AGENDA
Regular Meeting of the Council of the Village of Chase
Council Chamber of the Village Office at 826 Okanagan Avenue
on Monday, November 10, 2014 at 4:00 p.m.

1. CALL TO ORDER

2. ADOPTION OF AGENDA
Resolution:
“That the November 10, 2014 Village of Chase Regular Council meeting agenda be adopted as presented.”

3. ADOPTION OF MINUTES
Minutes of the October 28, 2014 2014 Regular meeting of Council Pages 1 - 4
Resolution:
“That the minutes of the October 28, 2014 Village of Chase Regular meeting of Council be adopted as presented.”

4. PUBLIC HEARINGS
Nil

5. REPORTS
a) Administration Reports
   a) Mayor and Council Reports

6. DELEGATIONS
Nil

7. UNFINISHED BUSINESS

7.1 Building Regulation Bylaw Pages 5 - 37
Resolution:
“That Village of Chase Building Regulation Bylaw No. 803-2014 be adopted.”

8. NEW BUSINESS

8.1 Brought Forward from November 4, 2014 Committee of the Whole

8.1.1 Shuswap Tourism Committee Meeting November 7, 2014 – Per diem expense for Manager of Chase & District Chamber of Commerce
Resolution:
“That $100 be paid to the Manager of the Chase & District Chamber of Commerce as a per diem reimbursement for her participation in
the November 7, 2014 Shuswap Tourism Committee meeting as a Village of Chase appointee.”

8.1.2 Shuswap Regional Trail Strategy Meeting
Resolution:
“That costs associated with the attendance of any member of Council at the Shuswap Regional Trail Strategy Meeting on November 27, 2014 be paid for by the Village of Chase according to the Village’s expense reimbursement policy.”

8.1.3 Facility Rental Waiver Request – Chase Lions
“Volunteer Appreciation Event - Salute to the Sockeye”
Resolution:
“That the rental fee in the amount of $215 for the use of the Community Hall and Kitchen for the Chase Lions Appreciation Event for Salute to the Sockeye volunteers to be held November 22, 2014 be waived.”

8.2 Note from the Honourable Todd Stone
Minister of Transporation and Infrastructure
Personal note of thanks to Mayor Anderson.

8.3 Proclamation – Adoption Awareness Month
Letter dated November 3, 2014 from Stephanie Cadieux, Minister of Children and Family Development
Resolution:
“That the Village of Chase proclaim November 2014 as Adoption Awareness Month in Chase.”

8.3 Request for Waiver(s)
Resolution:
“That the Chase Country Christmas Event be granted coverage under the Village of Chase Insurance coverage and that Shuswap Avenue between Chase and Haldane Streets be closed from 4:30 p.m. to 8:00 p.m. on Friday, December 5, 2014. Further, that they be granted the use of the Pocket Park on Shuswap Avenue for the annual bonfire and the waiver of fees for use of the Community Hall for the Craft and Vendor Fair.”

9. IN CAMERA
“That Council recess to an In Camera meeting pursuant to Section 90 (1) of the Community Charter, paragraph (g) regarding litigation or potential litigation affecting the municipality.”

10. ADJOURNMENT
Resolution:
“That the November 10, 2014 Village of Chase Council meeting be adjourned.”
Minutes of the Regular Meeting of the Council of the Village of Chase
held in the Council Chamber of the Village Office at 826 Okanagan Avenue
on Tuesday, October 28, 2014 at 4:00 p.m.

PRESENT:

Councillors:  R. Crowe, Acting Mayor
              R. Berrigan
              D. Lepsoe
              S. Scott

In Attendance:  J. Heinrich, Chief Administrative Officer
                 L. Pedersen, Director of Financial Services
                 T. Pretty, Deputy Corporate Officer
                 P. Regush, Public Works Supervisor

Public Gallery:  5
Media:   1

1. CALL TO ORDER
Acting Mayor Crowe called the meeting to order at 4:00 p.m.

Acting Mayor Crowe formally congratulated Denise Harper on being acclaimed as the
Village of Chase and Area School Trustee for School District # 57 and noted that a letter
of congratulations will be sent to Ms. Harper from the Village of Chase.

2. ADOPTION OF THE AGENDA
Moved by Councillor Scott
Seconded by Councillor Berrigan
“That the October 28, 2014 Village of Chase Regular meeting agenda be adopted .”
CARRIED
#2014/10/28_001

3. ADOPTION OF THE MINUTES
Moved by Councillor Lepsoe
Seconded by Councillor Scott
“That the minutes of the October 14, 2014 Regular Meeting of Village of Chase
Council be adopted as presented.”
CARRIED
#2014/10/28_002

4. PUBLIC HEARINGS
None.

5. REPORTS
a) Mayor and Council Reports
Councillor Berrigan
  • Participated in the October 21, 2014 All Candidates Forum at the Community
    Hall.
Councillor Crowe
- Volunteered October 15, 17 and 22, 2014 on a project that will be part of the NAAAW events being held in Chase.
- Participated in the October 21, 2014 All Candidates Forum at the Community Hall
- Volunteered October 23 and 24, 2014 at the Chase Museum to assist in the building of a pad and installation of an old horse drawn road grader.
- Attended a meeting in Kamloops on October 28, 2014 with the BC Minister of Transportation regarding the 10 year transportation priorities of our area.

Councillor Lepsoe
- Attended a NAAAW meeting October 15, 2014.
- Attended a Chase Country Christmas meeting October 22, 2014.
- Attended a meeting in Kamloops on October 28, 2014 with the BC Minister of Transportation regarding the 10 year transportation priorities of our area.

Councillor Scott
- Participated in the October 21, 2014 All Candidates Forum at the Community Hall

6. **DELEGATIONS**
None.

7. **UNFINISHED BUSINESS**

7.1 **Permissive Tax Exemptions for 2015 – Bylaw**
A query was raised regarding whether a clinic operated by a fee-for-service physician qualifies for an exemption.

The Director of Financial Services explained that all the exemptions in the current bylaw are at the discretion of Council and therefore can be granted in full, in part, or not at all, depending on any number of factors which Council considers appropriate. He added that he expects to bring forward for discussion by Council in 2015 a proposed policy and procedure for the consideration of permissive tax exemptions.

Moved by Councillor Scott
Seconded by Councillor Lepsoe
“**That the 2015 Village of Chase Permissive Tax Exemptions Bylaw No 801-2014 be adopted.**”

CARRIED
#2014/10/28_003

7.2 **Building Regulation Bylaw**
In response to a request by TNRD (report submitted by CAO at Regular meeting of Council October 14, 2014) a few minor changes are proposed to the Building Regulation Bylaw. The changes mainly relate to changes to building code sections.

Moved by Councillor Berrigan
Seconded by Councillor Scott
“**That Village of Chase Building Regulation Bylaw No. 803-2014 be given first, second and third readings.**”

CARRIED
#2014/10/28_004
8. NEW BUSINESS

8.1 Quarterly Financial Report to September 2014
Moved by Councillor Scott
Seconded by Councillor Berrigan

CARRIED
#2014/10/28_005

8.2 Disposal of Vehicles
Moved by Councillor Berrigan
Seconded by Councillor Scott
“That the Village of Chase Fire Department Unit #3 1998 Chevrolet G-30 equipment truck and the Public Works 2000 Ford Ranger pickup truck be sold through a closed bid opportunity.”

CARRIED
#2014/10/28_006

8.3 Input on BC Transportation Priorities
The CAO reported that she and Councillors Crowe and Lepsoe had recently attended a meeting with other local governments in the TNRD and Ministry of Transportation staff to provide input into the Ministry’s next 10 year transportation plan. Issues that were discussed at the meeting included signage along highways to direct traffic into smaller communities, a proposed road to Sun Peaks from Chase, continuing the double lane work of the Trans Canada Highway, better trail and biking networks and rests stops along highways.

Moved by Councillor Berrigan
Seconded by Councillor Scott
“That the report regarding the meeting with the Ministry of Transportation regarding the 10 year transportation plan be received and that expenses be approved for the members of Council that attended the meeting.”

CARRIED
#2014/10/28_007

8.4 Call for submission from the Select Standing Committee on Health
Moved by Councillor Berrigan
Seconded by Councillor Scott
“That the information regarding the call for submissions from the Select Standing Committee on Health be received for information and that the Chase Physician recruitment committee be kept apprised of information that might be received in future.”

CARRIED
#2014/10/28_008

8.5 Correspondence from the David Suzuki Foundation
Moved by Councillor Scott
Seconded by Councillor Berrigan
“That the letter dated October 9, 2014 from the David Suzuki Foundation clarifying that it has not had any legal intent regarding the proposed pellet plant, that they have no plans to get directly involved with the issues in Chase and that they often advise local community members on how to respond to such issues be received for information.”

