



AGENDA

Special Meeting of the Council of the Village of Chase
Council Chamber of the Village Office at 826 Okanagan Avenue
Tuesday, August 28, 2018 4:00 p.m.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Resolution:

“THAT the August 28, 2018 Village of Chase Special Council meeting agenda be adopted as presented.”

3. ADOPTION OF MINUTES

None

4. DELEGATIONS

None

5. UNFINISHED BUSINESS

5.1 Sunshore Golf Water Feasibility Study Pages 1-26
Water Supply Options for Sunshore Golf Course

5.2 Permissive Tax Exemptions Pages 27-33
Report from the CFO

5.3 Cannabis Pages 34-45
Memorandum from the Corporate Officer
Recommendation
“THAT Council adopt *ADM-30, Controlled Substance Application Policy.*”

“THAT the Village of Chase Zoning Amendment Bylaw 860-2018 be read a first time.”

“THAT the Village of Chase Zoning Amendment Bylaw 860-2018 be read a second time.”

“THAT the Village of Chase Zoning Amendment Bylaw 860-2018 be submitted to Public Hearing.”

“THAT the Village of Chase Fees and Charges Amendment Bylaw 861-2018 be read a first time.”

“THAT the Village of Chase Fees and Charges Amendment Bylaw 861-2018 be read a second time.”

“THAT the Village of Chase Fees and Charges Amendment Bylaw 861-2018 be read a third time.”

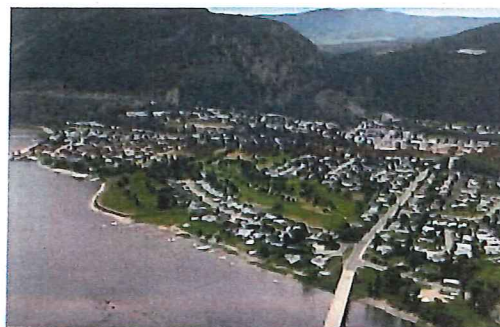
6.1 Public Works Road Closures Page 55
 Memorandum from the Manager of Public Works

Resolution:
“THAT Council recess to an In Camera meeting pursuant to Section 90 (1) of the Community Charter, paragraph (g) litigation or potential litigation affecting the municipality; and paragraph (c) labour relations or other employee relations.”

Resolution:
“THAT the August 28, 2018 Village of Chase Special Council meeting be adjourned.”

Water Supply Options for Sunshore Golf Course

Village of Chase



August 2018

Project No. 1377-031

ENGINEERING ■ PLANNING ■ URBAN DESIGN ■ LAND SURVEYING

Distribution List

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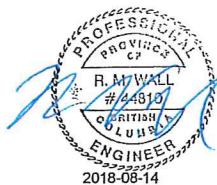
Revision Log

Revision #	Revised by	Date	Issue / Revision Description

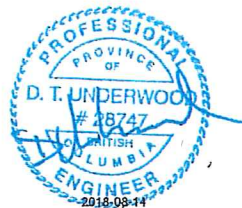
Report Submission

Report Prepared By:

Report Reviewed By:



Rob Wall, P. Eng.
Project Engineer



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Project Engineer

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List of Acronyms

BGS	Below Ground Surface
MWR	Municipal Wastewater Regulation
TRUE	TRUE Consulting
WTP	Water Treatment Plant

Units of Measure

ft	feet
lgpm	Imperial gallons per minute
km	kilometre
L/d	Litres per day
L/m	Litres per minute
L/s	Litres per second
lpcd	Litres per capita per day
m	metre
mg/L	milligrams per Litre
mm	millimetre
NTU	Nephelometric Turbidity Units
psi	pounds per square inch
USgpm	US gallons per minute

1.0 Introduction

The Sunshore Golf Club was established in the late 1960's and the course was operated as a family owned business. The land was sold in 2006, and the existence of the golf course was threatened by residential development. As the Sun Shore Golf Course provided a valuable space and recreation amenity within the Village, a group of local residents rallied together to purchase it through the Chase Recreation Society.

The Village of Chase Water Treatment Plant was officially opened on February 13, 2015. The multi-million dollar plant draws water from an intake in the river, with a ground-water source as a back-up. While the Village received funding from both the federal and provincial governments for the improvement, the cost of construction and the increased operating expenses are significant. As a result, volumetric water charges have increased from around \$0.10 per cubic metre in 2014 to approximately \$0.50 per cubic metre in 2017.

The Sunshore Golf Club is presently connected to the Village of Chase's potable water distribution system. Given the water treatment improvements and the large quantity of water used by the club for irrigation, the cost of water has become a significant operating expense. It is understood that, under current rates, the golf course pays approximately \$15,000 per year for water. The billing in the period from 2006 to 2015 is reported to have been approximately \$3,000 per year.

The Village and the Golf Club are both interested in alternative water supply options for the golf course to reduce operating costs for both the Village water system and the golf club. This study provides a high-level analysis of options with order of magnitude cost estimates. It is based on information provided by the Village regarding irrigation rates and duration, the wastewater treatment system and record drawings of Village infrastructure.



FIGURE 1-1: SUNSHORE GOLF CLUB

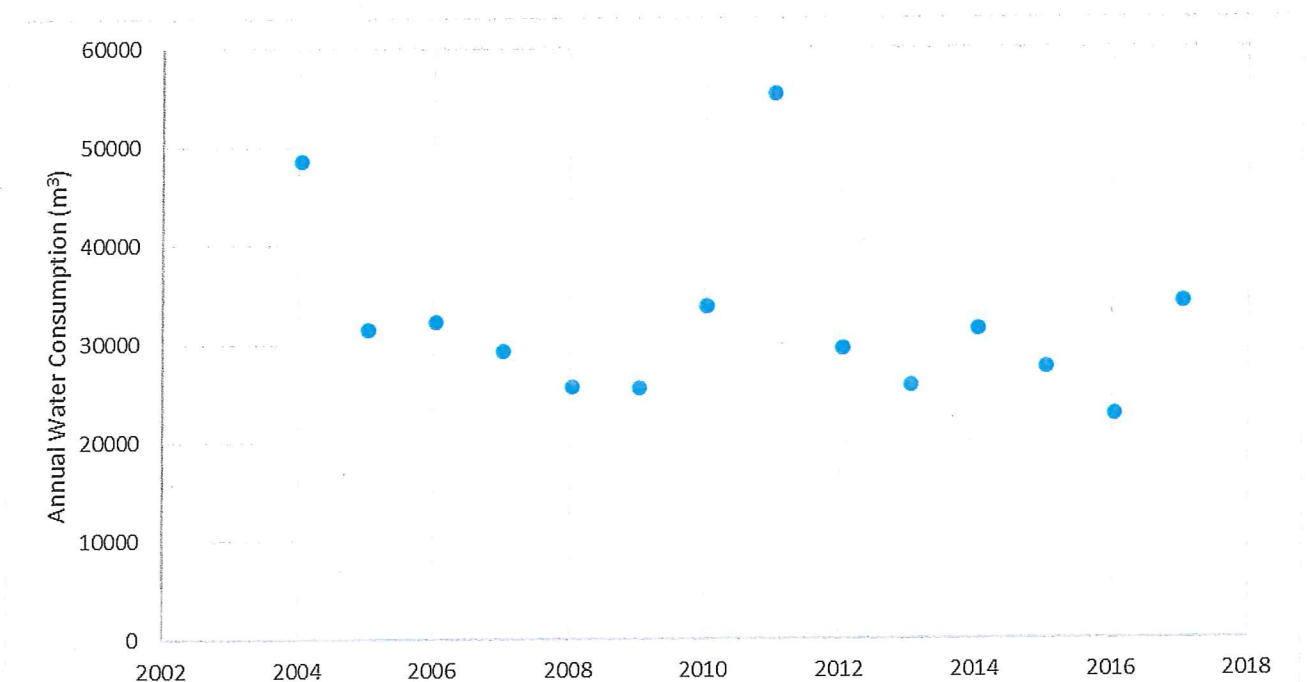
2.0 Sunshore Golf Club Irrigation System

The Sunshore Golf course is a 9-hole course occupying approximately 15 hectares. It is reported that 6.5 hectares of the total property are irrigated throughout the summer months.

Water consumption reported by the golf club is shown on Figure 2-1. Water consumption varies with the summer conditions but is generally in the region of 30,000 m³ per annum.

The Club report that the instantaneous flowrate while irrigating is currently up to 220 USG/min (14 L/s) but the irrigation controls could be upgraded to limit the peak flowrate to 150 USG/min (9.5 L/s) by changing how the irrigation process is controlled. The existing water pressure is 85 psi. It has been assumed that this pressure needs to be maintained.

FIGURE 2-1: REPORTED ANNUAL WATER CONSUMPTION



The connection to the Village water system is at the east end of Hysop Road and is located inside the grounds keeper's compound. There is a water meter installed. The Village wishes to upgrade the meter to a smart meter but there is concern as to where appropriate thrust restraint is in place to allow the safe removal of the existing meter.

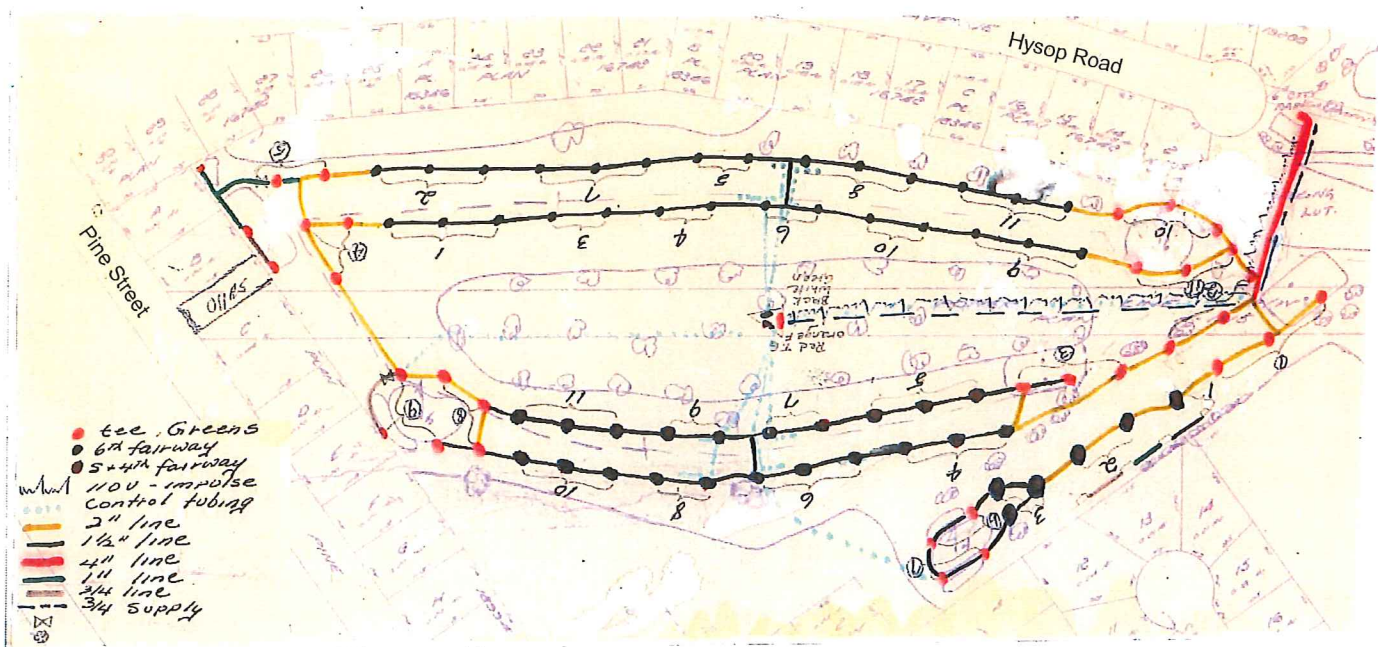
The Golf Club have provided a schematic of their irrigation system with pipe sizes indicated (Figure 2-3). It is understood that the irrigation pipework is schedule 40 PVC. It is generally buried above frost depth, meaning the pipelines must be blown out for winter. Irrigation is undertaken at night and programmed by zone. Based on annual use it is estimated that on

average around 300 m³ of water is used per night during the irrigation season. This would be equivalent to an irrigation rate of 5mm of water per night over the 6.5ha irrigated area.

