



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 May 28, 2024 at 4:00 p.m.

Join the meeting from your computer, tablet or smartphone:

<https://us02web.zoom.us/j/84292294533>

Or join the meeting using your phone:

Dial: 1-778-907-2071

Meeting ID: 842 9229 4533

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Resolution:

“THAT the agenda of the May 28, 2024 Regular Meeting be adopted as presented.”

3. ADOPTION OF MINUTES

3.1 Minutes of the May 14, 2024 Regular Meeting

Pages 1-6

Resolution:

“THAT the minutes of the May 14, 2024 Regular 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 SenseNet – Rapid Wildfire Detection

Demonstration of Wildfire starts detection technology

7. REPORTS

a) Mayor and Council Reports

8. UNFINISHED BUSINESS

8.1 Fees & Charges Amendment Bylaw No. 940-2024

Pages 7-12

Memo from the Chief Financial Officer

Recommendation:

That Council provides direction to Administration.

8.2 Wildfire Preparedness

Motion from Councillor Stevens:

“WHEREAS the Village of Chase is committed to the principles of FireSmart and to assisting our residents to take steps to safeguard their properties by clearing and trimming vegetation in order to mitigate fire risk; and

WHEREAS the Village of Chase wishes to assist our residents in safely disposing of large quantities of yard waste that might otherwise be improperly disposed of and/or pose a fire risk;

THEREFORE BE IT RESOLVED that Council direct Administration to develop a proposal for a pre-summer two or three day curbside yard waste pick-up service either provided by the Village’s staff or contracted to a private service contractor, such proposal to include costs, potential timing, pick-up and disposal logistics, advertising requirements and timing, sign-up considerations and any other associated aspect of this trial project and bring a report back to Council for consideration/ratification as soon as is practicable.”

9. NEW BUSINESS

9.1 Village of Chase Zoning Amendment Bylaw No. 937-2024 Pages 13-29
Bill 44 – 2023 Housing Statutes (Residential Development) Amendment Act

Memo from the Director of Corporate Operations

Recommendation:

“THAT Village of Chase Zoning Amendment Bylaw No. 937-2024 be given three readings.”

9.2 Secwepemc Community Improvement Association Pages 30-35

Request for Donation for Aboriginal Day Events June 21 to 23, 2024

Memo from the CAO

Recommendation:

“THAT Council provides direction to Administration regarding the request from the Secwepemc Community Improvement Association for a donation to support their Secwepemc Lakes Indian Days June 21-23, 2024.”

9.3 Letter from Premier David Eby – Minister Meetings at 2024 UBCM Pages 36-37

Letter from the Premier and Memo from the CAO

Recommendation:

“THAT Council members give consideration to issues that may be relevant for Minister meeting (s) at UBCM 2024 and if there are any matters, they be raised and discussed at the June 11, 2024 Council meeting.”

10. NOTICE OF MOTION

11. OPPORTUNITY FOR PUBLIC TO SPEAK ON MUNICIPAL MATTERS

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

12. IN CAMERA

“THAT Council recess to an In Camera meeting pursuant to Section 90 (1) (e) acquisition, disposition or expropriation of land and improvements.”

13. RELEASE OF IN CAMERA ITEMS

None

14. ADJOURNMENT

Resolution:

“THAT the May 28, 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, May 14, 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
Brian Lauzon, Fire Chief

Also In Attendance: Brent Ashby, Partner, KPMG (Village Auditor) via Zoom

Public Participants: 8 in-person, 10 via Zoom

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 Torbohm

“THAT the agenda of the May 14, 2024 Regular Meeting be adopted as presented.”

CARRIED

#2024/05/14_001

3. ADOPTION OF MINUTES

3.1 Minutes of the April 23, 2024 Regular Meeting

Moved by Councillor Stevens
Seconded by Councillor Connett

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

CARRIED

#2024/05/14_002

4. PUBLIC HEARINGS

None

Rick Berrigan of 1233 Bay Drive spoke about the Chase Firefighters Association charging the Village of Chase money for use of their Structural Protection Unit during the Bush Creek fire in 2023.

6. DELEGATIONS

6.1 2023 Village of Chase Financial Statements

Brent Ashby, Partner, KPMG presented the 2023 Village of Chase Financial Statements highlighting areas such as differences in revenues and expenses over 2022 and confirming that the statements fairly represent the Village's financial picture for 2023.

7. REPORTS

Mayor Lepsoe

April 24 – Attended Celebration/Success story event of over 30 houses being rebuilt after last year's fire, at Squilax.

April 27 – Attended the Annual Rotary Dinner Auction Fundraiser

April 27 – Attended the Creekside Seniors Centre Open House

April 30 – Attended regular monthly meeting with Neskonlith along with the CAO

April 30 – Attended Zoom webinar with Minister of Emergency Management and Climate Readiness. Overview was on how this Ministry works with and supports communities during emergencies.

May 1-2 – SILGA events

May 3 – Attended the 3 band Village of Chase meeting along with the Corporate Officer

May 4 – Attended the Chase Fire Rescue open house.

May 4 – Went to the ALIB Pow Wow.

May 4 – Catholic Church spaghetti dinner

May 5 – Attended the Red Dress events at Willson Park to remember murdered and missing women and girls

May 6 – Attended a TNRD meeting called "Connected Communities", this was regarding the lack of internet and cell service in the area

May 9 – The CAO and myself met with Interior Health

May 11 – Enjoyed the Young Learners/plant sale events downtown

May 11 – Attended Chase & District Museum and Archives AGM

Numerous emails to MOTI regarding the highway project. Latest email was regarding Jake brake noise from trucks coming down highway.

Councillor Connett

April 23 – Attended Regular Council meeting

May 4 – Attended the Open House at the Chase Fire Hall

Talked with various citizens and took phone calls

Councillor Herman

April 23 – Attended Regular Council meeting

April 25 – Assisted Chase Environmental Action Society in the Community Cleanup on Kamloops Shuswap Rd

May 1-3 – Attended various workshops and presentation at SILGA

May 4 – Attended the Chase Fire Department open house

May 5 – Walked in the Red Dress event to Willson Park

May 11 – Enjoyed the Seed to Sprout Block Party in uptown Chase

May 13 – Attended Chase Climate Action Committee meeting

Councillor Stevens

Participated in Council Meetings, carried out the duties assigned by Council, followed up with different agencies when appropriate, communicated with Council and administration, wrote notices of motion, participated in a few community events.

Councillor Torbohm

April 23 – Attended Regular Council meeting

April 30-May 3 – Attended SILGA conference, main topics included wildfire response, met with Minister of Emergency Management and Climate Readiness Bowinn Ma regarding efforts to improve services and enhance firefighting capabilities.

May 4 – Attended Fire Department session on Fire Smart demonstration

Reviewed agenda, reviewed emails, met with staff for information as required, answered inquiries from the public.

Staff reports were included in the agenda package.

Moved by Councillor Torbohm

Seconded by Councillor Stevens

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

CARRIED
#2024/05/14_003

8. UNFINISHED BUSINESS

8.1 2023 Village of Chase Financial Statements

Moved by Councillor Herman

Seconded by Councillor Connett

“THAT the 2023 Village of Chase Financial Statements presented by KPMG at the May 14, 2023 meeting be adopted as presented.”

CARRIED
#2024/05/14_004

8.2 Road Closure Bylaw No. 936-2024

Moved by Councillor Stevens

Seconded by Councillor Torbohm

“THAT Road Closure Bylaw No. 936-2024 be adopted.”

