



VILLAGE OF HARRISON HOT SPRINGS

NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, August 10, 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 – July 13, 2009 | | THAT the minutes of the Regular Council Meeting of July 13, 2009 be adopted. | Item 4.1 Page 1 |
| 5. BUSINESS ARISING FROM THE MINUTES | | | |
| 6. PUBLIC AND STATUTORY HEARINGS | | | |
| 7. DELEGATIONS AND PETITIONS | | | |
| | | Donna McGeachie, BC Transmission Corporation Re: McCombs Bridge Contribution | Item 7.1 |
| | | Ruth Hache, Child Heroes Global Entertainment Group Re: 'The Aspiring Masters' Club' | Item 7.2 |

8. CORRESPONDENCE

| | |
|--|---------------------|
| <input type="checkbox"/> Letter dated July 23, 2009 to Mr. & Mrs. Schildpatt re Village Front Entrance Flags | Item 8.1 Page 13 |
| <input type="checkbox"/> Memo from Executive Assistant to Mayor & Council, Staff re New Community Safety and Information Office | Item 8.2 Page 15 |
| <input type="checkbox"/> Letter dated July 29, 2009 to Mr. John Hoogendoorn re Appt to Kent-Harrison Joint Emergency Program Committee | Item 8.3 Page 17 |

9. BUSINESS ARISING FROM CORRESPONDENCE

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

| | | |
|--|---|----------------------|
| <input type="checkbox"/> APC Meeting Minutes of May 26, 2009 | THAT the minutes of the Advisory Planning Commission Meeting of May 26, 2009 be received. | Item 10.1 Page 19 |
| <input type="checkbox"/> Communities in Bloom Committee Meeting Minutes of June 10, 2009 | THAT the minutes of the Communities in Bloom Meeting of June 10, 2009 be received. | Item 10.2 Page 23 |
| <input type="checkbox"/> Economic Development Commission Meeting of June 24, 2009 | THAT the minutes of the Economic Development Commission Meeting of June 24, 2009 be received. | Item 10.3 Page 29 |
| <input type="checkbox"/> Canada Day Committee Meeting of June 26, 2009 | THAT the minutes of the Canada Day Committee Meeting of June 26, 2009 be received. | Item 10.4 Page 35 |

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"/> Finalization of Terms of Reference for Economic Development Commission | Report from Larry Re: Finalization of Terms of Reference for EDC | Item 13.1 Page 39 |
| <input type="checkbox"/> Preliminary Report for draft Neighbourhood Plans 1 & 2 | Report from Larry Re: Preliminary report for draft Neighbourhood Plan 1 & repealing of bylaws 170 & 643 | Item 13.2 Page 45 |
| <input type="checkbox"/> Neighbourhood Plans 1 & 2 | Report of Chief Administrative Officer/Village Planner Re: Neighborhood Plans 1 & 2 | Item 13.3 Page 47 |

| | | |
|---|--|---|
| <p><input type="checkbox"/> Cost Analysis for FCM 2010</p> <p><input type="checkbox"/> Request for Additional Grants to Groups</p> <p><input type="checkbox"/> Community Amenities reserve Expenditure Bylaw</p> | <p>Report of Chief Administrative Officer Re: Cost Analysis for FCM 2010</p> <p>Report of Director of Finance – July 31, 2009 Re: Request for Additional Grants to Groups</p> <p>Recommendation:</p> <p>THAT Council receives the Director of Finance’s report on additional request for a Grant to Group.</p> <p>Report of Director of Finance Re: Community Amenities Reserve Expenditure Bylaw</p> | <p>Item 13.4 Page 59</p> <p>Item 13.5 Page 61</p> <p>Item 13.5 Page 63</p> |
| 14. BYLAWS | | |
| <p><input type="checkbox"/> Bylaw No. 914 Council Procedure Bylaw</p> <p><input type="checkbox"/> Bylaw No. 920 OCP Amendment</p> <p><input type="checkbox"/> Bylaw No. 921 Zoning Amendment Bylaw</p> <p><input type="checkbox"/> Bylaw No. 921 Zoning Amendment Bylaw</p> | <p>THAT Council Procedure Bylaw No. 914, 2009 be received for third reading.</p> <p>THAT Official Community Plan Amendment Bylaw No. 920 be adopted.</p> <p>THAT Zoning Amendment Bylaw No. 921 be adopted.</p> <p>THAT Council give second and third readings to the Community Amenities Reserve Fund Expenditures Bylaw No. 922</p> | <p>Item 14.1 Page 65</p> <p>Item 14.2 Page 83</p> <p>Item 14.3 Page 85</p> <p>Item 14.4 Page 87</p> |
| 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: July 13, 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, Debra Key
Meagan Mucha

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 Harris

THAT the agenda be approved.

CARRIED

4. ADOPTION AND RECEIPT OF MINUTES

☐ Regular Council Meeting
Minutes of June 15, 2009

Moved by Councillor Jackson
Seconded by Councillor Harris

THAT the minutes of the Regular Council Meeting of June 15, 2009
be adopted.

CARRIED

☐ Community to Community
Meeting Minutes – April 21,
2009

Moved by Councillor Jackson
Seconded by Councillor Perry

THAT the minutes of the Community to Community Meeting of
April 21, 2009 be adopted.

CARRIED

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
July 13, 2009*

☐ Special Council Meeting
Minutes – May 25, 2009

Moved by Councillor Harris
Seconded by Councillor Kenyon

THAT the minutes of the Special Council Meeting of May 25, 2009 be adopted.

CARRIED

☐ Special Council Meeting
Minutes – June 9, 2009

Moved by Councillor Kenyon
Seconded by Councillor Harris

THAT the minutes of the Special Council Meeting of June 9, 2009 be adopted.

CARRIED

☐ Special Council Meeting
Minutes – June 24, 2009

Moved by Councillor Harris
Seconded by Councillor Jackson

THAT the minutes of the Special Council Meeting of June 24, 2009 be adopted as amended.

CARRIED

Errors & Omissions

Page 2 – 2nd to last paragraph, “...zone, but to add a clause...”

Page 3 – correct spelling of “Janne Perrin”

5. **BUSINESS ARISING FROM THE MINUTES**

None

6. **PUBLIC AND STATUTORY HEARINGS**

None

7. **DELEGATIONS**

None

8. **CORRESPONDENCE**

Moved by Councillor Jackson
Seconded by Councillor Perry

THAT the correspondence be received.

CARRIED

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- ☐ Letter dated June 4, 2009 from the City of Burnaby re municipal liabilities from building construction regulation
- ☐ Email dated June 8, 2009 from FVRD re Mosquito Control Update
- ☐ Letter dated June 19, 2009 from Ministry of Housing and Social Development re: Jesters Grill Liquor Licence Application
- ☐ Email dated June 22, 2009 from FCM re H1N1 Influenza update
- ☐ Letter dated June 24, 2009 from Ministry of Tourism, Culture and the Arts re Olympic Torch Relay Committee Grant Program
- ☐ Email dated June 29, 2009 re West Nile Virus Surveillance Report
- ☐ Email dated June 29, 2009 from FVRD re Wood Stove Exchange Program
- ☐ Letter dated July 3, 2009 from MLA Barry Penner to Fraser Health Authority re Dr. Campbell
- ☐ Letter dated July 6, 2009 from Harrison Hot Springs Pre-School re portable
- ☐ Letter dated July 8, 2009 from Velma McLunes re Lagoon

9.

BUSINESS ARISING OUT OF CORRESPONDENCE

Councillor Kenyon asked Council to consider serious changes for the lagoon. The Mayor advised that several other letters have been received from the community.

Mayor asked Councillor Perry about the correspondence from MLA Penner to Fraser Health regarding Dr. Campbell.

This letter is a follow up by MLA Penner directly to Fraser Health. We are hoping for a reply sometime this week. Councillor Perry said he had met with MLA Penner to review what had been done at the location. Fraser Health had contributed \$25,000 towards the upgrade at the doctor office location in the Village. Councillor Perry had communicated with Dr. Murray to provide the Village's position.

10.

REPORTS OF COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSION

- ☐ Minutes of EDC Meeting of May 27, 2009

Moved by Councillor Jackson
Seconded by Councillor Perry

THAT the minutes of the Economic Development Commission Meeting of May 27, 2009 be received.

CARRIED

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☐ Minutes of the Canada
Day Committee Meeting of
June 5, 2009

Moved by Councillor Harris
Seconded by Councillor Jackson

THAT the minutes of the Canada Day Committee Meeting of June 5, 2009 be received.

**11. Mayor's
Report**

REPORTS FROM MAYOR

CARRIED

Mayor congratulated volunteers for Canada Day celebrations. Letters and emails received indicated that the celebrations were very good and the fireworks celebrations were the best. The Mayor expressed appreciation to Councillor Harris and Committee members for their support. The Mayor also thanked the sponsors, Heritage Canada, Harrison Hot Springs Resort and Spa, Harrison Yacht Club, Chamber of Commerce and Prospera Credit Union for their support.

The Mayor was invited to sit on a Regional Review Police Selection Panel to select a new Superintendent for the RCMP at Hope, Chilliwack, Agassiz and Harrison region. The panel was a full day and a very intense, detailed process. This is the first time local government, communities and Mayors have been invited to participate in the selection process.

On behalf of Council and staff, the Mayor expressed sincere condolences to the family on the tragic drowning of Devin McClelland-Begon in the lagoon last week.

The Council will await official responses to this tragedy in hopes that we can react to recommendations and information to prevent or further alleviate such tragedies in the future.

Moved by Councillor Jackson
Seconded by Councillor Perry

THAT the Mayor's report be received.

CARRIED

REPORTS FROM COUNCILLORS

Councillor Harris

On Canada Day the traffic counter recorded 7,331 vehicles that crossed into Harrison. The week from Sunday to Saturday night recorded in excess of 30,000 vehicles that travelled into Harrison Hot Springs.

On July 20, 2009 the Communities in Bloom judging will take place based on 8 criteria for Communities in Bloom. The Committee has

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been busy getting the itinerary ready for the CIB conference at the Harrison Resort. The Village is hosting the conference this year on Sept 19, 20 & 21, 2009. The CIB executive will be sending out a newsletter and is anticipating a very good show.

Councillor Kenyon Congratulated the Canada Day Committee on an exceptional day. The RCMP is to be congratulated for their presence. The cake cutters did an exceptional job.

Festival of the Arts event was very well attended. There were approximately 3-4,000 people on the beach.

Councillor Jackson On July 18, 2009 attended the StoLo First Nation Public Treaty Information Session. The negotiator was there from the Province and Canada. They have completed negotiations for 4 of 6 issues. The goal is to share in the revenues generated on their land. This process should be completed by 2011.

Attended an Air Quality meeting on July 7, 2009. There were 6 delegations that spoke from 9:00 a.m. to 1:45 p.m. including the Burrard Thermal Plant in Port Moody through to waste to energy issues. Last speaker was Monica Kosmack who spoke against waste to energy in the Lower Mainland.

Harrison Tourism Society met on July 8, 2009 to deal with incumbent auditor. Society is moving along very well.

Councillor Perry Councillor Perry recommended that staff send a letter of thanks from the Village of Harrison to all first responders that attended in the recovery program at the lagoon last week (RCMP dive team, Harrison Fire Department, Search and Rescue, RCMP and BC Ambulance Service).

Attended Council to Council meeting of FVRD at the University campus in Chilliwack.

On June 24, 2009 attended the FVRL Board meeting. Unfortunately the CEO for the library board has resigned.

June 27, 2009 attended the Legion in Agassiz for an Open House with a very good turnout. Mayor and 4 Councillors from the District of Kent also attended. Approximately 90 persons attended.

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Moved by Councillor Jackson
Seconded by Councillor Perry

THAT the Councillors' reports be received.

CARRIED

REPORTS FROM STAFF

□ Terry Fox Run 2009 –
June 19, 2009

Moved by Councillor Perry
Seconded by Councillor Kenyon

Report of Chief Administrative Officer – June 19, 2009
Re: Terry Fox Run 2009

THAT a Use of Public Property and Facilities Permit be issued for the Terry Fox Run for September 13, 2009 subject to the requirements of Policy 4.1; and

THAT Council approves the donation of \$100.00 to the Terry Fox Run 2009 event.

CARRIED

□ FCM 73rd Annual
Conference and Municipal
Expo – July 3, 2009

Report of Chief Administrative Officer – July 3, 2009
Re: FCM 73rd Annual Conference and Municipal Expo – May 28-31, 2010

This issue be referred to staff for a cost analysis.

□ FVRD's Wood Stove
Exchange Program – July 3,
2009

Moved by Councillor Kenyon
Seconded by Councillor Jackson

Report of Chief Administrative Officer – July 3, 2009
Re: FVRD's Wood Stove Exchange Program

THAT Council receives this report; and

THAT Council consider waiving or reducing the municipal building inspection fee that would normally be charged for a wood stove exchange/installation, if the exchange takes place in conjunction with the FVRD's Wood Stove Exchange Program.

CARRIED

Councillor Perry suggested that this be placed on Village notice board and on the website. Councillor Jackson asked that this be put forth to 2010 budget for Village to assist in this contribution in this rebate program.

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Councillor Jackson excused himself from the chambers at 7:34 p.m. due to a potential conflict of interest.

**□ Development Permit with
variances – 451 Naismith
Avenue – July 3, 2009**

**Moved by Councillor Harris
Seconded by Councillor Perry**

**Report of Chief Administrative Officer – July 3, 2009
Re: Development Permit with variances at 451 Naismith Avenue**

THAT a Development Permit with variances for the protection of the natural environment at 451 Naismith Avenue be approved.

CARRIED

Councillor Jackson re-entered Chambers at 7:37 p.m.

**□ Development Variance
Permit – 916 Hot Springs
Road – July 7, 2009**

**Moved by Councillor
Seconded by Councillor**

**Report of Chief Administrative Officer – July 7, 2009
Re: Development Variance Permit – 916 Hot Springs Road**

THAT Council approve the issuance of Development Variance Permit DVP 04/09 to relax front setback for accessory buildings and increase height for accessory building at 916 Hot Springs Road.

CARRIED

**□ Grants to Groups – July 7,
2009**

**Moved by Councillor Kenyon
Seconded by Councillor Perry**

**Report of Director of Finance – July 7, 2009
Re: Grants to Groups**

THAT Council receives the Director of Finance's report on Grants to Groups.

