



VILLAGE OF HARRISON HOT SPRINGS NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, April 20, 2009
Time: 7:00 p.m.
Location: Council Chambers, Harrison Hot Springs, British Columbia

1. CALL TO ORDER			
	(a)	Meeting called to order by Mayor Becotte	
2. INTRODUCTION OF LATE ITEMS			
3. APPROVAL OF AGENDA			
4. ADOPTION AND RECEIPT OF MINUTES			
<input type="checkbox"/> Regular Council Meeting Minutes – April 6, 2009		THAT the minutes of the Regular Council Meeting of April 6, 2009 be adopted.	Item 4.1 Page 1
<input type="checkbox"/> Special Council Meeting Minutes – April 14, 2009		THAT the minutes of the Special Council Meeting of April 14, 2009 be adopted.	Item 4.2 Page 11
5. BUSINESS ARISING FROM THE MINUTES			
6. PUBLIC AND STATUTORY HEARINGS			
7. DELEGATIONS AND PETITIONS			

8. CORRESPONDENCE

<input type="checkbox"/> Letter dated March 24, 2009, from City of Burnaby – Office of the Mayor Derek R. Corrigan RE: Six Storey Wood-Frame Residential Buildings	Item 8.1 Page 15
<input type="checkbox"/> Letter dated March 31, 2009, from Assistant Deputy Minister Mike Furey RE: Towns for Tomorrow Grant	Item 8.2 Page 27
<input type="checkbox"/> Letter dated April 2, 2009, from SPARC BC RE: Access Awareness Day – June 6, 2009	Item 8.3 Page 31
<input type="checkbox"/> Letter dated April 2, 2009, from UBCM RE: Provincial Responses to 2008 UBCM Resolutions	Item 8.4 Page 29
<input type="checkbox"/> Letter dated April 6, 2009, from UBCM RE: Election Readiness Strategy	Item 8.5 Page 35
<input type="checkbox"/> News Release April 13, 2009, from Local MLA Barry Penner RE: New Wildlife Management Areas for Fraser Valley	Item 8.6 Page 37
<input type="checkbox"/> Letter dated April 14, 2009, from Homeowner Protection Office RE: Important Information for Building Departments about HPO Forms	Item 8.7 Page 39


9. BUSINESS ARISING FROM CORRESPONDENCE

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

<input type="checkbox"/> Grants to Groups in 2009 Financial Plan -April 15, 2009	<p>Report of Administration & Finance Committee – April 15, 2009 RE: Grants to Groups in 2009 Financial Plan</p> <p>Recommendation:</p> <p>THAT Council endorses the Administration & Finance Committee apportionment of grants to groups as noted in their minutes; and</p> <p>THAT Council approves adding a \$750.00 grant to the Harrison Highlanders as a contribution for purchasing uniforms; and</p> <p>THAT Council approves the placement of the remainder of the \$30,000 budgeted limit into a contingency fund in case another group applies to the Administration & Finance Committee for a grant-in-aid during the year.</p>	Item 10.1 Page 45
<input type="checkbox"/> Draft Terms of Reference	Report from the Mayor	Item 10.2

11. REPORTS FROM MAYOR		
K. Becotte - verbal		
12. REPORTS FROM COUNCILLORS		
D. Harris - verbal D. Kenyon - verbal A. Jackson - verbal B. Perry – verbal		
13. REPORTS FROM STAFF		
<input type="checkbox"/> Amendment of the Funding Agreement under the General Strategic Priorities Fund Program- April 15, 2009	<p>Report of Director of Finance – April 15, 2009 RE: Amendment of the Funding Agreement under the General Strategic Priorities Fund Program</p> <p>Recommendation:</p> <p>THAT the Mayor and Corporate Officer be authorized to execute the Amendment Agreement between the Village of Harrison Hot Springs and the Union of British Columbia Municipalities for the Sustainability Vision and ICS Planning for Infrastructure projects.</p>	Item 13.1 Page 47
<input type="checkbox"/> 2008 Audited Schedule of Expenditures, Port Operations – April 15, 2009	<p>Report of Director of Finance – April 15, 2009 RE: 2008 Audited Schedule of Eligible Expenditures, Port Operations</p> <p>Recommendation:</p> <p>THAT the Audited Schedule of Eligible Expenditures, Port Operations for the Twelve Month Period Ended December 31, 2008 of the Village of Harrison Shot Springs be adopted.</p>	Item 13.2 Page 49
<input type="checkbox"/> Support of District of Kent Application – April 16, 2009	<p>Report of Chief Administrative Officer – April 16, 2009 RE: Support of District of Kent application to : Canada – British Columbia Building Canada Fund – Communities Component (Recreation)</p> <p>Recommendation:</p> <p>THAT Council supports the District of Kent in its application for funding from the Canada – British Columbia Building Canada Fund – Communities Component (Recreation) for a proposed aquatic centre.</p>	Item 13.3 Page 59

14. BYLAW		
<input type="checkbox"/> Text Amendment Bylaw No. 912 – April 16, 2009	Report of Chief Administrative Officer – April 16, 2009 RE: Text amendment Bylaw No. 912 – A bylaw to amend Village of Harrison Hot Springs Zoning Bylaw Number 672-1996 – C5 Tourist Commercial Zone on a specific property at 750 Hot Springs Road Recommendation: THAT Council approve 1 st reading of the ZONING BYLAW TEXT AMENDMENT BYLAW 912, 2009; and THAT Council set a public hearing date at the earliest opportunity.	Item 14.1 Page 61
15. QUESTIONS FROM THE PUBLIC		
16. ADJOURNMENT		



Larry Burk
Chief Administrative Officer

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

DATE: April 6, 2009
TIME: 7:00 p.m.
PLACE: Council Chambers

IN ATTENDANCE: Mayor Ken Becotte
Councillor Allan Jackson
Councillor Bob Perry
Councillor Dave Kenyon
Councillor Dave Harris

Chief Administrative Officer, Larry Burk

ABSENT:

Recording Secretary, Cindy Richardson and Debra Key

1. **CALL TO ORDER**

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

2. **INTRODUCTION OF LATE ITEMS**

3. **APPROVAL OF AGENDA**

Moved by Councillor Jackson
Seconded by Councillor Perry

THAT the agenda be approved.

CARRIED

4. **ADOPTION AND RECEIPT OF MINUTES**

Moved by Councillor Kenyon
Seconded by Councillor Perry

THAT the minutes of the Regular Council Meeting of March 16, 2009 be adopted.

CARRIED

Moved by Councillor Harris
Seconded by Councillor Kenyon

THAT the minutes of the Special Council Meeting of March 18, 2009 be adopted.

CARRIED

BUSINESS ARISING FROM THE MINUTES

The Mayor requests that staff draft a letter to Canada Post regarding the procedure involved to acquire Community Mailboxes.

5. **PUBLIC AND STATUTORY HEARINGS**

6. **DELEGATIONS**

Mayor Becotte and Councillor Harris presented plaques to winners of the Harrison Hot Springs Christmas Lights Contest.

The winners were:

Peter & Linda Bugden, Residential 1st Place, 407 Miami River Dr
Emil & Marianne Strutz, Multi Family Residential 1st Place, #19-730
McCombs Drive
John & Michelle DeMartin, Animated Decorations 1st Place, 232
Miami River Drive
Crazy Fish Bistro, Commercial 1st Place

Councillor Harris thanks the Communities In Bloom Committee members for the judging.

7. **CORRESPONDENCE**

- ☐ Letter dated February 27, 2009 from LMLGA RE: 2009 AGM and Convention
- ☐ Memo dated March 9, 2009 from LMLGA RE: 2009 Resolutions
- ☐ Letter dated March 11, 2009 from Minister of the Environment RE: Polybrominated Diphenyl Ethers
- ☐ Letter dated March 16, 2009 from UBCM RE: Proposed Indigenous Recognition Act
- ☐ Letter dated March 17, 2009 from Harrison Hot Springs Sand Sculpture Society
- ☐ News Release dated March 19, 2009 from MLA Barry Penner RE: Major Grants for Community Projects in Hope
- ☐ Letter dated March 24, 2009 from Squamish-Lillooet Regional District RE: Expanded Use of Section 941 in Lieu of Park Lands
- ☐ Letter dated March 25, 2009 from Mayor Lorne Fisher RE: Appointments to Harrison Lake Harbour Commission
- ☐ Letter dated April 1, 2009 from British Columbia Ambulance Service RE: CUPE Local 873 Negotiations Update/Essential Services

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Moved by Councillor Jackson
Seconded by Councillor Perry

THAT the correspondence be received.

CARRIED

BUSINESS ARISING OUT OF CORRESPONDENCE

8.

Sand Sculpture Society.

Councillor Kenyon asked what equipment the Sand Sculpture Society referred to in the letter as no list of equipment was provided. The Mayor suggested that staff inquire what assets the Society have. The Mayor also advised that he has received the numerous phone calls regarding the demise of the Sand Sculpture Society and what will become of the contest itself.

UBCM Proposed Indigenous Recognition Act

The Mayor reported that there will be further consultation before the legislation moves forward and suggests that we follow this very closely.

9.

**REPORTS OF COMMITTEES, COMMITTEE OF THE
WHOLE AND COMMISSIONS**

The Mayor reported that Committee and Commission appointments are complete. Councillor Harris and the Communities In Bloom Committee will be having their first official meeting this Wednesday April 9, 2009 and the Economic Development Committee will be scheduling meetings shortly.

Moved by Councillor Kenyon
Seconded by Councillor Harris

THAT Council approve the appointment of Janice Gilbert and Fred Dellezay to the Canada Day Committee.

CARRIED

Moved by Councillor Perry
Seconded by Councillor Harris

THAT Councillor Darcy Striker be appointed as the district of Kent's representative and Darcey Kohuch, Director of Development Services be appointed as staff representative to the Village of Harrison Hot Springs Harrison Lake Harbour Commission.

CARRIED

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**10. Mayor's
Report**

REPORTS FROM MAYOR

The Mayor thanked Councillor Harris for his Acting Role as Mayor while he was away on vacation.

Moved by Councillor Harris
Seconded by Councillor Kenyon

THAT the Mayor's report be received.

CARRIED

REPORTS FROM COUNCILLORS

Councillor Harris

On March 19, 2009 attended as a member of the Joint Emergency Operations Committee an emergency tabletop exercise with the scenario being a flood in Harrison Hot Springs due to Miami River backup.

On March 24, 2009 attended Olympic Torch Relay meeting on behalf of the Mayor. Harrison and Agassiz will have torch bearers. Applications are still available until the end of April through the Royal Bank and Coke websites. Councillor Harris encouraged Harrison Hot Springs to have its own Torch Celebration Relay Event.

On March 27, attended the opening of the Strong Start Program at Kent Elementary on behalf of the Mayor.

On March 27, 2009 Minister Barry Penner attended the Village to announce an award for Towns for Tomorrow of a \$400,000 grant for the Memorial Hall upgrades.

On April 1, 2009 attended meeting for Show Kids You Care. 49 Children from Kent Elementary who designed posters also attended meeting/party.

On April 1, 2009 Garden plots opened on the Corner of Chestnut and McCombs. 15 plots available with only 1 left.

On April 6, 2009 attended Show Kids You Care meet & greet at Harrison & Kent Elementary. Councillor Harris and Fire Chief Wilson attended the Harrison Elementary. Councillors Perry from Harrison Hot Springs and Councillor Van Laerhoven from the District of Kent attended at Kent Elementary.

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Councillor Jackson On March 24, 2009 attended Fraser Valley Regional District Advisory Committee Treaty In-Camera meeting.

On March 24, 2009 attended a FVRD board meeting on behalf of the Mayor and listened to a delegation from Spectra Energy; the topic of discussion being an Upgrade to Solid Waste Disposal in the Fraser Valley.

Attended Air Quality workshop in Vancouver.

Asked that staff include Fleet Passes to the Boat Launch fees in the Fee Schedule Bylaw.

Advised that Chief Charlie and Boyd Peters of the Chehalis First Nations would be able to meet with Council either April 21 or 29, 2009.

Councillor Kenyon Attended meeting at Harrison Hot Springs Resort with R.C.M.P. and members of other Law Enforcement Agencies from various locations for fraud prevention seminar.

On Saturday attended a plowing contest on behalf of the Village and came in Third in category.

Recommended Staff look into a touch key/man-gate to allow local residents' access to the Green Waste Area.

