

VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date:
Time:
Location:

Monday, June 1, 2020 7:00 p.m. Council Chambers, Memorial Hall, 290 Esplanade Avenue, Harrison Hot Springs, British Columbia

1. CALL TO ORDER

Meeting called to order by Mayor Facio.

Acknowledgment of Sts'ailes traditional territory

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

4. ADOPTION OF COUNCIL MINUTES

(a) THAT the Regular Council Meeting Minutes of May 4, 2020 be adopted.

Item 4(a) Page 1

5. BUSINESS ARISING FROM THE MINUTES

6. 0	CONSENT AGENDA		
i.	Bylaws		
11.	Agreements		
III.	Committee/ Commission Minutes		
iv.	Correspondence		
7.	DELEGATIONS/PET	ITIONS	
8.	CORRESPONDENCE		
(a)		, 2020 from Minister Heyman and Village email dated May 25, 2020 c Items Bylaw No. 1151, 2020	ltem 8(a) Page 7

3. BUSINESS ARISING FROM CORRESPONDENCE

10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS

Councillor Hooper

- Agassiz Harrison Healthy Communities
- Agassiz Harrison Historical Society
- Fraser Health

Councillor Palmer

- Fraser Valley Regional Library Board
- Kent Harrison Joint Emergency Program Committee
- Public Art Committee

Councillor Piper

- Corrections Canada Citizen's Advisory Committee
- Harrison Agassiz Chamber of Commerce
- Kent Harrison Joint Emergency Program Committee
- Tourism Harrison

Councillor Vidal

- Agassiz Harrison Healthy Communities
- Fraser Valley Regional District Board
- Fraser Valley Regional District Hospital Board
- Fraser Valley Regional Library Board

11. REPORTS FROM MAYOR

12. REPORTS FROM STAFF

(a) Report of Planning Consultant – May 25, 2020
 Re: Start of Rezoning Process – 410 Echo Avenue

Item 12(a) Page 11

Recommendation:

THAT staff be authorized to work on application 3360-20-Z01/20 for land legally described as: Lot 32, Section 13 Township 4 Range 29 West of the Sixth Meridian New Westminster District Plan 27133, located at 410 Echo Avenue

(b) Report of Planning Consultant – May 25, 2020
 Re: Start of Development Permit process – 556 Naismith Avenue

Recommendation:

THAT staff be authorized to work on application 3060-20-DP-02/20 for land legally described as: Lot 87, Section 13 Twp 4 Rge 29 W6M New Westminster District Plan 38836.

Item 12(b) Page 15

(c)	Report of Planning Consultant – May 25, 2020 Re: Start of Development Permit process – 310 Hot Springs Road	Item 12(Page 19	
	Recommendation:		
	THAT staff be authorized to work on application 3060-20-DP 03/20 for land legally described as: Lot 1 of Lots 23 and 24, Blk 1, Section 13, Township 4 Range 29 West of the Sixth Meridian New Westminster District Plan 251.		
(d)	Report of Planning Consultant – May 25, 2020 Re: Request for extension to Development Permit DP05/18 – 120 Esplanade Avenue	Item 12 Page 23	
	Recommendation:		
	THAT the application to extend Development Permit 3060-20-DP05/18 not be approved.		
	Report of Chief Administrative Officer – May 25, 2020 Re: Re-Opening Plan for Village Facilities Closed Due to COVID-19 Pandemic	Item 12 Page 63	
	Recommendation:		
	THAT the Village of Harrison Hot Springs COVID-19 Re-Opening Plan be received for information.		
.,	Report of Deputy Chief Administrative Officer/Corporate Officer – May 26, 2020 Re: COVID Temporary Extension Application – Old Settler Pub, 220 Cedar Avenue Recommendation:		
	THAT approval be given to LTK Investments Ltd. dba Old Settler Pub in support of their application for a COVID Temporary Extension Application.		
) Report of Community Services Coordinator – May 26, 2020 Re: Resort Development Strategy Amendment		
	Recommendation:		
	THAT the amended 2019 – 2021 Resort Development Strategy budget shown in Appendix 2 be approved.		
	Report of Financial Officer – May 16, 2020 Re: Purchasing and Procurement Policy amendment	ltem 12(Page 83	
	Recommendation:		

13. BYLAWS None 14. QUESTIONS FROM THE PUBLIC (pertaining to agenda items only) 15. ADJOURNMENT

VILLAGE OF HARRISON HOT SPRINGS MINUTES OF THE REGULAR MEETING OF COUNCIL

DATE: Monday, May 4, 2020 TIME: 7:00 p.m. PLACE: Council Chambers 495 Hot Springs Road, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Leo Facio Councillor Samantha Piper Councillor Ray Hooper Councillor Gerry Palmer Councillor Michie Vidal

> Chief Administrative Officer, Madeline McDonald Deputy Chief Administrative Officer/CO, Debra Key Financial Officer, Tracey Jones Community Services Coordinator, Rhonda Schell

GUEST: Adam Louis, Editor, Agassiz-Harrison Observer

COUNCIL and EDITOR ATTENDED BY TELECONFERENCE

ABSENT: None

Recording Secretary: Debra Key

PURSUANT TO MINISTERIAL ORDER 083 – PUBLIC ATTENDANCE WAS NOT PERMITTED

1. CALL TO ORDER

Mayor Facio called the meeting to order at 7:00 p.m.

2. INTRODUCTION OF LATE ITEMS

None

3. APPROVAL OF AGENDA

Moved by Councillor Vidal Seconded by Councillor Palmer

THAT the agenda be approved.

CARRIED UNANIMOUSLY RC-2020-05-01

4. ADOPTION OF COUNCIL MINUTES

Moved by Councillor Palmer Seconded by Councillor Vidal

The Corporate Officer reported that on page 1 of the minutes, Rhonda Schell and Tyson Koch were inadvertently missed from the list of attendees.

THAT the Regular Council Meeting Minutes of April 20, 2020 be adopted as amended.

CARRIED UNANIMOUSLY RC-2020-05-02

5. BUSINESS ARISING FROM THE MINUTES

None

6. CONSENT AGENDA

None

7. DELEGATIONS

None

8. CORRESPONDENCE

(a) Letter dated April 22, 2020 from the Harrison Agassiz Chamber of Commerce Re: COVID 19 Situation

(b) Letter dated April 24, 2020 from Tourism Harrison

Re: Tourism Harrison Funding and Events

(c) Email dated April 28, 2020 from Blue Dandelion Gifts Re: Time limited pay parking

Moved by Councillor Hooper Seconded by Councillor Piper

THAT the correspondence be received.

CARRIED UNANIMOUSLY RC-2020-05-03

9. BUSINESS ARISING OUT OF CORRESPONDENCE

None

10. REPORTS OF COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS

Councillor Hooper

- Agassiz Harrison Healthy Communities
 - April 22, 2020 attended Canadian National Institute for the Blind telephone conference meeting
 - April 23, 2020 attended Citizens Response Network telephone conference meeting
 - o April 28, 2020 attended Foundry telephone conference meeting
- Agassiz Harrison Historical Society no report
- Fraser Health no report
- April 30, 3030 attended Govlaw webinar
- May 1, 2020 attended Lets'mot Community to Community meeting
- May 2, 2020 attend Conservative party of Canada zoom conference

Councillor Palmer

- Fraser Valley Regional Library Board April 22, 2020 attended FVRL Board meeting
- Kent Harrison Joint Emergency Program Committee no report
- Public Art Committee no report

Councillor Piper

- Corrections Canada Citizen's Advisory Committee no report
- Harrison Agassiz Chamber of Commerce April 12, 2020 attended Chamber meeting
- Kent Harrison Joint Emergency Program Committee no report
- Tourism Harrison no report
- March 18 and April 15, 2020 attended the LMLGA Executive Meetings
- April 17, 2020 attended a Canada Day Planning meeting
- May 1, 2020 attended Lets'mot Community to Community meeting

Councillor Vidal

- Agassiz Harrison Healthy Communities
- Fraser Valley Regional District Board no report
- Fraser Valley Regional District Hospital Board no report
- Fraser Valley Regional Library Board no report
- April 30, 2020 attended GovLaw webinar
- May 1, 2020 attended Lets'mot Community to Community meeting

11. MAYOR'S REPORT

- Reported on the Liberation of Holland Celebration to be held on May 5, 2020
- Reported on the election of new Chief for the Seabird Island Band
 - Requested a letter of congratulations be sent to the new Chief Jim Harris and a letter of thanks be sent to former Chief Clem Seymour for his service to the Seabird Island community
- Attended the Fraser Valley Regional District Board meeting on April 28, 2020
 - Amendments were made to the Sub-Regional Animal Control Service to reduce penalties for dog licences
 - BC Transit ridership down 50% on all routes; still planning for expansion in 2022
- Attended the Lets'mot Community to Community meeting

12. <u>REPORTS FROM STAFF</u>

Report of Community Services Coordinator – April 27, 2020
 Re: Pay Parking Program

Moved by Councillor Hooper Seconded by Councillor

Option 2

THAT the agreement with Precise Parklink Inc. remain as status quo.

FAILED LACK OF SECONDER

Moved by Councillor Vidal Seconded by Councillor Hooper

Option 3

THAT the agreement with Precise Parklink Inc. be modified by changing to an escalating rate of \$2 for the first hour, \$4 for the second hour and \$5 for the third hour to a maximum of three hours.

Moved by Councillor Palmer Seconded by Councillor Hooper

THAT the agreement with Precise Parklink Inc. be modified by changing to an escalating rate of \$2 for the first hour, \$3 for the second hour and \$4 for the third hour to a maximum of three hours for Hot Springs Road and Esplanade Avenue west including St. Alice Street; and

THAT Esplanade Avenue east of Hot Springs Road, Maple Street, Chehalis Street and Spruce Street remain under the current pay parking conditions.

(b) Report of Community Services Coordinator – April 27, 2020
 Re: Resort Development Strategy Amendment

Moved by Councillor Vidal Seconded by Councillor Hooper

THAT staff be authorized to seek Provincial approval to amend the 2019 – 2021 Resort Development Strategy by reducing the Public Art project by as much as \$10,000 and creating a COVID-19 Tourism Signage project of up to \$10,000.

CARRIED OPPOSED BY COUNCILLOR PIPER RC-2020-05-05

Report of Financial Officer – April 29, 2020 Re: Statement of Financial Information

Moved by Councillor Piper Seconded by Councillor Palmer

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THAT the 2019 Statement of Financial Information be approved.

CARRIED OPPOSED BY COUNCILLOR HOOPER RC-2020-05-06

(d) Report of Chief Administrative Officer – April 29, 2020 Re: Council meeting location during COVID-19 Pandemic

Moved by Councillor Palmer Seconded by Councillor Vidal

THAT Meetings of Council be relocated to Memorial Hall until such time as the need for physical distancing related to the COVID19 Pandemic are no longer deemed necessary; and

THAT an expenditure of up to \$30,000, to be funded from surplus, be approved to fund the installation of audio/visual improvements to Memorial Hall to facilitate the holding of public meetings.

CARRIED OPPOSED BY COUNCILLORS HOOPER AND PIPER RC-2020-05-07

13. BYLAWS

(a) Report of Financial Officer – April 27, 2020 Re: Alternative Municipal Tax Collection Scheme Bylaw

Moved by Councillor Vidal Seconded by Councillor Palmer

THAT Alternative Municipal Tax Collection Scheme Bylaw No. 1157, 2020 be given, first second and third reading and final adoption.

CARRIED UNANIMOUSLY RC-2020-05-08

14. QUESTIONS FROM THE PUBLIC (pertaining to Agenda items only)

NO PUBLIC IN ATTENDANCE - PURSUANT TO MINISTERIAL ORDER 083

15. ADJOURNMENT

Moved by Councillor Palmer Seconded by Councillor Piper

THAT the meeting be adjourned at 8:27 p.m.

CARRIED UNANIMOUSLY RC-2020-05-09

Leo Facio Mayor Debra Key Corporate Officer



Reference: 355787

March 11, 2020

His Worship Mayor Leo Facio and Councillors Village of Harrison Hot Springs PO Box 160 Harrison Hot Springs BC V0M 1K0

Sent via email: lfacio@harrisonhotsprings.ca

Dear Mayor Facio and Council:

I am writing in response to the January 23, 2020, submission of the Village of Harrison Hot Springs' Single Use Plastic Items Bylaw No. 1151, 2020.

I want to commend the Village's efforts to take leadership on this important issue and thank you for submitting Bylaw No. 1151 for my review.

Staff from the Ministry of Environment and Climate Change Strategy have reviewed Bylaw No. 1151 and related documentation and have advised me that the bylaw does not include access to straws for people with disabilities. In addition, given the broad scope of proposed products included, further consultation and refinement will be needed to promote consistency across communities. Through engagement on the CleanBC Plastics Action Plan, consideration for key exemptions for the health sector and for people with disabilities was raised as a concern when contemplating bans, as well as the need for a consistent implementation approach for items being regulated. For these reasons, at this time I cannot approve Bylaw No. 1151. Staff from my ministry will be reaching out to your office to discuss the items noted above, and we look forward to working with you to address the concerns in a focussed and timely manner.

Our government strongly supports municipal leadership to address single-use plastics and is committed to ensuring that regulations of single-use plastics in B.C. are consistent across communities. I want to assure you that the Province is taking steps to address these important issues, including proposed regulatory changes to support municipal bylaws that meet certain parameters related to accessibility, public health, and reduction of waste from alternate materials. Staff from my ministry will be consulting with local governments on those parameters soon and I hope that you and your staff will participate in that engagement.

...2

Ministry of Environment and Office of the Climate Change Strategy Minister Mailing Address: Parliament Buildings Victoria BC V8V 1X4 Telephone: 250 387-1187 Facsimil:: 250 387-1356 Website <u>www.gov.bc.ca/env</u> If you should choose to revise your bylaw—in order to incorporate exemptions for health care and people with disabilities as well as the range of items included—and resubmit it for my approval, I assure you we will process the application in a timely manner.

If you have any questions, please do not hesitate to contact Sonya Sundberg, Director of Clean Communities in Environmental Protection Division of the Ministry of Environment and Climate Change Strategy, at <u>Sonya.Sundberg@gov.bc.ca</u>.

Thank you again for submitting this bylaw for my review.

Sincerely,

George Heyman Minister

cc: Rhonda Schell, Community Services Coordinator, Village of Harrison Hot Springs

Debra Key

From:

Sent: To:

Cc: Subject: Sundberg, Sonya E ENV:EX <Sonya.Sundberg@gov.bc.ca> Monday, May 25, 2020 10:33 AM Madeline McDonald Rhonda Schell; Debra Key; Gottfried, Avery ENV:EX RE: Single Use Plastics Bylaw

Hi Madeline,

Thank you for your email and connecting on this. I hope you have all been keeping well in these challenging times. Please be assured that you have not missed any further communication from the Ministry on this important issue. The last communication I had was with Debra Key on March 13th to let her know about the Minister's decision and letter. Since that time, we have had to delay any further work on this initiative due to COVID 19.

However, the issue of single use plastics continues to be a priority item for the Ministry and we hope to soon re-engage with local governments. I will be in touch with more details on timing and ensure you are apprised as we move forward. If you have any questions, please reach out at any point.

Sincerely,



Sonya SundbergDirector, Clean CommunitiesClean Communities | Environmental Standards BranchMinistry of Environment and Climate Change Strategy☎ 778 698-4906 | Sonya.Sundberg@gov.bc.ca

We've provided funding for new compost facilities in BC. Find out where!

From: Madeline McDonald <MMcDonald@harrisonhotsprings.ca> Sent: May 19, 2020 5:29 PM To: Sundberg, Sonya E ENV:EX <Sonya.Sundberg@gov.bc.ca> Cc: Rhonda Schell <community@harrisonhotsprings.ca>; Debra Key <DKey@harrisonhotsprings.ca> Subject: Single Use Plastics Bylaw

Hi Sonya,

I just wanted to follow up on this letter from Minister Heyman dated March 11th which was received just as we all became completely engulfed in our COVID19 response. I note that the intention was for Ministry staff to contact our office to discuss the issue further and I wanted to make sure that we didn't miss anything. I ask because restaurant operators have reached out to us to determine when the new rules will take effect locally. They are concerned about having yet another policy to conform to while they are adapting to the new criteria related to business operations during the COVID 19 pandemic. We have not adopted the new bylaw obviously, and we have yet to put the letter to Mayor Facio (attached) on an agenda for Council to review. I believe we will return to this issue post-pandemic but wanted to check with you to see if your Ministry had a timeline in mind for your work with local governments on this matter. I look forward to your comments with respect to the Ministry's perspective on this issue. Kind regards,

> Madeline McDonald, Chief Administrative Officer Village of Harrison Hot Springs

HARRISON HOT SPRING



Resort Municipality P.O. Box 160, <u>495 Hot Springs Road</u> Harrison Hot Springs, BC V0M 1K0 **P:** 604-796-2171

W: harrisonhotsprings.ca

ALERT: All public access to the Village Office is suspended until further notice to prevent the spread of COVID-19. Please use email and phone communication for the time being. Any update will be provided on our website at https://www.harrisonhotsprings.ca/covid-19-information/

The information transmitted herein is confidential and may be privileged. It is intended solely for the person to whom it is addressed. Any review, retransmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all copies. Thank you.

12(a)

VILLAGE OF HARRISON HOT SPRINGS



REPORT TO COUNCIL

TO:	Mayor and Council	DATE: May 25, 2020
FROM:	Ken Cossey, MCIP, RPP Planning Consultant	FILE: 3360-20-Z01/20 410 Echo Avenue
SUBJECT:	To start the Rezoning process	

ISSUE:

Seeking approval to start the rezoning review process.

BACKGROUND:

In July 2019, staff was given permission to start work on the first submission of the proposed development. Since that time, the applicant has requested that the first submission be cancelled and be replaced with the second submission. Associated with this second submission is a subdivision and the requirement for a development permit, as the site is located with the Miami River Development Permit area. The first proposal to be reviewed is the rezoning request. If Council does not authorize staff to work on this rezoning application, then the development application will not proceed.

This site is currently developed with one dwelling unit, that is in a dilapidated condition, and is approximately 0.47 Ha (1.16 Ac) in size. The site can be easily serviced as adjacent sewer and water lines and BC Hydro lines are quite close to this site. There is a fire hydrant located immediately adjacent to this site. The requested rezoning amendment is to change the current zoning from an R-2 zone (Low Density Residential - Duplex) to an R-3 zone (Low Density Residential - Small Lot). The request is to facilitate a future 5-Lot subdivision application.

Official Community Plan (OCP) designation

The site is currently designated as a Low-Density Residential area, as per s 6.3.2 of the OCP.

No OCP amendment is required as the proposed R-3 uses are compatible with the current Low-Density Residential policies.

Part of this site is within the Miami River Development Permit Area #5. As there is a subdivision application for a five (5) Lot subdivision on this site, the Development Permit requirements will be addressed during the subdivision stage. Please note that

the Development Permit application, once received must still be reviewed, and approved by Council.

Surrounding Land Uses

To the north of this site, on the opposite side of Echo Avenue, the zoning is R-2 and immediately adjacent to the site the zoning is R-1. In this neighbourhood there are two sites zoned for R-3 land uses, within approximately 100 M from this site.

Status of the first submission

During a past council meeting Council referred the first application to the APC, requested the proponent to set up a public notification meeting and extended the notification area from 30 M to 100 M. The APC meeting was held on October 16, 2019 and the APC recommended that Council not support the initial submission and no public notification meeting was held.