CARRIED

**□ Olympic Torch Relay
Funding Application – July 8,
2009**

**Moved by Councillor Harris
Seconded by Councillor Jackson**

**Report of Chief Administrative Officer – July 8, 2009
Re: Olympic Torch Relay Funding Application**

THAT Council approves the filing of an application for funding from the Olympic Torch Relay Community Grant Program for celebration event in the Village.

CARRIED

*Village of Harrison Hot Springs
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12.

BYLAWS

☐ Bylaw No. 914 Council
Procedure Bylaw

Moved by Councillor Jackson
Seconded by Councillor Perry

THAT Council Procedure Bylaw No. 914, 2009 given first reading;

CARRIED

Moved by Councillor Perry
Seconded by Councillor Harris

THAT Council Procedure Bylaw No. 914, 2009 be given second reading.

CARRIED

☐ Bylaw No. 915 Parks,
Beaches, Public Areas and
Boulevards

Moved by Councillor Kenyon
Seconded by Councillor Jackson

THAT Park Regulation Bylaw No. 915, 2009 be received for adoption.

CARRIED

☐ Bylaw No. 916 Outdoor
Campfire Regulation Bylaw

Moved by Councillor Jackson
Seconded by Councillor Perry

THAT Outdoor Campfire Regulation Bylaw No. 916, 2009 be received for adoption.

CARRIED

☐ Bylaw No. 917 Tree
Protection Bylaw

Moved by Councillor Harris
Seconded by Councillor Jackson

THAT Tree Protection Bylaw No. 917, 2009 be received for adoption.

CARRIED

☐ Bylaw No. 920 OCP
Amendment

Moved by Councillor Kenyon
Seconded by Councillor Harris

Report of Chief Administrative Officer – July 7, 2009
Re: Temporary Commercial Permits- OCP Amendment Bylaw No. 920

THAT Council receive this report; and

THAT OCP Amendment Bylaw No. 920, 2009 be given second reading;

CARRIED

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Moved by Councillor Kenyon
Seconded by Councillor Perry

THAT OCP Amendment Bylaw No. 920 be given third reading.

CARRIED

☐ Bylaw No. 921 Zoning
Amendment Bylaw

Moved by Councillor Kenyon
Seconded by Councillor Harris

Report of Chief Administrative Officer – July 6, 2009
Re: Zoning Bylaw Amendment Bylaw No. 921

THAT Zoning Amendment Bylaw No. 921 be given first reading;

CARRIED

Moved by Councillor Kenyon
Seconded by Councillor Harris

THAT Zoning Amendment Bylaw No. 921 be given second reading;

CARRIED

Moved by Councillor Harris
Seconded by Councillor Jackson

THAT Zoning Amendment Bylaw No. 921 be given third reading.

CARRIED

Moved by Councillor Jackson
Seconded by Councillor Perry

THAT Public Hearing for Zoning Amendment Bylaw 921 be waived.

CARRIED

Moved by Councillor Perry
Seconded by Councillor Jackson

THAT Floodplain Management Bylaw No. 875 and Floodplain
Management Bylaw Amendment Bylaw, No. 919, 2009 be repealed in
their entirety.

CARRIED

☐ Bylaw No. 922 Community
Amenities Reserve Fund
Expenditure

Moved by Councillor Kenyon
Seconded by Councillor Harris

THAT Community Amenities Reserve Fund Expenditures Bylaw No.
922, 2009 be given first reading;

CARRIED

*Village of Harrison Hot Springs
Minutes of the Regular Council Meeting
July 13, 2009*

Moved by Councillor Harris
Seconded by Councillor Jackson

THAT Community Amenities Reserve Fund Expenditures Bylaw No. 922, 2009 be given second reading;

CARRIED

Moved by Councillor Perry
Seconded by Councillor Kenyon

THAT Community Amenities Reserve Fund Expenditures Bylaw No. 922, 2009 be given third reading.

CARRIED

13.

QUESTIONS FROM THE PUBLIC

A member of the public asked why he is being charged a service for statutory declarations. The Mayor stated he would review the service fee.

A member of the public asked why some of the signs were removed facing the parking stalls that were placed by recommendation of the coroner during the previous drowning.

The Mayor said the signs were facing the street and it wasn't clear that we needed a lifeguard on the street. They were not near the beach.

The Mayor indicated that one option to reviewing the lagoon is to perform a "Beach Audit" in order to assist in any recommendations and review of the lagoon.

A member of the public asked why the signage regarding the new dog bylaw has not been changed. The Mayor said this would be looked into to.

A member of the public expressed concern about repealing bylaws without public input and introducing bylaws without opportunity for public hearings.

A member of the public asked about the last minutes regarding the O'Shea property. Has this happened and has a fee schedule been decided? In future is the Village going to be paying for property cleanup up front?

The CAO said all money will be recovered by way of lease agreement. The owners will not be making money until the Village has recovered their money.

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A member of the public asked Council to clarify the issues and concerns regarding the lagoon. Do you think there would be available money from the Government to deal with the issues surrounding the lagoon. Trying to understand the logistics about needing the lagoon.

Councillor Perry said the Village should suppress discussion until the Coroner's report has been released.

A member of the public asked why the lagoon was not closed down while the investigation was still ongoing.

The Mayor said this situation was unfortunate and the community will review options to see what should be done if this kind of situation happens again. We will try work through this together.

A member asked if the lagoon issue will be a priority.

A member of the public said that the FVRD did provide information and were involved with the Village to research and institute the last floodplain bylaw.

A member of the public expressed thanks and appreciation to Mayor and Council for their support for the purchase of the portable.

ADJOURNMENT

Moved by Councillor Jackson

Seconded by Councillor Kenyon

That the meeting be adjourned at 8:49 p.m.

CARRIED

Certified a true and correct copy of the minutes of the Regular Meeting of Council held July 13, 2009 in the Council Chambers, Village of Harrison Hot Springs, BC

Ken Becotte
Mayor

Larry Burk
Chief Administrative Officer



Incorporated May 27, 1949

Village of Harrison Hot Springs

P.O. BOX 160, 495 HOT SPRINGS ROAD,
HARRISON HOT SPRINGS, B.C. V0M 1K0

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PUBLIC WORKS DEPT (604) 796-2171
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File: 0220

July 23, 2009

Mr. & Mrs. Gerhard Schildpatt
PO Box 61
Harrison Hot Springs, BC V0M 1K0

COPY

Dear Mr. & Mrs. Schildpatt:

Subject: Village Front Entrance Flags

On behalf of the Mayor, Councillors and staff, I wish to acknowledge your generous donation of the flags and poles that have been installed and placed at the front entrance to the Village of Harrison Hot Springs.

Your contribution to the Village has certainly provided a more attractive and welcoming impression for the front entrance to the Village.

Yours truly,

Dave Harris, Councillor
Chair, Communities in Bloom

/dk

cc: Mayor and Council

L. Burk, CAO

K. Fleckenstein, Superintendent of Public Works

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Village of Harrison Hot Springs

MEMORANDUM

TO: Mayor and Council
Larry Burk, CAO
Dale Courtice, Director of Finance
Devlin Onucki, Bylaw Enforcement Officer
Ken Fleckenstein, Superintendent of Public Works
All Staff

DATE: July 28, 2009

File: 2240-20-63

FROM: Debra

SUBJECT: New Community Safety and Information Office

The new Community Safety and Information Office is in the final stages of preparation for opening. We are anticipating a start up date sometime this week or August 3, 2009 at the latest.

This office space is being rented from the Harrison Village Motel on 280 Esplanade, Harrison Hot Springs. It is located in the front office area. Basic furniture and supplies will be provided and moved in and telephone service was installed ~~August~~ ^{July} 27, 2009. The telephone number for this office is **604-796-8882**. A service counter desk has been set up as well as a brochure/pamphlet display case. I have been in contact with ICBC, RCMP, Crime Prevention and Drug Awareness Service and the People's Law School who will be sending a collection of pamphlets and posters pertinent to community issues. We will also be copying some of the relevant Village bylaws and supplying other Village brochures from this office.

Our Bylaw Enforcement Officer, Devlin Onucki will be utilizing this space as well as members of the RCMP who will have the use of the office as needed 24/7.

Signage has been ordered and will be displayed in the front office window that says, "**Harrison Hot Springs Community Safety and Information Office**" and "**For Bylaw and Policing Inquiries call 604-796-8882**". The office will have an open/closed sign displayed on the door. Hours of operation will typically be between 9:00 a.m. and 4:00 p.m. when officers or volunteers are on duty. If someone calls in for information and no one is in the office, a message will be recorded to advise those individuals to contact either the Village Office (Bylaw Officer) or the RCMP (depending upon inquiry).

The purpose of this office is to provide information and services necessary to the general public regarding some of our community issues, specifically police and bylaw as well as general info that may be of use for other issues such as flood proofing, fire prevention/protection, emergency preparedness and other related concerns. People will have the opportunity to inquire, report and submit comments or complaints at this location when open. The on site presence of our bylaw officer and/or police will hopefully improve awareness of public safety and bylaw issues within the Village.

There will be a designated parking space in front for Bylaw/Police Parking only. Devlin and the RCMP (and any volunteers) will be provided a key to the office for access at any time.

We would like to have at least two individuals who would be willing to volunteer their time in this office. We are looking at approximately 2 hours in the morning and 2 hours in the afternoon. If anyone knows an individual who is a Canadian Citizen and BC Resident who would be willing to volunteer to assist in inquiries, please let me know. They should specify what their availability would be and for how long each day. Any volunteers will be required to submit a RCMP record check prior to being recruited. The procedure for access and duty at the office will include reporting procedures and regular check-ins with the Village Office, our monitoring company and the RCMP.

***Bob, please let me know if Shirley Matkowski of Speed Watch is still interested. In addition, if you have a contact for Speed Watch who can provide pamphlets/brochures, I would appreciate it if you could advise me.*

If anyone has any questions regarding the above, please call or email me or Larry.


Debra Key
Executive Assistant



7170 Cheam Avenue
PO Box 70
Agassiz British Columbia
Canada V0M 1A0

Tel: (604) 796-2235
Fax: (604) 796-9854
Web: www.district.kent.bc.ca



July 29, 2009

FILE: PEP

Mr. John Hoogendoorn
1700 Beaman Drive
Agassiz, B.C.
V0M 1A3

COPY

Dear Mr. Hoogendoorn:

Re: Appointment to Kent-Harrison Joint Emergency Program Committee

At its Regular meeting held July 27, 2009, Council ratified Mayor Fisher's appointment with respect to your appointment as the representative of the Kent Agricultural Advisory Committee on the Kent-Harrison Joint Emergency Program Committee.

The Committee meets on the second Wednesday of each month at 11:30 a.m. with the location alternating between the District of Kent and the Village of Harrison Hot Springs. The next meeting is scheduled for September 9, 2009 at the Emergency Operating Centre in the Agassiz Fire Hall, 7652 Industrial Way.

Congratulations on your appointment and I look forward to working with you in this capacity.

Yours truly,

Lorne Fisher
Mayor

LF:kp

cc: Mayor Ken Becotte, Village of Harrison Hot Springs
W. Mah, CAO, District of Kent
R. Poulton, Emergency Program Coordinator

| FILE # | DATE |
|--|---|
| | AUG 04 2009 |
| <input checked="" type="checkbox"/> DCAO | <input type="checkbox"/> ACCTS P/R |
| <input 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 Aug 10 | |
| INITIAL EMM | |
| (ITEMS: A - REQ. ACTION; B - INFO - W RESP; C - INFO ONLY) | |

**VILLAGE OF HARRISON HOT SPRINGS
ADVISORY PLANNING COMMISSION MEETING**

DATE: May 26, 2009
TIME: 4:00 p.m.
PLACE: Council Chambers

IN ATTENDANCE: Ken Becotte, Mayor
Allan Jackson, Councillor
Leo Facio
Lorne Lees
Raymond Hooper
Marg Doman
Brian Bignell
Harvey Ruggles

Larry Burk, CAO

Recording Secretary, C. Richardson

ABSENT:

1. CALL TO ORDER

The Mayor called the meeting to order at 4:00 p.m.

Mayor welcomed all members and is looking forward to the working with them and attracting new development into the community. The Commission will work with full support from staff and Planning Consultants. Mayor instructed the Commission to review the ACP's Terms of Reference and to inform staff of revisions so that they can go to Council for final approval. The Mayor reminded the Commission that the Mayor and Council are not able to sit or vote on the ACP but are welcome to attend the meetings of the ACP. Councillor Jackson was appointed as the Commission Liaison and CAO Larry Burk as a resource for technical, legislative, administrative information as necessary. The Mayor called for nominations for Chairman.

2. ELECTION OF CHAIRMAN

Moved by Lorne Lees

Seconded by Marg Doman

THAT Leo Facio be nominated as Chairperson of the Advisory Planning Commission.

CARRIED

There being no other nominations and Mr. Facio having accepted the nomination, was acclaimed as Chairperson

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Moved by Brian Bignell
Seconded by Harvey Ruggles

THAT Lorne Lees be nominated as Deputy Chair of the Advisory Planning Commission.

CARRIED

There being no further nominations and Mr. Lees having accepted the nomination was acclaimed as Deputy Chairperson for the APC.

Mr. Facio then assumed the position of Chairperson.

3. ESTABLISHMENT OF AGENDA

Items of Interest

- ☐ Review suitable day and times for meetings

Meetings will be called by the chair as and when required with any agenda ready for pick-up 72hrs before meeting.

Commission will be notified by recording secretary via email and telephone for notification of meeting times, places and dates.

Tuesdays 4:00p.m. established day for meetings. Chair noted that meetings may be last minute.

CAO advised that Tuesdays after Council would be the best date for information to be received for upcoming Council meetings so that items needing to go before Council will be presented in a timely manner. Staff will provide list of Council meeting dates so that Commission may select meeting dates.

- ☐ Terms of Reference - review

CAO noted that #5 in the Terms of Reference is on the basis that bylaw #914 will receive adoption. Chairman Facio briefly reviewed TOR and Bylaw advising if commissioners have any question to direct them to CAO for review and response. Quorum was established at 4 people. The Chair will submit reports to CAO to present to Council.

Chair made note of "conflict of interest" issues and discuss any potential with Chair or CAO. CAO to provide standard checklist for conflict of interest.

Chair request copies of OCP and Zoning Bylaws.

Councillor Jackson would like the in-camera confidentiality addressed. Chair will review this issue through the website.

CAO will address technical issues and would like correspondence by email and hard copy. Meeting notification will be provided by recording secretary via email, phone and mail if necessary. Agenda items should be presented to the Chair.

