARRIED
#2024/02/26_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

None

10. NOTICE OF MOTION

None

11. IN CAMERA

Moved by Councillor Herman
Seconded by Councillor Torbohm

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

**CARRIED
#2024/02/26_002**

12. RELEASE OF IN CAMERA ITEMS

None

13. ADJOURNMENT

Moved by Councillor Connett
Seconded by Councillor Stevens

“THAT the February 13, 2024 Special Meeting be adjourned.”

**CARRIED
#2024/02/26_003**

The meeting concluded at 12:27 p.m.

David Lepsoe, Mayor

Sean O’Flaherty, Corporate Officer



MINUTES

of the Regular Meeting of the Council of the Village of Chase
held in the Council Chamber at the Village office at 826 Okanagan Avenue
on Tuesday, February 27, 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

Regrets: Councillor Dan Stevens

Public Participants: 6 in-person, 3 virtual

1. CALL TO ORDER

Mayor Lepsoe called the meeting to order at 4:01 pm.

2. ADOPTION OF AGENDA

Moved by Councillor Herman

Seconded by Councillor Torbohm

"THAT the agenda of the February 27, 2024 Regular Meeting be adopted as presented."

CARRIED

#2024/02/27_001

3. ADOPTION OF MINUTES

3.1 Minutes of the February 13, 2024 Special Meeting

Moved by Councillor Herman

Seconded by Councillor Torbohm

"THAT the minutes of the February 13, 2024 Special Meeting be adopted as presented."

CARRIED

#2024/02/27_002

3.2 Minutes of the February 13, 2024 Regular Meeting

Moved by Councillor Connett

Seconded by Councillor Herman

"THAT the minutes of the February 13, 2024 Regular Meeting be adopted as presented."

CARRIED

#2024/02/27_003813

4. PUBLIC HEARINGS

None

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

Councillor Connett read a submission from Carolyn Parks-Mintz and James Mintz of 813 Okanagan Avenue regarding the need for signage along Highway 1 through the Chase corridor to reduce the use of heavy truck jack breaks near populated areas of Chase.

6. DELEGATIONS

6.1 Brenda Jackson – Vertibles Edible Mushrooms - Food Security in the Shuswap

Brenda Jackson of Vertibles Edible spoke about food security in the Shuswap and her company's efforts to encourage the development plant-based alternative protein sources in the region.

6.2 Tom Mataseje – Mountain View Mobile Home Park - Highway Noise

Tom Mataseje addressed Council regarding ongoing issues with traffic noise from Highway 1, questioned the averaging of noise testing results and expressed his dissatisfaction with the response from the provincial government.

7. REPORTS

a) Mayor and Council Reports

Mayor Lepsoe

February 15 – 9:30 am sat in on broadband meeting

February 15 – 10:30 am Met with MLA Todd Stone along with Council

February 15 – 1:30 pm Regular TNRD meeting

February 16 – TNRD Committee of the Whole

February 26 – Special Meeting of Council

February 26 – 6:30 pm Festival Society AGM- performers will be set early April

February 27 – The CAO and myself met with Neskonlith Council to discuss broadband and to set up regular monthly meetings.

February 27 – The CAO and myself met with Interior Health

Councillor Connett

February 13 – Special and Regular meetings of Council

February 15 – Sat in with rest of Council and MLA Todd Stone

February 26 – Special meeting of Council

Have fielded a number of highway noise complaints from residents.

Councillor Herman

February 13 – Reg VOC Council Meeting

February 13 – Health Services Foundation Meeting

February 15 – VOC Meeting with Todd Stone

February 17 – Attended Chase Lions Winterfest Activities

February 17 – Attended Winterfest Family Skate

February 18 – Attended Chase Heat Awards Banquet

February 20 – Met with a local business owner regarding some concerns

February 26 – Special Council Meeting

February 27 – Met with community groups to tour the Chase Primary Annex

Councillor Torbohm

February 13 – Special and Regular meetings of Council

February 15 – sat in on meeting with MLA Todd Stone and Council

February 26 – Special Meeting of Council
Ongoing review of agenda, monitoring emails, answering questions from local residents, and consulted with staff as required.

Moved by Councillor Torbohm
Seconded by Councillor Connett

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

CARRIED
#2024/02/27_004

8. UNFINISHED BUSINESS

None

9. NEW BUSINESS

9.1 LGDAP Application for Development Procedures

Moved by Councillor Herman
Seconded by Councillor Connett

“THAT Council approves the submission of a grant application to UBCM’s Local Government Development Approvals Program grant to fund 100% towards a Development Approvals Program up to a maximum of \$150,000.”

CARRIED
#2024/02/27_005

10. NOTICE OF MOTION

None

11. OPPORTUNITY FOR PUBLIC TO SPEAK ON MUNICIPAL MATTERS

Carmen Hinkson of 132 Haldane Street addressed Council regarding increases to water and sewer rates – Ms. Hinkson provided a two sided sheet of concerns she has with the water rate increases and is asking Council to consider other alternatives to ensure the community continues to be an affordable place to live.

Blaine Covington of 420 Juniper Street spoke about ongoing issues with water meters – his was inoperable for two years and when it was repaired it was only the battery that needed to be replaced.

12. IN CAMERA

None

13. RELEASE OF IN CAMERA ITEMS

None

14. ADJOURNMENT

Moved by Councillor Connett
Seconded by Councillor Herman

“THAT the February 27, 2024 Regular Meeting be adjourned.”

CARRIED
#2024/02/27_006

The meeting concluded at 4:42 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 Village Office, 826 Okanagan Avenue
on Monday, March 4, 2024 at 10:00 a.m.

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

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

Regrets: Councillor Dan Stevens

Public Participants: 0 in-person, 0 virtual

1. CALL TO ORDER

Mayor Lepsoe called the meeting to order at 10:07 a.m.

2. ADOPTION OF AGENDA

Moved by Councillor Herman

Seconded by Councillor Torbohm

"THAT the agenda of the March 4, 2024 Special Meeting be adopted as presented."

CARRIED
#2024/03/04_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

None

10. NOTICE OF MOTION

None

11. IN CAMERA

Moved by Councillor Herman

Seconded by Councillor Torbohm

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

**CARRIED
#2024/03/04_002**

12. RELEASE OF IN CAMERA ITEMS

None

13. ADJOURNMENT

Moved by Councillor Connett

Seconded by Councillor Herman

“THAT the February 13, 2024 Special Meeting be adjourned.”

**CARRIED
#2024/03/04_003**

The meeting concluded at 11:01 p.m.