FIGURE 2-2: EXISTING WATER METER



FIGURE 2-3: SUNSHORE GOLF CLUB IRRIGATION LAYOUT



3.0 Water Source Options

3.1 Groundwater

The Club has identified the option of constructing a well on the club property in the vicinity of the existing water connection on Hysop Road. Based on discussion with Western Water Associates, a well source is highly feasible at the golf course.

The well would probably be located in the general vicinity of the grounds keeper's compound and the connection to the Village water main of Hysop Road, which passes below the compound.

FIGURE 3-1: GROUNDS KEEPER'S COMPOUND



As a reference well, the WTP well data is as follows;

Location	Elevation (m)	Distance BGS (m)
Ground Surface	350.50	0
Static Water Level	344.48	6.0
Maximum Drawdown Level	342.48	8.0
Pump Intake Setting	328.30	22.2
Bottom of screen	305.47	45.0

Given that there has been no exploratory drilling at the Golf Club, it has been assumed that the lift to the ground surface at the proposed location will be generally similar to the lift at the water treatment plant, which is located approximately 700m away in a similar position relative to the lake front. The lift of 8.0m is equivalent to 11 psi which, allowing for friction losses in the well hardware, would give an approximate pump discharge pressure of 110 psi in order to generate the existing pressure in the irrigation system of 85 psi.

A pump supplier has been approached for a pump selection with a duty point around 110psi with a flow of 9.5 L/s. The supplier has proposed a 125mm pump with a minimum motor rating of 15 hp (11 kW). The motor is expected to be a three-phase motor. Given the relatively small size of the motor, the three-phase power would be supplied from a variable frequency drive which was in turn fed from a single-phase power supply.

It would also be possible to bring three-phase power to the site, but this represents a significant additional expense as the nearest three phase power is on Pine Street. The Golf Club have received pricing from BC Hydro for two options to supply three-phase power. A route along Hyslop Road would cost \$140,000 and a route across the golf course following the existing BC Hydro right of way would cost \$70,000. Simply converting single phase power to three phase power will be more cost effective.

Well construction costs would be in the order of \$20 – 25k based on constructing a test well suitable for conversion to a production well. In addition, a pump test would be required along with the services of a hydro-geotechnical consultant. Well licensing has become more challenging and time consuming with the new Water Sustainability Act (2016). The Golf Club is likely to need to allow a year for the application process. Fortunately, the quantity required is low enough that an Environmental Assessment should not be required.

TABLE 3-1: CLASS D ESTIMATE – GROUNDWATER SOURCE AT GOLF COURSE

ITEM NO.	DESCRIPTION	UNIT	EST. QUANT.	UNIT PRICE	ESTIMATE
1.0	General				
	Drill 8" steel casing	l.m.	50	\$220	\$11,000
	Driller's fixed costs	LS	1	\$10,000	\$10,000
	Tie in to existing system (based on minimal pipe length)	LS	1	\$10,000	\$10,000
	Pitless adapter (if required)	LS	1	\$5,000	\$5,000
	Pump and VFD	LS	1	\$59,000	\$59,000
	Decommission existing water meter chamber	LS	1	\$5,000	\$5,000
	Subtotal				\$100,000
2.0	Hydrogeology				
	Pump test	LS	1	\$10,000	\$10,000
	Hydrogeology - Nonpotable well option		1	\$15,000	\$15,000
	Hydrogeology - potable well option		0	\$20,000	\$0
	Subtotal				\$25,000
3.0	Electrical				
	Electrical kiosk	LS	1	\$20,000	\$20,000
	Single phase power from Hysop Road	LS	1	\$10,000	\$10,000
	Subtotal				\$30,000
Cost Estimate Summary					
				Subtotal	\$155,000
				Engineering - Allow (15%)	\$23,000
				Contingencies - Allow (40%)	\$62,000
				TOTAL PROJECT	\$240,000

3.2 Surface Water – New Point of Diversion

It would be feasible to take water from a separate intake located adjacent to the golf club. TRUE has designed many of these intakes for small systems in the past and has found two configurations to be most feasible;

- Concrete Wet Well (± \$350,000)

This option would involve the construction of a new concrete wet well in the foreshore with a new intake pipe drilled to a location beyond the shallows, approximately 300m off shore. The existing two pumps would be relocated to the new wet well.

- Intake with submersible pump inside the pipe (±\$220,000)

This would involve drilling a new intake into the lake and sliding a pump into the intake pipe to supply the system. A second pump would be stored as a shelf ready spare in case the supply pump failed. Not having a second pump installed will mean an interruption in water service will occur when the pump fails. This arrangement is becoming common largely because it does not require excavation in the foreshore and is thus much simpler to obtain permits.

There would be additional costs for electrical systems and the connection to the existing irrigation system. The projected costs for the lowest cost alternative are provided as Table 3-2.

TABLE 3-2: CLASS D ESTIMATE – SURFACE WATER INTAKE

ITEM NO.	DESCRIPTION	UNIT	EST. QUANT.	UNIT PRICE	ESTIMATE
1.0	Civil				
	Construct intake with submersible pump	LS	1	\$220,000	\$220,000
	Construct shallow 100Ø w/m from intake to existing pipe	l.m.	300	\$150	\$45,000
	Tie in to existing w/m at works compound	LS	1	\$5,000	\$5,000
	Decommission existing water meter chamber	LS	1	\$5,000	\$5,000
	Subtotal				\$270,000
2.0	Electrical				
	Electrical kiosk	LS	1	\$25,000	\$25,000
	Power supply to kiosk	LS	1	\$10,000	\$10,000
	Subtotal				\$35,000
Cost Estimate Summary					
				Subtotal	\$305,000
				Engineering - Allow (15%)	\$46,000
				Contingencies - Allow (40%)	\$122,000
				TOTAL PROJECT	\$473,000

Little Shuswap Lake quality is generally good quality, well suited to the needs of the Golf Course. However, a Golf Club owned intake will be a significant disadvantage if zebra mussels reach the lake. Zebra mussels encrust intakes causing the need to clean intakes several times each season. While we are designing zebra mussel mitigation measures for all new intakes to be “ready” for their arrival, this constitutes a significant operational risk.

In addition, while it is feasible to obtain a new water licence for extraction from Shuswap Lake and/or Thompson River, the recent changes to the regulations mean permitting has become much slower and more time consuming.

We propose that this option would not be a preferred alternative.

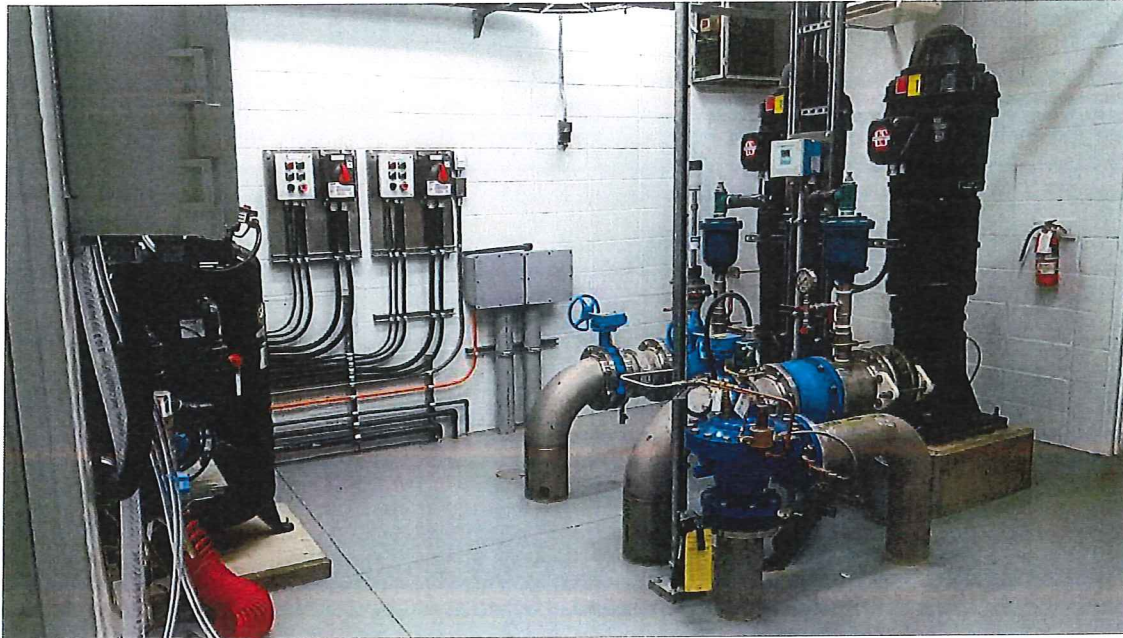
FIGURE 3-2: EXPECTED PATH OF A PIPELINE TO A LAKE INTAKE



3.3 Surface Water – Existing Point of Diversion

The infrastructure improvements required to accommodate new service to the Golf Course from the Village's existing low-lift pump station have been considered. The existing raw water pumps are designed for a low head / high flow application. They could not be used to supply the golf course irrigation system directly.

FIGURE 3-3: VILLAGE OF CHASE SURFACE WATER INTAKE PUMPS



The options considered included the following;

1. An approach of connecting to the existing intake was seen to be to tee off the pump station inlet pipe to a pitless booster station which would pump directly to the golf course. Unfortunately, the inlet pipe is a relatively fragile asbestos cement pipe located approximately 7m below the ground surface. The construction of such a deep excavation next to an active pump station and the South Thompson River would not be practical for this project.
2. An irrigation supply pump could be installed in the existing pump well. Unfortunately, there is relatively little space available for a third pump in the existing pump well and this would also make access and maintenance more challenging for Village staff.
3. The golf course could use water treatment plant backwash decant water for irrigation. A 100mm diameter clarified residuals recycle pipeline runs from the WTP to the Pine Street Pump House. This option is seen to entail diverting water from this residuals pipeline at the corner of Mill Road and Pine Street. Unfortunately, this approach is not going to be effective when the Village is using its well source, as no backwash will be generated. The WTP operating cost to use the river source is higher than the well, so overall cost savings

aren't likely to be attractive. However, a design that re-uses wastewater may be easier to find external funding for, so it could be kept in mind as a fall-back option. Obviously, the water is already being reused by the WTP.

4. The most practical option identified is the use of the existing raw water pumps to supply an underground storage tank located on the golf course. The tank would probably be a series of large capacity plastic tanks, such as those used as wastewater holding tanks. The golf course would pump the water from the storage tank to the irrigation system. The storage tank needs to be sized for either a full day's consumption or a smaller amount based on limiting the number of raw water pump starts required to a reasonable level. The conceptual design is provided as Figure 3-4.

