



VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: December 7, 2020
Time: 7:00 p.m.
Location: Council Chambers, Memorial Hall, 290 Esplanade
Avenue, Harrison Hot Springs, British Columbia

**PURSUANT TO MINISTERIAL ORDER NO. MR425, FACE COVERINGS
ARE REQUIRED IN INDOOR PUBLIC SPACES**

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 November 2, 2020 be adopted.		Item 4(a) Page 1
5. BUSINESS ARISING FROM THE MINUTES		
6. CONSENT AGENDA		
i. Bylaws		
ii. Agreements		
iii. Committee/ Commission Minutes		
iv. Correspondence	(a) Letter dated November 4, 2020 from Miami River Streamkeepers Society (b) Letter dated November 4, 2020 from Rick Hansen Foundation	Item 6(iv) Page 7 Item 6(iv) Page 9
7. DELEGATIONS/PETITIONS		
(a) John Allen Re: Community Hall		Item 7(a) Page 11
8. CORRESPONDENCE		
(a) Email dated December 1, 2020 from Michael Weightman at ICBC Re: Notice of retirement		Item 8(a) Page 13
9. BUSINESS ARISING FROM CORRESPONDENCE		
10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS		
Councillor Hooper <ul style="list-style-type: none">Agassiz Harrison Historical SocietyFraser Health		

- Fraser Valley Regional Library Board (Alternate Municipal Director)

Councillor Palmer

- Fraser Valley Regional Library Board (Municipal Director)
- 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 (Alternate Municipal Director)
- Fraser Valley Regional District Hospital Board (Alternate Municipal Director)

11. REPORTS FROM MAYOR

12. REPORTS FROM STAFF

- (a) Report of Fire Chief - November 2020
Re: Fire Department Update

Item 12(a)
Page 15

Received for information.

- (b) Report of Financial Officer – December 1, 2020
Re: Fire Department Capital Purchases 2021-2022

Item 12(b)
Page 23

Recommendation:

THAT up to \$26,000 from fire department reserves be used to fund the purchase of the air fill compressor; and

THAT up to \$200,000 from surplus be used to fund the purchase of the primary fire pumper truck.

- (c) Report of Financial Officer – November 19, 2020
Re: 2020 Audit Plan

Item 12(c)
Page 25

Received for information.

- (d) Report of Chief Administrative Officer – December 2, 2020
Re: COVID-19 Safe Restart Grant for Local Government

Item 12(d)
Page 57

Recommendation:

THAT 2020 revenue shortfalls and additional costs incurred in 2020 as a consequence of the COVID-19 pandemic be reimbursed to the Village through the funds received through the COVID-19 Safe Restart Grant for Local Governments.

- (e) Report of Community Services Coordinator – December 1, 2020
Re: Digital Council Meetings

Item 12(e)
Page 61

Recommendation:

THAT in-person Council Meetings be suspended until such time as the Provincial Health Officer deems Council Meetings to be a safe event for the public to attend; and

THAT a budget of up to \$6,000 in 2020 be authorized to be funded by the COVID-19 Safe Restart Grant, to implement digital council meeting capabilities; and

FURTHER THAT a budget of \$2000 in additional labour costs be added to the budget for 2021 to provide technical support for public digital meetings, to be funded by the COVID-19 Safe Restart Grant.

Item 12(f)
Page 63

- (f) Report of Chief Administrative Officer – December 1, 2020
Re: Harrison Festival Society – request for funding

Recommendation:

THAT \$15,000 be provided to the Harrison Festival Society in 2020 to be funded from the COVID-19 Safe Restart Grant for Local Government.

Item 12(f)
Page 63

- (g) Report of Operations Manager – November 25, 2020
Re: Application for Grant Funding – Access road to Harrison Springs Waste Water Treatment Plant

Recommendation:

THAT staff be authorized to apply for a Structural Flood Mitigation Grant for up to \$425,000 to upgrade the access road to the Harrison Hot Springs Waste Water Treatment Plant.

13. BYLAWS

- (a) Report of Fire Chief – November, 2020
Re: Amendments to Fire Department Regulation Bylaw No. 1031,2013

Item13(a)
Page 67

Recommendation:

THAT Fire Department Regulation Amendment Bylaw No. 1159, 2020 receive first, second, and third readings.

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

15. ADJOURNMENT

4(a)

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

DATE: Monday, November 2, 2020
TIME: 7:00 p.m.
PLACE: Council Chambers, Memorial Hall
290 Esplanade Avenue, 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
Community Services Coordinator, Rhonda Schell

ABSENT: None

Recording Secretary: Brianne Stevens

1. CALL TO ORDER

Mayor Facio called the meeting to order at 7:00 p.m.
Mayor Facio acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

- Tree replacement policy on Village property

3. APPROVAL OF AGENDA

Moved by Councillor Palmer
Seconded by Councillor Vidal

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**
RC-2020-11-01

4. ADOPTION OF COUNCIL MINUTES

Moved by Councillor Vidal
Seconded by Councillor Hooper

THAT the Regular Council Meeting Minutes of October 19, 2020 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2020-11-02

Moved by Councillor Palmer
Seconded by Councillor Piper

THAT the Committee of the Whole Meeting Minutes of October 27, 2020 be adopted.

**CARRIED
UNANIMOUSLY**
RC-2020-11-03

*Village of Harrison Hot Springs
Minutes of the Council Meeting
November 2, 2020*

5. BUSINESS ARISING FROM THE MINUTES

None

6. CONSENT AGENDA

- i. Bylaws
- ii. Agreements
- iii. Committee/Commission Minutes
- iii. Correspondence

- i. Boat Launch Facility and Parking Lot Regulation Bylaw No. 1075, 2015

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT the Boat Launch Facility and Parking Lot Regulation Bylaw No. 1075, 2015
be adopted.

**CARRIED
UNANIMOUSLY**
RC-2020-11-04

7. DELEGATIONS/PETITIONS

None

8. CORRESPONDENCE

None

9. BUSINESS ARISING FROM CORRESPONDENCE

None

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

Councillor Hooper

- Agassiz Harrison Historical Society – no report
- Fraser Health
 - October 21 and 28, 2020 attended video conference with CNIB
 - October 21, 2020 attended video conference with the Fraser Valley Child Development
 - October 22, 2020 attended Agassiz Harrison Healthy Communities Committee Meeting
 - October 23, 26, and 28, 2020 attended webinar by Tamarack Institute
 - October 29, 2020 attended meeting on youth homelessness and drug use
- Fraser Valley Regional Library Board – no report
- October 27, 2020 attended Committee of the Whole Meeting

*Village of Harrison Hot Springs
Minutes of the Council Meeting
November 2, 2020*

Councillor Palmer

- Fraser Valley Regional Library Board – Attended October 23, 2020 in person meeting
- Kent Harrison Joint Emergency Program Committee – no report
- Public Art Committee – no report
- October 27, 2020 attended Committee of the Whole Meeting

Councillor Piper

- Corrections Canada Citizen's Advisory Committee – October 26, 2020 attended meeting via zoom. Reported that the inmates have raised \$4000 and donated it to local food bank
- Harrison Agassiz Chamber of Commerce – no report
- Kent Harrison Joint Emergency Program Committee – no report
- Tourism Harrison – no report
- October 27, 2020 attended Committee of the Whole Meeting

Councillor Vidal

- Agassiz Harrison Healthy Communities - October 22, 2020 attended teleconference and reported that a new program called the Seniors Resource Program will be starting
- Fraser Valley Regional District Board – no report
- Fraser Valley Regional District Hospital Board – no report
- October 27, 2020 attended Committee of the Whole Meeting

11. MAYOR'S REPORT

- October 27, 2020 attended the Fraser Valley Regional District Board of Directors Meeting.
 - Reported on a presentation from Tourism Chilliwack regarding update to the Fraser Valley Destination Development Strategy
 - Reported on Outdoor Recreation uses in FVRD
- Reported that the Festival of Lights will start on November 14, 2020. No gatherings are permitted due to COVID-19. There will be limited advertising. The Festival will bring joy to the community during these difficult times.
- Commented on current COVID-19 cases, group gatherings and protocols put in place by Provincial Health.

12. REPORTS FROM STAFF

- (a) Report of Deputy Chief Administrative Officer/CO – October 16, 2020
Re: 2021 Regular Council Meeting Schedule

Moved by Councillor Piper

Seconded by Councillor Palmer

THAT the proposed Regular Council meeting schedule for 2021 be approved as amended.

**CARRIED
UNANIMOUSLY**
RC-2020-11-05

*Village of Harrison Hot Springs
Minutes of the Council Meeting
November 2, 2020*

- (b) Report of Deputy Chief Administrative Officer/CO – October 16, 2020
Re: Appointment of Fraser Valley Regional Library Board representative and alternate for 2021.

Moved by Councillor Vidal
Seconded by Councillor Piper

THAT Council appoint Councillor Gerry Palmer to fulfil the role as municipal director for the Fraser Valley Regional Library Board for 2021; and

THAT Council appoint Councillor Ray Hooper to fulfil the role as alternate municipal director for the Fraser Valley Regional Library Board for 2021.

**CARRIED
UNANIMOUSLY**
RC-2020-11-06

- (c) Report of Deputy Chief Administrative Officer/CO – October 19, 2020
Re: Council Code of Conduct

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT the Code of Conduct Policy be adopted.

**CARRIED
UNANIMOUSLY**
RC-2020-11-07

- (d) Report of Deputy Chief Administrative Officer/CO – October 20, 2020
Re: Municipal Facilities Hours of Operation and Closure

Moved by Councillor Hooper
Seconded by Councillor Vidal

THAT the Municipal Facilities Hours of Operation and Closure policy be adopted.

**CARRIED
UNANIMOUSLY**
RC-2020-11-08

- (e) Report of Chief Administrative Officer – October 28, 2020
Re: Mask Mandate for Indoor Village Public Spaces

Moved by Councillor Piper
Seconded by Councillor Palmer

THAT facial masks or coverings be worn by all people inside the public areas of municipally owned buildings until and unless they are seated in designated seating at least two meters apart from other people; and

THAT people who cannot wear a mask or facial covering for medical reasons and children under five years of age shall be exempt from this requirement; and

*Village of Harrison Hot Springs
Minutes of the Council Meeting
November 2, 2020*

THAT this requirement remain in effect until such time as provincial public health officials advise that it is no longer necessary.

**CARRIED
UNANIMOUSLY**
RC-2020-11-09

- (f) Report of Community Services Coordinator – October 29, 2020
Re: Video Recording of Council Meetings

Moved by Councillor Hooper
Seconded by Councillor Piper

THAT Council authorize a budget of up to \$2,000 to implement video recording of council meetings at Memorial Hall.

**CARRIED
UNANIMOUSLY**
RC-2020-11-10

- (g) Tree replacement policy on Village Property

Moved by Councilor Palmer
Seconded by Councillor Vidal

THAT staff be directed to research a tree replacement policy for public lands and report back to Council.

**CARRIED
UNANIMOUSLY**
RC-2020-11-11

13. BYLAWS

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

Questions from the public were entertained.

15. ADJOURNMENT

Moved by Councillor Palmer
Seconded by Councillor Vidal

THAT the meeting be adjourned at 8:07 p.m.