David Lepsoe, Mayor

Sean O’Flaherty, Corporate Officer



VILLAGE OF CHASE

Memorandum

Date: March 5, 2024
To: Mayor and Council
From: CAO
RE: Activities Report February 6, 2024 to March 5, 2024

Council Support

- Special Council meeting February 6
- Council workshop February 13
- Regular Council meeting February 13
- Regular Council meeting February 27
- Met with MLA and Council members February 15
- Council workshop February 26
- Attended Neskonlith Indian Band Chief and Council meeting with Mayor Lepsoe February 27
- Attended Council discussion regarding Roads, Sewer and Water assessments and criticality of various infrastructure
- Met with Mayor and Interior Health representatives regarding medical services in Chase
- Planning activities for Budget Open House March 6
- 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

Management and Staff Support

- Attended Grant Writing workshop February 8
- Spoke with consultant regarding Accessibility program requirements
- Attended EOC Operations Section Training session through Justice Institute of BC
- Ongoing meetings with i-Valley consultants regarding internet speed tests and opportunities for funding for infrastructure improvements
- Participate in weekly Manager's meetings
- Met with consultant regarding software to plan for water and sewer rate reviews
- Discussed local development matters with Director of Corporate Operations
- Discussed various options with senior managers for use of Growing Communities Fund
- Met with Senior managers to plan for upcoming collective agreement discussions
- Met with CFO and RBC representatives regarding financial (banking) services
- Participated in discussions with other TNRD CAOs regarding Housing Needs Assessment approaches
- Discussed Ombudsperson and Ministry of Transportation matters with senior managers

- Participated in webinar on Forest and Wildfire Management
- Met with several Information and Technology service providers for provision of services to the Village of Chase
- Met with Ombudsperson staff regarding outstanding matter
- Worked with Senior Managers to problem solve various issues
- 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,

Jani Heinrich



VILLAGE OF CHASE

Memorandum

Date: March 5, 2024

To: Mayor and Council

From: Sean O'Flaherty, Director of Corporate Operations

RE: Activities undertaken from February 5, 2024 to March 5, 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, Village's website, and the Sunflower

Other Duties/Activities During the Reporting Period:

- Processed 3 Comfort Letters
- Processed 1 Building Permit
- Approved 4 new Business Licenses
- Continue to add businesses that comply with water cross-connection requirements
- Met with MoTI on a driveway access matter
- Coburn Street active transportation walkway arrangements
- Working on budget
- Attended an Internet connectivity meeting
- ICBL (inter-community business license) meeting regarding food trucks, realtors
- Attended a Lidstone & Co legal workshop on the various housing bills
- Attended a Ministry of Housing Bill 44, 46, 47 webinar
- Met with consultants on LGCAP grant opportunity for development approvals
- Attended a water sewer solid waste budget meeting
- Attended another Internet connectivity meeting
- Attended a meeting with Rogers Communications regarding cell tower
- Attended a capital budget meeting
- Attended a Chase Falls Trail meeting regarding MoTI permitting and maintenance
- Attended a development meeting regarding 116 MacPherson St
- Attended a follow meeting regarding ICBLs
- Attended a project meeting on the Mill Park Boat Launch
- Attended a meeting on the update to the Village's Housing Needs Report with consultant

- Organized a pedestrian count for Thompson/Chase as a requirement of the grant
- Attended some IT consultant meetings regarding our capital and operational IT needs

Bylaw Enforcement

- Bylaw Enforcement activity is below normal with only 2 active files. BEO assisting with Business Licence renewals.

Dog Control

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

Respectfully submitted,

Sean O'Flaherty

Approved for Council Consideration by CAO

Joni Heinrich



VILLAGE OF CHASE

Memorandum

Date: March 4, 2024

To: Council

From: Deb Lovin, Chief Financial Officer

RE: February 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
Upload BC Assessment roll updates.
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
Attended inauguration for new Councillor Stevens
Weekly staff meetings

Budget, Property Taxes & Financial Reporting

Download and process HOG information when approved by the Province of BC
Year end audit preparation
Budget discussion with Managers
2024 Budget preparation

Work with contractor to prepare ARO data for yearend reporting
Yearend Homeowner grant downloads and School Tax requisitions

Grant Applications, Implementation and Reporting

Work with Recreation Society for Family day grant & free skate
EOC Grant review and submission

Other

Review yearend T4's and T4A's for 2022 for submission
EMCR EOC Training in Salmon Arm
Work on documentation for 2024 budget open house
Meeting to review Broadband testing project
Meet with residents concerning the new water/sewer billing charges
Attended Grant writing seminar in Sorrento
Met with banking representatives

Respectfully submitted,

Approved for Council Consideration by CAO

D Lovin

Deb Lovin

Joni Heinrich

Joni Heinrich



VILLAGE OF CHASE

Memorandum

Date: March 12, 2024

To: Council

From: Mike Baker, Manager of Public Works

RE: February 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

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

Overseeing the changing out non-functioning water meters.

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

Parks and Recreation

Community Hall rentals

Mill Park boat launch design review.

Cremation Garden design review.

Cemetery services.

Roads and Drainage.

Snow removal as required.

Drainage maintenance with warmer temperatures.

Solid Waste and Recycling

Continuing with recycling audits

Respectfully submitted,

M. Baker

Mike Baker

Approved for Council Consideration by CAO

Joni Heinrich

Joni Heinrich



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: Debbie Lovin, CFO
DATE: March 4, 2024
RE: 2024-2028 Operational & Capital Budgets

ISSUE/PURPOSE

This report is to provide information on the operational and capital budgets to Council and the public.

HISTORY/BACKGROUND

This report introduces the 2024-2028 Five-Year Financial Plan for Council's consideration. A municipality must adopt annually, by bylaw, a Five-year Financial Plan before the annual property tax bylaw is adopted. The Financial Plan must set out the objectives and policies of the municipality. Council must undertake a process of public consultation regarding the proposed Financial Plan before it is adopted. The annual Financial Plan and annual property tax bylaw must be completed and adopted before May 15.

The financial plan must show for each of the five years:

- The proposed expenditures, including separate amounts of interest and principal on debt, amounts required for capital purposes, the amount for a deficiency, and the amount required for other purposes.
- The proposed funding sources, including separate amounts for each of revenue from property taxes, parcel taxes, fees and other sources and proceeds from borrowing.
- The proposed transfers between funds, including separate amounts for each reserve fund and accumulated surplus.

DISCUSSION

Operational budget

Staff are seeking direction from Council regarding the 2024 operational budget levels, which will directly impact the 2024 tax rates.

The 2023 Audited Financial Statements are anticipated to be presented in mid April, 2024. Any references to 2023 values during discussions are unaudited values to date. All year end transfers and adjustments have not been completed.

The 2024 plan was created to maintain operations as they are today with these increases, as noted that are included, consist of:

- 5% increase in all employee wages and benefits (estimate until an agreement is reached with CUPE),
- General administration increases to Audit fees, ARO consultant fees, IT support and Insurance,
- Addition of a new function for tracking EOC costs offset by grant (net tax=zero),
- Addition of a new service for FireSmart program and coordinator (grant dependent),
- Increase of Volunteer fire fighter indemnities (step up to minimum wage),
- Increase in Volunteer officer position (1) additional Lieutenant,

- Increase in savings for replacement of Rescue Service vehicle,
- Increase in Public Works administration staff training,
- Increase in planned dike management work,
- Increase in parks and recreation costs for tree management, supply cost increases,
- Increase in parks and recreation staffing from part time position to full time position,
- Overall, there is a noted increase in property and liability insurance and

Schedule A shows the draft full Five-Year Financial plan.

Schedule B summarizes operations by department (including a comparison of 2023 budget to actual).

Schedule C shows the comparative tax rates and revenues for the 2024 preliminary budget compared to 2023 final budget.

Water, Wastewater and Solid Waste budget

The water, wastewater & solid waste utilities are to be funded by user fees. Revenues within these funds must be sufficient to cover all operating and capital costs of each utility on an annual basis.

The Village raised the utility fees effective October 1, 2023; before that user fees were increased in 2020. The fees established for the water and wastewater utilities are established to cover two types of costs:

- A flat rate fee covers the costs of infrastructure (pipes, treatment plant, pumps).
- A meter rate fee that is based on consumption, the meter rate was based on an average usage so that the Village would recover the annual costs of operating the water and wastewater utility (staff time, electricity, chemicals). All properties using water pay these fees.

