



VILLAGE OF HARRISON HOT SPRINGS

NOTICE OF MEETING AND MEETING AGENDA

COMMITTEE OF THE WHOLE

DATE: Monday, October 24, 2016
TIME: 10:00 a.m.
LOCATION: Council Chambers, Harrison Hot Springs

1. CALL TO ORDER

Meeting called to order by Mayor Facio

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

4. ITEMS FOR DISCUSSION

Staff Reports

Item 4(a)
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- (a) Report of Financial Officer – October 18, 2016
Re: 2017 Property Tax Due Date

Recommendation:

THAT Council repeal Bylaw 237 Percentage Addition Bylaw and establish a general tax collection scheme in accordance with section 234 of the *Community Charter*.

- (b) Report of Financial Officer – October 13, 2016
Re: Pay Parking Summary of Revenue and Expenditures 2016

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- (c) Report of Chief Administrative Officer – October 20, 2016
Re: Boat Launch Repairs & Budget

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- (d) Report of Chief Administrative Officer – October 20, 2016
Re: Short Term Rentals Update

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- (e) Memorandum of Financial Officer – October 20, 2016
Re: 2017 Budget Timeline

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Page 9

- (f) Christmas Event

Item 4(f)

Items for Discussion

- Designated Swimming Areas
- Stenciled Signage on Beach Walkway
- Hobie Cats Use of Rendall Park
- Election Signage
- Replacement of Banners on Esplanade Avenue
- Stop Signs/School Zone Signage Update
- Memorial Bricks at Memorial Hall
- Canadian Geese in Public Green Spaces

5. QUESTIONS FROM THE PUBLIC (pertaining to agenda items only)

6. RESOLUTION TO CLOSE THE MEETING

MOTION FOR CONSIDERATION

THAT the meeting be closed to the public, except for Council and senior staff, in accordance with Section 90 (1) of the *Community Charter* to consider matters pursuant to:

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were held in public



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COMMITTEE OF THE WHOLE

TO: Mayor and Council **DATE:** October 18, 2016
FROM: Tracey Jones **FILE:** 1970-01
Financial Officer
SUBJECT: 2017 Property Tax due date

ISSUE:

To change the property tax due date to align with the general tax collection scheme as outlined in *section 234 of the Community Charter*.

BACKGROUND:

Section 234 of the *Community Charter* establishes a general tax collection scheme that sets the due date for property taxes as July 2nd of each year; or the municipality can establish an alternative scheme under Section 235.

Currently the Village has a due date of July 31st for the payment of property taxes. Along with municipal taxes the Village collects taxes on behalf of the Regional District, Hospital District, Municipal Finance Authority and BC Assessment; those taxes are required to be remitted prior to their due date of August 1st. It has been our experience that the majority of our taxes are collected on or just prior to our due date and we are therefore required to remit funds to the other jurisdictions prior to receiving the funds in our account.

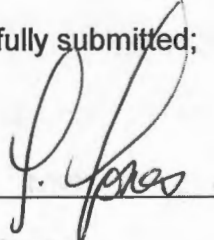
In addition, it is staff's goal to work with homeowners and stakeholders to prevent properties from having to go to tax sale. With the later property tax deadline it significantly reduces the amount of time we have available for staff to research, notify owners and pursue payment of delinquent taxes prior to the deadline for advertising properties for tax sale. If the property tax deadline is moved to July 2nd then it will give staff an additional 4 weeks in an effort to avoid unnecessary costs associated with tax sales.

In order to align our tax due date with the general tax collection scheme under section 234 of the *Community Charter* and establish a due date of July 2nd, Bylaw 237 Percentage Addition Bylaw will need to be repealed.

RECOMMENDATION:

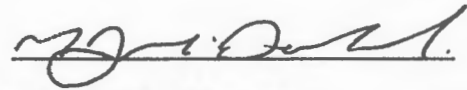
THAT Council repeal Bylaw 237 Percentage Addition Bylaw and establish a general tax collection scheme in accordance with section 234 of the *Community Charter*.