CARRIED
#2014/10/28_009
8.6 CP Holiday Train
Moved by Councillor Berrigan
Seconded by Councillor Lepsoe
“That the information provided from Canadian Pacific regarding the 2014 Holiday Train stopping in Chase on December 16, 2014 at approximately 2:45 p.m. be received.
CARRIED
#2014/10/28_010

8.7 Chase Excellence Program – Grant in Aid Request for 2015
Moved by Councillor Berrigan
Seconded by Councillor Lepsoe
“That the grant-in-aid request from the Miss Chase Excellence Program for 2015 activities be deferred to a Council meeting in January 2015 for consideration.”
CARRIED
#2014/10/28_011

9. IN CAMERA
Moved by Councillor Scott
Seconded by Councillor Berrigan
“That Council recess to an In Camera meeting pursuant to Section 90 (1) of the Community Charter, paragraph (c) regarding labour relations.”
CARRIED
#2014/10/28_012

10. ADJOURNMENT
Moved by Councillor Berrigan
Seconded by Councillor Lepsoe
“That the October 28, 2014 Village of Chase regular Council meeting be adjourned.”
CARRIED
#2014/10/28_013

The meeting was adjourned at 5:18 p.m.

R. Anderson, Mayor

T. Pretty, Deputy Corporate Officer
WHEREAS the Village of Chase Council considers it advisable to update the Building Regulations Bylaw;

AND WHEREAS the Local Government Act of British Columbia provides that a municipality may, by bylaw, regulate the construction, alteration, repair or demolition of buildings and structures and regulate the installation, alteration or repair of plumbing (including septic tanks and sewer connections);

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

1. **PREAMBLE**

1.1 **Title**

This Bylaw may be cited for all purposes as the "Village of Chase Building Regulations Bylaw No. 803-2014".

1.2 **Repeal**

“Village of Chase Building Regulations Bylaw 678, 2006” and all amendments thereto are hereby repealed.

1.3 **Purpose of Bylaw**

The bylaw shall, notwithstanding any other provision herein, be interpreted in accordance with this section.

This bylaw has been enacted for the purpose of regulating construction within the Village of Chase (the Village) in the general public interest. The activities undertaken by or on behalf of the Village pursuant to this bylaw are for the sole purpose of providing a limited and interim spot-checking and monitoring function for reason of health, safety and the protection of persons and property. It is not contemplated nor intended, nor does the purpose of this bylaw extend:

(a) to the protection of owners, owner/builders, constructors or occupiers from bodily injury or economic loss;

(b) to the assumption by the Village or any Building Official of any responsibility for ensuring the conformance by any owner, his or her agent or any employees,
constructors or designers retained by him or her, with the Building Code, the requirements of this bylaw or other applicable enactments respecting safety;

(c) to providing any person a warranty of design or workmanship with respect to any building or structure for which a building permit or occupancy certificate is issued under this bylaw;

(d) to providing a warranty or assurance that construction undertaken pursuant to building permits is free from latent or any defects or complies with this bylaw; and

(e) to the assumption by the Village or any Building Official of any responsibility for ensuring that any construction will be geo-technically sound and will not be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence, avalanche or other geo-hazards.

1.4 Metric Units

Metric units are used for all measurements in this bylaw. The approximate imperial measure equivalent of those units are shown in brackets following the metric measurement and such bracketed figures are included for convenience only and do not form part of this bylaw.

Scope and Exemptions

1.5 This bylaw shall apply to:

(a) the design, construction and occupancy of a building when a building, or part thereof, is constructed on site or is assembled or placed on site as a factory-built unit or component;

(b) the work involved in the demolition when the whole or any part of a building is demolished or removed;

(c) all parts of the building when the whole or any part of a building is moved;

(d) any alteration and to any part of a building affected by alterations to an extent which, in the opinion of the Building Official reduces the levels of public health and safety below the levels existing prior to the alteration;

(e) all parts of the building affected by the change of use when occupancy and/or use of a building is changed;

(f) all such replacements and alterations when materials and equipment regulated are replaced or altered in a building;

(g) any part remaining when a building is damaged or destroyed to the extent of 75% or more of its value above its foundations as determined by the Building Official;

(h) the design and construction of retaining walls where the difference in finish grade elevation is greater than 1.2 m (4 ft) in height;

(i) the design and installation of the entire system when a plumbing system is installed, repaired, renovated or altered;
(j) the design and repair of the entire plumbing system where a condition exists that is, or may become dangerous or injurious to health, except where the portion of the system affected is completely independent from any other part of the system; and

(k) design, construction, or installation of solid fuel burning appliances, fireplaces and chimneys.

1.6 This bylaw does not apply to:

(a) buildings or structures exempted by Division A – Part 1 of the Building Code except as expressly provided herein;

(b) single-storey accessory buildings less than 20 m² (215 ft²) in building area;

(c) Low-Human Occupancy farm buildings less than 600 m² (6458 ft²) in building area, when situated on land assessed as Farm and used for a Bona Fide Agricultural Operation; and

(d) unroofed decks attached to or adjacent to single and two-family dwellings if the deck surface is 600 mm (24 in) or less above the adjacent ground level.

1.7 Other Enactments

Where any provincial act or regulation or any other Village bylaw may apply to any matter covered by this bylaw, conformance with this bylaw shall not relieve the owner or his or her agent from conforming with provisions of such other act, regulation or bylaw.

1.8 Severability

If any provision of this bylaw is found invalid, such provision is severable and shall not affect the validity of the remainder of this bylaw.

2. DEFINITIONS

All words and phrases shall have their normal or common meaning except where changed, modified, or expanded by the definitions set out in this section, or Part 1 of the British Columbia Building Code.

"Accepted" means accepted in writing.

"Agent" means a person, firm, or company representing the owner, by designation or contract, and includes a hired tradesman or contractor.

"Bona Fide Agricultural Operation" means an operation classified as a farm by the Assessor under the Assessment Act.

"Building Code" means the current edition of the British Columbia Building Code pursuant to Section 692 (1) of the Local Government Act, as amended or re-enacted from time to time.
"Building Official" includes a person or persons designated or contracted by the Village as Building Inspectors, Plumbing Inspectors or Plan Checkers, and includes supervisors for these positions.

"Complex Building" means all buildings used for major occupancies classified as:

(a) assembly occupancies;
(b) care or detention occupancies; or
(c) high hazard industrial occupancies; and

all buildings exceeding 600 m² (6458 ft²) in building area or exceeding three storeys in building height used for major occupancies classified as:

(d) residential occupancies;
(e) business and personal services occupancies;
(f) mercantile occupancies; and
(g) medium and low hazard industrial occupancies.

“Construction” includes erection, repair, alteration, enlargement, addition, installation, demolition, removal, replacement, renovation, reconstruction, or relocation of a building or structure.

“Council” means the Council of the Village of Chase.


“Low-Human Occupancy” (as applied to farm buildings) means an occupancy having an occupant load of not more than one person per 40 m² (430 ft²) of floor area during normal use.

“Monitor” means the method by which a Building Official reviews the process of field reviews as conducted by registered professionals pursuant to the Building Code and this bylaw. The Building Official’s monitoring function is satisfied by the Building Official’s receipt of the applicable letters of assurance submitted by the registered professionals and as referred to in subsection 2.2.7 of the Building Code. Although a Building Official may review registered professionals’ field inspection reports to ascertain field review frequency, or visit a site from time-to-time to verify that registered professional field reviews are taking place, the Building Official is under no duty to do so. Monitoring does not include assessment of conformity with the Building Code, this bylaw or another enactments or the approval of any aspect of construction.

“Owner” means any person, firm or company controlling the property under consideration.

“Permit” means a permit required or issued pursuant to this bylaw.

“Person” means in addition to its ordinary meaning, a partnership, association, company, society and body corporate.
“Site” means a lot or lots upon which work regulated under this bylaw is undertaken or intended to be undertaken and includes the construction thereon.

“Swimming Pool” means any structure or construction, intended primarily for recreation or therapy, that is, or is capable of being filled with water to a depth of 600 mm (2 ft.) or greater.

“Village” means the Village of Chase.

“Standard Building” means a building of three storeys or less in building height, having a building area not exceeding 600 m² (6458 ft²) and used for major occupancies classified as:

(a) residential occupancies,
(b) business and personal services occupancies,
(c) mercantile occupancies, or
(d) medium and low hazard industrial occupancies.

“Structure” means a construction or portion thereof of any kind, whether fixed to, supported by or sunk into land or water, but specifically excludes landscaping, fences, paving and retaining structures less than 1.2 m (4 ft) in height.

