



AGENDA

Regular Meeting of the Council of the Village of Chase
to be held in the Council Chamber at the Village Office, 826 Okanagan Avenue, and via Zoom
on January 9, 2024 at 4:00 p.m.

Join the meeting from your computer, tablet or smartphone:

<https://us02web.zoom.us/j/83201330529?pwd=ZmUvRDVONWIBbDQzMDBaa2hmMzd1Zz09>

Or join the meeting using your phone:

Dial: 1-778-907-2071

Meeting ID: 832 0133 0529

Passcode: 670079

1. CALL TO ORDER

2. ADOPTION OF AGENDA

Resolution:

“THAT the agenda of the January 9, 2024 Regular Meeting be adopted as presented.”

3. ADOPTION OF MINUTES

3.1 Minutes of the December 12, 2023 Regular Meeting

Pages 1-4

Resolution:

“THAT the minutes of the December 12, 2023 Regular Meeting be adopted as presented.”

3.2 Minutes of the December 20, 2023 Special Meeting

Pages 5-6

Resolution:

“THAT the minutes of the December 20, 2023 Special Meeting be adopted as presented.”

4. PUBLIC HEARINGS

Zoning Amendment Bylaw No. 933-2023 – 607 3rd Avenue

(Bylaw No. 933-2022 was given first and second reading at Council's December 12 2023 Regular Meeting.)

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

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

6. DELEGATIONS

6.1 Chad Marlott – Rogers Communications

Telecommunication installation

6.2 Tom Mataseje – Mountain View Mobile Home Park

Highway Noise

6.3 Sandeep Mahal

Cannabis Retail Application – 560 Shuswap Avenue

7. REPORTS

a) Mayor and Council Reports

b) Staff Reports

Pages 7-16

8. UNFINISHED BUSINESS

8.1 Zoning Amendment Bylaw No. 933-2023 – 607 3rd Avenue

Pages 17-18

Recommendation:

“THAT the Village of Chase Zoning Amendment Bylaw 933-2023 be read a third time.”

8.2 Canabis Retail Store

Pages 19-27

Report from the Corporate Officer

Recommendation:

“THAT Council support the application for a provincial primary license for Barriere Budz Cannabis located at 560 Shuswap Avenue.”

8.3 Development Variance Permit DVP #4-2023, 515 Pine Street

Pages 28-32

Report from the Director of Corporate Operations

Recommendation:

“THAT Development Variance Permit #4-2023 be issued.”

8.4 Development Variance Permit DVP #5-2023, 607 3rd Avenue

Pages 33-37

Report from the Director of Corporate Operations

Recommendation:

“THAT Development Variance Permit #5-2023 be issued.”

8.5 Building Regulations Amendment Bylaw No. 929-2024

Pages 38-43

Report from the Director of Corporate Operations

Recommendation:

“THAT Council give *Building Regulations Amendment Bylaw No. 929-2024* the first three readings.”

8.6 Shuswap Trail Alliance –Financial Support - Working Group/Annual Roundtable

Memo from the CAO

Page 44

Recommendation:

“THAT the Village of Chase contributes \$1605 per year for four years (2024 through 2028) towards the operations of the Shuswap Trail Alliance; AND

THAT the Village of Chase contribute \$500 per year for three years (2024 through 2027) towards the Roundtable initiative.”

9. NEW BUSINESS

9.1 Souther Interior Local Government Association – SILGA

Page 45-46

Call for Nominations for the SILGA Executive

Recommendation:

“THAT the call for Nominations for the SILGA Executive for 2024/25 be received as information.”

9.2 SILGA – Call for Resolutions

Pages 47-48

Letter and 2024 Resolutions

In past years, Councils have submitted resolutions for SILGA to consider at its annual convention whether or not the resolution is worthy of being forwarded to UBCM for consideration at the annual convention.

Council may wish to submit resolutions to SILGA. The deadline for submissions is February 29, 2024.

9.3 Mill Park Boat Launch Preliminary Design

Presentation by the Director of Corporate Operations

10. NOTICE OF MOTION

11. IN CAMERA

None

12. RELEASE OF IN CAMERA ITEMS

Council's 2024-2025 Strategic Plan has been adopted and is hereby released to the public.

13. ADJOURNMENT

Resolution:

"THAT the January 9, 2024 Regular Meeting be adjourned."



MINUTES

of the Regular Meeting of the Council of the Village of Chase
held in the Council Chamber at the Village office at 826 Okanagan Avenue, and via Zoom
on Tuesday, December 12, 2023 at 4:00 p.m.

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

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

Public Participants: 1 in-person, 3 via Zoom

1. CALL TO ORDER

Mayor Lepsoe called the meeting to order at 4 p.m.

2. ADOPTION OF AGENDA

Moved by Councillor Herman
Seconded by Councillor Connett

"THAT the agenda of the December 12, 2023 Regular Meeting be adopted as presented."

CARRIED
#2023/12/12_001

3. ADOPTION OF MINUTES

3.1 Minutes of the November 28, 2023 Special Meeting

Moved by Councillor Torbohm
Seconded by Councillor Connett

"THAT the minutes of the November 28, 2023 Special Meeting be adopted as presented."

CARRIED
#2023/12/12_002

3.2 Minutes of the November 28, 2023 Regular Meeting

Moved by Councillor Herman
Seconded by Councillor Torbohm

"THAT the minutes of the November 28, 2023 Regular Meeting be adopted as presented."

CARRIED
#2023/12/12_003

4. PUBLIC HEARINGS

None

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

None

6. DELEGATIONS

None

7. REPORTS

a) Mayor and Council Reports

Mayor Lepsoe

November 29 attended Shuswap Trails Alliance Annual Roundtable Meeting
December 1 attended Chase Country Christmas Parade and events – there were over 30 entries in the parade and the downtown was very busy – thank you to all who helped organize the events this year
December 2 attended breakfast with Santa and Mrs. Claus, lunch at Creekside Seniors and spent time at the Chase Country Christmas craft fair
December 9 attended high school craft fair, won a gift basket as did Councillor Connett
December 10 attended U9 hockey tournament at Art Holding Memorial Arena, expressed thank you to Councillor Herman for her many volunteer hours
December 11 met with senior staff

Councillor Connett

November 28 attended Council workshop and regular Council

Councillor Herman

November 28 attended regular meeting of council and workshop
November 29 attended the Shuswap Trails Annual Roundtable meeting
December 1 volunteer for traffic control for Chase Country Christmas parade
December 7 attended High School Craft Fair

Councillor Torbohm

November 28 attended Council workshop and Regular Council meeting
November 29 attended Shuswap Trail Alliance Annual Roundtable meeting
December 1 volunteered for traffic control for parade
December 7 met with Mayor Lepsoe
Reviewed agendas, monitored emails and phone calls and met with staff as required

b) Staff Reports

Mayor Lepsoe asked about the recent number of requests for information under the *Freedom of Information and Protection of Privacy Act*, to which the Director of Corporate Operations responded that there has been an unprecedented increase in requests and outlined the steps taken by staff to process requests.

Mayor Lepsoe asked about the Mill Park Boat Launch design/concept. The Director of Corporate Operations noted that he and our new Public Works Manager have reviewed the design and have provided input back to the consultant. Once the design is in a more solid form it will be coming to Council for consideration.

Mayor Lepsoe asked how the MoTI winter shutdown walk-through went. The Director of Corporate Operations and the Public Works Manager did the walk through together with MoTI staff and it went well. There is a skeleton staff from CFI (the MoTI contractor) available throughout the winter if there are any issues that need to be addressed.

Moved by Councillor Torbohm
Seconded by Councillor Herman

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

CARRIED
#2023/12/12_004

8. UNFINISHED BUSINESS

8.1 Zoning Amendment – 607 3rd Avenue

Moved by Councillor Herman
Seconded by Councillor Torbohm

“THAT the Village of Chase Zoning Amendment Bylaw No. 933-2023 be read a first time.”

CARRIED
#2023/12/12_005

Moved by Councillor Connett
Seconded by Councillor Herman

“THAT the Village of Chase Zoning Amendment Bylaw No. 933-2023 be read a second time.”

CARRIED
#2023/12/12_006

Moved by Councillor Torbohm
Seconded by Councillor Connett

“THAT the Village of Chase Zoning Amendment Bylaw No. 933-2023 be submitted to Public Hearing.”

CARRIED
#2023/12/12_007

9. NEW BUSINESS

9.1 Zoning Amendment – 743 Cedar Avenue

Moved by Councillor Herman
Seconded by Councillor Torbohm

“THAT the zoning amendment application for 743 Cedar Avenue be accepted, and Administration be directed to process the application, and draft a zoning amendment bylaw.”

CARRIED
#2023/12/12_008

9.2 2024 Council Meeting Schedule

Moved by Councillor Herman
Seconded by Councillor Connett

“THAT Council adopt the 2024 Council meeting schedule as presented.”