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CAO requested that Commission members provide email addresses so that information required or requested may be sent electronically as well as hardcopies being provided when necessary. Chair also stated that he will contact Commission members to confirm meeting dates and times.

CAO asked Commission for comment on a report to amend the OCP to allow for Temporary Commercial Permits within the Village. CAO noted that among other potential ideas a TCP would permit use of two properties on Esplanade as pay-parking lots.

Report is expected to be presented to Council on June 15 regarding Neighbourhood Plans as per the OCP, for two areas - Sakaguchi property on Hot Springs Road; and the property on Echo/Lillooet.

CAO would like feedback from the Commission on potential development ideas on these properties.

The OCP should be reviewed for density transitions, geo-tech hazards, sewer, drainage, and consultation with neighbouring property owners.

CAO will be providing report regarding the best use of these lands.

CAO would like Commission to consider employee housing when reviewing development potential.

Chair recommended Commission to select next meeting date after June 15th. CAO will come to the first APC meeting with Michael Rosen (FVRD) to address Commission.

CAO briefly commented on the Growth Strategy Plan from FVRD which will be provided to the Commission.

OCP and Zoning copies for the Commission will be available for pick up at the Village Office. The Commission can access these documents online at the village website.

M Doman asked what was happening with building on Kara's property. CAO has been in contact with architect and developer to establish a date to begin building. They have applied for a temporary commercial permit valid until September 1, 2009 to operate as a campground until development begins pending OCP amendment noted above.

Chair thanked the members of the Commission for their involvement.

VILLAGE OF HARRISON HOT SPRINGS
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4. ADJOURNMENT

Moved by Lorne Lees
Seconded by Harvey Ruggles

THAT the meeting be adjourned at 4:55p.m.

CARRIED

Certified a true and correct copy of the minutes
of the Advisory Planning Commission meeting
held on May 26, 2009 in Council Chambers,
Village of Harrison Hot Springs, B.C.

Larry Burk (CAO)

Leo Facio (Chair)

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE
COMMUNITIES IN BLOOM COMMITTEE MEETING**

DATE: June 10, 2009
TIME: 7:00 p.m.
PLACE: Council Chambers, Harrison Hot Springs, BC

IN ATTENDANCE: Chair D. Harris
Vice-Chair B. Perry
G. Guimont
C. Harris
C. Hepnar
M. Dams
M. Lees

Recording Secretary, M. Mucha

ABSENT: L. Hooper

1. **CALL TO ORDER**

The Chair called the meeting to order at 7:03 p.m.

2. **MINUTES**

Moved by C. Hepner
Seconded by C. Harris

THAT the minutes of the Communities in Bloom Committee meeting of May 13, 2009 be adopted as amended.

CARRIED

3. **DELEGATIONS**

None

4. **CHAIRPERSON'S REPORT**

None

VILLAGE OF HARRISON HOT SPRINGS MINUTES OF
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5. COMMITTEE MEMBERS REPORT

- a. **Garden of the Week Report** The press release regarding "Garden of the Week" has been published. Two winners were submitted. Several owners have declined recognition. Next winner will feature a business.

6. ITEMS FOR DISCUSSION

- a. **Judging Day 2009** The Chair reported on accommodations for the judges. The judges will be spending two nights in Kent; one night will be covered by the District of Kent, the other night will be covered by the Village of Harrison, CIB Committee.

A member pointed out that the 'getting ready for the Judges' package stated not to give gifts. The discussion concluded that the welcome package will be kept simple; it will include the pre-purchased 'The People of the Harrison' book, and a Village of Harrison bag.

Photo Album for the Judges:

Photos and write ups are being collected on the following: T. Baxter planting trees, Spirit Square, the Ranger Station, the Community Garden, Hiking Trails, 'Walk and Talk' group, and A. Darjes doing his rounds.

The Vice Chair has suggested collecting pictures from the press regarding past ribbon cutting ceremonies.

It was suggested that Fred Gornall be contacted as he usually takes pictures at many community events.

Welcome Dinner:

The Chair reported on the 'Welcome Dinner' for the judges. The judges Ria Smith and Don Alberg will be arriving at 4:00pm in the afternoon. Dinner has traditionally been held at the Harrison Hot Springs Hotel. This year the 'Welcome Dinner' will be at Raven's Restaurant, reservations for 12 people will be needed.

Itinerary Review:

The judges will be met at 8:00am at the Plaza by the CIB Committee, where the tour will start. A coffee/bathroom break will be included this year.

**VILLAGE OF HARRISON HOT SPRINGS MINUTES OF
COMMUNITIES IN BLOOM COMMITTEE MEETING**

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Potential Guest Speakers:

- T. Baxter (Village Gardner)
- Rob Powers (Spirit Squares Architect)
- Yacht club speaker
- Tour of gallery with local artists
- Representative from the 'Community Garden'

Itinerary will be decided upon at the next meeting early in July.

8-10am - View beach front from Plaza with guest speakers

10:00am - Kims for coffee/bathroom break

After coffee - Hike to Ranger station, meet with artisans and check out Rendall Park.

Noon - Lunch at Muddy Waters, this will have to be reserved

After Lunch - Driving tour to community garden, highlights of the community

3:00pm - Meet public and staff for tea, coffee and cupcakes at the Village office.

3:30-4:00pm End of the day

Important Considerations:

- No disposable cups and utensils.
- Heat and lengthy walks may affect some individuals.
- Arrange for a list of representatives and speakers; C. Harris will contact these individuals. C. Henderson has a list from last year.

**b. 2009 CIB
Conference**

The CIB conference will be held September 18th and 19th & 20th

The Chair reported that a registration table needs to be set up at the hotel to greet everyone coming through the door. Registration should be set up by 3:00pm at the latest. Official greeters could be associate members. Registration will take place between 3:00pm and 6:00pm.

Reception:

Guest speakers will need to be arranged for the reception on Friday night.

Ideas on guest speakers include:

- Steven Point - B. Perry will contact
- The Mayor
- Barry Penner, has been asked and is not able to give us an answer as of yet. A back up will not be included if Barry Penner is un-able to attend.

The Committee has agreed that the speakers should be piped in - B. Perry will make arrangements.

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The Chair also stated we will need to order gift bags; however, a budget needs to be considered. There will be approx 60 guests, (at \$10 a bag) out of the \$10,000 dedicated to CIB. \$1200-1500 has been allocated for the 'Welcome Package'. Please check out the website for the bags: www.logopromobymarks.ca

The reception will start at 6:00pm and includes a wine bar, and appetizers. Followed by formalities; such as, guest speakers for an hour and networking.

The Chair reported a block of rooms has been booked at the resort and a list of additional accommodations will be available on the Chamber website. The conference is over Saturday night and participants will be responsible for any additional costs.

The Committee agreed to have a DJ play background music on the Friday night.

Saturday Events:

The Chair reported that Saturday morning will include 2 boat tours that will be finished by noon. The group will be divided in two; the first group will set sail at 8:00am sharp, the second 10:00am sharp. We will provide a coffee urn on the boat tour along with whole fruit and Nature's Choice granola bars.

The Chair reported that an information session will be held for the guests not on the boat tour. The Chair will secure two 45 minute sessions with Two different nature themed guest speakers.

Ideas for guest speakers based on availability include:

- Argyle Garden Center to provide a seminar on landscaping in nature
- Stream Keepers - B. Perry will contact
- Gwen Vaughn Park

It was suggested that speakers afraid of public speaking can have a guided discussion lead by a committee member.

The committee discussed different ideas with regards to different speakers and subjects, 8-10 tables with 7-8 guests sitting at each table.

Main ideas for the afternoon round table seminars:

Honeyview farms (B. Perry)

Herb garden hands on seminar (M. Lees and M. Dams)

Endangered and thriving speakers (M. Lees and M. Dams)

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Cheese farm (M. Lees and M. Dams)
Agassiz Gardner (D. Harris))
T. Baxter, horticulturist (D. Harris)
Media and how to market CIB (M. Lees)
Hikers – R. Altendorf
Arborist – T. Harris
CIB Judging Criteria

The Chair explained that dinner will include the CIB awards and there will be no need for a keynote speaker.

The Chair reported that the Village of Harrison will give a piece of art from a local artist as a silent auction gift.

The Committee agreed that the adopt-a highway cleanup will take place on Thursday July 16th.

7.

ADJOURNMENT

Moved by C. Harris

Seconded by M. Lees

That the meeting be adjourned.

CARRIED

The meeting adjourned at 8:58pm

Certified a true and correct copy of the
minutes of the Communities in Bloom
Committee Meeting held June 10, 2009 in
Council Chambers, Village of
Harrison Hot Springs, B.C.

Dave Harris
Chair

Larry Burk
Chief Administrative Officer

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE ECONOMIC DEVELOPMENT COMMISSION**

DATE: June 24, 2009
TIME: 9:00 a.m.
PLACE: Council Chambers, Harrison Hot Springs, B. C.

IN ATTENDANCE: Mayor Ken Becotte
Councillor Dave Kenyon

Phyllis Stenson
Frank Peters
Danny Crowell (Deputy Chairman)
Robert Reyerse (Chairman)
Fred Gornall
Stephanie Key
Karl Dopf
CAO, Larry Burk

Recording Secretary, C. Richardson

ABSENT:

1. **CALL TO ORDER**

Chairman Robert Reyerse called the meeting to order at 9:01 a.m.

2. **INTRODUCTION OF LATE ITEMS**

3. **DELEGATIONS/PETITIONS**

None

4. **ADOPTION AND RECEIPT OF MINUTES**

☐ EDC Minutes
of May 26/09

Moved by Fred Gornell
Seconded by Phyllis Stenson

THAT the minutes of the Economic Development Commission meeting of May 26, 2009 be adopted.

CARRIED

**VILLAGE OF HARRISON HOT SPRINGS MINUTES OF THE
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5. CHAIRPERSON REPORT

☐PowerPoint
Presentation

Defining an EDC Mandate – (**Mission Meeting** PowerPoint document)

Robert Reyerse stressed the importance of EDC members having a similar idea of what the Commissions' vision should be. He asked the members to review the section on Building Great Small Town Communities and the importance of looking down the road for ideas, assets, vision and future potential. The EDC should also follow the idea of innovative local government that is actively involved in development with business, community and government working together.

VISION STATEMENT

Robert Reyerse requested input from EDC members for the wording of the Vision Statement

The members of the Commission indicated that they wished to include such wording as: "year round resort community", "sustainability", "respecting the needs of residents", "promoting and supporting sustainable economic development", "healthy lifestyle", and "enhancing". It was also indicated that the statement should not be limited only to tourism.

It was agreed that the word catalyst should be used as it defines how the EDC is going to help stimulate growth and activity within the Community.

The other members agreed on using this term.

The final agreement on the statement being: "The Harrison EDC will be a catalyst for economic development, supporting Harrison Hot Springs in becoming a vibrant and successful year-round resort community while enhancing the lives of residents and promoting sustainable tourism."

All EDC members are in agreement with this statement.

MISSION STATEMENT

R. Reyerse requested input from the EDC members regarding the Mission Statement. EDC members agreed that Public/Private partnership (being a partnership between the local community, government and businesses), business growth, expansion and retention of business, attracting new business, should be incorporated into the Mission statement.

The EDC agreed on the final wording for the Mission Statement:

The Harrison Hot Springs Economic Development Commission is a public/private partnership that facilitates the retention, expansion and attraction of business investment to enhance the economic vitality of the community. We do this by:

"Identifying and prioritizing economic development and investment opportunities"

"Recommending strategic direction for economic development/investment."

"Proactively stimulating desired economic growth."

R. Reyerse will send out a draft to members for further review and changes.

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STRENGTHS/OPPORTUNITIES

R. Reyerse requested from the EDC members any additional strengths/weaknesses that they wanted identified.

Phyllis Stenson would like to add the Harrison Festival Society which is recognized at a National level and should be promoted with Cultural Quality

Resort tax funds

Concentrated Village atmosphere

Council needs to be kept aware of very limited available land available for development in keeping with the OCP.

Discussion of the benefits or detriment of the term Village and most members agreed that the term was of a benefit to the community at this point with the fact being that one day it may be a town. The members agreed that they would like the Village to maintain a distinct feel and image, even with potential development and expansion.

The idea of closing off the Main Promenade to traffic could be a very attractive idea for the Village as this has been a great success in other resort communities, such as the Resort Municipality of Whistler. D. Crowell feels it would be a benefit to have the EDC involved in communications with potential developers to promote the positive aspects of the Village.

K. Dopf feels the demographics of the Village is geared toward the senior population and should be looked at as an opportunity for growth within this sector.

L. Burk would like a recommendation from the EDC to Council for Zoning Bylaws, OCP and other documents to be brought up to date. L. Burk stated some of the difficulties in bringing cognitive care to the area as far as government support is concerned.

D. Crowell would like the First Nations communities identified as a strength for the EDC and to build a stronger relationship with the community.

P. Stenson would like to see events with First Nations involvement.

Stolo Tourism Association could be used as a resource.

WEAKNESS/THREATS

Hot Springs source experience and public pool

Seasonality

Market perception needs to change so that visitors stay longer when they are here

Run down look which needs to be addressed

Public transit

Work force is limited due to seasonality and other issues such as staff housing.

L. Burk feels we need to create in the OCP accommodations that can be used for rental use.

K. Becotte feels we do need affordable housing but we need to keep focus on the type of development allowed.

P. Stenson would like the lack of available land under weakness.

Fred Gornell would like lack of infrastructure (sewer/water) added to weakness.

Frank Peters would like to address Mosers strata lot moorage that is for sale that comes with a portion of land allowed for parking.

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K. Becotte stated that staff is addressing any legal issues that are involved with this matter.

L. Burk stated the importance of changes to the OCP and Zoning Bylaw to support changes in the Community.

R. Reyerse would like this to be put under threats as local government, perception of process.

D. Kenyon feels that stagnation is a huge threat within the community and feels that there are many weak areas including the lagoon.

K. Becotte reminded the Commission of the bureaucracy on many levels to move on any issues such as he has run into with remedies for the lagoon. The business aspect is difficult as most businesses do not own their properties and feel they do not have a strong enough voice in the Village. The businesses do need to have more involvement.

P. Stenson feels that pay parking would be a huge threat to the Village. R. Reyerse would like to address this issue when the study done by the Chamber is completed in the fall to develop a long term strategy.

GOALS

R. Reyerse wanted the members to state what they felt are some of the goals the EDC finds important to move the community forward.