The fourth option has been selected for costing (Table 3-4). The operation and control would be based on running the raw water pumps until the tank reached full level. The raw water pumps would stop on detection of high level. A multi-float valve cluster inside the tanks would also stop the flow into the tank in the event of a control failure. The irrigation pump would be controlled by the Golf Club and would operate based on irrigation requirements. This option will obviously require that the Village retains control of when the water is supplied to the golf course's tanks, and may create challenges with coordination in the long term.

WATER SUPPLY OPTIONS FOR SUNSHORE GOLF COURSE VILLAGE OF CHASE – AUGUST 2018



TABLE 3-3: CLASS D ESTIMATE – RAW WATER MAIN FROM EXISTING INTAKE

ITEM NO.	DESCRIPTION	UNIT	EST. QUANT.	UNIT PRICE	ESTIMATE
1.0	Civil				
	Construct 250Ø raw w/m from Mill Road to storage tank on golf course	l.m.	200	\$400	\$80,000
	Restoration along Pine Street	sq.m.	500	\$65	\$32,500
	Construct shallow 100Ø w/m from storage tank to existing pipe	l.m.	400	\$150	\$60,000
	Tie in to existing w/m on Pine Street	LS	1	\$10,000	\$10,000
	Tie in to existing w/m at works compound	LS	1	\$5,000	\$5,000
	Supply and install tank isolation valve and water meter in chamber	LS	1	\$15,000	\$15,000
	300m ³ raw water storage tank	LS	1	\$150,000	\$150,000
	Supply and install multi-float valve cluster in storage tank	LS	1	\$5,000	\$5,000
	Decommission existing water meter chamber	LS	1	\$5,000	\$5,000
	Subtotal				\$357,500
2.0	Electrical				
	Supply and install irrigation pump and screen	LS	1	\$15,000	\$15,000
	Supply and install ultrasonic level transmitter in raw water tank	LS	1	\$5,000	\$5,000
	Electrical kiosk c/w radio link to WTP raw water pumps	LS	1	\$30,000	\$30,000
	Power supply to kiosk	LS	1	\$10,000	\$10,000
	Subtotal				\$60,000
Cost Estimate Summary					
				Subtotal	\$418,000
				Engineering - Allow (15%)	\$63,000
				Contingencies - Allow (40%)	\$167,000
				TOTAL PROJECT	\$648,000

3.4 Treated Effluent from Wastewater Treatment Plant

The Village operates an aerated lagoon wastewater treatment system. The WWTP currently discharges to infiltration basins, which dispose of the effluent into the ground. The plant has recently been upgraded to address performance issues. The project was completed in fall 2017, and included;

- Sludge removal from one lagoon,
- Replacement of aeration systems,
- New effluent lift station pumping to a new fine-woven media disc filter.

The project had originally included the following additional items;

- Headworks macerator with mechanical screen,
- New blower in the existing blower building,
- Chemical dosing systems associated with the disc filter.

These items were deleted from the scope in order to meet budget constraints.

It has been proposed that a portion of the treated effluent could be pumped to the golf course for irrigation, and possibly provided to rural customers and municipal parks as well. Reclaimed effluent contains nutrients, such as phosphorus and nitrogen, which provide an additional benefit above that of normal potable water. On the negative side, there are concerns about microorganisms and toxins which can make community acceptance of reclaimed water more difficult to achieve.

There are varying treatment requirements for effluent reuse, depending on the intended use and public exposure. Because the proposed use is for a golf course, the effluent must be treated to the 'greater exposure potential' standard specified by the BC Municipal Wastewater Regulation. This requires treatment to the following standard;

TABLE 3-4: RECLAIMED WATER QUALITY REQUIREMENTS - GREATER EXPOSURE POTENTIAL

pH	6.5 to 9
BOD ₅ , TSS	10 mg/L
Turbidity	Average 2 NTU, maximum 5 NTU
Fecal coliform (/100 mL)	Median < 1 CFU or < 2.2 MPN; maximum 14 CFU

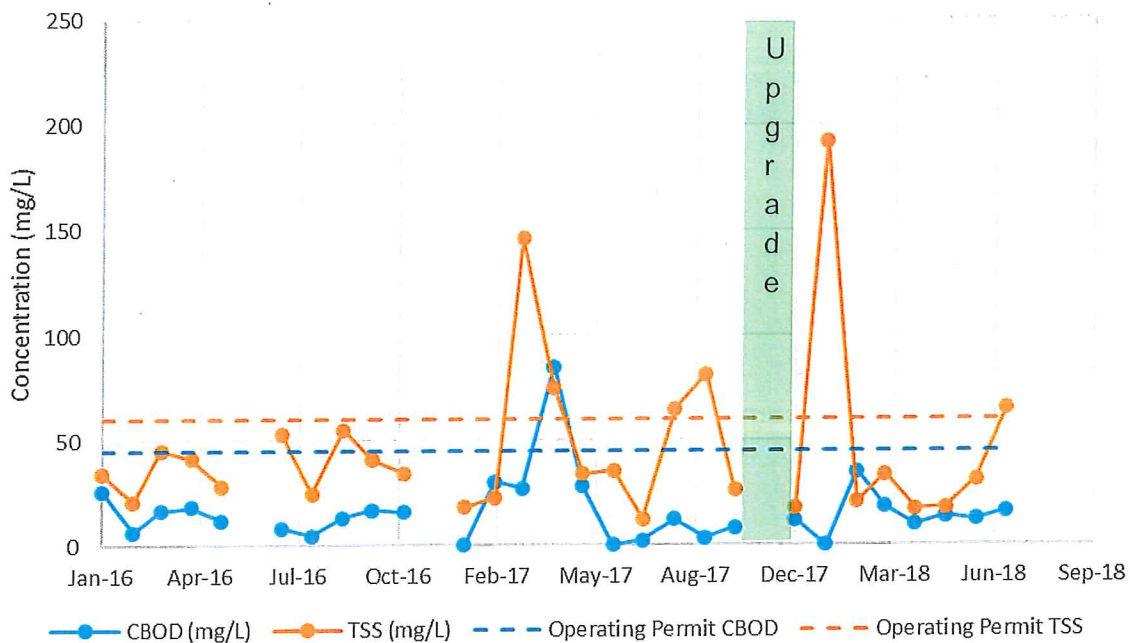
Broadly speaking, the aerated lagoon system has been designed to achieve effluent BOD₅ and suspended solids permit limits of 45 mg/L and 60mg/L respectively.

The Village have provided historical effluent quality data (Figure 3-5). Ignoring the initial commissioning period since the upgrade, the TSS limit was only exceeded in June 2018. Algae

concentrations typically increase for the summer period, so this high TSS level may be sustained in the period of July to September.

The oxygen demand data shown is carbonaceous biochemical oxygen demand (CBOD), rather than standard five-day biochemical oxygen demand (BOD₅). The CBOD can be significantly lower than the BOD₅ in aerated lagoon effluent. Based on the data, the WWTP does not appear to achieve the required BOD₅ level for 'greater exposure potential'.

FIGURE 3-5: EFFLUENT QUALITY – VILLAGE OF CHASE WWTP



The plant includes filtration infrastructure designed to improve TSS treatment performance. The recently installed effluent filter is a 10 micron Westech Superdisc filter. Coagulant dosing would normally be installed with this system to enhance performance. It is understood that the dosing system was removed from the project scope in order to stay within the project budget. Because the infiltration basins were operating successfully, dosing was not necessary at the time of construction. Nevertheless, much of the necessary infrastructure is already in place, including mixing equipment.

FIGURE 3-6: WESTECH SUPERDISC FILTER – CHASE WWTP



Treatment Upgrades for Effluent Reuse: To reduce effluent suspended solids and turbidity for effluent reuse, the Village would need to provide for the addition of a coagulant or polymer, prior to filtration. The resulting performance of the filtration system needs to be tested to prove that it can meet the water quality requirements.

While effluent BOD will be reduced by coagulant dosing, the 10mg/L BOD target will be challenging to achieve consistently during the summer irrigation period. Aerated lagoons are commonly optimized for BOD removal by installing partitions, increasing aeration rates and creating a settling zone in the final cell. The design of these upgrades and estimation of the resulting WWTP performance is beyond the scope of this report.

A disinfection system would be required, suitable to achieve a chlorine residual of 0.5 mg/L. In order to achieve reliable disinfection performance, the effluent must be in contact with the chlorine for a period of time. The length of the pipe from the WWTP to the golf course would achieve this requirement.

The Village has coagulation and disinfection equipment at the raw water intake which is likely to be suitable, and is not being used at present. The equipment was installed for a potential requirement to pre-chlorinate and add coagulant at the intake. Neither has proven necessary to date, although they may be needed in the future.

Use of Reclaimed Water: The available volume of treated effluent is expected to be greatly in excess of the irrigation requirements of the golf course and gives the Village the option of offering recycled effluent to farmers along the pipeline route.

It is worth noting that effluent requirements for farm use are less stringent and would be achievable without needing to upgrade the filter operation. Disinfection would still be necessary. It is also important to note that the farms have existing irrigation infrastructure.

The use of reclaimed water places constraints on farm operation. The MWR states that a provider of reclaimed water must ensure that;

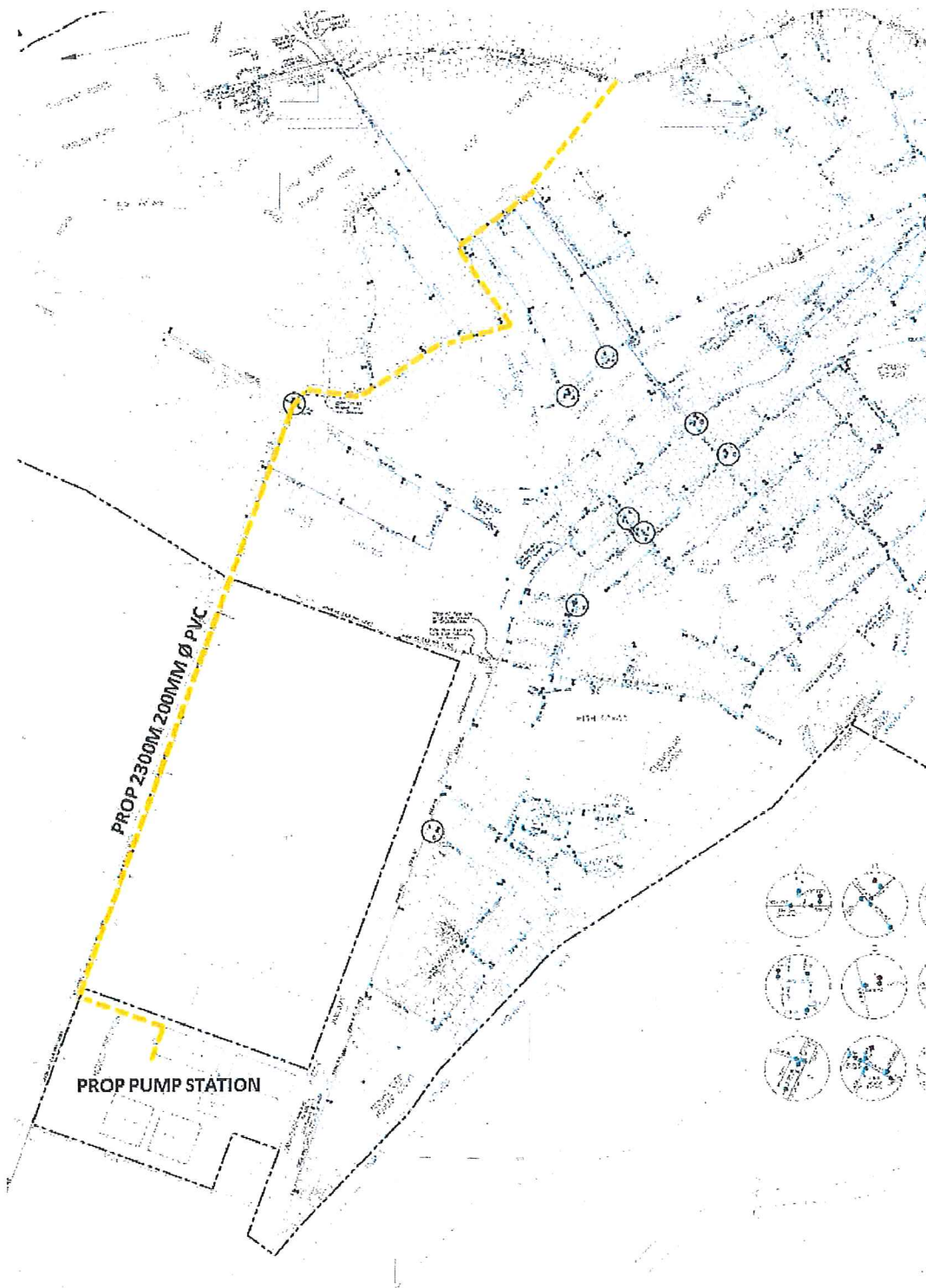
- Reclaimed water is not used for irrigation, or is not impounded, within 30 m of any water well or in-ground reservoir used for domestic supply unless a director authorizes a lesser distance on the basis that special circumstances exist.
- The reclaimed water is not used for irrigation within the 3 days before, and during, the harvesting of crops.
- that windblown spray will not go beyond the boundaries of the property to which the reclaimed water is applied.
- the maximum ground surface slope when applying the reclaimed water is not more than 20%.
- If the reclaimed water is used to irrigate commercially processed food crops, the crops undergo chemical or physical processing sufficient to destroy pathogens, including canning, heat treatment, fermentation or pickling, before sale to the public or others.
- If the reclaimed water is used to irrigate livestock grazing fields, milking animals are prohibited from grazing for 6 days after irrigation ends, and other livestock are prohibited from grazing for 3 days after irrigation ends, unless the meat is inspected under the Meat Inspection Act (Canada).