There are currently no reserve funds for any of the three utilities being discussed, the rate increases that have been implemented cover annual operational costs.

Going forward into 2024, staff will be reviewing the utility rates of the three services. Raising fees is not always popular. However, no operation or service can be sustained without fee increases to cover ever increasing costs.

Schedule D attached, summarizes operations by utility. (Including a comparison of 2023 budget to actual).

Water fund

The Village has been experiencing a decline in revenue generated from the meter rates, water meters are 13 years old and are failing, which is increasing the replacement and repair costs.

Despite the efforts of our Public Works' utilities personnel, meters continue to fail and thus negatively impact revenues from water usage volumes. When water meters break down, they start reading with a lower flow, it's very unusual for a meter to read high, thus contributing to a decline in revenues.

A minimum consumption was recommended and passed by the council to bring each property within the village to a baseline.

Wastewater fund

In the wastewater utility (like the water utility) “sewer collection” fee is based on the water usage, because of this the revenue also started to decline. Like the water utility, a minimum consumption was recommended, matching the minimum consumption for the water usage. This was a metric used to be consistent between the two utilities.

Solid Waste fund

In the solid waste utility, the revenues being generated have been sufficient to keep the service running at this time. Staff are asking the council to approve the purchase of a new truck in 2024, the planning process is lengthy so the actual delivery could be in the late fall of 2024. This has been included in the proposed 2024-2028 budget below as a short term equipment loan, repayable over 5 years.

Capital and special projects budget

Capital projects are either funded by grants, reserves or the accumulation of the prior year capital surplus. The projects identified for 2024 are included in Schedule E attached.

Items to note:

New Housing Legislation needs – the Province of BC is placing community housing needs at the top of the priorities for local governments. Funds have been received to assist local governments to meet the new legislative requirements. The full scope of using these funds is not known yet, staff will be bringing forward recommendations to the council as the projects are identified and costs are known.

Indigenous Engagement Requirements Funding Program (EIRFP) – The Province of BC, Ministry of Emergency Management and Climate Readiness has provided local governments with grant funds to promote, encourage and support relationship-building between First Nations and local authorities. At the same time the Emergency and Disaster Management Act has been modified to ensure that there is collaboration between neighboring authorities to work together in emergency situations. Staff will bring forward recommendations to council as programs are identified.

Facilities, (Arena, Curling club, Community Hall) These facilities are aging and have annual needs for capital replacement. Staff are recommending that a base amount be budgeted each year to meet these needs. If a repair or replacement is extraordinary or large in nature, staff will bring forward a recommendation to the council at that time, thus keeping in line with the purchasing policy.

Growing Communities Fund Grant

In 2023 the Province of BC distributed funds to local governments to support municipalities and regional districts. The intention of the program is to support funding for infrastructure and community amenities. Through the budget process, staff have identified projects that are listed in the Council’s strategic plan, that could be funded through this source of funds.

Canada Community-Building Fund (formerly known as Gas Tax)

2024 represents the final year of the current funding agreement, the Village has been compounding these funds over recent years. At previous seminars that staff have attended, it has been mentioned by program coordinators that these funds should be utilized, by not committing the funds there is a message being sent that local governments don’t need these funds.

FINANCIAL IMPLICATIONS

Budget increases will have a direct impact on the 2024 tax rates. Decreasing the operational budget will be difficult in the current economic times as the basic costs of supplies, services and utilities are consistently increasing.

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 Chief Financial Officer's report on the 2024 Operational and Capital Budgets be received for information.

Respectfully submitted,

D Lovin

Debbie Lovin, CFO

Approved for Council Consideration by CAO

Joni Heinrich

Joni Heinrich, CAO

		VILLAGE OF CHASE					
		Bylaw No .xxx - Schedule "A"					
		2024 to 2028 Financial Plan					
			2024	2025	2026	2027	2028
		Revenues					
		Property Taxes	2,480,775	2,564,825	2,850,355	2,890,420	2,943,785
		Payments in Lieu of Taxes	25,525	25,550	25,550	25,550	25,550
		Utility Tax & Franchise Fees	79,900	79,900	79,900	79,900	79,900
		Interest and Penalties on taxes	28,000	24,000	24,000	24,000	24,000
		Collection of taxes for Other Governments	2,051,805	2,051,805	2,051,805	2,051,805	2,051,805
		Grants General	1,051,256	814,751	614,751	614,751	614,751
		Growing Communities Fund	-	-	-	-	-
		Fees	-	-	-	-	-
		Other Revenue Own Sources	250,155	250,955	251,555	252,255	252,755
		Water utility	836,500	854,500	871,300	888,500	906,000
		Sewer utility	533,750	533,750	587,050	645,750	710,350
		Solid Waste Management	290,500	313,800	329,400	345,800	363,100
		Other Revenue-COVID 19	-	-	-	-	-
		Disposal of Tangible Capital Assets	-	-	-	-	-
		DCC	50,000	10,000	10,000	10,000	10,000
		Disposal of Lands	130,000	-	-	-	-
		Deferred Revenue	-	-	-	-	-
		Conditional Project Grants	-	-	-	-	-
		General	639,801	-	-	-	-
		Water utility	-	-	-	-	-
		Sewer utility	5,800,000	-	-	-	-
		Solid Waste Management	-	-	-	-	-
		Transfers from Reserves	-	-	-	-	-
		General	850,000	-	-	-	-
		Water utility	-	-	-	-	-
		Sewer utility	-	-	-	-	-
		Solid Waste	-	-	-	-	-
		Land Reserve	25,000	-	-	-	-
		Fleet Reserve	22,000	-	-	-	-
		Gas Tax Reserve	1,295,000	-	-	-	-
		LGCap Reserve	91,159	-	-	-	-
		Fire Truck replacement reserve	-	300,000	-	-	-
		Growing Communities Fund	895,000	530,000	30,000	-	-
		Transfers from Surplus	-	-	-	-	-
		General	46,000	49,000	51,000	52,000	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	32,000	100,000	105,000	111,000	104,000
		Transfers from Surplus for Capital	-	-	-	-	-
		General	238,600	1,330,500	880,500	880,500	880,500
		Water utility	85,000	75,000	75,000	75,000	-
		Sewer utility	55,000	-	-	-	-
		Proceeds from Borrowing	-	50,000	350,000	-	-
		Total Revenues	17,942,276	10,017,886	9,246,716	9,006,781	9,078,046