Development Toolkit

The tools in the Village Office need to be updated so the process of development is far more user friendly and transparent. Tools for governance including zoning, OCP and incentives to keep the process smooth and clear.

To establish the role that the EDC will play to encourage developers to move ahead with plans for the Village.

Identifying and Prioritizing Potential Development Possibilities

Event Plan tailored to seasonal activities

Collaboration within the Region.

Educational Opportunities of Familiarization Tours for marketing the region.

Stimulate Cooperation and Mutual Promotion.

D. Kenyon met with Allan Roth regarding Building Relationships in regard to local farmers and other local businesses.

Transportation

Village Revitalization

Robert Reyerse would like to discuss tactics at the next EDC meeting to move goals forward and have an action plan for each goal.

He requests that members come up with specific activities to move goals forward.

Next EDC meeting is set for 9:00 am, July 22, 2009 at Council Chambers.

K. Becotte discussed the Council to Council meeting that he, Danny Crowell and L. Burk attended where they were informed of the program called Experiencing the Fraser regarding communities along the Fraser which could potentially have a trail system run through various communities from Mission to Hope which can include Harrison. The Village should try and actively pursue the government funding available at this time.

K. Becotte also attended the Regional District Meeting with the District of Hope

**VILLAGE OF HARRISON HOT SPRINGS MINUTES OF THE
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speaking of their program called Chasing the Golden Butterfly regarding tourism ideas that areas such as Lytton and Boston Bar have established with the First Nations community and would like Harrison to try and capitalize on similar areas of attraction of trails of historical importance.

Items of Interest

- a) Terms of Reference – for discussion – to be addressed next meeting
- b) Resort Strategy Document – for discussion – to be addressed next meeting
- 6. Moved by Fred Gornell
Seconded by Frank Peters

THAT the meeting be adjourned at 11:15a.m.

CARRIED

Certified a true and correct copy of the minutes of the
Economic Development Committee of June 24, 2009 held
in the Meeting Room, Village of Harrison Hot
Springs, BC.

Robert Reyerse
Chairman

Larry Burk
CAO

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE CANADA DAY COMMITTEE**

DATE: Friday, June 26, 2009
TIME: 10:00 a.m.
PLACE: Council Chambers, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Ken Becotte Co-Chair
Councillor Dave Harris Co-Chair
Janice Gilbert
Fred Dellezay
Veronica Lyver
Ron McGowan
Chris Wilson

ABSENT:

Recording Secretary: M. Mucha

1. **CALL TO ORDER**

Mayor Becotte called the meeting to order at 10:07a.m.

2. **RECEIPT OF MINUTES**

Moved by C. Wilson
Seconded by R. McGowan

THAT the minutes of the Canada Day Committee meeting of June 5, 2009 be adopted.

CARRIED

3. **REPORT FROM CHAIR**

Funding is in order for this year.

4. **COMMITTEE MEMBER REPORTS**

5. **ITEMS FOR DISCUSSION**

Planning

Public works will set up the Village tent.

C. Wilson will arrange to turn off lights when fireworks start.

Please send any notes regarding your planning for this event to Mayor Becotte. This will assist with recommendations for next year.

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Entertainment

Erin McBride will be joined with a choir for the singing of O' Canada during the cake cutting ceremony.

Pipe band will commence at 1:00pm, followed by the Choir at 1:30pm

We have hall security and volunteers for setting up chairs at the hall.

D. Kenyon will be the Emcee at the Memorial hall, he will commence at 3:00pm.

The Rocking Ridge band has been booked for \$300; they will start at 8:00pm after the Chehalis Dancers.

Janice will be providing all sound equipment and payment arrangements with the band.

Food and Beverages will be needed for all volunteers; Janice will make arrangements.

Multi -Cultural Choir, Chehalis Dancers, and the Harrison Highlanders should be recognized. Thank-you cards, gratuities or a gift will be arranged.

C. Wilson will reserve 3 Parking stalls at the hall.

The magic man will not be included as entertainment this year.

Advertising

2 pages have been covered in the Observer, as well as advertisements throughout. The cost has been split with the District of Kent.

Please provide Mayor Becotte with a list of acknowledgments and Thank You's, as we will be sending this to the paper next week.

Breakfast

Everything is arranged for the breakfast. Muddy Waters is providing coffee.

Former principal of Kent Elementary will provide Chicken and Turkey Smokies. This will take place between 4-7pm at the top of the beach. They will be asking for donations which will go to breast cancer.

Parade

The Canada Day Parade list is in order and will be provided for the judges.

3 additional entries are confirmed and will be added to the list:

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MINUTES OF CANADA DAY COMMITTEE MEETING
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Chilliwack Taxi, Korbitron Studio, and BT Roofing.

8 flaggers are required; we are still looking for volunteers.
C. Wilson will provide vests for the flaggers.

Fireworks

Everything is set to go for the fireworks. Forms have all been issued and Insurance is in order. R. McGowan will arrange for the invoices.

C. Wilson will make arrangements for a barricade in front of the fireworks.

We will raise the new Canadian flag at Memorial Hall and will give the Yacht club the older Canada day flag.

Canada day decorations will be handed out at the Plaza.

4.

ADJOURNMENT

The meeting adjourned at 10:58a.m.

Certified a true and correct copy of the minutes
of the Canada Committee Meeting held June 26, 2009
in Council Chambers, Village of Harrison Hot Springs, BC

Mayor Ken Becotte
Co-Chair

Larry Burk
CAO



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** August 5, 2009
FROM: Larry Burk,
Chief Administrative Officer **FILE:** EDC
SUBJECT: Terms of reference for Economic Development Committee

RECOMMENDATION:

THAT Council acknowledges the Vision, Mission and High Level Goals of the Economic Development Committee as developed from their Terms of Reference.

BACKGROUND:

Terms of reference were presented to the Economic Development Committee at their inaugural meeting.

Over the course of their two meetings the EDC prepared a Vision, Mission and High Level Goals document based on the general terms of reference presented.

It is the intent of the EDC, provided Council concurs, to move forward with their mandate based on the TOR and their Vision, Mission and High Level Goals statement

Respectfully submitted for your
consideration;

Larry Burk
Chief Administrative Officer



Harrison Hot Springs Economic Development Commission

Proposed Vision, Mission and High-level Goals

June 2009



Economic Development Commission Vision, Mission and High Level Goals

This document has been created to summarize the terms of reference, Vision, Mission and high-level Goals of the Harrison Hot Springs Economic Development Commission.

Introduction and Terms of Reference

The purpose of the Harrison Hot Springs Economic Development Commission (EDC) as defined in its terms of reference: "is to provide recommendations and advice to Council on strategic economic development, tourism and other related matters." The Terms of Reference also define a number of specific responsibilities for the EDC:

1. Review the intermediate and long-term goals and objectives for economic growth based on the principle of improving the sources of "revenue" for the Village;
2. Review and develop ways to improve the Village's business and tax base using as a principle "highest and best use of land";
3. Strive to make tourism a year round industry;
4. Review ways to attract new business to Harrison that will compliment our current businesses and add positive value to our resident taxpayers and tourists;
5. Ensure a level playing field for all businesses; and
6. Work with Harrison's business community and residents with the idea of promoting and encouraging local residents to support our business community.

With these terms of reference as a basic framework the Harrison Hot Springs EDC defined a Vision, Mission and high level goals.

The EDC Vision

In defining a Vision for the Harrison Hot Springs EDC a number of criteria were identified that are crucial for the economy of Harrison Hot Springs to thrive:

- ❖ A supportive and effective local Council and Administrative Staff



Economic Development Commission Vision, Mission and High Level Goals

- ❖ A proactive and future orientated approach to economic growth that balances the needs of residents and businesses
- ❖ An increased focus on creating a year-round sustainable economy
- ❖ The involvement of the business community and local government as partners with a common vision for economic development

Based on these and other key success factors for economic development the vision of the EDC is defined as:

Harrison Hot Springs EDC Vision

The Harrison EDC will be a catalyst for economic development, supporting Harrison Hot Springs in becoming a vibrant and successful year-round resort community while enhancing the lives of residents and promoting sustainable tourism.

EDC's Mission

The EDC mission statement describes how the Vision of the Commission will be realized. In defining a Mission, Commission members agreed that the final statement need to answer the following questions:

- | | |
|----------------------|--|
| Who do we do it for? | Who are our stakeholders? |
| What do we do? | What requirements do we meet for our stakeholders? |
| How do we do it? | What activities/actions do we perform? |

Using the EDC Vision and Terms of Reference as a starting point and answering these specific questions the Commission defined their mission as:

Harrison Hot Springs EDC Mission

The Harrison Hot Springs EDC is a public/private partnership that facilitates the retention, expansion and attraction of business investment to enhance the economic vitality of the community. It does this by:

- ❖ Identifying and prioritizing economic development and investment opportunities;
- ❖ Recommending strategic direction for economic development/investment; and
- ❖ Proactively stimulating desired economic growth.



Economic Development Commission Vision, Mission and High Level Goals

EDC Goals

Moving a Vision from idea to reality requires a clear and actionable roadmap. Specific high-level goals establish the milestones on this roadmap and are crucial in moving from the current "As Is" situation to the "To Be" situation defined in the EDC vision.

The high-level goals defined by the EDC are listed below:

1. Recommend the creation of a Development Toolkit that includes
 - a. Up-to-date Design Guidelines
 - b. User Friendly Developer Package outlining OCP, zoning, design guidelines
2. Identify Potential Development and Investment Opportunities
 - a. Develop Potential Incentive Model
 - possible tax incentives
 - Density bonus
3. Assess the requirement for an Event Plan and Event Plan Coordinator
4. Stimulate Collaboration for the Region
 - a. Stimulate inter regional and organisational cooperation
 - b. Build relationships
 - c. Educate
5. Provide input to Transportation issues and review processes
 - a. Alternate modes of transport for tourists
 - b. Traffic and peak usage issues
 - c. Parking
6. Identify opportunities for Cleanup, Beautification and Revitalization

In moving forward the EDC will discuss each of these high-level goals and elaborate and define the details of each goal. Based on a clear goal definition the next step will be to develop an action plan to realize the goal. These activities will take place in the coming EDC meetings.



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** August 5, 2009
FROM: Larry Burk,
Chief Administrative Officer **FILE:** APC
SUBJECT: APC Terms of Reference and rescinding of Bylaw 643

RECOMMENDATION:

THAT Council acknowledges the Terms of Reference of the Advisory Planning Commission; and

THAT Council approves repealing of bylaw 170 and bylaw 643 in its entirety.

BACKGROUND:

This year the Advisory Planning Commission is being set up under a Terms of Reference mandate as opposed to continuing under 3 old bylaws.


Bylaw 170 was adopted in 1962 and it appears was not repealed when Bylaw 304 was adopted in 1977. Bylaw 643 was adopted in 1995 at which time Bylaw 304 was repealed. Bylaw 707 which was an amendment to B/L 643 was adopted in 1998. Finally Bylaw 849 amending B/L 643 further was adopted in 2006.

The terms of reference presented to this year's APC were reviewed at their meeting of May 26, 2009 and adopted as read. Therefore it is not necessary to carry on the mandates of an APC in the Village under a Bylaw.

The Bylaw review Committee met on Tuesday August 4, 2009 and has recommended to Council that these bylaws can be repealed.

The process of operating under a terms of reference format as opposed to a bylaw is such that Council or the Commission may make or request changes or adjustments to their mandate without the need to amend a bylaw each time.

Respectfully submitted for your
consideration;



Larry Burk
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: August 7, 2009

FROM: Larry Burk, Chief Administrative Officer FILE:

SUBJECT: Neighborhood Planning Area 1 & 2 initial draft report

RECOMMENDATION:

THAT Council officially refer this to the APC for further consideration, potential public consultation and recommendations.

BACKGROUND:

Staff has been approached by persons on Eagle Drive, Echo Avenue, Pine Street and McCombs Drive for re-development potential vis a vis; subdivisions and potential for rezoning to higher density.

Section 3.2.3 of the OCP requires the development of Neighbourhood plans in these two distinct areas.

DISCUSSION:

Staff discussed options for future development in these areas with respect to the current zoning bylaw as well as with the policies suggested in the current OCP.

Staff also met with the APC to discuss the development of neighbourhood plans in these two areas and discussed, in general terms, options that might be pursued in planning the two neighbourhood areas.

The consultant has provided 2 options for both areas as a first draft of Planning Framework concepts (see attached). These concepts provide an overview of the methodology with which to proceed in identifying the future land uses in the area based solely on the direction of the current OCP section 3.2.3.

ALTERNATIVES/OPTIONS:

Council can refer to staff to continue with preparing the conceptual land uses for these two areas with the Consultant; or

Council can refer these conceptual draft documents to the APC for review and recommendations.

It should be noted that there is sincere interest in moving forward with potential development and subdivision in these two areas. Applications for rezoning and subdivision have been received. Applicants have been anxiously and patiently waiting for the Village's development of final land use planning in these areas.

Respectfully submitted for your
consideration;



Larry Burk
Chief Administrative Officer

VILLAGE OF HARRISON HOT SPRINGS

NEIGHBOURHOOD PLANNING AREA 1

PLANNING FRAMEWORK

June 2009

A. BACKGROUND AND PURPOSE

The Village's Official Community Plan (OCP) designates the area in the vicinity of Pine Avenue between Hot Springs Road and McCombs Drive as **Neighbourhood Planning Area 1**. Section 3.2.3 of the OCP speaks to **Neighbourhood Planning Area 1** by indicating that the area has the potential to accommodate low density residential land use that would include single family and duplex dwelling units up to a maximum density of 20 units per ha (8 units / acre). The purpose of this report is to provide a series of land use options for **Neighbourhood Planning Area 1**, one of which that could be ultimately incorporated within the Official Community Plan

B. PLANNING AREA STATISTICS

The following general information is provided regarding **Neighbourhood Planning Area 1**:

- 1) Size of Area: 11.0 ha (27.2 acres)
- 3) Current Zoning: R-2 (Two Family Residential)
C-5 (Tourist Commercial)
- 2) Number of Existing Lots: 34
R-2 – 31 (16 less than 1000 square meters)
C-5 – 3
- 4) Existing Municipal Services:

C. PLANNING CONTEXT AND ISSUES

Neighbourhood Planning Area 1 has been identified in the Official Community Plan as an area that could be redeveloped for low density residential development, particularly the large lots on both side of Pine Avenue. The OCP considers single family lots not less than 400 square meters (4304 square feet) and duplex lots as Low Density Residential development. It should be recognized that these large lots are currently R-2 zoned which permits fully serviced single family lots at a size of 697 square meters (7500 square feet)

Policy 3.2.3 also contemplates that the three large C-5 zoned properties within **Neighbourhood Planning Area 1** could be redeveloped for residential use.

