



AGENDA

Committee of the Whole Meeting, Village of Chase
Council Chamber of the Village Office at 826 Okanagan Avenue
on Tuesday, July 7, 2015 at 4:00 p.m.

In order to respect the governance process, questions and comments from the general public will be taken after the end of New Business as part of “Opportunity for Public to Discuss Municipal Matters” and will not be entertained at any other time during the meeting.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Resolution:

“That the July 7, 2015 Committee of the Whole agenda be adopted as presented.”

3. ADOPTION OF MINUTES

Committee of the Whole meeting minutes dated June 2, 2015

Pages 1 - 3

Resolution:

“That the minutes of the June 2, 2015 Committee of the Whole meeting be adopted as presented.”

4. DELEGATIONS

Carmen Miller, President, Chase and District Chamber of Commerce

Proposal for Chamber to administer billing and renewal follow-up for Annual Municipal Business Licensing

5. UNFINISHED BUSINESS

6. NEW BUSINESS

6.1 Bandshell Awning

In 2013, the Chase Festival Society indicated to the Village that it had funds available to purchase something for the Village that could be used for music or cultural events in a Village park for the benefit of a large number of people. An awning for the bandshell was one item that was suggested. After the item was first raised, the issue was not pursued.

Councillor Maki, as one of Council’s liaisons to the Festival Society, has indicated a desire to pursue this initiative (awning for bandshell) and is asking for Council’s agreement to do so.

- 6.2 Regular Council Meeting Date Change
Council's adopted meeting schedule includes a Regular meeting on July 14, 2015 at 4 p.m. To accommodate a Communications Protocol signing ceremony with the Neskonlith Indian Band, it is recommended that the July 14, 2015 regular meeting be held on Monday, July 13, 2015 and that it be advertised to the public.

Recommendation

"That the July 14, 2015 Regular meeting of Council be rescheduled to Monday, July 13, 2015 at 4:00 p.m."

- 6.3 UBCM Attendance
The 2015 UBCM Convention is being held in Vancouver, BC, from Monday September 21 to 25, 2015. The program is still in development. Council is being asked to consider who might be attending. Hotel rooms are booked and can be cancelled with 45 days notice – deadline for cancellation of hotel rooms is August 5, 2015.
- 6.4 Local Government Infrastructure Planning Grant Program Page 4
A report will be available from the CAO on Monday, July 6, 2015 after 2:00 p.m.
- 6.5 Crosswalk at Pine Street and Third Avenue Page 7
A concern has been raised regarding the possibility of putting in a crosswalk at the intersection of Pine Street and Third Avenue as there are a number of people who attempt to cross at that point.

Councillor Egely believes a crosswalk would be valuable and this spot would also be a good place to begin the 30 km zone due to its proximity to the playground. She is requesting Council's input on this item.
- 6.6 No Smoking Policy Pages 9 - 17
As required under Worksafe BC a No Smoking policy has been drafted for review.
- 6.7 Request for waiver Page 19
Terri Stewart, Community Liaison, is requesting a waiver for the Cranbrook Bugle Band to utilize the Community Hall for an overnight stay July 16, 2015. They will be providing free entertainment in Memorial Park.

Opportunity for the Public to Discuss Municipal Matters

7. **IN CAMERA**
"That Council recesses the Committee of the Whole to an In Camera meeting pursuant to Section 90 (1) of the Community Charter, paragraph (c) labour relations."
8. **ADJOURNMENT**
Resolution:
"That the July 7, 2015 Village of Chase Committee of the Whole meeting be adjourned."



Minutes of the Committee of the Whole Meeting of the Village of Chase
held in the Council Chamber of the Village Office at 826 Okanagan Avenue
on Tuesday, June 2, 2015 at 4:00 p.m.

PRESENT: S. Scott, Chairperson
N. Egely
D. Lepsoe
A. Maki

FINAL

In Attendance: J. Heinrich, Chief Administrative Officer
T. Pretty, Deputy Corporate Officer

Public Gallery: 5

1. CALL TO ORDER

Chairperson Scott called the meeting to order at 4:00 p.m.

2. ADOPTION OF THE AGENDA

Moved by Councillor Maki

Seconded by Councillor Egely

“That the June 2, 2015 Village of Chase Committee of the Whole Agenda be adopted as presented.”