**CARRIED
UNANIMOUSLY**
RC-2020-11-12

Leo Facio
Mayor

Debra Key
Corporate Officer



61V(a)

RECEIVED

NOV 05 2020

C/O PO Box 82, Harrison Hot Springs, BC, V0M 1K0

www.miamiriverstreamkeepers.ca

November 4, 2020

Village of Harrison Hot Springs

Community Services Department

Re: Community Groups Grant Program

VILLAGE OF HARRISON HOT SPRINGS		
1850-20 NOV 5/20		
<input type="checkbox"/> CAO	<input type="checkbox"/> INFRA	
<input type="checkbox"/> DCAO/C	<input type="checkbox"/> F/H	
<input type="checkbox"/> FO	<input type="checkbox"/> HER	
<input type="checkbox"/> ACCO...		
<input checked="" type="checkbox"/> COMM SERV	<input checked="" type="checkbox"/> GOV/CIL	
ITEM	A	B C
CO		
DATE	Dec 7/20	
ITEMS A-RE: ACTION:		
B - INFO - W/REP;		
C - INFO ONLY		

In an Executive decision, the Miami River Streamkeepers Society has elected not to apply for a community grant for the 2021 year.

Due to COVID restrictions on gatherings and public events, our group did not use the full amount of grant funds made available for the 2020 year. We consider that we have sufficient funds to meet our expenses in the coming year.

Our group has continued its work of monitoring and managing invasive plants along the Miami River Greenway and periodic assessment of the water quality in the river. We were also successful in painting fish stencils on storm drains throughout the Village during the summer. We have a number of donated native shrubs which we will be planting along the trail.

We are pleased to report Chum salmon are being seen spawning in the Miami River at this time. We wish to express our appreciation to Council for approving a grant request to allow completion of the Greenway Trail in the 200-block. This area is in need of leveling and graveling and is a project our group has championed for many years.

It is our hope that we will be able to continue with our educational and community work in the future as all our lives resume to some semblance of normalcy.

Thank you as always for your cooperation with our projects and for your past support,

Barbara Dramer

Secretary

Miami River Streamkeepers Society

RECEIVED

NOV 19 2020

BY VILLAGE OF HARRISON HOT SPRINGS

Rick Hansen
Foundation



Fondation
Rick Hansen

November 04, 2020

Village of Harrison Hot Springs Resort Municipality
PO Box 160, 495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0
Canada

RE: Letter for Mayor Facio

Dear Mayor Facio,

I want to thank you and your mighty team for your commitment to making a difference in your community by completing the BC Accessibility Grant Project. On behalf of the Rick Hansen Foundation, we are proud to be supporting your work in making your community more accessible for everyone.

The COVID-19 pandemic has brought its challenges and uncertainties, and you and your team have demonstrated what innovation and ingenuity look like. Congratulations for taking the first step towards creating a more accessible and inclusive community.

Thank you for your kind invitation to attend the opening of the Ranger Station Art Gallery. While, I would have loved to be there in person to celebrate with you, I wish you great success with the event and I look forward to seeing the accessibility upgrades on my next visit to Harrison Hot Springs.

In the meantime, keep safe and stay healthy!

Sincerely,

Rick Hansen, C.C., O.B.C.
Founder, Rick Hansen Foundation

FILE #	DATE
1855-04-02	NOV 19/20.
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> INFRA
<input type="checkbox"/> DCAO/CO	<input type="checkbox"/> PW
<input type="checkbox"/> FO	<input type="checkbox"/> OTHER
<input type="checkbox"/> ACCOUNTS	<input checked="" type="checkbox"/> MAYOR
<input checked="" type="checkbox"/> COMM SERV	<input type="checkbox"/> COUNCIL
ITEM	(C)
COUNCIL AGENDA	
DATE	Dec 7/20
INITIAL	
ITEMS: A-REQ, ACTION:	
B - INFO - W/REP;	
C - INFO ONLY	

7(a)

Debra Key

From: Reception
Sent: Wednesday, December 02, 2020 9:21 AM
To: Debra Key
Subject: FW: Delegation request

HARRISON HOT SPRINGS

Naturally Refreshed



Tyler Kafi, Clerk I
E: info@harrisonhotsprings.ca
Village of Harrison Hot Springs
Resort Municipality
P.O. Box 160, 495 Hot Springs Road
Harrison Hot Springs, BC V0M 1K0
P: 604-796-2171
F: 604-796-2192
W: harrisonhotsprings.ca

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.

From: john allen <johnjallen@shaw.ca>
Sent: December 2, 2020 9:20 AM
To: Reception <info@harrisonhotsprings.ca>
Cc: John j. Allen <johnjallen@shaw.ca>
Subject: Delegation request

Dec 2nd 2020

Good morning;

I(wish to attend the next council meeting as a delegation.

I want to speak to the councillors about the need for our community hall to serve the community better.

Yours

John J. Allen

8(a)

Debra Key

Subject: FW: New ICBC Contact

From: Leo Facio <LFacio@harrisonhotsprings.ca>
Sent: December 1, 2020 12:25 PM
To: Madeline McDonald <MMcDonald@harrisonhotsprings.ca>
Subject: FW: New ICBC Contact

Hi Madeline. A letter please for council consideration at the next meeting. Thanks.

Sent from my Galaxy

----- Original message -----

From: "Weightman, Michael" <Michael.Weightman@icbc.com>
Date: 2020-12-01 10:20 a.m. (GMT-08:00)
To: Leo Facio <LFacio@harrisonhotsprings.ca>
Cc: "Hatch, Tanis" <Tanis.Hatch@icbc.com>
Subject: New ICBC Contact

Hello Leo,

I'd like to take this opportunity to thank you for your outstanding support to ICBC over the years.

I will be retiring from ICBC on December 14th and my colleague Tanis Hatch will be your new contact for my region.

It's been a real pleasure working with you for so many years, you've been a great partner and a good friend.

Contact details for Tanis;

.....
Tanis Hatch

Road Safety & Community Coordinator

(Abbotsford, Agassiz, Boston Bar, Chilliwack, Harrison Hot Springs, and Hope)

Public Affairs & Licensing Division

.....
ICBC building trust. driving confidence.

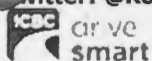
2885 Trethewey Street
Abbotsford B.C. V2T 3R2

direct: 604-850-8083

facsimile: 604-853-2766 | mobile: 604-768-8435
.....

email: tanis.hatch@icbc.com

Twitter: @RoadSafetyTanis



Take care and thanks.

.....
Mike Weightman

Road Safety & Community Coordinator

(Agassiz, Harrison Hot Springs, Chilliwack, Hope and Boston Bar)

Public Affairs & Driver Licensing Division

ICBC building trust. driving confidence.

.....
46052 Chilliwack Central Road,

Chilliwack B.C. V2P 1J6

direct: 604-702-3837

facsimile: 604-702-3849 | **mobile:** 604-819-7380

This email and any attachments are intended only for the named recipient and may contain confidential and/or privileged material. Any unauthorized copying, dissemination or other use by a person other than the named recipient of this communication is prohibited. If you received this in error or are not named as a recipient, please notify the sender and destroy all copies of this email immediately.

Insurance Corporation of British Columbia | 151 W. Esplanade | North Vancouver | V7M 3H9

[Contact Us](#)



HARRISON *Hot Springs* Fire Department

REPORT TO COUNCIL

November 2020

Table of Contents

REPORT TO COUNCIL	0
November 2020	0
Introduction	2
OPERATIONS	2
Membership	2
COVID 19	3
Emergency Call Outs/LAFC/Training	4
Community Involvement	4
Current State & Future Operations	5
Self- Contained Breathing Apparatus - SCBA	5
Volvo Fire Engine	6
Conclusion	6

Introduction

On behalf of the Harrison Hot Springs Fire Department, I want to thank Mayor, Council, and Staff for their support during this past year. The level of support that we have received, has made it possible to meet operational standards during an extremely challenging and unpredictable time. We are thankful for that support and we are fortunate to have such a dedicated group of fire fighters. The members work tirelessly attending emergency call outs, weekly practices and ongoing training events. This past year has posed many challenges and the unwavering contribution of the members is commendable. Despite the many challenges that have arisen from the COVID -19 pandemic, the majority of members have increased their commitment and participation. They continually arrive ready to respond to ensure the smooth operation of the hall and preserve the safety of our community. As we continue in this endeavor, we are thankful for the support we receive from Mayor, Council, Staff and the community.

OPERATIONS

Membership

There has been a lot of evolution for the fire department over this past year. The department has been diligently balancing many internal and external changes. Internal restructuring saw the development of more Officer positions with increased responsibilities which has created an effective, shared leadership approach. In combination with internal change, there has been the ever changing, unpredictable influence of the COVID 19 pandemic. Strict adherence to evolving COVID 19 protocols continues during call outs, training and weekly practices continues. In addition to adapting to these changes, the members have worked to integrate new fire- fighting equipment.

We currently have sixteen active members, six of whom hold Officer positions. Four recruits successfully completed their Level I Exterior fire fighter training. An additional recruit with fire- fighting experience and Level II Interior training has also joined. During the past year we saw the resignation of five members, two as a result of relocating out of the area, one due to work demands, one as a result of personal circumstances and one due to health- related concerns. We have requested a change to bylaw #1031, to allow for an increase in the number of fire fighters from the current number of 23 to 26 for a number of reasons. This ensures an Officer to member ratio that allows for an efficient span of control. It strengthens the department's capacity to meet the fire service needs of a growing population. It also can prevent any potential negative effects of attrition.

The internal restructuring within the hall has seen six Officers continue to contribute more significantly to the operations. As Deputy Chief Maslin oversees training and many aspects of operations, Captain Malfait manages Fleet and Equipment. Lieutenant Cox oversees Occupational Health and Safety and Firehall maintenance. Lt Cox has recently taken a temporary Captain's appointment. Lieutenant Fraser

fills a post overseeing Uniforms and Personal Protective Gear and Lieutenant Genest oversees Equipment, Recruitment and Community events. Lt. Joosting manages First Responder duties and responsibilities. This team approach has been a significant change that has led to a strong team approach that has improved our operational efficiency.

Recruitment efforts in this quarter will not involve an Open House due to COVID 19. Instead the department will rely on social media, "word of mouth", a poster campaign, a newspaper advertisement and a posting on the Village information board. Recruitment efforts will likely be a challenge as a result of COVID 19. We currently have three recruits signed up and we hope to see additional community members come forward.

Just as the pandemic poses potential barriers to recruitment, we need to prevent any potential negative effect on retention. It has been previously noted that that retention of paid on call volunteers is of critical importance and for some fire departments a challenge. Training opportunities, having a safe enjoyable workplace, comradery and fair compensation are essential components of a successful paid on-call firehall. We have been fortunate as a department to have had a relatively stable membership and we need to continue to ensure we are proactive this regard. The COVID- 19 protocols provide challenges to comradery and social interactions amongst the members. In conjunction with the Officers we will continue to look at creative ways to recruit and retain members. We would welcome Mayor, Council and staff's ideas towards these efforts.

Recommendation: It is recommended that the council approves the changes to the bylaw to allow for 3 extra fire fighters

COVID 19

There have been several ways in which the pandemic has interfered with firehall operations. In March the hall was closed for several weeks with the exception of the completion of truck checks and the commencement of online training. Changes to operational guidelines have been ongoing, as new protocols are integrated for call outs, practices, and training events. In addition, there has been an increase in hall sanitizing, constant wearing of masks, physical distancing, increased PPE costs and limited use of the hall. Lt Joosting's assistance and expertise in implementing COVID 19 protocols has been extremely valuable.