		2024	2025	2026	2027	2028
Expenditures						
	Payment of taxes to Other Governments	2,051,805	2,051,805	2,051,805	2,051,805	2,051,805
	Grants in aid	11,500	11,500	11,500	11,500	11,500
	Legislative services	100,900	100,950	102,950	104,150	104,350
	Corporate services	1,063,400	1,086,440	1,133,070	1,136,500	1,159,100
	Municipal Enforcement	35,850	36,850	36,850	36,850	36,850
	Emergency & Protective Services	229,000	229,000	231,976	234,296	236,686
	Fire service	291,200	294,960	298,870	301,920	305,060
	Rescue service	47,800	47,800	47,800	47,800	47,800
	Planning	10,500	10,500	10,500	12,000	12,000
	Economic Development	92,805	99,755	100,265	102,895	103,065
	Public Works Admin	519,200	529,600	539,900	548,000	556,300
	Fleet	127,500	126,500	127,500	127,500	127,500
	Transportation-Roads & Drainage	284,700	292,200	299,000	305,400	310,400
	Parks	248,750	256,250	262,550	269,050	274,150
	Cemetery	25,000	25,800	26,500	27,200	27,800
	Recreation Facilities	432,550	438,350	445,450	452,550	459,650
	Water	782,200	778,300	787,300	795,000	801,500
	Sewer	467,950	474,450	479,550	484,850	488,950
	Solid Waste	292,200	312,300	316,500	320,800	324,300
Special Project-Reports & Assessments						
	General	1,905,912	1,000	1,000	1,000	1,000
Capital Expenditures						
	General	1,427,600	1,629,500	829,500	449,500	449,500
	Water	485,000	75,000	75,000	75,000	-
	Sewer	5,855,000	-	-	-	-
	COVID 19 Project Allocations	4,471	-	-	-	-
Interest on Debt Repayment						
	Water	67,000	67,000	67,000	67,000	67,000
	Sewer	21,600	21,600	21,600	21,600	21,600
	Fire Truck	8,700	6,400	3,900	1,300	-
	Solid Waste	6,000	24,000	24,000	24,000	24,000
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	46,000	49,000	51,000	52,000	52,000
	Solid Waste	32,000	100,000	105,000	111,000	104,000
	DCC	50,000	10,000	10,000	10,000	10,000
Transfers to Reserves						
	Land Reserves	130,000	-	-	-	-
	Growing Communities Fund Reserve	-	-	-	-	-
	Gas Tax Reserve	165,751	165,751	165,751	165,751	165,751
	Fleet Reserve	80,000	80,000	80,000	80,000	80,000
	Fire Truck replacement reserve	150,000	150,000	-	-	-
	LG Cap	59,082	-	-	-	-
	General	250,000	350,000	350,000	350,000	350,000
	Solid Waste	-	-	-	-	-
	Water	-	-	-	-	-
	Sewer	-	-	-	-	-
Total Expenditures		17,918,476	9,992,111	9,153,137	8,837,767	8,823,167
Total Annual Cash Surplus/(Deficit)		23,800	25,775	93,579	169,014	254,879
	Transfer to/(from)-General	-	1,375	1,779	2,214	2,779
	Transfer to/(from)-Water	(12,700)	9,200	17,000	26,500	37,500
	Transfer to/(from)-Sewer	44,200	37,700	85,900	139,300	199,800
	Transfer to/(from)-Solid Waste	(7,700)	(22,500)	(11,100)	1,000	14,800
Total Transfers		23,800	25,775	93,579	169,014	254,879
Financial Plan Balance (will be \$0)		-	-	-	(0.00)	0.00

Village of Chase							
General Operations Summary		Schedule B					
Totals by Category							
2023-2028							
	2023	2023	2024	2025	2026	2027	2028
	Budget	Actual	Budget	Budget	Budget	Budget	Budget
General Fund Operations							
Revenues							
Tax Revenue **	(2,367,345)	(2,400,322)	(2,614,200)	(2,694,275)	(2,979,805)	(3,019,870)	(3,073,235)
Grants	(456,000)	(466,000)	(665,000)	(649,000)	(449,000)	(449,000)	(449,000)
Other Revenues	(214,855)	(595,549)	(250,155)	(250,955)	(251,555)	(252,255)	(252,755)
Revenues	(3,038,200)	(3,461,872)	(3,529,355)	(3,594,230)	(3,680,360)	(3,721,125)	(3,774,990)
Expenses							
General Administration	958,200	886,572	1,063,400	1,086,440	1,133,070	1,136,500	1,159,100
Legislative	97,850	91,192	100,900	100,950	102,950	104,150	104,350
Emergency Planning	0	44,589	20,000	20,000	20,000	20,000	20,000
Fire Service	276,900	322,480	299,900	301,360	302,770	303,220	305,060
Rescue Service	32,100	18,726	47,800	47,800	47,800	47,800	47,800
First Responders	9,000	6,075	9,000	9,000	9,000	9,000	9,000
FireSmart Operations	0	0	200,000	200,000	202,976	205,296	207,686
Planning & Development	10,500	7,872	10,500	10,500	10,500	12,000	12,000
Grant in Aid	31,500	10,182	11,500	11,500	11,500	11,500	11,500
Economic Development	46,950	83,342	92,805	99,755	100,265	102,895	103,065
Bylaw Services	35,450	32,212	35,850	36,850	36,850	36,850	36,850
Public Works Fleet	121,000	132,236	127,500	126,500	127,500	127,500	127,500
PW Administration	493,300	410,172	519,200	529,600	539,900	548,000	556,300
Roads & Drainages	276,100	229,944	284,700	292,200	299,000	305,400	310,400
Parks & Recreation	204,150	241,734	248,750	256,250	262,550	269,050	274,150
Community Hall	73,400	67,666	71,750	71,550	71,650	71,750	71,850
Arena	309,300	312,096	320,800	326,800	333,800	340,800	347,800
Museum	4,400	7,259	4,900	4,900	4,900	4,900	4,900
Curling Rink	36,200	35,011	35,100	35,100	35,100	35,100	35,100
Cemetery	21,900	16,036	25,000	25,800	26,500	27,200	27,800
Total Expenses	3,038,200	2,955,396	3,529,355	3,592,855	3,678,581	3,718,911	3,772,211
General Fund Operations							
(Surplus) Deficit	0	(506,475)	0	(1,375)	(1,779)	(2,214)	(2,779)

Village of Chase

Tax rate comparison 2024 proposed vs 2023 actual

Based on 2024 Completed Roll

Based on 2023 Revised Roll

Class	2024 Tax Rate	2024 Tax Revenue	2023 Tax Rate	2023 Tax Revenue
(01) Residential	3.3740	\$ 1,954,381	2.9880	1,768,553
(02) Utilities	40.0000	41,084	40.0000	36,766
(04) Major Industry	7.4900	146,722	7.4900	146,824
(05) Light Industry	13.4960	-	11.9520	-
(06) Business/Other	8.0976	339,055	8.2768	305,907
(08) Rec/Non-Profit	9.3460	-	8.2768	-
(09) Farm	3.3740	216	2.9880	247
		<u>\$ 2,481,458</u>		<u>2,258,297</u>