Would like staff to look into a private contractor to take over Recycling contract.

CAO stated he would review some of the aspects of Recycling and will attempt to provide report and recommendations shortly.

Councillor Perry

On March 31, 2009 attended on behalf of the Village of Harrison Hot Springs Reading Link Finals at UFV.

On April 1, 2009 attended Agassiz Library with Councillor Harris for Show Kids You Care.

On April 6, 2009 attended Kent Elementary on behalf of the Show Kids You Care meet and greet group.

Requested that staff consider an introduction of a Chain of Office for the Mayor of Harrison Hot Springs.

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Moved by Councillor Harris
Seconded by Councillor Jackson

THAT the Mayor and Councillors who served the Village of Harrison Hot Springs from December 2005 through November 2008 be recognized in Council Chambers by the display of their individual portraits; and

THAT all elected officials who served the Village of Harrison Hot Springs from July 7, 1949 in the capacity of Chairman, Mayor, Alderman or Councillor, also be similarly recognized by way of their individual portraits displayed on the walls of our Council Chambers.

CARRIED

Moved by Councillor Harris
Seconded by Councillor Kenyon

THAT the Councillors' reports be received.

CARRIED

REPORTS FROM STAFF

☐ Connection to lands
outside the boundaries of the
Village – March 31, 2009

Moved by Councillor Harris
Seconded by Councillor Kenyon

Report of Chief Administrative Officer – March 31, 2009
Re: Connection to lands outside the boundaries of the Village

THAT Council receives this report; and

THAT Council rescinds policy 6.11 and approves the connections subject to consent from the District of Kent to provide services to lands outside the municipal boundaries per Section 13 of the Community Charter and execution of an acceptable agreement for these services with the owner.

CARRIED

OPPOSED COUNCILLOR JACKSON
OPPOSED COUNCILLOR PERRY

☐ Regulate the Use of
Explosive Agents for Blasting
– Policy 4.17 - March 31,

Moved by Councillor Harris
Seconded by Councillor Kenyon

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2009

Report of Chief Administrative Officer – March 31, 2009

Re: Regulate the Use of Explosive Agents for Blasting – Policy 4.17

THAT Council approves Policy 4.17 to Regulate the Use of Explosive Agents for Blasting.

CARRIED

☐ Village of Harrison Hot Springs New Letterhead & Logo – “60th Anniversary” – April 2, 2009

Moved by Councillor Kenyon

Seconded by Councillor Harris

Report of Chief Administrative Officer – April 2, 2009

Re: Village of Harrison Hot Springs New Letterhead & Logo – “60th Anniversary”

THAT Council approves the design for new letterhead and logo commemorating the 60th anniversary of incorporation of the Village of Harrison Hot Springs.

CARRIED

☐ Tree Bylaw – April 2, 2009

Moved by Councillor Jackson

Seconded by Councillor Harris

Report of Chief Administrative Officer – April 2, 2009

Re: Tree Bylaw

THAT this report be received; and

THAT Council direct staff to prepare a report and possible bylaw for presentation to the public and eventual consideration.

CARRIED

11.

BYLAWS

☐ Fee Schedule Bylaw No. 906, 2009 – April 6, 2009

Moved by Councillor Kenyon

Seconded by Councillor Perry

THAT “Village of Harrison Hot Springs Fee Schedule Bylaw No. 906, 2009” be adopted.

CARRIED

☐ Business Licence Bylaw No. 908 – March 16, 2009

Moved by Councillor Kenyon

Seconded by Councillor Jackson

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THAT Business Licence Bylaw No. 908 be adopted.

CARRIED

April 25, 2009 is Community Pitch in Day all Volunteers and Public Works will meet at 8:30 a.m. at Spirit Square for beach area cleanup.

12.

QUESTIONS FROM THE PUBLIC

John Allen asked why he was unfairly denied a water connection in 2004. Why are we permitting a water connection to a resident outside of the Village boundaries? Mr. Allen wants the property in question to be brought into the boundaries of Harrison Hot Springs so that Village Bylaws and taxes apply to this property. Mr. Allen would like to know when he can expect his water connection.

Mayor Becotte suggested that Mr. Allen make an appointment to discuss this topic with CAO Larry Burk.

Marg Doman questioned why her letter of March 30, 2009 addressed to the Mayor and Council was not on the agenda. Ms. Doman feels that her letters should always be acknowledged in the correspondence section so that the community can be informed of her opinion on all topics of discussions.

CAO Larry Burk explained that her letter was received and addressed in the form of a report. CAO Burk also explained that not all correspondence is addressed in the agenda and when it is addressed it does not necessarily fall under the correspondence section. Mayor Becotte assured Ms. Doman that all correspondence is received and read.

Mr. Strutz of McCombs Drive asked if Council plans to have permanent speed bumps on McCombs as he has witnessed a massive number of cars speeding on this road. He used his military range finder to obtain this information.

Mayor Becotte addressed that speeding through the Village is definitely an issue.

J. Allen wants to know if Council is aware of new court ruling of the BC Civil Liberties vs. the District of Powell River that states it is completely improper to suppress issues and concerns of a member of the community on any public issue. Would like to know if Council

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has read this ruling as he feels Council is ignoring correspondence from the community.

Mayor Becotte states that he is unaware of this ruling.

Mrs. Stenson wants to know about the Tree Protection Bylaw as Hydro has cut down two trees on her property, they advised that the trees were too high and in the way of the hydro lines. Does Hydro need a permit?

CAO reported that the practice of sending a copy of the tree bylaw to BC Hydro asking to be informed is a useful tool.

A member of the public stated that BC Hydro and Terasen Gas have an unwritten right of way if trees interfere with the power or are too close to a transformer.

Janne Perrin would like to thank Council for acknowledging her letter regarding the pruning of the trees. She is pleased to hear that a certified arborist may be advising the Village.

CAO stated that he will look into further.

Elizabeth Scotson advised that the Harrison/Agassiz Painters have their annual show in the United Church and will be unable to attend the Community Building Event on April 25, 2009.

13.

ADJOURNMENT

Moved by Councillor Perry

Seconded by Councillor Jackson

CARRIED

Certified a true and correct copy of the minutes of the Regular Meeting of Council held April 6, 2009 in the Council Chambers, Village of Harrison Hot Springs, BC

Ken Becotte
Mayor

Larry Burk
Chief Administrative Officer

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

DATE: April 14, 2009
TIME: 9:04 a.m.
PLACE: Council Chambers
Harrison Hot Springs, B. C.

IN ATTENDANCE: Mayor K. Becotte
Councillor B. Perry
Councillor D. Harris
Councillor A. Jackson
Councillor D. Kenyon

Larry Burk, Chief Administrative Officer
Dale Courtice, Director of Finance
Ken Fleckenstein, Superintendent of Public Works
Chris Wilson, Fire Chief

Recording Secretary, C. Richardson

ABSENT:

1. CALL TO ORDER

Mayor Becotte called the meeting to order at 9:04 a.m.

2. ADOPTION AND RECEIPT OF MINUTES

3. LATE ITEMS

4. ITEMS FOR DISCUSSION

Report of Fire Chief Chris Wilson
☒ Pager Purchase – March 26/09

☒ Automatic External Defibrillator
Purchase – March 26/09

☒ Fire Hall Roof – March 26/09

Moved by Councillor Kenyon
Seconded by Councillor Perry

THAT Mayor and Council receive these reports for consideration in the 2009 financial plan.

CARRIED

☒ Bylaw Officer Purchase of
Insurance

Moved by Councillor Harris
Seconded by Councillor Kenyon

THAT Council allow for the Bylaw officer to purchase the insurance required as per the proposed 2009 Financial Plan.

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April 14, 2009

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□ 2009-2013 Financial Plan

2009-2013 Financial Plan

Director of Finance Dale Courtice provided an overview of the 2009 Budget 3rd draft. The latest changes to the draft were highlighted in red, with previous changes highlighted in yellow and green.

In order to retain the same residential revenue for 2009 as in 2008 the Residential Tax Rate will increase by 1.97%.

The ratio between business and residential will remain the same as 2008 at 3.1:1.

CAO and Director of Finance will develop a Statement of Objectives and Policies to bring to Council for discussion to coincide with 2009 Provincial reporting Protocol.

CAO to research other jurisdictions to review their comments with respect to the new policy.

An ad to be posted in the Observer April 23 & 30 editions advertising a public consultation meeting for 2009 Financial Plan Thursday April 30, 2009, 7 p.m.

Mayor Becotte requests Council involvement in putting the report together. Next meeting of the draft budget will be April 21, 2009 at 9 a.m.

CAO requests itemized issues to be dealt with for priorities to strategic plan.

Mayor Becotte requested a written report on priorities for Council consideration.

Mayor Becotte thanked the Director of Finance and staff for work done on the Financial Plan draft to date.

5. NEW ITEMS

Superintendent of Public Works brought forward a new item being a Variable Frequency Drive for the old flood pump. The estimated cost is \$15,000.00. CAO suggested going forward with a grant application advertised by the Provincial Government. Flood prevention funds are available at a ratio of 90% from the Government special flood prevention funding program. CAO recommended applying for new flood pump and generator at approximately \$700,000. This requires budget inclusion for 10% at \$70,000.

Moved by Councillor Perry

Seconded by Councillor Kenyon

THAT staff prepare an application for government grant funds for a new pump and generator with the village budget to include 10% of

**VILLAGE OF HARRISON HOT SPRINGS MINUTES OF THE
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the estimated cost.

CARRIED

Councillor Harris brought forward a new item to be included in this Financial Plan. He recommended an amount for continuing Community Gardens Project in future years, \$5000.00 to be added to 2009 and \$2000.00 for each subsequent year. Councillor Perry suggested future funding may be realized from Fraser Health.

Director of Finance and CAO will review and have new draft budget package for April 21, 2009 meeting.

Moved by Councillor Harris
Seconded by Councillor Perry

THAT Council receives draft and new changes to the proposed 2009 budget.

CARRIED

☐ Tugboat Junction

Tugboat Junction

Moved by Councillor Kenyon
Seconded by Councillor Harris

THAT Council direct staff to proceed with a report to prepare a text amendment to the current zoning to permit electric go-karts, specifically on the subject property; and

THAT Council directs staff to proceed with preparation of a Development Permit with variances to correct the existing non-conforming issues on the property.

CARRIED

☐ Bylaw No. 909 Fee Schedule
Amendment – April 9, 2009

Moved by Councillor Perry
Seconded by Councillor Harris

THAT “Village of Harrison Hot Springs Fee Schedule Amendment Bylaw No. 909, 2009” be received for first reading, April 14, 2009.

CARRIED

Moved by Councillor Harris
Seconded by Councillor Jackson

THAT “Village of Harrison Hot Springs Fee Schedule Amendment Bylaw No. 909, 2009” be received for second reading, April 14, 2009.

CARRIED

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Moved by Councillor Kenyon

Seconded by Councillor Harris

THAT "Village of Harrison Hot Springs Fee Schedule Amendment
Bylaw No. 909, 2009" be received for third reading, April 14, 2009.

CARRIED

5. ADJOURNMENT

Moved by Councillor Kenyon

Seconded by Councillor Harris

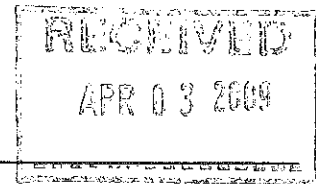
THAT the meeting be adjourned at 11:28 a. m.

CARRIED

Certified a true and correct copy of the minutes of the Special
Council Meeting held April 14, 2009 in the Council
Chambers, Village of Harrison Hot Springs, BC.

Ken Becotte
Mayor

Larry Burk
Chief Administrative Officer



CITY OF BURNABY
OFFICE OF THE MAYOR
DEREK R. CORRIGAN
MAYOR

2009 March 24

Mayor and Council
Village of Harrison Hot Springs
P.O. Box 160
Harrison Hot Springs, BC V0M 1K0

Dear Mayor and Council:

SUBJECT: SIX STOREY WOOD-FRAME RESIDENTIAL BUILDINGS
ITEM NO. 02, MANAGER'S REPORTS, COUNCIL 2009 MARCH 23

Burnaby City Council, at the Open Council meeting held on 2009 March 23, received the above noted report from the Director Planning and Building. Council adopted the following recommendations contained within the staff report **AS AMENDED**:

1. "THAT rezonings for the development of five or six storey wood-frame buildings only proceed after the concerns outlined in this report have been satisfactorily addressed.
2. THAT Council authorize an amendment to the Building Bylaw to include Building Specialists in the definition of Registered Professionals enabling the Chief Building Inspector to require Building Specialists for the design and field review of the construction of complex buildings.
3. THAT a copy of this report be sent to Honourable Rich Coleman, Minister of Housing and Social Development, requesting that the issues outlined in this report be addressed for inclusion in the B.C. Building Code.
4. THAT a copy of this report be sent to all UBCM member municipalities.