Respectfully submitted;

A handwritten signature in black ink, appearing to read 'T. Jones', is written over a horizontal line.

Tracey Jones
Financial Officer

REVIEWED BY: (if applicable)

A handwritten signature in black ink, appearing to read 'M. McDonald', is written over a horizontal line.

Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COMMITTEE OF THE WHOLE

TO: Mayor and Council **DATE:** October 13, 2016
FROM: Tracey Jones **FILE:** 1810-01/5480-06
Financial Officer
SUBJECT: Pay Parking Summary of Revenue and Expenditures 2016

ISSUE:

To provide Council with a report on the Revenue and Expenditures for the Pay Parking program from June 15, 2016 to Sept 15, 2016.

BACKGROUND:

At the April 20th Special Council Meeting, Council awarded the contract for pay parking in the Village of Harrison Hot Springs to Precise ParkLink.

The program ran from June 15th to Sept 15th, 2016 and the following is a summary of the financial results of the program.

Operating revenues are monies received from the purchase of parking tickets from 13 installed machines.

Enforcement revenues are monies received when a person has not purchased a ticket, has an expired ticket or is improperly parked and an enforcement ticket is issued to achieve compliance. These funds represent recovery of lost revenue that would have been collected as operating revenue had a ticket been purchased. To date 68% of enforcement tickets have been paid and the average ticket payment is approximately \$42. A total of 1866 enforcement tickets have been paid and 870 are currently unpaid. Enforcement tickets were not issued for the first week of pay parking; 370 courtesy tickets were issued during that time which advised that pay parking was in effect, there was no revenue generated from these tickets. Enforcement revenue continues to be received by Precise Parking after the date of writing this report and final numbers may be greater than those currently reported here.

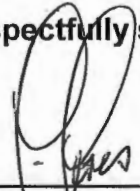
Pay Parking Revenue received from operations	\$	155,515.30
Less: Pay Parking Expenditures for operations	\$	15,609.31
Less: Pay Parking Expenditures for setup costs	\$	<u>5,262.65</u>
Net Operating Income	\$	134,643.34

Enforcement Revenue collected	\$	37,918.78
Less: Enforcement costs	\$	<u>15,858.47</u>
Net Revenue Recovered from Enforcement	\$	22,060.31


Total Net Income from Pay Parking	\$	156,703.65
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Respectfully submitted;

Reviewed By: (if applicable)



Tracey Jones
Financial Officer



Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COMMITTEE OF THE WHOLE

TO: Mayor and Council **DATE:** October 20, 2016
FROM: Chief Administrative Officer **FILE:** 0810-20-08
SUBJECT: Boat Launch Repairs & Budget

ISSUE:

The boat launch into Harrison Lake is comprised of a launch and retrieval lane, separated by a pedestrian float. It is operated by the FVRD under an agreement which leaves the responsibility for capital repairs and maintenance with the Village. The underwater portion of the boat launch, constructed of interlocking concrete blocks, is not durable enough for current usage and has been subject to frequent and costly repairs.

BACKGROUND:

The Village has allocated \$20,000 per year over the past two years to a boat launch reserve account to fund future improvements. Previous estimates put the cost of upgrades at \$100,000, based on the replacement of the concrete blocks with poured concrete lanes. The reserve contribution has been funded by general taxation rather than by boat harbor revenue, which cover only the operational costs of repairs and maintenance. In past years consideration has been given to raising user fees to help fund the overall cost of the facility.

In 2016, at the recommendation of the Public Works Foreman, steel plates were installed on the launch side, replacing the interlocking concrete blocks, at a cost of \$16,800. The improvements held up well for the busy summer season, and no repairs have been required on that side of the facility since the upgrade. Similar improvements will be undertaken on the retrieval side, at a cost of approximately \$13,000.

DISCUSSION:

The Village is now in a position to reduce the regular annual contribution of \$20,000 to the boat harbor reserve to \$5000 per year. The reduced contribution will fund a reserve for capital repairs without the need to plan for the installation of more costly concrete upgrades. This will allow the Village to set an annual budget for the boat launch which is revenue neutral, including planned reserve contributions.