CARRIED
#2023/12/12_009

10. NOTICE OF MOTION

None

11. OPPORTUNITY FOR PUBLIC TO SPEAK ON MUNICIPAL MATTERS

Kim Campbell, 5-746 Thompson Avenue, asked about repairs to the curling rink, funds spent at the Arena and financial reporting for the Recreation Society. He wanted to know if the invoices for various repairs and upgrades are available to the public as he has not seen any for either the Arena or the Curling Rink when Council recently increased the budget for the Arena. People want to see the receipts – where is all the money going?

Mayor Lepsoe explained to Mr. Campbell that while the Village pays some costs for the recreation facilities, the Arena and the Curling Rink are operated by separate societies.

12. IN CAMERA

Moved by Councillor Herman

Seconded by Councillor Torbohm

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

**CARRIED
#2023/12/12_010**

13. RELEASE OF IN CAMERA ITEMS

None

14. ADJOURNMENT

Moved by Councillor Herman

Seconded by Councillor Connett

“THAT the December 12, 2023 Regular Meeting be adjourned.”

**CARRIED
#2023/12/12_011**

The meeting concluded at 6:30 p.m.

David Lepsoe, Mayor

Sean O’Flaherty, Corporate Officer



MINUTES

of the Special Meeting of the Council of the Village of Chase
held in the Council Chamber at the Village office at 826 Okanagan Avenue
on Tuesday, December 20, 2023 at 10:00 a.m.

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

In Attendance: Joni Heinrich, Chief Administrative Officer (partial)
Sean O'Flaherty, Director of Corporate Operations

Public Participants: None

1. CALL TO ORDER

Mayor Lepsoe called the meeting to order at 10:00 a.m.

2. ADOPTION OF AGENDA

Moved by Councillor Herman

Seconded by Councillor Torbohm

"THAT the agenda of the December 20, 2023 Special Meeting be adopted as presented."

CARRIED

#2023/12/20_001

3. ADOPTION OF MINUTES

None

4. PUBLIC HEARINGS

None

5. PUBLIC INPUT ON CURRENT AGENDA ITEMS

None

6. DELEGATIONS

None

7. REPORTS

None

8. UNFINISHED BUSINESS

None

9. NEW BUSINESS

None

10. NOTICE OF MOTION

None

11. IN CAMERA

Moved by Councillor Herman
Seconded by Councillor Connett

“THAT Council recess to an In Camera meeting pursuant to Section 90 (1) (c) of the *Community Charter*, ‘labour relations or other employee relations’.”

CARRIED
#2023/12/20_002

12. RELEASE OF IN CAMERA ITEMS

None

13. ADJOURNMENT

Moved by Councillor Torbohm
Seconded by Councillor Herman

“THAT the December 20, 2023 Special Meeting be adjourned.”

CARRIED
#2023/12/20_003

The meeting concluded at 11:20 a.m.

David Lepsoe, Mayor

Sean O’Flaherty, Corporate Officer



VILLAGE OF CHASE

Memorandum

Date: January 2, 2024
To: Mayor and Council
From: CAO
RE: Activities Report November 7, 2023 to January 2, 2024

Council Support

- Strategic Planning workshop with Council November 7
- Regular Council meeting November 14
- Choose Chase (Economic Development) committee meeting November 15
- Reviewed proposed strategic plan format with managers prior to discussions with Council
- Climate Action Committee meeting November 20
- Participated in Downtown Improvement Plan community workshop November 22
- Attended Local Government Law seminar in Vancouver hosted by Young Anderson (local government law firm) – issues discussed included how Province of BC's Declaration on the Rights of Indigenous People's Act will affect local governments in BC, Tax Sale processes, and the new Provincial legislation regarding housing in BC
- Participated in detailed workshop with Council to develop Council's strategic plan for 2024/2025
- Participated in a Local Government Climate Action Program webinar with CFO November 28
- Attended Regular meeting of Council November 28
- Attended Regular meeting of Council December 12
- Climate Action Committee meeting December 18
- Prepared reports for Council meeting agendas
- Reviewed various reports for Council agendas
- Reviewed Council meeting minutes
- Regular meetings with Mayor, various meetings with members of Council
- Regular meetings with Senior managers to discuss council directives, delegate tasks
- Provide support to members of Council on various matters

Management and Staff Support

- Met with Chief Financial Officer and Fire Chief to discuss upcoming Fire Department budget needs
- Participate in weekly Manager's meetings
- Participated with CFO in NG 9-1-1 webinar November 27
- Participated in an LGMA human resource webinar November 27
- Volunteered for traffic control for Chase Country Christmas parade December 1
- Met with TNRD representatives and members of the Turtle Valley community association to discuss options for fire protection December 6

- Attended day long workshop at TNRD – Wildfire Debrief – processes, pre-planning, communications and other matters were discussed
- Met with Fire Chief to discuss various matters relating to fire suppression in Chase
- Discussed potential grant funding opportunities with Community Planner at Urban Systems (consulting firm)
- Met with Union representatives to prepare for upcoming collective bargaining December 12
- Participated in demonstration of utility rates software
- Provided assistance on some public inquires
- Worked with Senior Managers to problem solve various issues
- Worked with CFO on a number of grant applications
- Reviewed and authorized a variety of invoices for services and supplies
- Discussions with senior staff regarding human resource matters and resourcing needs
- Responded to email and telephone inquiries
- Performed various tasks in role as Chief Election Officer

Respectfully submitted,





VILLAGE OF CHASE

Memorandum

Date: January 4, 2024

To: Mayor and Council

From: Sean O'Flaherty, Director of Corporate Operations

RE: Activities undertaken from December 7, 2023 to January 4, 2024

Regular Duties:

- Attend Council's meetings (Regular, Special, In Camera) and workshops
- Preparation of Council meeting agendas and minutes
- Prepared Council reports and correspondence on various matters
- Responsible for confidential matters, information and privacy, and legislative affairs
- Responding to email and telephone inquiries
- Assisting staff and public with legislative and bylaw interpretations, and general support
- Responding to land use inquiries
- Ongoing human resource management
- Liaising with the Building Inspector on zoning confirmation matters
- Weekly staff meetings
- Coordinate Village communications through social media, the Village's website, and the Sunflower

Other Duties/Activities During the Reporting Period:

- Processed 1 Comfort Letters
- Processed 0 Building Permit
- Approved 0 new Business License
- Continue to add businesses that comply with water cross-connection requirements
- Working on WWTP infrastructure upgrade project
- Cremation Garden design meeting
- Accepted nomination papers for by-election
- Other election preparations
- Attended a labour management meeting
- Attended a special/closed meeting
- Attended a wastewater meeting with the province

4th Quarter (2023 year-end) Statistics:

- Dog Licences: **273** (252 in 2022). This represents a 8% increase year over year.
- Bus Licenses: **254** (227 for 2022). This represents a 12% decrease year over year.
- Building Permits totalled **\$2.1** million for 2023, a decrease of 46% in value year over year.

Bylaw Enforcement

- Bylaw Enforcement activity is normal.

Dog Control

- Dog control matters are normal.

Recycle BC (2023 year-end) Statistics:

- 108580 kg of recyclables were diverted from landfill in 2023

Respectfully submitted,

A handwritten signature consisting of several overlapping, horizontal, oval-shaped strokes, rendered in black ink.

THOMPSON-NICOLA REGIONAL DISTRICT
BUILDING INSPECTION SERVICES
Dec-23

LOCATIONS	PERMIT VALUE									
	2023-December		2022-December		2023 YTD		2022YTD		% CHANGE YTD	
	#	\$ Value	#	\$ Value	#	\$ Value	#	\$ Value	#	\$ Value
Ashcroft	0	0	0	0	13	15,890,527	5	87,000	160.0	18164.97
Cache Creek	0	0	0	0	4	768,000	8	3,400,789	-50.0	-77.42
Clinton	0	0	0	0	4	34,440	4	261,000	0.0	-86.80
E - Bonaparte Plateau	1	262,500	2	493,800	30	8,336,500	42	15,263,580	-28.6	-45.38
I - Blue Sky Country	0	0	1	10,000	10	2,425,275	19	11,032,020	-47.4	-78.02
Chase	0	0	1	220,000	14	2,050,937	16	3,759,700	-12.5	-45.45
Logan Lake	1	500,000	0	0	11	2,721,000	15	2,605,000	-26.7	4.45
J - Copper Desert Country	0	0	1	300,000	35	15,576,800	52	23,286,500	-32.7	-33.11
L - Grasslands	0	0	2	298,300	38	10,602,077	47	14,026,781	-19.1	-24.42
P - Rivers and the Peaks	1	605,000	3	727,000	44	14,669,660	49	13,642,150	-10.2	7.53
M - Beautiful Nicola Valley - North	0	0	2	905,040	17	3,786,300	36	21,072,886	-52.8	-82.03
N - Beautiful Nicola Valley - South	0	0	0	0	11	2,851,500	11	3,419,100	0.0	-16.60
Clearwater	2	300,000	1	200,000	19	1,724,548	20	4,075,000	-5.0	-57.68
A - Wells Gray Country	0	0	0	0	18	2,846,315	11	2,416,640	63.6	17.78
B - Thompson Headwaters	0	0	0	0	2	730,400	10	3,354,000	-80.0	-78.22
O - Lower North thompson	1	400,000	0	0	15	4,637,000	15	3,072,702	0.0	50.91
TOTAL	6	2,067,500	13	3,154,140	285	89,651,279	360	124,774,848	-20.8	-28.15



VILLAGE OF CHASE

Memorandum

Date: December 14, 2023

To: Council

From: Deb Lovin, Chief Financial Officer

RE: November 2023 Report

Regular Duties

Attend Council's meetings (Regular, Special, In Camera) and workshops

Dealt with property taxes and utility billing issues as required.