Please find enclosed a copy of the report for your information.

Sincerely,

Derek R. Corrigan
Derek R. Corrigan
MAYOR

470-20

DATE	APR 02 2009
<input checked="" type="checkbox"/> ACCTS	<input type="checkbox"/> P/R
<input checked="" type="checkbox"/> DCAO	<input type="checkbox"/> ADMIN
<input type="checkbox"/> DIR F	<input type="checkbox"/> B/L ENF
<input type="checkbox"/> SUP P/W	<input checked="" type="checkbox"/> MAYOR
<input type="checkbox"/> PAYROLL/TAX	<input checked="" type="checkbox"/> COUNCIL
ITEM	A B C
COUNCIL AGENDA	
DATE APR 26	
INITIAL	<input type="checkbox"/>
(ITEMS: A - REQ, ACTION; B - INFO - W RESP; C - INFO ONLY)	

COUNCIL REPORT

TO: CITY MANAGER

DATE: 2009 MARCH 18

FROM: DIRECTOR PLANNING & BUILDING
FIRE CHIEF

SUBJECT: SIX STOREY WOOD-FRAME RESIDENTIAL BUILDINGS

PURPOSE: To provide Council with information and recommendations on the B.C. Building Code changes allowing the construction of six storey wood-frame residential buildings.

RECOMMENDATIONS:

1. **THAT** rezonings for the development of five or six storey wood-frame buildings only proceed after the concerns outlined in this report have been satisfactorily addressed.
2. **THAT** Council authorize an amendment to the Building Bylaw to include Building Specialists in the definition of Registered Professionals enabling the Chief Building Inspector to require Building Specialists for the design and field review of the construction of complex buildings.
3. **THAT** a copy of this report be sent to Honourable Rich Coleman, Minister of Housing and Social Development, requesting that the issues outlined in this report be addressed for inclusion in the B.C. Building Code.

REPORT

1.0 BACKGROUND

At the regular Council meeting of 2009 February 02, Council directed staff to provide a report on the B.C. Building Code (Code) changes allowing the construction of six storey wood-frame residential buildings. The purpose of this report is to outline the Code changes, issues arising from those changes and the impact of those changes in Burnaby.

On 2008 February 16, the Thorne Speech indicated that "we will lead the way in safe, six storey wood-frame construction that lowers building and housing costs." Premier Gordon Campbell also indicated that he wanted to support the province's forest industry by allowing higher wood-frame buildings.

In 2008 May, Housing Minister Rich Coleman announced the Province's intention to increase the maximum height for wood-frame residential buildings from four to six storeys by amending the Code.

In 2008 June, the Building and Safety Policy Branch, a branch of the Office of Housing and Construction Standards responsible for the development of the Code, started working on the Code changes. In 2008 August, the Branch hired consultants to conduct research, identify the issues to be addressed and propose Code changes to allow the construction of six storey wood-frame residential buildings.

Between 2008 July and November, staff in the Building and Safety Policy Branch worked with stakeholders to develop proposed changes to the Code. Public consultation on the proposed Code changes was conducted from 2008 November 15 to December 15.

In general, the stakeholders felt that their input was hampered by time constraints and limited background information and research. Some of the important issues outlined in this report have not been addressed and recommendations were not incorporated in the Code changes.

2.0 NEW BUILDING CODE PROVISIONS

The following new Code provisions, for residential buildings only, were enacted by Ministerial Order on 2009 January 08 and will take effect on 2009 April 06:

2.1 Building Height

The current Code permits wood-frame residential buildings up to four storeys in height. The Code changes increase the allowable height of these buildings to six storeys with a maximum dimensional height of 18 meters to the uppermost storey. The height limit of 18 meters is also the current limit for a building that would not be considered as a high-rise building.

However, in higher seismic zones, such as the Lower Mainland, the current structural requirements of the Code for wood-frame construction limit the building height between to 15 m and 20 m depending on the types of wood shear walls used to resist seismic forces. This requirement may further restrict the dimensional height and the number of storeys that can be built.

2.2 Building Area

The Code addresses the inherent difference between combustible and non-combustible construction by limiting combustible building area to 20% of that permitted for a non-combustible building of similar height. This factor is maintained with the Code changes. The building area defines the total permissible area for each floor.

The Code currently employs a formula in apportioning building area relative to the building height, such that the resulting gross floor area of all the floors is limited to a maximum of 7200 sq.m.

The current maximum area for each floor of a four storey wood-frame building is 1800 sq.m. The new maximum floor area is 1440 sq.m. for a five storey building and 1200 sq.m. for a six storey building.

By retaining the same gross floor area, the intent of the Code change is to maintain the same volume of combustible construction.

2.3 Exterior Cladding

Combustible cladding is currently permitted on a four storey residential building. The Code change limits the cladding for five storey and six storey wood-frame residential buildings to three types:

- non-combustible material,
- combustible material with certain fire-resistance, or
- fire-retardant treated wood.

The intent of the Code change is to address the risk of fire spreading up the building face.

2.4 Sprinkler System

Currently a four storey wood-frame residential building is required to have a sprinkler system conforming to NFPA 13R, "Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height." The Code change requires five storey and six storey buildings to have a sprinkler system conforming to a higher standard, NFPA 13. Additional sprinkler protection will apply to balconies, closets, attic and crawl spaces.

2.5 Seismic Design

Shear walls provide resistance to lateral earthquake loads. The Code change requires the shear walls of all floors to line up over the entire height of the building. Offset or discontinuity of the shear walls weakens the structural capacity of the building structure to resist lateral earthquake loads.

3.0 ISSUES

Although the stakeholders and the public generally support the principle of allowing the construction of six storey wood-frame buildings and the Code changes do address some of the concerns raised, a number of significant technical and process issues remain. They are discussed as follows:

3.1 Technical Issues

This Section identifies technical issues and concerns that have not been addressed by the Code changes for various reasons. Municipalities have limited power under the Concurrent Authority within the Community Charter to establish bylaws that alter the technical standards or the application of the Code without the approval of the Minister.

The Charter limits municipalities to process oriented issues in relation to the Codes administration.

3.1.1. Lack of Research on Seismic Design

Code changes of this magnitude that require extensive research, testing, consultation and the development of education and training documents would normally take several years to complete. These Code changes were completed in six months. The Building and Safety Policy Branch started to work on the Code changes in 2008 June and hired two consultants in 2008 August to review primarily structural performance and fire risks inherent in six storey wood-frame buildings. The proposed changes were available for public consultation between 2008 November 15 and December 15 and were approved by the Minister in 2009 January.

The Association of Professional Engineers and Geoscientists of BC (APEGBC) and the Architectural Institute of BC (AIBC) identified a number of concerns related to issues such as fire safety, structural adequacy and material shrinkage, and stated that there was insufficient time to develop guidelines for their members prior to the implementation of the Code changes. APEGBC has submitted a proposal for funding from the Province to produce the necessary guidelines, however, the initial request was not approved. Recently the Province agreed to fund a shortened version to approximately 1/4 of the original proposal.

The Province also provided funding to Forintek, a research group, to test a six storey wood-frame building on an earthquake shaker table in Japan this summer. Forintek is also conducting some research on the structural design of six storey wood-frame buildings, both in their laboratory at the University of British Columbia and at the Colorado State University. The results are not expected to be available prior to the effective date of the Code changes in April.

Code requirements pertaining to buildings and construction materials provisions have evolved based on research and historical experience of the performance of wood-frame buildings up to four storeys. It is the view of staff that more research and consultation should be required prior to adopting the Code changes which allow an increase in the building height of wood-frame buildings to six storeys.

3.1.2. Fire Risks

Recommendations of the consultants addressing fire risks and concerns expressed by interest groups such as the Building Officials, Fire Chiefs, Professional Engineers and Architects, were not incorporated in the Code changes. Such recommendations are listed as follows:

- Increase the reliability of the fire separations between floors by using two layers of fire-rated drywalls instead of one layer;
- Limit the risk of fire spread up the exterior of the building by only allowing non-combustible cladding (and not permitting combustible materials);
- Limit the risk of fire spread up the interior of the building by providing fire blocking of vertical concealed spaces;

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Re: Six Storey Wood-Frame Residential Buildings
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- Provide better exit routes by requiring non-combustible exit shafts; and
- Aide firefighting by providing high-rise measures, such as a firefighters' elevator, a voice communication system, a smoke control system and an emergency generator

The Code changes failed to address a concern pertaining to residential buildings for seniors and for assisted living. The occupants in those buildings would have difficulty negotiating six storeys of stairs in the event of an emergency.

Fire spread in wooden structures, regardless of sprinklers, is considerably more rapid than in those built of non-combustible materials (i.e. concrete). In many cases, multi-storey wooden structures have experienced catastrophic fire loss between the firewalls, along with considerable damage to the rest of the building as a direct result of the rate of fire spread. There can be a dozen or more units between the firewalls and fire intensity contributing to radiant, conductive and convective heat transmission can seriously affect their ability to stop the horizontal spread of the fire.

In a concrete building, the fire is usually contained to the area of origin and rarely spreads to other floors or units. The areas or units in concrete structures act as compartments and greatly reduce the spread of fire. If the fire is not in or affecting the safety of their unit, the occupants can stay where they are and wait for rescue if they are unable to access a fire escape route.

In a wooden structure, this is not an option. The occupants must escape the building. The potential rate of fire spread in a wood-frame building greatly reduces the time someone has to find their way out of the building. Escaping from a sixth floor is going to take longer than it does to escape from a fourth floor. This applies to firefighter escape as well.

The Code changes did not address these fire issues and may put the firefighters and the occupants of six storey wood-frame buildings at an increased risk.

3.1.3. Fire Fighting

Six storey structures require the use of high-rise firefighting tactics which are much different from those used for low-rise structures (1 - 4 storeys). The current three and four storey wooden structures create demanding challenges when fighting fires from an external upper floor access perspective. The transition from low-rise to high-rise firefighting tactics takes place for anything greater than three storeys above ground level. Firefighters are able to access third floor balconies with ground ladders but require truck aerial ladders to reach higher storeys. It is both the number of storeys and the building height from any side that determine the specific firefighting tactics used. Fires in these structures are fought using internal as well as external tactics and each complements the other. Access for aerial devices is usually an issue in apartment complexes and which floor the firefighters can get to is dependent on how close they can get to the building. As a result, internal firefighting tactics may be the only option for fires in the upper floors, a much more dangerous situation in a wooden structure than one constructed of non-combustible materials.

Fires in concrete buildings are usually compartmentalized, in other words they are contained to a cubicle like area. In concrete buildings, firefighters can attack the fire from outside the fuel load area that is burning, even if it is an inside hallway or stairwell. When fighting fire from the inside of a wooden building, they usually find themselves operating in the middle of the fuel load.

A critical component of any firefighting strategy includes searching the building for occupants requiring rescue. A six storey wooden building would take about twice the time to search as compared to a three storey building with the same available resources. With the potential of a more rapid fire spread, time becomes much more critical. A wood-frame building would require a complete initial search, while in comparison, a high-rise building constructed of non-combustible materials only requires an initial search of the immediate floor or two above the fire floor and occupants can remain in their unit if it is unsafe to exit the building.

It is common for fires in low-rise (up to 4 storeys) wood-frame apartment buildings to require more firefighting resources for a longer period of time to extinguish than for those in multi-storey structures constructed of non-combustible materials enclosing each unit. It is the potential for the rapid spread of the fire to the entire structure as well as the surrounding exposures that determines the resources assigned to the incident. Fires in wooden multi-unit apartment structures usually require responses that tax the fire fighting resources to the limit and often require the callback of off-duty personnel to support the operation and provide coverage for the remainder of the city.

3.1.4. Building Envelope

There is no additional provision in the Code changes to address the design and performance of the building envelopes of six storey wood-frame buildings. The consultants hired by the Province have cited the reason that Part 5 of the current Code, Environmental Separation, is objective-based and adequately deals with the building envelopes for buildings of different heights. It is therefore incumbent on the designer to consider the increased risks, and design accordingly.