Emergency Call Outs/LAFC/Training

The software program for statistics is now being done using Fire Station software. This has changed the categorization of the data. This software program will provide more detailed and informative data. It will be a valuable tool that can track a range of information on call out statistics, training records, member information, LAFC inspections, equipment inventory and maintenance requirements.

Year to date there has been sixty- eight emergency call outs. These calls are categorized within four general types: fire calls; duty calls, burning complaints and EMS. They range within across twenty-two different incident types including fires, vehicle accidents, public assists, resuscitations, public hazards and alarm calls.

LAFC inspections are completed to identify hazards and preplanning at local businesses and municipal buildings. The LAFC program is designed to ensure the safety of first responders, improve the safety of the public and occupants, and ensure proper operation of fire alarm and suppression systems. Thomas Redden has established good working relationships with the business owners and works in partnership with them to rectify deficiencies. From January to November 1, 2020 inspections were completed at sixty- three businesses and eleven other locations. From January 2020 to October a total of 128 hours was spent in LAFC inspections.

Training has included completion of the RTP 8 recruit class training of four recruits to NFPA Exterior Fire Fighting Level I. As previously mentioned, training is managed by Deputy Chief Maslin. His knowledge is vital to the success of the in-house training program. In addition to overseeing the recruit training, he engages the members in teaching on fire scene management; fire behavior; ropes/ ladders; venting; SCBA; emergency traffic; and First Responder training among other NFPA topics. External air brake training has been taken by three members. This is mandatory training for operation of the engines. Currently five members are taking their Canadian Red Cross Emergency First Responder training. Once completed this will result in all members having Level III First Responder certification. Officer training is also ongoing with three members having completed their Officer Level One training. Four members will go forward with Level II Officer training through JIBC.

Community Involvement

Participation in community events has been significantly limited due to the COVID 19 pandemic. The members were able to participate with the Agassiz Fire Department, in the Agassiz Harrison Community Services back pack event. Captain Maslin and myself met with the Agassiz Fire Department to discuss

ways to collaborate and train together. Several members also went with Agassiz Fire Department members, to examine a new engine pumper truck. The next collaboration with the Agassiz members will be the review of the fire suppression needs of large buildings within Harrison Hot Springs. This will begin with a site visit to the Harrison Hot Springs Resort and Spa. As COVID 19 restrictions ease, we hope to increase collaboration with the Agassiz Fire Department and re-establish our engagement with in community events.

Current State & Future Operations

Three areas were previously identified as needing attention to ensure successful operation within the department. These were replacement of the personal life safety SCBA equipment, replacement of the ageing Volvo Fire Engine and appropriate compensation for the firefighters and the leadership positions that maintain and run the Fire Department.

Self- Contained Breathing Apparatus - SCBA

An upgrade to the SCBA equipment is underway to ensure the personal safety of our firefighters and to meet the standards of the National Fire Protection Association (NFPA), Transport Canada and WorkSafeBC. A Staged replacement approach to the SCBA equipment began with the RFQ process, whereby the contract was awarded to Gullevin for the provision of 26 masks, 10 back packs and 20 cylinders at a cost of \$ 98,227.50. The decision to increase the amount of equipment purchased in the first phase from what was previously proposed, led to a significant reduction in cost and will allow for the completion of the project one year sooner than anticipated.

The next phase for upgrading the SCBA as per the previously recommended “phased in approach” in 2021 was to be:

Set of 7 SCBA Units (Cylinder & Backpack) on Engine 1-2 - 7 x 9, 362.00 = 65, 534.00

- *Set of 7 Spare Cylinders – 7 x 1, 562.00 = 10, 934.00*
- *Approx. Cost: 76,468.00*

As we were able to increase the amount of equipment purchased through the RFQ with 5 providers, the estimated 2021 cost will be reduced to 48,382.00

4 SCBA Units (Cylinder & Backpack) for Engine 1-2 - 4 x 9, 362.00 = 37,448.00

Set of 7 Spare Cylinders – 7 x 1, 562.00 = 10, 934.00

A saving for Phase Two of 28,086.00 and no further outstanding requirements for Phase Three.

There was a previously approved 2020 expenditure that was used to make a necessary upgrade to the fill station and the Cascade system at a cost of \$5700.00. A cylinder fill station consist of four major components: a fill station; an air purifier, a compressor and a Cascade system. It is essential equipment

as it purifies and fills the air in the firefighter's SCBA cylinders. When the upgrade was done, an inspection determined that given the age, condition and overall efficacy of the fill station, it should be replaced. In the latter part of November, the compressor failed to operate and repairs were urgently needed to make it operational. These repairs cost approximately \$ 1300.00. While a projected replacement cost of \$26,000.00 may seem high, the risk of the unit failing and interfering with firefighting capabilities must be prevented. Further repair costs could begin to surmount if the unit is not replaced.

Recommendation: It is recommended that Council approve the costs of replacing the compressor for a projected cost of \$26,000.00

Volvo Fire Engine

The 1992 Volvo Fire Engine 1-2 is at the end of its' 30 year maximum service life in 2022. Previously it was recommended that a pumper apparatus, similar to the current 2012 Spartan fire engine would be sufficient. Determining the most suitable replacement is a complex task. Variables such as the Village's fire suppression needs, the limited parking space at the hall, the jurisdiction, and the projected community growth must all be considered. Given this a third party consultation with Fire Wise was established. They will do a detailed examination of the variables and make a recommendation for the most suitable unit. In consultation with the Village, they will then develop an RFP.

Recommendation: That Council anticipates approving a budget expense of approximately \$650, 000.00 for the purchase of a new engine, to be ordered in 2021 for delivery in 2022.

Conclusion

We continue to serve the community and enhance our fire fighting capabilities. The partnerships we have seen form among members, the community at large, Mayor, Council and staff, are vital elements in our success. We look forward to continuing to work together to grow and develop further efficiencies within the fire department.

Respectfully submitted,

Trevor Todd
Fire Chief, Harrison Hot Springs Fire Department



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** December 1, 2020
FROM: Tracey Jones **FILE:** 7200-01
Financial Officer
SUBJECT: Fire Department Capital Purchases 2021-2022

ISSUE:

In the November 2020 report from Fire Chief Todd, the Village of Harrison Hot Springs fire department requires capital funding in 2021 and 2022 for replacement of self-contained breathing apparatus units (SCBAs), air fill compressor and the primary fire pumper truck.

BACKGROUND:

In the 2020-2024 Financial Plan, Council approved the purchase of replacement SCBA units for the fire department over a three-year period for a total amount of \$203,000 and authorized staff to make a provision for spending in the five-year financial plan in the amount of \$550,000 for the replacement of the primary fire truck. In 2020 the Fire Department was able to negotiate the replacement of the SCBA units over a two-year period for \$153,000 which was a significant savings while remaining within the approved budget for 2020 and 2021. In addition to the SCBA units the fire department is requesting the replacement of the air fill compressor in the amount of \$26,000 which can be funded from fire department reserves. It is estimated at this time that the cost for the new fire truck will be approximately \$650,000. FireWise Consulting has been hired to scope the new truck within that budget and anticipate that the full amount will be required. Funds within the Fire Department capital reserve will not be sufficient to fund the fire truck fully and additional funding up to \$200,000 will be required.

The options for funding the additional \$200,000 are as follows:

OPTION 1 Fund from taxation

This would result in an increase in taxation that is estimated at 9% for this purchase.

OPTION 2 Short-term borrowing

Short term borrowing is available over a five-year period and it is estimated that the annual cost to borrow \$200,000 would be \$45,000 which would result in approximately a 2% increase in taxation.

OPTION 3 Fund from surplus

There are sufficient funds in prior year surplus to fund the \$200,000 which would result in no taxation increase for this purchase.

RECOMMENDATION:

THAT up to \$26,000 from fire department reserves be used to fund the purchase of the air fill compressor; and

THAT up to \$200,000 from surplus be used to fund the purchase of the primary fire pumper truck.

Respectfully submitted:

Tracey Jones

Tracey Jones
Financial Officer

REVIEWED BY:

Madeline McDonald

Madeline McDonald
Chief Administrative Officer

12(c)



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council
DATE: November 19, 2020

FROM: Tracey Jones
Financial Officer
FILE: 1680

SUBJECT: 2020 Audit Plan

ISSUE: Receipt of 2020 Audit Plan

BACKGROUND:

As part of our agreement with BDO Canada LLP, our Village auditors, they have provided an audit planning report for Mayor and Council.

The report is presented for Council's information.

Respectfully submitted:

REVIEWED BY:

Tracey Jones

Tracey Jones
Financial Officer

Madeline McDonald

Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

AUDIT PLANNING REPORT TO THE MAYOR AND COUNCIL

November 19, 2020

TABLE OF CONTENTS

EXECUTIVE SUMMARY.....	3
AUDIT TIMELINE	5
SIGNIFICANT AUDIT RISKS AND PLANNED RESPONSES.....	6
MATERIALITY	8
APPENDIX A: ENGAGEMENT LETTER	9
APPENDIX B: INDEPENDENCE LETTER	20
APPENDIX C: RESPONSIBILITIES.....	21
APPENDIX D: BDO RESOURCES	24
APPENDIX E: CHANGES IN ACCOUNTING STANDARDS WITH POTENTIAL TO AFFECT THE VILLAGE OF HARRISON HOT SPRINGS.....	25

EXECUTIVE SUMMARY

We are pleased to provide this Audit Planning Report to assist you in fulfilling your oversight responsibilities with respect to our audit of the financial statements the Village of Harrison Hot Springs (the "Village") for the year ended December 31, 2020. A summary of our report is as follows:



Your BDO Audit Team

Brian Szabo, CA, CPA will be the lead on the engagement team, supported by experts as deemed necessary. Please refer to page 7 for contact information should you have any questions or concerns regarding the financial statement audit.



Timeline

See the [Audit Timeline](#) section of the report for the detailed milestones.



Significant Audit Risks

Our audit is focused on risks specific to your business and key accounts. Specifically, we have identified the following areas on which to focus:

- ▶ Management Override of Internal Controls
- ▶ Recognition of Revenue
- ▶ Staff Salaries
- ▶ Tangible Capital Assets and Accumulated Amortization
- ▶ Employee Future Benefits
- ▶ COVID-19



Materiality

We have determined that preliminary materiality for the current year audit will be based on expenditures. Preliminary materiality is \$139,000 for the year ended December 31, 2020.



Engagement Objectives

Our overall responsibility is to form and express an opinion on the financial statements. The performance of this audit does not relieve management or those charged with governance of their responsibilities. Please see the attached engagement letter in [Appendix A](#) for specific details regarding the scope of our work.



Fraud Discussion

Through our planning process, and prior years' audits, we have developed an understanding of your oversight processes. We are not currently aware of any fraud affecting the Village. Please see [Appendix C](#) for clarification of the auditor's responsibilities for detecting fraud.

If you are aware of changes to processes or are aware of any instances of actual, suspected or alleged fraud affecting the Village, we request that you provide us with this information.