RECOMMENDATION:

1/. That staff be authorized to work on application 3360-20-Z01/20 for land legally described as: Lot 32, Section 13 Township 4 Range 29 West of the Sixth Meridian New Westminster District Plan 27133, located at 410 Echo Avenue.

Respectfully submitted:

REVIEWED BY and Concurrence with the **RECOMMENDATIONS**

Ken Cossey

Ken Cossey, MCIP, RPP, Planning Consultant Madeline McDonald

Madeline McDonald Chief Administrative Officer

Attachments (1) Location Map



VILLAGE OF HARRISON HOT SPRINGS



REPORT TO COUNCIL

TO: Mayor and Council

DATE: May 25, 2020

FROM: Ken Cossey, MCIP, RPP

FILE: 3060-20-DP-02/20 (556 Naismith Ave)

SUBJECT: To start the Development Permit process

ISSUE:

Seeking approval to start the Development Permit process.

BACKGROUND:

Parcel Size and Development Permit Area Information

The site is approximately 1045.16 M² (11,250.37 ft²) in size and is vacant is within the Geotechnical Hazard Development Permit Area 4. The applicant is proposing to build a single-family dwelling and an accessory building on the parcel.

Zoning Bylaw and OCP Designation

Based upon a review of the Village's OCP, the site is within the Low-Density Residential designation and is within the Residential 1 (Conventional Lot) Zone. This zone allows for the proposed uses.

Proposed Lot Coverage

Under the zoning regulations the total allowable Lot coverage is 40% and the proponent has indicated that the proposed development Lot coverage will be approximately 37%.

Development Permit Area (DPA) Guideline Objective

The objective for this DPA is to protect development from geotechnical hazards associated with either steep land rockfall or debris fall. Within this DPA there are three zones identified: Steep land, Rockfall runout and Negligible. A site-specific inspection by a qualified surveyor will be required wherever the correct definition of the zone boundary is in question.

Referral Agencies

Upon a review of the application, staff is of the opinion that this application does not need to be referred to any external agency.

Title Review

Upon a review of the title, staff has noticed that there is no "save harmless" floodplain covenant registered against this title. If the proponent keeps their development above the flood construction level (FCL) of 14.55 M, then this will not be needed. If the FCL of 14.55 is not possible then the opportunity exists to either require one prior to the issuance of a building permit or the issuance of the development permit.

RECOMMENDATION:

1/. That staff be authorized to work on application 3060-20-DP-02/20 for land legally described as: Lot 87, Section 13 Twp 4 Rge 29 W6M New Westminster District Plan 38836.

Respectfully submitted;

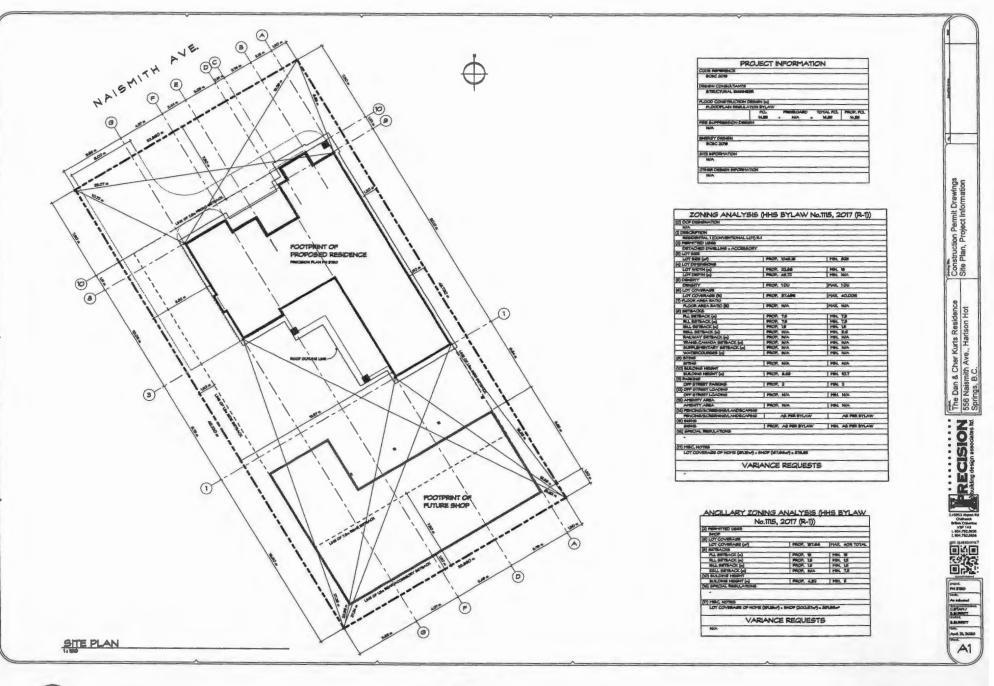
REVIEWED BY and CONCURRENCE with the **RECOMMENDATIONS**:

Ken Cossey

Ken Cossey, MCIP, RPP, Planning Consultant Madeline McDonald

Madeline McDonald, CAO

Attachments (1) Site Plan



VILLAGE OF HARRISON HOT SPRINGS



REPORT TO COUNCIL

TO: Mayor and Council

DATE: May 25, 2020

FROM: Ken Cossey, MCIP, RPP

FILE: 3060-20-DP 03/20 (310 Hot Springs Road)

SUBJECT: To start the development permit process

ISSUE:

Seeking approval from Council to start the Development Permit review process.

BACKGROUND:

This site is currently zoned Village Commercial C-1. Based upon a review of the supporting documentation submitted, the proposed development will consist of a mixed use of a restaurant, an apartment, and a retail space.

The site is approximately 970.56 M^2 (10,447.36 ft²) in size. The site is currently used as a restaurant and for residential purposes. The proponent requires a development permit, as they have applied for a building permit to renovate the restaurant and apartments and to create a retail space.

Zoning Bylaw and OCP Designation

Based upon a review of the Village's OCP, the site is within the Village Centre commercial designation and is within the Village Commercial (C-1) Zone. The proposed uses are permitted land use for this zone.

Lot Coverage

The Zoning Bylaw allows for a maximum Lot coverage of 75% in the C-1 zone and the renovations will not add to the current Lot coverage.

Development Permit Area (DPA) Guideline Information

The guidelines for this DPA is as follows:

Lakeshore Development Permit Area

"4.4.4 Guidelines

Development Permits issued in this area shall be in accordance with the Village of Harrison Hot Springs Design Guidelines, forming Schedule 1-D of this plan. The design principles include:

- a) Architecture responsiveness to the medium density mixed-use context and integrated with neighbouring buildings of various ages.
- b) Site planning based on creating continuous street-orientated edges and intensifying pedestrian activity within the Lakeshore Special Planning Area.
- c) Protection of view corridors within the village towards Harrison Lake and the surrounding mountains.
- d) Respect for the natural setting should continue to dominate along the lakeshore.
- e) Variation on themes to result in a balance between continuity and a healthy diversity, both within a commercial, residential or mixed-use development and throughout the Village."

Referral Agencies

Upon a review of the application, staff is of the opinion that this application does not need to be referred to any external agency.

Title Review

Upon a review of the title, staff has noticed that there is a "save harmless" floodplain covenant registered against this title, along with an access easement.

RECOMMENDATION:

1/. THAT staff be authorized to work on application 3060-20-DP 03/20 for land legally described as: Lot 1 of Lots 23 and 24, Blk 1, Section 13, Township 4 Range 29 West of the Sixth Meridian New Westminster District Plan 251.

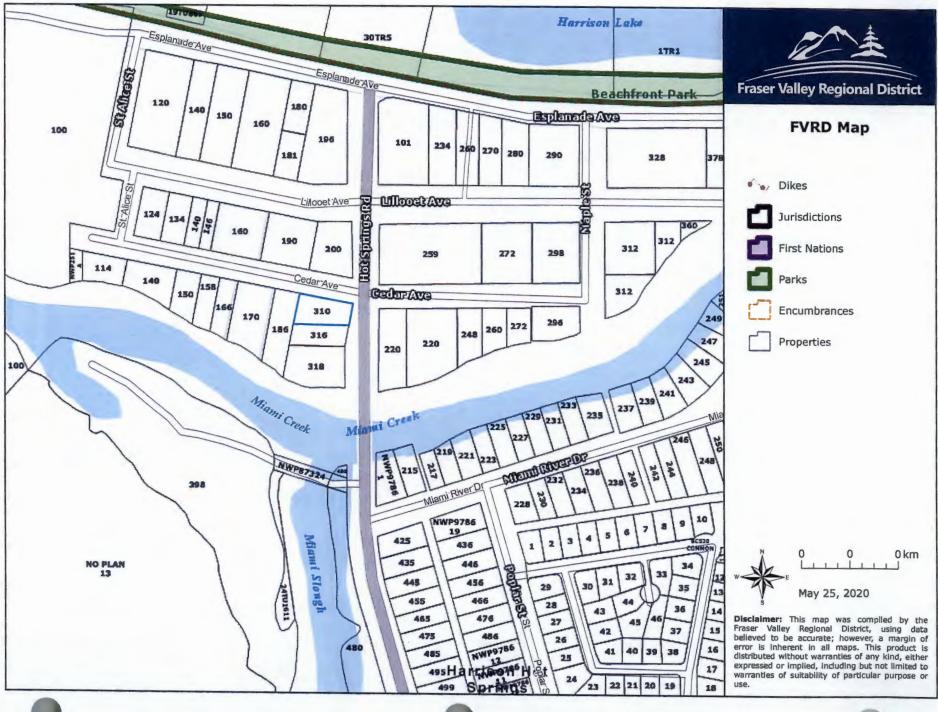
Respectfully submitted;

REVIEWED BY and CONCURRENCE with the RECOMMENDATION:

Ken Cossey

Ken Cossey, MCIP, RPP, Planning Consultant <u>Madeline McDonald</u> Madeline McDonald, CAO

Attachments (1) Location Map



VILLAGE OF HARRISON HOT SPRINGS



REPORT TO COUNCIL

TO: Mayor and Council

DATE: May 25, 2020

FROM: Ken Cossey, MCIP, RPP

FILE: 3060-20-DP05/18 (120 Esplanade Ave) 17(d)

SUBJECT: Request for an extension to Development Permit DP05/18

ISSUE:

Consideration of a request to extend an existing Development Permit DP05/18 for 120 Esplanade Avenue.

BACKGROUND:

Previous applications for this site

Listed below in chronological order is an outline of past development applications for this site:

- 2008 an application was initially received, and a Development Permit was issued
- 2010 an amendment was made, and the Development Permit was reissued
- 2012 another Development Permit was issued
- 2014 the Development Permit expired, and a new application was made, and a Development Permit was issued
- 2016 the Development Permit was extended
- 2018 the Development permit expired, and a new application was received, and a new Development Permit was issued

Since 2008 the Development Permit has been previously renewed or reissued five (5) times. The current permit issued is set to expire on January 21, 2021.

Review of the current application process for this site

The most recent renewal request was considered on January 15, 2019 when Council issued another Development Permit 3060-20-DP05/18 for land located at 120 Esplanade Avenue, expiring in January of 2021.

The proponent has submitted an email request to extend this time frame from January 2021 to May 21, 2021 as they work on securing project finances. The proponent has indicated that the ability to secure financing has slowed down due to the COVID-19 pandemic.

Staff Discussions

Upon receipt of the request senior staff met and discussed the request in May 2020.

Associated with each development application there are various government constraints and non-government restraints that come into play when a development application is received. Government constraints includes processing the application, the payment of fees and the various land use regulations. These are issues that Council has a direct say in and can control.

Issues that Council have no control over, or non-government constraints include the cost of construction, the market conditions, and the financing of a project. The request to address an extension to address a non-government constraint is not recommended.

RECOMMENDATION:

THAT the application to extend Development Permit 3060-20-DP05/18 not be approved.

Respectfully submitted;

REVIEWED BY and CONCURRENCE with the **RECOMMENDATION**:

Ken Cossey

<u>Madeline McDonald</u> Madeline McDonald, CAO

Ken Cossey, MCIP, RPP, Planning Consultant

Attachments (1) DP05/18

HARRISON HOT SPRINGS

Village of Harrison Hot Springs

DEVELOPMENT PERMIT NO. DP05/18

ISSUED this 21st day of January, 2019

FILE No: 3060-20-DP05/18 FOLIO No: 1645-52252

TO: Goldwell Developments Incorporated Inc. No. 0986866

(the "Permittee")

ADDRESS: 10028 Granville Avenue, Richmond, BC V6Y 1R4

- 1. This Development Permit is issued subject to compliance with all of the bylaws of the Village of Harrison Hot Springs applicable thereto. This Development Permit must not be used to supplement any bylaw or vary the requirements of the Village of Harrison Hot Springs zoning requirements.
- 2. This Development Permit applies to and only to those parcels of land(s) within the Village of Harrison Hot Springs legally described below:

Parcel Identifier: 026-923-149

Lot B, Section 13, Township 4, Range 29, West of the 6th Meridian, New Westminster District Plan BCP27775

and any and all buildings, structures, and other development thereon.

(the "Lands")

3. This Development Permit is issued only to allow:

for the development of a mixed-use development

- 4. The development must be carried out according to the following time schedule, if applicable: N/A
- 5. As a condition of the issuance of this Development Permit, the Council holds security set out below to ensure that development is carried out in accordance with the terms and conditions of this Development Permit. Should any interest be earned upon the security, it must accrue to the Permittees and be paid to the Permittees if the security is returned. The condition of the posting of the security is that should the Permittees fail to carry out the work hereby authorized according to the terms and conditions of the Development Permit within the time provided, the Village may use the security to carry out the work by its servants, agents or contractors, and any surplus must be paid over to the Permit within

the set time set out below, the security must be returned to the Permittees.

- (a) an Irrevocable Letter of Credit in the amount of: \$365,897.00
- (b) none required

6.

THE FOLLOWING CONDITIONS APPLY TO THE DEVELOPMENT OF THE LANDS OR APPLY TO THE USE OF THE LANDS:

- (a) For the installation of or the placement of any signs on the building or structure, the Permittee must follow the requirements as outlined in the Village of Harrison Hot Springs Sign Bylaw No. 1126, 2018, as amended from time to time. To start this review process, a Comprehensive Sign Plan application must be submitted, reviewed and approved by the Village.
- (b) The building materials must follow the Building Elevation Material legend as outlined on sheets A-3.1 to A-3.4 of F. Adab Architects Incorporated drawings date stamped April 2018. If there is any deviation from the use of these materials, the Village's approval is required.
- (c) The colours must be in accordance with sheet A-1.3 of F. Adab Architects Incorporated drawings date stamped April 2018. If there is any deviation from the use of these colours, the Village's approval is required.
- (d) The site plan layout as identified on sheet A-1.6 of F. Adab Architects Incorporated drawings date stamped April 2018, must be followed.
- (e) Prior to any work being started an arborist's report on the Oak Trees, located along the back of the site, must be submitted indicating how the sidewalk next to the oak trees will be installed without hurting the oak tree roots. The oak trees are identified in drawing L-01 as outlined in van der Zalm + associates Incorporated Landscape Master Plan, identified as VDZ project number DP2014-17.
- (f) In the boulevard under the oak trees, located at the back of the site, the ground cover must be a non-invasive plant species, as identified in the BC Landscape and Nursery Standards.
- (g) A tapestry of ferns sword, deer and maiden hair must be substituted for any referenced use of pachysandra, as outlined in van der Zalm + associates Incorporated Landscape Master Plan, identified as VDZ project number DP2014-17.
- (h) Kinnikinnick must be substituted for any reference to the use of cotoneaster as outlined in van der Zalm + associates Incorporated Landscape Master Plan, identified as VDZ project number DP2014-17.
- (i) A non-invasive evergreen hedging must be substituted for any reference to the use of portuguese laurel, as outlined in van der Zalm + associates Incorporated Landscape Master Plan, identified as VDZ project number DP2014-17.
- (j) Any reference to boston ivy, as outlined in van der Zalm + associates Incorporated Landscape Master Plan, identified as VDZ project number DP2014-17, must be replaced with non-invasive plants as identified in the BC Landscaping and Nursery Standards.
- (k) The Critical Landscape Notes outlined on Sheet LN-01, as outlined in van der Zalm + associates Incorporated Landscape Master Plan, identified as VDZ project number DP2014-17, must be followed.
- (I) A Works and Services Agreement must be entered into with the Village of Harrison Hot Springs to address any works and services that will take place off site, as a result of this Development Permit. This includes but is not limited to; Sewer, Water, Road and Storm Water issues.

Page 3 of 3 pages for DP No: 05/18

- (m)A Works and Services Agreement must be entered into to address the construction of the sidewalks, as identified on sheets L-02 and LD-01, as outlined in van der Zalm + associates Incorporated Landscape Master Plan, identified as VDZ project number DP2014-17.
- 7. The Lands must be developed and used strictly in accordance with this Development Permit, including any attached plans, maps and specifications.
- 8. The following plans, maps or specifications are attached to and form a part of this Development Permit:
 - a/. The report entitled; Harrison Lake View Mixed-Use Development; Landscape, prepared by van der Zalm + associates Incorporated, identified as VDZ project number DP2014-17
 - b/. The report entitled; Harrison Lake View Mixed Use Development, prepared by F. Adab Architects Incorporated and date stamped April 2018.
- 9. This Development Permit is <u>NOT</u> a Building Development Permit, a subdivision approval nor a soil deposit or removal permit.
- 10. This Development Permit must lapse on the 21st day of January, 2021 unless the development is substantially started.

RESOLUTION PASSED BY COUNCIL, THIS 21st day of JANUARY, 2019

I HEREBY CERTIFY that I have read the terms and conditions of the Development Permit contained herein. I understand and agree that the Village of Harrison Hot Springs has made no representations, covenants, warranties, guarantees, promises or agreements (verbal or otherwise) with the owner of the parcel of land or me other than those contained in this Permit.

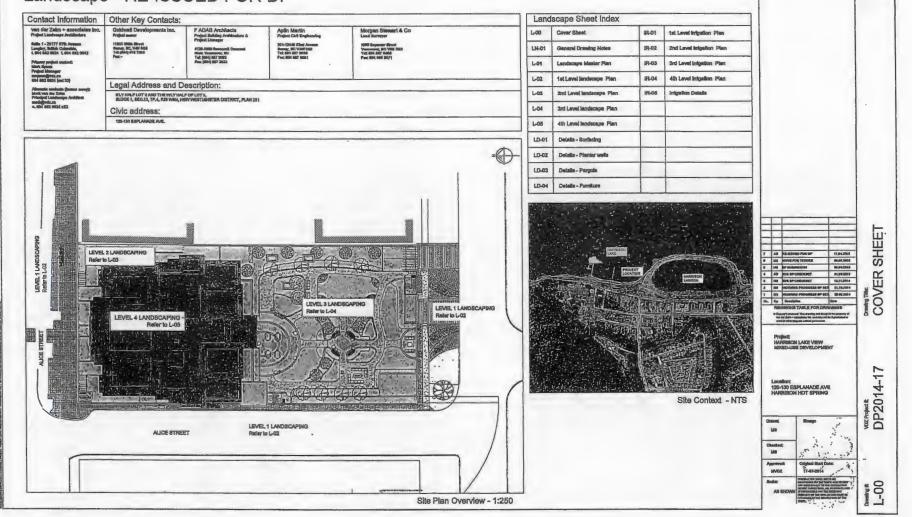
GOLDWELL DEVELOPMENTS INC., INC. NO 0986866

Authorized Signatory

TU Na.