The design and construction of building envelopes are very complex. Factors affecting the performance of the envelope of a building include knowledge and experience of the designer, detailing of the interfaces between different materials, workmanship, field reviews by the professionals and maintenance by the owners. The level of competency and knowledge of the industry and the design professionals and the standard of drawings and documents vary substantially within the industry.

Given the above factors, together with the amount of rainfall in the Lower Mainland, the addition of two extra wood-frame storeys could increase the risk of building envelope failure.

3.1.5. Material Shrinkage

There is no specific provision in the Code changes to deal with the shrinkage of wood products used in the construction of six storey wood-frame buildings.

The only reference to shrinkage is made in the Appendix of the Code that warns the designers that building movement, due to shrinkage, should be considered in the designs of cladding systems, mechanical and plumbing systems, hold-down devices for structural walls and connections to non-shrinking elements, including firewalls and elevator shafts.

3.2 Process Issues

Administrative matters may be dealt with autonomously at the local government level. Building Bylaw that establishes procedures for the administration and enforcement of the Code, such as plan review and building inspection, is not subject to concurrent authority and does not require the Minister's approval. Some of these process issues identified below may be addressed at the local government level.

3.2.1 Qualification of Professionals

Since the current Code is objective-based, it heavily relies on the design professionals to use their knowledge and experience to ensure that their design meets the objectives of the Code. One of the major concerns identified by various interest groups and the consultants hired by the Province was the need for qualified design professionals to address the technical issues identified above (fire safety, structural, building envelope and material shrinkage).

Currently, the Code requires registered architects and professional engineers to design and provide construction field reviews of six storey wood-frame residential buildings. However, the Code does not require specific training, knowledge or experience for the professionals. The certification and regulation of the practice of architects and engineers are left to AIBC and APEGBC under the authority of their respective Acts.

The Ministry of Housing and Social Development introduced Bill 10, The Housing Statutes Amendment Act, on 2008 April, providing the two professional associations with authority to create categories of Building Specialists and set qualifications. It also enables the local governments to require Building Specialists, created by the two associations, to certify plans submitted for Building Permits. This provides local government with confidence that new and complex technologies are safely and effectively implemented.

APECBC has already created a category of Building Specialist called "Designated Structural Engineers" (DSE) for structural design of more complex buildings, such as those classified as Part 3 buildings by the Code. The City of Vancouver has already amended their Building Bylaw requiring DSE for all Part 3 buildings since 2007.

AIBC and APECBC are jointly working to create two more categories of Building Specialists, "Building Envelope Professionals" (BEP) for the design and field review of building envelopes and "Certified Professionals" (CP) to coordinate the permit and inspection processes. The program for BEP may be completed this year while the one for CP may take two years to finish.

To: City Manager
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Re: Six Storey Wood-Frame Residential Buildings
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The current Burnaby Building Bylaw requires that the design and field review of building envelope of a residential building, other than single and two family dwellings, shall be carried out by a Building Envelope Professional that meets the qualifications as prescribed in the Building Bylaw.

The Burnaby Building Bylaw also provides the authority to the Chief Building Inspector to require the owner to obtain the design and field review services of a "Registered Professional", an architect or a professional engineer, in respect of a permit for a building that, in the opinion of the Chief Building Inspector, the site conditions, size or complexity of a building or an aspect of a building so warrants.

In order to take advantage of the authority provided by Bill 10, it is recommended that Council authorize the amendment of the Burnaby Building Bylaw to include Building Specialists, as defined in Section 55(1) of the Community Charter, in the definition of Registered Professionals.

This amendment will enable the Chief Building Inspector to require certification of Building Specialists, such as Designated Structural Engineers, Building Envelope Professionals and Certified Professionals, for complex buildings such as all Part 3 which includes the six storey wood-frame buildings.

The benefit of this bylaw change is not only to ensure that the new and complex technologies are safely and effectively implemented but also reduces the City's liability exposure in future claims due to faulty construction.

3.2.2 Qualification of Contractors and Trades

Concerns were raised by building officials and design professionals that some of the contractors and trades do not have the experience, qualifications and/or ability to construct four storey wood-frame buildings, particularly in relation to building envelopes, fire stop systems, material shrinkage due to moisture content of wood and shear walls. Construction of six storey buildings will exaggerate the need for qualified contractors and trades.

Currently there is no mandatory qualification for contractors or trades that are responsible for the items mentioned above. The new home warranty program relies on the insurance providers to screen the general contractors; however, the insurance providers qualify contractors based more on their financial ability than their technical ability.

APEGBC's preliminary proposed design guideline for structural engineers recommended that contractors should be qualified by their past experiences or be able to demonstrate to the engineer that they have the necessary understanding and competencies to perform the work including proper installation of all details provided by the structural engineer.

Qualification of contractors and trades is a provincial matter, however, we are able to require, under our current Building Bylaw, an independent third party inspection in addition to the inspections provided by our building inspection staff to ensure certain critical building components are being installed correctly.

3.2.3 Education and Training

APEGBC is currently working on a design guideline for professional engineers to address the six storey wood-frame buildings. The guideline will be a scaled down version from the original proposal due to funding and time restraints. The guideline will cover topics such as design, drawing and review practice, shear walls, shrinkage, firewalls and elevator shafts, and hybrid systems with mix use of wood, steel, concrete and masonry.

APEGBC is hoping to have the guideline available to the engineers on or before the effective date of the Code changes. However, time would still be required to schedule seminars for education and training. It is not expected that the training would be completed until later this year.

Unfortunately, there is no specific education and training program for building officials, contractors and trades at this time.

4.0 IMPACT OF CODE CHANGES IN BURNABY

4.1 Zoning

Five and six storey wood-frame residential buildings could be accommodated through Comprehensive Development rezoning under Burnaby's existing zoning bylaw, if approved by Council.

Although the RM2 and RM3 zoning districts permit a maximum building height of three storeys, four storey residential buildings have been permitted under Comprehensive Development zoning based on these districts, at a maximum RM3 density of 1.10 Floor Area Ratio with underground parking and no amenity bonus.

Six storey residential buildings would hypothetically tend to fall within the RM4 and RM5 density range, i.e. 1.70 and 2.20 Floor Area Ratio maximums respectively (with underground parking and no amenity bonus). Given the maximum lot coverage of 25 percent and 30 percent permitted in the RM4 and RM5 districts respectively, the maximum Floor Area Ratios permitted in these zones could not be achieved in a six storey building form, except through a Comprehensive Development rezoning which increased the permitted lot coverage for a specific development.

Given the concerns outlined in this report, it is unlikely that rezoning applications for six storey wood-frame apartment buildings would be supported by staff until such time as the issues outlined in this report are addressed.

4.2 Firefighting

The President of the Fire Chiefs' Association of B.C. (FCABC) submitted a report from the Fire Services Liaison Group (FSLG) outlining some serious questions and concerns expressed by its members. Some were addressed, but a significant number still exist.

The Province announced that the changes to the Code had the support of the Office of the Fire Commissioner, a provincially run and funded agency. The request and opportunity for input came after the initial announcement.

It is critical that the safety of the occupants and firefighters be considered in any requirements relating to the construction of any structure. From a Fire Department perspective, these are not mid-rise buildings. They would require high-rise firefighting tactics. The firefighting strategy would have to be further modified, based on the combustible material construction for the reasons previously indicated.

Fire incidents would require an increased resource response to deal with the added tactical requirements compromising the ability of the Fire Department to quickly attack the fire from an offensive stance, in other words, finding the seat of the fire and extinguishing it quickly minimizing the fire loss. This is difficult enough in three storey apartment buildings. If the firefighters are forced into a defensive stance (fighting the fire from outside at a safe distance), they are only able to control the spread of the fire to adjoining exposures and extinguishment is accomplished by "surround and drown" where appliances with large nozzle are set up to pour water on the structure until the fire is out, usually resulting in catastrophic fire loss.

Even with the most up-to-date fire protection systems in place to alert occupants and slow the fire down (i.e. sprinklers), the ability for occupants to escape quickly is probably the most important factor. When an alarm sounds, all too often it is ignored and we usually find only a handful have made their way from the building. In a wooden structure, it is that much more imperative that all occupants get out safely and quickly. If there is a fire emergency, a taller building will take longer to be evacuated and, with our search taking longer to complete, fewer resources will be available initially to begin an offensive fire attack.

For these reasons, the Fire Department would not support proposals allowing wood-frame buildings of more than the current four storey limit and height restriction for these types of structures.

4.3 Permit and Inspection Process

Staff involved in the permit and inspection process of multi-storey residential buildings rely on the expertise of registered professionals, such as architect and engineers, with respect to issues regarding the building envelope, structural adequacy and building material shrinkage. If the architects and engineers are not ready or adequately prepared to deal with the design and construction implications of the six storey wood-frame buildings, staff could not support proposals to construct such buildings.

5.0 CONCLUSION

Although there is support in principle to allow six storey wood-frame building construction, the following technical and process issues remain to be addressed:

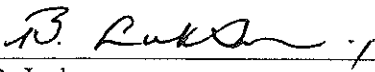
- Lack of research on seismic design;
- Fire risks to occupants;

To: City Manager
From: Director Planning & Building & Fire Chief
Re: Six Storey Wood-Frame Residential Buildings
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- Firefighting;
- Building Envelope;
- Material Shrinkage;
- Qualification of Design Professionals;
- Qualification of Contractors and Trades; and
- Education and Training for those involved in design and construction

Given the concerns outlined in this report, it is recommended that:

1. Rezoning for the development of five or six storey wood-frame buildings only proceed after the concerns outlined in this report have been satisfactorily addressed.
2. Council authorize the amendment to the Building Bylaw to include Building Specialists in the definition of Registered Professionals enabling the Chief Building Inspector to require Building Specialists for the design and field review of the construction of complex buildings.
3. A copy of this report be sent to Honourable Rich Coleman, Minister of Housing and Social Development, requesting that the issues outlined in this report be addressed for inclusion in the B.C. Building Code.



B. Luksun
Director Planning & Building

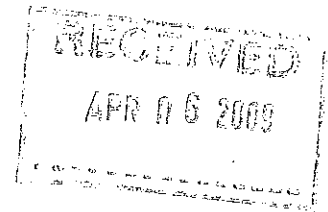


R. Cook
Fire Chief

PS:ap

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cc: Director Engineering
City Solicitor
Chief Building Inspector



March 31, 2009

Ref: 132379

Mr. Larry Burk
Chief Administrative Officer
Village of Harrison Hot Springs
Box 160
Harrison Hot Springs, BC V0M 1K0

Dear Mr. Burk:

On behalf of the Province of British Columbia, I am pleased to inform you that a grant has been approved in the amount of \$400,000 for the general purposes of the infrastructure works programming that is consistent with the Memorial Hall Renovations project for which the Village of Harrison Hot Springs submitted an application under the Towns for Tomorrow program. Funds will be electronically deposited in to your bank account by March 31, 2009.

We understand that the Village agrees to provide a management report to the Ministry of Community Development upon completion of the project. A report outline, utilizing a results based model as detailed in the Towns for Tomorrow program guidelines is enclosed with this letter.

We trust you will use your best efforts to ensure a successful outcome as a result of this undertaking.

Yours truly,

Mike Furey
Assistant Deputy Minister

Enclosure

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Ministry of
Community Development

Assistant Deputy Minister
Local Government

Mailing Address:
PO Box 9490 Stn Prov Govt
Victoria BC V8W 9N7

Location:
6th Floor 800 Johnson Street
Victoria

Phone: 250 356-6575
Fax: 250 387-7973

www.gov.bc.ca/cd



MEMBER NOTICE

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TO: Mayor and Council
Chair and Regional District Board

FROM: UBCM Secretariat

DATE: 02 April 2009

RE: PROVINCIAL RESPONSES TO 2008 UBCM RESOLUTIONS

The UBCM received on 02 April 2009 the provincial government's responses to the 125 resolutions that were endorsed either at the Union of British Columbia Municipalities Convention in September 2008, or by the UBCM Executive subsequent to the Convention, at the Executive meeting in December 2008.

The response package comprises the entire provincial government response for 2008.

It is understood that area association annual meetings will be taking place over the next few weeks. In light of this, and with awareness that the Association of Vancouver Island and Coastal Communities annual meeting begins on 03 April 2009, UBCM is making available on its website a PDF version of the provincial response package.