CARRIED
#2024/05/14_005

8.3 2024-2028 Financial Plan Bylaw No. 938-2024

Moved by Councillor Connett

Seconded by Councillor Herman

“THAT the 2024-2028 Financial Plan Bylaw No. 938-2024 be adopted.”

CARRIED
#2024/05/14_006

8.4 2024 Tax Rates Bylaw No. 939-2024

Moved by Councillor Torbohm

Seconded by Councillor Stevens

“THAT the 2024 Tax Rates Bylaw No. 939-2024 be adopted.”

CARRIED
#2024/05/14_007

8.5 Councillor Stevens – Structure Protection Unit

Moved by Councillor Stevens

Seconded by Councillor Connett

“THAT administration source costs, potential funding sources and potential revenue through the interagency agreement for the potential purchase of a Type 2 structure protection unit for the Village of Chase.”

**CARRIED
#2024/05/14_008**

9. NEW BUSINESS

9.1 Water Meter Replacement/Repair Acceleration Program

Moved by Councillor Torbohm

Seconded by Councillor Connett

“THAT Council approves the carry forward from the 2023 surplus in the amount of \$57,000 in unused public works wages to be allocated to the 2024 Capital and Operating Budget to assist in funding the accelerated water meter repair/replacement program; AND

THAT Administration bring forward a fees and charges amendment bylaw to reduce the minimum consumption charge from 60m³ to 30m³ per quarter for water service; AND

THAT Council authorize Administration to purchase One Hundred (100) Mach 10 water meters from Flow Systems, at a cost of \$61,500 excluding GST, to be funded from the 2024 Capital and Operating Budget.”

**CARRIED
#2024/05/14_009**

9.2 Lease Renewal – Water Lot – Mill Park Boat Launch

Moved by Councillor Herman

Seconded by Councillor Stevens

“THAT Council agrees to acquire the Licence for the term of 10 years from the Province of BC over the land, all that un-surveyed Crown foreshore being part of the bed of the South Thompson River and fronting District Lot 517, Kamloops Division Yale District, Plan B264, and containing 1.50 hectares, more or less, for the purposes of a public boat ramp at Mill Park.”

CARRIED

9.3 Request from Creekside Seniors’ – Pickleball Court

Moved by Councillor Connett

Seconded by Councillor Stevens

“THAT the Village of Chase approve the Creekside Seniors’ request to install a Pickleball court on the property to the East of the existing building subject to the Creekside Seniors contacting the residents within a 50m buffer of the proposed location to determine their level of support, and if there is opposition to the proposal, Council will review its decision.”

**CARRIED
#2024/05/14_011**

9.4 Wildfire Coexistence in BC – Solutions Symposium

Moved by Councillor Herman

Seconded by Councillor Torbohm

“THAT expenses (travel, accommodation and meals) be paid for by the Village of Chase for any member of Council wishing to attend the Wildfire Coexistence in BC Solutions Symposium June 3 to 5, 2024 at UBC Okanagan in Kelowna.”

CARRIED

#2024/05/14_012

9.5 Letter from Peter van Hoof Regarding Planting of Wildflowers

Moved by Councillor Herman

Seconded by Councillor Stevens

“THAT the letter dated April 30, 2024 from Peter van Hoof regarding planting of wildflowers be received as information.”

CARRIED

#2024/05/14_013

9.6 District of Logan Lake – Bill 34

Moved by Councillor Stevens

Seconded by Councillor Torbohm

“THAT Council send a letter to the Premier of the Province of BC supporting the letter from the District of Logan Lake and their agreement to Bill 34 that will restrict open consumption of illegal substances in public places.”

CARRIED

#2024/05/14_014

10. NOTICE OF MOTION

Councillor Stevens provided Notice to Council that he intends to bring forward a motion proposing that the Village undertake a 14 day, cost free wildfire risk reduction focused yard waste removal campaign for residents with expenses evenly divided between the Fire Department and Public Works budget encompassing the provision of roll off vegetation waste bins, covering tipping fees and all other associated campaign costs and that Public Works conduct curbside pickup services on two designated days on a first-come-first-served basis, based on their capacity to assist registered vulnerable (defined as someone who for physical or mental reasons is unable to transport their waste to a designated drop-site individuals) individuals with tracking managed by the Village staff for optimal service delivery and accountability and continuing that following the campaign Administration will identify the needs for the program in the future and make recommendations for future wildfire risk reduction events similar to the one presented.

11. IN CAMERA

None

12. RELEASE OF IN CAMERA ITEMS

None

13. ADJOURNMENT

Moved by Councillor Stevens

Seconded by Councillor Torbohm

“THAT the May 14, 2024 Regular Meeting be adjourned.”

CARRIED

#2024/05/14_015

The meeting concluded at 5:09 p.m.

David Lepsoe, Mayor

Sean O'Flaherty, Corporate Officer



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: Deb Lovin, CFO
DATE: May 22, 2024
RE: Amend Fees and Charges Bylaw No. 820-2016 Schedules D and E

ISSUE/PURPOSE

To amend the Fees and Charges Bylaw No. 820-2016 Schedule D, Water Service Rates and Schedule E, Sewer Service Rates.

OPTIONS

1. Reduce the water and sewer consumption minimum charges from 60m³ to 30m³ per quarter, which will result in a revenue shortfall for water and sewer.
2. Reduce the water and sewer consumption minimum charges from 60m³ to 30m³ per quarter and increase the flat rate to compensate for the revenue shortfall.
3. Reduce the water and sewer consumption minimum charges from 60m³ to 30m³ per quarter and increase the cubic meter rate for each to compensate for the revenue shortfall.

HISTORY/BACKGROUND

Council adopted rate and minimum consumption charges for water and sewer at the September 26, 2023 meeting to put changes in place effective October 1, 2023. Since then, there has been discussion with the public about the 60m³ minimum consumption charges being too high. Most of the residents are of the opinion that the minimum consumption fee should be closer to 30m³ as the demographic within Chase is largely seniors with 1 or 2 people in a house.

At the May 14, 2024 regular Council meeting, council directed Administration to bring forward a fees and charges amendment bylaw to reduce the minimum consumption charge from 60m³ to 30m³ per quarter.

DISCUSSION

The water & wastewater services are intended to be self-funded services; currently both systems are underfunded.

When user fees were increased effective October 1, 2023, the fees established for the water and wastewater utilities were to cover two types of costs:

- A flat rate fee covers the costs of infrastructure (pipes, treatment plant, pumps). All properties pay these fees.
- A meter rate fee that is based on consumption, the meter rate was based on an average usage due to a large number of water meters not reading accurately, so that the Village would recover the annual costs of operating the water and wastewater utility (staff time, electricity, chemicals) and not have to have the utilities subsidized by other funds (typically taxation). All properties using water pay these fees.

The user fees collected for water and sewer have not been covering the costs of the water and wastewater (sewer) annual utilities costs. There are currently no reserve funds for any of the utilities being discussed, the fees established in October were raised in order to cover the annual operational costs going forward.

FINANCIAL IMPLICATIONS

It is important that Council understands the financial implications of the decisions regarding these two (2) utilities.

Option 1 Reduce the water and sewer consumption minimum charges from 60m³ to 30m³ per quarter. Based on the current amendment to the bylaw the impact on the typical residential property (who uses 30m³ or less) will be a reduction of \$55.65 per quarter.