YOUR DEDICATED BDO AUDIT TEAM

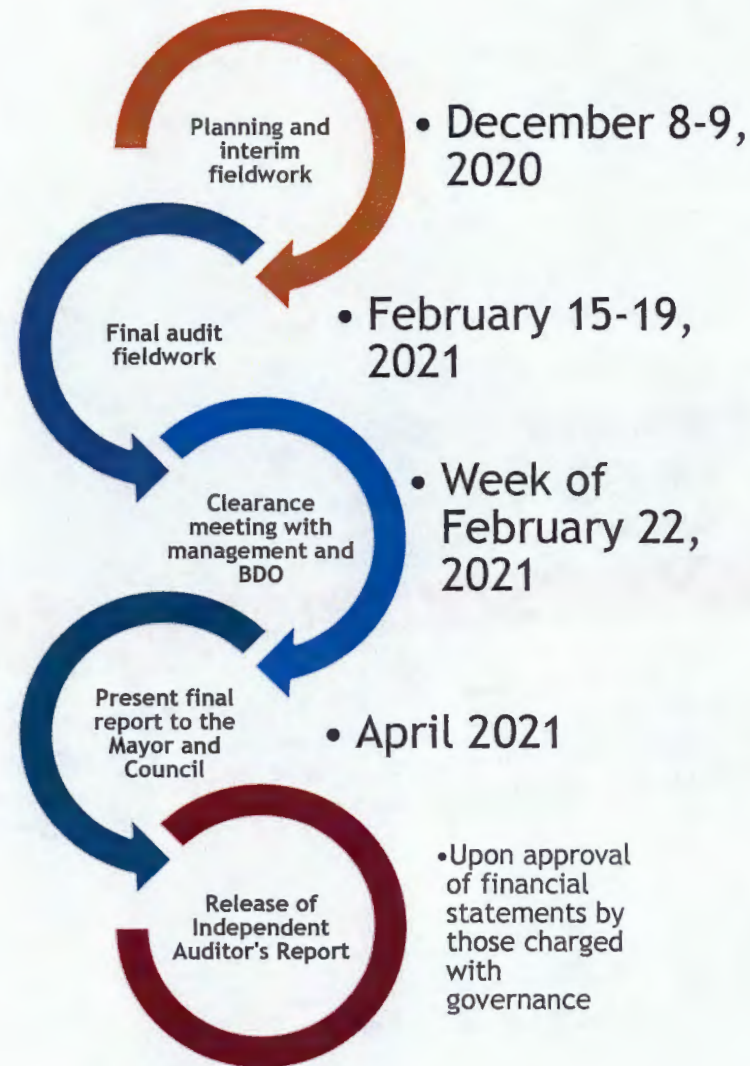
In order to ensure effective communication between the Mayor and Council and BDO Canada LLP, the contact details of the engagement team are outlined below. We attempt to provide continuity of service to our clients to the greatest extent possible in accordance with mandated partner rotation rules. When rotation is required for key members of the engagement team, we will discuss this matter with the Mayor and Council and determine the appropriate new individual(s) to be assigned to the engagement based on particular experience, expertise and engagement needs.

NAME	ROLE	PHONE NUMBER	EMAIL
Brian Szabo, CPA, CA	Engagement Partner	604.646.3389	bszabo@bdo.ca
Darren Taylor, CPA, CA	Tax Partner	604.443.4725	dtaylor@bdo.ca
Sarah Vettoretti	Assurance Manager	604.688.5421	svettoretti@bdo.ca

AUDIT TIMELINE

The following schedule outlines the anticipated timing of the audit of the financial statements of the Village.

As part of the year end Mayor and Council meeting, we will provide the Mayor and Council with a copy of our draft audit opinion, discuss our findings, including significant estimates utilized by management, accounting policies, financial statement disclosures, and significant transactions completed during the year. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.



SIGNIFICANT AUDIT RISKS AND PLANNED RESPONSES

Based on our knowledge of the Village's business, our past experience, and knowledge gained from management and the Mayor and Council, we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special audit consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following significant risks and whether there are any other areas of concern that the Mayor and Council has identified.

AREAS OF FOCUS	RISKS NOTED	AUDIT APPROACH
Management Override of Internal Controls <i>(Mandatory audit consideration)</i>	Management is in a unique position to perpetrate fraud because of management's ability to directly or indirectly manipulate accounting records, and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.	Review of transactions recorded in the various ledgers for unusual or non-recurring adjustments not addressed by other audit procedures.
Revenue Recognition <i>(Mandatory audit consideration)</i>	Accounting standards are complex and subject to variation in application. There is a risk that revenue may be incorrectly deferred into future periods.	<p>User fee and taxation revenues streams have revenue recognition issues which will be reviewed in accordance with latest revenue recognition standards.</p> <p>Grant funding received will be confirmed through a review of agreements, which ensures that the amounts recorded exist. We will also ensure the revenue is recorded accurately in accordance with the settlement of any stipulations.</p>

AREAS OF FOCUS	RISKS NOTED	AUDIT APPROACH
Staff Salaries	A significant single type of expenditure that covers many employees and departments. As a Village, this figure is often of particular interest to financial statement users.	<p>Application of computer audit testing to analyze all payroll transactions in the year is a key step to identify unusual payroll relationships for testing.</p> <p>We will also perform systems testing, tests of controls and analytical review of staff salary and levels.</p>
Tangible Capital Assets and Accumulated Amortization	Useful life estimates will need to be re-evaluated to determine if they are still accurate. This involves a high level of estimation and coordination of the finance department with other departments.	<p>We will review policies on procurement for major projects and perform review of actual expenditures to approved budgets.</p> <p>We will also test a sample of asset acquisitions during the year to ensure they were accounted for appropriately under relevant accounting standards.</p>
Employee Future Benefits	A complex area that requires much estimation and reliance on actuarial experts.	<p>An actuarial valuation was performed as at December 31, 2018.</p> <p>We will consider the potential impact of any substantive changes in the employee group or benefits on the obligation for the period ending December 31, 2020.</p> <p>A new valuation report will need to be prepared as at December 31, 2021.</p>
COVID-19	Risks relating to COVID-19 and the financial impacts on the City are key considerations as the global pandemic continues.	<p>We will assess the financial impact of the pandemic on the operations of the City.</p> <p>We will also review disclosures of transactions and events arising as a result of the pandemic, to ensure that they are appropriately disclosed.</p>

MATERIALITY



Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

Preliminary materiality was determined to be \$139,500, based on 3% of expenditures.

Our materiality calculation is based on the Village's prior year results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to the Mayor and Council as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Mayor and Council, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.

APPENDIX A: ENGAGEMENT LETTER



Tel: 604-688-5421
Fax: 604-688-5132
www.bdo.ca

BDO Canada LLP
600 Cathedral Place
925 West Georgia Street
Vancouver, BC V6C 3L2
Canada

February 11, 2020

Village of Harrison Hot Springs
Attention: Ms. Tracey Jones
Village of Harrison Hot Springs
PO Box 160
495 Hot Springs Road,
Harrison Hot Springs, BC
V0M 1K0

Dear Mesdames:

We understand that you wish for us to continue as the auditors of Village of Harrison Hot Springs for its fiscal year ended December 31, 2019 and subsequent years.

We are pleased to continue as your auditors subject to the terms and conditions of this Agreement, to which the attached Standard Terms and Conditions form an integral part. The definitions set out in the Standard Terms and Conditions are applicable throughout this Agreement. This Agreement will remain in place and fully effective for future years until varied or replaced by another relevant written agreement.

Brian Szabo will be the Engagement Partner for the audit work we perform for you. The Engagement Partner will call upon other individuals with specialized knowledge to assist in the performance of services.

Our Role as Auditors

We will conduct our audit(s) in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements prepared in accordance with Canadian public sector accounting standards are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. Our audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by you, as well as evaluating the overall financial statement presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements, whether by fraud or error, may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to your preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of your internal controls. However, we will communicate to you concerning any significant deficiencies in internal controls relevant to the audit of the financial statements that we have identified during the audit.

Page 1 of 11

BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.



We will also communicate matters required by professional standards, to the extent that such matters come to our attention, to you, those charged with governance and/or the board of directors.

Reporting

Our audit will be conducted on the basis that the financial statements have been prepared in accordance with Canadian public sector accounting standards.

Our independent auditor's report will be substantially in the form set out in Canadian Auditing Standard (CAS) 700. The form and content of our report may need to be amended in the light of our audit findings. If we are unable to issue or decline to issue an audit report, we will discuss the reasons with you and seek to resolve any differences of view that may exist.

Role of Management and Those Charged with Governance

You acknowledge and understand that you have responsibility for:

- (a) the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards. The audit of the financial statements does not relieve you of your responsibilities;
- (b) such internal controls as you determine are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- (c) providing us with:
 - access, in a timely manner, to all information of which you are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - additional information that we may request for the purpose of the audit;
 - unrestricted access to persons within the entity from whom we determine it is necessary to obtain audit evidence;
 - financial and non-financial information (other information) that will be included in document(s) containing financial statements and our audit report thereon prior to the date of our auditor's report. If it is not possible to provide all the other information prior to the date of our auditor's report, you are responsible for provision of such other information as soon as practicable; and
 - written confirmation concerning representations made to us in connection with the audit. If appropriate and adequate written representations are not provided to us, professional standards require that we disclaim an audit opinion.

Financial Statement Services

We will obtain your approval, if during the course of our engagement we:

- (a) prepare or change a journal entry; or
- (b) prepare or change an account code or a classification for a transaction.



These services create a threat to our independence. We, therefore, require that the following safeguards be put into place:

- (a) that you create the source data for all accounting entries;
- (b) that you develop any underlying assumptions for the accounting treatment and measurement of entries; and
- (c) that you review and approve the draft financial statements, including the notes to the financial statements.

Tax Services

Our audit is conducted primarily to enable us to express an opinion on the financial statements. The audit process is not designed to provide us with a full understanding of your tax situation and in particular, to allow us to determine whether the entity has specific tax compliance issues. We understand that you are not looking to BDO to provide you with any guidance or advice in regard to tax planning or compliance.

Additional Services

We are available to provide a wide range of services beyond those outlined in this Agreement. To the extent that any additional services that we provide to you that are not provided under a separate written engagement agreement, the provisions of this Agreement will apply to the services.

Fee Estimation

The estimated fee as well as payment terms for this engagement are as specified in our original engagement letter dated October 19, 2016.

We will notify you on a timely basis if there are any circumstances we encounter which could significantly affect our initial estimate of professional fees.

We reserve the right to suspend our Services if any of our invoices become delinquent. Fees that are not paid within 30 days of an invoice or by a specified payment deadline will be considered delinquent.

Additional information relating to our fees is provided in the Standard Terms and Conditions.

Standard Terms and Conditions

A copy of our Standard Terms and Conditions is attached as Appendix 1. You should ensure that you read and understand them. The Standard Terms and Conditions include clauses that limit our professional liability.

Please sign and return the attached copy of this Agreement to indicate your agreement with it. If you have any questions concerning this Agreement, please contact us before signing it.

It is a pleasure for us to be of service and we look forward to many future years of association with you.