Monthly Bank Reconciliation.

Weekly staff meetings

Preparation of reports to Council.

Reconcile Utilities, Property Taxes and Accounts Receivable ledgers.

Respond to email and telephone inquiries

Upload BC Assessment roll updates.

Grant Applications, Implementation and Reporting

Mailed out Grant in Aid package and submitted advertisement to Sunflower

Other

Working with staff to pursue ARO data for year end preparation

Working with council and staff to award the Curling Club roof replacement

Attend GFOA sessions on Tax Rate Policy and Long-Term Financial Planning

Strategic Planning sessions with staff and council

Respectfully submitted,

Approved for Council Consideration by CAO

D Lovin

Joni Heinrich

Deb Lovin

Joni Henrich



VILLAGE OF CHASE

Memorandum

Date: January 3, 2024

To: Council

From: Deb Lovin, Chief Financial Officer

RE: December 2023 Report

Regular Duties

Attend Council's meetings (Regular, Special, In Camera) and workshops

Dealt with property taxes and utility billing issues as required.

Upload BC Assessment roll updates.

Monthly Bank and Account Reconciliations

Preparation of reports to Council.

Complete monthly eTax (Provincial Property Tax) calculation, reconciliation, and requisition.

Submit quarterly reporting for Employer Health Tax.

Respond to email and telephone inquiries

Advertising Utility billing deadline before transfer to taxes

Budget, Property Taxes & Financial Reporting

Download and process HOG information when approved by the Province of BC

Begin working documents for 2024 budget

Met with CAO regarding administration operation budget

Prepare and send Property tax and Utility reminder letters

Grant Applications, Implementation and Reporting

Prepare & submit Summer Student grant

Prepare & submit UBCM Firesmart grant

Other

Working on property insurance renewal

Respectfully submitted,

Approved for Council Consideration by CAO

D Lovin

Deb Lovin

Joni Henrich



VILLAGE OF CHASE

Memorandum

Date: January 2, 2024
To: Mayor and Council
From: Deputy Corporate Officer
RE: Activities Report – December 4, 2023 to January 2, 2024

Legislative Services/Council Support

- Agenda preparation and minutes
- Preparation of bylaws and minutes for archival purposes
- Maintenance of bylaw and resolution indexes
- Bylaw consolidation
- BC Energy Step Code and prescription options bylaw research
- Agreement review and indexing
- Council calendar preparation and distribution
- Cemetery bylaw review
- Office closure policy research
- By-election support

Operational Support

- Updated social media pages and performed routine website maintenance
- Resolved website hosting issues
- Upgraded PHP version/security maintenance
- Ongoing IT support, installation of new equipment
- Coordination with Community Hall users
- Preparation of forms and digital documents
- Records management support
- IT equipment replacement
- Intranet site management
- Support for cemetery management software
- Newsletter/utility billing insert design

Respectfully submitted,

M. McLean

Approved for Council Consideration by CAO

Joni Heinrich



VILLAGE OF CHASE

Memorandum

Date: January 5, 2024

To: Council

From: Mike Baker, Manager of Public Works

RE: December 2023 Report

Regular Duties

Attend Council's meetings (Regular, Special, In Camera) and workshops.

Begin working documents for 2024 operational and capital budget.

Invoice processing

Processing and completing service requests.

Reviewing operations and staffing of Public Works.

Review of development proposals and variances.

Review of Bylaws for familiarity and proposed revisions.

Preparation of reports to Council.

Health and Safety crew talks.

Respond to email and telephone inquiries.

Utilities

Familiarize myself with Chase Water and Sewer infrastructure.

Reviewed water and sewer master plans.

Met with staff and consultants to review current operation of water and sewer system.

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

Changing out non-functioning water meters.

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

Parks and Recreation

Chase Country Christmas

Community Hall rentals

Met with Lions club regarding new playground equipment.

Curling club and arena roof repairs and maintenance.

Mill Park boat launch design review.

Cremation Garden design review.

Cemetery maintenance issues.

Roads and Drainage

Street sweeper installation scheduled for this winter.

Snow removal as required.

Ordered new snowblower.

Drainage maintenance with warmer temperatures.

Met with Ministry of Transportation and Infrastructure to review winter maintenance of their construction zone.

Solid Waste and Recycling
Continuing with recycling audits

Respectfully submitted,

M. Baker

Mike Baker

Approved for Council Consideration by CAO

Joni Heinrich

Joni Heinrich

**VILLAGE OF CHASE
BYLAW NO. 933 - 2023**

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. 896-2021 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. 933- 2023”.
2. That the Village of Chase Zoning Bylaw No. 683-2006 is hereby amended by implementing a zoning designation on PLAN EPP82790 (607 3rd Avenue) of “R-1, *Low Density Residential*.”

READ A FIRST TIME THIS _ DAY OF _, 2023

READ A SECOND TIME THIS _ DAY OF _, 2023

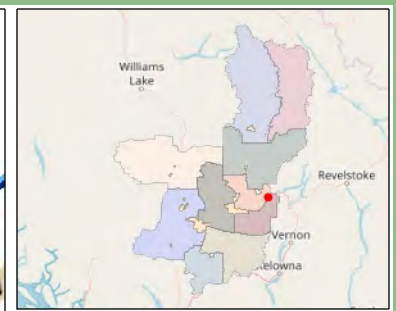
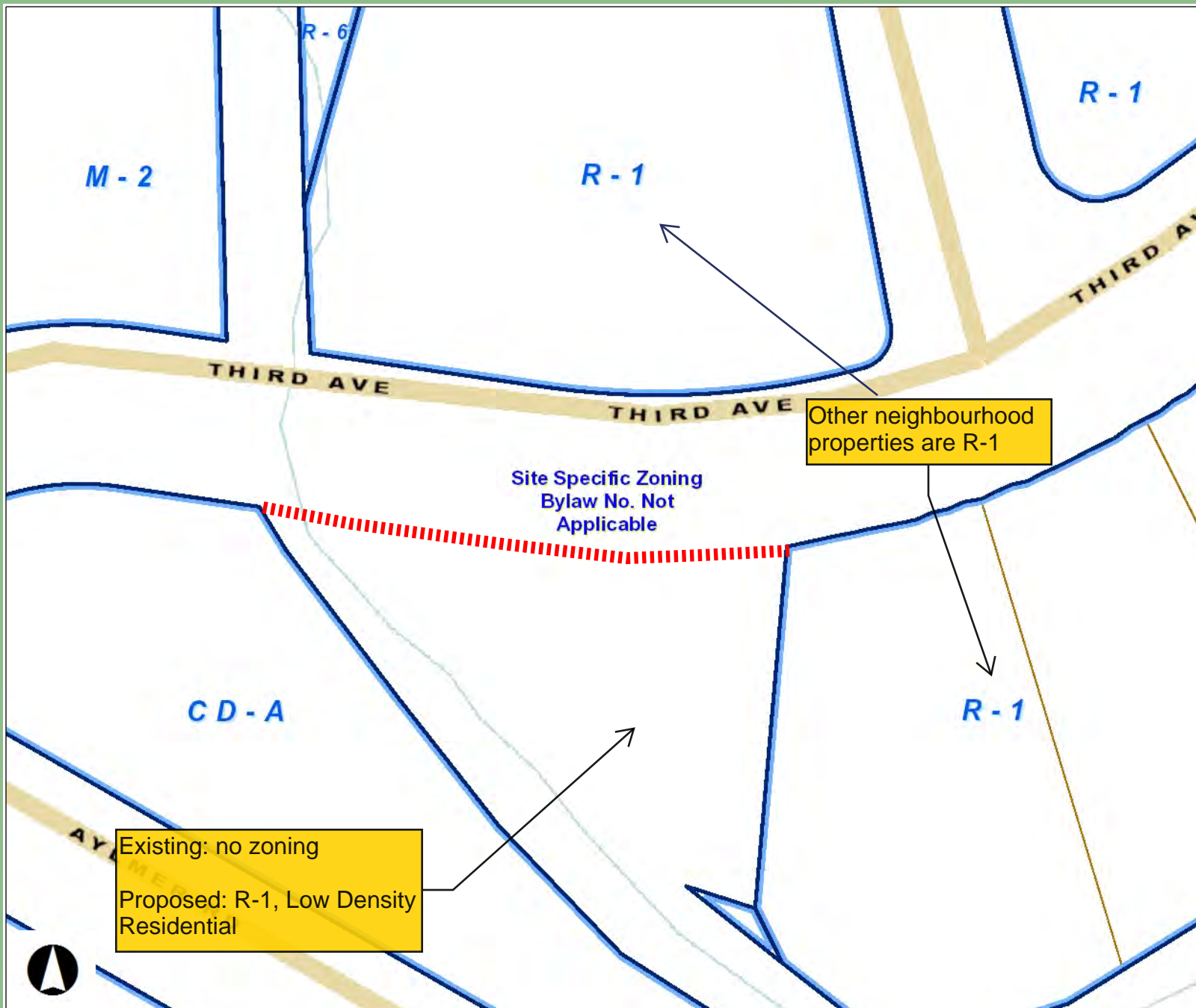
PUBLIC HEARING HELD THIS _ DAY OF _, 2024