3. PROHIBITIONS

3.1 No person shall, unless exempted by this bylaw or any enactment, undertake any of the following:

(a) commence or continue any construction or change the occupancy of any building or structure, or other work related to construction unless a Building Official has issued a valid permit for the work;

(b) unless authorized in writing by a Building Official, reverse, alter, deface, cover, remove or in any way tamper with any notice, permit or certificate posted upon or affixed to any building, structure or site pursuant to this bylaw;

(c) perform any construction that is substantially at variance with the reviewed design or plans and specifications for the building, structure or other construction for which a permit has been issued, unless that variance has been accepted by a Building Official;

(d) occupy, use or allow the occupancy or use of any building or part thereof contrary to the terms of this bylaw or any permit, notice, certificate, or decision given or posted by the Building Official;

(e) knowingly or recklessly submit false or misleading information to a Building Official in relation to any permit application or construction undertaken pursuant to this bylaw; or

(f) interfere with or obstruct the entry of a Building Official or authorized official of the Village on property in the administration of this bylaw.
3.2 No person having authority for construction, on a site shall cause, allow, or maintain any unsafe condition.

4. AUTHORITY OF BUILDING OFFICIAL

4.1 The Building Official:
(a) may administer this bylaw;
(b) may enter any land, building, structure, or premises at any reasonable time for the purpose of ascertaining that the terms of this or any other Village bylaw are being observed;
(c) may keep records of permit applications, permits, notices and orders issued, inspections and tests made, and shall retain copies of all documents related to the administration of this bylaw;
(d) may establish whether the construction of a building or structure for which a permit is sought or issued under this bylaw substantially conforms to the requirements of the Building Code; and
(e) shall carry proper credentials confirming their status as a Building Official.

4.2 The Building Official may order:
(a) a person who contravenes this bylaw to conform with the bylaw in a specified time period;
(b) the removal of any unauthorized encroachment on public property;
(c) the removal of any building or part thereof constructed in contravention of this bylaw;
(d) the termination of any occupancy, in contravention of this bylaw; and
(e) the termination of any occupancy if in the opinion of the Building Official an unsafe condition exists because of construction undertaken or not completed.

4.3 The Building Official may, before issuing an occupancy certificate, require the owner to provide a professional engineer’s or other appropriate certification, at the expense of the owner, where in the opinion of the Building Official such evidence is necessary to determine that the requirements of this bylaw and other applicable enactments respecting safety have been substantially complied with.

4.4 The Building Official may direct the immediate cessation or correction of all or any portion of the construction on any site, by attaching an order to that effect on such premises, when, in his or her opinion such work is not being performed substantially in accordance with the
provisions of the Building Code or any relevant bylaws of the Village. Such order shall remain posted on the premises until all work that is not being performed in accordance with the Building Code or this or any other relevant bylaw has been remedied to the satisfaction of the Building Official. No work, other than the required remedial measures, shall be carried out on the portion of the work affected by the order until such order has been removed, and shall only be removed by the Building Official in writing.

4.5 The Building Official may upon expiration of a building permit, grant renewal permits for a period of 12 months each if he or she is satisfied that the construction is progressing at a reasonable rate.

4.6 The Building Official may refuse to issue a permit:

(a) if the information submitted is inadequate to determine substantial conformance with, or is contrary to the provisions of this bylaw or any other applicable enactment;

(b) if the information submitted is incorrect;

(c) if issuance is prohibited by or is contrary to a provision of this bylaw or any other enactment;

(d) for the connection of a fireplace insert to an existing chimney if the existing chimney has not been previously inspected and accepted; or

(e) for the connection of a wood heater or furnace to an existing chimney if the existing chimney has not been previously inspected and accepted.

5. DUTIES AND RESPONSIBILITIES OF THE OWNER

5.1 It is the owner's responsibility, prior to commencing construction to:

(a) investigate the status of the construction site and ensure that any concerns relating to flooding, drainage, soil stability or other potential hazards are addressed;

(b) obtain a current State of Title Certificate from the Land Title Office to determine whether there are encumbrances, which may affect the proposed construction; and

(c) investigate the availability, location and capacity of utility services to determine whether the proposed construction can be accommodated and arrange the plumbing to suit the location of the connections provided for the lot in a manner satisfactory to the Building Official.

5.2 The owner shall, during construction:

(a) allow the Building Official to enter the building or premises at any reasonable time for the purpose of administering and enforcing this or any other relevant Village bylaw;
(b) keep posted in a conspicuous place on the property in respect of which the permit was issued, the placard provided by the Building Official; and

(c) ensure that the reviewed plans and specifications on which the permit is based are continuously available at the site during working hours.

5.3 The owner shall not continue building construction beyond the foundation stage until:

(a) the owner has provided a current certificate of location by a registered British Columbia Land Surveyor to certify that the building and/or structure under construction is located on the property in conformance with Village regulations. Notwithstanding the requirements of this Division, where:

i. the building or structure is located on a large parcel such that setback distances to the nearest property line are not a concern;

ii. the building or structure is located greater than 300 mm (12 in) from a minimum setback as determined by exposing survey pins; or

(b) the Building Official may accept a letter of certification from the Land Surveyor in lieu of a Certificate of Location, or may waive the requirement entirely if satisfied that no certification is necessary.

5.4 The owner, when required by the Building Official, shall uncover and replace at his or her own expense any work that has been covered contrary to an order issued by the Building Official.

5.5 The owner when requested by the Building Official shall provide at his or her expense, tests or inspections necessary to establish substantial conformance with this bylaw in a form satisfactory to the Building Official.

5.6 The owner when requested by the Building Official shall provide, in a form satisfactory to the Building Official, evidence to certify substantial conformance with the requirements of this bylaw, other applicable enactments respecting health and safety and any permits issued.

5.7 The owner shall ensure that all work is confined within the boundaries of the property and does not adversely affect adjacent properties for which the permit has been issued.

5.8 The owner is responsible for the cost to repair any damage to Village property that may occur as a result of undertaking work for which a permit was required under this bylaw.

5.9 When a site is in an unsafe condition, the owner shall promptly take all action necessary to put the site in a safe condition.

5.10 The owner shall, prior to the occupancy or use of any building or structure or part thereof and after completion of construction of the building, or part thereof, including work required
in connection with any change in classification of occupancy of any building, or part thereof, obtain from the Building Official an occupancy certificate.

5.11 Neither the issuance of a permit under this bylaw nor the acceptance or review of plans, drawings or supporting documents, nor any inspections made by or on behalf of the Village shall in any way relieve the owner and his or her agent from full and complete responsibility to perform the work in strict accordance with this bylaw, the Building Code and other applicable enactments respecting safety.

5.12 Where, at the time of application for a building permit, works and services exist on the land to be developed or within that portion of a highway immediately adjacent to the land up to the highway centre line, and if such works and services do not meet the minimum standards established by the Village’s Subdivision Control Bylaw, as amended from time to time, then as a condition of issuing a building permit, the owner may be required to improve the substandard works and services to at least the minimum bylaw standard.

5.13 Where work is being done subject to a permit under the provisions of this bylaw, the owner and his or her agent shall be completely responsible for any damage or cost to adjacent property arising out of or incidental to the work and shall save the Village harmless in this regard.

6. GENERAL PERMIT REGULATIONS

6.1 A permit is required whenever work regulated by this bylaw is to be undertaken.

6.2 Each building or structure to be constructed on a site requires a separate building permit and shall be assessed a separate building permit fee as determined in accordance with Appendix "A" to this bylaw.

6.3 To obtain a permit, the owner or his or her agent shall apply in writing on the available form.

6.4 No person shall rely upon any permit as establishing conformance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms. The person to whom the building permit is issued and his or her agents are responsible for making such determination.

6.5 The Building Official may require a registered professional to provide design and plan certification and field reviews supported by letters of assurance in the form of Schedules A, B, C-A and C-B as referred to in subsection 2.2.7 of the Building Code, if in the opinion of the Building Official:

(a) the site conditions, soil types, contours or drainage require special foundation design;

(b) the proposed building or structure is not standard construction; or

(c) the proposed building or structure is of a category requiring professional design.
6.6 Sufficient information shall be filed with each application to clearly identify the property to be
developed and to establish that the proposed work will substantially conform to this bylaw and
other applicable enactments.
6.7 Prior to construction, the Building Official may require any owner to submit a current survey
plan by a registered British Columbia Land Surveyor containing sufficient information
regarding the site and location of any building or structure to establish conformance to this
bylaw and any other applicable enactment.
6.8 No permit shall be issued until:
   (a) off-site utilities to service the subject property are completed to the approval of the
       authority having jurisdiction or the utility providing service and all appropriate connection
       fees or other construction costs have been paid;
   (b) the prescribed permit fee as detailed in Appendix "A" attached to this bylaw has been
       paid; and
   (c) where required, security has been posted.
6.9 In instances where sanitary sewer is not available, no permit will be issued until the Building
Official is provided with written verification that the proposed sewage disposal system is
accepted by the Interior Health Authority or other authority charged with enforcement of
prevailing sanitary regulations.
6.10 The Building Official shall issue the permit for which application is made upon:
   (a) a completed application in conformance with this bylaw, including all required
       supporting documentation submitted and reviewed;
   (b) the owner or his or her agent has paid all applicable fees set out in this bylaw;
   (c) the owner or his or her agent has paid all charges and met all requirements imposed by
       any other applicable statute or bylaw; and
   (d) no covenant, agreement, or regulation of the Village authorizes the permit to be
       withheld.
   (e) a Building official shall issue the permit for which the application is made.
6.11 The Building Official may issue, at the risk of the owner, a permit for the construction of a
portion of a building or structure prior to all required plans and specifications for the whole
building or complex having been submitted or reviewed, provided:
   (a) plans and specifications for the portion in question have been submitted in sufficient
detail to satisfy the Building Official that the work to be done will substantially conform
with all requirements of the Building Code and any other applicable enactment; and
(b) adequate information and detailed statements have been filed to the extent that the Building Official is satisfied the remainder of the building or structure will substantially conform with all applicable enactments.