	Bylaw 940	Bylaw 930	Change
Garbage collection	\$ 42.00	\$ 42.00	\$ -
Garbage bin rental	3.35	3.35	-
Sewer Flat Rate	38.85	38.85	-
Sewer Consumption	26.25	52.50	26.25
Water Flat Rate	65.00	65.00	-
Water Consumption	29.40	58.80	29.40
Total	\$ 204.85	\$ 260.50	\$ 55.65

The financial impact of reducing the water and sewer consumption charges from 60m³ to 30m³ will be:

WATER REVENUES	2024 Budget	SEWER REVENUES	2024 Budget
Water Consumption	431,000	Sewer Collection	243,000
Water Flat Rate	394,000	Sewer Flat Rate	245,000
Budgeted collection	825,000	Budgeted collection	488,000
Bylaw 940-2024 Projected revenues based on 2023 usage			
Jan-Mar	157,000	Jan-Mar	104,000
Apr-June	193,000	Apr-June	109,000
July-Sept	206,000	July-Sept	99,000
Oct-Dec	158,000	Oct-Dec	118,000
Total Revenue	714,000	Total Revenue	430,000
Budgeted shortfall	(111,000)	Budgeted shortfall	(58,000)

Option 2 Recover the shortfall from increase to flat rates:

Water flat rate increase by 28%
 Sewer flat rate increase by 24%

The impact of this type of change would still be favorable to the average resident with a reduction of \$28.13/quarter:

	Bylaw 940	Bylaw 930	Change
Garbage collection	\$ 42.00	\$ 42.00	\$ -
Garbage bin rental	3.35	3.35	-
Sewer Flat Rate	48.17	38.85	(9.32)
Sewer Consumption	26.25	52.50	26.25
Water Flat Rate	83.20	65.00	(18.20)
Water Consumption	29.40	58.80	29.40
Total	\$ 232.37	\$ 260.50	\$ 28.13

Option 3 Reduce the water and sewer consumption minimum charges from 60m³ to 30m³ per quarter and increase the cubic meter rate for each to compensate for the revenue shortfall.

Water consumption revenue increase by 29%
Sewer consumption revenue increase by 18%

Simple math to change rates, Water \$ 0.98*1.29=\$1.26/m³
Simple math to change rates, Sewer \$0.875*1.18=\$1.03/m³

The average resident would benefit from this increase by having a reduction in the quarterly billing of \$42.60.

	Bylaw 940	Bylaw 930	Change
Garbage collection	\$ 42.00	\$ 42.00	\$ -
Garbage bin rental	3.35	3.35	-
Sewer Flat Rate	38.85	38.85	-
Sewer Consumption	30.90	52.50	21.60
Water Flat Rate	65.00	65.00	-
Water Consumption	37.80	58.80	21.00
Total	\$ 217.90	\$ 260.50	\$ 42.60

POLICY IMPLICATIONS

Raising fees is not always popular. However, no operation or service can be sustained without fee increases to cover ever increasing costs.

RECOMMENDATION

That Council provides direction to Administration.

Respectfully submitted,

Approved for Council Consideration by CAO

DLovin
Deb Lovin, CFO

Joni Heinrich
Joni Heinrich, CAO

VILLAGE OF CHASE
Bylaw No. 940-2024

A Bylaw to Amend the Village of Chase Fees and Charges Bylaw No. 820-2016

WHEREAS the Council of the Village of Chase has adopted the Village of Chase Fees and Charges Bylaw No. 820-2016;

AND WHEREAS the Council of the Village of Chase deems it necessary to amend Bylaw No. 820-2016;

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

1. This bylaw may be cited for all purposes as “Village of Chase Fees and Charges Bylaw No. 820-2016, Amendment Bylaw No. 940-2024”.
2. The following schedules are hereby replaced in their entirety:

Schedule “D” – Water Service Rates

Schedule “E” – Sewer Service Rates

READ A FIRST TIME THIS ___ DAY OF _____, **2024**

READ A SECOND TIME THIS ___ DAY OF _____, **2024**

READ A THIRD TIME THIS ___ DAY OF _____, **2024**

ADOPTED THIS THIS ___ DAY OF _____, **2024**

David Lepsoe, Mayor

Sean O'Flaherty, Corporate Officer

**Schedule “D” to
Village of Chase Fees and Charges Bylaw No. 820-2016**

WATER SERVICE RATES

Residential Water Service Charges	Annual Charge
Fixed Rate charge per single family dwelling property (effective October 1, 2023)	
Fixed Rate charge per additional residential unit other than a single family dwelling property (effective October 1, 2023)	\$ 230.00

*Fixed rate charges are applied for each unit whether occupied or not.

Non Residential Water Service Charges	Annual Charge
Meter Size 5/8 inch (effective October 1, 2023)	\$ 260.00
Meter Size 3/4 inch (effective October 1, 2023)	\$ 380.00
Meter Size 1.00 inch (effective October 1, 2023)	\$ 450.00
Meter Size 1.50 inch and larger (effective October 1, 2023)	\$ 1,040.00
Fixed Rate charge per additional business unit or occupancy on property (effective October 1, 2023)	\$ 230.00

*Fixed rate charges are applied for each unit whether occupied or not.

Water Consumption Rate - per unit ***	Volume Charge
Minimum consumption per quarter per cubic meter effective October 1, 2023	60 m3
Minimum consumption per quarter per cubic meter effective July 1, 2024	30 m3
Minimum consumption charge per year effective October 1, 2023	\$ 235.20
Minimum consumption charge per year effective July 1, 2024	\$ 117.60
Metered water consumption per cubic meter effective October 1, 2023	\$ 0.98
All units will be charged for usage in excess of 60m3/ quarter effective October 1, 2023	
All units will be charged for usage in excess of 30m3/ quarter effective July 1, 2024	

* The water service fee is a recurring annual charge renewing on the first day of every calendar year, and billed in 4 equal instalments January 1, April 1, July 1, and October 1

** In the event that a water meter starts to fail or fails, the Village reserve the right to estimate usage based on prior readings.

*** unit refers to residential units or # of business units

**Schedule "E" to
Village of Chase Fees and Charges Bylaw No. 820 – 2016**

SEWER SERVICE RATES

Residential Sewer Service Charges	Annual Charge
Fixed Rate charge per single family dwelling property	\$ 155.40
Fixed Rate charge per single family dwelling property with Secondary Suite	\$ 213.70
Fixed Rate charge per residential unit other than a single family dwelling property	\$ 116.60

*Fixed rate charges are applied for each unit whether occupied or not.

Non Residential Sewer Service Charges	Annual Charge
Meter Size 5/8 inch	\$ 155.40
Meter Size 3/4 inch	\$ 223.80
Meter Size 1.00 inch	\$ 397.80
Meter Size 1.50 inch and larger	\$ 895.20
Fixed Rate charge per additional business or occupancy on property	\$ 116.60

*Fixed rate charges are applied for each unit whether occupied or not.

Sewer Consumption Rate - per unit ***	Volume Charge
Minimum sewer consumption charge (effective October 1, 2023)**	\$ 210.00
Minimum sewer consumption charge (effective July 1, 2024)**	\$ 105.00
Commercial effluent discharge based on metered water consumption per cubic meter **	\$ 0.875

* The sewer service fee is a recurring annual charge renewing on the first day of every calendar year, and billed in 4 equal instalments January 1, April 1, July 1, and October 1.