READ A THIRD TIME THIS ____ DAY OF _____

ADOPTED THIS ____ DAY OF _____

David Lepsoe, Mayor

Sean O’Flaherty, Corporate Officer



Legend

- Site Specific Zoning
- Zoning Outline
- Emergency Services**
 - Police Station
 - Ambulance Station
 - Fire Station
 - Hospital
 - Local Authority Office
- Facility**
 - Other
 - Cemetery
 - Community Hall
 - Education
 - Emergency Response
 - Government Building
 - Health
 - Landmark
 - Recreation
 - Transportation
 - Utility
- Parcel
- TNRD Boundary (Outline)
- Administrative Boundary (Outline)



0.1 0 0.03 0.1
 1: 1,128
 Kilometers
 Projection: WGS_1984_Web_Mercator_Auxiliary_Sphere June 7, 2018

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

Author:



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: Director of Corporate Operations
DATE: January 4, 2024
RE: Cannabis Retail, 560 Shuswap Avenue

ISSUE/PURPOSE

The purpose of this report is for Council to consider authorizing a new retail cannabis sales licence at the subject location.

OPTIONS

- 1. Support of a new provincial primary license**
- 2. Support of a new provincial primary license with conditions**
- 3. Do not support a new provincial primary license**

BACKGROUND

The proposed licence location at 560 Shuswap Avenue is zoned C-2, Downtown Commercial. Cannabis Retail is a permitted use in this zone. The applicant is proposing to utilize an existing commercial space to operate a new retail cannabis business and requires a business licence to conduct business.

DISCUSSION

Council is being asked to support the applicant, Sundeep Mahal, of Barriere Budz Cannabis, with his application to the provincial regulator, the Liquor and Cannabis Regulation Branch (LCCRB), in order for his application to proceed. Mr. Mahal requires a provincial licence first, before he is able to apply for a Village of Chase business licence, and ultimately operate his business. The LCCRB has completed its assessment of the eligibility and suitability requirements of the *Cannabis Control and Licensing Act* and now requires a Council resolution for the new proposed retail store in order to issue the required licence, per provincial requirements.

Attached to this report are:

- Application
- Property Information Report
- Referral from the Liquor Control and Cannabis Regulation Branch
- Referral responses
- Additional information from applicant

REFERRALS

The RCMP were referred to on August 17, 2023 and no reply has been received indicating their interests are unaffected.

A letter has been sent to all properties within 50m of the subject property.

Letters of opposition have been received by both the Creekside Seniors, and the Chase Legion.

FINANCIAL IMPLICATIONS

An application fee of \$1000 was paid for this application. A Cannabis Retail business license is \$500.

POLICY IMPLICATIONS

The Village's permitting policy is contained in ADM-30, Controlled Substance Application Policy

Council may, by resolution, provide the LCCRB with a response to the application in a number of ways:

1. Support of a new provincial primary license
2. Support of a new provincial primary license with conditions. These conditions may include a restriction on hours, or imposing landscaping requirements.
3. Not support a new provincial primary license

RECOMMENDATION

"THAT Council support the application for a provincial primary license for Barriere Budz Cannabis located at 560 Shuswap Avenue."

Respectfully submitted,

O'Flaherty

Approved for Council Consideration by CAO

Joni Heinrich

AUG 16 2023



Village of Chase Policy ADM-30

PAID

Schedule "A"

CONTROLLED SUBSTANCE LICENSE APPLICATION

Application Type:

Fee:

- | | | |
|-------------------------------------|---|-----------|
| <input checked="" 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): 1060821 BC LTD CONTACT SANDEEP MAHAL

Address: 1077 Forden place Kamloops, B.C V2C 0J9

Telephone Number(s): 250-299-6313

Email: sunny.mahal@century21.com

License Number(s) Affected: 076732 - Ref # CRS001

Landlord

Name of Owner(s): HART TAX SERVICES LTD. Agent:

(if different from applicant)

Address: 7686 HAST HWY

PRINCE GEORGE, B.C.

V2K 3B3

Telephone Number(s): 250-961-4448

Email: jhenricks@hotmail.com

Legal Description of Licensed Property: LOT 12, BLOCK A, PLAN KAP514, DISTRICT LOT 517

Address of Licensed Property: 560 SHUWSAP AVE CHASE, B.C PID # 012-289-973

Present Zoning: C2

Present Use: VACANT

Max
DATE

Sandeep Mahal
SIGNATURE OF APPLICANT

Google Maps 560 Shuswap Ave



Map data ©2023 Google 10 m



Proposed store entrance.

560 Shuswap Ave

- Directions
- Save
- Nearby
- Send to phone
- Share

560 Shuswap Ave, Chase, BC V0E 1M0
R895+FJ Chase, British Columbia



Property Information Report

Report Generated on: September 20, 2023 12:01:17 AM

Thompson-Nicola Regional District
300 - 465 Victoria St
Kamloops, BC V2C 2A9
T (250) 377-8673
F (250) 372-5048
E gisinfo@tnrd.ca

560 Shuswap Ave

Parcel Description & Location

[More Details](#)

Legal Description:

LOT 12 BLOCK A DISTRICT LOT 517 KAMLOOPS DIVISION YALE
DISTRICT PLAN 514

Plan Number:

KAP514

Parcel Type (Class):

SUBDIVISION

Owner Type:

PRIVATE

Lot Size(Calculated)(+/-5%):

Square Meter:

285.55

Acre:

0.071

Hectare:

0.029

Community: Chase

Local Authority: Village of Chase

School District: Kamloops/Thompson



TNRD Services

(Contact the Local Authority for services provided by other jurisdictions)

[More Details](#)

Water Service: N/A

Sewer Service: N/A

Fire Protection: N/A

Future Debt (Loan Authorization) (For enquiries, contact the Local Authority)

[More Details](#)

Future Debt: b'Unknown - contact Village of Chase for any future debt.'

Planning & Zoning (For enquiries, contact the Local Authority)

[More Details](#)

Zoning Bylaw: 683

Zoning: C-2

Lakeshore Development Guidelines (Intersect): Yes

Lake Name: Little Shuswap Lake

Lake Classification: Development Lake, Special Case Lake

Fringe Area: N/A

Floodplain Information: Refer to Local Government floodplain regulation.

Site Specific Zoning: Contact Local Authority

Development Permit Area: Area A

Official Community Plan Name: CONTACT LOCAL AUTHORITY

OCP Designation: CONTACT LOCAL AUTHORITY

Agriculture Land Reserve (Intersect): No

Riparian Area (Source: TRIM)(Intersect): No

Post-Wildfire Geohazard Risk Restrictions: Unknown

Development Applications & Permits - from July 2009 to Present (For enquiries, contact the Local Authority)

[More Details](#)

Folio:	Development Application Number:	Development Application Type:	Status:
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Folio:	File Number:	Application Date:	Issued Date:	Completion Date:	Status:
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Type of Construction:

BC Assessment (For enquiries, contact BC Assessment Authority)

[More Details](#)

Folio:	Land Title PID:	Assess Year:	Land:	Improvement:	Property Class:
512.00104.000	012-289-973	2023	\$47,500.00	\$269,000.00	6-Bus/Oth

Folio:	Actual Use:	Manual class:
512.00104.000	STORES AND OFFICES	2 STY GEN COMM-LOWER QUALITY

Disclaimer: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and the Thompson-Nicola Regional District (TNRD) is not responsible for its accuracy, completeness or how current it may be. View full [Disclaimer and Terms of Use](#).