Corporate Officer

HARRISON LAKE VIEW MIXED-USE DEVELOPMENT Landscape - RE-ISSUED FOR DP



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CRITICAL LANDSCAPE NOTES:

PROJECT CONTACT:

1.1 inquiries regarding indecape drawings should be addressed to: ARY CONTACT:

Mark Bynan, Landscape Architeci (msynan@vdz.ca) P. 604 682 0024 x 32 F. 604 882 0042 C. 778 556 7235

ALTERNATE CONTACT (IN CASE OF ABSENCE); Mark ven Zeim, Principal Landscape Architect and Landscape Architect of of (mark@wdz.ca)

P. 604 662 0024 x 22 F. 604 662 0042 C. 604 635 2169

PROJECT COORDINATION:

Product I COORDINATION: 2.1 The contracting in suppossible for completing the landscape scope of work shell conform to the reference standards, submittals process, coordination standards, specifications, and works are defined worker the Division 1 General Requirements" of the master specification (complain),

DRAMANGS AND SPECIFICATIONS:

Determined interface, sub-contraction of coordinating tradestappilers responsible for completing the landscepe scope of work is responsible reviewing the mester epecification package for the project in conjunct with all consultant drawings, inclusive of fandacepe.

3.2 Should any drawing or detail conflict with the master specification the the contractor must immediately notify the design learn for coordination prior to order, preparation or installation of said conflicting works (typ).

- 3.3 Examples of key specifications that relate to landscape are inclusive of: Division 1, General Requirements Division 2, Eduting Conditions

 - Division 3, Concrete
- Division 4, Mesonry Division & Metal
- Division 6, Wood and plastics Division 7, Thermal and Moisture Protection
- Division 9, Peinting and Costing
 Division 31, Earthwork
- Division 32, Exterior Imp

3.4 The contractor(b) responsible for completing hard and soft landscape works are responsible for providing the landscape scriftlext with a complete project mean copy of mark-space rehanges to works defined in the Landscape Drawings. This is in addition to any record drawing requests defined under Polition 1, the project record copy mark-spa struct is had to be appreciable to the space of the second beam of the space of the second beam of the ted with red pen if submi lied as a hard copy or in red coloured notes F submitted as a PDF.

LANDSCAPE CONCRETE WORK:

LANDSCAPE CONCRETE WORK: 4.1 All concrete shall conform to all elanderds Identified under Division 3 of the master specification and specifications by the CMI Engineer (refer to civil drawings, with references to MMCD specs) (complete)

4.2 Concrete reinforcing for vertical implecape casi in piece walls shall comply with details and specifications defined in structural drawing.

4.3 All horizontal exterior concrute surfaces shall have a light broam linish, or approved equal unless specified otherwise

4.4 All vertical concrete surfaces inclusive of cent in piece walls shall have a light sand blast finish or approved equal unless specified otherwise

4.5 The contractor should confirm the locations of control joint petterning and expension joints with the lendscape architect prior to installe concrete paying surfaces and wells

UNIT PAVING:

One i Provence. 6.1 Process concrete unit pavere or natural sions unit pavere must be provided in a 2m x 2m vimork-up on alls a minimum 2 venice prior to order or mainrige for approval by the langiscape architect. The non-tup should be installed as per manufacturer's specifications and include any bedding De retension as per menuneculors a speculications and anches any boolding material, pedeateles, groute or morian specificat în project drawings or specifications. Groute, morians, sealons, or producta that requiredrying time must have been installed a minimum 48 hours prior to the time of review tay the landscene erchited

5.2 All approved unit peeing and badding or joining materials should be instituted as per mean/aburers specifications 5.3 Professionals should be qualified and experienced (minimum 5 years) in installing swelling the junctional peeing and appendix of the junction of reviewing and another the peeing and appendix of the landscape drawing appendix

METALS:

6.5 All soulid work shall confirm to Division 4 of the summer specification for the project (complete)

8.2 Additional references that apply to motal work (may not necessarily be

.1 American Society for Tasting and Materials Informational, (ASTM). . 1. ASTM ASJA53M_[02], Specification for Pipe, Steel, Back and Hot_Dipped, Zinc_Costed, Welded and Beamloss. . 2. ASTM A121_09[]. Specification for Zinc_Costed (Galvanizad)

- Sinel Bar and Wine
- Siael Serbed Wrs. 3. ASTM DS18_1071; Standerd Guide For Small_Scale Envformmital Chamber Deterministions of Organio Erristions From Indoor Material/Brodicuta. 2. Canadian General Standards Board (CGSB). 1. CAN4CGBB_1.28_1081, Apdy, Estator Nouse Paint. 2. CAN4CGBB_1.28_1081, Apdy, Estator Nouse Paint. 3. CAN4CGBB_1.28_1081, Apdy, Estator Nouse Paint. 3. CAN4CGBB_1.28_1081, Apdy, Estator Organic Zinc_Rich

Included under Division 40:

- 3 CAMUCISES 1.181_UBM, 19880_MCBB or gramme.zmm_mean Conting. A CAMUCISE, 1_GP_138M_UTJ, Paint Exterior Leisex Type Flet. 3 Canadias Standards Association (CSA International). 1.1 CAMUCISA-423.1-(D0)(A23.2-(FO), Concrete Matterials and Methods of Concrete Construction/Methods of Test for Concrets. 2.0 CBA G42_(1989)(G1999), Galvanized (Zine_Coatad) Steel Farm_Field Wise Fencing. 3.3 CSA_000 Series_UTJ, Wood Preservation. 4.4 Environaetal Choice Procent (ECP).

J. CSA_USO Samary [J0], WOSO Preservation,
 A Environmental Choice Program (ECP).
 1 CCD-071a-1900, Paints, Surface Coatings.
 2 CCD-471-690, Surface, Surface Coatings.
 3 CCD-476-1903, Surface Coatings.
 4 CCD-0476-1903, Surface Coatings.

6.3 All lences, fastances and railings shall be submitted via alvop drawing and submitted for approval by the landscape architect prior to purchase o

6.4 All fusteness used in wood connections (i.e. acrows, nells, std) are to be contensuit, and predifiled to prevent wood splitting unless specified charves

6.6 All anchor pistes, hangers, and stilleted fastener joining materials must meet litsth between joining surfaces without gaps, unless specified

8.6 All metal work shall be trasted for protection from corrosion (i.e. Aurrimum must be enadized and steal must be getwerked or stellness steal) protect to additional coatings of paints or seniors. This is inclusive of

6.7 All metal bonding (i.e. vesicing or soldering) must be completed and a. Y Am means contraing (u.e. versioning) or isochering) intens on complexion and metal works should be imaged for protection from correstion. Bonding wo should be concessing by the finishes of the metal work. Sensiting or handwork needed to provide a smooth and consistent finish along the on. Banding work led metal material should be done to match the Inish of the m used for joining

8.8 All milling heights, pictus apacing, and rall spacing should be in accordance with the British Columbia Building Code, CANICSA-2514-07 and stillated ASTM standards

6.9 Install a grounding rod on all fences, metal posts or poles taiter than 6° (1600mm) is haight through the direction of the project electrical engineer. Contractor to confirm the location(s) of add work at the time of project star-up with the electrical anginaer and lendampe architect.

HOITADS 7.1 Infjetton work should be completed to comply with the Canadian Electrical Code and Canadian Planting Code

7.2 Intgelion work should be completed by and installer with over 5 years riscos in irrigation work

7.3 Refer to intgation drawings for additional specifications

PLANTING AND SOFTSCAPES: 8.1 All landacapa materials, planting and softaceping shall contorm to standards defined under Division 32 and BCLNA standards, 7th Edition

8.2 Warranty of plant material shall conform to recent BCLNA Standards.

8.5 The contractor is responsible to have the landscepe architect impact the sile for fine grading in areas where slopes, berms or mounds are used as part of anti landsceping features prior to the installation of plant material. A minimum 7 days motics is required for fibe review.

8.4 The contractor is responsible to have the leaviscane exchilect inspect u. The contractor is naponesses to nave the innolcope acritized trapect here allo fir fine agriculture prior to the haladiation of eod or seed. A minimum 7 days notice is received for this network. Preparation of eod or seed, and the days notice is received for this network. Preparation for east end seed areas a shall conform to BGLMA stands. No 1 Turigness and No. 1 Canadian seed standards apply as defined through BGLMA standards, instalation and maintenance specifications of eod and seed shall apply as delined through

BCLNA standarda

8.6 Establishment maintenance must be completed by the fundacape contractor through the course of construction/installation, substantial completion and until the lines of limit acceptance once all deficiencies are deemed as complete. Establishment maintenance practice and procedures are defined under the recent BCLNA Standards compliant with "Level 2.

8.6 Establishment wataring must be completed by the landacape contractor Brough the ourse of construction/Installation, advatantial completion and until the time of final acceptance once all disflectancies are desired as complete. Establishment weating practice and procedures are desired under the recent BCLMA Standards compliant with "Laved 2, well groomed

8.7 The tendecape contractor should provide the landscape architect with one week's notice to perform a review at local numerica who are supplying might priori orders to the sith. The landscape architect reserves the right to reject plant metrial bate does not maet drawing specification or BCLNA standards at any time, despite any review of add materials.

B.8 The landscape contractor must submit a soli reportized report to that shows that proving mediums comply with the standards identified in the recent BCLNA Standards for "Level 2, well groomed tendscapes."

8.9 The general contractor shall pay for a mindruum two (2) mundom tests will be performed during the course of construction to confirm that the growing madium bang installato on els mutchas be list at approved by the land scope architect. The landecape architect will notify the general contractor of when malth last will not occur and cell amples about be mailed out within 45 hours of this notion. Failure to have soil mainted be proved to the subscription of our weren we mouth of the instant, reache an trace and matter appropriate matter and the second seco

8-10 Landscape match shall conform to BCLNA standards and be installed at depths appedied under mount BCLNA standards, Match must be non-texto, Match should be dark brown or black in colour; red coloured match is not permitted unless epacified otherwise.

8.11 Filter fabric rest be provided in any areas were drain rock is used as a match subelike or landscape feature, with the exception of drip shipe less noted otherwise)

B.12 In areas where soft landscaping shall be planted over structural status, the contractor must extend, it writing, that the project architect has impected planters or enses of odd landscape planting and has approved the websprochtg and shall protection present, such that it continues to contract appetitions and drawing. This shall be done plant to any langeotions the inducatege architect dual mails to review growthing medium depho or plant issualizable.

8.13 Should any intilizers or chandcals be applied to soll landscapes, they must be non-k

8.14 It is expected that the contractor shall recycle waste materials and packaging in eccertaince with Waste Management and Disposel procedures defined under Division 1 of the master specification

EXTERIOR SITE FURNISHINGS:

9.1 Sile furnishings shall all be provided via shop drawing automitate firrough the submittal processes defined under Division 1 of the maister

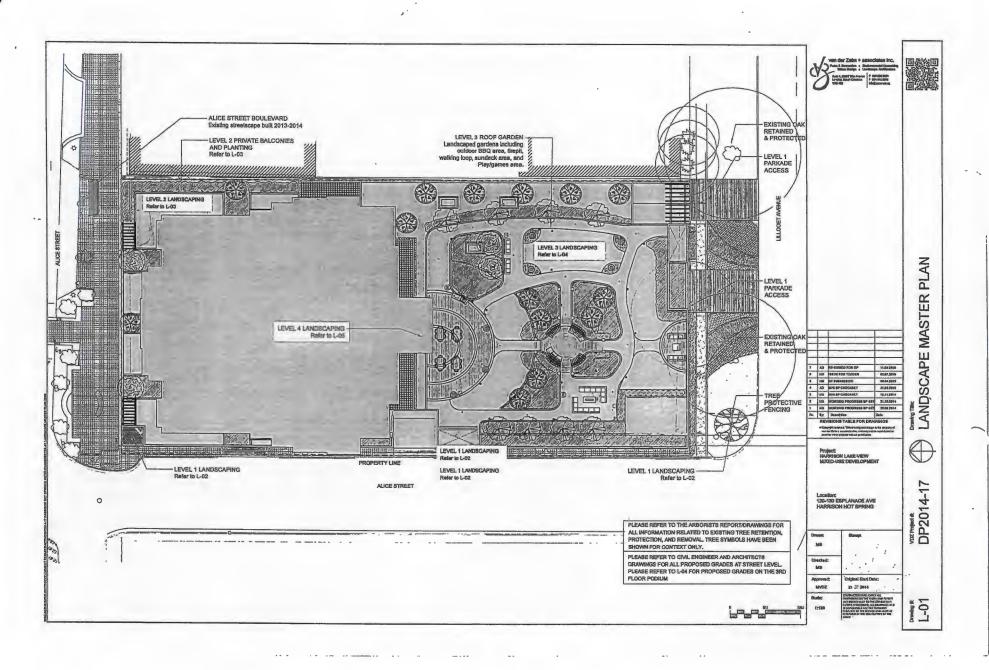
9.2 It is expected that the landscape urchited shall see a shop drawing for every place of leminopp site luminiting specified in indecape drawings. It is the contractor's responsibility to receive approvel from the landscape architect on all colours, installation options and affiliated finishes through ing submittels prior to the purchase or installed hop dra tion of sile lings

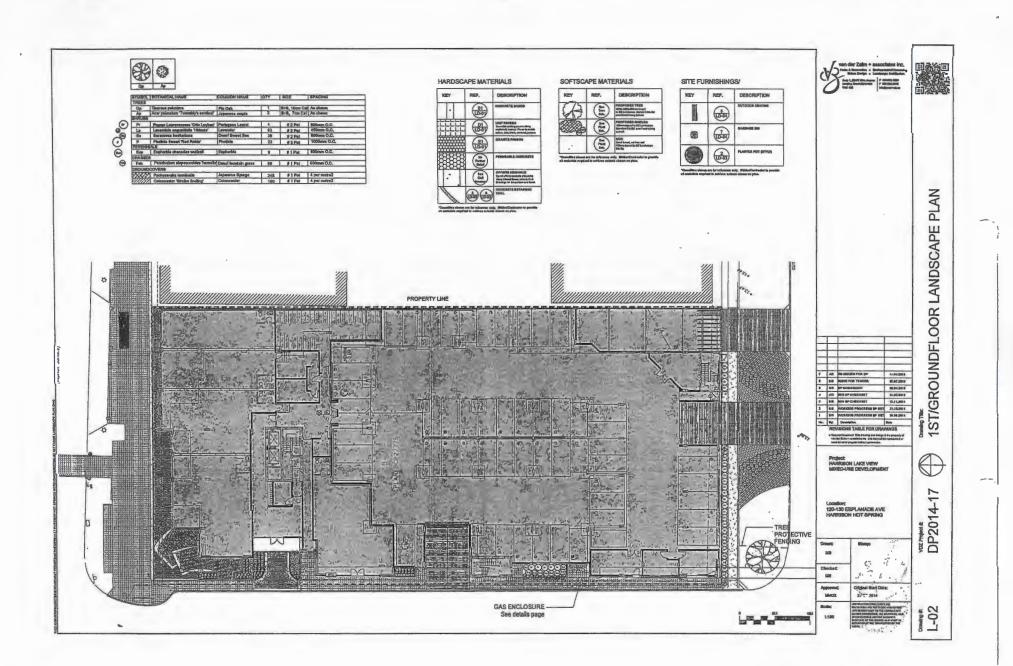
9.5 All site fundablings about the installed as par the menufacturer's

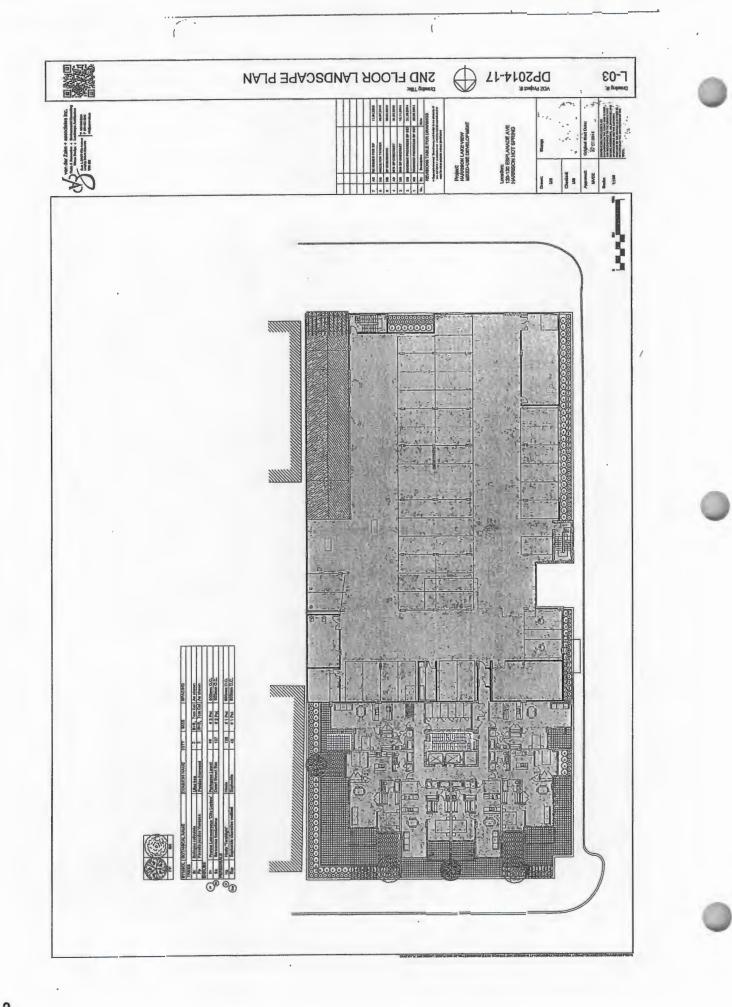
9.4 It is the contractor's responsibility to notify the landscape erchitect if a conflict occurs between the instellation requirements defined by manufacturers and the landscape site plan, specifications, or details.

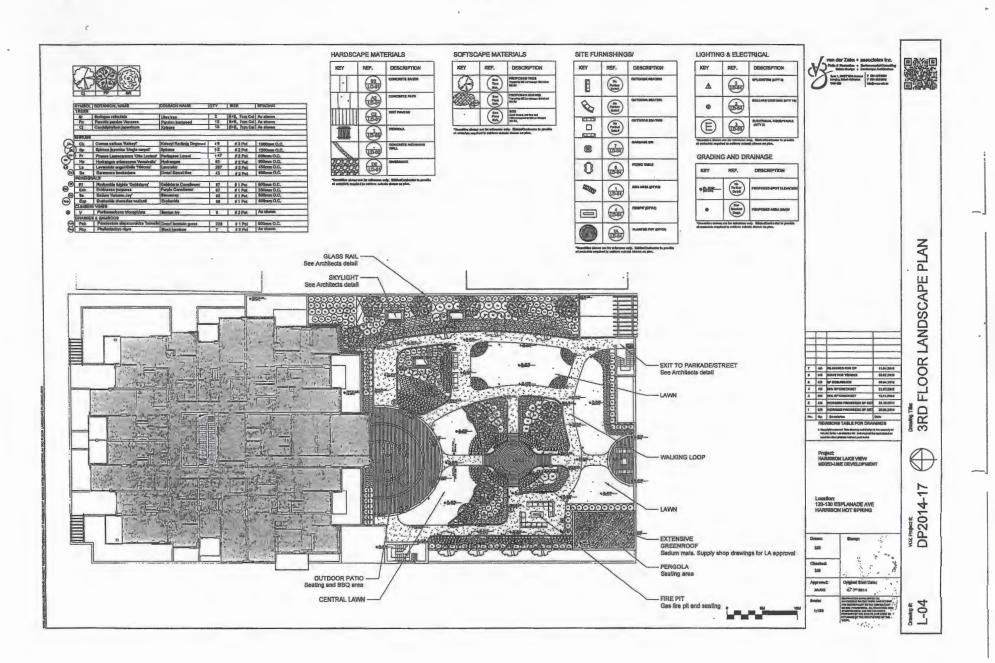
0.5 It is expected that the contractor shall recycle waste malariets and packaging in accordance with the contractor was records water material packaging in accordance with Waste Management and Disposed procedures defined under Division 1 of the master specification.