The challenge for the Village in planning for the redevelopment of the Pine Avenue area is the consideration of the following issues:

- 1) is the infrastructure capable of accommodating an increase in development?;
- 2) how can smaller single family lots (400 square meters) be accommodated in the neighbourhood without unduly impacting upon the existing surrounding neighbourhood, particularly Lakberg Crescent?;
- 3) how can the lands be developed without creating an unpleasant streetscape along Hot Springs Road?;
- 4) what are the important design features for the new housing?; and
- 5) what features can be integrated in the design of the area that would promote sustainability?

D. PLANNING PRINCIPLES

In an attempt to address the above noted issues, the redevelopment of **Neighbourhood Planning Area 1** shall respect the following planning principles:

- 1) The higher density smaller lot single family subdivisions shall be located in proximity to Hot Springs Road, and the lot sizes should increase in proximity to the existing subdivisions on the north, east, and south sides of the area.
- 2) Driveway access onto Hot Springs Road shall be minimized.
- 3) Landscaping elements shall be used as both a buffer for houses along Hot Springs Road and as a mechanism to create a pleasing gateway into the Village.
- 4) To facilitate the efficient redevelopment of properties, the assembly of existing single family lots is the preferred approach; however redevelopment options for individual lots shall be provided where possible.
- 5) Infrastructure upgrades shall be the responsibility of the developer.

E. LAND USE OPTIONS

Taking into account the above noted planning principles, two land use options have been prepared for **Neighbourhood Planning Area 1**. The options largely differ with respect to the manner in which the land along Hot Springs Road is addressed.

Option 1

In Option 1, all land along Hot Springs Road would be designated for small lot subdivision (R-3 type zoning) with the remainder of the area designated for single family lot and duplex lots (R-2 type zoning) as currently is the case.

Small Lot Single Family Component

- Total Area: 6.4 ha
- Average Density: 400 square meter lots as per the R-3 zone
- Estimated Total Number of Units: 110 - 120

Single Family Component

- Total Area: 4.6 ha
- Average Density: 697 square meter lots as per the R-2 zone
- Estimated Total Number of Lots: 45 - 50

Option 2

In Option 2, only a small pocket of land for small lot single family subdivision has been identified, located between Pine and Alder Avenues.

Small Lot Single Family Component

- Total Area: 1.7 ha
- Average Density: 400 square meter lots as per the R-3 zone
- Estimated Total Number of Units: 30 - 35

Single Family Component

- Total Area: 9.3 ha
- Average Density: 697 square meter lots as per the R-2 zone
- Estimated Total Number of Lots: 90 - 100

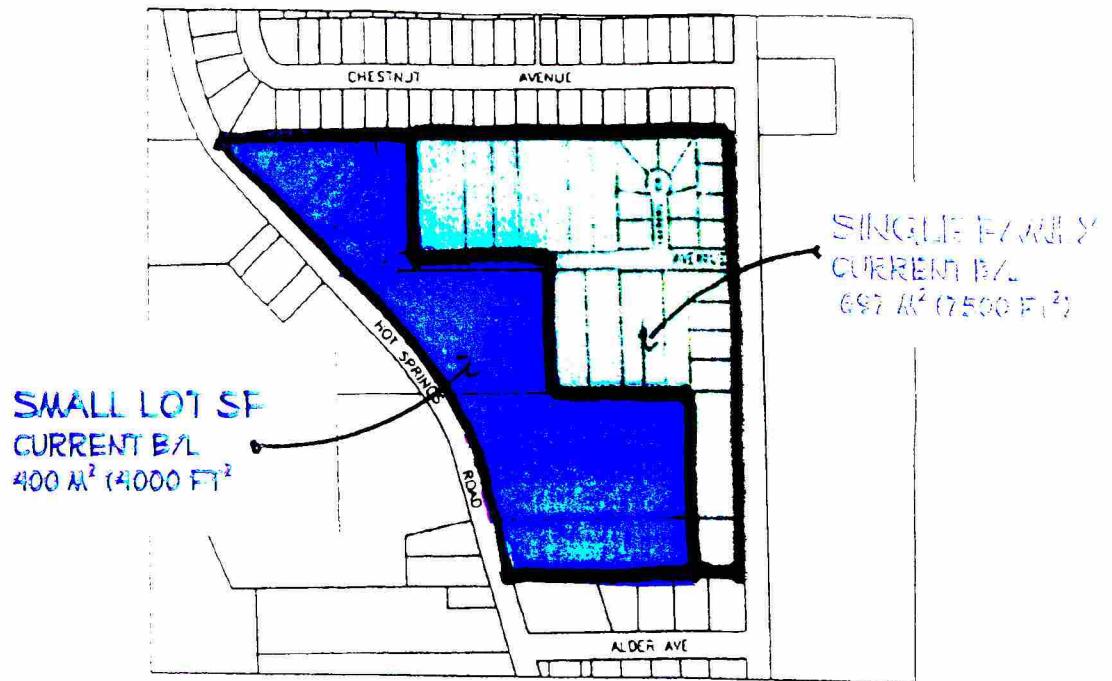
F. CONCLUSION

With either option, the redevelopment of **Neighbourhood Planning Area 1** in accordance with the above noted planning principles will provide new housing opportunities within the Village. Option 1 would potentially generate in the range 155 – 170 total dwelling units, while Option 2 would generate 120 – 135 dwelling units.

The density and housing form that has been established will enable the neighbourhood to provide a gradual transition from the more dense single family lots along Hot Springs Road to the single family neighbourhood to the north, east, and south of the area. It is anticipated that the changes to the neighbourhood will take place over time.

OPTION 1

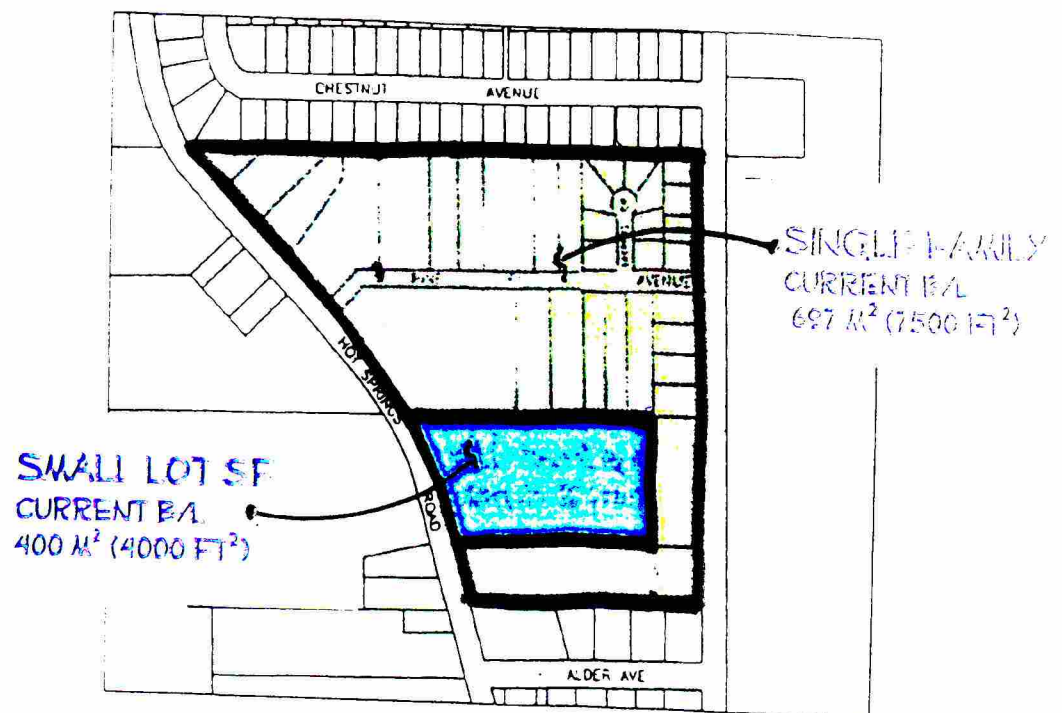
Figure 1: Neighbourhood Planning Areas



Neighbourhood Planning Area 1

OPTION 2

Figure 1: Neighbourhood Planning Areas



Neighbourhood Planning Area 1

VILLAGE OF HARRISON HOT SPRINGS

NEIGHBOURHOOD PLANNING AREA 2

PLANNING FRAMEWORK

June 2009

A. BACKGROUND AND PURPOSE

The Village's Official Community Plan (OCP) designates the area bounded by Lillooet Avenue to the north, the Village boundary to the east, Echo Avenue to the south, and Miami Creek to the west as **Neighbourhood Planning Area 2**. Section 3.2.4 of the OCP speaks to **Neighbourhood Planning Area 2** by indicating that the area has the potential to accommodate medium density multi family development by extending the Lakeshore Residential area designation southward provided that the redesignation takes place on the basis of a comprehensive development proposal that addresses the overall area. The purpose of this report is to provide a series of land use options for **Neighbourhood Planning Area 2**, one of which that could be ultimately incorporated within the Official Community Plan

B. PLANNING AREA STATISTICS

The following general information is provided regarding **Neighbourhood Planning Area 2**:

- 1) Size of Area: 5.5 ha (13.5 acres)
- 2) Number of Existing Lots: 46
- 3) Current Zoning: Primarily R-2 (Two Family Residential)
2 lots: R-4 (Multi Family Residential - Medium Density)
2 lots: P-1 (Community Institutional)
- 4) Existing Municipal Services:

C. PLANNING CONTEXT AND ISSUES

Neighbourhood Planning Area 2 has been identified in the Official Community plan as an area that could transition from a predominantly single family area with smaller older homes to an area with a series of medium density multi-family residential buildings. This neighbourhood is in close proximity to the Village's primary commercial area and Harrison Lake. Consistent with current sustainability principles, the increase in density of this neighbourhood is seen as an opportunity to promote a more walkable community enabling more people to live close to the community's major amenities.

The challenge for the Village in planning for the redevelopment of an existing established residential neighbourhood is the consideration of the following issues:

- 1) is the infrastructure capable of accommodating an increase in development?;
- 2) what can be done to mitigate the impacts of a neighbourhood in transition?;
- 3) will people be displaced if older housing is replaced with new housing?;
- 4) can the older homes co-exist with new development?;
- 5) will the densities be high enough to enable a developer to purchase land at a price that will be acceptable to the existing property owner?;
- 6) what are the important design features for the new housing?; and
- 7) what features can be integrated in the design of the area that would promote sustainability?

D. PLANNING PRINCIPLES

In an attempt to address the above noted issues, the redevelopment of **Neighbourhood Planning Area 2** shall respect the following planning principles:

- 1) The change of use and density of the neighbourhood shall respect the character of the single family neighbourhood on the south side of Echo Avenue.
- 2) To facilitate the efficient redevelopment of properties, the assembly of existing single family lots is the preferred approach; however redevelopment options for individual lots shall be provided where possible.
- 3) Density of development shall decrease as the distance from the lake increases.
- 4) New development shall be designed to cater to full time residents as opposed to part time transient residents.
- 5) Development proposals shall identify the manner in which existing residents will be housed elsewhere.
- 6) If necessary, new zones will be created to accommodate innovative development proposals.
- 7) Density bonuses will be considered for development projects that provide:
 - a) rental housing or have some units owned and operated by a housing society;

- b) community amenities either within the neighbourhood or elsewhere within the Village;
 - c) green building elements that promote energy and water conservation; and
 - d) tangible opportunities for promoting alternative modes of transportation.
- 8) Infrastructure upgrades shall be the responsibility of the developer.

E. LAND USE OPTIONS

Taking into account the above noted planning principles, two land use options have been prepared for **Neighbourhood Planning Area 2**. The options largely differ with respect to the manner in which the land on the north side of Echo Avenue is addressed.

Option 1

In Option 1, all land would be designated for medium density development (R-4 type zoning) other than the lots on the north side of Echo Avenue between Eagle Street and Mount Street which would be designated for small lot single family lots (R-3 type zoning).

Multi Family Component

- Total Area: 2.7 ha
- Average Density: 35 units per ha. as per the R-4 zone
- Estimated Total Number of Units: 90 - 95

Single Family Component

- Total Area: 1.6 ha
- Average Density: 400 square meter lots as per the R-3 zone
- Estimated Total Number of Lots: 35 – 40

Option 2

In Option 2, the land east of Spruce Street between Lillooet Avenue and Echo Avenue would be designated for small lot single family lots (R-3 type zoning), and the land west of Spruce Street would be designated for medium density development (R-4 type zoning).

Multi Family Component

- Total Area: 1.7 ha
- Average Density: 35 units per ha. as per the R-4 zone
- Estimated Total Number of Units: 55 - 60

Single Family Component

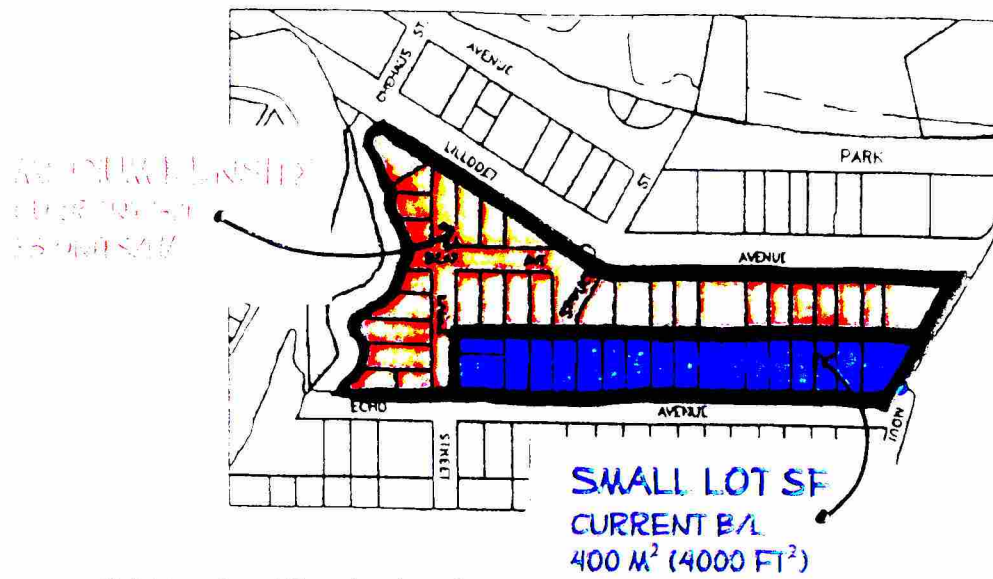
- Total Area: 2.6
- Average Density: 400 square meter lots as per the R-3 zone
- Estimated Total Number of Lots: 55 – 65

F. CONCLUSION

With either option, the redevelopment of **Neighbourhood Planning Area 2** in accordance with the above noted planning principles will provide new housing opportunities within the Village that are consistent with Smart Growth principles and best practices related to sustainability. Option 1 would potentially generate in the range 125 – 135 total dwelling units, while Option 2 would generate 110 – 125 dwelling units.