6.13 Every permit is issued upon the condition that the permit shall expire and the rights of the owner under the permit shall terminate if the work authorized by the permit is not commenced within six months or is not completed within two years of the issuance of a permit.

6.14 The Building Official may grant renewal permits for a further year if satisfied the construction is progressing in accordance with the reviewed plans at a reasonable rate of progress. A permit renewal fee shall be paid in accordance with Appendix "A" attached to and forming part of this bylaw.

6.15 The Building Official may revoke a permit where:

(a) there is a contravention of any term or condition under which the permit was issued;

(b) there is a contravention of any provision of the Building Code or other applicable enactment; or

(c) the permit was issued on the basis of incorrect information supplied by or on behalf of the applicant; and

(d) the permit holder shall be notified in writing of the revocation.

6.16 A registered professional shall undertake the design and conduct field reviews of the construction of a retaining structure greater than 1.2 m (4 ft) in height. Sealed copies of the design and plan certification and field reviews by means of letters of assurance in the form of Schedule B and C-B as referred to in subsection 2.2.7 of the Building Code shall be submitted to the Building Official.

6.17 For the purpose of identification, and as a condition of occupancy, every parcel of real property containing a building subject to a permit under this bylaw must display the street address or other lot identification by means of a clear and legible sign.

6.18 Where the Village has caused a notice to be filed on the title of a property in accordance with section 57 of the Community Charter, the notice may be removed provided:

(a) the owner has obtained a new permit for the correction of the construction;

(b) deficient construction has been corrected and completed so that the conditions which gave rise to the filing of the notice have been rectified; and

(c) the owner has paid a title notice removal fee in accordance with Appendix “A” of this bylaw.
7. PLUMBING

7.1 Application for a permit shall be in writing and shall:

(a) be submitted to the Building Official in the form provided by the Building Official and signed by the owner, his or her agent, or a signing officer if the owner is a company;

(b) state the number of fixtures to be installed in the building;

(c) include specifications and drawings made to a suitable scale, for the plumbing system with respect to multi-family, institutional, commercial and industrial buildings showing:

i. site services, including size and location of pipes;
ii. site drainage, including size and location of pipes, catch basins and dry wells;
iii. total fixture load on sanitary sewer and water supply systems;
iv. sanitary riser diagram complete with fixture loads at the base of stacks; and
v. rainwater leaders, size of pipe and area of roof drained;

(d) contain any and all other information necessary to establish substantial conformance with this bylaw; and

(e) include drawings designed by a registered professional, for complex buildings, and buildings with complex plumbing systems as determined by the Building Official.

7.2 There shall be separate connections to utility services for each separate parcel of land within the Village connected to such utilities.

7.3 Except where specifically required by the Village and where a legal right-of-way has been obtained and such plans are accepted by Utilities Department, no plumbing system, drainage system, house sewer, private sewage disposal system or parts thereof, shall be located in any lot other than the property which is the site of the building, structure, or premises serviced by such facilities.

8. COMPLEX BUILDINGS

8.1 An application for a building permit with respect to a complex building shall:

(a) be submitted to the Building Official in the form provided by the Building Official and signed by the owner, or a signing officer if the owner is a company;

(b) be accompanied by the owner’s acknowledgment of responsibility and undertakings made in the form attached as Appendix “B” to this bylaw, signed by the owner, or a signing officer if the owner is a company;
(c) include a copy of a title search issued within 30 days of the date of the application;

(d) include site plans drawn to suitable scale and referenced to the current registered legal survey for the subject property which shall show:

i. the legal description and address of the site;

ii. by dimensions from property lines, the location of any proposed building or structure;

iii. means of access and egress to service the property and a detailed parking layout;

iv. by dimension from property lines, the location of any other existing building(s) on the site;

v. existing and finished ground levels to an established datum;

vi. all easements and rights-of-way whether registered or not, and the setbacks to the natural boundary of any lake, swamp, pond or watercourse;

vii. for other than single and two family dwellings, provisions for garage containers, proposed method of screening and a detailed landscape treatment for the site; and

viii. the Building Official may waive the requirements for a site plan, in whole or in part, where the permit is sought for the repair or alteration of an existing building or structure.

(e) include building plans drawn to suitable scale showing sufficient information to determine substantial conformance with this bylaw including but not limited to:

i. foundation plans

ii. floor plans showing the dimensions and uses of all areas;

iii. the dimensions and height of crawl and roof spaces;

iv. the location, size and swing of doors;

v. the location, size and opening of windows;

vi. floor, wall, ceiling and roof finishes;
vii. components of fire protection including firewalls; degree of fire separation of storeys, shafts and rooms; fire detection, suppression and alarm system;

viii. plumbing fixtures;

ix. structural mechanical and electrical elements;

x. stair, handrail and guard dimensions;

xi. a cross-section, through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;

xii. elevations of all sides of the building or structure showing finishes, roof slopes, roof top equipment screening, windows, doors, and finished grade; and

xiii. cross-sectional detailed drawn at sufficient locations to illustrate that the building or structure substantially conforms to the Building Code.

(f) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits and Ministry of Health approval;

(g) include a letter of assurance in the form of Schedule A as referred to in subsection 2.2.7 of the Building Code, signed by the owner, or a signing officer of the owner if the owner is a company, and the Coordinating Registered Professional.

(h) include letters of assurance in the form of Schedule B as referred to in subsection 2.2.7 of the Building Code, each signed by such registered professionals as the Building Official or Building Code may require to prepare the design for and conduct field reviews of the construction of the building or structure;

(i) include one copy of specifications and two sets of drawings at a suitable scale of the design prepared by each registered professional and including the information set out in 8.1(e) of this bylaw; and

(j) include any other information required by the Building Official or the Building Code to establish substantial conformance with this bylaw, the Building Code and other applicable enactments relating to the building or structure.

8.2 In addition to the requirements of 8.1 (d) of this bylaw, the following may be required by a Building Official to be submitted with a building permit application for the construction of a complex building where in the opinion of the Building Official the complexity of the proposed building or structure or siting circumstances warrant:

(a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a registered professional;

(b) a section through the site showing grades, buildings, structures, parking areas and driveways; and
(c) any other information required by the Building Official or the Building Code to establish substantial conformance with this bylaw, the Building Code and other bylaws and applicable enactments relating to the building or structure.

9. STANDARD BUILDINGS

9.1 An application for a building permit with respect to a standard building shall:

(a) be submitted to the Building Official in the form provided by the Building Official and signed by the owner, or a signing officer if the owner is a company;

(b) be accompanied by the owner’s acknowledgment of responsibility and undertakings made in the form attached as Appendix “B” to this bylaw, signed by the owner, or a signing officer if the owner is a company;

(c) include a copy of a title search issued within 30 days of the date of the application;

(d) include site plans drawn to suitable scale and referenced to the current registered legal survey for the subject property which shall show:

i. the legal description and address of the site;

ii. by dimensions from property lines, the location of any proposed building or structure;

iii. means of access and egress to service the property and a detailed parking layout;

iv. by dimension from property lines, the location of any other existing building(s) on the site;

v. existing and finished ground levels to an established datum;

vi. all easements and rights-of-way whether registered or not, and the location of natural water courses;

vii. for other than single and two family dwellings, lot coverage and floor area ratio calculation;

viii. for other than single and two family dwellings, provision for garbage containers, proposed method of screening and a detailed landscape treatment for the site; and

ix. the Building Official may waive the requirements for a site plan, in whole or in part, where the permit is sought for the repair or alteration of an existing building or structure.