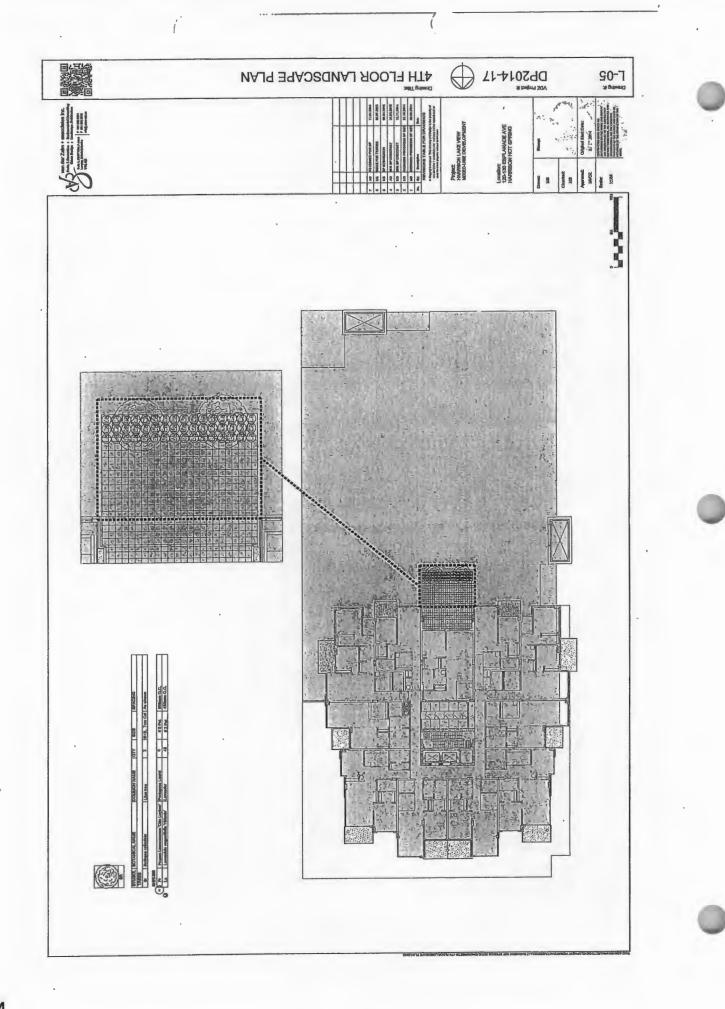


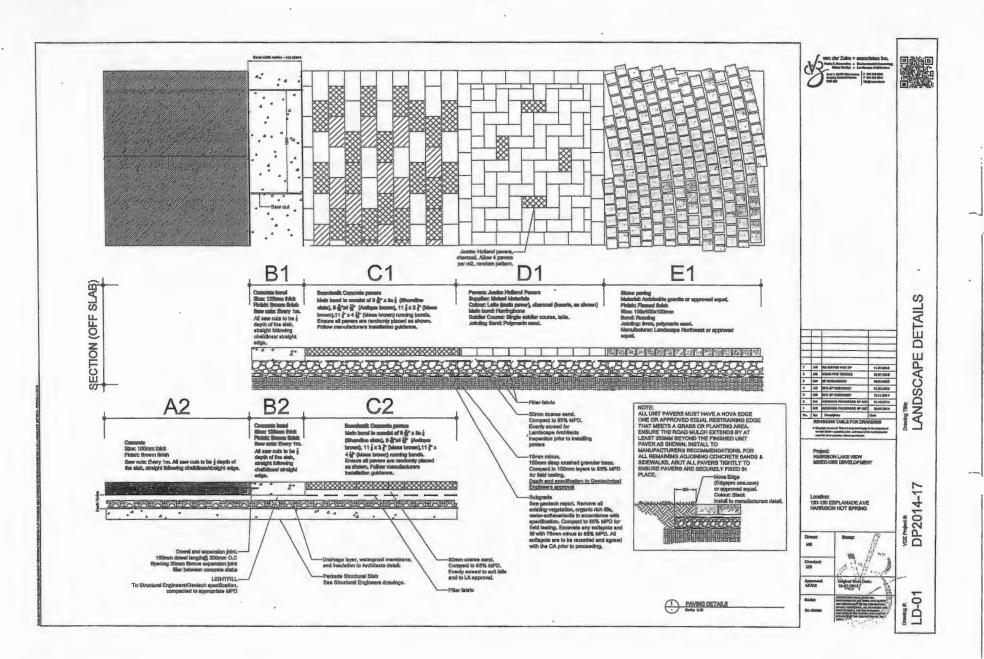


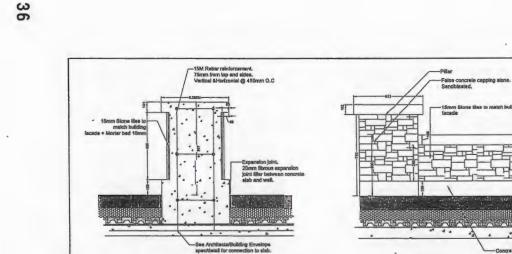


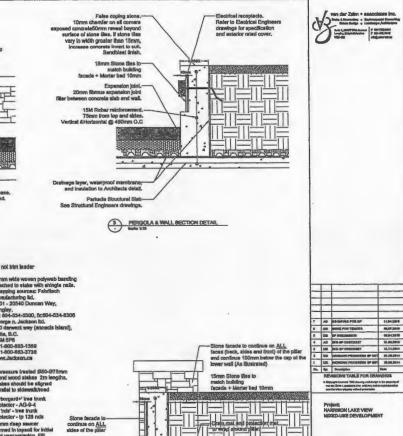












.4 Concrete base. Sandblasted. 1 PILLAR SECTION DETAIL 2 WALL FRONT VIEW P -Do not trim leader -Somm wide woven polyweb banding attached to etake with shingle nails. Strapping sources: Fabrilsch Menufachung Id. #201 - 20540 Duncan Way. huminum door lock. Provide shop drawings for LA 6 Approva Lengley, ph: 604-534-5300, hc:804-634-8306 George n. Jackson Itd. 600 derwent way (annecis Island), the 1 V Cool derweist with (a Della, B.C. V3M 5P6 (1) 1-800-863-1359 (0) 1-800-863-3736 > -Building wall, See Architects detail. www.backson.ca Paving. As per plan -2 pressure treated Ø50-Ø75mm -2 pressure treased isco-1978mm round wood stakes 2m lengths, Stakes should be sligned parallel to sldswalt/road Building wall -'Arborgard+' trae trunk protector - AG-0-4 or 'nds' - trae trunk protector - tp 128 nds 2.00m high wall 50mm deep saucer formed in topsoil for initial first year watering. Fill aaucar with bark mutch -300mm minimum of topsoll eround root ball compacted to 85% MPD Pedesial -Stakes to not pensivala root bell. Stakes to panetrate netive soit by 300mm に入国して正し [[[[[]]]]]] 4 . . . LINE TOOR · . Notace: 1. Secting/buries to be boowned and dropped to the bottom of the plenting hole, all arting, loring, actuals be removed. 2. All web because shall have the top 125 of the who removed prior to planting. All trace shall be engine starn 6 PERGOLA & WALL SECTION DETAIL



DETAILS

LANDSCAPE

1

UP2014-17

LD-02

Location: 120-130 ESPLANADE AVE HARRISON HOT SPRING

Barryc

First

A.

Original Star

-

140

Claudad

348 Approved

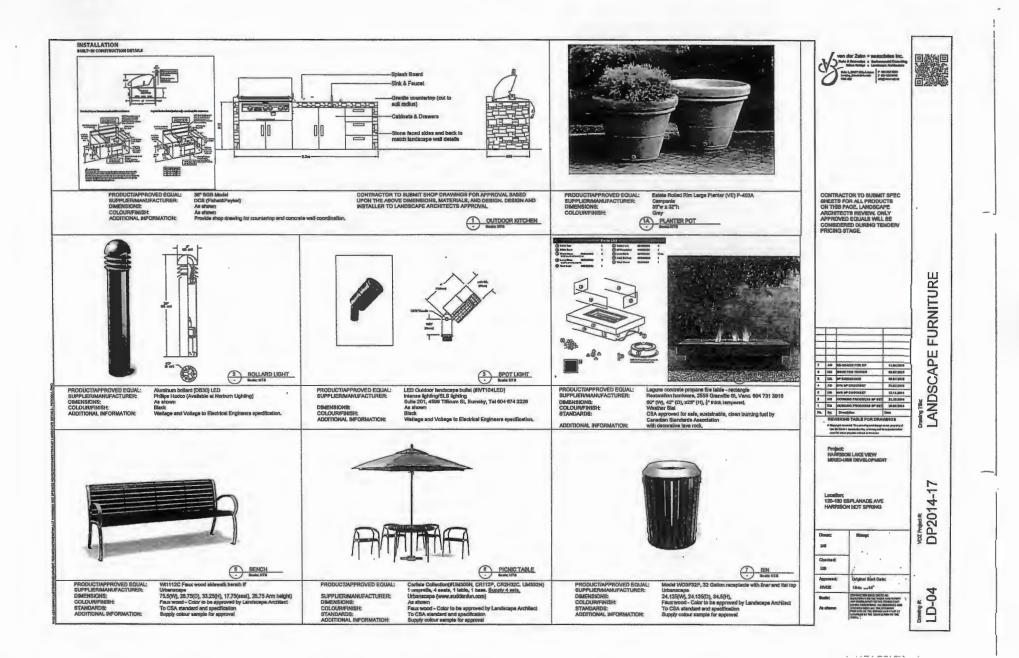
MOZ

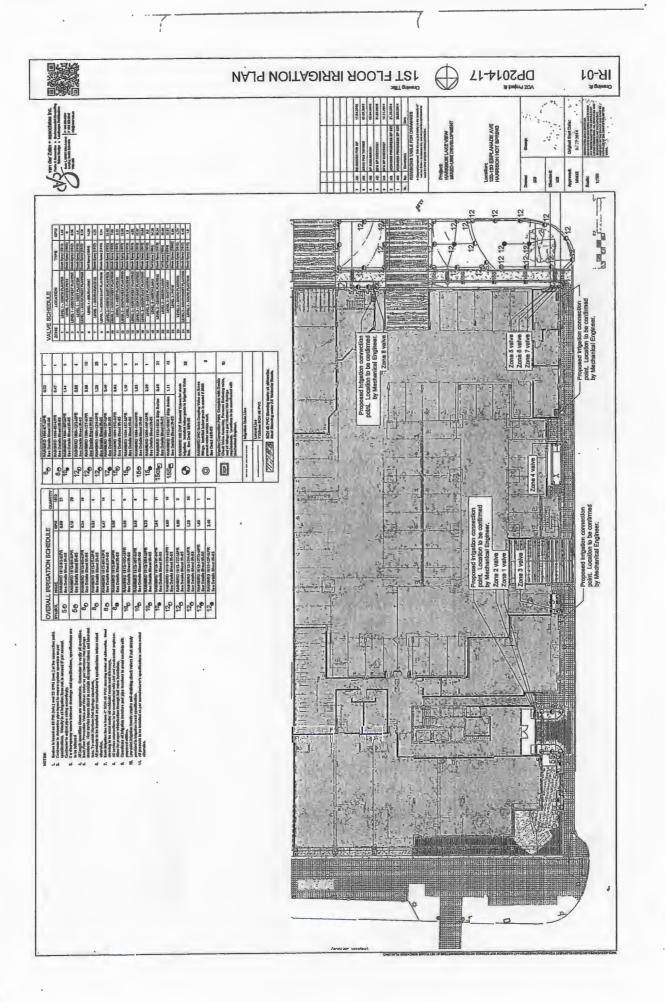
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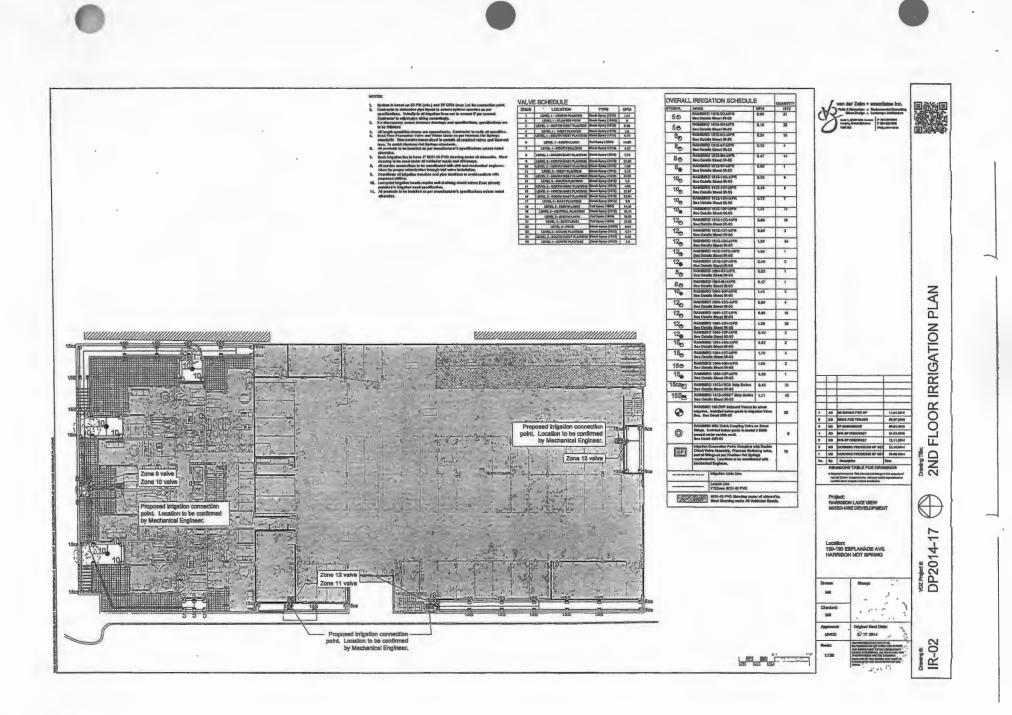
Sharr To Archillecs detail.

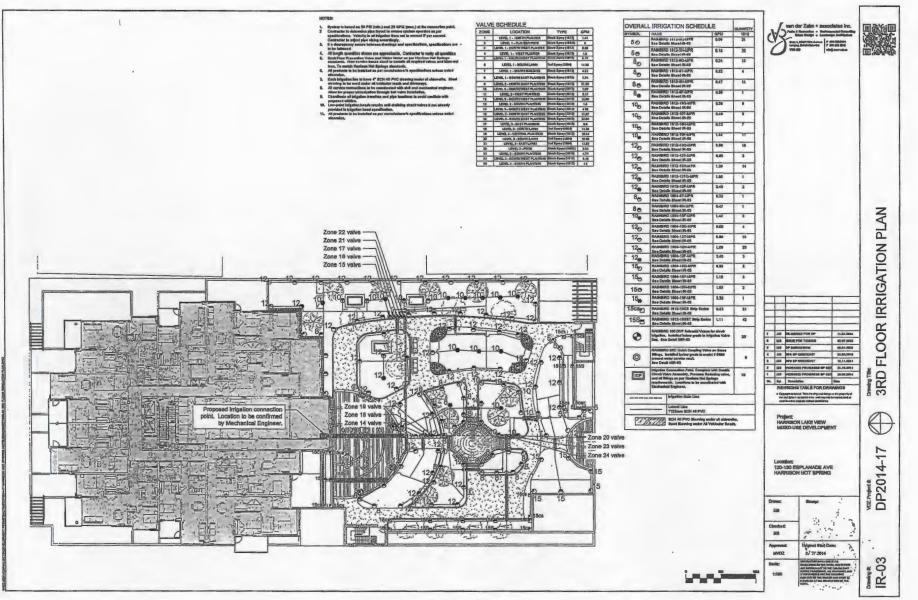
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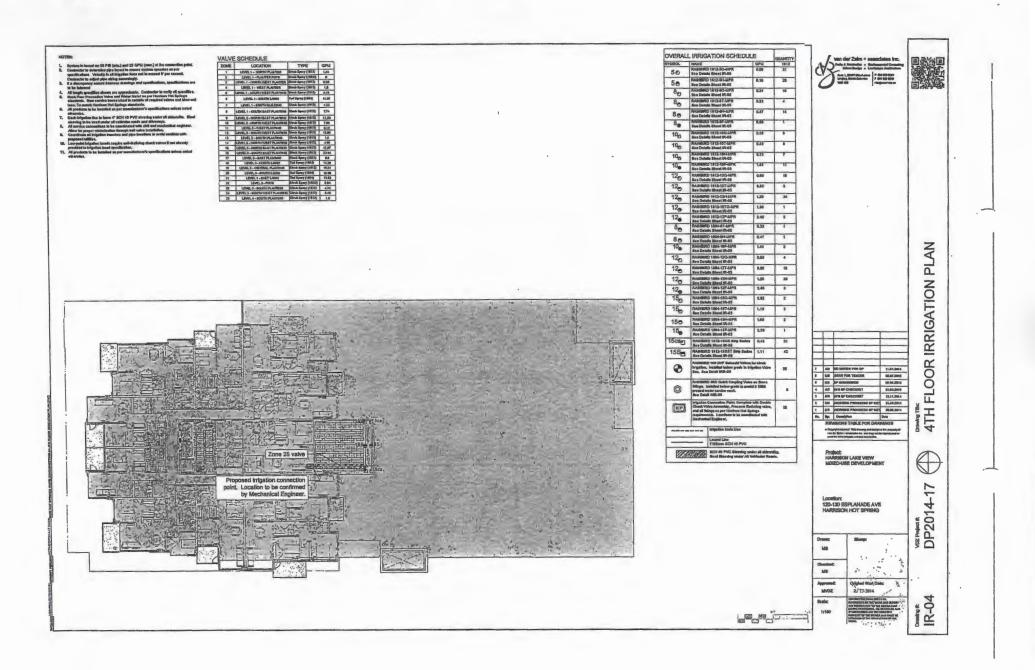
A SERVICE ENCLOSURE DETAIL



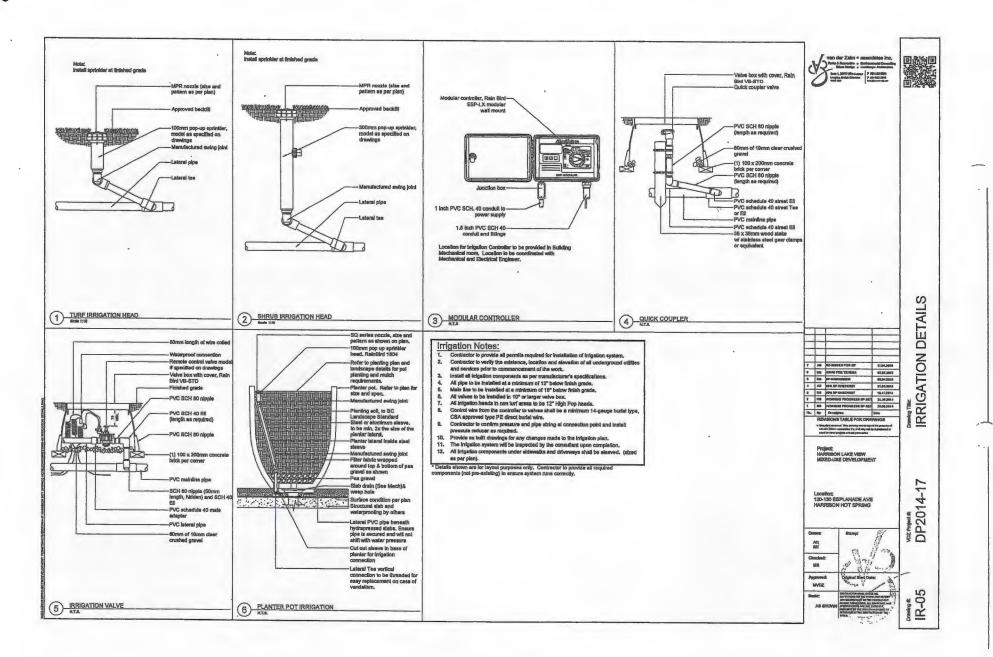








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HARRISON LAKE VIEW

MIXED-USE DEVELOPMENT 120 - 130 ESPLANADE AVENUE, HARRISON HOT SPRINGS

PROJECT DATA :

CIVIC ADDRESS : HARRISON HOT SPRINGS. 120-130 ESPLANADE AVE.