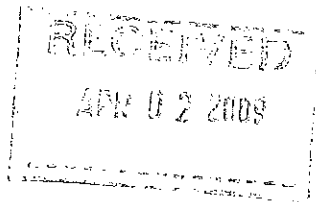
The provincial response package may be accessed on the UBCM website [www.civicnet.bc.ca] under Resolutions & Policy / Resolutions Database. Scroll down and click on the link for "2008 Provincial Responses".

Please note that at this time, the provincial responses are available only as a PDF file. Provincial responses to 2008 resolutions are not yet available in the UBCM's searchable online resolutions database. UBCM staff will upload the 2008 provincial responses to the online database over the next two weeks.

Beginning next week, letters conveying specific provincial responses will be sent to individual sponsors of 2008 resolutions.

Please contact Reiko Tagami, Information & Resolutions Coordinator, with any questions about the provincial responses to 2008 UBCM resolutions.

E-mail: rtagami@civicnet.bc.ca Tel: 604.270.8226 ext. 115



Social Planning and Research Council
of British Columbia
4445 Norfolk Street
Burnaby, BC Canada V5G 0A7
Tel (604) 718-7723, Fax (604) 718-8697
info@sparc.bc.ca www.sparcbc.ca

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Dear Mayors and Councils, Chairs and Regional Boards;

Re: Access Awareness Day - June 6, 2009

Employing people with disabilities is good business!! We hope you will make this statement yours by getting on board with SPARC BC's Access Awareness Day.

It's the 12th Annual Access Awareness Day and the Social Planning and Research Council of BC (SPARC BC) has been partnering with the Union of BC Municipalities to call attention to the need for greater accessibility and inclusion of citizens with disabilities. We would like to celebrate this one-day, province-wide event with you because employing people with disabilities is an important element in ensuring that everyone feels valued and part of their community.

Our campaign "Employing People with Disabilities in the Tourism Industry" fills a need in the community, with specific information on what businesses, employment agencies, or organizations can do to enhance employment services and opportunities for people with disabilities. SPARC BC decided to work with the tourism sector because BC will be the focal point on the world stage in 2010.

In partnership with UBCM and TransLink, we are sending awareness materials to the tourism community and employment agencies to let them know that hiring people with disabilities creates many benefits for everyone involved, starting with the enclosed simple, hands-on tips.

We are also providing you with some resources to help promote accessibility within your local business community: the Mythbuster booklet and an Access Awareness Day banner (both educational materials), a sample proclamation, and a sample press release.

We aim to work with the UBCM and you, as local governments, because you are the most involved in making your communities inclusive and accessible to all your residents. Access Awareness Day is a good reminder that people with disabilities want to be active community members and their contributions to society are valuable.

Access Awareness Day will also be promoted:

- By the SPARC BC website which will provide information and resources to businesses

- Through bus advertisements placed on public transportation vehicles throughout the province
- To the SPARC BC membership of over 13,000 people and organizations throughout BC
- Through a province-wide media campaign
- To hospitals, schools, universities, various ethnic media, government representatives and community organizations who will be encouraged to join the campaign by displaying the new promotional materials and promoting accessibility in their communities.

We are enthusiastic about this campaign; there is always a need for information and people want to know what they can do! You can help put knowledge into people's hands and encourage people to think about how employing people with disabilities will promote inclusion within communities.

Accessible and inclusive communities support the independence, comfort, self-esteem and security of all their citizens, especially people with disabilities. Our mission at SPARC BC is to work with communities in building a just and healthy society for all. We know that this means ensuring people with disabilities have support to be active and involved citizens.

Accessibility By-Laws Project

SPARC BC is in the process of developing a set of model accessibility policies and by-laws that can be used by municipalities throughout BC. This past year, SPARC BC has been working with an advisory committee that is representative of the province in reviewing the proposed set of draft by-laws. The committee was established out from the collaboration with the BC CAN (the BC Community Accessibility Network) to obtain feedback on the draft materials, develop a final version, and create a promotional strategy for the model accessibility policies and by-laws.

Parking Permit Program

Accessibility and social inclusion have been SPARC BC priorities throughout our 42 year history. We're pleased to serve most of the municipalities in the province with the Parking Permit Program for People with Disabilities, which helps over 100,000 people across BC remain connected to their communities and arrive safely at their destination. Our service:

- provides fast and efficient services on permit applications and renewals at a low cost;
- promotes the availability of permits for those in need through public service announcements in the media, and wide distribution of information pamphlets, including multilingual information brochures;

- offers information regarding permits and the application process on our model fully accessible website and office;
- works with the medical profession to educate on the availability and proper use of permits;
- works with municipal bylaw departments, police and private parking agencies throughout BC to diligently promote the importance of keeping designated parking spaces available to permit holders.

We have been able to achieve and maintain our services, promotion, and advocacy work for accessible communities because the majority of municipalities support SPARC BC as their issuing agency. Supported by the UBCM Executive, we ask that municipalities maintain their support for SPARC BC as their permit-issuing agency. Fragmentation of permit issuing will weaken the strong central support we've been able to maintain for an efficient and cost-effective parking permit program, and may jeopardize the consistency of the program.

Please recognize the 12th Annual BC Access Awareness Day, June 6, 2009

Public education is a key component to creating communities that are accessible for all. We hope that your municipality or regional district will take part in Access Awareness Day this year. Please let us know if you are proud to support Access Awareness Day, we are always happy to celebrate the growth of this campaign. Thank you for your assistance in making BC communities more accessible.

Sincerely,

SPARC BC



Nancy Henderson
Executive Director

Enclosed Documents:

- Access Awareness Day Banner
- Are You a Mythbuster booklet
- Sample Proclamation

April 6, 2009

UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

UBCM Members
Attention: Mayor and Council / Chair and Board

Re: ELECTION READINESS STRATEGY

At the December 2008 Executive meeting, one of the priorities identified by the board for the coming year was the development of an election readiness strategy in advance of the provincial election. A review was undertaken of UBCM policy priorities and a strategy was drafted. Consideration was given to the new registration provisions of the Elections Act, and the implications that this would have on the type of strategy we developed. The Executive discussed both the policy elements and the type of strategy that we wished to adopt as part of the deliberations at the March meeting.

With respect to the type of strategy, the Executive discussed how proactive we wished to be in promoting local government interests and what the implications of our actions might be. Specifically, consideration was given to the new provisions in the Elections Act. Under the Act, UBCM would be required to register as a third party election advertiser if we were to transmit information, beyond our membership, related to any issue which may be associated with any political party during the election advertising campaign period. The Executive chose to limit UBCM activities to the membership level thereby not requiring us to register as a third party election advertiser. And, with the recent Supreme Court ruling on the Elections Act, UBCM wanted to take a cautious approach with respect to our activities.

Secondly, the Executive discussed UBCM's policy priorities. Seven theme statements emerged as broad policy areas where we felt there was extensive member support. These are provided on page 2 of this document. The Executive then incorporated these policy statements into our CIVICS 101 Strategy that we are pleased to provide to the membership. This information is designed to provide you with a summary of the policy priorities and the history behind the advocacy work that has been done to date in each of these areas. A broader more comprehensive overview of endorsed member policy positions can be found in the 2008 BC Communities Agenda that was adopted by the membership at last year's Convention. It also provided the framework for CIVICS 101 Strategy.

We hope you find the information useful. If you have any feedback or comments on the material please feel free to contact us.

Sincerely,



Robert Hobson
UBCM President

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INITIAL <input type="checkbox"/>	
(ITEMS: A - REQ. ACTION; B - INFO - W. RESP; C - INFO ONLY)	

Village of Harrison Hot Springs

From: localmla [localmla@uniserve.com]
Sent: April 13, 2009 6:43 PM
To: localmla
Subject: Protecting Fish and Wildlife

News Release

April 13, 2009

New Wildlife Management Areas for Fraser Valley

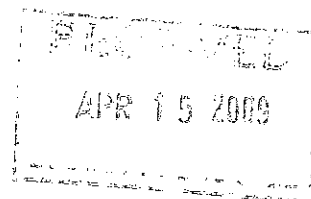


BCIT's Mark Angelo (left) and BC Park Ranger Tom Blackbird look on as Barry announces the establishment of the Bert Brink Wildlife Management Area on the Fraser River near Chilliwack.

CHILLIWACK – The B.C. government has designated 915 hectares of important fish and wildlife habitat located just west of Chilliwack, and a further 71 hectares in south Surrey as wildlife management areas, Environment Minister Barry Penner announced today.

"Today we are ensuring a long-term legacy for wildlife and future generations," said Penner. "This action by our government will protect prime habitat for many migratory birds, fish and other fauna around McGillivray Slough along the Fraser River. I can't think of a more appropriate way to honour the memory of the late Bert Brink than by naming this area after him. And, while the Serpentine area near Surrey is a smaller parcel of land, it is also very important for fish and wildlife in the Lower Fraser Valley."

"This area provides prime habitat for migratory birds, fish and other fauna," said Penner. "I'm extremely pleased that much of the area around McGillivray Slough will now fall under wildlife management area status and I'm sure that Bert Brink would be tickled if he was here today to witness this area being designated in his honour. The Serpentine area is a smaller parcel of land but nonetheless, very important for the fish and wildlife of the Lower Fraser."



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The designation of the Bert Brink and Serpentine Wildlife Management Areas (WMAs) under the Wildlife Act provides the Ministry of Environment with additional legal and regulatory tools to ensure effective management of the two sites.

"This is very good news and fits in so well with the Heart of the Fraser initiative," said Mark Angelo, spokesperson for the Heart of the Fraser and chair of the Rivers Institute at BCIT.

"Designation of this beautiful site as a Wildlife Management Area will better protect the extensive fish and wildlife values found along this part of the Fraser, which is one of the most productive stretches of river on Earth."

The Bert Brink WMA has been recognized as an important area for wildlife since the 1920s, when a game reserve was established on the site to protect a heron colony and other wildlife values. Since then, this area has become increasingly important for conserving wildlife habitat on the Fraser River floodplain. The area provides habitat for provincial red and blue-listed species including peregrine falcon, bald eagle and marbled murrelet, and rearing areas for white sturgeon, salmon and steelhead. It also includes rare stands of old-growth cottonwood trees. Two adjacent parcels of land (totalling approximately 27 hectares), which are owned by The Nature Trust and leased to the Ministry of Environment for management, will also be included in the WMA.

"We are extremely pleased with this opportunity to recognize Dr. Bert Brink, a long standing director of The Nature Trust and someone who is dearly missed," said Robin Wilson, chair of The Nature Trust of BC. "Bert was a leading voice in conserving the Fraser River – B.C.'s largest and most ecologically rich. The Bert Brink Wild Management Area located along this river is a fitting tribute to a man who tirelessly reminded us how important nature is to our well being."

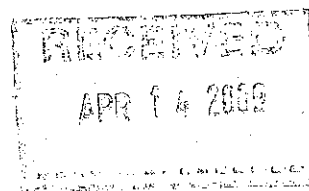
The Bert Brink WMA is named in memory of Dr. Vernon (Bert) Brink, a prominent UBC agricultural scientist and a life-long conservationist who possessed a vast love and knowledge of the outdoors. He received many awards throughout his distinguished career, including the Order of Canada and Order of British Columbia. In 2007, upon receiving the Lieutenant-Governor's Conservation Award, former Lt.-Gov. Iona Campagnolo described Brink as "B.C.'s icon of conservation and sustainability."

The Serpentine WMA includes deltaic marsh and agricultural lands that provide habitat and forage for a rich variety of migratory waterfowl and other species. The property has been managed as a wildlife area since 1973 in partnership with Ducks Unlimited Canada. Approximately 16 hectares are managed under agreement with Ducks Unlimited Canada as forage crops which attract waterfowl and reduce crop damage on adjacent agricultural lands.

"This is a great announcement for the Serpentine River and Nicomeakl River area, said Les Bogdan, Ducks Unlimited Canada's manager of provincial operations for B.C. "We've been working in partnership with the provincial government to manage this particular area for almost 25 years and it's great to see the area officially designated as a wildlife management area. It's a wonderful example of conservationists and agricultural interests working together for the good of birds and wildlife."