The density and housing form that has been established will enable the neighbourhood to provide a gradual transition from the higher density area along the lake to the single family neighbourhood to the south. It is anticipated that the changes to the neighbourhood will take place over time.

OPTION 1



OPTION 2





VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** August 6, 2009
FROM: Larry Burk,
Chief Administrative Officer **FILE:**
SUBJECT: Cost of attendance at FCM conference in Toronto

BACKGROUND:

At regular Council meeting of July 13, 2009 staff was directed to determine budget costs for possible councillor attendance at the Federation of Canadian Municipalities 43rd annual conference and Expo scheduled for May 2010 in Toronto Ontario.

BUDGETARY CONSIDERATIONS:

This expense has not been directly budgeted for in 2009. Expenditures for attendance at seminars and conferences on Council business is included in the 2010 financial plan budget.

I was asked to review the cost of attending this conference in Ontario.

The following is on a per person basis. These quotes are all taken from the provider or seller:

| | |
|---|-------------------|
| Registration (based on 2009) | \$675.00 |
| Flight (bookings only available up to April 2009) | \$900.00 |
| Hotel (5 nights at the host hotel) | \$1,237.35 |
| Airport parking (5 days) | \$35.00 |
| Hotel parking (5 days) | \$150.00 |
| Per Diem (5 days) | \$500.00 |
| Total per person | \$3,497.35 |

Car rental in Toronto not included, taxes not included, carbon offset purchase not included.

POLICY CONSIDERATIONS:

There is no policy as to which conferences or seminars that Council members attend each year. Typically members request permission to attend or the Mayor delegates attendance accordingly.

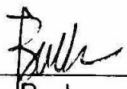
OPTIONS

Council can bring this matter forward at the time of setting a provisional budget early in the spring of 2010 in time to make appropriate reservations etc; or

Council can request the Director of Finance to adjust this years budgets to include this expenditure; or

Council can choose not to send any representative of the Village to this conference.

Respectfully submitted for your
consideration;



Larry Burk
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: July 31, 2009
FROM: Director of Finance FILE: 1850-20
SUBJECT: Request for Additional Grants to Groups

RECOMMENDATION:

THAT Council receives the Director of Finance's report on additional request for a Grant to Group.

BACKGROUND:

In a report prepared July 7th and presented to Council at the July 13th regular meeting of Council, the balance of unallocated Grants to Groups is \$3,400.00. The Village is in receipt of an additional request from the Harrison Highlanders with no specific amount attached. The Harrison Highlanders received a Grant to Groups of \$750 on May 8th of this year.

BUDGETARY CONSIDERATIONS:

\$3,400 remains unallocated in the 2009 budget.

Respectfully submitted for your
consideration;



Dale Courtice
Director of Finance

**THE HARRISON HIGHLANDERS**

246 Balsam Avenue
Harrison Hot Springs, BC V0M-1K0

T (604) 796-8920

July 29th 2009.

Mayor and Council.

As a sponsor of the Harrison highlanders I would like to bring you up to date with our efforts.

Over the past year we have raised by donation approximately \$8500.00, that together with our own appearance money of \$1460.00 has enabled us to dress five members with nearly all the equipment required.

We now have four additional playing members who are ready for uniforms, and two learners who should be ready next year.

The money we have raised is close to half that which will be needed to achieve our goal. With that in mind I would ask Council if we can be considered for a further grant now or in the near future.

Respectfully

Tom Browning
Pipe Major.

| | |
|--|---|
| FILE # | DATE |
| 1850-20 | JUL 29 2009 |
| <input checked="" type="checkbox"/> ACCTS | <input type="checkbox"/> ACCTS |
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| <input type="checkbox"/> SUP PAY | <input checked="" type="checkbox"/> MAYOR |
| <input type="checkbox"/> PAYROLL | <input checked="" type="checkbox"/> COUNCIL |
| <input type="checkbox"/> TAX | |
| ITEM | A (B) C |
| COUNCIL AGENDA | |
| DATE Aug 10/09 | |
| INITIAL | |
| (ITEMS: A - REQ. ACTION, B - INFO - W/RESP; C - INFO ONLY) | |



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: August 7, 2009
FROM: Director of Finance FILE:
SUBJECT: Community Amenities Reserve Expenditure Bylaw

RECOMMENDATION:

THAT Council rescinds third reading of Bylaw 922 and gives first, second and third reading of Bylaw 922 as amended.

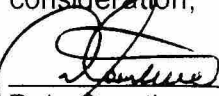
BACKGROUND:

Bylaw 922 which was given three readings in July 2009 was developed to allow the Village to buy a trailer for the Harrison Hot Springs Pre-school to a maximum amount of \$45,000. The Pre-school now requires additional funds as costs have increased to approximately \$52,000. Bylaw 922 has been amended to reflect this change.

BUDGETARY CONSIDERATIONS:

The monies included in this bylaw cannot be released until a Financial Plan Revision Bylaw is adopted.

Respectfully submitted for your
consideration;


Dale Courtice
Director of Finance


Larry Burk
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 914

A bylaw to establish the rules of procedure for Council of the Village of Harrison Hot Springs

WHEREAS under Sections 124 (1) of the *Community Charter*, Council must by bylaw establish the general procedures to be followed by Council and Council Committees in conducting their business,

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

1. **CITATION:**

This Bylaw may be cited for all purposes as "Village of Harrison Hot Springs Council Procedure Bylaw No. 914, 2009" and comes into effect on the date of adoption.

2. **DEFINITIONS:**

In this bylaw, unless the context otherwise requires:

"Acting Mayor" means a member of Council who is nominated by the Mayor and appointed by Council pursuant to Section 130 of the *Community Charter*;

"Charter" means *Community Charter*;

"Commission" means a municipal commission established under s.143 of the *Community Charter*;

"Committee" means a select, standing, or other committee duly appointed by the Council, but does not include COW;

"COW" or "Committee of the Whole" means all of the members of the Council present at a meeting sitting in Committee;

“Councillor” means a Councillor of the Village of Harrison Hot Springs;

“Corporate Officer” means the Corporate Officer for the Village of Harrison Hot Springs;

“Council” means the Municipal Council of the Village of Harrison Hot Springs;

“Deputy Mayor” means the member appointed by Council to preside at any meeting of Council in the absence or incapacity of the Mayor;

“In Camera meeting” means a meeting closed to the public;

“Mayor” means the duly elected Mayor of the Village of Harrison Hot Springs;

“Member” means a member of the Municipal Council of the Village of Harrison Hot Springs and includes the Mayor;

“Meeting” shall include all meetings of Council whether regular or otherwise unless specifically stated;

“Motion” means a formal proposal made by a member of Council that the Council undertake or approve a specified course of action; and

“Municipal Hall” means Harrison Hot Springs Municipal Hall located at 495 Hot Springs Road, Harrison Hot Springs, British Columbia

“Public Notice Posting Place” means the front window at the entrance to the Village Office and public notice board within the Village of Harrison Hot Springs;

“Village” means the Village of Harrison Hot Springs;

“Village Web Site” means the information resource found at an internet address provided by the Village;

3. **MEETINGS OF COUNCIL:**

- (a) Following the general local election, the first Council meeting shall be held on the first Monday in December in the year of the election.
- (b) After the inaugural meeting, regular meetings of Council shall be held on the first and third Mondays of each month, except for the months of July, August and September, when there shall only be one meeting per month and that meeting shall be on the second Monday of the month for those three months;
- (c) Where the regular meeting day of Council occurs on a statutory holiday, the regular meeting will take place on the day immediately following such holiday, or another date set by Council;

- (d) Regular Council meetings may:
 - (i) be cancelled by the Mayor or Council, provided that two consecutive meetings are not cancelled; and
 - (ii) be postponed to a different day, time, and place by the Mayor, provided the Corporate Officer is given at least two (2) days written notice.
- (e) Council meetings shall be held in the Village of Harrison Hot Springs Municipal Hall unless, by resolution, some other locale is approved by Council.
- (f) Regular meetings of Council shall be held at 7:00 pm.
- (g) Regular meetings of Council must adjourn by 10:00 p.m. on the day scheduled for the meeting, unless Council resolves to proceed beyond that time;
- (h) At least 24 hours before a regular meeting of Council, the Corporate Officer or designate must give public notice of the time, place and date of the meeting by way of posting a notice at the public notice posting place; and
 - (i) leaving a copy of the agenda for each Council member in the Council member's mailbox at the Village Office;
 - (ii) faxing or emailing a copy of the agenda to the local community newspaper for their information.
- (i) By resolution of Council, if a member of Council cannot attend a Regular or Special Meeting of Council, the member may partake in all matters put before Council and be deemed to be in attendance at the meeting through the use of a telephone or any other such electronic device as approved by Council wherein they can freely partake in verbal discussion on any issue or item.

4. **AGENDA:**

- (a) Prior to each regular meeting, the Corporate Officer or designate shall prepare an agenda of all business to be brought before the Council at such meeting.
- (b) At least 72 hours before a regular meeting of Council, the Corporate Officer or designate must deliver a copy of the agenda to each member of Council at the place to which the Council member has directed notices and/or agendas to be sent.
- (c) The Mayor or presiding member may add correspondence, reports or other items to the agenda of a regular meeting of Council in that meeting providing Council concurs to the late items by resolution.
- (d) All documents intended to be considered by Council at a meeting must be delivered to the Corporate Officer or designate not later than 12:00 noon on the Wednesday preceding the day of the meeting of the Council.

- (e) The Council shall proceed with business in the order set out in the agenda, unless the majority of the Council present otherwise directs.
- (f) Except as Council otherwise resolves and, in any event, only to the extent that business exists at a particular meeting under each of the following subject headings, the usual order of business at a Regular Meeting of Council shall be:
 - 1. Call to Order
 - 2. Introduction of Late Items
 - 3. Approval of Agenda
 - 4. Adoption of Minutes
 - 5. Business Arising from Minutes
 - 6. Delegations
 - 7. Correspondence
 - 8. Business arising from Correspondence
 - 9. Reports of Committees, COW and Commissions
 - 10. Reports from Mayor
 - 11. Reports from Councillors
 - 12. Reports from staff
 - 13. Bylaws
 - 14. Question Period (pertaining to agenda only)
 - 15. Adjournment
- (g) When any order, motion, or question is lost, by reason of the Council or any Committee thereof breaking up for want of a quorum, the order, resolution, or question so lost shall be the first item of business to be proceeded with and disposed of at the next meeting of the Council or Committee under that particular heading.

5. OPENING PROCEDURES:

- (a) The Mayor shall take the chair and call the members to order as soon after the hour of meeting when a quorum is present.
- (b) The Deputy Mayor shall take the chair and call the members to order in case the Mayor does not attend within 15 minutes after the time appointed for a meeting; or if the Deputy Mayor is absent, the Corporate Officer or designate shall call the members to order and, if a quorum is present, the members shall appoint an Acting Mayor who shall preside during the meeting or until the arrival of the Mayor.
- (c) The Corporate Officer or designate shall record in the minutes, should there be no quorum present within 15 minutes after the time appointed for the meeting, the name of the members present at the expiration of 15 minutes and the meeting shall stand adjourned until the next meeting.

6. RULES OF CONDUCT AND DEBATE:

- (a) Every member shall address the chair before speaking to any question or motion.
- (b) Council members shall address the chair as "Mayor", "Your Worship", "Deputy Mayor" or "Acting Mayor" as the case may be and shall refer to each other by surname as "Councillor _____".
- (c) No member shall:
 - (i) speak disrespectfully of the reigning sovereign, a member of the Royal Family, the Governor General, or a Lieutenant Governor;
 - (ii) use offensive words in Council or against any member thereof;
 - (iii) speak beside the question in debate or reflect upon a vote of the Council, except for the purposes of moving that the vote be rescinded;
 - (iv) leave his seat or make any noise or disturbance while a vote is being taken and until the result is declared;
 - (v) interrupt a member who is speaking, except to raise a point of order;
 - (vi) disobey the rules of the Council or disobey the decision of the Mayor or presiding member on points of order or practice, or upon the interpretation of the Rules of Council by the Mayor or presiding member, except any member shall have the right of appeal against the Chair as provided for in the *Charter*.
- (d) If any member takes an action prohibited, the member shall be ordered by a majority vote of the Council or on the order of the Mayor or presiding member to leave his/her seat for that meeting, and in the case of his/her refusing to do so, may, on order of the Mayor or presiding member, be removed from the meeting by a Peace Officer.

- (e) However, if a member offending subsection 6(d) apologizes to the Council, the Council may, by majority vote, permit him to resume his seat.
- (f) No member may speak more than once to the same question without leave of the Council, except to explain a material part of his/her speech which may have been misconceived, and in doing so the member may not introduce new information.
- (g) A member who has made a substantive motion to the Council shall be allowed to reply, but not a member who has moved an amendment.
- (h) The Mayor or presiding member, or any member through the Mayor or presiding member, may call a point of order to a member who is speaking. When such action is taken, the Mayor or presiding member shall immediately suspend debate and the member in question shall refrain from speaking until the Mayor or presiding member determines the point of order.
- (i) After a question is finally put by the Mayor or presiding member, no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.
- (j) The decision of the Mayor or presiding member, as to whether the question has been finally put, shall be conclusive, and when the Mayor or presiding member is putting a question, no member shall walk out of the Chamber.
- (k) A member of Council may, by right, require the motion under discussion be read for informational purposes at any period of the debate, but not so as to interrupt any member speaking.
- (l) No member shall speak to any motion or in reply for longer than five minutes, without leave of the Council except the mover of a motion shall be allowed to reply to the motion for up to three minutes and close the debate.
- (m) If the Mayor or presiding member desires to leave the chair for purposes of taking part in a debate or otherwise, he shall call upon the Deputy Mayor or, in the absence of the Deputy Mayor, another member of Council to take the chair until the Mayor or presiding member resumes the chair.
- (n) A Council member or former Council member must, unless specifically authorized otherwise by Council:
 - (i) keep in confidence any record held in confidence by the Village, until the record is released to the public as lawfully authorized or required; and

- (ii) keep in confidence information considered in any part of an In Camera Council, COW or committee meeting, until the Council, COW or committee discusses the information at a meeting that is open to the public or releases the information to the public.