	NO THE EASTERLY HALF OF LOT 2, BOTH OF
BLOCK 1, BECTION 13, TOWNSHR NEW WESTMINISTER DISTRICT, P	P 4, RANGE 20 WEBT OF THE 5TH MERIDIAN, LAN 251
RITE AREA :	34.848 SOLFT (1.237.49 SOL M.)

OF THE PROPERTY	autous antes s fatessitue are und	
EXISTING ZOKING ;	C-1 VILLAGE COMMERCIAL	
PROPOSED ZONING :	CD-1	
F.S.R. PROPOSED :	1.83	
GROSS TOTAL FLOOR AREA :	67,138 S.F. (6,240 SOLML)	
GROSS COMMERCIAL AREA (S UNITS):	8,545 S.F. (517 BQ.M.)	
NUMBER OF RESIDENTIAL UNITS PROPOSED :	56	
NUMBER OF RESIDENTIAL UNITS PER ACRE :	58/0,8 = 70	
ELALDING HEIGHT (7 STOREYS) : (TO THE MODUL OF THE PITCH ROOP)	81.83 FT (24.94 ML)	
SITE COVERAGE (FIRST FLOOR) :	90%	

SITE COVERAGE (TYPICAL FLOORS) :

	UNIT TYPE	UNIT TYPE AREA NO. OF	D. OF U	INTO PER FLOOR				NO. OF UNITS	TOTAL AREA		
			187	294D	390	SIH	8TH	7711	8TH		
	CRU#1	1032,86 87	1				1			1	1001,68 SF
COMMERCIAL UNIT	CRU#2	1008.89 87	1							1	1008.98 87
AREAR:	CRU # 3	1378.63 BF	1							1	1376.63 BF
	CRU#4	1008.77 SF	1							1	1066.70 SF
	CRUSS	1886.82 87	1				1	-		1	1868.82 SF

30%

RESIDENTIAL UNIT MIX :

TOTAL RESIDENTIAL UNITS 58

PARKING STATISTICS ;

18 22 4

DNE BEDROOM = 1 STALL (30 UNITS = 30 STALL) TWO BEDROOM = 1.5 STALL (28 UNITS= 38 STALL) COMMERCIAL = 1 STALL PER 323 SQJFT (30 SQ M.) ST14223 = 21 STALLS

PROVIDED

12 21

102 45

REQUIRED:

12

102

RENDENTIAL LOADING BAY PROVIDED : COMMERCIAL LOADING BAY PROVIDED :

ONE BEDROOM

TOTAL PARKING

ONE BEDROOM + DEN

TWO BEDROOM TWO BEDROOM + DEN

	н	1317,166P						1	2	2624.32 67
2 INED + DIEN						_			2	2008.53 65
	H-1	1327_576F	_			_	,	1	2	2006.04 02
		1082.17 8F	1 2	2	2	2			8	8417,35 BF
	D	1083.20 BF		2	2	2	1	1		8487,04 85
2 BED	D1	1008,973F					5	1	2	2183,84 85
	0	1008.71 SF		-	-		2	2	4	4034.84 SF
	A	787,A3 SF	2	2	2	1				8378.44 BF
1 BED + DEN	C	787,84 87		1	1				3	2363.62 87
T BED Y GEN	10	773.78 8#	1	1	1				4	3086.12 BF
	C2	761.03 6F	1		1		1		1	782.03 85
							-			
1 880 '	8	696.83 6F		2	2	2	2	2	10	6062.12 BF
1080		847,8 87			1	1	1	1	4	3301.6 BF
REBEDENTIAL NET AREA:									н	57671.03 SF

LIST OF DRAWINGS

A-1.0	PROJECT DATA
A-1.1	CONTEXT PLAN-AERIAL PHOTO
A-1.2	SITE PHOTOS
A-1.3	COLOURED NORTH ELEVATION
A-1.4	COLOURED WEST ELEVATION
A-1.5	COLOURED NORTH ELEVATION
A-1.5	SITE PLAN
A-2.1	P3 PARKING PLAN
A-2.2	P2 PARKING PLAN
A-2.3	P1 PARKING PLAN
A-2,4	GROUND FLOOR PLAN
A-2.5	SECOND FLOOR PLAN
A-2.6	THIRD FLOOR PLAN
A-2.7	FOURTH FLOOR PLAN
A-2 B	FIFTH FLOOR PLAN

- A-2.8 FIFTH FLOOR PLAN A-2.9 SIXTH FLOOR PLAN
- A-2.10 SEVENTH FLOOR PLAN A-2.11 ROOF PLAN

A-3.1	NORTH ELEVATION
A-3.2	WEST ELEVATION
A-3.3	SOUTH ELEVATION
A-3.4	EAST ELEVATION

A-4.1	BUILDING SECTION 1
A-4.2	BUILDING SECTION 1

CONTACT LIST :

OWNER :

GOLDWELL (FORMERLY REON) DEVELOPMENTS INC. 2802 - 8188 WILSON AVENUE BURNABY, B.C., V5H 0A5 TEL: 804.818.7203

ARCHITECT :

F. ADAB ARCHITECTS INC. 130-1000 ROOSEVELT CRESENT NORTH VANCOUVER, B.C. V7P 3R4 TEL: 604.987.3003 FAX: 604.987.3033



APLIN & MARTIN 1055 SEYMOUR STREET VANCOUVER, B.C. V6B 3M3 TEL: 604.687.6866 FAX: 604.685.8071

LANDSCAPE ARCHITECT:

VAN DER ZALM & ASSOCIATES 1-20177 - 97 AVENUE LANGLEY, B.C. V1M 489 TEL: 604.882.0024 FAX: 604.882.0042



LAND SURVEYOR :

MORGAN STEWART & CO. 1055 SEYMOUR STREET VANCOUVER, B.C. V6B 3M3 TEL: 604.687.6866 FAX: 604.685.8071

GEO-TECHNICAL :

THURBER ENGINEERING 900 - 1281 WEST GEORGIA STREET VANCOUVER, B.C. V8E 3J7 TEL: 604.684.4384 FAX: 604.884.5124



F. ADAB ARCHITECTS INC.

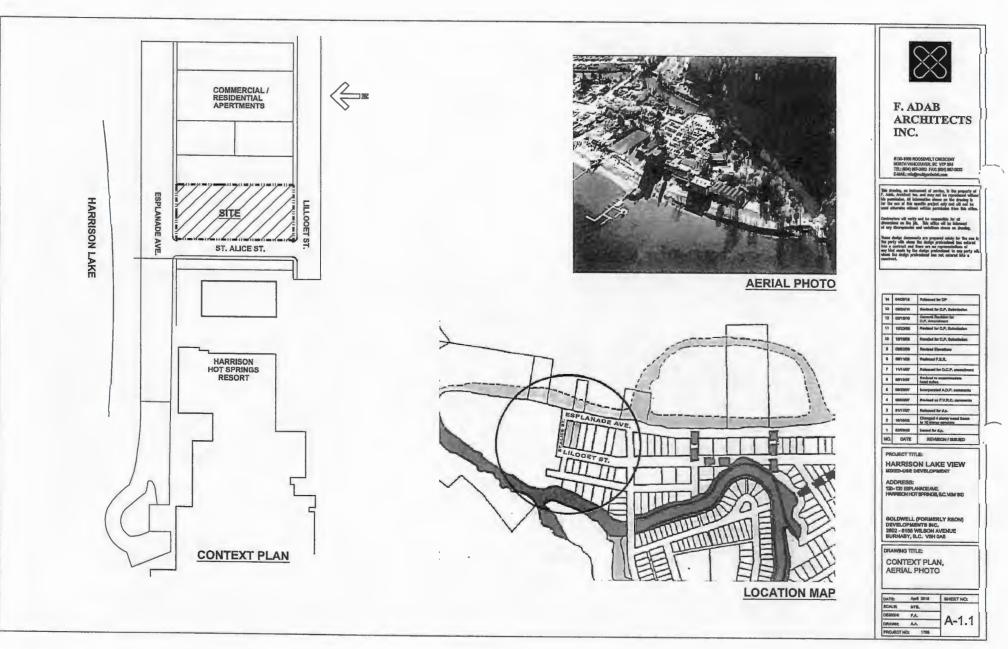
#130-1000 RODGEVELT CRESCENT NORTH VANCOUVER, BC V7P 3R4 TEL: (804) 887-3003 FV3C (804) 887-3033 E-MAL: min@multgonistsb.com

The drawlog, an instrument of service, is the property of *P*, Adah, Arabiact inc. and may not be repredented without his parabolastics. All information shows on the drawlog is for the use of this specific project only and will not be used otherwise obliants within a permittion from this effect.

Contractors will worth and he responsible for all dimensions on the job. This affice will be informed of any discrepancies and variations shown on drawing

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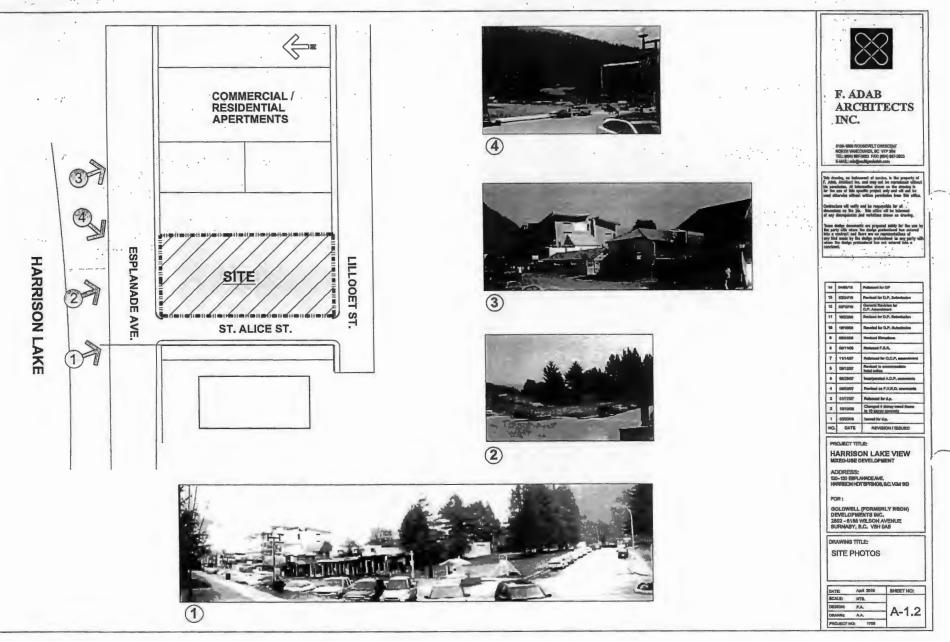
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13	03/24/10	Revised for D.P. Submission			
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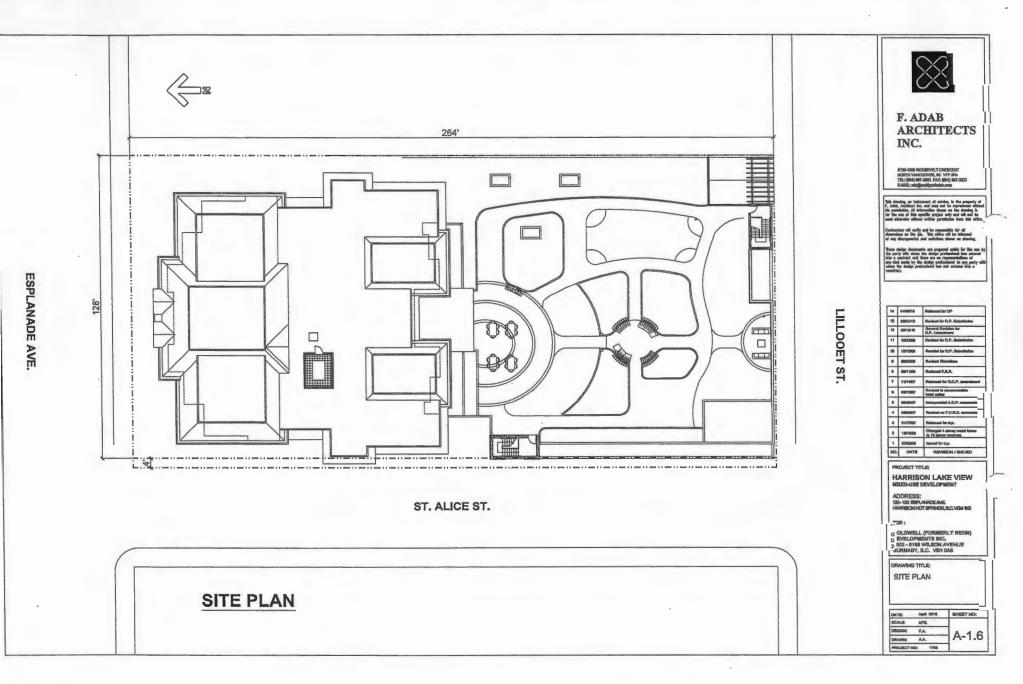