As a result, reclaimed water is more commonly used on farms for haymaking fields and for non-food livestock. It may be that a market for the effluent can be developed with farmers as a result of the higher nutrient content. However, food crops such as corn are commonly grown in the area.

Projected Costs: The pipe route to the golf course has been estimated at approximately 2.3km in length. This represents a significant investment. At even a modest nominal pipe installation cost of \$500/m the pipeline alone would cost more than one million dollars, before the cost of a pump station and treatment upgrades are considered. These could bring the project cost closer to \$2M.

It is proposed that an in-depth analysis of this option would be required before it could be seriously considered. It is not recommended as a solution to the existing concerns relating to the supply of irrigation water to the golf club.

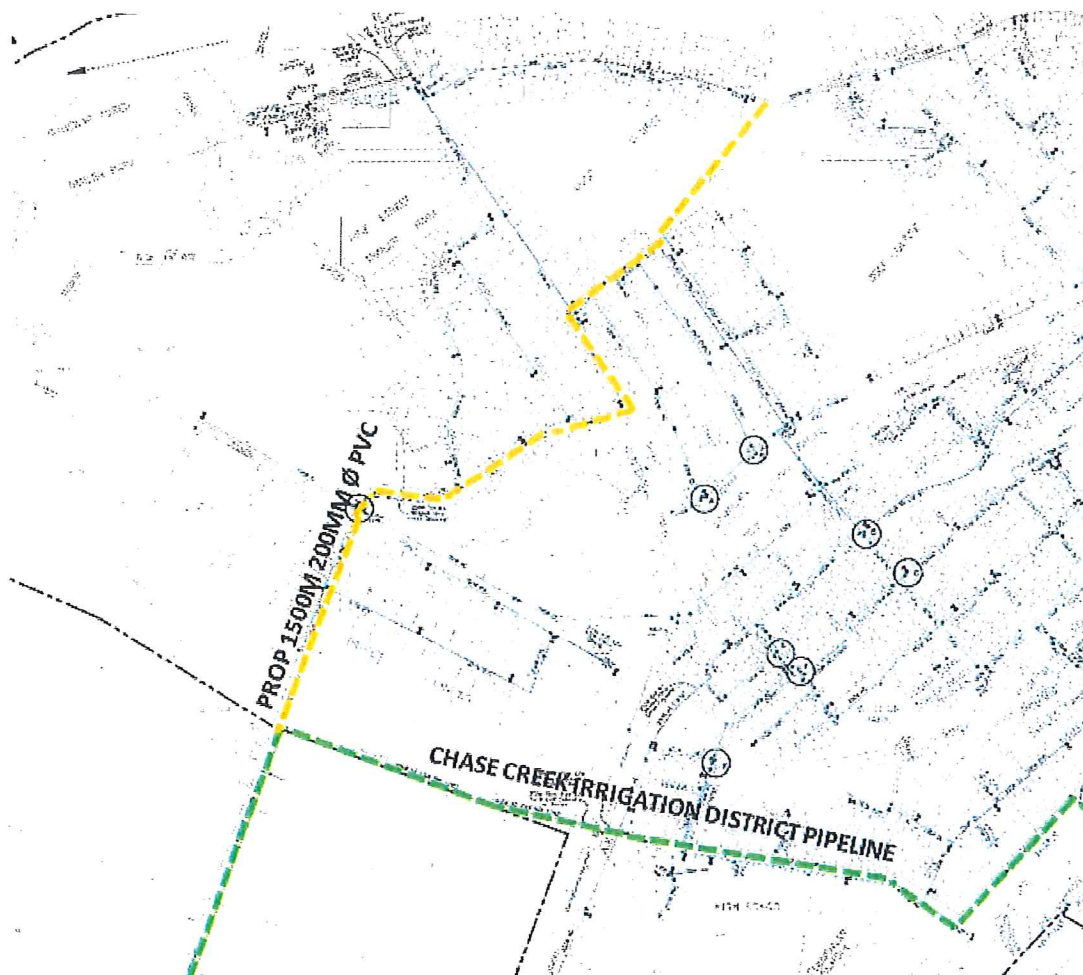
FIGURE 3-7: SUGGESTED PIPE ROUTE – WWTP TO SUNSHORE GOLF CLUB



3.5 Connection to the Chase Creek Irrigation District

Another alternative is supply from the Chase Creek Irrigation District. A pipeline runs across the community from East to West supplying water from Chase Creek to the neighbouring farmland. In order to connect to this source, it would be necessary to construct a 1.5km long pipeline from the CCID system to the golf course. Using the same \$500/m rate suggested for the WWTP source the costs would start at \$750,000 for the pipeline before any other improvements were made to facilitate the use of the water.

FIGURE 3-8: SUGGESTED PIPE ROUTE – CCID PIPELINE TO SUNSHORE GOLF CLUB



Although storage is available from Pillar Lake, the Chase Creek water source is relatively small and flows are variable. The creek has been experiencing low summer creek volumes over the past few years, which have resulted in voluntary water restrictions for existing users. The addition of a new user would put further pressure on the system and is likely to be on condition that the golf club can only use water in periods of low demand.

3.6 Reclaimed Water Re-Use at Municipal Parks

The Village operates a number of small municipal parks in locations scattered across the Village (refer to Figure 3-9). The estimated grassed area of each park is listed below. Based on the size of the parks their water use is expected to be relatively low.

TABLE 3-5: ESTIMATED GRASSED AREA OF CHASE MUNICIPAL PARKS

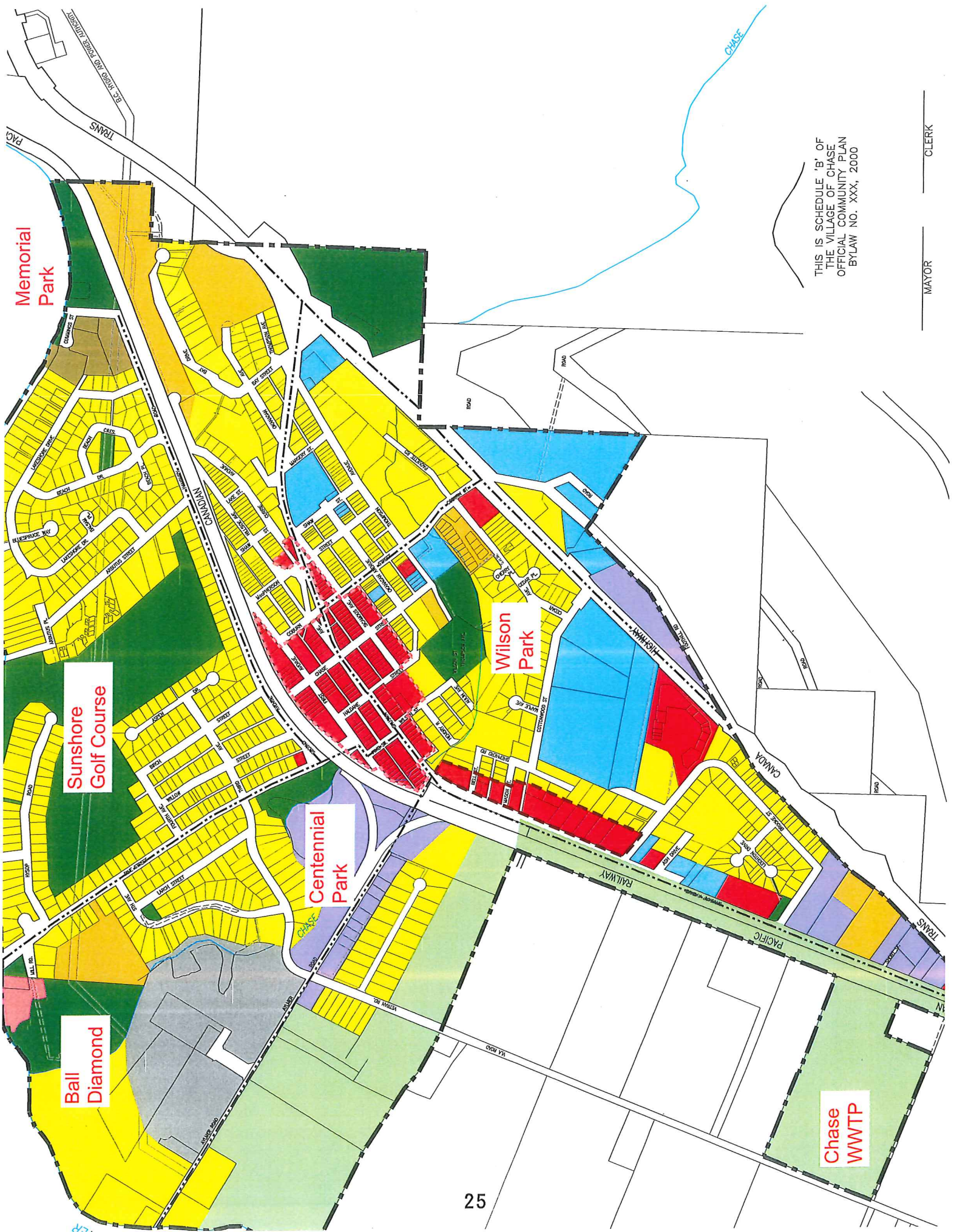
Municipal Park	Approx Area
Ball Diamond	9,000 m ²
Centennial Park	4,500 m ²
Wilson Park	12,000 m ²
Memorial Park	11,000 m ²

While grass irrigation represents an opportunity for the use of recycled wastewater effluent, untreated lake or well water, other park water consumption, including spray parks and washrooms requires treated potable water in order to comply with relevant regulations.