7. VOTING:

- (a) All voting shall be by a show of hands, unless in the case of a Council meeting where a Council member or members are partaking by use of a telecommunications device, as approved by Council resolution, the voting on a motion shall be conducted by the Mayor or presiding member verbally asking each member, in turn, whether they are in favour of the motion and each Council member must respond verbally in the positive or negative.
- (b) Each member present, including the Mayor or presiding member, shall have one vote.
- (c) A motion on a bylaw or resolution, or any other question before Council, is decided by a majority of the Council members present at the meeting, including the Mayor.
- (d) A member may request that his/her vote be recorded on a question.
- (e) Upon the request of any member, when the question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately.
- (f) Council shall not reconsider any motion more than once at the same meeting, except by unanimous consent of Council.
- (g) After a vote has been taken on a motion, except one of indefinite postponement of a subject, any member who voted on the prevailing side may, at the next regular Council meeting, move for reconsideration or a rescission thereof. Council shall not discuss the main motion until such time as the motion for reconsideration is passed in the affirmative.
- (h) Each Council member present at the time of a vote must vote on the matter.
- (i) If a Council member abstains from voting or does not indicate how they vote, the member is deemed to have voted in the affirmative.
- (j) If the vote of the members present at a Council meeting at the time of the vote is equal for and against a motion, the motion is defeated.

8. MOTIONS:

- (a) Every motion other than a procedural motion shall be recorded by the Corporate Officer or designate.
- (b) When a motion has been made and seconded, the Mayor or presiding member shall propose a question framed thereon to open debate.

- (c) When the debate is closed, the Mayor or presiding member shall immediately put the question to a vote.
- (d) After a motion has been stated or read, it is deemed to be in the possession of Council, but may be withdrawn by the mover and seconder of the motion by the majority of Council members present.
- (e) Whenever the Mayor or presiding member is of the opinion that a motion is contrary to the rules and privileges of Council, he shall apprise the members thereof without proposing the question, and shall cite without argument or comment, the rule or authority applicable to the case.
- (f) When a question is under consideration, no motion shall be received, except for the following:
 - (i) to refer to a Committee;
 - (ii) to amend;
 - (iii) to postpone (defer) to a certain time;
 - (iv) to lay on the table;
 - (v) to postpone indefinitely;
 - (vi) to move the previous motion; and
 - (vii) to adjourn.
- (g) The motions listed in Section 8(f) shall have precedence in the order in which they are named, and the last four shall be neither amendable nor debatable.
- (h) A motion for reference in Section 8 (f)(i) shall, until it is decided, preclude all the amendments of the main question.
- (i) A motion to adjourn the debate is always in order and need not be in writing, and shall be decided without debate. No second motion to the same effect shall be made until some intermediate proceedings have occurred.

9. **AMENDMENTS TO MOTIONS:**

- (a) A member may move that a motion be amended in one of the following ways:
 - (i) by leaving out certain words;
 - (ii) by leaving out certain words and inserting or adding others;
 - (iii) by inserting or adding certain words; or
 - (iv) by substitution.
- (b) The Mayor or presiding member shall not permit an amendment which negates the purpose of the main motion.

- (c) When a member moves to amend a motion, the Mayor or presiding member shall state the original motion followed by the amendment and then shall put the question of the amendment to the Council.
- (d) If the motion is defeated, the Mayor or presiding member shall again propose the main question and debate may continue.
- (e) Members, other than the member who moved the defeated amendment, may submit amendments.
- (f) If the amendment is passed, then the debate continues on the amended motion. It shall be competent for a member to move other amendments subject to the limitations set forth in the following sections.
- (g) The Mayor or presiding member shall allow only one amendment to an amendment.
- (h) Once Council defeats an amendment, it cannot be moved a second time.
- (i) The Mayor or presiding member shall put amendments to Council in the reverse order to that in which they are moved. When there is a main motion, a primary amendment and a secondary amendment thereto, the motion and appendages shall be put to the Council in the following order:
 - (i) The secondary amendment.
 - (ii) The primary amendment to the main motion.
 - (iii) The main motion.

10. **BYLAWS:**

- (a) The Corporate Officer or designate shall have every proposed bylaw prepared before it is considered by Council and every member shall be given a copy at least 24 hours prior to the meeting of Council, or all Council members unanimously agree to waive this requirement.
- (b) Subject to section 135(3) of the *Community Charter*, three readings may be given on the same day, however, section 890(9) of the *Local Government Act* provides that Council may adopt an official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.
- (c) The Corporate Officer or designate shall endorse upon every Bylaw, the date of the readings, the effective date and the date of adoption.
- (d) Only the title and the intended object of the Bylaw shall be read by the Mayor, presiding member, Corporate Officer or designate at first reading of the Bylaw.

- (e) The Mayor or presiding member shall not allow any amendments or debate at first reading of a Bylaw.
- (f) If a motion to introduce a Bylaw fails or is not made and seconded, the Bylaw shall be considered defeated and shall be removed from the agenda and shall not be brought forward as unfinished business on a subsequent agenda.
- (g) The second and third reading of a Bylaw may be deferred for a total period up to three months upon a motion of Council.
- (h) Where the *Charter* or *Local Government Act* requires that a Public Hearing be held, it shall be held after first reading and before third reading of the Bylaw.
 - (1) Pursuant to section 890(3) of the *Local Government Act*, any written submissions respecting matters contained in the proposed bylaw that is the subject of the hearing must be received 48 hours prior to the date of the Public Hearing.
- (i) A Bylaw is not valid unless it has been given three readings and has then been adopted by the Council, pursuant to the *Community Charter*.
- (j) Nothing in this section shall require the Council to introduce a Bylaw or give it any reading or readings.
- (k) Second reading of the Bylaw shall consist of debate upon the general principles of the Bylaw.
- (l) Every Bylaw other than an Official Community Plan or Zoning Bylaw, shall be adopted not less than one clear day after it has received third reading, upon the motion "That the Bylaw cited as "_____" be adopted" provided, however, that if the Bylaw must be approved pursuant to the *Community Charter* or any other *Act*.
- (m) Upon reconsideration, the bylaw may be approved or rejected.
- (n) A Council member may request that the whole or any part of the Bylaw shall again be read before the motion for reconsideration and adoption is put.
- (o) Every adopted and signed bylaw shall be kept indefinitely by the Corporate Officer or designate Bylaw among the corporate records of the municipality.

11. **PETITIONS AND DELEGATIONS:**

- (a) No person or group of persons wishing to appear before Council may do so unless the Corporate Officer or designate has first been provided a written application prior to 4:30 p.m. on the Wednesday before the meeting to be included on the agenda.

- (b) A delegation shall appoint a speaker or, upon a vote of the majority of Council members present at a meeting, more than one speaker.
- (c) The Mayor or presiding member shall allow up to 10 minutes for the presentation with a ten-minute question and answer period following.
- (d) The Council may dispose of the petition or submission at the meeting, refer the subject matter to a Committee, or take such other action as it deems expedient.
- (e)
 - (i) A petition presented to Council shall legibly include the subject matter, date of the petition, the name of each petitioner, post office box, and civic address.
 - (ii) In the case of a corporation, it is required that the signature on a petition include written authority signed by a Director of the corporation under the corporate seal.
- (f) Council reserves its authority in whole or in part to not deliberate on any matters presented at a delegation until the subsequent meeting.

12. SPECIAL MEETINGS OF COUNCIL:

- (a) Except where notice of a special meeting is waived by unanimous vote of all Council members under Section 127 (4) of the *Community Charter*, at least twenty-four hours before a special meeting of Council, the Corporate Officer or designate must:
 - (i) give advance notice of the time, place and date of the meeting by way of a notice posted at the public notice posting places in the Village of Harrison Hot Springs; and
 - (ii) give notice of the special meeting in accordance with Section 127 (2) of the *Community Charter*.

13. ATTENDANCE OF PUBLIC AT MEETINGS:

- (a) Subject to Sections 89 and 90 of the *Community Charter*, all Council meetings must be open to the public.
- (b) Before a meeting or part of a meeting is to be closed (In Camera) to the public, Council must state by resolution, the fact that the meeting is to be closed (In Camera) and the basis under Section 90 of the *Community Charter* on which the meeting is to be closed.

- (c) This section applies to meetings of bodies referred to in Section 93 of the *Community Charter* including, without limitation:
 - (i) Standing or select committees;
 - (ii) Commissions;
 - (ii) Committee of the Whole.

14. COMMITTEE OF THE WHOLE:

- (a) A quorum of the Council is quorum for the Committee of the Whole.
- (b) A meeting of the Committee of the Whole may be called at any time by the Mayor.
- (c) At least twenty-four hours before a meeting of the Committee of the Whole, the Corporate Officer or designate must give public notice of the time, place and date of the meeting by way of posting an agenda at the public notice posting places;
- (d) During a Regular Council meeting, Council may, by resolution, resolve itself into the Committee of the Whole to consider specific matters.
- (e) The Mayor shall preside at the Committee of the Whole, unless the Council appoints another member of Council to preside.
- (f) The rules of the Council shall be observed in the Committee of the Whole so far as may be applicable, except that;
 - (i) the number of speeches by a member to any question shall not be limited;
 - (iii) no member shall speak for a longer total time of five minutes to a question; and
 - (iii) a seconder to a motion is not required.
- (g) A record will be recorded of how members voted.
- (h) A motion in the Committee of the Whole to rise without reporting, or that the Chair of the Committee leave the chair, is always in order and shall take precedence over any other motion.
- (i) Debate on a motion referred to in Section 14(f)(i) shall be allowed, but no member shall speak more than once to the motion and, on further vote, shall be considered disposed of in the negative, and the Chair of the Committee of the Whole shall resume the Chair and proceed with the next order of business.

- (j) When all matters referred to the Committee of the Whole have been considered, a motion to rise and report shall be adopted. The Committee, when it has partly considered a matter, may report progress and ask leave to sit again. In resumption of regular Council business, the Chair of the Committee of the Whole shall report to the Council and the Council may:
 - (i) adopt the report;
 - (ii) reject the report;
 - (iii) adopt the report with amendments;
 - (iv) refer the subject matter for further consideration, either in part or in whole;
 - (v) postpone action on the report; or
 - (vi) approve the request of the Committee to sit again, the Committee having reported progress after partial consideration of the subject.
- (k) A resolution at a Regular meeting of Council to adopt minutes of a Committee of the Whole meeting shall constitute ratification of all motions therein. Issues are finalized and authorized once the Council has passed the resolution to adopt.

15. **STANDING AND SELECT COMMITTEES AND COMMISSIONS**

(a) Standing Committees

- (i) The Mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees;
- (ii) At least half of the members of a standing committee must be council members;
- (iii) Subject to 15(a)(i), persons who are not council members may be appointed to a standing committee.
- (iv) The Mayor shall designate one member of each committee to act as Chair and the Chair will be entitled to one vote.
- (v) The Mayor shall be an ex-officio member of all Committees and be entitled to vote at all meetings thereof.
- (vi) Members of Council, other than members appointed to a Standing Committee, may attend the meetings of a Standing Committee and shall not be allowed to vote, but may, with the consent of the Committee, be allowed to take part in any discussion or debate by permission of a majority vote of the members of the Committee.

- (vii) A majority of voting members appointed to a Standing Committee shall constitute a quorum.
- (viii) Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the Mayor;
 - (d) as required by Council or the Mayor, or at the next Council meeting, if possible, if the Council or Mayor does not specify a time.

(b) Select Committees

- (i) Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council.
- (ii) At least one member of a select committee must be a council member;
- (iii) Subject to 15(b)(i), persons who are not council members may be appointed to a select committee.
- (iv) The Mayor shall designate one member of each committee to act as Chair and the Chair will be entitled to one vote.
- (v) The Mayor shall be an ex-officio member of all Committees and be entitled to vote at all meetings thereof.
- (vi) A Select Committee shall, upon completion of its assignment and upon submission of its final report to the Council, be automatically dissolved.
- (vii) A majority of voting members appointed to a Select Committee shall constitute a quorum.
- (viii) Select Committees must consider, inquire into, report and make recommendations to Council about the matters referred to the committee by the Council;

- (ix) Select Committees must report and make recommendations to Council at the next Council meeting, if possible, unless Council specifies a different date and time.

(c) Commissions

- (i) Council may establish and appoint a commission to do one or more of the following:
- (ii) A council member is not eligible to be a member of an advisory planning commission, but may attend at a meeting of the commission in a resource capacity.
- (iii) A council member is eligible to be a member of any other commission;
- (iv) A majority of voting members appointed to a Commission shall constitute a quorum.
- (v) Commissions must consider, inquire into, report and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the commission;
 - (b) on matters that are assigned by Council or the Mayor;
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting, if possible, if the Council or Mayor does not specify a time.
- (d) At least twenty-four hours before a meeting of Standing and Select Committees or Commissions, the Corporate Officer or designate must give public notice of the time, place and date of the meeting by way of posting a notice at the public notice posting places;
- (e) In the transaction of business, all Standing and Select Committees and Commissions shall adhere, as far as possible, to the rules governing proceedings at the meetings of Council.
- (f) A resolution at a Regular meeting of Council to adopt minutes of shall constitute ratification of all motions therein. Issues are finalized and authorized once Council has passed the resolution to adopt.

16. REPORTS:

- (a) Reports of activities, as required by Council, shall be submitted through the Chief Administrative Officer for inclusion on the next Regular Council agenda for the following areas:
 - (i) Planning, Development and Building
 - (ii) Fire Department
 - (iii) Public Works
 - (iv) Finance
 - (ii) Bylaw Enforcement

17. UNPROVIDED CASES:

Except as provided in this Bylaw or in the *Community Charter*, the Council, its Standing and Select Committees, Commissions and Committee of the Whole, shall follow the rules contained in the Roberts Rules of Order.

18. SUSPENSION OF RULES:

- (a) Any one or more rules and orders contained in this Bylaw may be temporarily suspended by a majority vote of the whole of Council, except those contained in Section 6 (d), Section 10 (a), (b), and (c), and Section 15 (c)
- (b) No action of Council is rendered invalid solely by reason of any breach, inadvertent or otherwise, of any provisions of this Bylaw.