CARRIED
#2015/06/02_001

3. ADOPTION OF THE MINUTES

Moved by Councillor Egely

Seconded by Councillor Maki

“That the May 5, 2015 Village of Chase Committee of the Whole meeting minutes be adopted as presented.”

CARRIED
#2015/06/02_002

4. DELEGATIONS

None

5. UNFINISHED BUSINESS

None

6. NEW BUSINESS

6.1 National Aboriginal Day – Proposed Celebration

Councillor Lepsoe reported he recently met with Brock Endean, 2 representatives from the Adams Lake Indian Band and 1 representative from Neskonlith Indian Band to discuss the coordination of National Aboriginal Day festivities June 21, 2015. The Band representatives are taking the information back to their respective Council's and will come back with their decision.

- 6.2 FCM First Nation – Municipal Community Infrastructure Partnership Program
Moved by Councillor Maki
Seconded by Councillor Egely
“That it be recommended Council authorize any member of Village of Chase Council wishes to attend the FCM First Nation – Municipal Community Infrastructure Partnership Program on June 11, 2015 have their expenses to attend the meeting paid for by the Village pursuant to the Village’s Expense Reimbursement policy.”
- CARRIED**
#2015/06/02_003

- 6.3 Village representatives to Shuswap Tourism Committee
Moved by Councillor Maki
Seconded by Councillor Egely
“That it be recommended Council approve costs associated with Council appointed representatives to the Shuswap Tourism Committee to attend the committee meetings which occur four times per year be paid for by the Village of Chase as per the Village of Chase expense policy.”
- Moved by Councillor Egely
Seconded by Councillor Maki
“That the recommendation Council approve costs associated with Council appointed representatives to the Shuswap Tourism Committee to attend the committee meetings which occur four times per year be paid for by the Village of Chase as per the Village of Chase expense policy be amended to state it is for 2015.”
- CARRIED**
#2015/06/02_004

A vote was taken on the main recommendation and it was:

CARRIED
#2015/06/02_005

- 6.4 Letter from Mr. and Mrs. Riben of 104 Leighton Avenue
The Chair recognized Mrs. Riben who highlighted the following concerns:
- The size of the fence will be extremely high due to the grading taking place;
 - Drain run-off coming onto their property.
- Moved by Chairperson Scott
Seconded by Councillor Egely
“That it be recommended Council requests Administration investigate the concerns raised by the property owners of 104 Leighton Avenue.”
- CARRIED**
#2015/06/02_006

Opportunity for the Public to Discuss Local Government Issues of Interest and Concern

Mr. Dale Robinson

- Would like to have garbage collected from outside the residences along Aylmer Road as opposed to residents having to put their bins at the top of the road;
- The residents believe the work they have done on the cul-de-sac will enable the garbage truck to turn around without problems;

- Residents in this development have to pay extra insurance as there is no fire hydrant within the required range and they would like to have this resolved;
- It was suggested the residents all sign a letter to Council informing them of their requests.

Mr. Graham Bell

- Requested an update on the status of the agreement between the Village and the Chase and District Recreation Society. As the Director of Financial Services is currently away no update was available.

7. IN-CAMERA

Moved by Councillor Maki

Seconded by Councillor Egely

“That Council recesses the Committee of the Whole to an In Camera meeting pursuant to Section 90 (1) of the Community Charter, paragraph (c) labour relations.”

CARRIED

#2015/06/02_007

8. ADJOURNMENT

Moved by Councillor Maki

Seconded by Councillor Egely

“That the May 5, 2015 Village of Chase Committee of the Whole meeting be adjourned.”

CARRIED

#2015/06/02_008

Chairperson Scott adjourned the meeting at 5:31 p.m.

S. Scott, Chairperson

T. Pretty, Deputy Corporate Officer



Circular No. 15:10
ARCS File #: 195-20

June 26, 2015

To: All Local Government Chief Financial Administrators

Re: 2015 Local Government Grants Program – Infrastructure Planning Grants

The Infrastructure Planning Grant Program (the Program) offers grants up to \$10,000 to help local governments plan, design and manage infrastructure. The Program can assist in the development of long-term comprehensive plans and feasibility studies that will improve public health and safety, enhance environmental protection and increase infrastructure sustainability. Funding is available for projects that support improved water, sewer, drainage and other environmental infrastructure.