** CHANGES effective October 1, 2023 - minimum charge will be a flat rate of \$52.5/quarter. All commercial sewer consumption shall be based on the metered water consumption during the period January to March of the current year, with a minimum charge of \$52.50 per quarter.

** CHANGES effective July 1, 2024 - minimum charge will be a flat rate of \$26.25/quarter. All commercial sewer consumption shall be based on the metered water consumption during the period January to March of the current year, with a minimum charge of \$26.25 per quarter.

*** unit refers to residential units or # of business units



Village Of Chase

Administrative Report

TO: Mayor and Council

FROM: Director of Corporate Operations

DATE: May 22, 2024

RE: Zoning Amendment Bylaw 937-2024. Bill 44 – 2023 Housing Statutes (Residential Development) Amendment Act

ISSUE/PURPOSE

The purpose of this zoning bylaw amendment is to implement recent Provincial housing legislation termed ‘Small-Scale Multi-Unit Housing’. The changes would affect the zoning of approximately 900 low and medium density residential properties across the Village, some development regulations and the density allowances. The intent of Bill 44, and reflected in this zoning amendment, is to allow additional dwelling units on all low and medium density residential properties to fulfill the ‘Homes for People’ plan priorities to aggressively close the gap between housing supply and demand in British Columbia.

OPTIONS

1. Read the bylaw three times as recommended.
2. Amend the proposed bylaw, and read the bylaw three times.

HISTORY/BACKGROUND

In November of 2023, the BC Provincial Government passed several new pieces of housing legislation that apply across the province. Bills 44, 46 and 47 require all local governments to integrate new policies that support an increase to housing inventories across the province. Bylaw 937-2024 is the Village’s response to Bill 44 that compels local governments to update their zoning bylaws by June 30, 2024 to increase densities on all low and medium density residential properties, with some exceptions. The Small-Scale Multi-Unit Housing (SSMUH) initiative effectively eliminates single-family zoning by allowing property owners to include properly permitted additional dwelling units.

Staff have prepared mapping and text amendments to comply with the provincial legislation, and in accordance with the provincial policy manual for SSMUH. The recommendations include a series of amendments to complement the provincial mandates to ensure practical integration within the existing development regulations.

DISCUSSION

The notable changes to the zoning include:

- Definitions have been improved, or amended, and some new definitions have been added where necessary.
- Low density properties will be permitted to install attached dwelling units (secondary suites) or a detached dwelling unit above a garage (coach house) up to a maximum density of two dwelling units.
- Medium density properties will be permitted to install attached dwelling units (secondary suites) or a detached dwelling unit above a garage (coach house) with a minimum of two dwelling units. Medium density properties also support duplex housing, semi-detached housing, and multi-family housing (defined as 3 dwelling units or more). The maximum density is unchanged at 35 dwelling units per hectare.
- Bylaw 937-2024 reflects a low impact approach to implementing Bill 44, to minimize the impact to the look and feel of the residential streetscape, and to also minimize any parking impacts. This approach provides flexibility and an opportunity for homeowners and developers to incrementally densify. For reference, communities with populations over 5,000 are mandated to allow up to 4 dwelling units on residential properties.
- Parking. The provincial policy guide for Site Standards: SSMUH recommends that municipalities eliminate parking minimums and provide parking maximums. According to the guide, the Village of Chase is exempt from this clause due to our seasonal snowfall amounts as it relates to snow removal. There are no changes therefore to the parking regulations.
- Any new housing development must be connected to water and sewer. Infrastructure requirements are handled during the development permit and/or building permit approval processes. Capacity assessments for water and sewer occur on a regular basis to determine available capacity in the system and prioritizes plans for future upgrades.
- There are many existing basement suites within the Village that have yet to receive proper authorizations. This bylaw, while in essence will now allow attached suites in almost every residential zone, legalizing an existing suite will still require a building permit and Occupancy Certificate to ensure compliance with the *BC Building Code*. This protects owners, tenants AND the municipality. Note that this is the case even if one is paying extra for utilities and garbage/recycling.
- ‘Grandfathering’ of existing uses on properties is in-effect. In other words, there is no requirement for existing low and medium density properties to install additional dwelling units.
- The zoning map has been updated to reflect these changes.

Included in this Report to Council is:
• Zoning Amendment Bylaw 937-2024

FINANCIAL IMPLICATIONS

The Province has provided funding to each local government to support planning and capacity to meet the new provincial housing legislative requirements. The Village received \$161,423 from this fund earlier this year. From these funds we expect to complete most if not all the following mandates:

- SSMUH (small scale multi-unit housing) Zoning Bylaw update, due June 30, 2024
- Housing Needs Report update, using a standard method to update the Interim Housing Needs Report from 2020, due January 1, 2025.
- Development Cost Charge Bylaw re-write, as the bylaw in-effect is 15 years old and the identified projects are either already completed, or no longer a priority
- Amenity Cost Charge (ACC) Bylaw initiation. Identify areas where more housing supply is planned (based on Official Community Plans and other planning documents) and what amenities are needed to support that supply. ACCs would apply to new development in those areas. An example of what ACCs would fund include recreation (Art Holding Arena), or downtown revitalization
- Official Community Plan (OCP) update to accommodate the needs outlined from the Housing Needs Report and reflect public input, due December 31, 2025
- Development Approvals Procedure Bylaw. This is outstanding as we were unsuccessful in a previous grant application, but there are no penalties prescribed as of the date of this report.

POLICY IMPLICATIONS

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

There will be no Public Hearing, only a notice which appeared in the May 24, 2024 edition of the Chase Sunflower. Council is prohibited from holding a Public Hearing, and the process instilled by the province is to "inform" the public rather than asking "what do you think?"

RECOMMENDATION

"THAT the Village of Chase Zoning Amendment Bylaw 937-2024 be given three readings."

Respectfully submitted,

Approved for Council Consideration by CAO



**VILLAGE OF CHASE
BYLAW NO. 937-2024**

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. 683-2006;

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 *Local Government Act*, Chapter 1, Part 14, Section 481.3 requires a local government to permit the use, and density of use necessary to accommodate at least one additional housing unit within a detached dwelling that would otherwise be a single-family dwelling, or within another building on the same parcel or parcels of land on which a detached single-family dwelling is located;

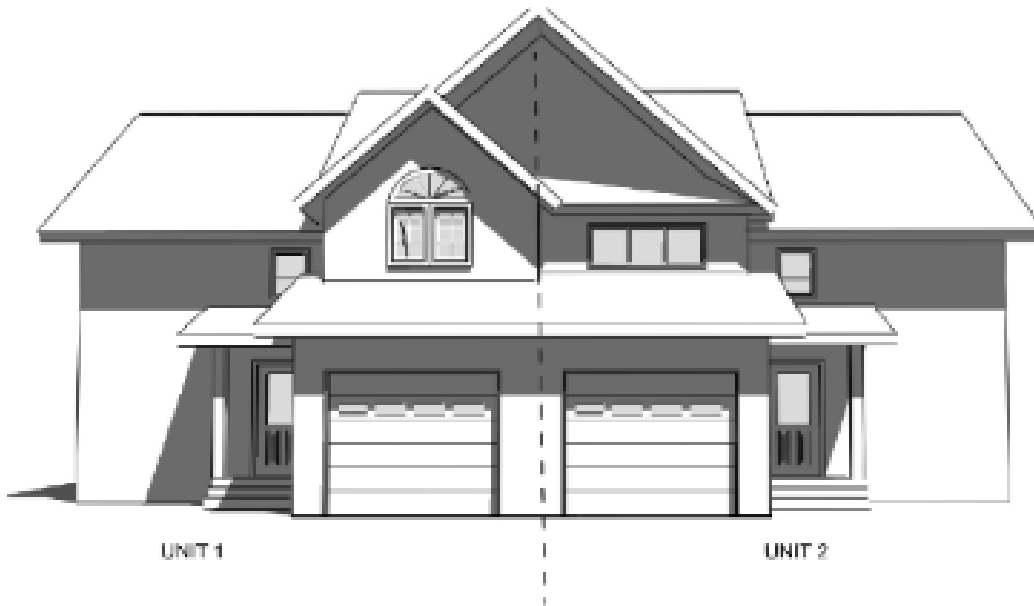
NOW THEREFORE, the Council of the Village of Chase in open meeting assembled enacts as follows:

1. This Bylaw shall be cited for all purposes as “Village of Chase Zoning Amendment Bylaw No. 937-2024”.
2. The following definitions are added to Section 2 – DEFINITIONS:

Semi-Detached Dwelling means one or two dwellings connected above finished grade and designed to accommodate two households living independently in separate Dwelling Units, side by side, or back to back, in adjacent real estate entities separated by a party wall, each having a separate entrance at, or near, finished grade.



Duplex means one or two dwellings connected above finished grade and designed to accommodate two households living independently in separate Dwelling Units, side by side, or above and below each other, each having a separate entrance at, or near, finished grade, all on a single real estate entity. A Duplex may be constructed as two (2) Dwelling Units at initial construction, or through the conversion of an existing building.



Attached Suite means an accessory dwelling unit compliant with the *BC Building Code*, having a total floor area of not more than 90 square metres, and occupying a floor space less than 40% of the habitable floor space in the Principal Building. It must be located within the Principal Building that contains only one other Dwelling Unit, and on a single real estate entity.

Detached Suite means a second storey Dwelling Unit located above a garage in a detached accessory building, ancillary to the Principal Building. The maximum total floor area must be not exceed 90 square metres in area and have a total floor space not exceeding 50% of the building.

3. The following definitions are amended in Section 2 – DEFINITIONS:

SHORT-TERM RENTAL means a Guest Suite, Guest Rooms, or part thereof in a residential zone wherein accommodation is offered for rent, or rented, as a transient accommodation business on a temporary basis of 90 days or less per occurrence. The maximum total floor area must be less than 90 square metres in area and have a total floor space less than 40% of the habitable floor space of the Principal Building.

SECONDARY SUITE means an Attached Suite

TWO FAMILY DWELLING means any building divided into two Dwelling Units, each of which is occupied or intended to be occupied as the permanent home or residence of one household. Duplex, and Semi-Detached Dwellings are Two Family Dwellings.

3. Section 4.7.2 is hereby amended by removing “R-1SS, Low Density Residential Secondary Suite”.
4. Table 14:4 is hereby amended by removing “R-1SS”.

5. Section 5 – Establishment of Zones is hereby replaced in entirety with:

SECTION 5 – ESTABLISHMENT OF ZONES

5.1 ESTABLISHMENT OF ZONES

The area within the boundaries of the Village of Chase shall be divided into the zones identified in column I and described in column II of Table 3.

TABLE 3: Establishment of Zones

Column I	Column II
Zones	Title Elaboration
AR-1	Agriculture
AR-2	Rural
AR-3	Agricultural Rural - Residential
R-1	Low Density Residential
R-1A	Low Density Small Lot Residential
R-2	Medium Density Residential
R-2A	Limited Medium Density Residential
R-3	High Density Residential
R-3A	Institutional Residential
R-4	Mobile Home Residential
R-5	Recreational Residential
CD-A	Comprehensive Residential
CD-C	Comprehensive Residential
C-1	General Commercial
C-2	Downtown Comprehensive Development
C-3	Service Commercial
C-4	Highway Commercial
C-5	Recreation Commercial
C-6	Local Commercial
C-7	Shopping Centre Commercial
C-8	Campground Commercial

M-1	Light Industrial
M-2	General Industrial
M-3	Resource/Heavy Industrial
P-1	Parks and Recreation Public and Quasi-Public

6. Section 6.18 through 6.20, R-1SS Low Density Residential Secondary Suite is hereby eliminated.
7. AR-1 is hereby replaced with:

AR-1 AGRICULTURE

6.1 INTENT

The purpose of this zone is to identify lands that are within the Agricultural Land Reserve and to protect and enhance agricultural operations and other compatible land uses.

6.2 PERMITTED USES

The following uses and no others are permitted in the AR-1 zone:

- single family dwelling
- single family dwelling with attached suite
- single family dwelling with detached suite
- mobile home (subject to condition)
- home occupation
- agricultural use
- accessory use

6.3 REGULATIONS

On a parcel located in an area zoned as AR-1, no building or structure shall be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in the table below in which column I sets out the matter to be regulated and column II sets out the regulations.

Column I	Column II
Minimum setback:	
front parcel line	9 m
rear parcel line	9 m
interior side parcel line	3 m
exterior side parcel line	9 m
Minimum parcel area	
	2 ha

6.4 CONDITIONS OF USE

6.4.1 A Mobile Home may be placed on concrete pads with blocking or with a permanent foundation.

8. AR-3 is hereby replaced with:

AR-3 AGRICULTURAL RURAL - RESIDENTIAL

6.9 INTENT

The purpose of this zone is to identify lands which, by reasons of adequate drainage, sufficient supply of potable water, adequate sewage disposal system, proximity to urban services and freedom from hazardous conditions, are suited for low-density residential and limited agricultural uses.

6.10 PERMITTED USES

The following uses and no others are permitted in the AR-3 zone:

- single family dwelling
- single family dwelling with attached suite
- single family dwelling with detached suite
- accessory use including home occupation
- the keeping of a maximum 12 pigeons or 12 poultry, and a maximum of 1 horse or 1 cow or 1 sheep or 1 goat per 1500 m² of lot area
- kennel, in conjunction with residential use – maximum 3 dogs

6.11 REGULATIONS

On a parcel located in an area zoned as AR-3, no building or structure shall be

constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in the table below in which column I sets out the matter to be regulated and column II sets out the regulations.

Column I	Column II
Maximum number of dwelling units	2 per parcel
Minimum setback of principal building from:	
front parcel line	6 m
rear parcel line	6 m
interior side parcel line	3 m
exterior side parcel line	6 m
Minimum setback of accessory use building from:	
front parcel line	6 m
rear parcel line	6 m
interior side parcel line	3 m
exterior side parcel line	6 m
Minimum parcel area	1,500 m ²
Minimum parcel frontage	25 m
Maximum building height for:	
principal building	9 m
accessory use building	10 m
Maximum floor area for accessory use building	180 m ²

9. R-1 is hereby replaced with:

R-1 LOW DENSITY RESIDENTIAL

6.12 INTENT

The purpose of this zone is to accommodate low density residential housing development with a maximum of two dwelling units.

6.13 PERMITTED USES

The following uses and no others are permitted in the R-1 zone:

- single-family dwelling
- single-family dwelling with attached suite
- single family dwelling with detached suite
- home occupation
- short-term rental
- accessory use

6.14 REGULATIONS

On a parcel located in an area zoned as R-1, no building or structure shall be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in the table below in which column I sets out the matter to be regulated and column II sets out the regulations.