The cost of providing water to these parks is dominated by the cost of new dedicated watermains extending from the new water source. Because the pipelines will run along paved roads the costs will exceed the benefits until there is a secondary reason for the work, such as an acute treated water shortage.

The Ball Diamond would be relatively easy to irrigate with raw water taken from the adjacent water treatment plant. Costs could amount to ±\$10 - 30,000 depending on the details of the design. The payback on this relatively simple project does not warrant the expenditure at this stage.

In summary, irrigation of park spaces with alternative water sources is not recommended unless required to address a treated water shortage.



THIS IS SCHEDULE 'B' OF
THE VILLAGE OF CHASE
OFFICIAL COMMUNITY PLAN
BYLAW NO. XXX, 2000

CLERK

MAYOR

4.0 Conclusions and Recommendations

We have concluded that the most favourable alternative water source for the Sunshore Golf Club is a new well on the golf course, in or near the groundskeeper's compound. Nevertheless, with a project cost of \$225,000, and an annual water consumption charge of \$15,000, the payback period is approximately 20 years. This timeframe assumes a discount rate of 3% and ignores well maintenance and operating costs. These and other factors could extend the payback period towards 30 years.

Ultimately, it has been concluded that, based on payback, the Sunshore Golf Club should consider continuing to use the municipal supply for irrigation. However, there are external factors which favour moving to the new source and may outweigh the economic considerations. These factors include;

- A desire by the Golf Club to be independent of the Village water system to give more control of costs and water availability.
- An expectation of future increases in water treatment plant operating costs.

The Village may also wish to encourage the Golf Club to proceed with this project, based on the following issues;

- Pressure on Village treated water flow capacity that limits extension of water service to new customers.
- A desire to reduce reliance on the water treatment plant surface water source, which incurs higher operating costs to the Village than the well source.
- Concern over potential for backflow into the Village water system (there is currently no backflow prevention device installed).

While the option to reuse wastewater effluent is attractive as a way to make use of recently constructed systems at the wastewater treatment plant, this option is not justified for the irrigation of the golf course of Village parks based on economic grounds. However, effluent reuse may be viable for agricultural purposes, if there is a market for the water. If the Village wishes to pursue wastewater reuse separately for use by agricultural consumers, TRUE would be happy to provide advice in how that option might be developed.



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: CFO
DATE: August 28, 2018
RE: 2019 Permissive Tax Exemption Bylaw

ISSUE/PURPOSE

To provide staff direction on 2019 Permissive Tax Exemption Bylaw.

OPTIONS

1. Maintain previous 2018 Permissive Tax Exemptions levels and recipients
2. Modify the 2018 Permissive Tax Exemption levels and recipients

HISTORY/BACKGROUND

Statutory exemptions from taxation are provided by the Province of British Columbia under section 220(1) of the Community Charter for:

- Provincial held lands and improvements,
- Municipal or Regional District held lands and improvements,
- Libraries
- Cemeteries
- Buildings used for worship
- Hospitals, Schools, and several other specified purposes.

Council has no authority in this area.

Permissive Tax Exemptions – Section 224 Community Charter

Under Section 224 of the Community Charter, Councils have the authority to, **by bylaw**, exempt certain lands and/or improvements from taxation. For example, although Section 220 provides Statutory Exemption for churches and to the lands the buildings rest upon; Council has the authority to grant a permissive tax exemption on the surrounding lands and auxiliary buildings.

There is no obligation to give tax exemption and a tax exemption cannot be granted if the owner does not qualify under the Community Charter.

The purpose of these exemptions is to assist organizations providing useful services to the residents of a community that are not directly available from the municipality itself. The exemptions enable these organizations to remain viable within the

community. Typically, the taxes forgiven are much lower than what it would cost the municipality to provide similar services.

The **bylaw** under section 224 must establish the term of exemption,

- which may not be more than ten (10) years;
- must comply with the notice requirements of section 227;
- and must come into force and effect before 31 October in the preceding calendar year.

DISCUSSION

See attached summary of previous years properties and potential implications to 2019 municipal tax levy.

FINANCIAL IMPLICATIONS

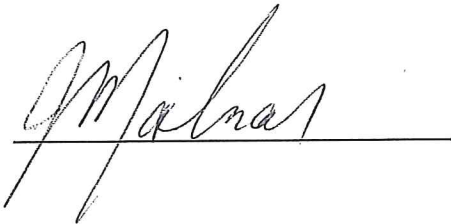
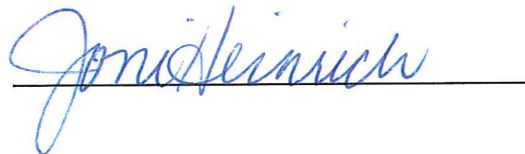
None discussion Only

RECOMMENDATION

None

Respectfully submitted, CFO

Approved for Council Consideration by CAO

The Village of Chase may consider granting permissive tax exemptions under section 224 of the Community Charter to organizations within the Village that provide a service to the community which service results in an improvement in the quality of life within the community.

Community Charter Section 224 Property Qualified for Permissive Tax Exemptions

For religious organization the building used for worship and the land on which it stands is exempt from taxation by statute (Section 220), all other buildings and lands are taxable.

Section 224 (2) permits tax exemptions for the following:

- a.) Land or improvements held by a charitable, philanthropic, or nonprofit corporation which council considers are used for a purpose directly related to the purposes of the corporation:
- b.) Land or improvements owned by a municipality, regional district or other local authority which council considers are used for a purpose directly related to the purpose of the corporation:
- c.) Land or improvements that council considers would otherwise qualify for exemption under section 220 were it not for a secondary use:
- d.) Interest of a public authority, local authority or other corporation if land or improvements are occupied or are owned by a public or local authority and they are used for a purpose exempt under this division or previous division:
- e.) If owned by a party providing municipal service under a partnering agreement, exemption under sect 225, partnering agreement expressly contemplates council may provide an exemption, used for a purpose under this or prior division:
- f.) In relation to property exempt under section 220-1 h (public worship) area of land surrounding exempt building, the hall if council considers necessary to be exempt, and land surrounding the hall:
- g.) Land or improvements used or occupied by religious organization as tenant for public worship or a hall council considers necessary;
- h.) Area of land around senior homes, hospitals, private schools:
- i.) Land or improvements held by an athletic or service club or association used as a public park or recreation ground for public athletic or recreational purpose:
- j.) Land or improvements owned by a person or organization operated as private hospital or licensed community care facility or registered assisted living complex:
- k.) Land or improvements for which a grant has been made under Housing Construction Elderly Citizens Act.

If a property changes use or ownership and no longer conforms to the conditions necessary to qualify for the exemption the property will become liable to taxation.

Places of Worship

Statutory Exemption Section 220 (h) of the Community Charter

“a building set apart for public worship, and the land on which the building stands, if title to the land is registered in the name of

- (i) The religious organization using the building,
- (ii) Trustees for the use of that organization, or
- (iii) A religious organization granting a lease of the building and land to be used solely for public worship

The places of public worship within the Village of Chase that currently qualify for statutory exemption under section 220 (h) of the Community Charter include:

Evangelical Free Church of America	295 Shuswap Avenue	512.00010.005
Jehovahs Witness Congregation	818 Thompson Avenue	512.00242.100
Roman Catholic Bishop of Kamloops	1200 Shuswap Avenue	512.00362.010

Note: The United Church of Canada no longer holds title to the property at 845 Thompson Ave.

Council Exemption Section 224 (2) (f) provides for a permissive tax exemption in relation to lands surrounding statutory exempted buildings for worship. Council may provide an exemption for land and auxiliary buildings considered reasonably necessary for public worship. Section 224 (2) (g) provides for the same exemption in the case of lease land being utilized.

Based on the 2018 Assessment Values the following is a summary of possible Council exemptions, for Places of Worship, under Section 224 (f) and the corresponding municipal tax levy.

	Assessment Land	Assessment Improvement	Assessment Total	Tax Class	Muni Rate	Muni Levy
Evangelical Free Church of America	87,300	0	87,300	8	9.7198	\$848.54
Jehovahs Witness Congregation	64,300	0	64,300	8	9.7198	\$624.98
Roman Catholic Bishop of Kamloops	162,200	48,160	210,360	8	9.7198	\$2,044.66

**Total
Municipal
Exemption**

\$3,518.18

Municipal Owned Properties

Statutory Exemptions Section 220 (1) (b) lands, improvements or both vested in or held by

- (i) The municipality
- (ii) The municipality jointly with another municipality

The following lands are held by the Village of Chase but are leased to Non Profit organizations. The lease agreements do indicate the leasee shall be responsible to pay property taxes in relation to the premise on an annual basis.

Creekside Seniors	542 Shuswap Ave	512-00105.000
Museum	1042 Shuswap Ave	512-00342.000
Curling Rink	227 Wilson Street	512-00096.025
RV Campground	Mill Park	512-00402.600

The above noted properties could be exempted based on the utilization of the properties for community and/or recreational purposes

Based on the 2018 Assessment Values the following is a summary of possible Council exemptions, for Municipal Owned Properties, under Section 224 (2) and the corresponding municipal tax levy.

	Assessment Land	Assessment Improvement	Tax Class	Muni Rate	Muni Levy
Village of Chase- Museum	98,200	196,000	6	11.4871	\$3,379.50
Village of Chase & Crown Provincial- Creekside Seniors	163,000		8	9.7198	\$1,584.33
		55,100	6	11.4871	\$632.94
Village of Chase- Curling Rink	141,000	396,000	6	11.4871	\$6,168.57
Village of Chase RV Campground	3,400	63,400	6	11.4871	\$767.34
	169,000	0	8	9.7198	\$1,642.65

**Total Municipal
Exemption**

\$14,175.33

*Lease fees for the above noted properties are \$1.00 per annum, with the cost of operating and providing the service solely the responsibility of the leasee.

Municipal Owned Properties con't

The following lands are held by the Village of Chase but are leased to Non Profit organizations. The lease agreements do indicate the leasee shall be responsible to pay property taxes in relation to the premise on an annual basis.

The following noted properties could be exempted based on the utilization of the properties for community and/or recreational purposes

Based on the 2018 Assessment Values the following is a summary of possible Council exemptions, for Municipal Owned Properties, under Section 224 (2) and the corresponding municipal tax levy.

		Assessment Land	Assessment Improvement	Tax Class	Muni Rate	Muni Levy
512-00011.020	Village of Chase-Arena-Exempted 2013-2019 under Bylaw 773, 2011	336,000		6	11.4871	\$3,859.67
			2,129,000	8	9.7198	\$20,693.45
512-00660.000	Village of Chase-Chamber Office	22,500	102,000	6	11.4871	\$1,430.14

**Total Municipal
Exemption**

\$25,983.26

The Arena facility is managed through a Partnering Agreement with the Chase and District Recreation Centre Society, who manage the operations of the Art Holding Memorial Arena and ensure the provision of service.

The Chamber/Visitor Information Centre is operated by the Chase & District Chamber of Commerce through a revenue sharing agreement based on Business License sales.