Since 2001, the provincial government has established 57 new parks, 143 conservancies, one ecological reserve and eight protected areas, and expanded more than 50 parks and six ecological reserves, protecting more than 1.9 million hectares. Today, 14.26 per cent (or more than 13.5 million hectares) of British Columbia is protected – more than any other province in Canada.

To make the BC Parks system even better, the B.C. government has invested approximately \$107 million over the past five years to improve park infrastructure and acquire additional parkland.



Homeowner
Protection Office

Village of Harrison Hot Springs
Box 160
Harrison Hot Springs V0M 1K0

Important Information for Building Departments about HPO forms.

Please be advised that on April 1, 2009, the Homeowner Protection Office (HPO) launched a new system for Licensed Residential Builders and home warranty insurance providers to register and enroll new homes online.

In the next few weeks, as part of your building permit requirements, you may expect to see the new HPO New Home Registration Form presented to you as evidence of home warranty insurance.

The HPO New Home Registration Form is similar to the new form issued for Owner Builder Authorizations that is printed on 8.5 x 11 plain paper instead of the previous larger multi-copy version. When you receive the HPO New Home Registration Form, please:

- review the civic address for accuracy
- complete the building permit information, and
- return a copy by fax, email or mail to the HPO as normal or login to the Local Government Portal to review and return HPO forms online.

What happens to the old HPO Registration Forms?

Both the detached and multi-unit versions of the old 8" x 14" HPO Registration Forms will continue to be used by licensed builders and warranty providers to enroll homes with home warranty insurance until the online system comes into effect, therefore, it is expected that the old form along with the new form will be circulating through the system for a number of months. Local governments should accept forms of either type provided that the warranty provider is present as evidence of enrollment in home warranty insurance. Please continue to record the building permit information for all old forms you receive and mail them to the HPO as you did in the past.

What is the Local Government Portal?

This change imposes no new obligations on municipalities and regional districts. All local governments will be given the opportunity to access their own password-protected account on the HPO website in order to review pending HPO New Home Registration Forms. This online access will allow you the option to accept the online form as proof of home warranty insurance in lieu of a paper copy and enter building permit information online. We hope it will also be a

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useful resource for verifying HPO information and reviewing upcoming permit requests for new homes in your area of jurisdiction.

Please review the attached information bulletin for more detailed instructions on how to use the Local Government Portal and to see a sample of the New Home Registration Form.

Please contact me to obtain a user account and password if you do not yet have one; and identify at least one authorized administrator for your account. Once set up, the administrator for each jurisdiction will be able to set up more user accounts. If you have any questions or concerns, please do not hesitate to contact me directly by email at wacheson@hpo.bc.ca or by phone at 604-646-7066. If I am not immediately available alternate contacts are:

Michelle Bilodeau at 604-646-7062, mbilodea@hpo.bc.ca

or

Adela Nichols at 604-646-7068, anichols@hpo.bc.ca

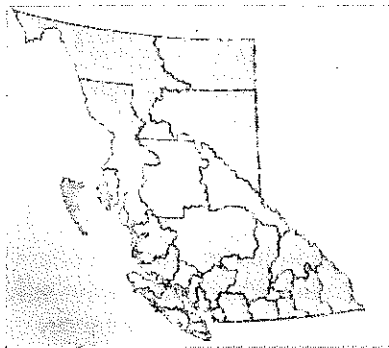
Yours truly,



Wendy Acheson
Deputy Registrar and Manager, Licensing
Homeowner Protection Office

ONLINE PORTAL FOR LOCAL GOVERNMENTS

Information for building officials and building permit staff about HPO New Home Registrations



As of April 1, 2009, the HPO portal allows Licensed Residential Builders and home warranty insurance providers to register and enroll new homes using an online system.

The HPO portal also allows municipalities and regional districts to obtain their own online account from the HPO.

Using the HPO portal gives local governments more choice and more control.

- Choose whether to electronically or manually check if a proposed new home has been enrolled in home warranty insurance or granted an owner builder authorization.
- See a complete list of enrolled projects and HPO approved owner builder projects that have not yet been issued a building permit in your area.
- Edit civic and legal address information and record permit information online without requiring a paper copy of the proof of enrollment or owner builder authorization.
- Choose to accept the online information and form as proof of home warranty insurance in lieu of a paper copy.

Licensed Residential Builders in good standing register new homes online. Once a warranty provider enrolls the home through the portal, the builder's online account is automatically updated showing that the home has been enrolled. The builder then receives access to an electronic PDF copy of the New Home Registration Form which is proof of enrollment.

At the same time, local government portals are also updated and if the project is in your area of jurisdiction, the application for permit will appear in your portal list. Once the permit is issued, you can record the permit information digitally through the local government portal, updating the HPO database automatically.

DOES THE BUILDING DEPARTMENT HAVE ANY NEW OBLIGATIONS?

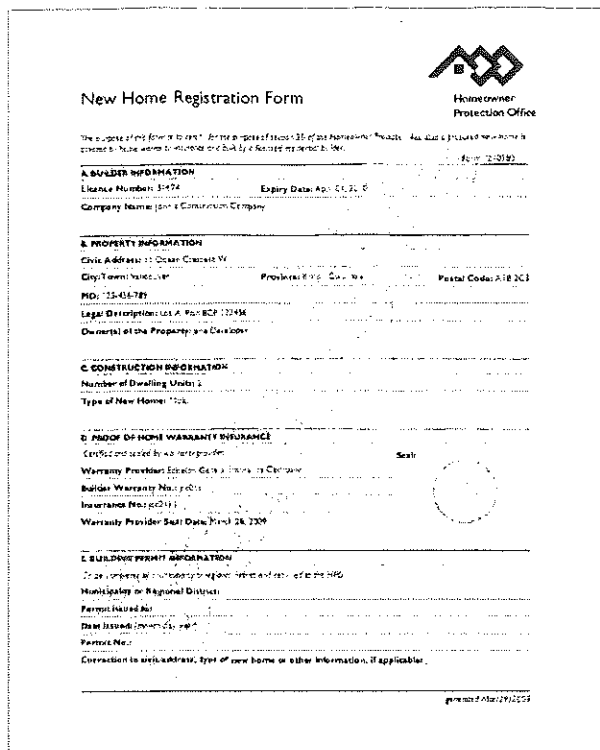
No. The online system provides new opportunities and options for local governments, but no new obligations.

Building departments can choose whether to use the new portal notification and update system for homes enrolled in home warranty insurance and owner builder homes. The system was designed to give building departments more assurances regarding the current HPO status of a project, more control over the accuracy of civic and legal address information for permitted projects, and easier, paperless submission of building permit information, and ongoing electronic access to the HPO records of projects.

If local governments choose not to use the online proof of enrollment and notification system, building departments may still accept the New Home Registration Form in paper form by requiring builders and owner builders to bring in a printed copy, then recording permit information manually and submitting paper copies of the permit information to the HPO as you have done in the past.

You may also continue to require a printed form but take advantage of the online portal as a useful reference tool.

WHAT DOES THE NEW FORM LOOK LIKE?



New Home Registration Form

The purpose of this form is to register new homes for the Homeowner Protection Office (HPO) and to provide a record of the home's construction and ownership.

A. BUILDER INFORMATION

License Number: 3474 Expiry Date: April 30, 2009
Company Name: John & Catherine Company

B. PROPERTY INFORMATION

Civic Address: 11 Ocean Crescent W.
City/Town/Village: Provincial Exp. Code: Postal Code: A1B 2C1
PID: 15-01-785
Legal Description: Lot A, Plan BCP 123456
Owner(s) of the Property: Jane Doe

C. CONSTRUCTION INFORMATION

Number of Dwelling Units: 2
Type of New Home: T2A

D. PROOF OF HOME WARRANTY INSURANCE

Warranty Provider: Eastern General Insurance Co. Ltd.
Builder Warranty No.: 12345
Insurance No.: 67890
Warranty Provider Seal Date: March 28, 2009

E. BUILDING PERMIT INFORMATION

Is the company or individual responsible for the construction of the HPO?
Municipality or Regional District:
Permit Number:
Date Issued (YYYY-MM-DD):
Permit No.:
Correction to address, type of new home or other information, if applicable:

printed: March 29, 2009

The HPO New Home Registration Form for homes enrolled in home warranty insurance is similar to the new form issued for Owner Builder Authorizations that may be printed on 8.5"x11" plain paper instead of the previous 8"x14" multi-copy coloured version. It replaces the previous HPO Registration Forms (for both detached and multi-unit versions).

If you have any doubt as to the authenticity of a form, you may log in to the HPO portal, search the New Homes Registry, or contact the HPO directly for confirmation.

WHAT HAPPENS TO THE OLD FORM?

Both the detached and multi-unit versions of the old 8"x14" HPO Registration Forms will continue to be used by builders and warranty providers to enroll homes in warranty up until April 1, 2009, when the online system comes into effect.

It is expected that both the old forms and the new 8.5"x11" New Home Registration Form will be circulating through the system for a number of months.

Local governments should accept forms of either type provided that the warranty provider's seal is present as evidence of enrollment in home warranty insurance. Please continue to manually record the building permit information for all old forms you receive and mail them to the HPO as you did in the past.

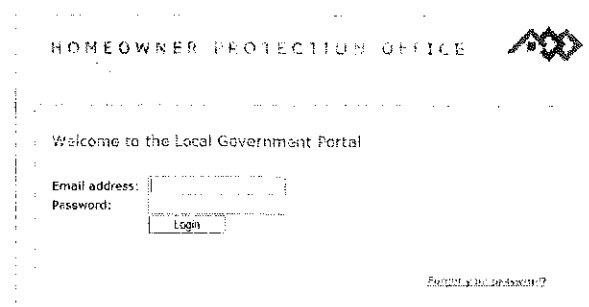
STEP-BY-STEP GUIDE TO THE ONLINE PORTAL

1 Log in at <https://lims.hpo.bc.ca/LIMSPortal/LGPortal/>

Log in using the password issued to you by the HPO.

One or more administrators from each local jurisdiction will be issued an administrator password allowing initial entry into the portal.

You are encouraged to change this password to one of your own choosing by selecting the "My account" tab. Please also update your account information and save.



HOMEOWNER PROTECTION OFFICE

Welcome to the Local Government Portal

Email address:
Password:

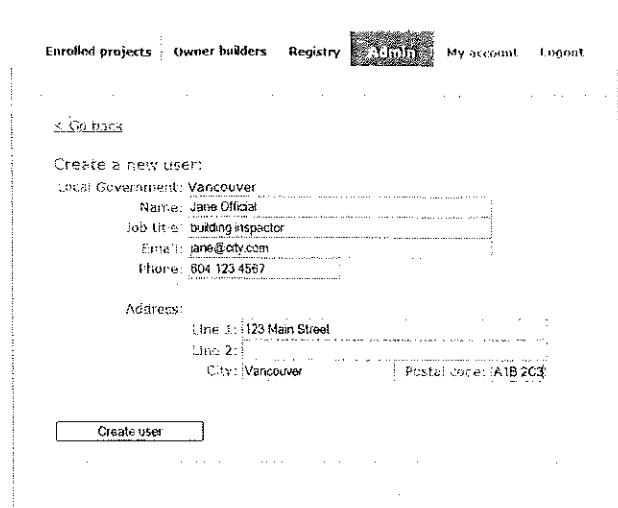
[Forgot your password?](#)

2 Assign new users

The administrator can designate as many authorized users as necessary for the local government's requirements through the "Admin" tab. Once on the Admin page, new users may be created and a list of currently authorized users will be visible and may be edited by the administrator. The designated administrator can change the status of an existing user to "Active," "Closed" or "Administrator."

To create a new user, click on "New user" to the right of the screen. Enter the requested information and click on "Create user." The new authorized user will have "Active" status. New users are automatically sent portal account information (including password) to the email address used in the creation of the account.

An active user can change his or her own account information (including password) but does not have



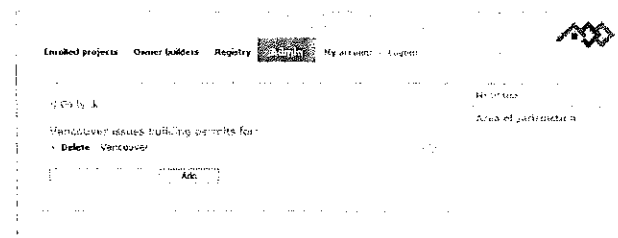
The screenshot shows the 'Admin' tab selected in the top navigation bar. Below the navigation bar, there is a 'Go back' link. The main section is titled 'Create a new user:'. It contains several input fields: 'Local Government' (Vancouver), 'Name' (Jane Official), 'Job title' (building inspector), 'Email' (jane@city.com), 'Phone' (604 123 4567), and 'Address' (Line 1: 123 Main Street, Line 2: , City: Vancouver, Postal code: A1B 2C3). A 'Create user' button is at the bottom.

access to the "Admin" tab and so cannot change their account status or utilize other administrative functions.