In addition to selection criteria established by the Province of British Columbia, preference will be given to applications that will lead to eventual capital projects and those that promote innovation, build partnerships, generate transferable knowledge and reduce greenhouse gas emissions.

Local governments that are involved in proactive infrastructure planning are better prepared to take advantage of capital grant programs. The Program can be used to help develop the long term plans, and feasibility studies that are often key to the success of an application to a capital grant program (e.g. New Building Canada Fund).

The next round of approvals for the 2015 Program will be based on applications received by July 31, 2015. Program documents can be downloaded from the Ministry's website at: http://www.cscd.gov.bc.ca/lgd/infra/infrastructure_grants/infrastructure_planning_grant.htm

Local governments are encouraged to submit applications on behalf of organizations such as improvement districts, registered water utilities or other small water systems if they have been approached by these groups to assist them to benefit from the Program. Please see the Program Guide for more information regarding such partnerships.

Liam Edwards
Executive Director
Local Government Infrastructure and Finance Branch



6951 Westminster Highway, Richmond, BC
Mailing Address: PO Box 5350, Vancouver BC, V6B 5L5
Telephone 604 276-3100 Toll Free 1-888-621-7233 Fax 604 276-3247

**NOTICE OF COMPLIANCE REPORT
Instructions for Completion
Worker and Employer Services Division**

July 02, 2015

VILLAGE OF CHASE

ATTN: ACCOUNTING DEPT
PO BOX 440
CHASE BC V0E 1M0

Reference: Inspection Report #201515758025B

Dear Sir/Madam,

One or more orders cited in the above referenced Inspection Report includes a requirement for you to provide a Notice of Compliance Report (NOC) to WorkSafeBC, explaining the actions you have either taken, or plan to take to comply with the order(s).

Please note that a copy of this NOC has also been provided to your head office, along with a copy of the related Inspection Report. Coordinate completion and submission of this NOC with your head office.

Instructions

1. Complete in full the attached Notice of Compliance Report. If you prefer to submit documents in addition to or in place of this NOC, note the associated Inspection Report number on those documents.
2. Submit by email, fax, or mail one copy of the NOC and any other related documents to the prevention officer identified below by the due date specified on the Notice of Compliance Report or as otherwise specified in the Inspection Report.
3. If compliance has not been achieved by the due date of the NOC, the employer or other person must also prepare a follow-up compliance report when compliance is achieved, and submit the report to WorkSafeBC.
4. A copy of all completed NOC reports must be posted in a conspicuous place at or near the workplace where the inspection was conducted for at least seven days, or until compliance has been achieved, whichever is the longer period.
5. Provide a copy of all completed NOC reports to the joint committee or worker health and safety representative, as applicable. If the report relates to a workplace where workers of the employer are represented by a union, send a copy of the report to the union.

Submit NOC to:

Attention: Geoff Thomson (Occup Hygiene Officer)
Phone: (250) 371-6026
Email: Geoff.Thomson@worksafebc.com
Mailing Address: Worker and Employer Services Division
WorkSafeBC
Reg Serv Kamloops
321 Battle Street
Kamloops BC
V2C 6P1

Should you have any questions, please contact the officer identified above.

6951 Westminster Highway, Richmond, BC
Mailing Address: PO Box 5350, Vancouver BC, V6B 5L5
Telephone 604 276-3100 Toll Free 1-888-621-7233 Fax 604 276-3247

The *Workers Compensation Act* requires that the employer must post a copy of this report in a conspicuous place at or near the workplace inspected for at least seven days, or until compliance has been achieved, whichever is the longer period. A copy of this report must also be given to the joint committee or worker health and safety representative, as applicable.