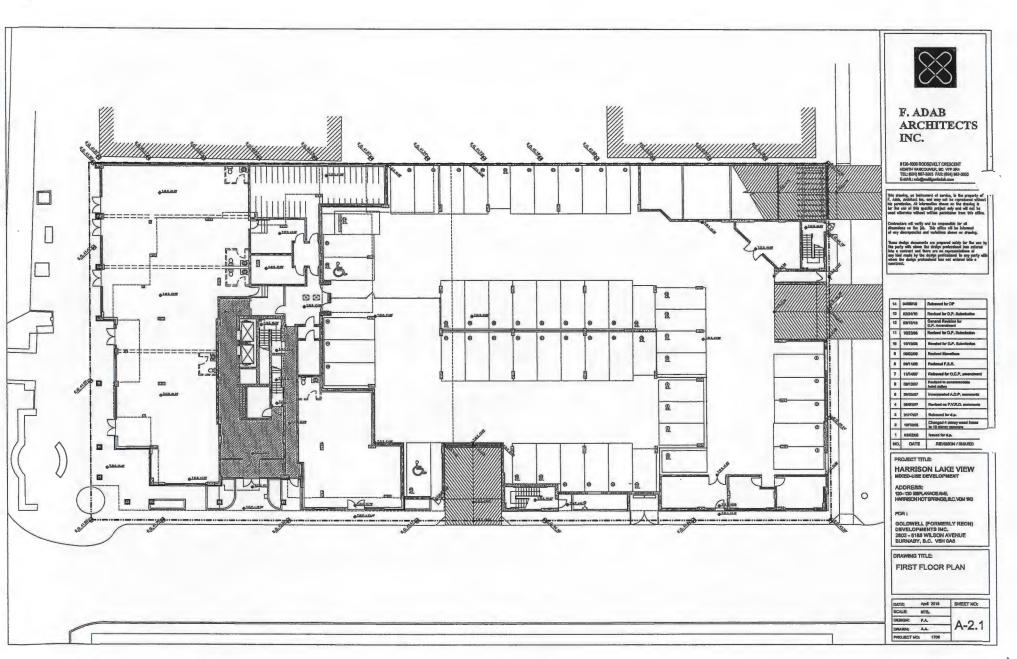


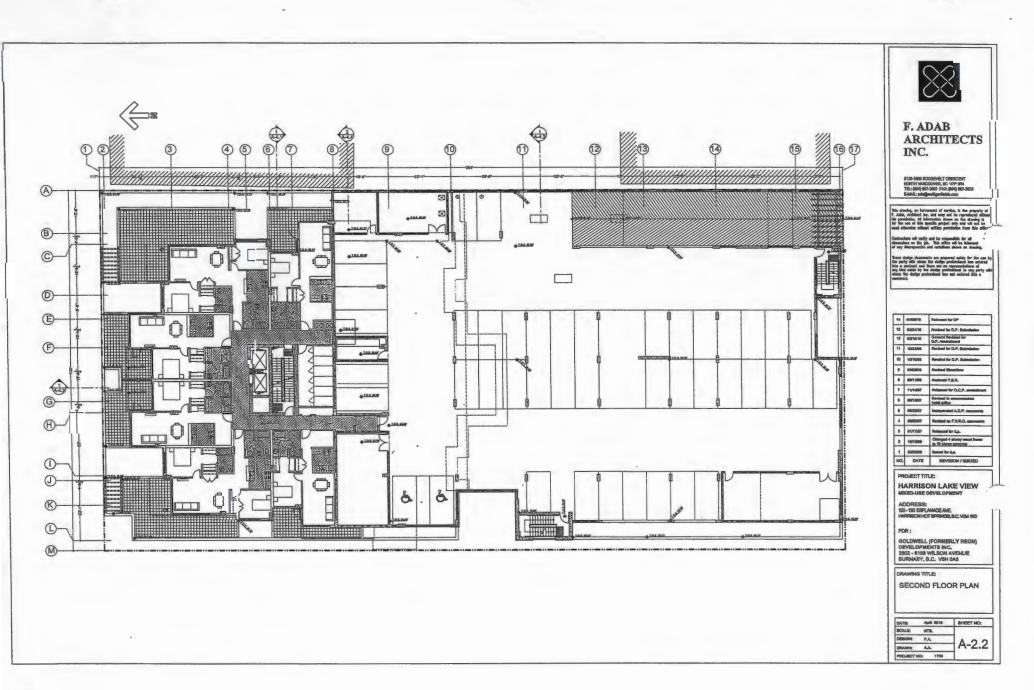




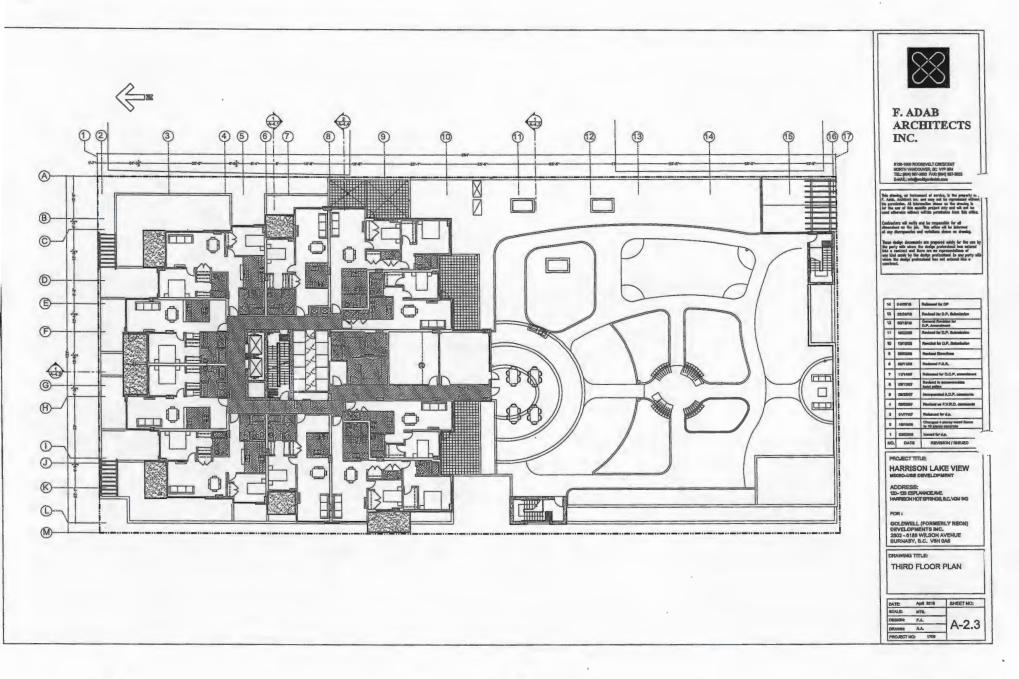




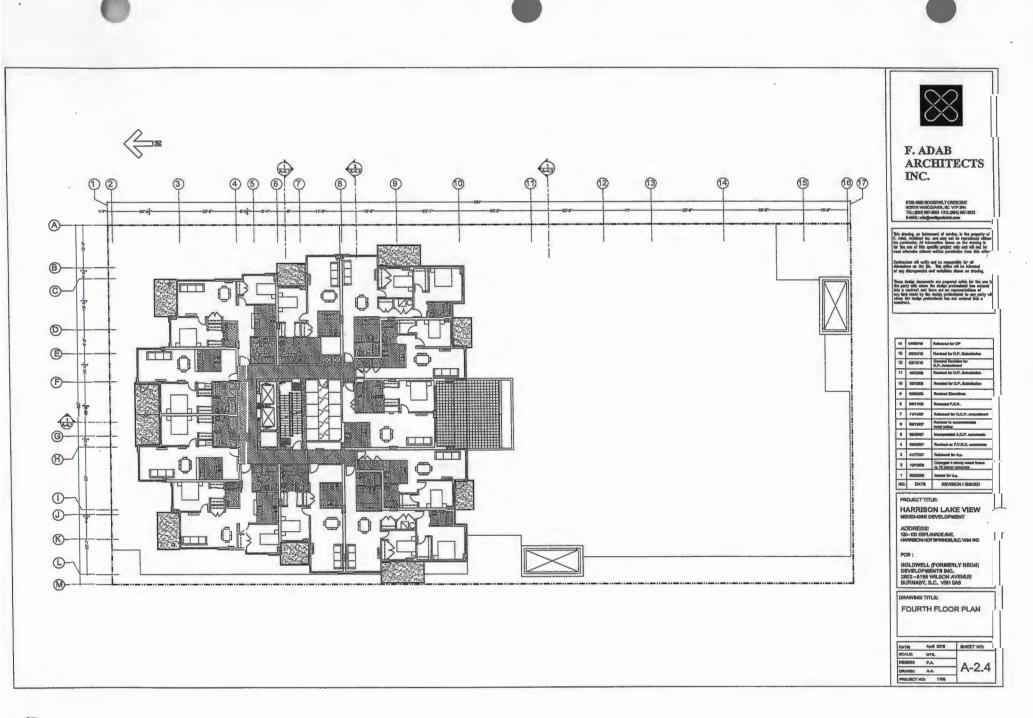






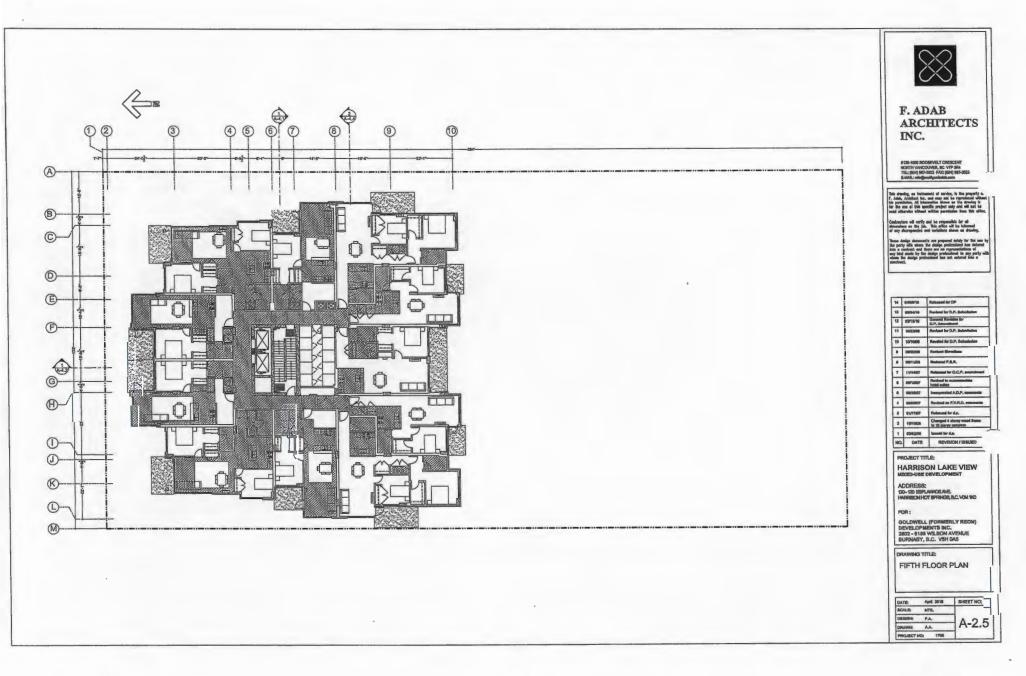


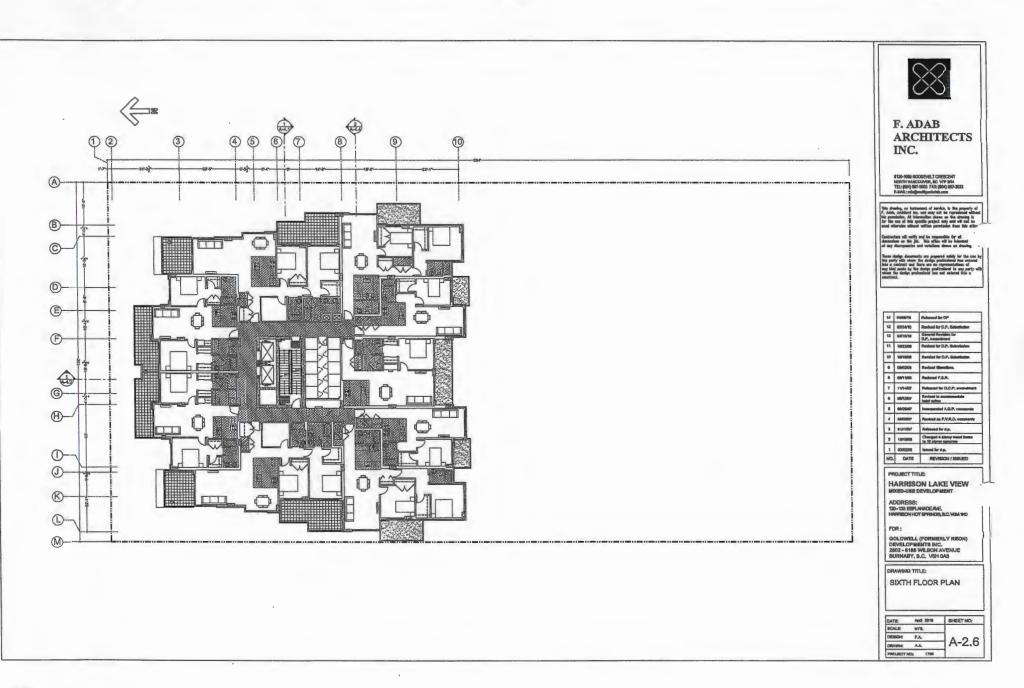
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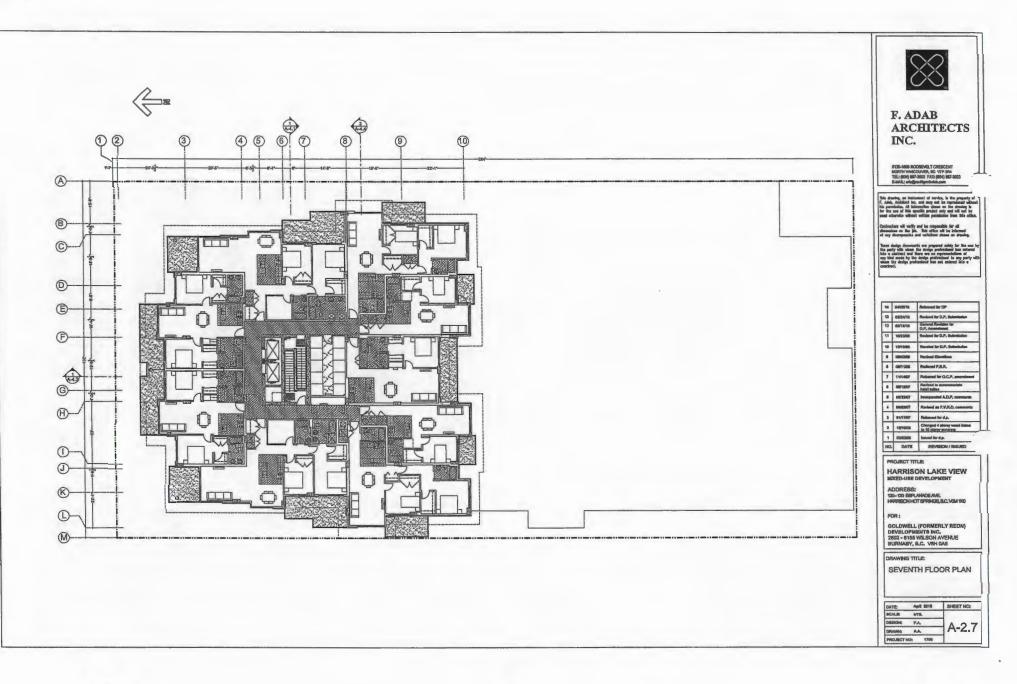


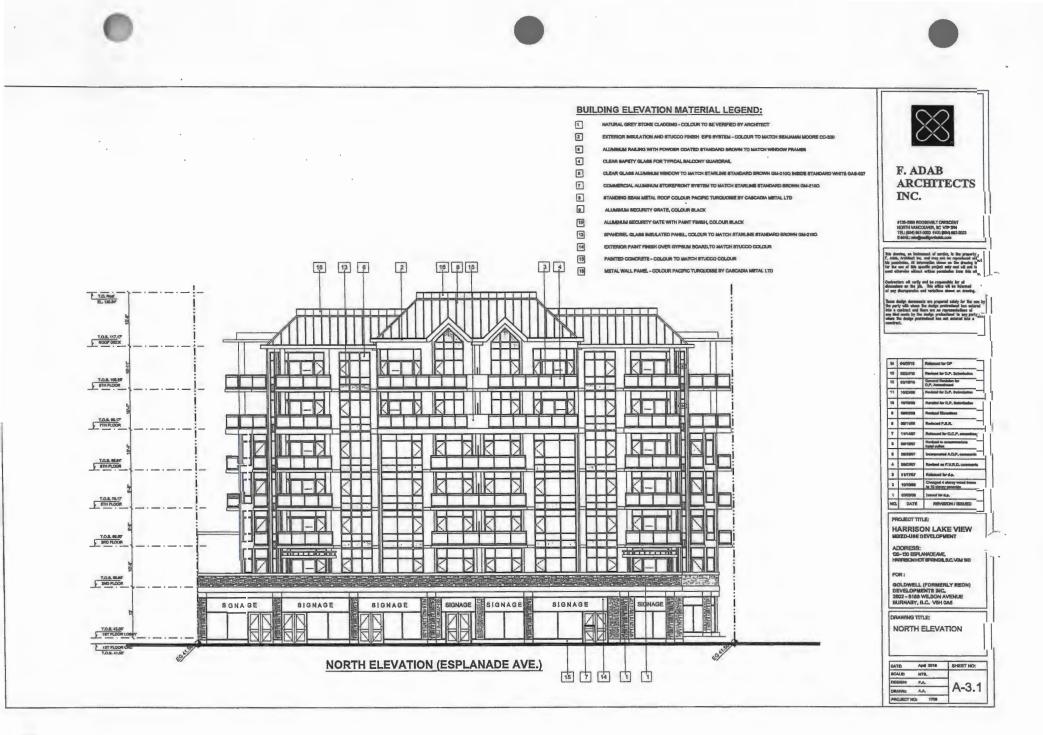
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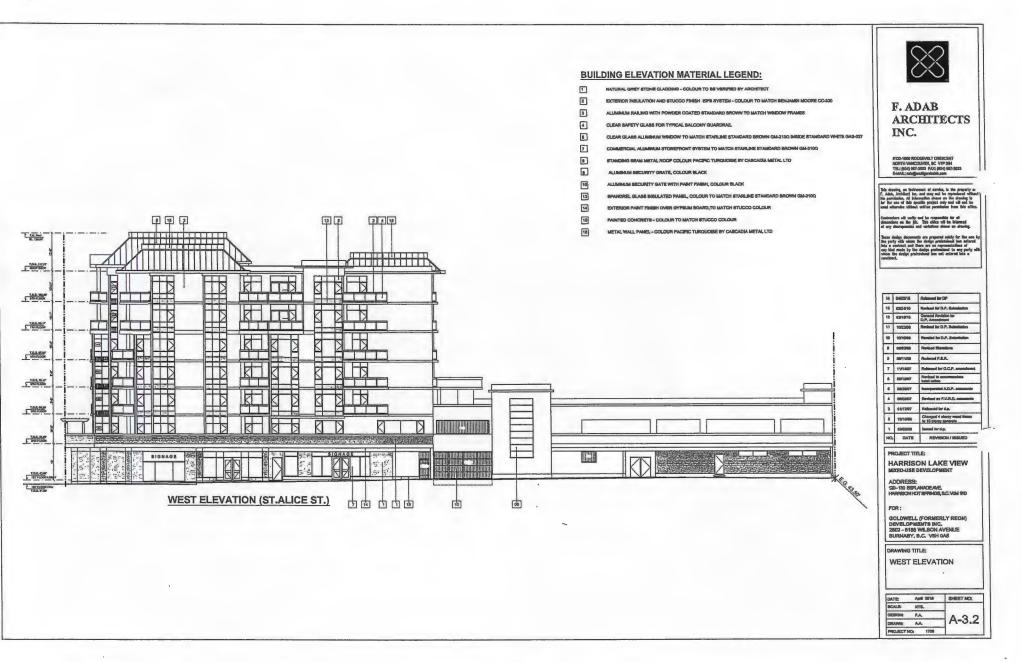