3 Review and edit area of jurisdiction

From the "Admin" tab, administrators are also encouraged to review and edit their Area of Jurisdiction. Municipalities serving one area will already have that city assigned by the HPO, however, administrators for regional districts and municipalities providing service to broader geographical areas should review and edit their Area of Jurisdiction in order to continually receive a list of all new registrations for their geographic area of responsibility.

Click on "Area of Jurisdiction" in the "Admin" tab. New city names can be added to or deleted from this list as necessary.



The screenshot shows the 'Area of Jurisdiction' section. It has a header 'Vancouver issues building permits for:' followed by a list of cities. There are 'Delete' and 'Add' buttons. The 'Add' button is highlighted.

If you try to add a city that is not recognized by our system, when you click "Add" the system will give you an error message in red saying "Not recognized as a known city." It will then give you possible options for the city name. If none of these options are correct and you still need to enter the city into your list, please contact us at 1-800-407-7757 Option 1 (Licensing).

4 Review enrollments and Owner Builder Authorizations

For projects not yet issued a building permit, a user can choose between "Enrolled projects" and "Owner builders." The "Enrolled projects" tab lists all those projects enrolled in home warranty insurance that will be built by licensed builders. The "Owner builder" tab lists all those projects that have been granted an owner builder authorization by the Homeowner Protection Office.

Once you have selected either the "Enrolled projects" or "Owner builders" tab, a list of the projects in your jurisdiction that have not yet been issued building permits will appear. Projects can also be searched by the builder's phone number, form number (for enrolled homes), or owner builder authorization number.

5 Submit building permit information and edit address

Once the project has been located, click on "Open" which appears to the left of the project address and form or authorization number.

Review the builder and project information, particularly the accuracy of the civic and legal address. If edits to the site address are necessary, click on "Record Permit..." and edit the site address and make any applicable comments you wish to add. You can also enter the building permit information on the same screen. Once complete, click "Save".

6 Download New Home Registration Form

If you record building permit information using the method above, you do not need to return a copy of the form to the HPO for either enrolled homes or owner-built homes. Your information will be automatically transferred to the HPO database.

However, should you wish to print or save a copy of the completed form you can click on the "download form" link that appears at the top right of the opened project page. A PDF version of the completed form will appear in a new window.

7 Review previously permitted projects

In addition to having access to enrolled projects and owner builder authorizations that have not yet been issued building permits, the Local Government Portal gives you the ability to review projects that have already been issued building permits, including access to the PDF version of the New Home Registration Form to download at any time. Select the "Registry" tab in the account. Projects in this section may be searched by civic address or building permit number.

Note: The Registry tab includes historical information from November 19, 2007 forward. Only new homes registered after April 1, 2009 have a PDF version of a New Home Registration Form available.

File	Civic	City	Permit
Open NHR 210822	7640 Main Street	Vancouver	12345
Open NHR 214930	7922 / 7932 Main Street	Vancouver	12345
Open NHR 215050	(101-3)-6621 Main Street	Vancouver	12345
Open NHR 215681	(201-204/301-394) 4192 Main Street	Vancouver	12345

FOR FURTHER INFORMATION PLEASE CONTACT:
TOLL-FREE: 1-800-407-7757 Option 1 (Licensing)
WEBSITE: www.hpo.bc.ca
EMAIL: hpo@hpo.bc.ca

Homeowner Protection Office
Suite 2270 - 1055 West Georgia Street
PO Box 11132, Royal Centre
Vancouver BC V6E 3P3



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** April 15, 2009
FROM: Administration & Finance Committee **FILE:**
SUBJECT: Grants to Groups in 2009 Financial Plan

RECOMMENDATION:

THAT Council endorses the Administration & Finance Committee apportionment of grants to groups as noted in their minutes; and

THAT Council approves adding a \$750.00 grant to the Harrison Highlanders as a contribution for purchasing uniforms; and

THAT Council approves the placement of the remainder of the \$30,000 budgeted limit into a contingency fund in case another group applies to the Administration & Finance Committee for a grant-in-aid during the year.

BACKGROUND:

The Village advertised for group to put forward their request for grants-in-aid for the 2009 budget year. Council asked the Administration and Finance Committee to review and recommend grants to groups based on the applications and assessment of need and funds available.

BUDGETARY CONSIDERATIONS:

A preliminary budget amount was set at \$30,000 for this purpose. The applications for grants came in and came under the proposed budget limit.

POLICY CONSIDERATIONS:

Recommendations from Committees are typically made to Council for consideration and approval or denial.

Respectfully submitted for consideration;

Dave Kenyan
Chairman, Administration & Finance Committee



Dale Courtice,
Director of Finance

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VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: April 15, 2009
FROM: Director of Finance FILE: 1660-20-14
SUBJECT: Amendment of the Funding Agreement under the General
Strategic Priorities Fund Program

RECOMMENDATION:

THAT the Mayor and Corporate Officer be authorized to execute the Amendment Agreement between the Village of Harrison Hot Springs and the Union of British Columbia Municipalities for the Sustainability Vision and ICS Planning for Infrastructure projects.

BACKGROUND:


An agreement was executed between the Village and UBCM on January 8, 2008 for the Sustainability Vision and ICS Planning grants. The completion date on the original agreement was put at March 31, 2008. This amendment extends the agreement to February 28, 2009. The work has been completed and a claim has been submitted, but an extension is required to release the funds.

BUDGETARY CONSIDERATIONS:

None for 2009

Respectfully submitted for your
consideration;


Dale Courtice
Director of Finance


Larry Burk
Chief Administrative Officer

VILLAGE OF HARRISON HOT SPRINGS
AUDITED SCHEDULE OF ELIGIBLE EXPENDITURES, PORT OPERATIONS
FOR THE TWELVE MONTH PERIOD ENDED DECEMBER 31, 2008

VILLAGE OF HARRISON HOT SPRINGS.
INDEX TO THE HARRISON PORT OPERATIONS
AS AT DECEMBER 31 , 2008

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Notes to the Schedule of Eligible Expenditures and Contributions	2
Schedule of Wharf Activity, Receipts less Expenditures	3
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AUDITOR'S REPORT

To the Council of

VILLAGE OF HARRISON HOT SPRINGS

We have audited the **Schedule of Eligible Expenditures and Contributions, Port Operations** for the **VILLAGE OF HARRISON HOT SPRINGS** for the period **JANUARY 1, 2008 to DECEMBER 31, 2008**. The schedule is the responsibility of the Village's management. Our responsibility is to express an opinion on the Schedule of Eligible Expenditures and Contributions, Port Operations, based on our audit and its result and on the compliance with the Contribution Agreement signed with Her Majesty The Queen in Right of Canada represented by the Minister of Transport (Transport Canada).

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the VILLAGE OF HARRISON HOT SPRINGS has adhered to the Contribution Agreement dated October 19, 2000. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the Schedule of Eligible Expenditures and Contributions, Port Operations. An audit also includes assessing the accounting principles used, as well as evaluating the overall schedule presentation.

Except as noted in Schedule 2, Notes to the Schedule of Eligible Expenditures and Contributions, In our opinion, a) the Schedule of Eligible Expenditures and Contributions, Port Operations presents fairly, in all material respects, the eligible expenditures made by the VILLAGE OF HARRISON HOT SPRINGS for the period JANUARY 1, 2008 to DECEMBER 31, 2008 in accordance with Schedule "A"- Eligible Expenditures to the Contribution Agreement, and b) the VILLAGE OF HARRISON HOT SPRINGS has complied, subject to the observations detailed in Schedule 2, in all material respects with the Contribution Agreement.

McConnell, Voelkl
CHARTERED ACCOUNTANTS

March 31, 2009
Hope, B.C.
Canada

Village of Harrison Hot Springs**Port Divestiture Program****Schedule of Eligible Expenditures and Contributions, Port Operations****For the Period January 1, 2008 to December 31, 2008****(With comparative figures for the period January 1, 2007 to December 31, 2007)****ELIGIBLE EXPENDITURES**

	<u>2008</u>	<u>2007</u>
Administration	\$ 750	\$ 750
Audit services	1,650	1,500
Insurance	0	0
Engineering services	0	0
Minor maintenance, repairs and utilities	6,735	0
	<hr/>	<hr/>
Total Eligible Expenditures	\$ 9,135	\$ 2,250
	<hr/>	<hr/>
Transport Canada Capital Contribution	\$ 0	\$ 0
	<hr/>	<hr/>
Balance forward from Prior Period	\$ 220,768	\$ 223,018
	<hr/>	<hr/>
Total Unexpended Contribution	\$ 211,633	\$ 220,768
	<hr/>	<hr/>

MILESTONES

Contribution Agreement, Start Date	October 19, 2000
Contribution Agreement, Amendment Date	October 19, 2005
Contribution Agreement, End Date	October 19, 2008
Operating Agreement, Start Date	October 19, 2000
Operating Agreement, End Date	October 19, 2008

Approved on behalf of the Village of Harrison Hot Springs:

Director of Finance

Village of Harrison Hot Springs

Port Divestiture Program

Notes to the Schedule of Eligible Expenditures and Contributions

Port Operations

For the Period January 1, 2008 to December 31, 2008

Note 1: ACCOUNTING POLICIES AND SIGNIFICANT INFORMATION

The Village operates the Harrison Port on Harrison Lake, Harrison Hot Springs, B. C., Canada. The Schedule of Eligible Expenditures and Contributions, Port Operations (Schedule 1) has been prepared in accordance with Canadian generally accepted accounting principles (CGAAP). Management has prepared this Schedule in accordance with the Contribution Agreement as Amended on October 19, 2005.

Note 2: COMPLIANCE UNDER THE CONTRIBUTION AGREEMENT

a) Non-compliance with section 6.01

The Village did not comply with the requirement of section 6.01 of the Contribution Agreement in that not all contributed funds received from Transport Canada were maintained in a separate bank account. \$160,419 of the "Divestiture Fund Equity - Harrison Hot Springs" (Schedule 4) of \$247,554 is maintained in a joint account with the District of Kent. Any disbursements made from the joint account requires the signature and consent of both the District of Kent and the Village of Harrison Hot Springs. The Village of Harrison Hot Springs maintains separate ledger accounts for all receipts and expenditures due to or incurred by the Village of Harrison Hot Springs.

b) Non-compliance with Section 7.01

The Village did not comply with the requirement of section 7.01 of the Contribution Agreement (that the Port Operator shall, on or before ninety days after the end of the Year, deliver to Transport Canada a certified report that the Contributions paid to the Port Operator has been applied solely towards Eligible Expenditures in that year) for the years ended 2003 to 2005. These certified reports were submitted late. A report prepared for the period October 19, 2000 to December 31, 2002 for the Village and audited by Consulting and Audit Canada was submitted and accepted by the Audit and Review Committee of Transport Canada on December 18, 2003.

c) Compliance with Section 4.01

The Village complied with the requirement of section 4.01 of the Contribution Agreement that all the expenditures listed in Schedule 1 of this report directly related to the Operation of the Port and were limited to those items listed in Appendix "A" - Operating Agreement, expired.

d) Compliance with Section 5.01

The Village complied with the requirement of section 5.01 of the Contribution Agreement that the Village promptly provide notice to Transport Canada of any federal, provincial, territorial or municipal government assistance received or to be received in addition to or from sources other than those specified in the Contribution Agreement, and Transport Canada shall have the right to reduce the Contribution to take into account the amount of any such assistance..
No additional government assistance was received or receivable for the period audited.

e) Compliance with Section 6.02

The Village complied with the requirement of section 6.02 of the Contribution Agreement that the accounting records for the Port Operations be kept in accordance with Canadian generally accepted accounting principles and shall keep such records separate from any other accounts and records. Although part of the contributed funds were not maintained in a separate bank account, the recipient was able to accurately account for its receipts and expenditures separate from any other accounts and records.

f) Compliance with Section 6.03

The Village complied with the requirement of section 6.03 of the Contribution Agreement that the books and accounts and other records of the Port Operator with respect to the Port Operations shall be open for audit and inspection by Transport Canada.