Inspection Report #201515758025B

Employer Name	Jobsite Inspected	Scope of Inspection
VILLAGE OF CHASE	826 Okanagan Ave Chase BC	Village of Chase

Date of Initiating Inspection	Date of This Inspection	Delivery Date of This Report	Delivery Method
May 01, 2015	Jul 02, 2015	Jul 02, 2015	

THERE IS ONE (1) ORDER OUTSTANDING**ACTION REQUIRED****Summary of Orders**

See "Orders – Full Details" section of this Inspection Report for orders cited

Order No.1 <input type="checkbox"/>	Status: Outstanding	Cited: OHS4.81
Notice of Compliance Required.		

ORDER STATUS LEGEND

Order Status	Description
Outstanding	Order Outstanding - Action Required to Achieve Compliance
Complied	Compliance Achieved - No Further Action Required
Closed	Order Could Not be Followed Up – No Further Action Required
Rescinded	Order has been cancelled – No Further Action Required



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INSPECTION NOTES

This was a follow-up inspection to authenticate appropriate compliance with the order(s) noted.

Officer Contact Information

Geoff Thomson
Occupational Hygiene Officer
WorkSafeBC
(250) 371-6026
geoff.thomson@worksafebc.com

ORDERS

An employer who fails to comply with Part 3 of the *Workers Compensation Act*, the *Occupational Health & Safety Regulation*, or WorkSafeBC orders may be subject to monetary or other sanctions as prescribed by the *Workers Compensation Act*.

Orders - Full Details

Order No.1 <input type="checkbox"/>	Status: Outstanding	Cited: OHS4.81
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Progress towards compliance:

Jul 02, 2015 - The employer has discussed the No-Smoking Policy with workers but has not yet established a No-Smoking Policy in writing.

Pursuant to section 194 (1) of the Workers Compensation Act, the employer must prepare a Notice of Compliance report. In accordance with section 194 (2), this report must detail what has been done to comply with the order, and where compliance has not been achieved by the time the report has been submitted, include a plan of what will be done to comply and when compliance will be achieved. **Please submit the report no later than August 4, 2015.**

The employer has not implemented an effective smoking policy to control the exposure of workers at any workplace to environmental tobacco smoke by:

- (a) prohibiting smoking in the workplace,
- (b) restricting smoking to a safe outdoor location that is a minimum of 3 metres from a doorway, window or air intake of an indoor workplace, subject to section 4.22 (3) of the Tobacco Control Regulation, B.C. Reg. 232/2007, and
- (c) prohibiting working in an indoor area where smoking is allowed under section 4.23 (2) (a) or (b) of the Tobacco Control Regulation, except as permitted in section 4.82 of this regulation.

This is in contravention of the Occupational Health and Safety Regulation Section 4.81.

The employer must control the exposure of workers at any workplace to environmental tobacco smoke by

- (a) prohibiting smoking in the workplace,
- (b) restricting smoking to a safe outdoor location that is a minimum of 3 metres from a doorway, window or air intake of an indoor workplace, subject to section 4.22 (3) of the Tobacco Control Regulation, B.C. Reg. 232/2007, and
- (c) prohibiting working in an indoor area where smoking is allowed under section 4.23 (2) (a) or (b) of the Tobacco Control Regulation, except as permitted in section 4.82 of this regulation.

Measures to Ensure Compliance:

Ensure that an effective smoking policy is developed and implemented for the Village of Chase.

Pursuant to section 194 (1) of the Workers Compensation Act, the employer must prepare a Notice of Compliance report. In accordance with section 194 (2), this report must detail what has been done to comply with the order, and where compliance has not been achieved by the time the report has been submitted, include a plan of what will be done to comply and when compliance will be achieved. Please submit the report no later than June 1, 2015.

REFERENCES

In addition to any orders and the information provided in the Inspection Notes in this Inspection Report, the officer may discuss other health and safety issues with the employer arising out of the inspection. The information below sets out the health and safety requirements discussed with the employer, and unless otherwise noted, violations of these requirements were not observed.