Yours truly,

BDO Canada LLP

Chartered Professional Accountants

Agreement of all the terms and conditions in this Agreement is hereby acknowledged by:

[Signature] CHIEF ADMINISTRATIVE OFFICER
Signature Position

MADELINE H. DONALD FEB 13/2020
Name (please print) Date



Appendix 1 - Standard Terms and Conditions

1. Overview and Interpretation

- 1.1 This Agreement sets forth the entire agreement between the parties in relation to Services and it supersedes all prior agreements, negotiations or understandings, whether oral or written, with respect to Services. To the extent that any of the provisions of the accompanying letter conflict with these Standard Terms and Conditions, these Standard Terms and Conditions shall prevail. This Agreement may not be changed, modified or waived in whole or part except by an instrument in writing signed by both parties.

- 1.2 In this Agreement, the following words and expressions have the meanings set out below:

This Agreement - these Standard Terms and Conditions, the letter to which they are attached, and any supporting schedules or other appendices to the letter, and any Summary of Services letters issued in future years.

Services - the services provided or to be provided under this Agreement

We, us, our, BDO - refer to BDO Canada LLP, a Canadian limited liability partnership organized under the laws of the Province of Ontario

You, your - the party or parties contracting with BDO under this Agreement, including the party's or parties' management and those charged with corporate governance. You and your does not include BDO, its affiliates or BDO Member Firms

BDO Member Firm or Firms - any firm or firms that form part of the international network of independent firms that are members of BDO International Limited

Confidential Information - information that contains identifying features that can be attributed to you or individual personnel

2. BDO Network and Sole Recourse

- 2.1 BDO is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international network of independent member firms (i.e. BDO Member Firms), each of which is a separate legal entity.
- 2.2 We may use other BDO Member Firms or subcontractors to provide Services; however, we remain solely responsible for Services. You agree not to bring any claim or action against another BDO Member Firm (or their partners, members, directors, employees or subcontractors) or our subcontractors in respect of any liability relating to the provision of Services.
- 2.3 You agree that any of our affiliates, subcontractors, and other BDO Member Firms and any subcontractors thereof whom we directly or indirectly involve in providing Services have the right to rely on and enforce Section 2.2 above as if they were a party to this Agreement.

3. Respective Responsibilities

- 3.1 We will use reasonable efforts to complete, within any agreed-upon time frame, the performance of Services.



- 3.2 You shall be responsible for your personnel's compliance with your obligations under this Agreement. We will not be responsible for any delays or other consequences arising from you not fulfilling your obligations.
4. Working Papers and Deliverables
- 4.1 Ownership - Any documents prepared by us, or for us, in connection with Services belong solely to us.
- 4.2 Oral advice and draft deliverables - You should not rely upon any draft deliverables or oral advice provided by us. Should you wish to rely upon something we have said to you, please let us know and, if possible, we will provide the information that you require in writing.
- 4.3 Translated documents - If you engage us to translate any documents, advice, opinions, reports or other work product of BDO from one language to another, you are responsible for the accuracy of the translation work.
- 4.4 Reliance by Third Parties - Our Services will not be planned or conducted in contemplation of or for the purpose of reliance by any party other than you and any party to whom the assurance report is addressed. Items of possible interest to a third party will not be addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.
- 4.5 Consent to use the Report - Nothing in this Agreement shall be construed as consent to the use of our report in connection with a continuous disclosure document, a public or private offering document, an annual report or any other document and we expressly do not provide such consent. If you request consent for the use of our report, we will consider, at the relevant time, providing consent and any conditions that we may attach to such consent. Our consent must be in writing.
- 4.6 Consent requests - In order to provide consent, professional standards require that we read the other information in the related document and consider whether such information is materially inconsistent with the related financial statements. Any consent request must be made on a sufficiently timely basis to allow us to consider your identification and resolution of events occurring in the period since the date of our report, and to obtain updated written representation letters. Such procedures will be performed at your cost and will be documented in a separate engagement letter.
5. Confidentiality
- 5.1 We agree to use Confidential Information provided by you only in relation to the Services in connection with which the information is provided and we will not disclose the information, except where required by law, regulation or professional obligation. We may however, give Confidential Information to other BDO Member Firms or other subcontractors assisting us in providing Services. Any party to whom we subcontract work will be required to keep Confidential Information confidential either by professional obligation or contract with us. Any BDO Member Firms or other subcontractors we use will be bound by the same confidentiality obligations.
- 5.2 BDO shall be entitled to include a description of the work we render to or for you in marketing and research materials and disclose such information to third parties, provided that all such information will be made anonymous and not associated with you. Additionally, we may analyze information on an industry or sector basis for internal



purposes or to provide industry/sector wide information to our clients or potential clients. You consent to our using information obtained from you in this way provided that the outputs therefrom will not contain any identifying features that can be attributed to you.

6. Independence

- 6.1 Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to our clients in the performance of our Services. We will communicate to you any relationships between BDO (including its related entities) and you that, in our professional judgment, may reasonably be thought to bear on our independence.

7. Offers of Employment

- 7.1 Any discussions that you, or any party acting on your behalf, have with professional personnel of our Firm regarding employment could pose a threat to our independence. Your recruitment of an engagement team member from the current or prior year's engagement may compromise our independence and our ability to render agreed Services to you. Engagement team members may include current and former partners and staff of BDO, other BDO Member Firms and other firms who work under our direction. Therefore, you agree to inform us prior to any such discussions so that you and we can implement appropriate safeguards to maintain our independence.

8. Professional and Regulatory Oversight

- 8.1 As required by legal, regulatory, or professional authorities (both in Canada and abroad) and by BDO policy, our client files must periodically be reviewed by practice inspectors to ensure that we are adhering to professional and BDO standards. It is understood that by entering into this Agreement, you provide your consent to us providing our files relating to your engagement to the practice inspectors for the sole purpose of their inspection.
- 8.2 Certain regulatory bodies may also have the right to conduct investigations of you, including the Services provided by us. To the extent practicable and permitted by law, we will advise you of any such investigation request or order prior to providing our working papers.
- 8.3 You agree to reimburse us for our time and expenses, including reasonable legal fees, incurred in responding to any investigation that is requested or authorized by you or investigations of you undertaken under government regulation or authority, court order or other legal process.

9. Privacy and Consents

- 9.1 You agree we will have access to all personal information in your custody that we require to complete our engagement. We may collect, use, transfer, store, or process such information disclosed by you of a personal nature (personal information). Our Services are provided on the understanding that:
- (a) you have obtained any consents for collection, use and disclosure to us of personal information required under all applicable privacy legislation; and
 - (b) we will hold all personal information in compliance with our Privacy Statement.



10. Electronic Communications

- 10.1 Both parties recognize and accept the security risks associated with email communications, including but not limited to the lack of security, unreliability of delivery and possible loss of confidentiality and privilege. Unless you request in writing that we do not communicate by internet email, you assume all responsibility and liability in respect of risk associated with its use.
- 10.2 By signing this agreement, you provide BDO with express consent to communicate with you and your employees, as applicable, electronically, including sending BDO newsletters, publications, announcements, invitations and other news and alerts that may be of interest to you. You and your employees may withdraw such consent at any time by contacting BDO at www.bdo.ca/unsubscribe.

11. Limitation of Liability

- 11.1 In any dispute, action, claim, demand for losses or damages arising out of the Services performed by BDO pursuant to this Agreement, BDO shall only be liable for its proportionate share of the total liability based on degree of fault as determined by a court of competent jurisdiction or by an independent arbitrator as a result of the dispute resolution procedures, notwithstanding the provisions of any statute or rule of common law which create, or purport to create, joint and several liability.
- 11.2 Our liability shall be restricted to damages of a direct and compensatory nature and shall not include indirect, consequential, aggravated or punitive damages, or damages for loss of profits or expected tax savings, whether or not the likelihood of such loss or damage was contemplated.
- 11.3 You agree that BDO shall in no event be liable to you for any actions, damages, claims, liabilities, costs, expenses, or losses in any way arising out of or relating to the Services performed hereunder for an aggregate amount of more than the higher of:
- (a) three times the fees paid by you to BDO in the twelve months preceding the incident giving rise to the claim; and
 - (b) \$25,000.
- 11.4 No exclusion or limitation on the liability of other responsible persons imposed or agreed at any time shall affect any assessment of our proportionate liability hereunder, nor shall settlement of or difficulty enforcing any claim, or the death, dissolution or insolvency of any such other responsible persons or their ceasing to be liable for the loss or damage or any portion thereof, affect any such assessment.
- 11.5 You agree claims or actions relating to the delivery of Services shall be brought against us alone, and not against any individual. Where our individuals are described as partners, they are acting as one of our members.

12. Indemnity

- 12.1 To the fullest extent permitted by applicable law and professional regulations, you agree to indemnify and hold harmless BDO from and against all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:



- (a) a misrepresentation by a member of your management or board of directors, regardless of whether such person was acting in your interest;
- (b) the Services performed by BDO pursuant to this Agreement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the gross negligence of BDO. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by you, failing which, the matter may be referred to dispute resolution in accordance with the terms of this Agreement.

13. Alternative Dispute Resolution

- 13.1 Both parties agree that they will first attempt to settle any dispute arising out of or relating to this Agreement or the Services provided hereunder through good faith negotiations.
- 13.2 In the event that the parties are unable to settle or resolve their dispute through negotiation, such dispute shall be subject to mediation pursuant to the National Mediation rules of the ADR Institute of Canada Inc. All disputes remaining unsettled for more than 60 days following the parties first meeting with a mediator or such longer period as the parties mutually agree upon shall be subject to arbitration pursuant to the National Arbitration Rules of the ADR Institute of Canada Inc. Such arbitration shall be final, conclusive and binding upon the parties, and the parties shall have no right of appeal or judicial review of the decision. The parties hereby waive any such right of appeal which may otherwise be provided for in any provincial arbitration statute made applicable under the National Arbitration Rules.

14. Limitation Period

- 14.1 You shall make any claim relating to Services or otherwise under this Agreement no later than one year after you became aware or ought reasonably to have become aware of the facts giving rise to any such claim.
- 14.2 You shall in no event make any claim relating to the Services or otherwise under this Agreement later than two years after the completion of the Services under this Agreement.
- 14.3 To the extent permitted by law, the parties to this Agreement agree that the limitation periods established in this Agreement replace any limitation periods under any limitations act and/or any other applicable legislation and any limitation periods under any limitations act and/or any other applicable legislation shall not alter the limitation periods specified in this Agreement.

15. Québec Personnel

- 15.1 We may sometimes have individual partners and employees performing Services within the Province of Québec who are members of the Ordre des comptables professionnels agréés du Québec. Any such members performing professional services hereunder assumes full personal civil liability arising from the practice of their profession, regardless of their status within our partnership. They may not invoke the liability of our partnership as grounds for excluding or limiting their own liability. The provisions in Sections 11 (Limitation of Liability) and 14 (Limitation Period) shall therefore not apply to limit the personal civil liability of partners and employees who are members of the Ordre des comptables professionnels agréés du Québec.

**16. Termination**

- 16.1 This Agreement applies to Services whenever performed (including before the date of this Agreement).
- 16.2 You or we may terminate this Agreement at any time upon written notice of such termination to the other party. We will not be liable for any loss, cost or expense arising from such termination. You agree to pay us for all Services performed up to the date of termination, including Services performed, work-in-progress and expenses incurred by us up to and including the effective date of the termination of this Agreement.