(e) include building plans drawn to suitable scale showing sufficient information to determine substantial conformance with this bylaw including but not limited to:
i. foundation plans

ii. floor plans showing the dimensions and uses of all areas:

iii. the dimensions and height of crawl and roof spaces;

iv. the location, size and swing of doors;

v. the location, size and opening of windows;

vi. floor, wall, ceiling and roof finishes;

vii. components of fire protection including firewalls, degree of fire separation of storeys, shafts and rooms; and fire detection, suppression and alarm system;

viii. plumbing fixtures;

ix. structural, mechanical and electrical elements;

x. stair, handrail and guard dimensions;

xi. a cross section, through the building or structure illustrating foundations, drainage, ceiling heights and construction systems;

xii. elevations of all sides of the building or structure showing finishes, roof slopes, roof top equipment screening, windows, doors, and finished grade; and

xiii. cross-sectional details drawn at sufficient locations to illustrate that the building or structure substantially conforms to the Building Code.

(f) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewerage disposal permits, and Ministry of Health approvals;

(g) include two sets of drawings at a suitable scale including information set out in 9.1(e) of this bylaw;

(h) include any other information required by the Building Official or the Building Code to establish substantial conformance with this bylaw, the Building Code, and any other bylaw or enactments relating to the building or structure.

9.2 In addition to the requirements of 9.1(d) of this bylaw, the following may be required by a Building Official to be submitted with a building permit application for the construction of a Standard building where in the opinion of the Building Official the complexity of the proposed building or structure or siting circumstances warrant:

(a) site servicing drawings, including sufficient detail of off-site services to indicate locations
at the property line, prepared and sealed by a registered professional;

(b) a section through the site showing grades, buildings, structures, parking areas and driveways;

(c) a roof plan and roof height calculations;

(d) structural, electrical, mechanical or fire suppression drawings prepared and sealed by a registered professional;

(e) letters of assurance in the form of Schedule B as referred to in subsection 2.2.7 of the Building Code, signed by the registered professional; and

(f) any other information required by the Building Official or the Building Code to establish substantial conformance with this bylaw, the Building Code, and any other bylaw or enactments relating to the building or structure.

10. SWIMMING POOLS

10.1 No person shall commence or continue any work related to the construction of a swimming pool or related ancillary equipment unless a valid permit has been issued by the Village.

10.2 Every application for a permit shall be accompanied by the following material in duplicate:

(f) a plot plan showing the location of the proposed swimming pool and ancillary buildings relative to lot boundaries, existing buildings and structures, existing and proposed fences, and retaining walls;

(g) plans and sections adequately describing construction of the proposed swimming pool and ancillary equipment including all water supply piping, waste piping and appurtenances;

(h) details of water supply and method of disposal of wastewater from backwashing and draining of the swimming pool;

(i) proposed fence construction in sufficient detail to show compliance with the requirements of this by-law and other applicable enactments; and

(j) such other additional information as may be required by the building official.

10.3 The provisions of Section 6.5 of this by-law apply to applications under this division.

10.4 No swimming pool to be designed with direct connection from the domestic water supply below the flood level of the swimming pool unless protected by an approved backflow prevention device.

10.5 There shall be no direct connection between any domestic water supply line and any circulating pump, filter or other apparatus or device that comes in contact with the water in or from the swimming pool. Recirculating systems shall take the water supply to the pool from an open
surge tank or other system accepted by the building official. The supply to the surge tank shall be above the flood level of the tank, in such manner as to prevent water from the tank from entering the supply line.

10.6 Every swimming pool shall be capable of being drained into a sanitary sewer or other means acceptable to the building official.

10.7 No direct connection shall be made between any sewer or any other drainage system and any line connected to a swimming pool.

10.8 Every below grade pool shall be surrounded by a non-slip walkway, designed so that surface water shall drain away from the swimming pool.

10.9 Every swimming pool shall be totally enclosed by a fence, a building, or a combination of fence and building.

(a) Fences shall be not less than 1.5 m (4.9 ft.) high. The base of every fence shall be not more than 100 mm (4 in.) above ground or adjacent grade. In all other respects, fences shall conform to the requirements of the Village of Chase Zoning By-law.

(b) No horizontal or angled framing member shall be located on the outside of the fence between 200 mm (8 in.) and 1.0 m (3.3 ft.) above ground level or adjacent finished grade. Fences composed of vertical members shall have no openings of a size, which will permit the passage of a spherical object having a diameter of 100 mm (4 in.). Fences composed of angle members shall have no openings between adjacent members greater than 13 mm (½ in.). Notwithstanding the provisions of this subsection, standard chain link wire mesh may be acceptable provided that such fence meets the minimum height requirements indicated in subsection 10.9 (a), the mesh size does not exceed 50 mm (2 in.) and the wire is not less than No. 11 gauge.

(c) Access through required fences shall be by means of selfclosing gates so designed as to cause the gates to become secured with self-latching devices located on the swimming pool side of the fence and at a height of at least 1.0 m (3.3 ft.) above grade or on the outside of the fence at 1.5 m (4.9 ft.) above grade.

(d) The swimming pool fence enclosure shall be completed in accordance with the accepted plans and specifications. It shall be the owner's responsibility to ensure that the swimming pool area is maintained in a safe, secure condition during the construction period and until a permanent enclosure accepted by the building official is in place. The owner shall give a minimum of one working day's notice to the building official requesting a final inspection when the swimming pool is complete and the permanent fencing and gate(s) are in place.

10.10 Swimming pools shall be located subject to the following minimum setback requirements:

(a) Swimming pool equipment which is housed in a building, or is intended to be housed in a building, shall be subject to the same siting requirements as other accessory buildings.
(b) No setbacks are required between *swimming pools*, *swimming pool* equipment and other accessory buildings or structures.

(c) Walkways, decks, patios, or like structures which surround or abut a *swimming pool* and do not exceed 0.6 m (2 ft.) above grade are not subject to setback requirements. When the structure exceeds 0.6 m (2 ft.) in height, the setbacks as set out in Village of Chase Zoning By-law, applies and must be maintained.

### 11. RELOCATION OF A BUILDING OR STRUCTURE

11.1 An application for a *permit* to relocate a building other than a factory built building shall:

(a) be submitted to the *Building Official* in the form provided by the *Building Official* and signed by the *owner*, or a signing officer if the *owner* is a company;

(b) be accompanied by the *owner’s* acknowledgment of responsibility and undertakings made in the form attached as Appendix “B” to this bylaw, signed by the *owner*, or a signing officer if the *owner* is a company;

(c) include a copy of a title search issued within 30 days of the date of the application;

(d) include *site* plans drawn to suitable scale and referenced to the current registered legal survey for the subject property and shall show:

i. the legal description and civic address of the parcel;

ii. by dimensions from property lines, the location of any proposed building or structure;

iii. means of access and egress to service the property and a detailed parking layout;

iv. by dimension from property lines, the location of any other existing building or structure on the *site*;

v. existing and finished ground levels to an established datum;

vi. all easements and rights-of-way whether registered or not, and the location of natural water courses;

vii. for other than single and two family dwellings, lot coverage and floor area ratio calculation; and

viii. for other than single and two family dwellings, provision for garbage containers, proposed method of screening and a detailed landscape treatment for the *site*.

(e) identify the existing location of the building or structure and proposed location to which the building or structure is to be moved; and

(f) provide written verification by the appropriate utility authorities that all utility services
have been disconnected and/or sealed as required.

11.2 Every application for a *permit* to relocate a building or structure shall be accompanied by security in an amount equal to the estimated cost of completing the building or structure in its new location, in a form and amount acceptable to the *Village*.

11.3 Should a building or structure which has been relocated subject to the provisions of this bylaw not be completed within one year from the date of issuance of the *permit*, the *Building Official* may send a written notice to the *owner* stating that the building does not conform with this bylaw or other enactment and direct the *owner* to remedy the non-conformance within 30 days from the date of service of the notice. If the non-conformance is not remedied within the period of 30 days, the *Village* may draw upon the security on deposit and take whatever action is necessary to effect completion of the building and *site*.

12. **DEMOLITIONS**

12.1 An application for a *permit* with respect to a demolition shall:

(a) be submitted to the *Building Official* in the form provided by the *Building Official* and signed by the *owner*, or a signing officer if the *owner* is a company;

(b) be accompanied by the *owner’s* acknowledgment of responsibility and undertakings made in the form attached as Appendix “B” to this bylaw, signed by the *owner*, or a signing officer if the *owner* is a company;

(c) include a copy of a title search issued within 30 days of the date of the application; and

(d) include *site* plans drawn to a suitable scale and referenced to the current registered legal survey for the subject property which shall show:
  i. the legal description and civic address of the parcel;
  ii. location of any existing buildings or structures on the *site*; and
  iii. identify the building or buildings to be demolished.

12.2 Every *person* making application for a *permit* to demolish a building or structure shall, as part of his or her application, provide the *Building Official* with satisfactory evidence that:

(a) no unsafe condition will be created or permitted; and

(b) provide written verification by the appropriate utility authorities that all utility services have been disconnected and/or sealed as required.