Schedule D

Village of Chase							
Water Fund							
2023-2028							
	2023	2023	2024	2025	2026	2027	2028
	Budget	Actual	Budget	Budget	Budget	Budget	Budget
OPERATIONAL REVENUES							
Water Consumption	(327,000)	(202,960)	(431,000)	(439,600)	(448,400)	(457,400)	(466,500)
Water Flat Rate	(432,000)	(357,732)	(394,000)	(401,900)	(409,900)	(418,100)	(426,500)
Sale of Goods Rain Barrels	0	(161)	0	0	0		
Misc Sales-Bulk Water	(500)	(168)	(500)	(500)	(500)	(500)	(500)
Sale of Good Water meters	(3,500)	0	(3,500)	(5,000)	(5,000)	(5,000)	(5,000)
Connection & On/Off	(7,500)	(5,300)	(7,500)	(7,500)	(7,500)	(7,500)	(7,500)
DCC Revenue	0	0	0	0	0	0	0
Actuarial Adjustment	0	0	0	0	0	0	0
Total Operational Revenues	(770,500)	(566,321)	(836,500)	(854,500)	(871,300)	(888,500)	(906,000)
Grants	0		0	0	0	0	0
Transfer from Reserve	0		0	0	0	0	0
Transfer from Surplus					0	0	0
Total Revenues	(770,500)	(566,321)	(836,500)	(854,500)	(871,300)	(888,500)	(906,000)
OPERATIONAL EXPENDITURES							
Wages	77,000	86,363	85,000	89,300	92,900	96,600	99,500
Benefits	23,000	17,288	25,500	26,800	27,900	29,000	29,900
Training/Travel	3,500	3,060	3,500	3,500	4,000	4,000	4,000
Dues and Memberships	1,500	599	1,500	1,500	2,000	2,000	2,000
Administration Service	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Courier & Freight	2,800	2,531	3,000	3,000	3,000	3,000	3,000
Telephone&IT	4,800	3,883	4,800	4,800	5,000	5,000	5,000
Advertising	1,000	0	1,000	1,000	1,000	1,000	1,000
Contract Services-Graydon/Telus	1,000	513	1,000	1,000	1,000	1,000	1,000
Licences and Permits	6,000	4,852	6,000	6,000	6,200	6,200	6,200
Stores	3,000	12,841	3,000	3,000	3,000	3,000	3,000
Vehicle Fuel	0	215	0	0			
Hydro	58,000	56,755	58,000	58,000	58,000	58,000	58,000
Gas-Fortis	10,000	6,665	10,000	12,000	14,000	16,000	18,000
Insurance	9,300	35,355	41,000	41,000	41,000	41,000	41,000
Standby Wages	17,200	14,236	18,100	19,000	19,800	20,600	21,200
Standby Benefits	2,300	2,148	2,300	2,400	2,500	2,600	2,700
Service Contract-ALS	6,000	4,163	6,000	6,000	6,000	6,000	6,000
Cross Connection-MTS	7,500	3,184	5,000	5,000	5,000	5,000	5,000
Reservoir	7,000	3,284	5,000	5,000	5,000	5,000	5,000
Mains & Valves	20,000	8,557	20,000	20,000	20,000	20,000	20,000
Stores	2,000	831	0	0	0	0	0
Meters	27,000	22,012	27,000	15,000	15,000	15,000	15,000
Annual Maintain Program	14,500	27,716	14,500	14,500	14,500	14,500	14,500
Service Contract-Cloudburst	25,000	18,132	20,000	20,000	20,000	20,000	20,000
SUEZ Technologist	3,500	0	3,500	3,500	3,500	3,500	3,500
Treatment Plant	30,000	22,055	20,000	20,000	20,000	20,000	20,000
Chemicals	6,500	7,769	7,500	7,000	7,000	7,000	7,000
Consulting	0		0	0	0	0	0
Operational Expenses	399,400	395,007	422,200	418,300	427,300	435,000	441,500
Interest on Debenture 779 & 748	47,000	66,674	67,000	67,000	67,000	67,000	67,000
Amortization	360,000	361,119	360,000	360,000	360,000	360,000	360,000
Total Operational Expenses	806,400	822,800	849,200	845,300	854,300	862,000	868,500
Transfer to (Surplus)/Deficit	35,900	256,479	12,700	(9,200)	(17,000)	(26,500)	(37,500)

Schedule D (cont)

Village of Chase							
Sewer Fund Budget							
2023-2028							
	2023	2023	2024	2025	2026	2027	2028
	Budget	Actual	Budget	Budget	Budget	Budget	Budget
OPERATIONAL REVENUES							
Sewer Collection	(129,000)	(125,970)	(288,000)	(288,000)	(316,800)	(348,500)	(383,400)
Sewer Flat Rate	(230,000)	(239,390)	(245,000)	(245,000)	(269,500)	(296,500)	(326,200)
Miscellaneous	(100)	(7,296)	(100)	(100)	(100)	(100)	(100)
Connection Fees	(650)	(4,175)	(650)	(650)	(650)	(650)	(650)
DCC Revenue	0	0	(650)	(650)	(650)	(650)	(650)
Total Operational Revenues	(359,750)	(376,831)	(533,750)	(533,750)	(587,050)	(645,750)	(710,350)
Grants	0		0	0	0	0	0
Transfer from Reserves	0		0	0	0	0	0
Transfer from Surplus	0		0	0	0	0	0
Total Revenues	(359,750)	(376,831)	(533,750)	(533,750)	(587,050)	(645,750)	(710,350)
OPERATIONAL EXPENDITURES							
Wage	72,000	54,885	75,500	79,300	82,500	85,800	88,400
Benefits	19,650	20,866	24,100	25,300	26,300	27,400	28,200
Training/Travel	1,500	0	1,500	1,500	1,500	1,500	1,500
Dues and Memberships Fees	500	200	500	500	500	500	500
Administration Expenses	30,000	30,773	30,000	30,000	30,000	30,000	30,000
Courier and Freight	400	199	400	400	400	400	400
Telephone	600	247	650	650	650	650	650
Advertising	100	0	100	100	100	100	100
Contract Service ALS	1,200	2,420	2,000	2,000	2,000	2,000	2,000
Licenses & Permits	1,600	1,045	1,600	1,600	1,600	1,600	1,600
Stores	2,200	3,689	2,200	2,200	2,200	2,200	2,200
Hydro	41,000	38,966	41,500	42,000	42,000	42,000	42,000
Gas-Fortis	3,000	1,320	3,000	3,000	3,000	3,000	3,000
Insurance	2,800	4,964	6,000	6,000	6,000	6,000	6,000
Wages-Standby	17,200	14,236	18,100	19,000	19,800	20,600	21,200
Benefits-Standby	2,265	2,148	2,300	2,400	2,500	2,600	2,700
Reports & Assessments	0	0	0	0	0	0	0
Service Contract	0	7,490	7,500	7,500	7,500	7,500	7,500
Collection-Lines	7,000	434	7,000	7,000	7,000	7,000	7,000
Consulting	8,000	1,412	4,000	4,000	4,000	4,000	4,000
Annual Maintain Program	20,000	11,919	20,000	20,000	20,000	20,000	20,000
Service Contract -Cloudburst	5,000	11,906	5,000	5,000	5,000	5,000	5,000
Consulting	5,000	0					
Lift Stations	15,000	2,360	15,000	15,000	15,000	15,000	15,000
Treatment System	5,000	880	0	0	0	0	0
Supplies - Chemicals	1,500	1,641	5,000	5,000	5,000	5,000	5,000
Operational Expenses	262,515	213,999	272,950	279,450	284,550	289,850	293,950
Debenture Interest #724-110	21,600	7,558	21,600	21,600	21,600	21,600	21,600
Amortization	195,000	174,369	195,000	195,000	195,000	195,000	195,000
Total Operational Costs	479,115	395,926	489,550	496,050	501,150	506,450	510,550
Transfer to (Surplus)/Deficit	119,365	19,095	(44,200)	(37,700)	(85,900)	(139,300)	(199,800)

Schedule D (con't)