Additional Properties

Statutory Exemptions Section 220 – None

The following noted properties could be considered for exempted based on the utilization of the properties for community and/or recreational purposes

Based on the 2018 Assessment Values the following is a summary of possible Council exemptions, under Section 224 (2) and the corresponding municipal tax levy.

	Assessment Land	Assessment Improvement	Tax Class	Muni Rate	Muni Levy
Royal Canadian Legion Branch 107 *Recreational/Non Profit					
Land Only Exempted under previous Bylaws	155,000	120,000	8	9.7198	\$1,506.57
Chase & District Recreation Centre Society Golf Course- *Recreational/Non Profit	758,000		8	9.7198	\$7,367.61
Clubhouse *Business	21,000	165,000	6	11.4871	\$2,136.60
Apartment *Residential	21,600	88,000	1	4.4181	\$484.22
Total					\$9,988.43



VILLAGE OF CHASE

Memorandum

Date: August 24, 2018
To: Mayor and Council
From: Corporate Officer
RE: Cannabis Regulations

The provincial government have now established a provincial licencing process. Local governments are now able to establish their own respective regulations.

PURPOSE

To implement a Retail Cannabis Sales Licence Permit application process; implement an annual business licence fee for cannabis retail stores and install zoning to permit retail cannabis.

DISCUSSION (Federal Government)

- Bill C-45 has been passed and will permit the retail sale of cannabis as of October 17, 2018

DISCUSSION (Provincial Government)

- Bills 30 and 31 have been passed and will permit the retail sale of cannabis as of October 17, 2018
- The *Liquor Control and Licensing Branch* has been renamed to the *Liquor and Cannabis Regulation Branch*
- The province will be issuing provincial licences for non-medical cannabis retail stores
- There is a one-time application fee of \$7,500
- There is an annual licence fee of \$1,500
- A cannabis retail store must be a standalone business

DISCUSSION (Local Government)

- The provincial licence requires input from local governments and can only proceed if a positive recommendation from a local government is received regarding the store's location
- Council solely controls locations for retail cannabis through its zoning powers

Administration is recommending retail cannabis be permitted in C2 – Downtown Commercial

- Council solely controls business licensing of retail cannabis including fees charged, and has some control over operating hours, etc...

A business licensing fee of \$500 is recommended

- Council is authorized to impose fees on an applicant in order to recover the costs incurred to assess a provincial Retail Cannabis Sales Licence Permit application by gathering public opinion and making a recommendation back to the province

An application fee of \$1,000 is recommended

Gathering public opinion

If the local government decides to consider the notice of application and to provide comments and recommendations as to the location of the proposed retail store, it must gather the views of residents of the area if the location of the proposed store may affect nearby residents. It may gather resident's views by:

- Receiving written comment in response to a public notice of the application
- Conducting a public hearing in respect of the application
- Holding a referendum, or
- Using another method, the local government considers appropriate

The Village bylaws that require updating include Zoning Bylaw 683-2006, and Fees and Charges Bylaw 820-2016. Furthermore, it is recommended that a policy for handling cannabis licence application be adopted.

RECOMMENDATION

"THAT Council adopt ADM-30, Controlled Substance Application Policy."

"THAT the Village of Chase Zoning Amendment Bylaw 860-2018 be read a first time."

"THAT the Village of Chase Zoning Amendment Bylaw 860-2018 be read a second time."

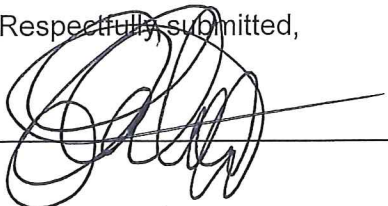
"THAT the Village of Chase Zoning Amendment Bylaw 860-2018 be submitted to Public Hearing."

"THAT the Village of Chase Fees and Charges Amendment Bylaw 861-2018 be read a first time."

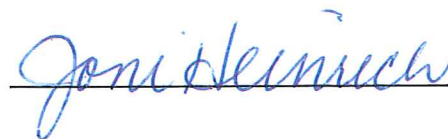
"THAT the Village of Chase Fees and Charges Amendment Bylaw 861-2018 be read a second time."

"THAT the Village of Chase Fees and Charges Amendment Bylaw 861-2018 be read a third time."

Respectfully submitted,



Approved for Council Consideration by CAO





Village of Chase Policy ADM-30

Title: ADM – 30 Controlled Substance Application Policy

Date Adopted: ___, 2018

Revised:

Date Effective:

Reviewed:

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

POLICY: Regulations applicable to all Business License applications within the Village of Chase.

PURPOSE: To set guidelines and direction for receiving and processing Business License applications for controlled substances including cannabis and liquor. The Province of British Columbia has determined what they consider to be acceptable content and acceptable form of local government input on liquor and cannabis license applications.

Therefore, the Village of Chase has developed the following policy to outline the process by which Council shall review, evaluate, and provide input on liquor primary, food primary, and special occasion liquor license and retail cannabis license applications in the Village of Chase.

DEFINITIONS:

BUSINESS LICENCE means a document issued in accordance with Business License Bylaw 735-2011 or its replacements, authorizing the carrying on of a commercial or industrial undertaking of any kind or the providing of professional, personal or other services for the purpose of gain or profit whether only based within the Village of Chase or actually operating within the Village, and shall include subsidiary operations which are a demonstrably integral part of the principal Business. Individually licensed businesses shall be differentiated by type of business irrespective of joint ownership or co-location.

CONTROLLED SUBSTANCE means a substance included in Schedule II of the *Controlled Drug and Substances Act* of Canada, 1996 chapter 19, as amended from time to time, and includes ethyl alcohol as defined in the *Liquor Control and Licensing Act* of BC.

VILLAGE means the municipality of the Village of Chase.

APPLICATION PROCEDURE:

1. All applicants shall complete the application form as per *Schedule A* and submit payment. The Village of Chase will not accept applications that do not contain the following information:
 - The name, address, and signature of the applicant;
 - The name and address of the property owner and the signature of the property owner consenting to the application;
 - The legal description and street address of the subject property;
 - Receipt of a copy of a completed LCRB application form (for new applications);
 - For temporary amendments to a License, applications must be submitted no less than 6 (six) weeks prior to the requested date to be considered;
 - Application fee;



Village of Chase Policy ADM-30

- Type of application being made:
 - i) Application for a New Controlled Substance License;
 - ii) Application for an Amendment to Existing Controlled Substance License;
 - iii) Application for a Food Primary License;
 - iv) Application for a Temporary Amendment to a Liquor License;

LOCAL GOVERNMENT RESOLUTIONS

2. Council may pass a resolution based on a specific term or condition; however, prior to doing this Council shall ensure that the term or condition is within the legislative jurisdiction of the Liquor and Cannabis Regulations Branch (LCRB) to impose or enforce.

Council may decide through a resolution, to:

- a) Support of a new provincial primary license
- b) Support of a new provincial primary license with conditions. These conditions may include a restriction on hours, or imposing landscaping requirements
- c) Not support a new provincial primary license

Administration will undertake the following procedures to gather the opinion of nearby residents:

- a) Require the application to submit a *Controlled Substance License Application* as per *Schedule A* along with the requisite fee. Applications will be processed in the order that referrals are received from the LCRB.
 - b) Advise all property owners in writing within 50 metres of the proposed location and provide a 10-day time limit to receive any feedback.
 - c) Refer the LCRB application to the RCMP
 - d) Prepare a report to Council containing all feedback from residents, the RCMP, and include technical comments from Administration
3. Upon completion the resolution or comment shall be forwarded to the LCRB, the applicant, and the License Inspector.

APPLICATIONS FOR NEW CONTROLLED SUBSTANCE LICENSE (\$1,000.00 Application Fee)

4. The Village will provide written notification to owners or tenants in occupation of the parcels which are the subject of the application, and all parcels within a distance of 50 metres from the land that is the subject of the application at least 10 days prior to the date on which Council will consider the application. The notification shall advise the public of the nature of the application and may include the proposed seating capacity and hours of operation and indicate that there is an opportunity to be heard by Council at a hearing.

The Village shall advertise in the local newspaper, the publication to appear not less than 3 and not more than 10 days before the date of the hearing before Council on the application. The advertisement shall advise the public of the nature of the application, and their opportunity to be heard by Council at a hearing.

Where an application for a local government resolution is associated with an application for rezoning to permit the licensed establishment, the Public Hearing for the rezoning shall be used to obtain public input. Where no rezoning is involved, Council shall hold a hearing to obtain public input that shall be advertised as noted above.



Village of Chase Policy ADM-30

Reports to Council regarding controlled substances licenses shall include technical information from Administration relevant to the following issues, which the LCRB requires Council to consider and comment on in their resolution:

- The location of the establishment;
- The proximity of the establishment to other public facilities;
- The hours of service;
- The seating capacity (only for liquor primary);
- Traffic, noise, parking and zoning;
- Population, density, and trends;
- Relevant socio-economic information; and
- The impact on the community if the application is approved.

The Corporate Officer shall refer all applications to the RCMP for comment prior to preparing the report for Council.

APPLICATIONS FOR AMENDMENTS TO EXISTING CONTROLLED SUBSTANCE LICENSE (\$300.00 Application Fee) (Occupant Load Increase, Winery Endorsement, Permanent Hour Extension)

5. The Village will provide written notification to owners or tenants in occupation of the parcels, which are the subject of the application, and all parcels within a distance of 50 metres from the land that is the subject of the application at least 10 days prior to the date on which Council will consider the application. The notification shall advise the public of the nature of the application and the existing operation, and their opportunity to be heard by Council at a hearing.

On the date identified in the public notice Council will hear the applicant and any other person deemed to be affected or having an interest in the application.

Reports to Council regarding new liquor primary or cannabis retail licenses shall provide information relevant to the following issues, which the LCRB requires Council to consider and comment on in their resolution:

- The location of the establishment;
- The proximity of the establishment to other public facilities;
- The seating capacity and hours of service;
- Traffic, noise, parking and zoning;
- Population, density, and trends;
- Relevant socio-economic information; and
- The impact on the community if the application is approved.

The Corporate Officer shall refer all applications to the RCMP for comment prior to preparing the report for Council.



Village of Chase Policy ADM-30

FOOD PRIMARY LICENSE APPLICATIONS (\$300.00 Application Fee) (Late Night Hour Extensions Beyond Midnight and Patron Participation Entertainment)

6. The Village will provide written notification to owners or tenants in occupation of the parcels, which are the subject of the application, and all parcels within a distance of 50 metres from the land that is the subject of the application at least 10 days prior to the date on which Council will consider the application. The notification shall advise the public of the nature of the application and the existing operation, and their opportunity to be heard by Council at a hearing.

On the date identified in the public notice Council will hear the applicant and any other person deemed to be affected or having an interest in the application.

Reports to Council regarding new controlled substance licenses shall provide information relevant to the following issues, which the LCRB requires Council to consider and comment on in their resolution:

- The potential for noise if the application is approved;
- The impact on the community if the application is approved;
- Whether the application will result in the establishment operating in a manner contrary to the primary purpose of the establishment, which is the service of food

The Corporate Officer shall refer all applications to the RCMP for comment prior to preparing the report for Council.

TEMPORARY AMENDMENTS TO LIQUOR LICENSES (\$100.00 Application Fee) (Special Occasion Hour Extensions or Temporary Occupant Load Increase) *Applications must be received no less than 6 (six) weeks prior to requested date(s) to be considered.

7. Applications for a temporary amendment to a Liquor Primary or Food Primary License, which require local government comment shall undergo the following process.