12.3 Before issuing a *permit* to demolish any building or structure, the *Village* may demand, as a condition of issuance that security be provided in a form satisfactory to the *Village* to ensure that the *site* of the demolition will be left in a safe condition, free from debris or dust, and compatible with neighbouring properties. The security amount shall be equal to the estimated cost of *site* restoration as approved by the *Village*. In the event that the *site* is not properly restored to a standard satisfactory to the *Village*, written notice may be sent to the *owner*
requiring that the site be properly restored within 30 days from the date of notice service of the. If the restoration is not carried out within the 30 days, the Village may draw upon the security and take whatever action is necessary to effect restoration of the site.

13. TEMPORARY BUILDINGS

13.1 The word "temporary" shall mean a period not exceeding one year.

13.2 An application for a permit with respect to a temporary building or structure shall:

(a) be submitted to the Building Official in the form provided by the Building Official and signed by the owner, or a signing officer if the owner is a company;

(b) be accompanied by the owner's acknowledgment of responsibility and undertakings made in the form attached as Appendix “B” to this bylaw, signed by the owner, or a signing officer if the owner is a company;

(c) include a copy of a title search made within thirty days of the date of the application;

(d) include site plans drawn to suitable scale and referenced to the current registered legal survey for the subject property which shall show:

   i. the legal description and civic address of the parcel;

   ii. by dimensions from property lines, the location of proposed building or structure;

   iii. means of access and egress to service the property and a detailed parking layout;

   iv. by dimension from property lines, the location of any other existing building or structure on the site;

   v. existing and finished ground levels to an established datum;

   vi. all easements and rights-of-way whether registered or not, and the location of natural water courses;

   vii. for other than single and two family dwellings, lot coverage and floor area ratio; and

   viii. for other than single and two family dwellings, provision for garbage containers, proposed method of screening and a detailed landscape treatment for the site; and

(e) include security in a form and amount satisfactory to the Village but in any event not less than $2000 to guarantee that the building or structure will be removed from the site within the time limit indicated.

13.3 Temporary buildings shall conform to the requirements of this bylaw and the siting requirements of the Village Zoning Bylaw in effect at the time.
14. PROFESSIONAL DESIGN AND FIELD REVIEW

14.1 When a Building Official considers that the site conditions, size or complexity of a development or an aspect of a development warrant, he or she may require a registered professional to provide design and plan certification and field review supported by letters of assurance in the form of Schedules B and C-B referred to in subsection 2.2.7 of the Building Code.

14.2 Prior to the approval of a final inspection for a complex building, or standard building in circumstances where letters of assurance have been required in accordance with this bylaw, the owner shall provide the Building Official with letters of assurance in the form of Schedules C-A or C-B, as is appropriate, referred to in subsection 2.2.7 of the Building Code.

14.3 When a registered professional provides letters of assurance in accordance with this bylaw, he or she shall also provide proof of professional liability insurance to the Building Official in the form of Appendix “C” to this bylaw.

15. PROFESSIONAL PLAN CERTIFICATION

15.1 The letters of assurance in the form of Schedule B referred to in subsection 2.2.7 of the Building Code and required pursuant this bylaw are relied upon by the Village and its Building Official as certification that the design and plans to which the letters of assurance relate substantially conform to the Building Code and other applicable enactments relating to health and safety.

15.2 A building permit issued pursuant to the requirements of this bylaw shall include a notice to the owner that the building permit is issued in reliance upon the certification of the registered professionals that the design and plans submitted in support of the application for the building permit conform with the Building Code and other applicable enactments relating to safety.

15.3 When a building permit is issued in accordance with the requirements of this section of the bylaw, permit fee shall be reduced pursuant to Appendix "A" to this bylaw.

16. INSPECTIONS

16.1 When a registered professional provides letters of assurance in accordance with this bylaw, the Village will rely solely on the letters of assurance submitted pursuant to section 13.2 of this bylaw as certification that the construction substantially conform to the design, plans and specifications and that the construction complies with the Building Code, this bylaw and other applicable enactments.
16.2 Notwithstanding section 15.1 of this bylaw, a Building Official may attend the site from time to time during the course of construction to ascertain that the field reviews are taking place and to monitor the field reviews undertaken by the registered professionals.

16.3 A Building Official may attend periodically at the site of the construction of standard buildings or structures to ascertain whether the Health And Safety Aspects of the Work are being carried out in substantial conformance with those portions of the Building Code, this bylaw and any other applicable enactment concerning safety.

16.4 The owner, or his or her agent, shall give a minimum of one working day notice of the following aspects of the work and, in the case of a Standard Building, shall obtain an inspection and receive a Building Official’s acceptance of the following aspects of the work prior to concealing it:

(a) of intent to do work that has been ordered by the Building Official inspected during construction;

(b) of intent to cover work that has been ordered by the Building Official to be inspected prior to covering;

(c) when work has been completed so that a final inspection can be made;

(d) and, while not limiting the generality of the foregoing, at the following stages of construction:

   i. when the forms for footings are complete, but prior to placing of any concrete therein;

   ii. when concrete slab damp proofing or soil gas control measures have been installed, but prior to pouring a concrete slab;

   iii. when foundation concrete damp-proofing, waterproofing and perimeter drains are complete, or after framing of a preserved wood foundation wall and floor assembly and application of damp-proofing, but prior to any backfill being placed;

   iv. when framing and sheathing of the building are complete, including the installation of roof membrane, all exterior doors and windows, fire-stopping, bracing, chimneys, duct work, plumbing, gas venting and wiring, but before any insulation, drywall or other interior or exterior finish is applied which would conceal such work;

   v. when the rough-in plumbing system, including interior water supply and drain waste and vent piping are complete, but before any such plumbing is covered;

   vi. when exterior stucco wire and flashing is complete but prior to placement of any scratch coat thereon;

   vii. when insulation and vapour barrier are complete but prior to placement of any finish thereon;

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viii. during the construction of any masonry fireplace, when cantilevered hearth forms are in place but prior to pouring concrete; at the smoke chamber stage; for a free-standing masonry chimney, at the thimble stage; before any factory-built or site constructed fireplace or chimney is enclosed by combustible material; and before the chimney cap is placed on a masonry chimney; and

ix. when all work is complete but prior to occupancy.

16.5 For greater certainty, in the case of Complex Buildings, the requirement under 15.4 to notify the Building Official of the listed stages of construction does not oblige the Building Official to attend the site for inspections, monitoring or any other purpose.

17. OCCUPANCY CERTIFICATE

17.1 No person shall occupy or use a building or structure or part of a building or structure until an occupancy certificate has been issued.

17.2 An occupancy certificate shall not be issued unless:

(a) all letters of assurance have been submitted when required in accordance with this bylaw; and

(b) all aspects of the work requiring inspection and acceptance pursuant to section 15.4 of this bylaw have been inspected and accepted.

17.3 A Building Official may issue an occupancy approval for part of a building or structure when that part of the building or structure is self-contained, provided with essential services and meets health and safety requirements.

18. FEES AND CHARGES

18.1 In addition to applicable fees and charges required under other bylaws, a permit fee, calculated in accordance with Appendix "A" to this bylaw, shall be paid in full prior to issuance of any permit under this bylaw.

18.2 The application fee as set out in Appendix "A" shall accompany an application made for a building permit to this bylaw and shall be subject to the following:

(a) permit application fee is non-refundable;

(b) application shall be cancelled and the permit application fee forfeited if the permit has not been issued and the permit fee paid within six months of the date of notification to the owner that the permit is ready to be issued; and

(c) when an application is cancelled the plans and related documents submitted with the application may be destroyed.
18.3 The *owner* may obtain a refund of the *permit* fees set out in Appendix "A" to this bylaw when a *permit* is surrendered and cancelled before any *construction* begins, provided the refund shall not include the *permit* application fee paid pursuant to section 17.2 of this bylaw.

18.4 Where, due to non-conformance with this bylaw, more than two inspections are necessary when one inspection is normally required, for each inspection after the second inspection, a re-inspection charge as set out in Appendix "A" to this bylaw shall be paid prior to additional inspections being performed.

18.5 Where a required inspection is requested to be done after the hours during which the offices of the *Village* are normally open, an inspection charge shall be payable based on the time actually spent in making such inspection, including travel time.

19. **DISCLAIMER OF WARRANTY OR REPRESETNATION**

19.1 Neither the issuance of a *permit* under this bylaw nor the acceptance or review of plans, drawings or specifications or supporting documents, nor any inspections made by or on behalf of the *Village* constitute in any way a representation, warranty, assurance or statement that the *Building Code*, this bylaw or other applicable enactments have been complied with.

20. **PENALTIES AND ENFORCEMENT**

20.1 Every *person* violating any provision of this bylaw commits an offence punishable on summary conviction to a fine of not less than $100 or more than $10,000 or to imprisonment of not more than six months for each offence. A separate offence shall be deemed to be committed on each day during or on which a violation occurs or continues.