19. SEVERANCE CLAUSE:

If any section, subsection, sentence, clause or phrase of this bylaw is, for any reason, held to be invalid by the decision of any Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Bylaw.

20. CONFLICT OF INTEREST:

- (a) Should a member of Council or its committees deem to have a direct or indirect pecuniary interest in any matter before a meeting, he shall verbally declare such a conflict, state the general nature that this is to be the case, and remove himself from the meeting.
- (b) A member of Council or its committees declaring a conflict of interest must not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter. After such declaration, the Corporate Officer or designate must have recorded in the minutes, the declaration

of the conflict, the reasons given for it and the times of the member's departure from and return to the meeting.

- (c) The Mayor/Chair or presiding member of the Council or its committee meetings must ensure that the member is not present at the meeting at the time of any vote in respect of the matter.
- (d) A member of Council may be disqualified from continuing to hold office pursuant to the *Community Charter* if he is in contravention of this section unless the contravention was done inadvertently or because of an error in judgment made in good faith.

21. GENDER NEUTRAL

- (a) This bylaw is gender neutral and accordingly, any reference or phrase to one gender includes the other.
- (b) Words in the singular include the plural and words in the plural include the singular.

22. REPEAL:

Bylaw 801 cited as "COUNCIL PROCEDURE BYLAW No. 801, 2004" and Bylaw 848 cited as "VILLAGE OF HARRISON HOT SPRINGS COUNCIL PROCEDURE AMENDMENT BYLAW No. 848, are hereby repealed in their entirety.

- 23. THIS BYLAW** may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.

In Compliance with section 124(3) of the *Community Charter*, a notice was placed in the July 2, 2009 and July 9, 2009 editions of the Agassiz-Harrison Observer newspaper.

READ A FIRST TIME this 13th day of July, 2009.

READ A SECOND TIME this 13th day of July, 2009.

READ A THIRD TIME this day of 2009.

ADOPTED this day of 2009.

Mayor

Corporate Officer



**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 920**

**A bylaw to amend Village of Harrison Hot Springs
Official Community Plan Bylaw No. 864**

WHEREAS the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Official Community Plan Bylaw No. 864, the Official Community Plan Bylaw for the Village of Harrison Hot Springs, as adopted May 7, 2007.

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 Official Community Plan Amendment Bylaw No. 920, 2009".

II. TEXT AMENDMENT

1. That the Official Community Plan of Village of Harrison Hot Springs Official Community Plan Bylaw Number No. 864, be amended to include the following:

In Chapter **4 LAKESHORE SPECIAL PLANNING AREA** Section **4.2 Objectives** the following text be added: "Council's objectives are to:"

"4.2.8 *Permit interim temporary uses of commercially designated lands within the Lakeshore Special Planning Area when;*

- *current market or other issues limit development potential; and*
- *when interim development would be considered to be of benefit or positive influence to investment or amenity issues within the Village*

by designating these lands as eligible for Temporary Commercial Permits per Section 921 of the Local Government Act."

III. READINGS AND ADOPTION

READ A FIRST TIME THIS 1ST DAY OF JUNE, 2009

A PUBLIC HEARING WAS HELD ON THE 24TH DAY OF JUNE, 2009

READ A SECOND TIME THIS 13TH DAY OF JULY, 2009

READ A THIRD TIME THIS 13TH DAY OF JULY, 2009

ADOPTED THIS DAY OF , 2009.

Mayor

Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 921

A bylaw to amend Village of Harrison Hot Springs Zoning Bylaw No. 672, 1996

WHEREAS the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Zoning Bylaw No. 672, 1996, the Zoning Bylaw for the Village of Harrison Hot Springs, as adopted December 3, 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. 921, 2009".

II. TEXT AMENDMENT

1. That the Zoning Bylaw of Village of Harrison Hot Springs, Zoning Bylaw Number No. 672, 1996 be amended as follows:

In section 4.15. Floodplain Specifications

.5 Conditionally Exempt add:

"Areas within the Designated Historic Commercial Area as shown on Schedule "A" attached to and forming part of this bylaw, non-residential uses are permitted for the portions of the structures below the Flood Construction Level; and

A reduction in the FCL by up to the height of any freeboard suggested in the creation of the FCL may be considered by Council where the lands are in floodplain fringe areas and there are no major erosion or channel avulsion hazards in the immediate vicinity".

.6 Site-Specific Exemptions delete paragraph and amend and replace as follows:

"An application by a property owner to the Village of Harrison Hot Springs for a site-specific exemption shall be completed upon a form provided by the Village and submitted in accordance with the instructions on the application.

- (a) Pursuant to Section 910(5) of the Local Government Act the Village Council may exempt a person from meeting the requirements specified in Section 4.15.2 and 4.15.4 of this bylaw in relation to a specific parcel of land or a use, building, or other structure on the parcel of land if the Council considers it advisable provided that:

- (i) the exemption is consistent with the Provincial Flood Hazard Area Land Use Management Guidelines and as they may be amended from time to time; or

- (ii) *the Council has received a report that the land may be used safely for the use intended, which is certified by a person who is:*
- *a professional engineer or geoscientist and experienced in geotechnical engineering, or;*
 - *a person in a class prescribed by the Minister under Subsection 910(7) of the Local Government Act*
- (iii) *the owner shall enter into a restrictive covenant under Section 219 of the Land Title Act in the form set out and as required by the Village from time to time titled Floodplain Covenant;*
- (iv) *the application for exemption shall be in the form as noted and required by the Village from time to time and titled "Application for Adjustment to Flood Control Level"*

and add the following:

- .7 The purpose of these conditions is to reduce the risk of injury, loss of and property damage due to flooding and erosion.*
- .8 The Village of Harrison Hot Springs does not represent to the owner or any other person that any building constructed or manufactured home or unit located in accordance with the following conditions will not be damaged by flooding or erosion".*

If any section, subsection, sentence, clause, or phrase of this Bylaw is found invalid, by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this Bylaw.

III. REPEAL

Bylaw No. 875 cited as "Village of Harrison Hot Springs Floodplain Management Bylaw No. 875" and Bylaw No. 919 cited as ""Floodplain Management Bylaw Amendment Bylaw, No. 919, 2009" be hereby repealed in their entirety.

IV. READINGS AND ADOPTION

READ A FIRST TIME THIS 13TH DAY OF JULY, 2009

NOTICE OF THE PUBLIC HEARING WAS WAIVED THIS 13TH DAY OF JULY, 2009

READ A SECOND TIME THIS 13TH DAY OF JULY, 2009

READ A THIRD TIME THIS 13TH DAY OF JULY, 2009

ADOPTED THIS DAY OF , 2009.

Mayor

Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS

BYLAW NO. 922

Being a Bylaw authorizing the expenditure of monies in the Community Amenities Reserve Fund

WHEREAS there is an unappropriated balance in the Community Amenities Reserve Fund established under Bylaw No. 633 of One Hundred and Two Thousand Two Hundred and Eighty Eight Dollars (\$102,288) as at June 30, 2009 which amount has been calculated as follows:

| | |
|--|------------------|
| Balance in Reserve Fund at December 31, 2008 | \$101,620 |
| Add: Interest earnings for current year to June 30, 2009 | <u>668</u> |
| Uncommitted balance in Reserve Fund at June 30, 2009 | <u>\$102,288</u> |

AND WHEREAS: it is deemed desirable to expend a portion of monies set aside under Bylaw No. 633 for the purposes of acquiring and constructing community amenities.

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

1. A maximum sum of Fifty-Two Thousand Dollars (\$52,000) is hereby appropriated from the Community Amenities Reserve Fund to be expended on:
 - (a) Purchase of portable trailer to be leased to the Harrison Hot Springs Pre-school Society.
2. The expenditures to be carried out by the monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.

3. Should any of the above monies remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Reserve Fund.
4. The Community Amenities Reserve is to be replenished in the amount of \$52,000 with the lease payments received from the Harrison Hot Springs Pre-school Society.
5. This bylaw may be cited as the "Community Amenities Reserve Fund Expenditure Bylaw No. 922".

READ FOR A FIRST TIME THIS DAY OF , 2009.

READ FOR A SECOND TIME THIS DAY OF , 2009.

READ FOR A THIRD TIME THIS DAY OF , 2009.

ADOPTED THIS DAY OF , 2009

Mayor

Corporate Officer

From "L. Partin" <lindapartin@shaw.ca>

Sent Monday, August 10, 2009 9:44 am

To ajackson@harrisonhotsprings.ca

Cc

Bcc

Subject For Council meeting tonight: Fire Hydrants needed in south end of Harrison Hot Springs

August 5, 2009

Mr. & Mrs. J. D. Partin

301 McPherson Road,

Harrison Hot Springs, BC.

To: Mayor Becotte and Council members,

RE: FIRE HYDRANTS AT SOUTH END OF HARRISON

We had our retirement home at 301 McPherson Road built for us, and we moved in on November 13, 2002. Since then, we have been asking for fire hydrants for the South end of Harrison, as well as for our street too. It's been 7 years now.

1. We went to numerous council meetings along with other residents in reference to having fire hydrants installed.
2. On Nov. 4th 2003, the house at 305 McPherson burned to ashes one cold night, with neighbours helping out with garden hoses before the fire dept arrived. Our firefighters couldn't save the house.
3. Sadly, several other houses in Harrison have since caught fire and had the same fate of having to be demolished - just as the one by us, on McPherson Road.
4. Then we went to more council meetings to discuss fire hydrants for McPherson Road and south Harrison but to no avail.
5. Fire hydrants were eventually installed along McCombs Drive going south but stop abruptly at Emerald and McCombs just before the Harrison Holiday Park.
6. Fire hydrants on Hot Springs Road going south, also stop abruptly at Tugboat Junction - once again, not too far from Harrison Holiday Park.
7. ***On July 27, 2009, we had a very close call when a fire broke out in Holiday Park - our biggest nightmare come true! It had fire fighters scrambling almost to the point of panic at the thought of just **ONE** spark from that roof-fire landing on a nearby tree - when everything was so tinder dry. I'm sure it was their biggest nightmare too!

- ***As we watched the firemen working feverishly, in 43C weather, we spoke with some residents of the park. They said that they had a huge investment in the park too, because after all, they own their lots in there, as well as their trailers. They certainly didn't want to see the park burn down either.
- A group of us from neighboring homes outside the park, as well as residents in the park, were watching this fire very closely. The firemen set up bladders and filled them, as tanker trucks kept leaving the park to return with more water. If that fire had gotten out of control, could you imagine how cute it would have been trying to put out a forest fire using water bladders? Too bad there weren't any hydrants available inside or outside the Park!
- Thankfully the person who reported the fire was prompt in doing so and the fire dept responded quickly and were able to get this fire under control. However, had that fire gone unnoticed for even 2 or 3 more minutes, this story probably would have had an entirely different ending! Harrison could needlessly be a village burned-down and gone forever, just as so many other areas have burned out from B.C. fires!
- Once we knew that the fire was under control, we returned home but we immediately decided

to pack some things and have our evacuation plan in order. There are approximately 412 sites in Holiday Park, with trailers, all of which have a propane tank attached – not to mention BBQ's with propane tanks too. All of these trailers are just sitting ducks, waiting for the inevitable to happen. Could you just imagine the fireworks then, if just *one* tree caught fire and then spread uncontrollably throughout the rest of the park?

8. Harrison to the north and Kent/Agassiz to the south, have fire hydrants in place now, but nothing at either end of McPherson Road. With the exception of Holiday Park, for some reason, I believe we're the only street in Harrison without a hydrant nearby. Why is that?
9. If a fire ever started in Holiday Park, there would be no stopping it, especially in these tinder dry conditions.
10. Does Holiday Park have their own water supply to fight fires? If the Park owners don't want hydrants because it's too expensive, just how expensive would it be for the owners, if all of the trailers with those attached propane tanks, exploded, and burned, one unit at a time? What if their park burned down completely? Just how expensive would those hydrants have been to the owners then, if they had NO business and NO Park left - because that's what can, and could happen?
11. We should also mention that if there was a fire of any 'significant' size in Holiday park (and it was burning from the east side to the west side of said Park) then there would also be no escape routes whatsoever from Harrison Hot Springs, because Hot Springs Rd and McCombs, would probably be blocked off from the fire and/or equipment fighting the fire. Therefore not having hydrants in south Harrison would also impact every person living north of Holiday Park too.
12. *** Oh yes, and should a fire start at the south end of Harrison where we have no hydrants to help contain or extinguish any fires, just keep in mind that the valley winds blow in both directions. The wind could spread that fire northward and create havoc for all residents at the north end of Harrison.
13. Perhaps we should also mention that all of our back-yard trees and fences on McPherson Road, intertwine with Harrison Holiday Park trees, so should our homes be on fire, the big trees in our back yards could ignite and continue burning to the trees in Holiday park.

Residents of the first 3 houses on McPherson Rd (#299, 301 & 303) have spent thousands of our own dollars on the fronts of our properties, to help make the "Welcome To Harrison" entranceway, look attractive. We feel that we represent the very first of many visual pleasures to visitors and residents who enter Harrison, but we certainly don't get a 'thank-you' back from the village in any way. Sometimes it's all we can do to get the boulevards mowed properly along McPherson and McCombs, but that's okay, because we're just at the south end, and for some reason, we don't seem to be as important as the north end of the village.

Council has dollars for tourism, beautification, new bridges, new trails, then more new bridges, and more beautification – but for what purpose? We also like beautification, but since when does 'beauty' override fire hydrants? Just remember that all of the beautification in Harrison isn't going to help or be noticed, if the village burns down to a crisp?

Please remember that the residents on McPherson Road also pay the same taxes as the rest of Harrison Hot Springs. Please remember that we're part of the Village too and that we require and deserve the same needs as the rest of the Village.

Please remember that none of us are asking for drinking water because we all have our own wells and we quite like it that way. However, ALL of us feel a fire hydrant is a **necessity**, not a luxury item!

We sincerely hope that you will address this very serious matter as soon as possible, because a major fire would affect each and every person in Harrison Hot Springs.

Yours truly,

Jim & Linda Partin

301 McPherson Road.

P.S. We wish to extend our sincerest gratitude to all of the Firemen for working so hard under such extreme, hot conditions! Your dedication is unsurpassed, and thanks to your quick response, we still have our homes! Thank you very much!

Cc: Council members: D. Harris, A. Jackson, D. Kenyon, and B. Perry

Ccc: #299, #301, #303 McPherson Road residents