Column I	Column II
Maximum number of dwelling units	2 per parcel
Minimum setback of principal building from:	
front parcel line	6 m.
rear parcel line	6 m.
interior side parcel line	1.5 m.
exterior side parcel line	3 m.
Minimum setback of accessory use building from:	
front parcel line	6 m.
rear parcel line	1.5 m.
interior side parcel line	1.5 m.
exterior side parcel line	3 m.
Minimum parcel area	550 m. ² * <i>Site Specific – See Below</i>

Minimum parcel frontage	15 m.
Maximum building height for:	
principal building	9 m.
accessory use building	5 m.
Minimum single family dwelling width	6 m.
Maximum secondary suite size	90 m. ²
	65 m. ²

***Minimum Parcel Area – Site Specific**

For the following site only, the required minimum parcel area is 464.5 m.2:

- (a) 237 Pine Street (Parcel Z, DL 517 KDYD, Plan 3479) as per Bylaw 578.

10. R-1A is hereby replaced with:

R-1A LOW DENSITY SMALL LOT RESIDENTIAL

6.15 INTENT

The purpose of this zone is to accommodate low density residential housing development with a maximum of two dwelling units on small lots of at least 370 m².

6.16 PERMITTED USES

The following uses and no others are permitted in the R-1A zone:

- single-family dwelling
- single-family dwelling with attached suite
- home occupation
- short-term rental
- accessory use

6.17 REGULATIONS

On a parcel located in an area zoned as R-1A, no building or structure shall be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in the table below in which column I sets out the matter to be regulated and column II sets out the regulations.

Column I	Column II
----------	-----------

Maximum number of dwelling units	2 per parcel
Minimum setback of principal building from:	
front parcel line	4.5 m.
rear parcel line	4.5 m.
interior side parcel line	1.5 m.
exterior side parcel line	1.5 m.
Minimum setback of accessory use building from:	
front parcel line	4.5 m.
rear parcel line	1.5 m.
interior side parcel line	1.5 m.
exterior side parcel line	1.5 m.
Minimum parcel area	370 m. ²
Minimum parcel frontage	11 m.
Maximum building height for:	
principal building	9 m.
accessory use building	5 m.
Minimum single family dwelling width	6 m.
Maximum secondary suite size	90 m. ²
Maximum floor area for accessory use building	65 m. ²

R-2 MEDIUM DENSITY RESIDENTIAL

6.21 INTENT

The purpose of this zone is to accommodate medium density residential housing development with a minimum of two dwelling units.

6.22 PERMITTED USES

The following uses and no others are permitted in the R-2 zone:

- single-family dwelling with attached suite
- single family dwelling with detached suite
- semi-detached dwelling
- semi-detached dwelling with attached suite
- duplex housing
- multiple family dwelling
- home occupation
- short-term rental
- accessory use

6.23 REGULATIONS

On a parcel located in an area zoned as R-2, no building or structure shall be constructed, located or altered, and no plan of subdivision approved which contravenes the regulations set out in the table below in which column I sets out the matter to be regulated and column II sets out the regulations.

Column I	Column II
Minimum number of dwelling units	2 per parcel
Minimum setback of principal building from:	
front parcel line	6 m.
rear parcel line	6 m.
interior side parcel line	1.5 m.
exterior side parcel line	3 m.
Minimum setback of accessory use buildings from:	
front parcel line	6 m.
rear parcel line	1.5 m.
interior side parcel line	1.5 m.
exterior side parcel line	3 m.
Minimum parcel area for:	
two family dwelling	550 m. ²
multiple family dwelling	1,000 m. ²
Minimum parcel frontage for:	
two family dwelling	15 m.
semi-detached dwelling	7.5m per side
multiple family dwelling	20 m.
Maximum building height for:	
principal building	9 m.
accessory use building	5 m.
Minimum principal building width	6 m.
Maximum density	35 dwelling units per ha. <i>* Site Specific – See Below</i>
Maximum secondary suite size	90 m. ²
Maximum floor area for accessory use building	65 m. ²

*** Site Specific**

- (a) For 417 Cottonwood Street (Lots 4 and 5, DL 517 KDYD, Plan 17158), the maximum number of dwelling units permitted thereon is seven (7).
- (b) For 413 Cottonwood Street (Lot A, DL 517, KDYD, Plan 27085 as shown on Plan B12499), the maximum number of dwelling units permitted thereon is four (4). (Amending Bylaw No. 811)
- (c) For 213 Bell Street (LOT 21 DISTRICT LOT 517 KAMLOOPS DIVISION YALE DISTRICT

PLAN 6240), “Mobile Vending” is a permitted use as a home occupation notwithstanding Section 4.7.1.c. (Amending Bylaw No. 834)

6.24 CONDITIONS OF USE

6.24.1 Semi-detached Dwelling

Where a common wall is shared between two dwelling units on two separate parcels, the minimum setback of the principal building from the interior side parcel line is zero metres (0 m.).

6.24.2 Multiple Family Dwelling

The minimum setback from an interior side parcel line for a multiple family dwelling shall be 3 metres. The minimum setback from an exterior side parcel line for a multiple family dwelling shall be 4.5 metres.

- 12. All occurrences of the word ‘principle’ are hereby changed to ‘principal’.
- 13. Numbering of sections are updated to reflect all changes, and any re-numbering will occur in sequence.
- 14. Schedule A, *Zoning Map*, of Zoning Bylaw No. 683-2006, is hereby amended in accordance with above.

READ A FIRST TIME THIS ___ DAY OF _____

READ A SECOND TIME THIS ___ DAY OF _____

READ A THIRD TIME THIS ___ DAY OF _____

Approved pursuant to section 52(3)(a) of the *Transportation Act*
this _____ day of _____, 20____