17. Fees and Billings

- 17.1 Our estimated fee is based on an assumed level of quality of your accounting records, the agreed upon level of preparation and assistance from your personnel and adherence to the agreed-upon timetable. Our estimated fee also assumes that your financial statements are in accordance with the applicable financial reporting framework and that there are no significant new or changed accounting policies or issues or internal control or other reporting issues. We will inform you on a timely basis if these factors are not in place.
- 17.2 Should our assumptions with respect to the quality of your accounting records be incorrect or should the conditions of the records, degree of cooperation, results of audit procedures, or other matters beyond our reasonable control require additional commitments by us beyond those upon which our estimated fees are based, we may adjust our fees and planned completion dates.

Delays in providing the complete list of agreed upon working papers/schedules to BDO will result in additional fees as follows:

- 1 week delay - additional 10% of estimated fees
- 1 month delay - additional 20% of estimated fees

Should a delay occur, we cannot guarantee completion of our work by your deadline.

- 17.3 Our professional fees will be based on our billing rates which depend on the means by which and by whom our Services are provided. We also will bill you for our out-of-pocket expenses, our administrative charge (described below), and applicable Goods and Services Sales Tax, Harmonized Sales Tax, Quebec Sales Tax and Provincial Sales Tax.
- 17.4 Our administrative charge is calculated as a percentage of our professional fee and represents an allocation of estimated costs associated with our technology infrastructure, telephone charges, photocopying and some support staff time costs.
- 17.5 Our accounts are due when rendered and invoiced amounts are deemed to be earned when paid. BDO may suspend the performance of Services in the event that you fail to pay an invoice when it is due. Interest may be charged at the rate of 12% per annum on all accounts outstanding for more than 30 days.

18. Governing Laws

- 18.1 The terms of our engagement shall remain operative until amended, terminated, or superseded in writing. They shall be interpreted according to the laws of the province or territory in which BDO's principal Canadian office performing the engagement is located, without regard to such province/territory's rules on conflicts of law.



19. Entire Agreement and Survival

- 19.1** This Agreement sets forth the entire agreement between the parties with respect to the subject matter herein, superseding all prior agreements, negotiations or understandings, whether oral or written, with respect to such subject matter. It is understood that this Agreement will not be superseded by any contract with us for other specific services that are not of the same scope as the Services contemplated in this Agreement, unless the other contract explicitly references this Agreement and an intent to supersede it.
- 19.2** The provisions of this Agreement that give either of us rights or obligations beyond its termination shall continue indefinitely following the termination of this Agreement. Any clause that is meant to continue to apply after termination of this Agreement will do so.

20. Force Majeure

- 20.1** We will not be liable for any delays or failures in performance or breach of contract due to events or circumstances beyond our reasonable control, including acts of God, war, acts by governments and regulators, acts of terrorism, accident, fire, flood or storm or civil disturbance.

21. Assignment

- 21.1** No party may assign, transfer or delegate any of the rights or obligations hereunder without the written consent of the other party or parties. BDO may engage independent contractors and BDO Member Firms to assist us in performing the Services in this Agreement without your consent.

22. Severability

- 22.1** If a court or regulator with proper jurisdiction determines that a provision of this Agreement is invalid, then the provision will be interpreted in a way that is valid under applicable law or regulation. If any provision is invalid, the rest of this Agreement will remain effective.

APPENDIX B: INDEPENDENCE LETTER

We will conform out independence in writing as part of our reporting to you on the results of our audit.

APPENDIX C: RESPONSIBILITIES

It is important for the Mayor and Council to understand the responsibilities that rest with the Village and its management, those that rest with the external auditor, and the responsibilities of those charged with governance. BDO's responsibilities are outlined below and within the annual engagement letter attached as [Appendix A](#) to this letter. The oversight and financial reporting responsibilities of management and the Audit Committee are also summarized below.

AUDITOR'S ENGAGEMENT OBJECTIVES

Our overall objective is to express an opinion as to whether the financial statements present fairly, in all material respects, the financial position, financial performance and cash flows of the Village in accordance with Canadian public sector accounting standards.

Year-End Audit Work	Other Information
<ul style="list-style-type: none"> ▶ Work with management towards the timely issuance of financial statements. ▶ Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit. ▶ Present significant findings to the Mayor and Council including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work. 	<ul style="list-style-type: none"> ▶ Read the other information included in the Village's Annual Report to identify material inconsistencies, if any, with the audited financial statements.
	Year-Round Work
	<ul style="list-style-type: none"> ▶ Consult regarding accounting, income tax and reporting matters as requested throughout the year.

AUDITOR'S RESPONSIBILITIES FOR DETECTING FRAUD

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- ▶ Identifying and assessing the risks of material misstatement due to fraud;
- ▶ Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- ▶ Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

Fraud Risk Assessment Procedures

- ▶ Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- ▶ Management's process for identifying and responding to the risks of fraud in the Village, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- ▶ Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the Village; and
- ▶ Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.



Response to Assessed Fraud Risks

- ▶ Inquire of management, the Mayor and Council, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- ▶ Perform disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- ▶ Incorporate an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- ▶ Perform additional required procedures to address the risk of management's override of controls including:
 - Testing internal controls designed to prevent and detect fraud;
 - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - Evaluating the business rationale for significant unusual transactions.

RESPONSIBILITIES OF THOSE CHARGED WITH GOVERNANCE

- ▶ Oversee the work of the external auditor engaged for the purpose of issuing an independent auditor's report.
- ▶ Facilitate the resolution of disagreements between management and the external auditor regarding financial reporting matters.
- ▶ Review the financial statements before the Village publicly releases this information.

MANAGEMENT RESPONSIBILITIES

- ▶ Maintain adequate accounting records and maintain an appropriate system of internal control for the Village.
- ▶ Select and consistently apply appropriate accounting policies.
- ▶ Prepare the annual financial statements in accordance with Canadian public sector accounting standards.
- ▶ Safeguard the Village's assets and take reasonable steps for the prevention and detection of fraud and other irregularities.
- ▶ Make available to us, as and when required, all of the Village's accounting records and related financial information.



APPENDIX D: BDO RESOURCES

BDO is a leading provider of professional services to clients of all sizes in virtually all business sectors. Our team delivers a comprehensive range of assurance, accounting, tax, and advisory services, complemented by a deep industry knowledge gained from nearly 100 years of working within local communities. As part of the global BDO network, we are able to provide seamless and consistent cross-border services to clients with global needs. Commitment to knowledge and best practice sharing ensures that expertise is easily shared across our global network and common methodologies and information technology ensures efficient and effective service delivery to our clients.

PUBLIC SECTOR RESOURCE CENTRE

BDO Canada has created the Public Sector Resource Centre to assist our clients in navigating the risks and opportunities facing the industry. With topics ranging from governance to CRM systems, from strategic planning to fraud prevention, and from crisis management to commodity taxes, our Resource Centre is available to assist management and boards of Public Sector organizations of all sizes.

Specific resources and articles include “Cloud Priorities and COVID Wave 2”, “Cyber Security for Home Networks” and “How You Can Help Manage Your People As Their Anxieties Rise Amid A Second Wave?”

Please access the Public Sector Resource Centre at the following link:

<https://www.bdo.ca/en-ca/industries/public-sector/overview/>

BDO INSIGHTS

BDO Canada has curated articles on a number of topics and across industries in our BDO Insights page (<https://www.bdo.ca/en-ca/insights/>). Articles can be filtered by industry or service area. In particular the following topical articles have been added for our public sector clients in relation to the current environment:

[COVID-19: Financial Reporting Implications for the Public Sector](#)

[Business Not As Usual: Resuming the Public Sector in the New Normal](#)

Please follow the above links to access the articles.

APPENDIX E: CHANGES IN ACCOUNTING STANDARDS WITH POTENTIAL TO AFFECT THE VILLAGE OF HARRISON HOT SPRINGS

The following summarizes the status of new standards and the changes to existing standards as of the fall of 2020. The Appendix also reviews Exposure Drafts, Statements of Principles, Projects and Post Implementation Reviews that provide information on the future direction of CPA Public Sector Accounting Handbook.

NEW STANDARDS NOT YET IN EFFECT

Section PS 3400 Revenue (effective years beginning on or after April 1, 2023 - date revised due to COVID)

This section is related to revenue recognition principles that apply to revenues of governments and government organizations other than government transfers and tax revenue.

The Public Sector Accounting Handbook has two Sections that address two major sources of government revenues, government transfers and tax revenue. Revenues are defined in Section PS 1000, Financial Statement Concepts. Recognition and disclosure of revenues are described in general terms in Section PS 1201, Financial Statement Presentation.

This section addresses recognition, measurement and presentation of revenues that are common in the public sector.

It is less complex than the comparable new IFRS standard, although generally consistent in philosophy.

This new Section will be effective for fiscal years beginning on or after April 1, 2023. Earlier adoption is permitted.

Section PS 3280, Asset Retirement Obligations (effective years beginning on or after April 1, 2022 - date revised due to COVID)

This new Section establishes standards on how to account for and report a liability for asset retirement obligations. The main features of the new Section are:

- An asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset.
- Asset retirement costs associated with a tangible capital asset controlled by the entity increase the carrying amount of the related tangible capital asset (or a component thereof) and are expensed in a rational and systematic manner.
- Asset retirement costs associated with an asset no longer in productive use are expensed.
- Measurement of a liability for an asset retirement obligation should result in the best estimate of the amount required to retire a tangible capital asset (or a component thereof) at the financial statement date.
- Subsequent measurement of the liability can result in either a change in the carrying amount of the related tangible capital asset (or a component thereof), or an expense, depending on the nature of the re-measurement and whether the asset remains in productive use.
- A present value technique is often the best method with which to estimate the liability.
- As a consequence of the issuance of Section PS 3280:
 - editorial changes have been made to other standards; and
 - Section PS 3270, Solid Waste Landfill Closure and Post-Closure Liability has been withdrawn.

This Section applies to fiscal years beginning on or after April 1, 2022. Earlier adoption is permitted.

Section PS 3270 will remain in effect until the adoption of Section PS 3280 for fiscal periods beginning on or after April 1, 2022, unless a public sector entity elects earlier adoption.

This is one of the most significant new standards in years and will require considerable staff time in most entities to prepare for compliance. BDO has tools and resources to assist in this regard including our ARO Implementation Checklist.

Financial Instruments Narrow Scope Amendments

**(effective years beginning on or after April 1,
2022 - date revised due to COVID)**

As the name implies, these amendments are quite narrow in scope and will not impact many entities.

The amendments are intended to:

- clarify how to deal with financial instruments intended to maintain orderly conditions for the circulation of the Canadian dollar (will impact Federal Government only)
- change treatment of bond repurchases such that will not always be an immediate extinguishment of debt
- clarifies and simplifies certain transitional provisions

An Exposure Draft was issued in January 2019 and a Final Standard was issued in March 2020.

EXPOSURE DRAFTS PENDING

Purchased Intangibles: Narrow Scope Amendments

This project came together quickly as a result of a submission to the Public Sector Accounting Discussion Group. An Exposure Draft was issued in November 2019 and comments closed January 31, 2020. It is expected that PSAB will approve the amendments in fall 2020.

The main features of these amendments will be to:

- remove the recognition prohibition on purchased intangibles from Section PS 1000;
- remove the disclosure requirements from Section PS 1201 relating to purchased intangibles not recognized; and thus,
- allow for the recognition of purchased intangibles in public sector financial statements.

Public Private Partnerships

This project has been underway since 2014 and is nearing completion. PSAB is currently deliberating feedback received on the exposure draft which closed at the end of February 2020.