Village of Chase							
Solid Waste Management Budget							
2023-2028							
	2023	2023	2024	2025	2026	2027	2028
	Budget	Actual	Budget	Budget	Budget	Budget	Budget
Operational Revenues							
Recycle BC Revenue	(48,900)	(48,912)	(48,900)	(48,900)	(48,900)	(48,900)	(48,900)
Sale of Service (Waste Pickup)	(225,000)	(225,455)	(225,000)	(247,500)	(262,400)	(278,100)	(294,800)
Rental - Garbage Bins	(16,600)	(16,708)	(16,600)	(17,400)	(18,100)	(18,800)	(19,400)
Total Operational Revenues	(290,500)	(291,075)	(290,500)	(313,800)	(329,400)	(345,800)	(363,100)
Transfer from Surplus	0	0		0	0	0	0
Transfer from Reserves	0	0	0	0	0	0	0
Grant Funding	0	0	0	0	0	0	0
Total Revenues	(290,500)	(291,075)	(290,500)	(313,800)	(329,400)	(345,800)	(363,100)
Operational Expenditures							
Wages	73,000	78,700	80,000	84,000	87,400	90,900	93,600
Benefit	15,870	7,003	19,400	20,400	21,200	22,000	22,700
Administration Costs	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Recycling Transfer Station	20,000	0	5,000	20,000	20,000	20,000	20,000
Advertising	0	93	0	0	0	0	0
Service Contract	2,500	10,265	2,500	2,500	2,500	2,500	2,500
Special Use Site	100	0	100	100	100	100	100
Vehicle R&M	20,000	33,051	20,000	20,000	20,000	20,000	20,000
Fees - Landfill Tipping	78,000	77,160	85,800	85,800	85,800	85,800	85,800
Stores	1,000	575	1,000	1,000	1,000	1,000	1,100
Supplies- Bins Inventory	3,500	0	3,500	3,500	3,500	3,500	3,500
Fuel	22,000	20,967	22,000	22,000	22,000	22,000	22,000
Interest on Debt	0	0	6,000	24,000	24,000	24,000	24,000
Insurance	2,900	2,732	2,900	3,000	3,000	3,000	3,000
Transfer to reserve	1,630						
Operational Expenditures	250,500	240,547	258,200	296,300	300,500	304,800	308,300
Amortization	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Total Expenditures	290,500	280,547	298,200	336,300	340,500	344,800	348,300
Transfer to (Surplus)/ Deficit	0	-10,528	7,700	22,500	11,100	-1,000	-14,800
Cumulative (Surplus) Deficit							
Sewer Opening balance	(16,000)	(16,000)	(26,528)	(18,828)	3,672	14,772	13,772
Current year budget	-	(10,528)	7,700	22,500	11,100	(1,000)	(14,800)
Ending balance	(16,000)	(26,528)	(18,828)	3,672	14,772	13,772	(1,028)

Village of Chase					
Capital Budget					
2023-2028					
Schedule E					
	2024	2025	2026	2027	2028
General Capital Project Expenditures	Budget	Budget	Budget	Budget	Budget
SPECIAL PROJECTS					
Reports & Assessments					
Broadband Performance testing	15,000	0	0	0	0
Broadband Performance grant	40,000	0	0	0	0
Downtown Improvement Plan	4,878	0	0	0	0
New Housing legislation needs	161,423	0	0	0	0
Bay Drive Construction	670,000	0	0	0	0
Brooke Roundabout design	5,000	0	0	0	0
Clock repairs	1,000	1,000	1,000	1,000	1,000
Mill Park Boat Launch design concepts	40,000	0	0	0	0
<i>Cemetery Master plan</i>	0	0	0	0	0
<i>Emergency plan update</i>	0	0	0	0	0
<i>Accessibility plan</i>	0	0	0	0	0
Cemetery Project Phase 1 - construction	360,000	0	0	0	0
Cemetery Bylaw update	12,000	0	0	0	0
CEPF Disaster Risk Reduction-Climate Adaptation	300,000	0	0	0	0
Property appraisals	15,800	0	0	0	0
NG911	45,000				
Coburn Street Multi-Use Pathway-Phase 2	91,159	0	0	0	0
Coburn Street Multi-Use Pathway-Phase 1	59,852	0	0	0	0
607 3 rd Avenue Servicing	25,000	0	0	0	0
UBCM - Indigenous Cultural Safety and Cultural Humility Training	19,800	0	0	0	0
IERFP-Indigenous Engagement Requirements Funding Program	40,000	0	0	0	0
Total Special Projects	1,905,912	1,000	1,000	1,000	1,000
CAPITAL PROJECTS					
Arena Condition assessment	50,000	0	0	0	0
Arena R&M	25,000	25,000	25,000	25,000	25,000
Arena Security	10,000	0	0	0	0
Arena-Storm connection	16,000	0	0	0	0
Cemetery Design	20,000	0	0	0	0
Community Hall LED sign, wireless upgrade	13,500	0	0	0	0
Council Chamber upgrades -TV, microphones, podium	5,000	0	0	0	0
Curling club - main roof replacement	110,000	0	0	0	0
Curling club improvements	10,000	10,000	10,000	10,000	10,000
EOC-Generator	30,000	0	0	0	0
Fire Department - Bush Truck	40,000	0	0	0	0
Fire Department - Replacement Engine 2	0	350,000	350,000	0	0
Fire Department/Road Rescue	0	200,000	0	0	0
es, Camera, Compressor, Turn out Gear, SC	36,000	30,000	30,000	30,000	30,000
Fire-Equip (pagers & radios)	0	0	0	0	0
Fire-Equip-Air Compressor-grant	30,000	0	0	0	0
Fire-Equip-Air Compressor-suprlus	25,000	0	0	0	0
First Responders Equipment	4,600	0	0	0	0
Community Hall Improvements	10,000	10,000	10,000	10,000	10,000
Fleet (incl Trombia)	15,000	0	0	0	0
IT Equipment Computers	40,000	10,000	10,000	10,000	10,000
Mill Park Boat Launch construction	0	500,000	0	0	0
Picnic tables - Memorial Park (x2)	16,000	0	0	0	0
Centennial Park playground preparation	0	0	0	0	0
Pool repairs	10,000	0	0	0	0
Rescue Equip & Training	14,500	14,500	14,500	14,500	14,500
Road Works /Paving	850,000	350,000	350,000	350,000	350,000
Shepherd Road Lane (or walking trail)	0	0	0	0	0
Shepherd Road Lane Design	0	0	0	0	0
Snowblower-for park use	7,000	0	0	0	0
Street lights (Brooke Dr)-additional repairs	10,000	0	0	0	0
Transfer station at Public Works yard	0	100,000	0	0	0
Water meters/back flow preventor	30,000	30,000	30,000	0	0
Total Capital Projects	1,427,600	1,629,500	829,500	449,500	449,500