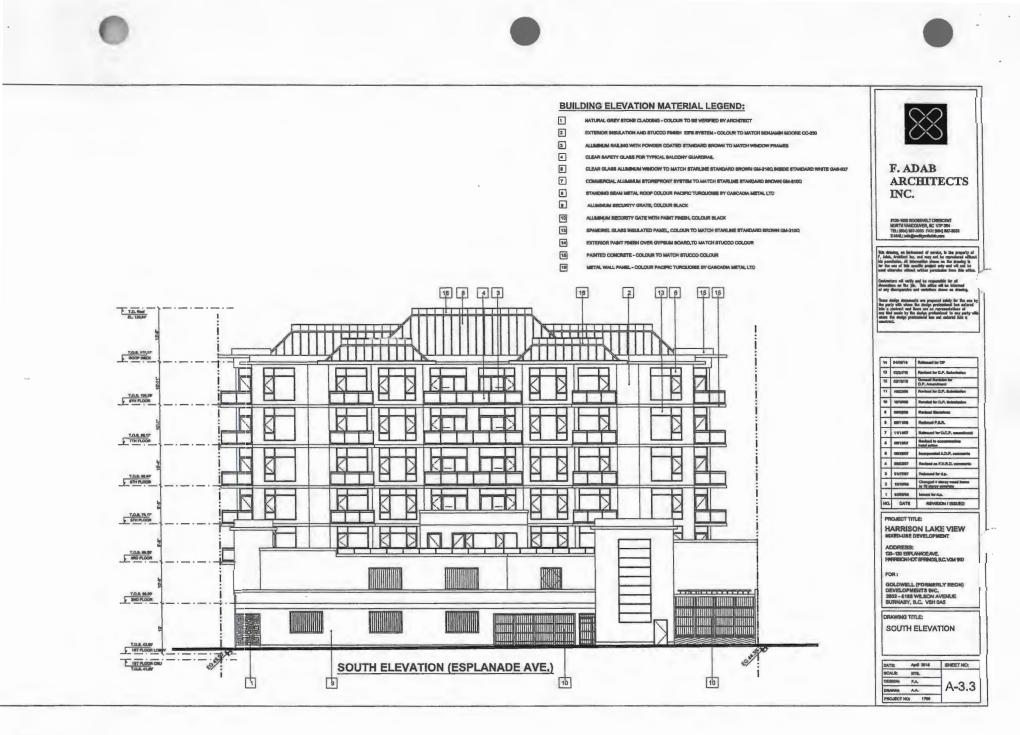


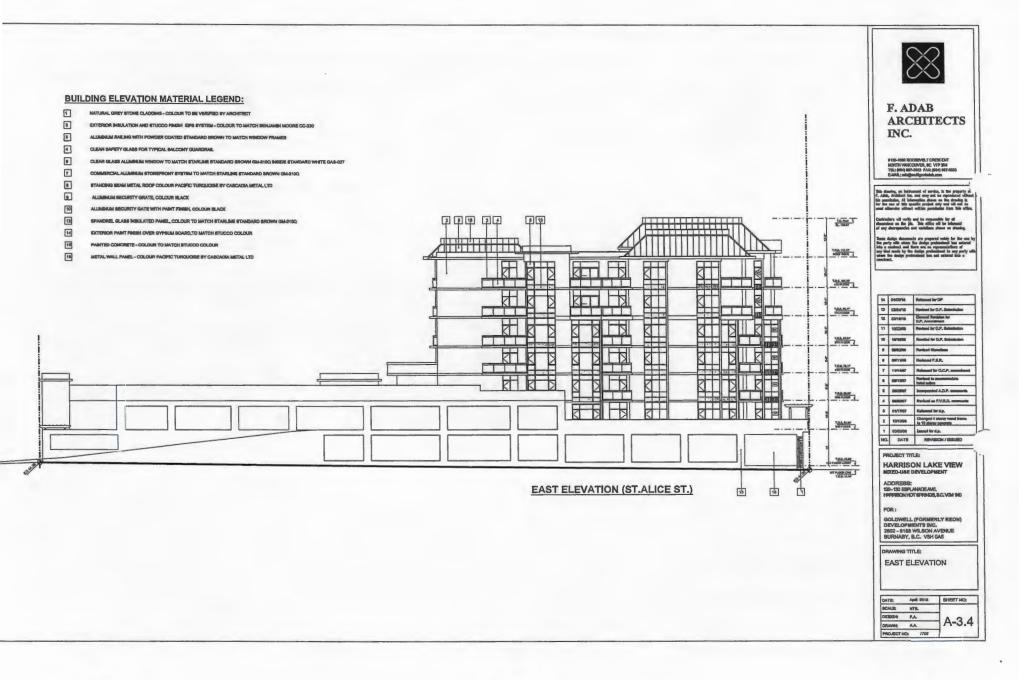




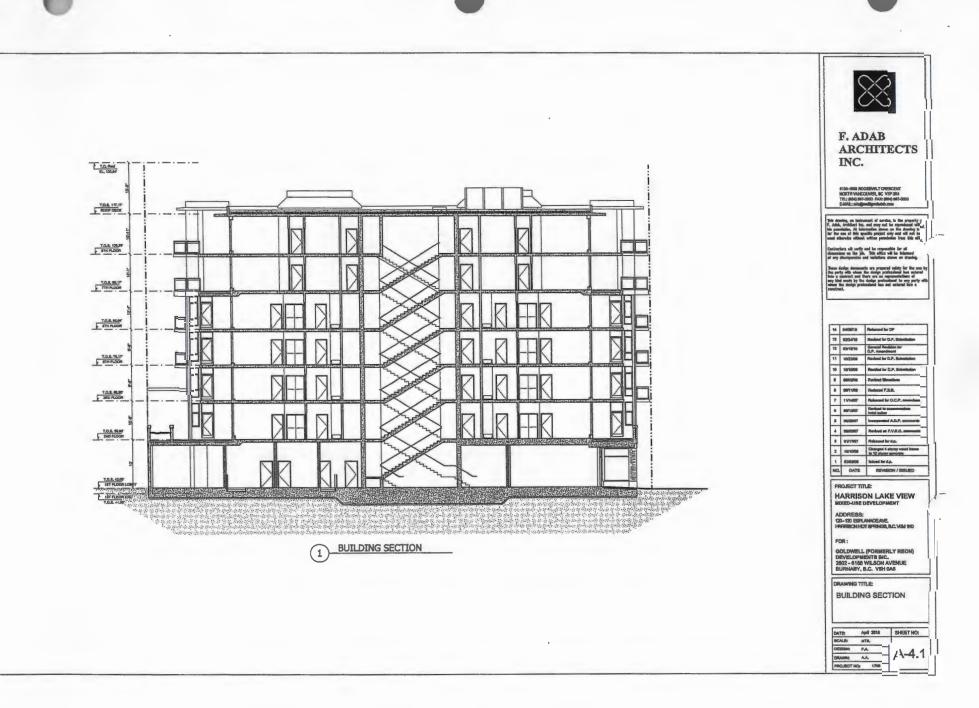


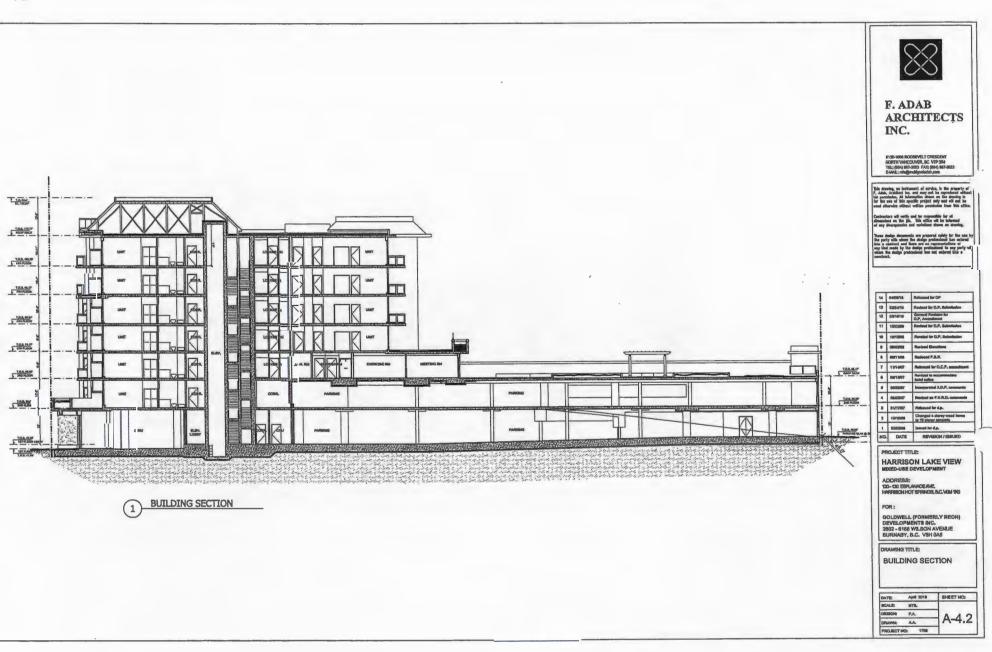






- 6







VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL FOR INFORMATION

TO:	Mayor and Council	DATE	: May 25, 2020
FROM:	Madeline McDonald Chief Administrative Officer	FILE:	0340-50
SUBJECT:	Re-Opening Plan for village Faci	lities Close	ed Due to COVID 19 Pandemic

ISSUE: To receive a plan to re-open those Village facilities and services which were closed due to public health concerns relating to the COVID19 Pandemic.

BACKGROUND:

On March 16, 2020 out of growing concern about the spread of COVID 19 within BC, the Provincial Health Officer issued a prohibition on mass gatherings and began to issue advice about the need to practice physical distancing, hand cleaning and increased attention to sanitation in public areas. Out of concern for the public health and worker safety, the Village Office was closed to in-person service effective March 17, 2020. Most municipal offices adopted similar policies and, like the Village, have remained closed through April and May.

On March 22, 2020, in response to growing local concern about crowds assembling in Harrison's Beaches and Parks, the Mayor declared a State of Local Emergency (SOLE), activated a Level One Emergency Operations Centre (EOC), and closed off Esplanade Avenue to parking and vehicle traffic. Through the EOC process Village staff reached out to the Province for funding to provide additional security to patrol Harrison's popular beachfront area and was successful in securing funds to start our weekend Bylaw Enforcement service six weeks early. The Province subsequently suspended all community level SOLES but put out strong public messaging to discourage non-essential travel and empowered local enforcement officials to provide assistance to Public Health Officers in the reinforcement of physical distancing protocols. During this period the Village closed off access to all outdoor recreational equipment, facilities and playgrounds. Public washrooms were closed and the seasonal opening of the boat launch office and parking services was put on hold.

Since the start of the Pandemic Emergency, the Village has worked to align its policies and actions to those of the Province, while ensuring strict compliance with all Ministerial Orders. When the Province rolled out the BC Restart Plan (2020) and announced its intention to reopen Provincial Parks for day use in mid-May, this signaled support for short recreational

excursions. Accordingly, Mayor Facio ordered the removal of traffic barriers, the opening of boat launch parking, the opening of public washrooms and the removal of signage that stated beaches and parks were closed to visitors. Playgrounds and outdoor recreational facilities remain closed.

DISCUSSION:

The Village administration is managing operational changes made in relation to the COVID-19 Pandemic in keeping with the following objectives:

- The responsibility to protect worker safety
- The responsibility to provide essential services to the public on an uninterrupted basis
- The responsibility to provide services to the public and the business community in a safe and responsible manner

Worker Safety

During this early period of the pandemic, Village staff worked hard to develop and implement new ways of working to ensure worker safety through physical distancing, staggered shifts, enhanced disinfection and new vehicle protocols. Arrangements were made for the installation of protective shields for reception areas at the Village Office, Tourism Harrison and at the Boat Launch. On May 15, 2020, WorkSafe BC released information about the new requirement for every employer to prepare a COVID-19 Safety Plan. This work is largely complete and will be reviewed with all employees and available for inspection by WorkSafe BC. This document, which in an internal operational plan, will be updated on an as-needed basis as new information and directives are received from public health officials and WorkSafe BC.

Essential Service Delivery

Although the Village has been operating at approximately 80% of full staffing levels, the essential services of water and sanitary sewer along with public works, functions have continued uninterrupted, as have the administrative and managerial supports required to operate the Village. The Fire Department, under the leadership of Acting Chief Trevor Todd, has adapted their operations to ensure that fire protection services have been in place throughout the pandemic. Mutual Aid agreements for fire protection as well as for water and sanitary sewer services are in place with our neighboring communities to ensure continuous service delivery in the event of pandemic related problems.

Public Safety & the Re-Opening of Services

The Village continues to rely upon public health officials for guidance with respect to safeguarding of public health and continues to support and implement the Provincial Health Officer's advice with respect to encouraging physical distancing. Compared to some other jurisdictions, there have been relatively few mandated closures of facilities in BC, and communities have made independent decisions, based on local considerations, about many discretionary services, such as outdoor recreational amenities. In addition to the WorkSafe requirements, our legal counsel has recommended that each community prepare a COVID -19 Re-Opening Plan to serve as a policy document on a go forward basis. As of the writing of this report, the Province is in Phase 2 of the timeline established in BC's Restart Plan (2020). The attached *Village of Harrison Hot Springs 2020 COVID-19 Re-Opening Plan* describes the actions of the Village to date, in respect to service level adjustments, in alignment with the Phases of the BC's Restart Plan, and lays out a process for a gradual return to full-service levels.

This Re-opening Plan should be considered to be a living document and could be subject to change, should new information, advice or orders be issued by public health officials.

RECOMMENDATION:

THAT the Village of Harrison Hot Springs COVID-19 Re-Opening Plan be received for information.

Respectfully submitted;

Madeline McDonald Madeline McDonald **Chief Administrative Officer**

Village of Harrison Hot Springs 2020 COVID-19 Re-Opening Plan

	Mid March – Mid May	Mid May - June	June – September	Pandemic Over	
Service	Phase 1	Phase 2	Phase 3	Phase 4	
Council Meetings	Closed to the public. Video recordings based on a teleconference Council Meeting were enable in Council Chambers in early May	No Change	Council Meetings moved to Memorial Hall to allow for physical distancing and public attendance effective June 1, 2020	Reconsideration of ongoing use of Memorial Hall for Public Meetings	
Public Hearings & other Public Meetings	Did not undertake any Public Hearings or other Public Meetings during this period.	No Change	Public Hearings & Public Meetings moved to Memorial Hall to allow for physical distancing and public attendance effective June 1, 2020	Reconsideration of ongoing use of Memorial Hall for Public Hearings and other Public Meetings	
Village Office	Closed to in-person service. Phone, email & online services continue.	Operations be in accordance with the COVID-19 Safe Work Plan prepared to comply with WorkSafe requirements	Re-opening June 15, 2020 to in-person service. Lunch hour closures due to limited staffing.	Return to regular hours.	
Business Travel	Discontinued. Meetings with external agencies continue online.	No change	Consideration for business travel on a case by case basis	Return to regular business travel in accordance with available budget.	
Fire Service	Fire Protection Service is uninterrupted; Practises suspended; Medical response calls limited in accordance with new 911 policies	No change	Fire Chief and Officers to provide for such training and practise opportunities as may be undertaken in accordance with Public Health Officer's orders	Return to regular practise schedules and protocols	
Bylaw Enforcement	Early start effective April 4 th , six weeks earlier than planned, patrols on site on weekends	No change	Bylaw patrols will be expanded to include Fridays and long weekends as per the Service Agreement	No change	
Public Works	No impact to services; safe work protocols implemented through internal policies.	Operations be in accordance with the COVID-19 Safe Work Plan prepared to comply with WorkSafe requirements	No change	No change	

Village of Harrison Hot Springs 2020 COVID-19 Re-Opening Plan

Water System	No impact to services; safe work protocols implemented through internal policies. A regional mutual aid agreement is in effect for the provision of water and waste water services in accordance with MO 084/2020.	Operations be in accordance with the COVID-19 Safe Work Plan prepared to comply with WorkSafe requirements	No change	No change
Sanitary Sewer	No impact to services; safe work protocols implemented through internal policies. A regional mutual aid agreement is in effect for the provision of water and waste water services in accorclance with MO 084/2020.	Operations be in accordance with the COVID-19 Safe Work Plan prepared to comply with WorkSafe requirements	No change	No change
Planning Services	No in-person meetings but developer meetings accommodated outside and onsite. Planning consultant working remotely on active files.	No change	No change	Return to regular contract schedule
Racket Courts	Closed	No change	Open with signage promoting physical distancing	Fully open
Playgrounds & Outdoor Exercise Equipment	Closed	No change	Open with signage promoting physical distancing when School District 78 reopens their playgrounds	Fully open
Tourism Harrison & Sasquatch Museum	Closed to visitors; limited staff on site	No change	Open June 1, 2020 with new safety screens at reception & subject to limited occupancy	Fully open
Public Gatherings for Events	Cancelled	No change	No change	Return to regularly scheduled events

Village of Harrison Hot Springs 2020 COVID-19 Re-Opening Plan

Beaches & Parks Public Use	Closed to Visitors	Opened May 15, 2020 for regular operations	Open with physical distancing signage	Return to regular operations
Memorial Hall Rentals	Closed	No change	No change	Return to regular operations
Memorial Hall Community Use	Closed	No change	No change	Return to regular operations
Starlight Skating Rink	Closed for the season as planned	No change	No change - will open in November as part of the Lights on the Lake Festival	No change
Boat Launch Facility & Parking	Opening delayed from the regular mid-March start for an onsite operator. Non- essential boat traffic not encouraged. Signage stated Local Traffic Only.	Fully open with an on-site operator May 15, 2020	No change	No change
Received by Council June 1, 2020				



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council

DATE: May 26, 2020

4320-50

FILE:

FROM: Debra Key Deputy Chief Administrative Officer/CO

SUBJECT: COVID Temporary Extension Application – Old Settler Pub, 220 Cedar Avenue

ISSUE: Request for local government approval of a COVID Temporary Extension Application under Liquor and Cannabis Licencing Act Regulation

BACKGROUND:

The Village received an email from LTK Investments Ltd. dba Old Settler Pub, requesting local government approval for a COVID temporary extension for their liquor primary establishment. This opportunity has been made available by the Liquor and Cannabis Regulation Branch to support BC's licenced establishments in safely reopening for business while respecting the physical distancing guidelines outlined by the Provincial Health Officer (PHO) orders. This new authorization permits food primary, liquor primary and manufacturer licencees (wineries, breweries, distilleries) to temporarily expand their service areas until October 31, 2020.

The Old Settler Pub is proposing to expand their service area onto the lawn in front of the enclosed patio deck with access from the deck. The expanded service area will be required to comply with restrictions within the Liquor Control and Licencing Act Regulations such as required enclosures. The requirements will permit expanded service areas only and will not expand overall occupancy. Under this new opportunity, local government approval is required for liquor primary establishments.

RECOMMENDATION:

THAT approval be given to LTK Investments Ltd. dba Old Settler Pub in support of their application for a COVID Temporary Extension Application.

Respectfully submitted:

REVIEWED BY:

<u>Debra Key</u> Debra Key Deputy Chief Administrative Officer/CO <u>Madeline McDonald</u> Madeline McDonald Chief Administrative Officer

Attachments: Proposal request Liquor and Cannabis Regulation Branch Policy 20-13

Debra Key

From: Sent: To: Subject: Attachments: Kent Lucki Tuesday, May 26, 2020 3:09 PM Debra Key Covid temp extension App 20200526140433_001.pdf

Hi Deb

Re: Covid Temporary Extension Application

I have used our existing LCLB official plan and angle shaded in red to give an idea of where we would put the extension. This is not to scale but would include the grass area between the patio and Miami river, and would be accessed from the existing patio. It would have a barrier / fence to provide a visual parameter for guests, This will not increase existing occupancy load but instead allows for greater separation between guests during this trying time. Any question please call Kent

1

Thank you for your consideration

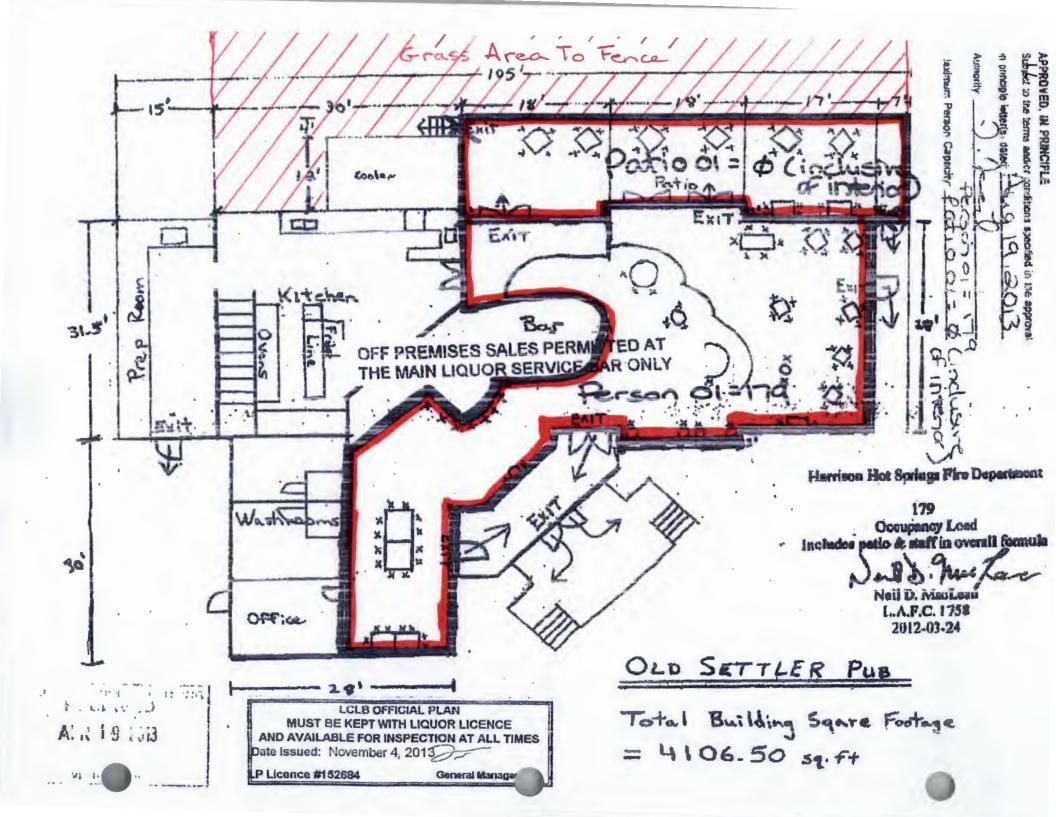
Kent Lucki Old Settler Pub

From: E

----- Forwarded Message -----

To: Sent: Tuesday, May 26, 2020 2:34:57 PM Subject:

Image data has been attached.





Date: May 22, 2020

To: All LCRB Staff All Licensees All Industry Associations All Iocal government, First Nations and police agencies

Re: Temporary Expanded Service Area Authorization

General Manager Authority

Under the Liquor Control and Licensing Regulation (LCLR), s. 109.1, the General Manager (GM) of the Liquor and Cannabis Regulation Branch (LCRB) may issue a Temporary Expanded Service Area Authorization to food primary, liquor primary, and manufacturer licensees.