The exposure draft recommends the following:

- an asset would be recorded when the public sector entity controls:
 - the purpose and use of the infrastructure;
 - access to the infrastructure; and
 - any significant interest accumulated in the infrastructure when the public private partnership's term ends.
- asset to be recorded at cost/fair value -- usually based on present value of future payments related to construction/acquisition of asset
- record liability at same amount as asset
- liability a financial liability when cash/asset consideration, but if non-financial consideration may be:
 - a non-financial liability such as unearned revenue
 - or if no performance obligations may be immediate recognition of proceeds from grants of rights for use
- where a liability is recorded, it should be reduced as performance obligations are settled
- fairly detailed disclosure requirements

Concepts Underlying Financial Performance

This project includes both the "Conceptual Framework" and "Reporting Model" related to it. It is also nearing completion with an Exposure Draft expected in January 2021.

The existing Conceptual Framework found in Sections PS 1000, Financial Statement Concepts and PS 1100, Financial Statement Objectives will be replaced by 10 new chapters. Because the Conceptual Framework is used to develop generally accepted accounting principles (GAAP) but is not considered GAAP itself, there is not expected to be immediate impact from the introduction of the Conceptual Framework. It will, however, influence future Standards development so it is important that the concepts and principles be understood and considered.

Further a new Reporting Model will come along to amend and/or replace PS 1201, Financial Statement Presentation. It is expected that the new Reporting Model will allow better flexibility for application of PSAS to financial statements of government organizations and general improvements to aid understanding of financial statements. In particular, potential options for presentation of endowment investments and related fund balances.

CONSULTATION PAPERS AND INVITATIONS TO COMMENT

Review of International Strategy

On May 5, 2020, PSAB voted to approve “Option 2 - Adapt IPSAS principles when developing future standards,” as described in Consultation Paper 2, “Reviewing PSAB’s Approach to International Public Sector Accounting Standards.” This decision resulted from extensive consultation with Canadian stakeholders. The Board initiated the project through its 2017-2021 Strategic Plan, “Review of PSAB’s Approach to International Public Sector Accounting Standards.”

Option II: Adapt IPSAS principles when developing future standards. PSAB would continue to develop PSAS, but future standards would be based on principles in existing individual IPSAS as each is considered by PSAB. The Board would establish a “Criteria for Modifying Principles” document to provide guidance on when departures from IPSAS principles in a standard under consideration are permitted. The Board’s conceptual framework and financial reporting model would continue as the foundation for Canadian public sector generally accepted accounting principle (GAAP). So, a departure from principles in an individual IPSAS would be required if they conflict with the Board’s framework or model. Changes to GAAP under this option would occur prospectively, and the Board’s due process would be modified to incorporate the Criteria for Modifying Principles. Given that future PSAS would be based on principles in existing individual IPSAS, there would be an increased focus toward influencing the principles under development for new IPSAS.

Government Not-for-Profit Strategy

When government not-for-profits were brought into the PSA Handbook they were given the option of applying PSAS standards or PSA standards in conjunction with the “4200 Series” of standards that mirror Part III of the CPA Handbook. It was always recognized that the 4200 Series was likely a stop-gap measure with additional NPO-specific standards being brought into the “regular” PSA Handbook. The need to review the GNFP strategy become more urgent with several provinces mandating that their organizations not use the 4200 series.

This is a difficult area because of the fact that many GNFPs operate quite differently than governments do and therefore do not fit well into a government financial reporting model. Moreover, not-for-profit organizations that are not government controlled follow different standards than GNFPs do (particularly those GNFPs that do not use 4200 series) which makes comparisons between some entities difficult.

PSAB has recognized the issues facing the GNFP sector and has created a GNFP Strategy Committee to guide it through a process of developing improved guidance for GNFPs. Retired BDO partner Bill Cox is the Chair of this committee. The committee issued its first Consultation Paper in May 2019 which was mostly fact-finding. A second consultation paper will be issued in January 2021 which will include options and a recommended strategy. The recommendation will be for GNFPs to go “full PSAS” but that as part of this process the existing PS 4200 standards will be reviewed on a standard by standard basis. Each existing 4200 standard will either be brought in to amend or supplement PSA standards or be discarded.

Employment Benefits

The existing Employee Benefits standards in PS 3250, Retirement Benefits and PS 3255, Post-employment Benefits are some of the older standards currently existing in the PSA Handbook. Quite frankly, they have not kept pace with the changes that have occurred in the industry. New concepts such as "Target-Benefit Plans" and "Shared-Risk Plans" do not fit in neatly to existing standards.

In recognition of the wide scope of review required to modernize these standards, PSAB had broken initial review into three different sections:

- Deferral Provisions (Invitation to Comment issued in November 2016)
- Discount Rate Guidance (Invitation to Comment issued in November 2017)
- Non-Traditional Pension Plans (Invitation to Comment issued in October 2018)

However, in late 2019 all projects in this area were curtailed for re-evaluation.

In mid-2020 the project was rebooted with a revised approach. The revised approach focuses on addressing the previously identified key issues using a multi-release strategy. Given the reboot, it is too early to predict where this project might be headed.



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: December 2, 2020

FROM: Madeline McDonald
Chief Administrative Officer FILE: 1855-03-26

SUBJECT: COVID-19 Safe Restart Grant for Local Governments

ISSUE:

In November, the Village received a COVID-19 Safe Restart Grant for Local Governments in the amount of \$675,000, jointly funded by the Federal and Provincial Governments, to address financial hardships experienced by the municipality in relation to the COVID-19 Pandemic.

BACKGROUND:

The funds take the form of a conditional grant, but the spending criteria is quite broad, similar to the Federal Gas Tax funds that the Village receives on an annual basis. The purpose of this report is to identify expenditures, including the internal reinstatement of revenue lost due to the effects of the ongoing pandemic. These funds are one of three streams announced as the Canada-BC Safe Restart Agreement. The other two streams, entitled Development Services and Strengthening Communities will support application-based grants. Our staff is currently reviewing those programs to look for opportunities of benefit to the community.

Examples of eligible costs for the COVID-19 Safe Restart Grant for Local Governments include but are not limited to:

- addressing revenue shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);

Some eligible costs have been identified and are included as recommendations in this report. Further expenditures will be identified for consideration in the 2021 budget.

Use of COVID-19 Safe Restart Grant Funds in 2020

Additional Costs Incurred in 2020	
Enforcement Measures (Additional bylaw & flaggers)	15,640
Physical Distancing Measures (Barriers)	6,710
Additional Sanitation Measures (Supplies & Labour)	45,300
Technological Upgrades (Memorial Hall upgrades and new software for remote meetings and engagement)	44,750
Restart Grant to the Harrison Festival of the Arts	15,000
Revenue Lost 2020	
Water	5,000
Sewer	10,000
General Fund (Rink & Facility Rentals)	24,800
TOTAL COVID-19 Restart Grant Expenditures for 2020	167,200

Use of the COVID-19 restart funds as described above is in keeping with the conditions of the grant and will help mitigate against the losses and additional expenses incurred by the Village in 2020. This will leave a balance of \$507,800 to cover similar losses and expenses in 2021 and 2022 if required. Staff will also identify projects which fit the grant criteria for inclusion in future budget years.

RECOMMENDATION:

THAT 2020 revenue shortfalls and additional costs incurred in 2020 as a consequence of the COVID-19 pandemic be reimbursed to the Village through the funds received through the COVID-19 Safe Restart Grant for Local Governments.

Respectfully submitted:

Madeline McDonald

Madeline McDonald
Chief Administrative Officer

REVIEWED BY:

Tracey Jones

Tracey Jones
Financial Officer



Safe Restart funds for local government operations distributed

Nov. 5, 2020

The province has fulfilled a commitment made in its Economic Recovery Plan by distributing \$425 million under the federal Safe Restart Agreement to B.C.'s local governments. This federal/provincial funding will support facility reopening and operational costs along with local emergency response. The province has provided UBCM with complete information on the funding allocations that have been provided to each of British Columbia's municipalities and regional districts.

UBCM, working in partnership with Federation of Canadian Municipalities (FCM), voiced support for federal funding from Canada and an allocation delivery approach in April of this year. This followed upon UBCM's outreach to the provincial government on the financial impacts on local governments due to COVID-19, and the decision by the province to provide liquidity to local government through a package of amendments to the property tax framework. UBCM engaged in continuing discussions with the Province over the summer with regard to revenue streams impacted by COVID-19 as well as new expenditures that local government face as a result the pandemic.

"I am very pleased to see the speed at which the federal and provincial governments have delivered this funding to local governments in B.C.," said Councillor Brian Frenkel, UBCM president. "Since the beginning of the pandemic, local governments have taken steps to manage costs and rethink budgets, but communities are contending with significant revenue shortfalls. These funds will be available for immediate use and provide greater clarity as budgets are developed for the coming year. I want to personally thank FCM for the thoughtful advocacy is has provided on behalf of local governments at a federal level, and readiness of the province to match the significant funding provided by the Government of Canada."

Funding details are still being developed for additional funding through the Safe Restart Agreement. This includes additional funding for BC local governments, including \$100 million to support local governments as they address the needs of vulnerable populations and \$15 million to improve development approval processes. UBCM will be communicating details on these programs as they become available.

Follow Us On

- Twitter: @ubcm

Copyright © 2012 UBCM. All rights reserved.