Job #076732

September 29, 2023

Sean O'Fleherly
Corporate Officer, Village of Chase
Via email: chase@chasebc.ca

Re: Application for a Cannabis Retail Store Licence
Applicant: 1060821 B.C. LTD.
Proposed Establishment Name: BB Cannabis
Proposed Establishment Location: Unit A - 560 Shuswap Ave., Chase, BC V0E 1M0

This letter confirms the General Manager has determined the above noted applicant is presently fit and proper to hold a Cannabis/Production Retail Store licence. Please note, the General Manager has the authority under the Act to re-assess whether an applicant or licensee is fit and proper at any time during the course of the application or term of the licence.

Before the issuance of a licence, a positive recommendation from the local government and/or Indigenous nation must be provided. The remainder of the licensing process depends, in part, upon this recommendation. The General Manager must take the recommendation into account in deciding whether to issue the licence. If the local government or Indigenous nation has decided it will not make a recommendation regarding this application, please contact the LCRB at your earliest convenience.

For more information on roles of local governments and Indigenous nations, please see the following link.

<https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/local-gov-indigenous-nations/role-of-local-governments-and-indigenous-nations-in-cannabis-retail-licensing>

If you have any questions, feel free to contact me at 778-698-9359 or
Alexandra.Sutherland-Barta@gov.bc.ca

Sincerely,

Alexandra Sutherland-Barta
Senior Licensing Analyst

copy: Sandeep Mahal, Applicant

CHASE CREEKSIDSE SENIORS CENTRE
524 Shuswap Avenue
Chase, B.C. V0E 1M0

RECEIVED
Village of Chase

NOV 03 2023

Original _____
File _____
Copy _____
Agenda _____

November 3, 2023.

Village of Chase
826 Okanagan Avenue
Chase, B.C. V0E 1M0

RE: Cannabis Retail Business Licence at 560 Shuswap Avenue, Chase, B.C.

We are writing in response to the above mentioned subject. Chase Creekside Seniors are not opposed to having a Cannabis retail store in Chase but feel the property at 560 Shuswap Avenue is not an appropriate location for this type of business. It is a major intersection and school children use the crosswalk daily going to and from school. There is limited street parking available and it is commonly used now by Legion members, Creekside Seniors and also those attending daily/weekly activities held at the Community Centre.

Respectively Yours,



Marilyn White
President, Chase Creekside Seniors

From: Dave Smith <jackdavesmith@gmail.com>
Sent: October 10, 2023 1:47 PM
To: Sean O'Flaherty
Cc: Royal Canadian Legion Br 107
Subject: RE: 560 Shuswap Ave.

Hello Sean;

To The Village of Chase Council Members;

The Chase Legion would like to take this opportunity to present comments, responses and feelings from Chase Legion Br. # 107 Members to the Village of Chase Council regarding the proposed "Cannabis Retail Business License at 560 Shuswap Ave."

In presenting the Village letter of information and the License Application to Legion Members and asking for their thoughts, opinions and comments on this Cannabis Retail Business License application - over 54 people (members) responded negatively, No, No, No, some people added comments and thoughts;

Those being strong concerns and issues with a POT SHOP right across the street from the Community Hall (with all the Youth and Community activities that take place there) and the weekly Church activities and multiple special events, also across the street from the Library, (again all the children and youth and public).

Creekside Seniors Recreation Centre will not support this being right next door to their Community Centre.

The Police are already down to this corner area regularly enough, dealing with theft and drug issues. The RCMP must have some comments and issues.

The Chase skateboard park is also very close, this application is not a good choice, there must be better locations found in Chase.

Questions about whether Chase really needs a Pot Shop in town, since there are already 2 Pot Shops locally (1 up the highway beside the Canco gas station and 1 across the Pine Street bridge on Adams Lake First Nations property).

Other questions included: How many occupants in the building?? How many private rental rooms, how many businesses?? What location in the building will this business be located?? What street will the entrance to the Business be located on?? Any extra / enhanced Security for the building??

This property is presently for sale by the Real Estate Salesperson who is also the applicant for this Cannabis Retail Business. How can this application be for a property that is for sale?

What about parking issues?? Parking can be an issue already when Creekside, Community Hall, Legion and the Library, all have activities going on.

The Chase Legion does not wish to discourage businesses from locating in Chase, but a proper location and community support are paramount.

So we ask you, please consider these responses from over 54 Legion Members and a number of comments at the Post Office, Bank, Coffee Shop, etc. from other Chase residents.

Please consider this proposed location as a very serious obstruction to this Application for a Cannabis Retail Business License.

Thank you for your time and for this opportunity to comment on the proposed application for a Cannabis Retail Business License.

Chase Legion Br. # 107 - V.P. Dave Smith, Acting President.

From: Sandeep Mahal <smahal25@hotmail.com>
Sent: December 20, 2023 12:14 PM
To: Sean O'Flaherty
Subject: Re: Council Meeng

Hi Sean,

Hope you are well..
I just got back from holidays.

Cornering the issues raised

As for the parking: the building has six parking stalls in the back also there is street parking.

I have a similar store in Barriere and I expect to have similar sales. Store hours will be from 11 to 7pm and will get 20 to 25 customers throughout the day and each customer will take 3 to 5 mins so the turn over is quick and flow of the customer will spread throughout the day
this will not cause any parking issues.

As for kids walking by the store: we will have frosted windows and no minors will allowed in store and smoking in-front of store is prohibited.

No Seang in the s tore .

Hope this helps.
If you have any quesons please f eel free to contact me.

Sandeep Mahal



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: Director of Corporate Operations
DATE: January 4, 2024
RE: Development Variance Permit DVP #4-2023, 515 Pine Street, Chase BC

ISSUE/PURPOSE

To obtain Council's approval for a Development Variance Permit which varies the front parcel line setback for an accessory building.

OPTIONS

- 1. Authorize issuance of Development Variance Permit #4-2023**
- 2. Deny issuance of the permit**

BACKGROUND

The applicant, owner of the property at 515 Pine Street has applied to vary the front parcel line setback for an accessory building. The bylaw setback regulation states that the setback is 6.0m, and the applicant is requesting a 5.0m setback, a variance of 1.0m.

Council accepted the application and directed staff to proceed with the referral process at the November 28, 2023 Regular meeting.

DISCUSSION

The garage has already been constructed on the subject property. The trespass into the front setback was discovered by the Building Inspector. If Council denies the Permit, the applicant will have to alter or remove the garage to comply with the prescribed setbacks.

Attached to this report are:

- Referral package
- DVP #4-2023

REFERRALS

Notifications were sent out to property owners within 50 metres of the subject property. Section 499 of the *Local Government Act* requires notice be provided

to affected property owners and tenants. The Fire Chief and Public Works Manager were also referred.

FINANCIAL IMPLICATIONS

The applicant has paid the \$500 application fee.

POLICY IMPLICATIONS

Pursuant to the provisions in the Local Government Act, a local government may, by resolution, issue a development variance permit, in respect of the land covered in the permit, the provisions of a bylaw that regulates Zoning. As a limit to Council's authority, the use or density of land cannot be varied. In the existing case, the use and density of the property is not affected by the granting of the variance request.

A variance application can come forward at any time to vary a regulation pertaining to construction and development. Council needs to consider whether it is in the best interests of the neighbouring residents to allow the variance, and whether or not granting the variance will set a precedent.

RECOMMENDATION

"THAT Development Variance Permit #4-2023 be issued."

Respectfully submitted,

Approved for Council Consideration by CAO

A stylized, circular, swirling signature in black ink, likely representing the name Joni Heinrich.

Joni Heinrich



Village of Chase

PO Box 440 826 Okanagan Ave
Chase, BC V0E 1M0
Office: 250.679-3238
Fax: 250.679-3070
www.chasebc.ca

December 20, 2023

Dear Property Owner/Occupier:

RE: Consideration of Development Variance Permit for 515 Pine Street, Chase, BC

The Council of the Village of Chase, at its Regular Meeting to be held in the Council Chamber on Tuesday, January 9, 2024 at 4:00 p.m., intends to consider issuance of a Development Variance Permit (DVP).

The application applies to the lot legally described LOT C DISTRICT LOT 517 KDYD PLAN 18994 EXCEPT PLAN KAP81631, with the civic address of 515 Pine Street. The subject property is zoned R-1, Low Density Residential in the Village's Zoning Bylaw.

The property owner wishes to build an accessory building closer to the front parcel line than the zoning bylaw allows and has requested the Village relax the front parcel line setback distance from **6.0m** to **5.0m**, a variance of **1.0m**.

A draft copy of the proposed Development Variance Permit is attached and the file is available for viewing at the Village Office, 826 Okanagan Avenue, Chase, BC, from Monday to Friday from 9:00 a.m. to 4:00 p.m., except statutory holidays until Council makes its decision.