New Policy

In response to the COVID-19 pandemic, the Province's March 2020 declaration of a state of emergency and the Provincial Health Officer's March 2020 declaration of a public health emergency, the GM is putting in place time-limited measures to support the Provincial Health Officer's (PHO) direction and recommendations.

This new authorization permits a licensee to temporarily expand their service areas **until October 31, 2020**. The increased service area will allow licensees to serve patrons while complying with the PHO's guidelines regarding physical distancing.

Accordingly, food primary, liquor primary and manufacturer licensees (i.e., wineries, breweries, distilleries) may apply for a Temporary Expanded Service Area Authorization.

To meet the intent of this temporary authorization, licensees will not be permitted to increase or exceed their currently approved person/patron capacities or occupant loads. All means of access to the service area must also be supervised to the satisfaction of the GM. Finally, licensees must comply with all local bylaws and health and fire regulations.

An expedited online application will be available for licensees at no charge. Please check our website for a link to the application.

Explanation

The new policy is provided in the context of the provincial state of emergency and public

health emergency related to the COVID-19 pandemic. Increasing the size of existing service areas is expected to support licensees in complying with requirements under the Provincial Health Orders and recommendations, in particular with respect to social/physical distancing.

Further Information

Further information regarding liquor and cannabis regulation and licensing in British Columbia is available on the Liquor and Cannabis Regulation Branch website at <u>https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing</u>

If you have any questions regarding these changes, please contact the Liquor and Cannabis Regulation Branch toll free in Canada at 1-866-209-2111 or 250 952-5787 if calling from the Victoria area.

Original signed by

Mary Sue Maloughney Assistant Deputy Minister and General Manager Liquor and Cannabis Regulation Branch





VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL REVISED June 1, 2020

TO:	Mayor and Council	DATE:	May 26, 2020
FROM:	Rhonda Schell Community Services Coordinator	FILE:	2240-35
SUBJECT:	Resort Development Strategy Amend	dment	

ISSUE: To amend the 2019 – 2021 Resort Development Strategy (RDS) due to the COVID-19 pandemic.

BACKGROUND:

At the April 20th, 2020 Regular Meeting of Council, the Financial Officer reported on RMI projects being deferred until 2020/21 funding was confirmed. These projects included Public Art and Lagoon Upgrades. At the May 4th, 2020 Regular Meeting of Council, authorization to amend the RDS was approved to reduce the Public Art budget by \$10,000 and create a budget for COVID-19 Tourism Signage of \$10,000. Council also received a letter from Tourism Harrison explaining their reduction in expenses of \$40,000 due to cancelled events.

DISCUSSION:

On May 14th, 2020, all Resort Municipality Initiative (RMI) communities met via teleconference with Minister Beare, Ministry of Tourism, Arts & Culture. At this meeting, the Ministry acknowledged that the tourism industry has been one of the hardest hit by the COVID-19 pandemic and announced that the RMI program would be fully funded this year.

The 2020 RMI funding allocation for the Village will be \$505,943. This is an increase of \$20,249 from what was anticipated in the original budget due to a performance base lift. While there should not be any major departures from the original RDS, the Ministry is allowing for adjustments where necessary to make the greatest impact with the funds available. RMI Funding should be used mainly on capital projects to support the recovery of our tourism sector and the Ministry is encouraging projects that support physical distancing.

Staff has identified the following projects as priorities for 2020/21 in consultation with Tourism Harrison.

RECOMMENDATION:

THAT the amended 2019 – 2021 Resort Development Strategy budget shown in Appendix 2 be approved.

Respectfully submitted:

REVIEWED BY:

<u>Rhonda Schell</u> Rhonda Schell Community Services Coordinator Tracey Jones

Tracey Jones Financial Officer

REVIEWED BY:

Madeline McDonald

Madeline McDonald Chief Administrative Officer

REVISED PAGE 3 – JUNE 1, 2020 APPENDIX 1: PROJECT AMENDMENTS

Original Project	Amended Project	Rationale for Amendment
Synthetic Skating Rink	Double the capacity of the rink by reducing the size of the island and increasing the footprint.	Ability to allow for physically distancing. Expand on original concept. Enhance the visitor experience, support healthy outdoor activities and encourage locals to be a tourist in their own community. Support shoulder and off-season tourism.
Boat Launch Expansion and Renovation	Increase scope of project.	 Support shoulder and on-season tourism. The original budget was not sufficient to allow for upgrades to the full exterior of the building including siding and roofing. Landscaping is an additional item. The scope of the electrical portion of this project has increased due to limitations of the BC Hydro pole that has reached is maximum capacity. Ability to allow for worker physically distancing. Expand on original concept. Enhance the visitor experience and support healthy outdoor activities. Support shoulder and off-season tourism.
Public Art	Allocate \$4000 for a Sasquatch Carving to be placed outside the Visitor's Centre. Remainder to be shifted to expand the boat launch office.	Project was already committed to by Tourism Harrison before the pandemic and they do not have the funds to complete the project.
Lagoon Upgrades	No change to total budget.	
Events	Allocate \$40,000 to Lights by the Lake displays.	There was a \$40,000 reduction in event spending due to the pandemic. Increasing winter displays will enhance the Lights by the Lake Festival, expand on the original concept, enhance the visitor experience, and support off-season tourism.



REVISED PAGE 4 = JUNE 1, 2020 APPENDIX 2: AMENDED RDS BUDGET

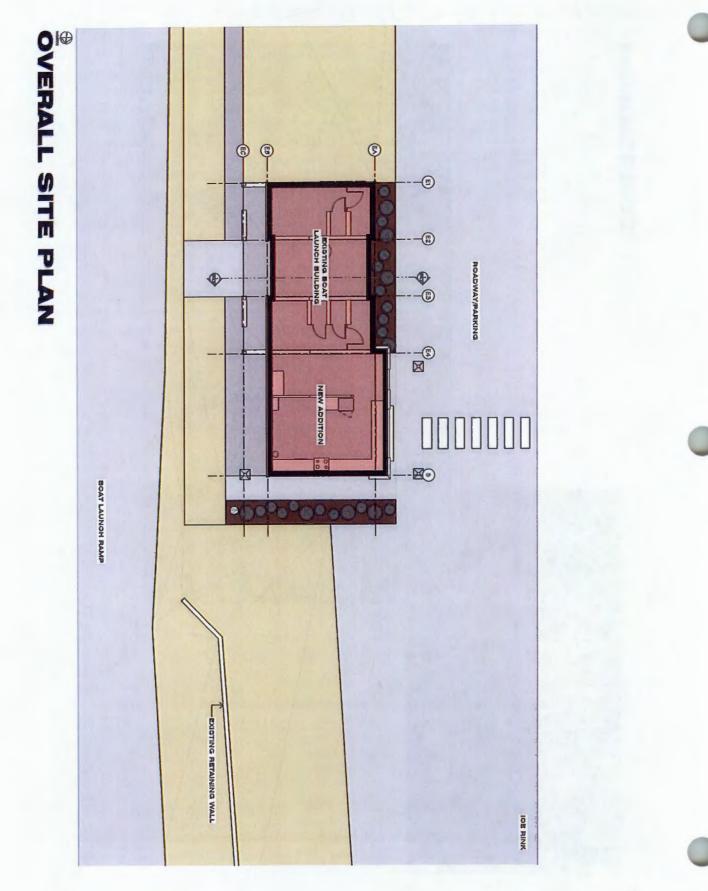
	2019	2020	2021	Potential 2021 Carryover		Total RMI
	(actuals)	(budget)	(budget)	2022	2023	Allocation
Carryover from previous year	\$513,639	\$537,065	\$80,050	\$31,550		
Interest earned on carryover	15,146	10,000	1,500			
Anticipated RMI Funding	514,823	505,943	485,694			
Total Funds Available	\$1,043,608	\$1,053,008	\$567,244			
		nticipated Spe	ending			
Carry Over Projects from 2015	-18 RDS:					
Beach & Lagoon Improvements	\$42,414	\$130,586				\$173,000
Tourism Infrastructure, Ameni						
Synthetic Outdoor Rink Project	368,784	81,216				450,000
Public Art Project		4,000				4,000
Lagoon Development		447,156	435,694			882,850
COVID-19 Safety Signage		10,000				10,000
Ice Rink Concession/		200,000				200,000
Boat Launch Office						
Sub Total						
(Minimum 70% over 3 year term)	411,198	872,958	435,694			1,719,850
			_			
Tourism Services, Programs or	Events:					
Events listed in Project Description	90,000	90,000	90,000			270,000
Synthetic Ice Rink Opening	100				-	100
Sub Total	100					100
(Maximum 30% over 3-year term)	90,100	90,000	90,000			270,100
Administration (if applicable):						
Program staff	\$4,000	\$4,000	\$4,000			\$12,000
Travel to Spring RCC	1,245		3,000			4,245
Performance Measurement		6,000	3,000		-	9000
Sub Total	\$5,245	\$10,000	\$10,000			\$25,245
(up to \$10,000 per year)	<i>Ş</i> 3,243	\$10,000	\$10,000			\$25,245
Total Spending:	\$506,543	\$972,958	\$535,694			\$2,015,195
Carry forward (if any):	\$537,065	\$80,050	\$31,550	and an an a state of the		92,015,195
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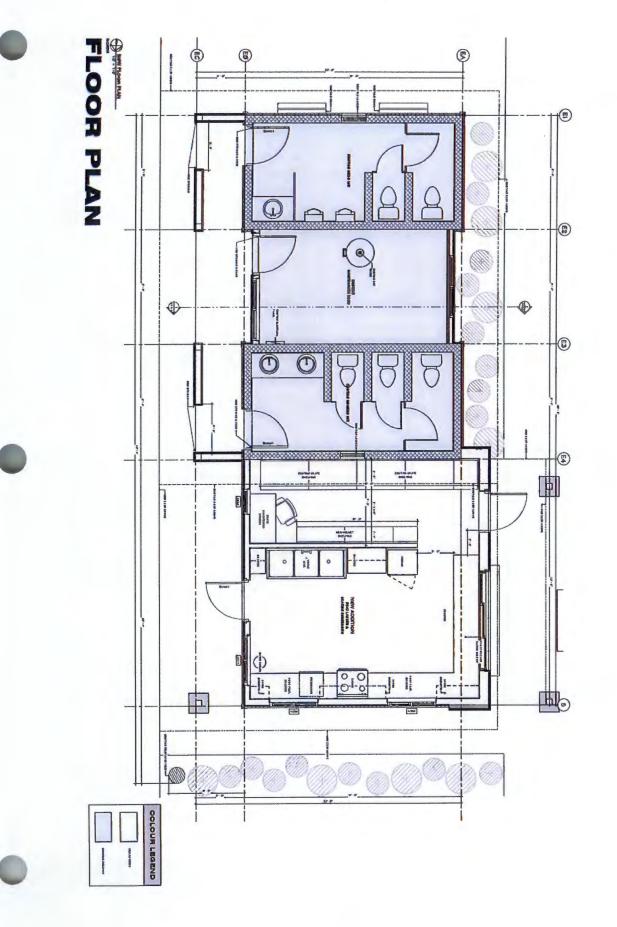
APPENDIX 3: BOAT LAUNCH OFFICE RENOVATION RENDERINGS



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HITECTS







VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO:	Mayor and Council	DATE: May 15, 2020
FROM:	Tracey Jones Financial Officer	FILE: 0340-50
SUBJECT:	Purchasing and Procurement	Policy amendment

ISSUE:

The Purchasing and Procurement Policy No. 1.08 is in need of updating due to staffing changes and auditor recommendations.

BACKGROUND:

Attached is an updated version of the Purchasing and Procurement policy that includes administrative and procedural changes. The key changes are the replacement of a reference to the Asset Manager to the new Operations Manager, and addition of Chief Utilities Operator with a signing limit up to \$5,000. The Chief Utilities Operator requires regular purchases of chemicals and materials in support of both the water and waste water treatment plants. Currently he requires a manager sign off on such purchases. This new authorization matches the spending authority already in effect for the Public Works Foreman who has a similar set of responsibilities.

On the advice of the Village auditors at BDO, changes have been made to the issuance of standing purchase orders to enable and track purchases from regular service providers.

RECOMMENDATION:

THAT the amendments to the Purchasing and Procurement Policy No.1.08 be adopted.

Respectfully submitted:

REVIEWED BY:

<u>Tracey Jones</u> Tracey Jones Financial Officer <u>Madeline McDonald</u> Madeline McDonald Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS POLICY

COUNCIL	POLICY NO. 1.08
PURCHASING & PROCUREMENT	DATE ADOPTED: December 15, 2008 AMENDMENTS: August 16, 2010 May 26, 2011 July 10, 2017

1. PURPOSE

The purpose of this policy is to maintain fiscal responsibility/accountability with the Village procuring the goods and services through an unbiased, open and competitive process that provides the best value to the Village considering purchase price, quality, delivery, installation and eventual disposition.

2. AUTHORITY & RESPONSIBILITY

It is the responsibility of individuals with purchasing authority to ensure purchasing practices serve the best interest of the Village and are in conformance with this policy. Individuals with purchasing authority are to ensure funds have been provided for in the budget for the proposed expenditures and that the expenditures will not result in a budgetary overage. All purchasing is authorized through the adoption of the Financial Plan except in circumstances authorized under the Emergency Purchasing Section of this policy.

3. PURCHASE ORDERS

Purchase orders shall be issued for all purchases (except exempt purchases – *see Appendix A*) and signed by an approved signatory.

Standing purchase orders may be issued for contractual services such as waste disposal, engineering, planning and land use services, or related professional services, within the limits of the approved Financial Plan, and not exceeding \$5,000

The purchase order (PO) will be completed with the supplier name, date, quantity ordered, product or service description, price, taxes, freight and any other charges, and the project the purchase should be charged to.

4. EMERGENCY PURCHASES

Emergency situations may occur which require immediate commitment of materials, equipment and or services. An emergency expenditure is any expenditure that is the result of an event caused by an emergency or by forces of nature that results in the need to expend Village resources:

- a. To protect human life, safety or health;
- b. To protect property;
- c. To protect the environment; and
- d. To protect the economic interest of the community

In such situations, the authorized person in charge of the situation will approve any commitments made on behalf of the Village and will process the appropriate documents in a timely manner following the event. Where the expenditure can be accommodated within the Financial Plan, whether out of contingency funds or reallocations, the Chief Administrative Officer or the Financial Officer is authorized to approve the expenditure. Emergency purchases that cannot be accommodated within the Financial Plan will be authorized by the Chief Administrative Officer or Financial Officer or Financial Officer and reported to Council following the event.

5. PURCHASE ORDER SIGNING AUTHORITY

The Chief Administrative Officer has delegated authority for the administration of Purchase Orders as follows:

- a. Chief Administrative Officer (up to \$25,000)
- b. Financial Officer (up to \$25,000)

The Chief Administrative Officer may assign purchase order signing authority to staff for approved budgeted expenditures as follows:

- a. Operations Manager (up to \$15,000)
- b. Corporate Officer (up to \$5,000)
- c. Community Services Coordinator (up to \$5,000)
- d. Public Works Foreman (up to \$5,000)
- e. Chief Utilities Operator (up to \$5,000)

f. Fire Chief and Deputy Fire Chief (up to \$5,000)

Purchase Orders of more than \$25,000 with budget approval, must be co-signed by the Chief Administrative Officer and the Financial Officer.

For all purchases, more than one quote should be obtained. All quotes shall include duty, freight, deliver and taxes.

For any purchases in excess of \$5,000 there shall be at least three quotes (see Appendix *B*). If the lowest bid is not acceptable, then upon satisfactory justification, the Financial Officer or Chief Administrative Officer shall approve the purchase.

6. CREDIT CARD PURCHASES

The Chief Administrative Officer has delegated authority to administer and assign Corporate Village credit cards and purchasing limits to staff at his/her discretion, not to exceed the limits set in section 5 of the policy.

Credit card purchases shall be used mainly for conference bookings and travel, entertainment/meals of guests of the Village and purchases where a purchase order is not practical in the circumstances.

7. AWARDING OF CONTRACTS

The Chief Administrative Officer and the Financial Officer shall have the authority to award contracts up to \$25,000 providing it is included in the approved Financial Plan. All contracts in excess of \$25,000 shall be by written contract which shall be signed by the Corporate Officer or Chief Administrative Officer, and will require a resolution of Council if not already included in the Financial Plan. All contracts in excess of \$50,000 shall be subject to a competitive process such as a tender, request for quotes or request for proposal.

8. VENDOR SELECTION

All approving signatories shall seek the greatest possible effectiveness for the Village's purchases. There are many factors which should be considered when making purchases, in no particular order:

- a. Price;
- b. Quality of goods/services;
- c. Warranty;
- d. Degree of suitability with requirements and/or specifications;

- e. Availability of the goods or service (urgency at times will be a factor);
- f. Timeliness of delivery;
- g. Quality of support, follow-up and repair service;
- Supplier's previous performance, including vendor's financial stability and business reputation;
- i. Balancing of quantity discounts with storage availability;
- j. Standardization with other equipment and suppliers

9. GENERAL

It shall be the responsibility of all employees to follow the purchasing policy of the Village of Harrison Hot Springs. The Village of Harrison Hot Springs reserves the right to recover costs from an employee for any and all costs associated with an improper expenditure.

APPENDIX A PURCHASES EXEMPT FROM PURCHASE ORDERS (But not exempt from appropriate approval)

- 1) Petty Cash
- 2) Training and Education
 - Conference fees
 - Convention fees
 - Course fees
 - Meeting expenses
 - Membership or dues
 - Periodicals, magazines, and subscriptions
 - Seminars
 - Staff training and development
 - Staff workshops
- 3) Refundable Council and Employee Expenses
 - Mileage allowance vehicles
 - Travel expenses, meals, parking, hotel, etc.
- 4) Other Payments
 - Debt payments
 - Licenses (vehicles, radios etc.)
 - Medical and dental
 - Payments collected and remitted on behalf of other agencies
 - Payment of damages
 - Payroll deduction remittances
 - Petty cash reimbursements
- 5) Utilities
 - Cable/Internet
 - Fuel
 - Hydro
 - Telephones
 - Water
 - Sewer

- 6) General
 - Inspection and permit fees to other governments
 - Land registry fees
 - Municipal and inter-municipal grants and cost sharing
 - Operating grants and Council approved grants
 - Postage
 - Salaries, wages, casual help and related disbursements
 - Office recycling
- 7) Professional
 - Accounting and audit
 - Banking
 - Insurance
 - Legal
- 8) Other
 - Property purchases
 - Externally managed project

APPENDIX B VILLAGE OF HARRISON HOT SPRINGS QUOTATION EVALUATION FORM

COMPANY NAME:	
PHONE:	all the second s
QUOTATION:	A Gran Britania
CONTACT NAME:	
E-MAIL:	
	Aller a Aller
COMPANY NAME:	PRODUCT DESCRIPTION:
PHONE:QUOTATION:	
	DATE RECEIVED
E-MAIL	
COMPANY NAME:	PRODUCT DESCRIPTION:
PHONE:	In the
	A DE LA DE
	DATE RECEIVED:
E-MAIL:	
/ILLAGE DEPARTMENT	SIGNATURE

FINANCIAL OFFICER or CHIEF ADMINISTRATIVE OFFICER