Summary of Municipal Allocations: COVID-19 Safe Restart Grant

Municipalities	Total Funding	Municipalities	Total Funding	Municipalities	Total Funding
100 Mile House	752,000	Kamloops	6,680,000	Port Moody	4,647,000
Abbotsford	8,338,000	Kaslo	480,000	Pouce Coupe	426,000
Alert Bay	315,000	Kelowna	7,884,000	Powell River	2,928,000
Anmore	882,000	Kent	1,826,000	Prince George	6,110,000
Armstrong	1,608,000	Keremeos	659,000	Prince Rupert	2,799,000
Ashcroft	659,000	Kimberley	2,087,000	Princeton	1,013,000
Barriere	730,000	Kitimat	2,176,000	Qualicum Beach	2,359,000
Belcarra	380,000	Ladysmith	2,343,000	Queen Charlotte	435,000
Bowen Island	1,273,000	Lake Country	2,947,000	Quesnel	2,503,000
Burnaby	9,827,000	Lake Cowichan	1,158,000	Radium Hot Springs	459,000
Burns Lake	732,000	Langford	4,878,000	Revelstoke	2,105,000
Cache Creek	461,000	Langley (C)	4,151,000	Richmond	9,331,000
Campbell River	4,618,000	Langley (D)	7,608,000	Rossland	1,257,000
Canal Flats	381,000	Lantzville	1,220,000	Saanich	7,453,000
Castlegar	2,184,000	Lillooet	880,000	Salmo	533,000
Central Saanich	3,455,000	Lions Bay	603,000	Salmon Arm	3,598,000
Chase	879,000	Logan Lake	816,000	Sayward	268,000
Chetwynd	955,000	Lumby	764,000	Sechelt	2,563,000
Chilliwack	6,488,000	Lytton	248,000	Sechelt (IG)	387,000
Clearwater	894,000	Mackenzie	1,244,000	Sicamous	927,000
Clinton	373,000	Maple Ridge	6,417,000	Sidney	2,758,000
Coldstream	2,623,000	Masset	429,000	Silverton	231,000
Colwood	3,476,000	McBride	366,000	Slocan	262,000
Comox	3,067,000	Merritt	2,005,000	Smithers	1,656,000
Coquitlam	8,293,000	Metchozin	1,540,000	Sooke	2,981,000
Courtenay	4,149,000	Midway	377,000	Spallumcheen	1,604,000
Cranbrook	3,765,000	Mission	4,964,000	Sparwood	1,282,000
Creston	1,648,000	Montrose	485,000	Squamish	3,760,000
Cumberland	1,312,000	Nakusp	692,000	Stewart	366,000
Dawson Creek	2,793,000	Nanaimo	6,693,000	Summerland	2,724,000
Delta	7,059,000	Nelson	2,613,000	Sun Peaks	387,000
Duncan	1,570,000	New Denver	323,000	Surrey	14,769,000
Elkford	938,000	New Hazelton	357,000	Tahsis	249,000
Enderby	1,062,000	New Westminster	6,052,000	Taylor	644,000
Esquimalt	3,538,000	North Cowichan	4,419,000	Telkwa	602,000
Fernie	1,597,000	North Saanich	2,711,000	Terrace	2,728,000
Fort St. James	666,000	North Vancouver (D)	6,484,000	Tofino	822,000
Fort St. John	3,778,000	North Vancouver (C)	5,434,000	Trail	2,115,000
Fraser Lake	485,000	Northern Rockies	1,507,000	Tumbler Ridge	827,000
Fruitvale	787,000	Oak Bay	3,589,000	Ucluelet	764,000
Gibsons	1,512,000	Oliver	1,591,000	Valemount	501,000
Gold River	557,000	Osoyoos	1,539,000	Vancouver	16,371,000
Golden	1,263,000	Parksville	2,861,000	Vanderhoof	1,438,000
Grand Forks	1,359,000	Peachland	1,650,000	Vernon	4,997,000
Granisle	264,000	Pemberton	987,000	Victoria	6,522,000
Greenwood	381,000	Penticton	4,711,000	View Royal	2,613,000
Harrison Hot Springs	675,000	Pitt Meadows	3,656,000	Warfield	710,000
Hazelton	268,000	Port Alberni	3,536,000	Wells	241,000
Highlands	897,000	Port Alice	386,000	West Kelowna	4,602,000
Hope	1,833,000	Port Clements	259,000	West Vancouver	5,068,000
Houston	1,066,000	Port Coquitlam	5,622,000	Whistler	2,685,000
Hudson's Hope	499,000	Port Edward	317,000	White Rock	3,769,000
Invermere	1,181,000	Port Hardy	1,376,000	Williams Lake	2,618,000
Jumbo Glacier	-	Port McNeill	888,000	Zeballos	200,000



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: December 1, 2020

FROM: Rhonda Schell
Community Services Coordinator FILE: 0530-01

SUBJECT: Digital Council Meetings

ISSUE:

To inform Council of the potential to hold council meetings on a digital platform.

DISCUSSION:

The Provincial Health Officer's order of November 19, 2020 suspended all social gatherings and events. While council meetings are exempt from this order, it stated: "It is recommended that virtual meetings be held as much as possible."

To comply with this recommendation, arrangements can be made to host digital council meetings over the Zoom platform with the first meeting to be held on December 21, 2020.

The proposed configuration is for in-person meeting attendance to be suspended, with Council and the public attending via Zoom on personal devices. Zoom offers a free user license for attendees and the ability to attend by telephone. Meetings will be attended in-person in Memorial Hall by staff who will comply with safety protocols that are in effect for work places. The meeting will be moderated by a staff member. Question period will be open to all attendees and recordings of all meetings will be made available on the Village's YouTube channel.

FINANCIAL IMPLICATIONS:

Description	Amount
Technical modifications to Video Recording System	\$2,500
Computer	\$1,500
Monitors	\$600
Electrician	\$1,000
Zoom License (100 participants)	\$250
Total	\$5,850

The funds for this arrangement will come from the COVID-19 Safe Restart Grant for Local Governments provided by the Province.

RECOMMENDATION:

THAT in-person Council Meetings be suspended until such time as the Provincial Health Officer deems Council Meetings to be a safe event for the public to attend; and

THAT a budget of up to \$6,000 in 2020 be authorized to be funded by the COVID-19 Safe Restart Grant, to implement digital council meeting capabilities; and

FURTHER THAT a budget of \$2000 in additional labour costs be added to the budget for 2021 to provide technical support for public digital meetings, to be funded by the COVID-19 Safe Restart Grant.

Respectfully submitted:

Rhonda Schell

Rhonda Schell
Community Services Coordinator

REVIEWED BY:

Madeline McDonald

Madeline McDonald
Chief Administrative Officer

12(F)



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: December 1, 2020
FROM: Madeline McDonald FILE: 0230-20-08/2240-35-01
Chief Administrative Officer
SUBJECT: Harrison Festival Society – request for funding

ISSUE: Request for funding from the Harrison Festival Society

BACKGROUND:

Attached is an email dated November 10, 2020 from the Harrison Festival Society (the Festival) requesting funding in the amount of \$15,000 to pursue activities, in particular, online events. These funds would replace the \$15,000 normally channeled to the Festival through Resort Municipality Initiative (RMI) funding which is intended to fund the annual Festival of the Arts, a popular tourist attraction. The event did not go forward this year due to COVID-19 and the Festival's \$15,000 was redirected to support an expansion of Lights on the Lake. Those funds have been spent on new displays. Despite the fact that RMI funding could not be provided to the Festival this year, it is still important to the Festival's funding model that they receive local government financial support. Fortunately, the BC COVID-19 Safe Restart Grant is intended to meet such needs.

RECOMMENDATIONS:

THAT \$15,000 be provided to the Harrison Festival Society in 2020 to be funded from the COVID-19 Safe Restart Grant for Local Government.

Respectfully submitted:

Madeline McDonald

Madeline McDonald
Chief Administrative Officer

Debra Key

From: Madeline McDonald
Sent: Tuesday, December 01, 2020 1:40 PM
To: Debra Key
Subject: FW: Funding

From: Andy Hillhouse <andy@harrisonfestival.com>
Sent: November 10, 2020 10:36 AM
To: Madeline McDonald <MMcDonald@harrisonhotsprings.ca>
Subject: Funding

Dear Madeline,

As you know, the Harrison Festival of the Arts did not happen in 2020 due to Covid. In its place we produced a series of socially distanced concerts in Agassiz at the Holberg Farm, 9 online concerts, and a socially distanced Children's Day concert and drum making workshop in Harrison.

We greatly appreciate all the support we get from the Village through the provision of our offices and the Memorial Hall. This support has been instrumental in keeping the organization going for decades.

Along with the in kind support, municipal cash support has also been an essential part of our funding structure, and helps with our year round cash flow that keeps us with a staff to book shows, write grants, continue marketing, and produce year round events. It also is essential to demonstrate to provincial and federal funders that we have the local fiscal support alongside in kind support - this formula has worked well for many years in us having among the most successful grant record for local arts organizations in the province.

With our funding from RMI for 2019-2020 being redirected to Lights on the Lake, we did not receive funding in 2019-2020 and thus are requesting \$15,000 to help us to pursue activities in the coming months, in particular online events. While we did not produce the festival, we did keep activities going throughout the summer for the community that by necessity were low in revenue. We can also bring this information to funders to show local fiscal support.

Thanks again for your support for the festival and all the best,

Andy Hillhouse

Executive & Artistic Director
Harrison Festival Society
Office | 604.796.3664
Direct | 604.703.5394
www.harrisonfestival.com

Join our [email list](#) for exclusive offers!
Connect with us on [facebook](#).



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council

DATE: November 25, 2020

FROM: Tyson Koch
Operations Manager

FILE: 1855-03-27

SUBJECT: Application for grant funding

ISSUE: UBCM Structural Flood Mitigation Grant Program

BACKGROUND:

The waste water treatment plant road is the sole access to the Harrison Hot Springs Waste Water Treatment Plant and protects the forcemain through which all Village waste water travels to the treatment plant. During the 2018 freshet, the road experienced flooding and erosion between Qwolts Park and the treatment plant. Additionally, the deciduous trees on the three lake front sides of the treatment plant are negatively impacting the treatment facilities and process. Removing the deciduous trees and replacing them with coniferous trees will remove these impacts.

A remediation workplan has been developed that will raise the road bed an average of 100mm, improve rip rap along the shore, upgrade existing culverts, remove and replace trees that are negatively impacting the road bed, sanitary forcemain and treatment plant. It is anticipated that the project costs will be up to \$425,000.

The UBCM Structural Flood Mitigation program provides 100% funding grants for projects of this type.

RECOMMENDATION:

THAT staff be authorized to apply for a Structural Flood Mitigation Grant for up to \$425,000 to upgrade the access road to the Harrison Hot Springs Waste Water Treatment Plant.

Respectfully submitted:

REVIEWED BY:

Tyson Koch

Tyson Koch ASCT, RSIS
Operations Manager

Tracey Jones

Tracey Jones
Financial Officer

REVIEWED BY:

Madeline McDonald

Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1159

13(a)

A bylaw to amend "Fire Department Regulation Bylaw No. 1031, 2013"

WHEREAS the Council of the Village of Harrison Hot Springs has deemed it advisable to amend Fire Department Regulation Bylaw No. 1031, 2013;

NOW THEREFORE in open meeting assembled, the Council of the Village of Harrison Hot Springs enacts as follows:

1. This Bylaw may be cited for all purposes as Village of Harrison Hot Springs "Fire Department Regulation Amendment Bylaw No. 1159, 2020".
2. "Fire Department Regulation Bylaw No. 1031, 2017 is hereby amended under Section 4 Establishment by deleting 4.2 and replacing it with the following:

"4.2 The Fire Department consists of the following positions, ranked in descending order:

- (a) *The Fire Chief;*
- (b) *The Deputy Fire Chief;*
- (c) *Up to 2 (two) Captains;*
- (d) *Up to 4 (four) Lieutenants; and*
- (e) *Up to 18 (eighteen) Firefighters,*

With the total number of Officers and members not to exceed 26 (twenty six).

3. "Fire Department Regulation Bylaw No. 1031, 2017 is hereby further amended under Section 4 Establishment by deleting 4.3(a) and replacing it with the following:

"4.3 The Fire Chief:

- (c) in consultation with the Administrator, recommend to Council the appointment of the Deputy Fire Chief. Members who have been *appointed* as Captains shall serve in that capacity as part of the Executive.

- 4 "Fire Department Regulation Bylaw No. 1031, 2017 is hereby further amended under Section 5 Appointment and Election of Officers, by deleting the section and replacing it with the following:

"5 Appointment of Officers

5.1 *Captains and Lieutenants of the Fire Department shall be appointed by the Fire Chief.*

5.2 Each duly *appointed* Captain and Lieutenant shall continue in office until new officers are *appointed*.

5.3 A vacancy occurring on the Executive during any term of office may be filled by an appointment by the Fire Chief.

READ A FIRST TIME THIS DAY OF DECEMBER, 2020.

READ A SECOND THIS DAY OF DECEMBER, 2020.

READ A THIRD TIME THIS DAY OF DECEMBER, 2020.

ADOPTED THIS DAY OF DECEMBER, 2020.

Mayor

Corporate Officer