Your comments/concerns may also be presented in writing, in advance of the meeting by addressing them to the undersigned, by email, letter, or by attorney. Your submission will be made public unless you state anonymity, in which case only the perceived sentiment will be advanced before Council. Please contact me if you have any questions about this matter.

Sincerely,

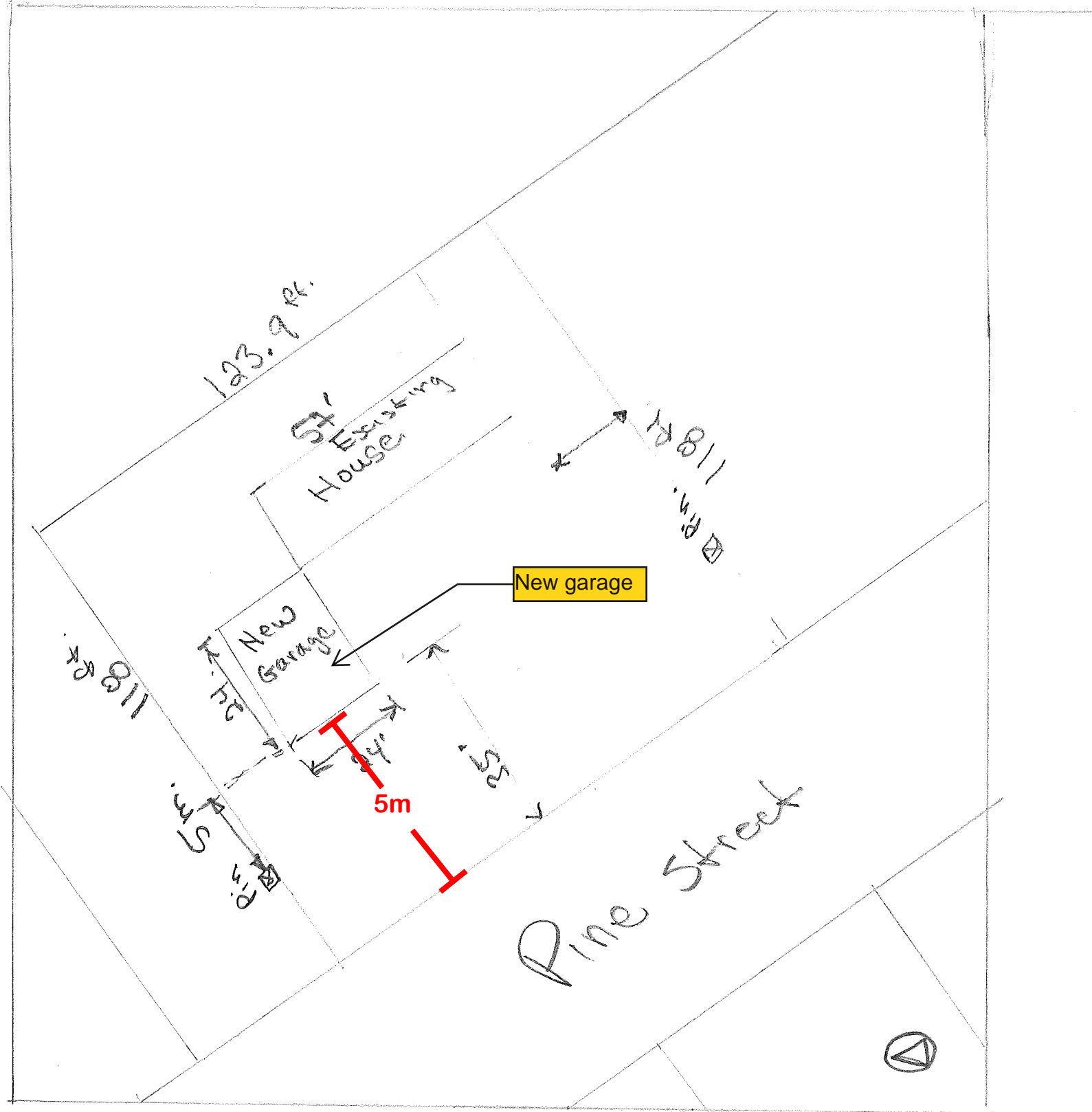
VILLAGE OF CHASE



Sean O'Flaherty, RPP
Corporate Officer
soflaherty@chasebc.ca

515 Pine
Street

Chris Walker
H&K Home Reno
250-572-7035





VILLAGE OF CHASE
Development Variance Permit No. 4-2023

Authorizing resolution of the Council of the Village of Chase passed at its Regular Meeting on the __ Day of __, **2024**.

1.0 LEGAL DESCRIPTION
LOT C DISTRICT LOT 517 KDYD PLAN 18994 EXCEPT PLAN KAP81631
PID 008-158-924

CIVIC ADDRESS
515 Pine Street
Chase, BC

2.0 HOLDER & ADDRESS
Fred & Chris Einarson
515 Pine Street
CHASE BC
V0E 1M0

3.0 CONDITIONS TO BE VARIED OR SUPPLEMENTED:

3.1 Village of Chase Zoning Bylaw No. 683 - 2006 and amendments thereto states:

6.14 Regulations

Minimum front parcel line setback for an accessory building 6.0m

Variance to Regulations

Section 6.14 is hereby varied to allow the front parcel line setback for an accessory building to be varied by 1.0m to 5.0m.

4.0 SECURITY REQUIRED: _____ YES X NO

5.0 GENERAL NOTES:

5.1 This Development Variance Permit is issued subject to all of the Bylaws of the Village of Chase applicable thereto, except as specifically varied or supplemented by this Permit.

5.2 This Permit applies to and only to those lands within the Village of Chase described in 1.0 above.

5.3 This Permit is not a Building Permit.

6.0 APPROVAL REQUIRED BY MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE:

_____ YES X NO

Approved by Village of Chase Council on the __ Day of __, **2024**



VILLAGE OF CHASE Administrative Report

TO: Mayor and Council
FROM: Director of Corporate Operations
DATE: January 4, 2024
RE: Development Variance Permit DVP #5-2023, 607 3rd Avenue, Chase BC

ISSUE/PURPOSE

To obtain Council's approval for a Development Variance Permit which varies the front parcel line setback.

OPTIONS

1. **Authorize issuance of Development Variance Permit #5-2023**
2. **Deny issuance of the permit**

BACKGROUND

Council, at its November 14th, 2023 closed meeting resolved:

“THAT staff prepare this Village-owned property for future sale on the open market by installing a water and sewer connection and initiating the Development Variance Permit process to reduce the front parcel line setback from 6.0m to 4.0m.”

This is an internal application and directed staff to proceed with the referral process at the November 28, 2023 Regular meeting.

DISCUSSION

Due to the irregular configuration of this municipal owned property, a relaxation of the front parcel line setback is necessary to optimize the building envelope.

Attached to this report are:

- Referral package
- DVP #5-2023

REFERRALS

Notifications were sent out to property owners within 50 metres of the subject property. Section 499 of the *Local Government Act* requires notice be provided to affected property owners and tenants. The Fire Chief and Public Works Manager were also referred.

FINANCIAL IMPLICATIONS

None

POLICY IMPLICATIONS

Pursuant to the provisions in the Local Government Act, a local government may, by resolution, issue a development variance permit, in respect of the land covered in the permit, the provisions of a bylaw that regulates Zoning. As a limit to Council's authority, the use or density of land cannot be varied. In the existing case, the use and density of the property is not affected by the granting of the variance request.

A variance application can come forward at any time to vary a regulation pertaining to construction and development. Council needs to consider whether it is in the best interests of the neighbouring residents to allow the variance, and whether or not granting the variance will set a precedent.

RECOMMENDATION

“THAT Development Variance Permit #5-2023 be issued.”

Respectfully submitted,

Approved for Council Consideration by CAO

A stylized, circular, scribbled signature in black ink, appearing to be a signature.

Joni Heinrich



Village of Chase

PO Box 440 826 Okanagan Ave
Chase, BC V0E 1M0
Office: 250.679-3238
Fax: 250.679-3070
www.chasebc.ca

December 20, 2023

Dear Property Owner/Occupier:

RE: Consideration of Development Variance Permit for 607 3rd Avenue, Chase, BC

The Council of the Village of Chase, at its Regular Meeting to be held in the Council Chamber on Tuesday, January 9, 2024 at 4:00 p.m., intends to consider issuance of a Development Variance Permit (DVP).

The application applies to the lot legally described THAT PART OF DISTRICT LOT 517 KDYD SHOWN ON PLAN EPP82790, with the civic address of 607 3rd Avenue. The subject property is unzoned.

The property owner wishes to allow a principal building to be built closer to the front parcel line than the zoning bylaw allows and a variance is sought from **6.0m** to **4.0m**, a variance of **2.0m**.