At a Council meeting or a Committee of the Whole meeting where a resolution is to be considered, the Corporate Officer shall present a comprehensive report and draft resolution for the Council's consideration. The report to Council shall provide information relevant to the following issues, which the LCRB requires Council to consider and comment on in their resolution:

- The potential for noise if the application is approved;
- The impact on the community if the application is approved;

The Corporate Officer shall refer all applications to the RCMP for comment prior to preparing the report for Council.



Village of Chase Policy ADM-30

Schedule "A"

CONTROLLED SUBSTANCE LICENSE APPLICATION

Application Type:

Fee:

- | | | |
|--------------------------|---|-----------|
| <input type="checkbox"/> | Controlled Substance License, New | \$1000.00 |
| <input type="checkbox"/> | Controlled Substance License, Amendment to Existing
(Occupant load increase, winery endorsement, permanent hour extension) | \$300.00 |
| <input type="checkbox"/> | Food Primary License
(Late night hour extensions beyond midnight and patron participation entertainment) | \$300.00 |
| <input type="checkbox"/> | Liquor/Food Primary License, Temporary Amendment
(Special occasion hour extensions or temporary occupant load increase) | \$100.00 |

Name of Applicant(s): _____

Address: _____

Telephone Number(s): _____ Email: _____

License Number(s) Affected: _____

Name of Owner(s): _____
(if different from applicant)

Address: _____

Telephone Number(s): _____ Email: _____

Legal Description of Licensed Property: _____

Address of Licensed Property: _____

Present Zoning: _____ Present Use: _____

DATE

SIGNATURE OF APPLICANT

**VILLAGE OF CHASE
BYLAW NO. 860 - 2018**

A BYLAW TO AMEND THE VILLAGE OF CHASE ZONING BYLAW NO. 683 - 2006

WHEREAS the Council of the Village of Chase has adopted the Village of Chase Zoning Bylaw No. 683 – 2006;

AND WHEREAS the Council of the Village of Chase deems it necessary to amend Bylaw No. 683;

AND WHEREAS the zoning amendment conforms to the Village of Chase Official Community Plan Bylaw No. 635, 2002 as amended from time to time;

AND WHEREAS the Council of the Village of Chase has held a Public Hearing pursuant to the *Local Government Act*;

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

1. This Bylaw shall be cited for all purposes as “Village of Chase Zoning Amendment Bylaw No. 860-2018”.

2. The definition of “*Cannabis*” is replaced in its entirety with:

“*CANNABIS* means a substance included in Schedule II of the *Controlled Drug and Substances Act* of Canada, 1996 chapter 19, as amended from time to time.”

3. The definition of “*Cannabis Retail*” is replaced in its entirety with:

“*CANNABIS RETAIL* means business premises where the principal business is the retail sale of cannabis for consumption off site. Cannabis retail premises are licensed under the *Cannabis Control and Licensing Act* (BC).”

4. The definition of “*Liquor*” is hereby added as:

“*LIQUOR* means a substance containing ethyl alcohol as defined in the *Liquor Control and Licensing Act* of BC.”

5. The definition of “*Liquor Retail*” is hereby added as:

“*LIQUOR RETAIL* means business premises where the principal business is the retail sale of liquor, wine, beer, and other such alcoholic beverages for consumption off site. Liquor retail premises are licensed under the *Liquor Control and Licensing Act* of BC.”

6. That the Village of Chase Zoning Bylaw No. 683-2006 be amended by adding “*Cannabis Retail*” as a permitted use in “C-2, *Downtown Commercial*”.

6. That the Village of Chase Zoning Bylaw No. 683-2006 be amended by adding "*Cannabis Retail*" as a permitted use in "*C-2, Downtown Commercial*".

READ A FIRST TIME THIS _ DAY OF , 2018

READ A SECOND TIME THIS _ DAY OF , 2018

PUBLIC HEARING HELD THIS _ DAY OF , 2018

READ A THIRD TIME THIS _ DAY OF , 2018

ADOPTED THIS _ DAY OF , 2018

Rick Berrigan, Mayor

Sean O'Flaherty, Corporate Officer

**VILLAGE OF CHASE
Bylaw No. 861-2018**

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

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

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

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

1. This bylaw may be cited for all purposes as "Village of Chase Fees and Charges Amendment Bylaw No. 861-2018".
2. The following schedules are hereby replaced in entirety:

Schedule "G" – Fees Payable for the Business Licensing Period;
Schedule "J" – Development Fees.

READ A FIRST TIME THIS DAY OF , **2018**.

READ A SECOND TIME THIS DAY OF , **2018**.

READ A THIRD TIME THIS DAY OF , **2018**.

ADOPTED THIS THIS DAY OF , **2018**

Rick Berrigan, Mayor

Sean O'Flaherty, Corporate Officer

**Schedule "G" to
Village of Chase Fees and Charges Bylaw No. 820-2016**

FEES PAYABLE FOR THE BUSINESS LICENSING PERIOD (Amending Bylaw No. 861)

Category	Description	Annual Fee	Renewal Period Discount Rate	Pro-rated Fee after July 31st (new licences only)
Business - General		\$125	\$100	\$62.50
Business – Retail Cannabis or Retail Liquor		\$500	\$450	\$250
Businesses not based in Chase and not falling into any other category	n/a	\$125	\$100	\$62.50
Home Occupation	Based in residence	\$80	\$64	\$40
Home Occupation – Mobile Operator	Operates from temporary locations	\$80	\$64	\$40
Short Term Rental - minor	Less than 3 guest rooms	\$125	\$100	\$62.50
Short Term Rental - major	More than 2 guest rooms, or a guest suite	\$175	\$140	\$87.50
Building Rentals	3 or more units	\$125	\$100	\$100
Direct Sales	Soliciting	\$340	\$272	\$170
Circus, horse show, dog show, or other itinerant show/exhibition or entertainment	n/a	Daily License Fee \$75	n/a	n/a

Transfer and Change Fees

- | | | |
|----|--|---------|
| 1. | To transfer a license from one location to another | \$20.00 |
| 2. | To change the owner and/or the name of the business on a license | \$20.00 |

**Schedule "J" to
Village of Chase Fees and Charges Bylaw No. 820-2016**

DEVELOPMENT FEES

1. Every application for amendment to the Official Community Plan shall be charged a fee of Eight Hundred Dollars (\$800.00).
2. Every application for a Zoning Bylaw amendment shall be charged a fee of Eight Hundred Dollars (\$800.00).
3. Every simultaneous application for an Official Community Plan Bylaw amendment and Zoning Bylaw amendment shall be charged a combined fee of Twelve Hundred Dollars (\$1200.00).
4.
 - a) Every application for a minor Development Permit less than one million (\$1,000,000) in construction costs shall be charged a fee of Five Hundred Dollars (\$500.00).
 - b) Every application for a major Development Permit more than one million (\$1,000,000) in construction costs shall be charged a fee of Twelve Hundred Dollars (\$1200.00) per one million (\$1,000,000) in construction cost to a maximum of Forty Eight Hundred Dollars (\$4800.00).
5. Every application for a Development Variance Permit shall be charged a fee of Five Hundred Dollars (\$500.00).
6. Every application for a Temporary Use Permit shall be charged a fee of Four Hundred Dollars (\$400.00).
7. Every application for a subdivision shall be charged a fee of Five Hundred Dollars (\$500.00), plus One Hundred Dollars (\$100.00) per lot created, plus a 2% administration fee. *Note: the administration fee will be based on a certified estimate of construction value for off-site and on-site municipal services, payable at Final Approval.*

There shall be no refunds except:

- a) when an application which requires statutory advertising is refused or withdrawn prior to advertising the required notice in a newspaper; or,
- b) when a 'Zoning Amendment Application for Short-Term Rental' form is received, accepted by Council, and processed through to completion of a Public Hearing.

The amount of refund in the above situations shall be Four Hundred Dollars (\$400.00).

8. Every application for a:
 - a) New Controlled Substance License application shall be charged a fee of One Thousand Dollars (\$1,000)
 - b) An amendment to a Controlled Substance License application shall be charged a fee of Three Hundred Dollars (\$300)
 - c) Food Primary License application shall be charged a fee of Three Hundred Dollars (\$300)
 - d) Liquor/Food Primary License, Temporary Amendment, shall be charged a fee of One Hundred Dollars (\$100)



VILLAGE OF CHASE

Memorandum

Date: August 28, 2018
To: Mayor and Council
From: CAO
RE: Neighbourhood Golf Cart Program – Declaration of Permanent Status for Chase

At its July 10, 2018 meeting, Council passed the following resolution:

THAT Administration gather feedback from Village of Chase constituents to support a Council declaration to anchor the Neighbourhood Golf Cart program as permanent in the Village of Chase.

Several letters in support of the program have been received and are attached. In addition, Administration conducted an on-line survey. A summary of the responses is attached. The question asking if there is support for the continuation of the Village of Chase Neighbourhood Golf Cart program garnered 65% YES responses and 35% NO responses.

Below is a snapshot of survey comments:

Against the Program

Various comments provided against the program indicated several themes:

1. Drivers of carts are often seen to not be following the rules of the road and it appears some carts are not properly modified for usage on the road
2. Cart drivers do not always utilize their turn signals and sometimes do not stop completely at intersections
3. RCMP need to step up enforcement regarding the carts and the rules relating to their usage
4. Slows traffic which makes roads unsafe for regular vehicle traffic
5. Would be better if separate lanes were available for these types of vehicles
6. Too much money spent on a program that benefits only a few – golf carts belong on golf courses

Promoting the Program

Various comments provided in support of the program fell into several theme areas:

- Adds a special touch to culture of Chase
- Was concerned at the start of the program that it was a bad idea but have now witnessed the positive sides of the program – it should continue – I want one
- Very advantageous for tourism – visitors really like the concept
- Realize fuel savings, feel more connected to the community as people are more apt to approach us and converse – a green initiative shows good leadership
- Increases mobility for some individuals who have difficulty getting into and out of regular vehicles
- It provides incentive to shop locally as it is so easy to just jump in your cart and go uptown
- I use my cart daily and enjoy the freedom it gives me within the Village

- Easy to park in the downtown core, especially when parking downtown gets difficult with more customers in the shops
- Kudos to Chase for being a leader with this project. Hope other municipalities get on board too
- This sure makes the Village stand out as a Canadian entity and makes the village comparable to many USA retirement communities.
- Should spark interest in attracting new residents to the Village – needs to be promoted
- Even though I don't own a golf cart, I think this is a fabulous program for Chase. It's a wonderful way to get around on a budget! I have never been inconvenienced in any way while driving or walking about Chase. It's part of what makes this little community unique!
- It's a great concept and works well here in our beautiful little town
- The implementation of this program has not impacted me either way but I like the fact that Chase has been put "on the map" as a progressive village with accepting this innovative concept
- Should allow quads and ATV to be part of the program.

Improvements Needed for the Program

A few themes emerged in comments regarding improvements needed if program continues:

- Carts that are licensed for roads only are being driven on non-road areas – this is wrong
- Some cart drivers are not sticking to the rules – some appear to be drinking while driving which could jeopardize the program for everyone
- Some cart drivers are not being courteous to regular vehicle traffic
- The cart drivers do not always use their signals – they should be required to follow the rules of the road like any other vehicle
- Need more signage to alert out of town drivers about golf carts on the roads in Chase

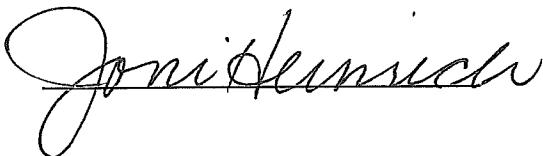
RECOMMENDATIONS

“That the Council of the Village of Chase officially declare the Neighbourhood Golf Cart program to be permanent in the Village of Chase, AND;

That a letter be written to the Ministry of Transportation and Infrastructure to communicate the declaration by the Village for the Neighbourhood Golf Cart program in Chase, AND;

That Administration develop additional communications tools for golf cart permit holders to ensure compliance with all rules and regulations.”