Respectfully submitted,


Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COMMITTEE OF THE WHOLE

TO: Mayor and Council DATE: October 20, 2016
 FROM: Chief Administrative Officer FILE: 3360-01/4300-01
 SUBJECT: Short Term Rentals – UBCM Update

ISSUE:

Council has directed staff to address the issue of unregulated short term vacation rentals which are proliferating within the Village, as evidenced by online third-party booking agencies. Issues of concern include the need to protect residential neighborhoods from inappropriate commercial activities, the need to preserve residential rental accommodation, and the desire to ensure that all tourism accommodation sectors collect and remit a 'fair share' of provincial sales tax. Currently, short term accommodation providers are exempt of the collection of Municipal Regional District Tax (MRDT) which is specific to the accommodation sector who provide 4 or more units for rent.

BACKGROUND:

Short term rentals are taking place in residential areas within suites and, increasingly, within single family homes dedicated to the short term rental market. This relatively new accommodation sector is commercial in nature yet is operating outside of the taxation and zoning regulations which govern the traditional hotel and motel accommodation industry.

DISCUSSION:

A panel discussion at the 2016 UBCM Convention included the following participants:

Walt Judas, Tourism Industry Association of BC
 Mayor Josie Osborne, District of Tofino
 Mayor Debra Kozak, City of Nelson

Barrett Fisher, CEO, Tourism Whistler
 Jamie Mayes, Revelstoke Chamber of Commerce
 James Chase, BC Hotel Association

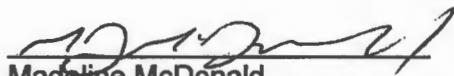
The strongest themes that emerged from the discussion are as follows:

- Local governments should be proactive in adopting zoning provisions to designate where short term rentals may and may not be allowed.
- Business licensing provisions for short term accommodation providers should be clearly laid out by bylaw and be reasonable, balanced and enforceable.
- Local governments should encourage the Province to eliminate the MRDT exemption for accommodation providers with less than four units

Staff are preparing an amendment to the zoning bylaw to be considered for adoption in advance of the overall revision of the zoning bylaw currently underway, in order to expedite the ability to regulate the short term rental sector. The current business license bylaw is also under review in order to clarify the rules around short term accommodation rentals.

It was noted at the UBCM panel discussion that Minister Fassbender's letter of April 8th, 2016 canvassing local governments about their concerns related to the 'sharing economy', did not receive a strong response. It may be prudent for local governments to advise the Minister and his colleagues at the Ministry of Finance that the removal of the MRDT exemption is an important step in levelling the playing field between accommodation providers of all varieties.

Respectfully submitted,



Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

MEMORANDUM TO COMMITTEE OF THE WHOLE

TO: Mayor and Council

DATE: October 20, 2016

FROM: Tracey Jones
Financial Officer

FILE: 1715-02

SUBJECT: 2017 Budget Schedule

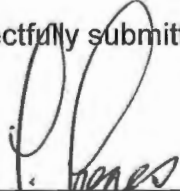
In order to start preparation of the 2017 Financial Plan the following is a draft schedule of the budget process

TIMELINE:

- Week of October 24th – Schedule meetings with departments to identify status of 2016 activities and identify departmental priorities for 2017
- Week of October 31st – Schedule a meeting with Council to identify Council priorities for 2017
- Month of November to January – Compile data for a preliminary budget
- January – Receive and review assessment data for 2017
- January/February – Identify final numbers of any carry-over projects from 2016
- February/March – Receive updated data from BC Assessment, and review draft budget with Council
- March/April – prepare Draft Budget for Public review
- April/May – receive final requisition totals from FVRD, FVRHD, BC Assessment, Municipal Finance Authority, School and Police Tax
- Prior to May 15th – Complete budget and tax rate bylaws

Respectfully submitted;

Reviewed (If Applicable)


Tracey Jones
Financial Officer


Madeline McDonald
Chief Administrative Officer