A draft copy of the proposed Development Variance Permit is attached and the file is available for viewing at the Village Office, 826 Okanagan Avenue, Chase, BC, from Monday to Friday from 9:00 a.m. to 4:00 p.m., except statutory holidays until Council makes its decision.

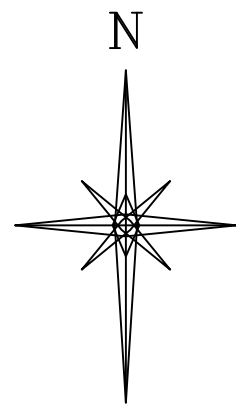
Your comments/concerns may also be presented in writing, in advance of the meeting by addressing them to the undersigned, by email, letter, or by attorney. Your submission will be made public unless you state anonymity, in which case only the perceived sentiment will be advanced before Council. Please contact me if you have any questions about this matter.

Sincerely,

VILLAGE OF CHASE



Sean O'Flaherty, RPP
Corporate Officer
soflaherty@chasebc.ca



3RD AVENUE
PLAN 33820

$r=119.21$
 $\alpha=33.09$

SKETCH PLAN SHOWING
BUILDING ENVELOPE
IN CLOSED ROAD
PLAN EPP82790
DL 517, KDYD

Required setback: 6.0m
Proposed setback: 4.0m
Variance: 2.0m

OPTION A: 4m FRONTAGE

CLOSED ROAD
PLAN EPP82790

BUILDING
ENVELOPE
295 m²

G
PLAN 28697

PARK
PLAN EPP37280

PRESENT NATURAL BOUNDARY AS PER PLAN EPP82790
CHASE CREEK

SCALE 1:250



CAD FILE: T04221-SK.DWG (DEC 14/18)

UNDERHILL & UNDERHILL
PROFESSIONAL LAND SURVEYORS
204-153 SEYMOUR STREET
KAMLOOPS, B.C. V2C 2C7
TEL. (250) 372-8835



VILLAGE OF CHASE

Administrative Report

TO: Mayor and Council

FROM: Director of Corporate Operations

DATE: January 2, 2024

RE: Building Regulations Amendment Bylaw No. 929-2023 – *BC Building Code (BCBC)* Step 3 Requirements

ISSUE/PURPOSE

Bylaw 929-2024 would amend *Building Regulations Bylaw No. 803-2014* to allow builders an option to use prescriptive alternative in meeting Step 3 of the *Energy Conservation Step Code*, which came into effect on May 1, 2023. In addition, amendments include various text changes to the Bylaw and its appendices that reflect current processes and practices while others ease administration and enforcement of the permitting and construction process.

OPTIONS

1. Council pass first three readings of Building Regulations Amendment Bylaw No. 929-2024.
2. Council provide Administration with alternate direction.

HISTORY/BACKGROUND

In February 2023, the Province informed local governments of amendments to the *Building Act* and the *BC Building Code (BCBC)* to compel Step 3 of the performance-based *Energy Conservation Step Code*, requiring most new construction to be 20 percent more energy efficient. To accommodate jurisdictions with limited or no community energy advisors (CEAs), the Province has provided a prescriptive option for Part 9 buildings (single-family homes, duplexes, townhomes, small stores, offices and industrial shops, and small apartments under 600 m² and three stories or less). This option enables builders to avoid the energy modelling process, including air-insulation (RSI) values, energy efficient windows/doors, and heat exchange ventilation.

DISCUSSION

The *Energy Conservation Step Code* is a provincial initiative that requires all new buildings to be “net zero ready by 2032.” A net-zero building is one that has reduced energy demand and installed sufficient renewable energy to produce as much energy as it consumes. The Step Code is performance-based and requires that buildings be modelled prior to construction to ensure that it meets the energy efficiency standard of the “step” being implemented. The building must then be “commissioned”, including testing for airtightness prior to occupancy. A local government cannot issue an *Occupancy Certificate* until and unless it passes. Each “step” establishes targets relating to the efficiency of the building envelope (air leakage, insulation, windows and doors, etc.). This design and testing work must be performed by a “community energy advisor,” CEA, or qualified “energy modeler”.

CEAs must pass specified exams and be registered with *Natural Resources Canada* as having met the required qualifications to deliver EnerGuide rating services for eligible homes in Canada. Energy

modelers are similar but may not be affiliated with a service organization and the EnerGuide Rating System. Modelers may use other energy simulation software that meets the BC Energy Step Code.

In 2021, some local governments raised concerns with the Province that the requirement to retain an energy advisor (CEA) to undertake modelling, testing and commissioning of building equipment is difficult in rural areas arguing that:

- CEA is a relatively new vocation and there is workforce supply constraints
- CEAs are choosing to work in larger centres where their workload is concentrated
- CEAs can add net additional costs to construction versus the prescriptive method
- CEAs can add delays to Building Permit approvals versus the prescriptive method
- The prescriptive method gives more cost certainty for builders

In response, the Province has enabled a prescriptive option which allows builders to bypass or avoid energy modelling, airtightness testing and building commissioning process by meeting prescribed standards for individual assemblies or pieces of equipment.

Building Act and BC Building Code Changes

The Province amended the *Building Act* and *BC Building Code* to mandate standards for buildings regulated under Part 9. Currently, Part 9 buildings must meet the Energy Conservation Step 3 (20 percent) standard using an energy advisor to ensure the standard is met, or alternatively, dwellings can meet prescriptive standards if this option is authorized by bylaw.

The Step 3 prescriptive standards include meeting higher insulation requirements (e.g. from R24 to R30 in walls, R60 to R80 in a flat ceiling) and more efficient windows and doors to ensure buildings are designed to the 20 percent or better standard. This may be a more practical, economical and energy-efficient option for many buildings. The adoption of Building Regulations Amendment Bylaw No. 929-2023 would enable the issuance of building permits that allow for construction according to the performance-based option or the prescriptive option.

FINANCIAL IMPLICATIONS

The proposed changes would increase the cost of administering building permits, which are managed by the Thompson-Nicola Regional District (TNRD) on a contracted basis. The proposed fee increases reflect both the rising costs of inspection and permitting services as well as additional resources required to process applications using the prescriptive approach, which is intended to remove obstacles to new development within the community. As the Step 3 standard for Part 9 buildings is now universally applicable province-wide, the high demand for CEAs will likely contribute to delays and additional costs to new building construction. Although there is a marginal administrative expense related to offering a prescriptive option to the Step 3 standard, it is largely outweighed by the benefits to the community from a speedier permitting process that encourages the development of housing and the broadening of the tax base.

POLICY IMPLICATIONS

The proposed Building Regulations Amendment Bylaw No. 929-2024 would make a series of revisions to Building Regulations Bylaw No. 803-2014 aimed at establishing the prescriptive alternative and updating procedures.

The proposed amendments would:

- Provide an option to meet Step 3 standards using the prescriptive requirements found in s. 9.36.2 to 9.36.4 of the BCBC.

- Allow a one-year renewal of building permits to be granted up to three times and additional renewals to be granted when construction is impacted by emergencies.
- Allow for the renewal of provisional occupancy certificates (valid for 90 days) up to three times.
- Increase permit fee surcharges for construction from \$250 to \$500 for construction values under \$50,000 and from \$500 to \$1500 for construction values over \$50,000.
- Reduce the timeframe from three years to two years for the completion of construction and the closing of a permit to qualify for the rebate of the permit fee surcharge.
- Allow for additional inspections for ICF (insulated concrete forms) construction.
- Remove the requirement for a stop work order to be posted for the doubling of permit fees where work for which a permit is required and has commenced prior to the issuance of a permit.

RECOMMENDATION(S)

“THAT Council give *Building Regulations Amendment Bylaw No. 929-2024* the first three readings.”

Respectfully submitted,



Approved for Council Consideration by CAO

VILLAGE OF CHASE
Bylaw No. 929-2024

A Bylaw to Amend the Village of Chase Building Regulations Bylaw No. 803-2014

WHEREAS the Village of Chase Council has adopted Building Regulations Bylaw No. 803-2014;

AND WHEREAS the Village of Chase Council considers it advisable to amend the Building Regulations Bylaw No. 803-2014;

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 Building Regulations Amendment Bylaw No. 929-2024".
2. Village of Chase Building Regulations Bylaw 803-2014 is amended as follows:

- (a) By adding the following as section 1.7 and renumbering the subsequent sections accordingly:

"In relation to the conservation of energy, *construction* on or after May 1, 2023 may meet the prescriptive requirements of s. 9.36.2 to 9.36.4 of Division B of the *Building Code*."

- (b) By replacing section 4.5 in entirety with:

"Upon expiration of a building *permit*, the *Building Official* may grant *permit* renewal for a period of one year each, up to three times, provided construction is progressing and inspections are being called and passing; notwithstanding the forgoing, if construction is impacted by a declaration of a provincial *State of Emergency* or a *State of Local Emergency*, then additional renewals may be approved."