Reference	Details Discussed
WCA194(1) This Inspection Report contains one or more orders requiring you to submit a Notice of Compliance report. This report must be prepared in accordance with section 194(2) of the Workers Compensation Act.	Notice of Compliance
WCA194(2) The employer or other person directed by an order under subsection (1) must prepare a compliance report that specifies: (a) what has been done to comply with the order, and (b) if compliance has not been achieved at the time of the report, a plan of what will be done to comply and when compliance will be achieved.	Notice of Compliance

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Mailing Address: PO Box 5350, Vancouver BC, V6B 5L5
Telephone 604 276-3100 Toll Free 1-888-621-7233 Fax 604 276-3247

Employer #	Mailing Address	Classification Unit #	Operating Location
55528	ATTN: ACCOUNTING DEPT PO BOX 440 CHASE BC V0E 1M0	753004	001

Lab Samples Taken	Direct Readings	Results Presented	Sampling Inspection(s)	Workers onsite during Inspection	Notice of Project Number
N	N	N		6	

Inspection Report Delivered To	Employer Representative Present During Inspection	Worker Representative Present During Inspection	Labour Organization & Local
	Pat Regush	Not Available	

WorkSafeBC Officer Conducting Inspection
Geoff Thomson

*Inspection Time	*Travel Time
1.25 hrs	1.50 hrs

*The time recorded above reflects the cumulative inspection time and travel time associated to the inspection activity cycle. Additional time may be added for subsequent activity.

Right to a Review of Orders

Any employer, worker, owner, supplier, union, or a member of a deceased worker's family directly affected may, within 90 calendar days of the delivery date of this report, in writing, request the Review Division of WorkSafeBC to conduct a review of an order, or the non-issuance of an order, in this report by contacting the Review Division. Employers requiring assistance may contact the Employers' Advisers at 1-800-925-2233.

WorkSafeBC values your feedback. To obtain that feedback, an external market research provider may be contacting you to complete a survey.

Title:	ADM – 25 No Smoking Policy		
Date Adopted:		Revised:	
Date Effective:		Reviewed:	
Special Notes / Cross Reference: WorkSafe BC Occupational Health and Safety Regulation Section 48.1			

POLICY: The Village of Chase wants its workplace to be a healthy and safe environment. Part of this is to control the exposure of workers at the workplace to environmental tobacco smoke by prohibiting smoking in the workplace and prohibiting smoking in Village of Chase vehicles.

This policy statement applies to all individuals working on behalf of the Village including permanent, temporary, casual, student and contract workers, volunteers and members of Council. It also includes any member of the public visiting or utilizing Village-run facilities.

PURPOSE: To meet the requirements of WorkSafe BC and provide a Smoke-free atmosphere in the workplace for all workers.

DEFINITIONS:

- **Tobacco** means the use of any tobacco product including smokeless (chewing);
- **Village-run facilities** means the Village office, Fire Hall, Community Hall and the Public Works offices, buildings and yard;
- **Workers** means all individuals working on behalf of the Village including permanent, temporary, casual, student and contract workers, volunteers and members of Council;
- **Workplace** means any place where a worker is or is likely to be engaged in any work and also includes any vessel, vehicle or mobile equipment used by a worker in fulfilling their duties.

PROCEDURES:

1. Smoking is not allowed within any Village-run facilities at any time;
2. Smoking is not allowed in Village vehicles at any time;
3. Smoking must be a minimum of 3 metres away from a doorway, window, or air intake of an indoor workplace;
4. Supervisors will discuss the issue of smoking and smoking breaks with their staff to develop an effective solution that will not interfere with the productivity of staff but allow for the wishes of employees to be met;
5. Absence of “No Smoking” signs is no excuse for smoking;
6. Violations to this policy will be handled through standard disciplinary procedures;
7. Smokers are expected to bear in mind the health of non-smokers and to assist in maintaining a smoke-free atmosphere.



VILLAGE OF CHASE

Memorandum

Date: July 7, 2015
To: Mayor and Council
From: Community Liaison
RE: Music in the Park

BACKGROUND

The Cranbrook Youth Bugle Band is coming through Chase on Thursday, July 16th and is interested in providing Music in the Park. They are willing to perform for free but are hopeful that Mayor and Council can waive the fee to utilize the community hall for accommodations for their group of 15 for one night as their seven day trip is very expensive. The total cost waived would be \$275 for the day and evening.

Community Organizations are going to be approached to see if they will help out with a donation of the dinner meal for this group.

RECOMMENDATION

That Council waive the fee for the Cranbrook Youth Bugle Band to stay the evening of July 16, 2015 in the Community Hall.

Respectfully submitted,

Original Signed
Terri Stewart