20.2 Every *person* who fails to conform with any order or notice issued by a *Building Official*, or who allows a violation of this bylaw to continue, contravenes this bylaw.

20.3 A *Building Official* may order the cessation of any work that is proceeding in contravention of the *Building Code* or this bylaw, or other applicable enactments by posting a Stop Work Order.

20.4 The *owner* of property on which a Stop Work Order has been posted, and every other *person*, shall cease all *construction* work immediately and shall not do any work until all applicable provisions of this bylaw have been substantially complied with and the Stop Work Order has been rescinded in writing by a *Building Official*.

20.5 Where a *person* occupies a building or *structure* or part of a Building or *structure* in contravention of section 3.1.4 of this bylaw a *Building Official* may post a “Do Not Occupy” notice on the affected part of the building or *structure*.

20.6 The *owner* of property on which a “Do Not Occupy” notice has been posted, and every *person*, shall cease occupancy of the building or *structure* immediately and shall refrain from further occupancy until all applicable provisions of the *Building Code* and this bylaw have been substantially complied with and the Do Not Occupy notice has been rescinded in writing by a *Building Official*. 

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21. **EFFECTIVE DATE**

21.1 This bylaw shall come into effect on December 1\textsuperscript{st}, 2014.

READ A FIRST TIME this day of

READ A SECOND TIME this day of

READ A THIRD TIME this day of

ADOPTED this day of

__________________________  _______________________
Mayor                                          Deputy Corporate Officer
APPENDIX “A”

SCHEDULE OF PERMIT FEES

A. For the purpose of calculating the fee for permits under this bylaw, the value of construction shall be the total contract price for the work including all subcontracts or the value of construction as determined by the Building Official on the basis of plans, specifications and information available to him, whatever value shall be greater.

B. BUILDING PERMIT APPLICATION FEES

A non-refundable permit application fee of $200 or the calculated building permit fee, whichever is less, shall be charged for all permits. The building permit fee shall include this non-refundable application fee.

C. BUILDING PERMIT FEE

<table>
<thead>
<tr>
<th>(1)</th>
<th>Construction Value</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>$1 to $1,000;</td>
<td>$50</td>
</tr>
<tr>
<td>(b)</td>
<td>$50 plus for each $1,000 or part thereof by which the value exceeds the sum of $1,000 up to a maximum value of $100,000 as additional fees; or</td>
<td>$8</td>
</tr>
<tr>
<td>(c)</td>
<td>$842 plus for each additional $1,000 or part thereof by which the value exceeds the sum of $100,000 as additional fees.</td>
<td>$6</td>
</tr>
</tbody>
</table>

D. PLUMBING PERMIT FEE

| (1) | Minimum fee for any plumbing permit or first fixture | $50 |
| (2) | Permit fee for each fixture after the first fixture | $6 |
| (3) | Permit fee for an interceptor or catch basin | $15 |
| (4) | Permit fee for the installation of a backflow prevention device in any plumbing system. | $15 |
| (5) | Permit fee for any fire sprinkler system | $50 |
| (a) | First 25 sprinkler heads | $50 |
| (b) | Each additional sprinkler head after the first 25 | $1 |
E. **PERMIT FEE SURCHARGE**

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

(a) $50 where the construction value is less than $10,000;
(b) $200 where the construction value is from $10,000 to $50,000; or
(c) $500 where the construction value is in excess of $50,000.

(2) When all work associated with a building permit is completed within 24 months of the date of issue, the Building Official shall rebate the surcharge fee as follows:

(a) $50 where the construction value is less than $10,000;
(b) $200 where the construction value is from $10,000 to $50,000; or
(c) $500 where the construction value is in excess of $50,000.

F. **SPECIAL INSPECTION**

Voluntary inspection to establish conformance or status of a building. $80

G. **MANUFACTURED HOMES OR BUILDING RELOCATION**

(1) Permit fee for manufactured homes including skirting, foundation, blocking 2m² (21 ft²) landing and stairs, water and sewer service connections. $250

(2) Permit fee for manufactured homes or relocated buildings placed on permanent foundations extending below ground level will be $250 plus an additional fee based on the value of the foundation as determined by the Building Official.

H. **RENEWAL PERMIT FEE**

The fee for a renewal permit shall be $100 for each renewal period of 12 months.

I. **TEMPORARY BUILDING**

For a permit to construct, place or occupy a temporary building for one year or part thereof. $50

J. **CHIMNEY / SOLID FUEL APPLIANCE**

Fee for the installation of a chimney, fireplace or solid fuel-burning appliance. $100

K. **REMOVAL OF NOTICE ON LAND TITLE**

Fee for the removal of a land title notice. $200
L. DEMOLITION OR RELOCATION

The fee for a permit to demolish a building. $50

M. REINSPECTION FEE

Where any re-inspection carried out pursuant to this bylaw discloses faulty work and a subsequent inspection is thereby made necessary, the fee for each subsequent inspection shall be $50.

N. DOUBLE PERMIT FEE

Where work for which a permit is required by this bylaw has been commenced prior to issuance of a permit, the applicant shall pay double the fee prescribed in this Schedule, provided that the additional fee shall not exceed $2,000.

O. PERMIT FEE REFUND

Where no construction has commenced within six months of building permit issuance, should the permit holder apply in writing to cancel the application or permit, the Building Official shall refund 75% of the original permit fee.

P. FEE REDUCTION FOR PROFESSIONAL SUPERVISION

Where a professional engineer or architect is retained by the owner and an undertaking is provided to coordinate design and field reviews on the project, the building permit fee will be reduced by 5%.

Q. BUILDING INFORMATION REQUEST

See Village’s Fees and Charges Bylaw for rates specific to ‘custom research/specific request.
APPENDIX “B”

Owner(s) Undertaking Letter

1. This Appendix “B” document must be:
   a. signed by the owner(s) of the property for which a building permit is sought in the presence of a witness; and
   b. submitted to the Village prior to issuance of a building permit.
2. This document will have legal consequences for the owner(s). As such, the owner(s) is encouraged by the Village to obtain independent advice from a lawyer prior to signing and submitting this Appendix B document.

ATTENTION: BUILDING OFFICIAL

Dear Sir:

RE: ___________________________________________ (the “Property”)

(Legal Description of Property)

Building Permit Application No. ________________________________ (the “Project”)

In consideration of the Village of Chase (the “Village”) accepting and processing an application for a building permit in respect of the Project, and as required by the Village’s Building Regulations Bylaw, the following representations, warranties and indemnities are given to the Village.

1. I am:
   ( ) the owner of the Property; or
   ( ) where the Property is owned by a company, I am authorized by the owner-company to sign this undertaking letter on behalf of the company.

   Name: ______________________________________________________

   Address: ____________________________________________________

2. I understand and acknowledge that the owner of the Property is fully responsible for carrying out the work, or having the work carried out by a contractor or a registered professional, to ensure compliance with the current version of the Building Code, the Village’s Building Regulations Bylaw, other applicable Village Bylaws or any other applicable enactments.

3. I understand and acknowledge that neither:
   a) the issuance of a building permit by the Village,
   b) the acceptance or review of plans and supporting documents in respect of the Project, nor
   c) any monitoring visits made by Village Building Officials,
shall in any way constitute a representation, warranty or statement by or on behalf of the Village that the Project complies with current version of the Building Code, the Village Building Regulations Bylaw, other applicable Village bylaws or any other applicable enactments nor relieve the owner and/or his or her agent from full and complete responsibility to perform the work in strict accordance with Building Code, the Village Building Regulations Bylaw, other applicable Village bylaws or any other applicable enactments respecting safety.

4. I am not in any way relying on Village or any of the Village Building Officials to protect:
   a) the owner(s) or any future owner(s) of the Property,
   b) any use or occupier of the Property, or
   c) any other person(s) as contemplated in Division 1 of the current version of the Village Building Regulations Bylaw,

   from injury or physical harm, property loss or damage, economic loss or any other form of claim or cause of action and I will not make any claim, counterclaim, or initiate Third Party proceedings, alleging responsibility or liability on the part of the Village or any of its Building Officials in connection with the Project.

5. Where “Letters of Assurance of Professional Design and Commitment for Field Review” are required, I have authorized, and am relying upon the following registered professionals to prepare and submit adequate plans and supporting documents and conduct all appropriate and necessary field reviews in respect of the Project:

   (Print Name of each registered professional)

   Coordinating: ________________________________
   Architectural: ________________________________
   Building Envelope: ____________________________
   Structural: _________________________________
   Mechanical: _________________________________
   Plumbing: _________________________________
   Fire Suppression Systems: __________________
   Electrical: _________________________________
   Geotechnical – temporary: __________________
   Geotechnical – permanent: ___________________

   (the “Registered Professionals”).