Village of Chase					
Capital Budget					
2023-2028					
Schedule E					
	2024	2025	2026	2027	2028
General Capital Project Expenditures	Budget	Budget	Budget	Budget	Budget
Water intake bubbler (replacement)	10,000	0	0	0	0
Water Infrastructure Improvements- Treatment plant filters replace 2027/2028	75,000	75,000	75,000	75,000	0
Waterline Replacement	400,000	0	0	0	0
Total Water Capital Projects	485,000	75,000	75,000	75,000	0
WWTP Headworks	5,733,000	0	0	0	0
WWTP Headworks-TRUE Village Representative	67,000	0	0	0	0
Lagoon vegetation removal	30,000	0	0	0	0
Sanitary Sewer Infrastructure Improvements	25,000	0	0	0	0
Total Waste Water Capital Project	5,855,000	0	0	0	0
COVID-19 Restart Allocations					
IT Computer and other electronics	4,471	0	0	0	0
Total COVID 19 Restart Projects	4,471	0	0	0	0
Capital Transfers to Reserve					
Road Reserve	250,000	350,000	350,000	350,000	350,000
Fire Truck Replacement Reserve	150,000	150,000	0	0	0
Fleet Reserve	80,000	80,000	80,000	80,000	80,000
Land Reserve	130,000	0	0	0	0
Transfer to LGCAP Reserve	59,082	0	0	0	0
Gas Tax Reserve	165,751	165,751	165,751	165,751	165,751
Total Transfers	834,833	745,751	595,751	595,751	595,751
Total Projects & Transfers	10,512,816	2,451,251	1,501,251	1,121,251	1,046,251
Sources of Funding					
Disposal of Lands	(130,000)	0	0	0	0
Disposal of Automobiles	0	0	0	0	0
Gas Tax Revenues	(165,751)	(165,751)	(165,751)	(165,751)	(165,751)
Grant Funding	(6,439,801)	0	0	0	0
Growing Communities Fund	0	0	0	0	0
LGCAP Funding	(59,082)	0	0	0	0
Housing Needs Revenue	(161,423)	0	0	0	0
Proceeds from Borrowing	0	(50,000)	(350,000)	0	0
Transfer from DCC	0	0	0	0	0
Transfer from Fleet Reserve	(22,000)	0	0	0	0
Transfer from Fire Truck Replacement	0	(300,000)			
Transfer from Gas Tax Reserve	(1,295,000)	0	0	0	0
Transfer from Growing Communities Fund Reserve	(895,000)	(530,000)	(30,000)	0	0
Transfer from Land Reserve	(25,000)	0	0	0	0
Transfer from LGCAP Reserve	(91,159)				
Transfer from Road Reserve	(850,000)	0	0	0	0
Transfer from Statutory Reserve	0	0	0	0	0
Transfer from Surplus	(238,600)	(1,330,500)	(880,500)	(880,500)	(880,500)
Transfer from Surplus for Reserves	0	0	0	0	0
Transfer from Surplus(matching)	0	0	0	0	0
Transfer from Surplus-Firetruck	0	0	0	0	0
Transfer Waste Water Surplus	(55,000)	0	0	0	0
Transfer Water Surplus	(85,000)	(75,000)	(75,000)	(75,000)	0
Total Revenues	(10,512,816)	(2,451,251)	(1,501,251)	(1,121,251)	(1,046,251)
Capital Surplus/Deficit	(0)	0	0	0	0



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: CAO
DATE: March 4, 2024
RE: Partnering Agreement with Chase and District Recreation Centre Society
Operation of Art Holding Memorial Arena

ISSUE/PURPOSE

To obtain a resolution of Council to renew the Partnering Agreement and financial contribution with the Chase and District Recreation Centre Society for the Operation of the Art Holding Memorial Arena.

OPTIONS

1. Renew the Partnering Agreement with the terms and conditions proposed in this report.
2. Renew the Partnering Agreement with other terms and conditions that Council wishes to see in the agreement.
3. Do not renew the Partnering Agreement, allowing it to continue with the present terms on a month to month basis.

HISTORY/BACKGROUND

The Chase and District Recreation Centre Society (the Society) has operated the Art Holding Memorial Arena for many years, through a partnering agreement with the Village of Chase and financial support from the Village of Chase.

The Society generates revenue from various sources including the Chase Heat, Minor Hockey, various public leagues, tournaments, special events and other activities and rentals of the facility. The Society employs a facilities manager who in turn employs staff to assist with the overall operations. Without the Village's financial support, the facility would not be able to continue operations, and provide for a multitude of recreational and spectator opportunities at a reasonable fee.

DISCUSSION

The partnering agreement was renewed in 2021 with a term ending September 30, 2023. The agreement continues to be in force on a month to month basis.

The CFO and CAO met with the society directors at the end of January to discuss the terms of the agreement. The following issues were discussed:

The Society will:

- Continue to provide for insurance of contents of the Arena including but not limited to all equipment including shovels, rakes, office equipment, and other necessary equipment
- Pay for the replacement of all plexiglass panels surrounding the ice surface as and when needed
- Provide for snow removal of entry ways, sidewalks along the building and other areas adjacent to the building
- Manage the facilities bookings, operate the facility, ensure safety measures taken, cleanliness is maintained, small repairs are done, procedures are followed

Village will:

- Engage a consultant to conduct a facility condition assessment to determine condition of existing equipment and timelines for costs and replacement utilizing grant funding
- Continue to pay for annual premises insurance including major equipment that is attached or integral to the building throughout the term of the agreement, plus replacement insurance for the ice resurfacing equipment
- Budget annually for necessary replacement of large equipment that is attached or integral to the building such as the HVAC system, refrigeration system, roof, walls, doors, windows, exterior cladding, toilets, sinks, and other permanent components of the premises
- Pay to the Society in 2024 a sum of \$157,500 which represents a 5% increase from the 2023 contribution – allows compensation for cost of living increases in 2023
- In each year thereafter the annual sum will be increased by a factor of 3.0% per annum
- Provide for snow clearing of the parking area (both paved and unpaved) during snow events

Additionally it is recommended that the Village hold a \$25,000 contingency for emergency repair situations at the Arena – this may never need to be used.

It is recommended that the term of the agreement be for 3 years, effective April 1, 2024 to March 31, 2027.

FINANCIAL IMPLICATIONS

Currently the Village pays \$150,000 to the Recreation Centre Society to augment the operations of the facility. An added 5% for 2024 is equal to \$157,500. Budgeting an additional 3% in years 2025 and 2026 will ensure the contribution is in line with general inflationary values.

POLICY IMPLICATIONS

The Village has been financially supporting the Recreation Centre Society annually for operations since the opening of the facility. While the Village could reduce its contributions or eliminate the contributions, Council needs to be cognizant of the importance of the Arena to the community of Chase – reducing or eliminating the contributions will have a significantly negative effect on the continued operations.

COUNCIL'S STRATEGIC PLAN REFERENCES

1. Asset Management – Infrastructure – to provide for and maintain sustainable infrastructure
2. Community Enhancement and Planning – continue to support improvement within the Village and support community groups

RECOMMENDATION

THAT the partnering agreement between the Village of Chase and the Chase and District Recreation Centre Society be renewed beginning April 1, 2024 for a 3 year term with:

- **A contribution from the Village of \$157,500 in 2024**
- **A 3% increase in each of the next two years**
- **The provision of a \$25,000 contingency for emergency repairs to major equipment**
- **Budgeting annually by the Village in consultation with the Society to ensure major components of the facility can be replaced as needed**
- **The completion of a facility condition assessment by the Village**

Respectfully submitted,



VILLAGE OF CHASE

Memorandum

Date: March 12, 2024
To: Mayor and Council
From: Mike Baker, Manager of Public Works
RE: Request for additional handicap parking stall – Creekside Seniors' Centre

Attached is a request from the Creekside Seniors' Centre asking the Village to consider extending the existing handicap parking stall to accommodate two (2) vehicles and designate the existing space closest to Pine Street as a handicap stall (Appendix "A").

Given the roadway geometric design and the proximity of the access into the parking lot for the Creekside Seniors' Centre, two (2) parking stalls will not fit between the fire hydrant clearance space and the entrance to the parking lot. A standard on-street parking stall measures seven (7) meters or 23 feet long.