Note 2: **COMPLIANCE UNDER THE CONTRIBUTION AGREEMENT (continued)**

g) **Compliance with Section 8.01**

The Village complied with the requirement of section 8.01 of the Contribution Agreement that at no time during the Operating Period, did the Port Operator cease to Operate the Port.

h) **Compliance with Section 8.02 and 8.03**

The Village complied with the requirement of section 8.02 and 8.03 of the Contribution Agreement as it was not in default under Article 9 of the Contribution Agreement. When the Operator is in default of this Agreement, or where this Agreement is terminated prior to the end of the term specified in Article 2, the Port Operator shall remit to Transport Canada any unexpended contribution within six months after the termination of this Agreement.

i) **Compliance with Section 9.01**

From all correspondence with and from Transport Canada and supplied to us, as auditors of the Village of Harrison Hot Springs and under the provision of the Contribution Agreement, the Village complied with all the requirement of section 9.01 of the Contribution Agreement as the Village was not in default of any provision of the Agreement for a period of thirty days after notice by Transport Canada specifying the nature of the default and requiring the default to be remedied, nor has Transport Canada terminated this Agreement by giving thirty days notice to the Port Operator.

j) **Compliance with Section 14.16**

The Contribution Agreement has not been amended by a written agreement signed by both parties under the Agreement.

Should the Village of Harrison Hot Springs and the District of Kent enter into any agreement to contribute any contributed funds to the other party, or to transfer or assign its rights and obligation under this Agreement, prior written agreement must be received from Transport Canada.

k) **Compliance with Section 14.17**

The failure by any party to insist in any instance upon the strict performance by the other party of obligations under this Agreement does not constitute a waiver or relinquishment of any such obligations as to any other instance, and the same continues in full force and effect, and no covenant or condition of this Agreement may be waived by any party except by the written consent of that party, and forbearance or indulgence by that party in any regard whatsoever and no matter how long does not constitute a waiver of the covenant or condition, and until performed or waived in writing that party is entitled to invoke any remedy available to that party under this Agreement or by law, despite the forbearance or indulgence.

Notice Required - Should the Village of Harrison Hot Springs and the District of Kent enter into any agreement to contribute any contributed funds to the other party, or to transfer or assign its rights and obligation under this Agreement, prior written agreement must be received from Transport Canada.

l) **Compliance with Section 14.19**

The Village complied with the requirement of section 14.19 of the Contribution Agreement as it has not transferred or assigned its rights or obligations under this Agreement to any Person. Should the Village of Harrison Hot Springs and the District of Kent enter into any agreement in respect to the operation of Harrison Port or Harrison Lake Breakwater and assign, waive or alter the rights and obligations under the Contribution Agreements, the amended or additional agreement(s) must be in writing with Transport Canada and contain all the provisions stated in Article 14.19.01 to 14.19.07.

m) **Compliance with Section 14.20**

The rights and obligations of the parties contained in Articles 6, 7, 8, 11, and 12 shall survive the expiration or early termination of this Agreement.

To retain any contributed funds under the Contribution Agreement, to continue to operate Harrison Port, and to retain all of the rights under the Contribution Agreement, the Village of Harrison Hot Springs must renew the term of the Contribution Agreement by **October 19, 2008**.

Village of Harrison Hot Springs**Port Divestiture Program****Schedule of Wharf Activity, Receipts less Expenditures****For the Period October 19, 2000 to December 31, 2008****(including Interest received from a Joint Account maintained with the District of Kent)**

<u>RECEIPTS Less EXPENDITURES</u>	<u>Joint Interest</u>	<u>Yearly Transactions</u>	<u>Balance by Year</u>
<u>For the Period October 19, 2000 to December 31, 2001:</u>			
Interest to March 30, 2001	\$ 0	\$ 5,740	
Joint interest April 1, 2001 to December 31, 2001	13,831	6,915	
Wharf moorage fees	0	1,554	
Port divestiture negotiation costs	0	\$ (7,990)	
Total and Balance for the Period	\$ 13,831		\$ 6,218
<u>For the Period January 1 to December 31, 2002:</u>			
Joint interest to December 31, 2002	\$ 7,068	\$ 3,534	
Interest - segregated account	0	2,363	
Wharf moorage fees		528	
Total and Balance for the Period	\$ 7,068		\$ 6,425
<u>For the Period January 1 to December 31, 2003:</u>			
Joint interest to December 31, 2003	\$ 5,598	\$ 2,799	
Interest - segregated account	0	2,570	
Total and Balance for the Period	\$ 5,598		\$ 5,369
<u>For the Period January 1 to December 31, 2004:</u>			
Joint interest to December 31, 2004	\$ 4,477	\$ 2,238	
Interest - segregated account	0	3,523	
Total and Balance for the Period	\$ 4,477		\$ 5,761
<u>For the Period January 1 to December 31, 2005:</u>			
Joint interest to December 31, 2005	\$ 5,294	\$ 2,647	
Interest - segregated account	0	4,111	
Total and Balance for the Period	\$ 5,294		\$ 6,758
<u>For the Period January 1 to December 31, 2006:</u>			
Joint interest to December 31, 2006	\$ 7,860	\$ 3,930	
Interest - segregated account	0	6,241	
Total and Balance for the Period	\$ 7,860		\$ 10,171
<u>For the Period January 1 to December 31, 2007:</u>			
Joint interest to December 31, 2007	\$ 9,049	\$ 4,520	
Interest - segregated account	0	6,887	
Total and Balance for the Period	\$ 9,049		\$ 11,407
<u>For the Period January 1 to December 31, 2008:</u>			
Joint interest to December 31, 2007	\$ 11,670	\$ 5,053	
Interest - segregated account	0	3,300	
Total and Balance for the Period	\$ 11,670		\$ 8,354
Total Retained Receipts (Schedule 4)			\$ 60,463

Approved on behalf of the Village of Harrison Hot Springs:

Director of Finance

Village of Harrison Hot Springs
Port Divestiture Program
Balance Sheet
As at December 31, 2008

<u>ASSETS</u>	<u>2008</u>	<u>2007</u>
Current Assets		
Cash in segregated account - Village of Harrison Hot Springs	\$ 160,419	\$ 157,615
Cash - Joint Account balance allocated to the Village of Harrison Hot Springs	116,903	113,603
Cash - Joint Account balance allocated to the District of Kent	130,651	127,335
Balance of Cash held in joint account	\$ 247,554	\$ 240,938
Other Assistance received	\$ 0	\$ 0
Joint account allocation balance receivable from District of Kent	3909	3909
Total Current Assets	\$ 411,882	\$ 402,462
Marketable Securities acquired	\$ 0	\$ 0
Capital Assets acquired	\$ 0	\$ 0
Total Assets	\$ 411,882	\$ 402,462
<u>LIABILITIES AND EQUITY</u>		
Current Liabilities		
Accounts payable or accrued charges	\$ 9,135	\$ 2,250
Total Current Liabilities	\$ 9,135	\$ 2,250
District of Kent from joint account - Cash	\$ 130,651	\$ 127,335
Fund Equity		
Transport Canada Unexpended Contribution (Schedule 1)	\$ 211,633	\$ 220,768
Divestiture Program Retained Receipts (Schedule 3)	60,463	52,109
Total Fund Equity	\$ 272,096	\$ 272,877
Total Liabilities and Equity	\$ 411,882	\$ 402,462

Approved on behalf of the Village of Harrison Hot Springs:

Director of Finance



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council

DATE: April 16, 2009

File No.: 3060-2040-RZ01-09

FROM: Larry Burk, Deputy Chief Administrative Officer

SUBJECT: Text amendment Bylaw No. 912
A bylaw to amend Village of Harrison Hot Springs Zoning Bylaw Number 672-1996 – C5 Tourist Commercial Zone on a specific property at 750 Hot Springs Road

RECOMMENDATION:

THAT Council approve 1st reading of the ZONING BYLAW TEXT AMENDMENT BYLAW 912, 2009; and

THAT Council set a public hearing date at the earliest opportunity.

BACKGROUND:

The Village received an application from the owner of Tug Boat Junction to amend the current C5 Tourist Commercial Zone at this specific site by adding an electric go kart track use.

The current Tourist Commercial Zone (C5) Section 8.5.2 Permitted Uses – Accessory Uses, does not specifically note a go kart track as a permitted use.

In 2005 this same owner was denied a request to build a go kart track. At that time gas powered go karts were considered by Council to be contrary to the intent of the Tourist Commercial Zone which states, among other things, that uses be designed to minimize excessive noise.

DISCUSSION:

On the basis of defining uses concurrent with tourist commercial enterprises it is difficult to suggest that a go kart track is not a tourist commercial use. However there are advancements in this industry that have not only reduced the environmental impact of gas powered go kart engines, but the noise factor has drastically been reduced with the advancement of electric go karts. With these advancements and successes in other areas the owner has once again come forward with his request to install a go kart track where only electric go karts will be used.

Other zones in the Village permit site specific uses for specific situations. It is considered by staff that permitting the use of electric go karts on this site only is a compromise to including it as a permitted use in the C5 zone generally.

Mitigating effects can also be part of an agreement with the developer whereby the zoning change may be acceptable. These could include noise abatement along the north property line adjacent to the neighboring campground such as:

- minimum 5 foot high cedar hedge;
- berms;
- solid wood or concrete panel fence;
- the owner is considering using containers as storage units for the karts and possibly these could be placed along the north property line keeping the track more inland to the lot.

BUDGETARY CONSIDERATIONS:

There would be no Village budgetary considerations associated with the proposed amendment. No further DCC's are applicable as the construction of the track does not involve a building permit application or subdivision on the lands. The property has an existing water and sewer connection. Fire protection is an issue and if necessary the installation of a fire hydrant on Hot Springs Road could be required as part of the above noted agreement.

POLICY CONSIDERATIONS:

Rezoning applications, including text amendments sometimes require a Public Hearing. The lands are designated as Tourist Commercial in the OCP with a requirement for a Tourist Commercial Development permit. The developer will be required to obtain a DP or DP amendment with respect to details in the OCP. A report for the DP approval will be submitted in due course.

Any rezoning for commercial purposes on lands adjacent to a Provincial Highway requires approval of the Ministry of Highways. The applicant shall provide details of the application and particulars of the rezoning to Ministry of Highways for approval prior to final rezoning approval by the Village.

ALTERNATIVES/OPTIONS:

Council has the option of approving the text amendment bylaw for 1st reading and setting a Public Hearing date at the earliest available opportunity. *RECOMMENDED*

Council can turn down the application.

Respectfully submitted for your consideration;



 Larry Burk
 Deputy Chief Administrative Officer

**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 912**

**A bylaw to amend Village of Harrison Hot Springs Zoning Bylaw
Number 672-1996**

WHEREAS the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Zoning Bylaw Number 672-1996, the Zoning Bylaw for the Village of Harrison Hot Springs, as adopted on October 28, 1996;

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

I. CITATION

This Bylaw may be cited for all purposes as the "Village of Harrison Hot Springs Zoning Amendment Bylaw No. 912."

II. TEXT AMENDMENT

That Section 8.5 Tourist Commercial Zone (C5) of the Village of Harrison Hot Springs Zoning Bylaw Number 672-1996 under Principal Uses-Site Specific section 8.5.2 be amended by adding: .14:

- .14 on *parcel* legally described as: Lot 10, Section 12, Township 4, Range 29, West of the Sixth Meridian, New Westminster District Plan 5519 and referred to as PID 011-150-513 – 750 Hot Springs Road; a go-kart track for use by electrically powered go-karts only.

III. READINGS AND ADOPTION

READ A FIRST TIME THIS ____ DAY OF _____, 2009

A PUBLIC HEARING WAS HELD ON THE ____ DAY OF _____, 2009

READ A SECOND TIME THIS 20TH DAY OF OCTOBER, 2009

READ A THIRD TIME THIS ____ DAY OF _____, 2009

ADOPTED THIS ____ DAY OF _____, 2009.

Mayor

Corporate Officer

CERTIFICATIONS

I hereby certify the foregoing to be a true and correct copy of the Village of Harrison Hot Springs Zoning Amendment Bylaw No. 903, as read a third time by Council on the ____ day of _____, 2009. Dated at Harrison Hot Springs, BC this ____ day of _____, 2009.

Corporate Officer