for Minister of Transportation & Infrastructure

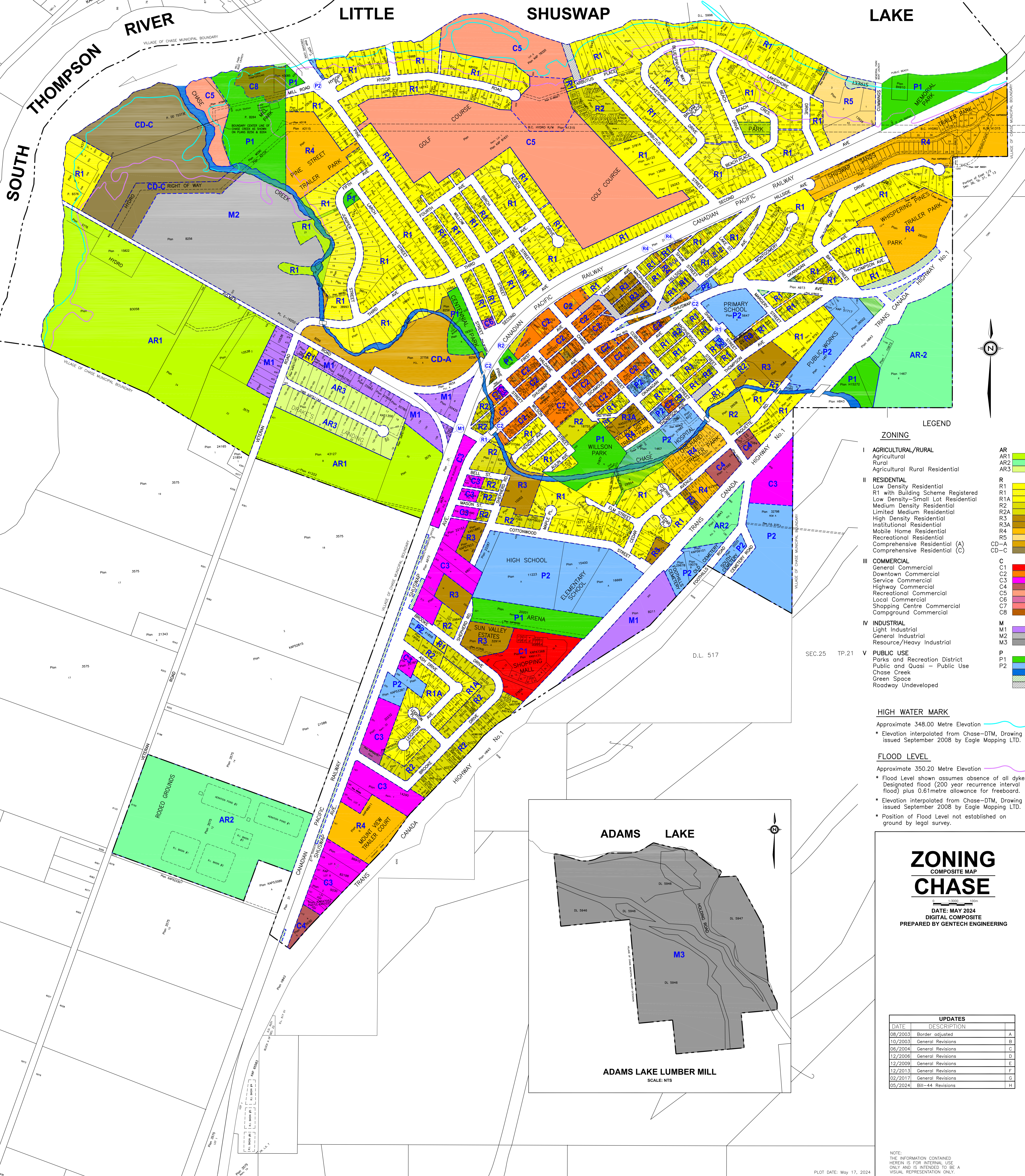
ADOPTED THIS ___ DAY OF _____

David Lepsoe, Mayor

Sean O'Flaherty, Corporate Officer

Schedule "A"

ADAMS LAKE INDIAN BAND
I.R. No. 4



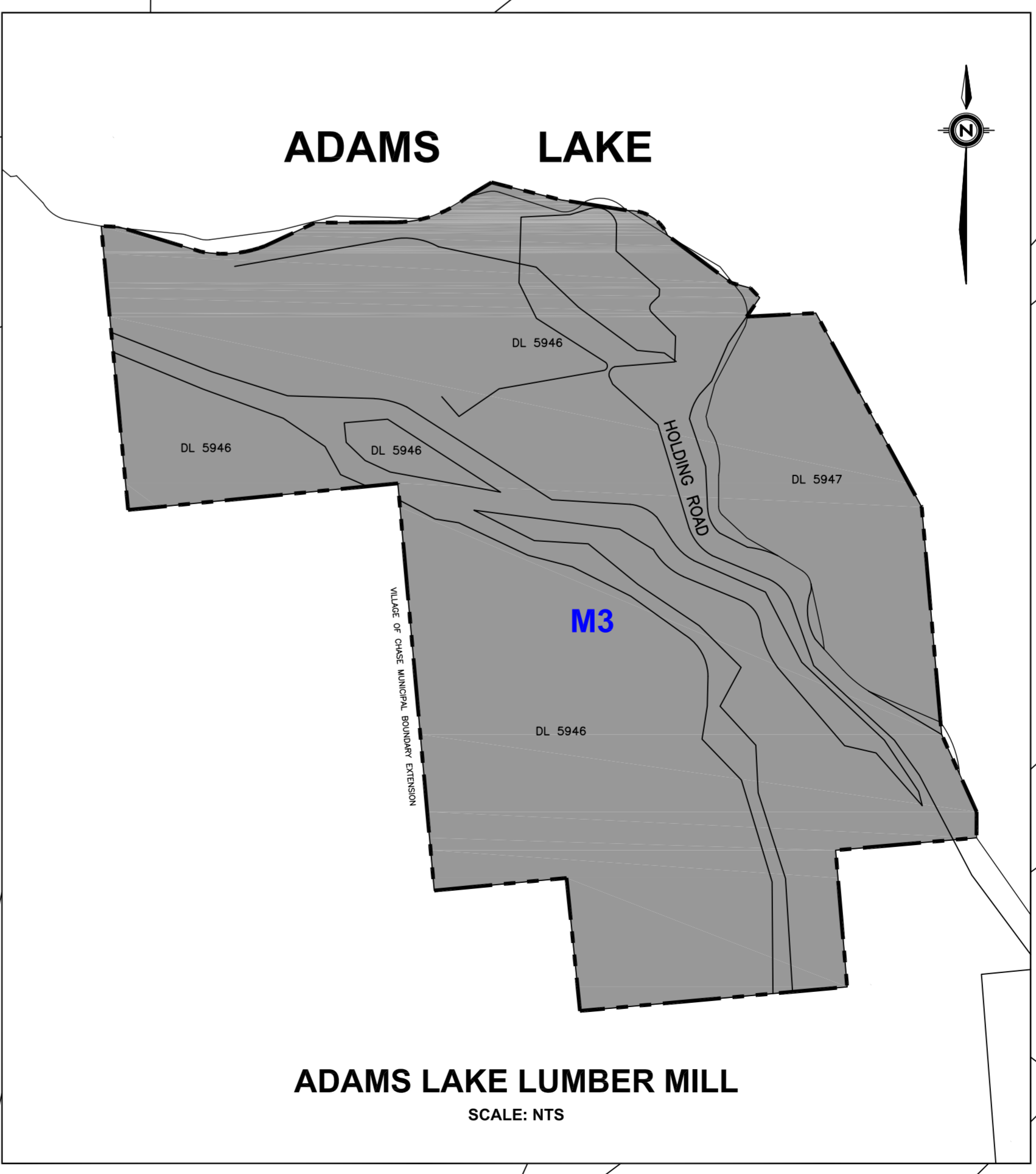
LEGEND

ZONING

- I AGRICULTURAL/RURAL**
 - Agricultural AR
 - Rural AR1
 - Agricultural Rural Residential AR2
 - AR3
- II RESIDENTIAL**
 - Low Density Residential R
 - R1 with Building Scheme Registered R1
 - Low Density-Small Lot Residential R1A
 - Medium Density Residential R2
 - Limited Medium Residential R2A
 - High Density Residential R3
 - Institutional Residential R3A
 - Mobile Home Residential R4
 - Recreational Residential R5
 - Comprehensive Residential (A) CD-A
 - Comprehensive Residential (C) CD-C
- III COMMERCIAL**
 - General Commercial C
 - Downtown Commercial C1
 - Service Commercial C2
 - Highway Commercial C3
 - Recreational Commercial C4
 - Local Commercial C5
 - Shopping Centre Commercial C6
 - Camground Commercial C7
 - C8
- IV INDUSTRIAL**
 - Light Industrial M1
 - General Industrial M2
 - Resource/Heavy Industrial M3
- V PUBLIC USE**
 - Parks and Recreation District P
 - Public and Quasi - Public Use P1
 - Chase Creek P2
 - Green Space
 - Roadway Undeveloped

HIGH WATER MARK
Approximate 348.00 Metre Elevation
* Elevation interpolated from Chase-DTM, Drawing issued September 2008 by Eagle Mapping LTD.