- (c) By replacing section 6.3 in entirety with:

"The *Building Official* shall prescribe, and may from time to time modify, the form of application for matters within the scope of this Bylaw; and in so doing, may prescribe different forms for different categories of applications. Such forms may require, but not be limited to, the following:

- a) name and contact information of owner and any agents delegated on their behalf;

- b) disclosures such as a condition upon lands, history of buildings, and the intended use of the lands and buildings;
- c) copy of certificate of title, including applicable encumbrances thereupon; and
- d) site or property plans, surveys, surveyor site certificates, geotechnical reports, building plans and specifications, utility information, engineering, site servicing information, photos, and related information.”

(d) By replacing clause 16.4(d) vii. in entirety with:

“when insulation and vapour barrier are complete but prior to placement of any finish thereon; and, in the case where performance base criteria supported by a blower-door test result is required, an intermediate test must be undertaken at this inspection stage;”

(e) By replacing section 17.3 in entirety with:

“A *Building Official* may issue a provisional occupancy certificate valid for ninety (90) days from the date of issuance, where construction of a building or structure has been substantially completed and the health and safety requirements of this Bylaw and the *Building Code* have been met. Such provisional occupancy certificate may be renewed a maximum of three times, conditionally, based upon any terms or conditions specified by the *Building Official*; thereafter, occupancy may be revoked, and an order may be posted if the outstanding conditions have not been met. The *owner* shall pay the provisional occupancy certificate fee as specified in Appendix “A” to this Bylaw prior to issuance of the certificate or any extensions.”

3. Village of Chase Building Regulations Amendment Bylaw 803-2014, Appendix A, is amended as follows:

(a) Item E. PERMIT FEE SURCHARGE is replaced with the following:

“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:

- (1) \$500 where the *construction* value is less than \$50,000; or
- (2) \$1500 where the *construction* value exceeds \$50,000; and

if work associated with a building *permit* is completed and the *permit* closed within two years of the date of issue, the *Building Official* shall rebate the surcharge fee to the original payee.”

(b) Item F. SPECIAL INSPECTION FEE shall be replaced with the following:

“Additional inspections such as those for ICF construction and voluntary inspections such as those to establish compliance, status, or notice on title release \$150.”

(c) Item I. PROVISIONAL OCCUPANCY CERTIFICATE FEE shall be revised to \$100.

(d) Item O. DOUBLE PERMIT FEE is replaced with the following:

“Where work for which a *permit* is required by this bylaw has been commenced prior to issuance of a *permit*, the applicant shall pay to the *Building Official* double the fee prescribed in this Schedule, up to an additional \$2,000.”

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 _____

David Lepsoe, Mayor

Sean O'Flaherty, Corporate Officer



VILLAGE OF CHASE

Memorandum

Date: January 2, 2024
To: Mayor and Council
From: CAO
RE: Shuswap Trail Alliance – Financial Partnering for Working Group and Annual Roundtable

Jen Bellhouse, Executive Director of the Shuswap Trail Alliance (STA) addressed Council at the November 28, 2024 Council meeting, highlighting the STA's accomplishments from the past year and showcasing some of the upcoming projects for 2024.

One of the main projects the STA is tackling in 2024 is the Chase Creek Falls Trail Upgrade which will include a trail from the old rest area on the south side of Highway 1 along the creek towards the falls, ending in a viewing platform. The trail will be of a universal standard for all ages and abilities, and the works will include mitigation of erosion and provide a more environmentally sustainable and safe trail. The trail project will also address drainage issues with water coming off the highway.

Many other trail projects in the Shuswap are being conducted in 2024, with ongoing maintenance and repair of existing trails. Indigenous partners are in the forefront of all activities undertaken by the STA, as are all other partners including trail user groups, local governments and the Province of BC.

The STA is requesting the Village of Chase contribute \$1605 annually for four (4) years to help with the operational costs including the Shuswap Trails Working group which takes place four times a year. Additionally, the STA is requesting the Village of Chase contribute \$500 annually for three years for the Roundtable preparations, discussions and reporting.

RECOMMENDATION

“THAT the Village of Chase contribute \$1605 per year for four years (2024 through 2028) towards the operations of the Shuswap Trail Alliance; AND

THAT the Village of Chase contribute \$500 per year for three years (2024 through 2027) towards the Roundtable initiative.”

Respectfully submitted,

Joni Heinrich

SILGA *Southern Interior Local Government Association*

December 12, 2023

To: All SILGA Members

Re: SILGA Convention – Call for Nominations 2024

As per the Constitution of the Southern Interior Local Government Association (amended 2017), the “Call for Nominations” is now going out to all member Mayors, Councillors, Regional Chairs and Directors who wish to seek a position on the SILGA Executive for the 2024/25 term. Elections will be held during the SILGA Convention from April 30th to May 3rd, 2024.

Offices to be filled are President, 1st Vice President, 2nd Vice President and seven Directors. One member of the SILGA board must be an Electoral Area Director of a member Regional District. Those presently serving may run for another term if they so wish.

Excerpt from the SILGA constitution regarding new voting procedures:

7.10 The election of Officers to the Executive shall be held at the Annual General Meeting on a first ballot and that of the Directors at Large subsequently on a second ballot. Any candidate that is unsuccessful in obtaining an Officer position on the first ballot may become a candidate for a Director at Large position on the second ballot.

7.11 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is elected, the Director at Large positions will then be filled by the candidates with the most votes.

7.12 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is not elected, then in the election of the Directors at Large, the candidate - of those candidates that are Electoral Area Directors of a regional district - with the most votes will be elected as a Director at Large and the balance of the Director at Large positions will be filled by the remaining candidates with the most votes. If only one Electoral

Area Director of a regional district candidate runs for a Director at Large position, that candidate will be acclaimed.

Deadline for nominations is Thursday, February 29, 2024. You will be asked to complete a biography and submit a photo for the printing of the official Nominating Committee Report to be contained in the Convention Package.

The SILGA nomination committee is chaired by Past President Lori Mindnich, Village of Lumby.

All those interested in serving are asked to contact Councillor Mindnich by email at lorideann2@gmail.com or at the SILGA office at 250-851-6653. All information should be forwarded to both Councillor Mindnich and the SILGA office (yoursilga@gmail.com).

Alison Slater
General Manager, SILGA

December 12, 2023

To: All SILGA Members

Call for Resolutions for 2024 Convention

The SILGA Annual General Meeting and Convention is scheduled to be held in Kamloops between April 30th to May 3rd, 2024. The SILGA Constitution requires that resolutions to be considered at the Annual Meeting are to be received by the Secretary-Treasurer no later than 60 days prior to this meeting. Thursday, February 29, 2024 will be the deadline for receipt of resolutions.

If your local government wishes to submit a resolution for consideration at the 2024 SILGA Convention, please forward by email your resolution to info@silga.ca. Any background information on the resolution would be helpful. Each resolution should be endorsed by the sponsoring Member's Municipal Council or Regional Board. The resolution should be relative to regional issues and should not pertain to a finite local interest.

If you do not receive a confirmation email regarding your resolution, please contact the SILGA office at 250 851 6653.

For information on how to properly write a resolution please refer to the UBCM website below.

<http://www.ubcm.ca/EN/main/resolutions/resolutions/resolutions-procedures.html>

or go to the resolutions page on the SILGA website at

<http://www.silga.ca/convention/resolutions/>

Resolutions not received by February 29th, 2024 will be considered late resolutions and must go through the following procedures to be considered at the AGM.

Late Resolutions

- (1) Resolutions submitted following the expiry of the regular deadline noted in section 10.4 shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution shall be provided to SILGA by noon on the Friday preceding the date of the Annual General Meeting. The resolutions committee will meet on the Tuesday preceding the Annual General Meeting to provide recommendations as to whether the late resolution(s) should be brought to the Members for inclusion in the resolution debate. All late resolutions must be adopted by a Special

Resolution of the Member Representatives in attendance at the Annual General Meeting to be included in the discussion.

- (2) Late resolutions will be reviewed by the Resolutions Committee prior to the Meeting and only those of a subject matter which could not have been submitted by the normal deadline date outlined in section 10.4 will be considered.
- (3) Late Resolutions shall be available for discussion after resolutions printed in the resolutions book have been considered.
- (4) Late Resolutions admitted for plenary discussion shall be dealt with in the order presented in the Late Resolutions report.
- (5) In the event that a late resolution is recommended to be admitted for discussion, the sponsoring member of the late resolution shall produce sufficient copies for distribution to the Members at the Annual General Meeting.
- (6) The Late Resolution will, after reading, be properly before the meeting, and the regular procedures for handling resolutions will apply.

Alison Slater
General Manager, SILGA