Respectfully submitted,



May 25th, 2018

Mayor & Council
Village of Chase

Dear Mayor & Council

Re: Golf Cart Pilot Project - Chase

We would like to inform you that after a brief first year of the above-noted project, we are fully supportive of golf carts being allowed to continue past the pilot project stage.

Last year we purchased a used cart and had it modified to meet the standards as laid out. There are a number of factors that lead us to provide our support:

- Clean Energy, no emissions
- Handy, efficient, cost saving and fun
- Great for shopping, paying bills, banking
- Small footprint, takes up little parking space
- Handy for community events, great parade ride
- Golf
- Safe

We hope in some small way that this letter encourages you and the Provincial Government to continue this initiative well into the future.

Your sincerely;

A handwritten signature in black ink, appearing to read "Glenys David" and "Scott Koch" joined together.

Scott Koch & Glenys David
1050 Arbutus Place, Chase
778-220-6955

May 25th, 2018

Mayor & Council
Village of Chase

Dear Mayor & Council

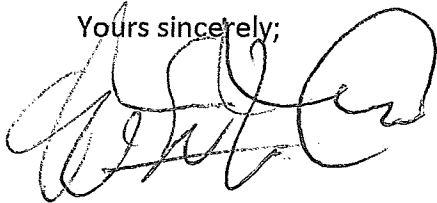
Re: Golf Cart Pilot Project – Chase

I would like to inform you that I am fully supportive of golf carts being allowed to continue past the pilot project stage.

Last year I purchased a used and modified cart that met the criteria required by the Provincial Government. The Cart Project is emission free, works for shopping and other business requirements. It is simple to park and takes up a small space. I feel it is a safe alternative to my gas guzzling truck.

I hope in some small way that this letter encourages you and the Provincial Government to continue this initiative well into the future.

Yours sincerely;

A handwritten signature in black ink, appearing to read 'Fraser David', written over a horizontal line.

Fraser David
1016 Arbutus Place, Chase
250-679-2618



Chase & District Chamber of Commerce
Box 592, Chase, BC, V0E 1M0 ~ 400 Shuswap Avenue
Phone: (250) 679-8432 / Fax: (250) 679-3120
www.chasechamber.com email: admin@chasechamber.com

June 13, 2018

Minister of Transportation and Infrastructure
Room 306 Parliament Buildings
Victoria, BC V8V 1X4

Dear Minister Claire Trevena,

RECEIVED
Village of Chase

JUL 05 2018

Original _____
File _____
Copy _____
Agenda _____

It is my pleasure to write this letter for the Village of Chase in regards to their request to deem the Neighborhood Golf Cart Pilot Project Program as a permanent program in the Chase, BC under the Motor Vehicle Act.

This program has proven to be very successful in our community, boasting many great attributes to a community of 2300; slow moving and environmentally friendly modes of transportation have demonstrated to be a great fit. The NGC has offered more transportation options for citizens of all demographics with the ability to stay engaged in our community and access services and amenities while not being constrained to a motor vehicle.

The pilot project has also sparked interest in many great economic development initiatives in which will encourage growth in tourism, population and workforce once this program becomes permanent. Many opportunities such as sales, rentals and repairs have peaked the interest of many entrepreneurial enthusiasts in our small community boasting a great opportunity for growth.

Eco-friendly tourism is becoming a movement, the trend is underway and vacationers are wishing to have an environmentally sustainable vacation. In the Village of Chase, we have the only solar powered adventure recreation product in Canada, a BC Hydro Fast Charge Electrical Vehicle Station, and now have slow moving environmentally friendly modes of transportation!

As the municipal tourism management organization for the Village of Chase, the Chase & District Chamber of Commerce and Visitor Centre is proud to provide in kind support where we can to assist with this initiative.

If you have any questions regarding this letter of support, please feel free to contact me at my office.

Sincerely,

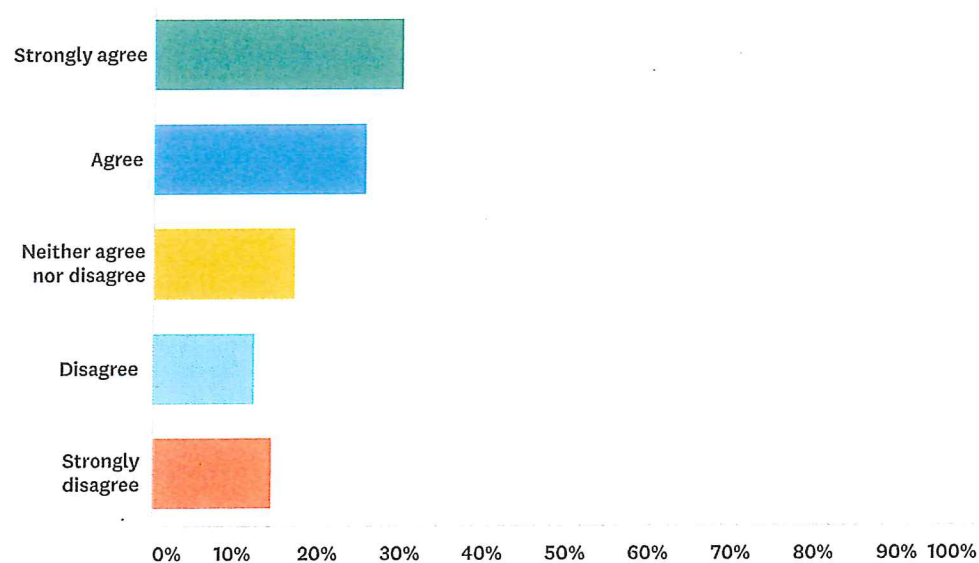
Ali Maki, Manager
Chase & District Chamber of Commerce

cc Village of Chase

Chase... a Shuswap Experience!

Q1 Has the implementation of golf carts been a success?

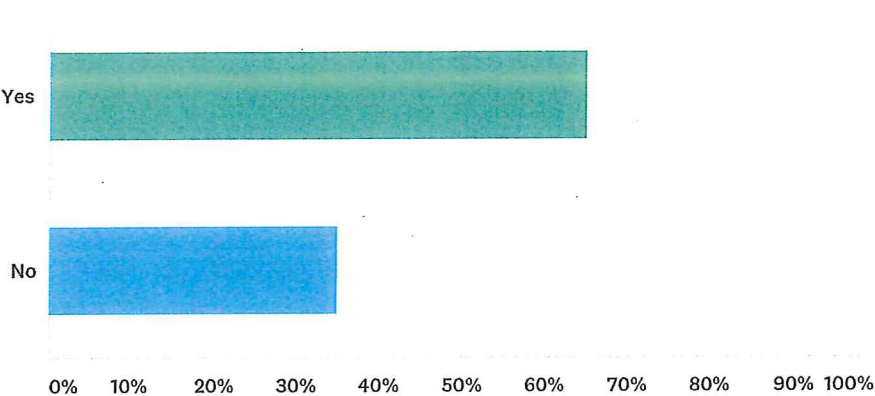
Answered: 186 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	30.11%	56
Agree	25.81%	48
Neither agree nor disagree	17.20%	32
Disagree	12.37%	23
Strongly disagree	14.52%	27
TOTAL		186

Q2 Do you support continuation of the Village of Chase Neighbourhood Golf Cart program?

Answered: 186 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	65.05%	121
No	34.95%	65
TOTAL		186



VILLAGE OF CHASE

Memorandum

Date: August 28, 2018
To: Mayor and Council
From: Chief Financial Officer
RE: TNRD Mid-Year Levy of extra costs to handle mixed recycling from Village of Chase

Council has been made aware of the ongoing changes to the recycling markets worldwide, and the effects on the TNRD as a result. The TNRD has been accepting the Village's recycling materials for shipment to processors for several years and no extra cost to the Village, however with changes to the markets, it has become more difficult for the TNRD to deal with the recyclables from the Village of Chase, the City of Merritt and Logan Lake due to the fact that the materials are mixed and not separated at source.

The Village of Chase anticipated that changes were happening in the world market for recycling, and Council planned for additional costs in the 2019 portion of its 2018-2022 Financial Plan. The situation the TNRD now finds itself in is exactly the situation that the Village Council discussed, where additional costs might be levied on the Village for handling of our recyclables materials. Unfortunately, it appears that the TNRD did not anticipate any additional costs in their 2018 budget information pertaining to potential changes to solid waste management costs.

As a result of the challenges facing the TNRD, it has indicated to the three communities noted above that as of September 1, 2018 charges will be levied upon the three communities for the additional costs incurred by the TNRD for dealing with the mixed recycling.

In the meantime, the Village has just received an invitation from Recycle BC to join with them beginning January 1, 2019 to accept the Village's recyclable materials. Details of that invitation have not yet been fully reviewed – once that review is complete Administration will bring the matter forward to Council for its review and consideration.

Administration has been in contact with the other three municipalities as there are concerns regarding such a large amount of money being levied mid-way through a budget year. Particularly for Chase, a 'hit' of \$7500 between September and December in a year where this money was not planned, will have a significant negative affect on the Village's overall 2018 budget.


The Council of the District of Logan Lake recently discussed this matter as they are also being charged by the TNRD for the processing of their mixed recycling mid-way through a budget year. Logan Lake Council supports the writing of letters to the TNRD asking that they consider absorbing the costs until the end of 2018.

Council is being asked to consider a similar resolution.


RECOMMENDATION

“That the Council of the Village of Chase correspond with the Thompson Nicola Regional District, asking that the TNRD consider absorbing the additional costs for processing the recyclable materials from the Village of Chase between September and December of 2018 due to the mid-year notification which did not allow the Village to budget for such expenditure.”

Respectfully submitted,



Approved for Council Consideration by CAO





VILLAGE OF CHASE

Memorandum

Date: August 23, 2018

To: Mayor and Council

From: Public Works Manager

RE: Request for Road Closure

ISSUE/PURPOSE:

To obtain Council's approval, as per Village of Chase bylaws, for road closure to facilitate water and sanitary service installations to 825 & 829 Okanagan Ave.

BACKGROUND:

829 Okanagan Ave originally consisted of a single family dwelling situated on two small lots. This resulted in only 1 set of water and sanitary sewer services for this dwelling situated on the two legal lots. The new owner is currently building individual dwellings on each lot which is requiring installation of an additional set of services. Sanitary sewer service installations will require full closure of the alley from Coburn to Chase and between Okanagan and Thompson. A single lane closure will be required on Okanagan Ave to facilitate the water service installation.

Public Works is currently seeking quotes and availability from competent contractors to install these necessary services. At this time, we do not have a confirmed date for the installs, therefore we are seeking Council's approval to give administration approval to allow necessary road closures to facilitate construction. The successful contractor will be required to notify all affected residents of the scheduled closures and the Village Public Works and administration will ensure emergency services are notified of the closures.

RECOMMENDATION:

"That Council give Administration authority to provide for necessary road closures to facilitate water and sanitary sewer service installations to 825 and 829 Okanagan Avenue when required."

Respectfully submitted,

Tim Perepolkin

Approved for Council Consideration by CAO

Jon Heinrich