6. I understand and acknowledge that the Village will rely solely upon the “Letters of Assurance of Professional Design and Commitment for Field Review” prepared by the Registered Professionals in respect of the Project to ensure compliance with the current version of the Building Code.
7. I understand that the word “work” in this document includes all work necessary to complete the Project such that it is compliance with the current version of the Building Code, the Village Building Regulations Bylaw, other applicable Village bylaws and any other applicable enactments.

8. In the case where the Property is owned by a company, I have been authorized by the owner-company to make the representations, warranties and assurances to the Village as are contained in this Appendix “B” document.

9. I have been advised by the Village that I should obtain independent advice from a lawyer prior to signing and submitting this Appendix “B” document to the Village.

---

Where owner is an individual:

<table>
<thead>
<tr>
<th>Signature of Witness</th>
<th>Signature of Owner</th>
</tr>
</thead>
</table>

Witness (print name)  
Owner (print name)  
Address of Witness  
(additional owner):  
Signature of Owner  
Owner (print name)  
Address of Witness  
(if required, reproduce and attach another copy of this page for additional owner signatures)

Where owner is a company:

<table>
<thead>
<tr>
<th>Signature of Witness</th>
<th>Name of Company</th>
</tr>
</thead>
</table>

Witness (print name)  
Signature of authorized signatory for Company  
Name of authorized signatory for Company  
Address of Witness  
Title of authorized signatory for Company
APPENDIX “C”

Registered Professional’s Proof of Insurance

ATTENTION: BUILDING OFFICIAL

RE: ________________________________________________________________________

(Legal Description of Property)

Building Permit No. __________________ Project Address: ____________________________

Project Description: ________________________________________________________________________

This is to confirm that the undersigned registered professional is insured by a policy of insurance covering liability to third parties for errors and omissions in the provision of professional services in respect of the captioned project, a certificate of which insurance is attached.

The undersigned will notify both the Building Official and the owner who has engaged the undersigned to provide professional services in respect of the captioned project, in writing, of any termination of or change in terms of the coverage provided by the policy, immediately upon being informed of or becoming aware of such termination or change.

___________________________________
Signature of Registered Professional

___________________________________
Name of Firm (affix seal)
Shuswap Regional Trail Strategy Meeting
SAVE THE DATE - NOV 27, 2014

When: Thursday November 27, 2014, from 9:30AM to 3:30PM

Where: Salmon Arm (exact location TBD)

What is the purpose of the meeting? To bring together all interests to talk about trails, tourism and economic development in the Shuswap. Specific feedback is sought on three initiatives:

- the development of a **regional trail strategy**, including mapping of zones for different suitability of trail uses, backcountry tourism and coordination with other industry sectors
- coordination between First Nations, local and provincial government **authorization processes** for trail building, use and objectives
- a **governance structure** and an outline of an annual planning process

Who should attend? Anyone with an interest in or responsibility to manage or promote trails, recreation, tourism and economic development in the Shuswap:

- All motorized and non-motorized trail user groups
- Local, First Nations and provincial government staff involved in authorization, tenure or permitting of trails
- Local government and First Nations leadership
- Industry sectors that overlap with trail use on Crown land - forestry, agriculture, mining

Registration: go to [https://www.surveymonkey.com/s/WRY6DP7](https://www.surveymonkey.com/s/WRY6DP7) to register for the meeting.

A discussion paper, location and a detailed agenda will be emailed by mid-November.

Further information: This project is being facilitated by the Fraser Basin Council on behalf of a regional working group that includes leadership from the Seexl'tl kw'mc Lakes Division of the Secwepemc (Shuswap) First Nation, the Shuswap Trail Alliance, the Columbia Shuswap Regional District, Shuswap Tourism, and Recreation Sites and Trails BC. Contact:

Mike Simpson
Senior Regional Manager, Fraser Basin Council
200A-1383 McGill Road, Kamloops, BC V2C 6K7
Office 250-314-9660 | Cell 250-299-1202 | [msimpson@fraserbasin.bc.ca](mailto:msimpson@fraserbasin.bc.ca)

*FBC is a non-profit society that advances sustainability in the Fraser River Basin and across BC. Established in 1997, the Council is a collaboration of four orders of government (Federal, Provincial, Local and First Nations) together with representatives from the private sector and civil society. FBC helps bring people together to find solutions to integrate economic, environmental and social issues — with a focus on healthy watersheds and water resources, climate change action and air quality, and sustainable, resilient communities. The Council’s vision is **social well-being, supported by a vibrant economy and sustained by a healthy environment.** See [www.fraserbasin.bc.ca](http://www.fraserbasin.bc.ca) for more information.*
October 30, 2014

Village of Chase
Box 440,
Chase, B.C.
V0E 1M0

Attention: Mayor & Council

RE: REQUEST FOR USE OF COMMUNITY HALL

Our Chase Lions Club is requesting use of the Community Hall and Kitchen for our appreciation dinner for volunteers in conjunction with the "Salute to the Sockeye".

We would appreciate your consideration in waiving the rental fee for such event.

Thank you in advance,

[Signature]

Beverley Iglesias
Co-Chairperson
Chase Lions Club Concession

Main hall $175.00
Kitchen $40.00
Total $215.00
Ron,
A quick note to thank you for your years of public service with Chase Council. I’m also very appreciative of our friendship! Keep in touch & all the best in the years ahead!

Todd
November 3, 2014

His Worship Mayor Ron Anderson and Council
Village of Chase
E-mail: chase@chasebc.ca

Dear Mayor Anderson and Council:

November is Adoption Awareness Month in British Columbia. The month offers an opportunity to celebrate the many families in the province that have opened their hearts and homes through adoption, and to highlight the need for more families to consider adopting.

In your community and across the province, there are young people right now hoping for a family to call their own. Over the past five years, nearly 1,250 have found homes through adoption, but there are still more than 1,000 children and youth in government care waiting for a forever family. Some are part of a sibling group, some have special needs, and some are teens. Regardless of personal circumstances, each and every child deserves a family to belong to, a place to grow up, help with preparing for the challenges of adulthood, and someone to rely on for support, encouragement and love.

Together with British Columbia’s Representative for Children and Youth and the Adoptive Families Association of British Columbia (AFABC) we are working to find those 1,000 families. This April, we invested $2 million to increase adoption and other permanency placements for kids in care. The 1000familiesbc campaign is the next step in our joint effort to connect waiting children with caring families. Help us raise awareness on facebook and twitter by using the hashtag #1000familiesbc or by directing to 1000familiesbc.com.

There are many other ways you can celebrate adoptive families and help raise awareness of adoption. Your council could proclaim Adoption Awareness Month in your community; you could create an adoption display in your office, using a copy of the Provincial Proclamation and Adoption poster; or you could help promote some of the many events to celebrate our adoptive families in communities across British Columbia throughout the month of November.

The AFABC’s representative for your area can provide you with more information on these events, or about adoption in general. Their contact information, as well as contact information for the four licensed adoption agencies in British Columbia, can be accessed at: http://www.mcf.gov.bc.ca/adooption/index.htm.

The Ministry of Children and Family Development (MCFD) has created an information kit, with printable posters, fact sheets, and the Provincial Proclamation to help raise awareness of adoption in your community. To access this information and to find out more about adoption, I encourage you to visit the MCFD Web site regularly at: http://www.mcf.gov.bc.ca/adooption/index.htm.

On behalf of the Ministry of Children and Family Development, thank you for helping us raise awareness about adoption and find loving homes for British Columbia’s children and youth.

Sincerely,

ORIGINAL SIGNED BY

Stephanie Cadieux
Minister of Children and Family Development

Order of Business
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October 28, 2014

Chase Village Office

To whom it may concern:

Re: Chase Country Christmas December 5th & 6th, 2014

This year's theme is Snowflakes and our committee is busy planning this year's events. We would like to confirm our annual request that we will be under the protections of your insurance coverage.

We are also requesting permission for street closures on Fri, Dec 5th for our annual Parade and street activities. The parade will proceed at 5:30 from Art Holding Arena through the main street ending in the parking lost next to Mountain View Restaurant. We would like permission to have Shuswap Ave closed between Chase and Haldane Streets from 4:30 to 8:00pm to allow for street activities, hayrides and for the parade to pass through. We would also appreciate your continued assistance in setting up and controlling the street blockades and the parade routes.

We would also like to request the use of the "Pocket Park" on Shuswap Ave for the annual bonfire which will be controlled by the Chase Volunteer Firemen and for the use of the Community Hall for our Craft and Vendor Fair.

We thank you for all your support in making this another successful annual event and look forward to seeing the Village representation in the parade.

If you require any further information please contact me at 250-679-8831(days) or 250-679-3728 (evenings).

Yours truly,

Sheryl Penttila
Chase Country Christmas Committee