Furthermore, a review of the available on street parking on Shuswap Avenue between Pine Street and Aylmer Road indicates that there are currently 11 parking stalls available, 4 of which are currently handicapped parking spaces. Given the proximity to downtown, and the current stalls available for handicap use, staff are recommending leaving the space closest to Pine Street as parking for all. This will help to keep the current downtown parking congestion as it currently is and act as overflow parking for the downtown business sector.

Staff also understand that some of our residents need accommodations to more easily access businesses and services in the area and are recommending an additional handicap space be added at the next available location (Appendix "B").

RECOMMENDATION:

That Council direct staff to install a handicap parking stall on the South side of the access to 542 Shuswap Avenue, to be funded from the 2024 line painting budget.

Respectfully submitted,

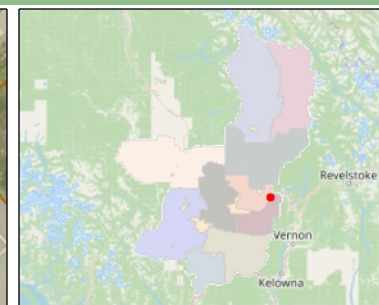
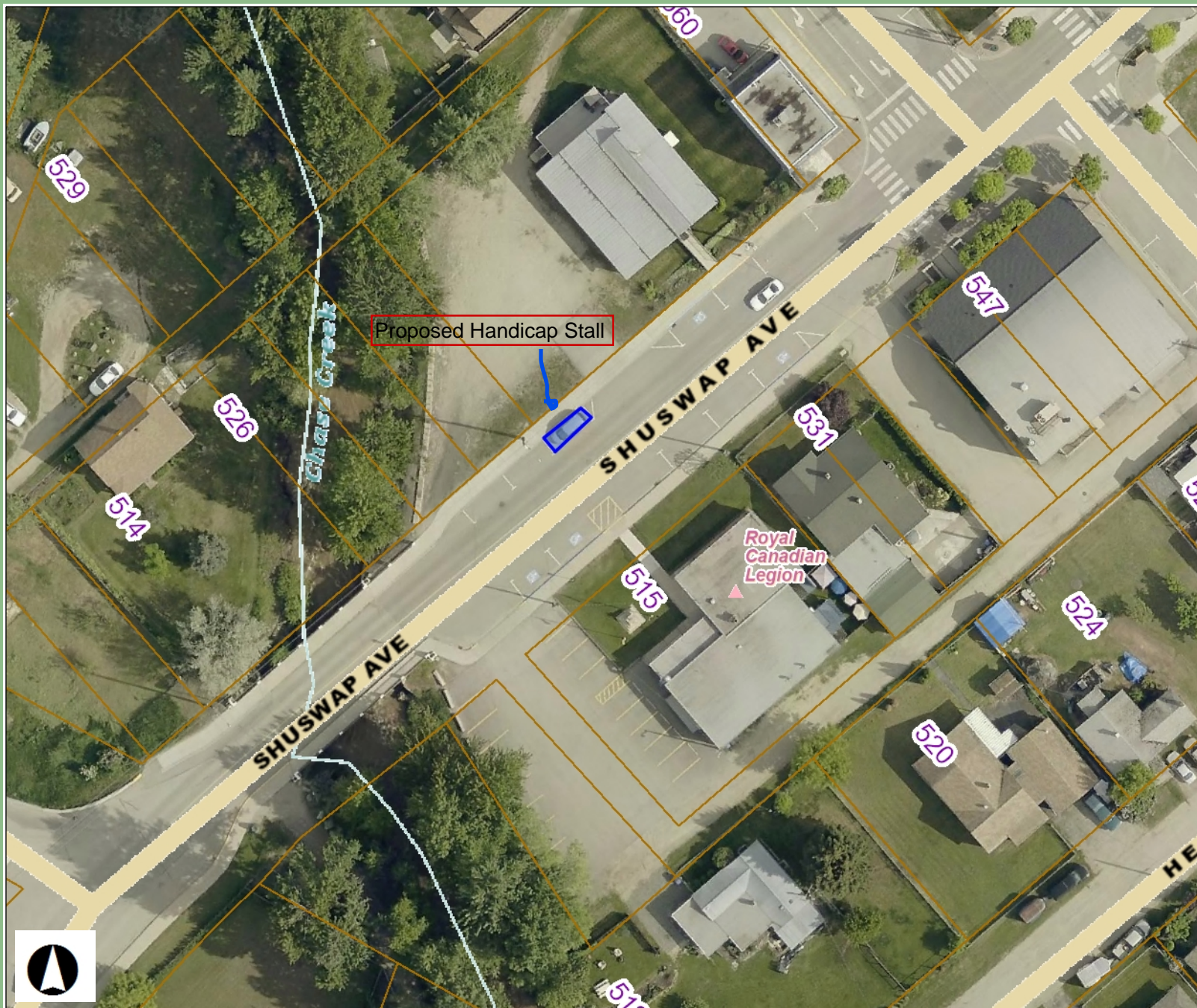
Mike Baker

Mike Baker,
Manager of Public Works

Approved for Council Consideration,

Joni Heinrich

CAO



Legend

Library Services

- Library
- Mobile Library

Waste Disposal and Recycling

- Eco-Depot
- Recycle Depot
- Product Stewardship Depot
- Landfill
- Transfer Station
- Septage Pit

Emergency Services

- Police Station
- Ambulance Station
- Fire Station
- Hospital
- Local Authority Office

Facility

- Community Hall
- Health
- Transportation
- Education
- Utility
- Landmark



Projection: WGS_1984_Web_Mercator_Auxiliary_Sphere

February 29, 2024

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

Author:



RECEIVED
Village of Chase
FEB 28 2024

Original _____
File _____
Copy _____
Agenda _____

February 22, 2024

Dear Mayor David Lepsoe and Council,

We have a wonderful update to share about the BC Farmers' Market Nutrition Coupon Program in Chase. This beloved program is truly making a difference in your community, along with over 100 others across BC. As you may know, this program exists through funding from the Province of British Columbia. For over a decade, BC Association of Farmers' Markets is proud to deliver the BC Farmers' Market Nutrition Coupon Program across the province.

In Chase

During the 2023 season **Chase Hamper Society** provided lower-income pregnant persons, families, and seniors with coupons to purchase fresh fruits, vegetables, cheese, eggs, nuts, fish, meat, herbs, and honey directly from farmers at your local farmers' market.

These local residents redeemed **\$22,728** with local farmers at the **Chase Farm and Craft Market**.

In fact, in **Chase** over **60** lower-income residents benefited from better access to local, fresh foods while connecting to their community.

At the same time, farmers in your community benefited from this additional income to sustain their farms. Our local food system is stronger.

Our Request To You

We encourage you to send a letter of gratitude and support to the BC Minister of Health, The Honourable Adrian Dix. Your support and feedback bolsters our goal of securing ongoing and expanded funding for the BC Farmers' Market Nutrition Coupon Program.

We look forward to working with your community again in 2024!

With gratitude,

Heather O'Hara
BCAFM Executive Director

Wylie Bystedt
Chair, BCAFME Board of Directors

BC Association of Farmers' Markets

208 - 1089 West Broadway Vancouver, BC V6H 1E5
604-734-9797 | bcfarmersmarket.org | bcfarmersmarkettrail.com