FLOOD LEVEL
Approximate 350.20 Metre Elevation
* Flood Level shown assumes absence of all dykes. Designated flood (200 year recurrence interval flood) plus 0.61metre allowance for freeboard.
* Elevation interpolated from Chase-DTM, Drawing issued September 2008 by Eagle Mapping LTD.
* Position of Flood Level not established on ground by legal survey.



ZONING COMPOSITE MAP CHASE

DATE: MAY 2024
DIGITAL COMPOSITE
PREPARED BY GENTECH ENGINEERING

UPDATES	
DATE	DESCRIPTION
08/2003	Border adjusted
10/2003	General Revisions A
06/2004	General Revisions B
12/2006	General Revisions C
12/2006	General Revisions D
12/2009	General Revisions E
12/2013	General Revisions F
02/2017	General Revisions G
05/2024	Bill-44 Revisions H

NOTE: THE INFORMATION CONTAINED HEREIN IS FOR INTERNAL USE ONLY AND IS INTENDED TO BE A VISUAL REPRESENTATION ONLY.



Memorandum

Date: May 17, 2024
To: Mayor and Council
From: CAO
RE: Request for Extraordinary Grant-in-Aid – Secwepemc Community Improvement Association

The newly formed Secwepemc Community Improvement Association is organizing events for 2024 Aboriginal Day as outlined in the attached letter and poster.

Council's grant-in-aid policy (which is attached for reference) requires that grants-in-aid be applied for by November 30 of each year, are then reviewed by Administration and put forward to Council to consider before February 28 of each year.

The policy also includes a provision for extraordinary grants-in-aid (highlighted portions). The policy states that Council will set aside a portion of the annual Grants-in-Aid budget for allocation for Extraordinary requests – those that are outside the annual application deadlines. Any non-profit group or organization is eligible for an extraordinary grant-in-aid on a one time only basis, future requests must be directed through the annual process.

This newly formed Association was not aware of the November 30 deadline and therefore is submitting this extraordinary request. If they are granted funds for their event, they will be informed by Administration of the Village's grant-in-aid policy for future requests.

Currently there is \$6300.00 remaining in Council's 2024 Grant-In-Aid budget.

RECOMMENDATION

“THAT Council provides direction to Administration regarding the request from the Secwepemc Community Improvement Association for a donation to support their Secwepemc Lakes Indian Days June 21-23, 2024.”

Respectfully submitted,



Secwepmc Community Improvement Association
BN # 74318 7742 BC0001
PO Box 72
Chase, BC
V0E 1M0

RECEIVED
Village of Chase

MAY 08 2024

Original _____
File _____
Copy _____
Agenda _____

May 1, 2024

Donation Request for Aboriginal Day June 21-23, 2024

To Whom It May Concern:

Secwepmc Community Improvement Association (SCIA) is a Society consisting of Members of the Shuswap Nation. Our Society was formed in 2023 to complete a mission to deliver programs, mentorship, and ceremony to strengthen the mind, body, and spirit of Indigenous peoples for a better tomorrow. As a Society, this is a formal request for a donation to support our planned events for Aboriginal Day June 21-23, 2024.

Events that are planned are as follows:

- Parade
- Pow Wow
- Stickgames
- Bannock Making Contest
- Nobby Ball
- Children's Activities

We need to raise a total of \$64,630 for the Pow Wow, Stickgames and amenities for a successful gathering. It is our culture to feed people, therefore we will need to purchase groceries for two days of three meals. We would also like to offer honorary gifts and prizes for some of our events, therefore, we appreciate anything your organization has to contribute to this.

We look forward to hearing from you at your earliest convenience.

Kukstemc

Lorne Sampson 2505726057
SCIA



SECWEP EMC

SECWEP EMC
COMMUNITY
IMPROVEMENT
ASSOCIATION

LAKES INDIAN DAYS

COME JOIN US IN CHASE, BC
AT NESKONLITH POW WOW

ARBOUR
FOR POW WOW
&
STICKGAMES

**SAVE THE
DATE!**

June 2024
FRIDAY 21
Grand Entry 7 pm
SATURDAY 22
GRAND ENTRY 1PM
GRAND ENTRY 7PM
**STICKGAME
TOURNAMENTT**

Bring your Chairs and
Camping Gear

CONTACT:
SCIANONPROFIT@GMAIL.COM



Village of Chase Policy Manual

Title: ADM – 31 Grant-In-Aid Policy

Date Adopted: January 22, 2019

Revised: April 12, 2022

Date Effective: January 22, 2019

Reviewed:

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

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

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

Policy Objectives

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



Village of Chase Policy Manual

Requirements for General Applications

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

Applications MUST include:

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

Extraordinary Grants-in-Aid

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

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

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

Extraordinary Applications

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

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



Village of Chase Policy Manual

Other General Criteria for Grant Considerations

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



VILLAGE OF CHASE

Memorandum

Date: May 16, 2024
To: Mayor and Council
From: CAO
RE: Cabinet Minister Meetings - UBCM

At the annual UBCM convention, the Provincial Government invites municipal leaders to meet with the Premier and Cabinet Ministers on topics which local governments believe the Province of BC can assist.

In past, the Village of Chase Council has met with various Cabinet Ministers:

2018 – Minister of Transportation and Infrastructure regarding the proposed Highway works along the Chase corridor, advocating for an entrance into Chase and not at Brooke Drive

2019 – Minister of Forests, Lands and Natural Resources, advocating on behalf of Interfor (Adams Lake Division) to acquire fiber tenure due to a mill closure North of Chase

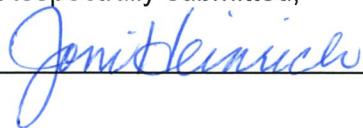
2021 – Parliamentary Secretary for Emergency Preparedness requesting Fire Underwriters to allow small municipalities with small geographic areas to operate their well maintained and low mileage fire apparatus beyond 20 years as their first response apparatus.

It is not a requirement to meet with Cabinet Ministers – Council may not have any issues appropriate for Minister meetings.

RECOMMENDATION

THAT Council members give consideration to issues that may be relevant for Minister meeting (s) at UBCM 2024 and if there are any matters, they be raised and discussed at the June 11, 2024 Council meeting.

Respectfully submitted,





May 15, 2024

Dear Mayors and Regional District Chairs:

The 2024 Union of British Columbia Municipalities (UBCM) Convention will be held in Vancouver from September 16-20, 2024. As we prepare for the upcoming convention, my caucus colleagues and I are looking forward to meeting and working with you to continue building strong, sustainable and vibrant communities throughout our province.

We all have a role to play in finding ways to ensure our communities thrive, and UBCM provides a wonderful opportunity to listen to one another, share ideas and find new approaches. With local, provincial, federal and First Nations governments working together, we can continue to build a better BC for all.

If you would like to request a meeting with me or one of my Cabinet colleagues, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2024** and it is case sensitive. The deadline to submit your meeting requests is June 21, 2024. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

As well, further to invitations that were sent out by the Ministry of Municipal Affairs in April, I would like to remind you of two upcoming information sessions being held via Microsoft Teams on May 16 and 28, 2024. The content for each session will be identical, with ministry staff providing a technical overview of the meeting request process.

I look forward to once again being part of your convention, meeting with many of you and exploring ways that we can partner together to address the cost of living, public safety and other common issues.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Eby".

David Eby, KC
Premier